



INTERNATIONAL
TRADE
ADMINISTRATION

Licensing Tutorial

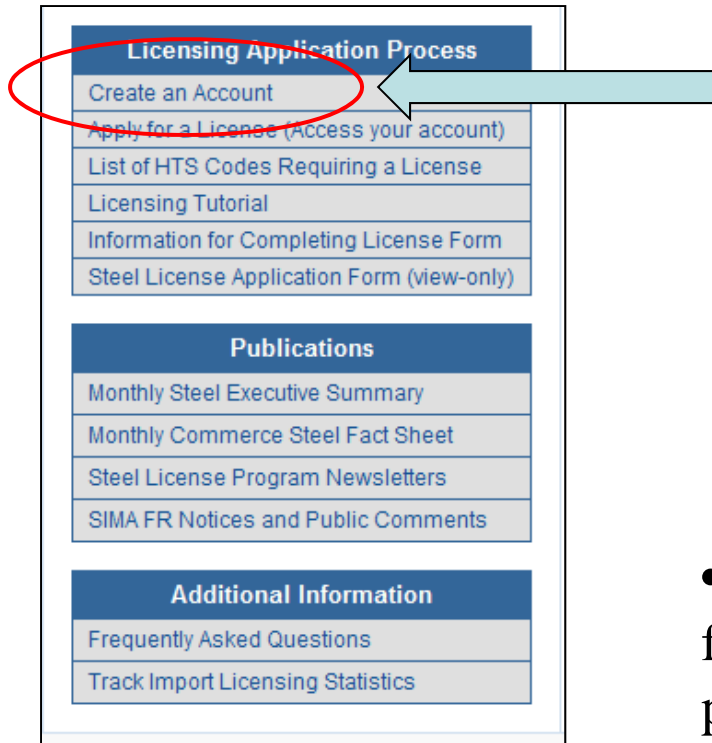
How to use the Steel
Licensing System

Tutorial Overview

This Tutorial will cover:

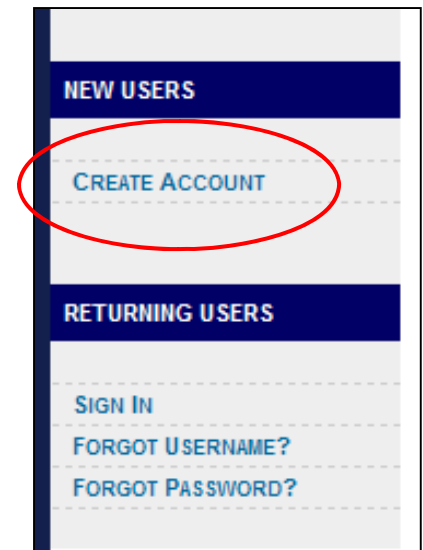
- How to Create an Account
- How to Log In
- Outstanding Licenses
- Home Page Menu Options
- Applying for a New License
- Updating and Viewing Licenses
- Cancelling Licenses
- Creating License Templates
- Low Value Licenses
- Account Settings
- Toolbar Options

Licensing System Home Page: How to Create an Account



- The link to the account application form is available from the SIMA home page at:
<http://ia.ita.doc.gov/steel/license/index.html>

- The form is also available from the steel licensing home page at: <http://hq-web03.ita.doc.gov/Steel/SteelLogin.nsf>



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 security code is required as a way to deter spam.
- You are required to choose 3 security questions. You will be prompted to answer these questions if you forget your username or password and use the "Forgot Username"/ "Forgot Password" option.

Please enter the security code shown below: (CASE SENSITIVE)

* Type the characters you see in the picture below:

kmWbv967

What is a security code?
It helps us protect against fraud, ensuring that you, and not an automated program, enter the information.

Security Question:

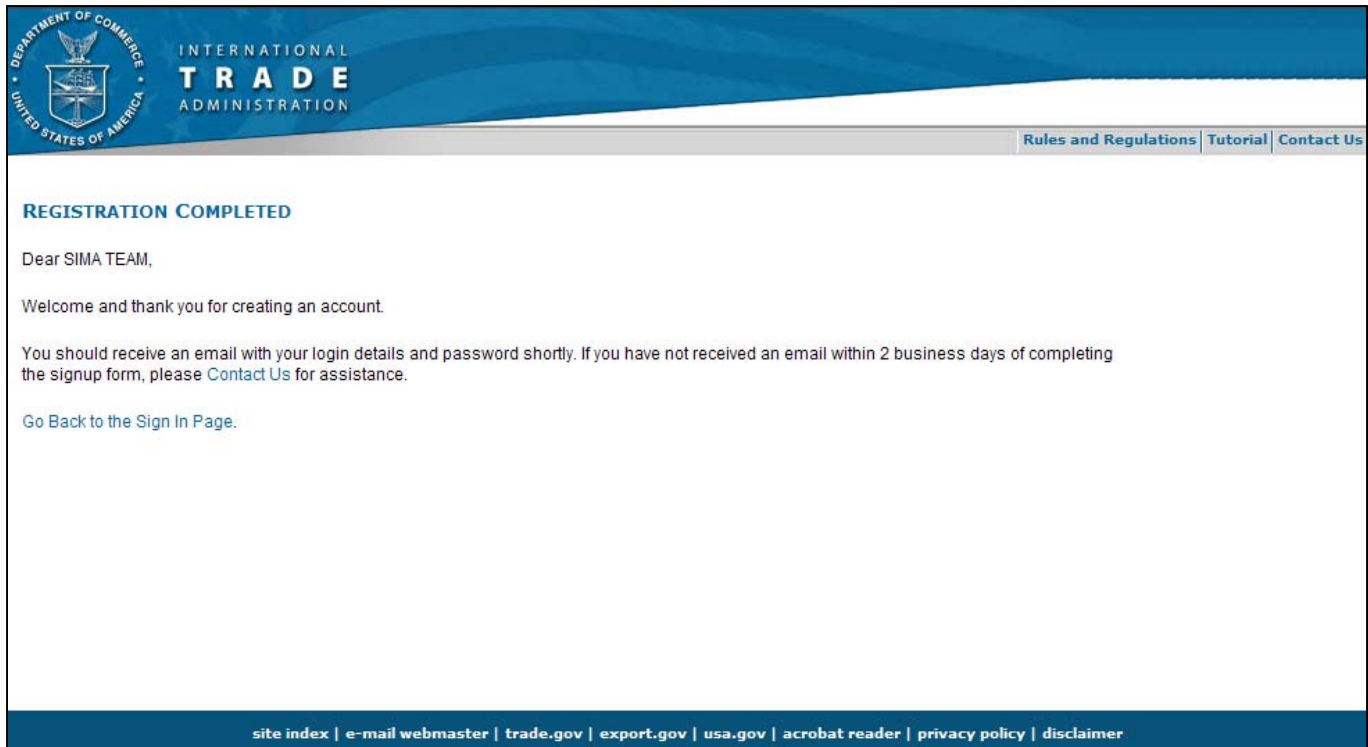
* Question 1) Answer:

