



**GUIA PARA RENOVAR EL
REGISTRO COMO “MONEY
SERVICES BUSINESS – MSB” ANTE
FINCEN (*)**

BSA E-Filing System



GUIA PARA RENOVAR EL REGISTRO COMO “MONEY SERVICE BUSINESS - MSB” ANTE FINCEN

Introducción

Esta guía detallará los pasos necesarios para que pueda obtener el registro de MSB para su agencia.

El registro debe ser completado por el propietario de la agencia o una persona de control, como el Oficial de Cumplimiento.

Requisito previo

Antes de comenzar el proceso de registro, debe tener acceso a una dirección válida de correo electrónico. FinCEN utilizará la dirección de correo electrónico para enviar la información relacionada con el registro.

Empiece el proceso de registro

1. Acceda al sistema de FinCEN en el siguiente enlace:
<https://bsaefiling.fincen.treas.gov/main.html>

2. En la pantalla de inicio haga clic en “**Login**”, como se muestra a continuación



Haga clic aquí

3. Luego haga clic en “**Agree and Continue**” en la pantalla siguiente y luego ingrese el usuario y la contraseña:

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

Haga clic aquí

4. Luego haga clic en **“Sign in or Create an Account with”** en la pantalla siguiente



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.

Sign in or Create an Account with  LOGIN.GOV

Haga clic aquí

Aparecerá luego la siguiente pantalla:



 LOGIN.GOV

 PIV / CAC

Haga clic aquí

5. Luego digite su email, su contraseña y haga clic en “**Sign in**” como se muestra a continuación:

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**

Digite el email y la contraseña y luego haga clic aquí en “Sign in”

Aparecerá entonces la siguiente pantalla:



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

Marque esta casilla y luego haga clic aquí en “Continue”

6. Hecho lo anterior, usted recibirá en el número de teléfono celular que ingresó previamente al momento de hacer el registro de MSB ante FinCEN, un código de seis dígitos.



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

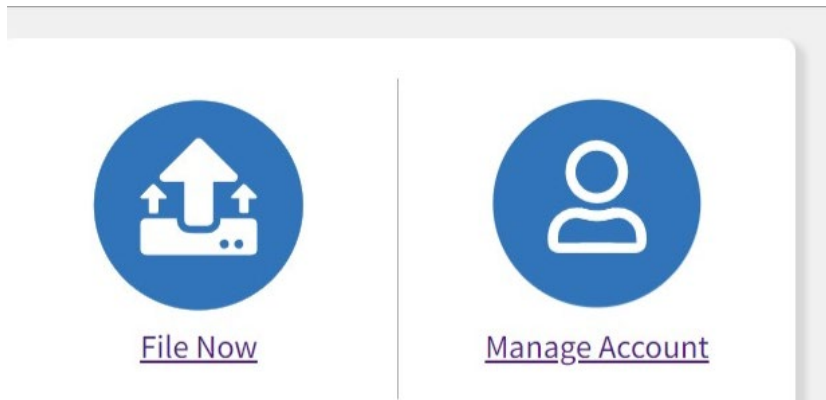
[Send another code](#)

Digite el código de 6 dígitos y luego haga clic aquí en “Submit”

7. Una vez haga lo anterior, se mostrará entonces la página de inicio del “BSA E-Filing System”, tal como se muestra a continuación:



The screenshot shows the homepage of the BSA E-Filing System. At the top left is the U.S. Treasury Department logo. The main header reads "BSA E-Filing System" and "Financial Crimes Enforcement Network". A search bar is located on the right. Below the header, a green bar indicates the user is 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 yellow banner below the menu states "UPDATE: New User Interface for Registered BSA E-Filers".



8. Antes de continuar, se recomienda completar la forma 107 en el lugar que usted pueda localizar fácilmente en una unidad de su computadora.

Consejo: Si está completando la forma 107 fuera del “BSA E-Filing System” solo puede usar Adobe Acrobat para hacerlo. Otro software PDF no funciona.

- En la siguiente página haga clic en “File Now” como se muestra abajo:

Haga
clic
aquí



[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

- En la siguiente página haga clic en “**FinCEN Report 107 - RMSB**”

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.

Choose File No file chosen

Enter 8-digit PIN

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.

- A continuación, empezará a completar el Registro. Haga clic en “Download”:


Haga clic aquí

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.*



- A continuación, completo la siguiente forma así:



Registration of Money Service Business

OMB No. 1506-0013

Version Number: 1.1

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

- En “Part I, Item 1” indique el tipo de registro que desea realizar. Si selecciona la opción “b” indicar el número del registro anterior en la opción “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

- En el caso de que la agencia sea una corporación, marcar el recuadro “check here if entity” y si es un “sole proprietorship” dejar el recuadro vacío.

