

NEW ADVANCES ENTRY SYSTEM USER GUIDE

The following user guide is designed to assist Federal Home Loan Bank of Dallas (FHLB Dallas) members in navigating and using SecureConnect to create advances, view today's activity, matured advances, outstanding advances and commitments. For any questions regarding the steps provided in this guide, please contact Member Services at **844.FHL.BANK** (844.345.2265) or Member.Services@fhlb.com.

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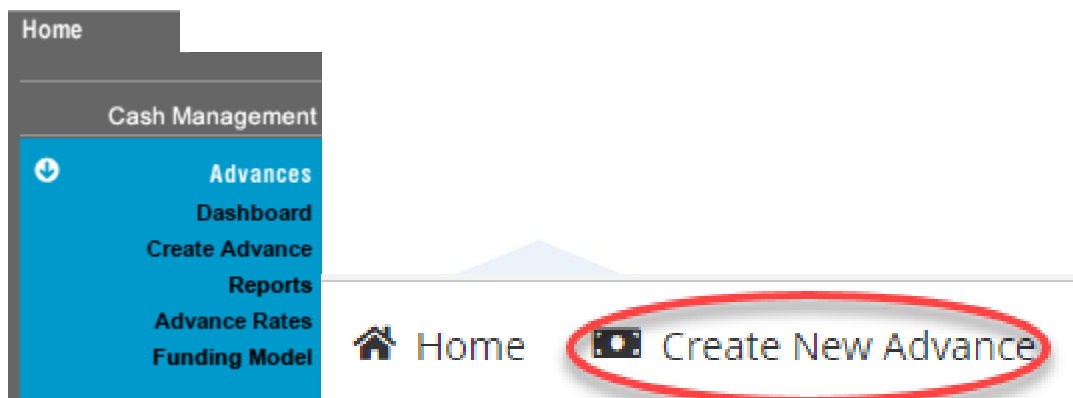
CREATING AN ADVANCE

The Process at a Glance

- A. Create an advance**
From the drop-down menu or your member dashboard, click **Create an Advance**
- B. Select your product and fill out required fields**
Select the advance product you would like, and book it. Fill out the required fields in the **New Advance Request**
- C. Review and confirm your advance**
Ensure all information is accurate before you book
- D. Review your submission**
View your entry after you have booked. Send yourself an email confirmation or download a PDF

Below are the in-depth steps to create a new advance in SecureConnect

- A. Create an Advance**
 - 1. Log in** to SecureConnect
 - 2. SecureConnect Home** screen display
Select **Advances** → Create New Advance



- 3. Product Selection** screen displays
 - a. Select *Principal Type** (Amortization or Bullet)
 - b. Enter Minimum Maturity Term** (e.g., Days, Weeks, Months or Years)
(This step is optional to expedite the search)
 - c. Enter Maximum Maturity Term** (e.g., Days, Weeks, Months or Years)
(This step is optional to expedite the search)
 - d. Select *Interest Type** (Fixed or Float)
 - e. Select**

Product Selection

FHFA Member :

Principal Type : Amortization **Bullet**

Min Term : Term Type ▼

Max Term : Term Type ▼

Interest Type : **Fixed** Float

**System default to Bullet and Fixed*

4. Select the desired advance

- a. Select in the Action column

Product	Description	Balloon	Maturity Date	Rate	Action
FRFT 5mo thru 6mo	Standard fixed long-term advance; interest is due monthly and the principal amount due at maturity More Info..		04/20/2021	0.205%	<input checked="" type="button" value="Book this Advance"/>

5. Fill out the required fields on the Create New Advance page

New Advance Request * - Required Fields

▼ Member

Member Name:

Reason for Advance: *

Single Family Residential-SFR

▼ Product

Product Type:

FRFT 5yr thru 6yr

Rate: *

1.962%

Advance Amount: *

Required

Amount is required.

▼ Timeline

Trade Date:

08/17/2020

Settle Date: *

08/17/2020

Maturity Term:

6

Year(s)
And

0

Month(s)

Maturity Date:

08/17/2026

▼ Comments

These comments will be printed on the advance confirmation for your own records

 Discard Advance

 Confirm Advance...



