



workiva

Filer Readiness for EDGAR Next



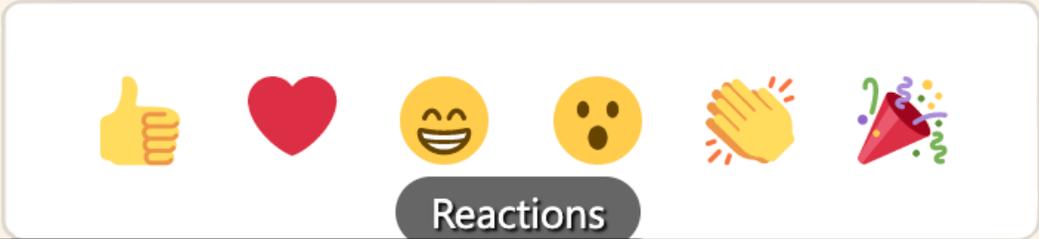
Questions



or Email: edgarnext@workiva.com

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Engagement



Introductions



Jarrod Byerly
Product Success Manager
Workiva

Jarrod's Bio

- **10+ years** with Workiva
- Product Success Manager, specializing in **Filing**
- Former Workiva Lip Sync battle participant
- Marvel Enthusiast

Agenda

1 Recap of EDGAR® Next

2 Enrollment & Delegation

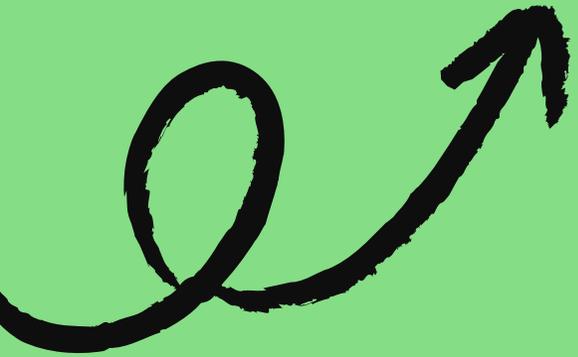
3 User Tokens

4 Filer Tokens

5 Filing Submission

6 Workiva as Trusted Partner

Recap of EDGAR[®] Next



EDGAR filer access and account management

- **33-11313 “EDGAR Next”** finalized on Sep. 27, 2024
- **Scope:** To improve the *security* of EDGAR, enhance filers’ ability to manage their EDGAR *accounts*, and modernize *connections* to EDGAR
- **Impacts** (changes for every EDGAR filer):
 - EDGAR login and authentication method for submission
 - Need to identify authorized individuals/service providers (includes involving Workiva in the submission process for Workiva customers)
 - Filing processes inside and outside the Workiva platform

EDGAR Next key changes

1

EDGAR login

- **Before:** Most never had to log into EDGAR Filer Management—log in with [CIK](#) and [password](#) if needed
- **After:** Each filing individual must log in on [Login.gov](#) with individual [email](#), [password](#), and [multi-factor](#) authentication

2

EDGAR account management

- **Before:** No SEC records of individuals accessing EDGAR
- **After:** Explicit identification of individuals accessing EDGAR in a new [EDGAR Dashboard](#), with admin/user/technical admin roles
 - Minimum of 1 admin for individuals
 - Annual confirmation of EDGAR users' info

3

Arrangement with providers

- **Before:** Private arrangement with providers—giving access to CIK/CCC is authorization
- **After:** Explicit delegation to provider(s) in the new EDGAR Dashboard, subject to provider(s) acceptance

