



FinCEN
REPORT

Standard Partner Guide

FinCEN Report Glossary:



FRC- FinCEN Report Company

BOIR- Beneficial Ownership Information Report

CTA- Corporate Transparency Act

BO- Beneficial Owner

PII- Personally Identifiable Information

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Information Required To File A BOI Report.

Reporting Company	Beneficial Owner	Company Applicant
Full Legal Name	Full legal name	Full legal name
Any trade or “doing business as” names	Date of birth	Date of birth
A complete current physical US address	Current, as of the date of report, residential or business street address	Current, as of the date of report, residential or business street address
The state, tribal or foreign jurisdiction of formation	Image of an acceptable identification document defined as: US or Foreign Passport, State-issued ID or Driver's Licence	Image of an acceptable identification document defined as: US or Foreign Passport, State-issued ID or Driver's Licence
For a foreign reporting company, the state or tribal jurisdiction where the company first registers	Unique identifying number from the acceptable identification document defined above	Unique identifying number from the acceptable identification document defined above
Tax ID type such as: EIN, ITIN/SSN, Foreign	Or FinCEN ID #	Or FinCEN ID #

Partner Dashboard Overview: Companies



The screenshot shows the 'Partner Training Dashboard' interface. On the left is a dark teal sidebar with the 'FinCEN REPORT' logo and navigation links: 'You are logged in as:', 'Partner Dashboard' (highlighted with an orange bar), 'User Dashboard', 'My Info', 'My Companies', 'My FinCEN ID', 'Notifications', 'Help and Guides', and 'Settings'. The main content area has a title 'Partner Training Dashboard' and a settings gear icon. Below the title is a row of tabs: 'Companies' (highlighted with a large grey arrow), 'Members', 'Filings', 'Transactions', 'Reports', 'FAQ', and 'Training and Guides'. To the right of the tabs are 'Import' and '+ New Company' buttons. Below the tabs is a search bar with the placeholder 'Search name, reference id, or file number' and a 'Filter by member' dropdown. A table lists three companies, all with a status of 'Needs Information'.

	Name	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	987 Bird Homeowners Association	Corporation	Georgia	Needs Information		
<input type="checkbox"/>	Apollo Homeowners Association	Corporation	Georgia	Needs Information		
<input type="checkbox"/>	Burke Homeowners Association	Corporation	Georgia	Needs Information		

Companies- this tab will display a list of the companies that have been added to your partner dashboard.

This is also where you can add companies manually or in bulk by import to your partner dashboard.

- Always add/create new companies in your "Partner Dashboard" under the "Companies" tab.

Partner Dashboard Overview: Members

A screenshot of the "Partner Training Dashboard". The left sidebar contains the FinCEN REPORT logo, the text "You are logged in as:", and a list of navigation links: "Partner Dashboard" (highlighted with an orange bar), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area has a title "Partner Training Dashboard" with a large grey arrow pointing down to a row of tabs. The tabs are "Companies", "Members" (highlighted in dark blue), "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides". Below the tabs is a table with three columns: "Name", "Email", and "Role".

Name	Email	Role
Terry Hall	terry@test.com	Partner Admin
John Doe	john@test.com	Partner Admin
Martin Ketscher	martin@test.com	Partner Admin
Donna Heart	donna@test.com	Partner Admin
David Becks	david@test.com	Partner Advisor

Members- this tab will show a list of partner members that have been invited to your partner dashboard and their role.

This is also where you can go to add new partner members to your partner dashboard.

Partner Dashboard Overview: Filings



A screenshot of the FinCEN Partner Dashboard. The left sidebar is dark teal and contains the FinCEN REPORT logo, the text "You are logged in as:", and a list of navigation items: "Partner Dashboard" (highlighted with an orange background), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area is light gray and titled "Training Use Dashboard" with a gear icon in the top right. Below the title is a row of tabs: "Companies", "Members", "Filings" (highlighted with a dark teal background and a large white arrow pointing down), "Transactions", "Reports", "FAQ", and "Training and Guides". Under the "Filings" tab, the heading "Filings for the Current Month" is followed by a note: "Please note this filings log is in BETA and is actively being updated with partner input, please send your comments or requirements to your customer success contact." Below this is a search bar labeled "Search by company". At the bottom, there is a table with headers "Date", "Company", "Filed by", and "Status". The table body contains the text "No filings".

Filings- this tab will show a list of all the reporting companies that have filed a BOI report for the current month.

Partner Dashboard Overview: Transactions



You are logged in as:

Partner Dashboard

User Dashboard

My Info

My Companies

My FinCEN ID

Notifications

Training Use Dashboard

CompaniesMembersFilingsTransactionsReportsFAQTraining and Guides

Transactions for the Current Month

Last MonthCurrent Month

Invoice #	Date	Company	Description	Purchase Amount	Discount	Client Paid	Partner Paid	Revenue	Due FCRC
Estimated EOM Balance*									\$0.00

* This is only an estimate based upon the information available at the time of this report and are not a guarantee of payment or amount due.

Transactions- this tab will show a list of all transactions made from your partner dashboard for the

1. Current Month &
2. Last Month

Partner Dashboard Overview: Reports

A screenshot of the "Training Use Dashboard" interface. On the left is a dark teal sidebar with the FinCEN REPORT logo and navigation links: "You are logged in as:", "Partner Dashboard" (highlighted with an orange bar), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area has a light gray header with the title "Training Use Dashboard" and a gear icon. Below the header is a row of tabs: "Companies", "Members", "Filings", "Transactions", "Reports" (highlighted in dark teal with a large white arrow pointing down to it), "FAQ", and "Training and Guides". To the right of the tabs is a "Download Transactions" button. The dashboard content is organized into two sections: "Financial Reports" and "Audience Reports".

Financial Reports	
YTD Revenue	Year to date billing and revenue report for all reporting companies under management. Data can be delayed up to 36 hours from the last filing or billing event.

Audience Reports	
Current Action Items	List of companies with outstanding action items.
Active Companies	Currently active companies under management and their appropriate status within the workflow. Current public contact information only.

Reports- this tab has a list of reports you can run at any time.

The reports include:

- YTD Revenue
- Active Companies
- Filing History
- With more to come.

Partner Dashboard Overview: FAQ

A screenshot of the FinCEN Training Use Dashboard. The left sidebar contains the FinCEN REPORT logo and a list of navigation items: "You are logged in as:", "Partner Dashboard" (highlighted with an orange bar), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area is titled "Training Use Dashboard" and features a horizontal menu with tabs: "Companies", "Members", "Filings", "Transactions", "Reports", "FAQ" (highlighted with a blue bar and a large white arrow pointing down), and "Training and Guides". A "+ Add New FAQ" button is located to the right of the tabs. Below the tabs is a table with three columns: "Title", "Text", and "Partner". The table contains two rows of FAQ entries.

Title	Text	Partner
Can a foreign company be a "reporting company"?	Yes. A foreign entity is a "reporting company" if it is "registered to do business in the United States by the filing of a document with a secretary of state or a similar office under the laws of a State or Indian Tribe."	
What are the requirements for the exemption for a "bank"?	A reporting company is exempt if it is a "bank," as defined in: (A) Section 3 of the Federal Deposit Insurance Act (12 U.S.C. 1813); (B) Section 2(a) of the Investment Company Act of 1940 (15 U.S.C. 80a-2(a)); or (C) Section 202(a) of the Investment Advisers Act of 1940 (15 U.S.C. 80b-2(a)). 31 CFR 1010.380(c)(2)(iii).	

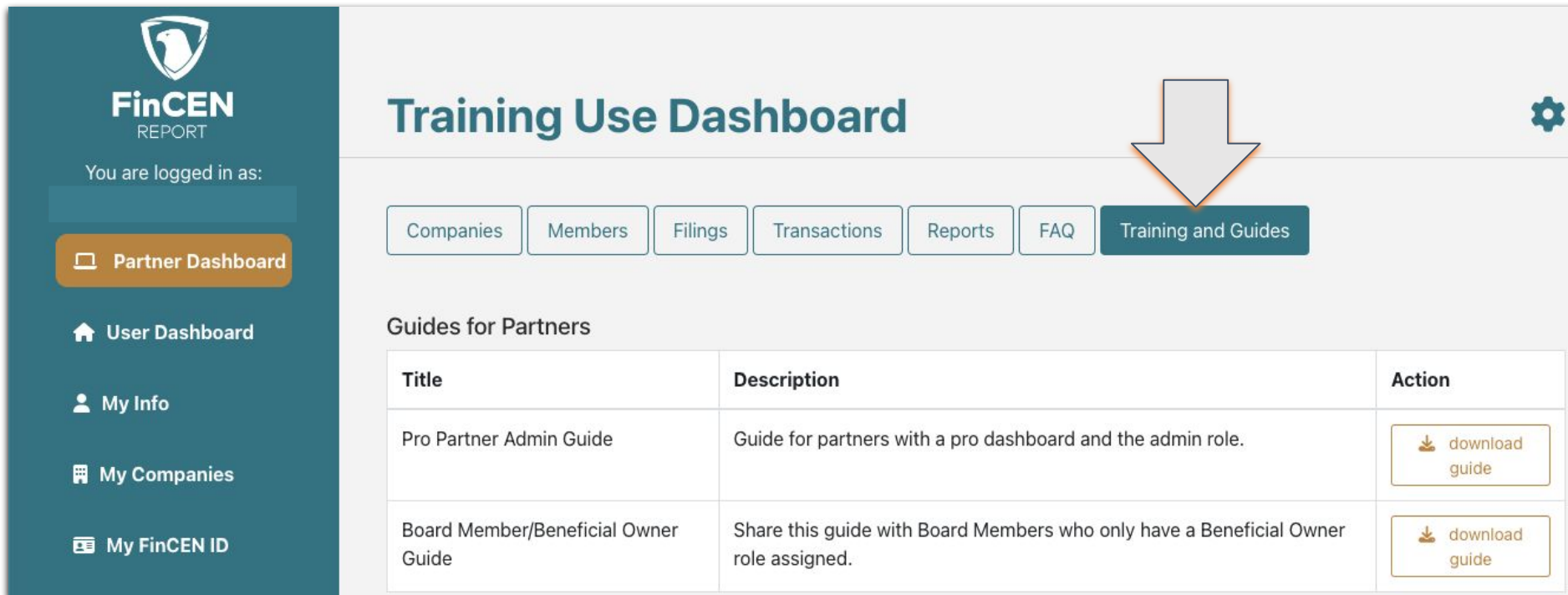
FAQ- this tab is prefilled with some FAQs that FRC added but you can also add your own by selecting the "+ Add New FAQ" button.

- **Note:** these FAQs are only viewable to the partners & company members that have been invited to your partner dashboard.

Partner Dashboard Overview: Guides



Guides- This tab will display different guides to assist you at the partner level and your clients at the company level to complete the filing process with ease.

A screenshot of the FinCEN REPORT "Training Use Dashboard". The interface has a dark teal sidebar on the left with the FinCEN REPORT logo and navigation links: "You are logged in as:", "Partner Dashboard" (highlighted with an orange bar), "User Dashboard", "My Info", "My Companies", and "My FinCEN ID". The main content area is light gray and titled "Training Use Dashboard" with a settings gear icon. Below the title is a horizontal menu with buttons for "Companies", "Members", "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides" (which is highlighted in dark teal and has a large white arrow pointing down to it). Below the menu, the section "Guides for Partners" contains a table with two rows of guides. Each row has columns for "Title", "Description", and "Action". The "Action" column contains a "download guide" button with a download icon.

