



BSA E-Filing System

Financial Crimes Enforcement Network

Website Modernization
Overview

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Part 0. Summary of Changes

Part 1. Homepage Overview

Part 2. How to File BSA Forms

Part 3. How to Track BSA Submissions

Part 4. How to Access Secure Mail/Alerts

Part 5. How to Manage Account Info

Part 6. Additional Resources

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Part 0

Summary of Changes

The following topic is covered:

- Summary of Major Changes to the BSA E-Filing System



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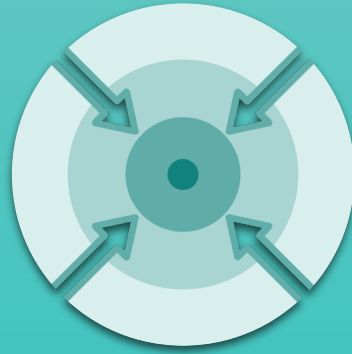
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Summary of Major Changes to the BSA E-Filing System



Dynamic
Top-Navigation
Menu with
Integrated Search
Feature



Centralized
Homepage
Dashboard with
Recent Activity
Snapshots



Simplified
Filing Process with
Quick Access to
Download and
Submit BSA Forms



Easier
Access to
Important
Features &
Documentation



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Part 1

Homepage Overview

The following topics are covered:

- Pre vs. Post-Modernization
- Modernized Homepage Detailed Analysis



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Part 1. Private Side Homepage Overview

Modernized Homepage Detailed Analysis

Access From All Subpages

1. Site Banner, Search bar & Session Toolbar

The site banner includes the official U.S. government website indicator, the FinCEN seal, and the application title; also includes the new search feature, which displays results within the Support Center page on the public side of the application; an active session toolbar (green bar) includes the user's username along with links to My Profile, Help (Support Center), and Logout.

2. Top-Menu Toolbar & Hot-Topic Alert

The top-menu provides general navigation of the private side with drop-down menu options to directly access various sub-pages of the application. Drop-down menu options are based on the user type and roles assigned to the account; the hot-topic alert is displayed directly below the top-menu and is used to display an important message or news that FinCEN wants to draw special attention to.

3. Footer Menu

At the bottom of all private side pages is the footer menu, which includes links to Home, About, Feedback, Help, and Contact Us (to create a support ticket). The footer also includes external links to relevant sites, such as the U.S. Department of Treasury and FinCEN.

The screenshot shows the BSA E-Filing System homepage. Callout 1 points to the site banner with the U.S. Treasury seal and 'BSA E-Filing System' title. Callout 2 points to the top menu with options like HOME, FILE NOW, FILING STATUS, ACCOUNT MANAGEMENT, SECURE MAILBOX, RESOURCES, and LINKS. Callout 3 points to the footer menu with links to Home, About, Feedback, Help, and Contact Us. Callout 4 points to the 'Welcome, Jane Doe!' message and session toolbar. Callout 5 points to the 'File Now' and 'Manage Account' icons. Callout 6 points to the 'Filer Data Issues' table and 'Track Status' table.

BSA E-Filing System
Financial Crimes Enforcement Network

You are logged in as **firefoxsu1** | My Profile | Help | Logout

HOME | FILE NOW | FILING STATUS | ACCOUNT MANAGEMENT | SECURE MAILBOX | RESOURCES | LINKS

UPDATE: IMPORTANT NOTICE TO BSA E-FILERS

Welcome, Jane Doe!
Last login: May 20, 2021 at 10:03:06 AM EDT

GETTING STARTED | **WHAT'S NEW** | **SUPPORT CENTER**

File Now | **Manage Account**

Filer Data Issues | [View Details](#)

Subject	Date
CTR Aggregation Errors (FinCEN CTR)	Jul 27 2020
SAR Other Activity Errors (FinCEN S...	May 28 2020
CTR 'Other' Errors (FinCEN CTR)	Apr 16 2020

Track Status | [View Details](#)

Filing Name	Filing Type	Date Filed	Status
qwqwewe	SARX	03/22/2021 16:16:07 PM	Transmitted
qwqwewe	VTRXBATCH	02/26/2021 16:55:23 PM	Rejected
qwqwewe	VTRXBATCH	02/26/2021 16:32:11 PM	Rejected
qwqwewe	VTRXBATCH	02/26/2021 15:59:58 PM	Rejected
qwqwewe	VTRXBATCH	02/26/2021 14:27:22 PM	Rejected

Secure Mail | [View Details](#)

Subject	Date Received	Sender	Date Opened
There is no data to view.			

[Return to top](#)

Home | About | Feedback | Help | [Contact Us](#)

BSA E-Filing | U.S. Dept. Of Treasury | [FinCEN.gov](#) | [Privacy Policy](#) | [Accessibility](#)

Access From Homepage Only

4. Welcome Section

Displays a welcome message with the user's first name and last name, along with the last login date and timestamp. It also includes buttons to access the following pages: Next Steps for Using BSA E-Filing (Getting Started), Newsroom – Public Side (What's New), and Support Center – Public Side.

5. Quick Access Icons

Includes a File Now icon to quickly access the download report function as well as the report submission function. Also includes the Manage Account icon to access features such as manage organization, view/change PIN, authorize users, etc. Available features are dynamic based on user role(s).

6. Snapshot Windows

Includes a "snapshot" of content related to recently posted BSA Filer Data Issues Reports, status of recent submissions (Track Status), and recently received secure messages (Secure Mail). Users can access these specific pages by selecting "View Details".



Part 2

How to File BSA Forms

The following topic is covered:

- Accessing the “File FinCEN Reports” Page
- Accessing Your PIN for Signing BSA Forms
- Submitting BSA Forms

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Accessing the “File FinCEN Reports” Page

The ability to file BSA form data—including downloading new discrete and batch forms—can all be done from the **File FinCEN Reports (A)** page, accessible via:

1. File Now (*Top-Navigation Menu*)

When selected, this top-navigation menu item takes you directly to the “File FinCEN Reports” page.

2. File Now (*Homepage Icon*)

When selected, this homepage icon takes you directly to the “File FinCEN Reports” page (identical to #1 above).

From the “File FinCEN Reports” page, filers have the ability to do the following:

b) Submit BSA Report

This section allows filers to attach a signed discrete or batch PDF form for submission. Once attached, the filer must enter their PIN and select submit in order to file the BSA form.

NOTE: The post-submission process has not changed. A confirmation page is displayed and an email confirmation of acceptance or rejection is delivered to the filer. The submission is also logged in the filer's track status for tracking purposes.

c) Download BSA Report (PDF)

This section lists all reports (discrete and batch) that are supported by the BSA E-Filing System along with links to download each. Supervisory Users have access to download all reports, however, General Users must be assigned roles to download specific reports.

