

How to File the FBAR Electronically

The following steps describe the process of filing an FBAR electronically with our system.

Prerequisite

Our site requires use of the free Adobe Reader product to properly display our interactive FBAR. Please ensure you have the Adobe Reader installed on your system and you have opened the Adobe Reader application and accepted the License Agreement and made the Adobe Reader the default application for opening PDFs.

- ✓ The latest version of **Adobe Reader**, available for install at:
 - <http://get.adobe.com/reader/>

Browser Configuration

Your browser settings must be updated to open the FBAR PDF directly in the Adobe Reader as the default PDF viewer to properly display our interactive FBAR PDF. If this is not completed, you may receive either a blank screen or a prompt of *“Please wait, If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document.”* error message within the browser.

Follow the instructions below for your browser. The type of browser you are using can be identified by clicking on the Help menu and locating the About link (About Firefox, About Internet Explorer, About Google Chrome, for example).

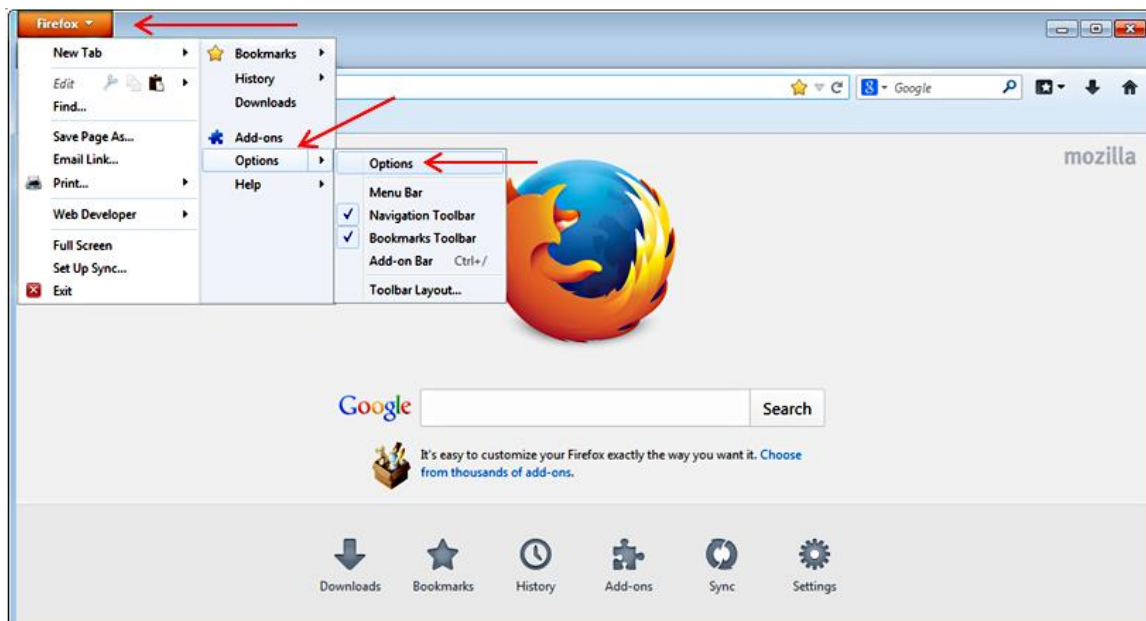
We have tested the following browsers with the BSA E-Filing System:

- **Internet Explorer 8.0 or higher**
- **FireFox 19.0.2 or higher**
- **Chrome 25 or higher**
- **Safari v7.0.2 with Apple OS X Version 10.9.2**

