

Step-by-Step Guide

Applying for EDGAR Access Codes

Before You Begin Checklist:

Login.gov Credentials For

- Individual preparing the application
- Applicant (n/a for company filers)
- All account administrators

Signed & Notarized POA

• Please note a Power of Attorney will be required if:

1. If the account admin is not a direct employee of the company (for company applicants) or if the account admin is anyone other than the applicant (for individual applicants)

2. If anyone other than a direct employee of the company is signing the application (for company applicants) or if anyone other than the applicant is signing the application (for individual applicants)

Certified Notarization

- Locate a local or online certified notary to notarize the signed Form ID and POA if necessary
- All foreign notarial certificates and powers of attorney must be translated into English
- Do not include personal applicant information such as DOB or ID #

How to Start:

- Visit the **EDGAR Filer Management** website and sign in with your login.gov credentials
- Select Apply for EDGAR Access, New Applicant, and begin the application

How to Submit:

- After filling in the Form ID, skip section 6, and proceed to review
- At the bottom of the page, save the .eis file and then print the application for notarization
- After the application has been signed and notarized, you can:
 1. Continue the application with the .eis file, return to section 6, upload the Form ID, and submit the application, or
 2. Send the Form ID and .eis file to EdgarAgents for review and submission

Required Information:

- Any section that requires an individual listed must have the following information:
 - First name, last name, title, employer, full address, email, and phone number
- For company applicants, Tax ID Number (if applicable), state or country of incorporation, and Fiscal Year End date

Form ID: FAQ

Who can be the account admin/sign?

1. An employee of the company with a manager, director, or CXO title
2. A lawyer or other representative (POA will be required)

What title do I use for an applicant?

Valid title for an individual applicant is applicant or filer

What do I do after acceptance?

The 1st account administrator will receive confirmation of approval with the CIK. The admins must then accept their roles on their filer management dashboard by using the login.gov email that was in the application. Afterwards, delegate to EA!

Contact Us

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