

FinCEN Filing Preparation

Multi-State



Date: October 2025

To: All Agents

From: Elizabeth J. Wyszong Berg

Subject: FinCEN Filing Preparation

Creating Accounts in Preparation for Filing FinCEN RRER Forms

Starting on March 1, 2026, settlement agents will be collecting information on residential real estate transactions and reporting the information to the Financial Crimes Enforcement Network (FinCEN). Prior to the start of this new requirement, accounts will need to be created at login.gov and with FinCEN itself. This guide is to assist Supervisory Users and Users in creating these accounts.

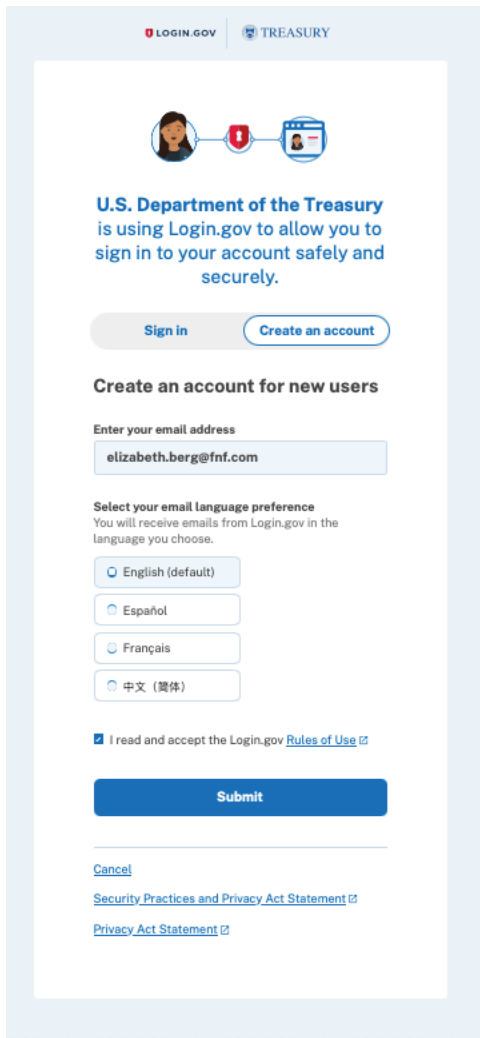
There are two types of accounts: **Supervisory User** and **User**. A settlement agent's unique title agency will want to establish who will be supervisory users and users in advance of setting up accounts. Supervisory Users will have authority to change entity information and view all aspects of an organization's filing status while a User will only be able to see the status of their own filings.

For business continuity purposes, it is advisable to have at least 2 Supervisory Users.

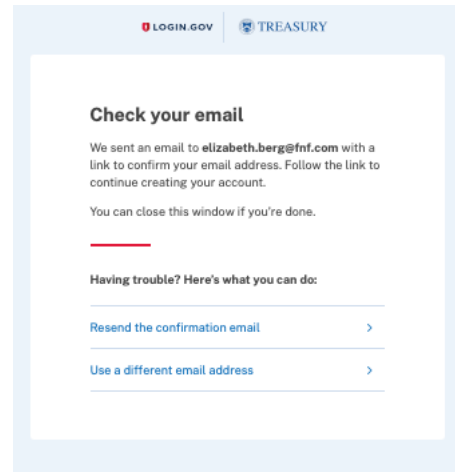
Login.gov

Login.gov is the federal government’s method of cybersecurity. To file FinCEN reports, accounts for all FinCEN Supervisors and Users will need to be filed.

