



INTERNATIONAL
TRADE
ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE
ENFORCEMENT AND COMPLIANCE

ACCESS

External User Guide

Version 4.0

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access@trade.gov
<https://access.trade.gov>

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Record of Changes

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1.1	3/31/11	Sherry Burden	Update Screen Shots and Update Content
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3.1.4	3/17/2020	Ankush Kesar	Updated screen shot to reflect redesigned webpages
4.0	4/20/2026	Evangeline Keenan	Updated screen shots to reflect modernized ACCESS system webpages. Added Check File(s) section. Updated steps for Search function, BPI Document List, Get BPI Documents, and Update Profile.

1. Introduction

This External User Guide explains how users may register, log in, submit electronic documents, create a cover sheet for manual submission, navigate, update a user profile, reset a password, and access Help in ACCESS.

2. How to Register for ACCESS

To register, go to the ACCESS website at <https://access.trade.gov/>.

A. At the top right, select “**Sign In**” followed by “As External User.”

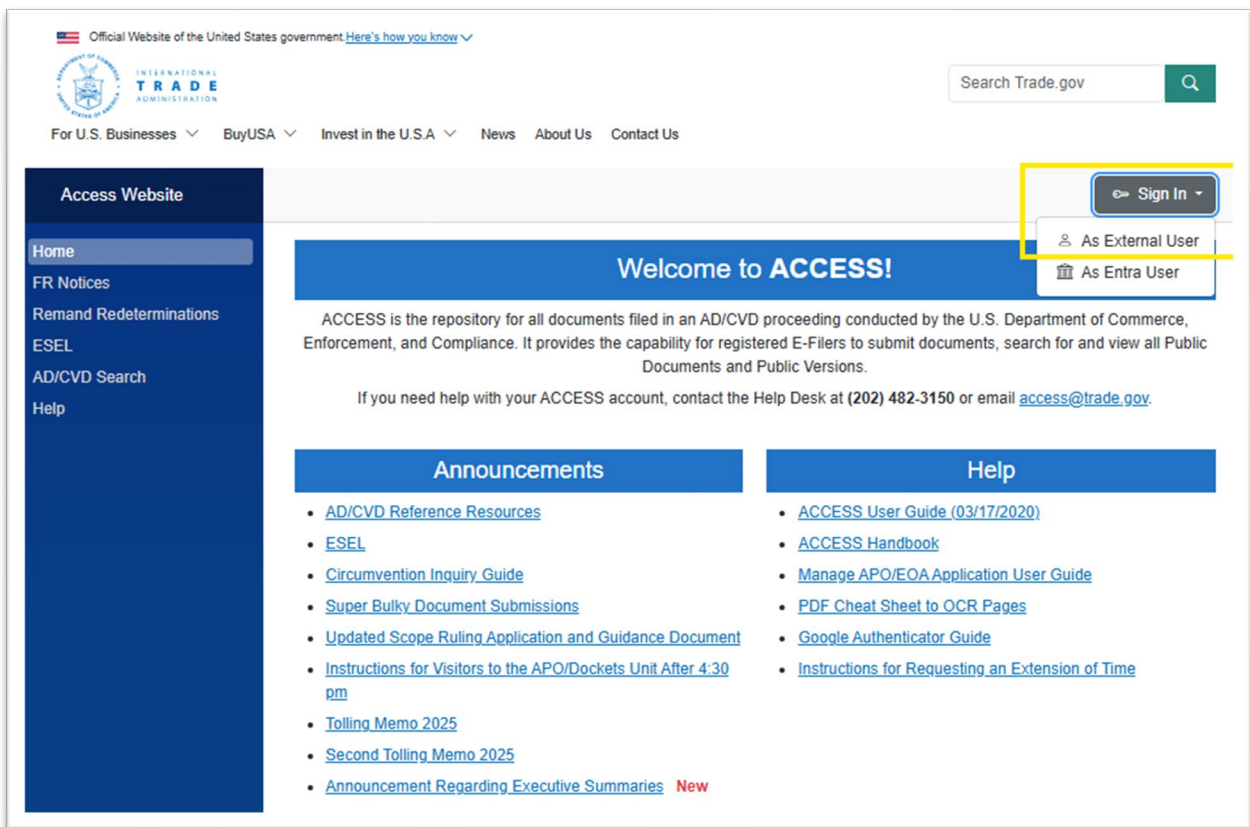


Figure 1: Sign In

- B. After selecting “**Sign in**” and “**As External User**” you will be navigated to the “Sign in” page. Select “**Sign up now.**”

you are accessing a U.S. Government information system, which includes: (1) this computer, or this computer network, or all computers connected to this network, and all devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose; the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Creating an account and logging into this system constitutes acknowledgement of this warning.

