



INTERNATIONAL
TRADE
ADMINISTRATION

OFIS Tutorial

**For Grantees: Updating Zone
Information and Requesting
Operator Accounts**

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 is designed for grantees and will cover how update zone information and request operator accounts in OFIS

<u>Menu Option</u>	<u>Page</u>
• Updating Zone Information.....	5
• Requesting Operator Accounts.....	14

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 links: 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 clock displaying "1:18 PM".

Click here on the FTZ home page to enter OFIS.

Updating Zone Information (Grantees)

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
INTERNATIONAL
TRADE
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OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out Sign In

PUBLIC INFORMATION

ZONE & SITE INFORMATION
SUMMARY SITE INFORMATION
FEDERAL REGISTER NOTICES
SEARCH

GRANTEES AND OPERATORS

LOG IN

WELCOME TO THE ONLINE FTZ INFORMATION SYSTEM (OFIS)

PUBLIC INFORMATION

- 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.

GRANTEES AND OPERATORS

- Log in by clicking on the "Log In" link under "Grantees and Operators" to the left to update your information or submit your annual report.

USERNAME AND PASSWORD

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

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First, log in (see the "How to Log In" tutorial for more information.

Updating Zone Information (Grantees)

Click here to update grantee information and the activation status of your zone's sites.

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

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

INTERNATIONAL TRADE ADMINISTRATION

OFIS Home Page | FTZ Home Page | Contact Us | Tutorial | Log Out

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

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.

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Done Trusted sites 100%

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Updating Zone Information (Grantees)

The screenshot shows a web browser window displaying the OFIS web application. The main content area is titled "ZONE 999 INFORMATION". On the left side, there is a navigation menu with several options, including "GRANTEES". The "Edit" button is circled in red, and a red arrow points from a text box to it. The "GRANTEE INFORMATION:" section displays the following details:

Zone Number:	999	Approved on Date:	05/12/2011
Grantee:	Sample FTZ	Location:	Washington
Status:		Port of Entry:	DC, Washington
Service Area:	Washington, DC		
Service Area Map:			
Contact Name:	James Doe	E-Mail Address:	JDoe@sampleftz.org
Phone Number:	202-482-2862	Fax Number:	202-482-0002
Street Address:	1401 Constitution Ave.	City:	Washington
State:	DC	ZIP Code:	20230
Website:			

Below the grantee information, there are buttons for "Site", "Subzone", "Admin Actions", and "FR Notice". At the bottom, there is a table showing the current site information:

TYPE	OPEN	NUMBER	STATUS	SITE/COMPANY NAME	ACTIVATED ACRES	SUNSET DATE
SITES	→ OPEN	01		Port Complex	0	

To update grantee information, click the "Edit" button.

Updating Zone Information (Grantees)

All of the fields that you can edit will then display. Click in one of the boxes to update a field.

The screenshot shows a web browser window displaying the 'ZONE 999 INFORMATION' page. The page has a sidebar on the left with a menu containing 'PUBLIC INFORMATION', 'GRANTEES', and 'UPDATE ZONE INFO'. The main content area is titled 'ZONE 999 INFORMATION' and contains a 'Save' button, a 'Back' button, and a 'Print' button. Below these is a section for 'GRANTEE INFORMATION' with the following fields:

- Zone Number: 999
- Contact Name: James Doe
- E-Mail Address: JDoe@sampleftz.org
- Phone Number: 202-482-2862
- Fax Number: 202-482-0002
- Street Address: 1401 Constitution Ave.
- City: Washington
- State: DC
- ZIP Code: 20230
- Website: (empty)
- Date of First Zone Activation: (empty)

Below the form are buttons for 'Site', 'Subzone', 'Admin Actions', and 'FR Notice'. At the bottom, there is a table with the following columns: TYPE, OPEN, NUMBER, STATUS, SITE/COMPANY NAME, ACTIVATED ACRES, and SUNSET DATE. The table is currently showing 'SITE' information.

Updating Zone Information (Grantees)

When you are finished, click "Save"

The screenshot shows a web browser window displaying the 'ZONE 999 INFORMATION' page. The browser's address bar shows the URL 'http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf'. The page has a navigation menu on the left with options like 'PUBLIC INFORMATION', 'ZONE & SITE INFORMATION', and 'GRANTEES'. The main content area is titled 'ZONE 999 INFORMATION' and contains a 'GRANTEE INFORMATION' form. The form fields are as follows:

Zone Number:	999		
Contact Name:	James Doe	E-Mail Address:	JDoe@sampleftz.org
Phone Number:	202-482-2862	Fax Number:	202-482-0002
Street Address:	1401 Constitution Ave.	City:	Washington
State:	DC	ZIP Code:	20230
Website:			
Date of First Zone Activation:			

At the bottom of the form, there are buttons for 'Site', 'Subzone', 'Admin Actions', and 'FR Notice'. Below these buttons, it says 'Now Showing: SITE' and a table header with columns: 'TYPE', 'OPEN', 'NUMBER', 'STATUS', 'SITE/COMPANY NAME', 'ACTIVATED ACRES', and 'SUNSET DATE'. A red box on the left contains the text 'When you are finished, click "Save"', with a red arrow pointing to the 'Save' button on the page.

