

Digital Transformation | Master Transaction Agreement Ready for Review

Feb. 6, 2024

The time has arrived! Our digital transformation has begun, and the first step is rolling 10 of our agreements into one master document. Our new Master Transaction Agreement (MTA) can be found here. This PDF lives on our new landing page along with other resources to help you prepare for the new digital process.

We built the new process with our members in mind by streamlining existing agreements into one digital master document. This means no more gathering wet signatures from multiple individuals and branches and mailing in hard copies. Your institution will also have complete online authorization control for transactional roles in one place. Plus, security will increase with dual approval requirements for Member Administrators.

Below are some important notes about what is changing and what is needed from your institution:

1. Please have both **your management team and board of directors review the MTA.**
2. **The FHLBank Members Only website Member Administrator role has been expanded** to add responsibility for granting transaction authorities via online role assignments beginning March 11, 2024.
 - You may want to consider if you need to update your Member Administrators to ensure you have the right people serving in this important role.
 - Please assign at least two Member Administrators on the MTA Enrollment Form. We highly recommend having three or more to provide backups when staff are out.
3. **Four resolutions contained within the MTA Enrollment Form must be adopted and recorded by your board** prior to it being signed.
4. Once the resolutions are adopted, **the secretary/assistant secretary of the board should electronically sign** the MTA Enrollment Form using this Adobe Sign link before May 3, 2024.
 - This agreement must be signed by the deadline to prevent an interruption of service.
 - Signing the MTA Enrollment Form is a two-step process whereby anyone from your institution may fill out the form, using the Adobe Sign link provided above. They will then be asked to enter the information of the form signer (your secretary/assistant secretary of the board) who will receive an email from Adobe Sign to complete the process.
 - Once the MTA Enrollment Form is signed, it will automatically be sent to FHLBank, and you will receive an electronic copy.
5. **Every member of your team authorized to do transactions with FHLBank will require a Members Only account** once the MTA goes live on May 6, 2024, even if they are only conducting transactions by phone. Please have your Member Administrators begin adding Members Only user accounts now.

In just a few short months, our digital transformation takes another step forward when the MTA goes into effect and 10 paper agreements are eliminated.

Please call us at 800.809.2733 or email us at fhlb_prodadmin@fhlbtopeka.com if you have any questions. We look forward to guiding you through this exciting new process.