



# NFA Swaps Proficiency Requirements

## Swaps Proficiency Requirements Administrator: Completing the Individual Upload .csv File

Below is an explanation on how to complete the fields in the .csv file to be used to upload individuals into the Swaps Proficiency Requirements System and enroll them in the appropriate Track. To avoid reporting discrepancies, SPR Admins at NFA Member swap firms and swap dealers should enroll individuals in the Swaps Proficiency Requirements using each individual's full legal name. If the individual is registered as an AP, SPR Admins should also provide their NFA ID and optionally provide the last four digits of their social security number (if applicable). For information on which Track individuals should take, visit the [Swaps Proficiency Requirements FAQs](#). If you have questions, please contact NFA's Information Center by emailing [information@nfa.futures.org](mailto:information@nfa.futures.org).

\*Indicates required field

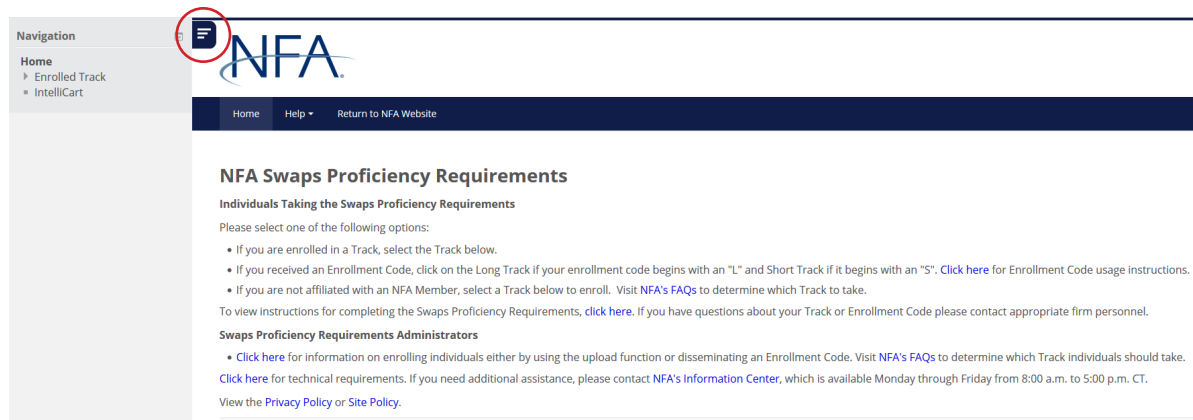
Field Name in .csv	Explanation
username*	Enter the username the individual will use to log into the system. This can be the individual's email address, and must be all lowercase.
firstname*	Enter the individual's full legal first name.
lastname*	Enter the individual's full legal last name.
email*	Enter the individual's email address. Note: An email address cannot be used for multiple accounts, and must be unique to the individual.
profile_field_imported*	This field must have a value of 1 for the import to work correctly. Ensure you have entered 1 for all individuals.
product1*	Enter the Track for which the individual should be registered. You may only enter one Track per individual. Track names must be specifically and correctly entered as follows: Long Track Short Track
profile_field_last4ssn	Enter the last four digits of the individual's social security number, if applicable. Note: The .csv file will remove any leading zeros. NFA's systems account for this after the upload.
profile_field_nfaid	Enter the individual's NFA ID if they are a registered AP. Note: The .csv file will remove any leading zeros. NFA's systems account for this after the upload.
profile_field_firmnfaid	Enter the NFA ID of the firm with which the individual is associated. Note: The .csv file will remove any leading zeros. NFA's systems account for this after the upload.



