Office of Textiles and Apparel (OTEXA)

Made in the USA

PUBLIC SITE USER GUIDE

Table of Contents

Navigation

Account Creation

1. [Click here](#) to access the Made in the USA Directory Application.

2. Click **Register Here**.

Existing Companies
Create a new account using the email address associated with the company if it has already been registered.

If you do not have the same email address, create a new account, and submit a new company registration.
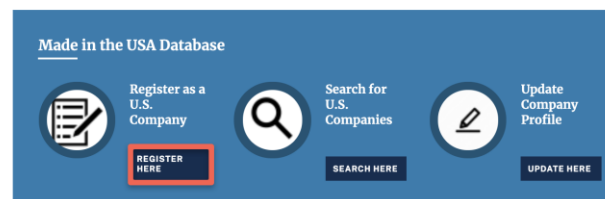
3. Click **Sign up now** at the bottom of the page

4. Fill in the following fields:
   - **First Name**
   - **Last Name**
   - **Email Address**
   - **New Password**
   - **Confirm New Password**

5. Click **Verify Email Address**.

6. You will receive an email with the **Verification Code**.
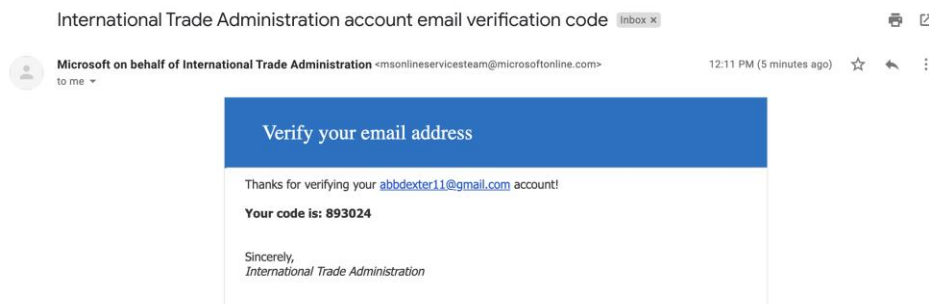
7. Navigate back to the Application and paste the code.

A verification code has been sent to the email address you provided. Please enter the verification code below.

Verification Code

893024

Verify Code

Send New Code

Create My Account   Cancel

8. Click **Verify Code**.

A verification code has been sent to the email address you provided. Please enter the verification code below.

Verification Code

893024

Verify Code

Send New Code

Create My Account   Cancel

9. Click **Create My Account**.

DEPARTMENT OF COMMERCE
UNITED STATES OF AMERICA

INTERNATIONAL
T R A D E
ADMINISTRATION

Please provide your details to create an account.

First Name

Abigail

What is this?

Last Name

Dexter

What is this?

Email Address

abbdexter11@gmail.com

What is this?

New Password

••••••••

What is this?

Confirm New Password

••••••••

What is this?

Change E-mail

Create My Account   Cancel

10. You will be logged into your account.

Sign In

1. [Click here](#) to access the Made in the USA Directory Application.

2. Click **Register Here**.

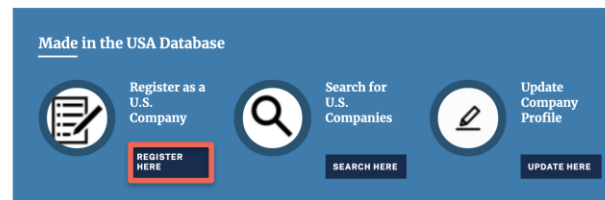3. Type in the **Email and Password** used to create your account.

4. Click **Sign in**.

Change Password

1. [Click here](#) to access the Made in the USA Directory Application.

2. Click **Register Here** or **Update Here**.

3. Click **Forgot your Password**.

4. Type in your **Email Address**.

5. Click **Send Verification Code**.

6. You will receive an email with the **Verification Code.**

Thanks for verifying your simamanage@gmail.com account!

