



Online FTZ Information System

U.S. Foreign-Trade Zones Board

GRANTEE USER GUIDE



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Navigation

Account Creation

1. You will receive an email to create an account after being added to a zone as a member of a Grantee organization.


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 the grantee of FTZ 001.

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 a member of the grantee, you will use OFIS to update the status of your zone's sites and subzones and to submit your zone's annual report to the FTZ Board. You will also be able to provide access to any operators within your zone that have activity to include in your annual report.

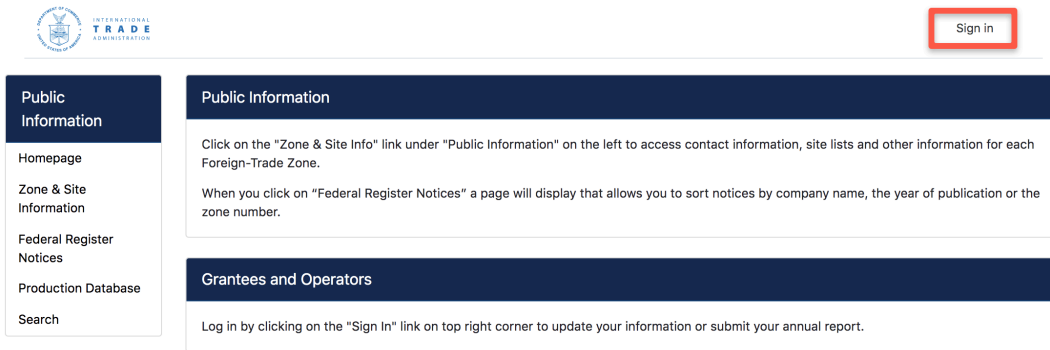
If you have any questions, please contact the FTZ staff at: ftz@trade.gov

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

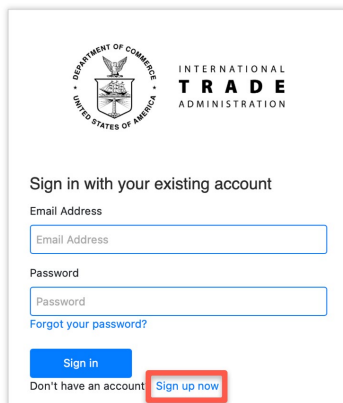

Sign in

Public Information	Public Information
Homepage Zone & Site Information Federal Register Notices Production Database Search	<p>Click on the "Zone & Site Info" link under "Public Information" on the left to access contact information, site lists and other information for each Foreign-Trade Zone.</p> <p>When you click on "Federal Register Notices" a page will display that allows you to sort notices by company name, the year of publication or the zone number.</p>
	Grantees and Operators
	<p>Log in by clicking on the "Sign In" link on top right corner to update your information or submit your annual report.</p>

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**



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?](#)

Verify Email Address

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

- a lowercase letter
- an uppercase letter
- a digit
- a symbol

6. Click **Verify Email Address**.

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

International Trade Administration account email verification code Inbox x

Microsoft on behalf of International Trade Administration <msonlineservicesteam@microsoftonline.com> 12:11 PM (5 minutes ago) ☆ ↶ ⋮
to me

Verify your email address

Thanks for verifying your abbdexter11@gmail.com account!

Your code is: 893024

Sincerely,
International Trade Administration

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

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

Verify Code

Send New Code

Create My Account Cancel

10. Click **Create My Account**.



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?](#)

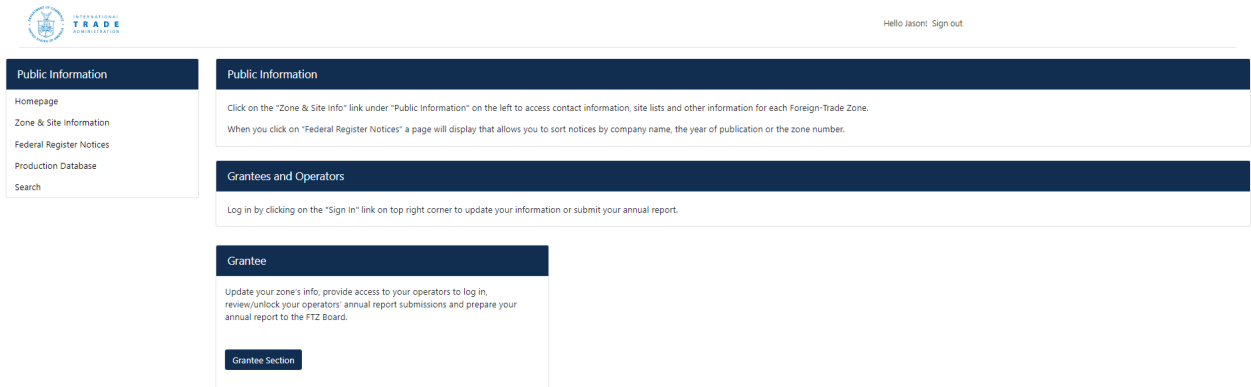
Confirm New Password

 [What is this?](#)

Change E-mail

Create My Account Cancel

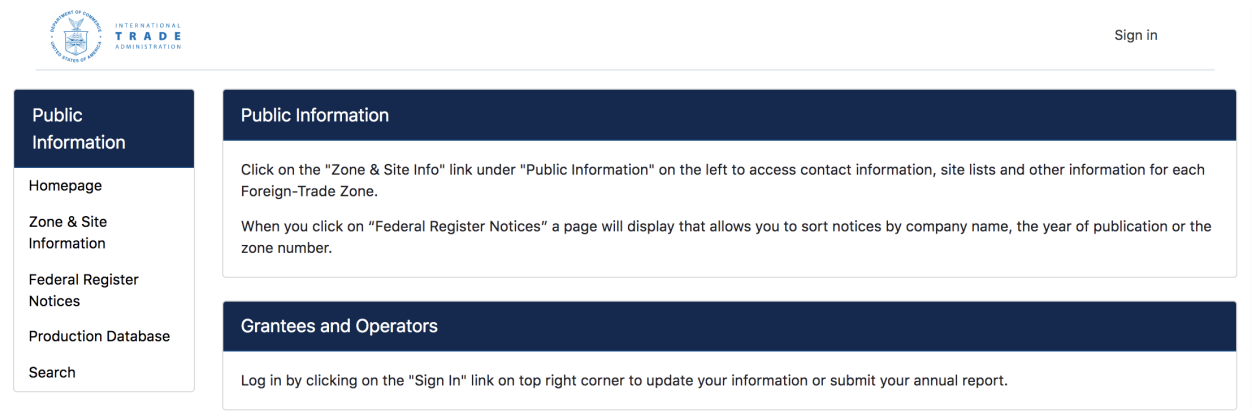
11. You will be logged into your new account.



The screenshot shows the OFIS.trade.gov website interface. At the top left is the International Trade Administration logo. At the top right, it says "Hello Jason! Sign out". On the left is a navigation menu with "Public Information" selected. The main content area has three sections: "Public Information" with instructions on how to use the site, "Grantees and Operators" with a "Log in" instruction, and "Grantee" with instructions to update zone info and a "Grantee Section" button.

