



INTERNATIONAL
TRADE
ADMINISTRATION

SIMA Tutorial

How to use the new Steel
Licensing System

Why Are We Re-designing the Steel License System?

We are redesigning the system for several key reasons:

- **Security:** to provide an additional level of security for users by requiring unique usernames and the addition of passwords
- **New Functions:** several new options will include printer-friendly formats and template options, among others
- **Speed:** the system redesign speeds up the data exchange

Differences in the New Steel Licensing System

- **Unique Username:** Usernames unique to individual e-mail addresses; no more User ID to remember
- **Passwords:** The system now requires a password for each username
- **Printing Function:** Users can return to the site to print current or past licenses
- **Enhanced Views:** Users can see more information on licenses when updating or cancelling licenses
- **New License Numbers:** License numbers will include both letters and numbers
- **Template Management:** Users will be able to create, name, update, and delete templates
- **Compatibility:** The system has been redesigned to work with various computer systems, which were previously incompatible

Tutorial Overview

This Tutorial will cover:

- How to Create an Account
- How to Log In
- Outstanding Licenses
- Home Page Menu Options
- Applying for a New License
- Updating and Viewing Licenses
- Cancelling Licenses
- Creating License Templates
- Account Settings
- Toolbar Options

Licensing System Home Page: How to Create an Account

New Users: look to the left menu to create a new account

The image shows a screenshot of a web browser displaying the Department of Commerce On-Line Steel Licensing System home page. The browser's address bar shows the URL: <http://hq-web03.ita.doc.gov/Steel/SteelLogin.nsf>. The page features the Department of Commerce logo and the text "INTERNATIONAL TRADE ADMINISTRATION". A navigation menu at the top right includes links for "Home Page", "Rules and Regulations", "Tutorial", and "Contact Us".

On the left side of the page, there is a vertical menu with the following options: "NEW USERS", "CREATE ACCOUNT", "RETURNING USERS", "SIGN IN", "FORGOT USERNAME?", and "FORGOT PASSWORD?". A callout box with a blue header labeled "NEW USERS" and a white body containing the text "CREATE ACCOUNT" has a light blue arrow pointing to the "CREATE ACCOUNT" link in the menu.

The main content area of the page is titled "WELCOME TO THE DEPARTMENT OF COMMERCE ON-LINE STEEL LICENSING SYSTEM". It contains the following text:

The SIMA system requires licenses for imports of steel mill products for imports with duty computation dates on or after June 9, 2005. Details of the current system can be found in the interim final rule (19 CFR Part 360) published on March 11, 2005 (70 FR 12133).

This import licensing system website facilitates the monitoring of imports of steel mill products. It was amended in response to the Steel Import Monitoring and Analysis (SIMA) interim final rule in 2005. The SIMA system provides steel producers, consumers, importers, and the general public with accurate and timely information on current imports of certain steel products.

Click here for more information and to access the SIMA monitor.

In order to use this site, you must first register as a new user. Please click here to "Create Account". If you have already registered, please enter your user ID in the box below and click on the "Continue" button. You will be redirected to a second log-in page where you will be asked to re-enter your username (e-mail address) and password.

Username (e-mail address):

This site is optimized for Internet Explorer or Firefox. Please ensure JavaScript is enabled on your browser.

At the bottom of the page, there is a footer with the following links: [site index](#) | [e-mail webmaster](#) | [trade.gov](#) | [export.gov](#) | [usa.gov](#) | [acrobat reader](#) | [privacy policy](#) | [disclaimer](#)

Licensing System Home Page: How to Create an Account

- The first part of the account application covers basic contact information.
- All information that is listed with an asterisk (*) is required in order to create an account.
- If you enter an alternate e-mail address, that address is only copied on e-mails sent to your account. You will use the primary address to log in to the system.

CREATE AN ACCOUNT

Company and Contact Information:

* Employer Identification Number:

* Company Name:

* Company Type:

* Company Street Address:

* Company City:

* Company State:

* Company ZIP Code:

* Phone Number: * must contain numbers only starting with area code such as 2024822105

Fax Number: ** must contain numbers only starting with area code such as 2024822105

Old User ID: *** account from previous Steel License website

* First Name:

* Last Name:

* E-mail:

* Re-enter Email Address:

Alternate Email Address:

Re-enter Alternate Email Address:

Branch Information (optional)

Branch Name:

Branch Street Address:

Branch City:

Branch State:

Branch ZIP Code:

Licensing System Home Page: How to Create an Account

- The second part of the account application includes two separate security measures.
- The verification code is required as a way to deter spam.
- You are required to choose 3 security questions. These will be used in case you forget your username or password and need us to retrieve it for you.

Please type in the verification code in the box below: (case sensitive)

Verification Code: 7LHR3Q

* Enter here:

Security Question:

