



# EDGAR Next Proposing Beta Courtesy Test Cases for Filers

September 2023

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Disclaimer: These Courtesy Test Cases are provided by the staff of the EDGAR Business Office in their official capacity but they do not necessarily reflect the views of the Commission, the Commissioners, or other members of the staff.



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## I. INTRODUCTION

The staff of the EDGAR Business Office provides these test cases as a courtesy to filers to facilitate their interaction with the EDGAR Next Proposing Beta, the content of which is described in the [Commission’s September 13, 2023 EDGAR Filer Access and Account Management proposing release](#). Additional background and information is available on the [EDGAR Next page](#) on SEC.gov.

### **Before you start—important information:**

- (1) **Enter only fictional information—Please enter only fictional information when testing in the EDGAR Next Proposing Beta, with the exception of providing your real name and a valid email address that you can currently access, to obtain Login.gov credentials.**
- (2) **Use your real name and email for Login.gov credentials**—Any Login.gov individual account credentials that you create to test in the EDGAR Next Proposing Beta are actual Login.gov credentials that will persist and may be used to log into EDGAR should the Commission adopt the EDGAR Filer Access and Account Management proposal. Please use your real name and an email address that you can currently access when creating the Login.gov individual account credentials.
- (3) **Test CIKs**—Any Central Index Key (“CIK”) that you obtain as a result of following a test case in the EDGAR Next Proposing Beta is for testing purposes only. You will not be creating an actual new EDGAR account through the EDGAR Next Proposing Beta.
- (4) **Testing purposes only**—Any actions you take in the EDGAR Next Proposing Beta and while following a test case for the EDGAR Next Proposing Beta are for testing purposes only and will not result in any changes to your actual EDGAR account.
- (5) **Reporting Technical Bugs**—To report technical bugs, please complete a [Technical Bug Report Form](#), accessible from the EDGAR Next Proposing Beta environment. Do NOT use that form to submit substantive feedback about the Commission’s EDGAR Next proposal.
- (6) **Comments on the EDGAR Next proposing release**—To submit comments on the [EDGAR Next proposing release](#), please use one of the methods described in the release.
- (7) **Technical feedback on the EDGAR Next Proposing Beta content**—To provide technical feedback on the technical content of the EDGAR Next Proposing Beta, please use one of the methods described in the [proposing release](#).
- (8) **Dedicated technical help**—For assistance with technical issues, please contact [EDGARNextBeta@sec.gov](mailto:EDGARNextBeta@sec.gov) or call (202) 551-7085, and select option 2 from the menu.



## II. COURTESY TEST CASES

Each test case below describes a potential filer action, any pre-conditions necessary to complete the action, test steps, and the expected results.

### A. LOG INTO EDGAR, SUBMIT FORM ID, MANAGE INDIVIDUALS

Please be aware that for [Test Case 1](#), Login.gov individual account credentials that you create to test on the EDGAR Next Proposing Beta are **valid Login.gov credentials that will persist** and may be used to log into EDGAR if the EDGAR Next access and account management proposal is adopted and Login.gov is specified as the credential provider.

Therefore, when creating Login.gov individual account credentials for the EDGAR Next Proposing Beta, **please use your real name and a relevant business email address that you can currently access.**

<b><u>TEST CASE 1:</u></b>	<b>Obtain Login.gov individual account credentials</b>
<b>NOTE: Valid Login.gov individual account credentials will be created.</b>	
<b>DESCRIPTION:</b>	All individuals must have individual account credentials from Login.gov that reference the individual’s email address relevant to the purpose for accessing EDGAR. Individual account credentials are required to apply for access to EDGAR and to log into <a href="#">EDGAR Filer Management</a> .
<b>PRECONDITION:</b>	An email address relevant to the individual’s need to access EDGAR.
<b>ROLE:</b>	Individuals who wish to access <a href="#">EDGAR Filer Management</a>
<b>TEST STEPS:</b>	<ol style="list-style-type: none"> <li>1. Navigate to <a href="#">EDGAR Filer Management</a>.</li> <li>2. Select “Sign-in with Login.gov.”</li> <li>3. When arriving on the Login.gov website, select “Create an account” and follow instructions to create Login.gov individual account credentials. Provide an email address relevant to the need to access EDGAR.</li> </ol>
<b>EXPECTED RESULTS:</b>	Individual obtains individual account credentials from Login.gov. Individual can log into <a href="#">EDGAR Filer Management</a> dashboard and select “Apply for EDGAR Access.” (See Test Case 2)



## IMPORTANT: APPLY FOR ACCESS TO EDGAR

You must have Login.gov credentials, created in [Test Case 1](#), to proceed to [Test Case 2](#).

In Test Case 2, you will complete a test Form ID as a new filer and obtain a test CIK. **To fully test in the EDGAR Next Proposing Beta, you must have a test CIK.**

You may repeat [Test Case 2](#) to create more than one CIK if that would assist you in testing.

<b><u>TEST CASE 2:</u></b>	<b>Apply for access to EDGAR on Form ID—new account/CIK</b>
<b>NOTE:</b> The CIK created will be used only for EDGAR Next Proposing Beta testing purposes. <b>No valid EDGAR account will be created.</b> For beta testing, the Form ID will not require notarization and signature by an authorized individual. Testers should submit only fictional data on the EDGAR Next Proposing Beta. <b>Do not submit any Sensitive PII or information that you wish to keep confidential.</b> Where relevant, testers should use their real name and a valid email address they can currently access.	
<b>DESCRIPTION:</b>	Application for access to EDGAR must be made by an account administrator on Form ID, which is accessed on the dashboard.
<b>PRECONDITION:</b>	Login.gov individual account credentials (see Test Case 1)
<b>ROLE:</b>	Account administrator <b>NOTE: For EDGAR Next Proposing Beta testing purposes, all individuals who submit the test Form ID will thereafter be assigned the role of “account administrator,” because the Commission has proposed that account administrators must complete Form ID. Roles assigned in the EDGAR Next Proposing Beta will not persist outside the Beta.</b>
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a> with your Login.gov credentials associated with the email address relevant to EDGAR access.</li><li>2. Select “Apply for EDGAR Access.”</li><li>3. Log into <a href="#">EDGAR Filer Management</a> with your Login.gov credentials associated with the email address relevant to EDGAR access.</li></ol>



