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# SEC Compliance - Quick Reference Guide

## Logging in to Checkpoint

1. Launch your browser and enter the Checkpoint address in the browser location bar:

   **http://checkpoint.thomsonreuters.com**

   The **Checkpoint Login** screen appears.

   **Note:** Bookmark this page or add it to your Favorites so you will not have to retype the URL every time you want to access Checkpoint.

2. Enter your **User Name** and **Password**, and then click **Login**.

   The Checkpoint screen that appears depends on the Login and Search Practice Area settings in the **General Settings Options**.

   **Note:** You can use your user name and password to open only one Checkpoint session at a time. Select the **Remember Me** check box to save your login information. You will not be prompted to enter your User Name and Password on future Checkpoint sessions.

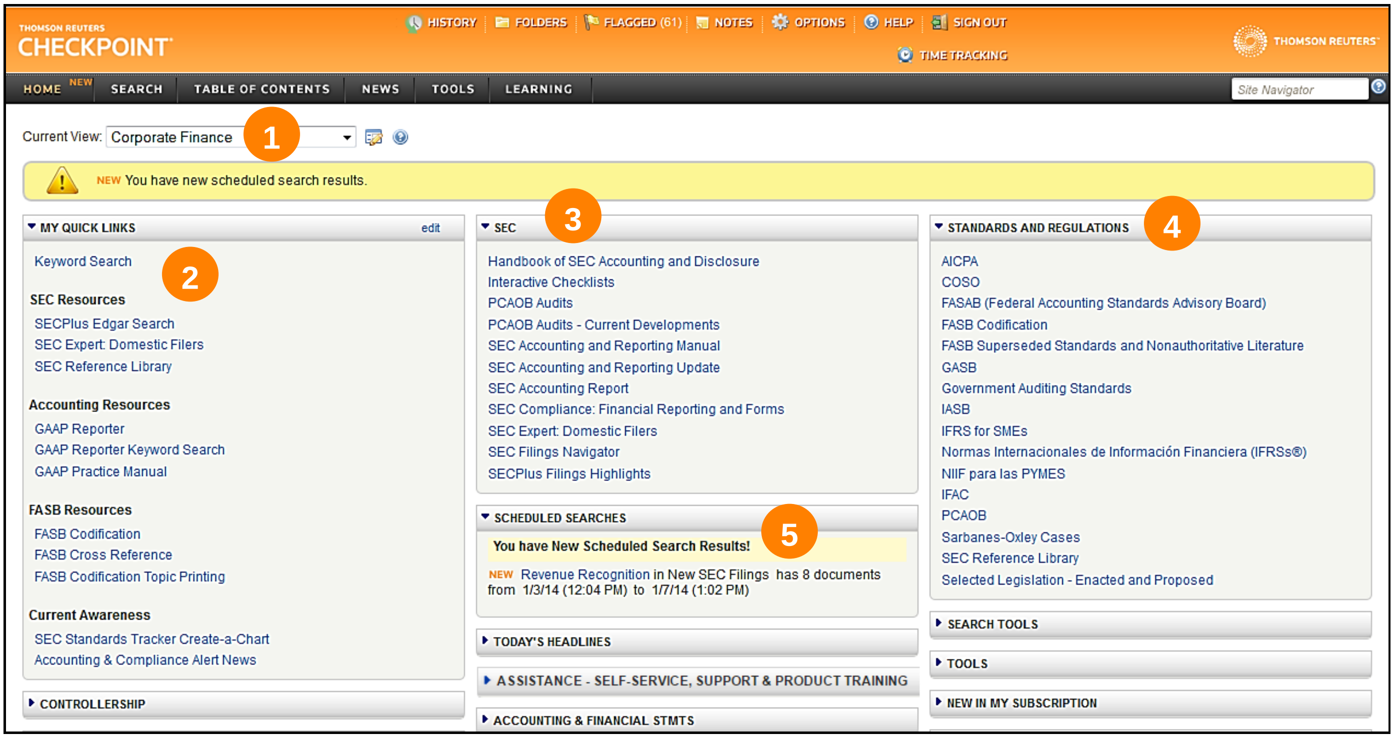
### Ending a Session Remotely:

Checkpoint does not permit multiple logins with the same User ID. If you are logged into Checkpoint on another machine or browser and attempt to login, Checkpoint will provide an option for you to close the original session and continue the login process.

For support, go to http://support.checkpoint.thomsonreuters.com, or call 800.431.9025.

# Home Screen

Checkpoint's **Home** screen provides quick links to Checkpoint titles, search tools, assistance and current news.




**1** Choose from several **Current Views** such as **Corporate Finance** or **Accounting & Auditing** to organize content by practice area.

**2** **My Quick Links** can be customized to include links to resources on Checkpoint that you use most frequently.

- Click **Edit** to customize My Quick Links.
- Click **Add Links** to add links to Titles, Search Tools or Tools.
- Click **Organize Links** to Delete, Rearrange or Rename links.

