

**IMPORTANT information for users of the Bureau of Industry and Security (BIS)
web-based application software system SNAP-R:**

Please verify that the email address in your user profile in SNAP-R is unique to you, correct, and valid.

Changes are coming soon: SNAP-R will be making enhancements to improve usability and security. As part of this enhancement, the current Login ID will be replaced with your unique email address in SNAP-R to enable the required two-factor authentication procedures. As such, each user will need to update their profile with a unique email address by January 31, 2025.

What do you need to do to maintain account access?

- Log into SNAP-R now and use the Manage User Profile function within your account to update your e-mail.
- Please also contact your company's/firm's SNAP-R Administrators to validate that your email is unique within your CIN account. (If you are the only user of your CIN account, this step is not necessary.)
- If you are an Administrator for your CIN account, please verify now that every user in your company/firm has a unique, active email address, and add or change email addresses as necessary using the SNAP-R Self-Management function.
- Please note: For users, firms, companies that may manage multiple CIN accounts, you can use the same email address across all your CIN accounts.

This message is currently posted on the SNAP-R homepage after you login. The BIS Office of Exporter Services appreciates action by users of the SNAP-R software to take these steps now.