Financial Industry Regulatory Authority

IARD | ADV Part 2 - Firm User

Part 2 is the section of Form ADV that contains information about Investment Adviser firms and the type of business they conduct. Firms are required to provide Part 2 of Form ADV to existing and prospective clients. All SEC-registered and some state-registered Investment Adviser firms are required to submit Part 2 of Form ADV online through the IARD™ system. A firm that offers substantially different types of advisory services has the option to prepare separate brochures for each service, as long as, each client receives all information about the services and fees that are applicable to that client.

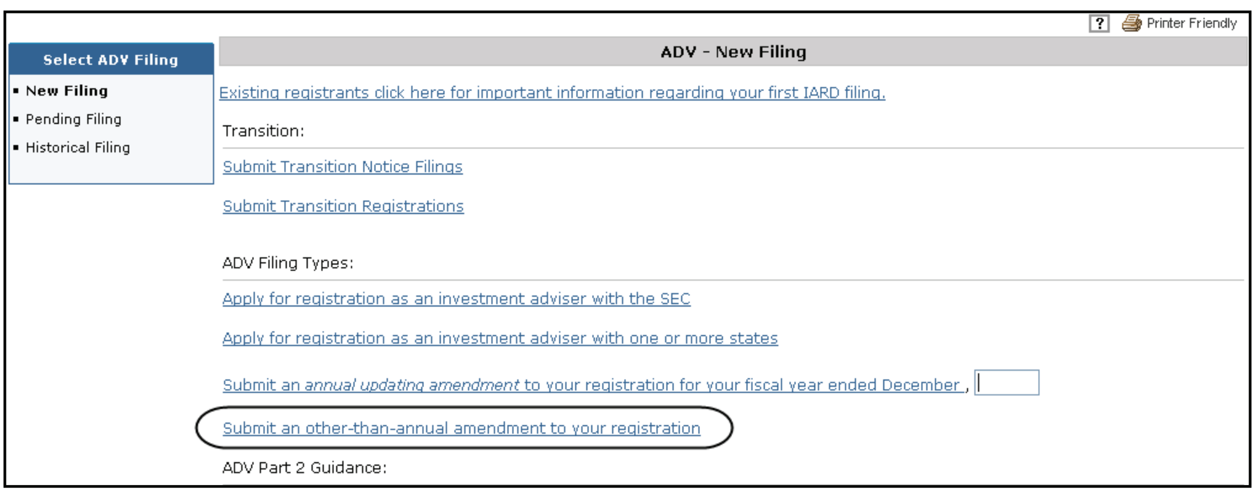
For purposes of the IARD system, Part 2 of the Form ADV is referred to as the "Brochure." The document must be converted to a text-searchable, PDF file before submission to the IARD system. Access IARD at https://crd.finra.org/iad.

This navigation guide provides instructions on how to:

- Submit Part 2 of Form ADV
- Amend, Retire, and Confirm a Brochure
- View Brochure Status
- View Brochure Filing History
- Perform a Brochure Search

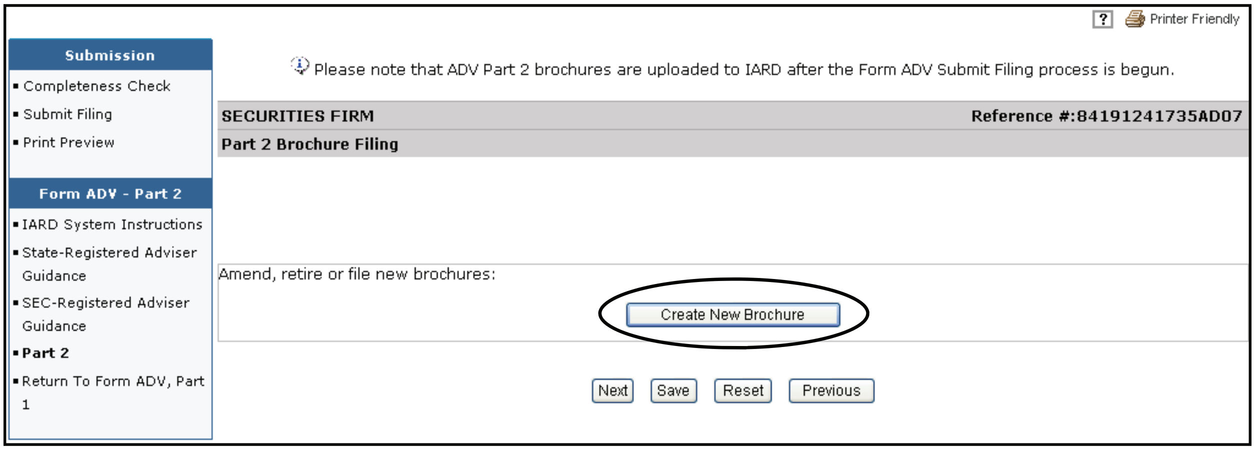
Submitting a Brochure

1. From the **Forms** section of the IARD Site Map, click the appropriate Form ADV filing type. (e.g., Submit an other-than-annual amendment to your registration).
   NOTE: The ADV Part 2 Guidance section contains links to IARD system instructions on www.iard.com and filing guidance pages on www.nasaa.org and www.sec.gov.

