



U.S. COMMODITY FUTURES TRADING COMMISSION

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

How do I manage the email notifications for Form 102 file submissions?

This document provides an overview of how to manage the email notifications for Form 102 file submissions.

1. Select the CFTC Portal Sign In URL: <https://portal.cftc.gov>
2. Read the 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. Enter the username and password into the respective text boxes provided and select the [Sign In] button.

Sign In

Username

Username is not an email address.

Password

[Sign In](#)

Forgot your [username](#) or [password](#)?

Don't have an account? [Request an account](#)

FAQs

- [How do I login to the CFTC Portal?](#)
- [How do I use PERT in the CFTC Portal?](#)
- [How do I reset my password?](#)
- [How do I register for the CFTC Portal?](#)

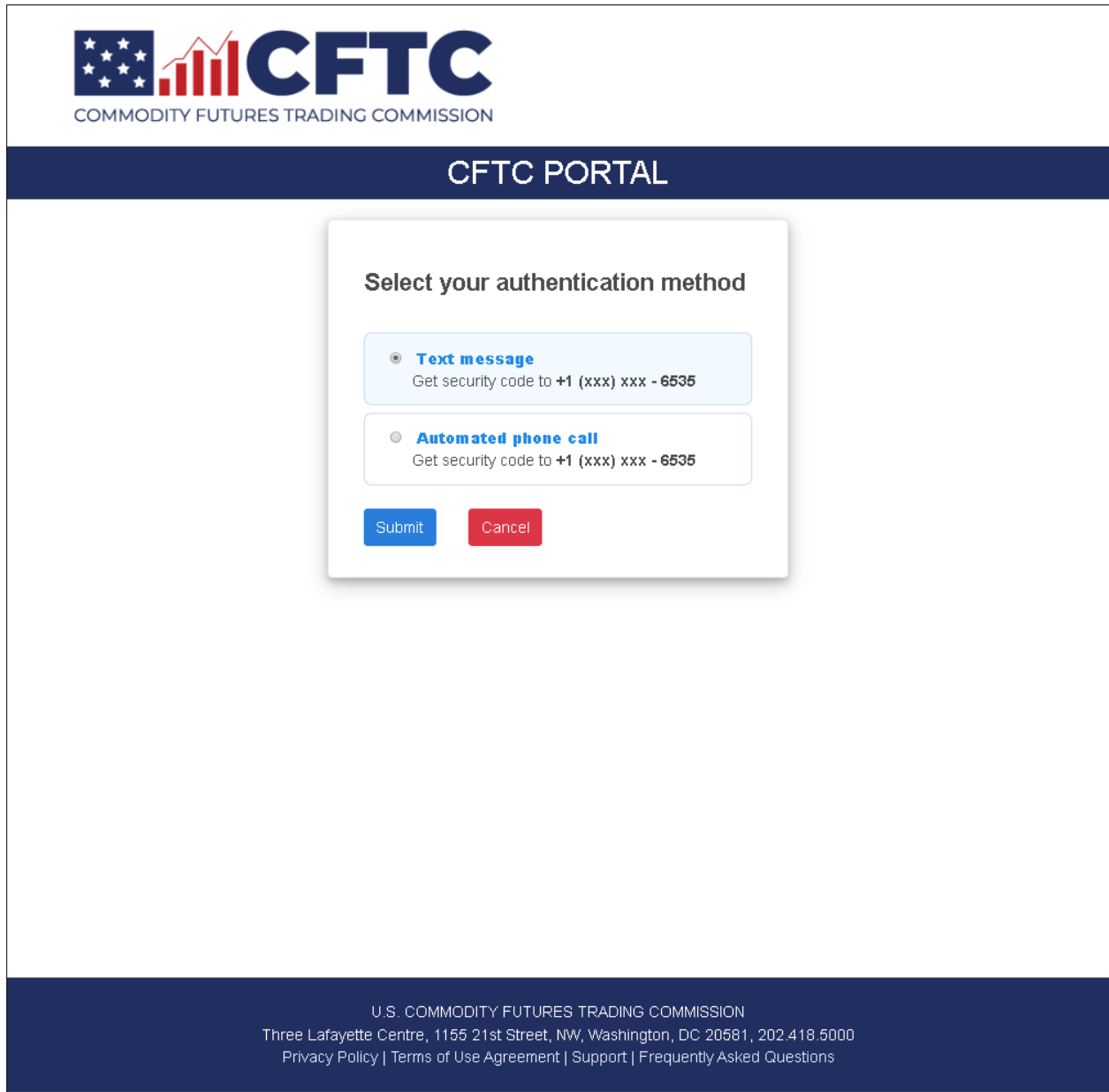
Account is locked out? Please wait 30 minutes to login again or choose [Forgot Password](#)?

If you are experiencing technical difficulties or have a technical question, visit the [Frequently Asked Questions](#) page.

If your question is not answered on the Frequently Asked Questions page, please contact us at TechSupport@cftc.gov.

