

Instructions for Requesting Entitlement to the Customer Margin Balance Form (formerly NYSE Form R-1)

If you are not a FINRA Regulatory Filing Applications Account Administrator:

- Contact your firm's Regulation Filing Applications Account Administrator and request that the Administrator add the Customer Margin Balance Form entitlement to your FINRA user account.
- If you do not have a FINRA user account, your firm's Regulation Filing Applications Account Administrator can create one for you.
- If you do not know who your firm's Regulation Filing Applications Account Administrator is, please contact the FINRA Help Desk at (800) 321-6273.

If you are currently a FINRA Regulatory Filing Applications Account Administrator and you do not have the ability to manage the Customer Margin Balance Form entitlement:

- Complete and submit the [Regulation Filing Applications Modification Form](#) to request the ability to grant the Customer Margin Balance Form entitlement to users at your firm. On the form, select Customer Margin Balance Form and fax it to the FINRA Entitlement Group at (240) 386-4669.
- Please allow approximately two business days from receipt of non-deficient Entitlement Forms for processing.

If your firm does not already have a FINRA Regulatory Filing Applications Account Administrator:

- Decide who at your firm will be responsible for managing user access to the Customer Margin Balance Form.
- Have that person complete the FINRA [Regulation Filing Applications Account Administrator Entitlement Form](#) and fax it to the FINRA Entitlement Group at (240) 386-4669. Be sure to have an existing FINRA Account Administrator, or a designated signatory of your firm, sign the form.
- Please allow approximately two business days from receipt of non-deficient Entitlement Forms for processing.

Questions:

- For technical or FINRA Entitlement questions, contact the FINRA Help Desk at (800) 321-6273.
- For business-related questions, contact:
 - [Debra German](#); or
 - [Theresa Reynolds](#).