

Welcome to **EDGAR Access**, your portal to SEC filings and more! We've created this user guide to facilitate your use of this service.

If at any point you need additional assistance, contact our Customer Support team by phoning 1-800-416-6651 or at <http://www.edgar-online.com/contact/>.

To begin, point your browser to:
<http://access.edgar-online.com>

Login Page

Enter the Username and Password you received via email from **EDGAR Online**. Note: If you've misplaced your login identifiers, click the [Forgot your password?](#) link on the login screen.

TIP: For your convenience, your Username and Password will be saved by default and you will not be prompted to login again unless you manually click the logout link.

Navigation



There is one main navigation bar consisting of **Tabs** at the top of every page that enable you to quickly navigate through the product areas

The **Tabs** represent the following:

- **Dashboard** - Personalize, customize and consolidate the companies and data you are most interested in on this page.
- **Today** – Quick access to the most recent SEC filings and company data of significance.
- **Company** – Drill down into specific company details including significant SEC filings and company people.

- **Industry** – Browse sector industry groups to find peers that fit your investing or financial models.
- **Search** – Search SEC filings using full text search and segment by market and time period.
- **Screener** – Find companies that meet your investment criteria with the I•Metrix Screener.
- **Analytics** – I•Metrix represents a revolutionary advance in the speed, accuracy, cost and convenience of retrieving and analyzing the most detailed financial data.

Filing Search

With the new **Filing Search** users can easily get to all the SEC filings for a company by entering the ticker symbol. Use the magnifying glass for more search options.

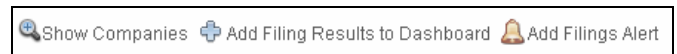


TIP: Don't know the ticker? Enter the company name and results matching your request will be returned instantly.

Company	Ticker	CIK	Latest Filing	All Filings
MICROSOFT AVN HOLDINGS, INC.		0001356955	03/21/06	View
MICROSOFT BENEFITS LLC		0001069973	09/04/99	View
MICROSOFT CORP	MSFT	0000789019	08/31/07	View
MICROSOFTWARE INTERNATIONAL INC		0000356946	01/12/95	View

Search Results

Search Results are displayed with the most recent filings appearing at the top of the list. At the top of the page is the option to **Add** the company that was searched to your **Dashboard** and create a **Filings Alert** for that company.



TIP: Use the "Back to Search Results" link when viewing documents instead of your browser toolbar – this will place a checkmark on items already viewed, otherwise, hit "refresh" to see indicators for the items you've looked at.

Example of a filings search result screen:

View	Form	Filer	Received (Period)	Actions
		SMITH BRADFORD L	08/31/07 (08/29/07)	
		BRUMMEL LISA E	08/31/07 (08/29/07)	
		BACH ROBERT J	08/31/07 (08/29/07)	
		BACH ROBERT J	08/31/07 (08/29/07)	
		MICROSOFT CORP	08/31/07 (08/29/07)	
		GATES WILLIAM H III	08/31/07 (08/29/07)	
		GATES WILLIAM H III	08/31/07 (08/29/07)	
		GATES WILLIAM H III	08/31/07 (08/29/07)	
		GATES WILLIAM H III	08/31/07 (08/29/07)	
		MICROSOFT CORP	08/31/07 (08/29/07)	



TIP: Use the icons next to the form types to view the filing in HTML, Word, Adobe PDF, Excel or the original format.

Dashboard



When you log in or click the **Dashboard** tab you'll initially see a page with Today's Filings as the default view. The filings are grouped by filing type.

Today's Annual Reports					Today's Proxy Statements				
View	Form	Company (Filer)	Received (Period)	Actions	View	Form	Company (Filer)	Received (Period)	Actions
		SECURE COMMUNICATIONS	12:43 PM (05/31/07)				SELIGMAN NEW TECHNOLOGIES FUND INC	2:16 PM (09/15/07)	
		IMPRESISION CORP	10:58 AM (03/31/07)				QUANTITATIVE GROUP OF FUNDS	3:05 PM (09/15/07)	
		US AUTO LOAN TRUST 2006	7:47 AM (1/23/06)				LORD ABBETT INVESTMENT TRUST	1:30 PM (11/09/07)	
		AMERICAN ENVIRONMENTAL, INC.	6:05 AM (05/01/07)				LORD ABBETT INVESTMENT TRUST	1:29 PM (11/09/07)	
		NET 10K	6:02 AM (1/23/06)				NEUGEN CORP	1:12 PM (03/11/07)	

