

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.

FINRA.org | My Account | Feedback | Contact Us | Log Out |

User: Organization:

Firm Gateway

Home | Forms & Filings | Web CRD | IARD | Firm Profile | **User Administration**

CRD Individual Search
CRD#, SSN# or Name Go
[Advanced Search](#)

CRD Daily Account Balance
(as of 09/02/2013 01:01 AM)
- \$232,504.43

You have 1 alert(s) in your contact list in the FINRA Contact System
Note: Changes may be reflected within one business day


Filing Reminders (as of 09/02/2013)
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.

My Filings | **Firm Filings**
Next Due Date Filing Add To Calendar

Resources
[FINRA Rules](#)
[Notices](#)
[Compliance Tools](#)
[Compliance Resource Providers](#)
[Industry Issues](#)
[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: ☐

Search

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".


[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.

Maintain Regulatory Notes:			
<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Privilege Viewer	
E-Bill:			
<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Privilege Viewer	
Select All Unselect All Select All Admin			
Primary Account Admin:	<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Privilege Viewer	
Invoices:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Privilege Viewer
FINRA Flex-Funding Account:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Privilege Viewer
Reallocation:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Privilege Viewer
Renewal Account:	<input checked="" type="checkbox"/> User	<input checked="" type="checkbox"/> Administrator	<input type="checkbox"/> Privilege Viewer
<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.
Renewal	<p>Grants access to view the FINRA Renewal Account balance and annual Renewal Statement charges.</p> <p>Subject to entitlements, a user can pay the Renewal Statement charges by reallocating funds from the FINRA Flex-Funding Account or by ACH.</p>