

Step-by-step procedure for pulling & setting up 10-K forms:

10-K Form – an annual report filed by publicly traded companies to the SEC summarizing a company's financial performance. The report breaks down the company info including executives, locations & risk factors.

Steps:

1. Go to: <https://www.sec.gov/>
2. Click on “**more search options**” located at the top right under the search bar.
3. Type the company name where it asks for it & then click “**Find Companies**” at the bottom.
4. Click the **CIK #** next to the correct company option (can verify by the State/Country the company's HQ is in.)
5. Search through the list of filings for that company until you find the most recent 10-K filing.
6. Once you find the most recent 10-K click on the **Documents** button.
7. At the top of the list of documents should be a link to click on for the entire 10-K.
8. Print off the first 5-7 pages of the 10-K which includes the **Cover Sheet** which list the company's HQ location & a summary of the general business history, investments, intellectual property, employees...etc.
9. Print off the 7-10 page **Risk Factors** portion.
10. Print off the 1-3 page **Executives** portion.
11. Compile all printed pages and discard any unnecessary filer pages.
12. Skim through and identify pertinent information: HQ location, relative risk factors, & which Executives would be necessary for targeting.