

Office of Textiles and Apparel (OTEXA)

Made in the USA
PUBLIC SITE USER GUIDE

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Navigation

Account Creation

- 1. Click here to access the Made in the USA Directory Application.
- 2. Click Register Here.



MADE IN THE USA DATABASE

Welcome to the Office of Textiles and Apparel (OTEXA) Made in U.S.A. Sourcing Databasel OTE database to assist buyers in sourcing U.S.-made textile, apparel and footwear products from U. manufacturers, suppliers, distributors, and producers. In order to qualify for listing in this datal company incorporated in the United States with at least one manufacturing plant, assembly plut that manufactures, assembles, or distributes U.S.-made textile, apparel, or footwear products vidatabase.

Disclaimer: Vendors are not required to register for this database but do so voluntarily. The Off (OTEXA) and the U.S. Government are not responsible for the information the companies provis not an endorsement of a company or product by OTEXA. Further, listing on this website does compliance with the Federal Trade Commission's "Made in U.S.A." labeling regulations of ...

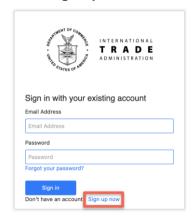
Existing Companies

Create a new account using the email address associated with the company if it has already been registered.

If you do not have the same email address, create a new account, and submit a new company registration.



3. Click Sign up now at the bottom of the page



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



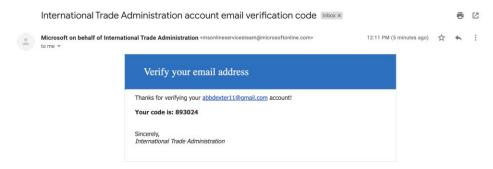


The password must be between 8 and 64 characters

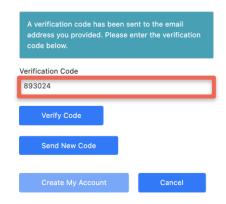
The password must have at least 3 of the following:

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

- 5. Click Verify Email Address.
- 6. You will receive an email with the Verification Code.



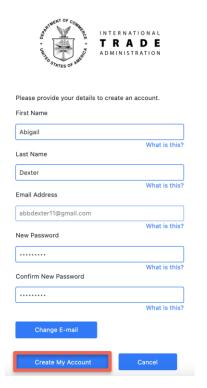
7. Navigate back to the Application and paste the code.



8. Click Verify Code.



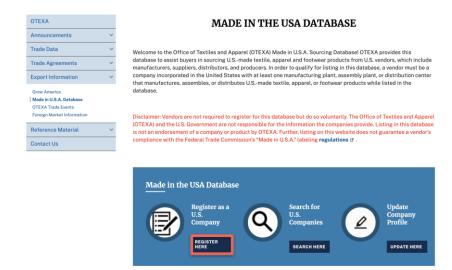
9. Click Create My Account.



10. You will be logged into your account.

Sign In

- 1. Click here to access the Made in the USA Directory Application.
- 2. Click Register Here.



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

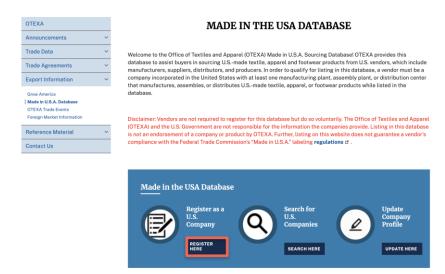


4. Click Sign in.



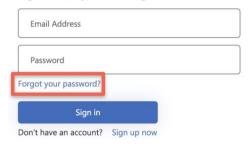
Change Password

- 1. Click here to access the Made in the USA Directory Application.
- 2. Click Register Here or Update Here.

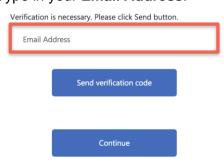


3. Click Forgot your Password.

Sign in with your existing account



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



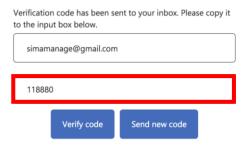
5. Click Send Verification Code.



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



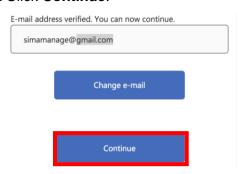
- 7. Copy the **Verification Code**.
- 8. Navigate back to the Application and paste the code.



