Federal Home Loan Bank
NEW YORK

User Guide for 1Link-IPR

Interim 1Link® Portal

Effective January 10, 2020

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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.**

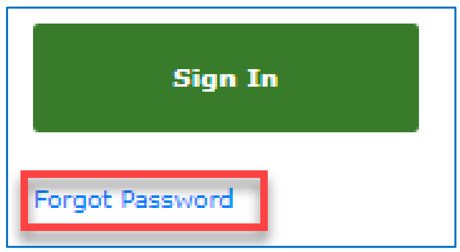
The Screen Name format is your current Login ID @Company ID

You will need to set a new password by following the steps in the "Set New Password" section.

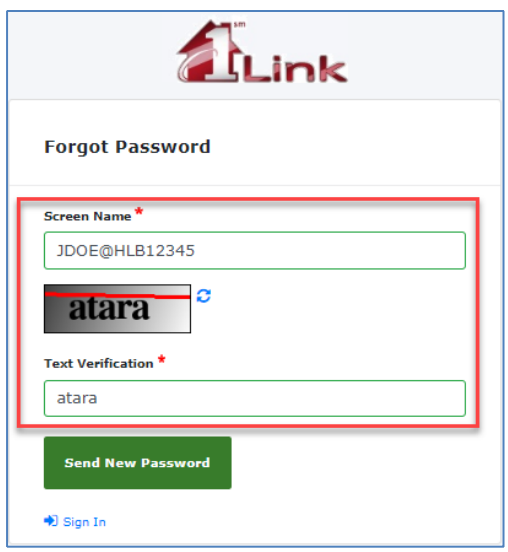
SET NEW PASSWORD

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.



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).

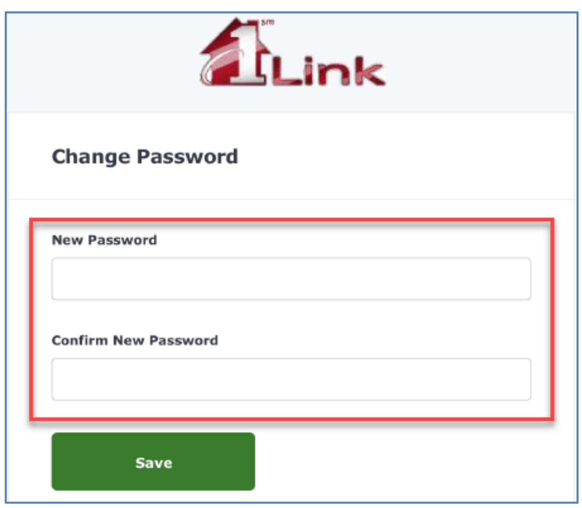
Upon clicking on the "Send New Password" button, an automated email notification will be sent to you.

> **From:** Member Portal [mailto:fhlbny-noreply@fhlbny.com]
> **Sent:** Tuesday, November 5, 2019 12:01 PM
> **To:** JDOE
> **Subject:** Reset Your FHLBNY 1Link Password
> Dear JDOE,
> The Federal Home Loan Bank of New York has received a request to reset your password for your 1Link account.
>
> Click the below link to set a new password:
>
> Set a New Password
>
> The above link will no longer be valid after 24 hours.
> If the allotted time has passed, please request a new password reset link via the Forgot Password option in 1Link.
>
> If you didn't request a change to your password, please contact our Member Services Desk at (800) 546-5101.
>
> Sincerely,
> Federal Home Loan Bank of New York

<u>Step 3</u>

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.



<u>Step 4</u>
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.

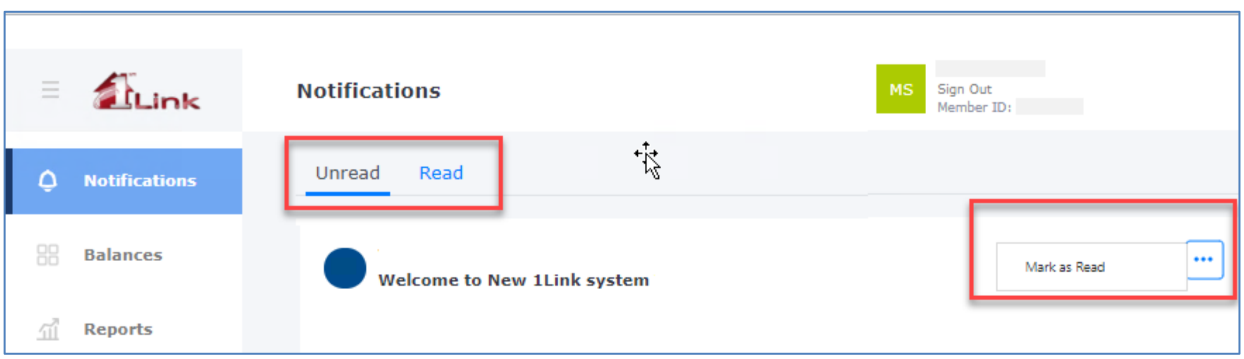
Upon clicking on the "Save" button, you will be automatically signed in and navigated to the Notifications screen.

<u>Questions?</u>
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 FHLBNY.

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



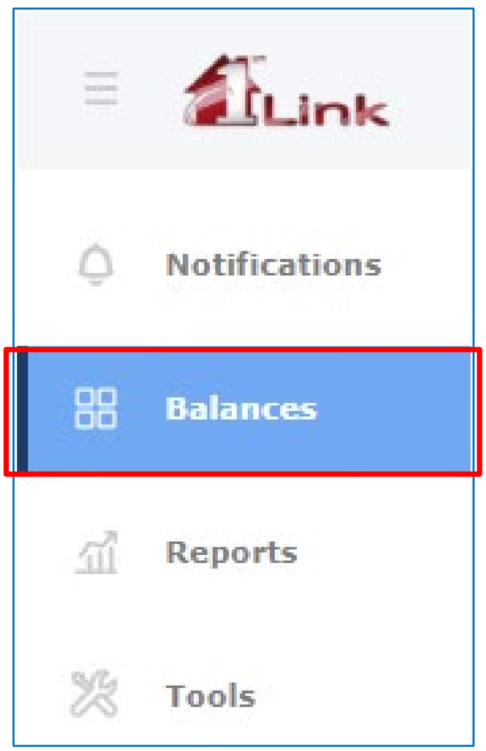
The "Unread" notifications screen will display all the new and unread notifications for the user. The "Read" notifications screen will display all the notifications for the user that have been marked as read.

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 ( ) icon and selecting one of the following file formats: "TXT", "XLS", or "CSV".

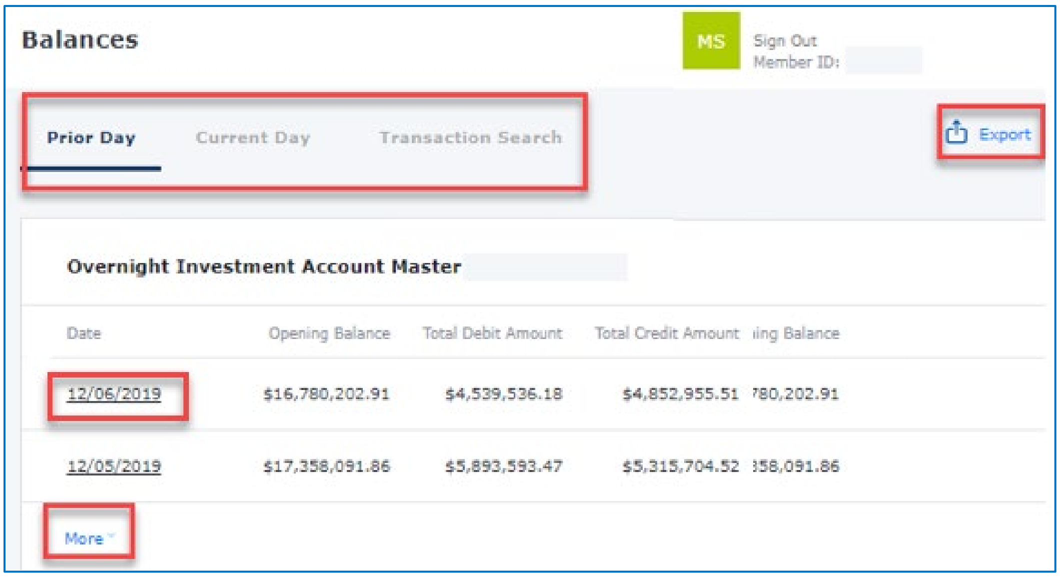
Upon successful sign-in to 1Link-IPR (refer to section "Existing User Sign-in"), click on "Balances" in the left side menu.



