MEMBER GUIDE: LETTERS OF CREDIT APPLICATIONS

The following guide is designed to assist FHLB Dallas members in creating new Letters of Credit applications on SecureConnect. For any questions regarding the steps provided in this guide, please contact Member Services at **844.FHL.BANK** (844.345.2265) or <u>Member.Services@fhlb.com</u>.

DIRECT STANDBY

Below are the steps to create and submit a new Direct Letter of Credit application.

- A. Create Direct Letter of Credit Application
 - 1. Login in SecureConnect
 - 2. SecureConnect Home screen display
 - **3.** Select Letters of Credit \rightarrow Direct Standbys \rightarrow Applications \rightarrow Create New \rightarrow Blank Template

Applications	Create Direct Standby Application from a template
Recent Activity Direct Standby Applications	Hide Selection Filters Display V items (of 0 total) Create From Template Search
Work in Progress Create New Release	Template Beneficiary
Status Cancel Request Amendments	Blank Template Do not use a template 0 Items 0
Certificate of Utilization Templates Inquiry	

- 4. Blank Direct Standby Application screen displays
 - i. Enter Amount
 - ii. Enter Effective Date (MM/DD/YYYY)
 - iii. Enter Expiration Date (MM/DD/YYYY)
 - iv. Select Where to Deliver, whether it's to the Beneficiary or the Member
 - v. Select Purpose of Standby
 - vi. Below the grey box under Purpose of Standby, select Feature(s) where applicable
 - a. Fluctuating Balance
 - b. Allow Multiple Draws
 - c. Exceptions
 - d. Community Investment Program/ Economic Development Program
 - e. Enter any Special Requests for Member Services (up to 3 lines)

Primary Parties	Direct Standby Application Create Save Quit Image: Comparison of the comparison of
	Help
Reference	Show Terms
Amount *	0.00
Effective Date *	(MM/DD/YYYY) 🕮
Expiry Date *	(MM/DD/YYYY) I
Where to Deliver *	Beneficiary V
	Member hereby represents and warrants that the underlying obligation for which the Letter of Credit is to be issued and for which it will be used by Member is as indicated by the purpose selected.
Purpose of Standby *	 To facilitate residential housing finance To facilitate residential housing finance To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise qualify as public unit deposits To secure an interest rate swap, interest rate exchange, interest exchange or such other comparable agreement between the Member and the beneficiary To facilitate community lending To facilitate the agreement of Member
	O To provide Member with liquidity or other funding
	Fluctuating Balance Allow Multiple Draws Exceptions
0 11 0 17 M	Community Investment Program/ Economic Development Program
Special Request for Me	mber Services (up to 3 lines)

vii. Select **Beneficiary** from drop-down or 'Browse' or 'Add'

		Beneficiary *	<none> <free form=""></free></none>	Browse Add	<u>Help</u>
Member	58000	Nickname	58000		
Name	My State Bank & Trust Company	Attention			
Address	121 James Washington Ave	Address			
	Suite ABC-123	/ 100/035			
City, State Zip	Washington, TX 75216	City, State Zip			
Phone Number	214-441-1111 x:	Phone Number			
		Email Address			

- a. Enter Notice Non-Renewal (in days)
- b. Enter Auto-Extend Term (in days or months)
- c. Enter Final Expiration Date (MM/DD/YYYY)

Evergreen Terms		Back to Top	Help
Notice of Non-Renewal			
Auto-Extend Term in Days			
OR			
Term in Months			
Final Expiration Date	(MM/DD/YYYY)		



- ix. Fill out Exception Text section when applicable
 - a. Choose desired exception from the Exception Text Clauses drop-down
 - i. Santa Fe County
 - ii. State of Alabama
 - iii. State of Colorado
 - iv. State of Florida
 - v. State of Georgia
 - vi. State of Tennessee
 - vii. Arkansas Lottery Commission
 - viii. Same Day Request

Click Add to Exception Text

Sexception Text		Back to Top	<u>Help</u>
Exception Text Clauses	Santa Fe County 🗸	Add to Exception Text	
Exception Text		(up to 100 lines)	
		^	
		~	

