

## APPENDIX B. FREQUENTLY ASKED QUESTIONS

Since we opened the Operational EDGAR system for testing on May 1, 1991, EDGAR filers have called Filer Support with a variety of questions about EDGAR. Below are some of the more frequently asked questions and answers that pertain to becoming a filer and maintaining company data.

Questions	Answers
How do I reach any of the EDGAR websites?	The easiest way to use the EDGAR system is to access the EDGAR Gateway at: <a href="https://www.portal.edgarfiling.sec.gov">https://www.portal.edgarfiling.sec.gov</a> . The EDGAR Gateway will help you to determine which of the websites is the appropriate one for you to use based on your response to a single question. It is strongly recommended that you bookmark this website or add it to the Favorites list in your browser.
How do I reach the EDGAR Filer Management Website?	You can reach this site by using the EDGAR Filer Management Website at: <a href="https://www.filermanagement.edgarfiling.sec.gov">https://www.filermanagement.edgarfiling.sec.gov</a> . Please bookmark this site the next time you visit it.
How do I reach the EDGAR Filing Website?	You can reach this site by using the EDGAR Filing Website at: <a href="https://www.edgarfiling.sec.gov">https://www.edgarfiling.sec.gov</a> . Please bookmark this site the next time you visit it.
How do I reach the EDGAR OnlineForms/XML Website?	You can reach this site by using the EDGAR OnlineForms/XML Website at: <a href="https://www.onlineforms.edgarfiling.sec.gov">https://www.onlineforms.edgarfiling.sec.gov</a> . Please bookmark this site the next time you visit it.
Which web browser shall I use for EDGARLink Online?	For EDGARLink Online, we recommend using a version of Microsoft Internet Explorer or Google Chrome which is still supported by the vendor.
Which web browser shall I use for other EDGAR websites?	For other EDGAR websites, we recommend that you use a version of Microsoft Internet Explorer or Google Chrome which is still supported by the vendor.
Can I use a web browser such as Safari to access EDGAR websites?	Safari does not perform consistently with EDGAR and so we do not recommend the use of this browser.

Questions	Answers
Where do I find the Form ID?	<p>To find the PDF version of Form ID, use the following link to the SEC web page: <a href="https://www.sec.gov/forms">https://www.sec.gov/forms</a>.</p> <p>You must submit Form ID applications electronically as the SEC does not accept these applications in paper format.</p> <p>To apply for EDGAR access, use the EDGAR Filer Management Website URL: <a href="https://www.filermanagement.edgarfiling.sec.gov">https://www.filermanagement.edgarfiling.sec.gov</a>.</p>
How do I prepare the authentication document to submit along with my Form ID application?	<p>Follow the steps below to prepare and submit the authentication document along with the Form ID application:</p> <ol style="list-style-type: none"> <li>1. Complete the electronic Form ID application, and print the “Form ID Application Confirmation” page. Alternatively, complete and print the Form ID that is found on the SEC’s Public Site.</li> <li>2. Sign the form and have the form notarized.</li> <li>3. Scan the authentication document to your computer and save it in PDF format.</li> <li>4. Attach the authentication document to your electronic Form ID application and submit both to the Commission.</li> </ol>
How do I change my password?	<p>You may change your password at any time before it expires and within 10 days after the expiration date using the EDGAR Filing Website (<a href="https://www.edgarfiling.sec.gov">https://www.edgarfiling.sec.gov</a>). If both the password and the grace period have expired, you may generate a new set of EDGAR access codes (including the password) using the EDGAR Filer Management Website and your passphrase. If you have forgotten your passphrase, you must request a new one before you can generate a new set of EDGAR access codes. (Refer to Section 4.1.3.1, “Changing Your Password,” for more information).</p>
How do I change my CCC?	<p>You may change your CCC using the EDGAR Filing Website. Login to EDGAR using the EDGAR Filing Website, click ‘Retrieve/Edit Data’, and then click ‘Change Company Password or CCC’. Please note that CCCs do not expire.</p>
Can I change an expired password via the EDGAR Filing Website?	<p>Yes, if you change it within 10 days of the expiration date. If both the password and the grace period have expired, you must use your Passphrase to generate new access codes.</p>

Questions	Answers
How do I change company information?	<p>You may update company information using the EDGAR Filing Website or OnlineForms/XML website by entering company information on the Change Company Information page and submitting the changes to us. You must provide the CIK and CCC for that company before you can change any information. Company information changes are not retroactive for previous filings made by the company. You will not see the information changes on the SEC Public website until the company submits its next live EDGAR filing.</p>
How quickly can I determine whether my filing was accepted?	<p>The quickest way for you to find out if your filing was accepted or suspended is to use the EDGAR Filing Website. You can also read the messages EDGAR will send to your Internet e-mail address.</p>
How do I check the status of a submission?	<p>You can check the status of filings using the EDGAR Filing Website. Once you have logged into EDGAR and accessed the Company and Submission Information Retrieval page, you can access submission information for your CIK. You must provide the CCC for the Login CIK or the Primary Filer/Filed-By CIK before you can access any submission information.</p>
Can I download Copy Return Copies more than once?	<p>Return copies are no longer available for download.</p>

Questions	Answers
How do I access the EDGAR Quick Reference Guides from the EDGAR Filer Management Website?	<p data-bbox="574 258 1419 432">Navigate to the Frequently Asked Questions screen on the EDGAR Filer Management Website, and click the “EDGAR Quick Reference Guides” hyperlink displayed under the “Other Filer Management FAQ Topics.” The following EDGAR Quick Reference Guides will be displayed as hyperlinks:</p> <ul data-bbox="623 457 1419 1102" style="list-style-type: none"> <li data-bbox="623 457 1419 520">• Authentication Document — Save as a PDF File in Adobe Acrobat</li> <li data-bbox="623 543 1419 606">• Authentication Document — Save as a PDF File in Adobe Reader</li> <li data-bbox="623 630 1086 663">• Browser Quick Reference Guide</li> <li data-bbox="623 686 1135 720">• Filings — Attaching and Submitting</li> <li data-bbox="623 743 1403 806">• Form 13F — Create a 13F XML Information Table using Excel 2010 or 2007</li> <li data-bbox="623 829 1354 892">• Form ID — How to Obtain EDGAR Access Codes to Access EDGAR</li> <li data-bbox="623 915 1183 949">• HTML — Creating Simple HTML Files</li> <li data-bbox="623 972 1354 1005">• Organizational Chart — Save using ADOBE Acrobat</li> <li data-bbox="623 1029 1089 1062">• SC 13D Blank Form Instructions</li> <li data-bbox="623 1085 1089 1119">• SC 13G Blank Form Instructions</li> </ul>