

# How to Create an Account in DFC's Forms System

**Step 1:** Make certain that [donotreply@dfc.gov](mailto:donotreply@dfc.gov) and [noreply@salesforce.com](mailto:noreply@salesforce.com) are on your/your company's "safe senders" list for email so messages don't get blocked.

**Step 2:** Go to <https://www3.opic.gov/DFCForms/Account/Login.aspx>.

**Step 3:** Click on the link for a new account.

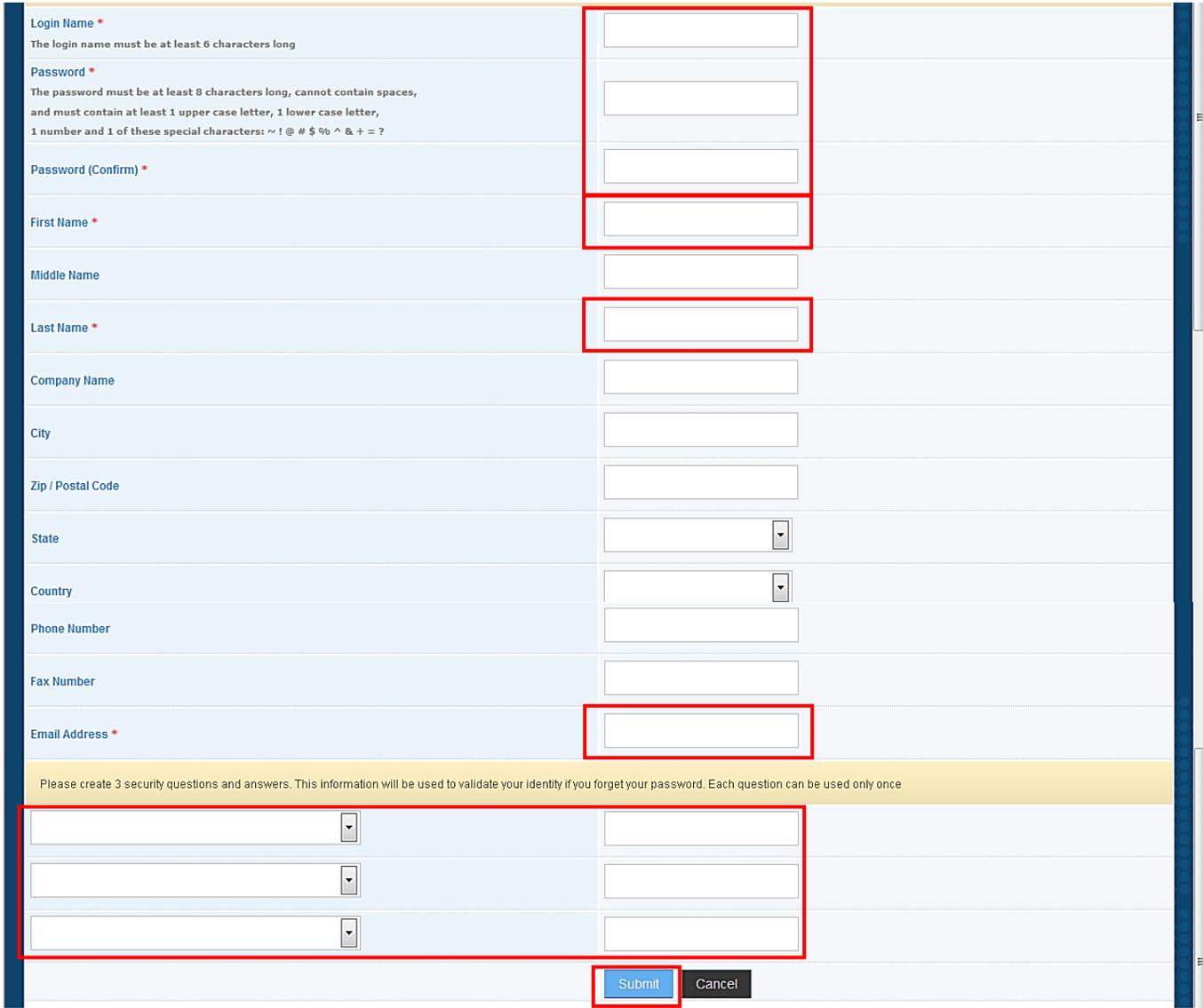


The screenshot shows a login form with the following elements:

- Text: "If you already have an account"
- Input fields: "Username" and "Password"
- Buttons: "Login" and "Cancel"
- Text: "Don't have an account?"
- Text: "To create a new account, please" followed by a red-bordered button labeled "click here".

An arrow points from the "click here" button in this screenshot to the "New Account" link in the next screenshot.

**Step 4:** Fill in the required information and click the "Submit" button. Important: Please write down your login name (i.e. username) and password. You will need it when you log in!



