

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

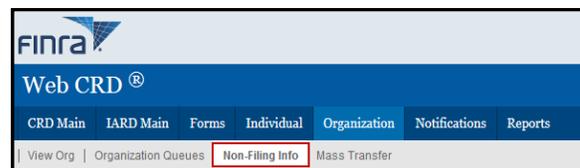
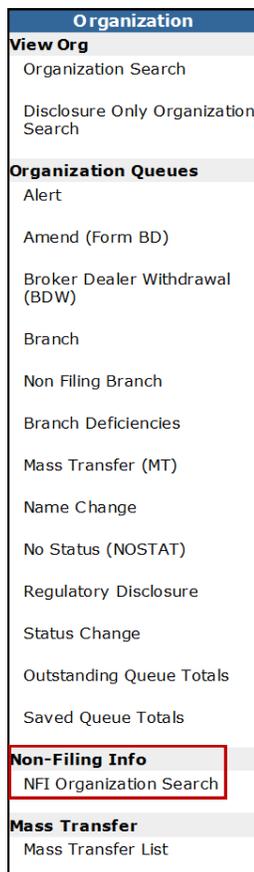
## Updating Jurisdiction/SRO Branch Registrations

Access Web CRD at <https://crd.finra.org>.

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 sub-menu.

**Questions on Web CRD? Call Regulatory User Support at 240-386-4242**  
9 A.M. - 5 P.M., ET, Monday through Friday

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

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

Primary Business Name	Name Search Located	CRD Number	SEC Number	Home State	Source of Information
<a href="#">SECURITIES FIRM</a>				MD	CRD/IARD

- Select **Branch Registrations** from the left navigation bar.

Contact Name	JOHN DOE
Contact E-Mail	JDOE@SECURITIESFIRM.COM
Phone	555-555-555
Fax	
Street 1	123 SECURITIES LANE
Street 2	SUITE 100
City	ROCKVILLE
State	MD
Country	USA
ZIP/Postal Code	20850

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			
Organization CRD Number: <a href="#">2612388</a>		Organization Name: SECURITIES FIRM	
Organization SEC Number:		Applicant Name: SECURITIES FIRM	
Branch CRD Number: <a href="#">2688328</a>		Branch Office Address: 123 Elm Street Suite 100, Dallas, TX 75001, UNITED STATES	
Branch Code Number: 878296		Firm Billing Code: 8484	
Regulator	Current Status	Status Date	
Texas	Pending	03/24/2014	<a href="#">Update</a>

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

Maintain Branch Registration Status	
Organization CRD Number: <a href="#">2612388</a>	
Organization SEC Number:	
Branch CRD Number: <a href="#">2688328</a>	
Branch Code Number: 878296	
Organization Name: SECURITIES FIRM	
Applicant Name: SECURITIES FIRM	
Branch Office Address: 123 Elm Street Suite 100, Dallas, TX 75001, UNITED STATES	
Firm Billing Code: 8484	
<b>Regulator:</b>	Texas
<b>Current Status:</b>	Pending
<b>New Status:</b>	Approved <span style="float: right;">▼</span>
<b>Current Effective Date:</b>	03/24/2014
<b>New Effective Date:</b>	03/25/2014 
<b>BD Branch Date:</b>	
<b>IA Branch Date:</b>	
<a href="#">Save</a>	

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 Termed 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”.