

SAA Guide – Granting Access to the FIFC

This guide provides step-by-step instructions for a Super Account Administrator (SAA) to grant access to the Financial Intelligence Fusion Center (FIFC). The SAA will need to proactively grant access for individuals to access the FIFC. Individuals within the member firm, or of a member firm's affiliates can be granted access to the FIFC. Please note adding a FINRA Gateway user and entitling them to the FIFC will grant access to only FIFC content and will not provide the user with any access to other information, reports or data on FINRA Gateway.

Before you get started

Only an SAA (with SAA privileges in FINRA Gateway) is able to grant access to individuals for the FIFC.

Individuals being granted access to the FIFC must first have an account established in FINRA Gateway.

- If the individual does not have an account for FINRA Gateway, the SAA should follow these instructions: [FINRA Gateway Create New Account](#), to set up their account before granting access to the FIFC.

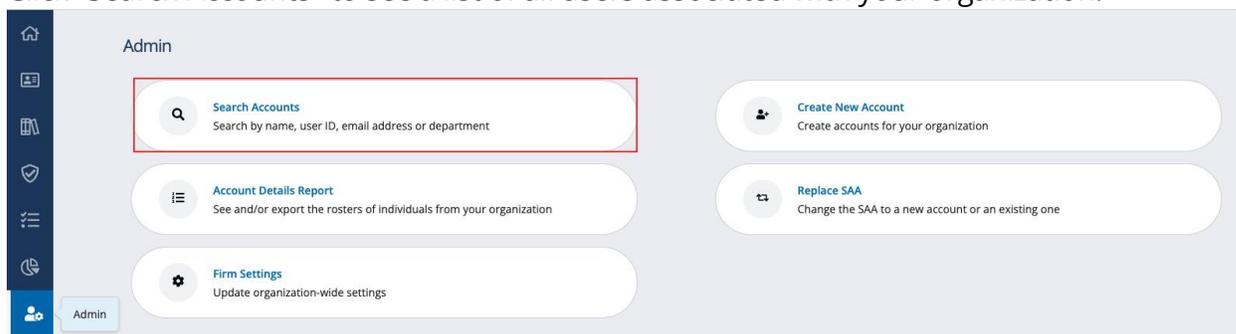
Granting Access to the FIFC

Step 1: Log into FINRA Gateway

1. Go to <https://gateway.finra.org>
2. Enter your SAA User ID, password, and complete any multi-factor authentication if prompted
3. You will be directed to the FINRA Gateway homepage

Step 2: Access the User Administration Section

1. In the FINRA Gateway homepage, locate and click on the "Admin" icon on the left navigation menu.
2. Click "Search Accounts" to see a list of all users associated with your organization.

