



Federal Home Loan Bank
NEW YORK

Homebuyer Dream Program[®]

Secure File Transfer Portal

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

Community - Housing Program: X +
https://www.fhlbny.com/community/housing-programs/hdp/

ABOUT US MEMBERS BUSINESS LINES **COMMUNITY** CAREERS NEWS EVENTS FINANCIAL INTELLIGENCE BECOME A MEMBER

Housing Programs Community Lending Programs Small Business Recovery Grant Program Success Stories Search

Affordable Housing Program
Homebuyer Dream Program®
First Home Club™

Homebuyer Dream Program® (HDP)

The HDP is a Homeownership Set-Aside program managed within regulatory requirements established by the Federal Housing Finance Agency (FHFA) 12 C.F.R. Part 1291, as may be amended from time to time (AHP Regulation). The HDP provides funds in the form of a grant to be used towards down payment and closing cost assistance to first-time homebuyers earning at or below 80% of the Area Median Income (AMI) and purchasing homes in New York, New Jersey, Puerto Rico or the U.S. Virgin Islands.

HDP OVERVIEW
HOMEBUYER INFORMATION
FHLBNY MEMBER INFORMATION
HDP PARTICIPATING MEMBERS
RESERVATION REQUEST
FUNDING REQUEST
FORMS, GUIDELINES & AGREEMENTS

SUBMIT YOUR HDP REQUEST

Members that would like to submit a 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@fhlny.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

