

Guidance for Transitioning a Filer's EDGAR Next Account upon Company Departure

The Key to a Successful Account Transition

The key to managing a departing filer's account is the role of the Account Administrator, who is responsible for managing the filer's EDGAR account. **A successful transition will require coordination to determine who will be responsible for Section 16 filings for the departing filer, moving forward.**

Account Administrator Role: An Account Administrator, designated by the filer, has the authority to add and remove individuals from the filer's EDGAR account, including other Account Administrators, Users, and Technical Administrators, and to manage delegated entities.

Action for Departing Filer (if they are an Account Administrator): If the departing individual was designated as an Account Administrator for the company's CIK, best practice is to have another existing Account Administrator access the EDGAR Filer Management dashboard and remove the departing individual's authorization as soon as possible. There must be a minimum of one admin for individuals or single-member companies and a minimum of two admins for all other filers after the removal.

Action for Departing Filer (if they are a User): If the individual was only a User, an Account Administrator should remove the departing individual's User authorization on the dashboard.

Importance of Multiple Administrators: The SEC recommends that most filers (including companies) authorize at least two Account Administrators to prevent a loss of access if one person leaves or is unavailable. This is the primary safeguard against a departing individual retaining unauthorized control.

Guidance for Section 16 Filers Administering Their Own EDGAR Next Account

EDGAR Next has specific provisions for Individual Filers (like Section 16 officers and directors) to give them control over their own accounts while still allowing companies or filing agents to manage the submissions.

Individual Filer Enrollment: Individual filers (Section 16 filers) can self-enroll in EDGAR or be enrolled by the company for which they are an insider, or by a third-party filing agent.

Account Administrator Designation: An individual filer is only required to designate one Account Administrator, though designating two (or more, up to 20 total) is highly recommended for backup.

Self-Administration: A Section 16 filer who wants to administer their own account should designate themselves as an Account Administrator during enrollment.

Login.gov Credentials: If a Section 16 filer wants to manage their own account or make their own filings, they must have their own individual credentials from Login.gov.

Delegating Authority to File: Once the Section 16 filer is enrolled and has an Account Administrator, that administrator can delegate the authority to file on the filer's behalf to an unlimited number of EDGAR accounts (Delegated Entities), which can be the company's CIK, a law firm, or a filing agent. This allows the individual filer to maintain control over their account while outsourcing the filing process.

[SEC help content for Adding, Removing & Changing Roles](#)