Online FTZ Information System

U.S. Foreign-Trade Zones Board

GRANTEE USER GUIDE

Table of Contents

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).

INTERNATIONAL TRADE ADMINISTRATION

Sign in

Public Information

Public Information

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.

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.

Homepage

Zone & Site Information

Federal Register Notices

Production Database

Search

Grantees and Operators

Log in by clicking on the "Sign In" link on top right corner to update your information or submit your annual report.

3. Click **Sign in** at the top right.
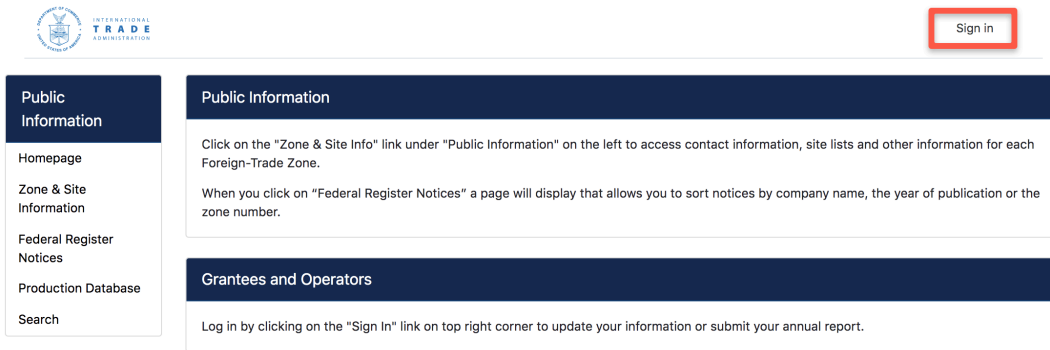
4. Click **Sign up now** at the bottom of the page
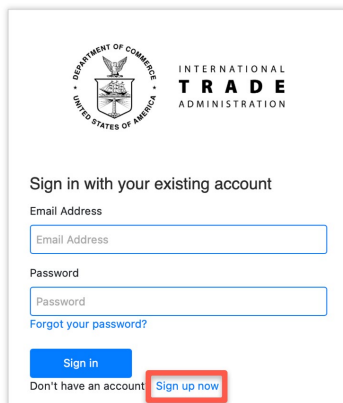
5. Fill in the following fields:
   - **First Name**
   - **Last Name**
   - **Email Address**
   - **New Password**
   - **Confirm New Password**

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

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 ×]

Microsoft on behalf of International Trade Administration <msonlineservicesteam@microsoftonline.com>
to me ▾

12:11 PM (5 minutes ago)

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

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 **TRADE** 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

·········
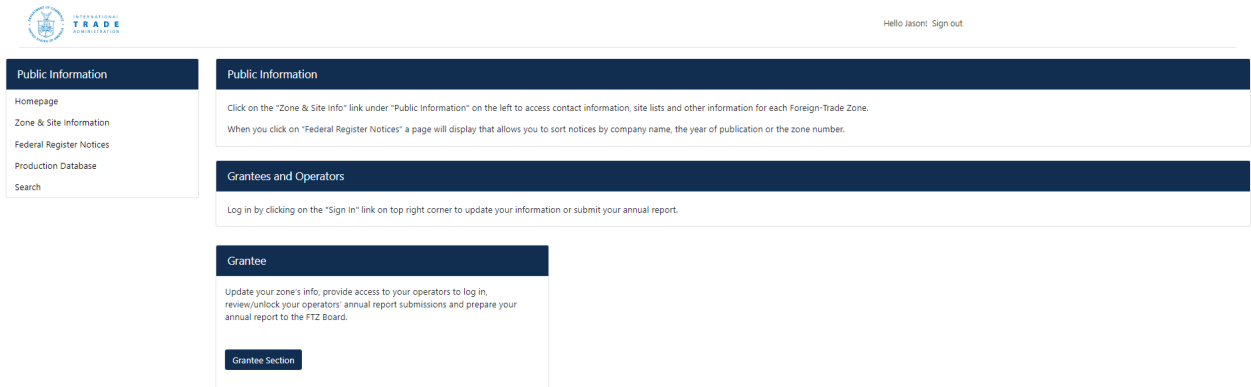
What is this?

Confirm New Password

·········

What is this?

Change E-mail

Create My Account   Cancel
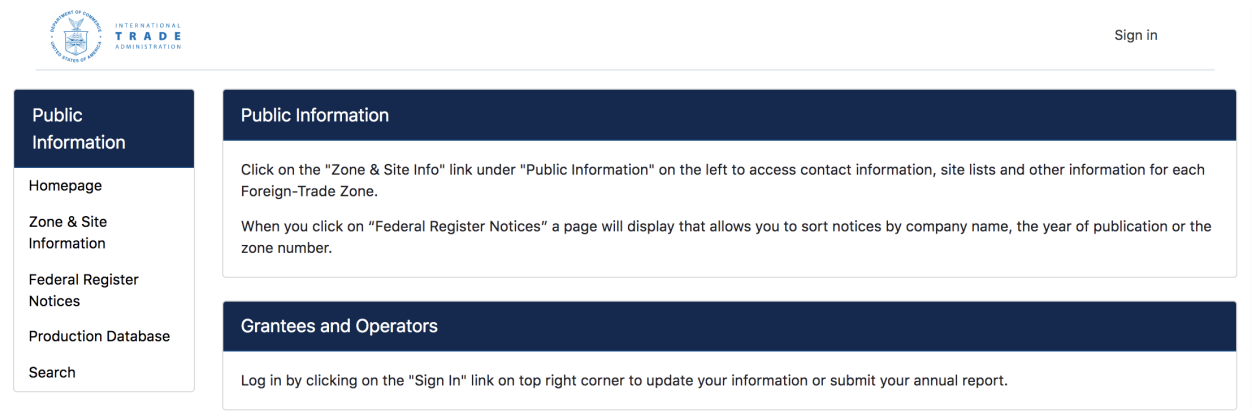
11. You will be logged into your new account.
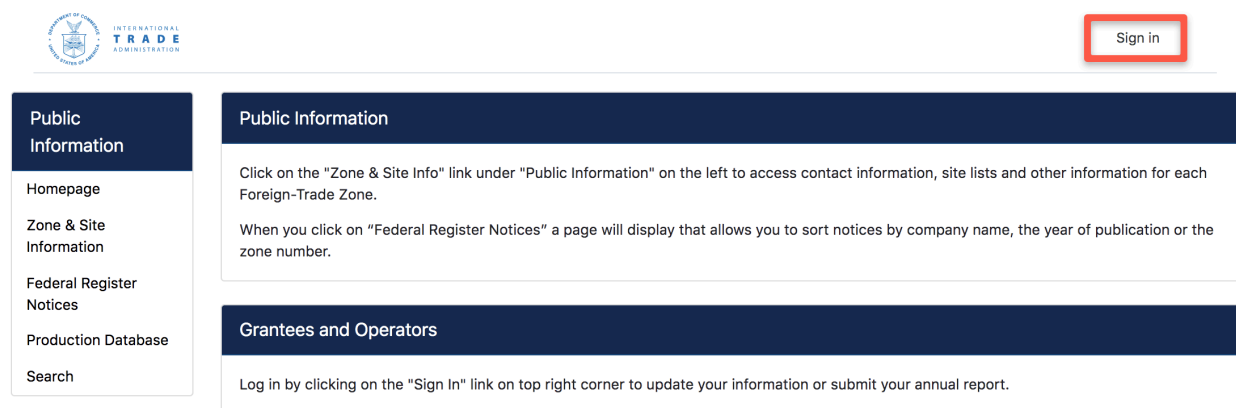
Sign In

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.

Sign in with your existing account

newuser@trade.gov

••••••••••

Forgot your password?

Sign in

Don't have an account? Sign up now

4. Click **Sign in**.

Sign in with your existing account

newuser@trade.gov

••••••••••

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).

