

1. INTRODUCTION TO VOLUME I

1.1 Organization of this Manual

This volume is divided into chapters and appendices. The paragraphs and subparagraphs are numbered for easy reference (e.g., 1.2, 3.6.1).

The chapters of this volume primarily refer to the process of registering as an electronic filer on EDGAR and maintaining your company information.

The following outline shows you where to find information in this volume. An index is also provided at the end of this document.

CHAPTER 1 – Introduction

CHAPTER 2 – General Information for Filers

CHAPTER 3 – Becoming an EDGAR Filer

CHAPTER 4 – Generating EDGAR Access Codes

CHAPTER 5 – Maintenance of Company Data

CHAPTER 6 – Introduction to Filing on EDGAR

APPENDICES:

A Glossary of Commonly Used Terms, Acronyms, and Abbreviations

This glossary contains terms, acronyms, and abbreviations used in the Filer Manual.

B Frequently Asked Questions

Answers to some of the questions asked most frequently by EDGAR filers.

C Automated Name Conformance Rules for Company and Individual Entity Names

Appendix C explains the conformance rules that will be automatically applied to company and Individual Entity Names entered in the EDGAR system.

1.2 Conventions Used in this Manual

As you read this volume you should notice attributes assigned to certain types of text:

- Instructions to press a key on a keyboard or click a button or tab on the screen appear in square brackets and in title case:
 - Press [Enter]
 - Click [Module/Segment]
- Titles of check, dialog, and list boxes, fields, functions, options, processes, queries, reports, pages, tables, and windows appear in title case:
 - Submission Type list box
 - Name field
 - Company Information query
 - Return Copy check box

- Menus, menu options, radio buttons, and statuses appear in title case and have double quotation marks around them:
 - “Test Filing” radio button
 - From the “Edit” menu, select “Copy”
 - “Busy” status
- Directories and file names appear in bold text:
 - The **C:\temp** directory
 - r10q-630.txt** (the file saved in ASCII)
- Keystroke combinations appear between less-than and greater-than brackets and in upper case:
 - <ALT-TAB>
 - <CTRL-C>
- Internet Hyperlinks appear underlined and italicized:
 - <https://www.filermanagement.edgarfiling.sec.gov>*