

Web CRD

Individual Form Filing: Form U4

About Form U4

Web CRD provides entitled users at Broker-Dealer and Investment Adviser firms with the ability to submit electronic filings of Form U4 to fulfill securities registration and licensing requirements for Registered Representatives and Registered Advisers. In May 2009 (as part of Web CRD & IARD Release 2009.2), the individual forms were revised and re-versioned. For more information regarding the changes to the Individual Forms, please access the Individual Forms Web page at: www.finra.org/crd/individualformchanges.

Accessing Web CRD

Access Web CRD at https://crd.finra.org or via FINRA Firm Gateway at https://firms.finra.org.

Form filing entitlement privileges are required to submit filings via Web CRD. For questions regarding your entitlement privileges, contact your firm's Super Account Administrator.

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

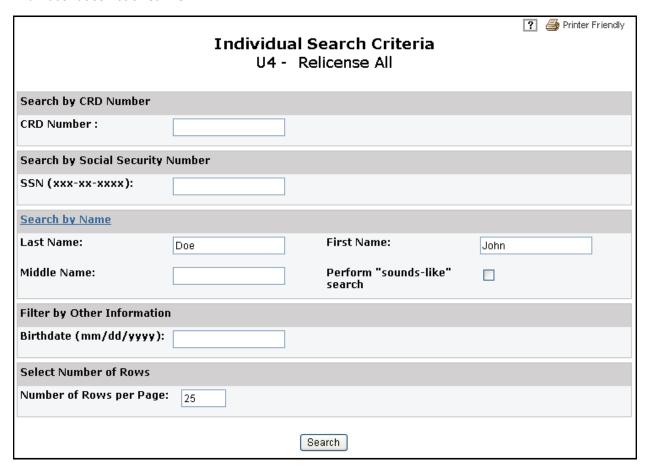
Form U4 Filing Types

U4 Filing Type	When to use
Initial	Use this filing type for individuals who have never been registered on CRD or were last registered more than thirty (30) days ago with a previous firm.
Amendment	File an Amendment to add or change information on an individual already registered with the filing firm.
Concurrence	A Concurrence filing is used to concur with and adopt the information submitted by another firm on an individual also registered with the filing firm. It is a read-only filing; only the Signatures section of a Concurrence Filing must be completed. If the firm chooses not to concur with and adopt the information submitted, it can submit a U4 Amendment.
Dago 2 Initial for	Page 2 for BD Schedule A/B is used to submit personal, employment and residential information on a firm's Direct or Indirect Owners who are identified on a firm's Form BD Schedule A or B.
Page 2 Initial for Schedule A/B	This type of filing is referred to as a "Page 2 for BD Schedule A/B" because the Direct or Indirect Owners formerly provided information on "Page 2" of the paper Form U4, used prior to electronic filing through CRD. This filing type is not applicable to RAs.
	Page 2 Amendment for BD Schedule A/B is used to amend personal, employment and residential information on a firm's Direct or Indirect Owners who are identified on the firm's Form BD Schedule A or B.
Page 2 Amendment for Schedule A/B	To terminate a Direct or Indirect Owner the firm should file a BD Amendment. Once a BD Amendment is submitted, the system will automatically update the Page 2 to reflect the termination.
	This filing type is not applicable to RAs.
Dual	Dual filings are for applicants that intend to maintain registrations with two (2) or more unaffiliated broker-dealer and/or investment adviser firms.
Relicense All	Relicense All is for an individual who wishes to register with a new firm within thirty (30) days from the date of termination with the previous firm(s), and intends to be registered SOLELY with the new firm. All other firms with which the applicant has been registered must submit a U5 to terminate his or her employment.
Relicense CRD	Relicense CRD is for an individual who wishes to register as a broker-dealer agent (AG) with a new broker-dealer firm and terminate his or her AG positions with any other firms (i.e., the other firms will submit U5 filings on the individual) but leave any investment adviser associations he or she may have current.
	This filing type is not applicable to RAs.
Relicense IA	Relicense IA is for an individual who wishes to register as a RA with a new investment adviser firm and terminate his or her RA positions with any other firms (i.e., the other firms will submit U5 filings on the individual), but leave any broker-dealer associations he or she may have current. The individual's AG status will not be affected.
	This filing type is not applicable to AGs.

