

## Instruction to Download Owner-Occupied Project Workbook (AHP/APP – 104)

These instructions are for Windows users only.

1. **Open** the .xslm file on the website (AHP/APP-104) by clicking on the blue hyperlinks.

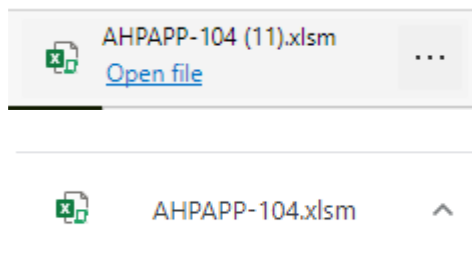
### AHP Owner-Occupied Project Workbook

**Note:** Please make sure to download the form and save to your device before filling in your information.

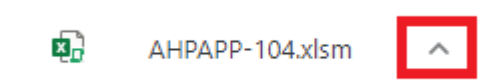
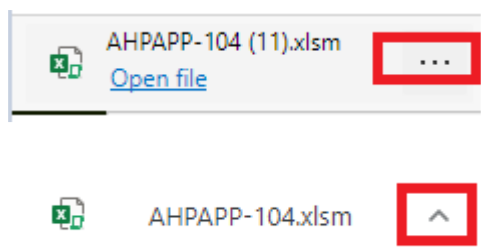
Do not fill in your information if the form opens up in a web browser.

[AHPAPP-104.xslm](#)

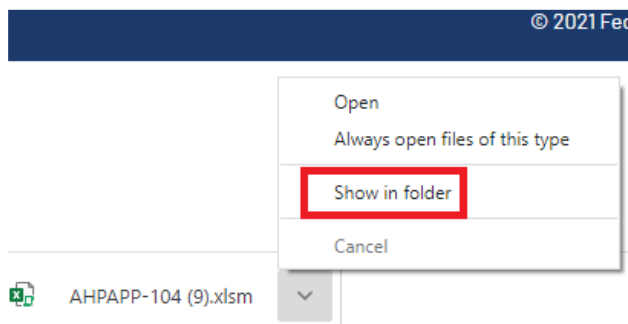
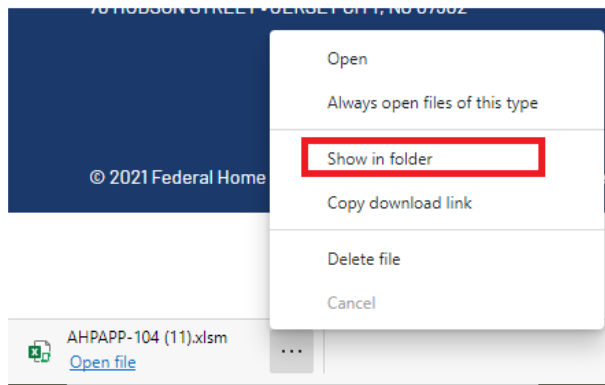
2. After the .xslm is downloaded and you should see one of the following on the bottom of the webpage.



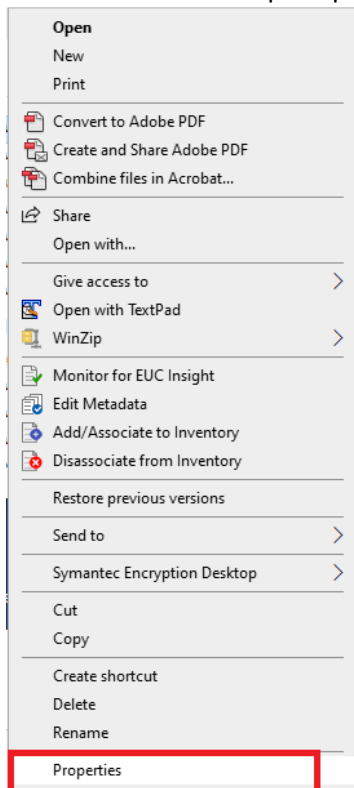
3. **Click** on the “...” or the “^” (see the red squared area) that appears on your screen.



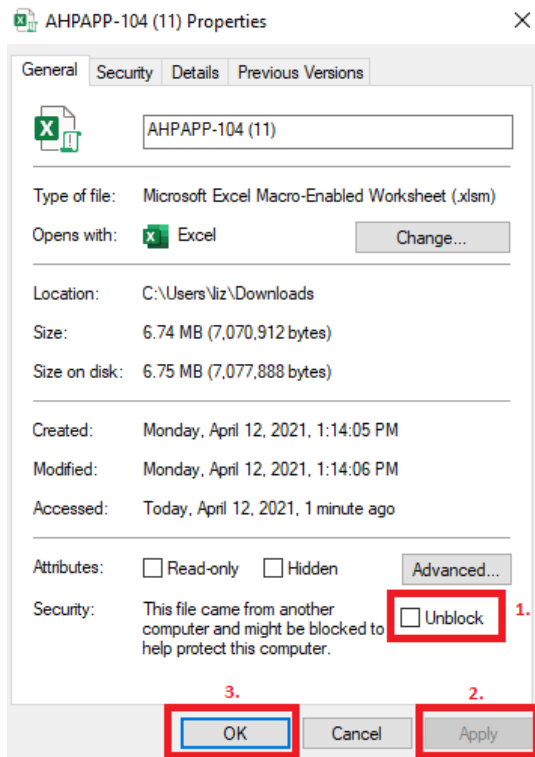
- A menu will prompt and please select “Show in folder” option.



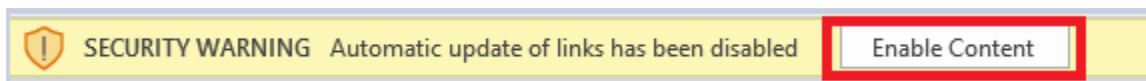
- In your “Downloads” folder, please **right click** on the .xlsm file that you just downloaded, you will see a new menu prompt. Please select “**Properties**”.



6. You should see the following screen. Please check the “**Unblock**” box and hit “**Apply**”, then hit “**OK**”.



7. Open this .xlsm file from the “Downloads” folder by double click on the file.
8. Click on “**Enable Content**” if you see this yellow banner on the top of the .xlsm file after you open it.



9. You may now begin to complete the workbook.
10. Please ensure to save this workbook in the name of .xlsm for submission.
11. If there is any question, please contact us at [AHP@FHLBNY.com](mailto:AHP@FHLBNY.com).