




U.S. COMMODITY FUTURES TRADING COMMISSION

Three Lafayette Centre
1155 21st Street, NW, Washington, DC 20581

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].


COMMODITY FUTURES TRADING COMMISSION

CFTC PORTAL

Warning

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.

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.

By clicking "Accept", you acknowledge that you have read, understand and consent to the above, to the [Terms of Use Agreement](#) and to the processing of your personal information as stated in the [Privacy Policy](#).

Accept

3. Enter the username. Note: The username is not an email address. Then enter the password.

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

CFTC
COMMODITY FUTURES TRADING COMMISSION


CFTC.GOV

Sign In

Username ⓘ

Username is not an email address.

Password ⓘ

☐ Verify you are human 

[Privacy](#) • [Terms](#)

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. Check the box next to “Verify you are human” and click the “Submit” button to proceed.

Sign In

Username ⓘ

Username is not an email address.

Password ⓘ

☒  Success! 

[Privacy](#) • [Terms](#)

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

5. 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. Check the box next to “Verify you are human” and click the “Submit” button to proceed.

Select your authentication method

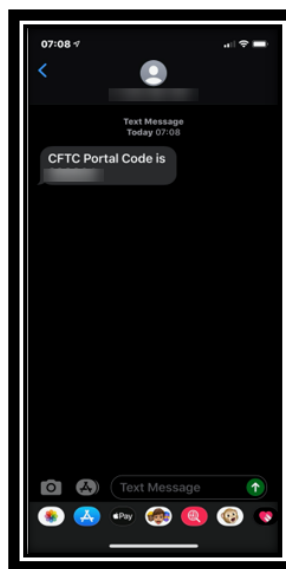
☒ **Text message**
Get security code to +1 (xxx) xxx - 8815

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


Success!  [Privacy](#) • [Terms](#)

Submit **Cancel**


6. 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.






7. Enter the code into the text box, check the box next to “Verify you are human” and click the “Submit” button to proceed.


 **Check your phone**

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







 ☐ Verify you are human  [Privacy](#) • [Terms](#)




 **Check your phone**

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

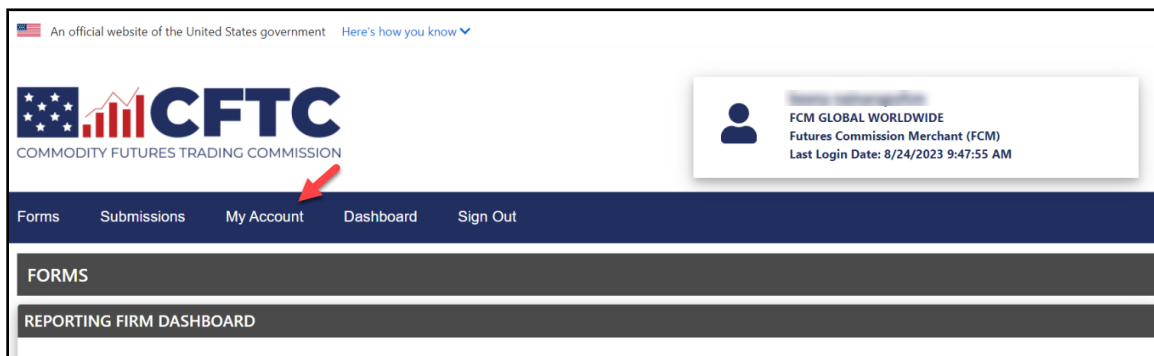


 ☒  Success!  [Privacy](#) • [Terms](#)



8. The User will be successfully authenticated and redirected to the Forms page on the Portal.

9. Select the “My Account” link to be taken to the My Account page.



10. On the My Account page, in the Email Lists section, select OCR Email Notification Management to manage email addresses for notifications of Form 102 file submissions.




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

OCR EMAIL NOTIFICATION MANAGEMENT

ADD NEW OCR EMAIL ADDRESS

Email Address

Add Cancel

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

OCR EMAIL NOTIFICATION LIST

Show 10 entries Search:

Email	Edit	Delete

13. To edit an email address, choose the email to be edited and click ‘Edit’.

OCR EMAIL NOTIFICATION LIST		
Show 10 entries	Search: <input type="text"/>	
Email	Edit	Delete
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