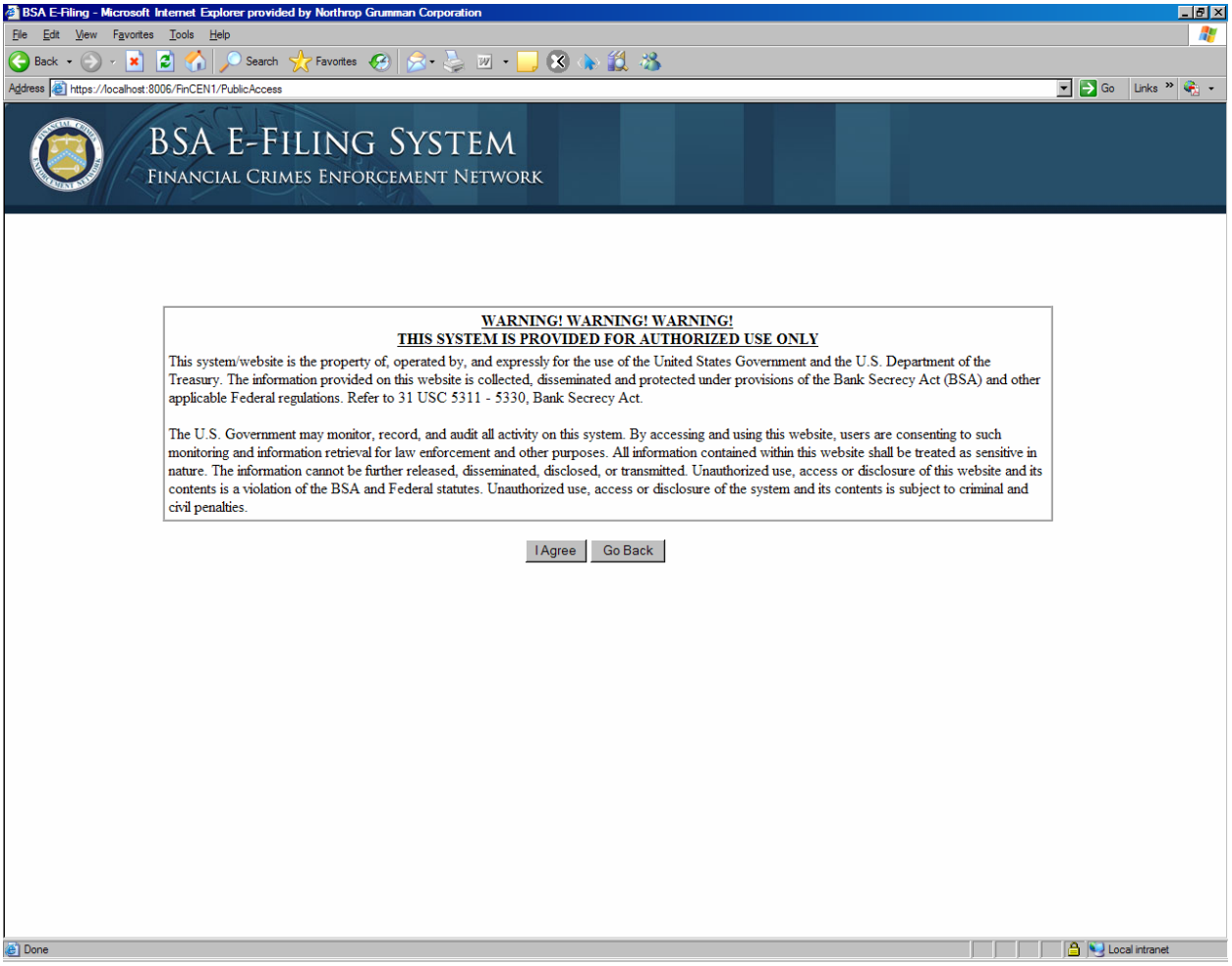
U.S. Department of the Treasury - Financial Crimes Enforcement Network

