



# EDGAR Next Filer Testing Guidance

## Disclaimer:

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## I. Introduction

The staff of the EDGAR Business Office (EBO) provides this EDGAR Next Filer Testing Guidance to assist filers in testing the rule and form amendments adopted by the SEC to improve access to and management of accounts on the Commission’s EDGAR system, [EDGAR Filer Access and Account Management](#), Release No. 33-11313 (Sept. 27, 2024), and related technical changes to EDGAR (collectively referred to as “EDGAR Next”). This guidance may be tested in the EDGAR Beta environment (“Beta”). Note that the Beta will continue to accurately reflect production EDGAR and will be consistently updated prior to the deployment of major EDGAR production (live) releases moving forward.

Information about EDGAR Next, including guidance and answers to FAQs, can be found on the [EDGAR Next—Improving Filer Access and Account Management page](#) on [SEC.gov](#).

## II. Before You Begin: Important Information

### **Beta and Live EDGAR are Separate Environments**

The Beta environment is solely a test environment and is discrete from the live, public EDGAR system. With the exception of Login.gov individual account credentials, Form IDs, CIKs, delegations, assigned roles, and any other information entered in or obtained from Beta are fictitious, not relevant to, and will not be recognized in the live EDGAR system. Any EDGAR accounts created for testing in Beta will not persist outside of the Beta environment.

The Login.gov credentials used for Beta may be used in live EDGAR as well. If you intend to use the Login.gov credentials you create to access Beta in connection with live EDGAR, you should provide to Login.gov an email address that matches the email address you intend to use in connection with EDGAR. That email address will be used to identify you in EDGAR and send you EDGAR notifications. Because email addresses provided to Login.gov to create individual account credentials may be visible to others on the EDGAR Filer Management dashboard, you should provide an email address that you intend to use for EDGAR and other business purposes, which may be different from the email address that you use for personal purposes.

### **Creation of Testing Accounts**

After you log into the Beta with Login.gov individual account credentials, you must complete and submit a test Form ID to create fictitious EDGAR accounts for testing purposes. These fictitious CIKs will not persist outside of the Beta environment.

### **Assignment of Role as Account Administrator for Testing Purposes**

If you submit the test Form ID in Beta, you will be assigned the role of “account administrator” for purposes of Beta testing only. This process is being used solely for

purposes of Beta testing. If you submit a Form ID in live EDGAR, you will not be assigned the role of account administrator. In addition, any role assigned in the Beta will not persist outside the Beta environment.

### **Enter Only Fictional Information in the Beta Environment**

Except for providing real names and valid email addresses to obtain Login.gov credentials, all information entered in Beta is for purposes of testing functionality only and should be fictional. ***Never include sensitive personally identifiable information (sensitive PII) or any other sensitive or confidential information in Beta.*** Likewise, information received from Beta is for purposes of testing functionality and is fictional.

### **Reporting Technical Bugs**

To report technical bugs in Beta, complete a [Technical Bug Report Form](#), accessible in Beta.

### **Help with Testing**

For assistance with testing, please email [EDGARNext@sec.gov](mailto:EDGARNext@sec.gov) or call Filer Support at (202) 551-8900, option #3.

### **How Do I Guides**

Instructional information and detailed guidance regarding EDGAR are available through our [How Do I guides on SEC.gov](#).

### **EDGAR Next Instructional Video Series**

Videos introducing EDGAR Next topics and providing step-by-step instructions are available on the [SEC's EDGAR Next instructional video series playlist on YouTube](#).

- [Obtaining individual account credentials](#)
- [Overview of EDGAR Filer Management dashboard](#)
- [Overview of the account administrator role](#)
- [Applying for EDGAR access](#)

Presentation slides and videos from EBO's past EDGAR Next webinars can be found on the [EDGAR Next—Improving Filer Access and Account Management page](#) on [SEC.gov](#).

### III. Testing Guidance for Edgar Filer Management

This testing guidance includes step-by-step instructions and the expected results for certain actions taken on the EDGAR Filer Management website.

#### Getting Started

##### Testing Guidance #1: Obtaining Login.gov Individual Account Credentials

If you wish to create persistent Login.gov credentials for use in connection with EDGAR, you must provide Login.gov with the email address that you intend to use in connection with EDGAR going forward.

Each individual need only obtain Login.gov individual account credentials once, and the individual can then use those Login.gov credentials on both the Beta and live EDGAR websites (EDGAR Filer Management, EDGAR Filing, and EDGAR Online Forms).

The email address you provide to Login.gov will be used by EDGAR to send you notifications and to identify you on the dashboard. The email address will be visible on the dashboard to others. You should provide an email address to Login.gov that you intend to use for EDGAR and other business purposes, which may be different from the email address that you use for personal purposes.

Use the same email address to obtain Login.gov credentials that you provide on Form ID, and/or to account administrators.

