User Guide for 1Link-IPR Interim 1Link® Portal

Effective October 18, 2021

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Sign In

All 1Link-IPR users must use an RSA SecurID® Token to authenticate and access the 1Link-IPR system.

Activating your Token

If you are a new user or received a new Token, please reference the guides below for instructions on how to activate your Token:

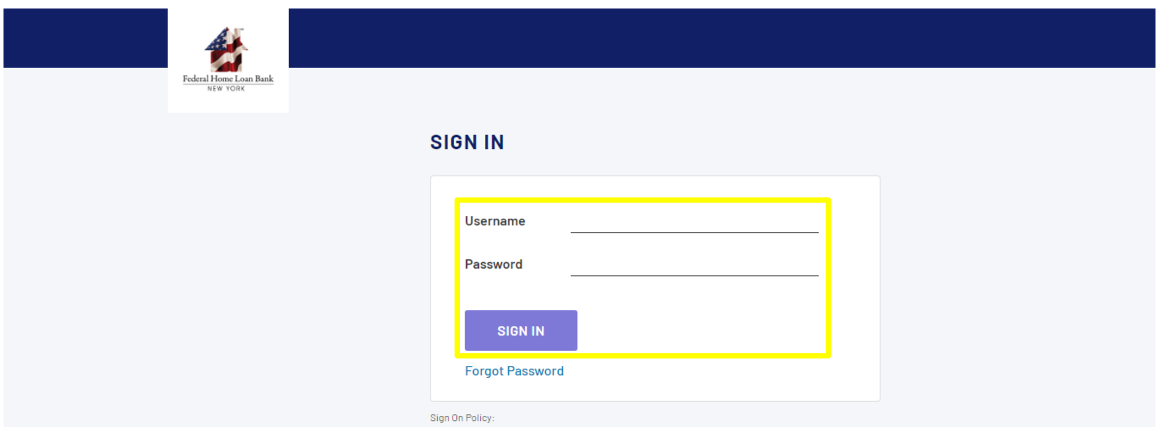
- New RSA Soft Token User Guide
- New RSA Hard Token User Guide

If you currently have an RSA hard or soft Token from 1Link and have not logged into 1Link-IPR since the launch of multi-factor authentication (MFA) in August 2021, you will need to reset your password, by clicking on the Forget Password link. Please reference the guides below for instructions:

- Current RSA Hard or Soft Token Users Guide

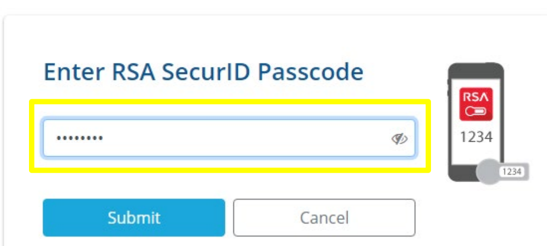
Logging in Using your Token

1. Enter your Username and Password, then select [**SIGN IN**].

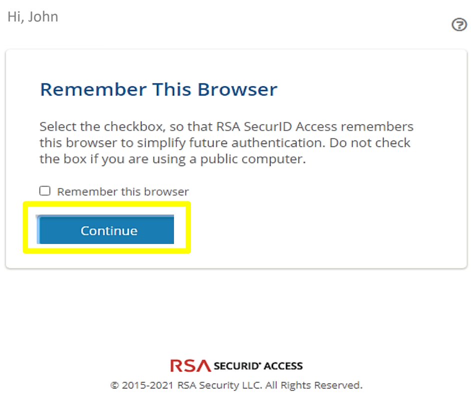


2. If you have a *soft* Token, enter your RSA SecurID Passcode generated from the RSA app, then select [**SUBMIT**].

   If you have a *hard* Token, enter the RSA PIN + the Passcode generated in the below field, then select [**SUBMIT**].



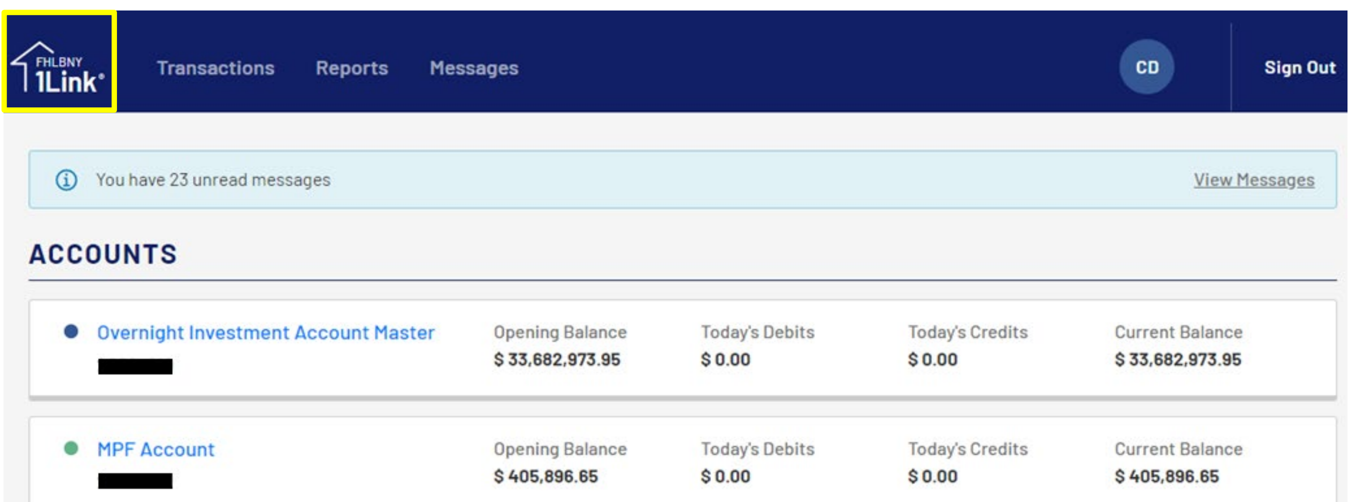
3. Select [**Continue**].