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

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 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.

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

simamanage@gmail.com

118880

Verify code   Send new code

9. Click **Verify Code**.

simamanage@gmail.com

118880

Verify code   Send new code

10. Click **Continue**.

E-mail address verified. You can now continue.

simamanage@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
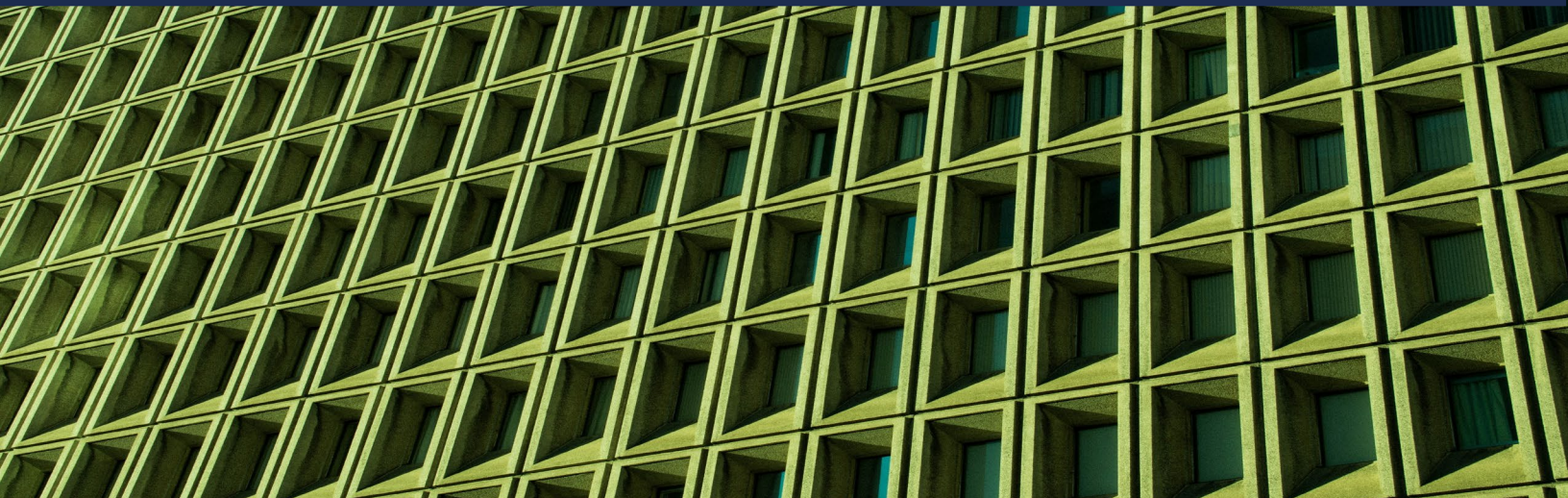
Manage Zone Information
View Grantee Zones List

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

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

	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

View Zone Details

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

2. The details for that Zone will display.

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.

2. Click **Edit.**

3. Scroll to **Grantee Members**.

4. For the New Grantee Member enter:

   - **First Name**
   - **Last Name**

- **Email Address**

5. Click **Add Member**.

6. The New Member will be added.

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

Edit Zone Details

1. Navigate to Zone Details for the appropriate Zone.

2. Click **Edit.**

3. Edits can be made to:

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

4. Make changes.

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

Edit Subzone

1. Navigate to Zone Details for the appropriate Zone.

2. Click the **Subzone** tab.

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

4. Click **Edit**.

5.

