

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

Account Creation

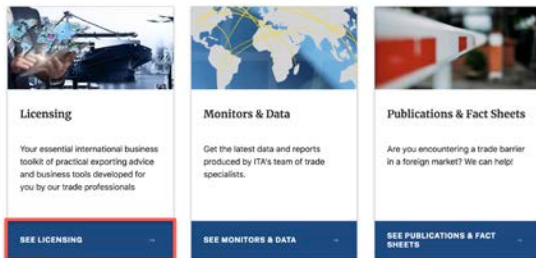
All users of the Aluminum Import Monitoring and Analysis (AIM) system will need to create a new account to apply for licenses and manage their account.

Current users of the SIMA system will not need to create a new account since AIM and SIMA share the same platform.

To create a new account:

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

SIMA Home Privacy Sign In



3. Click **Sign Up Now**.

4. Fill in all fields.



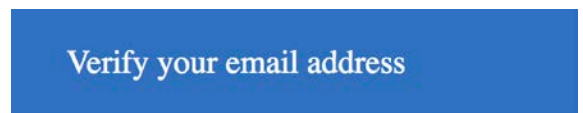
The password must be between 8 and 64 characters and have at least 3 of the following:

- 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, trash, 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**.



Please provide the following details.

Display Name

International Whaling

What is this?

First Name

International

What is this?

Last Name

-

What is this?

Email Address

SIMAmange@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. The EIN must be NINE (9) digits in the format ##-#####.

Please also enter your telephone number in the format ###-###-####.



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

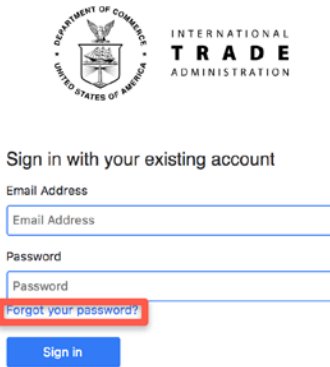
11. Click **Save**.

EIN *	Company Name *	
12-1222222	KWO Steel Importers	
Company Type *	Company Street Address *	
Importer		
City *	State *	Zip *
Missouri City	TX	77459
Phone *	Fax	
First Name	Last Name	
Email	SIMAmange@gmail.com	
Alternate Email		
Branch Name		
Branch Address		
City	State	Zip
Back	Save	

Password Reset

To reset your login password:

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



DEPARTMENT OF COMMERCE
INTERNATIONAL
TRADE
ADMINISTRATION
UNITED STATES OF AMERICA

Sign in with your existing account

Email Address

Password

Forgot your password?

Sign in

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

Please provide the following details.

Verification is necessary. Please click Send button.

Email Address

[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

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 landing page.

Apply for Standard License

Follow the steps below to apply for a standard license:

1. Navigate to the AIM_page.
2. Click **See Licensing**.
3. Enter your email address and password.
4. Click **Sign In**.

Single License

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

6. Select **Standard License** from the drop-down list and then select **Aluminum**.

7. Fill in *Required Fields.
 - a. **Customs Entry Number (optional)**
 - 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

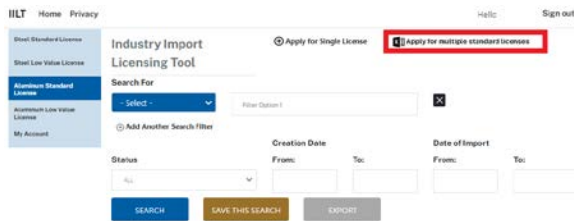
8. Add Product(s) to your form:

- a. Enter a **HTS Number**
The Product Description & Product Category will auto-populate based on the HTS Number.
 - b. Fill in **Country of Largest Smelt**
 - c. Fill in **Country of Second Largest Smelt**
 - d. Fill in **Country of Most Recent Cast**
 - e. Fill in **Volume in KG**
 - f. Fill in **Customs Value in US \$** the Unit Value will auto-populate based on the volume and customs value information.
9. Click **Add Products**.
 10. Click the **Certify Checkbox**.
 11. Click **Preview**.
 12. Verify all information is correct.
 13. Click **Submit**.

