



FinCEN 314(a) Person & Business List File Update Process

Follow these steps to access the FinCEN website and download the FinCEN 314(a) Person & Business List files into the FinCEN Patriot program:

Click the 'Update FinCEN Files' button on the top of the FinCEN Patriot program.

When the drop down menu appears click the 'Import FinCEN List Files' selection from the drop down menu.

Internet Explorer will open the FinCEN website displaying the Secure Information Sharing System web page where you will need to enter your confidential FinCEN provided User Name and Password followed by clicking the Log In button to further access the website.

Once you are logged in you will need to go through the process on each page until you reach the page that enables you to select the latest data files to download. Once there click the Transmission Information link which indicates the most recent date. You will arrive at the download option screen where you will need to select the download data option '.TXT' and you will then be directed to the web page that allows you to select a list type where you will need to select the 'BOTH' option.

A window will then popup named 'File Download' with the following options to select from: 'Open', 'Save', or 'Cancel'. Click the 'Save' button. The system will then open a 'Save As' window with the Save in: 'Download' folder open. Simply click the 'Save' button to complete the process. The 'Download complete' window will open and then you will need to click the 'Close' button.

*****IMPORTANT***** Please be advised that upon process completion it is necessary to click the 'Log Out' option on the FinCEN website and close the Internet Explorer browser to ensure system and data security.

If you do not close the Internet Explorer browser you will receive a message prompt indicating that is a necessary step and by clicking 'OK' the prompt will auto-close the Internet Explorer browser for you.

Follow through each series of message prompts by clicking the 'OK' button on each to continue through the process.