BSA E-Filing System
User ID/Password Instructions

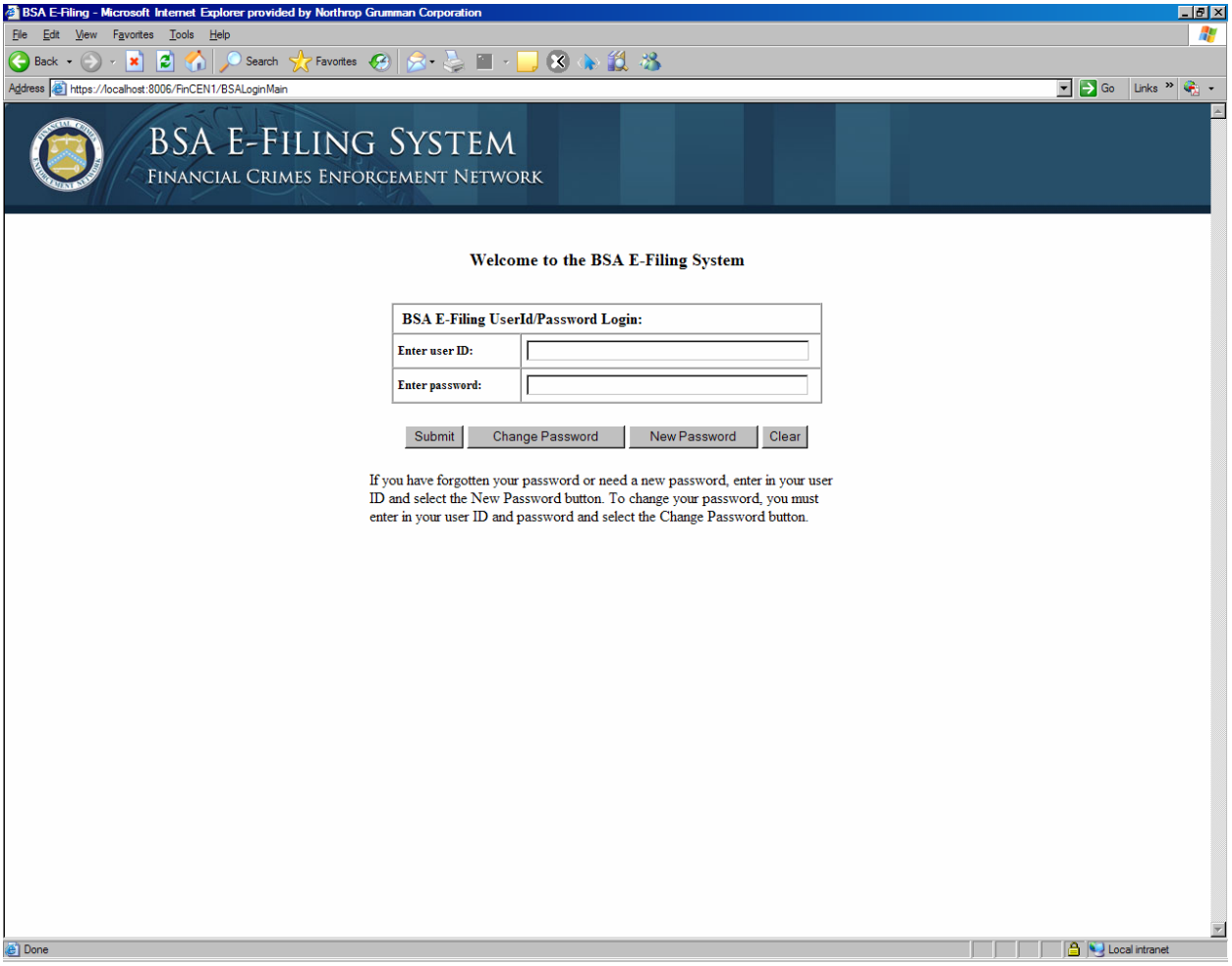
If you have any problems or need assistance with this process, please contact the BSA E-Filing Help Desk at 1-888-827-2778 (option 6) or BSAEFilingHelp@notes.tcs.treas.gov.

Please note, before you login into the BSA E-Filing system, a Supervisory User (SU) within your organization MUST assign your system roles. At a minimum, you must have the Secure Messenger role. The SU will already have this role. Please check with your SU to verify your system roles have been setup before proceeding.

