

A photograph of a two-story brick house with a gabled roof. The house has several windows, including a large bay window on the ground floor and smaller windows on the upper floor. The text 'Homebuyer Dream Program®' is overlaid on the left side of the image.

Homebuyer Dream Program®

Secure File Transfer Portal



Federal Home Loan Bank
NEW YORK

Tutorial

Submission via Secure File Transfer Portal

Welcome and thank you for watching the Federal Home Loan Bank of New York's tutorial on the Secure File Transfer Portal

In this tutorial we will provide a technical overview on how to utilize the portal to submit documentation for Homebuyer Dream Program® (“HDP”) household Reservation and Funding Requests

Please note this tutorial is a visual presentation only



Submission via Secure File Transfer Portal

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 FHLBNY's Secure File Transfer System ("Online Portal")



Tutorial Topics

Overview

Logging into Online Portal

Uploading your HDP Request

After your submission



OVERVIEW

Member representatives listed in the HDP Secure File Transfer Portal Enrollment Form will receive both a User ID and password established for the Online Portal and must have completed a successful test file prior to submission of any HDP files to FHLBNY

It is the member's responsibility to advise FHLBNY of any changes in member representatives

FHLBNY utilizes a Secure File Transfer Portal for submission of household information under the Homebuyer Dream Program®

Prior to participation in the Homebuyer Dream Program®, a member must execute the **HDP Secure File Transfer Enrollment Form (HDP-002)**:

Each member institution is allowed up to 3 authorized users

OVERVIEW

Users are authorized to execute the **Homebuyer Dream Program® Request Form** (HDP-005) and submit complete household requests to the FHLBNY

Homebuyer Dream Program® household requests via the Portal are submitted as one zip file per household and must include a fully completed **Homebuyer Dream Program® Request Form** (HDP-005) in MS Excel format, containing the .xlsx file extension and all supporting documentation in PDF format



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Logging into SFTP

The screenshot shows the FHLBNY website's navigation structure. The top navigation bar includes 'ABOUT US', 'MEMBERS', 'BUSINESS LINES', 'COMMUNITY', 'CAREERS', 'NEWS', 'EVENTS', 'FINANCIAL INTELLIGENCE', and 'BECOME A MEMBER'. The 'COMMUNITY' tab is highlighted. A dropdown menu under 'COMMUNITY' shows 'Housing Programs', 'Community Lending Programs', 'Small Business Recovery Grant Program', and 'Success Stories'. The 'Housing Programs' link is highlighted, and a sub-menu shows 'Affordable Housing Program', 'Homebuyer Dream Program®', and 'First Home Club™'. The 'Homebuyer Dream Program®' link is highlighted. The main content area features a large banner for the 'DREAM PROGRAM®' and a section titled 'Homebuyer Dream Program® (HDP)' with a description. A sidebar on the right contains links for 'HDP OVERVIEW', 'HOMEBUYER INFORMATION', 'FHLBNY MEMBER INFORMATION', 'HDP PARTICIPATING MEMBERS', 'RESERVATION REQUEST', 'FUNDING REQUEST', and 'FORMS, GUIDELINES & AGREEMENTS'. A blue button labeled 'SUBMIT YOUR HDP REQUEST' is highlighted at the bottom right.

Members that would like to submit an Homebuyer Dream Program® request as one zip file per household can access the Portal by navigating to Homebuyer Dream Program® page on the FHLBNY website


Begin by navigation to the Community tab

- Continue to Housing Programs
- Continue to Homebuyer Dream Program®
- The “Submit your HDP Request” icon will bring the user directly to the Online Portal log in screen



Logging into SFTP

Log in



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Username: [Forgot Username](#)

Password: [Forgot Password](#)

The Web Transfer Client has been tested for use with the following browsers:

- Internet Explorer - v11
- Firefox - v65 or later
- Safari - Mac, v11 or later
- Chrome - v73 or later

Please Note: Cookies must be enabled in the browser.

