



BSA E-Filing System

Financial Crimes Enforcement Network

Website Modernization
Overview

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Part 0

Summary of Changes

The following topic is covered:

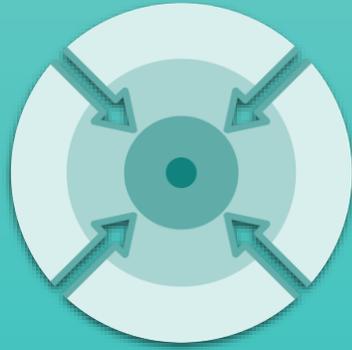
- Summary of Major Changes to the BSA E-Filing System



Summary of Major Changes to the BSA E-Filing System



Dynamic
Top-Navigation
Menu with
Integrated Search
Feature



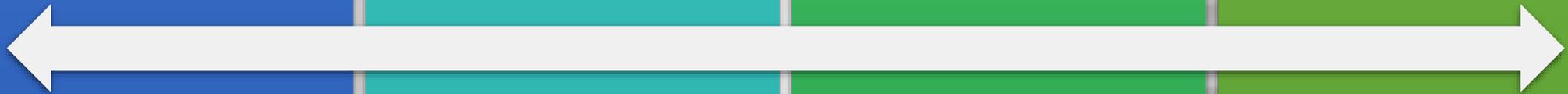
Centralized
Homepage
Dashboard with
Recent Activity
Snapshots



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



Easier
Access to
Important
Features &
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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. Homepage Overview

Pre vs. Post-Modernization

PRE-MODERNIZATION

The pre-modernized homepage features a blue header with the BSA E-Filing System logo and title. A left-hand navigation menu lists various categories such as 'New to BSA E-Filing', 'BSA Filer Data Issues', 'Alerts', 'Documentation', 'File FinCEN Reports', 'File FinCEN XML Reports', 'Filing', and 'Organization Management'. The main content area includes a 'Welcome to the BSA E-Filing System' message, a login status for 'Matt Gardner', and a 'Need Help/Technical Support?' section with a link to a technical support request form. A 'New to BSA E-Filing? Continue Here...' button is prominently displayed.



The post-modernized homepage has a more structured and user-friendly layout. It includes a search bar, user login information for 'firefoxsu1', and a top navigation bar with links like 'HOME', 'FILE NOW', 'FILING STATUS', 'ACCOUNT MANAGEMENT', 'SECURE MAILBOX', 'RESOURCES', and 'LINKS'. A 'UPDATE: IMPORTANT NOTICE TO BSA E-FILERS' banner is at the top. The main content area is divided into sections: 'Welcome, Jane Doe!' with a last login timestamp, 'GETTING STARTED', 'WHAT'S NEW', and 'SUPPORT CENTER' buttons; 'File Now' and 'Manage Account' icons; 'Filer Data Issues' table; 'Track Status' table; and 'Secure Mail' section. The 'Track Status' table lists several filings with their names, types, dates, and statuses.

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

POST-MODERNIZATION

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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 application title. Callout 2 points to the top navigation menu. Callout 3 points to the footer menu. Callout 4 points to the 'Welcome, Jane Doe!' section with login details and navigation buttons. Callout 5 points to the 'File Now' and 'Manage Account' icons. Callout 6 points to the 'Filer Data Issues' and 'Track Status' sections.

1 Site Banner, Search bar & Session Toolbar

2 Top-Menu Toolbar & Hot-Topic Alert

3 Footer Menu

4 Welcome Section

5 Quick Access Icons

6 Snapshot Windows

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



Part 2. How to File BSA Forms

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.

An official website of the United States government

BSA E-Filing System

Financial Crimes Enforcement System

You are logged in as **firefoxsu1**

HOME **FILE NOW** FILING STATUS ACCOUNT MANAGEMENT

UPDATE: IMPORTANT

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

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.

Choose File No file chosen

Enter 8-digit PIN Submit

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.

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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, it says "An official website of the United States government" and "BSA E-Filing System Financial Crimes Enforcement Network". The user is logged in as "firefoxsu1". The navigation menu includes "HOME", "FILE NOW", "FILING STATUS", "ACCOUNT MANAGEMENT", "SECURE MAILBOX", "RESOURCES", and "LINKS". The "ACCOUNT MANAGEMENT" menu is open, showing "Manage PIN" (callout 2) and "My Profile" (callout 3). The "Manage PIN" page shows the user's PIN as "96693515" and a "Request New PIN" button (callout a). The "User Profile Data" page shows fields for "First Name" (Jane), "Last Name" (Doe), "User ID" (firefoxsu1), "PIN # (read only)" (96693515), "Type" (Supervisory), "Phone Number" (4578985659), "E-mail Address" (Jane.Doe@email.com), and "Organization" (FO4598). There are "Update" and "Cancel" buttons at the bottom of the profile data form. Callout 4 points to the "User Profile Data" page.

