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# How do I file Form 13H?

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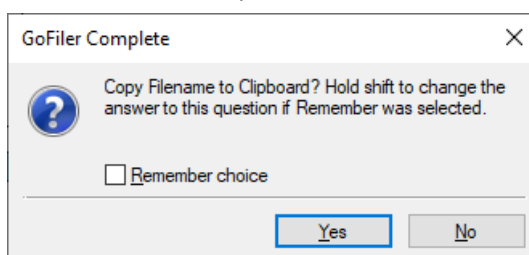
Form 13H and its derivative forms are a special case in that they cannot be directly submitted to EDGAR via third party software. The SEC does not allow user-constructed submissions for these forms. However, users can create filings for Forms 13H, 13H-A, 13H-I, 13H-Q, 13H-R, and 13H-T using GoFiler Complete. These submissions have a special process to submit them to EDGAR.

Under the File menu on the Submission Ribbon, users will only see the option for Send to EDGARLink Online. This menu item will log into the EDGAR system, launch the EDGARLink Online application, and load your filing from GoFiler Complete into EDGARLink Online. Once there, you can file your submission to EDGAR.

Using the Send to EDGARLink Online function will require the use of the Novaworks Login Assistant, which is a browser extension that will automatically navigate through the EDGAR website to assist you in filing submissions.

To file Form 13H or any of its derivatives:

1. Create a new project or open a 13H project in GoFiler Complete. You can use the Submission View editor to add or edit form data, validate, and proof.
2. Once all edits have been completed, click **File > Save** to save your submission.
3. Click **Submission > File > Send to EDGARLink Online**.
4. Click the Yes button to copy the filename to the clipboard. You will need this information in a later step.



5. Your default browser should open and the Novaworks Login Assistant will navigate through the EDGAR website to the page to File Form 13H. Click the Browse button.

**U.S. SECURITIES AND EXCHANGE COMMISSION**

Electronic Data Gathering, Analysis and Retrieval  
**Form 13H: Large Trader Registration**

**File Form 13H**

13H Large Trader Registration Information Required of Large Traders Pursuant To Section 13(h) of the Securities Exchange Act of 1934 and Rules Thereunder

**Type of Filing**

Make a selection from the list below indicating the type of filing you wish to submit.

Initial Filing (13H)  
 Annual Filing (13H-A)  
 Joint Annual and Amended (4th Quarter) Filing  
 Amended Filing (13H-Q)  
 Inactive Status Filing (13H-I)  
 Termination Filing (13H-T)  
 Reactivated Status Filing (13H-R)  
 Continue With Saved 13H (stored on your computer)

Filename  No file selected.

6. Paste the filename from the clipboard into the File name field on the Upload File dialog.
7. Click Open.
8. Click Next.
9. Click Submit.

**U.S. SECURITIES AND EXCHANGE COMMISSION**

Electronic Data Gathering, Analysis and Retrieval  
**Form 13H**

<b>OMB APPROVAL</b>	
OMB Number: 3235-0882	
Estimated average burden hours per response: 18	

**FORM 13H: Filer Information**

*(Changes to company information may be made here)*

**Helpful Hints:**

- EDGARLink Online includes validation during the submission process. If there are any errors on the form, you must correct them before you can submit to EDGAR. You can correct these errors within the EDGARLink Online application or by going back to GoFiler Complete and correcting the problems there. If you correct the problems in GoFiler Complete, start at Step 2 of this process when you are next ready to attempt submission of your filing. If you correct these problems in EDGARLink Online, remember that your GoFiler project will not have any changes you make in EDGARLink Online. You will need to save your filing in EDGARLink Online to open it as a new project in GoFiler Complete to see any changes made in EDGARLink

Online.