

Enrolling in Multi Factor Authentication (MFA) to Access the TRAQS Website

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Multi Factor Authentication (MFA) enhances the security of accounts by adding an additional layer of security beyond the Username and password. All users of the TRAQS website are required to enroll in MFA using their mobile device or landline. Sharing account credentials is not recommended.

The following enrollment steps only need to be completed once per user account. For more information about MFA please see our TRAQS MFA website.

The TRAQS website uses a combination of Transport Layer Security (TLS) encryption and an Okta cloud based authentication platform referred to as the NASDAQ MFA Service to protect data that is being transferred from the client to FINRA and back. To access the TRAQS website for trade reporting, the user must be entitled to use the product, have an assigned Username and password, answer the security questions and have at least one second factor authentication method. The available second factor authentication methods include Okta Verify, Google Authenticator, and Phone (SMS Authentication and Voice Call Authentication).



Okta
Verify



Google
Authenticator



Phone

High Assurance

Note: This guide covers information specific to MFA. Review the TRAQS User Guide for the trade reporting product for questions about navigating the TRAQS website.

Table of Contents

Section 1: How to Enroll and Choose Authentication Method(s) to Access the TRAQS Website..	4
Google Authenticator	10
Setting up Google Authenticator	10
Okta Verify	13
Setting up Okta Verify	13
SMS Authentication (Phone)	16
Setting up SMS Authentication	16
Voice Call Authentication (Phone).....	19
Setting up Voice Call Authentication	19
Section 2: Profile Page (Okta Dashboard).....	22
How to Edit the User Profile	24
How to Remove My Security Methods.....	27
How to Unlock your Account.....	32
Section 3: How to Login to the TRAQS Website Using MFA.....	37
Section 4: How to Access the API Download	42
Section 5: Common Questions	43
Section 6: Revision History.....	46

Section 1: How to Enroll and Choose Authentication Method(s) to Access the TRAQS Website

1. To establish a new TRAQS Username, please use the [Participant Data Management System](#).
2. An email will be sent to the user containing an invitation to access the NASDAQ MFA service.
3. Click on the **Activate Okta Account** link in the email. This will allow you to set up your Okta Account for TRAQS. The Okta Account set up involves **setting up a password, security question/answer and preferred authentication methods**.



FINRA TRAQS - Welcome to Okta!

Hi John,

FINRA is using Okta to manage the Multi-Factor Authentication for TRAQS.

An Okta account for FINRA TRAQS access has been created for you.
Click the link below to activate your Okta account:

Activate Okta Account [\[mpp.nasdaq.com\]](https://mpp.nasdaq.com)

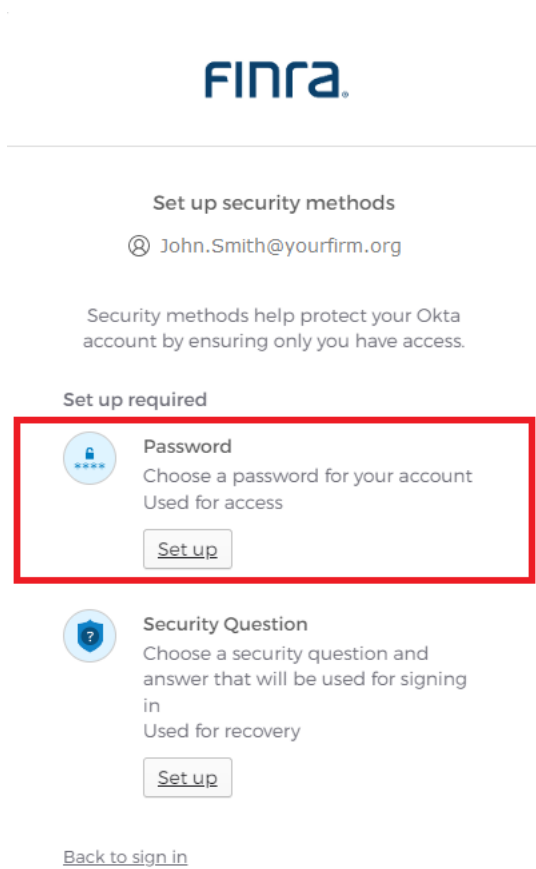
This link expires in 30 days.

Your Username (email address) is John.Smith@yourfirm.org
FINRA's Okta Account for TRAQS access sign-in page is
<https://mpp.nasdaq.com> [\[mpp.nasdaq.com\]](#)

For further information regarding MFA for TRAQS please click [here](#)

This is an automatically generated message from [Okta \[okta.com\]](#). Replies are not monitored or answered.

4. Under **Password**, click **Set up**.



The screenshot shows the FINRA account setup page. At the top is the FINRA logo. Below it is the heading "Set up security methods" followed by the email address "John.Smith@yourfirm.org". A message states: "Security methods help protect your Okta account by ensuring only you have access." Under the heading "Set up required", there are two options. The first option, "Password", is highlighted with a red box. It includes a lock icon, the text "Choose a password for your account Used for access", and a "Set up" button. The second option, "Security Question", includes a shield icon with a question mark, the text "Choose a security question and answer that will be used for signing in Used for recovery", and a "Set up" button. At the bottom left is a link "Back to sign in".


FINRA

Set up security methods


John.Smith@yourfirm.org

Security methods help protect your Okta account by ensuring only you have access.

Set up required

 **Password**
Choose a password for your account
Used for access

[Set up](#)

 **Security Question**
Choose a security question and answer that will be used for signing in
Used for recovery

[Set up](#)

[Back to sign in](#)

5. **Enter a Password**, confirm your password in the **Re-enter Password** field, click **Next**.



Set up password

Ⓜ John.Smith@yourfirm.org

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 7 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Enter password


Re-enter password

Next

[Return to authenticator list](#)

[Back to sign in](#)

6. Under **Security Question**, click **Set up**.







Set up security methods

📧 John.Smith@yourfirm.org

Security methods help protect your Okta account by ensuring only you have access.

Set up required

-  **Google Authenticator**
Enter a temporary code generated from the Google Authenticator app.
Used for access
[Set up](#)
-  **Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access
[Set up](#)
-  **Phone**
Verify with a code sent to your phone
Used for access
[Set up](#)
-  **Security Question**
Choose a security question and answer that will be used for signing in
Used for recovery
[Set up](#)

[Back to sign in](#)

7. Select which security question you want to set up, **Choose a security question** and enter your **Answer** -OR- select **Create my own security question**, type in your own security question in the text box and enter your **Answer**. The answer must be at least 3 characters. Click **Verify**.

The image displays two side-by-side screenshots of the FINRA security question setup process. Both screenshots feature the FINRA logo at the top and a shield icon with a question mark. The user's email address, John.Smith@yourfirm.org, is shown below the icon.

Left Screenshot: The 'Choose a security question' radio button is selected. Below it, a dropdown menu is open, showing the question 'What is the food you least liked as a chi...'. The 'Answer' field is empty. A blue 'Verify' button is at the bottom.


Right Screenshot: The 'Create my own security question' radio button is selected. Below it, there is an empty text box for the question. The 'Answer' field is empty. A blue 'Verify' button is at the bottom.

Both screenshots include links at the bottom: [Return to authenticator list](#) and [Back to sign in](#).

8. Select the **Preferred Authentication Method** from the list of available choices including: [Google Authenticator](#), [Okta Verify](#), or **Phone** ([SMS Authentication](#) or [Voice Call Authentication](#)). Please continue reading for a description of each authentication method and instructions for enrollment. **Note:** FINRA recommends that users enroll in more than one authentication method to allow for redundancy if your mobile device is unavailable. FINRA suggests enrolling in voice call authentication using a phone number that differs from your mobile device as a backup.