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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 login to the application.

6. Go to File FinCEN Reports, Attach Form, Re-Enter PIN, Submit

Once logged into the application, go to File FinCEN Reports and 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
 Submit

REMINDER:

- Please do not attach XML batches directly to this page; instead, download and save the XML batch 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 or filed). 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 the software).
- 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

Version Number: 1.4
OMB No. 1506-0004, OMB No. 1506-0005, OMB No. 1506-0064

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 login to the application (the report can be closed at this time).
6. From the application, select **FILE NOW** to attach and submit the report.

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** **This PDF is intended for testing purpose only. Please do not use it in a production environment.**

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, simply login and navigate to 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



Part 3. How to Track BSA Submissions

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.

The screenshot shows the BSA E-Filing System homepage. The top navigation menu includes 'HOME', 'FILE NOW', 'FILING STATUS', 'ACCOUNT MANAGEMENT', 'SECURE MAILBOX', 'RESOURCES', and 'LINKS'. The 'FILING STATUS' menu item is highlighted with a yellow box and a yellow circle '2'. Below the navigation menu, there is a 'Welcome, Jane Doe!' message and a 'Track Status' section. The 'Track Status' section contains a table with 5 rows of submission data. A yellow box highlights the 'Track Status' section, and a yellow circle '1' is around it. A yellow circle 'a' is around the 'View Details' button. Below the table, there is a search bar with fields for 'Date Range', 'Tracking ID', 'BSA ID', and 'Status'. A yellow box highlights the search bar and the table. A yellow circle '3' is around the search bar.

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			

Track Status

Search Filings: Date Range: Past 15 days | Tracking ID: | BSA ID: | Status: |

Search | Reset

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.							



Part 3. How to Track BSA Submissions

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

For select users who have been granted Secure Direct Transfer Mode (SDTM) access by FinCEN, the ability to track your SDTM batch submissions can be done by using the BSA E-Filing System’s **View SDTM Batch Submissions** page:

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

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

2. View SDTM Batch Submissions (Page)

The **View SDTM Batch Submissions** page displays the familiar table with the same content available to you prior to the update. You will continue to have access to 5 years worth of your filing history from this table. The list includes the **BSA E-Filing Tracking ID**, **Form Type**, **Date Received**, **Date Opened**, **Owner**, and **Number of Filings** for each submission.

The screenshot shows the BSA E-Filing System interface. At the top, there is a navigation bar with the following items: HOME, FILE NOW, FILING STATUS (highlighted with a yellow box and a '1'), ACCOUNT MANAGEMENT, SECURE MAILBOX, RESOURCES, and LINKS. Below the navigation bar, there is a welcome message for Jane Doe and a 'Filer Data Issues' table. The 'Track Status' table is also visible. A yellow box labeled '2' highlights the 'View SDTM Batch Submissions' table, which is currently empty.

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 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			

BSA E-Filing Tracking ID	Form Type	Date Received	Date Opened	Owner	Number Filings
There is no data to display.					

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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.

The screenshot shows the BSA E-Filing System homepage. The top navigation menu includes 'HOME', 'FILE NOW', 'FILING STATUS', 'ACCOUNT MANAGEMENT', 'SECURE MAILBOX', 'RESOURCES', and 'LINKS'. The 'SECURE MAILBOX' menu is highlighted with a yellow box and a '2' callout. Below the navigation, there is a 'Welcome, Jane Doe!' message and a 'GETTING STARTED' button. The 'View Inbox' page is shown in a yellow-bordered box with a '3' callout. It features a 'Filter messages' dropdown set to 'Past 15 days', and buttons for 'Delete', 'Reply', and 'Refresh'. A table displays the following records:

Subject	Date Received	Sender	BSA E-Filing Tracking ID	Date Opened
RE:132131	04/02/2021 08:22:44 AM	leemasup	RM21-0000062	02-Apr-21
132131	03/25/2021 10:43:00 AM	fincenadmin1	SM21-0000021	07-Apr-21

Below this, a 'Secure Mail' table is shown with a '1' callout. It has columns for 'Subject', 'Date Received', 'Sender', and 'Date Opened'. A 'View Details' button with an 'a' callout is next to the first row.

