

Welcome Investment Advisers Planning To Register with the SEC

In 1996 Congress authorized the SEC to establish a one-stop electronic filing system for investment advisers and directed the SEC to provide investors with ready access to information about investment advisers. The switch from a paper filing system to an electronic filing system formally began in January 2001 through the Investment Adviser Registration Depository (IARD).

As of January 1, 2001, the SEC no longer accepts paper filings of Form ADV from investment advisers that want to register with the SEC. Instead, an investment adviser seeking to become SEC-registered must file Form ADV electronically through IARD. Before the adviser can make an electronic filing using IARD, it must establish an IARD User Account.

The IARD Entitlement Forms and related information needed to establish an IARD User Account are provided here. Print a copy of this Entitlement Packet. Fill out the three required forms (NASD Entitlement Agreement, IA Firm AAEF, and the CRD Participant AAEF), sign them, and send them to NASD at the address indicated on the forms. Upon receipt of your forms, NASD will create User Accounts for the IARD Account Administrators (AAs) designated by your firm. NASD will contact your firm's AAs with the Firm's CRD number and User IDs and initial Passwords for accessing IARD. In addition, NASD will e-mail each AA a link to the Entitlement IARD Confirmation Packet. Please note that deficient or incomplete entitlement forms could delay your firm's access to IARD.

Once IARD access is granted, you may fill out the Form ADV on your computer and apply to register with the SEC by electronically submitting your Form ADV for review. Assuming that your application meets all SEC requirements, the SEC will mail you an order approving your registration, typically within 45 days, and also will notify you electronically through IARD that your registration is approved. Notice Filings required by state regulators also will be submitted electronically through IARD with your SEC filing. All future amendments to your Form ADV must be made electronically after you are SEC-registered.

To keep informed about developments related to filing on IARD, we suggest you check the SEC's IARD Web Site at www.sec.gov/IARD.com. If you have legal or policy questions about the registration requirements of the Investment Advisers Act of 1940, please contact the SEC at (202) 942-0691. Questions about the IARD entitlement forms should be directed to NASD at (240) 386-4848. Inquiries about the status of your registration should be directed to the SEC at (202) 942-7820.

To: Investment Adviser Firms (SEC-Registration)
From: NASD Registration and Disclosure Department
Re: The IARDSM Entitlement Process

NASD welcomes you to the Investment Adviser Registration Depository (IARD). This memorandum contains general information about the IARD System and IARD Account Entitlement Forms for investment advisers seeking SEC-registration. Your firm is requesting access to IARD/Web CRD[®] through the NASD Entitlement Program. Once your firm has completed and submitted your Entitlement Forms, NASD will contact the IARD Account Administrators (AAs) designated by your firm with their Firm's CRD number, User ID and initial Password information. Note that a form deficiency may delay establishing your IARD User Account, so please pay careful attention when completing the Entitlement Forms. NASD will also follow up by sending each AA an e-mail with a link to the IARD Confirmation Packet. The IARD Confirmation Packet contains six (6) attachments with detailed information to assist AAs.

INCLUDED IN THIS PACKET ARE THREE (3) FORMS THAT MUST BE COMPLETED AND RETURNED TO NASD IN ORDER TO ENTITLE YOUR FIRM'S ACCOUNT ADMINISTRATOR(S) TO USE THE IARD and Web CRD SYSTEMS.

Background Information

IARD is a Web-based system for registration of investment advisers. The United States Securities and Exchange Commission (SEC or Commission) and the North American Securities Administrators Association (NASAA) created IARD. NASD is the developer and operator of the system. IARD allows SEC-registered advisers to file Form ADV and ADV amendments with the Commission and satisfy their "Notice Filing" obligations with the states at the same time. IARD provides regulators with the ability to monitor and process investment adviser information via a single, centralized system.