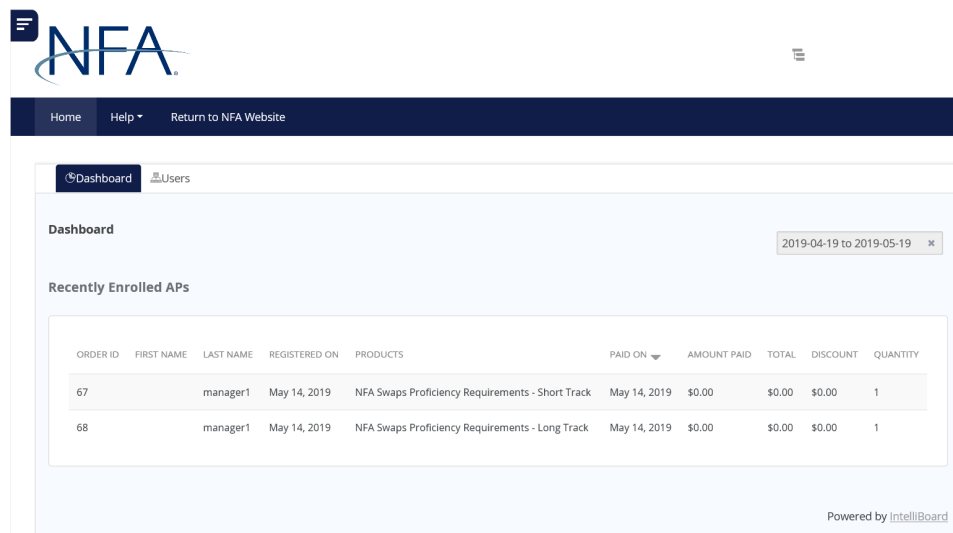
# NFA Swaps Proficiency Requirements

## Swaps Proficiency Requirements Administrator: Uploading Individuals into the Swaps Proficiency Requirements Learning Management System

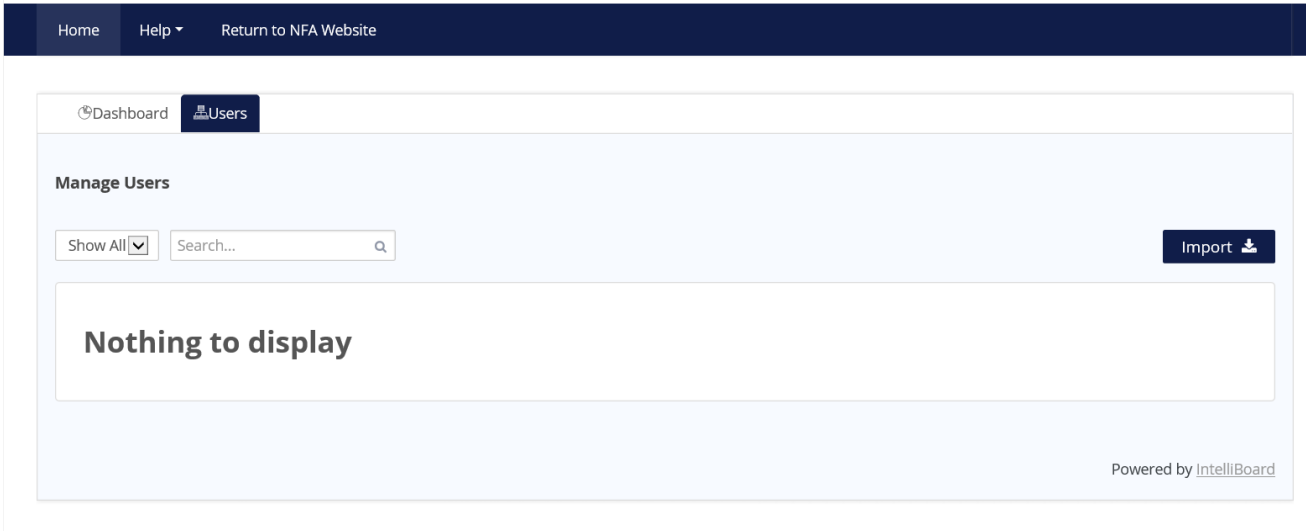
To upload individuals into the Swaps Proficiency Requirements system using the NFA-provided .csv file, please log into NFA's Swaps Proficiency Requirements Learning Management System (<https://nfa-swaps-proficiency-requirements.moonami.com>) and follow the instructions below. If you have questions, please contact [information@nfa.futures.org](mailto:information@nfa.futures.org).



