

DTrade Electronic Licensing System

The Defense Trade Electronic Licensing System (DTrade) is a fully-electronic system available to U.S. citizens and specified foreign individuals to submit license applications for the export or temporary import of defense articles pursuant to the International Traffic in Arms Regulations (ITAR). Knowledge of the [ITAR](#) and DDTC [Defense Trade Function](#) are necessary for DTrade use.

The [DTrade Information Center](#) page is a great reference tool for all things DTrade such as system access and availability, maintenance related information, IT deployments, forms, and [DTrade FAQs](#).

Getting Started with DTrade

Prior to using DTrade, an Access Certificates for Electronic Services (ACES) digital certificate must be purchased and installed on your PC. Information on authorized ACES certificates and vendors is provided below.

How to Access DTrade

1. Purchase a Digital Certificate

Each person who requires DTrade access must purchase their own unique ACES digital certificate. Only the subscriber of the certificate should have exclusive use. Under the certificate policy, digital certificates will be revoked by the issuing vendor in a case of loss or disclosure of the private key (passphrase) to anyone other than the subscriber.

ACES digital certificates may be purchased from one of the two authorized ACES vendors listed below:

- IdenTrust (www.identrust.com/dtrade)
- ORC (www.aces.orc.com)

2. Install the Digital Certificate

The vendor you choose will provide instruction and support for downloading and installing the digital certificate to your personal computer (PC). DTrade only supports Internet Explorer (IE) browser versions 6 to 9. IE (v6 – 9) must be used to download and install the digital certificate to the personal certificate store on your PC. Other web browsers may remain on your PC; however, only IE (v6 – 9) can access DTrade. Currently, DTrade does not support Mozilla Firefox, Apple Safari, or Google Chrome.

3. Register Your Digital Certificate with DTrade

To register your digital certificate with DTrade, log in to DTrade by selecting [DTrade2 Log-In](#) from the [DTrade Information Center](#).

The system will prompt you for your digital certificate, authenticating you to enter DTrade with a dialog box labeled **Export Filer Registration**. Your name will appear, and you will need to enter your email address and telephone number in the appropriate fields. From the pick list, select the name of the entity registered with DDTC – for subsidiaries, select the name of your parent organization.

If duplicate or multiple variations exist for your parent organization, **STOP** and contact the DTrade Help Desk at 202-663-2838 or via email at DTradeHelpDesk@state.gov. Provide the Help Desk personnel with the organization's registration code for assistance in determining the correct selection. **This step of the registration process is essential because it connects users to the correct organization to ensure access to the correct license applications and authorizations.**

Assign User Types and Roles

User types and roles must be assigned before an individual will be able to sign and submit license applications, track status, or retrieve license applications/information. There are two types of DTrade users: Super User and User. Note: Only the DTrade Help Desk can assign the status of super user. Once that occurs, super users will be responsible for assigning user roles to all company users.

User Types:

- Super User - An individual assigned to administer user roles for all company users. At least one Super User must be designated by an organization. If there is only one user, then that person must become the Super User. Super Users must be **direct employees** of the organization.
- User - An individual assigned one or more user roles (see below) by the company super user(s) to perform their assigned tasks.

User Roles:

- Industry Submitter - Allows a user to electronically submit DTrade license applications and upload additional documentation.
- Industry Status Retriever - Allows a user to track the status of electronically submitted applications and download signed licenses. (This does not automatically include the ability to upload additional documentation.)
- Industry Signature Authority - Allows a user to electronically sign a license application. This authority must be limited to Empowered Official.

Designating a Super User

After the digital certificate has been registered with DTrade, a typed letter (on parent company stationary) must be submitted with the following information:

Note: Only the parent organization is authorized to designate super users.

- a. Letter must show the current date
- b. Name of parent organization
- c. PM/DDTC Registration Code
- d. Parent company fax number

- e. Full name of individuals being designated as super users (with work telephone number and email address). Only list new designation at the time of the request.
- f. Name and title of the senior officer or empowered official of the parent organization signing the request (with telephone number and email address). Letters must contain a handwritten signature - no stamped signatures will be accepted.

Submitting a Super User Request

Super user request may be sent to the DTrade Help Desk via fax or email:

- a. DTrade Help Desk Fax: 202-663-2756 (please do not include a cover/transmittal sheet)
- b. DTrade Help Desk Email: DTradeHelpDesk@state.gov. The request must be a signed, scanned, PDF attachment. Refer to instruction (f) above regarding signature requirements. The subject line of the e-mail must list the company name, registration code, followed by *Super User Request* (i.e. ABC Company- M23456 -Super User Request).

Confirmation of Super User Status

Allow two (2) business days for the DTrade Help Desk to process the request. The super user(s) listed will receive a confirmation email along with instructions on assigning DTrade roles. If the request cannot be processed, the designated super user(s) listed in the letter will be contacted to obtain any additional information needed.

For information regarding the maintenance of super user access, see [DTrade FAQs](#).