Part II Registrant Information

Check here if entity

- Posteriormente, complete la siguiente información de la agencia:

Part II Registrant Information

Check here if entity

*3 Individual's last name, or entity's legal name	NOMBRE LEGAL DE LA AGENCIA O APELLIDO DEL DUEÑO EN CASO DE SOLE PROPRIETORSHIP	
*4 First name	NOMBRE DEL DUEÑO EN CASO DE SOLE PROPRIETORSHIP	
5 Middle name/initial	<input type="text"/>	
Suffix name	<input type="text"/>	
6 Alternate name, e.g., AKA - individual or DBA - entity	<input type="text"/>	
*7 Address	DIRECCION DEL NEGOCIO	
*8 City	CIUDAD	
*9 State	ESTADO <input type="text"/>	
*10 ZIP/Postal Code	CODIGO POSTAL	
*11 Country	PAIS <input type="text"/>	
*12 TIN	TAX ID	
*13 TIN type	TIPO DE TAX ID <input type="text"/>	
14 Date of birth	FECHA DE NACIMIENTO DEL DUEÑO	
15 Telephone number	<input type="text"/>	Ext. <input type="text"/>
16 E-mail address	<input type="text"/>	
17 Website address (URL)	<input type="text"/>	
18 Name of compliance contact person for this registered MSB	NOMBRE DE LA PERSONA QUE DILIGENCIA LA FORMA	

- Pase al Item 34 de la “Part IV”, seleccione el o los estados en donde la agencia o los “branches” están localizados y prestan la actividad de MSB.

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)

- En el Item 35 de la “Part IV”, indique el número de agencias adicionales que trabajan bajo el mismo nombre legal. En el caso de no tener ninguna agencia adicional dejar el recuadro en blanco.

- En el Item 36 de la “Part IV”, seleccione las actividades MSB que se ofrecen en su agencia como servicio. Para aceptar el registro, la forma debe de tener como mínimo la opción “check cashier”.

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 |

- Vaya a al Item 62 de la forma e indique el nombre de la persona que diligencia la forma. Luego indicar el título o cargo de dicha persona en el Item 63, y finalmente dar clic en el botón "back to home"

*61 Signature	<input type="text" value="Please return to the Home tab to sign with PIN."/>	<input type="button" value="Back to Home"/>
62 Print name	<input type="text"/>	
63 Title	<input type="text"/>	
64 Date of signature	<input type="text"/>	(Date filed will be auto-populated when the form is signed.)

- En el siguiente paso, haga clic en "Home" (Vaya a la primera página):

Currency Transaction Report

 Home	Step 1. Filing Institution Contact Information	Step 2. Transaction Location(s) Information	Step 3. Person(s) Involved Information	Step 4. Amount and Type of Transaction(s)
--	--	---	--	---

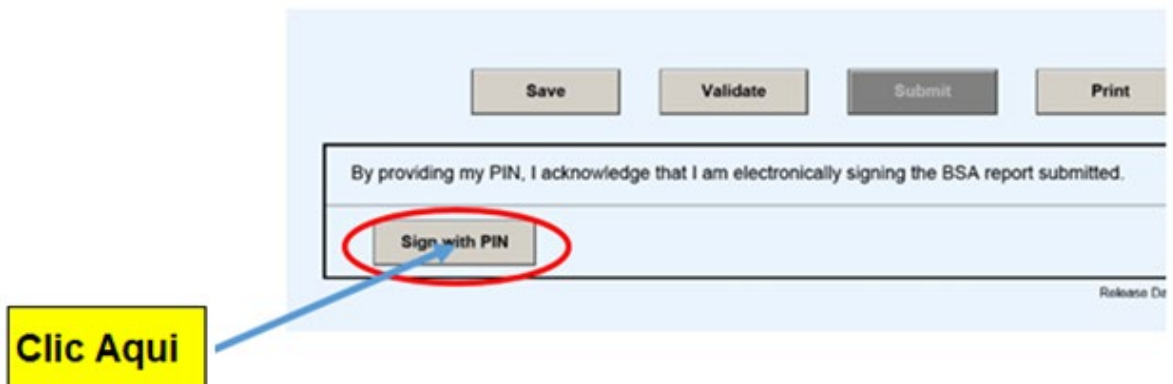
Part II Amount and Type of Transaction(s). Check all boxes that apply.

- La imagen a continuación muestra los siguientes seis pasos que debe seguir:

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**.