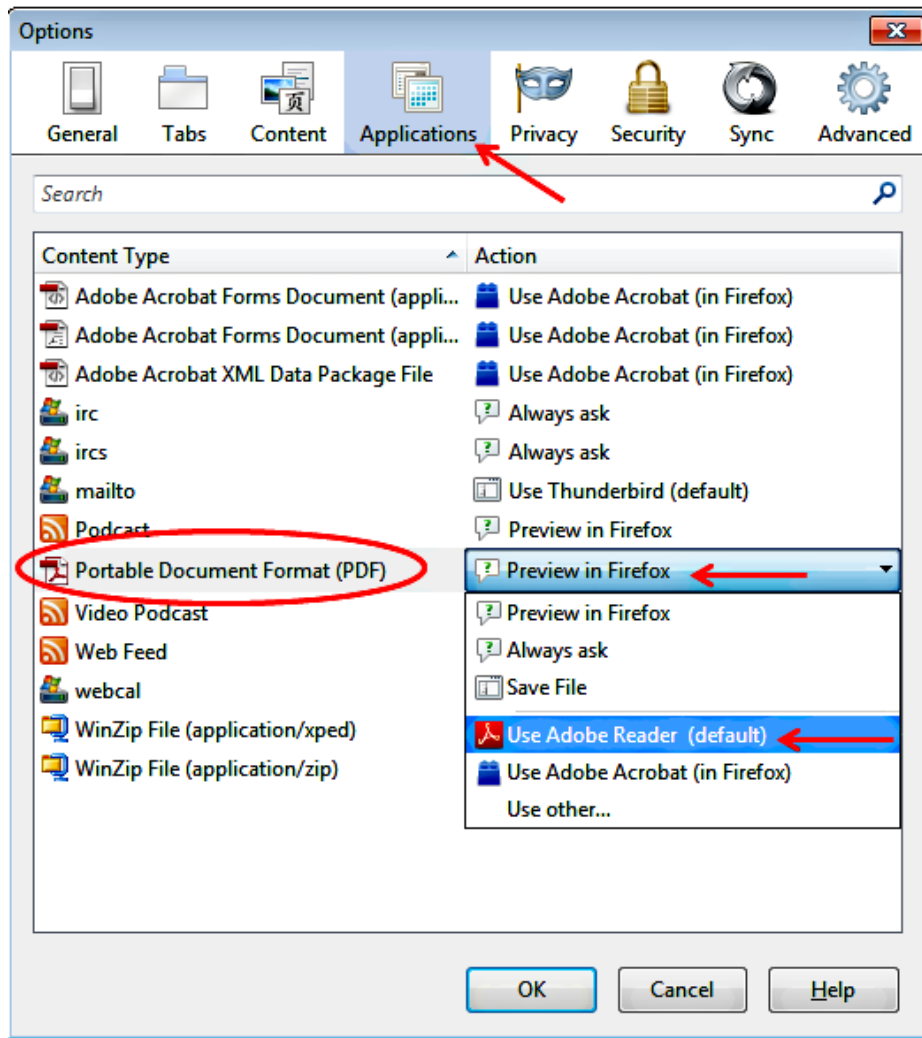
NOTE: The BSA E-Filing System currently does not support mobile devices including devices running Apples iOS.