The CRD System was developed jointly by the National Association of Securities Dealers (NASD) and the North American Securities Administrators Association (NASAA). The CRD system was first launched in 1981 to centralize the registration process for the securities industry. (i.e., BD & agent) The CRD system enabled "one-stop filing" (i.e., the ability to submit one application seeking registration in all jurisdictions and self-regulatory organizations). The CRD system streamlined the registration process by maintaining the qualification, employment, disclosure histories, fingerprint process, registration fees and renewal fees. Over the past two (2) decades, it has been expanded and modified extensively to meet the evolving needs of the NASD's constituencies. All states that register investment advisers and their representatives participate in Web CRD and accept filings submitted via the Web CRD System.

When you file through IARD, you can complete your electronic Form ADV over a period of time and save the filing as a draft or "pending" filing. It is important to know that no one, other than people entitled by your firm as users, can view "pending" filing information. Only after you submit the filing to IARD does it become available for viewing by regulators.

Investment adviser representative registration was implemented through the Web CRD System on March 18, 2002. Investment Adviser Representative (RA) registration requests and terminations are submitted on Form U4 and Form U5 filings via Web CRD.

Role of NASD

In its role as the operator of the IARD System, NASD is responsible for designing and operating the system according to the requirements specified by the SEC and NASAA. NASD also oversees entitlement to the IARD System, system maintenance and availability. NASD staff are available to answer your questions regarding the Entitlement Forms, system navigation and system usage. NASD has no regulatory authority over investment advisers. The review of adviser filings is done entirely by the SEC and/or states with whom you file. NASD staff **cannot** advise you on the legal status of filings once they are submitted to the IARD System.

IARD Entitlement

Included in this packet are the three forms you must complete and return to NASD in order to establish an IARD User Account for your firm. **These forms must be returned with original signatures to NASD Entitlement.**

Setting Up Your IARD User Account

The first step in setting up your Firm's IARD User Account is to complete the three (3) NASD forms in this packet: (1) The NASD Entitlement Agreement (**NEA**) (2) the IA Firm Account Administrator Entitlement Form (**IA Firm AAEF**) and (3) the CRD Participant IA-Only Account Administrator Entitlement Form (**CRD Participant IA-Only AAEF**).

Send the completed forms to the NASD Entitlement Group either by regular mail or by overnight service.

To send completed forms via regular mail, please mail to:

NASD Entitlement Group
P.O. Box 9495
Gaithersburg, MD 20898-9495

To send completed forms via overnight service, please mail to:

NASD Entitlement Group
9509 Key West Avenue
Rockville, MD 20850

Completing Account Entitlement Forms: the NASD Entitlement Agreement, the IA Firm AAEF and the CRD Participant IA-Only AAEF.

The IARD System is a secure system. These forms are used to identify all Account Administrators (AAs) authorized by your firm to access IARD. The AA(s) is the person(s) responsible for creating and maintaining your firm's IARD User Accounts. The AA also establishes user accounts to enable Firm users to access the system.

- 1. NASD Entitlement Agreement** - This form must be signed by an officer of the organization or by an individual within the organization who has the legal authority to bind the organization. All fields must be completed. NASD requires the NASD Entitlement Agreement to be signed with an original signature. **This form cannot be faxed.**

- 2. IARD Account Administrator Entitlement Form (IA Firm AAEF)** - This form must be completed by each person designated as either the Primary AA or Alternate AA. The IA Firm AAEF is used to designate what IARD account privileges the AA should have. One (1) IA Firm AAEF form is enclosed in this packet. A separate IA Firm AAEF must be completed by each Primary AA and Alternate AA. For more information on the role and responsibilities of the AA(s), refer to the IARD Account Administration Navigation Guide available on the IARD Web Site at www.iard.com/nav_guides.asp.