For additional guidance, reference [How Do I Obtain Login.gov Individual Account Credentials](#) and the instructional help video regarding “[Obtaining individual account credentials](#)” on the [SEC's EDGAR Next instructional video series playlist on YouTube](#).

Instructions:

- 1) Navigate to [EDGAR Filer Management](#).
- 2) Select “Sign in with Login.gov” and you will be redirected to Login.gov to create individual account credentials.
- 3) Select “Create an account” on the landing page of Login.gov.
- 4) Follow the instructions on Login.gov to create an account -- enter your email address, create a password, and select a multifactor authentication method.

**You must use the same email address you intend to use for EDGAR purposes, including but not limited to on Form ID and with account administrators. This email address will be used to identify you on EDGAR and to send you EDGAR notifications.**

- 5) After you obtain Login.gov credentials, select “Agree and continue.” You will be redirected to the [EDGAR Filer Management](#) website.
- 6) Log into [EDGAR Filer Management](#) using your Login.gov individual account credentials and complete multifactor authentication.

Expected Results:

After you log into [EDGAR Filer Management](#), the dashboard will display.

### **Testing Guidance #2: Apply for access to EDGAR — New EDGAR account/CIK**

Complete these steps to gain access to Beta and create a test account through submission of a test Form ID.

As part of EDGAR Next, the SEC amended Form ID, the application for EDGAR access. As of March 24, 2025, applicants access, complete, and submit Form ID, as amended, on the EDGAR Filer Management dashboard. See How Do I [Prepare and Submit My Form ID Application for Access](#).

Instructions:

- 1) Log into [EDGAR Filer Management](#) using your Login.gov individual account credentials.
- 2) Select “Apply for EDGAR Access” on the dashboard.
- 3) Select “New EDGAR account.”
- 4) Select “Continue.”
- 5) Read through the form and follow the prompts to complete Parts 1 through 6. The form contains many required fields that you must complete.
- 6) In Part 6, follow instructions to save and download your completed Form ID. You will use the saved .eis file for step 10 below.
- 7) Follow instructions to print a pdf copy of the completed test Form ID.

#### **Notarization is not required for submission of test Form ID in Beta.**

NOTE: File names of documents uploaded in Part 6 of the amended Form ID must comply with the following standards:

- Must be lowercase
  - Must start with a letter (a-z)
  - Maximum of 32 characters
  - May not contain spaces
  - May contain one period (.), one hyphen (-), and one underscore (\_) character
  - Must end with \*.pdf extension.
- 8) Select “Exit” to return to the dashboard.
  - 9) Select “Apply for EDGAR Access” on the dashboard and select “Resume and submit.”

- 10) Upload the test Form ID application that you saved locally as an .eis file (in step 6 above) and select “Continue.” Your previously saved test application should populate. You do not need to reenter the same information matching the test pdf Form ID.
- 11) Proceed to Part 6 and follow the instructions for uploading the saved test Form ID authenticating document.
- 12) Select “Validate and add document.”
- 13) Select “Review and print.”
- 14) Select “Submit” for SEC staff review.

**Retain the accession number you are provided as it will disappear once you close the window.**

Expected Results:

During Beta testing, CIKs will display on the dashboard under “My Accounts” in 1-4 hours and the account administrators listed on Form ID will receive an email and a notification confirming they are account administrators for the filer when the application is granted.

The Beta does not require notarization of the pdf document to test Form ID and EDGAR Filer Management functionality.

### **Testing Guidance #3: Apply for access -Existing EDGAR CIK (on test Form ID)**

There are three situations in which Form ID must be completed for an existing EDGAR CIK:

- (i) A filer has lost electronic access to an existing EDGAR account;
- (ii) An entity that is the legal successor of a filer with an existing EDGAR account did not receive electronic access to the account; or
- (iii) An entity with an existing EDGAR account, on which it has never filed electronically (including but not limited to a broker-dealer) seeks to make electronic filings on that account.

To test (iii) (completion of Form ID on behalf of an entity with an existing EDGAR account, on which it has never filed electronically) in Beta, reach out to [EDGARNext@SEC.gov](mailto:EDGARNext@SEC.gov) for assistance.

Test scenarios (i) and (ii) using any test CIK displayed under “My Accounts” on the dashboard.

Keep in mind that after Form ID is submitted for an existing EDGAR account, all active account administrators, users, technical administrators, and delegations that were on the filer's dashboard prior to submitting Form ID will be removed from the account. If you wish to add those individuals to the filer's account, an account administrator will need to reinvite them. (See the testing guidance regarding inviting individuals to be users, account administrators, and/or technical administrators for the filer's EDGAR account.)

