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# 2019 BE-10 eFile Guidance



# Table of Contents

Overview
How to Link a Survey4
Select Correct Survey and Filing Period7
Updating Mailing Address
Navigation Tips
Requesting an Extension10
File a Claim for Not Filing10
A. File a Claim for Not Filing for the Whole Company10
B. File a Claim for Not Filing for Individual Affiliates12
Download and Submit Forms14
Adding and Deleting New Affiliates16
Secure Messages17



### Overview

This document provides step-by-step guidance on how to use BEA's electronic filing system (eFile) to submit your 2019 Benchmark Survey of U.S. Direct Investment Abroad (BE-10). eFile is the most secure and convenient filing method, providing a confirmation of submission and access to your previously submitted eFile data. You can also now file Extension requests and Claims for Not Filing through the eFile system.

Proceed to **Select Correct Survey and Filing Period (page 7)** below if you have previously submitted your BE-10 or BE-11 report using BEA's eFile system. If this is your first time using BEA's eFile system to submit a BE-10 or BE-11 report, continue with **How to Link a Survey (page 4)** below to add or link a BE-10 survey to your eFile User Account. If you need assistance with creating an eFile User Account please refer to step 1 on page 2 of the following link: <u>https://apps.bea.gov/efile/efile\_link\_instructions.pdf</u>.



# How to link a survey

### <u>Step 1</u>

Once you have logged into your eFile account, select either: **"Survey Tools"** or **"Need to link or add a survey?"** from your User Account Homepage, highlighted below.

### eFile - User Account Homepage/Survey Selection

To file a survey with BEA, surveys must be linked to your user account using one of the options in Survey Tools. Once linked, the surve page below. (Scroll down or click here to access your previously linked surveys.)

Looking for a secure message? (PDF File)	
User Info	
Name:	
Email:	1
Phone:	·
Update User Info	
Change Your Password	
Log Out	
Linked Surveys	

### Need to link or add a survey?

### Step 2

From there you need to select the survey to be linked from the drop-down menu. Select "BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad".

# eFile - Survey Tools: Select Survey

Select the survey you need to add or link:

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad

Next Step

۳



### Step 3

From here it is important to identify if you are linking using a **BEA ID** or if you are a **New Filer.** On the **eFile - Survey Tools page**, review the options, and select the one that applies.

eFile - Survey Tools: Select Survey

To file a **BE-11 Annual Survey of U.S. Direct Investment Abroad** click the button below: Link a **BE-11 Survey** 

To file a **2019 BE-10 Benchmark Survey of U.S. Direct Investment Abroad**. Please review the below criteria and select the appropriate option to file a BE-10 survey.

#### Click the button below if the following apply:

- You received a notification letter to file a 2019 BE-10 report
- You have previously filed a BE-577 Quarterly Survey or a BE-10 benchmark or BE-11 annual survey

Link a BE-10 Survey

### Click the button below if the following apply:

• The entity being reported has never filed on the BE-10, BE-11, or BE-577 surveys previously and you did NOT receive a BE-10 notification letter.



a. If you have previously filed a BE-10, BE-11, or BE-577 survey or have received a notification in the mail with a BE-10 ID number not starting with the letter "R", select Link a BE-10 Survey. On the eFile Link Request page (shown below) complete all required information. Including the BEA ID (the six-digit number above the Name and Address on the BE-10 letter your received) will greatly expedite the process and help ensure the accuracy in account maintenance. If this is your first time filing and you DID NOT receive a notification with a BE-10 ID or you received a notification with a BE-10 ID starting with the letter "R" continue down to Step 3.b (page 6).

The BE-577 bulk import (csv) file has changed for 2020 Q1. You must use the new templates. See https://apps.bea.gov/e	file/be577_bulk_import.cfm
Survey*	BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad
First Name*	
Last Name*	
Company Name (The name of the entity being reported. If you are filing on behalf of another company, enter that company's name.)*	Contraction of the local division of the loc
Telephone Number*	
email Address*	
Confirm email Address*	
Fax Number	
BEA ID or eFile ID as it appears on correspondence from BEA (not the same as your username)	
Comments or Additional Info (Limit 500 Characters)	
Next Step	

### eFile Link Request

Request access for eFile. Fields denoted by \* are required.



