



# Report HQ

## Quick Start Guide

# STEP 1

## Requesting An Account

- 1) Request an account via the [Report HQ Request Form](#)
- 2) Nasdaq will verify your account
- 3) Once your account is verified and provisioned, you will receive an email from 2FA@nasdaq.com and you can proceed to the next step
  - This email will contain a time sensitive registration link that will expire 7 days after delivery

# STEP 2

## Setting Up Your Account

- 1) Click on the registration link in the email from 2FA@nasdaq.com
- 2) This will bring you 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
- 3) If the “Setup New Account” applies to you, click on the link
- 4) You will be provided with a username and be asked to provide a password for the new account
  - Usernames will typically be firstname-lastname
- 5) Once a password is provided, it will need to be confirmed. Please make sure to remember your password
  - This password is known as your “2FA Password”

# STEP 3

## Setting Up 2-Factor Authentication

- 1) Next, you will receive a self-enrollment email providing instructions for downloading the SafeNet MobilePASS application and enrolling a token. Logging into Report HQ requires 2-Factor Authentication
- 2) Click on the link in the 2-Factor Authentication self-enrollment email. Here you will be asked to install the SafeNet MobilePASS application on your phone or desktop
  - If installing on your desktop, make sure “Enable Manual Enrollment” is unchecked and “Enable Auto Detect Proxy” is checked during the installation process
- 3) Once MobilePASS is installed, you will need to copy the entire string from the SafeNet Authentication Service – Self-Enrollment webpage (bottom of the page) to the clipboard
- 4) Open the MobilePASS app and enter a Token Name as an identifier (for example, “firstname-lastname”) 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 token has now been setup and enrollment is complete

# STEP 4

## Accessing Report HQ

- 1) Go to the [Report HQ login page](#)
  - Do not bookmark this page until you are successfully logged in to the Report HQ portal
- 2) Enter your username in the User ID box
- 3) Enter your 2FA Password in the 2FA Password box
  - Note that this is not your MobilePass token code or your MobilePass PIN
- 4) Enter your MobilePass Token Passcode in the Token Passcode box
  - To retrieve your MobilePass Token Passcode, open the app, click on the token that was setup in the previous step, and enter your 6-digit PIN. This will then display the MobilePass Token Passcode



Two-Factor Authentication

User ID

2FA Password

[Forgot it](#)

Token Passcode

[Lost it / forgot PIN](#)

Sign In

# STEP 5

## Setting Up Your Report HQ Account For SFTP

- 1) In order to receive reports via SFTP you will need to add a public SSH key to your Report HQ account
- 2) Click the avatar on the top-right corner of the screen
- 3) Click “Account Settings”
- 4) Click “Add New Key”
- 5) The title of the key can be anything you choose (for example, “Nasdaq Report HQ Key”)
- 6) Paste a valid public SSH key into the “key” box
  - For information on valid key types and formats, connectivity details, and connection testing click the “adding a key” hyperlink
- 7) Click “Add Key” and confirm your submission
- 8) Once connected, you should be able to see a file named “test.txt” in your root directory that you can use to verify download

# STEP 6

## Subscribing To Reports

- 1) In order to receive reports on a subscription basis, you will need to subscribe to the desired reports
- 2) Navigate to the Report Suite page of Report HQ
- 3) Select a report you would like to subscribe to by clicking “Subscribe” in the far-right column
- 4) Select the parameters that the report requires
- 5) If you have an SSH key in your account, as described in Step 5, all reports generated after your subscription date will automatically be available via SFTP
- 6) If you wish to receive subscription reports as attachments via email, you will need to agree to the ‘Email Report Release’ under the Account Settings page
- 7) Submit the subscription request
- 8) Subscriptions are available for modification under the “Subscriptions” card on the Report HQ homepage

# STEP 7

## Requesting Reports On-Demand

- 1) In order to receive one-off or historical reports, you will need to request the report on-demand
- 2) Navigate to the Report Suite page of Report HQ
- 3) Select a report you would like to on-demand by clicking “On-Demand” in the far-right column
- 4) Select the parameters that the report requires
- 5) Submit the on-demand request
- 6) If you have an SSH key in your account, as described in Step 5, the report will also be available via SFTP
- 7) To download the report through the browser, navigate to the Report HQ homepage
- 8) The report will either be pending or available for download in the Activity window via a hyperlink
- 9) If the report is pending, allow a few minutes for it to generate, which will then produce a hyperlink for download



For more information on Report HQ,  
please see the online user guide by  
clicking the question mark icon in  
the portal