

eMPF® Website

New Delegation of Authority Features

August 19, 2021

1

About this Material

The information presented in these training materials is for general information only, and is based on guidelines published in the applicable MPF Guides. This presentation is not intended to be all-inclusive. The MPF® Provider makes no representations or warranties of any kind with respect to the accuracy, completeness or suitability for any purpose of the information contained in this training.

The MPF Provider expressly disclaims any and all warranties, express or implied, including without limitation warranties of merchantability and fitness for a particular purpose regarding these materials and our training program. In no event will the MPF Provider be liable for any direct, indirect, incidental, punitive or consequential damages of any kind with respect the training or materials provided.

All examples are hypothetical and are for illustrative purposes only. This training is not intended and should not be interpreted or relied upon as legal advice. We encourage you to seek advice from a qualified professional.

These materials should not be used in place of the applicable MPF Guides.

The official versions of all MPF Guides are available at www.fhlbmpf.com or via AllRegs®.

“MPF”, “MPF Xtra”, “eMPF”, and eMAQCS are registered trademarks and the “MPF Mortgage Partnership Finance” logo is a trademark of the Federal Home Loan Bank of Chicago.

Overview

A new enhancement is now in place that allows designated eMPF Users the ability to manage Delegation of Authority (DOA) updates directly through the eMPF Website

- MPF Resolution Designees appoint eMPF Security Administrators (SA) through a new Security Administrator Delegation of Authority process.
- Users will not be automatically set up to utilize the new functionality. Please contact your MPF Bank representative for more information on how to begin the process of designating eMPF Security Administrators.
- **This walkthrough will show eMPF Security Administrators how to add, edit, deactivate and view authorized Users (Contacts) in the eMPF Website.**

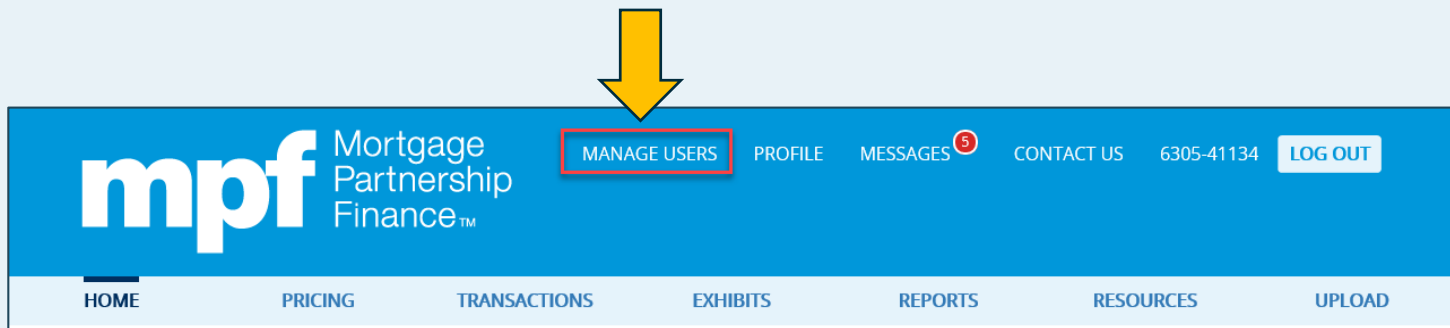
NOTE: Authorities not currently listed on the Delegation of Authority form cannot be managed via the eMPF Website and will still require the current forms to manage those authorities.

