Licensing Tutorial

How to use the Steel Licensing System
Tutorial Overview

This Tutorial will cover:

- How to Create an Account
- How to Log In
- Outstanding Licenses
- Home Page Menu Options
- Applying for a New License
- Updating and Viewing Licenses
- Cancelling Licenses
- Creating License Templates
- Low Value Licenses
- Account Settings
- Toolbar Options
Licensing System Home Page:
How to Create an Account

• The link to the account application form is available from the SIMA home page at:
  http://enforcement.trade.gov/steel/license

• The form is also available from the steel licensing home page at:
  http://hq-web03.ita.doc.gov/Steel/Steel Login.nsf
Licensing System Home Page: How to Create an Account

• The first part of the account application covers basic contact information.

• All information that is listed with an asterisk (*) is required in order to create an account.

• If you enter an alternate e-mail address, that address is only copied on e-mails sent to your account. You will use the primary address to log in to the system.
Licensing System Home Page: How to Create an Account

• The second part of the account application includes two separate security measures.

• The security code is required as a way to deter spam.

• You are required to choose 3 security questions. You will be prompted to answer these questions if you forget your username or password and use the "Forgot Username"/ "Forgot Password" option.

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

* Type the characters you see in the picture below:

kmWbv967

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

<table>
<thead>
<tr>
<th>Security Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Question 1) What is your favorite color?</td>
<td>Green</td>
</tr>
<tr>
<td>* Question 2) What was the name of your first pet?</td>
<td>Spot</td>
</tr>
<tr>
<td>* Question 3) What is the name of your favorite relative?</td>
<td>Aunt Jenny</td>
</tr>
</tbody>
</table>
Licensing System Home Page: How to Create an Account

• A “Registration Completed” page will appear upon submitting the new account form. If there are any errors in your application you will see an error page prompting you to go back and correct the problem.
• You will receive an email with your temporary password and information about logging into the system.
Licensing System Home Page: How To Log In

- To access the account log in, go to the licensing home page (http://hq-web03.ita.doc.gov/Steel/SteelLogin.nsf) and enter your email address in the box marked “Username”.

![Licensing System Home Page](image-url)
• Once you have entered your Username correctly on the sign-in page, you will be directed to enter your Username again and your Password (either the temporary password from your email confirmation, or your personal password if you have already logged in and changed it).
In case of a forgotten Username or Password, there are helpful links on the homepage.

In order to retrieve a lost or forgotten Username or Password, you will be required to provide basic information associated with the account as well as the answers to your preselected security questions.
Licensing System Home Page: Outstanding Licenses

• You will be directed to the Welcome Page after you log in with your Username and Password.

• At the bottom of the Welcome Page are listed “Outstanding Licenses.” Any licenses listed here have been flagged as potentially containing errors. You will have received an email addressing the issue.

• If you see “No documents found” then you don’t have any outstanding licenses to address.
Licensing System: Home Page Menu Options

**License Application:** This is where you can apply for a new license or access licenses for corrections, printing, or cancellation. You may also search for keywords or license numbers.

**License Templates:** This is where you can create a new template or update, view, and use templates.

**Account Settings:** This is where you can change your password and access your profile to update contact information.

**Low Value License:** This is where you can apply for a new low value license or access previous licenses.
Licensing System: Applying for a New License

- When you choose “New License” from the menu, you will be directed to the license application. The first part covers the name of the importer, exporter, and manufacturer; the countries of origin and exportation and port of entry; and dates of export and import.

<table>
<thead>
<tr>
<th>Applicant Company</th>
<th>Customs Entry Number</th>
<th>License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>02)</td>
<td>03)</td>
<td>04)</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Address of Applicant:</td>
<td>Contact Email:</td>
</tr>
<tr>
<td>Contact Phone:</td>
<td>Contact Fax:</td>
<td>Manufacturer Name:</td>
</tr>
<tr>
<td>Importer Name:</td>
<td>Exporter Name:</td>
<td>Manufacturer Name:</td>
</tr>
<tr>
<td>Country of Origin:</td>
<td>Country of Exportation:</td>
<td>Expected Port of Entry:</td>
</tr>
<tr>
<td>Date of Application:</td>
<td>Date of Application:</td>
<td>Date of Application:</td>
</tr>
<tr>
<td>Date License Valid From:</td>
<td>Date License Valid Through:</td>
<td>Date of Application:</td>
</tr>
</tbody>
</table>
Licensing System: Applying for a New License

• NOTE: The expected dates of export and import must be entered in the specified format – MM/DD/YYYY – including 4 digits for the year and the slashes “/”. The calendar button opens a pop-up for you to choose the dates.

