

MEMBER GUIDE:

LETTERS OF CREDIT CUSTODIAL PLEDGING & MODIFICATION

The following will provide instruction on how to create a new Custodial Pledge Entry on SecureConnect. 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.

CUSTODIAL PLEDGE ENTRY

Create a Pledge Entry for a new depositor or an existing depositor not currently pledged to a specific custodial letter of credit.

Please note: You cannot amend and pledge a LOC on the same day as maturity. You must amend an expiring LOC at least one day prior to the maturity date.

- A. Create a Custodial Pledge Entry
 1. **Login** in SecureConnect
 2. *SecureConnect Home* screen displays
 3. Select Letter of Credit → Custodial Standby → Pledge Entry
 - a. Click **Create New**
 - b. **Select** existing Custodial LOC to be pledged

The screenshot displays the 'Create New Custodial Standby Pledge' interface. On the left, the 'Applications' menu is visible, with 'Custodial Standby' selected and 'Create New' circled in red. The main content area shows a table with the following data:

Your Reference	Expiry Date	Liability Amount	Total Pledged	Available
20000260	09/30/2019	12,000.00	12,000.00	0.00

- i. Enter **Amount** to be pledged
 - ii. Browse or add **Depositor** information
 - iii. Click **Select File** to upload supporting documents
 1. You are required to upload an *Agreement to Secure Public Unit Deposits (Exhibit 1)*
 2. Click **Upload**
- c. Click **Save**

Pledge Entry Create [Save](#) [Quit](#) Expand All

Primary **Parties** **File Upload**

Primary [Help](#)

Available Amount	<input type="text" value="100,000.00"/>	Total Pledged	<input type="text" value="0.00"/>
Bank Reference	<input type="text" value="20000300"/>	Liability Amount	<input type="text" value="100,000.00"/>
Amount *	<input type="text" value="0.00"/>		
Effective Date *	<input type="text" value="07/22/2019"/> Always Current Date		

Parties [Back to Top](#) [Help](#)

Depositor * [Browse](#) [Add](#)

<None> ▾

Nickname

Name

Address

City, State Zip

Phone Number

Email Address

File Upload

Click "Select Files" to select a file to Upload. You can Select a Maximum of 5 files(files with the .pdf, .doc, .docx, .xls or .xlsx extension).

[Select File](#)

Click Return to Menu

Pledge Entry Modify [Edit](#) [Return to Menu](#) Expand All

Primary **Parties** **File Upload**

Your Pledge Entry has been successfully saved.

Summary [Application Print](#)

Your Pledge Entry has been successfully saved.

Bank Reference	<input type="text" value="20000300"/>	Status	<input type="text" value="Modified"/>
Pledge Amount	<input type="text" value="1,000.00"/>	Total Pledged	<input type="text" value="1,000.00"/>
Effective Date	<input type="text" value="07/22/2019"/>		
Depositor	<input type="text" value="abc"/>		

Attached Document(s)	Document File Name	Attached Date
	Pledge Entry File.docx	7/22/2019

Primary [Help](#)

Parties [Back to Top](#) [Help](#)

File Upload

4. To Cancel a Pledge Entry (that has not been released), Select **Cancel** tab
 - a. **Select** checkbox
 - b. Click **Cancel** on bottom right corner

Applications

- Recent Activity
- Direct Standby
- Confirmation Standby
- Custodial Standby**
- Applications
- Amendments
- Pledge Entry
- Work in Progress
- Create New
- Release
- Status
- Cancel Request**

Custodial Standby Pledge Cancel Request

Hide Selection Filters

Display items (of 1 total)

Your Reference

	Your Reference	Effective Date	Pledge Name	Pledge Amount
<input type="radio"/>	20000260	09/25/2019	TEST 2	10,000.00

***The Cancel option on SecureConnect is only for transactions that have not been released to FHLB Dallas. To cancel a transaction that has been released, please contact Member Services at 844.FHLBANK.*

5. To Submit a Pledge Entry, Select **Release** tab
 - a. **Select** checkbox
 - b. Click **Release** on bottom right corner (by clicking **Release**, you are sending the transaction to FHLB Dallas)

Applications

- Recent Activity
- Direct Standby
- Confirmation Standby
- Custodial Standby
- Applications
- Amendments
- Pledge Entry
- Work in Progress
- Create New
- Release**
- Status
- Cancel Request

Custodial Standby Pledge Release

	Your Reference	Pledge Name	Effective Date	Status	Status Date	Pledge Amount
<input checked="" type="checkbox"/>	20000260	TEST 2	09/25/2019	Created	09/25/2019	10,000.00