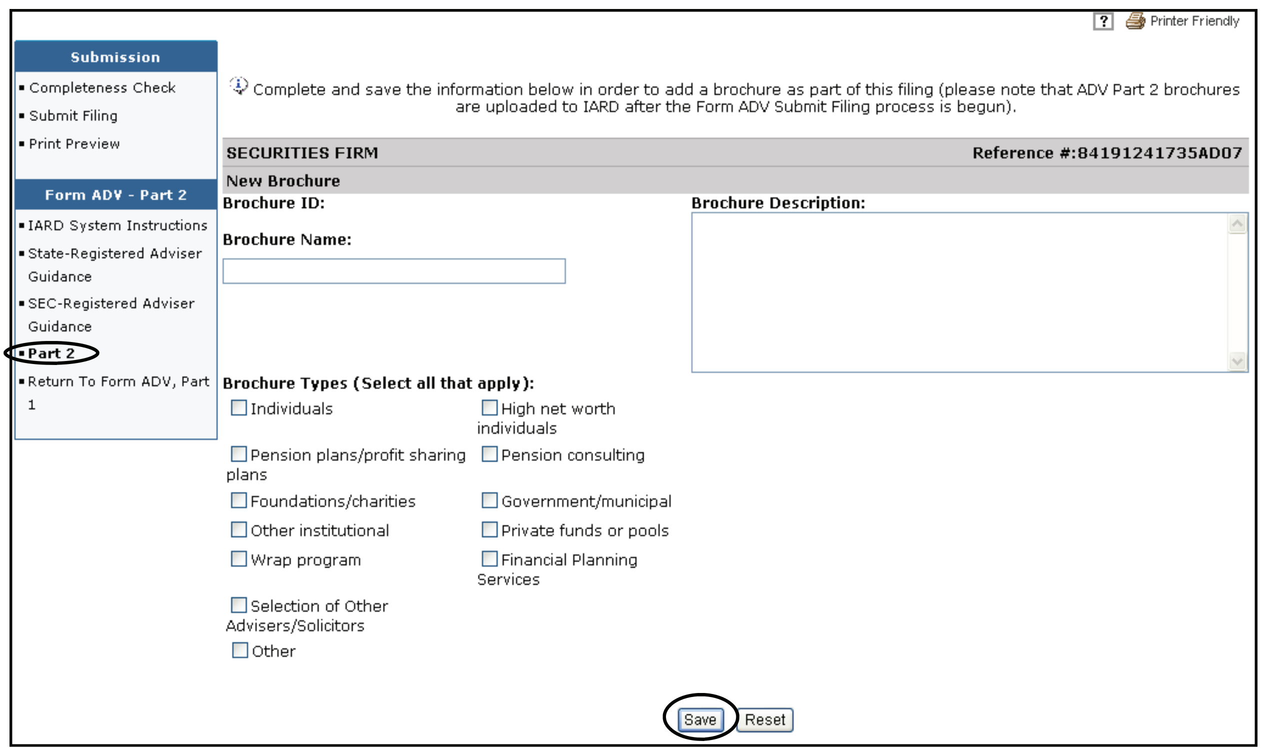


Questions on IARD? Call the IARD Hotline at **240 386-4848**
8 A.M. - 8 P.M., ET, Monday through Friday

2. Click on the **Part 2** hyperlink in the navigation panel to display the *Part 2 Brochure Filing* screen.
3. Click **Create New Brochure**.



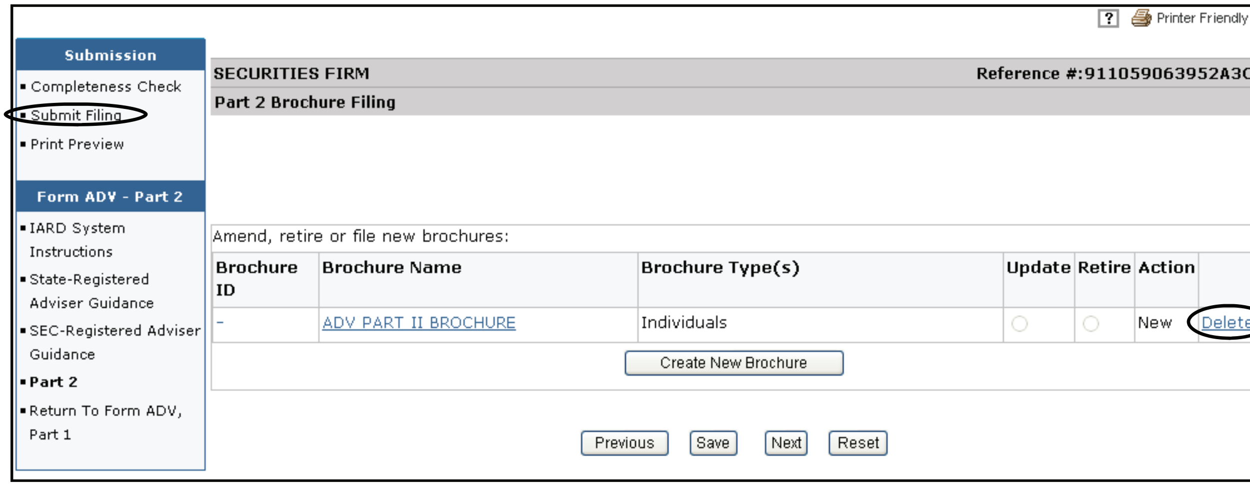
4. Complete the following required fields:
   - Brochure Name
   - Brochure Types
5. Click **Save**.
6. Click **Part 2** from the navigation panel.



NOTE: If **Other** is selected as the Brochure Type, a text box displays, prompting you to specify the brochure type. Also, after clicking **Save**, an additional pop-up message will display if the firm does not have a brochure in the IARD system to clarify when brochures are attached and processed as part of the filing.

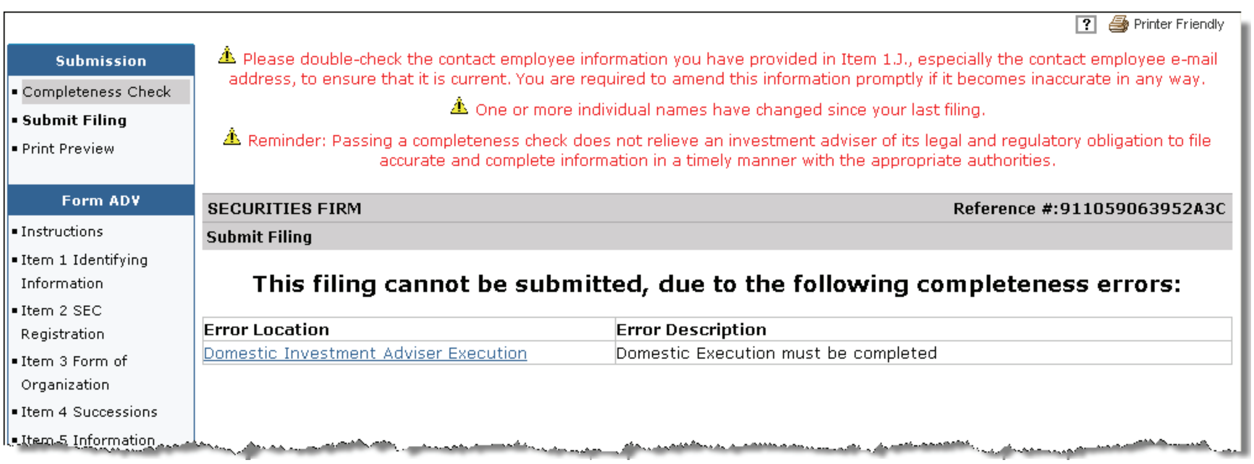
Prior to submission, firm users have the option to delete a new brochure by selecting the **Delete** hyperlink and then clicking **OK** when the following message displays: “Are you sure you want to delete this brochure?”

