SAA Self-Entitlement Guide for E-Bill

FINRA introduced a new electronic billing system, E-Bill, that enables firms to view and pay invoices through the FINRA Firm Gateway—an online tool that provides centralized access to FINRA regulatory and filing applications.

Each firm's Super Account Administrator (SAA) has the ability to assign user access rights to E-Bill for **themselves and employees** at their respective firms. This guide provides step-by-step instructions for assigning access rights to SAA accounts for E-Bill.

Note to SAAs: Once you have assigned user rights to the E-Bill system for your own account, you will need to logout and then log in again to the Firm Gateway for your new user rights to take effect.

Visit the FINRA website for more information about the E-Bill system or the FINRA Entitlement Program.

If you have questions concerning:

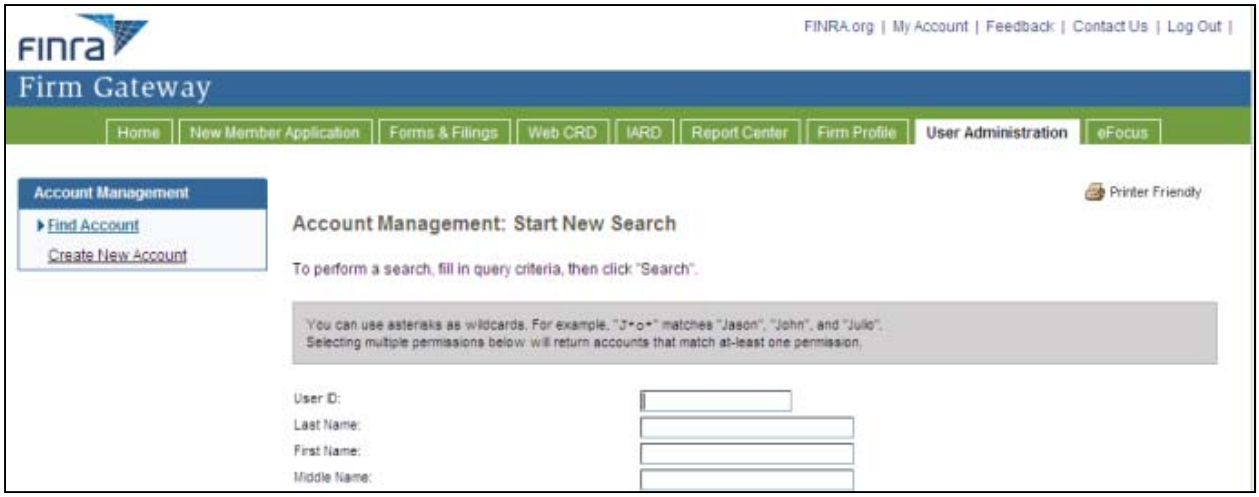
- E-Bill, please contact Sheila Gregory at (240) 386-5388
- FINRA Entitlement, please contact the FINRA Entitlement Group at (240) 386-4185