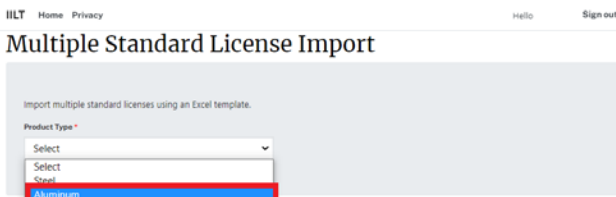
Multiple Licenses

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

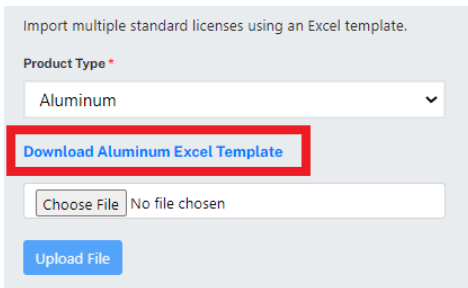
1. Click **Apply for Multiple Licenses**.



2. Select **Aluminum** from the drop-down menu



3. Click **Download Excel Template**.



The Excel spreadsheet will download locally.

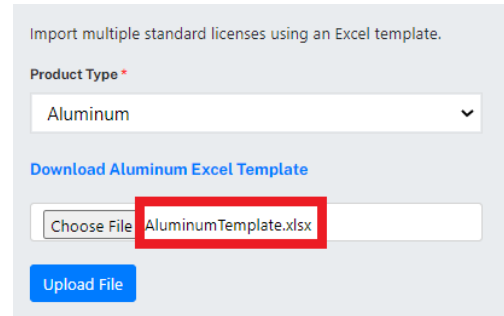
4. Open downloaded Excel Spreadsheet.
5. Fill in all columns for each row.

	A	B	C	D	E
1	Entry ID	Customs Entry #	Importer Name	Exporter Name	Manufacturer
2					
3					
4					
5					

Fill in all 16 columns for each row

6. Click **File**.
7. Select **Save As** from the drop-down list.
8. Rename the File.
9. Select a location on your computer to save the spreadsheet
10. Click **Save**.
11. Navigate back to the Industry Import licensing tool.

12. Click **Choose File**.
13. Find and select the Excel Spreadsheet
14. Click **Open**.
15. The filename selected will appear.



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

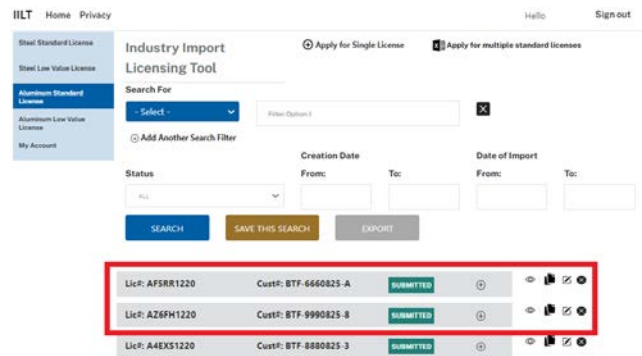
Multiple Standard License Import

All licenses are created successfully.