- **x.** Scroll to the Top \rightarrow Show Terms \rightarrow Select Accept Terms
- xi. Click Save

Primary Parties	Evergreen Terms File Uplo	Direct Standby Application Create	Save Quit Expand All
Primary			Help
Reference Amount *	0.00	Show Terms	Accept Terms

Click Return to Menu

Primary Parties Evergree	n Terms File Upload Except	ion Text			- CApana A
our Direct Standby Applicat	ion has been successfully save	ed.			
Summary					
	Your Direct	t Standby Application has been success	ully saved.		
		Application Print			
Your Reference	10000362		Status	Created	
Amount	100,000.00				
Beneficiary	My State Bank & Tru	at Company			
Attached Document(s)					
Primary					Help
Parties		Back to Top			Help
Evergreen Terms		Back to Top			Help
File Upload					
Exception Text		Back to Top			Help



- 5. To cancel an application, Select Cancel
 - i. Select LOC
 - ii. Click Cancel

Applications							
			Direct Standby	Applicatio	n Cancel Reques	st	
Recent Activity	Llide Colo	ation Filters					
Direct Standby	Hide Sele		-1)				
Applications	D	Isplay 10 V Items (of 1 tol				Search	
Work in Progress Create New	Your Refe Status	s Date	(MM/DD/YYYY) То		MM/DD/YYYY)	
Release	Cancel	Your Reference	Attachment	Status	Status Date	Beneficiary	Amount
Cancel Request	0	10000421		Created	09/23/2019	TESTING	12,000.00
Amendments							Cancel
Certificate of Utilization							
Templates							
Inquiry							

**The Cancel option on SecureConnect is only for LOCs that have not been released to Member Services. To Cancel an LOC that has been released, please contact Member Services.



- 6. To Submit an Application, Select Release
 - i. Select LOC
 - ii. Click Release

Applications			Direct Stand	Iby Applica	ation Release		
Recent Activity							
Direct Standby	Release	Your Reference	Attachment	Status	Status Date	Beneficiary	Amount
Applications		10000421		Created	09/23/2019	TESTING	12,000.00
Work in Progress Create New							Release
Status Cancel Request	PREVIEW	PREVIEW	PREVI	^w	PREVIEW	PREVIEW	PREVIE

**Applications will not be sent to Member Services until they are released from SecureConnect. Once the application is released, Member Services will process the request. If sent application needs to be edited, please contact Member Services

7. To check the Status if your Application, Select Status

Applications			Direct Standby	Application Status		
Recent Activity Direct Standby Applications Work in Progress Create New	Hide Your S	Selection Filters Display 10 v items (of Reference	4 total)		(MM/DD/YYYY)	Search
Release		Your Reference	Status	Status Date	Amount	Beneficiary
Cancel Request		10000420	Processed	09/23/2019	100,000.00	TESTING
Amendments Certificate of Utilization		10000421	Created	09/23/2019	12,000.00	TESTING
Templates		10000422	Processed	09/23/2019	10,000.00	TEST BENE
Inquiry		20000260	Processed	09/23/2019	12,000.00	
Confirmation Standby Custodial Standby						View Selected Items

- i. Your application will be in one of the following statuses:
 - **a.** Created Transaction was created and saved with all required fields filled out
 - **b.** Modified Transaction was created/rejected and then repaired and saved with all fields filled out
 - c. Incomplete Transaction was created but when saved, all required fields were not completed
 - **d.** Arrived Transaction was released to Member Services
 - e. Rejected Transaction was released but Member Services canceled it back to the member
 - **f.** Processed Transaction has been approved
- 8. After releasing, Select Inquiry tab → Balance/ History
 - i. Select LOC

