

## **Quick Reference Guide – Accessing FLEX on FINRA Gateway**

The information provided in this document is intended to provide a quick guide for CE administrators on how to get access to FLEX on FINRA Gateway.

## **Enable FLEX Entitlement**

Below are instructions to gain access to the FLEX dashboard for the first time in order to subscribe. For any questions, please contact <u>flex@finra.org</u>.

1. To gain access to the Financial Learning Experience (FLEX) dashboard within the FINRA Gateway, please contact your firm's Super Account Administrator (SAA). They can grant you the entitlement role for Financial Learning Experience (FLEX). When editing entitlements, FLEX is the last privilege available to select on the list.

Financial Learning Experience (FLEX)	User Admin
	the difference is a last a succession and track
Provides access for Continuing Education Administr	ator/Manager to select, purchase and track
Provides access for Continuing Education Administr courses through the Financial Learning Experience	n FINRA Gateway.
Provides access for Continuing Education Administr courses through the Financial Learning Experience	n FINRA Gateway.

- 2. Your SAA can assign the entitlement for "Select and Purchase Content" under the Financial Learning Experience (FLEX) by checking the box for "User" and/or "Admin." Types of entitlement roles:
  - User: Can select and purchase content
  - Admin: Can grant access and create accounts, but not select and purchase content
- 3. Once granted access to the dashboard, the CE Admin can take the following actions. For further instructions, please view the hyperlinked Quick Reference Guides:
  - <u>Access the FLEX Catalog</u> to view course categories and topics, and to evaluate the content of each course.
  - Acquire license for course delivery via Firm LMS and access files to upload.
  - Acquire license for course delivery via the FLEX platform.
  - <u>Upload user information</u> using the template provided.



• <u>Upload course assignments</u> using the template provided.

Once users have been uploaded, they will have access to the platform via <u>Financial</u> <u>Professional Gateway (FinPro)</u>. Course assignments will be viewable once the user accesses the platform via the Take Firm Element CE link in <u>FinPro</u>.

FINCA.	Financial Professional G	ateway		My Account   Help NEW   Sign out
🛔 Summary	1			Actions (Quick Links)
Employment				Print My Report Jake Firm Element CE
Registrations	Continuing Education Status Regulatory Element CE: (Required SR	0 Due Date: 12/31/2024 O		
Qualifications	Reminders			FinPro Attestation
Continuing Ed	You can now start your require keep your active registration to	ed Regulatory Element Continuing Education (CE) itatus, however your firm may have set an earlier of	Under applicable SRO rules/regulations. CE must be completed by 12/31 ue date. View and Take Outstanding CE.	2024 to I have reviewed the information confained in FinPro as requested by:
	Current Registrations State Registrations		SRO Registrations	C The information is up to date and accurate
Disclosures	(B) Alabama	B Nebraska	FINRA	Some information is incompate and accurate. Some information is incompated and needs to be updated. I will contact my firm(s) to provide updated information
	Alaska	(B) Nevada	BOX	App)
	Arizona	New Hampshire	BX	
	Arkansas	New Jersey	CBOE	
	(1) California	New Mexico	CBOE BYX	
	(1) Colorado	(B) New York	<ul> <li>CBOE BZX</li> </ul>	
	Connecticut	(B) North Carolina	CBOE C2	
	Delaware	(1) North Dakota	CBOE EDGA	
	District of Columbia	(1) Ohio	CBOE EDGX	
	(B) Florida	Oklahoma	<ul> <li>IEX</li> </ul>	

Please let us know if you encounter any issues with accessing the FLEX link on FINRA Gateway. You can email us at <u>flex@finra.org</u> for assistance with any issues.