



The Form ID is an electronic application that new filing entities use to apply for access codes to be able to file SEC forms on EDGAR. Each entity (individual or company) required to file on EDGAR must have its own CIK number (Central Index Key), which serves as the logon ID for EDGAR. The FAQs below will assist applicants in the preparation and submission of their Form ID application. The 6 steps below illustrate the process of submitting an electronic Form ID application beginning with accessing the appropriate website to submit the form to the SEC. For information on obtaining Access Codes, please see the Quick Reference Guide, available at: <https://www.sec.gov/info/edgar/edgar-quick-reference-guides.shtml>.

Basic Form ID application process:



FAQs and helpful hints about the process:

1. How do I access the electronic Form ID application?
 - a. Go to <https://www.filermanagement.edgarfiling.sec.gov>.
 - b. Scroll to the bottom of the page and select “Press Here to Begin”.
2. Can I submit a Form ID in paper?

No, the SEC no longer accepts mailed paper Form ID applications.
3. How do I complete the Application?
 - a. Applicant Information: Input information about the applicant type and the classification of the applicant.
 - If applicable to you, select either the “JOBS Act §106” or “Foreign Private Issuer Policy” radio button to indicate that you are submitting an access code request to be able to submit draft registration statements under either of those provisions. For more information about draft registration statements, refer to Chapter 7 of the EDGAR Filer Manual Volume II: <http://www.sec.gov/info/edgar/edgarfm-vol2-v29.pdf>.

Applicant Name Format ()

- Only single spaces are allowed; EDGAR will automatically replace multiple consecutive leading or trailing blank spaces with a single space.
- EDGAR accepts the following standard ASCII (text) characters:
 - &- \, / ! # \$ () ; : = @ ` { | } .
- Upper case and lower case letters are allowed, as well as digits 0-9.
- For company names beginning with the articles “A,” “AN,” or “THE,” EDGAR will automatically drop/omit the articles. In addition, EDGAR will automatically convert the following words in a company name to their capitalized abbreviation: “Company” will be changed to “CO,” “Corporation” will be changed to “CORP,” “Incorporated” will be changed to “INC,” and “And” will be changed to “&”. The word “Limited” will be replaced with “LTD” as long as the word “Limited” does not appear as the first word in the company name or is not followed by the word “Partnership”.



- For individual names, punctuation is not permitted, except for hyphenated names. EDGAR will automatically make the following substitutions for the following prefixes: “Junior” will be changed to “JR,” and “Senior” will be changed to “SR”.
 - Individual names must appear in the following format (Last First Middle). It is helpful for individuals to include their complete middle name to avoid the potential for a duplicate name error.

Tax Identification Number (TIN) is required information for a Company.

- As stated in the application instructions, if you do not have a TIN, enter 00-0000000.
 - If you are in the process of applying for a TIN when you request EDGAR access, you may update this information after your Form ID has been accepted and you have access codes (by using the “Retrieve/Edit Data” option at <https://www.edgarfiling.sec.gov>).

b. Filer Information

- This field is only applicable to applicants that are companies.
- The ““Doing Business As” Name” is an optional field.
- If your company name is not in English, you may enter this in the “Foreign Name” field. Foreign symbols are not permitted, only the standard ASCII character set (listed above under “Applicant Name Format”).

c. Contact for EDGAR Information, Inquiries and Access Codes

- Must be completed by all applicants.
- EDGAR uses the email address you provide in this section to send you notifications about the status of the filings you submit through EDGAR. Accordingly, it is critical that you provide a valid email address and keep that information up to date. You may update this information at any time on the EDGAR filing website.

d. Contact for SEC Account Information and Billing Invoices

- Must be completed by all applicants.

e. Signature

- Must be completed by all applicants.
- Enter the name and title of the person who will be manually signing the Form ID.
- If the applicant is a company, a duly authorized person (such as a partner, president, treasurer, corporate secretary, officer, or director) must sign the Form ID.
- Individuals may have a power of attorney sign on their behalf. If the Form ID is signed by someone in the capacity of power of attorney (POA), then the POA document must be attached to the notarized Form ID application.