Applications		Direct Sta	ndby Inquiry		
Applications Amendments	Hide Selection Filter Display 10 V Your Reference	rs items (of 3 total) Search			
Certificate of Utilization	Your Reference	Beneficiary	Issue Date	Expiry Date	Liability Amount
Inquiry	10000360	My State Bank & Trust Company	06/27/2019	07/01/2020	100,000.00
Balance/ History	10000361	My State Bank & Trust Company	07/01/2019	07/01/2020	100,000.00
Reports Bank Text Document Images	10000362	My State Bank & Trust Company	07/03/2019	07/01/2020	100,000.00

i. Click Issuance to view details, fees, and documents

ank Reference	10000362
floctive Date	67/63/2019
kpiry Date	07/01/2020
here to Deliver	Beneficiary
ability Amount	100,000.00
urpose of Standby	To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise qualify as public unit deposits
uctualing Balance	·
low Multiple Draws	
xceptions	
ommunity Investment Program	
eneficiary	My State Bank & Trust Company
story	\sim
1107y 17/03/2019	(Issuance) 100,000.00
No.2019	100,000.00
itery 1703/2019 Bank Reference Every Data	100,000.00 10000362 07/01/2020
itery Bank Reference Expiry Date Transaction Amount	10000362 07/01/2020
Bank Reference Expiry Date Transaction Amount Transaction Date	10000362 07/01/2020 100,000.00 07/03/2019
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount	100,000.00 100,000.00 100,000.00 07/03/2019 100,000.00
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver	10000362 07/01/2020 100,000.00 07/03/2019 100,000.00 Beneficiary
Itery IX832015 Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby	100,000.62 100,000.00 07/01/2020 100,000.00 07/03/2019 100,000.00 07 facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise quality as public unit deposits
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary	100,000.00 100,000.00 07/01/2020 07/03/2019 100,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise quality as public unit deposits My State Bank & Trust Company
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Fluctuating Balance	10000362 07/01/2020 100,000.00 07/03/2019 100,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise quality as public unit deposits My State Bank & Trust Company V
Bank Reference Expiry Date Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Fluctuating Balance Allow Multiple Draws	10000362 07/01/2020 100,000.00 07/03/2019 100,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise quality as public unit deposits My State Bank & Trust Company
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Fluctuating Balance Allow Multiple Draws Exceptions	10000362 07/01/2020 100,000.00 07/03/2019 100,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise quality as public unit deposits My State Bank & Trust Company Image: Control of the collateralization of public unit deposits
Itery IX82015 Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Fluctuating Balance Allow Multiple Draws Exceptions Community Investment Pro	10000362 100,000.00 07/01/2020 100,000.00 07/03/2019 100,000.00 Deneficiary 100,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise quality as public unit deposits My State Bank & Trust Company Image: Company Image: Company Image: Company Ima
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Fluctuating Balance Allow Multiple Draws Exceptions Community Investment Pro Associated Fees	10000362 100,000.00 07/01/2020 100,000.00 07/03/2019 100,000.00 Beneficiary 100,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise quality as public unit deposits My State Bank & Trust Company Image: Company Image: Company Image: Company Ima

The following guide is designed to assist FHLB Dallas members in creating and submitting new Confirmation Letters of Credit applications on SecureConnect. For any questions regarding the steps provided in this guide, please contact Member Services at **844.FHL.BANK** (844.345.2265) or <u>Member.Services@fhlb.com</u>.

CONFIRMATION STANDBY

Below are instructions on how to create and submit a new Confirmation Letter of Credit Application.

- B. Create Confirmation Letter of Credit Application
 - 1. Login in SecureConnect
 - 2. SecureConnect Home screen display
 - **3.** Select Letter of Credit \rightarrow Confirmation Standby \rightarrow Applications \rightarrow Create New \rightarrow Blank Template

Applications	Create Confirmation Sta	ndby Application from a template			
Recent Activity					
Direct Standby	Hide Selection Filters				
Confirmation Standby	Standby Display Items (of 0 total) Create From Template Search Template				
Work in Progress	Template	Beneficiary			
Create New Release	Blank Template	Do not use a template			
Status Cancel Request	0 Items				

- 4. Blank Confirmation Standby Application screen displays
 - i. Enter Amount
 - ii. Enter Effective Date (MM/DD/YYYY)
 - iii. Enter Expiration Date (MM/DD/YYYY)
 - iv. Select Where to Deliver
 - v. Select Purpose of Standby
- 5. Select Feature(s) when applicable
 - i. Allow Multiple Draws
 - ii. Exceptions
 - iii. Community Investment Program/ Economic Development Program