4

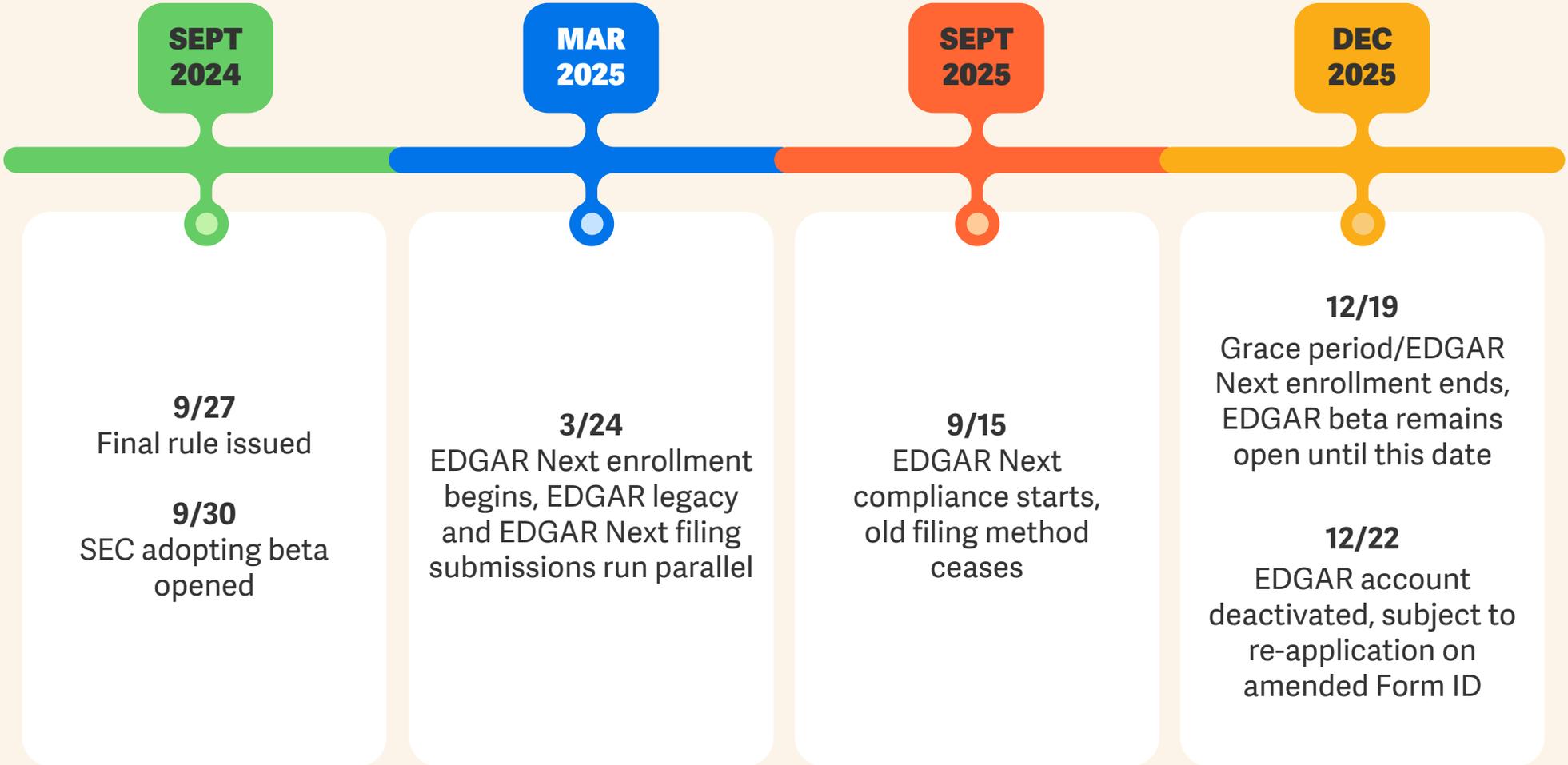
Filing process

- **Before:** Provide the issuer's CIK and the individual's CIK/CCC for ownership filings
- **After:** CIKs/CCC continues, plus 2 new tokens to authenticate API access
 - User token—individual ID
 - Filer token—entity ID

EDGAR user roles

	Account administrators	Users	Tech admins	Delegated administrators/users
Add/remove others	Can only add/remove in their own account			Delegated entity can only add/remove their own
Manage delegations	✓			
Submit filings	✓	✓		✓
Change CCC	✓			
Manage own user token	✓	✓		✓
Manage entity filer token			✓	
Annual confirmation	✓			

EDGAR Next timeline



Enrollment & Delegation



Enrollment & Delegation

- **Register at login.gov** as a prerequisite to enrollment
- Complete enrollment on sec.gov OR in **Workiva enrollment app**
- Each EDGAR account **(CIK) must provide:**
 - CIK
 - CCC
 - Passphrase (note the passphrase is not the same as the SEC password)
 - **Filers who have not reset their passphrase or CCC since September 2019 must obtain a new passphrase and new CCC to enroll**
- Once enrolled and filer token has been generated, you have the option to **delegate to Workiva's Filer Token**

Demonstration



User Tokens



User API Tokens

My Profile

Profile | Generative AI | Preferences | Security

 Upload Image
Image Size: 128 x 128px
File type: JPG, GIF, PNG
Images are kept in the US.