Entity ID	License Number
1	ALTEA1220
2	ABAAS1220
3	ABR471220

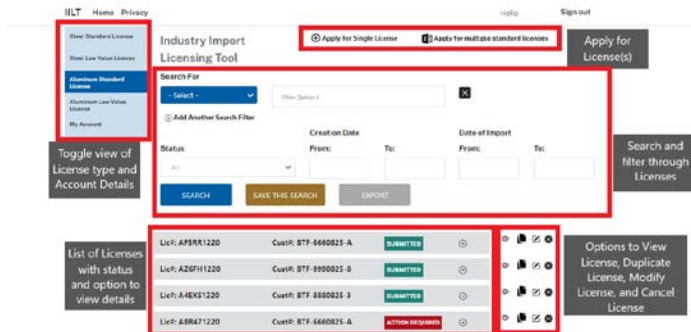
● Back to Upload

18. Click **Home** and select the **Aluminum Standard License** view.
19. The dashboard will show submitted licenses.



License Dashboard

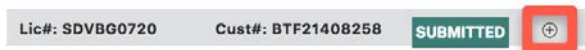
The dashboard is the landing view after logging in and clicking **See Licensing**.



View License Summary

To view a summary of each license:

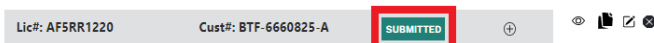
1. Navigate to the license in the license list.
2. Click the **Plus Sign**.
3. View summary for selected license.



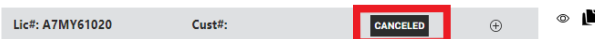
License Status

Each license will display a status. Licenses can be in: submitted status, cancelled status, corrected status, or action required status.

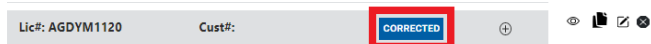
1. **Submitted** status:



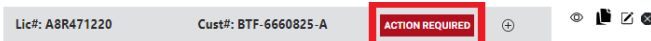
2. **Cancelled** status



3. **Corrected** status – indicates that you have modified or corrected it



4. **Action Required** status – Indicating that something in the license may need to be corrected or confirmed. When you see this status, please review the license!



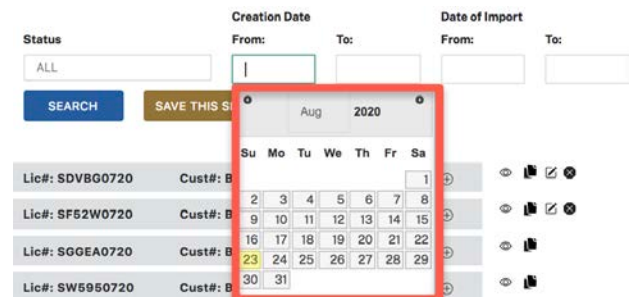
Search & Filter Licenses

It is possible to search for licenses using any combination of the following filters. To search for licenses:

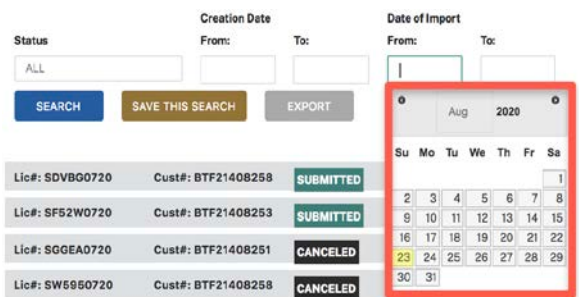
1. Select a **Status** from the drop-down list.



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



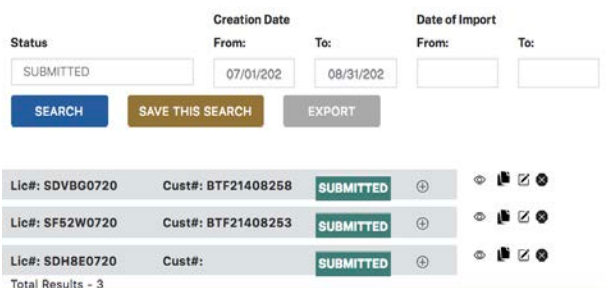
3. Select a **Date of Import** range using the calendar drop-down list.



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.

Status	Creation Date		Date of Import	
	From:	To:	From:	To:
SUBMITTED	07/01/202	08/31/202		
SEARCH	SAVE THIS SEARCH	EXPORT		

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-aluminum-import-licensing>.

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