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Capital Construction Fund Portal User Guide for Logging in

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Table of Contents

Section 1.0 Introduction	1
1.1 User Roles	1
1.2 Scope	2
Section 2.0 Accessing CCF Portal.....	3
2.1 Specifications	3
2.2 Access Requirements	3
2.3 Opening the CCF Portal’s Login Page	3
2.4 The Login.gov option for External Users.....	4
2.5 Creating your Login.gov Account.....	4
2.6 Using your Login.gov Account.....	10
2.7 Creating your CCF Portal Profile (New User Registration).....	13
2.8 Logging into CCF Portal (After Registration Approval)	14
2.9 The PIV option for Internal Users	15
2.10 Creating your CCF Portal Profile (New User Registration).....	15
2.11 Automatic Profile Deactivation after 90 Days of Inactivity.....	15

List of Tables

No table of figures entries found.

List of Figures

Figure 2-1 Login.gov Create an account.....	4
Figure 2-2 After clicking the Submit button, the "Check your email" message is displayed.	5
Figure 2-3 Logging into CCF for The First Time after Creating a Login.gov Account	10
Figure 2-4 Login.gov Sign in for existing users	11
Figure 2-5 Logging into CCF for The First Time	12
Figure 2-6 The "Your Company List"	13
Figure 2-7 After clicking the Register button, the "Access Pending" message is displayed	14
Figure 2-8 After clicking the Register button, the "Access Pending" message is displayed	15

Section 1.0 Introduction

Operators of American-flag vessels are faced with a competitive disadvantage in the construction and replacement of their vessels relative to foreign-flag operators whose vessels are registered in countries that do not tax shipping income. The Capital Construction Fund (CCF) program was established to counterbalance this situation by helping owners and operators of United States-flag vessels secure the capital necessary to modernize and expand the U.S. merchant marine. The program encourages construction, reconstruction, or acquisition of vessels through the deferment of Federal income taxes on certain deposits of money or other property placed into a CCF. Participants must meet U.S. citizenship requirements.¹

The goal of this application is to allow CCF fundholders to enter annual reports in an electronic format via a secure portal. Based on these submitted reports, authorized MARAD users process annual reports for the consumption of Internal Revenue Service (IRS). IRS Analyst users will have the ability to download the final reports generated by the application on a semi-annual basis. The portal provides a more effective means to submit annual reports to the IRS. The CCF Portal will provide a secure means to upload and store information.

1.1 User Roles

Fundholder Representative

1. Create, edit, save, submit and delete annual reports.
2. Request due date extensions.

IRS Analyst

1. View contents of submitted reports.
2. Download IRS reports.

MARAD Financial Analyst

1. Review all submitted reports.
2. Accept or reject submitted reports.
3. Download IRS reports.

¹ Source: [Capital Construction Fund | MARAD](#). Retrieved August 29, 2025.

MARAD Office Director

1. Review all submitted reports.
2. Approve submitted reports.

MARAD Administrator

1. Edit user profiles.
2. Edit fundholder profiles.
3. Approve user registrations and access.

MARAD Super Administrator

1. Deactivate and delete user profiles.
2. Deactivate and delete fundholder profiles.

1.2 Scope

This document provides step-by-step instructions for registering and logging into CCF application for all roles.

Section 2.0 Accessing CCF Portal

2.1 Specifications

CCF Portal is designed to run on the following settings:

- Edge and Chrome browsers.
- The browser's Zoom set to 100%.
- Screen resolution of 1920 x 1080 pixels.

Note: Using any other settings can result in the system not appearing or performing at its optimum level.

2.2 Access Requirements

To be able to access the CCF Portal:

- External Users (those who do not have a DOT PIV card) will need to create a Login.gov account associated with their email address. This will apply for fundholder representatives and for IRS analysts.
 - Login.gov accounts are free to use.
 - Login.gov accounts require multi-factor authentication, which is a standard for accessing government systems.
 - Login.gov will present several authentication options, such as receiving a one-time code via text or 'backup codes', that can be utilized.
- Internal Users (those who have a DOT PIV card) will need to log in with this PIV. This will apply for MARAD users and for any other DOT users.

2.3 Opening the CCF Portal's Login Page

Enter this URL in your browser's address bar: <https://ccf.marad.dot.gov/>

The CCF Home page is displayed with two login options. If this is your first time logging into CCF, when you attempt your first login the application will realize that you are new to the system and will guide you through the registration process.

