



U.S. COMMODITY FUTURES TRADING COMMISSION


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

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 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].



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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.

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[CFTC.GOV](#)


Sign In

Username ⓘ

Username is not an email address.

Password ⓘ

[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

4. Select “FCM (Futures Commission Merchants/Reporting Firms)” from the Organization Type dropdown menu.

The image shows a '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.
- Email Address:** A text input field.
- Confirm Email Address:** A text input field.
- Phone Number:** A text input field with a country code dropdown (set to '+1') and a placeholder '201-555-0123'. Below the field is the text 'Numbers only'.
- Validation Code:** A CAPTCHA image showing the letters 'C', 'N', 'D', 'E' in a stylized font. Below the image are two links: 'Generate New Image' and 'Get Audio Code'.
- Submit:** A blue button.
- Footer:** 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'.

5. Select an Organization Name. If the organization is not listed on the dropdown menu, please contact OCRTechSupport@cftc.gov.
6. Select an Organization Identifier from the dropdown menu.
7. Select one or more Submission Types.
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. The Portal does not support phone numbers with extensions. Please register using a phone number that does not require the use of an extension.

10. Choose the appropriate country code and enter a valid phone number .

11. Enter the correct Validation Code into the text box 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 ⓘ

Email Address ⓘ

Confirm Email Address ⓘ

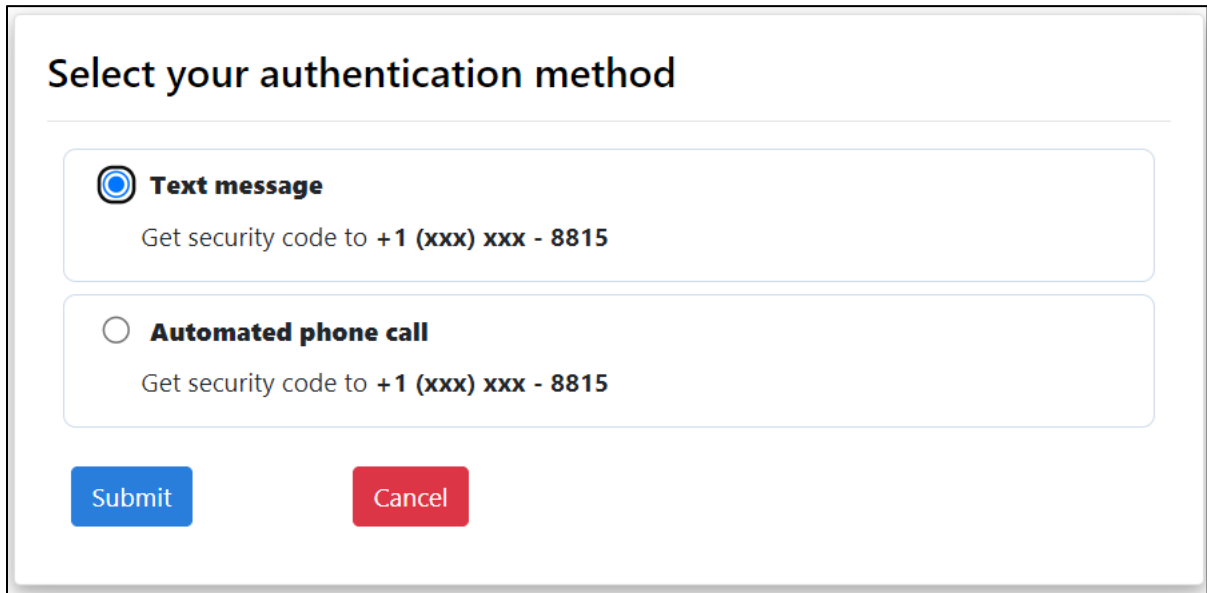
Phone Number ⓘ
+1 • 201-555-0123
Numbers only

