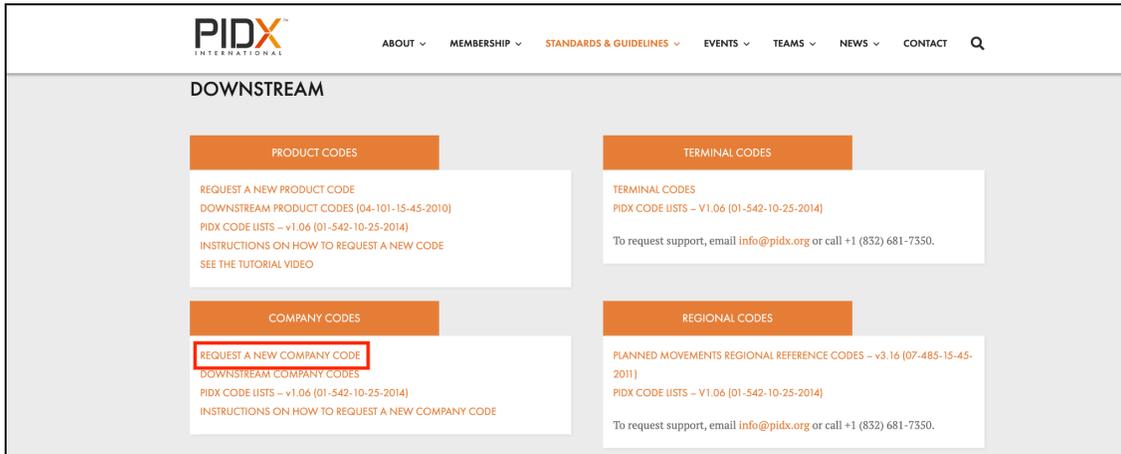# Instructions: How to request a new PIDX Downstream Company Code with DocStudio?

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.

Step 3.

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

Step 4.

To ensure continued access to the documents, kindly enter your email address and click "Send" to complete the form.
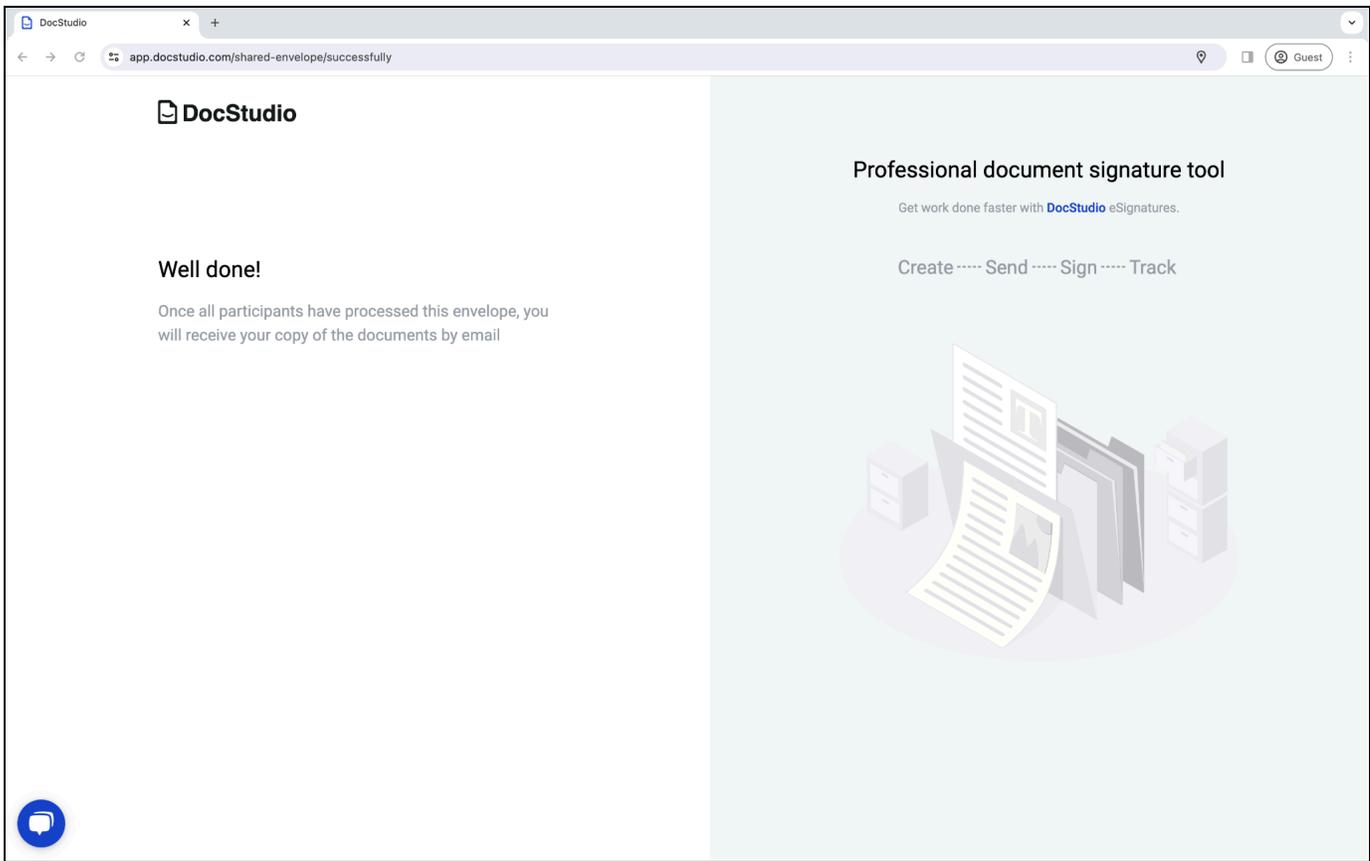
Step 5.