**3** Link to **SEC** titles in the **Table of Contents** such as **SEC Expert: Domestic Filers**.

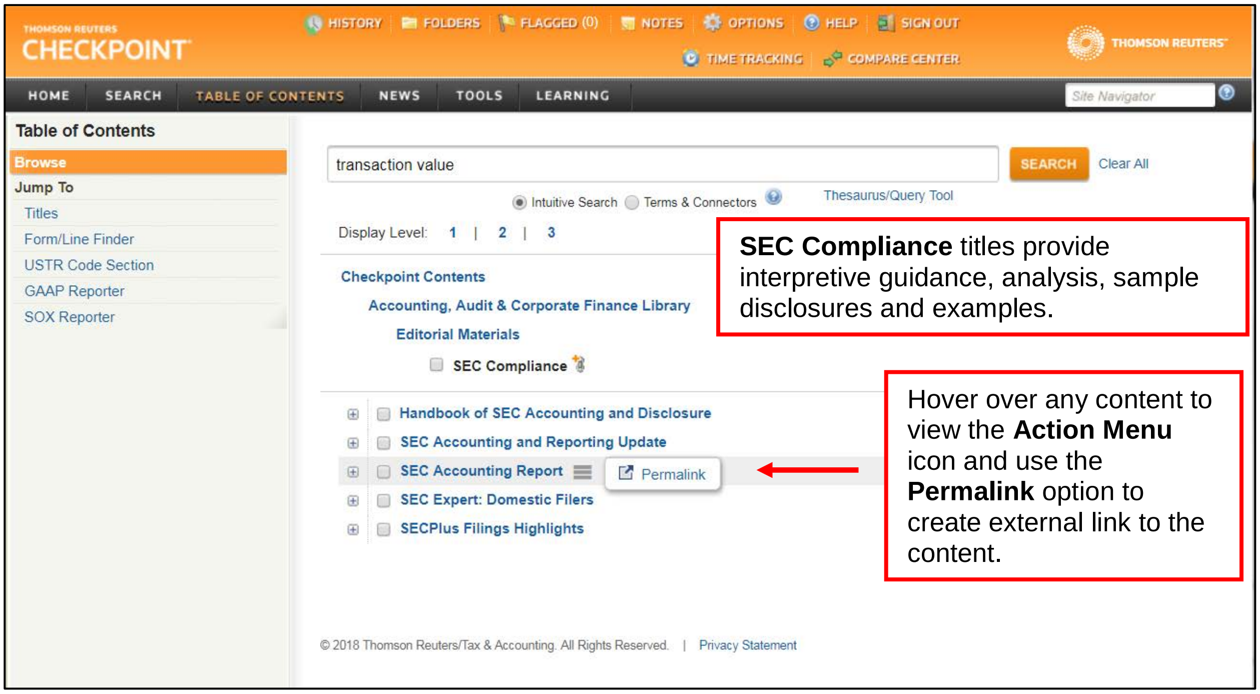
**4** Link to **Standards and Regulations** in the **Table of Contents** such as the **SEC Reference Library or FASB Codification**

**5** **Save and Schedule** a search in Checkpoint using specific search criteria. The **Scheduled Searches** pane will display results for any scheduled searches that you set up.

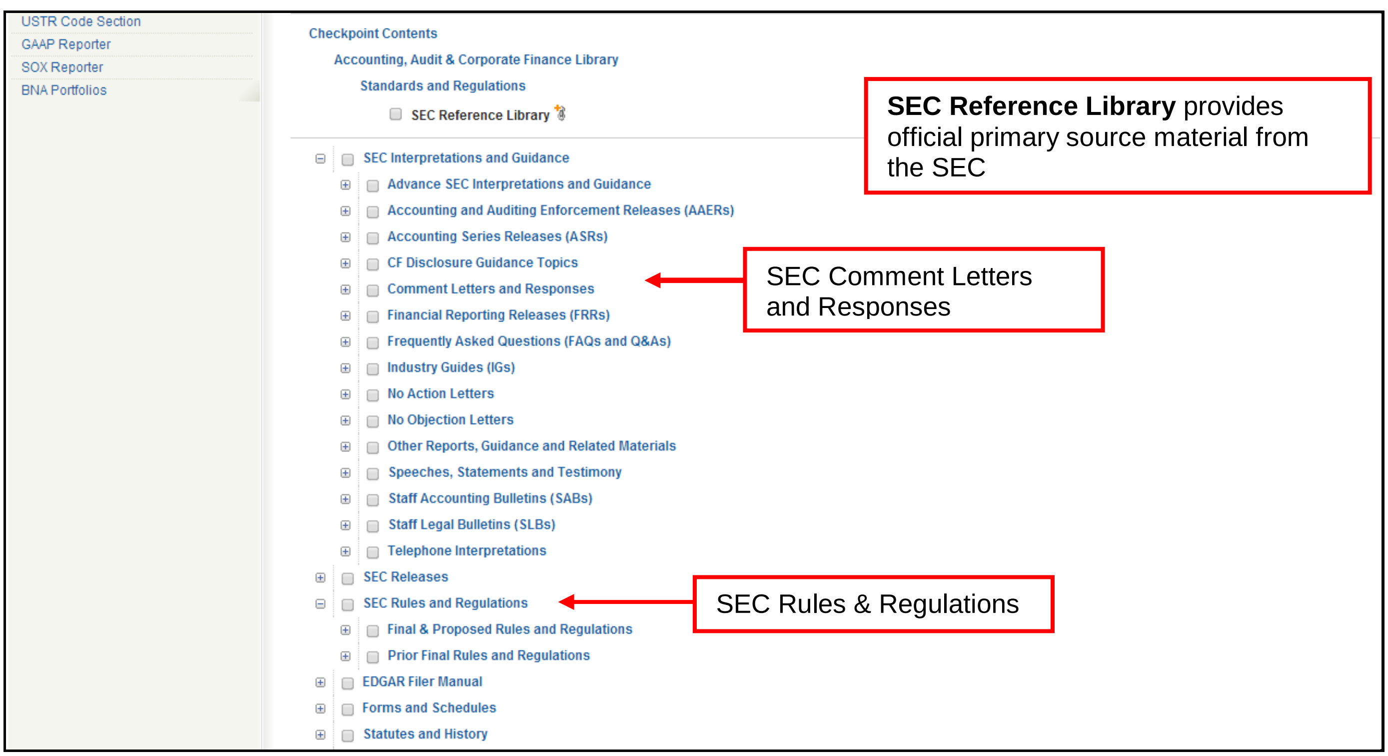
# Table of Contents Screen

The **Table of Contents** screen is organized by practice area, title and topic, providing an easy drill down approach to your research.