* Question 2) Answer:

* Question 3) Answer:

Licensing System Home Page: How to Create an Account

- A “Registration Completed” page will appear upon submitting the new account form. 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

- To access the account log in, go to the licensing home page (<http://hq-web03.ita.doc.gov/Steel/SteelLogin.nsf>) and enter your email address in the box marked “Username”.

DEPARTMENT OF COMMERCE
INTERNATIONAL
TRADE
ADMINISTRATION

Home Page | Rules and Regulations | Tutorial | FAQ | Contact Us

NEW USERS

CREATE ACCOUNT

RETURNING USERS

SIGN IN
FORGOT USERNAME?
FORGOT PASSWORD?

WELCOME TO THE DEPARTMENT OF COMMERCE ON-LINE STEEL LICENSING SYSTEM

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 final rule (19 CFR Part 360) published on March 18, 2009 (74 FR 11474), as an extension of previous authorization.

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) 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.

Licenses created in the previous system are no longer accessible via the internet system. Please contact SIMA via e-mail to change or cancel a license.

In order to use this site, you must first register as a new user. Please click here to "Create Account".

LOGIN INFORMATION:

1) If you have already registered, please enter your user ID in the box below and click on the "Continue" button.

2) ENTER USERNAME (e-mail address):

3) You will be redirected to the second log-in page where you will be asked to re-enter your username (e-mail address) and password.

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

2) ENTER USERNAME (e-mail address):

Privacy | disclaimer

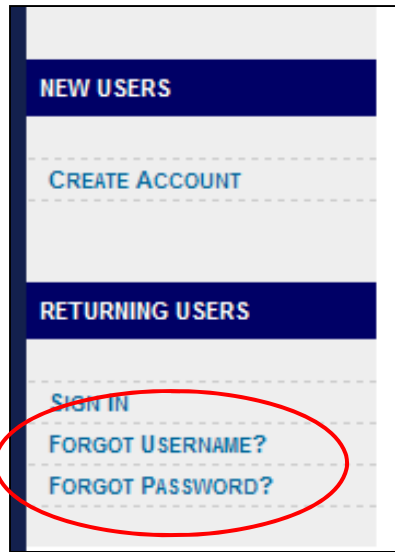
Licensing System Home Page: How to Log In

- 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).



The image shows a screenshot of a web form titled "Server Login". The form has a yellow background and a black border. At the top, the title "Server Login" is centered in a large, bold, black serif font. Below the title, the instruction "Please type your user name and password" is centered in a smaller, black serif font. There are two input fields: the first is labeled "User name:" on the left and is an empty white rectangular box; the second is labeled "Password:" on the left and is an empty white rectangular box. Below these two fields is a "Log In" button, which is a small, rectangular button with a grey background and a black border, containing the text "Log In" in a black serif font.

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 your 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 Licensing System Home Page. The header includes the Department of Commerce logo and the text 'INTERNATIONAL TRADE ADMINISTRATION'. Navigation links include 'License Home', 'SIMA Home', 'Product - HTS List', 'Rules and Regulations', 'Tutorial', 'Help', 'FAQ', 'Contact Us', and 'Logout'. The main content area is titled 'WELCOME' and contains the following text: 'If you are not SIMA Team please click here to logout. 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, there are sections for 'NEW LICENSE', 'UPDATE / VIEW LICENSE', 'LICENSE TEMPLATES', 'ACCOUNT SETTINGS', and 'OUTSTANDING LICENSES'. The 'OUTSTANDING LICENSES' section displays 'No documents found', which is circled in red. The left sidebar contains menu items for 'LICENSE APPLICATION', 'LICENSE TEMPLATES', 'ACCOUNT SETTINGS', and 'LOW VALUE LICENSE'.

Licensing System: Home Page Menu Options

LICENSE APPLICATION
HOME
NEW LICENSE
SEARCH
UPDATE / VIEW LICENSE
LICENSE TEMPLATES
NEW TEMPLATE
ACCESS / VIEW TEMPLATE
ACCOUNT SETTINGS
CHANGE PASSWORD
UPDATE PROFILE
LOGOUT
LOW VALUE LICENSE
NEW LV LICENSE
VIEW LV LICENSE

← License Application: This is where you can apply for a new license or access licenses for corrections, printing, or cancellation. 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.


← Low Value License: This is where you can apply for a new low value license or access previous licenses.

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.

