

ATF Automation of Industry eForms

Helpful Hints for eForms users

- 1. Registration** – Access the eForms Registration/Log In screen at <https://www.atfonline.gov/EForms/>. Fill in the information that is requested on the screen. As soon as your name is entered in the Registration screen, your User ID will be generated. We suggest that you write the User ID down for your future reference (as well as note the password you establish). Soon after the registration is completed and submitted, an email will be sent to the email address you provided containing the User ID. Once your registration is complete and if you are a Federal Firearms Licensee (FFL) or Arms Export Control Act (AECA) registrant before you can submit forms for the company, you must log into eForms and click on the MY PROFILE tab to request to be associated with your FFL(s) or AECA number(s).
- 2. FFL Number** - the FFL Number association is done by clicking on the “My Profile” Tab. Then click on the FFL/AECA/EIN button, enter the first three and the last five digits of your FFL number in the FFL Number field and submit the request. You will have to indicate if you will be submitting forms as the Super user (who must be listed as a responsible person on the FFL), or a Delegate, or a Submitter. There must be one and only one Super User for each FFL. You may request to be associated with multiple FFL Numbers. You will receive notification when your request is approved and then the FFL number (s) will be available for selection from the drop down on the “Applicant Page” of the form. Please note that the FFL association must be done separately from an AECA association request (see item 3 below).

If other members of your company will be submitting eForms on your behalf, they must register as Delegates or Submitters. The Super User will approve their associations in the User Administration tab. ATF will not be approving the Delegate or Submitter roles.
- 3. AECA Number** - the AECA number (registration) association is handled the same way the association to the FFL number is handled. You will have to click on the “My Profile” Tab. Then click on the FFL/AECA/EIN button, enter your AECA number in the AECA Number field, select your role, and submit the request. You will receive notification when the request is approved and then the AECA number will be available for selection from the drop down on the “Applicant Page” of the form. Please note that the AECA association must be done separately from an FFL association request.
- 4. Submission** – after your associations are approved, you may submit eForms on behalf of your company. At the home screen, the forms are presented on the carousel. Click on the form you wish to file and begin.
- 5. Data Entry** – sometimes it is difficult to tell if the information you type into a field has been accepted by the system. You will find that if you move off a data entry field too soon, the information will not populate and save. One way of ensuring that the information populates is

that once you have entered the information, move your cursor off the field, such as by moving it down and to the right – an hourglass will appear. Once the hourglass is gone, the information has saved and it is safe to proceed with your data entry.

6. **Forms Retrieval** - on the main screen where the forms carousel is located, there is a MY FORMS section on the left hand side. When you start, you will be advised that there are no saved forms. As you create and submit forms, different statuses will appear in this section which will allow you to track your forms and view/print them as needed. The statuses are: DRAFT, SUBMITTED/IN PROCESS, APPROVED, DISAPPROVED, and WITHDRAWN. If you have forms that you have submitted through the paper process or through the ATF eForms 6, you will be able to view the status of the forms submitted for the past year through the new eForms. You will only be able to view the summary information for these forms. They will appear as “Non eForms” in your MY FORMS tree. 50 forms will be displayed at a time.

When you create your first form and either save it prior to submission (DRAFT) or submit it (SUBMITTED/IN PROCESS), the system is to populate the MY FORMS section with the status of the application so you can find it. We found that the posting of the first form may be problematic. You may have to log out and log back in before the status of the form appears – and it may take some time to be posted even if you log out and in.

7. **View or Print Form** – the submitter can view the form or view the PDF of the form. Any draft form will have a DRAFT watermark. A SUBMITTED/IN PROCESS form will have a SUBMITTED watermark (with the submitter’s digital signature and title). Any finalized form will show the final status and ATF authority. To view the form, PDF, or print the form, you will begin by expanding the status (this is done by clicking on the symbol (a square with a + sign in it) next to the selected status under MY FORMS. For example, if you wish to view a Form 6 Part I that has been submitted, you will click on the symbol next to the SUBMITTED/IN PROCESS status to expand the listing. Place your cursor on the Form 6 Part I line and click on it. Any Form 6 Part I in that status will be retrieved and listed in the area under the Forms carousel.

You may find on the screen that the scroll bar under the forms listing does not completely display – you will need the scroll bar to move to the right to reach the VIEW or EDIT actions form buttons. Please note a black arrow to the top and right (at a 45 degree angle) of the Finalized Date column. When you hold your cursor over this arrow, “Collapse Pane” appears. Click on this arrow and the forms list will move to the top of the screen and the scroll bar becomes visible. You can then reach the Action buttons (Copy, Edit, View). The carousel can be restored by clicking on the black arrow again to restore the pane.

When you click on the VIEW action button, you will be brought to the first screen for the form chosen. The information in the form will be available by proceeding through the various “train stops.” If you wish to view the PDF, go to the top bar and click on the View button. This will bring up the PDF of the form. You may print the PDF at this point.

