Contents
1) Introduction: ................................................................................................... 3
2) Administrative E-Filing System External User Registration Guide Overview: 3
3) Application/User Registration: ................................................................. 3
   3.1 New/First time Users: .................................................................................. 3
      3.1.1 Registration: .......................................................................................... 3
      3.1.2 Account Activation: .............................................................................. 8
   3.2 Registered Users: ......................................................................................... 22
      3.2.1 Login: .................................................................................................... 22
      3.2.2 Reactivate Account: ............................................................................. 28
      3.2.3 Reset Password: .................................................................................. 34
4) Login to Administrative E-Filing: ............................................................ 39
5) Troubleshooting: ......................................................................................... 39
1) Introduction:

The Federal Trade Commissions’ (FTC) Administrative E-Filing System (AEFS) is a new web-based, user friendly application that receives electronic filings in adjudicative proceedings conducted under Part 3 of the Commission's Rules of Practice that governs how competition and consumer protection cases are tried before an Administrative Law Judge (ALJ). The FTC’s new Administrative E-Filing Application has been created to secure, streamline and improve efficiencies for FTC’s Administrative E-Filing application users.

2) Administrative E-Filing System External User Registration Guide

Overview:
This Administrative E-Filing System (AEFS) User Guide is an instruction manual that provides guidance on how to navigate and securely access the Admin E-Filing System for an optimal user experience.

3) Application/User Registration:

3.1 New/First time Users:

3.1.1 Registration:

In order to access the Administrative E-Filing System, you must first register and create an account.

Please follow the steps below to register and create an account:
1) Click on the link below and then click on ‘Register’ under New Users:
https://adminefiling.ftc.gov

2) You will be redirected to the Customer Registration Page. To successfully complete registration, you must:

- First, enter in the requested information for each of the input fields on the Customer Registration page
- Then, click on the ‘Rules of Behavior’ button and review the Rules thoroughly.
- After you have reviewed the rules, you must sign and date the Rules of Behavior. Note: You must input the signature in the following format: “/name of the user/.”
- Next, enter in the Security Code (reCAPTCHA)
- Finally, click on ‘Submit’ to complete the registration process

PLEASE NOTE: All users MUST sign the Rules of Behavior to complete the registration process.
Figure 2: Administrative E-Filing Registration Page
Figure 3: Rules of Behavior Details

The Submit button will now be enabled and you can click on it to proceed.
3) Upon successful submission, the application will display a confirmation page and you will receive an email with next steps to ‘Activate’ your account with the FTC.

![Confirmation Page]

*Figure 4: Confirmation Page*
3.1.2 **Account Activation**: Upon receiving the activation email (example below) from the FTC, click on the ‘Activate FTC Account” button to activate your account.

![Figure 5: Account activation email](image-url)

Your username is
Your FTC sign-in page is [https://login.ftc.gov](https://login.ftc.gov)

If you experience difficulties accessing your account, you can send a help request to your system administrator using the link: [https://login.ftc.gov/help/login](https://login.ftc.gov/help/login)

This is an automatically generated message from the FTC. Replies are not monitored or answered.
Upon clicking on the Activate link from your email, you will be automatically redirected to the FTC “Create your FTC account” page. Please enter in a new password, then repeat the password, then answer your security questions and click “Create Account”.

Figure 6: Create password page
3.1.5 **Setup two-factor authentication**: You will then need to set up your two-factor Authentication (Okta Verify - mobile and Voice call).

Okta Verify is the preferred method of authentication.

Please select your option and click “Setup”

![Figure 7: Two-factor authorization](image-url)
If you selected ‘Okta Verify”, please select your device type and click “Next”.

You will need to download the Okta Verify App from the App Store onto your mobile device to proceed.

![Figure 8: Two-factor authorization (Okta Verify)](image-url)
Please open the Okta Verify App from your mobile device and click ‘Add Account” as shown below. Then scan the barcode or proceed with entering in the code.
Figure 9: Okta verification (scanning the barcode)
Once the “Okta Verify” process is complete, you will see a green check mark against the Okta Verify enrollment as shown below:
You will also receive an email confirmation with regarding your enrollment in “Okta Verify” as shown below:

![Email Confirmation Screenshot]

Hello A,

A multi-factor authenticator has been enrolled for your account

**Details**

**Okta Verify**

Wednesday, July 15, 2020

Performed by: A P

**Don’t recognize this activity?**

Your account may have been compromised; we recommend reporting the suspicious activity to your organization.

[Report Suspicious Activity]

The security of your account is very important to us and we want to ensure that you are updated when important actions are taken.

This message was automatically generated by the FTC on Wednesday, July 15, 2020, at 12:24:40 PM UTC. Replies are not monitored or answered.
You have the option to also set up your multi-factor authentication using “Voice Call Authentication”. If you select this option, click ‘Setup” as shown below:

![Voice Call Authentication Setup](image)

*Figure 10: Voice Call Authentication*
Please enter your phone number here and click ‘Call’. You should receive a call with a code in the next few minutes.
Enter in the code and click ‘Verify’

Figure 11: Voice Call code verification
Upon verification, you will receive an email confirmation that you have successfully enrolled in the multi-factor authentication with the FTC.