Step 1: Provide the User’s email and other information to Login.Gov

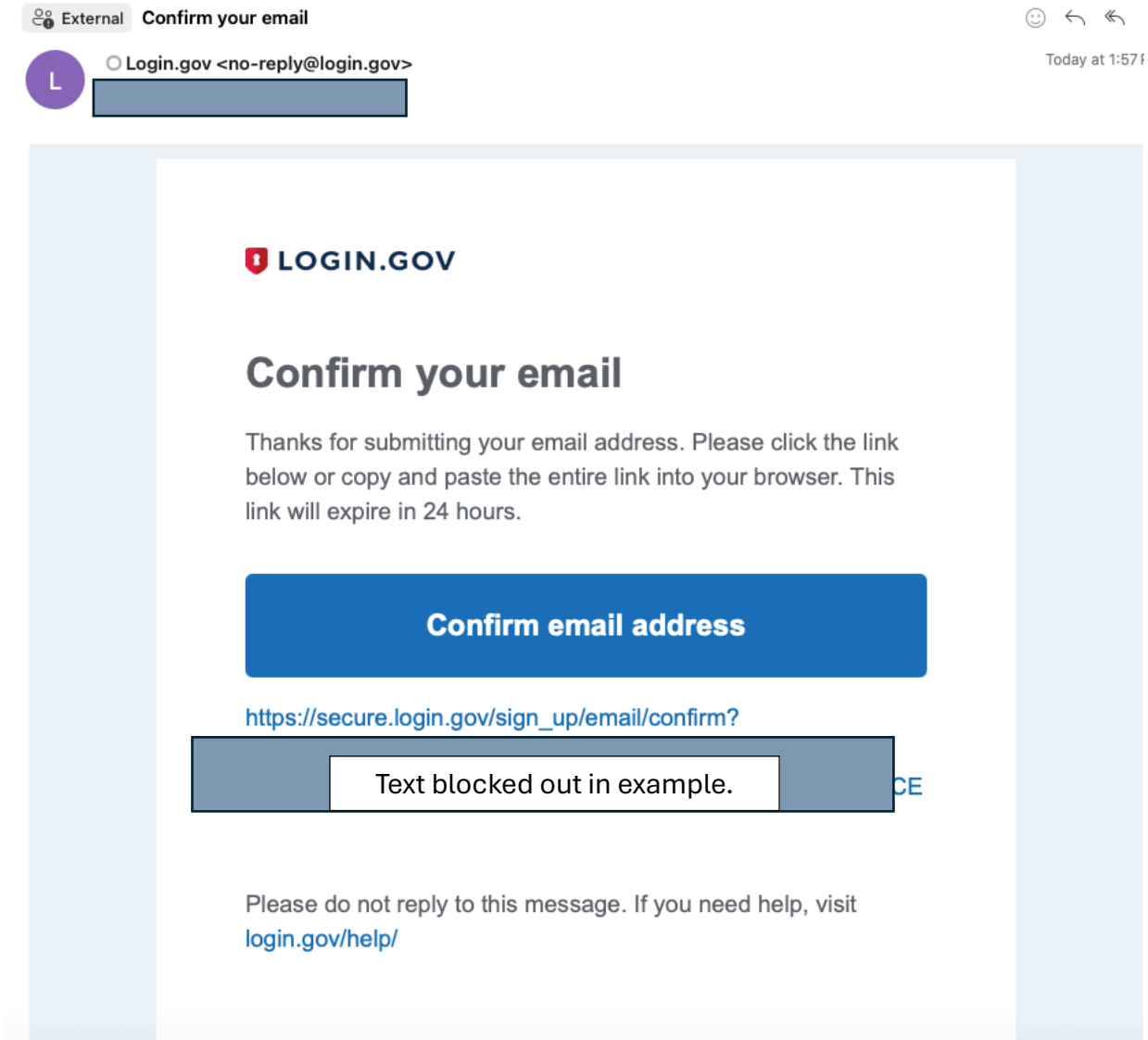


Step 2: An email will be sent by Login.Gov



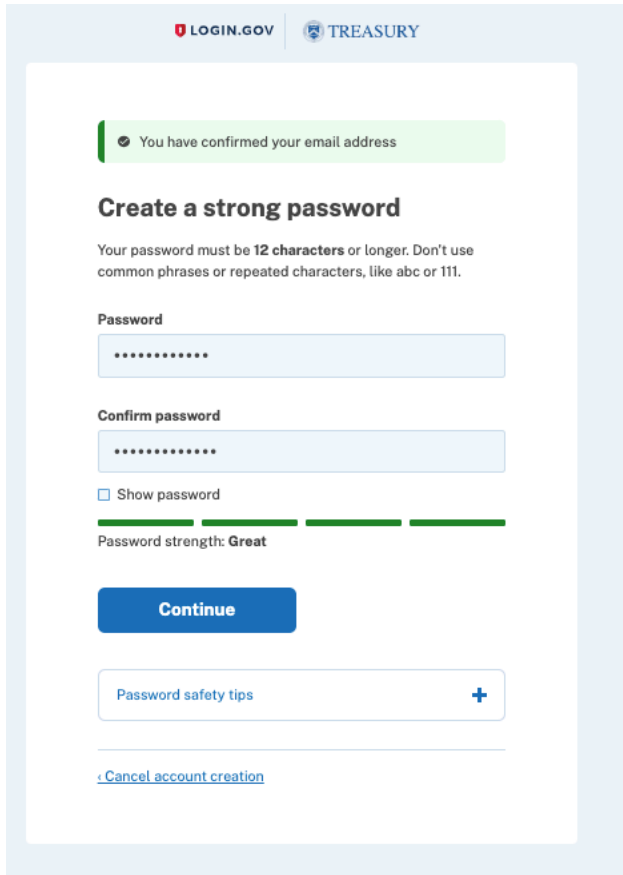
This information is for your reference only and is not intended to represent the only approach to any particular issue. These guidelines should not be construed as legal, financial or business advice. We recommend you consult your legal counsel and subject-matter experts to determine appropriate policies, procedures and strategies applicable to your office or organization.