### After you enter the information, you need to verify it is correct before submitting.

Verify the Info	rmation
verify the mio	iniation.
Verify the informatio	n below. If everything is correct, click "Submit Request", otherwise click the "Make Corrections" butto
-	The second li
Survey: First Name:	BE-10/11
ast Name:	
Company Name:	
Phone Number:	
email address:	
Fax Number:	
Address Label ID:	
Comments or Addition	ial Info:
Submit Request Ma	the Corrections
Submit Request Ma	Re Corrections

```
OR
```

b. If this is your first time filing a BE-10, BE-11, or BE-577 survey and you **DID NOT** receive a notification with a BE-10 ID or you received a notification that had a BE-10 ID starting with the letter "R", select **Add New BE-10 Report**.

On the **eFile – New Report** page complete all required information.

### eFile - New Report

BE-10 Benchmark Survey of U.S. Direct Investment Abroad New Report

Complete the information below to begin. Items with a \* are required.

If you are filing the BE-10 and received a letter with a Le	ad ID beginning with "R", please provide that ID below.
BE-10 "R" ID:	
Ma	ailing Address
(This is where BEA should send survey forms and relate	d correspondence regarding this survey. Fields with * are required.)
Company Name*:	
In Care Of:	
Attention:	
Title:	
Street 1*:	
Street 2:	
City*:	
State/Territory/Province (if in the U.S. or Canada)*:	<b>v</b>
Zip/Postal Code (if none, enter N/A)*:	
Country (if not the U.S. or a U.S. territory):	T
Cont	act Information
(This is the individual BEA should conta	ct regarding this survey. Fields with * are required.)
Contact Name*:	
Phone Number*:	
Fax Number:	
E-mail Address*:	
Submit	



### Step 4

If you are filing a BE-10 for more than one US Reporter, you will need to submit a separate link request for each US Reporter. Also, if you need to file more than one BEA survey, such as the BE-10 and the BE-577, then you will need to submit a separate link request for each survey.

If you selected the "Link a BE-10 Survey" option in Step 3a (page 5), you must wait for confirmation from BEA before the survey can be linked to your eFile user page. This process can take up to 24 hours. Once you receive your email confirmation, proceed to Select Correct Survey and Filing Period, which is located on this page.

If you selected the "Add New BE-10 Report" option in Step 3b (page 5) your new ID will be automatically linked to your User Account Homepage and no confirmation is required. Proceed to Select Correct Survey and Filing Period, which is located on this page. DO NOT select "Add New BE-10 Report" if you received a notification letter with a BE-10 ID that doesn't begin with the letter "R", this could result in delays and additional follow up from BEA.

### Select Correct Survey and Filing Period

### <u>Step 1</u>

Under "Linked Surveys" in your User Account Homepage, click "Select" for the company you are required to file for. You may have multiple surveys listed so it is important to make sure you are under the BE-10/11 survey section, as highlighted below.

Foreign Direct Investment in the US

BE-12/15 Benchmark/Annual Survey of Foreign Direct Investment in the United States



(9999987\_2)

US Direct Investment Abroad

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad

ct (E000081\_1)

### Step 2

Select the appropriate filing period.



Below is a list of all of the eFile survey periods available for the BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad for

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abro			
Filing Period	Select	Required Documents Filed	
2019 Annual	Select	0 of 1	

# **Updating Mailing Address**

If there are any changes in mailing address, please provide an update. You can also access your secure messaging mailbox from this page (which appears after you select the 2019 period year shown in the screenshot above).

	(This is where BEA should send survey fo	Mailing Address (This is where BEA should send survey forms and related correspondence regarding this survey for My Test Company, Fields with * are required.)			
	Reporting Entity Name:	Company			
Account Tools	In Care Of:				
Logout	Attention:				
Back to Period Selection	Title:				
Back to Survey Selection	Street 1*:				
	Street 2:				
	City*:				
	State/Province (if in the U.S. or Canada)*:	•			
	Zip*:				
	Country:				
Secure Messaging - (See FAQs)	(This is the individual BEA should contac	Contact Information t regarding this survey for My Test Company. Fields with * ar required.)			
Communicate Securely With Bl	A Contact Name*:				
Secure Messaging - 2019 Benchmark	Phone Number*:				
Received Items 0 (0 unread	Fax Number:				
Sent Items 0	email Address*:				
Go to the Secure Mailbox	Update Ac	ddress and Contact Information			
	Note: Any change in the Reporting Ent forms until i	ity Name may not be reflected in BEA mailings or electronic t has been reviewed by BEA staff.			

# Navigation Tips

To return to your User Account Homepage, click the "Back to Survey Selection" button.

Survey Filing

Logout Back to Survey Selection Import Data



To select a different filing period for the survey, click "Back to Period Selection".

Account Tools
Logout
Back to Period Selection
Back to Survey Selection

To change the email or phone number associated with eFile user account, select "Update User Info" from the User Account Homepage.

User Info	
Name:	
Email:	
Phone:	
Update User Info	
Change Your Password	1
Log Out	

To change the password for your eFile User Account, select "Change Your Password" from the User Account Homepage.

User Info
Name:
Email:
Phone:
Update User Info
Change Your Password
Log Out



# Requesting an Extension

From the User Account Homepage select the company to file for and then select the appropriate filing period (shown in **Steps 1 and 2** of **Select Correct Survey and Filing Period page 7**). From there scroll down and click "Request Extension" (as shown below).

Form Tools	
Update Submission Status	
Submit All Saved Documents	
Import Data	
Look up Industry Codes	
	•
IMPORTANT!!!	
If you are using the <b>Google Chrome</b> browser, our PDF for	rms may not work correctly. See our page on how to use the eFile system with Google Chrome before
proceeding.	
Extension Request:	
If you need more time to file, you can request an extension	by clicking the button below.
,	-,
Request Extension	

# File a Claim for Not Filing

If your company received a notification from BEA to file the BE-10 survey and all or part of the company do not meet the survey requirements, you can let us know by submitting a Claim for Not Filing.

### A. File a Claim for Not Filing for the Whole Company

From the User Account Homepage select the company to file for and then select the appropriate filing period (shown in **Steps 1 and 2** of **Select Correct Survey and Filing Period page 7**). Below the extension request you will see a box labeled "Forms". Under "BE-10/11A" in the "Form" column click the "File Exemption Claim" button.

			Forms			
Foreign ID	Company Name	Country	Form	Filing Status	Submission Status	Download
0000	Company		BE-10/11A File Exemption Claim	Required		This form has not yet been downloaded. Download
9999	Company		BE-10/11D	Required		This form has not yet been downloaded. Download
	If you need an extra page to	enter data, select	the form from the following list and	click submit. The new	BE-10D	Overflow *
	page will appear as a new form in a list below. Click the download button to enter data.			Add Overflow		
New Delete This Affiliate	Affiliate		BE-10B/11B-LF File Exemption Claim	Required		This form has not yet been downloaded. Download
	If you need an extra page to	enter data, select	the form from the following list and	click submit. The new	Supplem	entA ·
page will appear as a new form in a list below. Click the download button to enter data.			Add Overflow			



### Review exemption requirements before selecting "File Exemption".

### **BE-11** Exemption



After you click "File Exemption" it takes you back to company page, where you can access the claim for Not Filing by clicking on the "File Exemption" button in the "Forms" box for the affiliate as shown below.

			Forms			
Foreign ID	Company Name	Country	Form	Filing Status	Submission Status	Download
0000	Company		U.S. Exemption Remove Exemption Claim	Required		This form has not yet been accesses File Exemption
9999	Company		86-10/11D	Required		This form has not yet been downloaded. Download
	If you need an extra page	to enter data, sele	ct the form from the following list and	click submit. The new	8E-10D	Overflow •
	page will appear as a new	form in a list below	w. Click the download button to enter o	deta.	Add Over	flow
New Delete This Affiliate	Affiliate		BE-108/118-LF File Exemption Claim	Required		This form has not yet been downloaded. Download
	If you need an extra page to enter data, select the form from the following list and click submit. The new					
page will appear as a new form in a list below. Click the download button to enter data.						tow



# After completing the contact and certification information you will need to select basis for exemption, and then select "Submit" and click "Save/Submit Data" button.

Part I. Basis of Claim for Not Filing BE-10 Forms Check and complete either A or B								
7. This U.S. person did not own or control, directly and/or indirectly, 10 percent or more of the voting securities of an incorporated foreign business enterprise, or an equivalent interest in an unincorporated foreign business enterprise (including a branch or real estate held for other than personal use) at the end of its 2019 fictual year. <sup>0</sup> Dut diff the 2018 BE-11, Annual Survey of U.S. Direct Investment Abroad report with this Bureau. <sup>0</sup> And did not file a 2018 BE-11, Annual Survey of U.S. Direct Investment Abroad report with this Bureau.								
City State Zip								
BEA ID Number (If Known)  Other - Specify and include reference to section of regulations or instructions on which the claim is based.								
Do you want to: Save Data! Saves the information you have inputted, but does not submit to BEA. Do this if you need to complete the submission later. You must do a "Submit" in order to complete your filing. Submit. This will submit this form to BEA. You can submit multiple times and we will generally use the newest submission. We may reach out by phone, email or secure message if there are questions regarding this report. Save/Submit Data								

### B. File a Claim for Not Filing for Individual Affiliates

From the User Account Homepage select the company to file for and then select the appropriate filing period (shown in **Steps 1 and 2** of **Select Correct Survey and Filing Period page 7**). Below the extension request you will see a box labeled "Forms". There is a "File Exemption Claim" button for each BE-10/11 affiliate. Click on the button for each affiliate you want to complete a Claim for Not Filing for.

			Forms				
Foreign ID	Company Name	Country	Form	Filing Status	Submission Status	Download	
0000	Company		BE-10/11A File Exemption Claim	Required		This form has not yet been downloaded. Download	
9999	Company		8E-10/11D	Required		This form has not yet been downloaded. Download	
	If you need an extra page to	enter data, select	the form from the following list and	click submit. The new	BE-100 Overflow +		
	page will appear as a new fo	orm in a list below.	Click the download button to enter	data.	Add Overflow		
New Delete This Affiliate	Amiliate		BE-100/110-UF File Exemption Claim	Required		This form has not yet been downloaded. Download	
	If you need an extra page to page will appear as a new fo	enter data, select arm in a list below	the form from the following list and Click the download button to enter	click submit. The new data.	Supplem Add Over	ent A +	



### Review exemption requirements before selecting "File Exemption"

### **BE-11** Exemption

If this entity meets the criteria below, click "File Exemption" below. Otherwise, click "Cancel" to go back

A The U.S. Reporter no longer owns or controls, directly, or indirectly, 10 percent or more of the voting securities of the incorporated foreign business enterprise (or an equivalent interest in an unincorporated foreign business enterprise)?

B. ALL of the following apply: 1) the foreign affiliate is a private fund, AND 2) the private fund foreign affiliate does not own, directly or indirectly through another business enterprise, an "operating company" - i.e. a business enterprise that is not a private fund or a holding company - in which the consolidated U.S. Reporter owns at least 10 percent of the voting interest, AND 3) if the U.S. Reporter owns the private fund indirectly (through one or more other business enterprises), there are no "operating company" - its which the consolidated U.S. Reporter and the indirectly-owned foreign private fund. For more information regarding private funds visit www.bea.gov/privatefunds.

File Exemption Cancel

After you click "File Exemption" it takes you back to company page to access the file exemption

			Persu			
Foreign ID	Company Name	Country	Form	Filing Status	Submission Status	Download
0000	Company		85-10/11A File Exemption Claim	Required		This form has not yet been downloaded. Download
9999	Company		88-10 <sup>/</sup> 110	Required		This form has not yet been downloaded. Download
	If you need an odra page to enter da Dick the download batton to enter a	ta, select the form from t late.	the Pollowing list and click submit. The new page will	appear as a new form in a list below.	8E-100 0	enflow • Add Overflow
New elete This Affiliate	Attliate	-	Foreign Affiliate Exemption Remove Exemption Claim	Required		This form has not yet been accessed.

After completing the contact and certification information you will need to select basis for exemption, and then select "Submit" and click "Save/Submit Data" button.