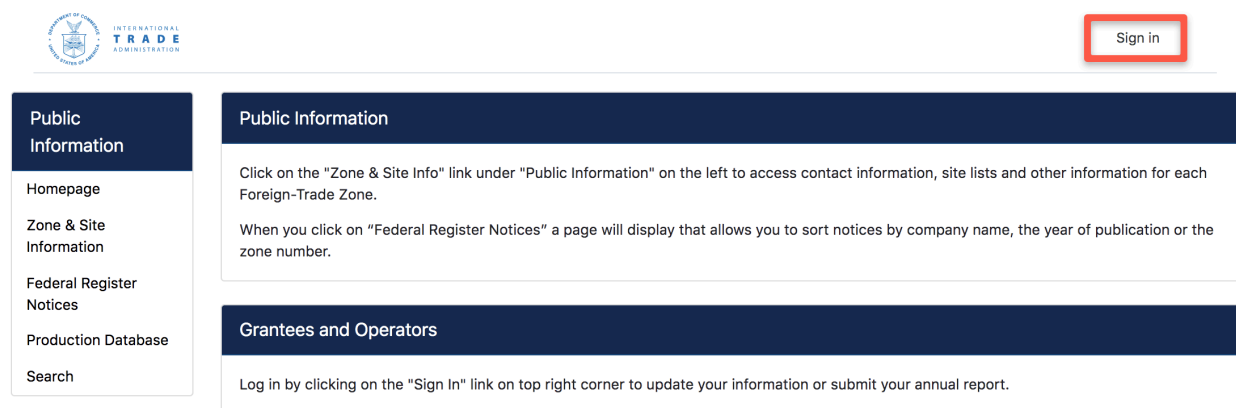
Sign In

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



The screenshot shows the OFIS.trade.gov website interface. At the top right, it says "Sign in". The navigation menu on the left is the same as in the previous screenshot. The main content area is identical, but the "Sign in" link in the "Grantees and Operators" section is highlighted with a red box.

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



The screenshot shows the OFIS.trade.gov website interface. At the top right, the "Sign in" button is highlighted with a red box. The rest of the page content is identical to the previous screenshot.

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

Sign in with your existing account

[Forgot your password?](#)

[Sign in](#)

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

4. Click **Sign in**.

Sign in with your existing account

[Forgot your password?](#)

[Sign in](#)

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

Change Password

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

The screenshot shows the International Trade Administration website. At the top right, there is a "Sign in" link. On the left side, there is a navigation menu with the following items: Public Information, Homepage, Zone & Site Information, Federal Register Notices, Production Database, and Search. The main content area has two sections: "Public Information" and "Grantees and Operators". The "Public Information" section contains text about accessing contact information and sorting notices. The "Grantees and Operators" section contains text about logging in to update information or submit reports.

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

This screenshot is identical to the one above, showing the International Trade Administration website with the "Sign in" link highlighted in a red box in the top right corner.

3. Click **Forgot your Password.**

Sign in with your existing account

Email Address

Password

Forgot your password?

Sign in

Don't have an account? Sign up now

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

Verification is necessary. Please click Send button.

Email Address

Send verification code

Continue

5. Click **Send Verification Code.**

Verification is necessary. Please click Send button.

newuser@trade.gov

Send verification code

Continue

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

Verify your email address

Thanks for verifying your simamanager@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.

Verification code has been sent to your inbox. Please copy it to the input box below.

simamanager@gmail.com

118880

Verify code Send new code

9. Click **Verify Code**.

simamanager@gmail.com

118880

Verify code Send new code

10. Click **Continue**.

E-mail address verified. You can now continue.

simamanager@gmail.com

Change e-mail

Continue

11. Create a **New Password**.

New Password

Confirm New Password

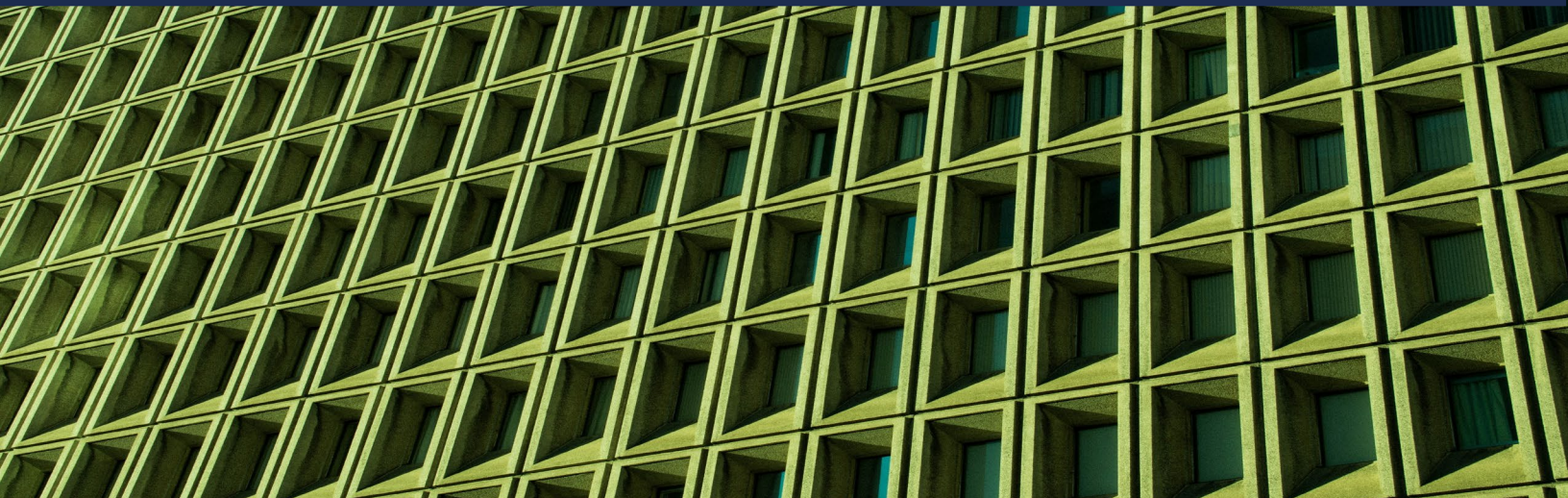
Continue

12. Click **Continue**.

New Password

Confirm New Password

Continue



Manage Zone Information

View Grantee Zones List

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

The screenshot shows the FTZ application homepage. At the top left is the FTZ logo and 'Hello Jason! Sign out' at the top right. A left sidebar contains navigation links: Public Information, Homepage, Zone & Site Information, Federal Register Notices, Production Database, and Search. The main content area has three sections: 'Public Information' with instructions on how to access zone info and notices; 'Grantees and Operators' with a 'Sign In' link; and 'Grantee' with instructions on updating zone info and a red-bordered 'Grantee Section' button.

