



How to Prepare for EDGAR Next

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Use these instructions to participate in the polls and see the poll results.

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Click Here

Go to slido.com
and enter **#edgar**
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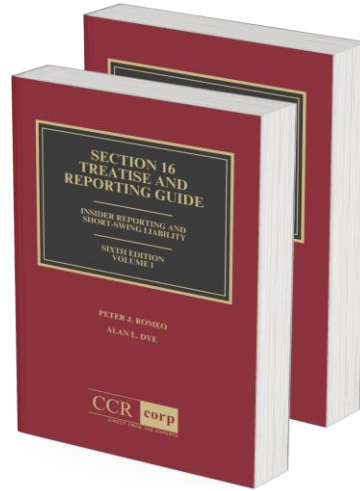
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The 6th Edition of "Romeo & Dye's Section 16 Treatise and Reporting Guide" Is Available Now!



2025 edition

Alan Dye's Section 16
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Speakers



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How to Prepare for EDGAR Next

EDGAR Next

Overview

EDGAR Next will enhance security, improve filer account management, and modernize how third-party filing solutions connect to the EDGAR platform

Preparing for the Update:

NASPP Blog “[SEC Announces Big Changes to EDGAR Access](#)”

Training videos on [EDGAR Next website](#)

Reach out to third-party filing solutions for information on how filing service will be affected



Authorized Admins and Users

Only authorized admins and users can submit filings

Insider’s Form ID must designate an admin

Admin can authorize additional admins and users



Multifactor Authentication

EDGAR login credentials established through login.gov

Login will require password and secondary authentication

All admins and users will need their own EDGAR login




Annual Confirmation

Annually confirm:

- Accuracy of insider accounts
- Authorized admins, users, and delegated entities

