FINRA’s Digital Experience Transformation (DXT) is a multi-year project that will include updates to registration-related applications. A new version of CRD is currently available with the limited functionality that is described in this guide.

**IMPORTANT NOTE:**

As of August 31, 2020, the new CRD features will be fully integrated into 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.

After this date, the separate new CRD site will be retired and all users will need to access FINRA systems through FINRA Gateway. If you have any questions or feedback regarding the transition to FINRA Gateway, please contact FeedbackFINRAGateway@finra.org.

**Contents:**

- [Accessing New CRD](#) (pg. 2)
- [Activities List](#) (pg. 3)
- [Using Filters](#) (pg. 4)
- [Quick Links](#) (pg. 6)
- [My Reports](#) (pg. 7)
- [Individual](#) (pg. 8)
- [Dynamic Reporting](#) (pg. 10)
- [Additional Features](#) (pg. 11)
- [Helpful Hints](#) (pg. 11)

**Need help with CRD? Call the FINRA Gateway Call Center at 301-869-6699**

8 A.M. - 8 P.M., ET, Monday-Friday

©2020. FINRA. All rights reserved. Materials may not be reprinted or republished without the express permission of FINRA. Individuals, firms, and data mentioned in these materials are fictitious and are presented exclusively for purposes of illustration or example.
Accessing New CRD

The URL for new CRD is https://mycrd.finra.org, which can be accessed using your existing CRD/IARD User ID and Password.

NOTE: Access to new CRD requires entitlement to the MyCRD family of privileges. The firm’s Super Account Administrator (SAA) is able to grant entitlement using the existing CRD/IARD Account Management feature. For details on each MyCRD privilege, please see the “System Access” tab on the Be in the Know page on FINRA’s website.

Entitled users can also access new CRD through links embedded in classic CRD.

CRD Sitemap:

Entity

View Individual:

Composite Information

Individual Name: Editor, John E

Full Legal Name: John E. Editor

Social Security Number: 123-45-6789

Date of Birth: 01-01-1960

Copyright FINRA.  (As of July 2020)
Activities List

The Activities List is intended to be the eventual replacement for the existing CRD queues, and provides firms with a consolidated list of tasks that is designed to streamline workflow. Three categories of activities are available:

- Individual
- Branch
- Firm

Users can select the multi-colored tabs at the top of the page to switch between the different categories of activities. The column headers also allow for sorting activities in ascending or descending order.

An export feature allows users to obtain a CSV download of current activities.

When a specific activity is selected using “Details”, the user will be taken to the individuals’ record in either new CRD or classic CRD to complete tasks related to that activity or to view the impacted record. The individual’s name can also be selected to access the individual’s record.

Each activity category was initialized on a specific date (shown below). Activities will display beginning with these dates and going forward.

- All Individual Activities—March 22, 2018
- Branch Deficiency Activities—May 19, 2018
- Firm Registration Activities—May 19, 2018

**NOTE:** Users are required to have the necessary classic CRD entitlement to access any additional information and complete any related tasks.
Using Filters

By default, all current activities for the firm display when a user logs into new CRD. The Filter feature allows users to customize the activities that appear within their view at any one time.

**NOTE:** Filters can be very useful for registration staff at firms that have a large number of activities, or for users that have a specialized role.

![Filter](image)

Users are able to filter by the type of activity, as well as the status and/or due dates. Click the “Apply” button to return to the Activities List using the customized view.

![Filter](image)
Using Filters (continued)

Once applied, filters can be saved for later use in an individual user’s Saved Filters menu.

**NOTE:** Currently, filters cannot be shared between users. Each user must create their own filters.

Users can create and save multiple filters. The list of saved filters allows the user to quickly switch between different customized activity views.
**Quick Links**

The Quick Links feature allows users to personalize their homepage, providing them with easy access to the system functions they may use frequently. Click on the “Manage” link to select which functions will appear in the list.