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Primary Parties Evergre	Confirmation Standby Application Create Save Quit Expand All
	Help
Reference	Show Terms
Amount *	0.00
Effective Date *	(MM/DD/YYYY) 🖩
Expiry Date *	(MM/DD/YYYY) IIII
Where to Deliver *	Beneficiary V
	Member hereby represents and warrants that the underlying obligation for which the Letter of Credit is to be issued and for which it will be used by Member is as indicated by the purpose selected.
	 To facilitate residential housing finance To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise qualify as public unit deposits
Purpose of Standby *	O To secure an interest rate swap, interest rate exchange, interest exchange or such other comparable agreement between the Member and the beneficiary
	○ To facilitate community lending
	○ To assist the asset/liability management of Member
	O To provide Member with liquidity or other funding
	Allow Multiple Draws
	Exceptions
	Community Investment Program/ Economic Development Program

iv. Bond Deal

a. Select Rating Agency

b. Select Bond Purpose

Bond Information	Bond Deal
Rating Agency	Income Tax Exempt Moody's S&P Not Rated
Bond Purpose	 confirmed by a confirmation issued during the period of July 30, 2008 through December 31, 2012 private activity bonds issued for a qualified residential rental project or a housing program obligation under Section 11(b) of the United States Housing Act of 1937 qualified mortgage bonds (IRC Section 143(a) qualified veteran's mortgage bonds (IRC Section 143(b)

6. Enter Member's Letter of Credit Information

- i. Enter Reference Number
- ii. Enter Amount
- iii. Enter Effective Date (MM/DD/YYYY)
- iv. Enter Expiration Date (MM/DD/YYYY)
- v. Enter Account Party Customer
- vi. Enter Special Request for Member Services if applicable (up to 3 lines)

vii. Select **Beneficiary** from drop-down or 'Browse' or 'Add'



		Back t	о Тор		Help
Member		Beneficiary * Nickname	<none> <free form=""> 58000</free></none>	Browse	dd
Nickname	58000	Name			
Name	My State Bank & Trust Company	Attention			
Address	121 James Washington Ave	Address			
	Suite ABC-123				
City, State Zip	Washington, TX 75216	City, State Zip			
Phone Number	214-441-1111 x:	Phone Number			
		Email Address			

- viii. Select Evergreen Terms when applicable
 - a. Enter Notice Non-Renewal (in days)
 - b. Enter Auto-Extend Term (in days or months)
 - c. Enter Final Expiration Date (MM/DD/YYYY)

Evergreen Terms	Back to Top	Help
Notice of Non-Renewal Auto-Extend Term in Days OR Term in Months Final Expiration Date	(MM/DD/YYYY) III	

- ix. Fill out Exception Text section when applicable
 - a. Choose desired exception from the Exception Text Clauses drop-down
 - i. Same Day Request

Click Add to Exception Text

SException Text		Back to Top	Help
Exception Text Clauses Exception Text	Same Day Drav Request 🗸	Add to Exception Text (op to 60 mmdS)	
		~	
		~	

- **x.** Scroll to the Top \rightarrow **Show Terms** \rightarrow Select Accept Terms
- xi. Click Save

Primary Parties Evergreen Terms File Upload	Confirmation Standby Application Create	Save Quit	Expand All
Primary		<u>1</u>	ielp
Reference	Show Terms	Accept Terms	i

