

# Working with CTA Central™

**CTA Central™**

[6/5/2024]



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# Frequently Asked Questions

- Does the Corporate Transparency Act (CTA) apply to my companies?
  - Our CTA Exemption Wizard can assist with a preliminary determination whether your company is exempt from filing. Consultation with an attorney to confirm is recommended.
- Who should be included as a Beneficial Owner?
  - Cogency cannot advise on this as legal interpretation is required. FinCEN's [Small Entity Compliance Guide](#) provides guidance.
- Can Cogency help me get a FinCEN ID?
  - Cogency is not able to obtain a FinCEN ID for a beneficial owner or Company Applicant. You can obtain online [here](#)
- Who is the Company Applicant?
  - The person who submitted the **formation** filing for the company **AND** the person who controlled or directed the formation filing. If Cogency filed this document, we provided the FinCEN ID for the Cogency Company Applicant with the filing evidence and can provide on request.

# Frequently Asked Questions

- How Does CTA Central Protect the Security of My Data?
  - The PII you enter into CTA Central is actually stored on your personal device, so is not available to someone hacking into Cogency Global's systems.
- Can I send an email to the beneficial owner from the platform, so they can enter information?
  - No, that would require us to store aggregated data. You can download a PDF of the filing in progress or export for future import to request information from others.
- Can another user access the information I enter into CTA Central™?
  - Not directly! If you need another user to provide information, we recommend exporting the reports in progress and sending to the other user for completion.
- Why don't I see an entity Cogency Is Agent for?
  - To pull an entity from Entity Central the person using CTA Central must be linked to the entity as a contact or an authorized Entity Central User for the entity.

Click **CTA Resources** button to access Coagency's CTA FAQ's, webinar links and more

### Instructions: [\[hide\]](#)

To begin creating the Beneficial Ownership Report ("BOI Report"), click on the "Add Filings" button next to the filing type and choose an entity.

Click **Hide** to hide the **Instructions** so that more of the grid is viewable

Click **CTA Central™** at any time to return to the home page

your Registered Agent, your Entities list of information we have on file for the entity. Information marked as exempt or deleted from the public records.

Entity reports with a status of "Ready to Invoice" are ready to proceed to the payment section. Click on the "Ready to Invoice" tab to select one or more reports to be included on a single invoice. You will have the option to pay by credit card, wire transfer or by check. Upon completion of the creation of the invoice and selecting your preferred payment method, the status of the selected entity reports will be updated to "Ready to Transmit". Use the "Ready to Transmit" tab to select and transmit the desired BOI Reports to FinCEN.

Please note that information marked as PII (eye icon appears on field) will not be accessible if you log in on a different device or browser. We recommend using the export or download features to preserve this information for future use.

**Search** can assist in finding a particular entity within the CTA - Entities grid

+ Add Entities from Entity Central®

+ Add Filings

Ready to Invoice	Ready to Transmit	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> <input type="text" value="Entity ↑↓"/> <input type="text" value="Search..."/> </div> <div> <input checked="" type="checkbox"/> Show Exempt           <input type="checkbox"/> Delete All           <input type="button" value="Export Grid"/> </div> </div>		

Welcome to CTA Central™.

The **Entities** section allows you to add Beneficial

Click **CTA Wizard** to access Coagency's Corporate Transparency Act Exemption Wizard which is designed to help by providing a preliminary assessment of whether one or more exemptions to the reporting requirements of the Corporate Transparency Act apply to any of your companies

### 4 Steps to

1. After adding entities, click on **Instructions**, click on "Initial Report" under the entity name to begin preparing your BOI Report.
2. Review and edit the information for each Reporting Company. If you are ready to complete the BOI Report, click **Save** and return at a later time.

Instructions: [\[show\]](#)

CTA - Entities

[+ Add Entities from Entity Central®](#)
[+ Add Filings](#)

Use **+ Add Entities from Entity Central** to populate the grid with your Entity Central entities

To add entities not found in Entity Central, click **+ Add Filings**

Show Exempt
 [Delete All](#)
[Export Grid](#)

Entity	Status	File Date	FinCEN Transmittal
Entity: AFFIRMEDRX PBC			
<a href="#">Initial Report</a>	Get Started		
Entity: AN EARLY BIRD ANCHORAGE LLC			
<a href="#">Initial Report</a>	Get Started		
Entity: AN EARLY BIRD BENNINGTON LLC			
<a href="#">Initial Report</a>	Submission Rejected	5/6/2024	
Entity: EARLY BIRD DESIGNERS OF ANCHORAGE, LLC			
<a href="#">Initial Report</a>	Get Started		
Entity: EARLY BIRD DESIGNERS OF BENNINGTON inc			
<a href="#">Initial Report</a>	Ready To Transmit		

The **Show Exempt** checkbox will allow you to show or hide the entities marked Exempt

**Delete All** will delete all entities in the grid except where the status is "Ready to Invoice", "Requires Attention" or "Ready to Transmit"

**Export Grid** offers options to export grid data to PDF or Excel

Instructions: [\[show\]](#)

CTA - Entities

+ Add Entities from Entity Central®

+ Add Filings



When **+ Add Filings** is clicked, this popup will appear

Choose what type of filing you would like to create

Choose to create a new entity or use one that exists in your Entities grid

When complete, click Save

## Add Filings to CTA Central

### Choose a Filing Type

- Initial report
- Correct prior report
- Update prior report
- Newly exempt entity

### Add New Entities or Choose Existing CTA Central Entities

To add new CTA Central Entities, type one or more names into the **Name(s)** section. Be sure they are each on their own line

You may also copy and paste from any word or spreadsheet document. Names will still need to be on one line each

#### Add New Entities or Choose Existing CTA Central Entities

- Add New CTA Central Entities
- Existing CTA Central Entities

Enter or copy/paste one or more names, each on their own line, below.

