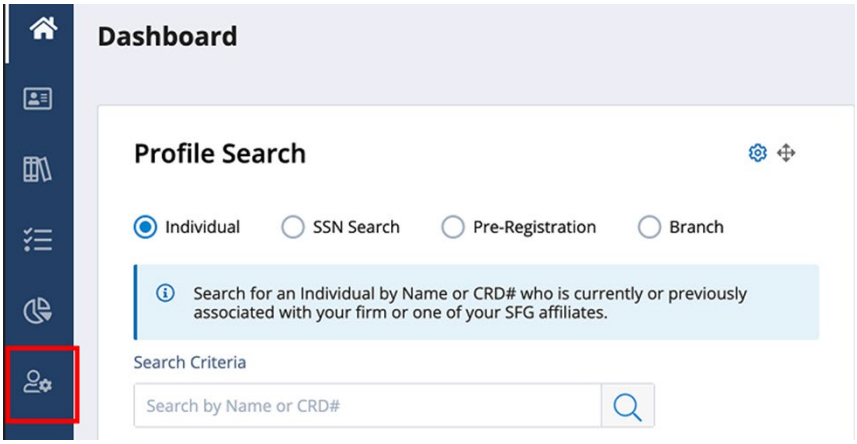
## Granting Access in FINRA Gateway

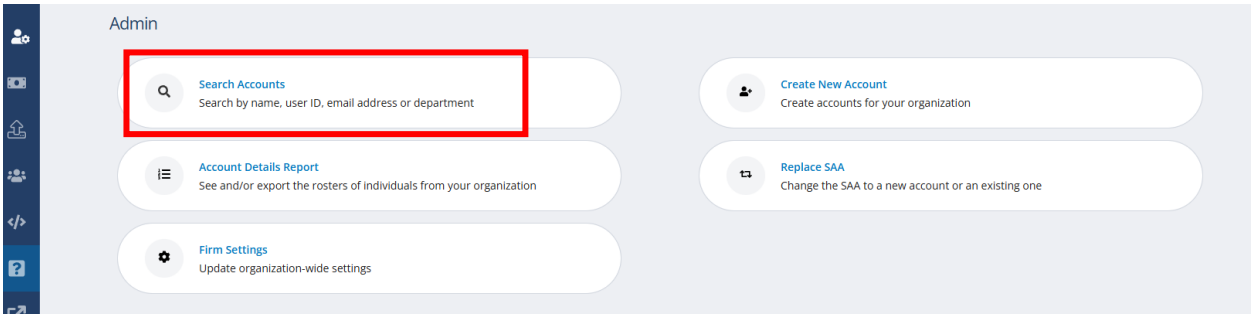
For how to create accounts for new users at your member firm, see here: https://www.finra.org/filing-reporting/entitlement/reference-guide#section6.

To grant access to existing users to respond to survey requests, follow the steps below.

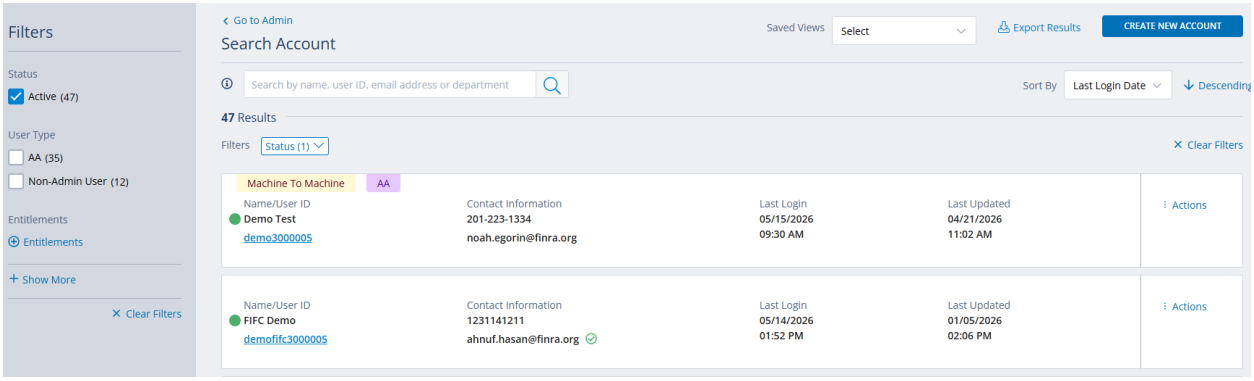
### 1. Log in to FINRA Gateway and click on the "Admin" icon in the left-side toolbar.



