

Registration Instructions for the OASYS System



FHLB's Housing and Community Investment (HCI) department has created a new online system (OASYS), which will allow Sponsors and Members to apply for funding and manage projects funded through any HCI program. This system currently includes access to the new Affordable Housing Program (AHP) Online Application to be used in 2018 forward. In the future, OASYS will provide access to online applications for all HCI programs, monitoring and disbursement documents and 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 access and register in the OASYS system.

1. Access the OASYS system from the FHLB public website (www.fhlbcin.com) under the Community Investments tab.
2. On the OASYS Login page, all Sponsor organizations will use the "Register" button to register their organization for the first time. The person registering the Sponsor organization will be the organization's administrator and will be responsible for adding other users for the organization, after HCI approval. After the registration request is submitted to FHLB, FHLB will review the request and approve or deny it. If you receive a rejection email, you must resubmit a new registration request. If you receive an approval email, you will need to verify the account and create your password. At that point, you can change, add, or remove users or administrators to the account. Once other users are added for the organization, the original administrator can be changed, or a second administrator can be added. The administrator(s) will also be responsible for the on-going maintenance and accuracy of their organization's and users' information. FHLB will not be responsible for maintaining accuracy of a Sponsor's address or phone number(s) or its users' addresses, phone numbers, login IDs, or email addresses.

A screenshot of the FHLB Cincinnati Online Application System (OASYS) login page. The page has a dark blue header with the FHLB Cincinnati logo and the text "ONLINE APPLICATION SYSTEM". Below the header, the page title is "Log In Housing & Community Investment Online Application System (OASYS)". There are two input fields: "User Email" and "Password". Below the "Password" field is a "LOG IN" button and a link for "Forgot password?". At the bottom of the login area, there is a red-bordered button that says "New Sponsor? Register". At the very bottom of the page, there is a footer that reads "FHLB Member? Enter Members Only Credentials above or access OASYS through the Members Only Website".



- a. Use the organization's information to complete the left column on the webpage. Note that all * items are required fields.

Please enter the following information for the new account using the correct legal name and address. Once the administrator account is approved by HCI then the administrator will be able to create additional accounts for the Sponsor Organizations:

* Organization Name:

* Sponsor Type:

* Required Documents:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code:

* Phone:

- b. When entering information into the system, be sure to use proper business writing techniques. For instance, please do not type in all capital letters (JOHN SMITH); instead, type John Smith. Do not use abbreviations; be sure to type out Street and not St. These issues could be a reason for FHLB to reject a registration since there will be so many submissions and FHLB will be unable to correct all key errors.
- c. Certain organizational documents must be uploaded at time of registration based on the Sponsor type. A button to upload the required document(s) will appear after the organization type is selected. For example, for a Non-profit, a Sponsor is required to upload the organization's IRS 501(c)(3) document. Other documents that could be required when registering a new Sponsor are Articles of Incorporation and Secretary of State Certification.
- d. Complete the User's information on the right column on the webpage.

Please enter the following information for the new user **Please do not use all capital letters or abbreviations.**

* User Email:

Prefix:

* First Name:

Middle Initial:

* Last Name:

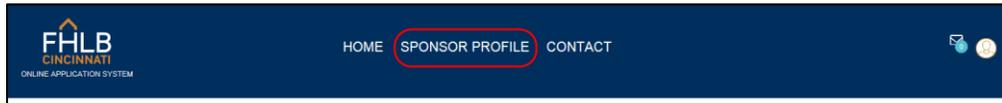
Suffix:

* Phone:

* Title:



- e. Note that whoever creates the Sponsor account will be identified as the Sponsor's administrator in the OASYS system. If the administrator would like to change or add another administrator or add users, this will be done through the Sponsor Profile link once the Sponsor registration and administrator are approved and the administrator logs into the system. At least one administrator will always be required for each Sponsor, but each Sponsor can have two administrators, if desired.



- 3. After FHLB approves the organization's registration, **which may take one full business day**, you will receive an email confirmation to verify the account. You will need to click on the link within the email to confirm the account and set up the account password. If you do not confirm the account within 24 hours, you will need to click on the "Forgot Password?" link from the login page to set up your account password. NOTE: Add the OASYS email address, OASYS@fhlbcin.com, to your email contacts list to ensure system emails are received.





