Steel Import Monitoring and Analysis
License Applicants Quick Reference Guide

Account Creation

All users of the Steel Import Monitoring and Analysis (SIMA) system will need to create a new account to apply for licenses and manage their account.

Existing users of the legacy SIMA system will need to create a new account using the same email address used to access the legacy system. The email address must be valid and accessible.

Account information and licenses will transfer and be accessible when new account is created. For more information, contact us at steel.license@trade.gov.

To create a new account:

1. Navigate to the **SIMA** page.
2. Click "**Apply for a license**" under **Import Licensing** section.
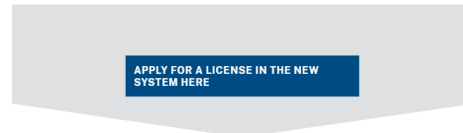

3. On the next page, click "**Apply for a license in the new system here**".

4. Click "**Sign Up Now**" on the login screen.

5. Fill in all the fields then click "**Verify Email Address**".

Existing users must register with the email address used in the legacy system to gain access to licenses. The email address must be valid and accessible.

The password must be between 8 and 64 characters and have at least 3 of the following:

- *lowercase letters*
- *an uppercase letter*
- *a number*
- *a symbol*

6. Enter Verification Code from the email you'll receive then click "**Verify code**".

Make sure to check junk or spam folder if the verification email has not been received.

7. Once the email address has been verified, click "**Create**".

8. Fill in required fields marked with an asterisk (*) on the next screen and click "**Save**" when done.

The Employer Identification Number (EIN) is also known as the Federal Tax or IRS identification number and is used to identify a business entity. EIN is NOT a Social Security Number.

Account information will transfer over for existing users of the legacy system. Verify that the EIN number is correct. If it is incorrect, navigate to the account profile to edit and click Save.

The Company address must be a valid U.S. street address.

Password Reset

To reset your SIMA login password:

1. Navigate to the SIMA Login Page.
2. Click Forgot Your Password.

3. Enter the Email address associated with your SIMA account then click "**Send Verification Code**".

4. Enter Verification Code from the incoming email and click "**Verify Code**"

Verification code

952541

Verify code   Send new code

5. Click Continue.
6. Enter a new Password in both fields.

Note: The password must be between 8 and 64 characters and have at least 3 of the following:

- *a lowercase letters*
- *an uppercase letter*
- *a number*
- *a symbol*

Please provide the following details.

New Password

••••••••••••

What is this?

Confirm New Password

••••••••••••

What is this?

7. Click Continue.
8. You will be logged in and directed to the main SIMA page.

Apply for Standard License

Follow the steps below to apply for a standard license:

1. Navigate to the SIMA page.
2. Click See Licensing.
3. Enter your email address and password.
4. Click Sign In

Single License

1. Click Apply for Single License.

2. Select Standard License from the drop-down list.

⊕ Apply for Single License

Standard License

Low Value License

3. Fill in *Required Fields.
   a. Customs Entry Number
   b. Importer Name
   c. Exporter Name
   d. Manufacturer Name
   e. Country of Origin
   f. Country from which the product(s) were exported
   g. Expected Port of Entry
   h. Expected Date of Export
   i. Expected Date of Import

Standard License Form

4. Add Product(s) to your form
   a. Enter a **HTS Number**. The Product Description, Product Category, & Unit Value will auto- populate based on the HTS Number.

b. Fill in **Country of Melt & Pour**
c. Fill in **Volume** in KG
d. Fill in **Customs Value** in US $

Product Information

5. Click **Add Products**.
6. Click the **Certify** Checkbox.
7. Click **Preview**.
8. Verify all information is correct.
9. Click **Submit**.

Multiple Licenses

Follow the steps below to apply for multiple licenses. Access to download and upload a Microsoft Excel spreadsheet is required.

1. Click Apply for Multiple Licenses.

2. Click Download Excel Template.

The Excel spreadsheet will download locally.

3. Open downloaded Excel Spreadsheet.
4. Fill in all columns for each row.

5. Click **File**.
6. Select **Save As** from the drop-down list.
7. Rename the File.
8. Select a location to save the spreadsheet
9. Click **Save**.
10. Navigate back to the SIMA site.
11. Click **Choose File**.
12. Find the Excel Spreadsheet.
13. Click **Open**.
14. The filename selected will appear.

