Exemptions System Easy Reference Guide

The following instructions outline how to file electronic exemptions using NFA's Exemptions System. If you have questions, please contact NFA's Information Center (312-781-1410 or 800-621-3570 or information@nfa.futures.org).

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Accessing NFA's Exemptions System

1. Click "Electronic Filing Systems" at the top of any page of NFA's website.
2. Click the plus sign (+) by either the CPO or CTA section to see a list of systems for CPOs and CTAs. From this list, click "Exemptions System."
3. Click the appropriate

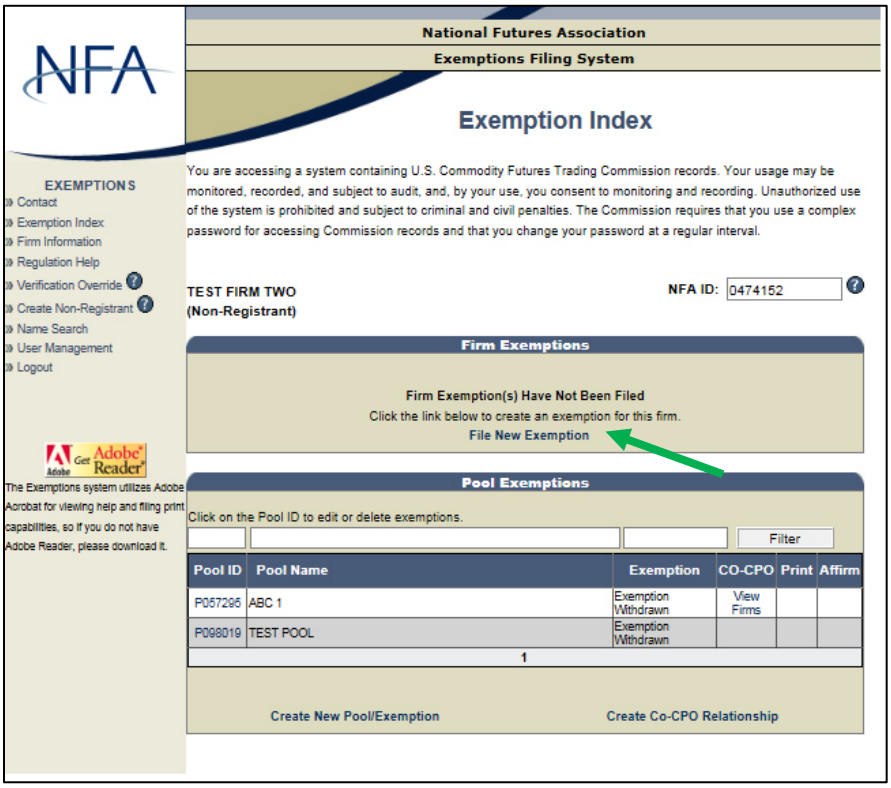
button on the Exemptions page to log in.
    a. If you are an NFA Member, click

under File an Exemption as a Registrant. Enter your Online Registration System (ORS) user name and password to access the system.
    b. If you are not a registrant, click

under File an Exemption as a Non-Registrant. Enter your user name and password to access the system. If you have not previously logged in, see "Creating a New Account for Non-Registrants" below for instructions for creating a new account. If you have forgotten your login information, see "Recovering Forgotten User Name or Password for Non-Registrants" below for instructions.
4. Once logged in, you'll see the Exemption Index screen, which contains two sections that list all active exemptions—Firm Exemptions and Pool Exemptions.

