

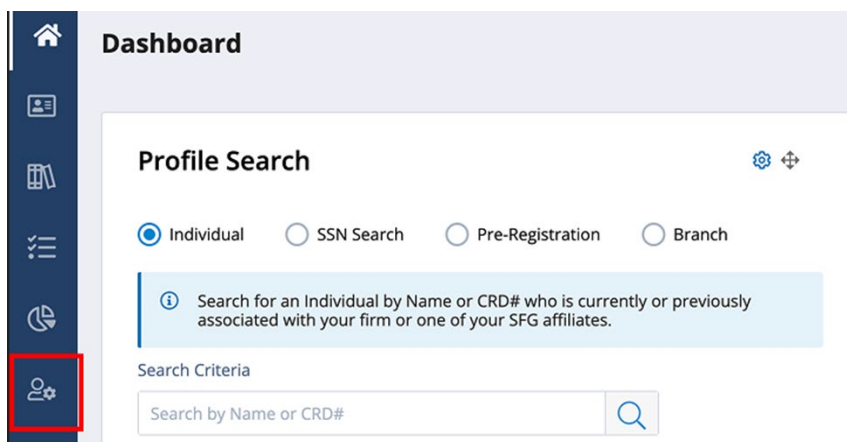
Customizing Notification Settings in FINRA Gateway

FINRA Gateway allows your firm’s Super Account Administrator (SAA) to designate up to 15 additional email addresses—including distribution lists—to receive notifications about certain FINRA requests (e.g., Third-Party Vendor Request; Customer Information Request) issued via FINRA Gateway.

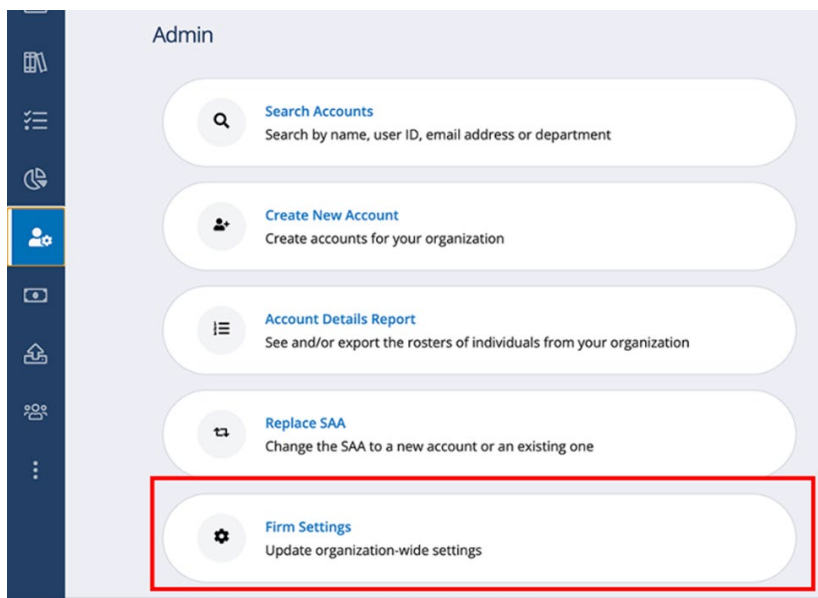
Important: By default, only your firm’s SAA receives these notifications. Update your settings now to ensure the appropriate staff are notified about the 2026 Third-Party Vendor Request and future information requests.

To customize your Quest notification settings, follow the steps below.

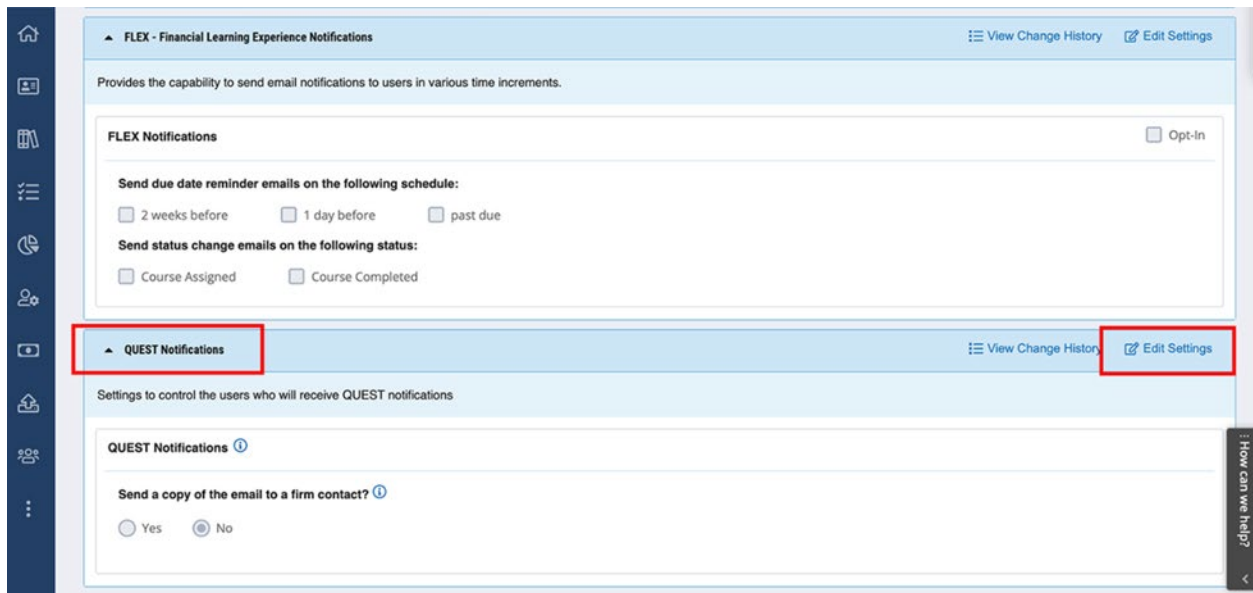
1. Log in to FINRA Gateway and click on the “Admin” icon in the left-side toolbar.