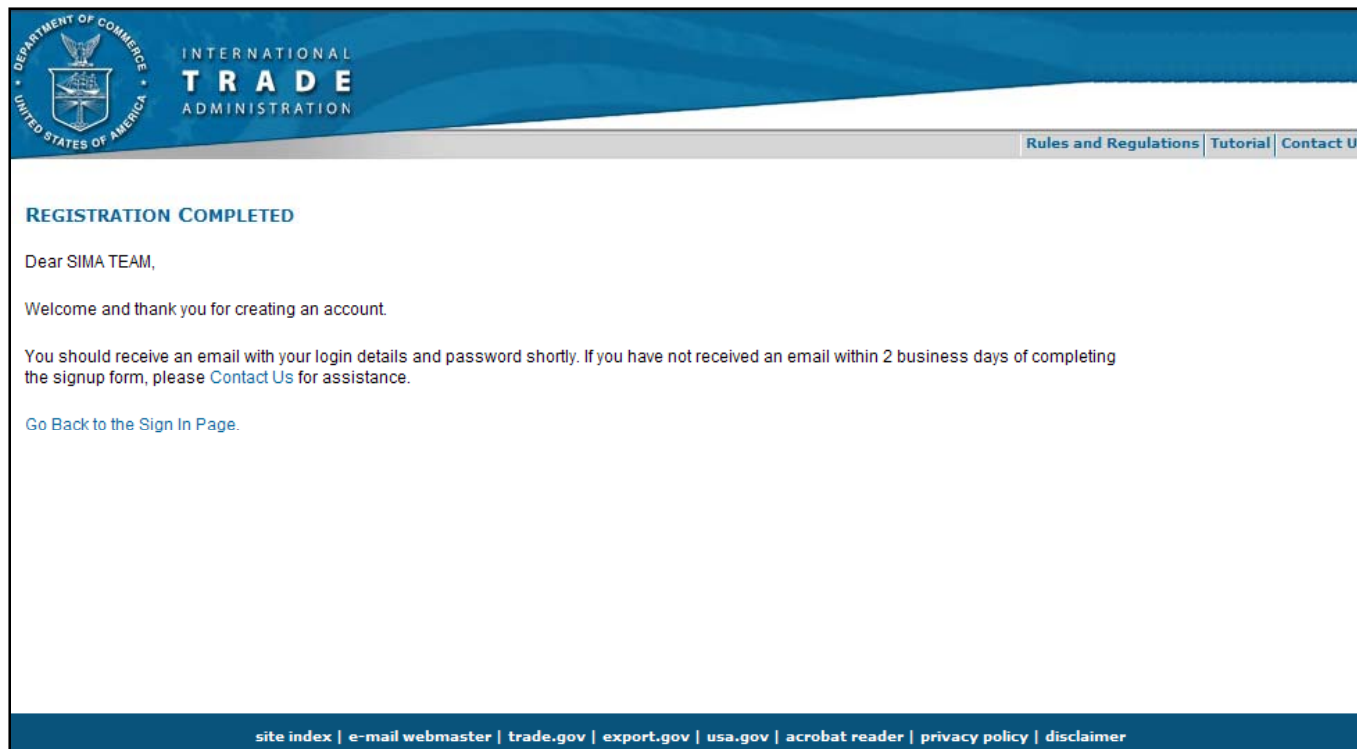
* Question 1) Answer:

* Question 2) Answer:

* Question 3) Answer:

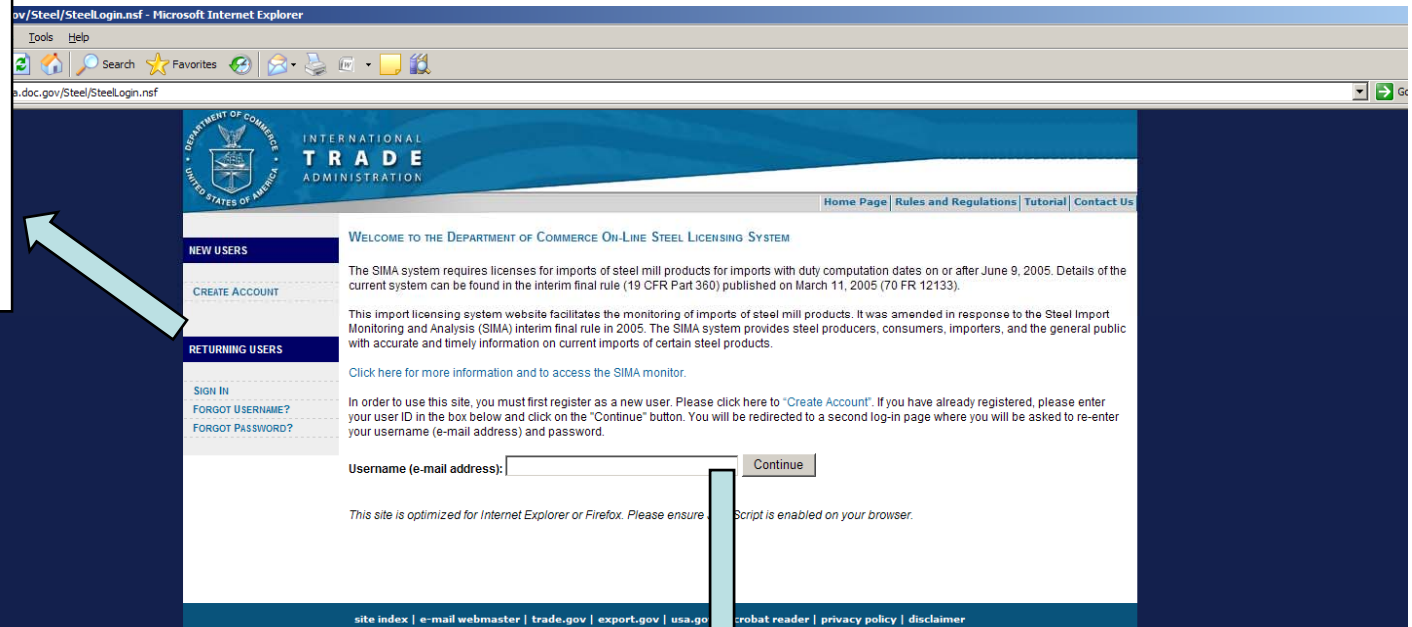
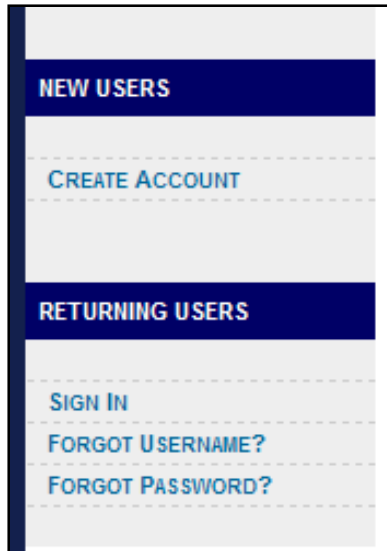
Licensing System Home Page: How to Create an Account

