FINRA provides candidates with Limited English Proficiency (LEP) additional time to complete a FINRA-administered qualification exams that certify a individual for registration with FINRA or to engage in securities business. LEP is not available for candidates taking the Securities Industry Essentials (SIE) exam.

Candidates with LEP are persons who do not speak English as their primary language and have limited ability to read, speak, write or understand English. Refer to FINRA's LEP Web page for additional details.

Accessing Web CRD

Web CRD can be accessed two ways:

1. FINRA Firm Gateway at —→ https://firms.finra.org, or
2. Directly at —→ https://crd.finra.org

Enter your User ID and Password.
If you access via FINRA Firm Gateway, click on the Web CRD tab.
Once you have accessed Web CRD, you may navigate through the system as needed.

Submitting an LEP Request

There are two ways to access the LEP functionality in Web CRD:

NOTE: Be sure your Account Administrator has entitled you to the Web CRD Manage Limited English Proficiency (LEP) Requests.

1. From the Individual section of the Web CRD site map, click NFI Individual Search.

OR

1. Click the Individual tab on the Web CRD toolbar.
1a. Click on Non-Filing Info from the sub-menu.

Questions on Web CRD® ? Call the FINRA Gateway Call Center at 301-869-6699
8 a.m. - 8 p.m., Eastern Time, Monday - Friday
2. Enter a combination of the Individual's CRD#, SSN, Name, Firm Name, Firm CRD Number and/or States and click the Search button.

NOTE: If more than one record displays, click on the line of the appropriate record.

OR

2.a. If needed, select Limited English Proficiency (LEP) Request from the navigation bar on the left. Then perform the search using the instructions above.

NOTE: If LEP is your only entitlement under NFI, then the system will automatically default to the LEP screen.
NOTES:
- CRD will display the enrollments that are currently open.
- The enrollment cannot have a scheduled appointment.
- LEP can only be requested for qualification exam enrollments without a Special Accommodation approval on file.

3. Click the LEP Flag for the appropriate Exam. If you are requesting LEP for multiple enrollments, click the LEP Select All button. Click Submit.

![Limited English Proficiency (LEP) Request](image)

4. Select Continue.
After clicking on the **Continue** button, a message at the top of the screen will reflect that your request has been saved.

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**Limited English Proficiency (LEP) Request**

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<th>Appointment Status</th>
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</table>

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**OR**

4a. If the firm does not agree to the certification statement, select **Cancel**.
If you select 'Cancel':

- The screen will reflect that **Changes have not been saved**.
- You will need to go through the process again and select **Continue** on the **Certification**

5. When the LEP request has been submitted, you can schedule the appointment with the extra time with the testing vendor, Prometric.