***Transactions will not be sent to FHLB Dallas until they are released from SecureConnect. Once the transaction is released, Member Services will process the request. If sent transaction needs to be edited, please contact Member Services at 844.FHLBANK.*

6. To see the status of your Pledge Entry, Select **Status** tab

Custodial Standby Pledge Status

Hide Selection Filters

Display 10 items (of 3 total) Search

Your Reference:

Status Date: (MM/DD/YYYY) To: (MM/DD/YYYY)

Amount from: To:

	Pledge ID	Status	Status Date	Amount	Pledge Name	Your Reference
<input checked="" type="checkbox"/>	1	Processed	09/23/2019	12,000.00	TEST	20000260
<input type="checkbox"/>	2	Processed	09/24/2019	1,000.00	TEST 2	20000260
<input type="checkbox"/>	0	Created	09/25/2019	10,000.00	TEST 2	20000260

[View Selected Items](#)

- i. Your transaction will be in one of the following statuses:
 - a. Created – Transaction was created and saved with all required fields completed
 - b. Modified – Transaction was created/rejected and then repaired and saved with all fields completed
 - c. Incomplete – Transaction was created but when saved, all required fields were not completed
 - d. Arrived – Transaction was released to Member Services
 - e. Rejected – Transaction was released but Member Services sent back to the member
 - f. Processed – Transaction has been approved

7. After releasing, select **Inquiry** tab → **Balance/ Inquiry** to view your submission

- a. **Select** LOC

Custodial Standby Inquiry

Hide Selection Filters

Display 10 items (of 1 total) Search

Your Reference:

Your Reference	Beneficiary	Issue Date	Expiry Date	Liability Amount
20000300	Federal Home Loan Bank of Dallas	07/18/2019	07/01/2020	100,000.00

b. Click **Issuance** to view details, fees, and documents

Balance Detail for 20000300

Bank Reference	20000300	
Effective Date	07/18/2019	
Expiry Date	07/01/2020	
Where to Deliver	Beneficiary	
Liability Amount		100,000.00
Total Pledged		1,000.00
Amount Available		99,000.00
Beneficiary	Federal Home Loan Bank of Dallas	

[<< Back](#)

History

07/18/2019	Issuance	100,000.00
------------	-----------------	------------

Bank Reference	20000300	
Expiry Date	07/01/2020	
Transaction Amount		100,000.00
Transaction Date	07/18/2019	
Face Amount		100,000.00
Where to Deliver	Beneficiary	
Beneficiary	Federal Home Loan Bank of Dallas	

Associated Fees

Description	Effective Date	Code	Amount



The following will provide instruction on how to create a new Custodial Pledge modification on SecureConnect. 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.

CUSTODIAL PLEDGE MODIFY

Create a Custodial Pledge modification for an existing depositor on a specific letter of credit

Please note: You cannot amend and pledge a LOC on the same day as maturity. You must amend an expiring LOC at least one day prior to the maturity date.

B. Modify a Custodial Pledge

1. **Login** in SecureConnect
2. *SecureConnect* home screen displays
3. Select Letter of Credit → Custodial Standby → Pledge Modify
 - a. Click **Create New**
 - b. **Select** Pledge to be modified

The screenshot displays the 'Custodial Standby Pledge Modification Create New' interface. On the left, a sidebar menu lists various options, with 'Create New' circled in red. The main content area features a search bar and a table of existing pledges. The table has columns for 'Your Reference', 'Liability Amount', 'Expiry Date', 'Available', 'Pledge ID', 'Pledge Name', and 'Amount Pledged'. Two rows are visible, with the first row's 'Your Reference' value, '20000260', circled in red.

Your Reference	Liability Amount	Expiry Date	Available	Pledge ID	Pledge Name	Amount Pledged
20000260	12,000.00	09/30/2019	10,000.00	1	Depositor	1,000.00
20000260	12,000.00	09/30/2019	10,000.00	2	Test Depositor 1	1,000.00

4. Blank *Pledge Modification Create* screen displays
 - i. Choose **Unchanged, Increase, Decrease, or Release**
 - ii. Enter **Amount** to be increased/decreased (leave blank if unchanged or released)
 - iii. Click **Select File** to upload supporting document(s)
 - a. If you choose to *Increase* your pledge entry, you are required to upload an *Agreement to Secure Public Unit Deposit Form (Exhibit 1)*
 - b. If you choose to *decrease* or *release* your pledge entry, you are required to upload a *Decreased Allocated Letter of Credit Amount and Acknowledgement Form (Exhibit 2)*
 - c. Click **Upload**

iv. Click **Save**

Pledge Modification Create

Primary File Upload **Save** Quit Expand All [Help](#)

Primary

Reference 20000021
 Pledge ID 1
 Pledge Name ab
 Current Pledge Amount 25,000.00
 Increase/ Decrease Unchanged
 the amount by 0.00
 Effective Date 07/31/2019 *Always Current Date*
 Expiry Date 08/05/2019

File Upload

Click "Select Files" to select a file to Upload. You can Select a Maximum of 5 files(files with the .pdf, .doc, .docx, .xls or .xlsx extension).

