



Federal Home Loan Bank
NEW YORK

User Guide for 1Link-IPR

Interim 1Link[®] Portal

Effective January 10, 2020

TABLE OF CONTENTS

USER GUIDE INSTRUCTIONS 3

NEW USER SIGN-IN 3

EXISTING USER SIGN-IN..... 3

SET NEW PASSWORD 4

BALANCES 7

CURRENT DAY BALANCES..... 9

TRANSACTION SEARCH..... 10

REPORTS 13

SPECIAL REPORTS 14

STANDARD REPORTS..... 16

CUSTOM REPORTS 17

CREATE NEW CUSTOM REPORT 17

EDIT CUSTOM REPORT..... 20

DELETE CUSTOM REPORT..... 21

SUBSCRIPTIONS..... 22

CREATE SUBSCRIPTION 23

MANAGE SUBSCRIPTION..... 25

DELETE SUBSCRIPTION..... 27

MANUALS AND GUIDE..... 28

HELPDESK ASSISTANCE..... 28

USER GUIDE INSTRUCTIONS

If you are a new 1Link® user, once you provide a fully executed Global Authorization Form the FHLBNY will provide you with a Login ID as part of the Global Authorization Form (GAF) process.

All current 1Link users who wish to access 1Link-IPR will require a new password.

NEW USER SIGN-IN

If you are a new 1Link user, upon the receipt of your Login ID, you will need to set a new password by following the steps below:

1. Open 1Link-IPR by typing the following URL address in the web browser: 1Link-ipr.fhlbny.com.
2. Click the “Forgot Password” link under the “Sign-In” button at the bottom of the screen.
3. Follow the steps described in the “Set New Password” section to set a new password.

EXISTING USER SIGN-IN

To access 1Link-IPR, please type the following URL address in the web browser: 1Link-ipr.fhlbny.com.

Sign-in screen: instead of entering your Company ID, Login ID, and Password—as with the current 1Link portal— you will now be entering a Screen Name and Password.

The Screen Name format is your current Login ID @Company ID

You will need to set a new password by following the steps in the [“Set New Password”](#) section.

The screenshot shows a web form for signing in. At the top center is the 1Link logo. Below it, the text "Sign In" is displayed. The form contains two input fields: "Screen Name" with the value "JDOE@HLB12345" and "Password" with masked characters. A green "Sign In" button is positioned below the fields. At the bottom left, there is a blue link labeled "Forgot Password".

SET NEW PASSWORD

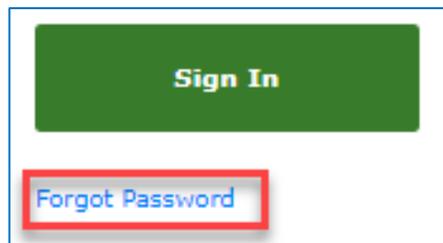
Upon accessing 1Link-IPR for the first time, you must enter your screen name then to create a new password click on the

"Forgot Password" link under the "Sign In" button at the bottom of the screen.

Please Note: In the future if you need to reset your password you may follow the same steps outlined below.

Step 1

Click on the "Forgot Password" link located under the "Sign In" button



Upon clicking the "Forgot Password" link, you will be navigated to the "Forgot Password" screen.

 A screenshot of the "Forgot Password" screen. At the top is the 1Link logo. Below it is the heading "Forgot Password". The main form area contains:

- A "Screen Name" field with a red asterisk, containing the text "JDOE@HLB12345".
- A captcha image showing the word "atara" with a refresh icon to its right.
- A "Text Verification" field with a red asterisk, containing the text "atara".

 A green button labeled "Send New Password" is located below the form. At the bottom left is a blue link labeled "Sign In". The entire form area is highlighted with a red rectangular box.

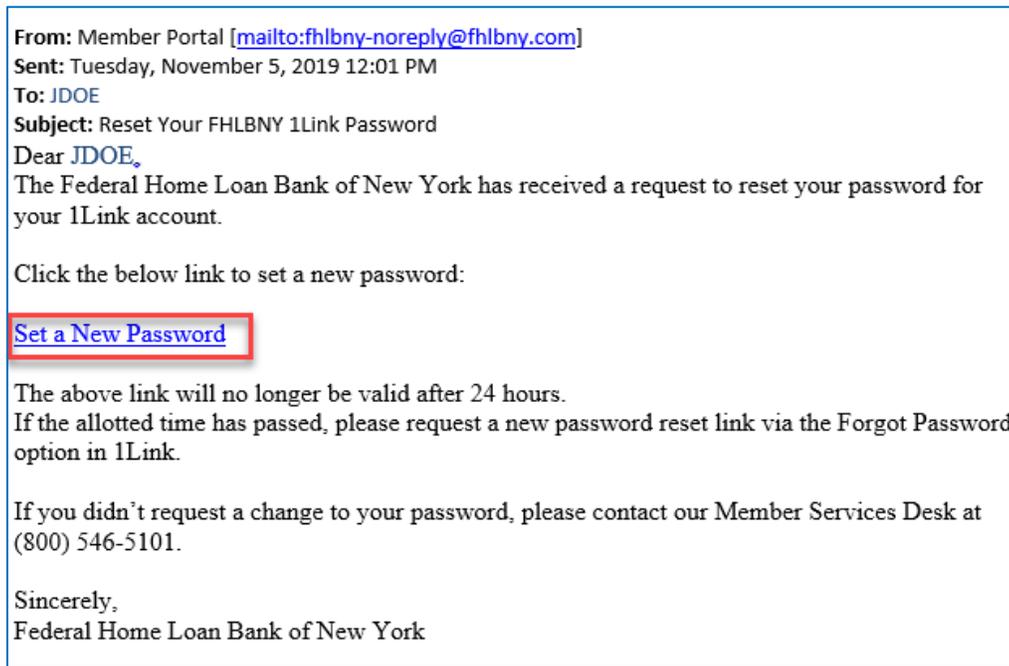
Step 2

Enter Screen Name: User Login ID @ Company ID (Example: JDOE@HLB12345).