- A “Registration Completed” page will appear. If there are any errors in your application you will see an error page prompting you to go back and correct the problem.
- You will receive an email with your temporary password and information about logging into the system



Licensing System Home Page: How To Log In

- Returning Users: choose “Sign In” from the menu and enter email address in the box marked “username”



Username (e-mail address): Continue

Licensing System Home Page: How to Log In

- Once you have entered your username correctly on the sign-in page, you will be directed to enter your username again and your password (either the temporary password from your email confirmation, or your personal password if you have already logged in and changed it).



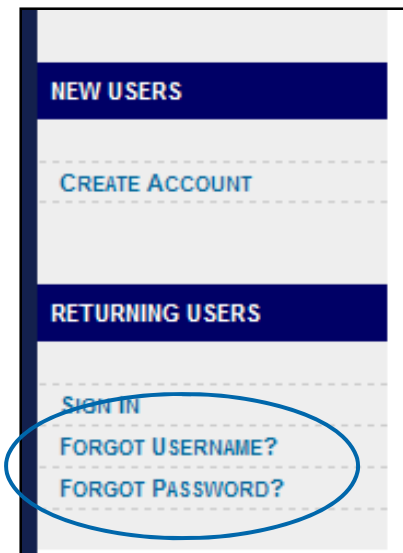
Server Login

Please type your user name and password

User name:

Password:

Licensing System Home Page: How To Log In



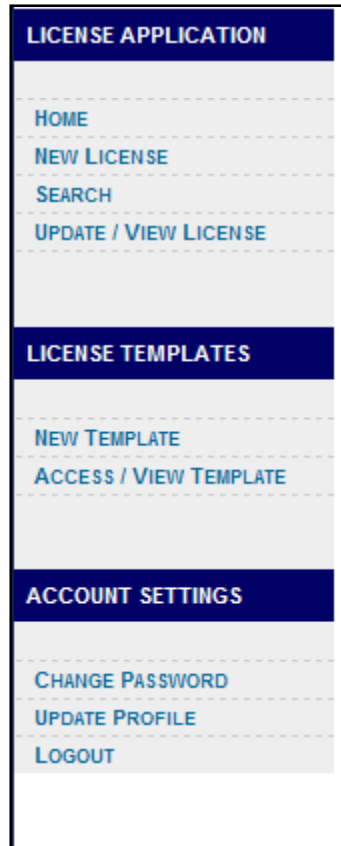
- In case of a forgotten Username or Password, there are helpful links on the homepage.
- In order to retrieve a lost or forgotten Username or Password, you will be required to provide basic information associated with the account as well as the answers to the preselected security questions.

Licensing System Home Page: Outstanding Licenses

- You will be directed to the Welcome Page after you log in with your Username and Password
- At the bottom of the Welcome Page are listed “Outstanding Licenses.” Any licenses listed here have been flagged as potentially containing errors. You will have received an email addressing the issue. If you see “No documents found” then you don’t have any outstanding licenses to address.

The screenshot shows the International Trade Administration's On-Line Steel Licensing System home page. The page features a blue header with the Department of Commerce logo and the text 'INTERNATIONAL TRADE ADMINISTRATION'. Below the header is a navigation bar with links for 'License Home', 'STMA Home', 'Product - HTS List', 'Rules and Regulations', 'Tutorial', 'Contact Us', and 'Logout'. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'LICENSE APPLICATION' section with links for 'HOME', 'NEW LICENSE', 'SEARCH', and 'UPDATE / VIEW LICENSE'. Below this is a 'LICENSE TEMPLATES' section with links for 'NEW TEMPLATE' and 'ACCESS / VIEW TEMPLATE'. The bottom of the sidebar is an 'ACCOUNT SETTINGS' section with links for 'CHANGE PASSWORD', 'UPDATE PROFILE', and 'LOGOUT'. The main panel displays a 'WELCOME' message and a section for 'OUTSTANDING LICENSES' which contains the text 'No documents found' circled in black. The footer of the page includes links for 'site index', 'e-mail webmaster', 'trade.gov', 'export.gov', 'usa.gov', 'acrobat reader', 'privacy policy', and 'disclaimer'.

Licensing System: Home Page Menu Options

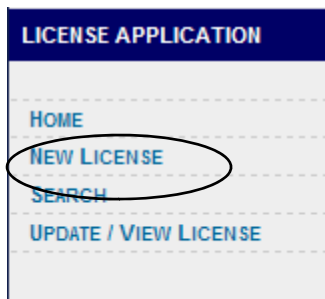


← License Application: This is where you can apply for a new license or access licenses for corrections, printing, or cancelling. You may also search for keywords or license numbers.

← License Templates: This is where you can create a new template or update, view, and use templates.

← Account Settings: This is where you can change your password and access your profile to update contact information.

Licensing System: Applying for a New License



- When you choose “New License” from the menu you will be directed to the license application. The first part covers the name of the importer, exporter, and manufacturer; the countries of origin and exportation and port of entry; and dates of export and import.

Hint: If you have questions while filling out the license, try the link at the top for help.

