

EFD Filer Registration

This document will take you step by step through the filer registration process.

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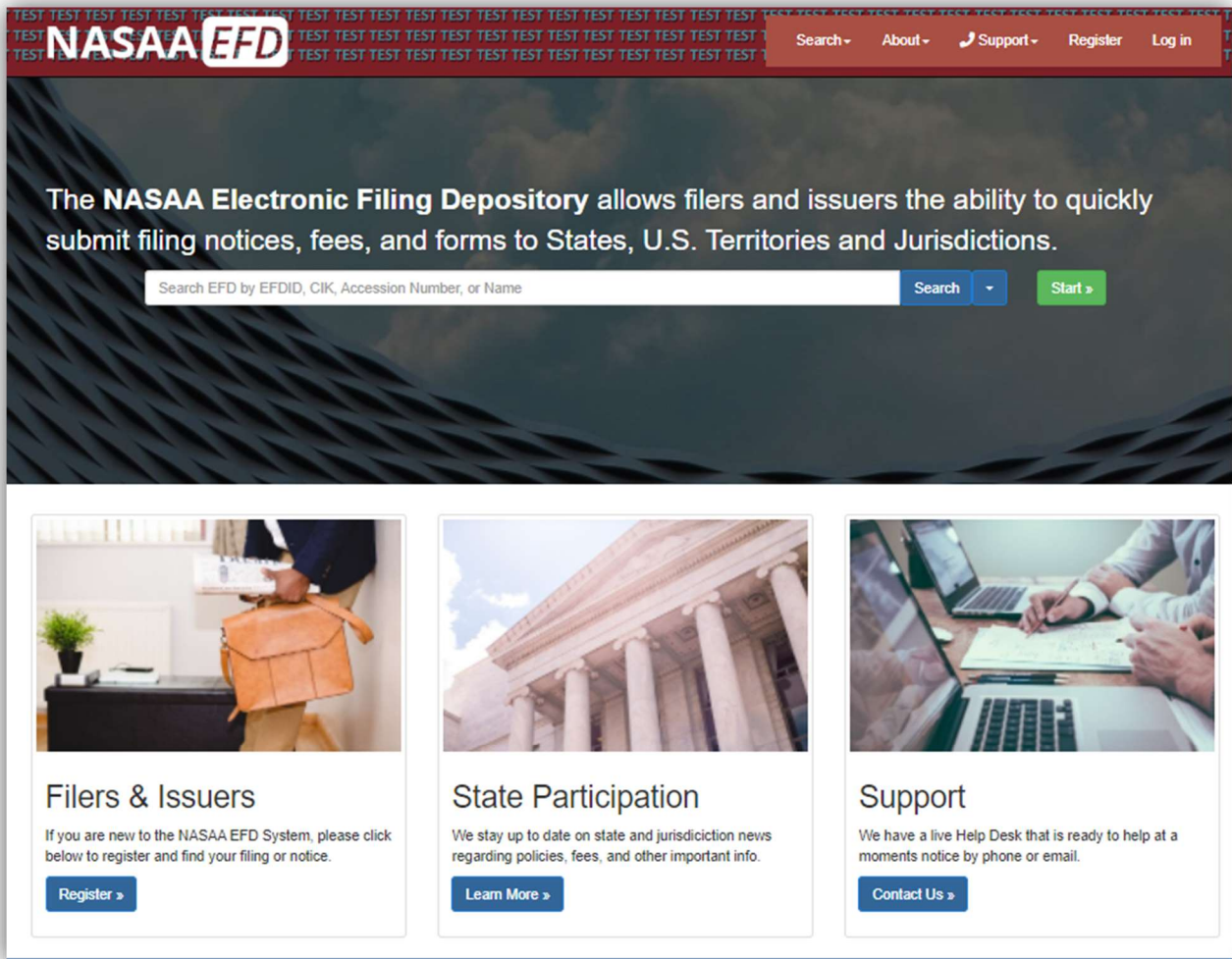
North American Securities Administrators Association, Inc.

Electronic Filing Depository (EFD – www.nasaaefd.org)

EFD Filer Registration

Navigate to www.nasaaefd.org to begin.

Screen: Home page



This is the home page for the Electronic Filing Depository. If you already have an account with EFD, then you may login with your existing username and password.