Title	Description	Action
Pro Partner Admin Guide	Guide for partners with a pro dashboard and the admin role.	download guide
Board Member/Beneficial Owner Guide	Share this guide with Board Members who only have a Beneficial Owner role assigned.	download guide

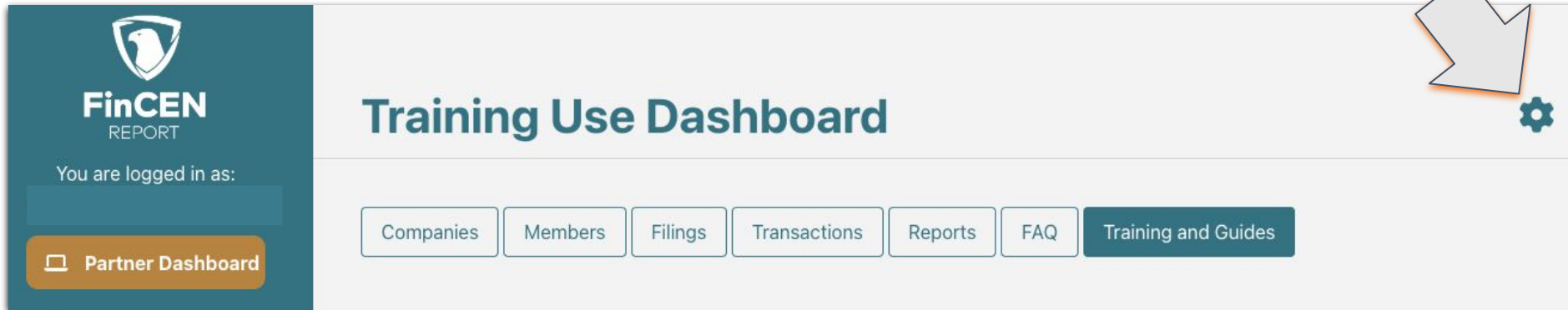
Partner Dashboard Overview: Partner Settings



Partner Settings- this is where you can

- Change your logo
- Edit your company name
- Copy your landing page and affiliate links
- Find your badges and copy them
- Access API integration for your dashboard
- Check on & off responsible party (only if you are opted in to pay on behalf of your clients)

- Examples of these actions are shown on the next page.



Partner Dashboard Overview: Partner Settings



Partner Settings

Name * required

Training Use

Alternate name

Standard Account For the Guides

Logo

Choose File

Browse

Recommended size: 432x144 pixels



☐ Remove logo

Description



Partner Logo

Upload your company logo to appear on your branded landing page.

1

Badges

You can use these badges on your website to direct customers to your branded experience.

2

Horizontal Example



Copy this HTML code into your website or email

```
<div style='display:inline-block; max-width:500px'>  
<a href='https://docu.filefincen.com/join'><img
```

Vertical Example



Copy this HTML code into your website or email

```
<div style='display:inline-block; max-width:250px'>  
<a href='https://docu.filefincen.com/join'><img
```

Responsible Party

☐ Is responsible party
Currently your partner is not setup for billing, please contact support@fincenreport.com to enable your billing.

3

By enabling this setting any company created or imported after updating the setting will be set to this same setting by default. If this setting is turned on, Reporting Companies will be able to submit reports without purchasing a filing product and the Partner will be billed for this activity. If this setting is off, Reporting Companies will have to purchase an applicable filing product before filing their BOI report with FinCEN.

Webhooks

Configure webhook to notify when any company that is associated with this partner files their BOI report (report goes to filed status). The contents of the call will be the following fields on the company: reference_id, company_name, business_file_number as well as the API Key of the partner for validation.

Webhook must respond with 2xx HTTP status code. It will perform 25 retries over approximately 20 days with an exponential backoff.

Webhook URL

Save

Cancel

API Integration

If this partner will be sending new companies through the FinCEN Report API these two options need to be completed.

API Key

.....

API Secret

.....

1. This is where you would change your logo & name. The description box is there to add text to the emails. Your Affiliate links are located right below it.

2. This is where you can find your personalized badges to put on your website and direct customers to your branded experience.

3. This is where the check box is located to turn on & off who is responsible for paying. Checked means the partner is responsible and unchecked means the client/each entity is responsible for paying.

How To: Add Partner Members To Your Dashboard



You are logged in as:

1

Partner Dashboard

User Dashboard

My Info

My Companies

My FinCEN ID

Notifications

Training Use Dashboard

2

Companies

Members

Filings

Transactions

Reports

FAQ

Training and Guides

3

+ Add Member

Name	Email	Role
John Doe	johoe@email.com	Partner Admin
Jane Doe	jadoe@email.com	Partner Admin

Pending Invitations

Email	Invited by	Role	Actions
-------	------------	------	---------

1.Go to your "Partner Dashboard"

2.Select the "Members" tab

3.Then select "+ Add Member"

How To: Add Partner Members To Your Dashboard

A screenshot of a web application interface showing a modal dialog box titled "Invite Member". The dialog has a close button (X) in the top right corner. It contains two input fields: "Email" and "Role". The "Email" field is empty, and the "Role" field has a dropdown menu with "Advisor" selected. At the bottom of the dialog are two buttons: "Invite" (blue) and "Close" (orange). Three numbered arrows indicate the steps: Arrow 1 points to the "Email" field, Arrow 2 points to the "Role" dropdown, and Arrow 3 points to the "Invite" button. In the background, there is a table with columns "Pending" and "Email", and two rows, each with a "Partner Admin" button.

1. Enter their email address

2. Select a role

3. Press "Invite"

- To change/edit a partner role follow the steps above just choose the new role.

Partner Roles Explained:

- **Admin**- this role has the ability to do and see everything in the partner dashboard. Such as add other partner members, run reports, view transactions, and edit partner settings.
- **Advisor**- this role can only view and edit the companies they add to the partner dashboard or that they have been invited to.
- **Billing Contact**- this role handles the billing for the partner.

How To: Add Partner Members To Your Dashboard



You are logged in as:

Partner Dashboard

User Dashboard

My Info

My Companies

My FinCEN ID

Notifications

Training Use Dashboard

Companies

Members

Filings

Transactions

Reports

FAQ

Training and Guides

+ Add Member

Name	Email	Role
John Doe	johoe@email.com	Partner Admin
Jane Doe	jadoe@email.com	Partner Admin

1

Pending Invitations

Email	Invited by	Role	Actions
No pending invitations			

1. Once you send the invite you will see it under the "Pending Invitations" section.
2. As soon as they accept the invite via email they will be listed under your "Members" tab.

How To: Add Companies In Bulk By Import



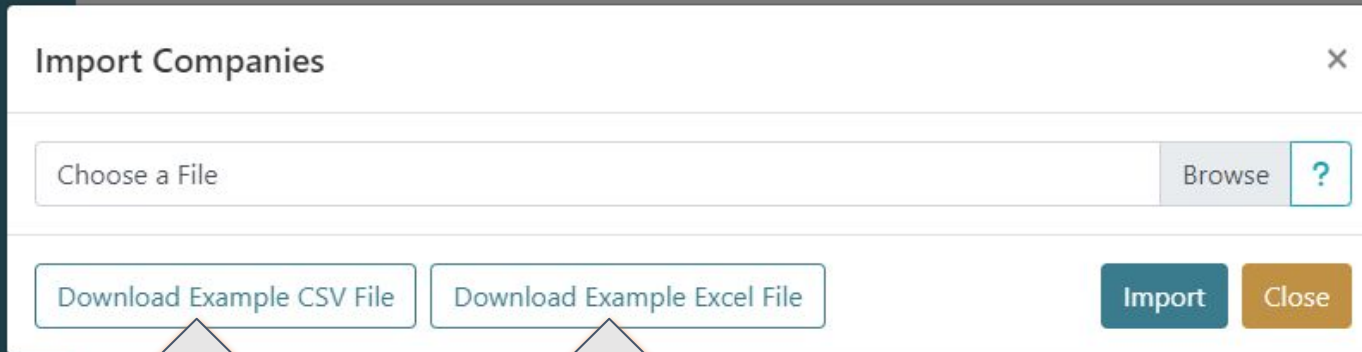
The screenshot shows the FinCEN Partner Dashboard. On the left is a sidebar with navigation links: Partner Dashboard, User Dashboard, My Info, My Companies, My FinCEN ID, and Notifications. The main area is titled 'Training Use Dashboard' and contains tabs for Companies, Members, Filings, Transactions, Reports, FAQ, and Training and Guide. The 'Companies' tab is selected. Below the tabs is a search bar and a table of companies. An 'Import' button is located next to the '+ New Company' button. A dropdown menu is open from the 'Import' button, showing two options: 'Import companies' and 'Import beneficial owners'. A table below shows two companies: 'Co Demo LLC' and 'Company Sample', both with a status of 'Needs Information'.

	Name	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	Co Demo LLC	Limited Liability Company	Georgia	Needs Information		
<input type="checkbox"/>	Company Sample	Corporation	Georgia	Needs Information		

1. Go to your "Partner Dashboard"
2. Under the "Companies" tab
3. Select the Import button then select "Import Companies" from the drop-down menu

- We highly recommend using the "Import Companies" function to add your companies to the partner dashboard. This option will save you time and effort, as you can do more steps and add multiple companies with one spreadsheet rather than just adding companies manually one by one.

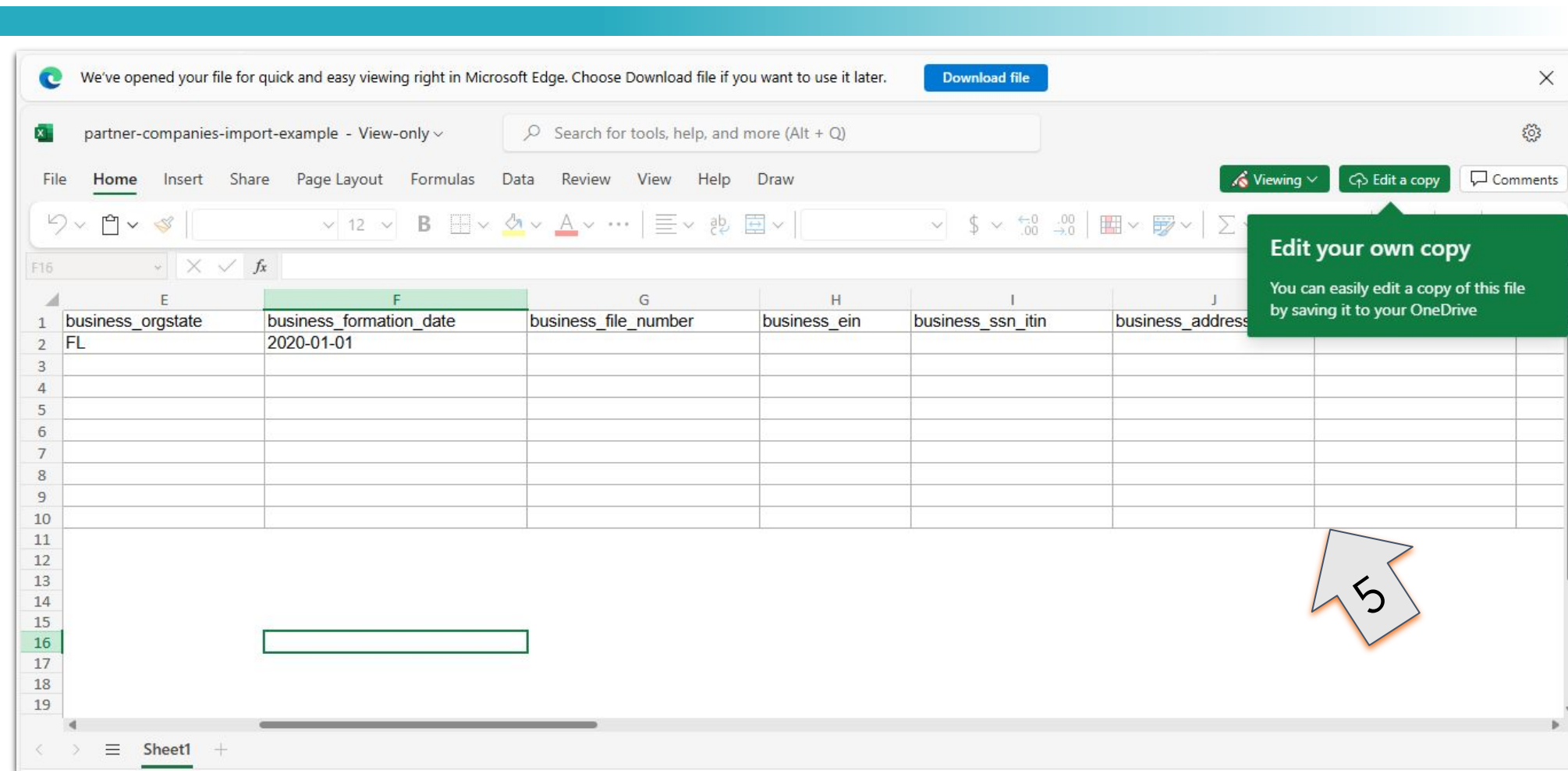
How To: Add Companies In Bulk By Import



4. Download an example file by clicking on one of the following:

- CSV File
- OR
- Excel File

How To: Add Companies In Bulk By Import



5. Fill in all the required columns:

- Company Legal Name
- Business Type
- Business Organization State
- Business Formation Date
- Contact Email (Company Admin)

- Click this link for a more detailed description of what info can be entered and the format that is needed for a successful import [Partner Import Companies](#)

How To: Add Companies In Bulk By Import



6. Click on the “?” to access a quick reference guide to the explanations of the columns, correct format and to see what info is required for import.