Enter Captcha Code displayed in the Text Verification field

(To change the Captcha, please click on the refresh  icon).

Upon clicking on the "Send New Password" button, an automated email notification will be sent to you.



Step 3

Click on the "Set a New Password" link in the email; you will be navigated to the 1Link-IPR "Change Password" screen.

Note: The "Set a New Password" Link will expire after 24 hours. If it expires, you will have to request a new link by clicking the "Forgot Password" link on the 1Link-IPR "Sign-in" screen.

The image shows a screenshot of the 1Link "Change Password" screen. At the top, there is the 1Link logo. Below the logo, the title "Change Password" is displayed. The main content area contains two text input fields: "New Password" and "Confirm New Password". Both input fields are highlighted with a red border. Below the input fields is a green "Save" button.

Step 4

In the “Change Password” screen, enter a new password in the “New Password” field and reenter it in the “Confirm New Password” field.

Note: The new password cannot be the same as the last 9 passwords and must have at least 8 characters, at least one number, at least one upper case letter, and at least one symbol.

Upon clicking on the “Save” button, you will be automatically signed in and navigated to the Notifications screen.

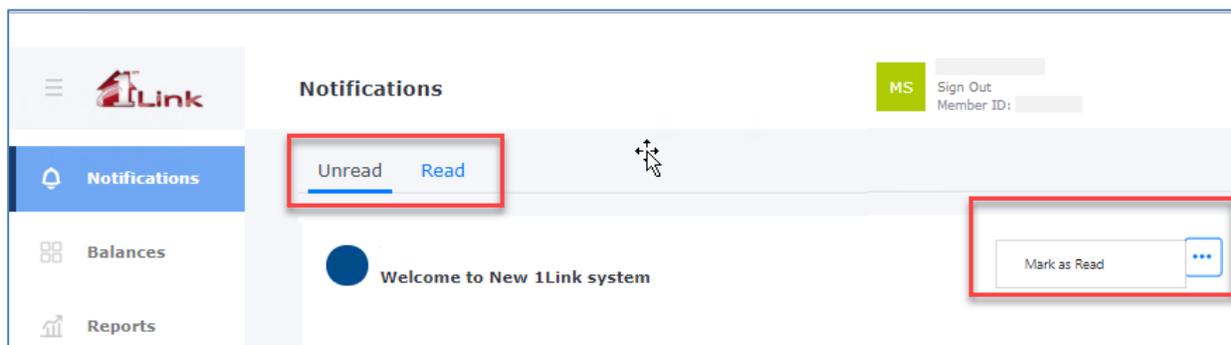
Questions?

If you have any issues with logging in, please contact the Member Services Desk at (800) 546-5101, Option 1.

NOTIFICATIONS

Upon successful sign-in to 1Link-IPR, the “Notifications” screen will be displayed. Here you will be able to view all announcements and alerts from the FHLB NY.

Notifications can be marked as “Read” by selecting the “Mark as Read” in the Actions menu. Select (...) icon.



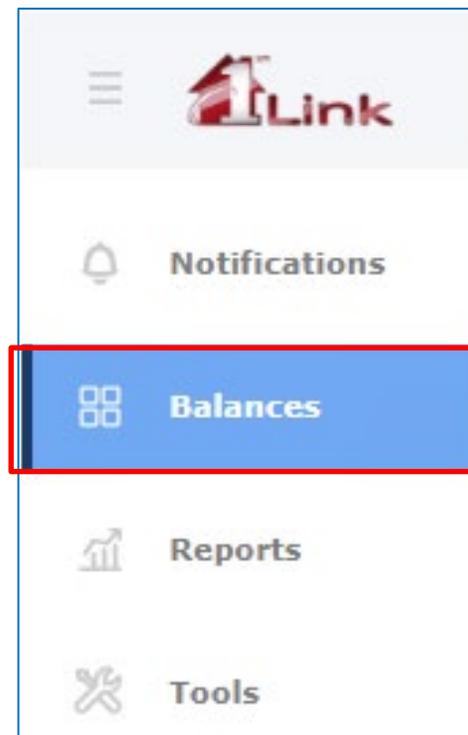
The “Unread” notifications screen will display all the new and unread notifications for the user. The “Read” notifications screen will display all the notifications for the user that have been marked as read.

BALANCES

In the Balances screen, you will be able view balances and transactions for the current day and prior days, as well as search for transactions based on selected filter data.

You will also be able to download data displayed in the Prior Day, Current Day, and Transaction Search Results screens by clicking on the ( Export) icon and selecting one of the following file formats: "TXT", "XLS", or "CSV".

Upon successful sign-in to 1Link-IPR (refer to section ["Existing User Sign-in"](#)), click on "Balances" in the left side menu.



PRIOR DAY BALANCES

To view prior day balances, select the "Prior Day" tab.

By default, you will be able to view balances for the last 2 days. Click the "More" link to view balances for up to 10 days.

The screenshot shows the 'Balances' page with the 'Prior Day' tab selected. The 'Overnight Investment Account Master' table displays the following data:

Date	Opening Balance	Total Debit Amount	Total Credit Amount	Ending Balance
12/06/2019	\$16,780,202.91	\$4,539,536.18	\$4,852,955.51	\$16,780,202.91
12/05/2019	\$17,358,091.86	\$5,893,593.47	\$5,315,704.52	\$16,780,202.91

To view transactions for a particular date, select the desired date by clicking on the date.