Filing a Firm Exemption or No Action Notice

1. Click "File New Exemption" under the Firm Exemptions section.

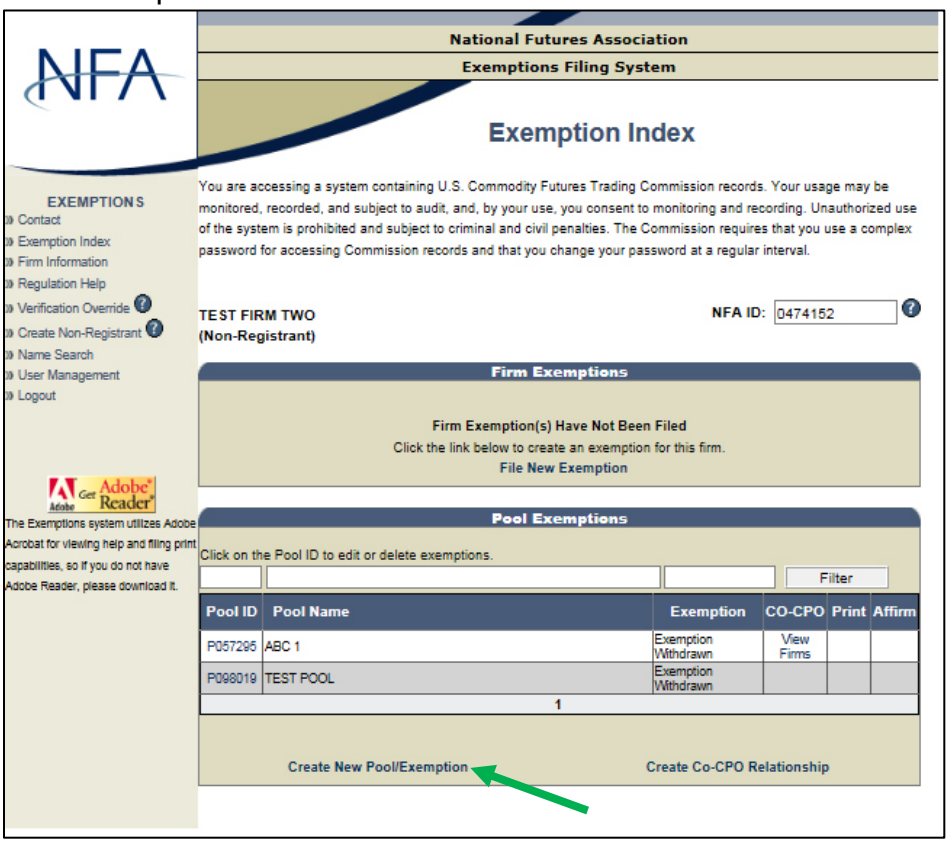


2. Use the drop down to select the exemption you wish to file.

3. A template will be generated for the exemption you selected and will be pre-populated with contact information currently on file or provided during the account set-up process.
    a. If the contact information is incorrect, you must first edit this information by selecting the Firm Information link in the left-hand menu.
4. Scroll down to review the affirmation.
5. Click "Submit" to file the exemption. You will then see the exemption on the Firm Exemption Management screen.
6. To return to the Exemption Index, select the Exemption Index link in the left-hand menu.

Filing a Pool Exemption or No Action Notice

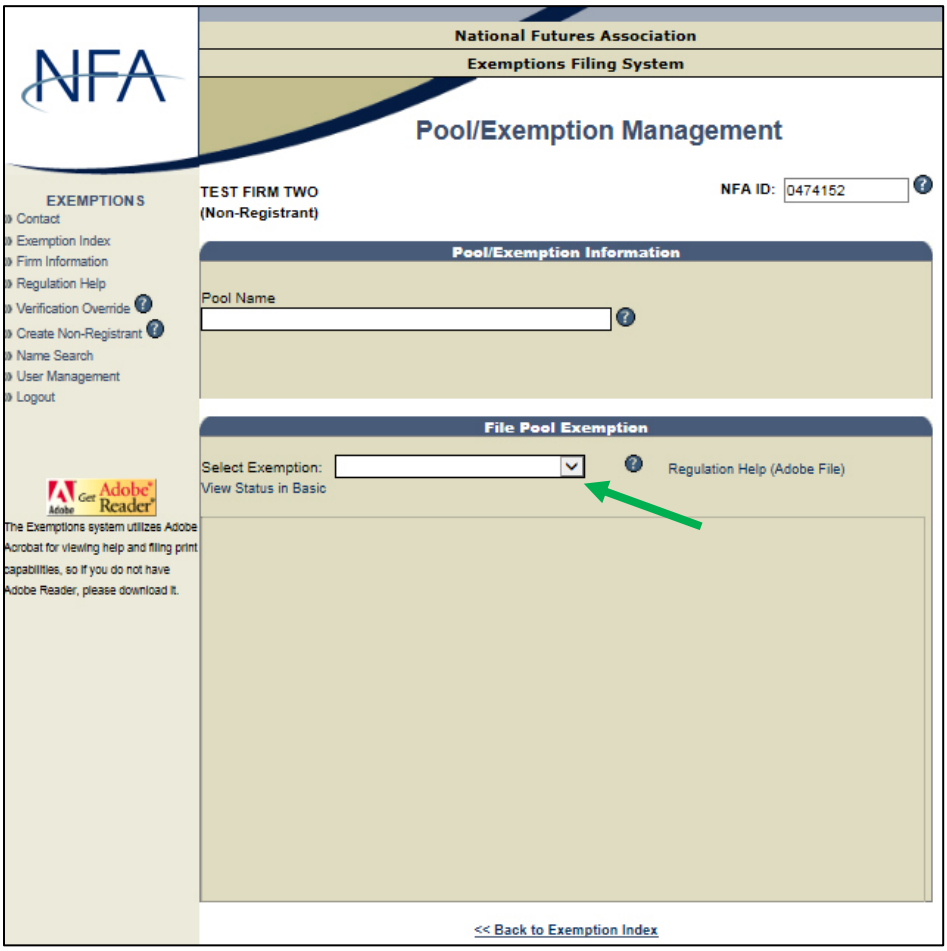
1. If this is the pool's first exemption, click "Create New Pool/Exemption" under the Pool Exemptions section.