Click Return to Menu

Your Confirmation Standby Application has been successfully saved. Image: Summary Your Confirmation Standby Application has been successfully saved. Application Print Your Reference 30000322 Amount 250,000.00 Beneficiary My State Bank & Trust Company Attached Document(s) Help Image: State State Strust Company Help Image: State State Strust Company Help Image: State Strust Strust Company Help Image: State Strust Strust Company Help Image: State Strust StrustStrust Strust Strust Strust Strust Strust Stru	Primary Parties Evergro	Confirmation Standby Applicat	tion Modify	Edit Return to Menu	Expand A
Summary Your Confirmation Standby Application has been successfully saved. Application Print Your Reference Society Amount Society	Your Confirmation Standby A	Application has been successfully saved.			
Your Confirmation Standby Application has been successfully saved. Application Print Your Reference 30000322 Status Created Amount 250,000.00 Eeneficiary My State Bank 6 Trust Company Attached Document(s) ************************************	Summary				
Your Reference 30000322 Status Created Amount 250,000.00 Beneficiary My State Bank 4 Trust Company Attached Document(s) Image: Status Image: Sta		Your Confirmation Standby Application has t Application Print	seen successfully saved.		
Amount 250,000.00 Beneficiary My State Bank 4 Trust Company Attached Document(s) Help Praties Back to Top Evergreen Terms Back to Top File Upload Exection Text	Your Reference	30000322	Status	Created	
Beneficiary My State Bank & Trust Company Attached Document(s) Primary Parties Back to Top Help Evergreen Terms Back to Top Help File Upload Exception Text Back to Top Help	Amount	250,000.00			
Primary Help Parties Back to Top Help SE vergreen Terms Back to Top Help SFile Upload Second Sec	Beneficiary Attached Document(s)	My State Bank & Trust Company			
Parties Back to Top Help SEvergreen Terms Back to Top Help SFile Upload SException Text Back to Top Help	Primary				Help
EEvergreen Terms Back to Top Help File Upload Exception Text Back to Top Help	Parties	Back to Top			Help
File Upload	Evergreen Terms	Back to Top			Help
Exception Text Back to Top Help	File Upload				
	Exception Text	Back to Top			Help

Applications	Confirmation Standby Application Cancel Request								
Recent Activity									
Direct Standby	Hide Sei	ection Filters							
Confirmation Standby	Display 10 V items (of 1 total)								
Applications	Your Reference Status Date Image: MM/DD/YYYY) To Image: MM/DD/YYYY) To								
Create New	Cancel	Your Reference	Attachment	Status	Status Date	Beneficiary	Amount		
Release	۲	30000340		Created	09/24/2019	My State Bank & Trust Company	15,000,000.00		
Cancel Request							Cancel		

**The Cancel option on SecureConnect is only for LOCs that have not been released to Member Services. To Cancel a LOC that has been released, please contact Member Services

- 1. To Submit Application, Select Release
 - i. Select LOC
 - ii. Click Release

Applications		Confirmation Standby Application Release								
Recent Activity										
Direct Standby	Release	Your Reference	Attachment	Status	Status Date	Beneficiary		Amount		
Confirmation Standby		30000340		Created	09/24/2019	My State Bank &	Trust Company	15,000,000.00		
Applications								Release		
Work in Progress										
Create New	ALE	w and the second	IEW.	10	Em	VIEW	ATEW	ALC: N		
Status	PRE	PRE		PRE		PRE	pRe	pres		
Cancel Request										

**Applications will not be sent to Member Services until they are released from SecureConnect. Once the application is released, Member Services will process the request. If sent application needs to be edited, please contact Member Services

2. To check the Status if your Application, Select Status

Applications		Confirmation Standby Application Status									
Recent Activity											
Direct Standby	Hide	Selection Filters									
Confirmation Standby		Display 10 ✓ items (of 1 total)									
Applications	Your	Status Date		MM/DD/YYYY) To							
Work in Progress											
Create New		Your Reference	Status	Status Date	Amount	Beneficiary					
Status		30000340	Created	09/24/2019	15,000,000.00	My State Bank & Trust Company					
Cancel Request						View Selected Items					

- i. Your application will be in one of the following statuses:
 - **a.** Created Transaction was created and saved with all required fields filled out
 - **b.** Modified Transaction was created/rejected and then repaired and saved with all fields filled out
 - **c.** Incomplete Transaction was created but when saved, all required fields were not completed
 - d. Arrived Transaction was released to Member Services
 - e. Rejected Transaction was released but Member Services canceled it back to the member
 - f. Processed Transaction has been approved
- 3. After releasing, Select Inquiry tab → Balance/ History
 - i. Select LOC