Set up security methods

 John.Smith@yourfirm.org

Security methods help protect your Okta account by ensuring only you have access.

Set up required



Google Authenticator

Enter a temporary code generated from the Google Authenticator app. Used for access

[Set up](#)



Okta Verify

Okta Verify is an authenticator app, installed on your phone, used to prove your identity. Used for access

[Set up](#)



Phone

Verify with a code sent to your phone. Used for access

[Set up](#)

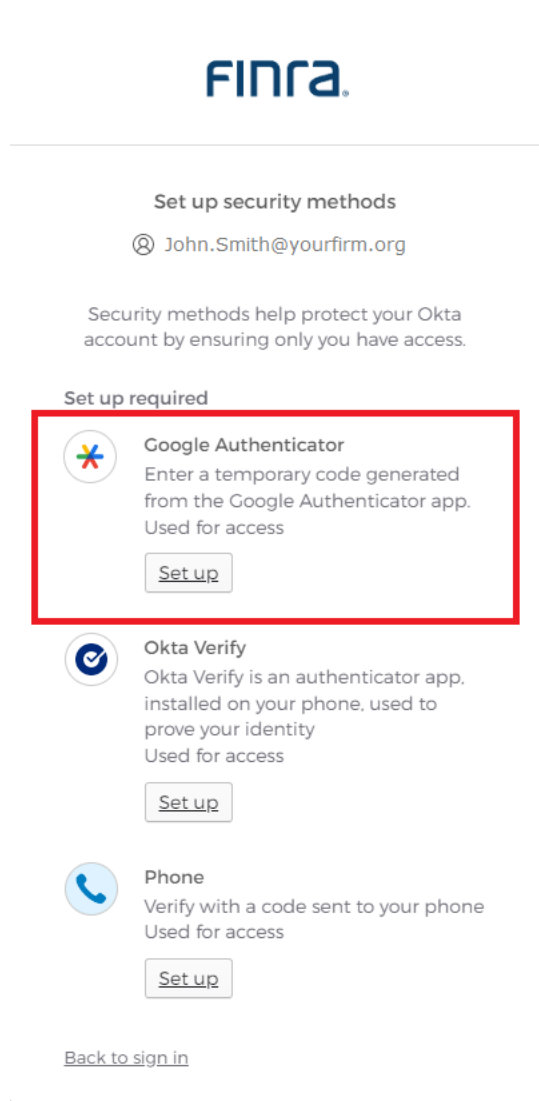
[Back to sign in](#)

Google Authenticator

This method of verification uses a third-party app to generate a 6-digit code for users to type into the Sign In screen. Users will have 30 seconds to input the code before it generates another.

Setting up Google Authenticator

1. **Download the Google Authenticator App** from the App Store (iPhone), Google Play or Blackberry World Store (Android devices) onto your primary mobile device.
2. Under **Google Authenticator**, click **Set up**.



3. A **QR Code** will appear on your computer monitor.
4. **Open the Google Authenticator App** on your mobile device and follow the instructions to add FINRA's MFA.
5. **Scan the Barcode** using the **Google Authenticator App**, click **Next**.

FINRA



Set up Google Authenticator

@ John.Smith@yourfirm.org

Scan barcode

Launch Google Authenticator, tap the "+" icon, then select "Scan barcode".



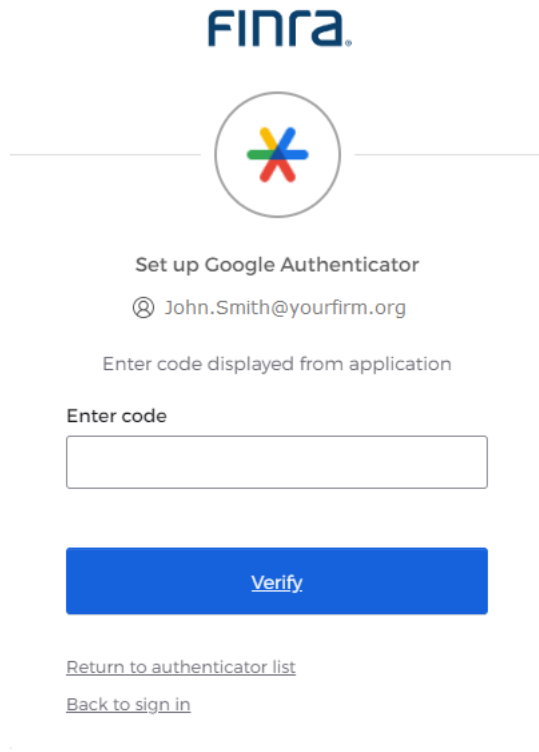
[Can't scan?](#)

[Next](#)

[Return to authenticator list](#)

[Back to sign in](#)

6. **Enter the code** from your mobile device without spaces onto the screen, click **Verify**. Please note that the code changes every 30 seconds. If you fail to enter a code within 30 seconds, please enter the next generated code.



FINRA

Set up Google Authenticator

John.Smith@yourfirm.org

Enter code displayed from application

Enter code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

7. Once you have completed the verification set up, you will be directed back to the **Preferred Authentication Method** screen with rest of available verification choices. Please continue reading for a description of each authentication method and instructions for enrollment.
8. Select **Set up later** if you are finished setting up your authentication methods. Please see [How to Remove My Security Methods](#) for information about removing Security Methods.
9. Users can choose to add additional factors or proceed directly to the TRAQS website. Please see [Section 3](#) for instructions on logging into the TRAQS website using MFA.
10. The website will prompt you to use your chosen security method(s) to login.

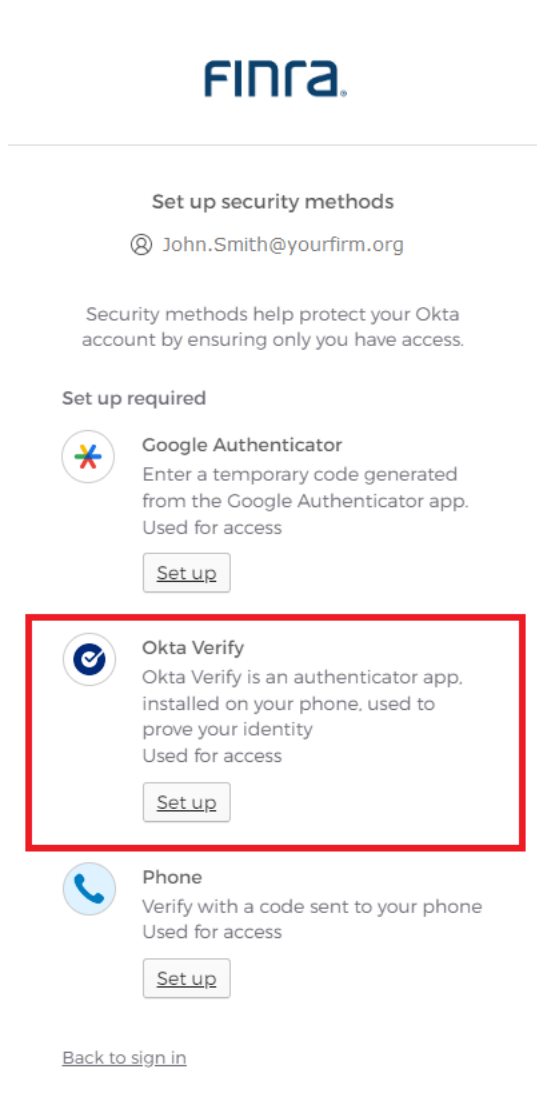
Okta Verify

This is a mobile app that verifies your identity in one of two ways. Okta Verify can send a push notification that you approve on your mobile device. Alternatively, Okta Verify can generate a 6-digit code that displays for users to type into the Sign In screen.