Step 3: The User will receive an email that looks like this requiring the User to confirm their email address



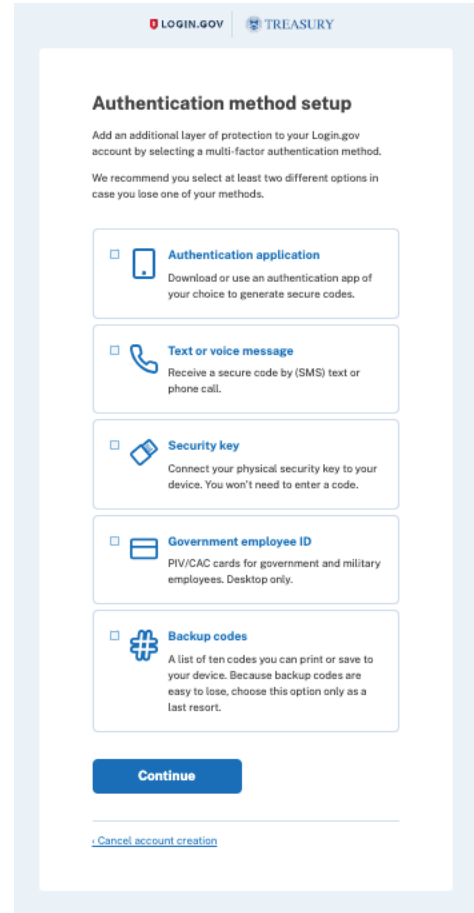
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Step 4: After the User’s email is confirmed, the User will need to create a strong password.



The screenshot shows the 'Create a strong password' step. At the top, there is a green confirmation message: 'You have confirmed your email address'. Below this, the heading 'Create a strong password' is followed by instructions: 'Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.' There are two input fields for 'Password' and 'Confirm password', both containing masked characters. A 'Show password' checkbox is present. A progress bar indicates the password strength is 'Great'. A blue 'Continue' button is at the bottom. There is also a link for 'Password safety tips' and a link to 'Cancel account creation'.

Step 5: The user will set up their first multi-factor method to authenticate their account.



The screenshot shows the 'Authentication method setup' step. It includes the heading 'Authentication method setup' and instructions: 'Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.' There are five selectable options, each with a checkbox and a brief description: 'Authentication application', 'Text or voice message', 'Security key', 'Government employee ID', and 'Backup codes'. A blue 'Continue' button is at the bottom. There is also a link to 'Cancel account creation'.

Example: Multi-factor authentication using a telephone number.

Step 6: The User will set up a second multi-factor authentication method

Add a phone number

We'll send you a one-time code each time you sign in.
Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code
 Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select "Phone call."

Send code

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. Read Login.gov's [Mobile Terms of Use](#).

[Choose another authentication method](#)

A phone was added to your account.

You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

Add another method

[Skip for now](#)

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 317-432-6457. This code will expire in 10 minutes.

One-time code
 Example: 123456

Remember this browser

Submit

[Send another code](#)

Having trouble? Here's what you can do:

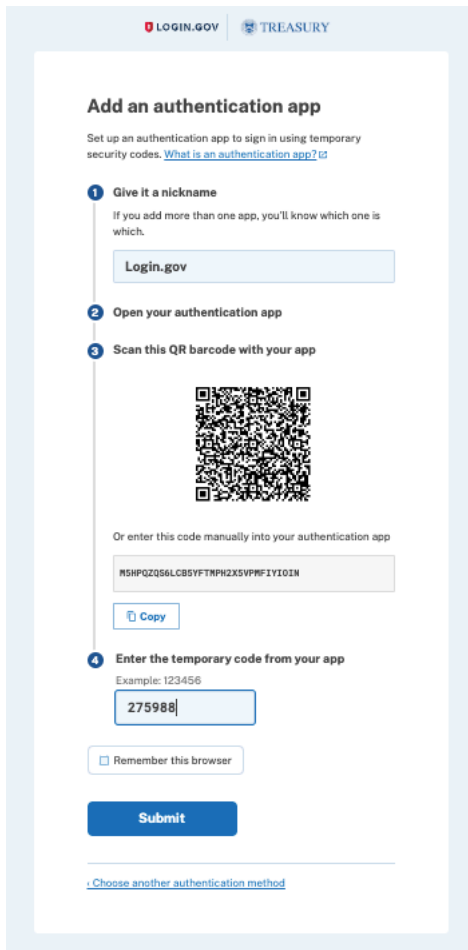
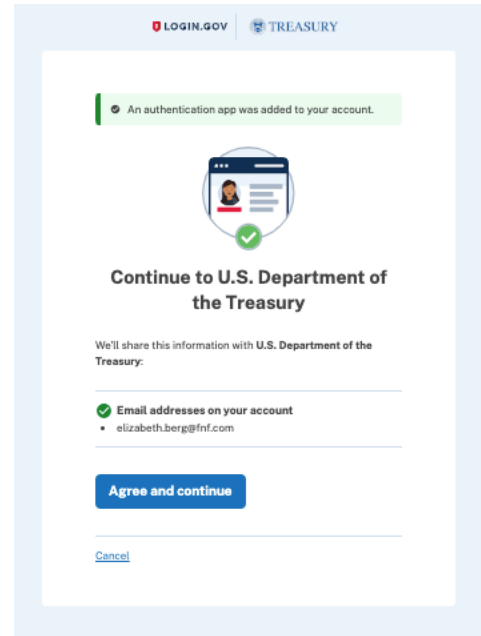
- [Use another phone number](#)
- [I didn't receive my one-time code](#)
- [Learn more about authentication options](#)

[Choose another authentication method](#)

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Example: Setting up using an authentication application on the User’s cell phone or other device.

Step 7: The User is ready to continue to the U.S. Department of Treasury to create Supervisory Users, register the Organization company and create other Users.

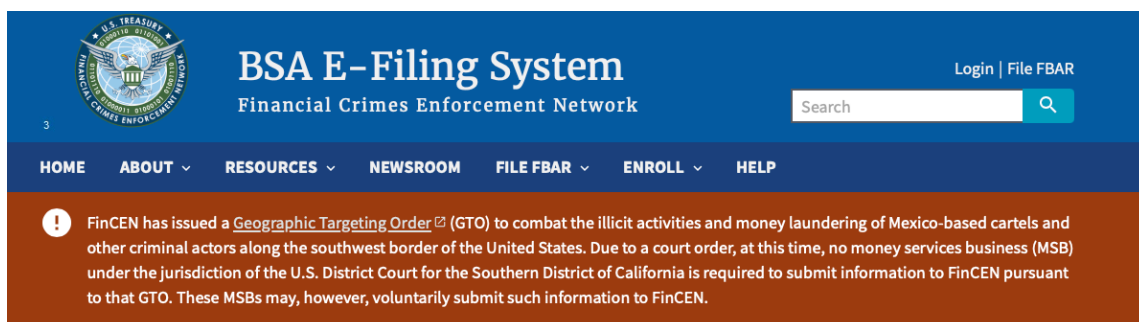



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BSA E-Filing System available at <https://bsaeiling.fincen.gov>

FinCEN collects many different report types in its BSA E-Filing System that was created to handle Bank Secrecy Act reporting. Even though the form input portal has not been created by FinCEN yet, Supervisory Users and Users can still begin to explore the system in preparation for the March 1, 2026 start date.

Step 1: A Supervisory User begins on this page to “Create a Supervisory User account.” **A SUPERVISORY USER IS CREATED AT THE SAME TIME AS THE ORGANIZATION IS REGISTERED WITH FinCEN.**



The screenshot shows the homepage of the BSA E-Filing System. At the top left is the U.S. Treasury seal. The main header reads "BSA E-Filing System" and "Financial Crimes Enforcement Network". There are links for "Login" and "File FBAR", and a search bar. A navigation menu includes "HOME", "ABOUT", "RESOURCES", "NEWSROOM", "FILE FBAR", "ENROLL", and "HELP". A prominent orange banner contains a warning: "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."

