

MDPA Program documents will only be accepted if they are successfully uploaded to a workspace on the Bank's secure portal. The Bank must create a workspace for your reservation of funds, and portal users of that workspace must also be designated and authenticated before you can upload any documents.

Submit a [Secure Portal Workspace Set-up Request Form](#) for your MDPA reservation and request for funds.

To successfully upload documents and avoid rejection/resubmission:

- **Redact or exclude** personal identifying information such as:
 - First five digits of social security numbers or financial account numbers
 - Complete driver's license number or other identifying information
 - Any medical records or information
- **Upload a single file** to each folder.
 - Combine multiple documents into one PDF file as needed.
 - Attachment to the Certification and Disbursement Request eForm should be uploaded in Excel file format. The rest of the documents should be uploaded in PDF file format.
 - Re-uploading files into folders will overwrite previously uploaded documents.
- **Upload documents** to the appropriate subfolder
 - Do not rename, move, or delete folders
- **Signed documents** should be scanned and uploaded as a PDF

Reservation Workspaces

You may initiate the disbursement request process, if the homebuyer has opened escrow with scheduled loan closing within 60 days, by providing the following information via [email](#):

- Homebuyer name
- Household income % of AMI
- Subsidy amount
- Scheduled loan closing date
- Purchase property state

The Bank will notify you when a folder has been created for the homebuyer in the reservation workspace:

The homebuyer's folder contains the following subfolders required for disbursement:

1. Certification and Disbursement Request
2. Certification and Disbursement Request Attachment 1 (upload in Excel format)
3. Preliminary Closing Disclosure
4. Fannie Mae Form 1008 (or equivalent)
5. Fannie Mae Form 1003 (or equivalent)
6. Homebuyer Counseling Certificate
7. Proof of Homebuyer Disbursement (Post-Closing)

Upload a single PDF document to the appropriate folder, combining multiple documents into one PDF file as needed. Upload Attachment 1 in Excel format only.

When the files have successfully been uploaded, notify the Bank by [email](#). The Bank will confirm receipt of your documents.

If a document fails to meet the Bank's guidelines, listed above, you will receive instructions for resubmission.

For questions, please email outreach@fhlsf.com or call 415-616-2542 or visit fhlsf.com.