9. Click Verify Code.



10. Click Continue.



11. Create a New Password.



12. Click Continue.



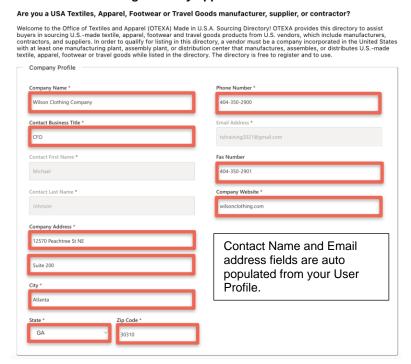
Submit New Registration

Company Profile

Add the contact information for your Company.

1. Fill in the form.

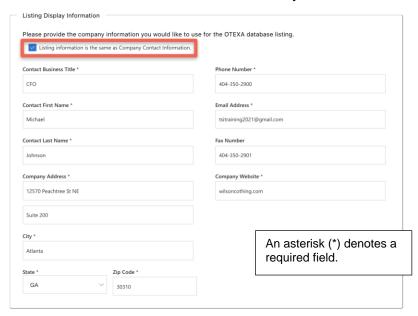
Made in USA Sourcing Directory Application



Listing Display Information

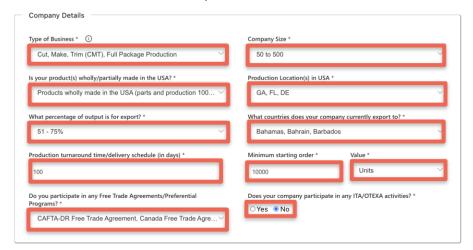
Add the company information that you would like listed in the OTEXA directory.

2. Click the check box if you want to auto populate the company contact information that you filled in above. If not, fill in the fields below if you want to use different information.

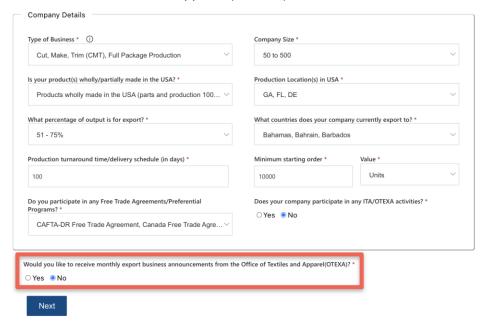


Company Details

3. Select an answer from the drop-down list or radio button for each field.



 Select the Yes or No radio button to receive monthly export business announcements from the Office of Textiles and Apparel (OTEXA).



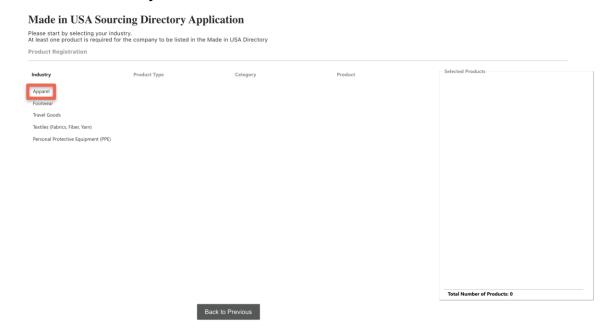
5. Click Next to add Products.



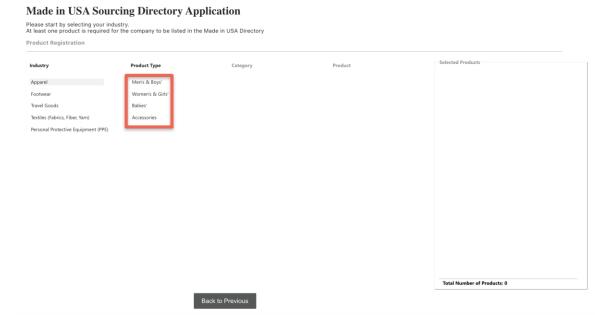
Add Products

This is where you will add your products that will be listed under your company in the Made in the USA directory. (Note: At least (1) product is required to be listed.)

6. Click on an Industry.



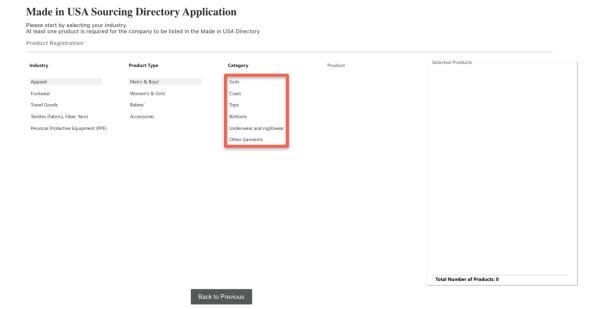
7. A list of Product Types will be displayed based on the industry selected.



