U.S. COMMODITY FUTURES TRADING COMMISSION
Three Lafayette Centre
1155 21st Street, NW, Washington, DC 20581

Register for a Large Trader (LTR) CFTC Portal Account

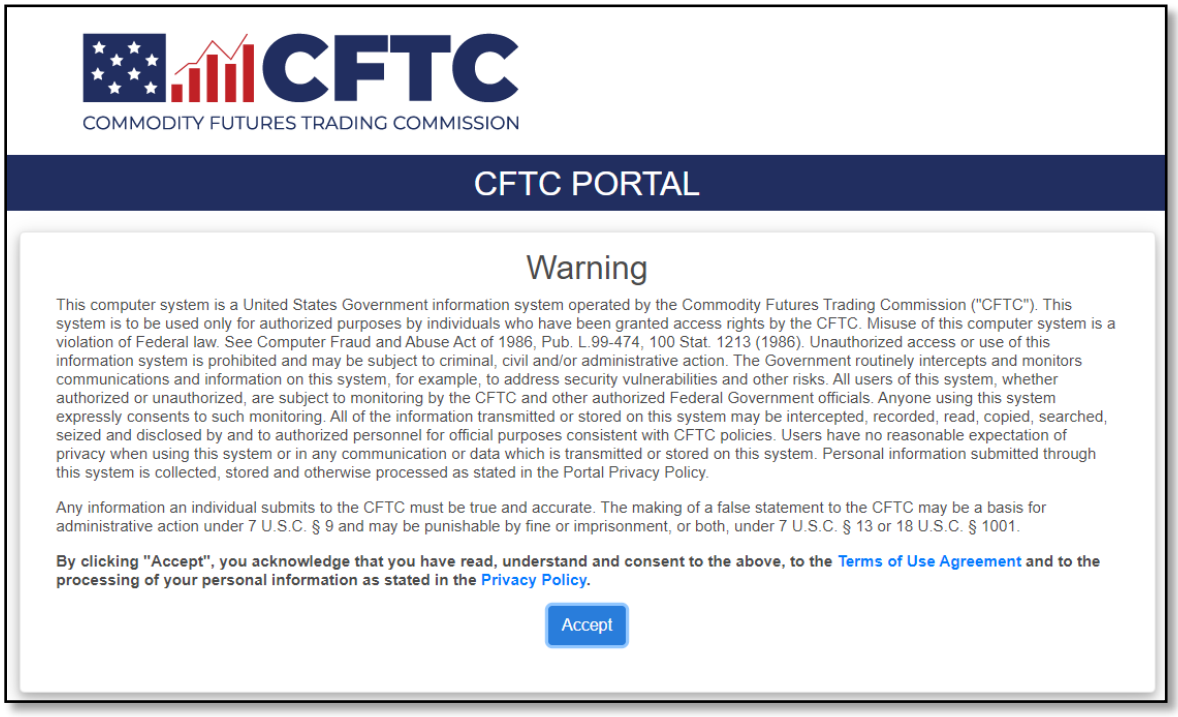
This document provides an overview of the steps needed to register for a Large Trader (LTR) CFTC Portal account.

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 TechSupport@cftc.gov if you have any questions.