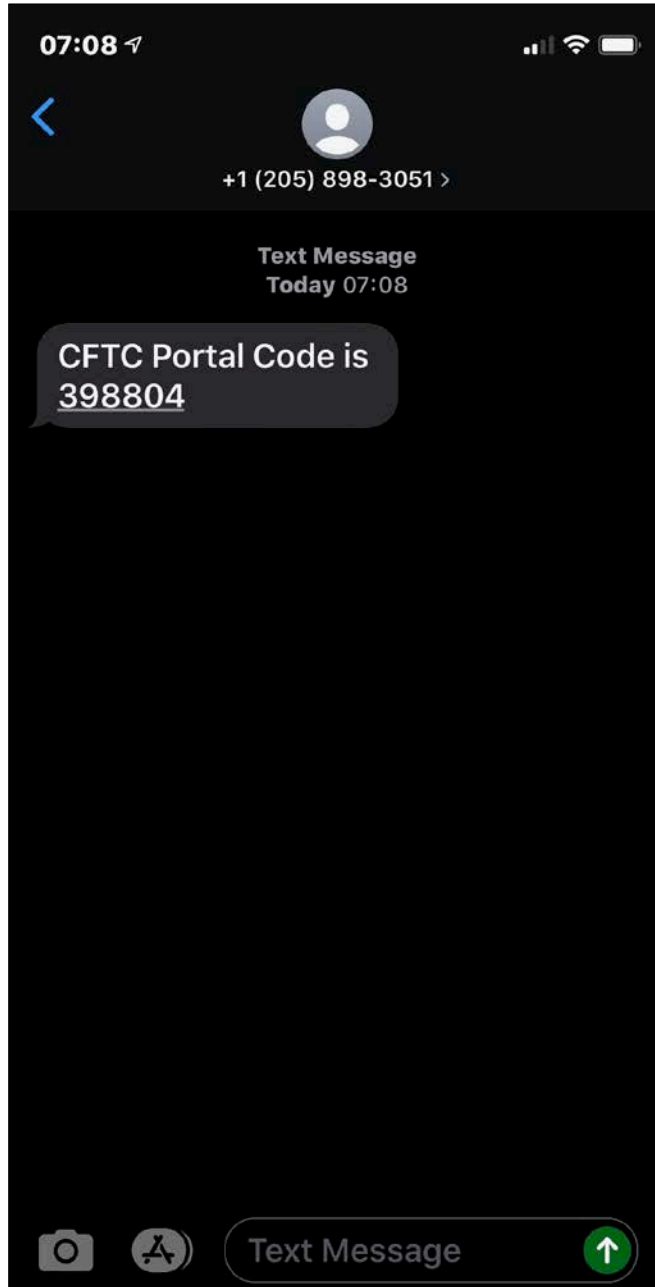
4. Upon successfully entering the proper credentials, choose an authentication method. Two options will be provided – Text Message and Automated Phone Call. A third option, “Authentication App”, will be available after following the steps at the end of the document.

In this example we will choose Text Message.



The screenshot shows the CFTC Portal interface. At the top left is the CFTC logo, which includes a stylized American flag and a bar chart, with the text "CFTC" and "COMMODITY FUTURES TRADING COMMISSION" below it. A dark blue horizontal bar contains the text "CFTC PORTAL" in white. The main content area features a white modal box with the heading "Select your authentication method". Inside the modal, there are two radio button options: "Text message" (selected) and "Automated phone call". Both options include the text "Get security code to +1 (xxx) xxx - 6535". At the bottom of the modal are two buttons: a blue "Submit" button and a red "Cancel" button. The footer of the page, on a dark blue background, contains the following text: "U.S. COMMODITY FUTURES TRADING COMMISSION", "Three Lafayette Centre, 1155 21st Street, NW, Washington, DC 20581, 202.418.5000", and "Privacy Policy | Terms of Use Agreement | Support | Frequently Asked Questions".

5. A text message with a six-digit code will be sent to the phone number associated with the user's account. Check the mobile device for the code. In this example the code is 398804.



6. Enter the code into the text box and click Submit to complete the Sign In process.

CFTC
COMMODITY FUTURES TRADING COMMISSION

Check your phone

We sent a security code to **+1 (xxx) xxx - 6535**
This code will expire in 15 minutes.

One-time security code

398804

Submit

Didn't receive text message?

