

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 a project workspace on the secure Portal to upload all required documentation for the project identified below. Also use this form, as needed, to update information regarding Portal Authorized Representative(s) after a project workspace is created.

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

- The **Member Portal Authorized Representative** (designated on page 2) 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** (designated 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.

Project workspaces will need to be created twice for a successful AHP project. The first workspace is created prior to submitting an AHP application, and a second workspace is created prior to disbursement of AHP funds. When creating a project workspace, the form must include both member and sponsor signatures. When a member or sponsor uses this form to add a new Portal Authorized Representative after a workspace is created, only the party adding the new Portal Authorized Representative needs to execute the form. A PDF attachment of each completed request should be emailed to ahpportal@fhlsf.com.

By signing on page 2, 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

Note: The sponsor must be the parent organization and not an affiliate organization.

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