

## **Register for a Large Trader (LTR) CFTC Portal Account**

This document provides an overview of the steps needed to register for a Large Trader (LTR) CFTC Portal account.

CFTC does not permit the sharing of Portal accounts. Each user must have an individual account using a first and last name. Please allow up to two business days for new account requests to be reviewed. Contact <u>TechSupport@cftc.gov</u> if you have any questions.

- A CFTC code number will be required to complete a new account request. If the organization has previously submitted a Form 40 to CFTC, the organization was assigned a 9-digit code number. If the code number cannot be located, please contact OCR Technical Support at <u>OCRTechSupport@CFTC.gov</u> and provide the Special Account ID or the Consolidated Account ID as well as the Firm that reported that code to the Commission. Alternatively, when the organization was prompted to submit Form 40, an email was sent that included details of the Form 40 request along with instructions for registering for an LTR account as well as the 9-digit code.
- 2. Select the CFTC Portal Sign In URL: <u>https://portal.cftc.gov.</u>

3. 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].

	CFTCFORTAL
	Warning
This computer system i system is to be used or violation of Federal law information system is p communications and in authorized or unauthori expressly consents to s seized and disclosed by privacy when using this this system is collected	a United States Government information system operated by the Commodity Futures Trading Commission ("CFTC"). This by 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 ohibited and may be subject to criminal, civil and/or administrative action. The Government routinely intercepts and monitors ormation on this system, for example, to address security vulnerabilities and other risks. All users of this system, whether ted, are subject to monitoring by the CFTC and other authorized Federal Government officials. Anyone using this system uch monitoring. All of the information transmitted or stored on this system may be intercepted, recorded, read, copied, searched, 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 indiv administrative action un	idual submits to the CFTC must be true and accurate. The making of a false statement to the CFTC may be a basis for der 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", processing of your pe	you acknowledge that you have read, understand and consent to the above, to the Terms of Use Agreement and to the rsonal information as stated in the Privacy Policy.
	Accept

4. On the CFTC Portal "Sign In" page, select the "Request an account" link.

An official website of the United States government	ere's how you know 🛩	
		(CFTC.GOV
	Sign In	_
	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	
	For help, refer to Frequently Asked Questions or contact TechSupport@cftc.gov	

5. Select "LTR (Large Traders)" from the Organization Type dropdown menu.

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lew User Request Form	
Organization Type	
LTR (Large Trader) ~	
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Already have an Account? Sign In	
Forgot your username or password?	

- 6. Enter the CFTC Code Number.
- 7. Select the Submission Type.
- 8. Complete the form using your First Name, Last Name, Business Email Address and Phone Number.
- 9. Please use an individual/non-shared email address. Shared email addresses can cause a registration request to be denied.
- 10. Choose the appropriate country code and enter a valid phone number. The Portal does not support phone numbers with an extension.

11. Check the box next to "Verify you are human" and select Submit.

ACTIVE FILING COMMISSION	CFTC.G
lew User Request Form	
Organization Type	
LTR (Large Trader) V	
CFTC Code Number ()	
Submission Type 🔞	
Select Submission Types 🗸	
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Last Name 😑	
Business Email Address 🥹	
Confirm Business Email Address 🥹	
Business Phone Number 😣	
m +1 - Numbers only.	
Verify you are human ecoveriant	
Submit	
Already have an Account? Sign In	
Forgot your username or pasaword?	

12. Select the authentication method to begin the phone number validation step. 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 phon	e call	
Get security code to +1	(xxx) xxx - 8815	
Success		
	Privacy + Terms	

13. After choosing the authentication method the Portal will send a text message or voice call with a sixdigit code to the phone number listed on the new registration form. Check the mobile device for the code. In this example the code is 111111.



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





15. 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.

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An official Asite of the United States government	Here's how you know 🗸	
12	EMAIL ADDRESS VERIFICATION	
⊠.∭CFTC	Please check your email.	(CFTC.GOV)
COMMODITY FUTURES TRADING COMMISSIO	A new security code has been sent to <b>g****t@cftc.gov</b> 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.	
	Close	
	Verify you are human	
	Submit	
	Didn't receive email?	
	t과 Get another Code	
	Cancel	

16. 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. Click Submit when done.

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.



17. Once successfully authenticated, it will display a page with the message "Your account registration request is being reviewed".



18. At this point in the process, it may be necessary to wait for up to two business days for account approval by the CFTC business team.

If the account request is approved, an email similar to the one below with the assigned username and instructions for setting a password will be sent. If you do not receive an email, please check your Junk or Spam folders. If you do not see the message in the Junk or Spam folders, please contact your network administrator and ensure that your firm is not blocking noreply@portalmail.cftc.gov.

A CFTC Portal Account has been created on ye	our behalf
NOREPLY@1	
Sent: Wed 8/8/2018 1:25 PM	
To:	
A new	account has been created for you on behalf of .
Username:	
Click the link below to reset your password. If the link d	loes not work, conviand naste the address into a browser
chek the link below to reset your password in the link a	
the second of the particular framework	
Note: CFTC will never request password information via	a phone or email, as that information is private and only known by you.
CFTC Portal Accounts and Passwords: Your account will	become disabled after 13 months of inactivity. Passwords must be changed every 3 months.
If you do not recognize this activity, or if you have ques	tions regarding this correspondence, contact <u>TechSupport@cftc.gov</u> .
This massage is being cont to	coordance with the Commodity Eutyreer Trading Commission Bostal Terms of Lice Agroament, You cannot out of receiving these amail messages as
they provide important information about your CETC Po	to that account inks to the Terms of Use Agreement and the Portal Privacy Policy may be found at https://portal.cft.cryv/.
Commodity Futures Trading Commission	
Three Lafayette Centre	
1155 21st Street, NW Washington, DC 20581	
washington, DC 20361	