

Working with CTA Central™

CTA Central™

9/17/2024



CTA Central™ User Guide – Contents

FAQs	→	Corporate Transparency Act	CTA Central™										
Dashboard	→	Navigation	Grid Features	New Report	Adding Filings for Entity Central Entities		Adding Filings for Other Entities						
New Report	→	Filing Types	Reporting Company Profile										
Beneficial Owner	→	Beneficial Owner	Owner Details	Attach ID	PII Protection	Add New	Copy						
Company Applicant	→	Company Applicant											
Invoicing	→	Report Complete!	Ready to Invoice	Invoice Setup	Payment Method	Ready to Transmit							
Report Transmission	→	Transmit from Grid	Results Message	Submission Accepted	Submission Errors	Validation Failed Error	Submission Rejection Error	Requires Attention Status (Pre-submission)					
Global Edit	→	Global Edit Screen	Select Report Area	Select Records	Update Fields								
Export/Import	→	Export/Import	Export Variations	Import Screen	Import Tips	Password Protect	Complete Template	Template Validation	CTA Central™ Validation				

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.

CTA Central™

Click **Entity Central™** to access Cogency's Entity Data Management tool.

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

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

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

Click **CTA Wizard** to access Cogency'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

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

The screenshot shows the CTA Central web application interface. At the top, there is a navigation bar with the Cogency Global logo, the text 'CTA Central™', and three buttons: 'CTA Resources', 'CTA Wizard', and 'Entity Central™'. Below the navigation bar, there is a main content area. On the left, there is a section titled 'Instructions: [hide]' with a 'hide' link. Below this, there is a grid of entity reports with columns for 'All', 'Ready to Invoice', and 'Ready to Transmit'. There is a search bar and a 'Search...' input field. On the right, there is a 'Welcome to CTA Central' message and a list of instructions. The interface is annotated with several orange callout boxes providing instructions on how to use various features.

1. **After adding the entity names and filings to the CTA Entities grid (see 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 not ready to complete the BOI Report, **click Save** and return at a later time.
3. After reviewing the BOI Report, saving changes, and confirming that all

CTA Central™

COGENCYGLOBAL® CTA Central™ Global Edit Export/Import BOIR Data

Instructions: [show]

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	File Date	FinCEN Transcript	
Entity: AN EARLY BIRD ANCHORAGE LLC			Get Started
Entity: AN EARLY BIRD BENNINGTON LLC			Get Started
Entity: AN EARLY BIRD BENNINGTON LLC			Initial Report
Entity: AN EARLY BIRD BENNINGTON LLC			Submission Rejected
Entity: EARLY BIRD DESIGNERS OF ANCHORAGE, LLC	5/6/2024		
Entity: EARLY BIRD DESIGNERS OF ANCHORAGE, LLC			Initial Report
Entity: EARLY BIRD DESIGNERS OF ANCHORAGE, LLC			Get Started
Entity: EARLY BIRD DESIGNERS OF BENNINGTON inc			Ready To Transmit

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**

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

When the **Show Exempt** box is unchecked, the Exempt entities will not show in the grid.

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

CTA Central™

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

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

All Ready to Invoice Ready to Transmit

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

- Add New CTA Central Entities
- Existing CTA Central Entities

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

Names:
ABC Corp
DEF LLC

Save

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

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

CTA Central™

For each entity, you can print out a Cogency 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.

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

Entity	Status	Exempt	File Date	FinCEN Transcript
MYRTLE BEACH, LLC	Get Started	<input type="checkbox"/>		
Entity: EARLY BIRD DESIGNERS OF NYC, LLC	Initial report	Get Started	<input type="checkbox"/>	

CTA Central™

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

All Ready to Invoice Ready to Transmit

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

Filing Type	Entity	Status	Date	Actions
Initial report	Entity: Blue Sky Inc.	Submission Accepted	5/20/2024	+ - ...
Initial report	Entity: EARLY BIRD DESIGNERS OF ANCHORAGE, LLC	Get Started		+ - ...
Initial report	Entity: EARLY BIRD DESIGNERS OF BENNINGTON, LLC	Submission Rejected	6/4/2024	+ - ...