You are now successfully logged into 1Link-IPR.

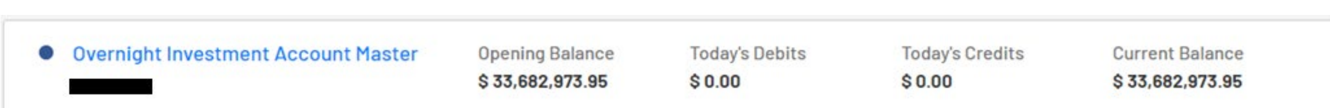
Dashboard

The 'Dashboard' section displays account balance information. The dashboard automatically appears when you log in. Additionally, if you want to access the dashboard from a different screen, click the 'FHLBNY 1Link' logo in the upper left corner of the screen.



Accounts

In the 'Accounts' section you can view balance information of all accounts that are affiliated with your institution.



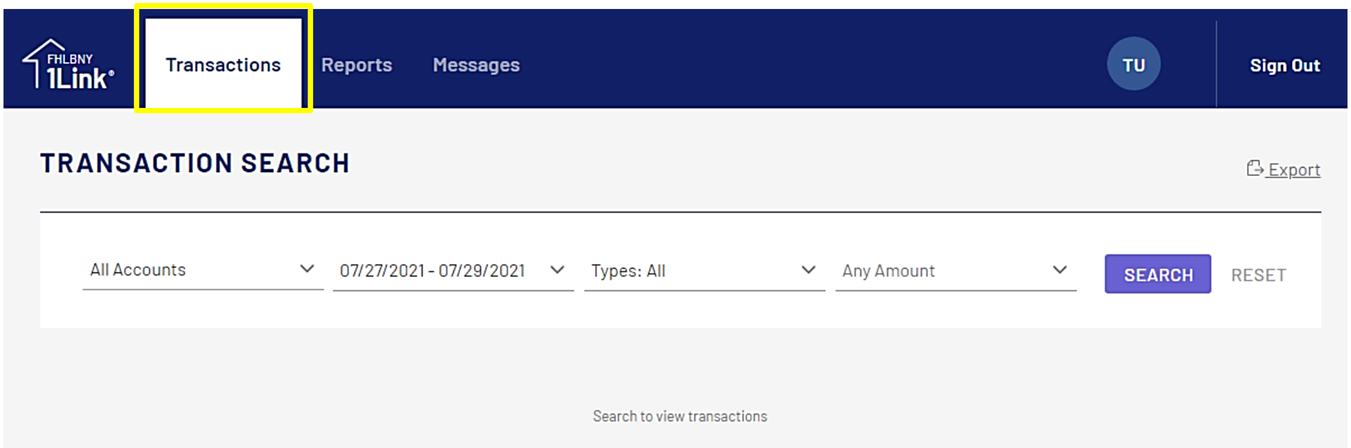
- **Opening Balance:** The 'Opening Balance' indicates your account balance at the start of the day.
- **Today's Debits**: Indicates the total debits that have occurred today for your account.

- **Today's Credits**: Indicates the total credits that have occurred today for your account.
- **Current Balance**: The 'Current Balance' indicates the current balance of your account.

Transaction Search

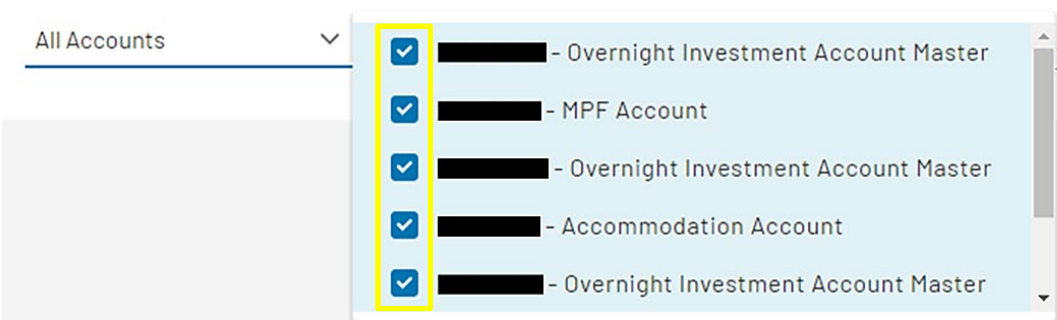
In the 'Transactions' section you are able to search for transactions based on selected filter data.

To access the Transaction Search screen, select the [**Transactions**] tab.

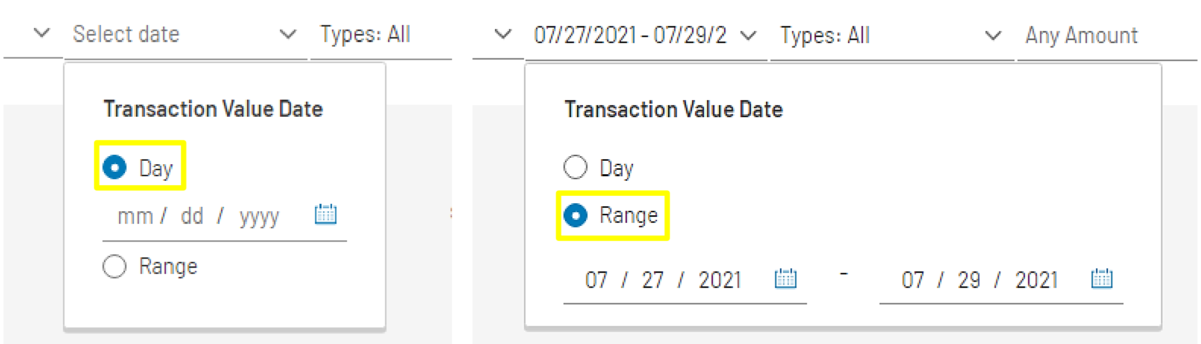


You can search for transactions using the following fields as filters:

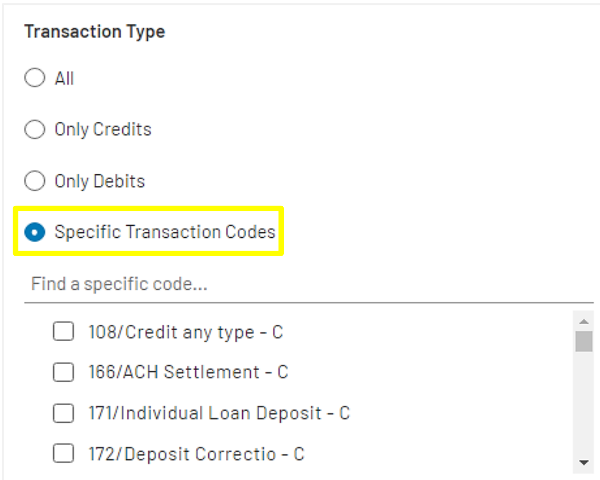
- **Accounts:** Select one or multiple accounts from the dropdown list.



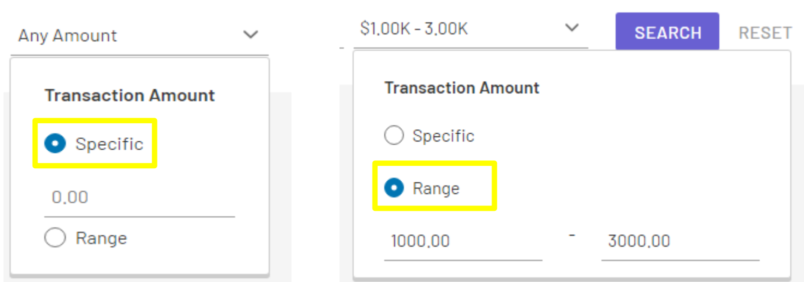
- **Date:** You can select either a Specific Date by clicking on the 'Day' radio button and selecting a date, or a Date Range by clicking on the 'Range' radio button and selecting a 'From' and 'To' date.



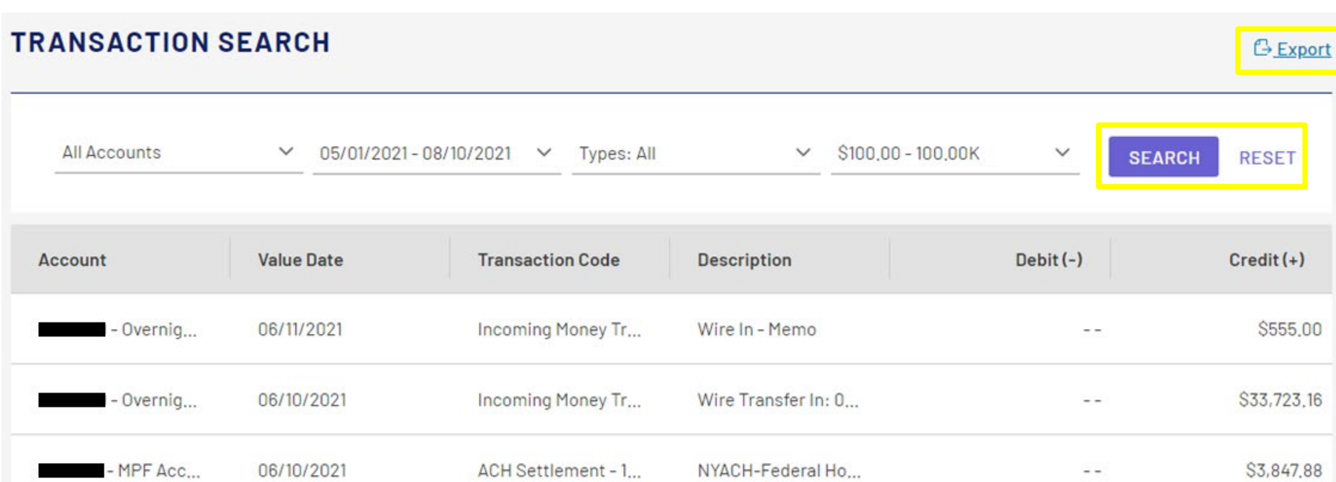
- **Type:** Select one of the following types of transactions: All Transactions, Only Credit Transactions, Only Debit Transactions, or Specific Transaction Codes. If Specific Transaction Codes are selected, the Transaction Code(s) dropdown field will be displayed from which you will be able to select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



- **Amount:** You can select either a Specific Amount by clicking on the 'Specific' radio button and entering an amount, or an Amount Range by clicking on the 'Range' radio button and entering a 'From' and a 'To' amount.



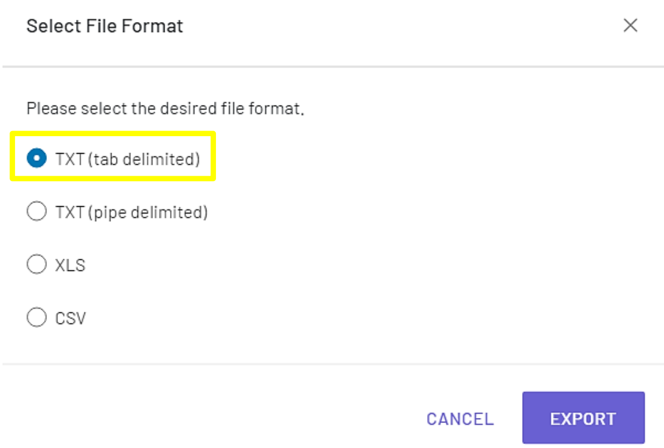
When you completed the filter selection, please click the [**SEARCH**] button to view transactions based on the selected filters.