Name(s)\*  
ABC Corp  
DEF LLC



## CTA - Entities

+ Add Entities from Entity Central®

+ Add Filings

All	Ready to Invoice	Ready to Transmit			
Entity ↑↓	Search...	<input checked="" type="checkbox"/> Show Exempt	Delete All	Export Grid ↓	
Filing Type	Status	Exempt	File Date	FinCEN Transcript	
	OWNERS OF MYRTLE BEACH, LLC	<input type="checkbox"/>			...
	OWNERS OF NYC, LLC	<input type="checkbox"/>			

As you progress through CTA Central™, the status will be captured and displayed. When all fields required to file the BOI report are populated, the Status will change to "Ready to Invoice"

Edits can still be made until the report is transmitted to FinCEN

For each entity, you can print out a Cogeneity Global Report PDF that will contain the data for that particular entity. This document is **not** formatted to file with FinCEN. It is for recordkeeping and sharing only

The trash can be used to delete that particular entity from the grid if it does *not* have a status of "Requires Attention", "Ready to Invoice" or "Ready to Transmit". Deletions will include the entity and all associated information/documents.

## CTA - Entities

- **All** – Shows all entities in the CTA Entities list regardless of Status
- **Ready to Invoice** – Entities with the status of Ready to Invoice will be shown in this tab. It is from here that entities can be selected and invoiced. Entities can also be transmitted from this tab, if ready
- **Ready to Transmit** - Entities with the status of Ready to Transmit will be shown in this tab. It is from here that entities can be selected and transmitted to FinCEN. Entities can also be transmitted from the Ready to Invoice tab if done together

CTA - Entities

+ Add Entities from Entity Central®

+ Add Filings

Filing Type	Status	Exempt	File Date	FinCEN Transcript	
Entity: Blue Sky Inc.					
<a href="#">Initial report</a>			5/20/2024		
Entity: EARLY BIRD DESIGNERS OF BENNINGTON, LLC					
<a href="#">Initial report</a>	Get Started	<input type="checkbox"/>			
Entity: EARLY BIRD DESIGNERS OF BENNINGTON, LLC					
<a href="#">Initial report</a>	Submission Rejected		6/4/2024		

Clicking the report name link will begin the process of creating a BOI Report

**EARLY BIRD DESIGNERS OF ANCHORAGE, LLC**

**Filing Type** ✓

**Reporting Company Profile** !

**Beneficial Owner(s)** !

**Company Applicant(s)** !

### Filing Type

- Initial report
- Correct prior report
- Update prior report
- Newly exempt entity

Back

Save

Save and Continue

There are 4 filing types of BOI Reports that can be filed

You do not have to use CTA Central for an Initial Report to create any of the subsequent reports

Each report section will display a red exclamation point until all required fields have been populated. Once the required fields are complete and saved, the red exclamation point will change to a green checkmark

## Reporting Company Profile

A reporting company is defined in the CTA as “a corporation, LLC or other similar entity that is created by the filing of a document with the Secretary of State or a similar office under the law of a state or Indian Tribe; or formed under the law of a foreign country and registered to do business in the US by the filing of a document with such a filing office.

Select “EIN” if the reporting company has a U.S. Employer Identification Number (EIN). Select “SSN-ITIN” if the reporting company utilizes a U.S. Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) as a tax identification number. Select “Foreign” if the reporting company has a tax identification number issued by a foreign jurisdiction and does not have a U.S. tax identification number.

If the Reporting company is an Entity Central entity imported into the **CTA – Entities** grid, information such as EIN Number, Jurisdiction of Formation, State of Jurisdiction, Alternate Names and Principal Place of Business will automatically populate when available

FRISCO SALADS,  
LLCFiling Type ✓Reporting  
Company  
Profile ✓Beneficial  
Owner(s) !Company  
Applicant(s) !

### Reporting Company Profile for FRISCO SALADS, LLC

 Request to receive FinCEN Identifier (FinCEN ID)

 Foreign pooled investment vehicle [ⓘ](#)

#### Name of the Reporting Company



#### Tax Identification Type \*

- EIN (Employer Identification Number)  
 SSN/ITIN (Social Security Number/Individual Taxpayer Identification Number)  
 Foreign Tax Identification Number

#### Tax Identification Number (no dashes)



#### Jurisdiction of formation or first registration



#### Domestic Reporting Company




#### Does the Reporting Company operate under any alternate names? \*

 Yes  No

#### Alternate Names (DBAs/Assumed Names)


[+ Add](#)

#### Principal Place of Business Current U.S. Address

## Beneficial Owner(s)

A beneficial owner is any individual who, directly or indirectly:

1. Exercises **substantial control** over a reporting company;

OR

2. Owns or controls at least 25 percent of the **ownership interests** of a reporting company.

(See 31 CFR 1010.380, FinCEN's Final Rule for BOI Reporting, for the definitions of "**substantial control**" and "**ownership interests**" and see examples of such in FinCEN's Small Entity Compliance Guide)

Does this Beneficial Owner have a FinCEN ID? \*

Yes  No

Enter FinCEN ID (no dashes)

FinCEN ID

FinCEN ID entered belongs to the reporting company.