DEPARTMENT OF COMMERCE
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ADMINISTRATION

Sign in

Sign in with your email address

Email Address

Please enter your Email Address

Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

Figure 2: Sign in

- C. Enter your email address into the prompt to continue to the ACCESS site. It is very important to select an email address that is an individual email address that is not shared by multiple people. If you will be registering for an E-Filer account, make sure to register with the email address that you use in the normal course of business. Your registration may be declined if they do not meet these parameters.

The image shows a mobile application screen titled "User Details". At the top left is a back arrow and the word "Cancel". Below that is a cube icon and the title "User Details". The form contains several input fields: "Email Address" (with a red asterisk and error message "Email Address is required."), "New Password", "Confirm New Password", "Display Name", "Given Name", and "Surname". A blue button labeled "Send verification code" is positioned below the email field. At the bottom is a light blue "Create" button.

Figure 3: User Details

- D. Select **“Send verification code”** as shown in Figure 4, and a code will be sent to the provided email address.

This image is identical to Figure 3, but the "Send verification code" button is highlighted with a yellow border. The "Email Address" field now contains the text "NewAccessRegistration@yahoo.com".

Figure 4: Send Verification Code

- E. Enter Verification Code sent to the provided Email Address and select “**Verify code**”. Figure 5

Note: The verification email will be sent from:
msonlineservicesteam@microsoftonline.com.

** If there was no code sent to your email address after checking your Inbox & Spam Folder, please select “**Send new code**” as seen on Figure 5, and repeat this step. **

The screenshot shows a mobile application interface for user verification. At the top, there is a 'Cancel' link and a cube icon. The title is 'User Details'. Below the title, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: 'Email Address *' containing 'NewAccessRegistration@yahoo.com' and 'Verification Code *' with a red error message 'Verification Code is required.' Below these fields are two buttons: 'Verify code' (highlighted with a yellow box) and 'Send new code'. Further down are fields for 'New Password *', 'Confirm New Password *', 'Display Name *', 'Given Name *', and 'Surname *'. At the bottom is a 'Create' button.

Figure 5: Verify Code

- F. Once your code is verified, please provide all the following details and select “**Create**” as shown.

- New Password
- Confirm New Password
- Display Name – enter your full name.
- Given Name – enter your first name.
- Surname – enter your last name.

The screenshot shows a mobile application interface for creating a user account. At the top, there is a 'Cancel' link and a cube icon. The title is 'User Details'. Below the title, a message states 'E-mail address verified. You can now continue.' The form contains several input fields: 'Email Address' with the value 'NewAccessRegistration@yahoo.com', 'New Password' (masked with dots), 'Confirm New Password' (masked with dots), 'Display Name' with the value 'John Doe', 'Given Name' with the value 'John', and 'Surname' with the value 'Doe'. A blue 'Change e-mail' button is located below the email field. A blue 'Create' button is at the bottom, highlighted with a yellow border.

Figure 6: Create

Once “**Create**” has been selected, your account has been created for the modernized ACCESS site.

G. Once your account has been created:

You will be navigated to the **Terms of Use Agreement** as shown. Please read the full Terms of Use Agreement and select “**Accept**” or “**Decline**.”

ACCESS - Terms of Use Agreement

Please read the following Terms of Use Agreement and click Accept to create a new ACCESS account or to log into ACCESS.

the E-Filer is responsible for preserving business proprietary information (BPI). In addition, all E-Filers must comply with any additional requirements pertaining to any Administrative Protective Order (APO) issued during the course of an AD/CVD Case.

Information which is classified or not specifically declassified by the United States Government, such as Wikileaks information, may not be submitted to ACCESS under any circumstances. Users must first contact the case analyst to receive a waiver from electronic submission and arrange to submit any classified information by paper only. To protect ACCESS from the submission of such information, all electronically filed documents must be fully text searchable, using a method such as Optical Character Recognition (OCR). Documents that are submitted without being fully text searchable are subject to rejection by the Department.

