

FINANCIAL LEARNING EXPERIENCE (FLEX) LEARNER USER GUIDE

Version 1.1

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Financial Learning Experience[™] (FLEX[™]) is a centralized continuing education (CE) platform that provides e-learning content that firms have the option to leverage for their Firm Element or other training needs.

Financial Learning Experience (FLEX) Platform Overview

The FLEX platform offers the Firm Element courses. To access the environment, a link is available in FinPro. The link to FLEX will appear once a Learner's firm approves the assignments.

- 1. Log into FinPro.
- 2. Locate the Take Firm Element CE link in the Actions (Quick Links) area.
- 3. Click on the link to access the FLEX platform.

FINCA.	Financial Professional G	Sateway		My Account Help NEW Sign
Summary		1		Actions (Quick Links)
Employment				Print My.Report Take Firm Element CE
Registrations	Continuing Education Status Regulatory Element CE: Required SF	IO Due Date: 12/31/2024 0		
Qualifications	Reminders			FinPro Attestation
Continuing Ed	You can now start your require keep your active registration	ed Regulatory Element Continuing Education (CE) status, however your firm may have set an earlier of	Under applicable SRO rules/regulations, CE must be completed by 12/31/2/ ue date. View and Take Outstanding CE.	1 have reviewed the information contained in FinPro as requested by:
Continuing Lu	Current Registrations State Registrations		SRO Registrations	The information is up-to-date and accurate
Disclosures	(B) Alabama	(B) Nebraska	 FINRA 	Some information is incorrect and needs to be updated. I will contact my firm(s) to provide undated information
	(B) Alaska	(B) Nevada	BOX	Apply
	(B) Arizona	B New Hampshire	BX	

Accessing Firm Element Training

Selecting the **Take Firm Element CE** link in FinPro directs to the learning platform to access Firm Element training. There are two main areas within the FLEX platform.

- The Home page provides a quick breakdown of assigned and in-progress training.
- The **Me** page provides curated resources for administrators and learners.

FINTA. FLEX Home Page Overview

The **Home** page also displays important announcements regarding the items listed on the home page or updates about the platform, as well as contact information if you have either a FLEX, regulatory or practical element course question.

- 1. Access the Home page by clicking on the three-line menu icon in the upper left-hand side.
- 2. Select Home.

FINCA.	A Home III Browse
A Home	
e Me	
	list of Firm Element courses that have been assigned to you by your firm, as well as any applicable Regulatory Elem
	e. If you require additional information about the Firm Element courses that have been assigned to you, please con
	tory Element courses, please contact <u>FINRACE@finra.org</u> .
	stions: What Wholesalers Need to Know

Under the My Learning (List View) area, assignments are listed in following order:

- Overdue course Courses that were not completed by the due date are considered Overdue. The overdue course also is listed with the number of days past the due date (in red font).
- 2. Active Assigned courses Courses that are assigned and are not considered Overdue. The due date is identified, as well as the number of days before the due date.
- 3. In Progress course Courses with no due date that have been started but not successfully completed.
- 4. Surveys Any outstanding surveys associated with course that are optional to complete.



Me Section Overview

The Me page lists assigned, in progress and completed courses. The Me page provides the ability to view the assigned and in-progress courses as well as completed courses.

Access the Me section by selecting the collapsed menu, located in the upper left-hand corner under the FINRA logo.

Select the Me menu selection.

FINCA.		FLEX LEARNER USER GUIDE
FINCA.	⊖ Me III Browse	Learning Catalog 🗸 Enter text to search Q 🔁 💿
★ Home ♦ Me	My Plan ACTIONS C Learning & Certifications In Progres 5 Completed 18 Pending action 2 Learning & Certifications X Filters Y	😫 Pian 💷 To-Do Lists

Plan

The Plan page lists all the assigned courses with the due date and day count before and after the due date. In the **Learning & Certification** area, courses are listed with overdue and upcoming mandatory assignments listed first. The due date includes a countdown of before and past due days. In-Progress courses are also listed in this section. You can launch the courses by clicking on the title or the View Summary button.

	FINCA		Me III Browse		Learning Catalog	Enter text to search		Ħ	
::	Plan		My Plan ACTIONS >				Plan	≔ To-Do Lists	;
	Profile					-			ß
۲	Continuing Education Credits		Learning & Certifications						
٠.	Completed Learning		0						
	Courses I Manage		In Progress 41 Completed 9						
49 ••	Analytics		Pending action						
+	Additional Information								
		Г	Learning & Certifications 🔻 Filters 🗸						
			NAME		PROGRESS	DUE	ACTIONS		
			Private Placements Conducting Reasonable Invest Course Web-Based Source : Michelle Maya	igations for Regulation D Offerings	IN PROGRESS View credits	31-JUL-2023 501 days past due	VIEW SUM	MMARY ~	
			Electronic Communications: What Retail Staff Nee Course Web-Based Source : Michelle Maya	d to Know	IN PROGRESS View credits	31-OCT-2024 43 days past due	VIEW SUM	MMARY -	
		L	Electronic Communications: What Wholesalers Ne Course Source : Michelle Maya	ed to Know	PENDING REGISTRATION	31-0CT-2024 43 days past due	VIEW CL	ASSES	·

Completed Learning

The Completed Learning area shows all the Regulatory, Practical and Firm Element completed courses. The completions are automatically listed by date, with newest completions listed first.

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Plan Plan			
Activity	My Completed Learning		
Profile	Learning Event Name		
Continuing Education Credits	Type to search		Y Filters
Completed Learning		T	
Courses I Manage	Fixed Income Suitability: Retail Sales Practices	SUCCESSFUL	VIEW SUMMARY
Order History	Source : Michelle Maya	On: 09-SEP-2024 View credits	
D Analytics	2024 FMCE American Web-Based	SUCCESSFUL	PRINT CERTIFICATE
		On: 06-SEP-2024	
+ Additional Information	2024 FMCE Arca Web-Based	SUCCESSFUL	PRINT CERTIFICATE
		On: 06-SEP-2024	

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