NOTE: If a General User does not have assigned to their account the role to file a specific report (discrete or batch), the “Download” link will be replaced with a “No Access” message. A Supervisory User must assign the role if access is needed.

BSA E-Filing System

Financial Crimes Enforcement System

Welcome, Jane Doe!
Last login: May 20, 2021 at 10:03:06 AM EDT

File Now

Manage Account

Track Status

Filing Name	Filing Type
qwqwewe	SARX
qwqwewe	VTRXBAT
qwqwewe	VTRXBAT
qwqwewe	VTRXBAT
qwqwewe	VTRXBAT

Secure Mail

Subject	Date Received

File FinCEN Reports

Use this page to file the following FinCEN Bank Secrecy Act (BSA) reports: Form 8300, Report 112 (CTR), Report 110 (DOEP), Report 114 (FBAR), Report 107 (RMSB), and Report 111 (SAR).

*This page supports both discrete and batch PDF submissions.

Submit BSA Report

Attach your completed discrete or batch pdf report below, enter your PIN, and click Submit.

No file chosen

REMINDER:

- Please do not attach XML batches directly to this page; instead, download and attach the batch pdf (below) that corresponds with your prepared batch XML.
- Both discrete and batch pdf reports must be signed with your PIN and saved locally prior to submission.

Download BSA Report (PDF)

If you are filing a new report, download the latest copy from the table below (previously downloaded reports may also be filed). Then, prepare the report (new or saved) *offline*, electronically sign with your PIN, save a local copy for your records, and close the report in preparation for submission (see 'Submit BSA Report' above).

IMPORTANT! Before you download a report, please ensure the following action items are complete:

- Install Adobe Reader / Acrobat Reader (if not yet installed, click [here](#) to download and [here](#) for more information).
- Disable your browser's built-in pdf viewer (click [here](#) for more information).

Form Type	Discrete	Batch
FinCEN Form 8300 - Report of Cash Payments Over \$10,000 Received in a Trade or Business	Download	Download
FinCEN Report 112 - Currency Transaction Report (CTR)	Download	Download
FinCEN Report 110 - Designation of Exempt Person (DOEP)	Download	Download
FinCEN Report 114 - Report of Foreign Bank and Financial Accounts (FBAR)	Download	Download
FinCEN Report 107 - Registration of Money Services Business (RMSB)	Download	n/a
FinCEN Report 111 - Suspicious Activity Report (SAR)	Download	Download

* If you see "No Access" listed for any of the reports above, then you do not have the associated role to access this report. To obtain access, please contact your filing organization's Supervisory User.

Part 2. How to File BSA Forms

Accessing Your PIN for Signing BSA Forms

Follow the steps below to access/manage the unique PIN that you must use to electronically sign BSA Forms prior to submission:

1. Account Management > Manage PIN (Top-Navigation Menu)

Select the Manage PIN link from the Account Management drop-down list to access the Manage PIN page (see #2 below).

2. Manage PIN (Page)

Displayed on the Manage PIN page is the 8-digit PIN assigned to your account. Enter this number when signing BSA Forms prior to submission.

REMINDER: BSA Forms must be signed on the day of submission only.

a. Request New PIN (Button)

Displayed on the Manage PIN page is the Request New PIN button. When selected, a new PIN is generated for your account and displayed on this page moving forward.

3. My Profile (Link in Active Session Toolbar)

Select the My Profile link from your active session toolbar to access your User Profile Data page (see #4 below).

4. User Profile Data (Page) > PIN # (Read-Only Field)

Displayed on the User Profile page is the 8-digit PIN assigned to your account. Enter this number when signing BSA Forms prior to submission.

The screenshot displays the BSA E-Filing System interface. At the top, the header includes the U.S. Treasury logo, the title "BSA E-Filing System", and the subtitle "Financial Crimes Enforcement Network". A search bar is located on the right. Below the header, a green bar indicates the user is logged in as "firefoxsu1". A navigation menu contains links: HOME, FILE NOW, FILING STATUS, ACCOUNT MANAGEMENT (highlighted with a red box and a red circle 1), SECURE MAILBOX, RESOURCES, and LINKS. A red box and red circle 3 highlight the "My Profile" link in the top right corner. Below the navigation menu, a red box and red circle 2 highlight the "Manage PIN" button. A red box and red circle 4 highlight the "User Profile Data" section. A red box and red circle 'a' highlight the "Request New PIN" button. The "Manage PIN" section displays the user's PIN as "96693515" and includes a "Request New PIN" button. The "User Profile Data" section contains a form with fields for First Name, Last Name, User ID, PIN # (read-only), Type (read-only), Phone Number, E-mail Address, and Organization (read-only). The "PIN #" field is highlighted with a red box and red circle 'a'. The "Type" field is set to "Supervisory". The "Phone Number" is "4578985659". The "E-mail Address" is "Jane.Doe@email.com". The "Organization" is "FO4598". There is a checkbox for "Receive email alerts regarding the latest updates from FinCEN". The "Update" and "Cancel" buttons are at the bottom right of the form.



Part 2. How to File BSA Forms

Submitting BSA Forms

Follow the steps below to submit BSA forms (new and previously downloaded) via the BSA E-Filing System:

0. Prepare BSA Form (PDF) in Adobe Acrobat/Reader Offline

Whether you are filing a new report or updating a previously downloaded/filed report, all forms are prepared offline until you are ready to submit. You must still already have installed Adobe Acrobat/Reader and have it set as your default PDF reader. Please click [here](#) for more information regarding this prerequisite.

1. Complete Form

Open BSA Form in Adobe Reader **offline** and **complete**.

2. Validate Form

When all required and known requests data is entered, select **Validate** to ensure the data entered is free of errors.

3. Sign with PIN

Once the form is error free, select **Sign with PIN** and enter the unique 8-digit code assigned to your account. After the form is signed, it cannot be edited (unless you select to **Remove PIN**).

REMINDER: BSA Forms must be signed on the day of submission only.

4. Save Form

Once the form is signed, select **Save** to retain a local copy of the form for your records.

5. Ready to File

Once the form is signed and saved locally, it is ready to be filed. At this time, the **Ready to File** button will activate. Select this button to access the **File FinCEN Report** page.

6. Attach Form, Re-Enter PIN, and Submit

From the **File FinCEN Reports** page, use the browse button to locate and attached your completed form. Once the form is attached to the page, re-enter your PIN on the page and select **Submit**.

File FinCEN Reports

Use this page to file the following FinCEN Bank Secrecy Act (BSA) reports: Form 8300, Report 114 (FBAR), Report 107 (RMSB), and Report 111 (SAR).

*This page supports both discrete and batch PDF submissions.

Submit BSA Report

6 Attach your completed discrete or batch pdf report below, enter your PIN, and click Submit

Choose File | No file chosen

Enter 8-digit PIN

Submit

REMINDER:

- Please do not attach XML batches directly to this page; instead, download and save the XML batch file that corresponds with your prepared batch XML.
- Both discrete and batch pdf reports must be signed with your PIN and saved locally.