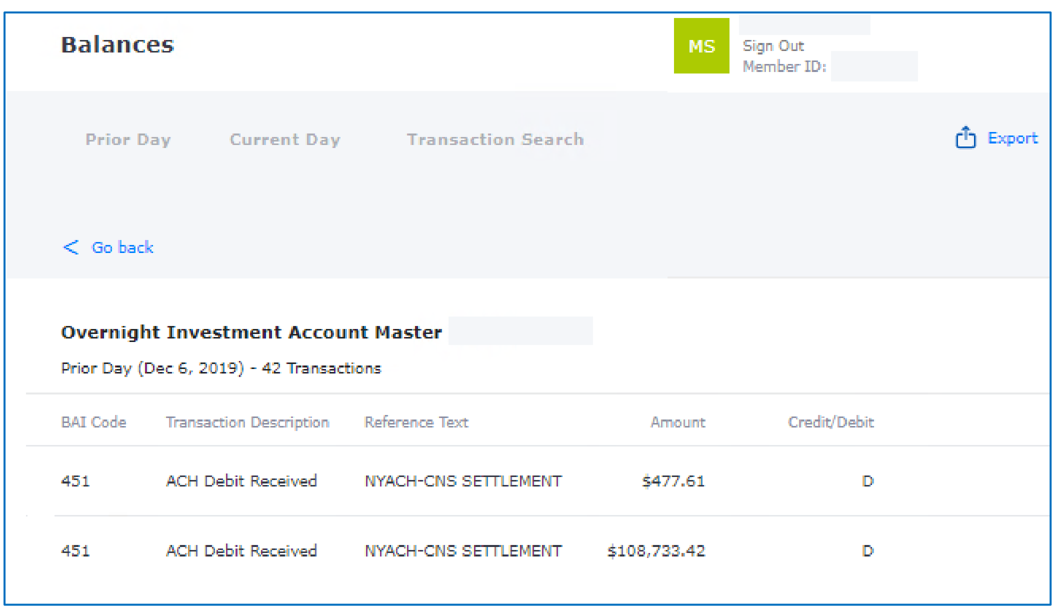
PRIOR DAY BALANCES

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.

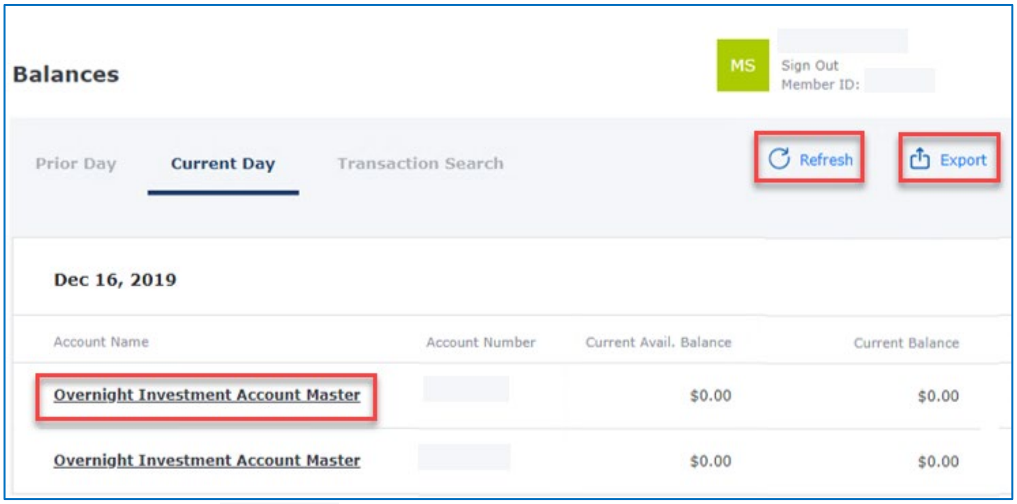


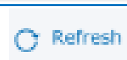
To view transactions for a particular date, select the desired date by clicking on the date.



CURRENT DAY BALANCES

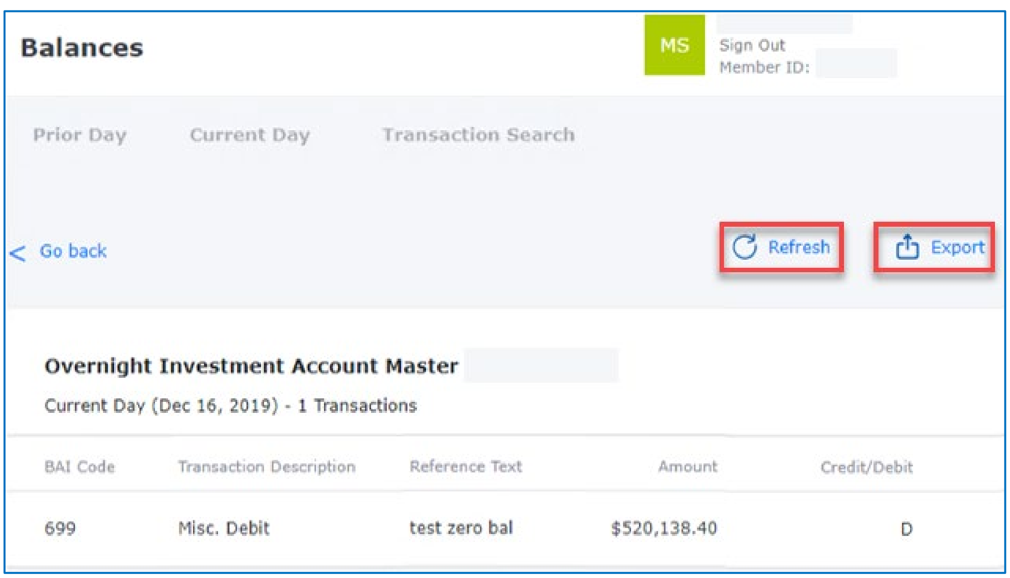
To view current day balances, select the "Current Day" tab.



To refresh data, click on the (

) button.

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



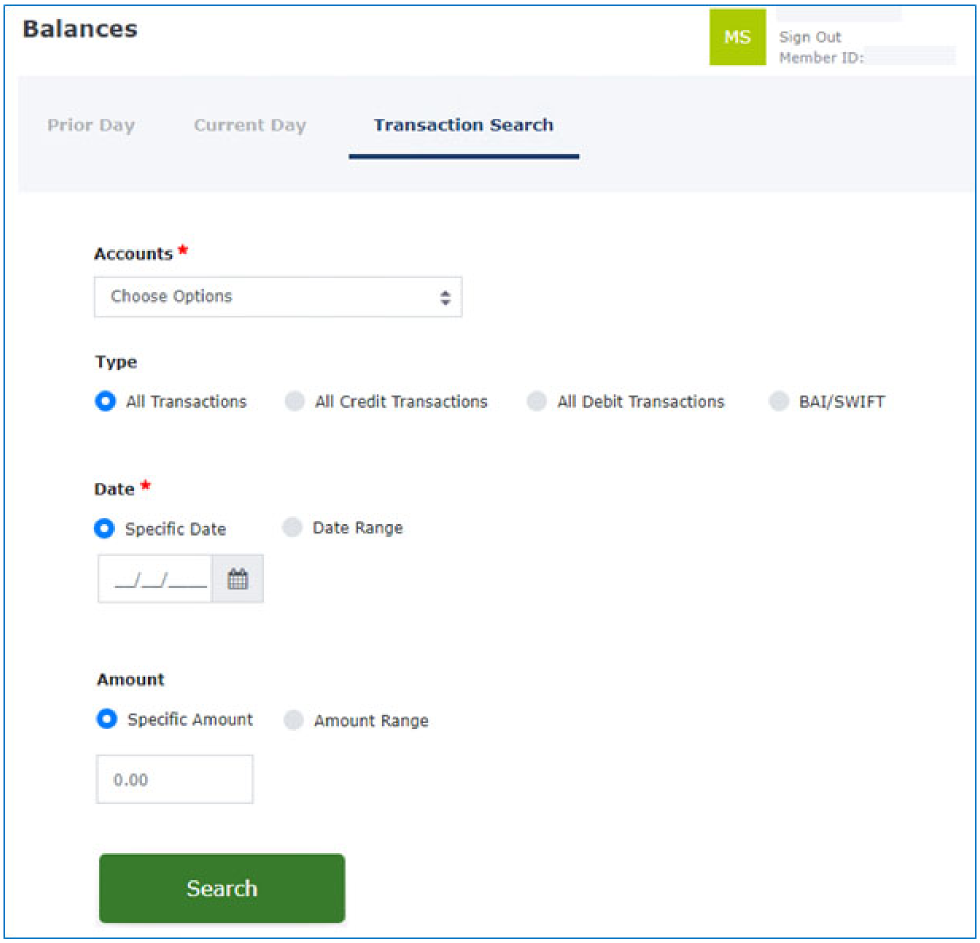
To refresh data, click on the (

) button.

TRANSACTION SEARCH

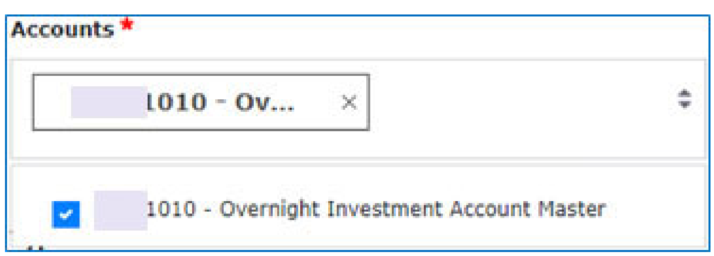
In the Transaction Search section, you will be able to search for transactions based on selected filter data.

To access, select the "Transaction Search" tab.