Instructions:

- 1) Log into [EDGAR Filer Management](#) using your Login.gov individual account credentials.
- 2) Select "Apply for EDGAR Access" on the dashboard.
- 3) Enter the existing EDGAR CIK account number.
- 4) Select the reason you are seeking access to the existing EDGAR account from the listed options.
- 5) Select "Continue to Form ID application." The account information for the existing EDGAR account will pre-populate in the Form ID.
- 6) Review the pre-populated information in each section of Form ID. Review and complete all required fields in Parts 1 through 6.
- 7) Select the "add new information" box, if you need to update or add new information.
- 8) In Part 6, follow instructions to save and download your completed Form ID as an .eis file.
- 9) Follow above testing guidance #2: Apply for access to EDGAR — New EDGAR account/CIK, instructions 1 and 9-14.

Expected Results:

During Beta testing, CIKs will display on the dashboard under "My Accounts" in 5-10 minutes and the account administrators listed on Form ID will receive an email and a dashboard notification confirming they are account administrators for the filer.

In live EDGAR, if the SEC staff grants the Form ID application, the account administrators listed on Form ID will receive an email and a notification confirming they are account administrators for the filer.

If a Form ID for an existing EDGAR account is granted, all account administrators, users, technical administrators, and delegations that were on the filer's dashboard prior to submitting Form ID will no longer appear on the account. If you wish to add those individuals to the filer's account, an account administrator will need to reinvite them.

#### **Testing Guidance #4: Invite individuals to be users, account administrators, and/or technical administrators for the filer’s EDGAR account**

Account administrator can invite individuals to be users, account administrators, and/or technical administrators for the filer’s EDGAR account on [EDGAR Filer Management](#).

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard.
- 3) Select “Manage individuals.”
- 4) Select “Add individual.”
- 5) Enter the individual’s email address (must match the email address the individual provided to create Login.gov credentials) and complete the required fields.
- 6) Select “Add individual.”

(NOTE: This action can be performed in “bulk” for multiple EDGAR accounts from “My Accounts.” Select the boxes for the relevant CIKs displayed under “My Accounts” and then select “Add individual” from the bulk action drop-down menu.)

Expected Results:

Name of invited individuals and their prospective roles appear under “Manage Individuals” on the filer dashboard. Name of invited individual appears in pending status (until the individual accepts or declines the invitation).

For additional guidance, see [How Do I Invite, Remove, and Change the Roles of Individuals](#) and the instructional help videos on the [EDGAR Next Playlist on the SEC’s YouTube channel: Overview of account administrator role](#).

#### **Testing Guidance #5: Accept invitation to act on behalf of a filer on the dashboard**

Individuals who are invited to have a role for a filer on EDGAR must accept the invitation to be authorized to act on behalf of the filer. Individuals can accept the invitation in the [EDGAR Filer Management](#) dashboard or through the email invitation. (See “Testing Guidance #6” below, “Accept invitation to act on behalf of a filer from email.”)

Instructions:

- 1) Log into [EDGAR Filer Management](#). (If you are already logged in, you may have to refresh your screen.)
- 2) There are two ways to accept an invitation.
  - a. Under “My Accounts” on the dashboard, select the ellipsis (“...”) for the CIK you want, under the “Actions” column, or
  - b. Under the “Notifications” button (top right), open notifications, select the ellipsis in the row for the CIK you want under the “Actions” column.
- 3) Choose “Accept invite.”

(NOTE: This action can be performed in “bulk” for multiple CIKs by checking the box next to the relevant CIKs and selecting the “Accept invite(s)” bulk action. Invitations can also be declined in bulk by selecting the “Decline invite(s)” bulk action.)

Expected Results:

Filer name and CIK display under “My Accounts” with date of acceptance; and the filer name and CIK appear in the “Account, CIK” drop-down menu on the filer dashboard. Individual who accepted the invitation can now act on behalf of the filer by selecting the filer’s name under “My Accounts.” The individual can also view and/or manage the filer’s account details from the filer dashboard, based on the assigned role for the filer.

For additional guidance, see How Do I [Manage Dashboard Notifications/Invitations](#).

**Testing Guidance #6: Accept invitation to act on behalf of a filer from email**

Individuals who are invited to have a role for a filer on EDGAR must accept an invitation to be authorized to act on behalf of the filer.

Individuals will receive email invitations and can respond to invitations by clicking a link to the dashboard in the message.

Instructions:

- 1) Open the email invitation and select the link.
- 2) Log into [EDGAR Filer Management](#).
- 3) Follow “Testing Guidance #5,” above, “Accept invitation to act on behalf of a filer on the dashboard,” instructions 2 and 3.

**Expected Results:**

Filer name and CIK display under “My Accounts” with date of acceptance; and the filer name and CIK appear in the “Account, CIK” drop-down menu on the filer dashboard. Individual who accepted the invitation can now act on behalf of the filer by selecting the filer’s name under “My Accounts.” The individual can also view and/or manage the filer’s account details from the filer dashboard, based on the assigned role for the filer.

