

### Online Filing Method

FinCEN’s electronic filing system for beneficial ownership information is where companies go to file Beneficial Owner Information Reports (BOIRs). If you opt to use the online filing method, you will complete your BOIR online by directly entering your information into FinCEN’s system.



Need further information? Consult the Small Entity Compliance Guide or BOIR Online E-File Step-by-Step Instructions.

- Collect 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 (an “Online BOIR”) because you complete and submit the web filing in real time. It cannot be saved and worked on later.



- Obtain an electronic image of the acceptable identification document, which is required for each company applicant and beneficial owner unless a FinCEN ID is provided. An acceptable identification document is a 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.

- Have either web browser (e.g., Microsoft Edge, Google Chrome) available.

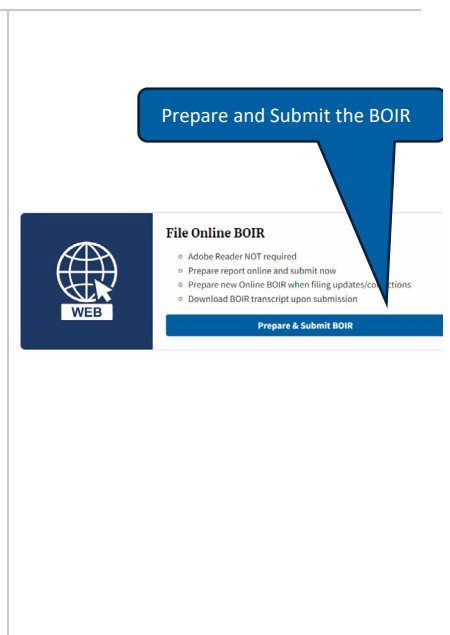
### Navigate to the BOIR E-Filing Application



- The BOIR E-Filing application home page (<https://boiefiling.fincen.gov>) can be accessed from a personal computer or mobile device that has internet connectivity. On this home page, click “File BOIR.” On the next screen, click “Prepare & Submit BOIR” under the “File Online BOIR” option to begin completing your Online BOIR.



The screenshot shows the BOIR E-Filing System home page. At the top, it says "FINANCIAL CRIMES ENFORCEMENT NETWORK" with a logo. Below that is a navigation bar with "BOIR E-FILING", "FILE BOIR", and "HELP". A blue callout bubble labeled "Additional guidance" points to the "HELP" link. The main content area has a "Welcome to the BOIR E-Filing System" section with a "File BOIR" callout bubble pointing to a "File BOIR" button. Below this are two buttons: "File BOIR" (with a house icon) and "Help" (with a question mark icon). To the right, there are sections for "Beneficial Ownership Information (BOI) Reporting" with a "GET STARTED" button, "Bank Secrecy Act (BSA) Reporting" with a "BSA E-FILING" button, and "Newsroom & Announcements" with the text "Coming soon ...".



The screenshot shows the "File Online BOIR" section of the application. It features a "WEB" icon with a globe and a mouse cursor. A blue callout bubble labeled "Prepare and Submit the BOIR" points to a "Prepare & Submit BOIR" button. Below the icon, there is a list of instructions: "Adobe Reader NOT required", "Prepare report online and submit now", "Prepare new Online BOIR when filing updates/corrections", and "Download BOIR transcript upon submission".

## Complete the Online BOIR

- Start your Online BOIR by completing the Filing Information section. You must first indicate the ‘Type of filing.’
- Click on each of the section tabs to enter additional required information, attaching images of acceptable identification documents of beneficial owners or company applicants as appropriate where indicated.

## Submit the Online BOIR

- The Online BOIR is ready to be filed when you have entered the required information into all appropriate fields. On the ‘Submission’ section of the Online BOIR, enter your name and email address and complete the required certification. Then select the ‘Submit Online BOIR’ button.

## Submission Confirmation

- After you select 'Submit Online BOIR,' the system will display a submission status screen. You will be able to download a copy of your BOIR filing from this submission status page.

An official website of the United States government [Here's how you know](#)

FINANCIAL CRIMES ENFORCEMENT NETWORK

BOI E-FILING | FILE BOIR | HELP

### Submission Status Confirmation

**SUBMISSION INFORMATION**

Status	FILING SUCCESSFUL. You may download the transcript below.
BOIR ID	5000000000004
Submission Tracking ID	<a href="#">BOIR23122065834393d0</a>
Received Timestamp (UTC)	2023-12-20T19:42:19Z
Reporting Company FinCEN ID	2000-0000-0002

**SUBMITTER INFORMATION**

First name	John
Last name	Smith
E-mail address	John.S

**IMPORTANT!** Before closing this page, we strongly recommend downloading your transcript below.

[Download Transcript](#)

Download a PDF copy of your submission. This transcript serves as a receipt of your submission.