Financial Industry Regulatory Authority

Web CRD® | Investment Adviser Representative Transitioning

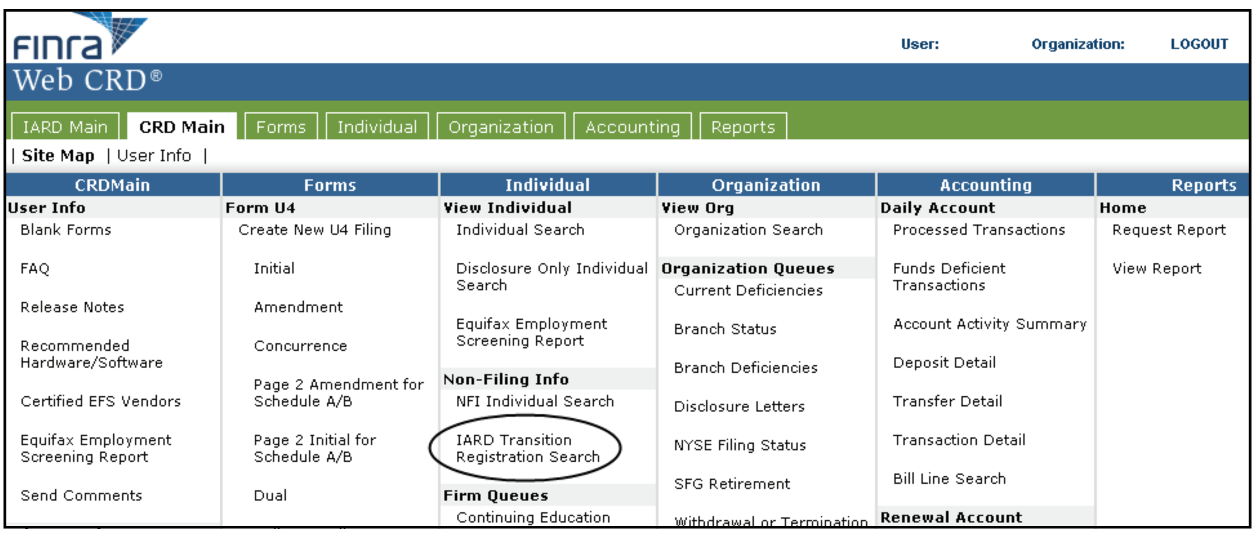
Investment Adviser Representative (Registered Adviser (RA)) Transition is the function in Web CRD® that provides entitled firm users from Investment Adviser-only firms and Broker-Dealer/Investment Adviser firms (joint firms) with the capability of transitioning existing RAs onto Web CRD. Transitioning is for existing RAs who are already registered or licensed in a state(s) through paper filings. Firms must transition RAs currently registered with a state(s) that mandates electronic registrations. If the RAs are not currently registered with a mandated state(s), firms may transition those RAs on a voluntary basis. The Transition Filing adds the individual's current RA registrations onto Web CRD, while ensuring that the firm is not charged for state registration fees it has previously paid. A one-time, non-refundable FINRA Initial Set-up Fee of $30 is charged for each individual when a firm transitions a currently registered RA. The firm's account must be SUFFICIENT in order to submit an RA Transition Filing. Access Web CRD at https://crd.finra.org.

Transitioning an Existing RA onto Web CRD

An Account Administrator must give entitlement for the following privileges:

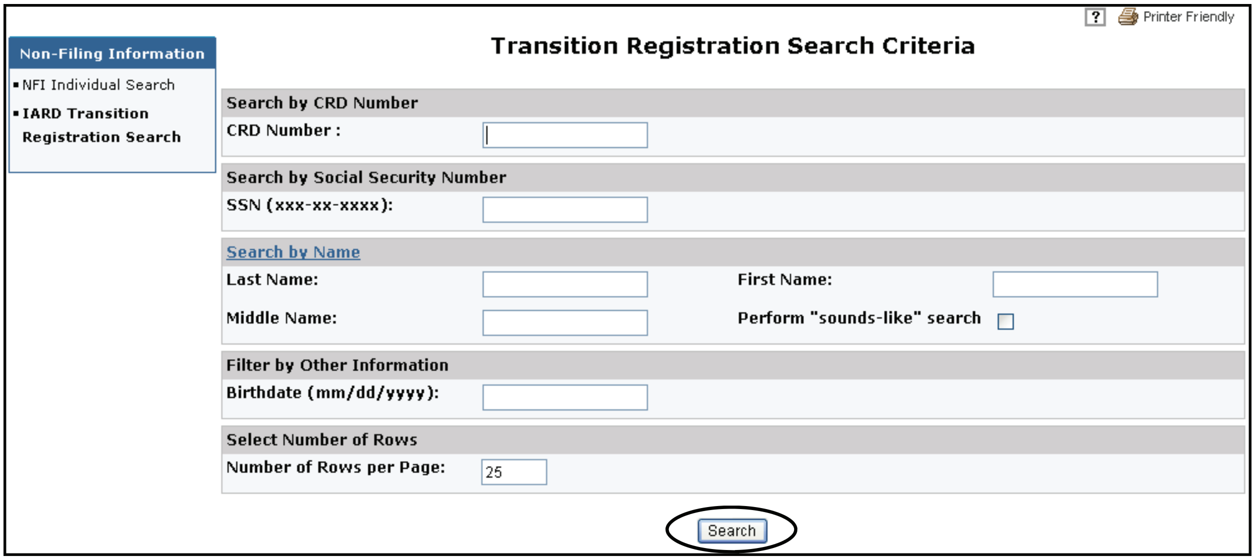
- CRD
- View Individual
- Individual Non-Filing Information
- IARD Transition Registrations

