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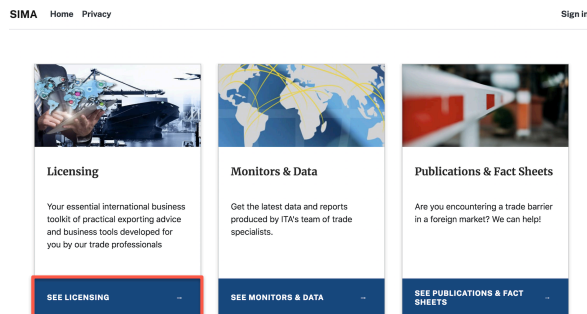
Account Creation

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.**

3. Click **Sign Up Now**.

4. Fill in all **fields**.

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**.

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

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
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?

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 <u>NOT</u> 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 <u>valid</u> 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
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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

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

Date of Application
07/27/2020

Applicant Company
KWO Steel Importers

Customs Entry Number

Contact Name
Christopher Whiting

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

Contact Phone
281-437-6659

Contact Email
SIMAmanage@gmail.com

Contact Fax
281-437-6658

Foreign Trade Zone

Date License Valid From
07/27/2020

Date of Expiration
10/10/2020

Importer Name *

The Importer Name field is required.

Exporter Name *

The Exporter Name field is required.

Manufacturer Name *

The Manufacturer Name field is required.

Country of Origin (Customs Basis) *

Country from which the product(s) were exported *

Expected Port of Entry *

Expected Date of Export *
07/27/2020

Expected Date of Import *
07/27/2020

Product Type *
Steel

8. Add Product(s) to your form:

Product Information

HTS Number *

The HTS Number field is required.

Product Description *

The Product Description field is required.

Product Category *

Country of Melt & Pour *

Volume (Quantity - KG) *

Customs Value (U.S. $) *

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

   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.

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

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.

2. Click the **Plus Sign**.

3. View summary for selected license.

Search & Filter Licenses

To search for licenses:

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

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

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

4. Click **Search**.

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

6. Click **Save This Search** to save the search and access 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.