Access to Security Administrator Functions and Adding a User/Contact

Access

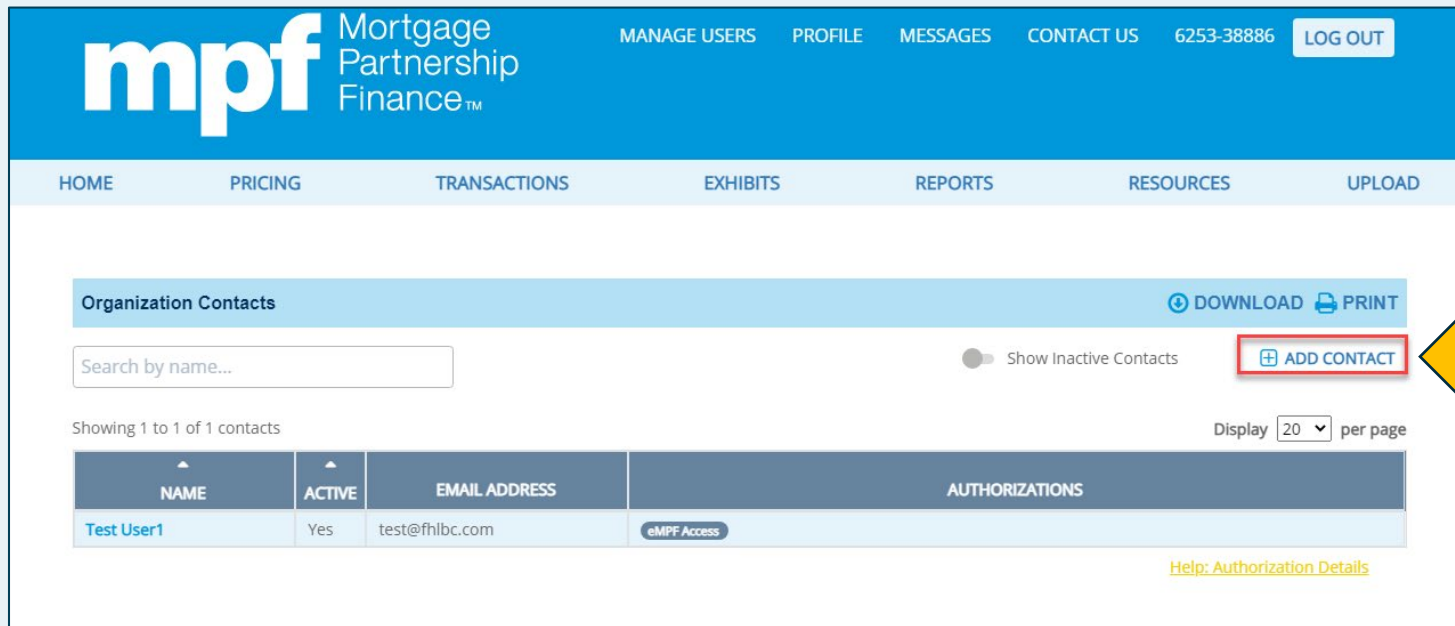
Designated eMPF Security Administrators can access the eMPF Delegation of Authority functionality by clicking the *Manage Users* option at the top of the eMPF home screen

- eMPF users who are not designated as eMPF Security Administrators will not see this option.



Adding New Contacts

To add a new contact, click the *Add Contact* option at the top right of the screen



The screenshot displays the 'mpf Mortgage Partnership Finance' web application. The top navigation bar includes links for 'MANAGE USERS', 'PROFILE', 'MESSAGES', 'CONTACT US', a phone number '6253-38886', and a 'LOG OUT' button. Below this is a secondary navigation bar with links for 'HOME', 'PRICING', 'TRANSACTIONS', 'EXHIBITS', 'REPORTS', 'RESOURCES', and 'UPLOAD'.

The main content area is titled 'Organization Contacts'. It features a search bar labeled 'Search by name...', a toggle switch for 'Show Inactive Contacts', and a red-bordered button labeled 'ADD CONTACT' with a plus icon. A yellow arrow points to this button. To the right of the 'ADD CONTACT' button are links for 'DOWNLOAD' and 'PRINT'.

Below the search bar, it says 'Showing 1 to 1 of 1 contacts' and 'Display 20 per page'. A table lists the contact information:

NAME	ACTIVE	EMAIL ADDRESS	AUTHORIZATIONS
Test User1	Yes	test@fhilbc.com	eMPF Access

At the bottom right of the table, there is a link: [Help: Authorization Details](#).