8. **Adding Attachments** – when adding attachments make sure that the attachment you are attempting to add is one of the acceptable attachment types:
 - a. Word (.doc, .docs, .docm)
 - b. Portable Document Format (.pdf)
 - c. Excel (.xls, .xlsx, .xlsm)
 - d. PowerPoint Presentation (.ppt, .pps, .pptx, .pptm)
 - e. Joint Photographic Expert Group (.jpeg, .jpg)
 - f. Graphic Interchange Format (.gif).

Also, do not forget to click the “Add” button to finish the process of adding the attachment. The “Add Another Line Item” button only refers to the line item type that you are currently adding. If you wish to add a different line item type, you must click the “Finish” button and then you will be given the opportunity to select the line item type you wish to add.

When you are ready to file a form that will include an electronic attachment, we suggest you have the attachment ready to go and easily retrievable on your computer. This will make the process more efficient.

9. **Unit Price** – for those users that are creating import forms that require the “unit price”, if the price is unknown you may use “0”. As is indicated on the screen, unit price is a required field and must have some value typed in it.
10. **Zip Codes** – The eForms application uses a subscription service to validate zip codes. This service is updated monthly. Occasionally, you may find that you have entered a zip code that the eForms system does not recognize, and the eForms system will not respond. If this happens, you will not be able to enter an eForms application with that zip code. When this occurs if you would notify ATF using ask the “Ask the Expert” function, we will attempt to enter the problematic zip code prior to receiving the next subscription from the vendor.
11. **Entry of New or Unknown Manufacturer** – the eForms system operates using a list of manufacturers that are known to ATF through our various interactions with the industry. This information is stored in data tables that were developed for use by eForms. We did not want to prevent the industry from using eForms because a manufacturer is not listed in our reference table. The process for entering an “unknown” manufacturer is as follows:
 - a. Type the name of the manufacturer in the “Manufacturer Name” field. The system will respond with “No results found” or display a drop-down list of possible name matches. If none of the possible matches is the one you want, follow the instructions in the next paragraph.
 - b. Click on the “Verify Manufacturer” button. You will be presented with the “Verify Unknown Manufacturer” Screen. The system may again offer you some suggestions in the “Did you mean...” list for manufacturers if it finds that there may be manufacturers

that are similar what you typed. You may select a manufacturer from the “Did you mean...” list by clicking on it (highlighting it) and the “Update Manufacturer” button or, if no match is found, you just click the “Confirm Unknown Manufacturer” button to submit what you have typed.

- c. You will need to select the Manufacturer Country to continue. Because there is no association with an “unknown” manufacturer in our tables to any product type (pistol, revolver, rifle, sporting ammunition, etc.), the model designation will be treated as a new model with any associated data such as caliber or gauge. You will note on the next screen that the box is checked that “My item description is not in the list, create new item.” The procedures for this are described below for a new or unknown model.
- d. At this point the system will take you through the normal processing of line items.
- e. Please note that the process for entering line items (that is a firearm, ammunition or implement of war description) includes the capability to attach electronic documents, such a technical information or photographs. When you have a new product or one where your entry in eForms results in an “unknown” manufacturer, you may wish to electronically attach any documentation with information regarding the manufacturer (and model as discussed below). This will help ATF in determining what data to enter in the tables.
- f. The system will mark this line item with a yellow caution triangle but it will not prevent you from submitting the form.
- g. Upon certifying and submission you will not receive a permit number or a control number. When ATF has reviewed the information and released it for processing by adding the information to the reference table or by changing the information you submitted based upon our research and your concurrence, you will receive an email containing the permit number or the control number.

12. Entry of New or Unknown Model— like the name of the manufacturer the eForms system operates using a list of models that are known to ATF through our various interactions with the industry. This information stored in data tables that were developed for use by eForms. We did not want to prevent the industry from using eForms because a model is not listed in our reference table. The process for entering an “unknown” model is as follows:

- a. Type the name of the manufacturer in the “Manufacturer Name” field or the code in the “Manufacturer Code” field.
- b. Verify Manufacturer.
- c. Select “Country of Manufacturer”.
- d. Select “Product Type”. If the model you have does not appear in the dropdown complete the steps below:
- e. Click in the box that states: My item description is not in the list, create new item.
- f. This will allow you to type any information you want in all the description fields.
- g. Please note that the process for entering line items (that is a firearm, ammunition or implement of war description) includes the capability to attach electronic documents,

such a technical information or photographs. When you have a new product or one where your entry in eForms results in an “unknown” model, you may wish to electronically attach any documentation with information regarding the manufacturer and model. This will help ATF in determining what data to enter in the tables.

- h. The system will mark this line item with a yellow caution triangle but it will not prevent you from submitting the form.
- i. Upon certifying and submission you will not receive a permit number or a control number. When ATF has reviewed the information and released it for processing by adding the information to the reference table or by changing the information you submitted based upon our research and your concurrence, you will receive an email containing the permit number or the control number.

