

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:

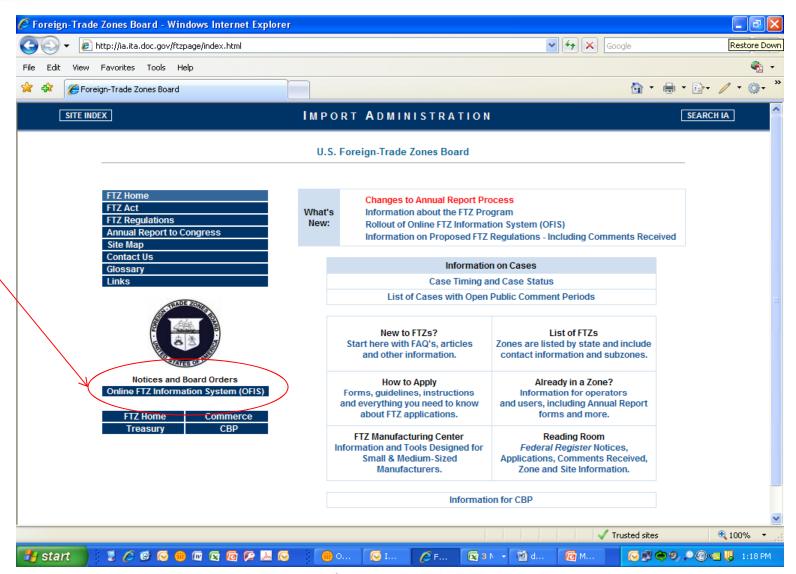
- To provide grantees and operators with a secure online system for submission of the Annual Report
- To make additional information available to the public on each zone project, including approved and active zone sites

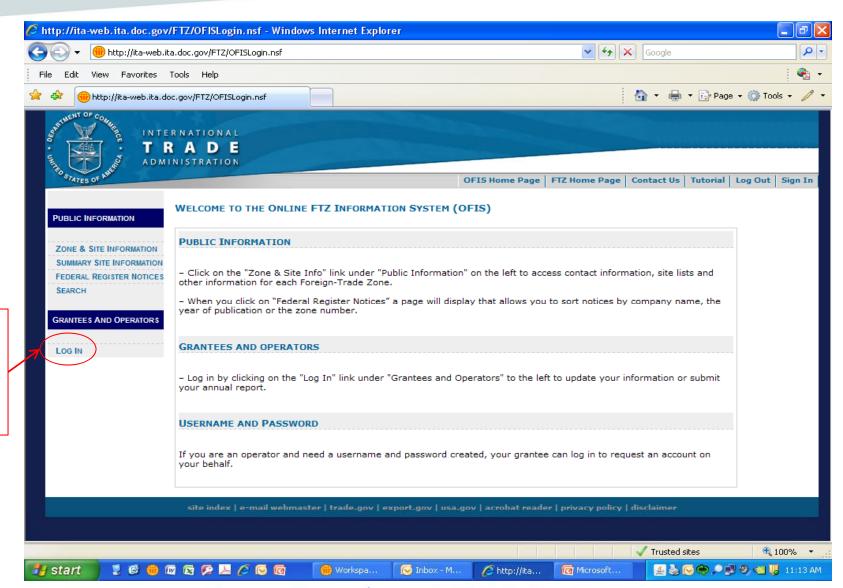
Tutorial Overview

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

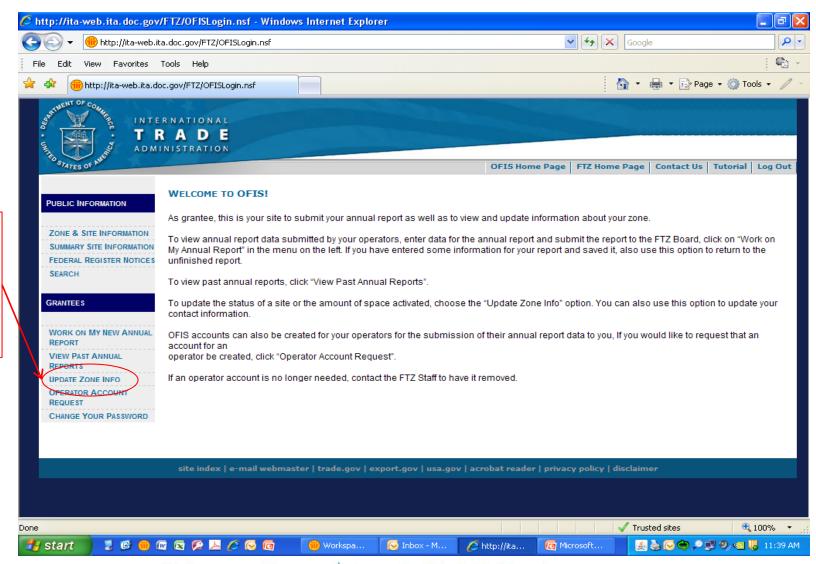
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Accessing OFIS