Create a U4 Filing - Search for an Individual

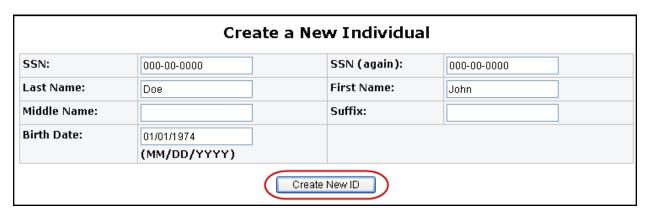
Prior to creating any individual filing, the system will require you to search for the individual. Enter the individual's CRD Number or type a combination or one of the following: individual's Last Name and at least two (2) characters of the First Name, CRD Number, and/or Social Security Number.

For a more specific search, type a Middle Name and Birth Date to locate the individual or verify that the individual does not exist in CRD.



Create a New Individual in Web CRD

If the individual does not exist in CRD, enter the individual's SSN, Last Name, First Name, and Birth Date. Click the **Create New ID** button to begin the Form U4 filing for this individual.

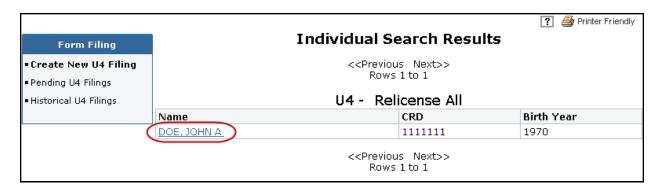


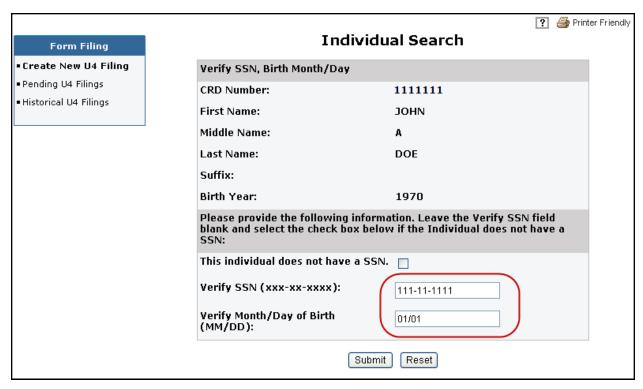
Additional Verification for Existing Individuals

If the individual already exists in Web CRD, you may be required to verify the individual before proceeding. The following U4 filing types will require additional verification of the individual's social security number (SSN) and month/day of birth for individuals already in Web CRD:

- Initial
- Dual
- Relicense (all types)
- Page 2 Initial

The verification screen will display after the name hyperlink is selected from the search results. Enter the verification information and click Submit to open the form.





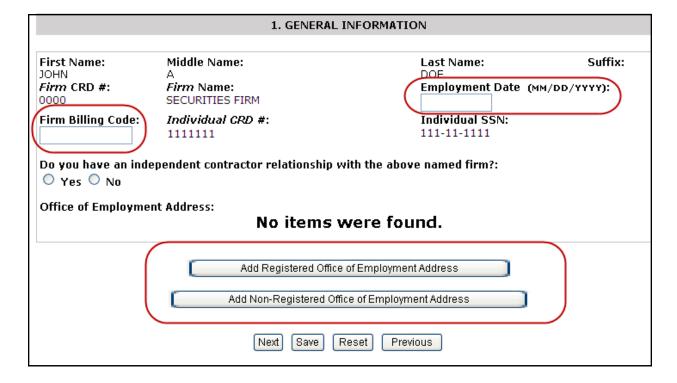
Form U4 Section: 1. General Information

On an Initial U4 filing, the Employment date field must be populated with a present or past date (i.e., a future date will not be accepted). Once the Initial filing is submitted, the Employment date is a read-only field.

The Firm Billing Code is an optional field that firms can use as applicable to their firm's internal work processes.

There are options to add both a Registered Office of Employment Address and a Non-Registered Office of Employment Address. However, the individual must be associated with at least one 'Located At' address.

If the individual is located at a non-registered office, you must also provide the registered office of employment that supervises the non-registered location.



