



## ORS APPLICATION PROCESS: FCM/SD/IB/CPO/CTA/FTF/MSP

This guide will enable you to efficiently manage and monitor the registration process in NFA's Online Registration System (ORS). NFA's entryway to ORS, the NFA Dashboard, provides quick links to ORS and summarizes all outstanding filing requirements.

The application process will lead you through a series of screens associated with the Registration categories you select. Before starting this process, it may be helpful to preview the templates located under the "How to Register" tab on the Registration section of our website:

[www.nfa.futures.org/registration-membership](http://www.nfa.futures.org/registration-membership)

To start the registration process, you must first file a firm application using the NFA ID provided in the enrollment letter. Once the firm application is filed, you must file applications for individuals who should be Principals and/or Associated Persons (AP).

Before starting an individual application, conduct a thorough search by name and Social Security Number to guarantee that the individual does not already have an NFA ID. If an NFA ID does not exist, you will need to assign one to the individual. An individual's full name, date of birth and Social Security Number, if applicable, are required to assign an ID.

## Security Manager Functions

As the Security Manager of the firm you have complete authority to establish and administer all accounts for ORS, EasyFile, Disclosure Document System (DDOC) and Promotional Material Filing System (PMFS) users. ORS users are individuals who will act as Security Managers or have the ability to view, update or file information on the firm's behalf. An EasyFile user is authorized to file financial statements on behalf of IBs and CPOs. DDOC users can file disclosure documents. PMFS users can file promotional materials. NFA recommends that every firm designates at least two Security Managers, if appropriate.

Access security options by clicking "Security" under ORS Links. This will open the Security page in ORS on the Dashboard. Listed below is a brief description of each link.

- Display users
  - View current users
  - Change security types
  - Edit user information
  - Delete user's ORS, EasyFile, DDOC or PMFS access
  - Reset user passwords
- Add Firm Users for ORS, EasyFile, DDOC and PMFS
- NFA Email Notification Service: Security Managers are automatically enrolled to receive emails regarding registration-related events once an application is filed. Security Managers can also add other individuals as recipients.

## Password Reset

Security Manager ORS passwords can be reset online. Visit the Registration section of NFA's website and click on "Security Manager Duties". Your User Name and Security Information are required to reset your password.

## Online Payment Request

Payments for registration related fees, membership dues and any other fees can be made online. Click "Make a Payment" in the Accounting section on the Dashboard to access the Online Payment Request page. You can also access the Online Payment Request page by clicking "Online Payment Request" under the Payment Request/Accounting Information tab.

## Icons

The following are common icons you will see throughout the system.

-  Reset Button to unlock account and/or reset password.
-  Edit Button to modify information.
-  Delete Button to remove information.
-  Indicates account is locked.
- \* Required information.
- ? Indicates more information.

## Applying for Registration

### Firm

Once on the Dashboard, begin your application process by clicking "Apply for Registration". Next, click "Process an Application" under the Firm heading. On the next screen, the firm's name and NFA ID will display. Click "Process Application".

Please pay special attention to the following screens:

**Registration Categories:** Check the appropriate categories for which you intend to apply for registration. All registrants must become NFA Members as required by CFTC Regulation 170, unless it is only a CTA and is eligible for exemption from CTA registration under CFTC Regulation 4.14 (a)(9).

**Holding Company Information:** Only complete if an entity (not an individual) has 10 percent or more interest or is a General Partner of the firm.

**Disciplinary Information:** Before completing this section, carefully read the instructions and questions. For definitions, click on underlined phrases. Answering “Yes” to any question will require the filing of a disclosure matter page, unless the matter was previously provided.

**Applicant and Applicant NFA Membership Agreements:** Once you have read the Agreement(s), click the “I Agree” checkbox.

**Summary:** This is the last screen in the application process. It displays registration status, and additional filings and requirements needed before registration can be granted. Once you have reviewed the information on the Summary page, click “File Application”.

The additional filings:

- An Individual must apply as a Principal of the firm.
- A Principal must apply as an AP of the firm or as an FB.
- A Principal must apply as a Forex AP.
- A Principal must apply as a Swap AP are reminders that you must file applications for individuals that will be associated/affiliated with the firm as principals and APs.
- An Individual must apply as a Floor Trader Order Enterer of the firm.

### Individual

Begin the application process by clicking “Apply for Registration”. Next, click “Process an Application” under the Individual heading. Once in the application, you will see the following screens:

**Registration Categories Sponsor Information:** Check appropriate categories to apply for registration.

**User name and Password Information:** The applicant will need this information to complete the verification process once the application is filed. It may also be given to the applicant to complete the application online.

**Disciplinary Information:** Before completing this section, carefully read the instructions and questions. For definitions, click on underlined phrases. Answering “Yes” to any question will require the filing of a disclosure matter page, unless the matter was previously provided.

**Proficiency Requirements:** Indicate if the individual has taken the Series 3 exam or has satisfied an alternative proficiency. If the individual passed the Series 32 exam, proof of registration with an approved U.K. or Canadian regulator is required. If an individual is applying as a Forex AP, indicate if the individual has also taken the Series 34 exam.

**Summary:** This is the last screen in the individual applicant’s application process. It displays registration status and additional filings and requirements needed before registration can be granted.

- If the application being filed is for an individual that will receive an Associated Person Temporary License (APTL), the asterisked items on the screen must be satisfied within 20 days of the process date (the date will display on screen).
- “Verification Required by Applicant” is a reminder to have the individual verify the application by using the Username and Password Information that was displayed during the application process.
- Once you have read the Sponsor Agreement, click “Agree and File Application”.

You have 90 days to submit all additional filings or 20 days if the individual has an APTL.

### Don’t Get Withdrawn

On the Dashboard, check the Outstanding Registration Filings section regularly to see filings due that affect registration. The default view is sorted by withdrawal date. Clicking the plus sign

next to the date will expand the information to display a link to the registration filings that are still outstanding. If all deficiencies are not submitted by the withdrawal date listed, the application(s) will be withdrawn.

For individual applicants that have APTLs, outstanding filings must be submitted by the withdrawal date listed, or the APTL will be withdrawn, AP status will be set to pending and the individual must cease all activities that require registration.

You can also access screens displaying registration-related actions concerning applications by clicking “View Registration Information” or “Update/Withdraw Registration Information” under ORS Links, or at the top of any page.

You will receive communication regarding applications electronically. Some notices are required by NFA rules, for example, when a temporary license/registration is granted or an applicant/registrant has been withdrawn. When a new notice is generated, a notification will display on the Dashboard. Click “Online Registration System Notices” to access the notice. You can also access notices by clicking “Update/Withdraw Registration Information” at the top of any page, then clicking “Notices” in the Internal Processing box.

### Help

For FAQs, information about registration, instructions and defined terms, click “Help” under ORS Links on the Dashboard, or the Help tab, located at the top of any page in ORS.

### NFA’s Information Center

If at any time you need further assistance, please contact NFA’s Information Center:

**Phone:** 800-621-3570 or 312-781-1410

**Email:** [information@nfa.futures.org](mailto:information@nfa.futures.org)

**Hours:** 8:00 a.m. to 5:00 p.m. CT  
Monday through Friday