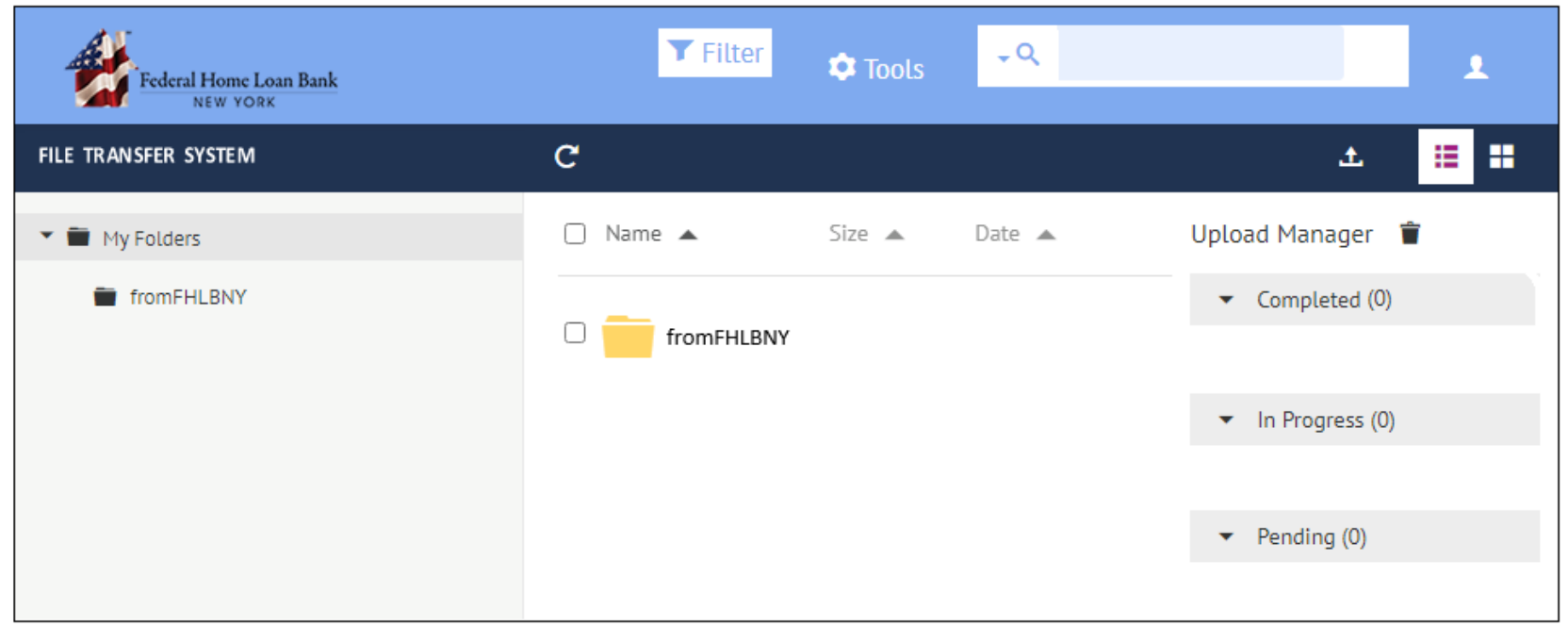
Funding Request

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



UPLOADING YOUR HDP REQUEST

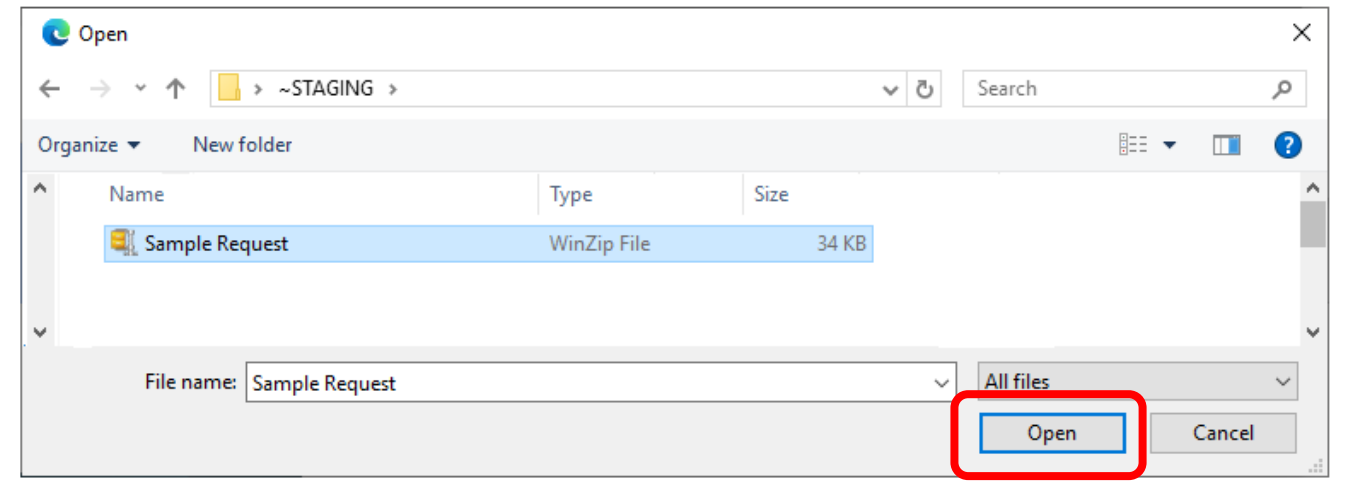
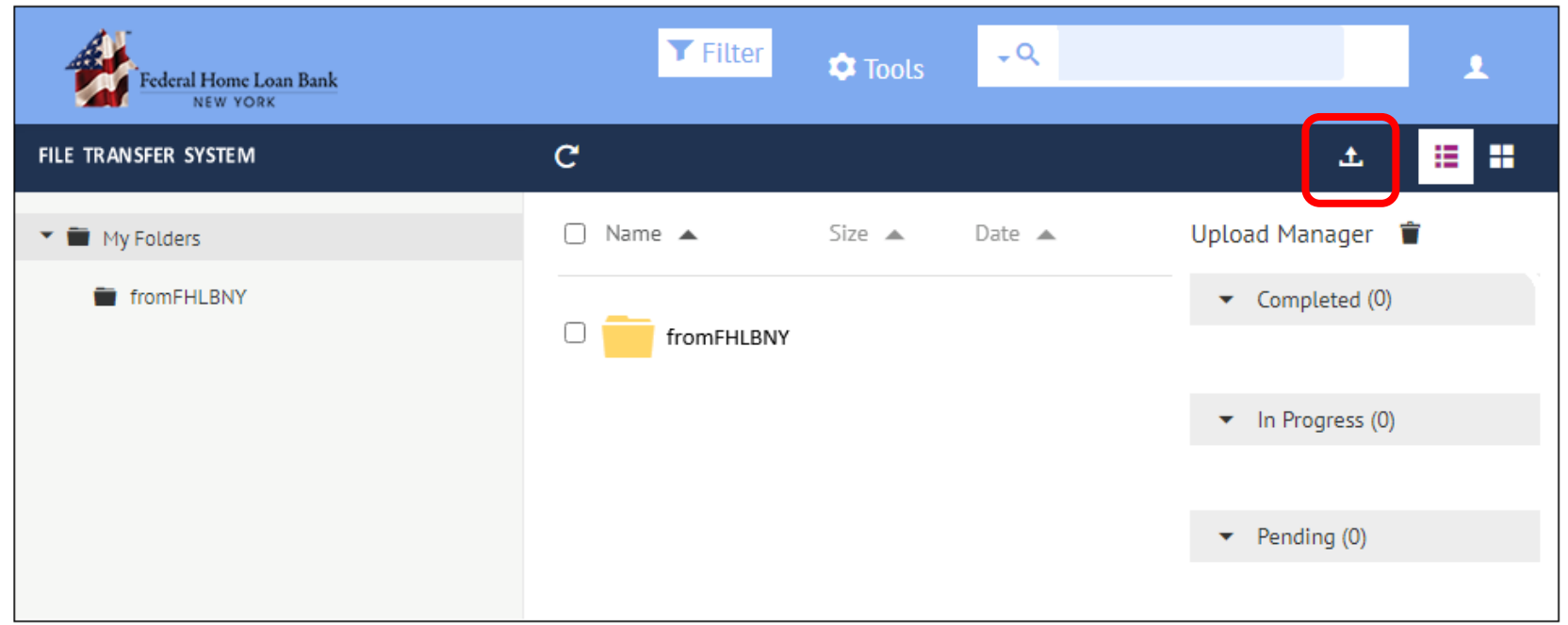
Upon successful login, the File Transfer Portal landing page will be available. The user can proceed with the upload of the file.