**TEST STEPS:**

4. Log into [EDGAR Filer Management](#) with your Login.gov credentials associated with the email address relevant to EDGAR access.
5. Select “Apply for EDGAR Access.”
6. Select “New EDGAR account.” (New EDGAR account number, known as a Central Index Key (CIK), for testing on the EDGAR Next Proposing Beta will be issued).
7. Select “Continue.”
8. Follow the instructions and complete all required fields on the test Form ID.
9. Follow the instructions on Form ID to save the application locally on your computer as an .eis file.
10. Follow instructions to print the completed test Form ID.

**You do NOT need to obtain an authorized individual’s signature or have that signature notarized for purposes of testing on the EDGAR Next Proposing Beta.**

11. Return to “Apply for Access” on the dashboard.
12. Follow instructions to upload the test Form ID that you saved to your computer as an .eis file.
13. Navigate to Part 5 of the uploaded saved test Form ID and follow instructions to upload the printed test Form ID.
14. Follow instructions and submit the test Form ID application.

**NOTE: File names of documents uploaded in Part 5 of Form ID must comply with the following standards:**

- **Maximum of 32 characters;**
- **Must begin with a letter (A-Z) or number (0-9);**
- **May not contain spaces;**
- **May contain any number of periods (.), hyphens (-), and underscores (\_);**
- **Must end with \*.htm, \*.txt, or \*.pdf extensions.**
- **Please ensure there are no hyperlinks within the uploaded Form ID authentication document in Part 5.**

**EXPECTED RESULTS:**

The EDGAR Next Proposing Beta will automatically accept test Form ID submissions, and new CIKs will be displayed on the dashboard within a few minutes. (Actual Form ID processing outside of the



EDGAR Next Proposing Beta will continue to be subject to manual review and all standard processing times will apply.)

Account administrators listed on the test Form ID receive email notifications with the CIK of the filer's new test account (for testing on the EDGAR Next Proposing Beta) and advising that they are account administrators for the filer.

**IMPORTANT: Use this CIK for testing purposes only on the EDGAR Next Proposing Beta.**

**Account administrators for testing on EDGAR Next Proposing Beta will NOT persist as actual account administrators for filers should the Commission adopt the proposed amendments and implement the related technical changes.**





You may test the “Reapply for EDGAR access” function below.

You may submit the test Form ID for Reapply for EDGAR access, but no CIK or access information will be sent.

You must complete a test Form ID as a new filer in order to receive a test CIK for use on the EDGAR Next Beta. Please see [Test Case 2](#).

<b><u>TEST CASE 3:</u></b>	<b>Reapply for EDGAR access</b>
<b>DESCRIPTION:</b>	Filer has a CIK but needs access related to a merger, acquisition, or other corporate succession action; or filer never had access to a “paper filer” account; or EDGAR account was inactivated because filer failed to timely complete annual confirmation.
<b>PRECONDITION:</b>	Existing EDGAR CIK without access to file electronically.
<b>ROLE:</b>	None
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select “Apply for EDGAR Access.”</li><li>3. Select “Existing EDGAR account.”</li><li>4. <b>For testing, the CIK field will be pre-populated with fictional data, and you will not be able to enter an existing EDGAR CIK.</b></li><li>5. Indicate the reason for seeking access to an existing EDGAR account/CIK.</li><li>6. Select “Continue with existing application.”</li><li>7. Complete all required fields and steps on Form ID – note that some fields will be prefilled with information from the existing EDGAR account (this is test information for EDGAR Next Proposing Beta).</li><li>8. Select “Submit.”</li></ol> <p><b>For the EDGAR Next Proposing Beta, the Form ID will be submitted but no CIK or access information will be returned. This test case is solely to demonstrate the proposed functionality.</b></p>
<b>EXPECTED RESULTS:</b>	Message will display indicating that for EDGAR Next Proposing Beta testing purposes, individuals applying for access to an existing EDGAR account/CIK will not receive access to EDGAR.



<b><u>TEST CASE 4:</u></b>	<b>Invite individuals to be users, account administrators, and/or technical administrators for the filer’s EDGAR account</b>
<b>DESCRIPTION:</b>	Account administrator has the ability to invite individuals to be users, account administrators, and/or technical administrators for the filer’s EDGAR account.
<b>PRECONDITION:</b>	None
<b>ROLE:</b>	Account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the filer’s CIK from the “My Accounts” section of the dashboard.</li><li>3. Select “Manage individuals and user groups” for the filer.</li><li>4. Select “Add individual.”</li><li>5. Complete the required fields.</li><li>6. Select “Add individual.”</li></ol>
<b>EXPECTED RESULTS:</b>	<p>Name of individual invited and their prospective role appear under the “Manage Individuals and User Groups” section of the dashboard.</p> <p>Name of individual invited appears in pending status (until the individual accepts or declines the invitation).</p>



