



Step-by-Step Instructions

Beneficial Owner Information Report (BOIR) Online Filing Method

Before You Begin

FinCEN ID
3500-0000-0000

1. **Have the required identifying information (or FinCEN ID) available for beneficial owners and company applicants (if applicable)**

Collect the required information from beneficial owners and company applicants (if applicable): each individual's name, date of birth, address, a unique identifying number from an acceptable identification document, and the name of the issuing jurisdiction of that identification document. (If an individual has a FinCEN ID, that may be collected instead.)

You **must** have this information available when filing a BOIR through the web filing method because you complete and submit the web filing in real time. ***It cannot be saved and worked on later.***



2. **Obtain an electronic image of the acceptable identification document required for each company applicant and beneficial owner** unless a FinCEN ID is provided. An acceptable identification document is a non-expired: State-issued driver's license, State/local/Tribe-issued ID, U.S. passport, or foreign passport.

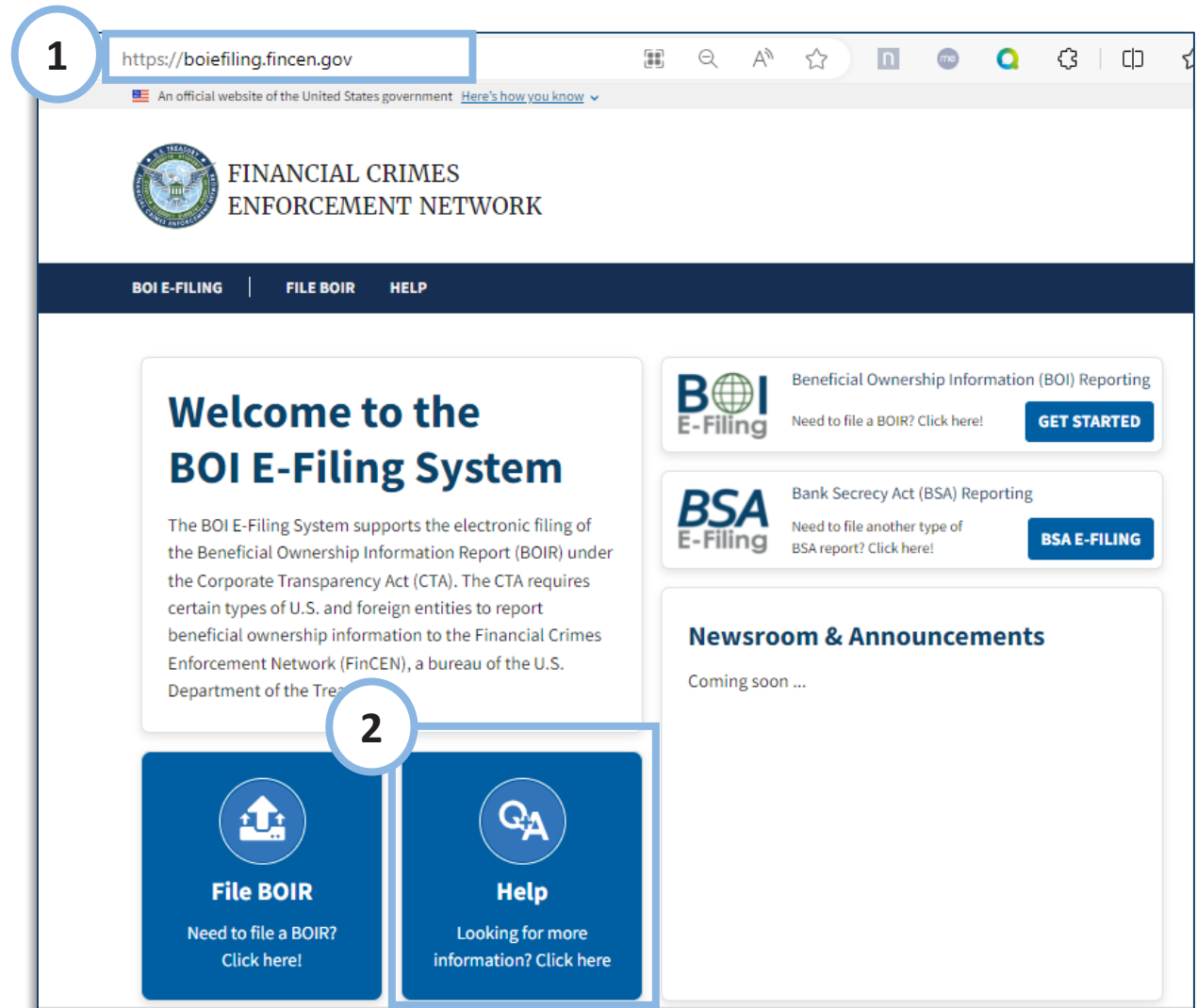
NOTE: A foreign passport is only acceptable if the individual does not have one of the other identifying documents.

The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.

The BOIR can be submitted as a PDF (PDF BOIR) or online through a web browser (Online BOIR).

To file the Online BOIR, follow the steps outline below:

1. Go to boiefiling.fincen.gov in the web browser (e.g., Microsoft Edge, Google Chrome)
2. Select the **File BOIR** link/icon.



The screenshot shows the website <https://boiefiling.fincen.gov> in a browser. A blue circle with the number '1' highlights the address bar. The page header includes the Financial Crimes Enforcement Network logo and the text 'FINANCIAL CRIMES ENFORCEMENT NETWORK'. A dark blue navigation bar contains the links 'BOI E-FILING', 'FILE BOIR', and 'HELP'. The main content area features a 'Welcome to the BOI E-Filing System' section with a paragraph explaining the system's purpose. To the right, there are two boxes: 'Beneficial Ownership Information (BOI) Reporting' with a 'GET STARTED' button, and 'Bank Secrecy Act (BSA) Reporting' with a 'BSA E-FILING' button. Below these is a 'Newsroom & Announcements' section. At the bottom, two blue buttons are visible: 'File BOIR' with an icon of a house and an upward arrow, and 'Help' with a 'GA' icon. A blue circle with the number '2' highlights the 'File BOIR' button.

3. Click the **Prepare & Submit BOIR** button under the *File Online BOIR* section.

BOI E-FILING | FILE BOIR | HELP

File the Beneficial Ownership Information Report (BOIR)

Select the filing method that works best for you:

File PDF BOIR

- Adobe Reader is required
- Prepare report offline at your own pace, save as you go
- Reuse PDF BOIR when filing updates/corrections
- Download BOIR transcript upon submission

[Prepare BOIR](#) [Submit BOIR](#)

File Online BOIR

- Adobe Reader NOT required
- Prepare report online and submit now
- Prepare new Online BOIR when filing updates/corrections
- Download BOIR transcript upon submission

3 [Prepare & Submit BOIR](#)

