

User Guide for Migrating SNAP-R Users



BUREAU OF INDUSTRY AND SECURITY

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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 in [the legacy SNAP-R system](#) 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. 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"

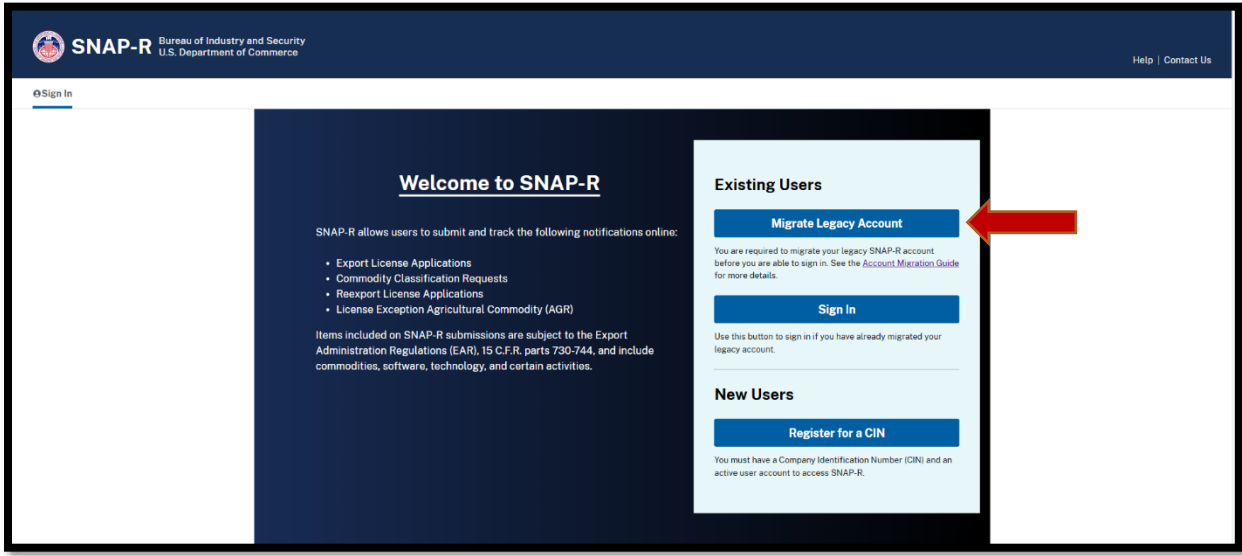


Figure 1 Migrate Legacy Account

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.

Enter the legacy login information of the account you want to migrate.

Original Login ID*:

Original Password*:

CIN (Applicant ID)*:

Original Email*:

Submit

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 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 SNAP-R user migration interface. At the top, there is a dark blue header with the SNAP-R logo and the text "Bureau of Industry and Security U.S. Department of Commerce". On the right side of the header, there are links for "Help" and "Contact Us". Below the header, the page title is "User Migration for new account". A yellow warning box contains a triangle icon and the 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 update the email address in your legacy SNAP-R user profile first." Below the warning box, there is a prompt: "Enter password you want to use to log in to your new SNAP-R account." The form includes three input fields: "Sign-In Email" (with a blacked-out value), "Password*" (with a red asterisk), and "Repeat Password*" (with a red asterisk). A blue "Submit" button is located at the bottom of the form.

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. You should first change the email of record in your legacy SNAP-R user profile.

