



# XBRL FILING PROCESS

*THE FOLLOWING WORK-FLOW CHART OUTLINES THE PREFERRED FILING PROCESS FOR ALL DOCUMENTS THAT ARE TO BE SUBMITTED TO THE SEC IN BOTH EDGAR AND XBRL FORMATS.*

- 1. 10 Days Prior to Filing Deadline (Pro Forma Stage)**  
Most up-to-date draft of Financials and Notes  
From Client → RDG
- 2. Within 72 Hours of Receipt:**  
Updated XBRL EXCEL Markup Report  
From RDG → Client
- 3. 5 Days Prior to Filing Deadline (EDGAR-Ready Stage)**  
EDGAR-Ready document  
From Client → RDG
- 4. Within 24 Hours of Receipt:**  
EDGAR PDF Proof, Updated XBRL EXCEL Markup Report,  
XBRL Rendering Proof  
From RDG → Client
- 5. No Later Than 16 Hours Prior to Filing Deadline:**  
Final Structural Edits to XBRL need to be submitted  
(new line items, new notes, re-arranging of line items/notes)  
From Client → RDG
- 6. As Soon as Possible:**  
Updated EDGAR PDF Proof, Updated XBRL EXCEL Markup  
Report, Updated XBRL Rendering Proof  
From RDG → Client
- 7. No Later Than 6 Hours Prior to Filing Deadline:**  
Final Numerical/Text Edits to XBRL need to be submitted  
From Client → RDG
- 8. As Soon as Possible:**  
Updated EDGAR PDF Proof, Updated XBRL Rendering Proof  
From RDG → Client
- 9. Approval to File:**  
RDG Conducts Final Validation, Test Filing and Live Filing  
From Client → RDG
- 10. XBRL Exhibits for posting to Clients Website**  
From RDG → Client

PLEASE SEE THE GLOSSARY OF TERMS ALSO ATTACHED FOR MORE DETAIL.

Please get in touch with us for more information.  
Contact: (415) 643-6080 | [www.rdgfilings.com](http://www.rdgfilings.com)

*Service you can count on. Experience you can trust.*