Apply for License: step 1 of 2 <input type="button" value="Continue"/>		Help: <input type="button" value="Filling out this form"/>			
OMB NO: 0825-0245 Expire: September 30, 2011		INTERNATIONAL TRADE ADMINISTRATION STEEL IMPORT LICENSE <input type="checkbox"/> Foreign Trade Zone		Valid for use on ONE Customs Entry ONLY Status:	
01) Applicant Company: SIMA Testing, Inc		02) Customs Entry Number: <input type="text"/>		03) License Number: <input type="text"/>	
04) Contact Name: SIMA TEAM		05) Address of Applicant: 1401 Constitution Ave. NW		08) Contact Email: steel_license@ita.doc.gov	
06) Contact Phone: (202) 482-7906		07) Contact Fax: () -			
09) Importer Name: <input type="text" value="ABC Steel, Inc"/>		10) Exporter Name: <input type="text" value="XYZ Steel Exporters"/>		11) Manufacturer Name: <input type="text" value="XYZ Steel Exporters"/>	
12) Country of Origin (Customs Basis): <input type="text" value="Barbados"/>		13) Country of Exportation: <input type="text" value="Laos"/>		14) Expected Port of Entry: <input type="text" value="DC, Washington"/>	
15) Expected Date of Export: <input type="text" value="11/7/2008"/> mm/dd/yyyy		16) Expected Date of Importation: <input type="text" value="12/18/2008"/> mm/dd/yyyy		17) Date of Application: 11/21/2008	
18) Date License Valid From: 11/21/2008		19) Date License Valid Through: <input type="text"/>			

Licensing System: Applying for a New License

- The next part of the application asks for a list of all the HTS codes that are included in this license (up to 10 per license).
- After all the HTS codes are entered, click “Continue” and you will be directed to fill in the rest of the shipment information.

NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking “Continue” at the bottom of the page.

PRODUCT ONE 20) HTS Number:	<input type="text" value="7207190030"/>
PRODUCT TWO 27) HTS Number:	<input type="text" value="7207190090"/>
PRODUCT THREE 34) HTS Number:	<input type="text" value=""/>
PRODUCT FOUR 41) HTS Number:	<input type="text" value=""/>
PRODUCT FIVE	

Licensing System: Applying for a New License

- After clicking “Continue” you will be prompted to enter the volume in KG and customs value in U.S. dollars for each HTS code. The Unit Value (in US\$ per Metric Ton) will be automatically calculated.
- You also have the option to delete products by clicking on the red “X” next to each HTS number.


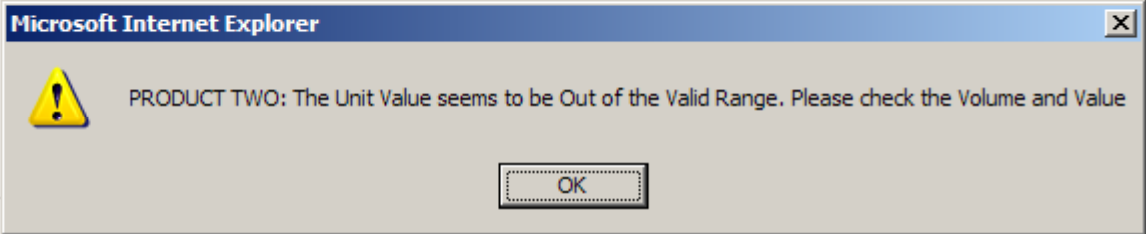
NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking “Continue” at the bottom of the page.

PRODUCT ONE			
20) HTS Number: 7207190030	21) Product Description: SEMIFIN IRON/STL GT 0.25% CARBON CIRCULAR XSECT	22) Product Category: Blooms, Billets and Slabs	
23) Volume (Quantity): <input type="text" value="35488735"/>	24) Unit: Kilograms	25) Customs Value (U.S.\$): <input type="text" value="654846"/>	26) Unit Value (\$/mt): <input type="text" value="18.46"/>
PRODUCT TWO			
27) HTS Number: ✗ 7207190090	28) Product Description: SEMIFINISHED IRON/NALLOY STL GT 0.25% CARB; NESOI	29) Product Category: Blooms, Billets and Slabs	
30) Volume (Quantity): <input type="text"/>	31) Unit: Kilograms	32) Customs Value (U.S.\$): <input type="text"/>	33) Unit Value (\$/mt): <input type="text" value="NaN"/>
PRODUCT THREE			
PRODUCT FOUR			
PRODUCT FIVE			
PRODUCT SIX			

Licensing System: Applying for a New License

- If the Unit Value of your entered product seems to be outside the typical range for that HTS code, you will see a warning box asking you to double-check the entered volume and value before continuing.

NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking "Continue" at the bottom of the page.

PRODUCT ONE		
20) HTS Number: 7207190030	21) Product Description: SEMIFIN IRON/STL GT 0.25% CARBON CIRCULAR XSECT	22) Product Category: Blooms, Billets and Slabs
23) Volume (Quantity): <input type="text" value="35488735"/>	24) Unit: Kilograms	25) Customs Value (U.S.\$): <input type="text" value="654846"/>
		26) Unit Value (\$/mt): <input type="text" value="18.46"/>
PRODUCT TWO		
27) HTS Number:  7207190090		
30) Volume (Quantity): <input type="text" value="354357"/>		
PRODUCT THREE		
PRODUCT FOUR		
PRODUCT FIVE		
PRODUCT SIX		

Licensing System: Applying for a New License

Before submitting this form to the Department of Commerce, you must check the box below to certify that, as a representative of the manufacturer or importer, the above information is accurate and complete to the best of your knowledge.

I certify that the above information is accurate and complete to the best of my knowledge.