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@icfc.gov

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



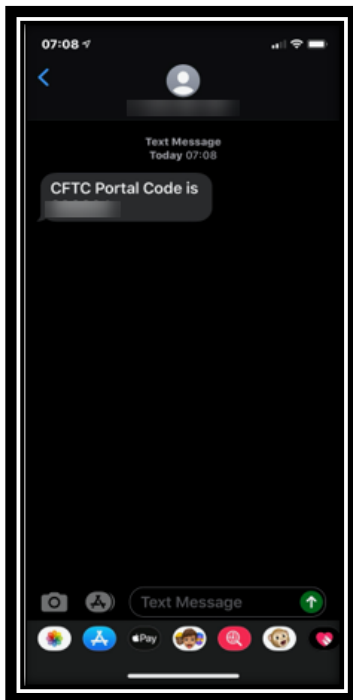
Select your authentication method

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

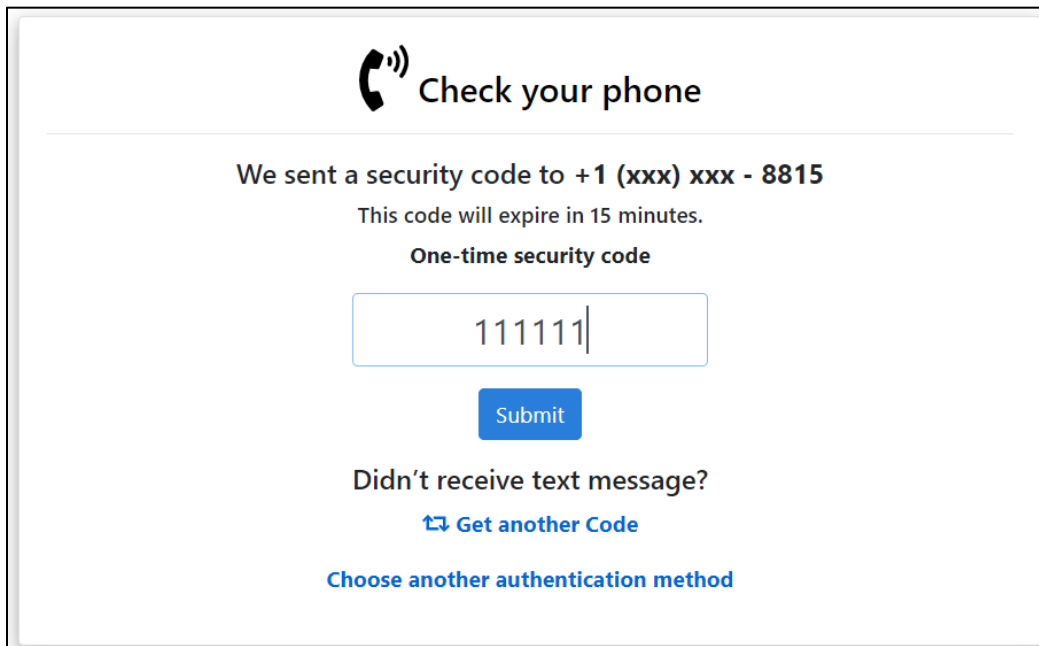
Automated phone call
Get security code to +1 (xxx) xxx - 8815

Submit Cancel

13. After choosing 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.

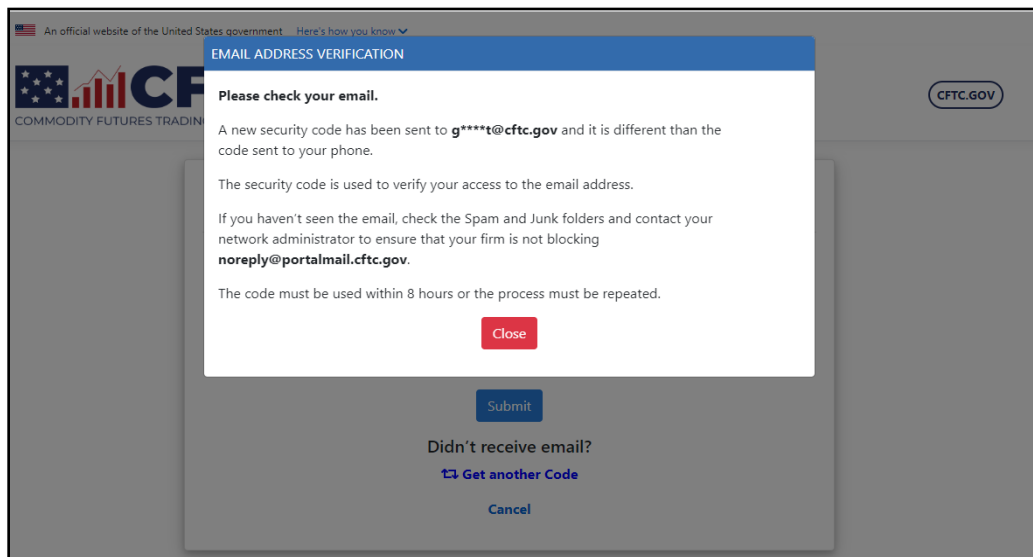


14. Enter the code into the text box and click Submit.



The screenshot shows a mobile-style verification screen. At the top, there is a speaker icon and the text "Check your phone". Below this, a horizontal line separates the header from the main content. The main content includes the text "We sent a security code to +1 (xxx) xxx - 8815" and "This code will expire in 15 minutes." followed by "One-time security code". A text input field contains the code "111111" with a cursor at the end. Below the input field is a blue "Submit" button. Underneath the button, there is the text "Didn't receive text message?" followed by a blue link "↔ Get another Code" and a blue link "Choose another authentication method".

