FHLBank San Francisco

How to Upload AHEAD Documents

AHEAD Program documents will only be accepted if they are successfully uploaded to a workspace on the Bank's secure portal. Before a member can upload any documents, the Bank must create a workspace on the portal and member portal users for that workspace must be designated and authenticated. Use the Secure Portal Workspace Set-up Request form to request a workspace for an AHEAD project. Only members may access the secure portal at this time. Separate workspaces are required for the Application and Disbursement/Compliance processes.

Note: Prior to accessing the portal, all member institutions should review the AHEAD Portal User Agreement.

When uploading documents to folders in a workspace, please note:

- Do not include Personal Identifying Information (PII) on any documents. Please redact the first five digits of social security numbers or financial account numbers and the complete driver's license number or other identifying information. Do not include any medical records or information.
- Documents must be uploaded to the appropriate subfolder. Do not rename, move, or delete folders.
- Upload only a single file to each folder. Combine multiple documents into one file as needed.
- Re-uploading files into folders will overwrite previously uploaded documents.
- If a document is rejected by the Bank, you will receive further instructions.

Application Workspaces

Once a workspace has been created for an AHEAD Application and portal users have been designated and authenticated, member may begin uploading documents to the workspace.

Applications:

1. Member submits a Secure Portal Workspace Set-up Request form to aheadportal@fhlbsf.com with a list of projects that require a workspace for document upload. Up to five project workspaces can be requested on the form – if more than five project workspaces are created, use an additional form. The workspace set-up request form must be signed by an authorized signer at the member institution and is subject to the terms in the AHEAD Portal User Agreement.
2. Member will be notified by email when the Bank has confirmed the creation of a workspace for the project(s). The designated portal user(s) will receive an automated email with instructions on how to access the workspace from messages-noreply@post.watchdox.com.
3. The workspace Application folder will contain subfolders corresponding to the documents required for a complete Application package:
   - Application & Budget
   - IRS Letter
   - Management & Board Rosters

   Upload "Application & Budget" in **Excel (.xlsx) Format** only and all other documents in **PDF format** to the appropriate folder. Upload only a single file to each folder - combine multiple documents into one file, as needed.
4. Notify the Bank when member has finished uploading all required Application documents by sending an email to: aheadportal@fhlbsf.com.
5. Member will be notified by email that the Bank has received Application documents.

Disbursement Workspaces

After an AHEAD award has been announced, the Bank will need to create a new workspace for each project in the Disbursement/Compliance workspace.

Disbursement Requests:

1. When a project is awarded and the member is ready to request a Disbursement, the member submits a Secure Portal Workspace Set-up Request form to aheadportal@fhlbsf.com with a list of projects that require a workspace for document upload. Up to five project workspaces can be requested on the form – if more than five project workspaces are created, use an additional form. The workspace set-up request form must be signed by an authorized signer at the member institution and is subject to the terms in the AHEAD Portal User Agreement.
2. Member will be notified by email when the Bank has confirmed creation of a Disbursement folder for the project. The designated portal user(s) will receive an automated email with instructions on how to access the workspace from messages-noreply@post.watchdox.com.

3. The Disburstement folder will contain subfolders corresponding to the documents required for Disbursement:

    - Program Agreement
    - Certification and Disbursement Request
    - Disbursement Budget
    - Backup Documentation (if applicable)

    Upload "Disbursement Budget" in **Excel (.xlsx) Format** only and all other documents in **PDF format** to the appropriate folder. Upload only a single file to each folder - combine multiple documents into one file, as needed.

4. Notify the Bank when member has finished uploading all required Disbursement documents by sending an email to: aheadportal@fhlbsf.com.

5. Member will be notified by email that the Bank has received the Disbursement documents.

Compliance Workspaces

After a workspace has been created for an AHEAD Disbursement, the same workspace will be used for AHEAD Compliance.

Compliance Documentation:

6. When a project is funded and the member is ready to submit Compliance documents, members can access the same workspace used during Disbursement. Note: if the member has trouble accessing the workspace, please send an email to aheadportal@fhlbsf.com with the Award Year and Project Name and the Bank will resend the workspace access email. Please also note: if the member portal user(s) accessing the workspace has changed since Disbursement, the member will need to submit a new Secure Portal Workspace Set-up Request form with updated portal users to aheadportal@fhlbsf.com.

7. The Compliance folder will contain subfolders corresponding to the documents required for Compliance:

    - Project Status Report
    - Compliance Budget (if applicable)
    - Backup Documentation (if applicable)

    Upload "Compliance Budget" in **Excel (.xlsx) Format** only and all other documents in **PDF format** to the appropriate folder. Upload only a single file to each folder - combine multiple documents into one file, as needed.

8. Notify the Bank when member has finished uploading all required Compliance documents by sending an email to: aheadportal@fhlbsf.com.

9. Member will be notified by email that the Bank has received the Compliance documents.

For questions, please email aheadportal@fhlbsf.com or call 415-616-2542.