



examity[®]
BETTER TEST INTEGRITY.

FINRA[®]



Candidate Quick Guide

Individual User Workflow

This guide will walk you through the steps to schedule your FINRA SIE through Examity online proctoring. Examity offers proctoring 365 days a year with candidate support available via chat, phone, and email.

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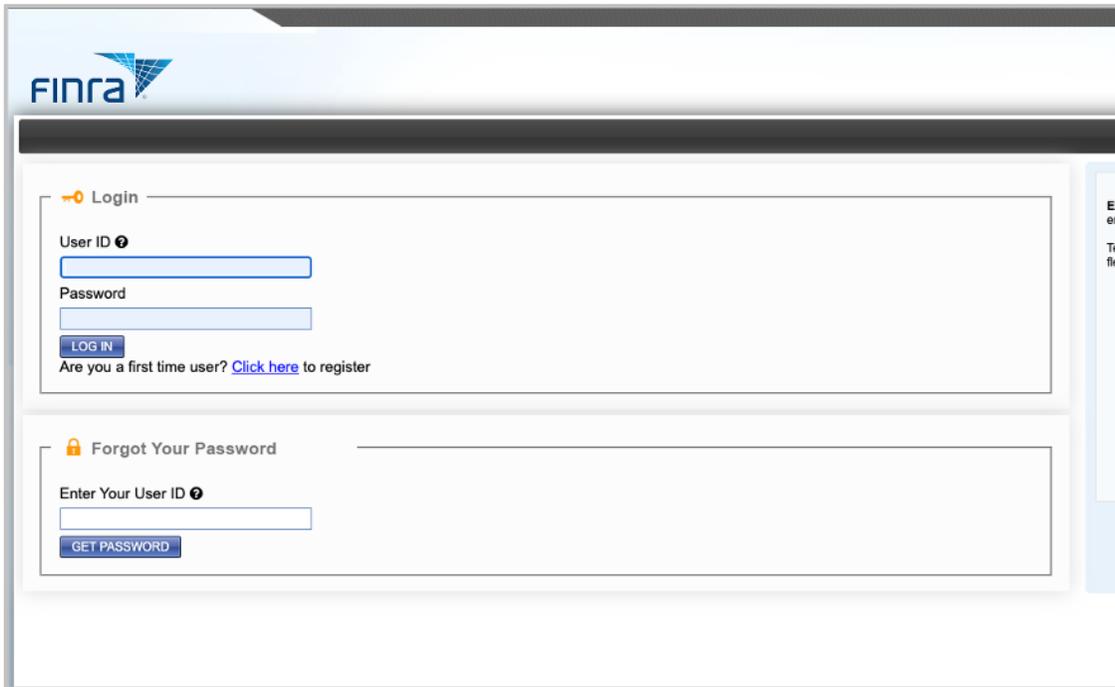
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Examity System Requirements:

MacOS Ventura OS 13.X is not allowed. Please navigate to <https://prod.examity.com/FinraSystemCheck/Check.aspx> to ensure your system meets the requirements.

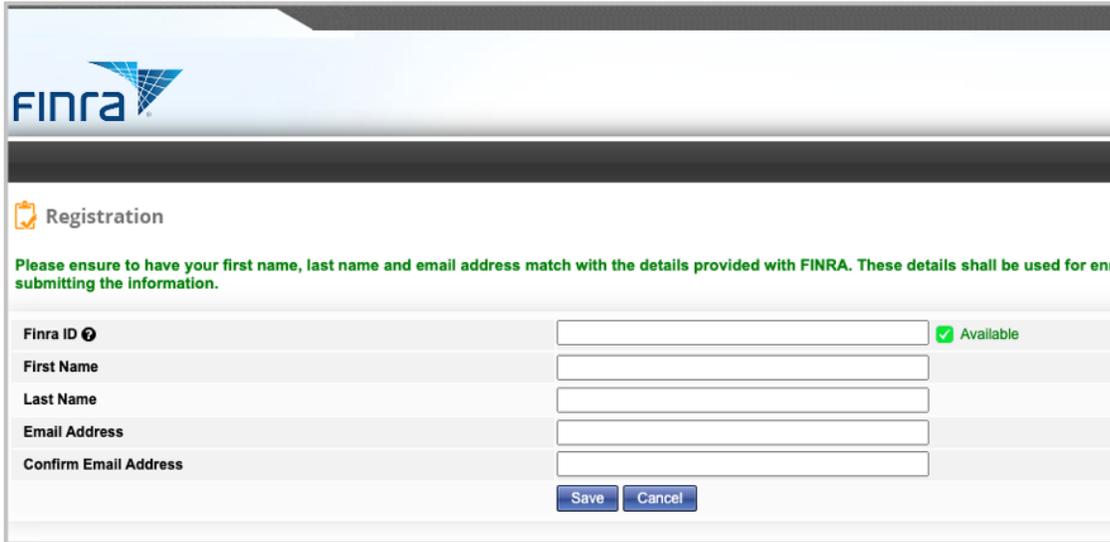
User Registration:

Step 1: Please navigate to <https://prod.eximity.com/FINRA> and select **Click Here** to register.



The screenshot shows the FINra user interface. At the top left is the FINra logo. Below it is a 'Login' section with a header 'Login' and a right-pointing arrow. It contains two input fields: 'User ID' and 'Password'. Below these is a 'LOG IN' button and a link: 'Are you a first time user? [Click here](#) to register'. Below the login section is a 'Forgot Your Password' section with a header 'Forgot Your Password' and a right-pointing arrow. It contains one input field: 'Enter Your User ID' and a 'GET PASSWORD' button. On the right side of the page, there is a vertical sidebar with the text 'Eximity Test Files'.

Step 2: Enter all fields as instructed and click **save**. FINRA ID: If your firm sponsored your enrollment, please check with your firm. If you are self-enrolled, you should be able to view it in your TESS profile at <https://testenrollment.finra.org/SIE>.