4. After clicking the link in the approval email, enter your email address on the “Reset your password” screen, enter a password, and click on the “RESET” button to complete creation of your account. Passwords must be at least 12 characters in length and must contain at least one upper case letter, one lower case letter, one special character, and one number.

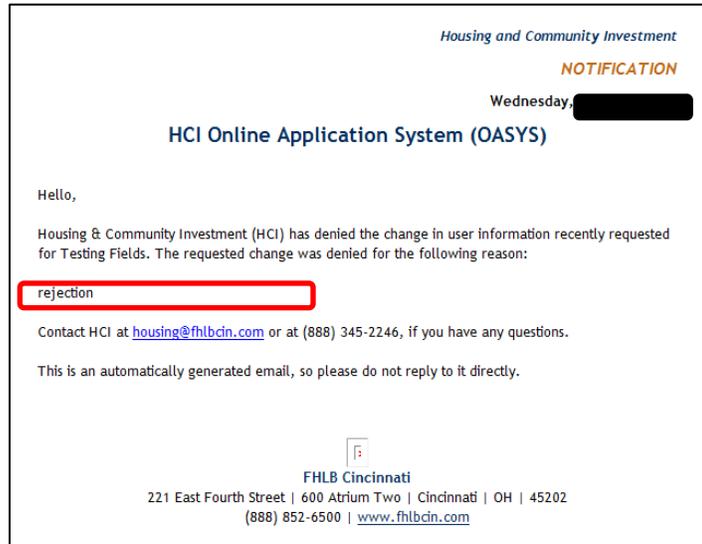
The screenshot shows the 'Reset your password' screen. At the top right is the FHLB CINCINNATI ONLINE APPLICATION SYSTEM logo. The main heading is 'Reset your password.'. Below this are three input fields: 'Email' with the value 'sampleemail@gmail.com', 'Password', and 'Confirm password'. A 'RESET' button is located below the input fields and is circled in red. At the bottom, there is a note: 'Passwords are required to have at least one upper case letter, one lower case letter, one special character one number and must be a minimum of 8 in length.'

- a. Once the password has been set, click on the “click here to log in” link to be taken to the OASYS login screen.

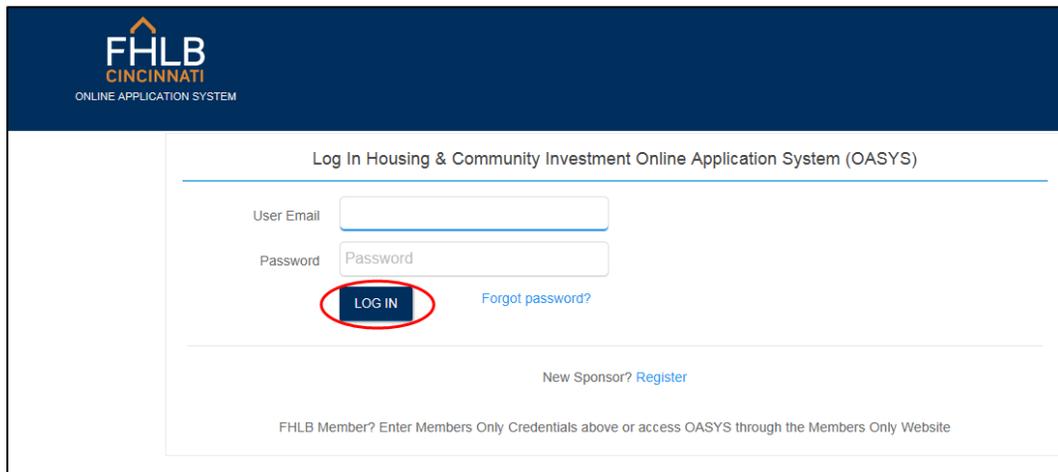
The screenshot shows the 'Reset successful..' screen. At the top right is the FHLB CINCINNATI ONLINE APPLICATION SYSTEM logo. The main heading is 'Reset successful..'. Below this is the text 'Your password has been reset. Please' followed by a blue link 'click here to log in' which is circled in red.



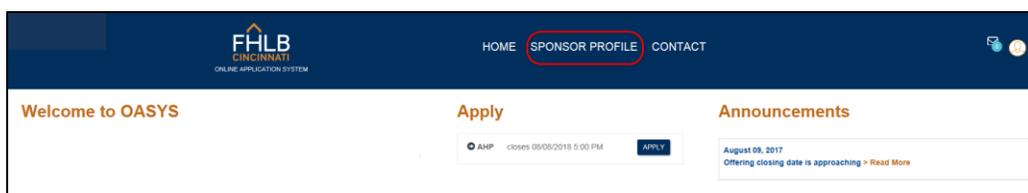
5. If FHLB rejects a registration for any reason, a denial email with the reason for denial will be sent. If denied, you will be required to go to the OASYS Login page and start the registration process again. The initial submission cannot be modified.



