



Federal Home Loan Bank
NEW YORK

Homebuyer Dream Program[®]

Secure File Transfer System

Tutorial

Submission via Secure File Transfer System

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

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 System

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 (FTS)



Tutorial Topics

Overview

Logging into FTS

Uploading your HDP Request

After your submission



OVERVIEW

Member representatives listed in the HDP Secure File Transfer System Enrollment Form will receive both a User ID and password established for the System. It is recommended a successful test file be completed prior to the 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 System 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



Tutorial Topics

Overview

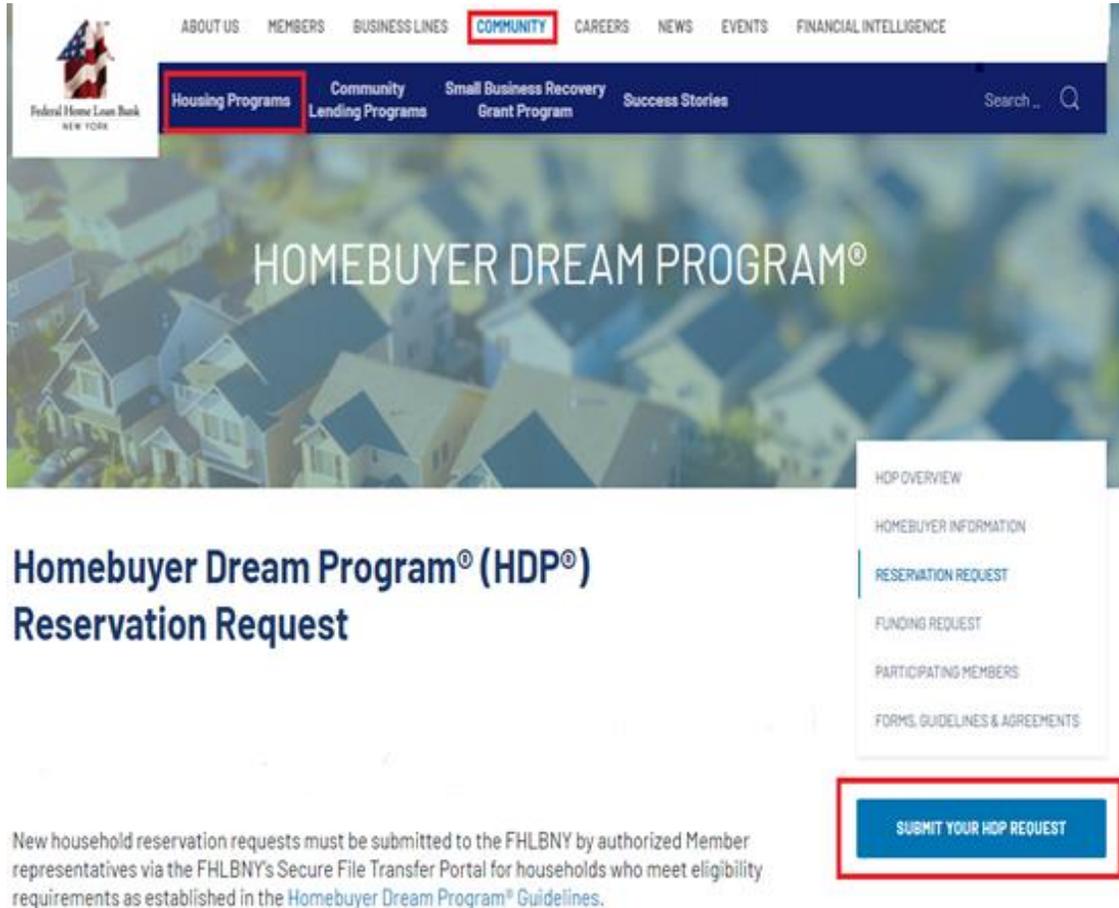
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Logging into FTS



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

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

HOMEBUYER DREAM PROGRAM®

Homebuyer Dream Program® (HDP®) Reservation Request

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

SUBMIT YOUR HDP REQUEST

New household reservation requests must be submitted to the FHLBNY by authorized Member representatives via the FHLBNY's Secure File Transfer Portal for households who meet eligibility requirements as established in the Homebuyer Dream Program® Guidelines.