For additional guidance, see How Do I [Manage Dashboard Notifications/Invitations](#).

**Testing Guidance #7: Change role of individual account administrators, users, and/or technical administrators**

Account administrator can change the role of any of the filer’s users, account administrators, and technical administrators. See How Do I [Understand EDGAR Next Roles](#) and [Invite, Remove, and Change the Roles of Individuals](#).

**Instructions:**

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Individuals.”
- 4) Select the ellipsis under the “Actions” column.
- 5) Select “Edit individual role(s).”
- 6) Select the new role(s) for the individual.
- 7) Select “Update individual role(s)” to save the changes.

**Expected Results:**

Individual’s role(s) automatically update on the dashboard.

**Testing Guidance #8: Remove individual users, account administrators, and/or technical administrators**

Account administrator can remove users, account administrators, and technical administrators from a filer’s account.

**Instructions:**

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Individuals.”

- 4) Select the ellipsis under the “Actions” column.
- 5) Select “Remove individual.”
- 6) Select “Remove,” then “Yes, remove” to remove the individual’s access to the filer’s EDGAR account.

Expected Results:

Individual’s role is removed for that filer and, if they have no other associated role with the account, the individual no longer has access to the filer’s EDGAR account. The individual removed will no longer see the filer’s name and CIK under “My Accounts” on the dashboard.

For additional information see How Do I [Understand EDGAR Next Roles](#) and How Do I [Invite, Remove, and Change the Roles of Individuals](#).

### **Testing Guidance #9: Managing EDGAR Primary Point of Contact (POC)**

The filer’s first account administrator will be designated the filer’s primary POC (“EDGAR POC”) on the dashboard. Account administrators can change/designate a different account administrator as the EDGAR POC on the EDGAR Filer Management dashboard.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Individuals.”
- 4) Select the ellipsis under the “Actions” column.
- 5) Select “Select as primary point of contact.”
- 6) Confirm selection to save the changes.

Expected Results:

EDGAR POC is automatically updated on the dashboard.

For additional information see How Do I [Understand EDGAR Next Roles](#) and How Do I [Invite, Remove, and Change the Roles of Individuals](#).

### **Remove Your Ability to Act for a Filer**

#### **Testing Guidance #10: Individuals remove their own role(s)/access for a filer’s EDGAR account**

You can remove your own access to a filer’s EDGAR account.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) View the list of filers under “My Accounts” on the dashboard.
- 3) Select the ellipsis under the “Actions” column corresponding with the relevant filer.
- 4) Select “Remove self.”
- 5) Select “Remove.” Then select “Yes, remove” to remove your access to the filer’s EDGAR account.

Expected Results:

Removed individual no longer has access to the filer’s EDGAR account for that role. If you have no other role associated with the account, the filer’s name and CIK will no longer display under “My Accounts” on the dashboard.

**Generate and Change a CIK Confirmation Code (CCC)**

**Testing Guidance #11: Generate a CIK Confirmation Code (CCC)**

Any account administrator can generate a CCC.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage CCC” on the filer dashboard view.
- 4) Select “Generate CCC.”

Expected Results:

A box appears on screen titled “New CIK Confirmation Code (CCC)” and generates the new CCC. The new CCC displays under “Manage CCC” section of the dashboard and is visible to all the filer’s authorized account administrators and users.

**Testing Guidance #12: Create a Custom CIK Confirmation Code (CCC)** Any account administrator can change the CCC at any time to a custom CCC.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage CCC” on the filer dashboard view.

- 4) Enter a new custom CCC following the conformance standards in the open text box below the “Generate CCC” option.

(NOTE: Select the “What is a CIK Confirmation Code (CCC)” link located in the upper right-hand corner to view the CCC conformance standards.)

- 5) Re-enter the new custom CCC.
- 6) Select “Create Custom CCC” to save the changes.

**Expected Results:**

Message will display indicating the new CCC is successfully saved. The filer’s authorized account administrators and users can view the custom CCC under “Manage CCC” on the filer dashboard.

**Complete Annual Confirmation**

**Testing Guidance #13: Complete annual confirmation for an EDGAR account**

An account administrator must annually confirm on behalf of the filer that the filer’s users, account administrators, technical administrators, and delegated entities are authorized by the filer to act on its behalf, and that the filer’s information on the dashboard is accurate. Before beginning the annual confirmation process, an account administrator must carefully review all information for the relevant filer and ensure its accuracy.

For purposes of the Beta, accounts will not reach the one-year expiration. You will see reminder warnings for annual confirmation starting three months from the due date. For additional details and guidance regarding annual confirmation, see [How Do I Complete Annual Confirmation for an EDGAR Account](#).

**Instructions:**

- 1) Log into [EDGAR Filer Management](#).
- 2) Select the filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Review all information for the relevant filer and ensure its accuracy.
- 4) Select the “Annual Confirmation” link at the top of the filer dashboard.
- 5) Read and respond accurately to the prompts to complete annual confirmation.