Note for iPhone users: If you would like to use Okta verify, you must have face id/touch id (iPhone 5 and higher) enabled on your phone. If you do not want to enable face id/touch id please use another verification. Also you must be on the latest iOS.

Setting up Okta Verify

1. **Download the Okta Verify App** from the App Store (iPhone), Google Play or Blackberry World Store (Android devices) onto your primary mobile device.
2. Under **Okta Verify**, click **Set up**.



3. A **QR Code** will appear on your computer monitor.
4. **Open the Okta Verify App** on your mobile device and follow instructions to add FINRA's MFA.
5. **Scan the Barcode** using the **Okta Verify App**.

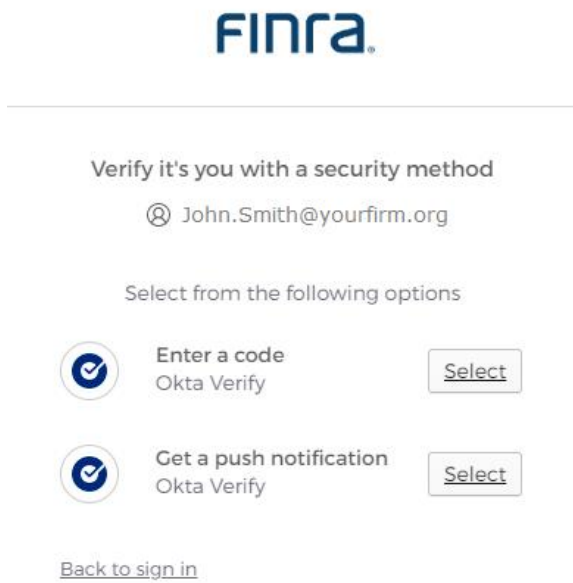


6. Once you have completed the verification set up, you will be directed back to the **Preferred Authentication Method** screen with rest of available verification choices. Please continue reading for a description of each authentication method and instructions for enrollment.
7. Select **Set up later** if you are finished setting up your authentication methods. Please see [How to Remove My Security Methods](#) below for information about removing Security Methods
8. Users can choose to add additional factors or proceed directly to the TRAQS website. Please see [Section 3](#) below for instructions on logging into the TRAQS website using MFA.

9. The website will prompt you to use your chosen security method(s) to login.

Note: The user can choose between two Okta Verify verifications, a **code notification** OR **push notification**.

<p>Code: Use an auto generated Okta verify code. Users must enter the code contained in the App into the entry box and click Verify. Note: The code changes every 30 seconds. If you fail to enter a code within 30 seconds, please enter the next generated code.</p>	<p>Push: Access the Okta Verify app on the associated device and approve the request.</p>
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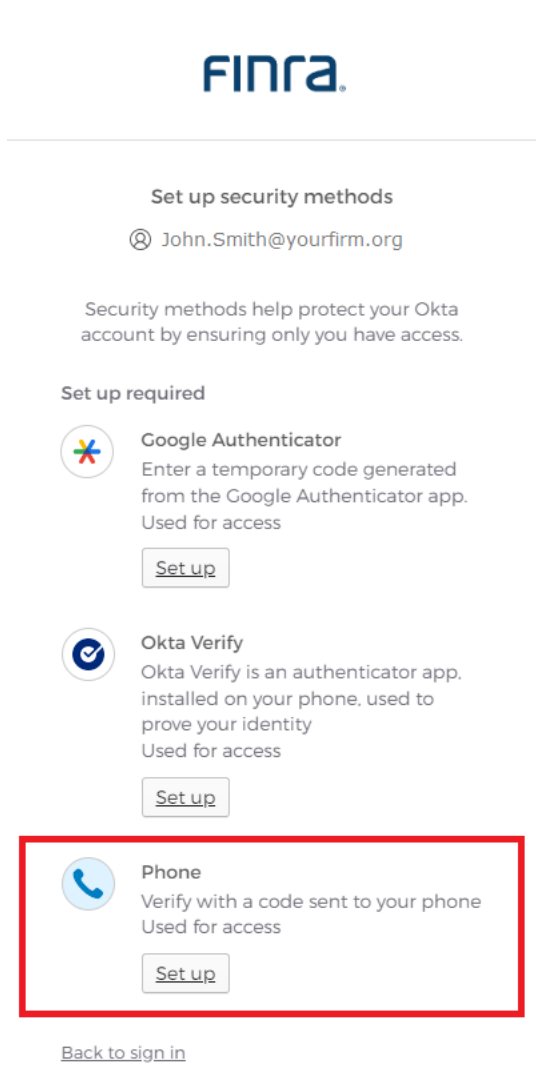


SMS Authentication (Phone)

SMS Authentication uses the text messaging service on your mobile device to generate a 6-digit-code for users to type into the Sign In screen.

Setting up SMS Authentication

1. Under **Phone**, click **Set up**.






FINRA

Set up security methods

John.Smith@yourfirm.org

Security methods help protect your Okta account by ensuring only you have access.


Set up required

-  **Google Authenticator**
Enter a temporary code generated from the Google Authenticator app.
Used for access
[Set up](#)
-  **Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access
[Set up](#)
-  **Phone**
Verify with a code sent to your phone
Used for access
[Set up](#)

[Back to sign in](#)

2. Select **SMS**, **Select your Country** from the drop-down list and **enter your mobile phone number**. The default country is the United States. Click, **Receive a code via SMS**.

FINRA



Set up phone authentication

📧 John.Smith@yourfirm.org

Enter your phone number to receive a verification code via SMS.

SMS
 Voice call

Country

United States ▼

Phone number

+1

Receive a code via SMS

[Return to authenticator list](#)

[Back to sign in](#)

3. **Enter the code** that arrives via text message on your mobile device, click **Verify**. If you do not receive the code via SMS, click the **Send again** link.

FINRA

Set up phone authentication

John.Smith@yourfirm.org

Haven't received an SMS? [Send again](#)

A code was sent to your phone. Enter the code below to verify.
Carrier messaging charges may apply

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

4. Once you have completed the verification set up, you will be directed back to the **Preferred Authentication Method** screen with rest of available verification choices. Please continue reading for a description of each authentication method and instructions for enrollment.
5. Select **Set up later** if you are finished setting up your authentication methods. Please see [How to Remove My Security Methods](#) below for information about removing Security Methods.
6. Users can choose to add additional factors or proceed directly to the TRAQS website. Please see [Section 3](#) below for instructions on logging into the TRAQS website using MFA.
7. The website will prompt you to use your chosen security method(s) to login.

