



### AHP Sponsor Registration Instructions

To participate in the Federal Home Loan Bank of Atlanta's Community Investment Services (CIS) Affordable Housing Program, you must (1) execute a Sponsor Access Agreement and fax it to FHLBA, and (2) receive a User ID and Password.

1. Sponsor Access Agreement

To conduct business over the Internet with FHLBA for the Affordable Housing Program, you and FHLBA must execute a Sponsor Access Agreement. **Please note: the Sponsor Access Agreement requires action by your board of directors, so please address this at your next board meeting.** Please execute the Sponsor Access Agreement promptly because it must be submitted to us prior to your beginning the submission of an AHP application. Ensure that you complete all of the areas printed in **blue**. After completing this, you must fax it to FHLBA at (404) 888-8285 to obtain a User ID and Password. The Sponsor Access Agreement package has four parts:

\_\_\_\_\_ a. *Resolution Authorizing Participation in Community Investment Services Programs of Federal Home Loan Bank of Atlanta*

This is to be filled out and signed by your Board of Directors' Corporate Secretary. It indicates that your organization will participate in FHLBA's Community Investment Services Programs, which include the Affordable Housing Program.

\_\_\_\_\_ b. *Certificate of Incumbency*

This is to be filled out and signed by your Board of Directors' Corporate Secretary. It indicates the officers of your organization who are authorized to execute agreements with FHLBA.

\_\_\_\_\_ c. *Access Form for Sponsor Web System Access*

This must be filled out and signed by one of the authorized persons listed by the Corporate Secretary in the Certificate of Incumbency.

\_\_\_\_\_ d. *Terms and Conditions for Sponsor Web System Access*

As indicated by the title, this document presents the terms and conditions for Sponsor Web system access.

2. After you complete a, b, and c, please fax the completed agreements to FHLBA at (404) 888-8285. FHLBA will email you a User ID and Password for FHLBAccess.