

CFIUS Case Management System Public Portal User Guide

Version 1.23

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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

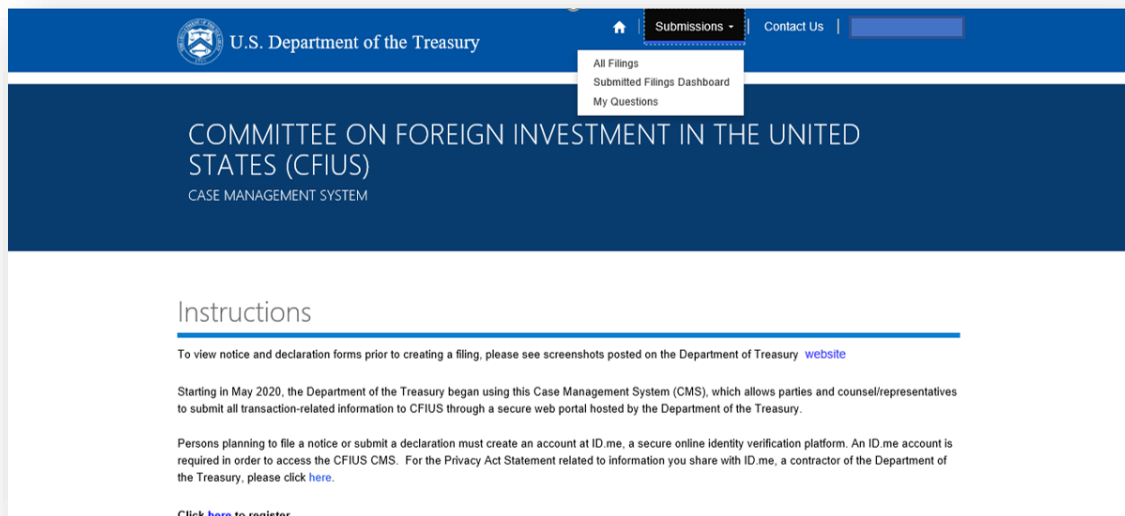
External parties will register to use the CFIUS Public Portal through ID.me, a registration and authentication service utilized by numerous Federal and commercial entities. Instructions for registering with ID.me and logging in to the Public Portal are available at <https://home.treasury.gov/system/files/206/CFIUS-CMS-IDme-Account-Instructions.pdf>.

Please click [here](#) for the Privacy Act Statement relating to information you share with ID.me.

Upon registration, you will receive a welcome email that includes the CFIUS Public Portal User Guide as well as an email contact for support questions.

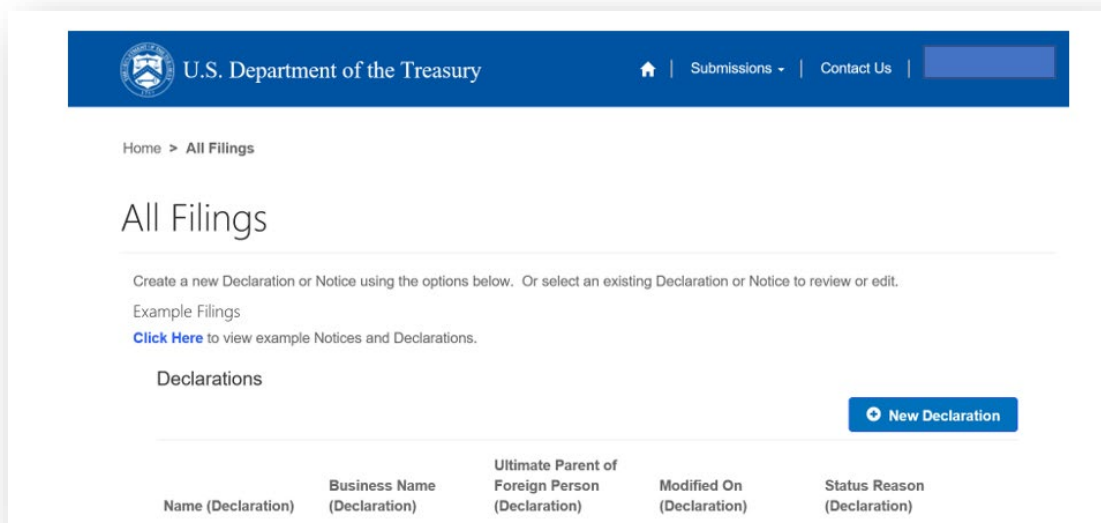
How to View Sample Filings

From the Home Page, click the Submissions button on the top of the page and select All Filings.

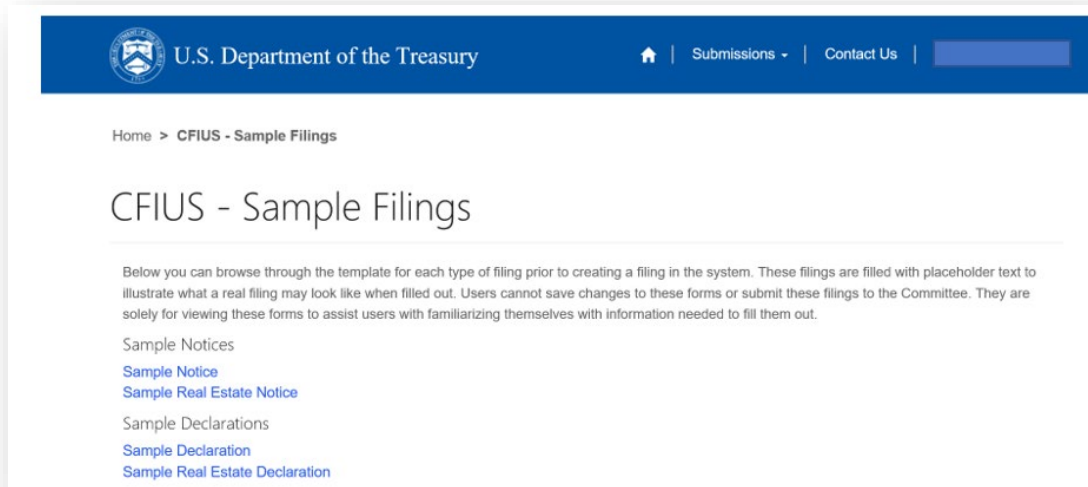


The All Filings page displays.

Please note that you have the ability to view sample filings prior to creating a filing in the system. These sample filings are auto filled with placeholder data to illustrate what a real filing may look when completed. You are **not** able to save changes to these sample filings and you do **not** have the ability to submit them as real filings to the Committee. These sample filings are strictly for viewing purposes to familiarize you with how the system look and with information needed to complete the filing.




To view a sample filing, click on the **Click Here** link on the page above. Select the sample filing of choice on the CFIUS – Sample Filings page below.



How to Create a New Filing

Once you are ready to create a submission, navigate to the All Filings page and click the **New <type of submission>** you would like to create.


U.S. Department of the Treasury

[Home](#) |
 [Submissions](#) |
 [Contact Us](#) |

[Home](#) > [All Filings](#)

All Filings

Create a new Declaration or Notice using the options below. Or select an existing Declaration or Notice to review or edit.


Example Filings
[Click Here](#) to view example Notices and Declarations.

Declarations

New Declaration

Name (Declaration)	Business Name (Declaration)	Ultimate Parent of Foreign Person (Declaration)	Modified On (Declaration)	Status Reason (Declaration)

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


U.S. Department of the Treasury

[Home](#) |
 [Submissions](#) |
 [Contact Us](#) |
 [Demo User](#)

[Home](#) > [CFIUS - Notice Create](#)

CFIUS - Notice Create

To start processing a Notice, fill out these fields and click 'Submit.' These fields will be used to generate a temporary name for your draft. It will be renamed by a case officer after submission.

Ultimate Parent of Foreign Person

U.S. Business Name

Country of Ultimate Parent of Foreign Person

Submit

To utilize a saved company profile if you have one, click on the search magnifying tool to locate a company profile. For instructions on how to create a saved profile, see the How to Create Company Profiles section of this guide.

CFIUS - Declaration Create

To start processing a Declaration, fill out these fields and click 'Submit'. These fields will be used to generate a temporary name for your draft. It will be renamed by a case officer after submission.

Users may select a saved company profile to fill in previously saved information regarding a foreign acquirer. Please note there may be a delay of a few minutes before this information fills in on your filing.

Ultimate Parent of Foreign Person	U.S. Business Name
<input type="text"/>	<input type="text"/>
Country of Ultimate Parent of Foreign Person	Company Profile
<input type="text"/>	<input type="text"/> <input type="button" value="Launch lookup modal"/>

Select a company profile record from your saved list and click on the Select button.

Home > CFIUS

CFIUS

To start processing a Declaration, fill out these fields and click 'Submit'. These fields will be used to generate a temporary name for your draft. It will be renamed by a case officer after submission.

Users may select a saved company profile to fill in previously saved information regarding a foreign acquirer. Please note there may be a delay of a few minutes before this information fills in on your filing.

Ultimate Parent of Foreign Person

Country of Ultimate Parent of Foreign Person

Company Profile

Lookup records

Choose one record and click Select to continue

Name	Types	Created On
<input checked="" type="checkbox"/> New Company Profile		8/25/2022 12:58 PM

The information regarding the foreign acquirer auto-populates once you create your filing. Please note that there may be a delay of a few minutes before this information fills in on your filing.

Once you have created your new filing, on the next page you can select Edit for each stage, and fill in the form information.


U.S. Department of the Treasury
Submissions

Notices

The instructions in these forms are provided to help facilitate the submission of information under the requirements of 31 CFR Parts 800 and 802. Please consult the regulations, which are provided in pop-up windows, to see the specific information requirements for a given field.




Please note that information saved in or submitted via this system will be visible to the public. However, Treasury will not as a matter of practice access submitted information until it is submitted for review by CFIUS in draft or final form.

Notice Stages

Participant Administration Add users to this Notice	Edit
General Details Please provide a general introduction of the transaction	Edit
Persons Associated with the Transaction List all U.S. and foreign parties, parents, and owners	Edit

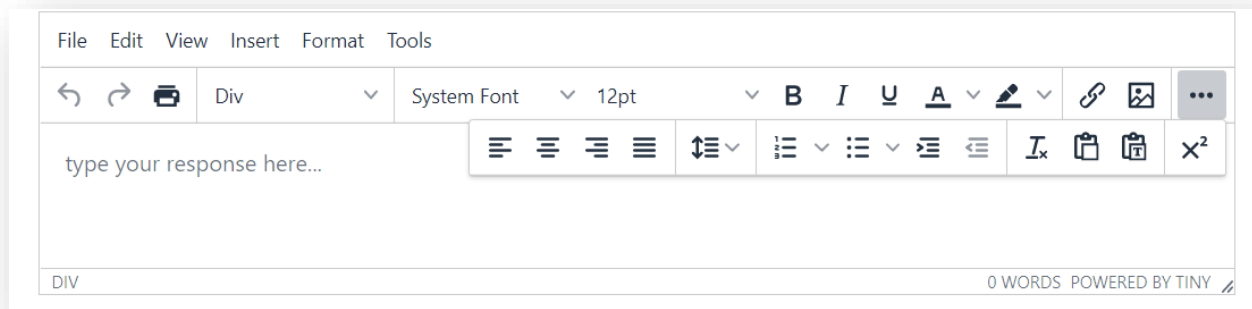
You will notice that select fields are enabled for Rich Text editor. Those select fields will display as follows:

Executive Summary [optional]

File Edit View Insert Format Tools									
↶	↷	🖨	Paragraph	▼	System Font	▼	12pt	▼	B <u>U</u> A ▼  ▼   ...
<div>TEST</div>									
<div>P</div> <div>1 WORDS POWERED BY TINY</div>									

How to Add Footnotes in Rich Text Editor

To add a footnote, click on the three horizontal dots to display additional button options. Click on the X² button.



A modal pops-up appears.

Type the text and the footnote and then click Insert Footnote. You should now be able to see your footnote when you hover over your text in the Rich Text Editor.

When you generate a document in official or unofficial formats, you will find your footnote added at the bottom of the corresponding page as well.

How to Modify Filing Name

You can modify the filing name prior to submission. To modify the filing name, navigate to the General Details tab. Click into the Name field and modify as needed. Click Save at the bottom of the General

Details tab.

Participant Administration

General Details

Persons Associated with the Transaction

U.S. Business Part 1

U.S. Business Part 2

Foreign Person that is Party to the Transaction

Post-Transaction Plans

Additional Information

Document Uploads

General Details

i Select the Regulation button next to each field to see the specific information requirements for the relevant section.

Name

TEST 3 CBP8-31 (UNITED STATES) - TEST 3 CBP8-31 - 8/31/2020 9:03 AM

1. Please identify the individuals representing each party to the transaction and provide the Committee with a name and address for correspondence.

+ Add New

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 and those to whom that individual specifically grants access.

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.

Participant Administration
Persons Associated with the Transaction
General Details
U.S. Business Part 1
U.S. Business Part 2
Foreign Person that is a Party to the Transaction
Document Uploads
Submission Review

Participant Administration




On this tab you may add other individuals to your filing. By adding an individual to a filing, you acknowledge that such individual will be able to view all aspects of the filing other than restricted uploads and to submit the filing to CFIUS. If you add such individual as an admin they may also remove users from the filing and add new registered individuals to the filing with the same abilities. It is your responsibility to appropriately limit and keep current the individuals added to your filing. For frequently asked questions on Party Administration click [here](#). If the individual you wish to add does not have an account, they will need to create one prior to accessing this filing.

Add New

Name ↑	Email	Filing Admin?	Created On
--------	-------	---------------	------------

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.

New additions that are not Payors or Admins are Standard Users

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.

Participant Administration

General Details

Persons Associated with the Transaction

U.S. Business Part 1

U.S. Business Part 2

Foreign Person that is Party to the Transaction

Post-Transaction Plans

Additional Information

Document Uploads

Submission Review

Document Uploads

i

Please upload documentation required for acceptance of the voluntary notice by the Staff Chairperson, and, as applicable, any supplemental attachments you wish to file with your notice.

Documentation submitted through the General Upload feature will be accessible by any individual granted permission to access the notice submission form for the transaction. Should a party to the transaction wish to restrict accessibility of any uploaded documentation, such party may submit such documentation through the Restricted Document feature. Parties may also password protect such documents and relay the document password to Treasury separately. To access the template for a PII upload click [here](#). For frequently asked document upload questions click [here](#). Personal Identifier Information must be submitted via Restricted Upload only.

Under § 800.502, a party or parties filing a voluntary notice of a transaction under § 800.501 shall provide certain additional materials, which may be uploaded below. Please refer to the regulations for a description of information required to be included in your submission. Parties are encouraged to review the regulatory provisions listed below:

- (c) (1) (x) A copy of any partnership agreements, integration agreements, or other side agreements relating to the transaction;
- (c) (1) (xi) (B) ... if so, ... a copy of the document(s) setting forth the post-acquisition governance provisions (e.g., quorum requirements, special rights) for the board of directors or other body;

- 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.
- To upload a document related to an upcoming meeting with CFIUS click the +Upload Meeting Document button.
- Please refer to the [FAQ](#) for additional information on Document Uploads.

General Documents

+ Add New

Name ↑	Document Type	Created On
There are no records to display.		

Restricted Documents

+ Upload Restricted Document

Name ↑	Restricted Document Type	Created On
There are no records to display.		

Contracts Template Upload


+ Create

Name ↑	Created On
There are no records to display.	

Documents for meetings

Upload Meeting Document

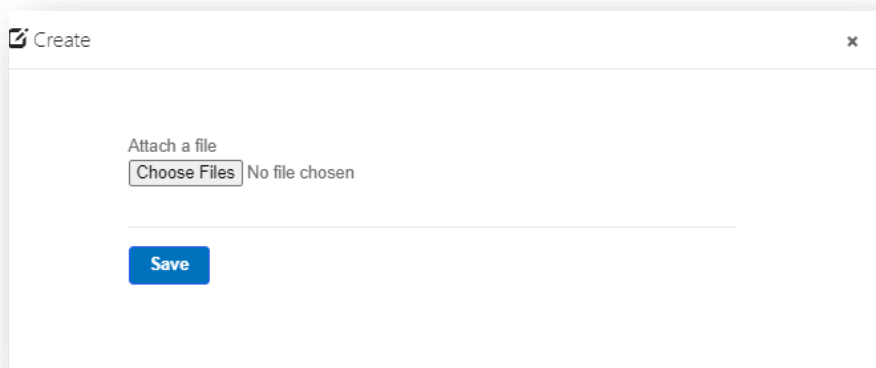
Name ↑	Document Type	Created On
There are no records to display.		


[Privacy Policy](#)

Back
Save
Save & Next

Generate Zip of General Documents

Delete All General Documents



- Click Choose Files button.
- Select the documents to upload and click Open.
- Click Save.
- A pop-up as below appears.

A screenshot of a 'Create' dialog box for the U.S. Department of the Treasury. The title bar shows a pencil icon and the word 'Create'. The main area has a blue header with the U.S. Department of the Treasury logo and name. Below the header, there is a section titled 'Select the Document Type for each document listed below'. This section contains two rows of document information. The first row shows 'Document Name: Sample Photo.PNG' and 'Document Type:' with a drop-down menu. The second row shows 'Document Name: Test document.docx' and 'Document Type:' with a drop-down menu. At the bottom of the dialog is a blue 'Save' button.

- Select a document type from the drop-down for each file uploaded.
- Click Save.

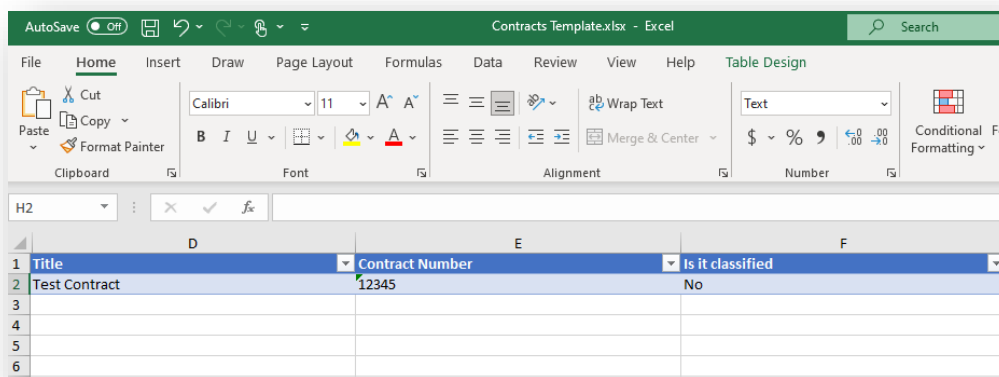
Your selected documents now appear under the General Documents section with the designated document type.

Please note that the ability to upload multiple files at one time is only available under the General Documents section.

How to Upload Records with a Templated Document

Download the appropriate template – the Contract Template is available [here](#); the Facility Template is available [here](#).

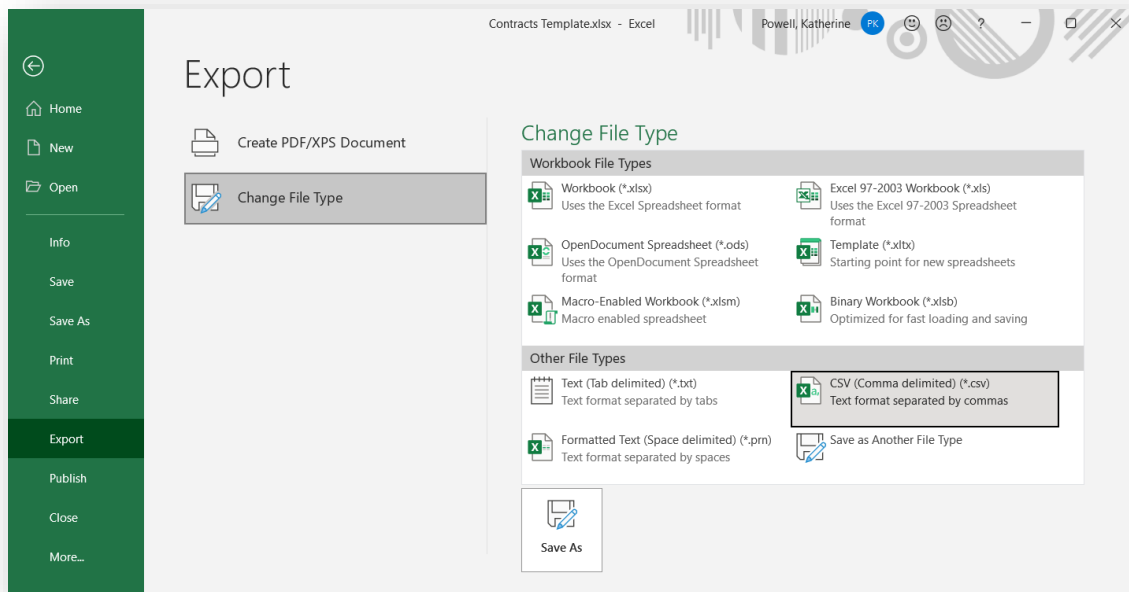
Enter the data into the Excel Template using the columns and dropdowns provided.



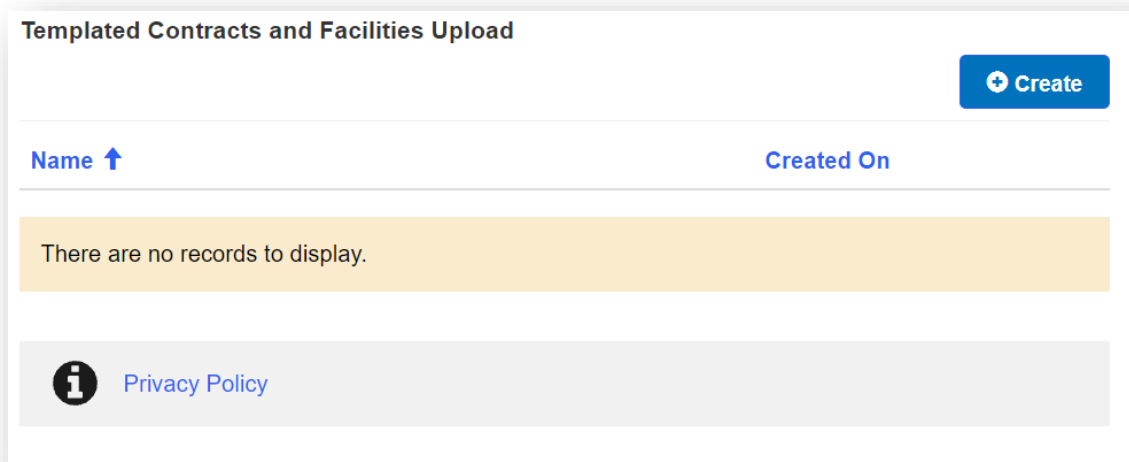
How to Export Document as .csv File

To Export a .csv file:

1. In Excel, select File.
2. In the left Navigation Bar, select Export.
3. Select Change File Type.
4. Under the "Other File Types" section, select CSV (Comma Delimited) (*.csv).
5. Click Save as.



In the portal click +Create under Templated Contracts and Facilities Upload.



Select the Record Type that you are uploading, select the .csv file that you created.

Click “Next” and the records will be uploaded and added to the sub grid.

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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.

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	▼

For restricted documents, an individual can be added to view the attachment. To do so:

- Click on the View Details dropdown.

Restricted Documents				Upload Restricted Document
Name ↑	Restricted Document Type	Created On		
Restricted	PII	11/20/2020 3:13 PM	☑	<div>View Details Delete</div>
<div>i Privacy Policy</div>				
<div>Back Save Save and Next Generate Zip of General Documents</div>				

- The CFIUS – Restricted Document Edit form appears.
- Click on the Add Access Via Email button.

CFIUS - Restricted Document Edit

Restricted Document


Name

Restricted Document Type

Note Text

7 minutes ago
 Viviane
 Tawadros

Documents

 Restricted.docx (11.23 KB)

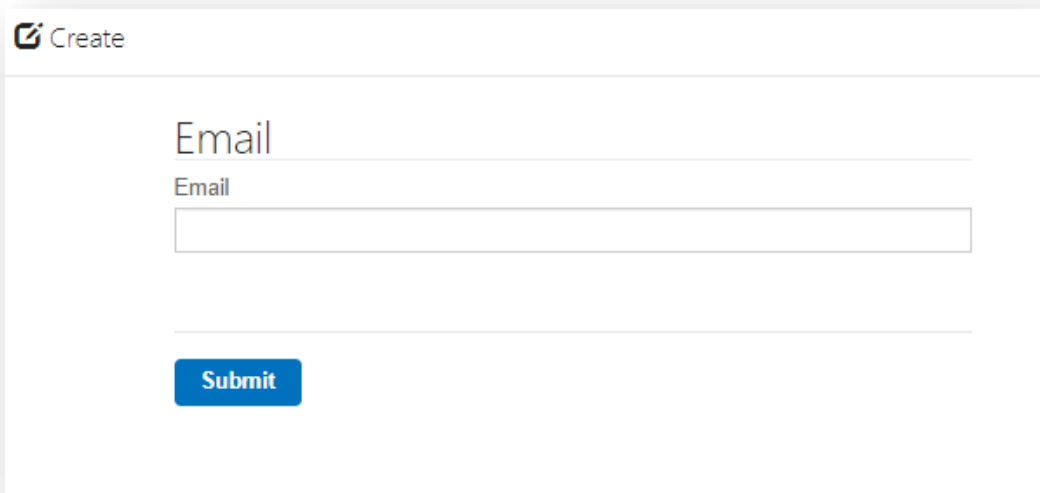
[Add Access via Email](#)

Name ↑	Email	Filing Admin?	Payer Only?	Created On
There are no records to display.				

[Save](#)

The Create Email form appears.

- Enter the email of the individual to be added for access to the restricted document and click on the Submit button.
 - Please note that the individual must have been previously added as a transaction participant on the filing. Refer to section How to Add Others to a Submission.

A screenshot of a web form titled 'Create' in the top left corner. The form has a white background with a light gray border. Below the title, the word 'Email' is displayed in a large, dark font. Underneath 'Email', there is a smaller, red 'Email' label followed by a rectangular input field. At the bottom of the form, there is a blue button with the word 'Submit' in white text.

The email of the individual displays as below. Click on the Save button to continue.

If the individual was previously added as a transaction participant, the email of the individual will display as below, and the individual will be able to view the restricted document. However, if the individual was not previously added as a transaction participant, the email will not display, meaning the individual will not be able to view the restricted document.

CFIUS - Restricted Document Edit

Restricted Document


Name

Restricted Document Type

Note Text

18 minutes ago
Viviane
Tawadros

Documents

 Restricted.docx (11.23 KB)

[Add Access via Email](#)

Name ↑	Email	Filing Admin?	Payer Only?	Created On
test (BARBADOS) - Test - 10/6/2020 11:41 AM - Viviane	viviar	<input checked="" type="checkbox"/> Yes	No	10/6/2020 11:41 AM

[Save](#)

How to Delete a Document

To delete all general documents uploaded, click on the Delete All General Documents button. The following prompt will appear. Click Delete.

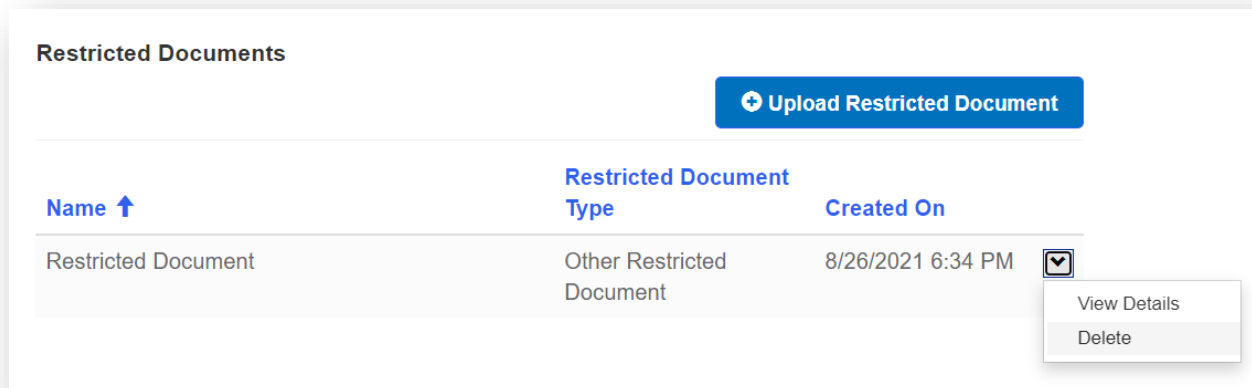
There are no records to display.

Delete All Submitted Documents

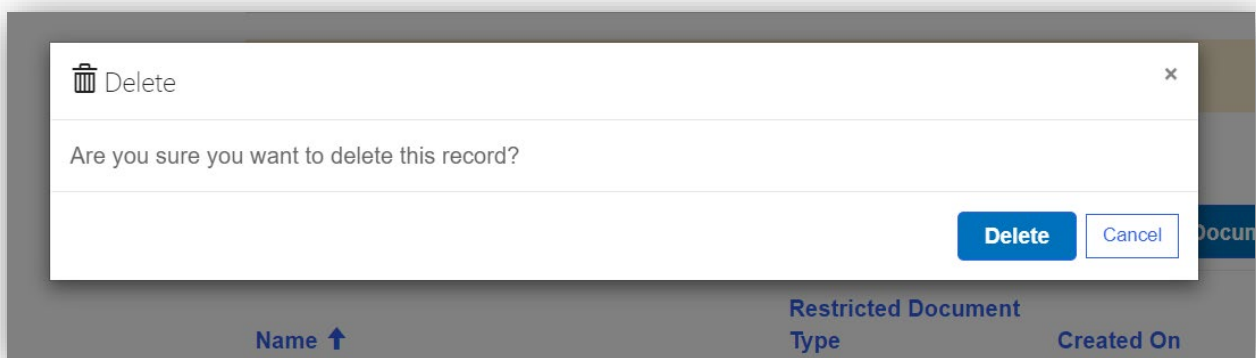
Are you sure you want to delete all Submitted Documents?

[Delete](#) [Cancel](#)

Alternatively, you can delete individual documents by selecting Delete under the down arrow as shown below.



The following prompt will appear. Click Delete.



How to File a Submission

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

Certification

☐ We have uploaded signed certifications and are prepared to submit this as a formal filing.

Back

Save

Save and Next

Generate Document: Official Format

Generate Document: Unofficial Format

Submit Draft Notice

Submit Final Notice

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.

Certification

☒ We have uploaded signed certifications and are prepared to submit this as a formal filing.

Back

Save

Save and Next

Generate Document: Official Format

Generate Document: Unofficial Format

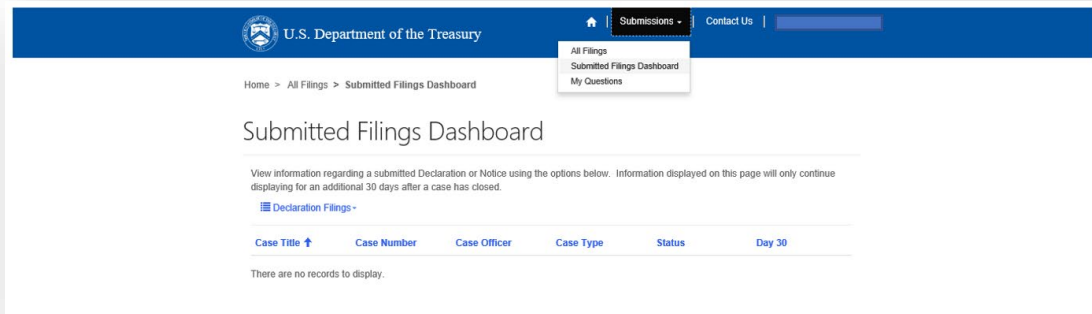
Submit Draft Notice

Submit Final Notice

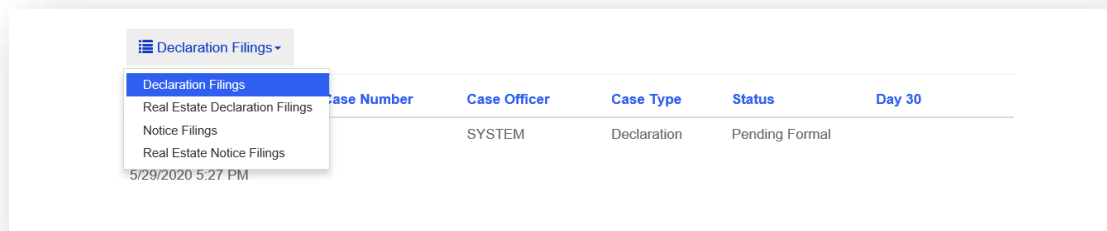
If you have previously submitted this filing as a formal, you may need to uncheck and re-check the certification box in order to submit.

How to View Your Filings

Click the Submissions button in the top menu and select Submitted Filings Dashboard.



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



Your submitted filings of that type will display as in the screenshot below. Use the scroll bar to view all the column information.

Submitted Filings Dashboard

View information regarding a submitted Declaration or Notice using the options below. Information displayed on this page will only continue displaying for an additional 30 days after a case has closed.

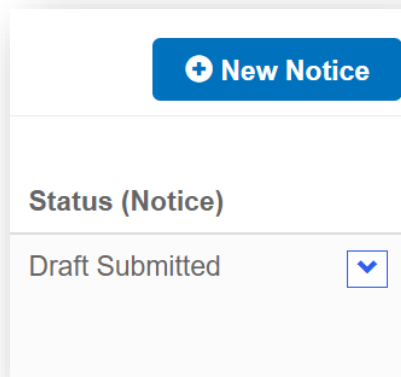
[Notice Filings ▾](#)

le	Case Number	Case Officer	Case Officer Email	Case Type	Status	Review Day 45	Investigation Day 45	Fee Payment Status	Filing Complete Date
XX-1152020	Christopher Swearingen	Christopher.Swearingen@treasury.gov	Notice	Mitigation	12/21/2020				

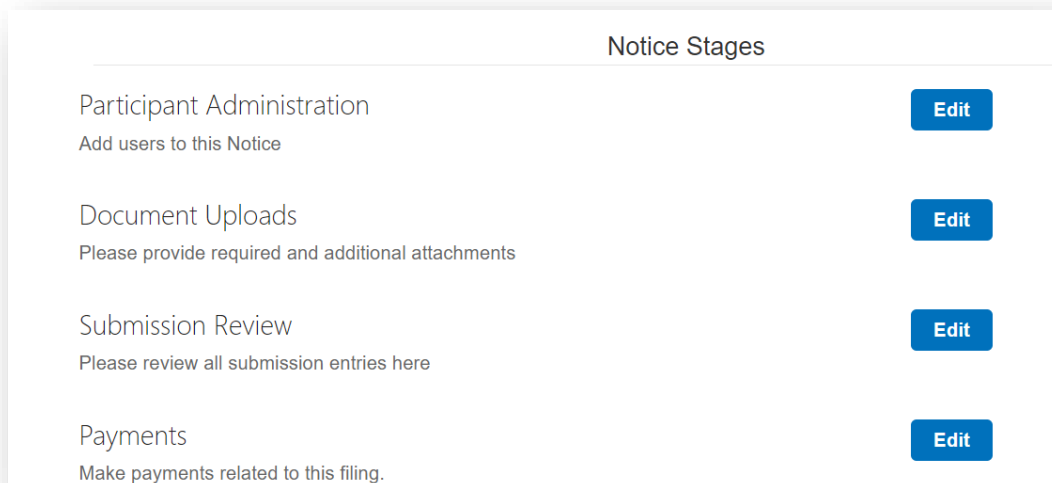
The Filing Process

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.



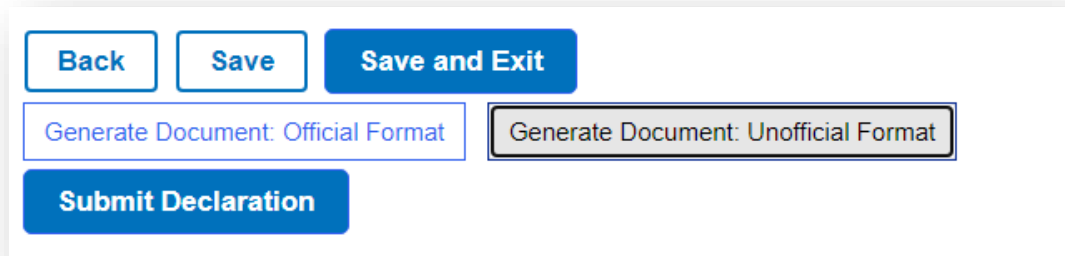
- Parties may upload additional General or Restricted attachments; however, they may not delete any attachments.
- The Submission Review tab will show a Read-Only view of the information that was entered for the submission.

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

How to Generate 800 Declaration in Unofficial Format

- For the 800 Declaration, navigate to the Submission Review page.
- Click on the Generate Document: Unofficial Format button.

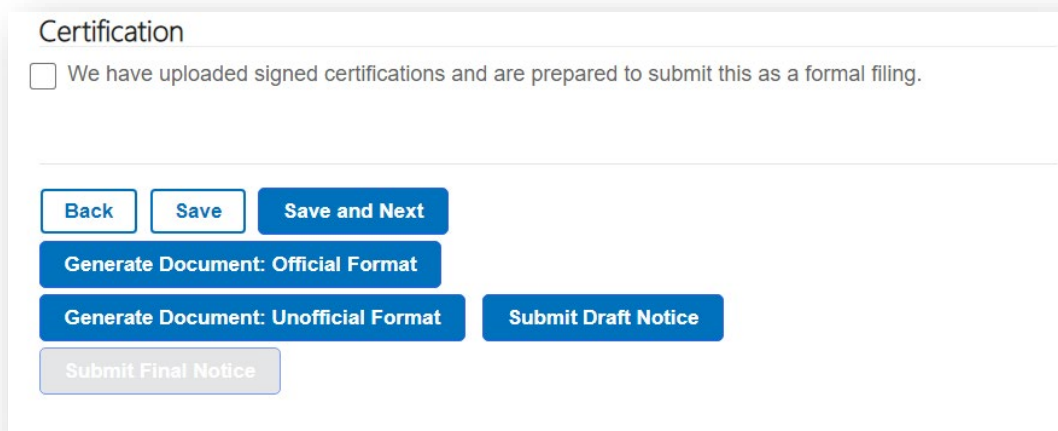
You may need to refresh the page for the document to appear. You will notice that the unofficial format displays the information in the same order as it was entered in the CMS.



A screenshot of a web interface showing a row of buttons. From left to right: a blue button labeled 'Back', a blue button labeled 'Save', and a blue button labeled 'Save and Exit'. Below these are two more buttons: 'Generate Document: Official Format' (highlighted with a red border) and 'Generate Document: Unofficial Format' (highlighted with a red border). Below these two is a single blue button labeled 'Submit Declaration'.

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.



A screenshot of a web interface titled 'Certification'. It contains a checkbox labeled 'We have uploaded signed certifications and are prepared to submit this as a formal filing.' Below this is a row of buttons: 'Back', 'Save', and 'Save and Next'. Below these are three buttons: 'Generate Document: Official Format', 'Generate Document: Unofficial Format', and 'Submit Draft Notice'. At the bottom is a button labeled 'Submit Final Notice'.

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.

Participant Administration Add users to this Notice	Edit
General Details Please provide a general introduction of the transaction	Edit
Persons Associated with the Transaction List all U.S. and foreign parties, parents, and owners	Edit
U.S. Business Part 1 Please provide general details about the U.S. Business and its related products, services, and contracts	Edit
U.S. Business Part 2 Please provide details about the U.S. Business's data and technology	Edit
Foreign Person that is Party to the Transaction Please provide general details about the Foreign Person that is party to the transaction	Edit
Post-Transaction Plans Please provide details regarding the Foreign Party's plans for the U.S. Business following the transaction	Edit
Additional Information	Edit
Document Uploads Please provide required and additional attachments	Edit
Submission Review Please review all submission entries and submit Notice here	Edit
Payments Make payments related to this filing.	Edit

Note: Before submitting a payment, please ensure automatic debits are not blocked by your bank through an ACH Debit Block, ACH Positive Pay or ACH Fraud Prevention Filter on your account. To allow for automatic debits, contact your bank and add the U.S. Department of the Treasury's ACH Company ID of 2001000104 to your allowed list.

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

Payments

Create New Payment

Name ↑	Amount Due	Bnk Post Date	Fee Payment Status	Payment Type	Settlement Date	Submission Date	Transaction Status
--------	------------	---------------	--------------------	--------------	-----------------	-----------------	--------------------

There are no records to display.

Submit

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.

CFIUS - Notice Payment Create

Fee Payment Details

Name

Fee Payment|

Transaction Range

\$500,000 to \$4,999,999.99

Amount Due

-750

Next

The Portal will now redirect users to Pay.gov to complete the transaction. Provide the required checking or savings account information. Click Continue.

Committee on Foreign Investment in the United States (CFIUS)

Please enter checking or savings account information below.

* Indicates required fields

Agency Tracking ID: 637319047075319506

Payment Amount: \$750.00

* Account Holder Name:

* Account Type:

Routing Number	Account Number	Check Number

* Routing Number:

* Account Number:

* Confirm Account Number:

[Cancel](#)

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

Δ Authorization

* ☒ I agree to the Pay.gov authorization and disclosure statement.

[Previous](#)

[Cancel](#)

[Continue](#)

Pay.gov will direct users back to the Portal.