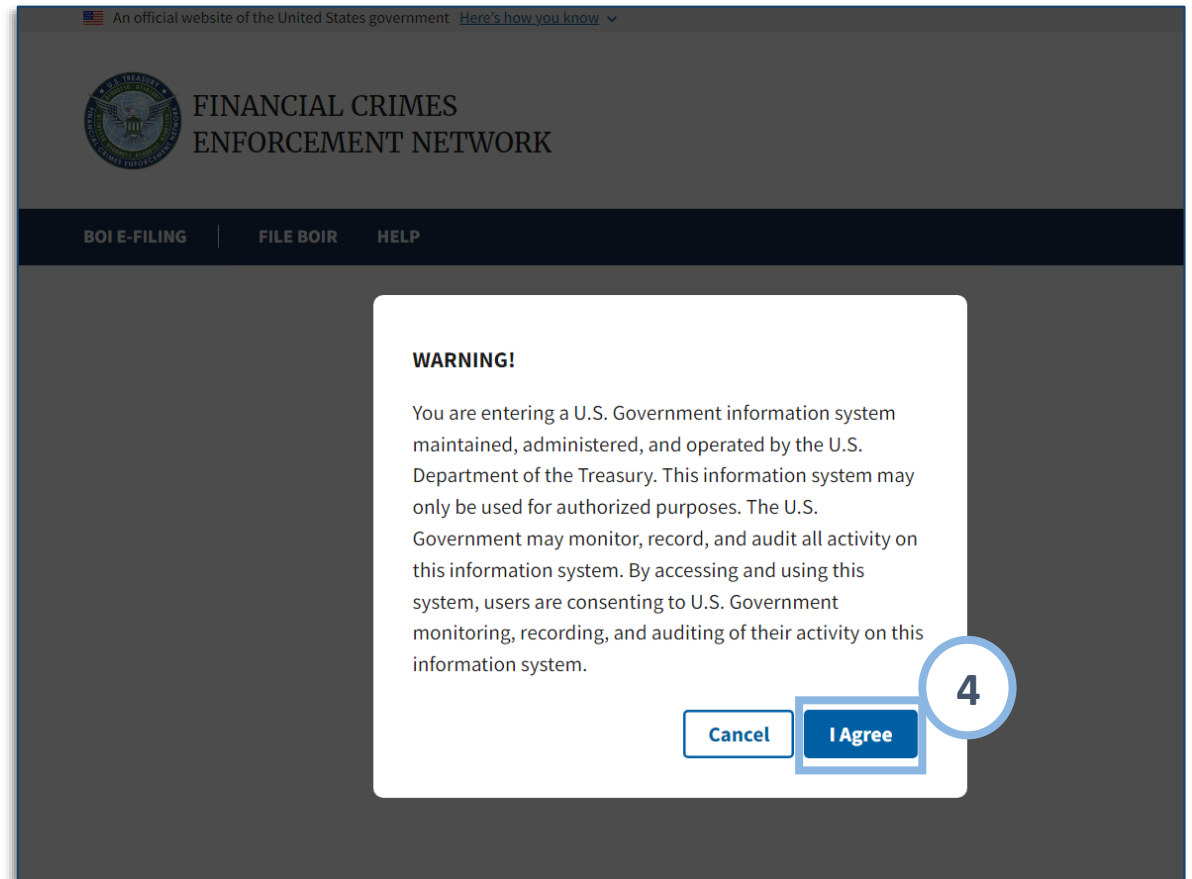
FinCEN also offers system-to-system BOIR transmission via secure Application Programming Interface (API) for those, including third-party service providers, who are interested in automating the BOIR filing process:

System-to-System API

If you are interested in this method of filing, select the button below to contact FinCEN and one of our representatives will reach out.

[Contact FinCEN for API Information](#)

4. Review the warning language and click the **I Agree** button.

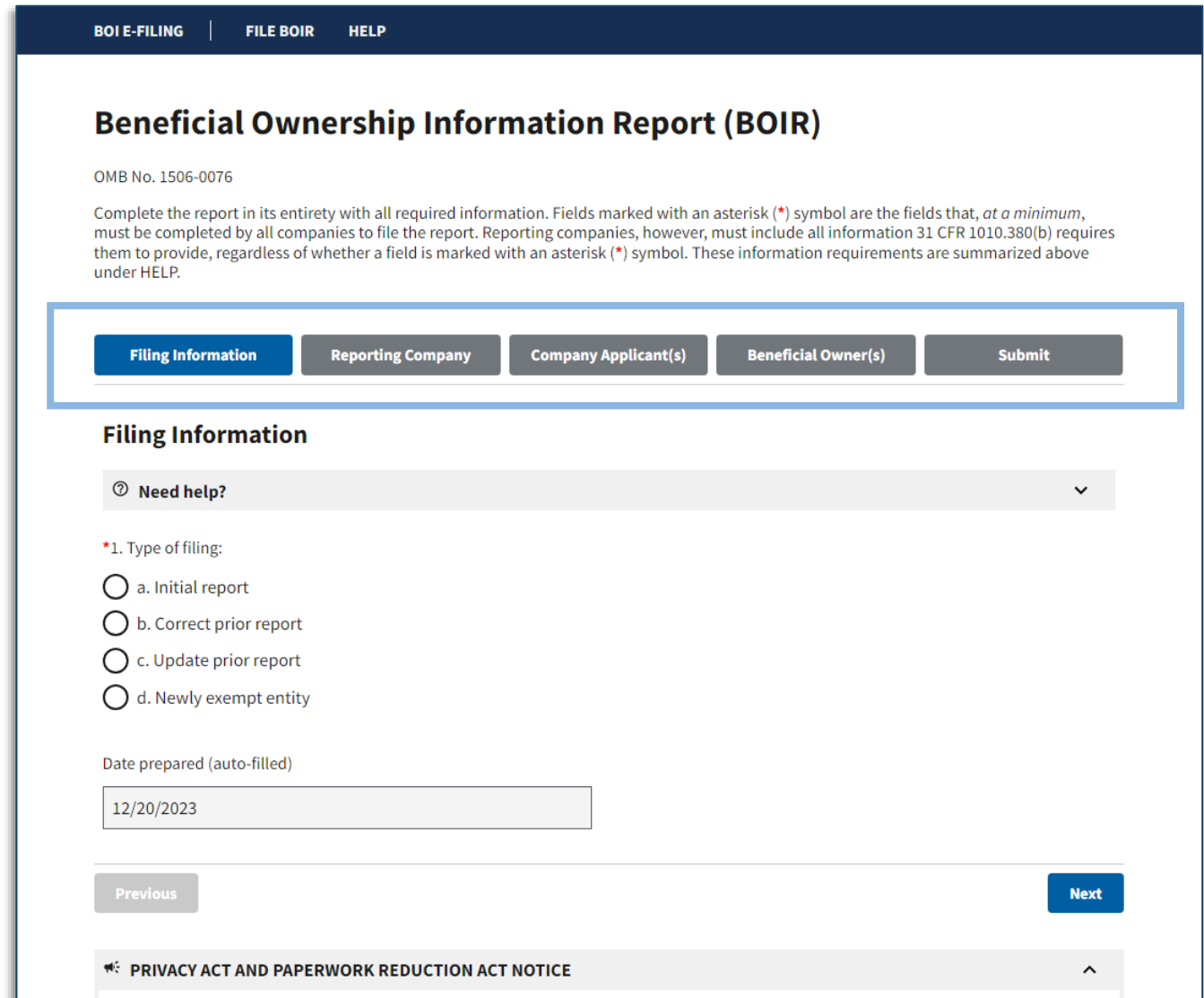


Online BOIR Navigation Tabs

- Filing Information
- Reporting Company
- Company Applicant(s)
- Beneficial Owner(s)
- Submit

The selected tab is highlighted in blue.

Navigate to a different part of the Online BOIR either by clicking the corresponding tab or by clicking the **Next** button in the bottom right corner.