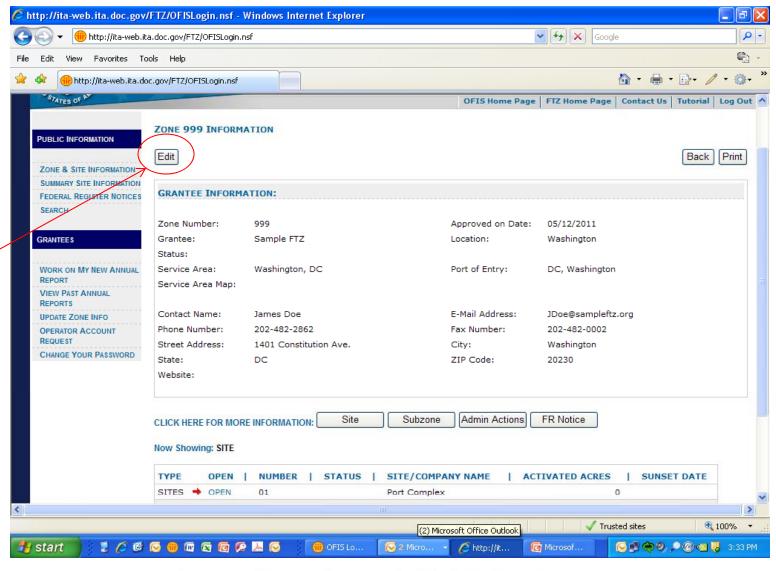




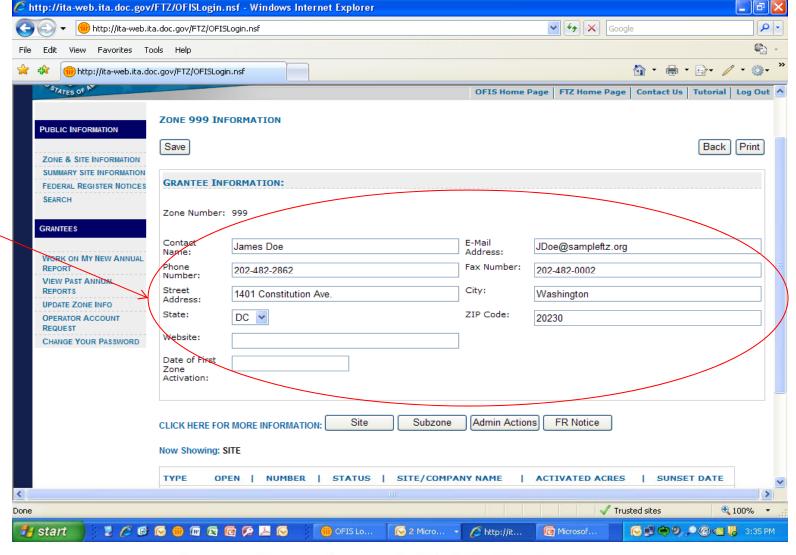
First, log in (see the "How to Log In" tutorial for more information.