• NOTE: Using the wrong date format will cause an error to occur.
Licensing System:
Applying for a New License

• The next part of the application asks for a list of all the HTS codes that will be included in the license (up to 10 per license).
• After all the HTS codes are entered, click “Continue” and you will be directed to fill in the rest of the shipment information.
Licensing System: Applying for a New License

- After clicking “Continue” you will be prompted to enter the volume in kilograms and customs value in U.S. dollars for each HTS code.
- NOTE: The Unit Value (in US$ per Metric Ton) will be automatically calculated from your entered volume and value data.
• If the calculated Unit Value of your entered product seems to be outside the typical range for that HTS code, you will see a warning box asking you to double-check the entered volume and value before continuing.
Licensing System: Applying for a New License

- You have the option to delete products by clicking on the red “X” next to each HTS number.

<table>
<thead>
<tr>
<th>PRODUCT ONE</th>
<th>PRODUCT TWO</th>
<th>PRODUCT THREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20) HTS Number: 7207190030</td>
<td>27) HTS Number: X 7207190090</td>
<td>30) Volume (Kilograms):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21) Product Description:</td>
<td>28) Product Description:</td>
<td></td>
</tr>
<tr>
<td>SEMIFIN IRON/STL GT 0.25%</td>
<td>SEMIFINISHED IRON/NALLOY STL</td>
<td></td>
</tr>
<tr>
<td>CARBON CIRCULAR XSECT</td>
<td>GT 0.25% CARB; NESOI</td>
<td></td>
</tr>
<tr>
<td>22) Product Category:</td>
<td>29) Product Category:</td>
<td></td>
</tr>
<tr>
<td>Blooms, Billets and Slabs</td>
<td>Blooms, Billets and Slabs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23) Volume (Kilograms):</td>
<td>24) Unit: Kilograms</td>
<td>31) Unit: Kilograms</td>
</tr>
<tr>
<td>258</td>
<td>24) Unit: Kilograms</td>
<td>31) Unit: Kilograms</td>
</tr>
<tr>
<td></td>
<td>Customs Value (U.S.$):</td>
<td>Customs Value (U.S.$):</td>
</tr>
<tr>
<td></td>
<td>234567.00</td>
<td>1900.00</td>
</tr>
<tr>
<td></td>
<td>26) Unit Value ($/mt):</td>
<td>32) Unit Value ($/mt):</td>
</tr>
<tr>
<td></td>
<td>1900.00</td>
<td>1900.00</td>
</tr>
</tbody>
</table>
Licensing System: Applying for a New License

• Please note that in order for your license to be processed, you must check the box at the bottom of the application screen to certify that the entered information is correct to the best of your knowledge.

• Once you have checked the certification box at the bottom, click the “Submit License” button to complete the application process.
Licensing System: Applying for a New License

• If your license is submitted successfully, you will see a screen with links to a printer friendly format. You will also receive an email with your license number and details.
Licensing System: Updating/Viewing Licenses

- The licensing system allows you to view, correct, and cancel your licenses.
- The “Update/View License” link on the Welcome Page menu directs you to your license history page - a listing of your past licenses (up to 90 days old) with the most recent license at the top of the list.

Click on either of the hyperlinks to open your license.
Licensing System: Updating/Viewing Licenses

- Once you open the license, you may cancel, correct, or print a copy of the license by clicking the buttons at the top of the form.

![License Form Image]

