Proofpoint User Guide

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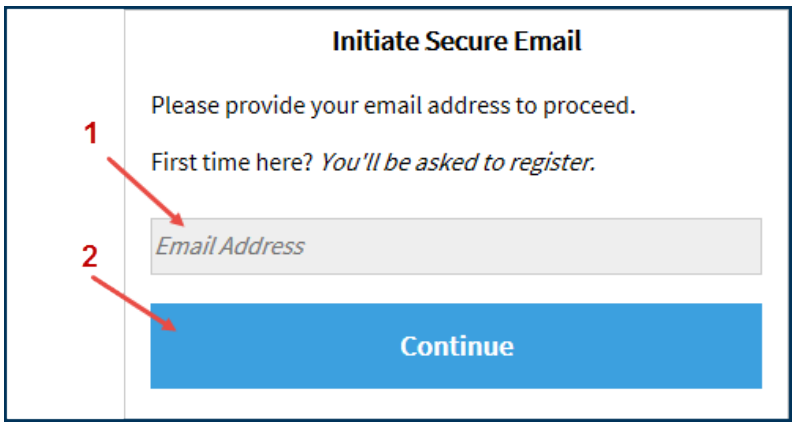
Registering for a Proofpoint Account

Enter your email address.

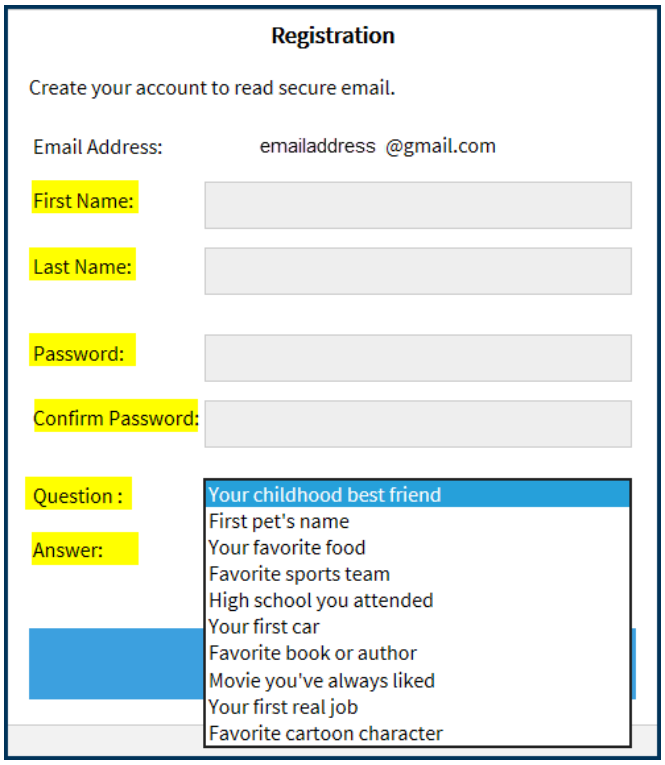
Select “Continue.”



Complete the required account information (highlighted below) and select “Continue.”

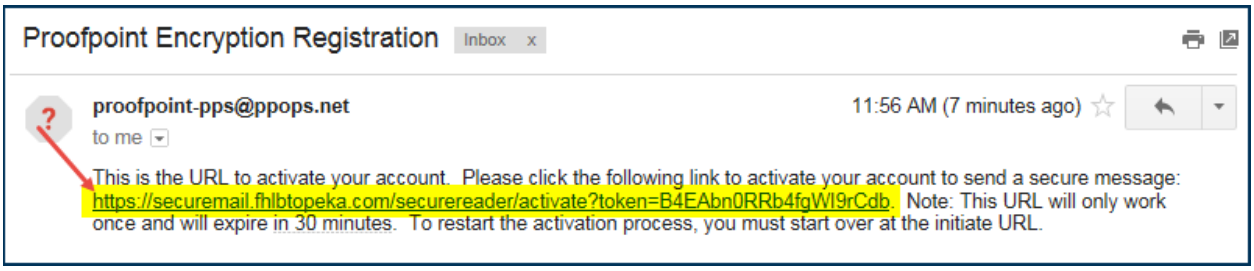
Your Proofpoint password must:

- Be 7-20 characters long
- Include at least one digit (0-9)
- Include at least one symbol character
- Must not include your username

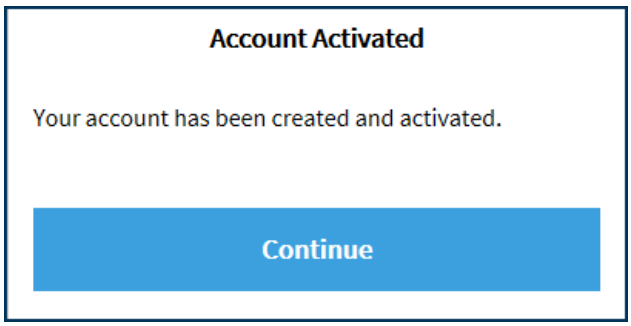


A message will display instructing you to activate your account.

Within 30 minutes of registering for Proofpoint, log in to the email account you entered on the registration page, and select on the link. The URL will only work once and will expire 30 minutes from the time you register the account.