You can change any of the filter field values by changing the relevant fields in the corresponding menu. To apply the changes, perform the search again by selecting the [**SEARCH**] button.

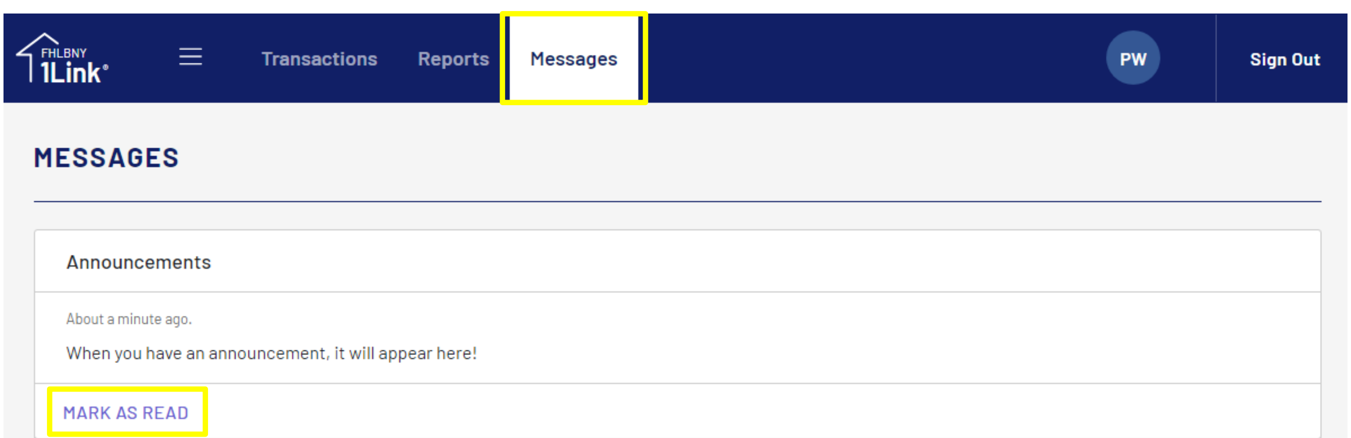
To reset all the form fields, select the [**RESET**] button next to the Search button.

To export the results of your search select the [**EXPORT**] button in the top right-hand corner. Select the type of file you wish to export to from the menu and then select the [**EXPORT**] button.



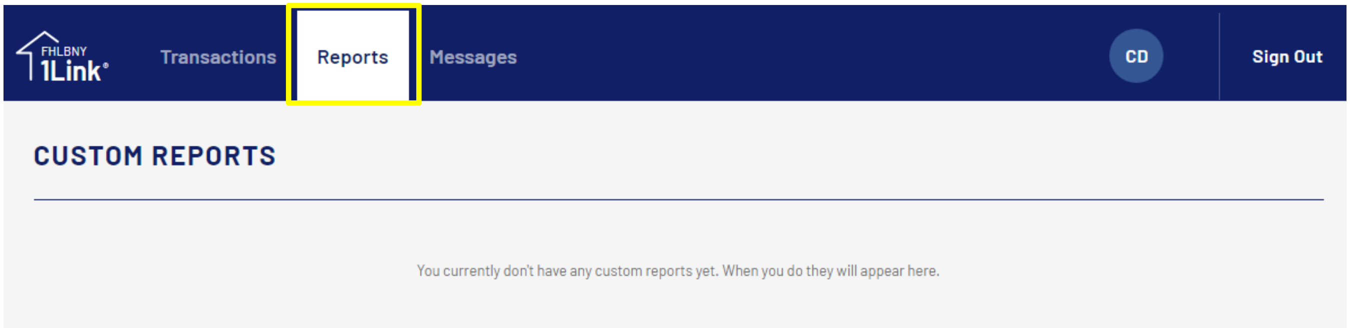
Messages

In the 'Messages' section you will be able to view all member-related announcements and alerts from FHLBNY. To access your messages, select the [**Messages**] tab. Notifications can be marked as read by selecting the [**MARK AS READ**] button.



Reports

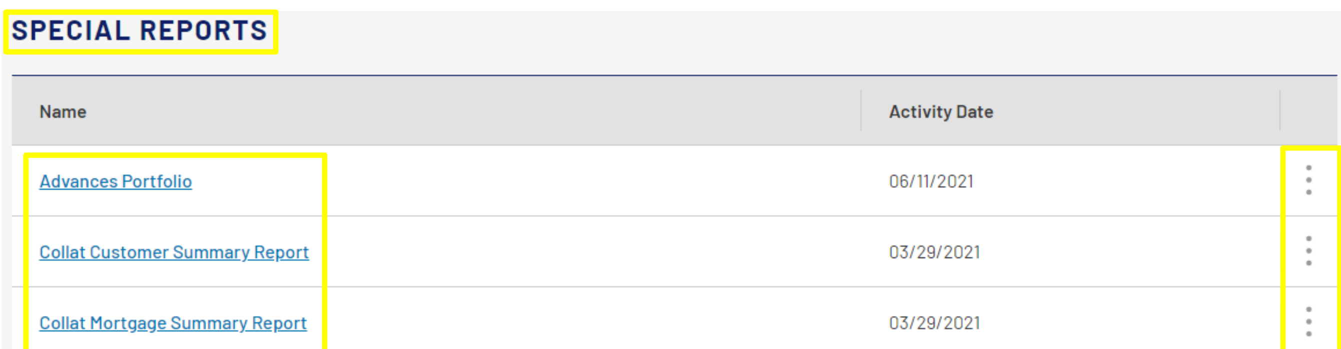
In the 'Reports' section you will be able view Standard Reports, Special Reports, and create Customized Standard Reports. You will also be able to subscribe to reports in order to automatically email them to specified email addresses.