Adding New Contacts

A Create Contact form will appear onscreen, with some fields pre-populated

Create Contact Account Status: ● ✕

Full Name:	<input type="text"/>	Zipcode:	<input type="text" value="12345"/>
Title:	<input type="text"/>	Business Phone Number:	<input type="text" value="(618) 123-4567"/>
Street Address 1:	<input type="text" value="123 Main St"/>	Extension:	<input type="text"/>
Street Address 2:	<input type="text"/>	Business Fax Number:	<input type="text" value="(312) 123-4567"/>
City:	<input type="text" value="Chicago"/>	Email Address:	<input type="text"/>
State:	<input type="text" value="IL"/> ▼	Confirm Email Address:	<input type="text"/>

Sign PFI Agreement/Amendments ☐

Make Funding Request ☐

eMPF Access ☐

Sign Master Commitment (MC) ☐

Submit Batch ☐

Send Reporting to Master Servicer ☐

Request Delivery Commitments (DC) ☐

Loan Presentment ☐

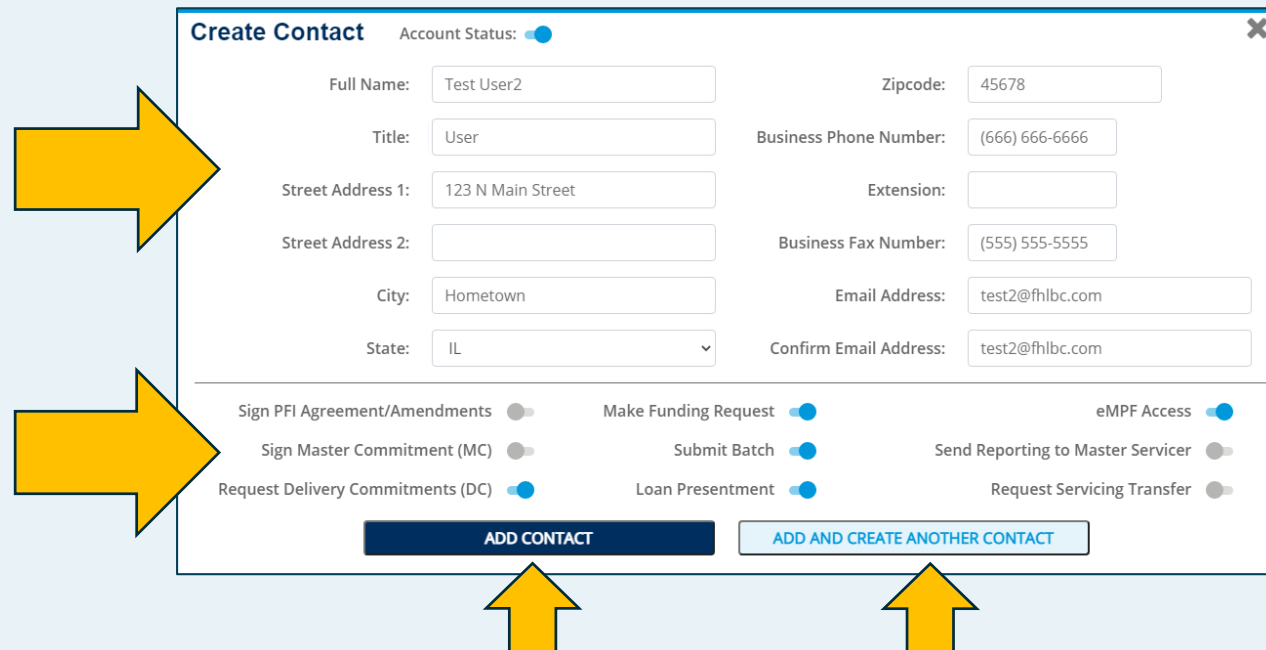
Request Servicing Transfer ☐

ADD CONTACT

ADD AND CREATE ANOTHER CONTACT

Adding a New Contact

1. Enter the user information and edit any prepopulated fields.
2. Select which Authorities to grant the user by clicking the options in the bottom section.
3. Click *Add Contact to add* or *Add and Create Another Contact* to add the user and move on to adding another user.