✓ Apply for License: step 1 of 2 * please click only once

 INTERNATIONAL TRADE ADMINISTRATION
STEEL IMPORT LICENSE
ITA NO: ITA-4141P
 Foreign Trade Zone

OMB NO: 0625-0245
Expiration Date: 09/30/2011
Valid for use on ONE Customs Entry ONLY
Status:

01) Applicant Company:	02) Customs Entry Number:	License Number:
04) Contact Name:	05) Address of Applicant:	
06) Contact Phone:	07) Contact Fax:	08) Contact Email:
09) Importer Name:	10) Exporter Name:	11) Manufacturer Name:
12) Country of Origin (Customs Basis):	13) Country of Exportation:	14) Expected Port of Entry:
15) Expected Date of Export:	16) Expected Date of Importation:	17) Date of Application:
18) Date License Valid From:	19) Date License Valid Through:	

Licensing System: Applying for a New License

- **NOTE:** The expected dates of export and import must be entered in the specified format – MM/DD/YYYY – including 4 digits for the year and the slashes “/”. The calendar button opens a pop-up for you to choose the dates.

The screenshot shows a web form with four fields for date selection:

- 12) Country of Origin (Customs Basis):** A dropdown menu.
- 13) Country of Exportation:** A dropdown menu.
- 15) Expected Date of Export:** A text input containing "02/02/2010" and a calendar icon.
- 16) Expected Date of Import:** A text input containing "02/02/2010" and a calendar icon.
- 18) Date License Valid From:** A text input containing "02/02/2010".
- 19) Date License Valid Through:** A text input containing "02/02/2010".

A calendar pop-up is shown on the right, displaying February 2010. A red circle highlights the calendar icon in field 16, with a blue arrow pointing to the calendar pop-up.

- **NOTE:** Using the wrong date format will cause an error to occur.

MISSING PAGE

Sorry, the page you requested is no longer available.

If you have any questions, please [contact us](#) for assistance.

Use the Back Button of your browser to return to the previous page or click here to [go back to Home Page](#)

Licensing System: Applying for a New License

- The next part of the application asks for a list of all the HTS codes that will be included in the 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 top or bottom of the page.

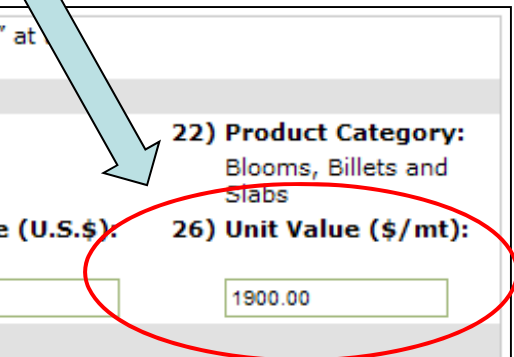
PRODUCT ONE	
20)	HTS Number: <input type="text" value="7207190030"/> ▼
PRODUCT TWO	
27)	HTS Number: <input type="text" value="7207190090"/> ▼
PRODUCT THREE	
34)	HTS Number: <input type="text"/> ▼
PRODUCT FOUR	
41)	HTS Number: <input type="text"/> ▼

Licensing System: Applying for a New License

- After clicking “Continue” you will be prompted to enter the volume in kilograms and customs value in U.S. dollars for each HTS code.
- NOTE: The Unit Value (in US\$ per Metric Ton) will be automatically calculated from your entered volume and value data.

NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking “Continue” at top or 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 (Kilograms): <input type="text" value="123456"/>	24) Unit: Kilograms	25)	Customs Value (U.S.\$): <input type="text" value="234567.00"/>	26) Unit Value (\$/mt): <input type="text" value="1900.00"/>
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 (Kilograms): <input type="text"/>	31) Unit: Kilograms	32)	Customs Value (U.S.\$): <input type="text"/>	33) Unit Value (\$/mt): <input type="text"/>
PRODUCT THREE				
PRODUCT FOUR				
PRODUCT FIVE				




Licensing System: Applying for a New License

- If the calculated 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 top or bottom of the page.

PRODUCT ONE				
20) HTS Number:	21) Product Description:	22) Product Category:		
7207190030	SEMIFIN IRON/STL GT 0.25% CARBON CIRCULAR XSECT	Blooms, Billets and Slabs		
23) Volume (Kilograms):	24) Unit:	25)	Customs Value (U.S.\$):	26) Unit Value (\$/mt):
<input type="text" value="123456"/>	Kilograms		<input type="text" value="123.00"/>	<input type="text" value="1.00"/>
PRODUCT TWO				
27) HTS Number:	28)			
 7207190090				
30) Volume (Kilograms):	31)			
<input type="text"/>				
PRODUCT THREE				
PRODUCT FOUR				
PRODUCT FIVE				

Windows Internet Explorer

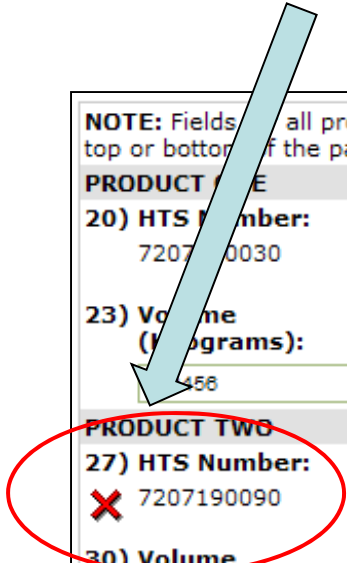


PRODUCT ONE: The Unit Value seems to be Out of the Valid Range. Please check the Volume and Value

OK

Licensing System: Applying for a New License

- You 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 top or 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 (Kilograms): 456	24) Unit: Kilograms	25)	Customs Value (U.S.\$): 234567.00	26) Unit Value (\$/mt): 1900.00
PRODUCT TWO				
27) HTS Number: X 7207190090	28) Product Description: SEMIFINISHED IRON/NALLOY STL GT 0.25% CARB; NESOI	29) Product Category: Blooms, Billets and Slabs		
30) Volume (Kilograms):	31) Unit: Kilograms	32)	Customs Value (U.S.\$):	33) Unit Value (\$/mt):
PRODUCT THREE				
PRODUCT FOUR				
PRODUCT FIVE				

Licensing System: Applying for a New License


- 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.

