



Canadian Securities
Administrators

Autorités canadiennes
en valeurs mobilières

Retrieving Existing Filings

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This document is designed as a quick reference guide.

For complete step-by-step instructions, please refer to the [SEDAR Filer's User Guide](#)

Section 7.2: Using the Quick Search Inquiries Function

Retrieving Existing Filings

This quick reference guide provides information on how to retrieve copies of your company's filings using the Quick Search Inquiries function in the Filing Management module.

1. Open Filing Management
 - At the top of the window, click Options
 - Select Quick Search Inquiries
 - The Quick Search Inquiry Wizard opens, click Next
 - Retrieve your company's filings by: select Date
 - Click Next

Note: The wizard offers additional options to retrieve your company's filings by including Project Number, Profile Details and Filing Details. Please see sections 7.2.2 - 7.2.4 in the [Filer's User Guide](#) for steps on how to perform these types of inquiries.

- Retrieve filings by: select Date a submission was made
- Click Next
- Only retrieve filings Since: Enter a date (how far back you would like SEDAR to go when retrieving copies of your company's filings)
- Click Next
- Click Finish
- Once the Quick Search Inquiries window opens, click Refresh List
- Copies of your company's filings will transfer into your Filing Management