Members that would like to submit a Homebuyer Dream Program® request as one zip file per household can access the Secure File Transfer System 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®

Select Reservation or Funding Request

The “Submit your HDP Request” icon will bring the user directly to the login screen for the FHLBNY Secure File Transfer System

Logging into FTS

Log in



Federal Home Loan Bank
NEW YORK

Username: [Forgot Username](#)

Password: [Forgot Password](#)

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

- Microsoft Edge - v110 or later
- Google Chrome - v110 or later
- Firefox - v65 or later
- Safari - Mac, v11 or later

Please Note: Cookies must be enabled in the browser.

Only authorized users can access the Secure File Transfere System and upload zipped household files to the FHLBNY

Enter the user credentials provided by the FHLBNY to enter the System

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

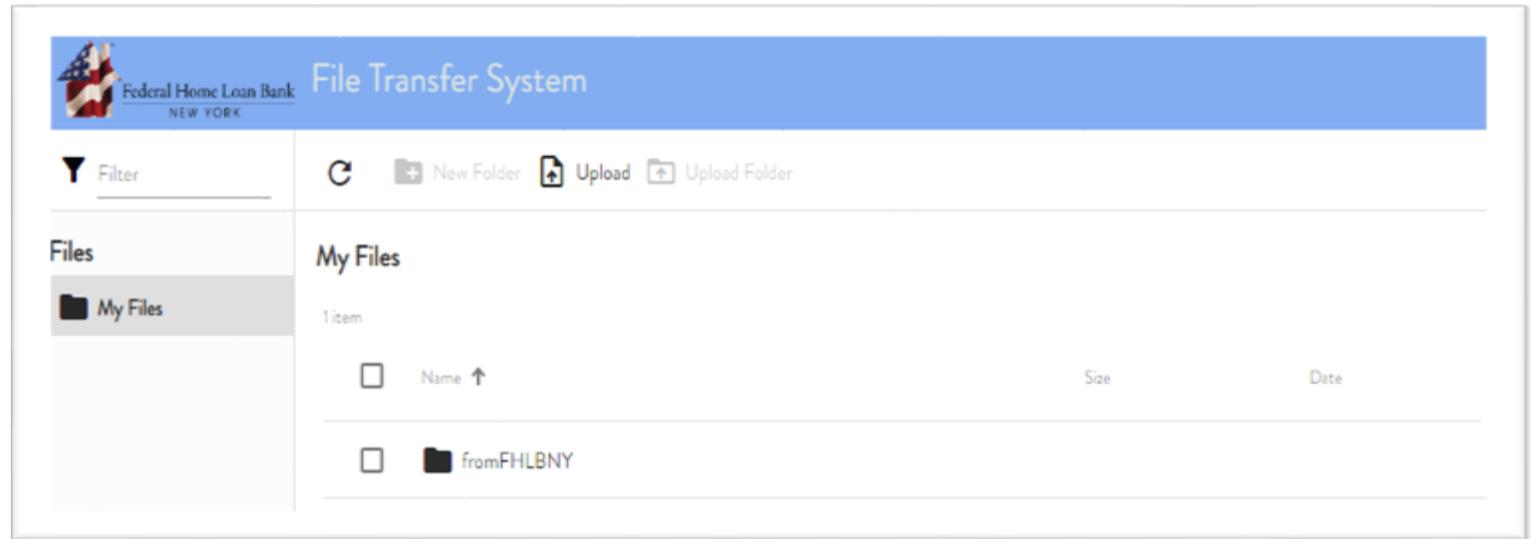
-  1_Income Documents.pdf
-  2_Purchase and Sales Contract.pdf
-  3_Counseling Certificate.pdf
-  4_Homebuyer Certification.pdf
-  HDP Reservation Request.xlsx