Form U4 Section: 6. Registration Requests with Affiliated Firms

If the individual seeks registration with firm(s) affiliated with the filing firm, complete the necessary information on the affiliated firm. Information required includes: affiliate firm CRD #, employment start date with the affiliate firm, fingerprint requirements, office of employment, and SRO and Jurisdiction registrations.

The buttons for adding an office of employment address and SRO and Jurisdiction registrations will display after the affiliate firm CRD# is entered and saved.



Affiliate Firm Fingerprint Information

Select the radio button for the applicable fingerprint option based on registration with the affiliated firm.

If the affiliated firm registration(s) require the submission of a fingerprint card to FINRA (i.e., the affiliated firm does not qualify for one of the exceptions to the fingerprint requirement and the individual is not applying for only investment adviser representative positions with that affiliated firm), and the filing firm's fingerprint card should be applied to the affiliate registration, choose the third radio button:

• "I am not required to submit a fingerprint card at this time because the fingerprint card submitted by the filing firm applies."

If the filing firm does not select option 3 when the initial filing is submitted, the filing firm has 30 days from the filing submission date to amend the fingerprint options. After 30 days, the affiliate firm will need to submit a separate fingerprint card. Also, the Employment Start Date for the affiliate firm must be the same as the Employment Start Date for the filing firm in order for a single fingerprint card to apply to both firms.

	Affiliated Firm Fingerprint Information			
Ele	ctronic Filing Representation By selecting this option, I represent that I am submitting, have submitted, or promptly will submit to the appropriate SRO a fingerprint card as required under applicable SRO rules; or			
	Fingerprint card barcode			
0	By selecting this option, I represent that I have been employed continuously by the affiliated firm since the last submission of a fingerprint card to CRD and am not required to resubmit a fingerprint card at this time; or,			
\odot	I am not required to submit a fingerprint card at this time because the fingerprint card submitted by the filing firm applies; or,			
0	By selecting this option, I represent that I have been employed continuously by the <i>affiliated firm</i> and my fingerprints have been processed by an <i>SRO</i> other than FINRA. I am submitting, have submitted, or promptly will submit the processed results for posting to CRD.			

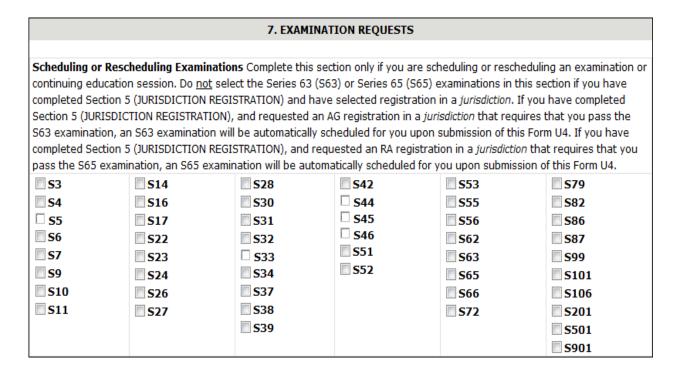
Form U4 Section: 7. Examination Requests

If the representative needs to qualify by exam for a registration position selected in Form U4 Section 4, the system will automatically schedule the necessary exam.

Therefore, Section 7 should **only** be completed when:

- Rescheduling an exam (either the representative failed the exam, or the window expired)
- Scheduling a non-FINRA exam
- Scheduling an untracked Continuing Education (CE) session

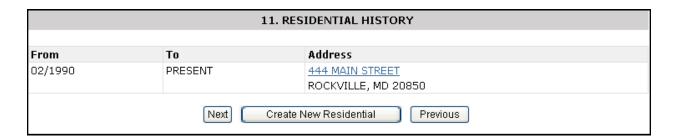
Please note that scheduling an untracked CE session does not satisfy the tracked CE requirement.



Form U4 Section: 11. Residential History

The current address is mandatory and a minimum of five (5) years of residential history must be provided.

Note: There may not be gaps of more than three (3) months between history records.



Form U4 Section: 12. Employment History

A minimum of ten (10) years of employment must be provided. The individual's employment with the filing firm should be the first entry. All fields must be completed on each employment record.