Clicking the report name link or the **Get Started** button will begin the process of creating a BOI Report

CTA Central™

**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

CTA Central™

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, LLC

Filing 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

Reporting Company Name*
FRISCO SALADS, LLC

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*
123456789

Jurisdiction of formation or first registration

Country/Jurisdiction of formation*
United States of America

Domestic Reporting Company

State of formation
Alabama

Tribal jurisdiction of formation

Does the Reporting Company operate under any alternate names? *

- Yes No

Alternate Names (DBAs/Assumed Names)

Name
FRISCO SALADS OF BIRMINGHAM

+ Add

Principal Place of Business Current U.S. Address

Country*
United States of America
Street Address*
12 Hill Street

CTA Central™

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)

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 is an Exempt Entity

Beneficial Owner is an Exempt Entity

Company Name*

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

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

If the FinCEN ID belongs to an exempt company, please check this box. The Company Name will then be required

CTA Central™

Beneficial Owner(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.

FRISCO SALADS,
LLC

Filing Type

Reporting
Company

Beneficial
Owner(s)

Company
Applicant(s)

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)

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)

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.

CTA Central™

Beneficial Owner(s)

Personally Identifiable Information (PII)

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

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*
.....

CTA Central TM

Beneficial Owner(s)

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

EARLY BIRD
DESIGNERS OF
ANCHORAGE, LLC



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






CTA Central™

Beneficial Owner(s)

Beneficial Owner(s) ✓

Company Applicant(s) !

information ("PII") uploaded into the system. You may wish, for saving and extracting any information.

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 of each entity to choose what entities should receive the additions.

Copy All to Other Entities

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

Copy Beneficial Owner to Entities

Copy **Janice Brady** as a: *

- Beneficial Owner
- Company Applicant

Select entities to add Beneficial Owner to:

Select...

- EARLY BIRD DESIGNERS OF ASHEVILLE, NC
- EARLY BIRD DESIGNERS OF MYRTLE BEACH, LLC

[OK](#) [Cancel](#)

CTA Central™

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, the individual who submits the filing, and the individual controlling or directing the filing.

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

Company Applicant Information for FRISCO SA	
Important Note:	
You must login to the same device to complete the BOI Report to ac	
Company Applicant PII will be stored locally on your computer or de <u>to or retained on Cogency's servers.</u>	
Cogency Global Inc. does not store or retain any information (inclu "PII") uploaded into CTA Central. Users are responsible, if they uploaded into their account.	
Is the Date of Formation prior to 1/1/2024? *	
<input type="radio"/> Yes	<input type="radio"/> No

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.

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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 Filings from Entity Central®

+ Add Filings

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

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**

COGENCYGLOBAL® OIR Data

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

CTA - Entities + Add Filings

All **Ready to Invoice** Ready to Transmit

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"/>	Initial report	Ready To Invoice		
Entity: EARLY BIRD DESIGNERS OF LOS ANGELES, LLC				
<input type="checkbox"/>	Initial report	Ready To Invoice		

CTA Central™

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.

Pay and File FinCEN BOI Report

3 Easy Steps to complete your entities' BOI Report:

1. To begin, choose your payment method.
2. Review and confirm payment details.
3. Once payment details are confirmed, you will be prompted to transmit the completed Beneficial Owner Information Report(s) to FinCEN.

Payment Methods Include:

1. **Bill Me**
 - o After you complete steps 1 and 2 above, one or more Cogeneity invoices will be generated.
 - o Within 24-hours you will be able to easily pay for one or more invoices via [My Invoices](#) which can be found on Concourse (right next to the CTA Central™ application), or by sending a check to Cogeneity to P.O. Box 3168, Hicksville, NY 11802.
2. **ACH**
3. **Wire Transfer**

- 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 of Utah, LLC	\$119.00
Amount Due	\$119.00

Export to PDF

[Continue](#) [Back](#)

CTA Central™



CTA Central™

Global Edition

CTA Resources

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 File FinCEN BOI Report

3 Easy Steps to complete your entities' BOI Report:

1. To begin, choose your payment method.
2. Review and confirm payment details.
3. Once payment details are confirmed, you will be prompted to transmit the completed Beneficial Owner Information Report(s) to FinCEN.

