



DECCS Webinar for Corporate Administrators

Directorate of Defense Trade Controls

Karen Wrege
DDTC CIO
February 13, 2020



Introduction



About DDTC:

- **Mission:** Ensuring commercial exports of defense articles and defense services advance U.S. national security and foreign policy objectives.
- **Organizational Structure:**
 - Policy Office (DTCP)
 - Licensing Office (DTCL)
 - Compliance Office (DTCC)
 - Management Office (DTCM)
- **Key Functions:**
 - Establishing and maintaining defense export regulations (ITAR)
 - Registering entities and individuals
 - Adjudicating export licenses
 - Responding to inquiries
 - Promoting and enforcing compliance

About the Speaker:



Karen Wrege, CIO

- Has 31 years of Information Technology experience in the private and public sectors
- Joined DDTC as the CIO in October 2014
- Prior to DDTC, spent 10 years in economic consultancy providing auction software and services to global clients in the telecommunications industry
- Served as manager of the US Federal Communications Commission's spectrum auctions beginning in 1994 and was promoted to Chief Information Officer of the Wireless Telecommunications Bureau



Agenda



1. Role of a Corporate Administrator (CA)
2. Designate a CA for your company
3. User Management Demo
 - Manage existing users in a company
 - Invite users to access a company
4. Licensing Groups Demo
5. Self Service
6. Q&A



DIRECTORATE OF DEFENSE TRADE CONTROLS

CORPORATE ADMINISTRATORS IN DECCS



What is a Corporate Administrator?



What is a Corporate Administrator (CA)?

A DECCS Corporate Administrator is similar to a Super User in DTrade, but with expanded user management and access group capabilities. The term Super User will no longer exist in DECCS.

What can Corporate Administrators do?

A Corporate Administrator can invite users to their company, assign registration and licensing roles, create licensing groups, and place members of their company in licensing groups.

Note: Existing DTrade Super Users with active email accounts will automatically be enrolled in DECCS and will receive emails from Okta to activate their DECCS accounts.



DIRECTORATE OF DEFENSE TRADE CONTROLS

DESIGNATE A CORPORATE ADMINISTRATOR



Designate a Corporate Administrator



There are three ways to designate a Corporate Administrator:

1. If your company does not currently have a CA, you may send a letter to DDTC
2. If your company is filling out a brand-new registration, you may enter the Corporate Administrator information in your application
3. If you are an existing CA, you can grant CA access in the User Management application



Designate a Corporate Administrator: No Existing CA



- If your company does not have an existing Corporate Administrator, please submit the following on **company letterhead** to the Help Desk at DTradeHelpDesk@state.gov:
 - The date
 - Company name
 - Company mailing address
 - DDTC registration code
 - Brief description of the request (Request for John Smith to be designated as a CA),
 - Title and contact information of the requested CA
 - Signature of a Senior Officer/Empowered Official along with their name, title, company address, and contact information.
- Once DDTC receives the request(s), please allow 1-2 days for processing. After the request has been received and processed by DDTC Help Desk, the requested CA should receive an email from Okta.



Designate a Corporate Administrator: New Registration





U.S. DEPARTMENT OF STATE
DECCS Registration

Sandy Tester ▾

Applications ▾ Support

DS-2032
STATEMENT OF REGISTRATION

Exit ? Help

1	2	3	4	5	6	7	8	9	10	11 
---	---	---	---	---	---	---	---	---	----	--

Application ID: 1243

General Information

* Applicant is a U.S. Person 

Yes

No



Designate a Corporate Administrator: New Registration



U.S. DEPARTMENT OF STATE

DECCS Registration

Sandy Tester ▾

Industry Portal Applications ▾ Learning Tools ▾ Support

DS-2032

STATEMENT OF REGISTRATION



Exit



Help

1	2	3	4	5	6	7	8	9	10	11
---	---	---	---	---	---	---	---	---	----	----

Application ID: 346

Statement of Registration

Under penalty according to federal law (22 U.S.C. 2278-2780; 22 CFR 120-130; 18 U.S.C. 1001), I warrant the truth of all statements made herein, together with any and all appendices and attachments thereto. I further warrant that:

In compliance with 22 CFR 122 with reference to 22 CFR 122.2(b)(1)(i) and (b)(1)(ii) and 22 CFR 129 with reference to 22 CFR 129.8(c)(1) (i) and c(1)(ii), I hereby state that I am an authorized senior officer of the applicant and furthermore, I hereby certify that, with respect to the applicant or its parent, subsidiary, or other affiliate listed herein, or any of its chief executive officers, presidents, vice presidents, secretaries, partners, members, other senior officers or officials (e.g., comptroller, treasurer, general counsel), or any member of the board of directors of the applicant, or of any parent, subsidiary, or affiliate listed herein:

* Indicted/Charged/Convicted status ⓘ

- No person has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 or violating a foreign criminal law on exportation of defense articles where conviction of such law carries a minimum term of imprisonment of greater than 1 year.
- One or more persons has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 or violating a foreign criminal law on exportation of defense articles where conviction of such law carries a minimum term of imprisonment of greater than 1 year. A copy of the relevant documentation is attached.

* Contract and license eligibility ⓘ

- No person is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from, any agency of the U.S. Government.
- One or more persons is ineligible to contract with, or to receive a license or other approval to import defense articles or defense services from, or to receive an export license or other approval from, any agency of the U.S. Government. A copy of the relevant documentation is attached.

Supporting Documentation

Add Document: ⓘ





Designate a Corporate Administrator: New Registration



Designate a Corporate Administrator [?](#)

* First Name [?](#)

* Last Name [?](#)

* Position/Title [?](#)

* Telephone [?](#)

* Email [?](#)

Privacy Act Statement

AUTHORITIES: U.S. Department of State's authorities to register persons engaged in the business of manufacturing, exporting or importing any defense article or defense service are 22 U.S.C. 2778(b)(1)(A)(i), 22 CFR Part 122, and Executive Order 13637. The authorities to register brokers are 22 U.S.C. 2778(b)(1)(A)(ii)(I), 22 CFR 129.3, and Executive Order 13637.

PURPOSE: The information gathered through registration is used to identify individuals and entities engaged in certain manufacturing, exporting and brokering activities. The Department of State will use this information to build and maintain records of ownership, management and transactions related to munitions manufacture, export and temporary import.

ROUTINE USES: The information solicited on this form is made available to appropriate agencies for law enforcement or pursuant to a court order. It may also be used to send required reports to Congress about certain defense transactions. More information on the Routine Uses for the system can be found in the System of Records Notice State-42, Munitions Control Records.

DISCLOSURE: Disclosure of this information is voluntary. Failure to provide the information requested will prevent completion of the registration process.

[Save](#)

[Back](#)

[Submit For Signature](#)



Designate a Corporate Administrator: New Registration



Designate a Corporate Administrator ?

* First Name ?

* Last Name ?

* Position/Title ?

* Telephone ?

* Email ?

Privacy Act Statement

AUTHORITIES: U.S. Department of State's authorities to register persons engaged in the business of manufacturing, exporting or importing any defense article or U.S.C. 2778(b)(1)(A)(i), 22 CFR Part 122, and Executive Order 13637. The authorities to register brokers are 22 U.S.C. 2778(b)(1)(A)(ii)(I), 22 CFR 129.3, and Executive

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DISCLOSURE: Disclosure of this information is voluntary. Failure to provide the information requested will prevent completion of the registration process.



Save



Back



Submit For Signature

Designate a Corporate Administrator

* First Name

Sandy

* Last Name

Tester

* Position/Title

Corp Administrator

* Telephone

301-555-1234

* Email

sandytester@test.com



Designate a Corporate Administrator: User Management



The screenshot displays the DECCS Industry Service Portal interface. At the top left is the U.S. Department of State logo. The page title is "U.S. DEPARTMENT OF STATE DECCS Industry Service Portal". A search bar on the top right contains the text "Search | Sandy Tester". Below the title bar, there are navigation tabs: "Industry Portal", "Applications", "Learning Tools", and "Support". The "Applications" tab is active, and its dropdown menu is open, showing the following options: "Advisory Opinions", "Commodity Jurisdiction", "User Management" (highlighted with a yellow box), "Licensing", "Licensing - Empowered Official", and "Registration". The background of the page features a blurred American flag and a dark blue box with the text "Industry Portal" in light blue.



