Online FTZ Information System
U.S. Foreign-Trade Zones Board
GRANTEE USER GUIDE
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Navigation

Account Creation

1. You will receive an email to create an account after being added to a zone as a member of a Grantee organization.

   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 the grantee of FTZ 001.

   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 a member of the grantee, you will use OFIS to update the status of your zone’s sites and subzones and to submit your zone’s annual report to the FTZ Board. You will also be able to provide access to any operators within your zone that have activity to include in your annual report.

   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.

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**
6. Click **Verify Email Address**.
7. You will receive an email with the **Verification Code**.
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.

   ![](image1)

   4. Click Sign in.

   ![](image2)

   **Change Password**

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

   ![](image3)

   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.

9. Click **Verify Code**.

10. Click **Continue**.

11. Create a **New Password**.

12. Click **Continue**.
Manage Zone Information

View Grantee Zones List

1. Click the Grantee Section button from the Application Homepage.

2. The Grantee Zones List will display based on access.

<table>
<thead>
<tr>
<th>Zone Number</th>
<th>Grantee</th>
<th>Status</th>
<th>Port of Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>810</td>
<td>Houston Textiles</td>
<td>Active</td>
<td>TX, Houston</td>
</tr>
<tr>
<td>811</td>
<td>PG Zone</td>
<td>Active</td>
<td>DC, Washington</td>
</tr>
<tr>
<td>812</td>
<td>Port Bnd Zone</td>
<td>Active</td>
<td>TX, Houston</td>
</tr>
<tr>
<td>810</td>
<td>iTEX Parking</td>
<td>Active</td>
<td>TX, Houston</td>
</tr>
</tbody>
</table>
View Zone Details

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

<table>
<thead>
<tr>
<th>Zone Number</th>
<th>Grantee</th>
<th>Status</th>
<th>Port of Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>510</td>
<td>Houston Textiles</td>
<td>Active</td>
<td>TX, Houston</td>
</tr>
</tbody>
</table>

2. The details for that Zone will display.

Zone Details also provides additional information by clicking on the following tabs:

- **Site**
- **Subzone**
- **Staff Cases**
- **FR Notices**
- **Members**
Add Grantee Members

1. Navigate to Zone Details for the appropriate Zone.

2. Click Edit.

3. Scroll to Grantee Members.

4. For the New Grantee Member enter:
   - First Name
   - Last Name
5. Click **Add Member**.

6. The New Member will be added.

7. Click **Update** at the bottom of the page.

---

**Edit Zone Details**

1. Navigate to Zone Details for the appropriate Zone.
2. Click Edit.

3. Edits can be made to:
   - Status
   - Date of First Activation
   - Grantee Information
   - Grantee Primary Member

4. Make changes.
5. Click Update at the bottom of the screen.
Edit Subzone

1. Navigate to Zone Details for the appropriate Zone.

2. Click the **Subzone** tab.

3. Click the **Subzone Number Link** to edit.

4. Click **Edit**.

5. Edits can be made to:

   - **Status**

   ![Status dropdown]

   Include within Zones Activation Limit

   No

6. Click **Update Subzone**.
8. Click **Close**.

**Edit Site**

1. Navigate to Zone Details for the appropriate Zone.

2. Click the **Site** tab.

3. Click the **Site Number Link** to edit.
4. Click **Edit**.

5. Edits can be made to:
   - **Status**
   - **Status Effective Date**
   - **Activated Acres**

6. Click **Update Site**.

7. Click **Close**.
Manage Operators

Create New Operator

1. Click Operators on the left navigation panel.

2. Click Create New.

3. The Create New Operator form will display:
   - Select Grantee from drop-down list
   - Select Operator Site from drop-down list
   - Fill in Operator Information
   - Fill in Contact Information
   - Add Operator Members

Operator Sector:

- **MFG** - If the Operator has FTZ production authority or has a production notification pending
- **MFGO** - If the Operator is an oil refinery
- **WHS** – If the operator does not have and has not requested FTZ production authority

Additional individuals with the Operator Company can be added here.
4. Click **Create Operator**.

