



Step-by-Step Instructions

Beneficial Owner Information Report (BOIR) PDF Filing Method



1. **Install Adobe Reader**

If you do not already have Adobe Reader, download it (get.adobe.com/reader/) and install it on your device.

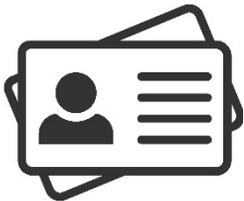
2. **Have the required identifying information (or FinCEN ID) available for beneficial owners and company applicants (if applicable)**

Collect the required information from beneficial owners and company applicants (if applicable): each individual's name, date of birth, address, a unique identifying number from an acceptable identification document, and the name of the issuing jurisdiction of that identification document. (If an individual has a FinCEN ID, that may be collected instead.)

3. **Obtain an electronic image of the acceptable identification document required for each company applicant and beneficial owner** unless a FinCEN ID is provided. An acceptable identification document is a non-expired: State-issued driver's license, State/local/Tribe-issued ID, U.S. passport, or foreign passport.

NOTE: A foreign passport is only acceptable if the individual does not have one of the other identifying documents.

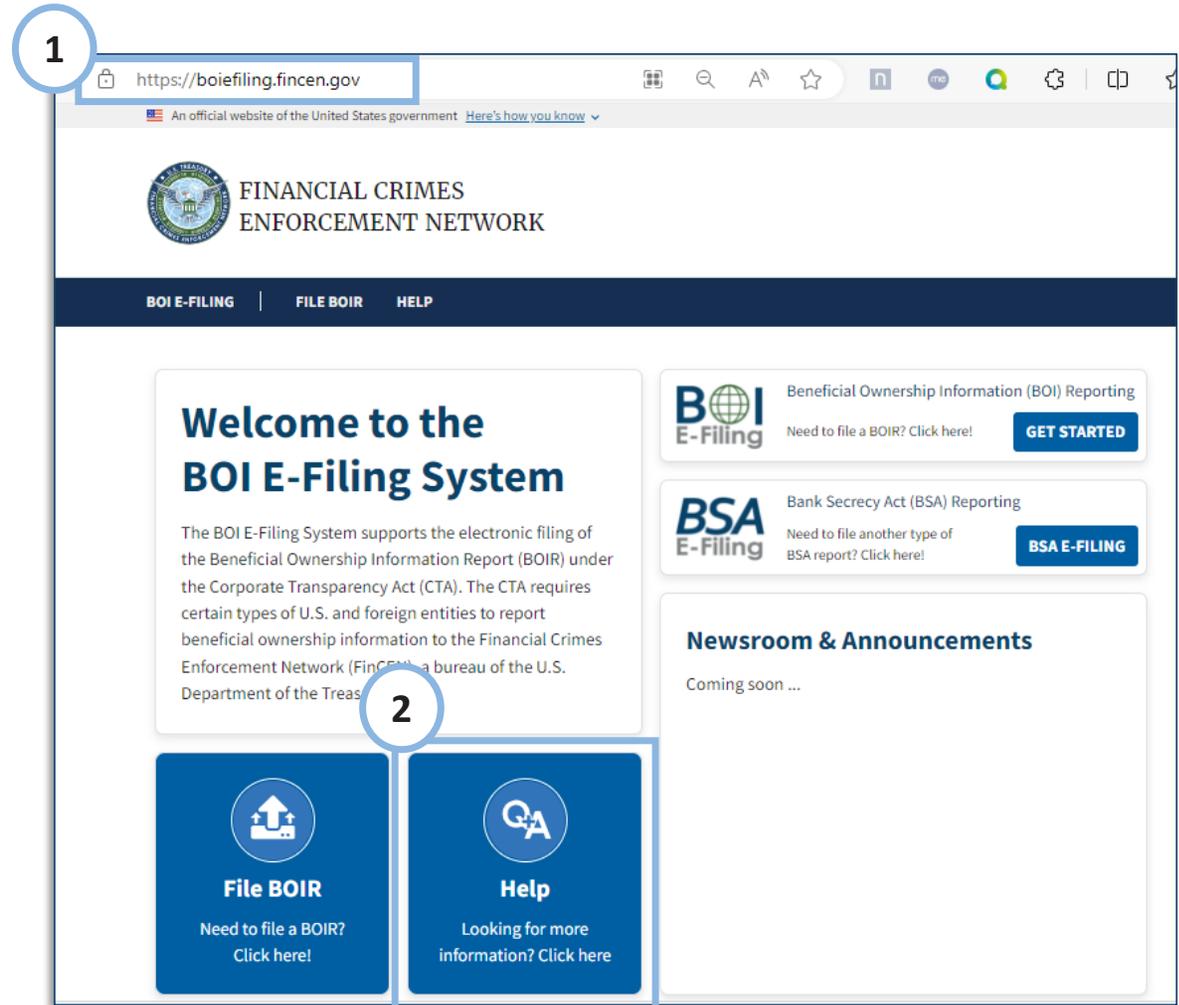
The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. The supported formats are JPG/JPEG, PNG, and PDF. The maximum file size for each image is 4 MB.



The BOIR can be submitted as a PDF (PDF BOIR) or online through a web browser (Online BOIR).

To file the PDF BOIR, follow the steps outline below:

1. Go to boiefiling.fincen.gov in the web browser (e.g., Microsoft Edge, Google Chrome)
2. Select the **File BOIR** link/icon.

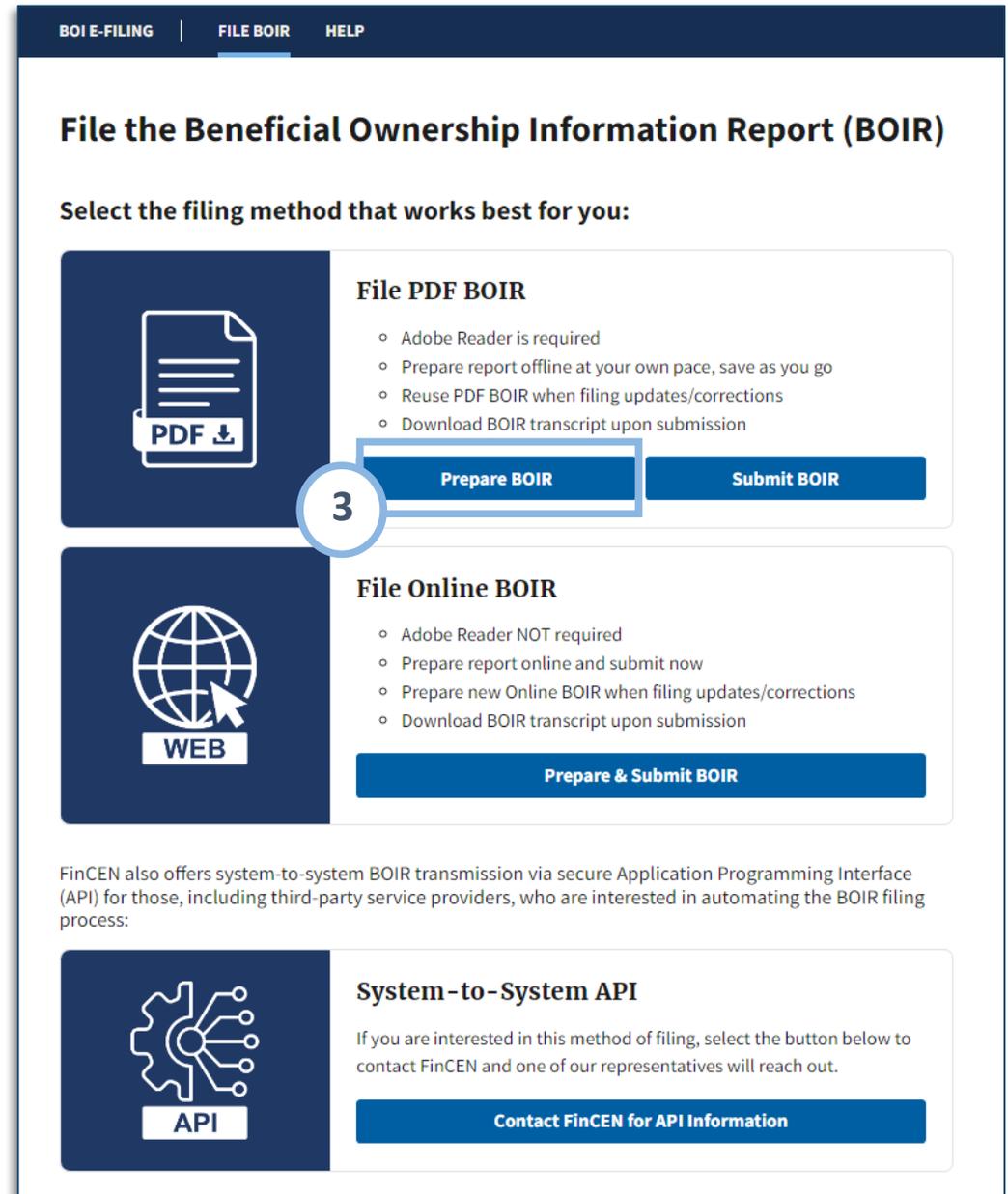


3. Click the **Prepare BOIR** button in the File PDF BOIR section to download the BOIR PDF.

Depending on the user's browser, the file may be downloaded to your browser's download directory (*this is typically the Downloads folder on your computer*).

NOTE: The PDF BOIR requires Adobe Reader. To complete the PDF BOIR, you must have Adobe Reader installed on your device.