6. Edits can be made to:

   - **Status**

7. Click **Update Subzone**.

8. Click **Close**.

Edit Site

1. Navigate to Zone Details for the appropriate Zone.

2. Click the **Site** tab.

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

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

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

4. Click **Edit**.

5. Edits can be made to:

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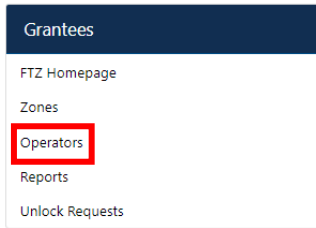   - **Activated Acres**

6. Click **Update Site**.

7. Click **Close**.

Manage Operators
Create New Operator

1. Click **Operators** on the left navigation panel.
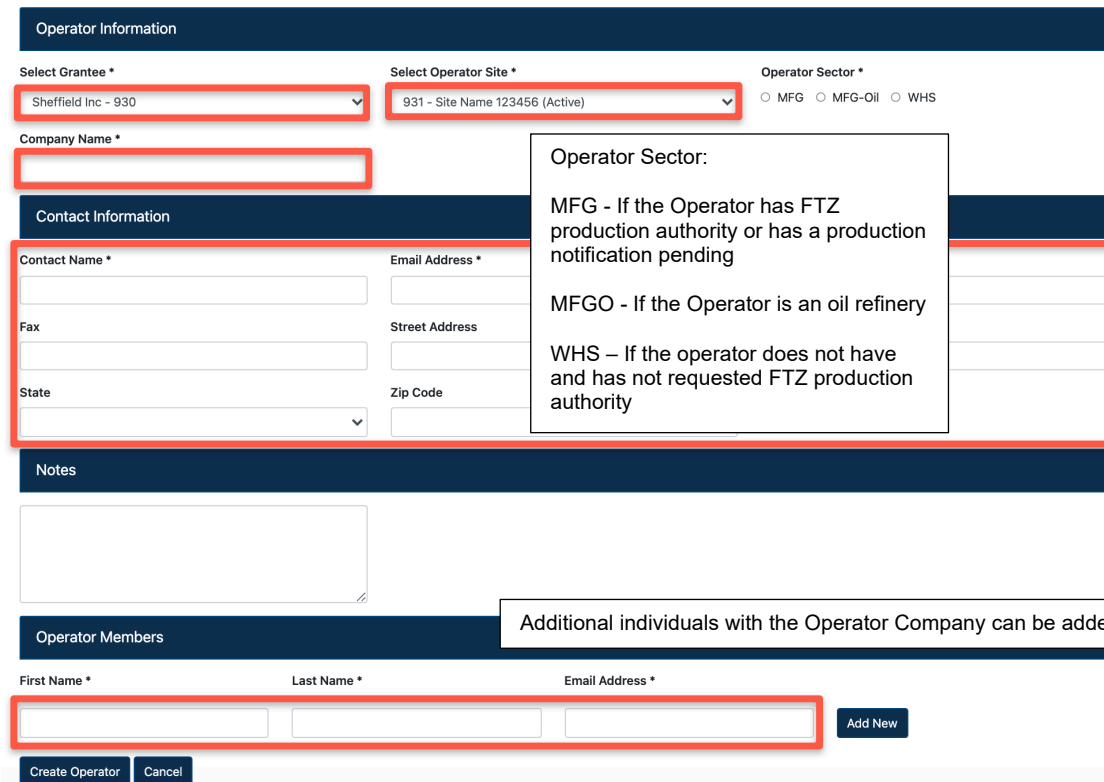
2. Click **Create New**.
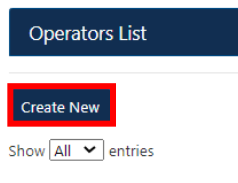
3. The Create New Operator form will display:

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

Operator 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

4. Click **Create Operator**.
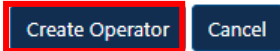
Use the Search Box and Filter Buttons to search through large lists.

Edit Operator

1. Click **Operators** on the left navigation tab.
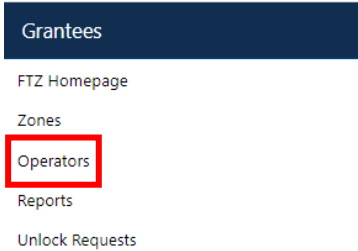
2. The Operators list will display.