1. Click the **CRD Main** tab on the toolbar.
2. Click the **IARD Transition Registration Search** link from the Individual column of the Web CRD Site Map.



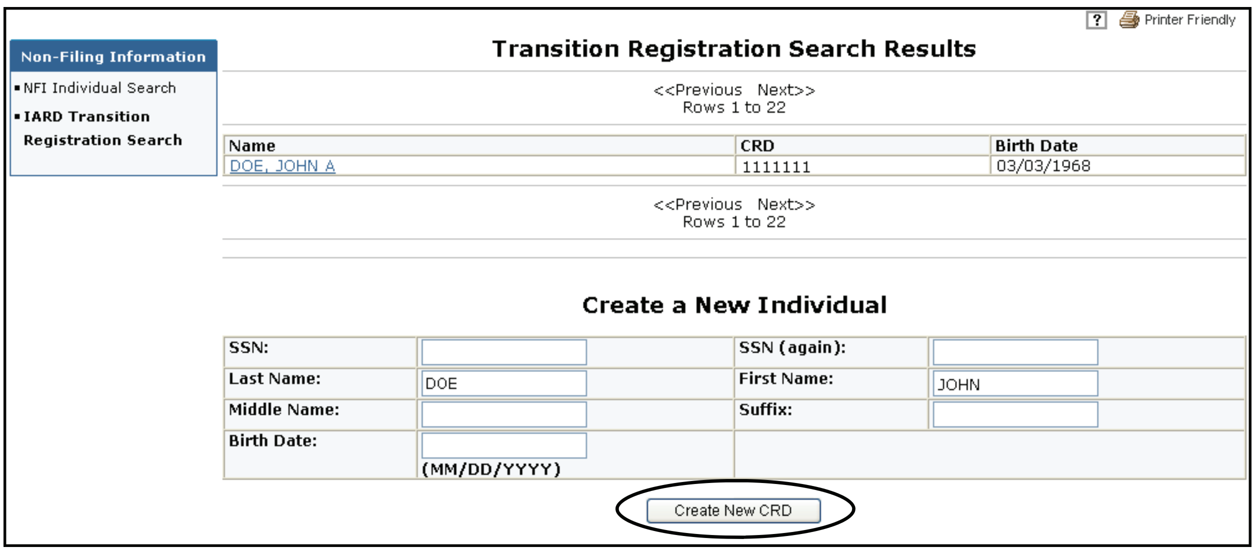
Questions on Web CRD® ? Call the Gateway Call Center at **301-869-6699**
8 A.M. - 8 P.M., ET, Monday through Friday

3. Enter identifying information on the *Transition Registration Search Criteria* screen.
4. Click **Search**.



5. If a match is made, click the **Name** hyperlink, **or**, if no match is made, complete the **Create a New Individual** section.

