

Nasdaq Report HQ

Quick Setup Guide

Step 1

Requesting an Account

1. Request an account via the [Report HQ Request Form](#)
2. Nasdaq will verify your account request

Step 2

Setting Up Your Account

1. Once verified, you will receive an email from 2FA@nasdaq.com
2. Click on the registration link
3. You will be brought to a page with the following options
 - Recycle Existing Account – this should be used to enter an existing Nasdaq 2FA account
 - Setup New Account – this should be used to setup a new Nasdaq 2FA account
4. If the 'Setup New Account' applies to you, click on the link
5. You will be provided with a username and be asked to provide a password for the new account. Once a password is provided, it will need to be confirmed. **Please make sure to remember your password**
6. Your registration is now complete for Report HQ

Step 3

Setting Up Two-Factor Authentication

1. Next, you will receive a self-enrollment email providing instructions for downloading the SafeNet MobilePASS application and enrolling a token because logging into Report HQ requires two-factor authentication
2. Click on the link in the two-factor authentication self-enrollment email. Here you will be asked to install the SafeNet MobilePASS application on your phone or desktop
3. Once MobilePASS is installed, you will need to copy the entire string from the SafeNet Authentication Service – Self-Enrollment webpage to the clipboard
4. Open the MobilePASS app and enter a Token Name as an identifier (for example, 'Nasdaq Token') and select "Activate"
5. Paste your string from the clipboard into the provided field (if it was not automatically pasted) and select "Automatic Enrollment"
6. At this point, the MobilePASS app will ask you to set up a personal 6-digit PIN. **Please make sure to remember this PIN**
7. Your MobilePASS has now been setup and enrollment is complete

Accessing Report HQ

1. Go to the Report HQ [login page](#)
2. Enter your username, password, and the passcode provided by the MobilePASS app
 - To retrieve your MobilePASS app passcode, open the app, click on the token that was setup in the previous section, and enter your PIN. This will display the passcode needed to login to Report HQ

FOR THE MORE INFORMATION

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