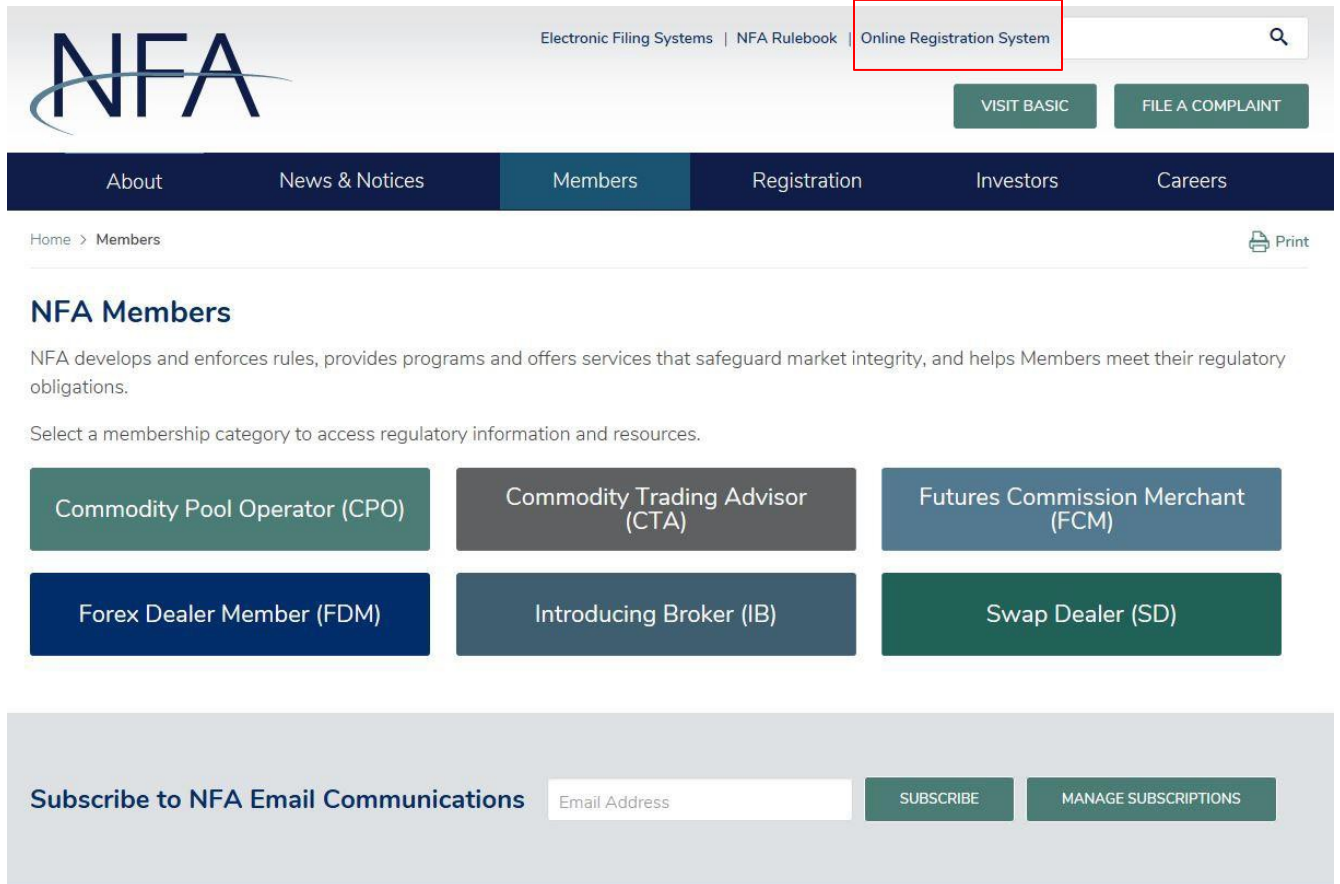**EasyFile AP Statutory Disqualification Form Submission System Security Help**