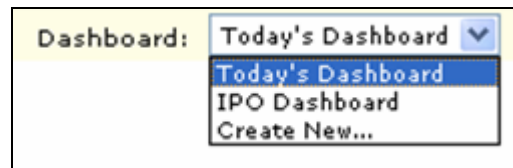
Today's Current Event (8-K) Filings				
View	Form	Company (Filer)	Received (Period)	Actions
		PPL CORP	2:21 PM (08/29/07)	
		CTC MEDIA, INC.	2:16 PM (09/03/07)	
		MEXICAN ECONOMIC DEVELOPMENT INC	2:14 PM (09/04/07)	
		HEARTWARE LTD	2:14 PM (09/04/07)	
		EMCORE CORP	2:12 PM (08/28/07)	

- Clicking anywhere in the row will bring you to that filing.
- Click on the icons to the left to view the filing in HTML, Word or as a PDF.
- Clicking on the **Company** name will bring you to all of the company's filings.
- Clicking on **Folders** enables you to quickly access links to filings you frequently use or that you need

to access from multiple locations (branch office, main office, client site, home office).

- The **Alerts** icon will set up an Alert for that Company and Form Type. An **Alert** allows you to follow companies by receiving notice via email or pop-up window when a filing meeting your criteria has been submitted.
- The buttons will move or close the window with the filings.

Use the Dashboards drop down menu to move between different dashboards. EDGAR Access already has two dashboards set up: Today's Dashboard and IPO Dashboard.



To customize your dashboard, select either: **Add Content** or **Create New** from the **Dashboard** drop down.



You can add up to 10 customized content areas to a single dashboard by clicking on the **Add Content** button.

You can remove existing content from your dashboard by clicking the **button** located in each content area of your dashboard.

You can choose to add Company Summary Data Components, Stock Trade Data Components and SEC Filing Data Components to your dashboard. You can save up to 10 different dashboards.

Just click on the items you want displayed on the **Add Content** page:

Enter Ticker Symbol: Dashboard Name: Today's Dashboard

Company Summary Data Components

Company Summary
 Company News
 Company Info

Stock Trade Data Components

Last Trade
 Intraday Chart
 Historical Chart

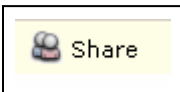
SEC Filing Data Components

Latest Insider Filings
 All Filings

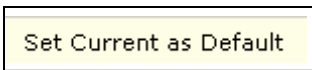
The **Add Content** page can also be reached through the Preferences link at the top every page.

Dashboards can be shared with your colleagues in read only mode.

Click on the **Share** link and you will be prompted for a list of email addresses to send the link to your dashboard.



Use the Set Current as Default link to select the dashboard you would like to appear every time you login to EDGAR Access or select the dashboard tab.



Today



The Today tab provides quick access to the most recent SEC filings and company data of significance.

Today's Filings				
View	Form (1) (Hide Insiders)	Company (Filed)	Received (Period)	Actions
		NORTHERN TECHNOLOGIES INTERNATIONAL CORP (ROSENBAUM BARRY)	1:55 PM (09/01/07)	
		HYDRON TECHNOLOGIES INC (SAUL RONALD J)	1:55 PM (08/24/07)	
		PIER 1 IMPORTS INC (LONDON TERRY E)	1:55 PM (09/04/07)	
		GOUVERNEUR BANCORP INC (MANVLEET CHARLES G JR)	1:55 PM (09/01/07)	
		CARPENTER TECHNOLOGY CORP (MITCHELL OLIVER C)	1:55 PM (09/04/07)	

The menu bar on the left side of the Today page allows you to locate specific filing types and IPO activity.

Today's SEC Filing Activity

- All Filings
- Annual Reports
- Quarterly Reports
- Proxy Statements
- Current Event (8-K) Filings

Today's Topic Activity

- Acquire Using Stock
- Earnings Charge
- General Agreements
- Forward & Options Contracts
- In Bankruptcy
- Increase Staffing
- Inquiry Initiated
- Legal Action
- Legal Impacts
- Legal Settlement
- Merger Completed

Today's IPO Activity

- IPO Summary
- IPO Performance
- IPO News

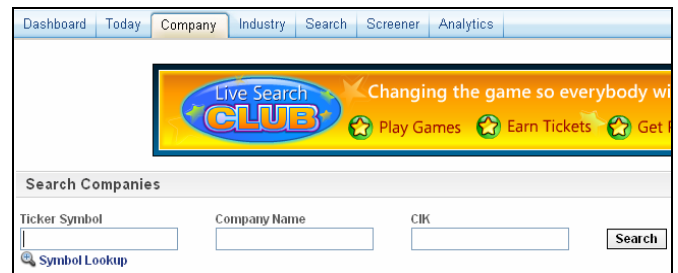
Today's Secondary Activity

- Secondary Summary

Items with a lock are premium content that can be opened with a subscription to EDGAR Pro.

