

# FTC RN System

## External User Registration Guide

July 2025



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## 1. Introduction

The Federal Trade Commission's (FTC's) RN System is a web-based, user-friendly application that allows customers to request a Registered Identification Number (RN) for a business residing in the U.S. and engaged in the manufacture, importing, distribution, or sale of textile, wool, or fur products. The FTC's upgraded RN System Application has been created to secure, streamline, and improve efficiencies for FTC's RN System application users.

## 2. Overview

This RN System User Guide is an instruction manual that provides guidance on how to navigate and securely access the RN System for an optimal user experience.

## 3. Application/User Registration

### 3.1 New/First time Users

#### 3.1.1 Registration

To access the RN 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 "Create my Account" under *Welcome*:  
<https://rn.ftc.gov>

The screenshot shows the FTC RN Database website. At the top left is the FTC logo and the text "FEDERAL TRADE COMMISSION PROTECTING AMERICA'S CONSUMERS". A blue banner below the logo reads "This System Contains CUI". A navigation bar contains links: "ABOUT THE FTC", "NEWS & EVENTS", "ENFORCEMENT", "POLICY", and "I WOULD LIKE TO...". The main content area features a "RN Database" header with the subtitle "Registered Identification Numbers and WPL". On the left, there are links for "RN Database", "SEARCH RN DATABASE", and "FAQ". The main text area includes a "Welcome to the new RN System!" heading, followed by a paragraph about the system upgrade. A note states: "Note: This transition did not impact any valid RN. Any existing, non-cancelled RN will remain valid without a new login account. You will need to create a new login account (using the exact same email account you used in the old RN system) only if you wish to update or cancel the RN." Below this is a paragraph explaining how to create a new login account. A "Create my account" button is present, with a link for "Or Login" below it. Further down, there is a section titled "Who can apply?" with a paragraph describing eligible businesses. At the bottom, there is a "Questions?" section with a link to "Read our FAQs. You can also Contact Us."

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 “**Review Rules of Behavior**” button and review the Rules thoroughly.
- After you have reviewed the rules, you must check “I agree to the FTC Rules of Behavior above” and select “Confirm”.
- Finally, click on “Submit” to complete the registration process

**PLEASE NOTE:** All users MUST click to acknowledge the Rules of Behavior to continue the registration process.

# RN Database

Registered Identification Numbers and WPL

## Customer Registration

First Name

Last Name

Business Email

[Review Rules of Behavior](#)

[Submit](#)

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### Rules of Behavior for External Users of the FTC Registered Identification Number System (RINS)

The following "Rules of Behavior" apply to members of the public, commercial entities, and other users of the public website interface of FTC RINS applying for, or accessing, a registered RINS account. These rules are consistent with applicable security policies and procedures and apply to all registered RINS users.

**System Access**

- I will access FTC RINS only when authorized to do so and only for authorized purposes.

**Passwords and Other Access Control Measures**

- I will protect passwords from disclosure. I will not share passwords. I will not provide my password to anyone, including system administrators or the FTC RN Help Desk. I will not record passwords on paper or in electronic form and store them on or with workstations, laptop computers, or portable electronic devices. To prevent others from obtaining my password via "shoulder surfing," I will shield my keyboard from view as I enter my password.
- I will promptly change a password whenever the compromise of that password is known or suspected.
- I will not attempt to bypass access control measures.

**Data Protection**

- I will log off or lock my workstation or laptop computer, or I will use a password-protected screensaver, whenever I step away from a computer logged into RINS, even for a short time. I will log off when I have completed using RINS.
- I will not access, process, or store non-public information, if any appears, without lawful authorization.
- I acknowledge that the collection, maintenance, and dissemination of information for this project/system is explained by the FTC's Privacy Impact Assessment of the Registered Identification Number System, which can be found here.

**Incident Reporting**

- I will promptly report IT security incidents related to RINS to the FTC technical Help Desk at [RN\\_Admin@ftc.gov](mailto:RN_Admin@ftc.gov).

**Accountability**

- I understand that I am accountable for my actions while accessing and using the FTC RINS.

**Authorized Uses**

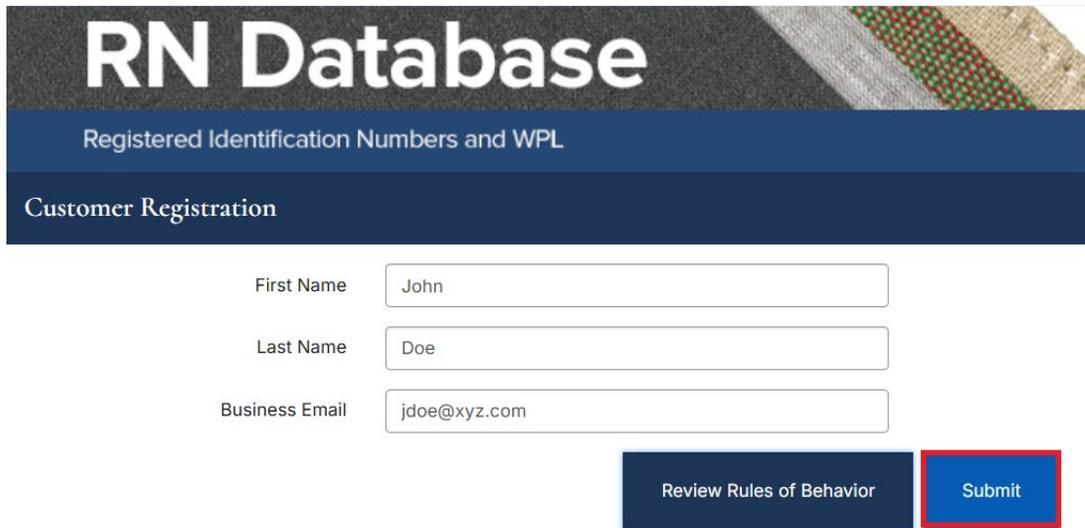
- I understand that my use of FTC RINS relates to the identification of entities that manufacture, import, market, distribute, or otherwise handle textile, fur, or wool products, and not for any purpose unauthorized by applicable law.
- I understand that I must not use non-public information, if any appears, without lawful authorization.
- I understand that unauthorized or improper use of this system may result in the revocation of access privileges.

**Acknowledgement Statement**

I acknowledge that I have read the Rules of Behavior and Terms of Service, I understand them, and I will comply with them. I understand that failure to comply with these rules could result in the revocation of access privileges, as well as possible civil and criminal penalties.

I agree to the FTC Rules of Behavior above.

[Confirm](#) [Cancel](#)



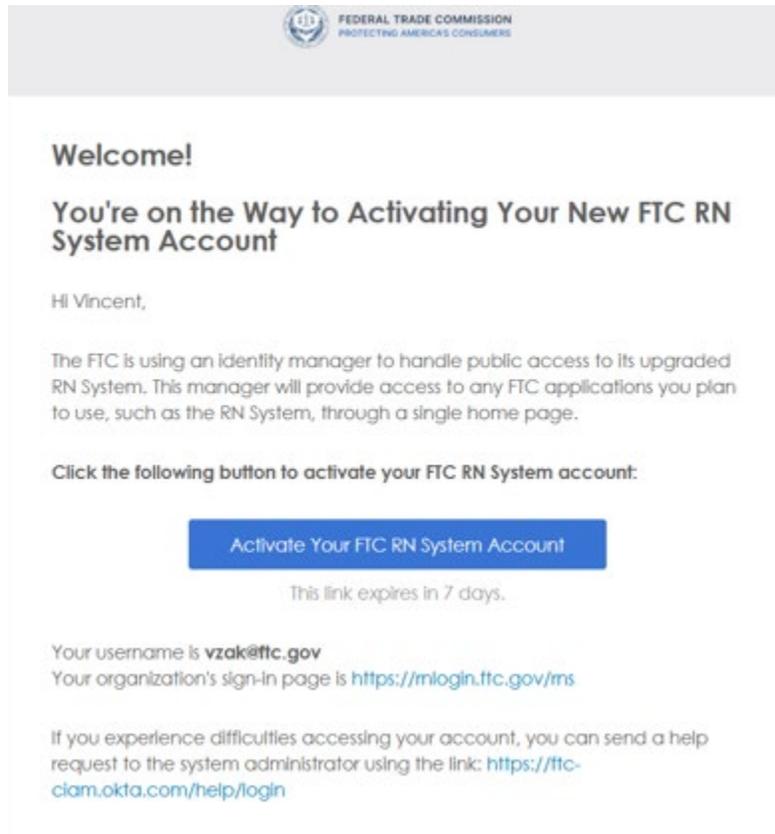
The image shows a registration form for the RN Database. The header includes the text "RN Database" and "Registered Identification Numbers and WPL". Below this is a section titled "Customer Registration". The form contains three input fields: "First Name" with the value "John", "Last Name" with the value "Doe", and "Business Email" with the value "jdoe@xyz.com". At the bottom right of the form are two buttons: "Review Rules of Behavior" and "Submit". The "Submit" button is highlighted with a red border.

