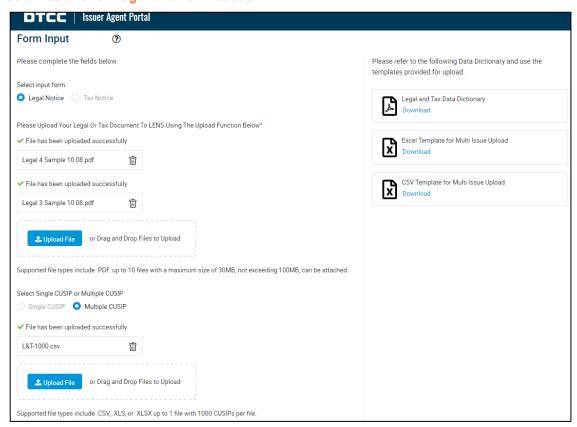




# Issuer Agent Portal Guide: Submitting and Accessing Notices in LENS

When using the Issuer Agent Portal, multiple CUSIPS and/or multiple docs can be submitted in one batch as shown in the below screen:

## **Submissions for Legal and Tax notices:**



Once submitted, the documents will then be published to LENS. The multiple docs submitted in the Issuer Agent Portal will be shown as one notice in LENS. Please refer to the below screen for reference.

### Legal and Tax:

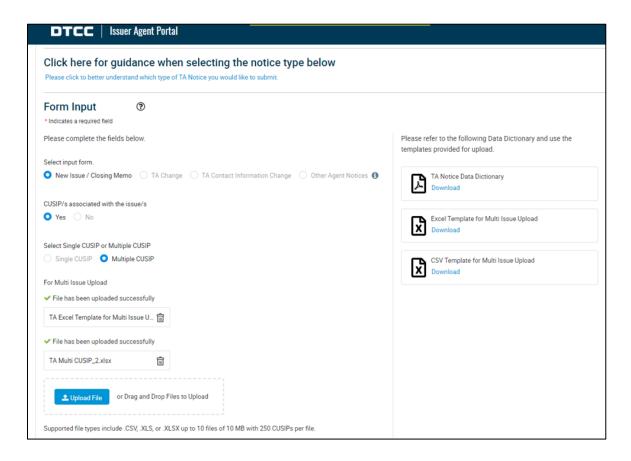
LENS Search Results







### **Submissions for TA 17Ad-16 notices:**



Once submitted, the documents will then be published to LENS. The multiple docs submitted in the Issuer Agent Portal will be shown as one notice in LENS. Please refer to the below screen for reference.

#### TA 17Ad-16:

LENS Search Results



<u>Please note:</u> If a user intends to have individual documents in separate LENS notices, please submit each document in an individual IAP submission per document.