		Confirmation	Standby Inquiry		
Recent Activity Direct Standby	Hide Selection Filter Display 10 V	rs Pitems (of 2 total) Search			
Confirmation Standby Applications	Your Reference				
Amendments	Your Reference	Beneficiary	Issue Date	Expiry Date	Liability Amount
nquiry	30000320	My State Bank & Trust Company	07/03/2019	08/01/2020	500,000.0
Balance/ History Reports Bank Text	30000322	My State Bank & Trust Company	07/18/2019	07/01/2020	250,000.0

ii. Click Issuance to view details, fees, and documents

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	Balance Detail for 30000322	
nk Reference 30	1000322	
ective Date 07	//18/2019	
piry Date 07	//01/2020	
ere to Deliver Be	eneficiary	
bility Amount	250,000.00	
rpose of Standby To	o facilitate the collateralization of public unit deposits which are maintained directly by a ublic unit or otherwise qualify as public unit deposits	
ow Multiple Draws		
ceptions		
mmunity Investment Program		
nd Deal		
neficiary M	y State Bank & Trust Company	
	<u> </u>	
lony /18/2019	250,000.00	
lory /18/2019	250,000.00	
19/19/2019 Bank Reference	250,000.00 30000322	
718/2019 Banik Reference Expiry Date	250,000.00 30000322 07/01/2020	
Bank Reference Expiry Date Transaction Amount	250,000.00 30000322 07/01/2020 250,000.00	
Bank Reference Expiry Date Transaction Amount Transaction Date	250,000.00 30000322 07/01/2020 250,000.00 07/18/2019	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount	250,000.00 30000322 07/01/2020 250,000.00 07/18/2019 250,000.00	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver	250,000.00 30000322 07/01/2020 250,000.00 07/18/2019 250,000.00 Beneficiary	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby	250,000.00 30000322 07/01/2020 250,000.00 07/18/2019 250,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise qualify as public unit deposits	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary	250,000.00 30000322 07/01/2020 250,000.00 07/18/2019 250,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise qualify as public unit deposits My State Bank & Trust Company	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Allow Multiple Draws	30000322 250,000.00 07/01/2020 250,000.00 07/18/2019 250,000.00 D7/18/2019 250,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise qualify as public unit deposits My State Bank & Trust Company W	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Allow Multiple Draws Exceptions	30000322 250,000.00 07/01/2020 250,000.00 07/18/2019 250,000.00 07/18/2019 250,000.00 Beneficiary To facilitate the collateralization of public unit deposits which are maintained directly by a public unit or otherwise qualify as public unit deposits My State Bank & Trust Company V V V	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Allow Multiple Draws Exceptions Community Investment Progra	250,000.00	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Purpose of Standby Beneficiary Allow Multiple Draws Exceptions Community Investment Progra Bond Deal	250,000.00	

The following guide is designed to assist FHLB Dallas members in creating Custodial Letters of Credit applications on SecureConnect. For any questions regarding the steps provided in this guide, please contact Member Services at **844.FHL.BANK** (844.345.2265) or <u>Member.Services@fhlb.com</u>.

CUSTODIAL STANDBY

- B. Create Custodial Letter of Credit Application
 - 1. Login in SecureConnect
 - 2. SecureConnect Home screen displays
 - **3.** Select Letter of Credit \rightarrow Custodial Standby \rightarrow Applications \rightarrow Create New \rightarrow Blank Template



Applications		Create Custodial Stand	Iby Application from a template
Recent Activity			
Direct Standby	Hide Selection Filters		
Confirmation Standby	Display Vitems (or u total)	Create From Template	Search
Custodial Standby			
Applications	Template		Beneficiary
Work in Progress	Blank Template		Do not use a template
Release	0 Items		
Status			
Cancel Request			

- 4. Blank Custodial Standby Application screen displays
 - i. Enter Amount
 - ii. Enter Effective Date (MM/DD/YYYY)
 - iii. Enter Expiration Date (MM/DD/YYYY)
- 5. Select **Fluctuating Balance** Feature when applicable
- 6. Enter Special Request for Member Services if applicable

Primary	Custodial Standby Application Create	Save Quit Expand All
		Help
Reference Amount *	Show Terms Accept Terms	
Effective Date *	(MM/DD/YYYY) I	
Expiry Date *	(MM/DD/YYYY) I	
	Member hereby represents and warrants that the underlying obligation for which the Letter of Credit is be used by Member is to secure deposit accounts either (a) maintained at Member by one or more Publ qualify as Public Unit Deposits.	to be issued and for which it will ic Units or (b) that otherwise
	□ Fluctuating Balance	
Special Request	for Member Services (up to 3 lines)	
	Ç	

