



Online FTZ Information System

U.S. Foreign-Trade Zones Board

OPERATOR USER GUIDE



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Navigation

Account Creation

1. You will receive an email to create an account after being added as a member of an FTZ Operator. The account is for the FTZ Annual Report submission.

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 Subzone INC within FTZ 910.

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 an operator, you will use OFIS to submit your company's annual report information to your grantee.

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).


Sign in

Public Information	<p>Public Information</p> <p>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.</p> <p>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.</p>
Grantees and Operators	<p>Grantees and Operators</p> <p>Log in by clicking on the "Sign In" link on top right corner to update your information or submit your annual report.</p>

Homepage

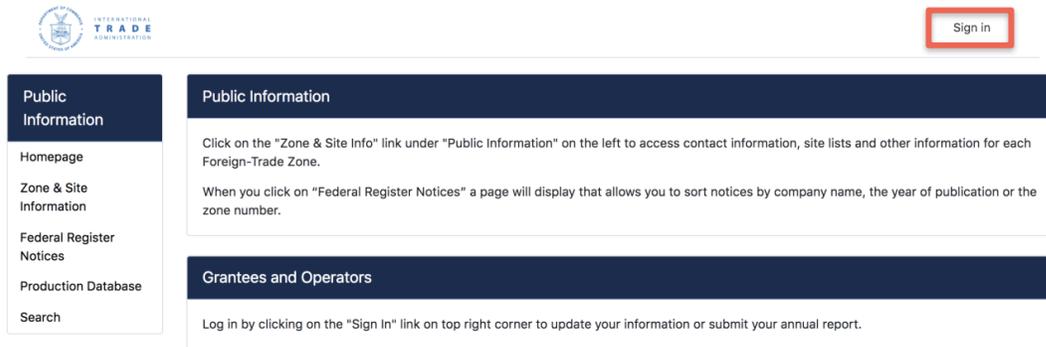
Zone & Site Information

Federal Register Notices

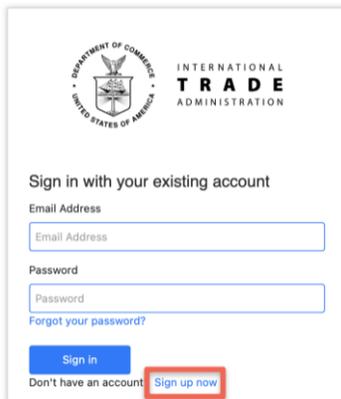
Production Database

Search

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

i 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 x

Microsoft on behalf of International Trade Administration <msonlineservicesteam@microsoftonline.com> 12:11 PM (5 minutes ago) ☆ ↶ ⋮
to me

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

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

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

 [What is this?](#)

Last Name

 [What is this?](#)

Email Address

 [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.

The screenshot shows the OFIS website interface. On the left is a navigation menu with the following items: Public Information, Homepage, Zone & Site Information, Federal Register Notices, Production Database, and Search. The main content area is divided into three sections: 1. 'Public Information' with a dark blue header and text: '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.' 2. 'Grantees and Operators' with a dark blue header and text: 'Log in by clicking on the "Sign In" link on top right corner to update your information or submit your annual report.' 3. 'Operator' with a dark blue header and text: 'Update your information and submit your annual report to your grantee.' Below this text is a button labeled 'Operator Section'.

Sign In

1. [Click here](#) to access the Online FTZ Information System (OFIS.trade.gov).

This screenshot is similar to the previous one but includes the 'Sign in' button in the top right corner, which is highlighted with a red box. The navigation menu on the left is more detailed, listing: Public Information, Homepage, Zone & Site Information, Federal Register Notices, Production Database, and Search. The main content area contains the same 'Public Information', 'Grantees and Operators', and 'Operator' sections as described in the previous screenshot.

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

This screenshot is identical to the previous one, showing the OFIS website with the 'Sign in' button highlighted in red. It includes the navigation menu and the three main content sections: 'Public Information', 'Grantees and Operators', and 'Operator'.