   a. Enter the full name of the pool for which you are filing an exemption.

2. If the pool has an existing exemption or has previously filed an exemption, click the appropriate Pool ID.

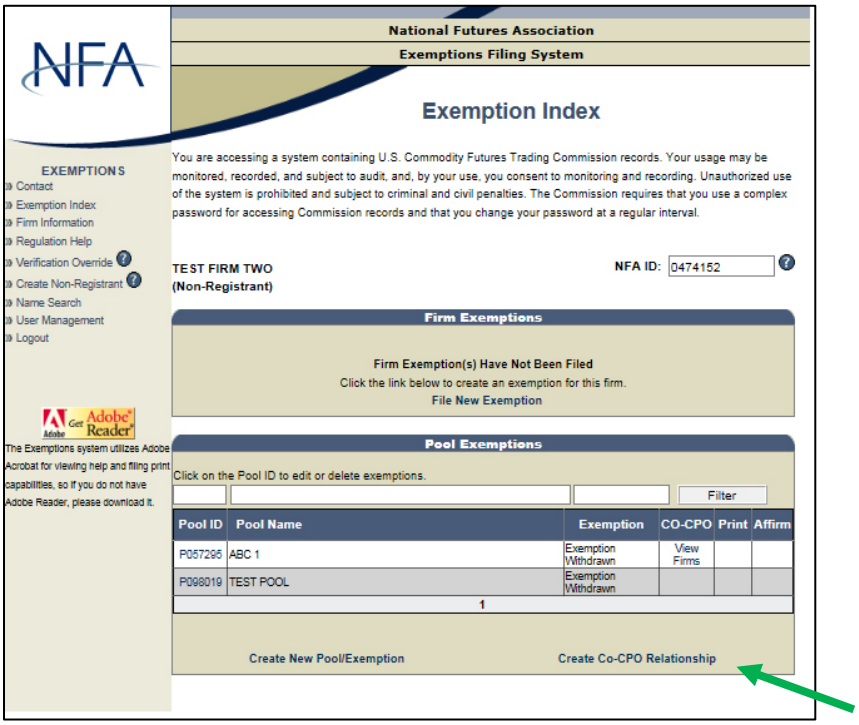
3. Use the drop down to select the exemption you wish to file.



