



Federal Home Loan Bank
NEW YORK

FHLBNY File Transfer System (FTS) User Guide for the Homebuyer Dream Program[®] (HDP[®])

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FHLBNY FTS for HDP Household Reservation & Funding Requests

In this tutorial we will provide a technical overview on how to use the Federal Home Loan Bank of New York's ("FHLBNY's") File Transfer System ("FTS") to submit documentation for HDP household Reservation Requests and Funding Requests.

Submission via the FTS

Pursuant to applicable Federal and State laws, to protect household information that may be utilized to develop a credit profile if intercepted by an unauthorized third party, the FHLBNY requires that all HDP documentation be submitted through the FHLBNY's FTS.

Our Security Posture

The FHLBNY takes protecting our members' information and data very seriously, and became ISO 27001 certified on October 15, 2022, to continue our commitment to enhance our cybersecurity and resiliency.

Enrolling in the HDP FTS

The FHLBNY provides an FTS that is to be used to securely submit household information under the HDP. Prior to participation in the HDP, a member must execute the HDP File Transfer System Enrollment Form (HDP-002).

Each member institution is allowed up to three authorized users.

HDP FTS User Enrollment

Member representatives listed in the HDP File Transfer System Enrollment Form will receive both a User ID and password for the FTS. It is recommended to complete a test file submission prior to the submission of any HDP files to the FHLBNY. It is the member's responsibility to advise FHLBNY of any changes in member representatives.

Submitting HDP Household Requests

HDP household requests must be submitted via the FTS as one zip file per household and must include a fully completed HDP Request Form (HDP-005) in MS Excel format containing the .xlsx file extension.

All supporting documentation should be submitted in PDF format.

HDP FTS Users

Users are authorized to execute the HDP Request Form (HDP-005) and submit complete household requests to the FHLBNY.

Accessing the FTS for HDP

To submit your HDP requests through the FTS, navigate to HDP Suite page on the FHLBNY's website by selecting the **[Community]** tab, and under the "Housing Programs" category, select the **[Homebuyer Dream Program® Suite]**.

On the right sidebar, select **[Reservation Request]** or **[Funding Request]**.

Note: The **[SUBMIT YOUR HDP REQUEST]** button brings you directly to the FHLBNY's FTS login screen.

The screenshot shows the FHLBNY website interface. At the top, there is a navigation bar with links: ABOUT US, MEMBERS, BUSINESS LINES, **COMMUNITY**, CAREERS, NEWS, EVENTS, and FINANCIAL INTELLIGENCE. The **COMMUNITY** tab is highlighted. Below the navigation bar is a large banner image of a suburban neighborhood with the text **HOMEBUYER DREAM PROGRAM® SUITE** overlaid. Below the banner is a breadcrumb trail: [Home](#) > [Community](#) > [Housing Programs](#) > [Homebuyer Dream Program® Suite](#) > [Funding Request](#). The main heading is **Homebuyer Dream Program® (HDP®) Suite Funding Request**. Below the heading is a paragraph explaining the program: "Grant funds under the HDP, HDP Plus and HDP Wealth Builder are disbursed to the member on a post-closing basis. The FHLBNY requires the closing and the reimbursement of funds to the member to occur within the 120-day commitment period. Funding requests should be submitted to the FHLBNY no later than fifteen (15) days prior to commitment expiration." Below this paragraph are two tabs: **HDP®** and **HDP® Plus & HDP® Wealth Builder**. The **HDP®** tab is selected. Below the tabs is a paragraph explaining the submission process: "The member will need to submit an [HDP Round Request Form](#) (in MS Excel format, containing the .xlsx file extension) selecting the Funding Request option. The HDP Round Request Form, along with the following documentation (in PDF format), must be submitted via the [FHLBNY File Transfer System](#) as one Zip file per household:" Below this paragraph is a list of required documents:

- Closing Disclosure
- Subordinate Mortgage
- Certification of Intent to Record
- Promissory Note (applicable to Puerto Rico only)
- Declaration of Restrictive Deed Covenant (applicable to FHA financing)
- UCC-1 Filing (applicable to cooperative housing)

On the right side of the page is a sidebar with the following links: **HOMEBUYER INFORMATION**, **RESERVATION REQUEST**, **FUNDING REQUEST** (highlighted), **PARTICIPATING MEMBERS**, **FORMS, AGREEMENTS & GUIDELINES**, and **Key Contacts**. The **Key Contacts** section includes:

Homebuyer Dream Program
HDP@fhlbny.com


Relationship Managers
(212) 441-6700
FHLBNY@fhlbny.com

At the bottom of the page is a blue button labeled **SUBMIT YOUR HDP REQUEST**.