Select File

Click **Return to Menu**

Pledge Modification Modify

Primary File Upload **Edit** **Return to Menu** Expand All [Help](#)

Your Pledge Modification has been successfully saved.

Summary

Your Pledge Modification has been successfully saved.

Application Print

Reference	20000021	Status	Modified
Increase		Amount	100.00

Attached Document(s)

Document File Name	Attached Date
Pledge Modify File.docx	7/31/2019

Primary File Upload

5. To cancel a Pledge Modification (that has not been released), Select **Cancel** tab
 - a. **Select** checkbox
 - b. Click **Cancel** on bottom right corner

Custodial Standby Pledge Modification Cancel Request

Hide Selection Filters

Display 10 items (of 1 total) **Search**

Your Reference

Pledge ID	Your Reference	Status	Status Date	Pledge Name	Increase/ Decrease	Pledge Amount
<input checked="" type="radio"/> 1	20000260	Created	09/25/2019	TEST	Decrease	10,000.00

Cancel

***The cancel option on SecureConnect is only for transactions that have not been released to FHLB Dallas. To cancel a transaction that has been released, please contact Member Services at 844.FHLBANK.*

6. To Submit Pledge Modification, Select **Release** tab
 - a. **Select** checkbox
 - b. Click **Release** on bottom right corner (by clicking **Release**, you are sending the transaction to FHLB Dallas)

Custodial Standby Pledge Modification Release

Pledge ID	Your Reference	Status	Status Date	Pledge Name	Increase/ Decrease	Pledge Amount
<input checked="" type="checkbox"/> 1	20000260	Created	09/25/2019	TEST	Decrease	10,000.00

Release

*** Transactions will not be sent to FHLB Dallas until they are released from SecureConnect. Once the transaction is released, Member Services will process the request. If sent transaction needs to be edited, please contact Member Services at 844.FHLBANK.*

7. To see the status of your Pledge Modification, select **Status** tab

Custodial Standby Pledge Modification Status

Hide Selection Filters

Display 10 items (of 2 total) Search

Your Reference

Status Date (MM/DD/YYYY) To (MM/DD/YYYY)

Amount from To

	Pledge ID	Status	Status Date	Amount	Pledge Name	Your Reference
<input checked="" type="checkbox"/>	1	Processed	09/24/2019	1,000.00	TEST	20000260
<input type="checkbox"/>	1	Created	09/25/2019	10,000.00	TEST	20000260

[View Selected Items](#)

- i. Your transaction will be in one of the following statuses:
 - a. Created – Transaction was created and saved with all required fields completed
 - b. Modified – Transaction was created/rejected and then repaired and saved with all fields completed
 - c. Incomplete – Transaction was created but when saved, all required fields were not completed
 - d. Arrived – Transaction was released to Member Services
 - e. Rejected – Transaction was released but Member Services canceled it back to the member
 - f. Processed – Transaction has been approved
8. After releasing, select **INQUIRY** tab → **Balance/ History** to view your submission
- a. **Select LOC**

Custodial Standby Inquiry

Hide Selection Filters

Display 10 items (of 2 total) Search

Your Reference

Your Reference	Beneficiary	Issue Date	Expiry Date	Liability Amount
20000021	Federal Home Loan Bank of Dallas	08/02/2019	08/05/2019	30,000.00
20000020	Federal Home Loan Bank of Dallas	07/15/2019	Expired	0.00

b. Click **Issuance** to view details and documents

Balance Detail for 20000021

Bank Reference	20000021	
Effective Date	08/02/2019	
Expiry Date	08/05/2019	
Where to Deliver	Beneficiary	
Liability Amount		30,000.00
Total Pledged		25,100.00
Amount Available		4,900.00
Beneficiary	Federal Home Loan Bank of Dallas	

[<< Back](#)

History

07/31/2019	Issuance	30,000.00
------------	-----------------	-----------

Bank Reference	20000021	
Expiry Date	08/05/2019	
Transaction Amount	30,000.00	
Transaction Date	07/31/2019	
Face Amount	30,000.00	
Where to Deliver	Beneficiary	
Beneficiary	Federal Home Loan Bank of Dallas	

Associated Fees

