



Directorate of Defense Trade Controls DECCS Enrollment User Guide



Create and validate DECCS account

1. To enroll in DECCS, go to the DDTC DECCS Industry Portal Landing page at the following URL:
<https://deccs.pmdtdc.state.gov/deccs>

2. You will land on a page with the option to either login or enroll to create a new user account. Select the Enroll link. If you've already created an account, please refer to the "Multifactor Authentication" guide for the next steps.

The screenshot shows the 'DECCS Industry Service Portal' landing page. At the top, it says 'U.S. DEPARTMENT OF STATE DECCS Industry Service Portal'. The main heading is 'DECCS Industry Portal Enrollment'. Below this, there is a video player for 'DECCS User Enrollment Instructions'. At the bottom of the page, there are two buttons: 'Enroll' and 'Login (External)'. A red circle with the number '2' is placed over the 'Enroll' button.

3. Enter your User ID/Email, First Name, Last Name, and Mobile Number. The Nickname is optional. If your company has already registered with DDTC, enter the Company Name and valid Registration Code. If not, select the "I am part of a New Company" checkbox. Once you've completed all of the required fields, select Enroll. You will see a pop-up message indicating that an email has been sent to the address specified with a verification link to activate the new account.

The screenshot shows the 'User Enrollment' form. It contains several input fields: 'User ID/Email', 'First Name', 'Last Name', 'Nickname', 'Mobile Number (without dashes or parentheses)', 'Company Name', and 'Registration Code'. There is a 'PLEASE NOTE' section with a light blue background. At the bottom, there is a checkbox for 'I am part of a New Company' and an 'Enroll' button. A red circle with the number '3' is placed over the top left of the form.