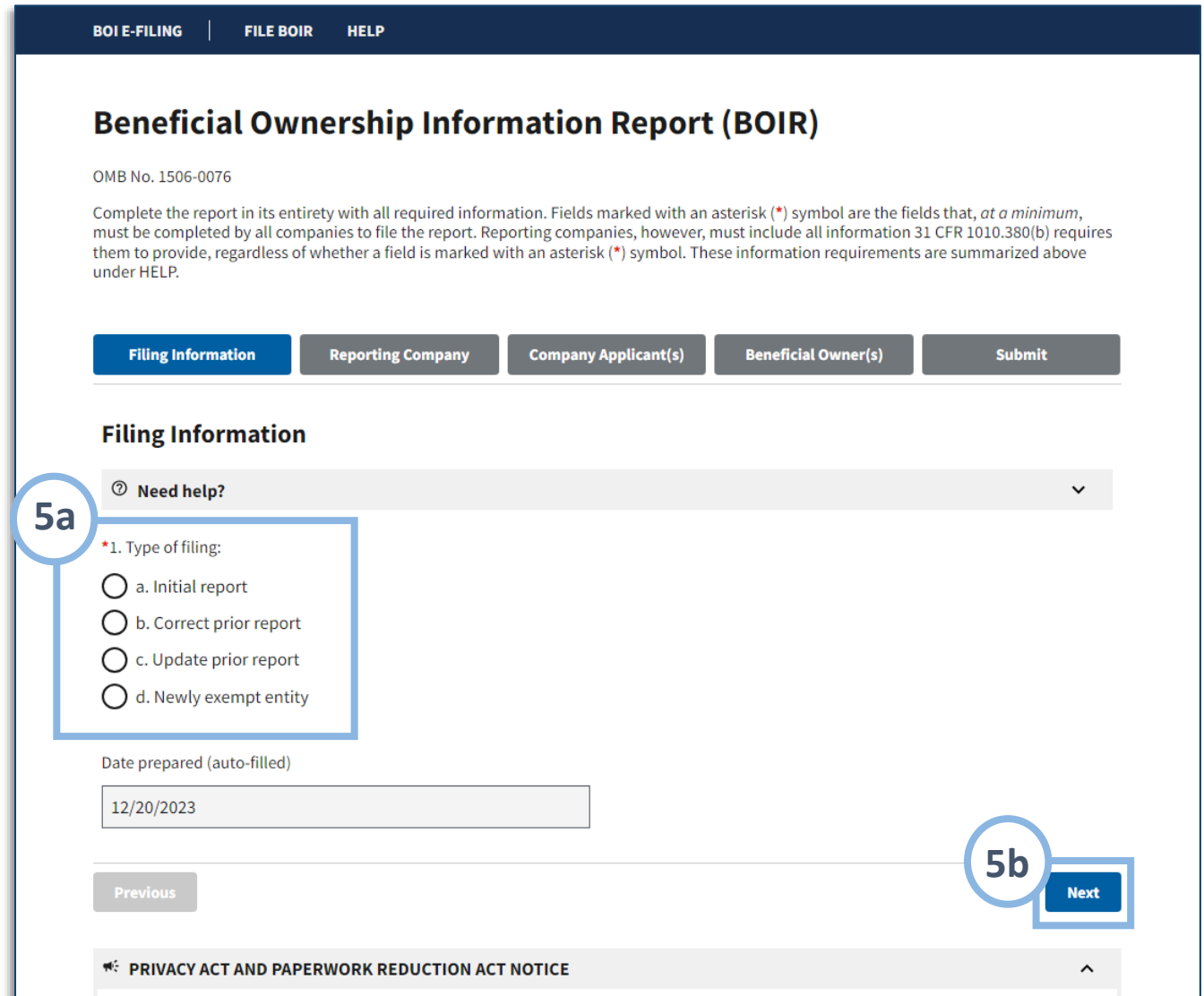
The screenshot shows the Online BOIR navigation interface. At the top, there are three navigation tabs: "BOI E-FILING", "FILE BOIR", and "HELP". Below these is the main heading "Beneficial Ownership Information Report (BOIR)" and the OMB No. 1506-0076. A paragraph of instructions follows, explaining that fields marked with an asterisk (*) are required. Below this is a row of five navigation tabs: "Filing Information", "Reporting Company", "Company Applicant(s)", "Beneficial Owner(s)", and "Submit". The "Filing Information" tab is highlighted in blue. Below the tabs is the "Filing Information" section, which includes a "Need help?" link, a "1. Type of filing:" section with four radio button options (a. Initial report, b. Correct prior report, c. Update prior report, d. Newly exempt entity), and a "Date prepared (auto-filled)" field with the value "12/20/2023". At the bottom of the form, there are "Previous" and "Next" buttons. A footer bar at the very bottom contains the text "PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE".

5. Complete all required fields under the *Filing Information* tab:
- 5a. **Type of filing:** Under the *Filing Information* tab, select the type of filing you wish to make (**Initial report, Correct prior report, Update prior report, Newly exempt entity**). Only one option can be selected.

When **Initial report** is selected, no further information is required in this section. When **Correct prior report, Update prior report, or Newly exempt entity** is selected, fields are activated for **Legal name, Tax identification type, and Tax identification number**. Complete these fields with the reporting company information from the company’s most recently filed prior BOIR.

The **Date prepared** field is auto-filled with the current date.

- 5b. Click the **Next** button.



BOIR E-FILING | FILE BOIR | HELP

Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol are the fields that, *at a minimum*, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requirements are summarized above under HELP.

Filing Information | Reporting Company | Company Applicant(s) | Beneficial Owner(s) | Submit

Filing Information

Need help?

5a. *1. Type of filing:

- a. Initial report
- b. Correct prior report
- c. Update prior report
- d. Newly exempt entity

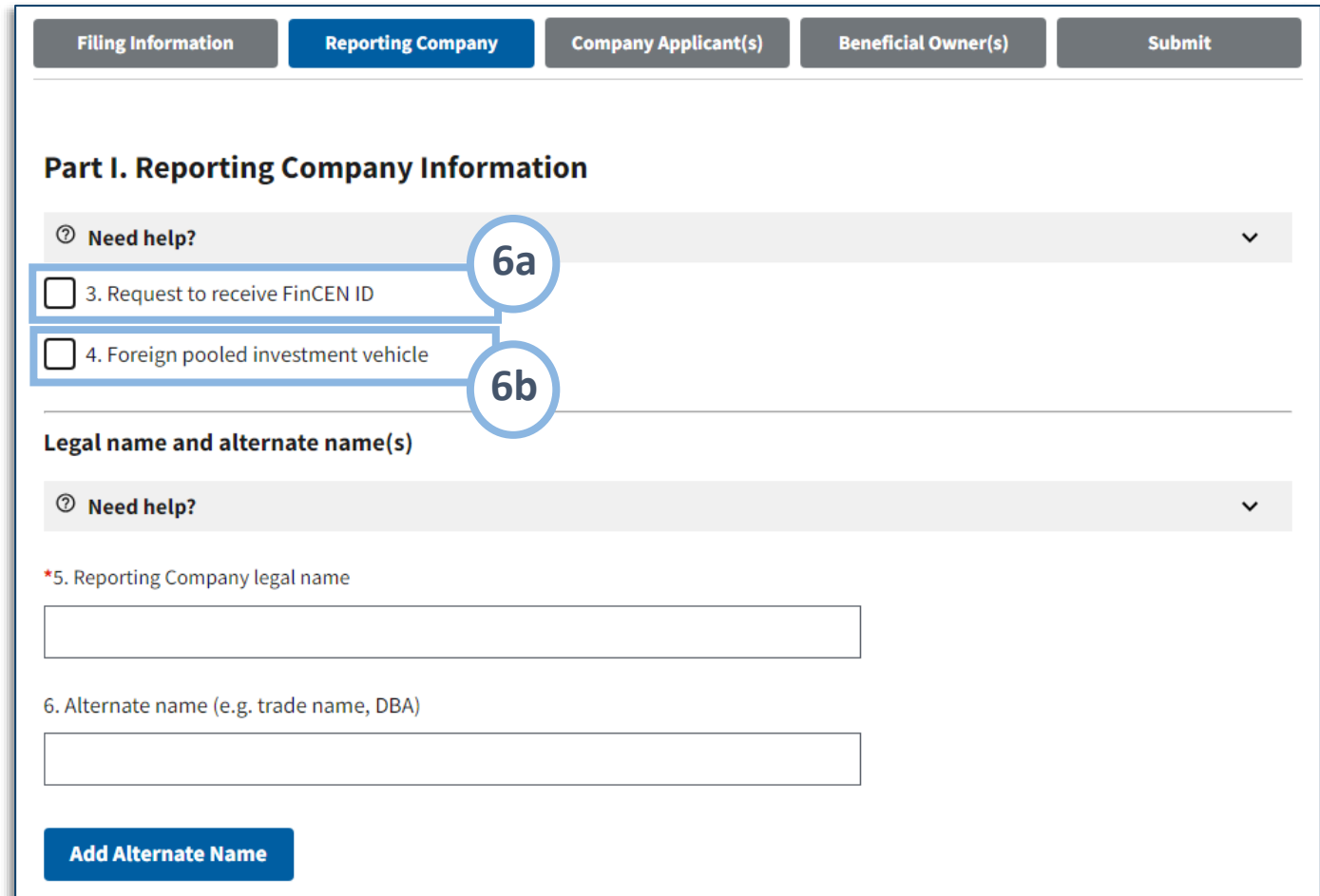
Date prepared (auto-filled)

12/20/2023

Previous | 5b. Next

PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE

6. Under the *Reporting Company* tab, complete sections and fields as required.
- 6a. Select **Request to receive FinCEN ID** to receive a unique FinCEN identifier for the reporting company. The FinCEN identifier will be provided in the submission confirmation details provided to the filer directly after the BOIR is submitted/accepted.
- 6b. Select the **Foreign pooled investment vehicle** option if the reporting company is a foreign pooled investment vehicle.
- If this option is selected, *Company Applicant Information* is no longer required and is cleared/disabled. In addition, only one (1) beneficial owner must be reported under the *Beneficial Owner(s)* tab in this situation.