Reset

- a. Select the **Reason for the Advance** from the drop-down menu

Single Family Residential-SFR ▼

Asset/Liability Management

Economic Development

Liquidity

Mortgage Backed Securities

Multi-Family Residential

Single Family Residential-SFR

b. Enter the **Advance Amount** in the Product section (e.g., \$75,000.00)

▼ Product

Product Type: FRFT 5yr thru 6yr

Rate: * 1.962%

Advance Amount:

c. Enter the desired **Maturity Term** in the Timeline section. Depending on product type maturity terms will be displayed in days, months, and years (e.g., 5 years and 3 months)

▼ Timeline

Trade Date: 08/17/2020

Settle Date: * 08/17/2020

Maturity Term: Year(s) Month(s) ▼
And

Maturity Date: 11/17/2025


- d. Provide any comments for your records or for FHLB Dallas in the **Comments** field

▼ Comments

Sample Comment

- e. Select 

6. Confirm Advance Page

- a. **Review** your advance to ensure all details are accurate
- b. If you would like to change any advance details, select **Edit**
- c. If you would like to use a different product, select 

7. Capital Stock Purchase Requirement – If Applicable

- a. Upon clicking **Confirm Advance** you may be directed to the following screen
- b. This means you do not have enough excess capital stock to cover the transaction






Confirm Advance Request

▼ Member	
Member Name:	
Reason for Advance:	Single Family Residential-SFR

▼ Product	
Product Type:	FRFT 5yr thru 6yr
Symmetrical Prepay:	No
Rate:	1.962%
Advance Amount:	\$75,000.00
Required Capital Stock:	\$1,500.00
Capital Stock Purchase Requirement:	\$1,500.00
<input type="checkbox"/> Member agrees to capital stock purchase required to continue advance	

▼ Timeline	
Trade Date:	08/17/2020
Settle Date:	08/17/2020
Maturity Term:	63 Month(s)
Maturity Date:	11/17/2025

▼ Comments	

 Discard Advance
 Edit
 Record Advance

- c. In the **Product** section, check the agreement box under **Capital Stock Purchase Requirement**
- d. If all the information shown is accurate, select

 **Record Advance**

Confirm Advance Request

▼ **Member**

Member Name:	
Reason for Advance:	Single Family Residential-SFR

▼ **Product**

Product Type:	FRFT 5yr thru 6yr
Symmetrical Prepay:	No
Rate:	1.962%
Advance Amount:	\$75,000.00
Required Capital Stock:	\$1,500.00
Capital Stock Purchase Requirement:	\$1,500.00

Member agrees to capital stock purchase required to continue advance

▼ **Timeline**

Trade Date:	08/17/2020
Settle Date:	08/17/2020
Maturity Term:	63 Month(s)
Maturity Date:	11/17/2025

▼ **Comments**

🗑️ Discard Advance

👤 Edit

📄 Record Advance

8. New Advance Request Created

- a. The **Advance Number** is shown at the top left corner of the screen, and the capital stock purchase number (if any) will be listed on the trade view screen
- b. Retain this number for your records

New Advance Request - 20000010640

▼ Member	
Member Name:	
Reason for Advance:	Single Family Residential-SFR

▼ Product	
Product Type:	FRFT 5yr thru 6yr
Symmetrical Prepay:	No
Rate:	1.962%
Advance Amount:	\$75,000.00
Capital Stock Purchase Amount:	\$1,500.00
Capital Stock Confirmation Id:	9997000100

▼ Timeline	
Trade Date:	08/17/2020
Settle Date:	08/17/2020
Maturity Term:	63 Month(s)
Maturity Date:	11/17/2025

▼ Comments	

TODAY'S ACTIVITY

Below is a walkthrough of Today's Activity tab in SecureConnect

- B.** Navigate to Today's Activity tab on the SecureConnect homepage
 - 1.** **Select** Advances → Dashboard
 - 2.** This will bring you to the Member Advances Dashboard