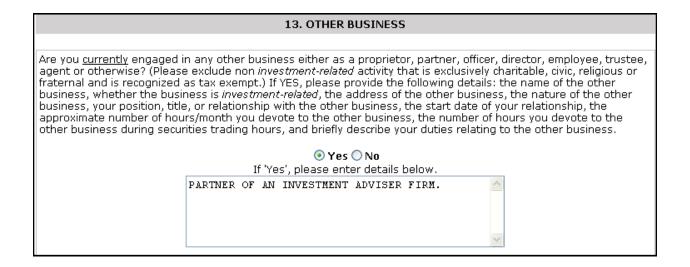
Note: There may not be gaps of more than three (3) months between employment records.



Form U4 Section: 13. Other Business

Use this section to report business activity that is outside the scope of the registered person's relationship with the firm. You may exclude non investment-related activity that is exclusively charitable, civic, religious or fraternal and is recognized as exempt.

Please refer to the form text for additional guidance on what should be reported. Additionally, guidance on Other Business on Form U4 versus Form BR can be found here: http://www.finra.org/Industry/ Compliance/Registration/CRD/UserSupport/p015338



Form U4 Section: 14. Disclosure Questions

14. DISCLOSURE QUESTIONS					
IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS 'YES', COMPLETE DETAILS OF ALL EVENTS OR PROCE ON APPROPRIATE DRP(S)	EDIN	GS			
REFER TO THE EXPLANATION OF TERMS SECTION OF FORM U4 INSTRUCTIONS FOR EXPLANATIONS OF ITALICIZED TERMS.					
Criminal Disclosure					
14A. (1) Have you ever: (a) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic, foreign, or military court to any felony? (b) been charged with any felony?	YES	6 NO			
(2) Based upon activities that occurred while you exercised control over it, has an organization ever: (a) been convicted of or pled guilty or nolo contendere ("no contest") in a domestic or foreign court to any felony? (b) been charged with any felony? 	0				

Questions 14A and B: Criminal Actions

Questions 14A and 14B pertain to criminal disclosures against an individual, or against an organization while the individual exercised control over it. The questions address felony convictions and charges and specified misdemeanor convictions and charges. All convictions and charges that meet the threshold of Questions 14A and 14B are reportable no matter how long ago they occurred as the questions are prefaced with the wording "have you ever..."

NOTE: Certain criminal events may subject an individual to a Statutory Disqualification. Please refer to the Statutory Disqualification Process at http://www.finra.org/industry/enforcement/adjudication/nac/statutorydisqualificationprocess/.

Questions 14C, D, E, F and G: Regulatory Disciplinary Actions

Questions 14C, D, and E pertain to findings (see Explanation of Terms for definition of found) and/or actions taken by regulators against the individual. Each of the questions correspond to specific regulators:

Regulatory events may require a **Yes** response to more than one question (e.g., an individual is *found* to have been *involved* in a violation of *investment-related* statute and suspended by FINRA; this requires a **Yes** answer to Questions **14E2** and **14E4** and the completion of a Regulatory Action Disclosure Reporting Page).

Question 14H: Civil Judicial Actions

Question 14H pertains to domestic or foreign court findings or actions against the individual involving investment-related violations. All disclosures that meet the threshold of Question 14H(1) (a, b and c) are reportable no matter how long ago they occurred.

Question 14I: Customer Complaints, Arbitrations, and Civil Litigations

Question 14I pertains to consumer-initiated, *investment-related* arbitrations, civil litigations, and complaints. Arbitrations and civil litigations are addressed in Questions 14I(1)(a), 14I(1)(b), 14I(1)(c), 14I(4)(a), 14I(4)(b), 14I(5)(a) and 14I(5)(b). Arbitrations and civil litigations that meet the threshold of 14I (1) are reportable regardless of when the proceeding was filed. Customer Complaints are addressed in Questions 14I(2) and 14I(3).

Question 14J: Terminations

Question 14J pertains to terminations. The termination could be voluntary or involuntary, however, the element that makes the event reportable is that the termination occurred after certain allegations were made as specified in questions 14J(1), (2) or (3).

Questions 14K, L and M: Financial

Questions 14K, L and M pertain to financial information.