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

Sign in with your existing account

[Forgot your password?](#)

[Don't have an account?](#) [Sign up now](#)

4. Click **Sign in**.

Sign in with your existing account

[Forgot your password?](#)

[Don't have an account?](#) [Sign up now](#)

Change Password

1. [Click here](#) to access the Online FTZ Information System (OFIS).

The screenshot shows the top of the International Trade Administration website. The logo is on the left, and the text "INTERNATIONAL TRADE ADMINISTRATION" is in the center. On the right, there is a "Sign in" link. Below the header, there is a navigation menu on the left with items: "Public Information", "Homepage", "Zone & Site Information", "Federal Register Notices", "Production Database", and "Search". The main content area has two sections: "Public Information" and "Grantees and Operators". The "Public Information" section contains text about "Zone & Site Info" and "Federal Register Notices". The "Grantees and Operators" section contains text about logging in. The "Sign in" link in the top right corner is highlighted with a red box.

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

This screenshot is identical to the one above, showing the International Trade Administration website. The "Sign in" link in the top right corner is highlighted with a red box.

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 simamanager@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.

simamanager@gmail.com

118880

Verify code Send new code

9. Click **Verify Code**.

simamanager@gmail.com

118880

Verify code Send new code

10. Click **Continue**.

E-mail address verified. You can now continue.

simamanager@gmail.com

Change e-mail

Continue

11. Create a **New Password**.

New Password

Confirm New Password

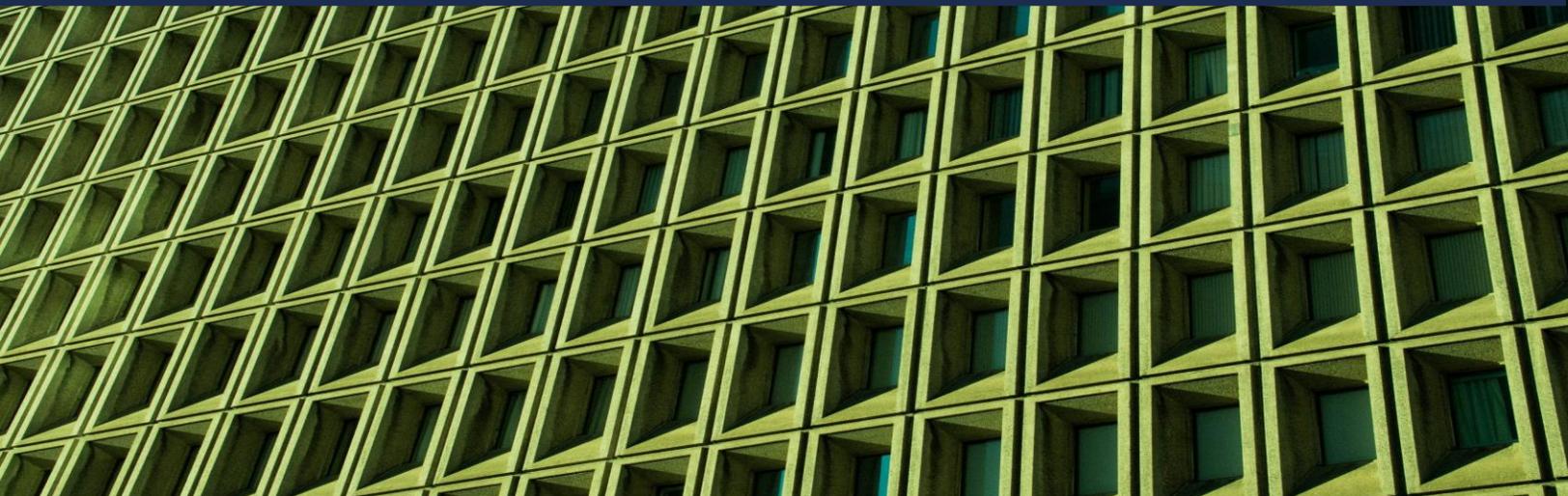
Continue

12. Click **Continue**.

New Password

Confirm New Password

Continue



Manage Operator Information

Edit Operator Information

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

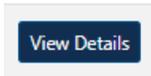
The screenshot shows a navigation menu on the left with the following items: Public Information, Homepage, Zone & Site Information, Federal Register Notices, Production Database, and Search. The main content area has three sections: 'Public Information' with instructions on how to access 'Zone & Site Info' and 'Federal Register Notices'; 'Grantees and Operators' with a 'Sign In' link; and 'Operator' with instructions to update information and submit an annual report. The 'Operator Section' button is highlighted with a red border.

