

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
- 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. Homebuyer Counseling Certificate
6. 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](mailto:outreach@fhlsf.com) or call 415-616-2542 or visit [fhlsf.com](http://fhlsf.com).