To register a new Filer account with EFD, proceed with the following steps.

Click **Register** at the top of the screen or the Register link under Filers and Issuers.

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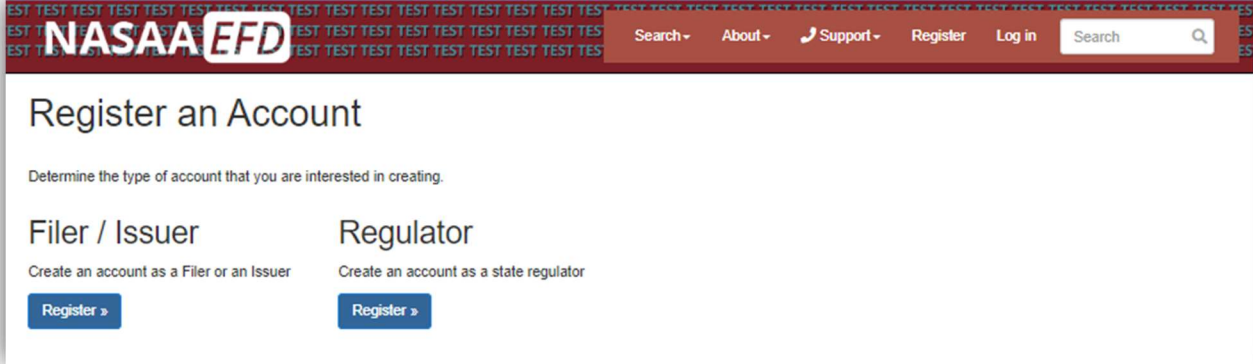
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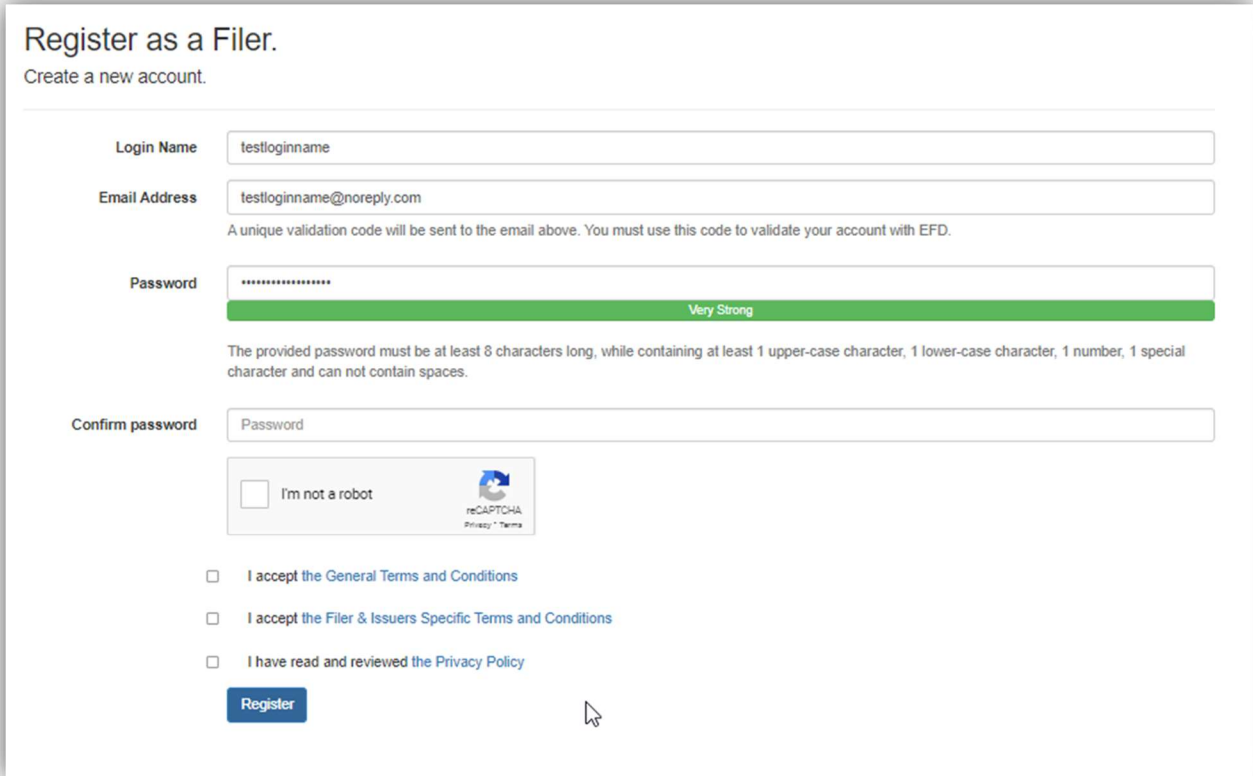
Screen: Choose Account Type