7. Click **Submit Filing** from the navigation panel.

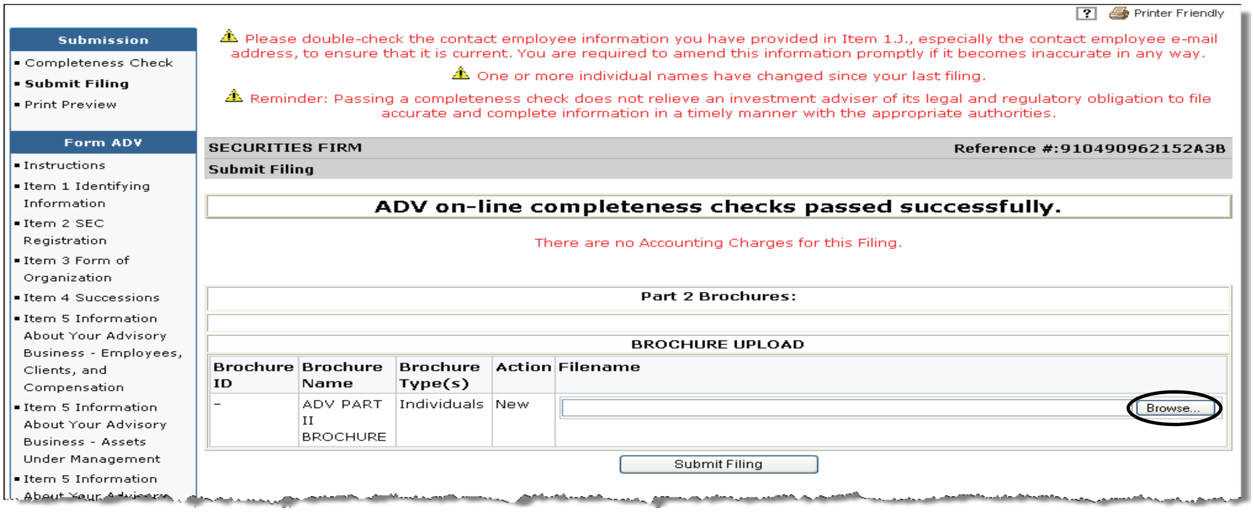


NOTE: The **Update/Retire** radio buttons are only available for brochures previously submitted.

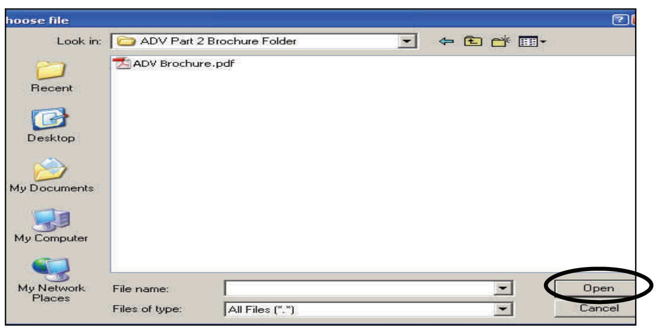
All Completeness Check Errors must be cleared prior to submission.



8. From the *Submission* screen, click **Browse** to locate the brochure on your computer. The *Submission* screen will only display once all completeness checks have been passed.

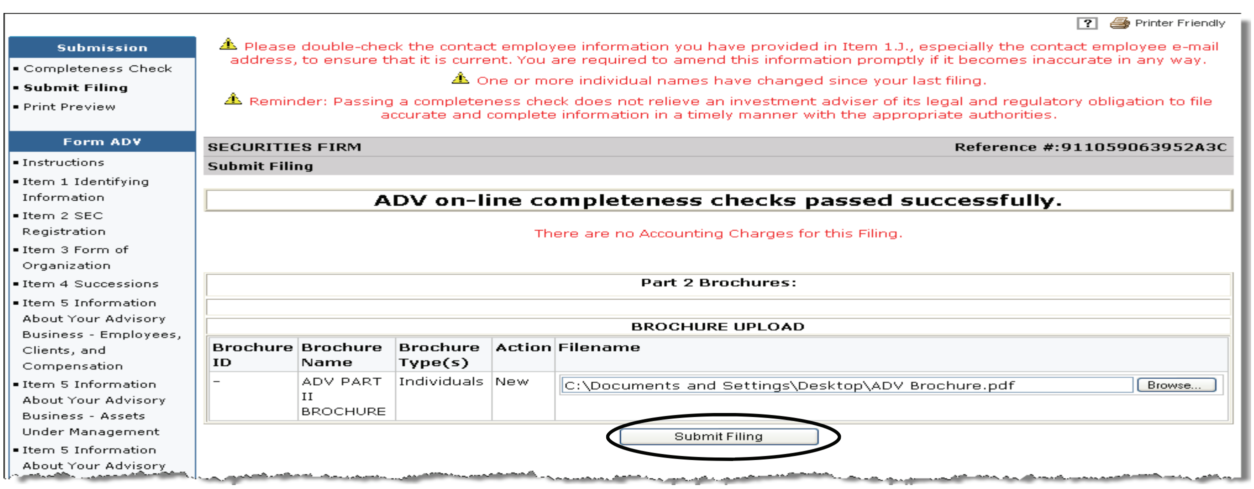


9. Select the appropriate brochure and click **Open**. Once a Brochure is submitted to the IARD system, it will be made available to the public via the IAPD system; therefore, users should ensure they are attaching the correct file prior to submission.

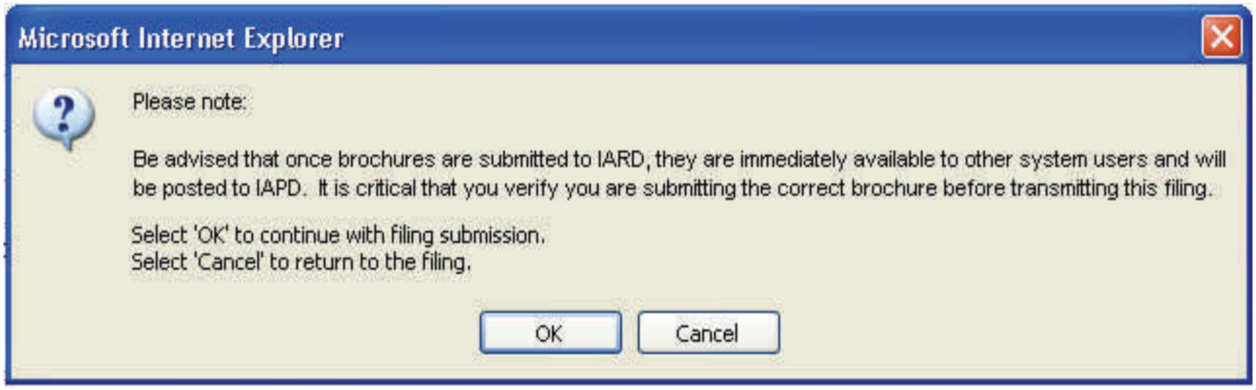


After the upload is complete, the File name field is populated with the location of the brochure, as shown on the screen below.

