



Exemptions System User 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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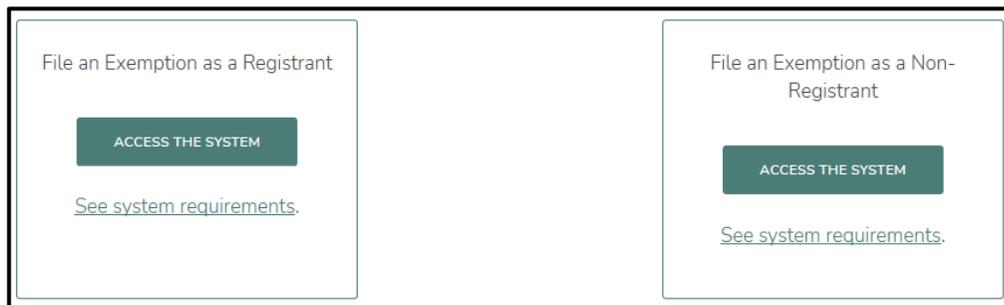
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Accessing NFA's Exemptions System

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 on the left. 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 on the right. 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.

National Futures Association
Exemptions Filing System

Exemption Index

You are accessing a system containing U.S. Commodity Futures Trading Commission records. Your usage may be monitored, recorded, and subject to audit, and, by your use, you consent to monitoring and recording. Unauthorized use of the system is prohibited and subject to criminal and civil penalties. The Commission requires that you use a complex password for accessing Commission records and that you change your password at a regular interval.

TEST FIRM TWO (Non-Registrant) NFA ID: 0474152

Firm Exemptions

Firm Exemption(s) Have Not Been Filed
Click the link below to create an exemption for this firm.
File New Exemption

Pool Exemptions

Click on the Pool ID to edit or delete exemptions.

Pool ID	Pool Name	Exemption	CO-CPO	Print	Affirm
P057295	ABC 1	Exemption Withdrawn	View Firms		
P098019	TEST POOL	Exemption Withdrawn			

1

Create New Pool/Exemption Create Co-CPO Relationship

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

National Futures Association
Exemptions Filing System

Firm Exemption Management

TEST FIRM TWO (Non-Registrant) NFA ID: 0474152

Firm Exemption Information

Active Exemption Information

Firm has no active Exemption(s)
Please add your exemptions below.

Withdrawn Exemption Information

Exemption	Date Filed	Update Filed Date	Date Withdrawn	Update Withdrawn Date	Delete Exemption	Print	Affirmed Date
4.14(a)(8)	02/20/2014		03/03/2015		DELETE		02/20/2014

1

File Firm Exemption

Select Exemption: Regulation Help (Adobe File)

