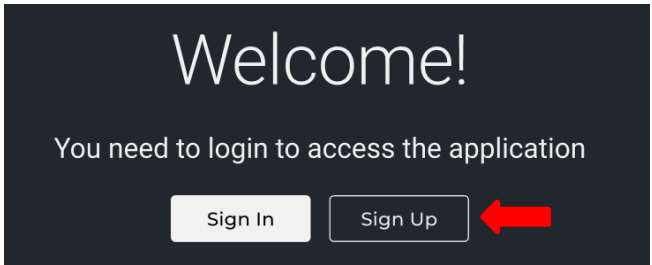
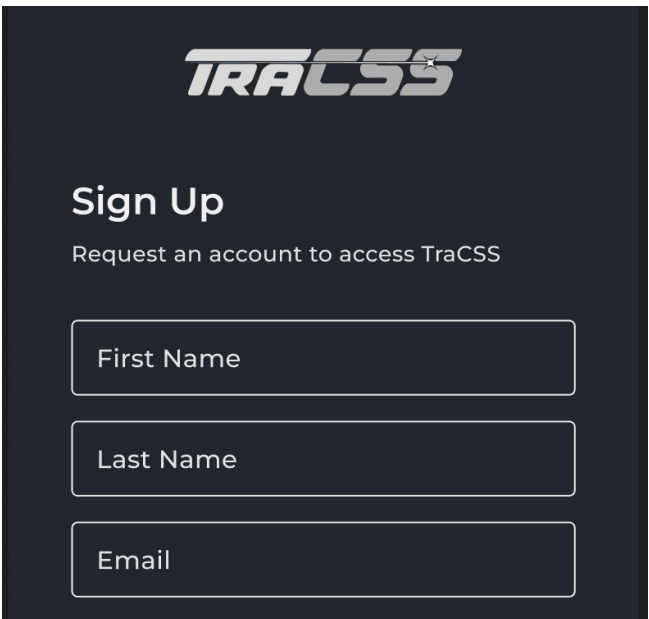
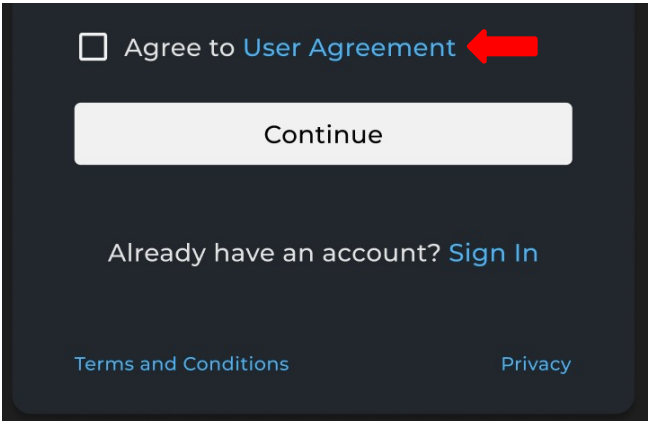
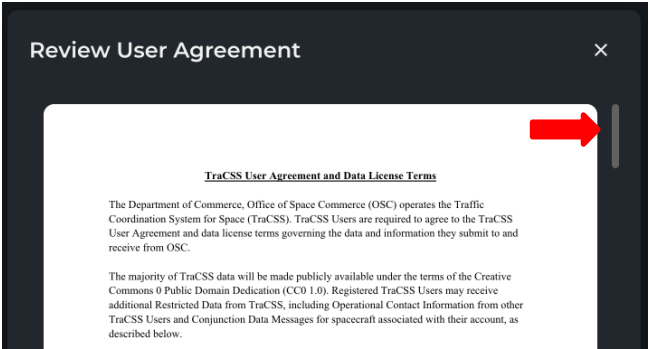