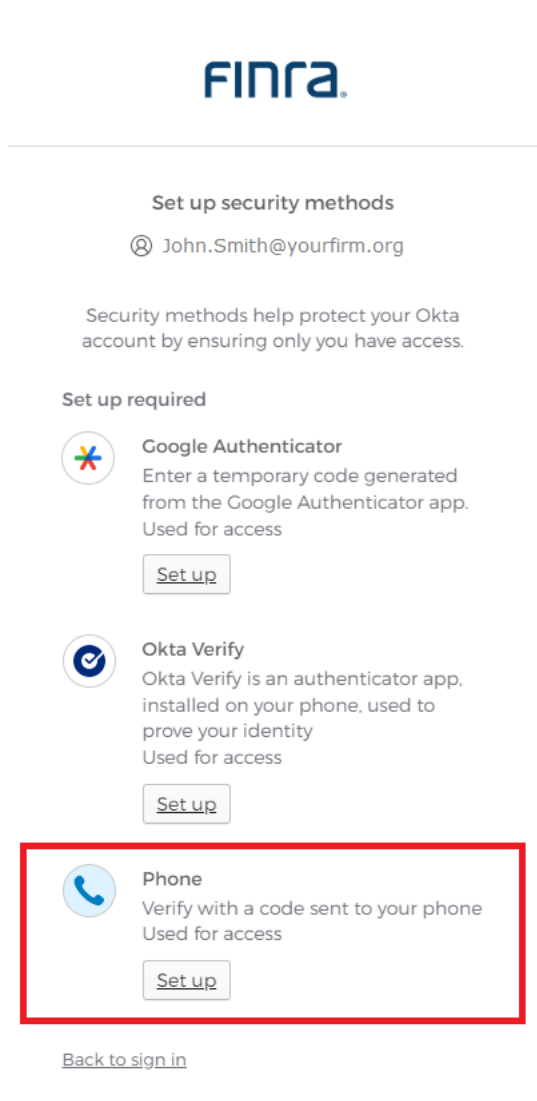
Note: The user must have access to the mobile device associated with the phone number in order to login using this authentication method

Voice Call Authentication (Phone)

This method of verification will provide a spoken 5-digit-code for users to type into the Sign In screen via mobile device or land line. This method of verification is suitable for users that do not have access to text messaging. This is also the preferred back up authentication type. Please enroll in this method using a phone that differs from your original authentication method.

Setting up Voice Call Authentication

1. Under **Phone**, click **Set up**.



-
2. Select **Voice Call**, **Select your Country** from the drop-down list and **enter your phone number**. The default country is the United States. Click, **Receive code via voice call**.

The screenshot shows the FINRA login interface for setting up phone authentication. At the top is the FINRA logo. Below it is a circular icon with a telephone handset. The text reads "Set up phone authentication" followed by the email address "John.Smith@yourfirm.org". A message says "Enter your phone number to receive a verification code via voice call." There are two radio button options: "SMS" (unselected) and "Voice call" (selected). Below is a "Country" dropdown menu currently showing "United States". There are two input fields for "Phone number" (containing "+1") and "Extension". A prominent blue button says "Receive a code via voice call". At the bottom are two links: "Return to authenticator list" and "Back to sign in".

FINra.

Set up phone authentication

John.Smith@yourfirm.org

Enter your phone number to receive a verification code via voice call.

SMS

Voice call

Country

United States

Phone number Extension

+1

Receive a code via voice call

[Return to authenticator list](#)

[Back to sign in](#)

-
-
3. **Answer the phone** and follow phone call instructions to authenticate.
4. **Enter the provided code** into the Enter code box. Click **Verify**. **Note:** The call will last about 30 seconds and the code will be repeated twice. If you do not receive the code via a voice call, click the **Call again** link.



Set up phone authentication

John.Smith@yourfirm.org

Haven't received a call? [Call again](#)

Calling your phone. Enter the code below to verify.

Carrier messaging charges may apply

Enter Code

Verify

[Return to authenticator list](#)

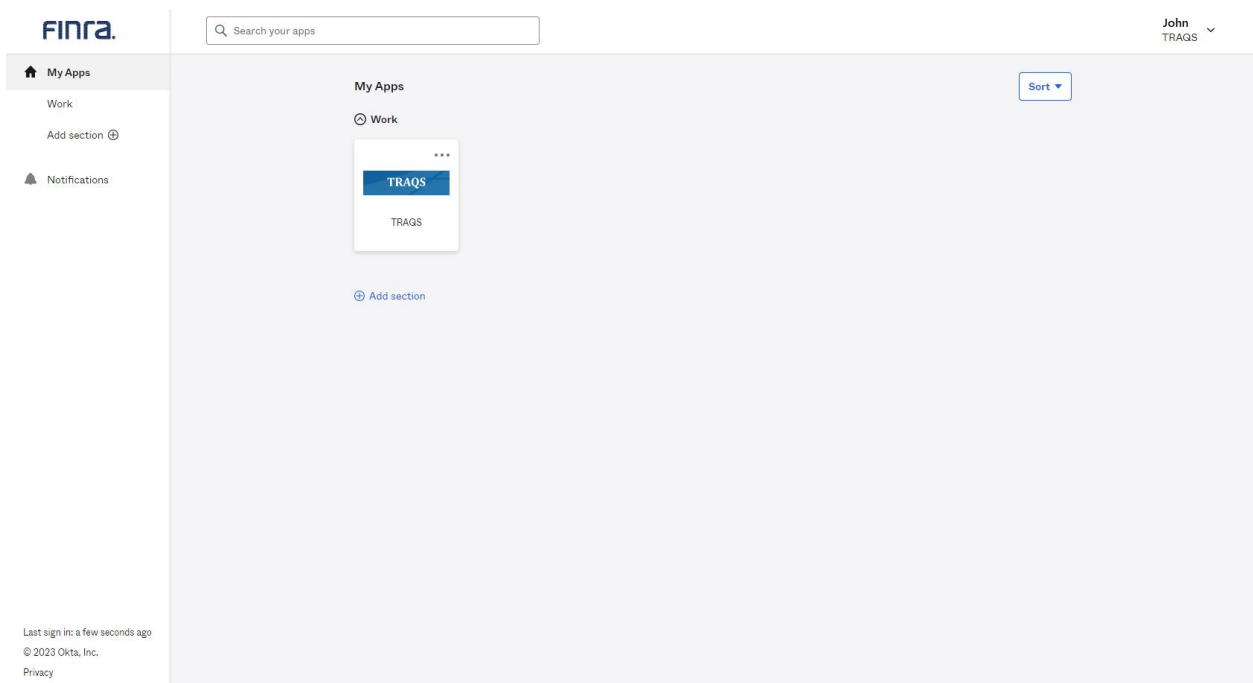
[Back to sign in](#)

- Once you have completed the verification set up, you will be directed back to the **Preferred Authentication Method** screen with rest of available verification choices. Please continue reading for a description of each authentication method and instructions for enrollment.
- Select **Set up later** if you are finished setting up your authentication methods. Please see [How to Remove My Security Methods](#) below for information about removing Security Methods.
- Users can choose to add additional factors or proceed directly to the TRAQS website. Please see [Section 3](#) below for instructions on logging into the TRAQS website using MFA.
- The website will prompt you to use your chosen security method(s) to login.

Note: The user must have access to the mobile device or land line associated with the phone number in order to login using this authentication method

Section 2: Profile Page (Okta Dashboard)

1. Visit the UAT website <https://mpp-test.nasdaq.com> OR Production website <https://mpp.nasdaq.com>
2. Enter your **Username (email address)** and **password**.
3. The Main Page (Home page) is where the link to the TRAQS Application resides.
4. The Vertical Masthead is always accessible. This is where you can find:
 - **My Apps** – Click to return to the Main Page (Home page).
 - **Notifications** – Click to view any notifications.
5. The Horizontal Masthead is always accessible. This is where you can find:
 - **FINRA Logo** – Click to return to the Main Page (Home page).
 - **User Profile** – Settings, Preferences, Recent Activity or Sign out selections:
 - User can select **Settings** to go to the Account Page
 - User can select **Preferences** where you can change the Layout or Pop up messages timer
 - Users can select **Recent Activity** where you can view the Sign-ins and Security Events information
 - User can select **Sign out** to Sign out of the Profile Page

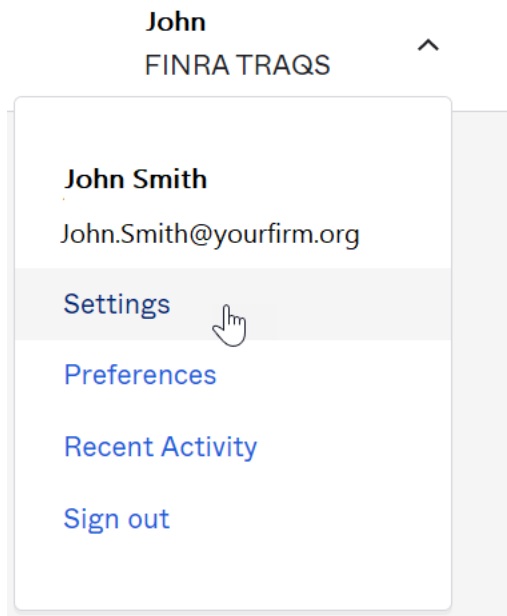


6. The Account Page is where you can view Personal Information, Reset Password, Remove Security Question, Setup/Remove Security Methods, and Change Display Language. Click on your **Name** and select **Settings**. This will open the Account page.