View Status in Basic

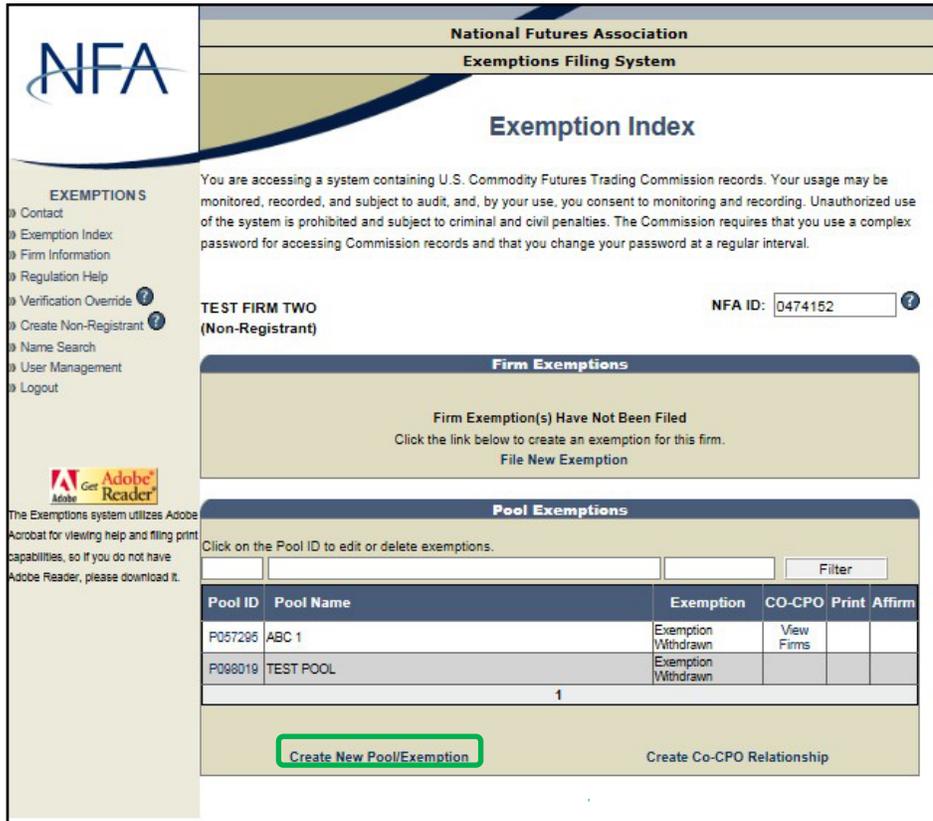


Exemptions System User Guide

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 clicking "Firm Information" in the left-hand menu.
4. Scroll down to review the exemption.
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.



NFA
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Exemptions Filing System

Exemption Index

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TEST FIRM TWO (Non-Registrant) NFA ID:

Firm Exemptions

Firm Exemption(s) Have Not Been Filed
Click the link below to create an exemption for this firm.
[File New Exemption](#)

Pool Exemptions

Click on the Pool ID to edit or delete exemptions.

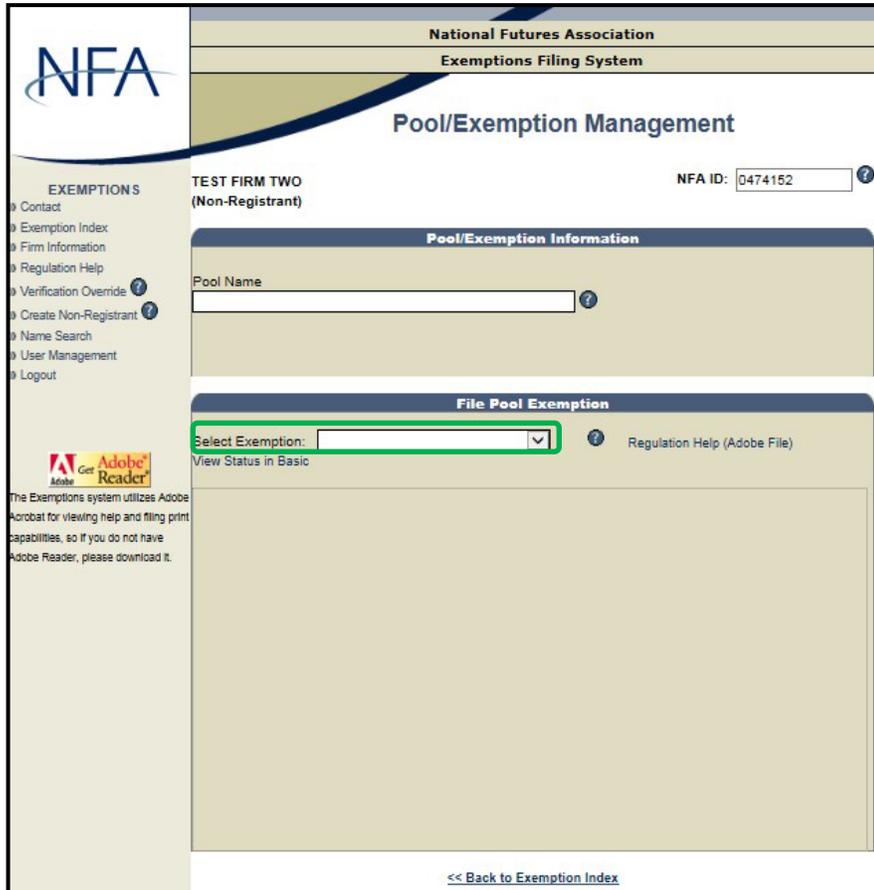
Pool ID	Pool Name	Exemption	CO-CPO	Print	Affirm
P057296	ABC 1	Exemption Withdrawn	View Firms		
P098019	TEST POOL	Exemption Withdrawn			

1

[Create New Pool/Exemption](#) [Create Co-CPO Relationship](#)

- 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.