2. The Grantee Zones List will display based on access.

Grantees		Grantee Zones List			
		Zone Number	Grantee	Status	Port of Entry
FTZ Homepage	View Details	910	Houston Textiles	Active	TX, Houston
Zones	View Details	911	PG Zone	Active	DC, Washington
Operators	View Details	912	Fort Bend Zone	Active	TX, Houston
Reports	View Details	010	HTX Porting	Active	TX, Houston
Unlock Requests					

View Zone Details

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

Grantees		Grantee Zones List			
FTZ Homepage		Zone Number	Grantee	Status	Port of Entry
Zones	View Details	910	Houston Textiles	Active	TX, Houston
Operators	View Details	911	PG Zone	Active	DC, Washington
Reports	View Details	912	Fort Bend Zone	Active	TX, Houston
Unlock Requests	View Details	010	HTX Porting	Active	TX, Houston

2. The details for that Zone will display.

Zone Details			Edit	Close
Grantee Information				
Zone Number	Approved On	Date of First Activation		
910	03/31/2021	03/31/2021		
Grantee	Location	Status		
Houston Textiles	Houston	Active		
Service Area	Port of Entry	Activation Limit		
Greater Houston Metro	TX, Houston	1000		
Total Activated Acres	Service Area Maps	Zone Schedule		
0				
Contact Name	Email	Phone Number		
Jason Johnson	simamanage@gmail.com	713-205-9000		
Fax Number	Street Address	City		
	1000 Anytime Street	Houston		
State	Zip Code	Website		
TX	77019	simafz.net		
Site	Subzone	Staff Cases	FR Notices	Members

Zone Details also provides additional information by clicking on the following tabs:

- **Site**
- **Subzone**
- **Staff Cases**
- **FR Notices**
- **Members**

Add Grantee Members

1. Navigate to Zone Details for the appropriate Zone.

Zone Details

Edit Close

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simafz.net

Site Subzone Staff Cases FR Notices Members

2. Click Edit.

Zone Details

Edit Close

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simafz.net

Site Subzone Staff Cases FR Notices Members

3. Scroll to Grantee Members.

Grantee Members

First Name	Last Name	Email Address	
Jason	Johnson	simamanager@gmail.com	Remove Member
First Name *	Last Name *	Email Address *	Add Member
<input type="text"/>	<input type="text"/>	<input type="text"/>	

4. For the New Grantee Member enter:

- First Name
- Last Name

- **Email Address**

Grantee Members		
First Name	Last Name	Email Address
Jason	Johnson	simamanager@gmail.com
First Name *	Last Name *	Email Address *

Remove Member
Add Member

5. Click **Add Member**.

Grantee Members		
First Name	Last Name	Email Address
Jason	Johnson	simamanager@gmail.com
First Name *	Last Name *	Email Address *
Sarah	Smith	sarah@zone.com

Remove Member
Add Member

6. The New Member will be added.

Grantee Members		
First Name	Last Name	Email Address
Jason	Johnson	simamanager@gmail.com
Sarah	Smith	sarah@zone.com
First Name *	Last Name *	Email Address *

Remove Member
Remove Member
Add Member

Update Cancel

7. Click **Update** at the bottom of the page.

Update Cancel

Edit Zone Details

1. Navigate to Zone Details for the appropriate Zone.

Zone Details		
		Edit Close
Grantee Information		
Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simaftz.net

Site Subzone Staff Cases FR Notices Members

2. Click **Edit**.

Zone Details

[Edit](#) [Close](#)

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simaftz.net

[Site](#) [Subzone](#) [Staff Cases](#) [FR Notices](#) [Members](#)

3. Edits can be made to:

- **Status**
- **Date of First Activation**
- **Grantee Information**
- **Grantee Primary Member**

Zone Information

Zone Number	Status	Location
910	Active	Houston
Service Area	Port of Entry	State
Greater Houston Metro	TX, Houston	TX
Date of First Activation	Approved Date	Zone Activation Limit
03/31/2021	03/31/2021	1000

Grantee Information

Grantee	Contact Name	Email Address
Houston Textiles	Jason Johnson	simamanager@gmail.com
Phone Number	Fax	Street Address
713-205-9000		1000 Anytime Street
City	State	Zip Code
Houston	TX	77019
Website		
simaftz.net		

Grantee Members

First Name	Last Name	Email Address	
Jason	Johnson	simamanager@gmail.com	Remove Member
Sarah	Smith	sarah@zone.com	Remove Member
First Name *	Last Name *	Email Address *	Add Member

[Update](#) [Cancel](#)

4. Make changes.

5. Click **Update** at the bottom of the screen.

[Update](#) [Cancel](#)

Edit Subzone

1. Navigate to Zone Details for the appropriate Zone.

Zone Details

Edit Close

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanage@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simaltz.net

Site Subzone Staff Cases FR Notices Members

2. Click the **Subzone** tab.

Site **Subzone** Staff Cases FR Notices

Subzone Number	Company Name
00A	Subzone Inc.

3. Click the **Subzone Number Link** to edit.

Site Subzone Staff Cases FR Notices

Subzone Number	Company Name
00A	Subzone Inc.

4. Click **Edit**.

Subzone Details: Zone 910 - Subzone 01A

Edit Close

Subzone Information

Zone Number	SubZone Number	Status
910	01A	Active
Company Name	Location	Include within Zones Activation Limit
Subzone INC		No

- 5.
6. Edits can be made to:

- **Status**

Status

Active

Include within Zones Activation Limit

No

7. Click **Update Subzone**.

Update Subzone **Cancel**

8. Click **Close**.

Edit **Close**

Edit Site

1. Navigate to Zone Details for the appropriate Zone.

Zone Details Edit Close

Grantee Information

Zone Number	Approved On	Date of First Activation
910	03/31/2021	03/31/2021
Grantee	Location	Status
Houston Textiles	Houston	Active
Service Area	Port of Entry	Activation Limit
Greater Houston Metro	TX, Houston	1000
Total Activated Acres	Service Area Maps	Zone Schedule
0		
Contact Name	Email	Phone Number
Jason Johnson	simamanager@gmail.com	713-205-9000
Fax Number	Street Address	City
	1000 Anytime Street	Houston
State	Zip Code	Website
TX	77019	simafz.net

[Site](#)
[Subzone](#)
[Staff Cases](#)
[FR Notices](#)
[Members](#)

2. Click the **Site** tab.

[Site](#)
[Subzone](#)
[Staff Cases](#)
[FR Notices](#)
[Members](#)

Site Number	Site Name	Status	Activated Acres
068	FTZ Site Inc	Active	100

3. Click the **Site Number Link** to edit.

[Site](#)
[Subzone](#)
[Staff Cases](#)
[FR Notices](#)
[Members](#)

Site Number	Site Name	Status	Activated Acres
068	FTZ Site Inc	Active	100

4. Click **Edit**.

Site Details: Zone 910 - Site 068

Edit **Close**

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

5. Edits can be made to:

- **Status**
- **Status Effective Date**
- **Activated Acres**

Site Details: Zone 910 - Site 068

Close

Site Information

Status	Status Effective Date	Site Name
<input type="text" value="Active"/>	<input type="text" value="03/30/2021"/>	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	<input type="text" value="100"/>	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

Physical Address

Street	City	State
12345 Anytime Street	Houston	TX
Zip Code		
77004		

Update Site **Cancel**

6. Click **Update Site**.

Update Site **Cancel**

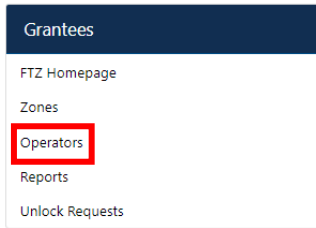
7. Click **Close**.