The screenshot shows the 'Balances' page with the 'Prior Day' tab selected. The 'Overnight Investment Account Master' table displays the following data for the selected date (12/06/2019):

BAI Code	Transaction Description	Reference Text	Amount	Credit/Debit
451	ACH Debit Received	NYACH-CNS SETTLEMENT	\$477.61	D
451	ACH Debit Received	NYACH-CNS SETTLEMENT	\$108,733.42	D

CURRENT DAY BALANCES

To view current day balances, select the "Current Day" tab.

Balances MS Sign Out Member ID: [redacted]

Prior Day **Current Day** Transaction Search Refresh Export

Dec 16, 2019

Account Name	Account Number	Current Avail. Balance	Current Balance
<u>Overnight Investment Account Master</u>	[redacted]	\$0.00	\$0.00
<u>Overnight Investment Account Master</u>	[redacted]	\$0.00	\$0.00

To refresh data, click on the ( Refresh) button.

To view transactions for a particular date, select the desired "Account Name" Link.

Balances MS Sign Out Member ID: [redacted]

Prior Day Current Day Transaction Search

< Go back Refresh Export

Overnight Investment Account Master [redacted]

Current Day (Dec 16, 2019) - 1 Transactions

BAI Code	Transaction Description	Reference Text	Amount	Credit/Debit
699	Misc. Debit	test zero bal	\$520,138.40	D

To refresh data, click on the ( Refresh) button.

TRANSACTION SEARCH

In the Transaction Search section, you will be able to search for transactions based on selected filter data.

To access, select the "Transaction Search" tab.

The screenshot shows the 'Balances' section of a web application. At the top right, there is a green 'MS' button and a 'Sign Out' link with a 'Member ID:' field. Below this is a navigation bar with three tabs: 'Prior Day', 'Current Day', and 'Transaction Search', which is currently selected and underlined. The main content area is titled 'Accounts *' and contains a dropdown menu with 'Choose Options'. Below this is the 'Type' section with four radio buttons: 'All Transactions' (selected), 'All Credit Transactions', 'All Debit Transactions', and 'BAI/SWIFT'. The 'Date *' section has two radio buttons: 'Specific Date' (selected) and 'Date Range', with a date input field below. The 'Amount' section has two radio buttons: 'Specific Amount' (selected) and 'Amount Range', with a text input field containing '0.00'. At the bottom is a large green 'Search' button.

You can search for transactions using the following fields as filters:

- Accounts – Select one or multiple accounts from the dropdown list.

This close-up shows the 'Accounts *' dropdown menu. The selected item is '1010 - Ov...' with a close button (X) on the right. Below the dropdown, a list of accounts is visible, with the first item '1010 - Overnight Investment Account Master' having a blue checkmark in a box to its left.

- Type – Select one of the following types of transactions:
 - All Transactions, All Credit Transactions, All Debit Transactions, or BAI/SWIFT.
 - If BAI/SWIFT is selected, the Transaction Code(s) dropdown field will be displayed from which you will be able to select Transaction Codes. You can also enter Transaction Code in the Search field.

- Date
 - Select a Specific Date by clicking on the “Specific Date” radio button and selecting a date
 - Select a Date Range by clicking on the “Specific Date” radio button and selecting a “From” date and “To” date.

- Accounts
 - Select a Specific Amount by clicking on the “Specific Amount” radio button and entering an amount
 - Select Amount Range by clicking on the “Amount Range” radio button and entering “From” amount and “To” amount.

When you completed the filter selection, please click the “Search” button to view transactions based on the selected filters.

Balances

Prior Day Current Day Transaction Search

Accounts
1010 - Overnight Investment Account Master

Type
 BAI/SWIFT

Transaction Code(s)
 108 - Credit any type - C, 166 - ACH Settlement - C

Date
 12/02/2019 to 12/04/2019

Amount (Currency in USD)
 \$ 1,000.00 to \$ 3,000.00

Edit Current Search
New Search

Search Results [Export](#)

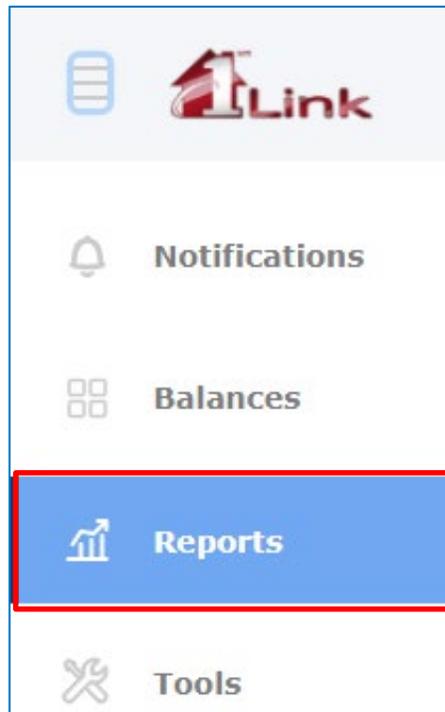
Date	Accounts	Transaction Code(s)	Description	Debit (-)	Credit (+)
12/04/2019	1010 - Overnight Investment Account Master	ACH Settlement - 166	NYACH-CNS SETTLEMENT		\$1,903.65
12/02/2019	1010 - Overnight Investment Account Master	ACH Settlement - 166	NYACH-CNS SETTLEMENT		\$1,209.54

If you want to change any of the filter field values, click the “Edit Current Search” button and make changes. For a new search, click the “New Search” button.

