

Quick Reference Guide – FLEX Course Assignment Upload

The information provided in this document is intended as a quick guide for how CE administrators with an active subscription to use the FLEX platform as their course delivery method can download and submit the FLEX course assignments template.

For delivery via FLEX Platform

When you are ready to assign courses to your users, please fill-out the "FLEX Course Assignment Template" spreadsheet (provided in the hyperlink below) and send it via email to flex@finra.org. Once received, course assignments will be uploaded and within 24 hours and your users will be able to access their Firm Element assignments from their FinPro account.

NOTE: FLEX will not send any course assignment notification to your users. You have the ability to do so through your firm's messaging system.

FLEX - Course Assignment Template

Once users have logged into their FinPro account, they will be able to access assigned courses through a link in the Actions (Quick Links) section at the top right (see screen shot below).

FINCA.	Financial Professional G	ateway			My Account Help NEW Sign out
💄 Summary					Actions (Quick Links)
🚔 Employment	Continuing Education Status				Print My Report Take Firm Element CE
Registrations	Regulatory Element CE: (Required) SRC	Due Date: 12/31/2024 0			
Qualifications	Reminders You can now start your require	d Regulatory Element Continuing Education (CE)	Under applicable SRO rules/regulations_CE m	ust be completed by 12/31/2024 to	FinPro Attestation
Continuing Ed	keep your active registration st Current Registrations	atus, however your firm may have set an earlier d	ue date. View and Take Outstanding CE.	,,	I have reviewed the information contained in FinPro as requested by:
Disclosures	B Alabama	B Nebraska	 FINRA 		The information is up-to-date and accurate. Some information is incorrect and needs to be updated. I will contact my firm(s)
	B Alaska	B Nevada	 BOX 		to provide updated information.
	B Arizona	B New Hampshire	 BX 		A4497
	B Arkansas	B New Jersey	 CBOE 		
	B California	B New Mexico	CBOE BYX		
	B Colorado	B New York	CBOE BZX		
	B Connecticut	B North Carolina	CBOE C2		
	B Delaware	B North Dakota	CBOE EDGA		
	B District of Columbia	B Ohio	CBOE EDGX		
	B Florida	B Oklahoma	 IEX 		



After clicking the link, users will be brought to their learning plan page on the FLEX delivery platform which will display their assigned courses and their corresponding assigned due dates.



On this page, you will find a list of Firm Element courses that have been assigned to you by your firm, as well as any applicable Regulatory Element courses that are currently in progress. Simply click on the course you want to complete. If you require additional information about the Firm Element courses that have been assigned to you, please contact your firm's training manager or send an email to <u>flex@finra.org</u>.



NOTE: Any Regulatory Element CE courses that the user has in progress will also appear on this page.

Please send any additional course assignments using the same template or any course removal requests via email to <u>flex@finra.org</u>.