- i. Scroll to the Top \rightarrow Show Terms \rightarrow Select Accept Terms
- 7. Click Save

Primary Parties	Evergreen Terms File Upload Ex	Confirmation Standby Application Create	Save	Quit Expand	1 All
Primary				Help	~
Reference		Show Terms	Accept Terms		
			\		

Click Return to Menu

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Primary	Custodial Standby A	pplication Modify	Edit Return	to Menu
Your Custodial Standby Application	has been successfully saved.			
Summary				
	Your Custodial Standby Application Application	n has been successfully saved. n Print		
Your Reference	20000300	Status	Created	
Amount	100,000.00			
Attached Document(s)				
Primary				Help
SApplication FileUpload				

Applications	(Custodial Stand	by Applica	tion Cancel Rec	luest	
Recent Activity							
Direct Standby	Hide Sele	ction Filters	v ander treet				
Confirmation Standby)isplay 10 ✓ items (of 1 to	otal)			Search]
Custodial Standby	Your Rete	s Date		Y) To		(MM/DD/YYYY)	
Applications	Claid			.,		(
Work in Progress	Cancel	Your Reference	Attachment	Status	Status Date	Beneficiary	Amount
Create New	۲	20000261		Created	09/24/2019		150,000.00
Release Status Cancel Request	1						Cancel

**The Cancel option on SecureConnect is only for LOCs that have not been released to Member Services. To Cancel an LOC that has been released, please contact Member Services

- 8. To Submit Application, Select Release
 - i. Select LOC
 - ii. Click Release

Applications	(Custodial Sta	ndby App	lication Release		
Recent Activity							
Direct Standby	Release	Your Reference	Attachment	Status	Status Date	Beneficiary	Amount
Confirmation Standby		20000261		Created	09/24/2019		150,000.00
Custodial Standby	1						Release
Applications							
Work in Progress	ALIE	S SIEW	(IR)	500	EVIEN	EVIEW	- AN
Release	blee	blee	bree		blee	Bree	blee
Status							
Cancel Request							

**Applications will not be sent to Member Services until they are released from SecureConnect. Once the application is released, Member Services will process the request. If sent application needs to be edited, please contact Member Services

9. To check the Status of your Application, Select Status

Applications			Custodial Standby Applic	cation Status	
Direct Standby	Hide S	Selection Filters			
Confirmation Standby	Vour [Display 10 V items (of 2	2 total)		Search
Custodial Standby	St	atus Date	(MM/DD/YYYY) To	(MM/DD/YYYY)	
Applications					
Work in Progress		Your Reference	Status	Status Date	Amount
Create New		20000260	Processed	09/23/2019	12,000.00
Status		20000261	Created	09/24/2019	150,000.00
Cancel Request					View Selected Items

- i. Your application will be in one of the following statuses:
 - a. Created Transaction was created and saved with all required fields filled out
 - **b.** Modified Transaction was created/rejected and then repaired and saved with all fields filled out
 - **c.** Incomplete Transaction was created but when saved, all required fields were not completed
 - d. Arrived Transaction was released to Member Services
 - e. Rejected Transaction was released but Member Services canceled it back to the member
 - f. Processed Transaction has been approved

10. After releasing, Select **Inquiry** tab → **Balance/History**

i. Select LOC

Applications Recent Activity		Custodial St	tandby Inquiry		
Direct Standby Confirmation Standby Custodial Standby	Hide Selection Filter Display 10 Your Reference	rs items (of 1 total) Search			
Applications	Your Reference	Beneficiary	Issue Date	Expiry Date	Liability Amount
Amendments Pledge Entry Pledge Modify Inguiry	20000300	Federal Home Loan Bank of Dallas	07/18/2019	07/01/2020	100,000.00
Balance/ History Reports Bank Text Document Images					

