4. GENERATING EDGAR ACCESS CODES

There are two methods for generating access codes on the EDGAR system. The first is to generate all of the codes when the EDGAR system has accepted your application for access. Generally, there are three situations when this process is used:

- For a new electronic filer.
- For an electronic filer who has forgotten their EDGAR access codes.
- For an electronic filer who wants to change EDGAR access codes for security purposes.
- For an electronic filer whose password has expired.

Section 4.1, "Generating All EDGAR Access Codes," explains generating a complete set of access codes. If your Form ID application for EDGAR access has not been accepted by the SEC, please refer to Section 3.2, "New SEC Filer: Applying for EDGAR Access." If you are an existing filer and would like to change individual codes, either your CCC or Password, Section 4.1.3, "Changing your CCC or Password," explains this process. Finally, some filers who have not logged onto the EDGAR system since the origination of passphrases may be asked to create a passphrase for the first time. Please see Section 4.1.4, "Creating a Passphrase for the First Time," for details.

The second method of generating access codes is to generate them individually. In Section 4.1.1, "Requesting an EDGAR Passphrase," the process for requesting an EDGAR passphrase is described.

4.1 Generating All EDGAR Access Codes

This section describes how to generate a complete set of EDGAR access codes (PMAC, password, and CCC). To perform this function, the filer must have a current, valid CIK and passphrase.

You cannot obtain individual access codes using the EFMW, only a complete set. However, the EDGAR Filing and OnlineForms/XML websites allow you to generate just a new password (if you know the filer's PMAC) or just a new CCC (if you know the filer's password). Please see later subsections for these details.

As long as a filer's EDGAR access codes are appropriately protected and kept current, this capability is not often needed. (The password expires yearly; the PMAC and CCC do not expire.)

Before beginning, ensure that you know the Central Index Key (CIK) of the filer. (It will be specified in the notification message that was sent when the filer's electronic Form ID application was accepted). If you do not know the CIK, you can look up the filer name in the EDGAR Company Database at URL:

https://www.edgarcompany.sec.gov

If you enter the Company Name and click the [Company Search] button to query the database, the CIK is one of the items returned.

You must also know the filer's passphrase. (The passphrase was specified in connection with the electronic Form ID application, on an Update Passphrase request, on a Convert Paper Only Filer to Electronic Filer request, or on an EDGAR Access for New Serial Companies request).

The first step in generating a set of EDGAR access codes is to open the EDGAR Generate Access Codes data entry form. This is accomplished as follows:

1. Connect to the EFMW Welcome page. (Refer to Section 3.1.2, "Accessing the EDGAR Filer Management Website.")
2. Click 'Generate Access Codes (New/Replacement)' in the menu bar.
3. A new browser window opens and the Generate Access Codes (New/Replacement) page appears (Figure 4-1: EDGAR Generate Access Codes (New/Replacement) Page).
4. Refer to Section 3.2.2.1, "Data Entry Conventions," for the standards used on all of the EFMW pages.

Figure 4-1: EDGAR Generate Access Codes (New/Replacement) Page

5. Enter the required data (CIK and Passphrase).
6. Click the [Generate Access Codes] button near the bottom of the page.

A dialog box appears (Figure 4-2: EDGAR Generate Access Codes, "Continue" Dialog) asking you to confirm that you want to submit the request. If you do not want to submit the request, click the [Cancel] button and the dialog box will disappear; otherwise, click the [OK] button.

Figure 4-2: EDGAR Generate Access Codes, "Continue" Dialog

If you clicked the [OK] button, the EFMW Generate Access Codes Acknowledgment page appears (Figure 4-3: EDGAR Generate Access Codes Acknowledgment Page). This page provides the filer's CIK and a set of new EDGAR access codes that are associated with that CIK. You should remember these codes, **after you close this page there is no way to recover them** – if you forget them, you will need to generate a new set.

Figure 4-3: EDGAR Generate Access Codes Acknowledgment Page

Note: The CIK and EDGAR access codes specified in Figure 4-3 are examples only; do not attempt to use these codes with EDGAR!

7. Click the [Exit Window] button to close the browser window and finish the process.
   No confirming dialog box is displayed—the browser window is just closed.

4.1.1 Requesting an EDGAR Passphrase

This section describes how to request a new EDGAR passphrase for:

- A filer who has forgotten their passphrase.
- A filer who wants to change a passphrase for security purposes.

  This capability is not needed as long as a filer's passphrase and EDGAR access codes are appropriately protected and kept current (the password expires yearly; the passphrase, PMAC and CCC do not expire, although filers may elect to periodically update the passphrase for security reasons).

4.1.1.1 Composing the New Passphrase Request

To compose a new passphrase request, you must either generate a Security Token or submit an Update Passphrase (manual) request. Generating your own Security Token is the most efficient method and should be chosen if the filer's email contact information on file in EDGAR is current.

4.1.1.1.1 Generating a Security Token

1. Connect to the EFMW Welcome page. (Refer to Section 3.1.2, "Accessing the EDGAR Filer Management Website.")
2. Click 'Update Passphrase' in the menu bar.

Figure 4-4: EFMW Welcome Page Menu

3. A new browser window opens (Figure 4-5: EDGAR Update Passphrase Page). Click the first hyperlink "Request security token to update passphrase."

NOTE: If you have already received a security token that is still valid and would like to navigate directly to the "Update Passphrase Continuation" screen, please select the second hyperlink "Received a security token via email" on the "Update Passphrase" screen.

Generating the security token is the standard method to update your passphrase. Use the "Update Passphrase (manual)" method only if the email contact information on record in EDGAR is incorrect. If you choose this method, it may take over 48 hours to process the request. Please select the third hyperlink on the "Update Passphrase" screen to follow the manual process of updating your passphrase.

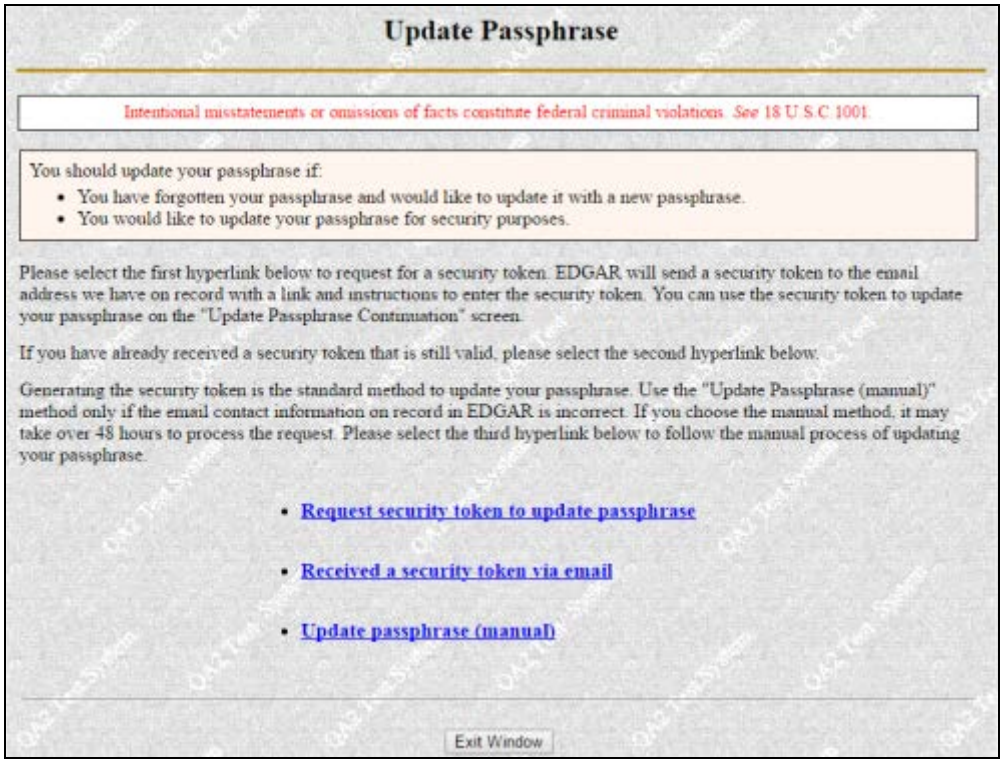


Figure 4-5: EDGAR Update Passphrase Page

4. Upon clicking the first hyperlink, the data entry page for "Update Passphrase – Request Security Token" appears (Figure 4-6: EDGAR Update Passphrase – Request Security Token Page).