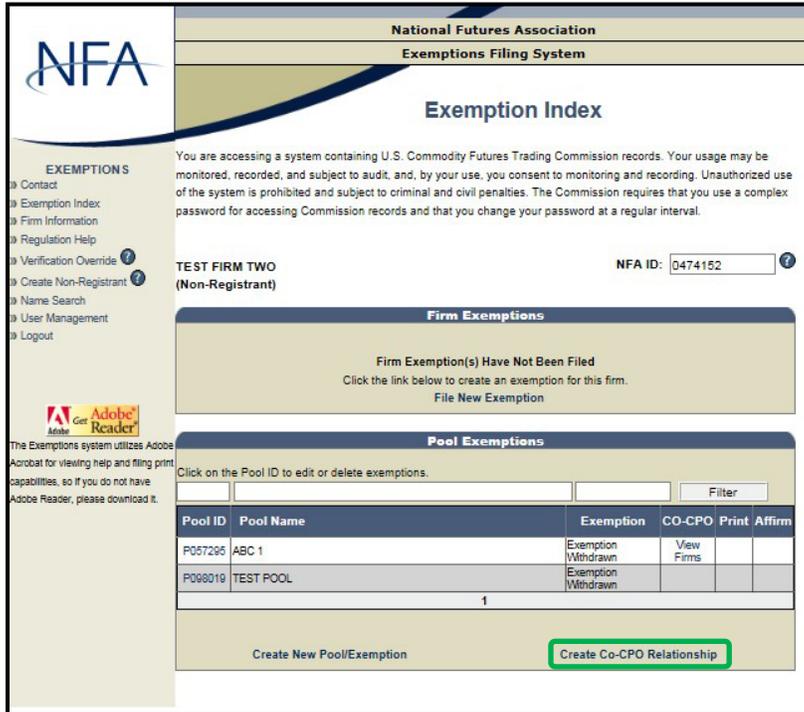
- Use the drop down to select the exemption you wish to file.



- 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.
 - If the contact information is incorrect, then you must first edit this information by selecting the Firm Information link in the left-hand menu.
- Scroll down to review the exemption.
- Click to file the exemption.
- 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."
- 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.



National Futures Association
Exemptions Filing System

Exemption Index

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TEST FIRM TWO (Non-Registrant) NFA ID: 0474152

Firm Exemptions

Firm Exemption(s) Have Not Been Filed
Click the link below to create an exemption for this firm.
[File New Exemption](#)

Pool Exemptions

Click on the Pool ID to edit or delete exemptions.

Pool ID	Pool Name	Exemption	CO-CPO	Print	Affirm
P057295	ABC 1	Exemption Withdrawn	View Firms		
P098019	TEST POOL	Exemption Withdrawn			

1

[Create New Pool/Exemption](#) [Create Co-CPO Relationship](#)

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



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Exemptions Filing System

Create Co-CPO

TEST FIRM TWO (Non-Registrant) NFA ID: 0474152

Create Co-CPO Relationship

Please enter pool name (partial pool name acceptable) and click the [Search](#) link.

Pool Name: Search

[<< Back to Exemption Index](#)

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



National Futures Association
Exemptions Filing System

Create Co-CPO

TEST FIRM TWO (Non-Registrant) NFA ID:

Create Co-CPO Relationship
Please enter pool name (partial pool name acceptable) and click the [Search](#) link.