It is recommended that you have the latest version of Adobe Reader installed.



BOI E-FILING | FILE BOIR | HELP

File the Beneficial Ownership Information Report (BOIR)

Select the filing method that works best for you:

File PDF BOIR

- Adobe Reader is required
- Prepare report offline at your own pace, save as you go
- Reuse PDF BOIR when filing updates/corrections
- Download BOIR transcript upon submission

3 [Prepare BOIR](#) [Submit BOIR](#)

File Online BOIR

- Adobe Reader NOT required
- Prepare report online and submit now
- Prepare new Online BOIR when filing updates/corrections
- Download BOIR transcript upon submission

[Prepare & Submit BOIR](#)

FinCEN also offers system-to-system BOIR transmission via secure Application Programming Interface (API) for those, including third-party service providers, who are interested in automating the BOIR filing process:

System-to-System API

If you are interested in this method of filing, select the button below to contact FinCEN and one of our representatives will reach out.

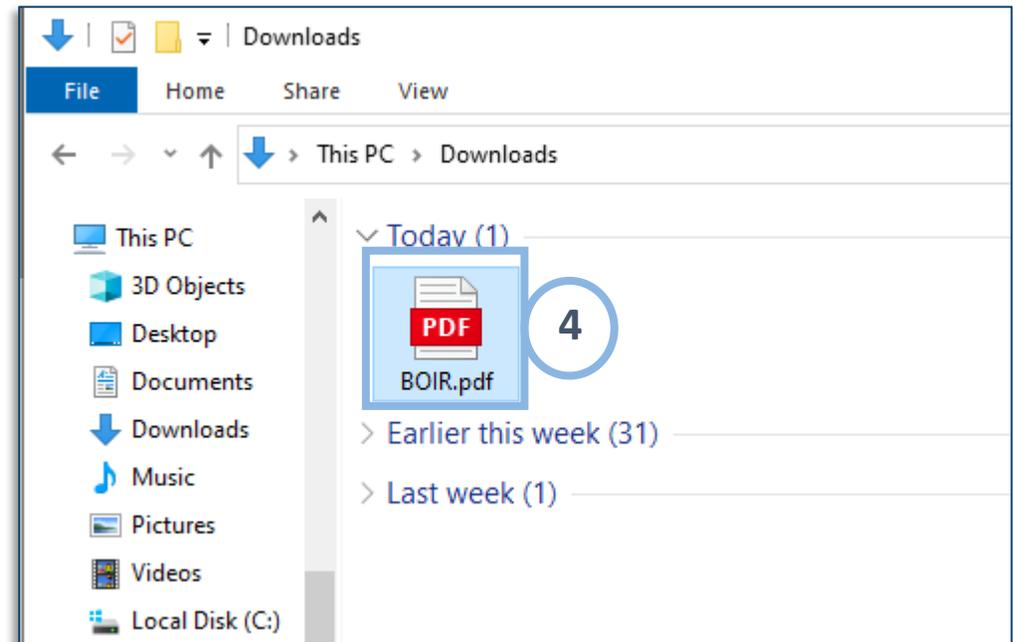
[Contact FinCEN for API Information](#)

4. Locate the downloaded BOIR.pdf document on your device. Open the document in Adobe Reader.

NOTE: The file must be opened in Adobe Reader!

Depending on how your device is configured, double clicking the file may or may not open the file in in Adobe Reader. If you attempt to open the PDF within the web browser, close the window and open in Adobe Reader in one of two ways:

1. *Open the Adobe Reader application and then open the BOIR.pdf* **OR**
2. *Right-click on the BOIR.pdf document and select the **Open With > Adobe Reader** option.*



Key Parts of the PDF BOIR

A. Navigation Tabs

There are four (4) tabs at the top of each page of the PDF BOIR:

- Home
- Reporting Company
- Company Applicant(s)
- Beneficial Owner(s)

The selected tab will be highlighted in light gray.

Navigate to a different page in the document either by scrolling to the next page or by clicking a tab.



Beneficial Ownership Information Report

Home Reporting Company Company Applicant(s) Beneficial Owner(s)

A

 **Beneficial Ownership Information Report** Version Number: 1.0
OMB No. 1506-0076

Report Preparation & Submission Instructions:

Instructions	1. Complete the report in its entirety with all required information. Click Instructions for help.
Validate	2. Click Validate to ensure all entered data is properly formatted and that all required fields are completed.
Finalize	3. Click Finalize to lock the entries in the report and prepare it for submission. Click Edit Report to unlock and re-edit.
Save	4. Click Save to retain a local copy of the report (this can be done at any time during report preparation).
Print	5. (Optional) Click Print to print a hard copy of your completed report.

B. Action Buttons: Click the corresponding button to complete an action:

- **Instructions:** Links user to regulatory/policy instructions related to completing the BOIR.
- **Validate:** Ensure all entered information is properly formatted and all system required fields contain an entry
- **Finalize:** Lock the form so that form cannot be edited. Select to Finalize when you are ready to file the report. When locked, an Edit Report button appears. Click the Edit Report button to return to editing.
- **Save:** Save the file locally
- **Print:** Print a hard copy – Optional
- **Ready to File:** You may save at any point during form preparation. When you are ready to file and the BOIR is finalized, save the finalized report in order to activate the Ready to File button. Select the Ready to File button to go directly to the BOIR PDF submit webpage where you will attach and submit your BOIR PDF. (You may also navigate to the submit webpage via the BOI E-Filing System File BOI Report > Submit BOIR). *This button is only active after the form has been finalized and saved locally.*



The screenshot shows the 'Beneficial Ownership Information Report' interface. At the top, there is a navigation bar with tabs for 'Home', 'Reporting Company', 'Company Applicant(s)', and 'Beneficial Owner(s)'. Below the navigation bar is the U.S. Treasury Department logo and the text 'Beneficial Ownership Information Report' with 'Version Number: 1.0' and 'OMB No. 1506-0076'. A blue circle with the letter 'B' highlights a vertical column of action buttons: 'Instructions', 'Validate', 'Finalize', 'Save', 'Print', and 'Ready To File'. To the right of these buttons is a section titled 'Report Preparation & Submission Instructions:' with a numbered list of six steps corresponding to the buttons.

Beneficial Ownership Information Report
Home Reporting Company Company Applicant(s) Beneficial Owner(s)

Beneficial Ownership Information Report Version Number: 1.0
OMB No. 1506-0076

B

Report Preparation & Submission Instructions:

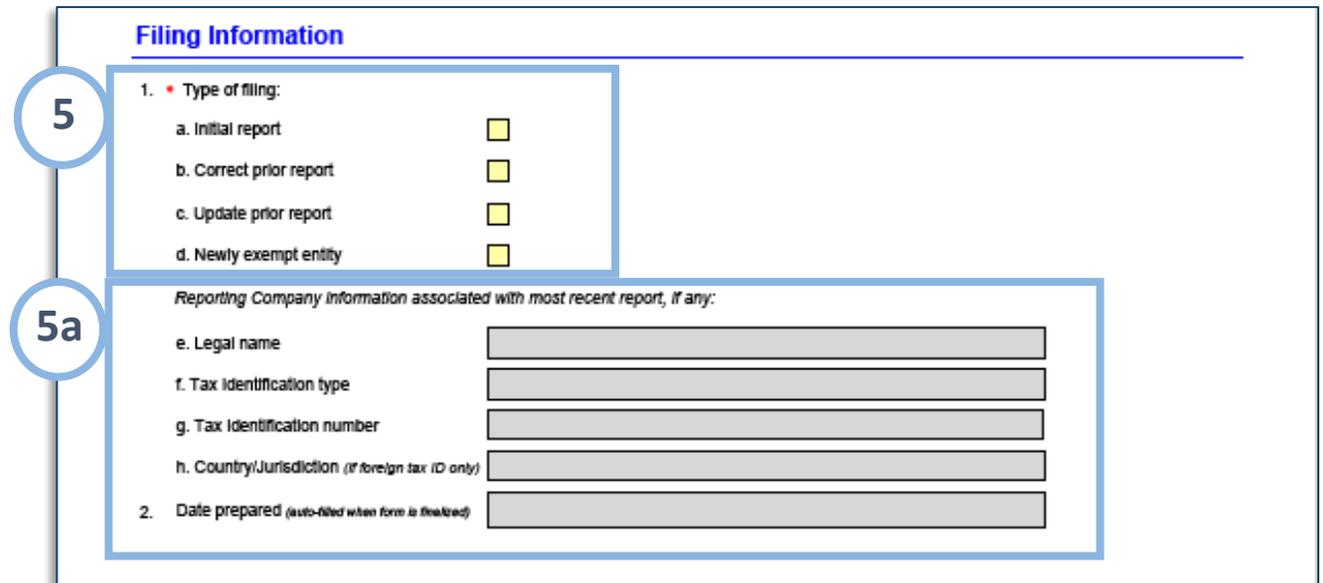
1. Complete the report in its entirety with all required information. Click **Instructions** for help.
2. Click **Validate** to ensure all entered data is properly formatted and that all required fields are completed.
3. Click **Finalize** to lock the entries in the report and prepare it for submission. Click **Edit Report** to unlock and re-edit.
4. Click **Save** to retain a local copy of the report (this can be done at any time during report preparation).
5. (Optional) Click **Print** to print a hard copy of your completed report.
6. Select **Ready to File** (activated after the report is finalized and saved locally) to begin the submission process.

Start by completing all required fields under the *Filing Information* section from the Home tab:

5. Type of filing: Select the type of filing you wish to make (**Initial report, Correct prior report, Update prior report, Newly exempt entity**). Only one option can be selected.