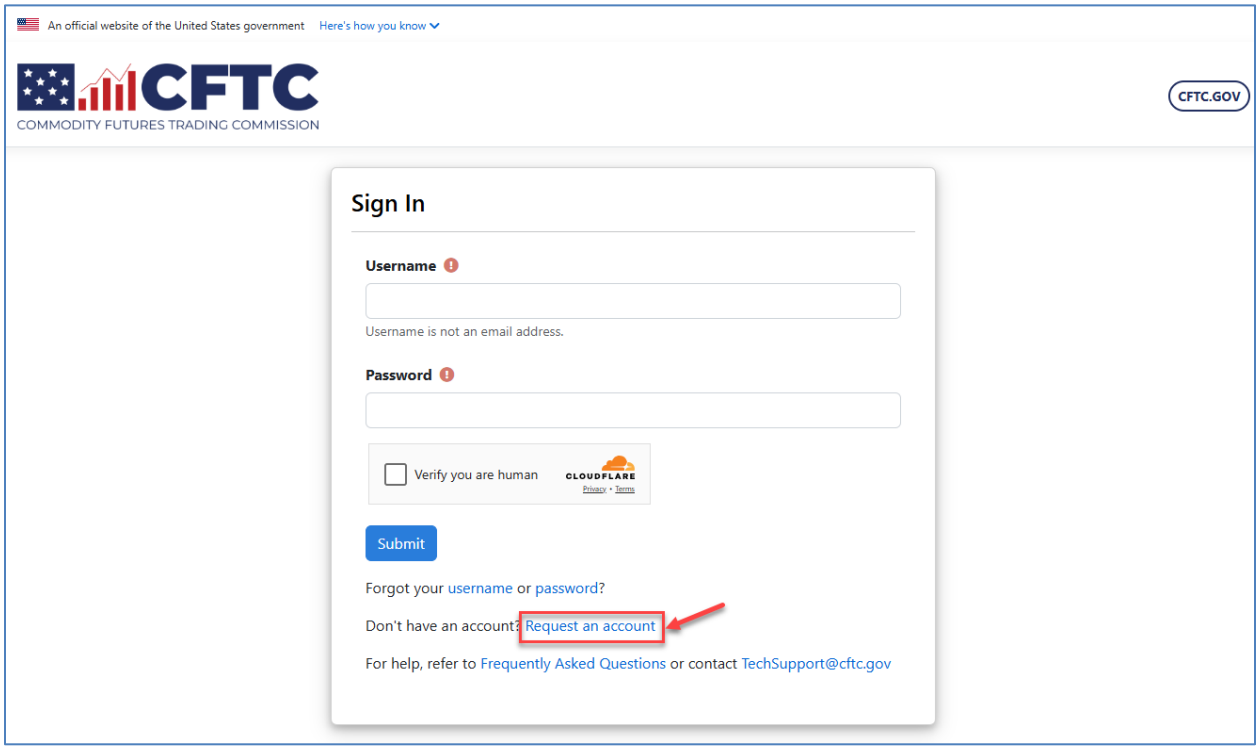
1. A CFTC code number will be required to complete a new account request. If the organization has previously submitted a Form 40 to CFTC, the organization was assigned a 9-digit code number. If the code number cannot be located, please contact OCR Technical Support at **OCRTechSupport@CFTC.gov** and 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: **https://portal.cftc.gov.**

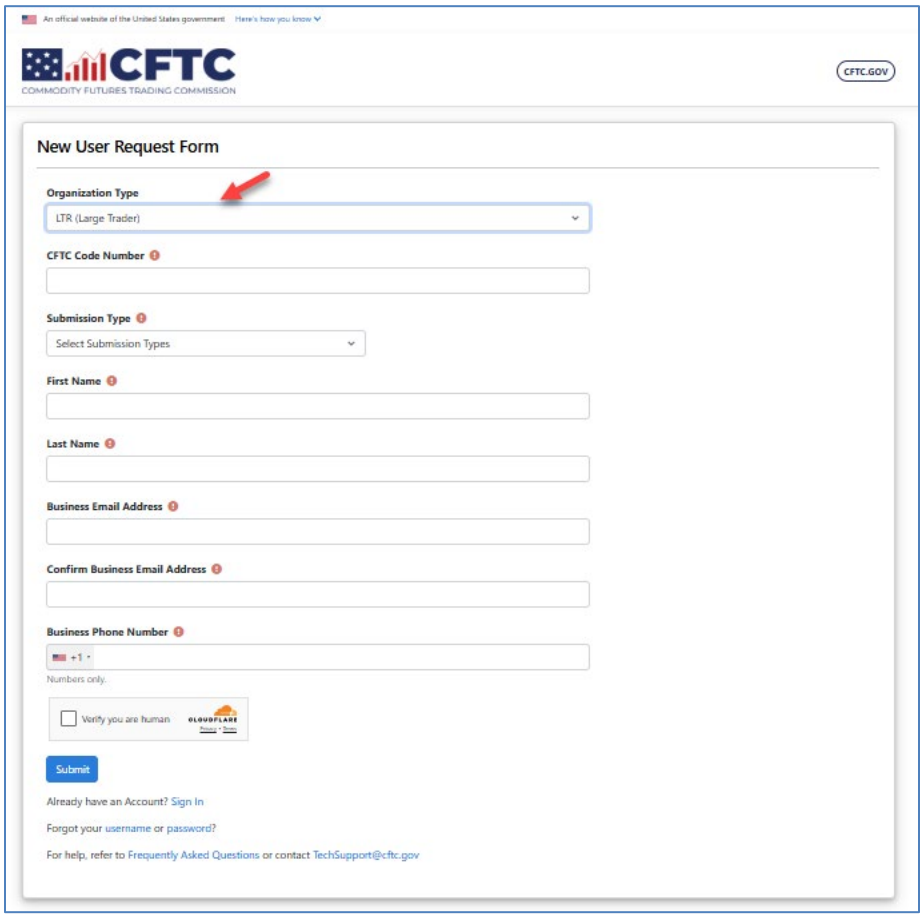
3. Read the CFTC Portal Terms of Use Agreement. To access the Portal, it is necessary to accept the Terms of Use Agreement by selecting [Accept].



