



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.

PROFORMA STAGE

- 1. 10 Days Prior to Filing Deadline**
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

EDGAR-READY STAGE

- 3. 5 Days Prior to Filing Deadline**
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

FINAL STAGE

- 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

Service you can count on. Experience you can trust.

