

## **BOIR REPORTING INSTRUCTIONS**

\*Copy and paste the following link into your browser:

<https://boiefiling.fincen.gov/fileboir>

\*Select WEB – FILE ONLINE BOIR – PREPARE AND SUBMIT BOIR

1. Select Initial, Correct, or Update under TYPE OF FILING (select initial if this is your first time) and select NEXT

2. Date is auto-filled

3. Skip

4. Skip

5. Enter your business name

6. Skip

7. Select EIN

8. Enter your EIN (no dashes)

9. Skip

10. Select United States of America

10b. Select the State in which you were incorporated

11-15. Enter your business address

16-18. Skip

19-33. Enter applicant information and upload copy of identification. Then click NEXT

34. Skip if business owner is NOT a minor.

35-37. Skip

38-51. Follow the same steps from 19-33 but add ALL OWNERS INFO/IDENTIFICATION (including the applicant info from 19-33). Click NEXT

Enter email, first and last name, confirm you are a human. Select SUBMIT BOIR

Download/save your confirmation transcript.