



## U.S. COMMODITY FUTURES TRADING COMMISSION

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

### How do I change the phone number associated with my CFTC Portal account?

This document provides an overview of the steps needed to change the phone number associated with a CFTC Portal account.

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. 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?](#)

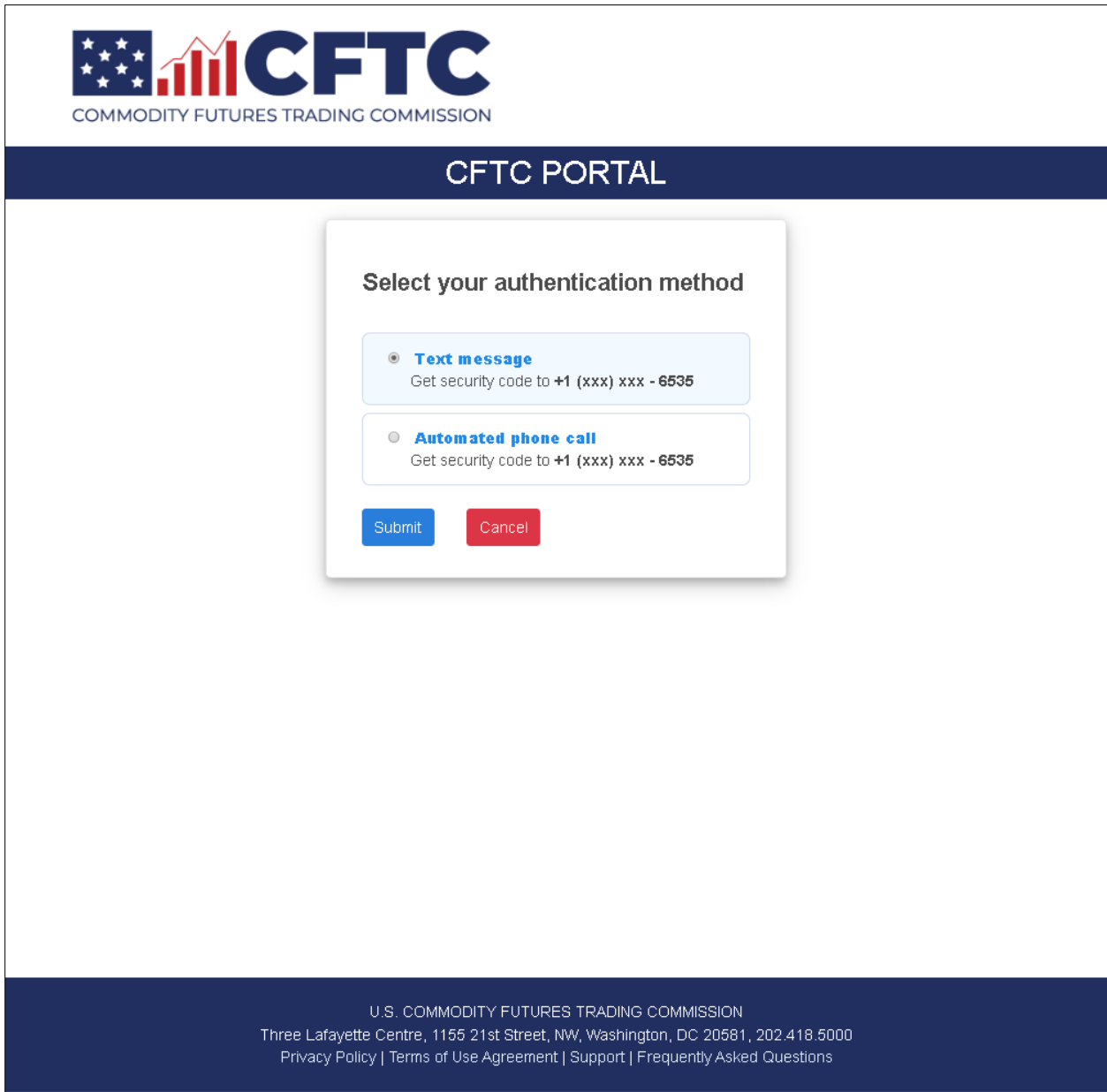
Account is locked out? Please wait 30 minutes to login again or choose [Forgot Password](#)

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](mailto:TechSupport@cftc.gov).

