Online FTZ Information System

U.S. Foreign-Trade Zones Board

OPERATOR USER GUIDE

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Navigation
Account Creation

1. You will receive an email to create an account after being added as a member of an FTZ Operator. The account is for the FTZ Annual Report submission.

This email is to inform you that you have been provided access to the FTZ Board's Online FTZ Information System (OFIS) as a member of Subzone INC within FTZ 910.

To log in, select the "Sign in" option on the top right side of the OFIS main page. From there, select "Sign up now". You will use your email address to set up an account and create a password.

As an operator, you will use OFIS to submit your company's annual report information to your grantee.

If you have any questions, please contact the FTZ staff at: ftz@trade.gov

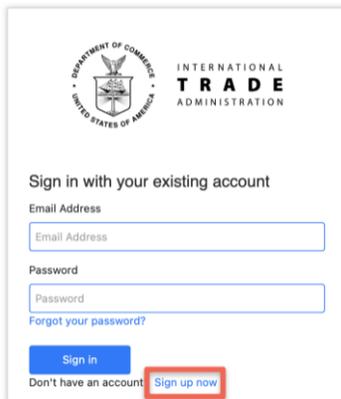2. Click here to access the Online FTZ Information System (OFIS.trade.gov).

3. Click **Sign in** at the top right.

4. Click **Sign up now** at the bottom of the page

5. Fill in the following fields:
   - **First Name**
   - **Last Name**
   - **Email Address**
   - **New Password**
   - **Confirm New Password**

6. Click **Verify Email Address**.

7. You will receive an email with the **Verification Code**.

8. Navigate back to the Application and paste the code.

A verification code has been sent to the email address you provided. Please enter the verification code below.

Verification Code

893024

Verify Code

Send New Code

Create My Account   Cancel

9. Click **Verify Code**.

A verification code has been sent to the email address you provided. Please enter the verification code below.

Verification Code

893024

Verify Code

Send New Code

Create My Account   Cancel

10. Click **Create My Account**.

INTERNATIONAL
T R A D E
ADMINISTRATION

Please provide your details to create an account.

First Name

Abigail

What is this?

Last Name

Dexter

What is this?

Email Address

abbdexter11@gmail.com

What is this?

New Password

•••••••••

What is this?

Confirm New Password

•••••••••

What is this?

Change E-mail

Create My Account   Cancel

11. You will be logged into your new account.

Sign In

1. [Click here](#) to access the Online FTZ Information System (OFIS.trade.gov).

2. Click **Sign in** at the top right.

3. Type in the **Email and Password** used to create your account.

4. Click **Sign in**.

Change Password

1. [Click here](#) to access the Online FTZ Information System (OFIS).

2. Click **Sign in** at the top right.

3. Click **Forgot your Password**.

4. Type in your **Email Address**.

5. Click **Send Verification Code**.

6. You will receive an email with the **Verification Code.**

Verify your email address

Thanks for verifying your simamanage@gmail.com account!

