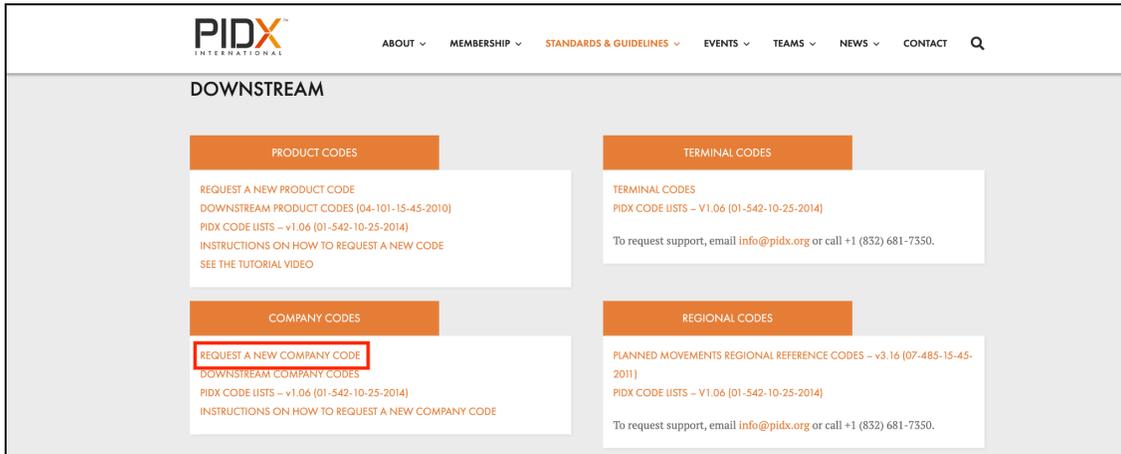


## Instructions: How to request a new PIDX Downstream Company Code with DocStudio?

If you want to request a new PIDX Downstream Company Code, follow these steps:

### Step 1.

To request a new company code, please visit the PIDX website and go to the [PIDX Downstream Company Codes](#) Section. Alternatively, you can access the company code request form [here](#).



### Step 2.

The link will guide you to DocStudio Platform where you need to fill out a form to request a new company code. Click the "NEXT" button and form will guide you through the processing flow and provide you with assigned fields to fill in the necessary data required to assign a new code for your company.

The screenshot shows the 'New PIDX Downstream Company Code Request Form' in the DocStudio Platform. The form is titled 'New PIDX Company Code Request Form' and includes the PIDX International logo. It features a 'Date Code Assigned' field with a date picker and an 'Assigned Code' field with a dropdown menu. The form contains several mandatory fields marked with an asterisk: 'Company Name', 'Address', 'City', 'State/Province', 'ZIP/Postal Code', 'Country', and 'Contact Name'. There are also two Yes/No questions: 'Will this company send data?' and 'Have you checked the Downstream Company Codes spreadsheet to see if an existing company code can be used?'. A 'NEXT' button is located at the bottom right of the form.

### Step 3.

After filling out all the required fields, make sure to review your document and click on the "Send" button.

The screenshot shows a web form titled "New PIDX Downstream Company Code Request Form". The form is filled out with the following information:

* Will this company send data?	Yes If 'YES', choose one of the following protocols: PDXR v4.01
* Have you checked the <a href="#">Downstream Company Codes spreadsheet</a> to see if an existing company code can be used?	Yes
Assigned Code	Assigned Code
* Company Name	Company Test
* Address	2345 Weddington Ave
* City	Charlotte
* State/Province	NC
* ZIP/Postal Code	23456
* Country	USA
* Contact Name	Alice Jameson

A red box highlights the "SEND" button in the bottom right corner of the form.

### Step 4.

To ensure continued access to the documents, kindly enter your email address and click "Send" to complete the form.

