

## Filing BOI Report

1. Go to <https://www.fincen.gov/boi> website.
2. Click File a report using the BOI E-filing System under the File column.
3. At this point you should be on the <https://boiefiling.fincen.gov/> website.
4. Click the blue Get Started button in the Beneficial Ownership Information (BOI) Reporting section.
5. You have the option to prepare the BOIR and save your progress and submit later or you can prepare and submit the BOIR right away. If you want to prepare and save your progress before submitting, you will need Adobe Reader.
6. If this is your initial filing of the BOIR, you will check Initial report and then click Next.
7. If you currently do not have a FinCEN ID, you will check the Request to receive FinCEN ID box in question 3.
8. Type in the legal name of the business entity next in Question 5 and if you have an alternate name, DBA, or trade name write that in for Question 6.
9. Question 7 will have you select the Tax Identification type. If you have a Federal Tax ID number or EIN, you will select EIN. If you use your Social Security Number for your business, you will select SSN/ITIN. Enter your Tax Identification Number in Question 8.
10. Select the Country/Jurisdiction of formation in Question 10a. For most this will be the first selection, United States of America. In 10b, select the State of formation.
11. You will enter your street address for Question 11, City for Question 12, United States of America or U.S. Territory for Question 13, your State for Question 14, and the Zip Code for Question 15.
12. If your company was created/in business or registered prior to January 1, 2024, you will check the Box for Question 16, Existing reporting company. If you created or registered your business on or after January 1, 2024, do not check this box.
13. If you check the Existing reporting company box in Question 16 you will skip Part II, Company Application Information and click the Next button at the bottom of the page to go to Part III. If you did not check the box for Question 16, you will have to complete Part II for the applicant information.
14. Part III is the Beneficial Owner Information section. This is where you will provide the information on the owner/owners of the business. If any of the business owners have a FinCEN ID, you can provide that here instead of providing all the information in Questions 37-51. If there is more than one business owner, you will click the Add Beneficial Owner button next to the Part III Beneficial Owner Information header.
15. Enter the Beneficial Owner personal information for Questions 38-47. This is your residential address information not the business address unless you operate the business at your home address. Questions 48-51 are for your Identification information. You can use a Driver's License, State Issued ID, or Passport. You will enter the ID information in 48-50 and then upload a photo of that ID in Question 51. After attaching the file for your ID, click the Next button.
16. This is the last step to Submit your BOIR. You will enter your e-mail address and your name and check the I agree box. Click the I am human checkbox and verify the photos that pop up. You can then click the Submit BOIR button.
17. The next page will show a processing status that may take a minute or two and you will then see your Submission Status Confirmation. I recommend printing that page and also clicking the blue Download Transcript button at the bottom of the page. I also recommend printing that 3-5 page transcript as well. You can then close your internet browser and you are all filed!