Firefox Browser

Open Firefox. **Select Tools → Options:**

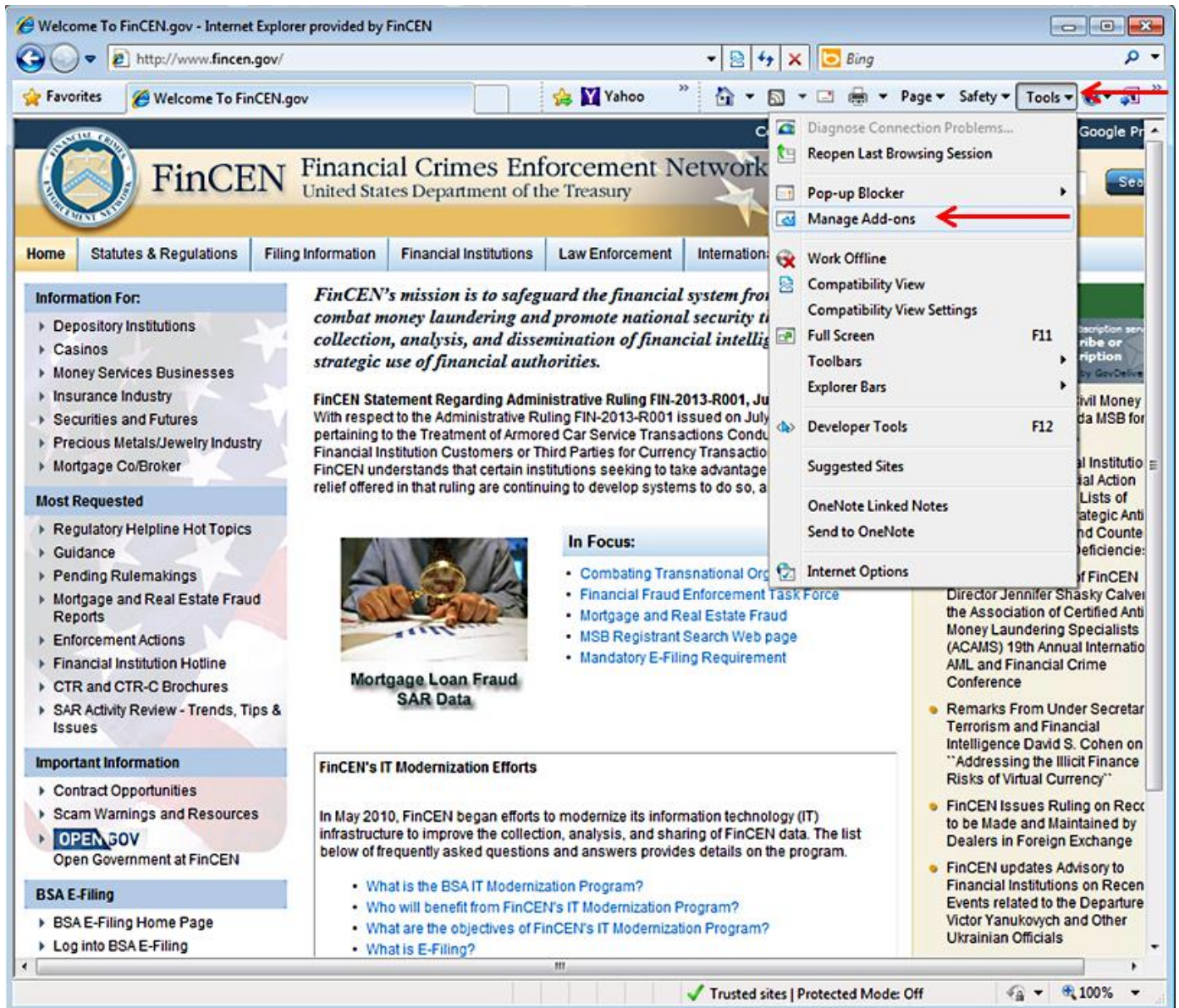


Click the Applications icon, scroll down to Portable Document Format, and select Use Adobe Reader (default) in the Action column, and then select OK. This is the only change that is needed.

