EDGAR Next – Frequently Asked Questions

1. WILL THE EDGAR NEXT BETA REMAIN AVAILABLE TO USERS?

Yes. Indefinitely.

The EDGAR Beta environment will remain open permanently to allow filers to preview and test all future EDGAR updates. Major quarterly releases will typically appear in Beta about two weeks before they go live, while smaller or urgent updates may appear closer to live deployment. Substantial API-related changes will also be previewed in Beta.

Filers should check the **EDGAR Beta Release Notes** regularly for information on timing and release content.

2. DO EDGAR NEXT EMAILS ONLY GO TO PRIMARY ACCOUNT ADMINISTRATORS, FOR EXAMPLE, FOR BENEFICIAL FILINGS?

All filing notifications are sent to **all Account Administrators**, not only the primary one, regardless of the filing type.

3. HOW SHOULD AN EDGAR NEXT ACCOUNT BE MANAGED WHEN AN ACCOUNT ADMINISTRATOR LEAVES A COMPANY?

When an administrator leaves, another **Account Administrator** should promptly update the company's account in the **EDGAR Filer Management dashboard** to remove the departing individual.

If the person leaving was an admin, ensure at least:

- **One admin** remains for individual or single-member filers, or
- **Two admins** remain for all other filers.

If the person leaving was only a user, an existing admin should remove their user access.

Tip: Having at least two administrators helps maintain account access and compliance if someone departs unexpectedly.

4. WHAT IF WE RECEIVED A FORM ID APPROVAL, BUT ONE OF THE TWO DESIGNATED ACCOUNT ADMINISTRATORS CANNOT LOG IN?

The other active administrator can log in, add a third admin, and the account will be fully functional.

5. WHAT IF THE SECOND ADMIN HASN'T LOGGED IN BY THE DEADLINE? WHAT IS THE ACCOUNT STATUS, AND HOW CAN IT BE FIXED?

If the second admin doesn't log in within 14 days, the invitation simply expires.
Active administrators can remove the expired invite and continue managing the account.
One active Account Administrator must always be assigned as the EDGAR Point of Contact (POC).

6. IF ONLY ONE ACCOUNT ADMINISTRATOR ACCEPTED AND THE OTHER'S INVITATION EXPIRED, CAN THE FILER STILL MAKE FILINGS?

Yes.

A company with one active administrator can continue filing but cannot delegate filing authority until another administrator is added.

7. WOULD THERE BE A REASON FOR AN INDIVIDUAL TO DELEGATE AUTHORITY TO THE PUBLIC COMPANY WHERE THEY SERVE AS A BOARD MEMBER?

Only if the company handles filings internally using its own CIK.

If a third-party service provider manages filings, the delegation should be made to that provider instead of the company.

8. WHAT IF AN EDGAR ACCOUNT DOES NOT HAVE A POINT OF CONTACT (POC)?

You can still assign one. In the Manage Individuals section of the dashboard, use the triple-dot menu to designate a POC.

The selected individual must have all required contact information completed in their account.

9. CAN A PERSON SIGN FORM ID AS "GENERAL COUNSEL" FOR AN LLC ENTITY?

The Form ID must be signed by an Executive Officer or another authorized individual who has the legal authority to bind the company.

If the General Counsel is not already authorized to act in that capacity, they must first obtain a Power of Attorney (POA) from an Executive Officer or another person with equivalent authority.

An authorized individual is someone who:

- Has direct legal authority to bind the entity or individual for purposes of Form ID, or
- Holds a Power of Attorney from such an individual, where the POA explicitly grants either general authority to bind the entity or specific authority to bind the entity for Form ID purposes.

The signature on the POA must be notarized as required under SEC Form ID guidance (Volume I).

Notarization Requirements:

The notarized signature of the authorized individual may be completed by manual, electronic, or remote online notarization recognized under U.S. state or territorial law (including the District of Columbia).

The notarization must include the manual or electronic signature of the authorized individual, consistent with the requirements of the notary public for the notarization method used.

10. WHEN DO I NEED A POA FOR THE ACCOUNT ADMINISTRATORS LISTED ON A FORM ID?

If the account administrator listed is not the applicant for an individual or an employee for a company or its affiliate, you must include a signed and notarized power of attorney authorizing them to act as an account administrator.

11. HOW CAN I ENROLL A PREVIOUSLY EXISTING ACCOUNT IN EDGAR NEXT AFTER DECEMBER 19TH?

You will have to use the amended Form ID process to regain electronic access to your account after December 19th. You will no longer be able to use the CIK/CCC/Passphrase to enroll.

12. HOW CAN I UPDATE MY COMPANY'S INFORMATION IN EDGAR NEXT?

To update company information, you must navigate to https://www.edgarfiling.sec.gov/Welcome/EDGARLogin.htm and sign in to the company you would like to update. Next, navigate to 'Retrieve and Edit Data,' enter in the entity's corresponding CIK and CCC, and then update the relevant fields.

13. HOW LONG WILL A FORM ID TAKE?

Once submitted, the SEC will typically take around 5-7 business days, excluding federal holidays, to review the application and notify the account administrators listed on the application of its status.

Reach questions on EDGAR Next or support services, reach out to our team of experts at edgarnext@broadridge.com

---

We empower Corporate Issuers with trusted expertise, data-driven insight and transformative data and technology to help them optimize engagement with investors, regulators and capital markets.