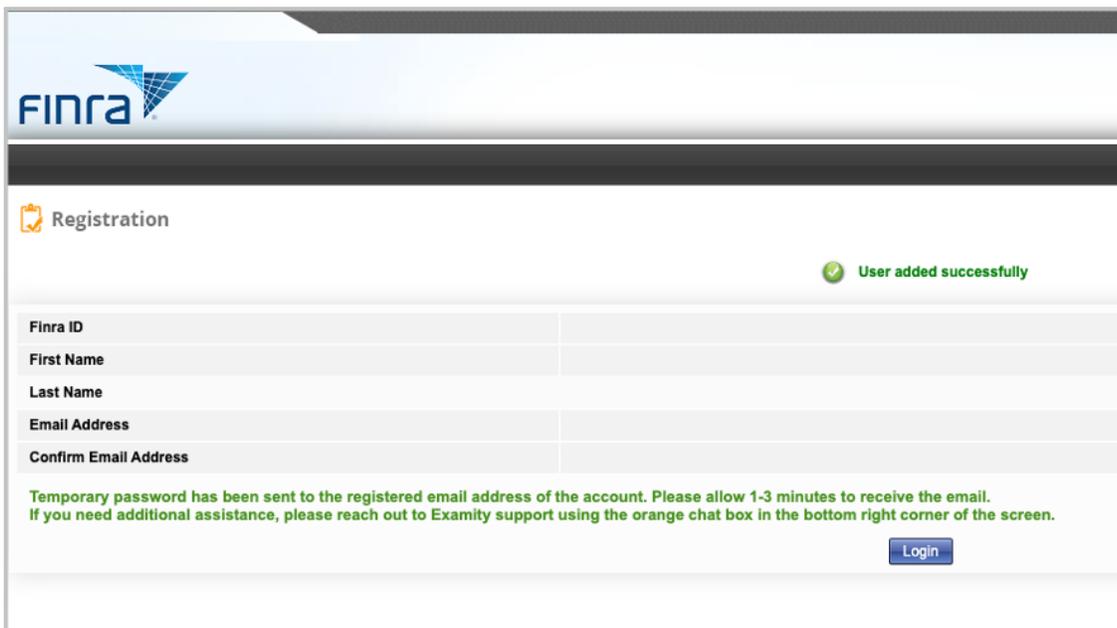
Registration

Please ensure to have your first name, last name and email address match with the details provided with FINRA. These details shall be used for enrollment and submitting the information.

Finra ID ⓘ	<input type="text"/>	✓ Available
First Name	<input type="text"/>	
Last Name	<input type="text"/>	
Email Address	<input type="text"/>	
Confirm Email Address	<input type="text"/>	

Save Cancel

Step 3: You will receive a confirmation message and further instructions on how to log in to Examity.



Registration

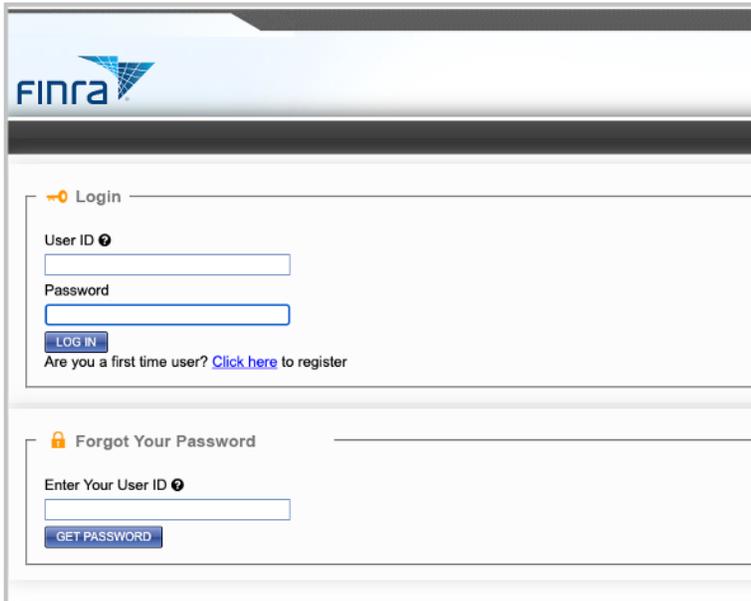
✓ User added successfully

Finra ID		
First Name		
Last Name		
Email Address		
Confirm Email Address		

Temporary password has been sent to the registered email address of the account. Please allow 1-3 minutes to receive the email. If you need additional assistance, please reach out to Examity support using the orange chat box in the bottom right corner of the screen.

Login

Step 4: Return to login page and enter your FINRA ID in the User ID field. Enter the temporary password sent through email, then select the **Log In** button.



FINra

Login

User ID

Password

LOG IN

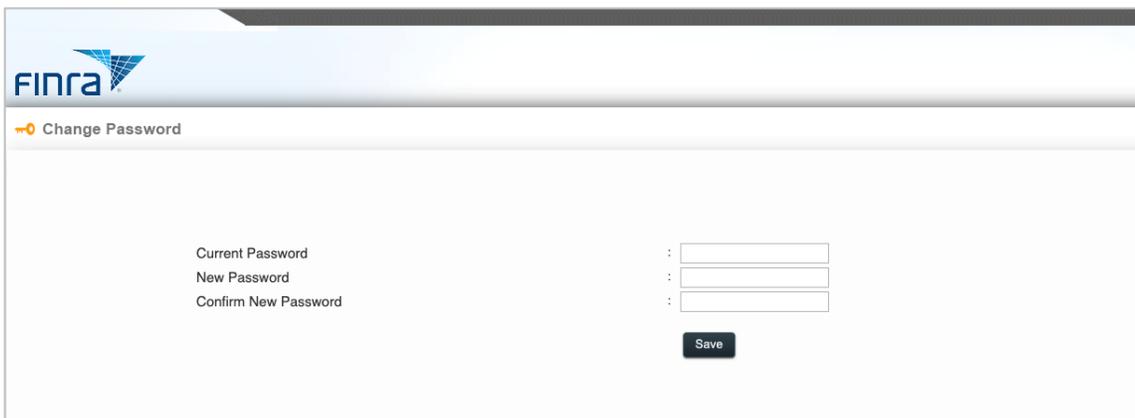
Are you a first time user? [Click here](#) to register

Forgot Your Password

Enter Your User ID

GET PASSWORD

Step 5: The system will then prompt you to reset your password.



FINra

Change Password

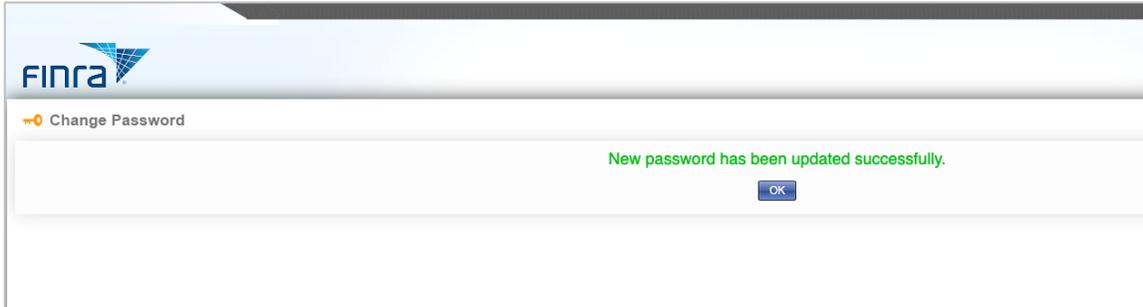
Current Password :

New Password :