2. The Operators List will display based on access.

Subzone Operators					
Zone	Company	Contact Name	Sector	State	
911	New Service Company	Joanna Johnson	MFG	TX	View Details

Site Operators					
Zone	Company	Contact Name	Sector	State	
910	Subzone INC	Michael Johnson	MFG	TX	View Details

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



4. Click **Edit**.



Company Name
New Service Company

5. Edits can be made to the primary contact information.

Edit Operator

Operator Information

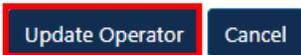
Type *	Company Name
MFG	New Service Company

Contact Information

Contact Name	EmailAddress	Phone
Joanna Johnson	jjohnson@company.com	713-444-9899
Fax	Street Address	City
	2140 New Street	Houston
State	Zip Code	
TX	77019	

Notes

6. Click **Update Operator**.



Add Operator Members

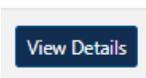
1. Click the **Operator Section** button from the Application Homepage.

The screenshot shows the application homepage with three main sections. The top section is titled "Public Information" and contains links for "Homepage", "Zone & Site Information", "Federal Register Notices", "Production Database", and "Search". The middle section is titled "Grantees and Operators" and contains a "Log in" link. The bottom section is titled "Operator" and contains the text "Update your information and submit your annual report to your grantee." Below this text is a button labeled "Operator Section" which is highlighted with a red box.

2. The Operators List will display based on access.

The screenshot shows two tables. The first table is titled "Subzone Operators" and has columns for "Zone", "Company", "Contact Name", "Sector", and "State". It contains one row with the following data: Zone: 911, Company: New Service Company, Contact Name: Joanna Johnson, Sector: MFG, State: TX. There is a "View Details" button to the right of the row. The second table is titled "Site Operators" and has the same columns. It contains one row with the following data: Zone: 910, Company: Subzone INC, Contact Name: Michael Johnson, Sector: MFG, State: TX. There is a "View Details" button to the right of the row.

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



4. Click **Edit**.

The screenshot shows the "Operator Member" edit form. It has a dark blue header bar with the text "Operator Member" and a "Close" button. Below the header bar is a form with a "Company Name" field containing the text "New Service Company". There is an "Edit" button highlighted with a red box.

5. Scroll to Operator Members.
6. For the Operator Member enter:
 - First Name
 - Last Name
 - Email Address

The screenshot shows the "Operator Member" form with three input fields highlighted with red boxes. The "First Name" field contains the text "Melissa". The "Last Name" field contains the text "Jones". The "Email Address" field contains the text "mjones@company.com".