REPORTS

In the Reports screen, you will be able view Special Reports, Standard reports, and create Customized Standard Reports. You will also be able to create subscriptions. Which will allow you to subscribe reports to be automatically emailed to specified email addresses.

Upon successful sign-in to 1Link-IPR (reference ["Existing User Sign-in" section](#)), click on "Reports" in the left side menu.



SPECIAL REPORTS

To view Special Reports in the Reports screen, select the “Special” tab.

Reports		MS	Sign Out Member ID:
<u>Special</u>	Standard	Custom	Subscriptions
Report Name	Activity Date		
Advances Portfolio	Dec 17, 2019		...
Collat Customer Summary Report	Dec 17, 2019		...
Collat Mortgage Summary Report	Dec 17, 2019		...
Collat Portfolio Report	Dec 17, 2019		...
Collat Sub Acct Summary Report	Dec 17, 2019		...
Correspondent Svcs Activity Stmt	Dec 16, 2019		...
Municipal Letters of Credit	Dec 16, 2019		...
Net Settlement Memo Post Report	Dec 17, 2019		...
Wire Statement	Dec 17, 2019		...

You can generate any of the Special Reports by clicking on the desired “Report Name” link.

If it is a “Collateral” report, the report will be displayed in PDF format; all other reports will be displayed in .TXT format.

To view historical previous versions on the particular Special Report, click the Actions menu (...) icon and select "Version History"

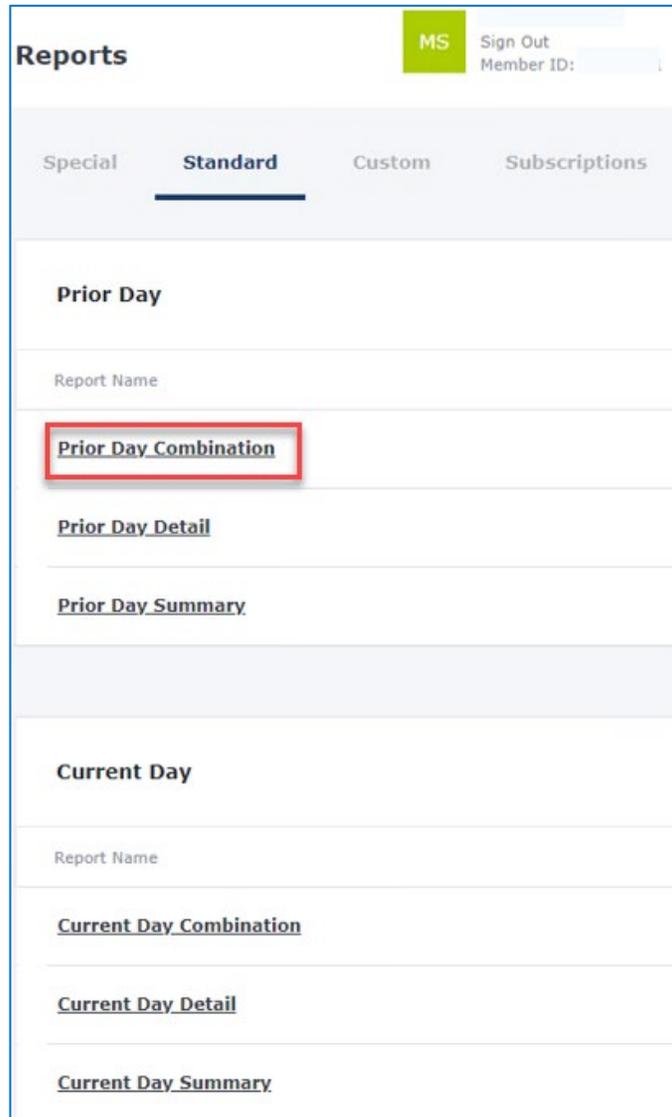
The screenshot shows a web interface for 'Reports'. At the top right, there is a user profile with 'MS' and 'Sign Out' options, and a 'Member ID' field. Below this is a 'Go back' link. The main content is titled 'Collat Customer Summary Report' and contains a table with two columns: 'Activity Date' and 'Last Updated'. The table lists several versions of the report, with the date 'Dec 16, 2019' highlighted by a red rectangular box.

Activity Date	Last Updated
Dec 17, 2019	Dec 17, 2019 6:50 AM
Dec 16, 2019	Dec 16, 2019 6:26 AM
Dec 13, 2019	Dec 13, 2019 5:42 AM
Dec 11, 2019	Dec 11, 2019 12:36 PM
Dec 10, 2019	Dec 10, 2019 11:18 AM
Dec 4, 2019	Dec 10, 2019 11:12 AM

You can view any of the previous versions of the selected Special Report by clicking on the Date link.

STANDARD REPORTS

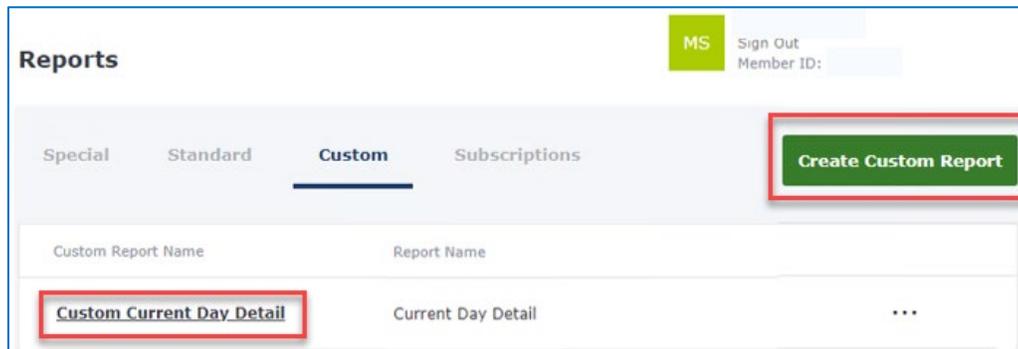
To view Standard Reports in the Reports screen, select the "Standard" tab.