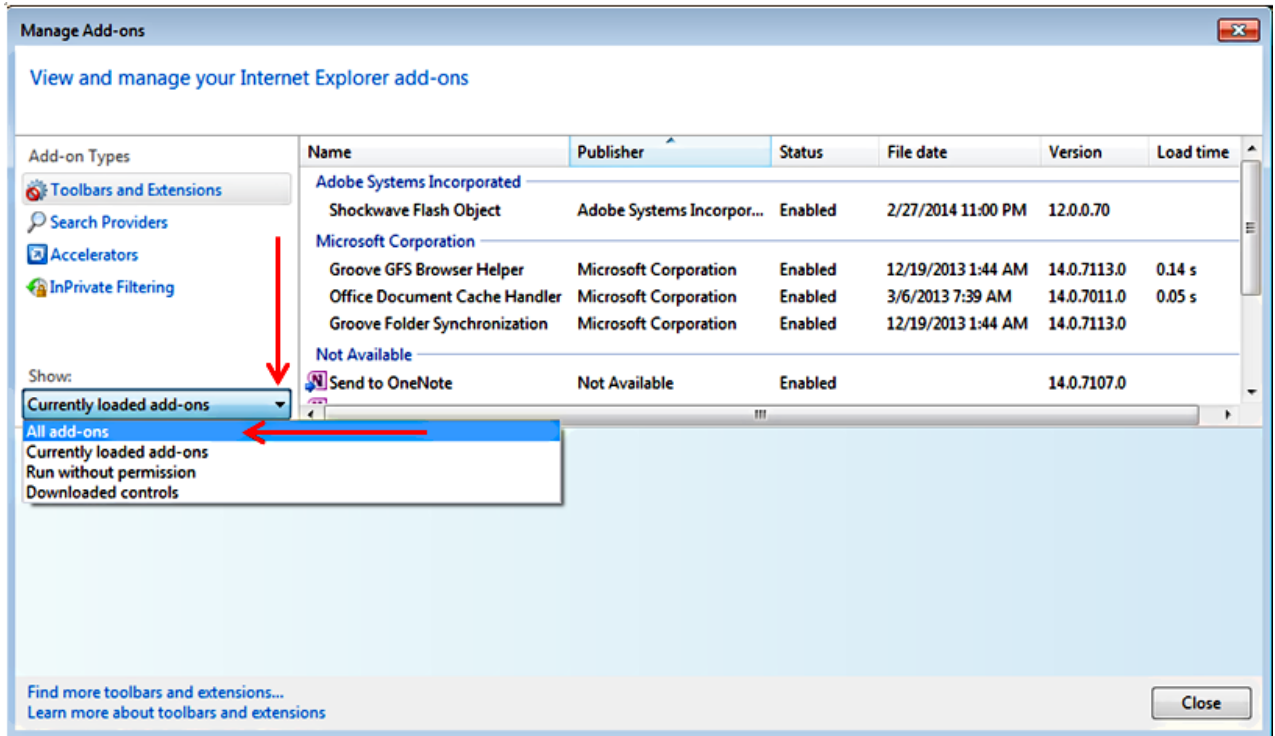


Internet Explorer Browser

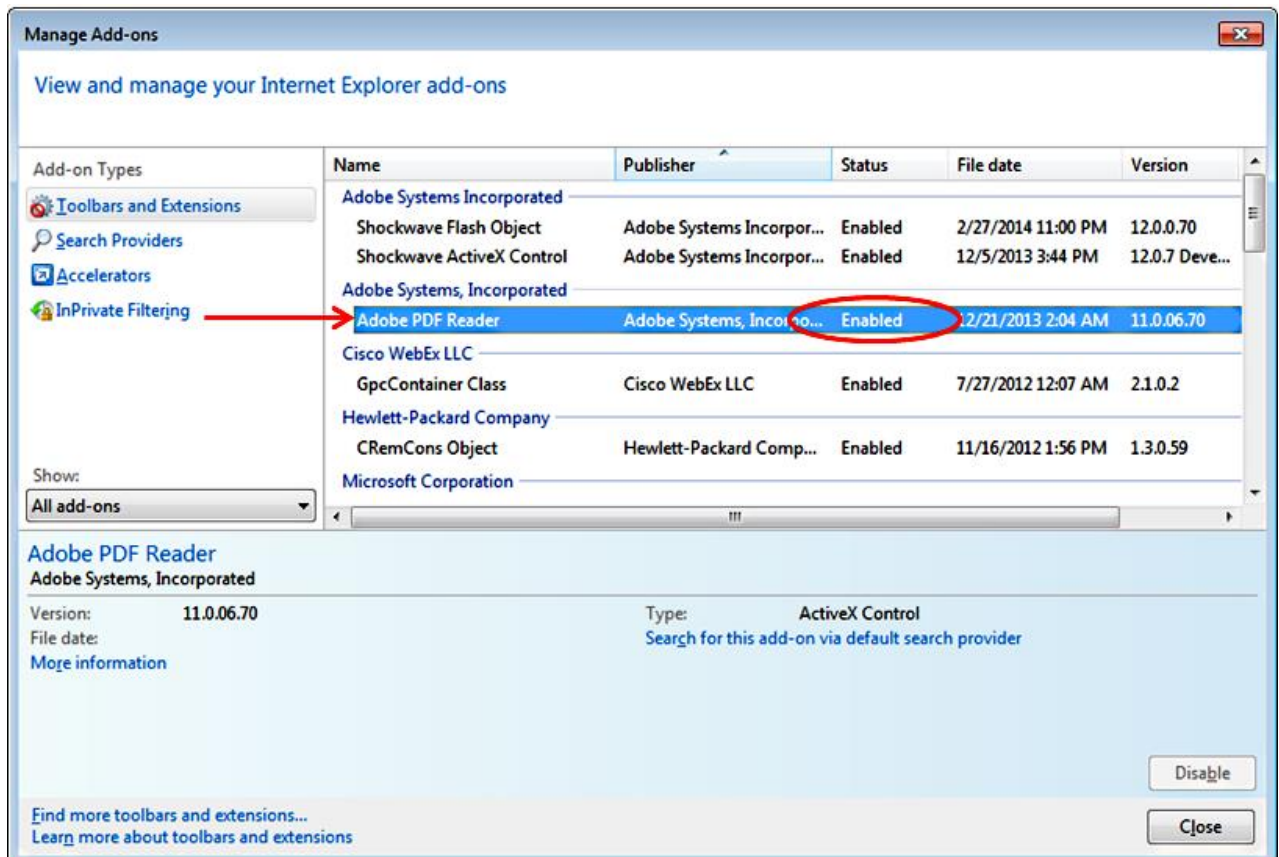
Open Internet Explorer. Select Tools → Manage Add-Ons:



Click the Currently Loaded Add-Ons under the Show label and then select All-Add-Ons:



Locate the **Adobe PDF Reader** and ensure the status is *Enabled*. This Add-On may be already *Enabled* so no action is needed. If it is *Disabled*, please click the entry to *Enable* the **Adobe PDF Reader**. No further updates are needed.