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

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

5. Click **Edit**.
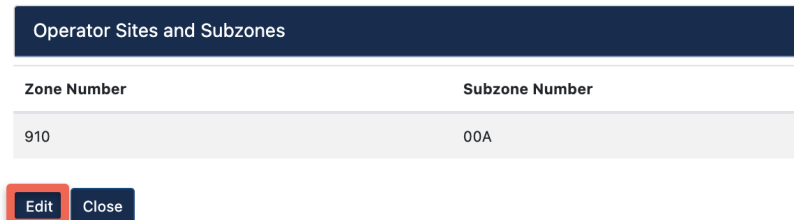
6. Edits can be made to:

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

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.

3. Click the **Site** tab.

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

5. Scroll to Site Operators.

6. Click **Add New Operator**.

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

Detach Operator from Site

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

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

3. Click the **Site** tab.

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

5. Scroll to Site Operators.

6. Click **Detach**.

7. The Confirm Operator Detach pop-up box will display.
8. Click **Confirm** to detach the Operator.

9. Click **Close**.

Annual Reports

View Grantee Reports – Not Started

These are reports that have not been started.

1. Click **Reports** on the left navigation tab.
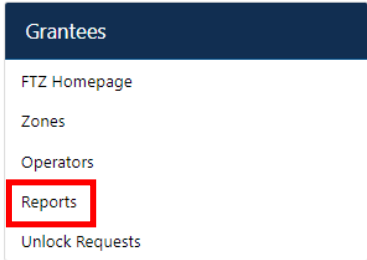
2. Click the **Not Started** tab.
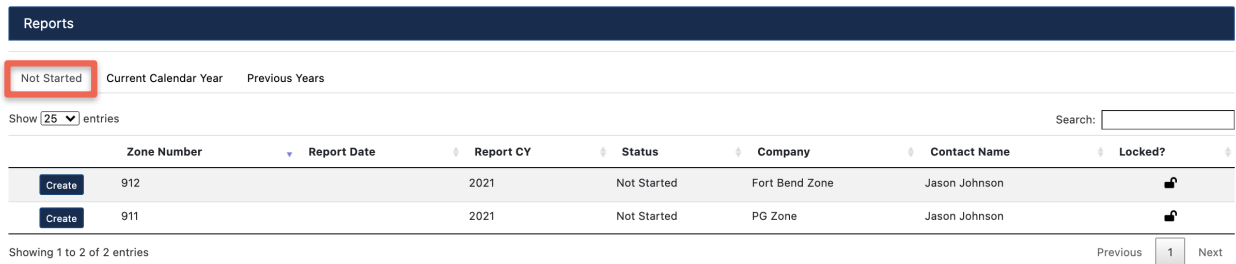
3. Reports that have not been created will be displayed.

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.

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

View Previous Years Reports

These are previous years' reports that have been submitted.

1. Click **Reports** on the left navigation tab.
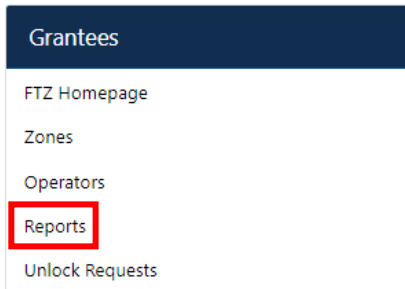
2. Click the **Previous Years** tab.

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

View Operator Annual Report Status

1. Click **Reports** on the left navigation tab.
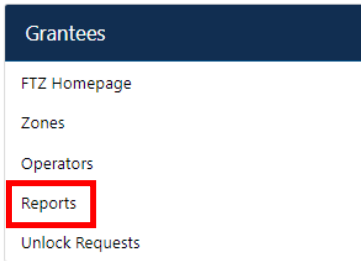
2. Click the **Not Started** tab.
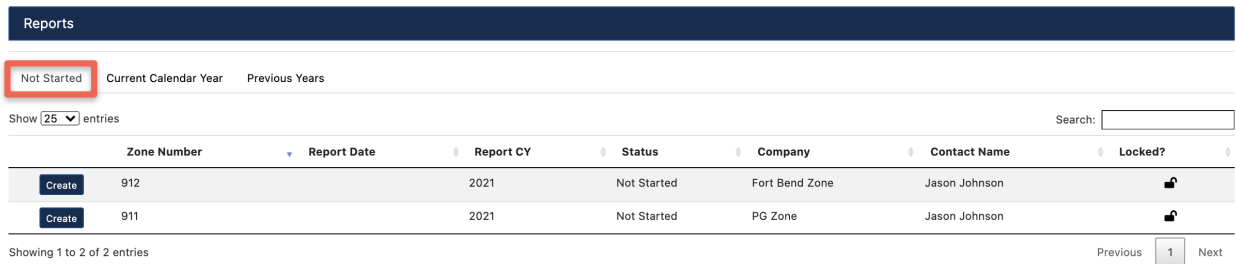
3. Click the **Zone Number**.

