



DECCS Hot Topics Webinar

Directorate of Defense Trade Controls

Karen Wrege
DDTC CIO
April 16, 2020



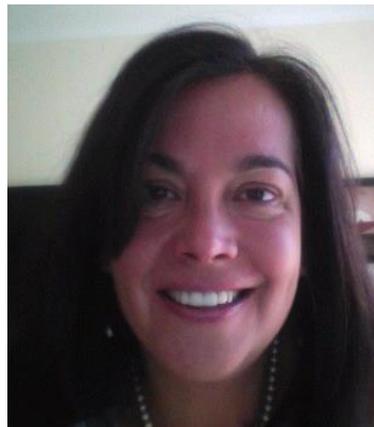
Introduction



About DDTC:

- **Mission:** Ensuring commercial exports of defense articles and defense services advance U.S. national security and foreign policy objectives.
- **Organizational Structure:**
 - Policy Office (DTCP)
 - Licensing Office (DTCL)
 - Compliance Office (DTCC)
 - Management Office (DTCM)
- **Key Functions:**
 - Establishing and maintaining defense export regulations (ITAR)
 - Registering entities and individuals
 - Adjudicating export licenses
 - Responding to inquiries
 - Promoting and enforcing compliance

About the Speaker:



Karen Wrege, CIO

- Has 31 years of Information Technology experience in the private and public sectors
- Joined DDTC as the CIO in October 2014
- Prior to DDTC, spent 10 years in economic consultancy providing auction software and services to global clients in the telecommunications industry
- Served as manager of the US Federal Communications Commission's spectrum auctions beginning in 1994 and was promoted to Chief Information Officer of the Wireless Telecommunications Bureau



Agenda



1. Hot Topics

- Updated Enrollment Form
- User Management Overview
- How do I renew my Registration?
- How do I amend my Registration?
- How does an Empowered Official sign a license?
- Self Service

2. Q&A



DIRECTORATE OF DEFENSE TRADE CONTROLS

ENROLLMENT: NEW COMPANY

How to enroll if you/your company has never done ITAR business before



Enrollment – New Company



User Enrollment

Please complete the below information to create your DECCS User Account, including a mobile number that is readily accessible in order to successfully complete the steps required for multi-factor authentication (MFA). Reference the DECCS User Enrollment Instructions video [here](#), as well as the MFA instructions located [here](#) for further guidance on creating a DECCS User Account.

*User ID/Email

*First Name

*Last Name

Nickname

Mobile Number (without dashes or parentheses)

i PLEASE NOTE
If your company has already registered with DDTC, please enter the Registration Code provided by your Corporate Administrator and the Name of your Company. If you are enrolling to register a new company with DDTC, select I am part of a New Company.

*Company Name
 - OR - *I am a part of a New Company

Registration Code

*Acceptable formats are: X-#### or X##### beginning with M, K, F, G, or B

Enroll

We updated the Enrollment form so that we can accurately capture information on if an enrollee is a part of an existing DDTC company or a brand new company.



Enrollment – New Company



User Enrollment

Please complete the below information to create your DECCS User Account, including a mobile number that is readily accessible in order to successfully complete the steps required for multi-factor authentication (MFA). Reference the DECCS User Enrollment Instructions video [here](#), as well as the MFA instructions located [here](#) for further guidance on creating a DECCS User Account.

*User ID/Email

testenrollment@gmail.com

*First Name

Test

*Last Name

Enrollment

Nickname



PLEASE NOTE

If your company has already registered with DDTC, please enter the Registration Code provided by your Corporate Administrator and the Name of your Company. If you are enrolling to register a new company with DDTC, select I am part of a New Company.

*Company Name

- Or -



* I am a part of a New Company

Registration Code

*Acceptable formats are: X-#### or X##### beginning with M, K, F, G, or B

Enroll



Enrollment – New Company

If your company is brand new to DDTC, please check the box that says "I am part of a new company."

User Enrollment

Please complete the below information to create your DECCS User Account, including a mobile number that is readily accessible in order to successfully complete the steps required for multi-factor authentication (MFA). Reference the DECCS User Enrollment Instructions video [here](#), as well as the MFA instructions located [here](#) for further guidance on creating a DECCS User Account.

*User ID/Email

testenrollment@gmail.com

*First Name

Test

*Last Name

Enrollment

Nickname



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If your company has already registered with DDTC, please enter the Registration Code provided by your Corporate Administrator and the Name of your Company. If you are enrolling to register a new company with DDTC, select I am part of a New Company.

*Company Name

- Or -



* I am a part of a New Company

Registration Code

*Acceptable formats are: X-#### or X##### beginning with M, K, F, G, or B

Enroll



Enrollment – New Company



Then select "Enroll"

User Enrollment

Please complete the below information to create your DECCS User Account, including a mobile number that is readily accessible in order to successfully complete the steps required for multi-factor authentication (MFA). Reference the DECCS User Enrollment instructions video [here](#), as well as the MFA instructions located [here](#) for further guidance on creating a DECCS User Account.

*User ID/Email

*First Name

*Last Name

Nickname



PLEASE NOTE

If your company has already registered with DDTC, please enter the Registration Code provided by your Corporate Administrator and the Name of your Company. If you are enrolling to register a new company with DDTC, select I am part of a New Company.

*Company Name

- Or -



* I am a part of a New Company

Registration Code

*Acceptable formats are: X-#### or X##### beginning with M, K, F, G, or B

Enroll



Enrollment – Existing Company



You will then get an email to Activate your Account. Click the button to follow the prompts to set up your password and security questions.



U.S. DEPARTMENT *of* STATE

DECCS - Account Creation Notification

Hi Test,

You recently requested to create an account in the Department of State's External Identity Service. A user account has been created for you that you can use to access DOS applications

NOTE: If you are receiving this email and you have not requested to create an account in the DDTC's Defense Export Control and Compliance System (DECCS), please see the notice published on the home page of PM-DDTC's official website on 4 Feb 2019, which announces the launch of DECCS. All current DTrade Super Users with valid email addresses have automatically been enrolled in DECCS, and this email is notice of the DDTC team activating their account in the new system.

For more information and additional reference materials:

- The public notice can be found on DDTC's public website here: <https://www.pmdtcc.state.gov>
- The DECCS Industry Portal can be found here: <https://deccspmdtcc.service-now.com/deccs>

Click the following link to activate your account:

[Activate Your Account](#)

This link expires in 7 days.

Your username is lisa.park_er323@gmail.com
Your organization's sign-in page is <https://deccs.auth.test.pmdtcc.state.gov>

If you experience difficulties accessing your account, you can contact the DECCS helpdesk here: [DECCS Support](#)



DIRECTORATE OF DEFENSE TRADE CONTROLS

ENROLLMENT: EXISTING COMPANY

Enrolling users can let us know up front if they're associated with an existing DDTC company



Enrollment – Existing Company



Be sure to enter the company name and current Registration Code so that you can be associated with your company.

User Enrollment

Please complete the below information to create your DECCS User Account, including a mobile number that is readily accessible in order to successfully complete the steps required for multi-factor authentication (MFA). Reference the DECCS User Enrollment Instructions video [here](#), as well as the MFA instructions located [here](#) for further guidance on creating a DECCS User Account.

*User ID/Email
testenrollment@gmail.com

*First Name
Test

*Last Name
Enrollment

Nickname

i PLEASE NOTE
If your company has already registered with DDTC, please enter the Registration Code provided by your Corporate Administrator and the Name of your Company. If you are enrolling to register a new company with DDTC, select I am part of a New Company.

*Company Name
MenInBlack2

- or - I am a part of a New Company

*Registration Code
G-5019

*Acceptable formats are: X-#### or X##### beginning with M, K, F, G, or B

Enroll



Enrollment – Existing Company



User Enrollment

Please complete the below information to create your DECCS User Account, including a mobile number that is readily accessible in order to successfully complete the steps required for multi-factor authentication (MFA). Reference the DECCS User Enrollment Instructions video [here](#), as well as the MFA instructions located [here](#) for further guidance on creating a DECCS User Account.

*User ID/Email

testenrollment@gmail.com

*First Name

Test

*Last Name

Enrollment

Nickname



PLEASE NOTE

If your company has already registered with DDTC, please enter the Registration Code provided by your Corporate Administrator and the Name of your Company. If you are enrolling to register a new company with DDTC, select I am part of a New Company.

*Company Name

MenInBlack2

- OR -

I am a part of a New Company

*Registration Code

G-5019

*Acceptable formats are: X-#### or X##### beginning with M, K, F, G, or B

Enroll



Enrollment – Existing Company



U.S. DEPARTMENT *of* STATE

DECCS - Account Creation Notification

Hi Test,

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- The DECCS Industry Portal can be found here: <https://deccspmdtc.service-now.com/deccs>

Click the following link to activate your account:

[Activate Your Account](#)

This link expires in 7 days.

Your username is lisa.park.er323@gmail.com

Your organization's sign-in page is <https://deccs.auth.test.pmdtc.state.gov>

If you experience difficulties accessing your account, you can contact the DECCS helpdesk here: [DECCS Support](#)



DIRECTORATE OF DEFENSE TRADE CONTROLS

USER MANAGEMENT: CORPORATE ADMINISTRATORS

Process user requests, accept invitations as an industry user, grant permissions within your company



User Management: Process Requests



As a Corporate Administrator, navigate to User Management under the Applications drop-down.



User Management: Process Requests



Users Requesting Company Access

Requests from Users who have enrolled using a Registration Code from this company.

**Legend:*

use the ✓ icon to Approve this user requesting company access to be promoted to a Request for Access (access to the company is not granted by this action the user must still accept).
use the ✗ icon to Reject and Invalidate this request.

Enrolled	User	Email	Nickname	User Provided Company Name	User Provided Reg Code	Valid Until	Actions
2020-03-25 15:09:29	Test Enrollment	[REDACTED].il.com	MenInBlack2		G-5019	2020-04-01 15:09:29	✓ ✗

Pending User Requests

There are no Requests for Company Access that are pending action

- Here you will see a section titled: "Users Requesting Company Access"
- These are the users who put your company name/Registration Code in the Enrollment Form



User Management: Process Requests



Users Requesting Company Access

Requests from Users who have enrolled using a Registration Code from this company.

**Legend:*

use the ✓ icon to Approve this user requesting company access to be promoted to a Request for Access (access to the company is not granted by this action the user must still accept).
use the ✗ icon to Reject and Invalidate this request.

Enrolled	User	Email	Nickname	User Provided Company Name	User Provided Reg Code	Valid Until	Actions
2020-03-25 15:09:29	Test Enrollment	[REDACTED].il.com		MenInBlack2	G-5019	2020-04-01 15:09:29	<input checked="" type="checkbox"/> ✗

Pending User Requests

There are no Requests for Company Access that are pending action

- Here you can see the "Test Enrollment" account from earlier
- To accept the request, click the checkmark.
- To deny, click the X



User Management: Process Requests



Users Requesting Company Access

Requests from Users who have enrolled using a Registration Code from this company.

**Legend:*

use the ✓ icon to Approve this user requesting company access to be promoted to a Request for Access (access to the company is not granted by this action the user must still accept).

use the ✗ icon to Reject and Invalidate this request.

Enrolled	User	Email	Nickname	User Provided Company Name	User Provided Reg Code	Valid Until	Actions
2020-03-25 15:09:29	Test Enrollment	[REDACTED].il.com		MenInBlack2	G-5019	2020-04-01 15:09:29	✓ ✗

Pending User Requests

There are no Requests for Company Access that are pending.