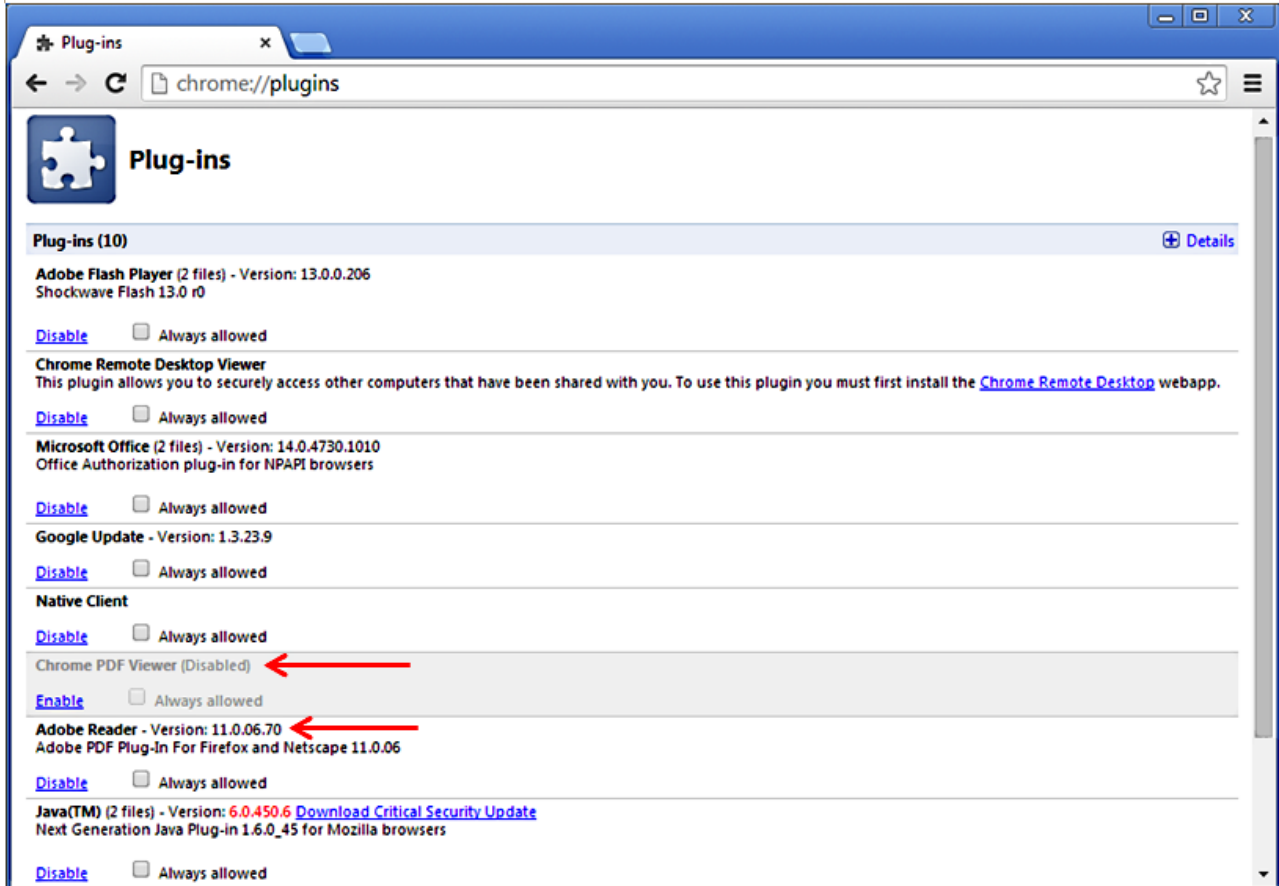


Google Chrome Browser

Open Chrome, and enter the following in the URL window at the top of the screen:

<chrome://plugins>

Locate the Chrome PDF Viewer in the list of plugins and ensure it is Disabled.