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.

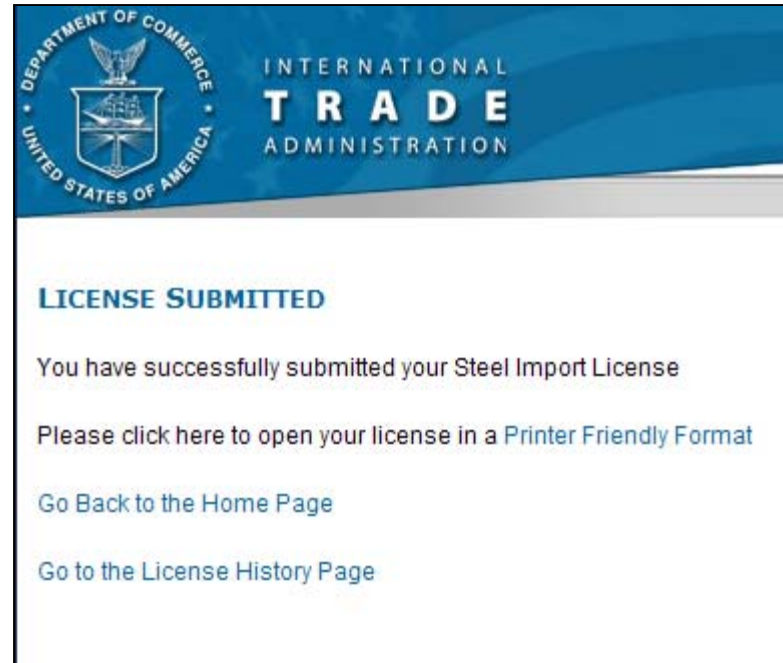
- Once you have checked the certification box at the bottom, click the “Submit License” button to complete the application process.

✔ **Apply for License:** step 2 of 2 **Submit License** * please click only once

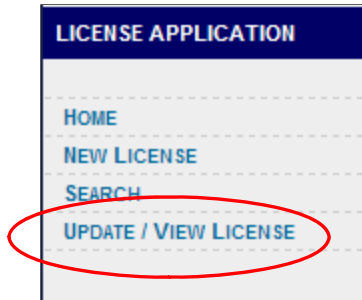
	INTERNATIONAL TRADE ADMINISTRATION	OMB NO: 0625-0245 Expiration Date: 09/30/2011
	STEEL IMPORT LICENSE	Valid for use on ONE Customs Entry ONLY
	ITA NO: ITA-4141P	Status:

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. You will also receive an email with your license number and details.



Licensing System: Updating/Viewing Licenses



- The licensing system allows you to view, correct, and cancel your licenses.
- The “Update/View License” link on the Welcome Page menu directs you to your license history page - a listing of your past licenses (up to 90 days old) with the most recent license at the top of the list.

HISTORY

If you are not SIMA Team please [click here to logout](#).

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	License Number	Customs Entry Number	Importer Name	Exporter Name	Country of Origin	Date of Import
SUBMITTED	01/29/2010	X86RB5010	111-123456	SIMA Test	SIMA Test	Canada	01/27/2010

Two blue arrows point to the license number "X86RB5010" and the date of import "01/27/2010" in the table row.

- Click on either of the hyperlinks to open your license.

Licensing System: Updating/Viewing Licenses

- Once you open the license, you may cancel, correct, or print a copy of the license by clicking the buttons at the top of the form.


✖ Cancel License:

✔ Correct License:

🖨 Print:

step 1 of 2

step 1 of 3 * please click only once



**INTERNATIONAL TRADE
ADMINISTRATION**

STEEL IMPORT LICENSE

ITA NO: ITA-4141P

Foreign Trade Zone

OMB NO: 0625-0245
Expiration Date: 09/30/2011

Valid for use on ONE Customs Entry ONLY

Status: SUBMITTED

01) Applicant Company: SIMA Team	02) Customs Entry Number: 111-123456	License Number: X86RB5010
04) Contact Name: SIMA Team	05) Address of Applicant: 1401 Constitution Ave.	08) Contact Email: steel_license@ita.doc.gov
06) Contact Phone: (202) 482-2105	07) Contact Fax: () -	11) Manufacturer Name: SIMA Test
09) Importer Name: SIMA Test	10) Exporter Name: SIMA Test	14) Expected Port of Entry: DC, Washington
12) Country of Origin (Customs Basis): Canada	13) Country of Exportation: Canada	17) Date of Application: 01/29/2010
15) Expected Date of Export: 01/25/2010 <input type="button" value="📅"/> mm/dd/yyyy	16) Expected Date of Importation: 01/27/2010 <input type="button" value="📅"/> mm/dd/yyyy	
18) Date License Valid From: 01/29/2010	19) Date License Valid Through: 04/14/2010	

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


Licensing System: Updating/Viewing Licenses

- Choosing “Correct License” will open the fields to allow you to make changes to the entered information.
- Click “Continue” to move to the final step.

✖ Cancel License: step 2 of 2 Cancel License

✔ Correct License: step 2 of 3 Continue * please click only once

OMB NO: 0625-0245
Expiration Date: 09/30/2011



INTERNATIONAL TRADE ADMINISTRATION

STEEL IMPORT LICENSE Valid for use on ONE Customs Entry ONLY

ITA NO: ITA-4141P Status: SUBMITTED

Foreign Trade Zone

01) Applicant Company:
SIMA Team

04) Contact Name:
SIMA Team

06) Contact Phone:
(202) 482-2105

09) Importer Name:

12) Country of Origin (Customs Basis):

15) Expected Date of Export:

18) Date License Valid From:
01/29/2010

02) Customs Entry Number:

05) Address of Applicant:
1401 Constitution Ave.