- 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.



### 3.1.2 Account Activation

Upon receiving the activation email (example below) from the FTC, click on the “Activate Your FTC RN System Account” button to activate your account.



Upon clicking on the Activate link from your email, you will be automatically redirected to the FTC “[Create your FTC account](#)” page. Please select “Set up” for your password, then enter and repeat the password in the blanks provided, and then click Next.



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### Set up security methods

Ⓜ:

Security methods help protect your Test RN Systems account by ensuring only you have access.

#### Required now



#### Password

Choose a password for your account

**Set up**



[Back to sign in](#)



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### Set up password

Password requirements:

- At least 14 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Does not include your first name
- Does not include your last name
- Password can't be the same as your last 4 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

**Enter password**

**Re-enter password**

**Next**

[Return to authenticator list](#)

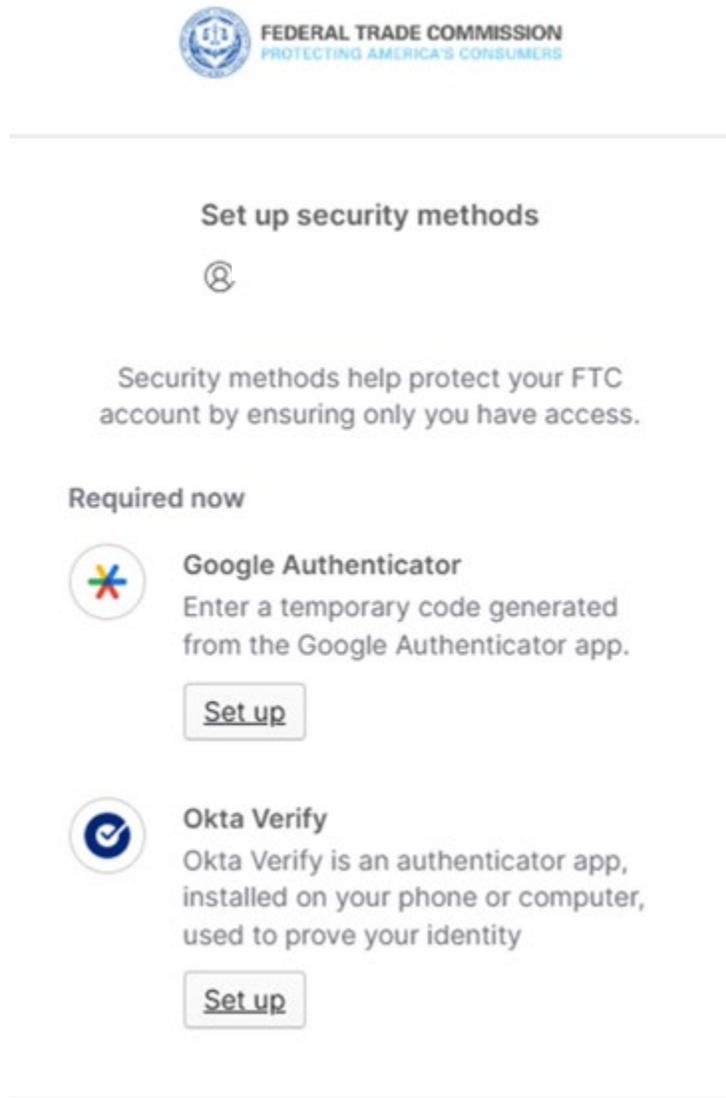
[Back to sign in](#)



### 3.1.3 Setup Multi-Factor Authentication

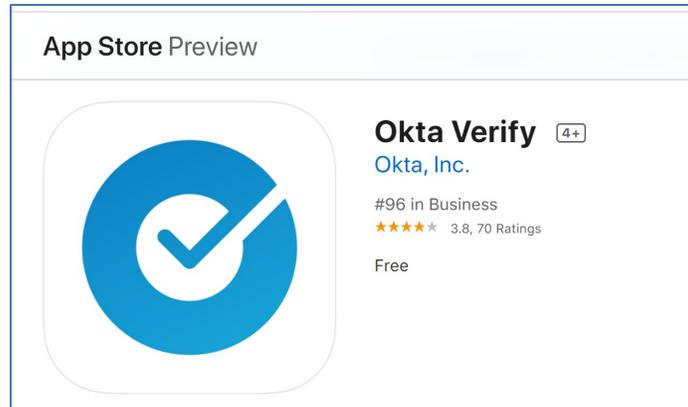
You will now need to set up your Multi-Factor Authentication (MFA); **You are only required to configure one (1) MFA factor**, either Google Authenticator or Okta Verify – mobile. We recommend that you complete this portion on a desktop or laptop because you will need to scan the QR code with your mobile device to complete. Once your MFA factor of choice is configured, you can click the “Continue” button.

Please select your option and click “Setup”.

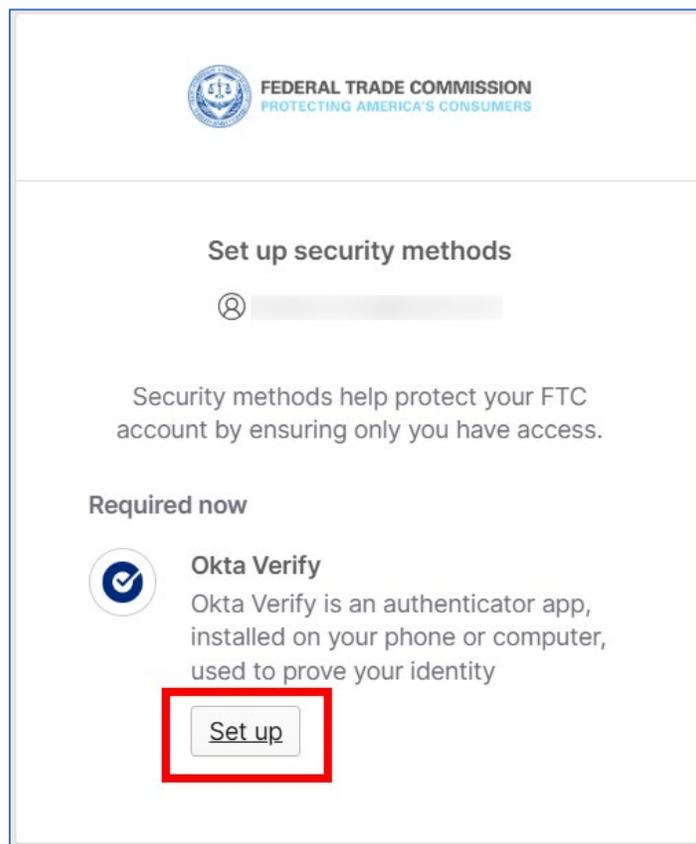


If you selected “Okta Verify”, please select your device type and click “Next”.

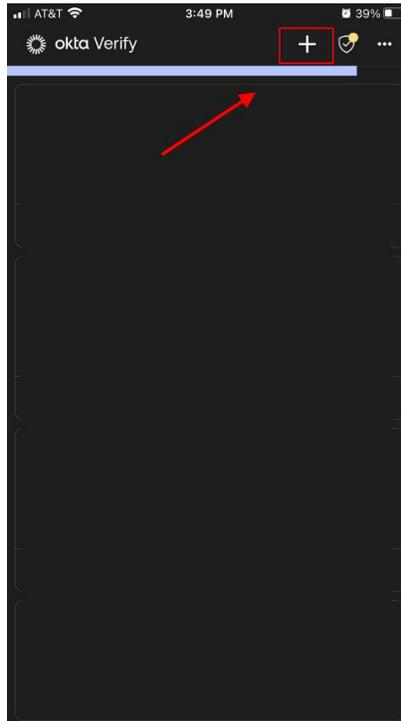
**You will need to download the Okta Verify App from the App Store onto your mobile device to proceed via Okta.**



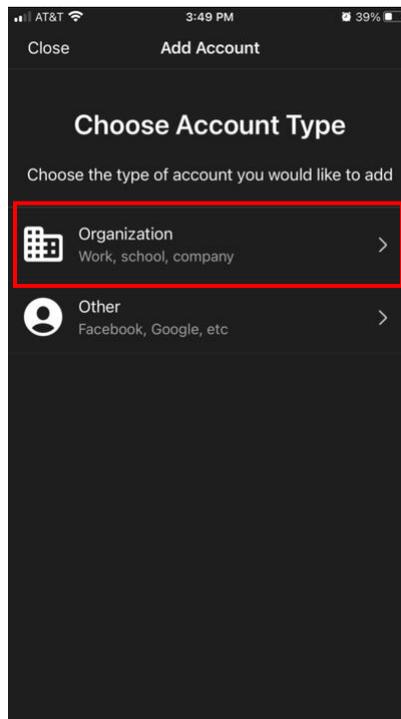
Continue by clicking “Set up” for Okta Verify.