2.4 The Login.gov option for External Users

For fundholder representatives and for IRS analysts:

1. Click “Sign in with Login.gov”.
 - If you do not have a Login.gov account associated with your email, go to ► 2.5 Creating your Login.gov Account.
 - If you already have a Login.gov account associated with your email, go to ► 2.6 Using your Login.gov Account.

2.5 Creating your Login.gov Account

1. Click the **Create an account** button. Ensure the top **Create an account** button is selected (not the **Sign in** button).

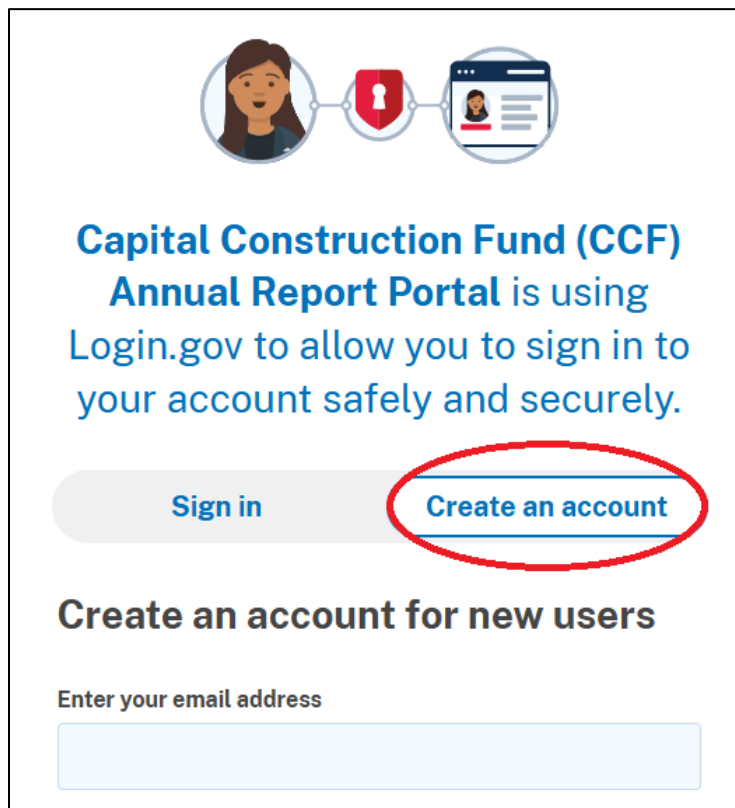


Figure 2-1 Login.gov Create an account

2. Enter your email address.
3. Select your language.
4. Check the “I read and accept the Login.gov Rules of Use” checkbox.
5. Click the **Submit** button.

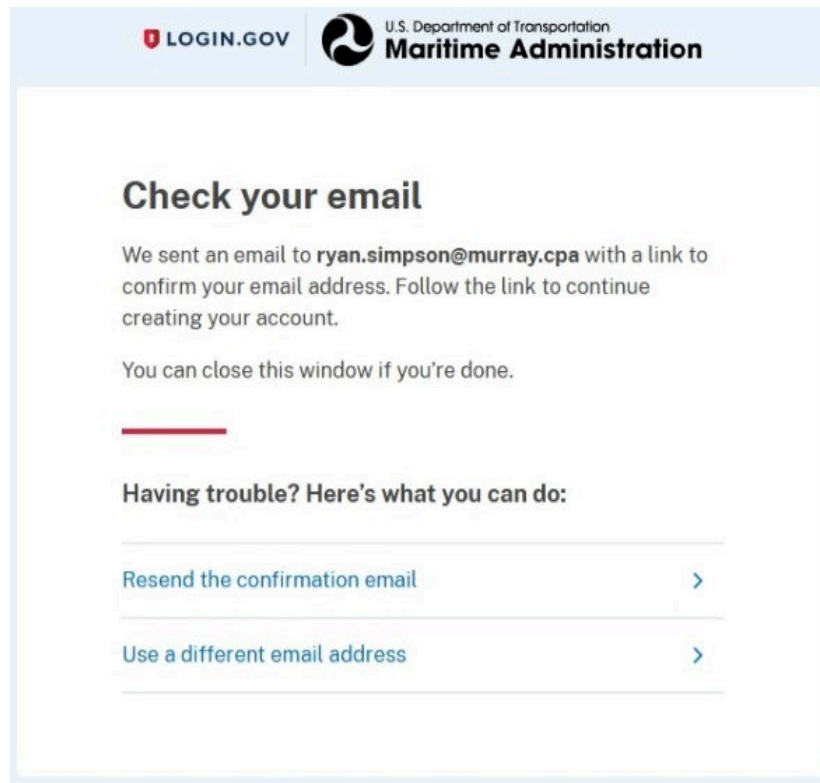


Figure 2-2 After clicking the Submit button, the "Check your email" message is displayed.

