How do I request a new EDGAR Passphrase?

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If you have forgotten your EDGAR Passphrase or want to update it for security reasons, you can accomplish this task through the **EDGAR Filer Management Website**. Note that the EDGAR Passphrase, not to be confused with the EDGAR Password, does not expire and so does not need to be updated unless a filer has lost the Passphrase or is concerned that it has been compromised.

There are two methods you can use to request a new Passphrase. You can generate a Security Token or submit a manual request. Generating a Security Token is the recommended method of requesting a new Passphrase. However, you should not use this method if the e-mail contact information on file in EDGAR is not current. If the e-mail contact information is current, then the Security Token will be the faster method of updating your Passphrase.

To request a new Passphrase via Security Token:

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 **Update Passphrase** link in the left menu bar.

4. Click the **Request security token to update passphrase** link.

5. Enter your *CIK*.

6. (Optional) Enter a *Reason for Update*.

7. Click the **Continue** button.

8. A Security Token will be generated by EDGAR and sent to the e-mail address on record with EDGAR. Note that Security Tokens are valid for a one-time use and expire 60 minutes after being generated by the system. If another Security Token is issued for the same CIK within that 60 minute window, the first Security Token will become invalid. If you do not receive an e-mail in ten minutes, attempt to request another Security Token or use the manual process.

9. Next, proceed to the next page as prompted or click the link in the e-mail. Alternatively, you can navigate back to the **Update Passphrase** page and click the **Received a security token via email** link.

10. Enter the *CIK*.

11. Check the *I have received the security token within the last 60 minutes*option.

12. Enter the *Security Token* and the *New Passphrase*. Make sure to copy the Passphrase to a secure location.

13. Re-enter the *New Passphrase*.

14. Click the **Submit** button.

15. Click **OK** to confirm that you want to update the Passphrase.

An acknowledgment screen will appear with an accession number that pertains to the request. A confirmation e-mail will also be sent to the e-mail address on file.

To request a new Passphrase manually:

1. Follow steps 1-3 above.

2. Click the **Update passphrase (manually)** link.

3. Enter the *CIK*.

4. Confirm that you are an authorized representative of the applicant.

5. Enter the *New Passphrase*.

6. Re-enter the *New Passphrase*.

7. (Optional) Enter a *Reason for Update*.

8. Click the **Continue** button to continue to the **Update Passphrase Confirmation** page.

9. Click the **Print Window** button near the button of the page to print the authentication document that is needed to process your request.

10. Complete the document as required. If you are acting as Power of Attorney of the company, you will also need to obtain a POA that is manually signed by an authorized agent of the company.

11. Scan the authentication document and the POA (if applicable). They must be saved in PDF format.

12. Back in the web browser, click the **Upload/Delete Attachments** button on the **Update Passphrase Confirmation** page.

13. On the **Upload/Delete Attachment(s)** page that appears, click the **Upload Attachment** button.

14. Click the **Browse** button to select the authentication document.

15. Enter the *Description* for the authentication document.

16. Click the **Upload** button.

17. Repeat steps 13-16 for the POA document, if applicable. If you are attaching only the authentication document, skip this step.

18. When all attachments have been added, click the **Submit** button on the **Update Passphrase Confirmation** page.

19. Click **OK** to confirm that you want to update the Passphrase.

An acknowledgment screen will appear with an accession number that pertains to the request. Filer Support will review the request and send an e-mail message to the e-mail address of record informing you of whether the SEC accepted the request. If the request is accepted, the message will indicate that the Passphrase you specified in your request is activated and can be used to generate new EDGAR access codes. If the request is denied, a reason will be provided.