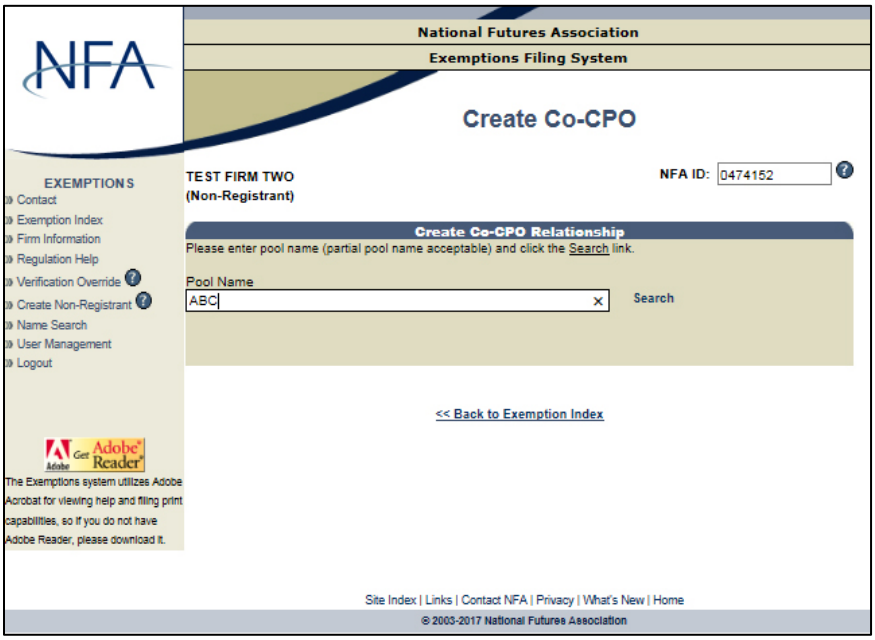
4. A template will be generated for the exemption you selected and will be pre-populated with contact information currently on file or provided during the account set-up process.
    a. If the contact information is incorrect, then you must first edit this information by selecting the Firm Information link in the left-hand menu.
5. Scroll down to review the affirmation.
6. Click Submit to file the exemption.
7. The system will perform a name match search to ensure that the pool doesn't already exist. Select the pool from the generated list of pools. If the pool does not already exist in the list, select the option titled "Pool Is Not Listed Above – Create New Pool" and click "Continue."
8. You will then see the exemption under the Pool Exemptions section of the Exemption Index screen.