Member Advances Dashboard

- Today's Activity**
- Outstanding Advances
- Matured Advances
- Commitment

Search Trade(s) Q

Advance #	FHFA ID	Product Type	Original Amount	Current Balance	Prepaid Today	Rate	Settle Date	Maturity Date	Status	Actions
		SOFR Indexed Advance	\$2,000,000.00	\$2,000,000.00	\$0.00	2.000%	05/15/2020	11/15/2021	Advance Pending Approval	View
		FHLB Dallas Owns The Option	\$5,000,000.00	\$5,000,000.00	\$0.00	2.000%	05/15/2020	05/16/2022	Advance Pending Approval	View
		Fixed - Rate/Fixed - Term Principal at Maturity - 6 Years	\$100.00	\$100.00	\$0.00	1.962%	06/11/2020	09/11/2025	Settled	View
		FHLB Dallas Owns The Option	\$5,000,000.00	\$5,000,000.00	\$0.00	2.000%	05/20/2020	05/20/2030	Advance Pending Approval	View
		15 Year Principal-Reducing Amortizing with 15 Year Balloon	\$1,000,000.00	\$1,000,000.00	\$0.00	2.000%	05/06/2020	06/01/2035	Advance Pending Approval	View

3. **Today's Activity** page includes all transactions that have taken place as of the current day
 - For a detailed description of each component within the Today's Activity page, please refer to the glossary at the end of this document
4. Click on **View** to see the details of a specific advance for that day

OUTSTANDING ADVANCES

Below is a walkthrough of the Outstanding Advances tab in SecureConnect

- C. Navigate to the Outstanding Advances tab on the SecureConnect homepage
 1. **Select** Advances → Dashboard
 2. This will bring you to the Member Advances Dashboard

Member Advances Dashboard

Member Advances Dashboard										
Today's Activity Outstanding Advances Matured Advances Commitment										
										Search Trade(s) <input type="text"/>
Advance #	FHFA ID	Product Type	Original Amount	Current Balance	Prepaid Today	Rate	Settle Date	Maturity Date	Status	Actions
		Overnight	\$100.00	\$100.00	\$0.00	2.350%	06/10/2020	06/11/2020	Settled	View
		SOFR Indexed Advance	\$2,000,000.00	\$2,000,000.00	\$0.00	2.000%	05/15/2020	11/15/2021	Advance Pending Approval	View
		FHLB Dallas Owns The Option	\$5,000,000.00	\$5,000,000.00	\$0.00	2.000%	05/15/2020	05/16/2022	Advance Pending Approval	View
		FHLB Dallas Owns The Option	\$5,000,000.00	\$5,000,000.00	\$0.00	2.000%	05/20/2020	05/20/2030	Advance Pending Approval	View
		10 Year Principal-Reducing, Amortizing with 5 Year Balloon	\$100.00	\$100.00	\$0.00	1.827%	06/10/2020	07/01/2030	Settled	View
		15 Year Principal-Reducing, Amortizing with 15 Year Balloon	\$1,000,000.00	\$1,000,000.00	\$0.00	2.000%	05/06/2020	06/01/2035	Advance Pending Approval	View

3. Click on **Outstanding Advances** tab, turning the tab blue. This page will list all advances that have not matured yet

Member Advances Dashboard

Today's Activity **Outstanding Advances** Matured Advances Commitment

Search Trade(s) Q

Advance #	FHFA ID	Product Type	Original Amount	Current Balance	Rate	Settle Date	Maturity Date	Status	Actions
		Overnight	\$100.00	\$100.00	2.350%	06/10/2020	06/11/2020	Settled	View
		Fixed - Rate/Fixed - Term Principal at Maturity - 3 Months	\$200,000,000.00	\$200,000,000.00	0.655%	03/18/2020	06/18/2020	Settled	View
		Fixed - Rate/Fixed - Term Principal at Maturity - 4 Months	\$100,000,000.00	\$100,000,000.00	0.505%	03/20/2020	07/20/2020	Settled	View
		MAC Term Advance 8W Reset-All Maturities	\$1,000.00	\$1,000.00	3.045%	05/21/2020	07/21/2020	Settled	View
		Fixed - Rate/Fixed - Term Principal at Maturity - 10 Years	\$500,000.00	\$500,000.00	2.229%	05/08/2020	08/10/2020	Settled	View
		Fixed - Rate/Fixed - Term Principal at Maturity - 6 Months	\$200,000,000.00	\$200,000,000.00	0.706%	03/18/2020	09/18/2020	Settled	View
		Fixed - Rate/Fixed - Term Principal at Maturity - 7 Months	\$100,000,000.00	\$100,000,000.00	0.596%	03/20/2020	10/20/2020	Settled	View
		MAC Term Advance 8W Reset-All Maturities	\$150,000,000.00	\$50,000,000.00	0.000%	03/20/2020	02/19/2021	Settled	View
		Overnight	\$5,000,000.00	\$5,000,000.00	0.000%	05/12/2020	11/12/2021	Settled	View