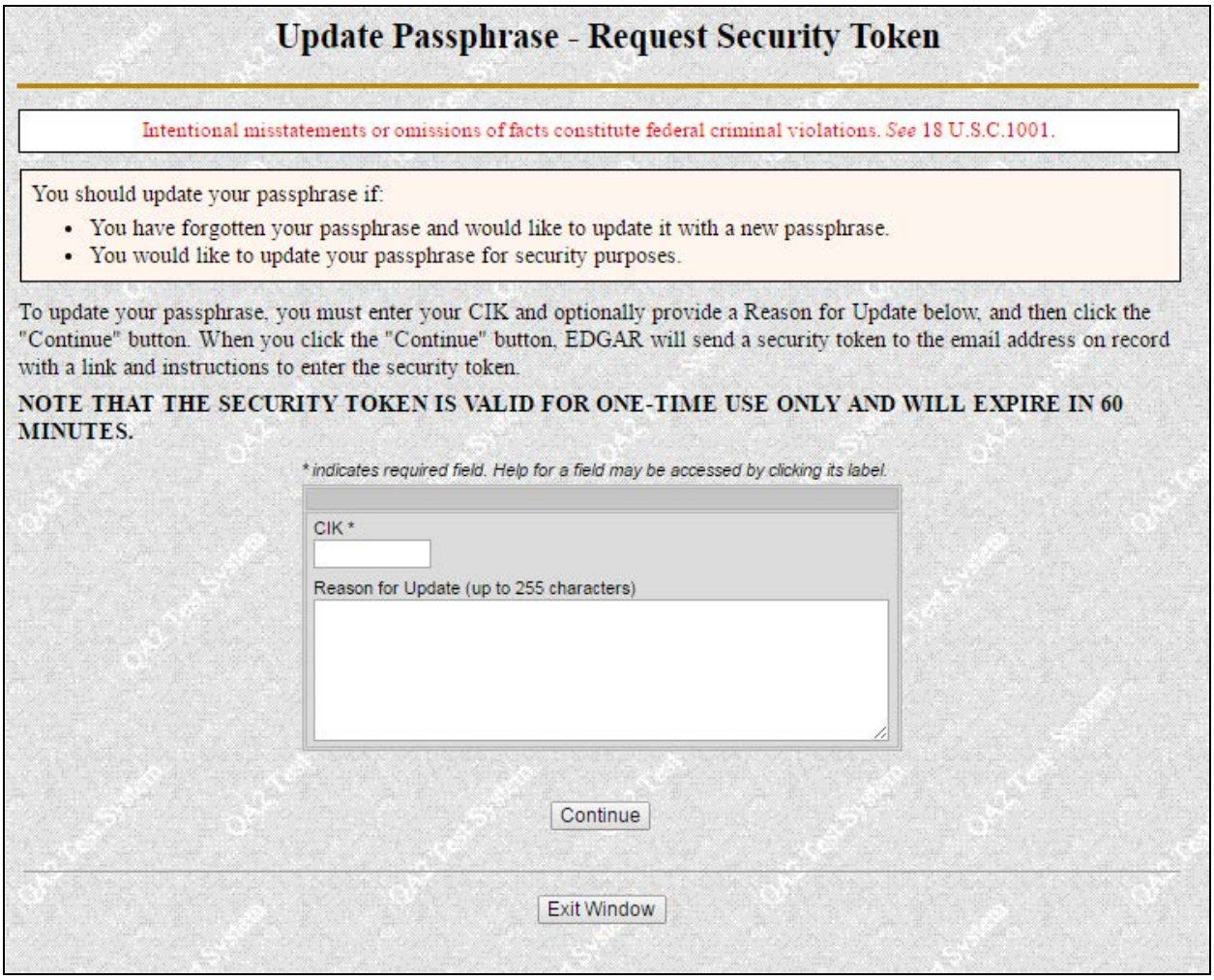


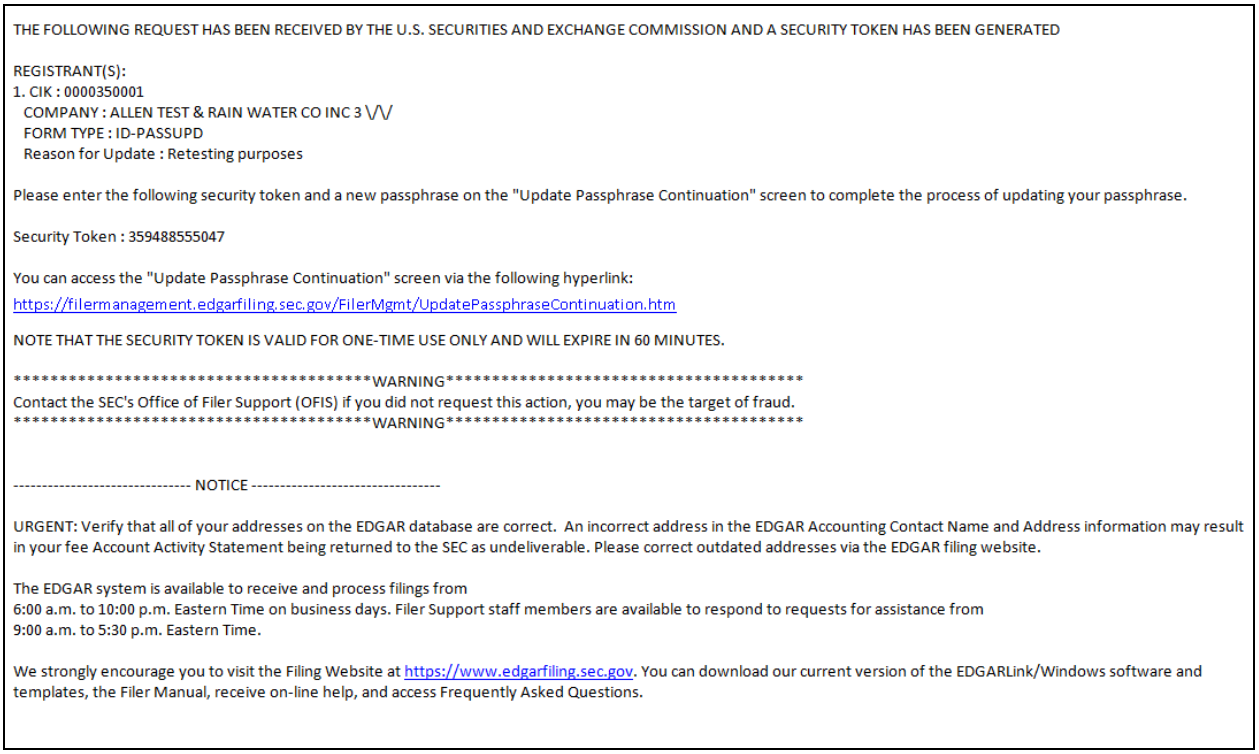
Figure 4-6: EDGAR Update Passphrase – Request Security Token Page

5. Enter your 'CIK' and 'Reason for Update' on the "Update Passphrase – Request Security Token" page. The "Reason for Update" data entry field is optional and allows you to enter free-form text explaining why the filer needs a new passphrase.
6. Click the [Continue] button at the bottom of the page.
7. EDGAR generates a Security Token and sends it to the EDGAR contact email address on record.