The screenshot shows the 'Reporting Company' tab of the BOIR form. At the top, there are five tabs: 'Filing Information', 'Reporting Company' (selected), 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. Below the tabs is the 'Part I. Reporting Company Information' section. It starts with a 'Need help?' dropdown. Below that are two checkboxes: '3. Request to receive FinCEN ID' (circled in blue with '6a') and '4. Foreign pooled investment vehicle' (circled in blue with '6b'). Below these is the 'Legal name and alternate name(s)' section, which also has a 'Need help?' dropdown. It contains two text input fields: '*5. Reporting Company legal name' and '6. Alternate name (e.g. trade name, DBA)'. At the bottom of this section is a blue button labeled 'Add Alternate Name'.

- 6c. Complete the fields under the **Legal name and alternate name(s)** section as applicable.
- 6d. To add more than one alternate name for the reporting company, click the **Add Alternate Name** button to add additional alternate reporting company names (up to 99 alternate names can be added).

Filing Information | **Reporting Company** | Company Applicant(s) | Beneficial Owner(s) | Submit

Part I. Reporting Company Information

ⓘ Need help? ▾

3. Request to receive FinCEN ID

4. Foreign pooled investment vehicle

Legal name and alternate name(s) **6c**

ⓘ Need help? ▾

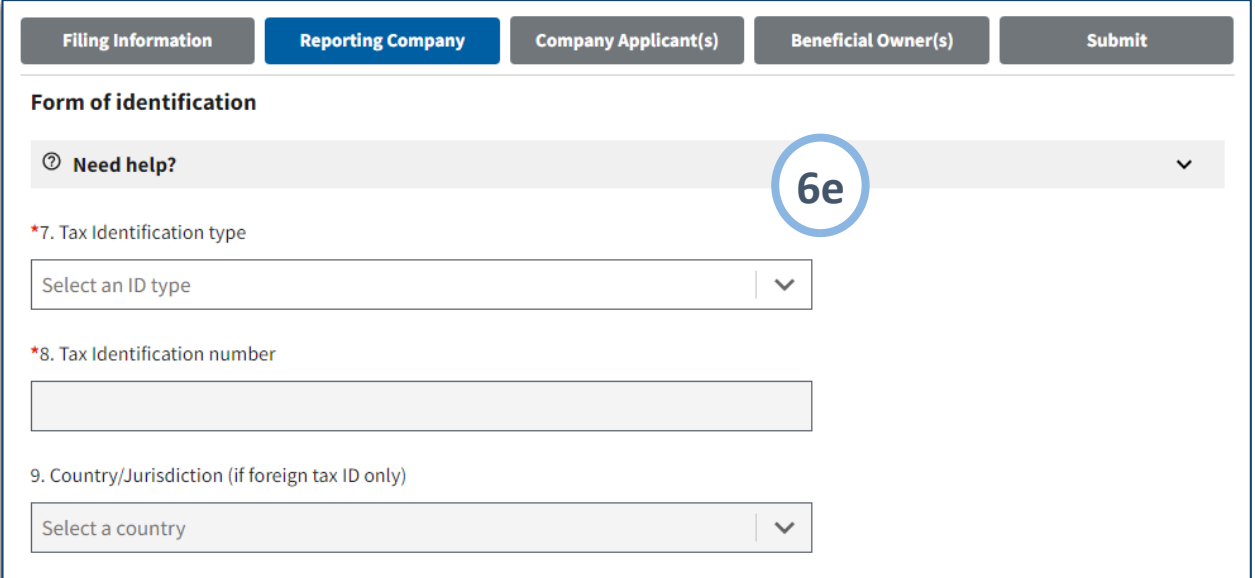
*5. Reporting Company legal name

6. Alternate name (e.g. trade name, DBA)

Add Alternate Name **6d**

- 6e. Select the **Tax identification type** dropdown menu. EIN, SSN/ITIN, or Foreign may be selected. If the Foreign option is selected, the **County/Jurisdiction** field is enabled and required.

NOTE: An EIN or SSN/ITIN is required unless a foreign reporting company does not have one. In that case, the foreign reporting company may report its foreign tax identification number and the issuing jurisdiction.



Filing Information | **Reporting Company** | Company Applicant(s) | Beneficial Owner(s) | Submit

Form of identification

[Need help?](#) **6e**

*7. Tax Identification type
Select an ID type | v

*8. Tax Identification number
[Text input field]

9. Country/Jurisdiction (if foreign tax ID only)
Select a country | v

6f. Select the **Country/Jurisdiction of formation** dropdown menu.

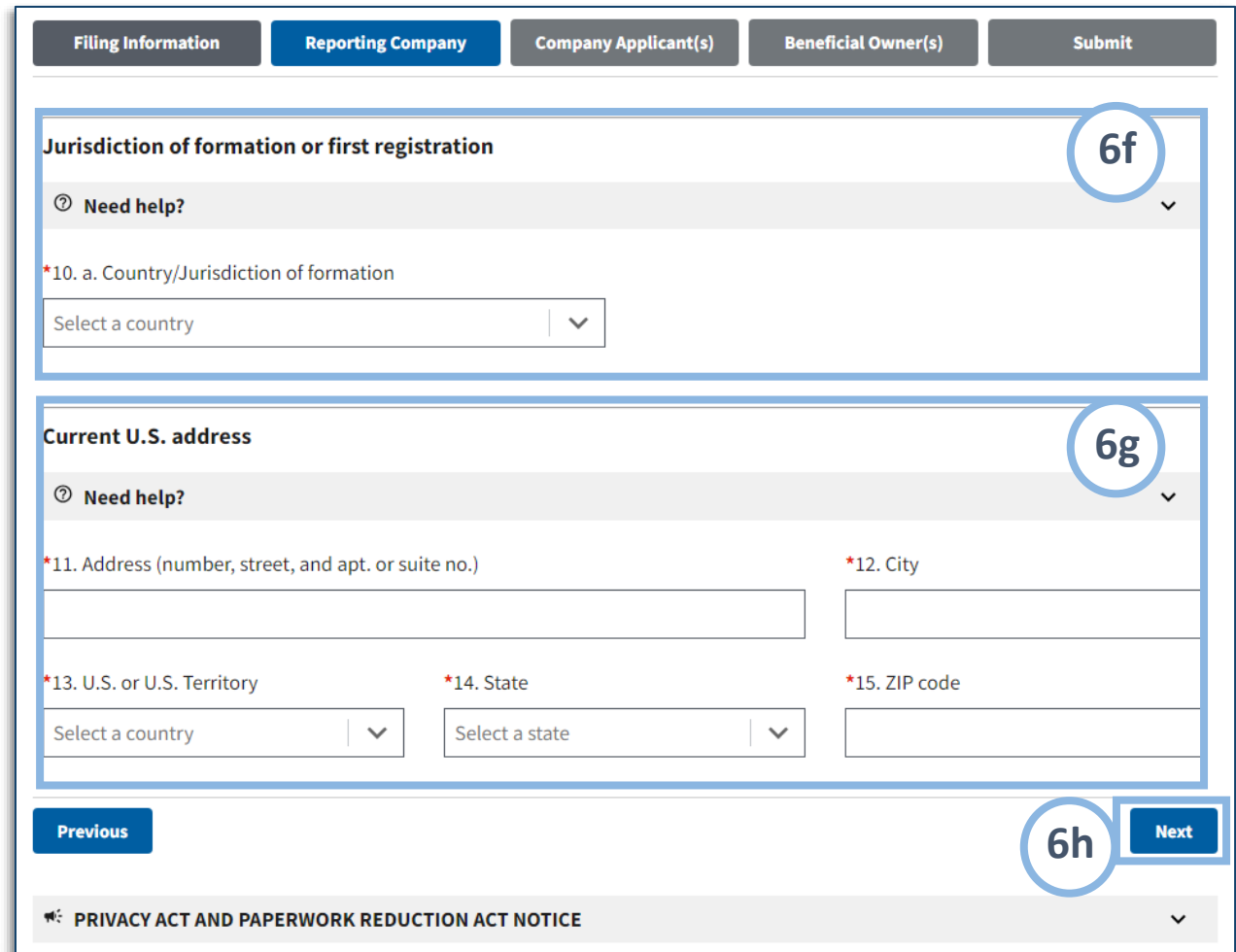
If United States is selected, **State of formation** and **Tribal jurisdiction of formation** fields appear. One of these fields must be completed.