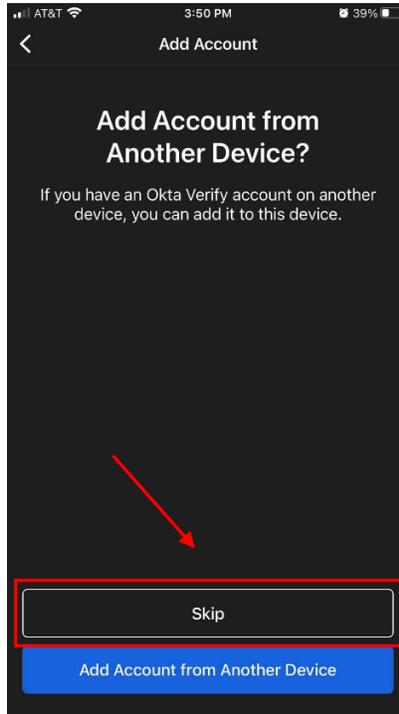
1. Open Okta Verify application on your mobile device. (Android/iPhone)
2. Select “+”.



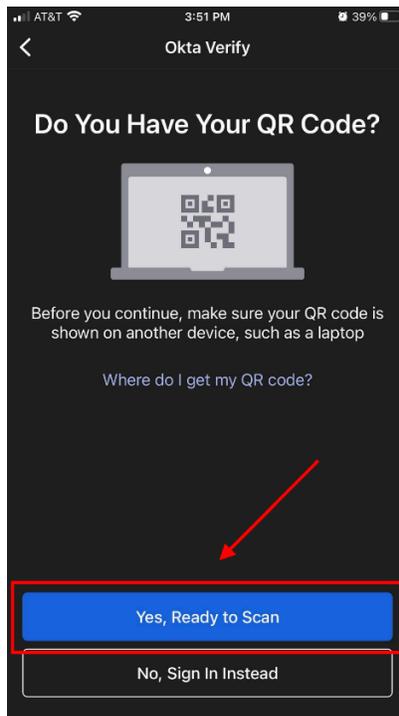
3. Select Add “Work or School Account”.



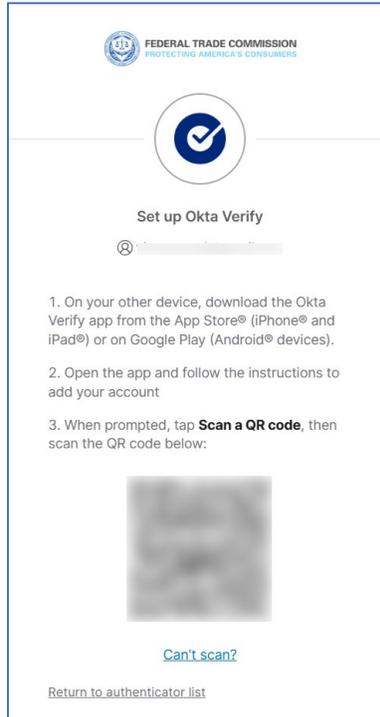
4. If you happen to have another Okta Verify account configured, you can press “Skip,” if not, then you can ignore this screen because the account you are setting up will become your default account.



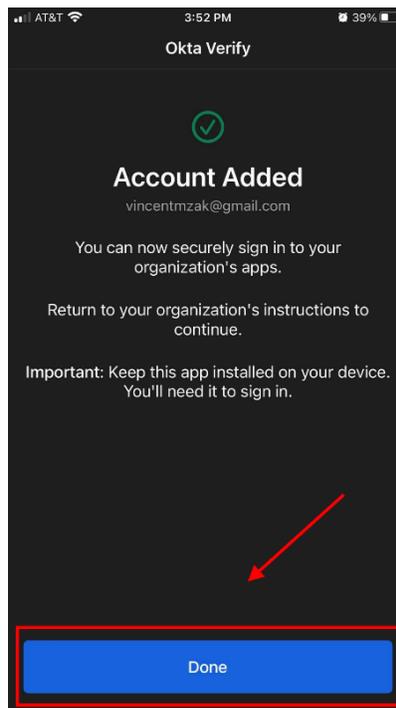
5. Select “Yes. Ready to Scan.”



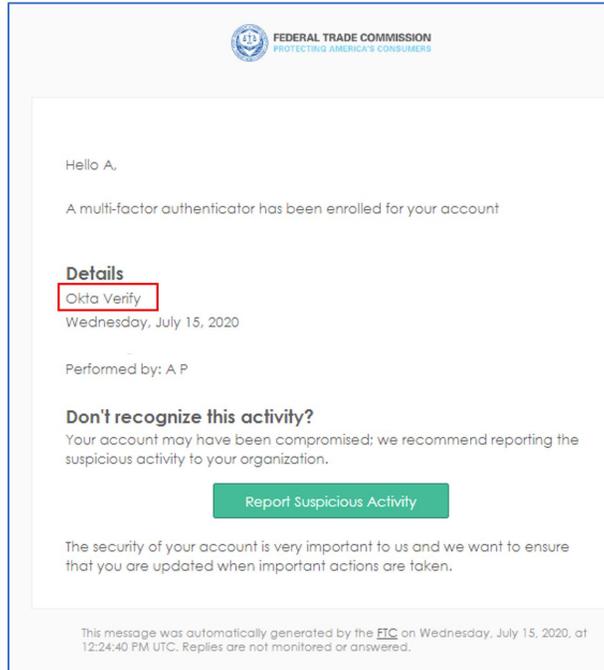
- Okta will display a QR code on your computer screen that you will need to scan with the Okta Verify app on your mobile device.



- Once the “Okta Verify” process is complete, you will see a green check mark against the Okta Verify enrollment as shown below. Now select “Done.”



8. You will also receive an email confirmation with regarding your enrollment in “Okta Verify” as shown below:

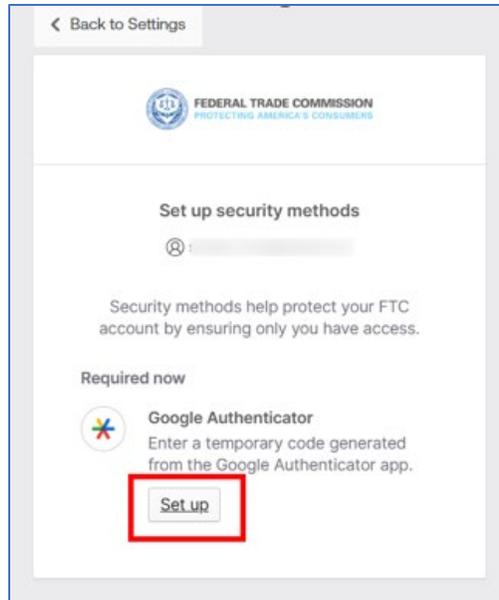


You have now successfully configured the Okta Verify!

9. Now you are ready to Login. Refer to section [3.2.1 Login](#).

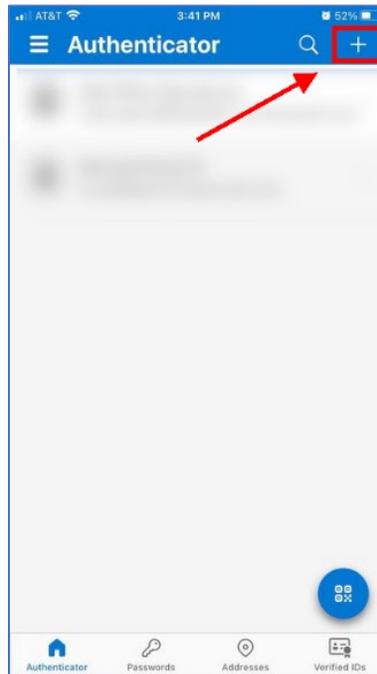
**If you selected “Google Authenticator”, please select “Set up.”**

**You will need to download the Google Authenticator App from the App Store on your mobile device to proceed via Google.**

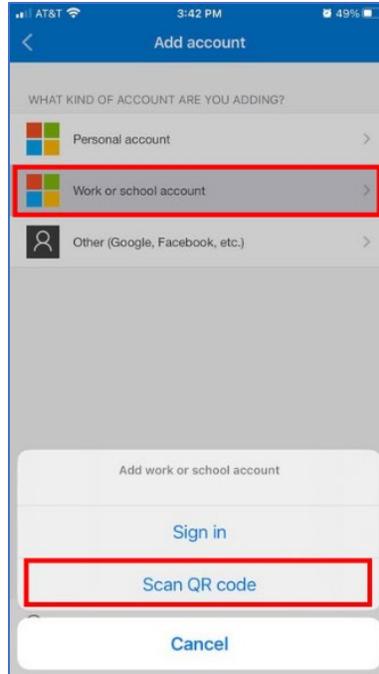


Continue by clicking “Set up.”

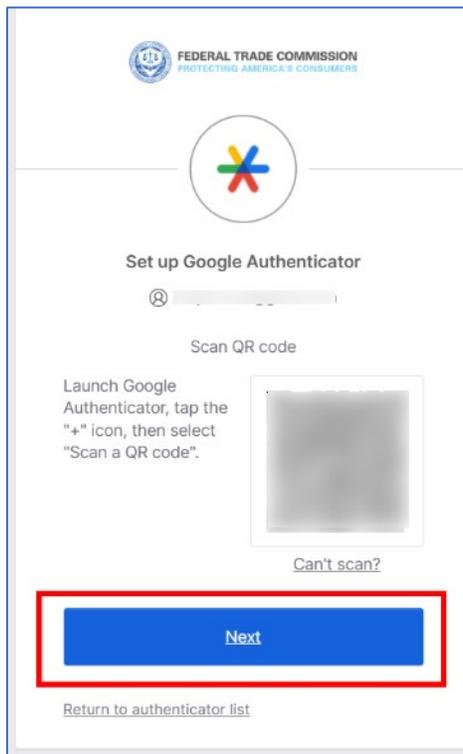
1. Open Google Authenticator app on your mobile device.
2. Select the “+”.



3. Select “Work or School Account” and “Scan QR code.”



4. Your website page will display a QR code on your computer screen that you need to scan with the Google Authenticator app on your mobile device and click “Next”.



5. Once Google Authenticator is configured, you will be asked to verify by entering the rolling One Time Password (OTP). Enter OTP from your phone onto your computer screen and click “Verify”.

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Set up Google Authenticator

Enter code displayed from application

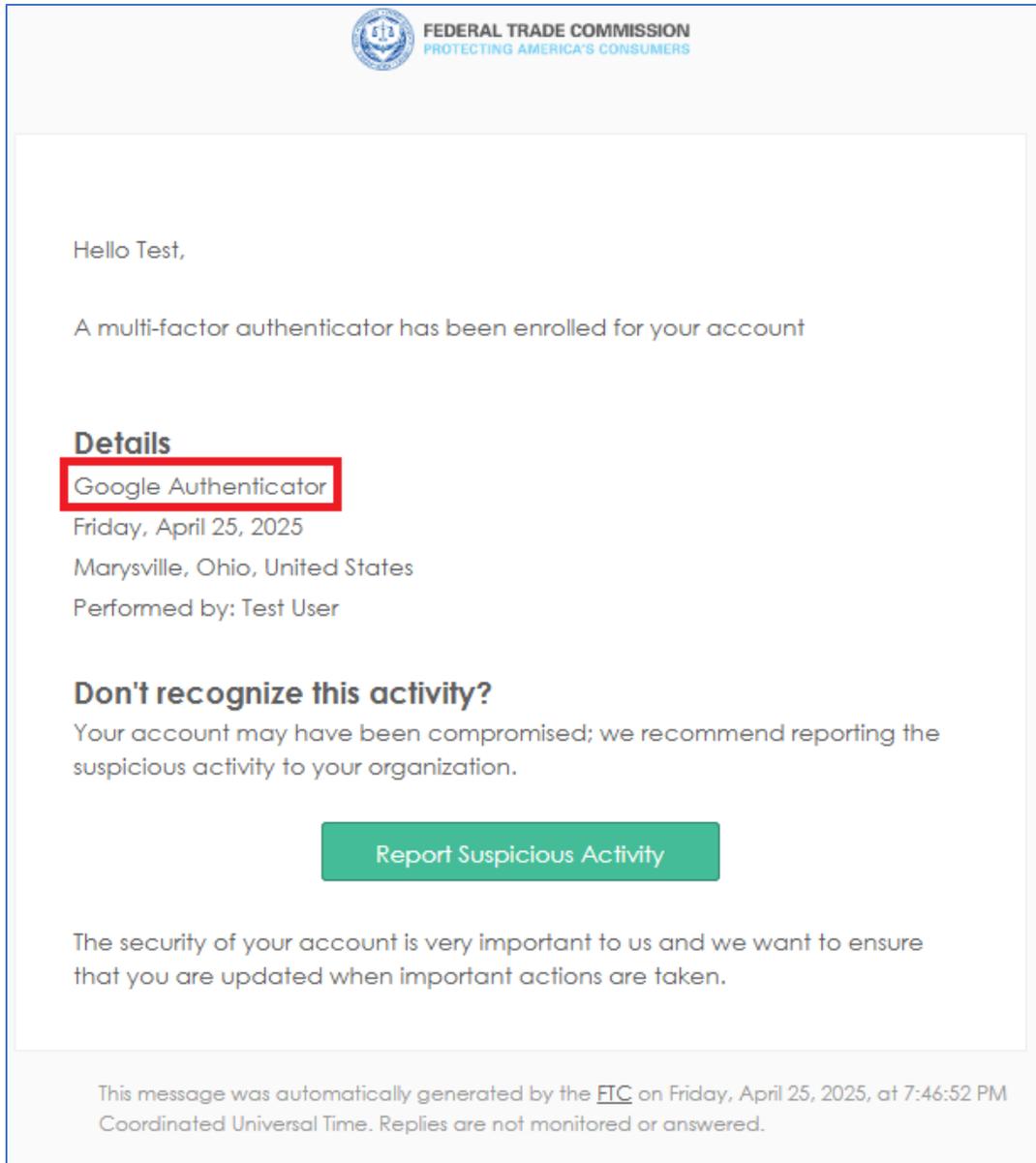
Enter code

112711

Verify

[Return to authenticator list](#)

6. You will also receive an email confirmation with regarding your enrollment in “Google Authenticator” as shown below:



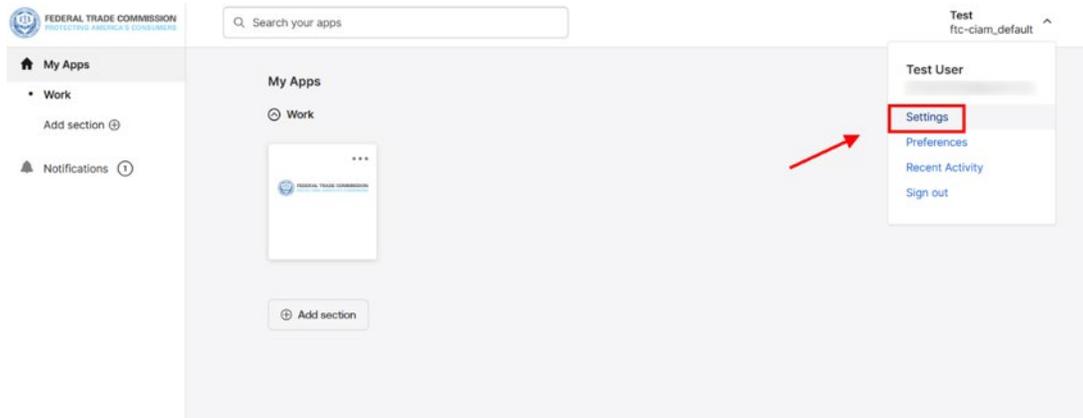
You have now successfully configured the Google Authenticator!

Your account registration with the FTC is now complete. You can now conveniently access all external FTC applications to which you have access through this account.