Download BSA Report (PDF)

If you are filing a new report, download the latest copy from the table below (previously downloaded reports can be re-downloaded). Then, prepare the report (new or saved) offline, electronically sign with your PIN, save the report, and close the report in preparation for submission (see 'Submit BSA Report' above).

IMPORTANT! Before you download a report, please ensure the following actions are taken:

- Install Adobe Reader / Acrobat Reader (if not yet installed, click [here](#) to download and install).
- Disable your browser's built-in pdf viewer (click [here](#) for more information).

Form Type	Discrete	Batch
FinCEN Form 8300 - Report of Cash Payments Over \$10,000 Received in a Trade or Business	Download	Download
FinCEN Report 112 - Currency Transaction Report (CTR)	Download	Download
FinCEN Report 110 - Designation of Exempt Person (DOEP)	Download	Download
FinCEN Report 114 - Report of Foreign Bank and Financial Accounts (FBAR)	Download	Download
FinCEN Report 107 - Registration of Money Services Business (RMSB)	Download	n/a
FinCEN Report 111 - Suspicious Activity Report (SAR)	Download	Download

* If you see "No Access" listed for any of the reports above, then you do not have the associated role to access this report. To obtain access, please contact your filing organization's Supervisory User.

Currency Transaction Report

Home Step 1. Filing Institution Contact Information Step 2. Transaction Location(s) Information Step 3. Person(s) Involved Information Step 4. Amount and Type of Transaction(s)

Currency Transaction Report
OMB No. 1506-0004, OMB No. 1506-0005, OMB No. 1506-0064

Version Number: 1.3

How to File:

1. Complete the report in its entirety with all required and known requested data provided.
2. Select **VALIDATE** to ensure the report has no errors.
3. Select **SIGN WITH PIN** to electronically sign the report.
4. Select **SAVE** to save a local copy of the report.
5. Select **READY TO FILE** to access the **FILE FINCEN REPORTS** page.
6. **ATTACH** the report, **RE-ENTER** your PIN, and **SUBMIT**.

Filing Name

*1 Type of filing ☐ Initial report ☐ Correct/amend prior report ☐ FinCEN directed Backfiling

Prior report BSA Identifier

4 Save

2 Validate

Print

5 Ready To File

By providing my PIN, I acknowledge that I am electronically signing the BSA report submitted.

3 Sign with PIN

The BSA forms submission process is simplified by replacing the **Submit** button on the forms with a **Ready to File** indicator. When this new button is activated, select it to access the **File FinCEN Reports** page to attach your prepared PDF discrete or batch form to the webpage for submission.



Part 3

How to Track BSA Submissions

The following topic is covered:

- Accessing the “Track Status” Page
- Accessing the “View SDTM Batch Submissions” Page



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Accessing the “Track Status” Page

The ability to track your BSA submissions can be done by using the BSA E-Filing System's **Track Status** feature, accessible via:

1. Track Status (Homepage “Snapshot” Window)

Once logged into the system, located directly on the homepage is the **Track Status** snapshot window that includes a list of the 5 recent submissions associated with the user's account. The list includes the **Filing Name**, **Filing Type**, **Date Filed**, and **Status** of each submission.

a) View Details (*Button*)

In order to see a more comprehensive list of all of your recent submissions, simply select **View Details** to directly access the **Track Status** page.

2. Filing Status (Top-Navigation Menu) > Track Status (Link)


Access to the **Track Status** page can also be done by selecting **Track Status** from the **Filing Status** drop-down list located in the top-navigation menu.

NOTE: If you are a Supervisory User, the **Filing Status** drop-down list will also include a link to the **Track Organization Status** page. There you will find the familiar **Track Organization Status** table with the same search functionality available to you prior to the update. You will continue to have access to 5 years worth of your organization's filing history from this table.

3. Track Status (Page)

The **Track Status** page displays the familiar **Track Status** table with the same search functionality available to you prior to the update. You will continue to have access to 5 years worth of your filing history from this table.

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BSA E-Filing System

Financial Crimes Enforcement Network


You are logged in as **foxsu1** [My Profile](#) [Help](#) [Logout](#)

[HOME](#)
[FILE NOW](#)
[FILING STATUS](#)
[ACCOUNT MANAGEMENT](#)
[SECURE MAILBOX](#)
[RESOURCES](#)
[LINKS](#)


UPDATE: IMPORTANT NOTICE TO BSA E-FILERS

Welcome, Jane Doe!
Last login: May 20, 2021 at 10:03:06 AM EDT

[GETTING STARTED](#) [WHAT'S NEW](#) [SUPPORT CENTER](#)



[File Now](#)



[Manage Account](#)

Filer Data Issues [View Details](#)

Subject	Date
CTR Aggregation Errors (FinCEN CTR)	Jul 27 2020
SAR Other Activity Errors (FinCEN S...	May 28 2020
CTR 'Other' Errors (FinCEN CTR)	Apr 16 2020

Track Status [View Details](#)

Filing Name	Filing Type	Date Filed	Status
qwqwew	SARX	03/22/2021 16:16:07 PM	Transmitted
qwqwew	VTRXBATCH	02/26/2021 16:55:23 PM	Rejected
qwqwew	VTRXBATCH	02/26/2021 16:32:11 PM	Rejected
qwqwew			
qwqwew			

Track Status

Search Filings: Date Range: Tracking ID: BSA ID: Status:

Filing Name	Filing Type	Date Filed	BSA E-Filing Tracking ID	Number of Documents	Status Date	Status	BSA ID
There is no data to display. Change the search criteria for a new search.							




Accessing the “View SDTM Batch Submissions” Page *(select users only)*

1. Filing Status (*Top-Navigation Menu*) > View SDTM Batch Submissions (*Link*)

2. View SDTM Batch Submissions (Page)

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BSA E-Filing System

Financial Crimes Enforcement Network

You are logged in as **efoxsu1**

[My Profile](#) | [Help](#) | [Logout](#)

HOME |
 FILE NOW |
 FILING STATUS |
 ACCOUNT MANAGEMENT |
 SECURE MAILBOX |
 RESOURCES |
 LINKS

UPDATE: IMPORTANT NOTICE TO BSA E-FILERS


Welcome, Jane Doe!

