
How do I update an expired EDGAR Password?

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The EDGAR Password is a twelve-character code that allows a filer to log into the EDGAR system. Filers with a valid CIK and Password combination will be able to log into the EDGAR system to submit filings to EDGAR.

The Password must have at least one number (0-9) and at least one special character (@, #, \$, or *) and is case-sensitive. Passwords expire twelve months from the date they were created or last changed. You can change passwords more frequently than every twelve months. However, if you fail to change your password within the twelve months from the last time it was updated, you will be locked out of EDGAR due to an expired password.

In order to regain access to EDGAR, you will need to generate a new set of EDGAR access codes (excluding the CIK) via the [EDGAR Filer Management Website](#). This is accomplished using your EDGAR Passphrase.

Passphrase – The EDGAR Passphrase is used to generate a new set of EDGAR access codes (the Password Modification Authorization Code or PMAC, password, and CCC). The Passphrase is an eight-character code that has at least one number (0-9) and at least one special character (@, #, \$, *). The Passphrase is case-sensitive. Because it is used to generate your EDGAR access codes, the Passphrase should be kept confidential and access to it should be strictly controlled within your organization.

To update your Password using your Passphrase:

1. Use a web browser to navigate to <https://www.filermanagement.edgarfiling.sec.gov/>, the EDGAR Filer Management Home Page.
2. Click the **Press Here to Begin** button.
3. Click the **Generate Access Codes (New/Replacement)** link in the left menu bar.
4. Enter your *CIK* and *Passphrase*.
5. Click the **Generate Access Codes** button.
6. Click the **OK** button to confirm your request.
7. The Generate Access Codes Acknowledgment page will appear. Copy the EDGAR access codes to a secure location. There will be no way to retrieve this information once you navigate away from this page or close the browser window. These are your new EDGAR access codes.

Note that this process generates a completely new set of EDGAR access codes, *including a new*

CCC. You cannot obtain an individual code, such as a new password, this way. You must request a complete set. This is one reason it is important to maintain an up-to-date password. You can update a password before it expires by logging into the EDGAR Filing Website and changing only the password.

If you have forgotten or lost your Passphrase, then you **must request a new EDGAR Passphrase**.