

2024



**GUIDE TO RENEW THE
REGISTRATION AS MONEY
SERVICES BUSINESS
WITH FINCEN (*)
BSA E-Filing System**



(*) Financial Crimes Enforcement Network

GUIDE TO RENEW THE REGISTRATION AS A MONEY SERVICES BUSINESS WITH FINCEN

Introduction

This guide will detail the steps necessary for you to obtain an MSB registration for your agency.

The registration should be completed by an owner of the agency or a control person, such as the Compliance Officer.

Prerequisite

Before commencing the registration process, you should have access to a valid email address. The email address will be used by FinCEN to send registration-related information.

Begin the Registration Process

1. Access the FinCEN BSA E-Filing system at the following URL:
<https://bsae filing.fincen.treas.gov/main.html>

2. In the home screen click **“Login”**, as shown below:



Welcome to the BSA E-Filing System

The BSA E-Filing System supports electronic filing of Bank Secrecy Act (BSA) forms (either individually or in batches) through a FinCEN secure network. BSA E-Filing provides a faster, more convenient, more secure, and more cost-effective method for submitting BSA forms. [Learn more about BSA E-Filing here.](#)

BSA E-Filing Bank Secrecy Act (BSA) Reporting
Ready to begin filing a BSA report? Click here to begin! **GET STARTED**

BOI E-Filing Beneficial Ownership Information (BOI) Reporting
Need to file a BOIR? Click here! **BOI E-FILING**

News

- Dec 20 2023 [FinCEN Further Extends FBAR Deadline for Cert...](#)
- Oct 16 2023 [FinCEN Provides FBAR Relief to Filers Affected...](#)
- Oct 13 2023 [FinCEN Extends FBAR Deadline for Victims of R...](#)

[More News](#)

File FBAR Now
Filing the FBAR as an Individual? Access and Submit the FinCEN Report 114 FBAR for Individuals

Login
Existing Filer? Login to file BSA forms on behalf of your institution (or client)

Support Center
Have a question or issue? Access the support center portal now

New Filer Enrollment
New to BSA E-Filing? Enroll to file BSA forms on behalf of an institution (or client)

3. Then click **“Agree and Continue”** in the next screen, and then enter the username and password.

WARNING! WARNING! WARNING!
THIS SYSTEM IS PROVIDED FOR AUTHORIZED USE ONLY

This system/website is the property of, operated by, and expressly for the use of the United States Government and the U.S. Department of the Treasury. The information provided on this website is collected, disseminated and protected under provisions of the Bank Secrecy Act (BSA) and other applicable Federal regulations. Refer to 31 USC 5311 - 5330, Bank Secrecy Act.

The U.S. Government may monitor, record, and audit all activity on this system. By accessing and using this website, users are consenting to such monitoring and information retrieval for law enforcement and other purposes. All information contained within this website shall be treated as sensitive in nature. The information cannot be further released, disseminated, disclosed, or transmitted. Unauthorized use, access or disclosure of this website and its contents is a violation of the BSA and Federal statutes. Unauthorized use, access or disclosure of the system and its contents is subject to criminal and civil penalties.

AGREE AND CONTINUE ← **Click here**

4. Then click “Sign in or Create an Account with”

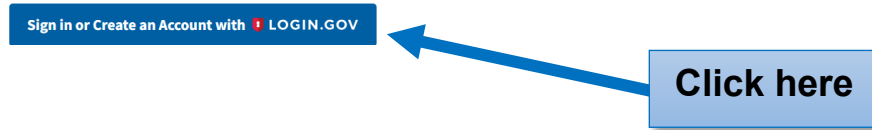


Sign in

or [create a Supervisory User account](#)

ATTENTION:

All enrolled users must now use a Login.gov account to sign in to their new or existing BSA E-Filing account. Click below to sign in with your existing Login.gov account or to create an account with Login.gov. Click [here](#) for more information.



Will be displayed as shown below



5. Then enter your email and password and click **“Sign in”** as shown below:

 LOGIN.GOV  TREASURY



U.S. Department of the Treasury is using Login.gov to allow you to sign in to your account safely and securely.

Sign in

Create an account

Sign in for existing users

Email address

Password

Show password

Sign in

Enter the email and password and then click here on “Sign in”

The following screen will then appear:



Rules of Use

We've updated our [Rules of Use](#). Please review and check the box below to continue.

