

## **How to use the Electronic Filing System (EFS) to Update the Financial Crimes Enforcement Network (FinCEN) and Emergency Contacts:**

All changes to the FinCEN 314(a) point of contact information must be made within the OTS Electronic Filing System (EFS). The EFS is the software application used by Thrift Financial Report preparers of all OTS-regulated institutions to prepare and transmit the Thrift Financial Report (TFR) and HOLA (Home Owners' Loan Act) 10(l) reports. To update the Financial Crimes Enforcement Network (FinCEN) Contacts and the Office of Thrift Supervision Thrift Emergency Contacts:

Launch the EFS from the desktop through Start, Programs, Office of Thrift Supervision, OTS Electronic Filing System. Accept the default cycle as displayed on the Cycle Selection screen.

Located at the main (blue) screen, click on the Institution Setup icon.  
Click the Report Preparer and Institution Contact Info tab.  
Update all contact information.

### **To add a new contact:**

Click Edit.

Then click the red plus sign to add additional personnel to your Personnel List. Provide **complete** contact name and other information.

Click Save to save your entries and exit the screen.

On the Report Preparer and Institution Contact tab, click Recipient of FinCEN 314(a) Requests – Primary, Secondary, or Additional (up to four total contacts allowed). Click a name from the My Personnel List and click Assign. When all names are added as necessary, click Save.

With the next EFS data transmission to the OTS, the updated FinCEN point of contact(s) information will be made available to FinCEN. FinCEN contacts will receive the first e-mail reminder from FinCEN to visit the secure website and will then have access to the secure FinCEN 314(a) website. They will be able to download the FinCEN 314(a) information requests.

If you do not have data available to transmit but wish to immediately update FinCEN contacts:

Click "Transmit" from the main EFS screen. Click **only** "Send a Message to OTS".

Click "Next".

Click the check boxes for both COF and TFR or just COF. Type a brief message: (i.e., "Updated FinCEN contact information") for each report box checked.

Click "Next", click "EFS Net".

Click "Log in to my Internet connection and connect to the OTS EFS NET." Wait for confirmation that your message has been sent and be sure the transmission appears in the Transmission Log.

For assistance with updating your FinCEN contact information, you can contact the EFS Helpline at <mailto:efs-info@ots.treas.gov> or call the toll-free EFS Message Center at 866.314.1744. Please provide your 5-digit docket number on the subject line of all e-mail correspondence or within your voice mail message. Your e-mail or phone call will be returned as soon as possible during daytime business hours in the order it was received.