CFIUS Case Management System Public Portal User Guide

Version 1.5

September 2020

Contents

Purpose

The purpose of the Public Portal User Guide is to provide guidance for the Public Portal users on the following topics:

- How to Register
- How to Login
- How to Submit a Form
- How to Respond to Questions from a Case Officer
- How to Upload a Document
- How to Word Export a Submission
- How to Pay a Filing Fee

Overview of the Public Portal

The CFIUS Public Portal provides external users with the capability to submit filings to, and interact with, CFIUS.

Before using the Public Portal, users will have to register with ID.me, a registration and authentication service utilized by numerous Federal and commercial entities.

Within the Portal, external users can submit Section 800 and 802 declarations and notices, upload associated documents, submit questions and answers to CFIUS Case Officers, and export submitted filings to a Microsoft Word document.

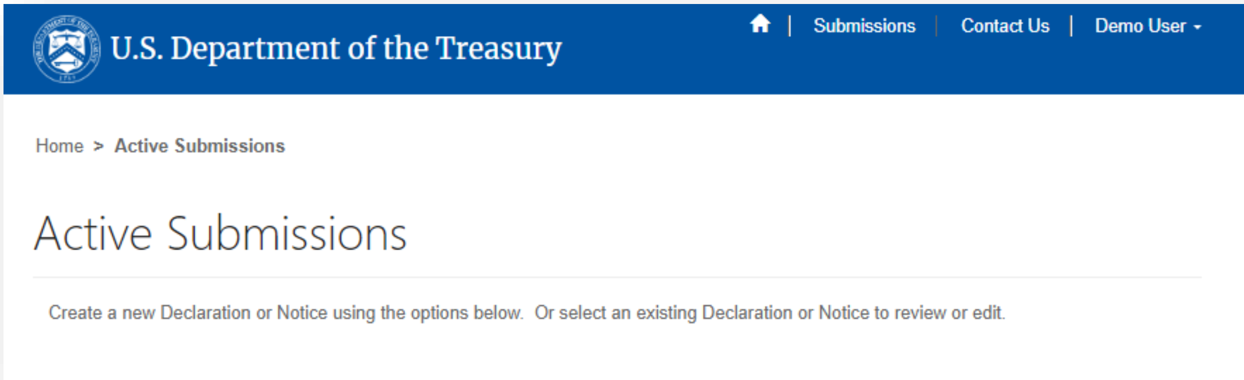
How to Register/Login

External parties will register to use the CFIUS Public Portal through ID.me, a registration and authentication service utilized by numerous Federal and commercial entities. Instructions for registering with ID.me and logging in to the Public Portal are available at https://home.treasury.gov/system/files/206/CFIUS-CMS-IDme-Account-Instructions.pdf.

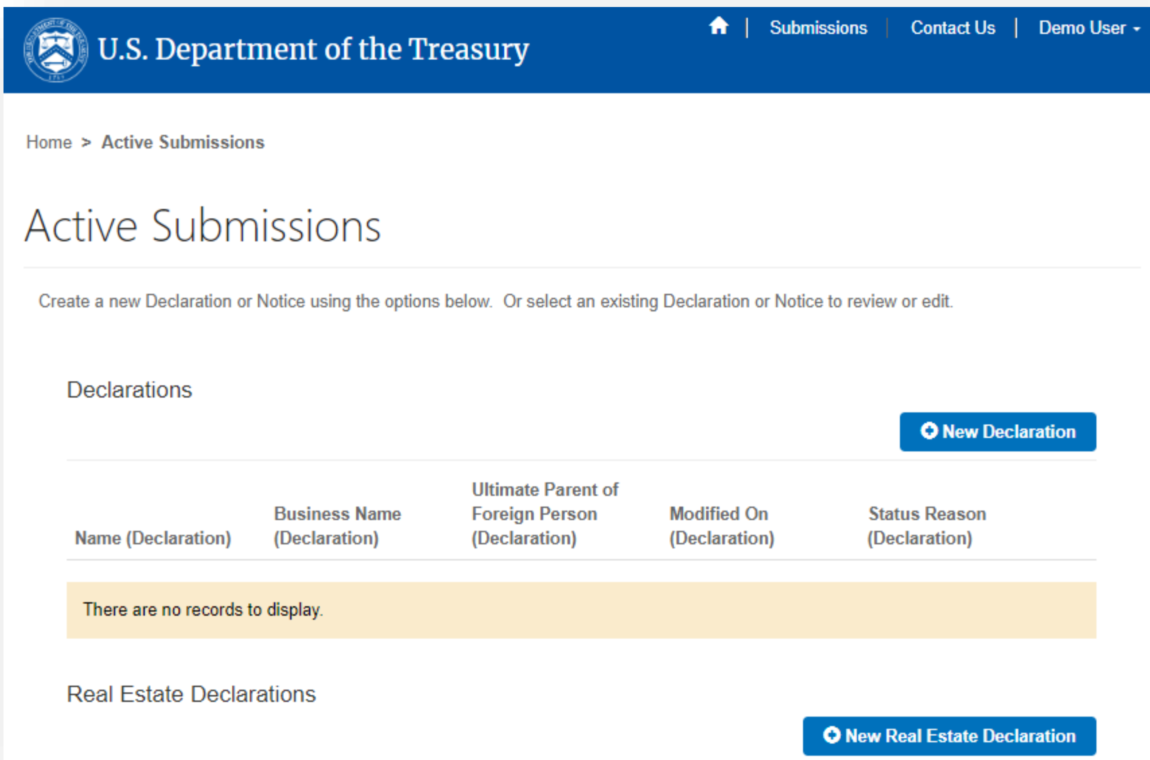
Please click here for the Privacy Act Statement relating to information you share with ID.me.

How to Create a Submission

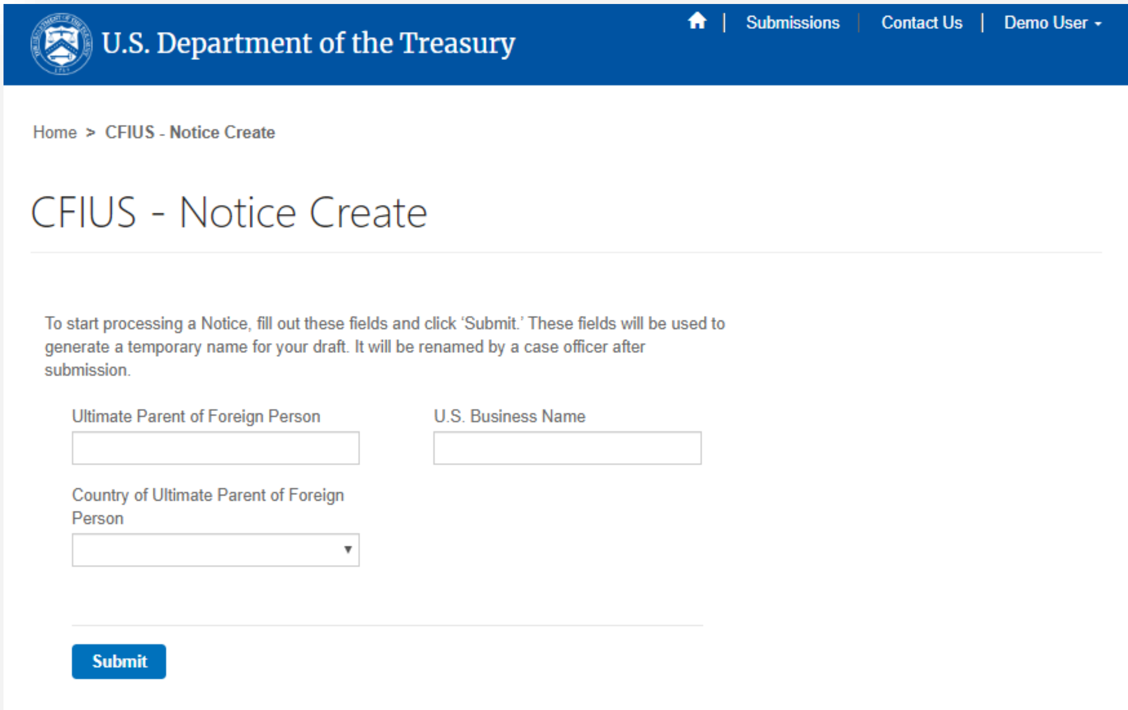
From the Home Page, click Submissions button on the top of the page.