- 3. CRD Participant IA-Only Account Administrator Entitlement Form (CRD Participant IA-Only AAEF)** - This form must be completed by each person designated as either the Primary AA or Alternate AA. The CRD Participant IA-Only AAEF is used to designate what Web CRD account privileges the AA will have. One (1) CRD Participant IA-Only AAEF form is enclosed in this packet. A separate CRD Participant IA-Only AAEF must be completed by each Primary AA and the Alternate AA. For more information on the role and responsibilities of the AA(s), refer to the Account Administrator Navigation Guide available on the NASD Web Site at http://www.nasdr.com/3400_nav_guides.asp.

The IARD AA(s) must complete the CRD Participant IA-Only AAEF in order to register Investment Adviser Representatives (RAs). The CRD Participant IA-Only AAEF is used to designate what CRD account privileges the AA should have.

<p>You must send the completed NASD Entitlement Agreement (with an original signature) and the completed IARD and CRD Participant IA-Only AAEFs to the NASD Entitlement Group at the designated address on the forms.</p>
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If you are a Joint BD/IA firm and already have access to Web CRD/Focus, you still must complete and return the NASD Entitlement Agreement and the IARD AAEF as explained above to gain access to IARD.

IARD Confirmation Packet and Account ID Information

Once NASD receives and processes your completed NASD Entitlement Agreement and IARD and CRD Participant IA-Only AAEFs, NASD will create User Accounts for the IARD Account Administrators (AAs) designated by your firm. NASD will contact your firm's AAs with the Firm's CRD number, User ID and initial Password for accessing IARD. In addition, NASD will e-mail each AA with a link to the IARD Confirmation Packet. The IARD Confirmation Packet provides AAs with information on their role, responsibilities, security information, and links to other helpful entitlement information.

The IARD Confirmation Packet contains six (6) attachments with detailed information to assist you, the AA, and your organization as a NASD Entitlement Program participant.

- I. **Recommended Hardware/Software Configuration** - This attachment lists the minimum hardware and software requirements necessary to access and operate the IARD System.
- II. **NASD Account Management Tool General Overview** - This attachment provides information on features of the new NASD Login screens for the AAs and Users.
- III. **IARD Account Administrator Roles & Responsibilities** - This attachment provides you, as an AA, the roles and responsibilities of the NASD Account Management Tool with Entitlement Tips.
- IV. **Password Change Instructions** - This attachment provides the steps for changing your password and accessing the NASD Entitlement Program and the IARD System.
- V. **Password Change Instructions for IARD Users** - This attachment provides the users with the activities they should perform to access the NASD Entitlement Program and the IARD System. The attachment also includes important reminders regarding password security. You may distribute this attachment to your users as a reference aid.
- VI. **NASD Entitlement Program Support** – This attachment provides a list of support information available for the NASD Entitlement Program and its participating applications located at the NASD Entitlement Web Site, <http://www.nasd.com/entitlement>.

Joint Firms that already have Web CRD access, as a broker/dealer will use their existing Web CRD entitlement User ID and Password on IARD. Joint Firms **will not** receive a new User ID or Password. In addition, Joint Firms will use their existing financial account for all Web CRD and IARD transactions.

Your Firm's IARD Financial Account:

When you receive your User ID and Password, you will be able to access IARD and begin completing the Form ADV on-line. **However, you will not be able to submit an electronic filing until funds are deposited into your financial account, either by Web E-Pay, wire transfer or check.** Your Firm's CRD number should always be written on checks deposited into your IARD Financial Account. Details on how to submit funds by Web E-Pay, wire transfer or check and other important Accounting information can be found at <http://www.iard.com/fees.asp>.

*****Special Note*****

Please DO NOT send payment along with your Entitlement Forms. Funds should be deposited **after** you have received your Firm's CRD number from the Entitlement Group.

Support for IARD and User Assistance Tools:

NASD has established a dedicated telephone number, **240.386.4848**, for IARD questions related to the Entitlement Forms, system navigation, and system usage. We request that all questions and/or problems you may have using the system be directed to this number. If the Call Center staff is unable to answer your question, they will route your inquiry to a subject-matter expert who will promptly return your call.