Your code is: 118880

Sincerely,
International Trade Administration

7. Copy the **Verification Code**.

8. Navigate back to the Application and paste the code.

9. Click **Verify Code**.

10. Click **Continue**.

E-mail address verified. You can now continue.

simamanage@gmail.com

Change e-mail

Continue

11. Create a **New Password**.

New Password

Confirm New Password

Continue

12. Click **Continue**.

New Password

Confirm New Password

Continue

Submit New Registration

Company Profile

Add the contact information for your Company.

1. Fill in the form.

Listing Display Information

Add the company information that you would like listed in the OTEXA directory.

2. Click the check box if you want to auto populate the company contact information that you filled in above. If not, fill in the fields below if you want to use different information.

Company Details

3. Select an answer from the drop-down list or radio button for each field.

4. Select the **Yes or No** radio button to receive monthly export business announcements from the Office of Textiles and Apparel (OTEXA).

5. Click **Next** to add Products.

Add Products

This is where you will add your products that will be listed under your company in the Made in the USA directory. (Note: At least (1) product is required to be listed.)

6. Click on an **Industry**.

7. A list of Product Types will be displayed based on the industry selected.

8. Click on a **Product** Type.

9. A list of Categories will be displayed based on the Product Type selected.

10. Click on a **Category**.

11. A list of Products will be displayed based on the Category selected.

12. Click on the **Product**(s) checkbox to add the product(s) for your company.

13. Repeat steps 6-12 until you have selected all of products that needs to be added.

Submission
14. Click **Submit**.

15. You will see the confirmation of submission on the next screen.

Thank you for submitting your application.

A confirmation email has been sent to your email address.

[Go to MyITA]

16. A confirmation will be sent to your email.

Your OTEXA Directory Application has been received   Inbox ×

otexamiustaging@trade.gov   11:24 AM (0 minutes ago)
to me

Thank you for submitting your application for Wilson Clothing Company to the Office of Textiles and Apparel (OTEXA) Made in USA Sourcing Directory. Your application will be reviewed within 72 hours and you will be notified of the response.

U.S. Department of Commerce
Office of Textiles and Apparel
otexamadeinusa@trade.gov

17. You will receive an email once the application has been approved or declined:

Approved

Your OTEXA Directory Application is approved   Inbox ×

otexamiustaging@trade.gov   11:28 AM (0 minutes ago)
to me

Thank you for your registration of Wilson Clothing Company in the Office of Textiles and Apparel (OTEXA) Made in USA Sourcing Directory. Your application has been approved and your company profile will be listed in the directory within 72 hours.

We hope your listing in the directory can help increase your company's exposure and facilitate business-to-business (B2B) matchmaking for your company.

Visit OTEXA to manage your listing.

U.S. Department of Commerce
Office of Textiles and Apparel
otexamadeinusa@trade.gov

Declined

Your OTEXA Directory Application has been declined   Inbox ×

otexamiustaging@trade.gov   11:49 AM (0 minutes ago)
to me

Thank you for your registration of wislon 205 in the Office of Textiles and Apparel (OTEXA) Made in USA Sourcing Directory. Your application was not approved because it failed to meet registration requirement(s). A representative may follow up with you to review your application.

U.S. Department of Commerce
Office of Textiles and Apparel
otexamadeinusa@trade.gov

Edit Company Profile
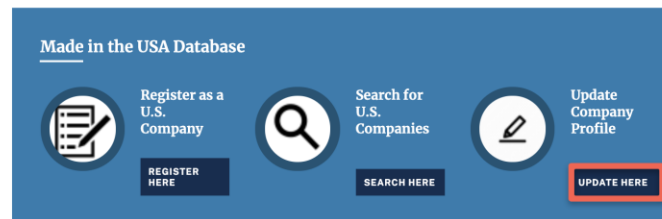
Update Company Profile in Directory

1. [Click here](#) to access the Made in the USA Directory Application.