Creating a Co-CPO Relationship to a Pool

1. Click "Create Co-CPO Relationship" on the Exemption Index screen.



2. Enter the full name of the pool for which you would like to create a Co-CPO relationship.

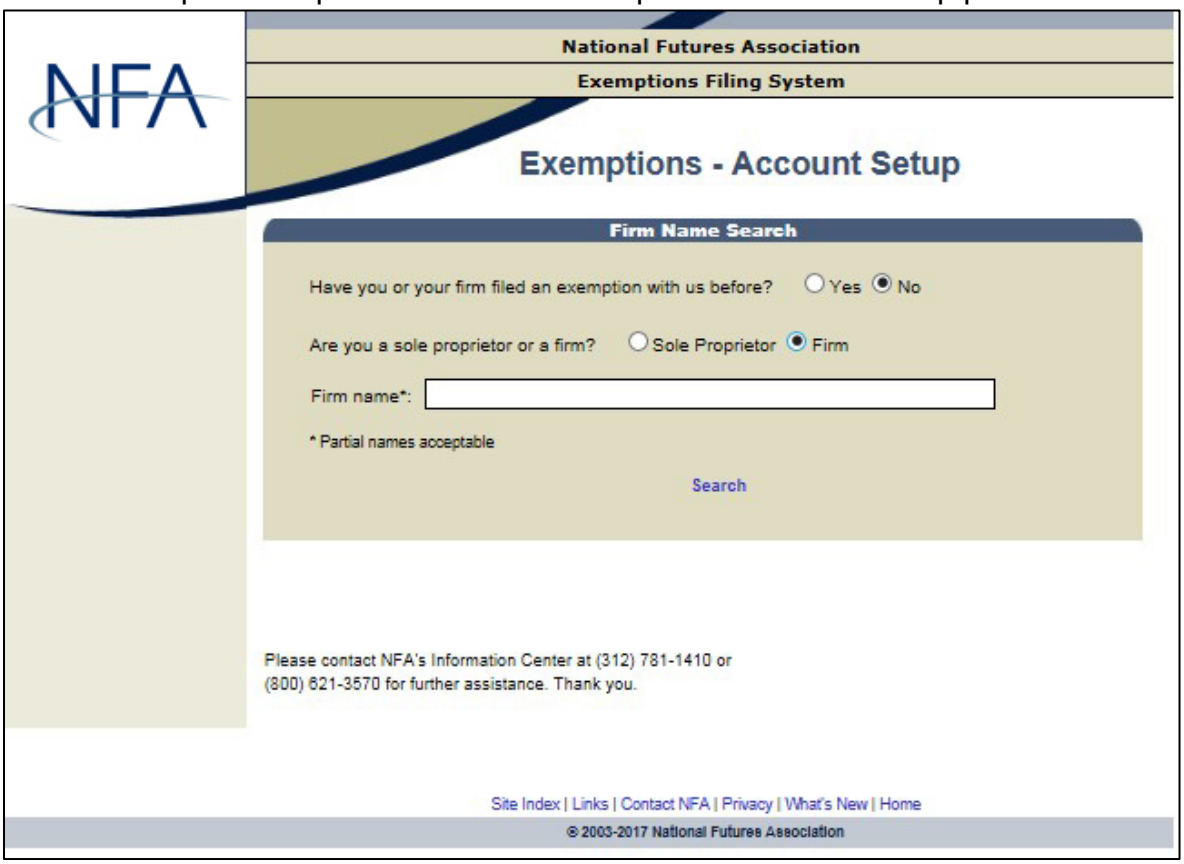


3. Select the pool from the generated list and click "Create Co-CPO."

4. Click OK on the window that reminds you that by creating a Co-CPO relationship, you may be assuming certain reporting and recordkeeping responsibilities with respect to this pool and should be familiar with your obligations under Part 4 of the CFTC's Regulations.
5. You will be returned to the Exemption Index, from which you can see a list of firms acting as a Co-CPO for a pool by clicking "View Firms" in the Pool Exemptions section.

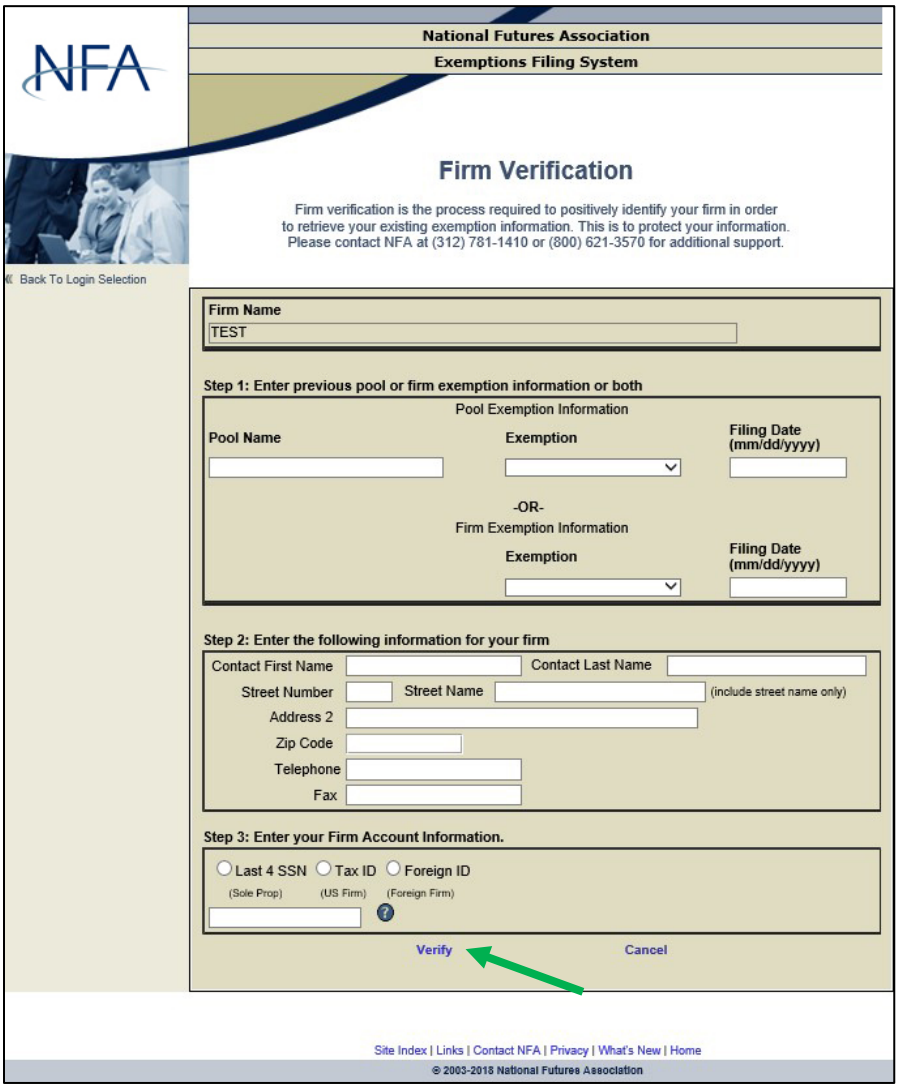
Creating a New Account for Non-Registrants

1. From the sign-on screen, click "Never been in the Exemptions System Before."
2. Answer the questions presented in the Exemptions Account Set-Up process.