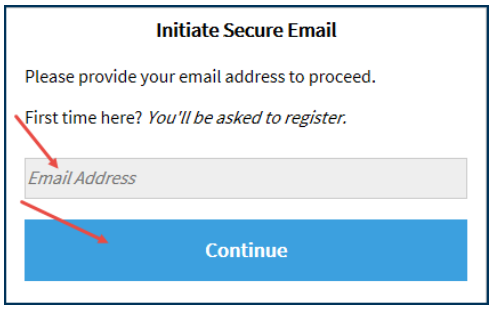


Once you have selected the link, you will be notified your registration is complete. Select "Continue" to log in to your Proofpoint account to begin sending documentation securely!

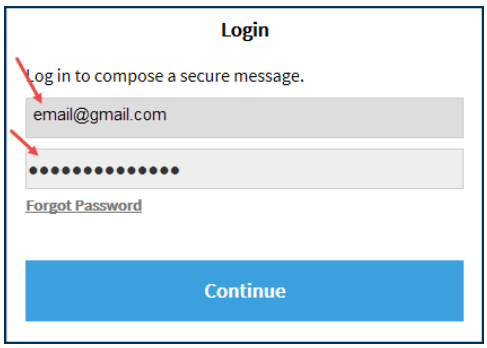


Sending a Secure email Using Your Proofpoint Account

Enter your email address and select “Continue.”



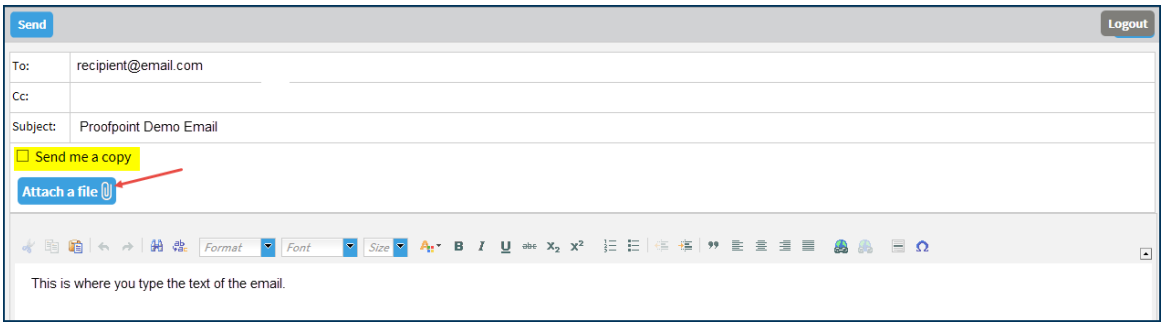
Enter your password. If you have forgotten your password, you may reset it by selecting “Forgot Password” and following the prompts.



You may now send an email and any attached documentation securely.

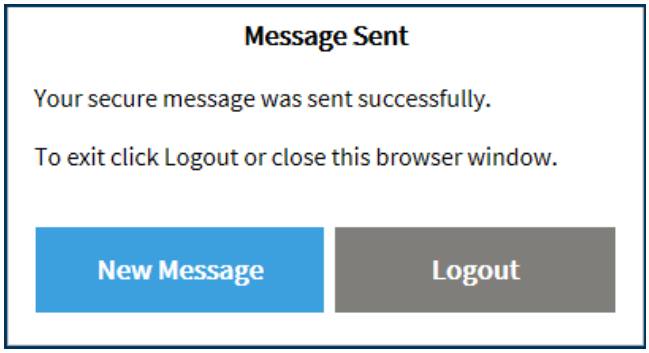
- Enter the information for recipients, the subject, and the content. A list of HCD email addresses are included on the last page.
- If you need to attach a file, do so using the “Attach a file” button. Attach the file and select “Add.”
- If you would like to receive a copy of the email, check the box by “Send me a copy.” A copy of the email will be sent to the email you registered with Proofpoint.
- When you are ready to send, select “Send.”

Do not include special characters (i.e. &, @, !, etc.) in the subject line or document name.



A message will display to verify the email was sent.

- If you want to send another email, select "New Message." Follow the instructions to send a secure message.
- If you do not wish to send another email, select "Logout."



Housing and Community Development Email Addresses

Affordable Housing Program (contact your HCD Specialist)	
Eric Degenhardt	Eric.Degenhardt@fhlbtopeka.com
Savanna Gonzalez	Savanna.Gonzalez@fhlbtopeka.com
Joan Lickteig	Joan.Lickteig@fhlbtopeka.com
Kelly Meerpohl	Kelly.Meerpohl@fhlbtopeka.com
Alyse Mioni	Alyse.Mioni@fhlbtopeka.com
Dustie Nitcher	Dustie.Nitcher@fhlbtopeka.com
Melody Richard	Melody.Richard@fhlbtopeka.com
Erika Skinner	Erika.Skinner@fhlbtopeka.com
If you don't know your HCD Specialist for a rental project, address emails to:	AHP_rental@fhlbtopeka.com
If you don't know your HCD Specialist for an owner-occupied project, address emails to:	AHP_owner@fhlbtopeka.com

Developmental Feasibility (Cost Reasonableness)	
John Gary	John.Gary@fhlbtopeka.com
Kelly Meerpohl	Kelly.Meerpohl@fhlbtopeka.com

Homeownership Set-aside Program	HSP@fhlbtopeka.com

AHP and HSP Payoffs, Releases, Subordinations	HousingPayoffRelease@fhlbtopeka.com

Community Development and Community Housing Programs	HCDCSP@fhlbtopeka.com