me of Foreign Affiliate in the semption of the is stated in B above. This private fund affiliate meets the exemption of the is stated in B above. This private fund affiliate meets the exemption of the is stated in B above. This private was solid. Easter the date this occurred below. If it was solid to another U.S. entity, provide name and contact information for the new owner below as well.  te private/Bud/WyNC  Address:		
Hister ID:	ame of Foreign Attiliater	
The private fundaments the exemption other is stated in 6 above. The private fundaments the exemption other is stated in 6 above. The private was injudiated, selded, or the U.S. Reporter's direct and indirect connership interest in the attiliate otherwise fell below 10 percent. Enter the date this occurred below. This private was solid Enter the date this occurred below. If it was solid to another U.S. entity provide name and contact information for the new owner below as well.  ter private/Mod/WME  Address:		
Mate ID:		
eck One: The private fund affiliate meets the exemption or there is stated in 6 above. The private was liquidated, solved, or the U.S. Reporter's direct and indirect ownership interest in the affiliate otherwise fell below 10 percent. Enter the date this occurred below. The private was odd Enter the date this occurred below. If it was sold to another U.S. entity, growide name and contact information for the new owner below as well. Is privated was odd. Enter the date the soccurred below. It is another U.S. entity provide the name and address: Nervet: Address:	The second s	
eck One: The private fund affiliate meets the exemption of the is stated in B above. This affiliate was solid. Easter the date this occurred below. If it was solid to another U.S. entirg provide name and contact information for the new owner below as well. expression of the new owner below as well. expression of the new expression of the news end white ess Name: Address:	india NA	
eck One: The private fund affiliate meets the exemption oriteria stated in 0 above. The private fund affiliate meets the exemption oriteria stated in 0 above. The private fund affiliate optimized as the U.S. Reporter's direct and indirect conversible interest in the affiliate optimized to be on 10 percent. Enter the date this occurred below. The private fund affiliate was odd. Enter the date this occurred below. If it was sold to another U.S. entity, provide name and contact information for the new owner below as well. Is private fund affiliate was odd. Enter the date the accurred below. If it was sold to another U.S. entity, provide the name and contact information for the new owner below as well. Nervet Address:		
eck One: The private use affiliate meets the exemption or there is stated in 6 above. The private work block and the exemption or there is stated in 6 above. The private work block and the exemption or there is stated in 6 above. The private work block and the exemption or there is stated in 6 above. The private work block and the exemption or there is stated in 6 above. The private work block and the exemption or there is stated in 6 above. The private work block and the exemption or there is stated in 6 above. The private work block and the exemption or the exemption or the exemption for the new owner below as well.  It is private work block and the exemption or the exemption		
edit One: This private fund affiliate meets the exemption oriteria stated in E above. This private was Stated, sected, or the U.S. Reporter's direct and indirect ownership interest in the affiliate otherwise fell below 10 percent. Enter the date this occurred below. This affiliate was sold. Enter the date this occurred below. If it was sold to another U.S. entity, provide name and contact information for the new owner below as well. Is private was sold. Enter the date this occurred below. It is another U.S. entity provide the name and address. Name: Address:	6324253 S	
The private hand affiliate meets the exemption or iteris stands in 0 above. This affiliate was invalided, separal or the U.S. Reporter's direct and indirect ownership interest in the affiliate otherwise fail below 10 percent. Enter the date this occurred below. The affiliate was invalid Enter the date this occurred below. If it was sold to another U.S. entity, provide name and contact information for the new owner below as well. It a private work of the new owner below as well. It a private the U.S. entity provide the news and address: New No. Address:	eck.Orie:	
This affiliate was insulated, sector, or the U.S. Reporter's direct and indirect ownership interest in the affiliate otherwise fail below 10 percent. Enter the date this occurred below. If it was sold to another U.S. entity, provide name and contact information for the new owner below as well.  Expression of the new owner below as well.  Finance in the another U.S. entity provide the name and address.  Name:  Address:	This private fund affiliate meets the	exemption oriteria stated in E above.
The provide new reaction of the case which the case which the control of the new owner below as well.  te provide name and contact information for the new owner below as well.  te provide name and contact information for the new owner below as well.  Address:	This offlight care the idential spinst	or the LLE. Reported to A fault and indicate to operative interaction the UMU de other color full being of A percent Potential that this top and helper
The #Pflute was pad Enter the date this occurred below. If it was pold to another U.S. entity, provide name and contact information for the new owner below as well. te ym/655yyy) telf to another U.S. entity provide the name and eddress: Name: Address:	The amount was represented, sector	a part of welfords a parter and western owned the second strated of parts to be dear fords one of the parts and parts.
te mm/6d/mm/2. Reamen Reamen Address:	This affiliate was sold. Enter the dat	a this occurred below. If it was sold to another U.S. entity, provide name and contact information for the new owner below as well.
ter min (dd/yny). Bill to avorther U.S. existly provide the name and address: Name: Address:		
ez minudoryyye. Bild to avorden U.S. endity provide the name and address: Name Address:	and the second second	
Address:	Re minida y y y	
Address:	and to provide U.S. and its provide th	a same and address
Address:	the state of the state of the state of the state of the	
A&dress:	PLATINE	
Address:		
Address	1	
	Address	

Do you want to:

Save Data. Saves the information you have inputted, but does not submit to BEA. Do this if you need to complete the submission later. You must do a "Submit" in order to complete your filing.
Submit This will pubmit this form to BEA. You can submit multiple times and we will generally use the newest submission. We may reach out by phone, email or secure message if there are questions regarding this report.

