

# Instructions for OASYS Registration



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## Logistics

- Presenter – David Samples, Housing & Community Investment Analyst

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## OASYS registration webinar agenda

- Accessing the OASYS System as a member
- Accessing the OASYS System from the FHLB Website
- Registering your organization for the first time
- Verifying your account/creating your password
- Logging in
- Editing sponsor organization information
- Adding new users
- Editing new user permissions
- If your registration is denied
- Closing remarks



## Members Only login screen

The screenshot shows the FHLB Cincinnati website's login interface. At the top, there is a navigation bar with links: "Who We Are", "Our Members", "Housing Programs", "Careers", and "Login". The "Login" link is highlighted with an orange arrow. Below the navigation bar, the main content area is titled "Our Members" and features a large background image of people. On the right side of this area, there is a login form with fields for "Username", "Password", and "System" (a dropdown menu currently set to "Members Only"). A "Log in" button is located below the form. To the right of the "Log in" button, there is a link: "OASYS/Sponsor Login: Click Here". Below this link, there is a small text block: "Email password to: [redacted]@fhlb.com" and "Contact: 1-800-761-3892".

### OUR MEMBERS

LIBOR Transition  
Advance Programs  
Letters of Credit  
Correspondent Services  
Mortgage Purchase Program

WE WERE CREATED BY CONGRESS IN 1932 to provide housing finance access to our members. We are now one of 11 privately owned and capitalized FHLBs and do not use any taxpayer dollars. Only financial institutions that meet statutory requirements are eligible to become member stockholders and participate in our programs. These programs earn a profit for the FHLB, most of which is returned to members through a dividend or reinvested in our three state district through grants.

### Programs & Services



## Accessing OASYS via Members Only

**Rates** [See all rates](#)

REPO: Overnight	CMA Variable	CMA Fixed: 2 week
2.47 %	2.57 %	2.40 %

Updated as of 5/27/2019 1:03:34 PM

**Collateral-based borrowing capacity**

Available [Click here for more details](#)  
As of End of Day: 05/20/2019

**Housing programs open for application**

[Online Application System \(OASYS\)](#)  
Available for viewing AHP applications. The 2019 AHP offering opens July 1.

**Carol M. Peterson Housing Fund**  
Open only for funding requests

**Welcome Home**  
Open only for funding requests

**Disaster Reconstruction Program**  
Available year round

**Balances**

Advances	-
LOCs	-
Safekeeping	-
DDA	-
Capital Stock	-

**Inbox** [View all](#)

Jun 24, 2019  
FHLB District Markets Memo for June 24... [Read More](#)

Jun 20, 2019  
First quarter 2019 dividend declaration and payment... [Read More](#)

Jun 19, 2019  
Disaster Reconstruction Funds Available in 10 Ohio Counties... [Read More](#)

Jun 18, 2019  
New - Electronic signatures, profiles in Members Only... [Read More](#)



## OASYS member dashboard

Click on the application number link to open the application.

**Welcome to OASYS**

Welcome to FHLB's new Housing and Community Investment (HCI) online application system, OASYS. This dashboard is composed of links that allow Members to apply for funding and manage projects funded through any HCI program. Currently, the dashboard only provides access to the new Affordable Housing Program (AHP) online application. In the future, OASYS will provide access to applications for other HCI programs, submission portals for monitoring reports and disbursement requests, and an overview of all of your organization's HCI program applications and projects.

Please familiarize yourself with this dashboard and the information provided in each of the different tabs. Refer to the [Announcements](#) tab each time you log in. FHLB will use the built-in communication management. Use the [Response Profile](#) link above to view organization and user information, contact HCI, or access information on frequently asked questions.