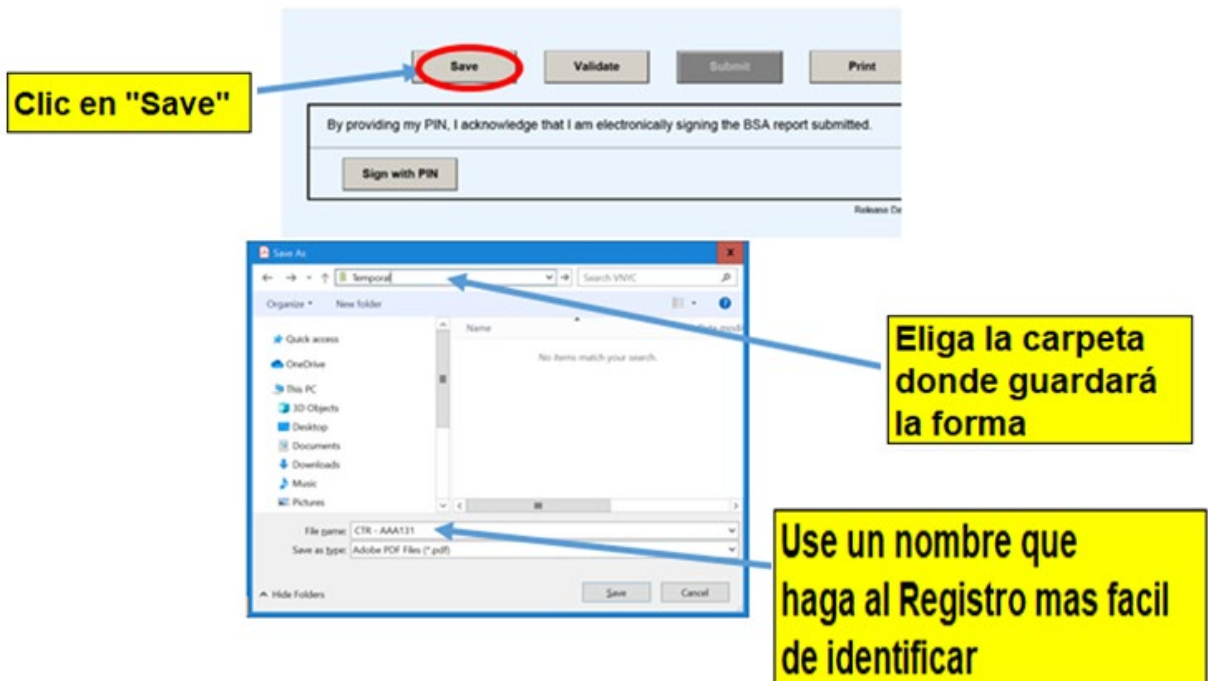
- Primero, Haga clic en “**Sign with PIN**”



- Segundo, ingrese su **“8-digit PIN”**



- Guarde este documento en su PC con un nombre que lo haga fácilmente identificable.



- Regrese a “**File FinCEN Reports**”: “**Submit BSA Report**” y seleccione la opción “**Choose File**”


File FinCEN Reports

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*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.

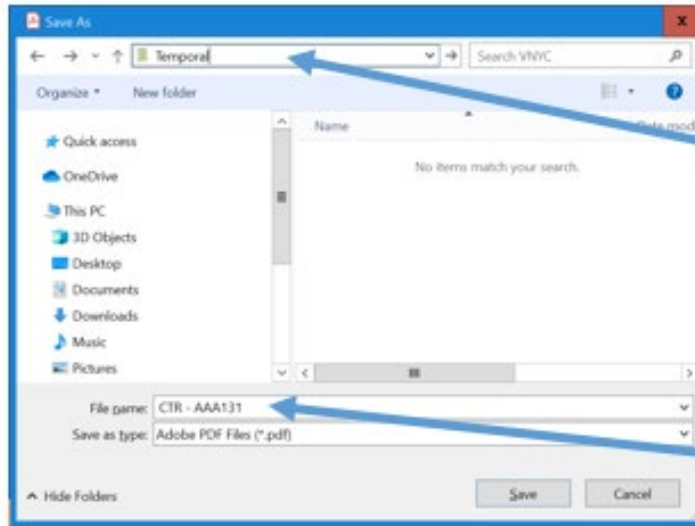
 No file chosen

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.

- Seleccione el archivo que previamente guardó en su PC:



- Luego, haga clic en **“Enter 8-digit PIN”** e ingrese su PIN de 8 dígitos:



- Finalmente, envíe el documento al **FinCEN**, haga clic en **“Submit”**.



Posteriormente, aparecerá el siguiente mensaje en su pantalla. Es una confirmación de que completó satisfactoriamente el envío del Registro a FinCEN. Le recomendamos que **guarde este comprobante**.

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:

Finalmente, recibirá una confirmación por correo electrónico de FinCEN. Le recomendamos que guarde este correo electrónico junto con el comprobante mencionado anteriormente.

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/>

¡Felicitaciones!

Usted ha completado el proceso de renovación del registro como MSB

Si necesita asistencia adicional, le recomendamos los siguientes recursos:

- Línea de soporte FinCEN: **1-866-346-9478**

Si necesita el apoyo de un representante de Viamericas para completar el proceso de registro como MSB, programe una cita llamando al **1-833-916-1520**.