You can generate any of the Standard Reports by clicking on the desired report name link. The selected report will be generated in PDF format.

CUSTOM REPORTS

In the Custom screen, you will be able to view, edit, or create new Custom Standard Reports. To view existing Custom Reports in the "Reports" screen, select the "Custom" tab. If there are no existing Custom Reports, the following message will be displayed: "You currently don't have any custom reports yet. When you do they will appear here".



You can generate any of the Custom Reports by clicking on the desired Custom Report name link. The selected report will be generated in PDF format.

CREATE NEW CUSTOM REPORT

You can create a Custom Report by clicking on the "Create Custom Report" button. When the New Custom Report screen is displayed, select one of the Standard Report Names from the dropdown list.

The screenshot shows the 'New Custom Report' form. It has a title 'New Custom Report' and a required field 'Report Name *'. A dropdown menu is open, showing a list of options: 'Choose Option', 'Current Day Combination', 'Current Day Detail', 'Current Day Summary', 'Prior Day Combination' (which is highlighted in blue), 'Prior Day Detail', and 'Prior Day Summary'. At the bottom of the form are two buttons: 'Create' and 'Cancel'.

Upon selecting a Standard Report name, the screen will be expanded with fields related to the selected report.

New Custom Report

Report Name *

Prior Day Combination

Custom Report Name *

Accounts *

Choose Options

Date Range

Absolute Date
 Relative Date

From * **To ***

__/__/__

__/__/__

Amount Range (Currency in USD)

From **To**

0.00

0.00

Transaction Code(s)

Choose Options

Create

Cancel

Populate the following fields:

- Custom Report Name – Type a new custom report name in the “Custom Report Name” field, which will be listed in the Custom screen.

Custom Report Name *

Custom Prior Day Combination

- Accounts – Select one or multiple Account Numbers from the dropdown list.

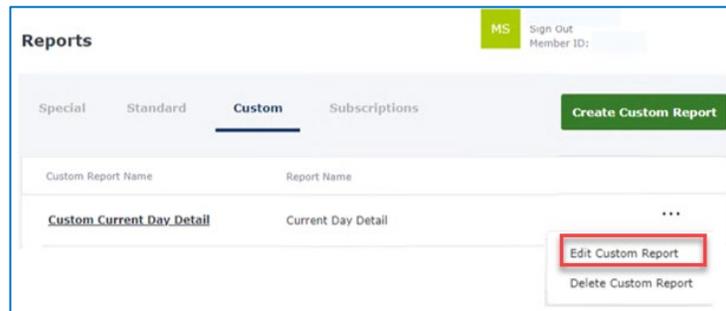
- Date
 - Select the Absolute Date Range by clicking on the “Absolute Date” radio button and selecting “From” date and “To” date
 - Select the Relative Date Range from the dropdown list.

- Amount
 - Select the Specific Amount by clicking on the “Specific Amount” radio button and enter an amount
 - Select the Amount Range by clicking on the “Amount Range” radio button and enter “From” amount and “To” amount.

Upon clicking on the “Create” button, the new Custom Report will be created.

EDIT CUSTOM REPORT

You can make changes to an existing Custom Standard Report in the Custom Report screen by clicking on the “More Options” icon (**...**) and select “Edit Custom Report” link.



You will be navigated to the Edit Custom Report screen.

The 'Edit Custom Report' screen contains the following fields and controls:

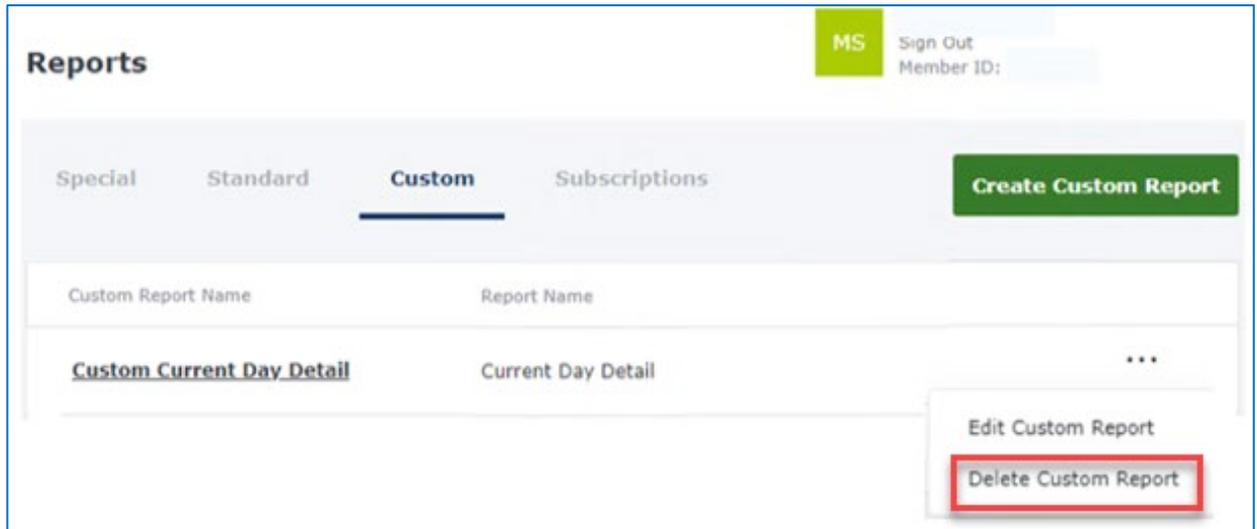
- Report Name:** A dropdown menu with 'Current Day Detail' selected.
- Custom Report Name:** A text input field containing 'Custom Current Day Detail'.
- Accounts:** A dropdown menu with '1010 - Ove...' selected.
- Date Range:** Radio buttons for 'Absolute Date' (selected) and 'Relative Date'.
- From/To:** Date input fields with calendar icons, both set to '12/01/2019'.
- Amount Range (Currency in USD):** Text input fields for 'From' and 'To', both set to '0.00'.
- Transaction Code(s):** A dropdown menu with 'Choose Options' selected.
- Buttons:** 'Update' (green), 'Cancel' (green), and 'Delete' (red) buttons at the bottom.

