Registration Instructions for the Online Application System (OASYS)

The FHLB’s Housing and Community Investment (HCI) department’s online application system (OASYS) will allow Sponsors and Members to apply for funding and manage projects funded through any HCI program. This system currently includes access to the Affordable Housing Program (AHP) online application. In the future, OASYS will provide access to online applications for all HCI programs, compliance and disbursement document submission portals, and a summary view of all of an organization’s HCI applications and previous/current projects. Below are the instructions on how to register for and access OASYS.

Definitions relevant to these instructions include the following and are identified in bold whenever they appear in these instructions:

“Administrator” means an individual who works at (or is a critical volunteer for) an organization or is a single email address representing a group of an organization’s employees. The Administrator for an organization is a type of OASYS User who has responsibility for maintaining the organization’s account information in OASYS. OASYS can accommodate up to two Administrators per organization.

“Member” means a Member stockholder of the FHLB Cincinnati, which has full borrowing and voting rights and privileges. Members include commercial banks, savings and loan associations, savings banks, credit unions, insurance companies, and community development financial institutions.

“Sponsor” means a not-for-profit organization, government agency, housing authority, state housing finance agency, Native American Tribe, Alaskan Native Village, the government entity responsible for a Native Hawaiian Home Land, or a for-profit organization that will be integrally involved and/or have ownership in an AHP project. Sponsors create AHP applications in the OASYS system.

“User” means a representative of an organization who can perform activities on behalf of the organization in OASYS. Organizational Administrators will establish permissions for individual Users, so all Administrators are OASYS Users, but not all Users are the Administrators for accounts in OASYS.


2. Representatives of Member organizations enter their FHLB Members Only username and password into the “User Email” and “Password” fields on the OASYS Log In page. (Please note that a Members Only username is not in email format, and Member representatives will have to contact the Members Only Administrators at their organizations if they do not have a Members Only username and password. The FHLB ServiceDesk is available at 800-781-3090 if a Member representative does not know who the Members Only Administrator is for his/her organization.) Sponsor representatives will enter their email address and password into the “User Email” and “Password” fields on the OASYS Log In page or use the following instructions to create an account (and should call HCI at 888-345-2246 with any questions):
a. New Sponsor organizations will use the “Register” link to register their organizations for the first time via the OASYS New Sponsor Registration page. The person registering the Sponsor organization will be the organization’s Administrator and will be responsible for adding other Users for the organization; therefore, consultants cannot register on behalf of an organization and must have a Sponsor register the organization and then add them as Users:

b. Use the organization’s information to complete the left column on the webpage. When entering information into the system, be sure to use proper business writing techniques. For instance, do not type in all capital letters (MAIN STREET); instead, type Main Street. Do not use abbreviations; be sure to type out Street and not St. These issues could be reasons for FHLB to deny a registration. All items with an asterisk (*) beside them in the screenshot below are required fields:
c. Upload all documentation applicable to the organization’s type (IRS documentation of status for non-profit organizations or both articles of incorporation and state certification documentation for any other organization type) onto the OASYS New Sponsor Registration page. The button to “SELECT FILES” will allow a registrant to select one or more files to upload.

d. Complete the User’s information on the right column on the webpage. The User that appears on this page will become the first Administrator for the organization and so cannot be a consultant.

e. After the registration request is submitted to FHLB, FHLB will review the request and approve or deny it, which may take one full business day. If registration is denied, a new registration request must be submitted; OASYS does not retain information contained on the original registration request unless an organization is approved. If the organization is approved, the Administrator will need to verify the account by creating a password using a link generated to the email address input into the OASYS New Sponsor Registration page. After the account is verified, which must be completed within 24 hours of receipt of the email, the Administrator can change, add, or remove Users or another Administrator to the account using the procedures detailed below. The Administrator(s) (up to two) are responsible for the on-going maintenance and accuracy of their organization’s and Users’ information.
f. **TIP:** Add the OASYS email address, OASYS@fhlbcin.com, as an email contact to ensure all system-generated emails are received.

3. After logging into OASYS, **Administrators** can use the “SPONSOR PROFILE” link in the OASYS header to edit information for **Users** or any organizations to which they are connected as well as add **Users**, edit **User** permissions, or change **Administrators**:

   a. After clicking the “SPONSOR PROFILE” link, the **User** will be directed to select an organization if s/he is connected to more than one. Select the “VIEW” link to the left of the organization whose information or **User(s)** need to change:
b. On the Organization Maintenance screen that appears, the Administrator can select the “Edit” button above the Authorized Users list to change the organization information that appears on the top portion of the screen. Changes to Organization Name or Sponsor Type require upload of back-up documentation and the approval of the change by FHLB; other changes take effect once the screen is refreshed.

c. On the Organization Maintenance screen, any User can view the information about the Authorized Users for the selected organization by clicking the “View” link to the left of the User’s name. An Administrator will use this function to change permissions or information for a User. (Note that Users cannot edit their own account information within OASYS; only Administrators can edit account information, permissions, or Users.)

i. Permissions allow a Sponsor Administrator to control who can do what on behalf of the organization and eliminates the need to share usernames and passwords.

ii. Permissions are defined as follows:
   - View – User can view any project or application information in Read Only format and cannot edit anything.
- **View/Alter** – **User** can start, edit, and complete applications or other actions for the organization but cannot submit any information to FHLB.

- **View/Alter/Submit** – **User** has full authority to start, edit, complete, and submit applications or other information to FHLB on behalf of the organization.

- **None** – **User** does not have access to the organization’s information. If the “Applications” permission is set to “None,” the **User** will not have access to any new applications but will have access to current projects. If the “Projects” permission is set to “None” and the “Applications” permission is set to any setting other than “None,” the **User** will not have access to current projects but will have access to new applications. Setting both “Applications” and “Projects” permissions to “None” will delete a **User** from the organization’s list of Authorized Users, and that **User** will no longer have access to any of the organization’s information.

iii. On the User Details screen, the **Sponsor Administrator** would click the “EDIT” button to make needed changes to an existing **User**’s information or permissions. **Sponsor Administrators** are responsible for maintaining the accuracy of **User** information.

![User Details Screen](image)

![OASYS Permissions](image)

- **Applications:**
  - None: ☐
  - View: ☐
  - View/Alter: ☐
  - View/Alter/Submit: ☐

- **Projects:**
  - None: ☐
  - View: ☐

iv. On the Organization Maintenance screen, an **Administrator** can also use the “Add New **User**” button to add a new **User** for the organization. **Users** should be added instead of sharing usernames and passwords.
i. Entering the email address of a User who already exists in OASYS will require adding permissions for that User for that organization, and the User will immediately appear on the organization’s SPONSOR PROFILE once the “SUBMIT” button is selected on the User Details screen (see above for more about permissions).

ii. Entering the email address for a new User to OASYS requires adding information about the User as well as permissions for that User, and the User will not appear on the organization’s SPONSOR PROFILE until selection of the “SUBMIT” button and approval for use of the system by FHLB (see above for more about permissions), which may take one full business day. All items with an asterisk (*) beside them in the screenshot below are required fields: