

How to add documents after submission (before finalized)

1. Log into eForm system with username and password
2. Enter eForm ID number in Search bar

eForm ID	Permit / Control Number	Internal Control Number	Form Type	Form Status	
			Select...	Select...	Search

- ### 3. Click SEARCH button

eForm ID Permit / Control Number Internal Control Number Form Type Form Status

4. In the Search Results, Click on VIEW FORM button

Search Results

ID	Permit / Control Number	Internal Control Number	Created By	Created Date	Submitted Date	Finalized Date	Actions
							View Form Withdraw Form

Total Rows: 1

5. When the document opens, navigate to the Electronic Documents Train-Stop – Click to open

ATF Form 1 (5320.1) - Application to Make and Register a Firearm 

[Save](#)
[Cancel](#)
[View PDF](#)
[Go Home](#)



6. The system will show any documents already uploaded

Electronic Documentation

Attachment restrictions:

1 20 attachments per form

2 Each attachment can be no larger than 30MB

3 Total file size per submission can be no larger than 500MB

4 Allowed file types:

Word (.doc, .docx, .docm)

PDF (Portable Document Format)

Excel (.xls, .xlsx, .xlsm)

PowerPoint Presentation (.ppt, .pps, .pptx, .ppsm)

JPG and JPEG (Joint Photographic Expert Group)

GIF (Graphics Interchange Format)

File

Choose file

Browse

Each attachment can be no larger than 30MB

Document Type

Select a document type

Description

Add Document

View

ID	FILE NAME	FILE SIZE (BYTES)	DOCUMENT TYPE	DOCUMENT DESCRIPTION

Total records: 2

1

10

7. Click to open the File BROWSE button, and select the file you wish to upload

File

LEO credentials.docx

Each attachment can be no larger than 30MB

Document Type

Select a document type

- Select a document type
- 24 MONTH DOCUMENT SUBMISSION EXCEPTION
- ADDITIONAL SILENCER INSTRUCTIONS
- CORPORATION/TRUST/OTHER LEGAL ENTITY
- DIAGRAMS/SCHEMATICS
- NON-IMMIGRANT EXCEPTION DOCUMENT
- OTHER
- PHOTOGRAPH
- PROOF OF FFL (AND SOT IF APPLICABLE)
- STATE OR LOCAL PERMIT

8. Select the Document type and enter an additional Description – Click ADD DOCUMENT button

Document Type

OTHER

Description

WEAPON MARKINGS

9. Document will now be added to the summary list of documents.

ID	FILE NAME	FILE SIZE (BYTES)	DOCUMENT TYPE	DOCUMENT DESCRIPTION

Total records: 3

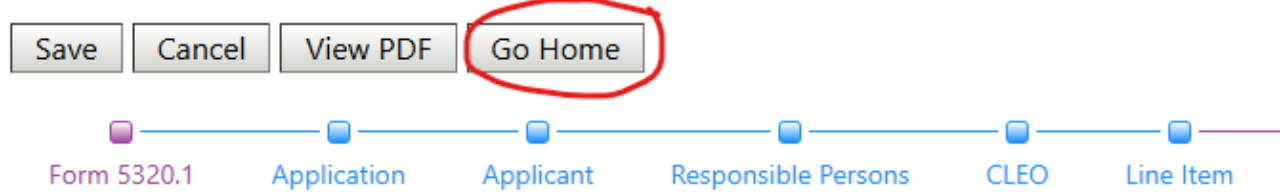
10. Click SAVE button

ATF Form 1 (5320.1) - Application to Make and Register a Firearm

Form 5320.1 Application Applicant Responsible Persons CLEO Line Item

11. Click GO HOME button

ATF Form 1 (5320.1) - Application to Make and Register a Firearm ⓘ



The screenshot shows the top of the ATF Form 1 (5320.1) application. At the top, there are four buttons: "Save", "Cancel", "View PDF", and "Go Home". The "Go Home" button is circled in red. Below the buttons is a horizontal progress bar with six segments, each with a small square icon and a label below it. The labels are: "Form 5320.1", "Application", "Applicant", "Responsible Persons", "CLEO", and "Line Item". The "Form 5320.1" segment is highlighted in purple, while the others are blue.

12. You will be returned to the Home page

13. The document(s) are now added to the submission and can be seen by ATF examiner