



## 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](mailto:TechSupport@cftc.gov) with 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.

**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**

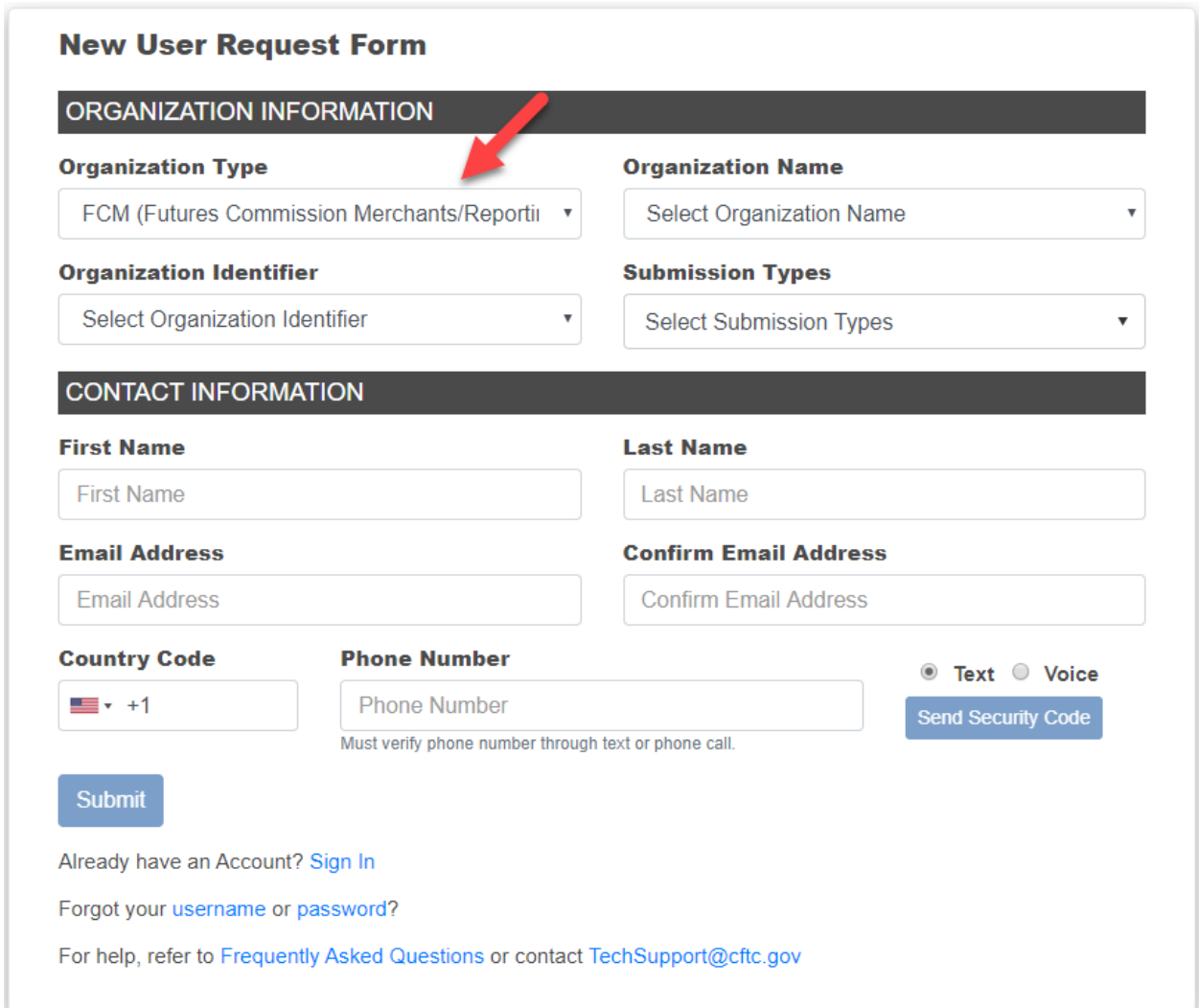
- [How do I login to the CFTC Portal?](#)
- [How do I use PERT in the CFTC Portal?](#)
- [How do I reset my password?](#)
- [How do I register for the CFTC Portal?](#)

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



**New User Request Form**

**ORGANIZATION INFORMATION**

**Organization Type**  
FCM (Futures Commission Merchants/Reporting Firms) ▼

**Organization Name**  
Select Organization Name ▼

**Organization Identifier**  
Select Organization Identifier ▼

**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](mailto:TechSupport@cftc.gov)

5. Select the Organization Name. If the organization is not listed on the dropdown menu, please contact [OCRTechSupport@cftc.gov](mailto:OCRTechSupport@cftc.gov).
6. Select an Organization Identifier from the dropdown menu.
7. Select one or more Submission Types, and add Notification Email Addresses as needed.
8. Complete the form using your First Name, Last Name, Phone Number, Business Email Address.

- 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.
- 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

<b>Organization Type</b> FCM (Futures Commission Merchants/Reportii	<b>Organization Name</b> Select Organization Name
<b>Organization Identifier</b> Select Organization Identifier	<b>Submission Types</b> Select Submission Types

#### CONTACT INFORMATION

<b>First Name</b> First Name	<b>Last Name</b> Last Name
<b>Email Address</b> Email Address	<b>Confirm Email Address</b> Confirm Email Address
<b>Country Code</b> +1	<b>Phone Number</b> Phone Number

Must verify phone number through text or phone call.