Funding Request

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

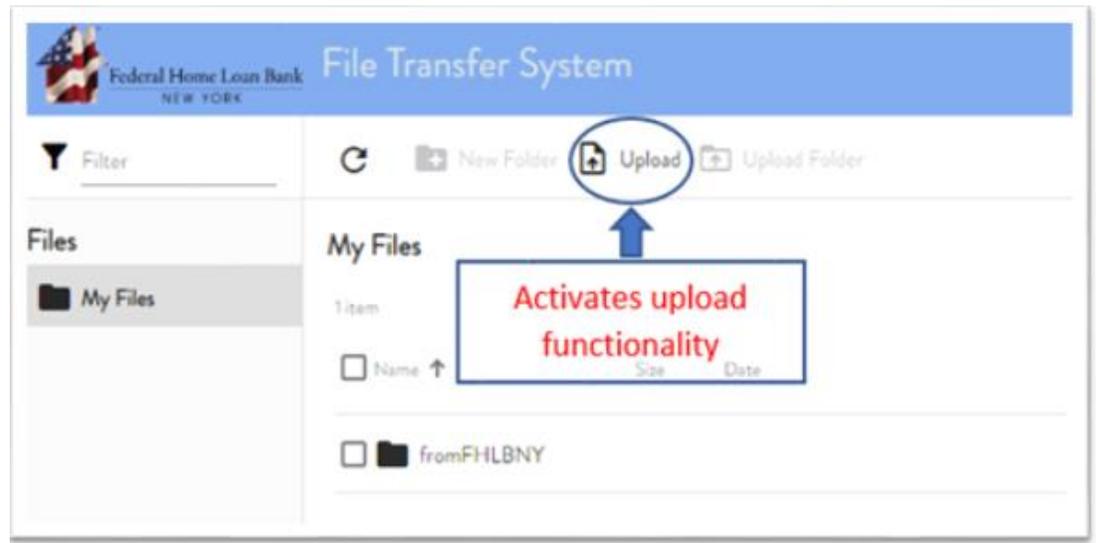
UPLOADING YOUR HDP REQUEST

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

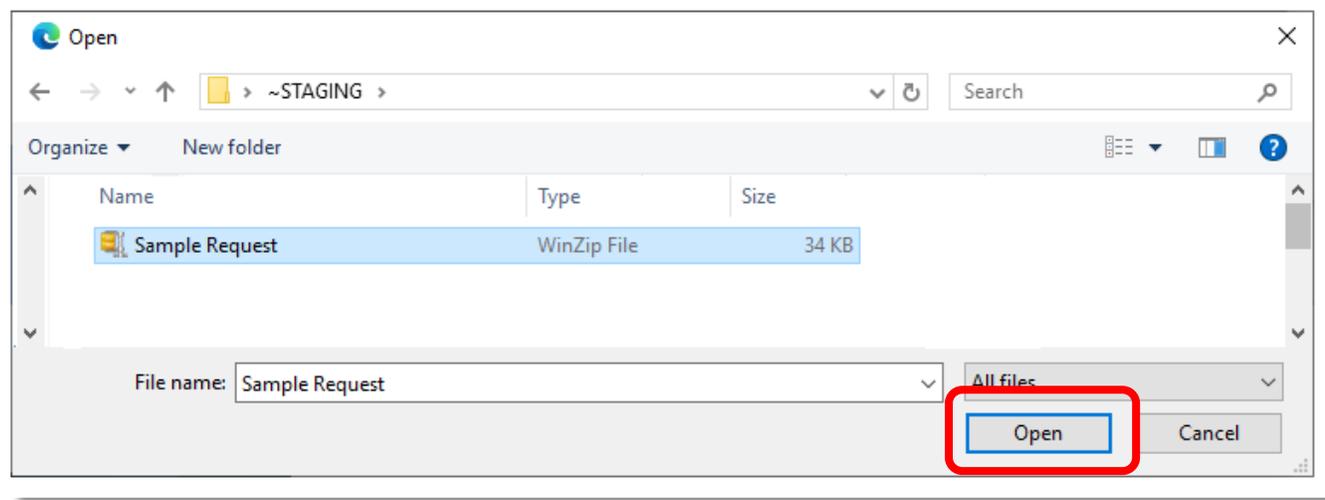