Edit **Close**

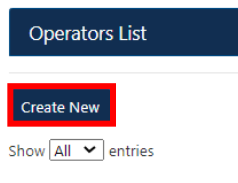
Manage Operators

Create New Operator

1. Click **Operators** on the left navigation panel.

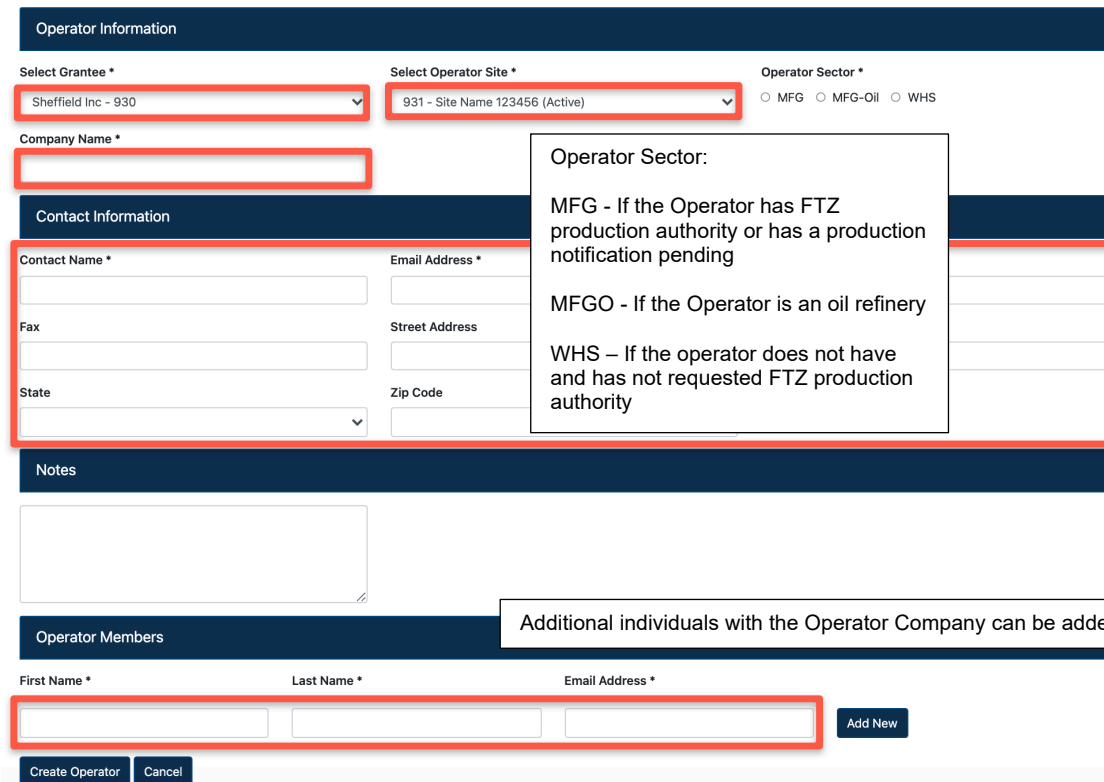


2. Click **Create New**.



3. The Create New Operator form will display:

- **Select Grantee from drop-down list**
- **Select Operator Site from drop-down list**
- **Fill in Operator Information**
- **Fill in Contact Information**
- **Add Operator Members**



The screenshot shows the "Create New Operator" form with several sections and fields highlighted in red:

- Operator Information:** Includes "Select Grantee *" (Sheffield Inc - 930), "Select Operator Site *" (931 - Site Name 123456 (Active)), and "Operator Sector *" (radio buttons for MFG, MFG-Oil, and WHS).
- Company Name *:** An empty text input field.
- Contact Information:** Includes "Contact Name *", "Email Address *", "Fax", "Street Address", "State" (dropdown), and "Zip Code".
- Notes:** A large empty text area.
- Operator Members:** Includes "First Name *", "Last Name *", and "Email Address *".

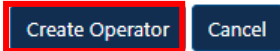
A callout box titled "Operator Sector:" provides details for each sector:


- MFG** - If the Operator has FTZ production authority or has a production notification pending
- MFGO** - If the Operator is an oil refinery
- WHS** - If the operator does not have and has not requested FTZ production authority

Additional individuals with the Operator Company can be added here

Buttons at the bottom include "Create Operator", "Cancel", and "Add New".

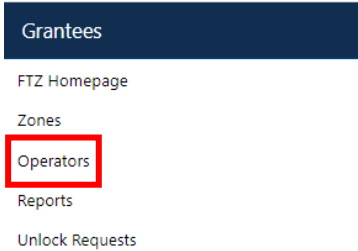
4. Click **Create Operator**.



 Use the Search Box and Filter Buttons to search through large lists.

Edit Operator

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



2. The Operators list will display.

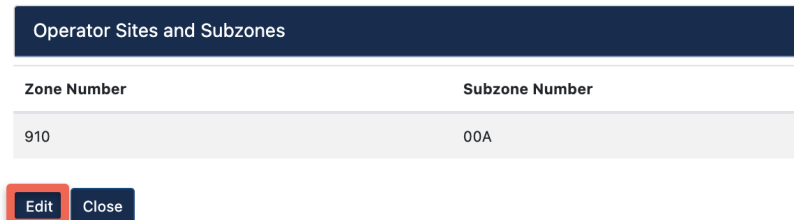
Zone Number	Grantee	Company	Contact Email	Type	City	State
910	Houston Textiles	Subzone INC	jj@subzoneinc.com	MFG	Houston	TX
910	Houston Textiles	Subzone INC	tsitraining2021@gmail.com	MFG	Houston	TX

3. Click on the **Operator** to edit.

Zone Number	Grantee	Company	Contact Email	Type	City	State
910	Houston Textiles	Subzone INC	jj@subzoneinc.com	MFG	Houston	TX
910	Houston Textiles	Subzone INC	tsitraining2021@gmail.com	MFG	Houston	TX

4. Scroll to **Operator Sites and Subzones** at the bottom of the page.

5. Click **Edit**.



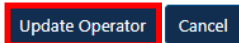
6. Edits can be made to:

- **Operator Information**
- **Contact Information**
- **Operator Members**

The screenshot shows a web form for editing an operator. It is divided into four main sections:

- Operator Information:** Contains a 'Type' field with radio buttons for 'MFG' (selected), 'MFG-Off', and 'WHS'. The 'Company Name' field contains 'Subzone INC'.
- Contact Information:** Contains several input fields: 'Contact Name' (Jack Jackson), 'EmailAddress' (jj@subzoneinc.com), 'Phone' (203-233-1234), 'Fax' (empty), 'Street Address' (12345 Anytime Street), 'City' (Houston), 'State' (TX), and 'Zip Code' (77004).
- Notes:** A large empty text area for adding notes.
- Operator Members:** A table with columns for 'First Name', 'Last Name', and 'Email Address'. It lists one member: Jack Jackson with email jj@subzoneinc.com. Below the table is a 'Remove Member' button.

