Transitioning of RAs

IA FIRM'S POWERPOINT PRESENTATION ON TRANSITIONING INVESTMENT ADVISER REPRESENTATIVES (RAs) ON WEB CRD/IARD

**Information contained in this presentation was derived, in part, from various NASD sources."*

Four Easy Steps

1. Become Entitled on Web CRD
2. Submit $45.00 Set-up fee (each rep)
3. Transition on Web CRD
4. File Form U-4 Amendment (s)

Step One

Become Entitled on Web CRD

(a) If the Account Administrator is the person responsible for entering investment adviser representative filings on the IARD/CRD System, an Account Administrator Entitlement Form (AAEF) must be completed and faxed to the NASD. This form can be found in the Entitlement Packet which can be obtained on the IARD website at http://iard.com.

NASD REGULATION
An NASD Company

CRD PARTICIPANT – IA ONLY

Account Administrator Entitlement Form

Part 1 - CRD Participant Entitlement Information: (please print)

CRD Participant Firm Name:________________________________

CRD Participant CRD #:__________________________ ☐

Part 2 - Account Administrator User Information : ☐ **NEW** ☐ **UPDATE TO EXISTING ENTITLEMENT**

Name:____

Phone: (_____)__________________________ Date of Birth: ____________________

As the Account Administrator, please mark the Entitlement Privileges that your Firm requires.

	Accounting	Provides the capability to **view** your Firm's Accounting data.
	Reports	Provides the capability to **access** ReportMart to retrieve your Firm's Reports.
	Form Non-Registered FP (BD Only)	Provides the capability to **enter** Non-Registered individuals fingerprint cards.
	Form BD and BDW (BD Only)	Provides the capability to **enter** BD Amendments and Partial and Full BDW form filings.
	Form U4	Provides the capability to **enter** Initial, Amendment, Concurrence, Page 2 for BD Schedule A or B, Relicense, and Dual Registration form filings.
	Form U5	Provides the capability to **enter** Partial, Full and Amendment U5 form filings.
	Queue Approve/Remove All	Provides the capability to **remove** all items in the Firm Queues.
	Individual Firm Queues	Provides the capability to **view** Individual Notices (Registrations, Disclosure, Fingerprint, Exams, CE, & Termination)
	Non-Filing Information	Provides the capability to **view** the Individual's Non-Filing information
	Maintain Registration Comment (BD Only)	Provides the capability to **create and maintain** an Individual's registration comment.
	IARD NFI Transition Registrations	Provides the capability to **transition** an existing Investment Adviser Representative's State IA Registrations.
	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.
	View DOJ Information (BD Only)	Provides the capability to **view** an individual's DOJ information.
	Organization Firm Queues	Provides the capability to **view** Firm Notices. (Current Deficiencies, Withdrawal or Termination, SFG Retirement)
	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. (CRD/PD must initiate process)
	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.)
	Maintain Contact (BD Only)	Provides the capability to **view and maintain** the Firm's Contact information.
	Maintain Firm Notification	Provides the capability to **view and maintain** the Firm's Notification information.
	View Organization Information	Provides the capability to **view** information about your Organization.

Entitlement
CRD/Public Disclosure Department-NASD Regulation, Inc.
9509 Key West Ave.
Rockville, MD 20850
FAX: 240-386-4669 Phone: 301.869.6699 or for IA Only Firms: IARD Hot Line 240.386.4848

- As a Primary Account Administrator, you should consider checking all boxes except those which list “BD Only”.

- The CRD Participant- IA Only form should be faxed to the NASD at (340)386-3669. Within 24 hours, you will have access to use the Web CRD and to transition your RAs.

(b) If the Account Administrator wishes to have an employee who is currently a “User” on the IARD system authorized to enter investment adviser representative filings on the CRD/IARD system, the Account Administrator <u>must</u> give the “User” <u>CRD privileges</u> on-line. The following procedures which are found in Chapter 2: Account Administration of the **Firm User’s Manual** will help you through this process. The Firm User’s Manual can be found on the IARD website.

ww.iard.com

is IARD ?
to Get Started
RD
Online
& Accounting
CRD/IARD E-Pay
wal Program
Support
ications
tories

IARD

User Support

IARD Firm User's Manual

The Firm User's Manual was created specifically for Investment Adviser Firms to guide their users through the IARD system and its functionality. The User's Manual is designed to allow you to view information online or print all, or part of the Manual as necessary. Please note that each separate chapter has kept the page numbers that they have in the entire version of the Firm User's Manual.