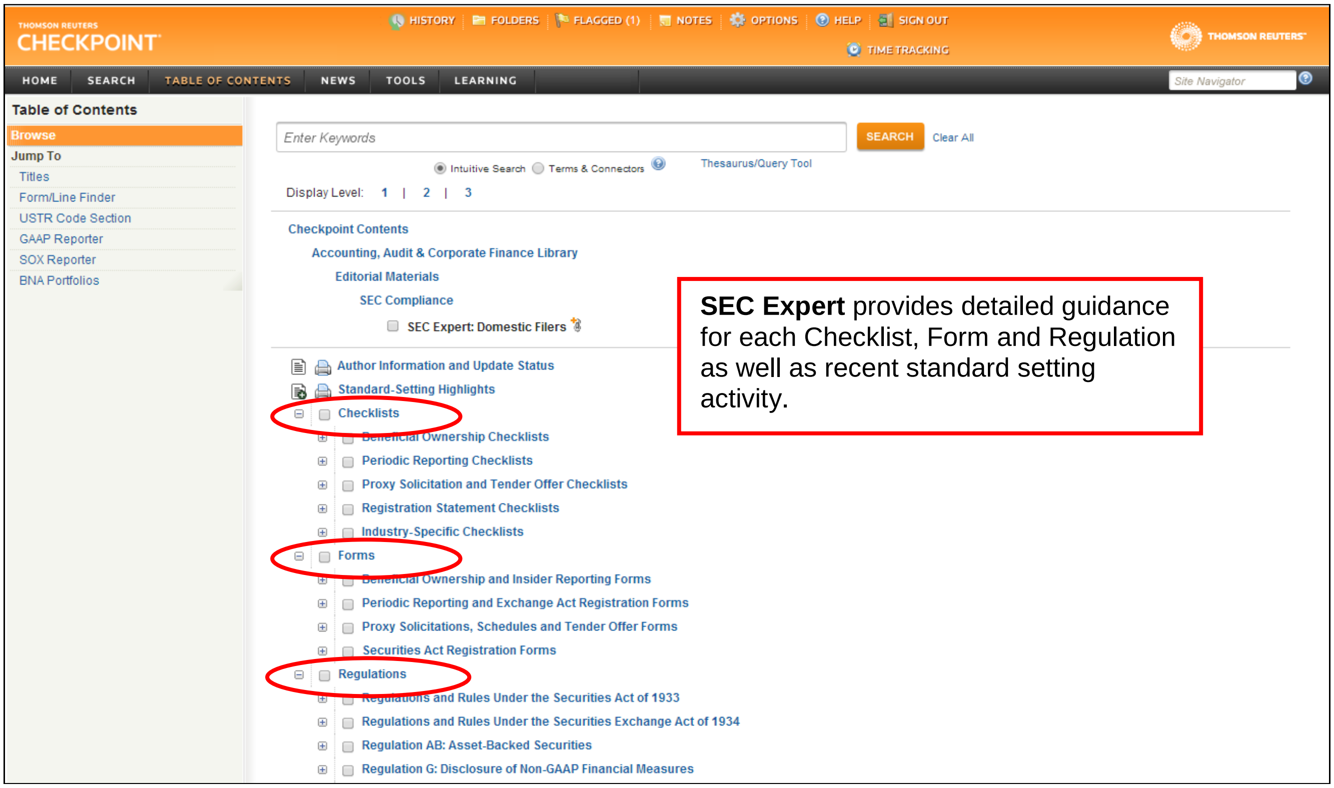
## Browse SEC Editorial Materials

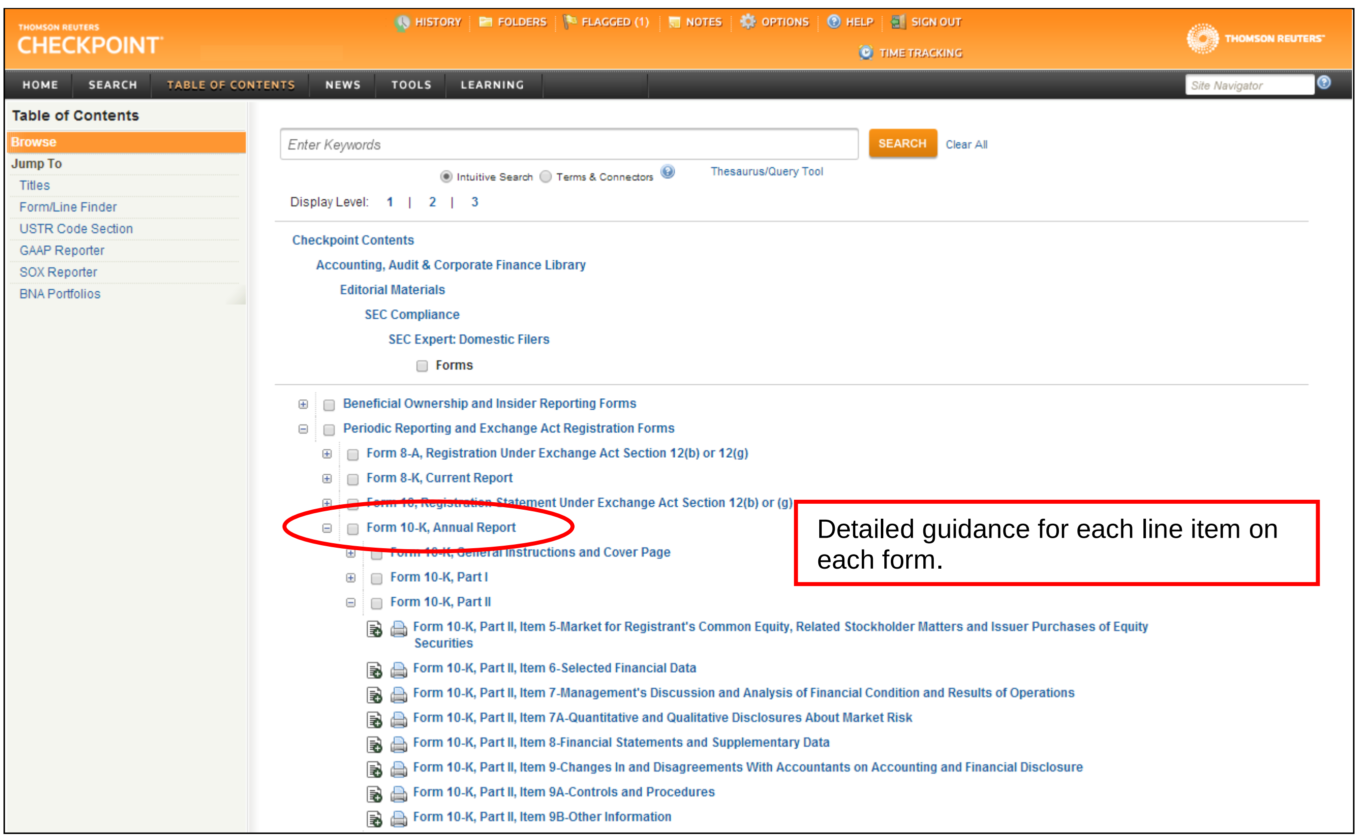



## Browse SEC Primary Source Materials

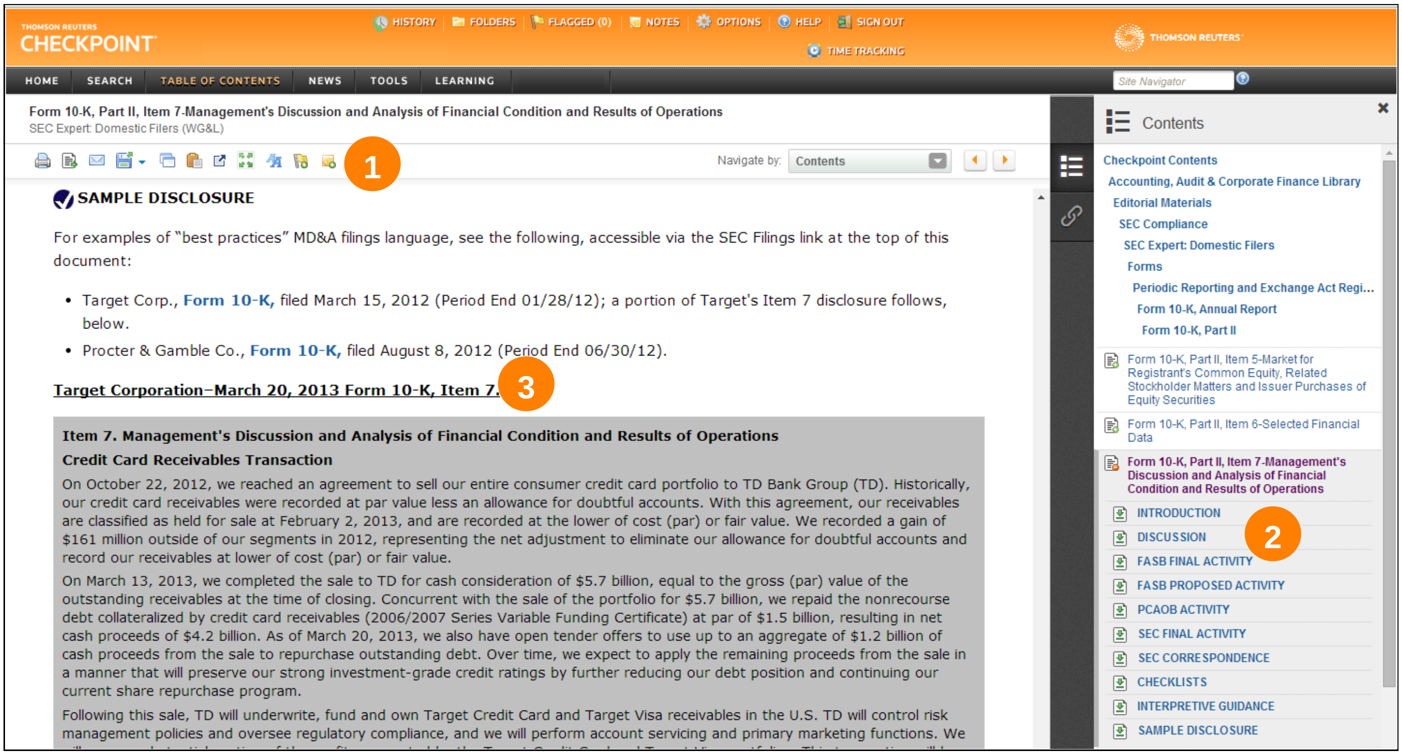


# SEC Expert: Domestic Filers



# SEC Expert: Domestic Filers (Continued)



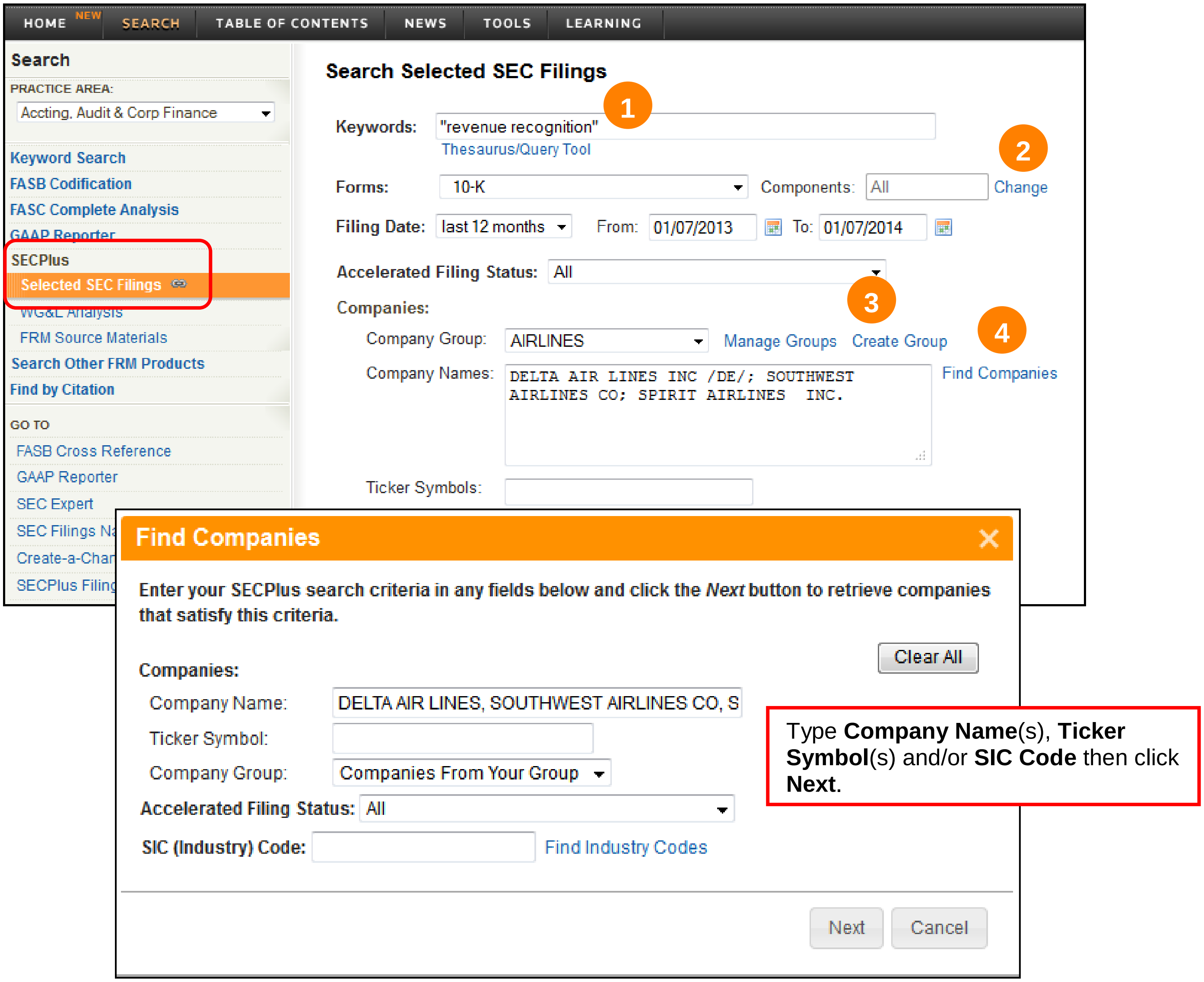

1. Use Document icons to **Print, Export, E-mail, Save, Open in New Window, Selected Text Option, Show Permalinks, Full Screen, Document Display Options, Flag this document, Add Note** and **Highlight text.**

2. Use the **Context Panel** on the right to easily navigate through the **Contents.** The dark grey background highlights the **Outline** for this document allowing you to jump to a specific section of the document (i.e., Sample Disclosure or Recent Activity from **SEC FASB**)

3. **Sample Disclosures** are pulled from real SEC filings to provide sample language related to the topic.

# SECPlus

**SECPlus** is an online research tool that provides real-time access to selected SEC filings. Access SECPlus on the **Search** screen in the left navigation pane.



