

**Middle-Income Downpayment Assistance (MDPA) Program**  
**Secure Portal Workspace Set-up Request**

Complete this Workspace Set-up form to request that FHLBank San Francisco (Bank) create a workspace on the Bank's secure portal for your institution's 2024 MDPA Program participation, expressly for the purpose of uploading all required documentation related to disbursement requests.

**Portal User Information**

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

Identify one or two representatives from your institution who are authorized to submit documents to the Bank via the Bank's 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	
Portal User	Email Address
Portal User	Email Address

**Website Contact Information**

All MDPA Program member participants will be displayed on the Bank's public website. Provide the name and email address of the person who can be contacted by potential homebuyers or housing counseling agencies interested in the MDPA Program.

Contact	Email Address
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To facilitate information sharing between and among the member and the Bank with regard to the MDPA Program, 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 MDPA Program Portal User Agreement ("Portal User Agreement"), available on the Bank's website at [fhlbsf.com](http://fhlbsf.com).

**Member Authorization**

Authorized Person	Authorized Person Signature
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 [outreach@fhlbsf.com](mailto:outreach@fhlbsf.com). Contact the Community Investment Department at (415) 616-2542 with questions.