How to import your SEC Filing Dates into your calendar

Import events into:

- Google Calendar - browser
- Outlook Calendar - browser
- Outlook Calendar desktop - Windows
- Outlook Calendar desktop - Apple
- Apple Calendar desktop
Import events into Google Calendar
Your SEC Filing dates

1. Open Google Calendar.

2. In the top right, click the settings icon, then select Settings.

3. Optional step. In the menu on the left, click Add calendar and then Create a new calendar.

4. In the menu on the left, click Import & export.

5. Click Select file from your computer, and select the file you downloaded from DFIN. The file should end in "ics" or "csv".

6. Choose which calendar to add the imported events to.

7. Click Import.

8. Return to the Calendar view, and a new calendar with all your filing dates will have been created.
Import events into Outlook Calendar

Your SEC Filing dates

1. Open Outlook in your browser. Click Add calendar.

2. Optional step. On the left menu, click Create blank calendar.

3. Name your new calendar and click Save.

4. On the left menu, click Upload from file. Then click Browse and select the file you downloaded from DFIN.

5. Choose which calendar to add the imported events to.

6. Click Import.

7. Return to the Calendar view, and a new calendar with all your filing dates will have been created.

8. Click on each event to see more details.
Import events into Outlook Calendar desktop - Windows

Your SEC Filing dates

1. Open the Outlook app in your computer. Click on File.

2. Click Open & Export.

3. Click Import/Export.

4. Select Import an iCalendar (.ics). Click Next. Browse and find the file you downloaded from DFIN.

5. Click Import.

6. Click on each event to see more details.
Import events into Outlook Calendar desktop - Apple

Your SEC Filing dates

1. Open the Outlook app in your computer.
   Select calendar view.

2. Optional step. On My Calendars, click the three dots and select New Folder.

3. Name your new folder.

4. On the File menu, select Open, then On My Mac.

5. Find the file you downloaded from DFIN. Click Open.

6. On the Calendar dropdown, select the a folder. Click Import.

7. Click Done.

8. Click on each event to see more details.
Import events into Apple Calendar
Your SEC Filing dates

1. Open the Calendar app.

2. Optional step. On the File menu, select New Calendar, then the account you want the calendar to be.

3. Name your new calendar.

4. On the File menu, click import. Then browse and select the file you downloaded from DFIN.

5. Choose which calendar to add the imported events to. Click OK.

6. Click on each event to see more details.