**Expected Results:**

Message will display indicating successful completion of annual confirmation. The filer will not be required to complete annual confirmation again until the new confirmation due date, at the relevant quarter-end date, one year from the current quarter (either March 31, June 30, Sept 30, or Dec 31 of the given year).

## Manage Delegated Filing Authority

See How Do I [Understand and Manage Delegation](#) for information about delegation.

### Testing Guidance #14: Delegate filing authority to another EDGAR account

Any account administrator for a filer can delegate filing authority to another EDGAR account (a delegated entity), which may be a filing agent, law firm, broker-dealer, and other CIK you authorized to file on the filer's behalf.

Upon accepting the delegation invitation, the delegated entity is authorized to submit filings on EDGAR on behalf of the filer.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select the filer under "My Accounts" to navigate to the filer dashboard view.
- 3) Select "Manage Delegations and User Groups."
- 4) Select "Add Delegation."
- 5) Enter the delegated entity's CIK.
- 6) Select "Verify CIK" to validate the delegated entity's CIK. (For purposes of Beta, assume delegated entity's CIK is validated.)
- 7) Select "Delegate."
- 8) Confirm the delegation by selecting "Yes, delegate."

NOTE: This action can be performed in "bulk" for multiple CIKs by selecting the boxes next to the relevant CIKs under "My Accounts," on the dashboard, and selecting the "Add delegation" bulk action.

Expected Results:

Message will display indicating the delegation is successful and the pending invite is visible on the dashboard. Account administrators for the delegated entity receive a notification that the delegation is pending. The account administrator(s) for the delegated entity can accept or decline the invitation.

To "allow delegation requests" and/or "auto accept delegations," account administrators select the "Delegation preferences" option under "Manage Delegations & User Groups," section on the filer dashboard view.

Once the invitation has been accepted, the delegated entity's account administrators will become delegated account administrators, allowing the delegated entity to submit filings on behalf of the filer and the status of the delegation will change from "Pending" to "Active" on the dashboard.

NOTE: If an account administrator for the delegated entity has selected to "opt in" to

automatically accept future delegation invitations, the delegation invitation will automatically be accepted. Additionally, the account administrator for the delegated entity will have the option to “Add all your users as delegated users for this filer” prior to accepting the delegation invitation which will result in all current and future users of the delegated CIK being added as delegated users for the filer.

### **Testing Guidance #15: Request filing authority from another EDGAR account**

Account administrator for a delegated entity, which may be a filing agent, law firm, broker-dealer, or other CIK, can request delegated filing authority from a filer, another EDGAR account.

Upon accepting the delegation request, the delegated entity is authorized to submit filings on EDGAR on behalf of the filer.

NOTE: An account administrator for the filer must first opt in to receive delegation requests for a specific EDGAR account by selecting the “Delegation preferences” option under “Manage Delegations & User Groups,” section on the filer dashboard view.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select the filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Delegations and User Groups.”
- 4) Select “Request Delegation.”
- 5) Enter the filer’s CIK.
- 6) Select “Verify CIK” to validate the filer’s CIK (For purposes of Beta, assume delegated entity’s CIK is validated.)
- 7) Select “Request Delegation.”
- 8) Confirm the delegation request by selecting “Yes, request delegation.”

Expected Results:

Message will display indicating the delegation is successful and the pending request is visible on the dashboard. Account administrators for the filer receive a notification that the delegation has been requested. The filer’s account administrators can accept or decline the invitation.

Once the request has been accepted, the delegated entity’s account administrators become delegated account administrators, allowing the delegated entity to submit filings on behalf of the filer and the status of the delegation changes from “Pending” to “Active” on the dashboard.

(NOTE: Accepting delegation requests can be performed in “bulk” for multiple delegation requests by selecting the relevant CIK on the “My Accounts” dashboard, navigating to “Manage Delegations and User Groups”, selecting the box next to the relevant delegation invitation(s), and selecting the “Accept delegation request(s)” bulk action. Conversely, delegation requests can also be declined in bulk by selecting “Decline delegation request(s)” bulk action.)

### **Testing Guidance #16: Cancel delegation of filing authority**

Both the filer’s account administrators and its delegated administrators can cancel the delegation of authority to file at any time. This will result in the delegated entity no longer being able to file on behalf of the filer.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Delegations and User Groups.”
- 4) Within the “Delegations to” table, select the ellipsis under the “Actions” column corresponding with the relevant delegated entity’s name.
- 5) Select “Cancel delegation.”
- 6) Confirm the cancellation of the delegation by selecting “Yes, cancel delegation.”

NOTE: This action can be performed in “bulk” for multiple delegation invitations by selecting the relevant CIK from “My Accounts” dashboard, navigating to “Manage Delegations & User Groups”, selecting the box next to the relevant delegation(s), and selecting the “Cancel delegation(s)” bulk action.