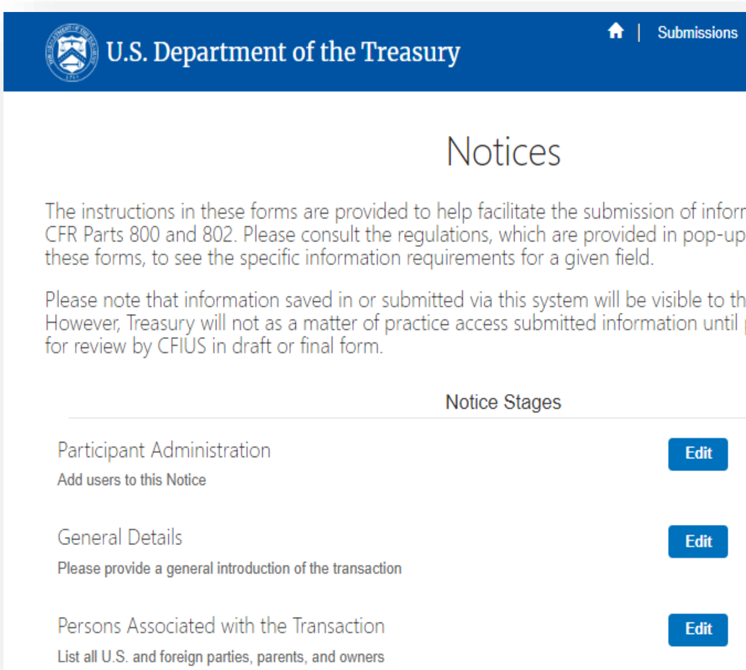
Select the type of Submission.



On the Create page, fill in the fields and click Submit.



On the next page, select Edit for each stage, and fill in the form information.



How to Add Others to a Submission

You may add others to your filing using the Participant Administration tab. By adding an individual to a filing, you acknowledge that the individual will be able to view all aspects of the filing other than restricted documents, and will be able to submit the filing to CFIUS.

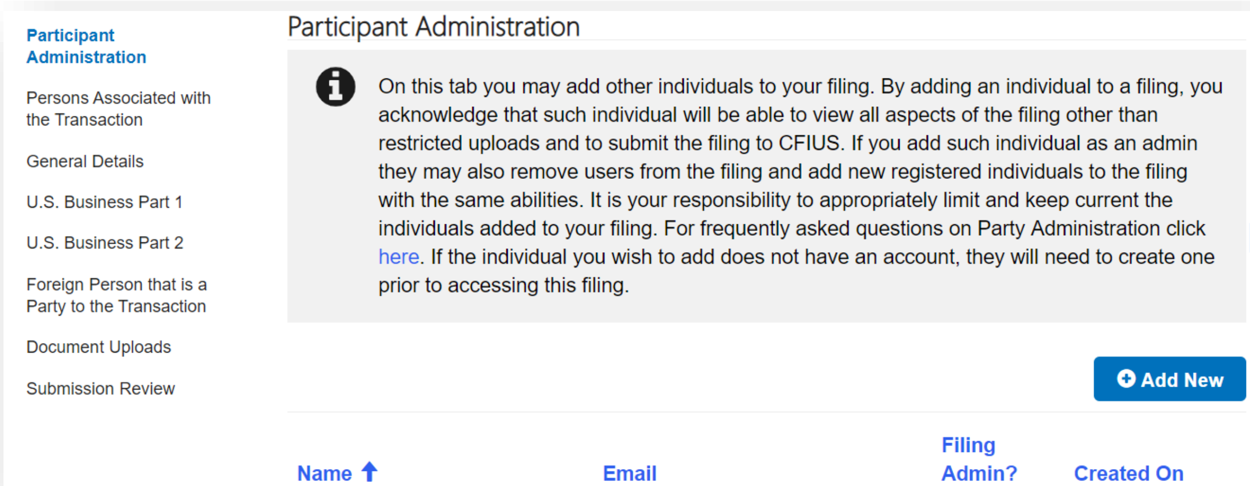
Restricted documents can only be viewed by the individual that uploaded them.

You can also designate an individual as an *admin*. Designating an individual as an *admin* provides that individual the ability to remove users from the filing and to add new registered individuals to the filing.

You can also designate an individual as a *payer.* Designating an individual as a *payer* provides that individual the ability to pay the filing fee for a Notice. *Payers* can only access the Payment stage of the Notice. An individual with the *payer* designation will not have access to any other Notice stages.

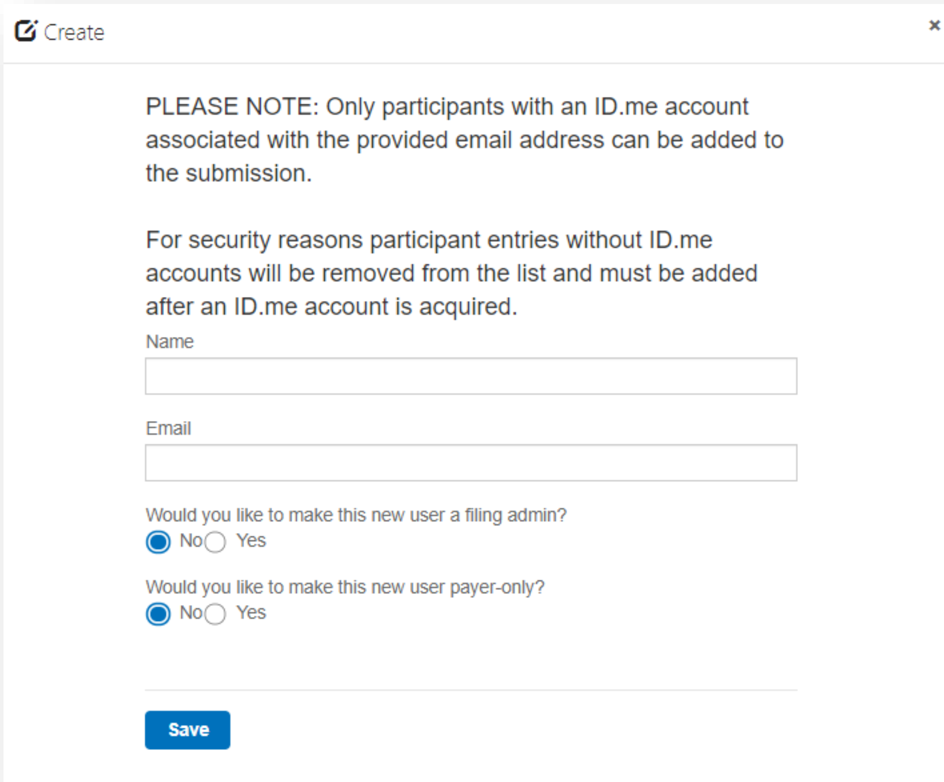
It is your responsibility to appropriately limit and keep current the individuals added to your filing. If the individual you wish to add does not have an account, they will need to create one prior to accessing this filing.

- Click the **+Add New** button.



To add another individual to the filing, enter the name and email address that is associated with their ID.me account.

Select Yes or No for the admin designation. Select Yes or No for the payer designation. Click **Save**.


Create

×

PLEASE NOTE: Only participants with an ID.me account associated with the provided email address can be added to the submission.

For security reasons participant entries without ID.me accounts will be removed from the list and must be added after an ID.me account is acquired.

Name

Email

Would you like to make this new user a filing admin?

No Yes

Would you like to make this new user payer-only?

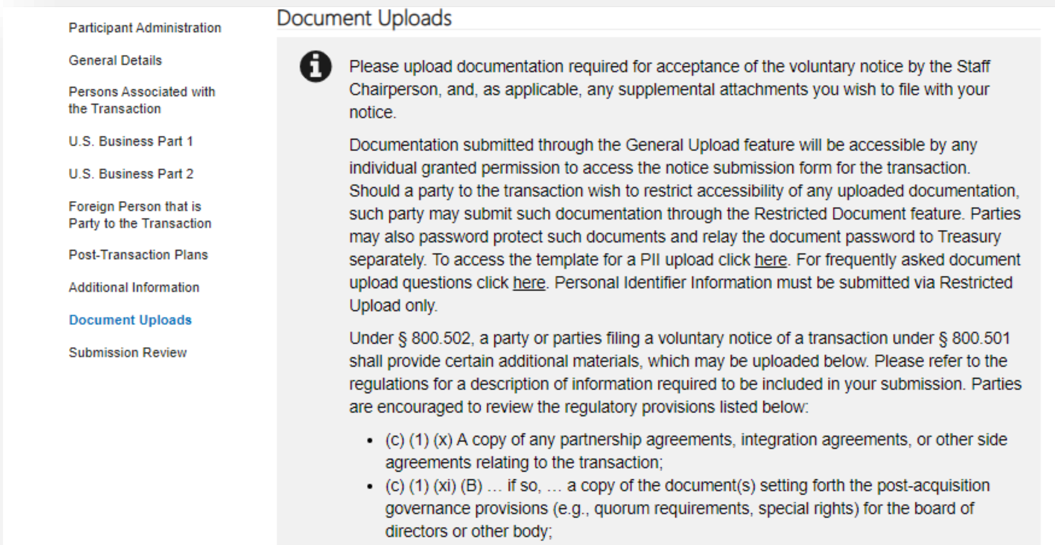
No Yes

Save

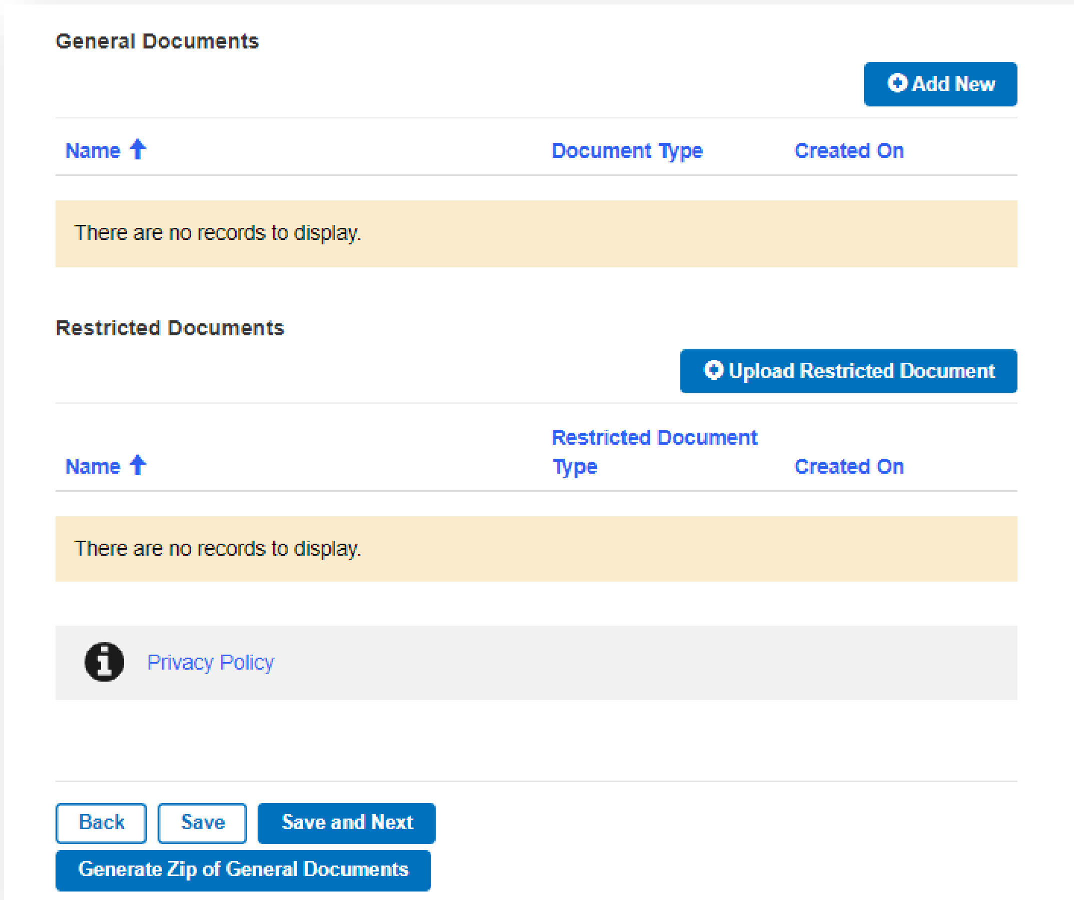
How to Upload a Document

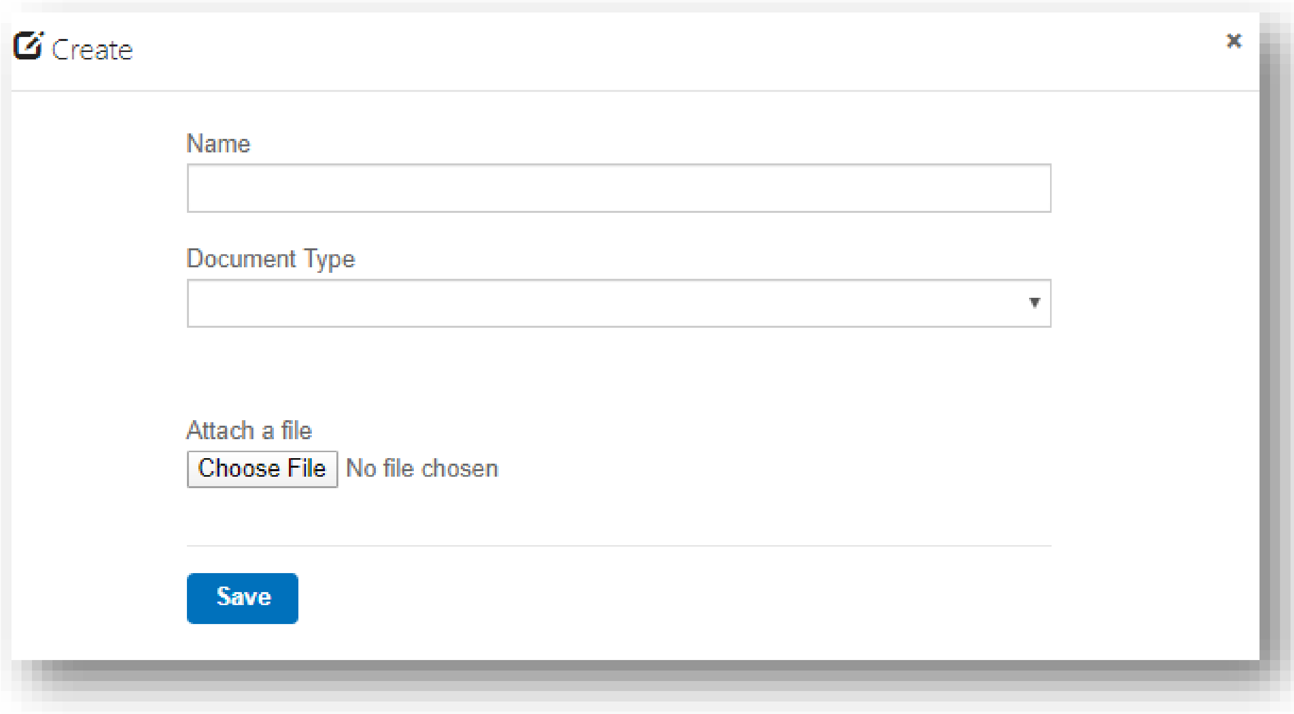
To upload documentation pertaining to a filing:

- Click the Edit button for the Document Uploads stage.



- Click the +Add New button from the General Documents section.
- To upload a document containing Personally Identifiable Information (PII) or other restricted information, click the +Upload Restricted Document button
- Please refer to the [FAQ] for additional information on Document Uploads.





- Fill in all the necessary fields then click Choose File button.
- Select any document to upload and click Open.
- Click Save.

To generate a zip file of all general documents uploaded:

- Click on the Generate Zip of General Documents button.
- Once a zip is created, it will display as “All Files: <Date><Time>” format per below.

Please note that the Generate Zip of General Documents feature is only available for the General Documents and not for any Restricted Documents.

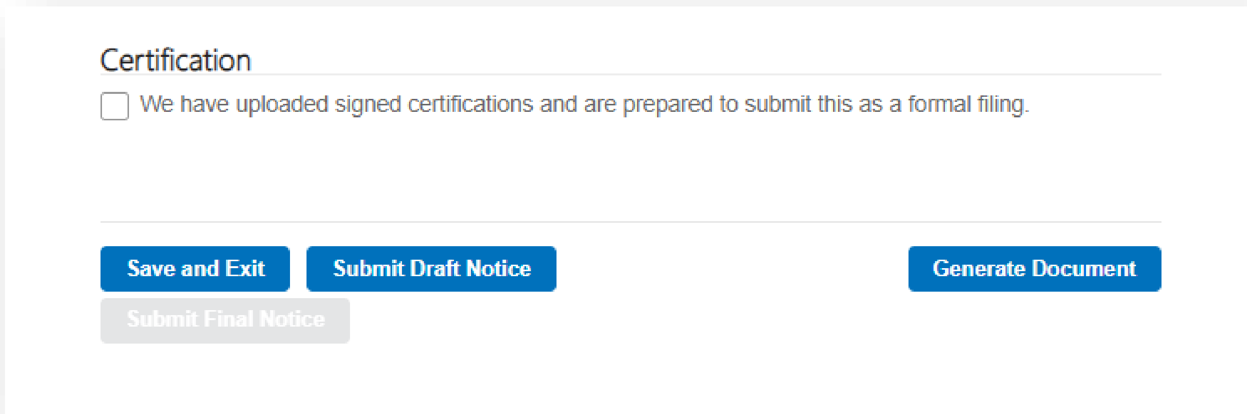
General Documents

Add New

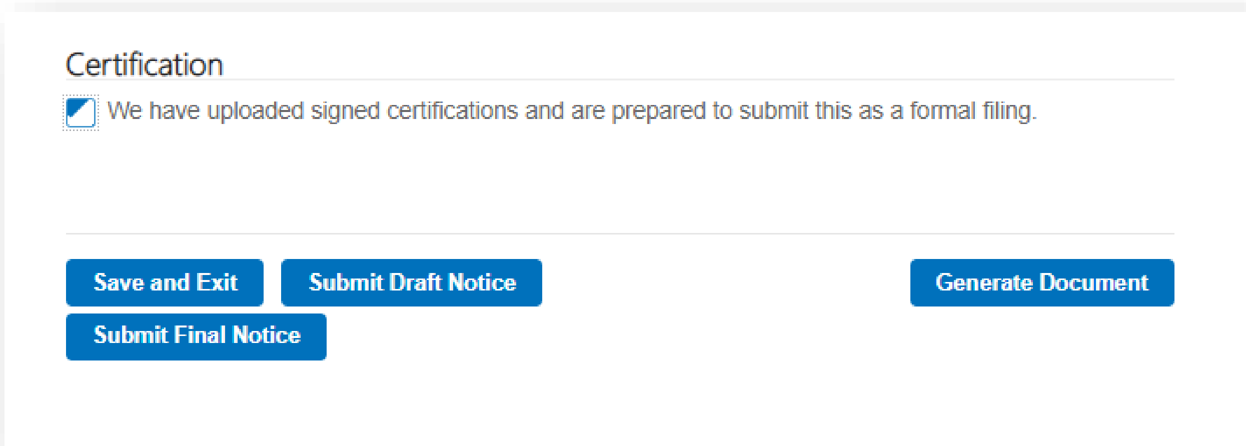
Name	Document Type	Created On	
All Files: 2020-09-10 11:10		9/10/2020 11:10 AM	
Test	Other	9/10/2020 11:09 AM	

How to File a Submission

For a Draft submission, once all information is complete, click the Submit Draft button on the Submission Review page.

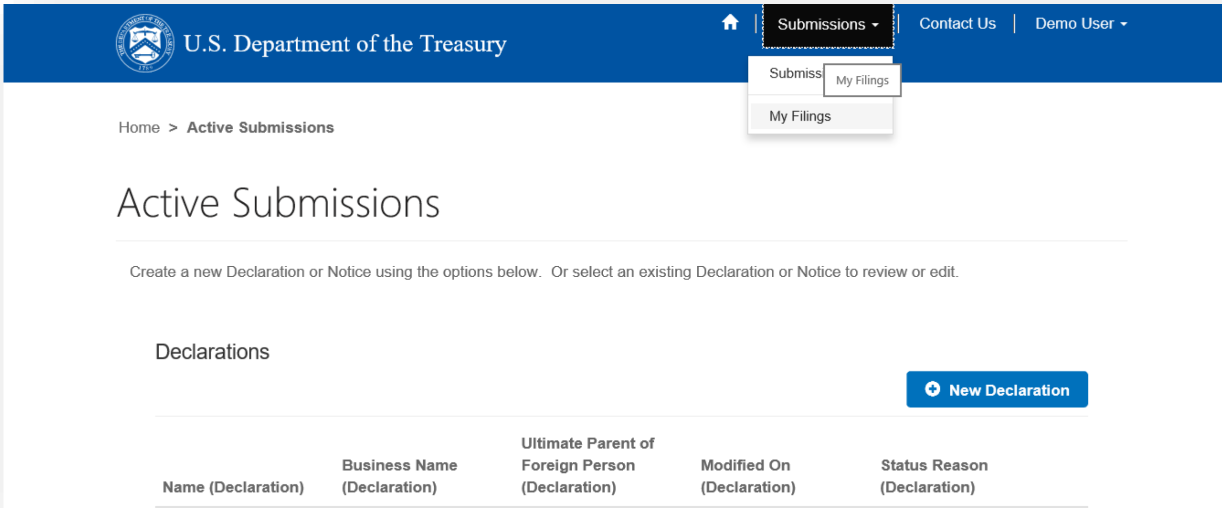


For a Final submission, check the Certification checkbox (the button text will change from Submit Draft to Submit Final), and click the Submit Final button.

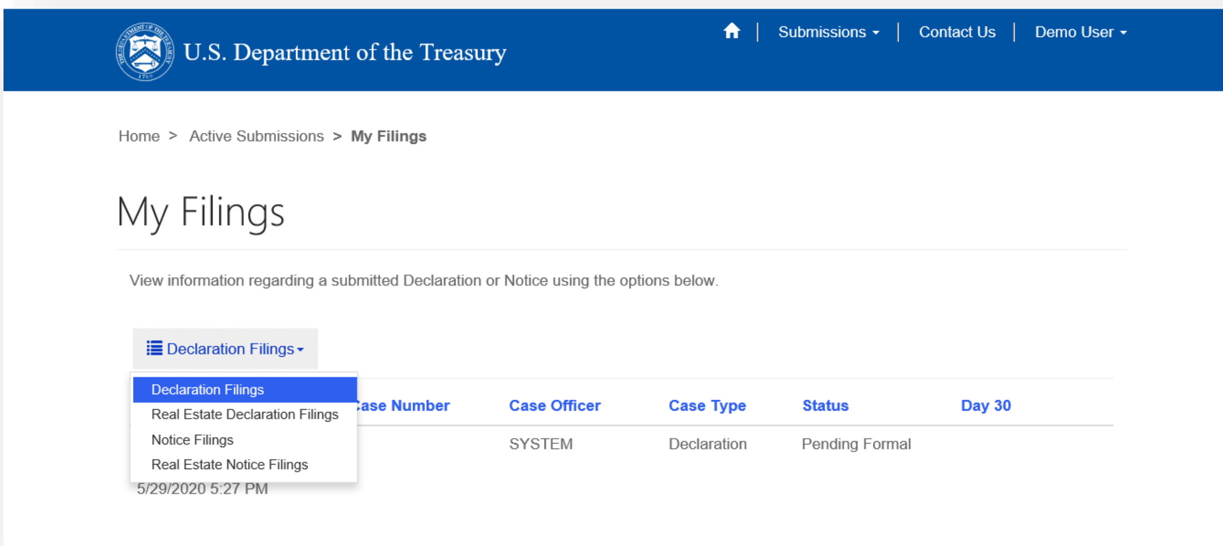


How to View Your Filings

Click the Submissions button in the top menu and select My Filings



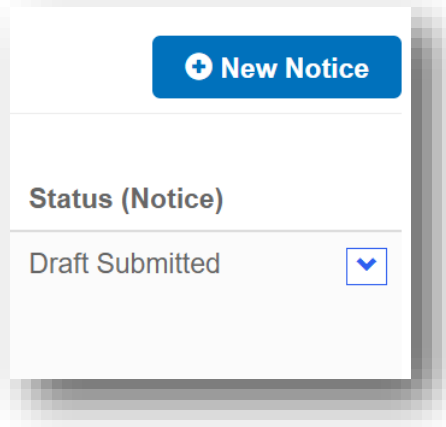
On the My Filings page, select the type of filing from the drop-down to view your filings.



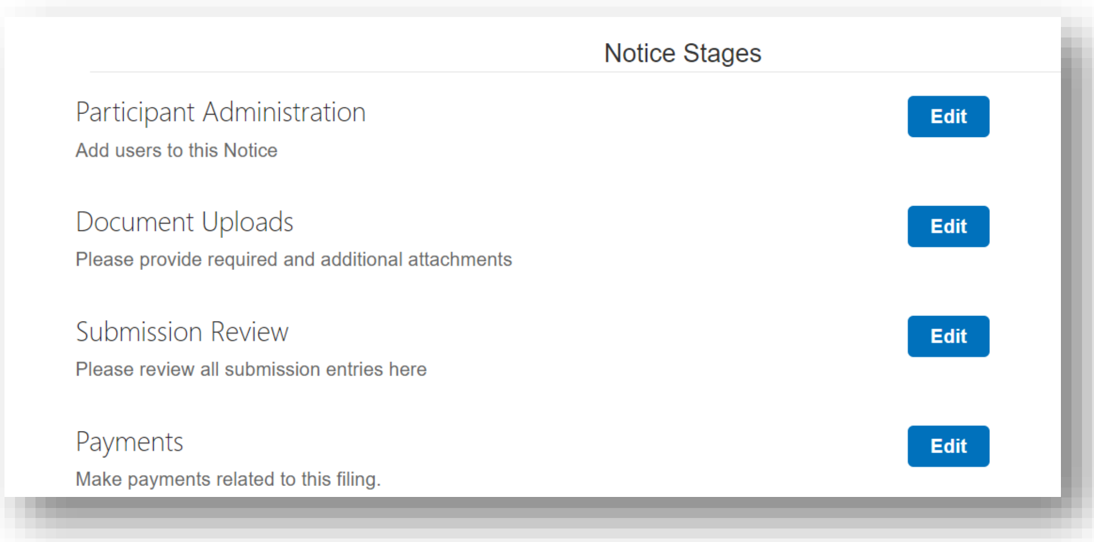
The Filing Process

Once filed as either a draft (for section 800 or 802 Notices) or a final (for 800 and 802 Notices and Declarations) submission, the view of this submission on the Public Portal will change as detailed below. Once filed, only a Case Officer can unlock this filing for edits; once unlocked, parties will see a view that matches the pre-submission view.

- On the Submissions Page, the status for this submission will be shown as either Draft Submitted or Submitted, as shown below for a submitted 800 Notice Draft.



- Upon selecting the submission, the only stages available will be Participant Administration, Document Uploads, and Submission Review, as shown below for a submitted 800 Notice.

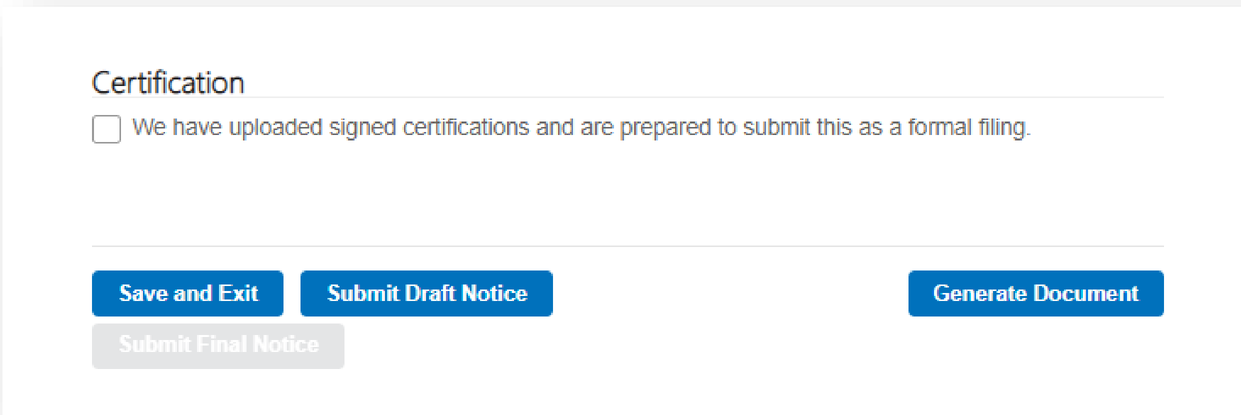


- Parties may upload additional General or Restricted attachments; however, they may not delete any attachments.
- The Submission Review tab will show a Read-Only view of the information that was entered for the submission.

*Please note, Parties will be able to add and remove Participants as well as Export a Submission to Microsoft Word after submission.

How to Export a Submission to Microsoft Word

- On the Submission Review page, click Generate Document.
- The system will display a banner stating the document has been generated.
- A link to the document is in the Microsoft Word exports near the bottom of the Submission Review page. You may need to refresh the page for it to appear.

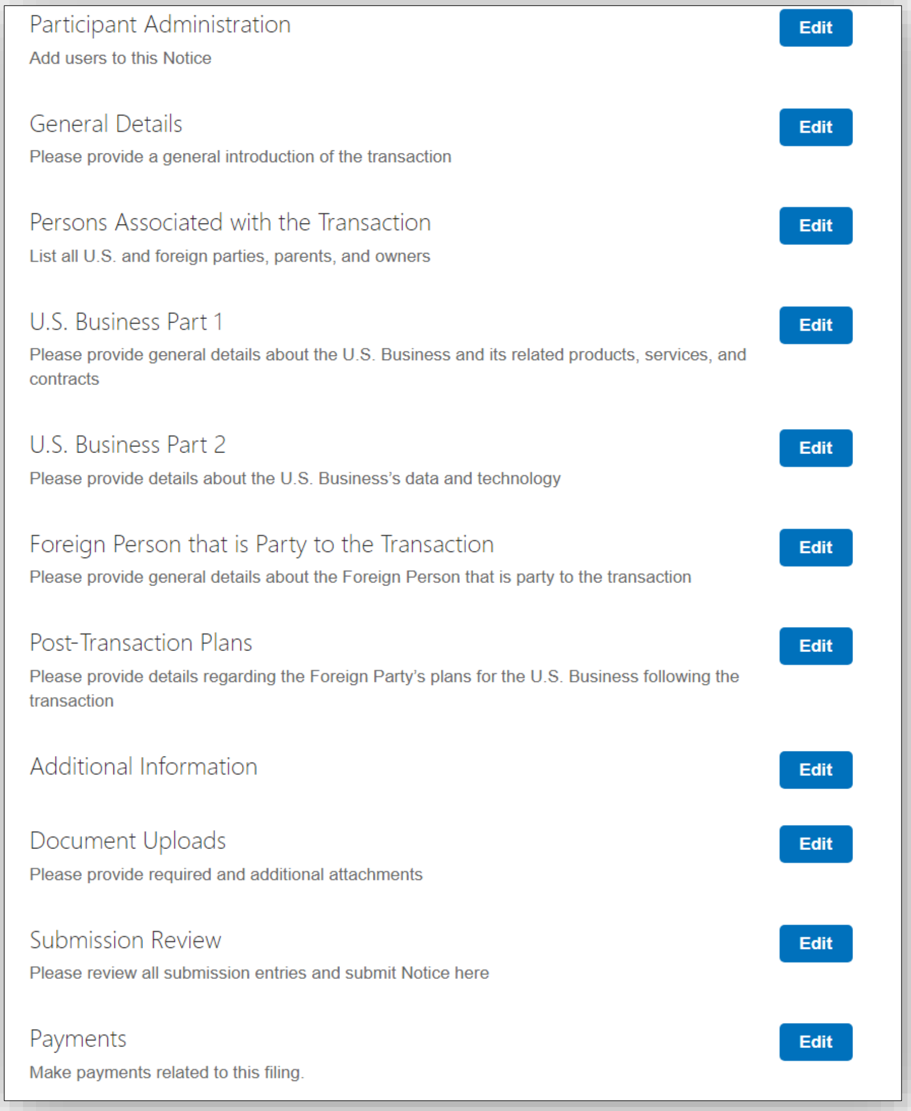


How to Pay a Filing Fee

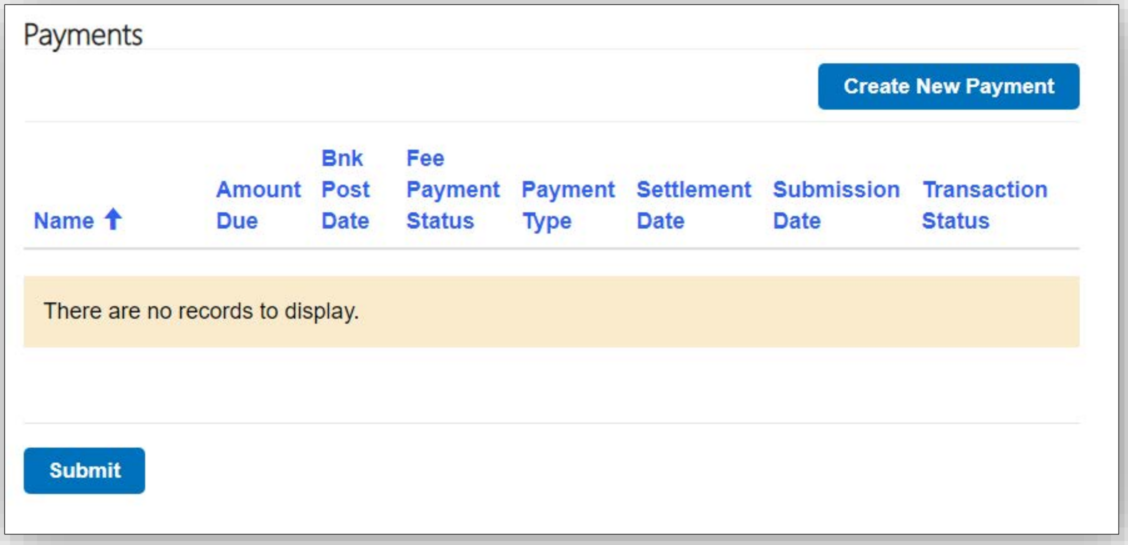
Select the case for which to pay the fee from the **Active Submissions** page.

On the **Notice Stages** page, select the **Edit** button for the **Payments** stage.

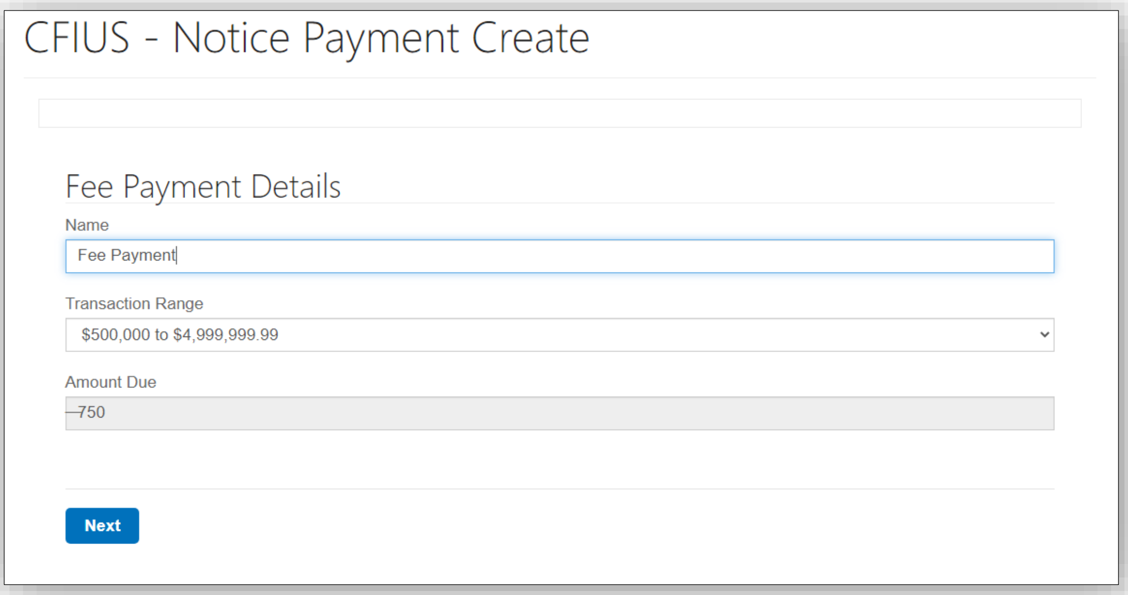
Note: Stages displayed below are dependent on users' permissions. The **Payments** stage may be the only one displayed depending on the users' permissions.



