



Affordable Housing Program (AHP) Secure Portal Workspace Set-up Request

Complete this Workspace Set-up form to request that the Federal Home Loan Bank of San Francisco (Bank) create one workspace on the Bank's secure portal for the project identified below, expressly for the purpose of uploading all required documentation. The member must obtain member and sponsor signatures before emailing the completed form, as a PDF attachment, to ahportal@fhlsf.com.

Each workspace must have a member portal user and a sponsor portal user:

- The **Member Portal User** is an authorized employee of the member, designated to submit documents to the Bank.
- The **Sponsor Portal User** is an authorized employee of the project sponsor, designated to submit documents to the Bank on behalf of the project.

A user may have access to more than one project workspace, but a separate Workspace Set-up Request is required to identify users for each workspace.

To facilitate information sharing between and among the member, the sponsor, and the Bank with regard to the project application, the Bank uses a secure information sharing web portal ("Portal"). By signing below, member and sponsor acknowledge and agree that any access or other use of the Portal by the member or sponsor is subject to the AHP Portal User Agreement ("Portal User Agreement"), available on the Bank's website at fhlsf.com.

Project Name	<input type="checkbox"/> Rental <input type="checkbox"/> Owner-Occupied
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Member Information

Member Institution	
Member Portal User	Email Address
Name of Authorized Person	Signature of Authorized Person
Title	Date

Note: This form must be signed on behalf of the member institution, in accordance with the member institution's authorizations on file with the Bank.

Sponsor Information

Sponsor	
Sponsor Portal User	Email Address
Name of Authorized Person	Signature of Authorized Person
Title	Date

For questions, please call Community Investment at 415-616-2993.