Note: Only a Security Manager can change security or add a new user. If you do not know who the security manager for your firm is, contact NFA's Information Center at (800) 621-3570 and a representative will assist you.
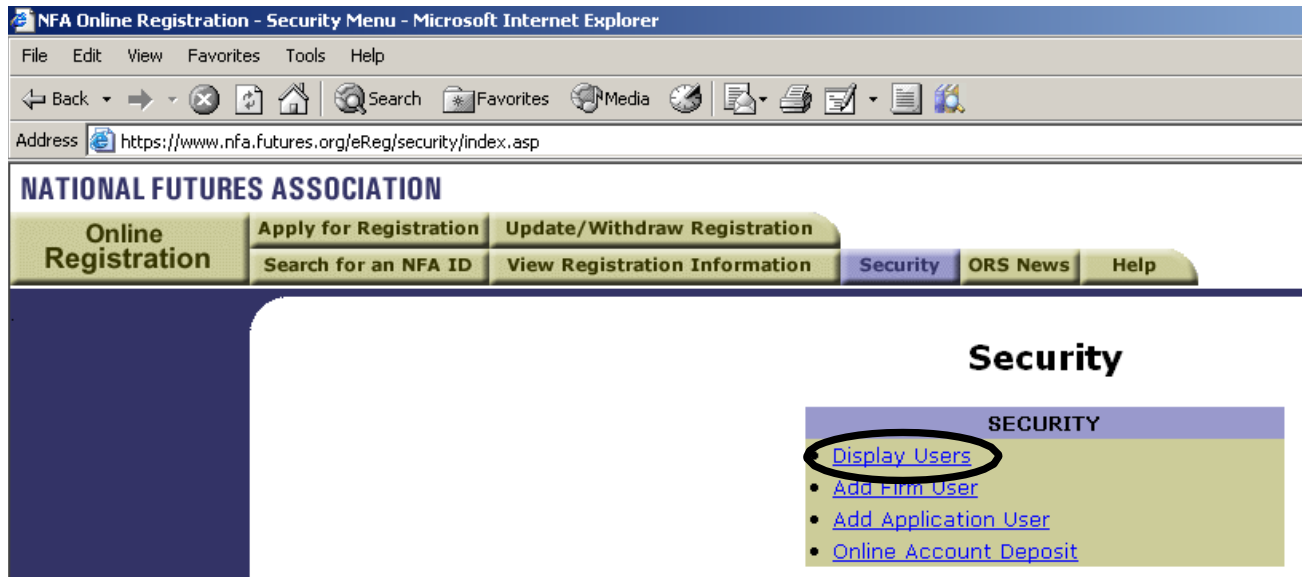
1. Login to the Registration System.

2. After signing on to ORS, select the Security tab at the top of the screen. If the user is not a security manager then the Security tab will not be available.

3. After clicking the Security tab, the security menu will display. Click the menu item "Display Users"

4. After clicking "Display Users", a list of the firm's users will display. Click on the "Edit Account" icon to the right of the user to which you want to give Easy File security privileges.

User List

User ID	Last	First			
christmany	CHRISTMAN	YVETTE			
clementp	CLEMENT	PAUL			
entere	ENTER	EASYFILE			
kammererd	KAMMERER	DAVE			
rosenbergd	ROSENBERG	DAVID			
submite	SUBMIT	EASYFILE			
woodj	WOOD	JIM			

NFA ID 0328321   TEST FIRM

Click on Reset Account Button to unlock account and/or reset password.
Click on Edit Account Button to view/modify user information.
Click on Delete Account Button to remove the user account.
Indicates account is locked.

Firm

5. After clicking the Edit Account icon for the user you want to change, the Edit User screen will display. Scroll down the page until you see the section labeled "Security (Easy File System)". Choose the level of security that you want this user to have for Easy File and click the Update button at the bottom of the screen. Enter and Submit security will allow the user to enter financial information into the system and to submit the statement. Enter security will only allow the user to enter financial information into the system—not to submit the statement.

Security (Online Registration System)

Type*	
	● Security Manager
	○ View, Update, and File
	○ View and Update
	○ View
	○ None

Security (Online Registration System)

Type*	
	○ Security Manager
	● View, Update, and File
	○ View and Update
	○ View
	○ None

Security (EasyFile System)

Type	
	○ Enter and Submit
	○ Enter
	● None

6. After clicking Update, the users security is set and that user will be able to sign on to Easy File and perform the functions allowed by the level of security that they were given.

In the event that the Security Manager wants to add a new firm user they should click the "Add Firm User" on the security menu. When the screen to enter the information for the new user is displayed they will be able to set up the Easy File security at that time. When a new user is added a user id and password will be generated for the person. The Security Manager should make note of the user id and password so the new user will be able to sign on to NFA's systems.