FARA EFILE FREQUENTLY ASKED QUESTIONS

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Q: WHAT IS FARA EFILE?

A: FARA eFile is the method of electronically filing documents with the U.S. Department of Justice under the Foreign Agen
of 1938, as amended (FARA). It is intended for registrants to initiate, renew, and update their FARA registration as require

Q: IS FARA EFILE REQUIRED?

A: Section 612 of FARA was amended by the Honest Leadership and Open Government Act of 2007 to require that a regi
or supplement, required to be filed under FARA, be filed in electronic form, in addition to any other form that may be requi
General. DOJ acknowledges that we serve a broad range of registrants, some of whom may have a limited ability to acces
questions or concerns about eFile, please call the Registration Unit at (202) 233-0776.

Q: HOW DO CURRENT REGISTRANTS GET STARTED?

A: To access FARA eFile a registrant must have an online user account number and password.

Active FARA registrants, as of 3/31/2011, will be mailed an account number and temporary password with the next six mo
statement invoice. Please contact the FARA Unit if you have not received the user account number and password, or if yo
account reset. When logging into the application for the first time, there will be a prompt to enter a new password. Please
password for future FARA eFilings.

Q: HOW DOES A NEW REGISTRANT GET STARTED?

A: If the filing is a new registration select New Registration. Enter the registrant's name and upload the registration packag
documents include the Registration Statement, Exhibit A, and Exhibit B. If the registrant is an organization a Short Form R
Statement is required. After the FARA registration package is submitted, the Registration Unit will review the filing and will
number, account number, and temporary password through the U.S. Postal Service. When the information is received the
may log into eFile to pay the required filing fee.

Q: HOW DO CURRENT REGISTRANTS FILE A FARA SUPPLEMENTAL STATEMENT?

A:

- All FARA forms have been revised, and can be accessed at **http://www.fara.gov/**. Adobe Reader is required to co

  Unlike the previous FARA forms, the revised forms may be saved on the computer desktop. Recommendation: Afte
  has been completed on the form, save the form under two separate file names, (e.g., [REGISTRATION NUMBER]_
  [REGISTRATION NUMBER]_SUPP_APR2014), to reduce the amount of future data entry. Electronically sign and
  [REGISTRATION NUMBER]_SUPP_APR2014. Use [REGISTRATION NUMBER]_SUPP form as a template for the
  Supplemental Statement.

- **Electronic Signature(s):** To electronically sign the form, press the "Sign" button, read the acknowledgement state
  box, enter name, and select the "Certify" button. Name and date will appear on the form and all of the data entry fie
  and no further edits can be made to the data entry fields. Only the signature fields are available. When the form is s
  will ask, "have all required parties signed the form?" If "Yes" is selected, then all remaining signature fields on the fo
  If "No" is selected, then the remaining signature fields are available to be electronically signed by other individuals.

- **Supporting Attachment(s):** The form may not have enough space to disclose all of the required information. If this
  additional supporting attachments (PDFs, JPGs, and TIFFs) may be uploaded into the application.

- **To eFile the Supplemental Statement go to eFile**
    ◦ Enter log on information; account number, temporary password, and registration number. When successfully
      application there will be a prompt to enter a new password. Please remember the new password for future F
    ◦ Adjacent to Supplemental Statement select "Add to Cart" and select the appropriate form, i.e. [REGISTRATI
      _SUPP_APR2014 and press "Save"
    ◦ To add a supporting attachment, under the Attachment Section, select the filename and press the "Add Atta
      necessary, repeat this process to add additional supporting attachments. Please note each attachment mus
      filename. When finished adding attachments select the "Done with Attachments"
    ◦ Press "Next" to be directed to a pre-submission review and to obtain a transaction number. Check the box fo
      acknowledgement statement, type the submitter's name, and press the "Submit Filing Package" button. The
      automatically date stamped after clicking the "Submit Filing Package" button.
    ◦ A confirmation page listing the documents submitted through eFile will appear. To pay the filing fee there wil
      "Pay Filing Fee by Credit Card" or "Pay Filing Fee by ACH (Checking or Savings)." The filing is not complete
      has been paid. If paying by check, select "Pay Filing Fee by ACH (Checking or Savings)". This will direct the
      Treasury's website, Pay.gov. Enter Account Holder Name, Account Type, Routing Number, and Account Nu
      Number is optional. Press the button "Continue with ACH Payment." After the payment has been processed
      voided. Click the link "Return to Agency" to view (or print) your final eFile confirmation.

Q: WHAT DOCUMENT FORMATS DOES THE FARA EFILING SYSTEM ACCEPT?

A: The eFiling system accepts only Adobe PDF documents for FARA forms. The appropriate PDF forms may be downloa
eFiling system to the computer's hard drive, completed, and then uploaded to the eFiling system. Do NOT password prote
The documents may also be scanned to PDF and then uploaded to the eFiling system. Supporting attachments to FARA f
JPEG and TIFFs.

Q: IS THERE A FILE SIZE LIMIT FOR ATTACHMENTS?

A: The size limit per file is 4GB

Q: WHAT ARE MY PAYMENT OPTIONS?

A: There are three payment options. 1) Filers may pay online via credit card or ACH debit (checking) through the U.S. Tre
pay.gov. 2) Filers may also choose to mail checks to the FARA Unit. If a check is mailed, the filer must include the registra
check. 3) Filers may also pay in person at the Registration Unit's public office.

Q: WHAT TYPES OF DOCUMENTS CAN BE EFILED?

A: All of the documents required by FARA can be eFiled from the website.

Q: DO I STILL NEED TO SUBMIT PAPER COPIES?

A: No. If you file electronically you do not need to file paper versions of the filings.

Q: HOW DO I KNOW IF MY DOCUMENTS WERE SUCCESSFULLY UPLOADED TO THE FARA EFILING SYSTEM?

A: You will receive a confirmation page.

Q: WHAT IS THE BENEFIT OF USING THE FARA EFILING SYSTEM?

A: Electronically submitted documents are automatically stamped with the date and time filed. File anytime, 24 hours, 7 da

Q: WHO DO I CONTACT FOR TECHNICAL PROBLEMS WITH THE EFILING SYSTEM OR QUESTIONS REGARDING THE FOF

A: Contact the main FARA telephone number at 202-233-0776.

Q: WHICH BROWSERS ARE SUPPORTED BY FARA EFILE AND FARA FORMS?

A: FARA eFile currently supports Microsoft Internet Explorer (version 8 or higher) and Google Chrome browsers. If using (
complete FARA forms, you must first disable the Chrome PDF Viewer plugin. To disable the plugin, follow these steps:

1. Ensure that Adobe Reader is installed on your system. To install Adobe Reader, visit Adobe Reader's download W
   follow the instructions on the site.
2. Open the Google Chrome browser.
3. Type 'chrome://plugins' into the address bar and press the 'Enter' key.
4. Locate the plugin labeled 'Chrome PDF Viewer' and click the 'Disable' link at the bottom of that section.
5. The link will change to 'Enable' and this will allow the Adobe Reader plugin to be used by the browser.

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