Your account registration with the FTC is now complete. You can now conveniently access all external FTC applications through this account.
**Updating your Multi-Factor Authentication Settings:** If you need to update/change your selections for Multi-factor Authentication, please follow the steps below:

1) Navigate to: [https://login.ftc.gov/](https://login.ftc.gov/)
2) Enter in your username and password
3) You will be asked once again to complete the authentication process
4) Upon successful authentication, you will see the below screen:

![Authentication Process Image](image-url)

5) Click on your Account and then “Settings”
6) Here you will have the option to make changes to your account, please click on the option you would like to change and proceed.
3.2 Registered Users:

3.2.1 Login:

If you have previously registered with the FTC, you can access the Administrative E-Filing System by going to [https://adminefiling.ftc.gov](https://adminefiling.ftc.gov)

Click ‘Login” under Registered Users and enter the e-mail address and password associated with the registered user account.

![Figure 12: Administrative E-Filing System Login Page](image)
Enter your email address and click ‘Next’.
Then, enter in your password and click ‘Verify’.
You will then be prompted to complete the authentication process. Please proceed with either “Okta Verify” or “Voice Call Authentication”. If you select Okta Verify, click on ‘Send Push’ to receive a push notification on your phone.
If you select “Voice Call Authentication”, click ‘Call’ and enter in the code that you receive via the verification phone call. If you selected the mobile phone option during registration, you will receive a text message with the code. After you enter the code, click ‘Verify’.
Upon successful authentication, you will be logged in to the application and you will receive an email notification confirming your login.

New sign-on detected for your FTC account

Hello Test,

Your FTC Account Awftc123@gmail.com was just used to sign-in from a new or unrecognized device, browser, or application.

Sign-In Details

CHROME - Windows 10
Monday, August 10, 2020
Aldie, Virginia, United States
IP: 108.18.145.163

Don't recognize this activity?

Your account may have been compromised; we recommend reporting the suspicious activity to your organization.

Report Suspicious Activity

The security of your account is very important to us and we want to ensure that you are updated when important actions are taken.

We were unable to determine if you had previously signed in with this device before. This notification is common if you are signing in a new device, a new browser, have deleted your cookies or are accessing Okta in Incognito Mode.
3.2.2 Reactivate Account:

Your account will get automatically deactivated after 90 days of inactivity. You will receive emails at 30, 60 and 83 days of inactivity reminding that you need to login to keep you account active. Sample reminder email at 30 days is shown below:

Notification for

Hello

This is an important notification for you. Your Federal Trade Commission account has been inactive for 30 days. Failure to log in within 60 days will suspend your account.

This is an automatically generated message from the FTC. Replies are not monitored or answered.
If you do not have activity in your account at 90 days, it will get automatically deactivated and you will receive the following email notification:

```
#ifndef getMoneySpent
#define getMoneySpent

#include <iostream>
#include <string>

using namespace std;

int main()
{
    double moneySpent;
    cout << "Enter the amount spent: 
";
    cin >> moneySpent;
    return 0;
}
#endif
```
If your account has been deactivated and you need to reactivate it, please click on “Reactivate account” as shown below:

Navigate to https://adminefiling.ftc.gov/ftcefile and click on the link to reactivate your account that is below the “Login” button:
You will be taken to the reactivation page. Enter your email address and click ‘Reactivate My Account’:

Upon entering your email address and clicking ‘Reactivate My Account’, you will receive the below on-screen confirmation and you will also receive an email notification with a link to verify your account.
You will receive an email to verify your account for reactivation, please follow the instructions in the email to proceed.

Hello Test,

An account reactivation request was made for your FTC account. If you did not make this request, please contact your system administrator immediately.

Please click here to validate your email.
The following on-screen notification will be displayed confirming that your email verification is in progress. You will then receive another email confirming that your account has been successfully verified or if there was a problem with the verification.
3.2.3 **Reset Password**:  

If your password needs to be reset, please click on “Forgot password” as shown below:
Please enter your email and click ‘Reset via Email’

An on-screen confirmation will be displayed confirming that an email has been sent to your registered email account. Please open the email to proceed.
You will receive an email with a link to proceed with password reset. Please click on the ‘Reset Password’ link.

Hello Test,

A password reset request was made for your FTC account. If you did not make this request, please contact your system administrator immediately.

Click this link to reset the password for your username, Awftc123@gmail.com:

Reset Password

This link expires in 1 hour.

If you experience difficulties accessing your account, send a help request to your administrator:

Go to your Sign-in Help page. Then click the Request help link.

This is an automatically generated message from the FTC. Replies are not monitored or answered.
Upon clicking the link, you will be prompted to answer your security questions. Please enter in the answer and click “Reset Password”.

![Image of forgotten password challenge](image-url)
Please create a new password, repeat the password and click “Reset Password”.

![Reset Password Form]

Reset your Okta password

Password requirements: at least 8 characters, a lowercase letter, an uppercase letter, a number, a symbol, no parts of your username, does not include your first name, does not include your last name. Your password cannot be any of your last 4 passwords. At least 2 hour(s) must have elapsed since you last changed your password.

New password

Repeat password

Reset Password
You will be prompted to complete the multi-factor authentication process. Please enter in the code and click ‘Verify’.

4) Login to Administrative E-Filing:
   That should complete the password reset process and you should be able to login to the Admin E-Filing application: https://adminefiling.ftc.gov

   After logging-in, go to the Contact Us page to find the Administrative E-Filing System External User Guide for instructions on how to use the application.

5) Troubleshooting:
   If you need further assistance and are experiencing technical difficulty, please contact the Federal Trade Commission Technical Support Team (support.adminefiling@ftc.gov).