Any questions related to policy, interpretation, or regulatory requirements should be directed to the SEC's IARD hotline @ 202.942.0691, or to the SEC's e-mail box, IARDLIVE@sec.gov. Inquiries concerning state issues should be directed to the NASAA IARD Hotline, 202.737.0460. Inquiries regarding the status of filings should be directed to the SEC at 202.942.7820 or appropriate state (refer to the Regulator's Directory available on www.iard.com).

To assist filers, NASD has created a User's Manual. This User's Manual is available for your review and reference at www.iard.com. The manual is designed to allow you to view and print all, or part of it, as necessary.

Additionally, a series of functional Navigation Guides have been developed to be used as quick reference tools for users on how to use the system. They are not meant to replace the Users Manual. Rather, the Guides are a support tool to keep handy by your PC. These Navigation Guides are available on the IARD Web Site at www.iard.com.

We anticipate your experience with electronic filing on the IARD System will be a smooth one. Please remember to use the support tools that have been put in place to assist you when you have questions. NASD looks forward to working with you as you use IARD.

Please refer to the IARD Web Site at www.iard.com, for additional information and guidance on setting up your firm's IARD User Accounts or contact the IARD Hotline at 240.386.4848.

For additional information on Web CRD and Investment Adviser Representative (RA) registration and termination requests on the Forms U4 and U5, please refer to the NASD – Central Registration Depository (CRD) Web Site at www.nasdr.com/3400.asp.

NASD Entitlement Agreement



Instructions: Please read this form carefully. This form must be signed by an officer of the organization or by an individual within the organization who has the legal authority to bind the organization. All fields must be completed. Mail the signed NASD Entitlement Agreement to the address shown on the signature page. This form cannot be submitted via facsimile.

The NASD Entitlement Agreement is required when:

- 1) An organization that is not currently entitled to certain NASD non-public, controlled access applications (hereinafter, NASD Entitlement Applications) requires access to such applications. (Please note: applications covered by this Agreement are listed at <http://www.nasd.com/entitlement>); or
- 2) An organization entitled before 8/30/2004 to an NASD Entitlement Application makes its first request after 8/30/2004 for access to an additional NASD Entitlement Application (organizations need not execute additional NASD Entitlement Agreements for requests to access NASD Entitlement Applications subsequent to the initial request after 8/30/04; or
- 3) An IA-only firm or a non-NASD member firm entitled before 8/30/2004 makes its first request after 8/30/2004 for a new or replacement Account Administrator (requests subsequent to the initial request after 8/30/04 to update Account Administrator information by an IA-Only Firm or non-NASD member firm need not execute additional NASD Entitlement Agreements).

As of 10/14/2005, NASD must have a fully executed NASD Entitlement Agreement (NEA) on file for your organization prior to processing an NASD Entitlement Modification Form for any NASD Entitlement Application.

In addition to completing the NASD Entitlement Agreement, you must complete the appropriate NASD Account Administrator Entitlement Form (AAEF) to designate your organization's Account Administrator(s) (Primary and/or Alternate) to the specific NASD Entitlement Application your firm is requesting. The AAEF can be found at <http://www.nasd.com/entitlement>.

* Organization CRD#:(if available)

* Organization Name:

* Organization Street Address:

* City, State & Zip Code:

