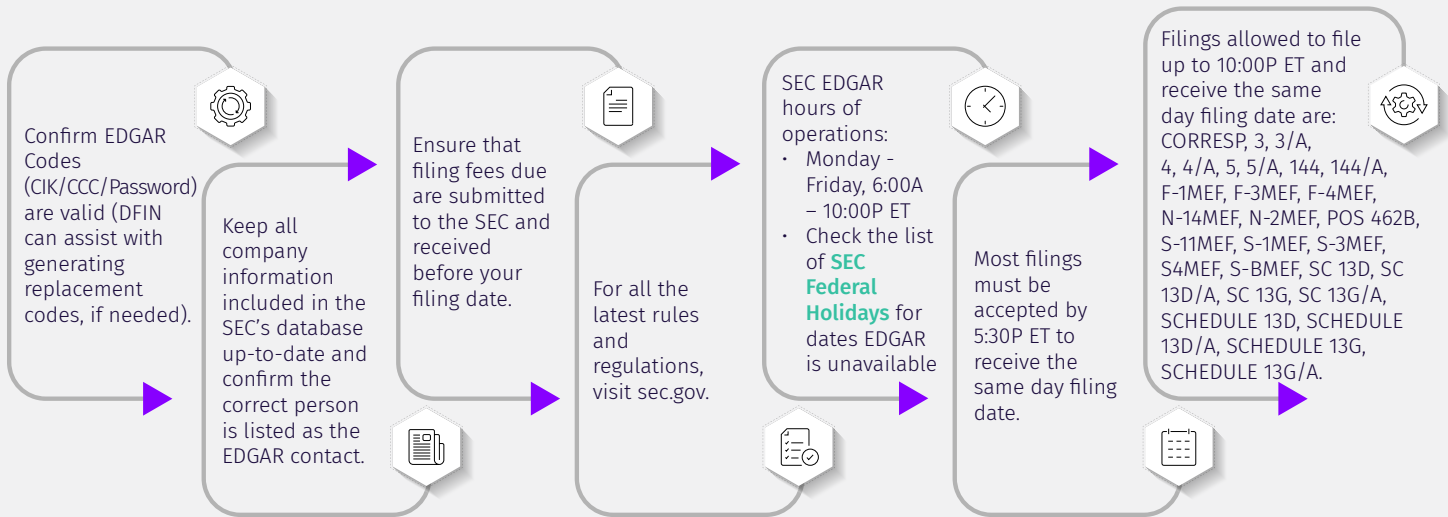


Are Your SEC Filings EDGAR Ready?

DFIN's 400 in-house XBRL experts file nearly 23,000 disclosures annually, delivering timely and accurate iXBRL-tagged filings every time

EDGAR Readiness Checklist



Check and Double Check your iXBRL Tagging

- 1 Confirm the required submission type, i.e., 8-K, 10-Q
- 2 Confirm tagging is compliant with current EDGAR guidelines and formatting requirements (i.e. file name suffixes, file compression, file size, etc.)
- 3 Confirm base taxonomies are properly referenced.
- 4 Review content rules for language identification, footnotes, nil facts, and duplicate facts.
- 5 Ensure that entity identification, date, times, proper unit types, and dimensional information are incorporated.
- 6 Review documents to confirm the following items:
 - All exhibits (filed herewith and incorporated by reference) are listed in the exhibit index.
 - Formatting of all documents.
 - Documents and submissions include the correct period dates.
 - All signatures are signed and dated.
 - Certifications are included and signed, and dated (when required).
- 7 Ensure your cover page is tagged appropriately.
- 8 Make sure filings are aligned with the latest XBRL reporting standards and specifications. Find the rules at XBRL.us
- 9 Consult with your DFIN XBRL expert to address any validation errors.

Ensure Data Quality Before Test-Filing by Avoiding These Common XBRL Mistakes



Incomplete Analysis & Misrepresentations

Have you included all your required financial datapoints and calculation relationships?



Misrepresentation or Misunderstanding of Data

Are all your XBRL tags consistent with the meaning of the source information?



Exhaustive Custom Company-Specific Tags

Are you applying custom tags only in circumstances not covered by taxonomy?



Discrepancies Between Source Information and XBRL Reports

When tagging identical reported items across different periods, are you using the same labels for the same elements?



Adhering to the latest taxonomy

Are you up to date on any changes or additions to the SEC's accounting standards?

Test Your Filings

Allow sufficient time for test filing and reviewing test results.

- Test as early and as often as possible prior to your required live **filing date/time**.
- When making HTML, graphic and/or iXBRL edits, submit a new test to confirm all coding/tagging pass EDGAR validation.
- Note: Errors received in your test/live filing will cause your SEC filing to suspend. All errors must be corrected prior to live filing.

Submit Your Live Filing

Confirm that a successful test was previously received.

- If additional edits are made, submit a new test prior to live filing.

During peak filing deadline days, the SEC recommends that registrants submit their live filings as early as possible prior to the filing deadline time of 5:30P ET, as EDGAR may experience slowness.

File with confidence.

About DFIN

DFIN is a leading global provider of innovative software and technology-enabled financial regulatory and compliance solutions. We provide domain expertise, enterprise software, and data analytics for every stage of our customers' business and investment lifecycles. Markets fluctuate, regulations evolve, technology advances, and through it all, DFIN delivers confidence with the right solutions in moments that matter. Learn about DFIN's end-to-end risk and compliance solutions online at DFINsolutions.com, or you can also follow us on X (formerly Twitter) @DFINsolutions or LinkedIn.

Learn how ActiveDisclosure and DFIN's team of XBRL Experts can add value to your reporting team and assist in meeting new disclosure requirements.

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