Nasdaq Report HQ Quick Set-up Guide

1. Requesting an Account
   - Request an account via the Report HQ Request Form
   - Nasdaq will verify your account request

2. Setting up your account
   - Once verified, you will receive an email from 2FA@nasdaq.com
   - Click on the registration link
   - You will be brought to signin.nasdaq.com 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
   - If the ‘Setup new account’ applies to you, click on the link
   - 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
   - Multi-factor authentication will also be configured at this time
   - Your registration is complete for Report HQ

   Accessing https://reporthq.nasdaq.com/ for authenticated users will bring users to the portal. Non-authenticated users will be redirected to signin.nasdaq.com
   Users can also access ReportHQ via nasdaqtrader.com navigating to the upper right under “Product Login” and selecting RHQ. Users will be redirected to signin.nasdaq.com