07) Contact Fax:
() -

10) Exporter Name:

13) Country of Exportation:

16) Expected Date of Importation:

19) Date License Valid Through:
04/14/2010

License Number:
X86RB5010

08) Contact Email:
steel_license@ita.doc.gov

11) Manufacturer Name:

14) Expected Port of Entry:

17) Date of Application:
01/29/2010

NOTE: Fields for all products will appear after selecting the HTS Numbers and clicking "Continue" at the top or 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 (Kilograms): <input type="text" value="100"/>	24) Unit: Kilograms	25) Volume
Customs Value (U.S.\$): <input type="text" value="100.00"/>		26) Unit Value (\$/mt): <input type="text" value="1000.00"/>

PRODUCT TWO

Licensing System: Updating/Viewing Licenses

- HINT: To remove a product, click on the red “X” located next to the HTS number.
- The red “X” will only appear in Step 3 of 3 of the correction process.

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

PRODUCT ONE			
20) HTS Number:	21) Product Description:		
7207190030	SEMIFIN IRON/STL GT 0.25% CARBON CIRCULAR XSECT		
23) Volume (Kilograms):	24) Unit:	25)	Customs Value (U.S.\$):
<input type="text" value="100"/>	Kilograms		<input type="text" value="100.00"/>
PRODUCT TWO			
27) HTS Number:	28) Product Description:		
7207190090	SEMIFINISHED IRON/NALLOY STL GT 0.25% CARB; NESOI		
30) Volume (Kilograms):	31) Unit:	32)	Customs Value (U.S.\$):
<input type="text" value="100"/>	Kilograms		<input type="text" value="100.00"/>

- NOTE: Attempting to remove a product by erasing the values entered in the HTS, volume, and customs value fields will cause an error to occur.

MISSING PAGE

Sorry, the page you requested is no longer available.

If you have any questions, please [contact us](#) for assistance.


Use the Back Button of your browser to return to the previous page or click here to [go back to Home Page](#)

Licensing System: Updating/Viewing Licenses

- Once you have made and reviewed your corrections, click on the “Submit Corrections” button.

X Cancel License: step 2 of 2 [Cancel License](#)

✓ Correct License: step 3 of 3 [Submit Corrections](#) * please click only once

 INTERNATIONAL TRADE ADMINISTRATION

OMB NO: 0625-0245
Expiration Date: 09/30/2011

STEEL IMPORT LICENSE Valid for use on ONE Customs Entry ONLY

ITA NO: ITA-4141P Status: SUBMITTED

Foreign Trade Zone

- Successfully submitted corrections will bring up a confirmation page with the option to access a printer-friendly format. You will also receive an email confirmation.

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


- To cancel a license, open the license from your history page.

- Click on the “Cancel” button located at the top of the license.

✖ Cancel License: step 1 of 2

Correct License: step 1 of 3 * please click only once

Print:



INTERNATIONAL TRADE ADMINISTRATION

OMB NO: 0625-0245
Expiration Date: 09/30/2011



STEEL IMPORT LICENSE

Valid for use on ONE Customs Entry ONLY

ITA NO: ITA-4141P

Status: SUBMITTED

Foreign Trade Zone


01) Applicant Company: SIMA Team	02) Customs Entry Number: 111-123456	License Number: X86RB5010
04) Contact Name: SIMA Team	05) Address of Applicant: 1401 Constitution Ave.	
06) Contact Phone: (202) 482-2105	07) Contact Fax: () -	08) Contact Email: steel_license@ita.doc.gov
09) Importer Name: SIMA Test	10) Exporter Name: SIMA Test	11) Manufacturer Name: SIMA Test
12) Country of Origin (Customs Basis): Canada	13) Country of Exportation: Canada	14) Expected Port of Entry: DC, Washington
15) Expected Date of Export: 01/25/2010  mm/dd/yyyy	16) Expected Date of Importation: 01/27/2010  mm/dd/yyyy	17) Date of Application: 01/29/2010
18) Date License Valid From: 01/29/2010	19) Date License Valid Through: 04/14/2010	

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 not be valid for submitting customs documentation, but will remain in our system, if you need to resubmit them. You will be directed to a confirmation page.

Cancel License: step 2 of 2

Correct License: step 2 of 3 * please click only once

 INTERNATIONAL TRADE ADMINISTRATION
OMB NO: 0625-0245
Expiration Date: 09/30/2011

STEEL IMPORT LICENSE Valid for use on ONE Customs Entry ONLY

ITA NO: ITA-4141P Status: CORRECTED

Foreign Trade Zone

01) Applicant Company: SIMA Team License Number: RB5010

04) Contact Name: SIMA Team

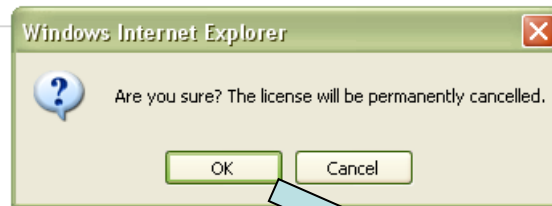
06) Contact Phone: (202) 482-2105

09) Importer Name: SIMA Test

10) Exporter Name: SIMA Test

11) Manufacturer: SIMA Test

Contact Email: license@



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

- The template feature is available for users to create and name templates to use for recurring licenses.

- Click on “New Template” from your account homepage to start a new template.

