

MPF[®] Annual Eligibility Certification

Due Date: January 31, 2018

[Log into eMPF](#)

Thank you for your participation in the Mortgage Partnership Finance[®] (MPF) Program. We value our relationships with our Participating Financial Institutions (PFIs) and look forward to working with you in 2018.

Continued participation in the MPF program requires all Participating Financial Institutions to complete an MPF Annual Eligibility Certification.

Deadline for completion: January 31, 2018.

Dates to Remember and Steps to Take

December 19, 2017

Webinar scheduled by MPF on the Annual Eligibility Certification (AEC) Process

Register for the webinar [here](#). Verify the date and time on the drop-down menu and click 'Register'. You can request a calendar invite on the confirmation screen.

The MPF Program recommends attendance for all staff and managers responsible for certification completion.

Webinar slides are available on-request after the presentations.

January 2, 2018

Online certification begins

The [eMPF website](#) certification process will open. This is a two-part process: online forms and supporting documents.

Online Forms:

Once logged in, you will see the Annual Eligibility Certification link in the 'Quick Links' tile for review and completion of the Online Forms:

- Form OG1: MPF Participating Financial Institution Annual Eligibility Certification Form
- Form OG2: MPF Fidelity and Errors & Omissions Insurance Worksheet

The OG1 will have information pre-filled from prior years.

Note: Save your work often, your session will time out after 15 minutes of inactivity and any information not saved will need to be re-entered.

Important: It is important that information be verified. PFIs are responsible for the accuracy of all information on the forms.

Supporting Documents:

These can be uploaded directly to the [eMPF website](#).

The Supporting Documents Checklist is a tool for you to track your activity.

From the Home page, select the 'Upload' tab in the upper right and choose 'Annual Certification Process' under the Select a Document Category dropdown menu.

Note:

- You can upload one or more documents at a time.
- You can combine multiple documents into one larger file up to the maximum size of 100Mb.
- You should see a message that the uploads were successful each time.

January 31, 2018 - The deadline

Completion of the Annual Eligibility Certification Process is required by January 31, 2018.

This allows you to continue participation in the MFP Program without interruption or penalty.

Contacts

For assistance with access to the eMPF site or uploading documents, contact:

MPF Customer Service at 877-463-6673, option 1

For OG1, OG2 and supporting documentation questions, contact:

FHLB Des Moines at 800-544-3452, ext 1108 or mortgageproducts@fhlbdm.com

FAQs

Q: Can I print the forms and mail them in?

A: Annual Eligibility Certification is an online process. Paper forms are not accepted.

Q: Who can help me complete this form?

QUICK LINKS

 [Annual Eligibility Certification \(OG1\)](#)

 [MPF Fidelity/ E&O Worksheet \(OG2\)](#)

 [eMPF Tutorial](#)

UPLOAD

A: Internally, you will want to enlist the help of others who are the experts in their areas. Engage your General Counsel, Compliance and Insurance, Quality Control Manager, Loan Services Manager, and any others for assistance on sections specific to their area.

Any member of your staff with eMPF authority can sign into the eMPF site and update the form.

Externally, there are two groups to help you depending on the issue:

- 1) [MPF Customer Service](#) can assist with user sign in, site navigation and document uploads.
- 2) [FHLB Des Moines Mortgage Products Group](#) can assist with completing the OG1, OG2 and questions on supporting documentation.

Q: My status has changed - Seller, Seller/Service, or Service. How do I get that updated?

A: There are a couple of steps to this process.

1. Save or print the OG1 you initially open. It shows the prior year's information you will need to complete the form once your status change has been applied. Any change in status resets the form and any pre-filled fields will be reset to blank with this change.
2. Send an email to the [FHLB Des Moines Mortgage Products Group](#) with your request for the change.
3. Your request will be completed within 2-3 business days. Please check the OG1 form for completion, it will be reset and you will see your change in status.
4. Avoid entering information into the OG1 form until you receive your response.
5. You can continue to upload supporting documents during this time.
6. If you had a status change during the year, the form will be blank. You can pull some of the information from your copy of the previous year's OG1 form. If you do not have access to it, you can start from scratch or the [FHLB Des Moines Mortgage Products Group](#) can assist you in getting a copy.

Always download a copy of the completed forms for your records. Keep copies of the supporting documents that were submitted with it.

Q: What supporting documents do I need to provide?

A: FHLB Des Moines has built a supporting documentation checklist for you to use while collecting this information. [Click here](#) to open the pdf for saving or printing.

You may need to provide some or all the documentation on the list.

Documents required from all PFIs are noted on the checklist.