

EFD Franchise Walkthrough

Navigate to the website <https://www.nasaaefd.org> to begin.

This document shows filers how to create a Franchise Filing.

Contents:

Home Page	2
Login Screen	3
Accept Terms and Conditions	4
Filers Home	5
Filers Home – Franchise Menu	6
Franchise - Draft Filings (NEW)	6
Franchise – Registration.....	7
Franchise – In Progress Filings (Banners and Messages)	10
Filer - Franchise Walkthrough.....	11
Franchise ACH Payment Collection.....	17
Questions:	18

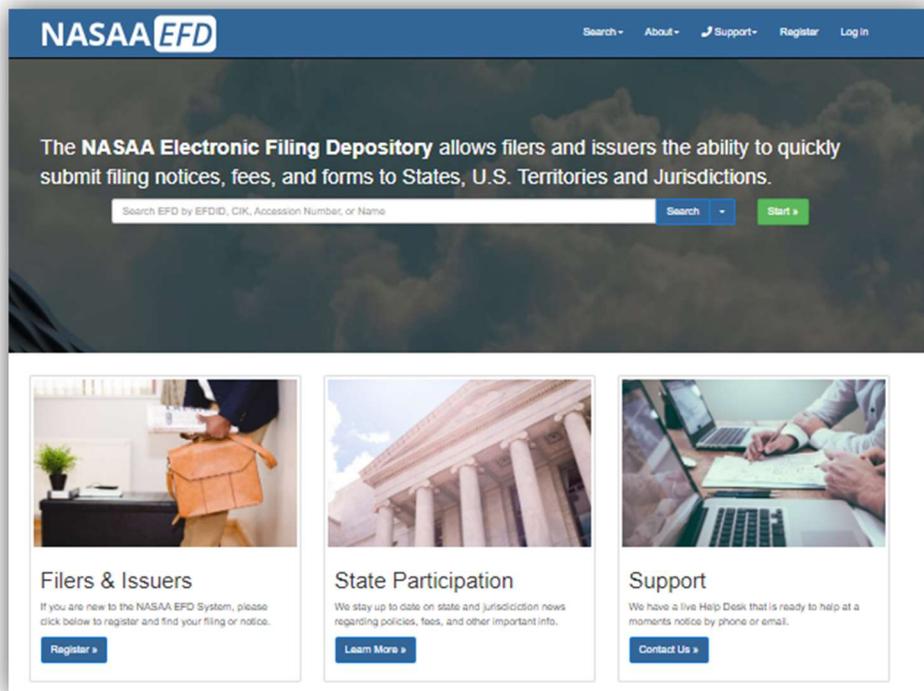
North American Securities Administrators Association, Inc.

Electronic Filing Depository (EFD – www.nasaaefd.org)

EFD FRED Walkthrough

Screen: Home Page

This is the home page for the Electronic Filing Depository, which is available at <https://www.nasaaefd.org>.



Filers must complete the registration process in order to create a new account (see the Filer Registration document).

If a Filer already has an account with EFD, then the Filer clicks **Log In** at the top of the screen.

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Screen: Login Screen

The screenshot shows a login form with the following elements:

- Form title: Login
- Input field: Login Name
- Input field: Password (with a visibility icon)
- reCAPTCHA: I'm not a robot checkbox and logo
- Button: Log in
- Links: Forgot My Login, Forgot My Password, Register A New Account

- The Filer must enter their Login Name and Password.
- The Filer must select the 'I'm not a robot' option, and pass any reCAPTCHA authentication.
- The Login Name IS NOT case sensitive.
- The Password IS case sensitive.

*Use the option buttons at the bottom of this screen to retrieve lost Login Names or reset your Password.

This close-up view highlights the bottom portion of the login interface:

- reCAPTCHA: I'm not a robot checkbox and logo
- Button: Log in
- Buttons: Forgot My Login, Forgot My Password (with a mouse cursor pointing to it)

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EFD FRED Walkthrough

Screen: Accept Terms and Conditions

Filers must click the **Accept the Terms and Conditions** button upon logging into the EFD website.

Terms & Conditions

Accept the Terms and Conditions

Reject the Terms and Conditions

NASAA ELECTRONIC FILING DEPOSITORY

FILER TERMS OF USE

These Terms of Use were last updated on November 25, 2014.