**Apply**

[AHP](#) [close 05/20/2019 5:00 PM](#) [Apply](#)

**Announcements**

May 31, 2019  
2018 AHP Offering - Important Information [Read More](#)

May 31, 2019  
Disaster Reconstruction Program funds will be available [Read More](#)

**Projects and Online Applications**

Project Application Number	Project Type	Project Name	Primary Member Name	Primary Sponsor Name	AHP Requested	Total Units/Units	Project Location	Total Project Costs	Project Stage
<a href="#">170004</a>	Rental	Highland Street Project				\$230,000.00	10 Leavenworth, TN	\$747,480.00 Not Submitted	
<a href="#">170017</a>	Owner	Care Run #19-2016				\$165,200.00	5 KY - Morgan County	\$456,200.00 Not Submitted	
<a href="#">170018</a>	Owner	Homeowner Rental Project 2016				\$140,000.00	12 KY - Lee County	\$201,500.00 Not Submitted	
<a href="#">170019</a>	Rental	Larkin Street				\$567,000.00	85 Lakeland, OH	\$1,480,200.00 Not Submitted	
<a href="#">170024</a>	Manager	Mary Bethune Highway				\$1,085,000.00	100 Tampa, FL	\$24,400,000.00 Not Submitted	
<a href="#">170025</a>	Rental	High Way				\$715,000.00	60 Hager, OH	\$3,140,000.00 Not Submitted	
<a href="#">170026</a>	Rental	For Profit Housing App Test				\$1,085,000.00	20 West Chester, OH	\$11,620,000.00 Not Submitted	



## FHLB public website, fhlbcin.com

The screenshot shows the 'Housing Programs' page on the FHLB Cincinnati website. The header includes the FHLB Cincinnati logo and navigation links: 'Who We Are', 'Our Members', 'Housing Programs', 'Careers', and 'Login'. The main heading is 'Housing Programs'. Below it, a list of programs is shown: 'Affordable Housing Program', 'Welcome Home Program', 'RISE Program', 'Disaster Reconstruction Program', and 'Carol M. Peterson Housing Fund'. A link for 'AHP Application OASYS Login' is highlighted with a green circle. To the right, a paragraph describes the FHLB's mission and the range of flexible programs it offers. The footer includes the FHLB Cincinnati logo and the text '©FHLB Cincinnati. All rights reserved.'

**FHLB CINCINNATI**

Who We Are Our Members Housing Programs Careers Login

### Housing Programs

HOME > HOUSING PROGRAMS

**HOUSING PROGRAMS**

- Affordable Housing Program
- Welcome Home Program
- RISE Program
- Disaster Reconstruction Program
- Carol M. Peterson Housing Fund

[AHP Application OASYS Login](#)

AFFORDABLE HOUSING AND ECONOMIC DEVELOPMENT are an important part of our mission. The Federal Home Loan Bank of Cincinnati (FHLB) plays a vital role in supporting affordable housing and economic development initiatives throughout our Fifth District states of Kentucky, Ohio and Tennessee.

The FHLB offers a range of flexible programs to help our member financial institutions and housing partners build strong communities, whether it involves single-family housing, housing for special needs households, community infrastructure or job creation.

Programs

**FHLB CINCINNATI**

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## OASYS login screen

The screenshot shows the OASYS login screen. The header includes the FHLB Cincinnati logo and the text 'Log In Housing & Community Investment Online Application System (OASYS)'. The login form has fields for 'User Email' and 'Password', a 'Log In' button, and a link for 'Forgot password? (for Sponsors Only)'. Below the login form, there is a link for 'New Sponsor? Register'. At the bottom, there is a 'Need help?' section with contact information for Housing and Community Investment, OASYS Registration Questions, and AHP Application Questions. The footer includes the FHLB Cincinnati logo and the text '© 2018 FHLB Cincinnati. All Rights Reserved. Terms of Use Privacy Policy'.

**FHLB CINCINNATI**

Log In Housing & Community Investment Online Application System (OASYS)

User Email

Password

[Log In](#) [Forgot password? \(for Sponsors Only\)](#)

[New Sponsor? Register](#)

FHLB Member? Enter Members Only Credentials above or access OASYS through the Members Only Website

**Need help?**

Housing and Community Investment (800) 940-2248  
OASYS Registration Questions [housing@fhlbcin.com](mailto:housing@fhlbcin.com)  
AHP Application Questions [ahp@fhlbcin.com](mailto:ahp@fhlbcin.com)

**FHLB Cincinnati**  
221 East Fifth Street  
600 Akron Tower  
Cincinnati, OH 45202  
T (615) 862-7900

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**FHLB CINCINNATI**

## OASYS member dashboard

Click on the application number link to open the application.

