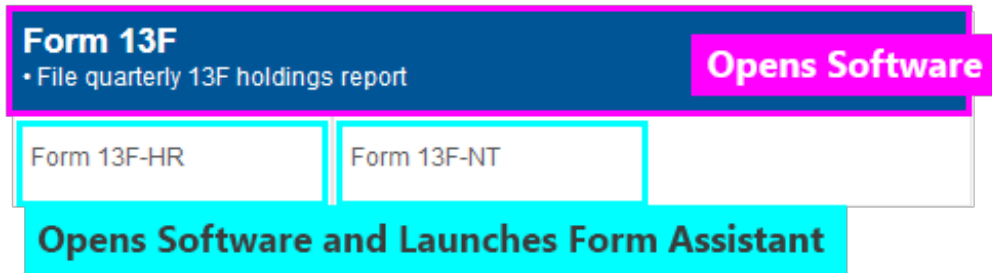


Creating a filing using the Form 13F-NT Assistant

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The Form Assistants are useful tools that guide you through the process of creating a particular EDGAR form. When you add a software launcher to your Dashboard, any Form Assistants that are available for that software will also have buttons added to your Dashboard. These buttons will launch the software and automatically begin the process of creating a new submission for the selected EDGAR form type.

The image below is the software launcher for the Form 13F software.



The 13F software has two Form Assistants:

- The **Form 13F-HR Assistant** guides you through the process of creating a 13F-HR or 13F-HR/A submission.
- The **Form 13F-NT Assistant** guides you through the process of creating a 13F-NT or 13F-NT/A submission.

The process for using both of these assistants is the same. To create a new 13F-NT filing using the Form 13F-NT Assistant:

1. Add the [Form 13F software launcher](#) to your Dashboard, if you have not already done so.
2. Click on the Form 13F-NT button.
3. In the dialog that appears, set all of the pertinent information.

The image shows a "Create a Filing" dialog box. It contains the following fields and options:

- Form Type:** A dropdown menu with "13F-NT" selected.
- Amendment:** A checkbox that is currently unchecked.
- Project File:** An empty text input field.
- Data File:** An empty text input field with a "Browse" button to its right.
- Save Path:** A text input field containing "vfc://David/Form 13F/" with a "Browse" button to its right.
- Save As Default Path:** A checkbox that is currently unchecked.
- Folder Name:** An empty text input field.
- Radio Buttons:** Four radio buttons are located at the bottom: "None" (selected), "Auto Number", "Date Stamp", and "Custom".
- Buttons:** "OK" and "Cancel" buttons are located at the bottom right of the dialog.

Amendment	Check if your submission is a 13F-NT/A filing. Leave unchecked for a 13F-NT filing.
Project File	Enter the name you want to use for your submission. This should be an EDGAR compliant submission name.
Data File	There is no data file for a 13F-NT filing because there is no information table filed with this form type. This field will not be available.
Save Path	Enter the location you wish to create the filing. By default, this location is your Form 13F folder on your Virtual File Cloud.
Folder Name	If you choose a folder option other than <i>None</i> , you can save your filing in a subfolder created specifically for your submission. You can set a Folder Name and then have the assistant auto number the folders or add a date stamp automatically.

4. Press the OK button to create your submission.

Helpful Hints:

- You can [set default filer information in your Preferences](#) on the GoFiler Online portal. This information will be added to your 13F-HR submission automatically in the *Filer Information* when you create a new project using the Form Assistant.