



SNAP-R: Electronic Applications under the EAR



HOW TO USE SNAP-R

- Access SNAP-R at:
 - <https://snapr.bis.doc.gov>
- Create and submit a new license application or other Work Item
 - Export License
 - Reexport License
 - Agriculture License Exception Notice
 - Commodity Classification including Encryption Review
- Manage license applications within company
- Receive/Respond to requests from BIS licensing officers
- Receive final license validations



HOW TO GET STARTED IN SNAP-R

- If your company has never registered before, start with the SNAP-R Online Registration at
 - <https://snapr.bis.doc.gov/registration>
- Respond to the confirmation email
- A Company Identification Number (CIN), also called an Applicant ID #, will be assigned, and your account with administrator's privileges will be created at your company.



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 Sign In

STELA

Welcome to SNAP-R

SNAP-R allows users to submit and track the following notifications online:

- Export License Applications
- Commodity Classification Requests
- Reexport License Applications
- License Exception Agricultural Commodity (AGR)

Items included on SNAP-R submissions are subject to the Export Administration Regulations (EAR), 15 C.F.R. parts 730-744, and include commodities, software, technology, and certain activities.

Users who have not migrated yet

Migrate Legacy Account

You are required to migrate your legacy SNAP-R account before you are able to sign in. See the [Account Migration Guide](#) for more details.

Already migrated/Existing users

Sign In

Use this button to sign in if you have already migrated your legacy account.

New users who have never registered

Register for a CIN

You must have a Company Identification Number (CIN) and an active user account to access SNAP-R.



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 Sign In

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SNAP-R Company or Individual User Exporter/Reexporter Registration

Required fields are marked with an asterisk (*)

Company or Individual User Information

Company or Individual Name*

Address 1*

Address 2

City*

Country*

State/Province*

Zip/Postal Code*

EIN

The EIN is required if you will mark "Export" in Block 5 when submitting a license application. You must include your company's Employer Identification Number (EIN) unless you are filing as an individual or as an agent on behalf of the exporter (see EAR part 748, Supplement no. 1, Block 14).



Administrator Information

First Name*

Last Name*

Phone*

Fax

Email*

Certifications

1. COMPANY CERTIFICATION (or individual user if you have no company affiliation)

The applicant company (herein "company") hereby requests authorization for the company to submit export license applications, reexport authorization requests, AGR license exception notifications, and classification requests to the Bureau of Industry and Security (BIS) using BIS's Simplified Network Application Processing (SNAP-R) system. The company understands that an electronic submission has the same legal force and effect as a written submission. The company recognizes that in order to apply for export licenses (as opposed to reexport authorizations, notifications, or classification requests), the company must be in of the United States. The company agrees that each submission

- ☐ I have read, understand, and agree to the terms and conditions of the company certification and I have authority to do so on behalf of the company.*
- ☐ I have read, understand, and agree to the terms and conditions of the account administrator certification and I have authority to act as account administrator on behalf of the company.*

Submit Registration



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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

Forgot CIN

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



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Welcome, Candace Goforth

You are the SNAP-R Administrator for your company.

To submit a new export related application, click on 'Create a Work Item'.

Click 'Help' for helpful information.

Quick Links

[Create a Work Item](#)

[View BIS Requests \(0 Actions Required\)](#)

[View Unread Messages \(0\)](#)

[Help](#)



Create a Work Item

Required fields are marked with an asterisk (*)

Type*

-Select-

-Select-

Agriculture License Exception Notice

Commodity Classification Request

Export License Application

Re-Export License Application

Create

OR

Reuse a Work Item

Click "Search to Reuse" to find a Work Item to copy

Search to Reuse

Note:

- Reference Number is a number you create for internal reference to this work item.
- It can contain numbers and letters, and must be exactly 7 characters long.
- The number must be unique within your CIN.
- In communications with BIS, do not use this number to refer to the work item. Instead use the work item's ACN.



SNAP-R SELF MANAGEMENT

- Access SNAP-R Self Management:
 - Log into your account and choose it from the bottom of the menu at the left of your screen.
- Update company information
- Manage company users including
 - Add new users
 - Terminate user access
 - Update user information



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👤 Candace Goforth ▾

Account Information

Users

History

Trusted Third Parties

Welcome, **orth**

You are the SNAP-R Administrator for your company.

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Click 'Help' for helpful information.

Quick Links

[Create a Work Item](#)

[View BIS Requests \(0 Actions Required\)](#)

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Administrative History Log

 [Search History Log](#)

Admin Name	Action Taken	User Affected	Date ↓
Candace Goforth	Reset User Password	Justina Accetta	06/04/2024
Candace Goforth	Reactivated User	Justina Accetta	06/04/2024
Candace Goforth	Created User	Justina Accetta	03/06/2024

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Users

Active Users

[Pending Users](#)

[Disabled Users](#)

[Terminated Users](#)

Active Users

[+ Create a User](#)

Name	Login ID	Email	Admin?	Migrated?	Creation Date
Candace Goforth	C722475	candace@contentenablers.com	YES	YES	09/11/2023



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Trusted Third Parties

Accepted Agents/Submitters

Accepted Grantors/Applicants of Record

Pending Agent Requests

Pending Grantor Requests

Accepted Agents/Submitters

[+ Request to become an Agent/Submitter](#)

[+ Request to become a Grantor/Applicant of Record](#)

Agents/submitters are other SNAP-R users (companies, firms, or individuals) that may submit work items on behalf of you as the Principal Party in Interest under the EAR. Agents/submitters may be the corporate headquarters if submitting on behalf of a corporate subsidiary or branch which will ship under the license.

Before establishing the Accepted Agent status here for a Trusted Third Party, an agent must obtain from you a power of attorney or other written authorization that sets forth the agent's authority to apply for the license on behalf of the principal, unless there is a preexisting relationship by ownership, control, position of responsibility or affiliation. In a "power of attorney" or other written authorization, authority is conferred upon an agent to perform certain specified acts or kinds of acts on behalf of a principal. See EAR § 758.1(h)

This is the list of agents your company has an active accepted relationship with. Either company may revoke access and end the trusted relationship at any time.

CIN	Name	Street 1	Street 2	City	State	Postal Code	Country	Revoke
No items found								



CONTACT INFORMATION

- ▶ Office of Exporter Services
 - ▶ Northern California: (408) 998-8806
 - ▶ Southern California: (949) 660-0144
 - ▶ Washington, D.C.: (202) 482-4811
 - ▶ ecdoexs@bis.doc.gov

- ▶ Regulatory Interpretation and Transition Guidance: Regulatory Policy Division,
rpd2@bis.doc.gov, 1-202-482-2440

- ▶ Encryption Help Line: (202) 482-0707