<b><u>TEST CASE 5:</u></b>	<b>Accept invitation to act on behalf of a filer on the dashboard</b>
<b>DESCRIPTION:</b>	<p>Individuals who are invited to have a role for a filer on EDGAR must accept the invitation to be authorized to act on behalf of the filer.</p> <p>Individuals can accept the invitation by logging into <a href="#">EDGAR Filer Management</a> with their Login.gov credentials and accepting on the dashboard. (Alternatively, reference <a href="#">Test Case 6</a> for accepting the invitation through an invitation email.)</p>
<b>PRECONDITIONS:</b>	<ol style="list-style-type: none"><li>1. An account administrator invited the individual to act on behalf of the filer on <a href="#">EDGAR Filer Management</a>.</li><li>2. Invited individual has Login.gov credentials related to the need to access EDGAR.</li><li>3. Invited individual is already associated with this filer’s dashboard or the dashboard of any other filer on <a href="#">EDGAR Filer Management</a>.</li></ol>
<b>ROLE:</b>	None
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>. (If you are already logged in, refresh your screen.)</li><li>2. Under “My Accounts,” select the ellipsis beside the filer for additional actions.</li><li>3. Select “Accept Invite.”</li></ol>
<b>EXPECTED RESULTS:</b>	<p>Filer name and CIK display under “My Accounts” with date of acceptance; and the filer name and CIK appear in the “Account, CIK” dropdown on the dashboard.</p> <p>Individual who accepted the invitation can now act on behalf of the filer by selecting the filer’s name from “My Accounts.” The individual can also view and/or manage the filer’s account details from the dashboard, based on their assigned role for the filer.</p>



<b><u>TEST CASE 6:</u></b>	<b>Accept email invitation to act on behalf of a filer</b>
<b>DESCRIPTION:</b>	<p>Individuals who are invited to have a role for a filer on EDGAR must accept an invitation to be authorized to act on behalf of the filer.</p> <p>Individuals will receive email invitations and can accept the invitations through the email. (Alternatively, individuals can accept the invitation directly on the dashboard, as set forth in <a href="#">Test Case 5.</a>)</p>
<b>PRECONDITIONS:</b>	<ol style="list-style-type: none"><li>1. An account administrator invited the individual to act on behalf of the filer on <a href="#">EDGAR Filer Management</a>.</li><li>2. Invited individual has Login.gov individual account credentials.</li><li>3. Invited individual receives an email invitation at the email address associated with their Login.gov individual account credentials.</li><li>4. Individual can log into <a href="#">EDGAR Filer Management</a> but may or may not have access to a dashboard for this or another filer.</li></ol>
<b>ROLE:</b>	None
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Open the email invitation and select the link.</li><li>2. Log into <a href="#">EDGAR Filer Management</a>.</li><li>3. Accept the pending invitation to the filer’s EDGAR account on the dashboard.</li></ol>
<b>EXPECTED RESULTS:</b>	<p>Name of individual invited and their prospective role appear under the “Manage Individuals and User Groups” section of the dashboard for the filer’s account administrator.</p> <p>Until the individual accepts or declines the invitation, the name of individual invited appears in pending status.</p> <p>The individual will <u>not</u> be added/authorized until they accept the invitation that EDGAR sends as a result of these steps.</p>



<b><u>TEST CASE 7:</u></b>	<b>Change role of individual account administrators, users, and/or technical administrators</b>
<b>DESCRIPTION:</b>	Account administrator is able to change the role of any of the filer’s users, account administrators, and technical administrators.
<b>PRECONDITION:</b>	If an account administrator role is changed to another role, there must be two other account administrators on the account (unless the filer is an individual or single-member company, in which case there must be one other account administrator); if a technical administrator role is being changed to another role, there must be two other technical administrators on the filer’s account.
<b>ROLE:</b>	Account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select relevant CIK from “My Accounts.”</li><li>3. Select “Manage individuals and user groups.”</li><li>4. Select the ellipsis next to the individual’s name.</li><li>5. Select “Edit individual role(s).”</li><li>6. Select the new role(s) for the individual.</li><li>7. Select “Update individual role(s)” to save the changes.</li></ol>
<b>EXPECTED RESULTS:</b>	Individual’s role(s) automatically update on the dashboard.



<b><u>TEST CASE 8:</u></b>	<b>Remove individual users, account administrators, and/or technical administrators</b>
<b>DESCRIPTION:</b>	Account administrator is able to remove users, account administrators, and technical administrators from a filer’s account.
<b>PRECONDITION:</b>	If the individual to be removed is an account administrator, there must be two other account administrators on the account (unless the filer is an individual or single-member company, in which case there must be one other account administrator); if a technical administrator, there must be two other technical administrators on the filer’s account.
<b>ROLE:</b>	Account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant CIK from “My Accounts.”</li><li>3. Select “Manage individuals and user groups.”</li><li>4. Select the ellipsis next to the individual’s name.</li><li>5. Select “Remove individual.”</li><li>6. Select “Remove” to remove the individual’s access to the filer’s EDGAR account.</li></ol>
<b>EXPECTED RESULTS:</b>	Individual removed no longer has access to the filer’s EDGAR account. Individual’s role is removed for that filer. From the individual’s perspective, the filer’s name and CIK will no longer appear under “My Accounts” on the dashboard.



**B. REMOVE YOUR ABILITY TO ACT FOR A FILER**

<b><u>TEST CASE 9:</u></b>	<b>Individual removes their own role(s)/access for a filer’s EDGAR account</b>
<b><u>DESCRIPTION:</u></b>	An individual is able to remove their own role(s)/access to a filer’s EDGAR account.
<b><u>PRECONDITION:</u></b>	If the individual removing their own role is an account administrator, there must be two other account administrators on the account (unless the filer is an individual or single-member company, in which case there must be one other account administrator); if a technical administrator, there must be two other technical administrators on the filer’s account.
<b><u>ROLE:</u></b>	Account administrator, user, technical administrator
<b><u>TEST STEPS:</u></b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. View the list of EDGAR accounts from “My Accounts” on the dashboard.</li><li>3. Select the ellipsis beside the relevant filer’s name.</li><li>4. Select “Remove individual.”</li><li>5. Select “Remove” to remove role(s) and access to the filer’s EDGAR account.</li></ol>
<b><u>EXPECTED RESULTS:</u></b>	<p>Individual removed no longer has access to the filer’s EDGAR account. Individual’s role is removed for that filer.</p> <p>From the individual’s perspective, the filer’s name and CIK will no longer appear under “My Accounts” on the dashboard.</p>



**C. GENERATE AND CHANGE A CIK CONFIRMATION CODE (CCC)**

<b><u>TEST CASE 10:</u></b>	<b>Generate a CIK Confirmation Code (CCC)</b>
<b><u>DESCRIPTION:</u></b>	Account administrator is able to generate a CCC.
<b><u>PRECONDITION:</u></b>	The filer does not have a current CCC.
<b><u>ROLE:</u></b>	Account administrator
<b><u>TEST STEPS:</u></b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant EDGAR account from “My Accounts” on the dashboard.</li><li>3. Select “Manage CCC.”</li><li>4. Select “Generate CCC.”</li></ol>
<b><u>EXPECTED RESULTS:</u></b>	CCC displays under “Manage CCC” section of the dashboard and is visible to all of the filer’s authorized account administrators and users.





