




## Commodity Futures Trading Commission Office of Data and Technology

### Register for an FCM (Futures Commission Merchants/Reporting Firms) CFTC Portal Account

This document provides an overview of the steps needed to register for an FCM 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. Select the CFTC Portal Sign In URL: <https://portal.cftc.gov>
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 United States Government information system operated by the Commodity Futures Trading Commission ("CFTC"). This system is to be used only for authorized purposes by individuals who have been granted access rights by the CFTC. Misuse of this computer system is a violation of Federal law. See Computer Fraud and Abuse Act of 1986, Pub. L. 99-474, 100 Stat. 1213 (1986). Unauthorized access or use of this information system is prohibited and may be subject to criminal, civil and/or administrative action. The Government routinely intercepts and monitors communications and information on this system, for example, to address security vulnerabilities and other risks. All users of this system, whether authorized or unauthorized, are subject to monitoring by the CFTC and other authorized Federal Government officials. Anyone using this system expressly consents to such monitoring. All of the information transmitted or stored on this system may be intercepted, recorded, read, copied, searched, seized and disclosed by and to authorized personnel for official purposes consistent with CFTC policies. Users have no reasonable expectation of privacy when using this system or in any communication or data which is transmitted or stored on this system. Personal information submitted through this system is collected, stored and otherwise processed as stated in the Portal Privacy Policy.

Any information an individual submits to the CFTC must be true and accurate. The making of a false statement to the CFTC may be a basis for administrative action under 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", you acknowledge that you have read, understand and consent to the above, to the [Terms of Use Agreement](#) and to the processing of your personal information as stated in the [Privacy Policy](#).

Accept



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

An official website of the United States government [Here's how you know](#)

**CFTC**  
COMMODITY FUTURES TRADING COMMISSION


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](mailto:TechSupport@cftc.gov)



4. Complete the New User Request Form. Select an Organization Type from the dropdown menu. After selecting an organization type, you will need to enter all the required fields. Organization Name and Submission type fields are displayed.

The screenshot shows the 'New User Request Form' with the following fields and options:

- Organization Type:** A dropdown menu with 'FCM (Futures Commission Merchant/Reporting Firm)' selected. A red arrow points to this dropdown.
- Organization Name:** A dropdown menu with 'Select Organization Name'.
- Organization Identifier:** A dropdown menu.
- Submission Type:** A dropdown menu with 'Select Submission Types'.
- First Name:** A text input field.
- Last Name:** A text input field.
- Business Email Address:** A text input field.
- Confirm Business Email Address:** A text input field.
- Business Phone Number:** A text input field with a country code dropdown (currently '+1') and a 'Numbers only' label.
- Registration Code:** A text input field.
- Verification:** A checkbox labeled 'Verify you are human' next to a Cloudflare logo.
- Submit:** A blue button.
- Links:** 'Already have an Account? [Sign In](#)', 'Forgot your [username](#) or [password](#)?', and 'For help, refer to [Frequently Asked Questions](#) or contact [TechSupport@cfrc.gov](mailto:TechSupport@cfrc.gov)'.

5. Complete the form using your First Name, Last Name, Business Email Address, and Phone Number. The Registration code can be obtained by your portal administrator from the Administration home page.
6. Please use an individual/non-shared email address. Shared email addresses can cause the registration request to be denied. The Portal does not support phone numbers with an extension.
7. Choose the appropriate country code and enter a valid phone number.



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

### New User Request Form

**Organization Type**  
FCM (Futures Commission Merchant/Reporting Firm) ▼

**Organization Name** ⓘ  
Select Organization Name ▼

**Organization Identifier** ⓘ  
▼

**Submission Type** ⓘ  
Select Submission Types ▼

**First Name** ⓘ

**Last Name** ⓘ

**Business Email Address** ⓘ


**Confirm Business Email Address** ⓘ

**Business Phone Number** ⓘ  

+1 ▼

  
Numbers only.

**Registration Code** ⓘ

☐ Verify you are human 

Submit

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)



9. 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.

**Select your authentication method**

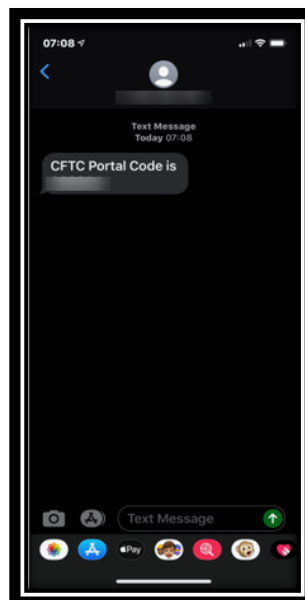
☒ **Text message**  
Get security code to +1 (xxx) xxx - 8815

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

Success! CLOUDFLARE  
[Privacy](#) • [Terms](#)

Submit Cancel

10. 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.





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

**Check your phone**

We sent a security code to +1 (xxx) xxx - 8815  
This code will expire in 15 minutes.

One-time security code

111111

☐ Verify you are human

**Submit**

**Check your phone**

We sent a security code to +1 (xxx) xxx - 8815  
This code will expire in 15 minutes.

