

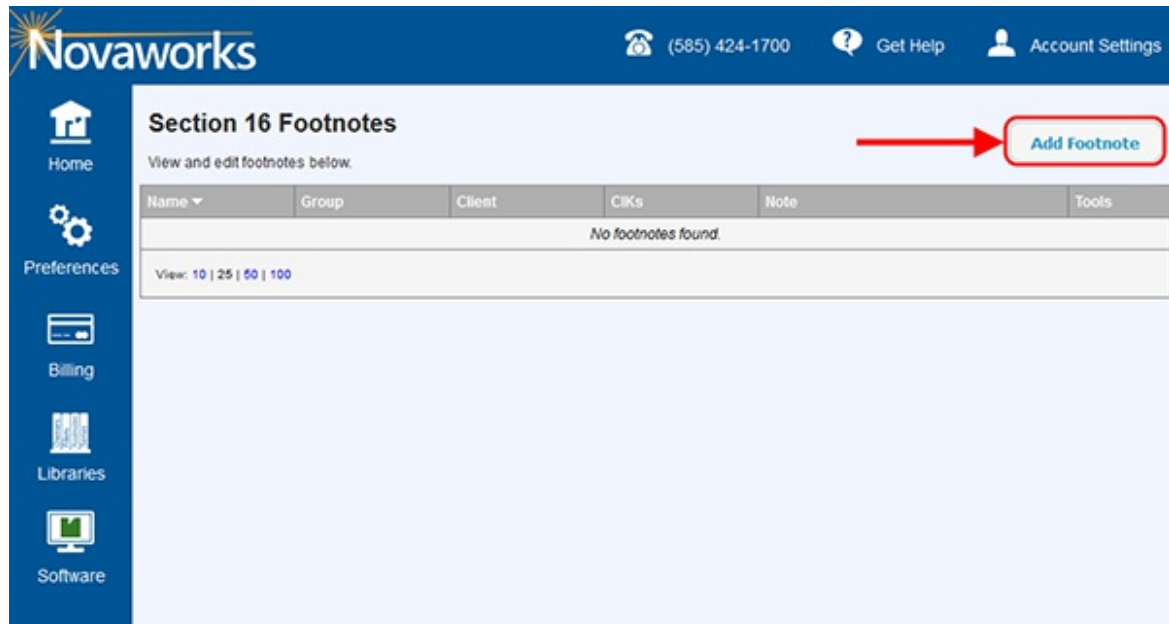
Adding a New Section 16 Footnote

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New footnote entries for use in Section 16 ownership documents can be added to the library using the *Add Footnote* button.

To Add a Footnote:

1. Click on the *Add Footnote* button located in the top right corner of the Section 16 Footnote Library page, as shown below:



2. The *Section 16 Footnote* window appears. Enter all pertinent data. Fields with a red background are required. Most fields on this dialog are for organizational purposes only. For example, the CIKs field isn't used in your EDGAR filings but you can enter CIKs which commonly use the footnote to help keep track of your entries.
3. Press the *Add* button. The footnote will be added as a new entry to the library.

Helpful Hints:

- Fields on all dialogs that have a red background are required, but it is important to note that only the *Footnote Text* field will be filed to EDGAR. The red background only denotes that the field is required to store a valid entry within the library. The *Name*, *Group*, *Client* and *CIKs* fields for the footnotes are provided to help organize and sort your library entries to make it easier to retrieve footnote data for use in your filings.