

Complete this Workspace Set-up form to request that the Federal Home Loan Bank of San Francisco (“Bank”) create a workspace on the Bank’s secure web portal (“Portal”) for each of the projects identified below, expressly for the purpose of uploading all required documentation related to one or more of the following:

- § AHEAD Program Applications
- § AHEAD Disbursement Requests
- § AHEAD Compliance Documents

**Workspace(s) Requested**

Project Name	Program Year
	20__
	20__
	20__
	20__
	20__

**Member Portal User Information**

A Member Portal User is an authorized representative of the member, designated to submit documents to the Bank.

Identify one or two portal users from your institution who are authorized to submit documents to the Bank via the secure Portal. Once the Bank has created the workspace(s), portal users will receive instructions on how to access the portal and submit documents to the appropriate workspace.

Member Institution	
Member Portal User	Email Address
Member Portal User	Email Address

**Member Authorization**

To facilitate information sharing between the member and the Bank, the Bank uses a secure information sharing web portal. By signing below, member acknowledges and agrees that any access or other use of the Portal by the member is subject to the AHEAD Portal User Agreement (“Portal User Agreement”), available on the Bank’s website at [fhlbsf.com](http://fhlbsf.com).

Name of Authorized Person	Signature of Authorized Person
Title	Date

Note: This form must be signed on behalf of the Member Institution, in accordance with the Member Institution’s authorizations on file with the Bank.

Please email the completed form, as a PDF attachment, to [aheadportal@fhlbsf.com](mailto:aheadportal@fhlbsf.com). Contact the Community Investment Department at (415) 616-2542 with questions.