Subject	Date Received	Sender	Date Opened
RE:132131	04/02/2021 08:22:44 AM	leemasup	02-Apr-21
132131	03/25/2021 10:43:00 AM	fincenadmin1	07-Apr-21
testing as attachment	03/19/2021 10:30:12 AM	leemasup	19-Mar-21
13123	03/19/2021 10:03:48 AM	leemasup	Not Opened
2423	03/18/2021 09:57:50 AM	leemasup	Not Opened



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, it says "An official website of the United States government" and "BSA E-Filing System Financial Crimes Enforcement Network". The user is logged in as "fincenadmin1". The navigation menu includes "HOME", "FILE NOW", "FILING STATUS", "ACCOUNT MANAGEMENT", "SECURE MAILBOX", "RESOURCES", and "LINKS". A yellow box highlights the "SECURE MAILBOX" dropdown menu, with a "1" indicating the step to click on it. Below the navigation, there is a "View Inbox" section with a table of messages. A yellow box highlights a message with subject "RE:132131" and a checkbox, with an "A" indicating the step to click on it. Below the table, there are buttons for "Save", "Validate", "Submit", "Print", and "Close". A yellow box highlights these buttons, with "4" for Save, "3" for Validate, and "5" for Submit. Below the buttons, there is a "BSA E-Filing Secure Message Form" with a "Subject:" field and an "Attachment(s):" section with "Add Attachment", "Delete Attachment", and "View/Save Attachment" buttons. A yellow box highlights the "Subject:" field and the "Attachment(s):" section, with a "2" indicating the step to click on it.



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.

The screenshot shows the BSA E-Filing System website. The top navigation menu includes **HOME**, **FILE NOW**, **FILING STATUS**, **ACCOUNT MANAGEMENT**, **SECURE MAILBOX** (highlighted with a yellow box and a '1'), **RESOURCES**, and **LINKS**. Below the navigation menu, there is a **UPDATE: IMPORTANT NOTICE TO BSA E-FILERS** banner. The main content area features a **Welcome, Jane Doe!** message with a **Last login: May 20, 2021 at 10:03:06 AM EDT**. There are three buttons: **GETTING STARTED**, **WHAT'S NEW**, and **SUPPORT CENTER**. Below this, there are two cards: **File Now** and **Manage Account**. To the right, there is a **Filer Data Issues** section with a **View Details** button and a table:

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

Below the Filer Data Issues section, there is a **Track Status** section with a **View Details** button and a table:

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
qw	VTRXBATCH	02/26/2021 16:32:11 PM	Rejected
qwq			
qwq			
qwq			

At the bottom of the screenshot, there is a **View Alerts** section with a **View Alerts** button and a table:

Subject	Date Received	Priority	BSA E-Filing Tracking ID	Date Opened
There is no data to display.				



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).

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BSA E-Filing System

Financial Crimes Enforcement Network

You are logged in as **firefoxs1** 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

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

Manage Account Information

Account Management

The following links allow you to manage information regarding your BSA E-Filing account and other BSA E-Filing users registered on behalf of your filing organization:

- [Authorize Users](#)
- [Manage PIN](#)
- [Manage Organization Information](#)
- [Manage Supervisory Users](#)
- [Manage Users](#)
- [My Profile](#)

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 user is logged in as 'firefoxsu1'. The navigation menu includes 'HOME', 'FILE NOW', 'FILING STATUS', 'ACCOUNT MANAGEMENT', 'SECURE MAILBOX', 'RESOURCES', and 'LINKS'. The 'ACCOUNT MANAGEMENT' menu is expanded, showing options like 'Authorize Users', 'Manage PIN', 'Manage Organization Information', 'Manage Supervisory Users', 'Manage Users', and 'My Profile'. The 'My Profile' option is highlighted. The 'User Profile Data' modal is open, showing the following information:

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

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 assigned specific roles (see slide 23) or you can upgrade their account to Supervisory User status (see slide 24).

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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

Welcome, Matt Gardner!

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

[File Now](#) [Manage Account](#)

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

I Agree

WARNING! WARNING! WARNING!
THIS SYSTEM IS PROVIDED FOR AUTHORIZED USE ONLY

This system/website is the property of, operated by, and expressly for the use of the United States Government and the U.S. Department of the Treasury. The information provided on this website is collected, disseminated and protected under provisions of the Bank Secrecy Act (BSA) and other applicable Federal regulations. Refer to 31 USC 5311 - 5330, Bank Secrecy Act.

The U.S. Government may monitor, record, and audit all activity on this system. By accessing and using this website, users are consenting to such monitoring and information retrieval for law enforcement and other purposes. All information contained within this website shall be treated as sensitive in nature. The information cannot be further released, disseminated, disclosed, or transmitted. Unauthorized use, access or disclosure of this website and its contents is a violation of the BSA and Federal statutes. Unauthorized use, access or disclosure of the system and its contents is subject to criminal and civil penalties.