Rules of Use:

- Explain how the Login.gov service works and what you can expect from it,
- The terms under which we provide the Login.gov service to you,
- How we use your information and your rights to that information, and
- The conditions you agree to when you take certain actions on the Login.gov service.

Check this box to accept the Login.gov [Rules of Use](#)

Continue

**Check this box
and then click
here on
"Continue"**

6. Once the above is done, you will receive a six-digit code on the cell phone number that you previously entered when registering your MSB with FinCEN.



Enter your one-time code

We sent a text (SMS) with a one-time code to (***) ***-5085.
This code will expire in 10 minutes.

One-time code
Example: 123456

Remember this browser

Submit

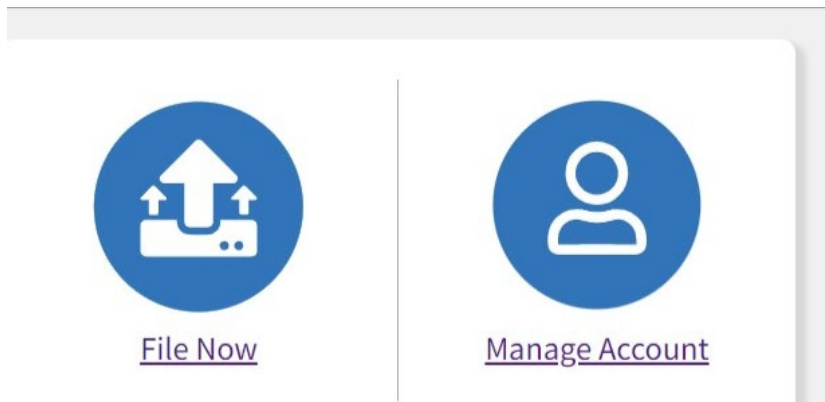
[Send another code](#)

**Enter the 6-
digit code
and then
click here on
"Submit"**

7. Once you enter your data, the home page of the “BSA E-Filing System” will be displayed as shown below:



The screenshot shows the BSA E-Filing System home page. At the top left is the U.S. Treasury Department seal. The main heading is "BSA E-Filing System" with the subtitle "Financial Crimes Enforcement Network". A search bar is on the right. Below the header, it says "You are logged in as compliance@viamerikas.com" with a "My Profile" link. A navigation menu includes: HOME, FILE NOW, FILING STATUS, ACCOUNT MANAGEMENT, SECURE MAILBOX, RESOURCES, and LINKS. A banner below the menu reads: "UPDATE: New User Interface for Registered BSA E-Filers".



Two large blue circular buttons are shown. The left button contains an icon of a computer monitor with an upward arrow and is labeled "File Now". The right button contains an icon of a person and is labeled "Manage Account".

8. Before proceeding, it is recommended that you complete the Form 107 in a location that you can easily locate on a drive on your computer.

TIP: You can only use Adobe Acrobat to complete a Form 107 if you are completing the Form 107 outside of the BSA E-Filer system. Other PDF software does not work.

- On the next page click on “File Now”, as shown below:

Click here



[File Now](#)



[Manage Account](#)

Announcements

Subject	Date
BFDI_01232020_SAR_Victim_Part_I...	Apr 18, 2023
BFDI_10282019_Incorrect_FI_Legal...	Apr 18, 2023
BFDI_11222019_Acct_ID_Prohibite...	Apr 18, 2023

- Click on “FinCEN Report 107 – Registration Of **MSB**” :

File FinCEN Reports

Use this page to file the following FinCEN Bank Secrecy Act (BSA) reports: Form 8300, Report 112 (CTR), Report 110 (DOEP), Report 114 (FBAR), Report 107 (RMSB), Report 111 (SAR), and Report ### (VTR).

*This page supports both discrete and batch PDF submissions.

Submit BSA Report

Attach your completed discrete or batch pdf report below, enter your [PIN](#), and click Submit.

No file chosen

REMINDER:

- Please do not attach XML batches directly to this page; instead, download and attach the batch pdf (below) that corresponds with your prepared batch XML.
- Both discrete and batch pdf reports must be signed with your PIN and saved locally prior to submission.

