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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).
3. Click **Sign in** at the top right.

[Image 90x565 to 493x701]

4. Click **Sign up now** at the bottom of the page

[Image 90x386 to 221x540]

5. Fill in the following fields:
   - **First Name**
   - **Last Name**
   - **Email Address**
   - **New Password**
   - **Confirm New Password**
6. Click **Verify Email Address**.

7. You will receive an email with the **Verification Code**.

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

9. Click **Verify Code**.

10. Click **Create My Account**.
11. You will be logged into your new account.

Sign In
1. **Click here** to access the Online FTZ Information System (OFIS.trade.gov).

2. Click **Sign in** at the top right.
3. Type in the **Email and Password** used to create your account.

4. Click **Sign in**.

**Change Password**

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

2. Click **Sign in** at the top right.
3. Click **Forgot your Password**.

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.

![Verification code form]

9. Click **Verify Code**.

![Verify code form]

10. Click **Continue**.

![E-mail address verified]

11. Create a **New Password**.

![New password form]

12. Click **Continue**.
Manage Operator Information

Edit Operator Information

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

2. The Operators List will display based on access.
3. Click **View Details** for the appropriate Zone.

4. Click **Edit**.

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

6. Click **Update Operator**.
Add Operator Members

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

2. The Operators List will display based on access.

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

4. Click **Edit**.

5. Scroll to Operator Members.

6. For the Operator Member enter:
   - First Name
   - Last Name
   - Email Address
7. Click **Add Member**.

8. The New Member will be added.

9. Click **Update Operator**.

   ![Update Operator Button]

   ![Cancel Button]
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.

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

**View Previous Years Reports**
These are previous year’s reports that have been submitted.
1. Click **Reports** on the left navigation tab.

**Create Operator Report**
1. Click **Reports** on the left navigation tab.
2. Click the **Not Started** tab.

![Image of Not Started tab]

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

![Image of Create button]


![Image of Production Operator Report]

**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**.

   ![Submit Report Buttons]

   - **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.

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**Edit & Submit Operator Report**

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

   ![Operators Section]

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

   ![Reports tab]

   - **Not Started**
   - **Current Calendar Year**
   - **Previous Years**

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

   ![Edit Icon]

5. Click **Submit Report**.

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.

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

4. Click **Request Unlock**.
5. Enter the Request Description.

6. Click **Submit Unlock Request**

7. The request will be sent to the Grantee.

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

   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