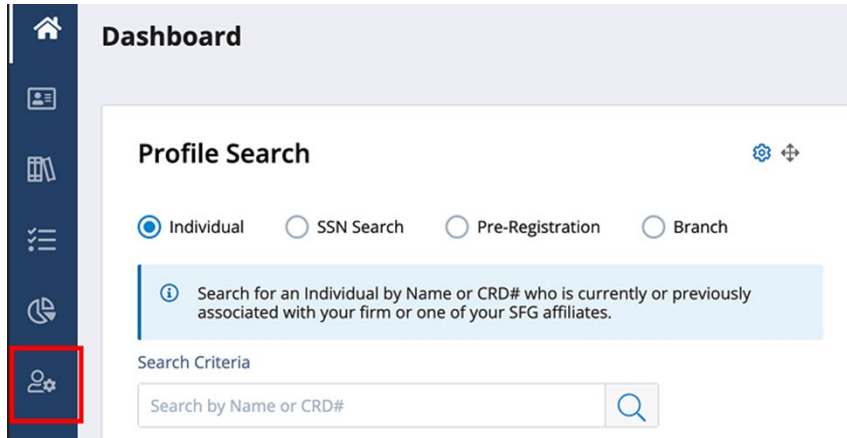


Granting Access in FINRA Gateway

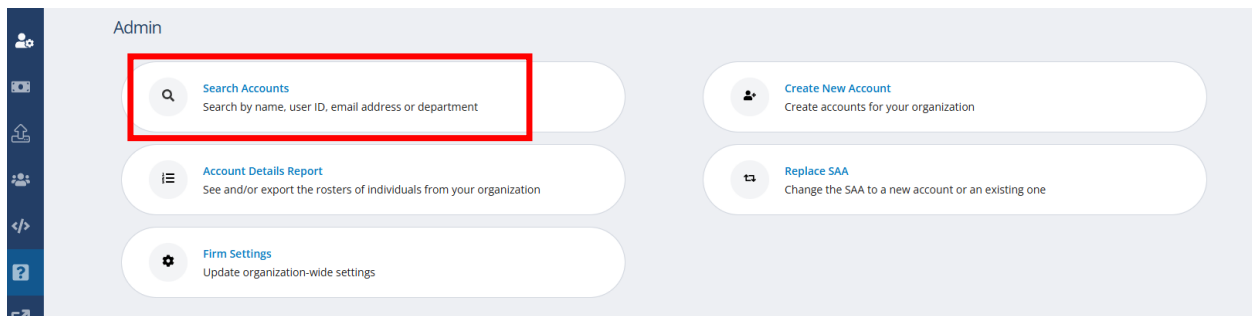
For how to create accounts for new users at your member firm, see here: <https://www.finra.org/filing-reporting/entitlement/reference-guide#section6>.

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

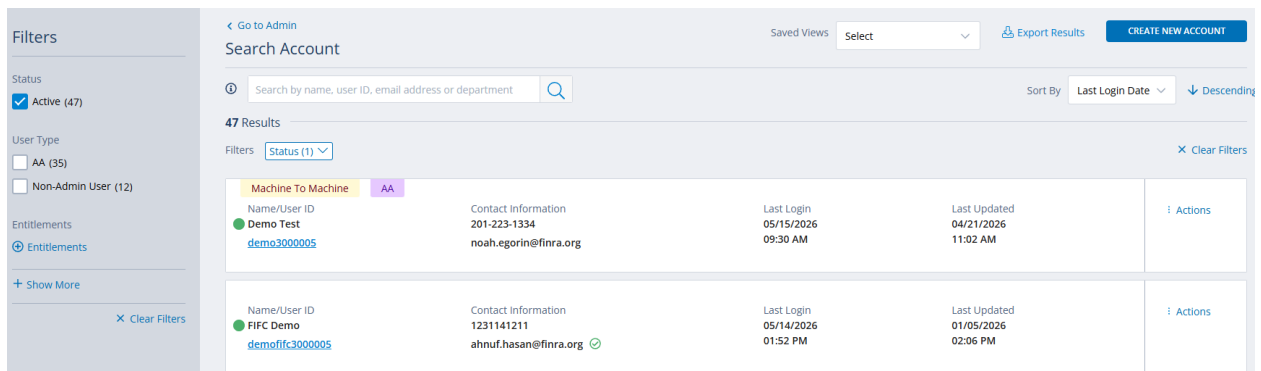
1. Log in to FINRA Gateway and click on the “Admin” icon in the left-side toolbar.