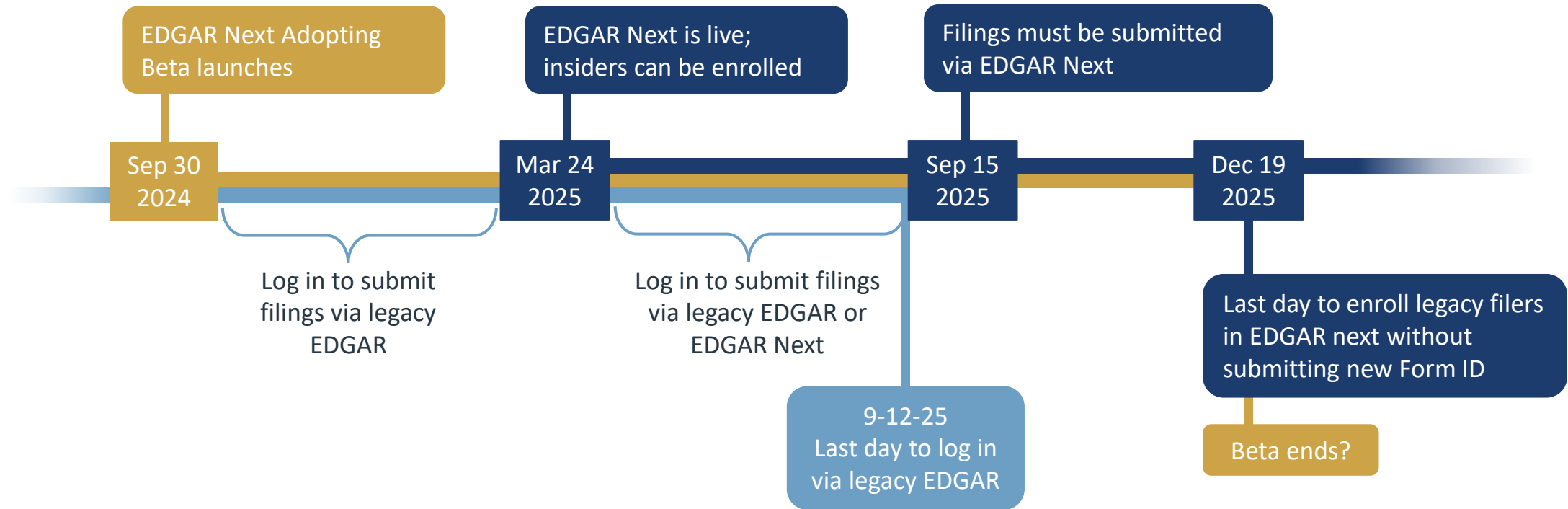
EDGAR Next

Roles

Insider	Account Administrator	User	Technical Administrator	Delegated Entity
Filer No access to EDGAR unless authorized as an account administrator or user Does not need a login.gov account unless account access is desired  Form ID is submitted only for filers	Maximum Access Authorized to: <ul style="list-style-type: none">• Submit filings• Authorize and deauthorize administrators, users, and delegated entities• Complete annual confirmations One administrator is designated as the EDGAR point of contact for the SEC	Limited Access Authorized to submit filings and manage own account Not authorized to do anything else	Limited Access Generates filer API tokens for third-party filing tools Contact your third-party filer to determine if you'll need a technical administrator	Limited Access Another EDGAR Filer Admins and users of the entity are authorized to: <ul style="list-style-type: none">• Submit filings• Manage admins and users for its own account Not authorized to: <ul style="list-style-type: none">• Manage admins and users on insider's account• Complete annual confirmations for insider• Serve as point of contact for insider
Individuals				

EDGAR Next

Transition



EDGAR Next

Establishing Insider Accounts



Enrollment

- Available to all insiders who already have EDGAR accounts as of March 21, 2025
- Available until December 19, 2025
- Requires insider's CIK, CCC, and passphrase
- Anyone with EDGAR Next login can enroll
- Must identify account administrator (POA not required)



CCC will be automatically reset upon enrollment



Form ID

Required for all new insiders

Starting March 24, 2025, must:

- Use new Form ID
- Must identify account administrator
- Include power of attorney authorizing account administrator

EDGAR Next

Access Codes

Legacy EDGAR



CIK
CCC
Password
Passphrase
PMAC

Needed for Enrollment



CIK
CCC
Passphrase



CCC and passphrase must
be confirmed/reset
if older than Sept 2019

EDGAR Next



CIK
CCC

Access to EDGAR managed
through Login.gov
API tokens may be needed for
third-party filing solutions

EDGAR Next

Updating EDGAR access codes

 Pro Tip: You do not need to log into an insider's EDGAR account to change the insider's EDGAR codes.

CCC

Codes Needed:

- CIK
- CCC
- Password

Log into the [EDGAR Online Forms website](#).

Select **Retrieve/Edit Data**.

Enter insider's CIK and CCC.

Select **Change Company Password or CCC**, then select **Change CCC (CIK Confirmation Code)**.

Follow the on-screen instructions. You'll need to enter the insider's CIK and password.

If you don't want to change the CCC, you can simply enter the same CCC and confirm it.

Password

Codes Needed:

- CIK
- CCC
- Old password
- PMAC

Log into [EDGAR Online Forms website](#).

Select **Retrieve/Edit Data**.

Enter insider's CIK and CCC.

Select **Change Company Password or CCC**, then select **Change Password**.

Follow the instructions on the screen. You'll need to enter the insider's CIK, old password, and PMAC.

EDGAR Next

Updating EDGAR access codes

Passphrase

Need access to email address in insider's EDGAR file

Login into the [EDGAR Filer Management website](#).

Select **Update Passphrase**.

In the new window that opens, select **Request Security Token to Update Passphrase**.

Enter the insider's CIK and the reason for the update (e.g., insider forgot passphrase). Select Continue.

Within a few minutes, an email containing a security token will be sent to the contact email address.

Click the hyperlink in the email and enter the security token number Security Token field.

Follow the on-screen instructions to update the insider's passphrase.

Contact Email Address

Codes Needed:

- CIK
- CCC

Log into the [EDGAR OnlineForms website](#).

Select **Retrieve/Edit Data**

Enter the insider's CIK and CCC.

Select **Retrieve Company Information**.

Click **Edit Company Information** (at bottom of page)

Enter new email address and click the **Submit Changes** button.

EDGAR Next

Updating EDGAR access codes

PMAC

Codes Needed:

- CIK
- Passphrase

To reset an insider's PMAC, you'll need to generate new EDGAR codes for the insider.

Generate New EDGAR Codes

Codes Needed:

- CIK
- Passphrase

Login into the [EDGAR Filer Management website](#).

Select **Generate Access Codes (New/Replacement)**.

