

User Guide for Migrating SNAP-R Users



BUREAU OF INDUSTRY AND SECURITY

Table of Contents

Purpose	1
Getting Started	1
Steps to Migrate Your Legacy SNAP-R Account for the First Time	1
Steps to Migrate an Additional Account to Your Existing Sign-In Email.....	4

Purpose

This document provides instructions for current registered SNAP-R users on how to set up their accounts to access the [new SNAP-R site](#) and continue managing their license applications.

Getting Started

Before setting up your account on the new site, please verify that your email address is correct and unique within your CIN. Your company's or firm's SNAP-R Administrators can verify that your email address is unique within your CIN and make any necessary updates in the SNAP-R Self-Management module. This email address will be used for two-factor authentication on the new SNAP-R site.

To migrate your existing SNAP-R account to the new site, your account must be in Active status. You will need your current login ID, password, CIN, and the email address associated with your account. If you do not have all this information or if your account is not active, please contact your company's or firm's SNAP-R administrators to retrieve the necessary details or make any updates. For further assistance, please reach out to the SNAPR Helpdesk snapr@bis.doc.gov.

Steps to Migrate Your Legacy SNAP-R Account for the First Time

Follow these steps if you have not yet set up a new login account:

1. Access the new SNAP-R site, and select "Migrate Legacy Account"

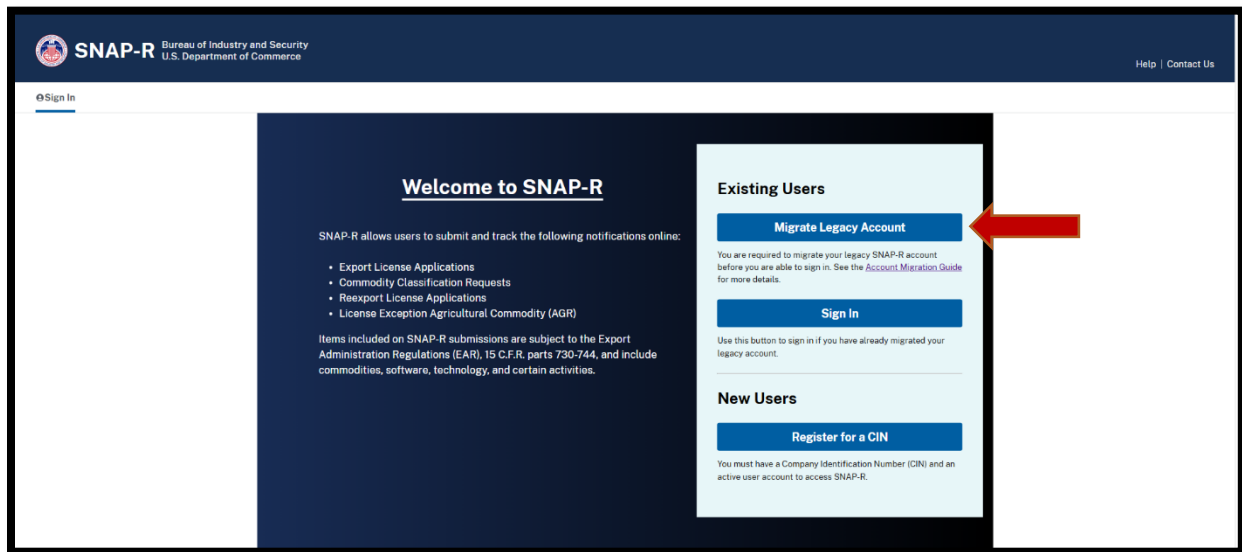


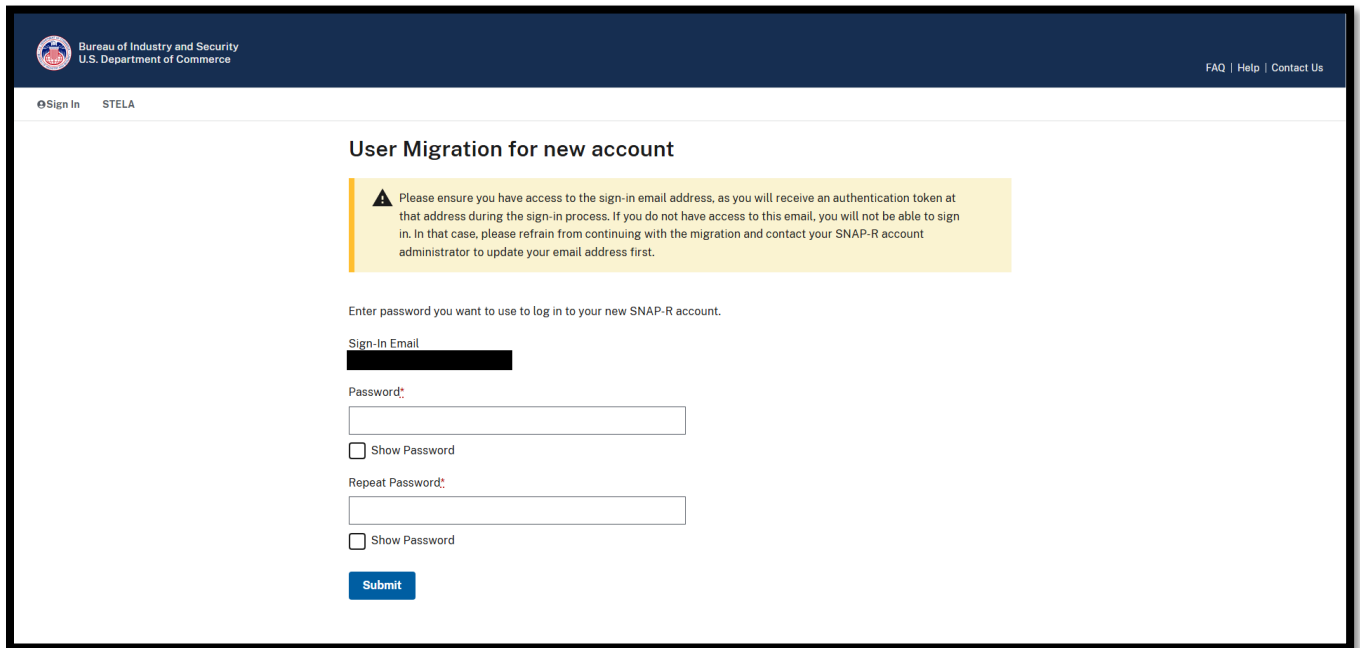
Figure 1 Migrate Legacy Account

2. You will be prompted to enter your legacy login information. Enter the details of the account you want to migrate and select “Submit”. If the information is incorrect, you will receive an error message.

Figure 2 Legacy Login Information Prompt for New Account

3. If the provided legacy information is valid, you will be prompted to set up a password for the new SNAP-R account. The password must be between 8 and 256 characters and include three out of the following four types of characters:
 - Lowercase letters
 - Uppercase letters

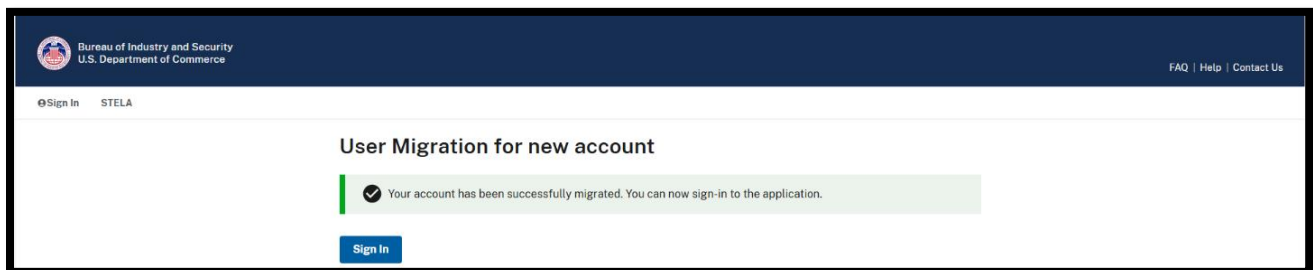
- Numbers (0-9)
- Symbols (@ # \$ % ^ & * - _ ! + = [] { } | \ : ' , . ? / ` ~ " () ; < >)