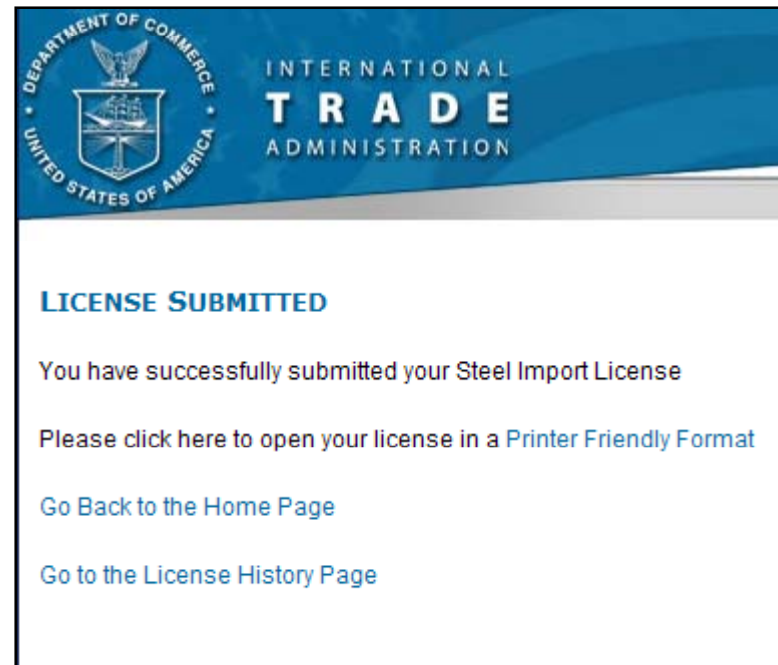
- Please note that in order for your license to be processed, you must check the box at the bottom of the application screen to certify that the entered information is correct to the best of your knowledge.

✓ Apply for License:	step 2 of 2	Submit License	?	Help:	Filling out this form
OMB NO: 0625-0245		INTERNATIONAL TRADE ADMINISTRATION			Valid for use on ONE Customs Entry ONLY
Expire: September 30, 2011		STEEL IMPORT LICENSE			Status:
		<input type="checkbox"/> Foreign Trade Zone			

- Once you have checked the certification box at the bottom, click “Submit License” to complete the application process.

Licensing System: Applying for a New License

- If your license is submitted successfully, you will see a screen with links to a printer friendly format or to return to the home page or your license history page. A copy of your license will also be emailed to you.



Licensing System: Updating/Viewing Licenses



- When you click on “Update/View License” on the Welcome Page menu, you will be directed to a list of your past licenses (up to 90 days old) listed in reverse chronological order with the most recent license at the top of the list.

HISTORY

If you are not SIMA TEAM please [click here](#).

Below is a list of all the licenses associated with your account from the past three months. They are listed in reverse chronological order with the most recent license at the top of the list. If you would like to view, modify, print or re-submit a license click on the corresponding license number in the list below to open the full text and view further options. Each license has an option at the bottom to “Correct License” or access a “Printer Friendly” version. If you need to access, modify or cancel licenses that were created longer than three months ago please contact the SIMA team for assistance.


3 MONTH HISTORY:

Status	Created	Customs Entry Number	License Number	Importer Name	Exporter Name	Country of Origin	Date of E
SUBMITTED	11/21/2008		7LLLJ8118	ABC Steel, Inc	XYZ Steel Exporters	Barbados	11/07/20

Licensing System: Updating/Viewing Licenses

- Click on the license you need to update to open a copy of the license with options to cancel, correct, or print the license.

Cancel License:	step 1 of 2	<input type="button" value="Cancel"/>	Print:	<input type="button" value="Printer Friendly"/>
Correct License:	step 1 of 3	<input type="button" value="Correct License"/>	Help:	<input type="button" value="Filling out this form"/>



INTERNATIONAL TRADE ADMINISTRATION

OMB NO: 0625-0245 Expire: September 30, 2011	INTERNATIONAL TRADE ADMINISTRATION STEEL IMPORT LICENSE	Valid for use on ONE Customs Entry ONLY Status: SUBMITTED
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01) Applicant Company: SIMA Testing, Inc	02) Customs Entry Number:	03) License Number: 7LLLJ8118
04) Contact Name: SIMA TEAM	05) Address of Applicant: 1401 Constitution Ave. NW	08) Contact Email: steel_license@ita.doc.gov
06) Contact Phone: (202) 482-7906	07) Contact Fax: () -	
09) Importer Name: ABC Steel, Inc	10) Exporter Name: XYZ Steel Exporters	11) Manufacturer Name: XYZ Steel Exporters
12) Country of Origin (Customs Basis): Barbados	13) Country of Exportation: Laos	14) Expected Port of Entry: DC, Washington
15) Expected Date of Export: 11/07/2008 mm/dd/yyyy	16) Expected Date of Importation: 12/18/2008 mm/dd/yyyy	17) Date of Application: 11/21/2008
18) Date License Valid From: 11/21/2008	19) Date License Valid Through: 02/04/2009	

PRODUCT ONE	21) Product Description:	22) Product Category:
20) HTS Number: 7207190030	SEMIFIN IRON/STL GT 0.25% CARBON CIRCULAR XSECT	Blooms, Billets and Slabs

Licensing System: Updating/Viewing Licenses

- Choosing “Correct License” will open a copy of the license that will allow you to make changes to the entered information.

