



FINRA Transparency Services Participation Agreement User Guide

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Table of Contents

FINRA Contact Information	3
The FINRA Transparency Services Participation Agreement.....	4
Completing the Agreement	6
Requesting Access to a FINRA Facility	6
Amending the Agreement	9
Requesting Additional Authorizations for a FINRA Facility.....	9
Removing Authorizations for a FINRA Facility.....	12
Removing All Authorizations for a FINRA Facility.....	13
Updating Contacts, Clearing or MPIDs for a FINRA Facility.....	15
FAQs	20

FINRA Contact Information

For questions regarding completing the agreement please contact:

FINRA Market Operations 866-776-0800 FINRAOperations@finra.org

For questions regarding ADF please contact:

FINRA Business Services 212-858-4342 FINRABusinessServices@finra.org

The FINRA Transparency Services Participation Agreement

FINRA member firms that have an obligation to report over-the-counter secondary market transactions in eligible equity and fixed income securities must submit their transaction reports to the appropriate FINRA facility. FINRA member firms must complete and agree to the FINRA Transparency Services Participation Agreement (FPA) prior to being able to gain access to the Fixed Income (TRACE) or Over the Counter Equity (ADF and ORF) transaction reporting systems.

Participants wishing to access the FINRA TRAQS website for trade reporting or to download FINRA's Security Master files or other data files must submit the [FINRA Order Form](#) in addition to the FPA.

The electronic FPA is designed to assist participants in signing up for or changing access to FINRA facilities by asking a series of initial questions to guide the user. The initial questions are described in the table below. Participants with questions related to completing the FINRA Transparency Services Participation Agreement may contact [FINRA Operations](#).

Organization Name	This is the name of your firm. It is pre-populated, based on your logon id. This field cannot be edited and reflects the name of your organization in FINRA's CRD system.
CRD Number	This field contains the registration number of the participant. It is pre-populated, based on your logon id. It cannot be overwritten.
Confirmation of Review of the Participation Agreement	By checking the boxes you verify that you have read and understand the terms of the agreement and are authorized by your organization to enter into the agreement terms. This box must be checked in order to submit the agreement.
Is your firm adding or removing authorizations to a FINRA facility, updating your firms clearing information or ATS designation?	Answering Yes to this question allows participants to add or modify a participant's level of access, delete a participant or update clearing or ATS status. New participants to any facility will answer yes to this question.
Is your firm adding and/or changing your firm's contacts?	To add new or change existing contacts for FINRA facilities, you must answer Yes to this question. If you are requesting access to a new facility on the form, you are required to add a contact. Existing participants have the option to add or change a contact via the form.
Is your firm replacing an existing MPID with a new MPID?	This required field that notifies FINRA that your firm wants to change your existing MPID. New participants generally will answer no to this question. If you answer yes to this question, you will be unable to make any other changes to the MPID via this form, and as a result, you must answer No to the previous two questions. Upon receipt of the completed form, FINRA will remove your existing MPID and add your new MPID. Please submit a FINRA Order Form to update TRAQS logins, as needed.

FINRA Transparency Services Participation Agreement

Best viewed in Internet Explorer 10 and above, Chrome, Firefox, or Safari.
All fields marked with * are mandatory.

Organization Name:

CRD Number:

FINRA member firms that have an obligation to report over-the-counter secondary market transactions in eligible over-the-counter equity and fixed income securities are required to submit their transaction reports to one or more of FINRA's transparency facilities, TRACE, ADF or ORF. Additionally, firms can use this form to change an MPID, make changes to existing firm authorizations, clearing arrangements, ATS designations, and/or contacts. Access and use of the applications covered by this form are governed by the [FINRA Transparency Services Participation Agreement](#).