Download BSA Report (PDF)

If you are filing a new report, download the latest copy from the table below (previously downloaded reports may also be filed). Then, prepare the report (new or saved) *offline*, electronically sign with your [PIN](#), save a local copy for your records, and close the report in preparation for submission (see 'Submit BSA Report' above).

IMPORTANT! Before you download a report, please ensure the following action items are complete:

- Install Adobe Reader / Acrobat Reader (if not yet installed, click [here](#) to download and [here](#) for more information).
- Disable your browser's built-in pdf viewer (click [here](#) for more information).

Form Type	Discrete	Batch
FinCEN Form 8300 - Report of Cash Payments Over \$10,000 Received in a Trade or Business	Download	Download
FinCEN Report 112 - Currency Transaction Report (CTR)	Download	Download
FinCEN Report 110 - Designation of Exempt Person (DOEP)	Download	Download
FinCEN Report 114 - Report of Foreign Bank and Financial Accounts (FBAR)	Download	Download
FinCEN Report 107 - Registration of Money Services Business (RMSB)	Download	n/a
FinCEN Report 111 - Suspicious Activity Report (SAR)	Download	Download

* If you see "No Access" listed for any of the reports above, then you do not have the associated role to access this report. To obtain access, please contact your filing organization's Supervisory User.

- Then begin to complete the Registration. Click on **“Open New Form”**:


Click here

Form Type	Discrete	Batch
FinCEN Form 8300 - Report of Cash Payments Over \$10,000 Received in a Trade or Business	Download	Download
FinCEN Report 112 - Currency Transaction Report (CTR)	Download	Download
FinCEN Report 110 - Designation of Exempt Person (DOEP)	Download	Download
FinCEN Report 114 - Report of Foreign Bank and Financial Accounts (FBAR)	Download	Download
FinCEN Report 107 - Registration of Money Services Business (RMSB)	Download	n/a
FinCEN Report 111 - Suspicious Activity Report (SAR)	Download	Download

** If you see "No Access" listed for any of the reports above, then you do not have the associated role to access this report. To obtain access, please contact your filing organization's Supervisory User.*

Do you want to open or save RMSBX.pdf from bsaefiling1.fincen.treas.gov?

- Then complete the following form as shown below:



Registration of Money Service Business

Version Number: 1.1

OMB No. 1506-0013

How to File:

1. Complete the report in its entirety with all required and known requested data provided.
2. Select **VALIDATE** to ensure the report has no errors.
3. Select **SIGN WITH PIN** to electronically sign the report.
4. Select **SAVE** to save a local copy of the report.
5. Select **READY TO FILE** to access the **FILE FINCEN REPORTS** page.
6. **ATTACH** the report, **RE-ENTER** your PIN, and **SUBMIT**.

Filing Name

SPECIAL NOTE: Please be advised that Part V of this registration may be left blank for an initial registration when the Primary Transaction Account for MSB Activities is not yet known. Registrants must file a corrected registration when the account data is known.

By providing my PIN, I acknowledge that I am electronically signing the BSA report submitted.

Release Date: June 2021

- On Part I, Item 1 mark the type of filing you are doing. If you check option “b” please enter the RMSB number of your past registration on option “e”:

Part I Filing Information

1 Indicate the type of filing by checking a, b, or d below (Check only one). If filing a correction, check “c” **and** either a, b, or d.

a Initial registration b Renewal c Correct/amend a prior report d Re-registration

e Enter RMSB registration (BSA ID) number if 1b, 1c, or 1d is checked

- If the agency is a corporation, check the box "check here if entity" and if it is a "sole proprietorship" leave the box empty.