On the **Payments** page, select the **Create New Payment** button.



On the **CFIUS – Notice Payment Create** page, add a name to identify the payment. Select the **Transaction Range** value from the dropdown. The **Amount Due** will populate. Click Next.



The Portal will now redirect users to Pay.gov to complete the transaction.

Provide the required checking or savings account information. Click **Continue**.

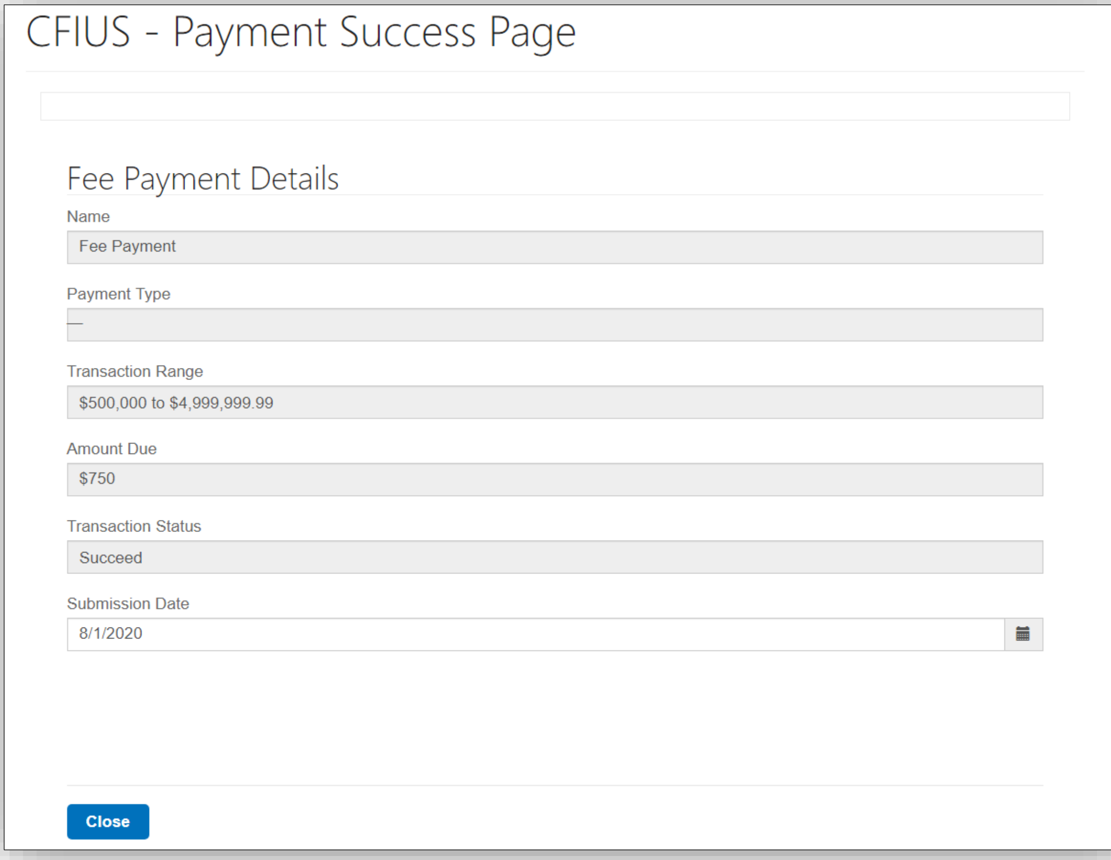
Review information below **Review and submit payment**.

Read statement below **Authorization and Disclosure—Consumers and Businesses**.

Check the box to agree with the Pay.gov authorization and disclosure statement. Click **Continue**.

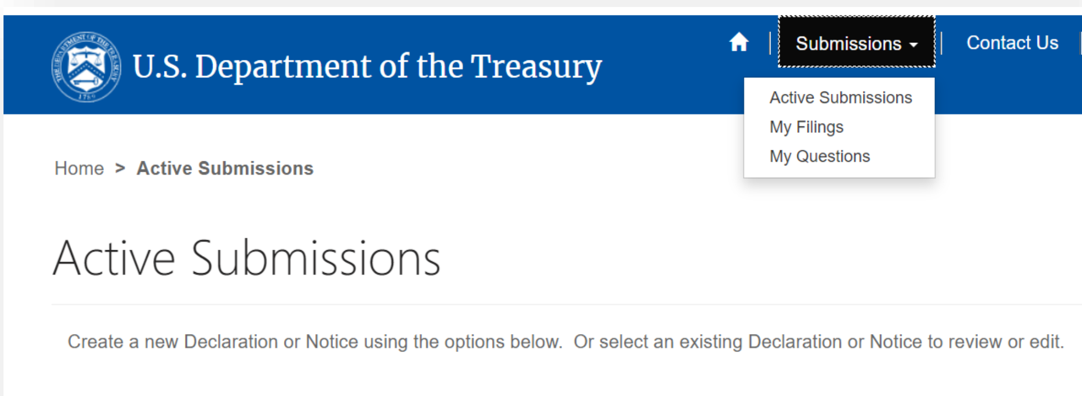

Committee on Foreign Investment in the United States (CFIUS)
Review and submit payment
* indicates required fields
Agency Tracking ID: 637319047075319506
Payment Amount: $750.00
Payment Method: ACH Debit
Account Holder Name: Test User
Account Type: Business Checking
Routing Number: 042000424
Account Number: ************2345
Authorization and Disclosure Statement:
Authorization and Disclosure--Consumers and Businesses
The debit transaction(s) to which you are agreeing are handled on behalf of Federal agencies by "Pay.gov," which consists of services offered by the U.S. Treasury Department's Financial Management Service. As used in this document, "we" or "us" refers to the Financial Management Service and its agents and contractors operating Pay.gov. "You" refers to the end-user reading this document and agreeing to it prior to engaging in a debit transaction.
I. Consumers
* I agree to the Pay.gov authorization and disclosure statement.
Previous
Cancel
Continue

Pay.gov will direct users back to the Portal.



How to Submit Answers to a Question Set

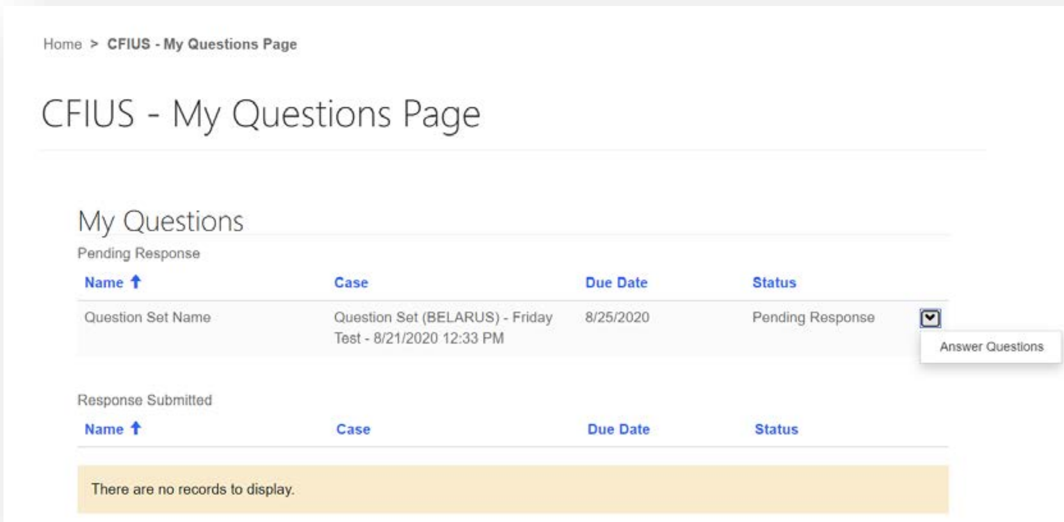
To access questions awaiting your response on your submission(s), click on the **Submissions** menu and select **My Questions**.