Pool Name Search

Search Results

Pool Name	CPO Name	CPO Address	
ABC 1	TESTING	BOSTON, MA	Create Co-CPO
ABC COMMODITY POOL	ABC INVESTMENTS GROUP	BILLINGS, NY	Create Co-CPO
ABC COMMODITY POOL	ABC ASSET MANAGEMENT	NEW YORK, NY	Create Co-CPO
ABC COMMODITY POOL	ABC ASSET MANAGEMENT	NY, NE	Create Co-CPO
ABC FUND	ABC LLC	CHICAGO, IL	Create Co-CPO
ABC LLC	TEST TESTERTON	ASDASD, IL	Create Co-CPO
ABC POOL	ABC ASSET MANAGEMENT	NEW YORK, NY	Create Co-CPO
ABC TEST POOL 1	ABC TEST, INC.	NEW YORK, NY	Create Co-CPO
ABC WAREHOUSE LTD	REYNOLDS CAPITAL PARTNERS	FORT WORTH, TX	Create Co-CPO
ABCA FUNDS IRELAND PLC ACTING SOLELY FOR ABCA INFERENCE FUND A SUB FUND OF ABCA FUNDS IRELAND PLC	ABC ARBITRAGE ASSET MANAGEMENT SA	PARIS,	Create Co-CPO

1 2

[Back to Exemption Index](#)

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4. Click 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. Please note that if you are a non-registered CPO, you will **not** be able to create a co-CPO relationship with another non-registered firm **unless** you file an exemption.

Note: Any co-CPO relationship created that does not also include the filing of an exemption will be withdrawn at the end of the day that the relationship was created.

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.

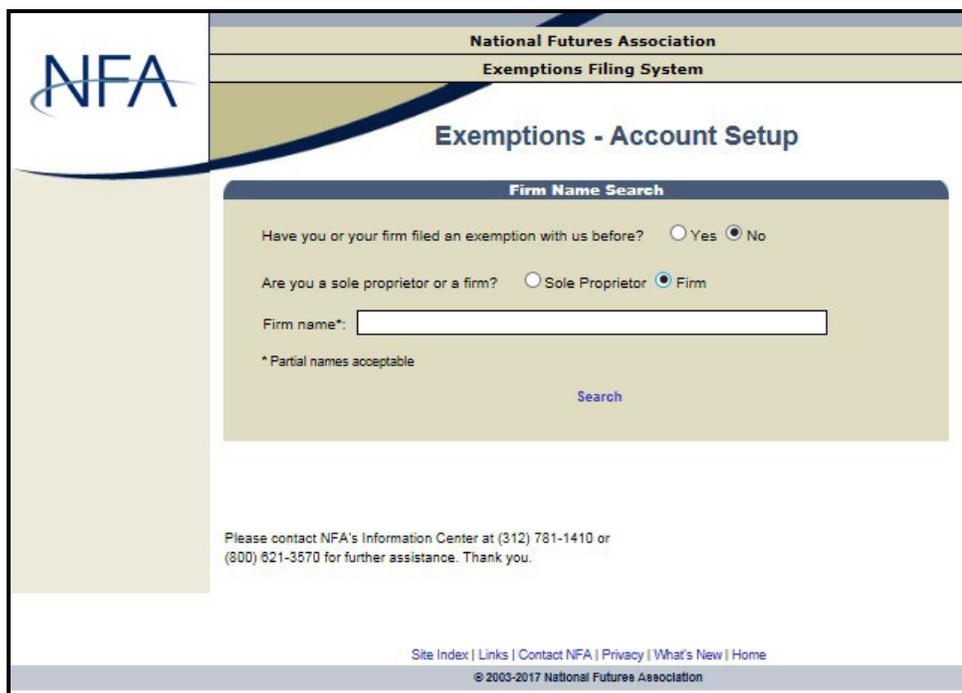
Creating a New Account for Non-Registrants