7. Click **Update Operator**.

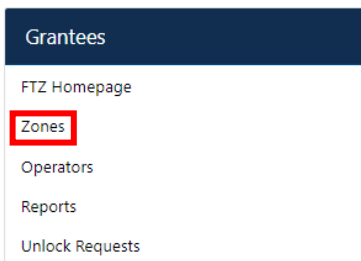


8. Click **Close**.



Attach Operator to Site

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



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

Grantees		Grantee Zones List			
FTZ Homepage Zones Operators Reports Unlock Requests		Zone Number	Grantee	Status	Port of Entry
		View Details	910	Houston Textiles	Active TX, Houston
		View Details	911	PG Zone	Active DC, Washington
		View Details	912	Fort Bend Zone	Active TX, Houston
		View Details	010	HTX Porting	Active TX, Houston

3. Click the **Site** tab.

Site Number	Site Name	Status	Activated Acres
068	FTZ Site Inc	Active	100

4. Click the **Site Number Link**.

Site Number	Site Name	Status	Activated Acres
068	FTZ Site Inc	Active	100

5. Scroll to Site Operators.

Site Details: Zone 910 - Site 068 [Edit](#) [Close](#)

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

Attachments

Maps

Physical Address

Street	City	State
12345 Anytime Street	Houston	TX
Zip Code		
77004		

Site Operators [Add New Operator](#)

Company Name	Contact Name	Type	State	
Subzone INC	Michael Johnson	MFG	TX	Detach

6. Click **Add New Operator**.

Site Details: Zone 910 - Site 068

Edit Close

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

Attachments

Maps

Physical Address

Street	City	State
12345 Anytime Street	Houston	TX
Zip Code		
77004		

Site Operators

Add New Operator

Company Name	Contact Name	Type	State	
Subzone INC	Michael Johnson	MFG	TX	Detach

7. Select the Operator that you created and click **Attach Operator**.

Select Operator

Subzone INC
Houston, TX
MFG

Attach Operator

Detach Operator from Site

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

Grantees

- FTZ Homepage
- Zones
- Operators
- Reports
- Unlock Requests

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

Grantees		Grantee Zones List			
FTZ Homepage		Zone Number	Grantee	Status	Port of Entry
Zones	View Details	910	Houston Textiles	Active	TX, Houston
Operators	View Details	911	PG Zone	Active	DC, Washington
Reports	View Details	912	Fort Bend Zone	Active	TX, Houston
Unlock Requests	View Details	010	HTX Porting	Active	TX, Houston

3. Click the **Site** tab.

Site	Subzone	Staff Cases	FR Notices	Members
Site Number	Site Name	Status		
068	FTZ Site Inc	Active		

4. Click the **Site Number Link**.

Site	Subzone	Staff Cases	FR Notices	Members
Site Number	Site Name	Status		
068	FTZ Site Inc	Active		

5. Scroll to Site Operators.

Site Operators					Add New Operator
Company Name	Contact Name	Type	State		
Subzone INC	Michael Johnson	MFG	TX	Detach	

6. Click **Detach**.

Site Details: Zone 910 - Site 068 Edit Close

Site Information

Status	Status Effective Date	Site Name
Active	03/30/2021	FTZ Site Inc
Site Number	Type	County
068	Traditional	Harris
Board Order/Staff Case #	Zone Number	Subzone Number
1200	910	
Total Acreage	Activated Acres	Site Coordinates
1200	100	
Approved On	Expiration Date	
03/30/2021	09/30/2021	

Attachments

Maps

Physical Address

Street	City	State
12345 Anytime Street	Houston	TX
Zip Code		
77004		

Site Operators Add New Operator

Company Name	Contact Name	Type	State	
Subzone INC	Michael Johnson	MFG	TX	Detach

7. The Confirm Operator Detach pop-up box will display.

8. Click **Confirm** to detach the Operator.

Confirm Operator Detach ×

Are you sure to detach selected Operator from this site?

Close Confirm

9. Click **Close**.

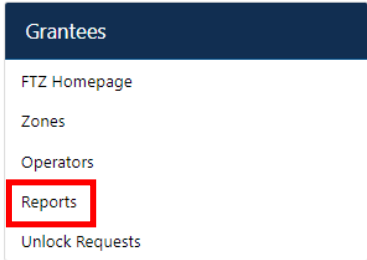
Edit Close

Annual Reports

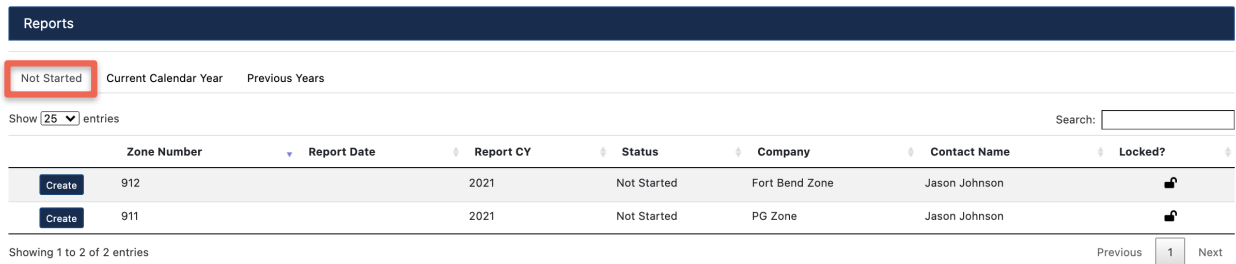
View Grantee Reports – Not Started

These are reports that have not been started.

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



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

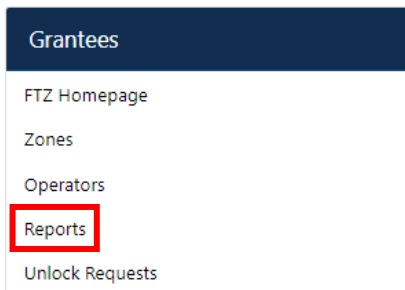


3. Reports that have not been created will be displayed.

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.

Zone Number	Report Date	Report CY	Status	Company	Contact Name	Locked?
910		2021	DRAFT	Houston Textiles	Jason Johnson	
010	07/07/2021	2021	SUBMITTED	HTX Porting	Michelle Allen	

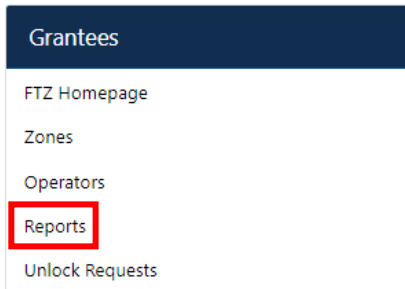
3. Click the **Details** icon to open and view a report.

Zone Number	Report Date	Report CY	Status	Company	Contact Name	Locked?
910		2021	DRAFT	Houston Textiles	Jason Johnson	
010	07/07/2021	2021	SUBMITTED	HTX Porting	Michelle Allen	

View Previous Years Reports

These are previous years' reports that have been submitted.

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



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

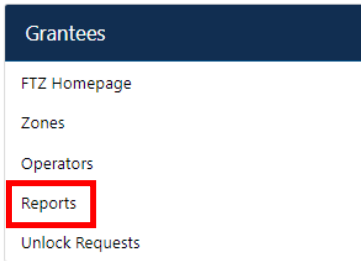
Zone Number	Report Date	Report CY	Status	Company	Contact Name	Locked?
910	07/13/2021	2020	SUBMITTED	Houston Textiles	Jason Johnson	

3. Click the **Details** icon to open and view a report.

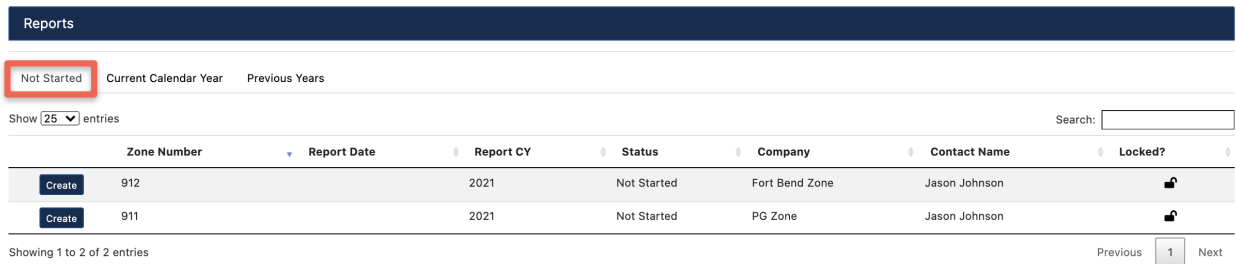
Zone Number	Report Date	Report CY	Status	Company	Contact Name	Locked?
910	07/13/2021	2020	SUBMITTED	Houston Textiles	Jason Johnson	