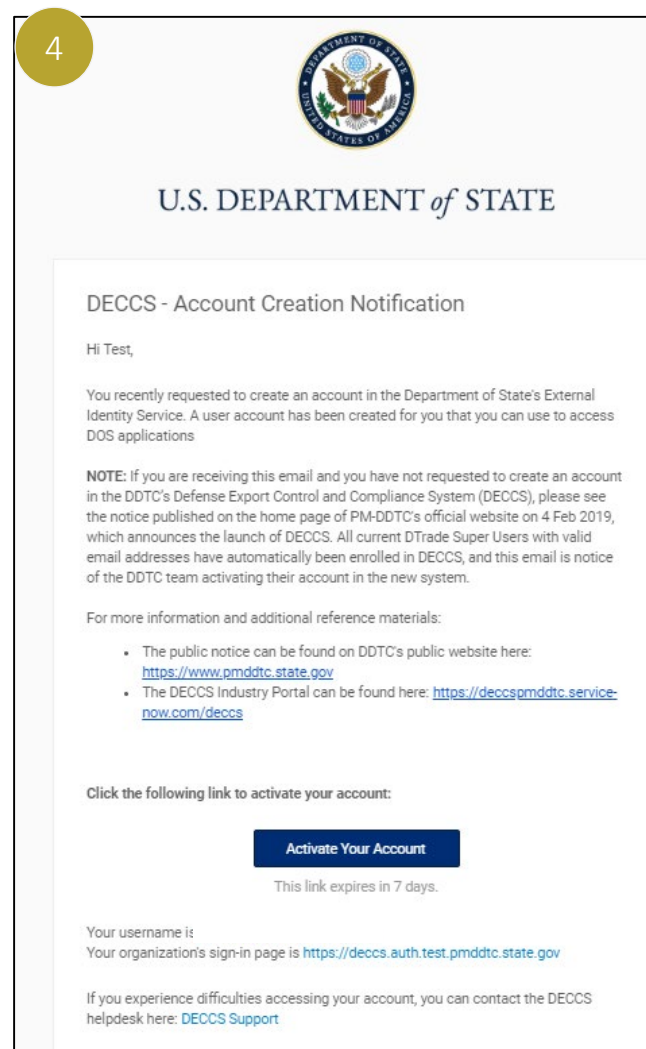


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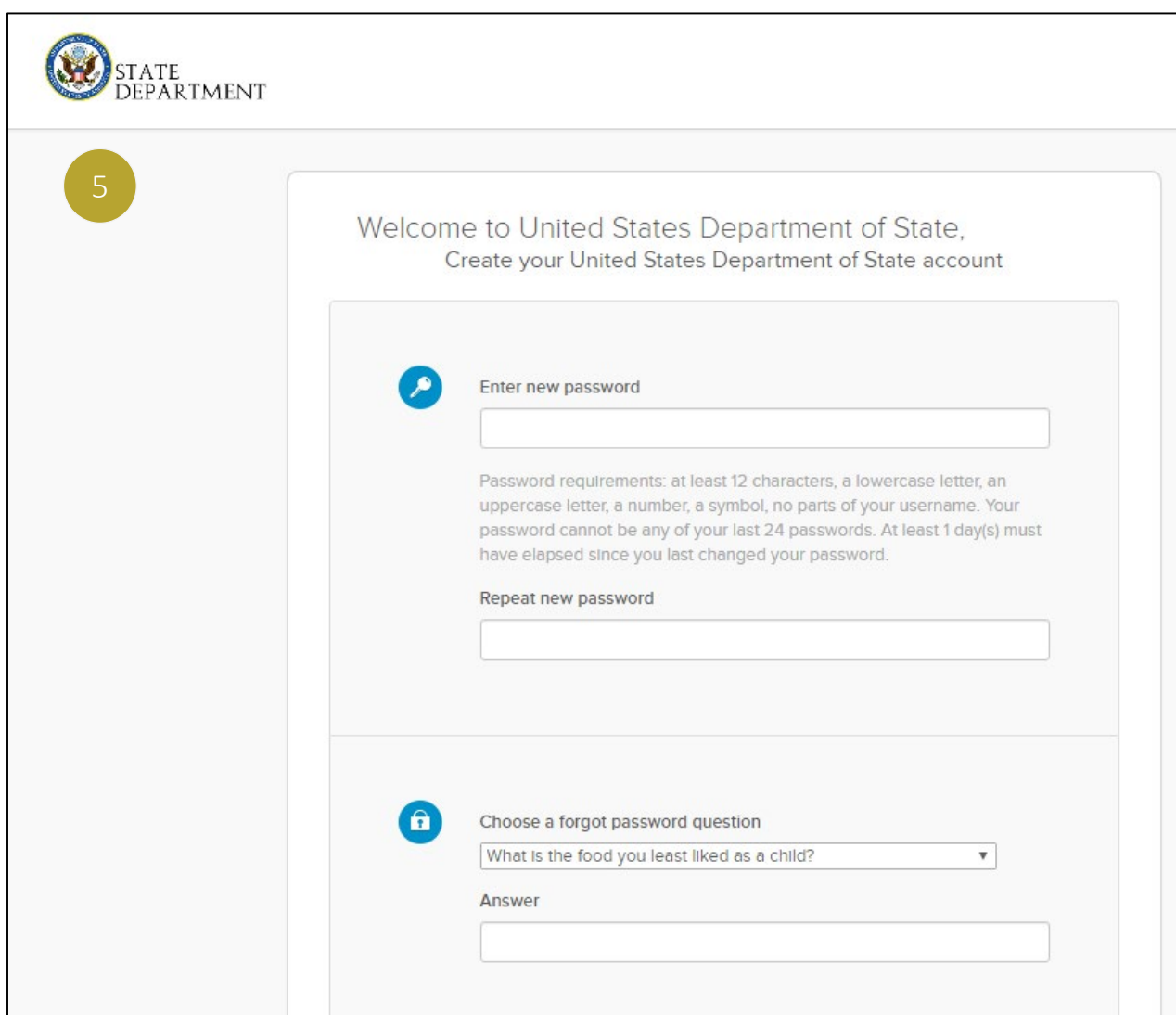
Create and validate DECCS account (continued)

- You will receive an email from Okta. Follow the instructions in the email to activate your DECCS account by following the link.



- Enter a password, choose a forgot password question, and add a phone number for resetting the password (optional).

Note: When creating a password, it needs to meet the following requirements: At least 12 characters in length, at least one lowercase letter, uppercase letter, a number, and a symbol. The password cannot be part of your username or be on of the last 24 passwords.