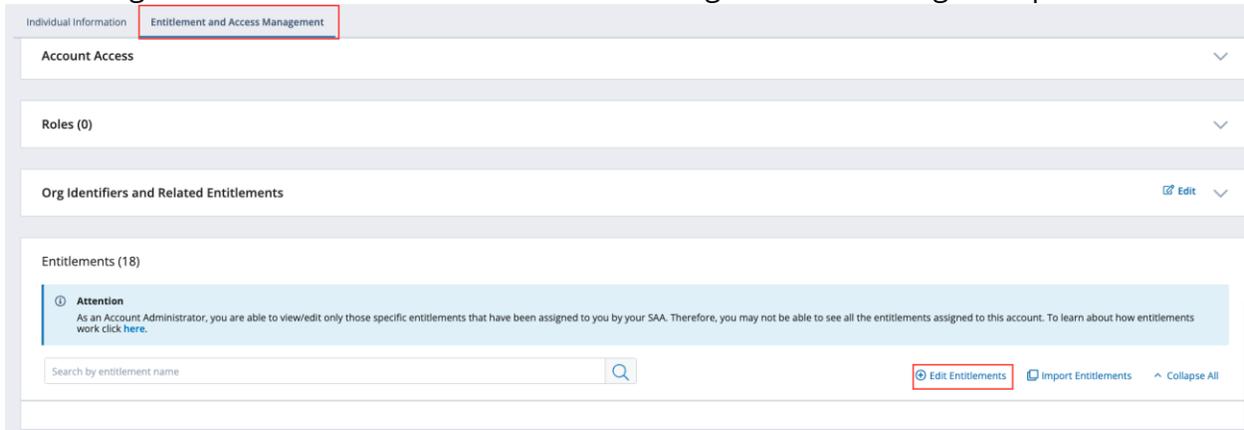


Step 3: Select User(s) to Grant FIFC Access

1. Locate the individual(s) that you would like to grant FIFC access to (you can use the search

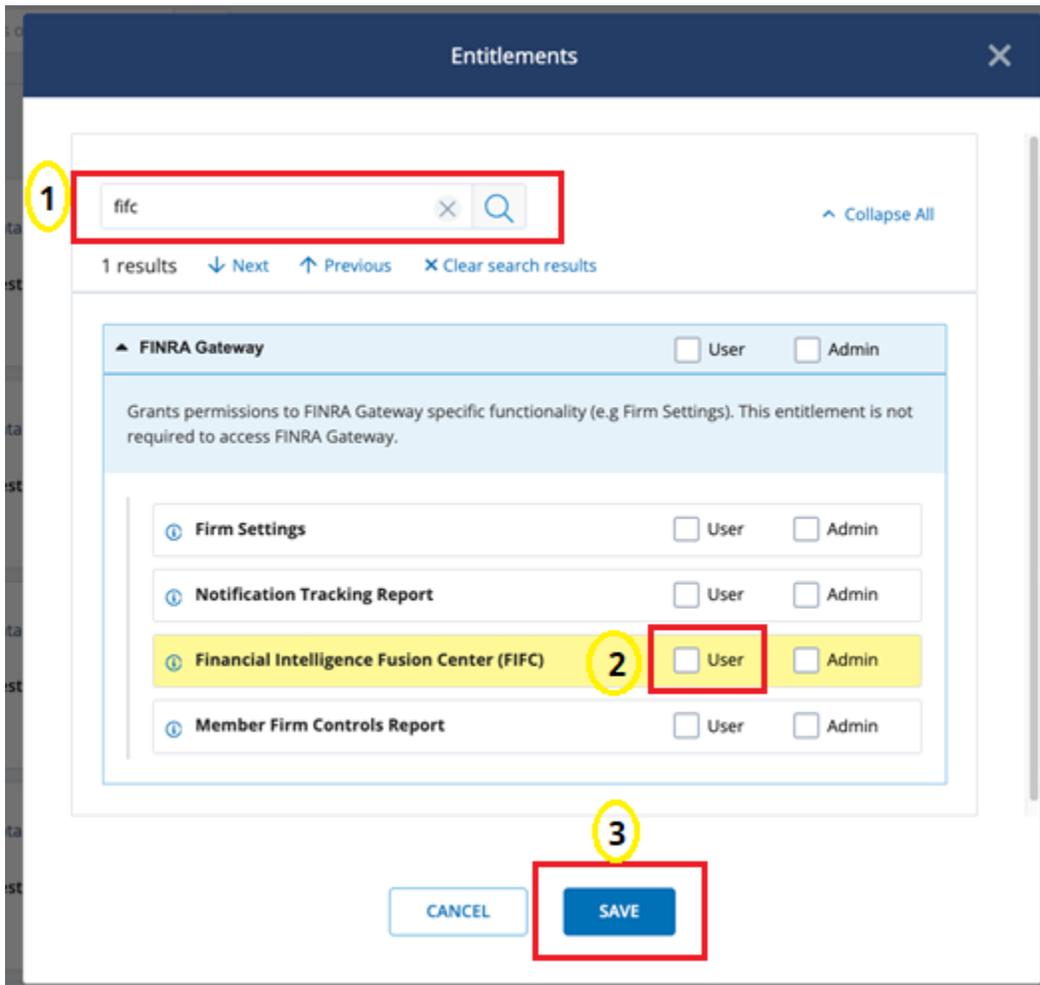
function to look for individuals)

2. Click on the individual's name to access their account details
3. Navigate to the "Entitlements and Access Management" tab along the top



Step 4: Grant the Individual Entitlement Access to the FIFC

1. In the Entitlements section, search for "FIFC"
2. Check the "User" box next for the FIFC entitlement
3. Click "Save" to confirm the entitlement is assigned



Step 5: Verify Access Has Been Granted

1. Return to the Search Account (Step 2 above)
2. Confirm that the selected user(s) now show "FIFC" in their list of entitlements

Step 6: Notify Entitled Users

1. Please inform individuals that they have been provided entitlements to access the FIFC. Please note there is no auto notification for the user that they have been entitled to the FIFC.
2. The new FIFC user(s) can access the FIFC:
 - From [FINRA.org/FIFC](https://finra.org/fifc), click on link to access FIFC
 - Through FINRA Gateway by:
 - Clicking on "FIFC" in the left navigation menu (see below)
 - Directly from FIFC emails by clicking the links to review new intelligence.