Your code is: 118880

Sincerely,
International Trade Administration

7. Copy the **Verification Code**.

8. Navigate back to the Application and paste the code.

9. Click **Verify Code**.

10. Click **Continue**.

11. Create a **New Password**.

12. Click **Continue**.
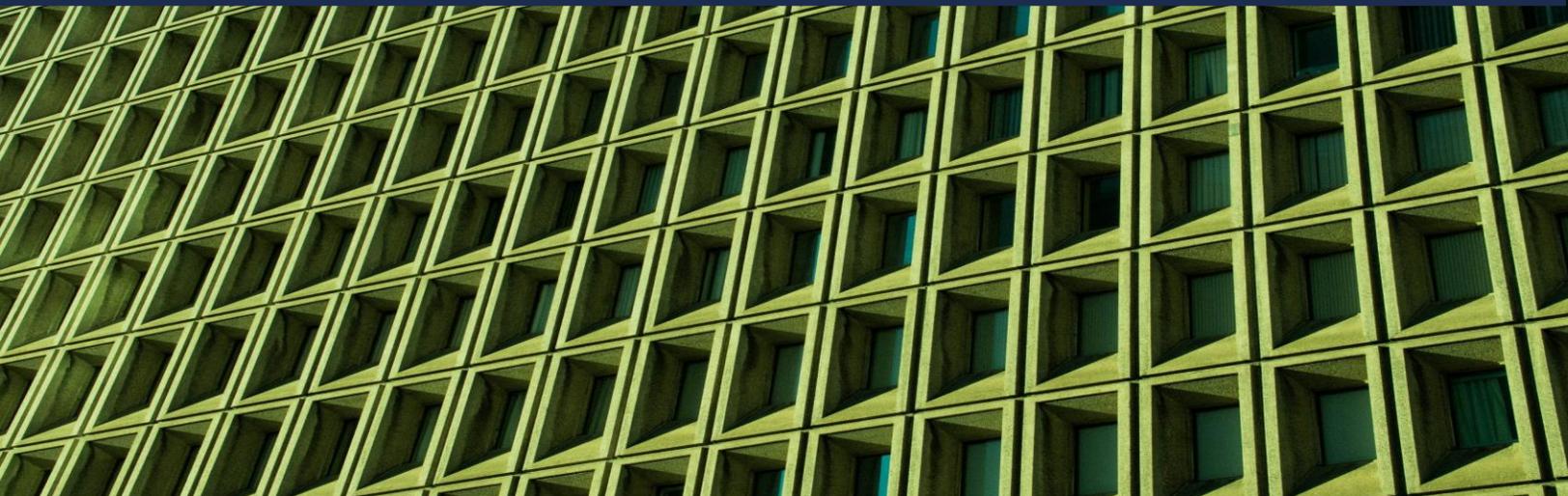
Manage Operator Information

Edit Operator Information

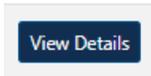1. Click the **Operator Section** button from the Application Homepage.

2. The Operators List will display based on access.

3. Click **View Details** for the appropriate Zone.

4. Click **Edit**.

Company Name
New Service Company

5. Edits can be made to the primary contact information.
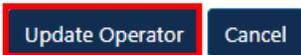

6. Click **Update Operator**.

Add Operator Members

1. Click the **Operator Section** button from the Application Homepage.

2. The Operators List will display based on access.

3. Click **View Details** for the appropriate Zone.

4. Click **Edit**.

5. Scroll to Operator Members.

6. For the Operator Member enter:
   - First Name
   - Last Name
   - Email Address

7. Click **Add Member**.

Add Member

8. The New Member will be added.

Melissa   Jones   mjones@company.com
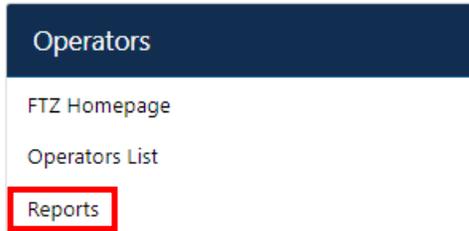
9. Click **Update Operator**.

Update Operator   Cancel
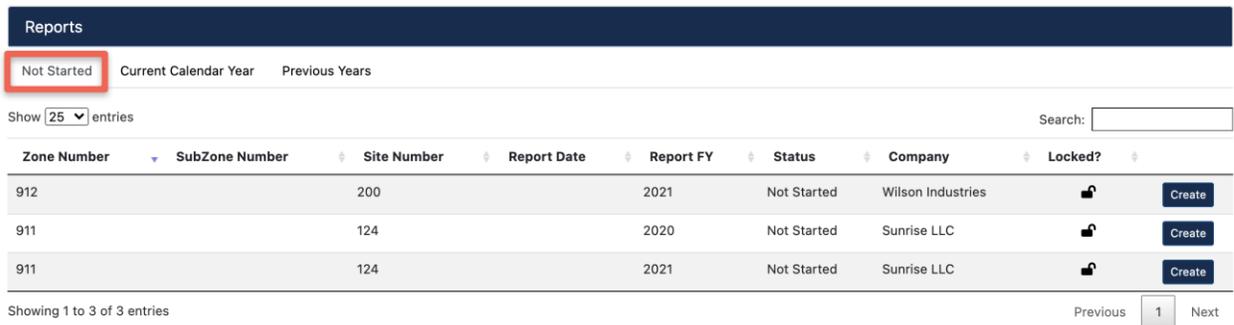
Annual Report

View Operator Reports – Not Started

These are reports that have not been started.
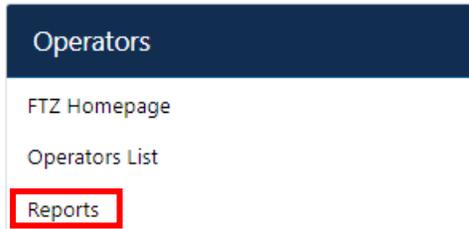1. Click **Reports** on the left navigation tab.