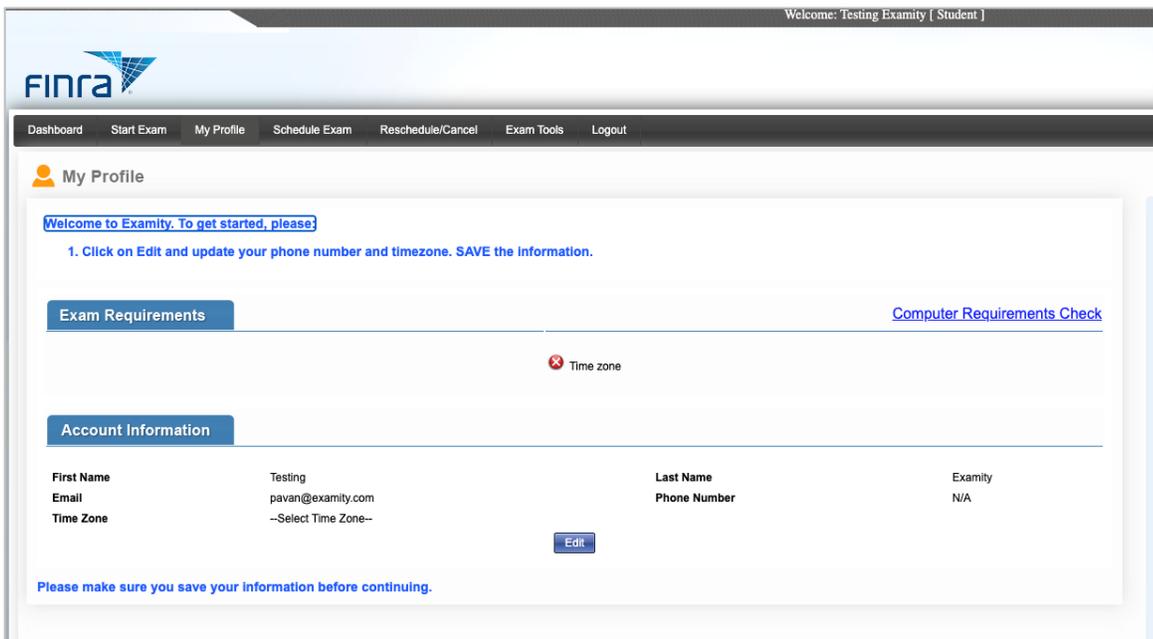
Confirm New Password :

Save

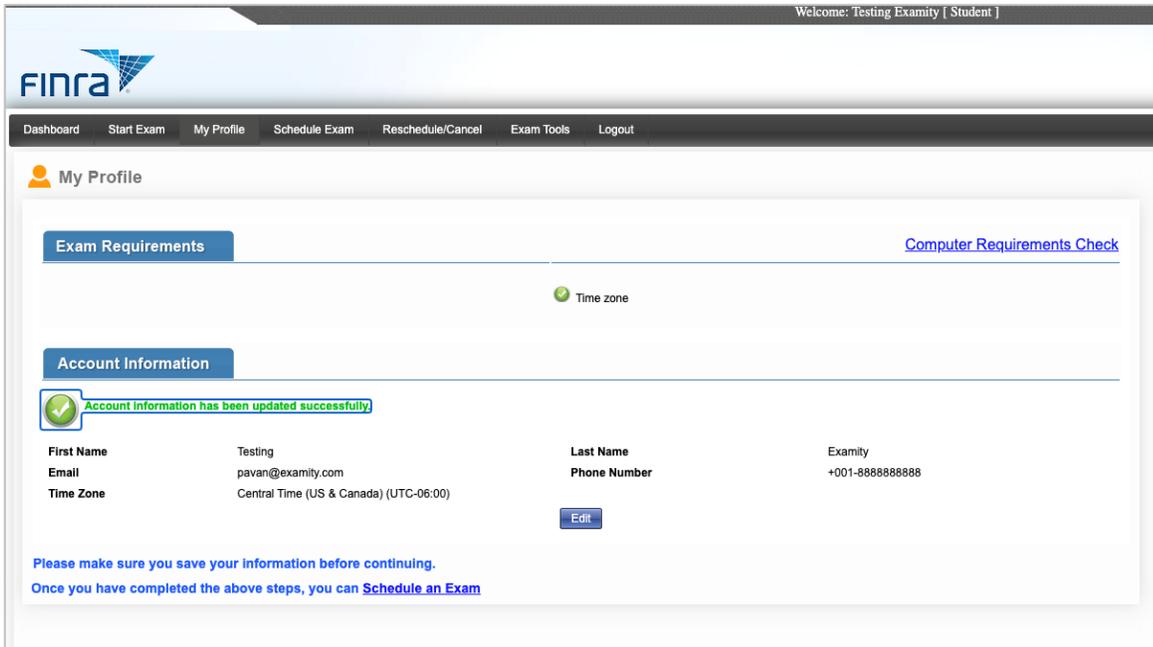
Step 6: After successfully resetting your password, you will see a confirmation message.



Step 7: You will be prompted to update your profile by selecting your time zone and entering your phone number.

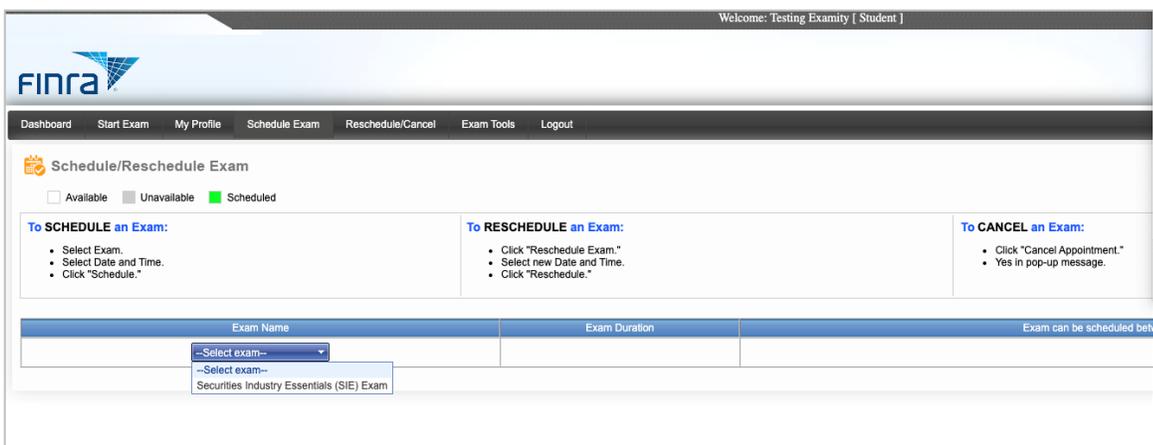


Step 8: Once you have updated your profile, you will be able to schedule your exam.