<b><u>TEST CASE 11:</u></b>	<b>Change CIK Confirmation Code (CCC)</b>
<b>DESCRIPTION:</b>	Account administrator can change the CCC at any time.
<b>PRECONDITIONS:</b>	Filer currently has a CCC.
<b>ROLE:</b>	Account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant EDGAR account from “My Accounts.”</li><li>3. Select “Manage CCC.”</li><li>4. Enter a new CCC.</li><li>5. Re-enter the new CCC.</li><li>6. Select “Change CCC” to save the changes.</li></ol>
<b>EXPECTED RESULTS:</b>	Updated CCC displays under “Manage CCC” section of the dashboard and can be viewed by all of the filer’s authorized account administrators and users.



## **D. COMPLETE ANNUAL CONFIRMATION**

**TEST CASE 12:** Complete annual confirmation for an EDGAR account.

**NOTE:** For the purpose of the EDGAR Next Proposing Beta, accounts will not reach the one year expiration requirement. If you would like to test account expiration, please reach out to [EDGARNextBeta@SEC.gov](mailto:EDGARNextBeta@SEC.gov) for assistance.

**DESCRIPTION:** An account administrator must confirm all information on the filer’s dashboard annually. Any one of the filer’s account administrators can complete annual confirmation. The account administrator will confirm that all information on the filer’s dashboard is accurate, including all account administrators, users, technical administrators, and delegations to other filers.

**PRECONDITION:** Filer has account on the EDGAR Filer Management dashboard

**ROLE:** Account administrator

**TEST STEPS:**

1. Log into [EDGAR Filer Management](#).
2. Locate the relevant filer name from “My Accounts.”
3. Review all of the filer’s information on the dashboard to ensure it is accurate, and correct any inaccuracies.
4. Select the ellipsis located next to the filer’s name.
5. Select “Annual Confirmation.”
6. Select the option to complete annual confirmation and confirm.

**EXPECTED RESULTS:**

The filer has completed the annual confirmation.

The filer will not be required to complete annual confirmation again until the new confirmation due date, at the relevant quarter-end date, one year from the current quarter (either March 31, June 30, Sept 30, or Dec 31).



## **E. MANAGE DELEGATED FILING AUTHORITY**

<b><u>TEST CASE 13:</u></b>	<b>Delegate filing authority to another EDGAR account</b>
<b>DESCRIPTION:</b>	<p>Account administrator for a filer (a “delegating filer”) can delegate filing authority to another EDGAR account ( the “delegated entity”), which may be a filing agent.</p> <p>Please see the <a href="#">EDGAR Next—Improving filer access and account management</a> page on SEC.gov for additional information on delegation.</p> <p>Upon accepting the delegation invitation, the delegated entity is authorized to submit filings on EDGAR on behalf of the delegating filer.</p>
<b>PRECONDITION:</b>	Both the delegating filer and the delegated entity must have accounts on the EDGAR Filer Management dashboard.
<b>ROLE:</b>	Account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant EDGAR account from “My Accounts.”</li><li>3. Select “Manage delegations.”</li><li>4. Select “Add delegation.”</li><li>5. Enter the delegated filer’s CIK.</li><li>6. Select “Verify CIK” to validate the delegated entity’s CIK. [Assume delegated entity’s CIK is validated.]</li><li>7. Select “Delegate” to complete the delegation process.</li><li>8. Confirm the delegation by selecting “Yes, delegate.”</li></ol>
<b>EXPECTED RESULTS:</b>	Account administrators for the delegated entity receive a notification that the delegation is pending. Any one of the delegated entity’s account administrators can accept or decline the invitation.



<b><u>TEST CASE 14:</u></b>	<b>Accept delegation of filing authority from notifications</b>
<b>DESCRIPTION:</b>	<p>Prospective delegated entity would like to accept the delegation of filing authority.</p> <p>Account administrators at the prospective delegated entity receive a delegation invitation. The pending invitation must be accepted by one of the account administrators to be effective.</p>
<b>PRECONDITION:</b>	An account administrator for the prospective delegated entity has received an invitation to accept the delegation.
<b>ROLE:</b>	Account administrator (for prospective delegated entity)
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select “Show Notifications” at top right of page.</li><li>3. Select the pending delegation invitation.</li><li>4. In the invitation pop up, select “Accept Invite.”</li><li>5. Confirm the acceptance of the delegation by selecting “Yes, accept.”</li></ol>
<b>EXPECTED RESULTS:</b>	<p>Delegated entity can submit filings on EDGAR on behalf of the delegating filer.</p> <p>Delegated entity’s account administrators become delegated account administrators of the delegating filer.</p> <p>Status of the delegation changes from “Pending” to “Active” on dashboard.</p>



<b><u>TEST CASE 15:</u></b>	<b>Cancel delegation of filing authority</b>
<b>DESCRIPTION:</b>	Delegating filer’s account administrators can cancel the delegation of authority to file at any time, and the delegated entity will no longer be able to file on behalf of the delegating filer.
<b>PRECONDITION:</b>	Active delegation between delegating filer and delegated entity. Individual canceling the delegation is an account administrator of the delegating filer.
<b>ROLE:</b>	Account administrator (for delegating filer)
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant filer CIK from “My Accounts.”</li><li>3. Select “Manage delegations.”</li><li>4. Select the ellipsis (under the “Actions” column) located next to the delegated entity’s name.</li><li>5. Select “Cancel delegation.”</li><li>6. Confirm the cancellation of the delegation by selecting “Yes, cancel delegation.”</li></ol>
<b>EXPECTED RESULTS:</b>	Delegation is cancelled, and delegated entity is no longer able to submit filings on EDGAR on behalf of the delegating filer. Delegated entity’s account administrators are no longer delegated account administrators of the delegating filer. Delegation status changes from “Active” to “Deactivated” on dashboard.