Confirm Suggested User Approval

Note* This action will promote the Suggested User Request to a Company Access Request for the user's approval.

No

Yes

- You will have to confirm the action, and then this user will get an invitation request from your company.



User Management



Pending User Requests

Requests for Company Access that are pending action

**Legend: use the  icon to invalidate a token.*

Requested 1	User	Requestor	Valid Until	Actions
2020-03-25 15:09:29	Test Enrollment		2020-04-01 15:09:29	

Company Users

Users that are assigned to your company

**Note: Changes made in the table below are immediately saved.*

**Legend: use the  icon to remove a user's company access.*

Name	Email	CA	Registration	Licensing	Actions
Frances Tester	fmddctester@gmail.com	<input checked="" type="checkbox"/>	<input type="text" value="Drafter"/>	<input type="text" value="Empowered Official"/>	

- Now this user is in the "Pending User Requests" section of User Management.
- The "Test Enrollment" user will have to accept the request to officially be associated with the company.



User Management: Accept Invite



You have a pending invite to join a company! Click the following link to accept it

[Accept Company Invitation](#)

- The enrollee will get an email and will need to logs in to DECCS
- There they will have a notification to Accept the Company Invitation



User Management: Accept Invite



You have a pending invite to join a company! Click the following link to accept it: [Accept Company Invitation](#)

Accept Company Invitation

A Corporate Administrator for the DECCS application has issued you an invitation for company level application access.

Invitation Comments:

Sandy Tester has invited you to join Mike's Missiles in the Defense Export Control and Compliance System (DECCS).

Accept

Cancel

- Click "Accept" to confirm



User Management: Accept Invite



You have successfully been granted access to the selected company. In order to access company information, or submit new company records, you will now be logged out of DECCS. Please wait. 

- And then they will be associated with your company in DECCS





User Management: Modify Roles



Pending User Requests

There are no Requests for Company Access that are pending action

Company Users

Users that are assigned to your company

**Note: Changes made in the table below are immediately saved.*

**Legend: use the  icon to remove a user's company access.*

Name	Email	CA	Registration	Licensing	Actions
DECCS TestUser1	DECCSTestUser1@aol.com	<input type="checkbox"/>	-- None --	-- None --	
DECCS TestUser2	deccstestuser2@aol.com	<input type="checkbox"/>	-- None --	-- None --	
DECCS TestUser3	deccstestuser3@aol.com	<input checked="" type="checkbox"/>	-- None --	-- None --	

- Back in the User Management application, the Corporate Administrator can modify their company users permissions in the Company Users section.



User Management: Modify Roles



Pending User Requests

There are no Requests for Company Access that are pending action

Company Users

Users that are assigned to your company

*Note: Changes made in the table below are immediately saved.

*Legend: use the  icon to remove a user's company access.

Name	Email	CA	Registration	Licensing	Actions
DECCS TestUser1	DECCSTestUser1@aol.com	<input type="checkbox"/>	-- None --	-- None -- -- None --	
DECCS TestUser2	deccstestuser2@aol.com	<input type="checkbox"/>	-- None --	Drafter Empowered Official	
DECCS TestUser3	deccstestuser3@aol.com	<input checked="" type="checkbox"/>	-- None --	Track Status	

- Click the drop down to grant/change the roles for the Registration and Licensing applications
- And check the CA checkbox if you want to make this person an additional Corporate Administrator



DIRECTORATE OF DEFENSE TRADE CONTROLS

REGISTRATION RENEWALS



Registration Renewals



What are the steps I take to renew my Registration?

- You will only see the 'Renew' button if your registration is within 90 days of your registration expiration date. The button will remain until the application is renewed. If the registration has lapsed, you will still need to click the renew button.





Registration Renewals



What if my Renewal is due in April?

- DDTC registration renewals with an expiration date of April 30, 2020 will be extended to **June 28, 2020**. This update will be processed in the system by April 30th.





Registration Renewals



Registration

Welcome to the DDTC Registration Application. Use this application to apply for and manage Registrations with DDTC.

Application History

DS-2032	#1766 - New	Manufacturer/Exporter, Broker (US Person)	M30013, K-5230
Completed		<i>Submitted: 03/05/2020</i>	<i>Processed: 03/05/2020</i> Renew

- Click Renew to begin the process



Registration Renewals



Data is pre-populated with data from the last registration application. "Yes" was already defaulted when I started my application.

DS-2032
STATEMENT OF REGISTRATION

Exit Help

1	2	3	4	5	6	7	8	9	10	11
---	---	---	---	---	---	---	---	---	----	----

Application ID: 1838

General Information

*** Applicant is a U.S. Person ⓘ**

Yes

No

Save Next



Registration Renewals



DS-2032
STATEMENT OF REGISTRATION

Exit Help

1 ✓ 2 3 4 5 6 7 8 9 10 11

Application ID: 1838

Registration Information

*** Registration Action** ⓘ
Registration Renewal

*** Registration type** ⓘ

- Manufacturer ⓘ
- Exporter ⓘ
- Broker ⓘ
- FMS Freight Forwarder (Exporter) ⓘ
- One Time Exemption ⓘ
- U.S. Government ⓘ
- Foreign Government ⓘ

*** Did you conduct any ITAR business during the lapse?** ⓘ

Yes

No

*** Applicant has brokering activity to report (including successful/unsuccessful brokering activity)** ⓘ

Yes

No

Save Back Next

New questions related to renewal display and must be answered



Registration Renewals



DS-2032
STATEMENT OF REGISTRATION

Exit Help

1 ✓ 2 3 4 5 6 7 8 9 10 11

Application ID: 1838

Registration Information

* Registration Action ⓘ
Registration Renewal

* Did you conduct any ITAR business during the lapse? ⓘ

- Yes
 No

* Applicant has brokering activity to report (including successful/unsuccessful brokering activity) ⓘ

- Yes
 No

Save

Back

Next



Registration Renewals



Complete Your Renewal

- Review and update your Registration data.
- Note that ALL fields are editable when renewing a registration.
- Submit to your Senior Officer for signature and submission.





DIRECTORATE OF DEFENSE TRADE CONTROLS

REGISTRATION AMENDMENTS



Registration Amendments



Registration

Welcome to the DDTC Registration Application. Use this application to apply for and manage Registrations with DDTC.

Active Registration

Registration Code: M30013, K-5230

Registration Type: Manufacturer/Exporter, Broker (US Person)

Expires On: 03/31/2021



Application History

DS-2032	#1766 - New	Manufacturer/Exporter, Broker (US Person)	M30013, K-5230
Completed		<i>Submitted: 03/05/2020</i>	<i>Processed: 03/05/2020</i>

- To begin the process, click Amend



Registration Amendments

1	2	3	4	5	6	7	8	9	10	11
---	---	---	---	---	---	---	---	---	----	----

Application ID: 1771

U.S. Department of State

DS-2032 STATEMENT OF REGISTRATION

[\(See Instructions Page\)](#)

OMB APPROVAL NO. 1405-0002
EXPIRATION DATE: 05/31/2022
* ESTIMATED BURDEN: 2 HOURS

* PAPER WORK REDUCTION ACT STATEMENT: Public reporting burden for this collection of information is estimated to average 2 hours per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: Department of State (A/GIS/DIR) Washington, D.C. 20520.

Start ↻

- And then click Start to bring up your completed DS-2032 form



Registration Amendments



DS-2032
STATEMENT OF REGISTRATION

Exit Help

1	2	3	4	5	6	7	8	9	10	11
----------	---	---	---	---	---	---	---	---	----	----

Application ID: 1771

General Information

* Applicant is a U.S. Person ⓘ

Yes

No

In an Amendment, Block 1 is not editable.

Save Next



Registration Amendments



DS-2032
STATEMENT OF REGISTRATION

Exit Help

1 ✓ 2 3 4 5 6 7 8 9 10 11

Application ID: 373

Registration Information

* **Registration Action** ⓘ
Registration Amendment

* **Does the amendment involve a material change to the registration?** ⓘ
 Yes
 No

* **Registration type** ⓘ
 Manufacturer ⓘ
 Exporter ⓘ
 Broker ⓘ
 FMS Freight Forwarder (Exporter) ⓘ
 One Time Exemption ⓘ
 U.S. Government ⓘ
 Foreign Government ⓘ

Save Back Next

- In Block 2, the application defaults to "No" for "Does the Amendment involve a material change to the registration."
- An example of a Non-Material change would be a change to a phone number of a point of contact or a web address update.



Registration Amendments: Material Change



DS-2032
STATEMENT OF REGISTRATION

1 ✓ 2 3 4 5 6 7 8 9 10 11

Application ID: 373

Registration Information

* **Registration Action** ⓘ
Registration Amendment

* **Does the amendment involve a material change to the registration?** ⓘ
 Yes
 No

* **Material Change Type** ⓘ

i Only select Merger, Acquisition, or Divestiture (MAD) when amending a registration as a direct result of a MAD material change. Selecting a MAD Material Change Type may result in delays processing the registration or the registration being returned without action if the registration is deemed to be a non-MAD material change.

Non-MAD Material Change Types

- Name
- Address
- Legal Organizational Structure
- Eligibility
- Criminal Charge
- Directors, Senior Officers, Partners, and/or Owners
- Establishment/Addition of Subsidiary/Controlled Affiliate

MAD Material Change Types

- Merger
- Acquisition
- Divestiture

* **Notification Triggering Event Date** ⓘ

Month Day Year
4 15 2020

* **Summarize the essentials of the transaction, including a statement of purpose and description of scope with an explanation of actions taken/to be taken inside and outside the U.S.** ⓘ

- If you select "Material Change" = Yes , you must select the Material Change Type





Registration Amendments: Material Change



DS-2032
STATEMENT OF REGISTRATION

1 ✓ 2 3 4 5 6 7 8 9 10 11

Application ID: 373

Registration Information

* Material Change Type ?



Only select Merger, Acquisition, or Divestiture (MAD) when amending a registration as a direct result of a MAD material change. Selecting a MAD Material Change Type may result in delays processing the registration or the registration being returned without action if the registration is deemed to be a non-MAD material change.

Non-MAD Material Change Types

- Name
- Address
- Legal Organizational Structure
- Eligibility
- Criminal Charge
- Directors, Senior Officers, Partners, and/or Owners
- Establishment/Addition of Subsidiary/Controlled Affiliate

MAD Material Change Types

- Merger
- Acquisition
- Divestiture

- We are going to walk through a Non-MAD Material Change type for changing information related to Directors, Senior Officers, and/or Owners
- The system will only allow you to edit certain blocks depending on the type of material change.

* Summarize the essentials of the transaction, including a statement of purpose and description of scope with an explanation of actions taken inside and outside the U.S. ?



Registration Amendments: Material Change



DS-2032
STATEMENT OF REGISTRATION

Exit Help

1 ✓	2 ✓	3	4	5	6	7	8	9	10	11
-----	-----	---	---	---	---	---	---	---	----	----

Application ID: 374

Foreign Ownership/Control Information

* A foreign person owns, or foreign persons own, more than 50% of the outstanding voting securities or equity of the applicant. ⓘ

Yes

No

* A foreign person has, or foreign persons have, the authority and/or the ability to establish or direct the general policies or day-to-day operations of the applicant. ⓘ

Yes

No

* A foreign person owns, or foreign persons own, 25% or more of the outstanding voting securities or equity and no other person controls an equal or larger percentage. ⓘ

Yes

No

* Foreign persons (including foreign governments) from countries specified in 22 CFR 126.1 have the authority and/or ability to establish and/or direct the general policies and/or day-to-day operations of the applicant. ⓘ

Yes

No

Here you can see that Blocks 3,





Registration Amendments: Material Change



DS-2032
STATEMENT OF REGISTRATION

Application ID: 374

1 ✓ 2 ✓ 3 ✓ 4 5 6 7 8 9 10 11

Application ID: 374

Organization Type Information

* Organization Type ⓘ

- Corporation ⓘ
- Limited Liability Company ⓘ
- Partnership ⓘ
- Sole Proprietorship ⓘ
- Educational Institution ⓘ
- Nonprofit ⓘ
- Individual ⓘ
- Other ⓘ

* Date of Incorporation or Business Commencement (if applicable) ⓘ

Month Day Year

05 06 2005

Place of Incorporation or Business Commencement (if applicable) ⓘ

* Country ⓘ
United States

* State ⓘ
Delaware

* City ⓘ
Wilmington

Foreign Ownership

* A foreign person owns

Yes

No

* A foreign person has, applicant. ⓘ

Yes

No

* A foreign person owns percentage. ⓘ

Yes

No

* Foreign persons (incl general policies and/or

Yes

No





Registration Amendments: Material Change



DS-2032 STATEMENT OF REGISTRATION

Application ID: 374

1 ✓

Foreign Ownership

- * A foreign person owns:
 Yes
 No
- * A foreign person has, applicant:
 Yes
 No
- * A foreign person owns percentage:
 Yes
 No
- * Foreign persons (including general policies and/or

DS-2032 STATEMENT OF REGISTRATION

Application ID: 374

1 ✓ 2 ✓

Organization Type Information

- * Organization Type:
 Corporation
 Limited Liability Company
 Partnership
 Sole Proprietorship
 Educational Institution
 Nonprofit
 Individual
 Other
- * Date of Incorporation or Business Commencement:
Month: 05 Day: 06 Year: 2005
- Place of Incorporation or Business Commencement:
* Country: United States
* State: Delaware
* City: Wilmington

DS-2032 STATEMENT OF REGISTRATION

Application ID: 374

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 6 7 8 9 10 11

Identifying Information

- * Applicant Type:
 Natural Person
 Entity
- Applicant Legal Name and Address:
* Company/Organization Name: Mike's Missiles
Add Doing Business As:
* Address Line 1: 123 Sample Rd
Address Line 2:
Address Line 3:
* City: Wilmington
* Country:

Here you can see that Blocks 3, 4, and 5 are read only.



Registration Amendments: Material Change



DS-2032
STATEMENT OF REGISTRATION

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 7 8 9 10 11

Application ID: 374

Members of the board of directors, senior officers, partners and owners ⓘ

Samptery, Mike CIO

* Member Type ⓘ
 Natural Person ⓘ
 Entity ⓘ

* U.S. Person ⓘ
 Yes
 No

* Position/Title ⓘ
Chief Information Officer

* First Name ⓘ
Mike

* Middle Name ⓘ
CIO None ⓘ

* Last Name ⓘ
Samptery

* Citizenship ⓘ
 + Add

Selected Countries:
United States ⓘ

* Date of Birth ⓘ
Month Day Year
05 09 1976

- However, Block 6 becomes Editable
- Make the needed changes to the directors, senior officers, partners, and/or owners
- And save the information.





Registration Amendments: Material Change



DS-2032
STATEMENT OF REGISTRATION

Application ID: 374

Statement of Registration

Under penalty according to federal law (22 U.S.C. 2276-2780; 22 CFR 120-130; 18 U.S.C. 1001), I warrant the truth of all statements made herein, together with any and all appendices and attachments thereto. I further warrant that:

In compliance with 22 CFR 122 with reference to 22 CFR 122.2(b)(1)(i) and (b)(1)(ii) and 22 CFR 129 with reference to 22 CFR 129.8(c)(1)(i) and c(1)(ii), I hereby state that I am an authorized senior officer of the applicant and furthermore, I hereby certify that, with respect to the applicant or its parent, subsidiary, or other affiliate listed herein, or any of its chief executive officers, presidents, vice presidents, secretaries, partners, members, other senior officers or officials (e.g., comptroller, treasurer, general counsel), or any member of the board of directors of the applicant, or of any parent, subsidiary, or affiliate listed herein:

*** Indicted/Charged/Convicted status**

No person has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 or violating a foreign criminal law on exportation of defense articles where conviction of such law carries a minimum term of imprisonment of greater than 1 year.

One or more persons has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 or violating a foreign criminal law on exportation of defense articles where conviction of such law carries a minimum term of imprisonment of greater than 1 year. A copy of the relevant documentation is attached.

*** Contract and license eligibility**

No person is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from, any agency of the U.S. Government.

One or more persons is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from, any agency of the U.S. Government. A copy of the relevant documentation is attached.

Supporting Documentation

- * Proof Applicant is Currently Authorized to do Business
 - FINAL_RESPONSE.docx

Add Document:

Organizational Chart

Choose File No file chosen

Senior Officer Application and Certification Signature

* Senior Officer

- After you make your changes on Block 6, you will need to send to your Senior Officer for signature/submission (on Block 11)
- Just like with the Renewal, Let your SO know that there is a Registration awaiting their signature
- There are no fees associated with an amendment





DIRECTORATE OF DEFENSE TRADE CONTROLS

SIGNING LICENSES IN DECCS: EMPOWERED OFFICIALS



Licensing Access Groups



- An Empowered Official is the individual responsible for signing and submitting a license request.
- The Empowered Official must be added to an access group to review and sign a license.





Licensing Access Groups



An official website of the United States government [Here's how you know](#)

 U.S. DEPARTMENT OF STATE
DECCS Licensing Tony Stark ▾

Industry Portal Applications ▾ Learning Tools ▾ Support ▾

DDTC Licensing / Access Groups

Access Groups

Access Groups can be used to control access to license applications, including submitted and signed licenses. When a license is assigned to an Access Group only the users assigned to that group will be able to view that license.

To restrict access to a license, first add a group, then click the group name you wish to manage. From there you can assign users and licenses to the group.

Add Group: Add

Group Name	Users	Licenses	
Default (default group)	0	1	
Stark Industries	0	0	 
Stark International	0	0	 

Prev Page 1 of 1 Next Refresh

- As a Corporate Administrator, go the Licensing Application and click on “Access Groups”
- Select the Access Group you are trying to add your Empowered Official to



Licensing Access Groups



DDTC Licensing / Access Groups / Stark Industries

Stark Industries

[View Users](#) [View Items](#) [Add Users](#) [Add Items](#)

Use this page to add users to this group. Users added to this group will have access to all items assigned to this group.

Search by name [Search](#)

Login	First Name	Last Name	Role	Add
No Users				

Directorate of Defense Trade Controls build 1.0.5.228

- Then you can "Add Users"



Licensing Access Groups



DDTC Licensing / Access Groups / Stark Industries

Stark Industries

[View Users](#) [View Items](#) [Add Users](#) [Add Items](#)

Use this page to add users to this group. Users added to this group will have access to all items assigned to this group.

[Search](#)

Found 1 results:

Login	First Name	Last Name	Role	Add
deccsdemo3@gmail.com	Pepper	Potts	Empowered Official	+

- Search by a user's first or last name



Licensing Access Groups



DDTC Licensing / Access Groups / Stark Industries

Stark Industries

[View Users](#) [View Items](#) **[Add Users](#)** [Add Items](#)

Use this page to add users to this group. Users added to this group will have access to all items assigned to this group.

[Search](#)

Found 1 results:

Login	First Name	Last Name	Role	Add
deccsdemo3@gmail.com	Pepper	Potts	Empowered Official	+

- Click the "Add" plus sign to add them to this group



Empowered Officials



- Empowered Officials need:
 - A Digital Certificate associated with the email address used for DECCS logon.
 - The Digital Certificate must be installed on the workstation that the individual is using.
 - The Corporate Administrator must set up the individual with the Empowered Official role for Licensing.
- We accept the following digital certificates:
 - IdenTrust ACES
 - IdenTrust ECA
 - Widepoint ECA



Empowered Officials



The screenshot shows the DECCS Industry Portal interface. A modal dialog box titled "Select a certificate" is open, prompting the user to "Select a certificate to authenticate yourself to deccs.test.pmdtcc.state.gov:443". The dialog contains a table with the following columns: Subject, Issuer, and Serial. One row is visible with the Issuer "IdenTrust ACES CA 2". The "OK" button is highlighted with a yellow box. Below the dialog, the main page content is partially visible, including a search bar with the text "Need help with DECCS?", an "Announcements" section with a "test alert title" and "test alert body", and a "Need Help?" section with a "Create a Support Case" button and a "View my cases" link.

- Once the Empowered Official selects Applications > Licensing, they will be prompted to select their Digital Certificate
- Select OK



Empowered Officials



☰ Track Status Batch Submissions

In-Progress Applications

[New Licensing Form](#)

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On	
5637	DSP-5		DECCS Demo #1	Awaiting Signature	03/06/2020	3/6/20 11:47 AM	

[Prev](#) Page 1 of 1 [Next](#) [Refresh](#)

- Empowered Officials sign licenses that are in the "Awaiting Signature" status in the Licensing application
- EO can review the entire form and make any changes needed.



Empowered Officials

- Or they can go straight to the Applicant's Statement Block

BLOCK 22

Applicant's Statement ⓘ

I, , an empowered official (22 CFR 120.25) or an official of a foreign government entity in the U.S., hereby apply for a license to complete the transaction described above; warrant the truth of all statements made herein; and acknowledge, understand and will comply with the provisions of 22 CFR 120-130, and any conditions and limitations imposed.

I am authorized by the applicant to certify the following in compliance with 22 CFR 126.13:

- Neither the applicant, its chief executive officer, president, vice presidents, other senior officers or officials (e.g., comptroller, treasurer, general counsel) nor any member of its board of directors is:
 - the subject of an indictment for or has been convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 since the effective date of the Arms Export Control Act, Public Law 94-329, 90 Stat. 729 (June 30, 1976); or
 - ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from any agency of the U.S. Government;
- To the best of the applicant's knowledge, no party to the export as defined in 22 CFR 126.7(e) has been convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 since the effective date of the Arms Export Control Act, Public Law 94-329, 90 Stat. 729 (June 30, 1976); or is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from any agency of the U.S. Government; and

22 CFR 126.13 Certification *

- I am authorized by the applicant to certify that the applicant and all the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above.
- I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, is attached.
- I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in Section 127.11 of the ITAR.
- I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant and all of the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.
- I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, and a letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13 are attached.
- I am not authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in 22 CFR 127.11 of the ITAR. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.

Compliance with 22 CFR 130 *

- This transaction does not meet the requirements of 22 CFR 130.2.
- This transaction meets the requirements of 22 CFR 130.2. The applicant or its vendors **have not** paid, nor offered, nor agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a).
- The applicant or its vendors **have** paid, or offered, or agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a). Information required under 22 CFR 130.10 is attached.
- I am not authorized by the applicant to certify the conditions of 22 CFR 130.9(a). Please see the attached letter for such certification.



Empowered Officials



BLOCK 22

Applicant's Statement ?

I, , an empowered official (22 CFR 120.25) or an official of a foreign government entity in the U.S., hereby apply for a license to complete the transaction described above; warrant the truth of all statements made herein; and acknowledge, understand and will comply with the provisions of 22 CFR 120-130, and any conditions and limitations imposed.

I am authorized by the applicant to certify the following in compliance with 22 CFR 126.13:

1. Neither the applicant, its chief executive officer, president, vice presidents, other senior officers or officials (e.g., comptroller, treasurer, general counsel) nor any member of its board of directors is:

- Note that the name is automatically filled in (because of the installed digital certificate)
- If you do NOT see a name here, then your digital certificate is not installed correctly

22 CFR 126.13 Certification *

- a. I am authorized by the applicant to certify that the applicant and all the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above.
- b. I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, is attached.
- c. I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in Section 127.11 of the ITAR.
- d. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant and all of the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.
- e. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, and a letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13 are attached.
- f. I am not authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in 22 CFR 127.11 of the ITAR. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.

Compliance with 22 CFR 130 *

- This transaction does not meet the requirements of 22 CFR 130.2.
- This transaction meets the requirements of 22 CFR 130.2. The applicant or its vendors **have not** paid, nor offered, nor agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a).
- The applicant or its vendors **have** paid, or offered, or agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a). Information required under 22 CFR 130.10 is attached.
- I am not authorized by the applicant to certify the conditions of 22 CFR 130.9(a). Please see the attached letter for such certification.

[Back](#)

[Sign and Submit](#)



Empowered Officials



- The EO then must click the button that says "sign and submit"

BLOCK 22

Applicant's Statement [Ⓢ]

I, , an empowered official (22 CFR 120.25) or an official of a foreign government entity in the U.S., hereby apply for a license to complete the transaction described above; warrant the truth of all statements made herein; and acknowledge, understand and will comply with the provisions of 22 CFR 120-130, and any conditions and limitations imposed.

I am authorized by the applicant to certify the following in compliance with 22 CFR 126.13:

1. Neither the applicant, its chief executive officer, president, vice presidents, other senior officers or officials (e.g., comptroller, treasurer, general counsel) nor any member of its board of directors is:
 - a. the subject of an indictment for or has been convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 since the effective date of the Arms Export Control Act, Public Law 94-329, 90 Stat. 729 (June 30, 1976); or
 - b. ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from any agency of the U.S. Government;
2. To the best of the applicant's knowledge, no party to the export as defined in 22 CFR 126.7(e) has been convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 since the effective date of the Arms Export Control Act, Public Law 94-329, 90 Stat. 729 (June 30, 1976); or is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from any agency of the U.S. Government; and

22 CFR 126.13 Certification *

- a. I am authorized by the applicant to certify that the applicant and all the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above.
- b. I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, is attached.
- c. I am authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in Section 127.11 of the ITAR.
- d. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant and all of the parties to the transaction can meet in full the conditions of 22 CFR 126.13 as listed above. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.
- e. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, and a letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13 are attached.

- This transaction meets the requirements of 22 CFR 130.2. The applicant or its vendors **have not** paid, nor offered, nor agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a).
- The applicant or its vendors **have** paid, or offered, or agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a). Information required under 22 CFR 130.10 is attached.
- I am not authorized by the applicant to certify the conditions of 22 CFR 130.9(a). Please see the attached letter for such certification.

Back

Sign and Submit



Empowered Officials



Please see the attached letter for certification of compliance with the conditions of 22 CFR 126.13 as listed above. A request for approval is attached.

e. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13 as listed above. However that party described in 22 CFR 126.13 is an exception to policy as described in 22 CFR 126.13 as listed above.

f. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13 as listed above. However that party described in 22 CFR 126.13 is an exception to policy as described in 22 CFR 126.13 as listed above.

Compliance with 22 CFR 130.2. The applicant or its vendors **have not** paid, nor offered, nor agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a).

This transaction meets the requirements of 22 CFR 130.2. The applicant or its vendors **have not** paid, nor offered, nor agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a).

The applicant or its vendors **have** paid, or offered, or agreed to pay, in respect of any sale for which a license or approval is requested, political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a). Information required under 22 CFR 130.10 is attached.

I am not authorized by the applicant to certify the conditions of 22 CFR 130.9(a). Please see the attached letter for such certification.

Are you certain you wish to submit this application to DDTC for review?



Empowered Officials



Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.

- e. I am not authorized by the applicant to certify the conditions of 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. A request for an exception to policy, as described in 22 CFR 127.11 of the ITAR, and a letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13 are attached.

- f. I am not authorized by the applicant to certify to 22 CFR 126.13. The applicant or one of the parties of the transaction cannot meet one or more of the conditions of 22 CFR 126.13 as listed above. However that party has met the conditions imposed by the Directorate of Defense Trade Controls in order to resume standard submission of applications, not requiring an exception to policy as described in 22 CFR 127.11 of the ITAR. Please see the attached letter from an official that is authorized by the applicant to certify to the conditions of 22 CFR 126.13.

Compliance with 22 CFR 130 *

- This transaction does not require a license or approval.
- This transaction meets the conditions of 22 CFR 130.9(a), including political contributions, fees or commissions in amounts as specified in 22 CFR 130.9(a). Information on the conditions of 22 CFR 130.9(a) is available at [www.dod.defense.gov](#).
- The applicant or its vendor is not a U.S. person as defined in 22 CFR 130.9(a). Information on the conditions of 22 CFR 130.9(a) is available at [www.dod.defense.gov](#).
- I am not authorized by the applicant to certify to the conditions of 22 CFR 130.9(a).

[Back](#)

DSP-5 Application for Permanent Export of
Electronic Form Version Number: 9.3
OMB Control No. 1405-0003
Expiration Date: 10/31/2021



Directorate of Defense Trade Controls

build 1.0.5.228

Successfully Submitted

✔ Your application has been successfully submitted to DDTC.

Submission Type: DSP-5

Case Number: 050901034

Submission Date: 3/6/2020

[OK](#)



Empowered Officials



☰ Track Status Batch Submissions

In-Progress Applications

[New Licensing Form](#)

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On	
5637	DSP-5	050901034	DECCS Demo #1	Submitted	03/06/2020	3/6/20 11:47 AM	

[Prev](#) Page 1 of 1 [Next](#) [Refresh](#)

- You now have a case number and the license is in Submitted Status



DIRECTORATE OF DEFENSE TRADE CONTROLS

SELF SERVICE

Quickly find answers to common questions and issues in DECCS



Self Service



- On the Industry Portal, click the "Create a Support Case" (under Need Help?) to start a Help Desk/Response Team inquiry

The screenshot shows the DECCS Industry Service Portal. At the top left is the U.S. Department of State logo. The header includes the text "U.S. DEPARTMENT OF STATE" and "DECCS Industry Service Portal". A search bar on the right contains the text "Sandy Tester". Below the header is a navigation menu with "Industry Portal", "Applications", "Learning Tools", and "Support". The main content area features a large blue banner with the text "Industry Portal" and a search bar containing "Need help with DECCS?". Below the banner is an "Announcements" section with a calendar icon and the text "EVENT: WEBINARS" dated "02/13/20". The announcement is titled "February 13th: DDTC: Defense Export Control and Compliance System (DECCS) Release – Corporate Administrators WEBINAR". The text describes the release of the DECCS platform and the webinar details. A list of topics includes "Accessing DECCS as a Corporate Administrator for the first time", "Inviting team members to join a company", and "Setting up License Groups". Login details are provided, including the date (February 13, 2020), time (2:00 p.m. - 3:00 p.m. EST), and a link for WebEx. A dial-in number for audio is also listed. On the right side of the page, there is a "Need Help?" section with a "Create a Support Case" button and a "View my cases" link. Below this is a "DECCS Topic Areas" section with a list of links: "Advisory Opinions (AO)", "Commodity Jurisdiction (CJ)", "Corporate Administrator/Super Users", "Digital Certificates", "Enrollment", "General", "Licensing", "Okta/Authentication", and "Payment/Fees".

U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Industry Portal Applications Learning Tools Support

Industry Portal

Need help with DECCS?

Announcements

EVENT: WEBINARS 02/13/20

February 13th: DDTC: Defense Export Control and Compliance System (DECCS) Release – Corporate Administrators WEBINAR

On February 18th, DDTC will release the latest applications to the DECCS platform, including Registration, Licensing and updates to User Management. Prior to launch, industry users should enroll on the DECCS site to ensure they will have access to their information. This webinar will cover the process for enrolling an organization's current DTrade Super Users as DECCS Corporate Administrators. To help the community prepare for the launch, this webinar will include:

- * Accessing DECCS as a Corporate Administrator for the first time
- * Inviting team members to join a company
- * Setting up License Groups

Login details are below:

Date: February 13, 2020

Time: 2:00 p.m. - 3:00 p.m. EST

WebEx: [Click Here](#)

Dial-in for Audio: 1-800-988-9769

Need Help?

[Create a Support Case](#)

[View my cases](#)

DECCS Topic Areas

- [Advisory Opinions \(AO\)](#)
- [Commodity Jurisdiction \(CJ\)](#)
- [Corporate Administrator/Super Users](#)
- [Digital Certificates](#)
- [Enrollment](#)
- [General](#)
- [Licensing](#)
- [Okta/Authentication](#)
- [Payment/Fees](#)



Self Service



DECCS - Create a Support Case

Provide the details below to create a Case.

*What can we help you with today?

-- None --

*Short Description

Detailed Description

Submit

Required information

What can we help you with today? Short Description

- Click the drop-down to see the list of options



Self Service



DECCS - Create a Support Case

Provide the details below to create a Case.

*What can we help you with today?

Sign Up / Sign In

*Sub Category

Corporate Administrator access

*Short Description

Who is my corporate

Detailed Description

DECCS Help Search ^

 [Who is my Corporate Administrator?](#)

We are unable to tell you the identity of your company's **Corporate** Administrator. Please contact the HelpDesk to check if your company has a **Corporate** Administrator. ...

 [Who manages my licensing groups?](#)

Your **Corporate** Administrator. If you do not know **who** your **Corporate** Administrator is, please reach out internally. We are not able to disclose **Corporate** Administrator information for security reasons...

Submit

- As you're typing in the short description, note that Help is populating below. See if this answers any of your questions before submitting your case.



Self Service



 U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Search | Sandy Tester

Industry Portal Applications ▾ Learning Tools ▾ Support ▾

DECCS - Create a Support Case

Provide the details below to create a Case.

*What can we help you with today?
Sign Up / Sign In ▾

*Sub Category
Corporate Administrator access ▾

*Short Description
I need help setting up my users

Detailed Description
I am a new corporate administrator and I need help

DECCS Help Search ▾

Submit

Be sure to fill in the category, subcategory, and descriptions before you submit your case.



Self Service



U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Search | Sandy Tester

Industry Portal Applications Learning Tools Support

Case details

Number CS0001445	State New
Company Men in Black2	Caller Mike Sampletary
Short description I need help setting up my users	Description I need help setting up my users
Updated just now	

Actions

[Close Case](#)

Attachments

Drop files here

I need help setting up my users

Type your message here... [Send](#)

MS Mike Sampletary
just now
CS0001445 Created

Start

- After submission, you'll generate a case number – and you can add notes to your case and chat with your Help Desk agent.



DIRECTORATE OF DEFENSE TRADE CONTROLS

Q&A



DDTC Contact Information



Website: www.pmdotc.state.gov

Contact DDTC

DDTC Help Desk

Contact with issues concerning login, browser, or other system issues.

Contact the DDTC Help Desk:

Email

(202) 663-2838 | 8:00am - 5:00pm

DDTC Response Team

Contact with issues concerning functionality of the forms, data processing, regulations, etc.

Contact the DDTC Response Team:

Email

(202) 663-1282 | 8:00am - 5:00pm