Company

The **Company** tab allows you to drill down into specific company details including significant SEC filings and company people.



Simply enter in the company's ticker symbol or name to get the complete overview.

The 10 most recent SEC filings and current market information are provided at the top of the page. Use the left hand navigation bar to drill down further into company information and news, industry information and the last MD&A.

The screenshot shows the EDGAR access interface for Microsoft Corp (MSFT). The left-hand navigation bar is circled in red, and a red arrow points from it to the 'Company' tab in the top navigation bar. The main content area displays various financial metrics, SEC filings, and related articles for Microsoft Corp.

Recent Companies
MSFT - MICROSOFT COR

Summary

- Company Info
- SOX Compliance
- Company News
- Industry
- Transcripts
- Global Reports

Stock Info

Last Trade: **\$27.06 (-0.050/-0.18 %)**

Intraday Charting

Historical Charting

Financials

- Balance Sheet
- Income Statement
- Cash Flow
- Financial Ratios
- Financial Comparison

SEC Filings

- Last MD&A (10-Q 1/26/2006)
- Last Quarterly Filing (10-Q/A 3/3/2006)
- Last Annual Filing (10-K 8/26/2005)
- Last Proxy Filing (DEFA14A 10/13/2005)
- Latest Insider Filings
- All Filings
- All Quarterly Filings
- All Annual Filings

Ownership

- Insider Holdings
- Insider Proposed Sales
- Institutional Holders

Company People

- Officers & Directors
- All Company People

The left hand navigation bar in the company section provides quick links to the latest information on a company.

Industry

Dashboard Today Company **Industry** Search Screener Analytics

The Industry tab allows you to browse sector industry groups to find peers that fit your investing or financial models.

The Industry tab features a left hand navigation bar that lists different sectors.

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Sector
Basic Materials
Capital Goods
Conglomerates
Consumer Cyclical
Consumer/Non-Cyclical
Energy
Financial
Healthcare
Services
Technology
Transportation
Utilities

The Basic Materials Sector is the default setting and will appear when you click on the Industry tab.

Industry	Number of Companies	Filing Alerts
Chemical Manufacturing	167	
Chemicals - Plastics & Rubber	36	
Containers & Packaging	67	
Fabricated Plastic & Rubber	41	
Forestry & Wood Products	22	
Gold & Silver	156	
Iron & Steel	59	
Metal Mining	83	
Misc. Fabricated Products	95	
Non-Metallic Mining	22	
Paper & Paper Products	50	

Latest Basic Materials Filings				
View	Form [7]	Company (Filer)	Received (Period)	Actions
		CONVERTED ORGANICS INC. (GILDEA EDWARD J)	09/04/07 (09/04/07)	
		PARAMOUNT GOLD & SILVER CORP. (CARDEN JOHN)	09/04/07 (09/03/07)	
		ROYAL GOLD INC	09/04/07	
		BARNES GROUP INC (WOLF IDELLE K)	09/04/07 (09/03/07)	
		MERIDIAN GOLD INC (YAMANA GOLD INC)	09/04/07	

Each sector is broken down into industries that fall within that sector. To the right of the industry are the **Number of Companies** within that industry.

Under the list of Industries are the latest filings for that particular sector. Click on the icons to the left to see the filing. Clicking on the company name will bring you to the company overview page. You can also place the filing into a folder or set up an alert using the icons to the right of the listing.