<b><u>TEST CASE 16:</u></b>	<b>Relinquish delegation of filing authority</b>
<b>DESCRIPTION:</b>	Any one of a delegated entity’s account administrators can revoke a delegation, and the delegated entity will no longer be able to file on behalf of the delegating filer.
<b>PRECONDITIONS:</b>	<ol style="list-style-type: none"><li>1. Active delegation between delegating filer and delegated entity.</li><li>2. Individual revoking the delegation is an account administrator of the delegated entity, i.e., a delegated account administrator.</li></ol>
<b>ROLE:</b>	Delegated account administrator (for delegated entity)
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant filer CIK from “My Accounts.”</li><li>3. Select “Manage delegations.”</li><li>4. Select the ellipsis (under the “Actions” column) located next to the relevant delegating filer’s name.</li><li>5. Select “Cancel delegation.”</li><li>6. Confirm the intent to relinquish the delegation by selecting “Yes, cancel delegation.”</li></ol>
<b>EXPECTED RESULTS:</b>	<p>Delegation is cancelled, and delegated entity can no longer submit filings on EDGAR on behalf of the delegating filer.</p> <p>Delegated entity’s account administrators are no longer delegated account administrators of the delegating filer.</p> <p>Status of delegation will change from “Active” to “Deactivated” on dashboard.</p>



## F. MANAGE USER GROUPS

<b><u>TEST CASE 17:</u></b>	<b>Create a user group of delegated users</b>
<b>DESCRIPTION:</b>	<p>Account administrators for a filer can create user groups of the filer’s users.</p> <p>A delegated account administrator can create user groups of delegated users authorized to file on behalf of particular delegating filers.</p> <p>When creating the user group, the delegated account administrator will have the option to make it the default user group for all delegations to the delegated entity—and members of the default user group will automatically become delegated users for all delegations accepted by the delegated entity.</p> <p>Changes to the default user group can be made at any time, however, the changes will only apply to future delegations accepted by the delegated entity.</p>
<b>PRECONDITION:</b>	Active delegation from the delegating filer to the delegated entity.
<b>ROLE:</b>	Account administrator/delegated account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant EDGAR account from “My Accounts.”</li><li>3. Select “Manage Individuals and User Groups.”</li><li>4. Select “Add User Group.”</li><li>5. Complete all required fields.</li><li>6. Select “Add User Group” to create the user group.</li></ol>
<b>EXPECTED RESULTS:</b>	The newly created user group for the delegated entity will display under the “Manage Individuals and User Groups” section of the dashboard.



<b>TEST CASE 18:</b>	<b>Add/Remove delegated users to/from a user group</b>
<b>DESCRIPTION:</b>	<p>Account administrators for a filer can add users to and remove users from a user group.</p> <p>When a delegated account administrator adds a user at the delegated entity to a particular user group, the individual would receive a notification inviting them to join the user group. Upon accepting the invitation, the individual would become a delegated user authorized to file on behalf of the delegating filer associated with that user group.</p> <p>Delegated users of the user group would receive notifications regarding further changes to the user group, such as when new members are added or removed.</p>
<b>PRECONDITIONS:</b>	<ol style="list-style-type: none"><li>1. Delegated account administrator created a user group. <i>See <a href="#">Test Case 17</a>.</i></li><li>2. To add delegated users to the user group, the delegated account administrator has added at least one user to the delegating entity’s account, and the user has accepted the invitation.</li><li>3. Delegated account administrator added the individual to the user group and the user has accepted the invitation.</li></ol>
<b>ROLE:</b>	Account administrator/delegated account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant filer CIK from “My Accounts.”</li><li>3. Select “Manage Individuals and User Groups.”</li><li>4. Locate the relevant user group to modify from “User groups.”</li><li>5. Select the ellipsis (under the “Actions” column) located next to the relevant user group.</li><li>6. Select “Manage members.”</li><li>7. Select individuals to add to/remove from the user group.</li><li>8. Select “Update users” to save the changes.</li></ol>
<b>EXPECTED RESULTS:</b>	Delegated users will be added to/removed from the selected user group.





<b>TEST CASE 19:</b>	<b>Add/Remove delegating filers to/from a user group</b>
<b>DESCRIPTION:</b>	Account administrators for the delegated entity (i.e., delegated account administrators) can add and/or remove delegating filers associated with a user group.
<b>PRECONDITIONS:</b>	<ol style="list-style-type: none"><li>1. Delegated account administrator has created a user group, has added at least one delegated user, and the delegated user has accepted the invitation.</li><li>2. Delegated entity has an active delegation from at least one delegating filer.</li><li>3. To remove a delegating filer from a user group, the delegated account administrator must have added at least one delegating filer to the user group.</li></ol>
<b>ROLE:</b>	Account administrator/delegated account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant filer CIK from “My Accounts.”</li><li>3. Select “Manage Individuals and User Groups.”</li><li>4. Locate the relevant user group to modify from “User groups.”</li><li>5. Select the ellipsis (under the “Actions” column) located next to the relevant user group.</li><li>6. Select “Manage user group authorization.”</li><li>7. Select delegating filer(s) to add to/remove from the user group.</li><li>8. Select “Update entities” to save the changes.</li></ol>
<b>EXPECTED RESULTS:</b>	<p>Delegating filer(s) will be added to/removed from the selected user group.</p> <p>Selected user group will be able to make filings for added delegating filers/will not be able to make filings for removed delegating filers.</p>