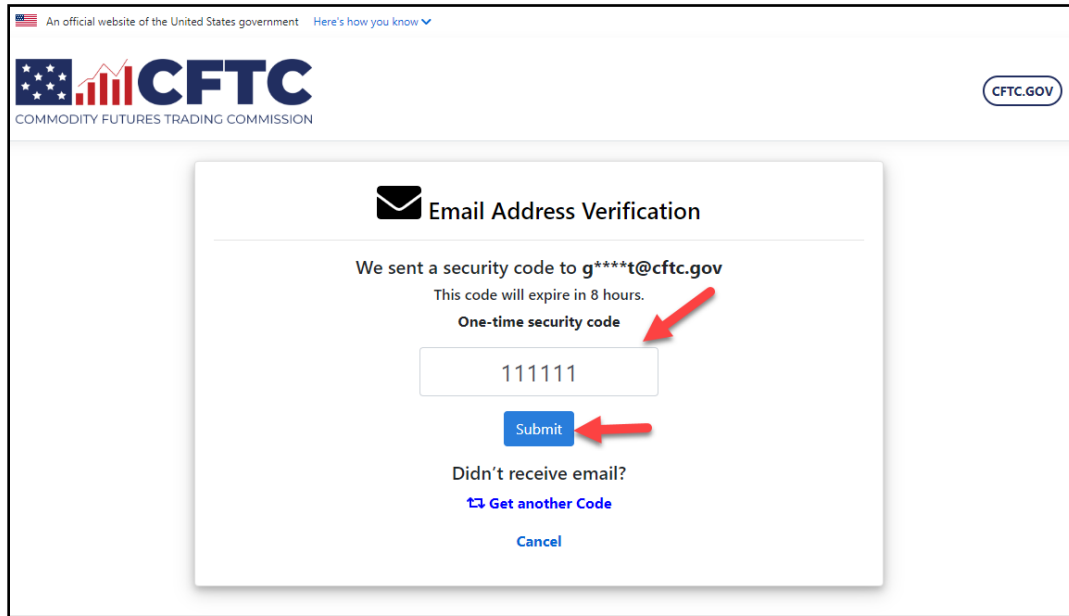
15. When the user selects "Submit" a pop-up box will display 'Email Address Verification', and a new security code will be emailed to the registered email address to authenticate the request. Select "Close" to enter the email verification code.




The screenshot shows a web browser window with a pop-up box titled "EMAIL ADDRESS VERIFICATION". The background is a greyed-out version of the CFTC.gov website. The pop-up box has a blue header with the title. The main content of the pop-up includes the text "Please check your email." followed by "A new security code has been sent to g****@cftc.gov and it is different than the code sent to your phone." Below this, it says "The security code is used to verify your access to the email address." and "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." At the bottom of the pop-up, there is a red "Close" button. Below the pop-up, the background shows a blue "Submit" button, the text "Didn't receive email?", a blue link "↔ Get another Code", and a blue "Cancel" button.


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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Email Address Verification

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

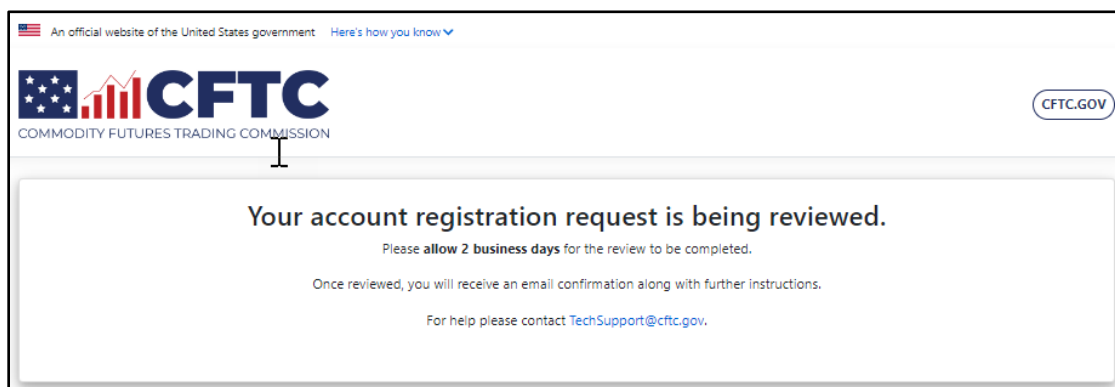
One-time security code

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 to “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.

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.

