

To facilitate information sharing between and among the member, the sponsor, and the Federal Home Loan Bank of San Francisco (Bank) with regard to the project application, the Bank uses a secure information sharing portal (“Portal”). Complete this form to request that the Bank create one project workspace on the secure Portal for the project identified below, expressly for the purpose of uploading all required project documentation. The member must obtain member and sponsor signatures before emailing a PDF attachment of the completed request to [ahpportal@fhlbsf.com](mailto:ahpportal@fhlbsf.com).

At least one Member Portal Authorized Representative and at least one Sponsor Portal Authorized Representative are required to access a project workspace. Members and sponsors may also designate up to three additional Portal representatives.

- The **Member Portal Authorized Representative** (identified below) is an authorized employee of the member, designated to submit documents to the Bank on behalf of the project. The member’s employee(s) must have an official email address on the member’s domain. A third-party email address (Gmail, Yahoo, or another organization or company’s domain) is not allowed.
- The **Sponsor Portal Authorized Representative** (identified on page 2) is an authorized employee of the project sponsor, designated to submit documents to the Bank on behalf of the project. The sponsor’s employee(s) must have an official email address on the sponsor’s domain; a third-party email address (Gmail, Yahoo, or another organization or company’s domain) is not allowed.

A Member or Sponsor Portal Authorized Representative may have access to more than one project workspace, but a separate Workspace Set-up Request is required to identify Portal Authorized Representatives for each workspace.

By signing below, member and sponsor each acknowledge and agree that any access or other use of the Portal by the member or sponsor, or any Member Portal Authorized Representative or Sponsor Portal Authorized Representative, is subject to the [AHP Portal User Agreement](#) and the Bank’s [Public Website Privacy Policy](#).

Project Name		Project Type <input type="checkbox"/> Rental <input type="checkbox"/> Owner-Occupied	
Project Number (if applicable)	Event <input type="checkbox"/> Application <input type="checkbox"/> Disbursement <input type="checkbox"/> Initial Monitoring <input type="checkbox"/> Long-Term Monitoring		

**Member Institution Information**

Member Institution Name	
Primary Member Portal Authorized Representative	Title
Email Address	Phone
Additional Member Portal Authorized Representative	Title
Email Address	Phone
Additional Member Portal Authorized Representative	Title
Email Address	Phone
Additional Member Portal Authorized Representative	Title
Email Address	Phone
Member Authorized Signer Name	Title
Member Authorized Signature	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 Name	
Primary Sponsor Portal Authorized Representative	Title
Email Address	Phone
Additional Sponsor Portal Authorized Representative	Title
Email Address	Phone
Additional Sponsor Portal Authorized Representative	Title
Email Address	Phone
Additional Sponsor Portal Authorized Representative	Title
Email Address	Phone
Sponsor Authorized Signer Name	Title
Sponsor Authorized Signature	Date

Please contact Community Investment at (415) 616-2542 with questions.