DRPs/Disclosure Reporting Pages

Disclosure Reporting Pages must be completed to provide information on Yes answers to Disclosure Questions. There are nine types of Form U4 DRPs: Bankruptcy/SIPC/Compromise with Creditors, Bond, Civil Judicial, Criminal, Customer Complaint/Arbitration/ Civil Litigation, Investigation, Judgment/ Lien, Regulatory Action and Termination.

Criminal DRP corresponds to Questions 14a and 14B.

Regulatory Action DRP corresponds to Questions 14C, 14Dd, 14E, 14F and 14G(1).

Investigation DRP corresponds to Question 14G(2).

Civil Judicial DRP corresponds to Question 14H.

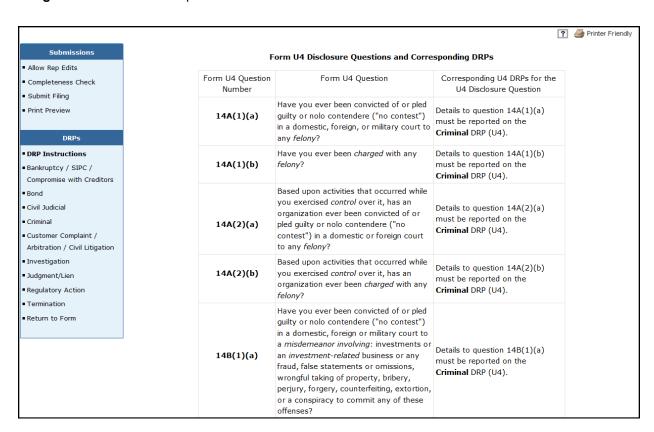
Customer Complaint/Arbitration/Civil Litigation DRP corresponds to Question 14I,

Termination DRP corresponds to Question 14J.

Bankruptcy/SIPC/Compromise with Creditors DRP corresponds to Question 14K.

Bond DRP corresponds to Question 14L.

Judgment/Lien DRP corresponds to Question 14M.

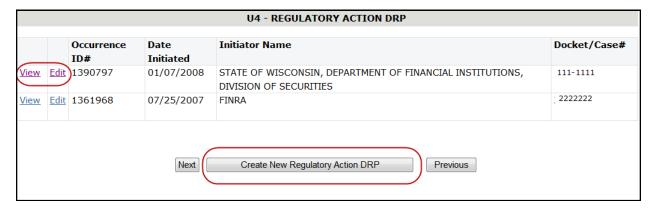


The questions vary based on the corresponding DRPs section (e.g., Civil Judicial, Criminal, Customer Complaint or Investigation); this page serves to assist you in determining which DRP you should complete. The following page displays a Regulatory Action DRP as an example.

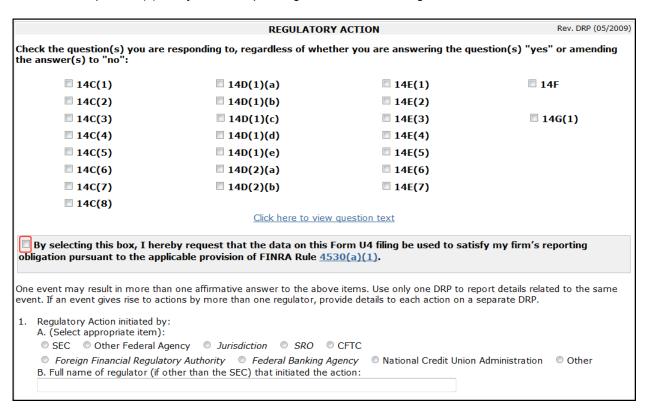
DRPs (continued)

Once you have determined the type of DRP that you need to submit, you have the option to **View, Edit** or **Create a New DRP**.

You can **View** an existing DRP to see the information that was previously entered. **Edit** is used to make changes to an existing DRP, **Create New DRP** is used to submit details on a new disclosure event,



If you Edit a DRP the appropriate question(s) will be pre-populated. If you Create a New DRP, you need to check the question(s) that you are responding. Enter the remaining data as needed.