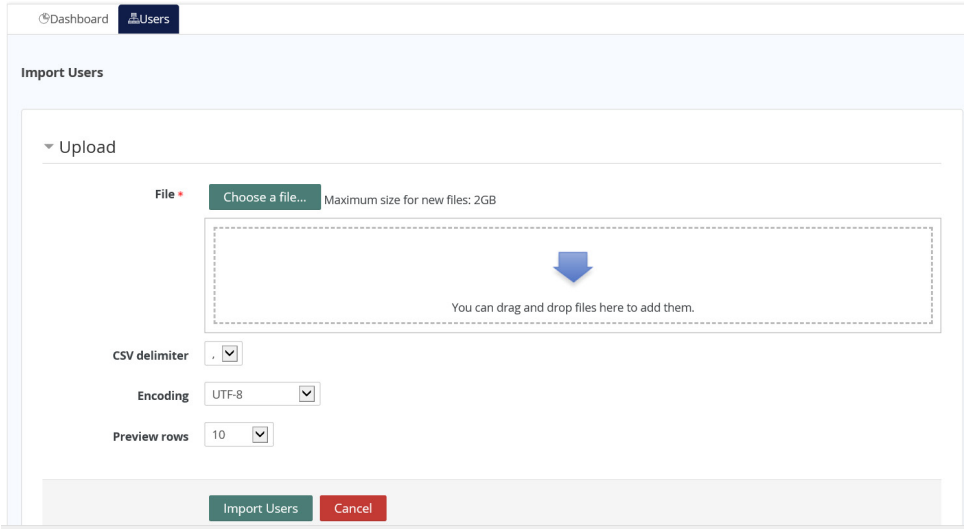
1. Click on "IntelliCart" using the left-hand navigation. If the left-hand navigation is not expanded, click the three lines circled above to reveal the menu.



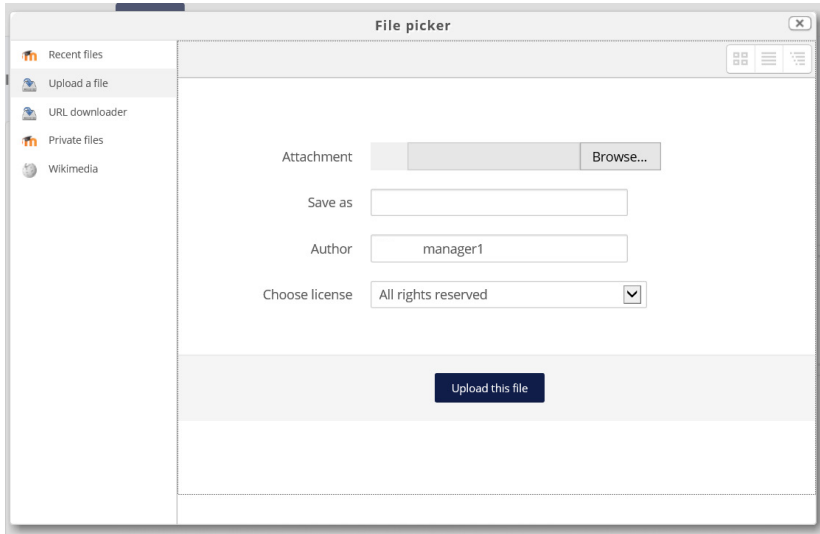
2. You will be taken to the IntelliCart Dashboard. Click the "Users" tab.



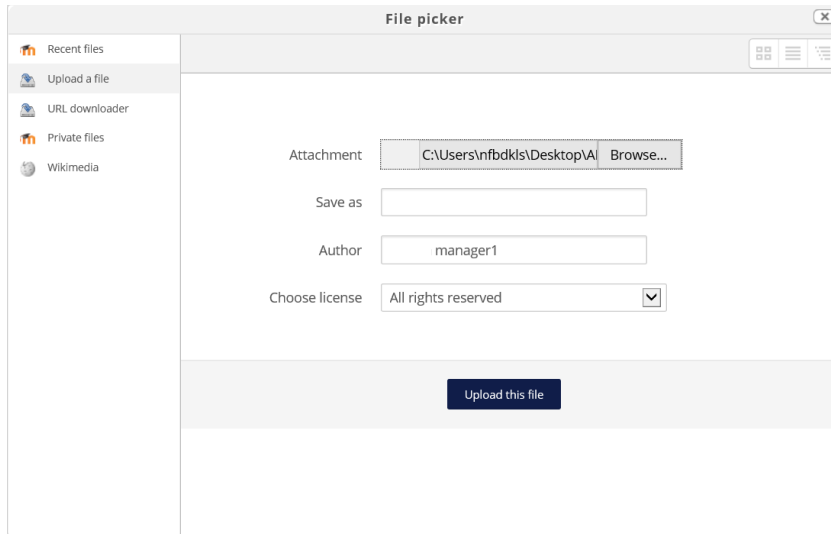
3. From the Users tab, click the "Import" button.