<table>
<thead>
<tr>
<th>01</th>
<th>Applicant Company:</th>
<th>02</th>
<th>Customs Entry Number:</th>
<th>03</th>
<th>License Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SINA Team</td>
<td></td>
<td>111-123456</td>
<td></td>
<td>X86RB5010</td>
</tr>
<tr>
<td>04</td>
<td>Contact Name:</td>
<td>05</td>
<td>Address of Applicant:</td>
<td>06</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SINA Team</td>
<td></td>
<td>1401 Constitution Ave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Address of Applicant:</td>
<td>08</td>
<td>Contact Email:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(202) 462-2105</td>
<td></td>
<td></td>
<td></td>
<td><a href="mailto:steel_license@trade.gov">steel_license@trade.gov</a></td>
</tr>
<tr>
<td>09</td>
<td>Contact Phone:</td>
<td>09</td>
<td></td>
<td>10</td>
<td>Manufacturer Name:</td>
</tr>
<tr>
<td></td>
<td>(202) 462-2105</td>
<td></td>
<td></td>
<td></td>
<td>SINA Test</td>
</tr>
<tr>
<td>12</td>
<td>Importer Name:</td>
<td>13</td>
<td>Country of Exportation:</td>
<td>14</td>
<td>Expected Port of Entry:</td>
</tr>
<tr>
<td></td>
<td>SINA Test</td>
<td></td>
<td>Canada</td>
<td></td>
<td>DC, Washington</td>
</tr>
<tr>
<td>15</td>
<td>Country of Origin (Customs Basis):</td>
<td>16</td>
<td>Expected Date of Importation:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Canada</td>
<td></td>
<td></td>
<td></td>
<td>01/29/2010</td>
</tr>
<tr>
<td>18</td>
<td>Date License Valid From:</td>
<td>19</td>
<td>Date License Valid Through:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>01/29/2010</td>
<td></td>
<td>04/14/2010</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRODUCT ONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>22</td>
</tr>
</tbody>
</table>
Licensing System: Updating/Viewing Licenses

- Choosing “Correct License” will open the fields to allow you to make changes to the entered information.

- Click “Continue” to move to the final step.

---

### Example License Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Company</td>
<td>SIMA Team</td>
</tr>
<tr>
<td>Customs Entry Number</td>
<td>111-122466</td>
</tr>
<tr>
<td>License Number</td>
<td>X86RB5010</td>
</tr>
<tr>
<td>Address of Applicant</td>
<td>1001 Constitution Ave.</td>
</tr>
<tr>
<td>Contact Name</td>
<td>SIMA Team</td>
</tr>
<tr>
<td>Contact Phone</td>
<td>(202) 482-2105</td>
</tr>
<tr>
<td>Exporter Name</td>
<td>SIMA Test</td>
</tr>
<tr>
<td>Country of Origin (Customs Basis)</td>
<td>Canada</td>
</tr>
<tr>
<td>Country of Exportation</td>
<td>Canada</td>
</tr>
<tr>
<td>Expected Date of Export</td>
<td>01/28/2010 (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Expected Date of Importation</td>
<td>01/27/2010 (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Date of Application</td>
<td>01/29/2010</td>
</tr>
<tr>
<td>Date License Valid From</td>
<td>01/29/2010</td>
</tr>
<tr>
<td>Date License Valid Through</td>
<td>04/14/2010</td>
</tr>
<tr>
<td>HTS Number</td>
<td>7207190030</td>
</tr>
<tr>
<td>Description</td>
<td>SRM/FIN IRON/STL GT 0.25% CARBON CIRCULAR XSECT</td>
</tr>
<tr>
<td>Volume (Kilograms)</td>
<td>100</td>
</tr>
<tr>
<td>Unit</td>
<td>Kilograms</td>
</tr>
<tr>
<td>Customs Value (U.S.$)</td>
<td>100.00</td>
</tr>
<tr>
<td>Unit Value ($/mt)</td>
<td>1000.00</td>
</tr>
</tbody>
</table>

---

NOTES: Fields for all products will appear after selecting the HTS Numbers and clicking “Continue” at the top or bottom of the page.
Licensing System:
Updating/Viewing Licenses

• HINT: To remove a product, click on the red “X” located next to the HTS number.

• The red “X” will only appear in Step 3 of 3 of the correction process.

• NOTE: Attempting to remove a product by erasing the values entered in the HTS, volume, and customs value fields will cause an error to occur.
Licensing System: Updating/Viewing Licenses

• Once you have made and reviewed your corrections, click on the “Submit Corrections” button.

Successfully submitted corrections will bring up a confirmation page with the option to access a printer-friendly format. You will also receive an email confirmation.
Licensing System: Cancelling Licenses

• To cancel a license, open the license from your history page.

• Click on the “Cancel” button located at the top of the license.
Licensing System: Cancelling Licenses

• Clicking on “Cancel License” will prompt a warning box asking if you want to permanently cancel your license. Cancelled licenses will not be valid for submitting customs documentation, but will remain in our system, if you need to resubmit them. You will be directed to a confirmation page.
Licensing System: Creating License Templates

- The template feature is available for users to create and name templates to use for recurring licenses.

- Click on “New Template” from your account homepage to start a new template.
Licensing System: Creating License Templates

- Templates store the importer & exporter names, manufacturer, countries of origin & exportation, expected port of entry, and up to 10 HTS codes.

