

Complete this Workspace Set-up form to request that the Federal Home Loan Bank of San Francisco (Bank) create a workspace on the Bank’s secure portal for each of your institution’s annual allocation of WISH or IDEA Program funds, expressly for the purpose of uploading all required documentation related to:

- WISH or IDEA Program Applications
- WISH or IDEA Disbursement Requests

**Workspace(s) Requested**

Program	Program Year
<input type="checkbox"/> WISH <input type="checkbox"/> IDEA	20__
<input type="checkbox"/> WISH <input type="checkbox"/> IDEA	20__

**Member Portal User Information**

A Member Portal User is an authorized representative of the member, designated to submit documents to the Bank.

Identify one or two portal users from your institution who are authorized to submit documents to the Bank via the secure portal. Once the Bank has created the workspace(s), portal users will receive instructions on how to access the portal and submit documents to the appropriate workspace.

Member Institution	
Member Portal User	Email Address
Member Portal User	Email Address

To facilitate information sharing between and among the member and the Bank with regard to the Homeownership Set-Aside Programs, the Bank uses a secure information sharing web portal (“Portal”). By signing below, member acknowledges and agrees that any access or other use of the Portal by the member is subject to the Homeownership Set-Aside Programs Portal User Agreement (“Portal User Agreement”), available on the Bank’s website at [fhlbsf.com](http://fhlbsf.com).

**Member Authorization**

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.

Please email the completed form, as a PDF attachment, to [wish-ideaportal@fhlbsf.com](mailto:wish-ideaportal@fhlbsf.com). Contact the Community Investment Department at (415) 616-2542 with questions.