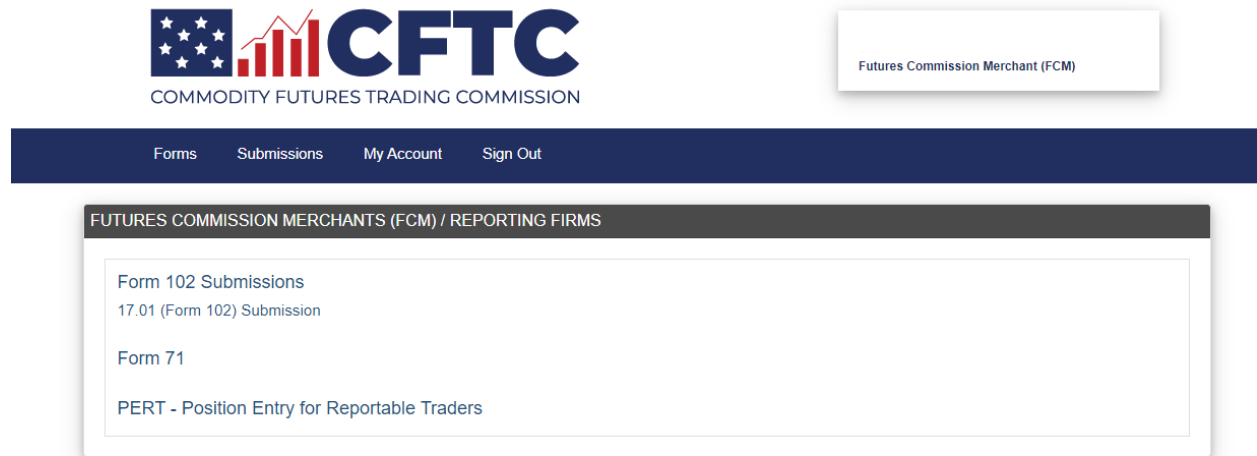
[↻ Get another Code](#)

[Choose another authentication method](#)

Close

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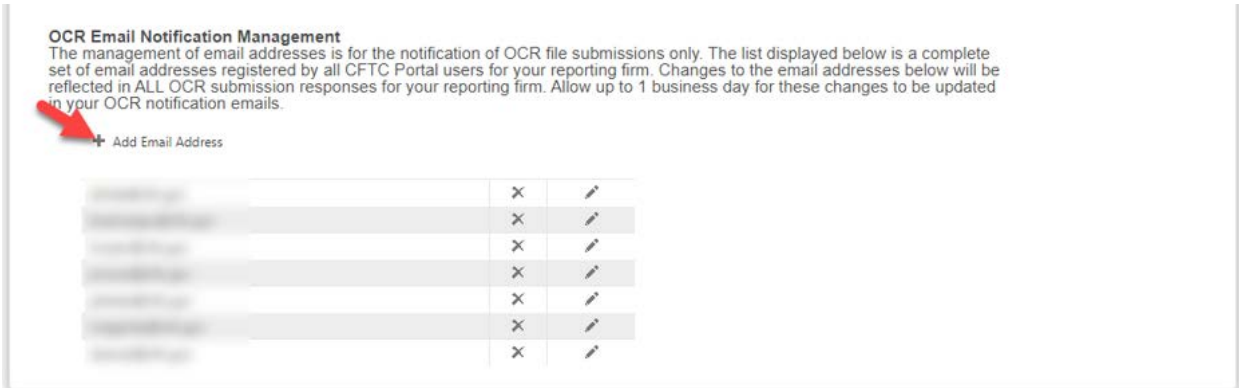
7. The User will be successfully authenticated and redirected to the Forms page on the Portal.



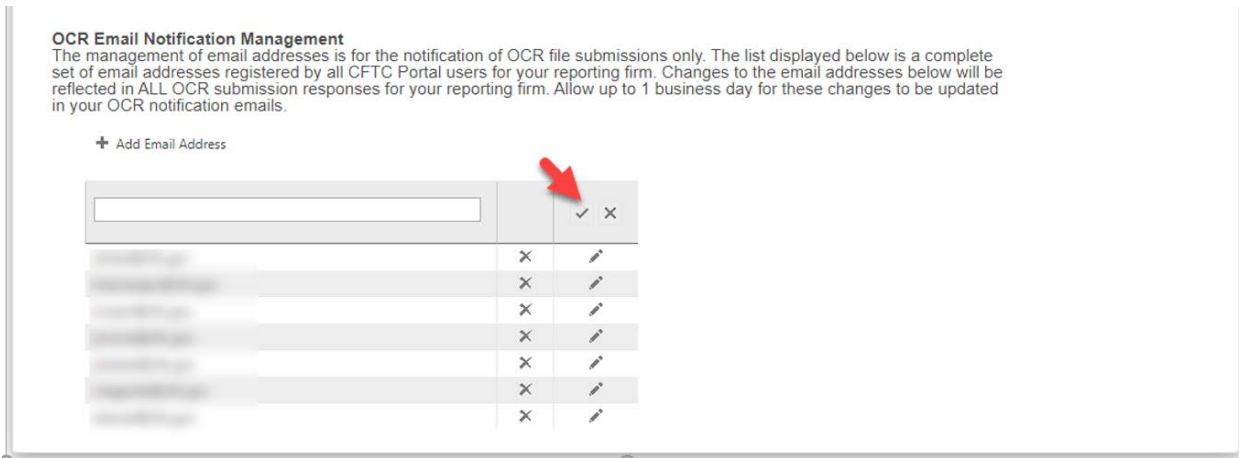
8. Select the “My Account” link to be taken to the My Account page.



9. On the My Account page, select “+ Add Email Address” to manage email addresses for notifications of Form 102 file submissions.



10. Enter an email address and select the check (✓) box.



11. To remove an email address, choose the email address to be removed and select the “X” box.