After clicking Register at the top of the screen you are asked to select the type of account you want to create. Regulators accounts are limited to regulators in U.S. Jurisdictions.

Click **Register** under Filers.



Screen: Filer Registration



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Fill in registration form with a Login Name, Email Address and a Password. You must also enter the text shown in the CAPTCHA field.

Rules:

- Only letters and numbers are allowed in user names. No Special Characters
- Password Strength must be strong.
- Passwords must use special characters (special character cannot be the first character), numbers, and lower and upper case characters.
- You must accept the Terms and Conditions.
- You must accept the Privacy Policy.

Input Validation:

- You will be warned with a message at the top of the screen if your registration input is not valid based on the rules described above.

Result of clicking register:

- EFD will send a Registration Validation email to the email address you provided containing a unique validation code.
Example: 9f2c025876ef4125b989ca3fa7626ecb

Screen: Registration Account Validation

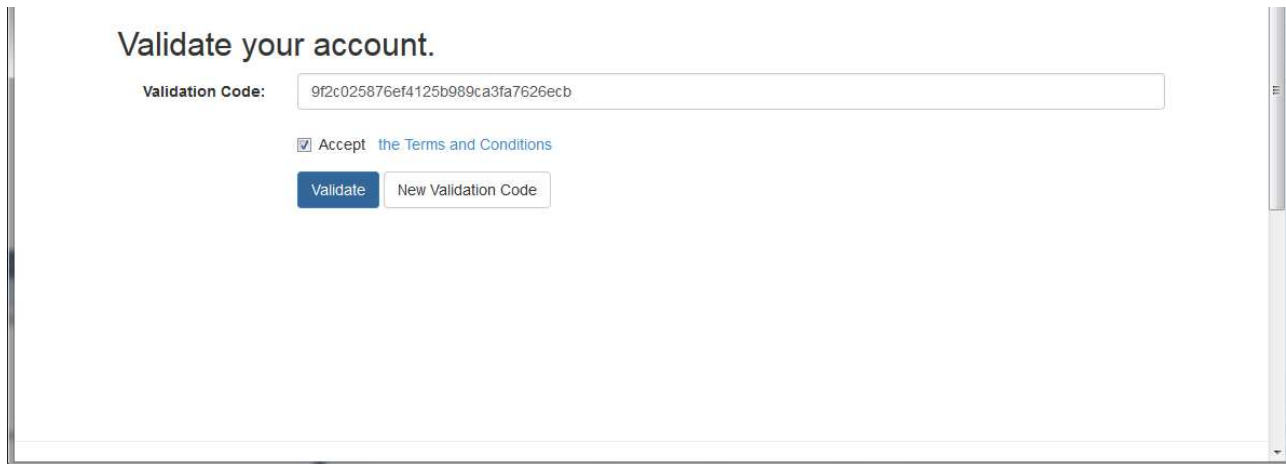
You may validate your account by:

- Clicking the URL provided in your Registration Validation email that contained the validation code, or
- Go to www.efdnasaa.org and enter the username and password you entered during the registration process, and
 - o Enter the validation code from the Registration Validation email,
 - o Accept the Terms and Conditions, and
 - o Click the **Validate** button.

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You may click the **New Validation Code** button to send a new validation code to the email address provided during the registration process.

Screen: Manage Your Filer Profile

Click the name in the top right hand corner of the screen to access your Account Options.

Click the **Overview** option to access your profile information and home screen of your Account Options.



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Fill in the information on the Manage Your Profile screen. Items in red need to be completed. Click the **Save Changes** button at the bottom of the screen to save any changes to your profile.

EFD will generate an email acknowledging that changes have been made to your profile.