Designate a Corporate Administrator: User Management





U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Search | Sandy Tester

Industry Portal | Applications | Learning Tools | Support

UM

User Management + Add User

Sandy Tester Corporate Administrator

Mike's Missles

Registrations

Code	Type	Status	Expiration
M-5097	Manufacturer/Exporter	Approved	2021-01-31

Pending User Requests

There are no Requests for Company Access that are pending action

Company Users

Users that are assigned to your company

*Note: Changes made in the table below are immediately saved.
*Legend: use the  icon to remove a user's company access.

Name	Email	CA	Registration	Licensing	Actions
------	-------	----	--------------	-----------	---------





Designate a Corporate Administrator: User Management



Pending User Requests

There are no Requests for Company Access that are pending action

Company Users

Users that are assigned to your company

**Note: Changes made in the table below are immediately saved.*

**Legend: use the  icon to remove a user's company access.*

Name	Email	CA	Registration	Licensing	Actions
DECCS TestUser1	DECCSTestUser1@aol.com	<input type="checkbox"/>	-- None --	-- None --	
DECCS TestUser2	deccstestuser2@aol.com	<input type="checkbox"/>	-- None --	-- None --	
DECCS TestUser3	deccstestuser3@aol.com	<input checked="" type="checkbox"/>	-- None --	-- None --	



Designate a Corporate Administrator: User Management



Pending User Requests

There are no Requests for Company Access that are pending action

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Users that are assigned to your company

**Note: Changes made in the table below are immediately saved.*

**Legend: use the  icon to remove a user's company access.*

Name	Email	CA	Registration	Licensing	Actions
DECCS TestUser1	DECCSTestUser1@aol.com	<input type="checkbox"/>	-- None --	-- None --	
DECCS TestUser2	deccstestuser2@aol.com	<input checked="" type="checkbox"/>	-- None --	-- None --	
DECCS TestUser3	deccstestuser3@aol.com	<input checked="" type="checkbox"/>	-- None --	-- None --	



DIRECTORATE OF DEFENSE TRADE CONTROLS

USER MANAGEMENT

More effective self-service access control



User Management



The screenshot displays the DECCS Industry Service Portal interface. At the top left is the U.S. Department of State logo. The page title is "U.S. DEPARTMENT OF STATE DECCS Industry Service Portal". A search bar on the top right contains the text "Sandy Tester". Below the header, there are navigation tabs: "Industry Portal", "Applications", "Learning Tools", and "Support". A dropdown menu is open under "Applications", listing several options: "Advisory Opinions", "Commodity Jurisdiction", "User Management" (highlighted with a yellow box), "Licensing", "Licensing - Empowered Official", and "Registration". The background of the main content area features a blurred American flag and a dark blue box with the text "Industry Portal" in light blue.



User Management



Pending User Requests

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*Legend: use the  icon to remove a user's company access.

Name	Email	CA	Registration	Licensing	Actions
DECCS TestUser1	DECCSTestUser1@aol.com	<input type="checkbox"/>	-- None --	<input type="text" value="-- None --"/>	
DECCS TestUser2	deccstestuser2@aol.com	<input type="checkbox"/>	-- None --	<input type="text" value="-- None --"/>	
DECCS TestUser3	deccstestuser3@aol.com	<input checked="" type="checkbox"/>	-- None --	<input type="text" value="-- None --"/>	



User Management



Pending User Requests

There are no Requests for Company Access that are pending action

Company Users

Users that are assigned to your company

*Note: Changes made in the table below are immediately saved.

*Legend: use the  icon to remove a user's company access.