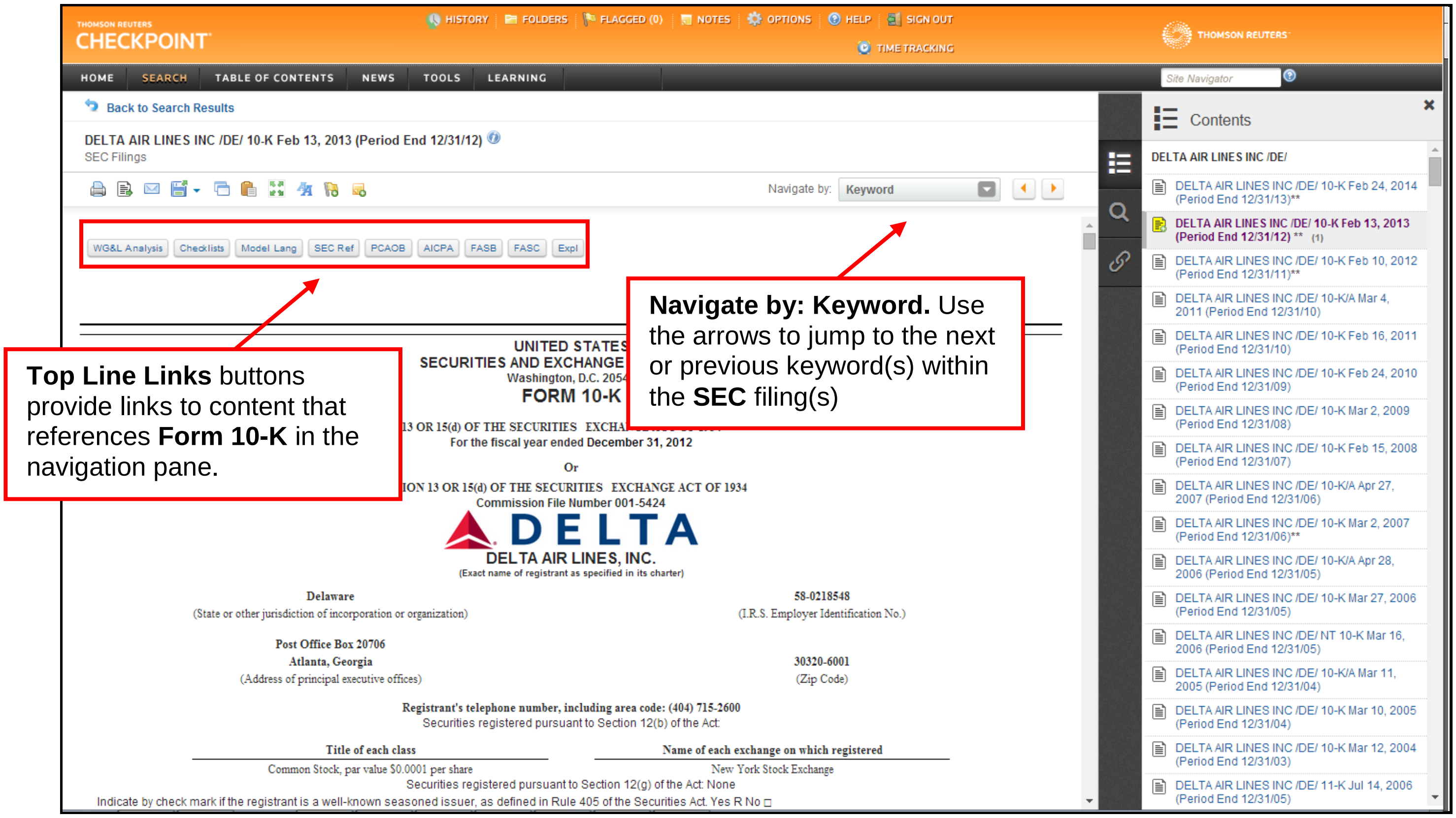

1. On the **Search Selected SEC Filings** screen, you can type one or more keywords and select a specific form (Form 10-K, 10-Q or 8-K for example).

2. To select a specific **Component** on the form you have selected, click **Change**. In the pop-up dialog, select a component such as **Notes to Consolidated Financial Statements** or **Balance Sheet** and click **OK**.

3. **Create Group(s**) for your peers or companies that you benchmark against to save in the **Company Group** dropdown menu to save you time. Modify or delete groups by clicking on **Manage Groups**.

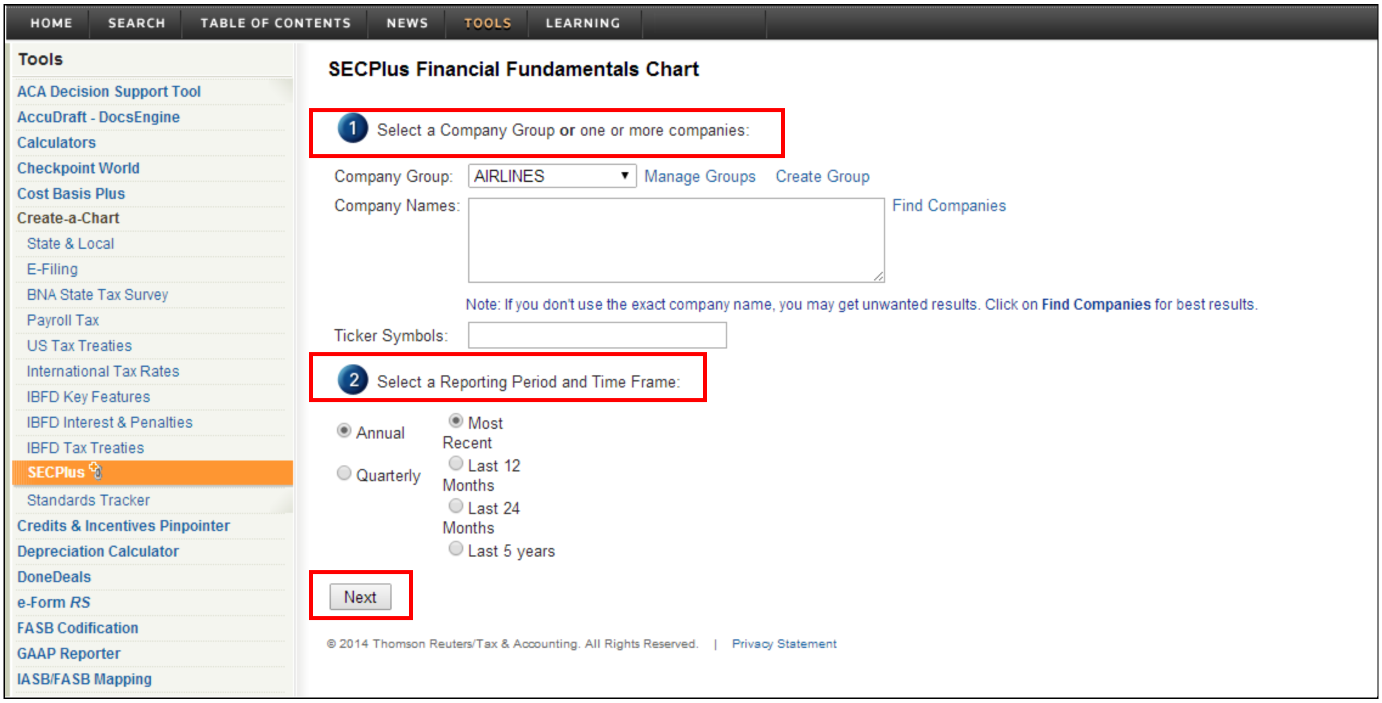
4. Click **Find Companies** to find companies by **Company Name, Ticker Symbol** or **SIC (Industry) Code**.

# SECPlus (Continued)



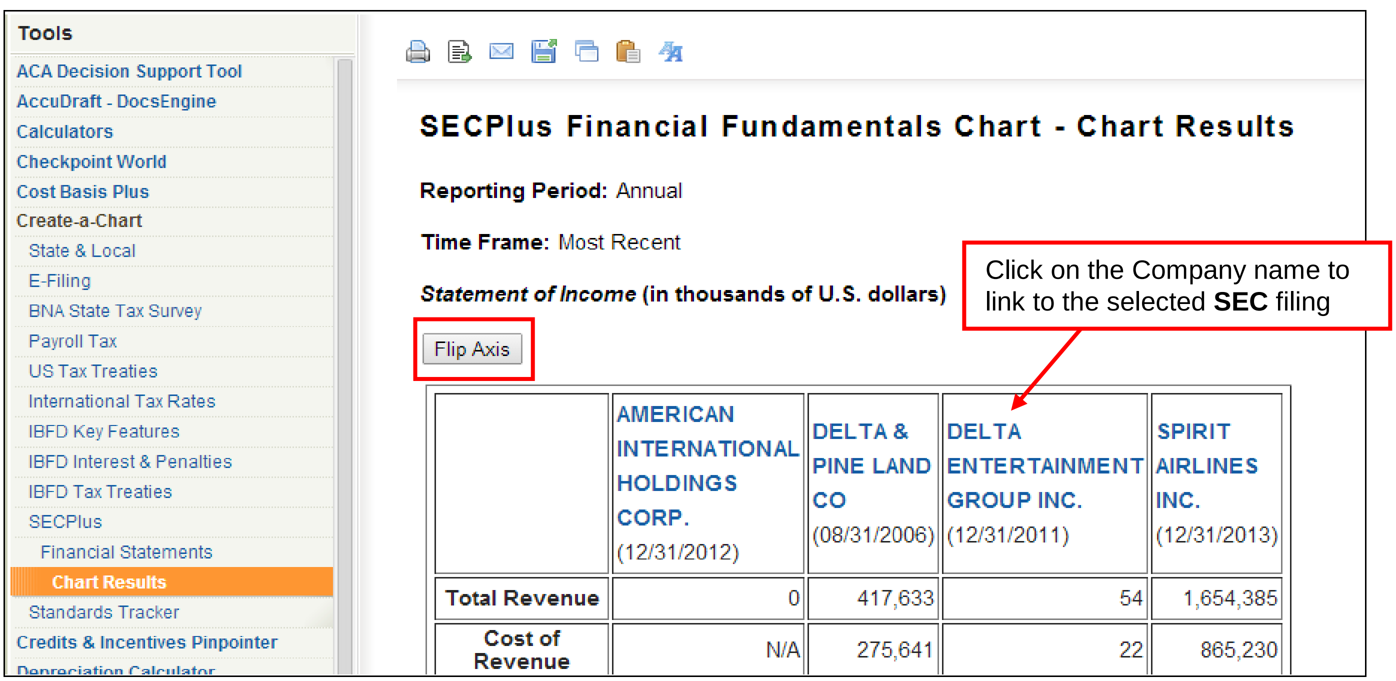
# SECPlus Financial Fundamentals Chart

**SECPlus Financial Fundamentals Chart** uses **Create-A-Chart** functionality to compare financial information across multiple companies.