UPLOADING YOUR HDP REQUEST

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



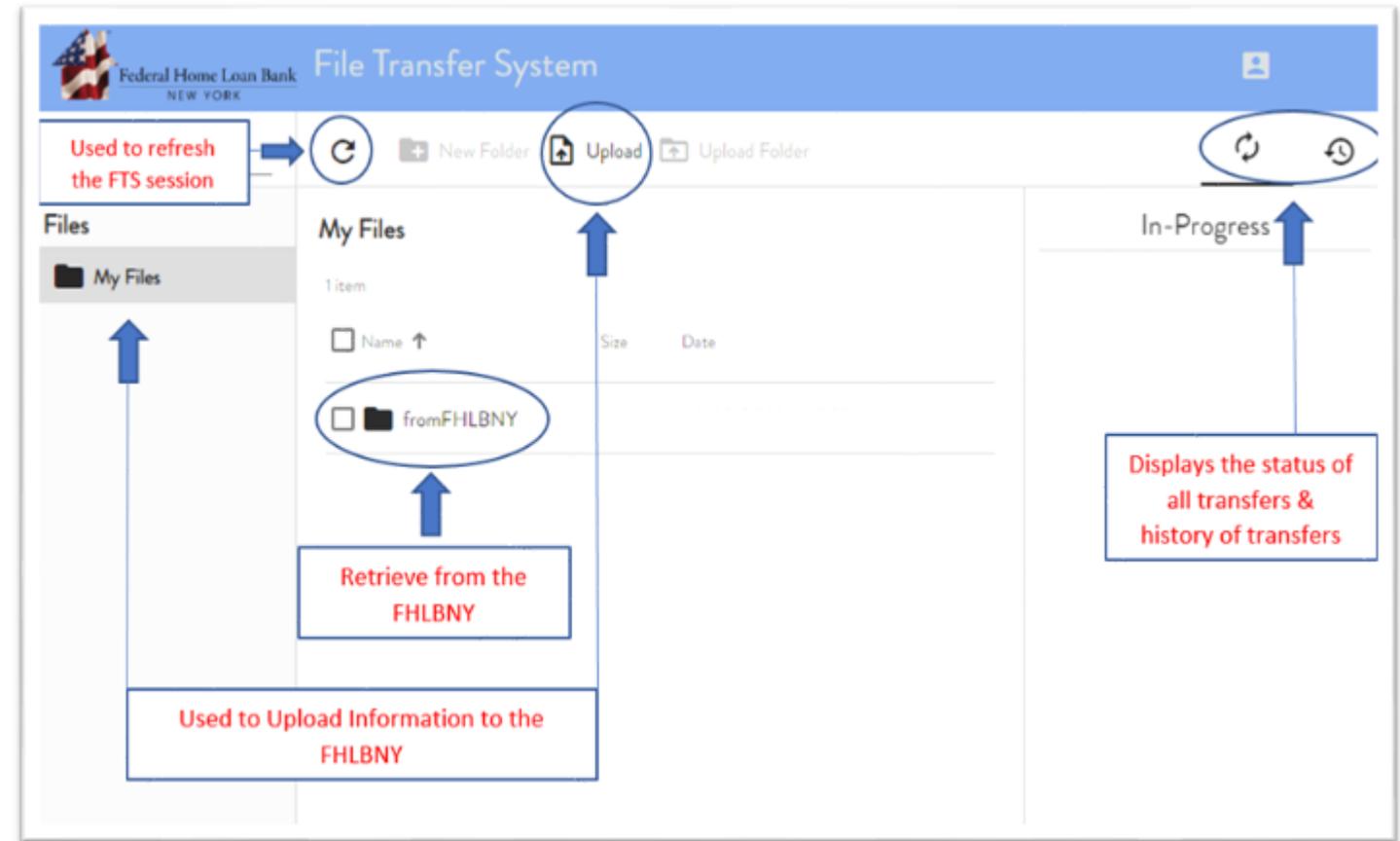
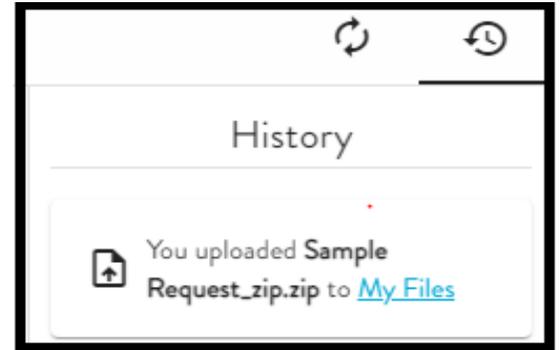
Locate the zipped household file and choose "Open" to upload the file to FHLBNY