   ![Create Operator Button]

   **Edit Operator**
   1. Click **Operators** on the left navigation tab.

2. The Operators list will display.

3. Click on the **Operator** to edit.

4. Scroll to **Operator Sites and Subzones** at the bottom of the page.

5. Click **Edit**.

   ![Operator Sites and Subzones Table]
6. Edits can be made to:
   - **Operator Information**
   - **Contact Information**
   - **Operator Members**

7. Click **Update Operator**.

8. Click **Close**.

**Attach Operator to Site**
1. Click **Zones** on the left navigation tab.
2. Click **View Details** for the appropriate Zone.

3. Click the **Site** tab.

4. Click the **Site Number Link**.

5. Scroll to Site Operators.
6. Click **Add New Operator**.

7. Select the Operator that you created and click **Attach Operator**.

**Detach Operator from Site**

1. Click **Zones** on the left navigation tab.
2. Click **View Details** for the appropriate Zone.

3. Click the **Site** tab.

4. Click the **Site Number Link**.

5. Scroll to Site Operators.
6. Click **Detach**.

7. The Confirm Operator Detach pop-up box will display.

8. Click **Confirm** to detach the Operator.

9. Click **Close**.
Annual Reports

View Grantee 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.

3. Reports that have not been created will be displayed.

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.

### Reports

<table>
<thead>
<tr>
<th>Zone Number</th>
<th>Report Date</th>
<th>Report CY</th>
<th>Status</th>
<th>Company</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>910</td>
<td>01/07/2021</td>
<td>2021</td>
<td>DRAFT</td>
<td>Houston Textiles</td>
<td>Jason Johnson</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

3. Click the **Details** icon to open and view a report.

### Reports

<table>
<thead>
<tr>
<th>Zone Number</th>
<th>Report Date</th>
<th>Report CY</th>
<th>Status</th>
<th>Company</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>910</td>
<td>01/07/2021</td>
<td>2021</td>
<td>SUBMITTED</td>
<td>HTX Porting</td>
<td>Michelle Allen</td>
</tr>
</tbody>
</table>

Showing 1 to 2 of 2 entries

---

**View Previous Years Reports**

These are previous years’ reports that have been submitted.

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

### Reports

<table>
<thead>
<tr>
<th>Zone Number</th>
<th>Report Date</th>
<th>Report CY</th>
<th>Status</th>
<th>Company</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>910</td>
<td>01/07/2020</td>
<td>2020</td>
<td>SUBMITTED</td>
<td>Houston Textiles</td>
<td>Jason Johnson</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

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

### Reports

<table>
<thead>
<tr>
<th>Zone Number</th>
<th>Report Date</th>
<th>Report CY</th>
<th>Status</th>
<th>Company</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>910</td>
<td>01/07/2020</td>
<td>2020</td>
<td>SUBMITTED</td>
<td>Houston Textiles</td>
<td>Jason Johnson</td>
</tr>
</tbody>
</table>

Showing 1 to 1 of 1 entries

3. Click the **Details** icon to open and view a report.
**View Operator Annual Report Status**

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

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

3. Click the **Zone Number**.

4. The status of Operator reports for that Zone will be displayed.
5. Click Close.

Create Grantee Report
1. Click Reports on the left navigation tab.

<table>
<thead>
<tr>
<th>Zone Number</th>
<th>Report Date</th>
<th>Status</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>912</td>
<td>2020</td>
<td>Not Started</td>
<td>Jason Johnson</td>
</tr>
<tr>
<td>911</td>
<td>2021</td>
<td>Not Started</td>
<td>Jason Johnson</td>
</tr>
</tbody>
</table>

2. Click the Not Started tab.

<table>
<thead>
<tr>
<th>Zone Number</th>
<th>Report Date</th>
<th>Status</th>
<th>Contact Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>912</td>
<td>2020</td>
<td>Not Started</td>
<td>Jason Johnson</td>
</tr>
<tr>
<td>911</td>
<td>2021</td>
<td>Not Started</td>
<td>Jason Johnson</td>
</tr>
</tbody>
</table>

3. Click Create for the appropriate Zone and Year.
4. Fill in appropriate fields.

<table>
<thead>
<tr>
<th>Report Information</th>
</tr>
</thead>
</table>

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 foreign-status merchandise stored within the zone under zone procedures during the year? [Yes/No]

2. Provide a summary of the warehouse and distribution activity that occurred within the zone during the year.

3. Discuss how the zone contributes to the local economy and local economic development. The zone has been used locally by the logistics industry and other companies to address...