7. Click **Add Member**.

Add Member

8. The New Member will be added.

Melissa

Jones

mjones@company.com

9. Click **Update Operator**.

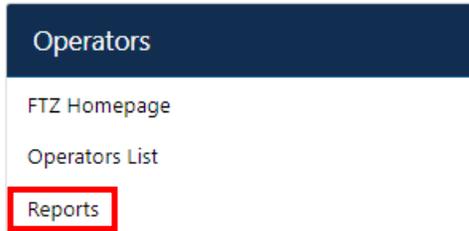
Update Operator Cancel

Annual Report

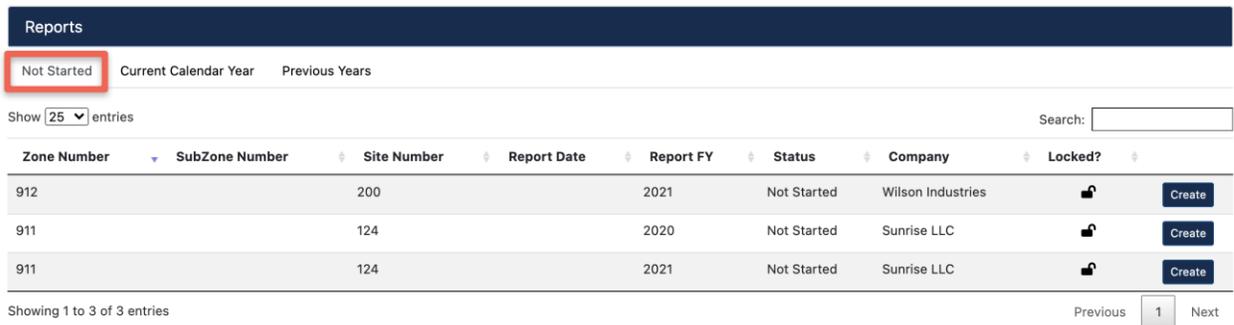
View Operator Reports – Not Started

These are reports that have not been started.

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



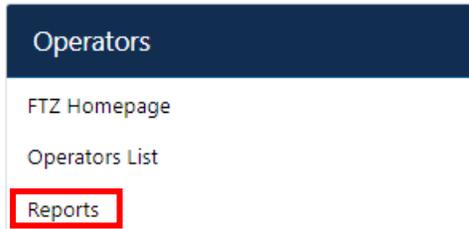
2. Click the **Not Started** tab.



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.

The screenshot shows a web interface for viewing reports. At the top, there is a dark blue header with the word "Reports" in white. Below the header, there are three tabs: "Not Started", "Current Calendar Year" (which is highlighted with a red box), and "Previous Years". Under the tabs, there is a "Show [25] entries" label and a search box. Below this is a table with the following columns: "Zone Number", "SubZone Number", "Site Number", "Report Date", "Report FY", "Status", "Company", and "Locked?". The table contains one row of data: Zone Number 912, SubZone Number 200, Site Number 06/30/2021, Report FY 2020, Status SUBMITTED, Company Wilson Industries, and Locked? (indicated by a red lock icon). At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

View Previous Years Reports

These are previous year's reports that have been submitted.

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

The screenshot shows a left navigation menu. The menu is titled "Operators" in a dark blue header. Below the header, there are four items: "FTZ Homepage", "Operators List", and "Reports" (which is highlighted with a red box). The menu is styled with a dark blue header and a white background for the items.

2. Click the **Previous Years** tab.

The screenshot shows the same web interface as the previous one, but with the "Previous Years" tab selected and highlighted with a red box. The table below the tabs is empty and contains the text "No data available in table". At the bottom of the table, it says "Showing 0 to 0 of 0 entries" and "Previous Next".

Create Operator Report

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

The screenshot shows the same left navigation menu as the previous one, with "Reports" highlighted with a red box.

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

Reports

Not Started Current Calendar Year Previous Years

Show 25 entries Search:

Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status	Company	Locked?	
912		200		2021	Not Started	Wilson Industries		Create
911		124		2020	Not Started	Sunrise LLC		Create
911		124		2021	Not Started	Sunrise LLC		Create

Showing 1 to 3 of 3 entries Previous 1 Next

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

Reports

Not Started Current Calendar Year Previous Years

Show 25 entries Search:

Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status	Company	Locked?	
912		200		2021	Not Started	Wilson Industries		Create
911		124		2020	Not Started	Sunrise LLC		Create
911		124		2021	Not Started	Sunrise LLC		Create

4. Prepare the Report.

Production Operator Report

OMB No. 0625-0109 Expiration Date 11/30/2020

Operator Information

Report Year	Zone Number
2021	912
Company Name	Contact Name
Wilson Industries	Abigail Dexter
Report Status	
Not Started	

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 activity conducted under zone procedures during the calendar year?

Yes No

Save as Draft Submit Report Close

Step 1 - Review the operator information and Year to make sure they are correct.

Step 2 - If you respond "Yes" to Question 1 then additional questions will appear.

Step 3 - Fill in the remaining fields that appear. Every question will need a response before you can submit your report.

5. Click **Submit Report**.

Report Information

Note: A response is required for each question.