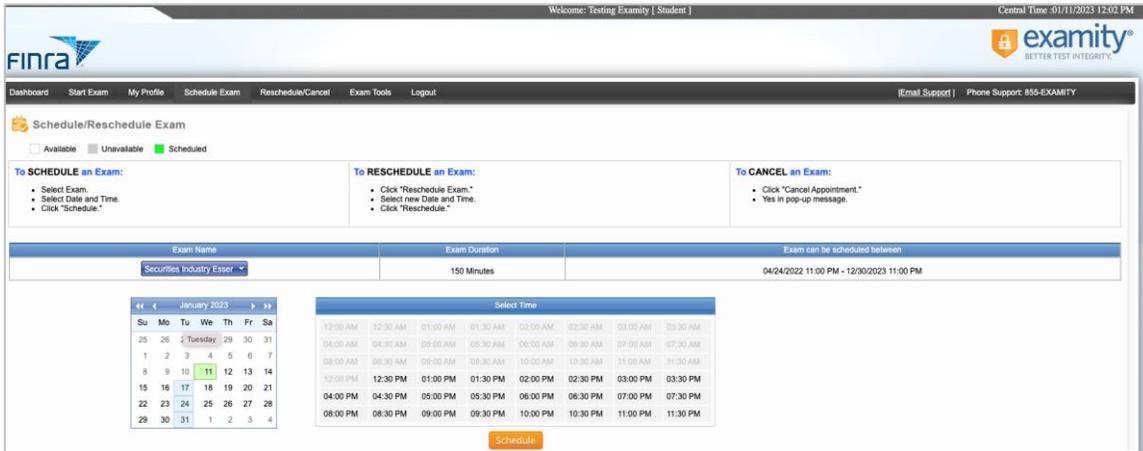


Appointment Scheduling:

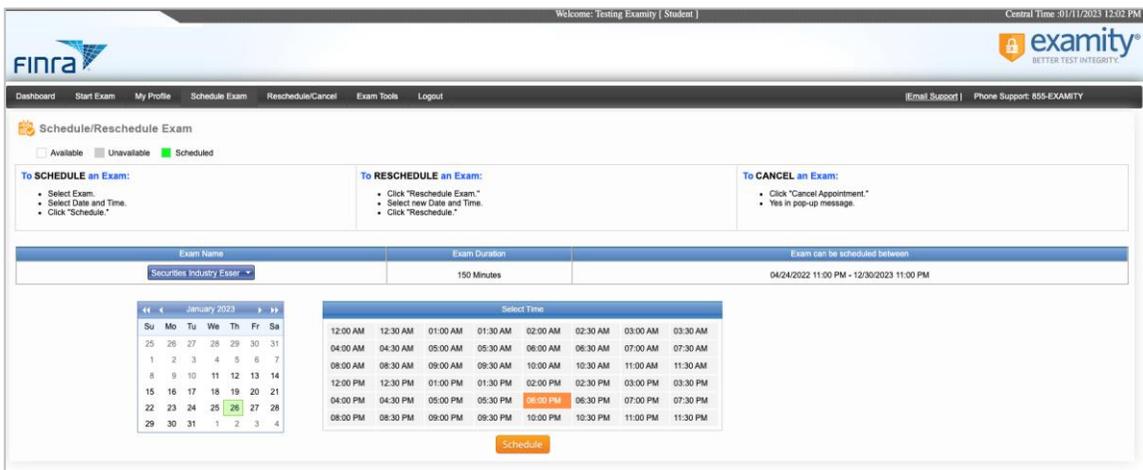
Step 1: Please select your exam from the drop-down menu.



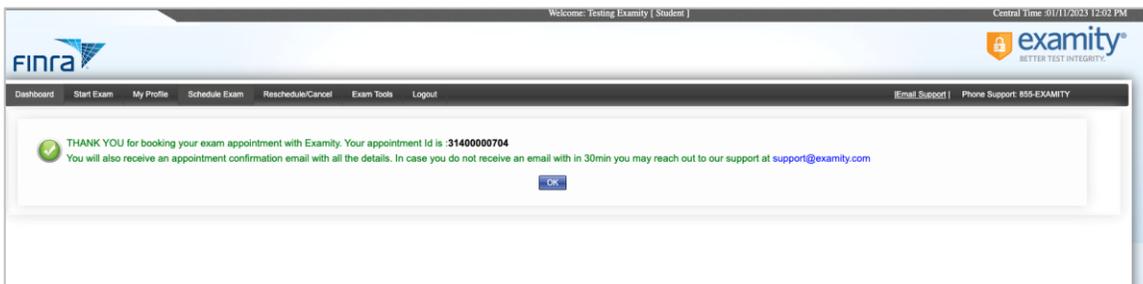
Step 2: The exam name, duration, and your eligibility window to take the exam will be displayed.



Step 3: You may select a date and time to test within your eligibility window.

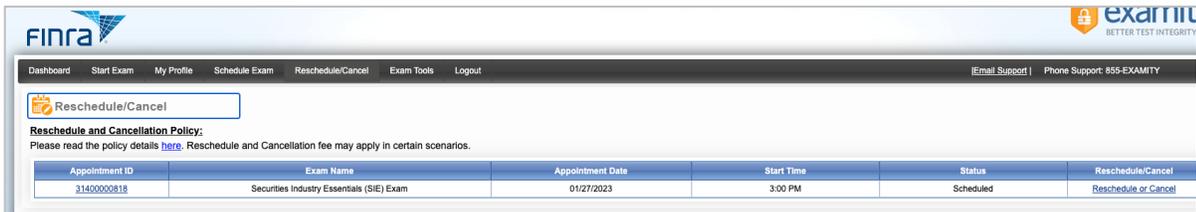


Step 4: Once an appointment is scheduled, you will see a confirmation message with your appointment ID.

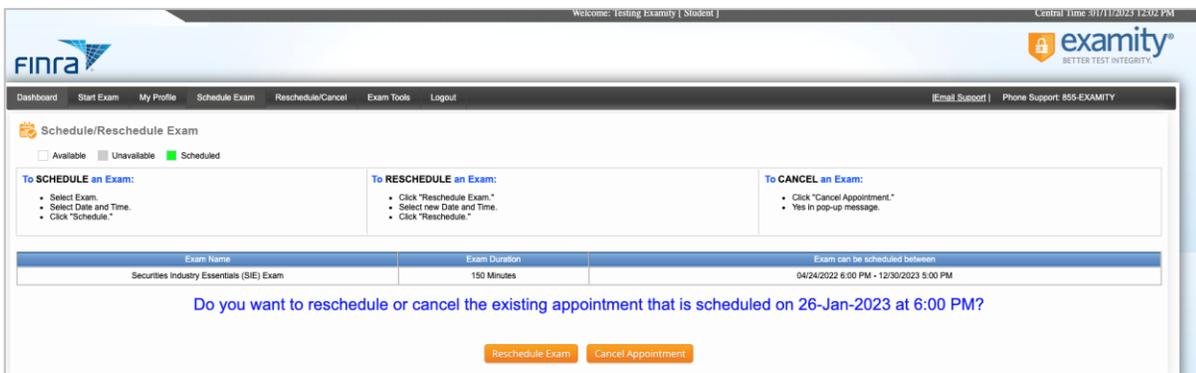


Reschedule or Cancellation:

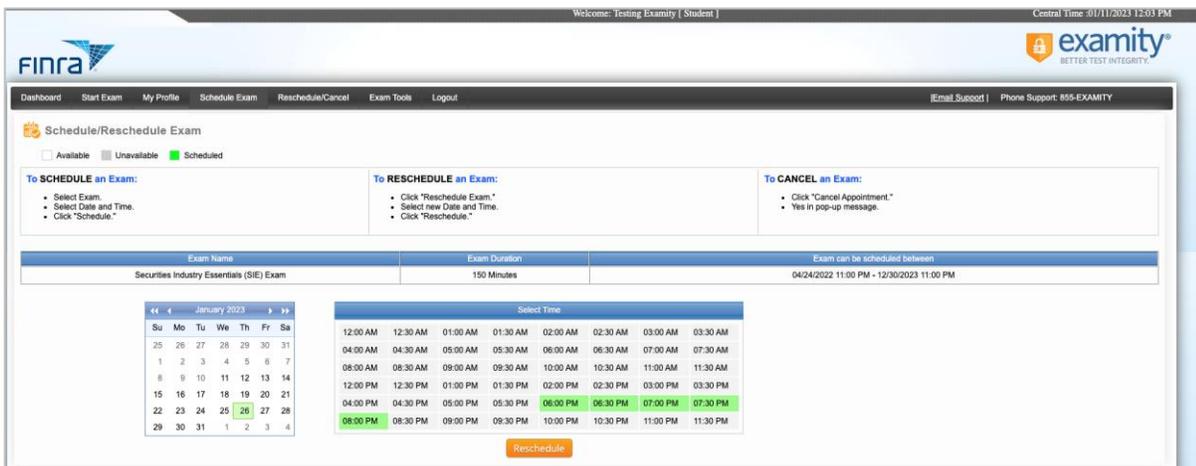
Reschedule Step 1: To reschedule your exam, select **Reschedule/Cancel** on the Eximity dashboard.



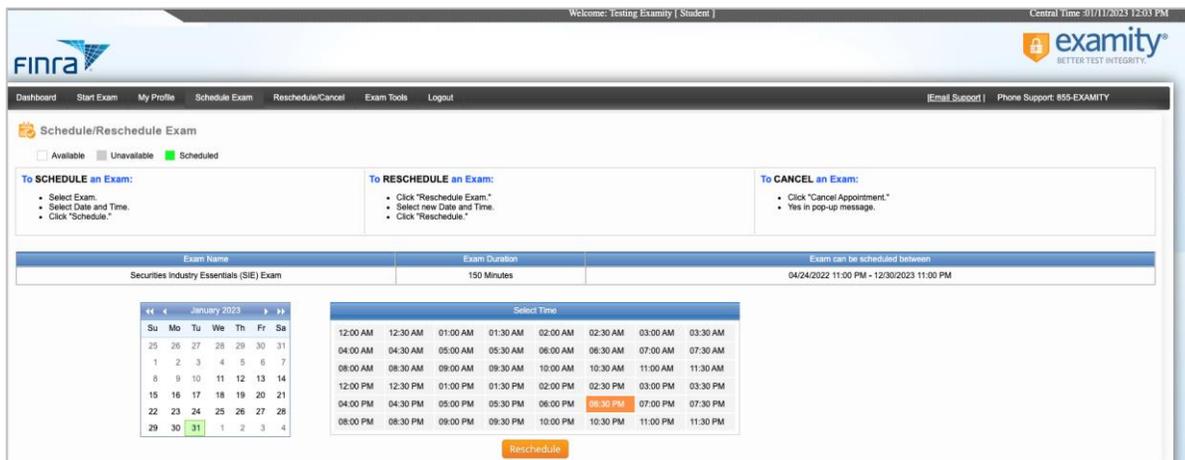
Reschedule Step 2: Select the **Reschedule Exam** button.



Reschedule Step 3: If you choose to reschedule, you will be routed to the schedule appointment screen to select a new date and/or time.



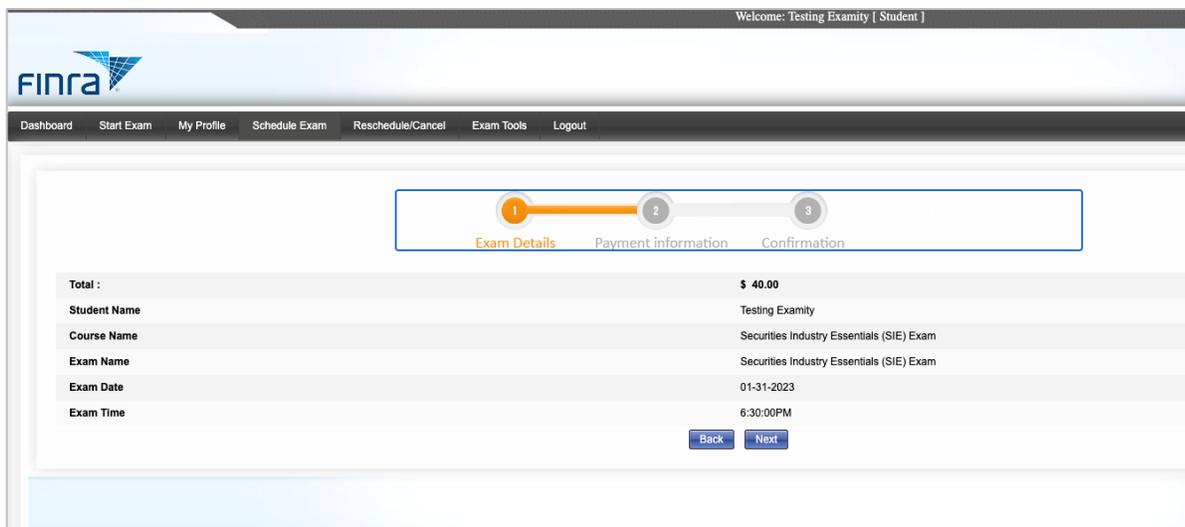
Reschedule Step 4: Based on FINRA rescheduling/cancellation policies, you may be prompted to pay a fee. Please consult the [Reschedule or Cancel Your Appointment](#) page for complete information. After selecting a new appointment time, select the **Reschedule** button.



Exam Name: Securities Industry Essentials (SIE) Exam
Exam Duration: 150 Minutes
Exam can be scheduled between: 04/24/2022 11:00 PM - 12/30/2023 11:00 PM

Reschedule

Reschedule Step 5: A screen will appear with the details for the rescheduled exam. If payment is required, you will be required to provide payment information on the following screen. Select the **Next** button to proceed to the next step.