The screenshot shows the same form as in Step 3, but with a "Secure future access" dialog box overlaid. The dialog box contains the following text:

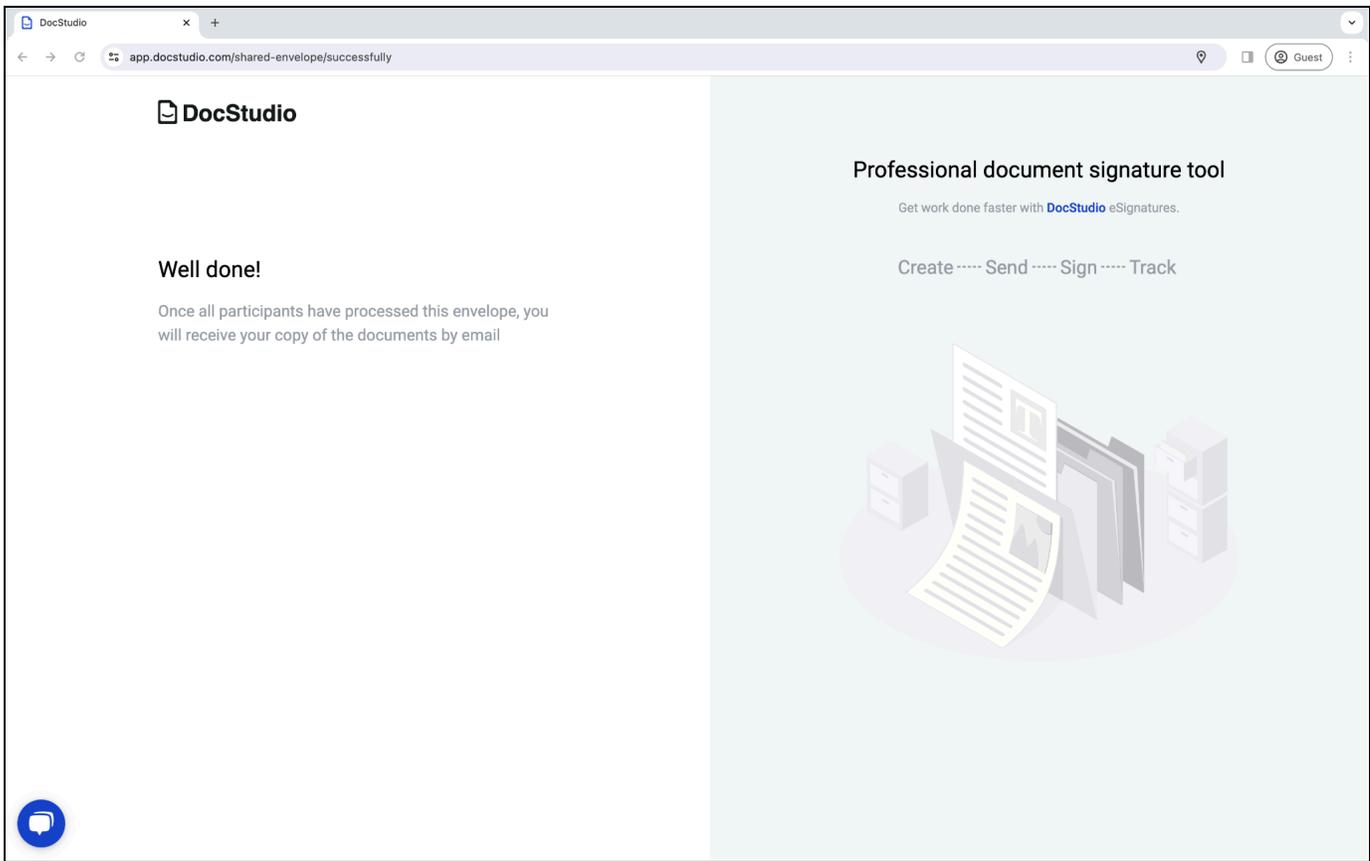
**Secure future access**

To ensure continued access to the documents, kindly enter your email address. This will allow us to provide you with future access to the files.

Enter email:

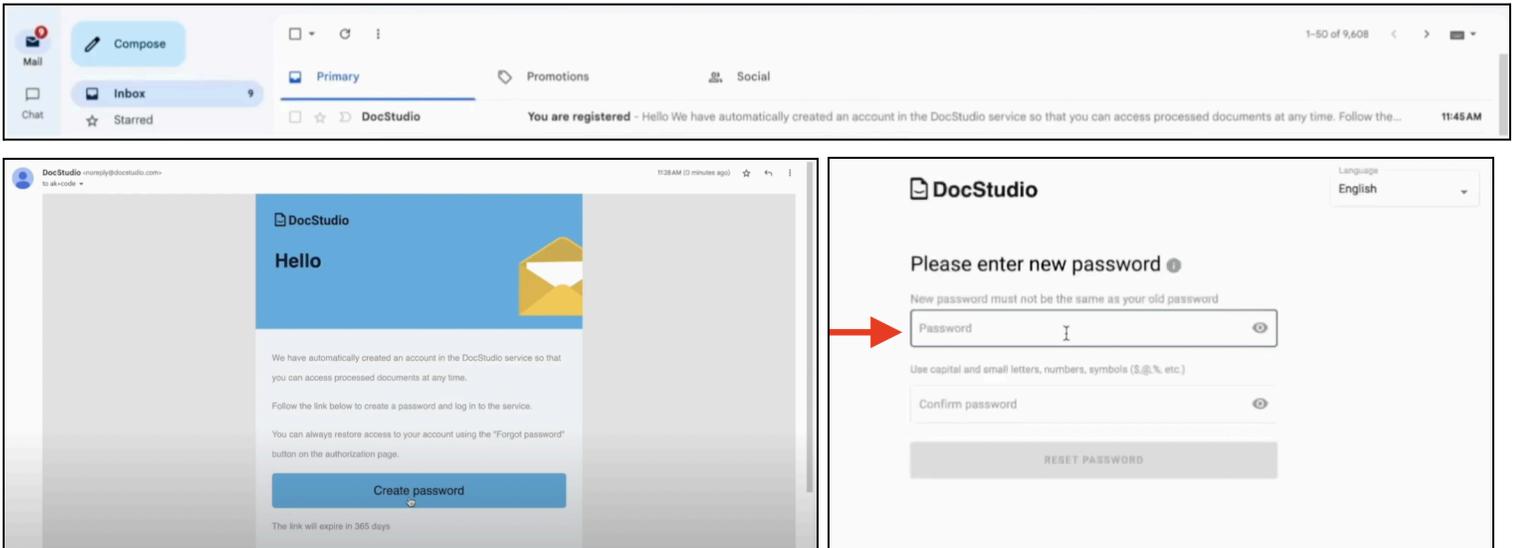
I agree with [Terms and Conditions](#) and [Privacy Policy](#)

A red box highlights the email address field in the dialog box.



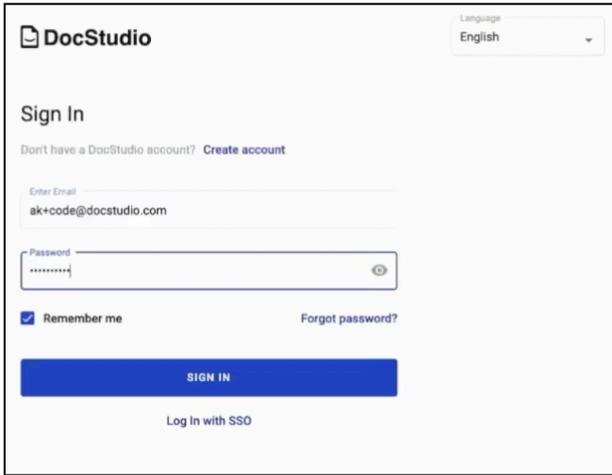
## Step 5.

After submitting the form as a first-time DocStudio user, your account will be automatically created. Check your email for instructions on setting up your password and accessing your DocStudio account.



## Step 6.

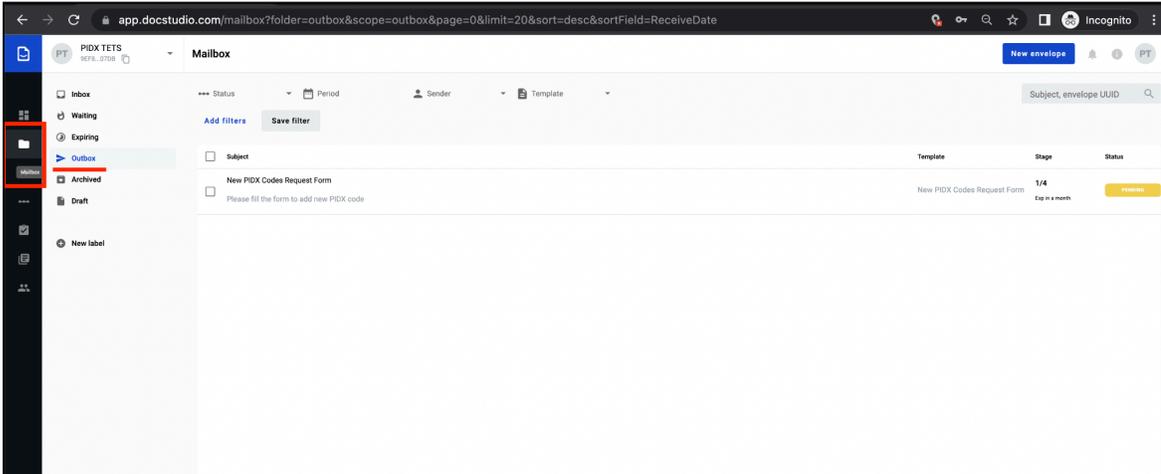
Once you've set up your password, sign in to the platform with your email and password.