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



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



6. Enter the CFTC Code Number.

7. Select the Submission Type.

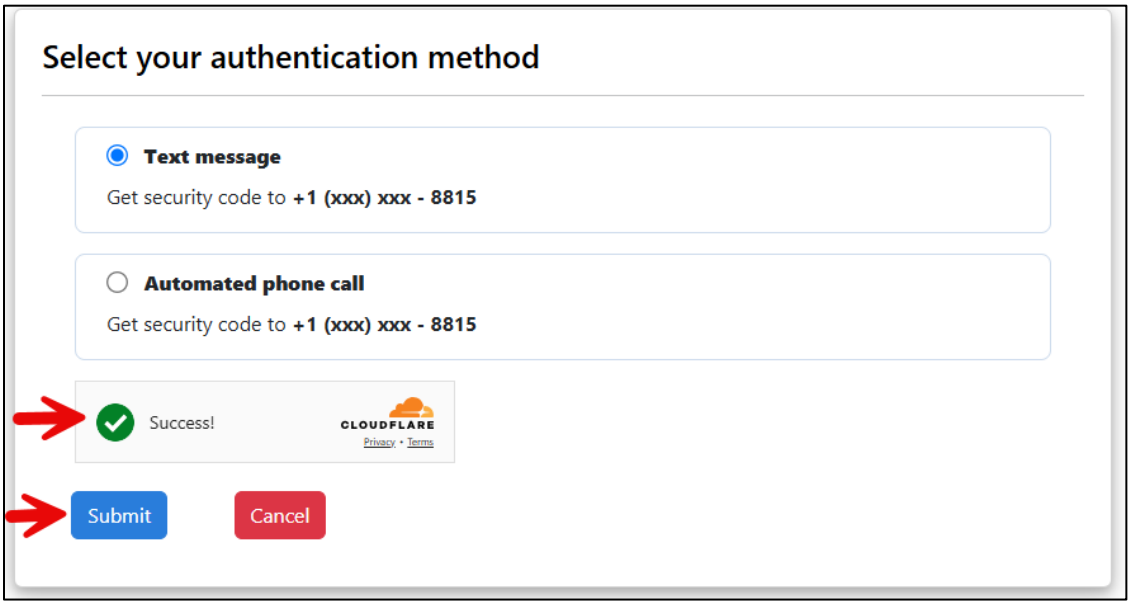
8. Complete the form using your First Name, Last Name, Business Email Address and Phone Number.

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.

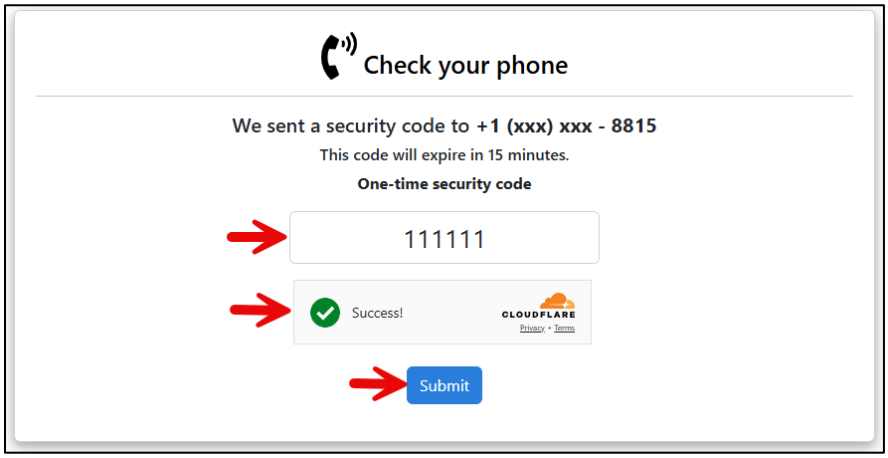
11. Check the box next to “Verify you are human” and select Submit.

