Registration Filing in FINRA Gateway - Enhanced Form U5 Filing Experience Summary of Changes

Important Information

- The purpose of this document is to provide a useful reference for how the enhanced Form U5 filing experience in FINRA Gateway differs from the Form U5 filing experience in Classic CRD.

- This reference document is not a substitute for the official Form U5 or any other FINRA guidance.

- This document does not represent all completeness checks, validations or logic that are utilized when completing the Form U5 online.

- This document does not represent all specific changes to the enhanced Form U5 data entry experience that have been introduced or that will be introduced.

TABLE OF CONTENTS

Introduction

As part of FINRA's registration transformation and overall digital transformation, FINRA is [adding registration filings to FINRA Gateway](). As of May 15, 2021, online filers will be able to submit Form U5 filings through FINRA Gateway.

Changes made to the online filing process were driven by goals that included more logical grouping of information, refining completeness checks and data validations, and making support materials more accessible. These improvements should reduce any necessary training for new compliance and registration staff, improve the quality of data provided and decrease the volume of filings requiring corrections.

This document is intended to provide a high-level overview of the changes to the enhanced Form U5 data entry experience. It describes both the changes to the way filers interact with the system and the enhancements to the data entry experience.

For questions or feedback regarding this documentation, please email feedbackfinragateway@finra.org or open an online self-service ticket through FINRA Gateway.

Access

Item	Classic CRD Experience	FINRA Gateway Experience
Accessing Form U5	Firms accesses CRD directly or through Firm Gateway to create or resume a Form U5 filing.	Firms create and resume Form U5 within FINRA Gateway.
Entitlement	CRD → Form U5	The same classic entitlement controls access to the filing experience in FINRA Gateway. No new entitlements are required for the enhanced Form U5 filing process.

System Functionality

Task	Classic CRD Experience (Retired)	FINRA Gateway Experience
How to Create and Resume a U5		
Creating a New Filing	User begins the filing process by first selecting the appropriate Form U5 filing type and then searching for the desired individual.	User begins the filing process by first searching for the desired individual. When viewing the individual's profile, an option to create the appropriate Form U5 filing type will display based on the individual's current status with the firm.
Resuming a Draft U5	Draft filings are stored in the Pending U5 Filings queue in Classic CRD.	Draft filings can be accessed from two places in FINRA Gateway: • Requests (filter by U5 or filing type) • Filings card on the individual's profile
Completing the U5		
Completeness Check	Completeness Check errors are displayed on a separate page.	Completeness Checks are available in any section while completing the form.
Help/Guidance	This is not available within the Classic U5 filing. Users either linked to an external definitions document or searched for additional guidance on FINRA.org.	Defined terms & Disclosure related interpretive guidance can be accessed within the form: • Defined terms – available as a pop up • Disclosure questions interpretive guidance – click on the "?" Icon next to Disclosure questions

Printing	Users can print individual sections or entire official Form U5 using Print Preview link.	Able to print individual sections or entire official Form U5 using Form View link.
Submitting the U5		
Submit Filing	Submission occurs after passing the Completeness Check.	In addition to passing the Completeness Check, firms are required to view the official version of the form prior to submission in the Summary section.
Filing History	Submitted filings are available in the Filing History section of View Individual in Classic CRD	Filers should continue to view submitted filings in the Filing history section of View Individual in Classic CRD.

Visual Data Layout

Data Element	Classic CRD Experience (Retired)	FINRA Gateway Experience
General Information	Contained in multiple sections: • (1) General Information • (2) Current Residential Address	One "General Information" section containing General Information and Current Residential Address.
Registration Information	Contained in multiple sections: • (3) Full Termination • (4) Date of Termination • (5A) SRO Partial Termination* • (5B) Jurisdiction Partial Termination* • (6) Affiliated Firm Termination (*= Only applicable to Partial U5)	Separate entry for each firm containing Full Termination, Date of Termination, Office of Employment Address, SRO Registrations* and Jurisdictions*. (*= Only applicable to Partial U5)
Disclosure Information	Contained in multiple sections: • (7) Disclosure Questions • DRPs Disclosure questions and DRPs matched paper form layout.	One "Disclosures" section containing separate pages for each disclosure type that combines the Disclosure Questions and the Disclosure Reporting Pages (DRP). Some questions/fields have been reordered or separated for clarity during data entry (official Form U5 view is unchanged).
Signatures	Contained in one section: • (8) Signatures	One "Signatures" section.