UPLOADING YOUR HDP REQUEST

The uploaded zip file will appear within the landing page of the File Transfer System under the “In-Progress” section

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



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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

FHLBNY FTS Notification: Upload Received



Federal Home Loan Bank of New York <noreply-wsefta-d1@fhlbny.com>

To: Media Test

Cc:

Retention Policy: 10 year delete (10 years)

This message was sent to you automatically by FHLBNY on the following event: Upload Received.

Only zip-files will be considered by FHLBNY.

Your submission to this File Transfer Service does not constitute or establish any obligation by FHLBNY to grant or commit funds to you, nor is it a reservation by you for the commitment of funds.

1. Date of Transfer: 14 Jun 23 15:28:40
2. File Name : Sample Request_zip.zip
3. Virtual Path : /Usr/FHC/0099 Test/1018Kahan2/toFHLBNY/Sample Request_zip.zip
4. Logon Name: 1018Kahan2
5. Full (User) Name: Holly Kelly
6. Home Folder: /Usr/FHC/0099 Test/1018Kahan2/toFHLBNY/
7. Moved to: [O:\FIRST HOME CLUB\DocStage_GS\1018Kahan2](#)

This email was sent from an unmonitored email address. Please do not reply. All questions should be directed to HDP@fhlbny.com.



After your submission

History

You uploaded **Failed SFTP Submission.docx** to [My Files](#)

Federal Home Loan Bank NEW YORK File Transfer System

Filter New Folder Upload Upload Folder

Files My Files

My Files 2 items

<input type="checkbox"/>	Name ↑	Size	Date
<input type="checkbox"/>	fromFHLBNY		
<input type="checkbox"/>	Failed SFTP Submission.docx		

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

FHLBNY FTS Notification: Upload Failed (ON FILE UPLOAD EVENT)



Federal Home Loan Bank of New York <noreply-wsefta-d1@fhlbny.com>

To Media Test

Cc

Retention Policy 10 year delete (10 years)

This message was sent to you automatically by FHLBNY On the following event: Upload Failed