By clicking “**Accept**,” You certify that You have read and understand all of the NASAA Electronic Filing Depository System Filer Terms of Use and intend to form a binding agreement with NASAA on those terms without modification or amendment.

These Filer Terms of Use constitute an agreement between the North American Securities Administrators Association, Inc. (“**NASAA**”) and each individual (each, a “**Filer User**” or “**You**” and variations thereof such as “**Your**”) who is issued an EFD Filer user account or who otherwise accesses the applications, content, data, or services available to those with EFD Filer user accounts, in each case on or through the website operated by NASAA and accessible at <https://www.efdnasaa.org> (the “**Website**”).

Filers will not be allowed to proceed until the Terms and Conditions on this screen are accepted.

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EFD FRED Walkthrough

Screen: Filers Home

After accepting the Terms and Conditions, Filers are logged in and the Filer's Login Name will appear at the top of the screen. To get back to this page at any time you only have to click on your name/username in the top right and click on "Filer Home".

The screenshot shows the NASAA EFD Filers Home page. The header features the NASAA EFD logo on the left and navigation links for Search, About, Support, and Support At EFD on the right. Below the header is a secondary navigation bar with links for Tools, Form D, UIT, UFT, and Franchise. The main content area includes a breadcrumb trail (EFD / Filers), a large heading "Filers - Home", and a "Welcome Filer" section. This section contains three paragraphs of text: the first explains how to use the Search function to find filings; the second describes the "First Time Digitization" process for creating notices; and the third directs users to the FAQ page. Below the text is a YouTube channel link for "EFD NASAA Channel on YouTube". At the bottom of the page is a "Release Notes" section.

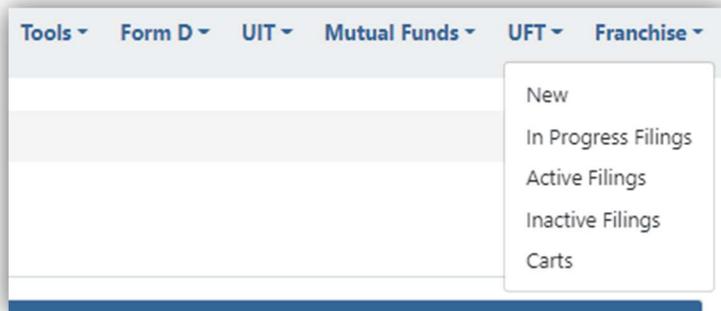
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Screen: Filers Home – Franchise Menu

This menu allows one to create “NEW” franchise filings, Review franchise filings that are in progress, Active/ Inactive franchise filings, and make payment VIA Franchise CARTS. Please see the “Filer View” Document for more details.

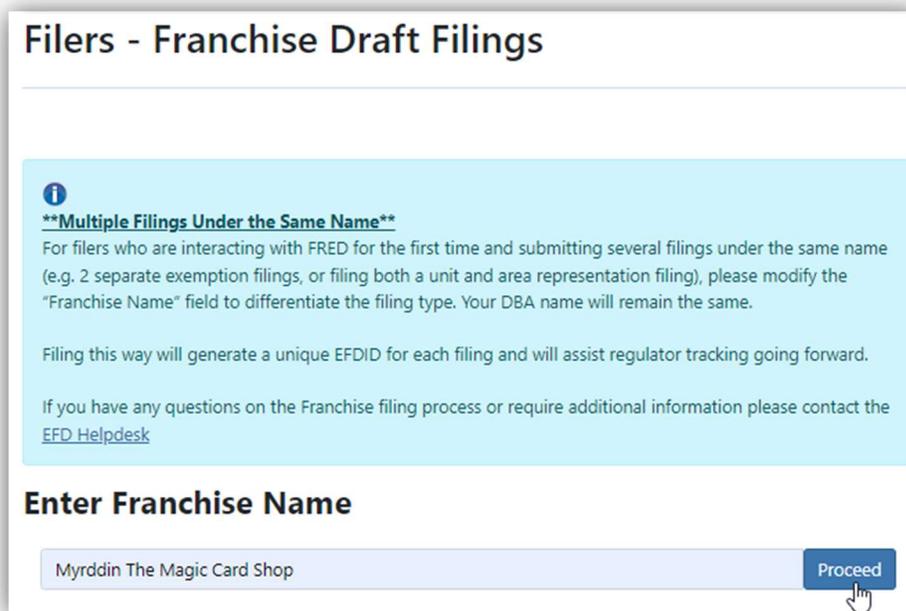


Screen: Franchise - Draft Filings (NEW)

The “NEW” section is also known as “**DRAFT FILINGS**”. This page allows you to create a page for your Franchise in the EFD System so you can file with the states. You can also search for already existing Franchises in the system.