Make changes to field values and click the “Update” button.

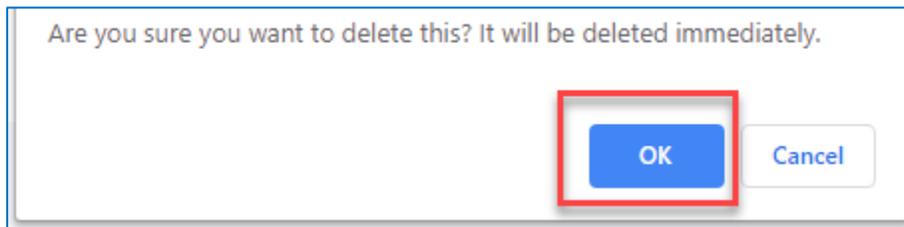
DELETE CUSTOM REPORT

The Custom Report can be deleted two ways:

1. Go to the Edit Custom Report screen and click the "Delete" button
2. Go to the Custom Report Screen and click on the "More Options" icon (**...**)
3. Then select the "Delete Custom Report" link (see screenshot below).



When the Delete Confirmation window is displayed, click the "OK" button.

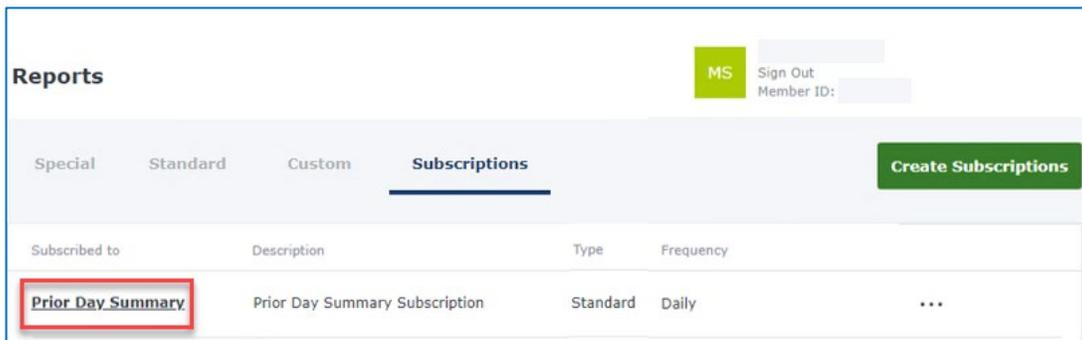


SUBSCRIPTIONS

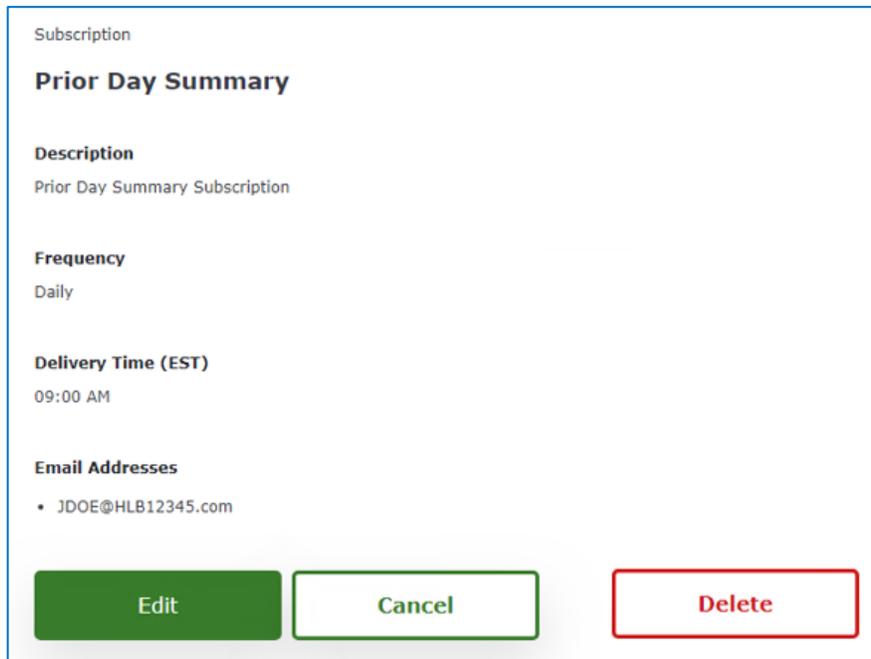
In the Custom screen, you will be able to subscribe to reports (Special, Standard and Custom); these will be emailed to the selected distribution list.