Create Contact Account Status: ☒

Full Name: Zipcode:

Title: Business Phone Number:

Street Address 1: Extension:

Street Address 2:

City: Business Fax Number:

State: Email Address:

Confirm Email Address:

Sign PFI Agreement/Amendments ☐ Make Funding Request ☒ eMPF Access ☒

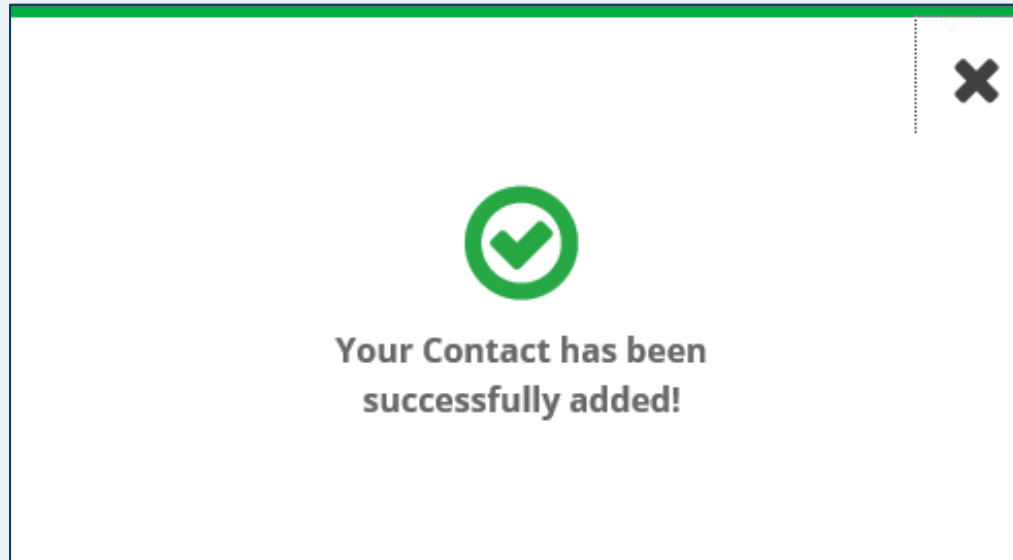
Sign Master Commitment (MC) ☐ Submit Batch ☒ Send Reporting to Master Servicer ☐

Request Delivery Commitments (DC) ☒ Loan Presentment ☒ Request Servicing Transfer ☐

ADD CONTACT **ADD AND CREATE ANOTHER CONTACT**

Adding a New Contact

A success message will appear onscreen if the user was successfully added



Contact Access Definitions

- **Sign PFI Agreement/Amendments:** Identifies individuals responsible for executing agreements, addendums, and amendments related to the MPF Program.
- **Sign Master Commitment (MC):** Identifies individuals responsible for executing Master Commitments on behalf of your institution.
- **eMPF Access:** Provides access to the eMPF Website.

Contact Access Definitions

The authorities listed below must also be given **eMPF Access**

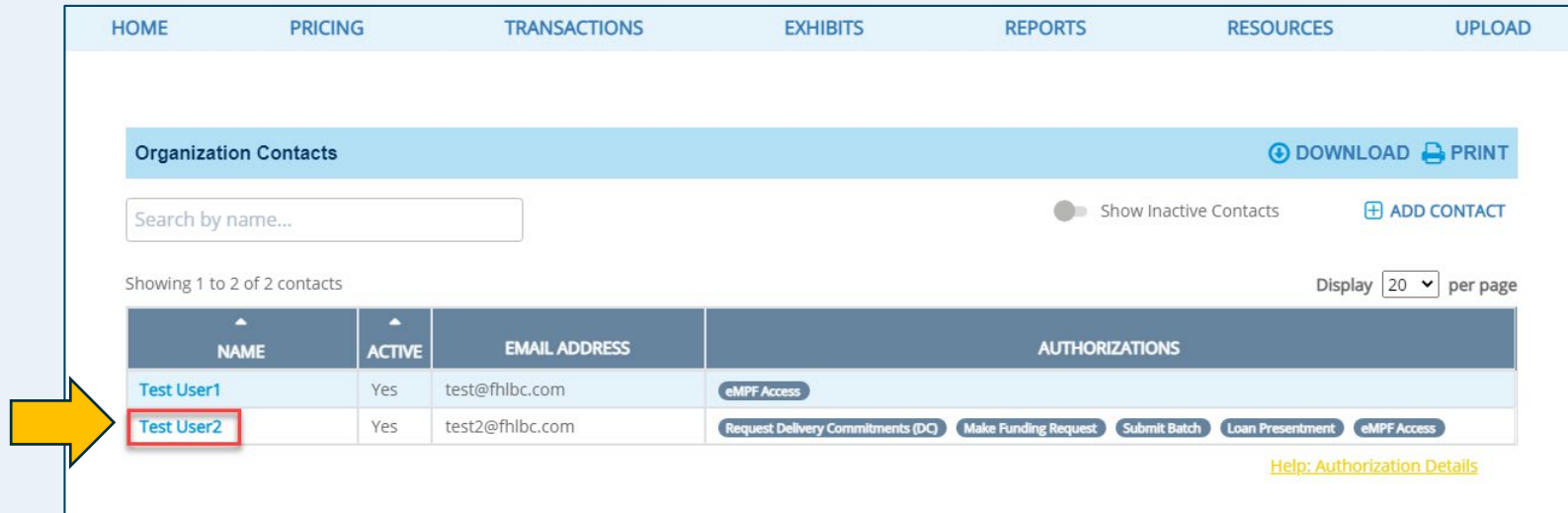
- **Request Delivery Commitment (DC):** Allows the user to create Delivery Commitments
- **Submit Batch*:** Supply the data necessary to fund a mortgage or multiple loans (ULDD file)
- **Loan Presentment*:** Interactively supply the data necessary to fund a Mortgage
- **Make Funding Request*:** Request the funding of a closed loan that has been delivered into the MPF Program
- **Request Servicing Transfer:** Request a transfer of servicing to an authorized PFI/Servicer