Name	Email	CA	Registration	Licensing	Actions
DECCS TestUser1	DECCSTestUser1@aol.com	<input type="checkbox"/>	-- None --	-- None --	
DECCS TestUser2	deccstestuser2@aol.com	<input type="checkbox"/>	-- None --	Drafter Empowered Official	
DECCS TestUser3	deccstestuser3@aol.com	<input checked="" type="checkbox"/>	-- None --	Track Status	

Next: Invite Users



User Management: Invite Users



The screenshot displays the DECCS Industry Service Portal interface. At the top left is the U.S. Department of State logo. The page title is "U.S. DEPARTMENT OF STATE DECCS Industry Service Portal". A search bar on the right contains the text "Sandy Tester". Below the title is a navigation menu with "Industry Portal", "Applications", "Learning Tools", and "Support". A dark blue sidebar on the left contains the "UM" (User Management) menu item. On the right side of this sidebar, a yellow-bordered button with a white plus sign and the text "Add User" is highlighted. Below the sidebar, the user's name "Sandy Tester" is displayed, followed by a blue pill-shaped badge containing the text "Corporate Administrator".



User Management: Invite Users



U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Industry Portal | Applications ▾ | Learning Tools ▾ | Support

UM
User Management

Sandy Tester Corporate Administrator

Q Search | Sandy Tester

Add a new Company User

To invite a DECCS user to **Smith's LLC**, please enter a valid email for an existing DECCS user and click Invite below. If the user is not currently enrolled in DECCS, please direct them to the DECCS enrollment page prior to inviting them to your company.

User Email Address: *

Max size 320 characters

*Note: comments below are sent to the user in the invitation email.

Comments: *

Max size 4000 characters



User Management: Invite Users



U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Industry Portal Applications ▾ Learning Tools ▾ Support

UM
User Management

Sandy Tester Corporate Administrator

Add a new Company User

Error validating form:

- User was not found.

To invite a DECCS user to **Mike's Missles**, please enter a valid email for an existing DECCS user and click Invite below. If the user is not currently enrolled in DECCS, please direct them to the DECCS enrollment page prior to inviting them to your company.

User Email Address: *

Max size 320 characters

*Note: comments below are sent to the user in the invitation email.

Comments: *

Max size 4000 characters

Cancel **Invite**



User Management: Invite Users



U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Industry Portal Applications ▾ Learning Tools ▾ Support

UM
User Management

Sandy Tester Corporate Administrator

- In order for a Corporate Administrator to add users to their company, the user must be enrolled in DECCS.

Add a new Company User

Error validating form:

- User was not found.

To invite a DECCS user to **Mike's Missles**, please enter a valid email for an existing DECCS user and click Invite below. If the user is not currently enrolled in DECCS, please direct them to the DECCS enrollment page prior to inviting them to your company.

User Email Address: *

KellySampleson@gmail.com

Max size 320 characters

*Note: comments below are sent to the user in the invitation email.

Comments: *

Sandy Tester has invited you to join Mike's Missles in the Defense Export Control and Compliance System (DECCS).

Max size 4000 characters

Cancel

Invite



User Management: Invite Users



- In this case, Kelly must go through the DECCS enrollment process.
- She will get an email from Okta to activate her account.



U.S. DEPARTMENT *of* STATE

DECCS - Account Creation Notification

Hi Paul,

You recently requested to create an account in the Department of State's External Identity Service. A user account has been created for you that you can use to access DOS applications

NOTE: If you are receiving this email and you have not requested to create an account in the DDTC's Defense Export Control and Compliance System (DECCS), please see the notice published on the home page of PM-DDTC's official website on 4 Feb 2019, which announces the launch of DECCS. All current DTrade Super Users with valid email addresses have automatically been enrolled in DECCS, and this email is notice of the DDTC team activating their account in the new system.

For more information and additional reference materials:

- The public notice can be found on DDTC's public website here: <https://www.pmdtc.state.gov>
- The DECCS Industry Portal can be found here: <https://deccspmdtc.service-now.com/decca>

Click the following link to activate your account:

[Activate Your Account](#)

This link expires in 7 days.