Part II Registrant Information

Check here if entity

- Then, fill out the following business information:

Part II Registrant InformationCheck here if entity

*3 Individual's last name, or entity's legal name	AGENCY'S LEGAL NAME OR OWNER'S LAST NAME IF SOLE PROPRIETORSHIP	
*4 First name	OWNER'S NAME IF SOLE PROPRIETORSHIP	
5 Middle name/initial		
Suffix name		
6 Alternate name, e.g., AKA - individual or DBA - entity		
*7 Address	BUSINESS ADDRESS	
*8 City	CITY	
*9 State	STATE	
*10 ZIP/Postal Code	ZIP CODE	
*11 Country	COUNTRY	
*12 TIN	TAX ID NUMBER	
*13 TIN type	TAX ID TYPE	
14 Date of birth	OWNER'S BIRTH DATE	
15 Telephone number		Ext. <input type="text"/>
16 E-mail address		
17 Website address (URL)		
18 Name of compliance contact person for this registered MSB	NAME OF THE PERSON FILLING UP THE REGISTRATION	

- Go to Part IV, Item 34 of the form and select the state(s) where the agency or any branches are located and provide MSB activity:



Part IV Money Services and Product Information

*34 U.S. States and/or territories where the registrant, its agents or branches are physically located and/or providing MSB activities. **Note:** At least one box in item 34 must be checked. Check box a, b, or c as appropriate (Check only one). If box a, b, or c does not apply, check as many state/territory boxes as appropriate. If MSB engages in activities on tribal lands, mark the box for the state, territory or district in which the tribal lands are located. In addition, check box "d" if the MSB engages in activities in foreign locations (non-U.S. and US Territories).


a <input type="checkbox"/> All States & Territories	b <input type="checkbox"/> All States	c <input type="checkbox"/> All Territories	d <input type="checkbox"/> Foreign Location(s)
<input type="checkbox"/> Alabama (AL)	<input type="checkbox"/> Georgia (GA)	<input type="checkbox"/> Maryland (MD)	<input type="checkbox"/> New York (NY)
<input type="checkbox"/> Alaska (AK)	<input type="checkbox"/> Guam (GU)	<input type="checkbox"/> Massachusetts (MA)	<input type="checkbox"/> North Carolina (NC)
<input type="checkbox"/> American Samoa (AS)	<input type="checkbox"/> Hawaii (HI)	<input type="checkbox"/> Michigan (MI)	<input type="checkbox"/> North Dakota (ND)
<input type="checkbox"/> Arizona (AZ)	<input type="checkbox"/> Idaho (ID)	<input type="checkbox"/> Minnesota (MN)	<input type="checkbox"/> N. Mariana Isls. (MP)
<input type="checkbox"/> Arkansas (AR)	<input type="checkbox"/> Illinois (IL)	<input type="checkbox"/> Mississippi (MS)	<input type="checkbox"/> Ohio (OH)
<input type="checkbox"/> California (CA)	<input type="checkbox"/> Indiana (IN)	<input type="checkbox"/> Missouri (MO)	<input type="checkbox"/> Oklahoma (OK)
<input type="checkbox"/> Colorado (CO)	<input type="checkbox"/> Iowa (IA)	<input type="checkbox"/> Montana (MT)	<input type="checkbox"/> Oregon (OR)
<input type="checkbox"/> Connecticut (CT)	<input type="checkbox"/> Kansas (KS)	<input type="checkbox"/> Nebraska (NE)	<input type="checkbox"/> Palau (PW)
<input type="checkbox"/> Delaware (DE)	<input type="checkbox"/> Kentucky (KY)	<input type="checkbox"/> Nevada (NV)	<input type="checkbox"/> Pennsylvania (PA)
<input type="checkbox"/> District of Columbia (DC)	<input type="checkbox"/> Louisiana (LA)	<input type="checkbox"/> New Hampshire (NH)	<input type="checkbox"/> Puerto Rico (PR)
<input type="checkbox"/> FS of Micronesia (FM)	<input type="checkbox"/> Maine (ME)	<input type="checkbox"/> New Jersey (NJ)	<input type="checkbox"/> Rhode Island (RI)
<input type="checkbox"/> Florida (FL)	<input type="checkbox"/> Marshall Islands (MH)	<input type="checkbox"/> New Mexico (NM)	<input type="checkbox"/> South Carolina (SC)
			<input type="checkbox"/> South Dakota (SD)
			<input type="checkbox"/> Tennessee (TN)
			<input type="checkbox"/> Texas (TX)
			<input type="checkbox"/> Utah (UT)
			<input type="checkbox"/> Vermont (VT)
			<input type="checkbox"/> Virgin Islands (VI)
			<input type="checkbox"/> Virginia (VA)
			<input type="checkbox"/> Washington (WA)
			<input type="checkbox"/> West Virginia (WV)
			<input type="checkbox"/> Wisconsin (WI)
			<input type="checkbox"/> Wyoming (WY)

- On Item 35 (Part IV), indicate the number of additional agencies that work under the same legal name. Leave the box blank if there are no additional agency locations.
- On Item 36 select the MSB activities offered in your agency. (To accept the registration with Viamericas, the form must have the "Check cashier" option marked.)