View Operator Annual Report Status

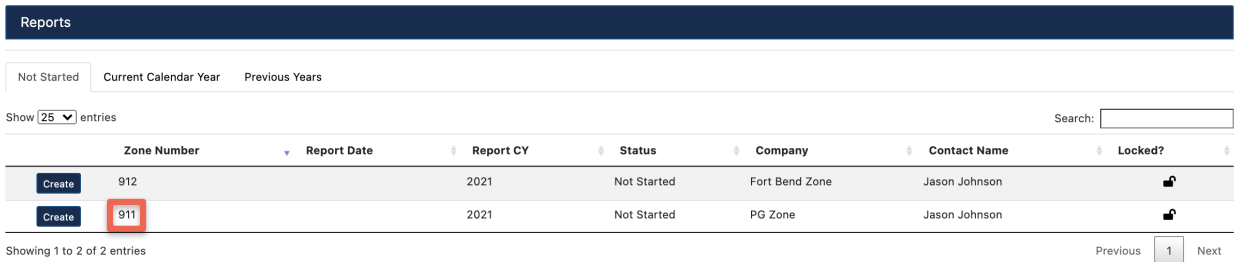
1. Click **Reports** on the left navigation tab.



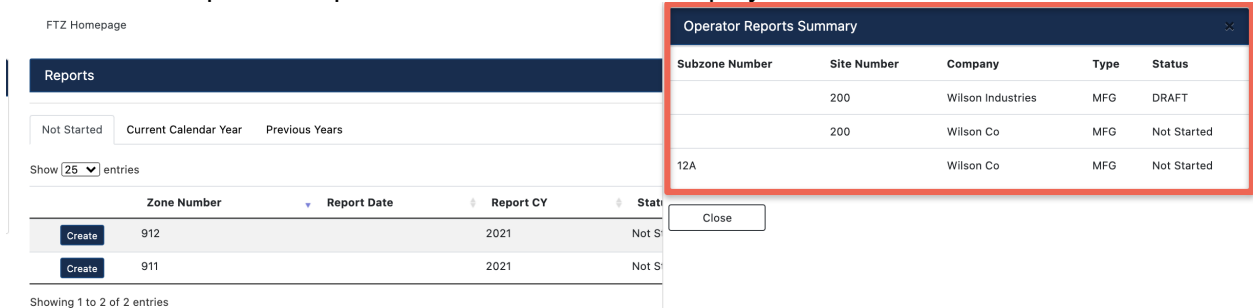
2. Click the **Not Started** tab.



3. Click the **Zone Number**.



4. The status of Operator reports for that Zone will be displayed.



5. Click **Close**.

The screenshot shows the FTZ Homepage Reports page. On the right, an 'Operator Reports Summary' modal is open, displaying a table with columns: Subzone Number, Site Number, Company, Type, and Status. The modal contains three rows of data. A red box highlights the 'Close' button at the bottom of the modal.

Subzone Number	Site Number	Company	Type	Status
	200	Wilson Industries	MFG	DRAFT
	200	Wilson Co	MFG	Not Started
12A		Wilson Co	MFG	Not Started

Create Grantee Report

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

The screenshot shows the 'Grantees' navigation menu. The 'Reports' option is highlighted with a red box.

- Grantees
- FTZ Homepage
- Zones
- Operators
- Reports**
- Unlock Requests

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

The screenshot shows the Reports page with the 'Not Started' tab selected and highlighted by a red box. The table below shows report entries for various zones and years.

Zone Number	Report Date	Report FY	Status	Company	Contact Name	Locked?
Create	912	2020	Not Started	Fort Bend Zone	Jason Johnson	
Create	912	2021	Not Started	Fort Bend Zone	Jason Johnson	
Create	911	2020	Not Started	PG Zone	Jason Johnson	
Create	911	2021	Not Started	PG Zone	Jason Johnson	

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

The screenshot shows the Reports page with the 'Create' button for the 912 2020 report highlighted by a red box.

Zone Number	Report Date	Report FY	Status	Company	Contact Name	Locked?
Create	912	2020	Not Started	Fort Bend Zone	Jason Johnson	
Create	912	2021	Not Started	Fort Bend Zone	Jason Johnson	
Create	911	2020	Not Started	PG Zone	Jason Johnson	
Create	911	2021	Not Started	PG Zone	Jason Johnson	

4. Fill in appropriate fields.

Report Information

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

1. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year?
 Yes No

2. Provide a summary of the warehouse and distribution activity that occurred within the zone during the calendar year.

3. Discuss how the zone contributes to the local economy and local economic development. Describe the ways in which the zone has been used locally by the logistics industry and other companies to address supply chain needs, international trade and investment. If applicable, describe in what ways the zone has impacted local employment, port activity, industrial development, international trade and investment.

4. Total number of WHS operators who had activity during calendar year? 0

5. The number employed by warehouse/distribution operators within activated areas was ___ persons. 0

Employment figures should include both direct and contract persons. For part time workers, please report a full time equivalent (e.g., 60 contract employees working for 6 months would equal a full time equivalent of 30 workers).

6. Estimate the percent of total shipments that are directly or indirectly exported ____. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipments to a customer or related facility that are later exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operation. 0

Use Numbers provided by WHS Reports

Reports	Total to be Submitted to the FTZ Board
0	
0	
0	

Step 1 - If you respond "Yes" to Question 1 then additional questions will appear. If any of your operators had FTZ activity during the year, you will need to respond "Yes" to this question.

Step 2 - Fill in the remaining fields that appear. Every question will need a response before you can submit your report.

7. Movement of Merchandise

Report Information

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

1. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year?
 Yes No

2. Provide a summary of the warehouse and distribution activity that occurred within the zone during the calendar year.

3. Discuss how the zone contributes to the local economy and local economic development. Describe the ways in which the zone has been used locally by the logistics industry and other companies to address supply chain needs, international trade and investment. If applicable, describe in what ways the zone has impacted local employment, port activity, industrial development, international trade and investment.

4. Total number of WHS operators who had activity during calendar year? 0

5. The number employed by warehouse/distribution operators within activated areas was ___ persons. 0

Employment figures should include both direct and contract persons. For part time workers, please report a full time equivalent (e.g., 60 contract employees working for 6 months would equal a full time equivalent of 30 workers).

6. Estimate the percent of total shipments that are directly or indirectly exported ____. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipments to a customer or related facility that are later exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operation. 0

Use Numbers provided by WHS Reports

Total Summed from Warehouse Operator Reports	Total to be Submitted to the FTZ Board
0	
0	
0	

This main page of your grantee report should include all summed information from your warehouse/distribution (WHS) operators. All manufacturing/production (MFG) and oil refinery (MFGO) operator reports will be attached to your report when you click the Submit button for the zone.

All information from your WHS operators will be summed and provided in the center column. The column on the right side is what will be sent to the FTZ Board as the warehouse/distribution activity for the zone. To use the numbers summed from the WHS operator reports, click the "Use Numbers provided by WHS reports" button above the column on the right."

5. Click **Submit Report** to submit your report.

Information submitted... specific figures will... to the public. The of... \$1,000,001-\$5,000,

Do you consider the n...
 Yes No

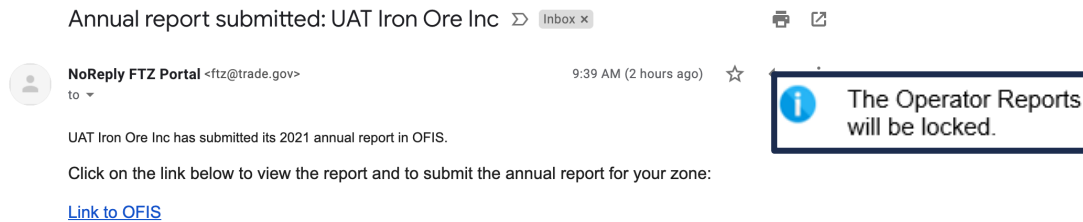
Save as Draft – Save and return to work on your report later.
Submit Report – Submit to FTZ Board.
Close – Close Report without saving.

Zone Number	SubZone Number
-------------	----------------

Save as Draft **Submit Report** Close

Receive Operator Annual Report

The Grantee will receive a notification via email that an Operator has submitted a report.



View Operator Reports

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



7. Navigate to the Report.

The screenshot shows the 'Reports' section with three tabs: 'Not Started', 'Current Calendar Year' (highlighted with a red box), and 'Previous Years'. Below the tabs is a 'Show 25 entries' dropdown. A table lists reports with columns for 'Zone Number', 'Report Date', and 'Report FY'. Two entries are shown for Zone Number 910, with Report Dates 2020 and 2021. A callout box points to the 'Current Calendar Year' tab with the text: 'If you have not created or saved the Grantee report, the report will be under the **Not Started** tab.'

8. Click the **Edit** icon for the appropriate Zone.

The screenshot shows a search bar and a table of contacts. The table has columns for 'Contact Name' and 'Locked?'. Two entries for 'Jason Johnson' are shown, both with a lock icon. The 'Edit' icon (a pencil) is highlighted with a red box for the second entry. Below the table are 'Previous', '1', and 'Next' navigation buttons.

9. Scroll to **Operator Reports Summary**.

The screenshot shows a multi-section form. The 'Grantee Information' section includes fields for Report Year (2020), Zone Number (910), State (TX), Grantee (Houston Textiles), Contact Name (Jason Johnson), Contact Phone (713-205-9000), and Contact Email (simamanager@gmail.com). The 'Report Status' section shows 'SUBMITTED by simamanager@gmail.com on 05/03/2021' and a 'Request Unlock' button. The 'Report Information' section contains three questions with text input fields. The '12. BPI Consent' section has a consent checkbox and a 'No' option. The '13. Operator Reports Summary' section is highlighted with a red box and contains a table with columns: Zone Number, SubZone Number, Site Number, Report Date, Report FY, Status, Company, Type, Locked?, and Edit/View icons. Two rows are shown, both with 'Submitted' status.

10. The list of Operator Reports will display.

13. Operator Reports Summary									
Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status	Company	Type	Locked?	
910		9100	05/03/2021	2020	Submitted	Subzone INC	MFG		
910	9100		03/31/2021	2020	Submitted	Subzone INC	MFG		

Close

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

Status	Company	Type	Locked?	
Submitted	Subzone INC	MFG		
Submitted	Subzone INC	MFG		

Edit & Submit Operator Reports

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

Grantees
FTZ Homepage
Zones
Operators
Reports
Unlock Requests

If needed, a grantees can make edits to an operator report or submit an operator report based on information provided by that operator.

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

Reports		
Not Started	Current Calendar Year	Previous Years
Show <input type="text" value="25"/> entries		
Zone Number	Report Date	Report FY
910		2020
910		2021

Showing 1 to 2 of 2 entries

If you have not created or saved the Grantee report, the report will be under the **Not Started** tab.

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

Contact Name	Locked?	
Jason Johnson		
Jason Johnson		

Previous Next

4. Scroll to Operator Reports Summary.

13. Operator Reports Summary

The Operator Reports Summary will be at the end of the report screen.

Zone Number	SubZone Number
910	
910	9100

5. The list of Operator Reports will display.

13. Operator Reports Summary					
Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status
910		9100	03/31/2021	2020	Draft
910	9100		03/31/2021	2020	Submitted

6. Click the **Edit Report** icon for the appropriate Operator Report.

Report FY	Status	Company	Type	Locked?	
2020	Draft	Subzone INC	MFG	🔒	
2020	Submitted	Subzone INC	MFG	🔒	

7. Fill in the appropriate fields.

Grantees

FTZ Homepage

Zones

Operators

Reports

Unlock Requests

Production Operator Report

OMB No. 0625-0109 Expiration Date 11/30/2020

Operator Information

Report Year 2020	Zone Number 910	Subzone Number
Site Number 9100	Company Name Subzone INC	Contact Name Michael Johnson
Contact Phone 2032311234	Contact Email tstraining2021@gmail.com	Report Status DRAFT

Report Information

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

1. Was activity conducted under zone procedures during the calendar year?
 Yes No

2. Activated Acres Acres

3. Briefly describe the activity at the subzone/GPZ operation that is occurring under zone procedures. Have there been any changes to the activity or facilities within the past year?

8. Click **Submit Report**.

15. BPI Consent

Information submitted in annual reports to the FTZ Board is ordinarily available to the public. The only detail that may appear in the FTZ Board's public report to Congress is the total amount of merchandise received, forwarded, and destroyed (e.g., \$1,000,001-\$5,000,000, etc.).

Do you consider the numeric data you are entering to be business proprietary that, if made public, the release of such information would be likely to cause substantial harm to the competitive position of your business?

Yes No

All fields on the form are required. Please fill out each field!

Does Beginning Inventory (8.3) + Total Merchandise Received (8.11) - Total Merchandise Forwarded (8.15) - Merchandise Destroyed (8.16) = Ending Inventory (8.6)? If not, explain (8.17). If you are explaining a valid reason for a discrepancy, the explanation must contain at least 50 characters.

[Save as Draft](#) [Submit Report](#) [Close](#)

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.

Unlock Operator Report Requests

1. The Grantee will receive a request via email.

NoReply FTZ Portal <ftz@trade.gov> 5:51 PM (3 minutes ago)
to NoReply ▾

Operator **Subzone INC** has requested that you unlock their **2020** annual report in OFIS (the FTZ Board's annual report submission system) so that they can make further edits.

To unlock the operator report, log in to [OFIS](#) and select the "Unlock Requests" option in the menu on the left side of the page.

Details are below:

Zone Number: 910
Subzone/Site Number: 9100
Report Year : 2020
Operator Company Name : Subzone INC
Requested By : tsitraining2021@gmail.com
Request Description : Need to Make Changes

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

**This is an automated email generated by FTZ Web Portal. Please do not reply.

2. Click **Unlock Requests** on the left navigation tab.



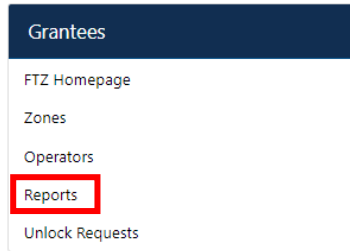
3. Click the **Unlock Report** icon.