The image shows the DocStudio Sign In page. At the top left is the DocStudio logo, and at the top right is a language dropdown menu set to "English". Below the logo is the "Sign In" heading, followed by a link "Don't have a DocStudio account? Create account". There are two input fields: "Enter Email" with the value "ak+code@docstudio.com" and "Password" with masked characters. Below the password field is a checked "Remember me" checkbox and a "Forgot password?" link. A large blue "SIGN IN" button is centered at the bottom, with a "Log in with SSO" link below it.

## Step 7.

To check the status of your sent form, go to the "Mailbox" on the left sidebar menu and select the "Outbox" folder. The status of your document will be updated once the moderator approves or rejects your form and assigns the code.

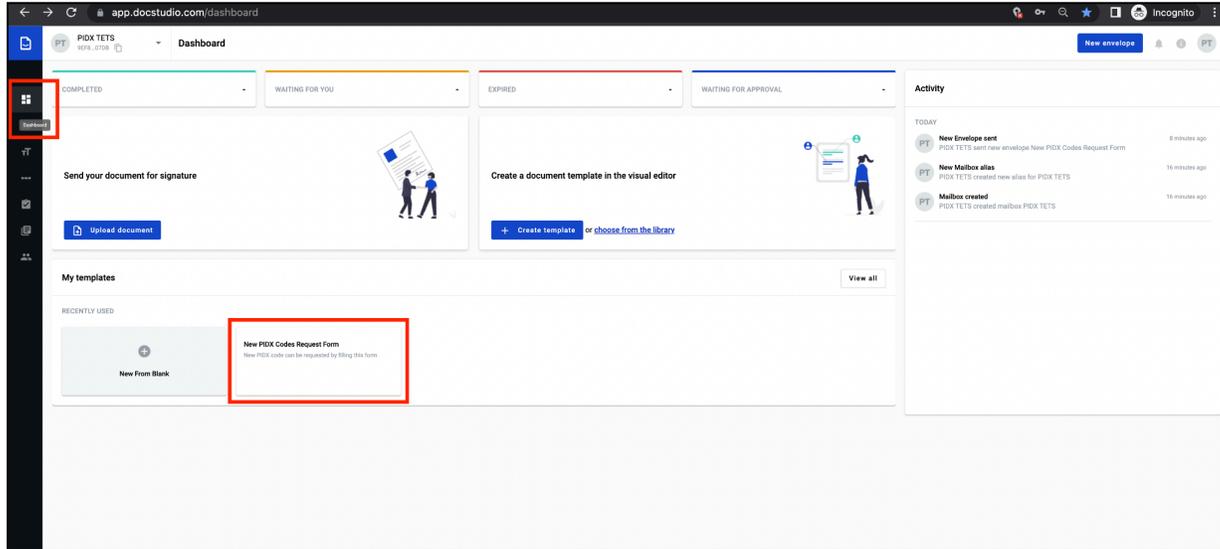


The image shows the DocStudio Mailbox interface in a browser. The address bar shows the URL: `app.docstudio.com/mailbox?folder=outbox&scope=outbox&page=0&limit=20&sort=desc&sortField=ReceiveDate`. The left sidebar menu is visible, with the "Outbox" folder highlighted in blue and a red box around it. The main content area shows a list of documents. The first document is "New PIDX Codes Request Form" with a status of "1/4" and a "Process" button. The second document is "Please fill the form to add new PIDX code".

Subject	Template	Stage	Status
New PIDX Codes Request Form	New PIDX Codes Request Form	1/4	Process
Please fill the form to add new PIDX code			

## Step 8.

To request another PIDX Company Code, go to the "Dashboard" on the left sidebar menu and select the "New PIDX Code Request Form" template or use the link provided in Step 1.



If you encounter any challenges while requesting a new PIDX Downstream Company Code, please don't hesitate to reach out to us for assistance [productcodes@pidx.org](mailto:productcodes@pidx.org).