Logging into the FTS

Only authorized users can access the FHLBNY FTS and upload zipped household files to the FHLBNY via Multi-Factor Authentication (“MFA”). Enter the user credentials provided by the FHLBNY to enter the FTS.

Passwords assigned to authorized users cannot be personalized. If you forget your password, please email us at HDP@fhlbny.com and we will resend your password to the authorized user on file.



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Username:

Forgot Username

Password:

Forgot Password

LOG IN

You will be asked to enter a one-time passcode sent via email from noreply-FTS@fhlbny.com to the address you supplied when you enrolled in the FHLBNY FTS. If you do not see the e-mail, check your spam folder and ensure the email address, noreply-FTS@fhlbny.com, is whitelisted.

Passwords assigned to authorized users cannot be personalized. If you forget your password, please email us at HDP@fhlbny.com and we will resend your password to the authorized user on file.

From: Federal Home Loan Bank of New York <noreply-FTS@fhlbny.com>
Sent: Tuesday, December 3, 2024 11:19 AM
To: Doe, John <John.Doe@email.com>
Subject: Complete the authentication process in EFT

Hi john.doe@email.com,

Here is your one-time passcode to access the FHLBNY File Transfer System (FTS):

384643


This passcode will expire in 5 minutes.

If you have any questions, please contact us at the following email address:

Collateral Users: mediafiles@fhlbny.com

Homebuyer Dream Program® Users: HDP@fhlbny.com

Enter the one-time passcode from your email and select **[Submit]**.



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File Transfer System


Please enter your one-time passcode that was sent to your email.

Passcode

XXXXXX

Submit

Upon successful verification, you will be able to access the FHLBNY FTS.



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Filter

Files

My Files

File Transfer System

dazzom

New Folder

Upload

Upload Folder

My Files

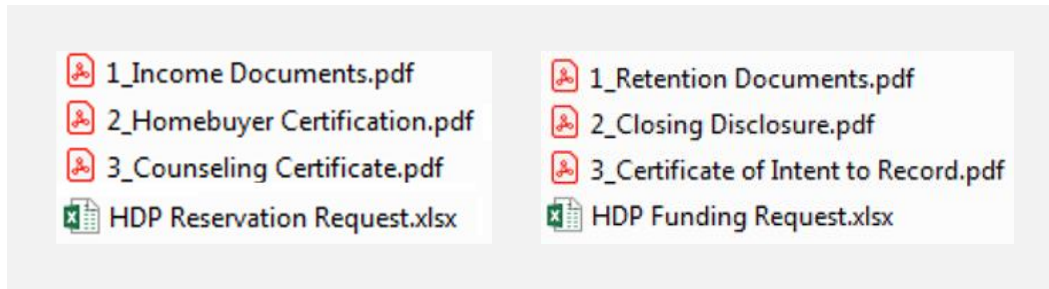
0 items

	Name ↑	Size	Date
<div><div></div><div>This folder is empty drag items here to upload</div></div>			

Submitting Household Requests in the FTS

All household requests within each zip file must contain a completed HDP Request Form (HDP-005) in its original excel file format.

Requests must be uploaded as one zip file per household. Supporting household documents within each zip file must be provided in PDF format.



HDP Request Form (HDP-005)

The HDP-005 Request Form is a Microsoft Excel-based document that can accommodate six (6) different request types, depending on what you select in the yellow highlighted fields:

1. Homebuyer Dream Program®
2. Homebuyer Dream Program® Plus
3. Homebuyer Dream Program® Wealth Builder
4. New Household Reservation Request
5. Funding Request
6. Other Documentation Request



Homebuyer Dream Program® Request Form – 2026 Round

Which program would you like to select?

Homebuyer Dream Program

Which type of Homebuyer Dream Program request would you like to submit?