NASD Entitlement Agreement Acknowledgment of Responsibility

Organization Name: _____ (Hereinafter referred to as "You" or "Your" and includes your authorized agent or designee) does hereby acknowledge and agree that any and all Account Administrators (referred to herein as "Account Administrator" or "AA") which are: (i) appointed by You in any NASD Account Administrator Entitlement Form ("AAEF"); (ii) appointed by You in any other NASD or non-NASD-designated form that purports to appoint any individual(s) to act as your agent-in-fact to access and assign access to NASD applications; (iii) any other individual given access to NASD applications by You, regardless of whether such individual was formally appointed as Your AA; or (iv) as otherwise authorized by You; have the authority to act on Your behalf with respect to the entitlements granted and that You take responsibility for such actions. You also acknowledge and agree that any and all AAs You appoint have the authority to obtain, distribute, revoke and monitor entitlements granted by NASD for the specific applications, materials and services established by NASD, and to act on Your behalf with respect to the entitlements granted and that You take responsibility for such actions. An AA may authorize Subscribers and may submit information for the application(s) for which s/he has been properly authorized to act as an AA. All applications, materials

and services for which entitlements are hereby granted are governed by the NASD Entitlement Program Agreement and Terms of Use. You may obtain copies of the most current version of the NASD Entitlement Program Agreement and Terms of Use by going to the NASD Entitlement web page at <http://www.nasd.com/entitlement> or by contacting NASD. You hereby acknowledge and agree that You have read and agree to the NASD Entitlement Program Agreement and Terms of Use without exception or alteration, which are contained in the "NASD Entitlement Program Agreement and Terms of Use."

NASD may revise the NASD Entitlement Program Agreement and Terms of Use from time to time in its sole discretion and pursuant to the NASD Entitlement Program Agreement and Terms of Use. You are encouraged periodically to review the current NASD Entitlement Program Agreement and Terms of Use. Each use of any of the applications supported by the NASD Entitlement Program by You, Your AA(s) or Your Subscribers constitutes Your renewed agreement to the NASD Entitlement Program Agreement and Terms of Use as modified.

The NASD Entitlement Program Agreement and Terms of Use contain provisions that govern use of, contributions to and access to the applications covered by the NASD Entitlement Program by You, Your AA(s) and Your Subscribers, including but not limited to restrictions on the transfer of Your right to access the applications supported by the NASD Entitlement Program, restrictions on the use and/or copying of the applications supported by the NASD Entitlement Program, permission for NASD to use material submitted by You, Your Subscribers or Your AA(s) via any applications supported by the NASD Entitlement Program, limitations on warranties and damages, permissible amendments to the NASD Entitlement Program Agreement and Terms of Use or Entitlement Forms, treatment of private information, waiver of rights to a jury trial and choice of law and jurisdiction provisions.

You further agree that Your Primary AA(s), Your Alternate AA(s) and Your Subscriber(s) can take actions on Your behalf with respect to and on the applications supported by the NASD Entitlement Program, and that NASD can and should rely on the actions of Your AA(s) and Your Subscribers as if they were Your own. Further, in addition to the indemnification provisions in the NASD Entitlement Program Agreement and Terms of Use, You agree to defend, indemnify and hold NASD harmless from the actions or inactions of You, Your AA(s) and Your Subscribers and from any breaches of the NASD Entitlement Program Agreement and Terms of Use by You, Your AA(s) or Your Subscribers, or for negligent or tortious conduct by You, Your AA(s) or Your Subscribers with respect to the entitlements granted, as well as any third party claims based thereon.

The terms "You," and "Your" in this form refer to the organization on whose behalf this form is submitted. "Subscriber" as used herein is as defined in the NASD Entitlement Program Agreement and Terms of Use.

By signing below, the signatory hereby certifies that s/he is authorized to legally bind the Organization on behalf of which s/he is executing this Agreement.

* Signature: <input type="text"/>	Date: <input type="text"/>
<i>(Signatory must be an officer of the organization or otherwise have the legal authority to bind the organization.)</i>	
* Print Name: <input type="text"/>	Title of Signatory: <input type="text"/>
<i>(Please print clearly)</i>	

Please mail completed form, with original signature, to:
NASD Entitlement Group
9509 Key West Avenue
Rockville, Maryland 20850
For Questions Call:
301.869.6699 for Broker/Dealer Firms
240.386.4848 for IA-Only Firms



NASD Account Administrator Entitlement Form (AAEF)

IA FIRM (SEC & State) IARDSM

SEC IA FIRM STATE IA FIRM

SEC 801# -

Instructions: Complete this form for each Account Administrator. This form must be signed by an Investment Adviser (IA) Firm's Account Administrator (either Primary or Alternate, each of which is referred to herein as AA) or designated signatory of the firm. Please ✓ the specific request below and complete all pages of the form. Any field marked with an asterisk (*) is a required field. Fax or mail the signed form – always include the signature page.