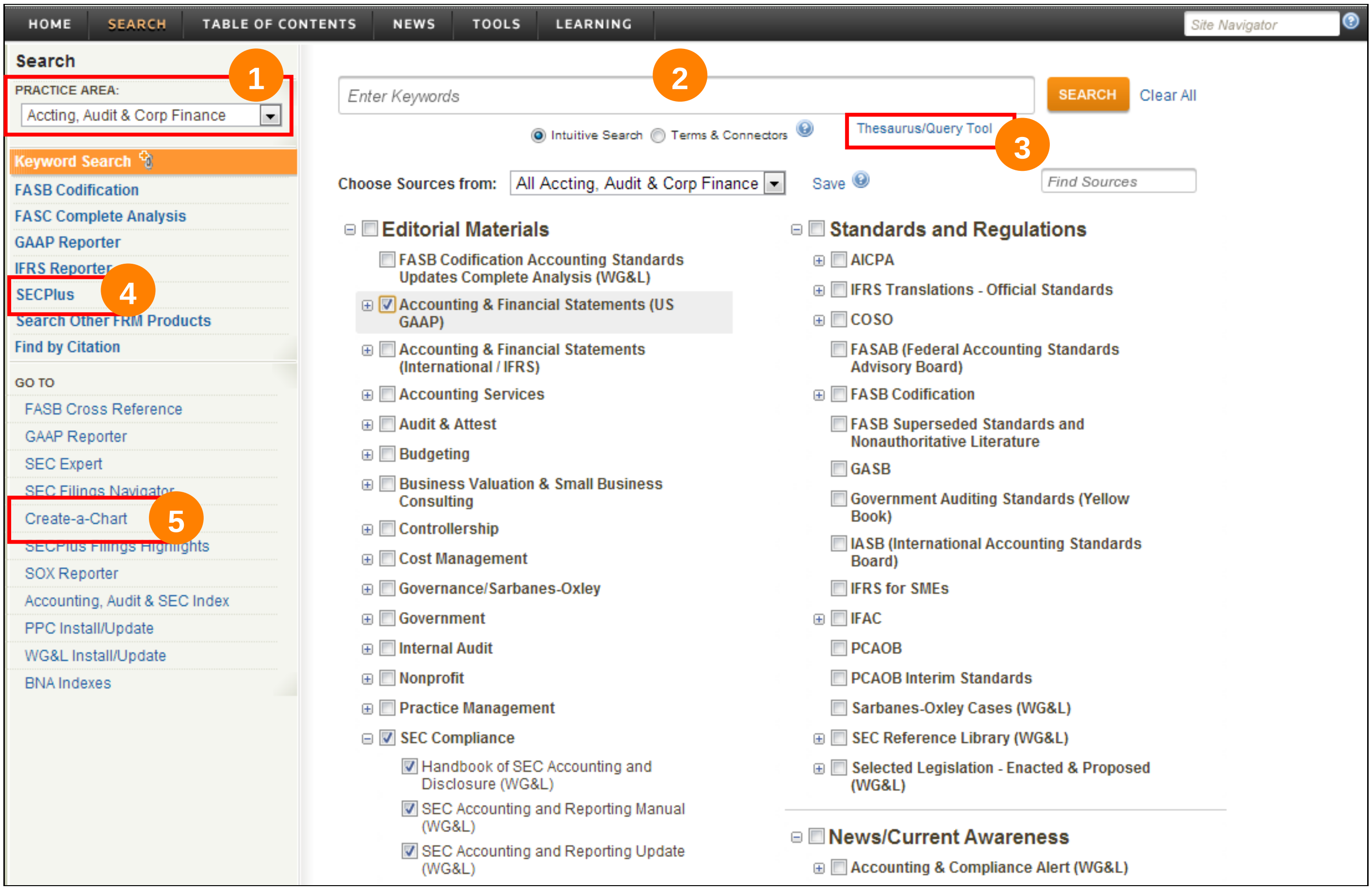

Select the companies you want to compare on your chart using **Find Companies** or **Ticker Symbol(s)**. Or select a saved group from the **Company Group** dropdown menu. Select a reporting period and time frame, and then click **Next**. Select a **Financial Statement** then choose from a list of **Financial Statement Components**.

You can click **Flip Axis** to display results with the company names listed vertically and the financial statement components listed horizontally.



# Keyword Search

The **Search** screen allows you to keyword search through your sources or use search templates to find specific information.




1. Select Practice Area: **Accting, Audit & Corporate Finance**.

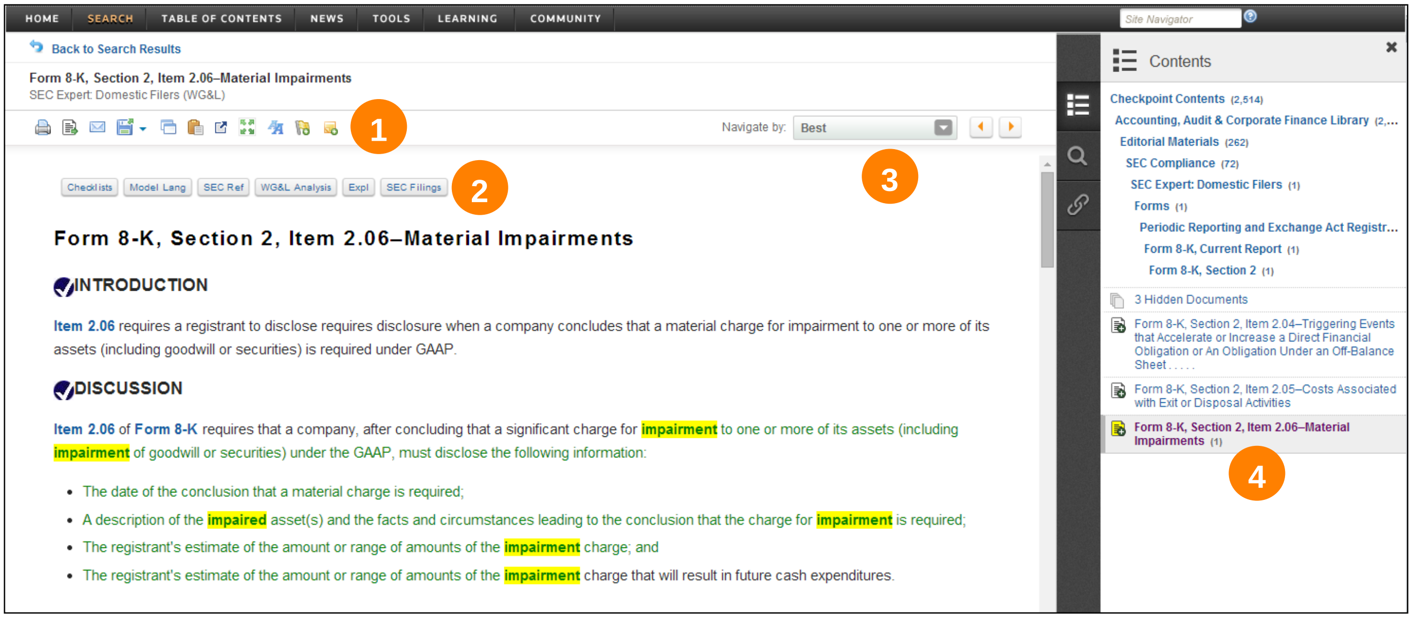
2. Enter Keywords in the **Keywords Search Field.** Select a **Keyword Search** method: A **Terms & Connectors** search lets you provide one or more keyword terms, and an **Intuitive Search** identifies sentences, connectors, or citations and interprets your query accordingly.

3. Use the **Thesaurus/Query Tool** for examples and definitions on search connectors and advanced searches.

4. **SECPlus** will link you to the **Search Selected SEC Filings** wizard which integrates with the Edgar database to provide access to real-time SEC filings.

5. **Create-A-Chart** will link you to the **SECPlus Financial Fundamentals Chart** that allows you to compare financial statements among filers. You can also link from company financials to original filings and export financial tables.

# Document Screen




1. Use Document icons to **Print, Export, E-mail, Save, Open in New Window, Selected Text Option, Show Permalinks, Full Screen, Document Display Options, Flag this document, Highlight text** and **Add Note.**

2. Use **Top Line Link** buttons to link to related content. **SEC Filings Top Line Link** opens a search window which integrates with **SECPlus**, allowing you to search selected companies SEC filings.

3. Use the **Navigate By** feature and arrow buttons to advance to the next occurrence of a **Keyword**, the next **Best** results or **Document** for your search and the next document listed in the **Table of Contents**.

4. The selected document is highlighted in purple in the **Context Panel** on the right. The **Contents** tab allows you to locate the document in the Table of Contents as well as offers easy navigation to other content.