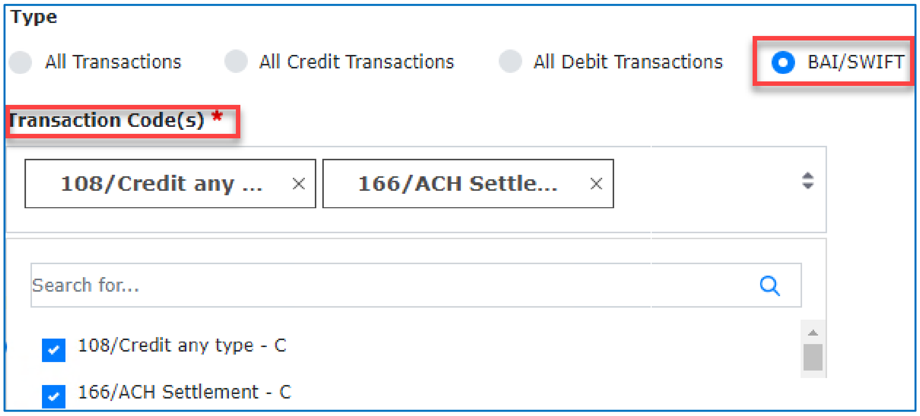


You can search for transactions using the following fields as filters:

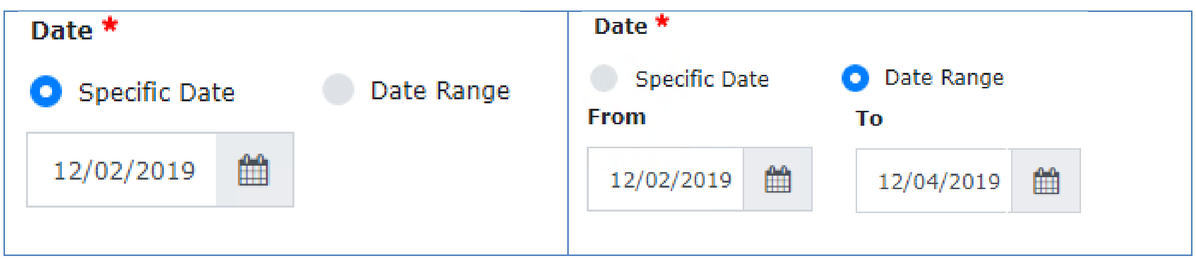
- Accounts – Select one or multiple accounts from the dropdown list.



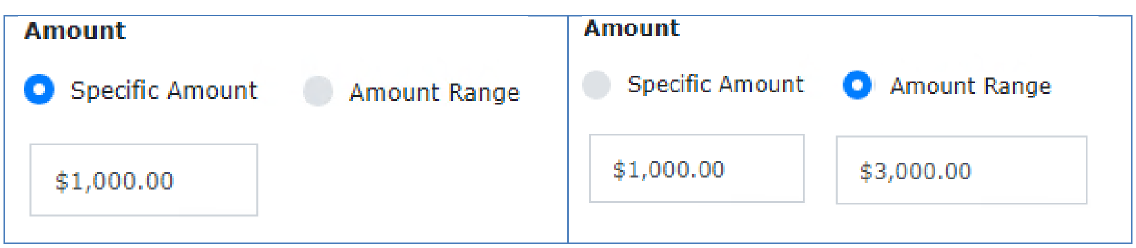
- Type – Select one of the following types of transactions:
    - All Transactions, All Credit Transactions, All Debit Transactions, or BAI/SWIFT.
    - If BAI/SWIFT is selected, the Transaction Code(s) dropdown field will be displayed from which you will be able to select Transaction Codes. You can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



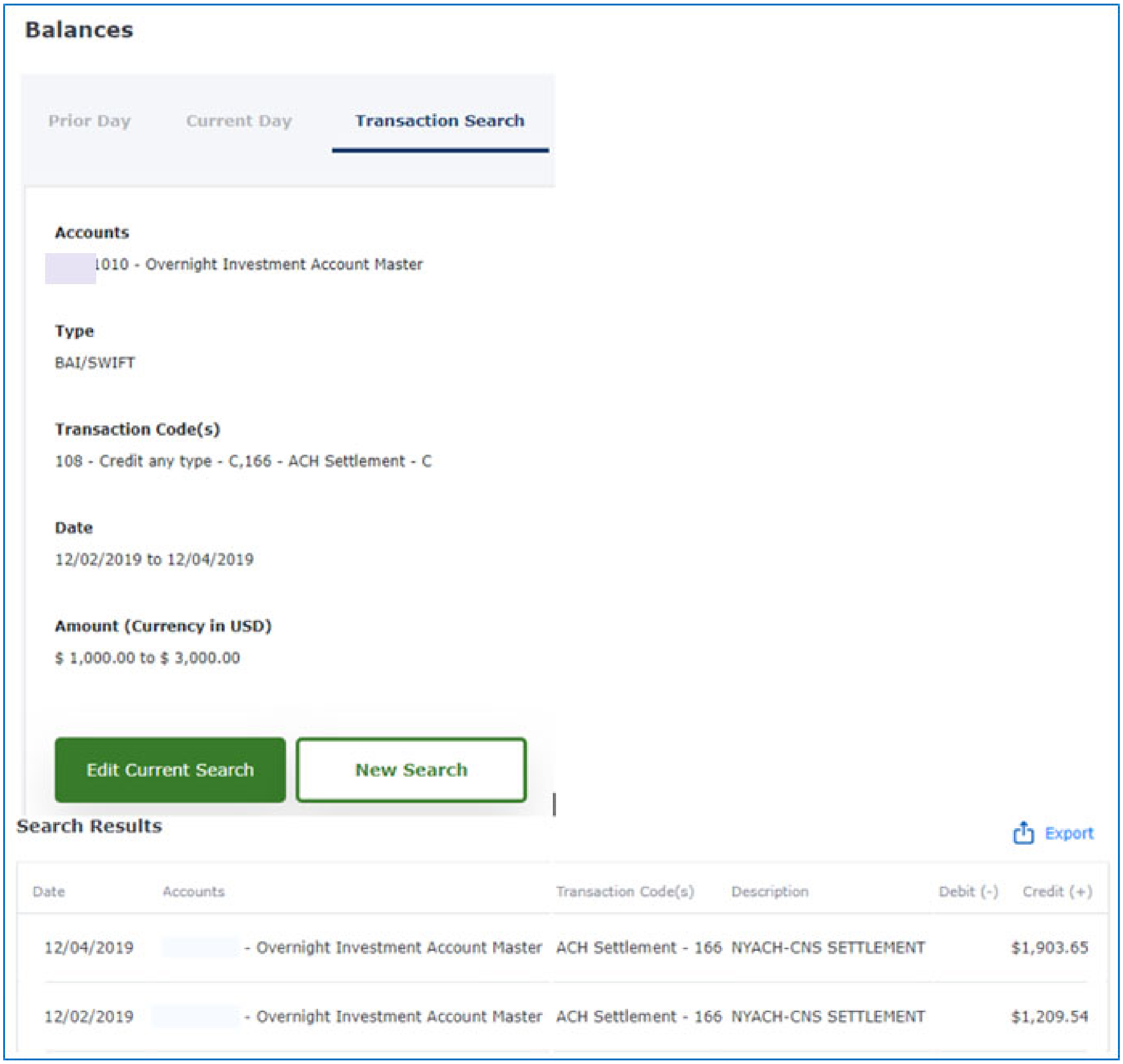
- Date
    - Select a Specific Date by clicking on the "Specific Date" radio button and selecting a date
    - Select a Date Range by clicking on the "Specific Date" radio button and selecting a "From" date and "To" date.



- 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.

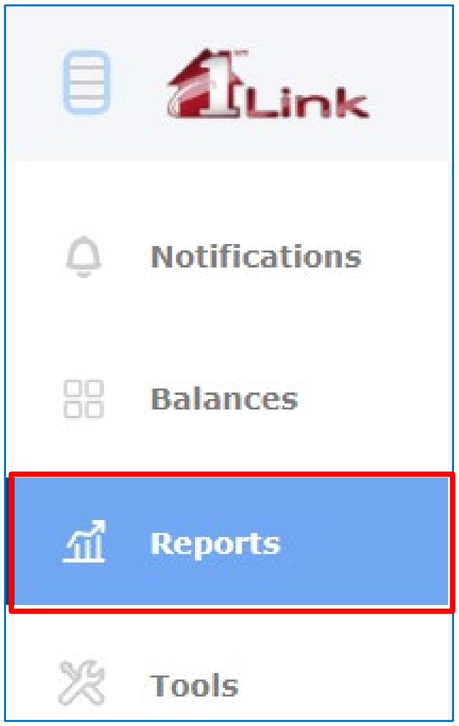


If you want to change any of the filter field values, click the "Edit Current Search" button and make changes. For a new search, click the "New Search" button.