Sign in

or [create a Supervisory User account](#)

ATTENTION:

All enrolled users must now use a Login.gov account to sign in to their new or existing BSA E-Filing account. Click below to sign in with your existing Login.gov account or to create an account with Login.gov. Click [here](#) for more information.



Step 2: Agree to the Warning

Supervisory User Registration

User Agreement	Organization Information	New User Information	Enroll Completion
<p>DISCLAIMER +</p> <p>WARNING! WARNING! WARNING! THIS SYSTEM IS PROVIDED FOR AUTHORIZED USE ONLY</p> <p>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.</p> <p>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.</p> <p><input type="checkbox"/> I Agree</p> <p>Start Enrollment</p>			

Step 3: The Supervisory User will indicate they are the Supervisory User and provide information about the organization including the EIN and who the Federal Regulator or Examiner is. For Title Agents, there is the option of State Regulator.

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

Country

Street Address

City **State**

ZIP/Postal Code

EIN

MICR Number (Optional)

TCC (Optional)

Federal Regulator or Examiner

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Step 4: The Supervisory User will enter their information under the New User Information tab and indicate their role is Supervisory.

Supervisory User Registration

User Agreement	Organization Information	New User Information	Enroll Completion
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User Information

Complete the following information about yourself.

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**

Back	Continue
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Step 5: The Supervisory User will review the Organization Information and New User Information. If edits are needed, there is an edit option on the right-hand side of the screen. If the information is correct, the Supervisory User clicks Register. Once registered, a number will be provided for the organization that should be saved in a secure location.

Supervisory User Registration

User Agreement	Organization Information	New User Information	Enroll Completion
----------------	--------------------------	----------------------	-------------------

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 Agency**

Street Address: **123 Main Street**

City: **Anywhere**

State: **AL**

ZIP/Postal Code: **00034**

Country: **United States of America**

EIN: **999999999**

MICR Number:

TCC:

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

New User Information

[Edit User Information](#)

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

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

First Name: **Closer**

Middle Initial:

Last Name: **Settlement agent**

Title: **Ms**

Position/Job Title:

Phone Number: **999999990**

Type: **Supervisory**

[Back](#)

[Register](#)

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Once, in the BSA E-Filing System looks like the screen below.

BSA E-Filing System
Financial Crimes Enforcement Network

You are logged in as [redacted] | [My Profile](#) | [Help](#) | [Logout](#)

[HOME](#) | [FILE NOW](#) | [FILING STATUS](#) | [ACCOUNT MANAGEMENT](#) | [SECURE MAILBOX](#) | [RESOURCES](#) | [LINKS](#)

! 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.

System Maintenance
On Friday, Jun 20, 2025 from 8:00PM until Saturday, Jun 21, 2025 at 1:00AM (Eastern Time), the BSA E-Filing system will be unavailable for use due to routine maintenance. We apologize for any inconvenience this may cause. The system will be available after 1:00AM (Eastern Time) on Saturday.

Welcome, [redacted]!
Last login: [redacted]

[GETTING STARTED](#) | [WHAT'S NEW](#) | [SUPPORT CENTER](#)

File Now | **Manage Account**

Announcements

Subject	Date
[Redacted]	

Track Status [View Details](#)