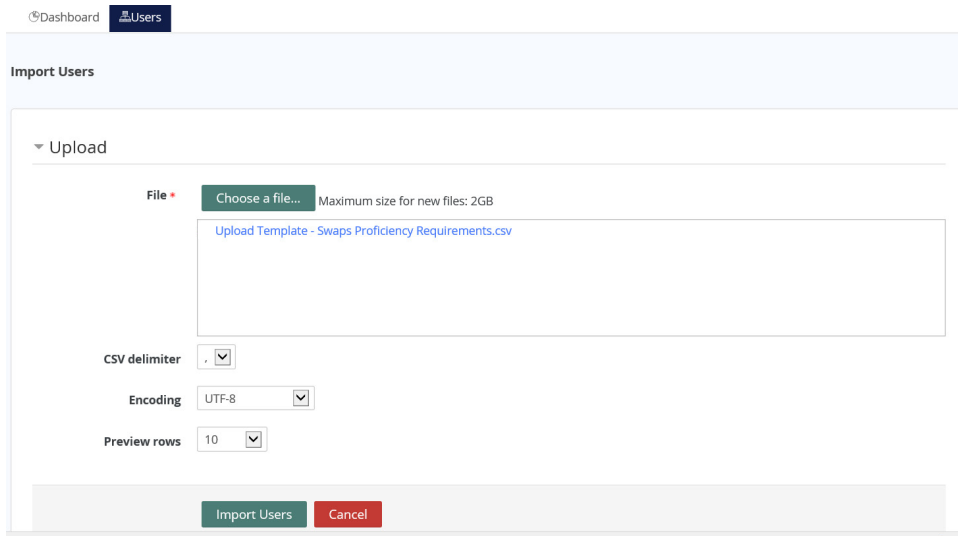
4. Click "Choose a file" to select your completed .csv file.



5. From the File picker, click "Upload a file" in the left navigation. Click "Browse" to select your file.



6. Once your file is selected, click “Upload this file”.



7. Confirm the correct file was selected. Change the preview rows box to be greater than the number of individuals you are importing. Leave the other two as displayed, and click “Import Users”.

Dashboard **Users**

### Upload Users Preview

CSV LINE	USERNAME	FIRSTNAME	LASTNAME	EMAIL	PROFILE_FIELD_IMPORTED	PRODUCT1	PROFILE_FIELD_LAST4SSN	PROFILE_FIELD_DOB	PROFILE_FIELD_NFAID
2	AP1	AP	Test1	test1@nfa.futures.org	1	Short Track	5555	9071976	999999
3	AP2	AP2	Test2	test2@nfa.futures.org	1	Long Track	6666	10151982	444444

▶ Expand all

8. Preview your upload. Ensure that the records to be uploaded match your .csv file. Click “Upload Users”.

Dashboard **Users**

### Upload Users Results

Status	CSV line	ID	Username	First name	Last name	Email address	Password	Authentication	Enrollments	Suspended account	Delete
New user	2	470	ap1 AP1-->ap1	AP	Test1	test1@nfa.futures.org	Generated in cron	manual	User enrolled into product "NFA Swaps Proficiency Requirements - Short Track"	No	
New user	3	471	ap2 AP2-->ap2	AP2	Test2	test2@nfa.futures.org	Generated in cron	manual	User enrolled into product "NFA Swaps Proficiency Requirements - Long Track"	No	

Users created: 2  
Users having a weak password: 0  
Errors: 0

[Continue](#)

9. You will see a list of individuals who have been uploaded to the System. Note any errors or records that have not been enrolled, and click "Continue". You can perform a separate upload to correct any issues.

Dashboard **Users**

### Import Users

Upload

File \* [Choose a file...](#) Maximum size for new files: 2GB

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You can drag and drop files here to add them.

CSV delimiter:  .  ,

Encoding: UTF-8

Preview rows: 10

[Import Users](#) [Cancel](#)

10. You will return to the Import Users screen. Click "Users".

Dashboard **Users**

### Manage Users

Show All

[Import](#)

NAME	EMAIL	ID NUMBER	CREATED	LAST ACCESS	STATUS	ACTIONS
AP Test1	test1@nfa.futures.org		05/19/19	Never	Active	
AP Test2	test2@nfa.futures.org		05/19/19	Never	Active	

11. You will see the individuals you uploaded under your Users tab. This page will also show individuals previously uploaded to the system by SPR Admins who are affiliated with your firm. Upon upload, these individuals will receive an email from the system with information on how to log into their account. If an individual does not receive an email within five hours after this upload, please contact NFA's Information Center. SPR Admins can edit certain information about individuals they uploaded by returning to this page and clicking the cog under Actions. However, if an individual was enrolled in the wrong track or needs to be deleted, please contact NFA's Information Center.