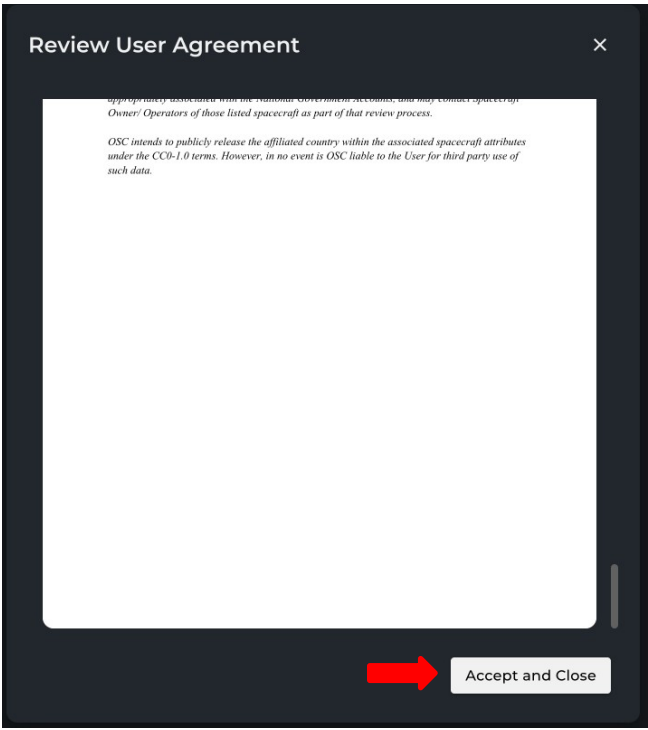
How-To Request an Account

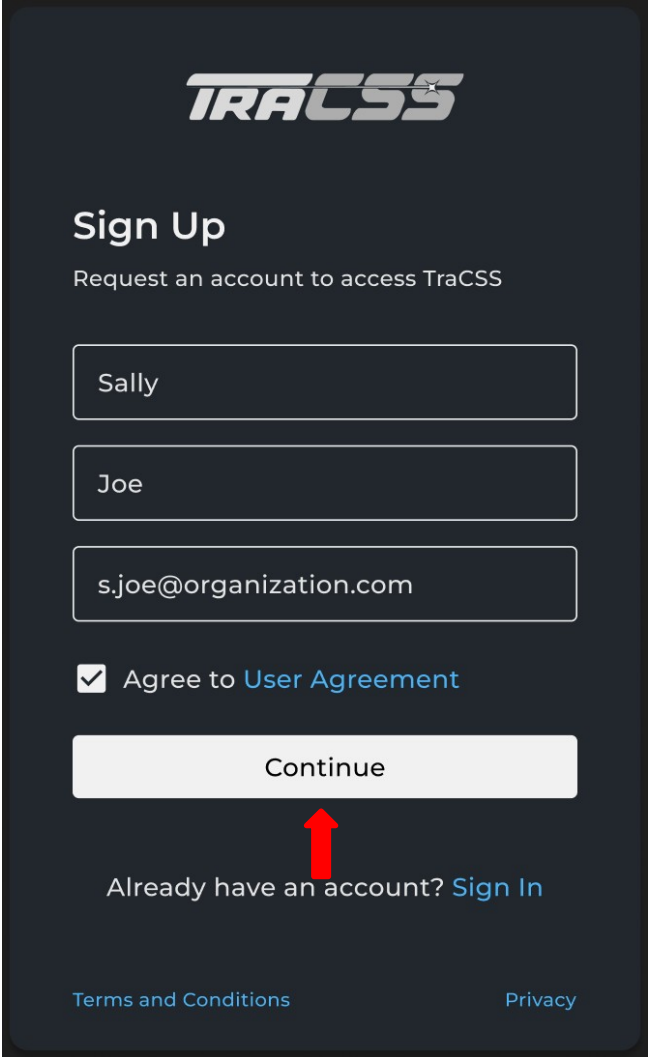
Welcome to TraCSS! This guide explains how to complete the TraCSS account request process as a Satellite Owner/Operator. Relevant FAQs can be found at the end of the guide.