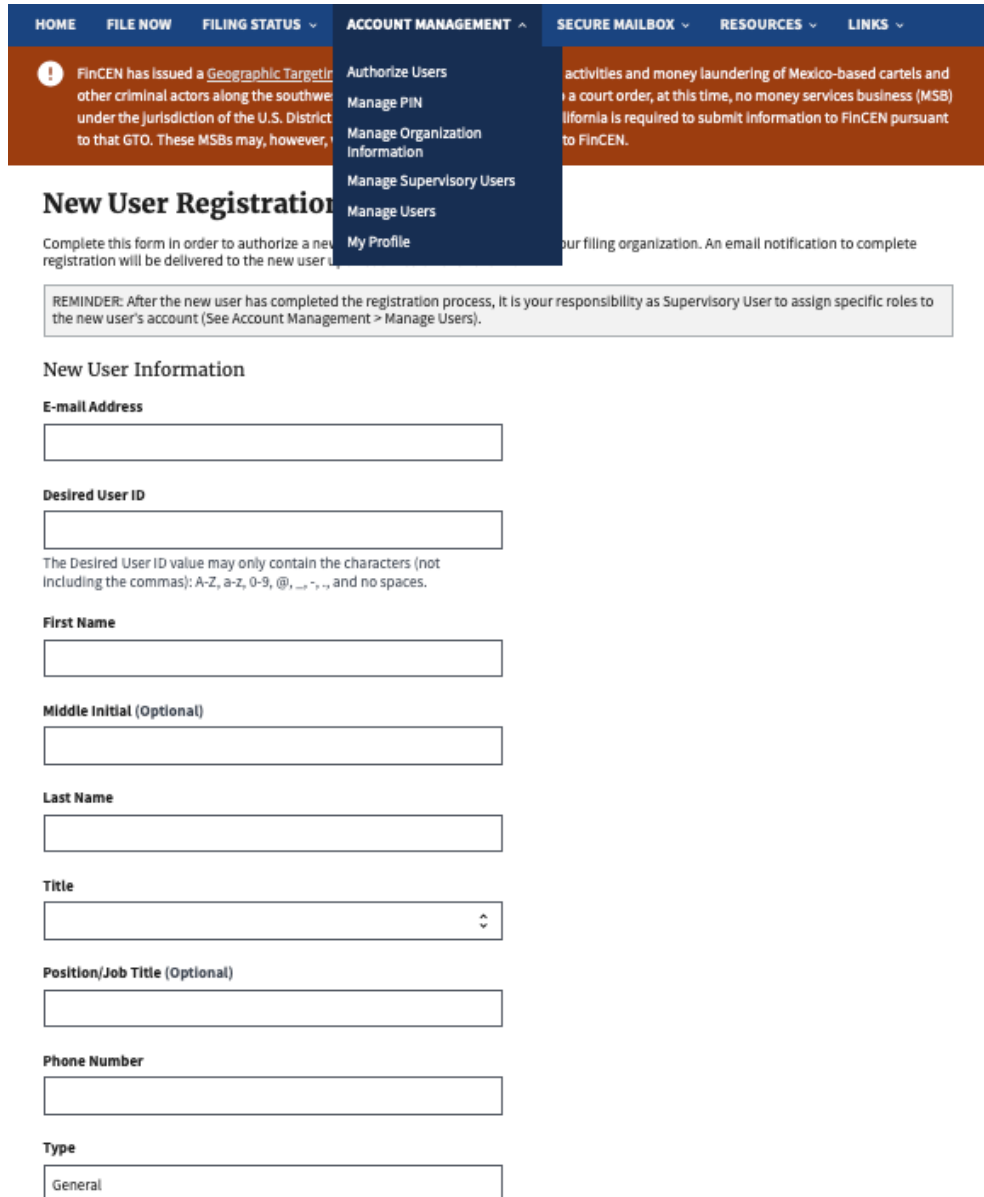
Filing Name	Filing Type	Date Filed	Status
There is no data to view.			

Secure Mail [View Details](#)

Subject	Date Received	Sender	Date Opened
There is no data to view.			

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Registering Additional Supervisory Users and Users: Supervisory Users are able to register additional Supervisory Users and Users under the Account Management tab. (Note: At least two Supervisory Users is always advisable for business continuity purposes.)



HOME **FILE NOW** **FILING STATUS** **ACCOUNT MANAGEMENT** **SECURE MAILBOX** **RESOURCES** **LINKS**

! FinCEN has Issued a Geographic Targeting Order (GTO) for MSBs activities and money laundering of Mexico-based cartels and other criminal actors along the southwest border of the U.S. District of California is required to submit information to FinCEN pursuant to that GTO. These MSBs may, however, be exempt from the GTO if they receive a court order, at this time, no money services business (MSB) in California is required to submit information to FinCEN.

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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After creating a User, the Supervisory User will also want to assign roles to the User. If this is not done, the User will be unable to file FinCEN RRER reports.

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

Note: PIN Numbers are issued by FinCEN to Supervisory Users and Users. This number is stored under “Manage PIN” under the BSA E-Filing Account Management Tab. Supervisory Users and Users will input this PIN when filing reports as noted on the next page.



Manage PIN

Your PIN:

The above PIN is used to electronically sign a BSA form prior to submission.
If you would like to change your PIN, please click "Request New PIN" to have a new PIN generated.