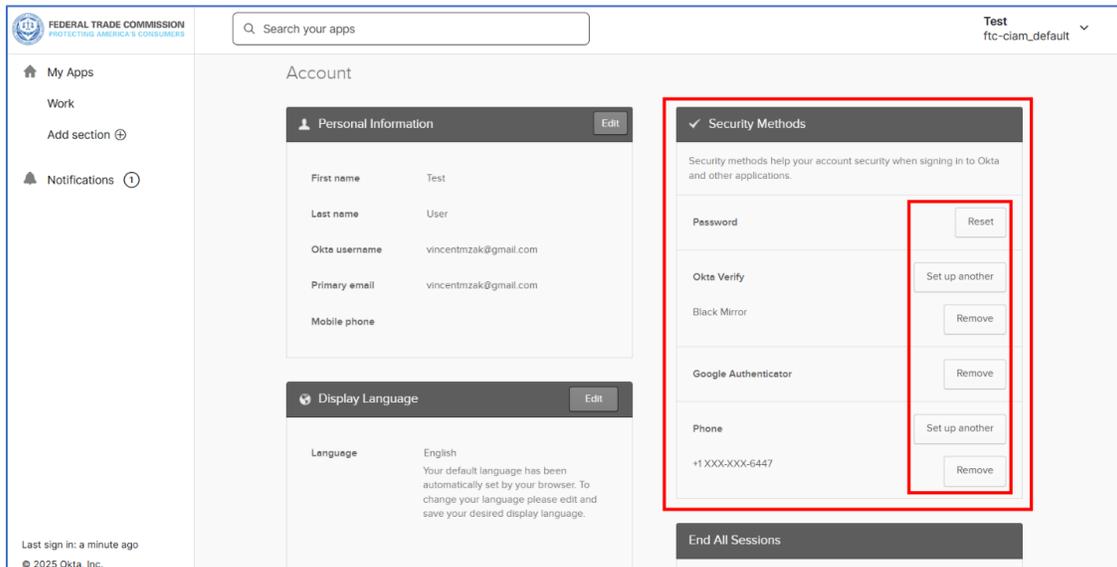
### 3.1.4 Updating Multi-Factor Authentication Settings

If you need to update/change your selections for Multi-factor Authentication, please follow the steps below:

- 1) Navigate to: <https://ftc-ciam.okta.com/>
- 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:



- 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.

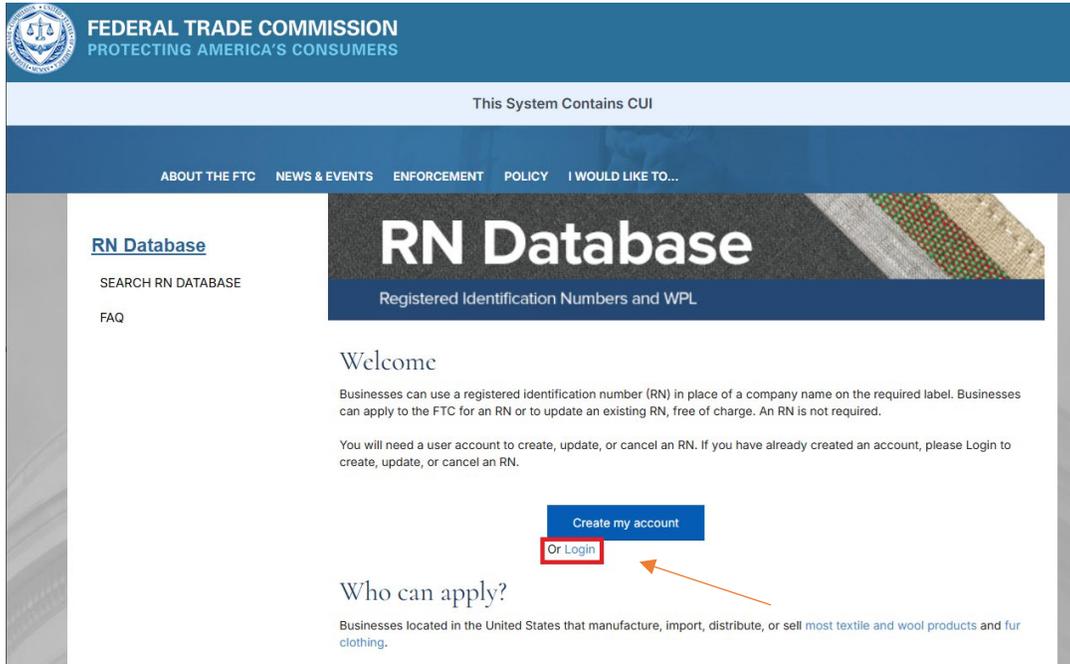


## 3.2 Registered Users

### 3.2.1 Login

If you have previously registered with the FTC, you can access the RN System by going to <https://rn.ftc.gov>.

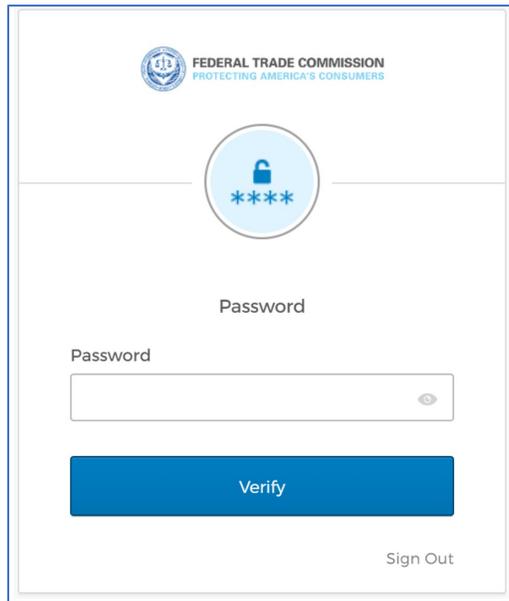
Click “Login” under Registered Users and enter the e-mail address and password associated with the registered user account.



Enter your email address and click “Next”.

The image shows a 'Sign In' form. At the top, there is the FTC logo and the text 'FEDERAL TRADE COMMISSION PROTECTING AMERICA'S CONSUMERS'. Below this is a white box with a blue border. The title 'Sign In' is centered. Underneath is the label 'Email Address' followed by a text input field. Below the input field is a checkbox labeled 'Remember me'. At the bottom of the form is a large blue button with the text 'Next'. Below the button is the text 'Need help signing in?'.

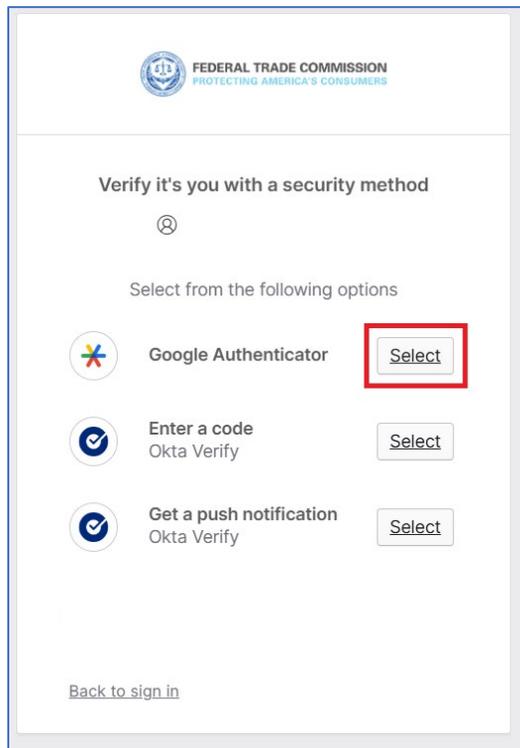
Then, enter in your password and click “Verify”.



The screenshot shows the Federal Trade Commission logo at the top, followed by a lock icon and four asterisks. Below this is a text input field labeled "Password" and a blue "Verify" button. A "Sign Out" link is located at the bottom right.

You will then be prompted to complete the authentication process. Please proceed with either Okta Verify or Google Authenticator.

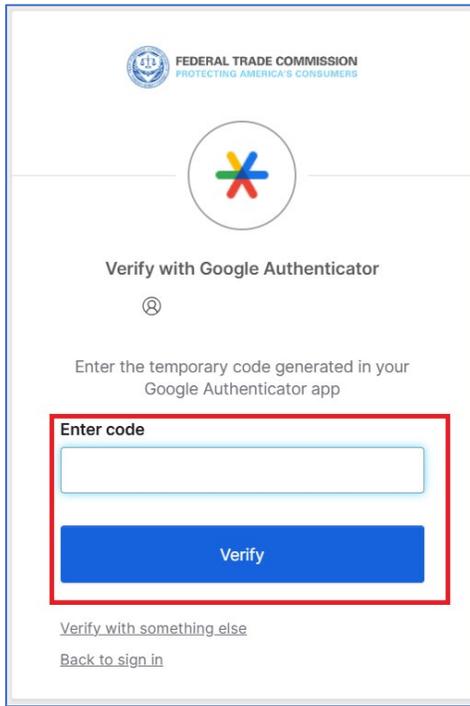
If you want to use “Google Authenticator” push “Select.”