Reporting Company Name\*

## FinCEN ID (Yes)

Does the Beneficial Owner have a FINCEN ID? If Yes, a field will appear to enter the number. This field is required

There are also fields to add the Beneficial Owner's Name that is associated with the FinCEN ID. These fields are not required and will not be transmitted to FinCEN. They are for your recordkeeping only.

Does this Beneficial Owner have a FinCEN ID? \*

Yes  No

Enter FinCEN ID (no dashes)

FinCEN ID

Beneficial Owner's Name (These fields are optional and will not be transmitted to FinCEN.)

First Name

Last Name

If the FinCEN ID belongs to the reporting company, please check this box. The Reporting Company Name will then be required. A FinCEN ID for an entity can only be used in specific circumstances.

Beneficial Owner(s)

FRISCO SALADS, LLC	
Filing Type	✓
Reporting Company	✓
Beneficial Owner(s)	!
Company Applicant(s)	!

**FinCEN ID (No)**

If the Beneficial Owner does not have a FINCEN ID, the required fields will appear indicated by the red exclamation points.

Does this Beneficial Owner have a FinCEN ID? \*

Yes  No

Name

Prefix

First Name\* !

Middle Name

Last Name\* !

Suffix

Date of Birth

DOB\* ! 📅 🔍

Residential Address

Country\* ! 📍 🔍

Address 1\* ! 🔍

Address 2 🔍

Address 3 🔍

City\* ! 🔍

Region 🔍

Postal Code\* ! 🔍

# CTA Central™

## Beneficial Owner(s)

FRISCO SALADS, LLC

Filing Type ✓

Reporting Company Profile ✓

Beneficial Owner(s) !

Company Applicant(s) !

Address 1\* !

Address 2

Address 3

City\* !

Region

Postal Code\* !

County

Identifying Document Type \*

- State-issued driver's license
- State/local/Tribe-issued ID
- U.S. passport
- Foreign passport

Identifying Document Number

Identifying Document Number\* !

Identifying Document Issuing Jurisdiction

Identifying Document Issuing Jurisdiction\* !

Identifying Document Image ⓘ

Select file or drop file here

A document is required.

**Identifying Document Type**

There are 4 types of documents that are acceptable to use for Beneficial Owner identification.

The unique identifying number, issuing jurisdiction and a copy of the document are required.

**Identifying Document Image**

File should be in JPG, JPEG, PDF or PNG format. Avoid punctuation in file names. Attach a unique file for each beneficial owner and company applicant, even when they are the same person.

FRISCO SALADS, LLC

Filing Type ✓

Reporting Company Profile ✓

Beneficial Owner(s) ✓

Company Applicant(s) !

Date of Birth  
DOB\*  
.....

Residential Address  
Country\*  
.....  
Address 1\*  
.....  
Address 2  
.....  
Address 3  
.....  
City\*  
.....  
State\*  
.....  
Postal Code\*  
.....  
County

Identifying Document Type \*  
 State-issued driver's license  
 State/local/Tribe-issued ID  
 U.S. passport  
 Foreign passport

Identifying Document Number  
Identifying Document Number\*  
.....


Identifying Document Issuing Jurisdiction  
Identifying Document Issuing Jurisdiction\*  
.....

**Personally Identifiable Information (PII)**

Once saved, all PII will be hidden. Click the eye icon to reveal the field information.



EARLY BIRD  
DESIGNERS OF  
ANCHORAGE, LLC

Filing Type 

Beneficial Owner Information for **EARLY BIRD DESIGNERS OF ANCHORAGE, LLC**

Important Note:

You must login to the same device to complete the BOI Report to access data previously entered.

Beneficial Ownership PII will be stored locally on your computer or device and, for security reasons, not transmitted to or retained on Cogency's servers.

Cogency Global Inc. does not store or retain any personally identifiable information ("PII") uploaded into the Software. Users are responsible, if they so wish, for saving and extracting any PII uploaded into the Software.

Janice Brady



Gregory Brady



Have all Beneficial Owner(s) been entered for this filing? \*

Yes  No

[+ Add Another](#)

[Copy All to Other Entities](#)

Copy Edit Delete

**Add Another**

When a Beneficial Owner has been entered and saved, it will populate a list where additional Beneficial Owners can be added using **+ Add Another**

After confirming all Beneficial Owners have been entered, the red exclamation point on the menu will change to a green checkmark indicating that the section is complete

# CTA Central™

## Beneficial Owner(s)

**Beneficial Owner(s)** ✓

**Company Applicant(s)** !

**Copy All to Other Entities**

The entire list of Beneficial Owners and their associated information can be copied to other entities

**Copy All to Other Entities**

information ("PII") uploaded into the system. You may wish, for saving and extracting any information, to copy the Beneficial Owner(s) information into another entity.