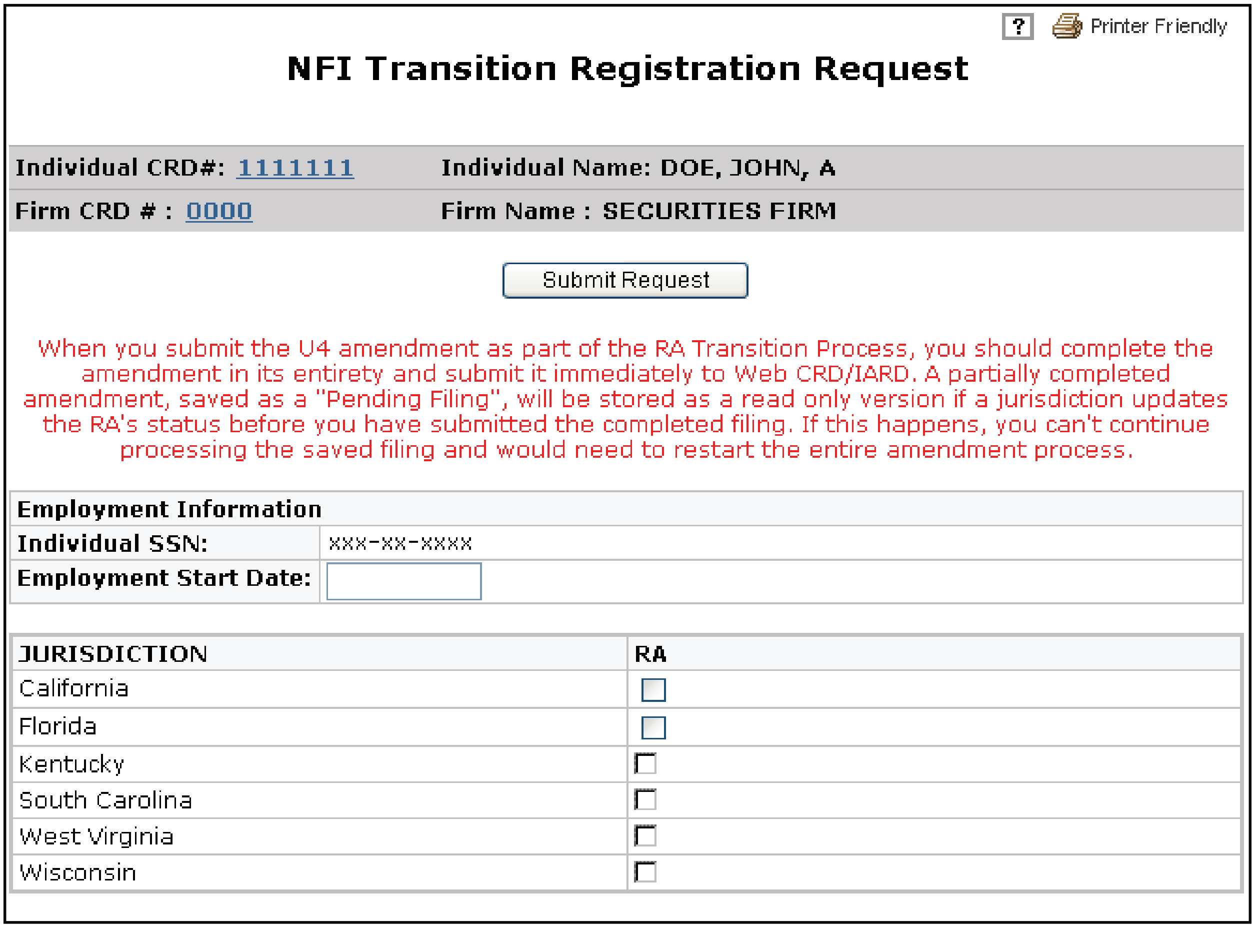
When completing the Create a New Individual section, make sure you enter the Social Security Number twice. Suffix and Middle Name are optional.



7. Complete the **NFI Transition Request** in its entirety. Make sure you place a check mark in the RA box(es) for each jurisdiction with which the individual wishes to transition.

NOTE: Broker-Dealer/Investment Adviser (Joint Firms)-If the individual you wish to transition is currently registered with your firm as a Broker-Dealer Agent (AG), only the **Jurisdiction** section of the *NFI Transition Registration Request* screen will appear.

8. Click **Submit Request**.



? Printer Friendly

NFI Transition Registration Request

Individual CRD#: 1111111	**Individual Name: DOE, JOHN, A**
Firm CRD # : 0000	**Firm Name : SECURITIES FIRM**

Submit Request

When you submit the U4 amendment as part of the RA Transition Process, you should complete the amendment in its entirety and submit it immediately to Web CRD/IARD. A partially completed amendment, saved as a "Pending Filing", will be stored as a read only version if a jurisdiction updates the RA's status before you have submitted the completed filing. If this happens, you can't continue processing the saved filing and would need to restart the entire amendment process.

Employment Information	
Individual SSN:	XXX-XX-XXXX
Employment Start Date:	

JURISDICTION	**RA**
California	☐
Florida	☐
Kentucky	☐
South Carolina	☐
West Virginia	☐
Wisconsin	☐

If the Transition Filing was successfully submitted, the following message will appear at the top of the screen, “The transition registration request has been submitted successfully”.

Once a Transition Filing has been submitted, a Form U4 Amendment must be submitted for the individual within 30 days if no current Form U4 is on file in Web CRD. The jurisdiction(s) with which the RA transitioned should be contacted for specific time guidelines.