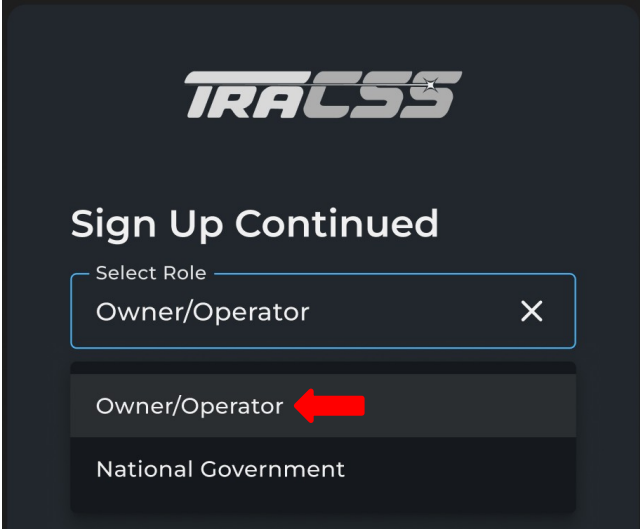

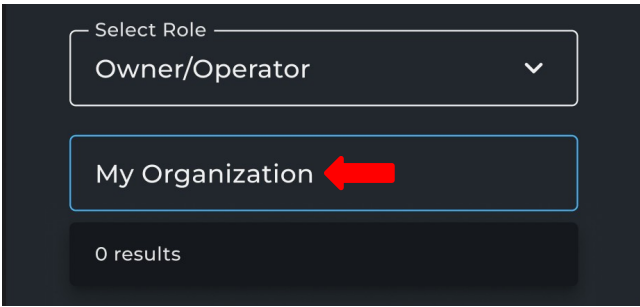
Procedure

Step #	Actions	Additional Information/Pictures
1	Navigate to https://ui.pl.mvp.tracss.gov .	
2	Select "Sign Up" below the welcome message.	

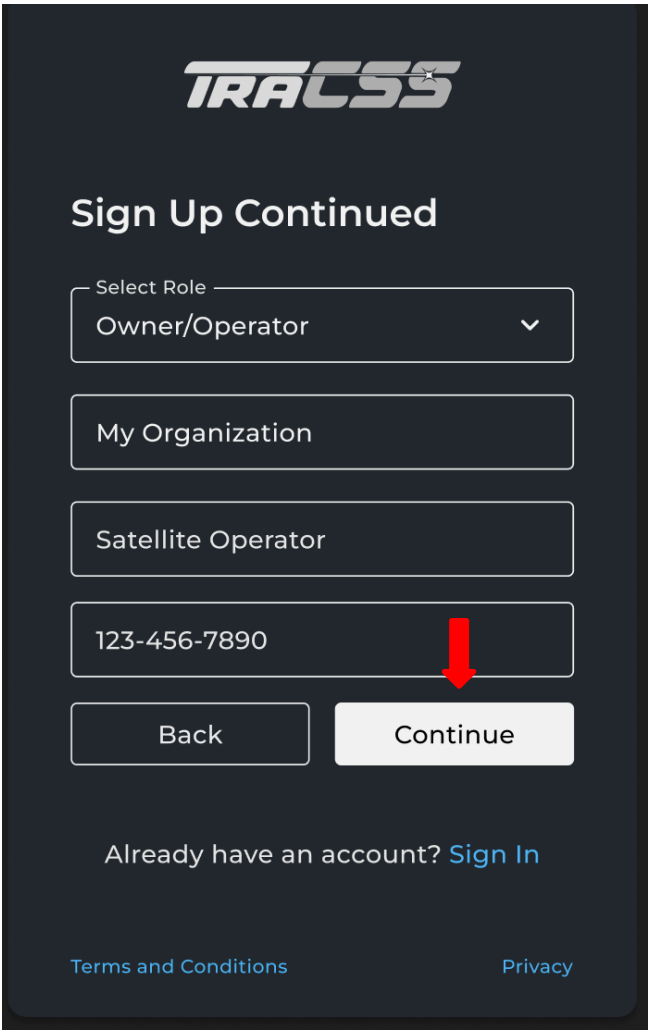
3	<p>Input your name and individual organization email in the sign-up form.</p> <p>Note: Use an email with a domain name matching your organization if possible. Refrain from using a personal email to avoid issues or delays with your account request.</p>	
4	Select "User Agreement" to review the statement.	
5	Scroll to read the entirety of the User Agreement.	

