



INTERNATIONAL
TRADE
ADMINISTRATION

OFIS Tutorial

How to Log In

What is OFIS?

The Online FTZ Information System (OFIS) was designed to fulfill two primary needs:

- To provide grantees and operators with a secure online system for submission of the Annual Report
- To make additional information available to the public on each zone project, including approved and active zone sites

Tutorial Overview

This tutorial will cover how to log in to OFIS

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How to Log In

- **Accounts have been established and emailed out to every grantee.**
 - **If you are unsure of your user name or are new to the grantee organization, contact the FTZ staff at 202-482-2862 or ftz@trade.gov**
- **If you are an operator, your grantee can request that an account be created for you (See page 14 of the Updating Zone Information and Requesting Operator Accounts tutorial for grantees).**

Accessing OFIS

The screenshot shows the website for the U.S. Foreign-Trade Zones Board. The browser title is "Foreign-Trade Zones Board - Windows Internet Explorer" and the address bar shows "http://ia.ita.doc.gov/ftzpage/index.html". The page header includes "SITE INDEX", "IMPORT ADMINISTRATION", and "SEARCH IA". The main content area is titled "U.S. Foreign-Trade Zones Board".

On the left side, there is a vertical menu with the following items: FTZ Home, FTZ Act, FTZ Regulations, Annual Report to Congress, Site Map, Contact Us, Glossary, and Links. Below this menu is the official seal of the U.S. Foreign-Trade Zones Board. Underneath the seal, the text "Notices and Board Orders" is followed by a link for "Online FTZ Information System (OFIS)", which is circled in red. Below this are links for "FTZ Home" and "Commerce Treasury CBP".

On the right side, there is a "What's New:" section with the following items: "Changes to Annual Report Process", "Information about the FTZ Program", "Rollout of Online FTZ Information System (OFIS)", and "Information on Proposed FTZ Regulations - Including Comments Received". Below this is a section for "Information on Cases" with sub-sections for "Case Timing and Case Status" and "List of Cases with Open Public Comment Periods".

At the bottom of the main content area, there are four boxes: "New to FTZs?" (Start here with FAQ's, articles and other information.), "List of FTZs" (Zones are listed by state and include contact information and subzones.), "How to Apply" (Forms, guidelines, instructions and everything you need to know about FTZ applications.), and "Already in a Zone?" (Information for operators and users, including Annual Report forms and more.). Below these are "FTZ Manufacturing Center" (Information and Tools Designed for Small & Medium-Sized Manufacturers.) and "Reading Room" (Federal Register Notices, Applications, Comments Received, Zone and Site Information.). At the very bottom of the page is a section for "Information for CBP".

The Windows taskbar at the bottom shows the start button, several open applications, and the system tray with the time "1:18 PM".

Click here on the FTZ home page to enter OFIS.

How to Log In

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

INTERNATIONAL TRADE ADMINISTRATION

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WELCOME TO THE ONLINE FTZ INFORMATION SYSTEM (OFIS)

PUBLIC INFORMATION

ZONE & SITE INFORMATION
SUMMARY SITE INFORMATION
FEDERAL REGISTER NOTICES
SEARCH

GRANTEES AND OPERATORS

LOG IN

USERNAME AND PASSWORD

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Grantees and operators can log in here.

If you are an operator and need an account, your grantee can log in and request an account for you.

How to Log In

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

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LOGIN

TERMS OF USE: This is a United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

GRANTEE SIGN IN:

[GRANTEES SIGN IN HERE](#)

If you are a grantee and you do not have an account, please contact us at ftz@trade.gov or (202) 482-2862.

OPERATOR SIGN IN:

[OPERATORS SIGN IN HERE](#)

If you are an operator and need a username and password created, your grantee can log in to request an account on your behalf.

This site is optimized for Internet Explorer. Please ensure JavaScript is enabled on your browser.

Did you Forget your Username or Password?

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start | Workspa... | Inbox - M... | http://ita... | Microsoft... | 11:18 AM

Click here to log in as a grantee

Click here to log in if you are an operator

How to Log In

A pop-up box will then ask for your User Name and Password. Type in your assigned username and password.

Tip -
Make
sure Caps
Lock is
off!

The screenshot shows a Windows Internet Explorer browser window displaying the login page for the International Trade Administration. The address bar shows the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page features the Department of Commerce logo and navigation links such as 'Home Page', 'Contact Us', 'Tutorial', 'Log Out', and 'Sign In'. A 'LOGIN' section contains a 'TERMS OF USE' notice and two sign-in options: 'GRANTEE SIGN IN' and 'OPERATOR SIGN IN'. A security warning pop-up titled 'Connect to ita-web.ita.doc.gov' is overlaid on the page, displaying a warning about insecure transmission and a form for 'User name' (with 'FTZ-888' selected) and 'Password'. A red circle highlights the login fields in the pop-up, and a red arrow points from the text box on the left to this circle. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 11:21 AM.