DEPARTMENT OF COMMERCE
INTERNATIONAL
TRADE
ADMINISTRATION

License Home | SIMA Home | Product - HTS List | Rules and Regulations | Tutorial | Help | FAQ | Contact Us | Logout

LICENSE APPLICATION

WELCOME

If you are not SIMA Team please click here to logout.

HOME
NEW LICENSE
SEARCH
UPDATE / VIEW LICENSE

LICENSE TEMPLATES

NEW TEMPLATE
ACCESS / VIEW TEMPLATE

ACCOUNT SETTINGS

CHANGE PASSWORD
UPDATE PROFILE
LOGOUT

LOW VALUE LICENSE

NEW LV LICENSE
VIEW LV LICENSE

NEW LICENSE: This option allows users to create new steel import licenses.

UPDATE / VIEW LICENSE: Users can modify current licenses to correct/update information, cancel an issued license, or print a copy of issued licenses. Click on the license to access it in order to modify, print, or cancel the license.

LICENSE TEMPLATES: The menu to the left also allows you to create, update, and delete templates, and to use templates to create new licenses.

ACCOUNT SETTINGS: Users can access account settings and can change your password or update your profile (address, contact name, etc.).

OUTSTANDING LICENSES: These are licenses that have been flagged by the SIMA team as possibly containing errors. Please address these outstanding licenses promptly by using the menu on the left side of the screen to update or cancel licenses. If no licenses are listed on this page, you do not have any outstanding licenses to update or review.

OUTSTANDING LICENSES:

No documents found

Licensing System: Creating License Templates

- Templates store the importer & exporter names, manufacturer, countries of origin & exportation, expected port of entry, and up to 10 HTS codes.

✓ Create Template: step 1 of 2

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:

PRODUCT ONE

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

PRODUCT TWO

27) HTS Number: 28) Product Description: 29) Product Category:

PRODUCT THREE

34) HTS Number: 35) Product Description: 36) Product Category:

- You will 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

- Once you have reviewed the information entered, click “Submit” at the top of the page to save the template.

✓ **Create Template:** step 2 of 2 **Submit**

Foreign Trade Zone TEMPLATE NAME: SIMA Test

09) Importer Name: <input type="text" value="SIMA Test"/>	10) Exporter Name: <input type="text" value="SIMA Test"/>	11) Manufacturer Name: <input type="text" value="SIMA Test"/>
12) Country of Origin (Customs Basis): <input type="text" value="Canada"/>	13) Country of Exportation: <input type="text" value="Canada"/>	14) Expected Port of Entry: <input type="text" value="DC, Washington"/>

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
---	--	---

PRODUCT TWO

27) HTS Number: <input type="text" value="7207190090"/>	28) Product Description: SEMIFINISHED IRON/NALLOY STL GT 0.25% CARB; NESOI	29) Product Category: Blooms, Billets and Slabs
---	--	---

Licensing System: Using and Updating License Templates

- Once you have created and saved a template, they will be available in your template history to use or correct.

- Click “Access/View Template” from your account homepage to go to your template history.



DEPARTMENT OF COMMERCE
INTERNATIONAL
TRADE
ADMINISTRATION

License Home | SIMA Home | Product - HTS List | Rules and Regula

LICENSE APPLICATION

WELCOME

HOME
NEW LICENSE
SEARCH
UPDATE / VIEW LICENSE

LICENSE TEMPLATES

NEW TEMPLATE
ACCESS / VIEW TEMPLATE

ACCOUNT SETTINGS

CHANGE PASSWORD
UPDATE PROFILE
LOGOUT

LOW VALUE LICENSE

NEW LV LICENSE
VIEW LV LICENSE

You have logged into the Department of Commerce On-Line Steel Licensing System. Within this system you can view and manage previously issued licenses. You can modify, cancel or re-submit past licenses using the options to the right of the license. You also have access to your account settings and can update your profile (address, contact name, etc.).

NEW LICENSE: This option allows users to create new steel import licenses.

UPDATE / VIEW LICENSE: Users can modify current licenses to correct/update information, cancel or delete licenses. Click on the license to access it in order to modify, print, or cancel the license.

LICENSE TEMPLATES: The menu to the left also allows you to create, update, and delete templates, and view your template history.

ACCOUNT SETTINGS: Users can access account settings and can change your password or update your profile information.

OUTSTANDING LICENSES: These are licenses that have been flagged by the SIMA team as possibly outstanding licenses promptly by using the menu on the left side of the screen to update or cancel licenses. If you do not have any outstanding licenses to update or review.

OUTSTANDING LICENSES:

No documents found

Licensing System: Using and Updating License Templates

- From the history page, you may use, update, or delete saved templates.

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

TEMPLATE HISTORY

If you are not SIMA Team please [click here to logout](#).