- By checking the checkbox, I certify that I have read and understand all of the terms of the [FINRA Transparency Services Participation Agreement](#) and intend to form a binding agreement with FINRA on those terms without modification or amendment thereto. If I am accepting this agreement on behalf of an organization, by checking the checkbox, I also certify that I have the authority of that organization to enter into this agreement. *

Is your firm adding or removing authorizations to a FINRA facility, updating your firm's clearing information or ATS designation?
(Note: A contact is required when adding an authorization.) *

Yes No

Is your firm adding and/or changing your firm's contacts? *

Yes No

Is your firm replacing an existing MPID with a new MPID?
If using this form to replace an MPID you must answer No to all other questions. *

Yes No

Save as Draft

Print Preview

Submit

Completing the Agreement

In order to gain access to a FINRA facility to view the Security Master files or to trade report, all FINRA member firms must complete the FINRA Transparency Services Participation Agreement indicating the facility(ies) to which the participant intends to report, the participants clearing number(s) (if required by the facility), and contacts associated with the participant. All users of the form must complete the questions outlined in the table above.

Once submitted the FPA is processed by Market Operations. If a form cannot be processed because it is either incomplete or inaccurate the submitter will receive an email indicating that the form has been rejected. Once a form is submitted it cannot be modified unless the form has been rejected by FINRA's Market Operations group. Any time a participant needs to amend information previously submitted in a filing the participant can do so by creating a new filing.

The following is a list of common requests that can be submitted via the form and the associated steps users would take to complete the form.

Requesting Access to a FINRA Facility

1. Read the FINRA Transparency Services Participation Agreement and click the checkbox to agree to the terms of the agreement.
2. Answer "Yes" to the question "Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm's clearing information or ATS designation?".
3. Answer "Yes" to the question "Is your firm adding and/or changing your firm's contacts?". Contacts are required for all new participants as well as for existing participants requesting access to new facilities.
4. Answer "No" to the question "Is your firm replacing an existing MPID with a new MPID?".

Complete the Participant Updates Screen

5. On the Participant Updates grid, click "Add New". The Participant Updates screen will open.
6. Select the radio button "Add authorization for a FINRA facility".
7. Answer the question "Are you adding authorization for a new MPID?".
 - a. Click "Yes" if you are adding authorization for an MPID that is not being used in any current FINRA trade reporting facility (ADF, TRACE, and/or ORF). If you answer yes, you must enter the new MPID into the "Please enter the MPID" field.
 - b. Click "No" if you are adding authorizations to an MPID that your firm currently uses on a FINRA facility. If you answer No, you will select the MPID that you are adding authorizations for, from the "Please select the MPID" drop-down list of your firm's MPIDs.
8. Under "Facility" check the box(es) corresponding to the facility(ies) in which your firm wishes to participate.

9. Indicate whether your firm has a CUSIP license with S&P. Please **Note**: CUSIP numbers are the property of the American Bankers Association and FINRA must verify your participant's CUSIP license status before allowing access to CUSIP.
10. Indicate whether the MPID is an ATS by clicking the Yes or No radio button. Please **Note**: If you answer "Yes", you must certify that your ATS has filed the Form ATS with the SEC or that your ATS is exempt from registration with the SEC. By indicating that your firm is an ATS you are required to provide an "ATS Start Date". This should be the date your firm began operating as an ATS. If the ATS has a "Doing Business As" (DBA) name that is different than the firm's Organization Name, click the "Use another DBA name" checkbox and enter another name in the "Other DBA Name/ATS Name for FINRA systems" field.
11. If the ADF or ORF facilities are selected you are required to provide your firm's primary NSCC clearing number. The secondary NSCC clearing number is optional.
12. Enter the "Effective Date" of the authorization. This date cannot be in the past.
13. Click "Add Row".
14. Repeat steps 1 – 13 for any additional MPIDs your firm wants to authorize for a FINRA facility.

Participant Updates

Please indicate if your firm is requesting to: *

- Add authorization for a FINRA facility
- Change clearing number or ATS status for MPID
- Remove existing authorizations for a FINRA facility
- Delete MPID (includes all authorizations and users)

Are you adding authorization for a new MPID? * Yes No

Facility *

TRACE Corporate/Agency Securitized Product Treasuries

ORF

ADF

At least one facility must be selected.

Does your firm have a CUSIP license with S&P? * Yes No

Is the MPID an ATS? * Yes No

Effective Date: *

Add Row Close

Complete the Add and/or Change Contacts Screen

Note: All new authorizations require the submission of new contacts.

