

Steel Import Monitoring and Analysis

License Applicants Quick Reference Guide

THIS SYSTEM IS OPTIMIZED FOR THE LATEST VERSION OF GOOGLE CHROME AND MAY NOT BE COMPATIBLE WITH OTHER BROWSERS.

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.

Other steel pages

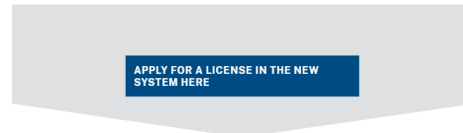


Import Licensing

All steel mill imports into the United States require an import license for Customs entry summary. The steel import license is an automatic license used for data collection purposes only. Importers and customs brokers use this website to obtain their steel licenses prior to completing their Customs entry documentation.

APPLY FOR A LICENSE

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



4. Click **“Sign Up Now”** on the login screen.



Sign in with your existing account

Email Address

Password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

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



Please provide your details to create an account.

First Name

[What is this?](#)

Last Name

[What is this?](#)

Email Address

[What is this?](#)

New Password

[What is this?](#)

Confirm New Password

[What is this?](#)

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"**.

Please provide the following details.

Display Name
Christopher Whiting

What is this?
First Name
Christopher

What is this?
Last Name
Whiting

What is this?
Email Address
SIMAmanage@gmail.com

What is this?
New Password

What is this?
Confirm New Password

What is this?

Change e-mail

Create Cancel

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

EIN * 12-1222222

Company Name * KWO Steel Importers

Company Type * Importer

Company Street Address * 122459 South Gessner Road

City * Missouri City

State * TX

Zip * 77459

Phone * 281-437-6659

Fax 281-437-6658

First Name Christopher

Last Name Whiting

Email SIMAmanage@gmail.com

Alternate Email

Branch Name

Branch Address

City

State

Zip

Back Save

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.

DEPARTMENT OF COMMERCE
INTERNATIONAL
TRADE
ADMINISTRATION

Sign in with your existing account

Email Address
Email Address

Password
Password

Forgot your password?

Sign in

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

Please provide the following details.

Verification is necessary. Please click Send button.

Email Address

simamanage@gmail.com

What is this?

Send verification code

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

Verification 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.

SIMA Home Privacy Hello Christopher Whiting! Sign out

Standard License Industry Import Licensing Tool

Low Value License

My Account

Search For

⊕ Add Another Search Filter

Status:

Date of Import: From: To:

Creation Date: From: To:

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

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

OMB NO: 0625-0245
Expiration Date: 07/31/2023

Date of Application
07/27/2020

Applicant Company
KWO Steel Importers

Customs Entry Number

Contact Name
Christopher Whiting

Company Address
122459 South Gessner Road, Missouri City, TX 77459

Contact Phone
281-437-6659

Contact Email
SIMAmanage@gmail.com

Contact Fax
281-437-6658

Foreign Trade Zone

Date License Valid From
07/27/2020

Date of Expiration
10/10/2020

Importer Name *

The Importer Name field is required.

Exporter Name *

The Exporter Name field is required.

Manufacturer Name *

The Manufacturer Name field is required.

Country of Origin (Customs Basis) *

Country from which the product(s) were exported *

Expected Port of Entry *

Expected Date of Export *

Expected Date of Import *

Product Type *
Steel

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

HTS Number *

The HTS Number field is required.

Product Description *

The Product Description field is required.

Country of Melt & Pour *

Volume (Quantity - KG) *

Customs Value (U.S. \$) *

Unit Value (U.S.\$/KG) *

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.

SIMA Home Privacy Hello Christopher Whiting! Sign out

Standard License Industry Import Licensing Tool Apply for Single License **Apply for Multiple Licenses**

Low Value License Search For

My Account Add Another Search Filter

Status: ALL From: To: Creation Date: From: To: Date of Import: From: To:

SEARCH SAVE THIS SEARCH EXPORT

2. Click Download Excel Template.

License Import
Import Licenses in an Excel File

You may upload an Excel document to import Licenses.

Download Excel Template

Choose File No file chosen

Upload File

The Excel spreadsheet will download locally.

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

	A	B	C	D	E
1	Entry ID	Customs Entry #	Importer Name	Exporter Name	Manufacturer
2					
3					
4					
5					

Fill in all 16 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

You may upload an Excel document to import Licenses.