For your convenience, this Web Site makes selected materials available in PDF (Portable Document Format) files. If you do not have the Adobe® Acrobat Reader to view such files, please click here to download the free plug-in.

Table of Contents

- Chapter 1: Introduction (PDF format *64 KB*)
- Chapter 2: Account Administration (PDF format *236 KB*)
- Chapter 3: Getting Started (PDF format *344 KB*)
- Chapter 4: Transitioning Investment Adviser Firms and Organization Non-Filing Information (PDF format *230 KB*)
- Chapter 5: Organization Form Filing (PDF format *1,088 KB*)
- Chapter 6: View Organization (PDF format *368 KB*)
- Chapter 7: Firm Queues for Organizations (PDF format *98 KB*)
- Chapter 8: Transitioning Investment Adviser Representatives (RAs) and Individual Non-Filing Information (PDF format *121 KB*)
- Chapter 9: Individual Form Filing (PDF format *1,487 KB*)
- Chapter 10: View Individual (PDF format *365 KB*)
- Chapter 11: Firm Queues for Individuals (PDF format *599 KB*)
- Chapter 12: Reports (PDF format *214 KB*)
- Chapter 13: Accounting (PDF format *259 KB*)
- Chapter 14: Disclosure (PDF format 206 KB)

Internet

- Log on the Web CRD/IARD System
- To access the IARD site map, type:
  https://www.webiard.com/iad
- Input User ID and Password
  (If your Password has expired or you do not have your User ID available, please contact the IARD Hotline at **(240) 386-4848** to obtain User ID and reset Password.)

e Edit View Favorites Tools Help

Back Search Favorites

dress http://www.iard.com/pdf/firm_users_man_mod2.pdf Go Links

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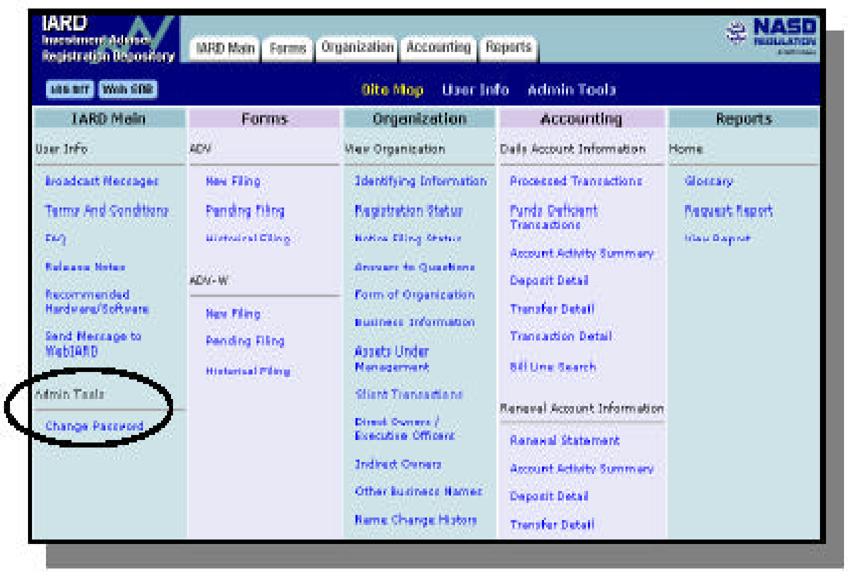
Steps for Setting Up New Individual User Account Privileges:

Access Admin Tools

Upon receipt of individual user account information, there are two ways to access Admin Tools section in IARD or CRD.