Last login: May 20, 2021 at 10:03:06 AM EDT


GETTING STARTED

WHAT'S NEW

SUPPORT CENTER



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Filer Data Issues

[View Details](#)

Subject	Date
CTR Aggregation Errors (FinCEN CTR)	Jul 27 2020
SAR Other Activity Errors (FinCEN S...)	May 28 2020
CTR 'Other' Errors (FinCEN CTR)	Apr 16 2020

Track Status

[View Details](#)

Filing Name	Filing Type	Date Filed	Status
qwqwewe	SARX	03/22/2021 16:16:07 PM	Transmitted
qwqwewe	VTRXBATCH	02/26/2021 16:55:23 PM	Rejected
qwqwewe	VTRXBATCH	02/26/2021 16:32:11 PM	Rejected
qwqwewe			
qwqwewe			

View SDTM Batch Submissions

BSA E-Filing Tracking ID

Form Type

Date Received

Date Opened

Owner

Part 4

How to Access Secure Mail/Alerts

The following topic is covered:

- Accessing the Secure Mail “View Inbox” Page
- Sending a Secure Message
- Accessing the “Alerts” Page



Part 4. How to Access Secure Mail/Alerts

Accessing the Secure Mail “View Inbox” Page

The ability to retrieve messages from FinCEN related to your BSA submissions can be done by using the BSA E-Filing System’s **Secure Mail** feature, accessible via:

1. Secure Mail (Homepage “Snapshot” Window) > View Inbox (Link)

Once logged into the system, located directly on the homepage is the **Secure Mail** snapshot window that includes a list of the 5 recent secure messages associated with the user’s secure mail inbox. The list includes the **Subject**, **Date Received**, **Sender**, and **Date Opened** for each message.

a) View Details (Button)

In order to view a secure message from this list, simply select **View Details** to directly access your secure mail inbox (i.e. **View Inbox**) page.

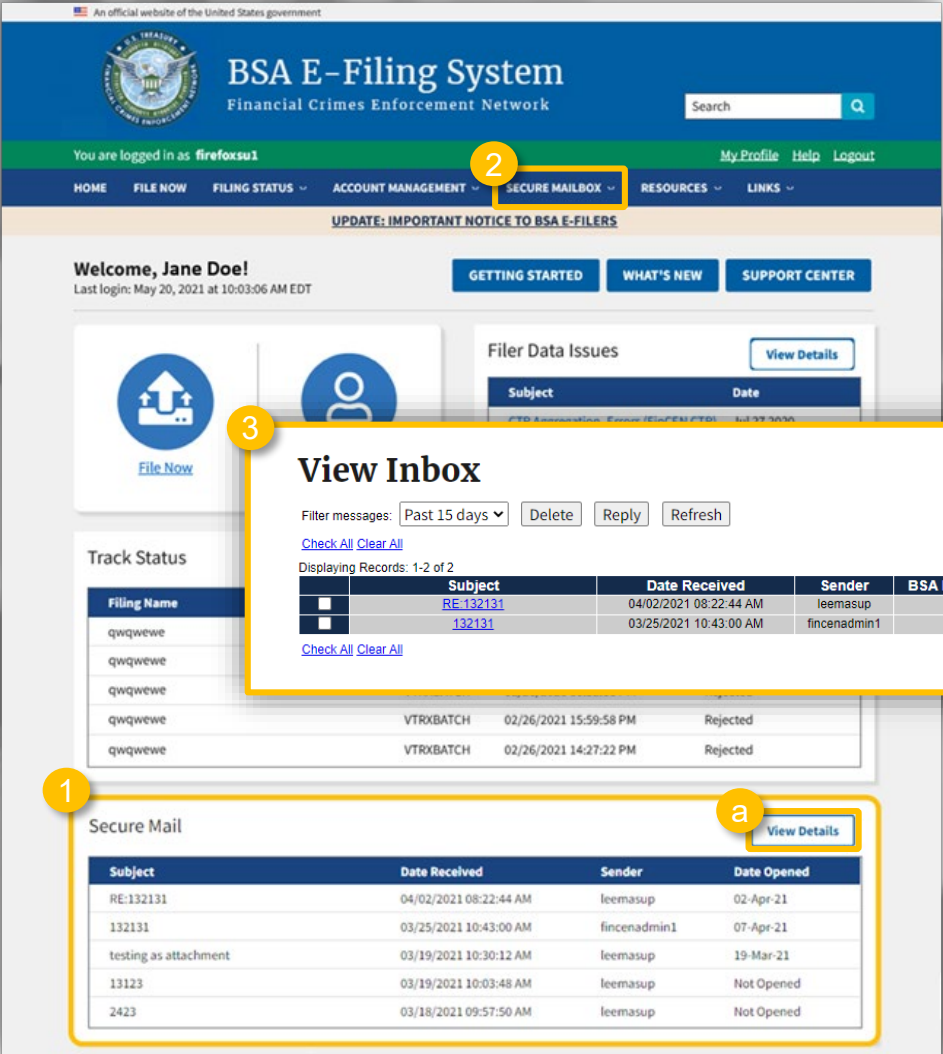
2. Secure Mailbox (Top-Navigation Menu)

Access to the secure mail inbox (i.e. **View Inbox**) page can also be done by selecting **View Inbox** from the **Secure Mailbox** drop-down list located in the top-navigation menu. In addition to the **View Inbox** link, the **Secure Mailbox** drop-down list includes the **View Outbox** link that takes you to your secure mail outbox to view all recently sent messages from your account.

NOTE: If you are a General User and do not have the role of “Secure Messenger” assigned to your account by your Supervisory User, the **Filing Status** drop-down list will not contain links related to secure mail, nor will your homepage dashboard contain the Secure Mail “snapshot” window.

3. View Inbox (Page)

The **View Inbox** page displays the familiar **secure mail table** with the same filter functionality available to you prior to the update. You will continue to have access to secure mail that has been delivered to your account within 60 days of delivery or 30 days from opening.



Part 4. How to Access Secure Mail/Alerts

Sending a Secure Message

Follow the steps below to send a secure message (new and reply) to the BSA E-Filing System administrator:

1. Open Secure Message (PDF) within Internet Explorer

Whether you are sending a new message or replying to an existing message, you must open the form within the Internet Explorer browser window prior to submission. Select Send Message from the Secure Mailbox drop-down list to open a new secure message form, or if replying to a message from your inbox (A), simply select the checkbox associated with the message you wish to reply to and selected Reply.

NOTE: You must still already have installed Adobe Acrobat/Reader and have it set as your default PDF within your Internet Explorer settings (IE is the only browser that supports secure message send/reply at this time. Please click [here](#) for more information regarding this prerequisite.

2. Complete Form

Complete the form in it's entirety.

3. Validate Form

When all required field data is entered, select **Validate** to ensure the data entered is free of errors.

4. Save Form

If the form is complete and error free, select **Save** to retain a local copy for your records.