Only authorized users can access the Online Portal and upload zipped household files to the FHLBNY

Enter the user credentials provided by the FHLBNY to enter the Online Portal

Passwords assigned to authorized users can not 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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UPLOADING YOUR HDP REQUEST





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

Supporting household documents within each zip file must be provided in PDF format

Reservation Request

-  1_Income Documents.pdf
-  2_Purchase and Sales Contract.pdf
-  3_Counseling Certificate.pdf
-  4_Homebuyer Certification.pdf
-  HDP Reservation Request.xlsx

Funding Request

-  1_Retention Documents.pdf
-  2_Closing Disclosure.pdf
-  3_Certificate of Intent to Record.pdf
-  HDP Funding Request.xlsx



UPLOADING YOUR HDP REQUEST

Upon successful login you are at the File Transfer Portal landing page and can proceed with the upload your file

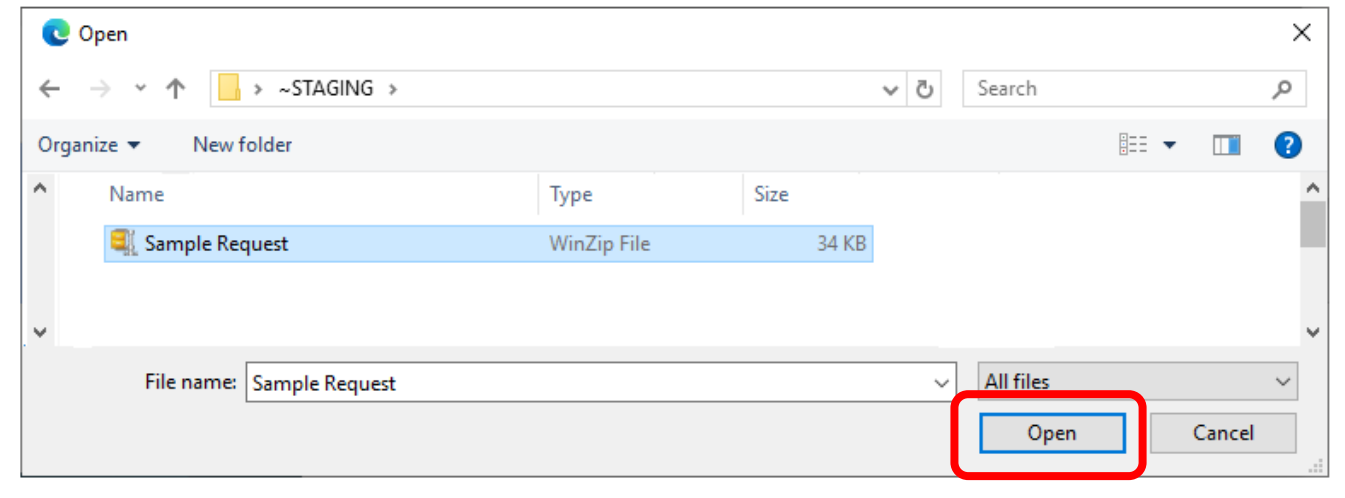
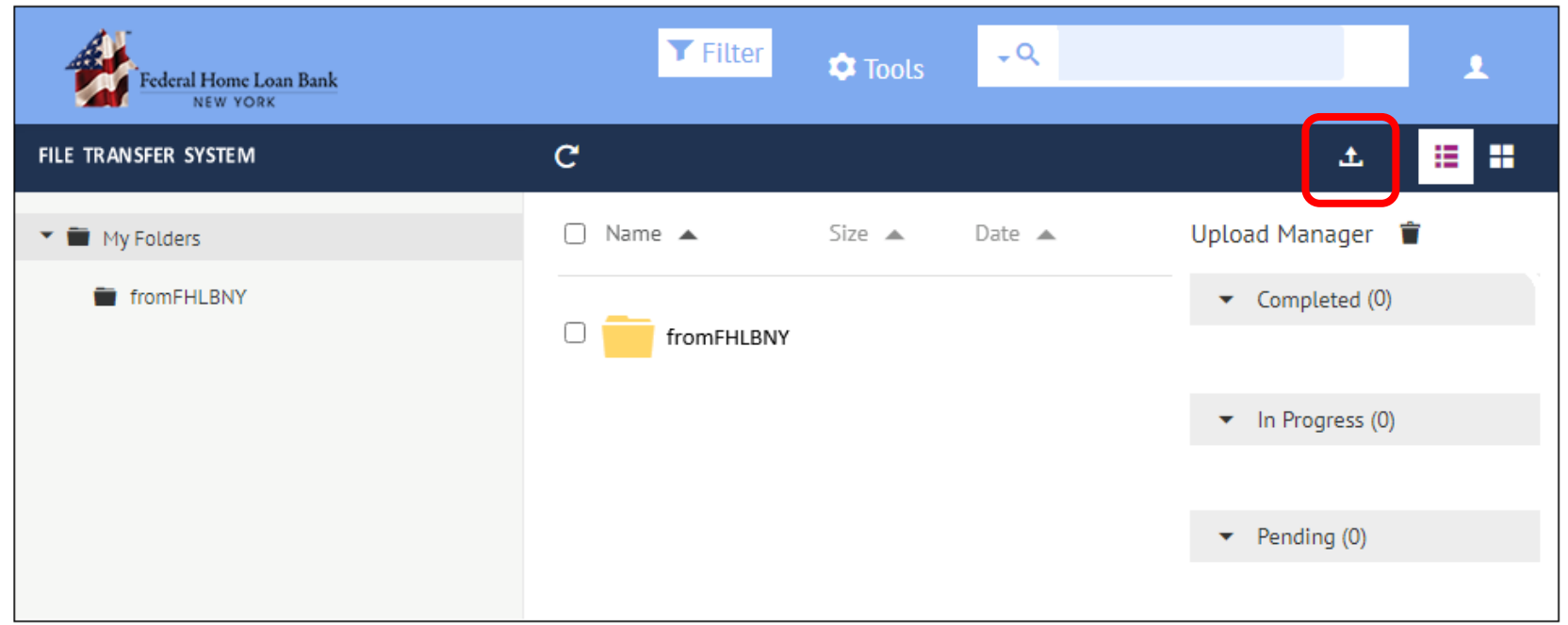
The screenshot displays the File Transfer System interface. At the top, there is a blue header with the Federal Home Loan Bank of New York logo on the left, a 'Filter' button, a 'Tools' button, a search bar, and a user profile icon. Below the header is a dark blue navigation bar with the text 'FILE TRANSFER SYSTEM', a refresh icon, an upload icon, and a view toggle icon. The main content area is divided into two sections. On the left, under 'My Folders', there is a folder named 'fromFHLBNY'. On the right, there is a table with columns for 'Name', 'Size', and 'Date'. Below the table, there is an 'Upload Manager' section with three status categories: 'Completed (0)', 'In Progress (0)', and 'Pending (0)'. The 'fromFHLBNY' folder is listed in the table with a checkbox to its left.