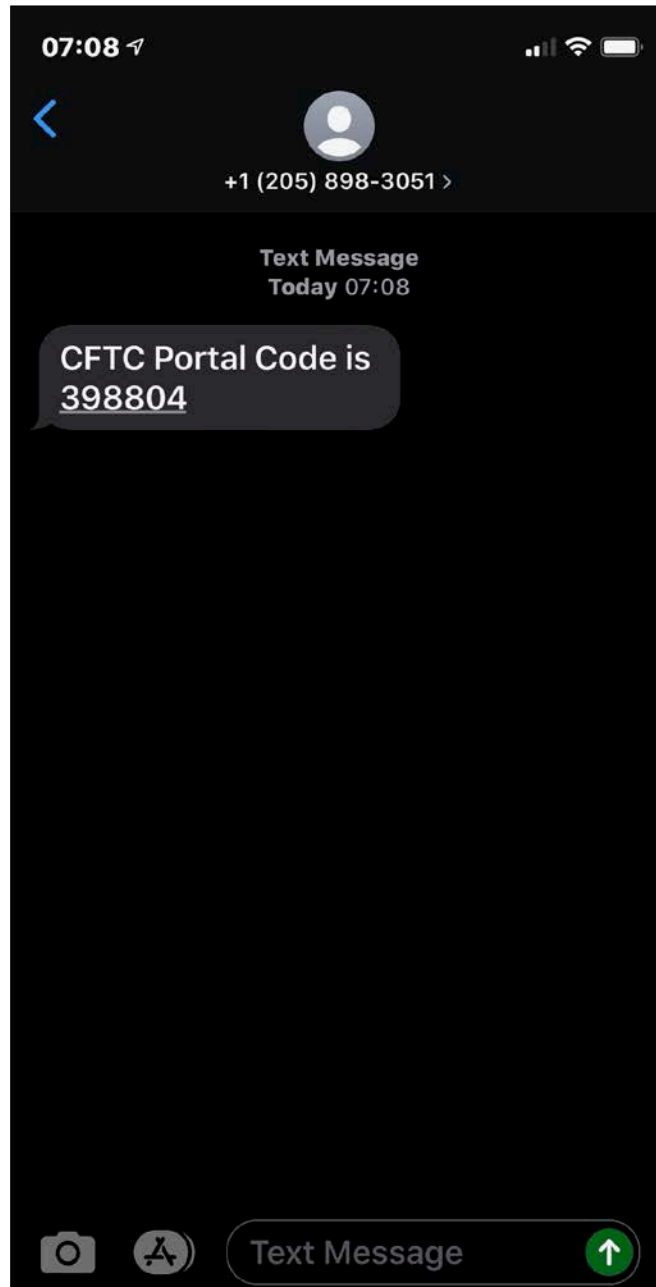
4. Upon successfully entering the proper credentials, choose an authentication method. Two options will be provided – Text Message and Automated Phone Call. A third option, “Authentication App”, will be available after following the steps at the end of the document.

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 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.

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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.