REPORTS

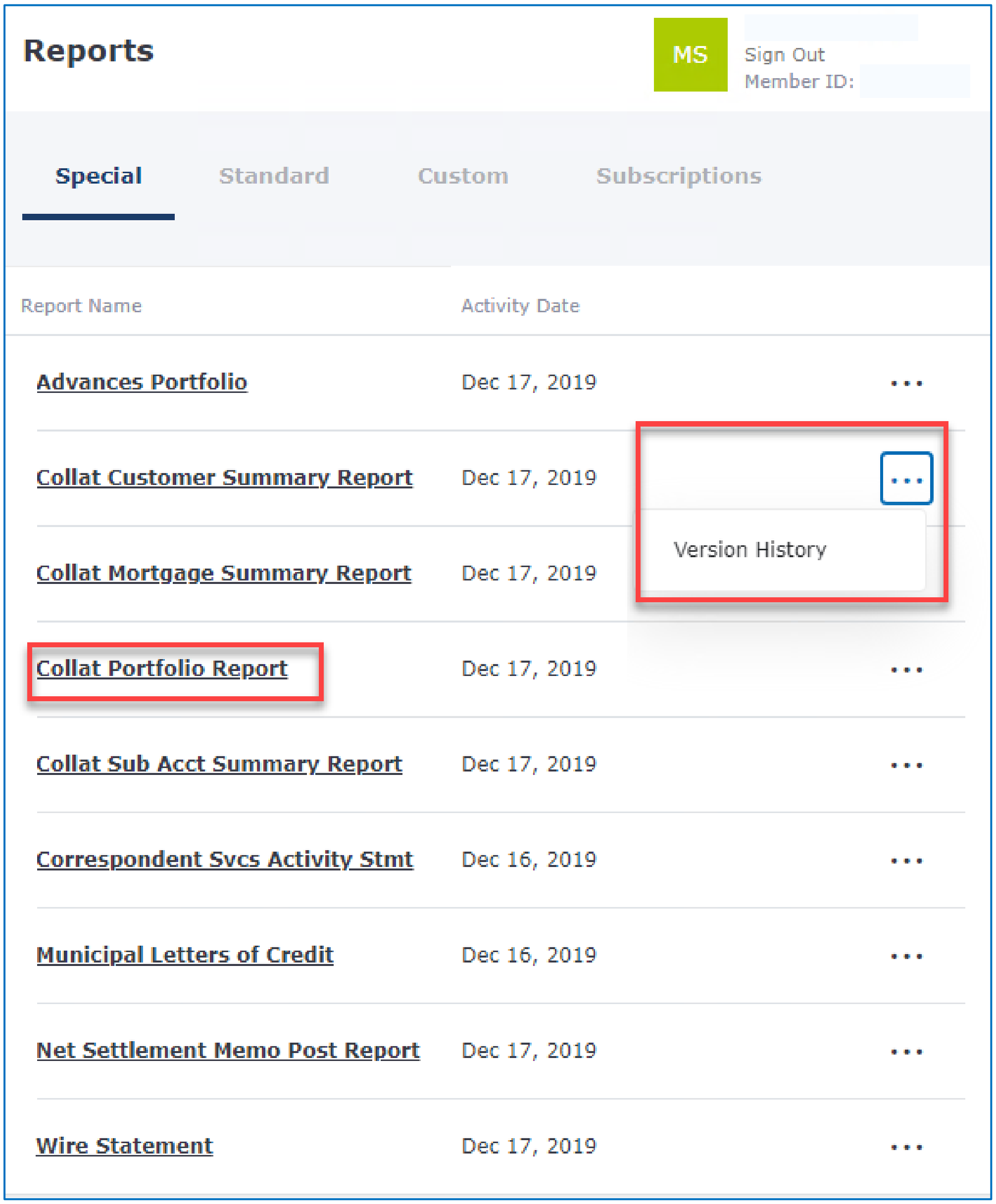
In the Reports screen, you will be able view Special Reports, Standard reports, and create Customized Standard Reports. You will also be able to create subscriptions. Which will allow you to subscribe reports to be automatically emailed to specified email addresses.

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



SPECIAL REPORTS

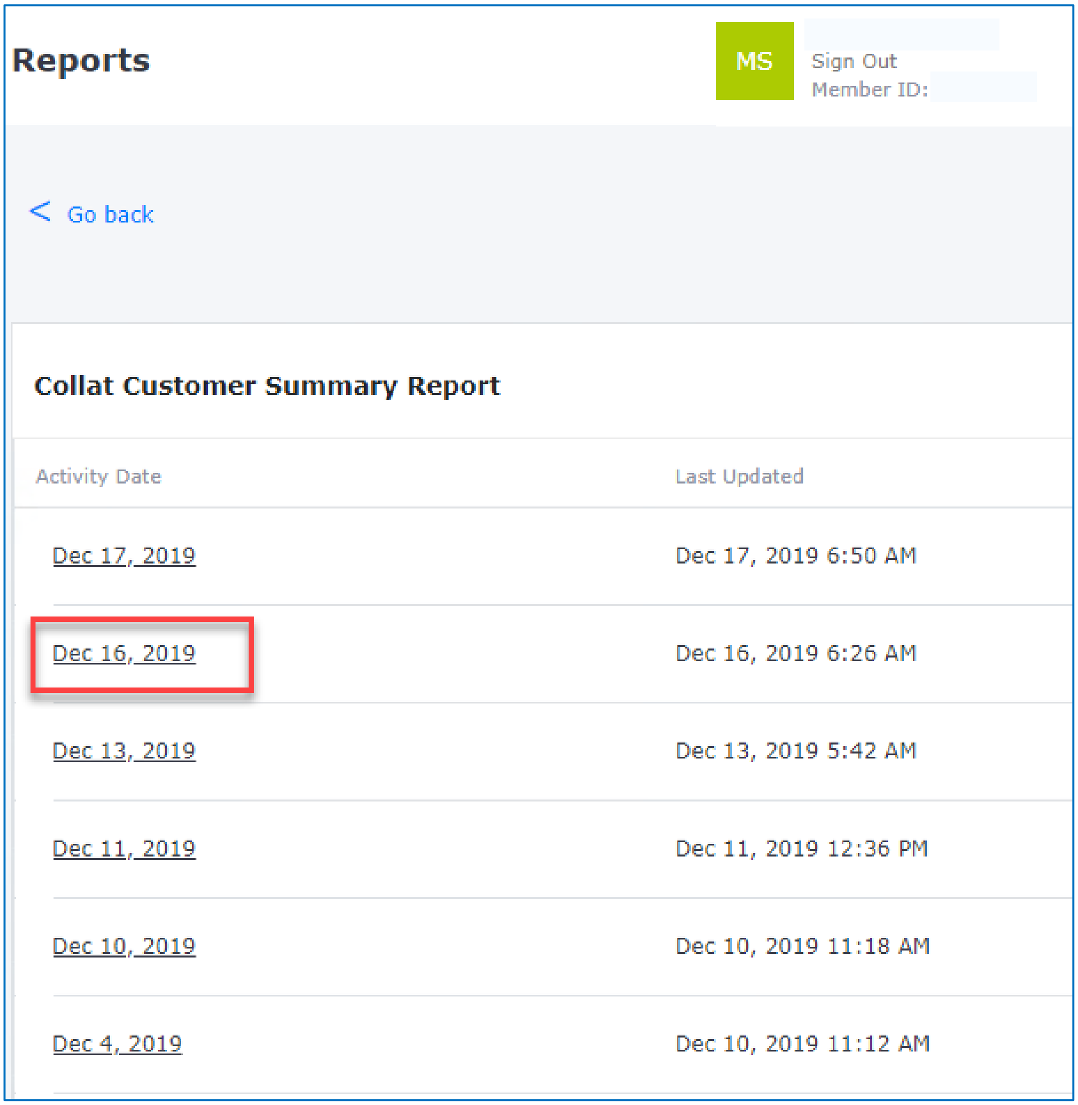
To view Special Reports in the Reports screen, select the "Special" tab.



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.

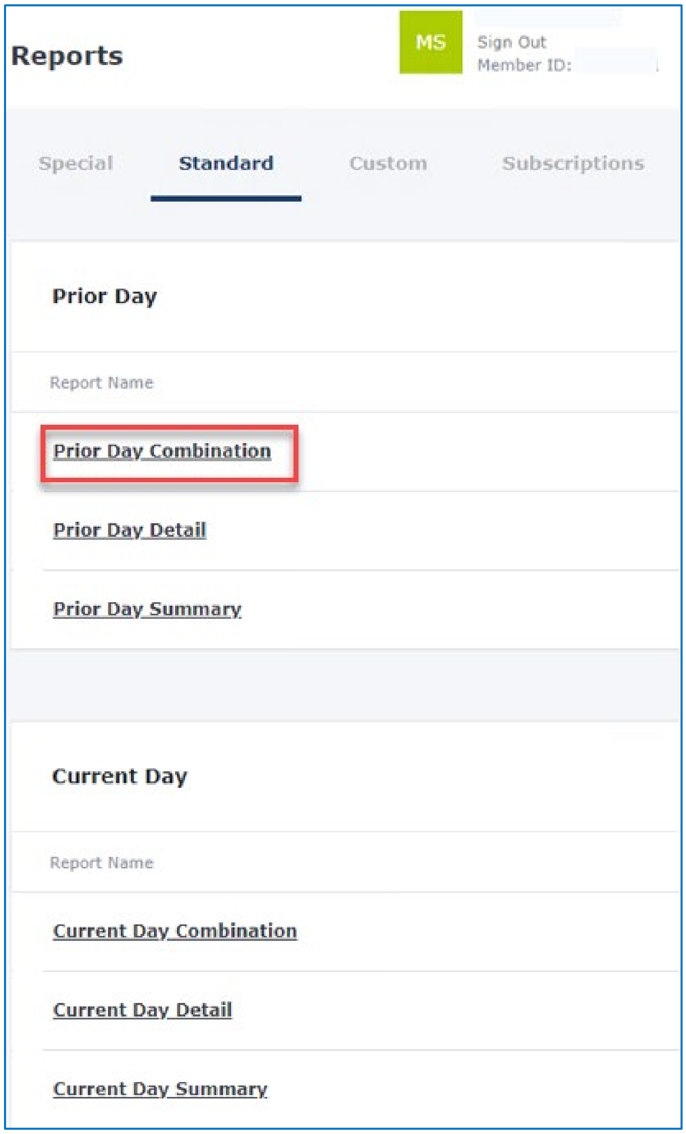
To view historical previous versions on the particular Special Report, click the Actions menu (•••) icon and select "Version History"