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

5. Click **Close**.

Create Grantee Report

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

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

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

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 durin...
   ● Yes ○ No

2. Provide a summary of the warehouse and distribution activity that occurred within the z... ...value added activity that occurred within active zone space.

3. Discuss how the zone contributes to the local economy and local economic developme... ...t, 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 s...

> **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.

	Reports	Use Numbers provided by WHS 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	

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 | |

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.
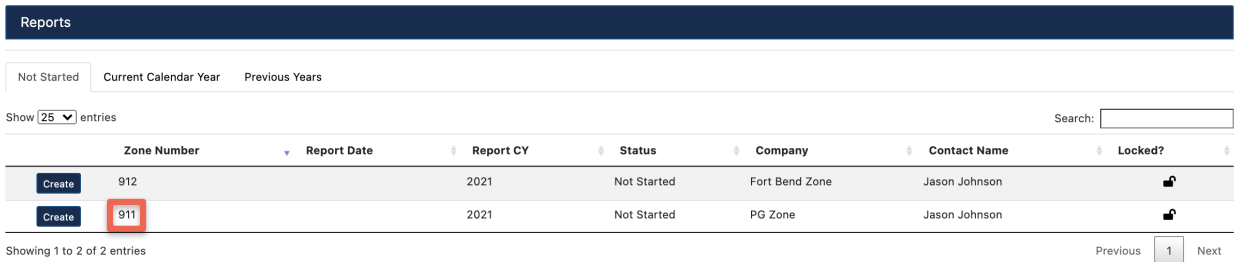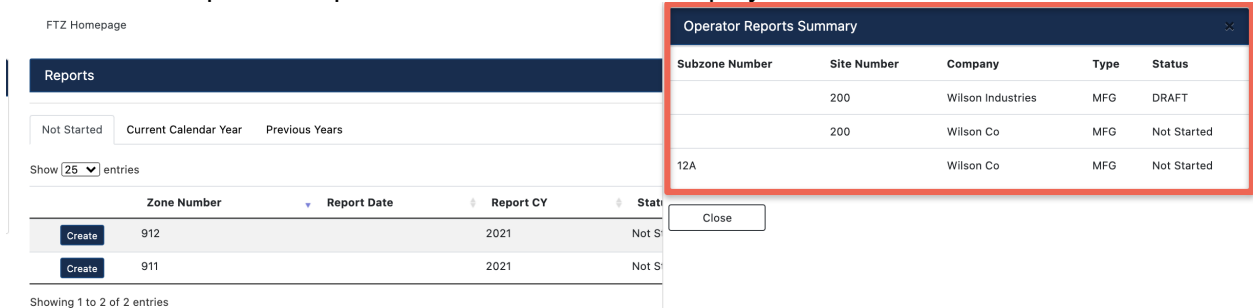
1. Was foreign-status merchandise stored within the zone under zone procedures during the calendar year?
   ● Yes ○

2. Provide a... ...cuss any developments or trends in shipments or activity and any value added activity that occurred within active zone space.

3. Discuss h... ...impact on local employment, port activity, industrial development, international trade and investment. If applicable, describe in what ways the zone ha...

> 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."

