

How do I look up information on a specific company?

Sign in to Mergent Online using your User Name and Password or via IP authentication to arrive at the **Basic Search** screen.

Enter a **company name**, **ticker symbol** or **CUSIP**. If you are not sure of the complete company name, simply enter the first few characters. The wildcard (*) may be placed at the beginning, middle or end of a name to return search results containing that word or parts of it anywhere in the company title. Multiple criteria can be entered separated by commas. To search by US ticker symbols only, check the **US Exchange only** checkbox.

On the **Basic Search** screen, you will also be given the option to search for a group of companies located in a particular country, index or have a particular industry code. Use the **look up table** to search for an industry code.

Does Mergent Online provide information on different countries across the world?

Yes, to the right is a sample of an in-depth **country profile** available on Mergent Online. To access these:

Choose the country you are looking for from the drop down list on the **Basic Search** page.

These are also available in the left side frame of any **Company Report**. Each country profile offers detailed and organized information on that country's history, geography, people, government, economy, stock exchange and corporate filing practices.



I have a list of specific criteria and need to find all companies that fit this list. How do I go about this?

Choose the tab labeled "**Advanced Search**". On the Advanced Search screen choose your search based on one or all of the available categories and their subset of data points. In the first box, select which universe(s) you would like to search across

In the second box, select the relevant category and click **Add**. There is a look up table available above the **Search Value** field to search for the right industry code.

The criteria you just set up will be added to the third field, **Search criteria**.

Once you have chosen all the criteria in your list, click on **Run Search** to retrieve your results.

Do you offer EDGAR® filings? Are they searchable?

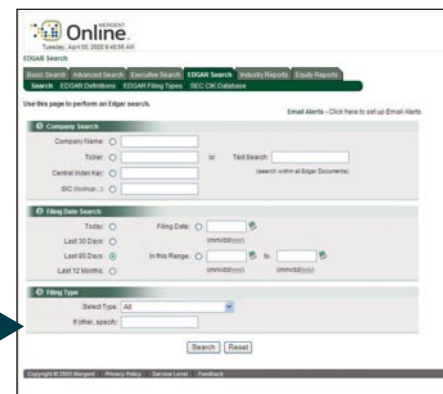
Yes – and yes.

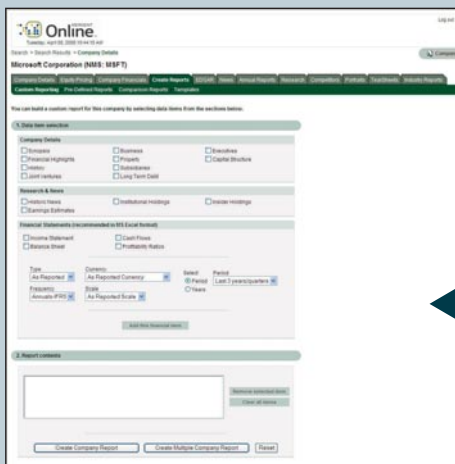
EDGAR filings are accessible via the **Search EDGAR** tab of the **Basic Search** screen. Here you can search by company name, ticker symbol, Central Index Key (CIK), Filing date, filing date range and filing type.

To look up a particular company by CIK, click on the hyperlink to the **SEC website**.

Locate the CIK number and enter it into the **CIK field** in Mergent Online and click on **Search**.

Note: Those results that have an Order link are paper filings which require a separate subscription or can be ordered for an additional fee.





How do I create a customized company report?

Under the **Create Reports** tab within any company report, click on **Custom Reporting** and choose the relevant sections to create your own reports for specific time period. Click **Create Company Report**

To choose a predefined report, choose from the six options available under the tab **Pre-defined Reports**. These are available in PDF, Microsoft Word, Excel or HTML format.

To print, use the printing option within Adobe Reader or MS Word to generate the company report.

How do I compare companies within the same industry?

Run a **Basic** or **Advanced Search** to find the company that you are interested in, in a particular industry.

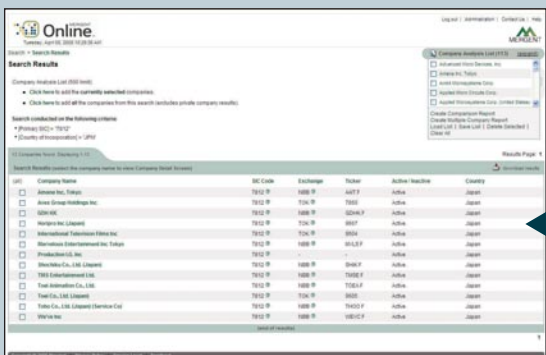
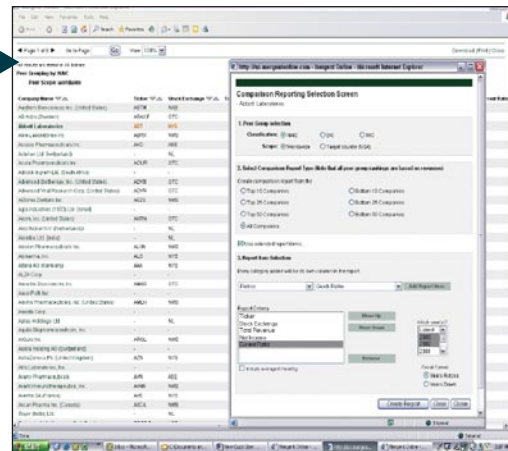
Find your target company and click on the company name to enter the company report. Click on the **Create Reports** tab.

Then click on the **Comparison Reports** sub tab and choose the **Compare Company against Industry** link.

This will bring up the **Comparison Report builder** window. In the first text field select the industry classification code. Select the **Scope**.

In the second text field select the **Rank** of companies to include. Use the **Category** and **Sub-category** drop down menus to find the data items you want to add and click on **Add Report Item**.

Search which years you want to include for each financial data item and the **Result** format that you want the report to be displayed in. Click on **Create Report**. This can be downloaded in to Excel using the **Download** link at the top of the page.



How do I create a list of companies and build reports on all of them at the same time?

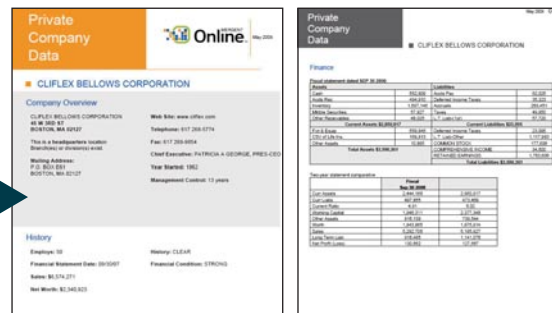
Choose the companies you want to report on in the **Company Analysis List** located at the top right hand corner of any page in Mergent Online.

To add companies to this list, run a **Basic** or **Advanced Search** and on the results page, choose the companies you would like reports on. Click on **Click here to add the currently selected companies**.

Once your companies are added, move your mouse over the **Expand** link in the analysis list and click on **Create Multiple Company Report**.

What is the Mergent Global Private Company Database? What can I do with this information?

The Mergent Global Private Company Database is an integrated solution for private and public company information and contains over 1 million private company records. High quality key financial information is available on over 400,000 global private companies across a variety of industries. Create customized PDF reports (see image for a sample PDF report) with information on competitors and key business ratios. You can also research and compare both private and public company data by following the steps laid out in the previous question.



If you need further assistance or have any questions, please call our Technical Support Help line at 1-800-955-8080 between 8 AM and 5 PM (eastern). You can also email us at technicalsupport@mergent.com



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