Users are required to report any unauthorized release of sensitive or protected material such as BPI to the APO Unit (202-482-3354). Any user who fails to comply with the conditions set forth in this document may be denied right of use to the ACCESS system depending on the nature, severity, frequency, and mitigating circumstances of the user's actions. In addition, separate sanctions may be imposed for instances of misconduct and the release of protected information as set forth under the Department rules, 19 CFR Part 351, and any other applicable federal laws or regulations.

Do you have a question for the ACCESS Help Desk? Please call 202-482-3150 or email ACCESS@TRADE.GOV for assistance.

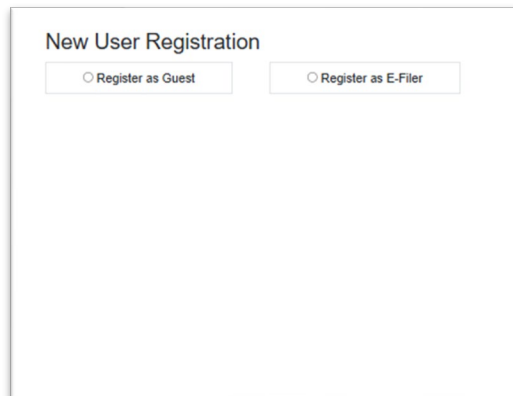
Updated Nov 14, 2019

Accept

Decline

Figure 7: Terms of Use Agreement

- H. Once **Terms of Use Agreement** is accepted, select the user type desired. Select Guest User if you will be monitoring a case or conducting research. Select E-Filer if you will be e-filing documents and participating as a party in a proceeding. If you are registering as an E-Filer, make sure to register with the individual email address you use in the normal course of business.



New User Registration

Register as Guest

Register as E-Filer

Figure 8: New User Registration

Once the desired user type is selected, proceed with the steps prompted on the site to complete registering for the selected user type.

Guest Users, once registered, can begin using the site immediately.

E-Filers will have to submit their E-Filer Request and be approved prior to use of the site as an E-Filer.

Once your Guest User account is registered, or your E-Filer account is approved, you can sign into the system anytime by using the established email and password following prompts.

3. **Log in to ACCESS**

Go to the ACCESS website at <https://access.trade.gov/>. The ACCESS Welcome page will appear.