	Total Summed from Warehouse Operator Reports	Use Numbers provided by WHS Reports
		Total to be Submitted to the FTZ Board
4. Total	0	
5. The r	0	

Employ... ...me equivalent (e.g., 60 contract employees working for 6 months would equal a full time equivalent of 30 workers).

6. Estim... ...e reported are ship... ...or related facility ... ...export activity...

| | | 0 | |

7. Movement of Merchandise

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

Information submitt[...] | Save as Draft – Save and return to work on your report later.
specific figures will [...]
to the public. The o[...] | Submit Report – Submit to FTZ Board.
$1,000,001-$5,000,[...]
Do you consider the n[...] | Close – Close Report without saving.

○ Yes ● No

13. Operator Reports Summary

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.

Annual report submitted: UAT Iron Ore Inc ⅀   Inbox ✕

NoReply FTZ Portal <ftz@trade.gov>   9:39 AM (2 hours ago)   ☆
to ▾

UAT Iron Ore Inc has submitted its 2021 annual report in OFIS.

Click on the link below to view the report and to submit the annual report for your zone:

Link to OFIS

ⓘ The Operator Reports will be locked.
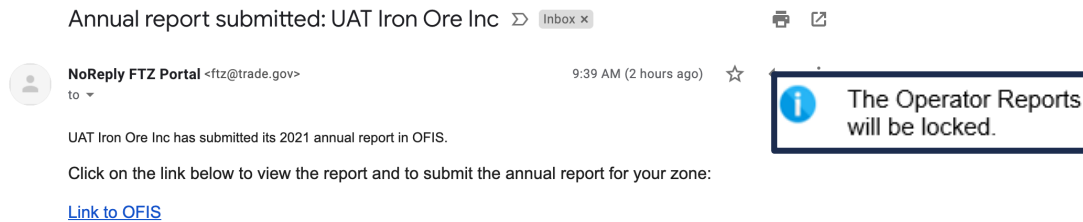
View Operator Reports

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

Grantees

FTZ Homepage
Zones
Operators
Reports
Unlock Requests

7. Navigate to the Report.

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.

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

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 grantee 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 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 | 1 | Next

4. Scroll to Operator Reports Summary.

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

5. The list of Operator Reports will display.

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

7. Fill in the appropriate fields.

8. Click **Submit Report**.

15. BPI Consent

Information submitted in annual reports to the FTZ Board is ordinarily available [...] specific figures will be available for the zone grantee's review through its accou[...] public. The only detail that may appear in the FTZ Board's public report to Con[...] $1,000,001–$5,000,000, etc.).

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.

Do you consider the numeric data you are entering to be business proprietary tha[...]

○ 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 |

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.

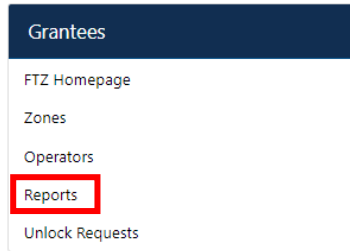2. Click **Unlock Requests** on the left navigation tab.

Grantees

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Unlock Requests

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

Operator Report Unlock Requests

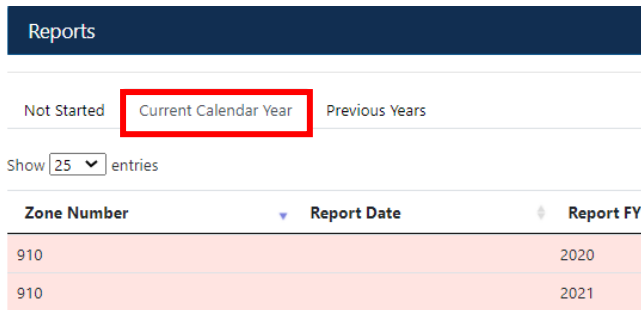| Report Year	Zone Number	Subzone Number	Site Number	Requested By	Request Date	Description	Status	Unlocked By	Unlock Date		
2020	910		9100	tsitraining2021@gmail.com	04/01/2021		Pending			🗒	🔓
2021	910		9100	tsitraining2021@gmail.com	03/31/2021	Please unlock	Pending			🗒	🔓
2020	910		9100	tsitraining2021@gmail.com	03/31/2021	Need to Make Changes	Unlocked	simamanage@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
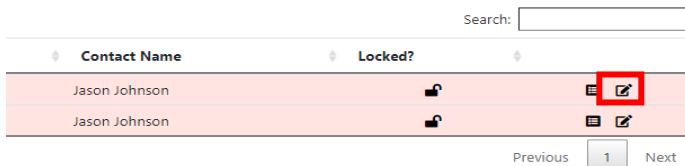
1. Click **Reports** on the left navigation tab.

