

Frequently Asked Questions (FAQs)
Electronic Agreements

Q: How will the selection process for companies work? How will companies be notified?

A: DDTC has identified a group of companies based on the number of currently active agreements and the number of annual submissions. The companies will be notified via e-mail from DDTC with specific instructions.

Q: Will there be training opportunities for those companies once they are selected?

A: DDTC has provided initial overview training to the first group of companies. As additional companies are invited to participate or as needed by the initial companies, DDTC will be available for training. As we near the opening of submissions for all companies, DDTC will host In-House Training Seminars. DDTC is also working closely with SIA to promote training events specifically focused on electronic agreements.

Q: After July 6th, 2009 will paper submissions still be accepted?

A: Yes, paper submissions will still be accepted until further notice.

Q: Will there be a cut-off for paper submissions?

A: Yes. Eventually it will be mandatory for all agreements and amendments to be filed electronically. The transition to being fully electronic will be phased in over the next year.

Q: How do I obtain a digital signature with the Department of State?

A: In order to submit an agreement electronically, the applicant will be required to have a digital certificate. Information on obtaining and registering digital certificates for D-Trade 2 can be found on the D-Trade website at the following URL:
<https://dt2.pmdtdc.state.gov/dtrade/CertificateLogin>

Q: When will I be required to transfer all of my existing agreements to the electronic format?

A: Once agreement submissions are mandatory, any paper agreement not yet converted to an electronic agreement will be required to be transferred to the electronic format when it is necessary to be amended. Paper agreements will continue to be valid after mandatory electronic submissions.