NOTE: A Security Token will become invalid under the following conditions:

- **60 minutes pass from the time a Security Token was generated**
- **Another Security Token was issued for the same CIK**
- **The Security Token has already been used.**

An example email is shown in Figure 4-7: EDGAR Security Token Email.



THE FOLLOWING REQUEST HAS BEEN RECEIVED BY THE U.S. SECURITIES AND EXCHANGE COMMISSION AND A SECURITY TOKEN HAS BEEN GENERATED

REGISTRANT(S):
1. CIK : 0000350001
COMPANY : ALLEN TEST & RAIN WATER CO INC 3 \/\/
FORM TYPE : ID-PASSUPD
Reason for Update : Retesting purposes

Please enter the following security token and a new passphrase on the "Update Passphrase Continuation" screen to complete the process of updating your passphrase.

Security Token : 359488555047

You can access the "Update Passphrase Continuation" screen via the following hyperlink:
https://filermanagement.edgarfiling.sec.gov/FilerMgmt/UpdatePassphraseContinuation.htm

NOTE THAT THE SECURITY TOKEN IS VALID FOR ONE-TIME USE ONLY AND WILL EXPIRE IN 60 MINUTES.

**********WARNING**********
Contact the SEC's Office of Filer Support (OFIS) if you did not request this action, you may be the target of fraud.
**********WARNING**********

---------- NOTICE ----------

URGENT: Verify that all of your addresses on the EDGAR database are correct. An incorrect address in the EDGAR Accounting Contact Name and Address information may result in your fee Account Activity Statement being returned to the SEC as undeliverable. Please correct outdated addresses via the EDGAR filing website.

The EDGAR system is available to receive and process filings from
6:00 a.m. to 10:00 p.m. Eastern Time on business days. Filer Support staff members are available to respond to requests for assistance from
9:00 a.m. to 5:30 p.m. Eastern Time.

We strongly encourage you to visit the Filing Website at https://www.edgarfiling.sec.gov. You can download our current version of the EDGARLink/Windows software and templates, the Filer Manual, receive on-line help, and access Frequently Asked Questions.

Figure 4-7: EDGAR Security Token Email

8. To enter in the Security Token, either proceed to the next page (Figure 4-8: EDGAR Update Passphrase Continuation Page) or click the link in the email to continue with the passphrase update process. Alternatively, click the "Received a security token via email" hyperlink on the "Update Passphrase" page. If you have not received an email within 10 minutes, proceed to Step 1 of the "Update Passphrase Request" process (See Section 4.1.1.1.2).
9. The "Update Passphrase Continuation" page will be displayed (Figure 4-8: EDGAR Update Passphrase Continuation Page). Re-enter the CIK, select the checkbox "I have received the Security Token within the last 60 minutes," enter in the Security Token as indicated in the email, enter in a "New Passphrase," and then re-enter in the passphrase again in the "Re-enter New Passphrase" fields. Refer to Section 3.2.4, "Defining a Passphrase," for a more detailed description of the passphrase. For security reasons, the passphrase must be at least eight characters in length and contain at least one digit and one of the following characters: {@, #, *, $}.
10. If the Security Token is invalid, the system will display the following error message:

    "The Security Token has either expired or is no longer the most recent token issued for CIK XXX. Please click the "Exit Window" button and then go to the "Update Passphrase" screen to request a new Security Token."

11. Click the [Submit] button.

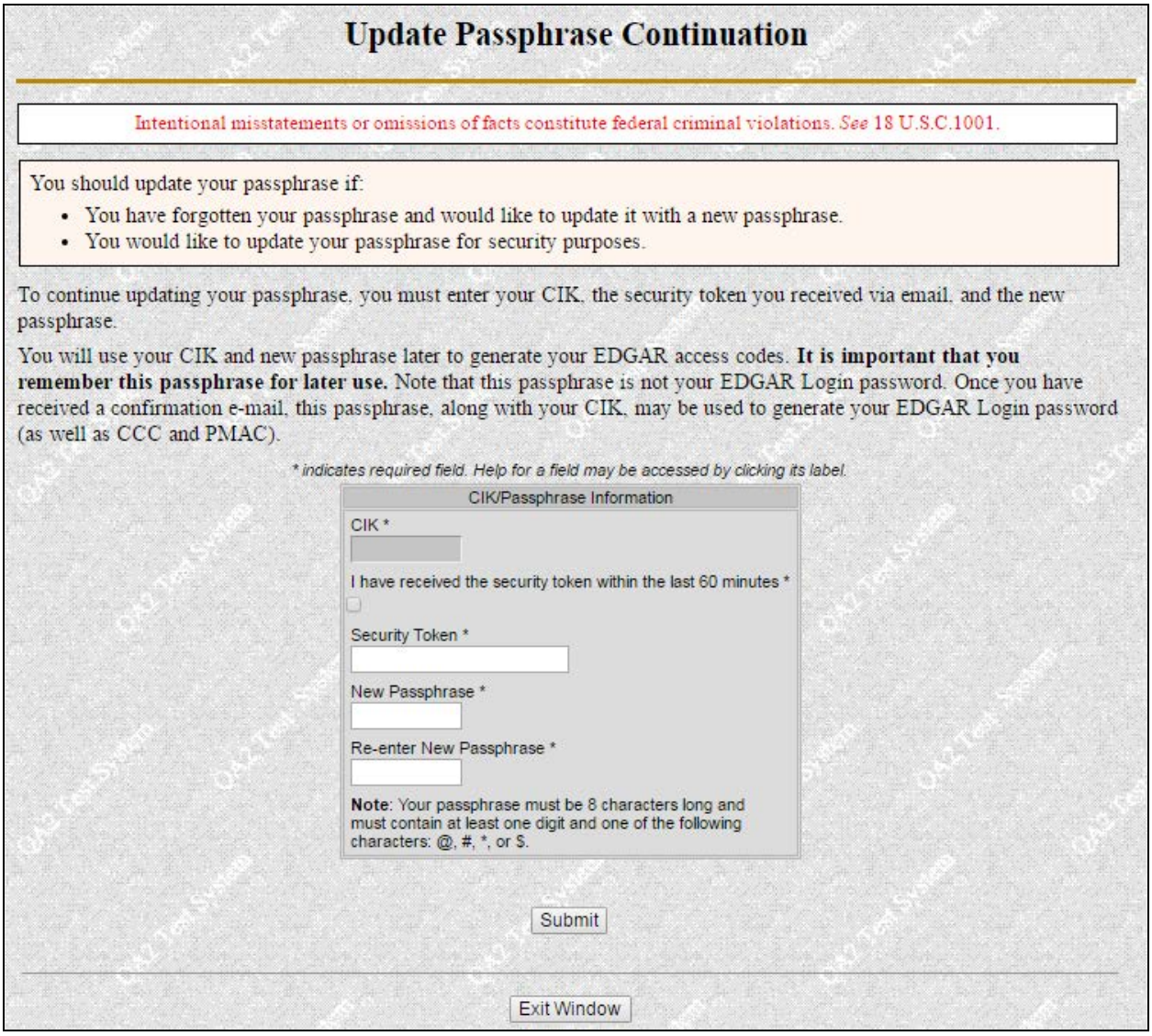


Figure 4-8: EDGAR Update Passphrase Continuation Page

12. A message will be displayed asking if you want to continue (Figure 4-9: EDGAR Update Passphrase, “Continue” Dialog). Click the [OK] button.