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.

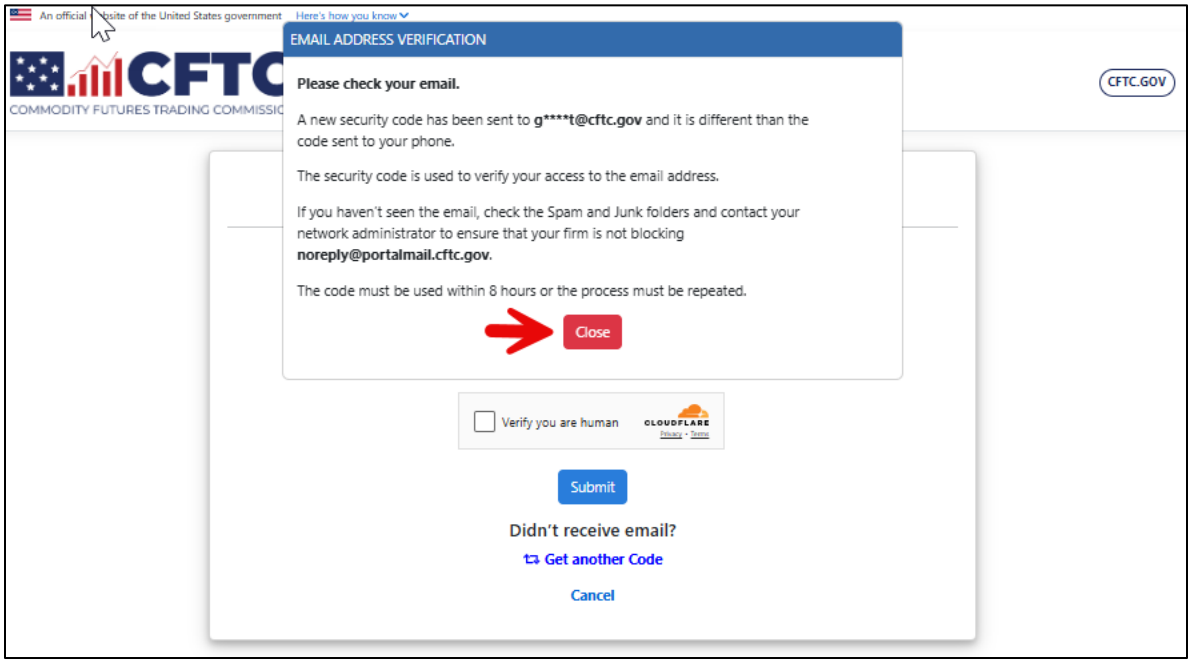


13. After choosing the authentication method the Portal will send a text message or voice call with a six-digit code to the phone number listed on the new registration form. Check the mobile device for the code. In this example the code is 111111.

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

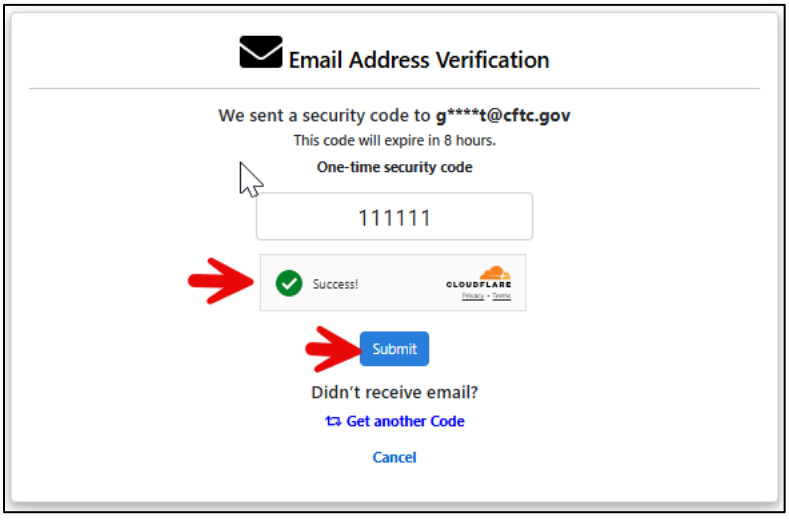


15. When the user selects “Submit” a pop-up box will display ‘Email Address Verification’, and a new security code will be emailed to the registered email address to authenticate the request. Select “Close” to enter the email verification code.