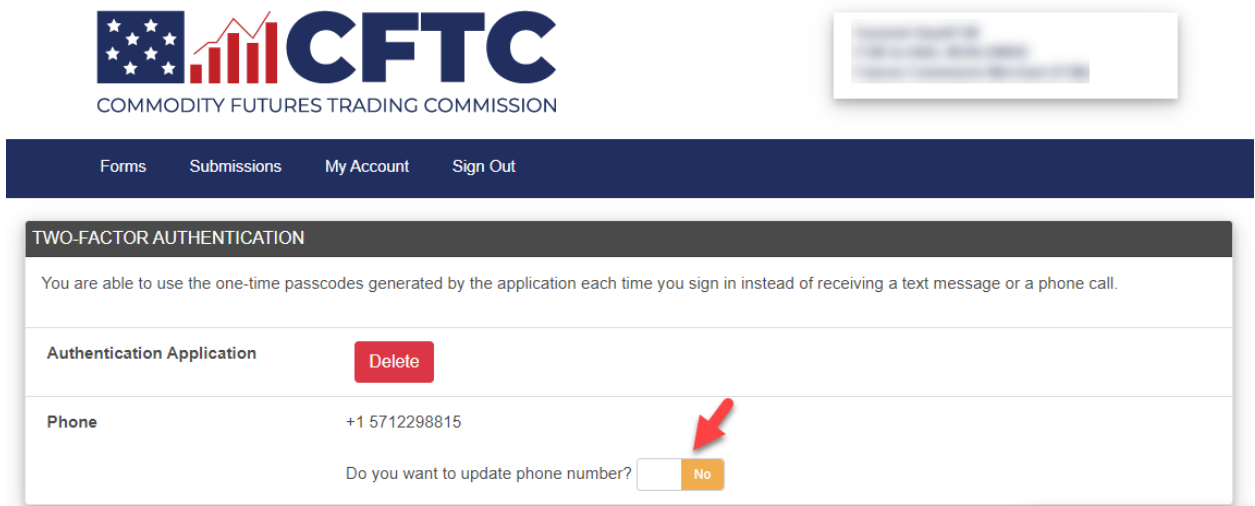
The screenshot displays the CFTC (Commodity Futures Trading Commission) website. At the top left is the CFTC logo, which includes a stylized American flag and the text 'CFTC' and 'COMMODITY FUTURES TRADING COMMISSION'. To the right of the logo is a box for 'DCO GLOBAL WORLDWIDE Derivatives Clearing Organization (DCO)'. Below the logo is a dark blue navigation bar with links for 'Forms', 'Submissions', 'My Account', and 'Sign Out'. The main content area features a white box with a dark header titled 'DERIVATIVES CLEARING ORGANIZATION (DCO)'. This box contains a list of reporting requirements, each with a title and a list of relevant regulatory codes. The footer of the page is a dark blue bar with the text: 'U.S. COMMODITY FUTURES TRADING COMMISSION', 'Three Lafayette Centre, 1155 21st Street, NW, Washington, DC 20581, 202.418.5000', and links for 'Privacy Policy | Terms of Use Agreement | Support | Frequently Asked Questions'.

DERIVATIVES CLEARING ORGANIZATION (DCO)	
Rules	40.5(a), 40.6(a), 40.6(d), 40.10(a), 40.10(h) Rules
Monthly Report	39.11(f)(1) Monthly Report
Quarterly Report	39.11(f)(1) Quarterly Report
Audited Financial Statements	39.19(c)(3) Audited Financial Statements
Chief Compliance Officer Report	39.19(c)(3)(i) Chief Compliance Officer Report
Event Specific Report	39.10(c)(4), 39.11(f)(4), 39.12(b), 39.18(g), 39.18(h), 39.19(c)(3), 39.19(c)(4), 39.19(c)(5) Event Specific Report
Acknowledgment Letter	1.20(d)(4), 1.20(g)(4)(iii), 1.26(b), 22.5(b), 30.7(d)(4) Acknowledgement Letter

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



9. Next to “Do you want to update phone number?” select [No]. The [No] changes to [Yes], and the editable phone number fields appear.



10. Enter the new country code and phone number to be associated with the account and choose either text or voice to send a security code to that number. Click on Send Security Code.

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DCO GLOBAL WORLDWIDE  
Derivatives Clearing Organization (DCO)

Forms Submissions My Account Sign Out

### TWO-FACTOR AUTHENTICATION

You are able to use the one-time passcodes generated by the application each time you sign in instead of receiving a text message or a phone call.