3. Enter the firm name and click "Search."
4. Select your firm from the list.
    a. If your firm appears, click "Select" next to your Firm Name to create a new account for your firm.

i. Enter the information in Steps 1-3 for your firm and click "Verify."

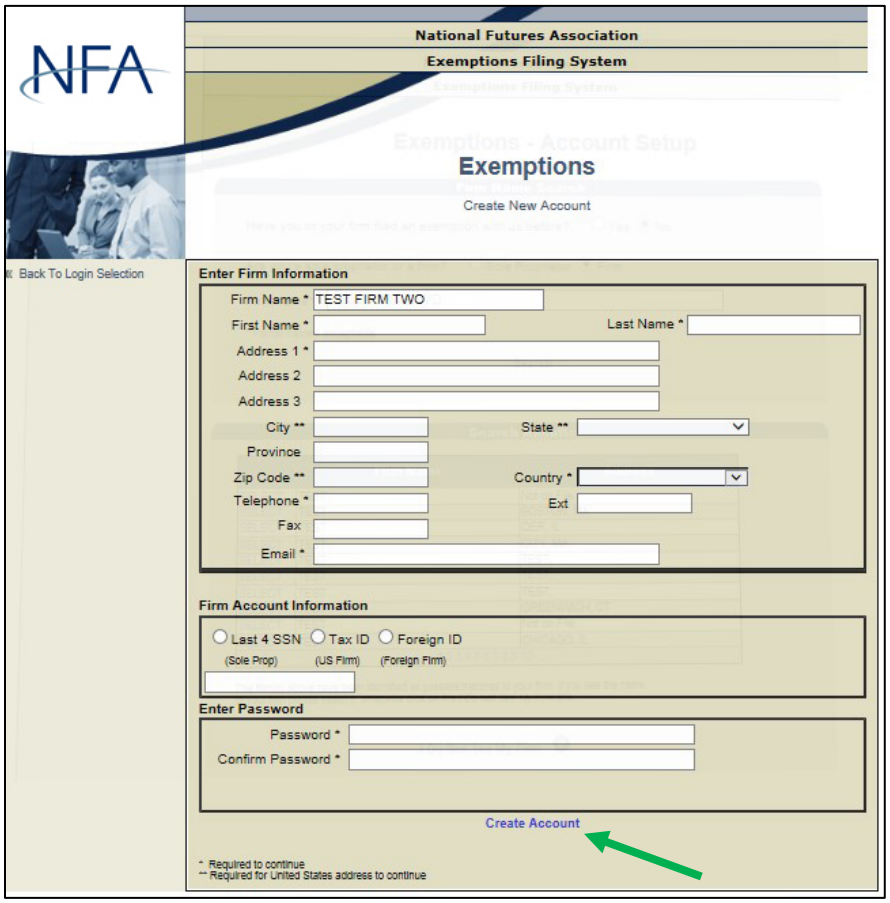


ii. From the Exemptions – Account Setup screen, enter the information requested and click "Create User."

iii. Your user name will be displayed at the bottom of the screen. Please record your user name and use it along with your password to log into the system.

b. If it doesn't appear, click "I Do Not See My Firm" to create a new account.

i. From the Create New Account screen, enter the information requested and click "Create Account."

