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 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"
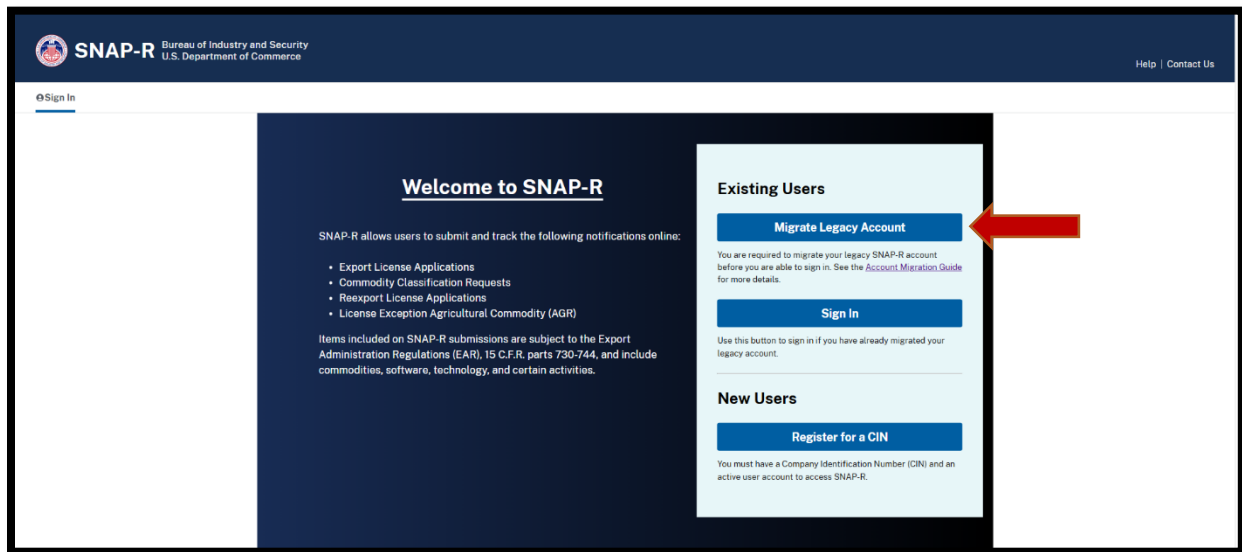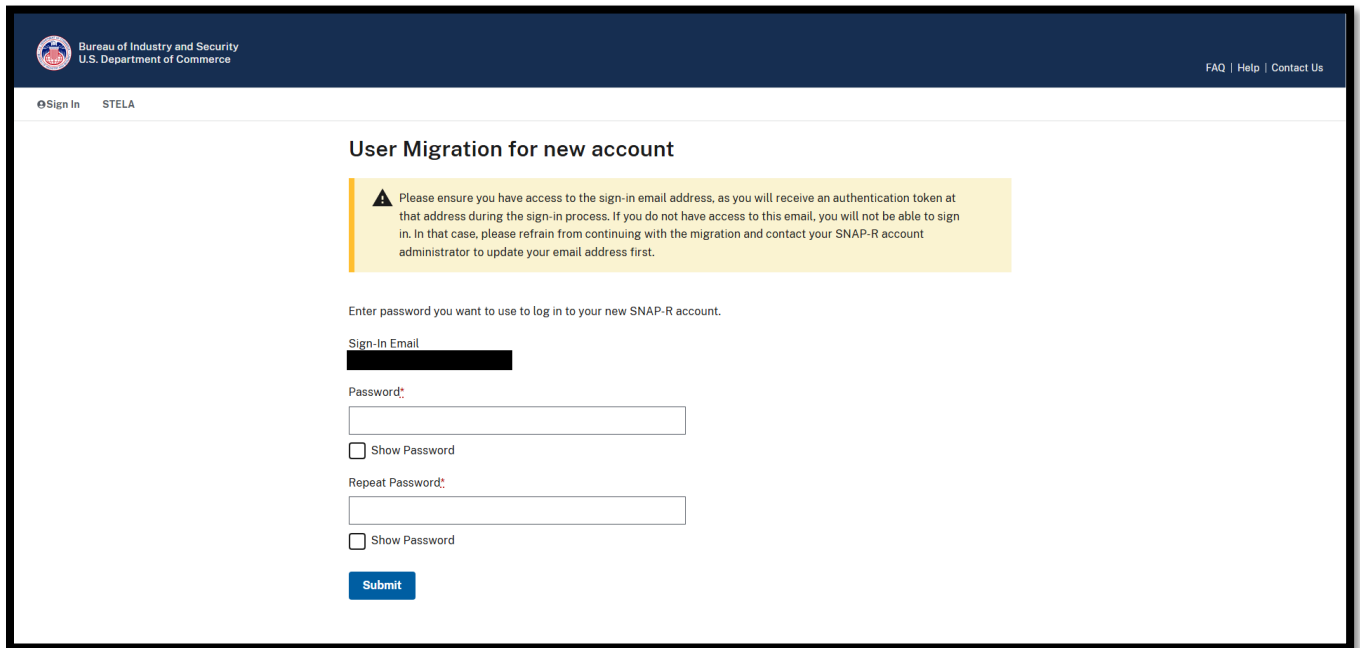
Figure 1 Migrate Legacy Account