4. For a detailed description of each component within the Outstanding Advances page, please refer to the glossary at the end of this document
5. Click **View** to see the details of the selected advance

MATURED ADVANCES

Below is a walkthrough of the Matured Advances tab

- D. Navigate to the Matured Advances Tab on the SecureConnect homepage
 1. **Select** Advances → Dashboard
 2. This will bring you to the Member Advances Dashboard

Member Advances Dashboard

[Today's Activity](#)
[Outstanding Advances](#)
[Matured Advances](#)
[Commitment](#)

Search Trade(s)

Advance #	FHFA ID	Product Type	Original Amount	Current Balance	Prepaid Today	Rate	Settle Date	Maturity Date	Status	Actions
		Overnight	\$100.00	\$100.00	\$0.00	2.350%	06/10/2020	06/11/2020	Settled	View
		SOFR Indexed Advance	\$2,000,000.00	\$2,000,000.00	\$0.00	2.000%	05/15/2020	11/15/2021	Advance Pending Approval	View
		FHLB Dallas Owns The Option	\$5,000,000.00	\$5,000,000.00	\$0.00	2.000%	05/15/2020	05/16/2022	Advance Pending Approval	View
		FHLB Dallas Owns The Option	\$5,000,000.00	\$5,000,000.00	\$0.00	2.000%	05/20/2020	05/20/2030	Advance Pending Approval	View
		10 Year Principal-Reducing, Amortizing with 5 Year Balloon	\$100.00	\$100.00	\$0.00	1.827%	06/10/2020	07/01/2030	Settled	View
		15 Year Principal-Reducing, Amortizing with 15 Year Balloon	\$1,000,000.00	\$1,000,000.00	\$0.00	2.000%	05/06/2020	06/01/2035	Advance Pending Approval	View

3. Click on **Matured Advances** tab, turning the tab blue. This page will list all advances that are already past their date of maturity

Member Advances Dashboard

Today's Activity Outstanding Advances **Matured Advances** Commitment

From: 05/15/2020 To: 08/15/2020 Reset Search Search Trade(s)

Advance #	FHFA ID	Product Type	Original Amount	Current Balance	Rate	Settle Date	Maturity Date	Status	Actions
		Overnight	\$111.11	\$0.00	2.350%	07/16/2020	07/17/2020	Matured	View
		Overnight	\$5.00	\$0.00	2.350%	07/20/2020	07/21/2020	Matured	View
		Overnight	\$50,000.00	\$0.00	2.500%	07/29/2020	07/30/2020	Matured	View

1

4. For a detailed description of each component within the Matured Advances page, please refer to the glossary at the end of this document
5. Click **View** to see the details of the selected advance

COMMITMENTS

Below is a walkthrough of the Commitment ab

- E. Navigate to the Commitments tab on the SecureConnect homepage
 1. **Select** Advances → Dashboard
 2. This will bring you to the Member Advances Dashboard

Today's Activity Outstanding Advances Matured Advances Commitment

Search Trade(s) Q

Advance #	FHFA ID	Product Type	Original Amount	Current Balance	Prepaid Today	Rate	Settle Date	Maturity Date	Status	Actions
		Overnight	\$100.00	\$100.00	\$0.00	2.350%	06/10/2020	06/11/2020	Settled	View
		SOFR Indexed Advance	\$2,000,000.00	\$2,000,000.00	\$0.00	2.000%	05/15/2020	11/15/2021	Advance Pending Approval	View
		FHLB Dallas Owns The Option	\$5,000,000.00	\$5,000,000.00	\$0.00	2.000%	05/15/2020	05/16/2022	Advance Pending Approval	View
		FHLB Dallas Owns The Option	\$5,000,000.00	\$5,000,000.00	\$0.00	2.000%	05/20/2020	05/20/2030	Advance Pending Approval	View
		10 Year Principal-Reducing, Amortizing with 5 Year Balloon	\$100.00	\$100.00	\$0.00	1.827%	06/10/2020	07/01/2030	Settled	View
		15 Year Principal-Reducing, Amortizing with 15 Year Balloon	\$1,000,000.00	\$1,000,000.00	\$0.00	2.000%	05/06/2020	06/01/2035	Advance Pending Approval	View