Updating Zone Information (Grantees)

As grantee, you can update the activation status and number of activated acres at any of your zone sites.

To update a zone site, click "Open" next to the zone site number.

GRANTEE INFORMATION:

Zone Number: 999

Contact Name: James Doe E-Mail Address: JDoe@sampleftz.org
Phone Number: 202-482-2862 Fax Number: 202-482-0002
Street Address: 1401 Constitution Ave. City: Washington
State: DC ZIP Code: 20230
Website:
Date of First Zone Activation:

CLICK HERE FOR MORE INFORMATION: [Site](#) [Subzone](#) [Admin Actions](#) [FR Notice](#)

Now Showing: SITE

TYPE	OPEN	NUMBER	STATUS	SITE/COMPANY NAME	ACTIVATED ACRES	SUNSET DATE
SITES	OPEN	01		Port Complex	0	
SITES	OPEN	02	Active	ABC Company	1	05/31/2014
SITES	OPEN	06		Sea Port	21	
					22	

Updating Zone Information (Grantees)

Details on that site will be displayed. To update the status and number of activated acres, click "Edit"

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

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out

ZONE 999 - SITE

Public Information

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

GRANTEES

- WORK ON MY NEW ANNUAL REPORT
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- UPDATE ZONE INFO
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EDIT (circled in red)

Back Print

SITE INFORMATION:

Status:	Status Effective Date:
Site Name: Port Complex	Site Number: 01
Type: Magnet	County: Middle County
Board Order / Admin Action #: B8765	Zone Number: 999
Subzone Number:	Total Acreage: 45
Activated Acres: 0	Site Coordinates:
Approved on: 05/12/2011	Sunset Date:

ATTACHMENTS:

Maps:

- FTZ map March 2010.pdf

File Information: NAME: FTZ map March 2010.pdf SIZE: 0.18 Mb

PHYSICAL ADDRESS:

Done

Trusted sites 100%

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Updating Zone Information (Grantees)

You can now update the status of the site, the date of activation or deactivation and the number of acres that are active.

The screenshot shows a web browser window displaying the OFIS (Office of Foreign Investment and Security) website. The page title is "ZONE 999 - SITE". The header includes the Department of Commerce logo and the text "INTERNATIONAL TRADE ADMINISTRATION". The main content area contains a form with the following fields:

- Status:** A dropdown menu currently set to "Active".
- Status Effective Date:** A text input field with a red prompt "mm/dd/yyyy" below it.
- Activated Acres:** A text input field containing the number "0" and a red prompt "numbers only" below it.

Buttons for "Save", "Back", and "Print" are visible. The left sidebar contains navigation links such as "PUBLIC INFORMATION", "ZONE & SITE INFORMATION", "GRANTEES", and "WORK ON MY NEW ANNUAL REPORT". The footer includes links for "site index", "e-mail webmaster", "trade.gov", "export.gov", "usa.gov", "acrobat reader", "privacy policy", and "disclaimer". The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock displaying "3:39 PM".

Updating Zone Information (Grantees)

When you are finished, click "Save"

The screenshot shows a web browser window displaying the OFIS application. The browser's address bar shows the URL `http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf`. The page header includes the Department of Commerce logo and the text "INTERNATIONAL TRADE ADMINISTRATION". A navigation menu at the top right contains links for "OFIS Home Page", "FTZ Home Page", "Contact Us", "Tutorial", and "Log Out".

The main content area is titled "ZONE 999 - SITE". On the left side, there is a vertical menu with the following items: "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", and "CHANGE YOUR PASSWORD".

The "Save" button is circled in red, and a red arrow points from the text box on the left to it. The form fields include:

- Status: Active (dropdown menu)
- Status Effective Date: 01/15/2009 (text input, with "mm/dd/yyyy" below it)
- Activated Acres: 10 (text input, with "numbers only" below it)

At the bottom of the page, there is a footer with links: "site index | e-mail webmaster | trade.gov | export.gov | usa.gov | acrobat reader | privacy policy | disclaimer". The Windows taskbar at the bottom shows the start button, several open applications, and the system clock displaying 3:41 PM.

Requesting Operator Accounts (Grantees)

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

OFIS Home Page FTZ Home Page Contact Us Tutorial Log Out Sign In

WELCOME TO THE ONLINE FTZ INFORMATION SYSTEM (OFIS)

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ZONE & SITE INFORMATION
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First, log in
(see the
"How to Log
In" tutorial
for more
information.