✖ Cancel License: step 2 of 2 <input type="button" value="Cancel License"/>		? Help: <input type="button" value="Filling out this form"/>	
✔ Correct License: step 2 of 3 <input type="button" value="Continue"/>			
OMB NO: 0825-0245 Expire: September 30, 2011		INTERNATIONAL TRADE ADMINISTRATION STEEL IMPORT LICENSE	
		Valid for use on ONE Customs Entry ONLY Status: SUBMITTED	
<input type="checkbox"/> Foreign Trade Zone			
01) Applicant Company: SIMA Testing, Inc		02) Customs Entry Number: <input type="text"/>	
04) Contact Name: SIMA TEAM		05) Address of Applicant: 1401 Constitution Ave. NW	
06) Contact Phone: (202) 482-7906		07) Contact Fax: () -	
		08) Contact Email: steel_license@ita.doc.gov	
09) Importer Name: <input type="text" value="ABC Steel, Inc"/>		10) Exporter Name: <input type="text" value="XYZ Steel Exporters"/>	
12) Country of Origin (Customs Basis): <input type="text" value="Barbados"/>		13) Country of Exportation: <input type="text" value="Laos"/>	
15) Expected Date of Export: <input type="text" value="11/07/2008"/> <input type="button" value="mm/dd/yyyy"/>		16) Expected Date of Importation: <input type="text" value="12/18/2008"/> <input type="button" value="mm/dd/yyyy"/>	
18) Date License Valid From: 11/21/2008		19) Date License Valid Through: 02/04/2009	
NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking "Continue" at the bottom of the page.			
PRODUCT ONE			
20) HTS Number: <input type="text" value="7207190030"/>		21) Product Description: SEMIFIN IRON/STL GT 0.25% CARBON CIRCULAR XSECT	
		22) Product Category: Blooms, Billets and Slabs	
23) Volume (Quantity): <input type="text" value="35488735"/>		24) Unit: Kilograms	
		25) Customs Value (U.S.\$): <input type="text" value="854848.00"/>	
		26) Unit Value (\$/mt): <input type="text" value="18.46"/>	

Licensing System: Updating/Viewing Licenses

- Clicking “Continue” after you make your corrections brings up the option to “Submit Corrections”.

✖ Cancel License: step 2 of 2 <input type="button" value="Cancel License"/>	? Help: <input type="button" value="Filling out this form"/>	
✍ Correct License: step 3 of 3 <input type="button" value="Submit Corrections"/>		
OMB NO: 0625-0245 Expire: September 30, 2011		
INTERNATIONAL TRADE ADMINISTRATION STEEL IMPORT LICENSE <input type="checkbox"/> Foreign Trade Zone		
Valid for use on ONE Customs Entry ONLY Status: SUBMITTED		
01) Applicant Company: SIMA Testing, Inc	02) Customs Entry Number: <input type="text"/>	03) License Number: 7LLLJ8118
04) Contact Name: SIMA TEAM	05) Address of Applicant: 1401 Constitution Ave. NW	
06) Contact Phone: (202) 482-7906	07) Contact Fax: () -	08) Contact Email: steel_license@ita.doc.gov

- Successfully submitted corrections will bring up a confirmation page with the option to access a printer-friendly format.

LICENSED CORRECTED

You have successfully submitted a correction to your Steel Import License

Please click here to open your license in a [Printer Friendly Format](#)

[Go Back to the Home Page](#)

[Go to the License History Page](#)

Licensing System: Cancelling Licenses

- Choosing the license that you want to cancel from a list under “Update/View Licenses” will bring you to a copy of the license with an option to cancel.

The screenshot shows a web interface for the International Trade Administration. At the top, there are two main sections: "Cancel License: step 1 of 2" and "Correct License: step 1 of 3". The "Cancel License" section has a "Cancel" button circled in red. To the right, there are "Print: Printer Friendly" and "Help: Filing out this form" buttons. Below this is a blue banner with the Department of Commerce logo and the text "INTERNATIONAL TRADE ADMINISTRATION". At the bottom, there is a white box containing the following information: "OMB NO: 0625-0245", "Expire: September 30, 2011", "INTERNATIONAL TRADE ADMINISTRATION STEEL IMPORT LICENSE", and "Valid for use on ONE Customs Entry ONLY Status: SUBMITTED".

Licensing System: Cancelling Licenses

- Clicking on “Cancel License” will prompt a warning box asking if you want to permanently cancel your license. Cancelled licenses will be removed from our system, but remain available if you need to resubmit them. You will be directed to a confirmation page.

X Cancel License: step 2 of 2 **Help:**

Correct License: step 2 of 3

OMB NO: 0625-0245 **INTERNATIONAL TRADE ADMINISTRATION** Valid for use on ONE Customs Entry ONLY
Expire: September 30, 2011 **STEEL IMPORT LICENSE** Status: CORRECTED
 Foreign Trade Zone

01) Applicant Company: SIMA Testing, Inc **02) Customs Entry Number:** **03) License Number:** 7LLLJ8118

04) Contact Name: SIMA TEAM **05) Add** **06) Contact Phone:** (202) 482-7906 **07) Con**

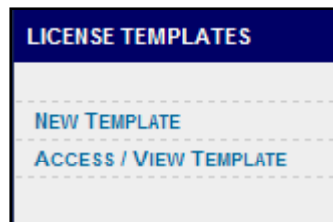
09) Importer Name: ABC Steel, Inc **10) Exp** **12) Country of Origin (Customs Basis):** **13) Country of Exportation:** **14) Expected Port of**

Microsoft Internet Explorer
Are you sure? The license will be permanently cancelled.

LICENSE CANCELLED
You have successfully cancelled your Steel Import License
Please click here to open your license in a [Printer Friendly Format](#)
[Go Back to the Home Page](#)
[Go to the License History Page](#)

Licensing System: Creating License Templates

Choose “New Template” to create & name templates to use for recurring licenses.



The screenshot shows the International Trade Administration's Steel Licensing System interface. The header includes the Department of Commerce logo and the text 'INTERNATIONAL TRADE ADMINISTRATION'. A navigation bar contains links for 'License Home', 'SIMA Home', 'Product - HTS List', 'Rules and Regulations', 'Tutorial', 'Contact Us', and 'Logout'. The main content area is titled 'WELCOME' and contains a message: 'You have logged into the Department of Commerce On-Line Steel Licensing System. Within this system you can create new licenses and access previously issued licenses. You can modify, cancel or re-submit past licenses using the options to the left. The menu also allows you to create and update templates and use templates to create new licenses. You also have access to your account settings and can change your password or update your profile (address, contact name, etc.).' Below this message are sections for 'NEW LICENSE', 'UPDATE / VIEW LICENSE', 'LICENSE TEMPLATES', 'ACCOUNT SETTINGS', and 'OUTSTANDING LICENSES'. The 'OUTSTANDING LICENSES' section displays 'No documents found'. A left-hand navigation menu is visible, with 'NEW TEMPLATE' and 'ACCESS / VIEW TEMPLATE' highlighted. The footer contains links for 'site index', 'e-mail webmaster', 'trade.gov', 'export.gov', 'usa.gov', 'acrobat reader', 'privacy policy', and 'disclaimer'.

Licensing System: Creating License Templates

Choose “New Template” from the menu to create & name templates to use for recurring licenses. Templates store the importer & exporter names, manufacturer, countries of origin & exportation, expected port of entry, & up to 10 HTS codes.

TEMPLATE

✓ **Create Template:** step 1 of 2 If you are not Jason Evans please [click here](#).

INTERNATIONAL TRADE ADMINISTRATION
STEEL IMPORT LICENSE
 Foreign Trade Zone

Template Name:

09) Importer Name: 10) Exporter Name: 11) Manufacturer Name:

12) Country of Origin (Customs Basis): 13) Country of Exportation: 14) Expected Port of Entry:

NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking "Continue" at the top of the page.

PRODUCT ONE	21) Product Description:	22) Product Category:
20) HTS Number: <input type="text"/>		
PRODUCT TWO	28) Product Description:	29) Product Category:
27) HTS Number: <input type="text"/>		
PRODUCT THREE	35) Product Description:	36) Product Category:
34) HTS Number: <input type="text"/>		
PRODUCT FOUR	42) Product Description:	43) Product Category:
41) HTS Number: <input type="text"/>		
PRODUCT FIVE	49) Product Description:	50) Product Category:
48) HTS Number: <input type="text"/>		

You will also be asked to give a name for the template for ease of use in the future.

Once you have entered the information, click “Continue”.

Licensing System: Creating License Templates

TEMPLATE

If you are not Jason Evans please [click here](#).

✓ Create Template: step 2 of 2

INTERNATIONAL TRADE ADMINISTRATION
STEEL IMPORT LICENSE
 Foreign Trade Zone

Template Name:

09) Importer Name: 10) Exporter Name: 11) Manufacturer Name:

12) Country of Origin (Customs Basis): 13) Country of Exportation: 14) Expected Port of Entry:

NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking "Continue" at the top of the page.

PRODUCT ONE

20) HTS Number: 21) Product Description: 22) Product Category:

Click "Submit" at the top of the page to save the template.

Licensing System: Using & Updating License Templates

- Choosing “Access/View Template” will allow you to use a template you have saved.

The screenshot shows the user interface of the International Trade Administration's On-Line Steel Licensing System. The header includes the Department of Commerce logo and the text "INTERNATIONAL TRADE ADMINISTRATION". A navigation bar at the top right contains links for "License Home", "SIMA Home", "Product - HTS List", "Rules and Regulations", "Tutorial", "Contact Us", and "Logout".

The main content area is titled "WELCOME" and includes a message: "If you are not Jason Evans please [click here](#)." Below this, a paragraph explains the system's capabilities: "You have logged into the Department of Commerce On-Line Steel Licensing System. Within this system you can create new licenses and access previously issued licenses. You can modify, cancel or re-submit past licenses using the options to the left. The menu also allows you to create and update templates and use templates to create new licenses. You also have access to your account settings and can change your password or update your profile (address, contact name, etc.)."

The left sidebar contains several menu items:

- LICENSE APPLICATION**
 - HOME
 - NEW LICENSE
 - SEARCH
 - UPDATE / VIEW LICENSE
- LICENSE TEMPLATES**
 - NEW TEMPLATE
 - ACCESS / VIEW TEMPLATE** (circled in red)
- ACCOUNT SETTINGS**
 - CHANGE PASSWORD
 - UPDATE PROFILE
 - LOGOUT

The main content area also includes descriptions for "NEW LICENSE", "UPDATE / VIEW LICENSE", "LICENSE TEMPLATES", and "ACCOUNT SETTINGS". At the bottom, there is a section for "OUTSTANDING LICENSES" which displays "No documents found".

The footer contains links for "site index", "e-mail webmaster", "trade.gov", "export.gov", "usa.gov", "acrobat reader", "privacy policy", and "disclaimer".

Licensing System: Using & Updating License Templates

- From this screen, you may use, update, or delete saved templates.

- Click on a template name to use or update it.

- To delete templates, check the box and then click “Delete”

TEMPLATE HISTORY

If you are not Jason Evans please [click here](#).

Below is a list of all the templates associated with your account. They are listed by name. If you would like to view, modify, or print a template click on the corresponding template name in the list below to open the full template and view further options.
If you would like to delete templates, select the check box next to the template name and click "Delete". The templates selected will be placed temporarily in the trash can. To permanently remove the templates, please click "Empty Trash Can". To remove from the trash can, select the licenses and click "Undelete".

TEMPLATES:

Template Name	Created	Importer Name	Exporter Name	Country of Origin
<input type="checkbox"/> Ingots	11/26/2008	Evans Importing	Iceland Ingots Inc	Iceland
<input type="checkbox"/> Sydney Steel	11/26/2008	Evans Importing	Sydney Steel Stuff	Australia
<input type="checkbox"/> Portugal Pipe	11/26/2008	Evans Importing	Portugal Pipe & Stuff	Portugal

- If you deleted a template, you may select it and click “Undelete”. If you click “Empty Trash Can”, those templates will be permanently removed.