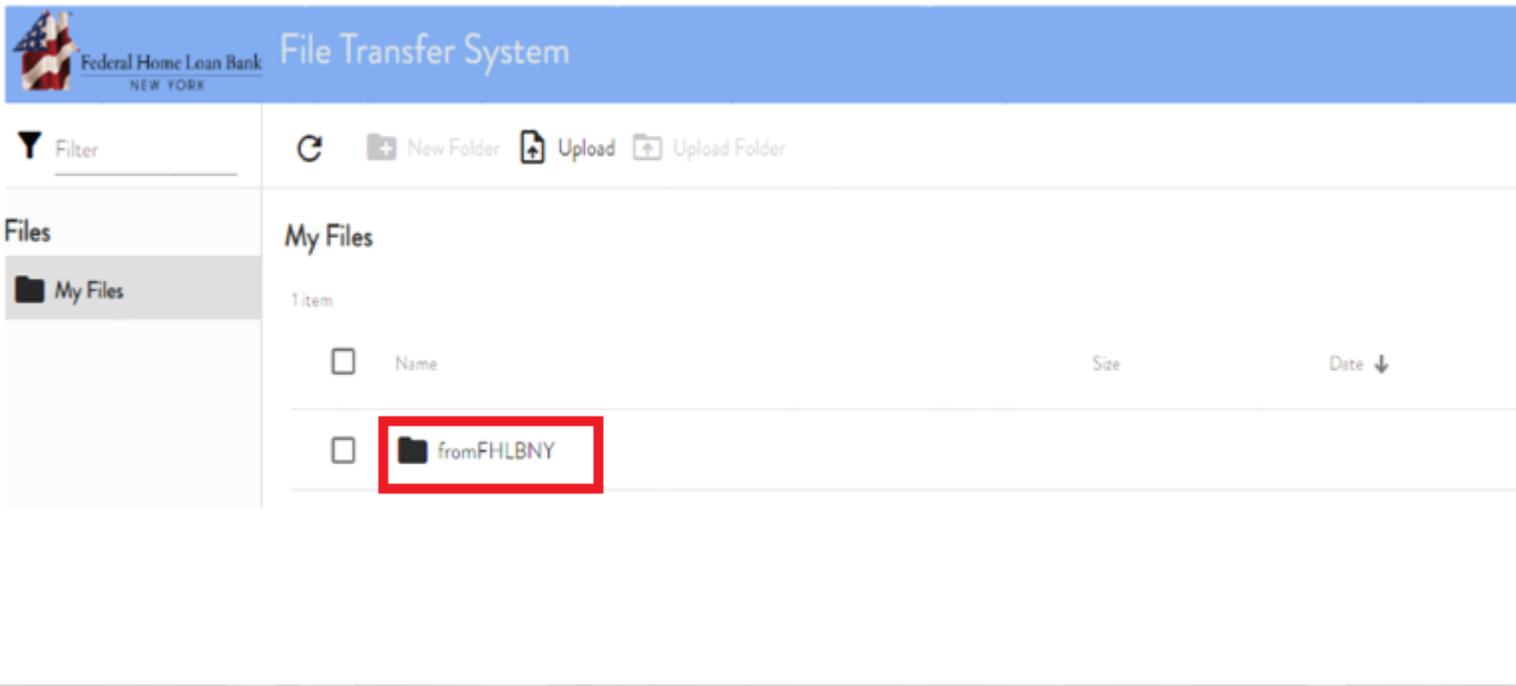
Only zip-files will be considered by FHLBNY. Please review the [FHLBNY FILE TRANSFER SYSTEM\(FTS\)](#) Instruction Manual for upload instructions.

1. Date of Transfer: 20 Jun 23 09:56:09
2. File Name : Failed SFTP Submission.docx
3. Virtual Path : /Usr/FHC/0099 Test/1018Kahan2/toFHLBNY/Failed SFTP Submission.docx
4. Logon Name : 1018Kahan2
5. Full (User) Name: Holly Kelly
6. Home Folder: /Usr/FHC/0099 Test/1018Kahan2/toFHLBNY/

This email was sent from an unmonitored email address. Please do not reply. All questions should be directed to HDP@fhlbny.com.



After your submission



The screenshot displays the 'File Transfer System' interface for the Federal Home Loan Bank New York. The interface includes a navigation bar with the bank logo and the title 'File Transfer System'. Below the navigation bar, there are buttons for 'Filter', 'New Folder', 'Upload', and 'Upload Folder'. The main area is titled 'My Files' and shows a table with one item, a folder named 'fromFHLBNY', which is highlighted with a red box.

<input type="checkbox"/>	Name	Size	Date ↓
<input type="checkbox"/>	fromFHLBNY		

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!