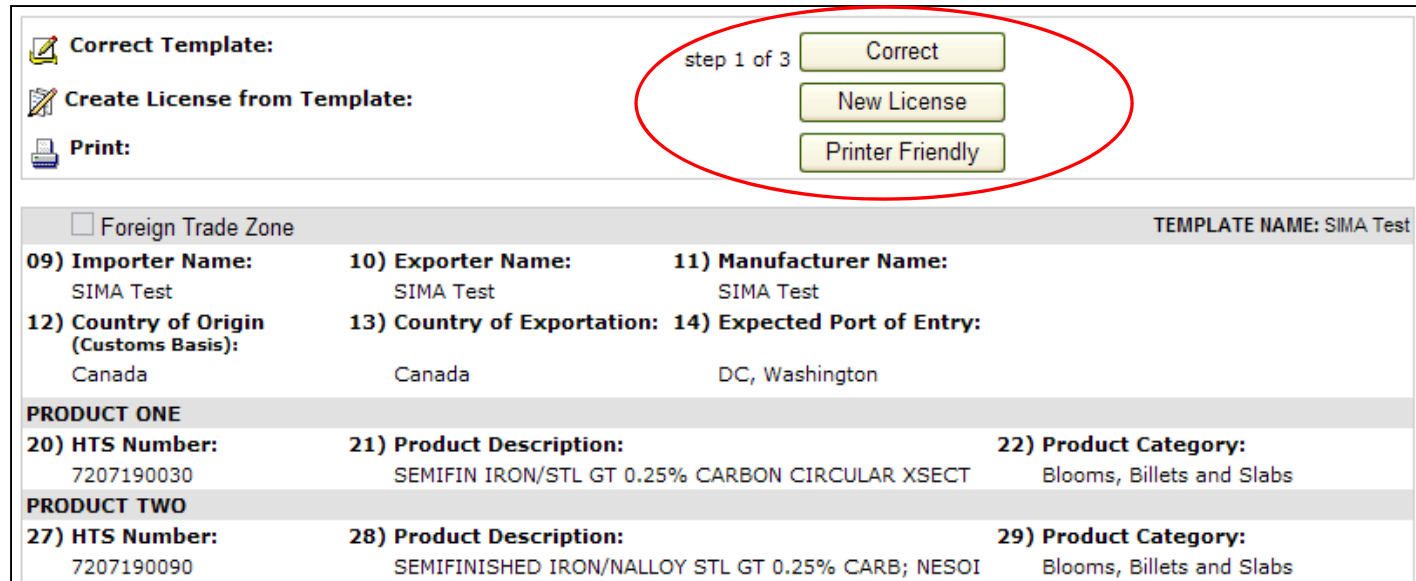
Below is a list of all the templates associated with your account. They are listed by name. If you would like to view, modify, or print a template click on the corresponding template name in the list below to open the full template and view further options. If you would like to delete templates, select 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 templates and click "Undelete".

TEMPLATES:

<input type="checkbox"/>	Template Name	Created	Importer Name	Exporter Name	Country of Origin
<input type="checkbox"/>	SIMA Test	02/02/2010	SIMA Test	SIMA Test	Canada
<input type="checkbox"/>	SIMA Test 2	02/02/2010	SIMA Test	SIMA Test	China

Licensing System: Using and Updating License Templates

- Click “Correct” to make changes to a template.
- Or click “New License” to use a saved template.



The screenshot displays the Licensing System interface. At the top, there are three main actions: **Correct Template:** (with a pencil icon), **Create License from Template:** (with a document icon), and **Print:** (with a printer icon). To the right of these actions, there are three buttons: **Correct**, **New License**, and **Printer Friendly**. The **Correct** button is circled in red. Above the buttons, it says "step 1 of 3". Below the buttons, there is a checkbox for **Foreign Trade Zone** and the text **TEMPLATE NAME: SIMA Test**. The main content area is divided into sections for **PRODUCT ONE** and **PRODUCT TWO**, each with three columns of data: **HTS Number**, **Product Description**, and **Product Category**.


<input type="checkbox"/> Foreign Trade Zone			TEMPLATE NAME: SIMA Test
09) Importer Name: SIMA Test	10) Exporter Name: SIMA Test	11) Manufacturer Name: SIMA Test	
12) Country of Origin (Customs Basis): Canada	13) Country of Exportation: Canada	14) Expected Port of Entry: DC, Washington	
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	
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	

Licensing System: Using and Updating License Templates

- Once you have selected to create a new license using your template, the saved information will be entered in the license fields. Complete the application by adding the dates, volume, and customs value.

- Click “Continue” just as you would for other licenses and complete the steps.

Apply for License: step 1 of 2 * please click only once



INTERNATIONAL TRADE ADMINISTRATION

STEEL IMPORT LICENSE

ITA NO: ITA-4141P

 Foreign Trade Zone

OMB NO: 0625-0245
Expiration Date: 09/30/2011

Valid for use on ONE Customs Entry ONLY

Status:

01) Applicant Company: SIMA Team	02) Customs Entry Number: <input type="text"/>	License Number: <input type="text"/>
04) Contact Name: SIMA Team	05) Address of Applicant: 1401 Constitution Ave.	08) Contact Email: steel_license@ita.doc.gov
06) Contact Phone: (202) 482-2105	07) Contact Fax: () -	11) Manufacturer Name: <input type="text"/>
09) Importer Name: <input type="text"/> SIMA Test	10) Exporter Name: <input type="text"/> SIMA Test	14) Expected Port of Entry: <input type="text"/> DC, Washington
12) Country of Origin (Customs Basis): <input type="text"/> Canada	13) Country of Exportation: <input type="text"/> Canada	17) Date of Application: 02/02/2010
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	
18) Date License Valid From: 02/02/2010	19) Date License Valid Through: <input type="text"/>	

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

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

Licensing System: Using and Updating License Templates

- To delete a template, check the box and then click “Delete”.

TEMPLATE HISTORY

If you are not SIMA Team please [click here to logout](#).

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 templates and click "Undelete".


TEMPLATES:

Template Name	Created	Importer Name	Exporter Name	Country of Origin
<input type="checkbox"/> SIMA Test	02/02/2010	SIMA Test	SIMA Test	Canada
<input type="checkbox"/> SIMA Test 2	02/02/2010	SIMA Test	SIMA Test	China

- Once deleted, a template remains in your history and can be reactivated by clicking “Undelete”. By clicking “Empty Trash Can”, those deleted templates will be permanently removed.

- HINT: Deleted templates will have a trashcan icon next to them.