If a U.S. Territory is selected, **State of formation** field appears and is automatically populated with that U.S. Territory.

If a foreign country is selected, **State of first registration** and **Tribal jurisdiction of first registration** fields appear. One of these fields must be completed.

6g. Complete all fields under the **Current U.S. Address** section. Select U.S. or U.S. Territory from this dropdown menu. If United States selected, the State dropdown must be completed. If U.S. Territory is selected, the State field is automatically populated with that U.S. Territory.

6h. Click the **Next** button.



The screenshot shows the 'Reporting Company' section of the Online BOIR form. It features a navigation bar with tabs for 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Reporting Company' section is highlighted with a blue border and contains two main sections: 'Jurisdiction of formation or first registration' (labeled 6f) and 'Current U.S. address' (labeled 6g). The 'Jurisdiction of formation or first registration' section includes a 'Need help?' link and a dropdown menu for '*10. a. Country/Jurisdiction of formation'. The 'Current U.S. address' section includes a 'Need help?' link and five input fields: '*11. Address (number, street, and apt. or suite no.)', '*12. City', '*13. U.S. or U.S. Territory' (dropdown), '*14. State' (dropdown), and '*15. ZIP code'. At the bottom of the form, there are 'Previous' and 'Next' buttons (labeled 6h) and a 'PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE' link.

7. Under the *Company Applicant(s)* tab, complete sections and fields as required.
- 7a. Select the **Existing reporting company** checkbox if the reporting company was created or registered before January 1, 2024.
NOTE: When **Existing reporting company** is selected, *Company Applicant Information* is no longer required and the fields under this tab are cleared/disabled.

Filing Information Reporting Company **Company Applicant(s)** Beneficial Owner(s) Submit

[Need help?](#)

16. Existing reporting company (check if existing reporting company as of January 1, 2024)

17. (This item is reserved for future use)

Part II. Company Applicant Information [Add Company Applicant](#)

[Need help?](#)

Company Applicant #1

Company applicant FinCEN ID

[Need help?](#)

18. FinCEN ID

Legal name and date of birth

- 7b. If applicable, enter the 12-digit **FinCEN ID** of the company applicant. After a valid FinCEN ID is entered, all remaining fields for the company applicant will be cleared/disabled.

Filing Information Reporting Company **Company Applicant(s)** Beneficial Owner(s) Submit

Need help?

16. Existing reporting company (check if existing reporting company as of January 1, 2024)

17. (This item is reserved for future use)

Part II. Company Applicant Information Add Company Applicant

Need help?

Company Applicant #1

Company applicant FinCEN ID 7b

Need help?

18. FinCEN ID

3000-0000-0154

Previous Next

7c. If you do not enter a **FinCEN ID** for a company applicant, enter the company applicant’s information in the **Legal name and date of birth** and **Current Address sections**.

NOTE: For a company applicant who forms or registers entities in the course of their business, report the street address of such business. Report the residential address of other company applicants.

Filing Information
Reporting Company
Company Applicant(s)
Beneficial Owner(s)
Submit

Legal name and date of birth

ⓘ Need help?
7c
▼

***19. Individual's last name**

***20. First name**

21. Middle name

22. Suffix

***23. Date of birth**

Current address

ⓘ Need help?
▼

***24. Address type**

Business Address
 Residential Address

***25. Address (number, street, and apt. or suite no.)**

***26. City**

***27. Country/Jurisdiction**

***28. State**

***29. ZIP/Foreign postal code**

- 7d.** If you do not enter a **FinCEN ID** for a company applicant, enter the company applicant’s information under the **Form of identification and issuing jurisdiction** section.
- 7e.** If you do not enter a FinCEN ID for a company applicant, attach an image of an acceptable identifying document for the company applicant.

Identifying document image guidelines:

- The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. One file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum file size: 4MB

The screenshot shows the 'Company Applicant(s)' step of the BOIR form. At the top, there are tabs for 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. The 'Company Applicant(s)' tab is selected. Below the tabs are two dropdown menus: 'Select a country' and 'Select a state'. The main section is titled 'Form of identification and issuing jurisdiction'. A dropdown menu labeled 'Need help?' is highlighted with a blue circle and the number '7d'. Below this are four main fields:

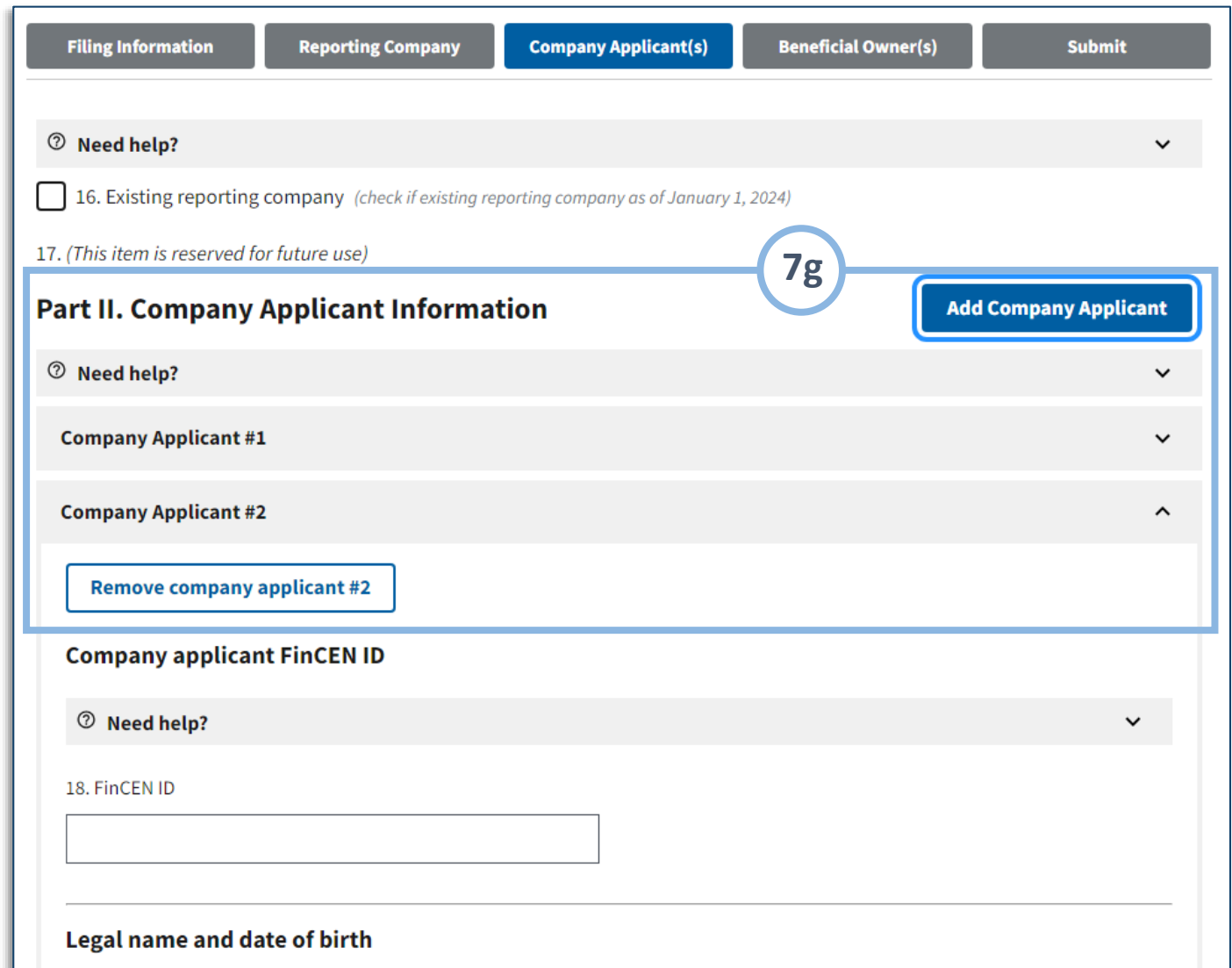
- *30. Identifying document type: A dropdown menu labeled 'Select an ID type'.
- *31. Identifying document number: A text input field.
- *32. Identifying document issuing jurisdiction: A section with four sub-fields:
 - a. Country/Jurisdiction: A dropdown menu labeled 'Select a country/jurisdiction'.
 - b. State: A dropdown menu labeled 'Select a state'.
 - c. Local/Tribal: A dropdown menu labeled 'Select a local/tribal'.
 - d. Other local/Tribal description: A text input field.
- *33. Identifying document image: A dashed box containing the text 'Drag file here or [choose from folder](#)'. This area is highlighted with a blue box and the number '7e'.