Enter the insider's CIK and passphrase and click the **Generate Access Codes** button.

The insider's new CCC, password, and PMAC will appear in the next window. Print or save the codes.

For more information on updating EDGAR codes, see the SEC article "[Understand and Utilize EDGAR CIKs, Passphrases, and Access Codes](#)."

EDGAR Next Readiness

How ready are you for EDGAR Next?

- A. 100% ready
- B. We still have some things to do, but we're in good shape
- C. We're making good progress
- D. We have some work to do
- E. Don't rush me; we have until September 15
- F. Don't know / not applicable



Insider Access to EDGAR

Do you think most of your insiders will want to have access to their own EDGAR Next accounts?

- Yes
- No
- We think it will be about 50/50
- Don't know / not applicable



SEC Webinars

How many of the SEC's webinars on EDGAR Next have you watched?

- A. All
- B. Most
- C. A few
- D. One
- E. None



Officers on Other Company Boards

For your officers who serve on the boards of other companies, how are you planning to share access with the other companies?

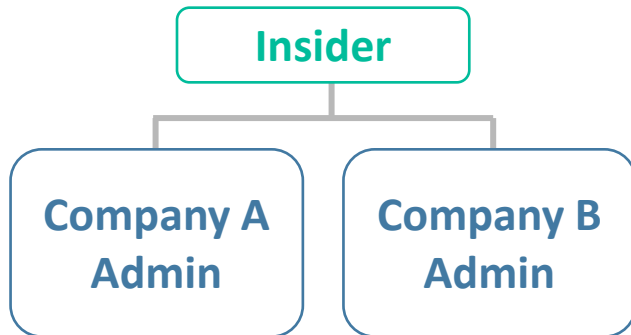
- A. We are planning to make them delegated entities
- B. We are planning to give them administrator access
- C. We are planning to give them user access
- D. We are open to whatever they prefer
- E. We haven't thought about it yet
- F. Don't know / not applicable



Filers Who Are Insiders at Multiple Companies

Three approaches to granting access

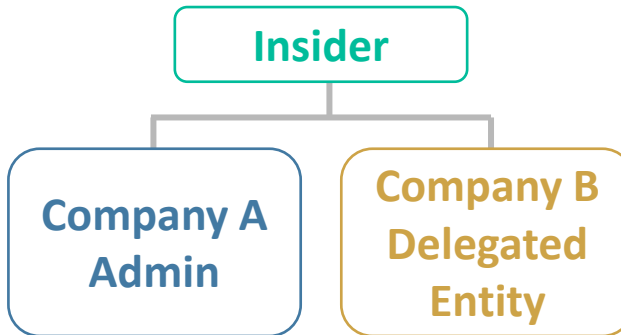
Administrator Access



All admins can:

- Submit filings for insider
- Authorize and deauthorize admins, users, and delegated entities
- Serve as EDGAR POC
- Annually confirm insider account

Delegated Entity Access



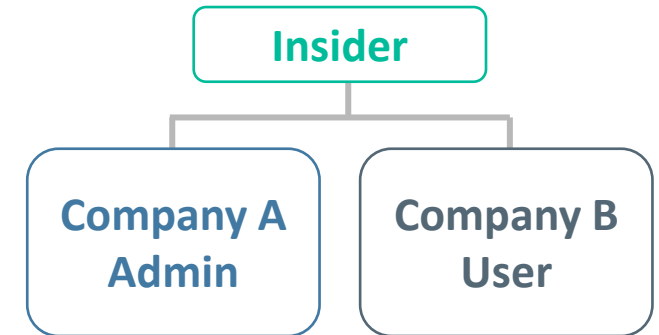
Only Company A admin can:

- Authorize and deauthorize admins, users, and delegated entities on insider account
- Serve as EDGAR POC
- Annually confirm insider account

Company B can:

- Submit filings for insider
- Manage its own admins and users (but cannot authorize and deauthorize delegated entities or Company A admins and users)

User Access



Only Company A admin can:

- Authorize and deauthorize admins, users, and delegated entities
- Serve as EDGAR POC
- Annually confirm insider account

Company B user can:

- Submit filings for insider

Collaboration

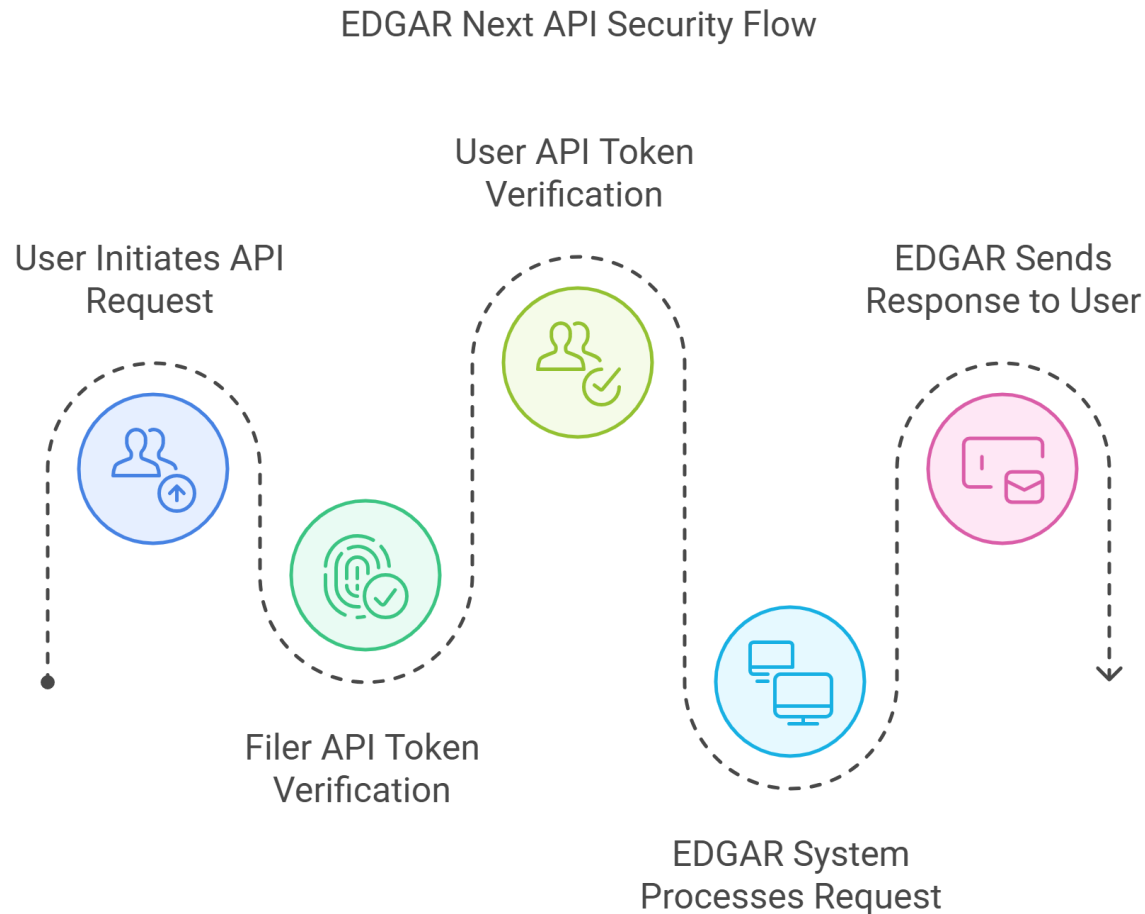
Have you started reaching out to other companies that your insiders report for?

- A. Yes and most have responded
- B. Yes but most haven't responded
- C. No but they've been reaching out to us
- D. No and we haven't heard from them either
- E. Don't know / not applicable



Application Programming Interfaces

Machine language instructions that automate EDGAR tasks



- **Implemented by filing agent**
- **15 optional APIs**
 - 3 core filing, 12 account management
 - See API Overview guide
- **Most APIs require use of two *tokens***
 - Confidential security credentials
- **Filer API Token**
 - Generated by Technical Administrator for the CIK submitting the API (*e.g.*, Workiva)
 - Valid for 1 year
- **User API Token**
 - Generated on EDGAR User's dashboard
 - Valid for 30 days

Third-Party Filing Solutions

Have you reviewed the information your third-party filing service/solution has provided you regarding EDGAR Next?

- A. Yes, thoroughly
- B. I've skimmed it
- C. Not yet
- D. Not aware of any information from our provider
- E. Not applicable





Thank You!