10. Click **Submit Filing**.



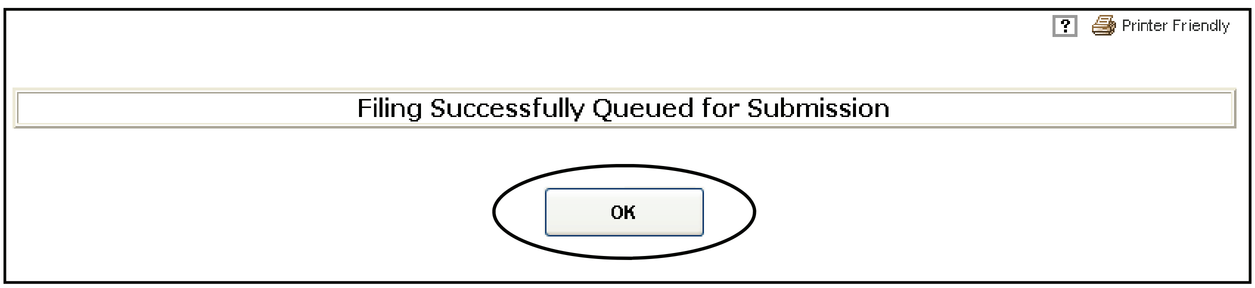
The following warning message displays after the Submit Filing button has been clicked:



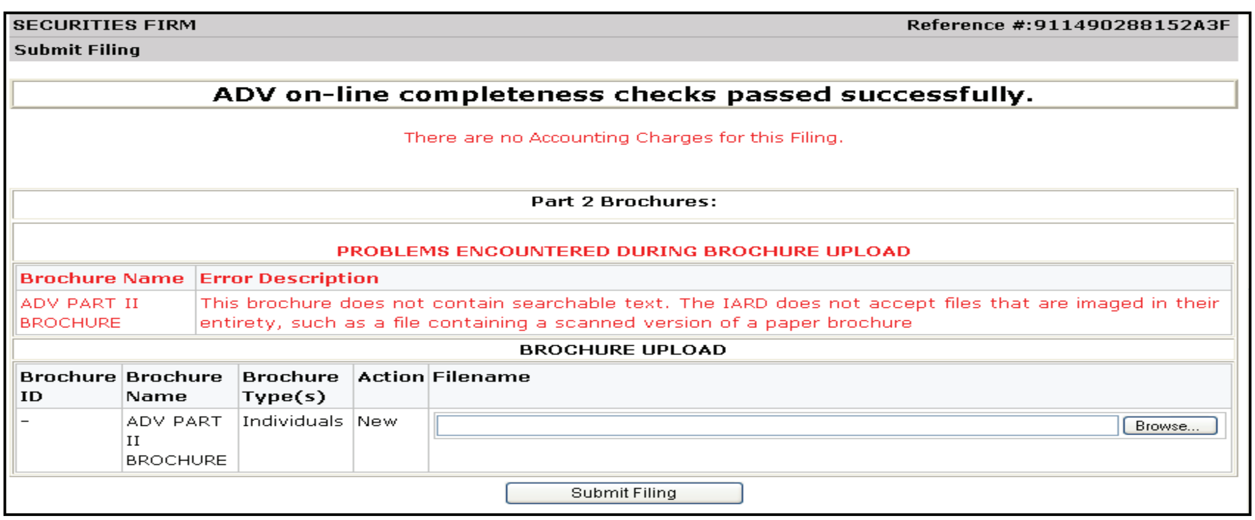
11. Click **OK**.

A screen displays, notifying the user that the filing has been queued for submission.

12. Click **OK**.



Brochures must be in PDF format and must be text-searchable. If the file does not meet this requirement, the following error message displays.

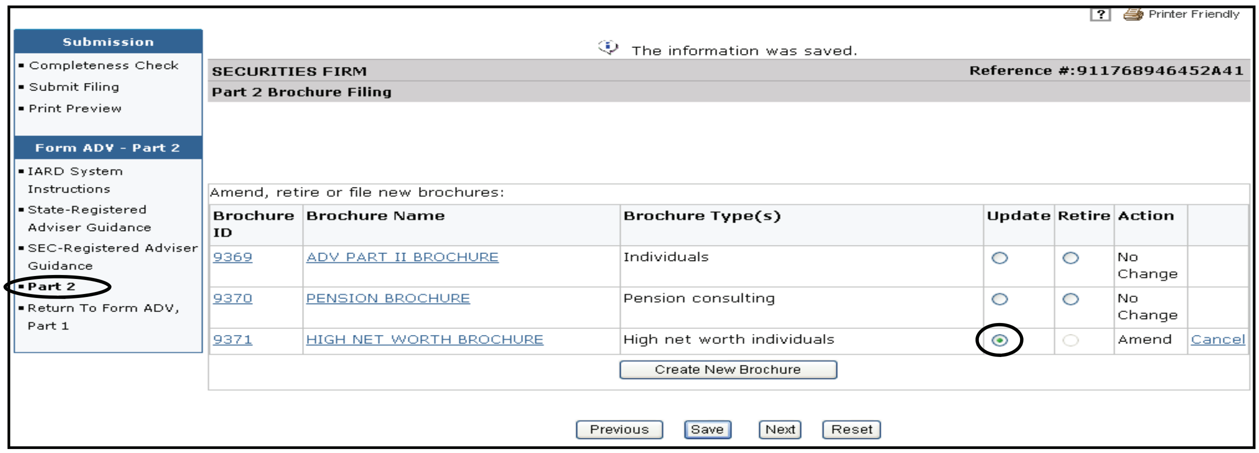


Amending a Brochure

The Amend brochure option allows a firm to update their Brochure Name, Brochure Description, and/or Brochure Type for a brochure that is already on file. Prior to submission, the firm will be able to upload the updated version of the brochure.

To amend a brochure complete the following steps:

1. Access the appropriate ADV filing (e.g., Other than Annual Amendment).
2. Click **Part 2** hyperlink from the navigation panel.
3. Click the **Update** Radio button.
3. If applicable, click the appropriate **Brochure Name** hyperlink to amend the Brochure Name, Brochure Type and/or Brochure Description.



4. Enter the updated information.
5. Click **Save**.
6. Attach and submit the latest version of the brochure. Refer to the Submitting a Brochure section on page 1 for steps on how to attach a brochure and submit a Part 2 filing.

