
How do I enter my EDGAR access codes into GoFiler?

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In order to submit filings through GoFiler, you will need to set your EDGAR access codes in the application settings. These access codes are received after you submit a Form ID application to the SEC and allow you to transmit filings to EDGAR. Without EDGAR access codes, you will not be able to use the EDGAR system.

The codes used for accessing EDGAR are as follows:

Central Index Key (CIK) - The CIK is a unique ten-digit number that the SEC assigns to each entity that submits filings. This is the only EDGAR access code that is available to the public and is used to identify the entity that submitted a filing. To log into EDGAR, you need a valid CIK and password combination.

CIK Confirmation Code (CCC) - The CCC is an eight-character code composed of at least one number (0-9) and at least one special character (@, #, \$, or *). The CCC is case-sensitive. To submit a filing, you need both the CIK and its corresponding CCC. Filing agents should use their own CIK and password to log into EDGAR. However, the agent must use the CCC and CIK of the entity to which the submission belongs as part of the form data.

Password - The Password is a twelve-character code having at least one number (0-9) and at least one special character (@, #, \$, or *). The Password is case-sensitive. To log into EDGAR, you need a valid CIK and password combination. Passwords should be kept confidential and changed frequently as a matter of security. To change a password, you must use a Password Modification Authorization Code (PMAC). Passwords expire twelve months after they were created or last changed.

There are two other important EDGAR access codes, which are not used for filing to EDGAR, called the PMAC and Passphrase.

You can use your software to store your CIK, CCC, and Password so you do not need to enter them every time you need to file. These codes are stored in the application settings. CCC and Password codes are encrypted within the settings file and are not displayed anywhere in the software.

To set your EDGAR access codes:

1. Click **File > Options > Preferences**.
2. Click on the **EDGAR** tab.
3. Enter the *CIK*, *CCC*, and *Password*.

4. (Optional) Click the **Verify** button to verify that the CIK and CCC combination and the CIK and Password combination are valid.
 5. Click the **OK** button.
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