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

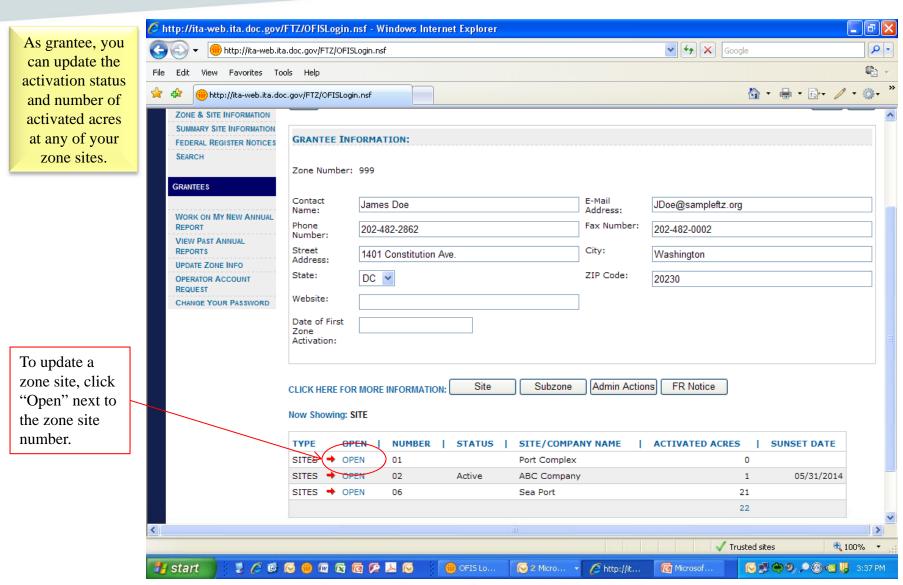


All of the fields that you can edit will then display. Click in one of the boxes to update a field.

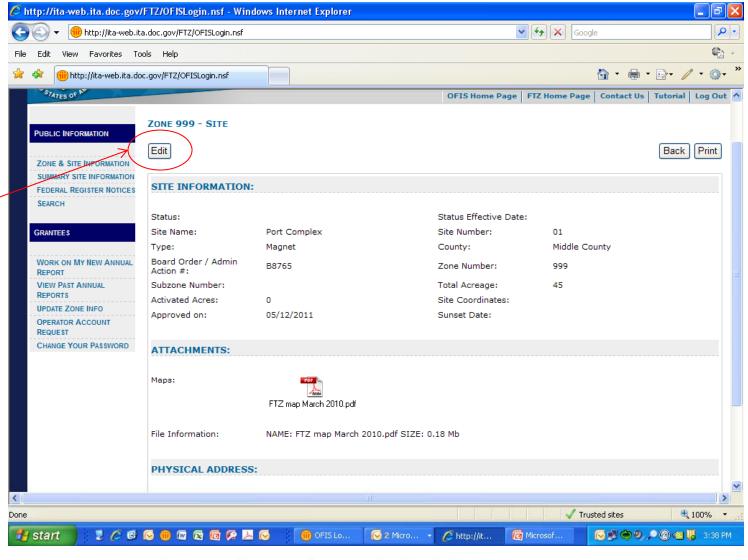


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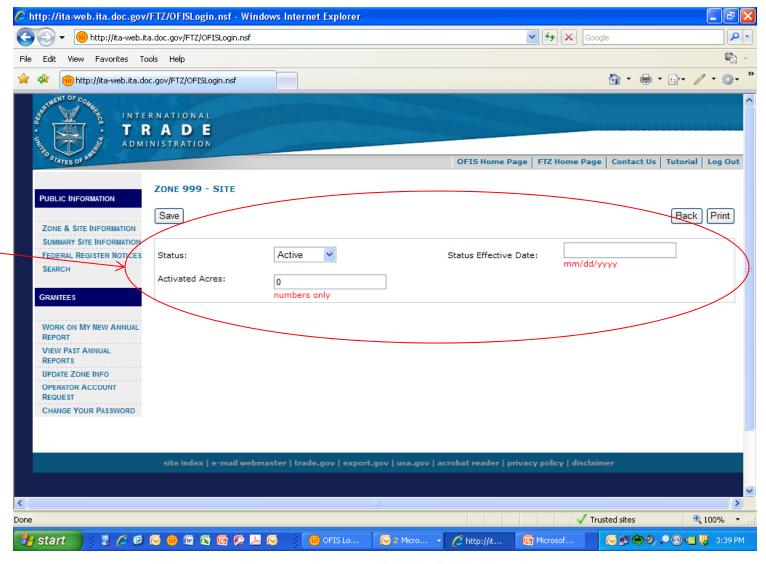
When you are finished, click "Save"



