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.

PDF Form ID for Authentication Documentation

U.S. Securities and Exchange Commission
Washington, DC 20549

OMB APPROVAL

OMB Number   3235-0328
Expires   November 30, 2013
Estimated average burden
hours per response   0.15

FORM ID
UNIFORM APPLICATION FOR ACCESS CODES TO FILE ON EDGAR

PART I—APPLICATION FOR ACCESS CODES TO FILE ON EDGAR

Name of applicant (Applicant's name as specified in its charter, except if individual, last name, first name, middle name, suffix [e.g., "Jr."]) ABC CO

Mailing Address or Post Office Box No. 555 Fifth St

City Alexandria   State or Country VA   Zip 22312

Telephone number (include Area and, if Foreign, Country Code) 555-555-5555

Applicant is (see definitions in the General Instructions):

☐ Individual (if you check this box, you must also check another box that appropriately describes you)
☐ Clearing Agency
☑ Filer
☐ Filing Agent
☐ Institutional Investment Manager (Form 13F Filer)
☐ Investment Company, Business Development Company or Insurance Company Separate Account
☐ Large Trader
☐ Municipal Advisor
☐ Municipal Securities Dealer
☐ Nationally Recognized Statistical Rating Organization
☐ Non-Investment Company Applicant under the Investment Company Act of 1940
☐ Security-Based Swap Data Repository
☐ Security-Based Swap Dealer and Major Security-Based Swap Participant
☐ Security-Based Swap Execution Facility
☐ Training Agent
☐ Transfer Agent

PART II—FILER INFORMATION (To be completed only by filers that are not individuals)

Filer's Tax or Federal Identification Number (do not enter Social Security Number) 00-0000000

Doing Business As

Foreign Name (if Foreign Issuer Filer and applicable)

Primary Business Address or Post Office Box No. (if different from mailing address)

City   State or Country   Zip

State of Incorporation   Fiscal Year End (mm/yy)

Persons who respond to the collection of information contained in this form are not required to respond unless the form displays a current valid OMB control number.

SEC 2084 (1-13)

Step 1:   Print the form and sign it.
Step 2:   Have the form notarized and dated for authentication.

PART III—CONTACT INFORMATION (To be completed by all applicants)

Person to receive EDGAR Information, Inquiries and Access Codes   555-555-5555

Telephone Number (Include Area and, if Foreign, Country Code) _____

Mailing Address or Post Office Box No. (if different from applicant's mailing address)
555 Fifth St.

City Alexandria   State or Country VA   Zip 20744

E-Mail Address _____

PART IV— ACCOUNT INFORMATION (To be completed by filers and filing agents only)

Person to receive SEC Account Information and Billing Invoices   John Doe

Telephone Number (Include Area and, if Foreign, Country Code)   555-555-5555

Mailing Address or Post Office Box No. (if different from applicant's mailing address)
555 Fifth St.

City Alexandria   State or Country VA   Zip 22312

PART V— SIGNATURE (To be completed by all applicants)

Signature _____

Type or Print Name   John Doe

Position or Title   CEO

Date 2/2/2002

Print the form and sign it.
Have the form **Notarized** and **Dated for authentication.**

Intentional misstatements or omissions of facts constitute federal criminal violations..See 18 U.S.C. 1001.

Section 19(a) of the Securities Act of 1933 (15 U.S.C. 77s(a)), sections 13(a) and 23(a) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a) and 78w(a)), section 319 of the Trust Indenture Act of 1939 (15 U.S.C. 77sss), and sections 30 and 38 of the Investment Company Act of 1940 (15 U.S.C. 80a-29 and 80a-37) authorize solicitation of this information. We will use this information to assign system identification to filers, filing agents, and training agents. This will allow the Commission to identify persons sending electronic submissions and grant secure access to the EDGAR system.

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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.

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

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

Step 4: Enter the signature on the form.

Typed Signature here

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

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Browse for your Authentication Documentation. Click on **Upload**

Choose: Type - Correspondence for your Authentication Document. Choose Type- EX-24 for Power of Attorney if needed.

Step 6:

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

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
https://www.filermanagement.edgarfiling.sec.gov 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).