7. Once you have your Excel/CSV file filled in select the “Browse” button, find and select your file.

8. Then select “Import”

- Note: the more information you add to the spreadsheet now the less someone else will have to do later to complete the filing process.
- A reference id or business file # will be required to use the BO importer so fill that in as well if needed

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How To: Add Beneficial Owners In Bulk By Import & Why



FinCEN
You are in as:

1

Partner Dashboard

User Dashboard

My Info

My Companies

My FinCEN ID

Notifications

2

Training Use Dashboard

Companies Members Filings Transactions Reports FAQ Training and Guide

3

Import Import companies Import beneficial owners

+ New Company

Search name, reference id, or file number

	Name	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	Co Demo LLC	Limited Liability Company	Georgia	Needs Information		
<input type="checkbox"/>	Company Sample	Corporation	Georgia	Needs Information		

1.Go to your "Partner Dashboard"

2.Under the "Companies" tab

3.Select the Import button then select "Import Beneficial Owners"

- This function should only be used after you have imported your companies or if all the companies that you need to add a BO to are already created.
- Each company must also have a Reference ID or Business File # assigned to it.

How To: Add Beneficial Owners In Bulk By Import & Why



4. Download an example file by clicking on one of the following:

- CSV File
OR
- Excel File
- Both Reference ID and Business File # are not required just need to choose one to use with this import.
- The BO import is great to use for the clients that have multiple entities they are associated with because it adds them to all companies and only sends one email invite.

A screenshot of a web application interface showing a modal dialog box titled "Import Beneficial Owners". The dialog has a close button (X) in the top right corner. Inside the dialog, there is a "Choose file..." input field with a "Browse" button to its right. Below this is a section titled "Columns" containing a table with five rows of column names and their descriptions. At the bottom of the dialog, there are two buttons: "Download Example CSV File" and "Download Example Excel File", both highlighted with white arrows and the number "4". To the right of these are two more buttons: "Import" (blue) and "Close" (orange).

Columns	Description
reference_id *	Company ID in your system
business_file_number *	The number the company was assigned by the state of formation
contact_email *	Contact email address
contact_name	Contact name
contact_fincen_id	Contact FinCEN ID

How To: Add Beneficial Owners In Bulk By Import & Why



The screenshot shows an Excel spreadsheet titled "beneficial-owners (1) - Protected View". The spreadsheet has columns labeled A through F with headers: reference_id, business_file_number, contact_email, contact_name, contact_fincen_id, and contact_reference_id. Row 1 contains the headers, and row 2 contains the values "1", "", "john@fincenreport.com", "", "", and "". A yellow bar at the top of the spreadsheet area contains the text "PROTECTED VIEW Be careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View." and a button labeled "Enable Editing". A large arrow labeled "5" points to this bar. A large arrow labeled "6" points to the "reference_id" cell in row 2. A large arrow labeled "7" points to a "Columns" reference guide box in the bottom right corner of the spreadsheet area.

reference_id	business_file_number	contact_email	contact_name	contact_fincen_id	contact_reference_id
1		john@fincenreport.com			

Columns

- reference_id * Company ID in your system
- business_file_number * The number the company was assigned by the state of formation
- contact_email * Contact email address
- contact_name Contact name
- contact_fincen_id Contact FinCEN ID

5. Enable Editing (if needed)

6. Fill in the required fields:

- Reference ID –or– Business File # (only 1 of these is needed and should match with the companies you want to add the BO's to.)
- Contact Email

7. This is a quick reference guide of what info is needed and how to find it.

How To: Add Beneficial Owners In Bulk By Import & Why

Import Beneficial Owners

Choose file...

Browse

Columns

<code>reference_id *</code>	Company ID in your system
<code>business_file_number *</code>	The number the company was assigned by the state of formation
<code>contact_email *</code>	Contact email address
<code>contact_name</code>	Contact name
<code>contact_fincen_id</code>	Contact FinCEN ID

Download Example CSV File

Download Example Excel File

Import

Close

8. Once you have completed the spreadsheet click browse, find and choose your file.

9. Select "Import"

How To: Add Beneficial Owners In Bulk By Import & Why



You are logged in as:

Partner Dashboard

User Dashboard

My Info

My Companies

My FinCEN ID

Notifications

FCRC Demo Co ?

+ Add New Member

Edit Company Information

Leave this Company

General Information

Billing Information

Company Members

Pending Invitations

Outgoing Pending Invitations

Invitee	Role	Last Sent	Status	Actions
missy@test.com	Beneficial Owner,	09/17/2024	Invite Sent	<div>Cancel</div> <div>Resend Invite</div>

Incoming Join Requests

You have no pending incoming requests

10. To verify the BO has been added to each entity check the pending invitations tab.

11. There will be a pending invitation to that BO listed here if it was imported successfully.

How To: Add Beneficial Owners In Bulk By Import & Why



Documentation Use has partnered with FinCEN Report Company to expedite the filing of your Beneficial Ownership Report with FinCEN. Please take a moment to review the following email and important information.



You have been invited to join your company FinCEN Report Co Demo on FinCEN Report

You are receiving this email because a company administrator has invited you to join **FinCEN Report Co Demo**. By joining the company, you are allowing your company administrator to begin to prepare FinCEN Report Co Demo to file beneficial ownership reports under the Corporate Transparency Act.

Please click on the button below to complete your account setup

Accept Invitation



You are logged in as:

- User Dashboard
- My Companies
- My FinCEN ID
- My Info
- My Documents
- Notifications

Dashboard

Let's Set Up Your Account

☐ Step 1 - Personal Contact Information
Provide personal contact information that will be used in all of your reports.
[Go to My Info](#)

☐ Step 2 - Identifying Documents
Upload the appropriate identification to verify your identity.

13 Your First Company
our first company!

Pending Company Invites - You have been invited to join these companies.

<input type="checkbox"/> Select all	Company	Actions
<input type="checkbox"/>	FinCEN Report Co Demo Florida	Accept Decline

12. The BO you import to multiple companies will receive only one email invite so they can create an account.

13. Once the BO logs into their account they need to go to the user dashboard to accept the rest of the invites.

14. Check the select all option.

15. Then select the actions drop down menu & choose accept/decline selected invites.

Pending Company Invites - You have been invited to join these companies.

<input checked="" type="checkbox"/> Select all	Company	Actions
<input checked="" type="checkbox"/> 14	FinCEN Report Co Demo Florida	<div>15 Actions</div> <div>Accept selected invites Decline selected invites</div>

Note: The BO should now be connected to all the entities you imported them to after they accept all the invites.

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How To: Add Companies Manually (One by One)



The screenshot shows the FinCEN Partner Dashboard. On the left is a dark teal sidebar with the FinCEN logo at the top. Below the logo, it says "You are logged in as:". The sidebar contains several menu items: "Partner Dashboard" (highlighted with an orange bar and a large white arrow labeled '1'), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area is light gray and titled "Training Use Dashboard" with a gear icon in the top right. Below the title is a row of tabs: "Companies" (highlighted with a large white arrow labeled '2'), "Members", "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides". To the right of these tabs are an "Import" button with a download icon and a "+ New Company" button (highlighted with a large white arrow labeled '3'). Below the tabs is a search bar with the placeholder text "Search name, reference id, or file number" and a "Filter by member" dropdown. At the bottom is a table with the following columns: "Name", "Company Type", "Org State", "Status", "Last Filing Date/Status", and "Note". The table contains two rows of data:

<input type="checkbox"/>	Name	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	Co Demo LLC	Limited Liability Company	Georgia	Needs Information		
<input type="checkbox"/>	Company Sample	Corporation	Georgia	Needs Information		

1. Go to your "Partner Dashboard."
2. Under the "Companies" tab.
3. Select the "+ Add Company" tab.

How To: Add Companies Manually (One by One)



New Company

4

Reporting company legal name ** required*

DBA names

Add DBA Name

Remove

For company name and DBA names only letters, numbers, and the following characters are permitted: !@#\$%^&',./?|+~_-

Company type ** required*

Foreign pooled investment vehicle

Company mailing address (line 3)

City

U.S. or U.S. Territory

United States

State

Select a state

ZIP code

5

Save Cancel

4. You can either:

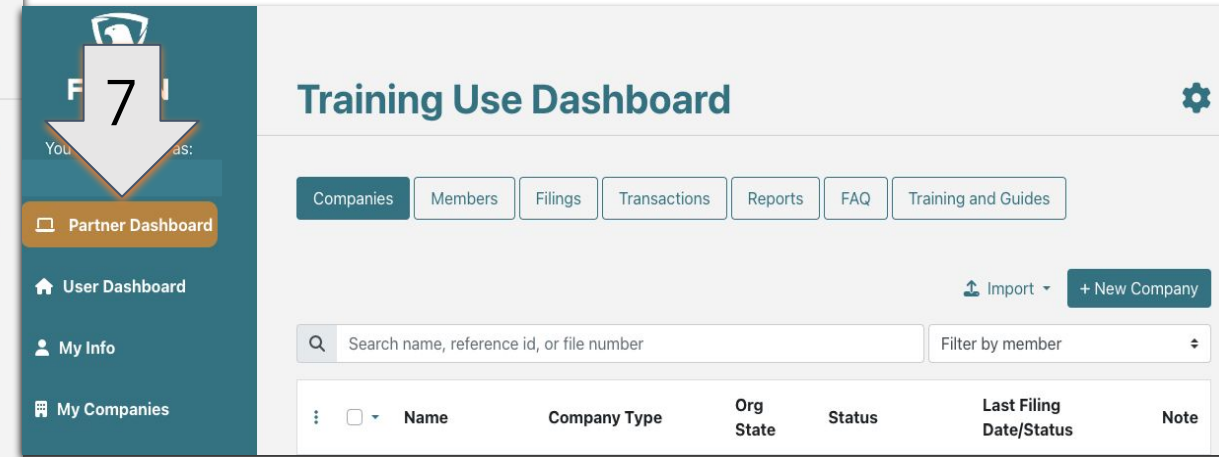
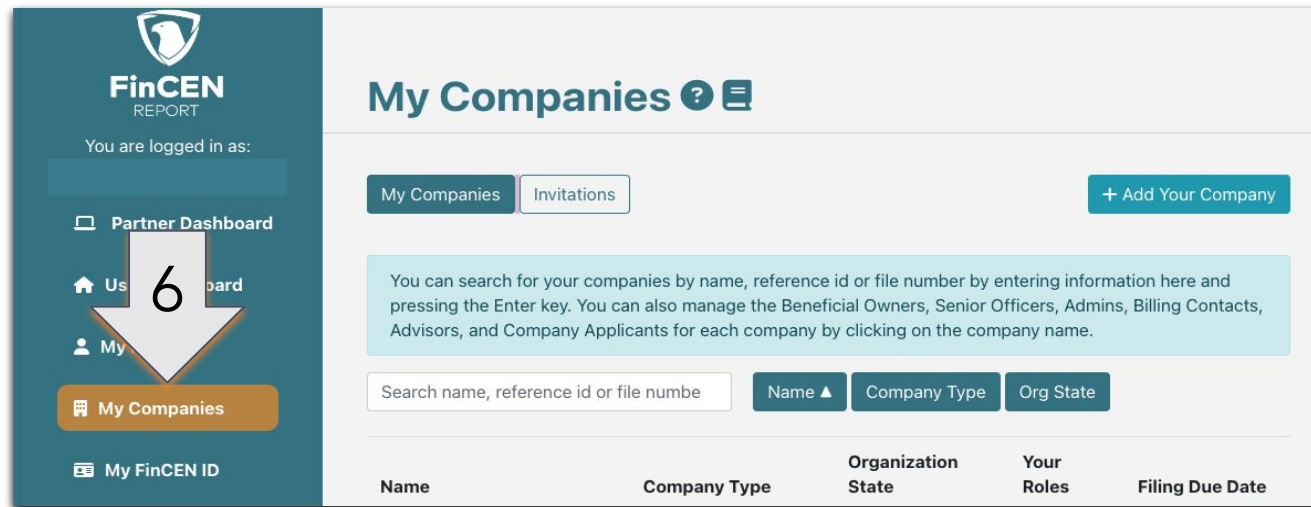
- Fill in just the required fields

OR

- Fill in as much info as you have for the company

5. Then select the "Save" button.

How To: Add Companies Manually (One by One)



6. You have created a company and now it can be located on the list of companies in the "My Companies" tab OR...

7. You can also find the companies you create on your "Partner Dashboard" under the "Companies" tab.

- Clicking on the company name will open the company info/status screen.