UPLOADING YOUR HDP REQUEST

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

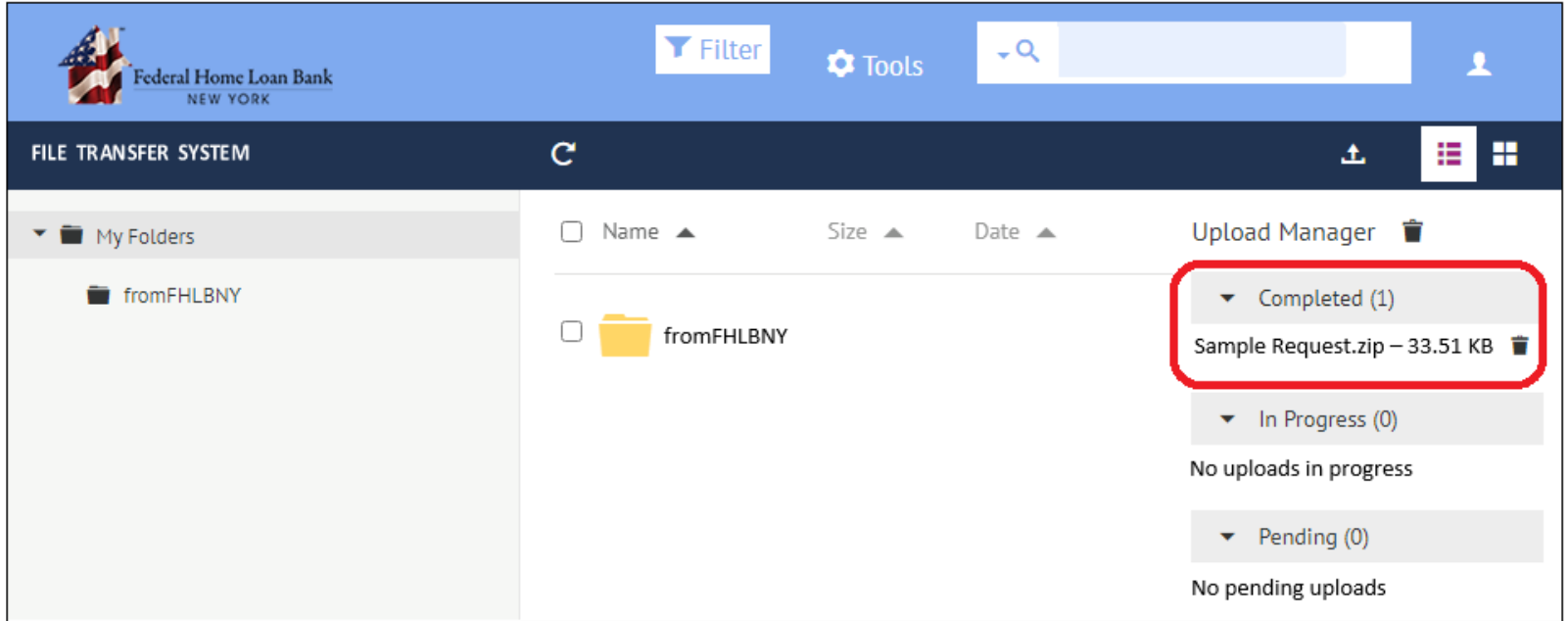
Locate the zipped household file and choose "Open" to upload the file to FHLBNY