For the purposes of all examples Lets use “Myrddin The Magic Card Shop”.

Once you input your Franchise Name into the entry and **click “Proceed”** it will search for existing franchises in the system that match. If none are found you will **start a NEW draft**.



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Screen: Franchise – Registration

1. When a filer clicks “Proceed” on the Draft Filings page and the Franchise is new to the system, then that filer is required to complete the registration process for the Franchise.

Franchise - Registration

****Multiple Filings Under the Same Name****
For filers who are interacting with FRED for the first time and submitting several representation filings, please modify the "Franchise Name" field to differentiate the filings. Filing this way will generate a unique EFDID for each filing and will assist registration. If you have any questions on the Franchise filing process or require additional assistance, please contact the EFD Helpdesk.

Franchise Information:

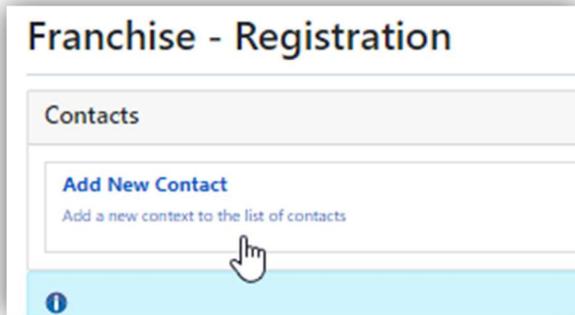
Franchisor Name:	Enter Franchisor Name
Franchise Name:	Myrddin The Magic Card Shop
Doing Business As:	Enter Doing Business As Name
Industrial Classification (SIC) Code:	-- Select an Industrial Classification --
Phone Number:	Enter Phone Number
Street Address:	Enter Address
Additional Line:	Optional 2nd Line
City:	Enter City Name
State/Province/Region:	Enter State/Province/Region
ZIP/Postal Code:	Enter Postal Code (Zip Code)
Country:	Enter Country if outside of the USA

- The Filer will provide the following data points: Franchisor Name, Franchise Name, Doing Business As (DBA), SIC code, Phone Number, Street Address, City, State, Zip, and Country.
 - The SIC code is a 4 digit code that is assigned by the U.S. Government to identify the primary business. If you do not know what your SIC code is then you can find out by using the SIC code website SIC Code and NAICS Code Search | SICCODE.com.
2. When you click **“NEXT”** you will be asked to provide Contacts. Click **“Add New Contact”**.

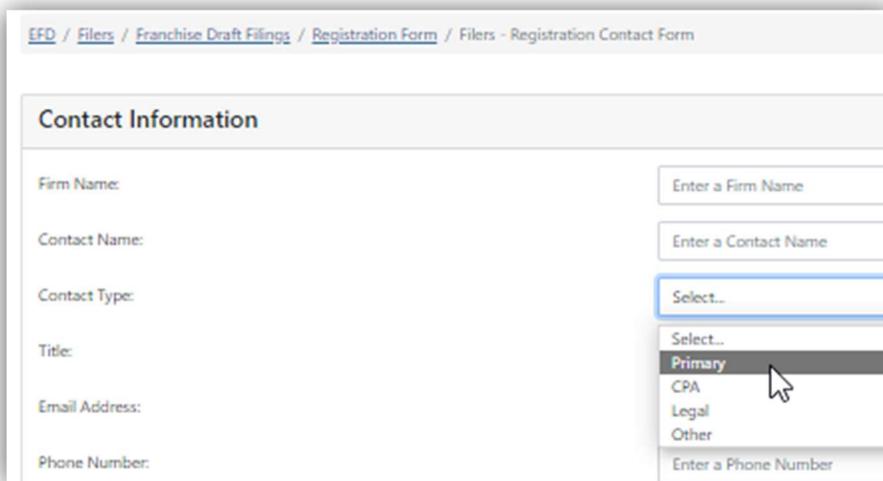
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- a. You can have as many contacts as you like but be sure to provide at least one primary contact.

