FINRA provides candidates with Limited English Proficiency (LEP) additional time to complete a FINRA-administered qualification exams that certify an 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.

**IMPORTANT NOTE:**

All classic CRD features should now be accessed through FINRA Gateway, the new FINRA reporting and compliance platform. This new system is designed to focus on compliance functions, such as research, reporting and responding to requests, rather than focusing on the specific system you would access to fulfill your requirements.

If you have any questions or feedback regarding the transition to FINRA Gateway, please contact FeedbackFINRAGateway@finra.org.

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- [Submitting an LEP Request](#) (pg. 3)
Logging in Through FINRA Gateway

As of August 21, 2021, the previously used Firm Gateway homepage has been retired and users should access all registration applications via the new FINRA Gateway. To access FINRA Gateway:

1. Go to https://gateway.finra.org, and
2. Enter your existing CRD user ID and password.

Once you have successfully logged into FINRA Gateway, you can navigate to classic CRD using the Quick Links widget on the dashboard. Select Classic CRD from the list of links and then follow along with the rest of this guide.
Submitting an LEP Request

Use the following steps to access the LEP functionality in 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.
2. Enter a combination of the Individual’s CRD#, SSN, Name, Firm Name, Firm CRD Number and/or States and click the Search button.

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.
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.

![LEP Request Table]

4. Select **Continue**.

![Continue Button]

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

**Limited English Proficiency (LEP) Request**

<table>
<thead>
<tr>
<th>LEP Flag</th>
<th>Exam</th>
<th>Enrollment ID</th>
<th>Appointment Status</th>
<th>Appointment Date</th>
<th>Vendor</th>
<th>Confirmation Number</th>
<th>Vendor Center</th>
<th>Location</th>
<th>Window Begin Date</th>
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**OR**

4a. If the firm does not agree to the certification statement, select **Cancel**.
Limited English Proficiency (LEP) Request

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.

### Limited English Proficiency (LEP) Request

<table>
<thead>
<tr>
<th>Individual CRID:</th>
<th>Individual Name: DOE JOHN</th>
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A firm may request additional time based on LEP for this candidate for any open enrollments that do not reflect an appointment status of “Scheduled” by selecting the check box for the appropriate examination. A firm may use the Select All button to request additional time for all eligible enrollments. An LEP Request Form executed by this candidate and a principal/officer of the firm attesting that this candidate has LEP must be maintained by the firm and produced upon request.

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<tr>
<th>Individual Information</th>
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<tbody>
<tr>
<td>All Registered:</td>
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<tr>
<td>NA Registered:</td>
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<tr>
<td>NA Requested:</td>
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<td>ID Type Code:</td>
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5. Once the LEP request has been successfully submitted, the candidate can schedule the appointment with the extra time through the testing vendor, Prometric.