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

STANDARD REPORTS

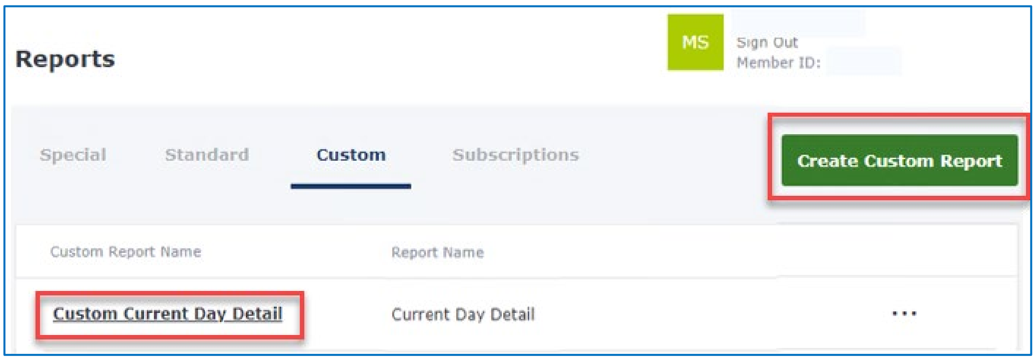
To view Standard Reports in the Reports screen, select the "Standard" tab.



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

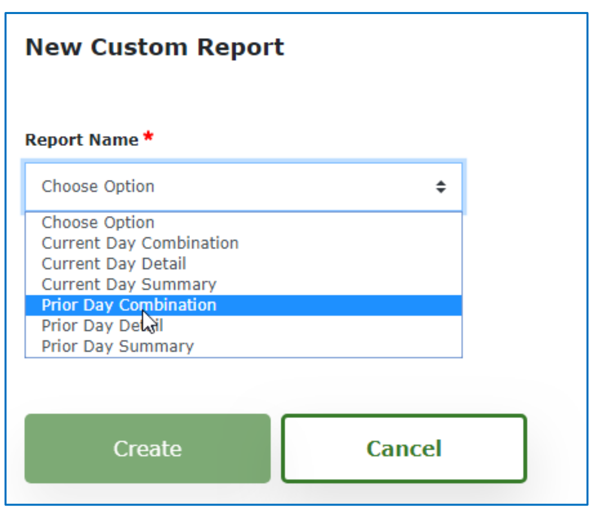
In the Custom screen, you will be able to view, edit, or create new Custom Standard Reports. To view existing Custom Reports in the "Reports" screen, select the "Custom" tab. If there are no existing Custom Reports, the following message will be displayed: "You currently don't have any custom reports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



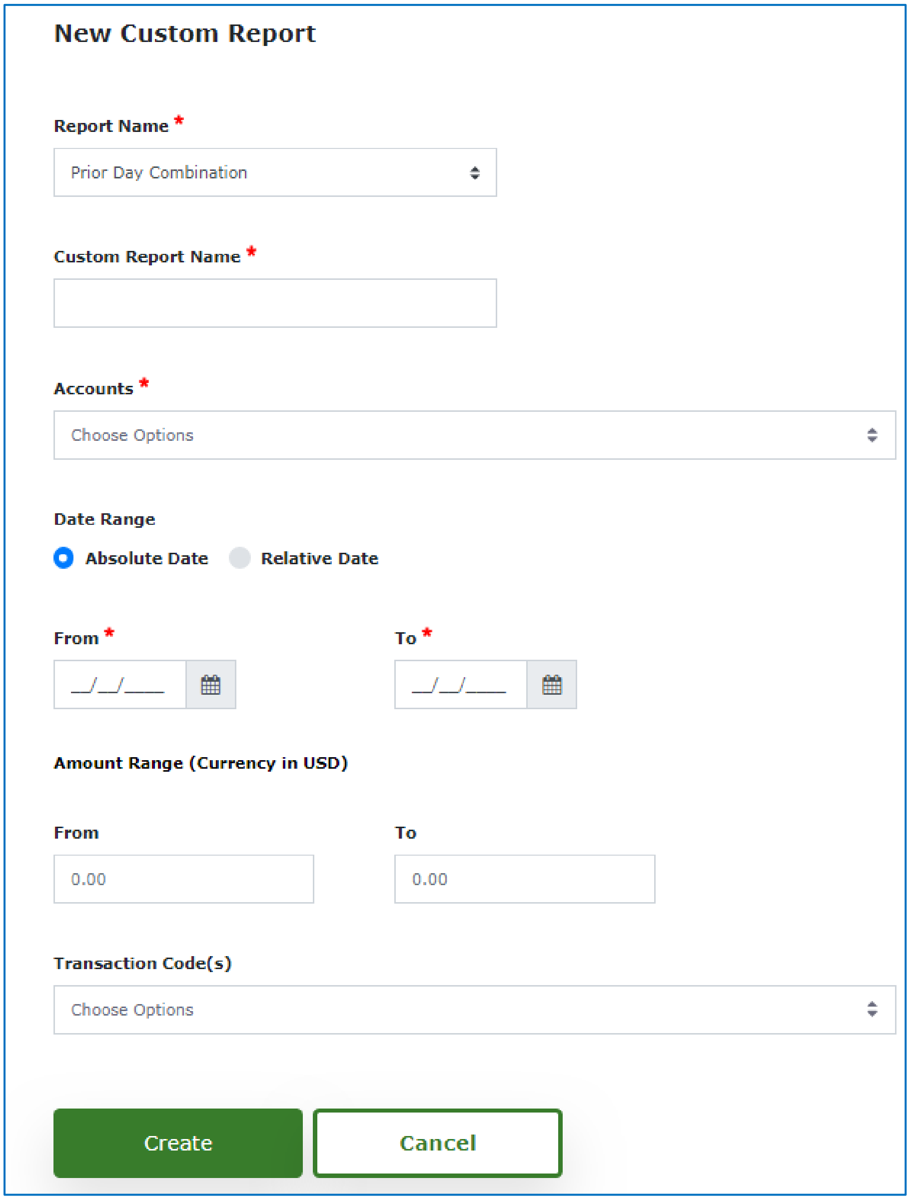
You can generate any of the Custom Reports by clicking on the desired Custom Report name link. The selected report will be generated in PDF format.

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.

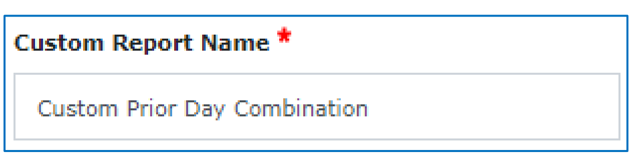


Upon selecting a Standard Report name, the screen will be expanded with fields related to the selected report.

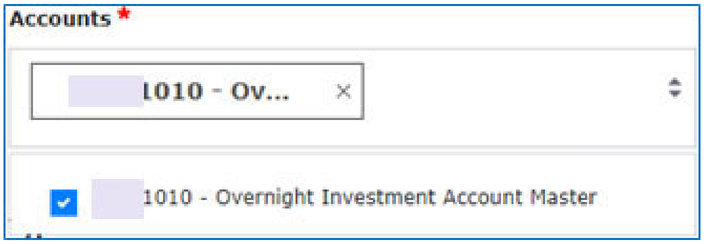


Populate the following fields:

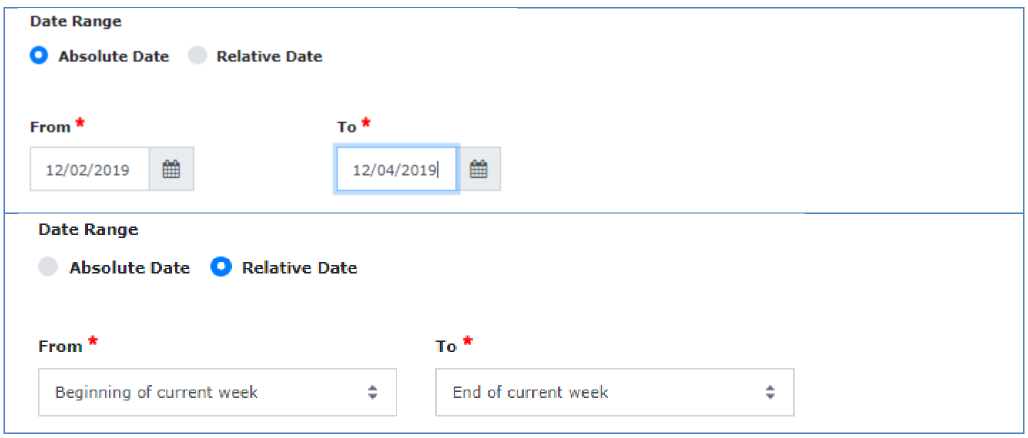
- Custom Report Name – Type a new custom report name in the "Custom Report Name" field, which will be listed in the Custom screen.