Requesting Operator Accounts (Grantees)

In OFIS, each operator with an account will be able to prepare and submit their annual report to their grantee electronically

To request an OFIS account for operators in your zone, click here

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

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

INTERNATIONAL TRADE ADMINISTRATION

OFIS Home Page | FTZ Home Page | Contact Us | Tutorial | Log Out

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

PUBLIC INFORMATION

ZONE & SITE INFORMATION

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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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Requesting Operator Accounts (Grantees)

OPERATOR INFORMATION:

* Zone Number: 122

* Site/Subzone Number:

Either a site number for a general-purpose zone operator, or a subzone number for a subzone operator must be provided. Sites should be entered as 2-digit numbers (such as "01" or "12") while subzones must be entered as 3-digit codes (such as "00A" or "00C").

* General-Purpose Zone or Subzone operator: GPZ SZ

* Type of activity conducted by the operator: MFG-Oil MFG WHS

* Operator (Company Name):

User (Company Name):

* Contact Name:

* E-Mail Address:

* Phone Number:

Fax Number:

* Street Address:

* City:

* State: AK

* ZIP Code:

* REQUIRED INFORMATION

Submit

You will be asked for contact and other information to create the operator account

Make sure you have all the information before beginning – there is no way to save and return to a partially completed form.

Requesting Operator Accounts (Grantees)

If the operator is located within a general-purpose zone site, enter the site number as 2-digits (such as "01"). If the operator is a subzone (such as 999B) enter the subzone letter (here it would be "B") preceded by two zeros ("00B")

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

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* General-Purpose Zone or Subzone operator: GPZ SZ

* Type of activity conducted by the operator: MFG-Oil MFG WHS

* Operator (Company Name):

User (Company Name):

* Contact Name:

* E-Mail Address:

* Phone Number:

Fax Number:

* Street Address:

* City:

* State: AK

* ZIP Code:

* REQUIRED INFORMATION

Submit

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Requesting Operator Accounts (Grantees)

The response to the type of activity will set the type of annual report that the operator will fill out.

For oil refineries, choose “MFG-Oil”, for a company with manufacturing or processing authority, choose “MFG” and for all other companies, choose “WHS”

The screenshot shows a web browser window with the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page title is "OPERATOR INFORMATION:". The form contains the following fields and options:

- * Zone Number: 122
- * Site/Subzone Number:
- Either a site number for a general-purpose zone operator, or a subzone number for a subzone operator must be provided. Sites should be entered as 2-digit numbers (such as "01" or "12") while subzones must be entered as 3-digit codes (such as "00A" or "00C").
- * General-Purpose Zone or Subzone operator: GPZ SZ
- * Type of activity conducted by the operator: MFG-Oil MFG WHS
- * Operator (Company Name):
- User (Company Name):
- * Contact Name:
- * E-Mail Address:
- * Phone Number:
- Fax Number:
- * Street Address:
- * City:
- * State: AK
- * ZIP Code:

A red circle highlights the "MFG-Oil" radio button, and a red arrow points from the text in the yellow box on the left to it. The "Submit" button is at the bottom right of the form area.

Requesting Operator Accounts (Grantees)

If the user is different from the operator, enter the user name, otherwise you can leave this blank.

The screenshot shows a web browser window with the URL <http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf>. The page title is "OPERATOR INFORMATION:". The form includes the following fields and options:

- * Zone Number: 122
- * Site/Subzone Number:
- Either a site number for a general-purpose zone operator, or a subzone number for a subzone operator must be provided. Sites should be entered as 2-digit numbers (such as "01" or "12") while subzones must be entered as 3-digit codes (such as "00A" or "00C").
- * General-Purpose Zone or Subzone operator: GPZ SZ
- * Type of activity conducted by the operator: MFG-Oil MFG WHS
- * Operator (Company Name):
- User (Company Name): (highlighted with a red oval)
- * Contact Name:
- * E-Mail Address:
- * Phone Number:
- Fax Number:
- * Street Address:
- * City:
- * State: AK (dropdown menu)
- * ZIP Code:

A red box on the left contains the text: "If the user is different from the operator, enter the user name, otherwise you can leave this blank." A red arrow points from this text to the "User (Company Name)" field.

At the bottom right of the form, there is a "Submit" button and the text "* REQUIRED INFORMATION".

Requesting Operator Accounts (Grantees)

When you have filled out the information, click "Submit"

Each field with an asterisk (*) is required.

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

ZONE & SITE INFORMATION
SUMMARY SITE INFORMATION
FEDERAL REGISTER NOTICES
SEARCH

GRANTEES

WORK ON MY NEW ANNUAL REPORT
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* General-Purpose Zone or Subzone operator: GPZ SZ

* Type of activity conducted by the operator: MFG-Oil MFG WHS

* Operator (Company Name):

User (Company Name):

Contact Name:

* E-Mail Address:

* Phone Number:

Fax Number:

* Street Address:

* City:

* State: AK

* ZIP Code:

REQUIRED INFORMATION

Submit

Requesting Operator Accounts (Grantees)

This page will display after you submit the request for an operator account.

Both the grantee and the operator will be notified by email when the account is set up.

To return to the initial log in page and menu options, click here.