5. Submit Form

Once the form is saved locally, the **Submit** button will activate. Once selected, a confirmation of delivery message is displayed. You should also have a record of the message in your secure mail outbox (i.e. **Secure Mailbox > View Outbox**)

The screenshot displays the BSA E-Filing System interface. At the top, the header includes the U.S. Treasury logo, the text "BSA E-Filing System Financial Crimes Enforcement Network", and a search bar. Below the header, a green bar indicates the user is logged in as "fincenadmin1" with links for "My Profile", "Help", and "Logout". A navigation menu includes "HOME", "FILE NOW", "FILING STATUS", "ACCOUNT MANAGEMENT", "SECURE MAILBOX" (highlighted with a yellow box and a red circle with the number 1), "RESOURCES", and "LINKS". A yellow box with a red circle and the number 1 also highlights the "SECURE MAILBOX" dropdown menu.

Below the navigation menu, a banner reads "UPDATE: IMPORTANT NOTICE TO BSA E-FILERS". The main content area is titled "View Inbox". It includes a filter for "Filter messages: Past 15 days" and buttons for "Delete", "Reply", and "Refresh". A table displays a list of records, with the first record highlighted by a yellow box and a red circle with the letter 'A'. The record shows a subject of "RE:132131" and a date received of "04/02/2021 08:22:44 AM".

Below the table, a yellow box with a red circle and the number 2 highlights the "Reply" button. To the right of the table, a yellow box with a red circle and the number 3 highlights the "Validate" button. A yellow box with a red circle and the number 4 highlights the "Save" button. A yellow box with a red circle and the number 5 highlights the "Submit" button. The "Print" and "Close" buttons are also visible.

The "BSA E-Filing Secure Message Form" is displayed below the inbox. It includes the U.S. Treasury logo, the title "BSA E-Filing Secure Message Form", and the version number "4.02". The form contains instructions for users, including a warning not to use BSA E-Filing Secure Messaging for sensitive information and a note to include a contact phone number. The form fields include "Subject:" and "Attachment(s):". Buttons for "Add Attachment", "Delete Attachment", and "View/Save Attachment" are also present.



Part 4. How to Access Secure Mail/Alerts

Accessing the “Alerts” Page

For select users who have been granted the role to receive Alerts, the ability to retrieve alerts can be done by using the BSA E-Filing System's **View Alerts** page:


1. Secure Mailbox (Top-Navigation Menu) > View Alerts (Link)

If you have the SDTM role assigned to your account, select **View Alerts** from the **Secure Mailbox** drop-down list to access the **View Alerts** page (see#2 below).

2. View Alerts (Page)

The **View Alerts** page displays the familiar table with the same content available to you prior to the update. You will continue to have access to alerts that has been delivered to your account within 60 days of delivery or 30 days from opening. The list includes the **Subject, Date Received, Priority, BSA E-Filing Tracking ID, and Date Opened** for each alert.

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BSA E-Filing System

Financial Crimes Enforcement Network

You are logged in as **firefoxsu1**


[My Profile](#) [Help](#) [Logout](#)

[HOME](#) [FILE NOW](#) [FILING STATUS](#) [ACCOUNT MANAGEMENT](#) [SECURE MAILBOX](#) [RESOURCES](#) [LINKS](#)

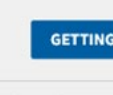
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[File Now](#)



[Manage Account](#)

Filer Data Issues [View Details](#)

Subject	Date
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Track Status [View Details](#)

Filing Name	Filing Type	Date Filed	Status
qwqwewe	SARX	03/22/2021 16:16:07 PM	Transmitted
qwqwewe	VTRXBATCH	02/26/2021 16:55:23 PM	Rejected
qwqwewe	VTRXBATCH	02/26/2021 16:32:11 PM	Rejected
qwqwewe			
qwqwewe			

View Alerts

Subject	Date Received	Priority	BSA E-Filing Tracking ID

Part 5

How to Manage Account Information

The following topic is covered:

- Accessing the Account Management Subpages
- Accessing “My Profile” (New)
- How to Authorize a New User
- How to Assign Roles to a General User
- How to Manage Existing User’s Profile & Disable Site Access
- How to Manage Your Organization Information



Part 5. How to Manage Account Information

Accessing the Account Management Subpages

The ability to manage your personal account information, as well as other user accounts within your organization (if you are a Supervisory User), can all be done from the Manage Account page and Account Management drop-down list:

1. Account Management (Top-Navigation Menu)

When selected, this top-navigation menu item displays the following links:

Supervisory User Access

- **Authorize Users.** Add a new General User to your organization.
- **Manage Organization Information.** View/Edit information about your organization.
- **Manage Supervisory Users.** Add/Remove Supervisory User status for any user within your organization.
- **Manage Users.** Manage all users within your organization, including editing roles, editing profile information, and disabling accounts.

All Users Access

- **Manage PIN.** Manage your PIN used to electronically sign BSA forms.
- **My Profile (New).** View/Edit your personal account information.

2. Manage Account (Homepage Icon) & Manage Account Information (Page)

When selected, this homepage icon takes you to the Manage Account Information page (A), which lists all of the same access links (identical to #1 above).

The screenshot shows the BSA E-Filing System homepage. The top navigation bar includes links for HOME, FILE NOW, FILING STATUS, ACCOUNT MANAGEMENT (highlighted with a yellow box and number 1), SECURE MAILBOX, RESOURCES, and LINKS. Below the navigation bar, a welcome message for Jane Doe is displayed. The main content area features a 'Manage Account' icon (highlighted with a yellow box and number 2) and a 'Filer Data Issues' table. A yellow box labeled 'A' highlights the 'Manage Account Information' page content, which lists the following links: Authorize Users, Manage PIN, Manage Organization Information, Manage Supervisory Users, Manage Users, and My Profile. The 'Filer Data Issues' table contains the following data:

Subject	Date
CTR Aggregation Errors (FinCEN CTR)	Jul 27 2020
SAR Other Activity Errors (FinCEN S...	May 28 2020
CTR 'Other' Errors (FinCEN CTR)	Apr 16 2020



Part 5. How to Manage Account Information

Accessing “My Profile” (New)

All users now have access to view/edit their own account information via the **My Profile** feature:

- 1. **Account Management (Top-Navigation Menu) > My Profile (Link)**
When selected, the **User Profile Data (A)** page is displayed where you can view/edit personal information associated with your account. The following data may be edited: **First Name**, **Last Name**, **Phone Number**, **E-mail Address**, and whether or not you wish to receive **email alerts** from the BSA E-Filing System.
- 2. **My Profile (Active Session Toolbar Link)**
When selected, the **User Profile Data (A)** page is displayed identical to the above.