1

3. Click on the **Commitment** tab, turning the tab blue. This page will list all outstanding commitments

Member Advances Dashboard

- Today's Activity
- Outstanding Advances
- Matured Advances
- Commitment**

	FHFA ID	Commitment Id	Maturity Date	Committed Amount	Funded Amount	Available Amount	Status	Commitment Action(s)
>				\$5,000,000.00	\$0.00	\$5,000,000.00	Commitment Settled	View
>				\$5,000,000.00	\$0.00	\$5,000,000.00	Pending Settlement	View
>				\$500,000.00	\$0.00	\$500,000.00	Pending Settlement	View
>				\$1,000,000.00	\$750,000.00	\$250,000.00	Commitment Settled	View
>				\$1,000,000.00	\$200,000.00	\$800,000.00	Commitment Settled	View
>				\$1,000,000.00	\$1,000,000.00	\$0.00	Commitment Settled	View
>				\$500,000.00	\$0.00	\$500,000.00	Commitment Settled	View
>				\$50,000.00	\$0.00	\$50,000.00	Commitment Settled	View
>				\$5,000.00	\$0.00	\$5,000.00	Commitment Settled	View
>				\$500,000.00	\$0.00	\$500,000.00	Commitment Settled	View

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GLOSSARY

Below is a detailed glossary of terms within and components of SecureConnect

F. Components of the Commitments tab

1. Federal Housing Finance Agency (FHFA) ID

The FHFA ID column shows the member institution's assigned FHFA ID correlating to each of its outstanding advances

2. Commitment ID

The Commitment ID column shows the Commitment ID of each commitment

3. Maturity Date

The day that the commitment matures

4. Committed Amount

The amount of the commitment is shown here

5. Funded Amount

The amount of the commitment that has been funded to date

6. Available Amount

The amount of the total commitment minus the funded amount

7. Status

Indicates the status on the commitment

8. Commitment Actions: 'View'

Under the action, click **View** on the row of a specific commitment to see more details

Commitment # 60000010127

▼ Member

FHFA Id:

Member Name:

Advance Authorized By:

▼ Product

Product Type:	20yr 10yr PRAM
Commitment Type :	NONCIPEDP
Optional :	Yes
Original Amount:	\$5,000,000.00
Available Amount:	\$5,000,000.00
Rate:	2.179%
Fee:	\$0.00

▼ Timeline

Term:	3 Month(s)
Effective Date:	08/06/2020
Maturity Date:	11/06/2020

▼ Instructions

G. Components of the Today’s Activity, Outstanding Advances and Matured Advances tabs

1. Advance #

This column shows the unique number associated with each advance your institution has created that day. By clicking **Advance #** the user can sort advances numerically

2. FHFA ID

The FHFA ID column shows the member institution’s assigned FHFA ID

3. Product Type

Lists the specific FHLB Dallas product for each advance

4. Original Amount

- States the original amount of the advance
- 5. Current Balance**
States the current balance of the outstanding advance at present state
- 6. Rate**
Indicates the interest rate for the advance
- 7. Settle Date**
The date the FHLB Dallas advance was granted to your institution
- 8. Maturity Date**
The day that the advance matures and must be fully paid off principal and any interest
- 9. Status**
Indicates the status on the advance
- 10. Actions: 'View'**

Under the action, click **View** on the row of a specific advance to see more advance details

Advance Details
✕

Advance # 20000010651
Status: Settled

▼ Member

FHFA ID:

Member Name:

Advance Authorized By:

Reason for Advance: Economic Development

▼ Product

Product Type: Overnight

Rate: 2.350%

Advance Amount: \$75,000.00

▼ Timeline

Trade Date: 08/18/2020

Settle Date: 08/18/2020

Maturity Term: 1 - Day(s)

Maturity Date: 08/19/2020

▼ Comments

Print Advance Confirmation