Part IV Money Services and Product Information (Continued)

- 35 Enter the number of US branches of the registrant. **Reminder: do not separately register each branch.** See instructions for an explanation of the term "branch." 
- *36 Money services business activities of the registrant in the US. Check as many as apply. See instructions for an explanation of the terms. 
- | | | |
|--|---|--|
| a <input type="checkbox"/> Issuer of traveler's checks | d <input type="checkbox"/> Seller of money orders | g <input type="checkbox"/> Check cashier (Including traveler's and money orders) |
| b <input type="checkbox"/> Seller of traveler's checks | e <input type="checkbox"/> Dealer in foreign exchange | h <input type="checkbox"/> Seller of prepaid access |
| c <input type="checkbox"/> Issuer of money orders | f <input type="checkbox"/> Money transmitter | i <input type="checkbox"/> Provider of prepaid access |

- Go to Item 62 and enter the name of the person who filled out the form. Then in Item 63 enter the title or position of that individual. Finally click on the **"Back to Home"** button:

*61 Signature 

62 Print name

63 Title

64 Date of signature (Date filed will be auto-populated when the form is signed.)

- On the next step click on "Home" (Go to First Page):

Currency Transaction Report



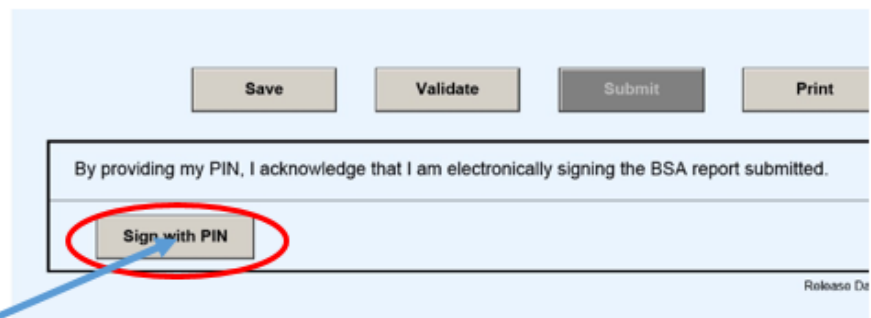
Part II Amount and Type of Transaction(s). Check all boxes that apply.

- The image below displays the next six steps you must take:

How to File:

1. Complete the report in its entirety with all required and known requested data provided.
2. Select **VALIDATE** to ensure the report has no errors.
3. Select **SIGN WITH PIN** to electronically sign the report.
4. Select **SAVE** to save a local copy of the report.
5. Select **READY TO FILE** to access the **FILE FINCEN REPORTS** page.
6. **ATTACH** the report, **RE-ENTER** your PIN, and **SUBMIT**.

- First, click on “**Sign with PIN**”



Save Validate Submit Print

By providing my PIN, I acknowledge that I am electronically signing the BSA report submitted.

Sign with PIN

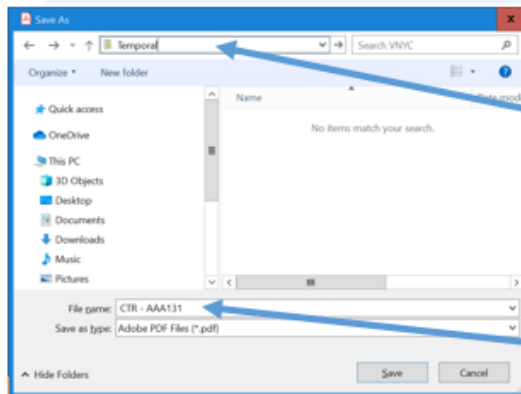
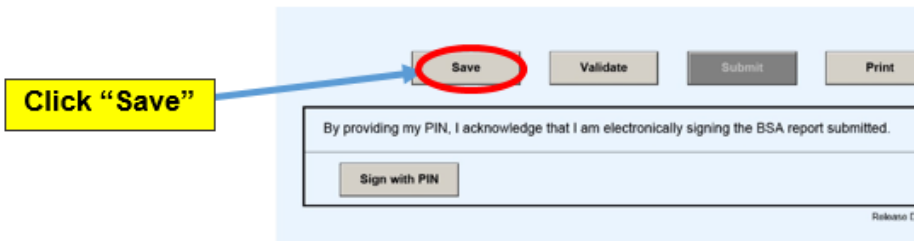
Release Date

Click Here

- Second, enter your 8-digit PIN



- Save this document on your PC using a name that will make it easily identifiable.