2. Click **Update Here**.

3. Type in the **Email and Password** used to create your account.

4. Click **Sign in**.

5. Click **Edit.**

6. Make edits to the company profile if needed.
7. Click **Next**.

8. Make any changes needed to the Products.

9. Click **Update**.

Made in USA Sourcing Directory Application

Please start by selecting your industry.
At least one product is required for the company to be listed in the Made in USA Directory

Product Registration

Industry	Product Type	Category	Product	Selected Products
Apparel				**Men's & Boys' > Coats**
Footwear				x Lightweight non-tailored coats and jackets
Travel Goods				x Heavy non-tailored coats and jackets
Textiles (Fabrics, Fiber, Yarn)				x Dress and sports coats (tailored)
Personal Protective Equipment (PPE)				x Down and feather filled coats, jackets, and vests

Total Number of Products: 4

Back to Previous   Update

10. You will receive a confirmation on the next screen.

Company Updated

Your Wilson Clothing Company has been successfully updated from Made in USA Database.

Go to Trade.gov

Remove Company from Directory

1. [Click here](#) to access the Made in the USA Directory Application.

2. Click **Update Here**.

3. Type in the **Email and Password** used to create your account.

4. Click **Sign in**.

5. Scroll down and click **Remove Company**.

Company Details

Type of Business	Company Size
Cut, Make, Trim (CMT)	50 to 500
Is your products wholly/partially made in the USA?	Production Location(s) in USA
Products wholly made in the USA (parts and production 100% made in the USA)	Georgia, Florida, Delaware
What percentage of output is for export?	What countries does your company currently export to?
51 - 75%	Bahamas, Bahrain, Barbados

Production turn-around time/delivery schedule (in days)		Minimum starting order	Value
100		10000	Units

Do you participate in any Free Trade Agreements/Preferential Programs?	Does your company participate in any ITA/OTEXA activities?
CAFTA-DR Free Trade Agreement, Canada Free Trade Agreement	No

Would you like to receive monthly export business announcements from the Office of Textiles and Apparel(OTEXA)?
No

Company Products

Apparel > Men's & Boys' > Coats
Lightweight non-tailored coats and jackets
Heavy non-tailored coats and jackets
Dress and sports coats (tailored)
Down and feather filled coats, jackets, and vests

🗑 Remove Company

6. You will receive a confirmation on the next screen and via email.

Wilson Clothing Company Removed

Your listing has been removed from the Office of Textiles and Apparel (OTEXA) Made in USA Sourcing Directory.

Go to Trade.gov

Your OTEXA Directory Application has been removed Inbox × 🖨 ↗

otexamiustaging@trade.gov   11:39 AM (0 minutes ago) ☆ ↩ ⋮
to me ▾

Your listing for Wilson Clothing Company has been removed from the Office of Textiles and Apparel (OTEXA) Made in USA Sourcing Directory.

U.S. Department of Commerce
Office of Textiles and Apparel
otexamadeinusa@trade.gov

Search for U.S. Companies

Access Search

1. [Click here](#) to access the Made in the USA Directory Application.
2. Click **Search Here.**

3. The Search Database will load.

Search By Company Name

1. Type in a company name in the **Search Box**.

2. Click **Search**.

3. Click **Additional Details** to open a company profile.

4. The company profile will open.

Search By Product

1. Type in a product name in the **Search Box**.

2. Select an option from the drop down-list.

3. Click **Search**.

4. Click **Additional Details** to open a company profile.

5. The company profile will open.

Filter Search

1. Type in a product name in the **Search Box**.

2. Select an option from the drop down-list.

3. Click the **Filter** down-arrow.

4. Select your filter criteria from the filter categories.

5. Click **Search**.

6. You will see your search results.

Export Search Results

1. Click the **PDF** or **MS Excel** icon.

2. The document will be downloaded locally on your workstation.

Print Search Results

1. Click **Additional Details**.

2. Click **Print**.