To view existing Subscriptions in the Reports screen, select the "Subscriptions" tab.

If there are no existing Custom Reports, the following message will be displayed: "You currently don't have any Subscriptions yet. When you do they will appear here".

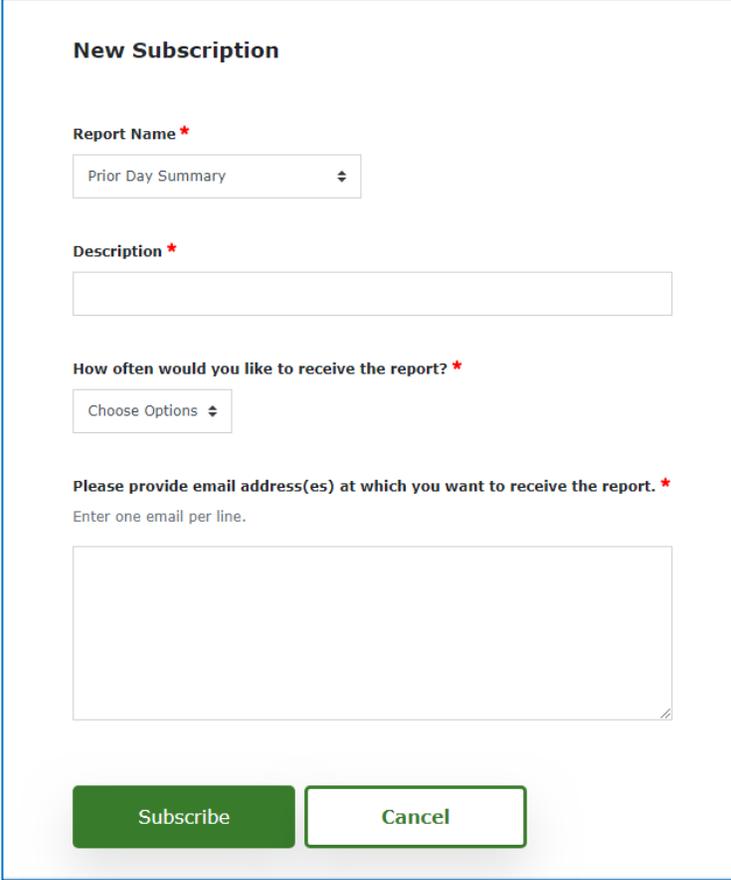


You can view detail any of the Custom Reports by clicking on the desired "Subscribed to" report name link.



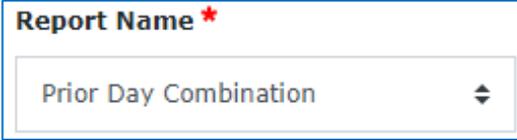
CREATE SUBSCRIPTION

You can create a new Subscription by clicking on the “Create Subscriptions” button. The New Subscription screen will be displayed (see screenshot example below).



Populate the following fields:

- Report Name – Select report name from the dropdown list.



- Description – Type a report description name, which will be listed in the Custom screen.



- How often would you like to receive the report? – If you selected any of the Special reports, this field will not be displayed because all Special reports will be delivered daily. If you selected one of the Standard reports, depending the report you selected, the delivery schedule may vary.
 - For Prior Day Reports, the selection list is: Daily, Monthly, and Relative Day(s).
 - For Current Day Reports the selection list is: Daily and Multiple Times Daily.

How often would you like to receive the report? *

Daily

Daily

Monthly

Relative Day(s) *

Choose Options

- Delivery Time – If Daily delivery schedule was selected, the “Delivery Time” field will be displayed to select the time of the report delivery.

Delivery Time (EST) *

09:00 AM

- Start Time, Finish, and Interval – If Multiple Times Daily delivery schedule was selected, the “Start Time”, “Finish Time”, and “Interval” fields will be displayed to select the starting and finishing time of the report delivery, as well as frequency in which the report will be delivered.

Start Time *

09:00 AM

Finish Time *

07:00 PM

Interval *

Every hour

- Please provide the email address(es) you want to receive the report.

Please provide email address(es) at which you want to receive the report. *

Enter one email per line.

JDOE@Company.com

MANAGE SUBSCRIPTION

You can make changes to an existing Subscription two ways:

1. In the View Detail Subscription screen by clicking on the "Edit" button
2. In the Subscriptions screen by clicking on the "More Options" icon (...)
3. Then, select "Manage Subscriptions" link (see screenshot below).
4. You will be navigated to the "Edits Custom Report" Screen.

The screenshot shows the 'Reports' interface with a 'Subscriptions' tab selected. A table lists a subscription for 'Prior Day Summary'. A dropdown menu is open for this subscription, showing 'Manage Subscription' and 'Delete Subscription' options. The 'Manage Subscription' option is highlighted with a red box.

Subscribed to	Description	Type	Frequency	
Prior Day Summary	Prior Day Summary Subscription	Standard	Daily	...

Make changes to field values and click the "Update" button.