15. On the Add and/or Change Contacts grid, click “Add New”. The Contacts screen will open.
16. Select “Add”.
17. Enter the user’s First and Last Name, Role, Title, Phone Number and Email address.
18. Check the Facility(ies) associated with the contact. For example, if the contact is to be used for ORF related inquires check the box associated with ORF.
19. Check the MPID(s) the Contact is associated with. **Note:** the New MPID(s) box will only be populated if you are adding a new MPID on the form. Click “Check to apply to all firm’s MPIDs” if the contact is associated with every MPID. A contact must be entered for any MPID that is requesting new authorizations.
20. Click “Add Row”.
21. Repeat Steps 15 – 19 for any additional contacts.
22. Click “Submit” to submit form.

CONTACTS

Please select One: * Add Update

First Name * Last Name *

Role: * Title: *

Phone: * Alternate Phone:

Fax: Email: *

MPID SELECTION *

Existing MPID (s): TEST TST1 TST2 TST3

New MPID(s):

Check to apply to all firm's MPIDs:

At least one either Existing or New MPID must be selected.

Add Row Close

Amending the Agreement

The FINRA Transparency Services Participation Agreement can be amended to add or remove authorizations to a FINRA facility, update contacts or update clearing relationships. The form can also be used to change a participant's MPID or ATS designation. Amending the agreement involves submitting a new FPA. Below are the steps necessary to amend an agreement.

Requesting Additional Authorizations for a FINRA Facility

1. Read the FINRA Transparency Services Participation Agreement and click the checkbox to agree to the terms of the agreement.
2. Answer "Yes" to the question "Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm's clearing information or ATS designation?"
3. Answer "Yes" to the question "Is your firm adding and/or changing your firm's contacts?" Contacts are required for all new participants as well as for existing participants requesting access to new facilities.
4. Answer "No" to the question "Is your firm replacing an existing MPID with a new MPID?"

Complete the Participant Updates Screen

5. On the Participant Updates Grid, click "Add New". The Participant Updates screen will open.
6. Select the radio button "Add authorization for a FINRA facility".
7. Answer the question "Are you adding authorization for a new MPID?"
 - a. Click "Yes" if you are adding authorization for an MPID that is not being used in any current FINRA trade reporting facility (ADF, TRACE, and/or ORF). If you answer Yes, you must enter the MPID into the "Please enter the MPID field".
 - b. Click "No" if you are adding authorizations to an MPID that your firm currently uses on a FINRA trade reporting facility. If you answer No, select the MPID for which you are adding authorizations for, from the "Please select the MPID" drop-down list of your firm's MPIDs.
8. Under "Facility" check the box(es) corresponding to the facility(ies) in which your firm wishes to participate.
9. Indicate whether your firm has a CUSIP license with S&P. Please **Note**: CUSIP numbers are the property of the American Bankers Association and FINRA must verify your participants CUSIP license status before allowing access to CUSIP.
10. Indicate whether the MPID is an ATS by clicking the Yes or No radio button. Please **Note**: If you answer "Yes", you must certify that your ATS has filed the Form ATS with the SEC or that your ATS is exempt from registration with the SEC. By indicating that your firm is an ATS you are required to provide an "ATS Start Date". If the ATS has a "Doing Business As" (DBA) name that is different than the firm's Organization Name, click the "Use another DBA name" checkbox and enter another name in the "Other DBA Name/ATS Name for FINRA systems" field.
11. If the ADF or ORF facilities are selected, you are required to provide your firm's primary NSCC clearing number. The secondary NSCC clearing number is optional.

12. Enter the “Effective Date” of the authorization. This date cannot be in the past.
13. Click “Add Row”.
14. Repeat steps 1 – 13 for any additional MPIDs your firm wants to authorize for a FINRA facility.

Participant Updates

Please indicate if your firm is requesting to: *

- Add authorization for a FINRA facility
- Change clearing number or ATS status for MPID
- Remove existing authorizations for a FINRA facility
- Delete MPID (includes all authorizations and users)

Are you adding authorization for a new MPID? * Yes No


Facility *

TRACE Corporate/Agency Securitized Product Treasuries

ORF

ADF

At least one facility must be selected.

