

Quick Reference Guide to eForms registration

ATF's eForms system allows users to file certain ATF forms electronically. The eForms system includes forms that can be filed by individual users, industry members, or government agencies. The individual user account is created by the initial registration. If the user wishes to file forms as a Federal firearms licensee (FFL) or as someone registered under the Arms Export Control Act (AECA), there is a process to associate the individual's user account to the FFL or AECA registration. Further, if the user wishes to file National Firearms Act (NFA) registration and transfer forms, the process will include the association of the user account to both the FFL and the Employer Identification number (EIN) under which the FFL paid the annual NFA special tax.

Registration

Access the eForms Registration/Log in screen at www.atfonline.gov by selecting the eForms option.

Click on the Register button which brings up the User Registration screen

Enter the requested/required information.

- Since this is an individual user account, the user shall enter his/her first and last name, not any FFL, AECA or business name.
- When the first and last names have been entered, you will note that the User ID field has been populated with your eForms User ID. The eForms system generates the User ID. Once registered, the user will get a follow-up email with the User ID, but the user may wish to note it for future reference.
- Please note that the following password complexity rule is in effect but does not appear on the User Registration screen: there must be no fewer than 5 alphabetical characters in the password.
- When the information has been entered, click the Register button.

Once the registration has been completed, a confirmation email is generated. Click to proceed.

You are directed back to the Registration/Log In screen where you will enter your User ID and password. Click the Log in button.

You will be directed to the eForms home screen. Please note that your name will be populated on the top right of the screen and you will have a My Forms section on the left side. Once eForms have been submitted and/or processed, folders will appear in the My Forms section, where the PDFs of the forms will be maintained.

You will also have 3 tabs on the left side of the screen: My Profile, FAQ, and Ask the Experts.

At this point, you can file an eForm that does not require an FFL, EIN or AECA number, for example, the Form 6 Part I.

However, if you wish to file forms as an FFL or AECA registrant, you need to associate your eForms User ID to the FFL or AECA. As noted earlier, the EIN is necessary should the FFL wish to file NFA registration and transfer forms. This is done through the My Profile function. Your User ID may be associated with a number of FFLs or AECA registrations – a new User ID is not required for multiple associations as each association is done separately.

There are three roles within the association function: Super User, Delegate, or Submitter. **Note: there must be a Super User for each FFL or AECA registrant. Only one Super User role is allowed per FFL or AECA registration.** The Super User will approve delegate or submitter role requests.

Role description:

- Super User
 - Must be listed as a Responsible Person on the FFL or AECA registration or, if not a Responsible Person, ATF will request an authorization from an existing Responsible Person
 - As noted above, there must be a Super User for each FFL or AECA account. Thus, whoever is going to be the Super User should be first to submit the association request.
 - A Super User can perform the following functions:
 - Submit forms
 - View forms submitted for the FFL or AECA account
 - Approve/reject requests for Delegate or Submitter roles for the account
- Delegate
 - Similar to the Super User role, except there can be multiple Delegates
 - A Delegate can perform the following functions:
 - Submit forms
 - View forms submitted for the FFL or AECA account
 - Approve/reject requests for Submitter roles for the account
- Submitter
 - There may be multiple Submitters
 - A submitter can perform the following functions:
 - Submit forms
 - View only forms that the Submitter submitted

Procedure

Click on the My Profile tab

Then click the FFL/AECA/EIN Access tab

Then click on the Request Access button

A Request FFL/AECA access window will appear

For FFL association (not including NFA filings)

- Enter the first 3 digits and then the last 5 digits of the FFL number
- EIN entry is optional
- Do not enter an AECA registration number
- Select the role
 - Super User (a Super User is required for each FFL account)
 - Delegate
 - Submitter
- Click the Requested Access button to submit the request. An information notice is generated to advise that the request went into pending status.

For FFL association and NFA filings

- Enter the first 3 digits and then the last 5 digits of the FFL number
- Entry of a valid 9-digit (no hyphens) EIN is required
- Do not enter an AECA registration number
- Select the role
 - Super User (a Super User is required for each FFL account)
 - Delegate
 - Submitter
- Click the Requested Access button to submit the request. An information notice is generated to advise that the request went into pending status.
- The NFA/EIN association process is a two-part approval. The FFL information will first be validated and there will be a status change shown in the system. The second part involves the checking of the EIN. For NFA transfers in eForms, the EIN is used to capture the inventory information of the requestor. As such, the NFA Division will check the inventory for the specific EIN before approving the association request.

For AECA registration association

- Do not enter an FFL number or EIN
- Enter the AECA registration number in the AECA field (do not use any hyphens as an error will be generated)

- Select the role
 - Super User (a Super User is required for each AECA account)
 - Delegate
 - Submitter
- Click the Requested Access button to submit the request. An information notice is generated to advise that the request went into pending status.

Finalization

- For Super User association requests, the requestor will receive an email notification of the final action.
- Anticipate several days processing time for this request
- Once approved, the FFL or AECA information will appear in the drop-down listing for the selection of the filer.
- The information will also appear in a summary on the My Profile tab.
- Delegate and Submitter requests are directed to the Super User for the FFL or AECA account for approval.