TEMPLATES:

Template Name	Created	Importer Name
<input type="checkbox"/>  SIMA Test	02/02/2010	SIMA Test
<input type="checkbox"/> SIMA Test 2	02/02/2010	SIMA Test

Licensing System: Applying for a Low Value License

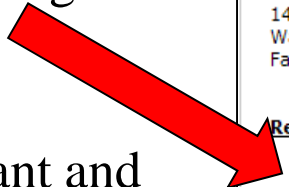


- The low value license is a reusable steel import license for shipments valued under \$5,000.
- Applicants may apply once for a low value license and use it on any steel entry under \$5,000 for those companies listed on the license.
- To apply for a low value license, click on the “New LV License” link from the steel license welcome page.

Licensing System: Applying for a Low Value License

- The low value license form only requires 3 pieces of information – the applicant’s name, the applicant’s company, and the importing company.

- If the applicant and importing company are the same, please enter the same name in both company fields.



	INTERNATIONAL TRADE ADMINISTRATION	OMB NO: 0625-0245 Expiration Date: 09/30/2011
	LOW VALUE STEEL IMPORT LICENSE	
ITA NO: ITA-4141P		
Date: 04/23/2010		
Steel Import License Import Administration US Department of Commerce 1401 Constitution Ave. NW Washington DC, 20230 Fax: (202) 501-1377		
<u>Request for a Low-Value Steel Import License Number</u>		
I, <input type="text"/> of <input type="text"/> on behalf of <input type="text"/> , hereby request the Import administration of the U.S. Department of Commerce, to grant me a multiple-use Steel Import License number for low-valued shipments. I understand that there are certain terms of agreement set in place for the use of the Low-Valued Steel Import License. I understand that once I am granted a license number I will be obliged to adhere to the following the terms of agreement. I understand that I may use this number more than once, but this license is only valid for covered steel products with a value of \$5000 or less per entry.		
I understand, that this license number may only be used by the company I represent.		
I understand all information provided to the Bureau of Customs and Border Protection (CBP) in connection with this license number will be monitored by both CBP and Commerce.		
I understand that the misuse of this license may result in the inability of my company to use the low-value license and/or the imposition of CBP enforcement action as appropriate.		

Licensing System: Applying for a Low Value License

- The applicant information is automatically populated from your account profile.
- Verify the information you have entered is correct by checking the certification button.
- You may then click the “Submit License” button.

Attorney In Fact

Applicant Name:	SIMA Team
Contact Name:	SIMA Team
Address of Applicant:	1401 Constitution Ave.
Contact Phone:	(202) 482-2105
Contact Fax:	() -
Contact Email:	steel_license@ita.doc.gov

Before submitting this form to the Department of Commerce, you must check the box below to certify that, as a representative of 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.

Public reporting for this collection of information is estimated to be 10 minutes per response, including the time for reviewing instructions, reviewing the collection of information. All responses to this collection of information are required, and will be provided confidential law. Notwithstanding any other provision of law, no person is required to respond to nor shall a person be subject to a penalty for failure to furnish information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid clearance officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, N.W.,

✓ **Submit License:** * please click only once

Licensing System: Applying for a Low Value License

LICENSE SUBMITTED

You have successfully submitted your Low-Value Steel Import License

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

[Go Back to the Home Page](#)

[Go to the Low-Value License History Page](#)

- Upon successful submission of the low value license application, you will be taken to a confirmation page.



- Clicking on “View LV License” from the steel license welcome page will take you to your low value license history.

LOW VALUE LICENSE HISTORY

If you are not SIMA Team ple

Below is a list of all the low value steel licenses associated with your account from the past three months. These licenses are a account regardless of whether you applied on behalf of another company. They are listed in reverse chronological order with the 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 num to open the full text and view further options. Each license has an option at the bottom to “Correct License” or access a “Printer F you need to access, modify or cancel licenses that were created longer than three months ago please contact the SIMA team fo

Low Value License History:

Status	Created	License Number	Applicant Name	Applicant Company Name	Importing Company Name
SUBMITTED	04/23/2010	LVSGNJ040	SIMA TEST	SIMA TEST	SIMA TEST

Licensing System: Applying for a Low Value License

- Similar to the main license history page, the low value license history lists all low value licenses created within the past 3 months.

LOW VALUE LICENSE HISTORY

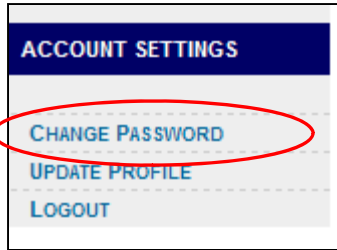
If you are not SIMA Team please contact the SIMA team for assistance.

Below is a list of all the low value steel licenses associated with your account from the past three months. These licenses are displayed 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 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" page. If you need to access, modify or cancel licenses that were created longer than three months ago please contact the SIMA team for assistance.

Low Value License History:					
Status	Created	License Number	Applicant Name	Applicant Company Name	Importing Company Name
SUBMITTED	04/23/2010	LVSGNJ040	SIMA TEST	SIMA TEST	SIMA TEST

- Clicking on either of the hyperlinks allows you to open and view your licenses, with the option to print a copy.

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 15 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 have the option to change your contact information.

- NOTE: You must contact the SIMA office to update your EIN number, name, or primary email address.

Company and Contact Information:

Employer Identification Number: 12-3456789
Full Name: SIMA Team
E-mail: steel_license@ita.doc.gov

* 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

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

Alternate E-mail:

Confirm Alternate E-mail (above):

Branch Information (optional)

Branch Name:

Branch Street Address:

Branch City:

Branch State:

Branch ZIP Code:

Please enter the security code shown below: (CASE SENSITIVE)

* Type the characters you see in the picture below:

83UPA9

What is a security code?
It helps us protect against fraud, ensuring that you, and not an automated program, enter the information.

* REQUIRED INFORMATION

Licensing System: Toolbar



- The toolbar at the top of all pages 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.
 - FAQ: Answers to frequently asked questions.
 - Contact Us: Contact information for the SIMA team.
 - Logout: Log out of the system. Username and Password needed to re-enter.