Chemicals - Plastics & Rubber			
Company A	Ticker	CIK	Latest Filing
ALBEMARLE CORP	ALB	0000915913	7/10/2006
ASANTE NETWORKS INC	ASTN	0000946737	3/30/1990
ASIA FIBER HOLDINGS LTD	AFBR	0000257434	10/28/2002
AT PLASTICS INC		0001011694	8/11/2003
BAIRNCO CORP /DE/	BZ	0000350750	7/11/2006
BEIDING YANHUA PETROCHEMICAL CO LTD /ADR/		0001040594	7/10/2003
BORDEN CHEMICALS & PLASTICS LIMITED PARTNERSHIP /DE/	BCPQU	0000212102	3/14/2003
CELANESE AG	CZLHF	0001095442	6/30/2006
DEXX CORP	DXXXF	0001043407	8/6/2002
DOW CHEMICAL CO /DE/	DOW	0000299515	7/11/2006
DUPONT E I DE NEMOURS & CO	DD	0000305554	7/5/2006

Clicking on any row will bring you to a list of the companies that fall within that industry. This page also provides the latest filing date and quick access to that company's filings.

On the far right of the sector page, **Filing Alerts** gives one click access to setting up an Alert for that industry that will let you know when any filings are submitted by any company within that industry.

Clicking on the bell icon under **Filing Alerts** brings up the **Add Alert** window that will be set up for the Industry Alert.

Add Alert

You have chosen to add an alert for the following:

Industry: Chemical Manufacturing

Please enter a unique name for this alert and choose your alert options:

Alert Name

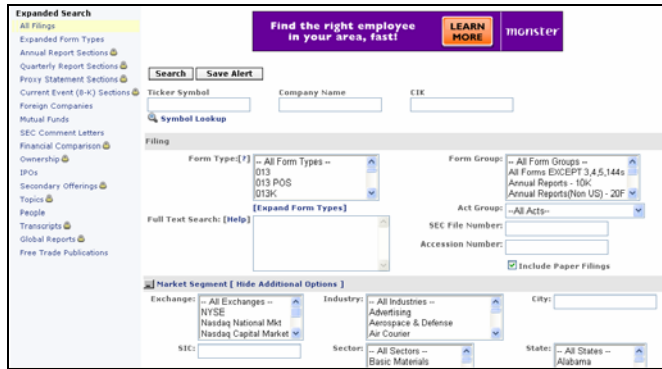
Email Alert **Popup Alert**

Simply name the Alert, decide how you would like to be notified of a new filing – either via email or a popup window and click on **Add** and the Alert is set up.

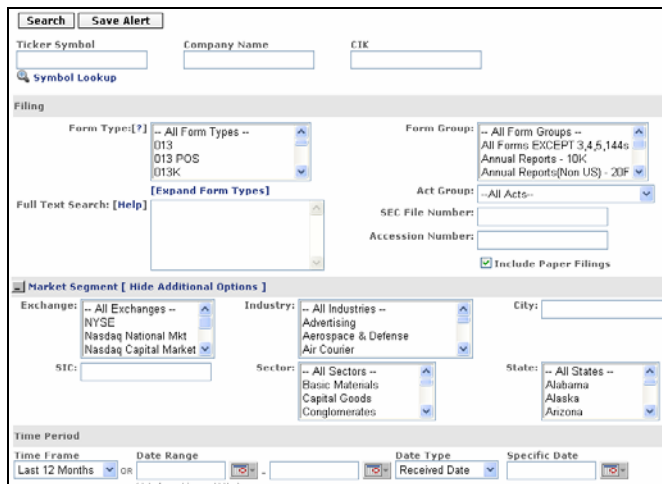
Search



The **Search** tab allows users to search SEC filings using full text search and segment by market and time period.

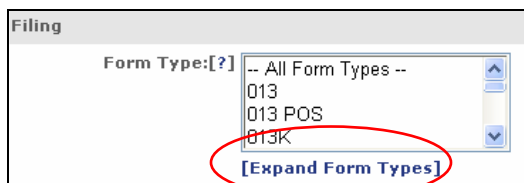


The default search screen is the **All Filings** search:

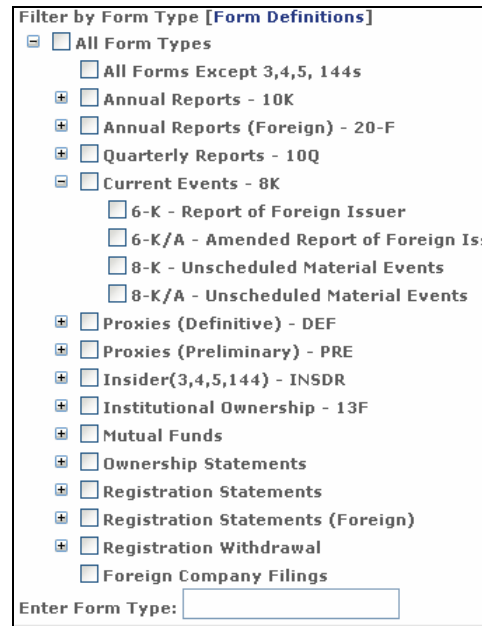


Enter the ticker, company name or CIK and select any filters and time period for your search and click search.

