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**.

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

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**

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

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

**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)

** 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

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

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