1. Was activity conducted under the permit?
 Yes No

Save as Draft – Save and return to work on your report later.
Submit Report – Submit your report to the zone Grantee.
Close – Close Report without saving.

[Save as Draft](#) [Submit Report](#) [Close](#)

Edit & Submit Operator Report

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

Operators

- FTZ Homepage
- Operators List
- Reports**

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

Reports

Not Started **Current Calendar Year** Previous Years

Show entries Search:

Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status	Company	Locked?
912		200	06/30/2021	2020	SUBMITTED	Wilson Industries	
911		124		2020	DRAFT	Sunrise LLC	

Showing 1 to 2 of 2 entries Previous Next

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

Locked?

4. Make Edits.

5. Click **Submit Report**.

15. BPI Consent

Information submitted in annual reports to the FTZ Board is ordinarily available for public release. If the information is proprietary in nature, the specific figures will be available for the zone grantee's use only. The grantee is not to disclose or report the specific figures to the public. The only detail that may be disclosed is whether the figure falls (such as \$0-\$500,000, \$500,001-\$1,000,000, \$1,000,001-\$5,000,000, etc.) into one of the categories.

Do you consider the numeric data you are entering to be business proprietary that should not be disclosed to the public?

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](#)

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.

6. The Operator Report will be locked.

Request to Unlock Operator Report

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



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

Reports

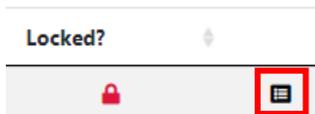
Not Started [Current Calendar Year](#) Previous Years

Show 25 entries Search:

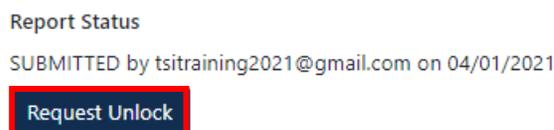
Zone Number	SubZone Number	Site Number	Report Date	Report FY	Status	Company	Locked?
912		200	06/30/2021	2020	SUBMITTED	Wilson Industries	
911		124		2020	DRAFT	Sunrise LLC	

Showing 1 to 2 of 2 entries Previous 1 Next

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



4. Click **Request Unlock**.



5. Enter the Request Description.

Request Description

Need to make changes to numbers.

Submit Unlock Request

6. Click **Submit Unlock Request**

Request Description

Need to make changes to numbers.

Submit Unlock Request

7. The request will be sent to the Grantee.

Report Status

SUBMITTED by tsitraining2021@gmail.com on 04/01/2021

Report unlock request submitted to your grantee successfully!

Edit Unlocked Operator Report

1. The Operator will receive notification via email that the Report has been unlocked.

NoReply FTZ Portal <ftz@trade.gov>

to NoReply ▾

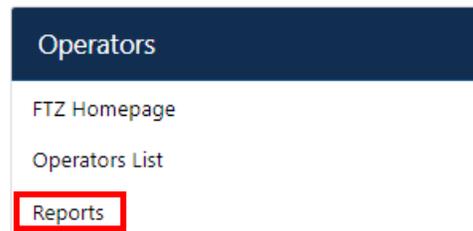
⋮

The 2020 annual report for Ribeye Corp within FTZ 955 has been unlocked by tasefilingtester@gmail.com.

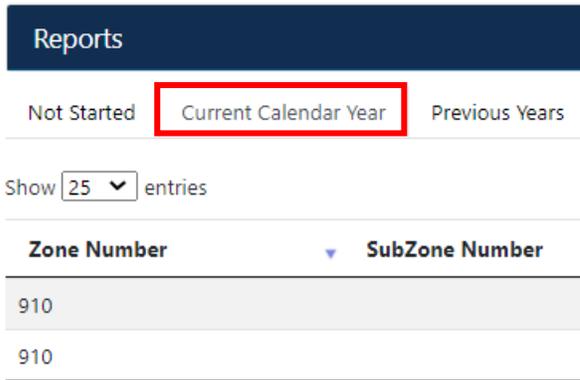
To edit and resubmit the report, log in to [OFIS](#)

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 Edits.
6. Click **Submit Report**.



Technical Support

If you have any questions, contact:

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