The screenshot shows the 'User Migration for new account' page. At the top, there is a header with the Bureau of Industry and Security logo and 'U.S. Department of Commerce'. Below the header, there is a navigation bar with 'Sign In' and 'STELA'. The main content area has a title 'User Migration for new account'. Below the title, there is a yellow warning box with a triangle icon and text: 'Please ensure you have access to the sign-in email address, as you will receive an authentication token at that address during the sign-in process. If you do not have access to this email, you will not be able to sign in. In that case, please refrain from continuing with the migration and contact your SNAP-R account administrator to update your email address first.' Below the warning box, there is a text prompt: 'Enter password you want to use to log in to your new SNAP-R account.' Below this, there are two input fields: 'Sign-In Email' (with a blacked-out value) and 'Password*'. Below the 'Password*' field, there is a checkbox labeled 'Show Password'. Below the 'Show Password' checkbox, there is another input field labeled 'Repeat Password*'. Below the 'Repeat Password*' field, there is another checkbox labeled 'Show Password'. At the bottom of the form, there is a blue 'Submit' button.

Figure 3 New Password Setup

4. If your password is accepted, you will receive a success message and you can now sign-in to the application using your email address and the password you set up. You will receive an authentication token at that email address as part of the sign-in process. If you do not have access to that email address, you will not be able to sign in. Your company's or firm's SNAP-R Administrators can make any necessary updates to your email address in the SNAP-R Self-Management module.



The screenshot shows the 'User Migration for new account' page after successful migration. The header and navigation bar are the same as in Figure 3. The main content area has the title 'User Migration for new account'. Below the title, there is a green success message box with a checkmark icon and text: 'Your account has been successfully migrated. You can now sign-in to the application.' Below the success message box, there is a blue 'Sign In' button.

Figure 4 Success Migration of New Account

Steps to Migrate an Additional Account to Your Existing Sign-In Email

Follow these steps if you have already set up a new login account and want to migrate another account from a different CIN. This applies when you have multiple SNAP-R accounts linked to one email address across different CINs.