**NOTE:** Quick Links will take the user to the applicable function in classic CRD. Users are required to have the necessary classic CRD entitlement to access each function.
My Reports

Users are also able to setup personalized access to their favorite reports. Click on the “Manage” link to select which reports will appear in the My Reports list.

**NOTE:** Selecting a report will take the user to the Request Report screen in classic CRD. Users are required to have the existing reports entitlement in classic CRD in order to request the selected reports.
Individual

Individual information contains the details about registered and non-registered individuals that are currently or previously associated with your firm.

There are two ways to access individual information:

- Search box at the top of the page
- Individual icon on the navigation bar, on the left side of the screen

NOTES:
- Users with entitlement to Activities can also access an individual’s record by clicking on the appropriate name that is displayed in the Activities List.
- There are Quick Links available to access classic CRD to conduct Individual and Pre-Registration searches.

Once on the Individual Search screen, enter the appropriate CRD number, SSN or Name information. This screen also has a link to perform a Pre-Registration Search in classic CRD.

Individual Search

Search for an individual currently or previously associated with your firm.

Search by name, CRD number or SSN here

To conduct a Pre-Registration Search in Classic CRD, please click on Pre-Registration Search

Select the appropriate person on the search results screen to be taken to the individual’s profile page.
Navigate through the individual’s information using the links, tiles and arrows.

**NOTES**

Various indicators will display at the top of an individual’s profile:

1. If the CE Status is Required and the window end date is
   - > 30 days away = green
   - Between 15 and 30 days away = yellow
   - Less than or equal to 14 days away = red
2. Showing whether or not the individual has created a FinPro account.
3. If they were previously registered with a disciplined firm.

Users can also click the Individual icon to expand the navigation bar to search through the individual’s information.

**NOTE:** To see the individual’s full record, use classic CRD. Full individual information will be available in new CRD at a later date.
**Dynamic Reporting**

This feature allows users to create, save, and download custom reports with CRD data. Users have the ability to filter and group the data, as well as choose which fields to include.

![Dynamic Reporting](image)

Ready-to-use templates are also available. The templates can be edited and saved as custom reports.

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Individuals Roster</td>
<td>Explore a comprehensive set of data attributes about individuals currently employed by your firm.</td>
</tr>
<tr>
<td>Individual Roster (including terminated in..)</td>
<td>Explore a limited set of data attributes about individuals currently and formerly employed by your firm.</td>
</tr>
<tr>
<td>Active and O SJ Roster</td>
<td>Explore those registered branches that are active supervisory jurisdiction offices.</td>
</tr>
<tr>
<td>Branch Roster</td>
<td>Explore a comprehensive set of data attributes about your firm’s registered branches (active and inactive).</td>
</tr>
<tr>
<td>Branches by Deficiency Status</td>
<td>Explore registered branches categorized by branch deficiency status.</td>
</tr>
<tr>
<td>FinPro Access Tracking</td>
<td>Track registered individuals’ use of FinPro.</td>
</tr>
<tr>
<td>Individuals By CE Status</td>
<td>Explore registered individuals categorized by CE status.</td>
</tr>
<tr>
<td>Individuals By Exam Status</td>
<td>Explore registered individuals categorized by Exam status.</td>
</tr>
</tbody>
</table>

**NOTE:** For more information about this feature, including how to access it, please visit the Dynamic Reporting page on the FINRA website.
Additional Features
Clicking the User icon will display links to “Change Password”, “Manage Accounts” (if applicable) and “Sign Out”.

Clicking the “?” icon will display “Help” and “Give Feedback” links. Users are able to provide feedback by completing an online survey about their experience with the new system.

Helpful Hints
- Firms are not restricted to only using the new version of CRD. Classic CRD and Firm Gateway are still available until July 2020:
  - Classic CRD—https://crd.finra.org
  - Firm Gateway—https://firms.finra.org
- These features are also available in the new FINRA Gateway. To participate in the pilot, please contact FeedbackFINRAGateway@finra.org. Additional information about the transition to FINRA Gateway is in the section below.