



## U.S. COMMODITY FUTURES TRADING COMMISSION

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

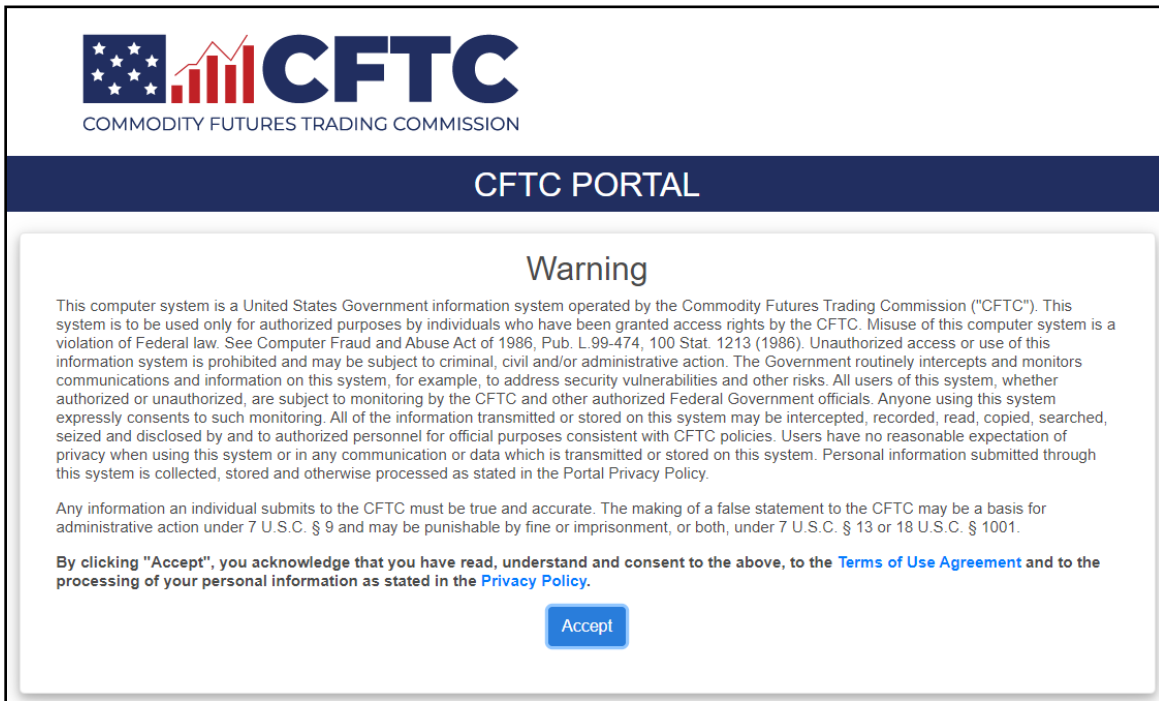
### Register for a Large Trader (LTR) CFTC Portal Account

This document provides an overview of the steps needed to register 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](mailto:TechSupport@cftc.gov) if you have any questions.