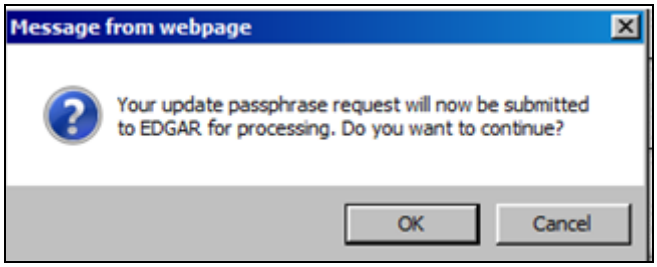


Figure 4-9: EDGAR Update Passphrase, "Continue" Dialog

13. An "Update Passphrase Acknowledgment" screen is displayed (Figure 4-10: EDGAR Update Passphrase Acknowledgment Page) indicating the accession number of the transaction and stating that a confirmation email will be sent to the filer's address on file.

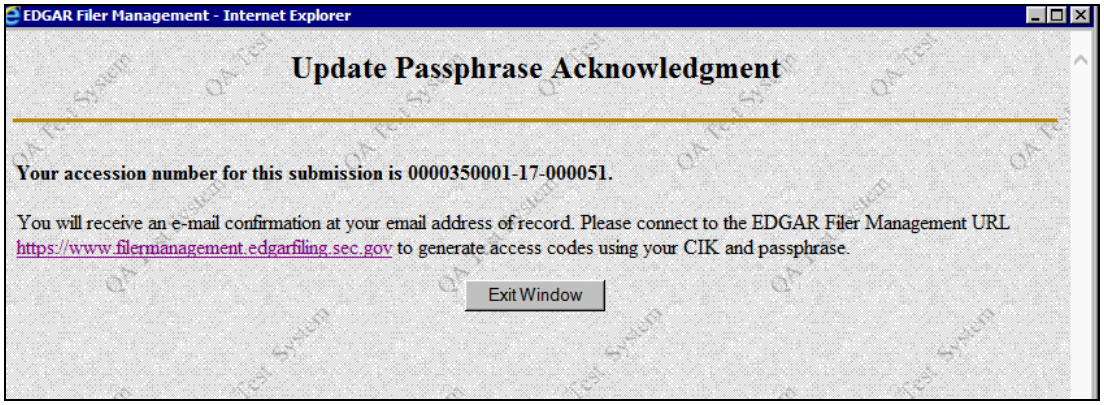


Figure 4-10: EDGAR Update Passphrase Acknowledgment Page

4.1.1.1.2 Update Passphrase (Manual) Request

1. Connect to the EFMW Welcome page. (Refer to Section 3.1.2, "Accessing the EDGAR Filer Management Website.")
2. Click 'Update Passphrase' in the menu bar.

Figure 4-11: EFMW Welcome Page Menu

3. A new browser window opens (Figure 4-12: EDGAR Update Passphrase Page).

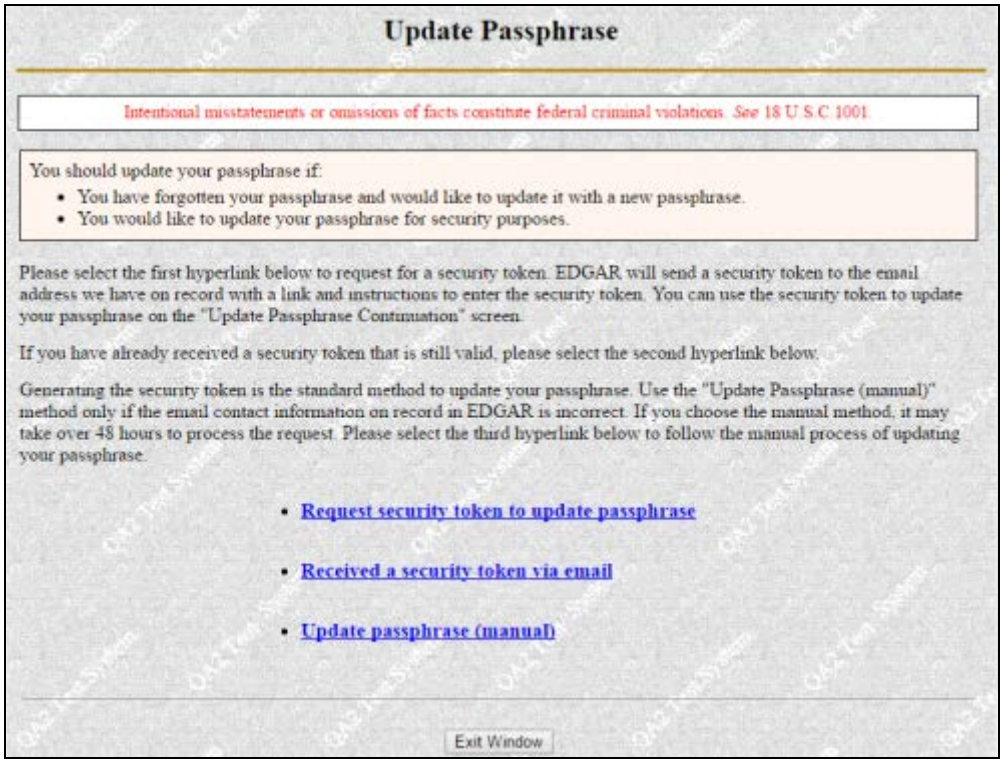


Figure 4-12: EDGAR Update Passphrase Page

4. Click the "Update passphrase (manual)" link. This will take you to the "Update Passphrase Information" screen (Figure 4-13: Update Passphrase Information).

