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***Steps To Investment Adviser Registration - in Chronological Order***

**Finger Prints**

            FINRA will need a copy of your fingerprints, if you have existing prints. In some cases, you may need to retake prints. Please find the location where yours are stored, and obtain the contact info of those in possession of your prints if not FINRA.

Or consider just going to Police Station, FBI office or FINRA office and have them taken again.

**Review U-4 and Gather Info In Advance – But Don’t File Yet**

Review the blank U-4 (See attached PDF, and link below), which you will be required to fill out online when we open the account for the firm. Review in advance, because the requested data is very fact intensive, so that you can collect the answers before logging in online. This is one of the documents that you should do on your own, since all the data is either in your head or in your personal records.

<http://www.finra.org/web/groups/industry/@ip/@comp/@regis/documents/appsupportdocs/p015112.pdf>

**Entity Formation for Investment Adviser Firm, Tax ID Application**

Need a law firm to do entity formation, since legal issues come up before and during the formation and certain provisions and items are required legally to be in place for an investment adviser firm. Mistakes forming your own entity are costly to clean up.

**Complete and Submit SSA Form for the Firm and Establish Entitlement Account for the Firm**

Complete and submit Super Account Administrator (SAA) form, including your email address.

<http://www.finra.org/Industry/Compliance/Entitlement/p120963>

**Obtain FINRA Firm CRD#**

FINRA will email you the Firm’s CRD# and log-in information after the SAA process complete.

**IARD Account Set Up:**

            Set up an Entitlement Account for the Firm.

<http://www.iard.com/accessIARD.asp>

**FINRA State Entitlement Packet**

Setting up the FINRA accounts, including with a State filing account.

<http://www.iard.com/pdf/stateEntitlementPacket.pdf>

            Review the “State Entitlement Packet” and track down the needed in in advance of filing.

Register new FINRA Account:

<https://accountmgmt.finra.org/selfservice2/RegisterUser.jsp?AppName=DR-OF&Forward_URL=https://forms.finra.org/selfreg/LoadForm.aspx?FormQuery=U10>

**Fund the State Daily Account**

Fund the account with about $750 to $1,000, so that the firm can use the filing fees out of the account to register on the ADV. Mail check or send wire transfer. Allow a few days for this to process.

Fees and Accounting:

<http://www.iard.com/fees.asp>

**State Nuances - Investigate**

Find out if your State requires any special forms, specific to that state only. Filing of those required in paper. Most likely need a lawyer to help with some of them if the state requires unique forms. Don’t file these state forms until the ADV is filed. But don’t file the ADV and check the state box without having these state forms prepared and ready to file concurrently.

**Firm Files the Form ADV**

After obtaining FINRA log-in and account is funded, then Firm can file Form ADV.

This is where you will need a lawyer. There are trick questions and landmines. Legal conclusions and definitions and judgments required. Consistencies are required between Part I, Part II and Client Agreements.

How to Access IARD:

<http://www.iard.com/accessIARD.asp>

Filing Online:

<http://www.iard.com/FilingOnline.asp>

File Form ADV (Use State Registration Version); select your home state, and other states where investors /clients reside.

**File Form U-4**

After Form ADV is filed, you can complete and File Form U-4 for each person at the Firm. File a Form U-4 within the FINRA record of the company. This U-4 filing through the Firm’s log in will connect each person to the firm.

**File Form U-10 online to Schedule Exam**

            Link below to file the U-10 online, which will take you to the link to create a FINRA account for yourself. From there you can obtain a CRD number. (Write down CRD #, it’s like your social in the financial industry world.)

Submit Form U-10 online:

<http://www.finra.org/Industry/Compliance/Registration/QualificationsExams/RegisteredReps/P121907>

<http://www.finra.org/Industry/Compliance/Registration/QualificationsExams/RegisteredReps/P121907>,

Click “Submit U-10 Online”, the at the log in screen, click on ‘Register now”, to create a FINRA Account for yourself, so you can make your own U-10 filing request now and in the future

**Filing Tips from Beginning to End**

Print to PDF (or print and scan) every page, especially those with passwords and registration confirmations. Keep all passwords, since losing them causes days of delay getting new ones. Email the pages to me too please. Record passwords as you come to them, and keep those in a safe place.