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How To: Invite Members To A Reporting Company By Email



A screenshot of the FinCEN Partner Dashboard. On the left is a dark teal sidebar with the FinCEN logo at the top and a list of navigation items: "Partner Dashboard" (highlighted with an orange bar), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area is light gray and titled "Using Use Dashboard" with a gear icon. Below the title is a horizontal menu with tabs: "Companies" (active), "Members", "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides". To the right of these tabs are "Import" and "+ New Company" buttons. Below the tabs is a search bar labeled "Search name, reference id, or file number" and a "Filter by member" dropdown. A table follows with columns: "Company Type", "Org State", "Status", "Last Filing Date/Status", and "Note". Three companies are listed: "Co Demo LLC" (Limited Liability Company, Georgia, Needs Information), "Company Sample" (Corporation, Georgia, Needs Information), and "FCRC Demo Co" (Corporation, Georgia, Needs Information). Three numbered arrows indicate the steps: Arrow 1 points to the "Partner Dashboard" link in the sidebar. Arrow 2 points to the "Companies" tab in the main menu. Arrow 3 points to the checkbox in the first column of the table, next to "Co Demo LLC".

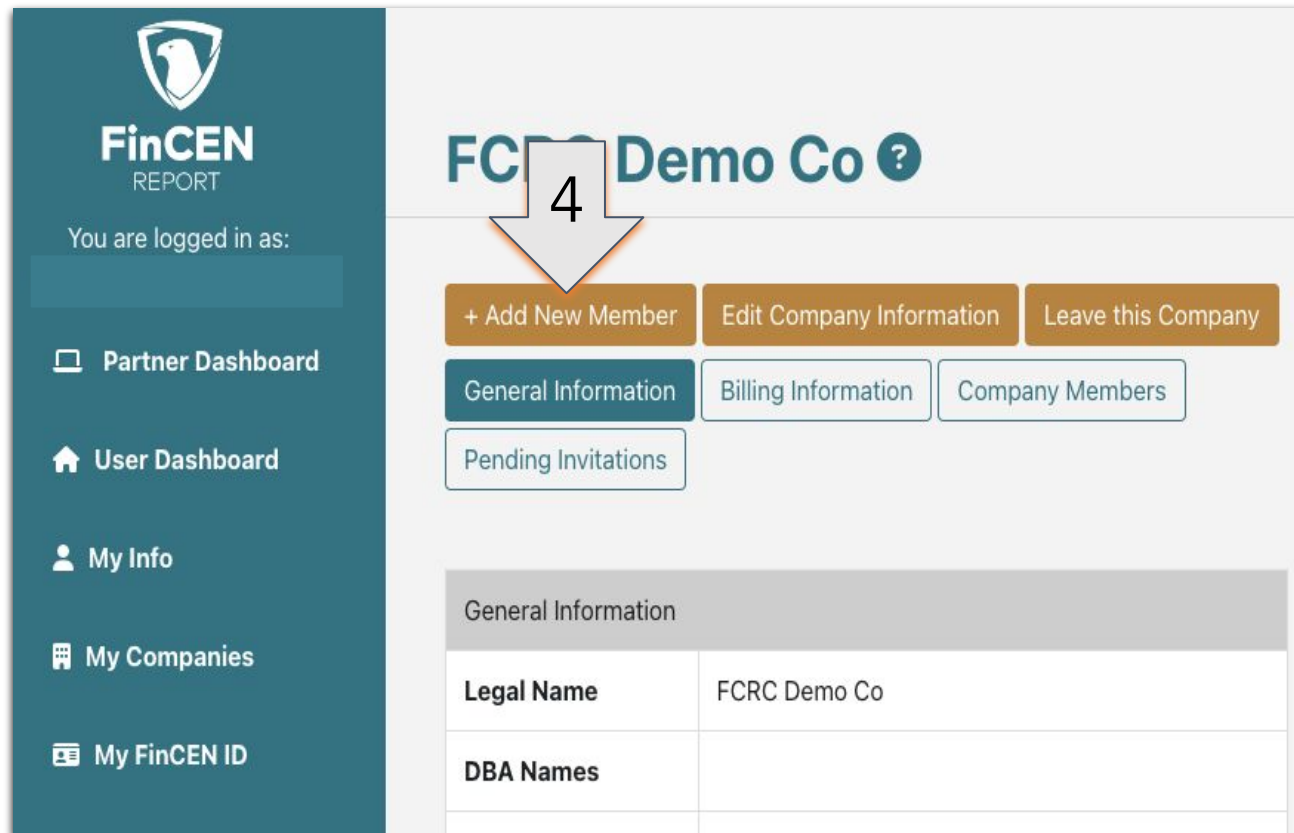
1. Go to your "Partner Dashboard".

2. Under the "Companies" tab

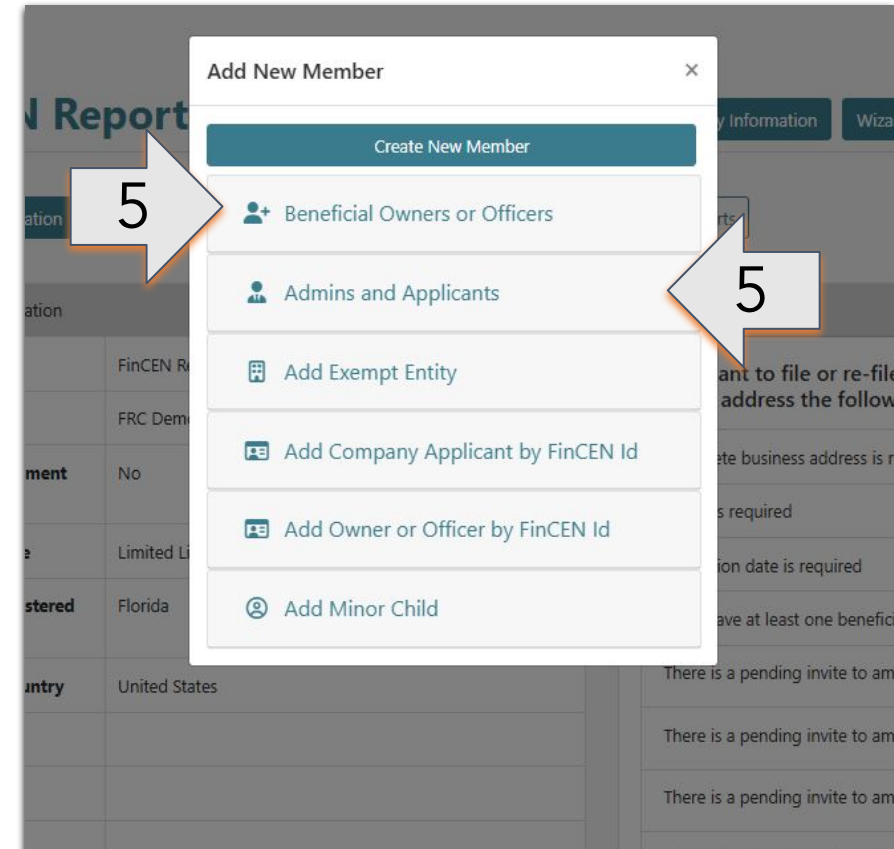
3. Select the company name you want to invite members to.

- Note: anyone you invite via email will need to accept the invite, create an account and complete their part of the process depending on their role in the company.

How To: Invite Members To A Reporting Company By Email



4. Select the "+Add New Member" tab.



5. Select:

- Beneficial Owners or Officers
- or –
- Admins and Applicants

How To: Invite Members To A Reporting Company By Email



The image shows two side-by-side screenshots of the 'Add New Member' form. The form has a 'Create New Member' header and two tabs: 'Beneficial Owners or Officers' and 'Admins and Applicants'. The left screenshot shows the 'Admins and Applicants' tab selected, with the 'Invite this Email' field highlighted by a grey arrow labeled '6'. Below it, the 'Member name' field is highlighted by a grey arrow labeled '7'. The 'As this Primary Role (you can edit this later)' dropdown menu is set to 'Company Applicant' and is highlighted by a grey arrow labeled '8'. At the bottom, the 'Invite' button is highlighted by a grey arrow labeled '9'. The right screenshot shows the 'Beneficial Owners or Officers' tab selected, with the 'Invite this Email' field highlighted by a grey arrow labeled '6'. Below it, the 'Member name' field is highlighted by a grey arrow labeled '7'. The 'As this Primary Role (you can edit this later)' dropdown menu is set to 'Beneficial Owner' and is highlighted by a grey arrow labeled '8'. At the bottom, the 'Invite' button is highlighted by a grey arrow labeled '9'.

6. Enter their email address.

7. Enter their name. (optional)

8. Select a Role.

9. Then select "Invite".

- Definition of "Company Member Roles" can be found [here](#) [Company Member Roles & What They Mean](#)

- If your client needs to invite a member to the company by email they would start at the "My Companies" tab on their FRC account & then follow steps 3-9.

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How To: Add Members To A Reporting Company By FinCEN ID

A screenshot of the "Reporting Use Dashboard" interface. On the left is a dark teal sidebar with navigation links: "Partner Dashboard" (highlighted with an orange bar), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area has a header "Reporting Use Dashboard" with a gear icon. Below the header is a row of tabs: "Companies" (selected), "Members", "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides". To the right of the tabs are "Import" and "+ New Company" buttons. Below the tabs is a search bar with the placeholder "Search name, reference id, or file number" and a "Filter by member" dropdown. A table below the search bar lists companies. A large grey arrow with the number "1" points to the "Partner Dashboard" link in the sidebar. A large grey arrow with the number "2" points to the "Companies" tab. A large grey arrow with the number "3" points to the first row of the table, "Co Demo LLC".