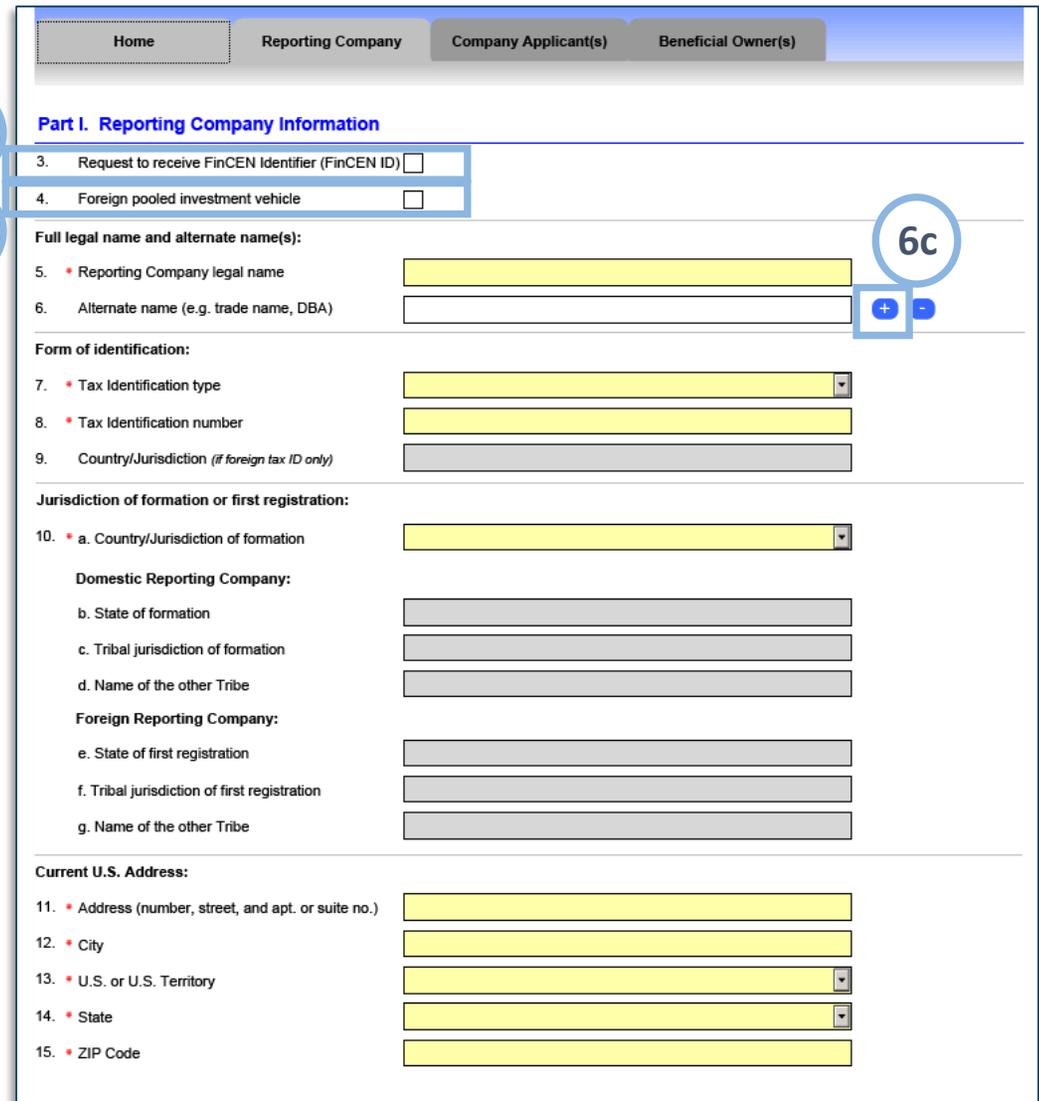
5a. When **Initial report** is selected, no further information is required in this section. When **Correct prior report, Update prior report, or Newly exempt entity** is selected, fields are activated for **Legal name, Tax identification type, and Tax identification number**. Complete these fields with the reporting company information from the company’s most recently filed prior BOIR.

The **Date prepared** field is auto-filled with the current date when the PDF BOIR is finalized.



The screenshot shows the 'Filing Information' section of a form. A blue box highlights the 'Type of filing' section, labeled with a circled '5'. This section contains four radio button options: 'a. Initial report', 'b. Correct prior report', 'c. Update prior report', and 'd. Newly exempt entity'. Below this, another blue box highlights the 'Reporting Company information' section, labeled with a circled '5a'. This section is titled 'Reporting Company information associated with most recent report, if any:' and contains five input fields: 'e. Legal name', 'f. Tax identification type', 'g. Tax identification number', 'h. Country/Jurisdiction (if foreign tax ID only)', and '2. Date prepared (auto-filled when form is finalized)'. The 'Date prepared' field is pre-filled with a date.

6. Under Reporting Company tab, complete the sections and fields as required.
 - 6a. Select **Request to receive FinCEN Identifier (FinCEN ID)** to receive a unique FinCEN identifier for the reporting company. The FinCEN identifier will be provided in the submission confirmation details provided to the filer directly after the BOIR is submitted/accepted.
 - 6b. Select the **Foreign pooled investment vehicle** option if the Reporting Company is a foreign pooled investment vehicle.
If this option is selected, *Company Applicant Information* is no longer required and is cleared/disabled. In addition, only one (1) beneficial owner must be reported under the *Beneficial Owner(s)* tab in this situation.
 - 6c. Complete the fields under the **Legal name and alternate name(s)** section as applicable.
To add more than one alternate name for the reporting company, click the (+) button to add additional alternate reporting company names (up to 99 alternate names can be added).



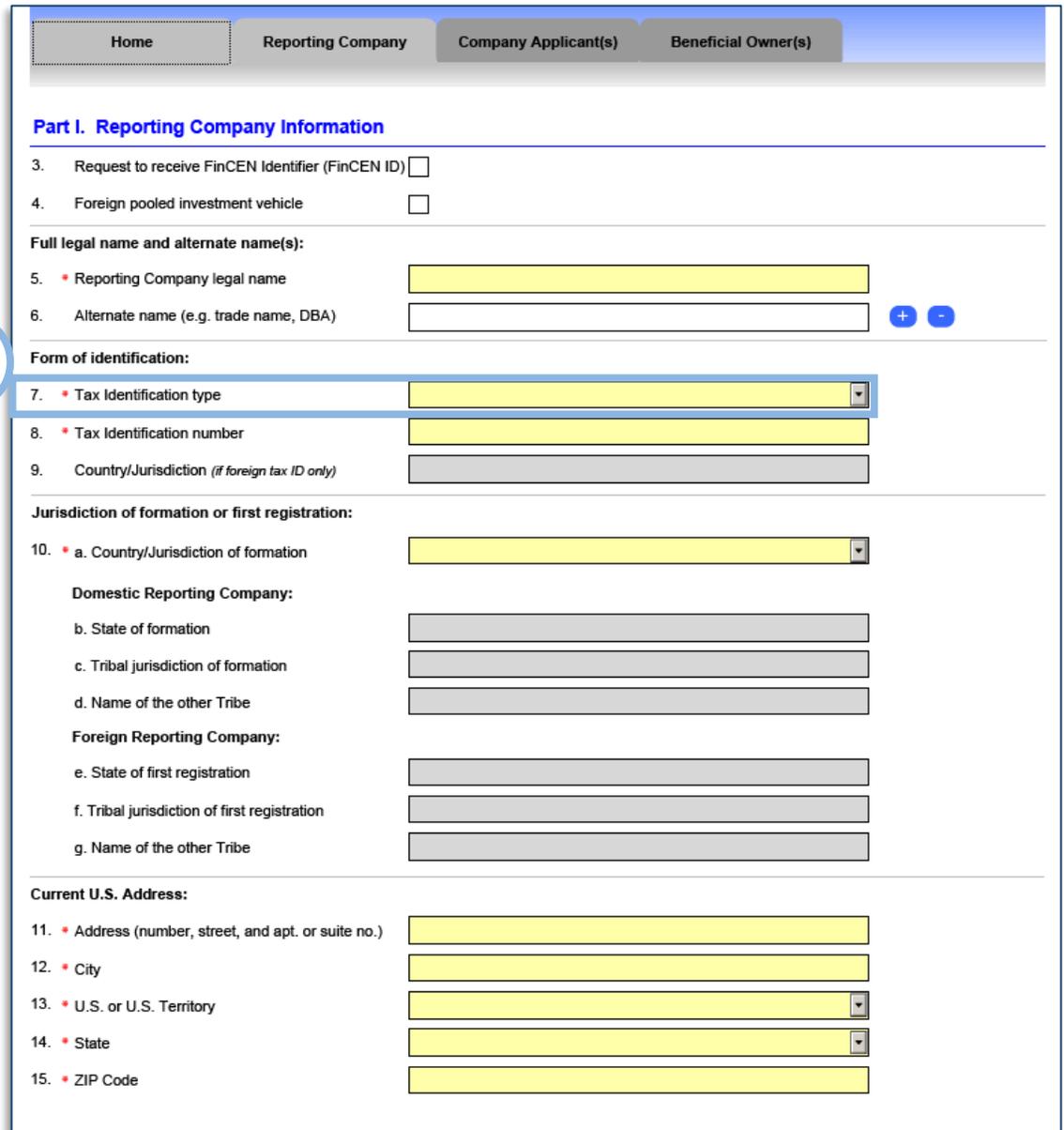
The screenshot shows the 'Reporting Company' tab in the BOIR system. The navigation bar includes 'Home', 'Reporting Company', 'Company Applicant(s)', and 'Beneficial Owner(s)'. The main content area is titled 'Part I. Reporting Company Information' and contains the following sections and fields:

- 6a:** Fields for '3. Request to receive FinCEN Identifier (FinCEN ID)' and '4. Foreign pooled investment vehicle', both with checkboxes.
- 6b:** Section 'Full legal name and alternate name(s):' containing:
 - 5. Reporting Company legal name (text input)
 - 6. Alternate name (e.g. trade name, DBA) (text input with a '+' button to add more names)
- 6c:** Section 'Form of identification:' containing:
 - 7. Tax Identification type (dropdown)
 - 8. Tax Identification number (text input)
 - 9. Country/Jurisdiction (if foreign tax ID only) (text input)
- Section 'Jurisdiction of formation or first registration:' containing:
 - 10. a. Country/Jurisdiction of formation (dropdown)
 - Domestic Reporting Company:**
 - b. State of formation (text input)
 - c. Tribal jurisdiction of formation (text input)
 - d. Name of the other Tribe (text input)
 - Foreign Reporting Company:**
 - e. State of first registration (text input)
 - f. Tribal jurisdiction of first registration (text input)
 - g. Name of the other Tribe (text input)
- Section 'Current U.S. Address:' containing:
 - 11. Address (number, street, and apt. or suite no.) (text input)
 - 12. City (text input)
 - 13. U.S. or U.S. Territory (dropdown)
 - 14. State (dropdown)
 - 15. ZIP Code (text input)

6d. Select the **Tax Identification Type** dropdown menu. EIN, SSN/ITIN, or Foreign may be selected. If the Foreign option is selected, the County/Jurisdiction field is enabled and required.

Note: An EIN or SSN/ITIN is required unless a foreign Reporting Company does not have one. In that case, the foreign reporting company may report its foreign tax identification number and the issuing jurisdiction.

6d



The screenshot shows the 'Reporting Company' tab of the BOIR form. The 'Form of identification' section contains field 7, 'Tax Identification type', which is a dropdown menu highlighted with a blue circle and labeled '6d'. Other fields in this section include 'Tax Identification number' (field 8) and 'Country/Jurisdiction (if foreign tax ID only)' (field 9). Below this is the 'Jurisdiction of formation or first registration' section with fields 10 through 15 for address information.

6e. Select the **Country/Jurisdiction of formation** dropdown menu.

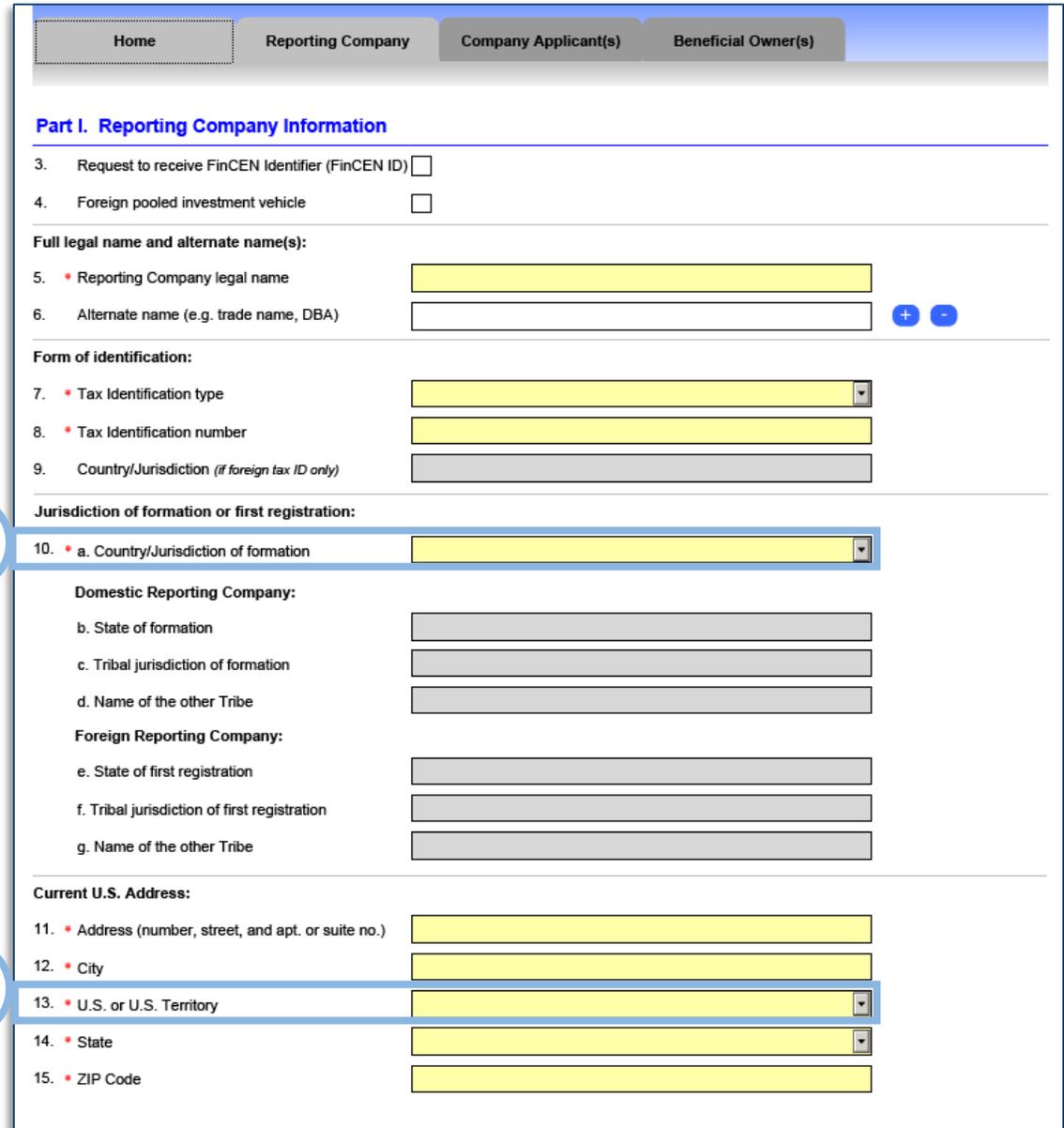
If United States is selected, **State of formation** and **Tribal jurisdiction of formation** fields appear. One of these fields must be completed.

If a U.S. Territory is selected, the **State of formation** field appears and is automatically populated with that U.S. Territory.

If a foreign country is selected, **State of first registration** and **Tribal jurisdiction of first registration** fields appear. One of these fields must be completed.

6f. Complete all fields under the **Current U.S. Address** section. Select **U.S. or U.S. Territory** from this dropdown menu.

If United States selected, the **State** dropdown must be completed. If U.S. Territory is selected, the State field is automatically populated with that U.S. Territory.



The screenshot shows the 'Reporting Company' tab of the BOIR form. The 'Part I. Reporting Company Information' section includes the following fields:

- 3. Request to receive FinCEN Identifier (FinCEN ID)
- 4. Foreign pooled investment vehicle
- Full legal name and alternate name(s):
 - 5. Reporting Company legal name
 - 6. Alternate name (e.g. trade name, DBA)
- Form of identification:
 - 7. Tax Identification type
 - 8. Tax Identification number
 - 9. Country/Jurisdiction (if foreign tax ID only)
- Jurisdiction of formation or first registration:
 - 10. a. Country/Jurisdiction of formation (highlighted with a blue circle and labeled 6e)
- Domestic Reporting Company:
 - b. State of formation
 - c. Tribal jurisdiction of formation
 - d. Name of the other Tribe
- Foreign Reporting Company:
 - e. State of first registration
 - f. Tribal jurisdiction of first registration
 - g. Name of the other Tribe
- Current U.S. Address:
 - 11. Address (number, street, and apt. or suite no.)
 - 12. City
 - 13. U.S. or U.S. Territory (highlighted with a blue circle and labeled 6f)
 - 14. State (highlighted with a blue circle and labeled 6f)
 - 15. ZIP Code

7. Under the *Company Applicant(s)* tab, complete sections and fields as required.

7a. Select the **Existing reporting company** checkbox if the reporting company was created or registered before January 1, 2024.

NOTE: When **Existing reporting company** is selected, *Company Applicant Information* is no longer required and the fields under this tab are cleared/disabled.

Home
Reporting Company
Company Applicant(s)
Beneficial Owner(s)

7a 16. Existing Reporting Company (check if Reporting Company was created or registered before January 1, 2024)

Part II. Company Applicant Information 1 of 1 + -

Company Applicant FinCEN ID:

18. FinCEN ID

Full legal name and date of birth:

19. * Individual's last name

20. * First name

21. Middle name

22. Suffix

23. * Date of birth

Current address:

24. * Address type a. Business address b. Residential address

25. * Address (number, street, and apt. or suite no.)