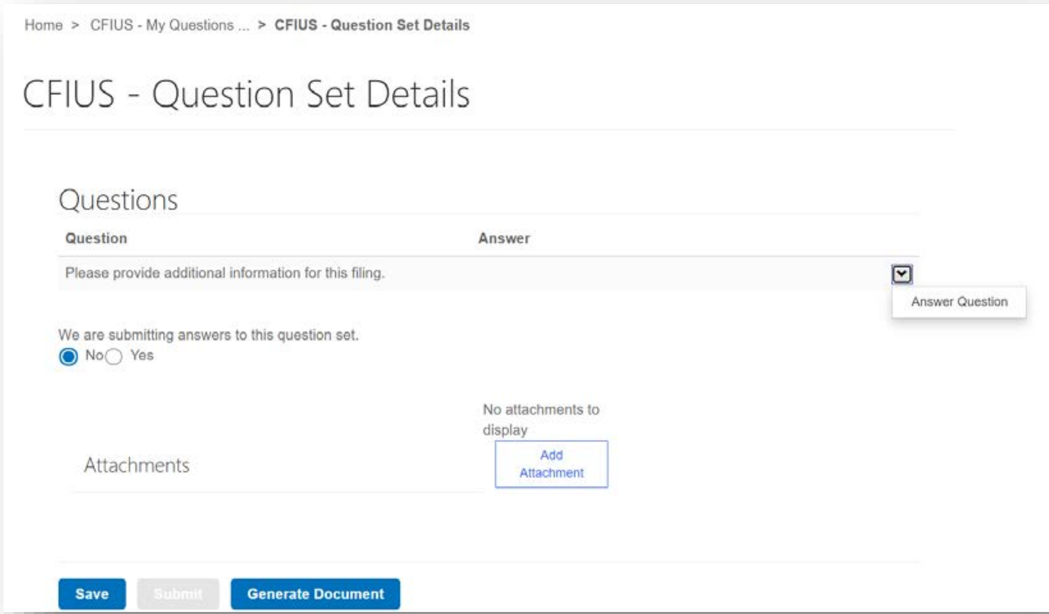
Questions related to your submissions pending your response and questions already answered will display on the **CFIUS – My Questions Page**.

To respond to a question that is pending a response, click on the **Answer Questions** dropdown.

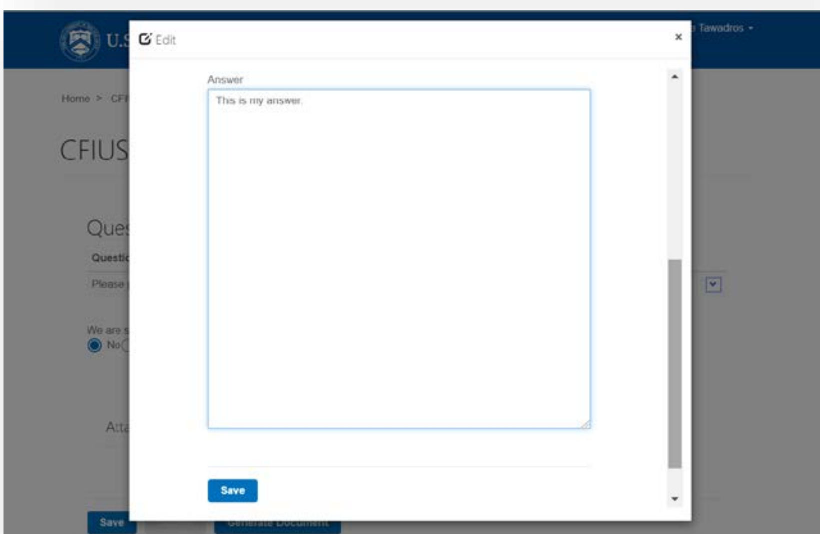
Please note, information saved prior to submission is stored in the CMS web platform hosted by the Department of the Treasury and can be viewed. However, a CFIUS case officer will not begin review of the information until responses have been officially submitted.



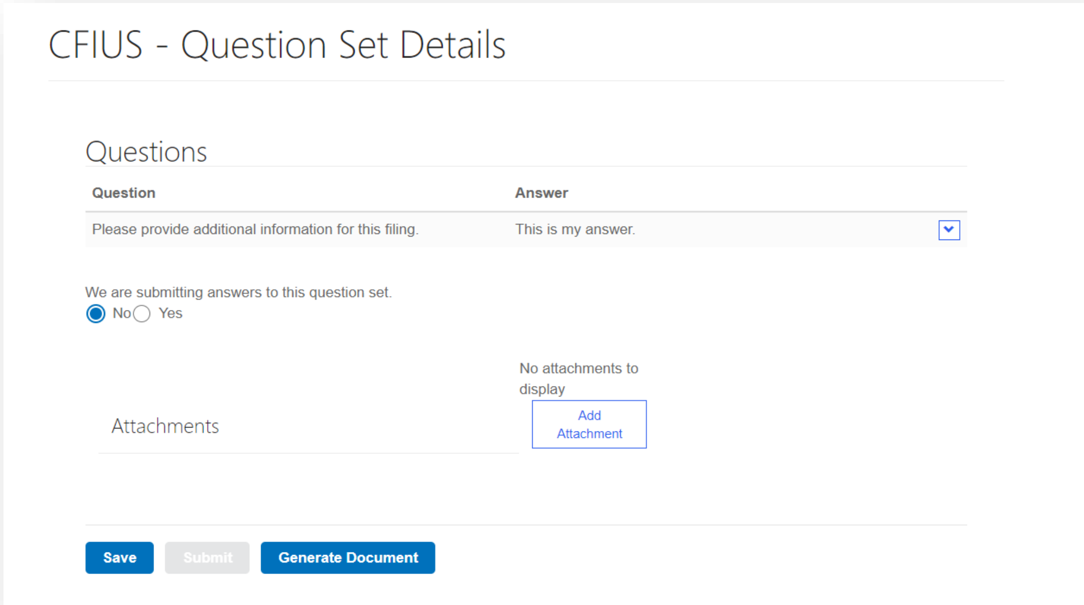
The **CFIUS – Question Set Details** page displays. Click on the **Answer Questions** dropdown.



Enter your answer response in the **Answer** text box click on the **Save** button.



The **CFIUS – Question Set Details** displays with your answer response.



You can choose to upload an attachment to be associated with the given question set by clicking the **Add Attachment** button.

You can also click the **Generate Document** button to generate a word export of the question set.

To save your answer response without submitting, click on the **Save** button. The status of your response remains **Pending Response** on the **CFIUS – My Questions Page**.

To proceed with submitting your response, select **Yes** for the **"We are submitting answers to this question set."** statement and click the **Submit** button. The status of your response updates to **Response Received** on the **CFIUS – My Questions Page**.

Contact Us

For questions concerning technical aspects of the CMS, please contact CFIUS.itsupport@treasury.gov.

For questions concerning the CFIUS process as it relates to the CMS, and for comments and feedback on the CMS, please contact CFIUS.cms@treasury.gov.

For questions concerning payment issues, please contact Pay.gov.