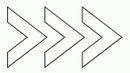




BENEFICIAL OWNERSHIP INFORMATION REPORT (BOIR) FILING

1. Go to <https://boiefiling.fincen.gov/> and click on the "Get Started" button under the BOI E-Filing on the right side of the page.
2. You will be able to pick one of 2 ways to file. The first option is to file as a PDF. This option you will need to download the form to your computer and fill out everything offline at your own pace. You will then return to this website to upload the file and submit it. You will also use the same form when filing updates /corrections. The second option is to file online. This option will report and submit your file online. For this option, you will need to be ready to enter all information and attachments in one session as you will not be able to save. You will also need to fill out the full form in the event you need to update or file corrections (both options will contain the same information but this guide will follow the second option for entering info)
3. On the next page you will select "Initial Report" as your filing type then click next.
4. You will check the box beside the option "Request to receive FinCEN ID". Then enter the reporting company's legal name (the name of your business. Make sure this matches the name you filed with the Secretary of State office and includes the "LLC". Enter any Alternate names or DBAs if needed). Select the "EIN" option under the Tax Identification type and enter the number. Under "Jurisdiction of formation or first registration" you will select "United States" for the country and enter State from the dropdown box in which the business was formed. You will then enter the principal address of the business then click next.
5. On this page you will enter the information for the person who is filing this form. You will enter the following information in the corresponding boxes:
 - Last & First Name
 - Date of Birth
 - Address-(you will select and enter Residential Address Information)
 - City
 - Country
 - State
 - Zip
6. You will then select the Identifying Document type that you will be using. You can use the following documents:
 - Drivers License
 - State ID
 - U.S. Passport
 - Foreign PassportThen enter the document number, Country/Jurisdiction, and State depending on which document type you are using. You will then upload a copy of that document and click next.



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7. On this page you will enter the information for the Beneficial Owner or Owners. Remember a Beneficial Owner is an individual or individuals who directly or indirectly owns or controls at least 25% of the reporting company or exercises substantial control over the reporting company (for more info go to: https://www.fincen.gov/boi-faqs#D_1). Additional Beneficial Owners can be added to this form if needed by clicking on the “Add Beneficial Owner” button at the top of this page.

The following info will need to be entered for each Beneficial Owner:

- Last & First Name
- Date of Birth
- Residential Address
- City
- Country
- State
- Zip

8. You will then select the Identifying Document type that you will be using. You can use the following documents:

- Drivers License
- State ID
- U.S. Passport
- Foreign Passport

Then enter the document number, Country/Jurisdiction, and State depending on which document type you are using. You will then upload a copy of that document. This will need to be done for each Beneficial Owner if there is more than one. If you are using the same document that was scanned previously you will need to make sure to change the file name so that it is different for this section as the form may be denied if it has more than one attachment with the same file name. Then click next.

9. Enter in the email address as well and the First and Last name of the person filling out this form. Check that you agree to the filing and confirm that you are a human via the hCaptcha. Then click submit.