How to Log In

When you log in, you will see this Welcome screen.

You can still access the public information in the top left menu, and new options are also available in the bottom left menu.

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

INTERNATIONAL TRADE ADMINISTRATION

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WELCOME TO OFIS!

As grantee, this is your site to submit your annual report as well as to view and update information about your zone.

To view annual report data submitted by your operators, enter data for the annual report and submit the report to the FTZ Board, click on "Work on My Annual Report" in the menu on the left. If you have entered some information for your report and saved it, also use this option to return to the unfinished report.

To view past annual reports, click "View Past Annual Reports".

To update the status of a site or the amount of space activated, choose the "Update Zone Info" option. You can also use this option to update your contact information.

OFIS accounts can also be created for your operators for the submission of their annual report data to you, if you would like to request that an account for an operator be created, click "Operator Account Request".

If an operator account is no longer needed, contact the FTZ Staff to have it removed.

PUBLIC INFORMATION

- ZONE & SITE INFORMATION
- SUMMARY SITE INFORMATION
- FEDERAL REGISTER NOTICES
- SEARCH

GRANTEES

- WORK ON MY NEW ANNUAL REPORT
- VIEW PAST ANNUAL REPORTS
- UPDATE ZONE INFO
- OPERATOR ACCOUNT REQUEST
- CHANGE YOUR PASSWORD

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Changing Your Password

If this is your first log in, you should change your password

Click here to change your password

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

DEPARTMENT OF COMMERCE
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UNITED STATES OF AMERICA

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PUBLIC INFORMATION

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SUMMARY SITE INFORMATION
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GRANTEES

WORK ON MY NEW ANNUAL REPORT
VIEW PAST ANNUAL REPORTS
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Done Trusted sites 100%

start Workspa... Inbox - M... http://ita... Microsoft... 11:39 AM

Changing Your Password

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

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PASSWORD CHANGE

If your username is not FTZ-888 please [click here to logout.](#)

Your password must meet the following conditions to be accepted as valid:

- be between 6 and 12 characters long
- contain lower case characters (a - z)
- contain a numeric character (0 - 9)
- contain a special character (! @ # \$ & *)

* Current Password:

* Suggested New Password: This is a randomly generated password. Feel free to change it.

* Confirm New Password:

NOTE: It will take approximately 15 minutes for the new password to become effective.

* REQUIRED INFORMATION

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Trusted sites 100%

start | Workspa... | Inbox - M... | http://ita... | Microsoft... | 11:55 AM

First, type in your current password

A new password will be suggested in the next box. You can use the suggested password or delete it and choose your own.

Changing Your Password

You will then need to retype your new password.

Note that it may take several minutes for the new password to become effective.

The screenshot shows a web browser window with the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page header includes the Department of Commerce and International Trade Administration logos. A navigation bar contains links for OFIS Home Page, FTZ Home Page, Contact Us, Tutorial, and Log Out. The main content area is titled "PASSWORD CHANGE" and includes a list of password requirements: 6-12 characters, lowercase letters, numeric characters, and special characters. It features three input fields: "Current Password" (masked with dots), "Suggested New Password" (containing "@Zfdr484"), and "Confirm New Password". A red arrow points from the "Confirm New Password" field to the text box on the left. A "Continue" button is at the bottom right. The footer contains site index, contact information, and a disclaimer.

Forgotten Usernames or Passwords

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

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PUBLIC INFORMATION

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LOGIN

TERMS OF USE: This is a United States Government computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person whether authorized or unauthorized, constitutes consent to these terms.

GRANTEE SIGN IN:

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If you are a grantee and you do not have an account, please contact us at ftz@trade.gov or (202) 482-2862.

OPERATOR SIGN IN:

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This site is optimized for Internet Explorer. Please ensure JavaScript is enabled on your browser.

[Did you Forget your Username or Password?](#)

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start Workspa... Inbox - M... http://ita... Microsoft... 11:18 AM

If you have an OFIS account, but have forgotten your username or password, click here.

Forgotten Usernames or Passwords

Fill in the requested information and then click "Recover" and you will receive an email with information to log in.

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer

http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf

File Edit View Favorites Tools Help

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USERNAME OR PASSWORD RECOVERY

Fill out the fields below and click "Continue". We will verify your information and send you an email with a temporary password.

Please answer the questions below:

* First Name:

* Last Name:

* E-mail address:

* What would you like to recover? USERNAME PASSWORD

Please enter the security code shown below: (CASE SENSITIVE)

* Type the characters you see in the text below:

fOmbmf335

What is a security code?
It helps us protect against fraud, ensuring that you, and not an automated program, enter the information.

* REQUIRED INFORMATION