A screenshot of a web application form titled "Contact Information". The form has a breadcrumb trail at the top: "EFD / Filers / Franchise Draft Filings / Registration Form / Filers - Registration Contact Form". The form fields are: "Firm Name:" with a text input field containing "Enter a Firm Name"; "Contact Name:" with a text input field containing "Enter a Contact Name"; "Contact Type:" with a dropdown menu showing "Select.."; "Title:" with a dropdown menu showing "Select.."; "Email Address:" with a text input field; and "Phone Number:" with a text input field containing "Enter a Phone Number". The "Contact Type" dropdown menu is open, showing options: "Primary", "CPA", "Legal", and "Other". A mouse cursor is pointing at the "Primary" option.

3. After filling out the Contact Information **click "SAVE"** then to create the franchise **click "NEXT"**

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EFD FRED Walkthrough

Stoel Rives LLP Wizard > 

Primary

Myrddin

600 University Street, Suite 3600

doctorwho land, PR, mghnmgy

Add New Contact >

Add a new context to the list of contacts

i

****Multiple Filings Under the Same Name****

For filers who are interacting with FRED for the first time and submitting several filings under the same name (e.g. 2 separate exemption filings, or filing both a unit and area representation filing), please modify the "Franchise Name" field to differentiate the filing type. Your DBA name will remain the same.

Filing this way will generate a unique EFDID for each filing and will assist regulator tracking going forward.

If you have any questions on the Franchise filing process or require additional information please contact the [EFD Helpdesk](#)

Franchise Information:

Franchisor Name:

Franchise Name:

Doing Business As:

Industrial Classification (SIC) Code:

Phone Number:

Street Address:

Additional Line:

City:

State/Province/Region:

ZIP/Postal Code:

Country:

4. The next page "Franchise Review" will ask you to Review what you entered before clicking "Create Filing". If correct, then **click "Create Filing"**

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Filers - Franchise Review

Franchise Header

Myrddin The Magic Card Shop (DBA New Corp)
12063867567
600 University Street
Suite 3600
Camelot, ms 01014
new place
Franchisor: Myrddin The Magic Card Shop
Contact(s)
Stoel Rives LLP - WizardMyrddin
600 University Street Suite 3600 -- doctorwho land, PR mghnmgy
12063867567
duff.bryant@stoel.com

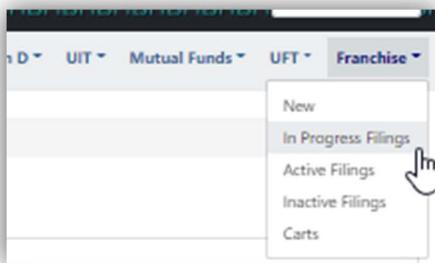
[Back](#) [Create Filing](#)

5. Congrats! You created a Franchise In-Progress filing! See the Franchise Walkthrough Steps below.

Screen: Franchise – In Progress Filings (Banners and Messages)

The In Progress Filings area allows filers to make new franchise applications in states for various franchises and review responses from the states.

1. After you **click on “In – Progress Filings”** you will be show a list of your franchise filings that you have ownership of.

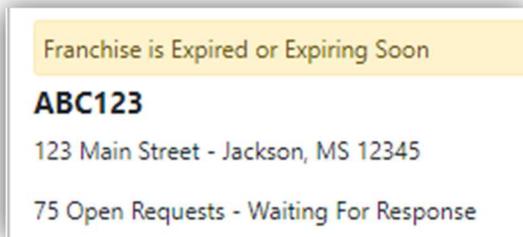


2. In Progress Filings will appear alphabetically descending (A-Z).
3. Banners may appear on a Franchise in this section to notify you of something. The banner may say but not limited to:
 - a. Current Application is Past Due
 - b. Current Application is Past Due – Waiting for Response
 - c. Regulator is Waiting for a Response
 - d. Franchise is Expired or Expiring Soon

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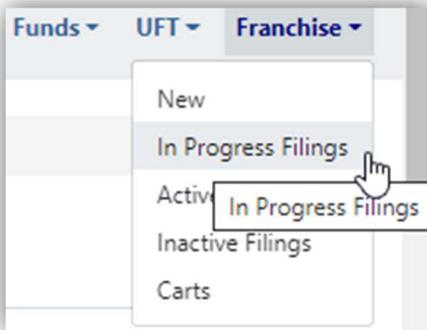
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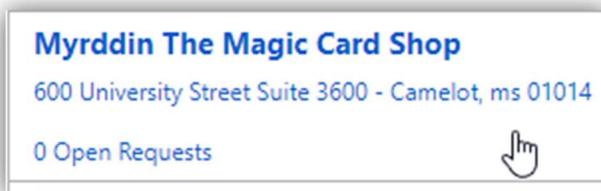
Filer - Franchise Walkthrough

This section will show you how to create a Franchise Application for a “NEW” and/or Existing Franchise Application.