1. From the IARD or CRD Site Map, click the **Change Password** hyperlink.



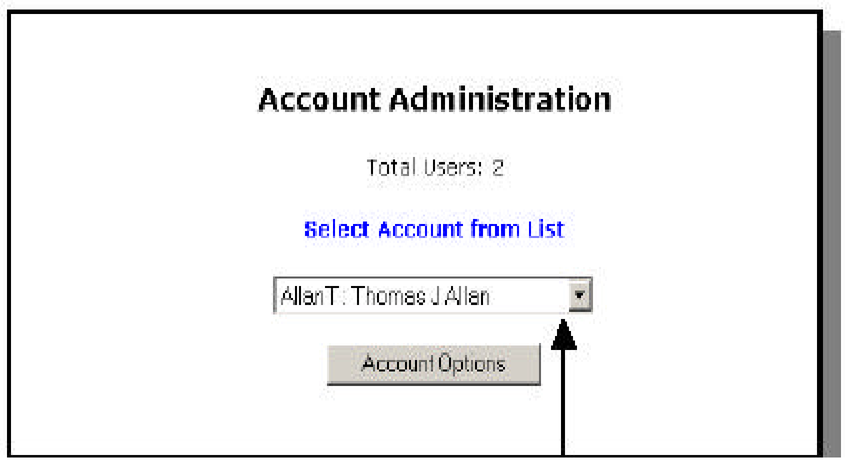
OR

1a. Click **Admin Tools** from the Sub-menu and click **Change Password** from the Navigation http://www.iard.com/pdf/firm_users_man_mod2.pdf

Verify, Access and Select Individual

6. Click **Edit Account** from the Navigation Bar or Footer.

[Result:] The *Account Administration* screen opens. The Total Users represents the total number of entitled users with your firm.



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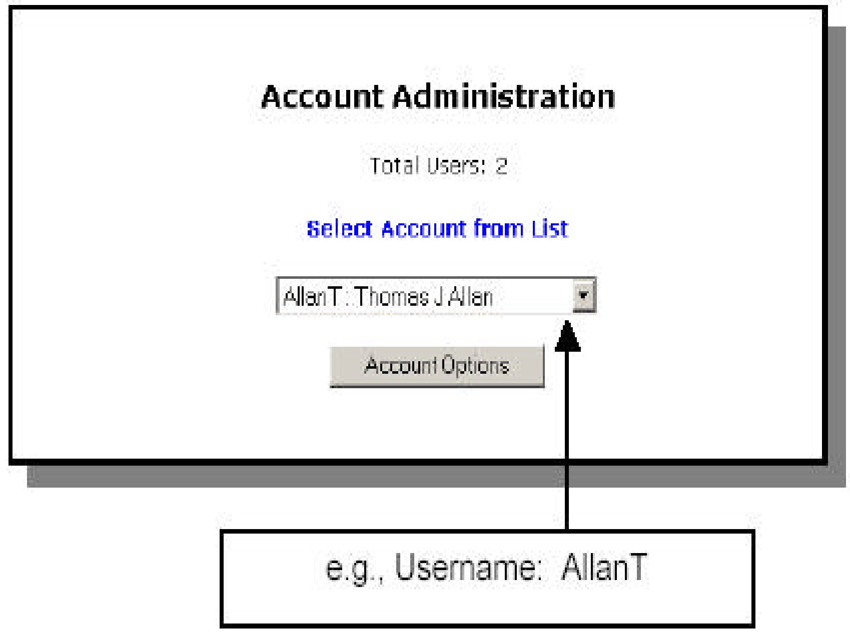


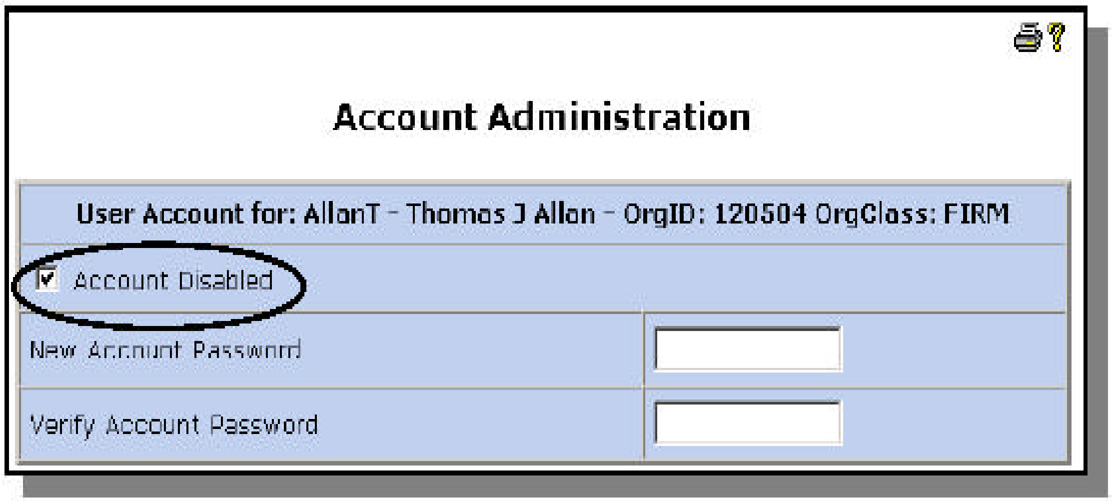
7. Click the drop-down arrow and choose the appropriate user account.