1. From the sign-on screen, click "Never been in the Exemptions System Before."



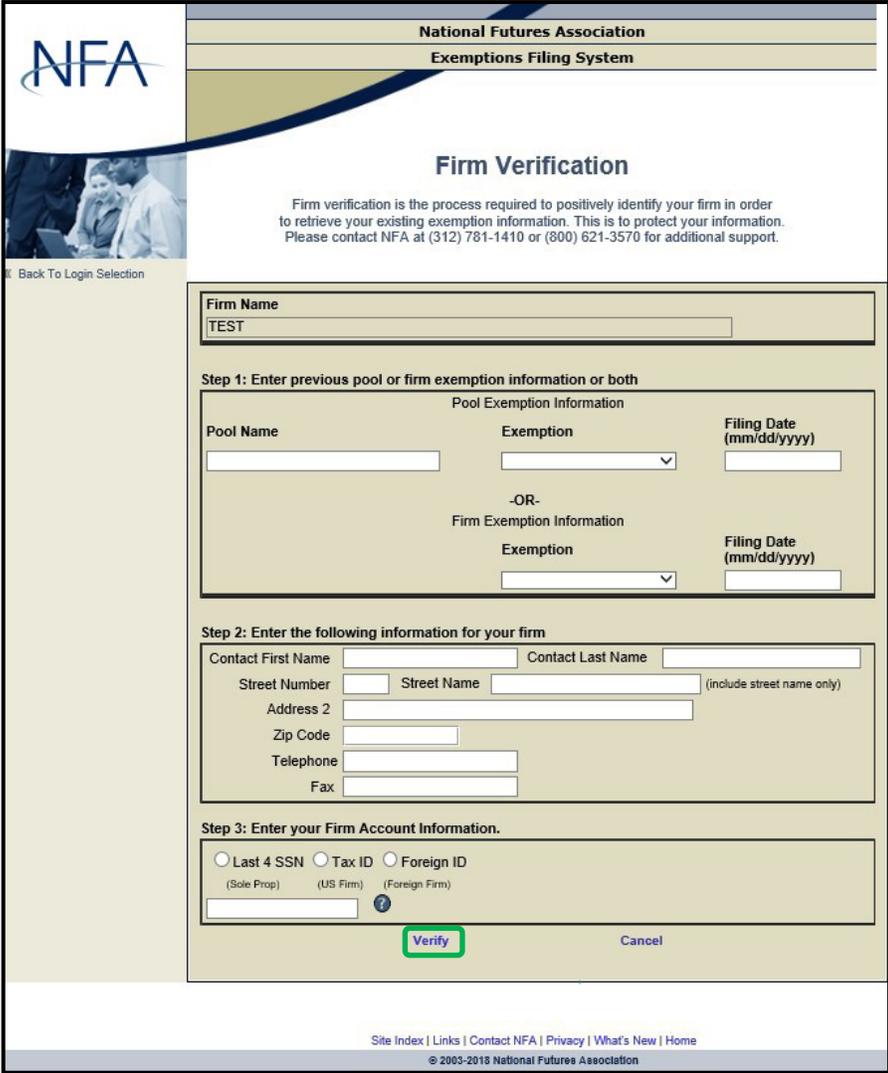
The screenshot shows the "Exemption Login" page of the National Futures Association's Exemptions Filing System. The page features the NFA logo in the top left corner. The main heading is "Exemption Login". Below the heading, there are two input fields: "User Name:" and "Password:". A "Login" button is positioned below these fields. A green-bordered button labeled "Never been in the Exemptions System Before" is highlighted with a red box. Below this button, there is a link for "Forgot User Name or Password?". At the bottom of the page, there is contact information for NFA's Information Center and a footer with site navigation links and a copyright notice.

2. Answer the questions presented in the Exemptions Account Set-Up process.



The screenshot shows the "Exemptions - Account Setup" page of the National Futures Association's Exemptions Filing System. The page features the NFA logo in the top left corner. The main heading is "Exemptions - Account Setup". Below the heading, there is a "Firm Name Search" section. This section contains two radio button questions: "Have you or your firm filed an exemption with us before?" (with "No" selected) and "Are you a sole proprietor or a firm?" (with "Firm" selected). Below these questions is a text input field for "Firm name:". A "Search" button is located below the input field. At the bottom of the page, there is contact information for NFA's Information Center and a footer with site navigation links and a copyright notice.

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."



The screenshot shows the 'Firm Verification' page of the National Futures Association Exemptions Filing System. The page includes the NFA logo, a navigation link 'Back To Login Selection', and a descriptive paragraph about firm verification. The form is divided into three main steps:

- Firm Name:** A text input field containing 'TEST'.
- Step 1: Enter previous pool or firm exemption information or both**
 - Pool Exemption Information:** Fields for Pool Name, Exemption (dropdown), and Filing Date (mm/dd/yyyy).
 - OR-**
 - Firm Exemption Information:** Fields for Exemption (dropdown) and Filing Date (mm/dd/yyyy).
- Step 2: Enter the following information for your firm**
 - Contact First Name, Contact Last Name, Street Number, Street Name (with a note to include street name only), Address 2, Zip Code, Telephone, and Fax.
- Step 3: Enter your Firm Account Information.**
 - Radio buttons for Last 4 SSN (Sole Prop), Tax ID (US Firm), and Foreign ID (Foreign Firm).
 - A text input field for the selected ID type.
 - 'Verify' and 'Cancel' buttons.