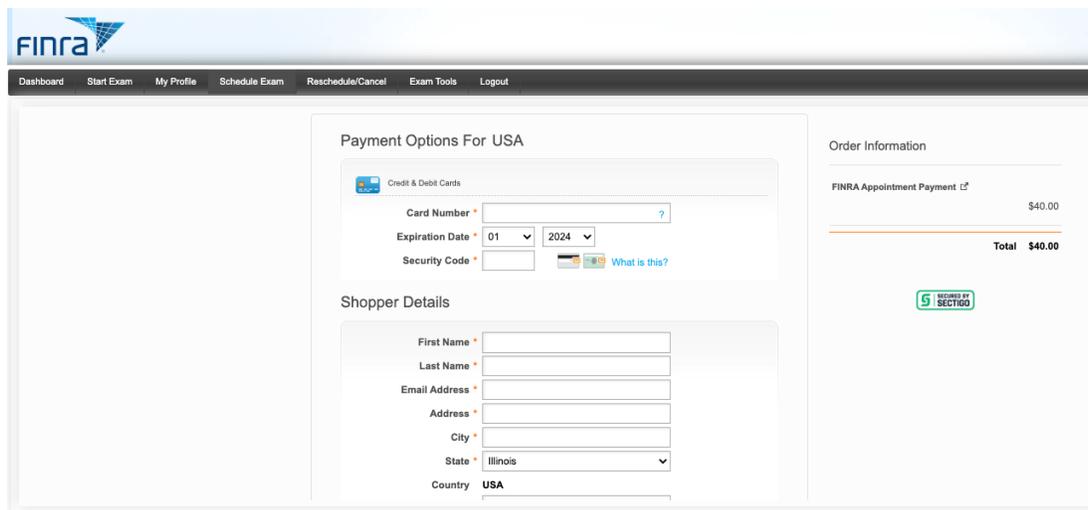


Exam Details | Payment Information | Confirmation

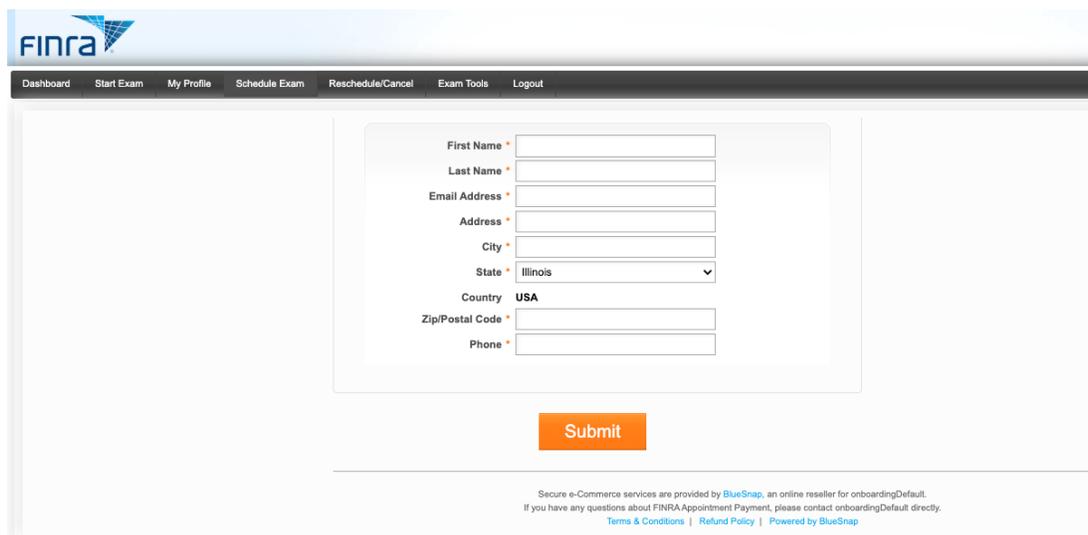
Total :	\$ 40.00
Student Name	Testing Examity
Course Name	Securities Industry Essentials (SIE) Exam
Exam Name	Securities Industry Essentials (SIE) Exam
Exam Date	01-31-2023
Exam Time	6:30:00PM

[Back](#) [Next](#)

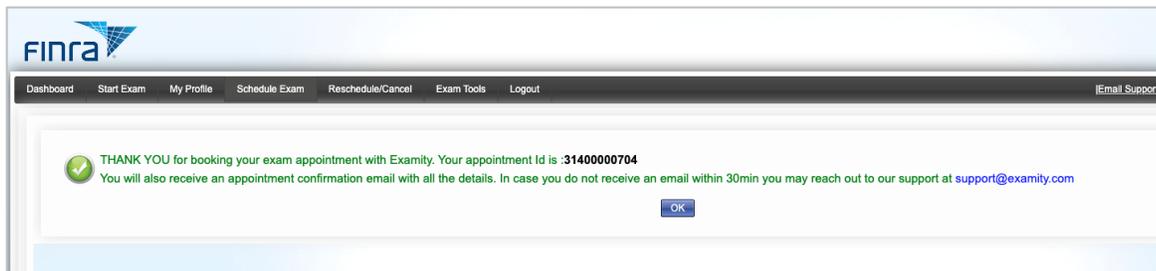
Reschedule Step 6: On the following screen, enter your billing and payment information.



Reschedule Step 7: Verify details and click **Submit**.

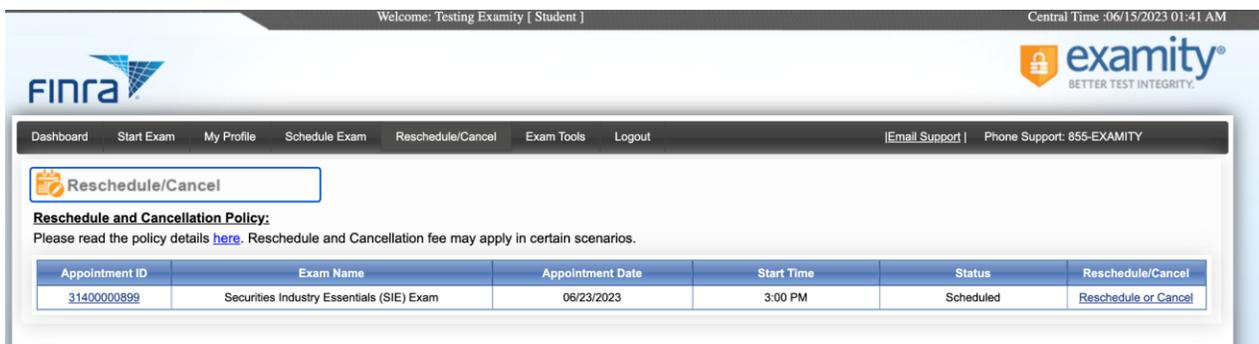


Reschedule Step 8: A confirmation screen will appear that the appointment has been rescheduled successfully. Select the **OK** button to return to the dashboard.