Does your firm have a CUSIP license with S&P? *  Yes No

Is the MPID an ATS? * Yes No

Effective Date: *

Add Row Close

Complete the Add and/or Change Contacts Screen

Note: All new authorizations require the submission of new contacts.

15. On the Add and/or Change Contacts grid, click “Add New”. The Contacts screen will open.
16. Select “Add”.
17. Enter the user’s First and Last Name, Role, Title, Phone Number and Email address.
18. Check the applicable facility(ies) associated with the contact. For example, if the contact is only to be contacted for issues related to corporate trade reporting please select the TRACE “Corporate/Agency” check box.
19. Check the MPID(s) the Contact is associated with. **Note:** The New MPID(s) box will only be populated if you are adding a new MPID on the form. Click “Check to apply to all firm’s MPIDs” if the contact is associated with every MPID. A contact must be entered for any MPID that is requesting new authorizations.
20. Click “Add Row”.
21. Repeat Steps 15 – 19 for any additional contacts.
22. Click “Submit” to submit form.

CONTACTS

Please select One: * Add Update

First Name * Last Name *

Role: * Title: *

Phone: * Alternate Phone:

Fax: Email: *

Facility *

TRACE Corporate/Agency Securitized Product Treasuries

ORF

ADF

At least one facility must be selected.

MPID SELECTION *

Existing MPID (s):

New MPID(s):

Check to apply to all firm's MPIDs:

An Existing or New MPID must be selected

Removing Authorizations for a FINRA Facility

1. Read the FINRA Transparency Services Participation Agreement and click the checkbox to agree to the terms of the agreement.
2. Answer "Yes" to the question "Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm's clearing information or ATS designation?"
3. Answer "No" to the question "Is your firm adding and/or changing your firm's contacts?"
4. Answer "No" to the question "Is your firm replacing an existing MPID with a new MPID?"

Complete the Participant Updates Screen

5. On the Participant Updates grid, click “Add New”. The Participant Updates screen will open.
6. Select the radio button “Remove existing authorizations for a FINRA facility”.
7. Select the MPID that is being updated in the “Please select the MPID” drop-down list.
8. Under “Facility” check the box corresponding to the facility(ies) in which your firm no longer wishes to participate.
9. Enter the “End Date”. This is the date this Authorization deletion is scheduled to take place. This field cannot be back dated.
10. Click “Add Row”.
11. Repeat Steps 1 – 10 for any additional MPIDs for which your firm wants to remove authorizations.
12. Click “Submit” to submit form.

Participant Updates

Please indicate if your firm is requesting to: *

Add authorization for a FINRA facility

Change clearing number or ATS status for MPID

Remove existing authorizations for a FINRA facility

Delete MPID (includes all authorizations and users)

Please select the MPID: *

Facility *

TRACE Corporate/Agency Securitized Product Treasuries

ORF

ADF

At least one facility must be selected.

End Date: *

Add Row Close

Removing All Authorizations for a FINRA Facility

1. Read the FINRA Transparency Services Participation Agreement and click the checkbox to agree to the terms of the agreement.
2. Answer “Yes” to the question “Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm’s clearing information or ATS designation?”
3. Answer “No” to the question “Is your firm adding and/or changing your firm’s contacts?”
4. Answer “No” to the question “Is your firm replacing an existing MPID with a new MPID?”

Complete the Participant Updates Screen

5. On the Participant Updates grid, click “Add New”. The Participant Updates screen will open.
6. Select the radio button “Delete MPID (includes all authorizations and users)”. **Note: This option will delete the MPID from ALL FINRA Transparency Services facilities, and will remove all TRAQS users associated with the MPID being deleted.**
7. Select the MPID that is being removed in the “Please select the MPID” drop-down list.
8. Enter the “Deletion Date”. This is the effective date of the deletion. This date cannot be in the past.
9. Repeat steps 5 – 8 for any other MPIDs your firm wants to delete.
10. Click “Submit” to submit form.