<b>Authentication Application</b>	<span>✓ Configured</span>	<span>Delete</span>
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**Phone** +1 6535

Do you want to update phone number? Yes

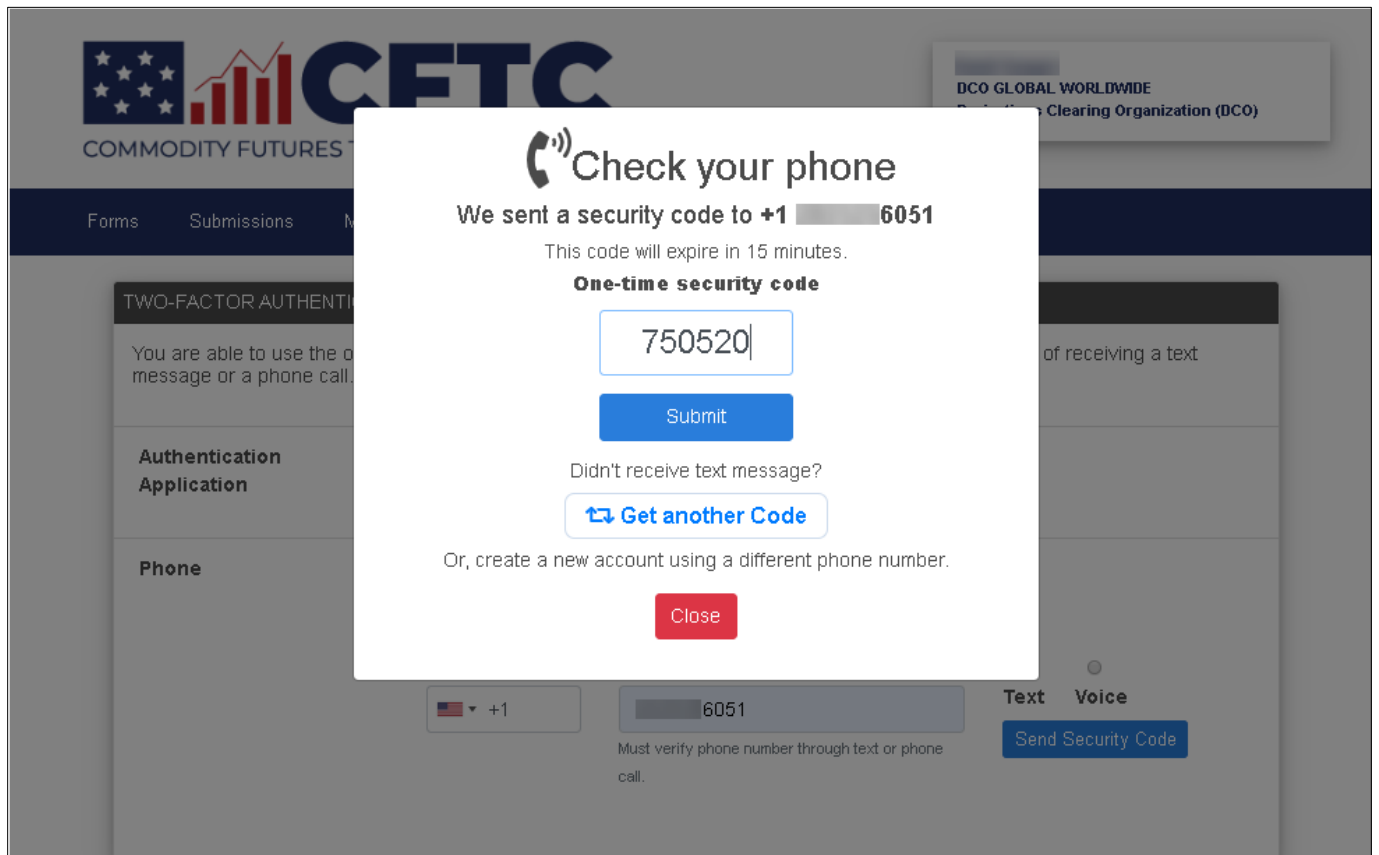
<b>Country Code</b>	<b>Phone Number</b>	<input type="radio"/> <b>Text</b>	<input type="radio"/> <b>Voice</b>
<span>+1</span>	<input type="text" value="6051"/>	<input checked="" type="radio"/>	<input type="radio"/>

Send Security Code

Must verify phone number through text or phone call.



11. In this case, we chose Text Message to validate the phone number and received a 6 digit code to our mobile device. Enter the 6 digit code and click Submit.