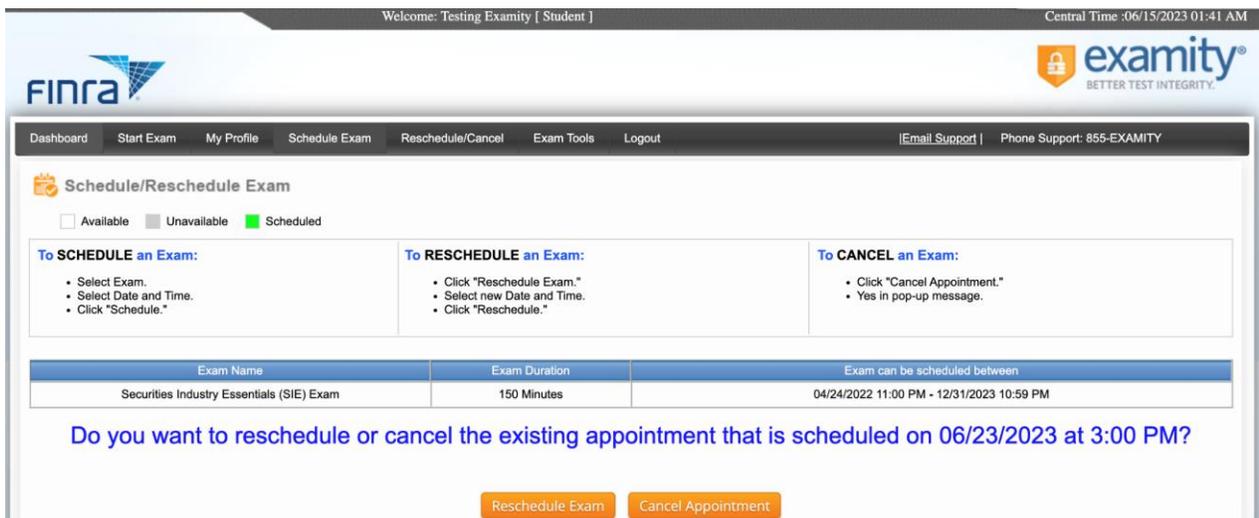


To cancel your appointment, you will navigate to the “Reschedule/Cancel” tab and select “Cancel Appointment” from the available options. Steps listed below.

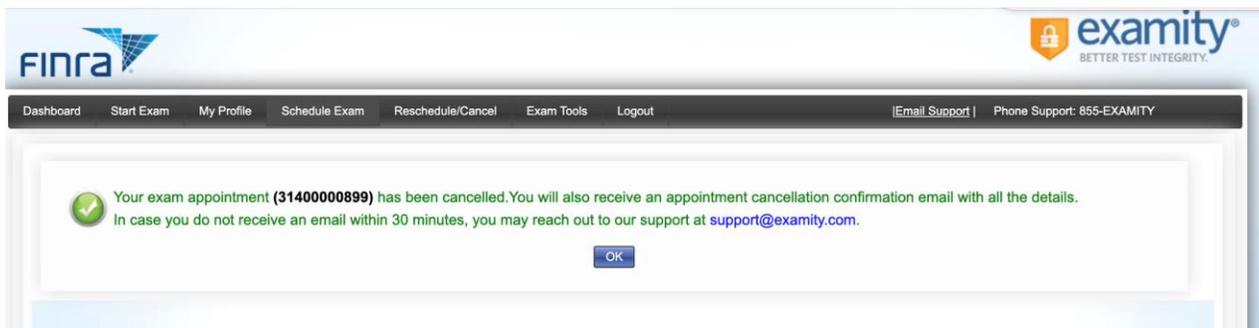
Cancel Step 1: To cancel your exam, select **Reschedule/Cancel** on the Examity dashboard.



Cancel Step 2: Select the **Cancel Appointment** button.

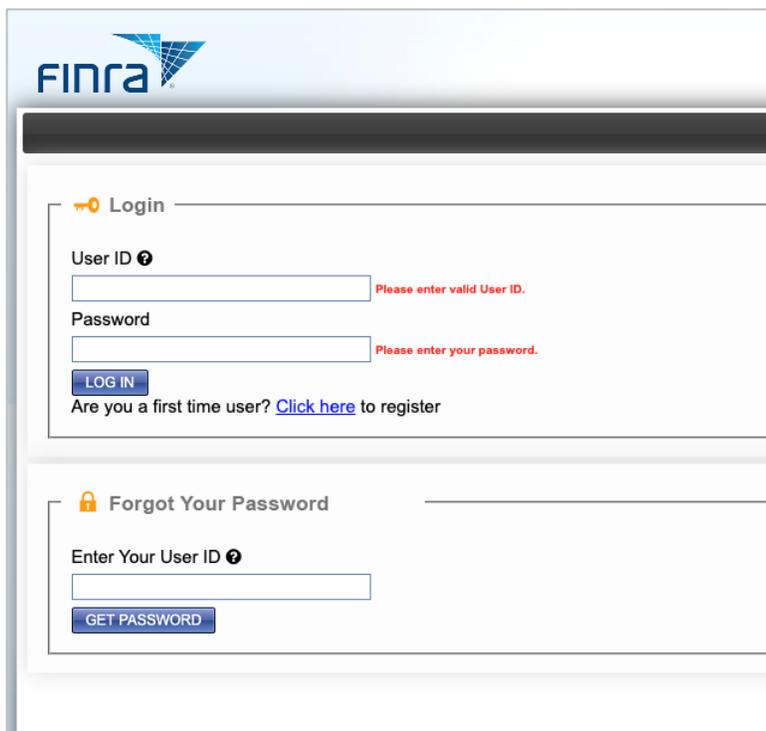


Cancel Step 3: You will receive visual confirmation of the appointment cancellation and receive an email with the details as well.



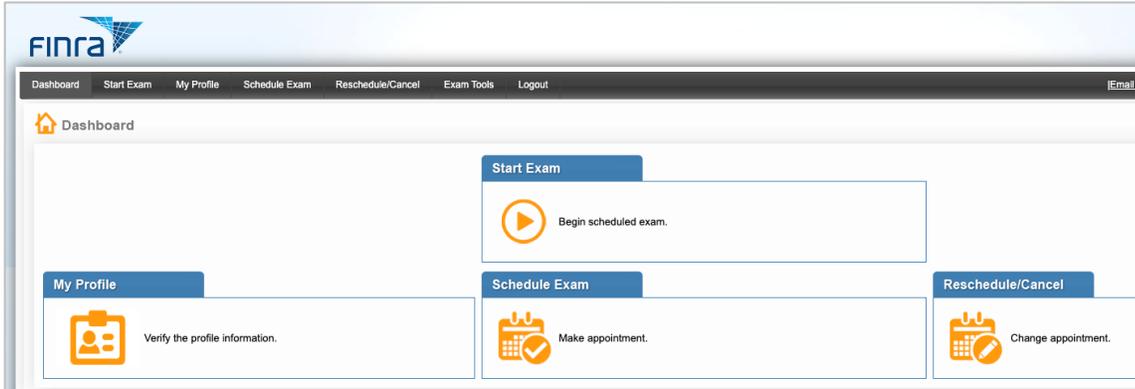
Start Exam:

Step 1: Log in to Examity using your FINRA ID and password.



The screenshot shows the Examity login and forgot password form. At the top, there is a FINra logo. Below the logo is a dark navigation bar. The main content area is divided into two sections. The first section is titled "Login" and contains a "User ID" field with a help icon and a red error message "Please enter valid User ID.", a "Password" field with a red error message "Please enter your password.", a "LOG IN" button, and a link "Are you a first time user? Click here to register". The second section is titled "Forgot Your Password" and contains an "Enter Your User ID" field with a help icon and a "GET PASSWORD" button.

