

Directorate of Defense Trade Controls

Getting Started With D-Trade

The Defense Trade Electronic Licensing System (D-Trade) is a free service provided to U.S. and specified foreign persons who submit license applications for the export or temporary import of defense articles pursuant to the International Traffic in Arms Regulations (ITAR).

Please familiarize yourself with D-Trade User Requirements and the ITAR prior to requesting access to D-Trade. Both references are available online at [D-Trade Home Page](#).

The table below explains the various user types and roles within D-Trade:

| User Types | |
|------------------------------|--|
| User | An individual assigned one or multiple D-Trade user roles. |
| Super User | An individual responsible for assigning D-Trade user roles. A Super User must be a direct employee of the company. A Super User must be designated in writing by a senior officer or empowered official from the parent company registered with DDTC. DDTC will not accept designation by an official from a subsidiary or division of the company. |
| User Roles | |
| Industry Status Retriever | Allows a user to track the status of D-Trade application submissions, download finalized licenses or applications, and submit additional documentation* on a DTrade application. [*A user will also need the Industry Submitter role in order to submit additional documentation.] |
| Industry Submitter | Allows a user to submit D-Trade license applications and additional documentation on behalf of the company. |
| Industry Signature Authority | Permits electronic signature of D-Trade applications. This authority must be limited to an empowered official of the company. |

A D-Trade Super User is the company official responsible for granting and managing user roles and privileges within D-Trade for their organization. Super Users, once designated, will be expected to grant individual users the appropriate access to company

data and electronic filing system. Every registered entity must designate at least one super user. Given the broad authority granted to Super Users and their responsibility to insure compliance with the ITAR, officials from the Directorate of Defense Trade Controls (DDTC) will only work with a senior company official or empowered official (See ITAR section 120.25) identified in registrant's registration statement to establish a D-Trade Super User(s).

BEFORE USING D-TRADE: User roles must be assigned **prior** to submitting a license application via D-Trade. Applications submitted prior to the assignment of user roles are automatically rejected by the system.

Instructions for obtaining access to D-Trade (For super users and regular users):

1. **Purchase an Access Certificate for Electronic Services (ACES) digital certificate.** Every individual using DTrade must have their own ACES digital certificate. Certificates may be purchased from one of the authorized ACES vendors listed below. Digital certificates are issued to an individual and must not be shared amongst colleagues - each user must have their own individual certificate.
 - A. IdenTrust (www.identrust.com/dtrade/index.html)
 - B. ORC (www.orc.com)
2. **Install your digital certificate.** Certificate installation information will be mailed to you from your certificate vendor with instructions on downloading and installing your digital certificate.
3. **Log in to D-Trade.** Access D-Trade via our main web page (www.pmddtc.state.gov) or use the following link: <https://dt2.pmddtc.state.gov/dtrade/CertificateLogin>. Once you have accessed the page, a dialogue box will appear labeled "Export Filer Registration." Your first and last name should appear in boxes; you should insert your telephone number and email address accordingly. When selecting your company, please ensure to select your parent organization as registered with DDTC. **This is the formal name of the company when it registered with DDTC and received a registration code (see ITAR 122).** If, amongst the pick list, you see multiple entries for your parent company, **STOP** and contact the DDTC Helpdesk (202-663-2838) before making a selection. Selecting your company name is a vital part of registering with D-Trade. This process connects you and your submissions with your parent organization.
4. **If you are a regular user:** You are now registered with D-Trade. Contact your company super user to have him/her assign the appropriate D-Trade roles to you. After which, you can begin to use DTrade according to the roles assigned to you.

To Designate a Super User:

5. **AFTER** you have registered with D-Trade, by selecting your parent company name, please submit a typed request on **parent (registered) company stationary** - via fax - to the DDTC Help Desk with the required information:
 - i. Registered company name
 - ii. PM/DDTC Registration Code
 - iii. List of Super User(s)
 - a. Please include name, telephone number and **email address**
 - iv. Parent company telephone number
 - v. Parent company fax number
 - vi. Senior company or empowered official contact information including **email address**
 - vii. The title of the individual signing the request must be captured in the signature block and/or within the context of the request.

