

***A general overview of the registration process can be found at:**

- [LINK: DECCS Enrollment Process Overview](#)

***Step by Step for The Registering Member:**

1. Open the above hyperlink.
2. Click on the “Enroll/Log into DECCS” button.
3. Click on the “Access DECCS” button.
4. Click on the “Enroll” button.
5. Fill out all required fields within the ‘User Enrollment’ window, then click on the “Enroll” button. (First time registrations should select the checkbox for “I am part of a New Company” at the bottom of the ‘User Enrollment’ window.)
6. Check your inbox for a ‘DECCS- Account Creation Notification’ email. Click on the “Activate Your Account” button within the email.
7. Follow the shown prompts for creating your ‘US Department of State Account’. Ex: username, and password. Then select the “Create my account” button.
8. Click on the “DECCS” button.
9. Set up Multifactor Authentication. (“Voice Call Authentication” seems to be the simplest method, thus these directions will address that option.) Click on the “Setup” button under “Voice Call Authentication”.
10. Enter your desired phone number and click on the “Call” button. (Note: You will need to be able to answer this phone each time you desire to log into DECCS.) Follow prompts to log in.
11. Once logged into the ‘DECCS Industry Service Portal’, select the “Applications” tab at the top of the page to reveal a dropdown window. Select “Registration” within the dropdown window.
12. Click on the “Register” button then complete the registration application (all 11 tabs) and submit. (Ensure that the ‘Senior Officer’ information you input is accurate.)
13. Notify your listed ‘Senior Officer’ that the application is pending their review and signature. Your ‘Senior Officer’ will then need to create their own account (Steps 1-11) ensuring that their ‘Login’ information matches that of the previously input ‘Senior Officer’ information.
- 14. Directive for Senior Officer concluding Step 11: After concluding Steps 1-11, select the “Review and Sign” button. After reviewing and digitally signing the company application, click on the “submit” button. (This is the only requirement from the Senior Officer)**
15. The Registering Member should now see that under the Login/Applications/Registrations tab, the registration status will read “Awaiting DDTC Officer Review”. This process can take a few days up to a few weeks. The Registering Member shall wait for a “DDTC ITAR Registration Payment” email to arrive.
16. The Registering Member should now see that under the Login/Applications/Registrations tab, the registration status will read “Pending Payment”. Select the “Make Payment” button and follow the payment prompts.
17. The Registering Member should now see that under the Login/Applications/Registrations tab, the registration status will read “Completed”. Select the “Registration Acknowledgment Letter” to retrieve your registration letter.
18. For FAQ, visit: [LINK: DECCS FAQ](#)