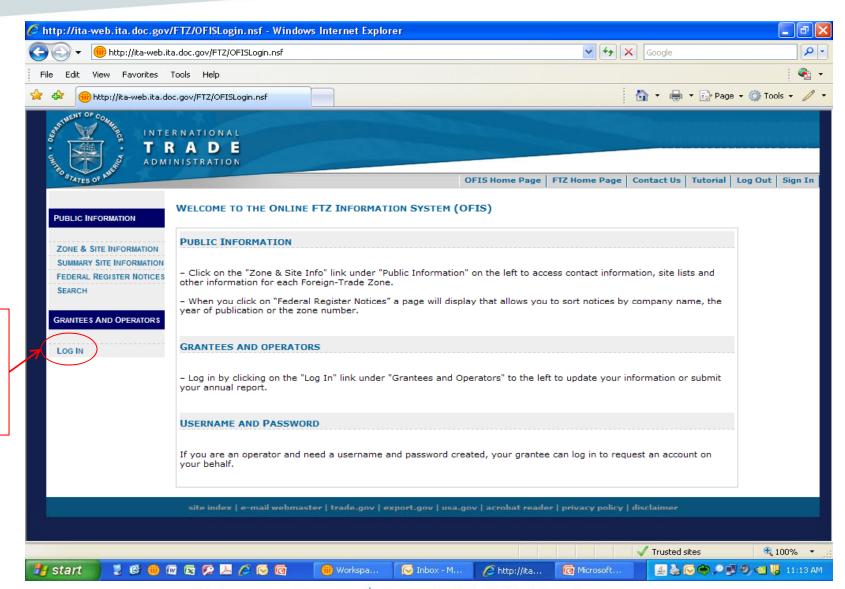
Details on that site will be displayed. To update the status and number of activated acres, click "Edit"



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



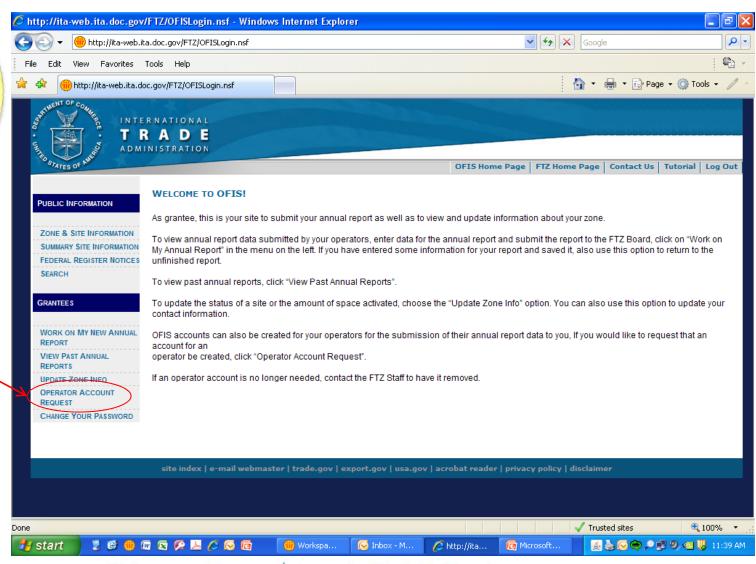
🌈 http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer Google m http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf View Favorites Tools Help ita.doc.gov/FTZ/OFISLogin.nsf / When you are TRADE finished, click ADMINISTRATION "Save" OFIS Home Page | FTZ Home Page | Contact Us | Tutorial | Log Out **ZONE 999 - SITE** PUBLIC INFORMATION Save Back | Print ZONE & SITE INFORMATION SUMMARY SITE INFORMATION 01/15/2009 Active FEDERAL REGISTER NOTICES Status: Status Effective Date: mm/dd/yyyy SEARCH Activated Acres: 10 numbers only **GRANTEES** WORK ON MY NEW ANNUAL REPORT VIEW PAST ANNUAL REPORTS UPDATE ZONE INFO **OPERATOR ACCOUNT** REQUEST CHANGE YOUR PASSWORD √ Trusted sites ₫ 100% ▼ 🎒 start Ø 2 Micro... ▼ Ø http://it... @ Microsof..