26. * City

27. * Country/Jurisdiction

28. * State

29. * ZIP/Foreign postal code

Form of identification and issuing jurisdiction:

30. * Identifying document type

31. * Identifying document number

32. * Identifying document issuing jurisdiction:

a. Country/Jurisdiction

b. State

c. Local/Tribal

d. Other local/Tribal description

33. * Identifying document image

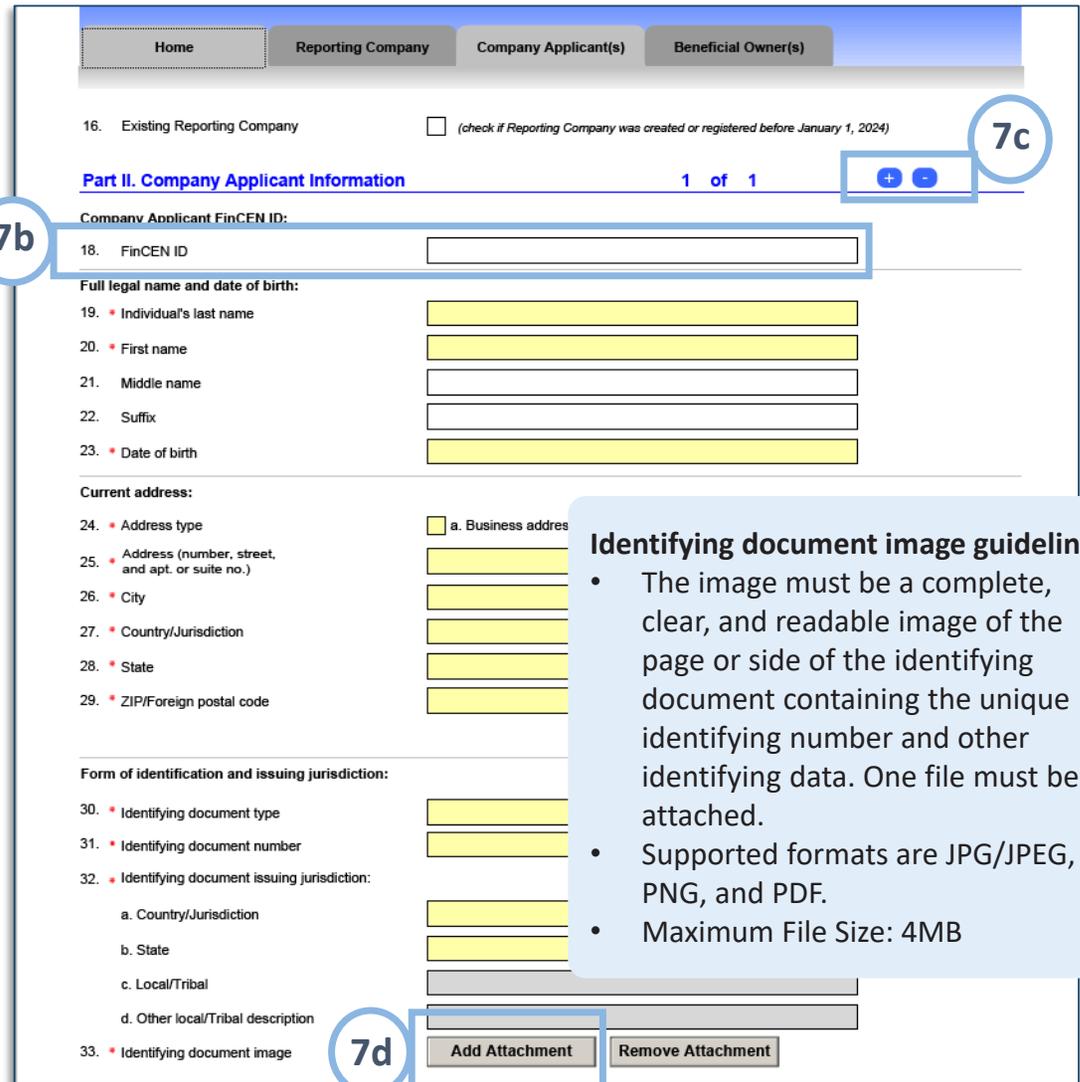
7b. If applicable, enter the 12-digit **FinCEN ID** of the company applicant. After a valid FinCEN ID is entered, all remaining fields for the company applicant will be cleared/disabled. If you do not enter a FinCEN ID for a company applicant, enter the company applicant’s information for in the **Legal name and date of birth, Current Address, and Form of identification and issuing jurisdiction** sections.

Note: For a company applicant who forms or registers entities in the course of their business, report the street address of such business. Report the residential address of other company applicants.

7c. After providing the required information for a company applicant, click the ‘+’ button to add an additional company applicant if required. An additional section will be added under the current page. Click the ‘-’ button to remove company applicants.

7d. Click the **Add Attachment** button to attach an image of an acceptable identifying document for the company applicant.

Note: Reporting companies are required to report up to two company applicants.

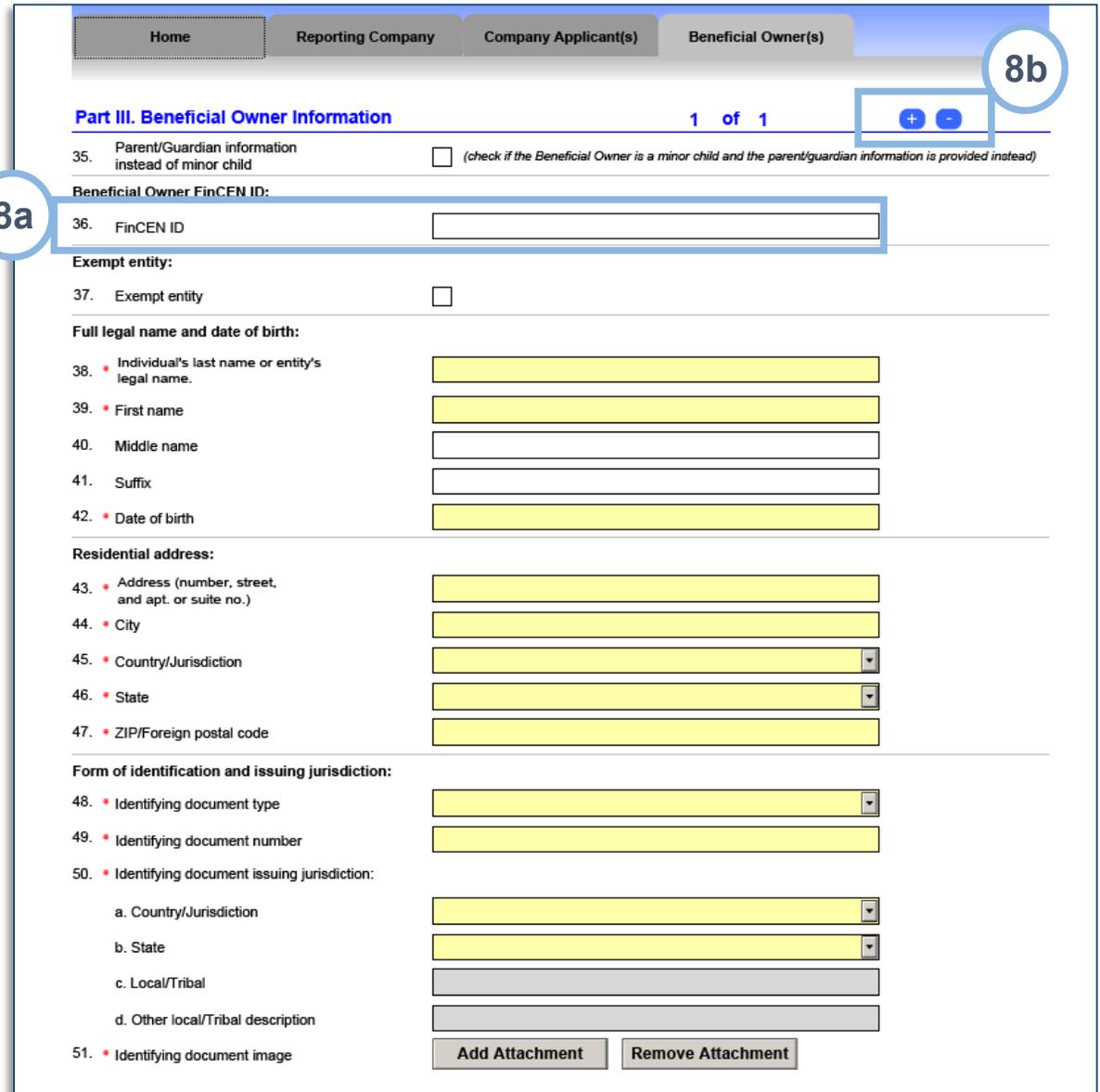


The screenshot shows the 'Company Applicant(s)' section of the BOIR reporting interface. At the top, there are navigation tabs: Home, Reporting Company, Company Applicant(s) (selected), and Beneficial Owner(s). Below the tabs, there is a checkbox for 'Existing Reporting Company' with a note '(check if Reporting Company was created or registered before January 1, 2024)'. A callout '7c' points to a '+' and '-' button next to the page indicator '1 of 1'. Below this is 'Part II. Company Applicant Information'. A callout '7b' points to the 'Company Applicant FinCEN ID' field (field 18). Below that are fields for 'Full legal name and date of birth' (fields 19-23) and 'Current address' (fields 24-29). Below that are fields for 'Form of identification and issuing jurisdiction' (fields 30-32). At the bottom, there is a field for 'Identifying document image' (field 33) with 'Add Attachment' and 'Remove Attachment' buttons. A callout '7d' points to the 'Add Attachment' button. A callout '7c' also points to the '+' and '-' buttons.