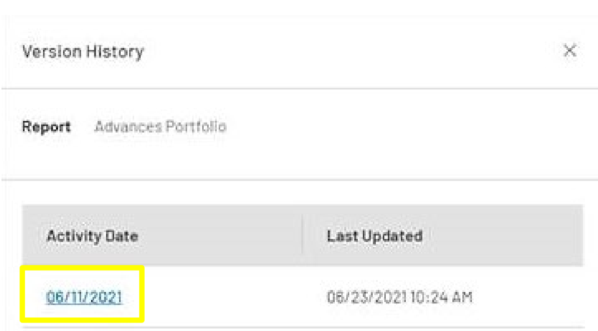
Special Reports

In the Reports section, scroll down to view the 'Special Reports' section. You can generate any of the Special Reports by selecting the desired report name.

Historical versions of a specific Special Report can be found by selecting the three-dot [⋮] Actions menu and selecting [**Version History**].



Select the 'Date' to generate the previous version of the selected Special Report.



All reports are generated in .TXT format except the 'Collateral' report that is generated in PDF format.

Standard Reports

Scroll down in the Reports section to view the 'Standard Reports'. You can generate any of the Standard Reports by selecting the desired report name.

STANDARD REPORTS

Name
Current Day Combination
Current Day Detail
Current Day Summary

Standard Reports are generated in PDF format.

Custom Reports

Scroll down in the Report section to view, edit, or create new 'Custom Standard Reports'. You can generate any of the Custom Reports by selecting the desired report name.

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."

CUSTOM REPORTS

Name	Based on
CDS	Current Day Summary
PDD	Prior Day Detail
CDC	Current Day Combination

Custom Reports are generated in PDF format.

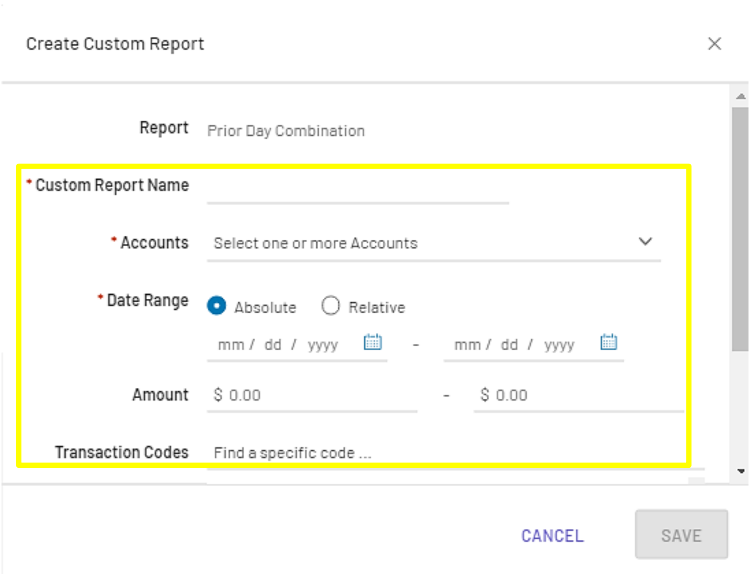
Create New Standard Custom Report

You can create a new Standard Custom Report from any 'Standard' report by selecting the three-dot [⋮] Actions menu and selecting the [**Create a Custom Report**] button from the dropdown menu.

STANDARD REPORTS

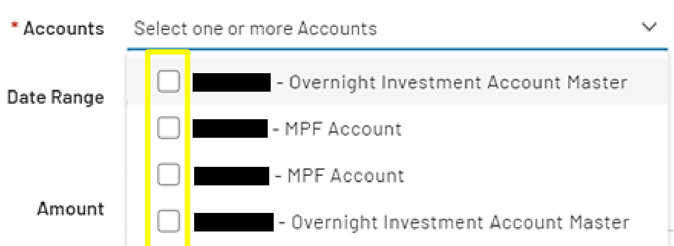
Name	
Current Day Combination	⋮
Current Day Detail	Create a Custom Report Manage Subscriptions

After selecting the ‘Create a Custom Report’ button, a pop-up menu will open with fields related to the selected report.



Complete the form fields; required fields are marked with an ‘*’:

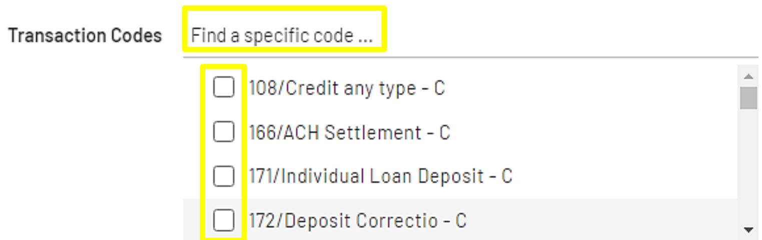
- **Custom Report Name:** Type a new custom report name.
- **Accounts:** Select one or multiple Account Numbers from the dropdown list.



- **Date Range:** You can choose either an Absolute Date Range by selecting the ‘Absolute’ radio button and selecting a ‘From’ and ‘To’ date, or select a Relative Date Range from the dropdown list.

- **Amount:** You can select a range of amounts by entering a ‘From’ and ‘To’ amount.

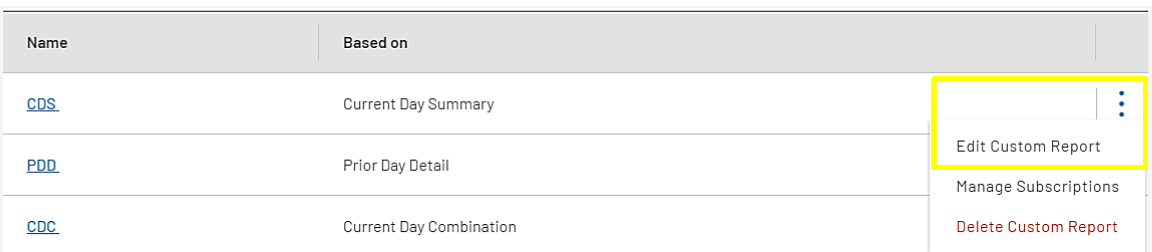
- **Transaction Codes:** You can select one or multiple transaction codes from the transaction codes dropdown. Additionally, you can search for a specific code by using the search bar.