One-time security code

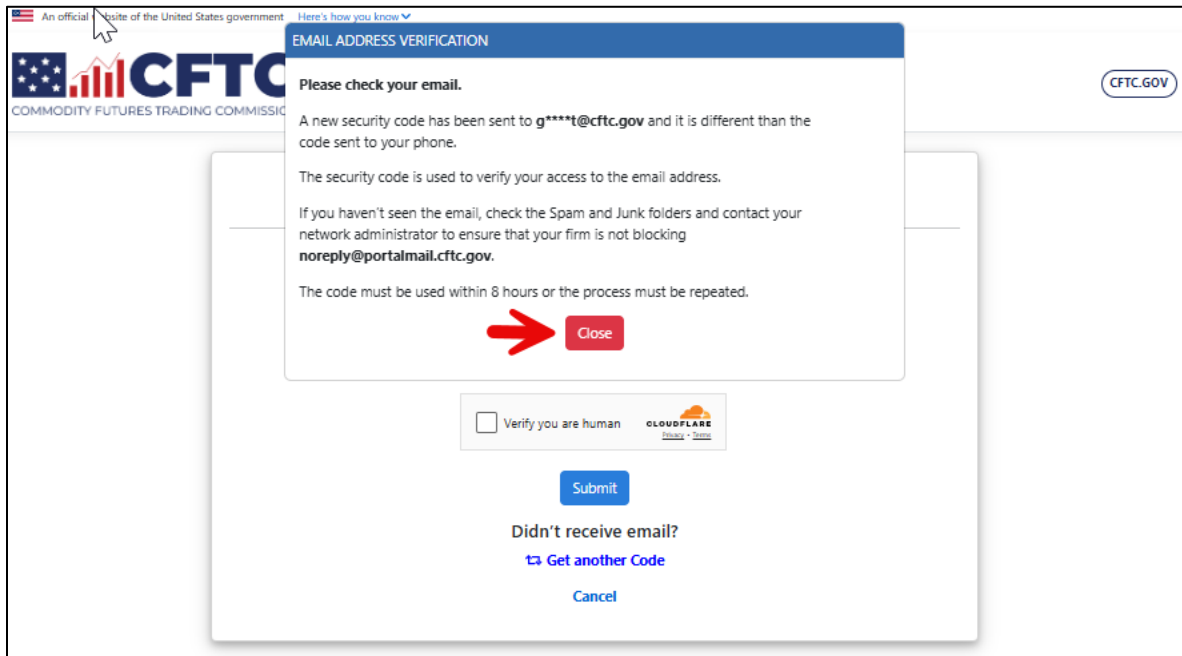
111111

☒ Success!

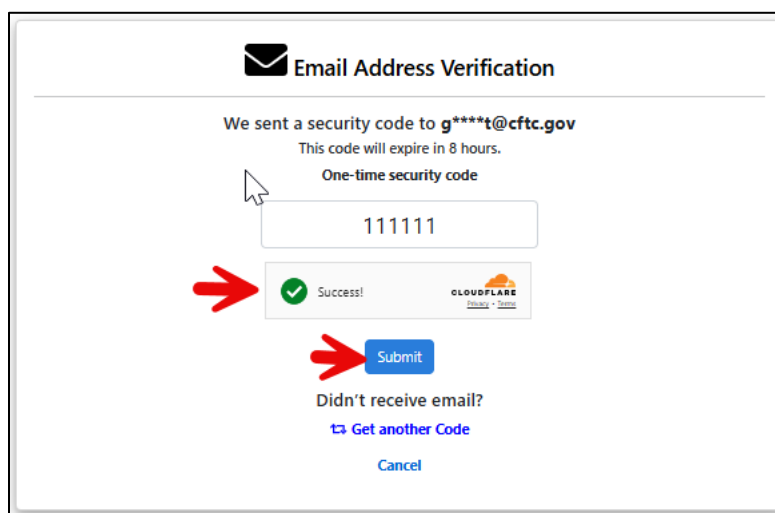
**Submit**



- 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.



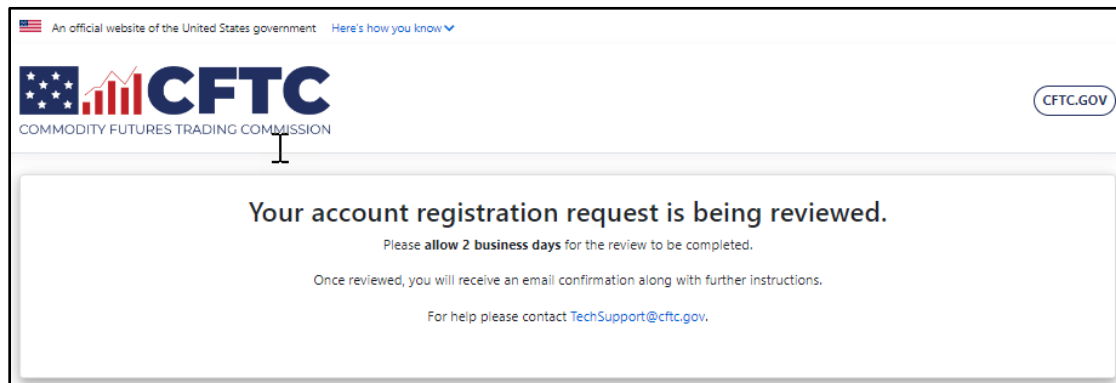
- When the user opens the email from CFTC, it will have a six-digit code. Enter this code into the textbox. You can copy and paste the code from the email into the textbox. Check the box next to "Verify you are human" and click the "Submit" button to proceed.





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.

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



15. 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).