<input type="checkbox"/>	Name ▲	Size ▲	Date ▲	Upload Manager
<input type="checkbox"/>	fromFHLBNY			▼ Completed (0)
				▼ In Progress (0)
				▼ Pending (0)

UPLOADING YOUR HDP REQUEST

To upload a file, click the Upload icon at the top right of the screen

Locate the zipped household file and choose "Open" to upload the file to FHLBNY



UPLOADING YOUR HDP REQUEST

The uploaded zip file will appear within the landing page of the File Transfer Portal under the “Completed” section

This section will indicate to the user the file upload was successful

The screenshot displays the 'FILE TRANSFER SYSTEM' interface for the Federal Home Loan Bank of New York. The top navigation bar includes a 'Filter' button, 'Tools', a search bar, and a user profile icon. The main content area is divided into a left sidebar with 'My Folders' containing a folder named 'fromFHLBNY', and a central file list. The file list has columns for 'Name', 'Size', and 'Date'. A folder named 'fromFHLBNY' is listed. To the right of the file list is an 'Upload Manager' section. This section has three expandable categories: 'Completed (1)', 'In Progress (0)', and 'Pending (0)'. The 'Completed (1)' category is expanded, showing a file named 'Sample Request.zip' with a size of 33.51 KB. A red box highlights the 'Completed (1)' category and the file entry. Below the 'In Progress' and 'Pending' sections, it states 'No uploads in progress' and 'No pending uploads' respectively.