NOTE: Regulatory Actions, Civil/Judicial Actions, Criminal and Customer Complaints DRPs have an optional checkbox that allows the information that is submitted on the DRP automatically apply for reporting for FINRA Rule 4530. Details are described in FINRA Regulatory Notice 13-08.

DRPs (continued)

When completing DRPs:

- You must complete the appropriate **Date** fields. If unsure of the exact date, select the **Explanation** radio button, enter an approximate date and provide an explanation in the text box.
- Select the Pending, On Appeal or Final radio button depending on the status of the event you are reporting.
- If desired, enter a brief summary of the details related to the circumstances of the action and its status, disposition and/or finding(s) in the **Comment** text box at the bottom of the DRP.

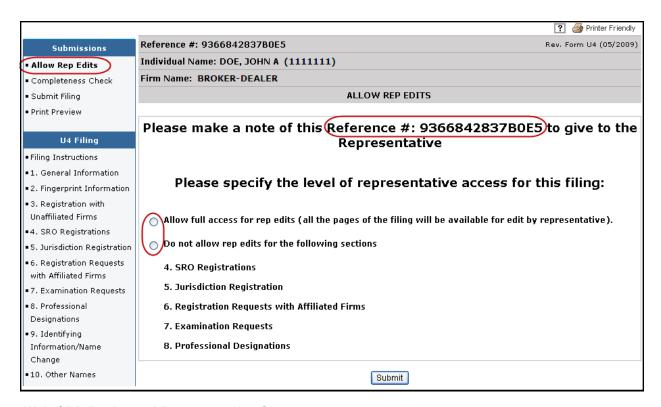
Additional interpretive guidance on disclosure reportability can be found here:

 $\underline{\text{http://www.finra.org/web/groups/industry/@ip/@comp/@regis/documents/appsupportdocs/p119944.pdf}$

Allow Rep Edits Feature

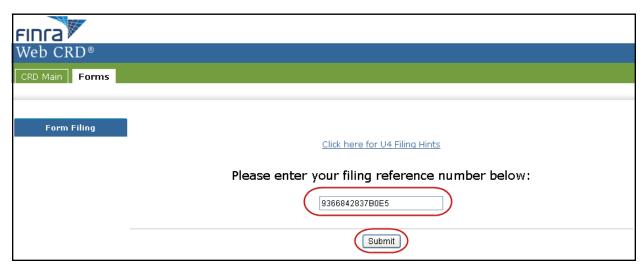
Allow Rep Edits is an optional feature that allows firms to route a pending Form U4 electronically to a representative for completion. Representatives use the filling Reference # to access the filling via the Web CRD Registered Representative Site: https://filling.crd.finra.org/crdmain/.

The firm has the option to allow the rep to access the full Form U4 filing or restrict access to sections 4 through 8. The representative will not be able to submit the filing to regulators. The only option is to submit the filing back to the firm's Pending Filing queue.



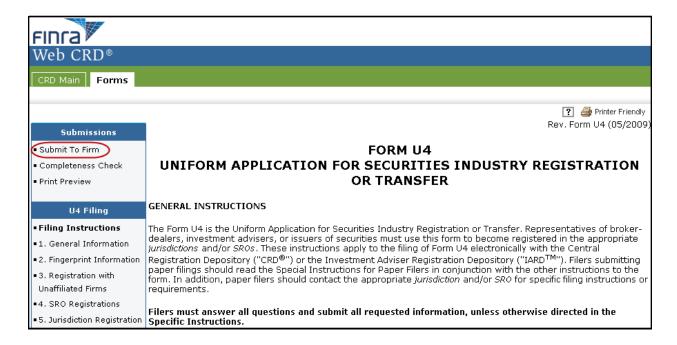
Web CRD Registered Representative Site

After accepting the terms & conditions, the representative will be prompted to enter the filing reference number.



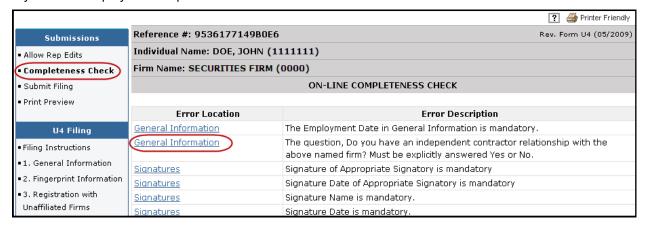
Allow Rep Edits Feature (continued)

Upon completion, the representative can submit the filing back to the firm for review. At any time the firm can retrieve a filing sent to a representative by accessing the Web CRD Registered Representative Site, entering the reference number and clicking **Submit To Firm**.