Expected Results:

Message will display indicating successful cancellation of the delegation. Delegation is cancelled, and delegated entity is no longer able to submit filings on EDGAR on behalf of the filer. Delegated entity’s account administrators are no longer delegated account administrators of the filer. Delegation status changes from “Active” to “Deactivated” on the dashboard.

### **Manage User Groups**

See How Do I [Create and Manage User Groups](#) for information about user groups.

### **Testing Guidance #17: Create a user group of delegated users**

Account administrators for a filer can create user groups of the filer’s users.

When creating the user group, the delegated account administrator(s) will have the option to make it the default user group for all delegations to the delegated entity. Members of the

default user group will automatically become delegated users for all future delegations accepted by the delegated entity.

Changes to the default user group can be made at any time, however, the changes will only apply to future delegations accepted by the delegated entity. For additional information regarding user groups, see How Do I [Create and Manage User Groups](#).

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Delegations and User Groups.”
- 4) Select “Add User Group.”
- 5) Complete all required fields.
- 6) Select “Add User Group” to create the user group.

Expected Results:

The newly created user group for the delegated entity will display under the “Manage Delegations and User Groups” section on the filer dashboard view.

**Testing Guidance #18: Add/Remove delegated users to/from a user group**

Account administrators for a filer can add users to and remove users from a user group.

When a delegated account administrator adds one or more users at the delegated entity to a particular user group, the delegated users will receive notifications indicating they have been added to the user group and are authorized to file on behalf of the filers associated with that user group.

Delegated users of the user group will receive notifications regarding further changes to the user group, such as when new members are added or removed.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Delegations and User Groups.”
- 4) Locate the relevant user group to modify from “User groups.”
- 5) Select the ellipsis under the “Actions” column corresponding with the user group.
- 6) Select “Manage members.”
- 7) Select individuals to add/remove from the user group.
- 8) Select “Update users.”

Expected Results:

Message will display indicating the member was successfully added/removed from the user group. Delegated users are added to/removed from the selected user group.

**Testing Guidance #19: Add/Remove filers to/from a user group**

Account administrators for the delegated entity (i.e., delegated account administrators) can add and/or remove filers associated with a user group.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Delegations and User Groups.”
- 4) Locate the relevant user group to modify from “User groups.”
- 5) Select the ellipsis under the “Actions” column corresponding with the relevant user group.
- 6) Select “Manage user group authorization.”
- 7) Select filer(s) to add to/remove from the user group.
- 8) Select “Update entities” to save the changes.

Expected Results:

Message will display indicating the member was successfully added/removed from the user group. Filer(s) will be added to/removed from the selected user group. Selected user group will be able to make filings for added filers/will not be able to make filings for removed filers.

**Testing Guidance #20: Edit user group details**

Delegated account administrators can modify the user group, including the name, description, notifications, and default user group preference.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Delegations and User Groups.”
- 4) Locate the relevant user group to modify under “User groups.”
- 5) Select the ellipsis under the “Actions column” corresponding with the relevant user group.
- 6) Select “Edit user group.”
- 7) Update the relevant user group details.

- 8) Select “Update User Group.”
- 9) Select “Yes, Update Group” to save the changes.

Expected Results:

Message will display indicating success. The updated user group details display under “User groups.”

**Testing Guidance #21: Delete a user group**

Delegated account administrators can delete a user group. Delegated users who are members of the user group will no longer be able to file for the filers associated with the user group (unless the users have authority to file directly or through another user group).

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Delegations and User Groups.”
- 4) Locate the relevant user group to modify under “User groups.”
- 5) Select the ellipsis under the “Actions” column corresponding to the relevant user group.
- 6) Select “Delete user group.”
- 7) Select “Delete User Group,” once more to confirm.
- 8) Select “Yes, Delete Group” to save the changes.

Expected Results:

Message will display indicating success. The user group is deleted and will no longer display under “User groups.” The delegated users who are members of the user group will no longer be able to file for the filers associated with the user group (unless the users have authority to file directly or through another user group).

**API Information**

The Beta environment provides 14 Application Programming Interfaces (APIs) for testing purposes. For more information about EDGAR APIs, reference:

- [Overview of EDGAR APIs](#)
- [EDGAR API Development Toolkit](#)
- How Do I [Understand EDGAR Application Programming Interfaces \(API\)](#)

**Manage Filer API Token**

The filer’s technical administrators are responsible for generating and managing filer API tokens.

For additional information on APIs, filer API tokens and user API tokens, see [How Do I Create and Manage Filer and User API Tokens](#).

### **Testing Guidance #22: Create a filer API token**

To use EDGAR Next APIs, filers must have active filer API tokens.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Filer API Token.”
- 4) Select “Create New Filer API Token.”
- 5) Create a filer API token name. *(optional)*
- 6) Select “Create.”
- 7) Copy and/or download the filer API token.
- 8) Select “Done.”