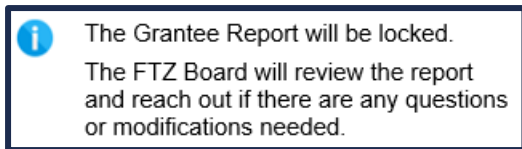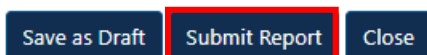2. Click the **Current Calendar Year** tab.

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

4. Review Report.

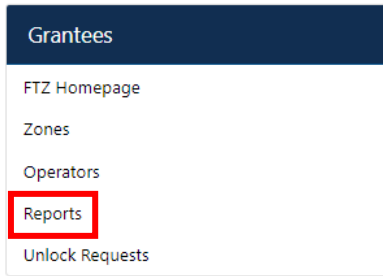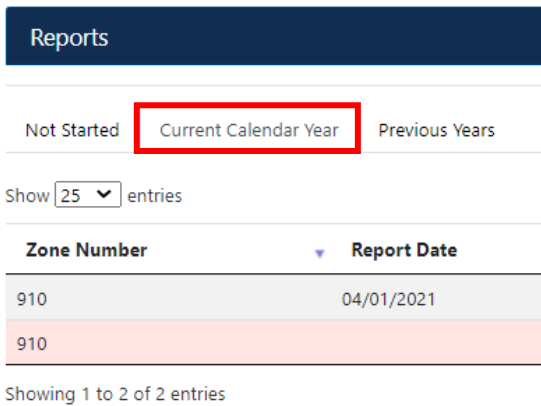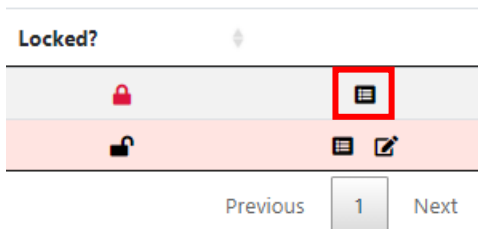5. Ensure that all Operators that had FTZ activity have submitted reports.

6. Click **Submit Report**.

The Grantee Report will be locked.

The FTZ Board will review the report and reach out if there are any questions or modifications needed.

Request to Unlock Grantee Report

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

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FTZ Homepage
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Unlock Requests

2. 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

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

Locked?	
🔒	📋
🔓	📋 📝

Previous   1   Next

4. Click **Request Unlock**.

Grantee Information

Report Year
2020

Grantee
Houston Textiles

Contact Email
simamanage@gmail.com

Report Status
SUBMITTED by simamanage@gmail.com on 04/01/2021
Request Unlock
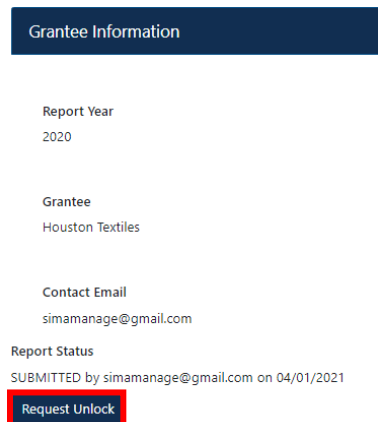
5. Enter the Request Description.

6. Click **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.

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

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

5. Make the necessary edits.

6. Click **Submit Report**.

Technical Support
If you have any questions, contact:

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