

SAA Self-Entitlement Guide for E-Bill

FINRA's electronic billing system, E-Bill, enables firms to view and pay FINRA invoices as well as fund the FINRA Flex-Funding Account and FINRA Renewal Account. E-Bill enables a firm to authorize electronic payment directly from its designated bank account to the firm's FINRA Flex-Funding Account and FINRA Renewal Account.

Each firm's Super Account Administrator (SAA) has the ability to assign user access rights to E-Bill for themselves and employees at their respective firms. This guide provides step-by-step instructions for assigning access rights to SAA accounts for E-Bill.

Note to SAAs: Once you have assigned user rights to the E-Bill system for your own account, you will need to logout and then log in again to the Firm Gateway for your new user rights to take effect.

Visit the FINRA website for more information about the [E-Bill](#) system or the [FINRA Entitlement Program](#).

Access Account Management:

Access via Firm Gateway at: <https://firms.finra.org/>; or
Access directly at: <https://accountmgmt.finra.org/ewsadmin2/index.jsp>

How to Assign User Privileges to an SAA Account for E-Bill

1. After logging into Firm Gateway, click on the **User Administration** tab.

The screenshot shows the FINRA Firm Gateway interface. At the top right, there are links for "FINRA.org", "My Account", "Feedback", "Contact Us", and "Log Out". Below these are fields for "User:" and "Organization:". The main navigation bar includes tabs for "Home", "Forms & Filings", "Web CRD", "IARD", "Firm Profile", and "User Administration", with "User Administration" highlighted by a red circle. The main content area features a yellow alert box stating "You have 1 alert(s) in your contact list in the FINRA Contact System" and "Note: Changes may be reflected within one business day". Below the alert is a "Filing Reminders" section with a date of "as of 09/02/2013" and a list of reminders for FOCUS, 4530 Disclosure and Complaints, Rule 4530(a,b,d), Short Filings, Reg-T, 3012 Claim for Exception, FCS Review, 2711 Certification, and Information Requests. To the left, there is a "CRD Individual Search" section with a search box and a "Go" button, and a "CRD Daily Account Balance" section showing a balance of "- \$232,504.43" as of 09/02/2013 01:01 AM. To the right, there is a "Resources" section with links for "FINRA Rules", "Notices", "Compliance Tools", "Compliance Resource Providers", "Industry Issues", and "FINRA BrokerCheck".

Questions on Account Management or E-Bill? Call the FINRA Call Center at **301-590-6500**
8 A.M. - 8 P.M., ET, Monday through Friday.

2. Enter your **User ID** or **Name** in the appropriate fields
3. Click the **Search** button located at the bottom of the screen.

Account Management: Start New Search Printer Friendly

To perform a new search, fill in query criteria, then click "Search".

You can use asterisks as wildcards. For example, "J*o*" matches "Jason", "John", and "Julio".

User ID:

Last Name:

First Name:

Middle Name:

Email:

Department:

TRACE MPIDs:

Equity MPIDs:

MSRB Numbers:

OSO:

CRD:

IARD:

E-Bill:

4. Click on your **User ID** hyperlink.

Account Management: Search Results Printer Friendly

To view the account, click the User ID.

To download this information to your computer, click "Download Results".

Result 1 of 1 Select any header to sort, select again to reverse the sort.

User ID	Last Name	First Name	Middle Name	Email	Department	TRACE MPIDs	Equity MPIDs	MSRB Numbers	OSO	SAA	Account Status	Applications Administered
jdoe	Doe	John		email@email.com						Yes	Active	• E-Bill

[Start New Search](#) : [Expand](#) / [Collapse](#)

5. Click on **Edit Account** on the navigation bar located on the left side of the screen.

Account Management: View Account Printer Friendly

This page shows the account for "John Doe (jdoe)".

User Profile

User ID:

Prefix:

First Name:

Middle Name:

Last Name:

Account Management

- Home
- Account Management
 - Create New Account
 - Start New Search
 - Change Password
 - **Edit Account**
 - Return to Search Results
- Help
- My Account
 - [Change Password](#)
 - [Applications & Administrators](#)
 - [Logout](#)

6. Scroll down the page to the Application Privileges section for E-Bill.
7. Select the **User** checkbox next to the desired entitlement privilege.
8. Click the **Save** button at the bottom of the screen.

In order for your new user system privileges to take effect you must logout and then log back in.

E-Bill:		
Select All Unselect All Select All Admin	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator
Invoices:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator
FINRA Flex-Funding Account:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator
Reallocation:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator
Read-Only FINRA Flex-Funding Account:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator
Renewal Account:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator
Read-Only Renewal Account:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator
<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>		

User Privilege	Description
Invoices	Grants access to view and pay invoices.
FINRA Flex-Funding Account	Grants access to view the FINRA Flex-Funding Account balance and fund the account by ACH payment.
Reallocation	Grants the ability to reallocate (transfer) funds from the FINRA Flex-Funding Account. With this privilege, reallocation can be used to pay invoices and fund the Renewal Account.
Read-Only FINRA Flex-Funding Account	Grants access to view the FINRA Flex-Funding Account balance.
Renewal Account	Grants access to view the FINRA Renewal Account balance and annual Renewal Statement charges. A user can pay the Renewal Statement charges by reallocating funds from the FINRA Flex-Funding Account or by ACH.
Read-Only Renewal Account	Grants access to view the FINRA Renewal Account balance and annual Renewal Statement charges.