

MEMBER GUIDE:

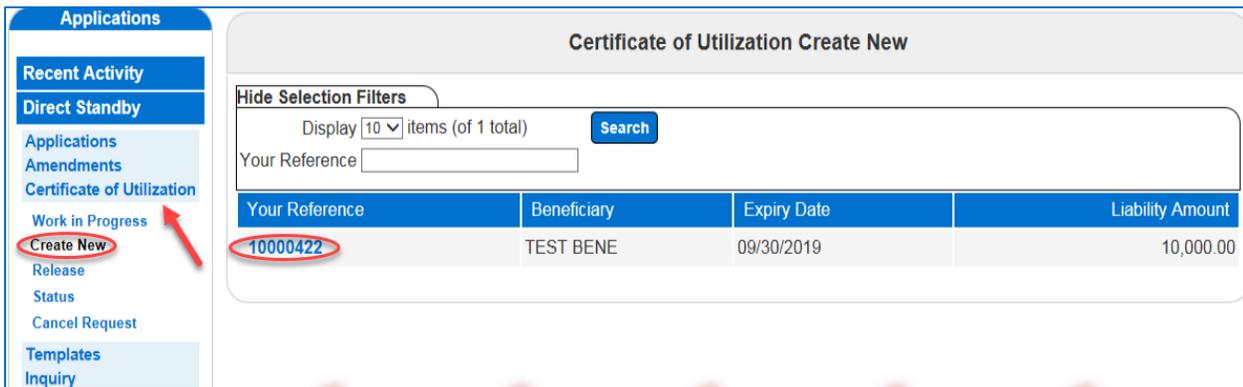
LETTERS OF CREDIT CERTIFICATE OF UTILIZATION

The following guide is designed to assist FHLB Dallas members in creating a new Certificate of Utilization 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.

CERTIFICATE OF UTILIZATION

Below are steps to create and submit a new Certificate of Utilization for an approved Direct Letter of Credit application with the Fluctuating Balance feature. As a reminder, a Certificate of Utilization is due by the 7th calendar day after quarter end or maturity, whichever comes first.

- A. Create a Certificate of Utilization
 1. **Login** in SecureConnect
 2. *SecureConnect Home* screen displays
 3. Select Letter of Credit → Direct Standby → Certificate of Utilization
 - a. Select **Create New**
 - b. **Select LOC**



4. Blank *Certificate of Utilization* Screen Displays
 - i. Enter **Average Daily Balance**
 - ii. Enter **Required Collateralization Percentage**
 - iii. Click **Select File** to upload supporting document(s)
 - b. Click **Save**

Primary **Certificate of Utilization Create** Save Quit

Primary Help

Your Reference: 10000240
 Liability Amount: 1,000,000.00

Average Daily Balance: 0.00
 Required Collateralization Percentage: 100
 LC Utilization: 0.00

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).

Select File

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

Primary **Certificate of Utilization Modify** Edit Return to Menu

Primary Help

Your Reference: 10000240
 Liability Amount: 1,000,000.00

Average Daily Balance: 100.00
 Required Collateralization Percentage: 100
 LC Utilization: 100.00

Document File Name Attached Date

5. To Cancel a Certificate of Utilization (that has not been released), Select **Cancel Request** tab
 - a. **Select** checkbox for desired LOC(s)
 - b. Click **Cancel** on bottom right corner

Applications **Certificate of Utilization Cancel Request**

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

Hide Selection Filters
 Display 10 items (of 1 total) Search

Your Reference:
 Status Date: (MM/DD/YYYY) To: (MM/DD/YYYY)

Cancel	Your Reference	Status	Expiry Date	Avg. Daily Balance	Collateral %	Utilized Amount
<input checked="" type="checkbox"/>	10000422	Created	09/30/2019	10,000.00	100.00	10,000.00

Cancel

**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

6. To Submit LOC Certificate of Utilization, 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 the FHLB Dallas)

Applications		Certificate of Utilization Release						
Recent Activity		Release	Your Reference	Status	Expiry Date	Avg. Daily Balance	Collateral %	Utilized Amount
Direct Standby		<input checked="" type="checkbox"/>	10000422	Created	09/30/2019	10,000.00	100.00	10,000.00
Applications								
Amendments								
Certificate of Utilization								
Work in Progress								
Create New								
Release								
Status								
Cancel Request								

**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

7. To see the Status of your transaction, Select the **Status** tab
 - i. Your transaction will be in one of the following statuses:
 - a. Created – Transaction 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** to view your submission
 - a. **Select LOC**

Applications		Direct Standby Inquiry				
Recent Activity		Hide Selection Filters				
Direct Standby		Display <input type="text" value="10"/> items (of 1 total)		<input type="button" value="Search"/>		
Applications		Your Reference <input type="text"/>				
Amendments		Your Reference	Beneficiary	Issue Date	Expiry Date	Liability Amount
Certificate of Utilization		10000240	abc	07/30/2019	08/01/2020	1,000,000.00
Templates						
Inquiry						
Balance/ History						
Bank Text						
Document Images						
Confirmation Standby						
Custodial Standby						
Administration						

- b. Click **Issuance** to view details, fees, and documents

Balance Detail for 10000240

Bank Reference	10000240
Effective Date	07/30/2019
Expiry Date	08/01/2020
Where to Deliver	Beneficiary
Liability Amount	1,000,000.00
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

<< Back

History

07/30/2019 **Issuance** 1,000,000.00

Bank Reference	10000240
Expiry Date	08/01/2020
Transaction Amount	1,000,000.00
Transaction Date	07/30/2019
Face Amount	1,000,000.00
Where to Deliver	Beneficiary
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"/>

Associated Fees