The screenshot shows a detailed account creation form with the following fields and highlights:

- Login Name \***: Required field, highlighted in red. Note: "The login name must be at least 6 characters long"
- Password \***: Required field, highlighted in red. Note: "The password must be at least 8 characters long, cannot contain spaces, and must contain at least 1 upper case letter, 1 lower case letter, 1 number and 1 of these special characters: ~ ! @ # \$ % ^ & + = ?"
- Password (Confirm) \***: Required field, highlighted in red.
- First Name \***: Required field, highlighted in red.
- Middle Name**: Optional field.
- Last Name \***: Required field, highlighted in red.
- Company Name**: Optional field.
- City**: Optional field.
- Zip / Postal Code**: Optional field.
- State**: Optional dropdown menu.
- Country**: Optional dropdown menu.
- Phone Number**: Optional field.
- Fax Number**: Optional field.
- Email Address \***: Required field, highlighted in red.

Below the form, there is a yellow banner: "Please create 3 security questions and answers. This information will be used to validate your identity if you forget your password. Each question can be used only once".

The security questions section is highlighted in red and contains three rows, each with a dropdown menu and an input field.

At the bottom, there are "Submit" and "Cancel" buttons. The "Submit" button is highlighted in red.

**Step 5:** The system will ask you to confirm the information you have provided. If it is correct, click "Submit." If it is incorrect, click "Back" to edit.

REVIEW ACCOUNT INFORMATION	
Please review your account account information. Click back to make changes to your account information or click the Submit button to create your account	
Login Name *	johnsmith
First Name	John
Middle Name	
Last Name	Smith
Company Name	Sample Company
City	New York
Zip / Postal Code	11101
State	New York
Country	UNITED STATES
Phone Number	
Fax Number	
Email Address	jsmith@samplecompany.com
Below are the security questions selected by you.	
What was your dream job as a child?	**For security reasons answer not displayed**
What was your favorite place to visit as a child?	**For security reasons answer not displayed**
What is the name of your favorite childhood friend?	**For security reasons answer not displayed**
<input type="button" value="Submit"/> <input type="button" value="Back"/>	

**Step 6:** The system will let you know that a User Account Activation email has been sent to the email address that you provided (that is why Step 1 was so important).

DFC Forms Dashboard - Applicant Status
ACCOUNT CREATED
Thank you for creating an account! You must have received an User Account Activation email. To activate your account, please acknowledge by clicking on the link contained within the email.

Go to the email in your inbox and click on the activation link (or copy the link and paste it into your internet browser).

Dear John Smith,

This message acknowledges that your account registration has been processed. Please click on the link below to activate your account and login to the DFC Application System.

<https://www3.opic.gov/dfcforms/Account/Complete.aspx?ActivationCode=c878c791-6c2f-472f-8791-2f1a8996ff2e&ApplicantID=e3f3c6cb-4c35-4c23-a027-b6f953da784f&C>

If the link above is not active, please copy and paste the link into your web browser's address bar.

If you have any questions, please contact technical support at [helpdesk@DFC.gov](mailto:helpdesk@DFC.gov).

**Step 7:** Once you have gone to the activation link, the system will confirm that your account is active. Click the Login link to go to the login screen.

**ACTIVATION COMPLETE**

Your account registration has been activated successfully. Please click the link below to login to the DFC Application System. If you have any questions, please contact [helpdesk@dfc.gov](mailto:helpdesk@dfc.gov).

[Login](#)

Enter the username and password that you wrote down in Step 4 and click “Login.”

**LOGIN**

If you already have an account

[Login](#)

[Don't have an account?](#)  
To create a new account, please click here

[To reset your password, please click here](#)

**Step 8:** Now you can create forms from the drop-down menu.

Note: The “General Information” section below the forms list has links to PDF reference copies of the forms and other helpful information.

**CREATE FORM**

Please select the Form that you want to create

- Form 001A - Application for Finance
- Form 001B - Application for Direct Equity Investment
- Form 002 - Request for Registration for Political Risk Insurance
- Form 004 - Investments Funds Application
- Form 006 - Personal Identification Form
- Form 007 - Impact Assessment Questionnaire

**MY FORMS LIST**

Page size: 10 Filter:

**GENERAL INFORMATION**

**BROWSER COMPATIBILITY**

DFC forms are compatible with  (IE 9 and later)

**DATA SECURITY**

DFC utilizes 128-bit Secure Sockets Layer (SSL) data encryption to insure the security of submissions.

**FORM TYPES AND AVAILABILITY:**

There are three forms that are available to any user as soon as they create their account:

- Form 001 – Application for Financing. Click [here](#) for read-only copy. To open a user guide designed to assist finance clients navigating the Forms system, please click [here](#).
- Form 002 – Request for Registration for Political Risk Insurance. Click [here](#) for read-only copy
- Form 004 – Investment Fund Questionnaire. Click [here](#) for read-only copy.