4. The number of personnel employed by the warehouse/distribution operator within the zone was __________ persons.

5. Total number of WHS operators who had activity during calendar year? __________

6. Make an estimate of the percent of total shipments that are directly or indirectly exported _______. The indirect exports to be reported are shipments that are entered for consumption prior to subsequent re-exportation or shipment to a customer in another facility that is later exported (whenever known). It is important that each operator do its best to account for all export activity that is supported by their FTZ operator.

7. Movement of Merchandise

This main page of your grantee report should include all summed information from your warehouse/distribution (WHS) operators. All manufacturing/production (MFG) and oil refinery (MFGO) operator reports will be attached to your report when you click the Submit button for the zone.

All information from your WHS operators will be summed and provided in the center column. The column on the right side is what will be sent to the FTZ Board as the warehouse/distribution activity for the zone. To use the numbers summed from the WHS operator reports, click the "Use Numbers provided by WHS reports" button above the column on the right.

Step 1 - If you respond "Yes" to Question 1 then additional questions will appear. If any of your operators had FTZ activity during the year, you will need to respond "Yes" to this question.

Step 2 - Fill in the remaining fields that appear. Every question will need a response before you can submit your report.
5. Click **Submit Report** to submit your report.

**Save as Draft** – Save and return to work on your report later.

**Submit Report** – Submit to FTZ Board.

**Close** – Close Report without saving.

---

**Receive Operator Annual Report**

The Grantee will receive a notification via email that an Operator has submitted a report.

---

**View Operator Reports**

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

If you have not created or saved the Grantee report, the report will be under the **Not Started** tab.

8. Click the **Edit** icon for the appropriate Zone.

9. Scroll to **Operator Reports Summary**.
10. The list of Operator Reports will display.

11. Click the View Details icon for the appropriate Report.

**Edit & Submit Operator Reports**

1. Click Reports on the left navigation tab.

   If needed, a grantee can make edits to an operator report or submit an operator report based on information provided by that operator.

2. Click the Current Calendar Year tab.

   If you have not created or saved the Grantee report, the report will be under the Not Started tab.

3. Click the Edit icon for the appropriate Report.
4. Scroll to Operator Reports Summary.

5. The list of Operator Reports will display.

6. Click the **Edit Report** icon for the appropriate Operator Report.

7. Fill in the appropriate fields.
8. 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.

Unlock Operator Report Requests
1. The Grantee will receive a request via email.

Unlock Operator Report Requests
2. Click **Unlock Requests** on the left navigation tab.

Unlock Operator Report Requests
3. Click the **Unlock Report** icon.

Unlock Operator Report Requests
4. The Report will be unlocked for the Operator to make edits and resubmit.
Submit Grantee Report to FTZ Board

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

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

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


5. Ensure that all Operators that had FTZ activity have submitted reports.

6. Click **Submit Report**.

   **The Grantee Report will be locked.**

   The FTZ Board will review the report and reach out if there are any questions or modifications needed.
Request to Unlock Grantee 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 FTZ Board

   **Report Status**
   
   SUBMITTED by simamanage@gmail.com on 04/01/2021
   
   Report unlock request submitted to FTZ staff successfully!

   **Edit Unlocked Grantee Report**

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

      NoReply FTZ Portal <ftz@trade.gov>
      
      To NoReply +
      
      The 2020 annual report for FTZ 900 has been unlocked by Elizabeth.Whiteman@trade.gov
      
      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 the necessary edits.

6. Click **Submit Report**.

**Technical Support**

If you have any questions, contact:

**FTZ Board Staff**

202-482-2862

ftz@trade.gov