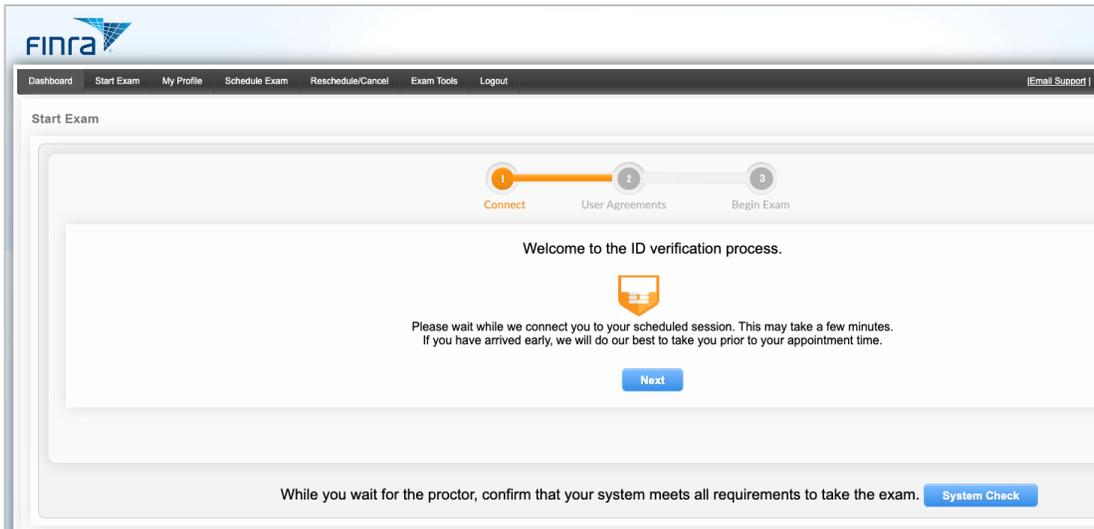
Step 2: Click on the **Start Exam** tile on the dashboard.



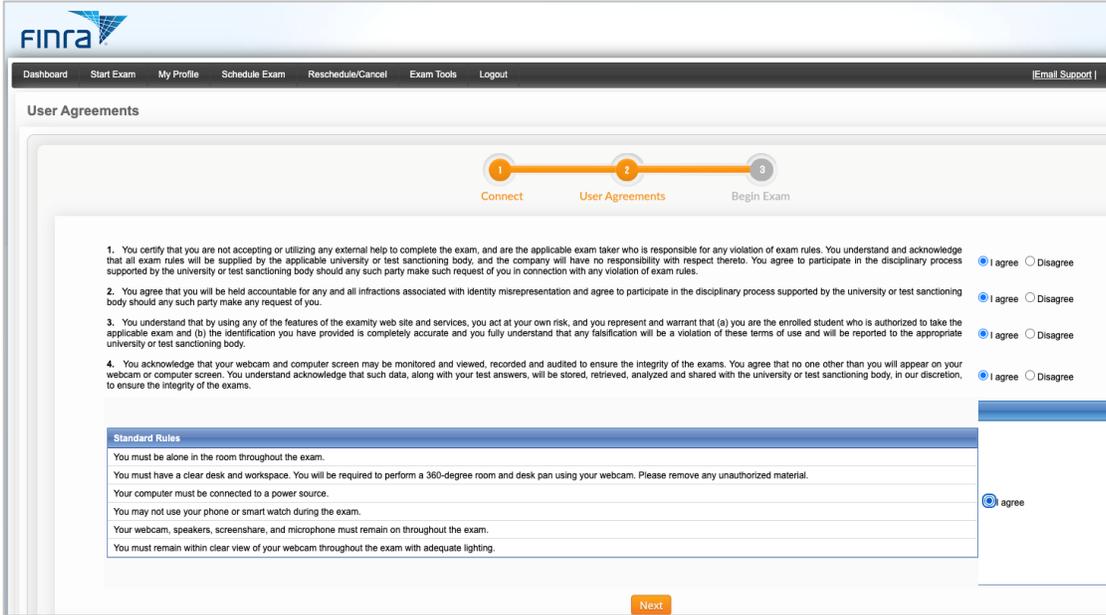
Step 3: On the next screen, select the **green play button** to connect to proctoring.



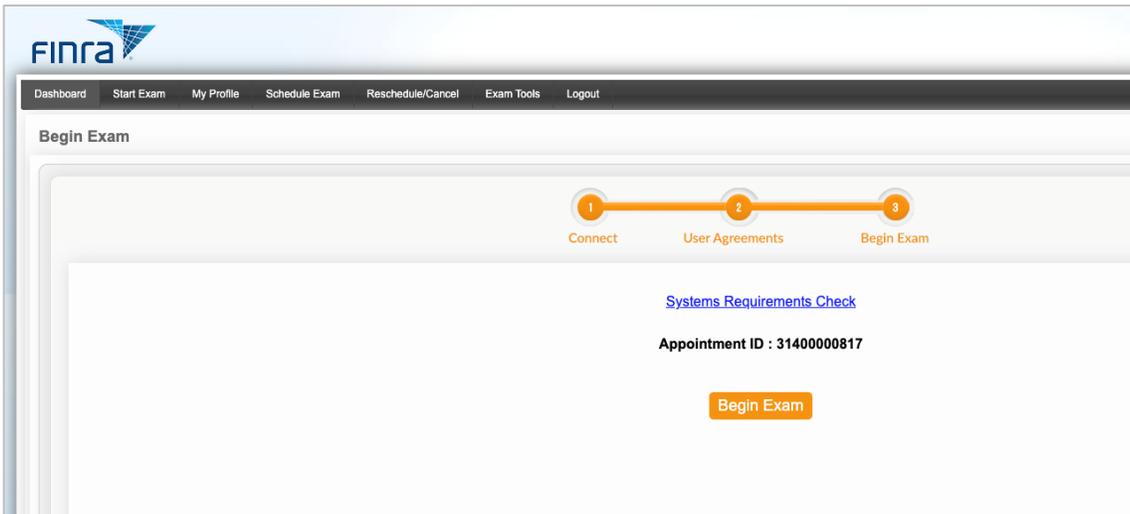
Step 4: Wait for the proctor to create the session. Once it's created, you will be prompted to select the **Next** button.



Step 5: Complete the authentication process and accept the user agreements by selecting the **Next** button.



Step 6: Verify system readiness and select the **Begin Exam** button to start the exam. Follow the prompts to install the secure browser on your machine.



Please Note: We encourage test-takers to arrive 15 minutes prior to the start of their exam. This will allow ample time to connect with your proctor and troubleshoot any technical issues that may arise.

The time it takes you to connect to proctor support and complete the authentication process does NOT count towards your exam duration.

MAKE SURE YOUR POP-UP BLOCKER IS DISABLED. Otherwise, you will not be able to connect with proctor support.

Examity System Requirements:

MacOS Ventura OS 13.X is not allowed. Please navigate to <https://prod.examity.com/FinraSystemCheck/Check.aspx> to ensure your system meets the requirements.

You must take the exam on a desktop computer or laptop (not a tablet).

You must have a working built-in or external webcam and microphone.

Your internet speed must be at least 2 Mbps download and 2 Mbps upload. Determine your internet speed by running a test at: <http://www.speedtest.net>

Contact Support:

Phone: 855-392-6489

Email: support@examity.com

Live Chat: Click on the **Live Chat** link located at the top and bottom of your Examity portal.