NOTE: Verify that this is the list of users you requested. The list of names is displayed with the log-on name first and the actual name of the individual record. You may want to print the Account List for your records.

8. Click the **Account Options** button.

Enable Account

[Result:] The *Account Administration* screen opens.



9. For new user accounts, enable the individual user account by clicking the **Account Disabled** box to remove check.

Create Initial Password

10. Type the new password in the **New Account Password** field for the individual user. For password criteria, see page 6 of **Passwords**.

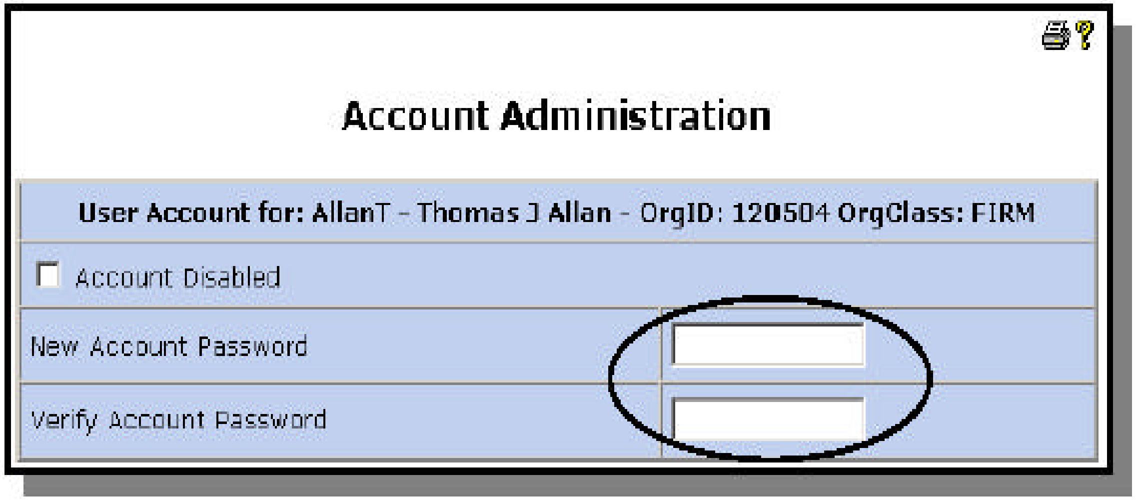
11. Retype the new password in the **Verify Account Password** field.

dress http://www.iard.com/pdf/firm_users_man_mod2.pdf Go

Create Initial Password

10. Type the new password in the **New Account Password** field for the individual user. For password criteria, see page 6 of **Passwords**.

11. Retype the new password in the **Verify Account Password** field.



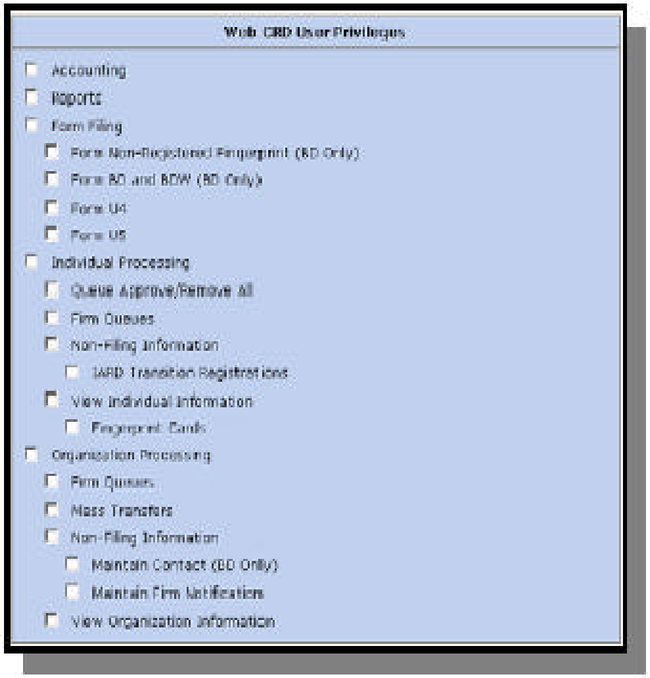
You should provide your User with at least the following basic Web CRD privileges to complete RA filings on the Web CRD/IARD system.

