

How do I retrieve my username?

This document provides an overview of the steps needed to retrieve your username.

- 1. Select the CFTC Portal Sign In URL: <u>https://portal.cftc.gov</u>.
- 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].

	CFTC PORTAL
	Warning
This computer system is a lust system is to be used only for violation of Federal law. See information system is prohit communications and inform authorized or unauthorized, expressly consents to such seized and disclosed by any privacy when using this sys- this system is collected, sto-	Inited States Government information system operated by the Commodity Futures Trading Commission ("CFTC"). This r authorized purposes by individuals who have been granted access rights by the CFTC. Misuse of this computer system is a computer Fraud and Abuse Act of 1986, Pub. L.99-474, 100 Stat. 1213 (1986). Unauthorized access or use of this ided and may be subject to criminal, civil and/or administrative action. The Government routinely intercepts and monitors ation on this system, for example, to address security vulnerabilities and other risks. All users of this system, whether are subject to monitoring by the CFTC and other authorized Federal Government officials. Anyone using this system monitoring. All of the information transmitted or stored on this system may be intercepted, recorded, read, copied, searched, to authorized personnel for official purposes consistent with CFTC policies. Users have no reasonable expectation of tem or in any communication or data which is transmitted or stored on this system. Personal information submitted through red and otherwise processed as stated in the Portal Privacy Policy.
Any information an individua	al submits to the CFTC must be true and accurate. The making of a false statement to the CFTC may be a basis for

3. On the CFTC Portal "Sign In" page, select the "username" link.

Username is not an email address.	
Password 🔋	
Verify you are human	vord?

- 4. In this example, the Forgot Username page has LTR selected as the Organization Type. The Organization Type, CFTC Code (trader id), Business Email Address, and Phone Number must match those associated with the Portal account.
- 5. Check the box next to "Verify you are human" and click the "Submit" button to proceed.

(Large Trader)				
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Code \rm				
ess Email Address 🤅	•			
Number 🔒				
1 *				
rs only.				
Verify you are human	CLOUDFLARE Privacy + Jarma			
	Code Code	Code 9 ess Email Address 9 e Number 9 .1 • rs only. Verify you are human	e Number I ess Email Address I e Number I tres only. Verify you are human Cooperation Date: - Semi	Code Code

6. In this example, the Forgot Username page has FCM selected as the Organization Type. The Organization Type, Organization Name, Organization Identifier, Business Email Address, and Phone Number must match those associated with the Portal account.

7.	Check the box next to '	"Verify you are human"	and click the "Submit"	button to proceed.
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Organization Type		
FCM (Futures Commission	n Merchant/Reporting Firm)	×
Organization Name 📵		
Select Organization Name	2	×
Organization Identifier 😗		
-		
		~
Business Email Address ④)	~
Business Email Address () Phone Number () + 1 -)	~
Business Email Address @ Phone Number @ +1 * Numbers only.)	~
Business Email Address @ Phone Number @ # +1 * Numbers only. Verify you are human		~

- 8. In this example, the Forgot Username page has SEF selected as the Organization type. It will look the same for either DCM, DCO, DCO Applicant, EDCO, FBOT, HCR, or SDR. The Organization Type, Organization Name, Business Email Address, and Phone Number must match those associated with the Portal account.
- 9. Check the box next to "Verify you are human" and click the "Submit" button to proceed.

	on Type		
SEF (Swap	Execution Facility	0	~
Organizatio	on Name 📵		
Select Org	anization Name		~
Phone Nun	ıber 😗		
+ 1 1			
Numbers only			

10. 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.

11. Check the box next to "Verify you are human" and click the "Submit" button to proceed.

Text message		
Get security code to	0 +1 <mark>(xxx) xxx - 8815</mark>	
O Automated p	none call	
Get security code to	+1 (xxx) xxx - 8815	
Success!	CLOUDFLARE Prizecy - Terms	
Submit		

12. 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.



13. Enter the code into the text box and check the box next to "Verify you are human" and click the "Submit" button to proceed.



14. When the user selects "Submit" a pop-up box will display 'Email Address Verification', and a new security code will be emailed to the registered email address to authenticate the request. Select "Close" to enter the email verification code.