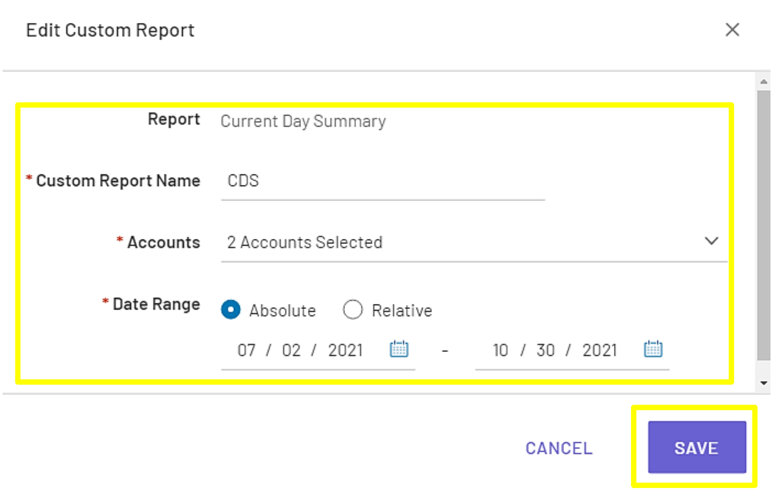
Your new Custom Report will be created upon selecting the [**Save**] button.

Edit Custom Report

You can make changes to an existing Custom Standard Report in the Custom Report screen by selecting the three-dot [⋮] Actions menu and selecting [**Edit Custom Report**] from the dropdown list.

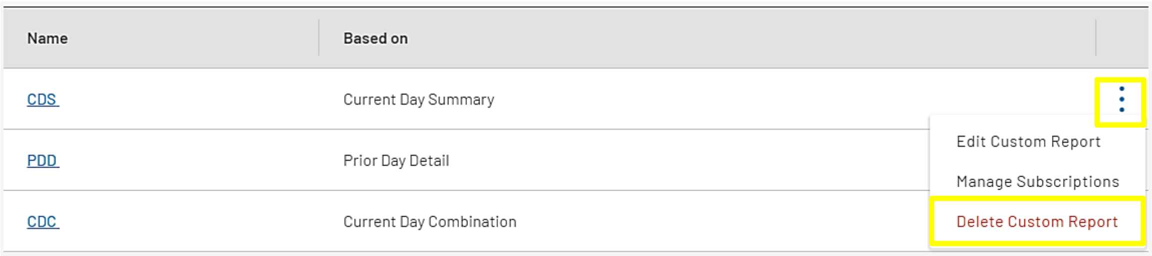


You will be navigated to the Edit Custom Report screen. Make your edits to the field values and then select the [**Save**] button.



Delete Custom Report

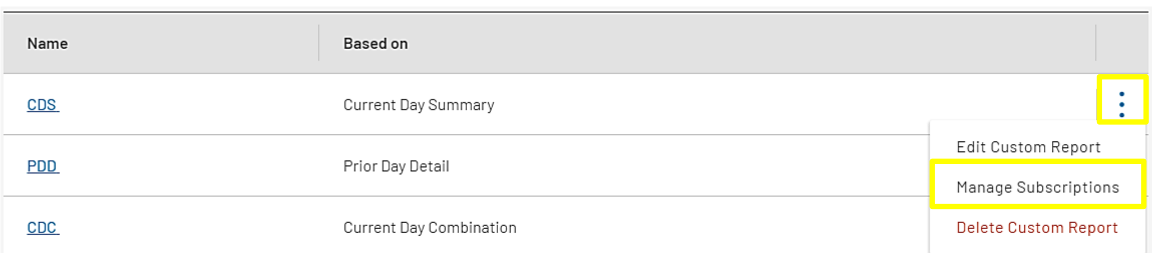
A Custom Report can be deleted in either the 'Edit Custom Report' section by selecting the [**Delete Custom Report**] button or in the 'Custom Report' section by selecting the three-dot [⋮] Action menu and selecting the [**Delete Custom Report**] link (example below).



Subscriptions

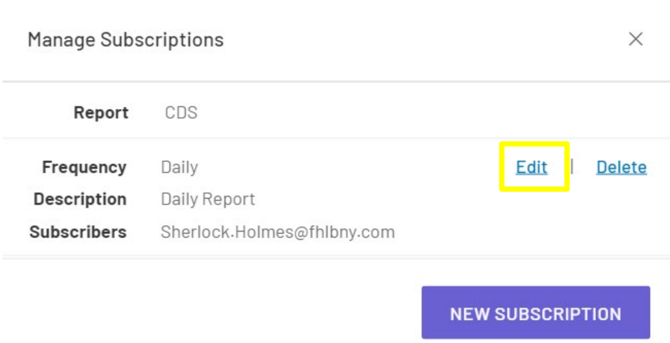
You can add subscriptions to reports to have them emailed to a selected distribution list.

To view the existing subscriptions on a specific report, open the three-dot [⋮] Action menu and select the [**Manage Subscriptions**] button.



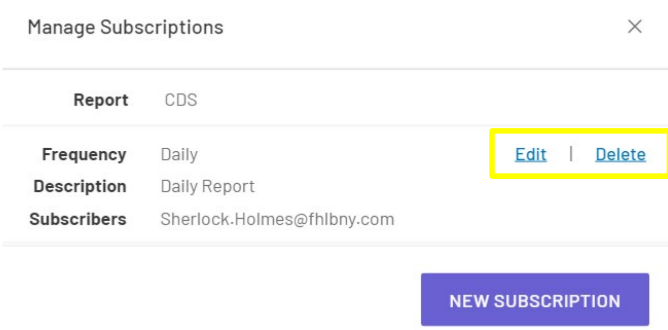
If there are no existing subscriptions for the report you selected, the following message will be displayed: "You currently don't have any Subscriptions yet. When you do they will appear here."

