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 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.

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 instructions for resubmission.

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 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). Members will also receive instructions on how to access the workspace via the secure portal.

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 a workspace has been created for an AHEAD application, portal users have been designated and authenticated, and an award has been announced, the Bank will create a folder for each project within the disbursement workspace.

Disbursement Requests:

1. When a project is awarded and the member is ready to request a disbursement, ask the Bank to confirm the creation of a disbursement folder within the project workspace by sending an email to aheadportal@fhlbsf.com with the following information:

   - Award Year
   - Project Name

2. Member will be notified by email when the Bank has confirmed creation of a disbursement folder for the project.

3. The disbursement folder will contain subfolders corresponding to the documents required for disbursement. Upload documents in **PDF format** to the appropriate subfolder. Upload only a single file to each folder (combine multiple documents into one PDF file as needed).

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

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 project, portal users have been designated and authenticated, and a disbursement has been funded, the Bank will create a folder for each project within the compliance workspace.

Compliance Documentation:

6. When a project is funded and the member is ready to submit compliance documents, ask the Bank to confirm creation of a compliance folder within the project workspace by sending an email to aheadportal@fhlbsf.com with the following information:

- Award Year
- Project Name

7. Member will be notified by email when the Bank has confirmed creation of a compliance folder for the project.

8. The compliance folder will contain subfolders corresponding to the documents required for compliance. Upload documents in **PDF format** to the appropriate subfolder. Upload only a single file to each folder (combine multiple documents into one PDF file as needed).

- Project Status Report
- Compliance Budget
- Backup Documentation

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

10. 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