INITIAL PRIMARY AA

REPLACE PRIMARY AA

*Current Primary AA's full name

INITIAL ALTERNATE AA

ADD ALTERNATE AA

If you are a new Firm, or an IA-Only Firm entitled before 8/30/2004 making its first request after 8/30/2004 for a new or replacement AA, before you submit this AAEF, your firm must complete and mail an originally signed NASD Entitlement Agreement. The NASD Entitlement Agreement is available at <http://www.nasd.com/entitlement>.

If your Primary AA is being replaced, make sure you check the Replace Primary AA box and provide the current Primary AA's full name. The NASD Entitlement Group will delete access to the IARD System for the current Primary AA's account when creating the replacement Primary AA. (You do not need to complete the NASD Entitlement Modification Form for the Primary AA for whom you are designating a replacement.) To modify, disable or delete the IARD System for an AA, use the IA Firm NASD Entitlement Modification Form for the IARD System available at <http://www.iard.com>.

To delete an AA's account for all applications (e.g., IARD, Web CRD, etc), fax on company letterhead, the AA's First and Last Name, Organization CRD#, and the request to delete the AA's account from all applications. An IA Firm signatory must sign the deletion request letter.

Are you (the Investment Adviser) currently registered as a Broker Dealer in the United States? Yes No
(If YES, please complete the following):

Your Investment Adviser Information

Date of Formation:
(Date officially registered as Corporation, Partnership, LLC, LLP, Sole Proprietorship, etc.)

Organization Type:
(e.g., Corp., Partnership, LLC, LLP, Sole Prop, etc.)

Place of Formation:
(State or Country)

Your Broker Dealer Information

CRD #

Date of Formation:
(Date officially registered as Corporation, Partnership, LLC, LLP, Sole Proprietorship, etc.)

Organization Type:
(e.g., Corp., Partnership, LLC, LLP, Sole Prop, etc.)

Place of Formation/Filing:
(State or Country)

Business Names

* IA Firm CRD# (if available)

* Full Legal Name:

* Primary Business Name:

Principal Office and Place of Business

* Street address: _____

* City: _____ * State: _____

* Country: _____ * Zip: _____

* Telephone Number: _____ * Fax Number: _____

Contact Person

Name: _____
*Last *First *Middle

* Contact Title: _____

* Street address: _____

* City: _____ * State: _____

* Country: _____ * Zip: _____

Account Administrator

If this individual is already an entitled AA/User to an NASD Entitlement Application, check here:

Name: _____
(* First, Middle, Last, Suffix)

Individual CRD# (if applicable): _____ IA Firm Employee Service Provider Rep.

* Address: _____

* City, State & Zip Code: _____

* Email Address: _____ * Telephone Number: _____

* Fax Number: _____

Instructions: Select most applicable Job Code/Title

- President/CEO Head of Compliance Compliance Employee Head Trader Trader Head of Operations
- Operations Finance Technology Registration Management Registration Employee Executive Representative
- Other

Entitlement Privileges

Instructions: As the Account Administrator for this application, mark the Entitlement Privileges that your Firm requires you to have to perform your job function(s). Marked privileges will be set to "Use/Read/Grant". Any unmarked privileges will be set to "Read/Grant" which will enable you to perform your role as an Account Administrator.