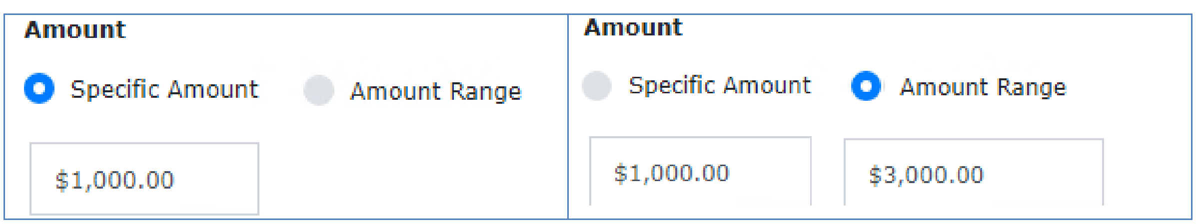
- Accounts – Select one or multiple Account Numbers from the dropdown list.



- 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.



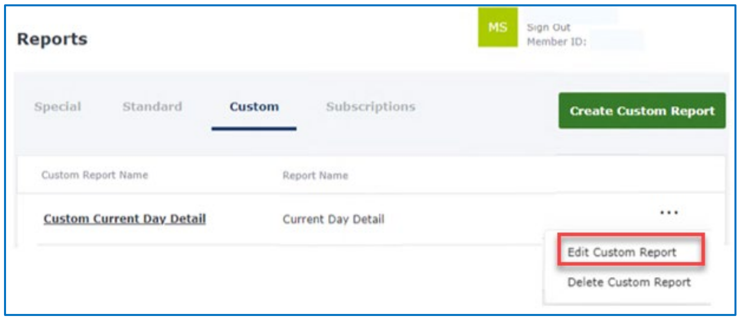
- Amount
  - Select the Specific Amount by clicking on the "Specific Amount" radio button and enter an amount
  - Select the Amount Range by clicking on the "Amount Range" radio button and enter "From" amount and "To" amount.



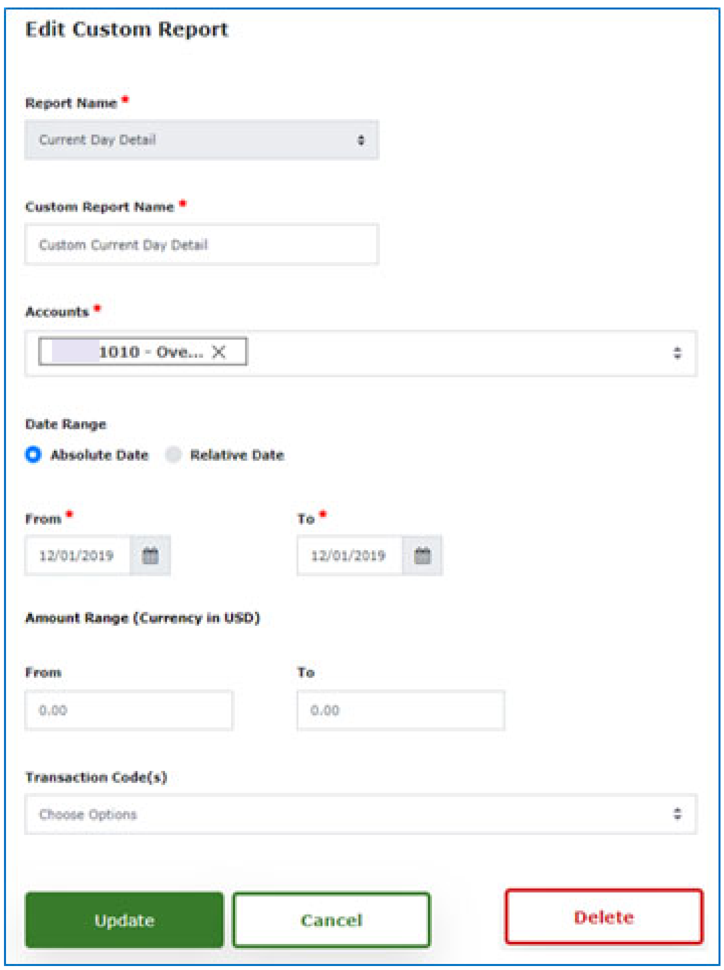
Upon clicking on the "Create" button, the new Custom Report will be created.

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.

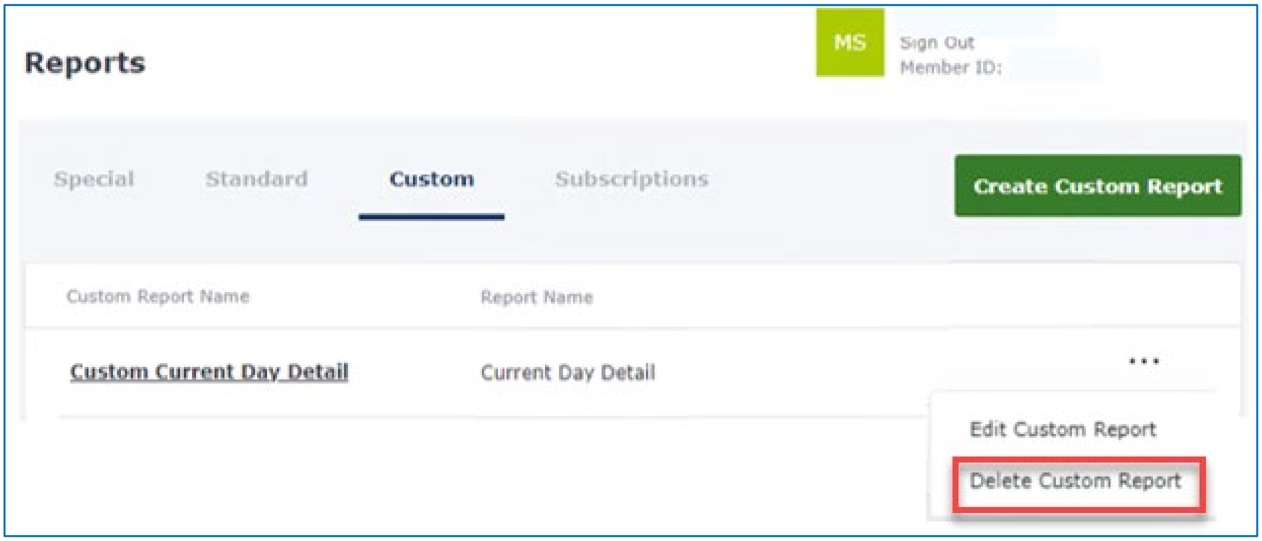


Make changes to field values and click the "Update" button.

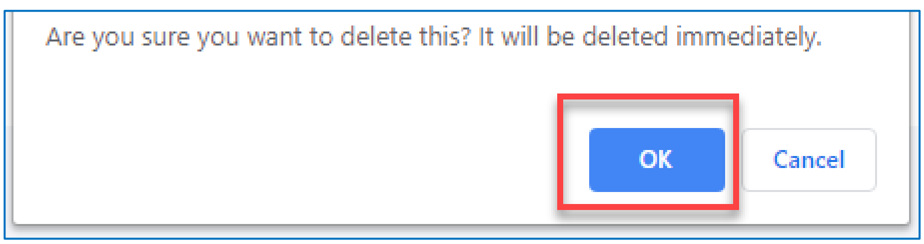
DELETE CUSTOM REPORT

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.

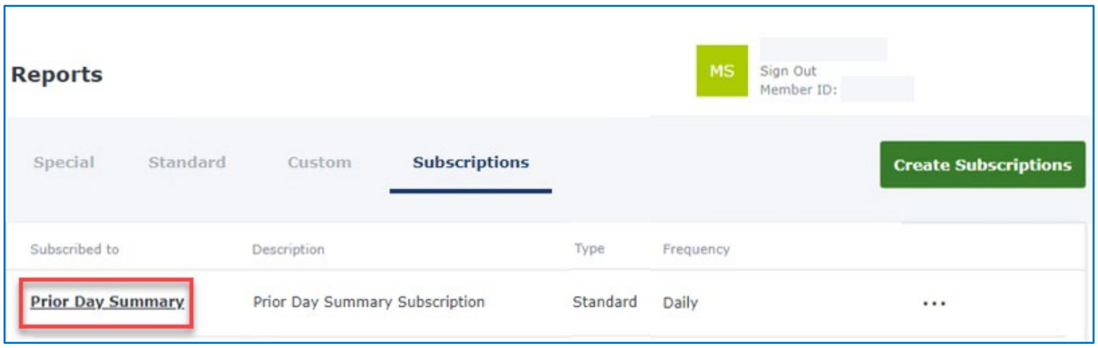


SUBSCRIPTIONS

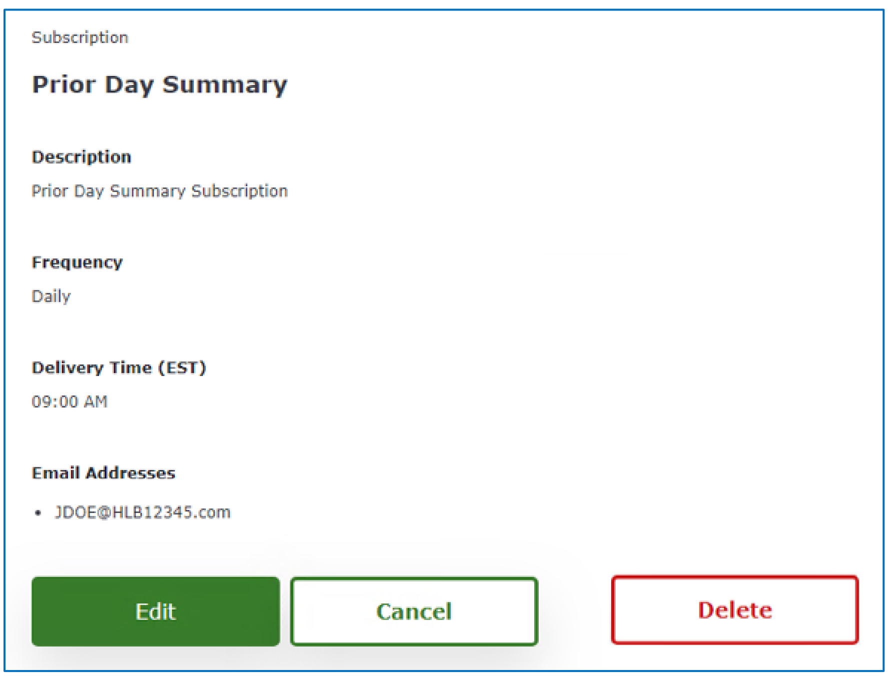
In the Custom screen, you will be able to subscribe to reports (Special, Standard and Custom); these will be emailed to the selected distribution list.