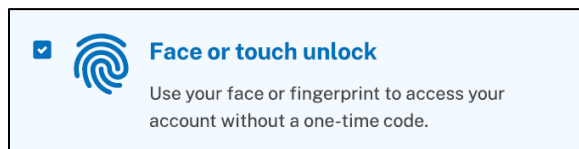
6. You will receive an email from Login.gov with the subject line “Confirm your email”.
7. Open the email and click the **Confirm email address** button. This will take you back to the Login.gov website.
8. Create your Login.gov password.

9. Set up your authentication options. There are six authentication options to choose from. You are encouraged to choose whichever ones work best for you, and Login.gov recommends that you select at least two options in case you lose access to one. Should you need any assistance with setting up your authentication options, your support options are:
 - a. Online help article : <https://login.gov/help/create-account/authentication-methods/>
 - b. Call the Login.gov's Help Center : (844) 875-6446.
 - c. Submit a ticket with Login.gov's Help Center : <https://login.gov/contact/>.

The next three pages include instructions for the authentication options. Step 10 continues on page 10.

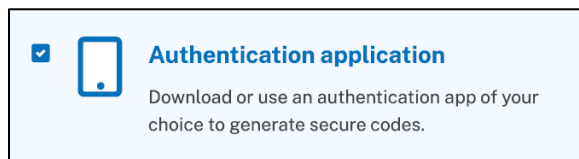
The authentication options and their instructions are provided as follows:

Authentication Option #1: Face or touch unlock



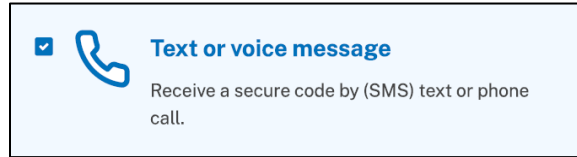
- a. Enter a nickname for the device you are using.
- b. Click the **Continue** button.
- c. Unlock the device you are using to save the unlock option.
- d. Click the **Add another method** button or the Skip for now link.

Authentication Option #2: Authentication application



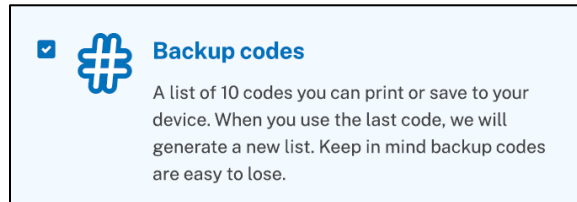
- a. Enter a nickname for Login.gov authentications.
- b. Open your authentication app.
- c. Scan the QR barcode or enter the code manually into your authentication app.
- d. Enter the temporary code from your authentication app.
- e. Click the **Submit** button.
- f. Click the **Add another method** button or the Skip for now link.

Authentication Option #3: Text or voice message



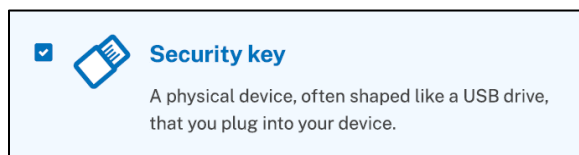
- a. Enter the phone number and choose whether to receive your one-time codes via text messages or by phone call.
- b. Click the **Send code** button.
- c. Enter the received one-time code.
- d. Click the **Submit** button.
- e. Click the **Add another method** button or the Skip for now link.