Save Submit



# Download and Submit Forms

You are now ready to fill out the survey.

### <u>Step 1</u>

From the User Account Homepage select the company to file for and then select the appropriate filing period (shown in **Steps 1 and 2** of **Select Correct Survey and Filing Period page 7**). Then scroll down to the list of forms that need to be filed. Then scroll down to the list of forms that need to be filed and select the form you need to file by clicking "Download Form". This will need to be done for each required affiliate form.

Forma								
Foreign ID	Company Name	Country	Form	Filing Status	Submission Status	Download		
8080	- Consum		BE-30/11A File Deception Claim	Required		This form has not yet been downloaded.		
4555	N (SIGCOMMANY		86-30/11D	Required		This form has not yet been downloaded Download		
	If you rood an antis gage to other data Click the download button to enter data	, salect the form from the	tollowing fait and click automit. The new page will	Lappear as a new form in a list below.	86-100-04	erfice • Add Overflow		
New Delete This Attiliate	thy Artilate	-	8E-108/118-LF File Exemption Cain	Required	This form has not yet been downloaded			
	If you need an extra page to enter data, select the turn from the following list and click submit. The new page will appear as a new form in a list below. Click the download button to enter data.							

### <u>Step 2</u>

After downloading you will need to save the form to your computer

Save As									
$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ 🖆 $\Rightarrow$ This PC $\Rightarrow$ Documents									
Organize 👻 New folder									
> 🗄 Documents \land Name	^	Date modified	Туре						
<b>~</b>									
File name: BE10a20190.pdf									
Save as type: Adobe Acrobat Document (*	Save as type: Adobe Acrobat Document (*.pdf)								



### Step 3

Enable all features if needed and then fill out required data. After you finish the form you must click "Save Data" and then "Submit Data to BEA" on the first page of the document.



# 2019 BE-10 eFile

Welcome to the BEA *eFile* system for the 2019 BE-10 Annual Survey of U.S. Direct Investment Abroad. This page is where you can save and/or submit your data. IMPORTANT: If you are using the free Adobe Acrobat Reader software, you will not be able to save data that you enter into the form. You can, however, submit a partially completed form and return to it later by downloading the form again from the *eFile* website. When you download the form after a submission, all of your previously saved data will be filled in. You can then save a copy of the form, along with the data you entered previously, to your computer.

Please note that you must download a separate form for each entity for which you are required to file. You cannot download one form and use it to file multiple affiliates.

You can run a check of your data by clicking the Run Error Checks button. This will run a series of mathematical checks and alert you to possible errors in your data. You are not required to correct the errors before submitting and the checks are not meant to be comprehensive.

When you are ready to submit your document, return to this page (either by scrolling back to the top or by using the buttons on the bottom of each page) and click the Save/Submit Data button. You will be prompted to select either a save or a final submission. You can also do a final submission from the *eFile* website. We will not use your data until you do a final submission.

Thank you for using the BEA eFile system.



Note 1: if you need to resubmit a form or make changes, choose filing period, download submitted form, make changes, and resubmit.

Note 2: if you need to change the form type for an existing affiliate please contact us via a secure message. If it is a new affiliate see instructions for creating and deleting affiliates further below.

Note 3: Make sure you are using Internet Explorer, not Chrome.



# Adding and Deleting New Affiliates

If your company has any affiliates that are not listed in the "Forms" grid, you will need to add them and submit the appropriate form. Below the "Forms" grid you will see a small box labeled "Add New Affiliate." Fill out Company Name, Country of LOCATION, and select form type based on ownership of the affiliate and size (see <a href="https://www.bea.gov/help/faq/1392">https://www.bea.gov/help/faq/1392</a> to determine which form to select). Then click Add New Affiliate.

<u>Note:</u> It is important that this is only used to add new affiliates. **Creating a new affiliate to change the** form type of an existing affiliate might result in additional follow up from BEA.