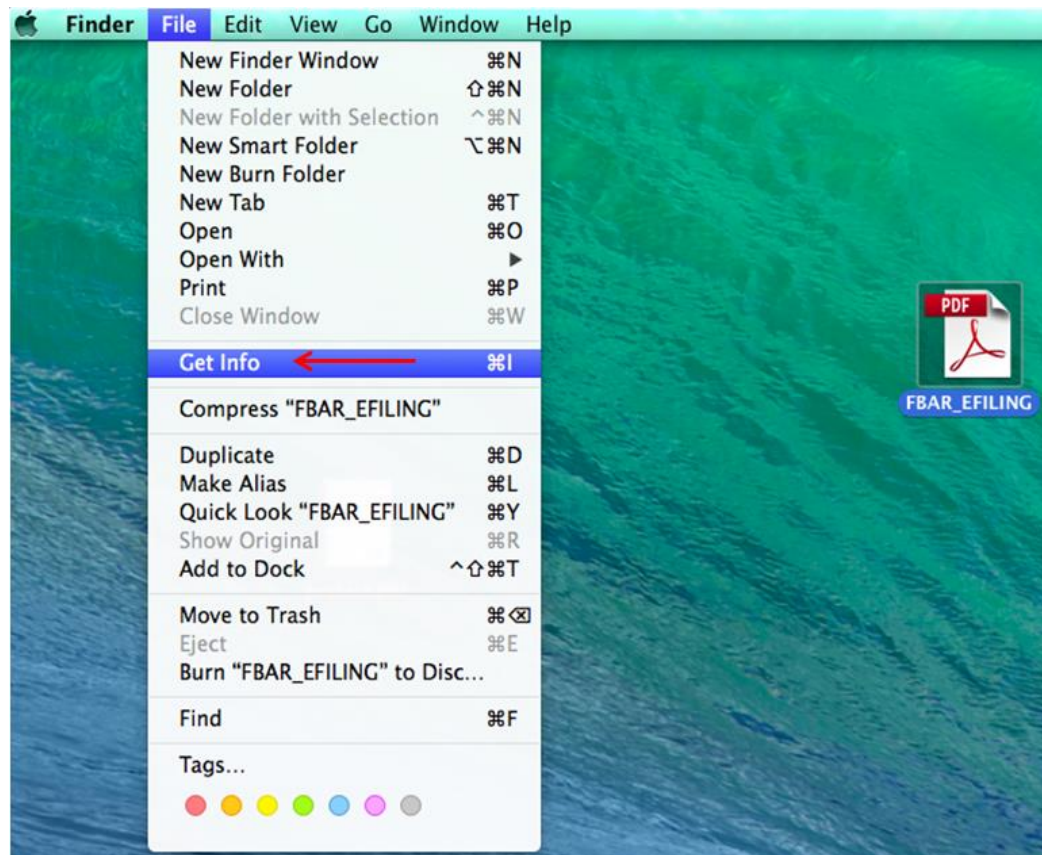
Chrome PDF Viewer will be greyed out as shown above when disabled. If there is an **Adobe Reader** plug-in listed, ensure that this plug-in is Enabled. ['Disabled'](#) link shows Adobe Reader is enabled.

Apple Safari

Please ensure your Adobe Reader is setup properly by opening your Launchpad and clicking on the Adobe Reader icon. If this is the first time you have installed Adobe Reader on your Mac, you will need to accept the license agreement when prompted and make Adobe Reader the default

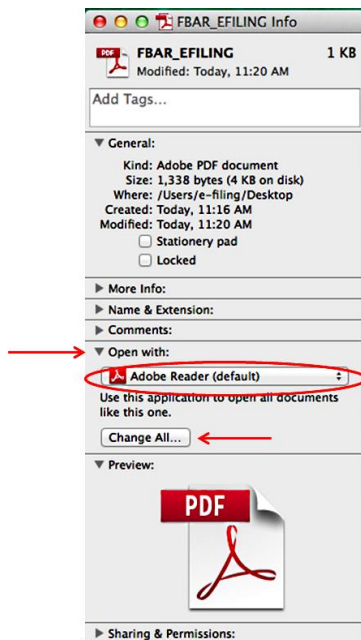
Users who already had the Adobe Reader installed will not be presented with these prompts. All users will also need to perform the following steps on your Mac in order to make Adobe Reader the default viewer for PDFs in Safari:

Select a PDF file as shown below. **Click File → Get Info.**

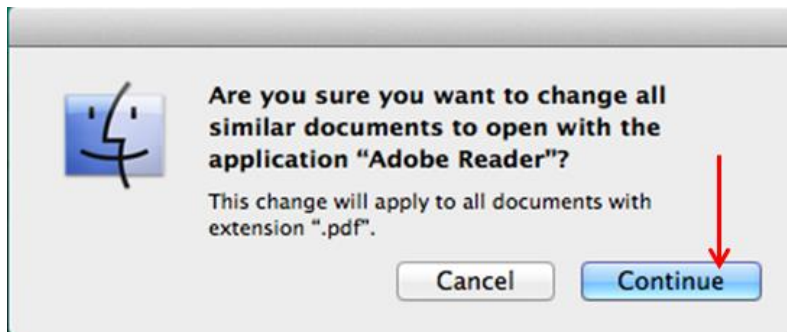


Click the arrow next to Open With to expand the product menu.

