

How to associate your FFL and EIN to your EForms Account

The eForms database requires Federal Firearm Licensees (FFLs) to update their profile under a two-step process. This two-step process is required if FFLs would like to view their National Firearms Act (NFA) inventory to complete transfers and print their active and available inventory lists.

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.

- **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

The first step (outlined below) is to request association to the Federal Firearm License (FFL). The second step (outlined below) is to request Employer Identification Number (EIN) access.

Once the FFL association is approved, FFLs will need to request access to their EIN (no hyphens). Both requests must be approved in eForms in order to view the National Firearms Act (NFA) inventory.

To assist with this two-step process, please follow the instructions below:

Step One:

- To Request Access to your FFL, please click on the “my profile” tab at the top of the eForms homepage after logging in. (see below)

The screenshot shows the eForms homepage interface. At the top, a navigation bar includes links for Home, My Profile (circled), Ask The Experts, and User Administration. The left sidebar, titled 'My Forms', lists various statuses: ABANDONED, AEMER FILING COMPLETE, APPROVED, CONDITIONALLY APPROVED, DISAPPROVED, DRAFT, NO PERMIT REQUIRED, PARTIALLY APPROVED, PENDING RESEARCH, RETURNED FOR CORRECTION, RETURNED WITHOUT ACTION, REVOKED, SUBMITTED/IN PROCESS, WITHDRAWN, and VOID. Below these is a link for 'No current alerts.' The main content area displays a grid of ATF Form icons, including Form 6, Form 6A, Form 1, Form 2, Form 3, Form 4, Form 5, Form 9, Form 10, Form 11, Form 16, and Form 24. A red warning message states: '* All draft NFA forms (Forms 1, 2, 3, 4, 5, 9, and 10) that remain in draft status will be deleted 90 days after creation.' A blue instruction box at the bottom reads: '***To begin a new application, click on an ATF Form icon.***'

- Next click on the tab that says “Associations”. (see highlighted section below)

Home	My Profile	FAQ	Ask The Experts	Administration
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My Profile Information

User Information	Personal Information	ORI Associations	Password / PIN / Security Question Maintenance	Associations	Address Favorites	Line Item Favorites
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Request Association

Make Association Request

- Next click on the tab that says, “Make Association Request”. (see highlighted section below)

Home	My Profile	FAQ	Ask The Experts	Administration
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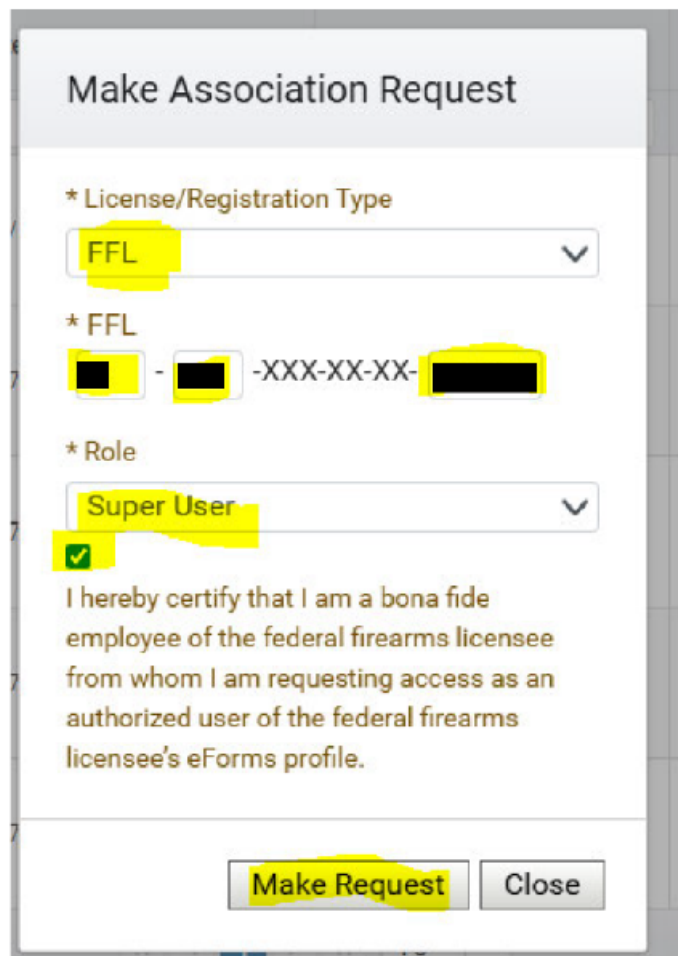
My Profile Information

User Information	Personal Information	ORI Associations	Password / PIN / Security Question Maintenance	Associations	Address Favorites	Line Item Favorites
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Request Association

Make Association Request

- You will see a pop up appear. (see below) In the first drop down, you will choose the license/registration type. In this case, you will need to choose FFL. Please fill in the first three and the last five of your FFL. Enter the Requested Role from the drop-down menu. Click the checkbox to confirm you are an authorized employee of the business requesting access. Click Make Request.