Expected Results:

Message will display indicating success. Filer API token is generated, active and displays in the filer API token table located on the filer dashboard.

### **Testing Guidance #23: Inactivate a filer API token**

Filer API token can be inactivated by a technical administrator at any time.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage Filer API token.”
- 4) Select the ellipsis under the “Actions” column corresponding to the filer API token to be inactivated.
- 5) Select “Inactivate.”
- 6) Select “Yes, inactivate” to proceed with inactivating the filer API token.

Expected Results:

Inactivated token displays as “Inactive” on the filer API token table located on the filer dashboard.

## **Create a User API Token**

To use the EDGAR Submission API and most EDGAR Filer Management APIs, filers must have both a filer API token and a user API token. The user API token is not required for the EDGAR Submission Status and EDGAR Operational Status APIs. EDGAR submissions made using the EDGAR Submission API are subject to the same authentication and validation procedures that apply to submissions made via the EDGAR filing websites. The user API token is valid for 30 days from date of creation.

### **Testing Guidance #24: Create a new user API token**

Users or account administrators can generate a user API token. Users or account administrators submitting a filing must have a user API token to authenticate themselves as an authorized user or account administrator for the filer.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select the “My User API Token.”

NOTE: A message will display advising that a user API token has not been created.

- 3) Select “Create User API Token.”

NOTE: After creating an initial user API token, a “Create New User API Token” option will display.

- 4) Read and review the user API token message, then select the “Create New User API Token.”
- 5) Copy and/or download the user API token.

Expected Results:

Message displays indicating success. User API token is created and active. User or account administrator can copy and/or download the user API token.

When the user API token expires 30 days from the token creation date, a user or account administrator must generate a new user API token to continue using the EDGAR Submission API and other APIs requiring a user API token.

## **Manage Asset-Backed Securities (ABS) Issuing Entities**

### **Testing Guidance #25: Create an ABS issuing entity**

Account administrators or users can submit a request to create an ABS issuing entity from the EDGAR Filer Management dashboard. For additional information see [How Do I Create Asset-Backed Securities \(ABS\) Issuing Entities](#).

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select a filer under “My Accounts” to navigate to the filer dashboard view.
- 3) Select “Manage ABS Issuer Activity.”
- 4) Select “Add New ABS Issuing Entity.”
- 5) Enter valid name for new ABS issuing entity.  
NOTE: The name must be in English and must conform to EDGAR company naming conventions.
- 6) Select “Verify Name.”  
NOTE: A message will display confirming whether the new ABS issuing entity name is available.
- 7) Select “Add New Entity.”
- 8) Repeat steps 4 through 7 for any additional entities.  
NOTE: New ABS issuing entities can be edited or deleted from the request table. Please do so before selecting “Add New Entity.” You may add up to a total of 100 new ABS issuing entities on this page.
- 9) Select “Submit Request,” located at the bottom of the Manage ABS Issuer Activity” table, to complete the process and submit the request to create a new ABS entity.

Expected Results:

A success message will display with the accession number for your “Create new ABS entities” submission. ABS issuing entity or entities are submitted to EDGAR for review. If accepted, ABS issuing entities are created and account administrators and all company information from the submitting EDGAR account will be copied to the newly created ABS issuing entities.

### **Manage Dashboard Notifications**

Consult How Do I [Manage Dashboard Notifications/Invitations](#) for detailed guidance.

### **Testing Guidance #26: View notifications**

You can view account notifications/invitations from the “Show Notifications” option on the dashboard.

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select “Show Notifications” on the upper right of the dashboard.

- 3) Select a specific notification or invitation then choose “View details” (by selecting the ellipsis under the “Actions” column).

Expected Results:

Upon selecting a specific notification, individuals can either (a) delete the selection; (b) mark as read; or (c) mark as unread. Individuals can also respond to invitations directly from within the notification.

### **Testing Guidance #27: Customize notification and invitation settings**

Notifications and invitations to your Login.gov email address are enabled by default. You can customize these settings on the dashboard under “Show Notifications.”

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) Select “Show Notifications” on the dashboard. Select “Email Preferences.”
- 3) Update email notification settings.

Expected Results:

You can turn off notifications and/or invitations to your email address. If turned off, you will no longer receive notifications and/or invitations through email.

Regardless of email preference settings, all notifications and invitations will display under “Show Notifications” on the [EDGAR Filer Management](#) dashboard.

### **Update Individual Profile Information**

#### **Testing Guidance #28: Update individual profile information**

A user, account administrator, or technical administrator can update the details of an individual’s profile information on the dashboard of [EDGAR Filer Management](#).

Instructions:

- 1) Log into [EDGAR Filer Management](#).
- 2) On the dashboard, select “Edit my information.”
- 3) Update all relevant details.
- 4) Select “Save changes.”