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



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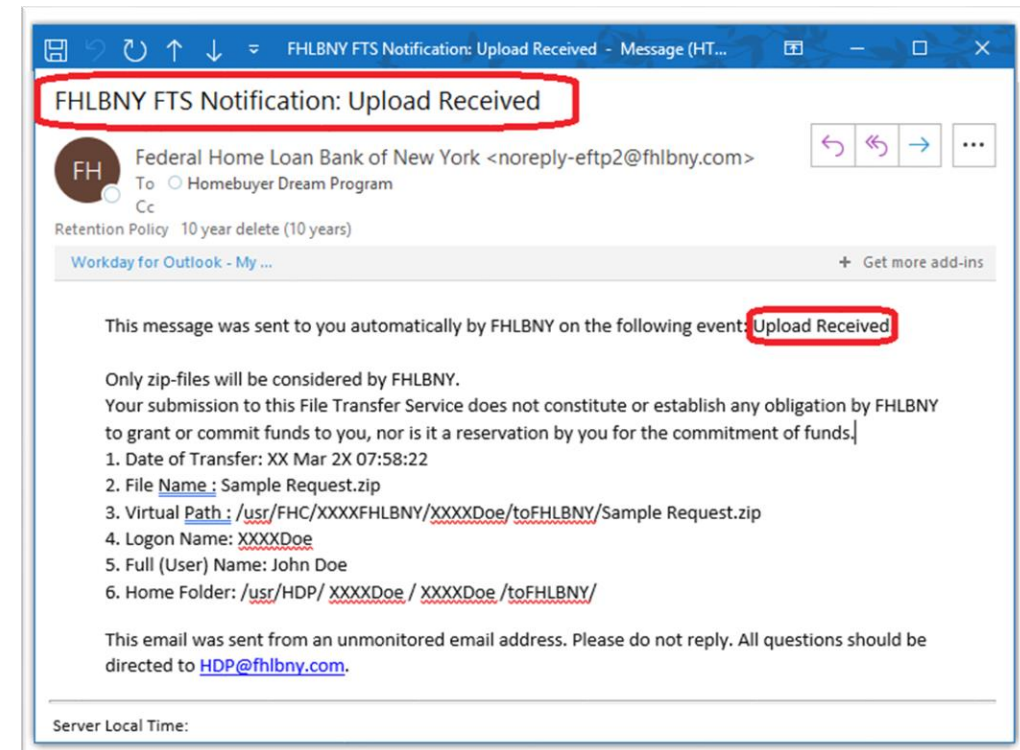
After your submission



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

The screenshot displays the 'FILE TRANSFER SYSTEM' interface for the Federal Home Loan Bank New York. The top navigation bar includes the bank's logo, a 'Filter' button, 'Tools', a search bar, and a user profile icon. The main 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, the 'Upload Manager' section shows three categories: 'Completed (0)', 'In Progress (1)', and 'Pending (0)'. Under 'In Progress (1)', a file named 'Sample Request.zip - 33.51 KB' is shown with a red 'Error' icon and the text 'Verification Failed'.