User Management: Invite Users



U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

Industry Portal Applications ▾ Learning Tools ▾ Support

UM
User Management

Sandy Tester Corporate Administrator

Search | Sandy Tester

Add a new Company User

To invite a DECCS user to **Smith's LLC**, please enter a valid email for an existing DECCS user and click Invite below. If the user is not currently enrolled in DECCS, please direct them to the DECCS enrollment page prior to inviting them to your company.

User Email Address: *

Max size 320 characters

*Note: comments below are sent to the user in the invitation email.

Comments: *

Max size 4000 characters



User Management: Accept Invitation



You have a pending invite to join a company! Click the following link to accept it

[Accept Company Invitation](#)



User Management: Accept Invitation



i You have a pending invite to join a company! Click the following link to accept it: [Accept Company Invitation](#)

Accept Company Invitation

A Corporate Administrator for the DECCS application has issued you an invitation for company level application access.

Invitation Comments:

Sandy Tester has invited you to join Mike's Missiles in the Defense Export Control and Compliance System (DECCS).

Accept

Cancel



User Management: Accept Invitation



You have successfully been granted access to the selected company. In order to access company information, or submit new company records, you will now be logged out of DECCS. Please wait. 



DIRECTORATE OF DEFENSE TRADE CONTROLS

LICENSING ACCESS GROUPS

Customizable views for enhanced security



Licensing Access Groups





U.S. DEPARTMENT OF STATE
DECCS Licensing

Search | Sandy Tester

Applications ▾ Support

Licensing

Welcome to the DDTC Licensing Application. Create a new application from the list below or view your current applications.

[Track Status](#) [Batch Submissions](#) [Access Groups](#)

In-Progress Applications

[New Licensing Form](#)

ID	Form	Case Number	Transaction Number	Status	Created On	Updated On	
4960	DS-4294		kjnh	Awaiting Signature	10/25/2019	10/25/19 12:37 PM	
4959	DS-4294		test	Awaiting Signature	10/25/2019	10/25/19 12:34 PM	
4958	DS-4294		final test of signature??	Awaiting Signature	10/25/2019	10/25/19 12:29 PM	
4957	DS-4294		Test of signature	Awaiting Signature	10/25/2019	10/25/19 10:37 AM	
4942	DS-4294			Draft	10/20/2019	10/20/19 3:15 PM	



Licensing Access Groups



U.S. DEPARTMENT OF STATE

DECCS Licensing

Search | Sandy Tester

Applications Support

DDTC Licensing / Access Groups

Access Groups

Access Groups can be used to control access to license applications, including submitted and signed licenses. When a license is assigned to an Access Group only the users assigned to that group will be able to view that license.

To restrict access to a license, first add a group, then click the group name you wish to manage. From there you can assign users and licenses to the group.

Add Group: Add

Group Name	Users	Licenses	
Default (default group)	0	76	
Chocolate Group	3	73	 

Prev Page 1 of 1 Next Refresh



Licensing Access Groups



DDTC Licensing / Access Groups / Default

Default

[View Users](#) [View Items](#) [Add Users](#) [Add Items](#)

This page shows the current list of users with access to items in this group.
To add a user to this group use the [Add Users](#) tab.

Note: Corporate Administrators are automatically included in this group and cannot be added or removed.

User	Added On	Added By
No Users		

[Prev](#) Page 1 of 1 [Next](#) [Refresh](#)



Licensing Access Groups



DDTC Licensing / Access Groups / Default

Default

[View Users](#) [View Items](#) [Add Users](#) [Add Items](#)

Warning
This is the default group. Because all items are automatically included in this default group, users added to this group will have access to **all** items.

Use this page to add users to this group. Users added to this group will have access to all items assigned to this group.

[Search](#)

Login	First Name	Last Name	Role	Add
No Users				



Licensing Access Groups



DDTC Licensing / Access Groups

Access Groups

Access Groups can be used to control access to license applications, including submitted and signed licenses. When a license is assigned to an Access Group only the users assigned to that group will be able to view that license.