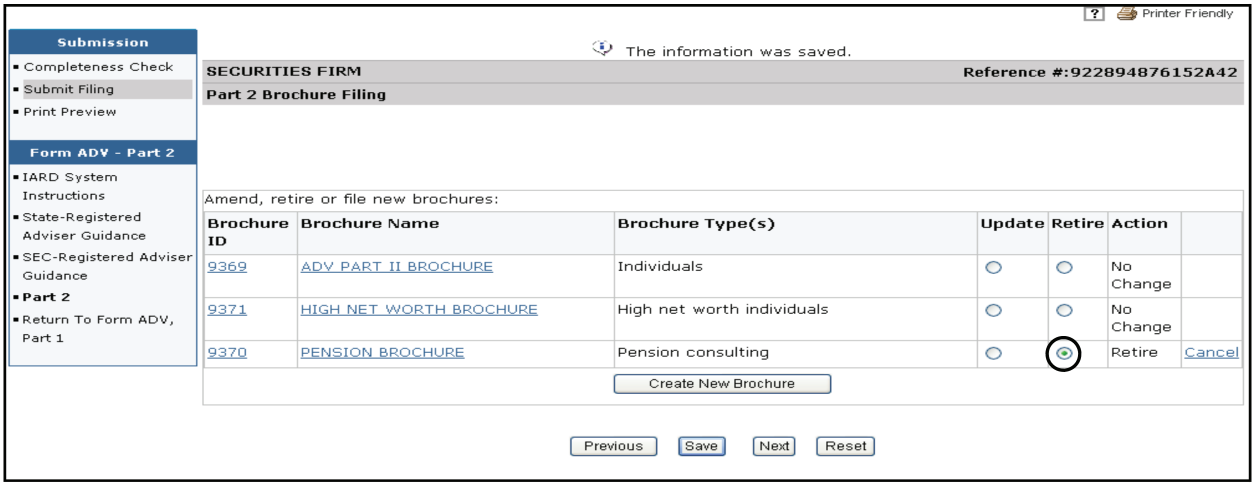
NOTE: The Update radio button is automatically selected once the Brochure information is updated and saved.

Prior to submission, firm users have the option to cancel an amendment to a brochure by selecting the **Cancel** hyperlink and then clicking **Save** when the following message displays: "Are you sure you want to cancel this brochure edit?" Click the **Brochure ID** hyperlink to view the latest version of the brochure.

Retiring a Brochure

For firms with multiple brochures on file, the **Retire** brochure option allows a firm to retire brochures describing advisory services that are no longer offered to clients. If a firm has a single brochure, updates must be made by amending the brochure as described on page 6.

1. Access the appropriate ADV filing (e.g., Other than Annual Amendment).
2. Click the **Part 2** hyperlink from the navigation panel.
3. Click the **Retire** radio button associated with the brochure you wish to retire.



4. Click **Save**.
5. Submit Form ADV Filing.

Prior to submission, firm users have the option to cancel a request to retire a brochure by selecting the **Cancel** hyperlink and then clicking **Save** when the following message displays: "Are you sure you want to cancel this brochure edit?"

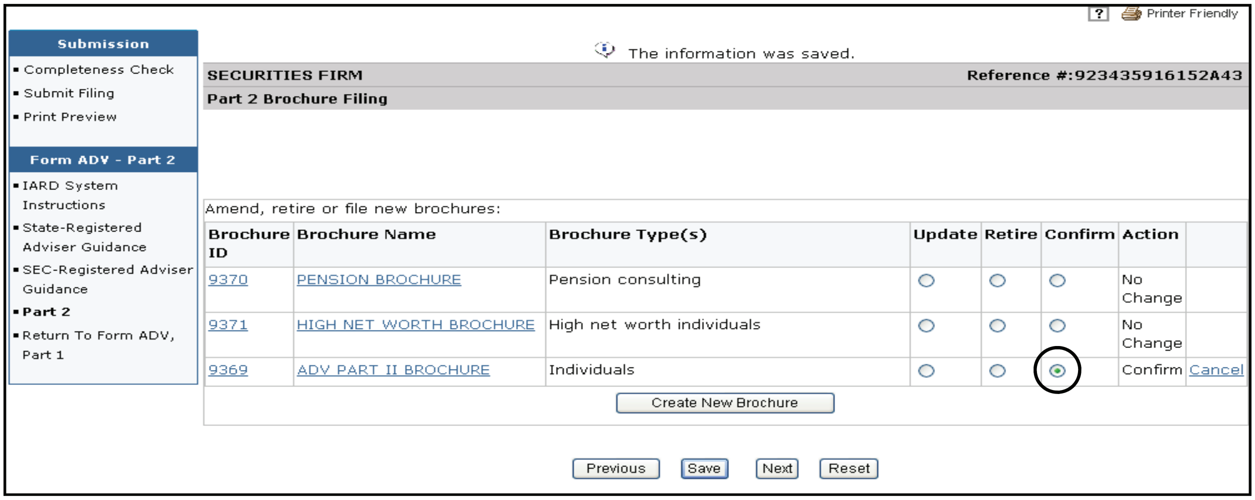
NOTE: The IARD system will not allow you to retire all of your firm's brochures or the last brochure on file on a Form ADV filing. The system will retire all brochures on file for your firm upon submission of a Form ADV-W filing.

Confirming a Brochure

The Confirm brochure option is only available when a firm files its Annual Amendment. This allows the firm to confirm that the brochures on file are still current without having to upload a new version. Upon submission of the filing , the system will not prompt the firm to upload a new version of the brochure.

1. Access the appropriate ADV filing (e.g., Annual Amendment).
2. Click the **Part 2** hyperlink from the navigation panel.
3. Verify that the brochure on file is up to date. Clicking the **Brochure ID** hyperlink associated with the specific brochure to review the current version.

4. Select the **Confirm** radio button.



5. Click **Save**.
6. Submit Form ADV Filing.

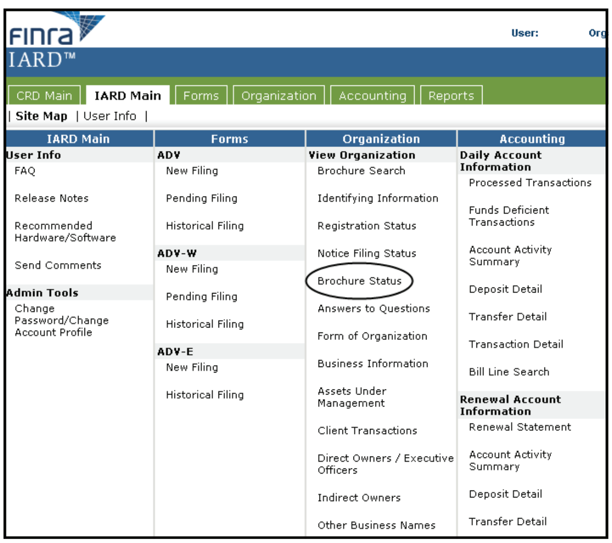
Viewing a Brochure Status

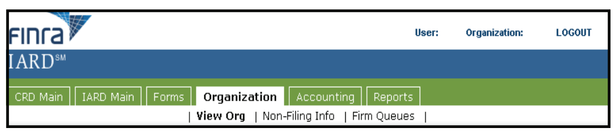
There are 2 ways to access Brochure Status information:

1. From the Organization section of the IARD Site Map, click **Brochure Status**.

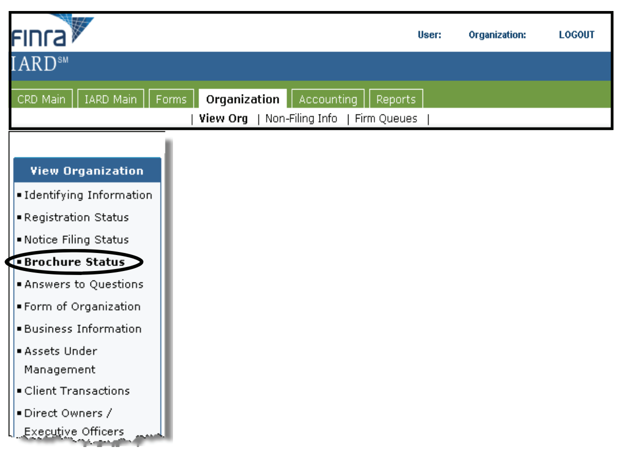
OR

1. Click on the **Organization** tab on the toolbar.

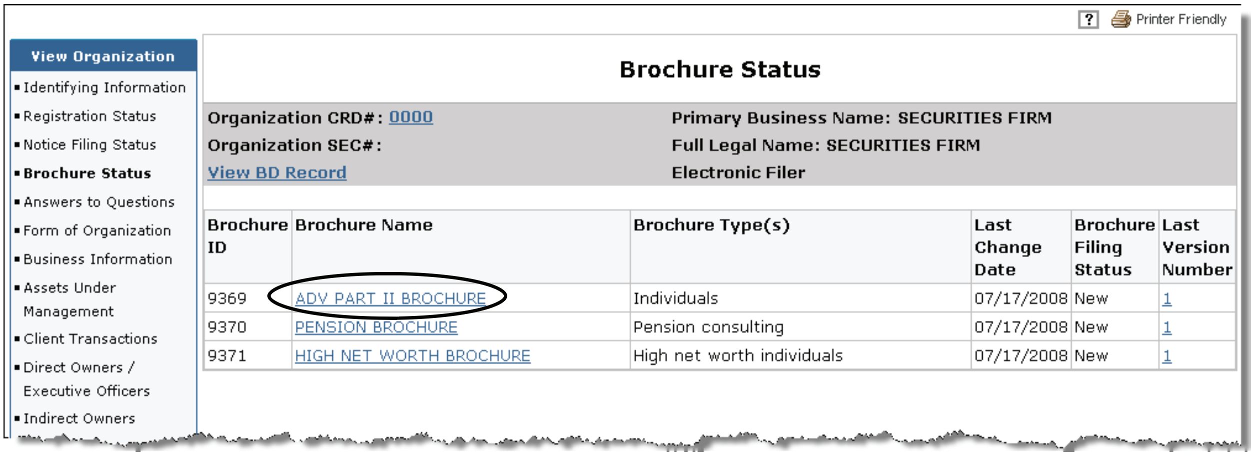




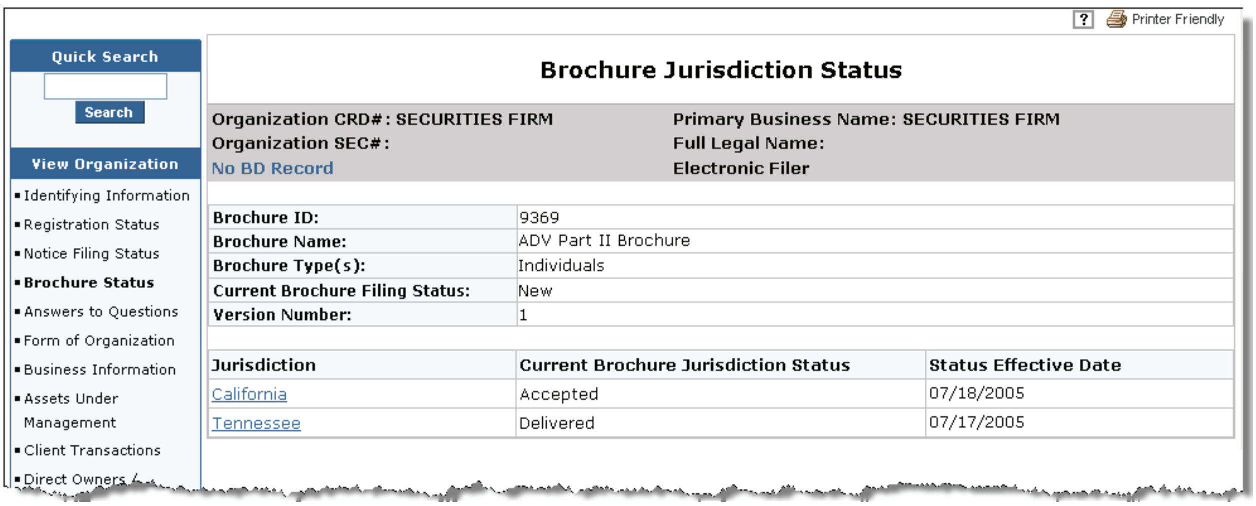
1b. Click the **Brochure Status** hyperlink from the navigation panel.



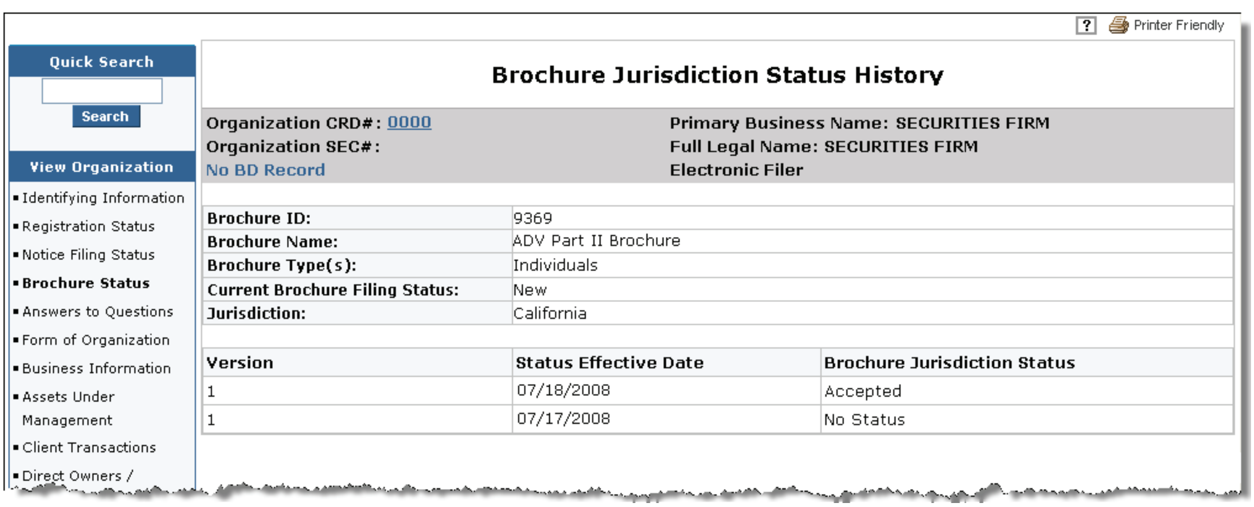
2. Click the **Brochure Name** hyperlink to view Brochure Jurisdiction Status.



