



Filing of FinCEN Report

The information is gathered.
Where does it go?

Determine Users

Reporting Persons

- Supervisory User
- Users

ALL Need to create Login.gov Accounts

Obtain Reporting Person Filing Ability with FinCEN

- Obtain FinCEN ID for Supervisor and Reporting Person(s)
- Create Supervisory User with FinCEN
 - Establishes Organization and Point of Contact for FinCEN
 - Access to system functionality to track filings by all title agency users
 - Confirmed with Chief Compliance Officer
- Create Team of Users with FinCEN

Can Be Done NOW!



FinCEN Identifier Application

Filing Instructions

Basic Steps to Obtain individual FinCENID

1. Create a Login.gov account at [Login.gov account](#).
2. Access the FinCEN ID application.
3. Complete the application by filling in required information including name, date of birth, address, and copy of identification document.
4. Submit the application after certifying information.
5. Receive your individual FinCEN ID.

What is a Supervisory User?

Available at:

<https://bsaeiling.fincen.treas.gov/InitialUserDesignation.html>

DIRECTLY FROM FinCEN:

Identify Your Organization's Point of Contact

The point of contact identified for your organization will be designated as the Supervisory User for BSA E-Filing. Determining who will act as your organization's Supervisory User is the first step in the BSA E-Filing enrollment process. The Supervisory User serves as a liaison between BSA E-Filing and his/her filing organization and has primary responsibility for the filing organization's use of BSA E-Filing. Consider the information below before choosing your Supervisory User. Once you identified your organization's point of contact for BSA E-Filing, the designated person will [enroll](#) as the **Supervisory User** for your organization.

The Supervisory User will have:

Responsibility for facilitating the process of creating general user accounts for members of your organization

Day-to-day oversight of your BSA compliance efforts from a filing standpoint

Access to system functionality not available to regular users, such as ability to update filing organization information and track the status of filings submitted by all users from across the organization

The Supervisory User you choose:

Should have insight into all BSA filing activities across the entire filing organization

Should be knowledgeable about the individuals responsible for preparing and submitting BSA filings and the processes by which filings are submitted

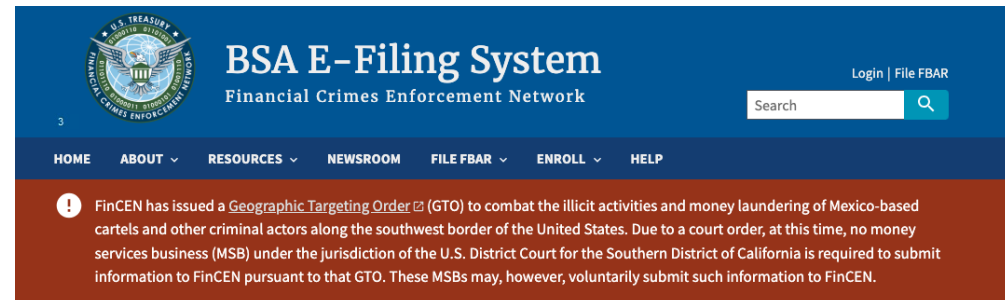
Must be designated by your organization's headquarters Bank Secrecy Act compliance department

Must be confirmed as such by the Chief Compliance Officer (or equivalent)



Create Supervisory User

<https://bsaefiling.fincen.gov/AddUser>



Supervisory User Registration

User Agreement

Organization Information

New User Information

Enroll Completion

DISCLAIMER

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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.

☐ I Agree

Start Enrollment

Step 1: Agree to Terms





BSA E-Filing System

Financial Crimes Enforcement Network

[Login](#) | [File FBAR](#)

[HOME](#) [ABOUT](#) [RESOURCES](#) [NEWSROOM](#) [FILE FBAR](#) [ENROLL](#) [HELP](#)



FinCEN has issued a [Geographic Targeting Order](#) (GTO) to combat the illicit activities and money laundering of Mexico-based cartels and other criminal actors along the southwest border of the United States. Due to a court order, at this time, no money services business (MSB) under the jurisdiction of the U.S. District Court for the Southern District of California is required to submit information to FinCEN pursuant to that GTO. These MSBs may, however, voluntarily submit such information to FinCEN.

User Agreement **Organization Information** New User Information Enroll Completion

Complete the following information about your organization.

Are you the initial Supervisory User for this organization?

☐ Yes

☐ No

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Step 2: Click Yes!



Organization Agreement

- Step 3: Fill out information about Supervisory User's Company
 - Organization name
 - Country
 - Street Address
 - City, State, Zip Code
 - EIN
 - Federal Regulator or Examiner – Most likely will be State Regulator/SR

Supervisory User Registration

User Agreement

Organization Information

New User Information

Enroll Completion

Organization Information

Complete the following information about your organization.

Are you the initial Supervisory User for this organization?