To restrict access to a license, first add a group, then click the group name you wish to manage. From there you can assign users and licenses to the group.

Add Group:

 Add

Group Name	Users	Licenses	
Default <i>(default group)</i>	0	76	
Chocolate Group	3	73	 

Prev Page 1 of 1 Next Refresh



Licensing Access Groups



DDTC Licensing / Access Groups / Chocolate Group

Chocolate Group

[View Users](#) **[View Items](#)** [Add Users](#) [Add Items](#)

This page shows the current list of users with access to items in this group.
To add a user to this group use the [Add Users](#) tab.

Note: Corporate Administrators are automatically included in this group and cannot be added or removed.

User	Added On	Added By	
deccs_erb_um_poc@outlook.com	10/7/19 12:54 PM	deccs_erb_um_poc@outlook.com	
deccs_erb_um_reg@outlook.com	10/10/19 7:57 AM	deccs_erb_um_poc@outlook.com	
deccs_erb_um_so@outlook.com	8/29/19 3:31 PM	deccs_erb_um_poc@outlook.com	

Prev Page 1 of 1 Next [Refresh](#)



Licensing Access Groups



DDTC Licensing / Access Groups / Chocolate Group

Chocolate Group

[View Users](#)

[View Items](#)

[Add Users](#)

[Add Items](#)

This page shows the current items assigned to this group. Users in this group will have access to these items. To add items to this group use the [Add Items](#) tab.

ID	Form	Transaction Id	Case Number	Status	Added On	Added By	
3195	DSP-61	um_so, 6, M-5160 with sub	610900018	Final	8/29/19 3:35 PM	deccs_erb_um_poc@outlook.com	
3251	DSP-5	DSP-5 Approved	050900797	Final	8/29/19 3:35 PM	deccs_erb_um_poc@outlook.com	
3317	DSP-5	Demo of DSP-5 #1	050900812	Final	8/29/19 3:35 PM	deccs_erb_um_poc@outlook.com	
3413	DSP-5	Demo of DSP-5	050900809	Final	8/29/19 3:35 PM	deccs_erb_um_poc@outlook.com	
3926	DS-4294	Chrome - ERB Block 11	BA-L004-19	Final	8/29/19 3:35 PM	deccs_erb_um_poc@outlook.com	
3951	DS-4294	Chrome Block 11	BA-L005-19	Final	8/29/19 3:35 PM	deccs_erb_um_poc@outlook.com	
3969	DS-4294	ERB Chrome Start	BA-L003-19	In Review	8/29/19 3:35 PM	deccs_erb_um_poc@outlook.com	
3975	DSP-85	ERB Chrome - PDF		Final	10/8/19 9:04 AM	deccs_erb_um_poc@outlook.com	
4005	DSP-5	ERB Batch 1		Rejected	10/8/19 9:04 AM	deccs_erb_um_poc@outlook.com	
4006	DSP-5	ERB Batch 1		Rejected	10/8/19 9:04 AM	deccs_erb_um_poc@outlook.com	

[Prev](#)

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[Refresh](#)



Licensing Access Groups



DDTC Licensing / Access Groups / Chocolate Group

Chocolate Group

[View Users](#)
[View Items](#)
[Add Users](#)
[Add Items](#)

Use this page to add items to this group. Items added to this group will be available to all users assigned to this group.

Filter Items

ID:
 Case Number:
 Transaction Id:

Form:
 Status:
 Created By:

ID	Form	Transaction Id	Case Number	Status	Created On	Created By	
4939	DSP-61			Draft	10/18/19 2:49 PM	deccs_erb_um_so@outlook.com	+
4941	DS-4294	asd		Awaiting Signature	10/18/19 4:54 PM	deccs_erb_um_so@outlook.com	+
4942	DS-4294			Draft	10/20/19 3:14 PM	deccs_erb_um_so@outlook.com	+
4957	DS-4294	Test of signature		Awaiting Signature	10/25/19 10:33 AM	deccs_erb_um_so@outlook.com	+