Payment Methods Include:

1. **Bill Me**
 - o After you complete steps 1 and 2 above, one or more Cogency invoices will be generated.
 - o Within 24-hours you will be able to easily pay for one or more invoices via [My Invoices](#) which can be found on Concourse (right next to the CTA Central™ application), or by sending a check to Cogency to P.O. Box 3168, Hicksville, NY 11802.
2. **ACH**
3. **Wire Transfer**

Pay and File

Confirm Entities

Payment Details

Transmit BOI Reports

Choose Payment Method

- Bill Me
- ACH
- Wire Transfer [View our wire transfer instructions](#)

Back

CTA Central™

Pay and File

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

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

COGENCYGLOBAL CTA Central™

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

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. 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.

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 Central™

Ready to Transmit

CTA - Entities + Add Filings

All Ready to Invoice **Ready to Transmit**

Entity ↑↓ Search... **Transmit Selected** Export Grid ▼

<input type="checkbox"/>	Filing Type	Status	File Date	FinCEN Transcript	Submission Tracking ID
Entity: ABCD Corp					
<input checked="" type="checkbox"/>	Newly exempt entity	Ready To Transmit			BOIR6lig1ph6p9I7BZeV
Entity: AN EARLY					
<input type="checkbox"/>	Initial report				BOIRrZqM6RE4opUKFqWu

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

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

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FinCEN Transmission Details

Pay and File

Confirm Entities ✓

Payment Details ✓

Transmit BOI Reports

Payment Information

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

Cogency Global Order #: 9022235

A receipt of your order has been sent to lkriill@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.

CTA Central™

FinCEN Submission Details

The screenshot displays the CTA Central interface. At the top, there is a dark blue header with the COAGENCYGLOBAL logo, 'CTA Central™', 'Global Edit', and 'Export/Import BOIR Data'. Below the header, there is an 'Instructions: [show]' link and a 'CTA - Entities' section with an 'All' filter. A table lists submission details for 'Entity: Blue Sky Inc.', with columns for Filing Type, Status, Exempt, File Date, and FinCEN Transcript. The 'Status' column shows 'Submission Accepted' and the 'File Date' is '5/20/2024'. A '+ File' button is visible in the 'FinCEN Transcript' column. Three callout boxes provide additional information: one explains that 'Submission Accepted' means the filing is complete and the transcript is available; another notes that these statuses are direct from FinCEN; and a third explains that additional file types can be created from a completed report using the '+ File' button, listing 'Correct prior report', 'Update prior report', and 'Newly exempt Entity' as examples.

Instructions: [show]

CTA - Entities

All

Entity ↑↓ Q

Entity: Blue Sky Inc.

[Initial report](#)

Submission Accepted

5/20/2024

+ File

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

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

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

CTA Central™

Submission Status

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.

The screenshot displays the CTA Central interface. On the left, a table lists filings for two entities: ABC Corp and Green Escapes LLC. The ABC Corp entry has a status of 'Submission Validation Failed' and a date of 5/14/2024. The Green Escapes LLC entry has a status of 'Submission Rejected' and a date of 5/14/2024. On the right, a sidebar menu shows 'Submission Errors' highlighted. A message on the right side of the screen states: '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 for assistance.' Below this message is a table with columns 'Description' and 'Resolution'. The table contains one row: 'PartyIdentificationNumberText can not be 123456789 or all the same number (e.g., 000000000, 888888888, etc.)'. At the bottom of the error message area are 'Back' and 'Continue' buttons.

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

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.