Entitlement Privileges for IARD		https://www.webiard.com/iad
For - IA Firms		
IA Organization		
<input type="checkbox"/>	IA View Organization Information	Provides the capability to view information about your IA Firm.
<input type="checkbox"/>	IA Non-Filing Information	Provides the capability to view the Firm's IA Non-Filing Information.
<input type="checkbox"/>	Transitions	Provides the capability to transition state registrations and Notice Filings onto the system.
<input type="checkbox"/>	Firm Queues	Provides the capability to view Firm IA Notices.
Form Filing		
<input type="checkbox"/>	Form ADV and ADV-W	Provides the capability to enter : ADV - Initial Application and Amendments to Form ADV. ADV-W - Partial and Full form filings.
<input type="checkbox"/>	Submit Forms	Provides the capability to submit : ADV - Initial Application and Amendments to Form ADV. ADV-W - Partial and Full form filings.
Accounting		
<input type="checkbox"/>	Accounting	Provides the capability to view your Firm's IA Accounting data.
Reports		
<input type="checkbox"/>	Reports	Provides the capability to access ReportMart to retrieve your Firm's IA Reports.

* Signature: <input style="width: 90%;" type="text"/>	* Date: <input style="width: 90%;" type="text"/>
<i>(Must be signed by an AA or Designated IA Firm Signatory requesting an Initial or Replacement AA.)</i>	
* Print Name: <input style="width: 90%;" type="text"/>	
<i>(Please print clearly)</i>	

**Please FAX completed form to:
NASD Entitlement Group at 240.386.4669**

**or mail to
NASD Entitlement Group
9509 Key West Avenue
Rockville, Maryland 20850**

Questions: Call Gateway Call Center at 240.386.4848



NASD Account Administrator Entitlement Form (AAEF)
CRD Participant Firm (**IA Only**)
Web CRD®

Instructions: Complete this form for each Account Administrator. This form must be signed by a Firm's Account Administrator (either Primary or Alternate, each of which is referred to herein as AA) or designated signatory of the firm. Please ✓ the specific request below and complete all pages of the form. Any field marked with an asterisk (*) is a required field. Fax or mail the signed form – always include the signature page.

INITIAL PRIMARY AA

REPLACE PRIMARY AA

*Current Primary AA's full name

INITIAL ALTERNATE AA

ADD ALTERNATE AA

If you are a new Firm, or an IA-Only Firm entitled before 8/30/2004 making its **first request** after 8/30/2004 for a new or replacement AA, before you submit this AAEF, your firm must complete and mail an originally signed NASD Entitlement Agreement. The NASD Entitlement Agreement is available at <http://www.nasd.com/entitlement>.

If your Primary AA is being replaced, make sure you check the Replace Primary AA box and provide the current Primary AA's full name. **The NASD Entitlement Group will delete access to the Web CRD Application for the current Primary AA's account when creating the replacement primary AA for Web CRD.** (You do not need to complete the NASD Entitlement Modification Form for the Primary AA for whom you are designating a replacement.) To modify, disable or delete the CRD Participant IA-Only Web CRD Application for an AA, use the CRD Participant IA-Only Web CRD Entitlement Modification Form for the Web CRD Application available at <http://www.iard.com>.

To delete an AA's account for **all applications** (e.g., IARD, Web CRD, etc), fax on company letterhead, the AA's First and Last Name, Organization CRD#, and the request to delete the AA's account from all applications. A firm signatory must sign the deletion request letter.

* CRD Participant IA-Only Firm CRD#:

* CRD Participant IA-Only Firm Name:

* CRD Participant IA-Only Firm Street Address:

* City, State & Zip Code:

Account Administrator

If this individual is already an entitled AA/User to an NASD Entitlement Application, check here:

Name:

(* First, Middle, Last, Suffix)

Individual CRD# (if applicable):

IA-Only Firm Employee Service Provider Rep.