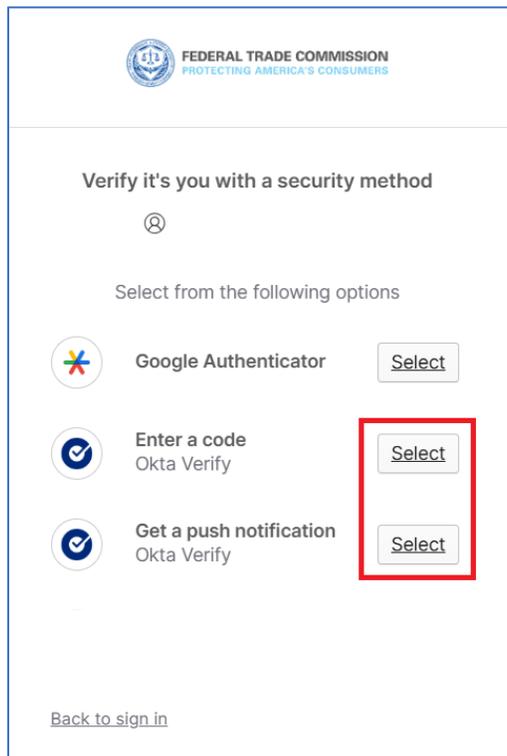
The screenshot displays the heading "Verify it's you with a security method" and a list of three options, each with a "Select" button. The "Google Authenticator" option is highlighted with a red box. The other options are "Enter a code Okta Verify" and "Get a push notification Okta Verify". A "Back to sign in" link is at the bottom left.

Security Method	Action
Google Authenticator	Select
Enter a code Okta Verify	Select
Get a push notification Okta Verify	Select

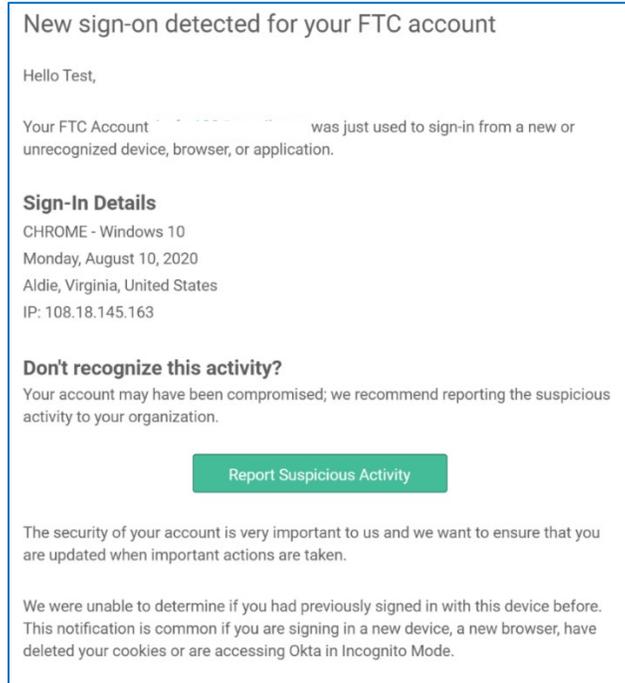
Now open Google Authenticator and enter the rolling One Time Password (OTP) and select “Verify.”



If want to use “Okta Verify,” select you “Enter a Code” or “Get a Push Notification”— **Push Notification is the preferred Method.** Open your mobile device and push the prompt.

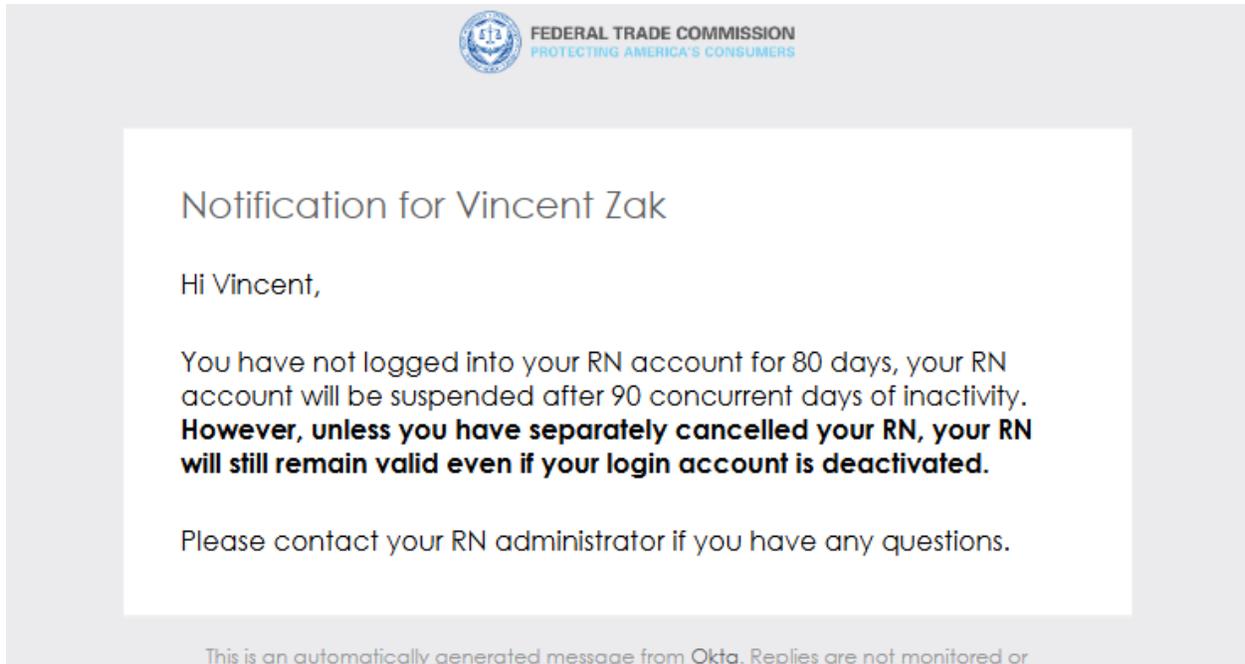


Upon successful authentication, you will be logged in to the application and you will receive an email notification confirming your login.



### 3.2.2 Reactivate Account

Your login account will be automatically deactivated after 90 days of inactivity. **However, unless you have separately cancelled your RN, your RN will still remain valid even if your login account is deactivated.** You will receive an email at 80 days of inactivity reminding that you should login again if you wish to keep your login account active before your account is deactivated after 90 days.



If you do not have activity in your account at 90 days, it will be automatically deactivated. You will not receive an email notification.

If your account has been deactivated and you need to reactivate it, please click on “Reactivate account” as shown further below.

Navigate to <https://rn.ftc.gov> and click on the login button: You will be taken to the Okta RN System application sign on page. Now click “Login.”

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This System Contains CUI

ABOUT THE FTC NEWS & EVENTS ENFORCEMENT POLICY I WOULD LIKE TO...

## RN Database

Registered Identification Numbers and WPL

### Welcome

Businesses can use a registered identification number (RN) in place of a company name on the required label. Businesses can apply to the FTC for an RN or to update an existing RN, free of charge. An RN is not required.

You will need a user account to create, update, or cancel an RN. If you have already created an account, please Login to create, update, or cancel an RN.

[Create my account](#)  
[Or Login](#)

### Who can apply?

Businesses located in the United States that manufacture, import, distribute, or sell most textile and wool products and fur clothing.

You will be rerouted to the Okta login page where you can select “Reactivate Account.”