The screenshot shows a web form titled "Participant Updates" with a close button in the top right corner. The form contains the following elements:

- A heading "Participant Updates" with a red information icon to its left.
- A section titled "Please indicate if your firm is requesting to: *" with four radio button options:
 - Add authorization for a FINRA facility
 - Change clearing number or ATS status for MPID
 - Remove existing authorizations for a FINRA facility
 - Delete MPID (includes all authorizations and users)
- A section titled "Please select the MPID: *" with a dropdown menu.
- A warning message: "Deleting this MPID will result in the deletion of all existing TRAQS Users associated with this MPID."
- A section titled "Deletion Date: *" with a date input field.
- At the bottom right, there are two buttons: "Add Row" and "Close".

Updating Contacts, Clearing or MPIDs for a FINRA Facility

Replacing an MPID

Note: By selecting to replace an existing MPID with a new MPID, you are requesting that FINRA move all authorizations, contacts, and agreements from the existing MPID to the new MPID. All TRAQs users for the existing MPID will be deleted. If you need to provide users access to the TRAQs website and/or API files for the new MPID, you must submit FINRA Order Forms for those users.

1. Read the FINRA Transparency Services Participation Agreement and click the checkbox to agree to the terms of the agreement.
2. Answer “No” to the question “Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm’s clearing information or ATS designation?”.
3. Answer “No” to the question “Is your firm adding and/or changing your firm’s contacts?”
4. Answer “Yes” to the question “Is your firm replacing an existing MPID with a new MPID?”
5. Select the MPID that is being removed from the “Existing MPID” drop-down list.
6. Enter the New MPID into the “New MPID” field.
7. Click “Submit” to submit form.

FINRA member firms that have an obligation to report over-the-counter secondary market transactions in eligible over-the-counter equity and fixed income securities are required to submit their transaction reports to one or more of FINRA’s transparency facilities, TRACE, ADF or ORF. Additionally, firms can use this form to change an MPID, make changes to existing firm authorizations, clearing arrangements, ATS designations, and/or contacts. Access and use of the applications covered by this form are governed by the [FINRA Transparency Services Participation Agreement](#).

By checking the checkbox, I certify that I have read and understand all of the terms of the [FINRA Transparency Services Participation Agreement](#) and intend to form a binding agreement with FINRA on those terms without modification or amendment thereto. If I am accepting this agreement on behalf of an organization, by checking the checkbox, I also certify that I have the authority of that organization to enter into this agreement. *

Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm’s clearing information or ATS designation?
(Note: A contact is required when adding an authorization.) *

Yes No

Is your firm adding and/or changing your firm’s contacts? *

Yes No

Is your firm replacing an existing MPID with a new MPID?

If using this form to replace an MPID, you must answer No to all other questions. *

Yes No

Existing MPID: *

New MPID: *

By selecting to replace the existing MPID with a new MPID, you are indicating that you wish to have all existing authorizations, contacts, and agreements moved from the existing MPID to the new MPID.

All existing users for the existing MPID will be deleted. Your firm must submit a TRACE Order Form for any users that need to be able to access TRAQs under the new MPID

Adding or Updating Contacts for a FINRA Facility

1. Read the FINRA Transparency Services Participation Agreement and click the checkbox to agree to the terms of the agreement.
2. Answer “No” to the question “Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm’s clearing information or ATS designation?”
3. Answer “Yes” to the question “Is your firm adding and/or changing your firm’s contacts?”
4. Answer “No” to the question “Is your firm replacing an existing MPID with a new MPID?”

Complete the Add and/or Change Contacts Screen

5. On the Add and/or Change Contacts grid, click “Add New”. The Contacts screen will open.
6. Select “Add” or “Update”, to add a new contact or provide updated information on an existing contact.
7. Enter the user’s First and Last Name, Role, Title, Phone Number and Email address.
8. Check the facility(ies) the Contact is associated with.
9. Check the MPID(s) the Contact is associated with. Click “Check to apply to all firm’s MPIDs” if the contact is associated with every MPID.
10. Click “Add Row”.
11. Repeat Steps 5 - 9 for any additional contacts.
12. Click “Submit” to submit form.

