Users who do not have a pre-generated XML file to upload, and need to create a file, must start on page 7 of this reference guide, titled “Create a FATCA XML for Submission.”

Contents
User Registration: .................................................................................................................................................. 3
  GIIN Users: .......................................................................................................................................................... 3
  NON GIIN Users: .................................................................................................................................................. 3
Encrypt XML File for submission: .......................................................................................................................... 4
Decrypt an Encrypted Packet: .................................................................................................................................. 6
Create a FATCA XML For Submission: .................................................................................................................. 7
  Process Submission: .............................................................................................................................................. 8
FAQ: ........................................................................................................................................................................ 9
  Certificates: ............................................................................................................................................................. 9
Digital certificates ....................................................................................................................................................... 9
User Registration:

GIIN Users:
1. You are a Global Intermediary Identification Number (GIIN) user if you have registered for and received your GIIN from the Internal Revenue Service (IRS). Please note that the IRS only updates their public GIIN system at the beginning of every month, due to this fact if your GIIN is missing from our system it may take a month to update in the IRS public GIIN system before updating in the EOI Portal.

NON GIIN Users:
1. You are a Non-GIIN user if, you do not have an IDES GIIN, and do not plan on registering for one. Start by going to the EOI Portal page to register for a Non-GIIN login at https://eoi.gov.tc.
2. You will be taken to the page seen below: Click Register at the top right portion of the page to begin.

   ![Login Page](Image)

   ![Register Page](Image)

3. Fill in your organizations’ name in the FI Name field. Fill out the Password field and Confirm Password field. Once you click register you will be taken to the Encrypt Portal page and a message at the top will display your username. IMPORTANT: Note this username as you will need it to sign-in to the EOI portal page. It will be displayed in the below yellow message:

   ![Username Message](Image)

*** If you forget your username you will have to contact the portal administrator to supply you with your username.
Encrypt XML File for submission:

1. Go to the EOI Portal Site [https://eoi.gov.tc](https://eoi.gov.tc) and login:

2. After logging in you will be taken to the Encrypt Form where you can encrypt your pre-generated XML file to create an IDES Data Packet. Follow the instructions below:

Please ensure that you are using the correct Signing Certificate and Receiver Public Key. If you are transmitting to the United States (US) please follow the below instructions to obtain the US IDES Public Key.

If you are transmitting this file for UK/ Turks and Caicos please download the public key certificate from the EOI Portal: [http://gov.tc/eoi](http://gov.tc/eoi) (see image below for reference) Click Download Security Certificate.
Then click **Sign and Encrypt XML**. The file will then be checked for Schema errors encrypted and submitted to the portal. You will receive a **File Uploaded Successfully** message on the Encrypt Form site. Once you receive the below green message, your submission has been successfully received by the EOI Portal.
Decrypt an Encrypted Packet:

1. Go to the EOI Portal Site https://eoi.gov.tc and login:
2. Once logged into the EOI Portal click on the Decrypt Form tab in the menu bar below. It will automatically route you to the following page. Please follow the directions below before proceeding to step 3.

![Create FATCA](image1)

![Create FATCA](image2)

3. Once you have selected everything click decrypt. You will the below green message stating the **File Decrypted Successfully**. After the message you will be prompted to download the zip file containing the decrypted packet.

![Create FATCA](image3)

**NOTE:** You can only decrypt packets that are sent to you, which were encrypted using your public certificate. To decrypt the file use the corresponding private key for that public certificate to decrypt a packet that was sent to you. If you do not have the corresponding private key the sender would have to re-encrypt the packet using your public key for you to decrypt it.
Create a FATCA XML For Submission:

1. Once logged into the portal select Create FATCA from the menu.

   ![Create FATCA Button](image)

2. *** Please create your profile on your first visit to this page. You will be prompted by the red message below if your profile has not been created. To complete your profile click the blue hyperlink “Profile” in the red alert message and follow step 3 and 4. (If you do not see a red alert message, as below, please skip to step 5).

   ![Create Fatca Submission](image)

3. Click on the blue Profile link to create your profile. You will see this page:

   ![Create Fatca Profile Page](image)

4. Fill out all the information. Only Street, and Country are required fields. Click save and you will be taken back to the Create FATCA page.

5. Once here you will be presented with this page. Follow the steps in the image:

   ![Create Fatca XML Page](image)
Process Submission:
1. Once you are done filling out all the account information in the form you can directly submit this data to the portal by clicking on Process Submission. This will take the information generated and take you to the encryption page.
2. Once the submission is complete you will be redirected back to the Create FATCA page with the following message:

```
Create Fatca Submission

- File Uploaded Successfully.
```

3. You have now successfully completed an upload.
FAQ:Certificates:

Digital certificates

Digital certificates bind digital information to physical identities and provide non-repudiation and data integrity. Before you begin using the portal, each entity should obtain one valid digital certificate issued by an approved certificate authority (CA).

Certificate File Format

Supported formats for the digital certificate are:

- Distinguished Encoding Rules (DER) binary X.509
- Privacy Enhanced eMail (PEM) ASCII (Base-64) encoded X.509

<table>
<thead>
<tr>
<th>Certificate Authority</th>
<th>Type of Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>DigiCert</td>
<td>SSL Plus (Single Name)</td>
</tr>
<tr>
<td>Entrust</td>
<td>Standard SSL</td>
</tr>
<tr>
<td>GlobalSign</td>
<td>Organization SSL</td>
</tr>
<tr>
<td>IdenTrust</td>
<td>TrustID Server (SSL)</td>
</tr>
<tr>
<td>IdenTrust</td>
<td>Organization non-SSL</td>
</tr>
<tr>
<td>StartCom</td>
<td>StartSSL EV</td>
</tr>
<tr>
<td>Symantec/Verisign</td>
<td>Secure Site SSL</td>
</tr>
<tr>
<td>Thawte</td>
<td>SSL Web Server</td>
</tr>
</tbody>
</table>

Any of the above providers can issue a valid certificate for encryption. If you do not have your own certificate you will not be able to utilize the portal. You need to use your own private key from the certificate file. To encrypt the packet. The public certificate is the key that you would receive from the receiving country. If US it would be the IDES certificate. If Turks and Caicos it would be the certificate on the EOI portal.