



U.S. COMMODITY FUTURES TRADING COMMISSION

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How do I manage the email notifications for Form 102 file submissions?

This document provides an overview of how to manage the email notifications for Form 102 file submissions.

1. Select the CFTC Portal Sign In URL: <https://portal.cftc.gov>
2. Read the CFTC Portal Terms of Use Agreement. To access the Portal, it is necessary to accept the Terms of Use Agreement by selecting [Accept].

A screenshot of the CFTC Portal warning page. At the top left is the CFTC logo, which includes an American flag, a bar chart, and the text "CFTC" and "COMMODITY FUTURES TRADING COMMISSION". Below the logo is a dark blue header with the text "CFTC PORTAL" in white. The main content area has a white background with a "Warning" heading. The text below the heading reads: "This computer system is a United States Government information system operated by the Commodity Futures Trading Commission ('CFTC'). This system is to be used only for authorized purposes by individuals who have been granted access rights by the CFTC. Misuse of this computer system is a violation of Federal law. See Computer Fraud and Abuse Act of 1986, Pub. L. 99-474, 100 Stat. 1213 (1986). Unauthorized access or use of this information system is prohibited and may be subject to criminal, civil and/or administrative action. The Government routinely intercepts and monitors communications and information on this system, for example, to address security vulnerabilities and other risks. All users of this system, whether authorized or unauthorized, are subject to monitoring by the CFTC and other authorized Federal Government officials. Anyone using this system expressly consents to such monitoring. All of the information transmitted or stored on this system may be intercepted, recorded, read, copied, searched, seized and disclosed by and to authorized personnel for official purposes consistent with CFTC policies. Users have no reasonable expectation of privacy when using this system or in any communication or data which is transmitted or stored on this system. Personal information submitted through this system is collected, stored and otherwise processed as stated in the Portal Privacy Policy." Below this text is another paragraph: "Any information an individual submits to the CFTC must be true and accurate. The making of a false statement to the CFTC may be a basis for administrative action under 7 U.S.C. § 9 and may be punishable by fine or imprisonment, or both, under 7 U.S.C. § 13 or 18 U.S.C. § 1001." At the bottom of the warning area is a blue button with the text "Accept".

3. Enter the username and password and select the "Submit" button.

An official website of the United States government [Here's how you know](#)

CFTC
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CFTC.GOV

Sign In

Username ⓘ

Username is not an email address.

Password ⓘ

Submit

[Forgot your username or password?](#)

Don't have an account? [Request an account](#)

For help, refer to [Frequently Asked Questions](#) or contact TechSupport@cftc.gov

4. Upon successfully entering the proper credentials, choose an authentication method. Two options will be provided – Text message and Automated phone call. A third option, "Authentication App", will be available after following the steps at the end of the document.

In this example we will choose Text message.

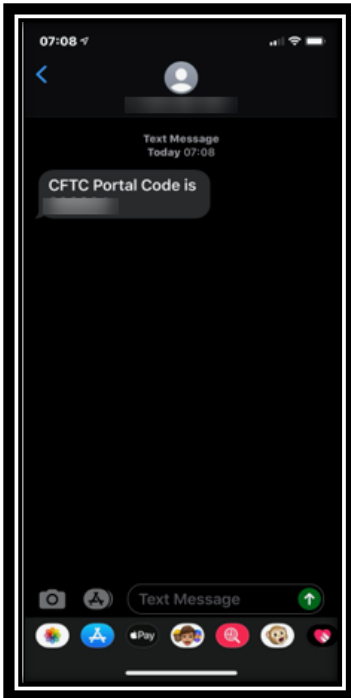
Select your authentication method

Text message
Get security code to +1 (xxx) xxx - 8815


Automated phone call
Get security code to +1 (xxx) xxx - 8815

Submit **Cancel**

- A text message with a six-digit code will be sent to the phone number associated with the user's account. Check the mobile device for the code. In this example the code is 111111.



- Enter the code into the text box and click Submit to complete the Sign In process.

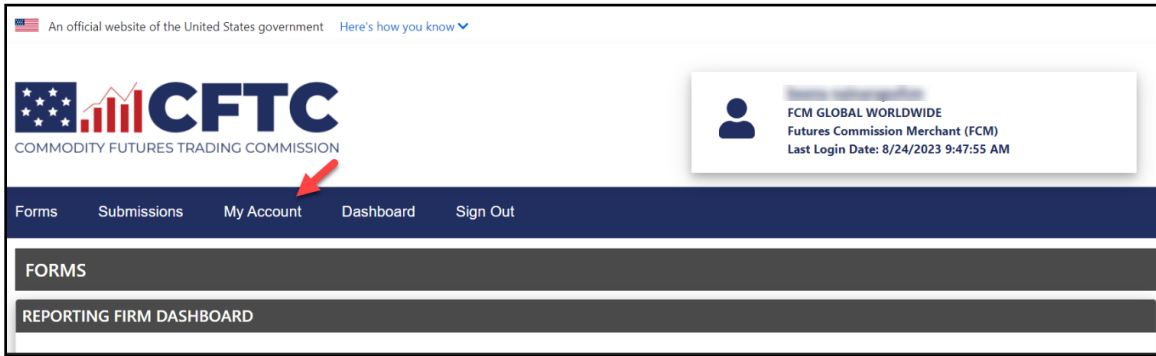
 Check your phone

We sent a security code to +1 (xxx) xxx - 8815
This code will expire in 15 minutes.
One-time security code