8. Click on a **Product** Type.

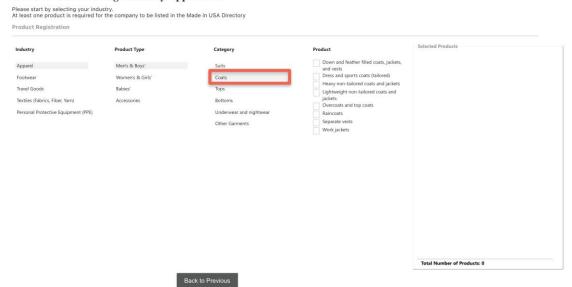
Made in USA Sourcing Directory Application Please start by selecting your industry. At least one product is required for the company to be listed in the Made in USA Directory Product Registration Selected Products Product Type Industry Men's & Boys' Apparel Footwear Travel Goods Textiles (Fabrics, Fiber, Yarn) Personal Protective Equipment (PPE) Underwear and nightwear Other Garments Total Number of Products: 0 Back to Previous

9. A list of Categories will be displayed based on the Product Type selected.



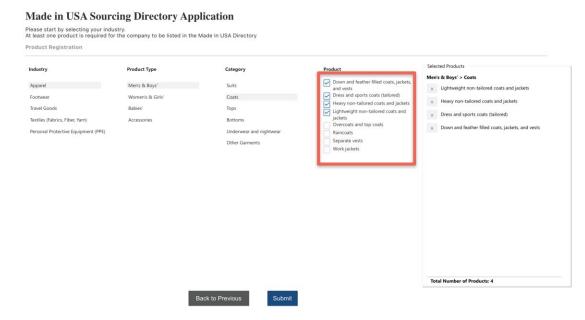
10. Click on a Category.

Made in USA Sourcing Directory Application



11. A list of Products will be displayed based on the Category selected.

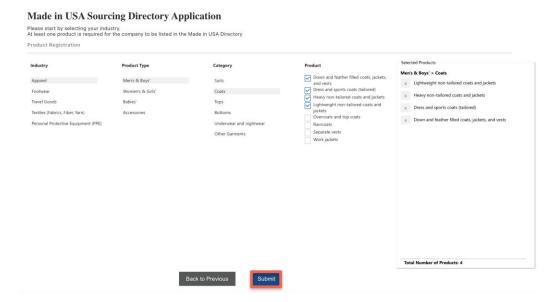
12. Click on the **Product**(s) checkbox to add the product(s) for your company.



13. Repeat steps 6-12 until you have selected all of products that needs to be added.

Submission

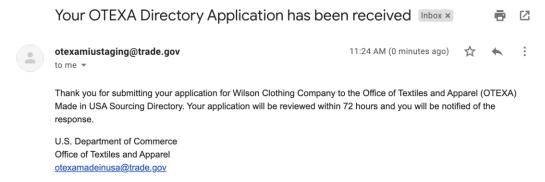
14. Click Submit.



15. You will see the confirmation of submission on the next screen.



16. A confirmation will be sent to your email.

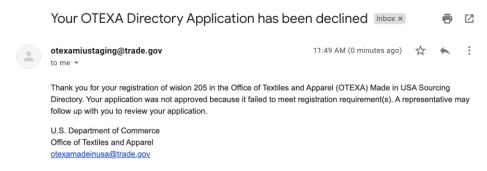


17. You will receive an email once the application has been approved or declined:

Approved



Declined



Edit Company Profile

Update Company Profile in Directory

- 1. Click here to access the Made in the USA Directory Application.
- 2. Click Update Here.



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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

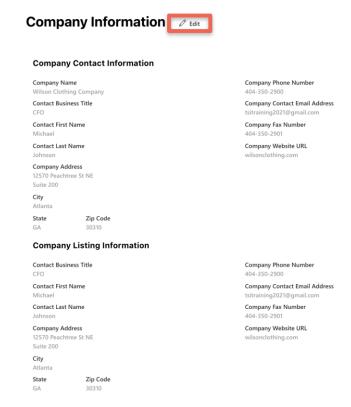
Don't have an account? Sign up now

4. Click Sign in.

Sign in with your existing account



5. Click Edit.



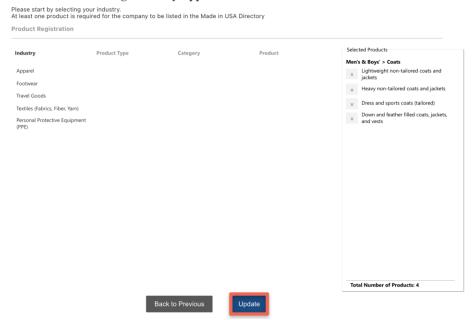
- 6. Make edits to the company profile if needed.
- 7. Click Next.