 At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a blue box and the number '7f'.

- 7f.** Click the **Next** button.

7g. After providing the required information for a company applicant, click the **Add company applicant** button to add an additional company applicant if required. An additional company applicant section (i.e. Company Applicant #2) will be added under the first company applicant section (i.e. Company Applicant #1). Click the “Remove company applicant” button to remove a company applicant.

NOTE: Reporting companies are required to report up to two company applicants.



Filing Information **Reporting Company** **Company Applicant(s)** **Beneficial Owner(s)** **Submit**

🔍 Need help? ▾

16. Existing reporting company *(check if existing reporting company as of January 1, 2024)*

17. *(This item is reserved for future use)*

Part II. Company Applicant Information 7g Add Company Applicant

🔍 Need help? ▾

Company Applicant #1 ▾

Company Applicant #2 ▲

Remove company applicant #2

Company applicant FinCEN ID

🔍 Need help? ▾

18. FinCEN ID

Legal name and date of birth

8. Under the *Beneficial Owner(s)* tab, complete the sections and fields as required.

NOTE: Refer to the Small Entity Compliance Guide at fincen.gov/boi for additional information for special reporting situations.

- 8a. If applicable, enter the 12-digit **FinCEN ID** of the beneficial owner. After a valid FinCEN ID is entered, all remaining fields (except for the **Parent/Guardian information instead of minor child checkbox**) for the *Beneficial Owner(s)* tab will be cleared/disabled.

The screenshot shows the 'Beneficial Owner(s)' tab in the Online BOIR system. At the top, there are navigation tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)', and 'Submit'. Below these is a message: '34. (This item is reserved for future use)'. The main section is titled 'Part III. Beneficial Owner Information' with an 'Add Beneficial Owner' button. Under this section, there are several expandable panels: 'Need help?' (collapsed), 'Beneficial Owner #1' (expanded), and another 'Need help?' (collapsed). The 'Beneficial Owner #1' panel contains a 'Need help?' (collapsed) and a checkbox for '35. Parent/Guardian information instead of minor child' with a sub-note: '(check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)'. Below this is the 'Beneficial Owner FinCEN ID' section, which has a 'Need help?' (collapsed) and a text input field for '36. FinCEN ID'. A blue box highlights this input field, and a blue circle with '8a' points to it. At the bottom of the panel is an 'Exempt entity' section with a 'Need help?' (collapsed) and a checkbox for '37. Exempt entity'.

8b. If you do not enter a **FinCEN ID** for a beneficial owner, enter the beneficial owner’s information in the **Legal name and date of birth** and **Residential address** sections.

Filing Information
Reporting Company
Company Applicant(s)
Beneficial Owner(s)
Submit

Legal name and date of birth

? **Need help?** ▼

***38.** Individual's last name or entity's legal name

***39.** First name

40. Middle name

41. Suffix

***42.** Date of birth

Residential address

? **Need help?** ▼

***43.** Address (number, street, and apt. or suite no.)

***44.** City

***45.** Country/Jurisdiction

▼

***46.** State

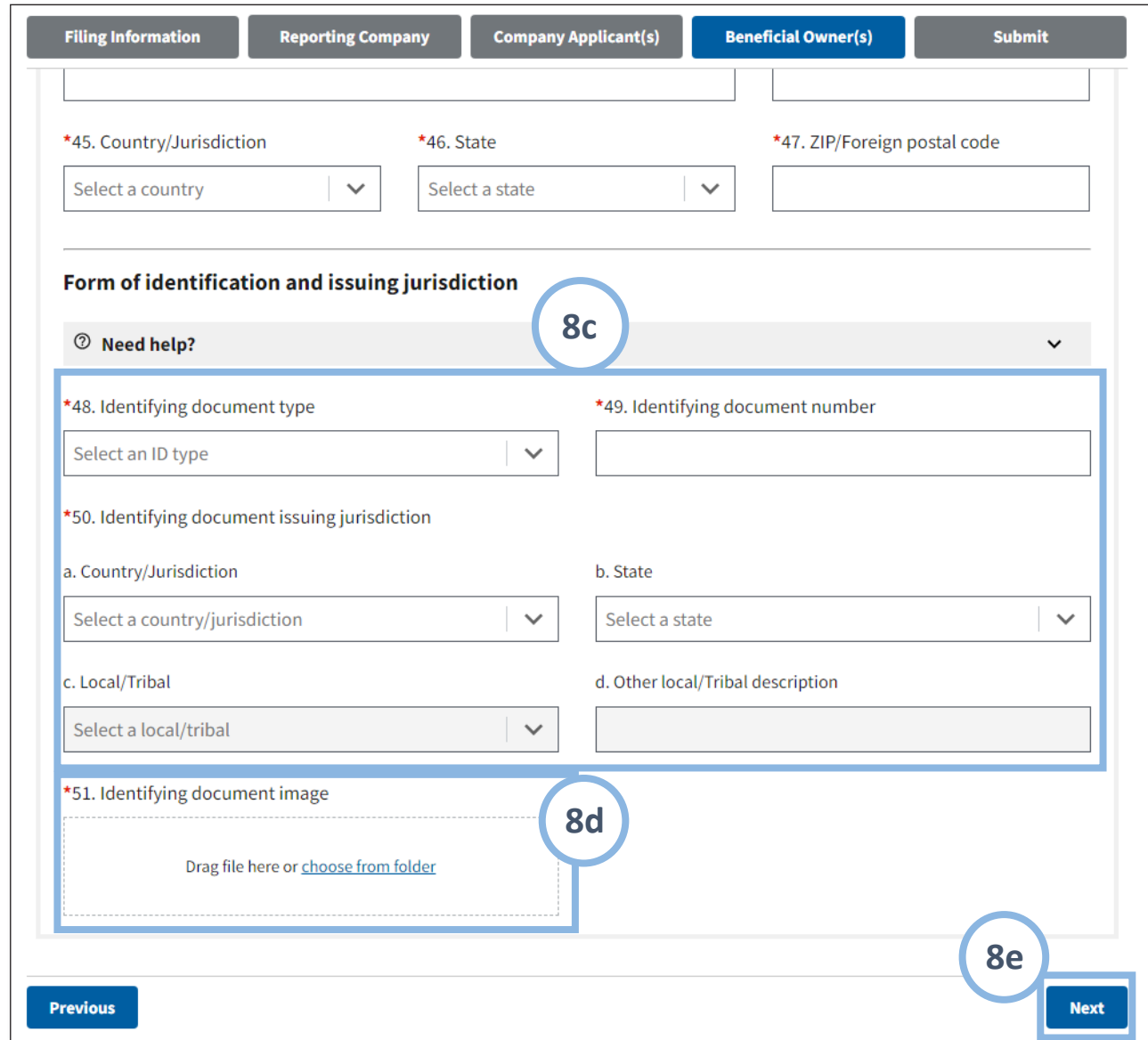
▼

***47.** ZIP/Foreign postal code

- 8c.** If you do not enter a **FinCEN ID** for a beneficial owner, enter information under the **Form of identification and issuing jurisdiction** section.
- 8d.** Attach an image of an acceptable identifying document for the beneficial owner.
- 8e.** Click the **Next** button.