3. Click the **Jurisdiction** hyperlink to view the Brochure Jurisdiction Status history.



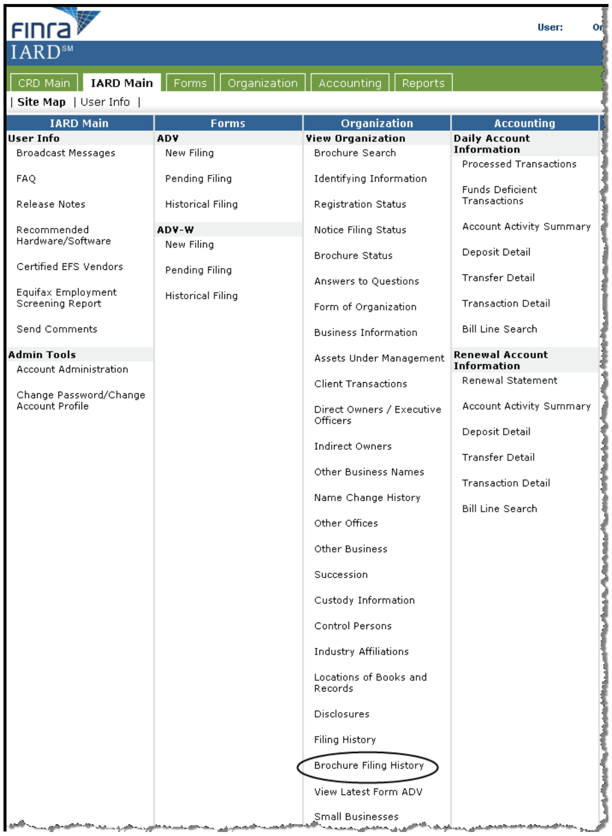
The *Brochure Jurisdiction Status History* screen displays.



Viewing a Brochure Filing History

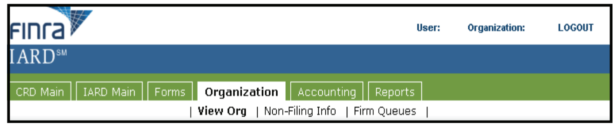
There are 2 ways to access Brochure Filing History information:

1. From the Organization section of the IARD Site Map, click the **Brochure Filing History** hyperlink.



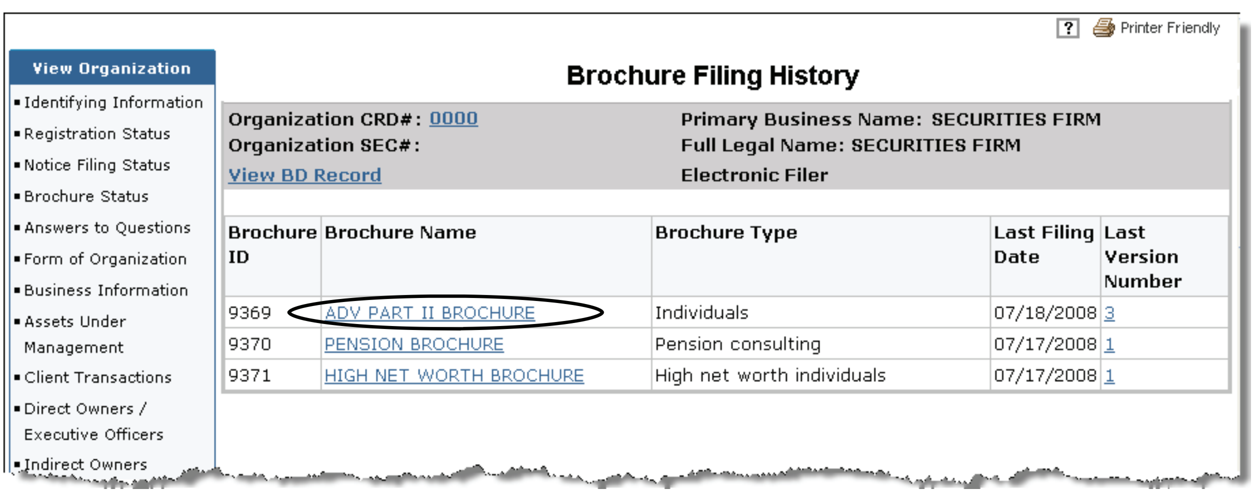
OR

1. Click the **Organization** tab on the toolbar.

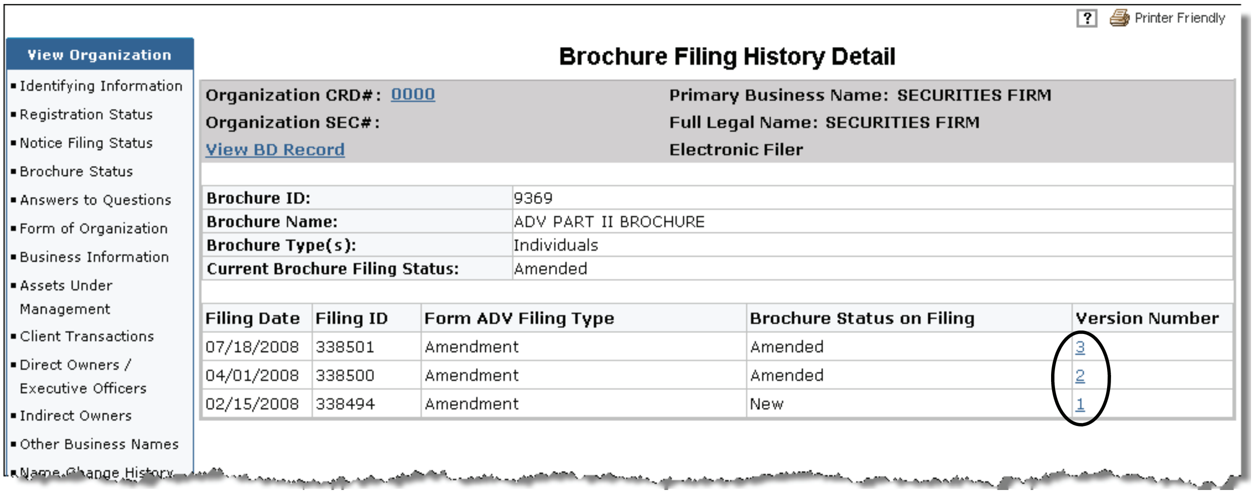


1b Click the **Brochure Filing History** hyperlink from the navigation panel

2. Click the **Brochure Name** hyperlink to view the *Brochure Filing History Detail* screen.



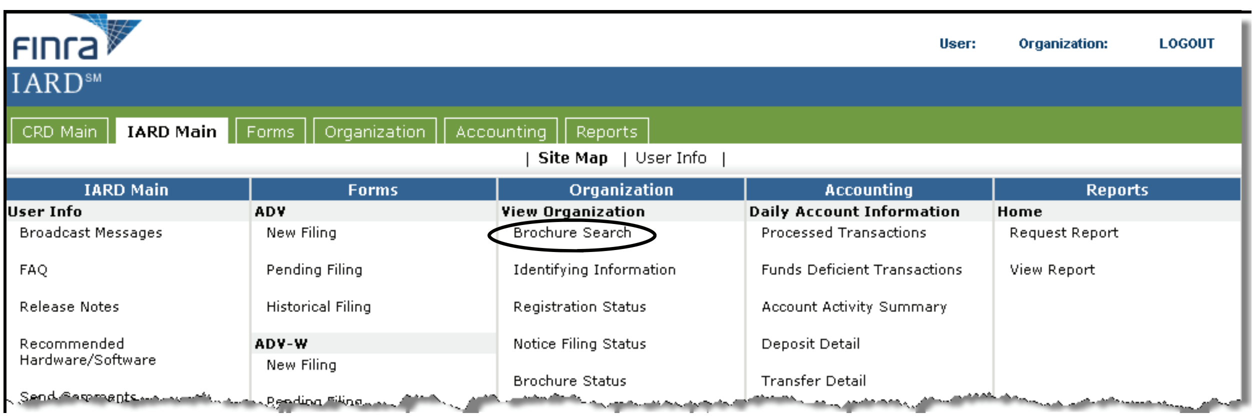
TIP: Click on the **Version Number** hyperlink to view the PDF version of the brochure.



Performing a Brochure Search

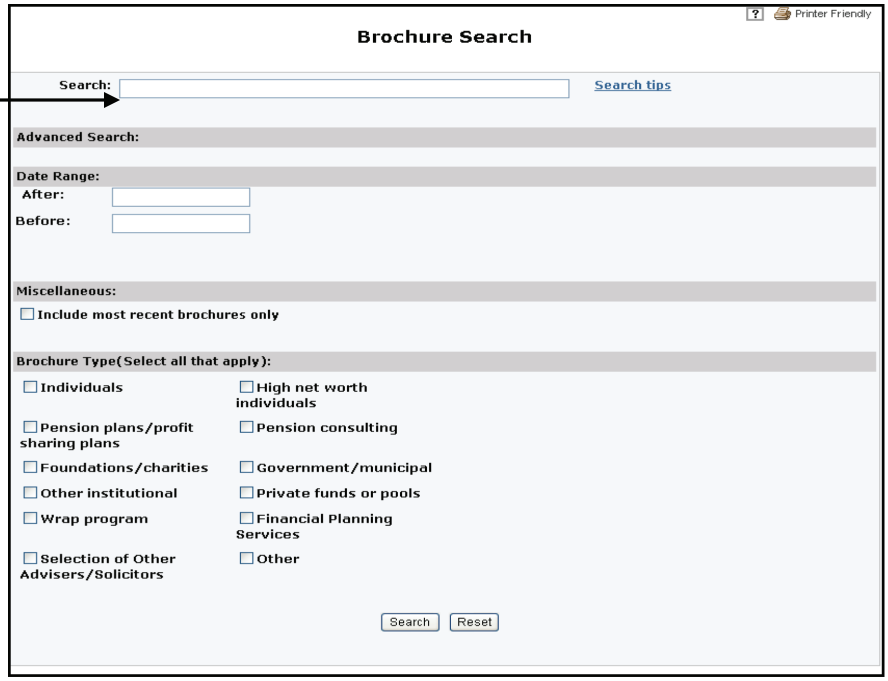
The Brochure Search functionality allows a firm to search for text within the brochure submitted by the firm. The metadata (Brochure Name and Brochure Description) is not included in the search.

1. From the Organization section of the IARD Site Map, click the **Brochure Search** hyperlink.

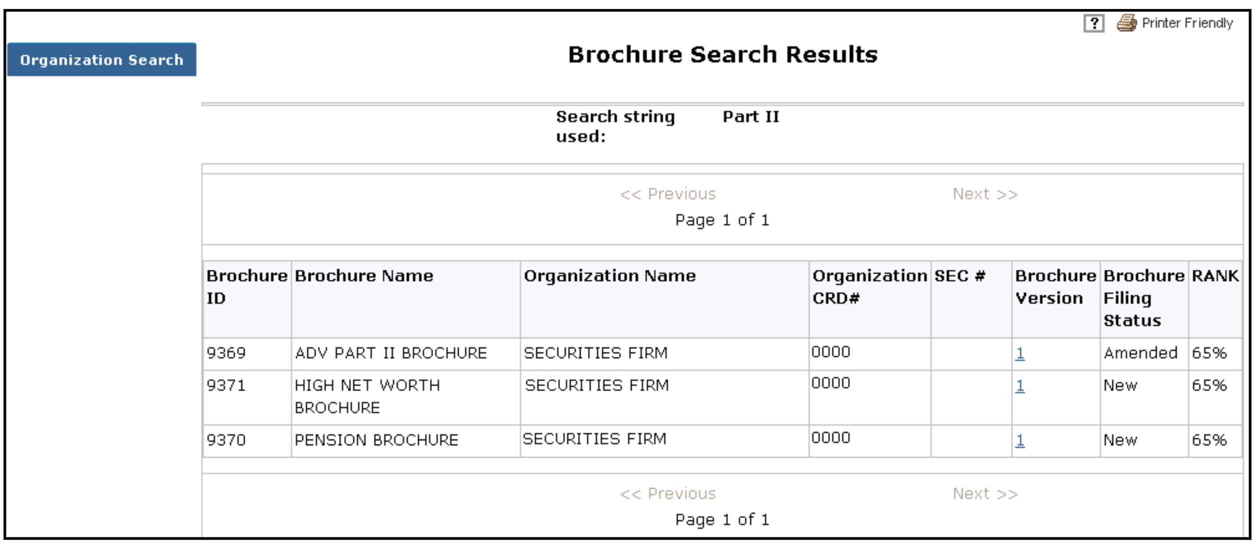


2. Enter search criteria.
3. Click **Search.**

The Search field is a required field



The *Brochure Search Results* screen displays.



Brochure ID	Brochure Name	Organization Name	Organization CRD#	SEC #	Brochure Version	Brochure Filing Status	RANK
9369	ADV PART II BROCHURE	SECURITIES FIRM	0000		1	Amended	65%
9371	HIGH NET WORTH BROCHURE	SECURITIES FIRM	0000		1	New	65%
9370	PENSION BROCHURE	SECURITIES FIRM	0000		1	New	65%

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NOTE: Users can view the PDF brochure by clicking the Brochure Version hyperlink. To find specific text within the brochure perform a text search within the document.

Additional Resources

Snapshot – IA Firm Report

Part 2 information was added to the Snapshot - IA Firm report. Firm users will be able to include or exclude ADV Part 2 information in the report parameters.