1. Click on Your Name/Username in the top Right.
2. Click on Franchise – In-Progress Filings



3. Click on the Franchise

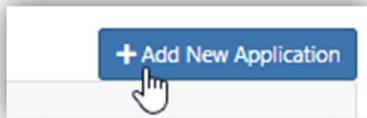


4. The Franchise Overview is broken up into 5 parts (Franchise Details, Contact(s), Draft/Add New Application, Currently Effective, and Not Effective).
 - a. You will click on “+ Add New Application”

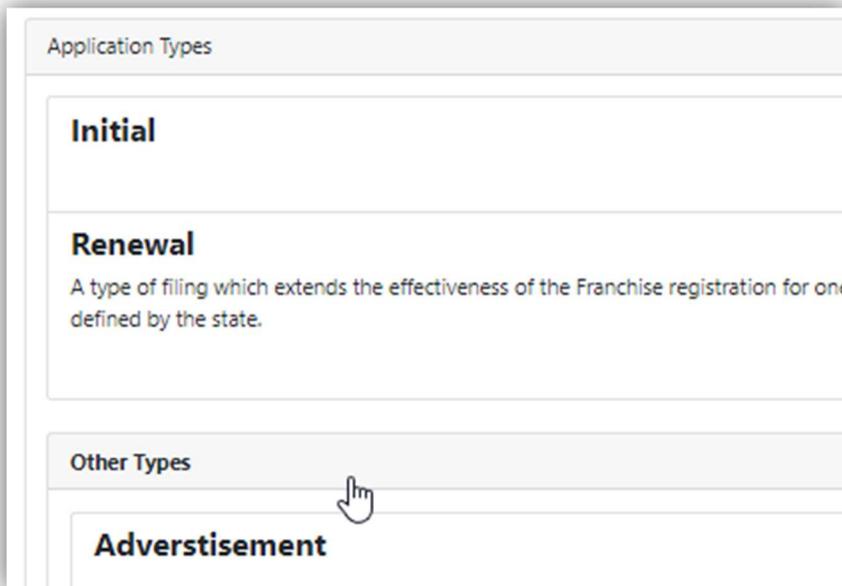
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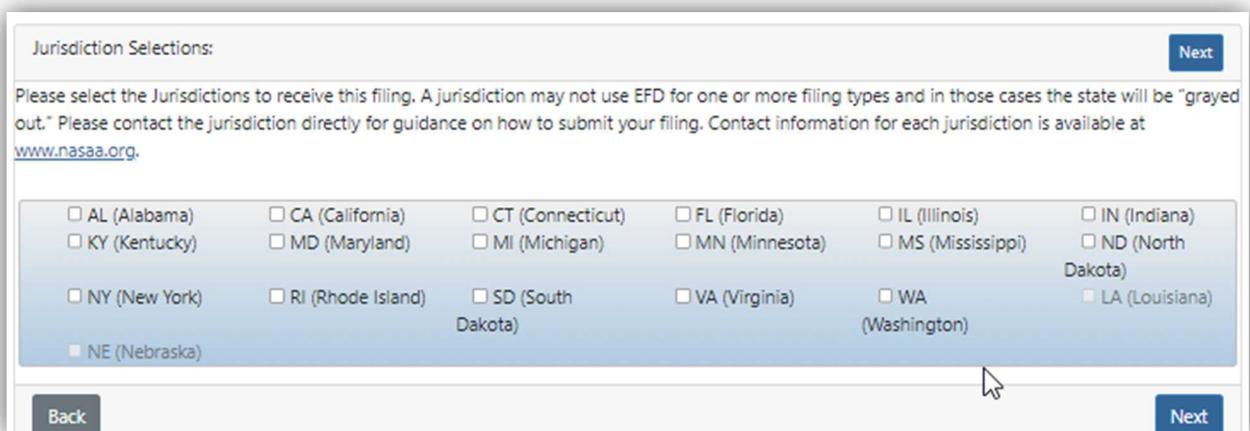
EFD FRED Walkthrough



5. Select your Application Type: Initial and Renewal are the primary types. Additional types can be selected from under the “Other Types” drop down. For this example I am picking “Initial”.