	Forms									
Foreign ID	Company Name	Country	Form	Filing Status		Submission Stat	us	Download		
0000	Company		BE-10/11A File Exemption Claim	Required	No data has been saved. Be sure t save your data. The message in th Submission Status" button above	o click the Save/Submit I is box will indicate the st to verify the current stat	outton on the form when you are ready to atus of your submission. Click the "Update us.	Click to download the form including any saved data from previous sessions. Download		
9999	Company		BE-10/11D	Required	No data has been saved. Be sure t save your data. The message in th Submission Status" button above	No data has been saved. Be sure to click the Save/Submit button on the form when you are ready to ave your data. The message in this box will indicate the status of your submission. Click the "Update submission Status" button above to verify the current status.				
	If you need an extra page to enter data, select the form from the following list and click submit. The new page will appear as a new form in a list below. Click the download button to enter data. BE-10D Overflow  V Add Overflow									
	Add New Affiliate									
n ID	Company Name		Country		Form	Add New				
lew				<b>v</b>	BE-10B/11B-LF	Add New Affiliate				

Verify the information and click "Add New Affiliate" if correct. If not, make changes and click "Submit".

### eFile: Add New Affiliate

ALERT: Use "Add Affiliate" only if the foreign affiliate is not listed. If the affiliate is listed but has been assigned the incorrect form type (BE-11B(LF), BE-11B(SF), BE-11C), DO NOT create a new affiliate. Please contact BEA at (301) 278-9418 or email be10\_11efile@bea.gov and we will update the form type. Creating a new affiliate to correct the form type results in a duplicate affiliate.

Below is the information you have provided. If the information is correct click the "Add New Affiliate" button. Otherwise, enter the correct information below and click the "Submit" button.

Name:	Affiliate
Form Type:	BE-10B/11B-LF
Country:	

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad 2019 Annual or Benchmark

Add New Affiliate Cancel

If incorrect, enter corrected information below.

Name:	
Form Type:	BE-10B/11B-LF 🔻
Country:	<b>T</b>

Submit	Cancel
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You can delete a new affiliate if you realize you created a duplicate or it is for the incorrect form type. Affiliates can be deleted if you have not submitted a form yet. This can only be done for newly created affiliates not for those that already exist in BEA's system.

	Forms										
Foreign ID	Company Name	Country	Form	Filing Status	Submission Status	Download					
0000	Company		BE-10/11A File Exemption Claim	Required	No data has been saved. Be sure to click the Save/Submit button on the form when you are ready to save your data. The message in this box will indicate the status of your submission. Click the "Update Submission Status" button above to verify the current status.	Click to download the form, including any saved data from previous sessions. Download					
9999	Company		BE-10/11D	Required	No data has been saved. Be sure to click the Save/Submit button on the form when you are ready to save your data. The message in this box will indicate the status of your submission. Click the "Update Submission Status" button above to verify the current status.	Click to download the form, including any saved data from previous sessions. Download					
	If you need an extended of the second of the	ra page to en click submit. v. Click the d	ter data, select the form fro The new page will appear as ownload button to enter da	m the s a new ta.	BE-10D Overflow   Add Overflow						
New Delete This Affiliate	Affiliate		BE-10B/11B-LF File Exemption Claim	Required		This form has not yet been downloaded. Download					
If you need an extra page to enter data, select the form from the following list and click submit. The new page will appear as a new form in a list below. Click the download button to enter data.					Supplement A 🔻 Add Overflow						

# Secure Messages

### Step 1

Select the survey for which you want to view or send a message for from the User Account Homepage.



### Step 2

Select the filing period you want from the bottom of the page and then click "Go to secure Mailbox".



### Below is a list of all of the eFile survey periods available for the B

BE-10/11 Benchmark/Annual Survey of U.S. Direct Investment Abroad		
Filing Period	Select	Required Documents Filed
2019 Annual	Select	0 of 4

# Secure Messaging - (See FAQs)

mark		
d)		
Go to the Secure Mailbox		

### Step 3

### eFile Secure Messaging System

Back to the period selection screen. Back to 2019. View Messages for All Periods

### Messages for 2019

Send a New Message

### Inbox

Filing Period From Subject Attachments Sent Date

### Sent Items

Filing Period Subject Attachments Sent Date

From here you can view message that were sent or send a new message.

### 4/27/2020

Please note that while BEA's surveys are mandatory and businesses are required by law to respond, the contents of these guidance documents do not have the force and effect of law and are not meant to bind the public in any way. These documents are intended only to provide clarity to the public regarding existing requirements under the law or Department policies.