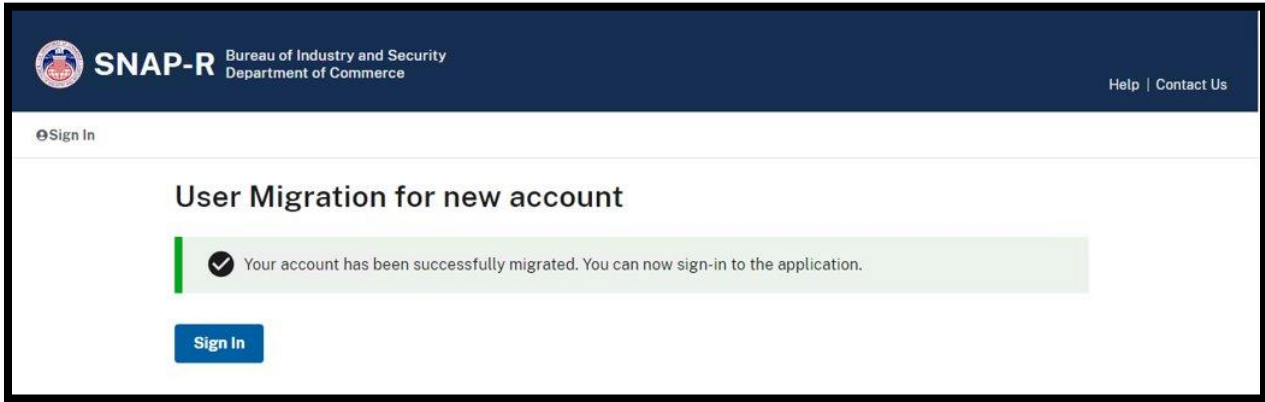


Figure 4 Success Migration of New Account

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"

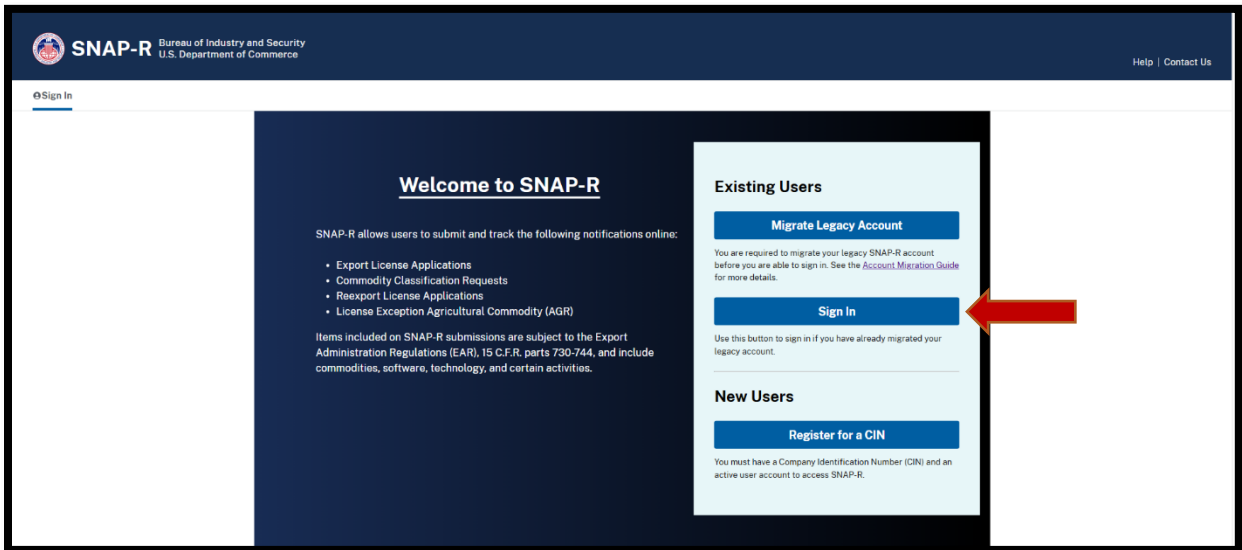


Figure 5 Sign In

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

User Identification

Enter the CIN you received during the registration process with BIS SNAP-R (it may be referred to as the Applicant ID). The CIN consists of seven characters, starting with an alphabetic character and followed by six digits.

CIN (Applicant ID)*:

Submit

OR

If you want to migrate an additional legacy account from a different CIN to the current sign-in account, select "Migrate Additional Account"

Migrate Additional Account



Figure 6 Migrate Additional Account

4. 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.

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User Migration for current sign-in user

Enter the legacy login information of the account you want to migrate.

Original Login ID*:

Original Password*:

CIN (Applicant ID)*:

Original Email*:

Submit **Cancel**

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.

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User Migration for current sign-in user

✓ Your legacy account has been successfully migrated to your sign-in account.

You may select to migrate additional legacy account or access SNAP-R.

Access SNAP-R **Migrate Additional Account**

Figure 8 Success Migration of Additional Account

