

Through the eMPF[®] website, PFIs can add, remove, or edit their staff's Delegation of Authorities (DOA).

The easiest way to confirm you have Security Administrator authorization is to log into the eMPF website. If the '**Manage Users**' hyperlink is displayed you are a Security Administrator.

m	Mort Parti Fina	tgage MANAC nership nce™	GE USERS PROFILE	MESSAGES ⁶	CONTACT US 6305-41134	LOG OUT
НОМЕ	PRICING	TRANSACTIONS	EXHIBITS	REPORTS	RESOURCES	UPLOAD

If you do not see the '**Manage Users**' hyperlink, confirm your institution has not identified a Security Administrator. If your institution requires you to be the Security Administrator, contact your FHLBank representative and request the documentation to grant Security Administrator access within the eMPF website.

Adding New Contact

To add a new Contact, click on the '**Manage Users**' link (shown above). This will take you to the '**Organization Contacts**' screen.

From the Organization Contacts screen click on the '**Add Contact**' link on the right hand side of the Screen. This will open the Create contact Screen.

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HOME	PRICING	TRANSACTIONS	EXHIBITS		REPORTS	RES	OURCES	UPLOAD
Organizati	on Contacts							D 🔒 PRINT
Search by	name				SI SI	how Inactive Conta	cts 🕀	ADD CONTACT
Showing 1 to	1 of 1 contacts						Display 2	0 💙 per page
N	ACTIVE	EMAIL ADDRESS			AUTHORI	ZATIONS		
Test User1	Yes	test@fhlbc.com	eMPF Access					
							<u>Help: Authorizat</u>	<u>ion Details</u>

The Create Contact screen allows you to fill in some basic information about the individual being granted an authority or authorities. Some of the information will auto-populate such as your organization's address and phone number. Next, click each authority option that applies. Finally, click the '**Add Contact**' button.

Create Contact Acc	ount Status: 🛑				3
orcate contact Act					
Full Name:			Zipcode:	12345	
Title:			Business Phone Number:	(618) 123-4567	
Street Address 1:	123 Main St		Extension:		
Street Address 2:			Business Fax Number:	(312) 123-4567	
City:	Chicago		Email Address:		
State:	IL	~	Confirm Email Address:		
Sign PFI Agreement/Ame	ndments 🌑	Make Funding	Request 🌑	eN	IPF Access
Sign Master Commitm	ent (MC) 🌘	Subm	it Batch 🌑 Sen	d Reporting to Maste	er Servicer 🌘
Request Delivery Commitme	ents (DC) 🌘	Loan Prese	entment	Request Servicin	g Transfer 🏾 🌑
	ADD CONTA	кст	ADD AND CREATE ANOTH	ER CONTACT	

You will receive confirmation once complete:



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