12. When completed, the new phone number will be shown on the My Account page.

The screenshot displays the CFTC (Commodity Futures Trading Commission) website interface. At the top left is the CFTC logo, which includes a stylized American flag and the text 'CFTC' and 'COMMODITY FUTURES TRADING COMMISSION'. To the right of the logo is a box for 'DCO GLOBAL WORLDWIDE Derivatives Clearing Organization (DCO)'. Below the logo is a dark blue navigation bar with links for 'Forms', 'Submissions', 'My Account', and 'Sign Out'. The main content area features a 'TWO-FACTOR AUTHENTICATION' section with a dark header. Below the header, a text box explains that users can use one-time passcodes instead of text messages or phone calls. The settings are organized into two rows: 'Authentication Application' with a green 'Configured' button and a red 'Delete' button; and 'Phone' with a masked number '+1 [redacted] 6051' and a green 'Updated' button. At the bottom of the section, there is a question 'Do you want to update phone number?' followed by a 'No' button.

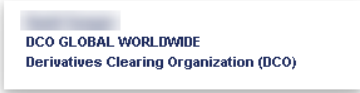
## Configure Authentication App

The preferred and most secure method for authenticating with the CFTC Portal is to use an Authentication App. This section will show in three easy steps how to enable this feature when signing in to the Portal.

Navigate to the My Account page to begin the process.



COMMODITY FUTURES TRADING COMMISSION



DCO GLOBAL WORLDWIDE  
Derivatives Clearing Organization (DCO)

Forms Submissions **My Account** Sign Out


### TWO-FACTOR AUTHENTICATION

If you don't want to receive security codes by text or phone call, you can set up an authentication app on your device to generate security codes. Once enabled, you will be able to use the one-time passcodes generated by the application each time you sign in instead of receiving a text message or a phone call. If you are having difficulty setting up the authentication app, you will need to contact the app developer directly for assistance.

#### Authentication Application

- 1 Install an authentication app.**

Some popular options include:

  - [Google Authenticator \(iOS/Android\)](#)
  - [Authy](#)
  - [1Password](#)
  - [LastPass](#)
  - [Microsoft Authenticator](#)
- 2 Scan QR barcode.**

Or enter this code manually into your authentication app  
**GM3TCYRZHFSDKYZXMY4GCOBYMY**
- 3 Enter the code from your app.**

Phone +1

Do you want to update phone number?   No

If the user doesn't already have an Authentication App on their mobile device, then choose to install one of the options below or another software-based authenticator.

Some popular options include:

- [Google Authenticator \(iOS/Android\)](#)
- [Authy](#)
- [1Password](#)
- [LastPass](#)
- [Microsoft Authenticator](#)

Complete the remaining steps by scanning the QR Barcode or manually entering the code into the Authentication App. The final step is to enter the six-digit code into the text field and pressing the Submit button to complete the process.

The screenshot displays the CFTC (Commodity Futures Trading Commission) website interface. At the top left is the CFTC logo with the text 'COMMODITY FUTURES TRADING COMMISSION'. At the top right is a box for 'DCO GLOBAL WORLDWIDE Derivatives Clearing Organization (DCO)'. Below the header is a dark blue navigation bar with links for 'Forms', 'Submissions', 'My Account', and 'Sign Out'. The main content area is titled 'TWO-FACTOR AUTHENTICATION' and contains the following text: 'You are able to use the one-time passcodes generated by the application each time you sign in instead of receiving a text message or a phone call.' Below this text is a table with two rows. The first row is for 'Authentication Application', showing a green '✓ Configured' button and a red 'Delete' button. The second row is for 'Phone', showing the number '+1 6535' and a question 'Do you want to update phone number?' with a radio button and a 'No' button.

TWO-FACTOR AUTHENTICATION	
You are able to use the one-time passcodes generated by the application each time you sign in instead of receiving a text message or a phone call.	
Authentication Application	<span>✓ Configured</span> <span>Delete</span>
Phone	+1 6535 Do you want to update phone number? <input type="radio"/> No