Report Year	Zone Number	Subzone Number	Site Number	Requested By	Request Date	Description	Status	Unlocked By	Unlock Date	
2020	910		9100	tsitraining2021@gmail.com	04/01/2021		Pending			
2021	910		9100	tsitraining2021@gmail.com	03/31/2021	Please unlock	Pending			
2020	910		9100	tsitraining2021@gmail.com	03/31/2021	Need to Make Changes	Unlocked	simamanager@gmail.com	03/31/2021	

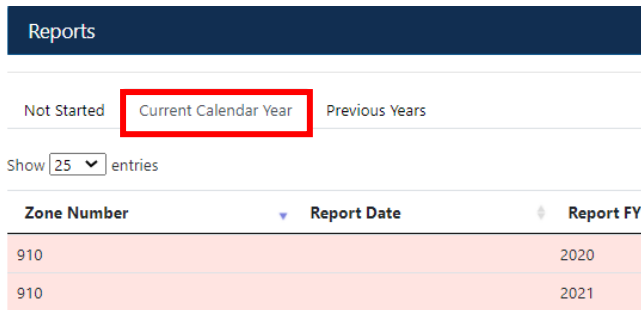
4. The Report will be unlocked for the Operator to make edits and resubmit.

Submit Grantee Report to FTZ Board

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

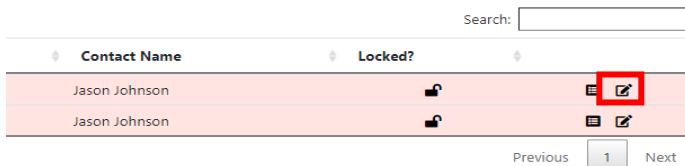


2. Click the **Current Calendar Year** tab.



Showing 1 to 2 of 2 entries

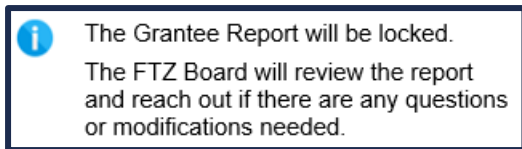
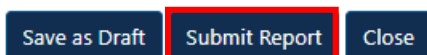
3. Click the **Edit** icon for the appropriate Report.



4. Review Report.
5. Ensure that all Operators that had FTZ activity have submitted reports.

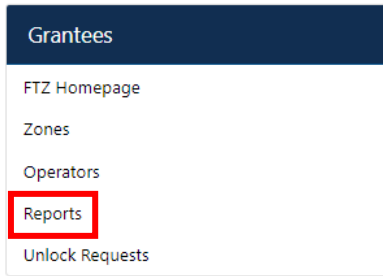
A screenshot of a table titled "13. Operator Reports Summary". The table has columns: Zone Number, SubZone Number, Site Number, Report Date, Report FY, Status, Company, Type, and Locked?. There are two rows of data. The first row has Zone Number 910, Report Date 04/01/2021, Report FY 2020, Status Submitted, Company Subzone INC, Type MFG, and Locked? (indicated by a red lock icon). The second row has Zone Number 910, SubZone Number 9100, Report Date 03/31/2021, Report FY 2020, Status Submitted, Company Subzone INC, Type MFG, and Locked? (indicated by a red lock icon). Each row has a small icon in the rightmost column.

6. Click **Submit Report**.

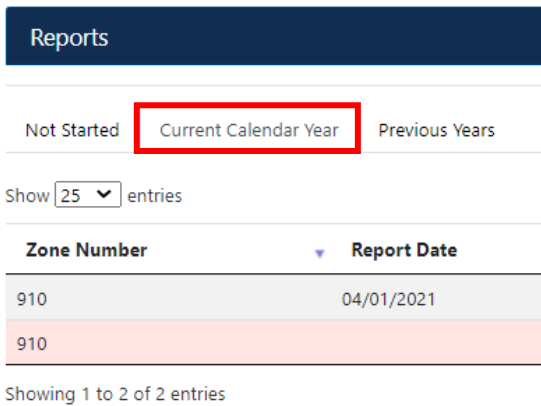


Request to Unlock Grantee Report

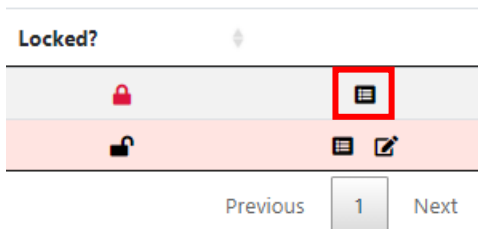
1. Click **Reports** on the left navigation tab.



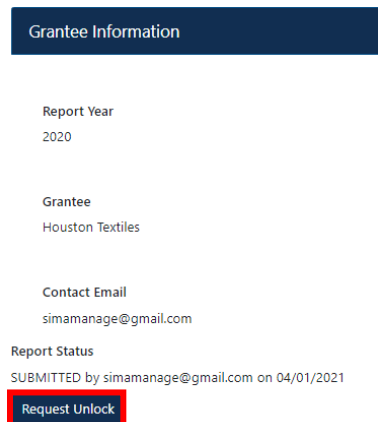
2. Click the **Current Calendar Year** tab.



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



4. Click **Request Unlock**.



5. Enter the Request Description.

Request Description

Changes need to be made to an Operator Report.

Submit Unlock Request

6. Click **Submit Unlock Request**.

Request Description

Changes need to be made to an Operator Report.

Submit Unlock Request

7. The request will be sent to the FTZ Board

Report Status

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

Report unlock request submitted to FTZ staff successfully!

Edit Unlocked Grantee Report

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

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

The 2020 annual report for FTZ 900 has been unlocked by Elizabeth.Whiteman@trade.gov.

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.

Grantees

- FTZ Homepage
- Zones
- Operators
- Reports**
- Unlock Requests

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

Reports

Not Started **Current Calendar Year** Previous Years

Show 25 entries

Zone Number	Report Date
910	04/01/2021
910	

Showing 1 to 2 of 2 entries

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

Locked?

Previous 1 Next

5. Make the necessary edits.

Report Information

Note: A response is required for each field. You will be able to save an incomplete report as a draft, but in order to finalize and submit your report to the grantee, you will need to provide an answer to each question.

1. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year?
 Yes No

2. Provide a summary of the warehouse and distribution activity that occurred within the zone project. Specifically discuss any developments or trends in shipments or activity and any value added activity that occurred within active zone space.

3. Discuss how the zone contributes to the local economy and local economic development efforts, including the FTZ impact on local employment, port activity, industrial development, international trade and investment. If applicable, describe in what ways the zone has been used locally by the logistics industry and other companies to address supply chain issues.

	Total Summed from Warehouse Operator Reports	Total to be Submitted to the FTZ Board
4. Total number of WHS operators who had activity during calendar year?	0	
5. The number employed by warehouse/distribution operators within activated areas was ____ persons.	0	
6. Estimate the percent of total shipments that are directly or indirectly exported ____%. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipments to a customer or related facility that are later re-exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operation.	0	

7. Movement of Merchandise

6. Click **Submit Report**.

Save as Draft **Submit Report** Close

Technical Support
If you have any questions, contact:

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