Janice Brady		
Gregory Brady		

Beneficial Owner(s) been entered for this filing? \*

No

**Copy All to Other Entities**

You can copy a Beneficial Owner to another Entity(ties) as a new Beneficial Owner or Company Applicant. Note that it will *add* the Beneficial Owner/Company Applicant *not replace* any currently listed. Click in the Select Entities field and a list of all Entities in the grid will appear. Use the checkbox to the left to choose what entities should receive the additions.

**Copy Beneficial Owner to Entities** ✕

Copy 123412341234 as a: \*

- Beneficial Owner
- Company Applicant

Select entities to add Beneficial Owner to:

Select...

- Select All
- ABC ANCHORAGE LLC
- ABC Corp
- AN EARLY BIRD BENNINGTON LLC

OK Cancel

## Company Applicant(s)

A company applicant is defined in the CTA as “any individual who files an application to form a corporation, limited liability company or other similar entity under the laws of a state or Indian Tribe; or registers or files an application to register a corporation, limited liability company or other similar entity formed under the laws of a foreign country to do business in the US.

FinCEN regulations indicate that when there is more than one individual involved in the filing, there will be 2 company applicants, the direct filer who submits the filing, and the individual controlling or directing the filing.

FRISCO SALADS, LLC	<h3 style="text-align: center;">Company Applicant Information for FRISCO SALADS, LLC</h3> <p><b><u>Important Note:</u></b> You must login to the same device to complete the BOI Report to access this information.</p> <p>Company Applicant PII will be stored locally on your computer or device and will not be stored to or retained on Cogency's servers.</p> <p>Cogency Global Inc. does not store or retain any information (including PII) uploaded into CTA Central. Users are responsible, if they so wish, for the security of information uploaded into their account.</p> <p>Is the Date of Formation prior to 1/1/2024? *</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
Filing Type	✓
Reporting Company Profile	✓
Beneficial Owner(s)	✓

### Date of Formation

**Yes** : If Date of Formation is **before 1/1/2024**, no Company Applicants are required. When Yes is chosen, the red exclamation point will change to the green check mark

**No** : If Date of Formation is **after 1/1/2024**, it will ask if the Company Applicant has a FINCEN ID. If No, the fields as seen on the Beneficial Owner data will be needed.

After a Company Applicant is entered, the Company Applicant section updates to the green check mark. Up to 2 Company Applicants can be entered. You will be asked to verify if only 1 Company Applicant is entered.

If Cogency Global filed the formation documents, you must list two company applicants, Cogency is the 'direct filer' only.

After all menu items for an entity have a green checkmark, the status will update to **Ready to Invoice**.

Click the **Ready to Invoice** tab

Instructions: [\[show\]](#)

CTA - Entities

+ Add Entities from Entity Central®

+ Add Filings

All	Ready to Invoice	Ready to Transmit
Entity ↑↓	Search...	Invoice Selected
Export Grid		
Filing Type	Status	FinCEN Transcript
Submission Tracking ID		
Entity: EARLY BIRD DESIGNERS OF BOISE, LLC		
<input type="checkbox"/>	<a href="#">Initial report</a>	Ready To Invoice
Entity: EARLY BIRD DESIGNERS OF LOS ANGELES, LLC		
<input type="checkbox"/>	<a href="#">Initial report</a>	Ready To Invoice
Entity: EARLY BIRD OF DESIGNERS OF TULSA, LLC		
<input type="checkbox"/>	<a href="#">Initial report</a>	Ready To Invoice

**EARLY BIRD DESIGNERS OF BOISE, LLC**

- Filing Type ✓
- Reporting Company Profile ✓
- Beneficial Owner(s) ✓
- Company Applicant(s) ✓

# CTA Central™

## Ready to Invoice

Export/Import BOIR Data

**Ready to Invoice**

Check the boxes for the entities that wish to appear on the invoice. You can add as many entities as desired.

Then, click **Invoice Selected**

+ Add Filings


Entity ↑↓ Search...

**Invoice Selected** Export Grid

<input type="checkbox"/>	Filing Type	Status	FinCEN Transcript	Submission Tracking ID	
Entity: EARLY BIRD DESIGNERS OF BOISE, LLC					
<input checked="" type="checkbox"/>	<a href="#">Initial report</a>	Ready To Invoice			
Entity: EARLY BIRD DESIGNERS OF LOS ANGELES, LLC					
<input type="checkbox"/>	<a href="#">Initial report</a>	Ready To Invoice			

Follow the 3 easy steps to complete the invoice. At this time, you may enter a **Client Matter/Reference #**. This field will appear on the completed invoice.

[Continue](#)

CTA Central™ Global Edit CTA Resources CTA Wizard

### Pay and Complete FinCEN BOI Report

#### 3 Easy Steps to complete your entities' BOI Report:

1. To begin, enter the payment method to submit to Cogency Global, Inc.
2. Review and confirm payment details.
3. After submitting payment, you will be prompted to transmit the completed Beneficial Owner Information Report(s) to FinCEN.