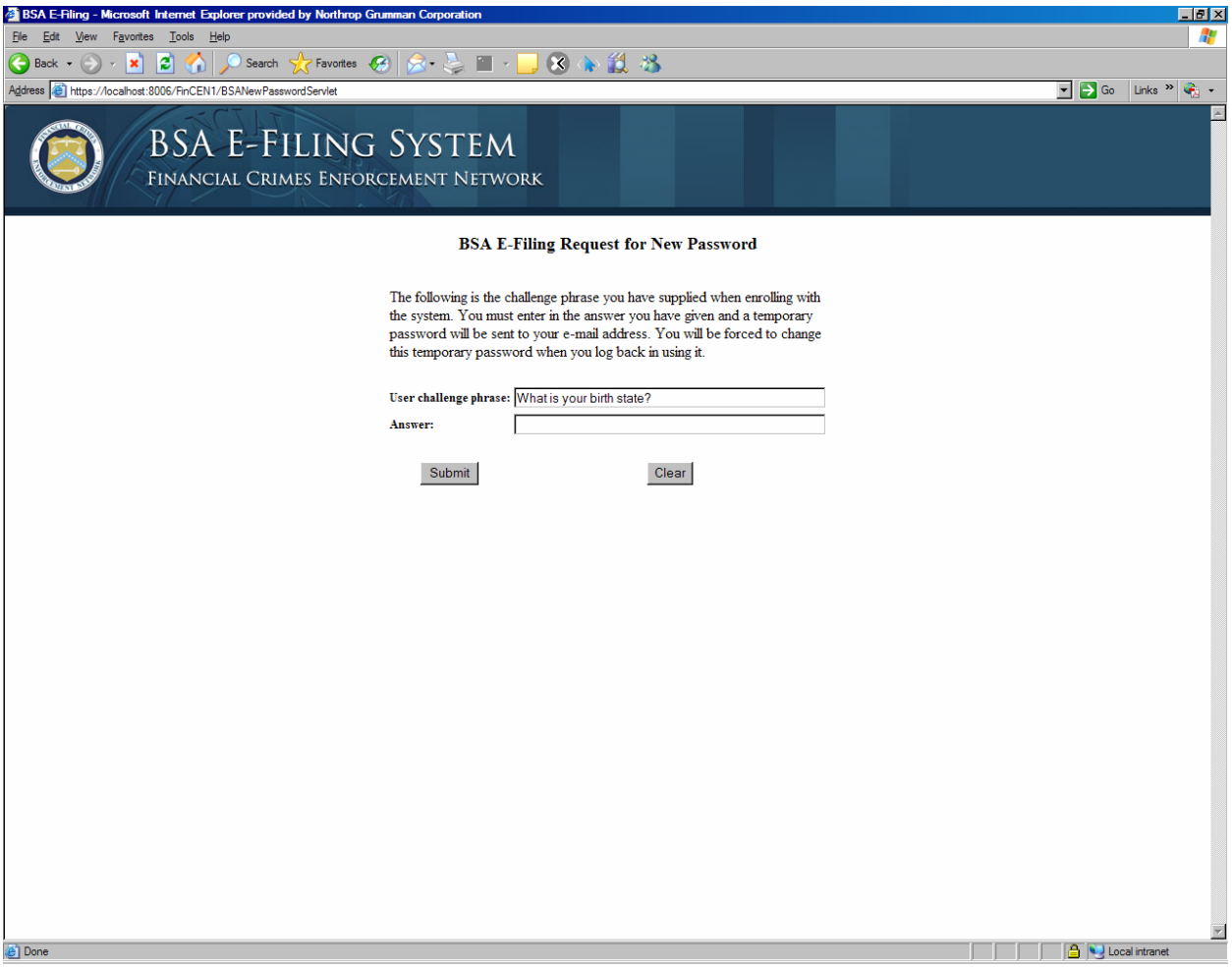
Your new user ID (also your email address) to login into the BSA E-Filing system is listed in the attached e-mail. To activate your new user Id, please go to the BSA E-Filing main page (http://bsaefiling.fincen.treas.gov) and click on the **E-Filing System Login** link:



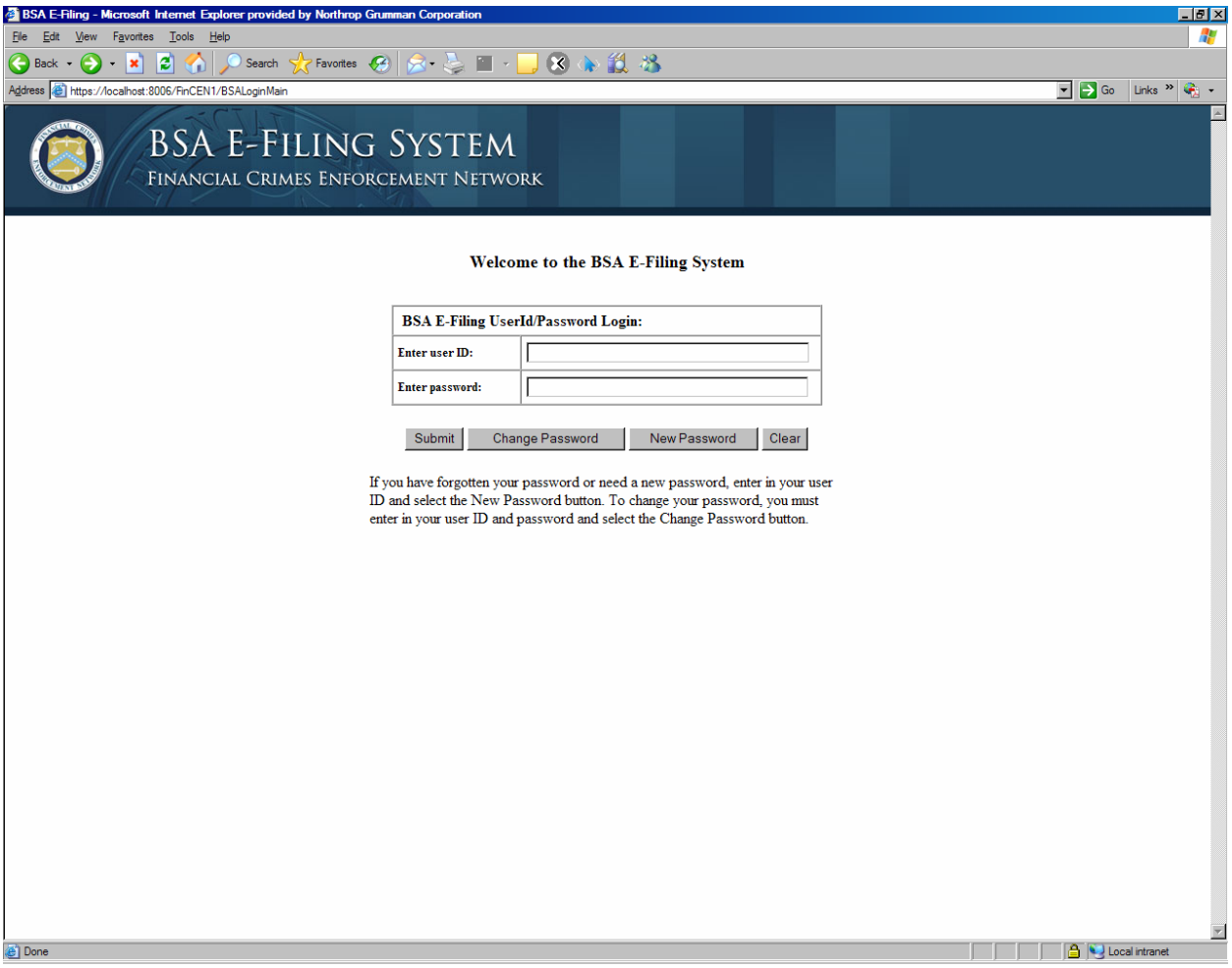
Click on the **I Agree** button:



Enter your login id into the **Enter user ID** field and then click on the **New Password** button:



The system will prompt you with the challenge phrase your SU entered when registering you with the system. If you do not remember your challenge phrase, you will need to contact the BSA E-Filing Help Desk at 1-888-827-2778 (option 6) or BSAEFilingHelp@notes.tcs.treas.gov. Once you respond to the challenge question, click on the **Submit** button. The system will return you to the login screen and you will receive an e-mail to the e-mail address you previously provided. This e-mail will contain the temporary password to access the BSA E-Filing system. The temporary password will consist of your email address or a portion of your email address and a set of numbers. After you receive your temporary password, return to the BSA E-Filing System login screen. (https://bsaefiling1.fincen.treas.gov/BSALoginMain).



Enter your user ID and temporary password into the login screen and click on the **Submit** button. You will now be forced to change your temporary password to a password of your choice.

Enter your temporary password in the **Current Password** field and then select a new password. When you are prompted to create a new password, a list of password requirements will be displayed. Please review the password requirements **thoroughly** before creating a new password. Once you have created a new password, click on **Submit** to enter the BSA E-Filing System.

Once you have entered the system, you will need to obtain your PIN from your mailbox (**View Inbox**). This mailbox can be accessed within BSA E-Filing by clicking on the **View Inbox link** under the Secure Messaging section in the left hand frame. This PIN will be used to digitally sign documents. Please use the **Sign with PIN of approving official** button when digitally signing new forms when you have entered the system using your user ID and Password. This button is available on all new forms created using BSA E-Filing.

Please note: If you do **NOT** have an Inbox, your SU will need to assign the proper roles to you. You will need to logout and log back-in for the changes to take affect.

You have now successfully setup your account on the BSA E-Filing System. You will find a document entitled “Next Steps” on the BSA E-Filing System Documentation section to assist you and your organization in submitting BSA forms using the BSA E-Filing System. The Documentation section also contains the Supervisory User and General User Manuals.

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