The screenshot displays the BSA E-Filing System interface. At the top, the header includes the U.S. Treasury logo, the text "BSA E-Filing System Financial Crimes Enforcement Network", and a search bar. Below the header, a green bar indicates the user is logged in as "firefoxsu1". The top navigation menu includes links for HOME, FILE NOW, FILING STATUS, ACCOUNT MANAGEMENT, SECURE MAILBOX, RESOURCES, and LINKS. A yellow box labeled "1" highlights the "ACCOUNT MANAGEMENT" link. A dropdown menu for "ACCOUNT MANAGEMENT" is shown on the right, with a yellow box labeled "2" highlighting the "My Profile" link. Below the navigation bar, a welcome message for "Jane Doe" is displayed, along with buttons for GETTING STARTED, WHAT'S NEW, and SUPPORT CENTER. The main content area includes a "File Now" button, a "Manage Account" button, and a "Filer Data Issues" table. A yellow box labeled "A" highlights the "User Profile Data" form, which contains fields for First Name, Last Name, User ID, PIN #, Type, Phone Number, E-mail Address, and Organization, along with a checkbox for receiving email alerts and "Update" and "Cancel" buttons.

Subject	Date
CTR Aggregation Errors (FinCEN CTR)	Jul 27 2020
SAR Other Activity Errors (FinCEN S...	May 28 2020
CTR 'Other' Errors (FinCEN CTR)	Apr 16 2020

Filing Name	Filing Status
qwqwewe	SAR
qwqwewe	VTR
qwqwewe	VTR
qwqwewe	VTR
qwqwewe	VTR
qwqwewe	VTR

Subject	Date
---------	------

User Profile Data

From this page, update the first name, last name, telephone number, and/or email address for the selected user. Click "Update" to confirm all changes or Cancel to return to the previous page. NOTE: Fields labeled "read-only" are not editable.

First Name:	Last Name:
Jane	Doe
User ID (read only):	firefoxsu1
PIN # (read only):	96693515
Type (read only):	Supervisory
Phone Number:	4578985659
E-mail Address:	Jane.Doe@email.com
Organization (read only):	FO4598

☐ Receive email alerts regarding the latest updates from FinCEN

Update Cancel



Part 5. How to Manage Account Information


How to Authorize a New User

Supervisory Users continue to have the ability to add a new General User to their filing organization via the **Authorize Users** feature:

1. Account Management (Top-Navigation Menu) > Authorize Users (Link)

When selected, the **New User Registration (A)** page is displayed where you can submit information about the new General User you wish to add to your organization. Once submitted, the new user will receive an email notification to complete the registration process by setting up a password and challenge questions/answers associated with their new account.

REMINDER: After the new user completes the registration process, their account must be assign specific roles (see slide 23) or you can upgrade their account to Supervisory User status (see slide 24).



BSA E-Filing System

Financial Crimes Enforcement Network

SIT

You are logged in as **matt.gardner1**

HOME

FILE NOW

FILING STATUS

ACCOUNT MANAGEMENT

SECURE MAILBOX

1

Authorize Users

Manage PIN

Manage Organization Information

Manage Supervisory Users

Manage Users

My Profile

BSA E-FILERS

STARTED


Data Issues

Subject


CTR Aggregation Error

SAR Other Activity Error

CTR 'Other' Errors (F)



File Now



Manage Account

Welcome, Matt Gardner!

Last login: June 02, 2021 at 04:20:00 PM EDT

Track Status

Filing Name	Filing Type	Date Filed
Kens bsar test batch with attachment	BSARBATCH	07/13/2012 08:25:51 A
CTR TEST BATCH TSN	BCTRBATCH	06/29/2012 09:25:49 A
TEST 99 DOEP	DOEPBATCH	06/29/2012 08:53:14 A
99 3A test 2	BSARBATCH	06/27/2012 11:58:17 A
99 3A test 2	BSARBATCH	06/27/2012 11:07:48 A

New User Registration

Complete this form in order to authorize a new user to file BSA data on behalf of your filing organization. An email notification to complete registration will be delivered to the new user upon submission of this form.

REMINDER: After the new user has completed the registration process, it is your responsibility as Supervisory User to assign specific roles to the new user's account (See Account Management > Manage Users).

New User Information

E-mail Address

Desired User ID

The Desired User ID value may only contain the characters (not including the commas): A-Z, a-z, 0-9, @, _ and no spaces.

First Name

Middle initial (Optional)

Last Name

Title

Position/Job Title (Optional)

Phone Number

Type

General

WARNING! WARNING! WARNING!

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I Agree

Submit



Part 5. How to Manage Account Information

How to Assign Roles to a General User

Supervisory Users continue to have the ability to edit the roles associated with their organization’s General Users via the **Manage Users** feature:

IMPORTANT: The BSA E-Filing System has combined the Manage New Users feature (lists all newly added users to your organization) with the Manage Users feature (list all users, new and existing, for your organization) into the single Manage Users page.

1. Account Management (Top-Navigation Menu) > Manage Users (Link)

When selected, the **Manage Users (A)** page is displayed along with the table of all users (new and existing, Supervisory and General) within the organization (this is the same table and features available to you prior to the update). Simply select the checkbox associated with the user account that you want to assign roles and select the Edit Roles button (see #2 below for details about the Edit Roles page).

NOTE: You can only edit roles associated with a General User account. If you wish to edit roles for another Supervisory User account in your organization, you must first remove the user’s Supervisory status via the Manage Supervisory Users feature (see slide 24 for details).

2. Edit Use Roles (Page)

From this page, you may select as many roles from the Remaining Roles box to move over to the Current Roles box using the navigation arrows. Simply select the role you want the user to have and use the left (<<) arrow button to move the role to the Current Roles box. You may also remove roles from the account by selecting the role from the Current Roles box and using the right (>>) arrow button to move the role to the Remaining Roles box. Click Update when you want to commit the changes.

IMPORTANT: If you want your General User to have the ability to receive alerts from FinCEN, you must assign the Alerts Receiver role to their account. If you want the user to be able to receive Secure Messages (such as submission acknowledgements, you must assign the Secure Messenger role to their account.

The screenshot displays the BSA E-Filing System interface. At the top, the header includes the U.S. Treasury logo, the text "BSA E-Filing System Financial Crimes Enforcement Network", and a search bar. Below the header, a navigation bar shows the user is logged in as "matt.gardner1" with links for "My Profile", "Help", and "Logout". The main navigation menu includes "HOME", "FILE NOW", "FILING STATUS", "ACCOUNT MANAGEMENT", "SECURE MAILBOX", "RESOURCES", and "LINKS". The "ACCOUNT MANAGEMENT" dropdown menu is open, showing options: "Authorize Users", "Manage PIN", "Manage Organization Information", "Manage Supervisory Users", "Manage Users" (highlighted with a yellow box and a circled '1'), and "My Profile".

The "Manage Users" page (labeled 'A') is displayed below the navigation menu. It shows a welcome message for "Matt Gardner!" and a table of users. The first user, "BOTGU One1", is selected with a checkbox. The "Edit Roles" button is highlighted with a yellow box. Below the table, there are buttons for "Edit Roles", "Edit Profile", "Disable", and "Refresh". A note states: "NOTE: If you wish to enable a user account that has been disabled, or you would like to Desk for assistance."