	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	Co Demo LLC	Limited Liability Company	Georgia	Needs Information	
<input type="checkbox"/>	Company Sample	Corporation	Georgia	Needs Information	
<input type="checkbox"/>	FCRC Demo Co	Corporation	Georgia	Needs Information	

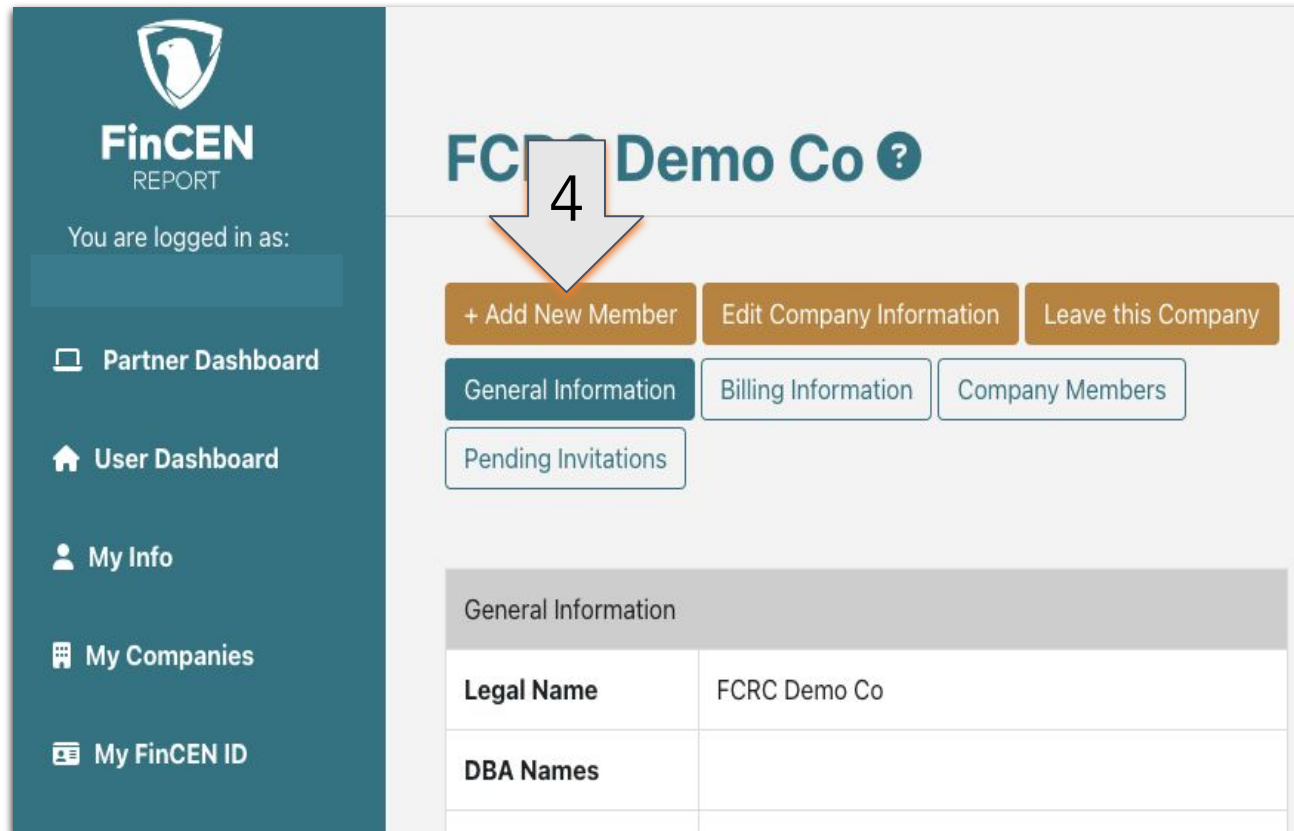
1. Go to your "Partner Dashboard".

2. Under the "Companies" tab

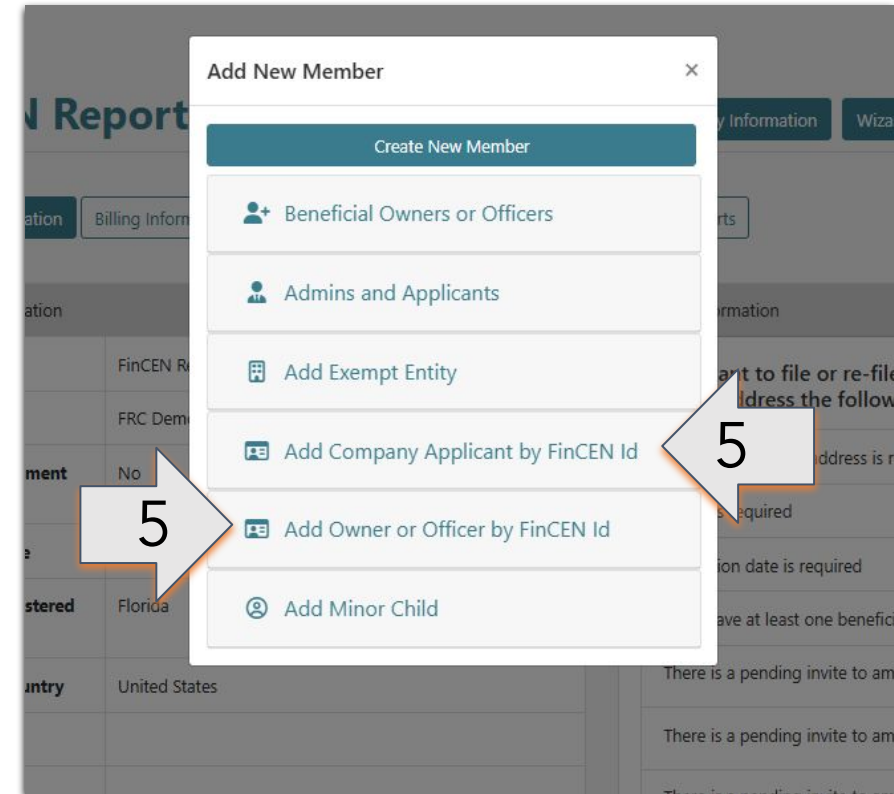
3. Select the company name you want add members to.

- If your client needs to add a company members by FinCEN ID to the company they would start at the "My Companies" tab on their FRC account & then follow steps 3-10

How To: Add Members To A Reporting Company By FinCEN ID



4. Select the "+ Add New Member" tab.



5. Then select either:
"Add Company Applicant by FinCEN ID"
—or—
"Add Owner or Officer by FinCEN ID"

How To: Add Members To A Reporting Company By FinCEN ID



Add New Member [X]

Create New Member

- + Beneficial Owners or Officers
- + Admins and Applicants
- + Add Exempt Entity
- + **Add Company Applicant by FinCEN Id**

Individual's FinCEN Id * required

[Add Applicant] [Close]

- + Add Owner or Officer by FinCEN Id
- + Add Minor Child

Arrow 6 points to "Add Company Applicant by FinCEN Id". Arrow 7 points to "Add Applicant".

Add New Member [X]

Create New Member

- + Beneficial Owners or Officers
- + Admins and Applicants
- + Add Exempt Entity
- + Add Company Applicant by FinCEN Id
- + **Add Owner or Officer by FinCEN Id**

Individual's FinCEN Id * required

Legal First Name * required

Legal Last Name * required

As this Primary Role (you can edit this later)

Beneficial Owner

[Add Member] [Close]

- + Add Minor Child

Arrow 6 points to "Add Owner or Officer by FinCEN Id". Arrow 7 points to "Add Member".

6. Click on the option you want to use & fill in all the required fields.

7. Select "Add Member" when completed.

How To: Add Members To A Reporting Company By FinCEN ID



You are logged in as:
mmyers@fincenreport.com

Partner Dashboard

User Dashboard

My Info

My Companies

My FinCEN ID

Notifications

FCRC Demo Co ?

+ Add New Member

Edit Company Information

this Company

General Information

Billing Information

Company Members

Pending Invitations

Member Name	Email	Roles	Data Source	Actions
John Doe	jodoe@email.com	<div>Admin</div>	Incomplete	<div>Roles</div>
Company Applicant (FinCEN ID: 3000-0000-0000)	fincenid+1c490734@fincenreport.com	<div>Company Applicant</div>	FinCEN ID	<div>Remove Member</div>



8. Go back to the "Company Members" tab.

9. Verify the info is correct and that the member has been added.

Company Member Roles & What They Mean



Roles used for Filing



☐ Beneficial Owner

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.

☐ Senior Officer

This person is a "senior officer" as defined in FinCEN's reporting rule (31 CFR 1010.380) and is either the CEO, President, COO, CFO, General Counsel, or an officer with a different title that performs a similar function.

☐ Company Applicant (required for companies formed after Jan 1, 2024)

This person is a "company applicant" as defined in FinCEN's reporting rule (31 CFR 1010.380) because this person either (a) directly filed the document that formed the reporting company (or caused it to be registered to do business) or (b) was primarily responsible for directing such filing.

Beneficial Owner- each company is required to have at least 1 beneficial owner in order to file a BOI report.

Senior Officer- this role is also considered a beneficial owner on the BOI report.

Company Applicant- If a company was formed in 2024 it is required to report at least 1 company applicant with a maximum of 2 per company.

- Note: If any one of the roles above are assigned to a company member that member WILL be included on the BOI report.

- Each company member can be assigned multiple roles if needed.

Company Member Roles & What They Mean

A screenshot of a web interface for selecting optional roles. At the top, there is a header bar with the text "Optional Roles" and a right-pointing arrow. A large, light gray arrow with a black outline points from the right towards the "Optional Roles" text. Below the header, there are three checkboxes with corresponding descriptions:

- ☐ Advisor: This person is a lawyer, paralegal, accountant, or other professional advisor to the company. An Advisor also has the power to add members to the company and designate the roles of members (other than the Company Admin).
- ☐ Billing Contact: This person is responsible for managing the company's subscription and arranging the company's payment details.
- ☒ Company Admin: This person has the highest level of authority with respect to the company's administration of this filing system with the power to file a BOI report and designate the roles of other members.

Advisors- this could be the company's attorney or other legal professional who needs access to BOIR info.

Billing Contact- this person is responsible for arranging the companies payment.

Company Admin- this is the only role that gives the ability to edit company info, add other company members, purchase a filing product, and submit the report.

Optional Roles:

- If someone ONLY has these roles assigned to them they WILL NOT be included on the BOIR.
- Optional Roles are for FinCEN Report Company members platform access only.

How To: Edit/Add Company Member Roles



The screenshot shows the FinCEN Partner Dashboard. On the left is a dark teal sidebar with the FinCEN logo and navigation links: Partner Dashboard (highlighted with an orange bar), User Dashboard, My Info, My Companies, My FinCEN ID, and Notifications. The main area is titled 'Partner Use Dashboard' and features a horizontal tab bar with 'Companies' (selected), 'Members', 'Filings', 'Transactions', 'Reports', 'FAQ', and 'Training and Guides'. Below the tabs are 'Import' and '+ New Company' buttons. A search bar with the placeholder 'Search name, reference id, or file number' and a 'Filter by member' dropdown are present. A table lists three companies, with the first row highlighted by a large arrow labeled '3'.

	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	Co Demo LLC	Limited Liability Company	Georgia	Needs Information	
<input type="checkbox"/>	Company Sample	Corporation	Georgia	Needs Information	
<input type="checkbox"/>	FCRC Demo Co	Corporation	Georgia	Needs Information	

1. Go to your "Partner Dashboard."
2. Under the "Companies" tab.
3. Select the company name you want to work on.

- If your client needs to edit/add any roles they would start at the "My Companies" tab on their FRC account and then follow steps 3-10.

How To: Edit/Add Company Member Roles



The screenshot shows the FinCEN REPORT interface for "FCRC Demo Co". The left sidebar contains navigation links: Partner Dashboard, User Dashboard, My Info, My Companies, My FinCEN ID, and Notifications. The main content area has a header "FCRC Demo Co ?" and a row of buttons: "+ Add New Member", "Edit Company Information", and "Add this Company". Below these are tabs: "General Information", "Billing Information", "Company Members" (highlighted with a large arrow labeled "4"), and "Pending Invitations". A table lists members with columns: Member Name, Email, Roles, Data Source, and Actions. The table has two rows: "John Doe" (Admin role, Incomplete data source) and "Company Applicant (FinCEN ID: 3000-0000-0000)" (Company Applicant role, FinCEN ID data source). The "Roles" button in the Actions column for the "Company Applicant" row is highlighted with a large arrow labeled "5".