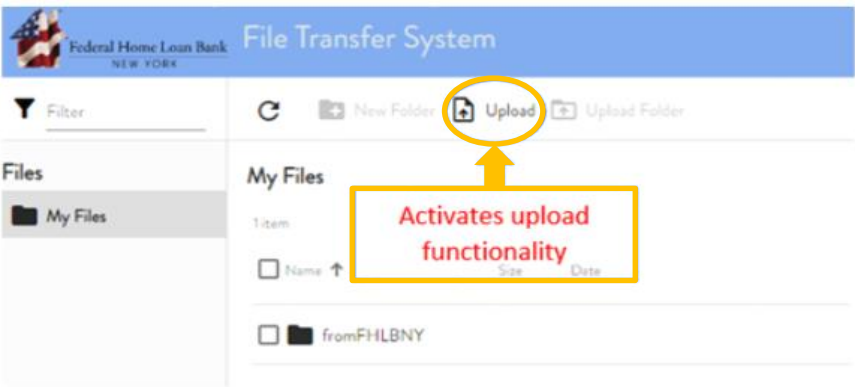
New Household Reservation Request

Initiate New Household Reservation Request

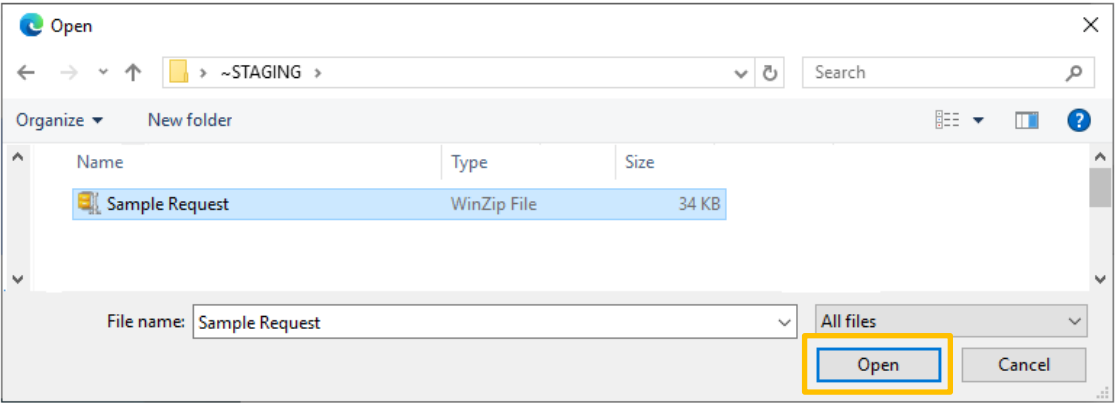
Note that once you've started the request form, you will not be able to change the form type; please ensure the correct type is selected before proceeding.

Uploading your HDP Request

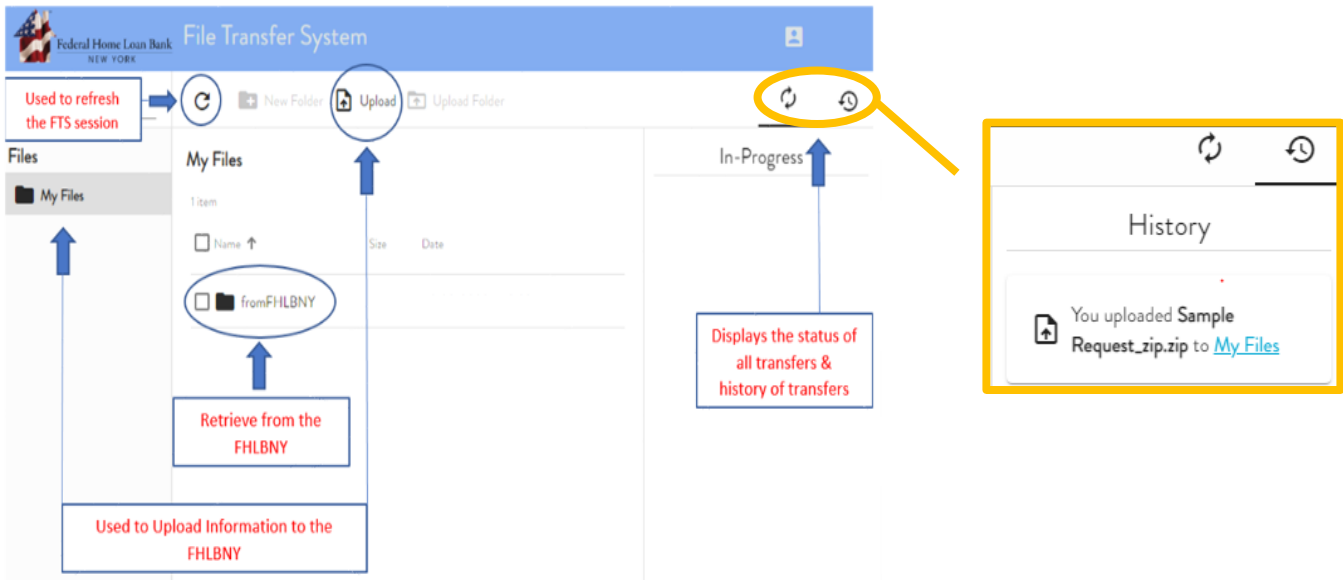
To upload a file, select the **[Upload]** icon at the top of the screen.