Updating the ATS Status of a MPID

1. Read the FINRA Transparency Services Participation Agreement and click the checkbox to agree to the terms of the agreement.
2. Answer “Yes” to the question “Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm’s clearing information or ATS designation?”
3. Answer “No” to the question “Is your firm adding and/or changing your firm’s contacts?”
4. Answer “No” to the question “Is your firm replacing an existing MPID with a new MPID?”

Complete the Participant Updates Screen

5. On the Participant Updates grid, click “Add New”. The Participant Updates screen will open.
6. Select the radio button “Change clearing number or ATS status for MPID”.
7. Select the MPID that is being updated in the “Please select the MPID” drop-down list.
8. Answer “Yes” to the question “Are you changing your ATS status?”
9. Certify your firm has filed or is exempt from filing the Form ATS with the SEC, by clicking on the appropriate checkbox.
10. Enter your “ATS Start Date” or “ATS End Date”, as applicable. Start date is required if you are designating your MPID as an ATS. End Date is required when ceasing operation as an ATS under the MPID.

11. Verify your DBA name for your ATS. If your firm wishes to use another DBA name for the MPID, check the “Use another DBA Name” box and enter the DBA name your firm will be using for FINRA trade reporting facilities.
12. Answer “No” to the question “Please indicate if you are Adding or Deleting a Primary/Secondary NSCC Clearing Number?”.
13. Click “Add Row”.
14. Repeat Steps 5 – 13 to make ATS status changes for any additional MPIDs.
15. Click “Submit” to submit form.

Changing the Clearing Number

1. Read the FINRA Transparency Services Participation Agreement and click the checkbox to agree to the terms of the agreement.
2. Answer “Yes” to the question “Is your firm adding or removing authorizations to a FINRA transparency facility or updating your firm’s clearing information or ATS designation?”

3. Answer “No” to the question “Is your firm adding and/or changing your firm’s contacts?”
4. Answer “No” to the question “Is your firm replacing an existing MPID with a new MPID?”

Complete the Participant Updates Screen

5. On the Participant Updates grid, click “Add New”. The Participant Updates screen will open.
6. Select the radio button “Change clearing number or ATS status for MPID”.
7. Select the MPID that is being updated in the “Please select the MPID” drop-down list.
8. Answer “No” to the question “Are you changing your ATS status?”
9. Answer “Yes” to the question “Please indicate if you are Adding or Deleting a Primary/Secondary NSCC Clearing Number?”
10. Select “Add” if you are adding a clearing number, or “Delete” if you are removing a clearing number.
 - a. Additions require you to add your firm’s primary clearing number and any secondary clearing number if necessary. Type the clearing number in the text box and check the “NSCC Clearing Number is not listed” box.
 - b. Deletions require you to enter the clearing number being deleted and if necessary, enter a new primary or secondary number. If your firm participates in ADF and/or ORF, at least one clearing number is required to continue trade reporting.
11. Enter the “Effective date of the Addition or Deletion”.
12. Click “Add Row”.
13. Repeat Steps 5 – 12 to submit clearing number changes for any additional MPIDs.
14. Click “Submit” to submit form.

The screenshot shows a window titled "Participant Updates" with a close button in the top right corner. The main content area contains the following elements:

- A heading "Participant Updates" in blue.
- A section titled "Please indicate if your firm is requesting to: *" with four radio button options:
 - Add authorization for a FINRA facility
 - Change clearing number or ATS status for MPID
 - Remove existing authorizations for a FINRA facility
 - Delete MPID (includes all authorizations and users)
- A section titled "Please select the MPID: *" with a dropdown menu.
- A section titled "Are you changing your ATS status? *" with two radio button options:
 - Yes
 - No
- A section titled "Please indicate if you are Adding or Deleting a Primary/Secondary NSCC Clearing Number? *" with two radio button options:
 - Yes
 - No
- Below the "Yes" option for the NSCC section, there are two radio button options:
 - Add
 - Delete
- At the bottom right, there are two buttons: "Add Row" and "Close".

