

---

# How do I get a new set of EDGAR access codes?

Last Modified on 02/14/2020 5:40 pm EST

EDGAR access codes are generated by the SEC upon acceptance of the Form ID. These codes are used to identify a company or individual and also enable a filer to access the EDGAR system and submit filings. Due to the sensitive nature of EDGAR filings, there are five different codes that are used for various purposes to protect filers and agents. Only one of the five codes is public. The others should be controlled by the filer. If there are security concerns that any of these codes has been compromised, a filer may wish to obtain a new set of EDGAR access codes. While the CIK will remain the same, the remaining codes can be re-issued to prevent unauthorized access to EDGAR.

EDGAR access codes include the following:

*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. Registrants may provide their CCC to their filing agent, but this code should be kept confidential to the extent possible.

*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.

*Password Modification Authorization Code (PMAC)* – The PMAC is an eight-character code that has at least one number (0-9) and at least one special character (@, #, \$, \*). The PMAC is case-sensitive. The PMAC should be strictly controlled with access to it limited to one or two people in your organization. You must have the PMAC to authorize any modification to your EDGAR Password.

*Passphrase* – The EDGAR Passphrase is used to generate a new set of EDGAR access codes (the 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.

You will want to obtain a new set of codes if:

- You have lost your PMAC.
- You have security concerns regarding your PMAC.
- Your organization has a security policy that requires changing your PMAC.

Note that if you have concerns that your Password has been compromised but are satisfied that your CCC, PMAC, and Passphrase remain secure, you can **update your Password without requesting a complete set of codes**.

If you have concerns that your Passphrase has been compromised but are satisfied that your CCC, PMAC, and Password remain secure, you can **update your Passphrase without requesting a complete set of codes**.

If you have concerns that your CCC has been compromised but are satisfied that your Passphrase, PMAC, and Password remain secure, you can update your CCC without requesting a complete set of codes.

#### **To obtain a new set of EDGAR access codes:**

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.

If you have forgotten or lost your Passphrase, then you **must request a new EDGAR Passphrase** before following the above steps.