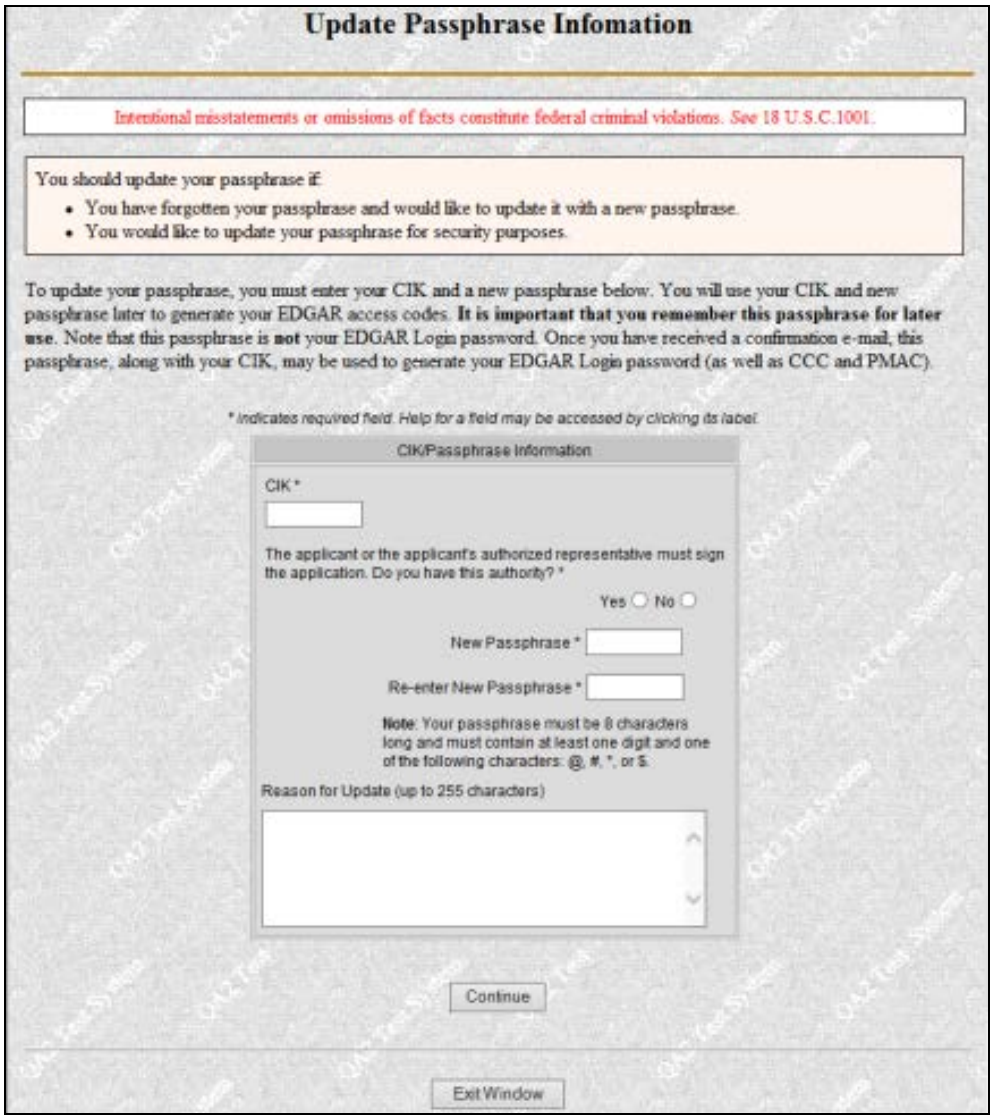


Figure 4-13: EDGAR Update Passphrase Information

5. Select "Yes" as a response to the question, "The applicant or the applicant's authorized representative must sign the application. Do you have this authority?"

   Note: If you select "No" as a response, the system will display the following error message and not permit you to continue with the update passphrase process:

   "You are not authorized to submit this request. Please contact an authorized person to update the passphrase."

6. Enter the required data (CIK and passphrase) and a reason for making the request (optional). Refer to Section 3.2.4, “Defining a Passphrase,” for a more detailed description of the passphrase. For security reasons, the passphrase must be at least eight characters in length and contain at least one digit and one of the following characters: {@, #, *, $}.

   The “Reason for Update” data entry field is optional and allows you to enter free-form text explaining why the filer needs a new passphrase. This allows you to provide information that may help the SEC process your request.

7. Click the [Continue] button near the bottom of the page after entering the data. The “Update Passphrase Confirmation” page appears (Figure 4-14: EDGAR Update Passphrase Confirmation Page).

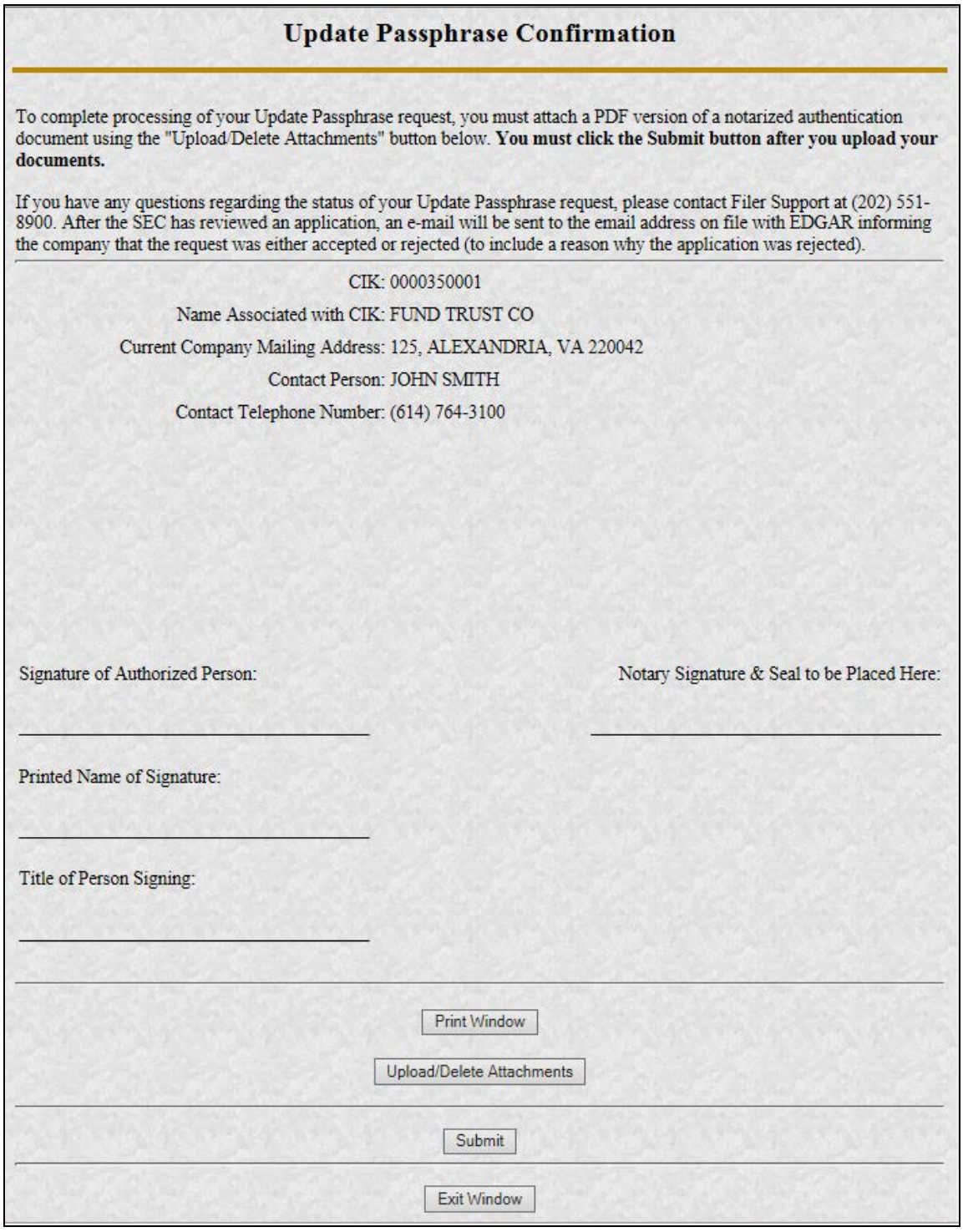


Figure 4-14: EDGAR Update Passphrase Confirmation Page

8. Click the [Print Window] button near the bottom of the page to print the authentication document. This information should be used in preparing the Authentication Document (see Section 4.1.1.2).
9. If you are acting as a Power of Attorney (POA) of the company, provide a POA that is manually signed by an authorized agent of the company.

10. Scan the authentication document, and the POA if it applies, and save them both in PDF format. Then, click the [Upload/ Delete Attachments] button on the Update Passphrase Confirmation page.

    Note: The acceptance process cannot be completed until you submit the authentication document to the SEC; refer to Section 4.1.1.2, "Authentication Documentation," for more information.

    The EDGAR Upload/Delete Attachment(s) page opens (Figure 4-15: EDGAR Upload/Delete Attachment(s) Page). This page is used to manage the attachment(s) associated with your EDGAR access request.