i. Click Issuance to view details, fees, and documents

FHLBANK DALLAS

	Balance Detail fo	or 20000300		
ak Deference	20000200		_	
Ink Relefence	07/19/2010			
nine Date	07/10/2019			
piry bale	Beneficiary			
hilty Amount	Denenciary	100.00	0.00	
tal Pledged		100,00	0.00	
nount Available		100.00	00.00	
neficiary	Federal Home Loan Bank of Dallas			
				<< Back
tory				
7/18/2019	ance	100,000.00		
Bank Reference Expiry Date	20000300 07/01/2020			
Bank Reference Expiry Date Transaction Amount	20000300 07/01/2020 10	0,000.00		
Bank Reference Expiry Date Transaction Amount Transaction Date	20000300 07/01/2020 07/18/2019	0,000.00		
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deference	20000300 07/01/2020 10 07/18/2019 10	10,000.00		
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Benefician	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Enderal Homo Lean Bank	10,000.00		
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank	10,000.00 10,000.00 of Dallas		
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank	10,000.00 10,000.00 of Dallas		
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees Description	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank	0,000.00 0,000.00 of Dallas	Amount	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees Description Custodial Fluctuating Balance LOC Utili	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank Effective Date zation Fee 07/18/2019	0,000.00 0,000.00 of Dallas Code CUS_FB	Amount 0.00	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees Description Custodial Fluctuating Balance LOC Utilis LOC Fluctuating Balance Issuance Fee	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank Effective Date zation Fee 07/18/2019 07/18/2019	0,000.00 0,000.00 of Dallas CUS_FB FHL_FLUCTUATING_BALANCE	Amount 0.00 5 7,500.00	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees Description Custodial Fluctuating Balance LOC Utili LOC Fluctuating Balance Issuance Fee Bank Text/ Document Images	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank Effective Date zation Fee 07/18/2019 07/18/2019	0,000.00 0,000.00 of Dallas CuS_FB FHL_FLUCTUATING_BALANCE	Amount 0.00 E 7,500.00	
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees Description Custodial Fluctuating Balance LOC Utili LOC Fluctuating Balance Issuance Fee Bank Text/ Document Images Type	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank Zation Fee 07/18/2019 07/18/2019 07/18/2019	0,000.00 0,000.00 of Dallas Code CUS_FB FHL_FLUCTUATING_BALANCE Status	Amount 0.00 E 7,500.00 Date	View
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees Description Custodial Fluctuating Balance LOC Utili LOC Fluctuating Balance Issuance Fee Bank Text/ Document Images Type DDA Advice-My State	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank Effective Date 2ation Fee 07/18/2019 07/18/2019 07/18/2019 07/18/2019	0,000.00 0,000.00 of Dallas COS_FB FHL_FLUCTUATING_BALANCE Status Received (not yet Viewed)	Amount 0.00 7,500.00 Date 07/18/2019	View
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees Description Custodial Fluctuating Balance LOC Utili LOC Fluctuating Balance Issuance Fee Bank Text/ Document Images Type DDA Advice-My State CUS Letter of Credit	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank 2009 2019 2019 2019 2019 2019 2019 2019	0,000.00 0,000.00 of Dallas Code CUS_FB FHL_FLUCTUATING_BALANCE Status Received (not yet Viewed) Received (not yet Viewed)	Amount 0.00 E 7,500.00 Date 07/18/2019 07/18/2019	View View View
Bank Reference Expiry Date Transaction Amount Transaction Date Face Amount Where to Deliver Beneficiary Associated Fees Description Custodial Fluctuating Balance LOC Utili LOC Fluctuating Balance Issuance Fee Bank Text/ Document Images Type DDA Advice-My State CUS Letter of Credit Exhibit A Draft	20000300 07/01/2020 10 07/18/2019 10 Beneficiary Federal Home Loan Bank 2009 2019 2019 2019 2019 2019 2019 2019	00,000.00 10,000.00 of Dallas Code CUS_FB FHL_FLUCTUATING_BALANCE Status Received (not yet Viewed) Received (not yet Viewed) Received (not yet Viewed)	Amount 0.00 7,500.00 07/18/2019 07/18/2019 07/18/2019 07/18/2019	View View View