

## **ATF EFORMS ACCOUNT SET UP:**

***IT IS BEST TO COMPLETE THIS PROCESS ON A DESKTOP OR LAPTOP, AS A KEYBOARD AND A LARGER SCREEN SIZE WILL MAKE IT EASIER TO NAVIGATE.***

**1/ GO TO [HTTPS://EFORMS.ATF.GOV/LOGIN](https://eforms.atf.gov/login) .**

**2/ ON THE [ MAIN / LOGIN ] PAGE, UNDER “CREATE AN EFORMS ACCOUNT”, CLICK ON < REGISTER >.**

**3/ ON THE [ USER REGISTRATION ] PAGE, FILL OUT ALL FIELDS, INCLUDING THE SELECTION OF A SECURITY QUESTON / ANSWER, A PASSWORD AND A PIN, AND CLICK ON < REGISTER >.**

**4/ YOUR REGISTRATION IS NOW COMPLETE.**

**5/ THE ATF WILL AUTOMATICALLY GENERATE YOUR USERNAME, AND THIS WILL BE SENT TO YOU IN AN EMAIL FOLLOWING YOUR REGISTRATION (PLEASE CHECK JUNK AND SPAM FOLDERS).**

**6/ CLOSE YOUR BROWSER AND THEN GO BACK TO [HTTPS://EFORMS.ATF.GOV/LOGIN](https://eforms.atf.gov/login) .**

**7/ LOGIN AND VERIFY YOUR ACCOUNT IS SET UP.**

***NOTE: IF YOU HAVE TROUBLE WITH YOUR REGISTRATION, PLEASE LET US KNOW. WE CAN HELP YOU CORRECT ANY ISSUES AND ASSIST YOU IN PERSON AT OUR LOCATION.***

### **TIPS:**

**A/ AS YOU COMPLETE THE REGISTRATION, MAKE SURE TO RECORD YOUR EMAIL, SECURITY QUESTON / ANSWER, PASSWORD AND YOUR PIN, ON A PIECE OF PAPER, ADDING TO IT YOUR USERNAME ONCE ASSIGNED; AND KEEP THIS IN A FILE. THEY ARE REQUIRED TO CERTIFY THE ELECTRONIC ATF FORM 4, AND TO MAINTAIN YOUR ATF EFORMS ACCOUNT IN THE FUTURE.**

**B/ FOR MORE INFORMATION ON THE REGISTRATION PROCESS, YOU CAN VISIT [HTTPS://WWW.YOUTUBE.COM/WATCH?V=02QEJC9O3VE](https://www.youtube.com/watch?v=02QEJC9O3VE) .**