6. Once a Sponsor's registration has been approved and the administrator has completed creation of their user account, the administrator can log into the OASYS system to add more users for the organization through the Sponsor Profile page.



- a. The administrator can edit information for the Sponsor organization, add new users, and edit existing user information through the Organization Maintenance screen by clicking on the Sponsor Profile link from the OASYS dashboard's home page.





- b. On the Organization Maintenance screen, the administrator will select the Add New User button to add new users for the organization.

Last Name	First Name	Email	Is Administrator?
H	Mary		Yes

- c. On the User Details screen, the administrator will enter the user's information and set the user's OASYS permissions, which determine what activity the user can complete on behalf of the organization. The administrator must make a selection besides "None" from at least one of the columns shown under OASYS Permissions. Once the information is complete, the "SUBMIT" button will be available so that the user can be submitted to FHLB for approval.

Please enter the following information for the new user: **Please do not use all capital letters or abbreviations.**

* User Email:
Prefix:
* First Name:
Middle Initial:
* Last Name:
Suffix:
* Phone:
* Title:
Is Administrator: No

OASYS Permissions

Application and Project Permissions must be selected before submitting a new user for FHLB approval.

AHP

Applications:		Projects:	
None: <input type="radio"/>		None: <input type="radio"/>	
View: <input type="radio"/>		View: <input type="radio"/>	
View/Alter: <input type="radio"/>			
View/Alter/Submit: <input type="radio"/>			

SUBMIT CANCEL



- d. Permissions are defined as follows:
- View – User can view any organization, project, or application information in Read Only format and cannot edit anything.
 - Alter – User can start, edit, and complete applications or other actions for the organization but cannot submit any information to FHLB.
 - 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.
- e. After FHLB approves the new user, **which may take one full business day**, the new user will receive an email confirmation to verify the account. The user will need to click on the link within the email to confirm the account and set up the account password. If the user does not confirm the account within 24 hours, s/he can click on the “Forgot Password?” link from the OASYS Login page to set up the account password.
- f. Once users have completed creation of their user accounts, they can log into the OASYS system through the login screen and view their user dashboards. Users can complete actions from the dashboard homepage based on the permissions granted by the Sponsor administrator. Users cannot edit their own account information within OASYS. Only administrators can edit account information, permissions, or add users.
7. Using the Sponsor Profile link, the Sponsor administrator can edit organizational information on the Organization Maintenance screen by selecting the Edit button above the Authorized Users list. Sponsor administrators are responsible for maintaining the accuracy of their organization’s name, address, phone number, and Authorized Users list.

The screenshot displays the 'Organization Maintenance' page in the OASYS system. At the top, the FHLB Cincinnati logo and navigation links (HOME, SPONSOR PROFILE, CONTACT) are visible. The main content area shows organization details with an 'Edit' button circled in red. Below this is a table of 'Authorized Users' with columns for Last Name, First Name, Email, and Is Administrator?.

Last Name	First Name	Email	Is Administrator?
H	Mary		Yes



- To edit information or permissions for Authorized Users, the Sponsor administrator would select the “View” link next to the user’s name that needs to be edited on the Organization Maintenance screen. Note: If an existing user’s permissions for Applications and Projects are changed to “None,” that user will no longer have access to any of the organization’s information.

Last Name	First Name	Email	Is Administrator?
H	Mary		Yes

- On the User Details screen, the Sponsor administrator would click the “Edit” button to make the needed changes. Sponsor administrators are responsible for maintaining the accuracy of user information. Note: If an existing user’s permissions for Applications and Projects are set to “None,” that user will no longer have access to any of the organization’s information.

Please enter the following information for the new user. Please do not use all capital letters or abbreviations.

* User Email:
Prefix:
* First Name: Mary
Middle Initial:
* Last Name: H
Suffix:
* Phone:
* Title:
Is Administrator: Yes

OASYS Permissions

AHP

Applications: None: View: View/Alter: View/Alter/Submit:

Projects: None: View:

EDIT BACK