Licensing System: Using & Updating License Templates

- Click “Correct” to make changes to a template.

or

- Click “New License” to use a saved template.

TEMPLATE INGOTS

If you are not Jason Evans please [click here.](#)

Correct Template:	step 1 of 3	<input type="button" value="Correct"/>
Create License from Template:	<input type="button" value="New License"/>	
Print:	<input type="button" value="Printer Friendly"/>	

INTERNATIONAL TRADE ADMINISTRATION STEEL IMPORT LICENSE	Template Name: Ingots
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09) Importer Name: Evans Importing	10) Exporter Name: Iceland Ingots Inc	11) Manufacturer Name: Iceland Ingots Inc
12) Country of Origin (Customs Basis): Iceland	13) Country of Exportation: Iceland	14) Expected Port of Entry: NY, Jamaica, Federal Express

PRODUCT ONE		
20) HTS Number: 7206100000	21) Product Description: IRON AND NONALLOY STEEL INGOTS	22) Product Category: Ingots and Steel for Castings

Licensing System: Using & Updating License Templates

- Once you have selected to use a template, the saved information will be filled in the fields. Complete the application by adding the dates, volume, & value.
- Click “Continue” just as you would for other licenses and complete the steps.

STEEL LICENSE IMPORT

If you are not Jason Evans please [click here](#).

Apply for License: step 1 of 2

OMB NO: 0625-0245 INTERNATIONAL TRADE ADMINISTRATION Valid for use on ONE Customs Entry ONLY
Expire: September 30, 2011 STEEL IMPORT LICENSE Status:
 Foreign Trade Zone

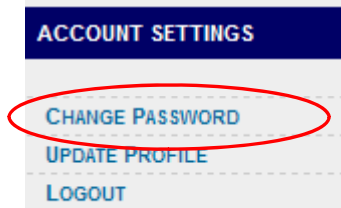
01) Applicant Company: Evans Importing	02) Customs Entry Number: <input type="text"/>	03) License Number:
04) Contact Name: Jason Evans	05) Address of Applicant: 1401 Constitution Ave, NW	08) Contact Email: jmevans11@yahoo.com
06) Contact Phone: (202) 482-4416	07) Contact Fax: (202) 501-1377	
09) Importer Name: <input type="text" value="Evans Importing"/>	10) Exporter Name: <input type="text" value="Ioeland Ingots Inc"/>	11) Manufacturer Name: <input type="text" value="Ioeland Ingots Inc"/>
12) Country of Origin (Customs Basis): <input type="text" value="Ioeland"/>	13) Country of Exportation: <input type="text" value="Ioeland"/>	14) Expected Port of Entry: <input type="text" value="NY, Jamaica, Federal Express"/>
15) Expected Date of Export: <input type="text"/> <input type="button" value="Calendar"/> mm/dd/yyyy	16) Expected Date of Importation: <input type="text"/> <input type="button" value="Calendar"/> mm/dd/yyyy	17) Date of Application: 12/01/2008
18) Date License Valid From: 12/01/2008	19) Date License Valid Through:	

NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking "Continue" at the top of the page.

PRODUCT ONE

20) HTS Number: <input type="text" value="7206100000"/>	21) Product Description: IRON AND NONALLOY STEEL INGOTS	22) Product Category: Ingots and Steel for Castings
23) Volume (Quantity): <input type="text"/>	24) Unit: Kilograms	25) Customs Value (U.S.\$): <input type="text"/>
		26) Unit Value (\$/mt): <input type="text"/>

Licensing System: Account Settings



- Choosing “Change Password” on the Welcome Page menu will direct you to a page where you can enter a new password. It will only be accepted if it meets the security conditions outlined. The “Suggested New Password” is randomly generated and fulfills the security requirements. It is completely optional. If you successfully change your password, you will be directed to a confirmation page.

Your password must meet the following conditions to be accepted as valid:

- be between 6 and 12 characters long
- contain lower case characters (a - z)
- contain a numeric character (0 - 9)
- contain a special character (! @ # \$ & *)

* Current Password:

* Suggested New Password: This is a randomly generated password. Feel free to change it.

* Confirm New Password:

NOTE: It will take approximately 30 minutes for the new password to become effective.

* REQUIRED INFORMATION

Licensing System: Account Settings

- When you choose “Update Profile” from the menu on the Welcome Page you will be directed to a page similar to the initial “New Account” application. From here you can change your contact information, branch information, and security questions. You will again be asked to enter a verification code for security purposes. You will see a confirmation page upon successful submission.

Company and Contact Information:

Employer Identification Number: 12-1234567

* Company Name:

* Company Type:

* Company Street Address:

* Company City:

* Company State:

* Company ZIP Code:

* Phone Number: * must contain numbers only starting with area code such as 9874563210

Full Name: SIMA TEAM

E-mail: steel_license@ita.doc.gov

Branch Information (optional)

Branch Name:

Branch Street Address:

Branch City:

Branch State:

Branch ZIP Code:

Please type in the verification code in the box below: (case sensitive)

Verification Code: 7LLMSR

* Enter here:

Security Question:

* Question 1) Answer:

* Question 2) Answer:

* Question 3) Answer:

* REQUIRED INFORMATION

Licensing System: Toolbar



- The toolbar at the top of the Welcome Page screen offers additional options for accessing help and information:
 - Product - HTS List: list of all steel mill products covered under SIMA that require a steel license.
 - Rules and Regulations: SIMA Federal Register Notices.
 - Tutorial: link to these instructions.
 - Contact Us: contact information for the SIMA team.
 - Logout: log out of the system. Username and Password needed to re-enter.