You can view the details of any of your subscriptions by opening the 'Manage Subscriptions' menu for the respective report type, then select [**Edit**]. Refer to the 'Edit Subscription' section to make changes.



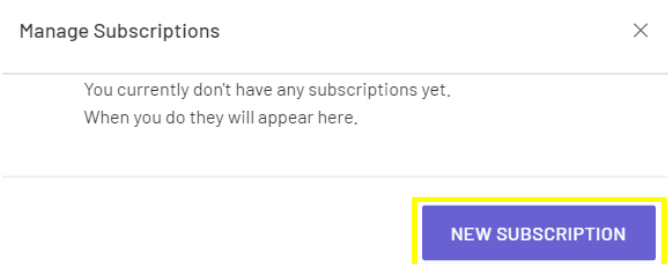
Manage Subscription

In the Reports section you can view your subscriptions to a specific report by selecting the 'Manage Subscriptions' option from the three-dot [⋮] Action menu. You can create, edit, and delete subscriptions from this menu. Refer to the 'Create Subscription', 'Edit Subscription', and 'Delete Subscription' sections respectively to make changes.

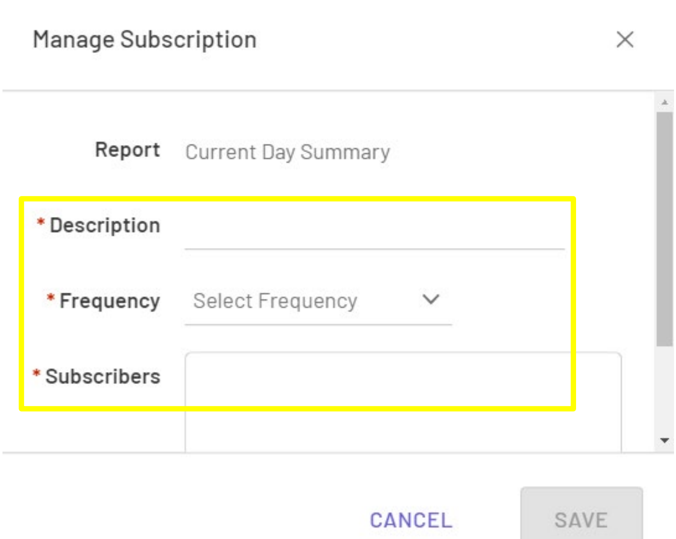


Create Subscription

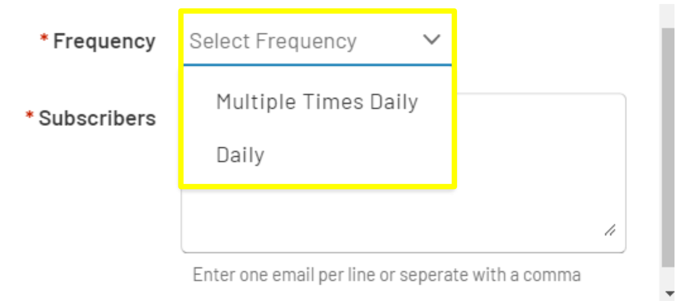
You can create a new subscription for a specific report from the Manage Subscriptions menu by selecting the [**New Subscription**] button.



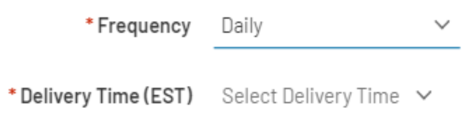
A new Manage Subscription menu will open. Complete the following form fields:

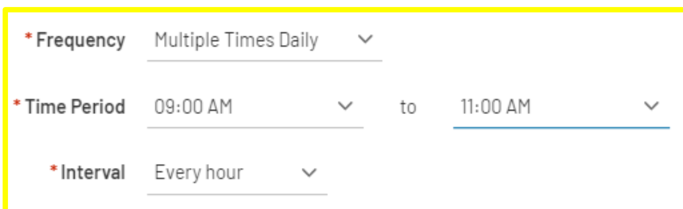


- **Description:** Type a report description name, which will be listed in the Custom screen.
- **Frequency:** If you selected any of the Special Reports, this field will not be displayed because all Special reports are delivered daily. If you selected one of the Standard Reports, you can choose to send the report Multiple Times Daily or Daily.

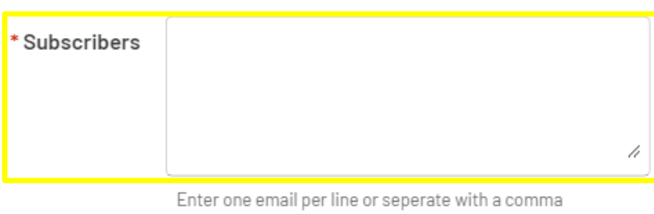


Depending on the frequency, you may also need to input an interval and time of delivery.





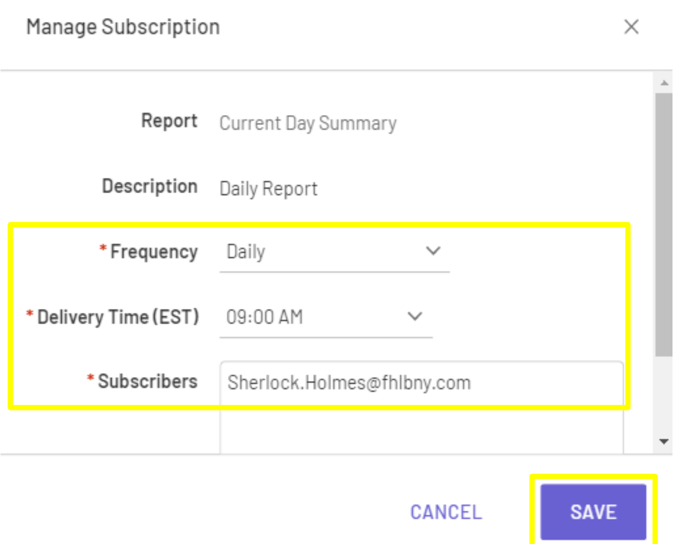
- **Subscribers:** Enter the email addresses of who should receive the report and separate the emails by line or with a comma.