<b><u>TEST CASE 20:</u></b>	<b>Edit user group details</b>
<b>DESCRIPTION:</b>	Delegated account administrators can modify the user group, including the name, description, notifications, and default user group preference.
<b>PRECONDITION:</b>	Delegated account administrator created a user group.
<b>ROLE:</b>	Account administrator/delegated account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant filer CIK from “My Accounts.”</li><li>3. Select “Manage Individuals and User Groups.”</li><li>4. Locate the relevant user group to modify under “User groups.”</li><li>5. Select the ellipsis (under the “Actions column”) located next to the relevant user group.</li><li>6. Select “Edit user group.”</li><li>7. Update the relevant user group details.</li><li>8. Select “Update User Group” to save the changes.</li></ol>
<b>EXPECTED RESULTS:</b>	The updated user group details will display under “User groups.”



<b><u>TEST CASE 21:</u></b>	<b>Delete a user group</b>
<b>DESCRIPTION:</b>	Delegated account administrators can delete a user group. Delegated users who are members of the user group will no longer be able to file for the delegating filers associated with the user group (unless the users have authority to file directly or through another user group).
<b>PRECONDITION:</b>	Delegated account administrator created a user group.
<b>ROLE:</b>	Account administrator/delegated account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant filer CIK from “My Accounts.”</li><li>3. Select “Manage Individuals and User Groups.”</li><li>4. Locate the relevant user group to modify under “User groups.”</li><li>5. Select the ellipsis (under the “Actions” column) located next to the relevant user group.</li><li>6. Select “Delete user group.”</li><li>7. Select “Delete user group” once more to confirm.</li><li>8. Select “Yes, delete group” to save the changes.</li></ol>
<b>EXPECTED RESULTS:</b>	<p>The user group is deleted and will no longer display under “User groups.”</p> <p>The delegated users who are members of the user group will no longer be able to file for the delegating filers associated with the user group (unless the users have authority to file directly or through another user group).</p>



## **G. MANAGE FILER API TOKEN**

<b><u>TEST CASE 22:</u></b>	<b>Create a filer API token</b>
<b><u>DESCRIPTION:</u></b>	<p>To use APIs for EDGAR, filers must have active filer API tokens.</p> <p>The filer’s technical administrators are responsible for generating and managing filer API tokens.</p> <p>For additional information on EDGAR Next APIs, filer API tokens and user API tokens, please refer to the <a href="#">EDGAR Next—Improving filer access and account management</a> page on SEC.gov.</p>
<b><u>PRECONDITION:</u></b>	None
<b><u>ROLE:</u></b>	Technical administrator
<b><u>TEST STEPS:</u></b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant filer CIK from “My Accounts.”</li><li>3. Select “Manage Filer API Token.”</li><li>4. Select “Create New Filer API Token.”</li><li>5. Create a filer API token name. (<i>optional</i>)</li><li>6. Select “Create.”</li><li>7. Copy and/or download the filer API token.</li><li>8. Select “Done.”</li></ol>
<b><u>EXPECTED RESULTS:</u></b>	Filer API token is generated, active and displays in the filer API token table located on the dashboard.



<b><u>TEST CASE 23:</u></b>	<b>Inactivate a filer API token</b>
<b>DESCRIPTION:</b>	<p>Filer API token can be inactivated by a technical administrator at any time.</p> <p>For additional information on APIs, filer API tokens and user API tokens, please refer to the the <a href="#">EDGAR Next—Improving filer access and account management</a> page on SEC.gov.</p>
<b>PRECONDITION:</b>	None
<b>ROLE:</b>	Technical administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select the relevant filer CIK from "My Accounts."</li><li>3. Select "Manage Filer API token."</li><li>4. Select the ellipsis (under the "Actions" column) located next to the filer API token to be inactivated.</li><li>5. Select "Inactivate."</li><li>6. Select "Yes, inactivate" to proceed with inactivating the filer API token.</li></ol>
<b>EXPECTED RESULTS:</b>	Inactivated token displays as "inactive" on the filer API token table located on the dashboard.



## H. CREATE USER API TOKEN

<b>TEST CASE 24:</b>	<b>Create a new user API token</b>
<b>DESCRIPTION:</b>	<p>To use submission APIs, filers must have both a filer API token and a user API token.</p> <p>User or account administrator can generate a user API token. User or account administrator submitting the filing must have a user API token to authenticate themselves as an authorized user or account administrator for the filer.</p> <p>For additional information on EDGAR Next APIs, filer API tokens and user API tokens, please refer to the <a href="#">EDGAR Next—Improving filer access and account management</a> page on SEC.gov.</p>
<b>PRECONDITION:</b>	None
<b>ROLE:</b>	Account administrator or user
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select “My user API token” from the dashboard.</li><li>3. Select “Create new user API token.”</li><li>4. Select the “Create user API token” upon reviewing the warning message.</li><li>5. Copy and/or download the user API token.</li></ol>
<b>EXPECTED RESULTS:</b>	<p>User API token is created and active.</p> <p>User or account administrator can copy and/or download the user API token.</p> <p>When user API token expires, user or account administrator must generate a new user API token to continue using the submission API.</p>



## I. MANAGE ASSET-BACKED SECURITIES (ABS) ISSUING ENTITIES

<b>TEST CASE 25:</b>	<b>Create an ABS issuing entity</b>
<b>DESCRIPTION:</b>	Account administrators or users can submit a request to create an ABS issuing entity from the <a href="#">EDGAR Filer Management</a> dashboard.
<b>PRECONDITION:</b>	Filer is eligible to create ABS issuing entities
<b>ROLE:</b>	Account administrator or user
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select “Asset-Backed Securities (ABS) issuing entities” from dashboard of the relevant CIK.</li><li>3. Select “Add new ABS issuing entity.”</li><li>4. Enter valid name for new ABS issuing entity and verify the name is available.</li><li>5. Select “Add new entity.”</li><li>6. Repeat steps 2-4 for any additional entities.</li><li>7. Select “Submit request” to submit.</li></ol>
<b>EXPECTED RESULTS:</b>	ABS issuing entities are submitted to EDGAR for review. If accepted, ABS issuing entities are created and account administrators from the submitting EDGAR account will automatically become designated account administrators for the newly created ABS issuing entities.