Identifying document image guidelines:

- The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number and other identifying data. One file must be attached.
- Supported formats are JPG/JPEG, PNG, and PDF.
- Maximum File Size: 4MB

8. Under *Beneficial Owner(s)* tab, complete the sections and fields as required.
- 8a. If applicable, enter the 12-digit **FinCEN ID** of the beneficial owner. After the valid FinCEN ID is entered, all remaining fields (except for the **Parent/Guardian information instead of minor child** checkbox) for the *Beneficial Owner(s)* tab will be cleared/disabled. If no FinCEN ID is entered and no special reporting rule applies, enter the beneficial owner’s information for in the **Exempt entity** (if applicable), **Legal name and date of birth**, **Residential address**, and **Form of identification and issuing jurisdiction** sections.
- 8b. Click the ‘+’ button to add additional beneficial owners.
- Note:** There is no limit to the number of beneficial owners that may be reported. However, the BOIR limits the number of beneficial owners to 99.



Home Reporting Company Company Applicant(s) Beneficial Owner(s) **8b**

Part III. Beneficial Owner Information 1 of 1 **+** **-**

35. Parent/Guardian information instead of minor child (check if the Beneficial Owner is a minor child and the parent/guardian information is provided instead)

Beneficial Owner FinCEN ID:

8a 36. FinCEN ID

Exempt entity:

37. Exempt entity

Full legal name and date of birth:

38. Individual's last name or entity's legal name

39. First name

40. Middle name

41. Suffix

42. Date of birth

Residential address:

43. Address (number, street, and apt. or suite no.)

44. City

45. Country/Jurisdiction

46. State

47. ZIP/Foreign postal code

Form of identification and issuing jurisdiction:

48. Identifying document type

49. Identifying document number

50. Identifying document issuing jurisdiction:

a. Country/Jurisdiction

b. State

c. Local/Tribal

d. Other local/Tribal description

51. Identifying document image

8c. Click the **Add Attachment** button and attach an image of an acceptable identifying document for each beneficial owner.

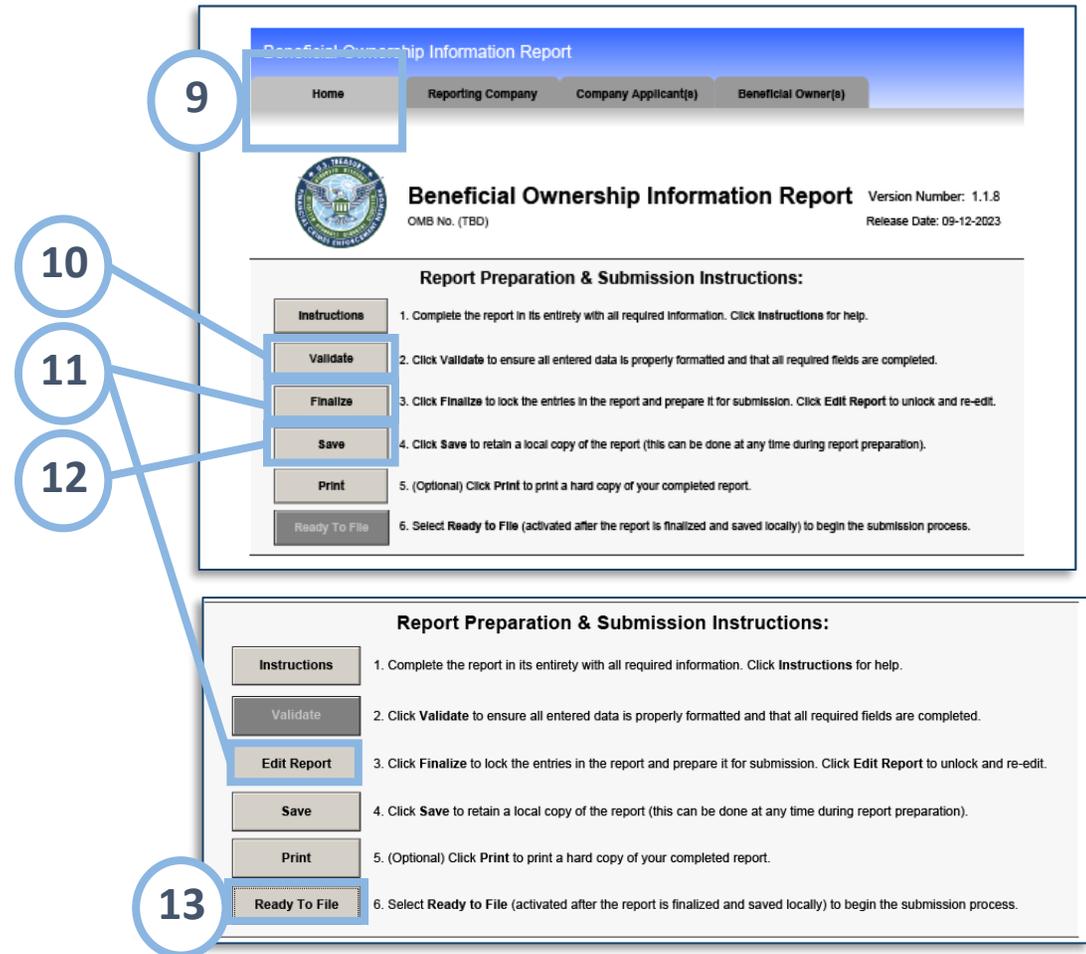
The screenshot shows a form titled "Form of identification and issuing jurisdiction:" with the following fields and controls:

- 48. Identifying document type: A dropdown menu with a yellow background.
- 49. Identifying document number: A text input field with a yellow background.
- 50. Identifying document issuing jurisdiction:
 - a. Country/Jurisdiction: A dropdown menu with a yellow background.
 - b. State: A dropdown menu with a yellow background.
 - c. Local/Tribal: A text input field with a grey background.
 - d. Other local/Tribal description: A text input field with a grey background.
- 51. Identifying document image: A section containing two buttons: "Add Attachment" and "Remove Attachment". The "Add Attachment" button is highlighted with a blue circle and the text "8c".

- NOTE:**
- The image must be a complete, clear, and readable image of the page or side of the identifying document containing the unique identifying number, and other identifying data. One file must be attached.
 - Supported formats are JPG/JPEG, PNG, and PDF.
 - Maximum File Size: 4MB.

9. Click the *Home* tab
10. Click the **Validate** button, to validate that all system-required fields have been completed. If there are errors, a message will appear indicating the specific field that will need to be addressed. When the PDF BOIR returns zero errors in the Validate step, the PDF BOIR is ready to be finalized.
11. Click the **Finalize** button to lock all fields, disabling the ability to update the PDF BOIR. The Finalize button will be replaced with an **Edit Report** button to reenable fields, if needed. After the Finalize step, the PDF BOIR must be saved to prepare it for submission.
12. Click the **Save** button to save the file to your device. Once saved, the Ready To File button is enabled.
13. As soon as the PDF BOIR is finalized and saved, the **Ready to File** button is enabled. Click the **Ready To File** button to begin the submission process. Your default browser will open to the PDF BOIR submission webpage as a result.

Note: The system-required fields are those that all reporting companies must complete at a minimum. The Validate button does not indicate whether a particular reporting company has entered all the information it is required to report.



The image shows two screenshots of the Beneficial Ownership Information Report (BOIR) interface. The top screenshot shows the initial state with the 'Home' tab selected and buttons for 'Validate', 'Finalize', 'Save', 'Print', and 'Ready To File'. The bottom screenshot shows the state after the 'Finalize' button is clicked, where it has been replaced by an 'Edit Report' button. Numbered callouts (9-13) point to the specific buttons mentioned in the instructions.

Beneficial Ownership Information Report
Version Number: 1.1.8
OMB No. (TBD)
Release Date: 09-12-2023

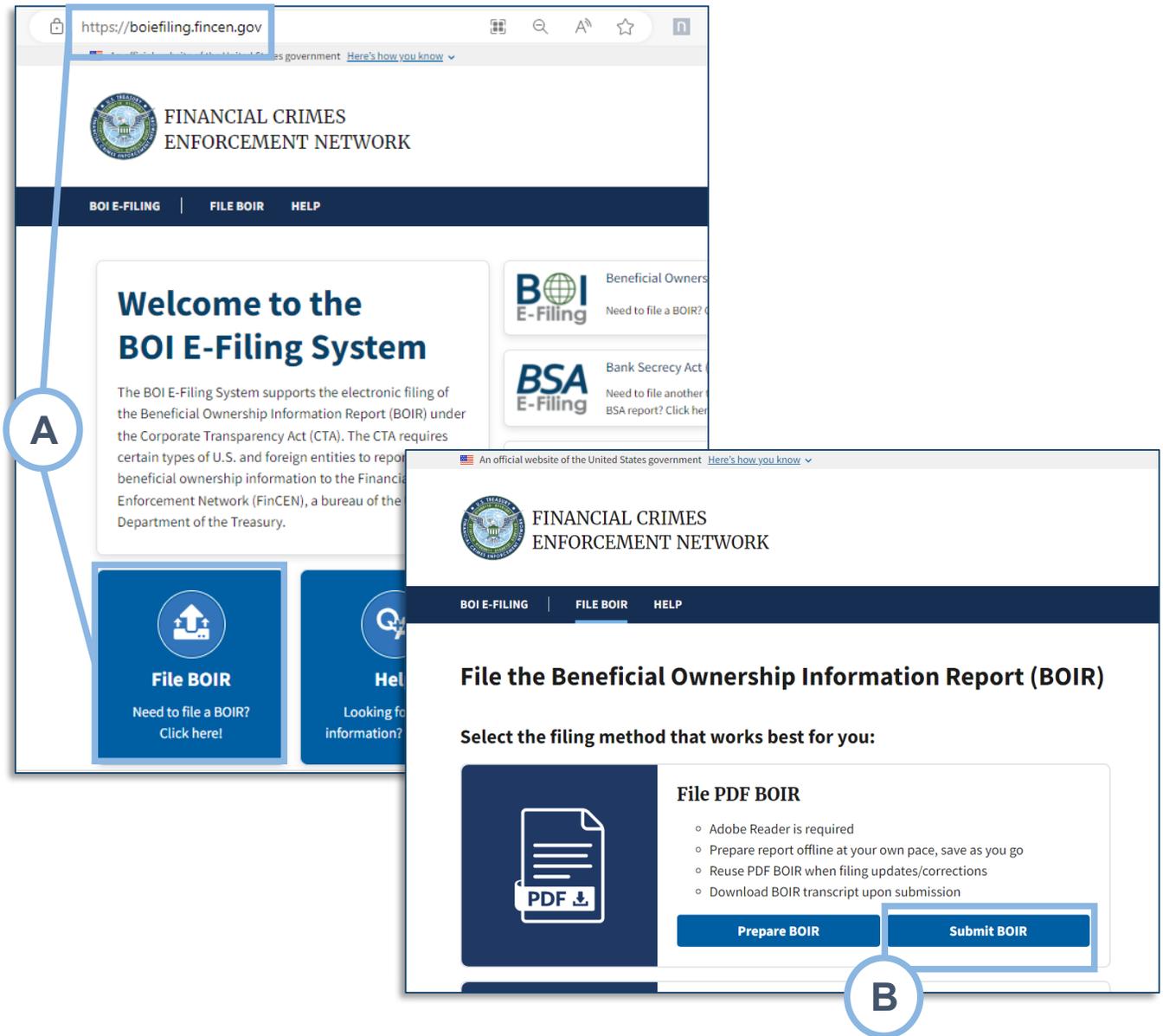
Report Preparation & Submission Instructions:

1. Complete the report in its entirety with all required information. Click **Instructions** for help.
2. Click **Validate** to ensure all entered data is properly formatted and that all required fields are completed.
3. Click **Finalize** to lock the entries in the report and prepare it for submission. Click **Edit Report** to unlock and re-edit.
4. Click **Save** to retain a local copy of the report (this can be done at any time during report preparation).
5. (Optional) Click **Print** to print a hard copy of your completed report.
6. Select **Ready to File** (activated after the report is finalized and saved locally) to begin the submission process.

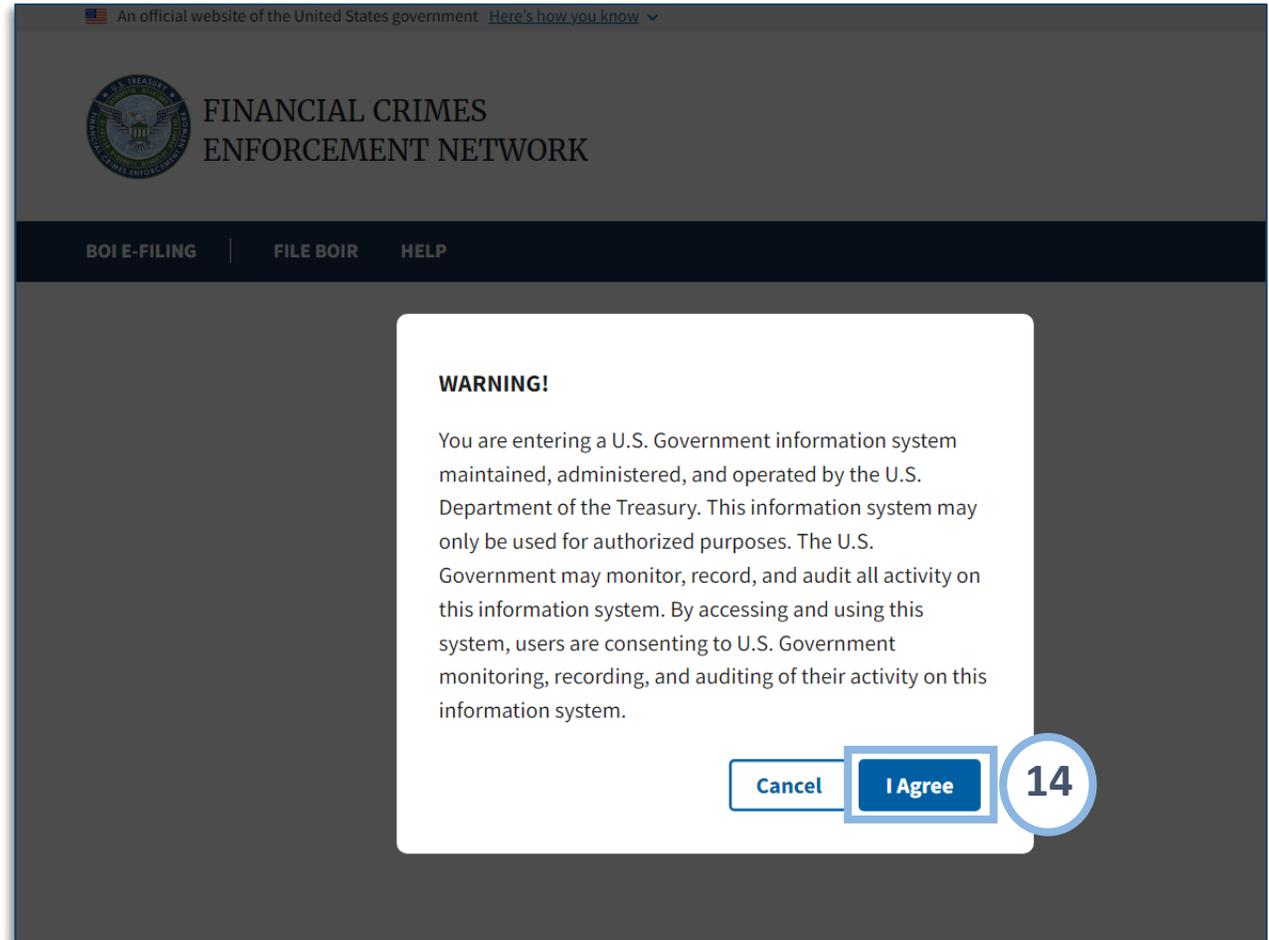
PDF BOIR – Submission Webpage

Instead of using the Ready to File button under the *Home* Tab, you can also reach the PDF BOIR submission webpage as follows:

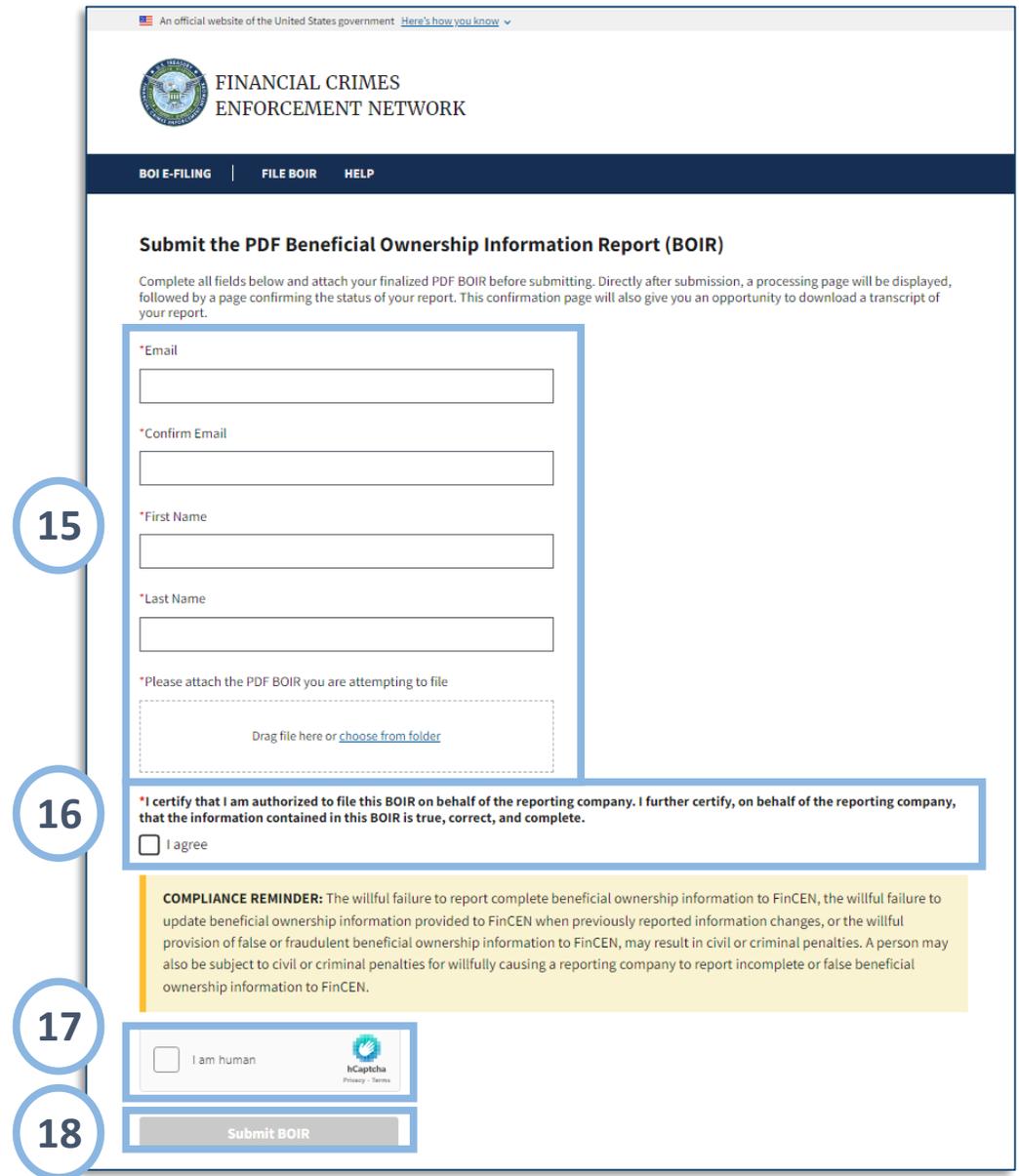
- A. From the BOI E-Filing System page (boiefiling.fincen.gov), click the **File BOIR** icon/link.
- B. Click the **Submit BOIR** button under the *File PDF BOIR* section to open the PDF BOIR submission webpage.