Authentication Option #4: Backup codes



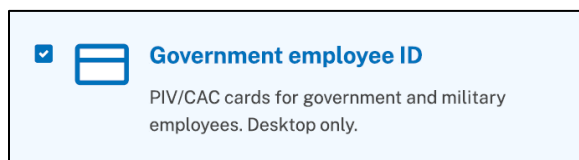
- a. Click the **Continue** button.
- b. Click the button to **Download**, **Print**, or **Copy** the 10 backup codes.
Note: Each code can only be used one time. After you use the first 10 backup codes, a new set of backup codes will be generated for you.
- c. Click the **Continue** button.
- d. Click the **Add another method** button or the Skip for now link.

Authentication Option #5: Security key



- a. Enter a nickname for the security key device.
- b. Click the Continue button.
- c. Click the **Add another method** button or the Skip for now link.

Authentication Option #6: Government employee ID (PIV badge or CAC card)



- a. Enter a nickname for your PIV or CAC.
- b. Insert your PIV or CAC into your card reader.
- c. Choose your PIV's or CAC's certificate.
- d. Enter your PIN.
- e. Click the **Add PIV/CAC card** button.
- f. Click the **Add another method** button or the Skip for now link.

10. (Continued from Step 0 on page 6) After you have set up your authentication options, you will be redirected to a page that displays “You are now signing in for the first time”.

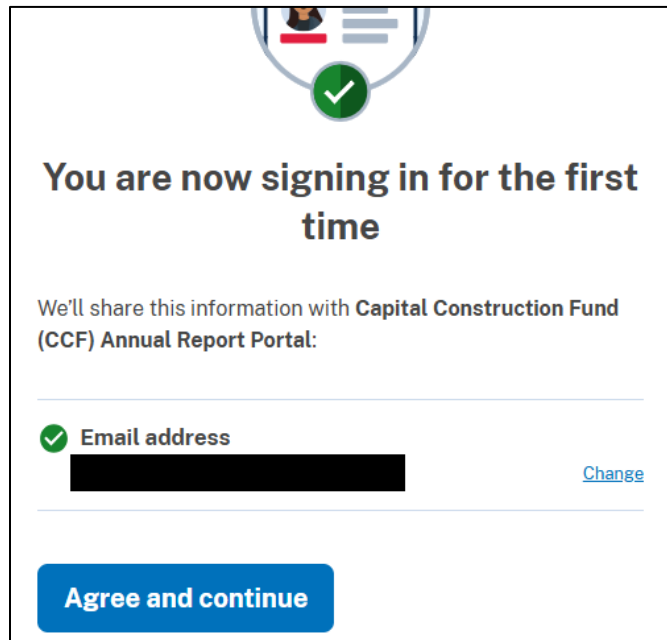


Figure 2-3 Logging into CCF for The First Time after Creating a Login.gov Account

11. Click the **Agree and continue** button.
12. You will now be redirected to the CCF application’s new user registration form. Go to .

2.6 Using your Login.gov Account

1. Ensure the top **Sign in** button is selected (not the **Create an account** button).
2. Enter your Login.gov email address.
3. Enter your Login.gov password.
4. Click the bottom **Sign in** button.

