



SIMA NEWSLETTER

Volume 12, January 2009

The purpose of this newsletter is to communicate changes to the license system, steel import monitoring and analysis system (SIMA), and other items of interest to help keep the program running smoothly.

SIMA License Website Overhaul

Welcome!

This edition of the SIMA Newsletter announces the revision of the SIMA licensing website and application process. Please read the important information included in this newsletter, which will be useful to your continued use of the licensing system. Updated information will be posted on the SIMA website:

<http://ia.ita.doc.gov/steel/license/index.html>

As we proceed through this transition, we are available to answer questions you may have at any time.

March 2, 2009!

On Monday, **March 2, 2009 at 9:00a.m. EST**, the SIMA licensing application system will switch over to a new web design with new license registration procedures mandated by the Department of Commerce. The transition will affect how users apply for licenses.

The current licensing system will be unavailable on Saturday and Sunday, **February 28th and March 1st**, in order to prepare for the transition. Please prepare accordingly for any applications you may need to make for these days. More information will be posted on the SIMA website as the transition date approaches.

Important Changes

- **New User IDs:** All users will be required to re-register for a new User ID, which will be tied to your individual e-mail address. Your new User ID will be needed to log in to the system and apply for licenses.
- **Password:** Passwords will now be required to log on to the system to access your account and to apply for licenses. You will receive your password when you register for a user ID.
- **License Number Change:** In the new system, you will notice that license numbers will include both numbers and letters. An example will be 7N5Rxxxxx.
- **Template Changes:** New abilities to name, modify, and delete templates. All templates will need to be recreated.
- **Electronic Data Interchange:** A new option for large volume users to submit data in bulk.

Pre-launch Registration

Beginning on Monday, February 2, 2009, you may register for your new user ID and password in the new system. This option will be available for the month prior to launch of the new system in order to help smooth the transition. When you apply for your user ID, you will receive an e-mail confirming your registration and providing your password. Make sure you keep this e-mail with your password. We encourage users to apply prior to the launch date so that you may apply for licenses immediately once the new system is initiated.

Please visit the SIMA website starting February 2, 2009 for a link to the registration page:

<http://ia.ita.doc.gov/steel/license/index.html>

Tutorial

A tutorial of the new system is available on the SIMA webpage to give you a look at the system before its launch. This will help answer any questions you may have about the transition and how to use new and/or updated functions. Please take a few moments to familiarize yourself with the tutorial to prepare for the switchover. The tutorial is available on the SIMA website for download:

<http://ia.ita.doc.gov/steel/license/index.html>

Correction & Cancellation of Licenses

Once the new system is activated, users will no longer have access to licenses created prior to the launch date. If you need to correct or cancel a license created prior to the March 2, 2009 launch date, you must contact the SIMA Team via e-mail at steel_license@ita.doc.gov. In the subject line, please enter "License Update – Previous System", and include the license number and corrections to be made. If you need to cancel the license, please include the license number and ask to cancel it.

Templates

Unfortunately as part of the switchover of the system, templates previously created will no longer be available. However, the new templates system makes it easier to remember which templates you use by allowing you to name them. You may enter names specific to products, shipments, clients, or any other way that works for you. You may also update or delete templates from the new system. If you have multiple templates currently, we encourage you to print out copies of the information in order to make recreating them easier. This function will be available once the system is launched.

Electronic Data Interchange

To assist users with large daily volumes of license applications, we have developed an option to allow these users to enter data into one spreadsheet for instant upload. The option will reduce the amount of time used to fill out the large volumes of applications. To qualify for such an upload, a user must have a minimum of 50 applications per day. Users will enter the information into a spreadsheet template, and then forward the information on to the SIMA Team for upload. Instructions about using this option will be placed on the licensing website.

Key Dates to Remember

<i>Key Transition Dates</i>	
January 2009	Review Newsletter & Tutorial. Continue applying for steel import licenses in Current System
February 2, 2009	Early Registration Opens for New User IDs in the new license application system
February 28 – March 1, 2009	Current Licensing System Closed to New Applications
March 2, 2009	Apply for Licenses in New System <i>*requires new user ID</i>

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