- Pay and File
- Confirm Entities**
- Payment Details
- Transmit BOI Reports

#### Confirm Selected Entities to File

The FinCEN BOI Report(s) for the following entities are complete. Please click continue to proceed with the payment.

If you would like a Matter Number/Reference Number to appear on the invoice, please enter it here:

Entity	Report Generation Fee
EARLY BIRD DESIGNERS OF BENNINGTON, LLC	\$119.00
<b>Amount Due</b>	<b>\$119.00</b>

[Export to PDF](#) [Continue](#) [Back](#)


Choose your payment method and follow the instructions

Once paid, you will receive an email confirmation. When payment is made with a credit card, you will also receive a separate email with the transaction details

### Pay and Complete FinCEN BOI Report

## 3 Easy Steps to complete your entities' BOI Report:

1. To begin, enter the payment method to submit to Cogency Global, Inc.
2. Review and confirm payment details.
3. After submitting payment, you will be prompted to transmit the completed Beneficial Owner Information Report(s) to FinCEN.

- Pay and File
- Confirm Entities 
- Payment Details

### Choose Payment Method

- Credit/Debit Card (Payments will incur a convenience fee of 3%, or \$3.57)
- Check
- Wire Transfer [View our wire transfer instructions](#)

COGENCY

CTA Resources CTA Wizard

Pay and Con

**3 Easy Steps to complete your entities' BOI Report:**

1. To begin, enter the payment method to submit to Cogency Global, Inc.

Confirm Entities ✓

Payment Information ✓

Transmit BOI Reports

**Payment Information**

Congratulations! You have successfully completed the billing process and you may now transmit your BOI Reports to FinCEN.

Cogency Global Order #: 9012132

A receipt of your order has been sent to [lkroll@cogencyglobal.com](mailto:lkroll@cogencyglobal.com). If you have any questions or concerns, please contact [Cogency Global](#).

**Transmit Entities**

EARLY BIRD DESIGNERS OF LOS ANGELES, LLC

I hereby certify that I am authorized to file this BOIR (these BOIRs) on behalf of the reporting company(ies). I further certify, on behalf of the reporting company(ies) that the information contained in this BOIR (these BOIRs) is true, correct and complete.

[Transmit to FinCEN](#)

What would you like to do next?

[Download PDFs\\*](#) [Return to Home Page](#)

\*Cogency Global provides the option to download a zip file with PDF documents containing the information you have entered in CTA Central for the BOI Report(s). The PDF download is not acceptable by FinCEN. It is for your records only.

Next, a Payment Information page will appear that will also be used to transmit entities to FinCEN.

A **Cogency Global Order #** will be assigned.

You must certify that the information entered in the BOI Report is true, correct and complete prior to transmitting to FinCEN. When checked the **Transmit to FinCEN** button will become active.

You may also transmit to FinCEN from the **Ready to Transmit** tab



## CTA - Entities

+ Add Entities from Entity Central®

+ Add Filings

**Ready to Transmit**  
If transmission is not done at the time of payment, it can be done from the Ready to Transmit tab

	Ready to Invoice	Ready to Transmit				
<input type="checkbox"/>			<b>Transmit Selected</b> <span>Export Grid</span>			
<input type="checkbox"/>	Filing Type	Status	File Date	FinCEN Transcript	Submission Tracking ID	
Entity: ABCD Corp						
<input checked="" type="checkbox"/>	<a href="#">Newly exempt entity</a>	Ready To Transmit			BOIR6lig1ph6p9I7BZeV	
Entity: AN EARLY						
<input type="checkbox"/>	<a href="#">Initial report</a>				RrZqM6RE4opUKFqWu	

**Ready to Transmit**  
Check the boxes for the entities you wish to transmit to FinCEN. You can send as many entities as desired  
Then, click **Transmit Selected**

**Pay and File**

**Confirm Entities** ✓

**Payment Details** ✓

**Transmit BOI Reports**

### Payment Information

Congratulations! You have successfully completed the billing process and your Reports to FinCEN.

Cogency Global Order #: 9022235

A receipt of your order has been sent to [lkrill@kogencyglobal.com](mailto:lkrill@kogencyglobal.com). If you have contact [Cogency Global](#).

### Transmit Entities

ABC Corp

### Attention

The Report(s) have been transmitted to FinCEN. Please check the Entities grid at a later time to see the Submission Status.

[Return to Home Page](#) [Close](#)

After clicking Transmit, you will receive a confirmation that your filing has been transmitted to FinCEN. The status in the Entities grid will update when a FinCEN status has been given to the filing.

Instructions: [\[show\]](#)

### CTA - Entities

When the status is "Submission Accepted", the filing has been accepted by FinCEN and is complete

The FinCEN Transcript is now available



Note: These status are direct from FinCEN. CTA Central does not choose the wording.




Additional File Types can now be created from the completed Initial Report Using the "+" button.

Additional File Types: Correct prior report, Update prior report and Newly exempt Entity

All

Entity 

Show Exempt  Delete All  Export Grid

Filing Type	Status	Exempt	File Date	FinCEN Transcript	
Entity: Blue Sky Inc.					
<a href="#">Initial report</a>	Submission Accepted		5/20/2024		  ...