Choose the folder where you will save the form.

Use a name that makes the CTR easily identifiable. Consider assigning numbers to each CTR.

- Return to **“File FinCEN Reports”**: Submit BSA Report and select the option **“Choose File”**

File FinCEN Reports

Use this page to file the following FinCEN Bank Secrecy Act (BSA) reports: Form 8300, Report 112 (CTR), Report 110 (DOEP), Report 114 (FBAR), Report 107 (RMSB), and Report 111 (SAR).

*This page supports both discrete and batch PDF submissions.

Submit BSA Report

Attach your completed discrete or batch pdf report below, enter your PIN, and click Submit.



Choose File No file chosen

Enter 8-digit PIN

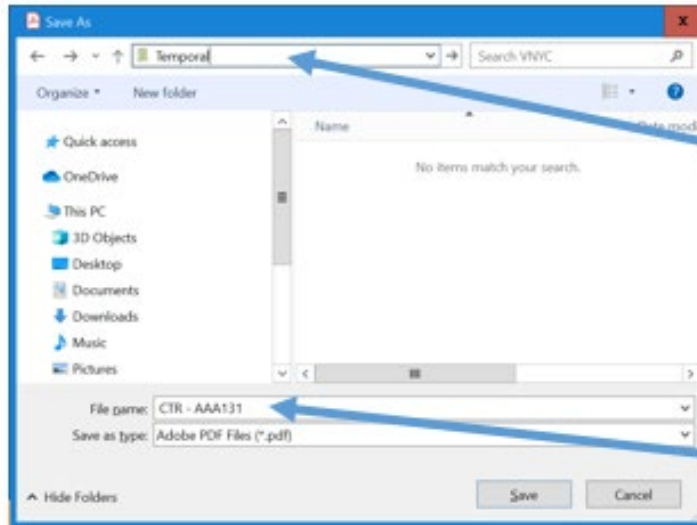
Submit

REMINDER:



- Please do not attach XML batches directly to this page; instead, download and attach the batch pdf (below) that corresponds with your prepared batch XML.
- Both discrete and batch pdf reports must be signed with your PIN and saved locally prior to submission.

- Select the file that you previously saved on the PC:



- Then, click on “**Enter 8-digit PIN**” and enter 8-digit PIN:



- Finally, submit the document to FinCEN, clicking on “**Submit**”.



Afterwards, the following message will appear on your screen. It is a confirmation that you satisfactorily completed submitted the Registration to FinCEN. We recommend that you save this receipt.

Confirmation

We have received your submission. Please confirm the following information and retain it for your records. Please track the status of your submission using the 'Track Status' function in the BSA E-Filing system.

Tracking ID:
Receive Date/Time:
Submission Type:
Owner Name:
Owner E-mail:
Filing Name:

Finally, you will receive an email confirmation from FinCEN. We recommend that you save this email together with the aforementioned receipt.

From:
Sent:
To:
Subject:

Type:
Receipt No.:
Filing Name:

Your submission was accepted and will be transmitted.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose. Questions may be routed to the BSA E-Filing Help Desk at 866-346-9478, or BSAEFilingHelp@fincen.gov.

FinCEN's Privacy Policy can be accessed at <https://www.fincen.gov/privacy-security>

<https://bsaefiling.fincen.treas.gov/>

¡Congratulations!

You have completed the MSB Renewal Process

If you require any additional support, we recommend the following resources:

Instructional Video: <http://www.screencast.com/t/Ym8yElfFtJ>

FinCEN support line: **1-866-346-9478**

If you require the support of a Viamericas representative to complete the MSB registration process, please schedule an appointment by calling **1-833-916-1520**.