**These authorizations have access to the Credit Enhancement (CE) Estimator. The CE Estimator determines an estimated loan level Credit Enhancement Obligation for a single or group of loans prior to locking or selling under the MPF Traditional product.*

Editing Contacts

Editing Contacts

Click on the contact's name to edit their information/authorizations



The screenshot shows a web application interface for managing contacts. At the top is a navigation bar with links: HOME, PRICING, TRANSACTIONS, EXHIBITS, REPORTS, RESOURCES, and UPLOAD. Below this is a header for 'Organization Contacts' with 'DOWNLOAD' and 'PRINT' buttons. A search bar labeled 'Search by name...' is on the left, and a toggle for 'Show Inactive Contacts' and an 'ADD CONTACT' button are on the right. The main content area shows 'Showing 1 to 2 of 2 contacts' and a 'Display 20 per page' dropdown. A table lists two contacts: 'Test User1' and 'Test User2'. 'Test User2' is highlighted with a red box and a yellow arrow. The table has columns for NAME, ACTIVE, EMAIL ADDRESS, and AUTHORIZATIONS. 'Test User1' has 'eMPF Access' authorization, while 'Test User2' has 'Request Delivery Commitments (DC)', 'Make Funding Request', 'Submit Batch', 'Loan Presentment', and 'eMPF Access'.

NAME	ACTIVE	EMAIL ADDRESS	AUTHORIZATIONS
Test User1	Yes	test@fhlbc.com	eMPF Access
Test User2	Yes	test2@fhlbc.com	Request Delivery Commitments (DC) Make Funding Request Submit Batch Loan Presentment eMPF Access

[Help: Authorization Details](#)

Editing a Contact

- Edit any contact information and add/remove any Authorizations
- Click “Save Edits” to apply any changes

Edit Contact Account Status: ☒ User Name: 6253-38887 ✕

Full Name:

Zipcode:

Title:

Business Phone Number:

Street Address 1:

Extension:

Street Address 2:

Business Fax Number:

City:

Email Address:

State:

Confirm Email Address:

Sign PFI Agreement/Amendments ☐

Make Funding Request ☒

eMPF Access ☒

Sign Master Commitment (MC) ☐

Submit Batch ☒

Send Reporting to Master Servicer ☒

Request Delivery Commitments (DC) ☒

Loan Presentment ☒

Request Servicing Transfer ☒

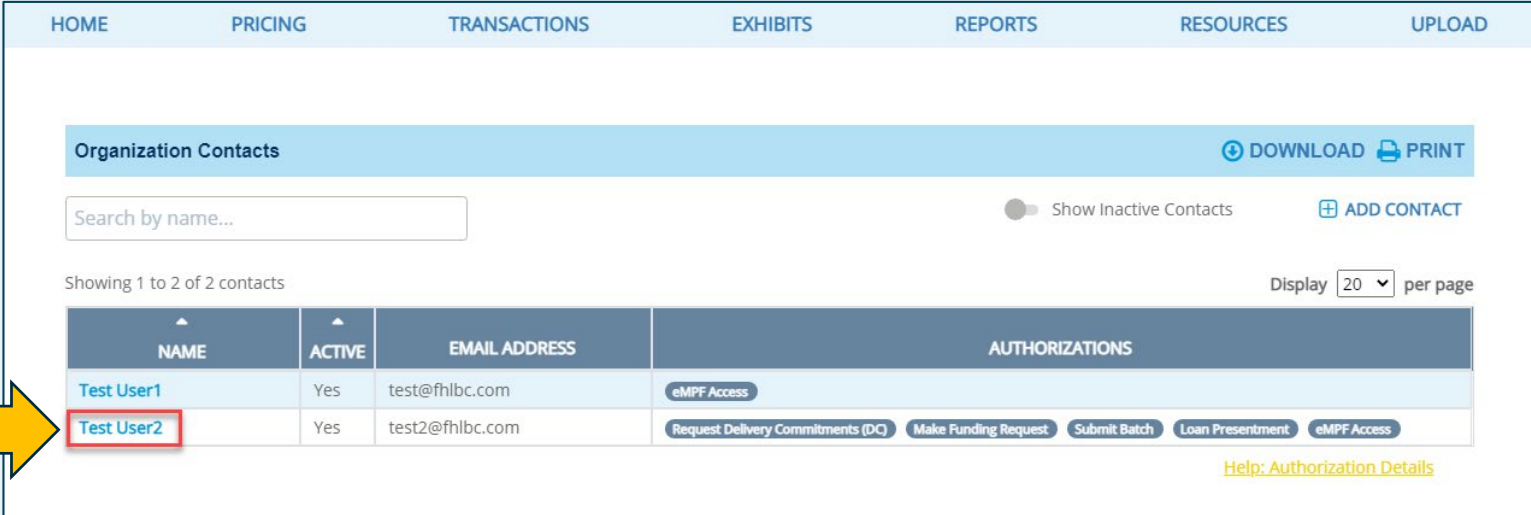
SAVE EDITS



Deactivating a Contact

Deactivating a Contact

Click the name of the user you would like to deactivate



Organization Contacts

Search by name...

Showing 1 to 2 of 2 contacts

Display 20 per page

NAME	ACTIVE	EMAIL ADDRESS	AUTHORIZATIONS
Test User1	Yes	test@fhlbc.com	eMPF Access
Test User2	Yes	test2@fhlbc.com	Request Delivery Commitments (DC) Make Funding Request Submit Batch Loan Presentment eMPF Access

[Help: Authorization Details](#)

Deactivating a Contact

Click the *Account Status* toggle



Edit Contact Account Status: ☒ User Name: 6253-38887 ✕

Full Name:	<input type="text" value="Test User2"/>	Zipcode:	<input type="text" value="45678"/>
Title:	<input type="text" value="User2"/>	Business Phone Number:	<input type="text" value="(666) 666-6666"/>
Street Address 1:	<input type="text" value="123 N Main Street"/>	Extension:	<input type="text"/>
Street Address 2:	<input type="text"/>	Business Fax Number:	<input type="text" value="(555) 555-5555"/>
City:	<input type="text" value="Hometown"/>	Email Address:	<input type="text" value="test2@fhlbc.com"/>
State:	<input type="text" value="IL"/>	Confirm Email Address:	<input type="text" value="test2@fhlbc.com"/>

Sign PFI Agreement/Amendments ☐

Sign Master Commitment (MC) ☐

Request Delivery Commitments (DC) ☒

Make Funding Request ☒

Submit Batch ☒

Loan Presentment ☒

eMPF Access ☒



Send Reporting to Master Servicer ☒

Request Servicing Transfer ☒

SAVE EDITS

Deactivating a Contact

- The *Account Status* toggle will turn gray and all Authorizations will be removed.
- Click *Save Edits* to apply the deactivation



Edit Contact Account Status: ☐ User Name: 6253-38887

Full Name: Zipcode:

Title: Business Phone Number:

Street Address 1: Extension:

Street Address 2:

City: Business Fax Number:

State: Email Address:

Confirm Email Address:

Sign PFI Agreement/Amendments ☐ Make Funding Request ☐ eMPF Access ☐

Sign Master Commitment (MC) ☐ Submit Batch ☐ Send Reporting to Master Servicer ☐

Request Delivery Commitments (DC) ☐ Loan Presentment ☐ Request Servicing Transfer ☐

SAVE EDITS

Viewing Deactivated Contacts

To view deactivated users, click the *Show Inactive Contacts* option



The screenshot shows the 'Organization Contacts' interface. A yellow arrow points to the 'Show Inactive Contacts' toggle, which is currently turned off. The interface includes a search bar, a table of contacts, and a 'Help: Authorization Details' link.