8. Make any changes needed to the Products.

9. Click Update.

Made in USA Sourcing Directory Application



10. You will receive a confirmation on the next screen.

Company Updated

Your Wilson Clothing Company has been successfully updated from Made in USA Database.



Remove Company from Directory

- 1. Click here to access the Made in the USA Directory Application.
- 2. Click Update Here.



MADE IN THE USA DATABASE

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

Sign in with your existing account

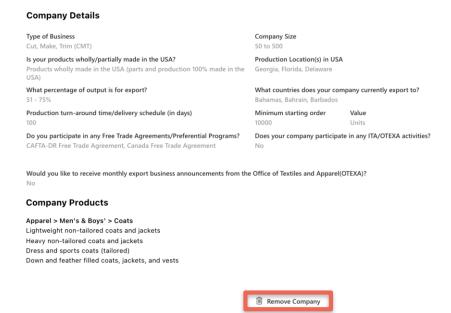


4. Click Sign in.

Sign in with your existing account



5. Scroll down and click Remove Company.



6. You will receive a confirmation on the next screen and via email.

Wilson Clothing Company Removed

Your listing has been removed from the Office of Textiles and Apparel (OTEXA) Made in USA Sourcing Directory.



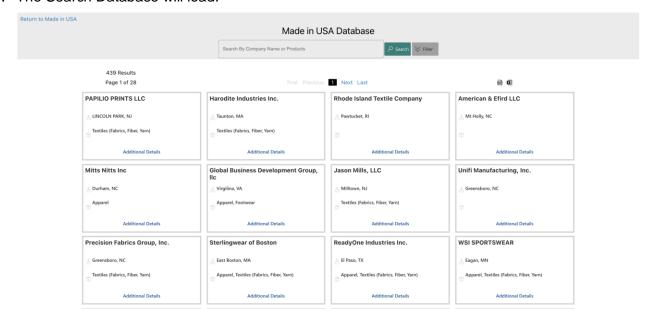
Search for U.S. Companies

Access Search

- 1. Click here to access the Made in the USA Directory Application.
- 2. Click Search Here.

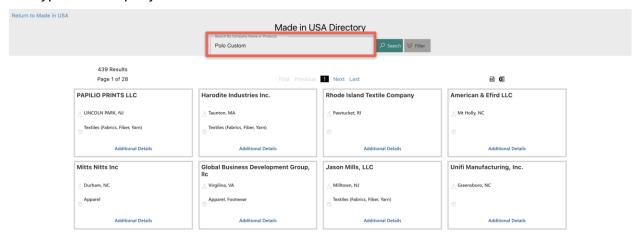


3. The Search Database will load.

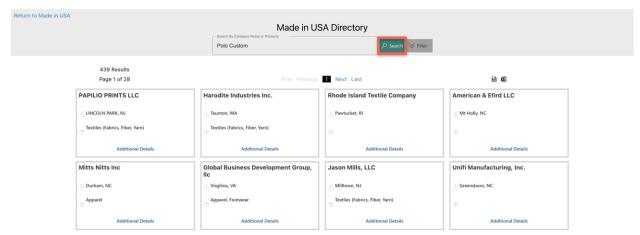


Search By Company Name

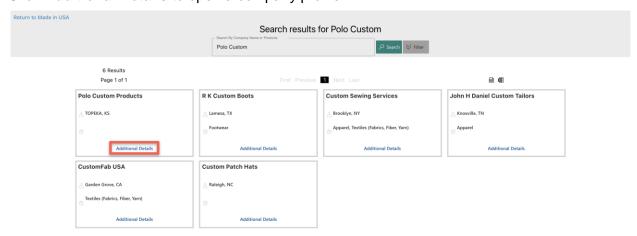
1. Type in a company name in the **Search Box**.