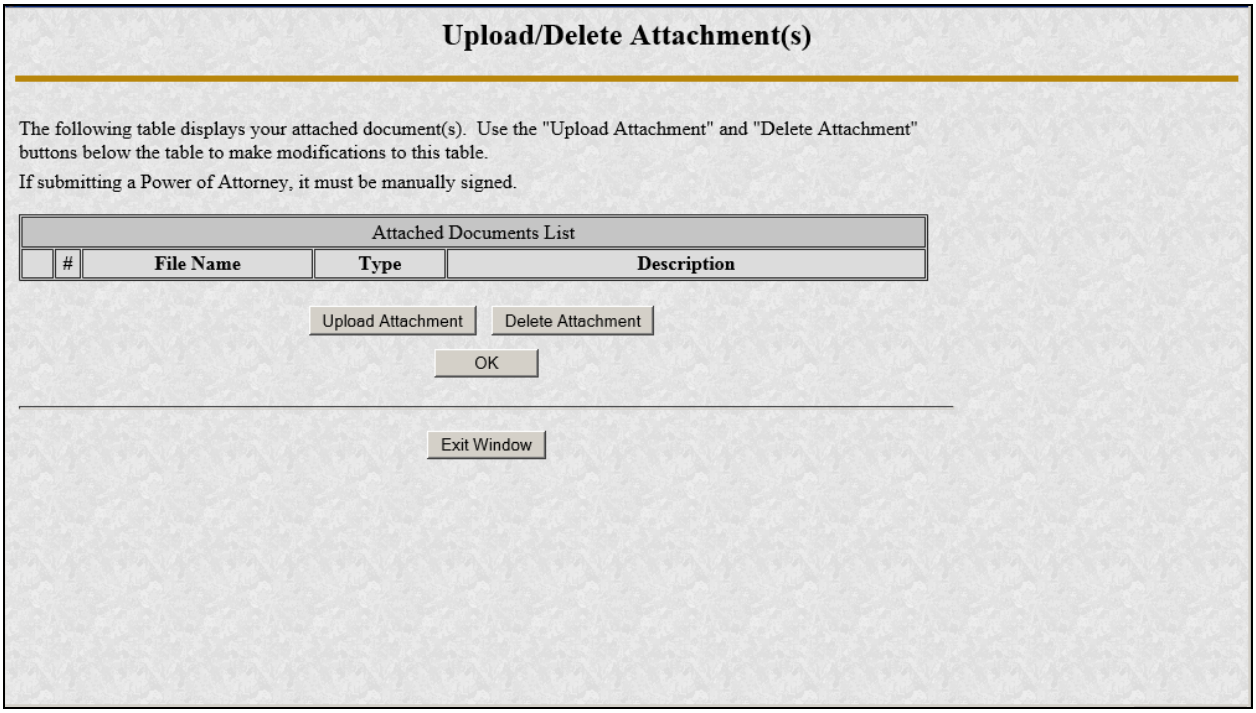


Figure 4-15: EDGAR Upload/Delete Attachment(s) Page

11. To add the attachment(s), click the [Upload Attachment] button. The EDGAR Upload Attachment page opens (Figure 4-16: EDGAR Upload Attachment Page).

Figure 4-16: EDGAR Upload Attachment Page

12. Click the [Browse] button to select the attachment. The attachment(s) must have the .pdf file extension.

    Note: The Type field defaults to CORRESP and it is non-editable. Refer to Section 3.2.3.2, "Assembling the Form ID Submission," for EDGAR standards on document attachments.

13. Enter a description for the attachment and click the [Upload] button. The EDGAR Upload/Delete Attachment(s) page opens and the new attachment is displayed in the Attached Documents List table.

    To cancel an attachment, click the [Cancel] button; to close the browser window, click the [Exit Window] button.

14. Continue to add or delete the attachment(s) as needed, and then click the [OK] button. The "Update Passphrase Confirmation" page appears.

15. Click the [Submit] button to submit the Update Passphrase request.

    A dialog box displays asking for confirmation appears (Figure 4-17: EDGAR Update Passphrase, "Continue" Dialog). To submit the request to EDGAR for processing, click the [OK] button; to cancel the request, click the [Cancel] button. EDGAR will give an indicator that the submission is in progress.

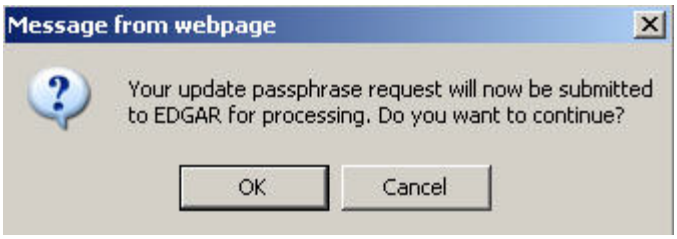


Figure 4-17: EDGAR Update Passphrase, "Continue" Dialog

Note: After you click the [OK] button, the EDGAR Update Passphrase request is submitted to the automated submission processing portion of the EDGAR system. This is the start of the acceptance process; your subsequent actions in this browser window will not affect this process.

The EFMW EDGAR Update Passphrase Acknowledgment page appears (Figure 4-18: EDGAR Update Passphrase Acknowledgment Page). This page provides the Accession Number for the submission; use this number when referring to this submission.

Figure 4-18: EDGAR Update Passphrase Acknowledgment Page

16. Click the [Exit Window] button to complete the process and close the browser window.

4.1.1.2 Authentication Documentation

The Update Passphrase request must be supplemented with an additional authentication document to ensure that the request is authentic. The authentication document must be signed and notarized, and include the following information:

- CIK
- Name associated with that CIK
- Name of the contact person for purposes of this request
- Contact person
- Contact telephone number

- Contact email address
- Manual signature of authorized person
- Printed name of authorized person
- Title of authorized person
- Signature
- Signature Date
- Name of Notary (must be different from contact person)
- Notary seal (in jurisdictions that use notary seals)

If the request is for a company, the authentication document must be on company letterhead. If the request is for an individual, the filer may provide the information on non-company letterhead or use the print out that can be generated on the EDGAR Update Passphrase Confirmation Page (Figure 4-14: EDGAR Update Passphrase Confirmation Page).

4.1.1.3 E-mail Acceptance or Rejection Notification

After the SEC receives both the electronic EDGAR Update Passphrase request and the attached authentication documentation, the SEC will authenticate the request. A notification message stating the SEC's disposition of the request will be sent to the e-mail address provided in the request. The disposition will be either "accepted" or "rejected."

If the request is accepted, the e-mail message will include but will not be limited to the following information:

- Text stating that the request was accepted by the SEC
- Text stating that the specified passphrase was activated
- Basic directions for how to generate EDGAR access codes
- The URL of the EDGAR Filer Management Website

If the request is rejected, the e-mail message will include but will not be limited to the following information:

- Text saying that the request was rejected by the SEC
- The reason that the request was rejected
- Basic instructions on how to resolve the issue

These messages will be sent to filer's e-mail address of record. If they are associated with a valid CIK, they will also be posted to the EDGAR Filing and OnlineForms/XML websites.

Note: None of the data contained in these messages is real; it merely represents the type of data that would typically be contained in the message. Do not attempt to use any of this data with the EDGAR system.

