

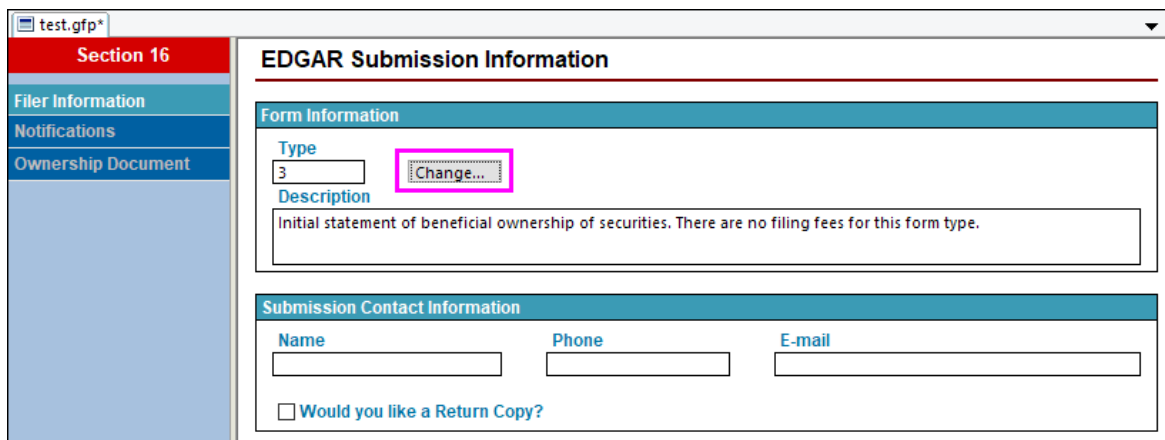
# Creating a Section 16 Amendment Filing

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You don't need to create a whole new filing to submit an amendment of your Form 3, Form 4 or Form 5. The software allows you to easily change the form type of a filing from a standard filing to an amendment filing.

To create an amendment filing:

1. Open the filing that was previously submitted to EDGAR. You can do this within the software using the **Open** command or by using the **Open** tool in the Virtual File Cloud portion of the GoFiler Online portal.
2. In the *Form Information* section of the *Filer Information* page, click the **Change** button next to the *Form Type* field.



The screenshot shows a web interface for 'EDGAR Submission Information'. On the left is a navigation menu with 'Section 16' highlighted in red, and other options like 'Filer Information', 'Notifications', and 'Ownership Document'. The main content area is titled 'EDGAR Submission Information' and contains two sections: 'Form Information' and 'Submission Contact Information'. In the 'Form Information' section, the 'Type' field contains the number '3' and a 'Change...' button is highlighted with a pink box. Below it is a 'Description' field with the text: 'Initial statement of beneficial ownership of securities. There are no filing fees for this form type.' The 'Submission Contact Information' section has three input fields for 'Name', 'Phone', and 'E-mail', and a checkbox labeled 'Would you like a Return Copy?'.

3. Select the amendment form type from the Form list dialog.
4. Use the **Save As** function to save your filing as a new project. This will allow you to retain a copy of the previous project as well as the amendment project.

You can then make any necessary changes to your form data or ownership information prior to submitting the filing.

## Helpful Hints:

- You can also create amendments from scratch using [the same process you would to create any other type of filing](#) .