License Import
Import Licenses in an Excel File

15. Click **Upload** File.
16. Applications for each license will be successfully created and submitted.

17. Click **Home**.
18. The dashboard will show submitted licenses.

License Dashboard

The dashboard is the landing view after logging in and clicking **See Licensing**.
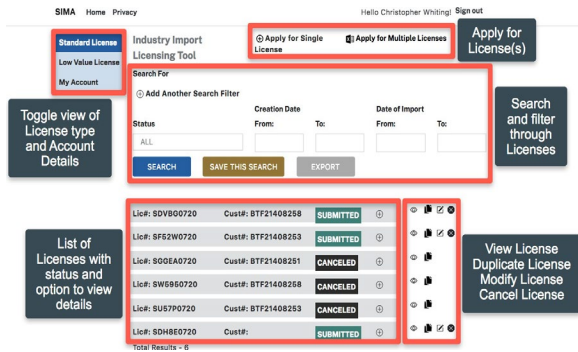
View License Summary

To view a summary of each license:

1. Navigate to the license in the license list.

2. Click the Plus Sign.
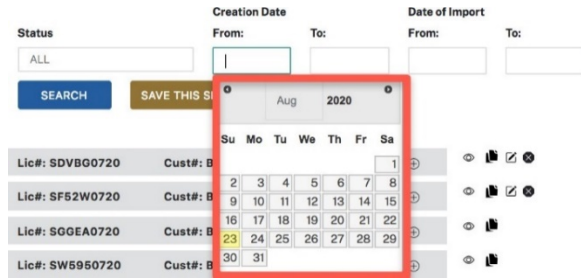3. View summary for selected license.

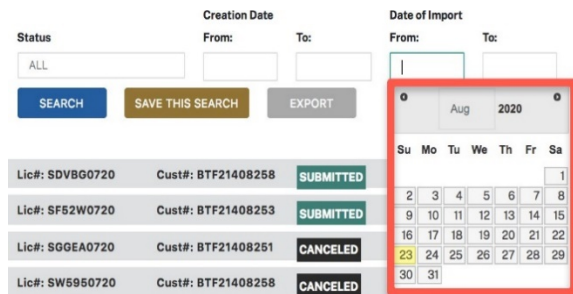## Search & Filter Licenses

To search for licenses:

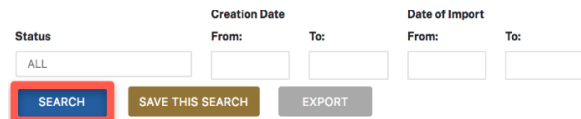1. Select a **Status** from the drop-down list.

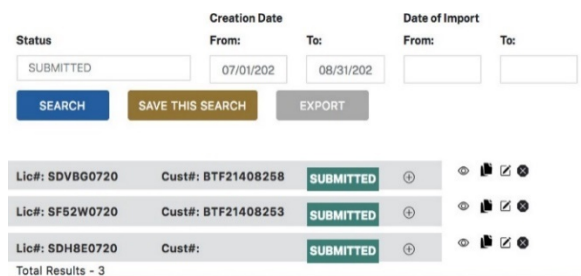2. Select a Creation Date range using the calendar drop-down list.

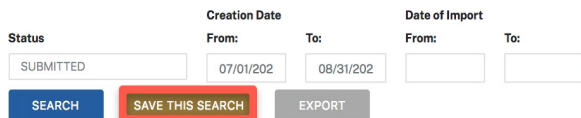3. Select a Date of Import range using the calendar drop-down list.

4. Click Search.

5. The search will return results based on search criteria.

6. Click Save This Search to save the search and access later.

Modify License

Make edits to license

Modified licenses will show as Corrected on the dashboard.

Cancel License

Cancel license

This action cannot be undone.

Support

Check out the FAQs, Instructional Videos, and User Guides on our website at:

[Updates to Steel Import Licensing (trade.gov)](trade.gov)

Forward all questions to:

steel.license@trade.gov.