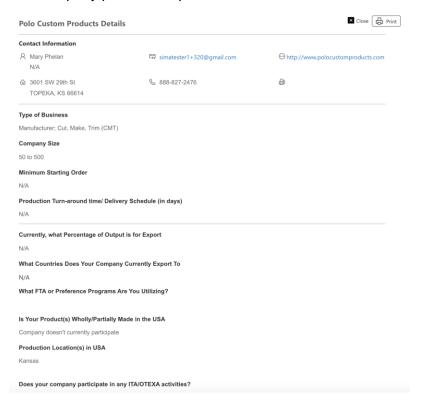
2. Click Search.



3. Click Additional Details to open a company profile.

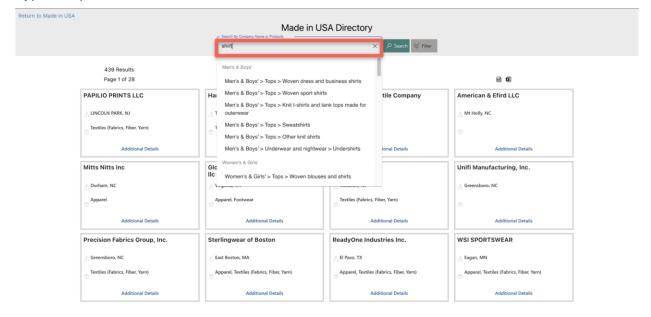


4. The company profile will open.

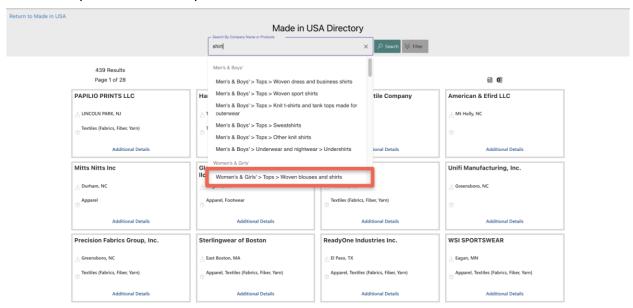


Search By Product

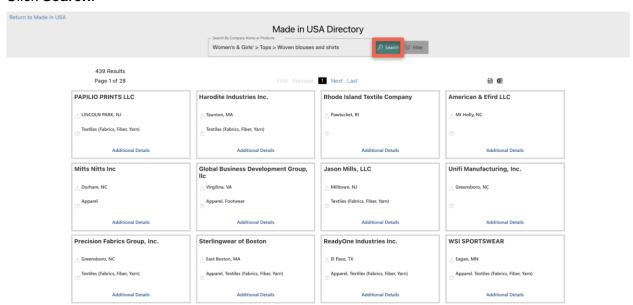
1. Type in a product name in the Search Box.



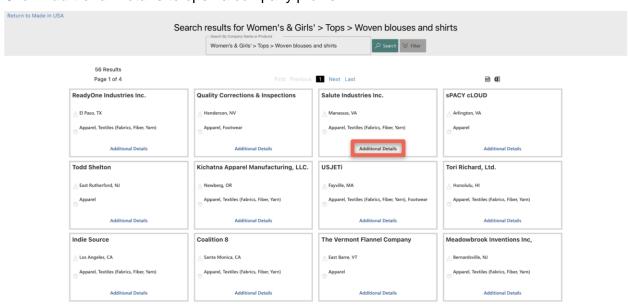
2. Select an option from the drop down-list.



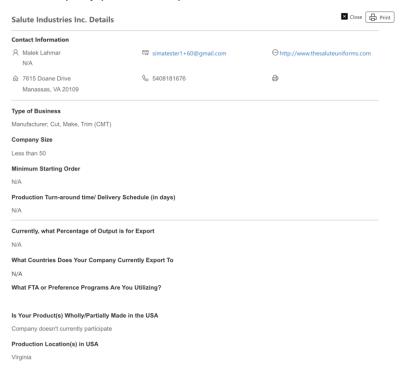
3. Click Search.