Member Name	Email	Roles	Data Source	Actions
John Doe	jodoe@email.com	Admin	Incomplete	Roles
Company Applicant (FinCEN ID: 3000-0000-0000)	fincenid+1c490734@fincenreport.com	Company Applicant	FinCEN ID	Roles

4. Select the "Company Members" tab.

5. Then select the "Roles" button next to name of the member you want to edit/add roles to.

How To: Edit/Add Company Member Roles



The screenshot shows a web interface for assigning roles to a company member. It is divided into two main sections: "Roles used for Filing" and "Optional Roles".

Roles used for Filing:

- 6** ☐ **Beneficial Owner**
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.
- 6** ☐ **Senior Officer**
This person is a "senior officer" as defined in FinCEN's reporting rule (31 CFR 1010.380) and is either the CEO, President, COO, CFO, General Counsel, or an officer with a different title that performs a similar function.
- 6** ☐ **Company Applicant (required for companies formed after Jan 1, 2024)**
This person is a "company applicant" as defined in FinCEN's reporting rule (31 CFR 1010.380) because this person either (a) directly filed the document that formed the reporting company (or caused it to be registered to do business) or (b) was primarily responsible for directing such filing.

Optional Roles:

- 6** ☐ **Advisor**
This person is a lawyer, paralegal, accountant, or other professional advisor to the company. An Advisor also has the power to add members to the company and designate the roles of members (other than the Company Admin).
- 6** ☐ **Billing Contact**
This person is responsible for managing the company's subscription and arranging the company's payment details.
- 6** ☒ **Company Admin**
This person has the highest level of authority with respect to the company's administration of this filing system with the power to file a BOI report and designate the roles of other members.

7 (Arrow pointing to the Save button)

8 (Arrow pointing to the Remove Member button)

Buttons at the bottom: **Remove Member** (red), **Save** (blue), **Close** (yellow).

6. Click the boxes to check or uncheck a role. When a box is checked that means these roles will be assigned to that company member.

- Each member can have multiple roles assigned at one time.

7. Select "Save" when done assigning roles.

8. If you need to remove a member from the company you can use the "Remove Member" button.

How To: Edit/Add Company Member Roles



You are logged in as:

Partner Dashboard

User Dashboard

My Info

My Companies

My FinCEN ID

Notifications

FCRC Demo Co ?

+ Add New Member

Edit Company Information

this Company

General Information

Billing Information

Company Members

Pending Invitations

Member Name	Email	Roles	Data Source	Actions
John Doe	jodoe@email.com	<div>Admin</div> <div>Advisor</div> <div>Beneficial Owner</div> <div>Company Applicant</div> <div>Billing Contact</div> <div>Senior Officer</div>	Manually Entered	<div>Roles</div>
Company Applicant (FinCEN ID: 3000-0000-0000)	fincenid+1c490734@fincenreport.com	<div>Company Applicant</div>	FinCEN ID	<div>Remove Member</div>

9. Go back to the "Company Members" tab.

10. Verify the roles were assigned correctly.

How To: Edit/Add Reporting Company Information



The screenshot shows the FinCEN Partner Dashboard. On the left is a dark teal sidebar with the FinCEN logo at the top. Below the logo, it says 'You are logged in as:'. There are five menu items: 'Partner Dashboard' (highlighted with an orange bar and a large white arrow labeled '1'), 'User Dashboard', 'My Info', 'My Companies', 'My FinCEN ID', and 'Notifications'. The main content area is light gray and titled 'Partner Use Dashboard' with a gear icon in the top right. Below the title is a row of tabs: 'Companies' (highlighted with a large white arrow labeled '2'), 'Members', 'Filings', 'Transactions', 'Reports', 'FAQ', and 'Training and Guides'. Below the tabs is a search bar with the placeholder 'Search name, reference id, or file number' and a 'Filter by member' dropdown. Below the search bar is a table with columns: 'Company Type', 'Org State', 'Status', 'Last Filing Date/Status', and 'Note'. There are three rows of data, each with a checkbox on the left. A large white arrow labeled '3' points to the first row. The data rows are: 'Co Demo LLC' (Limited Liability Company, Georgia, Needs Information), 'Company Sample' (Corporation, Georgia, Needs Information), and 'FCRC Demo Co' (Corporation, Georgia, Needs Information).

	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	Co Demo LLC	Limited Liability Company	Georgia	Needs Information	
<input type="checkbox"/>	Company Sample	Corporation	Georgia	Needs Information	
<input type="checkbox"/>	FCRC Demo Co	Corporation	Georgia	Needs Information	

1. Go to your "Partner Dashboard".
2. Under the "Companies" tab
3. Select the company name you want to work on.

- If your client needs to edit/update the company info they would start at the "My Companies" tab on their FRC account and then follow steps 3-10.

How To: Edit/Add Reporting Company Information



A screenshot of the FinCEN REPORT web application interface. On the left is a dark teal sidebar with the FinCEN REPORT logo and navigation links: "You are logged in as:", "Partner Dashboard", "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area has a light gray header with "FCRC Demo Co" and a large white arrow pointing down to the "Edit Company Information" button, which is labeled with a large number "4". Below the header are three orange buttons: "+ Add New Member", "Edit Company Information", and "Leave this Company". Underneath these are four white buttons with blue borders: "General Information", "Billing Information", "Company Members", and "Pending Invitations". The "General Information" button is selected. The main content area is divided into two columns. The left column, titled "General Information", contains a table with the following data: Legal Name (FCRC Demo Co), DBA Names (empty), Company Type (Corporation), and Foreign Investment Pool? (No). The right column contains a "Status Information" section with a green message: "Great news! Your company is ready to file. Your company information is complete, you may file your BOI report." and a "Submit Report" button. Below this is a "Previous Filings" section stating "There are no previous filings."

4. Select the "Edit Company Information" button located at the top of the screen.

How To: Edit/Add Reporting Company Information



The screenshot shows the 'Edit Company' form in the FinCEN REPORT interface. A sidebar on the left contains navigation links: Partner Dashboard, User Dashboard, My Info, My Companies, My FinCEN ID, Notifications, and Help and Guides. The main form area is titled 'Edit Company' and contains several sections:

- Reporting company legal name** (marked as * required): A text input field containing 'FCRC Demo Co'.
- DBA names**: A text input field and a 'Remove' button. Below it is an 'Add DBA Name' button.
- Company type** (marked as * required): A dropdown menu showing 'Corporation'.
- Foreign pooled investment vehicle**: A toggle switch.
- Has this company previously submitted a BOIR Report apart from FinCEN Report?**: Radio buttons for 'YES' and 'NO' (selected).
- Company FinCEN ID**: A text input field.

On the right side of the form, there are three sections:

- Note**: A text block stating: 'Adding a company could have a slight delay in processing while your company information is validated. You can continue to use the site but you cannot file until your company information has been validated.' Below this is a red 'Delete Company' button.
- Transfer Ownership**: A text block stating: 'To transfer the company's account ownership to another member, select a member from the list and press "Transfer Ownership".' Below this is a dropdown menu labeled 'Company Applicant' and a green 'Transfer Ownership' button.

Numbered arrows indicate the following steps:

- 5**: Points to the 'Reporting company legal name' field.
- 6**: Points to the 'Delete Company' button.
- 7**: Points to the 'Transfer Ownership' button.

5. Fill in all the required fields.

6. This is where the entire company can be deleted.

- If a company is deleted all company members are removed as well.

7. This is where ownership of the company can be transferred to any company member listed. Click the arrow to drop down a list of names.

- This will give the company member you choose the company admin role.

How To: Edit/Add Reporting Company Information



Edit Company

Company mailing address (line 2)

Company mailing address (line 3)

City

U.S. or U.S. Territory

United States

State

Select a state

8

Save

Cancel

You are logged in as:

Partner Dashboard

User Dashboard

My Info

My Companies

My FinCEN ID

Notifications

9

Company was successfully updated.

FCRC Demo Co

+ Add New Member

Edit Company Information

General Information

Billing Information

Compan

10

General Information

Legal Name	FCRC Demo Co
DBA Names	
Company Type	Corporation
Foreign Investment Pool?	No

8. Click on the "Save" button.

9. "Company was successfully updated." message should appear at the top of the page.

10. Check that the information was put in or updated correctly.

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How To: Purchase a Filing Product



The screenshot shows the FinCEN Partner Dashboard. On the left is a dark teal sidebar with navigation links: "Partner Dashboard" (highlighted with an orange bar and arrow 1), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main area is titled "Filing Use Dashboard" with a gear icon in the top right. Below the title is a horizontal menu with tabs: "Companies" (selected with an orange bar and arrow 2), "Members", "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides". To the right of these tabs are "Import" and "+ New Company" buttons. Below the tabs is a search bar with the placeholder "Search name, company id, or file number" and a "Filter by member" dropdown. Below the search bar is a table with the following columns: "Name", "Company Type", "Org State", "Status", "Last Filing Date/Status", and "Note". The table contains two rows: "Co Demo LLC" (Limited Liability Company, Georgia, Ready to File) and "Company Sample" (Corporation, Georgia, Needs Information). Arrow 3 points to the "Name" column header.

Name	Company Type	Org State	Status	Last Filing Date/Status	Note
Co Demo LLC	Limited Liability Company	Georgia	Ready to File		
Company Sample	Corporation	Georgia	Needs Information		

- Note: Only company members who have the company admin role or billing contact role assigned can purchase a filing product.
- If your client needs to purchase a filing product they would go to the "My Companies" tab in their FRC account and then follow steps 3-10.

1. Go to your "Partner Dashboard".
2. Select the "Companies" tab
3. Then select the company name you want to work on.

- If the partner has opted to pay for their clients filings then this step is not necessary and the client/company will not be required to pay with a credit card. The partner will receive monthly invoices instead.

How To: Purchase a Filing Product



A screenshot of the FinCEN REPORT dashboard. On the left is a dark teal sidebar with the FinCEN REPORT logo and navigation links: "You are logged in as:", "Partner Dashboard", "User Dashboard", "My Info", "My Companies", "My FinCEN ID", "Notifications", "Help and Guides", "Settings", and "Log Out". The main content area is light gray. At the top, it says "FCRC Demo" followed by a large gray arrow pointing down with the number "4" and a question mark icon. Below this are three orange buttons: "+ Add New Member", "Edit Company Information", and "Leave this Company". Underneath are four white buttons with blue borders: "General Information", "Billing Information" (which is highlighted with a blue background), "Company Members", and "Pending Invitations". Below the buttons, there's a white box containing the text "This company qualifies for", followed by "Report 365" in large blue font, "subscription for", and "\$199" in large blue font, with "usd / year" in smaller text below. A list of benefits follows, each preceded by a checkmark: "Great for larger companies", "Any number of Beneficial Owners", "One year of unlimited amendments", "Automatic amendment reminders", "Automatic renewal, Cancel Any Time", and "Unlimited Online Support". At the bottom of this box is a dark teal button labeled "Subscribe Now". A large gray arrow pointing down with the number "5" is overlaid on the bottom right of the white box.

4. Go to the “Billing Information” tab.

5. Select “Subscribe Now”

- The filing product options will vary depending on how many beneficial owners the company has.

How To: Purchase A Filing Product

A screenshot of the FinCEN REPORT subscription checkout page. On the left, a summary table shows the subscription details and pricing. On the right, a "Pay with card" form is displayed. A large grey arrow with the number "6" points to the "Card information" section, and another large grey arrow with the number "7" points to the "Subscribe" button.