6. Select your state(s). Click “Next” when you are finished. You can add/check more states or remove/uncheck states later by clicking on the “+Add Jurisdiction button”.



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7. Select your state in the left hand side to display its open requests and Draft Details.

The screenshot shows the EFD FRED interface. On the left, there is a sidebar with a 'Franchise Overview' button. Below it, the 'Drafts' section is active, showing 'View by: Jurisdiction' selected. Under 'Maryland', there are links for '10 Open Requests / 10 Total', 'Requests', and 'Draft'. A mouse cursor is pointing at the '10 Open Requests / 10 Total' link. Below that, 'North Dakota' also shows '10 Open Requests / 10 Total', 'Requests', and 'Draft'. On the right, the 'Draft Details' section displays a table with columns: Act..., Jurisdiction, Request, Requested..., Due Date, and Response. The table contains 10 rows of draft details for Maryland, including document types like 'Uniform Franchise Registration Application', 'Franchisor's...', 'Franchise Selection Agreement', 'Auditor's Certificate', 'Franchise Disclosure Document', 'Cover Letter', 'Guarantee of Performance', and 'Advertising or Promotional Materials'. The last row shows a 'Fee' of '\$500.00 Due'. At the bottom of the table, it says '1 to 10 of 10' and 'Page 1 of 1'. Below the table, there is a message: 'All Draft Detail items must have a response before you can begin submission'. At the bottom, there are three buttons: 'Add Document', 'Begin Submission to Multiple States', and 'Submit to Maryland'.

8. Click "+Add" next to each Document Request to begin uploading.
 - a. Then you will upload the document and click "Save Response"

The screenshot shows the 'Document Request' form. The 'Document Type' is 'Uniform Franchise Registration Application' and the 'List of States' is 'Maryland'. Below this is the 'Add Document' section. It has a 'Select Existing Document:' dropdown menu with '-- Select a Document --' and a 'Browse' button. At the bottom, there are 'Back' and 'Save Response' buttons.

- b. Make sure the document uploads 100% and turns Green before clicking "Save"

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EFD FRED Walkthrough

Document Type: Uniform Franchise Registration Application

Cover Letter.pdf Upload complete ✓

Drop files to upload, or click the word 'Browse' to search for the files using the standard 'Open File' dialog. Once all files are uploaded, you MUST click the 'Save' button to accept the files into your application.

Note: Only .pdf files are accepted

Back Please press the save button only once. You will be navigated away from this page shortly. Save

c. Click Save “Save Response” one more time to add this to the Document Request.

Add Document

Select Existing Document: Cover Letter.pdf

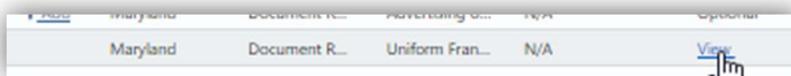
File Name: Cover Letter.pdf

Upload Document: Browse

	File Name
View	Cover Letter.pdf

Back Save Response

9. When you have completed a request the “+Add” to the left of it disappears then a “View” appears to the right of it. This “View” allows you to see the document you uploaded.

