

Importing Using the Reporting Owner Library Keywords

Last Modified on 09/13/2016 5:16 pm EDT

When importing a data file into the Reporting Owner Library, you must include a header row in the file that contains specific keywords used by the import process to determine the content of each column. The table below contains all of the keywords you can use for each data field in the Reporting Owner Library. Multiple keywords for the same data field are separated by a vertical bar. Only one keyword in each group must be present in the header row. For example, you may use "Entry" or "Company" as the keyword for the Entry Name field. You do not need to use both.

Data	Keywords
Reporting Owner CIK	Reporting CIK Owner CIK
Reporting Owner CCC	CCC
Reporting Owner Name	Name
Reporting Owner Address 1	Address Street Street 1
Reporting Owner Address 2	Address 2 Street 2
Reporting Owner City	City
Reporting Owner State/Province	State Province
Reporting Owner ZIP Code	ZIP ZIP Code Postal Code Code
Issuer CIK	Issuer CIK
Issuer Name	Issuer Name
Is 10% Owner	Ten Percent 10 Percent 10% 10
Is Director	Director
Is Officer	Officer Is Officer
Is Other	Other Is Other
Officer Title	Officer Title Officer Text
Other Text	Other Text
Signature	Signature

Helpful Hints:

- Keywords can be part of a label in a header row. For example, you can use "Signature Text" for the Signature column. Provided that additional words inside a label for the header row are not keywords for other data columns, those other words inside a label in the header row will not disrupt the import process. However, you must include the keyword or the data column will not be recognized during import.