13. **ATF Review of Unknown Manufacturer or models** – ATF will review all applications submitted with the “unknown manufacturer or model”. The review process by the Imports Branch and/or the NFA Branch may require the assistance of the Firearms Technology Branch (FTB), Explosives Technology Branch (ETB) or further contact with the submitter, in order to make a final determination on the manufacturer or model. Once that determination is made the ATF Admin will have three options:

- a. Determine that the manufacturer or model is valid and have it added to the ATF reference tables, where it will now be accessible to all users of eForms. Your application will be transmitted to an examiner or specialist for processing. You will receive the submission email that will contain the permit/control number.
- b. Determine that the manufacturer or model should be modified to use codes that are in the ATF reference table and will make the necessary changes to the application. Your application will be transmitted to an examiner or specialist for processing. You will receive the submission email that will contain the permit/control number.
- c. Determine that your application could not be processed and will be returned to you without action. In these cases the manufacturer or model code that is being reviewed will be changed to “UDT” to indicate that it is “undeterminable”. (Note: Currently, the “Returned Without Action” will be stored in the “Disapproved” tree (folder). We hope to be able to create a “Returned Without Action” tree in the near future.)

14. **Cancellation actions** - eForms has two types of cancellation actions:

- a. There is a CANCEL button on the Action bar below the Form number and name.
 - i. Use of this button will cancel the form that you are creating.
 - ii. If you had not saved the form at some point, all the information entered will be deleted.
 - iii. If you had saved during the process (by use of the Save button in the Action bar), any information entered since the save action will be deleted.

- iv. You do not get a warning message – clicking on the Cancel button is immediate and you are returned to the home screen with the forms carousel.
 - b. There is a CANCEL button within the Line Item function (where firearms, ammunition, or implements of war are added or identified).
 - i. A cancel in this function cancels the addition of information regarding that particular line item, that is, if you had entered a firearm description, but forgot what the serial numbers are to be entered, and you hit ‘cancel’, it will result in all information regarding that line item being deleted. If you are entering multiple line items, clicking the ‘Finish’ button after the entry of a line item saves the data. Thus, this information will not be deleted as the result of a cancel action.
 - ii. When you click on the cancel button, you will receive a message warning that “Are you sure you want to cancel? This will remove all items not saved.”
 - iii. If you click on ‘OK’ the information will be deleted.
15. **Templates** – users are able to create and save address favorites (such as Custom brokers, shippers, and sellers) and line item favorites as templates so that they can be reused.
16. **Withdrawing a form** – forms that are Submitted/In process status can be withdrawn by the submitter at any time prior to ATF rendering a final determination by clicking on the  icon.
17. **The following Imports forms are currently available for industry use: Form 6 Part 1 and Form 6 A. Imports Forms 6 Part II and 6 NIA will be available in the near future as will NFA Forms 1, 2, 3, 4, 5, 9, 10 and 5630.7.**
- a. **Entering Line Items on the Imports forms** – each of the “helpful hints” listed below relate to the entry of line items. A line item is the detailed description of the item you intend to request permission to import or register. They may include firearms, ammunition, or implements of war.
 - 1. When you are adding a line item you are given the opportunity to provide an electronic attachment. This attachment can be a word or excel document, a photograph, or the scanned image of some other document in your possession. Once you have followed the instructions on the page to attach the document (or if do not wish to attach documents to the line item) click the “Finish” button.
 - 2. When only barrels are being entered as line items they must be entered as Implements of War (IOW’s).
 - b. **Form 6A**
 - 1. After you enter your permit number and the information is retrieved, a window will appear showing the approved line items associated with the permit. The top check box will select all the line items or, if not all the approved items are being released from Customs, you can select the individual line items.
 - 2. On the Form 6A, at the “packages train stop” if you have only one package, once you have entered the type (gun case, crate, barrel, etc) and the count (1, 2, 3,

etc.), click the next button to continue. You would only click on the “Add” button if you had more than one type of package for the entry.

3. Line items – at the Line Item screen, you will note a red triangle at the left side of each line item summary. This means you must edit (edit button on right side of the summary line) this line item to report the number of items to be imported.
4. Generation of Form 6A – after the number of items to be imported is entered into the Quantity Imported field for each line item, the next step will allow you to generate the Form 6A that will be presented to CBP. Once that is done, you save the form and close it by clicking on the Go Home button. The ‘generated’ form will be saved to your DRAFT folder as there will be another step in the process after this.
5. Verification of quantities imported – after the release of the items from Customs bond, you will need to complete the filing of the Form 6A. Go to the DRAFT folder and select the Form 6A that you generated for presentation to CBP and open it by clicking on the EDIT button. Then you will go to the Verify Import tab where you open the line item and confirm the number of items imported for each applicable line item and, if any, report any discrepancies found.
6. **IMPORTANT NOTE FOR SERIAL NUMBERS:** For any firearm line items, the serial number for each firearm is required. The serial numbers can be entered into the Form 6 Part I permit application or entered during the filing of the Form 6A. The last opportunity is to enter them during the verification process. You will not be able to complete the filing of the Form 6A if the appropriate number of serial numbers for the firearms has not been entered.