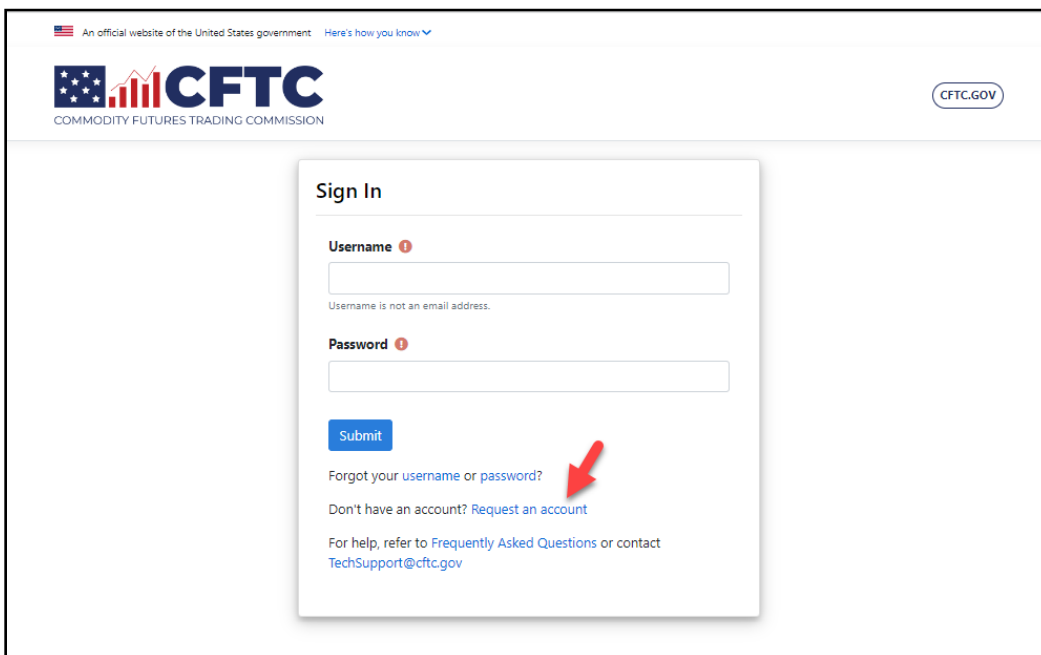
1. A CFTC code number will be required in order to complete a new account request. If the organization has previously submitted a Form 40 to CFTC, the organization was assigned a 9-digit code number. If the code number cannot be located, please contact OCR Technical Support at [OCRTechSupport@CFTC.gov](mailto:OCRTechSupport@CFTC.gov) 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].



The screenshot shows the CFTC Portal Warning page. At the top left is the CFTC logo with the text "COMMODITY FUTURES TRADING COMMISSION". Below the logo is a dark blue header with "CFTC PORTAL" in white. The main content area has a white background with a "Warning" heading. The text below the heading explains that the system is a United States Government information system and that unauthorized access is prohibited. It also states that users have no reasonable expectation of privacy. At the bottom of the text is a blue "Accept" button.

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



The screenshot shows the CFTC Portal Sign In page. At the top left is the CFTC logo with the text "COMMODITY FUTURES TRADING COMMISSION". To the right of the logo is a link "Here's how you know" and a "CFTC.GOV" button. The main content area has a white background with a "Sign In" heading. Below the heading are two input fields: "Username" and "Password". Below the "Username" field is a message "Username is not an email address." Below the "Password" field is a "Submit" button. Below the "Submit" button are three links: "Forgot your username or password?", "Don't have an account? Request an account", and "For help, refer to Frequently Asked Questions or contact TechSupport@cftc.gov". A red arrow points to the "Request an account" link.


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

The screenshot shows the 'New User Request Form' on the CFTC website. At the top, there is a header with the CFTC logo and the text 'COMMODITY FUTURES TRADING COMMISSION' and 'CFTC.GOV'. Below the header, the form is titled 'New User Request Form'. A red arrow points to the 'Organization Type' dropdown menu, which is currently set to 'LTR (Large Trader)'. Below this, there are several input fields: 'CFTC Code', 'Submission Type' (a dropdown menu), 'First Name', 'Last Name', 'Email Address', 'Confirm Email Address', 'Phone Number' (with a country code dropdown), and 'Validation Code' (with a CAPTCHA image and buttons for 'Generate New Image' and 'Get Audio Code'). At the bottom of the form, there is a 'Submit' button and links for 'Already have an Account? Sign In', 'Forgot your username or password?', and 'For help, refer to Frequently Asked Questions or contact TechSupport@cftc.gov'.

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. Enter the correct Validation Code into the text box and select Submit.

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### New User Request Form

**Organization Type**

LTR (Large Trader) ▼

**CFTC Code** ⓘ

**Submission Type** ⓘ

Select Submission Types ▾

**First Name** ⓘ

**Last Name** ⓘ

**Email Address** ⓘ


**Confirm Email Address** ⓘ

**Phone Number** ⓘ

+1 201-555-0123

Numbers only.