At the bottom of the page, there are links for Site Index, Links, Contact NFA, Privacy, What's New, and Home, along with the copyright notice: © 2003-2018 National Futures Association.

- 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.



National Futures Association

Exemptions Filing System

Exemptions - Account Setup

Firm Name Search

Have you or your firm filed an exemption with us before? Yes No

Are you a sole proprietor or a firm? Sole Proprietor Firm

Firm name*:

* Partial names acceptable

[Search](#)

Search Results

	Firm Name	Address
SELECT	TEST	Not on File
SELECT	TEST	BOSTON, MA
SELECT	TEST	QER, IL
SELECT	TEST	CITY, MA
SELECT	TEST	TEST,
SELECT	TEST	TEST,
SELECT	TEST	TEST,
SELECT	TEST	GREENWICH, CT
SELECT	TEST	Not on File
SELECT	TEST	CHICAGO, IL

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) ...

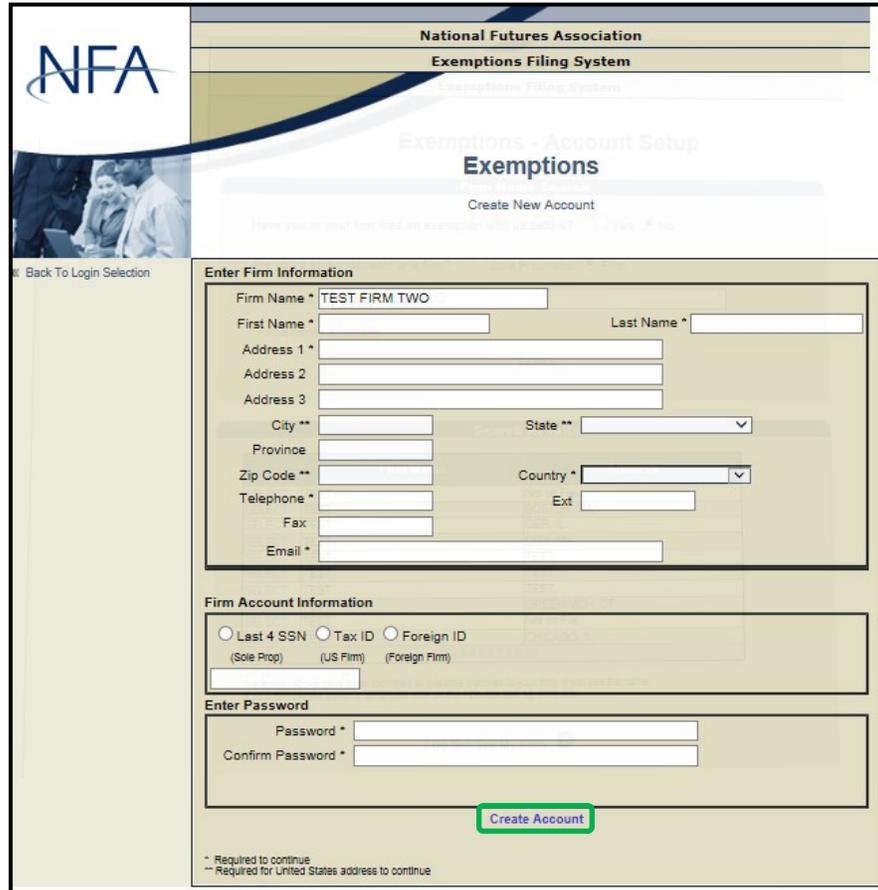
The firm(s) above have been identified as possible matches to your firm. If you see the name of your firm please select it, otherwise click on the *I Do Not See My Firm* link.

