This system is optimized for the latest version of Google Chrome and may not be compatible with other browsers.
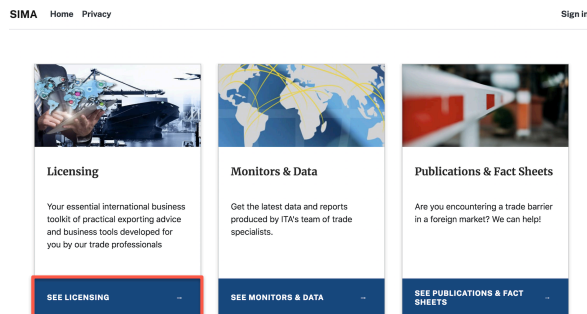
Account Creation

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

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

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

To create a new account:

1. Navigate to the SIMA page.
2. Click **See Licensing.**

SIMA   Home   Privacy   Sign in

Licensing

Your essential international business toolkit of practical exporting advice and business tools developed for you by our trade professionals

SEE LICENSING →

Monitors & Data

Get the latest data and reports produced by ITA's team of trade specialists.

SEE MONITORS & DATA →

Publications & Fact Sheets

Are you encountering a trade barrier in a foreign market? We can help!

SEE PUBLICATIONS & FACT SHEETS →

3. Click **Sign Up Now**.

INTERNATIONAL **TRADE** ADMINISTRATION

Sign in with your existing account

Email Address

[Email Address]

Password

[Password]

Forgot your password?

[Sign in]

Log in with your existing organization account

Don't have an account? Sign up now

4. Fill in all **fields**.

INTERNATIONAL **TRADE** ADMINISTRATION

Please provide the following details.

Display Name

[Christopher Whiting]

What is this?
First Name

[Christopher]

What is this?
Last Name

[Whiting]

What is this?
Email Address

[SIMAmanage@gmail.com]

What is this?
New Password

[••••••••]

What is this?
Confirm New Password

[••••••••]

What is this?

[Verify Email Address]

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

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

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

5. Click **Verify Email Address**.

[**Verify Email Address**]

6. Enter **Verification Code** from Email.

Verify your email address

Thanks for verifying your SIMAmanage@gmail.com account!

Your code is: 785084

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

7. Click **Verify Code**.

We have emailed you a verification code. Please enter it below and click Verify Code button.

Verification code

785084

| Verify code | Send new code |

8. Click **Create**.

INTERNATIONAL
T R A D E
ADMINISTRATION

Please provide the following details.

Display Name

Christopher Whiting

What is this?
First Name

Christopher

What is this?
Last Name

Whiting

What is this?
Email Address

SIMAmanage@gmail.com

What is this?
New Password

••••••••

What is this?
Confirm New Password

••••••••

What is this?

Change e-mail

| Create | Cancel |

9. You will be automatically directed to the Account Creation Page.

10. Fill in *required fields.

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

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

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

11. Click **Save**.

EIN *	Company Name *
12-1222222	KWO Steel Importers

Company Type *	Company Street Address *
Importer	122459 South Gessner Road

City *	State *	Zip *
Missouri City	TX	77459

Phone *	Fax
281-437-6659	281-437-6658

First Name	Last Name
Christopher	Whiting

Email

SIMAmanage@gmail.com

Alternate Email

Branch Name

Branch Address

City	State	Zip

| Back | Save |

Password Reset

To reset your SIMA login password:

1. Navigate to the [SIMA Login Page](#).
2. Click **Forgot Your Password**.

INTERNATIONAL
T R A D E
ADMINISTRATION

Sign in with your existing account

Email Address

Email Address

Password

Password

Forgot your password?

Sign in

3. Enter the **Email address** associated with your SIMA account.

Please provide the following details.

Verification is necessary. Please click Send button.
Email Address

simamanage@gmail.com

What is this?

Send verification code

4. Click **Send Verification Code**.

Send verification code

5. Enter **Verification Code** from Email
6. Click **Verify Code**.

Verification code

952541

Verify code   Send new code

7. Click **Continue**.
8. Enter a new Password in both fields.
   Note: The password must be between 8 and 64 characters and have at least 3 of the following:
   - a lowercase letters
   - an uppercase letter
   - a number
   - a symbol

Please provide the following details.

New Password

••••••••••••

What is this?
Confirm New Password

••••••••••••

What is this?

9. Click **Continue**.
10. You will be logged in and directed to the main SIMA page.

Apply for Standard License

Follow the steps below to apply for a standard license:

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

4. Click **Sign In.**

Single License

5. Click **Apply for Single License**.

SIMA   Home   Privacy   Hello Christopher Whiting!   Sign out

Standard License   Industry Import   ⊕ Apply for Single License   ⊠ Apply for Multiple Licenses
Low Value License   Licensing Tool
My Account   Search For
                     ⊕ Add Another Search Filter
                                         Date of Import   Creation Date
Status   From: To: From: To:
ALL

SEARCH   SAVE THIS SEARCH   EXPORT

6. Select **Standard License** from the drop-down list.

⊕ Apply for Single License

Standard License

Low Value License

7. Fill in *Required Fields.

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

Standard License Form

8. Add Product(s) to your form:

    a. Enter a **HTS Number**
       The Product Description, Product
       Category, & Unit Value will auto-
       populate based on the HTS Number.
    b. Fill in **Country of Melt & Pour**
    c. Fill **in Volume in KG**
    d. Fill in **Customs Value in US $**
9. Click **Add Products.**
10. Click the **Certify Checkbox**.
11. Click **Preview**.
12. Verify all information is correct.
13. Click **Submit.**

Multiple Licenses

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

    1. Click **Apply for Multiple Licenses**.

    2. Click **Download Excel Template**.

    The Excel spreadsheet will download locally.

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

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

14. The filename selected will appear.

License Import
Import Licenses in an Excel File

You may upload an Excel document to import Licenses.

Download Excel Template

Choose File ExcelImportTemplate.xlsx

Upload File

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

SIMA   Home   Privacy

License Import

All licenses are created successfully.

Entity ID	License Number
1	SF52W0720
2	SDVBG0720

◉ Back to Upload

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

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

View License Summary
To view a summary of each license:

1. Navigate to the license in the license list.

   Lic#: SDVBG0720   Cust#: BTF21408258   SUBMITTED ⊕
   Lic#: SF52W0720   Cust#: BTF21408253   SUBMITTED ⊕

2. Click the **Plus Sign**.

   Lic#: SDVBG0720   Cust#: BTF21408258   SUBMITTED ⊕

3. View summary for selected license.

Search & Filter Licenses
To search for licenses:

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

   Status
   ✓ ALL
   SUBMITTED
   CORRECTED
   CANCELED
   ACTION REQUIRED

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

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

4. Click **Search**.

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

6. Click **Save This Search** to save the search and access at a later date.

License Actions

Below are actions that can be taken for each license that has been submitted. These icons appear to the right of each license.

View License

View and/or print license

Duplicate License

Make a copy of license to edit and submit

Modify License

Make edits to license
*Modified licenses will show as **Corrected** on the dashboard.

Cancel License

Cancel license
*This action cannot be undone.

Support
Check out the FAQs, Instructional Videos, and User Guides at
https://www.trade.gov/updates-steel-import-licensing

Forward all questions to steel.license@trade.gov.