Note: Cogency does not charge for submitting a corrected report due to a Submission Failure or Rejection.

**Transmission Successful – Submission Failed**

**Submission Validation Failed**

The successfully transmitted filing was given a “**Submission Validation Failed**” status from FinCEN. This is most likely due to field format correctness.

Entity	Status	Date	Actions
Entity: ABC Corp	Submission Validation Failed	5/14/2024	<a href="#">Initial Report</a>
Entity: Green Escapes LLC	Submission Rejected	5/14/2024	<a href="#">Initial Report</a>

**Transmission Successful - Submission Rejected**

The successfully submitted filing was given a “**Submission Rejected**” status from FinCEN. With “Submission Rejected status, you will receive a FinCEN transcript that can be seen here. This most likely is for all other failures.

ABC Corp

+ Add Filings

Submission Errors

Filing Type ✓

Report...

Continue

The filing you submitted to FinCEN has errors. Please resolve the errors below and re-submit the filing.

If you have any questions, please contact [CTATeam@coagencyglobal.com](mailto:CTATeam@coagencyglobal.com) for assistance.

Description	Resolution
Party/identificationNumberText can not be 123456789 or all the same number (e.g., 000000000, 888888888, etc.).	

A new menu item, “**Submission Errors**” will appear when there is some type of error from FinCEN. On this page you will see why the filing submission failed.

Click Continue

You will be returned to the Filing Type menu item. Correct the errors

# CTA Central™

## Submission Failed

Note: Cogency does not charge for submitting a corrected report due to a Submission Failure or Rejection.

CTA - Entities + Add Entities from Entity Central® + Add Filings

All Ready to Invoice Ready to Transmit

Entity ↑ ▾ Search...  Show Exempt Delete All Export Grid

Filing Type	Status	Exempt	File Date	FinCEN Transcript
Entity: AN EARLY BIRD AUSTIN LLC				
<a href="#">Initial Report</a>	Ready To Transmit		5/21/2024	📄 ...
Entity: AN EARLY BIRD MYRTLE BEACH, LLC				
<a href="#">Initial Report</a>	Submission Validation Failed		5/21/2024	📄 ...

When FinCen sends back a Submission Failed error, you can resubmit:

- Review the error on the Submission Errors tab in the menu
- Correct the errors and Save
- The Status will update to "Ready to Transmit"
- Go to the "Ready to Transmit" tab
- Transmit to FinCEN

Entity: AN EARLY BIRD MYRTLE BEACH, LLC		
<a href="#">Initial Report</a>	Ready To Transmit	5/21/2024

# CTA Central™

## Submission Rejected

Note: CoGENCY does not charge for submitting a corrected report due to a Submission Failure or Rejection.

### CTA - Entities

+ Add Entities from Entity Central®

+ Add Filings

Filing Type	Status	Exempt	File Date	FinCEN Transcript
Entity: EARLY BIRD DESIGNERS OF ANCHORAGE, LLC				
<a href="#">Initial report</a>	Get Started	<input type="checkbox"/>		
Entity: EARLY BIRD DESIGNERS OF BENNINGTON, LLC				
<a href="#">Initial report</a>	Submission Rejected		6/4/2024	

When FinCen sends back a Submission Rejected error, they consider it a completed filing. A Correct Report must be filed to resubmit.

- Review the error on the Submission Errors tab in the menu
- Using the blue plus button, create a "Create Prior Report" filing
- Correct the errors and Save
- The Status will update to "Ready to Transmit"
- Go to the "Ready to Transmit" tab
- Transmit to FinCEN

FinCEN sends a transcript along with the status of Submission Rejected

Entity: EARLY BIRD BROOKLYN CENTER, LLC				
<a href="#">Initial Report</a>	Submission Rejected		5/21/2024	
<a href="#">Correct prior report</a>	Submission Accepted		5/21/2024	

# CTA Central™

## Requires Attention Status



Instructions: [\[show\]](#)

### CTA - Entities

+ Add Entities from Entity Central

- All
- Ready to Invoice
- Ready to Transmit

Entity	Filing Type	Status	Exempt	File
Entity: EARLY BIRD DESIGNERS OF ST. PAUL, LLC				
<a href="#">Initial report</a>		Get Started	<input type="checkbox"/>	
Entity: EARLY BIRD DESIGNERS OF TAMPA, LLC				
<a href="#">Initial report</a>		Requires Attention	<input type="checkbox"/>	

**Requires Attention**

This status is given to entities that had the status of:  
**Ready to Invoice** OR  
**Ready to Transmit**

But the PII data was purged by a cache clearing or the data is being accessed by a new device.

Click the **Reset BOI report PII** to reenter PII information. The entity status will be update to "In Progress".

ABC Corp

Entity is ready, but cannot be transmitted to FinCEN. Personal identifying information (PII) is not found on your device. To continue, visit CTA Central on the originating device or click Reset BOI Report PII. Resetting the report will retain and display the non-PII information.

[Reset BOI report PII](#)

[Back](#)

**Global Edit**  
Click **Global Edit** to update Entity, Beneficial Owner or Company Applicant information for multiple entities at one time

Search...  Show Exempt  Delete All

Entity	Status	Exempt	
<a href="#">AN EARLY BIRD ANCHORAGE LLC</a>	In Progress	<input type="checkbox"/>	<input type="button" value="PDF"/> <input type="button" value="Delete"/> ...