I Do Not See My Firm

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



National Futures Association
Exemptions Filing System

Exemptions Filing System

Exemptions - Account Setup
Exemptions

Create New Account

Back To Login Selection

Enter Firm Information

Firm Name * TEST FIRM TWO

First Name * Last Name *

Address 1 *
Address 2 *
Address 3 *

City ** State **

Province *

Zip Code ** Country *

Telephone * Ext *

Fax *

Email *

Firm Account Information

Last 4 SSN Tax ID Foreign ID
(Sole Prop) (US Firm) (Foreign Firm)

Enter Password

Password *
Confirm Password *

Create Account

* Required to continue
** Required for United States address to continue

- 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.



The screenshot shows the NFA Exemptions Filing System interface. The page title is "Exemptions" and it includes the NFA logo and contact information. A central form titled "Retrieve User Name" is highlighted with a green border. This form contains a "Firm Account Information" section with three radio buttons: "Last 4 SSN" (selected), "Tax ID", and "Foreign ID". Below these are input fields for "Country" (a dropdown menu), "Zip" (with instructions for US and foreign residents), and "Email Address". At the bottom of the form are two buttons: "Send User Name" and "Cancel". Below the form is a link labeled "Forgot your password?". The footer contains navigation links and the copyright notice "© 2003-2024 National Futures Association".

- b. If you have forgotten your password, then Click "Forgot your password?".



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To reset your password, NFA requires both your User Name and the associated email address.

< Cancel

NFA

The Password Reset process will allow users to unlock their account.
To reset a password, NFA requires the following information:

- User Name
- Email Address

If you do not have a username or email address, please contact [NFA's information center](#) for assistance.

To begin, enter your username below.

Username

[Continue](#)

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After entering your User Name, to verify your identity, please enter your email address and Click "Send verification code" button. This will send a password reset email to the email address on file.

< Cancel

NFA

To verify your identity, please enter your email address and click the 'Send verification code' button below. You should receive an email with your verification code shortly. If you do not receive an email, please contact NFA's Information Center for assistance.

Email Address

[Send verification code](#)

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2. If you are unable to recover your account by completing the questions or if you



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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. If the exemption being affirmed is any of the 4.13 exemptions [4.13(a)(1), 4.13(a)(2), 4.13(a)(3) or 4.13(a)(5)], a pop-up box will appear which will require that the filer attest that "Neither the claimant nor any of its principals has in its background a statutory disqualification that would require disclosure under Section 8a(2) of the Commodity Exchange Act if such person sought registration, unless such disqualification arises from a matter which was disclosed in connection with a previous application for registration, where such registration was granted."



- Once the Attest button has been clicked, the icon is replaced with the date of affirmation. If the filer is unable to attest to the representation, the exemption may not be affirmed and will be withdrawn at the end of the affirmation period.

Note: Filers have the obligation to notify NFA if the circumstances change and the entity no longer qualifies for the exemption or the entity ceases operations.

- The Exemptions System also allows users to simultaneously affirm multiple exemptions. To affirm multiple exemptions, click "AFFIRM ALL" below the Pool Exemptions table. As noted in Step 2 above, a pop-up box will appear for any 4.13 exemptions on file.

Pool Exemptions					
Click on the Pool ID to edit or delete exemptions.					
<input type="text"/>	<input type="text"/>	<input type="text"/>	Filter		
Pool ID	Pool Name	Exemption	CO-CPO	Print	Affirm
		4.5			
		4.5			
		4.5			
		4.5			
		4.5			
		4.5			
		4.5			
		4.5			
		4.5			
		4.5			
		4.5			

1 2 3 4 5 6 7 8 9 10

[Create New Pool/Exemption](#)