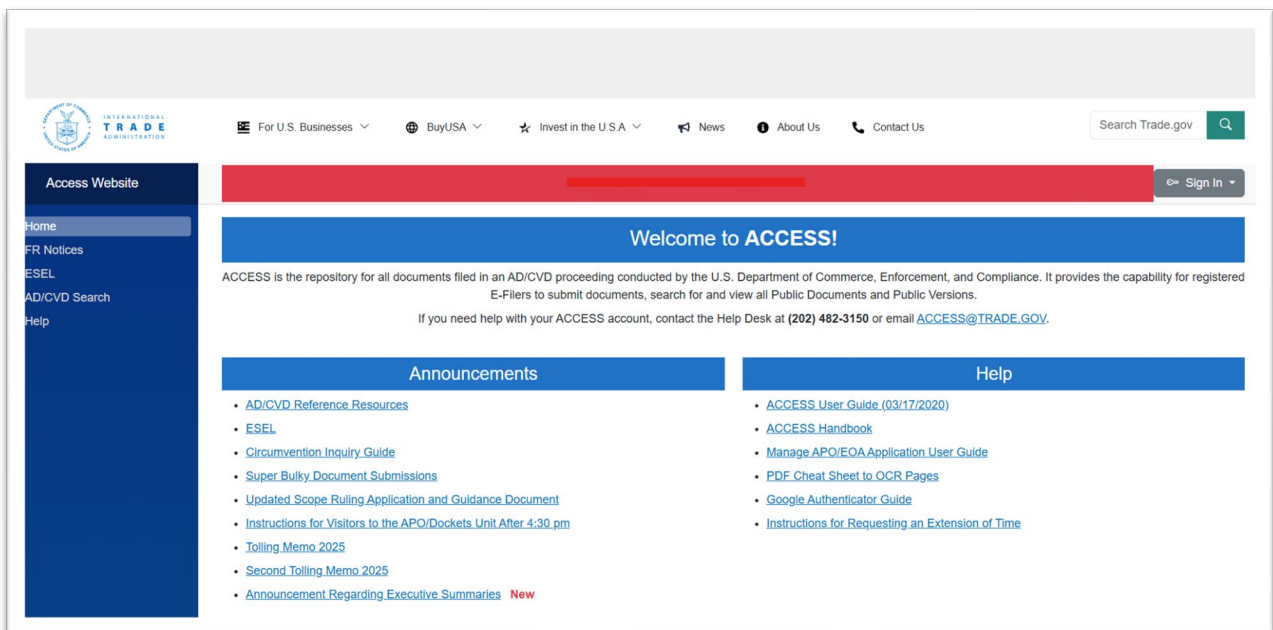


Figure 9: Welcome Page

A. At the top right, under “Sign In” select “As External User.”

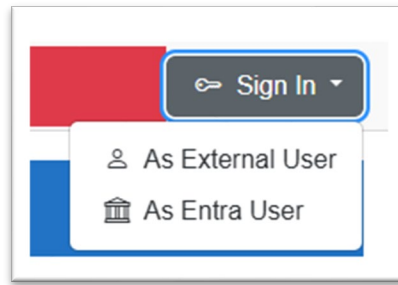


Figure 10: Sign In Box

B. Upon successful login, you will be directed to the ACCESS external homepage.

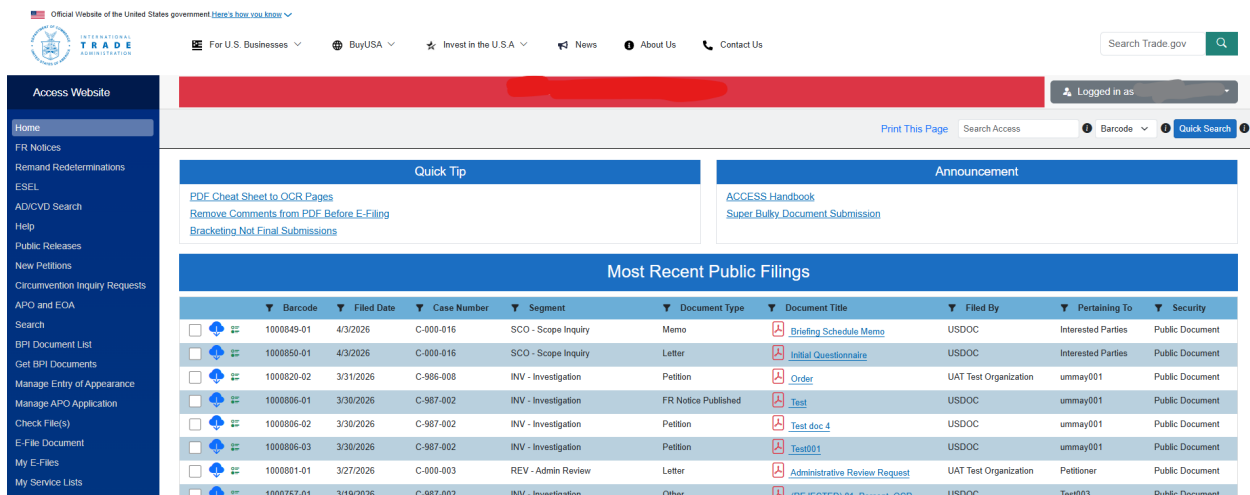




Figure 11: Home Page (after login)

Links to other ACCESS pages are available in the left menu. Quick Tip and Announcement documents are also available in the noted areas near the top of the page.

You may view “Most Recent Public Filings” by clicking on the Document Title link. This will download the ACCESS-watermarked document. To download the source file (without the watermark), click on the blue download cloud icon (). To view related files sharing the same barcode, click on the green bullet list icon ().

4. Check File(s)

Use this feature to confirm that documents are ready to E-File. Click on “**Check File(s).**”

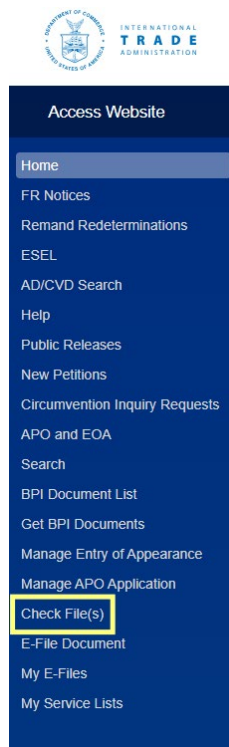


Figure 12: Check File(s)

Click “**Choose Files**” and select the file to check. After the check file is complete, you will receive a message stating if the documents are ready for E-file or not. Use the links provided to fix the documents. When you are finished, recheck the documents before attempting to E-file.