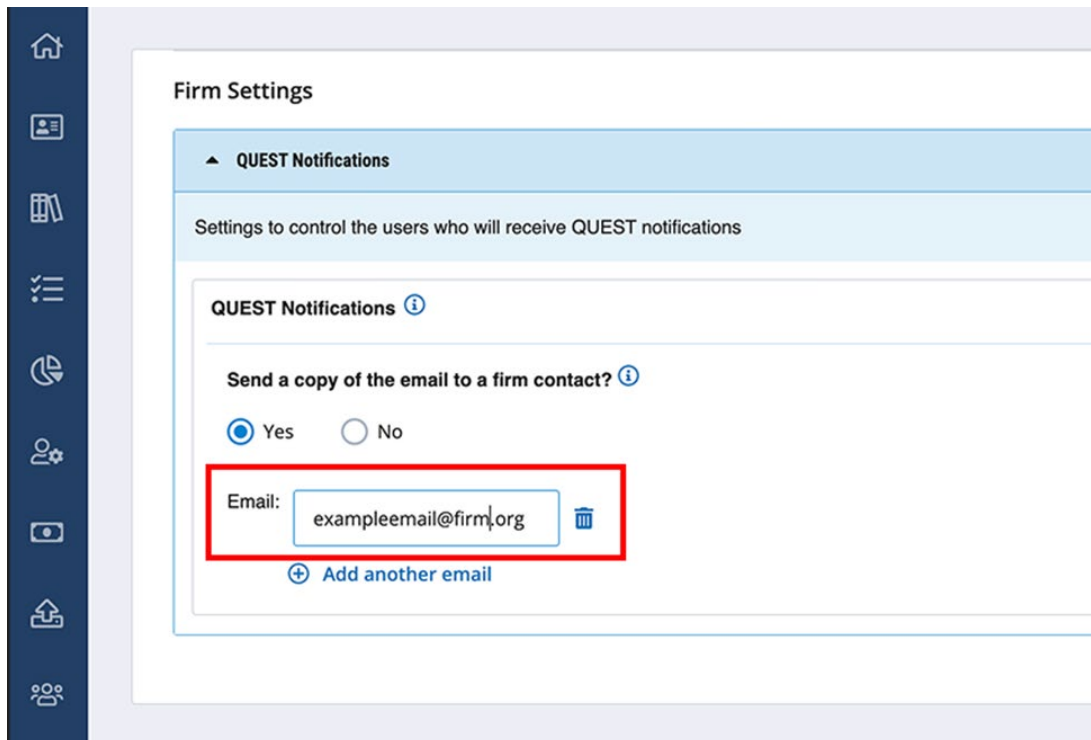
2. Select “Firm Settings.”



3. Locate the “Quest Notifications” box and select “Edit Settings.”



4. To add another email address to receive notifications, select “Yes” and enter the email address in the box.



5. To add more than one additional email address, click “Add another email.”

The screenshot shows the 'Firm Settings' interface. Under the 'QUEST Notifications' section, there is a question: 'Send a copy of the email to a firm contact?' with 'Yes' selected. Below this, an email field contains 'exampleemail@firm.org'. A red box highlights the '+ Add another email' button located below the email field.

6. Once all email addresses have been added, click “Save” to save your preferences.

The screenshot shows the 'Firm Settings' interface. Under the 'QUEST Notifications' section, there are two email addresses: 'exampleemail@firm.org' and 'Another@firm.org'. The '+ Add another email' button is visible below the second email field. At the bottom right of the page, the 'SAVE' button is highlighted with a red box, next to a 'Cancel' button.