AFFIRM ALL

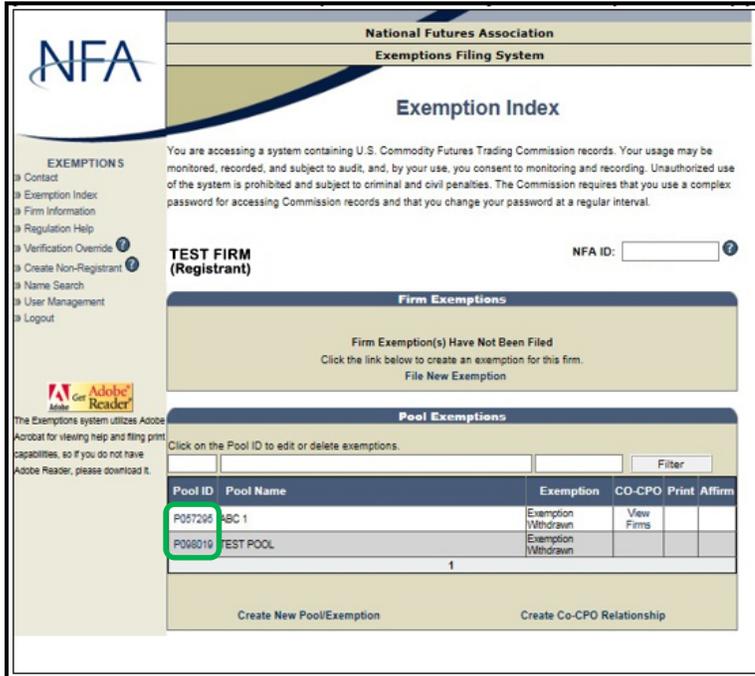
[Create Co-CPO Relationship](#)



5. To verify that all of the relevant exemptions have been affirmed, check that a date appears in the "Affirm" column next to the applicable firm or pool in NFA's Exemptions System or visit [NFA's BASIC system](#). BASIC will reflect whether an exemption held by a particular CPO or CTA has been successfully affirmed by including an affirmation date. After the affirmation deadline, a withdrawal date will be reflected for any exemption that was not affirmed.

How to Withdraw an Exemption

1. In order to withdraw an exemption, visit the Exemption Index screen. There, you will see a list of exemptions listed by firm and pool, as applicable. Click on the Pool ID to see the details of the exemption that you want to withdraw.



TEST FIRM (Registrant) NFA ID:

Firm Exemptions

Firm Exemption(s) Have Not Been Filed
Click the link below to create an exemption for this firm.
[File New Exemption](#)

Pool Exemptions

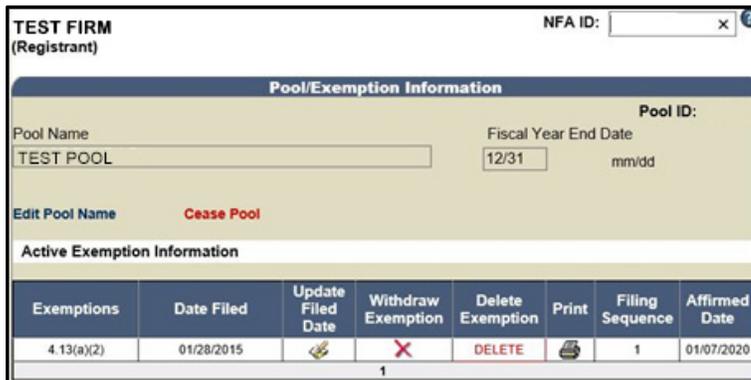
Click on the Pool ID to edit or delete exemptions.

Pool ID	Pool Name	Exemption	CO-CPO	Print	Affirm
P057295	IBC 1	Exemption Withdrawn		View Firms	
P068019	TEST POOL	Exemption Withdrawn			

1

[Create New Pool/Exemption](#) [Create Co-CPO Relationship](#)

2. On the specific exemption, click the **X** to withdraw the exemption.



TEST FIRM (Registrant) NFA ID:

Pool/Exemption Information

Pool Name: TEST POOL Fiscal Year End Date: 12/31 Pool ID: mm/dd

[Edit Pool Name](#) [Cease Pool](#)

Active Exemption Information

Exemptions	Date Filed	Update Filed Date	Withdraw Exemption	Delete Exemption	Print	Filing Sequence	Affirmed Date
4.13(a)(2)	01/28/2015			DELETE		1	01/07/2020

1

Note: Non-registrants are **not** able to change pool names or withdraw exemptions through the Exemptions System. To change the pool name or to withdraw an exemption, non-registrants must email the request to exemptions@nfa.futures.org or fax the request to (312) 559-3595.

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: 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 \(Microsoft Internet Explorer or Firefox\)](#). 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 System as this email is used to recover lost user names and passwords. Promptly update this information if it changes.
- Remember to re-affirm your exemptions from registration every year.