**Validation Code** ⓘ



[Generate New Image](#)

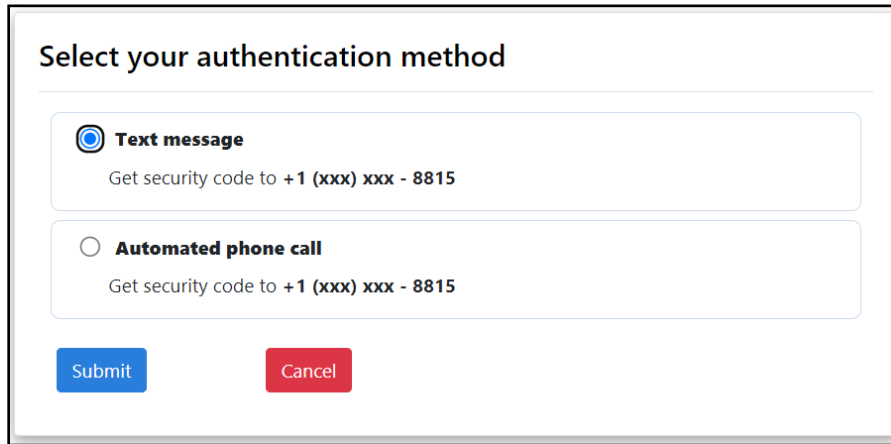
[Get Audio Code](#)

Already have an Account? [Sign In](#)

Forgot your username or password?

For help, refer to [Frequently Asked Questions](#) or contact [TechSupport@cftc.gov](mailto:TechSupport@cftc.gov)

12. Select the authentication method to begin the phone number validation step. In this example we chose Text message.



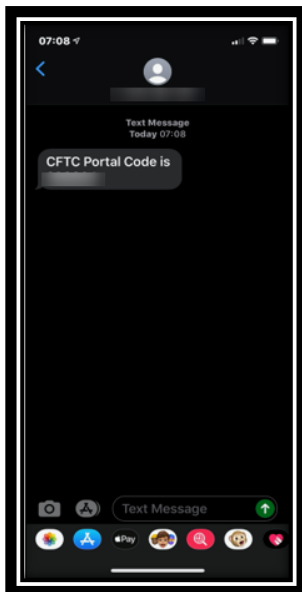
Select your authentication method

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

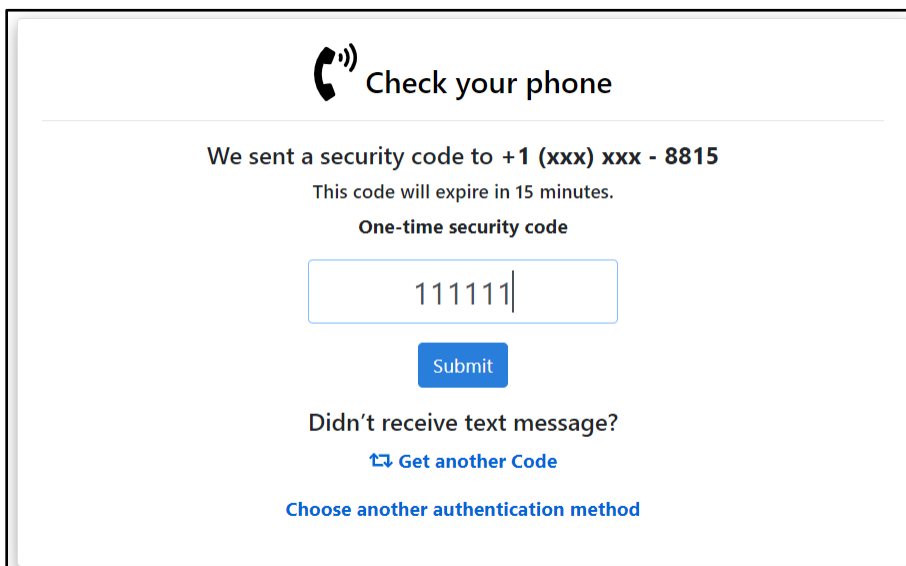
**Automated phone call**  
Get security code to +1 (xxx) xxx - 8815