An official Nosite of the United States government	Here's how you know 🗸	
	FMAIL ADDRESS VERIFICATION	
	Please check your email.	(CFTC.GOV)
COMMODITY FUTURES TRADING COMMISSIO	A new security code has been sent to g****t@cftc.gov and it is different than the code sent to your phone.	
	The security code is used to verify your access to the email address.	
	If you haven't seen the email, check the Spam and Junk folders and contact your network administrator to ensure that your firm is not blocking noreply@portalmail.cftc.gov.	-
	The code must be used within 8 hours or the process must be repeated.	
	Verify you are human	
	Submit	
	Didn't receive email?	
	ta Get another Code	
	Cancel	

15. When the user opens the email from CFTC, it will have a six-digit code. Enter this code into the textbox. You can copy and paste the code from the email into the textbox. Check the box next to "Verify you are human" and click the "Submit" button to proceed.

Note: The Email Code will expire within eight (8) hours of receipt of the message. If the code has expired, the process must be repeated.



16. The Portal displays a screen that indicates the email address has been verified. A verification email will be sent to the registered email address.



17. An email similar to the one below will be sent to the registered address and will include the username.

CAUTION: This email originated from outside of CFTC. DO NOT click links or open attachments unless you recognize and/or trust the sender. If you believe this is SPAM simply block sender and delete the email. If you suspect this to be a phishing attempt, please use the "Report Phishing" button on your Outlook menu bar.

Firstname Lastname,

The following HCR (Home Country Regulator) usernames for HCR GLOBAL WORLDWIDE are associated with your account:

Username:

If you do not recognize this activity, or if you have questions regarding this correspondence, contact <u>TechSupport@cftc.gov</u>.

This message is being sent to [email address] in accordance with the Commodity Futures Trading Commission Portal Terms of Use Agreement. You cannot opt out of receiving these email messages as they provide important information about your CFTC Portal account. Links to the Terms of Use Agreement and the Portal Privacy Policy may be found at <u>https://portal.cftc.gov/</u>.

Commodity Futures Trading Commission Three Lafayette Centre 1155 21st Street, NW Washington, DC 20581

Configure Authentication App

The preferred and most secure method for authenticating with the CFTC Portal is to use an Authentication App. This section will show in three easy steps how to enable this feature when signing in to the Portal.

You must be signed into the portal to access the 'My Account' link from the menu bar.

Navigate to the My Account page to begin the process.

	DC0 GLOBAL WORLDWIDE Derivatives Clearing Organization (DC0)
orms Submissions My Account Sign Out	
TWO-FACTOR AUTHENTICATION	
If you don't want to receive security codes by text or phone call, you o generate security codes. Once enabled, you will be able to use the or you sign in instead of receiving a text message or a phone call. If you will need to contact the app developer directly for assistance.	an set up an authentication app on your device to ne-time passcodes generated by the application each time are having difficulty setting up the authentication app, you
Authentication Application	
Install an authentication app. Some popular options include: Google Authenticator (IOS/Android) Authy 1Password LastPass Microsoft Authenticator	Scan QR barcode.
	Or enter this code manually into your authentication app
3 Enter the code fr	rom your app.
Phone +1 6535	
Do you want to update phone numb	ier? No

If the user does not have an Authentication App on their mobile device, then choose to install one of the options below or install another software-based authenticator.

Some popular options include:

- Google Authenticator (<u>iOS/Android</u>)
- <u>Authy</u>
- <u>1Password</u>
- LastPass
- <u>Microsoft Authenticator</u>

Complete the remaining steps by scanning the QR Barcode or manually entering the code into the Authentication App. The final step is to enter the six-digit code into the text field and then press the Submit button to complete the process.

	ON	LTR GLOBAL WORLD WIDE 1 Large Trader (LTR) Last Login Date: 9/18/2023 2:17:34 PM			
Forms Submissions My Account	Sign Out				
MY ACCOUNT	MY ACCOUNT				
TWO-FACTOR AUTHENTICATION					
You are able to use the one-time pass	You are able to use the one-time passcodes generated by the application each time you sign in instead of receiving a text message or a phone call.				
Authentication App	Delete				
Phone					
	Do you want to update phone number?				
	🔿 Yes 🖲 No				