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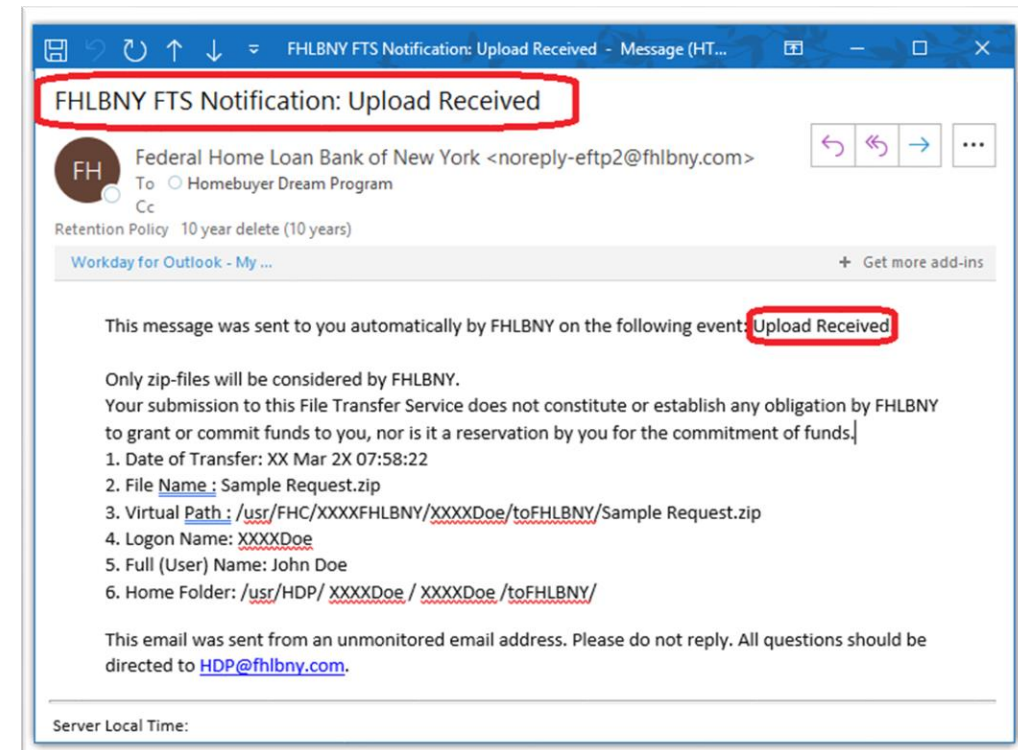
After your submission



