

eCDRweb User Roles

Primary Authorized Official (AO) – The Primary AO is the person legally responsible for the site's CDR submission. The Primary AO, typically, is a senior official for the reporting company. The Primary AO is the only person who can start a new Form U, reopen a completed form, and electronically sign and submit a Form U. The Primary AO can assign Supports to edit and complete a Form U on his/her behalf. In the event that the CDR submission is part of a joint submission, the Primary AO is responsible for initiating the joint submission.

Primary Support - The Primary Support can edit a submission that is created by the Primary Authorized Official. The Primary Support can only be allowed to access submissions to which the Primary AO has granted him/her access.

Secondary Authorized Official (AO) – The Secondary Authorized Official is the person legally responsible for the secondary portion of a joint CDR submission. As with the Primary AO, the Secondary AO is the only person who can start a new Form U, reopen a completed form, and electronically sign and submit a Form U. The Secondary AO can assign Supports to edit and complete a Form U on his/her behalf. The Primary AO is responsible for initiating the joint submission and will provide a Unique Identifier in order to link the submission.

Secondary Support - The Secondary Support can edit a submission that is created by the Secondary Authorized Official. The Secondary Support can only access submissions to which the Secondary AO has granted access.