Text  Voice

[Send Security Code](#)

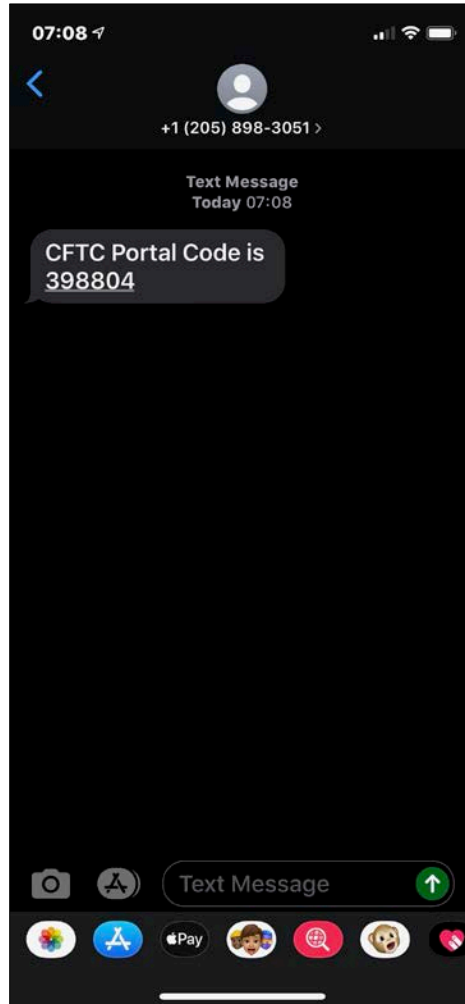
[Submit](#)

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

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

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

The screenshot shows a web page for the U.S. Commodity Futures Trading Commission (CFTC). At the top left, there is a logo with the text 'COMMODITY FUTURES TRADING COMMISSION' and 'CFTC'. A modal window titled 'Check your phone' is centered on the screen. The modal contains the following text and elements:

- Icon of a phone with a checkmark.
- Section header: **Check your phone**
- Text: We sent a security code to +1 (xxx) xxx - 6535
- Text: This code will expire in 15 minutes.
- Section header: **One-time security code**
- Text input field containing the code: 398804
- Blue button: Submit
- Text: Didn't receive text message?
- Blue button with a refresh icon: Get another Code
- Blue button: Choose another authentication method
- Red button: Close

At the bottom of the page, there is a footer with the following text:

U.S. COMMODITY FUTURES TRADING COMMISSION  
Three Lafayette Centre, 1155 21st Street, NW, Washington, DC 20581, 202.418.5000  
[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**

<b>Organization Type</b> FCM (Futures Commission Merchants/Reporti	<b>Organization Name</b> Select Organization Name
<b>Organization Identifier</b> Select Organization Identifier	<b>Submission Types</b> Select Submission Types

**CONTACT INFORMATION**

<b>First Name</b> First Name	<b>Last Name</b> Last Name
<b>Email Address</b> Email Address	<b>Confirm Email Address</b> Confirm Email Address
<b>Country Code</b> +1	<b>Phone Number</b> Phone Number

Must verify phone number through text or phone call.

Text  Voice

[Send Security Code](#)

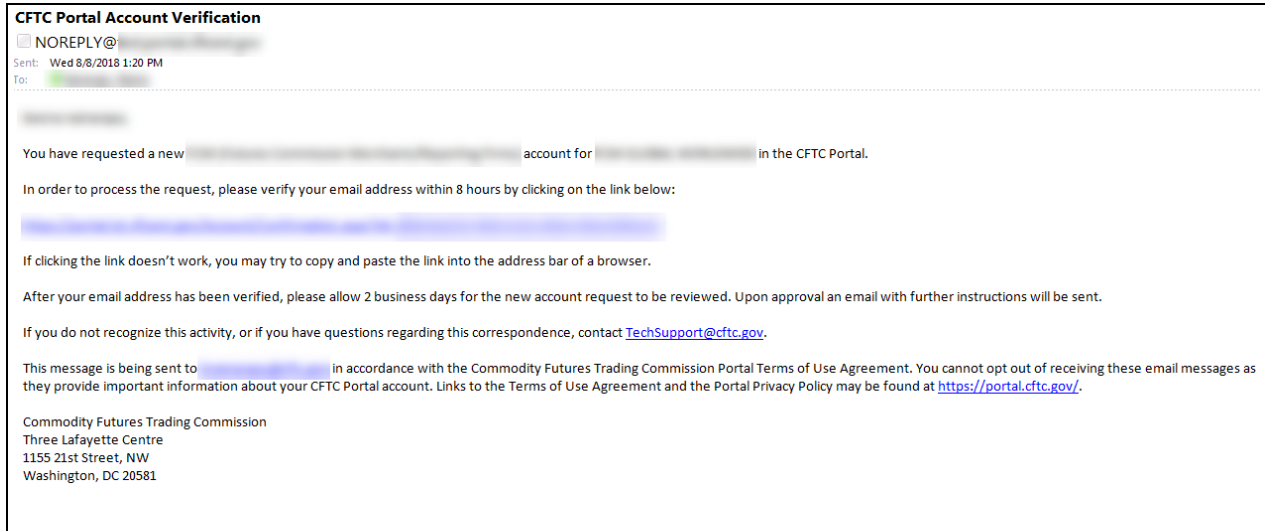
[Submit](#)

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

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

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



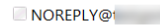
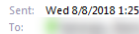
15. The browser will display a message that your registration has been successfully completed.





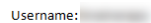
16. At this point in the process, it may be necessary to wait for up to two business days for account approval by the CFTC business team.

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).

**A CFTC Portal Account has been created on your behalf**

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

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

Username: 

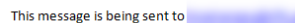
Click the link below to reset your password. If the link does not work, copy and paste the address into a browser.



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](mailto: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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