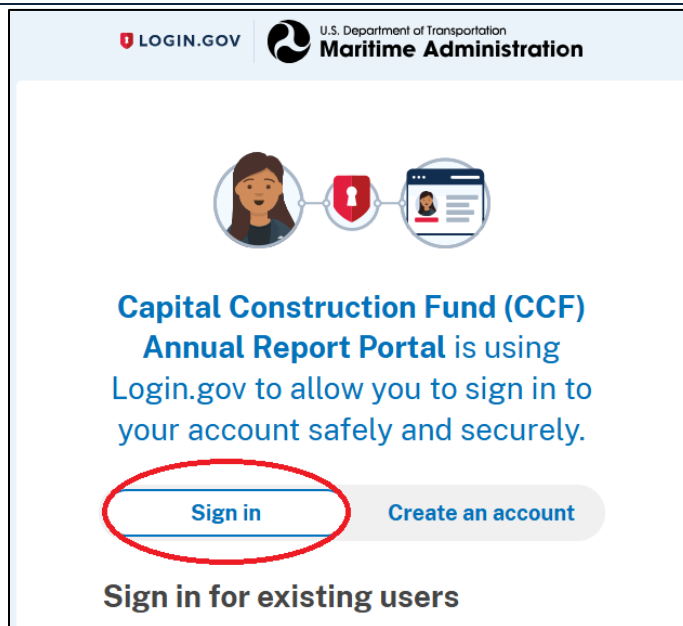
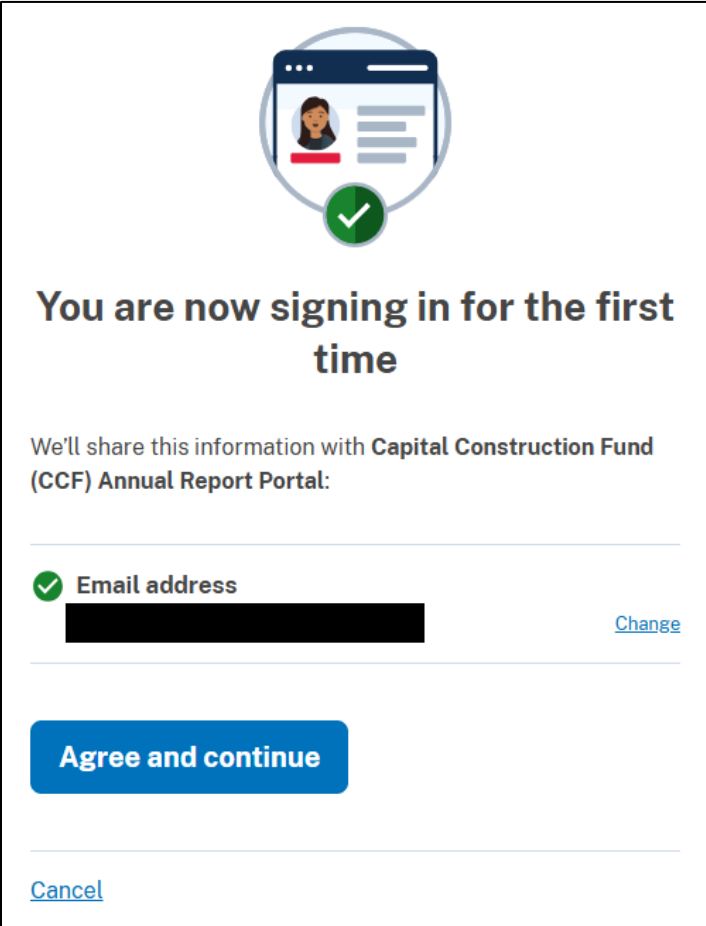


Figure 2-4 Login.gov Sign in for existing users

5. You will be prompted to authenticate using one of the options you set up in your Login.gov profile, such as:
 - Scanning your face or fingerprint
 - Entering a one-time code from your authentication application
 - Using your security key
 - Entering a one-time code that you receive by text or by phone call
 - Entering a backup code
 - Using your federal government employee or military ID (PIV or CAC)
6. After authenticating successfully, you will be redirected to a page that displays a Login.gov confirmation and information about signing into CCF for the first time.



The screenshot shows a login confirmation screen. At the top, there is a circular icon containing a user profile picture and a green checkmark. Below the icon, the text reads "You are now signing in for the first time". Underneath, it states "We'll share this information with Capital Construction Fund (CCF) Annual Report Portal:". There is a form field for "Email address" with a green checkmark icon to its left and a "Change" link to its right. Below the form field is a large blue button labeled "Agree and continue". At the bottom left, there is a "Cancel" link.

Figure 2-5 Logging into CCF for The First Time

7. Click the **Agree and continue** button.
8. You will now either be redirected to the CCF application.
 - If this is your first time logging into CCF, you will be redirected to the new user registration form. Go to ► 2.7 Creating your CCF Portal Profile (New User Registration).
 - If your CCF profile is registered and already approved, you will now be logged into the CCF application.
 - If your CCF profile is registered but not yet approved, you will be displayed a message stating your profile has not been approved.

2.7 Creating your CCF Portal Profile (New User Registration)

If this is the first time you sign in with your Login.gov account, then after you have completed your multi-factor authentication the Login.gov page will inform you that “You are now signing in for the first time” and that “[Login.gov will] share this information with Capital Construction Fund (CCF) Annual Report Portal”.

After clicking the **Agree and continue** button, you are taken to CCF application’s “Create a new account” page.

1. Select your CCF Portal role.
 - For fundholder representatives, you will only see “Fundholder Representative” in the dropdown. Go to Step 2.
 - For IRS analysts, you will only see “IRS Analyst” in the dropdown. Skip to Step 4.
2. To find your company you’ll need to enter three things:
 - a. the first three letters of the fundholder company or last name;
 - b. the last four digits of the EIN, SSN, or ITIN; and
 - c. the approval date as provided by MARAD.
3. Click the **Search and assign** button. If successful, you should see the individual or company displayed under “Your Company List”.