4. What do I do once all data is entered and verified for accuracy?

The next step is to print the “Form ID Application Confirmation” page. This hardcopy of the Form ID application must be signed by an authorized individual of the company and notarized. This signed and notarized copy of your Form ID is referred to as the “Authentication Document;” it helps protect filers by ensuring that Form ID submissions on their behalf are authentic and legitimate.

5. What is an Authentication Document?

The authentication document must include the following information: signature of authorized person, printed name of the person who signed the document, title of the person who signed the document, notary signature and seal. Once all of this has been completed, the filer should scan the Authentication Document and save it as a PDF. The Form ID application must be submitted with an Authentication Document.

6. What documents are required to authenticate a foreign applicant?

The foreign local equivalent of a notary or you may submit a power of attorney.

7. How should I name the Authentication Document PDF?

File names must adhere to the following restrictions:

- 32 characters or less
- All characters must be lowercase
- File name must start with a letter
- No spaces in the file name
- It may contain digits 0-9
- It may have up to one period (.), one hyphen (-), and one underscore character (_)

8. How do I upload my signed and notarized document?

Scan and save the Authentication Document as a PDF. Return to the Form ID application and complete all of the fields (<https://www.filermanagement.edgarfiling.sec.gov>). Select “Continue” to “Form ID Application Confirmation” page and click the “Upload/Delete Attachments” tab. Upload the scanned PDF and select “CORRESP” for “File Type.”

9. How do I attach a power of attorney (POA) document?

Follow the same process described above for preparing the PDF of the Authentication Document.

10. How do I fix an “Invalid PDF Tag?”

This error message is generated when the PDF contains unrecognizable text. First, verify the file name adheres to all restrictions listed above and “CORRESP” is selected for file type. Make sure the PDF document does not contain any active content (embedded JavaScript), external references (destinations, hyperlinks, etc.), or passwords/document security controls. If you continue to receive the invalid PDF error, open the document in Adobe and complete the steps below to reformat the PDF as an image.



In Adobe Acrobat: Select File> Print. In the printer window, select “Adobe PDF” or any other PDF printer from the Printer List and select Advanced. In Advanced Print Setup, click the box “Print as Image” and select OK. Select Print. The “Save As” window will appear, make sure you save the document within the file name guidelines and include a digit or letter that is distinct from the previous file name (to ensure you select the most current PDF to upload).

In Adobe Reader: Open the file> select Edit and Take a Snapshot. Click on the first page and a snapshot will be taken of the page. A message will appear stating that the area has been copied. Open MS Word, select File, and select New, then paste the image and the first page will appear in MS Word. Repeat this process and paste the second page in word after the first page (if necessary). Save the file as an Adobe PDF. Log back in to EDGAR Filer Management and resubmit the PDF.

11. What is a Passphrase?

The passphrase is an important security code used along with the CIK to generate access codes (i.e., the PMAC, CCC, and password, which are described in the Form ID Quick Reference Guide). Make sure to record the passphrase you create on the Form ID application. In the event the passphrase is misplaced or forgotten, you will have to complete an online “Update Passphrase” request that must be submitted with an authentication document. The passphrase does not expire and is distinct from the “password,” which expires annually.

12. How do I submit the completed Form ID?

To submit your completed Form ID application, click “Submit Form ID.” A message will appear stating that “Your Form ID application will now be submitted to EDGAR for processing. Do you want to continue?” Select “OK” and record the Accession Number.

13. Do I need the Accession Number (9999999996-15-***) that appears after I click submit?**

The accession number is a unique number generated by EDGAR for each electronic submission. Although this number does not mean that EDGAR has accepted your submission, it is a reference number that can be used to inquire about the status of your application.

14. What does it mean if I receive an email stating my Form ID was “suspended”?

A filing is suspended when EDGAR detects an error within the submission. A suspense message is sent via email stating the specific error that caused the submission to not meet the minimum filing requirements. Fix the errors and resubmit the Form ID application by accessing <https://www.filermanagement.edgarfiling.sec.gov>.

15. How long does it take the SEC to review the Form ID?

The review period typically takes two business days (excluding Federal holidays). If an acceptance or suspension message has not been received within two business days, please call Filer Support at 202-551-8900 and choose Option 3. The Accession Number will be needed to determine the filing status.

16. Can I submit a Form ID and authentication documentation after hours?

Yes, EDGAR filing times are from 6:00am until 10:00pm (Eastern Time).