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Filing FinCEN Reports: The various FinCEN Reports may be filed starting on this page under the “File Now” tab. The Residential Real Estate Report has not been created by FinCEN yet but will be found here in the future. As more information is provided to the industry, tools are being developed right now to aid settlement agents with filing FinCEN reports. For now, mid-2025, the below screen shots and emails show a snapshot of the manual process.

HOME FILE NOW FILING STATUS ACCOUNT MANAGEMENT SECURE MAILBOX RESOURCES LINKS

! 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.

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

Enter 8-digit PIN

! 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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After filing the report with FinCEN, Users will be shown a screen and receive an e-mail from FinCEN stating filing was submitted. The screen and email will provide a BSA E-Filing Tracking ID. The email looks like:

From: cm.bsaefiling@fincen.gov <cm.bsaefiling@fincen.gov>
Sent: Friday, June 27, 2025 11:21 AM
To: [REDACTED]
Subject: Submission Accepted [REDACTED]

IMPORTANT NOTICE - This message sourced from an external mail server outside of the Company.

Type: CTRX

Receipt No.: [REDACTED]

Filing Name: [REDACTED]

Your submission was accepted and will be transmitted.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose. Questions may be routed to the BSA E-Filing Help Desk via the BSA E-Filing System's Contact Us form [https://urldefense.com/v3/_https://bsaefiling.fincen.gov/HelpTicketForm_!!LyAuvDCm-53-y27wV7iK5g!wDMsToGzuLV7YLFUrXslC56vQYMKYVpbF34GEegG0aSLUUPYzIM3LWjSbtPls0bNmj3WqLwVIHg9aPFIxH8xV65qN\\$](https://urldefense.com/v3/_https://bsaefiling.fincen.gov/HelpTicketForm_!!LyAuvDCm-53-y27wV7iK5g!wDMsToGzuLV7YLFUrXslC56vQYMKYVpbF34GEegG0aSLUUPYzIM3LWjSbtPls0bNmj3WqLwVIHg9aPFIxH8xV65qN$).

FinCEN's Privacy Policy can be accessed at [https://urldefense.com/v3/_https://www.fincen.gov/privacy-security_!!LyAuvDCm-53-y27wV7iK5g!wDMsToGzuLV7YLFUrXslC56vQYMKYVpbF34GEegG0aSLUUPYzIM3LWjSbtPls0bNmj3WqLwVIHg9aPFIxH8xV65qN\\$](https://urldefense.com/v3/_https://www.fincen.gov/privacy-security_!!LyAuvDCm-53-y27wV7iK5g!wDMsToGzuLV7YLFUrXslC56vQYMKYVpbF34GEegG0aSLUUPYzIM3LWjSbtPls0bNmj3WqLwVIHg9aPFIxH8xV65qN$)

FinCEN will review the form and if there are no issues, an email will be sent that provides a receipt number and informs you the file has been issued a BSA ID. The filing is complete unless additional information comes to a settlement agent and an amendment has to be done.

From: cm.bsaefiling@fincen.gov <cm.bsaefiling@fincen.gov>

Sent: Thursday, June 5, 2025 10:18 PM

To: [REDACTED]

Subject: Message Reply [REDACTED]

IMPORTANT NOTICE - This message sourced from an external mail server outside of the Company.

Type: REPLY

Receipt No.: [REDACTED]

PLEASE NOTE: This email is for notification purposes only.
Please do not reply to this email for any purpose. Questions may be
routed to the BSA E-Filing Help Desk via the BSA E-Filing System's
Contact Us form

[https://urldefense.com/v3/_https://bsaefiling.fincen.gov/HelpTicketForm_!!LyAuvDCm-53-y27wV7iK5glzs_SeMlz2UOqCoH_nYcfyRigA2rLk9Gt1BR6AOZj23oRR709CInxib1zEWs0vKXjszbb_StQQazlCERXtDyRhIrNMeAz\\$](https://urldefense.com/v3/_https://bsaefiling.fincen.gov/HelpTicketForm_!!LyAuvDCm-53-y27wV7iK5glzs_SeMlz2UOqCoH_nYcfyRigA2rLk9Gt1BR6AOZj23oRR709CInxib1zEWs0vKXjszbb_StQQazlCERXtDyRhIrNMeAz$).

A reply message has been posted. Log onto site and view InBox.