Download Excel Template

Choose File **ExcelImportTemplate.xlsx**

Upload File

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

SIMA Home Privacy

License Import

All licenses are created successfully.

Entity ID	License Number
1	SF52W0720
2	SDVBG0720

Back to Upload

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

SIMA Home Privacy Hello Christopher Whiting! Sign out

Standard License Industry Import Licensing Tool Apply for Single License **Apply for Multiple Licenses**

Low Value License Search For

My Account Add Another Search Filter

Status: ALL From: To: Creation Date: From: To: Date of Import: From: To:

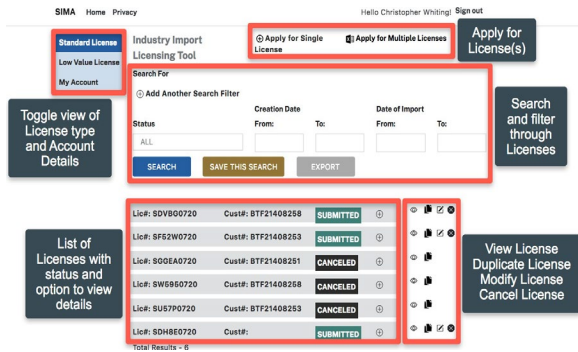
SEARCH SAVE THIS SEARCH EXPORT

Lic#: SDVBG0720	Cust#: BTF21408258	SUBMITTED	
Lic#: SF52W0720	Cust#: BTF21408253	SUBMITTED	
Lic#: SGGEA0720	Cust#: BTF21408251	CANCELED	
Lic#: SW9950720	Cust#: BTF21408258	CANCELED	
Lic#: SU57P0720	Cust#: BTF21408253	CANCELED	
Lic#: SDH8E0720	Cust#:	SUBMITTED	

Total Results - 6

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.

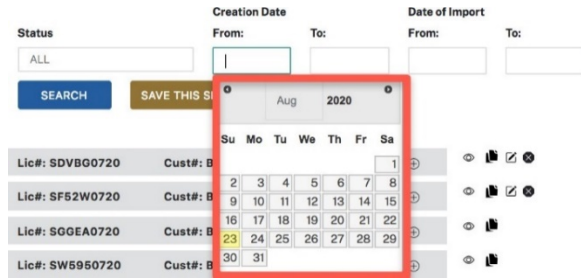
Search & Filter Licenses

To search for licenses:

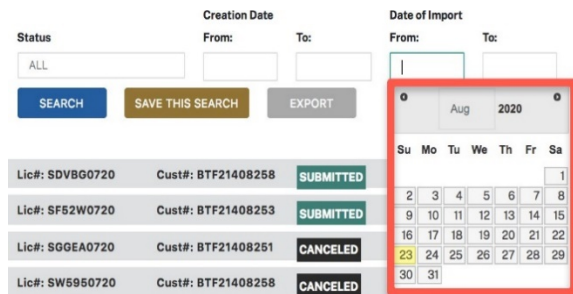
1. Select a **Status** from the drop-down list.



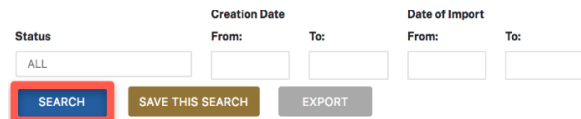
2. Select a Creation Date range using the calendar drop-down list.



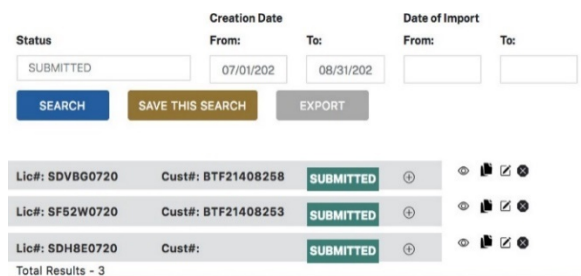
3. Select a Date of Import range using the calendar drop-down list.



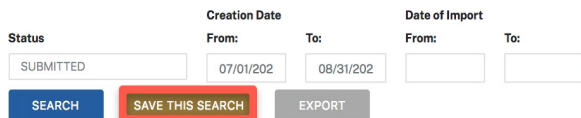
4. Click Search.



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 \(trade.gov\)](#)

Forward all questions to:

steel.license@trade.gov.