## Global Edit

To globally edit multiple records, click on the appropriate section below :

Return to Home

Select which tab you would like to globally edit. The functionality on each tab is the same, the fields will be different

- Entities
- Beneficial Owners
- Company Applicants

### CTA Central Entities

Grid Total: 11  
Total Filtered: 11  
Selected: 0

Global Edit Selected

Reset BOI Report PII

<input type="checkbox"/>	Reporting Company	↑
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# CTA Central™

## Global Edit

- 1. In the grid, on the left, check which entities you would like to update
- 2. Click **Global Edit Selected**

### Global Edit

To globally edit multiple records, click on the appropriate section below and check the checkbox on the left in the grid to select those records you want to edit. Click the Global Edit button to edit the fields. Click Save Changes to update all selected records with the values you have entered.

[Return to Home](#)

Entities | Beneficial Owners | Company Applicants

#### CTA Central Entities

Grid Total: 11  
Total Filtered: 11  
Selected: 2

**Global Edit Selected** **Reset BOI Report PII**

Search...

Show PII Clear Selected Export Grid

<input type="checkbox"/>	Reporting Company	Filing Type	Status	Principal Place of Business Current U.S. Address	Tax Identification Type	Tax Identification Number	Country/Juris... of Formation	Domestic/Foreign Reporting Company	Formation Prior To 1/1/2024?
<input type="checkbox"/>				Boise, ID 56999 US	Number)		America	formation: Idaho	✓
<input checked="" type="checkbox"/>	<a href="#">EARLY BIRD DESIGNERS OF LOS ANGELES, LLC</a>	Initial report	Ready To Invoice	12 Main Street Los Angeles, CA 90210 US	EIN (Employer Identification Number)	149512366	United States of America	State of formation: California	✓
<input checked="" type="checkbox"/>	<a href="#">EARLY BIRD DESIGNERS OF MYRTLE BEACH, LLC</a>	Initial report	Get Started	12 Main Street Myrtle Beach, SC 29529 US	EIN (Employer Identification Number)	698595555	United States of America	State of formation: South Carolina	<input type="checkbox"/>

Tip: You can use Global Edit to upload ID's for the same owner to multiple reports

### Entities Global Edit ×

Update the field(s) below. Click Save Changes to update all selected Entities with the values you have entered.

Principal Place of Business Current U.S. Address

Country

Street Address

City

State

Postal Code

To update the Domestic/Foreign Reporting Company fields, please choose the Country/Jurisdiction of formation below:

Jurisdiction of formation or first registration

Country/Jurisdiction of formation

Have all Beneficial Owner(s) been entered for this filing?  
 Yes  No

Have all Company Applicant(s) been entered for this filing?  
 Yes  No

**Entity Global Edit**

A screen will appear with the fields eligible for global edit

Make desired updates and click Save Changes. Once saved, the updates will be made

**Export/Import BOIR Data**  
Export data entered in CTA Central or import BOIR information via Excel

The screenshot shows the top navigation bar of the CTA Central application. On the left is the COGENCYGLOBAL logo. The main navigation area includes 'CTA Central™', 'Global Edit', and 'Export/Import BOIR Data'. On the right are 'CTA Resources' and 'CTA Wizard' buttons. Below the navigation bar, the page content is partially visible, showing 'Instructions: [show]' and a table header with 'AN EARLY BIRD' and 'Domestic Reporting Company'.

## Export

There are 2 types of Export reports available:

- Simple Report
  - For recordkeeping or sharing
- Export for Future Import
  - For editing and importing into CTA Central

Suggestions are given to help choose the report that will suit your needs.

### Instructions:

You may export or import the information you have input on for each Beneficial Owner Information Report ("BOIR") into an Excel Report. There are different reports available. We have provided likely uses to help you choose the best report for your purposes.

For security purposes, you may add a password to each Excel Report.

**Important Notes:** Save any exported or imported BOIR Data Excel Reports in a secure location for future reference and *don't forget to note your password* as Excel does not offer any way to recover a forgotten password.

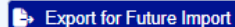
### Export BOIR Data

#### Report 1 – Simple Export – this report works best when:

 Export Simple Report

1. You wish to circulate the data from in progress initial BOI Reports to confirm and/or collect additional information from other parties (i.e. beneficial owners), AND you intend to enter that data by typing it into CTA Central™.
2. You wish to present fully completed BOIR data prior to submission to FinCEN for internal and/or outside counsel review.
3. You wish to retain completed data from initial BOI Reports in a consolidated format after submission of the reports to FinCEN. The file can be stored as a reference to verify information disclosed on each entity BOIR.

#### Report 2 – Export for Future Import – this report works best when:

 Export for Future Import

1. You wish to use our import feature to add information to partially completed BOIRs before submission to FinCEN. Simply add necessary information to the spreadsheet and then import it into CTA Central™ to complete the report.
2. You wish to save the information from fully completed BOIRs after submission to FinCEN in a format that will allow you to use our import feature in the future to prepare updated or corrected BOIRs should there be any change in information included on the initial BOIR.

