**FINRA Account Self-Entitlement Instructions**

1. Follow the below link, and login using FINRA User ID and password:

[*https://firms.****finra****.org/*](https://firms.finra.org/)

1. Click on the tab called “User Administration” at the top of the screen
2. Search for your account by entering its User ID into the search field, and click “Search”
3. Select the firm that appears in the search results
4. Click on “Edit Account” in the “Account Management” box on the left side of the screen
5. Go through and “check” every checkbox under the “User” column
6. Finally, click “Save” at the bottom of the screen

<http://www.finra.org/FirmGateway/login>

FINRA Call Center: (301) 590-6500

At first log in, process the “Self entitlement” – Administrator logs in and gives you access to all functions (select all) and give all access to self

Firm gateway User Administration, Search no filters, results clink on user ID to view account page, edit account, select all on CRD, IARD and PFRD, Save, logout, log back in