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	
Filing Type	Status	Exempt	File Date	FinCEN Transcript
Entity: AN EARLY BIRD AUSTIN LLC				
Initial Report	Ready To Transmit		5/21/2024	
Entity: AN EARLY BIRD MYRTLE BEACH, LLC				
Initial Report	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				
Initial Report	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

All	Ready to Invoice	Ready to Transmit		
Filing Type	Status	Exempt	File Date	FinCEN Transcript
Entity: EARLY BIRD DESIGNERS OF ANCHORAGE, LLC				
Initial Report	Get Started	<input type="checkbox"/>		 
Entity: EARLY BIRD BROOKLYN CENTER, LLC				
Initial Report	Submission Rejected		5/21/2024	 
Correct error report				

FinCEN sends a transcript along with the status of Submission Rejected

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

CTA Central™

Requires Attention Status

COGENCYGLOBAL CTA Central™ Global Edit Export/Import BO

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

CTA - Entities + Add Entities from Entity Central®

All Ready to Invoice Ready to Transmit

Entity ↑↓ Search... Show Exempt

Filing Type	Status	Exempt	File Date	File Tr
Entity: EARLY BIRD DESIGNERS OF ST. PAUL, LLC				
Initial report	Get Started	<input type="checkbox"/>		
Entity: EARLY BIRD DESIGNERS OF TAMPA, LLC				
Initial report	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 update to "In Progress".

ABC Corp.

Entity is ready, but cannot be transmitted to FinCEN. Personal identifying information (PII) is no longer 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](#)

CTA Central™

Global Edit

COGENCYGLOBAL CTA Central™ Global Edit Export/Import BOIR Data

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

CTA - Entities

All Ready to Invoice Ready to Transmit

Search... Show Exempt Delete All Export Grid

Entity	Status	Exempt	
AN EARLY BIRD ANCHORAGE LLC	In Progress	<input type="checkbox"/>	...

CTA Central™

Global Edit

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

Global Edit

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

[Return to Home](#)

Entities

Beneficial Owners

Company Applicants

CTA Central Entities

Grid Total: 11
Total Filtered: 11
Selected: 0

Global Edit Selected

Reset BOI Report PII

Reporting Company ↑

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"/>	EARLY BIRD DESIGNERS OF LOS ANGELES, LLC	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"/>	EARLY BIRD DESIGNERS OF MYRTLE BEACH, LLC	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"/>

CTA Central™

Global Edit

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

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

Yes No

Have all Company Applicant(s) been entered for this filing?

Yes No

Request to receive FinCEN Identifier (FinCEN ID)?

Yes No

Is the Date of Formation prior to 1/1/2024?

Yes No

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 ▼

Save Changes

Cancel

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

CTA Central™

Export/Import BOIR Data

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 menu includes 'CTA Central™', 'Global Edit', and 'Export/Import BOIR Data', which is currently selected. On the right side of the navigation bar are two buttons: 'CTA Resources' and 'CTA Wizard'. Below the navigation bar, the main content area is partially visible, showing the text 'Instructions: [show]' on the left and a table header with 'AN EARLY BIRD' and 'Domestic Reporting Company' on the right.

CTA Central™

Export/Import BOIR Data

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.

CTA Central™

Export/Import BOIR Data

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

CTA Central™

Export/Import BOIR Data

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.

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.

CTA Central™

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, Beneficial Owners and Company Applicants for Initial Filings.**

[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

Password

Password Protect Template (optional)

Due to the personal identifying information that may be entered in this template, a password can be set for the Excel file. If you would like your file password protected, please enter a password below. Keep note of 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


N	Identifying Document Type	Identif (
	<input type="text" value="5669"/>	
	State-issued driver's license	
	State/local/Tribe-issued ID	
	U.S. passport	
	Foreign passport	

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

Residential Address Zip (5 or 9 numbers only)	Residential Address Country (2-letter ISO-3166 code)	Identifying Document Type	Id
26	US	a different type	
		<input type="button" value="Select..."/>	

Microsoft Excel

 This value doesn't match the data validation restrictions defined for this cell.

CTA Central™

Export/Import BOIR Data

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.

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