1. Access the new SNAP-R site, and select “Sign In”

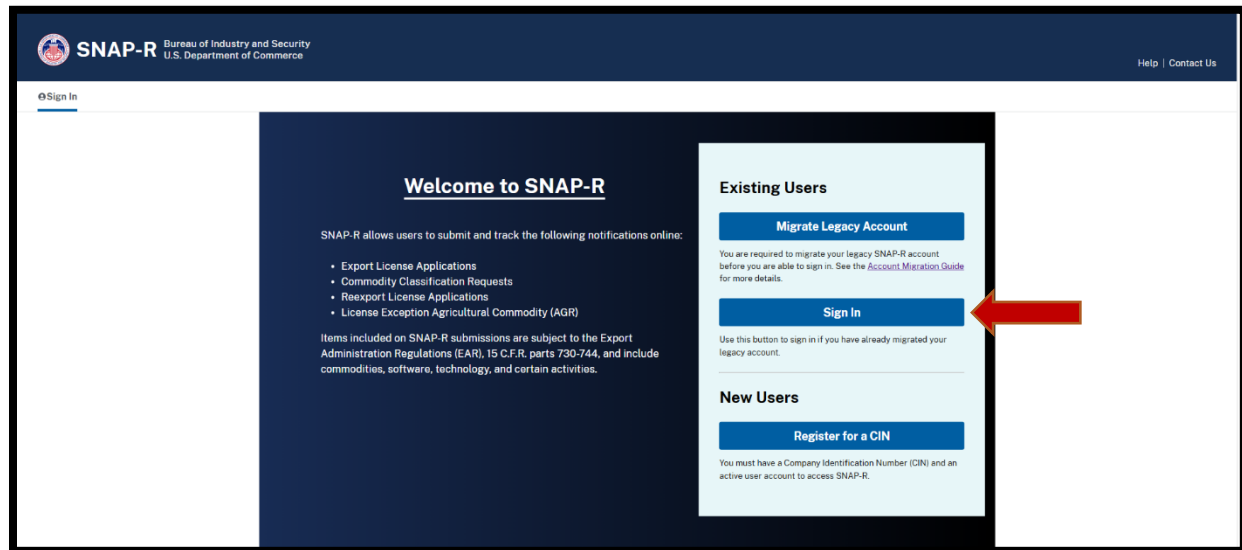


Figure 5 Sign In

2. Follow the prompts to enter your sign-in email, password, and authentication token.
3. When you reach the User Identification screen, select “Migrate Additional Account”

A screenshot of the 'User Identification' screen. It prompts the user to enter their CIN (Applicant ID), which consists of seven characters starting with an alphabetic character. There is a text input field and a 'Submit' button. Below this, separated by a horizontal line and the word 'OR', is a message: 'If you want to migrate an additional legacy account from a different CIN to the current sign-in account, select "Migrate Additional Account"'. A button labeled 'Migrate Additional Account' is shown at the bottom, with a red arrow pointing to it.

Figure 6 Migrate Additional Account

- You will be prompted to enter your legacy login information. Enter the details of the account you want to migrate and select “Submit”. After migration (see step 5 below), you will use your current sign-in email to access this account.

The screenshot shows the 'User Migration for current sign-in user' page. At the top, there is a header with the Bureau of Industry and Security logo and the text 'Bureau of Industry and Security U.S. Department of Commerce'. On the right, there are links for 'FAQ | Help | Contact Us'. The main heading is 'User Migration for current sign-in user'. Below this, there is a prompt: 'Enter the legacy login information of the account you want to migrate.' followed by a note: 'If you need to update your legacy information on record, please contact your SNAP-R account administrator.' The form contains four input fields: 'Original Login ID:', 'Current Password in Legacy SNAP-R:', 'CIN (Applicant ID):', and 'Current valid Email in Legacy SNAP-R:'. There is a 'Show Password' checkbox next to the password field. At the bottom of the form are 'Submit' and 'Cancel' buttons. Below the buttons, there is a small text block providing legal disclaimers: 'In accordance with EAR § 748.7(f)(1) and (2): (f) Requirement to keep identifying information accurate and current -- (1) Filing entities. Filing entities must, through their account administrators, update their identifying information such as name, address and telephone number in their SNAP-R account as necessary to keep that information accurate and current. (2) Individual users. Individual users must, through their account administrators, update their identifying information such as name, telephone number, facsimile number and e-mail address in their SNAP-R accounts as necessary to keep that information accurate and current.'

Figure 7 Legacy Login Information for Current Sign-In

- If the provided legacy information is valid, you will receive a success message. You can then choose to migrate another legacy account or access the application.

The screenshot shows the 'User Migration for current sign-in user' page after a successful migration. The header is the same as in Figure 7, but with 'SNAP-R' prominently displayed next to the Bureau of Industry and Security logo. The main heading is 'User Migration for current sign-in user'. Below this, there is a green success message box with a checkmark icon and the text: 'Your legacy account has been successfully migrated to your sign-in account.' Below the message, there is a prompt: 'You may select to migrate additional legacy account or access SNAP-R.' At the bottom, there are two buttons: 'Access SNAP-R' and 'Migrate Additional Account'.

Figure 8 Success Migration of Additional Account