[https://urldefense.com/v3/_https://bsaefiling.fincen.treas.gov/_!!LyAuvDCm-53-y27wV7iK5glzs_SeMlz2UOqCoH_nYcfyRigA2rLk9Gt1BR6AOZj23oRR709CInxib1zEWs0vKXjszbb_StQQazlCERXtDyRhmw9ms7f\\$](https://urldefense.com/v3/_https://bsaefiling.fincen.treas.gov/_!!LyAuvDCm-53-y27wV7iK5glzs_SeMlz2UOqCoH_nYcfyRigA2rLk9Gt1BR6AOZj23oRR709CInxib1zEWs0vKXjszbb_StQQazlCERXtDyRhmw9ms7f$)

FinCEN does reject filings. Often it is due to formatting and FinCEN not receiving all the required information. If FinCEN rejects, an email is sent that looks like:

From: cm.bsaefiling@fincen.gov <cm.bsaefiling@fincen.gov>
Sent: Monday, May 12, 2025 9:39 AM
To: [REDACTED]
Subject: Submission Rejected [REDACTED]

IMPORTANT NOTICE - This message sourced from an external mail server outside of the Company.

Type: 8300X
Receipt No.: [REDACTED]
Filing Name: [REDACTED]

Your submission was rejected by the server and will not be transmitted. Please correct the file and resubmit.

For a detailed error description, please login to the site and click Track Status. If the reason for rejection is related to the underlying XML schema structure, it is likely your report version is no longer supported or it has become corrupted and will require that you download a new report from the BSA E-Filing System.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose. Questions may be routed to the BSA E-Filing Help Desk via the BSA E-Filing System's Contact Us form [https://urldefense.com/v3/__https://bsaefiling.fincen.gov/HelpTicketForm_!!LyAuvDCm-53-y27wV7iK5g!2PiQOvrjvGNOvmwYbw2spsYhYqIXqww3MBS5tFdbbe7Sy6lqQkIK5X_gX7nwm77g5w-i7TVHuFRhTDuQR5vBPGFmbNSG\\$.](https://urldefense.com/v3/__https://bsaefiling.fincen.gov/HelpTicketForm_!!LyAuvDCm-53-y27wV7iK5g!2PiQOvrjvGNOvmwYbw2spsYhYqIXqww3MBS5tFdbbe7Sy6lqQkIK5X_gX7nwm77g5w-i7TVHuFRhTDuQR5vBPGFmbNSG$.)

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Auditing and Compliance: The BSA E-Filing system allows a user to “Track Status” of their submissions.

Track Status

Search Filings: Date Range: Tracking ID: BSA ID: Status:

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.							

[Return to top](#)

The BSA E-Filing system also allows Supervisory Users to “Track Organization Status.”

Track Organization Status

Search Filings: Date Range: Tracking ID: BSA ID: Status:

[Export Page as CSV](#)

Displaying Records: 1-100 of 479

1 2 3 4 5 next

Filing Name	Filing Type	Date Filed	BSA E-Filing Tracking ID	Number of Documents	Status Date	Status	BSA ID	Filer Name
[Redacted Content]								
Levenh...	...	11:33:48 AM	11:33:51 AM	Accepted

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Lastly, the BSA E-Filing System has a “Support Center” to assist Supervisory Users or Users.



Support Center

What would you like help with?

Search filter

- Discrete Entry**
 - How to File
 - Submission Status
 - How to Amend/Correct
 - Form Functionality
 - BSA ID
- Batch Entry**
 - How to File
 - Submission Status
 - How to Amend/Correct
 - Batch Documentation
 - Batch Validation Error
- Account Credentials/Access**
 - How to Reset Password
 - Forgot User ID
 - Where to Locate PIN
 - Account Locked
 - Account Roles
- Enrollment Assistance**
 - How to Enroll
 - Enrollment Confirmation Email
- Other**

! Shown below are the most popular inquiries. If these are not helpful, try the keyword search above.

- Do I need to download/install third party software in order to file a discrete BSA form?** +
- When I attempt to open the discrete BSA form, the page displays the message "Please wait..." but then nothing happens. What do I do now?** +
- I am an individual FBAR filer (non-registered). How do I verify the status of my FBAR submission?** +
- Where can I obtain the BSA ID assigned to the discrete BSA form that I am attempting to amend/correct?** +
- How do I activate the submit button on my discrete BSA form?** +
- Where can I obtain documentation regarding batch file processing?** +
- I have forgotten my password. How can I reset?** +
- I have forgotten my User ID. How can I retrieve?** +
- How do I access my PIN?** +
- How do I know if my account is locked?** +
- What should I do if my account is locked?** +

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