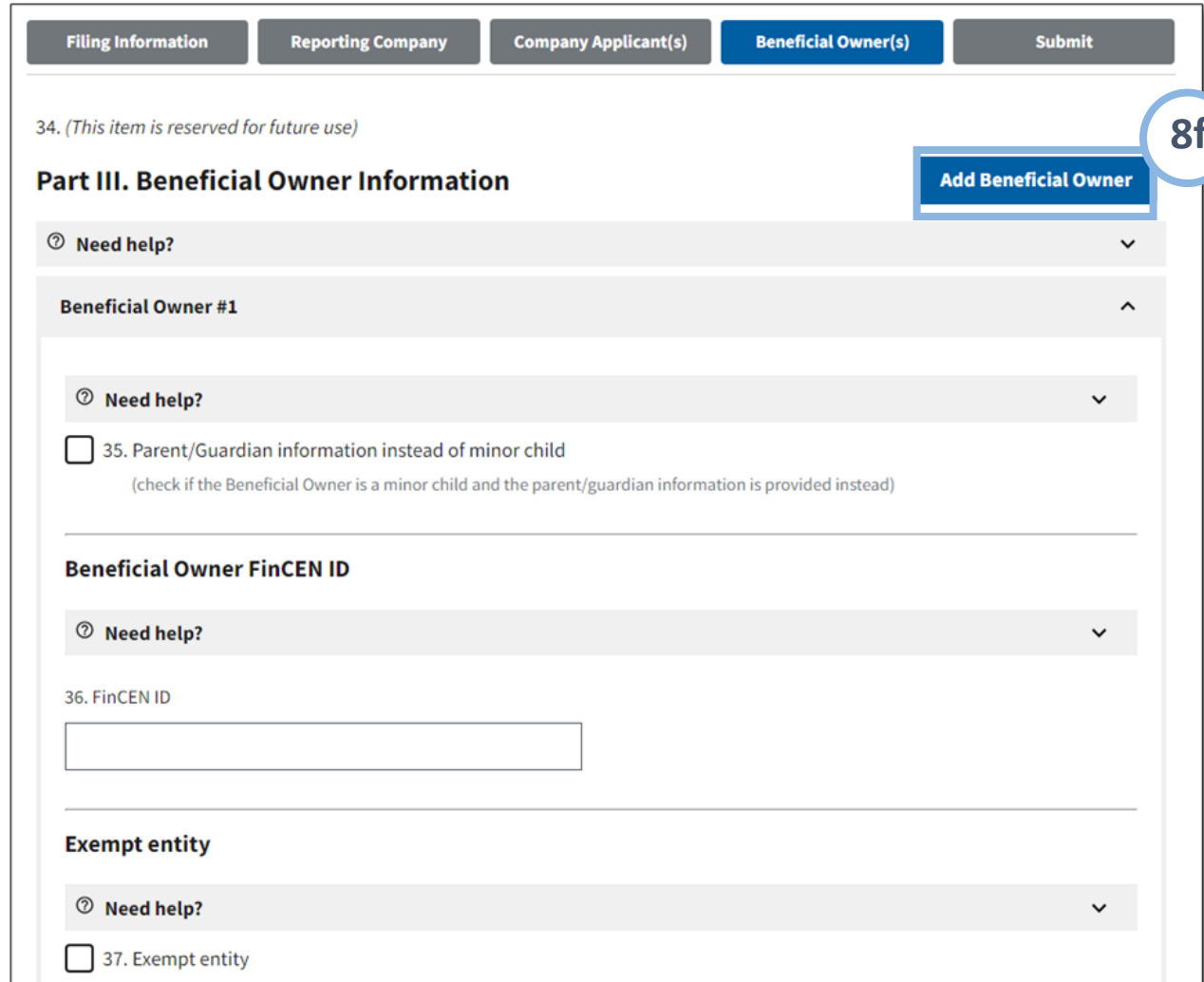
Identifying document image guidelines:

- The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. One file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum file size: 4MB



The screenshot shows the 'Beneficial Owner(s)' step of the BOIR filing process. At the top, there are navigation tabs: 'Filing Information', 'Reporting Company', 'Company Applicant(s)', 'Beneficial Owner(s)' (which is active), and 'Submit'. Below the tabs are three input fields: '*45. Country/Jurisdiction' (a dropdown menu with 'Select a country'), '*46. State' (a dropdown menu with 'Select a state'), and '*47. ZIP/Foreign postal code' (a text input field). A section titled 'Form of identification and issuing jurisdiction' is highlighted with a blue border. It contains a 'Need help?' link and a dropdown menu labeled '8c'. Below this are four fields: '*48. Identifying document type' (dropdown, 'Select an ID type'), '*49. Identifying document number' (text input), '*50. Identifying document issuing jurisdiction' (sub-section with four dropdowns: 'a. Country/Jurisdiction', 'b. State', 'c. Local/Tribal', and 'd. Other local/Tribal description'), and '*51. Identifying document image' (a dashed box with the text 'Drag file here or [choose from folder](#)'), which is also highlighted with a blue border and labeled '8d'. At the bottom right, there is a 'Next' button labeled '8e' and a 'Previous' button on the bottom left.

- 8f. After providing the required information for a beneficial owner, click the **Add Beneficial owner** button to add additional beneficial owners as needed.
- Note:** There is no limit to the number of Beneficial Owners that may be reported. However, the BOIR limits the number of beneficial owners to 99.



The screenshot shows the 'Beneficial Owner(s)' tab selected in the top navigation bar. Below the navigation bar, there is a section for '34. (This item is reserved for future use)'. The main section is titled 'Part III. Beneficial Owner Information'. A blue button labeled 'Add Beneficial Owner' is highlighted with a blue circle and the label '8f'. Below this button, there is a 'Beneficial Owner #1' section. This section includes a 'Need help?' dropdown menu, a checkbox for '35. Parent/Guardian information instead of minor child' (with a note to check if the owner is a minor child), a 'Beneficial Owner FinCEN ID' section with another 'Need help?' dropdown, and a text input field for '36. FinCEN ID'. At the bottom of the section, there is an 'Exempt entity' section with a 'Need help?' dropdown and a checkbox for '37. Exempt entity'.

9. Under the *Submit* tab, complete all required fields.
10. Select the **I agree** checkbox indicating that you certify that all information is true, correct, and complete.
Selecting “I agree” to the certification will perform validation of all fields. If there are missing system-required fields or invalid entries, they will be displayed at this time and the **I agree** checkbox will NOT be selected.
11. Select the hCaptcha textbox **I am human**. You will be prompted with images to select in response to a question to verify you are not a robot.
12. Click the **Submit BOIR** button.

Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol are the fields that, *at a minimum*, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requirements are summarized above under HELP.

Filing Information
Reporting Company
Company Applicant(s)
Beneficial Owner(s)
Submit

Complete all fields below before submitting. Directly after submission, a processing page will be displayed, followed by a page confirming the status of your report. This confirmation page will also give you an opportunity to download a transcript of your report.

9 *Email

*Confirm Email


*First Name

*Last Name

10 *I certify that I am authorized to file this BOIR on behalf of the reporting company. I further certify, on behalf of the reporting company, that the information contained in this BOIR is true, correct, and complete.

