Regulators that register branches via electronic Form BR submissions can update the registration status of branches in their jurisdiction using Web CRD®.

**Updating Jurisdiction/SRO Branch Registrations**


1. From the Web CRD Site Map, click the **CRD Main** tab.
2. From the **Organization** section, click the **NFI Organization Search** hyperlink.

**OR**

1. Click the **Organization** tab on the toolbar.
2. Click **Non-Filing Info** from the submenu.

**Questions on Web CRD?** Call Regulatory User Support at **240-386-4242**

9 A.M. - 5 P.M., ET, Monday through Friday

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3. From the *NFI Organization Search Criteria* screen, enter identifying search criteria and click **Search**.

![NFI Organization Search Criteria](image)

4. Click the **Primary Business Name** hyperlink to select the firm.

![NFI Organization Search Results](image)

5. Select **Branch Registrations** from the left navigation bar.
6. From the Branch Office Search screen, enter identifying information to perform a search. Leave all fields blank to display all branches.
7. Click Search.

NOTE:  
   a.) A firm’s main office is not displayed when conducting a branch search.
   b.) The system only displays active branches that are located in the jurisdiction/SRO where the user is associated.

8. Click the CRD Branch Number hyperlink to select the branch.
9. Click the blue Update button on the far-right.

![Branch Office Registration Status Summary](image)

10. Click the drop-down arrow in the New Status field, and select the appropriate status.

    ![Maintain Branch Registration Status](image)

11. Enter a date in the Effective Date field.
12. Click Save.

NOTE: If the last active branch office registration or notice filing status is changed to a Termined status, the system will display the following warning: “The change you are about to make is permanent. All active individuals associated with this branch office will be re-associated to the firm’s main office if this is the only office the individual is associated with. Click “Yes” to confirm this action or “No” to cancel it.”