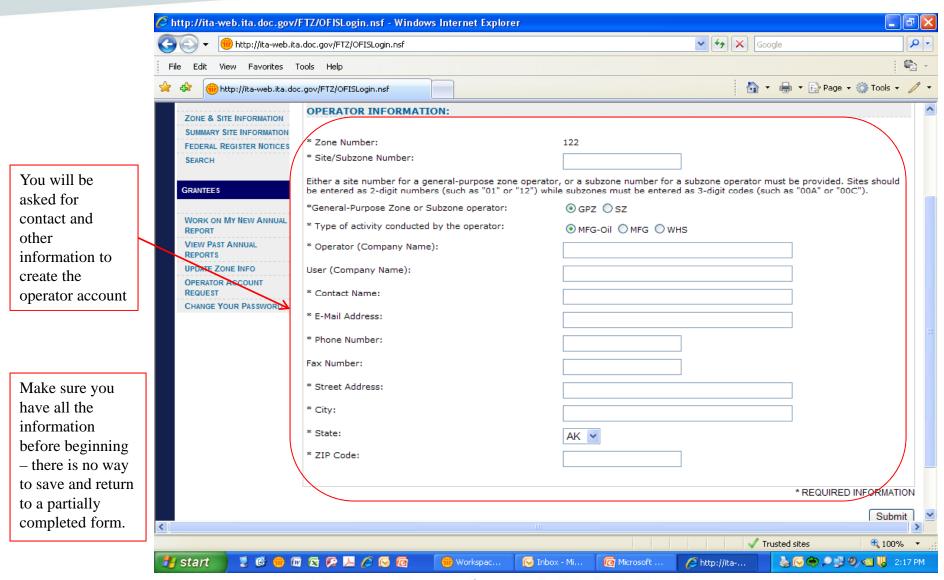


First, log in (see the "How to Log In" tutorial for more information.

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

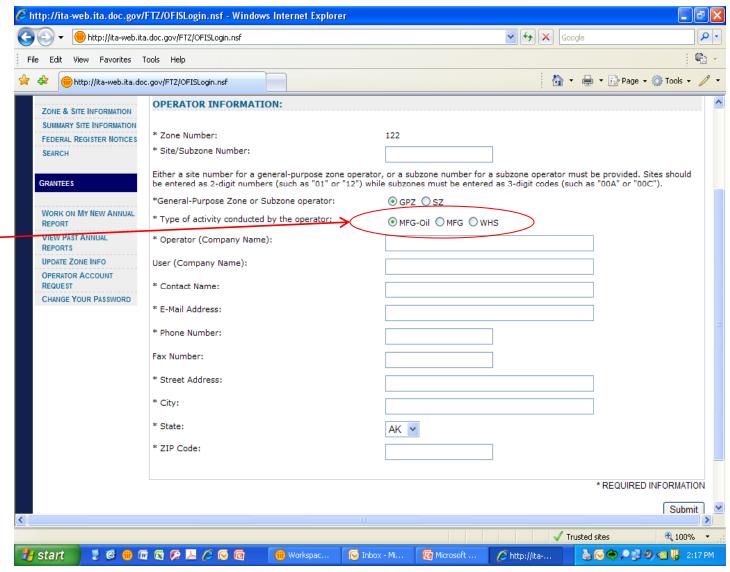




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The response to the type of activity will set the type of annual report that the operator will fill out.

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



🌈 http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf - Windows Internet Explorer ✓ 😽 🗙 Google ib http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf View Favorites Tools Help 🟠 🔻 🖶 🔻 🕞 Page 🕶 💮 Tools 🕶 🙃 http://ita-web.ita.doc.gov/FTZ/OFISLogin.nsf **OPERATOR INFORMATION:** ZONE & SITE INFORMATION SUMMARY SITE INFORMATION 122 * Zone Number: FEDERAL REGISTER NOTICES * Site/Subzone Number: SEARCH Either a site number for a general-purpose zone operator, or a subzone number for a subzone operator must be provided. Sites should **GRANTEES** 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 WORK ON MY NEW ANNUAL * Type of activity conducted by the operator: MEG-Oil ○ MEG ○ WHS REPORT VIEW PAST ANNU Operator (Company Name): REPORTS UPDATE ZONE INFO User (Company Name): OPERATOR ACCOUNT * Contact Name: REQUEST CHANGE YOUR PASSWORD * E-Mail Address: * Phone Number: Fax Number: * Street Address: * City: * State: AK 🕶 * ZIP Code: * REQUIRED INFORMATION Submit √ Trusted sites ₫ 100% ▼ 🏄 start 🧵 🎯 🌐 🖫 🔄 🔑 🔑 🏉 🜀 National Indian 🎍 🐼 🏟 🔑 🕵 🧐 🚳 📙 2:17 PM Microsoft ... 🏉 http://ita-...

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

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

> Each field with an asterisk (*) is required.

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.