I agree

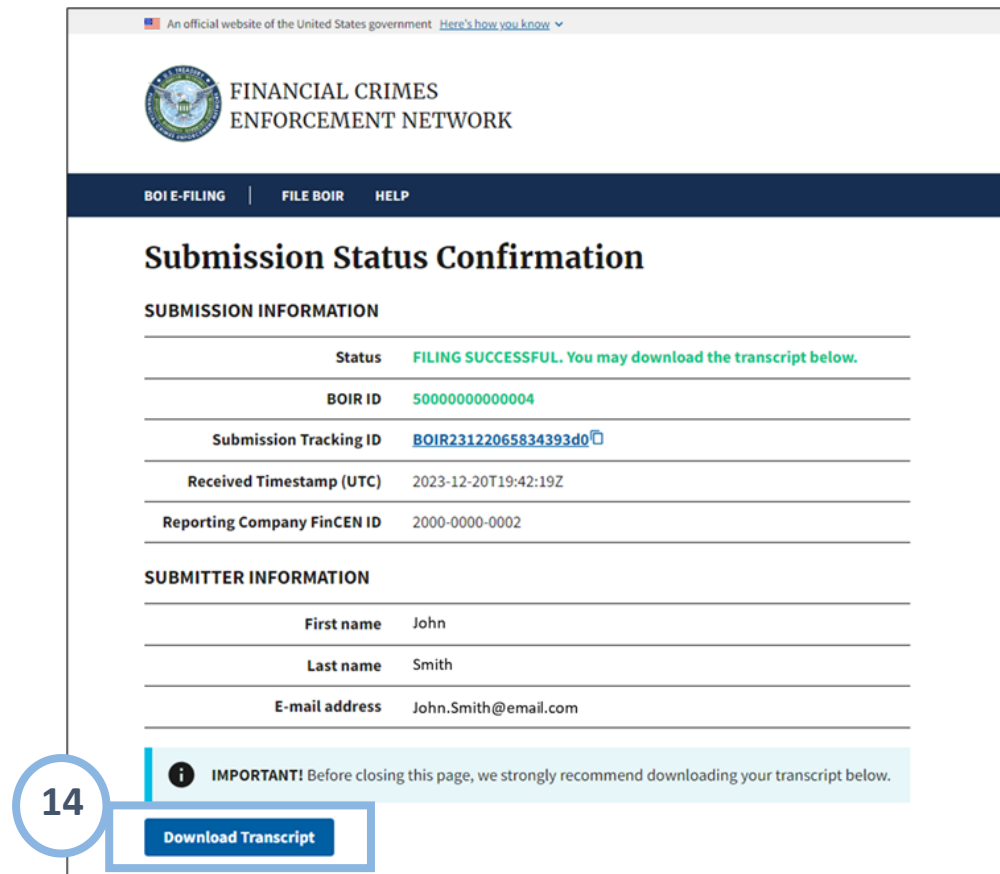
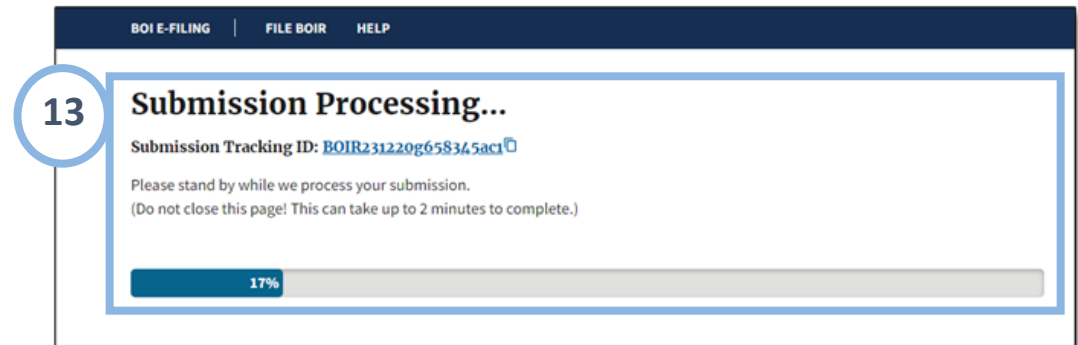
COMPLIANCE REMINDER: The willful failure to report complete beneficial ownership information to FinCEN, the willful failure to update beneficial ownership information provided to FinCEN when previously reported information changes, or the willful provision of false or fraudulent beneficial ownership information to FinCEN, may result in civil or criminal penalties. A person may also be subject to civil or criminal penalties for willfully causing a reporting company to report incomplete or false beneficial ownership information to FinCEN.

11 I am human 

12 Submit BOIR

Previous
Next

13. The BOIR E-Filing System will display a progress bar during submission processing. After the submission is processed successfully, you will see the Submission Status Confirmation page.
14. Select the Download Transcript button to download a PDF copy of the transcript which includes a copy of the confirmation page details and the report data in transcript format. This serves as a receipt of your submission.



BOIRs may be updated or corrected. **NOTE:** When a corrected or updated report is filed via the online BOIR, the filer will have to complete the **entire BOIR**, not just provide the updated/corrected information.

Updated Reports

Required when there is a change to previously reported information about the reporting company itself, or the beneficial owners.

Versus

Corrected Reports

Required when previously reported information was inaccurate when filed and remains inaccurate.

Online BOIR – Updated and Corrected Reports

Access the Online BOIR as indicated in the previous steps.

Select the **Correct prior report**, **Update prior report**, or **Newly exempt entity** checkbox.

Note: When **Correct prior report**, **Update prior report**, or **Newly exempt entity** is selected, fields appear for **Legal name**, **Tax identification type**, and **Tax identification number**. Complete these fields with the reporting company information from the company’s most recently filed prior BOIR.

When **Newly exempt entity** is selected, *Reporting Company*, *Company Applicant(s)* and *Beneficial Owner(s)* tabs are cleared/ disabled. If **Correct prior report** or **Update prior report** is selected, these tabs remain active and should be completed as required.

Click **Next** and enter all required information and submit the Online BOIR.

Beneficial Ownership Information Report (BOIR)

OMB No. 1506-0076

Complete the report in its entirety with all required information. Fields marked with an asterisk (*) symbol are the fields that, *at a minimum*, must be completed by all companies to file the report. Reporting companies, however, must include all information 31 CFR 1010.380(b) requires them to provide, regardless of whether a field is marked with an asterisk (*) symbol. These information requirements are summarized above under HELP.

Filing Information
Reporting Company
Company Applicant(s)
Beneficial Owner(s)
Submit

Filing Information

Need help?

*1. Type of filing:

a. Initial report

b. Correct prior report

c. Update prior report

d. Newly exempt entity

Reporting Company associated with latest report (not applicable for initial report)

*e. Legal name

*f. Tax Identification type

Select an ID type
▼

*g. Tax Identification number

h. Country/Jurisdiction (if foreign tax ID only)

Select a country
▼

Date prepared (auto-filled)

12/21/2023

Previous
Next

The following errors may be encountered when using the BOI E-Filing System. Methods to correct them are listed below.

Error: When attempting to certify the Online BOIR, a message displays indicating a missing field and highlighting it on the screen.

√ Fill in the missing required information, certify the BOIR, and submit.

Error: File size exceeded when attaching identifying document

√ If you upload an identifying document attachment that is greater than 4MB, you must decrease the size of your attachment file. For example, if the file is a JPEG image of a driver's license or passport, you can decrease the size of the image. The best way to decrease an image's size will depend on the image program used, but instructions for doing so generally may be found online.

Error: File type not accepted.

√ The only file types accepted for identifying document uploads are JPG/JPEG, PNG, and PDF. Check the file type and change it to one of the approved types, then re-attach the file.

The following errors may be encountered when using the BOI E-Filing System. Methods to correct them are listed below.

Error: Only one file is accepted when you try to upload multiple identifying documents.

- ✓ The system will allow you to upload only one identifying document attachment per beneficial owner or company applicant. Select one identifying document to attach for each beneficial owner or company applicant.

Error: ‘Rejected’ displays on BOIR submission confirmation page

- ✓ The BOIR was not successfully filed. Review/resolve the error(s) displayed at the bottom of the submission status confirmation page and then resubmit.

Error: BOIR filing receives a status of Rejected due to error code SBE01

- ✓ This means that your BOIR could not be processed by FinCEN at this time. Resubmit the BOIR.