**Welcome to OASYS**

Welcome to FHLB's new Housing and Community Investment (HCI) online application system, OASYS. This dashboard is composed of fields that allow Sponsors and Members to apply for funding and manage projects funded through any HCI program. Currently, the dashboard only provides access to the new Affordable Housing Program (AHP) online application. In the future, OASYS will provide access to applications for other HCI programs, submission portals for monitoring reports and disbursement requests, and an overview of all of your organization's HCI program applications and projects.

Please familiarize yourself with the dashboard and the information provided in each of the different fields. Refer to the **Assessments** field each time you login, as FHLB will use this field to communicate important messages. Use the **Sponsor Profile** link above to view organization and user information, contact HCI, or access information on frequently asked questions.

**Apply**

**Announcements**

**Projects and Online Applications**

Project Application Number	Project Type	Project Name	Primary Member Name	Primary Sponsor Name	JUMP Requested	Total Units/Units	Project Location	Total Project Cost	Project Stage
170004	Rental	Highland Street Project				\$230,000.00	10 Mar 16, TN	\$241,400.00	Not Submitted
170007	Owner	Care Plus HPH 2016				\$106,200.00	8 KY - Morgan County	\$495,200.00	Not Submitted
170010	Owner	Homeowner Rental Project 2016				\$140,000.00	12 KY - Lee County	\$207,000.00	Not Submitted
170019	Rental	Larkin Shelter				\$887,000.00	50 Lucas, OH	\$1,495,000.00	Not Submitted
170024	Rental	Mary DeBruine Highway				\$1,000,000.00	100 Tampa, FL	\$24,400,000.00	Not Submitted
170032	Rental	Step 10				\$710,000.00	60 Hops, OH	\$3,100,000.00	Not Submitted
170038	Rental	Two-Phase Housing App Test				\$1,000,000.00	20 West Chester, OH	\$11,000,000.00	Not Submitted
170039	Owner	2015 OCHP Rental				\$240,000.00	20 OH - Cuyahoga County	\$1,000,000.00	Not Submitted



## FHLB public website, fhllbcin.com

**Housing Programs**

**HOUSING PROGRAMS**


Affordable Housing Program  
Welcome Home Program  
RISE Program  
Disaster Reconstruction Program  
Carol M. Peterson Housing Fund

**AHP Application OASYS Login**

**Programs**



## OASYS login screen



Log In Housing & Community Investment Online Application System (OASYS)

User Email:

Password:


[Forgot password? \(for Sponsors Only\)](#)

[New Sponsor? Register](#)

FHLB Member? Enter Members Only Credentials above or access OASYS through the Members Only Website

**Need help?**


Housing and Community Investment (HCI) 845.2255  
OASYS Registration Questions [housing@fhlbc.com](mailto:housing@fhlbc.com)  
AHP Application Questions [ahpapplication@fhlbc.com](mailto:ahpapplication@fhlbc.com)



**FHLB Cincinnati**  
223 East Fourth Street  
Cincinnati, OH 45202  
T (513) 852-7600

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## OASYS new sponsor registration



**OASYS New Sponsor Registration**

The person who will be the main point of contact for the sponsor organization should complete this form to register the organization and identify themselves as the Sponsor administrator. This person will be the main point of contact for all programs within the Housing & Community Investment (HCI) Online Application System (OASYS). Please note that FHLB will not approve the organization or administrator if discrepancies exist between the documentation provided and the information entered on this screen or if the information entered on this screen does not conform to the traditional methods of capitalization and punctuation needed for legal documents. Once the organization and administrator are approved by FHLB, the administrator will receive an email containing instructions on how to create a password. The Administrator will then be able to add users for the Sponsor through the Sponsor Profile link on the OASYS home page. You should not attempt to register using this page if your organization populates in the "Organization Name" field below when you begin typing. If you have any issues or questions, please contact HCI at (513) 845-2244 or [housing@fhlbc.com](mailto:housing@fhlbc.com).

● Indicates required fields. You will not be able to submit until all required fields are provided. **Please do not use all capital letters or abbreviations.**

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 Organization:

● Organization Name:

● Sponsor Type:

● Required Documents:

● Address Line 1:

Address Line 2:

● City:

● State:

● Zip Code:

● Phone:

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:

☐ I have read and agree to the [Terms of Use](#) of the web site.