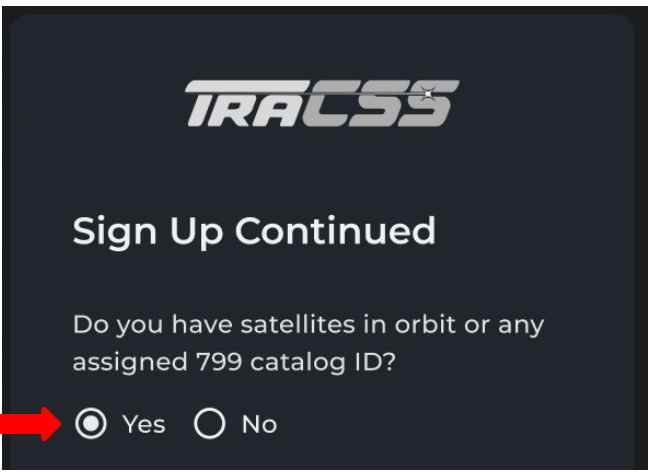
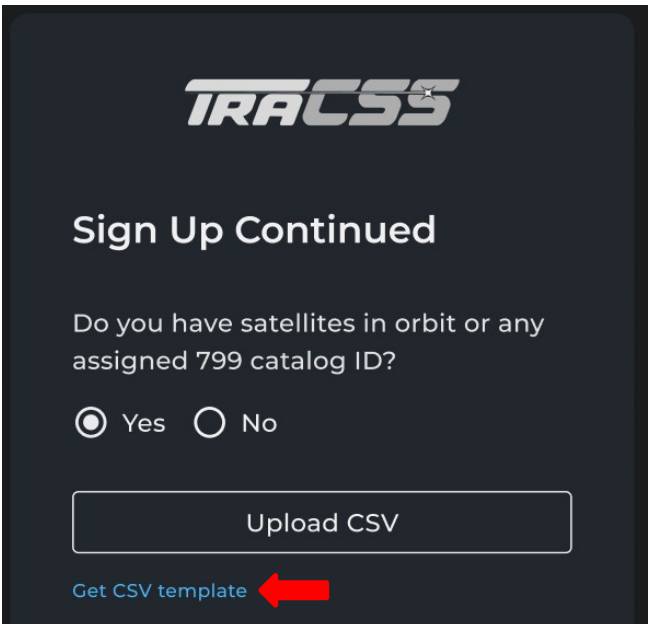
6	Select "Accept and Close".	
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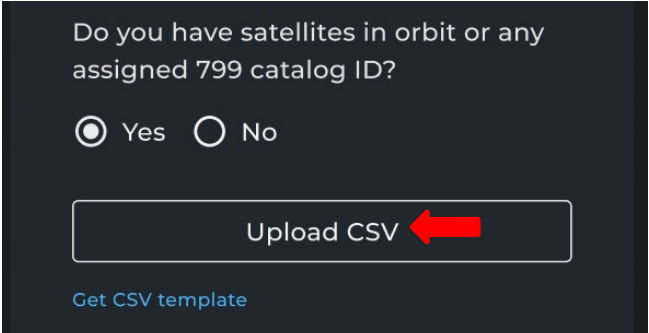
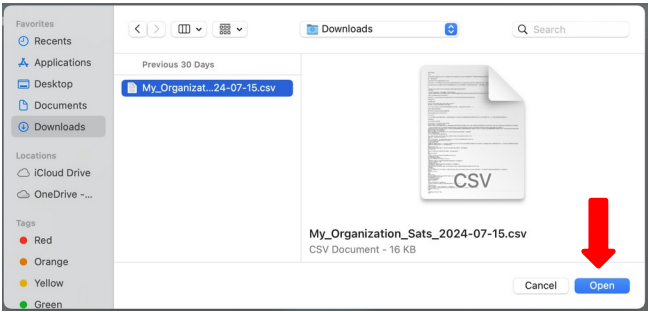