FinCEN REPORT TEST MODE	
Subscribe to Report 365 Subscription with Unlimited Filing	
\$199.00	per year
Report 365 Subscription with Unlimited Filing	\$199.00
Billed yearly	
Subtotal	\$199.00
Add promotion code	
Total due today	\$199.00

Powered by | [Terms](#) | [Privacy](#)

Pay with card

Email

Card information

1234 1234 1234 1234

MM / YY CVC

Cardholder name

Full name on card

Country or region

United States

ZIP

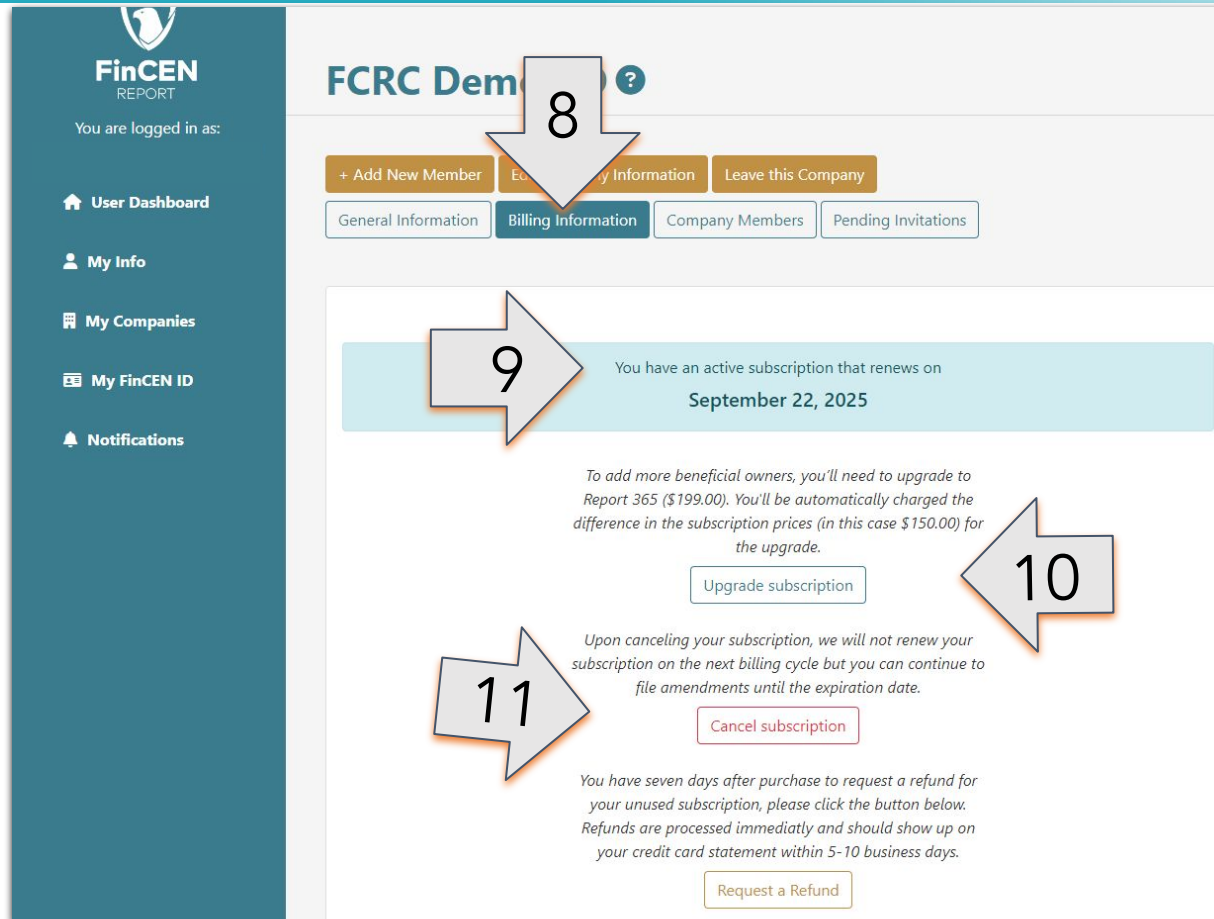
Subscribe

By confirming your subscription, you allow FINCEN REPORT COMPANY LLC to charge you for future payments in accordance with their terms. You can always cancel your subscription.

6. Enter in your card information.
7. Then select the "Subscribe" button.

- Note: FRC will not ask for payment until the user is ready to submit a BOI report. Users can prepare and save all the information without making a purchase.

How To: Purchase A Filing Product



8. Go back to the “Billing Information” tab.

9. Verify your purchase.

10. If you need to add more beneficial owners & already purchased the one beneficial owner subscription. Upgrade it here to add more beneficial owners.

11. If needed, the subscription annual renewal can be canceled from here. Once cancelled your subscription will remain active until the date listed & you will not be charged for the next year.

- Note: Once a refund is requested we will promptly initiate the refund process for that transaction. We appreciate your understanding and anticipate that the refunded amount will be reflected in your account within approximately 5-10 business days.

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How To: Submit A BOI Report



A screenshot of the FinCEN Partner Dashboard. On the left is a dark teal sidebar with the FinCEN logo at the top and several menu items: "Partner Dashboard" (highlighted with an orange bar), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main area is light gray and titled "Training Use Dashboard" with a gear icon in the top right. Below the title is a row of tabs: "Companies" (selected), "Members", "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides". To the right of these tabs are "Import" and "+ New Company" buttons. Below the tabs is a search bar with the placeholder "Search name, reference id, or file number" and a "Filter by member" dropdown. At the bottom is a table with columns: "Company Type", "Org State", "Status", "Last Filing Date/Status", and "Note". Three companies are listed: "Co Demo LLC", "Company Sample", and "FCRC Demo Co", all with a status of "Needs Information". Three numbered arrows are overlaid on the image: arrow 1 points to the "Partner Dashboard" link in the sidebar; arrow 2 points to the "Companies" tab; and arrow 3 points to the first row of the table.

1. Go to your "Partner Dashboard."
2. Under the "Companies" tab.
3. Select the company name you want to submit a report for.

- If your client needs to submit a report they would start at the "My Companies" tab on their FRC account and then follow steps 3-12.

How To: Submit A BOI Report



The screenshot shows the FinCEN REPORT interface for a company named 'Co Demo LLC'. The left sidebar contains navigation links: Partner Dashboard, User Dashboard, My Info, My Companies, My FinCEN ID, and Notifications. The main content area has a header with the company name and a question mark icon. Below the header are four tabs: '+ Add Member', 'Edit Company Information', 'Leave this Company', and 'General Information'. The 'General Information' tab is selected. Below the tabs are two panels. The left panel, titled 'General Information', contains a table with the following data:

General Information	
Legal Name	Co Demo LLC
DBA Names	
Company Type	Limited Liability Company
Foreign Investment Pool?	No
EIN	78-3650876
FinCEN ID	
File Number	

The right panel, titled 'Status Information', contains a section 'To file or re-file your report, please complete the following items:' with a 'Remind Admins' button. Below this are two items that need to be completed:

- Companies formed on or after January 1, 2024 must report at least one company applicant
- Must have at least one beneficial owner or senior officer

Below these items is a section titled 'Previous Filings' with the text 'There are no previous filings.'.

Numbered arrows indicate the following steps:

- Arrow 4 points to the 'General Information' tab.
- Arrow 5 points to the 'Status Information' panel.
- Arrow 6 points to the list of items that need to be completed before filing.

4. Go to the "General Information" tab

5. Find the "Status Information" box on the right side of the screen.

6. If there are things that need to be addressed before filing you will not see a submit report button. Instead you will see the list of things that need to be completed.

- Everything that is listed there will need to be completed before the button will show up to submit the BOI report. See next slide for example.

How To: Submit A BOI Report



7. Select the "Submit Report" button to file that companies BOI report.

- This button will only appear when all the information required has been completed.

A screenshot of the FinCEN REPORT dashboard for a company named "FCRC Demo Co". The dashboard has a teal sidebar on the left with navigation links: "Partner Dashboard", "User Dashboard", "My Info", "My Companies", and "My FinCEN ID". The main content area has a header "FCRC Demo Co" with a help icon. Below the header are three orange buttons: "+ Add New Member", "Edit Company Information", and "Leave this Company". There are four tabs: "General Information" (active), "Billing Information", "Company Members", and "Pending Invitations". The "General Information" tab shows a table with fields: "Legal Name" (FCRC Demo Co), "DBA Names" (empty), and "Company Type" (Corporation). To the right of this table is a "Status Information" box that says "Great news! Your company is ready to file. Your company information is complete, you may file your BOI report." and contains a "Submit Report" button. A large grey arrow with the number "7" points to the "Submit Report" button.

8. Select the "File Now" button to confirm submission.

- The person who presses the submit report/file now buttons will have their name put down as the filer on the BOI report.

A screenshot of the FinCEN REPORT dashboard showing a confirmation dialog box. The dialog box has a title bar "NOTE: Submitting your report will add it to the queue for processing which may take up to 72 hours. You will receive an email confirmation when your report is filed." and a close button (X). The main text in the dialog says: "By clicking on 'File Now' you are confirming that your BOI report is true, correct and complete and in accordance with our Terms of Service and that FinCEN Report Company, LLC is authorized by you to file this BOI report with FinCEN via electronic means and to submit your name to FinCEN as the filer of this BOI report." At the bottom of the dialog are two buttons: "Cancel" and "File Now". A large grey arrow with the number "8" points to the "File Now" button. In the background, the dashboard is partially visible, showing the "General Information" tab with fields for "Legal Name", "DBA Names", and "Company Type".

How To: Submit A BOI Report



You are logged in as:

Partner Dashboard

User Dashboard

My Companies

My FinCEN ID

9

Report has been transmitted

Co Demo LLC

+ Add New Member

Edit Company Information

Leave this Company

General Information

Billing Information

Company Members

Pending Invitations

General Information

Legal Name

Co Demo LLC

DBA Names

10

Status Information

Report is Pending Submission to FinCEN. Please allow 72 hours for processing.

11

Status Information

Most Recent Filing Status: Accepted
Filed on 6/3/24

There is no reason to file unless an update is required. An update is required if (a) any piece of information in the prior report is no longer correct, or (b) the beneficial ownership of the company has changed.

Your last filing was accepted.
If you want to file an amendment you can by submitting a new report.

Submit Report

12

Previous Filings

Date	Filed By	Status	BOIR PDF
6/3/24	John Doe	Accepted	<div>Download</div>

9. A banner will pop up and say “report has been transmitted.”

10. The status information box is where you will find the status of the filing.

11. Once the report is accepted it will show in the status information box with the date it was accepted.

12. The previous filings box will have a downloadable BOIR PDF transcript receipt you can access for your records.

Go back to the
Table of Contents

How To: Access Filing Status & Download The BOIR Transcript Receipt

A screenshot of the FinCEN Partner Use Dashboard. The interface has a dark teal sidebar on the left with navigation links: "Partner Dashboard" (highlighted with an orange bar and arrow 1), "User Dashboard", "My Info", "My Companies", "My FinCEN ID", and "Notifications". The main content area is light gray and titled "Partner Use Dashboard" with a gear icon. Below the title is a row of tabs: "Companies" (highlighted with an orange bar and arrow 2), "Members", "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides". Below the tabs is a search bar with the placeholder "Search name, reference id, or file number" and a "Filter by member" dropdown. Below the search bar is a table with columns: "Company Type", "Org State", "Status", "Last Filing Date/Status", and "Note". The table contains three rows of data, each with a checkbox in the first column. An arrow 3 points to the first row. The table data is as follows:

	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	Co Demo LLC	Limited Liability Company	Georgia	Needs Information	
<input type="checkbox"/>	Company Sample	Corporation	Georgia	Needs Information	
<input type="checkbox"/>	FCRC Demo Co	Corporation	Georgia	Needs Information	

1. Go to your "Partner Dashboard".
2. Under the "Companies" tab
3. Select the company name that you want to access.

- If your client needs to access the filing status or downloadable BOIR PDF for a company they would start at the "My Companies" tab on their FRC account and then follow steps 3-6.