## J. MANAGE DASHBOARD NOTIFICATIONS

<b><u>TEST CASE 26:</u></b>	<b>View notifications</b>
<b><u>DESCRIPTION:</u></b>	All account administrators, users, and technical administrators can view account notifications/invitations from “Show Notifications” selection.
<b><u>PRECONDITION:</u></b>	The individual must have a role for any filer on <a href="#">EDGAR Filer Management</a> in order for notifications to be available on the dashboard.
<b><u>ROLE:</u></b>	Any individual with a role for any filer on <a href="#">EDGAR Filer Management</a>
<b><u>TEST STEPS:</u></b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select “Show Notifications.”</li><li>3. Select a specific notification or invite, or select “View details” (located under the “Action” column).</li></ol>
<b><u>EXPECTED RESULTS:</u></b>	Upon selecting specific notification(s), individuals can either (a) delete the selections; (b) mark them as read; or (c) mark them as unread.  Individuals can also respond to invitations directly from within the notification.





<b><u>TEST CASE 27:</u></b>	<b>Customize notification settings</b>
<b>DESCRIPTION:</b>	All account administrators, users, and technical administrators can customize notification settings from “Email Preferences” selection on the dashboard under “Show Notifications.”
<b>PRECONDITION:</b>	None
<b>ROLE:</b>	Any individual with a role for any filer on <a href="#">EDGAR Filer Management</a>
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select “Show Notifications.”</li><li>3. Select “Email Preferences.”</li><li>4. Update email notification settings.</li></ol>
<b>EXPECTED RESULTS:</b>	<p>Notifications to individuals at their Login.gov email address are enabled as a default.</p> <p>On EDGAR Filer Management, through the Email Preferences selection, an individual can turn off notifications to their email address.</p> <p>If turned off, individuals will no longer receive notifications at their email address.</p> <p>Regardless of email preference settings, all notifications/invitations will display under Notifications on <a href="#">EDGAR Filer Management</a>.</p>



**K. UPDATE YOUR INDIVIDUAL PROFILE INFORMATION**

<b><u>TEST CASE 28:</u></b>	<b>Update individual profile information on dashboard</b>
<b>DESCRIPTION:</b>	Account administrator, user, or technical administrator can update the details of their individual profile information on the dashboard of <a href="#">EDGAR Filer Management</a> .
<b>PRECONDITION:</b>	Access to EDGAR Filer Management
<b>ROLE:</b>	All individuals with Login.gov credentials to access <a href="#">EDGAR Filer Management</a>
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. At the top right of the page, select “Edit my information.”</li><li>3. Update all relevant details.</li><li>4. Select “Save changes.”</li></ol>
<b>EXPECTED RESULTS</b>	Individual’s profile information on the dashboard is updated and reflects the changes.



## L. MANAGE LOGIN CIK

<b><u>TEST CASE 29:</u></b>	<b>Select a login CIK</b>
<b>DESCRIPTION:</b>	<p>The login CIK is the EDGAR CIK account an individual is logged into at the time they make a submission on <a href="#">EDGAR Filing</a> or <a href="#">EDGAR OnlineForms</a>.</p> <p>Submissions may be made on behalf of any EDGAR account for which an individual is authorized to file, but the accession number for the submissions will begin with the selected login CIK.</p> <p>If an individual prefers that the accession number for their submission reflect the CIK of a different EDGAR account, they must change their login CIK before making the submission.</p> <p>Individuals will have the option to set the selected login CIK as the default login CIK account for each time they log into EDGAR.</p> <p>The default login CIK can be changed at any time by selecting the "Change login CIK" option from the left navigation menu of <a href="#">EDGAR Filing</a> or <a href="#">EDGAR OnlineForms</a>.</p>
<b>PRECONDITIONS:</b>	<ol style="list-style-type: none"><li>1. Individual is authorized to submit filings on EDGAR for more than one filer/CIK.</li><li>2. Individual has not yet selected a default login CIK.</li></ol>
<b>ROLE:</b>	Account administrator or user for more than one filer/CIK
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Navigate to <a href="#">EDGAR Filing</a> or <a href="#">EDGAR OnlineForms</a>. Select a filer CIK account from the dropdown list.</li><li>2. Select the "Make this my default login CIK" box to associate this CIK with all subsequent submissions. <b>NOTE:</b> This step is optional. If the login CIK selected is not set as the default login CIK, the individual will need to select a login CIK each time they log into <a href="#">EDGAR Filing</a> and/or <a href="#">EDGAR OnlineForms</a>.</li><li>3. Proceed with the submission.</li></ol>



**EXPECTED  
RESULTS:**

Accession number for all subsequent submissions on EDGAR will begin with the filer CIK that the account administrator or user selected as their login CIK upon logging into [EDGAR Filing](#) or [EDGAR OnlineForms](#).

If the individual selected the option to make the login CIK their default, then the selected filer CIK will be associated with all future submissions on EDGAR until the default is changed.