* Address:

* City, State & Zip Code:

* Email Address:

* Telephone Number:

* Fax Number:

Instructions: Select most applicable Job Code/Title

- President/CEO Head of Compliance Compliance Employee Head Trader Trader Head of Operations
 Operations Finance Technology Registration Management Registration Employee Executive Representative
 Other

Entitlement Privileges

Instructions: As the Account Administrator for this application, mark the Entitlement Privileges that your Firm requires you to have to perform your job function(s). Marked privileges will be set to "Use/Read/Grant". Any unmarked privileges will be set to "Read/Grant" which will enable you to perform your role as an Account Administrator.

Entitlement Privileges for Web CRD		https://www.webcrd.com
For – CRD Participant Firm – IA Only		
Organization		
<input type="checkbox"/>	View Organization Information	Provides the capability to view information about your Organization.
<input type="checkbox"/>	Non-Filing Information (read only)	Provides the capability to view the Firm's Non-Filing information (contact information, trustee information, name change history, and mass transfer history).
<input type="checkbox"/>	Maintain Contact (BD Only)	Provides the capability to view & maintain the Firm's Contact information.
<input type="checkbox"/>	Maintain Firm Notification	Provides the capability to view & maintain the Firm's Notification information.
<input type="checkbox"/>	Firm Queues	Provides the capability to view Firm Notices. (Current Deficiencies, Withdrawal or Termination, SFG Retirement)
<input type="checkbox"/>	Mass Transfers	Provides the capability to prepare a Mass Transfer of individuals from one Member Firm to another without requiring U4 filings, U5 filings, or fingerprint cards submission. (NASD, RAD must initiate process)
Individual		
<input type="checkbox"/>	View Individual Information	Provides the capability to view information about individuals that have been previously employed or currently employed by your Firm or your Firm's Simultaneous Filing Group.
<input type="checkbox"/>	View CHRI Information (BD Only)	Provides the capability to view an individual's Criminal History Report Information (CHRI).
<input type="checkbox"/>	Non-Filing Information	Provides the capability to view the Individual's Non-Filing information.
<input type="checkbox"/>	IARD Transition Registrations	Provides the capability to transition an existing Investment Adviser Representative's State IA Registrations.
<input type="checkbox"/>	Queue Approve/Remove All	Provides the capability to remove all items in the Firm Queues.
<input type="checkbox"/>	Firm Queues	Provides the capability to view Individual Notices. (Registrations, Disclosure, Fingerprint, Exams, CE, & Termination)
<input type="checkbox"/>	Fingerprint Status Received from FBI Queue	Provides the capability to view fingerprint statuses received from the FBI. Provides the capability to view & print Criminal History Report Information (CHRI) received from the FBI.
Form Filing		
<input type="checkbox"/>	Form U4	Provides the capability to enter Initial, Amendment, Concurrence, Page 2 for BD Schedule A or B, Relicense, and Dual Registration form filings.
<input type="checkbox"/>	Form U5	Provides the capability to enter Partial, Full and Amendment U5 form filings.
<input type="checkbox"/>	Form BD and BDW (BD Only)	Provides the capability to enter BD Amendments and Partial and Full BDW form filings.
<input type="checkbox"/>	Form BR	Provides the capability to enter & submit BR Initial, Amendment and Closing/Withdrawal form filings.
<input type="checkbox"/>	Form Non-Registered FP (BD Only)	Provides the capability to enter Non-Registered individuals fingerprint cards.
Accounting		
<input type="checkbox"/>	Accounting	Provides the capability to view your Firm's Accounting data.
Reports		
<input type="checkbox"/>	Reports	Provides the capability to access ReportMart to retrieve your Firm's Reports.

* Signature:

* Date:

(Must be signed by an AA or Designated Firm Signatory requesting an Initial or Replacement AA.)

* Print Name:

(Please print clearly)

Please FAX completed form to:
NASD Entitlement Group at 240.386.4669

or mail to
NASD Entitlement Group
9509 Key West Avenue, Rockville, Maryland 20850

Questions: Call Gateway Call Center at 240.386.4848