



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 for a Large Trader (LTR) CFTC Portal account. Contact TechSupport@cftc.gov with 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 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].



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

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

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.

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

New User Request Form

ORGANIZATION INFORMATION

Organization Type
LTR (Large Traders) ▼

CFTC Code Number
CFTC Code Number

Submission Types
Select Submission Types ▼

CONTACT INFORMATION

First Name
First Name

Last Name
Last Name

Email Address
Email Address

Confirm Email Address
Confirm Email Address

Country Code
+1

Phone Number
Phone Number

Text Voice

[Send Security Code](#)

[Submit](#)

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

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

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, Phone Number, and Business Email Address.
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 extension numbers. 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 to receive a security code. Use the Send Security Code button to begin the phone number validation step.

In this example we will choose Text

New User Request Form

ORGANIZATION INFORMATION

Organization Type
LTR (Large Traders) ▼

CFTC Code Number
CFTC Code Number

Submission Types
Select Submission Types ▼

CONTACT INFORMATION

First Name
First Name

Last Name
Last Name

Email Address
Email Address

Confirm Email Address
Confirm Email Address

Country Code
+1

Phone Number
Phone Number

Text Voice

Send Security Code

Must verify phone number through text or phone call.

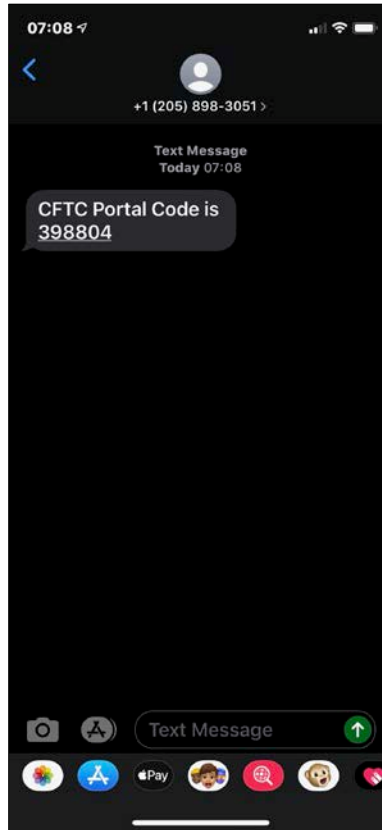
Submit

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

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

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

11. 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 register form. In this example we chose Text. Check the mobile device for the code. In this example the code is 398804.



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

CFTC
COMMODITY FUTURES

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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[Privacy Policy](#) | [Terms of Use Agreement](#) | [Support](#) | [Frequently Asked Questions](#)

13. Once successfully authenticated, the page will be redirected to the “New User Request Form”. To complete the process, press the Submit button.

New User Request Form

ORGANIZATION INFORMATION

Organization Type
LTR (Large Traders) ▼

CFTC Code Number
CFTC Code Number

Submission Types
Select Submission Types ▼

CONTACT INFORMATION

First Name
First Name

Last Name
Last Name

Email Address
Email Address

Confirm Email Address
Confirm Email Address

Country Code
🇺🇸 +1

Phone Number
Phone Number

Text Voice

[Send Security Code](#)

Must verify phone number through text or phone call.

[Submit](#) ←

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

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

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

14. A verification email will be sent to the registered email address. Select the URL in the email within eight hours of receipt of the message. If the link has expired, the process must be repeated. The email will look similar to this:

CFTC Portal Account Verification

NOREPLY@

Sent: Wed 8/8/2018 1:20 PM

To:

You have requested a new account for in the CFTC Portal.

In order to process the request, please verify your email address within 8 hours by clicking on the link below:

If clicking the link doesn't work, you may try to copy and paste the link into the address bar of a browser.

After your email address has been verified, please allow 2 business days for the new account request to be reviewed. Upon approval an email with further instructions will be sent.

If you do not recognize this activity, or if you have questions regarding this correspondence, contact TechSupport@cftc.gov.

This message is being sent to in accordance with the Commodity Futures Trading Commission Portal Terms of Use Agreement. You cannot opt out of receiving these email messages as they provide important information about your CFTC Portal account. Links to the Terms of Use Agreement and the Portal Privacy Policy may be found at <https://portal.cftc.gov/>.

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15. After completing the form, if you don't 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.

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.

16. 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.

17. 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.



A CFTC Portal Account has been created on your behalf


 NOREPLY@

Sent: Wed 8/8/2018 1:25 PM

To:



A new  account has been created for you on behalf of .

Username: 


Click the link below to reset your password. If the link does not work, copy and paste the address into a browser.



Note: CFTC will never request password information via phone or email, as that information is private and only known by you.

CFTC Portal Accounts and Passwords: Your account will become disabled after 13 months of inactivity. Passwords must be changed every 3 months.

If you do not recognize this activity, or if you have questions regarding this correspondence, contact TechSupport@cftc.gov.

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