<b><u>TEST CASE 30:</u></b>	<b>Change default login CIK</b>
<b>DESCRIPTION:</b>	The default login CIK can be changed at any time by selecting the "Change login CIK" option from the homepage or from the left navigation menu of <a href="#">EDGAR Filing</a> or <a href="#">EDGAR OnlineForms</a> .
<b>PRECONDITIONS:</b>	<ol style="list-style-type: none"><li>1. Individual is authorized to submit filings on EDGAR for more than one filer/CIK.</li><li>2. Individual previously selected a default login CIK when logging in to <a href="#">EDGAR Filing</a> or <a href="#">EDGAR OnlineForms</a>.</li></ol>
<b>ROLE:</b>	Account administrator or user for more than one filer/CIK
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Navigate to <a href="#">EDGAR Filing</a> or <a href="#">EDGAR OnlineForms</a>.</li><li>2. Select "Change login CIK" from the landing page.</li><li>3. Select a filer CIK account from the dropdown menu.</li><li>4. Select "Make this my default login CIK" box to associate this CIK with all subsequent submissions.  <b>NOTE:</b> <i>This step is optional.</i> If the login CIK selected is not set as the default login CIK, the account administrator or user will simply have to select a login CIK each time they log into <a href="#">EDGAR Filing</a> or <a href="#">EDGAR OnlineForms</a>.</li><li>5. Proceed with the submission.</li></ol>
<b>EXPECTED RESULTS:</b>	Newly selected login CIK will now appear on the login CIK homepage of <a href="#">EDGAR Filing</a> and <a href="#">EDGAR OnlineForms</a> .  If the account administrator or user selected the option to make the login CIK their default, then the selected CIK will be associated with all of their future submissions on EDGAR until the default is changed.



<b><u>TEST CASE 31:</u></b>	<b>Log into EDGAR Filing or EDGAR OnlineForms websites</b>
<b>DESCRIPTION:</b>	Individual authorized to submit filings on EDGAR for <b><u>only one</u></b> EDGAR account will only see that filer's name displayed on the homepage of <a href="#">EDGAR Filing</a> and <a href="#">EDGAR OnlineForms</a> .
<b>PRECONDITION:</b>	Individual is authorized to file on behalf of only one EDGAR account.
<b>ROLE:</b>	Account administrator or user for one filer
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Navigate to <a href="#">EDGAR Filing</a> or <a href="#">EDGAR OnlineForms</a> links at bottom right of page.</li><li>2. View the EDGAR account at the top of the landing page.</li><li>3. Proceed with the submission.</li></ol>
<b>EXPECTED RESULTS:</b>	Accession number for all submissions made through EDGAR will begin with this filer's CIK number.



**M. MANUAL ENROLLMENT OF A SINGLE FILER**

This test case is presented to demonstrate the proposed enrollment process.

In the EDGAR Next Proposing Beta, you will not be able to submit the enrollment form (the “Enroll now” button is NOT functional in EDGAR Next Proposing Beta testing for this purpose).

<b><u>TEST CASE 32:</u></b>	<b>Enroll manually in EDGAR Next</b>
<b>DESCRIPTION:</b>	Filer would like to enroll in EDGAR Next
<b>PRECONDITION:</b>	Individual is an authorized account administrator for the filer.
<b>ROLE:</b>	Account administrator
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select “Manage EDGAR Next Enrollment.”</li><li>3. Select “Manual Enrollment.”</li><li>4. <b>For testing, the requisite fields for CIK, CCC and Passphrase will be pre-populated with fictional data.</b></li><li>5. Select “Verify entity.”</li><li>6. Select annual confirmation due date from drop down.</li><li>7. Indicate whether filer is a single-member company.</li><li>8. Enter account administrator details. (NOTE: Two account administrators will be required if filer is not a single-member company.)</li><li>9. Select “Enroll now.” <i>(The “enrollment” will NOT be submitted; the “Enroll now” button is not functional. This is solely for testing the proposed process for manually enrolling an existing EDGAR account.)</i></li></ol>
<b>EXPECTED RESULTS:</b>	<p>Message will display indicating that for EDGAR Next Proposing Beta testing purposes, individuals enrolling an existing EDGAR filer will not be able to submit filings on EDGAR.</p> <p>If the proposed changes were adopted, upon submission of the enrollment form and acceptance of the invitation, account administrators would be able to submit filings for the filer using the CCC. The CIK would display under “My accounts” on the dashboard and under the “Account, CIK” drop down of the CIK view in <a href="#">EDGAR Filer Management</a>.</p>



## N. **BULK ENROLLMENT OF MULTIPLE FILERS**

This test case is presented to demonstrate the process by which bulk enrollment would occur if the [proposing release](#) is adopted.

It may be instructive to follow the steps in the test case and view the fields that would be required in the CSV file. You will be able to fill out and upload the bulk enrollment CSV file, however, there will be no validation of CSV fields for EDGAR Next Proposing Beta, no information will be stored in EDGAR, and you will not be able to submit the bulk enrollment (the bulk enrollment “Submit” button is not functional in the EDGAR Next Proposing Beta).

<b>TEST CASE 33:</b>	<b>Enroll multiple EDGAR filers in EDGAR Next (“Bulk Enrollment”)</b>
<b>DESCRIPTION:</b>	Individual would like to enroll all EDGAR filers for which it is authorized, in bulk, in EDGAR Next.
<b>PRECONDITION:</b>	Individual must have Login.gov individual account credentials to access <a href="#">EDGAR Filer Management</a> and authorization from filers that it seeks to enroll.
<b>ROLE:</b>	None
<b>TEST STEPS:</b>	<ol style="list-style-type: none"><li>1. Log into <a href="#">EDGAR Filer Management</a>.</li><li>2. Select “Manage EDGAR Next Enrollment.”</li><li>3. Select “Bulk enrollment.”</li><li>4. Download the bulk enrollment CSV template.</li><li>5. <b>For testing, enter only fictional data in the CSV document. There will be no validation of CSV fields and no information stored in EDGAR.</b></li><li>6. <b>If you wish, you may upload the sample CSV document.</b></li><li>7. Select “Enroll now.”</li></ol> <p><b>The “enrollment” <u>will NOT be submitted</u>; the “Enroll now” button is not functional. This is solely for demonstration purposes.</b></p>
<b>EXPECTED RESULTS:</b>	Message will display.  If the CSV were validated and accepted by EDGAR, the account administrators listed for each CIK on the CSV would see the CIK under “My Accounts” on the dashboard.