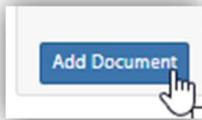


10. Filer can upload additional documents outside of the document requests by clicking on “Add Document”.

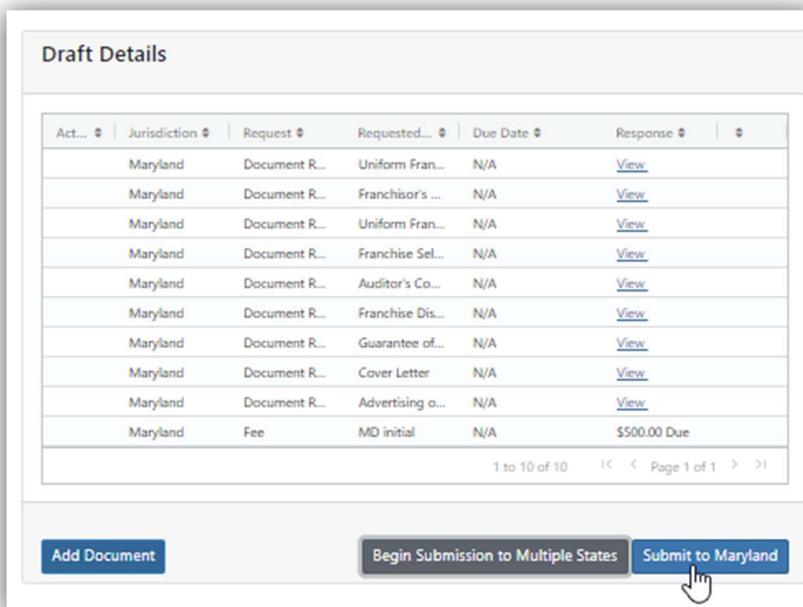
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11. When you have uploaded all the requested documents and there is no more “Actions” left except “Optional” then the filer can click on “Submit to [State Name]”.
 - a. Additionally, filers can click on “Begin Submission to Multiple States” to submit to one or more state at a time.



12. After clicking the Submit to [State Name]” button you will need to add your state/system fee(s) to a cart. Click “Add to Cart”.

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Fee Request Carts

Maryland MD initial: \$0.00 System Use Fee: \$100.00

Back Total Due: \$100.00 **Add to Cart**

13. Fill out all your Payment Cart Details (Payment Details/Payment Contact Info) Then click “NEXT”

EFD: Franchise Filing -- Payment Cart Details

Clicking the 'Next' Button will cause the system to process the selected Drafts for any data changes since they were added to this Cart. This may change the total value to be charged. **Next**

Payment Details

Please enter the information on who is paying for the Application.

Friendly Name:

Payment Group:

Funds Request/Message:
The above comment will appear in the 'MEMO' field of the transaction.

Receipts Emails:
Enter additional notification email addresses above, with each email separated by a semi-colon.
i The above emails will receive receipts. These receipts will contain information about the status of the filing as your payment is processed.

Payment Contact Information Copy From Profile

Filer Name:

Filer Title:

Filer Company Name:

Filer Telephone Number:

Filer Address 1:

Filer Address 2:

Filer City:

Filer State:

Filer Zip Code:

Filer Country:

EFDID	Name	Details	Line Amount
360545	MD initial	Maryland - Initial	\$500.00 ■
360545	System Use Fee	Maryland - System Use Fee - Initial	\$100.00
Total			\$600.00

Next

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14. The next page will ask that you confirm the information that you supplied on the Payment Card Details page. If it is correct click “NEXT”.

EFD: Franchise Filing -- Payment Card Confirmation

Payment Memo and Email Receipts		Payer Information	
Amount:	\$600.00	Name	Stoel Rives LLP
Memo/Funds Request	Test Filing	Company	Myrddin The Magic Card Shop
Additional Emails		Phone Number	12063867567
Card Name:	973424--20220711	Address 1	600 University Street
		Address 2	Suite 3600
		City	Camelot
		State	ms
		Zip	01014

EFDID	Name	Details	Line Amount
360545	MD Initial	Maryland - Initial	\$500.00
360545	System Use Fee	Maryland - System Use Fee	\$100.00
Total			\$600.00

Screen: Franchise ACH Payment Collection

The ACH Payment screen allows you to securely enter your ACH payment details and submit both the filing and fees to the state. The purpose of the ACH Payment Collection page allows the filer to make payments by ACH. That is a U.S. Account and Routing number that allow for debiting on the checking account. Not all financial institutions allow ACH Payments. You will want to verify with your bank and accounting department to ensure you're able to make an ACH payment. When you're ready click the check box for "I agree with the below terms" and click "Make Payment".

If you are using a business account you can proceed to click "Make Payment". However, if you are using a consumer account you will need to obtain an Authorization code from EFD Support (800) 378-5007.

After clicking "Make Payment" The payment is then scheduled and a receipt is sent to the primary email address listed on the account of the filer who made the payment. The receipt is proof of being filed unless there is a deficiency in payment or regulatory action is made against the filing.

You will be redirected to a Thank You page.

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Thank you

Your payment has been submitted.

You will receive an email when your payment has been prepared. Your receipt will be available in the [Filer's Receipt Center](#) shortly.

Questions:

NASAA EFD Support

(800) 378-5007

support@nasaaefd.org

Support Hours

Monday - Friday

9 am EST – 6 pm EST

Excluding National Holidays