14. Review the warning language and click the **I Agree** button.



15. Complete all fields and attach your finalized PDF BOIR to this page.
16. Select the **I certify** checkbox indicating that you certify that all information is true, correct, and complete.
17. Select the hCaptcha textbox **I am human**. You will be prompted with images to select in response to a question to verify you are not a robot.
18. Click the **Submit BOIR** button.



An official website of the United States government [Here's how you know](#)

 **FINANCIAL CRIMES
ENFORCEMENT NETWORK**

[BOI E-FILE](#) | [FILE BOIR](#) | [HELP](#)

Submit the PDF Beneficial Ownership Information Report (BOIR)

Complete all fields below and attach your finalized PDF BOIR before submitting. Directly after submission, a processing page will be displayed, followed by a page confirming the status of your report. This confirmation page will also give you an opportunity to download a transcript of your report.

15 *Email

*Confirm Email

*First Name

*Last Name

*Please attach the PDF BOIR you are attempting to file
choose from folder"/>

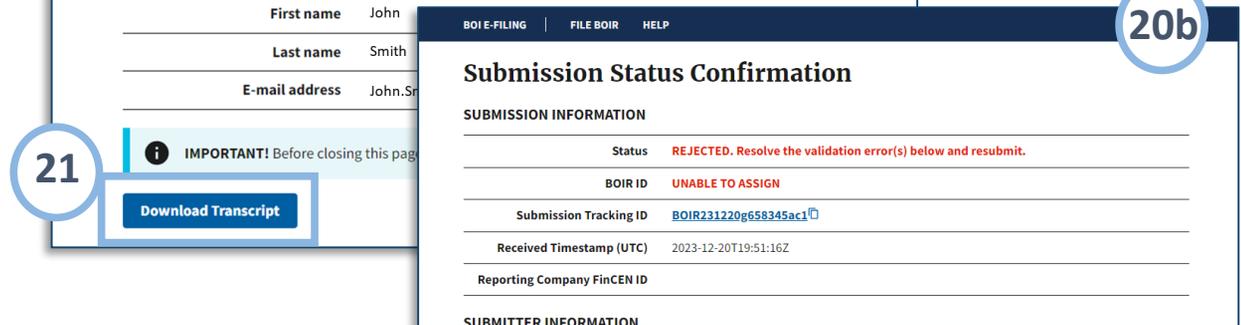
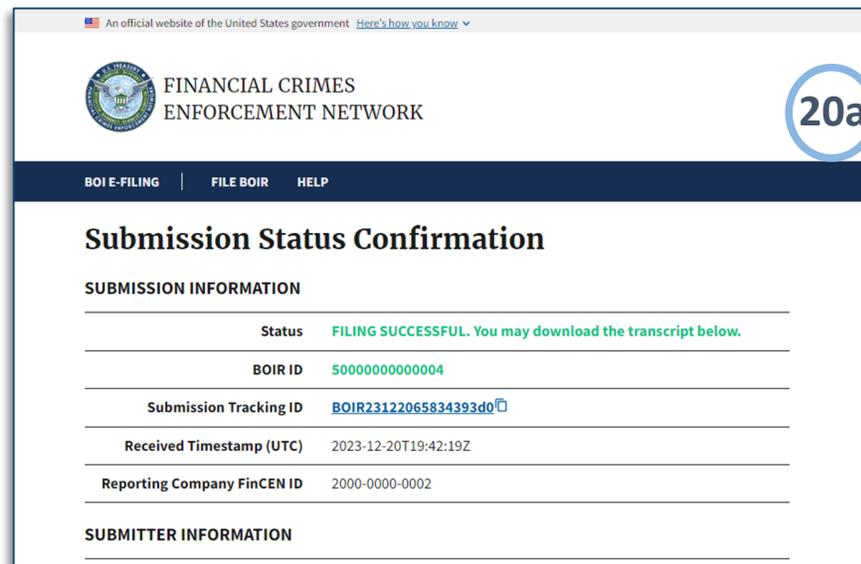
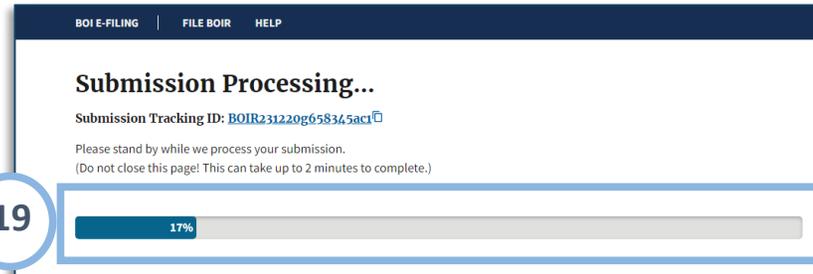
16 *I certify that I am authorized to file this BOIR on behalf of the reporting company. I further certify, on behalf of the reporting company, that the information contained in this BOIR is true, correct, and complete.
 I agree

17 **COMPLIANCE REMINDER:** The willful failure to report complete beneficial ownership information to FinCEN, the willful failure to update beneficial ownership information provided to FinCEN when previously reported information changes, or the willful provision of false or fraudulent beneficial ownership information to FinCEN, may result in civil or criminal penalties. A person may also be subject to civil or criminal penalties for willfully causing a reporting company to report incomplete or false beneficial ownership information to FinCEN.

18 I am human 

Submit BOIR

19. The BOI E-Filing System will display a progress bar during submission processing.
- 20a. After the submission is processed successfully, you will see the *Submission Status Confirmation* page.
- 20b. If the submission is rejected, the *Submission Status Confirmation* page will provide a Rejected status and prompt you to resolve any errors and resubmit.
21. Select the **Download Transcript** button to download a PDF copy of the transcript which includes a copy of the confirmation page details and the report data in transcript format. This serves as a receipt of your submission.



To complete an updated or corrected report using the PDF BOIR:

- Access the most recent PDF BOIR saved to your device.
- Select the **Correct prior report**, **Update prior report**, or **Newly exempt entity** checkbox in the *Filing Information* section of the *Home* tab.
- When **Newly exempt entity** is selected, the *Reporting Company*, *Company Applicant(s)* and *Beneficial Owner(s)* tabs are cleared/ disabled. If **Correct prior report** or **Update prior report** is selected, these tabs remain active, and you should enter or edit information under them as described above.
- Submit your updated or corrected BOIR using the submission process described above.

NOTE: When **Correct prior report**, **Update prior report**, or **Newly exempt entity** are selected, fields are activated for **Legal name**, **Tax identification type**, and **Tax identification number**. Complete these fields with reporting company information from the company’s most recently filed prior BOIR.

NOTE: If using the previously filed BOIR PDF, the click the **Edit Report** button on the first page of the PDF to unlock and edit the report.

Filing Information

1. • Type of filing:

a. Initial report

b. Correct prior report

c. Update prior report

d. Newly exempt entity

Reporting Company information associated with most recent report, if any:

e. Legal name

f. Tax identification type

g. Tax identification number

h. Country/Jurisdiction (if foreign tax ID only)

2. Date prepared (auto-filled when form is finalized)

The following errors may be encountered when using the BOI E-Filing System. Methods to correct them are listed below.

Error: System displays ‘Please Wait’, but nothing happens when you attempt to open the PDF BOIR.

- √ This means the web browser is attempting to open a PDF in the browser window. Adobe Reader must be used instead. Open the PDF BOIR in Adobe Reader: Configure your browser to open PDF files in Adobe Reader or navigate to the location on your device where the form is downloaded/saved, and then open the file with Adobe Reader.

Error: After you click the Validate or Finalize button under the Home tab to validate or finalize the PDF BOIR prior to submission, a message displays indicating a missing field and highlighting it on the screen.

- √ Fill in the missing information and re-validate (by clicking the Validate button under the Home Tab) before finalizing the report.

Error: File type not accepted.

- √ The only file types accepted for identifying document uploads are JPG/JPEG, PNG, and PDF. Check the file type and change it to one of the approved types, then re-attach the file.

The following errors may be encountered when using the BOI E-Filing System. Methods to correct them are listed below.

Error: Only one file is accepted when you try to upload multiple identifying documents.

- √ The system will allow you to upload only one identifying document attachment per beneficial owner or company applicant. Select one identifying document to attach for each beneficial owner or company applicant.

Error: ‘Rejected’ displays on BOIR submission confirmation page.

- √ The PDF BOIR was not successfully filed. Review/resolve the error(s) displayed at the bottom of the confirmation page, and then resubmit.

Error: File size exceeded when attaching identifying document.

- √ If you upload an identifying document attachment that is greater than 4MB, you must decrease the size of your attachment file. For example, if the file is a JPEG image of a driver’s license or passport, you can decrease the size of the image. The best way to decrease an image’s size will depend on the image program used, but instructions for doing so generally may be found online.