The "Edit User Roles" modal window (labeled '2') is open, showing the "Current Roles" and "Remaining Roles" sections. The "Current Roles" section contains "FinCEN SARX Filer". The "Remaining Roles" section contains a list of roles: "Secure Messenger", "Alerts Receiver", "FinCEN SARX Batch Filer", "FinCEN CTRX Filer", "FinCEN CTRX Batch Filer", "8300X Filer", "FinCEN 8300X Batch Filer", "DOEPX Filer", "FinCEN DOEPX Batch Filer", and "FinCEN RMSBX Filer". Navigation arrows (<< and >>) are present between the two sections. An "Update" button is at the bottom of the modal.

User Name	Current Roles	Remaining Roles
BOTGU One1	FinCEN SARX Filer	Secure Messenger
BOTGU Two2		Alerts Receiver
CSRF GU1		FinCEN SARX Batch Filer
Delete User1		FinCEN CTRX Filer
Disable User2		FinCEN CTRX Batch Filer
Existing Org SU One		8300X Filer
ExistingOrgSuperUser Two		FinCEN 8300X Batch Filer
FireFox SU1		DOEPX Filer
Greg Gregory		FinCEN DOEPX Batch Filer
Hank Moore2		FinCEN RMSBX Filer
Jenny Lacey		
Jim Jones		



Part 5. How to Manage Account Information

How to Manage Supervisory Users

Supervisory Users continue to have the ability to edit which users have Supervisory User status for the organization via the **Manage Supervisory Users** feature:

1. Account Management (Top-Navigation Menu) > Manage Supervisory Users (Link)

When selected, the **Manage Organization Supervisory Users (A)** page is displayed (this is the same features available to you prior to the update). Simply select the user you want to have Supervisory User status from the Remaining Users box and use the left (<<) arrow button to move the user to the Current Super Users box. You may also remove Supervisory User status from an account by selecting the user from the Current Super Users box and using the right (>>) arrow button to move the user to the Remaining Users box. Click Update when you want to commit the changes.



Part 5. How to Manage Account Information

How to Manage Existing User's Profile & Disable Site Access

Supervisory Users continue to have the ability to edit the profile information associated with users within their organization, as well as disable their account access if necessary, via the **Manage Users** feature:

1. Account Management (Top-Navigation Menu) > Manage Users (Link)

When selected, the **Manage Users** (A) page is displayed along with the table of all users (new and existing, Supervisory and General) within the organization (this is the same table and features available to you prior to the update). Simply select the checkbox associated with the user account that you want to take specific action on:

2. Edit Profile (Button)

When selected for a specific user, that user's account is displayed to the Supervisory User via the User Profile Data page. From this page, the Supervisory User can edit the following information about the user on their behalf: First Name, Last Name, Phone Number, E-mail Address, and whether or not they will receive email notifications from FinCEN. The Supervisory User will then select the Update button to save the changes.

3. Disable (Button)

When selected for a specific user, that user's account is disabled once the Supervisory User selects OK from the pop-up notification that the selected account will no longer have access to the BSA E-Filing System. If you wish to re-enable the account, or permanently delete the account, you must contact the BSA E-Filing Help Desk for assistance.

The screenshot displays the BSA E-Filing System interface. At the top, the header shows the U.S. Treasury seal and the text "BSA E-Filing System Financial Crimes Enforcement Network". Below the header, a navigation bar includes links like HOME, FILE NOW, FILING STATUS, ACCOUNT MANAGEMENT, SECURE MAILBOX, RESOURCES, and LINKS. The "ACCOUNT MANAGEMENT" dropdown menu is open, highlighting "Manage Users" (labeled with a yellow circle 1). Below the navigation bar, a "Welcome, Matt Gardner!" message is visible. The main content area is titled "Manage Users" (labeled with a yellow circle A) and contains a table of users. The table has columns for checkboxes, User Name, and User ID. The first row is selected, and the "Edit Profile" button (labeled with a yellow circle 2) and "Disable" button (labeled with a yellow circle 3) are highlighted. A "Message from webpage" pop-up dialog is shown, stating: "The selected account(s) will no longer have access to the BSA E-Filing System. Do you wish to continue?" with "OK" and "Cancel" buttons. Below the "Manage Users" section, the "User Profile Data" form is displayed, showing fields for First Name, Last Name, User ID (read-only), PIN # (read-only), Type (read-only), Phone Number, E-mail Address, and Organization (read-only). The "Update" button is at the bottom right of the form.



How to Manage Your Organization Information

Supervisory Users continue to have the ability to edit information about their organization via the **Manage Organization Information** feature:

1. Account Management (*Top-Navigation Menu*) > Manage Supervisory Users (*Link*)

When selected, the **Organization Information (A)** page is displayed (this is the same features available to you prior to the update). From this page, a Supervisory User can edit all information about the organization with the exception of the Organization Enrollment Code (this is a unique code assigned to your organization that allows FinCEN to group specific users within your organization). Click Update when you want to commit the changes.

The screenshot displays the BSA E-Filing System interface. At the top, it says "An official website of the United States government". The main header is "BSA E-Filing System" with the subtitle "Financial Crimes Enforcement Network". A search bar is on the right. Below the header, a green bar indicates the user is logged in as "matt.gardner1". A navigation bar includes links for HOME, FILE NOW, FILING STATUS, ACCOUNT MANAGEMENT, SECURE MAILBOX, RESOURCES, and LINKS. The "ACCOUNT MANAGEMENT" dropdown menu is open, showing options like "Authorize Users", "Manage PIN", "Manage Organization Information" (highlighted with a red circle and the number 1), "Manage Supervisory Users", "Manage Users", and "My Profile". Below the navigation bar, a welcome message for "Matt Gardner1" is displayed, along with a "Last login" timestamp. Two circular icons are shown: "File Now" and "Manage Account". To the right, there are buttons for "GET STARTED", "WHAT'S NEW", and "SUPPORT CENTER". A table titled "Data Issues" lists several entries with columns for "Subject" and "Date".

Organization Information:

Organization Enrollment Code: MGTB2485

Organization Name: Matt Gardner TEST Bank

Address: 123 TEST Drive

City: TEST

State: WV

Country: United States of America

ZIP Code: 12345

MICR Number:

EIN: 123456789

Federal Regulator or Examiner: Internal Revenue Service (IRS)

TCC:

Update

Part 6

Additional Resources

The following topic is covered:

- FinCEN Transaction XML Upload
- Resources & Links



Part 6. Additional Resources

FinCEN Transaction XML Upload

All users continue to have the ability to upload transaction data in XML format that has been formally requested of them by FinCEN via the **FinCEN Transaction XML Upload** feature:

IMPORTANT REMINDER: This page is NOT meant for BSA data upload, such as CTR, SAR, FBAR, DOEP, 8300, or RMSB data.