Submit Cancel

13. After choosing Send Security Code, 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.

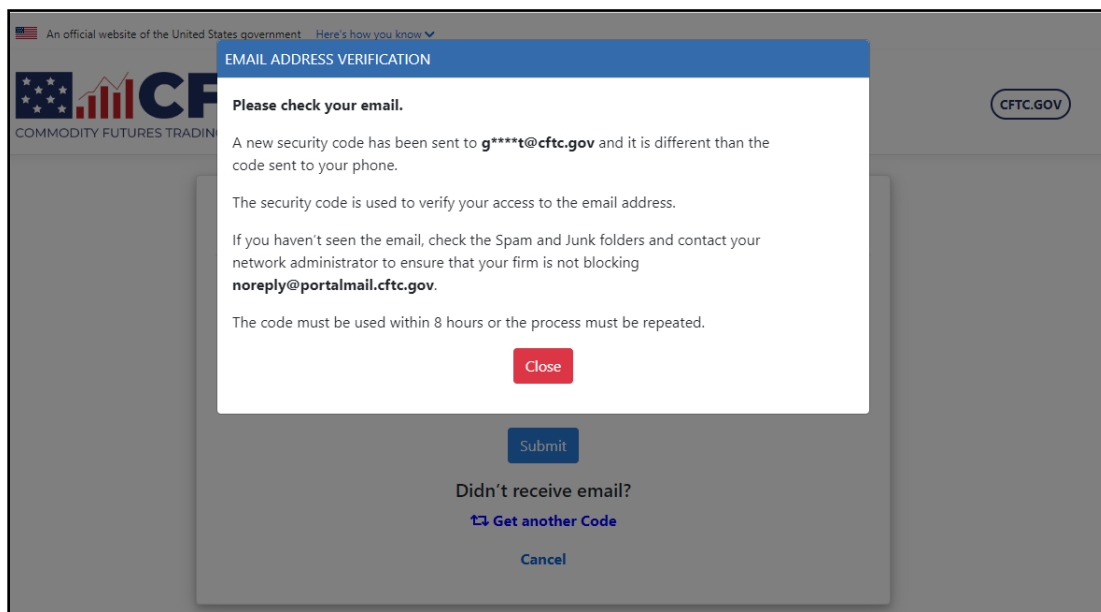


14. Enter the code into the text box and click Submit.



The screenshot shows a mobile-style interface for phone verification. At the top, there is a phone icon and the heading "Check your phone". Below this, a message states: "We sent a security code to +1 (xxx) xxx - 8815. This code will expire in 15 minutes." Underneath, it says "One-time security code". A text input field contains the number "111111" with a cursor at the end. Below the input field is a blue "Submit" button. Further down, there is a link "Didn't receive text message? Get another Code" and a link "Choose another authentication method".