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".

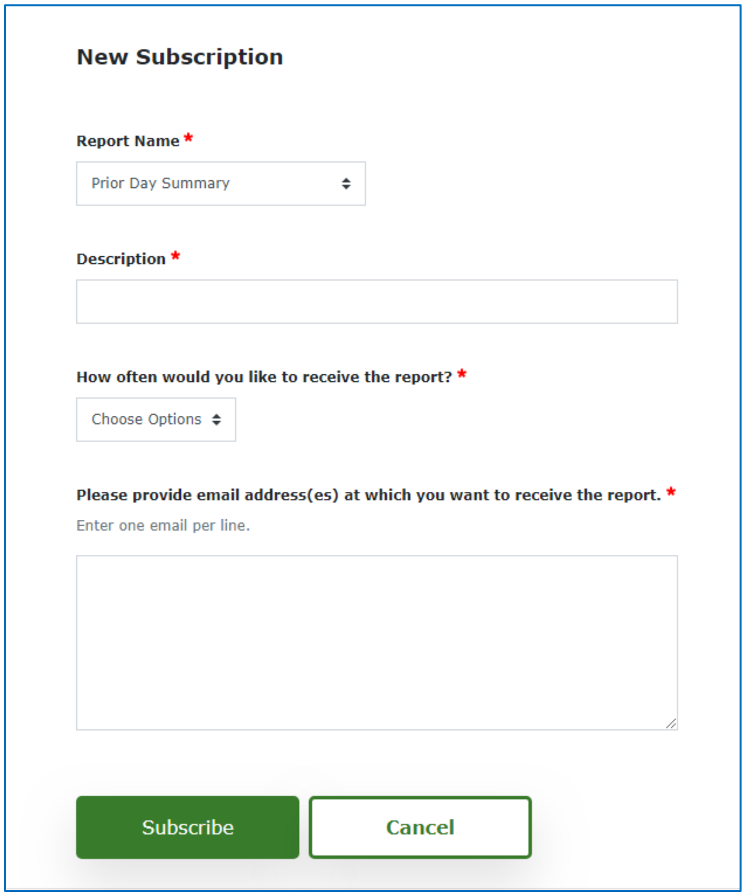


You can view detail any of the Custom Reports by clicking on the desired "Subscribed to" report name link.



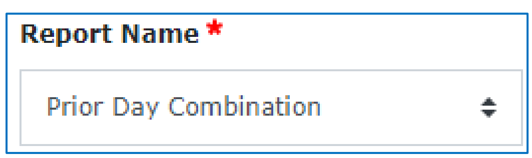
CREATE SUBSCRIPTION

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

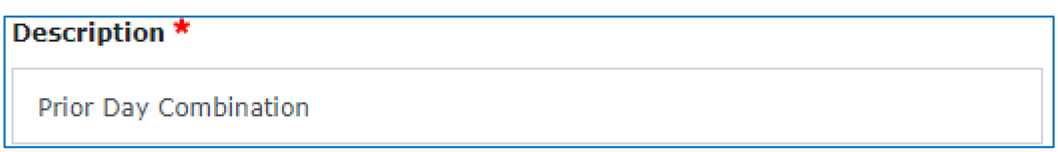


Populate the following fields:

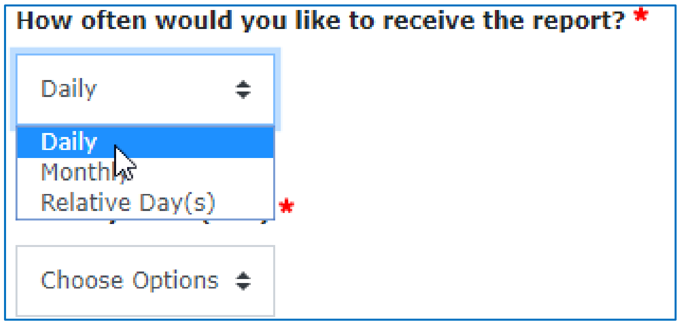
- Report Name – Select report name from the dropdown list.



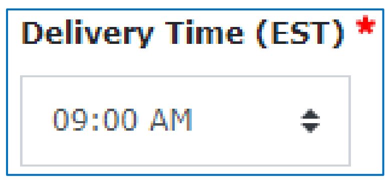
- Description – Type a report description name, which will be listed in the Custom screen.



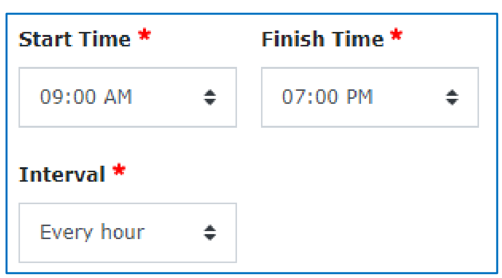
- How often would you like to receive the report? – If you selected any of the Special reports, this field will not be displayed because all Special reports will be delivered daily. If you selected one of the Standard reports, depending the report you selected, the delivery schedule may vary.
  - For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



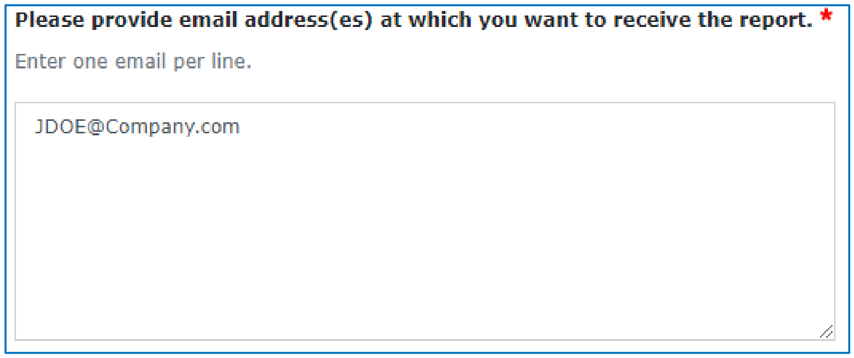
- Delivery Time – If Daily delivery schedule was selected, the "Delivery Time" field will be displayed to select the time of the report delivery.



- 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.



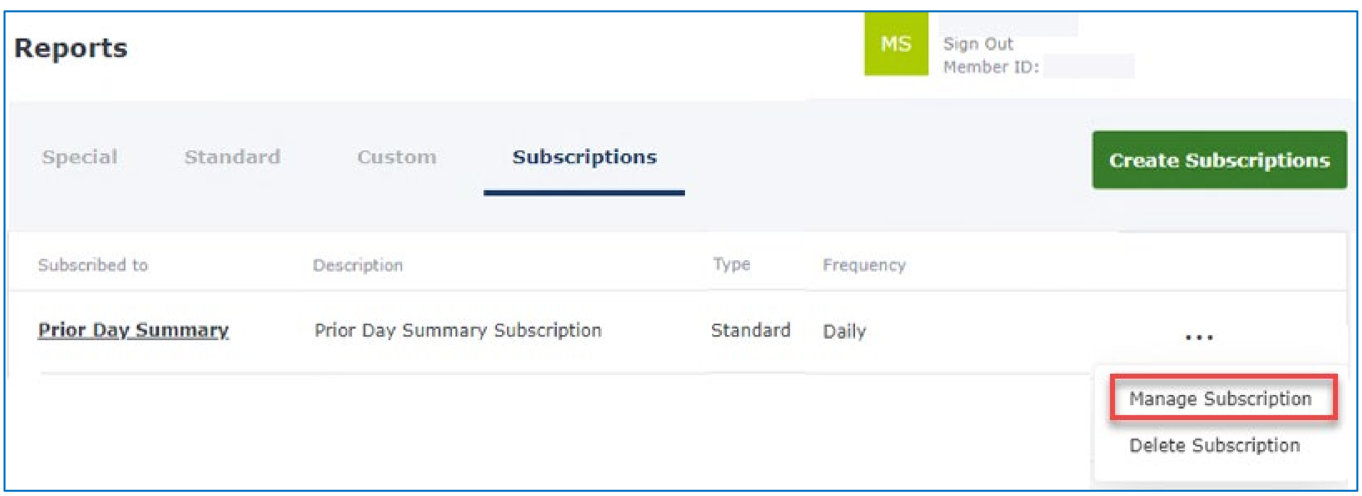
- Please provide the email address(es) you want to receive the report.



