Form ID Quick Reference Guide How to Obtain EDGAR Access Codes to Access EDGAR

Disclaimer

These instructions represent the views of the Filer Technical Support branch and are written to assist filers in the preparation and process of filing electronically. The instructions are intended as general guidance and should not be relied on as definitive or a substitute for the EDGAR Filer Manual. http://sec.gov/info/edgar/edmanuals.htm

In this document, you will learn how to apply for EDGAR access codes and then use the codes to access EDGAR.

Before Obtaining EDGAR Access Codes

Before a filer can access EDGAR, the filer must have EDGAR access codes.

If you are a new filer or an existing filer who wants to file in another capacity as a filing agent or training agent, you must use a Form ID to apply for EDGAR access codes. You do this by completing and submitting an electronic Form ID along with a notarized authentication document. You can obtain this document at https://www.filermanagement.edgarfiling.sec.gov

Authentication Documentation (From the Edgar Filer Manual 3.2.5)

In addition to the submitted Form ID application, the applicant must submit additional verification documents to help ensure that the application is authentic. Accordingly, the applicant is required to attach a manually signed, notarized, and scanned PDF file of the Notarized Authentication Document to their electronic Form ID.

How to Apply for EDGAR Access Codes

Note: It is suggested that you gather the information that you need before applying for your Edgar access codes. This will save you some time. You can apply for your codes at https://www.filermanagement.edgarfiling.sec.gov,

To apply for your EDGAR access codes:

- 1. Go to http://www.sec.gov/about/forms/formid.pdf.
- 2. Fill out and print the pdf Form ID.
- 3. Have the form signed by the owner of the CIK.
- 4. Have the form **notarized and dated.**
- 5. Scan the document to your computer and save it as a pdf.

NOTE: The document file name must:

- Be in lower case and no longer than 32 characters in length
- Have a name that must start with a letter (a-z) and not contain spaces.

File names may contain digits (0-9), up to one period (.), one hyphen (-), and one underscore (_) character.

6. Attach the form to your electronic Form ID application and submit both to the Commission at https://www.filermanagement.edgarfiling.sec.gov

After Obtaining Your Access Codes

After you have obtained your access codes, you will be ready to log in to EDGAR, transmit submissions, run company queries, update your company information, or change your password/CCC (CIK Confirmation Code).

Below, you will see the PDF Form for Authentication Documentation.

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Step 1: Print the form and sign it.

Step 2: Have the form notarized and dated for authentication.

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After the SEC Receives Your Form ID Application

After the SEC receives both the electronic Form ID application and the attached authentication documentation, the Commission will authenticate the request. A notification message stating the SEC's disposition of the application will be sent to the e-mail address provided in the "Contact for EDGAR Information" part of the Form ID. The disposition will be either "accepted" or "rejected."

Applying for EDGAR Access

Please follow these steps:

Step 1: Log on to the EDGAR website https://www.filermanagement.edgarfiling.sec.gov.

Step 2: Click on the option Apply for EDGAR Access (New).



The Form ID Application is displayed.

Choose the type of filer. For example: Filer; Filing Agent; Large Trader.

Step 3: Choose the filer type, and fill out the rest of the form.

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Filing Agent	
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Step 4: Enter the signature on the form.

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Step 5: Browse for the Authentication Document that you scanned into your computer.

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Step 6:

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Before submitting your Form ID, you must enter and re-enter a passphrase. You will use this passphrase later, along with your new CIK, to generate your EDGAR access codes.

It is important that you remember this passphrase for later use.

Note that this passphrase is **not** your EDGAR Login password.

Once you obtain your CIK via e-mail, this passphrase along with your CIK may be used to generate your EDGAR Login password (as well as CCC and PMAC).

Note: Your passphrase must be 8 characters long and contain at least one digit and one of the following characters: @, #, *, or \$.

Step: 7

ase, along with	s passpirase is not your EDGAR Login password. Once you dotain your CIK your CIK, may be used to generate your EDGAR Login password (as well as C	CC and PMAC).
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e you have confirm t the "Submit Form	ed the Form ID information above, attached all necessary documents, and enter n ID' button below.	Click Submit Form ID

Once you obtain your CIK via e-mail, this passphrase, along with your CIK, may be used to generate your EDGAR Login password (as well as CCC and PMAC).

Note: After you receive the CIK you will must return to the Filer Management website <u>https://www.filermanagement.edgarfiling.sec.gov</u> to generate your Edgar access codes.

Step 8: Go to https://www.filermanagement.edgarfiling.sec.gov

Click on Generate Access Codes

Use this link to generate a set of EDGAR access codes (i.e., PMAC, Password and CCC) when:

- your initial application for EDGAR access has been accepted (new user),

- your password has expired (existing user),
- you have forgotten all of your EDGAR access codes (existing user), or

- you need to change your access codes for security reasons (i.e., they have been compromised).