CFIUS - Payment Success Page

Fee Payment Details

Name

Fee Payment

Payment Type

Transaction Range

\$500,000 to \$4,999,999.99

Amount Due

\$750

Transaction Status

Succeed

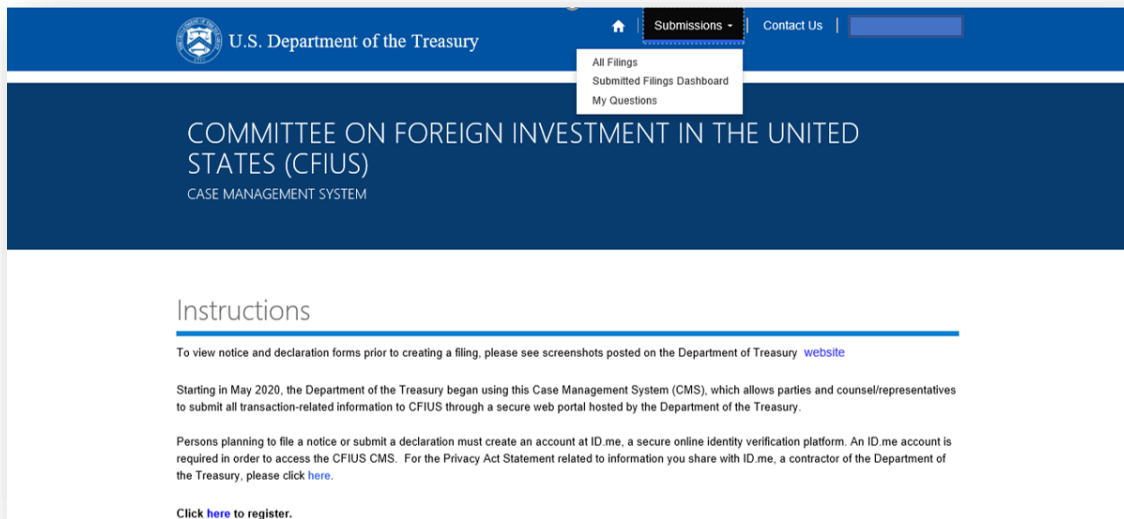
Submission Date

8/1/2020

Close

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.

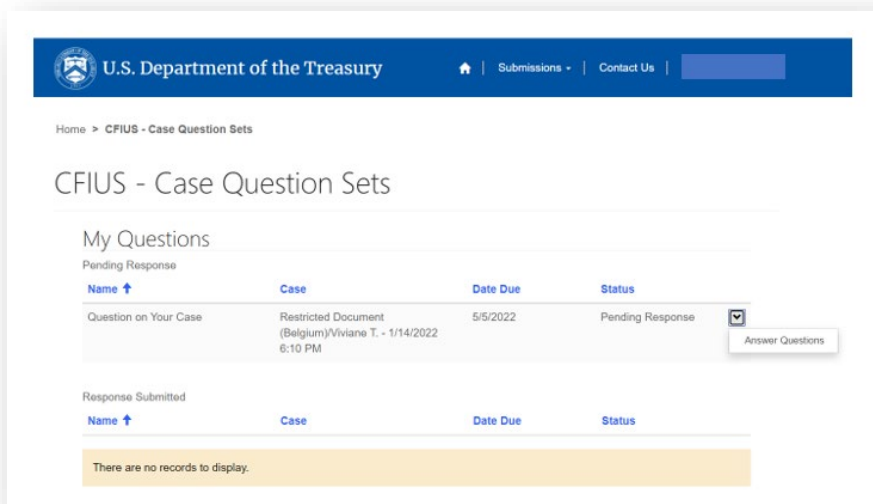


Questions related to your submissions pending your response and questions already answered will display on the CFIUS – Case Question Sets page.

Access to question sets is managed by your case officer. If you do not see a question set, contact your case officer to enable your access to the question set accordingly.

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 – Multiple Questions page displays. Please note there may be a different due date listed for a question if an extension has been granted. A page displays with all the questions related to your filing. You can answer each question accordingly by entering your response in the Answer rich text box.

Home > CFIUS - Multiple Questions

CFIUS - Multiple Questions

Question:
This is a question regarding your case.

Answer:

Ready for Submission? ☐ Yes ☒ No

File Edit View Insert Format Tools

Div System Font 12pt B I U A L

Enter answer here..

DIV 0 WORDS POWERED BY TINY

You can choose to upload an attachment to be associated with the given question. Scroll to the bottom of the CFIUS – Multiple Questions page to the General Documents and Restricted Documents sections to upload a document associated with your answer. Click on either the Add General Document button or the Add Restricted Document button accordingly.

You are able to add users to restricted documents associated with a question set. Once you upload a restricted document, click on the View Details dropdown.

Documents

General Documents

[Add General Document](#)

Name ↑	Document Type	Created On
There are no records to display.		

Restricted Documents

[Add Restricted Document](#)

Name ↑	Restricted Document Type	Created On
Keyword	PII	8/25/2022 12:06 PM

Generated Documents

There are no notes to display.

View Details
Delete
Edit

The Restricted Documents page displays. Click on the Add Access Via Email button to add a user to be able to view the restricted document.

Restricted Documents

Name
Keyword

Restricted Document Type
PII

Note Text
9 minutes ago

Keyword.docx (11.23 KB)

Add Access via Email

Name ↑	Email	Created On
There are no records to display.		

Submit

The Email page displays. Enter the email address and click on the Submit button.

Create

Email

Email

Submit

The email is added on the Restricted Documents page. Click Submit. This enables the system to match up the email address you entered to a contact in the system to allow for that permission.

The screenshot shows a form for adding a restricted document. It includes a 'Name' field with the value 'Keyword', a 'Restricted Document Type' dropdown menu set to 'PII', and a 'Note Text' area containing the text '17 minutes ago Viviane Tawadros' and a file icon labeled 'Keyword.docx (11.23 KB)'. A blue button labeled 'Add Access via Email' is positioned below the note text. At the bottom of the form is a 'Submit' button. Below the form, a table displays a single record with columns for 'Name', 'Email', and 'Created On'. The 'Created On' column shows the date and time '8/25/2022 12:20 PM'.

Name ↑	Email	Created On
		8/25/2022 12:20 PM

You can also add users to question sets by clicking on the Add Participant button in the Participant Administration section on the CFIUS – Multiple Questions page.

The screenshot displays the 'Documents' page, which is organized into three sections: 'General Documents', 'Restricted Documents', and 'Generated Documents'. Each section has a corresponding 'Add' button (e.g., 'Add General Document', 'Add Restricted Document'). Below each button is a table with columns for 'Name', 'Document Type', and 'Created On'. All three tables currently show the message 'There are no records to display.'.

Name ↑	Document Type	Created On
There are no records to display.		

Name ↑	Restricted Document Type	Created On
There are no records to display.		

Generated Documents	
There are no notes to display.	

Participant Administration

[Add Participant](#)

Full Name ↑	Email	Company Name	Business Phone
Viviane Tawadros	viviane.n.tawadros@accenturefederal.com		

Generated Documents

There are no notes to display.

