

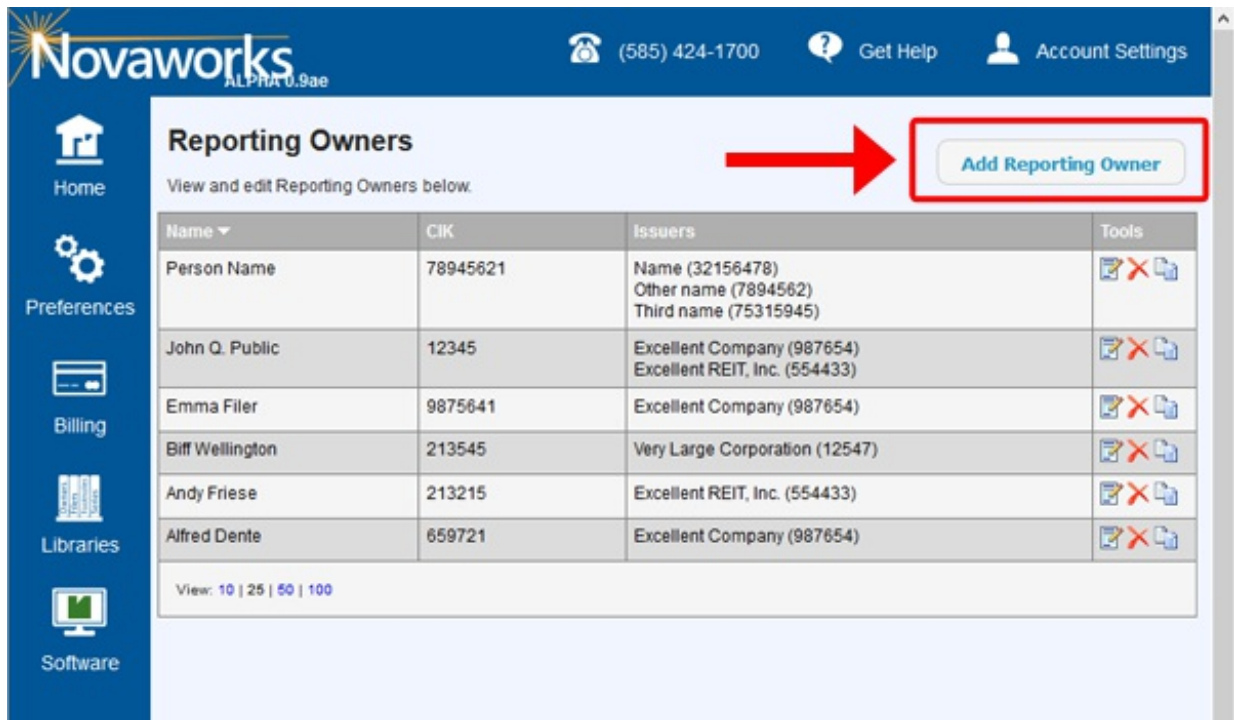
Adding a New Reporting Owner

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


New reporting owner entries can be added to the library using the *Add Reporting Owner* button.

To Add a Reporting Owner:

1. Click on the *Add Reporting Owner* button located in the top right corner of the Reporting Owner Library page, as shown below:



The screenshot shows the Novaworks interface. At the top, there is a navigation bar with the Novaworks logo, a phone icon with the number (585) 424-1700, a question mark icon with 'Get Help', and a user icon with 'Account Settings'. Below this is a sidebar with icons for Home, Preferences, Billing, Libraries, and Software. The main content area is titled 'Reporting Owners' and contains a table of reporting owners. A red arrow points to a button labeled 'Add Reporting Owner' in the top right corner of the main content area.

Name	CIK	Issuers	Tools
Person Name	78945621	Name (32156478) Other name (7894562) Third name (75315945)	  
John Q. Public	12345	Excellent Company (987654) Excellent REIT, Inc. (554433)	  
Emma Filer	9875641	Excellent Company (987654)	  
Biff Wellington	213545	Very Large Corporation (12547)	  
Andy Friese	213215	Excellent REIT, Inc. (554433)	  
Alfred Dente	659721	Excellent Company (987654)	  

View: 10 | 25 | 50 | 100

2. The *Reporting Owner* appears. Enter all pertinent data. Fields with a red background are required.
3. To add issuer information for the new reporting owner, press the *Add Issuer* button located in the bottom right of the dialog, as shown below:

The screenshot shows the 'Reporting Owner' dialog box in the Novaworks application. The dialog has a title bar with a close button. It contains several input fields: 'Name' (red background), 'CIK' (red background), 'CCC' (white background), 'Address' (white background), 'City' (white background), 'State' (white background), and 'Zip' (white background). Below these fields is an 'Associated Issuers' section with a table that currently displays 'No issuers found.' and an 'Add Issuer' button. A red arrow points to the 'Add Issuer' button. The background shows the Novaworks interface with a navigation menu on the left and a top header with contact information and account settings.

4. The *Issuer* dialog appears. Enter all pertinent data. Fields with a red background are required.
5. Press the *Add* button. The *Issuer* dialog will close, and the new issuer will appear in the *Associated Issuers* area of the *Reporting Owner* dialog.
6. Repeat steps 3-5 for each issuer associated with the reporting owner.
7. Press the *Add* button. The reporting owner will be added as a new entry to the library.

Helpful Hints:

- If issuer information is entered for a reporting owner and the *Issuer CIK* field matches an issuer that is already associated with a reporting owner entry within the library, you will be asked if you would like to update the information for that issuer for all reporting owner entries. You will only be asked to update the issuer information if the issuer name and/or symbol for the new reporting owner entry does not match the name and/or symbol for the existing reporting owner entry(ies). Updating issuer information will update it for all reporting owner entries that have an issuer with the specified CIK. This query appears upon pressing the *Add* button on the *Reporting Owner* dialog.
- Fields on all dialogs that have a red background are required, but it is important to note that optional fields (or fields with a white background) may still be required fields for your filing to be accepted by EDGAR. The red background only denotes that the field is required to store a valid entry within the library. When retrieving reporting owner information for use in your filing, we always recommend using the *Validate* function within your software to ensure all form data is present.