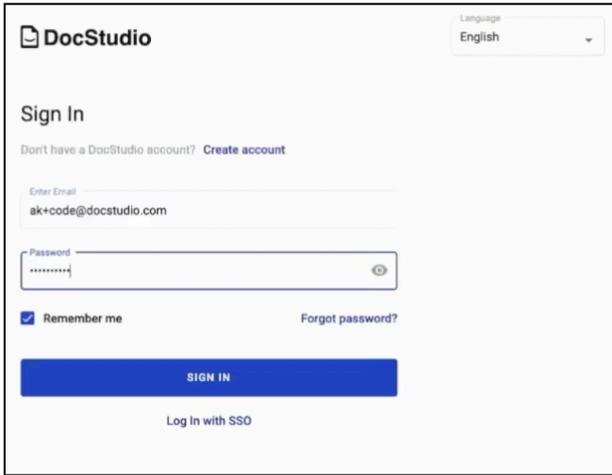After submitting the form as a first-time DocStudio user, your account will be automatically created. Check your email for instructions on setting up your password and accessing your DocStudio account.
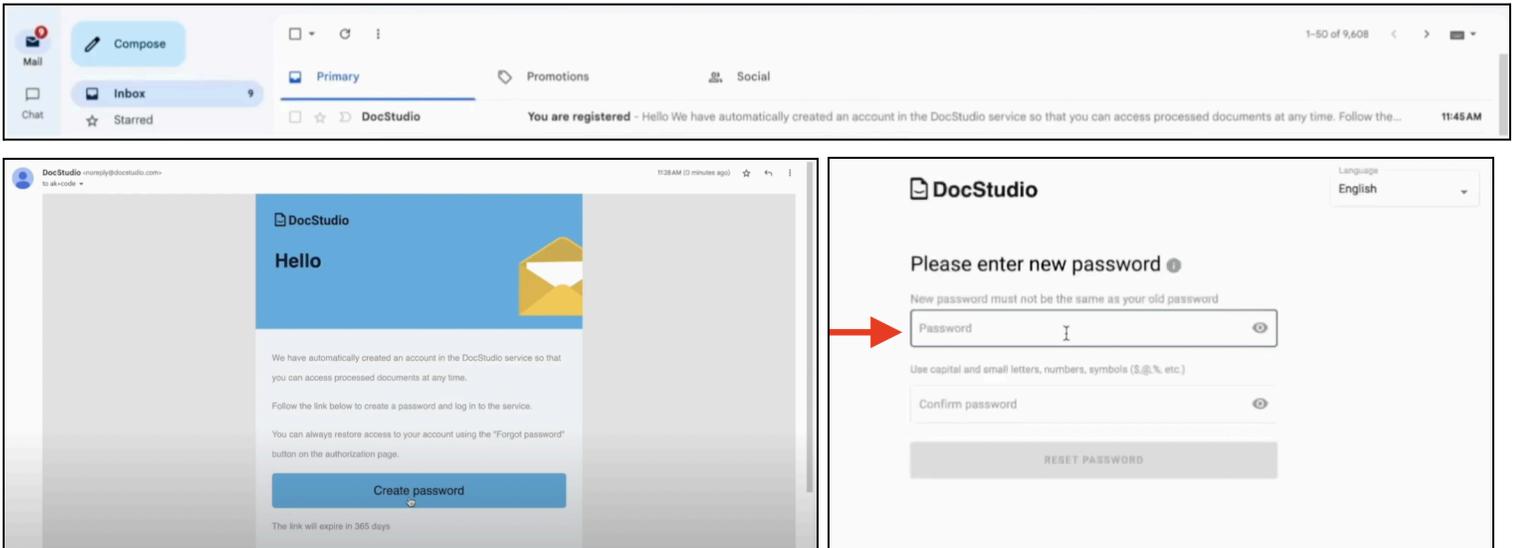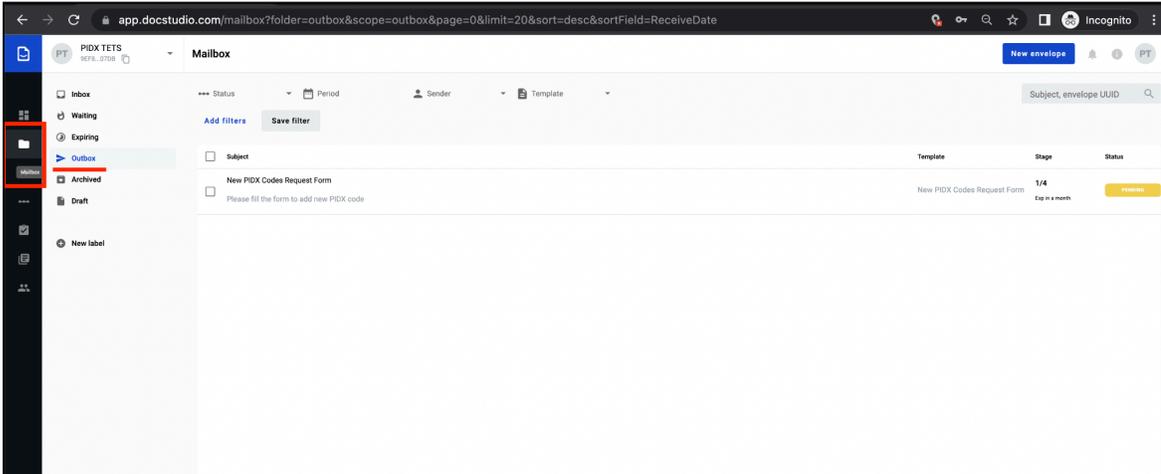
Step 6.

