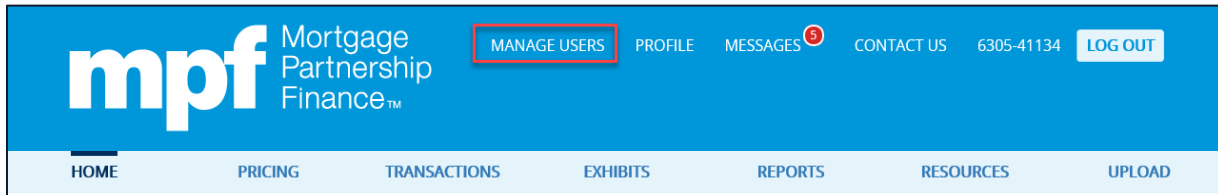


Through the eMPF® website, PFIs can add, remove, or edit their staff's Delegation of Authorities (DOA).

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.

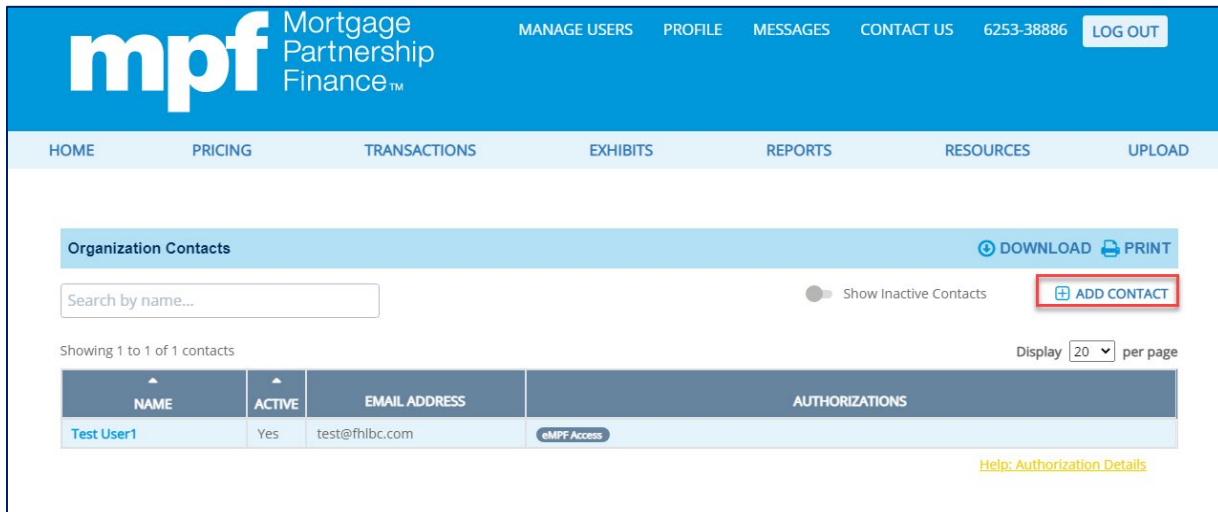


If you do not see the **'Manage Users'** hyperlink, confirm your institution has not identified a Security Administrator. If your institution requires you to be the Security Administrator, contact your FHLBank representative and request the documentation to grant Security Administrator access within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



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

 Account Status: ● ✕

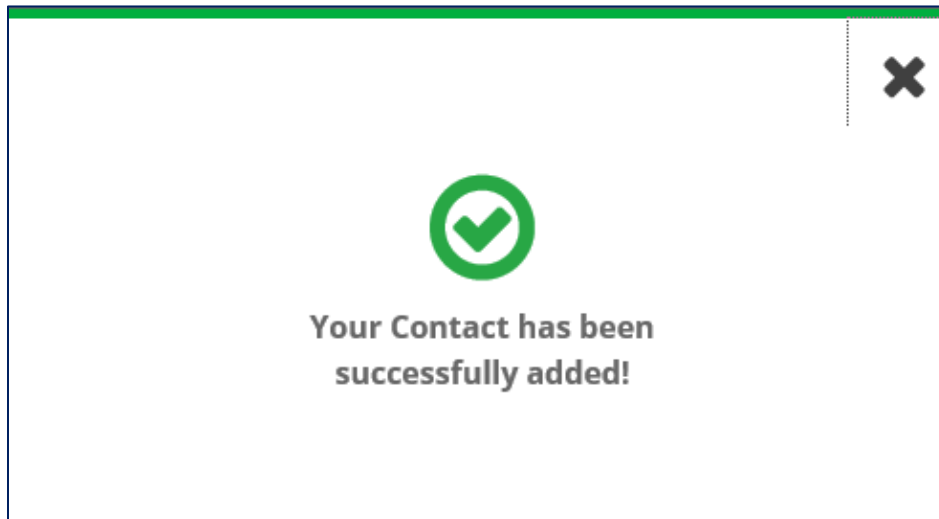
Full Name:	<input type="text"/>	Zipcode:	<input type="text" value="12345"/>
Title:	<input type="text"/>	Business Phone Number:	<input type="text" value="(618) 123-4567"/>
Street Address 1:	<input type="text" value="123 Main St"/>	Extension:	<input type="text"/>
Street Address 2:	<input type="text"/>	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"/>

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Sign PFI Agreement/Amendments <input type="checkbox"/>	Make Funding Request <input type="checkbox"/>	eMPF Access <input type="checkbox"/>
Sign Master Commitment (MC) <input type="checkbox"/>	Submit Batch <input type="checkbox"/>	Send Reporting to Master Servicer <input type="checkbox"/>
Request Delivery Commitments (DC) <input type="checkbox"/>	Loan Presentment <input type="checkbox"/>	Request Servicing Transfer <input type="checkbox"/>

ADD CONTACTADD AND CREATE ANOTHER CONTACT

You will receive confirmation once complete:



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