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 user is logged in as 'matt.gardner1'. The 'ACCOUNT MANAGEMENT' menu is open, with 'Manage Users' selected (marked with a '1'). The 'Manage Users' page (marked with 'A') shows a table of users. The 'Edit Roles' button is highlighted. The 'Edit User Roles' modal (marked with '2') is open, showing the 'Current Roles' box with 'FinCEN SARX Filer' and the 'Remaining Roles' box with a list of roles including '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 visible between the boxes, and an 'Update' button is at the bottom.



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.

The screenshot shows the BSA E-Filing System interface. The top navigation menu includes 'ACCOUNT MANAGEMENT', 'SECURE MAILBOX', 'RESOURCES', and 'LINKS'. The 'ACCOUNT MANAGEMENT' menu is expanded, showing 'Manage Supervisory Users' highlighted. A yellow callout box labeled 'A' points to the 'Manage Organization Supervisory Users' link. The main content area shows the 'Manage Organization Supervisory Users' page for the organization 'Matt Gardner TEST Bank'. It displays two boxes: 'Current Super Users' and 'Remaining Users'. The 'Current Super Users' box contains 'Matt Gardner GeneralUser Test'. The 'Remaining Users' box contains 'Matt TEST Gardner TEST', 'James Peterson', 'Matt Gardner General User9am', and 'General User943am'. There are '>>' and '<<' arrow buttons between the boxes, and an 'Update' button at the bottom.



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, it says "An official website of the United States government" and "BSA E-Filing System Financial Crimes Enforcement Network". The user is logged in as "matt.gardner1". The "ACCOUNT MANAGEMENT" menu is open, highlighting "Manage Users" (marked with a yellow circle 1). Below the menu, the "Manage Users" page is visible, showing a table of users with checkboxes (marked with a yellow circle 2). The "Edit Profile" button (marked with a yellow circle 3) is highlighted. A "Message from webpage" dialog box is open, asking "The selected account(s) will no longer have access to the BSA E-Filing System. Do you wish to continue?". Below the dialog, the "User Profile Data" form is shown, with fields for First Name, Last Name, User ID, PIN #, Type, Phone Number, E-mail Address, and Organization. The "Update" button is highlighted.

Manage Users

This page displays the User Name, User ID, and whether or not their account has been disabled for all users you wish to edit and click one of the action buttons below. If a disabled account is selected, the account cannot be altered via Edit Roles.

NOTE: If you wish to enable a user account that has been disabled, or you would like to permanently delete the account, please contact the Help Desk for assistance.

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:
General	User943am
User ID (read only):	generaluser943am
PIN # (read only):	
Type (read only):	General
Phone Number:	3218461987465165
E-mail Address:	john.doe@email.com
Organization (read only):	MGTB2485

Receive email alerts regarding the latest updates from FinCEN

Update Cancel



Part 5. How to Manage Account Information

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 identifies the user as **matt.gardner1**. The navigation menu includes **ACCOUNT MANAGEMENT**, which is expanded to show **Manage Organization Information**. A yellow callout box labeled **A** highlights the **Organization Information** form. The form contains the following fields:

- Organization Enrollment Code:** MGTB2485
- Organization Name:** Matt Gardner TEST Bank
- Address:** 123 TEST Drive
- City:** TEST
- State:** WV
- ZIP Code:** 12345
- EIN:** 123456789
- TCC:** (empty field)
- Country:** United States of America
- MICR Number:** (empty field)
- Federal Regulator or Examiner:** Internal Revenue Service (IRS)

An **Update** button is located at the bottom of the form.

MAIN

BSA E-FILING SYSTEM



WEBSITE MOD OVERVIEW

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NEXT

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.

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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

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

Filer Data Issues [View Details](#)

FinCEN Transaction XML Upload

Use this page to upload transaction data in XML format that has been formally requested by FinCEN.

IMPORTANT: Please do NOT attach CTR, SAR, FBAR, DOEP, 8300, or RMSB data to this page. Instead, please use the "File Now" link to upload BSA data associated with these form types.

Filing Name
Enter a unique filing name for tracking purposes.
Filing Name

Transaction XML Data
Click below to attach your transaction XML data to this page.
Browse...

Submit



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.

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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**

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	VTRXBATCH	02/26/2021 15:59:58 PM	Rejected
qwqwew	VTRXBATCH	02/26/2021 14:27:22 PM	Rejected



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

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END