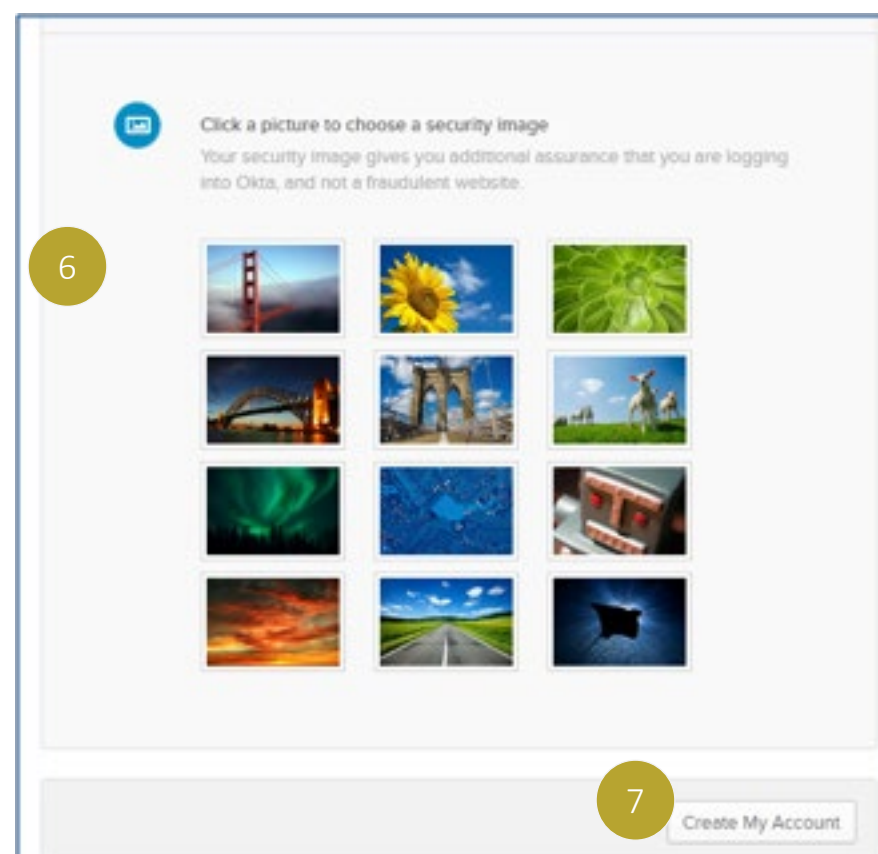
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Create and validate DECCS account (continued)

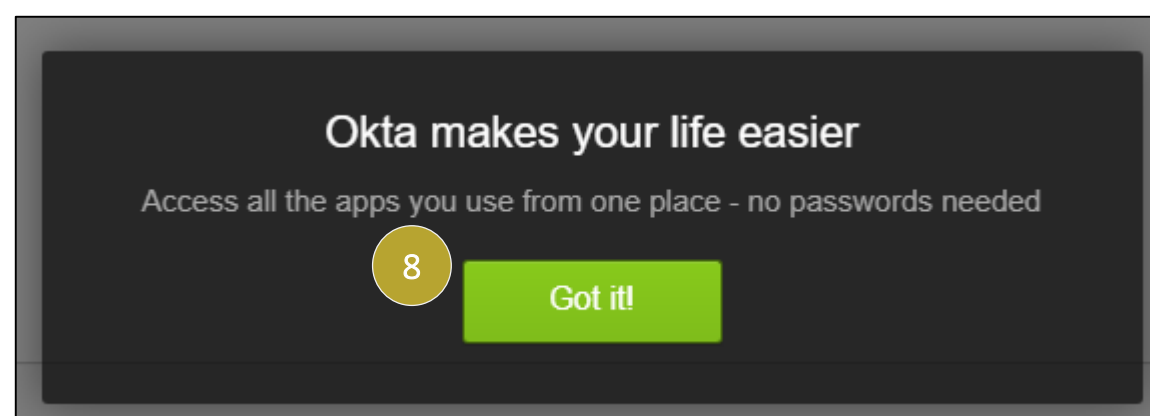
6. Select a photo as your security image – this will act as an additional security measure whenever you’re logging into the DECCS system

7. Select ‘Create My Account’”



8. Once the account is created, you will be redirected to the OKTA User Home page for the State Department. Click the ‘Got It’ message when prompted.

9. Click on the ‘DECCS – Public tile on the OKTA User Home page to launch a browser session to begin the multifactor authentication process. Please refer to the ‘Multifactor Authentication’ guide to continue.



Note: Company and Registration access will be reviewed prior to granting access to the Registration and Licensing applications