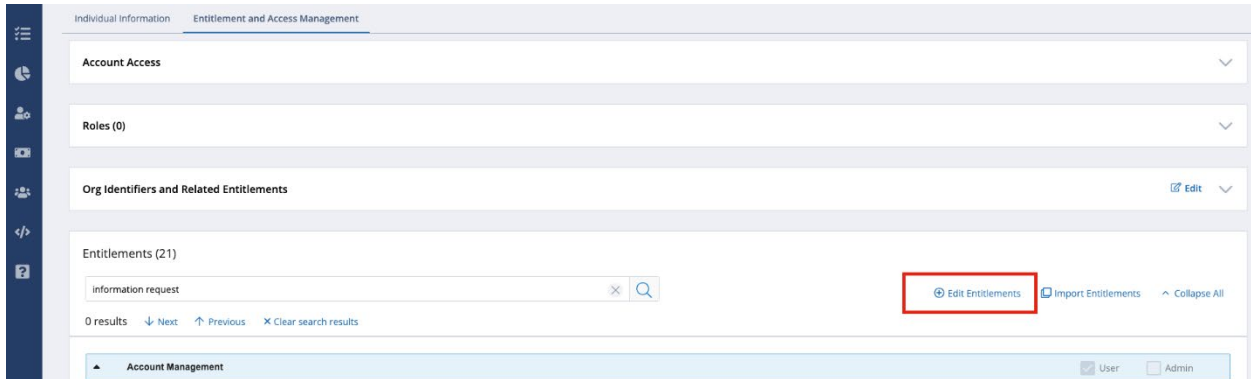
2. Click on “Search Accounts.”



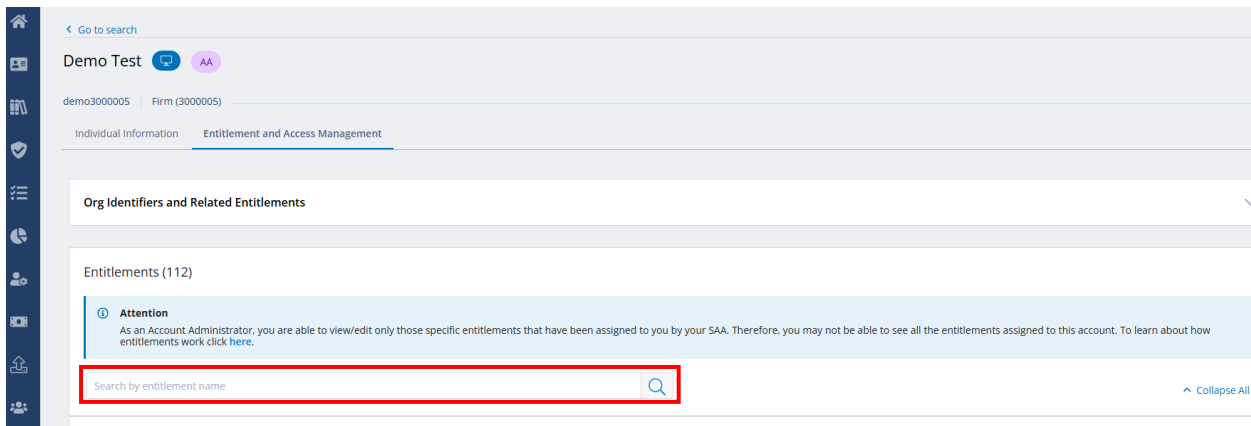
3. Select a user.



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.”