Expected Results:

Message will display indicating success. Individual’s profile information on the dashboard is updated to reflect changes.

## IV. Testing Guidance for Edgar Filing and Online Forms

This testing guidance includes step-by-step instructions, and the expected results for accessing and testing new functionality on EDGAR Filing and Online Forms websites.

### Getting Started

#### Testing Guidance #29: Obtaining Login.gov Individual Account Credentials

Testing Guidance #1 contains similar information about how to obtain Login.gov individual account credentials from the EDGAR Filer Management website. Login.gov individual account credentials only need to be obtained once per individual and then can be used universally on the EDGAR Filer Management website and EDGAR Filing and Online Forms websites.

The email address you provide to Login.gov will be used by EDGAR to send you notifications and to identify you on the dashboard. The email address will be visible on the dashboard to others. You should provide an email address to Login.gov that you intend to use for EDGAR and other business purposes, which may be different from the email address that you use for personal purposes.

Use the same email address to obtain Login.gov credentials that you provide on Form ID and/or to account administrators.

For additional guidance, reference the instructional help video regarding “[Obtaining individual account credentials](#)” on the [SEC's EDGAR Next instructional video series playlist on YouTube](#).

#### Instructions:

- 1) Navigate to [EDGAR Filing](#) or [EDGAR Online Forms](#) website.
- 2) Select “Sign in with Login.gov” and you will be redirected to Login.gov to create individual account credentials.
- 3) Select “Create an account” on the landing page of Login.gov.
- 4) Follow the instructions on Login.gov to create an account -- enter your email address, create a password, and select a multifactor authentication method.

**You must use the same email address you intend to use for EDGAR purposes, including but not limited to on Form ID and with account administrators. This email address will be used to identify you on EDGAR and to send you EDGAR notifications.**

- 5) After you obtain Login.gov credentials, select “Agree and continue.” You will be redirected to the EDGAR Filing/Online Forms website.
- 6) Log into EDGAR Filing/Online Forms website using your Login.gov individual account credentials and complete multifactor authentication.

Expected Results:

Upon successful login, you will be redirected to either EDGAR Filing/Online Forms homepage.

## Manage Login CIK

### Testing Guidance #30: Select a login CIK (multiple CIKs)

Login CIK selection allows filers with account administrator, user, delegated administrator, or delegated user permissions to select the CIK they wish to use in the accession number for a submission. If the login CIK is different from the filer's CIK referenced in the filing, the selected login CIK must be a delegated filer for the filer's CIK referenced in the filing and the individual must have filing permissions for that CIK. For more information about login CIKs and accession numbers, see [Understand, Select and Set a Default Login CIK](#).

EDGAR will direct individuals with permissions for only one CIK to the home page and display their "login CIK." EDGAR will require individuals with permissions for multiple CIKs to enter the CIK they want to use as their Login CIK before they can access EDGAR Filing or Online Forms.

Instructions:

- 1) Log in to EDGAR Filing or Online Forms using Login.gov credentials.
- 2) Enter the CIK in the box labeled **Enter EDGAR CIK**.
- 3) Select **Search**.
- 4) The CIK with the filer's name will appear in the box.
- 5) Confirm the CIK.
  - If this is your first time logging into the webpage, confirm by selecting **Select Login CIK**.
  - If you previously selected a default CIK, confirm by selecting **Change Login CIK**.
- 6) The page will refresh and the selected login CIK will appear on the page.

Expected Results:

The login CIK will be successfully updated for the current session, and the chosen CIK will be reflected on the page and will be associated with the accession number of your submissions.

These steps will not result in the selection of a default login CIK for your future logins to EDGAR. See the Select a default login CIK test guidance to ensure your selection persists for future EDGAR logins.

### **Testing Guidance #31: Select a default login CIK (multiple CIKs)**

EDGAR will provide individuals with permissions for multiple CIKs the option to select a default EDGAR Filing/Online Forms login CIK, which will allow them to bypass the initial selection process. Users will be able to change their login CIK from the homepage at any time.

#### Instructions:

- 1) Log in to EDGAR Filing or Online Forms using Login.gov credentials.
- 2) Enter the CIK in the box labeled **Enter EDGAR CIK**.
- 3) Select **Search**.
- 4) The CIK with the filer's name will appear in the box.
- 5) Select the **Make this your default login CIK** box.
- 6) Select **Select Login CIK** if this is your first time logging into the webpage, or **Change Login CIK** if you are changing your default login CIK.
- 7) The page will refresh with the default login CIK reflected on the page.

#### Expected Results:

The login CIK will be successfully updated for the current session and reflected on the homepage. Upon logging in to EDGAR Filing or Online Forms in the future, the indicated default login CIK will be selected automatically.

To change the default login CIK, follow the same process and select a different CIK.