Select the [**Save**] button to create the subscription.

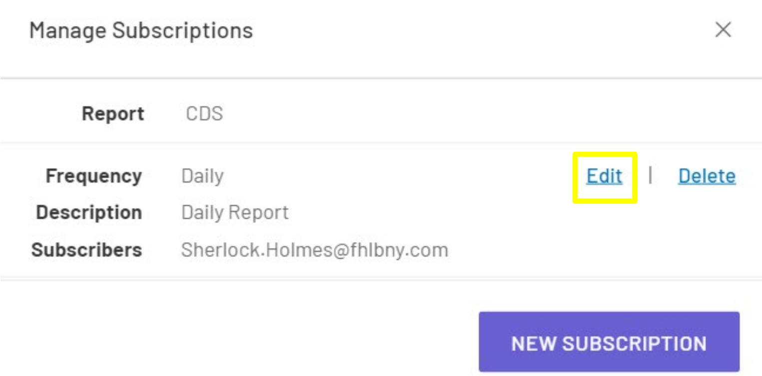
Edit Subscription

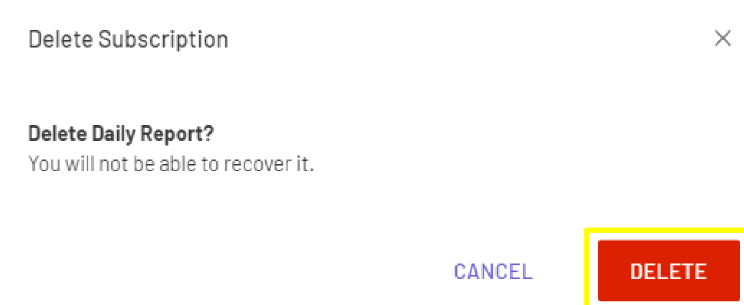
A Report Subscription can be edited from the Manage Subscriptions menu by selecting the [**Edit**] button. You will see the menu fields populated with the subscription's information. All information can be changed except for the description field. Select the [**Save**] button to save your edits.



Delete Subscription

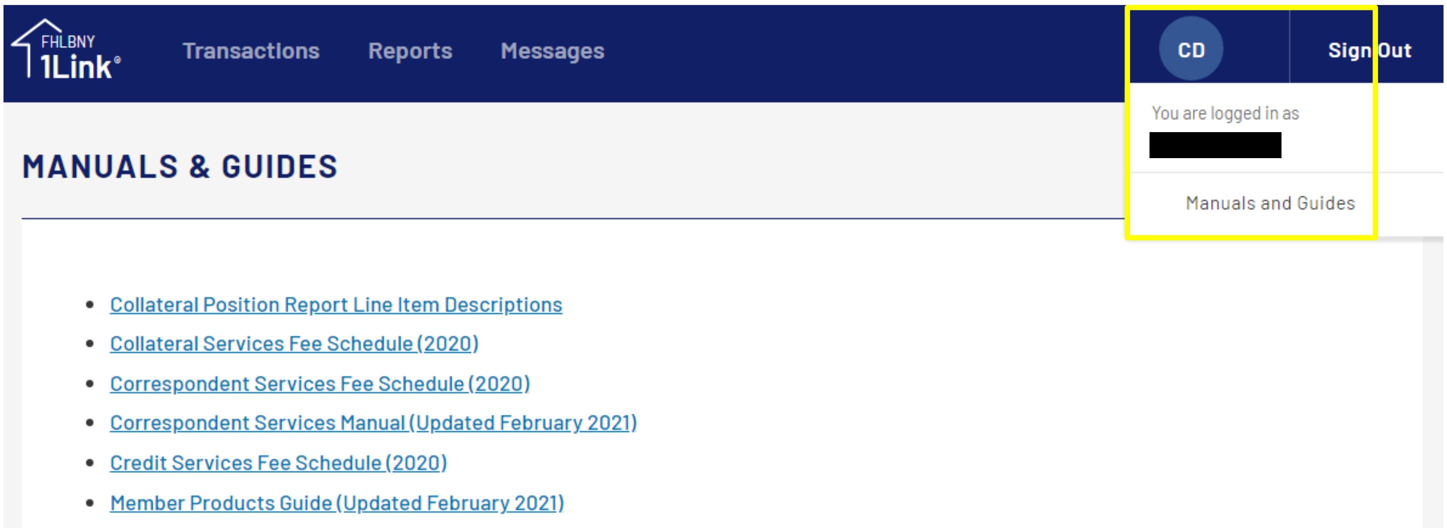
A Report Subscription can be deleted in the Manage Subscriptions menu by selecting the [**Delete**] button, then confirming your intention to delete the subscription.





Manuals and Guides

The 'Manuals and Guides' section gives you access to other FHLBNY Manuals and Guides. You can find this section by clicking on your Avatar (circle icon with your initials on the top right) and select [**Manuals and Guides**].



Manuals and Guides are available in PDF format.

Helpdesk Assistance

If you need further assistance, contact the 1Link Helpdesk at (800) 546-5101, and after the prompt, press 1.

If you have any questions regarding your RSA SecurID Token, please contact 1Link Security Support at 1LinkSecurityServices@fhlbny.com or (800) 546-5101, and after the prompt, press option 4, then option 2.*

**For spam filtering purposes, please ensure 1LinkSecurityServices@fhlbny.com are permitted senders.*