

How do I reset my password?

This document provides an overview of the steps needed to reset a CFTC Portal account password.

- 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 system is to be used o violation of Federal law information system is p communications and ir authorized or unauthor expressly consents to seized and disclosed b privacy when using this this system is collected	s a United States Government information system operated by the Commodity Futures Trading Commission ("CFTC"). This ily for authorized purposes by individuals who have been granted access rights by the CFTC. Misuse of this computer system is a See Computer Fraud and Abuse Act of 1986, Pub. L.99.474, 100 Stat. 1213 (1986). Unauthorized access or use of this rohibited and may be subject to criminal, civil and/or administrative action. The Government routinely intercepts and monitors formation on this system, for example, to address security vulnerabilities and other risks. All users of this system, whether zed, are subject to monitoring by the CFTC and other authorized Federal Government officials. Anyone using this system such monitoring. All of the information transmitted or stored on this system may be intercepted, recorded, read, copied, searched, y and to authorized personnel for official purposes consistent with CFTC policies. Users have no reasonable expectation of system or in any communication or data which is transmitted or stored on this system. Personal information submitted through , stored and otherwise processed as stated in the Portal Privacy Policy.
Any information an ind	vidual 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 "password" link.

Username 🟮
Username is not an email address.
Password ()
Verify you are human
Submit
Forgot your username or password?
Don't have an account? Request an account

- 4. Enter the username. Note: The username is not an email address. Then enter the phone number associated with the account.
- 5. Check the box next to "Verify you are human" and click the "Submit" button to proceed.

Username	0			
Username is	not an email addres	55.		
Phone Nu	nber 🕕			
= +1 •				
Numbers on	y.			
Verit	y you are human	CLOUDFLARE Privacy • Terms		
Submit				

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 chose Text message.

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

Text message		
Get security code to	+1 (xxx) xxx - 8815	
O Automated p	none call	
Get security code to) +1 (XXX) XXX - 8815	
	Privacy + Terms	

7. 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.



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





9. 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 osite of the United States govern	ment Here's how you know 🗸	
5	EMAIL ADDRESS VERIFICATION	
₩.íííCFT	Please check your email.	(CFTC.GOV)
COMMODITY FUTURES TRADING COMMI	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.	
	Gose	
	Verify you are human	
	Submit	
	Didn't receive email?	
	ta Get another Code	
	Cancel	

10. 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.



11. After the user selects Submit, it will bring the user to a "Password Reset" page.

Jseri	name \rm ()
ass	word ()
Conf	irm password 🟮
he p	assword must meet the following requirements:
e	At least 1 lowercase letter
6	At least 1 uppercase letter
E C	At least 1 number
6	At least 1 special character (~: $@#$%^{2}-+= \langle 0 0 0 0 0 0 0 0 0 $
e	Password and Confirm Password should match
assw	ords must be changed at least every 3 months and cannot be reused.
	Verify you are human

12. The user enters the required information: Username, Password, and Confirm Password. If the password meets all the requirements, then all the requirement criteria will be checked. Check the box next to "Verify you are human" and click the "Submit" button to proceed.

User	name
Pass	word
••••	
Conf	irm password
••••	
The p	assword must meet the following requirements:
	At least 1 lowercase letter
	At least 1 uppercase letter
•	At least 1 number
	At least 1 special character (~!@#\$%^&*+=` \(){[];;',?/)
2	At least 12 characters
•	Password and Confirm Password should match
Passw	ords must be changed at least every 3 months and cannot be reused.
	Success! CLOUDFLARE Privacy - Terms

13. Once the Password has been verified, a confirmation message will be displayed on the screen



14. Navigate to the CFTC Portal: <u>https://portal.cftc.gov</u> and sign in to the Portal using the new password.

Configure Authentication App

1. 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.

Navigate to the My Account page to begin the process.

An afficial website of the United States government Here's how you know 🗸						
	Futures Commission Merchant (FCM) Last Login Date: 10/31/2023 10:58:10 AM					
Forms Submissions My Account Dashboard Sign Out						
MY ACCOUNT						
TWO-FACTOR AUTHENTICATION						
If you don't want to receive security codes by text or phone call, you can set up an authentication app on your device to generate security codes. Once enabled, you will be 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. If you are having difficulty setting up the authentication app, you will need to contact the app developer directly for assistance.						
 Install an authentication app. 	2 Scan QR barcode.					
Some popular options include: Google Authenticator (iOS/Android) Authy 1Password LastPass Microsoft Authenticator						
	Or enter this code manually into your authentication app					
GM2GMZLCGRSGINRXHFRTIOBSMQ						
3 Enter the co	ode from your app.					
Phone						
Do you want to update phone nu	mber?					
🔿 Yes 🖲 No						
l						

2. If the user doesn't already 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>
- 3. 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.

MY ACCOUNT						
TWO-FACTOR AUTHENTICATION						
If you don't want to receive security codes by text or phone call, you can set up an authentication app on your device to generate security codes. Once enabled, you will be 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. If you are having difficulty setting up the authentication app, you will need to contact the app developer directly for assistance.						
 Install an authentication app. 	2 Scan QR barcode.					
Some popular options include:						
Google Authenticator (iOS/An	droid)					
Authy IPassword						
LastPass						
Microsoft Authenticator						
	国政省等 法财产委 任					
	Or enter this code manually into your authentication app					
	GIYWEMLCMU2DKYLGMIYTCYJXGQ					
	3 Enter the code from your app.					
	Submit					
Phone						
Do vou	want to update phone number?					
O Ye	s 🖲 No					

4. The Authentication App is successfully added to the user's account.

	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								
TWO-FACTOR AUTHENTICATION								
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							