Edit Custom Report

Report Name *
Current Day Detail

Custom Report Name *
Custom Current Day Detail

Accounts *
1010 - Ove... X

Date Range
 Absolute Date Relative Date

From * 12/01/2019 **To *** 12/01/2019

Amount Range (Currency in USD)
From 0.00 **To** 0.00

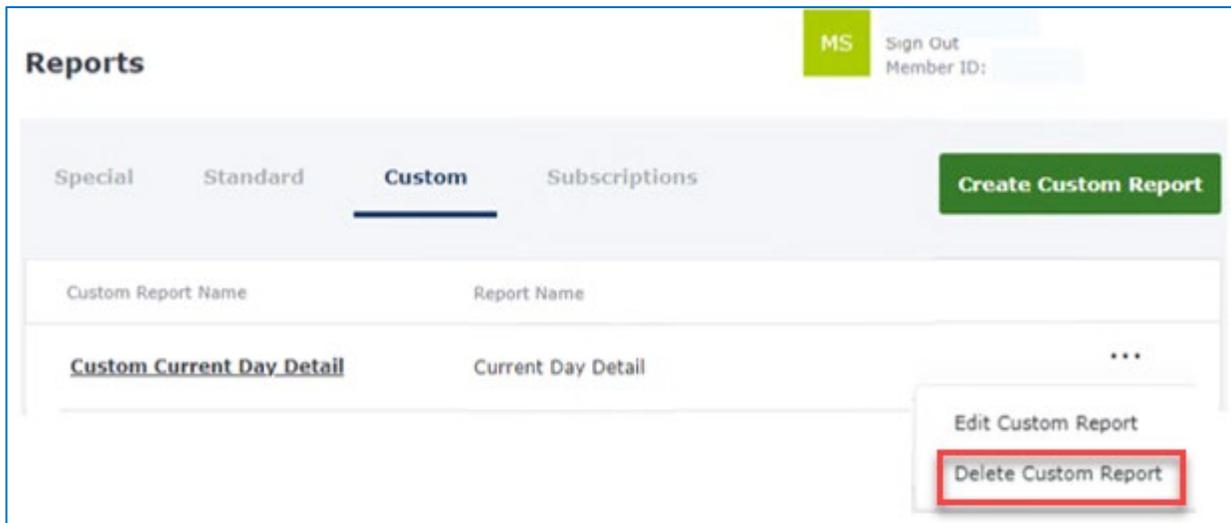
Transaction Code(s)
Choose Options

Update **Cancel** **Delete**

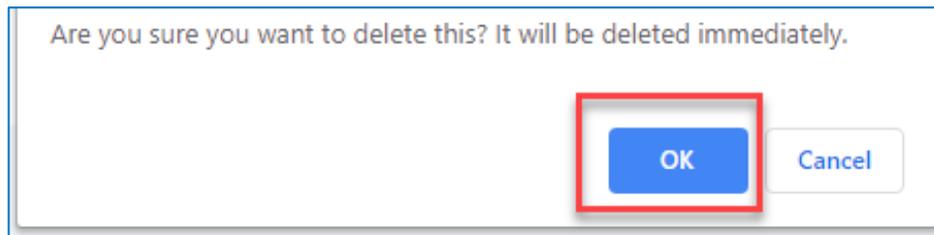
DELETE SUBSCRIPTION

The Subscription can be deleted two ways:

1. In the Edit Subscription screen by clicking on the "Delete" button
2. In the Subscription Screen by clicking on the "More Options" icon (...)
3. Then, select the "Delete Subscription" link.



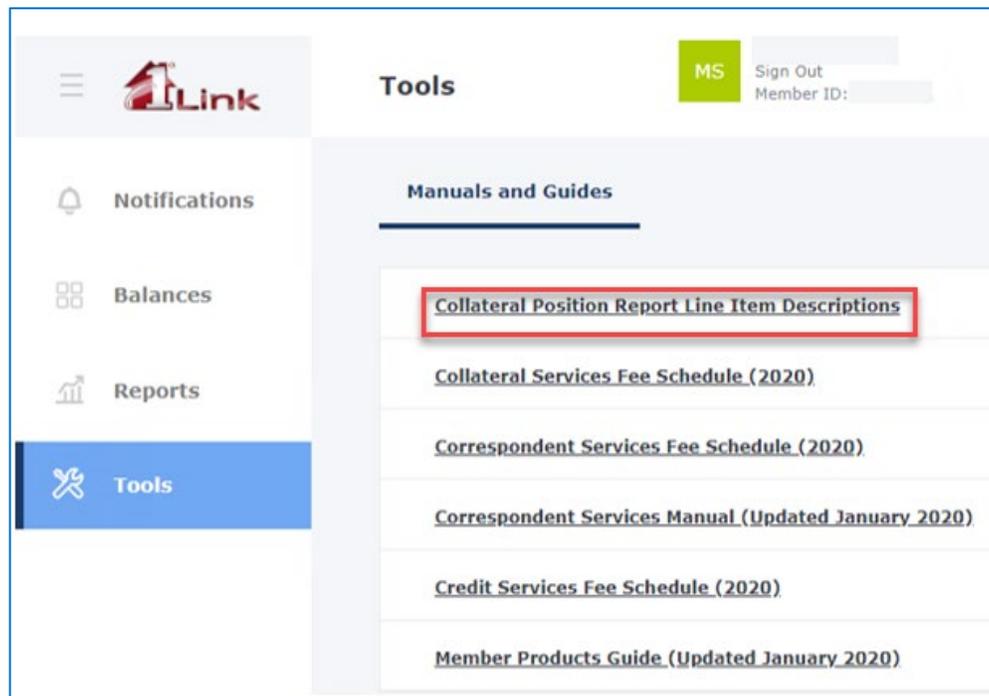
When the Delete Confirmation window is displayed, click the "OK" button.



MANUALS AND GUIDE

In the Manuals and Guide screen, you will have access to Manual and Guide screens listed.

Upon successful sign-in into 1Link-IPR, click on “Tools” on the left side menu.



Click on the desired manual name link to download the PDF.

HELPDESK ASSISTANCE

If you need further assistance, contact the 1Link Helpdesk at (800) 546-5101, and after the prompt, press 1 1Link Services or e-mail us at MSD@fhlbny.com.