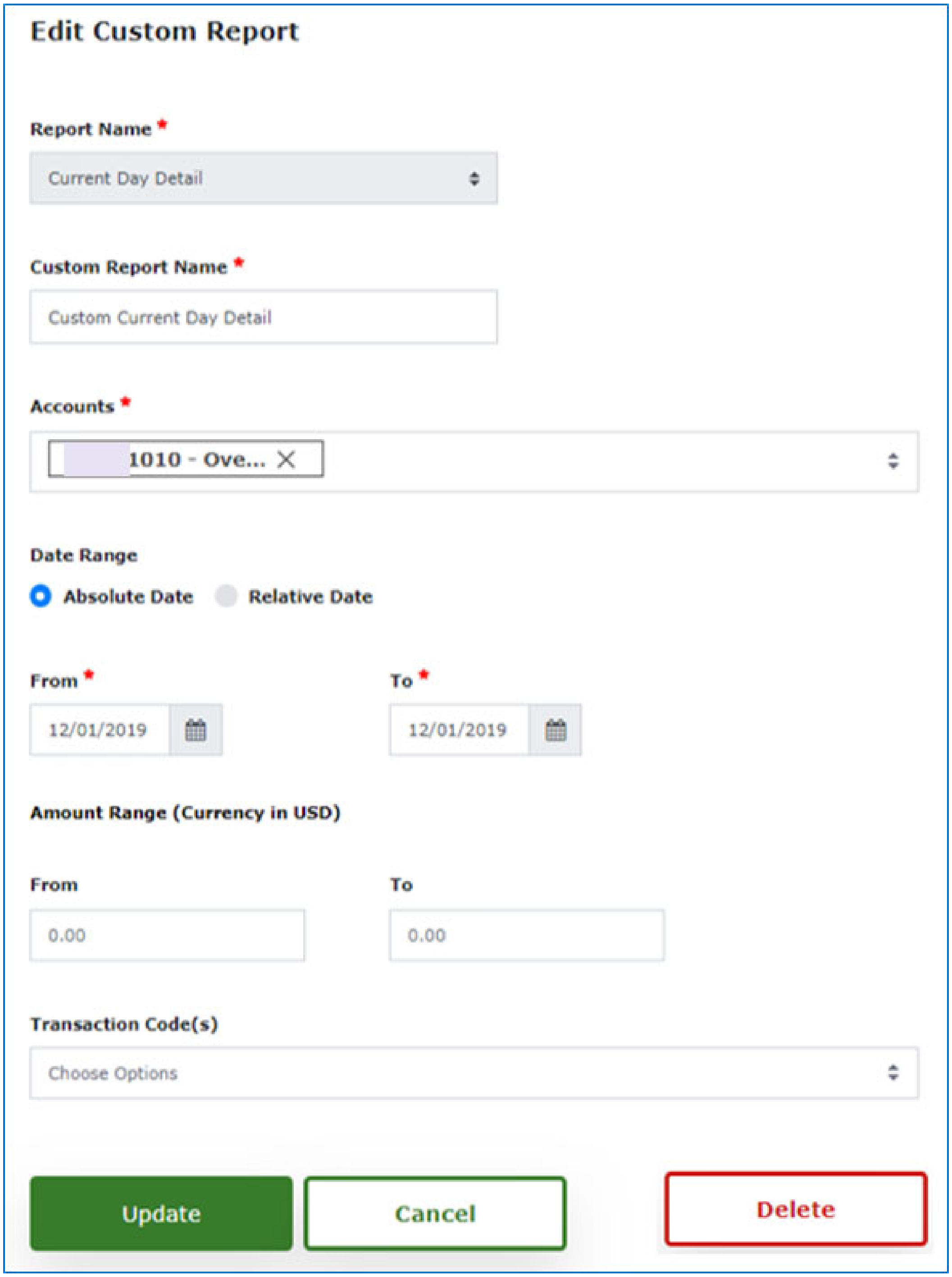
MANAGE SUBSCRIPTION

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.



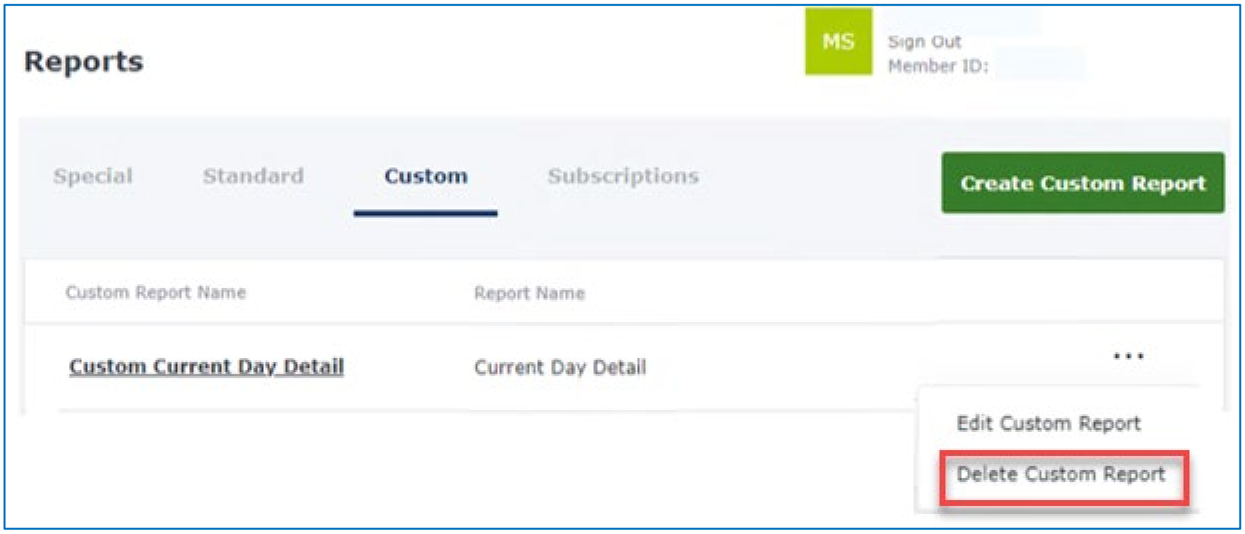
Make changes to field values and click the "Update" button.



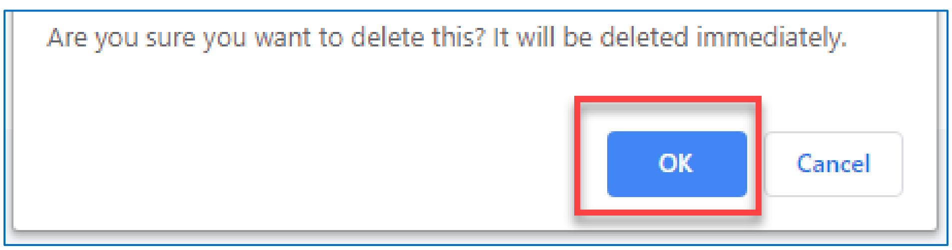
DELETE SUBSCRIPTION

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.



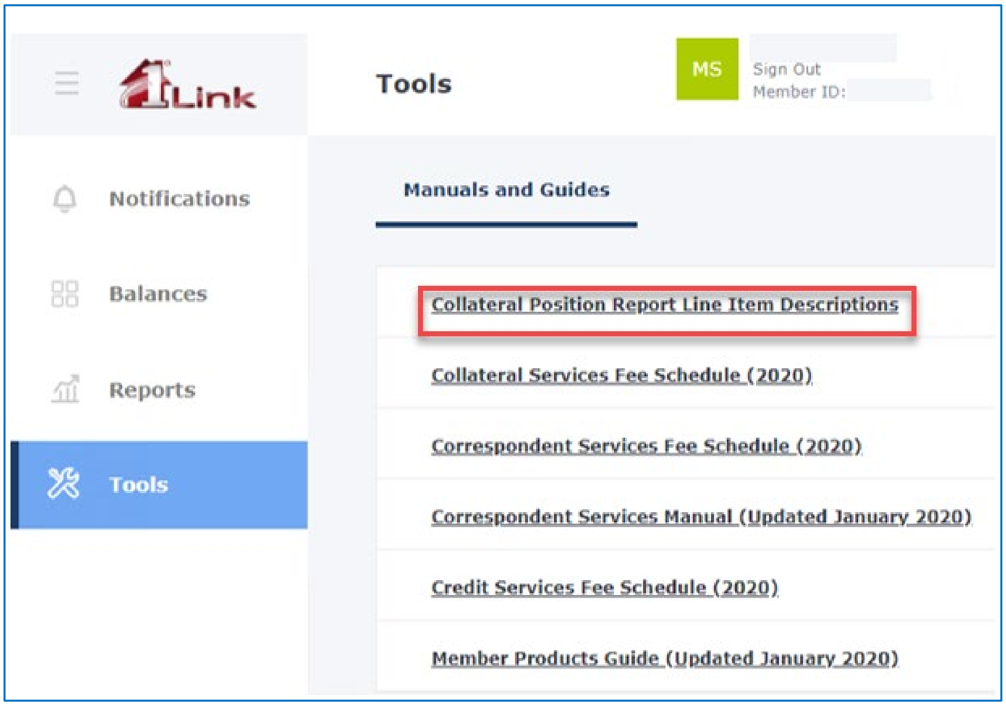
When the Delete Confirmation window is displayed, click the "OK" button.



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.