You can also search by form types, text search, SEC file number, accession number or Act group without specifying a particular company.



Clicking on the **Expand Form Types** link under the **Form Types** box will open a tree structure to help you locate the exact document needed without having to know the exact form number.



Clicking on **Save Alert** on the Search screen will create an Alert.

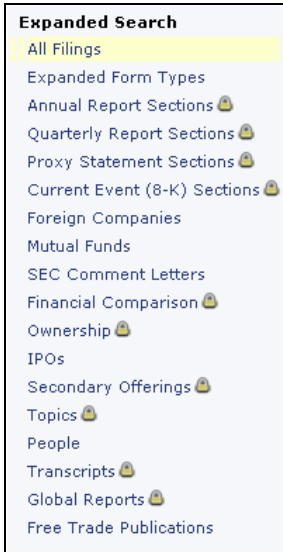


To search by a particular market segment, click on the **Market Segment** icon.



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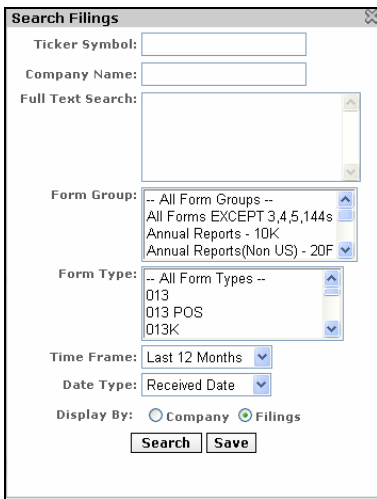


On the left hand side of the search page are links to different options to help you quickly find the documents and information you need.

Use the **Quick Search** feature at the top of every page to get the information you want quickly.



The magnifying glass  will enable you to narrow your search to bring back the results fitting your criteria.



Screener



The **Screener Tab** previews EDGAR Online's I•Metrix screening tools. The I-Metrix Screener is an advanced

analytical tool that allows you to filter through thousands of companies and find the few that meet the financial criteria you want in a matter of seconds. No more scouring of individual documents or spreadsheets.

Analytics



The **Analytics Tab** previews EDGAR Online's I•Metrix suite of data and analysis tools. I•Metrix delivers an unprecedented depth of company and business information more quickly and accurately than any other source into Microsoft Excel.

Other Options

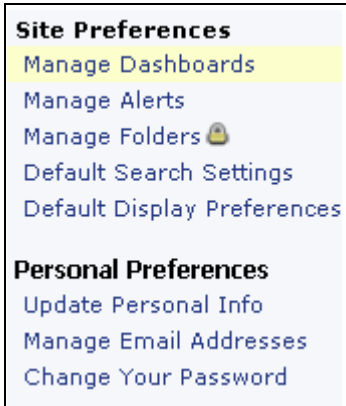


At the top right side of every screen is another menu bar.

My Alerts – manage your alerts and add new alerts from this screen

Preferences presents a personalized screen of your **Site Preferences** - saved dashboards, alerts, folders, and the default search and display settings which will be used to pre-populate your home page with filings.

Personal Preferences – updating your Personal Information, managing email addresses and changing your password are also located in the preferences section.



Help is context sensitive and will provide instruction on how to navigate and utilize whichever EDGAR Access screen you are on.

Contact Us links to EDGAR Online's contact information and a form that will enable you to be contacted by a Sales Representative.

About EDGAR Online links to EDGAR Online's home page where you can learn about all our product offerings.

Logout logs you out of EDGAR Access and prevents unauthorized use.

FAQ's

Q: All the information I need is locked, how do I get to it?

A: Subscribing to EDGAR Pro opens all locked areas except for Global Reports, Transcripts and I•Metrix. I•Metrix, Global Reports and Transcripts are available for an additional fee to EDGAR Pro subscribers.

Q: Where is the IPO information?

A: IPO information is now located under the Today tab, on the left hand navigation bar.

The **IPO Summary** link will provide the information that formerly was under the IPO tab. You can also search for specific IPOs using the **Expanded Search** menu. There is also an **IPO Dashboard** set up that can be accessed from the Dashboards page using the drop down menu.