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### Sign In

**Email Address**

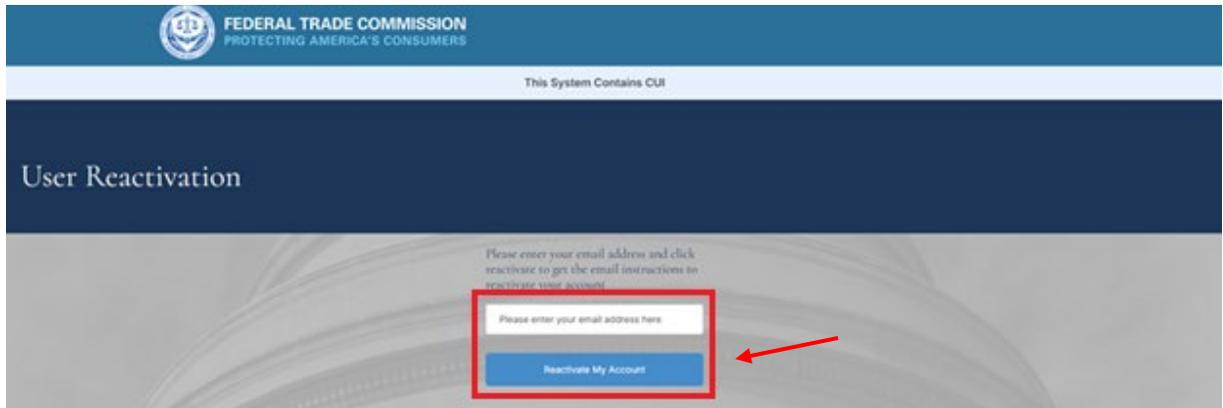
**Password**

Keep me signed in

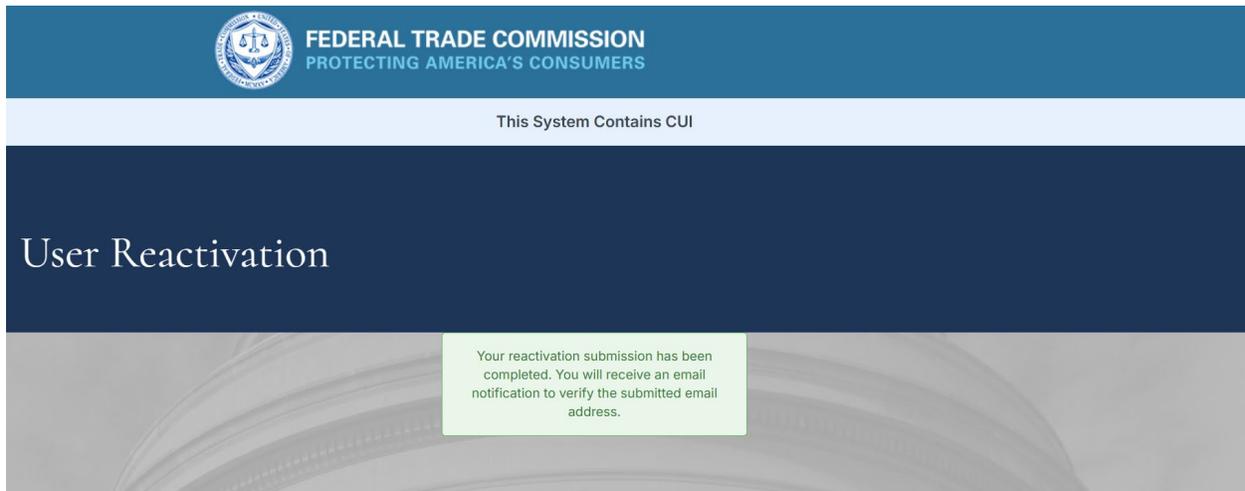
[Sign in](#)

[Forgot password?](#)  
[Reactive Account](#)  
[Help](#)

You will be taken to the RN System 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.

**FTC ServiceNow** <ftc@servicenowservices.com>  
to Awftc123 ▾

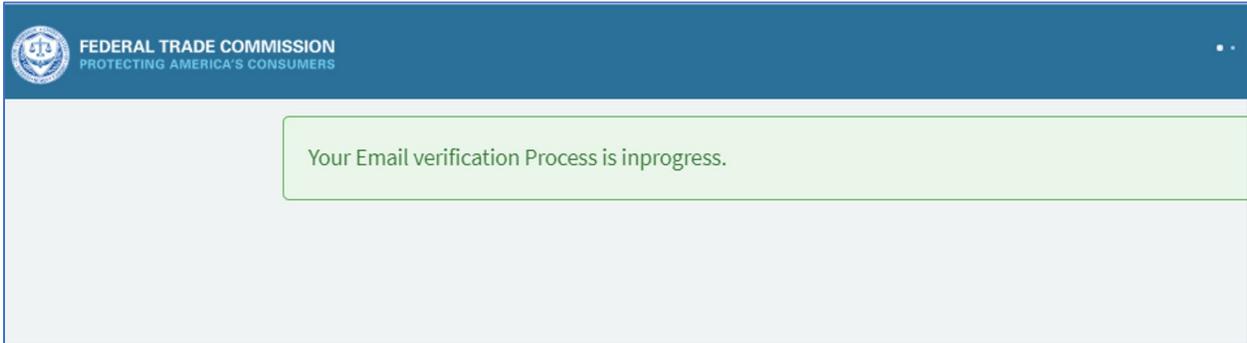


Hello Test,

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

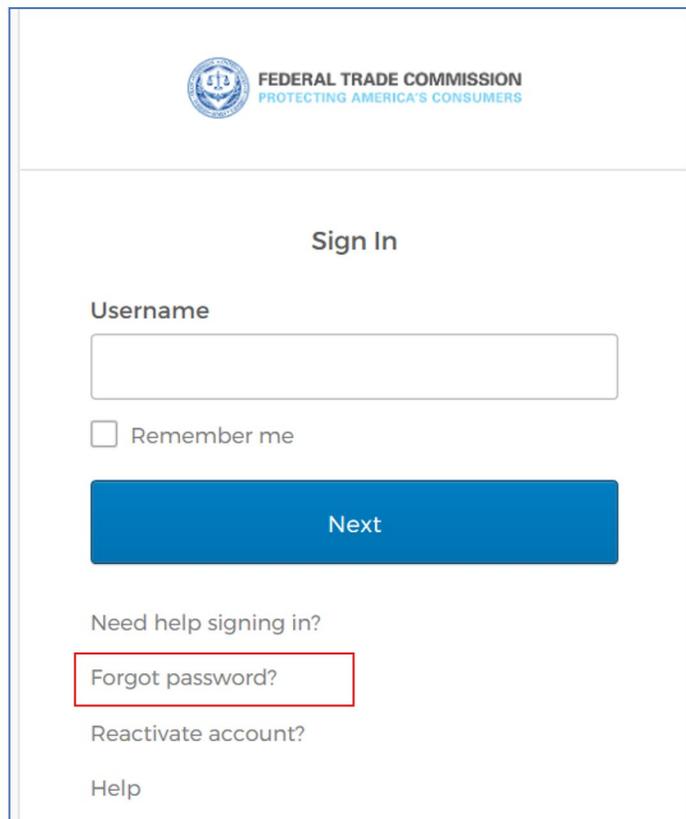
Please [click here](#) to validate your email.

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.

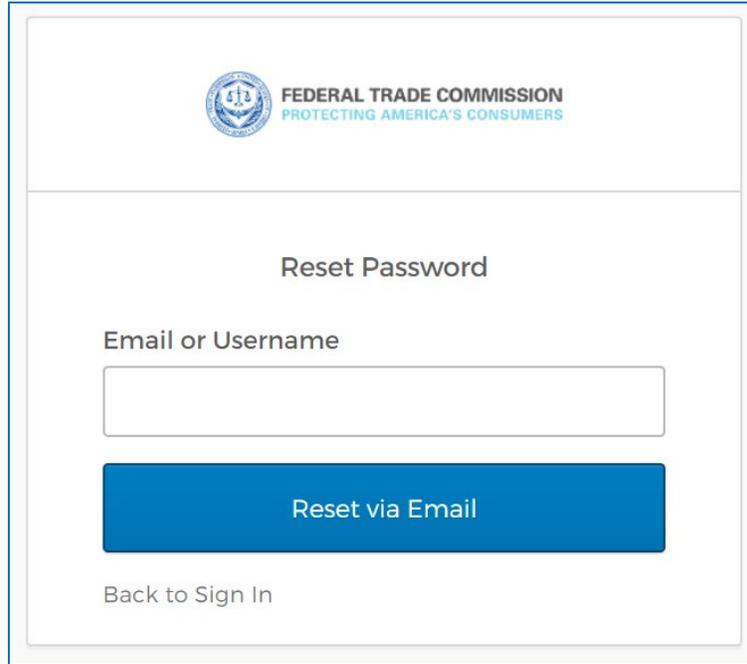


### 3.2.3 Reset Password

If your password needs to be reset, please click on “Forgot password” as shown below:

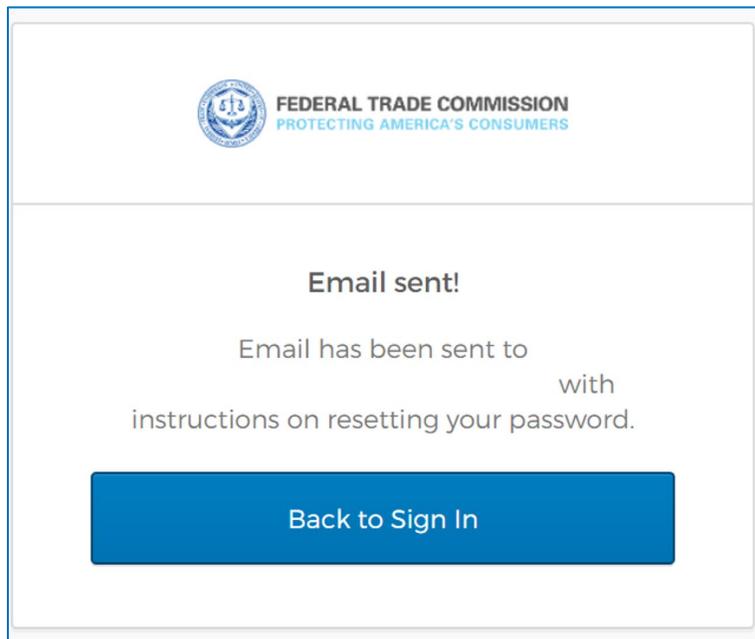


Please enter your email and click “Reset via Email.”