2. Click the **Not Started** tab.

View Current Calendar Year Reports

These are current reports that have been drafted or submitted.
1. Click **Reports** on the left navigation tab.

2. Click the **Current Calendar Year** tab.

View Previous Years Reports
These are previous year's reports that have been submitted.
1. Click **Reports** on the left navigation tab.

2. Click the **Previous Years** tab.

Create Operator Report
1. Click **Reports** on the left navigation tab.

2. Click the **Not Started** tab.

3. Click **Create** for the appropriate Zone.

4. Prepare the Report.

Step 1 - Review the operator information and Year to make sure they are correct.

Step 2 - If you respond "Yes" to Question 1 then additional questions will appear.

Step 3 - Fill in the remaining fields that appear. Every question will need a response before you can submit your report.

5. Click **Submit Report**.

Save as Draft – Save and return to work on your report later.

Submit Report – Submit your report to the zone Grantee.

Close – Close Report without saving.

Edit & Submit Operator Report

1. Click **Reports** on the left navigation tab.

2. Click the **Current Calendar Year** tab.

3. Click the **Edit** icon for the appropriate Report.

4. Make Edits.

5. Click **Submit Report.**

When you click the **Submit** button, the system will run several checks on the numbers.

If any discrepancies or errors are found, you will be notified. You will need to resolve the errors before the report can be successfully submitted.

6. The Operator Report will be locked.

Request to Unlock Operator Report

1. Click **Reports** on the left navigation tab.

2. Click the **Current Calendar Year** tab.
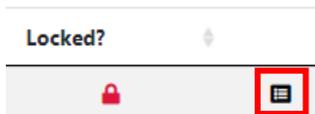

3. Click the **View Details** icon for the appropriate Report.

4. Click **Request Unlock**.
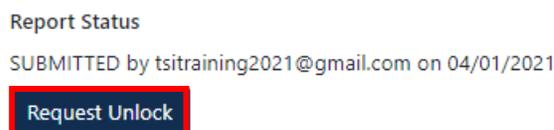
5. Enter the Request Description.

Request Description

Need to make changes to numbers.

Submit Unlock Request

6. Click **Submit Unlock Request**

Request Description

Need to make changes to numbers.

Submit Unlock Request

7. The request will be sent to the Grantee.

Report Status

SUBMITTED by tsitraining2021@gmail.com on 04/01/2021

Report unlock request submitted to your grantee successfully!

Edit Unlocked Operator Report

1. The Operator will receive notification via email that the Report has been unlocked.

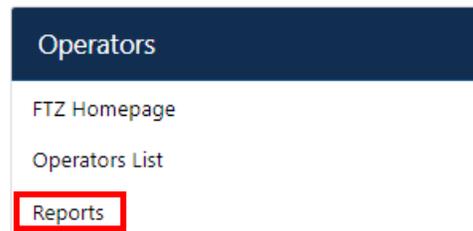**NoReply FTZ Portal** <ftz@trade.gov>
to NoReply ▾
•••

The 2020 annual report for Ribeye Corp within FTZ 955 has been unlocked by tasefilingtester@gmail.com.
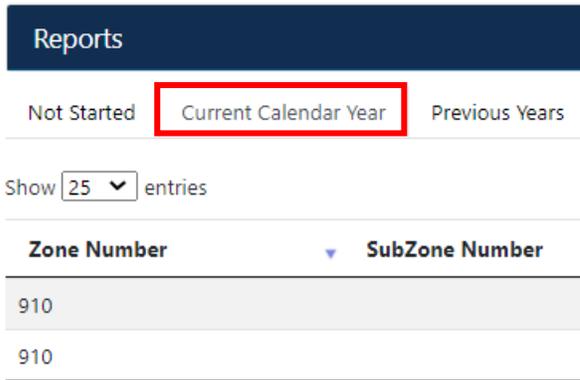
To edit and resubmit the report, log in to OFIS

If you have any questions, please contact the FTZ staff at: ftz@trade.gov

2. Click **Reports** on the left navigation tab.

Operators

FTZ Homepage

Operators List

Reports

3. Click the **Current Calendar Year** tab.

4. Click the **Edit** icon for the appropriate Report.

5. Make Edits.
6. Click **Submit Report.**

Technical Support
If you have any questions, contact:

FTZ Board Staff
202-482-2862
ftz@trade.gov