



## STEPS FOR NEW APPLICANT ENROLLMENT IN THE FHLBNY FILE TRANSFER SERVICE

1. In order to allow your institution to initiate testing of the transmission of mortgage data via the FHLBNY's File Transfer Service, complete and return the FHLBNY File Transfer Service [Applicant Secure Server Enrollment Form \(COL/APP-001\)](#) for your institution to set up a temporary User ID and Password. Once your form is completed please have an authorized representative of your institution sign and date the form as correct as submitted, and then forward your signed form to the attention of:

Maria Maia  
Federal Home Loan Bank of New York  
Collateral Services Group  
30 Montgomery Street, 3<sup>rd</sup> Floor  
Jersey City, NJ 07302

Once the Enrollment Form has been received and the information entered and confirmed in FHLBNY records, the Information Security Division of the FHLBNY will contact your Data Source Contact(s) by regular mail and by telephone to provide your contact person(s) with a Temporary User ID and Password as an Applicant for Bank Membership for access to the FHLBNY File Transfer Service server. Should you have any questions regarding this Enrollment form, please contact Ms. Tisa Surat, Media Processing Manager, at 201-356-1058, or Ms. Andrea Jones, Operations Analyst, 201-356-1083.

2. Review the document [Getting Started With the FHLBNY File Transfer Service \(COL-012\)](#). This document explains the purpose and need for the File Transfer Service process and a description of the overall requirements. If your institution needs additional information concerning the process, please call our FHLBNY Computer Room at 201-356-1108.
3. Review the document [Technical Instructions for Transmitting files using the FHLBNY File Transfer Service \(COL-013\)](#). This document outlines the five major steps in completing the File Transfer Service process, including which common File Transfer Service clients and tools can be utilized to install software. It is suggested that your technology support group or outside servicer's Information Technology support group review this document carefully. Should you or your outside vendors require further assistance, feel free to call our FHLBNY Computer Data Center at 201-356-1108.
4. Contact our Computer Room at 201-356-1108 to advise us that you are ready to test your submission of data through the File Transfer Service server and you will be given further instructions by our Computer Room personnel on how to begin the data transmission test.
5. Discuss any problems with transmission difficulties with our Computer Room by calling the phone number mentioned above.
6. Once testing has been successfully completed, and your institution has been officially approved for membership in the FHLBNY and approved for Mortgage Listing, you will receive notification from the Collateral Operations Division that your institution is approved to submit mortgage data via the FHLBNY's File Transfer Service.