Manage Your Profile

- Overview 4
- Notifications 4
- Manage Emails
- Change Password
- Support Verification
- Filer Home
- My Groups 1

Email Address:
Changing your email address will require you to re-verify your account. No actions will be allowed to be performed until this verification is successful.

Secondary Email: **Validate**

First Name:
Please enter your first name.

Middle Name:

Last Name:
Please enter your last name.

Business Phone:

Cell Phone:

Fax Number:

Save Changes **Reset**

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EFD Filer Registration

✓ Your account has been updated.

Manage Your Profile

- Overview 1
- Notifications 4
- Manage Emails
- Change Password
- Support Verification
- Filer Home
- My Groups 1

Email Address:
Changing your email address will require you to re-verify your account. No actions will be allowed to be performed until this verification is successful.

Secondary Email:

First Name:

Middle Name:

Last Name:

Business Phone:

Cell Phone:

Fax Number:

Screen: Change Password

On the Account Options page, click the **Change Password** button on the left side of the screen.

Enter your current password and your new password into the appropriate text input boxes.

Click the **Change Password** button.

EFD will generate an email acknowledging this action.

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EFD Filer Registration

The screenshot shows the 'Change Your Password' page. On the left is a navigation menu with items: Overview (1), Notifications (4), Manage Emails, Change Password, Support Verification, Filer Home, and My Groups (1). The main content area shows 'You're logged in as zeekgeek.' followed by three input fields: 'Current password', 'New password', and 'Confirm new password'. Each field has a small icon on the right. Below the fields is a blue 'Change password' button.

Screen: Login

From the EFD homepage, click the **Log In** button at the top of the screen.

Enter your Login Name, Password and type the CAPTCHA.

Login Name IS NOT case sensitive.

Password IS case sensitive.

CAPTCHA IS NOT case sensitive

The screenshot shows the 'Login' page. At the top is a dark red navigation bar with the 'NASAA EFD' logo on the left and 'Search', 'About', 'Support', 'Register', and 'Log in' on the right. Below the navigation bar is the 'Login' section. It contains a 'Login Name:' label and an input field. Below that is a 'Password:' label and an input field with a visibility icon. Underneath is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. Below the reCAPTCHA is a blue 'Log in' button. At the bottom are three buttons: 'Forgot My Login', 'Forgot My Password', and 'Register A New Account'.

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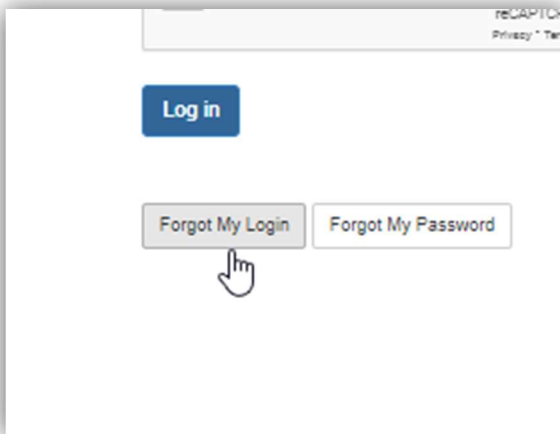
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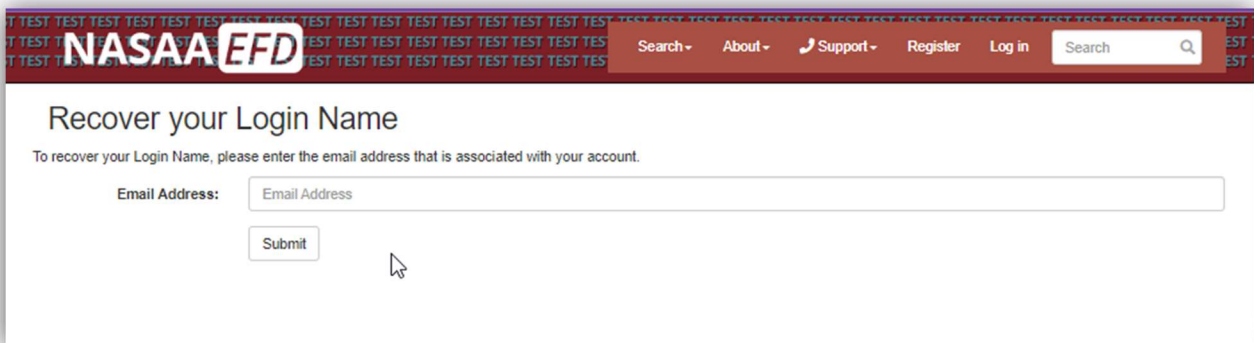
Screen: Forgot Username

