



Fact Sheet

The FinCEN Portal

The FinCEN Portal is the gateway for authorized Federal, state, and local law enforcement and regulatory users to access Bank Secrecy Act (BSA) and FinCEN financial data. Beginning in 2012, users will log onto the FinCEN Portal and gain access to FinCEN Query, reports, secure e-mail, training and help resources, as well as an Electronic Knowledge Library (EKL)..

Rollout

The FinCEN Portal was released to the broader FinCEN user community in July 2012 and incrementally deployed to authorized users beginning in September 2012. All active Secure Outreach and WebCBRS users will be converted to the new system. Just prior to an agency's scheduled access date, users will receive an e-mail containing their new user login ID, password, and instructions.

Access

Access to the FinCEN Portal is coordinated by ACs and reviewed and approved by FinCEN. (A contact list of all ACs is located in the Helpful Links section of the Portal.) To maintain access, users will be expected to complete the mandatory BSA Compliance Program training every two years, change their password (every 90 days), and access the system on a regular basis (at least once every 90 days). Access requires "two-factor authentication:" two independent factors that establish identity and privileges; one is a physical token, such as a Personal Identification Verification (PIV) card, and the other is something that a user knows, such as a security code.

- Treasury Department users will need to use their PIV card or obtain a separate certificate from FinCEN
- Non-Treasury Department users will receive a security certificate file to download on their computer or portable device (e.g., thumb-drive) to obtain access to the new system

Training and User Support

Training and user support materials are available by clicking the "training" icon on the FinCEN Portal homepage. These materials include:

- Mandatory BSA training: ensures that users understand the requirements for the proper use and disclosure of BSA data.

Benefits of the FinCEN Portal

- Provides streamlined access to new FinCEN tools, such as the FinCEN Query web application and reports
- Serves as a one stop shop for presentations, policies, handbooks, research, training resources, and other materials via the EKL
- Contains timely updates regarding data quality, system maintenance, and other system-related issues
- Allows users to send and receive secure messages
- Provides user account self-service (e.g., password reset)



- FinCEN Portal/Query web-based training: introduces users to the FinCEN Portal and FinCEN Query web application. The training provides users an overview of the different search options and explains how to manage searches, interpret the search results grid, download and export, and work with transcripts and reports.
- Job Aids: are additional reference materials that assist users as they navigate the system and its applications.
- The FinCEN Query “Quick Reference Guide:” is a one-page (front/back) overview of the FinCEN Query web-based application. It provides users an overview of how to start a new search, conduct a query, interpret the Query results grid, download, manage preferences, import lists, and execute a saved search.
- The FinCEN Query “Online Help” function: provides users with additional information on specific topics and procedures.
- The Glossary of Terms: contains definitions of commonly-used FinCEN Portal and FinCEN Query words and phrases.

User support is available via the FinCEN Application Service Desk at either 866-346-9478 or 703-905-3772 (Monday– Friday from 6:30 am–7:00 pm Eastern Time).

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