- 1. **Secure Mailbox (Top-Navigation Menu) > Transaction XML Upload (Link)**
- If your institution has received a formal request from FinCEN to gather and upload specific data in XML format, you are directed to upload this data using the FinCEN Transaction XML Upload (A) page. Here you will enter a unique filing name at FinCEN’s direction and attach your XML data file that you intend to submit. Then, after selecting the Submit button, you will receive a confirmation of submission page along with an email notification confirming acceptance or rejection of the submission. Your Track Status table will also be updated to display your submission details. Unless your submission is Rejected (at which time you must correct the reason for rejection and resubmit), there is no further action on your part regarding the submission.

The screenshot shows the BSA E-Filing System homepage. The top navigation bar includes links for HOME, FILE NOW, FILING STATUS, ACCOUNT MANAGEMENT, SECURE MAILBOX (highlighted with a yellow circle and number 1), RESOURCES, and LINKS. Below the navigation bar, there is a welcome message for Jane Doe and a 'Track Status' table. A modal window titled 'FinCEN Transaction XML Upload' is overlaid on the page, containing an important reminder, a 'Filing Name' input field, a 'Transaction XML Data' upload section with a 'Browse...' button, and a 'Submit' button. The modal is numbered 2 in the top left corner.



Part 6. Additional Resources

Resources & Links

All users have the access to all supporting documentation and content (internal and external) to help support their BSA filing requirements via the Resources and Links top-navigation drop-down lists:

1. Resources (Top-Navigation Menu)

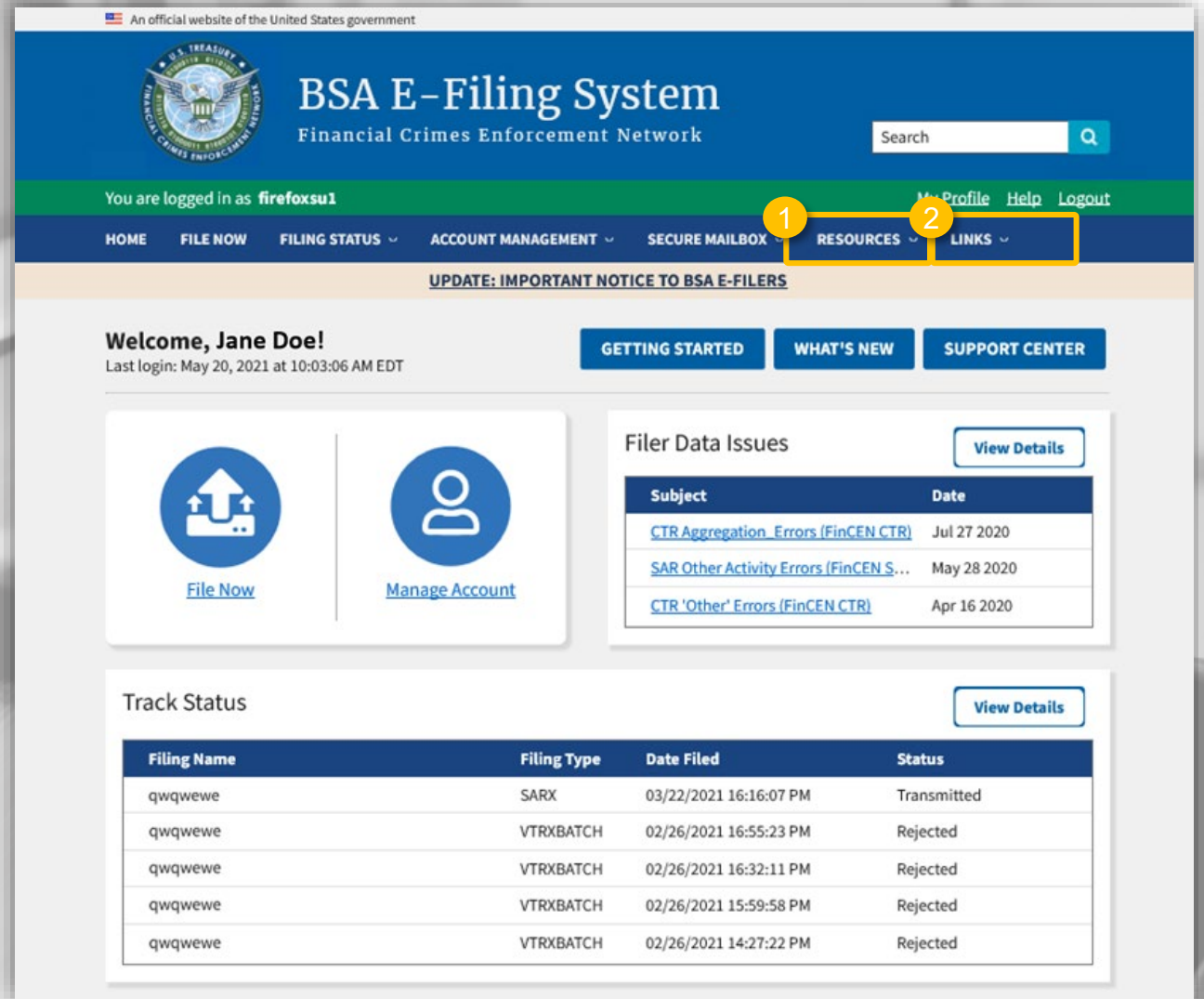
When selected, this top-navigation menu item displays the following links:

- **BSA Filer Data Issues Reports.** Directs user to the page that contains the various high-level reports published by FinCEN regarding general filer data issues for all BSA filers.
- **SDTM Requirements.** Directs user to a detailed document regarding how to establish SDTM (Secure Data Transaction Mode) using SFG functionality.

2. Links (Top-Navigation Menu)

When selected, this top-navigation menu item displays the following links:

- **Filing Information.** Directs user to the public page that contains all XML User Guides supported by the application.
- **Forms Viewer Download.** Directs user to the public page that contains information regarding how to install the Adobe Reader software needed to file BSA forms.
- **NAICS Code List.** Directs user to the public page that contains the list of NAICS codes support by FinCEN.
- **Frequently Asked Questions.** Directs user to the public page that contains the Support Center FAQ search feature.
- **RMSB Site.** Directs user to the fincen.gov page that allows them to verify their RMSB registration status.



Additional Support

If you have any questions regarding the updates outlined in this presentation, please feel free to [submit a Help Ticket](#). Our support team will get back to you as soon as possible.

As a reminder, the Help Desk is available Monday through Friday from 8 a.m. to 6 p.m. EST. Please note that the Help Desk is closed on Federal holidays.

MAIN

BSA E-FILING SYSTEM



WEBSITE MOD OVERVIEW

BACK

30

END