Locate the zipped household file and select **[Open]** to upload the file to the FTS.



The uploaded zip file will appear within the landing page of the FTS under the “In-Progress” section. This section will indicate to the user that the file upload was successful.




After Your Submission

The designated user will receive an email indicating a successful upload.

Upon review of the submitted household request, the FHLBNY will determine household eligibility based on the requirements outlined in the [HDP Guidelines](#) and the [AHP Implementation Plan](#) if applicable.

FHLBNY FTS Notification: Upload Received

 Federal Home Loan Bank of New York <noreply-wsefta-d1@fhlbny.com>
To: Media Test
Cc:
Retention Policy: 10 year delete (10 years)

This message was sent to you automatically by FHLBNY on the following event: Upload Received.

Only zip-files will be considered by FHLBNY.

Your submission to this File Transfer Service does not constitute or establish any obligation by FHLBNY to grant or commit funds to you, nor is it a reservation by you for the commitment of funds.

1. Date of Transfer: 14 Jun 23 15:28:40

2. File Name : Sample Request_zip.zip

3. Virtual Path : /Usr/FHC/0099 Test/1018Kahan2/toFHLBNY/Sample Request_zip.zip

4. Logon Name: 1018Kahan2

5. Full (User) Name: Holly Kelly

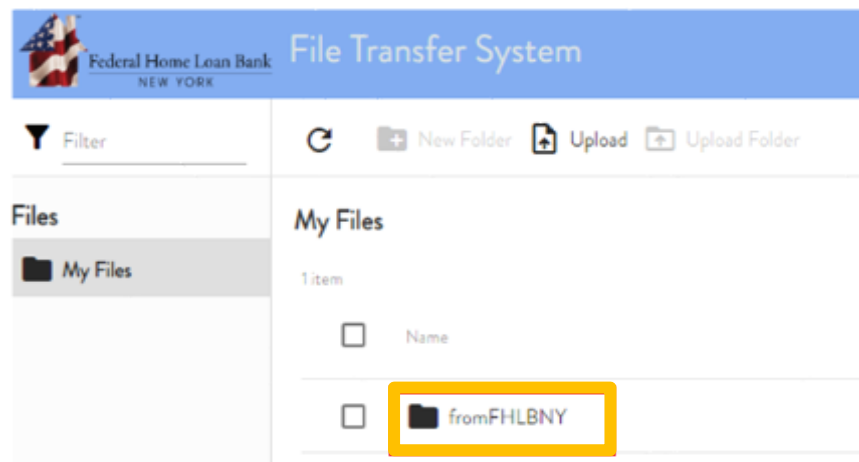
6. Home Folder: /Usr/FHC/0099 Test/1018Kahan2/toFHLBNY/

7. Moved to: O:\FIRST HOME CLUB\DocStage_GS\1018Kahan2

This email was sent from an unmonitored email address. Please do not reply. All questions should be directed to HDP@fhlbny.com.

On a periodic basis, the FHLBNY will provide Pipeline Status Reports to members via the FTS.

Reports are uploaded into the “from FHLBNY” folder. Household files should not be uploaded by the user into this folder.



Note: Reports are deleted on a quarterly basis. We recommend that you download these reports.

Designated users have access to each other's folders to access FHLBNY communications and reports.

In Closing

We encourage you to review the [current AHP Implementation Plan](#), the [HDP Guidelines](#), and the [HDP Tutorials](#) located on our website. All [HDP Forms and Agreements](#) are also available on our website.

Thank you for viewing the HDP tutorial on using the FTS.

If you have any program or household specific questions, please contact us at HDP@fhlbny.com.