Choose **Adobe Reader** from the application menu and click the Change All button.



When asked if you want to change all similar documents, click Continue.



The Mac and Safari setup is now complete. If you wish to use Firefox or Chrome on your Mac, you will need to update those browser settings as described above.

1. **Download, open and complete your FBAR-** Click on the Prepare Button at <http://bsaefiling.fincen.treas.gov/NoRegFBARFiler.html>. Your browser should automatically download the PDF and may prompt you to open the PDF directly. If you receive a blank screen or any messages similar to “Please Wait”, please ensure you have configured your browser to use the Adobe Reader application to open the PDF as describe in #2 above. Once the report is open, please complete your FBAR, ensuring you have entered data in all fields highlighted in yellow. The first field, Filing Name field is used as an identifier for your FBAR and we recommend a name that clearly defines your FBAR (Smith FBAR 2013, for example). This information is useful in the event you need to contact the help desk.

2. **Validate FBAR** – Click on the Validate button to ensure you have all fields entered correctly. The system will prompt you if any fields need to be corrected or entered. If there are no errors, the system will prompt you with “This form needs to be signed in order to submit.”
3. **Sign your FBAR** – Once you have entered all your FBAR data, click the Sign the Form button. This will prompt you with “I acknowledge that I am electronically signing the BSA report”. Please click “Yes”. *A PIN is not required to perform the signing process.*
4. **Save your FBAR** – Click on the Save button to Save a copy of your submission before upload. We highly recommend you select a filename and location that you can easily access during the upload process. Some browsers default to a download directory that is difficult to navigate to when trying to access the saved PDF. You should have a Documents folder or Desktop location to save to that is easily accessible.
5. **Upload your saved FBAR-** Click on the Ready to File button to access the upload page. If you are attempting to upload a previously saved PDF, you can also go directly to the upload page at: <https://bsaefiling1.fincen.treas.gov/NoRegFilerUpload>. Enter your email address, first name, last name and phone number and then click on the Browse button to locate your saved FBAR and select the file to attach it to the upload page. Once attached, click Submit to upload and send your FBAR to the system. You should receive an immediate confirmation screen with a tracking ID similar to FF14-00000000X. You will also receive an email with your tracking information. Please retain this information for your records. **The upload page can only accept the electronic FBAR report. It will not accept any scanned images, including the previous TD F 90-22.1 report or the 114a Record of Authorization to Electronically File FBARs.* Per the instructions, the 114a Record of Authorization to Electronically File FBARs does NOT need to be uploaded to FinCEN. **Do not send the 114a to FinCEN. Retain this form for your records.**
6. **Monitor your email for an acknowledgement email within 2 business days** – Within two business days, you will receive an acknowledgement email indicating your FBAR has been processed and a BSA_Identifier has been assigned for your FBAR. This 14 digit number begins with 310000 and is unique to your filing. In the event you need to amend your FBAR to correct any information, please fill out a new FBAR completely and check the Amend box in Item 1. You will need to provide your Prior Report BSA Identifier after selecting the Amend box. If you need to amend a previously paper filed FBAR or if your Prior Report BSA Identifier is not known, please enter all zeroes, 00000000000000, in the Prior Report BSA Identifier field.

Technical Help

Technical issues encountered during the FBAR Filing process may be directed to the BSA E-Filing Help Desk at 1-866-346-9478 or via email at BSAEFilingHelp@fincen.gov. The Help Desk is available Monday through Friday from 8 a.m. to 6 p.m. EST. Please note that the Help Desk is closed on Federal holidays.

Regulatory Help

The line item instructions for completing the FBAR are located at [Line Item Instructions](#). If you have regulatory questions on how to complete the FBAR properly, please direct these to the Regulatory Hotline at 1-800-949-2732, if calling from outside the United States contact 703-905-3975.