☒ Yes

☐ No

Organization Name

ABC Title, LLC

Country

United States of America

Street Address

123 Main Street

City

Anywhere

State

IN

ZIP/Postal Code

46208

EIN

000000000

MICR Number (Optional)

TCC (Optional)

Federal Regulator or Examiner

State Regulator (SR)

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Supervisor New User Information

- Step 4: Supervisor Provides Personal New User Information
 - E-mail address
 - Desired User ID
 - First Name
 - Last Name
 - Title
 - Phone Number
 - Role Type

Supervisory User Registration

User Agreement

Organization Information

New User Information

Enroll Completion

User Information

Complete the following information about yourself.

E-mail Address

settlementagent@abctitle.com

Desired User ID

settlementagent@abctitle.com

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

Settlement

Middle Initial (Optional)

Last Name

Agent

Title

Ms.

Position/Job Title (Optional)

Phone Number

0000000000

Type

Supervisory

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Continue

Review & Enroll

- Step 5: Review Information and Edit if Necessary

- Step 6: Click “Register”



Enrollment Completion

All required fields have been filled. Please review the information and submit your enrollment request.

Organization Information

[Edit Organization Information](#)

Are you the initial Supervisory User for this organization? **Yes**

Organization Name: **ABC Title, LLC**

Street Address: **123 Main Street**

City: **Anywhere**

State: **IN**

ZIP/Postal Code: **46208**

Country: **United States of America**

EIN: **000000000**

MICR Number:

TCC:

Federal Regulator or Examiner: **State Regulator (SR)**

New User Information

[Edit User Information](#)

E-mail Address: **settlementagent@abctitle.com**

Desired User ID: **settlementagent@abctitle.com**

First Name: **Settlement**

Middle Initial:

Last Name: **Agent**

Title: **Ms**

Position/Job Title:

Phone Number: **0000000000**

Type: **Supervisory**

**Your Company is now
REGISTERED**

- Store new login information
- Write down Entity's New FinCEN Organization Number
- Begin Enrollment for
 - Additional Supervisor
 - Users

Adding Users

Edit User Roles

User Name:

User ID:

Current Roles:

- Alerts Receiver
- FinCEN CTRX Filer
- 8300X Filer

Remaining Roles:

- Secure Messenger
- FinCEN SARX Filer
- FinCEN SARX Batch Filer
- FinCEN CTRX Batch Filer
- FinCEN 8300X Batch Filer
- DOEPX Filer
- FinCEN DOEPX Batch Filer
- FinCEN RMSBX Filer
- FinCEN FBARX Filer
- FinCEN FBARX Batch Filer

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HOMEFILE NOWFILING STATUSACCOUNT MANAGEMENTSECURE MAILBOXRESOURCESLINKS

! FinCEN has Issued a [Geographic Targeting](#) order against certain MSBs, including other criminal actors along the southwest border under the jurisdiction of the U.S. District Court for the District of Columbia to that GTO. These MSBs may, however, be able to continue to provide money services activities and money laundering of Mexico-based cartels and other criminal actors along the southwest border under a court order, at this time, no money services business (MSB) in California is required to submit information to FinCEN pursuant to that GTO.

Authorize Users

Manage PIN

Manage Organization Information

Manage Supervisory Users

Manage Users

My Profile

New User Registration

Complete this form in order to authorize a new user to access your filing organization. An email notification to complete registration will be delivered to the new user.

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

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The U.S. Government may monitor, record, and audit all activity on this system. By accessing and using this website, users are consenting

Alamo Title
CHICAGO TITLE INSURANCE COMPANY

Commonwealth Fidelity National Title
Fidelity National Title

FNF
FAMILY OF COMPANIES

Safari

How is the Report Filed? Electronically

- PDF (Individual or Batch)
- TPS or Escrow Software

Filing of Reports

- In portal
- Two IDS
 - BSA E-Filing Tracking ID
 - BSA ID

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.							

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FinCEN has issued a [Geographic Targeting Order](#) (GTO) to combat the illicit activities and money laundering of Mexico-based and other criminal actors along the southwest border of the United States. Due to a court order, at this time, no money services business under the jurisdiction of the U.S. District Court for the Southern District of California is required to submit information to FinCEN to that GTO. These MSBs may, however, voluntarily submit such information to FinCEN.

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 selected

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.

Emails from FinCEN

- Generic
- Not in a lot of color to inform about acceptance, rejection, status

When Must the Report Be Filed By?

Later of:

- Final day of month following the month in which the closing occurred OR
- 30 Calendar Days

Example: Closing December 15, 2025. Must be filed by later of January 14, 2026, or January 31, 2026.

Five Years from Filing of Report
Must Maintain Certifications and
Designation Agreements.
Suggestion: Keep Evidence of
Report Being Filed

**After filing, how long does
information have to be kept?**

Thank you!

Questions?