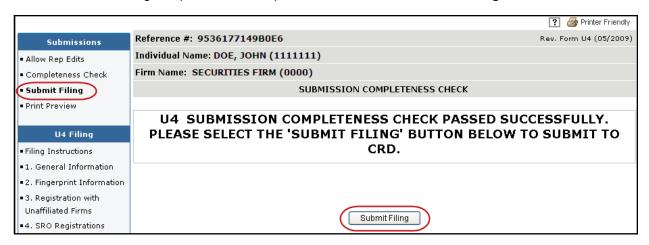
Submitting Form U4

Completeness Check - A firm can manually perform a Completeness Check, prior to submission, to check filings for completeness of required fields. If the filing does not pass the completeness check, the system will display a description of the error and a link to the error location.



Submit Filing - Submitting a filing is a two-step process: Web CRD automatically runs a completeness check when Submit Filing is selected. If the filing passes the completeness check, the system allows you to continue with the submission process, if the filing does not pass the completeness check, return to the screens where the errors have occurred and correct them.

- 1. Select Submit Filing.
- 2. Once the filing has passed the completeness check, select **Submit Filing** a second time.

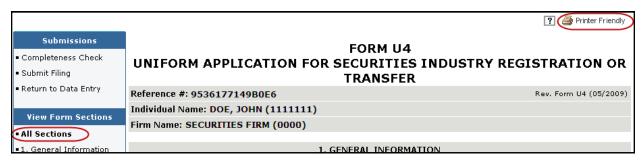


Print Preview - Used to view or prepare the filing for printing. You can choose to print a specific page or the entire filing.

1. Select Print Preview from the Submission menu

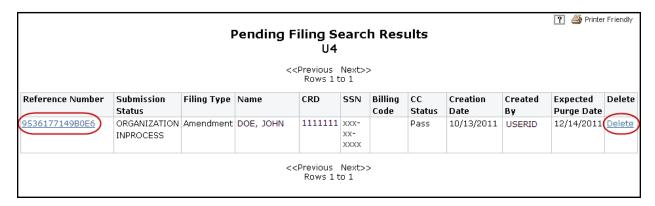


- 2. To print the entire form filing select **All Sections** from the navigation panel. Otherwise, select the Form U4 section you wish to print.
- 3. Click the **Printer Friendly** icon located on the right side of the screen



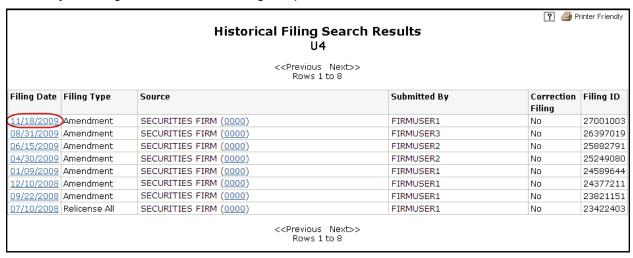
Pending Filings

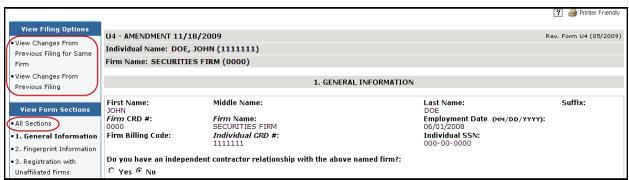
Once a filing is created, it remains in a pending, or draft state for 60 days from the creation date. The Expected Purge date indicates the day the filing will be deleted from the Pending Filing queue. Click the Reference Number hyperlink to continue working on the filing. If you no longer wish to submit this filing, you have the option to delete the filing.



Historical Filings

The **Historical Filings** feature allows users to view and/or print Form U4 filings submitted by your firm for a specific individual. Users will have the option to view the full filing or view changes in "redline mode" by selecting one of the "View Changes" options.





NOTE: Redlining will not display across form versions.