7	<p>Select "Continue".</p> <p>Note: All fields must be populated and the User Agreement acknowledged before the "Continue" button will be available to select.</p>	
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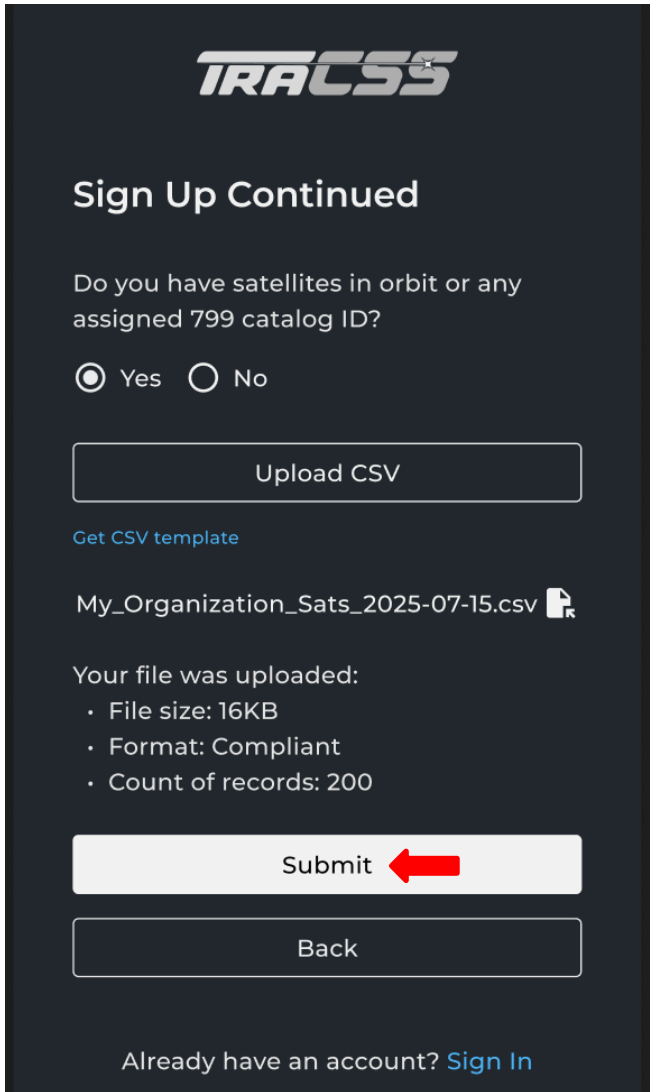
8	<p>Select "Owner/Operator" from the Select Role dropdown.</p>	
9a	<p>Input your organization name in the "Organization Name" field.</p> <p>Note: As you type, a pre-populated list of organizations will be displayed.</p> <p>Select your organization from the list and proceed to Step 10.</p> <p>If your organization does not appear or is incorrectly listed within the dropdown, proceed to Step 9b.</p>	
9b	<p>Input the full name of your organization in the "Organization Name" field.</p> <p>Refrain from using acronyms or short-hand naming conventions internal to your organization.</p> <p>Note: Please verify your organization is not in the pre-populated list before submitting a new organization</p>	

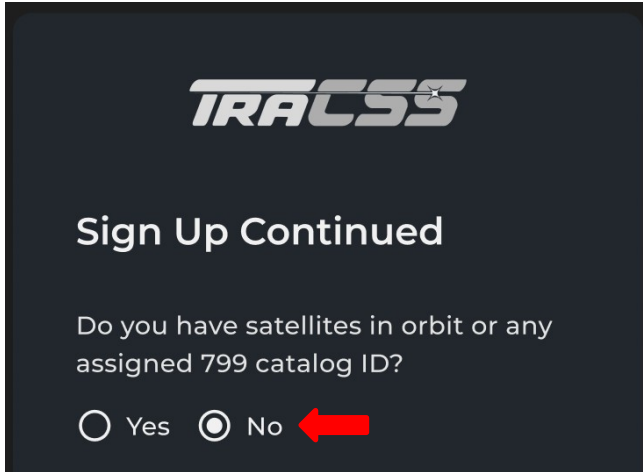
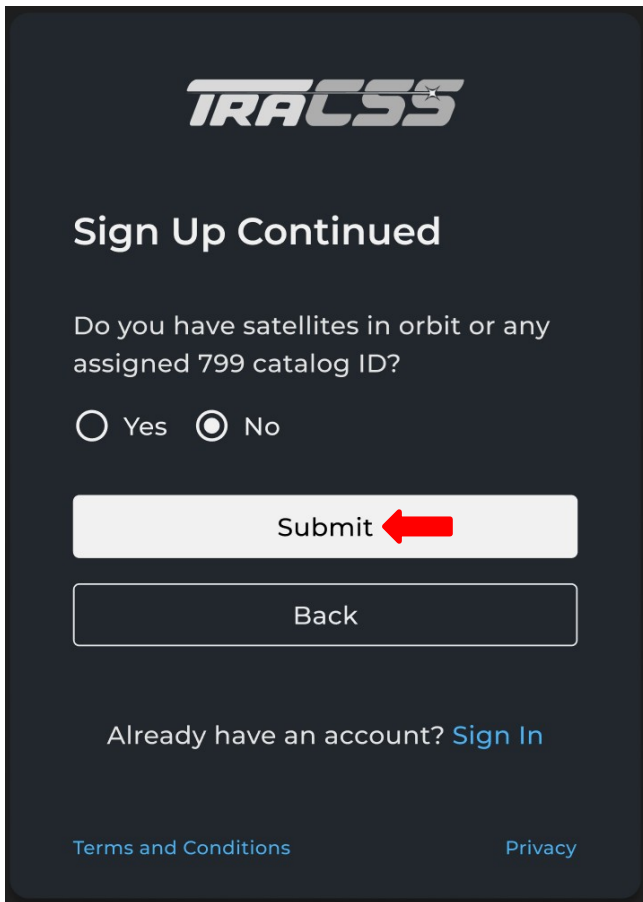
	to avoid issues or delays with your account request.	
10	Input the organization headquarters location (country only). Multiple headquarters locations can be listed, if relevant. Spacecraft will be affiliated with the country in which the organization is headquartered.	
11	<p>Input your job title and organization phone number.</p> <p>Note: This phone number should be associated with an administrator who maintains sufficient authority to conduct account management communications with the TraCSS team. This can be a personal or organizationally shared business contact number.</p>	<div> <div>Job Title</div> <div>Organization Phone</div> </div>