The screenshot displays the Okta Account page. On the left is a sidebar with the FINRA logo, a search bar, and navigation options: My Apps, Work, Add section, and Notifications. The main content area is titled 'Account' and is divided into two columns. The left column contains two sections: 'Personal Information' and 'Display Language'. The 'Personal Information' section lists fields for First name (John), Last name (Smith), Okta username (John.Smith@yourfirm.org), Primary email (John.Smith@yourfirm.org), and TRAQs GC Username (with placeholders for Username1 and Username2). The 'Display Language' section shows the current language is English and includes a note about automatic browser-based language detection. The right column is titled 'Security Methods' and lists various authentication methods: Password (with a Reset button), Okta Verify (with a Set up another button), John's iPhone (with a Remove button), iPhone (with a Remove button), Google Authenticator (with a Remove button), Phone (with a Set up another button and two phone number entries with Remove buttons), and Security Question (with a Remove button). At the bottom left, there is a footer with the text: 'Last sign in: a few seconds ago', '© 2023 Okta, Inc.', and a 'Privacy' link. The top right corner shows the user's name 'John TRAQs' with a dropdown arrow.

How to Edit the User Profile

1. Visit the UAT website <https://mpp-test.nasdaq.com> OR Production website <https://mpp.nasdaq.com>.
2. Enter your **Username (email address)** and **password**.
3. Click on your **Name** and select **Settings**. This will open the Account page.









4. Authenticate your account using your chosen authentication method(s). Select the method you wish to use. The screen only contains authentication methods that you have enrolled in.



Verify it's you with a security method

🔒 John.Smith@yourfirm.org

Select from the following options

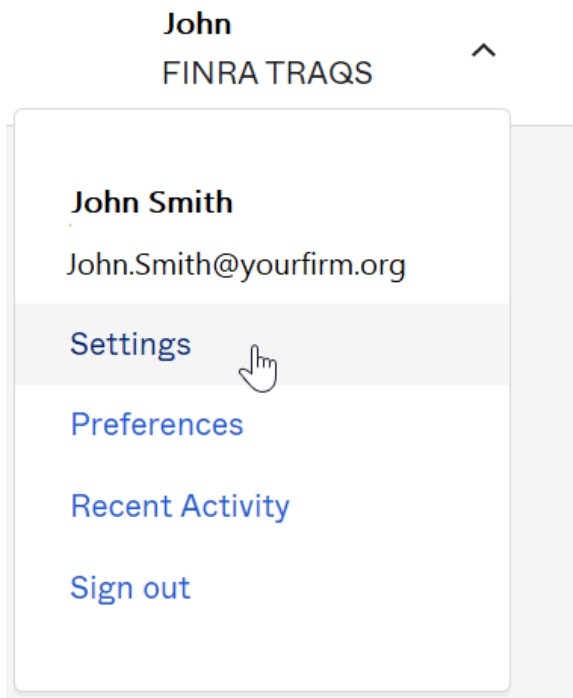
-  Google Authenticator
-  Enter a code
Okta Verify
-  Get a push notification
Okta Verify
-  Password
-  Phone
+1 XXX-XXX-XXXX
-  Phone
+1 XXX-XXX-XXXX

5. Users are able to update the information in the profile screen by clicking the **Edit** button beside the profile item. **Note:** Security Methods will not have the edit button.
6. Users can not edit the personal information section of this site. If your primary email or phone number need updating, please contact **FINRA Market Operations at 1-866-776-0800 option 2** or finraoperations@finra.org.
7. To **Reset your Password:** Click on reset, a popup asking “Are you sure you want to reset Password enrollment?” will come up, click **Yes**. Verify with a security method and password, when the new screen comes up, enter a New password and Re-enter the new password. If you want to sign out of all devices (all Okta Dashboards) click the Sign me out of all other devices checkbox. If your password was changed you will be directed back to the Profile screen and a popup saying “Sucessfully reset your password.”
8. To **Remove a Security Methods(s):** See the next section in this document “How to Remove My Security Methods“ for instructions.
9. To **Set up a Security Methods(s):** Click **Setup** next to the security method and follow the prompts OR review the appropriate set up instructions in Section 1 of this document.
10. To **Remove your Security Question:** Click the Remove button, a popup asking “Are you sure you want to remove Security Question enrollment?” will come up, click Yes and Verify with your Password and Factor. If your security question was removed you will be directed back to the Profile screen and a popup saying “You have successfully removed your security question”. To add a Security Question back click the Setup button and follow the prompts.
11. To **Change the Display Language** of the profile screen: click on the edit button and select the language you prefer from the drop down, click Save.

Note: If you Change the Security Methods (including a Security Question) you will receive an email from Okta notifying you of the change.

How to Remove My Security Methods

1. Visit the UAT website <https://mpp-test.nasdaq.com> OR Production website <https://mpp.nasdaq.com>.
2. Enter your **Username (email address)**, click **Next**.
3. Enter your **password**, click **Verify**.
4. Authenticate your account using your chosen authentication method(s). If you have more than one method the last one you used will come up automatically.
5. If you want to use another method, click the “Verify with something else” link at the bottom of the screen. The screen will only contain authentication methods you are enrolled in.
6. Click on your **Name** and select **Settings**. This will open the Account page.



7. Under the Security Methods menu click the **Remove** button beside the authentication method. **Note:** In the following example we are removing Google Authenticator.

✓ Security Methods

Security methods help your account security when signing in to Okta and other applications.

Password	Reset
Okta Verify	Set up another
John's iPhone	Remove
iPhone	Remove
Google Authenticator	Remove
Phone	Set up another
+1 XXX-XXX-XXXX	Remove
+1 XXX-XXX-XXXX	Remove
Security Question	Remove

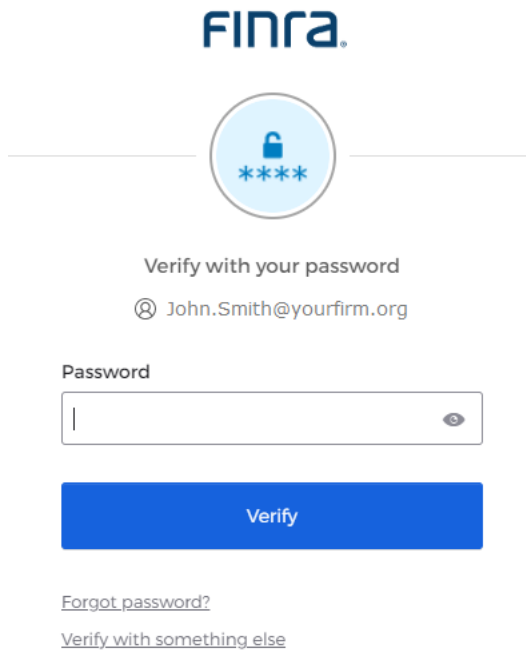
8. Confirm that you want to remove the authentication method by clicking the **Yes** button.