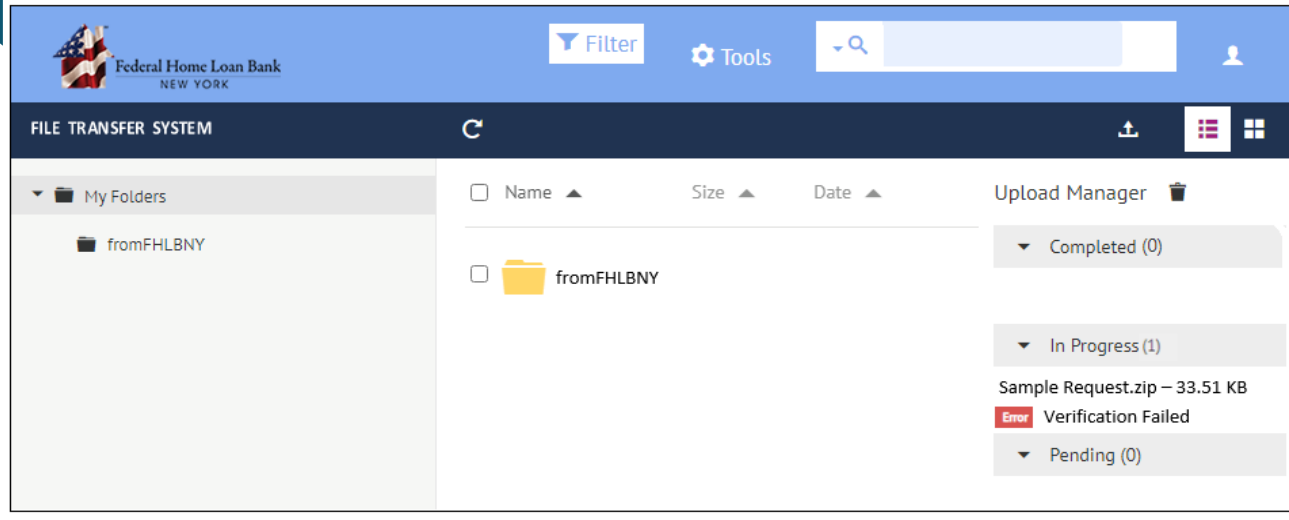
After your submission

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 Homebuyer Dream Program® requirements outlined in the HDP Guidelines and the AHP Implementation Plan



After your submission



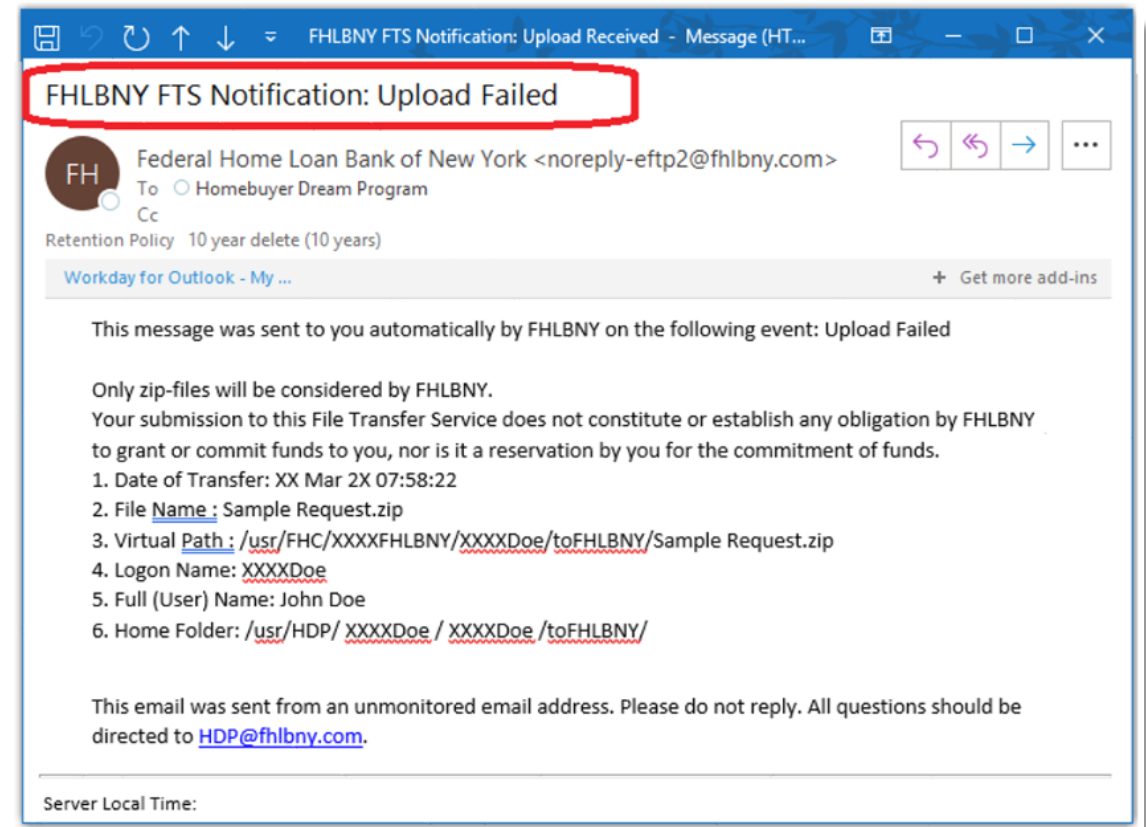
Uploading documents in a format other than the required zip file are automatically rejected