Figure 2-6 The "Your Company List"

4. Enter your first name and last name in the corresponding fields.
5. Click the **Register** button.

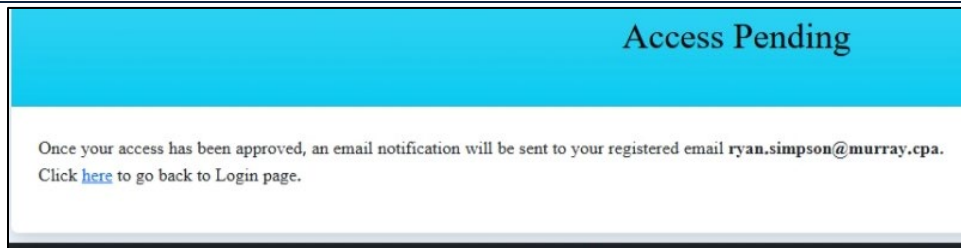


Figure 2-7 After clicking the Register button, the "Access Pending" message is displayed

At this point, your CCF profile will need to be approved by MARAD. Once it's approved, you will receive an email from CCF_No_Reply@dot.gov.

2.8 Logging into CCF Portal (After Registration Approval)

1. Click "Sign in with Login.gov".
2. Ensure the top **Sign in** button is selected (not the **Create an account** button).
3. Enter your Login.gov email address.
4. Enter your Login.gov password.
5. Click the bottom **Sign in** button.
6. You will be prompted to authenticate using one of the options you set up in your Login.gov profile, such as:
 - Scanning your face or fingerprint
 - Entering a one-time code from your authentication application
 - Using your security key
 - Entering a one-time code that you receive by text or by phone call
 - Entering a backup code
 - Using your federal government employee or military ID (PIV or CAC)
7. After authenticating successfully, you will now be logged into the CCF application.

2.9 The PIV option for Internal Users

For all MARAD users:

1. Click the PIV image.
2. When prompted, enter your PIN and click **OK**.
3. You will now either be redirected to the CCF application.
 - If this is your first time logging into CCF, you will be redirected to the new user registration form. Go to ► 2.10 Creating your CCF Portal Profile (New User Registration).
 - If your CCF profile is registered and already approved, you will now be logged into the CCF application.
 - If your CCF profile is registered but not yet approved, you will be displayed a message stating your profile has not been approved.

2.10 Creating your CCF Portal Profile (New User Registration)

If this is the first time you have logged into the CCF application, you are taken to the “Create a new account” page.

1. Select your CCF Portal role from the dropdown.
2. Enter your first name and last name in the corresponding fields.
3. Click the **Register** button.

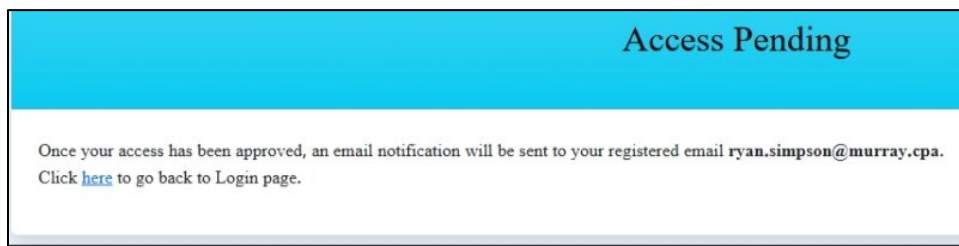


Figure 2-8 After clicking the Register button, the "Access Pending" message is displayed

At this point, your CCF profile will need to be approved. Once it's approved, you will receive an email from CCF_No_Reply@dot.gov.

2.11 Automatic Profile Deactivation after 90 Days of Inactivity

Due to a Security requirement, your profile will be deactivated automatically if you have not logged into CCF after 90 days since your last login. The application will send out reminder

emails at the 60-day mark, the 84-day mark (7 days before deactivation), and on the 90-day mark. If you have not logged into CCF by the end of the 90th day, your profile will be deactivated on the 91st day, in which case you will have to reach out to the CCF Administrator in order to have your profile reactivated.