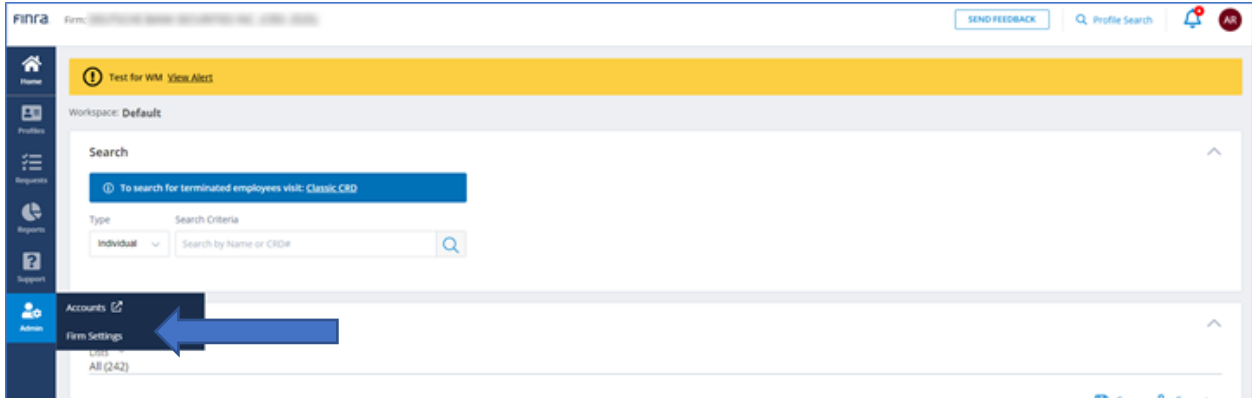
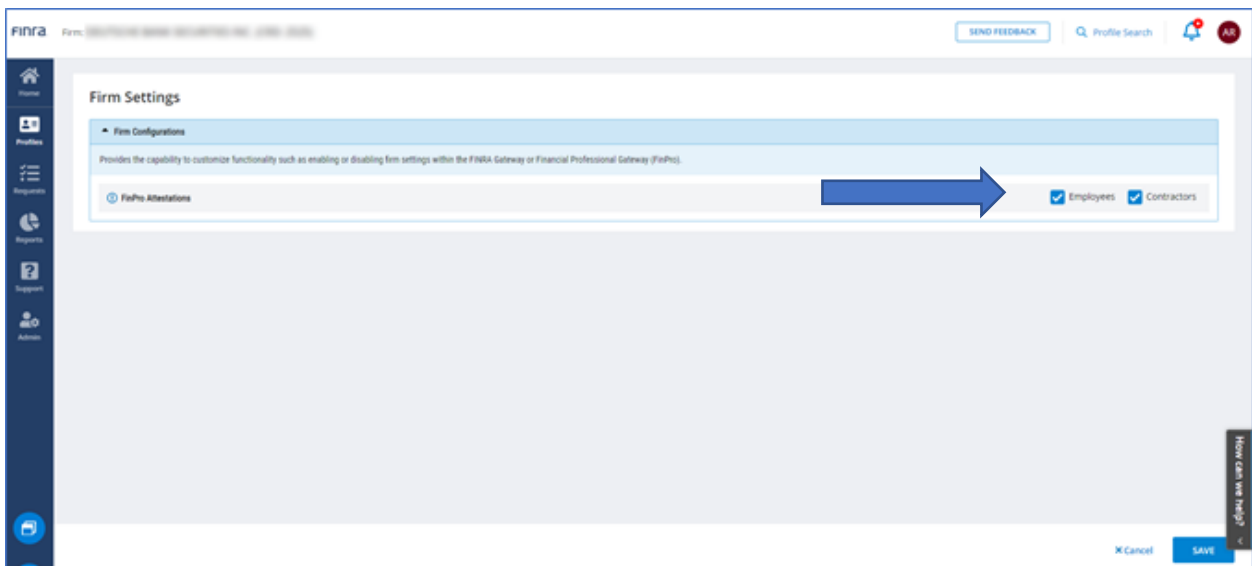


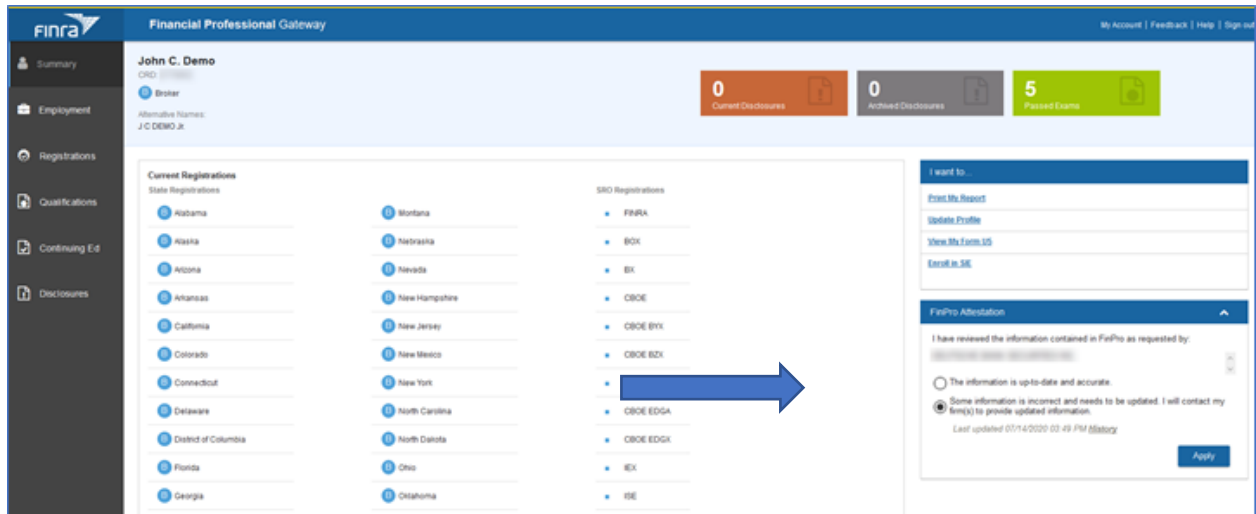
1. The FinPro Attestation feature is controlled by firms through a FINRA Gateway tool called **Firm Settings**. Individuals who will be responsible for enabling and disabling FinPro Attestation will require the “Firm Settings” entitlement privilege.
2. Entitled users will log in to FINRA Gateway, click on the **Admin** icon on the left-hand side, then select **Firm Settings**.



3. Within **Firm Settings**, users can enable Attestation for employees and/or contractors by selecting the appropriate checkboxes and then clicking **Save**.



4. After the firm has enabled the feature in FINRA Gateway, users will see the **Attestation** box in the lower right-hand corner of the page the next time they log in to FinPro.



5. The firm can use the FinPro Access Tracking template in **FINRA Gateway Reports** to check the attestation status of their individuals.

The screenshot shows the 'FinPro Access Tracking' report. The table has the following columns: Individual CR#, First Name, Last Name, Is FinPro User?, Date FinPro Account Created, Date Last Accessed FinPro, Latest Attestation Status, Latest Attestation Status Date, and Attestation History. Two rows of data are visible, both with 'Is FinPro User?' set to 'YES'.

Individual CR#	First Name	Last Name	Is FinPro User?	Date FinPro Account Created	Date Last Accessed FinPro	Latest Attestation Status	Latest Attestation Status Date	Attestation History
			YES	2020-04-20	2020-06-29			
			YES	2020-04-30	2020-07-17			