4.1.2 Update Passphrase Request

```
THE FOLLOWING SUBMISSION HAS BEEN ACCEPTED BY THE U.S. SECURITIES AND EXCHANGE COMMISSION.

COMPANY:        ALLEN TEST & RAIN WATER CO INC
FORM TYPE:      ID-PASSUPD              NUMBER OF DOCUMENTS: 1
RECEIVED DATE: 06-Aug-2004 08:53        ACCEPTED DATE:       06-Aug-2004 08:53
TEST FILING:    NO                      CONFIRMING COPY:     NO

ACCESSION NUMBER: 9999999996-03-001201

FILE NUMBER(S):
   1. None.

PLEASE REFER TO THE ACCESSION NUMBER LISTED ABOVE FOR FUTURE INQUIRIES.

REGISTRANT(S):

   1. CIK:          1234567890 existing
      COMPANY:      ALLEN TEST & RAIN WATER CO INC
      FORM TYPE:    ID-PASSUPD
      FILE NUMBER(S):
         1. None.

SUMMARY OF CHANGES:

Your request for a new EDGAR passphrase has been accepted by the SEC's Branch of Filer Support.
The requested passphrase is now active in the EDGAR system.
Please connect to the EDGAR Form ID URL
                    https://www.filermanagement.edgarfiling.sec.gov
to generate EDGAR access codes using your CIK and passphrase.

------------------------------ NOTICE ---------------------------------

URGENT: Verify that all of your addresses on the EDGAR database are
correct.  An incorrect address in the EDGAR Accounting Contact Name
and Address information may result in your Fee Account Activity
Statement being returned to the SEC as undeliverable. Please correct
outdated addresses via the EDGAR filing website.

The EDGAR system is available to receive and process filings from
6:00 a.m. to 10:00 p.m. Eastern Time on business days. Filer Support
staff members are available to respond to requests for assistance from
7:00 a.m. to 7:00 p.m. Eastern Time.

We strongly encourage you to visit the Filing Website at
https://www.edgarfiling.sec.gov. You can download our current version
of the EDGARLink/Windows software and templates, the Filer Manual,
receive on-line help, and access Frequently Asked Questions.
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Conceptual

Figure 4-19: EDGAR Update Passphrase Notification, Accepted

THE FOLLOWING SUBMISSION HAS BEEN REJECTED BY THE U.S. SECURITIES AND EXCHANGE COMMISSION.

COMPANY: ALLEN TEST & RAIN WATER CO INC
FORM TYPE: **ID-PASSUPD** NUMBER OF DOCUMENTS: 1
RECEIVED DATE: 06-Aug-2004 08:53 REJECTED DATE: 06-Aug-2004 08:53
TEST FILING: NO CONFIRMING COPY: NO

ACCESSION NUMBER: 9999999996-03-001201

FILE NUMBER(S):
1. None.

PLEASE REFER TO THE ACCESSION NUMBER LISTED ABOVE FOR FUTURE INQUIRIES.

REGISTRANT(S):

1. CIK: 1234567890 existing
COMPANY: ALLEN TEST & RAIN WATER CO INC
FORM TYPE: **ID-PASSUPD**
FILE NUMBER(S):
1. None.

SUMMARY OF CHANGES:

Your request for a new EDGAR passphrase has been rejected by the SEC's Branch of Filer Support for the following reason:

Unable to Contact Requester

For further information, contact the SEC's Office of Filer Support at (202) 555-1234.

---------- NOTICE ----------

URGENT: Verify that all of your addresses on the EDGAR database are correct. An incorrect address in the EDGAR Accounting Contact Name and Address information may result in your Fee Account Activity Statement being returned to the SEC as undeliverable. Please correct outdated addresses via the EDGAR filing website.

The EDGAR system is available to receive and process filings from 6:00 a.m. to 10:00 p.m. Eastern Time on business days. Filer Support staff members are available to respond to requests for assistance from 7:00 a.m. to 7:00 p.m. Eastern Time.

We strongly encourage you to visit the Filing Website at https://www.edgarfiling.sec.gov. You can download our current version of the EDGARLink/Windows software and templates, the Filer Manual, receive on-line help, and access Frequently Asked Questions.

Conceptual

Figure 4-20: EDGAR Update Passphrase Notification, Rejected

4.1.3 Changing your CCC or Password

Usually, changing all of your access codes will not be required. A more routine procedure would be to change either your password or CCC. Your password allows you access to the EDGAR systems, including all websites. You should not share this password with anyone outside your company. It is appropriate to change your password under the following circumstances:

- Key staff who held the password are no longer employed by your company
- You are concerned that your password has been given to outsiders
- Your company policies require the routine update of the password at intervals other than required by EDGAR.

The CCC allows you the flexibility to permit others to file on your behalf, usually filing agents. It is prudent to change this code after another party submits each filing. This is especially important if you use more than one filing agent. If you do not follow this policy or do not use more than one agent, then at the very least, the code needs to be refreshed if you change filing agents. The integrity of this code is your responsibility; please do not give this code to anyone who does not need to use it on your behalf.

Once on the main EDGAR Welcome page, if you need to change your access codes, click 'Retrieve/Edit Data'.