How to Assign User Privileges to an SAA Account for E-Bill

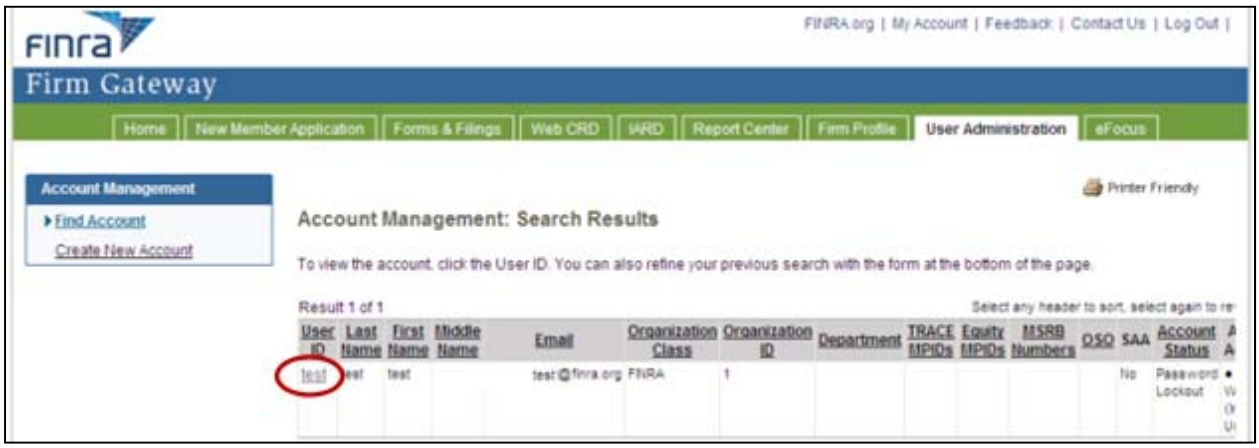
Step 1: Login to the Firm Gateway at: www.finra.org/firmgateway

Step 2: Click on the **User Administration** tab.

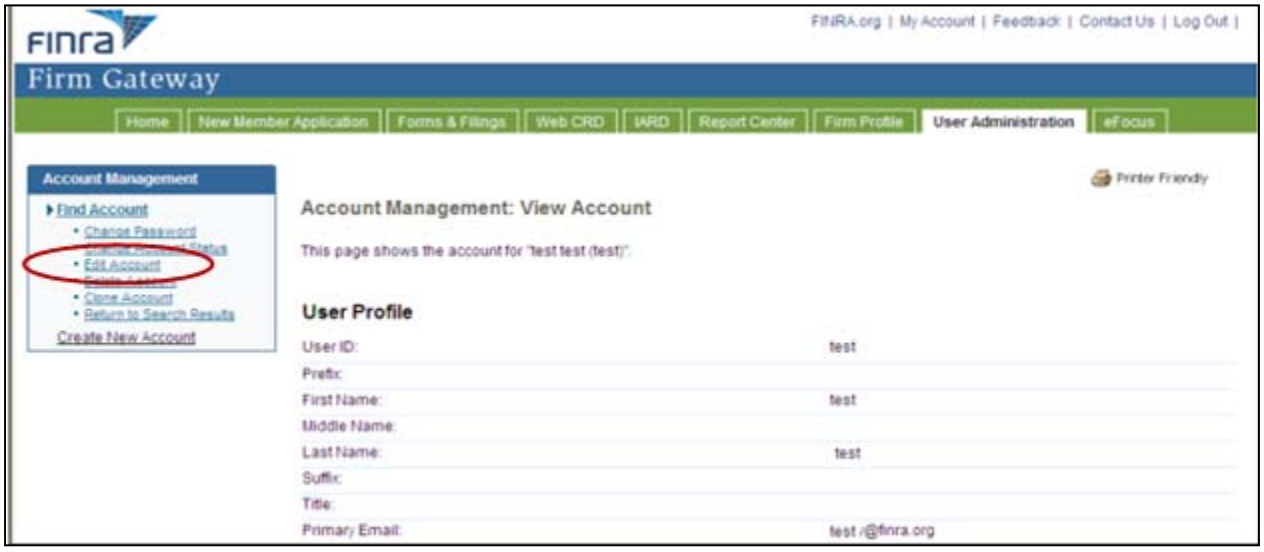
Step 3: Enter your User ID or Name in the appropriate fields and click on **Search** located at the bottom of the screen.



Step 4: Click on your **User ID** hyperlink.



Step 5: Click on **Edit Account** on the left side of the screen.



Step 6: Scroll down the page to the Application Privileges section. In the section for E-Bill, click the **User** checkbox next to **Invoices**, and then click the **Save** button at the bottom of the screen.

Step 7: Logout of the Firm Gateway and then log in again for your new user rights to take effect.