

# MEMBER GUIDE:

## LETTERS OF CREDIT AMENDMENTS

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

### AMENDING A LOC

*Below are steps to create and submit a new Letter of Credit amendment for an approved Direct/Confirmation/Custodial Standby Letter of Credit application. If you do not have an approved Letter of Credit on file, you cannot create an amendment.*

*Example is shown with Direct Standby Letter of Credit.*

- A. Create an Amendment
  1. **Login** in SecureConnect
  2. *SecureConnect Home* screen displays
  3. Select specific type of LOC on sidebar (Direct, Custodial, Confirmation) → Amendments
    - a. Select **Create New** tab
    - b. **Select** LOC to be amended

The screenshot displays the 'Direct Standby Amendment Application Create New' interface. On the left sidebar, the 'Create New' option is highlighted with a red circle and a red arrow. The main content area features a search bar with 'Display 10 items (of 1 total)' and a 'Search' button. Below the search bar is a table with the following data:

Your Reference	Beneficiary	Expiry Date	Currency	Liability Amount
10000422	TEST BENE	09/30/2019	USD	10,000.00

\*Please note - Only input what needs to be amended

- i. Choose **Increase OR Unchanged**
  - ii. Enter **Amount** to be increased by (leave blank if unchanged)
  - iii. Enter **Expiration Date** (MM/DD/YYYY)
  - iv. Enter **Final Expiration Date** (MM/DD/YYYY) – only applicable for Evergreen
  - v. Enter **Special Request for Member Services** if applicable (up to 3 lines)
- c. Click **Save**

Primary Direct Standby Amendment Application Create **Save** Quit Reset  Expand All

Primary

Amendment 10000240 Number 1  
Face Amount 1,000,000.00 USD Liability Amount 1,000,000.00

Amend  the amount by   
Expiry Date 08/01/2020 (MM/DD/YYYY)   
Final Expiration Date (MM/DD/YYYY)   
Special Request for Member Services (up to 3 lines)

Review transaction details then click **Return to Menu**

Primary Direct Standby Amendment Application Modify **Edit** **Return to Menu**  Expand All

Amendment Summary Application Print

Amendment 10000240 Bank Reference 10000240  
This amendment will increase the amount of this credit. Original Liability Amount 1,000,000.00  
Amendment Amount 100,000.00 Amended Liability Amount 1,100,000.00

Fees	Description	Basis Points	Start Date	End Date	Amount
	LOC Amendment Fee	N/A	07/30/2019	07/31/2020	6,500.00

Amendment FileUpload  
Click "Select Files" to select a file to Upload. You can Select a Maximum of 5 files (files with the .pdf, .doc, .docx, .xls or .xlsx extension).

Primary Help

2. To Cancel an Amendment (that has not been released), Select **Cancel Request** tab
  - a. **Select** LOC
  - b. Click **Cancel** on bottom right corner

Applications

Recent Activity  
Direct Standby  
Applications  
Amendments  
Work in Progress  
Create New  
Release  
Status  
**Cancel Request**  
Certificate of Utilization  
Templates  
Inquiry

Direct Standby Amendment Application Cancel Request

Hide Selection Filters  
Display 10 items (of 1 total)   
Your Reference   
Status Date  (MM/DD/YYYY) To  (MM/DD/YYYY)

Cancel	Your Reference	Seq.	Attachment	Status	Status Date	Beneficiary	Amount
<input checked="" type="radio"/>	10000420	1		Created	09/23/2019	TESTING	1,000,000.00

*\*\*The Cancel option on SecureConnect is only for transactions that have not been released to FHLB Dallas. To Cancel a transaction that has been released, please contact Member Services at 844.FHLBANK.*

3. To Submit LOC Amendment, Select **Release** tab
  - a. **Select** checkbox for desired LOC(s)

- b. Click **Release** on bottom right corner (by clicking **Release**, you are sending the transaction to FHLB Dallas)

Release	Your Reference	Seq	Attachment	Status	Status Date	Beneficiary	Amount
<input checked="" type="checkbox"/>	10000240	1		Created	08/08/2019	abc	100,000.00

*\*\* Transactions will not be sent to FHLB Dallas until they are released from SecureConnect. Once the transaction is released, Member Services will process the request. If sent transaction needs to be edited, please contact Member Services at 844.FHLBANK.*

- 4. To see the Status of your Amendment, Select **Status** tab

	Your Reference	Seq	Status	Status Date	Beneficiary	Amount
<input checked="" type="checkbox"/>	10000240	1	Processed	08/08/2019	abc	100,000.00
<input type="checkbox"/>	10000243	1	Arrived	08/08/2019	abc	100.00

- i. Your transaction will be in one of the following statuses:
  - a. Created – Transaction created and saved with all required fields completed
  - b. Modified – Transaction was created/rejected and then repaired and saved with all fields completed
  - 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 sent back to the member
  - f. Processed – Transaction has been approved
- 5. After releasing, Select **Inquiry** tab → **Balance/ History** to view your submission
  - a. **Select** LOC

**Applications**

Recent Activity

**Direct Standby**

Applications

Amendments

Certificate of Utilization

Templates

**Inquiry**

Balance History

Bank Documents

Document Images

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**Direct Standby Inquiry**

Hide Selection Filters

Display 10 items (of 2 total) Search

Your Reference

Your Reference	Beneficiary	Issue Date	Expiry Date	Liability Amount
10000243	abc	08/08/2019	08/08/2020	100,100.00
<b>10000240</b>	abc	07/30/2019	08/01/2020	1,100,000.00

i. Check under **Amendment** to view details, fees, and documents

**Balance Detail for 10000240**

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Bank Reference	10000240
Effective Date	07/30/2019
Expiry Date	08/01/2020
Where to Deliver	<b>Beneficiary</b>
Liability Amount	1,100,000.00
Purpose 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
Fluctuating Balance	<input checked="" type="checkbox"/>
Allow Multiple Draws	<input type="checkbox"/>
Exceptions	<input type="checkbox"/>
Community Investment Program	<input type="checkbox"/>
Beneficiary	abc

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**History**

07/30/2019	Issuance	1,000,000.00
07/30/2019	Issuance	1,000,000.00
08/08/2019	<b>Amendment</b>	100,000.00

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Bank Reference	10000240
Expiry Date	08/01/2020
Transaction Amount	100,000.00
Transaction Date	08/08/2019
Face Amount	1,100,000.00
Where to Deliver	<b>Beneficiary</b>
Purpose 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
Beneficiary	abc
Fluctuating Balance	<input checked="" type="checkbox"/>
Allow Multiple Draws	<input type="checkbox"/>
Exceptions	<input type="checkbox"/>
Community Investment Program	<input type="checkbox"/>