Organization Contacts

Search by name...

Showing 1 to 1 of 1 contacts

Display 20 per page

☐ Show Inactive Contacts

[ADD CONTACT](#)

[Help: Authorization Details](#)

NAME	ACTIVE	EMAIL ADDRESS	AUTHORIZATIONS
Test User1	Yes	test@fhlbc.com	eMPF Access

Viewing Deactivated Contacts

All deactivated users will be shown with *No* reflected in the *Active* column

Organization Contacts

DOWNLOADDOWNLOADPRINTPRINT

Search by name...

Show Inactive Contacts

ADD CONTACT

Showing 1 to 3 of 3 contacts

Display20per page

NAME	ACTIVE	EMAIL ADDRESS	AUTHORIZATIONS
Test User1	Yes	test@fhlbc.com	eMPF Access
Test User2	No	test2@fhlbc.com	
TestUser3	No	test3@fhlbc.com	

Help: Authorization Details

Reports

Contact Information Reports

To view Information Reports, click the *Download* or *Print* options



Organization Contacts

Search by name...

☒ Show Inactive Contacts

[+ ADD CONTACT](#)

Showing 1 to 3 of 3 contacts

Display 20 per page

NAME	ACTIVE	EMAIL ADDRESS	AUTHORIZATIONS
Test User1	Yes	test@fhlbc.com	eMPF Access
Test User2	No	test2@fhlbc.com	
TestUser3	No	test3@fhlbc.com	

[Help: Authorization Details](#)

Sample Report

5/28/2021

Administration - EMPF Application

PFI Contact Information

PFI Number: 6253

PFI Name: Mike Test 2

Contact Authorization Levels

Table 1 of 1: Showing 13 of 13 Authorizations.

Full Name	Email Address	Account Status	Sign PFI Agreement/Amendments	Sign Master Commitment (MC)	Request Delivery Commitments (DC)	Make Funding Request	Submit Batch	Be Paid Closing	Loan Presentation	On Resolution	EMPF Access	Send Reporting to Master Service	Request Files from Custodian	Request Servicing Transfer	EMPF Security Administration
John Doe	jdoe@test.com	Active	No	No	No	Yes	Yes	No	Yes	No	Yes	No	No	No	No
Test	testaccount@fhlbc.com	Active	Yes	Yes	Yes	Yes	Yes	No	Yes	No	Yes	Yes	No	Yes	No
Test User1	test@fhlbc.com	Active	No	No	Yes	Yes	Yes	No	Yes	No	Yes	No	No	No	Yes
Test User 15	testuser@fhlbc.com	Inactive	No	No	No	No	No	No	No	No	No	No	No	No	No
Test User 4	Testuser4@fhlbc.com	Inactive	No	No	No	No	No	No	No	No	No	No	No	No	No
Test User2	test2@fhlbc.com	Inactive	No	No	No	No	No	No	No	No	No	No	No	No	No
TestUser3	test3@fhlbc.com	Inactive	No	No	No	No	No	No	No	No	No	No	No	No	No

MPF Program Contacts and Resources

MPF Service Center

Email - MPF-Help@FHLBC.com

Hours - 8:30 am to 4:30 pm CST

Phone: (877) 345-2673

Keep up with MPF product
guideline updates by
subscribing to MPF
Announcements:

www.fhlbmpf.com



Please contact your MPF Bank representative for more information on how to begin the process of designating eMPF Security Administrators.

MPF National Education



Check out our upcoming webinars:

<https://www.fhlbmpf.com/education/upcoming-webinars>

Register for MPF University

www.fhlbmpf.com

MPF National Education

mpftraining@fhlbc.com

Follow the Mortgage Partnership Finance Program (MPF) on Social media!