How To: Access Filing Status & Download The BOIR Transcript Receipt



You are logged in as

Partner Dashboard

User Dashboard

My Companies

My FinCEN ID

My Info

My Documents

Notifications

Co Demo LLC

+ Add New Member

Edit Company Information

Leave this Com

General Information

Billing Information

Company Members

Invitations

General Information

Status Information

Previous Filings

Legal Name	Co Demo LLC
DBA Names	
Company Type	Limited Partnership
Foreign Investment Pool?	No
EIN	98-7463200
FinCEN ID	
File Number	
Reference ID	
Formation Date	May 20, 2024
Formation Country	United States

Most Recent Filing Status: Accepted
Filed on 7/19/24

There is no reason to file unless an update is required. An update is required if (a) any piece of information in the prior report is no longer correct, or (b) the beneficial ownership of the company has changed.

Your last filing was accepted.
If you want to file an amendment you can by submitting a new report.

Submit Report

Date	Filed By	Status	
7/19/24	Jane Doe	Accepted	<div>Download</div>

4. Find the “Status Information” box on the right side of the screen. This is where you will see the status of that companies BOIR. It will either show as:

- Pending
- Accepted –or–
- Failed w/explanation

5. The “Previous Filings” box located right under the status box and will show a list of that companies submitted reports.

6. Click on the “Download” button to save a PDF copy of the BOI transcript receipt for your records.(only members with an admin role can view and download this receipt.)

How To: File An Amendment / Updated BOI Report



The screenshot shows the FinCEN Partner Dashboard. On the left is a dark teal sidebar with the FinCEN logo at the top. Below the logo, it says "You are logged in as:". There are five menu items: "Partner Dashboard" (highlighted with an orange bar and a large white arrow labeled "1"), "User Dashboard", "My Info", "My Companies", and "My FinCEN ID". At the bottom of the sidebar is a bell icon labeled "Notifications".

The main content area has a light gray header with the text "Training Use Dashboard" and a gear icon on the right. Below the header is a row of seven tabs: "Companies" (highlighted with a dark teal bar and a large white arrow labeled "2"), "Members", "Filings", "Transactions", "Reports", "FAQ", and "Training and Guides".

Below the tabs is a search bar with the placeholder text "Search name, reference id, or file number" and a "Filter by member" dropdown menu. To the right of the search bar are two buttons: "Import" and "+ New Company".

Below the search bar is a table with the following columns: "Company Type", "Org State", "Status", "Last Filing Date/Status", and "Note". There are three rows of data, each with a checkbox on the left. A large white arrow labeled "3" points to the first row. The data is as follows:

	Company Type	Org State	Status	Last Filing Date/Status	Note
<input type="checkbox"/>	Co Demo LLC	Limited Liability Company	Georgia	Needs Information	
<input type="checkbox"/>	Company Sample	Corporation	Georgia	Needs Information	
<input type="checkbox"/>	FCRC Demo Co	Corporation	Georgia	Needs Information	

1. Go to your "Partner Dashboard."
2. Under the "Companies" tab.
3. Select the company name you want to file for.

- An amendment/updated BOI report is required if:
- any piece of information in the prior report is no longer correct, or
- the beneficial ownership of the company has changed.

How To: File An Amendment / Updated BOI Report



You are logged in as:

Partner Dashboard

User Dashboard

My Companies

My FinCEN ID

My Info

My Documents

Notifications

Co Demo LLC

+ Add New Member

Edit Company Information

Leave this Company

General Information

Billing Information

Company Members

Pending Invitations

General Information

Legal Name	Co Demo LLC
DBA Names	
Company Type	Limited Partnership
Foreign Investment Pool?	No
EIN	98-7463200
FinCEN ID	
File Number	
Reference ID	
Formation Date	May 20, 2024
Formation Country	United States

Status Information

Most Recent Filing Status: Accepted
Filed on 7/19/24

Jane Doe changed the company information on 7/19/24. You should amend your report with FinCEN within 30 days of any change.

Mark complete

Your last filing was accepted.
If you want to file an amendment you can by submitting a new report.

Submit Report

Previous Filings

Date	Filed By	Status	BOIR PDF
7/19/24	Jane Doe	Accepted	<div>Download</div>

4. FRC detects when changes have been made to any of the information that was submitted on the previous BOIR. This is the message that appears after it has been detected. Selecting the “Mark Complete” button will stop email notifications about the change.

5. Select the “Submit Report” button to file an amendment.

Status Information

Most Recent Filing Status: Accepted
Filed on 6/4/24

There is no reason to file unless an update is required. An update is required if (a) any piece of information in the prior report is no longer correct, or (b) the beneficial ownership of the company has changed.

Your last filing was accepted.
If you want to file an amendment you can by submitting a new report.

Submit Report

6. If this message appears in the status box no further action is needed for that company at this time.

How To: File An Amendment / Updated BOI Report



NOTE: Submitting your report will add it to the queue for processing which may take up to 72 hours. You will receive an email confirmation when your report is filed.

By clicking on 'File Now' you are confirming that your BOI report is true, correct and complete and in accordance with our [Terms of Service](#) and that FinCEN Report Company, LLC is authorized by you to file this BOI report with FinCEN via electronic means and to submit your name to FinCEN as the filer of this BOI report.

Cancel

File Now

You are logged in as:

Partner Dashboard

User Dashboard

My Companies

My FinCEN ID

My Info

My Documents

Notifications

Co Demo LLC

+ Add New Member

Edit Company Information

Leave this Company

General Information

Billing Information

Company Members

Pending Invitations

General Information

Status Information

Legal Name	Co Demo LLC
DBA Names	
Company Type	Limited Partnership
Foreign Investment Pool?	No
EIN	98-7463200
FinCEN ID	
File Number	
Reference ID	
Formation Date	May 20, 2024
Formation Country	United States

Previous Filings

Date	Filed By	Status	
7/19/24	Jane Doe	Accepted	<div>Download</div>

Status Information

Report is Pending Submission to FinCEN. Please allow 72 hours for processing.

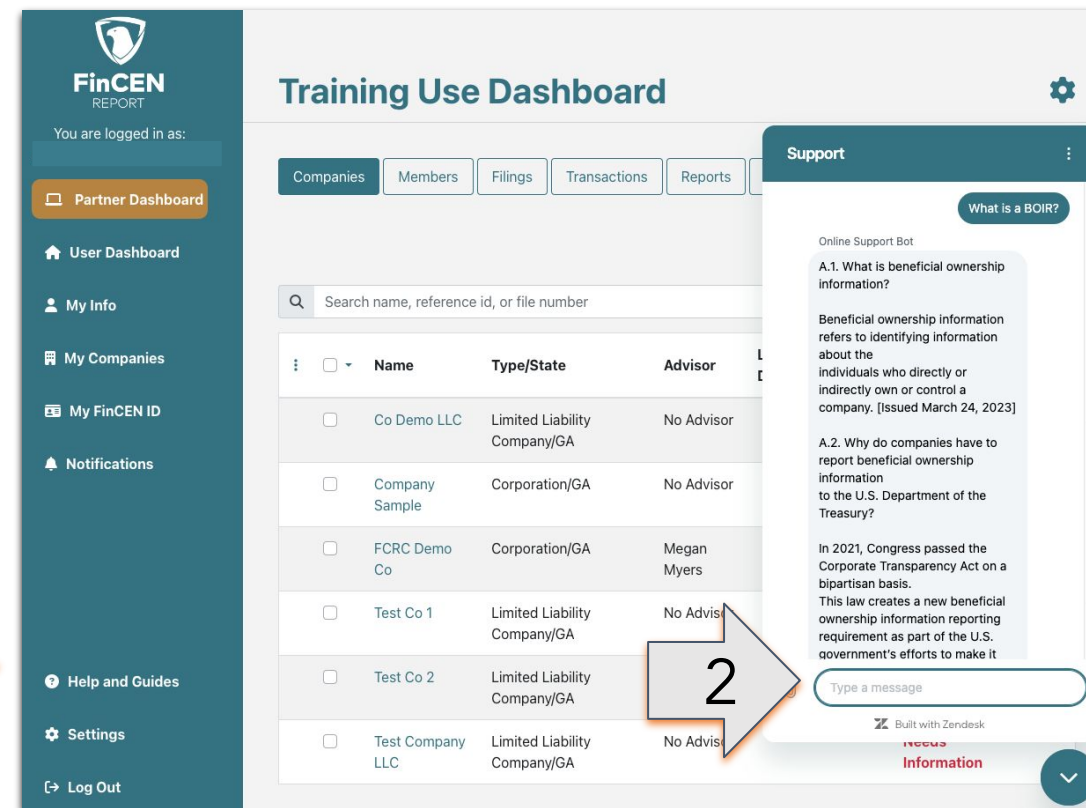
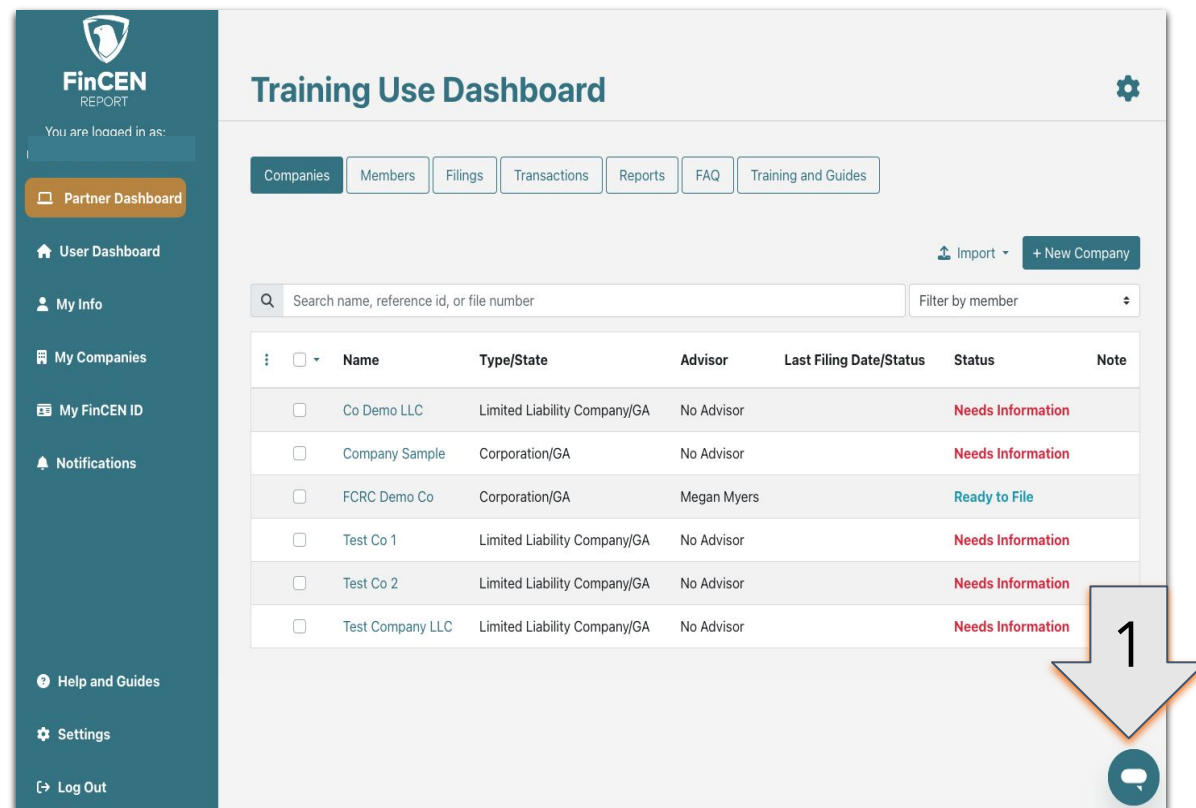
- If your client needs to submit an updated BOI report they would start at the “My Companies” tab on their FRC account and then follow steps 3-9.

7. Select the “File Now” button.

8. The status information box should show your BOIR as pending submission.

9. Once the report is showing a status of accepted. Any admin of the company can view & download the BOIR PDF.

Need Support? Ask Our Chatbot



1. Click on chat bubble in the lower right hand corner of any screen within the platform.

2. Ask the chatbot any questions you have. If it does not answer your questions please type in "speak to an agent".

Need Support? Contact Customer Success

You can also reach our Customer Success Team to answer questions and assist you with the BOI filing process by utilizing these 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.