



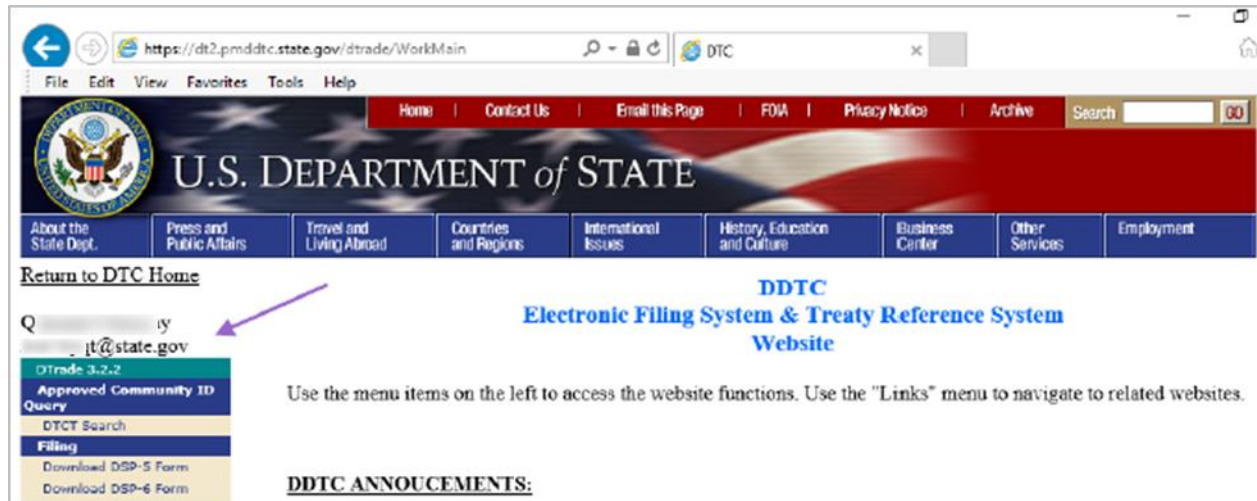
U.S. Department of State Directorate of Defense Trade Controls



Update DTrade Super User Email Address

Where do I find the email I used to register with DTrade?

Log into DTrade, and view at the top left of the DTrade landing page.



How do I update my email address?

- A. Provide the below information in a dated letter on OFFICIAL parent company letterhead with logo:
 1. Company Name
 2. Registration code (associated with listed company)
 3. Phone Number
 4. Fax number (if available)
 5. Super User Name
 6. Current Email registered with DTrade(if known)
 7. NEW Email to register with DTrade
 8. Signature by the company's Empowered Official or Senior Officer

- B. Attach and email scanned letter to dtradehelpdesk@state.gov or fax to 202-663-2756
 1. ATTN: DTrade Help Desk
 2. Subject: Update Super User Email Address

Note: Incorrect or missing information may lead to account access and/or processing delays. Please submit your updates by March 1, 2018.

Once the request is received, it may take up to 3 business days for the email to change. Please log into DTrade to view update.