## OASYS email

Housing and Community Investment  
NOTIFICATION  
Monday, May 14, 2018

HCI Online Application System (OASYS)

Housing & Community Investment (HCI) has approved [REDACTED] Organization ID [REDACTED] access to the Online Application System (OASYS). Please set-up a password to complete the creation of your user account by clicking [here](#). Then use your email address to log into the OASYS system. As the Sponsor Administrator, you can now add users for the organization through the Sponsor Profile link on the OASYS home screen.


Contact HCI at [housing@fhln.com](mailto:housing@fhln.com) or at (888) 345-2246, if you have questions.

This is an automatically generated email, so please do not reply to it directly.

FHLB Cincinnati  
221 East Fourth Street | 600 Atrium Two | Cincinnati | OH | 45202  
(888) 852-6500 | [www.fhln.com](http://www.fhln.com)



## Verifying your account



Reset your password.

Email

Password

Confirm password

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 12 in length.



## OASYS account confirmation



Log In Housing & Community Investment Online Application System (OASYS)

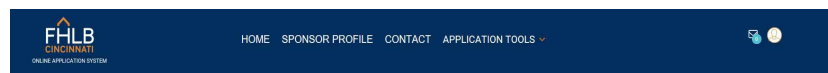
User Email	User Name
Password	Password
<a href="#">Log In</a>	<a href="#">Forgot password? (for Sponsors only)</a>

New Sponsor? [Register](#)

FHLB Member? Enter Members Only Credentials above or access OASYS through the Members Only Website



## OASYS homepage



### Welcome to OASYS

Welcome to FHLB's new Housing and Community Investment (HCI) online application system, OASYS! This dashboard is composed of fields that allow Sponsors and Members to apply for funding and manage projects funded through any HCI programs. Currently, the dashboard only provides access to the new Affordable Housing Program (AHP) online application. In the future, OASYS will provide access to applications for other HCI programs, submission portals for monitoring reports and disbursement requests, and an overview of all of your organization's HCI program applications and projects.

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### Apply

**AHP** closes 08/08/2019 5:00 PM [APPLY](#)

### Announcements

June 17, 2019 <a href="#">Guidance Documents</a> - <a href="#">Read More</a>
April 01, 2019 <a href="#">2019 AHP offering - Important Information</a> - <a href="#">Read More</a>
July 31, 2018 <a href="#">AHP Application: Exhibit N Reminder</a> - <a href="#">Read More</a>
May 03, 2018 <a href="#">Disaster Reconstruction Program funds still available</a> - <a href="#">Read More</a>





# Organization maintenance

## Organization Maintenance

If any of the information below has changed use the Edit button to update as needed.

• Organization Name: Fake Habitat Tester  
• Sponsor Type: Non-Profit  
• Address Line 1: Fake Address  
• Address Line 2:  
• City: Fake City  
• State: WV  
• Zip Code: 35554  
• Phone: (510) 123-4567 ext

Edit

## Authorized Users

	Last Name	First Name	Email	Is Administrator?
<a href="#">View</a>	Tester	Habitat	Housing@fhbcin.com	Yes
<a href="#">View</a>	Tester3	ASP	TestASP@fhbcin.com	Yes

Add New User

# Adding new users

User Details

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:

Applications:

None: ☐

View: ☐

View/Alter: ☐

View/Alter/Submit: ☐

Projects:

None: ☐

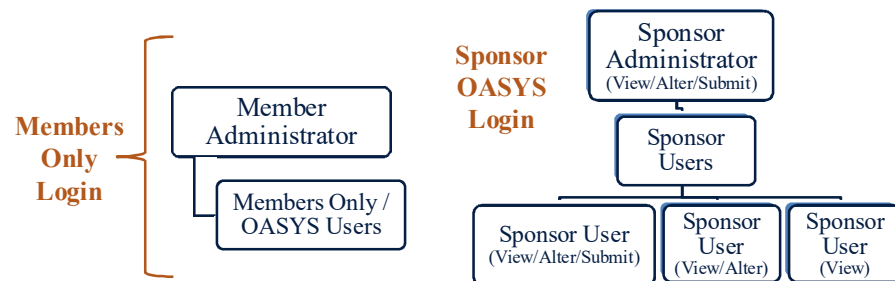
View: ☐

Summary

Cancel

## OASYS permissions

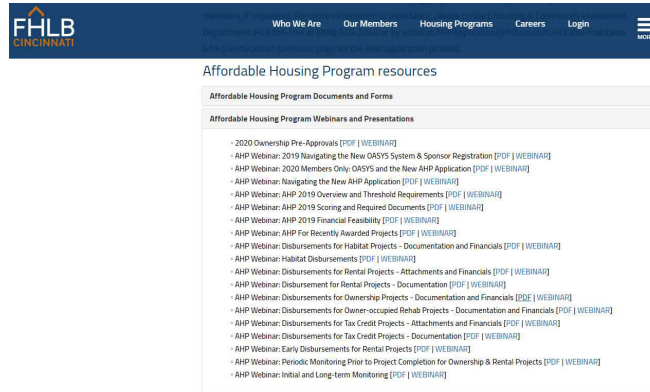
- Only OASYS users can be selected as project contacts in an AHP application.
- Users that are not employed by the Sponsor organization cannot be designated as a Primary contact, e.g. consultants.
- Only users with View/Alter/Submit permission can submit an application.



## If your registration is denied

- You will receive an email with the reason for rejection.
- You will be required to go to the OASYS Login page and restart the registration process.
- The initial submission cannot be modified.

## Other webinars



The screenshot shows the FHLB Cincinnati website. The header includes the FHLB Cincinnati logo and navigation links: Home, Who We Are, Our Members, Housing Programs, Careers, Login, and a menu icon. Below the header, the page title is "Affordable Housing Program resources". Under this title, there are two sections: "Affordable Housing Program Documents and Forms" and "Affordable Housing Program Webinars and Presentations". The "Affordable Housing Program Webinars and Presentations" section contains a list of 18 webinar titles, each followed by a link to the PDF or a "WEBINAR" label. The list includes topics such as "2020 Ownership Pre-Approvals", "AHP Webinar: 2019 Navigating the New OASYS System & Sponsor Registration", "AHP Webinar: 2020 Members Only: OASYS and the New AHP Application", "AHP Webinar: Navigating the New AHP Application", "AHP Webinar: AHP 2019 Overview and Threshold Requirements", "AHP Webinar: AHP 2019 Scoring and Required Documents", "AHP Webinar: AHP 2019 Financial Feasibility", "AHP Webinar: AHP For Recently Awarded Projects", "AHP Webinar: Disbursements for Habitat Projects - Documentation and Financials", "AHP Webinar: Habitat Disbursements", "AHP Webinar: Disbursements for Rental Projects - Attachments and Financials", "AHP Webinar: Disbursement for Rental Projects - Documentation", "AHP Webinar: Disbursements for Ownership Projects - Documentation and Financials", "AHP Webinar: Disbursements for Owner-occupied Rehab Projects - Documentation and Financials", "AHP Webinar: Disbursements for Tax Credit Projects - Attachments and Financials", "AHP Webinar: Disbursements for Tax Credit Projects - Documentation", "AHP Webinar: Early Disbursements for Rental Projects", and "AHP Webinar: Periodic Monitoring Prior to Project Completion for Ownership & Rental Projects".



## Contact us

### Federal Home Loan Bank of Cincinnati

221 East Fourth Street, Suite 600

P.O. Box 598

Cincinnati, OH 45201-0598

Toll free: (888) 345-2246

Fax: (513) 852-7647

E-mail: [AHPAApplication@fhlbcin.com](mailto:AHPAApplication@fhlbcin.com)

Website: [www.fhlbcin.com](http://www.fhlbcin.com)



## Connect with us!

Get the latest news, events, and updates at FHLB Cincinnati by connecting with us on social media.



@FHLBCin  
[www.twitter.com/fhlbcin](http://www.twitter.com/fhlbcin)



[www.facebook.com/fhlbcincinnati](http://www.facebook.com/fhlbcincinnati)



[www.linkedin.com/company/federal-home-loan-bank-of-Cincinnati](http://www.linkedin.com/company/federal-home-loan-bank-of-Cincinnati)



@FHLBCin  
[www.instagram.com/fhlbcin](http://www.instagram.com/fhlbcin)



## Let's celebrate together!

We encourage all FHLB members and housing sponsors to notify us of plans to celebrate or recognize any FHLB funded housing or community investment project. The FHLB is often available to participate and to offer public relations assistance for community events such as ribbon cuttings, groundbreakings, and dedications. Please contact Marketing/Public Affairs, toll free at 877-925-FHLB(3453).



# Thank You