✓ Remove Google Authenticator

Are you sure you want to remove Google Authenticator enrollment?

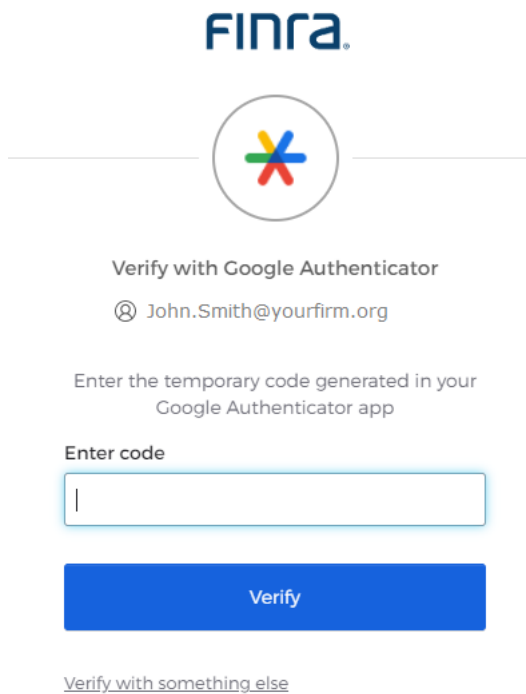
Yes No

9. Enter password, click **Verify**.



The screenshot shows the FINRA login interface for password verification. At the top is the FINRA logo. Below it is a circular icon containing a padlock and four asterisks. The text "Verify with your password" is centered, followed by the email address "John.Smith@yourfirm.org" with a user icon. A "Password" label is positioned above a text input field. Below the input field is a blue "Verify" button. At the bottom, there are two links: "Forgot password?" and "Verify with something else".

10. Verify with Factor.



The screenshot shows the FINRA login interface for verification using a factor. At the top is the FINRA logo. Below it is a circular icon containing a multi-colored star. The text "Verify with Google Authenticator" is centered, followed by the email address "John.Smith@yourfirm.org" with a user icon. Below this, the instruction "Enter the temporary code generated in your Google Authenticator app" is displayed. A label "Enter code" is positioned above a text input field. Below the input field is a blue "Verify" button. At the bottom, there is a link: "Verify with something else".

11. Once Verified you will be directed back to the profile page a popup saying “You have successfully removed Google Authentication” and the Google Authentication button will now say “Set up.”

✓ Security Methods

Security methods help your account security when signing in to Okta and other applications.

Password	Reset
Okta Verify	Set up another
John's iPhone	Remove
iPhone	Remove
Google Authenticator	Set up
Phone	Set up another
+1 XXX-XXX-XXXX	Remove
+1 XXX-XXX-XXXX	Remove
Security Question	Remove

12. You will receive an email alerting you that an authentication method has been reset.



Hi John,

One or more multi-factor authenticators have been reset for your account
John.Smith@yourfirm.org.

Details

Google Authenticator
Wednesday, April 12, 2023 4:38:00 PM UTC
Brooklyn, New York, United States
Performed by: John Smith

Don't recognize this activity?

Your account may have been compromised; we recommend reporting the suspicious activity to your organization.

[Report Suspicious Activity](#) [mpp.nasdaq.com]

For further information regarding MFA for TRAQS please click [here](#)

This is an automatically generated message from [Okta \[okta.com\]](#). Replies are not monitored or answered.

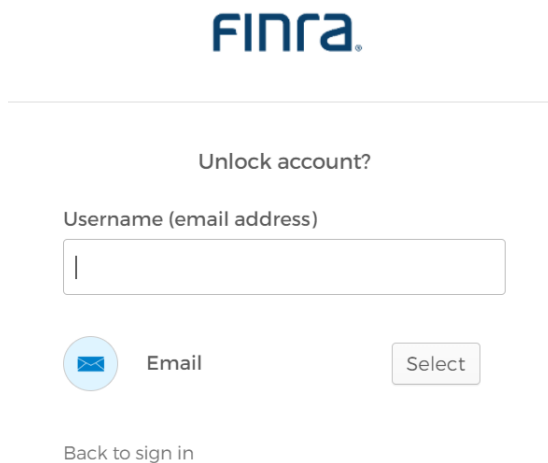
Note: You must have at least one security method set up in order to access the TRAQS website.

How to Unlock your Account

If you enter your password or authentication credentials inaccurately too many times your account will lock. The account will automatically unlock after 15 minutes.

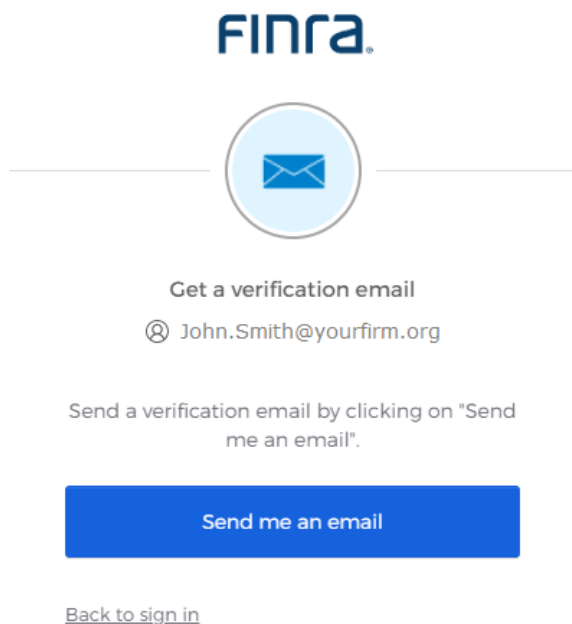
The user will also receive an **Account Locked** email with instructions for unlocking the account. Please follow the steps below to unlock your account.

1. Enter Username (email address), Click **Select**.



The screenshot shows the FINRA logo at the top. Below it is a horizontal line, followed by the text "Unlock account?". Underneath is a label "Username (email address)" above a text input field. Below the input field is a radio button with an envelope icon labeled "Email" and a "Select" button. At the bottom is a link "Back to sign in".

2. Click **Send me an email**.



The screenshot shows the FINRA logo at the top. Below it is a large circular icon with an envelope. Underneath is the text "Get a verification email" followed by a radio button and the email address "John.Smith@yourfirm.org". Below that is the instruction "Send a verification email by clicking on 'Send me an email'." and a large blue button labeled "Send me an email". At the bottom is a link "Back to sign in".

3. A **Verification link** will be sent to your email.

FINRA



Verify with your email

👤 John.Smith@yourfirm.org

⚠️ Haven't received an email? [Send again](#)

We sent you a verification email. Click the verification link in your email to continue or enter the code below.

[Enter a verification code instead](#)

[Back to sign in](#)

4. Click the **Verify Account** link in the email -OR- **Enter the Code**, click **Verify**.



FINRA TRAQS UAT - Account Unlock Requested

Hi John,

An account unlock request was made for your Okta account for FINRA TRAQS UAT access. If you did not make this request, please click [here](#). Someone could be trying to access your account.