### Import

Up to 2000 entities can be loaded in one import. The Excel must be in the correct format to import correctly. Download the Template for Import. There are instructions on the first tab of the Excel template. The instruction tab does not need to be removed prior to import

You may also import the “Export for Future import Report”

Please note: You can assign a password, if needed. *Cogency does not have access to the passwords and cannot assist if it is lost or forgotten*

## Import Entities, Beneficial Owners and Company Applicants


**Step 1:** Download template required for importing up to 3,000 Entities, Beneficial Owners and Company Applicants for Initial Filings.

-OR-

Click the Export for Future Import button to export existing data in CTA Central™ to edit.

**Step 2\*:** Enter or edit data following the instructions worksheet included in the template or import file.

**Step 3:** Upload the import file.

 [Download Template for Import](#)

### Upload the import file.

or drop file here

If the Excel file requires a password, please enter a password below. Otherwise leave blank. Cogency Global, Inc. does not store this password.

 Import

Cancel

Return To Home

**Import**

Please see Additional Import Notes that will assist you in successfully importing your BOIR data into CTA Central

[Download Template for Import](#)**Upload the import file.** or drop file here

If the Excel file requires a password, please enter a password below. Otherwise leave blank. Cogency Global, Inc. does not store this password.

**\*Additional Import Notes:**

**NEW** - For new records, leave the 'Is this an edit...' column in the template blank. This will create a new record in CTA Central™.

**EXISTING** - To edit records that exist in CTA Central™, enter 'Yes' in the 'Is this an edit...' column. Edits to the Reporting Company Name for an entity, or the FinCEN ID/Name of a Company Applicant or Beneficial Owner are not available for import as these fields are required to match to an existing record in CTA Central™ and will result in a record that could not be imported.

At a minimum, the Reporting Company Name must have a value to import an entity, beneficial owner or company applicant. Rows with an empty Reporting Company Name will be ignored.

Beneficial Owner and Company Applicant must have a Reporting Company listed that is also included on the Entities worksheet. Rows with a Reporting Company Name not found in the Entities worksheet will be ignored.

# Export/Import BOIR Data

**Import**

Click **Download Template for Import**. An option will appear that will allow you to set a password for the document you create. If you decide to opt for a password, it will be needed in order to import

*Note: Cogency does not store the passwords*

Then, click Download Template

Download template required for importing **NEW** Entities, Beneficiaries, and...

[Download Template for Import](#)

Upload the template file.

Select template file or drop file here

If the Excel file requires a password, please enter a password below. Otherwise, leave blank.

Password

**Password Protect Template (optional)**

Due to the personal identifying information that may be entered in the template, a password can be set for the Excel file. If you would like your file password protected, please enter a password below. Keep this password as it will be required when importing. Cogency Global, Inc. does not store this password.

Enter a password below or leave blank.

Password (optional)

[Download Template](#) [Cancel](#)





# CTA Central™

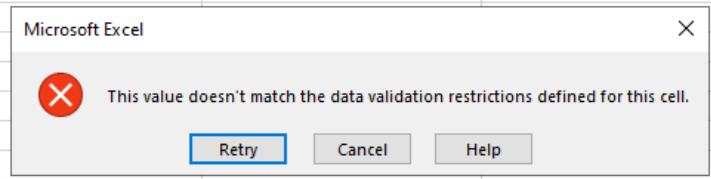
## Export/Import BOIR Data

Some columns offer a dropdown to choose from to assist in populating the correct information. The cell can be copied down as with any Excel. You do not need to choose an option in each cell in the column

If incorrect information is entered, a validation error will appear

N	Identifying Document Type	Id
	5669	
	State-issued driver's license	
	State/local/Tribe-issued ID	
	U.S. passport	
	Foreign passport	

Country (code)	Identifying Document Type	Id
	a different type	



Tip: You can use Global Edit to upload ID's for the same owner to multiple reports

**Import**

After import is complete, a summary will appear

There is an error list to alert you of data that did not import due to a validation error. Those fields will need to be populated on the associated tab

### Import Entities Results

The following number of records were created:

- 1 Entities
- 1 Beneficial Owners
- 2 Company Applicants

Errors that occurred are listed below.

**Entities worksheet errors:**

- Tax Identification Number in Row 2 must be 9-numeric characters.

OK

CTA ENTITY 2	
Filing Type	✓
Reporting Company Profile	!
Beneficial Owner(s)	!
Company Applicant(s)	✓

#### Reporting Company Profile for CTA ENTITY 2

- Request to receive FinCEN Identifier (FinCEN ID)
- Foreign pooled investment vehicle

Name of the Reporting Company  
Reporting Company Name\*  
CTA ENTITY 2

- Tax Identification Type \*
- EIN (Employer Identification Number)
  - SSN/ITIN (Social Security Number/Individual Taxpayer Identification Number)
  - Foreign Tax Identification Number

Tax Identification Number (no dashes)  
EIN\*

Jurisdiction of formation or first registration

# Thank You!



The Right Response  
at the Right Time,  
**Every Time.**®

For more information, Contact us:

**CTA Team**

[ctateam@cogencyglobal.com](mailto:ctateam@cogencyglobal.com)