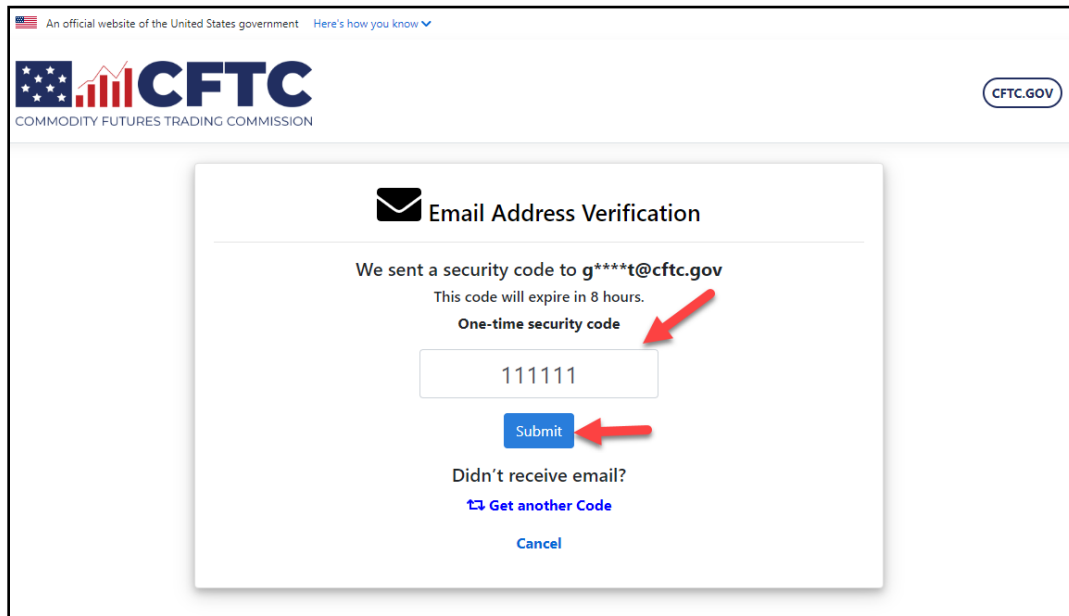
15. When the user selects "Submit" a pop-up box will display 'Email Address Verification', and a new security code will be emailed to the registered email address to authenticate the request. Select "Close" to enter the email verification code.




The screenshot shows a web browser interface with a pop-up modal titled "EMAIL ADDRESS VERIFICATION". The modal contains the following text: "Please check your email. 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." Below the text is a red "Close" button. In the background, the main page is dimmed, showing a "Submit" button, the text "Didn't receive email? Get another Code", and a "Cancel" button. The CFTC.GOV logo is visible in the top right corner of the page.


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.



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 **CFTC**  
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 **Email Address Verification**

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We sent a security code to **g\*\*\*\*t@cftc.gov**  
This code will expire in 8 hours.

**One-time security code**

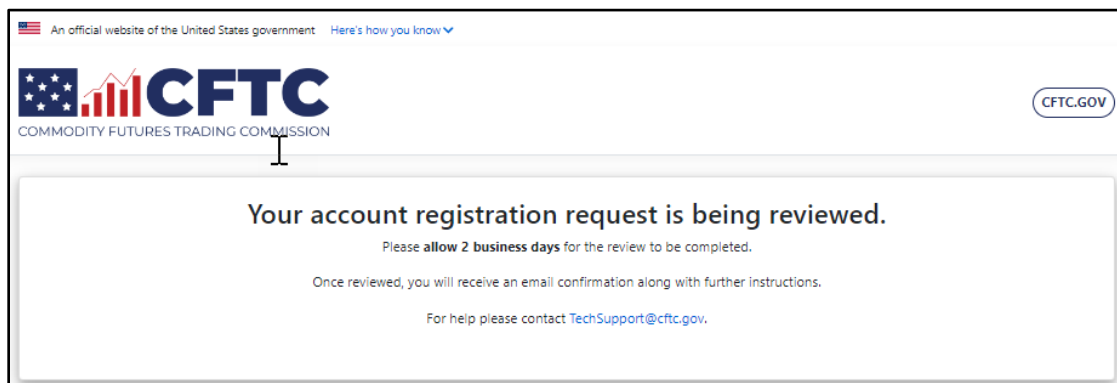
111111

[Submit](#)


Didn't receive email?  
[↩ Get another Code](#)

[Cancel](#)

17. Once successfully authenticated, the page will be redirected to the browser and it will display the message “Your account registration request is being reviewed”.



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**Your account registration request is being reviewed.**

Please **allow 2 business days** for the review to be completed.

Once reviewed, you will receive an email confirmation along with further instructions.

For help please contact [TechSupport@cftc.gov](mailto:TechSupport@cftc.gov).

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](mailto:noreply@portalmail.cftc.gov).