Participant Administration

[Add Participant](#)

Full Name ↑	Email	Company Name	Business Phone
Viviane Tawadros	viviane.n.tawadros@accenturefederal.com		

[Download All General Documents](#)
[Submit Partial Answers](#)
[Submit All Answers](#)

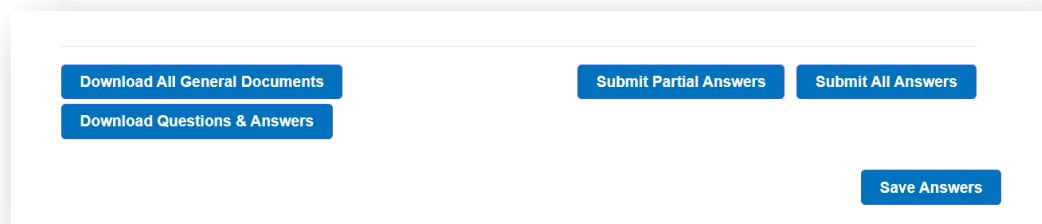
[Download Questions & Answers](#)
[Save Answers](#)

To save your answer response without submitting, click on the Save Answers button. The status of your response remains Pending Response on the CFIUS – Case Question Sets page.

To proceed with submitting certain questions from the question set, click the “Yes” radio button for “Ready for Submission?”. Select “Submit Partial Answers” and the questions marked for submission will be submitted to your Case Officer. You will still be able to answer the remaining questions in the given question set.

Once you submit responses to all answers, the status of your response updates to Response Received on the CFIUS – Case Question Sets page.

You can also generate a document of your question response by clicking on the Download Questions & Answers button. You can also download general documents by clicking on the Download All General Documents button.

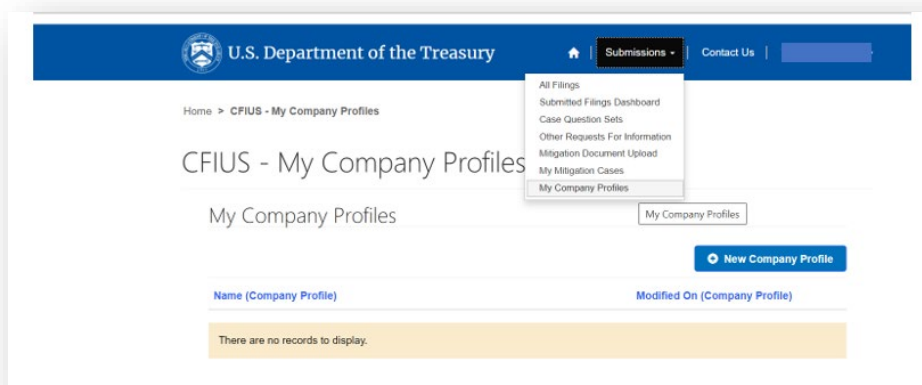


After you generate the document of your question response, you can click on the back button to return to your CFIUS - Case Question Sets page.

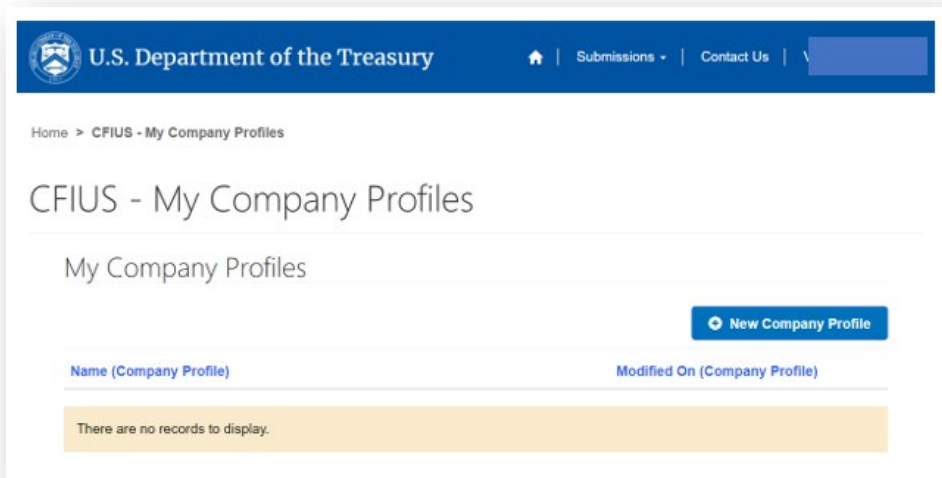
Responses to a question set sent in via this method will be visible to all others to whom the question set was distributed. If a question set was only distributed to one side of a transaction, the response will be confidential.

How to Create Company Profiles

You are able to create a “Company Profile” which saves information regarding an acquirer that can be auto-filled into a newly created filing. You can add a company profile by selecting My Company Profiles dropdown on the Submissions dropdown.



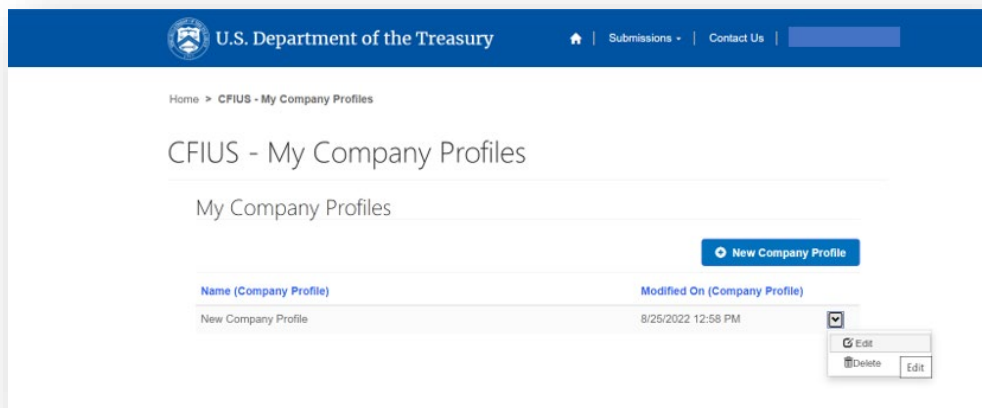
The CFIUS – My Company Profiles page displays. Click on the New Company Profile button.



Enter the name of the new company profile. Click Create New Record button.

This screenshot shows the 'Create Company Profile' page. The header and breadcrumb trail are consistent with the previous page. The main heading is 'Create Company Profile'. Below it is a form with a single text input field labeled 'Name'. At the bottom of the form is a blue button labeled 'Create New Record'.

The new company profile record is created. Click on Edit.



The CFIUS – Company Profile – Edit page displays. You can then enter all the details associated with this profile. On this page you can enter information related to an acquirer regarding both Declaration and Notice questions. Information from the appropriate fields will fill in on either type of filing you create using this profile. Scroll down to click on the Save button once the details are entered.

CFIUS - Company Profile - Edit

You can fill in information below related to a party and have this information automatically fill into a new filing on creation. Please note that some fields below are applicable to Declarations only and some are applicable to Notices only. You may fill in information related to all filing types and this profile will fill in the relevant fields for any filing it is associated with. At the bottom of the page you may grant access to use/edit this profile to other users.

Name

New Company Profile

Representative Information - All Filing Types

Add New

Name ↑	Company/Firm of Representative(s)	Created On
There are no records to display.		

Party Information - Split by Type of Filing

At the bottom of the page, you also have a Participant Administration section where you can provide access to this profile to other users in the system. Simply add them here as you would for a filing and they will also be able to edit and use the profile you have created.

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](https://pay.gov).