Click the link below to unlock the UAT Account for your Username, John.Smith@yourfirm.org

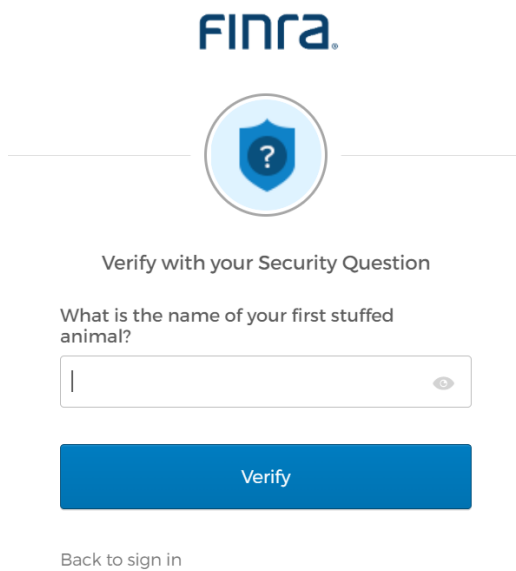


Alternatively you can enter this code: 540149

This link expires in 5 minutes.

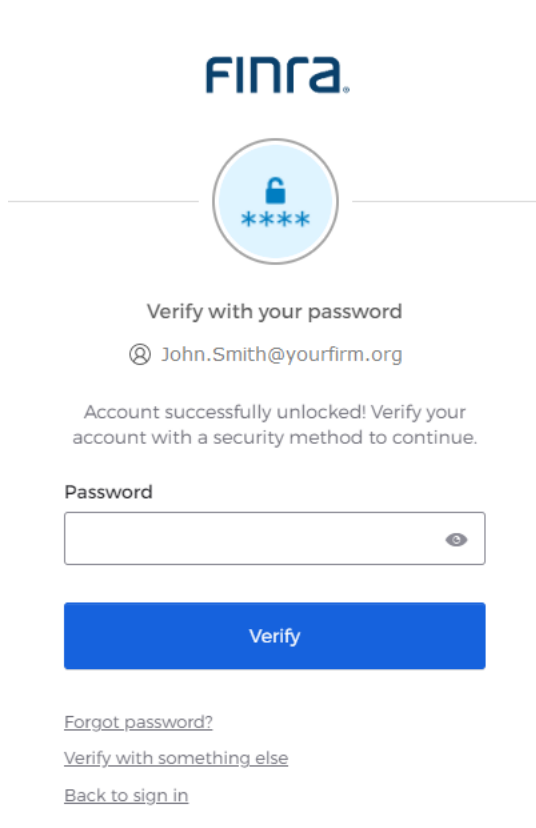
For further information regarding MFA for TRAQS please click [here](#)

5. Answer the **Your Security Question**, click **Verify**.



The screenshot shows the FINRA logo at the top. Below it is a circular icon containing a shield with a question mark. The text reads "Verify with your Security Question". The question is "What is the name of your first stuffed animal?". There is a text input field with a cursor and a small eye icon on the right. Below the input field is a blue "Verify" button. At the bottom, there is a link "Back to sign in".

6. Enter your **password**, click **Verify**.




The screenshot shows the FINRA logo at the top. Below it is a circular icon containing a padlock and four asterisks. The text reads "Verify with your password". Below this is the email address "John.Smith@yourfirm.org" with a small icon to its left. A message states "Account successfully unlocked! Verify your account with a security method to continue." Below this is the label "Password" and a text input field with a cursor and a small eye icon on the right. Below the input field is a blue "Verify" button. At the bottom, there are three links: "Forgot password?", "Verify with something else", and "Back to sign in".





7. Click **Select** next to one of your chosen authentication methods(s).



Verify it's you with a security method

 John.Smith@yourfirm.org

Select from the following options

-  Google Authenticator
-  Enter a code
Okta Verify
-  Get a push notification
Okta Verify
-  Phone
+1 XXX-XXX-XXXX

[Back to sign in](#)

Note: Your account automatically unlocks after 15 minutes. If you do not act on the unlock email within 15 minutes your account will automatically unlock.

Section 3: How to Login to the TRAQS Website Using MFA

1. Enter the TRAQS URL in your browser **OR** from the Main Page (Home page) click on the TRAQS website icon in your Profile page. **Note:** If you access TRAQS thru the profile page you will not have to enter your factor again.



2. Enter your **Username (email address)**, click **Next**.

FINRA

Sign In

Username (email address)

Next

[Unlock account?](#)

[Forgot password?](#)

[Help](#)

3. Enter your **Password**, click **Verify**.

FINRA



Verify with your password

 John.Smith@yourfirm.org

Password

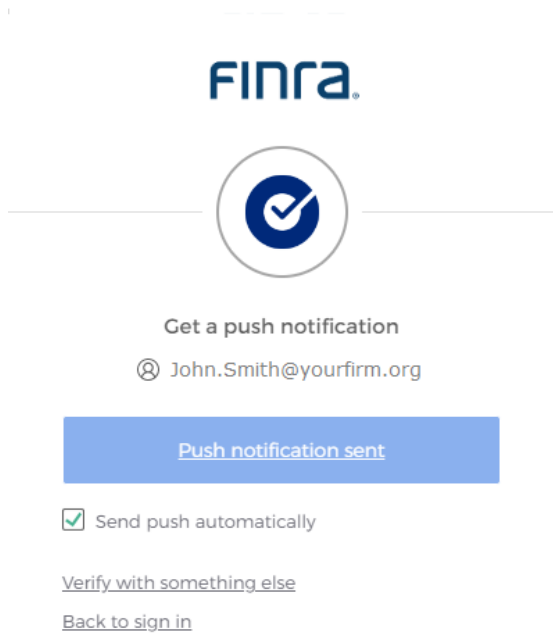
Verify

[Forgot password?](#)

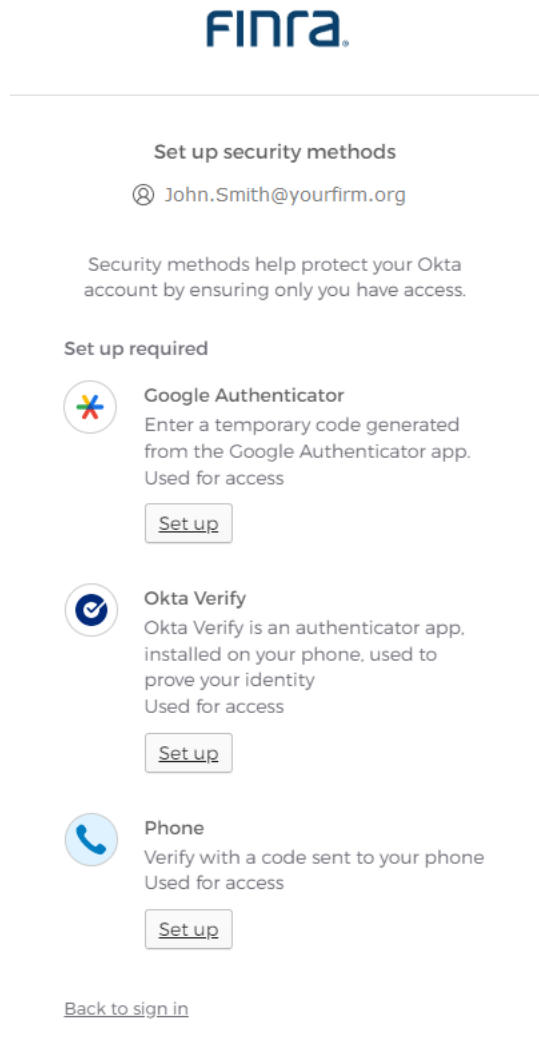
[Verify with something else](#)

[Back to sign in](#)

- The system defaults to the last used security method to log you in. (In the following example we are using Okta Verify (push notification)). **Note:** If you want to login with a different security method, click the **Verify with something else** link and click **Select** next to one of your chosen authentication methods. The screen only contains authentication methods that are enrolled in.