The screenshot shows a 'Make Association Request' form. It contains three required fields: 'License/Registration Type' with 'FFL' selected, 'FFL' with a masked number 'XXX-XX-XX', and 'Role' with 'Super User' selected. A checkbox is checked. A certification statement is present, and 'Make Request' and 'Close' buttons are at the bottom.

Make Association Request

* License/Registration Type
FFL

* FFL
-XXX-XX-XX-

* Role
Super User

☒

I hereby certify that I am a bona fide employee of the federal firearms licensee from whom I am requesting access as an authorized user of the federal firearms licensee's eForms profile.

Make Request **Close**

- If you have chosen to become a Super User on your eForms account, once you click the requested role, another pop up will appear. (see below) Click yes or no whether you are a responsible person on the license. All Super

Users must be listed on the FFL as a responsible person prior to the request. Once you have verified that you are a responsible person on the license, no document upload is required, and you may click Make Request.

You have requested the Super User role

Are you currently listed as a responsible person on the License?

☐ Yes ☐ No

Upload Letter of Authority signed by a Licensee/Registrant Responsible Person

Choose file... Browse

Make Request Close

You have requested the Super User role

Are you currently listed as a responsible person on the License?

☒ Yes ☐ No

Upload Letter of Authority signed by a Licensee/Registrant Responsible Person

Choose file... Browse

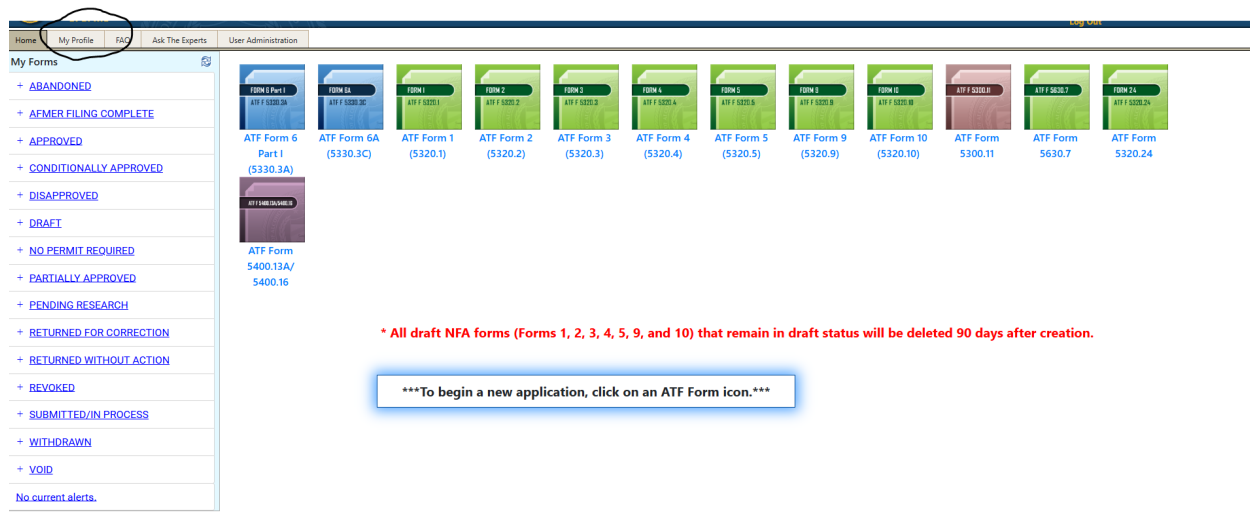
No document attachment is required.

Make Request Close

****This will send a notification to the EForms Admin Group. Please wait for the approval of this request before moving forward to the EIN Access Request. ****

Step Two: (This step only needs to be completed by the Super User on the FFL)

- To Request Access to your EIN to be associated with your eForms account, please click on the “my profile” tab at the top of the page after logging into your eForms account. (see below)



- Next click on the tab that says, “Associations”. (see highlighted section below)

Home	My Profile	FAQ	Ask The Experts	Administration
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My Profile Information

User Information	Personal Information	ORI Associations	Password / PIN / Security Question Maintenance	Associations	Address Favorites	Line Item Favorites
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Request Association

[Make Association Request](#)

- Next you will see the FFL association approved, with a box all the way to the right-hand side that says “Add EIN” with a green + sign. Click on the “Add EIN” button. (see highlighted section below)

Information 1				Person 1			
	FFL	APPROVED			Super User		Add EIN Resync

- Next, a pop up will appear. (see below) Type in your EIN without dashes. Then click “Make Request”.

Add EIN

License

***EIN**

[Make Request](#)
[Close](#)

- Now you will see in the highlighted sections below that your FFL has been approved and associated with your eForms account; however, your EIN has been only submitted. Once the EIN association has been approved, your available inventory will show in your eForms account when submitting eForms.

	FFLEIN		APPROVED LICENSE PENDING EIN		Super User				

Again, this will send a notification to our EForms Admin Team that will review your request and either approve or deny it. Some of the reasons for denial may be that your SOT is not paid up to date or you may have typed in the wrong EIN number. Once this request has been approved, you will have full access to all of your available inventory to transfer in eForms.