

# Nasdaq Report HQ Quick Set-up Guide

## 1. Requesting an Account

- Request an account via the Report HQ Request Form  
<https://www.nasdaqtrader.com/EASP/TraderEASP.aspx?id=ReportHQSignUp>
- 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](https://signin.nasdaq.com) with the following options
  - o Recycle existing account – this should be used to enter an existing Nasdaq 2FA account
  - o 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://reporhq.nasdaq.com/> for authenticated users will bring users to the portal. Non-authenticated users will be redirected to [signin.nasdaq.com](https://signin.nasdaq.com)
- Users can also access ReportHQ via [nasdaqtrader.com](https://nasdaqtrader.com) navigating to the upper right under “Product Login” and selecting RHQ. Users will be redirected to [signin.nasdaq.com](https://signin.nasdaq.com)