



Financial Industry Regulatory Authority

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 SAs: 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](#).

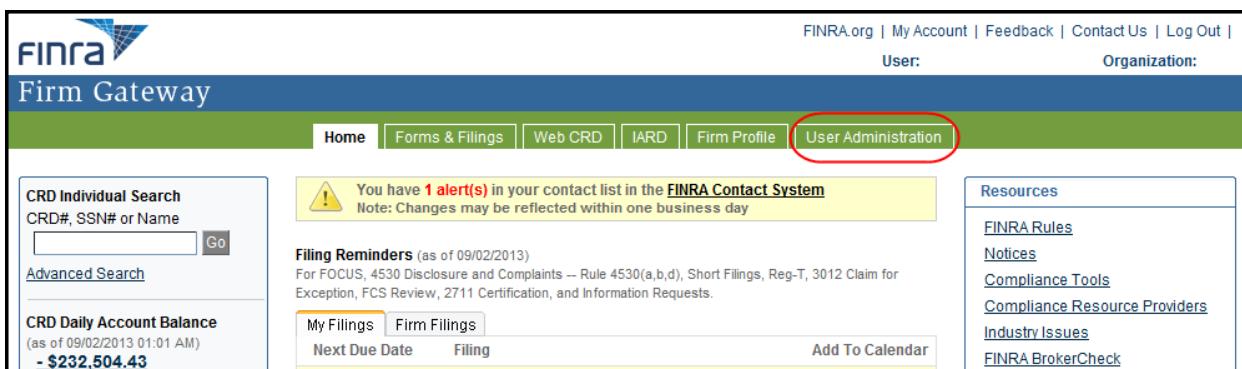
Access Account Management:

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 homepage. At the top, there is a navigation bar with links to FINRA.org, My Account, Feedback, Contact Us, Log Out, User, and Organization. Below the navigation bar, the main content area has a green header bar with links to Home, Forms & Filings, Web CRD, IARD, Firm Profile, and User Administration (which is circled in red). On the left, there is a sidebar with a CRD Individual Search form and a CRD Daily Account Balance summary (\$232,504.43). In the center, there is a yellow box with a warning icon and text: "You have 1 alert(s) in your contact list in the FINRA Contact System. Note: Changes may be reflected within one business day." Below this, there is a "Filing Reminders" section with a note about Rule 4530 Disclosure and Complaints. At the bottom of the center area, there are buttons for My Filings, Firm Filings, Next Due Date, Filing, and Add To Calendar. On the right, there is a sidebar titled "Resources" with links to 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.**

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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

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:	<input type="text" value="jdoe"/>
Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Email:	<input type="text"/>
Department:	<input type="text"/>
TRACE MPIDs:	<input type="text"/>
Equity MPIDs:	<input type="text"/>
MSRB Numbers:	<input type="text"/>
OSO:	<input type="text"/>
CRD:	<input type="checkbox"/>
IARD:	<input type="checkbox"/>
E-Bill:	<input type="checkbox"/>
<input type="button" value="Search"/>	

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

Account Management: Search Results

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	<input checked="" type="radio"/> 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

- 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](#)

Account Management: View Account

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

User Profile

User ID:	jdoe
Prefix:	
First Name:	John
Middle Name:	
Last Name:	Doe

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:			
E-Bill: Select All Unselect All Select All Admin			
Primary Account Admin:	<input checked="" type="checkbox"/> User	<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 style="border: 2px solid red; border-radius: 50%; padding: 5px; width: 40px; height: 40px; text-align: center; vertical-align: middle;" 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	Grants access to view the FINRA Renewal Account balance and annual Renewal Statement charges. Subject to entitlements, a user can pay the Renewal Statement charges by reallocating funds from the FINRA Flex-Funding Account or by ACH.