4. Click Additional Details to open a company profile.

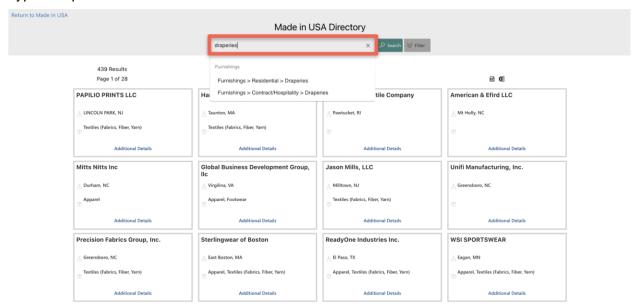


5. The company profile will open.

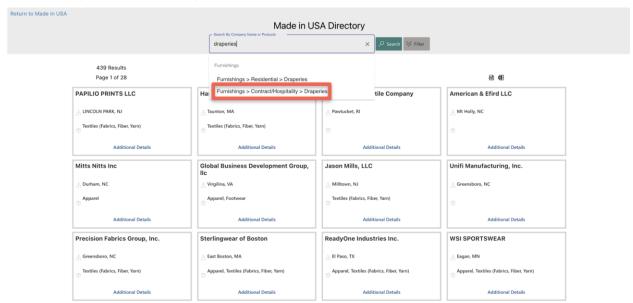


Filter Search

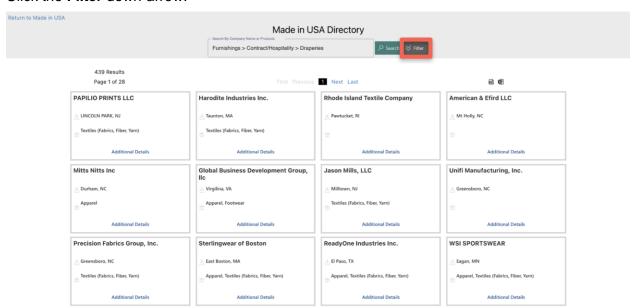
1. Type in a product name in the **Search Box**.



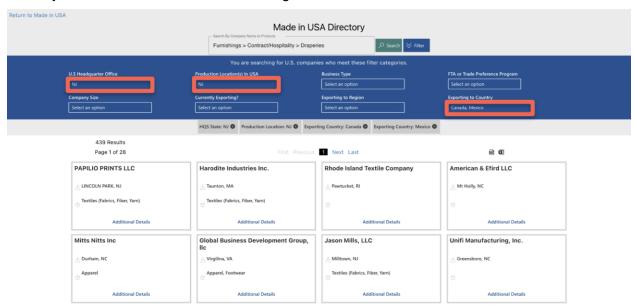
2. Select an option from the drop down-list.



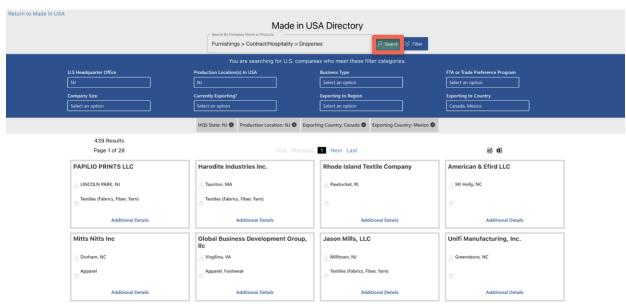
3. Click the Filter down-arrow.



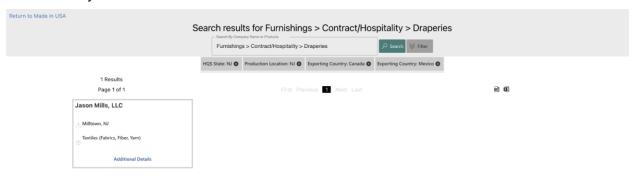
4. Select your filter criteria from the filter categories.



5. Click Search.

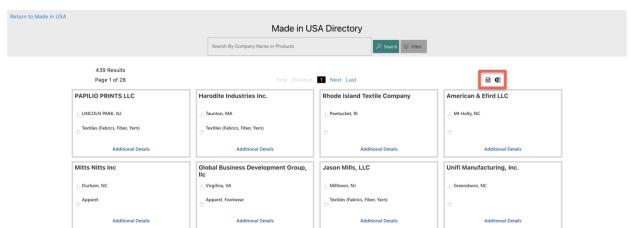


6. You will see your search results.



Export Search Results

1. Click the PDF or MS Excel icon.

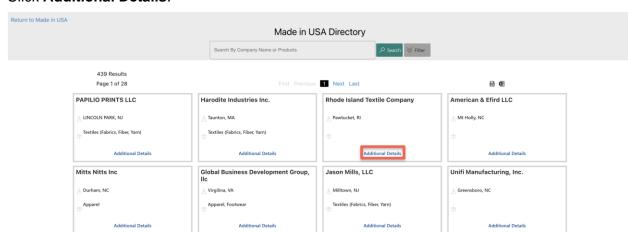


2. The document will be downloaded locally on your workstation.



Print Search Results

1. Click Additional Details.



2. Click Print.