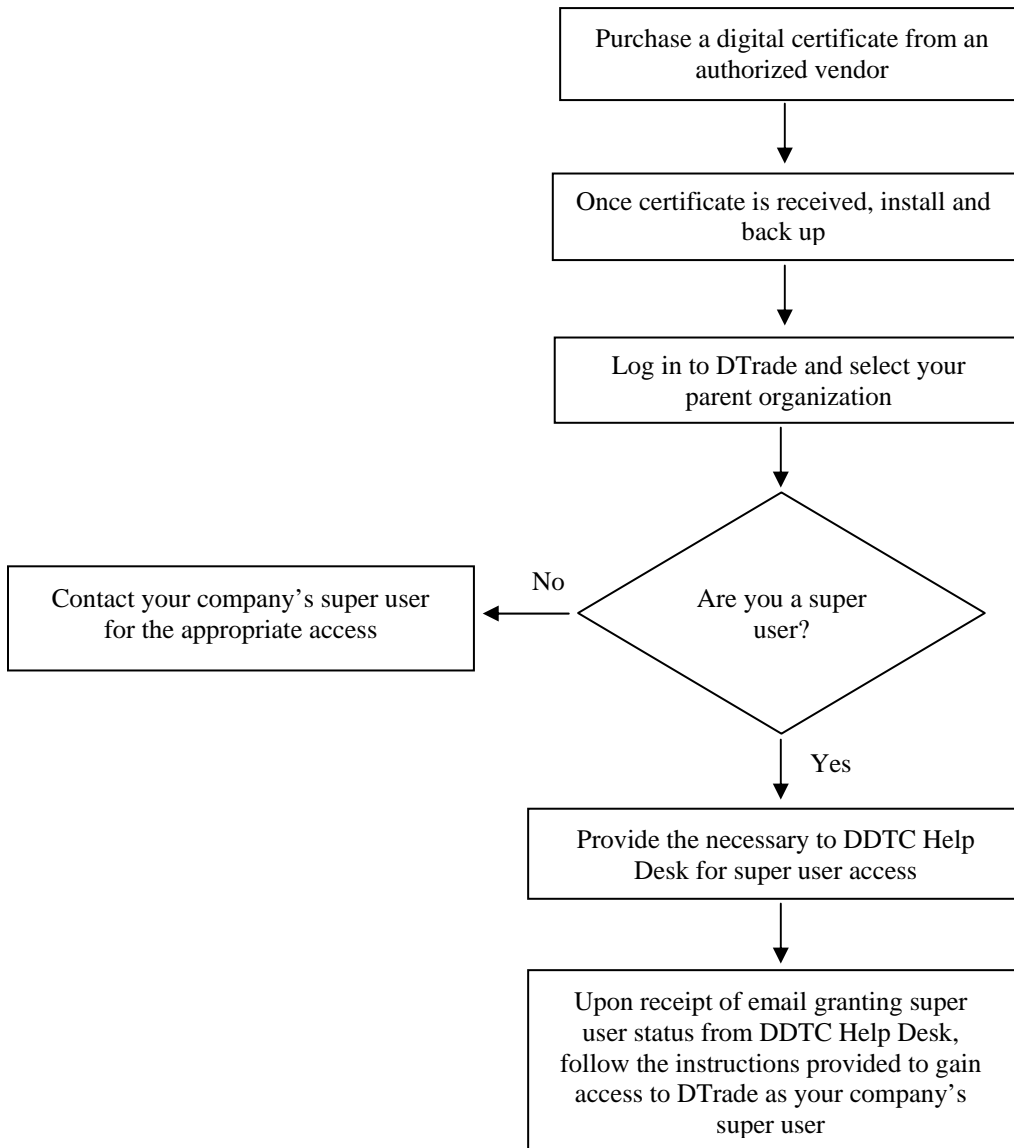
Requests will not be accepted on fax cover sheet or a facsimile transmittal sheet.

Note to Subsidiaries: You will only be allowed to register and utilize D-Trade under your parent organization. Your request must be submitted on parent company stationary and signed by an empowered or senior company official for the parent organization.

The fax number to submit super user requests is (202) 663-2756.

6. Allow two (2) full business days for DDTC Help Desk personnel to process your request. The designated super user(s) will receive an email from the DDTC Help Desk informing him/her of their Super User status.
 - If your request is approved, the designated super user(s) will receive instructions necessary to complete in order to activate their super user status;
 - If your request cannot be processed, the designated super user(s) and senior company official will receive an email informing them of the modifications necessary in order to complete the processing of their request.

Overview for Obtaining Access to D-Trade



As an added feature, you are encouraged to review D-Trade Frequently Asked Questions (FAQs) on the [D-Trade Home Page](#).