

Submitting a LIVE Filing

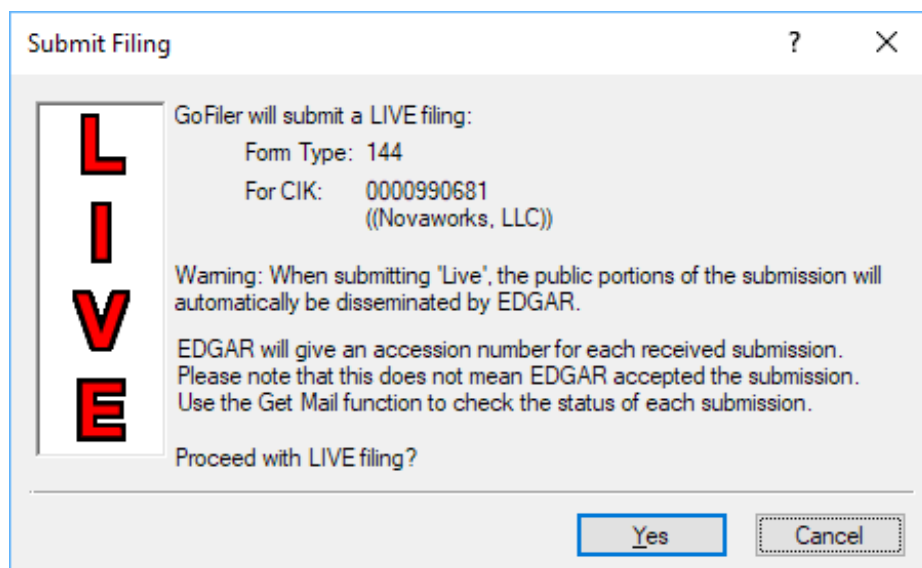
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Though the EDGAR forms that can be submitted via the software vary in size and scope, the process for submitting them all is the same. It is highly recommended that you perform a TEST filing prior to any LIVE filings. This will help ensure that your filing will be accepted by EDGAR the first time you submit it LIVE. All [proofing](#) and [validation](#) should be performed prior to submitting to EDGAR. Once a LIVE filing has been accepted by EDGAR, the only way to change the information that was submitted is to perform an amendment filing.

LIVE filings are a billable transaction. This means that you must have a valid credit card on file in your Billing Information on the web portal, or have a sufficient number of filing credits available to perform your filing, or have an active subscription in order to submit a LIVE filing. You will only be charged for a LIVE filing once it has been accepted by EDGAR. This means any LIVE filing that you perform that are suspended will not incur any charges or take any of your filing credits.

Currently, LIVE filings can only be performed within the software. To submit a LIVE filing to EDGAR:

1. Open the desired project file in the appropriate software. You can do this by clicking on a project file in the Virtual File Cloud within the portal or by launching the software and using the Open command.
2. Click **Submission > File > File Live** to submit a test filing to EDGAR. If the project has not been validated recently, a message will appear to warn you of that fact.
3. A query confirming that you wish to file your submission will appear:



4. Press "Yes" to submit the filing.

A log of the filing will appear in the Information View window at the bottom of the software. You can [check the status of your filing via the web portal](#).

Helpful Hints:

- The EDGAR system is available Monday - Friday from 6:00am to 10:00pm Eastern Time (except for federal holidays). However, most filings received by EDGAR after 5:30pm Eastern will receive a filing date of the next

business day and will not be disseminated until the next business day. The following submission types can be filed until 10:00pm Eastern and will be disseminated until 10:00pm Eastern: 3, 3/A, 4, 4/A, 5, 5/A, F-1MEF, F-3MEF, F-4MEF, N-14MEF, N-2MEF, POS 462B, S-11MEF, S-1MEF, S-3MEF, S-4MEF, andS-BMEF.

- If a filing deadline lands on a federal holiday, the filing will be due the next business day.