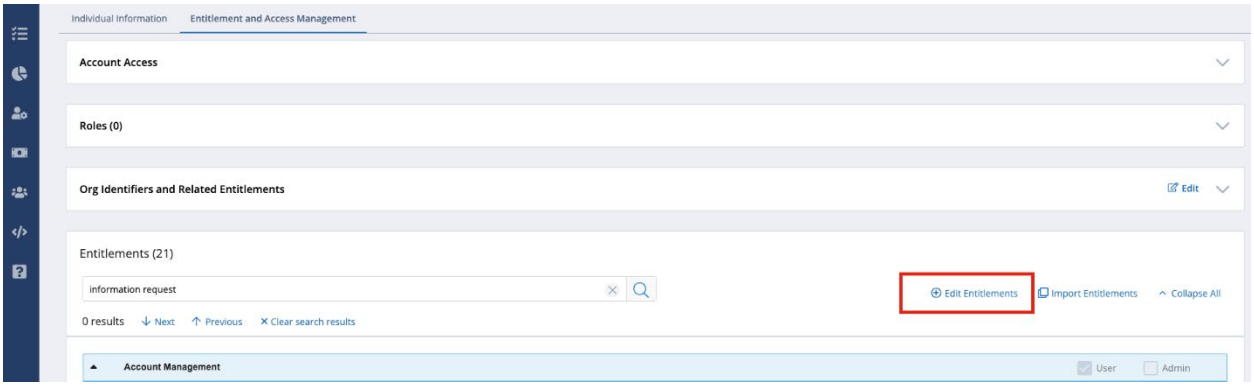

### 2. Click on "Search Accounts."



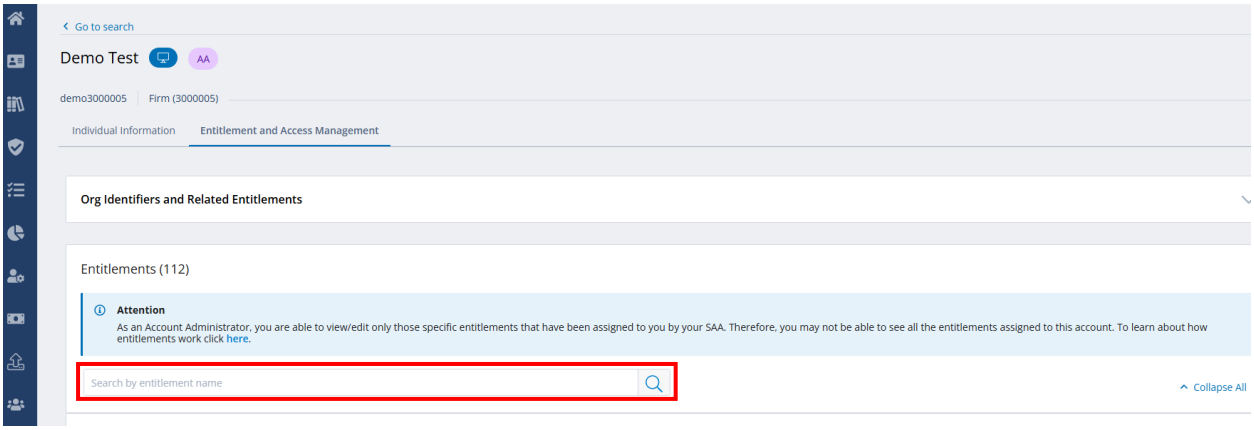

### 3. Select a user.

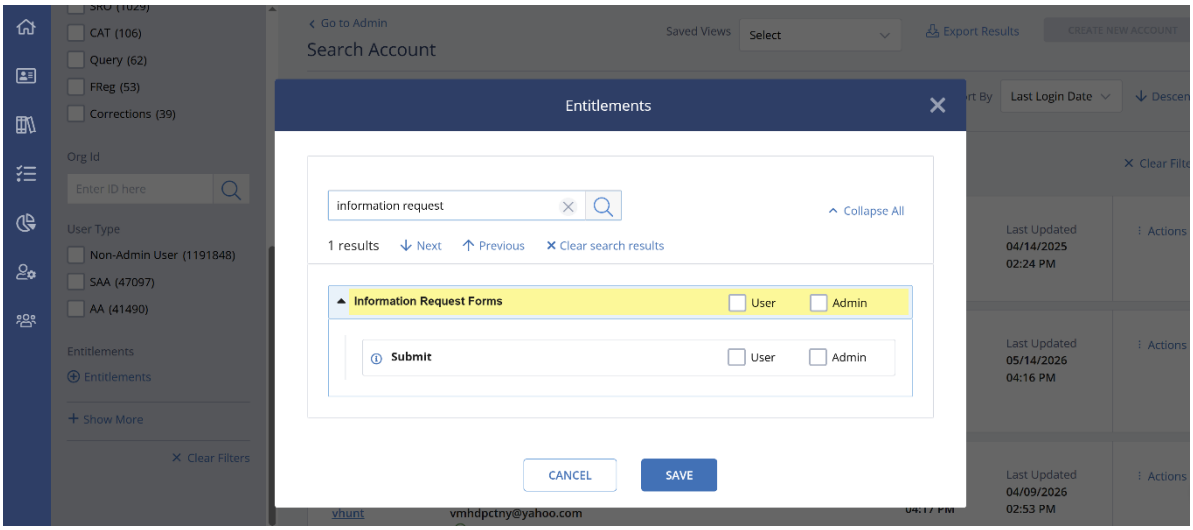


4. **Click on the “Entitlement and Access Management” tab (the second tab). Click on the “plus” sign to “Edit Entitlements.”**




5. **In the search box labeled “Search by entitlement name,” type “information request” and press enter.**




6. **Check the box for the type of access the user should be given: User or Admin. (Most staff members only require User access. Only assign Admin access if the staff member will be managing who else receives this entitlement.) Click “Save.”**