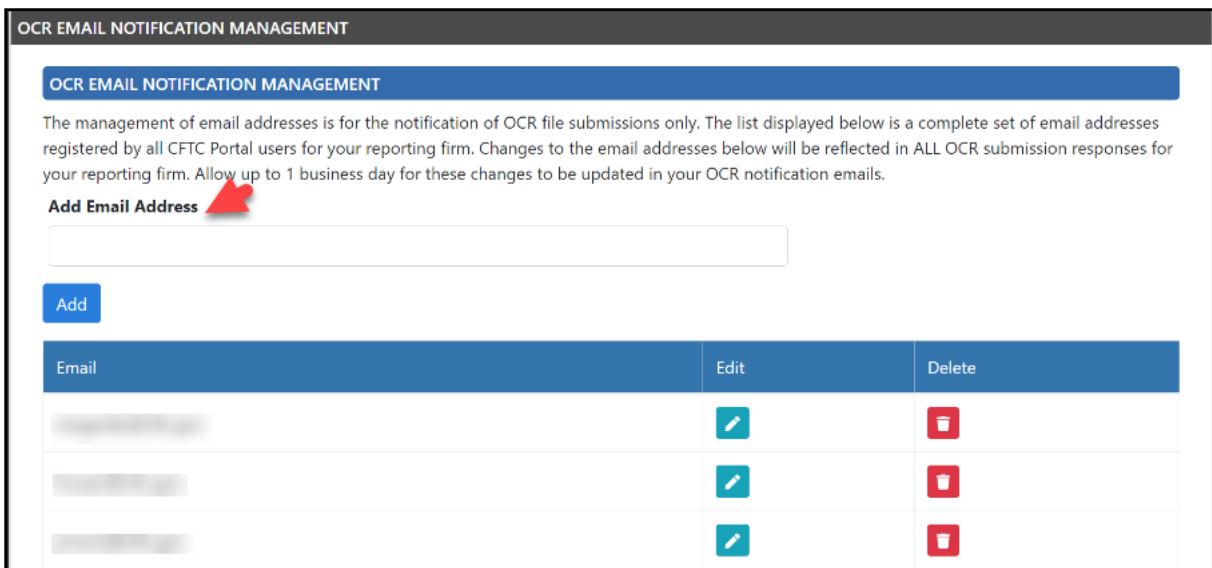
Didn't receive text message?
[↺ Get another Code](#)

[Choose another authentication method](#)

- The User will be successfully authenticated and redirected to the Forms page on the Portal.
- Select the “My Account” link to be taken to the My Account page.




- On the My Account page, select “Add Email Address” to manage email addresses for notifications of Form 102 file submissions.



10. To add an email address, enter an email address and select “Add”.

The screenshot shows the 'OCR EMAIL NOTIFICATION MANAGEMENT' interface. At the top, there is a blue header with the title. Below the header, a paragraph explains that the management of email addresses is for the notification of OCR file submissions only. Underneath, there is a section titled 'Add Email Address' with a text input field. A red arrow points to the 'Add' button located below the input field. Below the 'Add' button is a table with three columns: 'Email', 'Edit', and 'Delete'. The table contains three rows of email addresses, each with a pencil icon in the 'Edit' column and a trash can icon in the 'Delete' column.

11. To remove an email address, choose the email address to be removed and select the Delete  box.

The screenshot shows the same 'OCR EMAIL NOTIFICATION MANAGEMENT' interface. In this view, the 'Add' button is no longer highlighted. A red arrow points to the trash can icon in the 'Delete' column of the first row in the table. The table structure remains the same with 'Email', 'Edit', and 'Delete' columns and three rows of email addresses.






12. To edit an email address, choose the email to be edited and click 'Edit'.

OCR EMAIL NOTIFICATION MANAGEMENT

OCR EMAIL NOTIFICATION MANAGEMENT

The management of email addresses is for the notification of OCR file submissions only. The list displayed below is a complete set of email addresses registered by all CFTC Portal users for your reporting firm. Changes to the email addresses below will be reflected in ALL OCR submission responses for your reporting firm. Allow up to 1 business day for these changes to be updated in your OCR notification emails.

Add Email Address

Email	Edit	Delete
[Redacted]	 	
[Redacted]		
[Redacted]	