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

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.
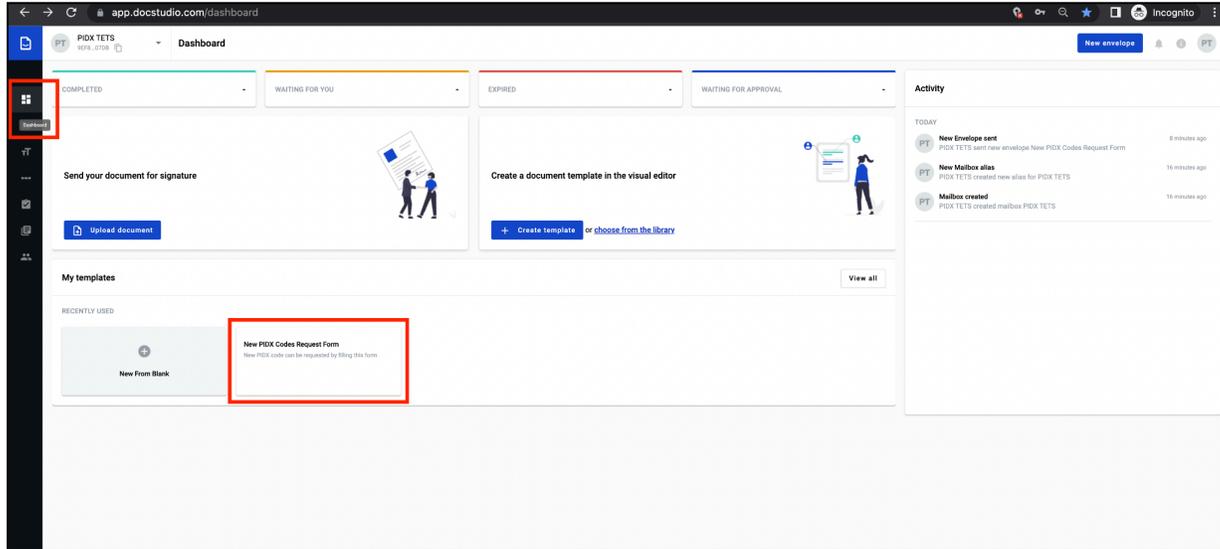
Step 8.

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.