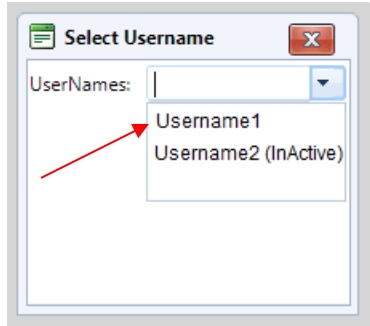


4a. If you did not set up an Authentication Method your screen will look like this. Set up an Authentication. Complete the steps outlined in [Section 1](#) of this document to set up a new authentication method.



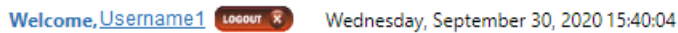
5. **If a user has only one username associated with their Username (email address),** users will be directed into the TRAQS website.

6. If a user has multiple usernames associated with their Login (email address), there will be several available options in the drop-down list of usernames. Choose the **Username** you want to use and click the **Select** button

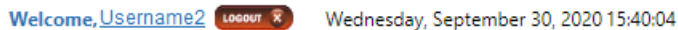
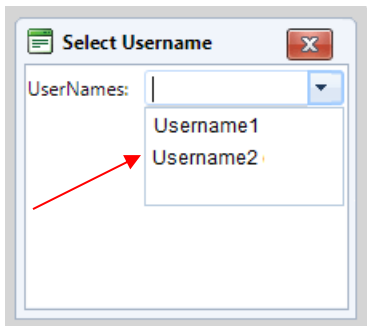


Note: If your username in the drop down above has “InActive” beside it. Please call Market Operations at 1-866-776-0800 option 2 prior to logging in.

7. You will now be using the credentials from the username you selected.
8. To switch to different Username. Click the **Username** link found at the top right corner of TRAQS screen.



Popup screen will come up, select a **Different Username**, click the **Select** button and you will see the username change.



Section 4: How to Access the API Download

At this time API is not being transitioned to MFA. Users will continue to access API files using existing NWSF certificates and passwords. Please review the API specification doc for the trade reporting product for directions to access the API.

TRACE Fixed Income - <https://www.finra.org/filing-reporting/trace/documentation>

ADF - <https://www.finra.org/filing-reporting/alternative-display-facility-adf>

ORF - <https://www.finra.org/filing-reporting/orf/orf-forms-and-documentation>

Note: During the NTF Beta and Production Parallel period users are encouraged to use their NWSF certificate and password to access the API via NTF download-ntf2.finratraqs.org OR Production Parallel download2.finratraqs.org. For more guidance please see the API user guide for the product.

Section 5: Common Questions

Why is FINRA implementing Multi Factor Authentication (MFA) for TRAQS?

Passwords are increasingly easy to compromise. Passwords can often be stolen, guessed, or hacked; often without the user knowing. MFA adds a second layer of security by helping the account stay secure even if the password is compromised.

Is enrollment in MFA mandatory?

Yes, users are required to enroll in MFA to access the FINRA TRAQS website for trade reporting. Any user that attempts to login to the TRAQS website without enrolling in MFA will be prompted to enroll in MFA.

My SAA requested a new TRAQS Username for me, I have not received an enrollment email. How do I get a new email?

If you need a new enrollment email, please contact finraoperations@finra.org or 1-866-776-0800 option 2.

Does the enrollment email expire?

Yes. Users have 30 days from the date the email was sent to take action to set up the Okta account for TRAQS access Username (email address). If your enrollment email expired, please contact FINRA Operations at 1-866-776-0800 option 2 or finraoperations@finra.org.

What do I do if I lost my mobile device?

It is strongly recommended that you remove the lost device from your MFA settings. Enter the Okta profile screen and remove the authentication method associated with the device. Please see [Section 2](#) for instructions.

If your enrolled device is lost and you have not enrolled in any additional methods of authentication using alternative devices, please contact NASDAQ tech support at 212-231-5180.

Why do I have 2 Okta verify or 2 Google Authentication accounts?

The NTF (UAT) and production environment for TRAQS are separate. The account <https://mpp-test.nasdaq.com> is associated with NTF (UAT) access. The account <https://mpp.nasdaq.com> is associated with production access.

How can I edit my personal profile data?

Your profile data can be edited at any time. Please see [Section 2](#) for instructions. Please note, the personal information section of the user profile cannot be edited. Please have your SAA contact FINRA Operations at 1-866-776-0800 option 2 or finraoperations@finra.org to update this data.

Can I set up a push notification when using Okta Verify?

Yes, users can select the “send push automatically” at any time after enrolling in Okta verify. Be sure to turn on notifications, on your device. Your device will receive a notification asking to

approve the login. Once you select approve you will be directed to the TRAQS website as normal.

Why did I receive two MFA enrollment emails from Okta?

You received two enrollment emails because you are set up to access TRAQS in both the production and test environment. Although your Username may be the same for both environments, they require two separate enrollments. Please follow the [How to Enroll and Choose Authentication Method](#) instructions above for each environment.

I've forgotten my password or entered my authentication method inaccurately a few times and locked my account. How can I unlock it?

Your account will automatically unlock after 15 minutes. There are two ways to unlock your account.

1. You will receive an email notifying you that your account is locked. Follow the instructions in the email to unlock your account.
2. Click the "Forgot password" OR "Unlock account" link at the bottom of the TRAQS Sign In screen. Enter your email address in the provided box to generate a reset email. Click on the Reset Password -OR- Unlock Account link in the email within the 8-hour expiration and answer your forgotten password questions.

If you do not know the answers to any of your forgotten password options, need assistance with unlocking your account or any other password issues, you may call NASDAQ tech support at 212-231-5180 option 4.

Why am I also receiving an email for a TRAQS certificate if I have enrolled in MFA?

Until NWSF certificates go away users will receive an email for MFA enrollment and a TRAQS NWSF certificate. Users who have access to API will use the NWSF certificate and password to access API files. Only users with API privileges will be able to access the API files using the TRAQS certificate.

What is the Okta Dashboard (profile link) to the test environment?

Users can enroll, edit their profile and log into TRAQS in the test environment using the following link <https://mpp-test.nasdaq.com>

What is the Okta Dashboard (profile link) to the production environment?

Users can enroll, edit their profile and log into TRAQS in the production environment using the following link <https://mpp.nasdaq.com>

403/404 Errors

If you receive a 403 App not assigned or 404 Page not Found error contact NASDAQ tech support at 212-231-5180 option 4.

Report Suspicious Activity

To report unrecognized activity from an account activity email notification. Contact FINRA Operations at 1-866-776-0800 option 2 or finraoperations@finra.org.

Okta Account Token Expiration Error

If your Account Activation Token is no longer valid. Contact FINRA Operations at 1-866-776-0800 option 2 or finraoperations@finra.org.

Need Help?

If you need assistance using Multi Factor Authentication for TRAQS, contact the FINRA Market Operations at 1-866-776-0800 option 2.

Section 6: Revision History

Date	Version	Changes
11/12/2020	1.0	Initial Version
02/16/2021	1.1	Updated document to include information relevant for production release. Updates are as follows: <ul style="list-style-type: none"> • Section 2: Profile Page - Included links to the production site • Section 4: How to Access the API Download - Included production parallel • Section 5: Common Questions - Included common questions regarding MFA production migration
01/31/2022	1.2	Updated document with PDM (Participant Data Management System)
10/30/2023	1.3	Updated document to include a slight change in the sign-on process and look and feel <ul style="list-style-type: none"> • Remembers the user's last-used security method and displays it at the next sign-on • Users can select a different security method if they do not want to use the last-used one • Security images are not supported any longer • Voice and SMS are under Phone • No more Welcome Wizard • Can view Recent Activity in Okta Dashboard • When setting up new user, you need to enroll in both authentication and recovery factors