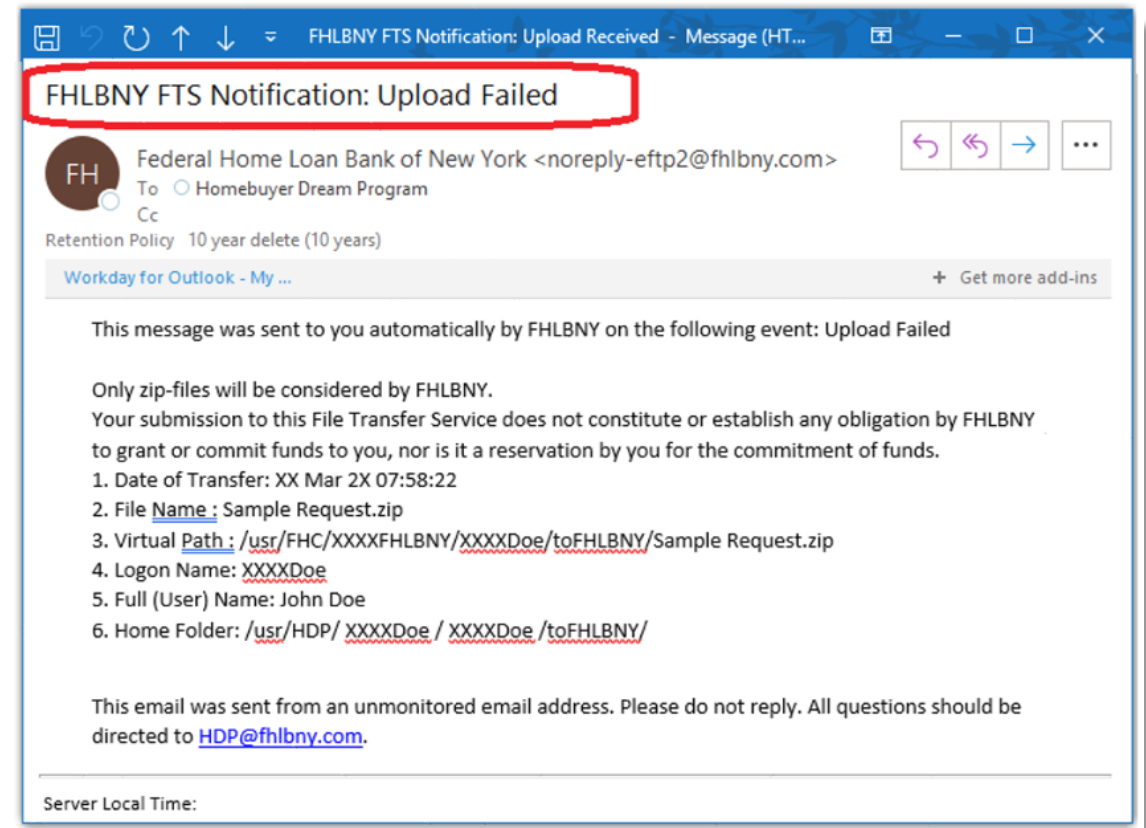
Uploading documents in a format other than the required zip file are automatically rejected

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

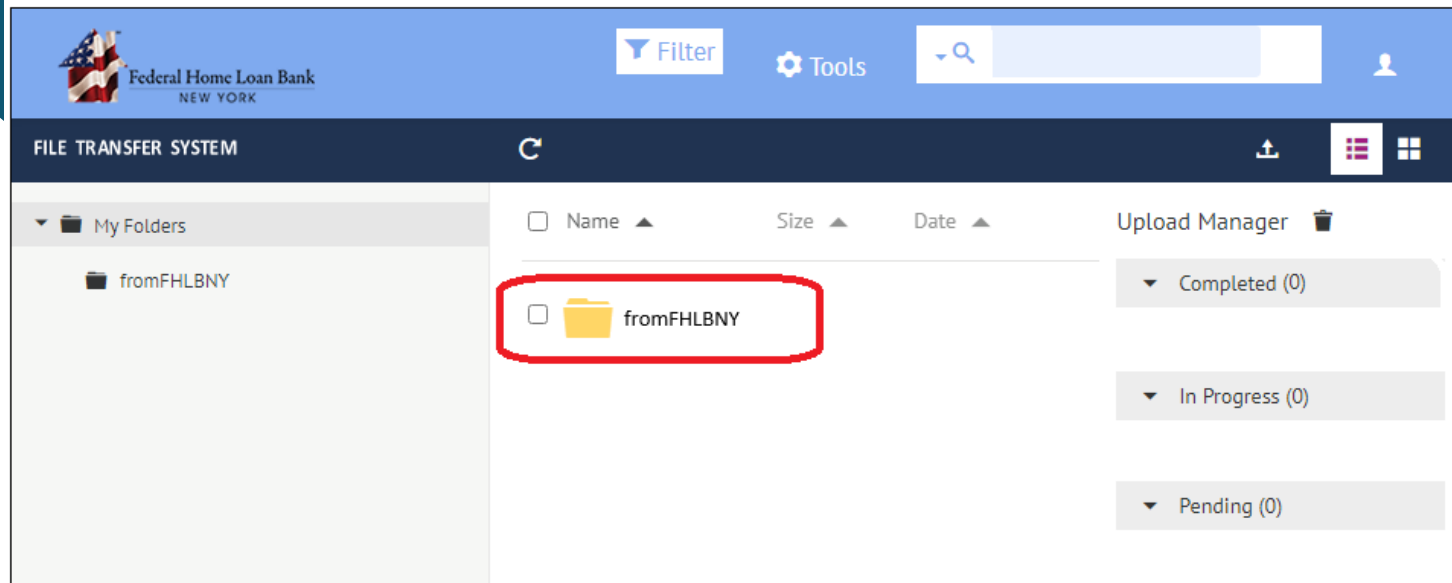
After your submission

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 Online 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

2023 AHP Implementation Plan

HDP Guidelines

HDP tutorials

Email us at
HDP@fhlbny.com

We encourage you to review the 2023 AHP Implementation Plan, the 2023 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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