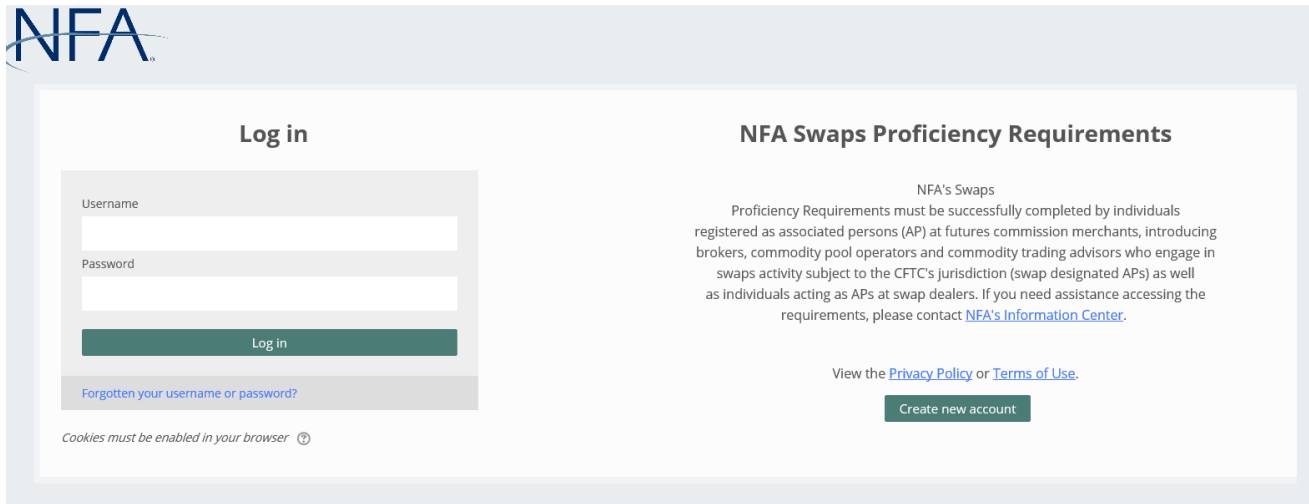




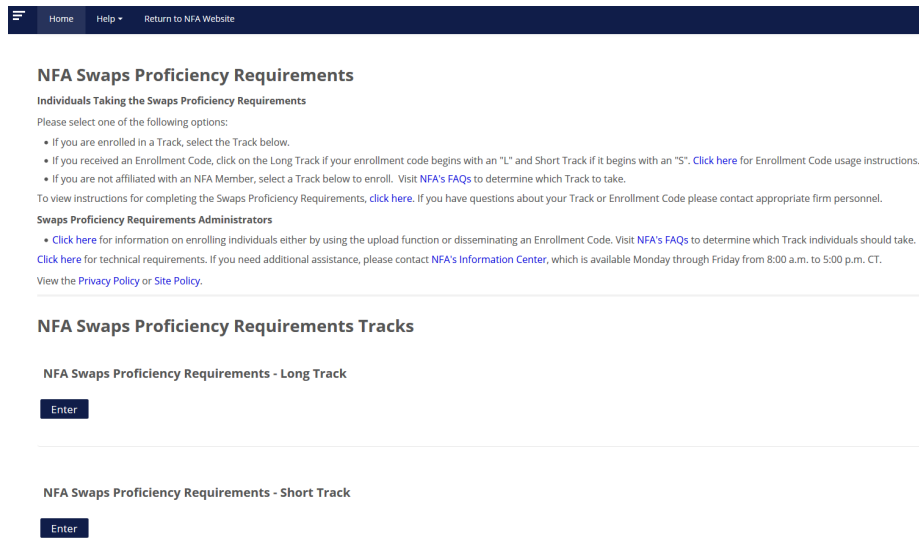
# NFA Swaps Proficiency Requirements

## Instructions for SPR Admins to Enroll in a Track

SPR Admins may also take NFA's Swaps Proficiency Requirements. Below are instructions on how SPR Admins can enroll themselves in the Long or Short Track. Note: SPR Admins **should not** upload themselves via .csv file and will not need an Enrollment Code. If you have questions, please contact [information@nfa.futures.org](mailto:information@nfa.futures.org).



1. Log into the NFA Swaps Proficiency Requirements System (<https://nfa-swaps-proficiency-requirements.moonami.com>).



2. You will see both the Long and Short Track from the home page of the system. Click "Enter" below the Track for which you are enrolling.

The product card features the NFA logo on the left and the following text on the right: "NFA Swaps Proficiency Requirements - Long Track", "\$100<sup>00</sup>", "Product Code: Long Track", "Discounts: SPR Admin Access -100%", and an "Add to Cart" button.

5. You will be taken to a payment portal with a discount applied for SPR Admins. Click "Add to Cart".

The product card is identical to the previous screenshot. A "My IntellCart" overlay is visible on the right side, containing the following information:

<b>NFA Swaps Proficiency Requirements - Long Track</b>	
Code:	Long Track
Price:	\$100.00
Discount Price:	\$0.00
Sub-Total: \$100.00	
Discount: \$100.00	
<b>Total: \$0.00</b>	
<a href="#">Proceed to checkout</a>	

Below the product card, the text "Added to cart" is visible.

6. You will see a red badge indicating you have one item in your cart in the top-right of the screen. Click the badge to expand your cart. Then click "Proceed to checkout".

Home Help Return to NFA Website

Checking Out With IntelliCart

NFA Swaps Proficiency Requirements - Long T

Price: \$100.00

Discount Price: \$0.00

Remove

Sub-Total:	\$100.00
Discount:	\$100.00
Total:	\$0.00

Discounts SPR Admin Access

[Add Enrollment Code +](#) [Proceed to checkout](#)

7. You'll be directed to a page named "Checking Out With IntelliCart". Your total cost should be \$0.00. Scroll to the bottom of this page and click "Proceed to checkout".

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Checking Out With IntelliCart > Payment Methods

Cost: USD 0.00

[Process Payment](#)

9. Click "Process Payment" on the Payment Methods screen.

The screenshot shows the NFA website interface. At the top left is a navigation menu with 'Home', 'Enrolled Track', 'NFA Swaps Proficiency Requirements - Long Track', and 'IntelliCart'. The top right shows 'SPR Admin'. A dark blue header contains 'Home', 'Help', and 'Return to NFA Website'. A light blue notification bar states: 'Thank you. You have successfully enrolled in NFA's Swaps Proficiency Requirements.' Below this is the main heading 'NFA Swaps Proficiency Requirements' and a sub-heading 'Individuals Taking the Swaps Proficiency Requirements'. The text asks the user to select an option from a list:

- If you are enrolled in a Track, select the Track below.
- If you received an Enrollment Code, click on the Long Track if your enrollment code begins with an "L" and Short Track if it begins with an "S". [Click here](#) for Enrollment Code usage instructions.
- If you are not affiliated with an NFA Member, select a Track below to enroll. Visit [NFA's FAQs](#) to determine which Track to take.

Additional instructions mention contacting firm personnel for completion and administrators for enrollment codes. A link to the Information Center is provided for technical requirements. At the bottom, under 'Enrolled Track', there is a link for 'NFA Swaps Proficiency Requirements - Long Track' and an 'Enter' button.

10. You will see a message that you have been enrolled in NFA's Swaps Proficiency Requirements. You may access your enrolled Track from the home page under Enrolled Track or by using the link in the left navigation menu.