The Change Company Password or CCC option has a page for you to select either of two options as shown in Figure 4-21: Change Company Password or CCC Page:

- Change Password
- Change CCC (CIK Confirmation Code)

Click the 'Change Company Password or CCC' option on the Retrieve/Edit Data page, and this page will appear.

Figure 4-21: Change Company Password or CCC Page

Your EDGAR password is good for only twelve (12) months. Be sure you change your password on the EDGAR Filing Website before it expires.

4.1.3.1 Changing Your Password

1. Click the 'Change Password' link on the Change Company Password or CCC page.

Figure 4-22: Change Company Password

Note: Your password must contain eight characters with at least one letter, one number, and one of the following characters: @, #, *, $.

2. When the Change Password page appears, enter the company's CIK, Old Password, New Password, Confirm the New Password, and Password Modification Access Code (PMAC).
3. Click the [Change Password] button.

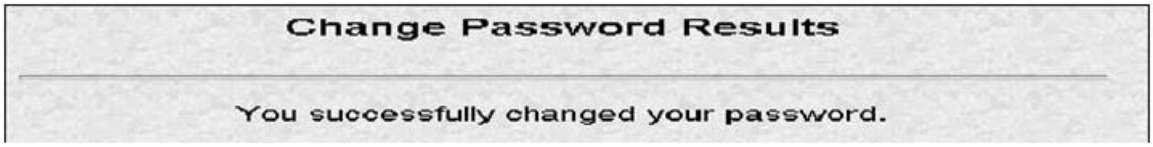

Figure 4-23: Change Password Results Page

Note: All CCCs and passwords are case-sensitive and must be entered correctly.

4.1.3.2 Changing Your CCC (CIK Confirmation Code)

You can change your CCC at anytime.

To change your CCC:

1. Click the 'Change CCC' link on the Change Company Password or CCC page.
2. Enter your CIK, Password, new CCC, and Confirm New CCC.
3. Click the [Change CCC] button.

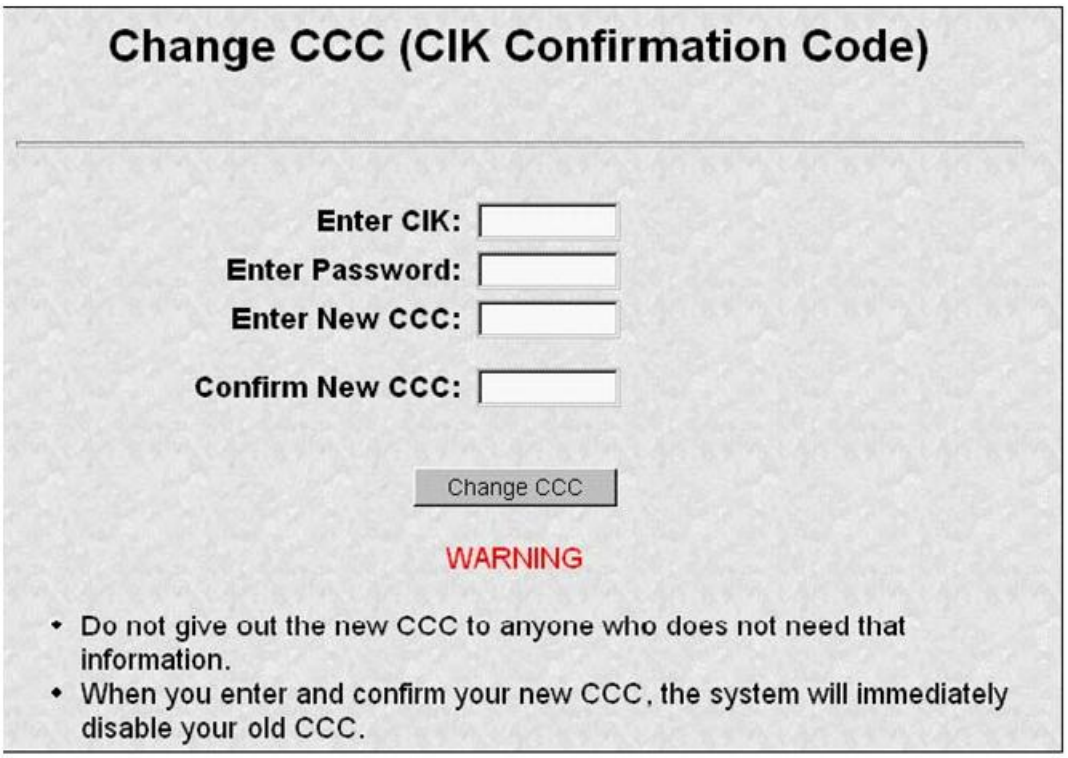

Figure 4-24: Change CCC (CIK Confirmation Code) Page

Note: Your CCC must contain eight characters with at least one letter, one number, and one of the following characters: @, #, *, $.

The Change CCC Results page appears, confirming your CCC change. This change is effected immediately on the EDGAR Filing Website. If you exit the site and try to login again, you must use the new CCC.

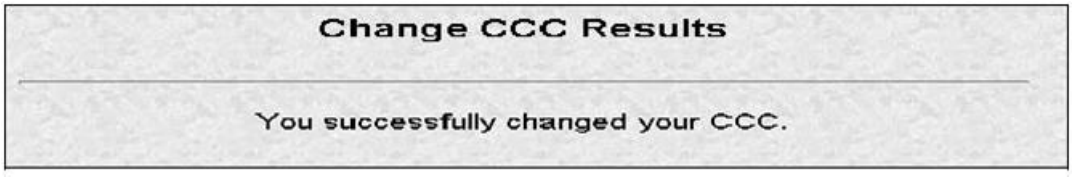

Figure 4-25: Change CCC Results Page

If you mistyped your CIK or CCC, you may see the Invalid CIK/CCC error screen. Click the [Back] button on your browser and enter it again. If you are still having problems, please call Filer Support at (202) 551-8900 for help.

4.1.4 Creating a Passphrase for the First Time

When logging into any of the EDGAR websites, if your CIK and password are valid and you have a passphrase, the Welcome page appears. Some filers, who have not logged into the system for a long time, may find that they have not yet created a passphrase since the introduction of this process on the EDGAR system. Filers will only have to follow this process once; however, the EDGAR system will not let you proceed until the passphrase has been created. The first screen you will see is shown in Figure 4-26: The EDGAR Create Passphrase Page.

Figure 4-26: The EDGAR Create Passphrase Page

1. To define a passphrase, type it in the data entry fields provided. (The passphrase is not displayed and it is an important security code: typing it twice ensures that no typographical errors occur during entry.)
2. Enter your existing PMAC (doing so verifies that you have the right to define a passphrase). If you have forgotten your PMAC, contact our Filer Support Staff at (202) 551-8900 for help.
3. Click the [Create Passphrase] button. If your new passphrase is in the correct format (it must be in the same format as the PMAC) and the PMAC is valid for the CIK, the Create Passphrase Results page is displayed. (You will be informed of any errors in the data entered and will be required to correct them before you can proceed.)

Figure 4-27: The EDGAR Create Passphrase Results Page

4. Click the [Continue to EDGAR Welcome] button. The Welcome page displayed is based on the website that you initially logged on to.

   Figure 4-28 shows the EDGAR OnlineForms Management Website Welcome page.

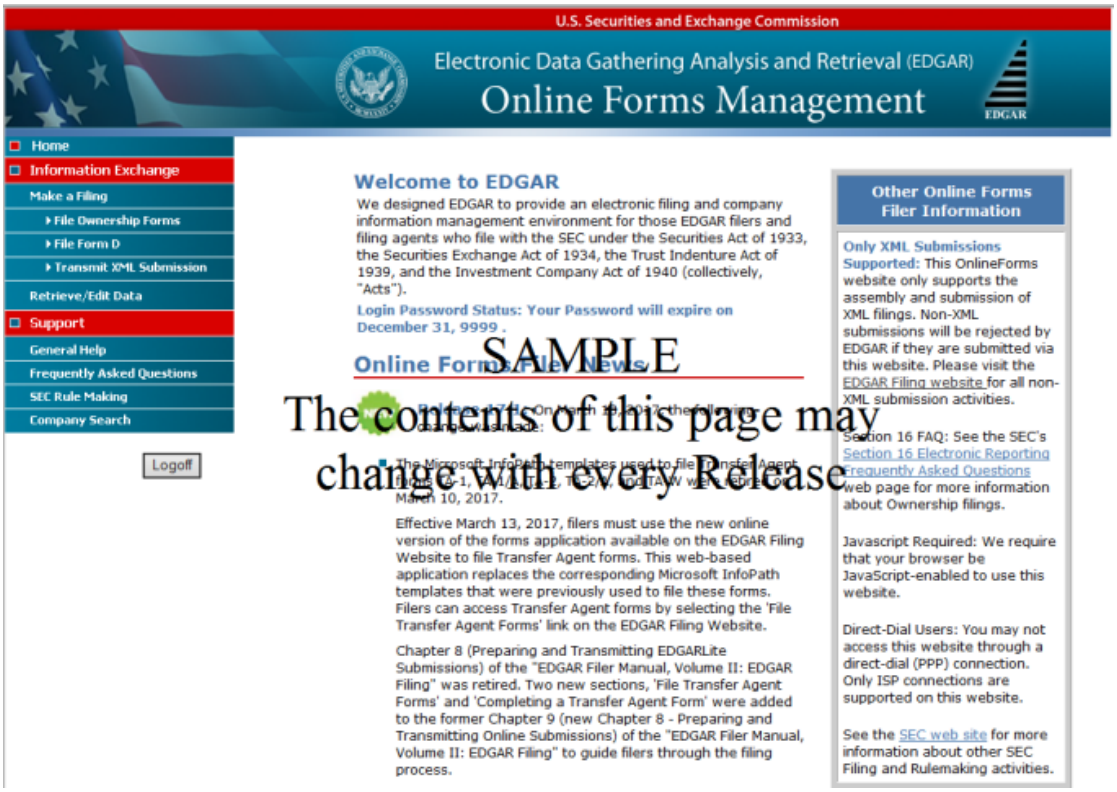

Figure 4-28: The EDGAR Welcome Page (Top)

Notes:

- If you mistype your password, EDGAR considers it an invalid password and access to EDGAR is denied.
- If you accidentally mistype the CIK or password, you can press the [Back] button to return to the Login page, and try again.
- If your CIK and password do not match those saved in the database, you will see an Invalid Login page. If you find you are getting the Invalid Login page and your CIK and password are entered correctly, please contact Filer Support at (202) 551-8900 for help.
- Additional error messages you may see are Password Login Expiration messages. There are two different types of messages: Login Password to Expire Soon or Login Password Expired. If your password expires soon or if your password has expired within the last 10 days, EDGAR allows you to create a new password using your PMAC. If you have a passphrase, you can get a new set of EDGAR access codes (including a password) using the EDGAR Filer Management Website – even if your password has been expired for more than 10 days. If you need assistance, contact our Filer Support Staff at (202) 551-8900 for help.
- The passphrase is a security code and is used to generate EDGAR access codes. You must define a passphrase before you can access any of the EDGAR capabilities.