



BSA E-Filing Quick Guide

The Financial Crimes Network (FinCEN) requires Money Services Businesses (MSBs) to register through the Bank Secrecy Act (BSA) E-Filing System every two years.

FinCEN registration is due before December 31st.

An MSB must register:

- Once money services are initiated
- One year after initial registration
- Every two years after the second registration



TIMELINE EXAMPLE:



NOTE: FinCEN will NOT send out a reminder. It is important for you to set a calendar reminder in order to avoid lapse in registration and possible fines. Annual Compliance Oversight Exclusive Members receive calendar reminders through the Compliance Management Portal as part of our efforts to keep our valued customers in compliance.

BSA E-Filing Technical Support
<https://bsaefiling1.fincen.treas.gov/HelpTicketForm>





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INITIAL FILING INSTRUCTIONS

In order to register with FinCEN, you must first register through the BSA E-filing website. After registration is complete, you can now file your FinCEN report. This is a two-step process and both steps MUST be completed to be fully registered.

BECOME A BSA E-FILER

- Go to the BSA E-Filer website*
- Click on "Create an Account"

User Agreement

- Check the "I Agree" box
- Start Enrollment

* <https://bsaeiling1.fincen.treas.gov>

Organization Information

- Are you the initial Supervisory User for this organization?
 - "Yes" - First time registering the business
 - "No" - Not the first time this business has been registered
 - Enter the "Organization Code." If you don't know it, click on the link for assistance.
- Enter information about your business
- Federal Regulator or Examiner select "IRS"



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BECOME A BSA E-FILER CONT.

User Information

- Enter information about you

Enroll Completion

- Confirm that the information is correct
- Click the Register button to complete enrollment



After the BSA E-Filer registration is complete, the registered email will receive a confirmation. Once received, you may now file your FinCEN forms.

FILING INSTRUCTIONS

- Click on "Log into BSA E-Filing"
- Check "I Agree"
- Once logged in select "File Now"
- Scroll down and select "FinCEN Report 107 – Registration of Money Services Business (RMSB)"
- Name your file (typically your business name)



NOTE: You will need to download the form and open in Adobe Acrobat on your computer. Do not complete the form in your internet browser. It will not save your information.

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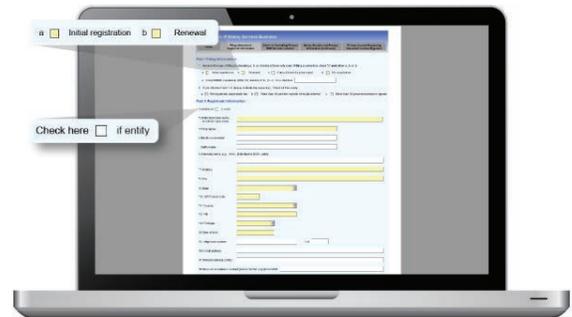




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FILING INSTRUCTIONS CONT.

- Part I Check box "a" for initial registration
Check box "b" for registration renewal
- Part II Check "Entity" if not a Sole Proprietor,
the form will then update itself and
highlight the information boxes that
you will need to fill out
- Part III Fill out the Owner information or anyone
who will be designated as Compliance
Officer
- Part IV Select states that you plan to operate
in and which services you plan to offer
 - Sign with your PIN
 - Save the document to your computer



PIN LOOK UP

- Go to "Account Management" to look up
your PIN
- Select Manage PIN
- Your PIN will be listed
- Copy and paste to complete your signature



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SUBMIT YOUR BSA REPORT

- Go back to the BSA E-Filer portal
- Select “File Now”
- Scroll to “Submit BSA Report”
- Click on the “Choose File” button
- Locate the saved report on your computer and “Open”
- Enter your PIN and “Submit”



Once the form has been submitted, the email registered will receive a confirmation. If you do not have access to that email account, take a screenshot/picture of the confirmation page for your records.

The MSB Registrant Search site typically takes 7-10 business days to show your updated registration status.

MSB REGISTRANT SEARCH

Look up your business to verify the last date FinCEN has verified registration.

- Go to the FinCEN MSB Registrant Search site*
- Enter the “Legal Name” of your business
- Click the “Search” button

* <https://www.fincen.gov/msb-registrant-search>