- You will be asked to give a name for the template for ease of use in the future.

- Once you have entered the information, click “Continue”.

![Image of a template creation interface](image-url)
Once you have reviewed the information entered, click “Submit” at the top of the page to save the template.
Licensing System: Using and Updating License Templates

- Once you have created and saved a template, they will be available in your template history to use or correct.

- Click “Access/View Template” from your account homepage to go to your template history.
Licensing System:
Using and Updating License Templates

• From the history page, you may use, update, or delete saved templates.

• Click on a template name to use or update it.
Licensing System: Using and Updating License Templates

- Click “Correct” to make changes to a template.
- Or click “New License” to use a saved template.
• Once you have selected to create a new license using your template, the saved information will be entered in the license fields. Complete the application by adding the dates, volume, and customs value.

• Click “Continue” just as you would for other licenses and complete the steps.
Licensing System:
Using and Updating License Templates

• To delete a template, check the box and then click “Delete”.

• Once deleted, a template remains in your history and can be reactivated by clicking “Undelete”. By clicking “Empty Trash Can”, those deleted templates will be permanently removed.

• HINT: Deleted templates will have a trashcan icon next to them.
Licensing System: Applying for a Low Value License

• The low value license is a reusable steel import license for shipments valued under $5,000.

• Applicants may apply once for a low value license and use it on any steel entry under $5,000 for those companies listed on the license.

• To apply for a low value license, click on the “New LV License” link from the steel license welcome page.
Licensing System: Applying for a Low Value License

• The low value license form only requires 3 pieces of information – the applicant’s name, the applicant’s company, and the importing company.

• If the applicant and importing company are the same, please enter the same name in both company fields.
Licensing System: Applying for a Low Value License

• The applicant information is automatically populated from your account profile.

• Verify the information you have entered is correct by checking the certification button.

• You may then click the “Submit License” button.
Licensing System:
Applying for a Low Value License

• Upon successful submission of the low value license application, you will be taken to a confirmation page.

• Clicking on “View LV License” from the steel license welcome page will take you to your low value license history.

<table>
<thead>
<tr>
<th>Low Value License History:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
</tr>
<tr>
<td>Submitted</td>
</tr>
</tbody>
</table>
Licensing System: Applying for a Low Value License

• Similar to the main license history page, the low value license history lists all low value licenses created within the past 3 months.

- Clicking on either of the hyperlinks allows you to open and view your licenses, with the option to print a copy.
Choosing “Change Password” on the Welcome Page menu will direct you to a page where you can enter a new password. It will only be accepted if it meets the security conditions outlined. The “Suggested New Password” is randomly generated and fulfills the security requirements. It is completely optional. If you successfully change your password, you will be directed to a confirmation page.

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: V*gh293 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.
Licensing System: Account Settings

- When you choose “Update Profile” from the menu on the Welcome Page you will have the option to change your contact information.

- NOTE: You must contact the SIMA office to update your EIN number, name, or primary email address.

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Company and Contact Information:

- Employer Identification Number: 12-3456789
- Full Name: SIMA Team
- E-mail: steel.license@trade.gov
- Company Name: SIMA Team
- Company Type: Other
- Company Street Address: 1401 Constitution Ave. NW
- Company City: Washington
- Company State: DC
- Company ZIP Code: 20230
- Phone Number: 2024822105
- Fax Number: 
- Alternate E-mail: 
- Confirm Alternate E-mail (above): 

Branch Information (optional)

- Branch Name: 
- Branch Street Address: 
- Branch City: 
- Branch State: 
- Branch ZIP Code: 

Please enter the security code shown below: (CASE SENSITIVE)
- Type the characters you see in the picture below: 9V5QQU
- What is a security code? It helps us protect against fraud, ensuring that you, and not an automated program, enter the information.
Licensing System: Toolbar

The toolbar at the top of all pages offers additional options for accessing help and information:

- **Product - HTS List**: List of all steel mill products covered under SIMA that require a steel license.
- **Tutorial**: Link to these instructions.
- **FAQ**: Answers to frequently asked questions.
- **Contact Us**: Contact information for the SIMA team.
- **Logout**: Log out of the system. Username and Password needed to re-enter.
SIMA Team Contact Information
Enforcement and Compliance
Office of Policy
14th & Constitution Ave., NW, Suite 2837
Washington, DC 20230
Phone: (202) 482-2105
Fax: (202) 501-1377
Email: steel.license@trade.gov
Web: http://enforcement.trade.gov/steel/license
Revised 3/31/2015