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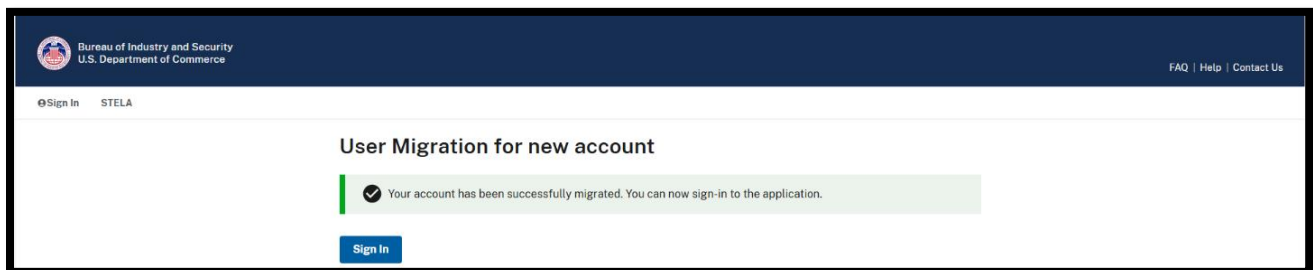
- Numbers (0-9)
- Symbols (@ # $ % ^ & * - _ ! + = [ ] { } | \ : ' , . ? / ` ~ " ( ) ; < >)

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.

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"
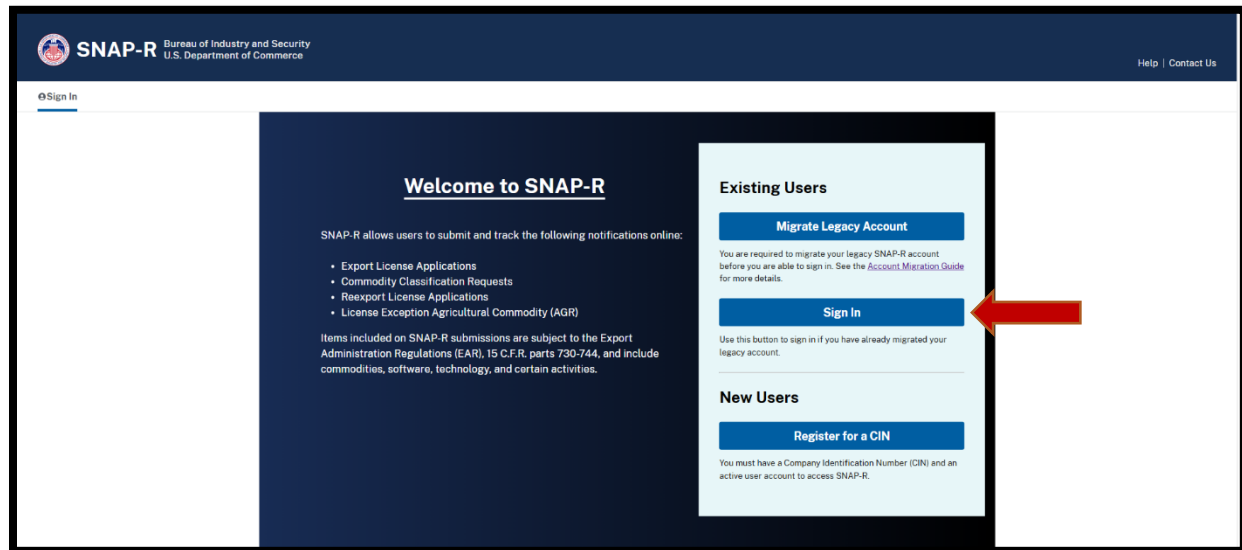

Figure 5 Sign In

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"

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.

Figure 7 Legacy Login Information for Current Sign-In

5. 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.

Figure 8 Success Migration of Additional Account