The error message that verifies submission failure is displayed within the "In Progress" section

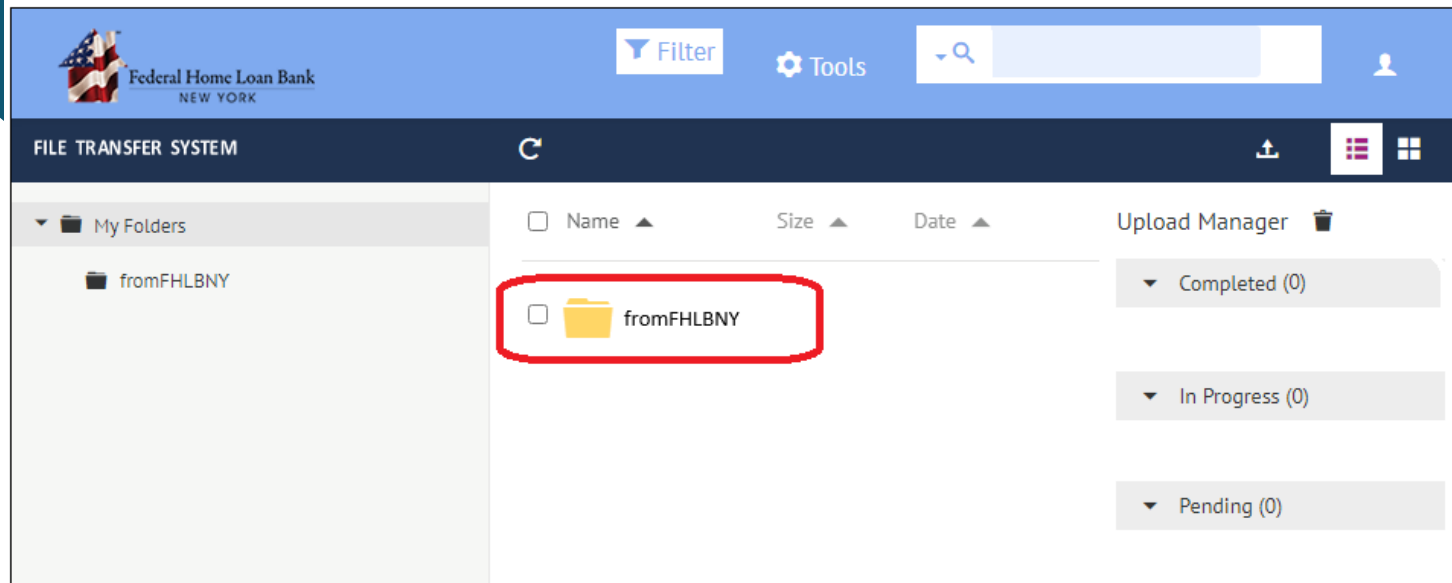
After your submission

Email notifications are provided to the user. The FHLBNY FTS notification will confirm your failed submission

Upon receipt of this email, the member is required to upload a new request



After your submission



On a periodic basis, the FHLBNY will provide pipeline status reports to our members via the Portal

Reports are uploaded into the “from FHLBNY” folder

Household files should not be uploaded by the user into this folder

Reports are deleted on a quarterly basis. It is recommended these reports be downloaded

Designated users have access to each other’s folders in order to access communications and reports from the FHLBNY

www.FHLBNY.com

2021 AHP Implementation Plan

HDP Guidelines

HDP tutorials

Email us at
HDP@fhlbny.com

We encourage you to review the 2021 AHP Implementation Plan, the 2021 HDP Guidelines, and HDP tutorials located on our website

Thank you for viewing the Homebuyer Dream Program[®] tutorial. If you have any program or household specific questions, please contact us!



Homebuyer Dream Program®

Secure File Transfer System



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