Page 1 of 1



DIRECTORATE OF DEFENSE TRADE CONTROLS

SELF SERVICE

Quickly find answers to common questions and issues in DECCS



Self Service





U.S. DEPARTMENT OF STATE

DECCS Industry Service Portal

Search | Sandy Tester

Industry Portal
Applications ▾
Learning Tools ▾
Support ▾

Industry Portal

Announcements

EVENT: WEBINARS
02/13/20

February 13th: DDTC: Defense Export Control and Compliance System (DECCS) Release – Corporate Administrators WEBINAR

On February 18th, DDTC will release the latest applications to the DECCS platform, including Registration, Licensing and updates to User Management. Prior to launch, industry users should enroll on the DECCS site to ensure they will have access to their information. This webinar will cover the process for enrolling an organization's current DTrade Super Users as DECCS Corporate Administrators. To help the community prepare for the launch, this webinar will include:

- * Accessing DECCS as a Corporate Administrator for the first time
- * Inviting team members to join a company
- * Setting up License Groups

Login details are below:

Date: February 13, 2020

Time: 2:00 p.m. - 3:00 p.m. EST

WebEx: [Click Here](#)

Dial-in for Audio: 1-800-988-9769

Need Help?

[Create a Support Case](#)

[View my cases](#)

DECCS Topic Areas

- [Advisory Opinions \(AO\)](#)
- [Commodity Jurisdiction \(CJ\)](#)
- [Corporate Administrator/Super Users](#)
- [Digital Certificates](#)
- [Enrollment](#)
- [General](#)
- [Licensing](#)
- [Okta/Authentication](#)
- [Payment/Fees](#)



Self Service



DECCS - Create a Support Case

Provide the details below to create a Case.

* What can we help you with today?

-- None --



* Short Description

Detailed Description

Submit

Required information

What can we help you with today?

Short Description



Self Service



DECCS - Create a Support Case

Provide the details below to create a Case.

*What can we help you with today?

Sign Up / Sign In

*Sub Category

Corporate Administrator access

*Short Description

Who is my corporate

Detailed Description

DECCS Help Search ^

 [Who is my Corporate Administrator?](#)

We are unable to tell you the identity of your company's **Corporate** Administrator. Please contact the HelpDesk to check if your company has a **Corporate** Administrator. ...

 [Who manages my licensing groups?](#)

Your **Corporate** Administrator. If you do not know **who** your **Corporate** Administrator is, please reach out internally. We are not able to disclose **Corporate** Administrator information for security reasons...

Submit



Self Service





U.S. DEPARTMENT OF STATE

DECCS Industry Service Portal

Search | Sandy Tester

Industry Portal Applications ▾ Learning Tools ▾ Support ▾

DECCS - Create a Support Case

Provide the details below to create a Case.

*What can we help you with today?

Sign Up / Sign In ▾

*Sub Category

Corporate Administrator access ▾

*Short Description

I need help setting up my users

Detailed Description

I am a new corporate administrator and I need help

DECCS Help Search ▾

Submit



Self Service



U.S. DEPARTMENT OF STATE
DECCS Industry Service Portal

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Industry Portal Applications Learning Tools Support

Case details

Number CS0001445	State New
Company Men in Black2	Caller Mike Sampletary
Short description I need help setting up my users	Description I need help setting up my users
Updated just now	

Actions

[Close Case](#)

Attachments

Drop files here

I need help setting up my users

Type your message here... [Send](#)

MS Mike Sampletary
just now
CS0001445 Created

Start



DIRECTORATE OF DEFENSE TRADE CONTROLS

Q&A



DDTC Contact Information



Website: www.pmddtc.state.gov

Contact DDTC

DDTC Help Desk

Contact with issues concerning login, browser, or other system issues.

Contact the DDTC Help Desk:

Email

(202) 663-2838 | 8:00am - 5:00pm

DDTC Response Team

Contact with issues concerning functionality of the forms, data processing, regulations, etc.

Contact the DDTC Response Team:

Email

(202) 663-1282 | 8:00am - 5:00pm