

EDGAR Business Office Information for Filers Enroll in EDGAR Next: Individual Filers/Section 16 Filers¹

The EDGAR Business Office (“EBO”) is providing this information to assist individual filers/Section 16 filers with enrollment in EDGAR Next. Please review the Commission’s September 27, 2024 adopting release and the EDGAR Next webpage on SEC.gov for information and assistance. Enrollment will begin March 24, 2025, but we recommend that individual filers prepare now to avoid confusion about who may enroll them and to identify account administrators.

Prepare to Enroll

Individual filers should prepare for enrollment in EDGAR Next as follows:

1. Communicate with all persons who currently have authority to file on EDGAR on their behalf.
2. Determine who will enroll them (or if they wish to enroll themselves).
 - Individual filers may choose anyone to enroll them, provided that person obtains individual account credentials from Login.gov and can responsibly manage filers’ EDGAR codes for the purposes of enrollment. The person could, for example, be employed at individual filers’ filing agents or companies.
 - Individual filers do **not** need to execute a notarized power of attorney to authorize the person to enroll them.
 - Individual filers do **not** need to obtain individual account credentials from Login.gov for EDGAR Next if they authorize someone else to enroll them.
 - Individual filers should authorize only one person to enroll them, to avoid confusion and multiple attempts at enrollment. Each filer can enroll only once.
3. Determine whom they will authorize to manage their accounts on EDGAR as their “account administrators.”
 - Individual filers can authorize up to two persons as account administrators during enrollment.
 - Individual filers are only required to authorize one person to manage their EDGAR accounts. We recommend, however, that individual filers authorize at least two persons to be their account administrators in case one person unexpectedly becomes unavailable.
 - Individual filers could authorize persons employed at their filing agents or other representatives to be account administrators during enrollment.
 - (Alternatively, individual filers could choose to authorize one person employed at their filing agents or other representatives to be an account administrator and list themselves as a second account administrator during enrollment.)

¹ The information provided here represents the views of the staff of the EDGAR Business Office. It is not a rule, regulation, or statement of the Securities and Exchange Commission (“the Commission”). The Commission has neither approved nor disapproved its content. As with all staff statements, this information has no legal force or effect: it does not alter or amend the applicable law, and it creates no new or additional obligations on any person.

- (Alternatively, individual filers could authorize persons employed at their filing agents or other representatives to be account administrator(s) and direct their account administrator(s) to add them as an account administrator after enrollment.)
4. Provide the person who will enroll them (or if they wish to enroll themselves, ensure they have) the following information needed to enroll:
- The filer’s CIK, CCC, and passphrase
 - The name(s), email address to be used in connection with EDGAR, and telephone numbers of the persons being authorized as account administrators.

Enrollment

The person whom individual filers authorize to enroll them (or if they wish to enroll themselves, the individual filers) must possess Login.gov individual account credentials. The person may obtain Login.gov credentials by selecting a link on the homepage of the EDGAR Filer Management website and then following the instructions on Login.gov. The person should use an email address that they intend to use in connection with EDGAR to create Login.gov credentials. If personal email addresses are used, they may be visible to other individuals on EDGAR. Therefore, if the person has existing Login.gov credentials using a personal email address, they may consider creating new Login.gov credentials using a different email address that they intend to use for EDGAR and other business purposes.

Once the person has Login.gov credentials, she should log into the EDGAR Filer Management website with those credentials and navigate to the Enroll section.

The individual filer or the person authorized will enter:

- The filer’s CIK, CCC, and passphrase; and
- The name(s) of account administrator(s) authorized to manage the filer’s account.

If the information entered is correct, the account administrators identified during enrollment will receive an email from EDGAR with more information. Thereafter, when the account administrators log into the EDGAR Filer Management website with their Login.gov credentials, they will see their own individual dashboards and the filer’s dashboard and will be able to take actions for the filer.

After Enrollment

After enrollment, account administrators will manage the filer’s account on the dashboard on EDGAR.

Filers should be aware that account administrators can take the following actions on their behalf:

- Make submissions on EDGAR both through the EDGAR filing websites and through optional Application Programming Interfaces (APIs) should the API requirements be satisfied;
- Add and remove additional account administrators;
- Add and remove users and technical administrators;

- Delegate authority to file to other EDGAR accounts, such as filing agents or companies, and remove delegations;
- Perform annual confirmation of the filer's account. Only one account administrator needs to perform annual confirmation for the account. If timely confirmation is not made, after a three-month grace period, the filer's account will be deactivated and the filer will be required to reapply for access to EDGAR on Form ID.

Individual filers may wish to instruct their account administrators to authorize representatives of different companies with which they have business relationships to be users or account administrators for their account. They may also or alternatively wish to instruct their account administrators to delegate the ability to file to these representatives or filing agents. After enrollment, an account administrator can add up to a total of 20 account administrators to manage the filer's account, up to 500 users to make submissions on a filer's behalf, and an unlimited number of delegated entities to make submissions on the filer's behalf.