Participant Updates

Please **1** indicate if your firm is requesting to: *

Add authorization for a FINRA facility
 Change clearing number or ATS status for MPID
 Remove existing authorizations for a FINRA facility
 Delete MPID (includes all authorizations and users)

Please select the MPID: *

Are you changing your ATS status? * Yes No

Please indicate if you are Adding or Deleting a Primary/Secondary NSCC Clearing Number? *

Yes No
 Add Delete

Please indicate your firms Primary NSCC Clearing number: NSCC Clearing Number is not listed

Please indicate your firms Secondary NSCC Clearing number (optional): NSCC Clearing Number is not listed

Either Primary or Secondary clearing number is required.

Effective date of addition or deletion: *

Participant Updates

Please **1** indicate if your firm is requesting to: *

Add authorization for a FINRA facility
 Change clearing number or ATS status for MPID
 Remove existing authorizations for a FINRA facility
 Delete MPID (includes all authorizations and users)

Please select the MPID: *

Are you changing your ATS status? * Yes No

Please indicate if you are Adding or Deleting a Primary/Secondary NSCC Clearing Number? *

Yes No
 Add Delete

Your firm must have at least 1 active clearing relationship to submit trades to ADF and/or ORF

Please indicate your firms Primary NSCC Clearing number for Deletion: NSCC Clearing Number is not listed

Please indicate the New Primary NSCC Clearing number (optional): NSCC Clearing Number is not listed

Please indicate your firms Secondary NSCC Clearing number for Deletion: NSCC Clearing Number is not listed

Please indicate the New Secondary NSCC Clearing number (optional): NSCC Clearing Number is not listed

Either Primary or Secondary clearing number is required.

Effective date of addition or deletion: *

FAQs

Must I complete an FPA if I only want to access the list of reportable bonds via the API?

Yes, firms must have an FPA on file with FINRA and a Web API certificate to access the file of securities that are currently active in TRACE. In order to view CUSIP numbers your firm must have a daily license in place with CUSIP.

I added rows to the Participant Updates grid but need to change them. How do I accomplish this?

Once a row is added to the Participant Updates grid the row can be edited by clicking on the item. To delete the row click the "Delete" button on the row you want to delete. To delete all rows in the Participant Updates grid click the "Delete All" button.

I added rows to the Add and/or Change Contacts grid but need to change them. How do I accomplish this?

Once a row is added to the [Add and/or Change Contacts](#) grid the row can be edited by clicking on the item. To delete the row click the "Delete" button on the row you want to delete. To delete all rows in the [Add and/or Change Contacts](#) grid click the "Delete All" button.

Must I complete the form if my MPID is being transferred to another firm?

An FPA is not required for an MPID transfer; however, it is advised that your firm submit a form requesting FINRA to remove authorizations for the MPID from all facilities. The participant that is taking the MPID needs to submit an agreement adding the MPID and new authorizations and contacts.

How can I notify FINRA of a clearing firm change?

Please see the [Changing the Clearing Number](#) section above. Firms are able to submit a new FPA to notify FINRA of a clearing number change.

I'm trying to change my MPID and update authorization, why won't the form let me?

If replacing an MPID the form will only allow one change on the form. FINRA will migrate all of your current authorizations to the new MPID. Existing login ids for the TRAQS website will be removed and your firm is required to submit a FINRA Order Form to get new login ids. Once the new MPID has replaced the existing MPID, you may submit another electronic FPA to update any of the authorizations, contacts or other information for the new MPID.

Can I update several MPIDs in one form?

Yes, the form is grid based and allows you to make multiple updates to one or more MPIDs in a single form. Please see the instructions above for more information on making updates to multiple MPIDs.

If I need to remove my MPID completely from all FINRA systems do I have to remove each authorization individually?

No, you can remove all authorizations for an MPID in one step. Please see the [Removing All Authorizations for a FINRA Facility](#) section above.

I received an email from Market Operations stating my agreement was rejected. What do I do?

Forms that cannot be processed by FINRA's Market Ops team will be rejected. The submitter will receive an email indicating that the form was rejected. Rejected forms can be updated and resubmitted. If you have any questions about a rejected form please contact Market Operations via email or phone.

I submitted a form but realized the information is not accurate, can I amend the form?

No, once a form is submitted and has been processed by FINRA's Market Operations it cannot be modified. If the form has been processed by Operations your firm has to create and submit a new participant agreement updating the necessary information.