Use this tool to have your username sent to your email address. This tool will neither confirm nor deny that an email address exists in the EFD system. It simply accepts the input of an email. If the email address does exist in EFD, an email is sent to that email address. If the email does not exist in EFD, then the system will do nothing.

From the EFD homepage, click the **Log In** button at the top of the screen, then click the **Forgot My Login** button.



Enter your email address and click **Submit**.



Screen: Forgot Password

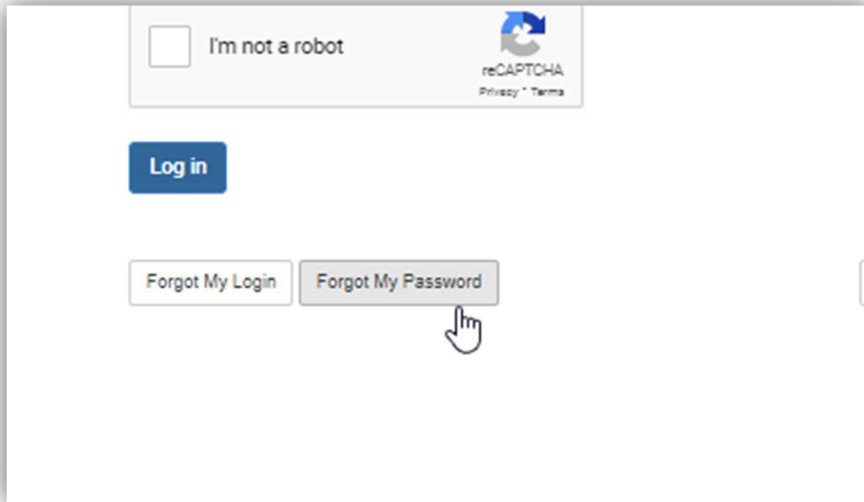
Use this tool to reset your password. You must enter the correct username and email address combination. The EFD system will neither confirm nor deny the existence of either username or password within the EFD. If the correct combination is entered, an email is generated with password reset instructions.

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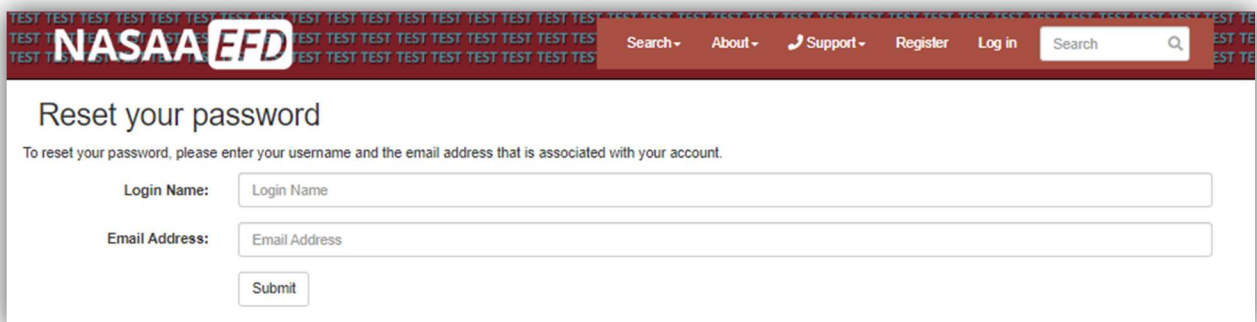
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From the EFD homepage, click the **Log In** button at the top of the screen, then click the **Forgot My Password** button.



Enter your Login Name and Email Address and click **Submit**.



You will receive an email from EFD containing a temporary password. Once you login you will need to perform a Change Password.

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Questions:

NASAA EFD Support

(800) 378-5007

support@nasaaefd.org

Support Hours:

Monday - Friday

9 am EST – 6 pm EST

Excluding National Holidays