

Security Cooperation Information Portal

International Customer Token Access Guide

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<https://www.scportal.us/>

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International Customer Token Access

General Information

Electronic “Token”

Each International Customer must obtain an electronic “token” to access the SCIP. In addition, each International Customer “agent” (e.g. freight forwarder) must obtain a token for access, regardless of citizenship.

“Tokencode”

Each token has a 6-position digital display which changes every 60 seconds in synchronization with the SCIP server. This "tokencode", in combination with an 8-position Personal Identification Number (PIN), gives each user a new 14-position "passcode" every minute.



Permissions

In addition to the password security features of the token, a series of "permissions" for each SCIP account allows the individual user to query all or limited data for a particular country program and/or to input a wide range of transactions such as MILSTRIP requisitions, Supply Discrepancy Reports (SDRs), or Freight Tracking transactions.

Process

Overview

The SCIP registration process for foreign nationals was initiated by DSCA through the United States Security Cooperation Officers (SCOs) assigned overseas to each international customer country. Each SCO was tasked to draft a letter to their host country, asking that each country designate a Host Nation Token Administrator (HNTA) and alternate.

Forward Tokens

Once a country's HNTA designation letter is received at DSADC, the SCIP Token Administrator forwards a package of tokens, a token receipt letter, and instructions on where to find the SCIP Registration Form. If the HNTA is not in the United States (and the HNTA designation letter does not contain a mailing address), the package is mailed to the SCO for delivery to the HNTA.

Acknowledge Delivery

The HNTA takes physical receipt of electronic tokens and signs and returns the token receipt letter, acknowledging delivery.

Distribute Tokens

The HNTA then distributes a token to each potential user for his country.

Complete Registration Form

Each user must complete a registration form, entering the serial number engraved on the back of the token assigned to him, on the registration form. The serial number allows the SCIP Access Administrator to establish a one-to-one relationship between a SCIP user account and the corresponding token. This is necessary to activate the token and begin the initial user session.

Sign Form

The user must sign the form, and have the HNTA or the alternate sign it.

Approve Accounts

The capabilities provided to each user are requested and authorized by the international customer country, not the U.S. Department of Defense. The customer's HNTA or alternate is responsible for approving accounts for individual country SCIP users.

Fax/Email Registration Form

Once the registration form is completed, it should be faxed to 001-717-605-9082. The SCIP Access Administrator will establish the account with the individual user profiles which will allow/disallow features, as identified on the registration form.

Note: Effective 31 July 2016, the SCIP Help Desk will no longer accept SCIP registration forms via facsimile (FAX) machine, from U.S. Government users. Effective 31 December 2016, the SCIP Help Desk will no longer accept ANY registration form via facsimile (FAX) machine, regardless of the submitter's role. All forms will be submitted electronically as e-mail attachments to the SCIP Help Desk, preferably in .pdf format.

Logon to SCIP

When the user receives their USERID, they should carefully follow the instructions in the [Logon Guide](#) for using SCIP the first time.

Questions

Additional information is available on the Token Administrators Guide. Logon to SCIP, select the Home Community, Token Admin Menu page, and click the Token Administrators Guide link to open or save a local copy of the Guide.

If you have any questions, need registration forms, or require additional information, please contact us at dsca.sciphelp@mail.mil.