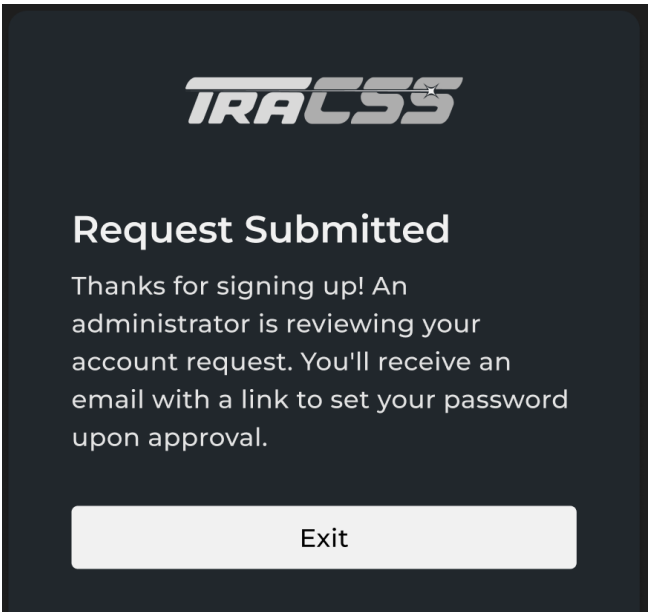
11	<p>Select "Continue".</p> <p>Note: All fields must be populated before the "Continue" button will be available to select.</p>	
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12	<p>If you have satellites in orbit or have assigned 799 catalog IDs, select “Yes” and proceed to Step 13.</p> <p>Otherwise, proceed to Step 20.</p>	
13	<p>Select “Get CSV template” to download the TraCSS satellite file template.</p>	
14	<p>Input the details for all satellites to which you own or maintain the legal authority to operate within the CSV file.</p>	<p>See the “How-To Complete Your TraCSS Satellite File” guide for more information on filling out the contents of your TraCSS satellite file.</p>
15	<p>Rename your TraCSS satellite file to match the following format with the date reflecting the current calendar day.</p> <p>File Naming Convention: Organization_Name_Sats_YYYY-MM-DD</p> <p>Example:</p>	

	My_Organization_Sats_2025-07-15	
16	Select "Upload CSV".	
17	Navigate to your TraCSS satellite file and select "Open".	
18a	<p>Verify the file name shown is correct and the displayed "Count of records" matches the number of satellites being claimed.</p> <p>If your file fails any of the validation checks, proceed to Step 18b.</p> <p>Otherwise, proceed to step 19.</p>	

18b	<p>Edit your TraCSS satellite file in accordance with the specifications in the “How-To Complete Your TraCSS Satellite File” guide.</p> <p>Once your file is updated, return to Step 16.</p>	
19	<p>Select “Submit”.</p> <p>Proceed to Step 22.</p>	

20	<p>If you do not currently have satellites in orbit or assigned 799 catalog IDs, you may still request a TraCSS account if you intend to have satellites on an upcoming launch.</p> <p>Select “No”.</p>	
21	<p>Select “Submit”.</p>	

22	<p>Once you reach this screen, your account request has been successfully submitted!</p> <p>You will receive a welcome email with next steps. The “How-To Setup Your Okta Account” guide is available for reference while completing the sign-up process.</p> <p>Note: Upon approval, your claimed satellites will be assigned to your account.</p>	
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FAQs

Why can I not click the “Agree to User Agreement” checkbox?

Make sure you have opened and scrolled to read through the entire User Agreement before trying to acknowledge the statement.

Why is my TraCSS satellite file failing the format check?

Make sure each required field matches the allowed formats as specified in the “How-To Complete Your TraCSS Satellite File” guide.

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