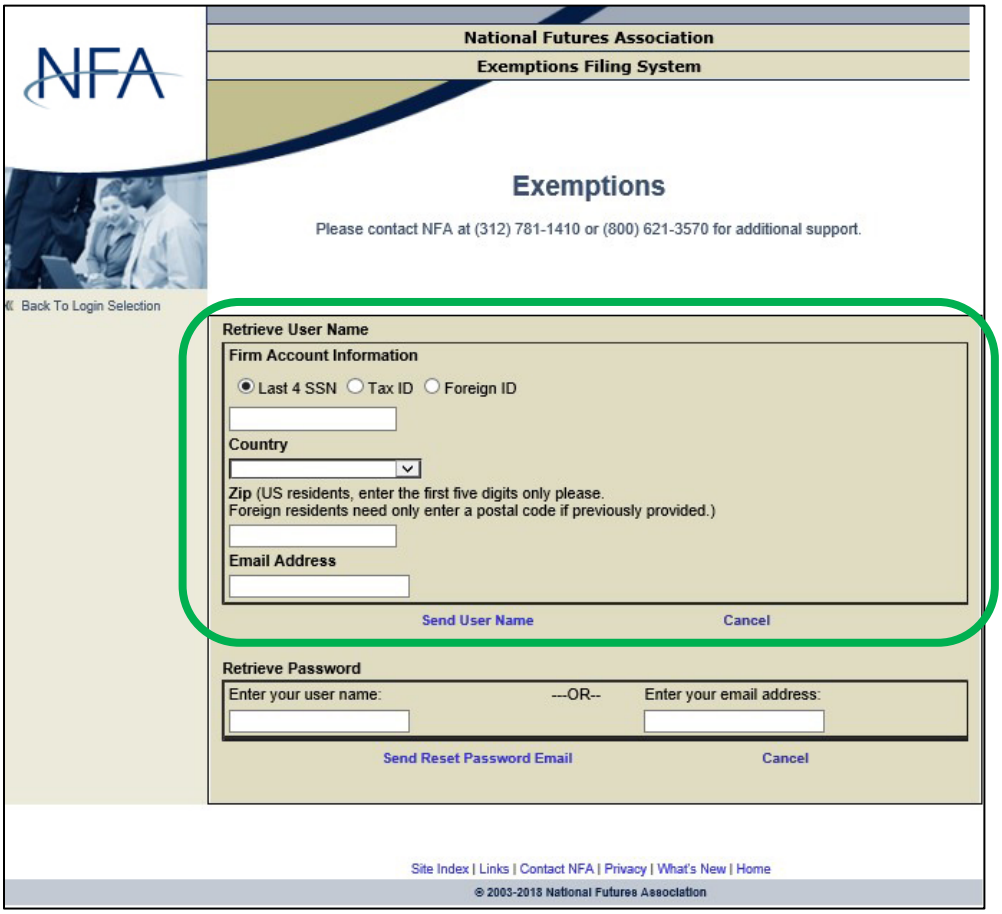


ii. You will be directed to a screen that contains your account information and your user name. Please record your user name and use it along with your password to log into the system.

5. Click "Login" and you will be taken back to the Non-Registrant Exemption Login screen.

Recovering Forgotten User Name or Password for Non-Registrants

1. Click "Forgot User Name or Password?" on the Non-Registrant Exemption Login screen.
    a. If you have forgotten your user name, then complete the four questions in the Retrieve User Name box. Click "Send User Name," which will send the user name to the email address on file.



    b. If you have forgotten your password, then enter either your user name or the email address on file in the Retrieve Password box. Click "Send Password Reset Email," which will send a password reset email to the email address on file.
        i. If the email address on file is associated with more than one user name, then the user name must be used to recover a forgotten password.
2. If you are unable to recover your account by completing the questions or if you no longer have access to the email address on file, please contact NFA (312-781-1410 or 800-621-3570) for additional support.

How to Complete the Affirmation Process

- CFTC rules require any firm that currently claims an exemption from CPO registration under CFTC Regulations 4.13, an exclusion from CPO registration under Regulation 4.5, or an exemption from CTA registration under 4.14 to annually affirm the applicable notice of exemption within 60 days of each calendar year end. Firms that fail to file the affirmation notice by the required date will be deemed to have requested a withdrawal of the exemption and, therefore, may be required to be registered.
    1. In order to affirm an exemption, visit the Exemption Index screen. There, you will see a list of exemptions listed by firm and pool, as applicable.
    2. Click on the icon in the Affirm column for each exemption that requires affirmation. Once clicked, the icon is replaced with the date of affirmation.
    3. Remember to re-affirm every year.

Tips for Filing Exemptions or Completing Affirmations

- The Exemptions System requires a new password every 60 days. If your password is over 60 days old, the Exemptions System will require you to update your password the next time you log in. Your password must be at least 9 characters and include at least 3 of the following categories: (1) upper-case letters, (2) lower-case letters, (3) numbers, or (4) symbols.
- When creating an account as a non-registrant, you are required to enter the last four digits of your social security number for sole proprietors, your Tax ID for U.S. firms, or your Foreign ID for foreign firms. Note that this information will only be used in the event that you need to retrieve your password if you should forget it in the future.
- If you've forgotten your password as a non-registrant and the Exemption Password Reset screen isn't working properly, ensure a supported web browser is being used (Microsoft Edge or Firefox). Google Chrome isn't supported and must be completely exited out of before trying to access the system via a supported browser.
- It is important that the email contact information on file for your firm is current in the Exemptions Filing System as this email is used to recover lost user names and passwords. Promptly update this information if it changes.