MEMBER QUICK GUIDE:

LETTERS OF CREDIT CERTIFICATE OF UTILIZATION

The following quick guide is designed to assist FHLB Dallas members in creating new Letters of Credit certificate of utilizations 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.

APPLICABLE TO DIRECT STANDBY LOCs WITH THE FLUCTUATING BALANCE FEATURE

Create New Certificate of Utilization

Select desired LOC

Enter Information

Fill out Average Daily Balance, Collateralization Percentage, and upload supporting documents

Review

Ensure all information is correct before submitting

Release for Approval

Submit your Certificate of Utilization

Check Status

Check if form has been processed or if any changes need to be made

View **Inquiry**

View your submission details after it has been processed