First name: Maria
Last name: Rodriguez
Username: maria.rodriguez@acme.com
Email: maria.rodriguez@acme.com [Change Email](#)
Company:
Title:
Department:
Home Phone:
Cell Phone:
Office Phone:
EDGAR Next User Token [?](#)
[+ Add User Token](#)

Add User Token

User Token*
***** 

Login.gov username
maria.rodriguez@acme.com

- Identifies the **individual user** submitting filings to EDGAR
- User Token management will be available in **User Profile settings**
- **Expires every 30 days**

Demonstration



Filer Tokens



Filer API Tokens

Workspace Settings

General Members Groups Roles Permissions Content Configuration Security **Filing** Activities Section 16

Filing Defaults

Co-Reg Library
File with Workiva
Filing Description Library

Stock Exchange *
Not Listed

Ticker Symbol

Central Index Key *
0000350673

CIK Confirmation Code

Accelerated Filer Status *
Not Applicable

Additional Settings

Smaller reporting company
 Shell company
 Voluntary filer
 Well-known seasoned issuer

Default SEC Contact Emails

RECIPIENT

Email Address + Add

EDGAR Next Filer Tokens

Registrant	CIK	Description	Token Expiration Status	Last Updated
Acme Supplies, LLC	0000350673	Acme Supplies, LLC Filer Token 1	Up to date	11/01/23
Acme Supplies, LLC	0000350673	Acme Supplies, LLC Filer Token 2	Up to date	11/01/23
Acme Funds, Ltd.	0000699999	-	Expired 08/24/23	07/24/23

+ Add another Filer Token

Cancel Save Changes

- Identifies the **entity** submitting filings via the EDGAR API
- Filer Token management will be available in **Workspace Settings**
- **Store multiple tokens**
- **View expiration date**
- **Expires annually**

Demonstration



Filing Submission



Filing Submission

Filing Experience

CORRESP Filing Type | 1/21/2025 Target Filing Date | Rename Filing | Download | Repackage | Permissions

- Collect Label Form Information Notify Review Test File Live File

Test File ?

Fill in the fields below to test file. You can submit multiple test filings, and you can review past test filings for errors.

Credentials*
EDGAR Next New
EDGAR Next New
CIK, CCC and password (Legacy)
File with Workiva

Test Filings

There are no previous test filings

- Test and Live file remain **relatively unchanged**
- Options to **upload tokens** or use **stored tokens**
- **Save uploaded tokens**
- **File using either method** (legacy CIK/CCC or EDGAR Next tokens) **until September 2025**
- **File with Workiva** will remain an option

Demonstration



Workiva as Your Trusted Partner



Workiva as your trusted partner

EDGAR Next Resource
Hub: One-Stop Shop

[workiva.com/resources/
edgar-next-with-workiva](https://workiva.com/resources/edgar-next-with-workiva)



A screenshot of the Workiva website. The top navigation bar includes the Workiva logo, menu items for Platform, Who We Serve, Resources, and Company, a search bar, and links for Sign In and REQUEST DEMO. The main content area features a green background with the heading "PRODUCT RESOURCE" and the text "Get ready for EDGAR Next with Workiva." Below this is a sub-headline: "Check out what to know about EDGAR® Next with guidance from Workiva, the leader in SEC reporting software." A blue "Read Blog" button is positioned below the text. To the right is a purple graphic with a document icon and a folder icon. Below the main content is a section titled "Learn with Workiva as your guide." with a "Tab groups" label and navigation arrows. The bottom of the screenshot shows two cards: a blue one with a video camera icon and an orange one with the text "SEC Filing Update" and a document icon.

Workiva as your trusted partner

- Webinar Series

- [Introduction to EDGAR Next](#) ✓
- [EDGAR[®] Next for Section 16 and Form 144 Filers](#) ✓
- Filer Readiness for EDGAR Next, **March 13** ✓

 Recordings available on the Workiva Community!



Questions?

Email edgarnext@workiva.com



Thank you!