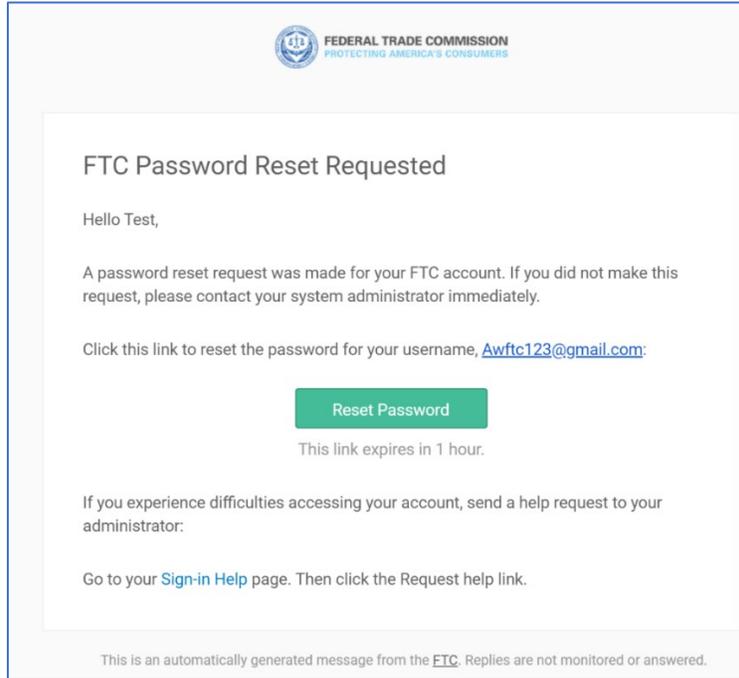
The screenshot shows a web form for password reset. At the top left is the Federal Trade Commission logo with the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". Below the logo is the heading "Reset Password". Underneath is a text input field labeled "Email or Username". Below the input field is a blue button labeled "Reset via Email". At the bottom left of the form is a link labeled "Back to Sign In".

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.

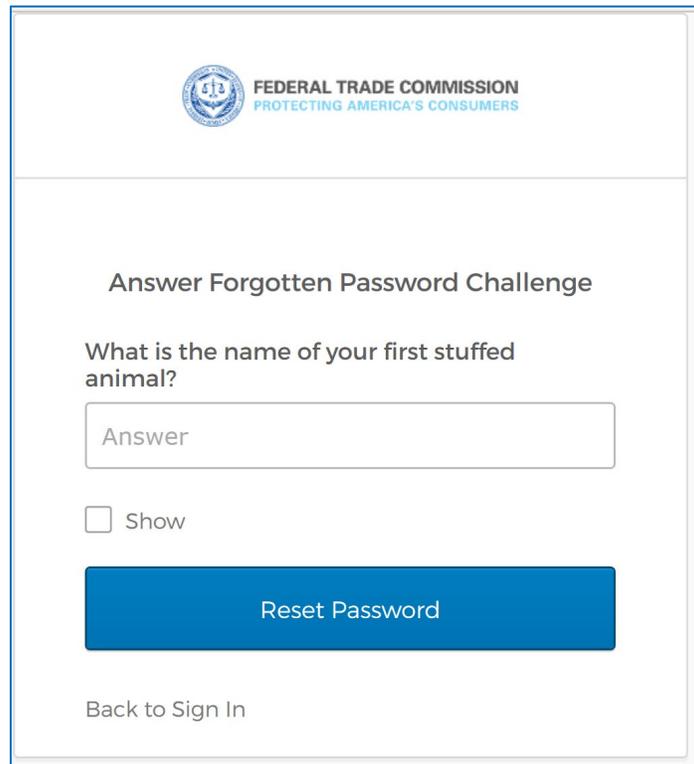


The screenshot shows a confirmation message. At the top left is the Federal Trade Commission logo with the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". Below the logo is the heading "Email sent!". Underneath is the text "Email has been sent to [redacted] with instructions on resetting your password." Below this text is a blue button labeled "Back to Sign In".

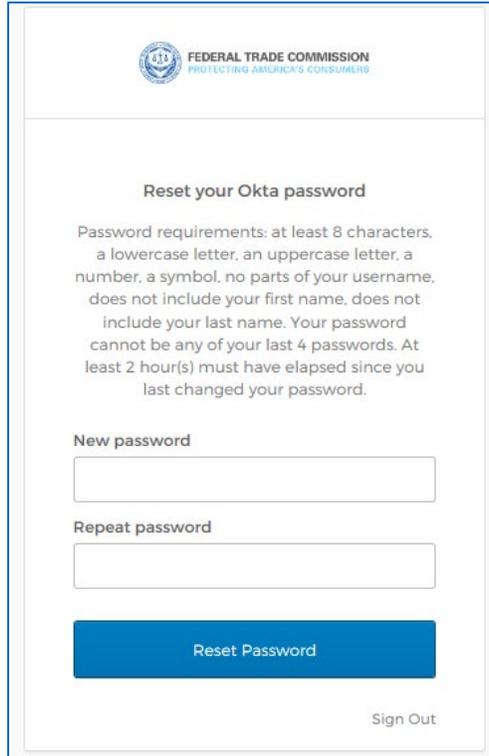
You will receive an email with a link to proceed with password reset. Please click on the “Reset Password” link.



Upon clicking the link, you will be prompted to answer your security questions. Please enter in the answer and click “Reset Password.”

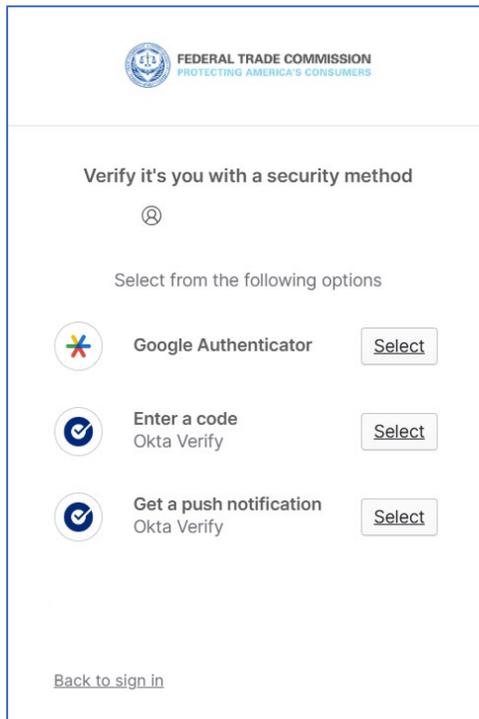


Please create a new password, repeat the password and click “Reset Password.”



The screenshot shows a web form titled "Reset your Okta password" from the Federal Trade Commission. At the top left is the FTC logo with the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". Below the title, there is a paragraph of password requirements: "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." There are two input fields: "New password" and "Repeat password". Below these is a blue "Reset Password" button and a "Sign Out" link at the bottom right.

You will be prompted to complete the multi-factor authentication process. Please select your preferred MFA factor and click “Select.”



The screenshot shows a web form titled "Verify it's you with a security method" from the Federal Trade Commission. At the top left is the FTC logo with the text "FEDERAL TRADE COMMISSION" and "PROTECTING AMERICA'S CONSUMERS". Below the title is a "Ⓜ" icon and the text "Select from the following options". There are three options, each with a radio button and a "Select" button: "Google Authenticator", "Enter a code Okta Verify", and "Get a push notification Okta Verify". At the bottom left is a "Back to sign in" link.

## 4. Login to RN System

To log into the RN system, navigate to <https://rn.ftc.gov/rns>.

## 5. Troubleshooting

If you need further assistance setting up Multi-Factor Authentication or have questions that are technical in nature, please contact [support.rnsystem@ftc.gov](mailto:support.rnsystem@ftc.gov). If you need further assistance with other issues relating to RNs, please contact [rn\\_admin@ftc.gov](mailto:rn_admin@ftc.gov).