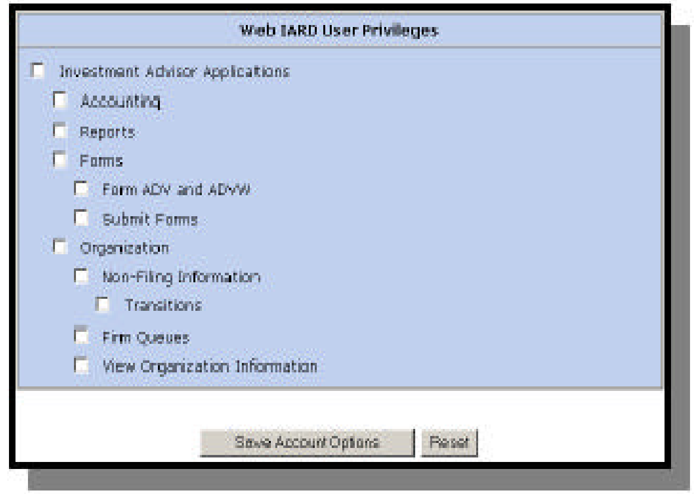
Web CRD Privileges

- Form Filing
- Form U-4
- Form U-5
- Individual Processing
- Non-Filing Information
- IARD NFI Transition Registrations

Set Privileges in IARD or CRD

12. Click the box(es) next to the appropriate **User Privileges**.





NOTE: CRD User Privileges: Form Non-Registered Fingerprint; Form BD and BDW; Maintain Registration Comments and View CHRI Information are not available to Investment Adviser-Only Firms. Only those privileges that are required by the individual user to perform the job should be checked.

13. Click the **Save Account Options** button.

Step Two

Remit a $45.00 Initial Set-Up Fee to your Firms Daily Account for each RA Transitioning

Prior to transitioning your RAs on the Web CRD, you must have at least $45.00 in your Daily Account for each RA that you are transitioning. This amount represents the initial set-up fee charged by the NASD. Your Firm will only be charged a one time set-up fee for each RA that your transitioning regardless of how many States in which you are transitioning them. Please review the Deposit Detail in your Daily Account to verify that you have sufficient funds available to fund all transition fees. **Please Note**: You will not be able to submit the transition of your RAs in the jurisdictions chosen, unless sufficient funds are available in your Firms Daily Account.

Methods of Payment (Daily Account)

Payment can be made via:

- Check
- Wire Transfer
- Web CRD/IARD E-Pay

Checks are to be made payable to **NASD**.

Please Note: The following **Payment Addresses** are **DIFFERENT** than the payment addresses for a firm's **Renewal Account.**

Check

<u>BY MAIL</u>

NASD, CRD/IARD

P.O. Box 7777-**W9995**

Philadelphia, PA 19175-9995

Overnight/Express Delivery

NASD, CRD/IARD

W9995

c/o Mellon Bank, RM. 3490

701 Market Street

Philadelphia, PA 19106

Telephone Number Ref.: (240) 386-4848 (IA Only Firm)

(301) 590-6500 (BD/IA Firm)

Wire Transfer

Firms may wire funds by requesting their bank to initiate the wire transfer to: “The Riggs National Bank in Washington, D.C.”. Firms will need to provide their bank with the following information:

Transfer Funds to:	Riggs National Bank in Washington, D.C.
ABA Number:	054-000030
Beneficiary:	NASD
NASD Account #:	086-761-52
Reference #:	Firm CRD Number

To ensure prompt processing of funds by wire transfer:

- Firms should inform their bank that funds are to be credited to the NASD Bank Account
- Provide the Firm’s CRD Number as a reference only
- Firms should record the Confirmation Number of the wire transfer given by their bank

Step Three

Transitioning RAs on Web CRD

You should verify that sufficient funds are available in your Daily Account prior to transitioning. The following procedures will help you to verify funds. On either the IARD or CRD site map, click “Deposit Detail” under Daily Account Information. The *Daily Account Information* screen will open providing you with your balance.