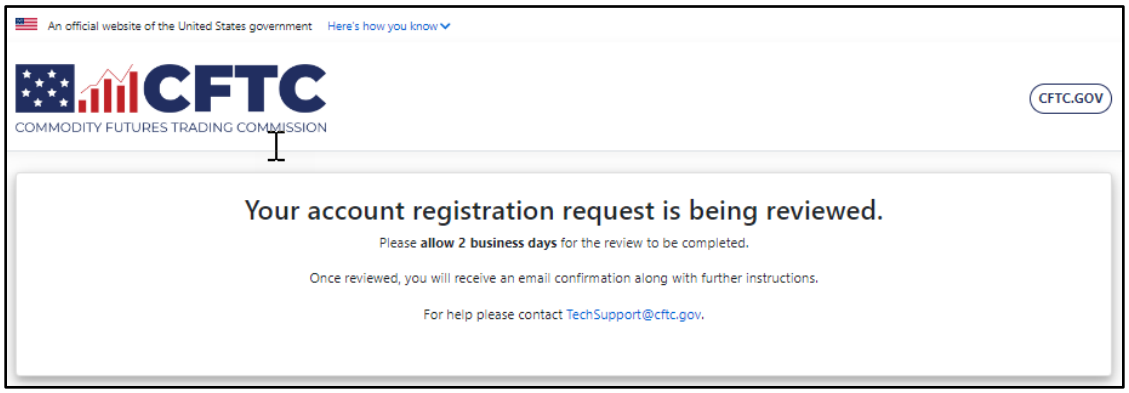


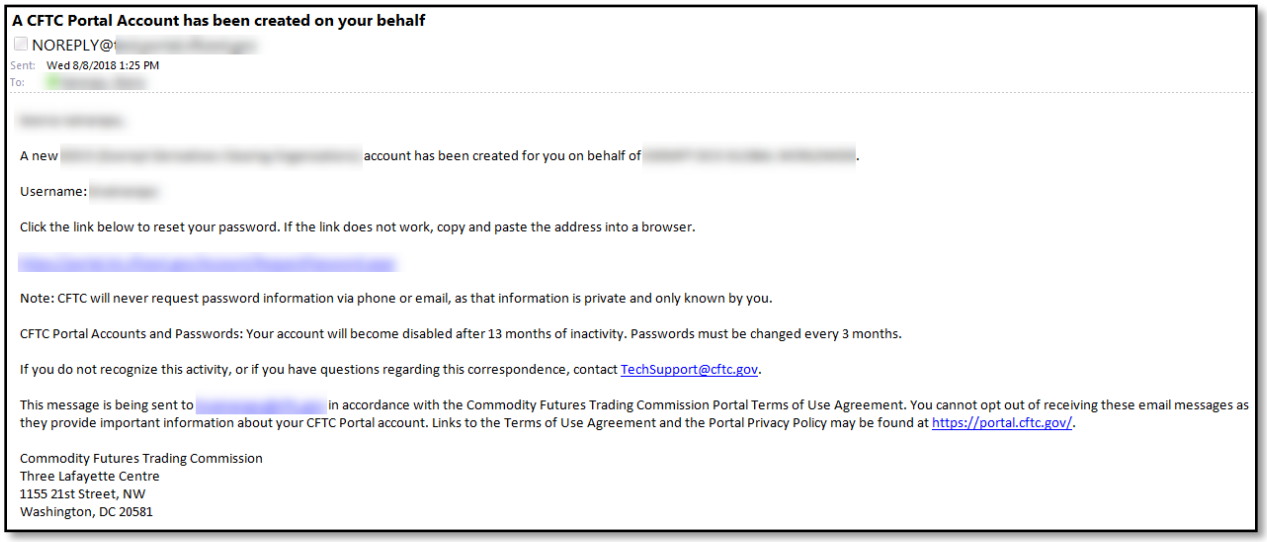
16. When the user opens the email from CFTC, it will have a six-digit code. Enter this code into the textbox. You can copy and paste the code from the email into the textbox. Click Submit when done.

    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.