

Board Member Guide

Information Required To File A BOI Report.



Board Member / Beneficial Owner

- Full Legal Name
- Date Of Birth
- Current Residential Address
- Image Of An Acceptable Identification Document (State Issued Driver's License or ID, US or Foreign Passport)
- Unique Identifying Number From The Acceptable Identifying Document as defined above

*This person is a "Beneficial Owner" as defined in FinCEN's reporting rule (31 CFR 1010.380) as either (a) owning 25% or more of the ownership interest in the reporting company, or (b) having substantial control over the reporting company.

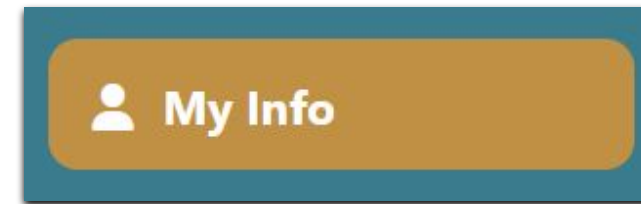
Step 1 Accept Email Invite/Create Account



1. Go to your email inbox and look for an email from no_reply@filefincen.com
(If you do not see the invitation in your inbox, check your spam folder & mark it as safe to continue)
2. Open the email and click on the Accept Invitation button.
(This will prompt you to create an account with FinCEN Report by entering a password.)
3. Once you have entered a password click on the Set My Password button.
(It should open up to the User Dashboard tab of your FinCEN Report account.)
4. You have successfully accepted the invitation & created an account!
(Go to the next page to continue)

Step 2 Provide Your Information (Required For Filing)

1. Go to the My Info tab
2. Fill in all the required information
3. Save



Step 3 Verify & Complete



You are almost done!! Let's verify that you can see the association information in your account.

1. Go to the My Companies tab

A rectangular button with a blue border and a gold background. It contains a small icon of a building with a flag on top, followed by the text "My Companies" in a bold, sans-serif font.

My Companies

2. Click on the name of the association
3. If you can see the general information for your association then you are done for now.

****Please note if any of your personal information changes moving forward you will need to log into your FCRC account and update the information so your association can refile the BOI report.**

Need Support? Contact Customer Success



Click on the chatbot icon located on the bottom right of a page in the platform and ask your questions. OR...

You can also reach our Customer Success Team to answer questions and assist you with the BOI filing process by utilizing the support avenues listed below:

EMAIL: Support@fincenreport.com

PHONE: (256) 482-0282

- We are here to assist with any questions you have about the platform! However, please note that we are unable to provide legal advice. For any legal questions, we recommend consulting a qualified legal professional. Thank you.