Check E-Files

You can use this Check Files feature to validate file(s) before uploading to system.

Please select up to 5 files. 200 MB limit per file.

Selected files will not leave your system and stored in Access. Results will be displayed after selection.

File(s) *

● File : 70_Percent_OCR.pdf

This PDF contains 30 image-only (i.e. no searchable text) page(s). Here are the page numbers of the first 5 occurrences.

There is no searchable text on page no: 71

There is no searchable text on page no: 72

There is no searchable text on page no: 73

There is no searchable text on page no: 74

There is no searchable text on page no: 75

Use this [guide](#) for instructions on how to OCR pages in your document.

Figure 13: Check File Results

5. E-File Document

Logged in E-Filers will be able to e-file documents or create cover sheets for manual (paper) submissions for documents that cannot be filed electronically.

- A. Click on the “**E-File Document**” link from the ACCESS home page.

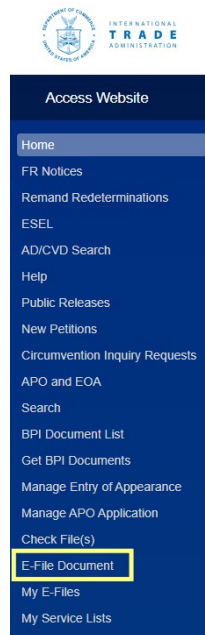


Figure 14: E-File Document Link

B. When the ACCESS E-File Document Information webpage appears, fill in the ACCESS Document Information fields in the form.

The Segment Specific Information field is required for the following segments:

- CIRC – Anti Circumvention Inquiry
- CCR – Changed Circumstances Review
- CMI – Covered Merchandise Inquiry
- REM – Remand
- SCO – Scope Inquiry
- S129 – Section 129 Determination
- SUNR – Sunset Review
- SUSP – Suspension Agreement

The screenshot shows a web form titled "E-File or Manual Submission Document Information". The form contains the following fields and controls:

- Case Number**: A text input field with a help icon and a "Case List" button to its right.
- Case Title**: A text input field.
- Segment**: A dropdown menu with the placeholder text "Please Select Segment".
- Filed on Behalf Of**: A text input field with a help icon and a red asterisk.
- Security Classification**: A dropdown menu with the placeholder text "Please Select" and a red asterisk.
- Document Type**: A dropdown menu with the placeholder text "Please Select" and a red asterisk.
- Manual Submission**: A checkbox with a help icon.
- Comments**: A large text area with a help icon.
- Documents**: A section with the instruction "Upload File(s): 10 MB limit per file." It includes a "Document" label, a "Choose File" button, a "No file chosen" status, and a "Document Title" input field. Below this is an "Add Document" button.
- Buttons**: "Submit", "Reset", and "Cancel" buttons at the bottom.

Figure 15: E-File Document Page

C. Note: If you are filing a document for which the bracketing of business proprietary information is not final, or that is a “One Day Lag Rule Document,” check the **“Bracketing Not Final”** box. On the next business day, you must resubmit the entire document in its final, official form, and omit selecting the **“Bracketing Not Final”** box.

The screenshot shows a web form titled "E-File or Manual Submission Document Information". The form includes several input fields and dropdown menus. The "Bracketing Not Final/1 Day Lag Filing" checkbox is highlighted with a yellow box. Below the form, there are "Submit", "Reset", and "Cancel" buttons.

Case Number [?]

Case Title

Segment [?]

Please Select Segment

Filed on Behalf Of [?]

Security Classification [?]

BPI Document – May Be Released Under APO

Document Type [?]

Please Select

Bracketing Not Final/1 Day Lag Filing [?]

Is this the final version of 1 day lag submission? If so, enter barcode of 1 day lag submission

Manual Submission [?]

Comments [?]

Documents

Upload File(s): 10 MB limit per file.

Document ^{*}

Choose File No file chosen

Document Title [?]

Add Document

Submit Reset Cancel

Figure 16: E-File Document Page Bracketing Not Final

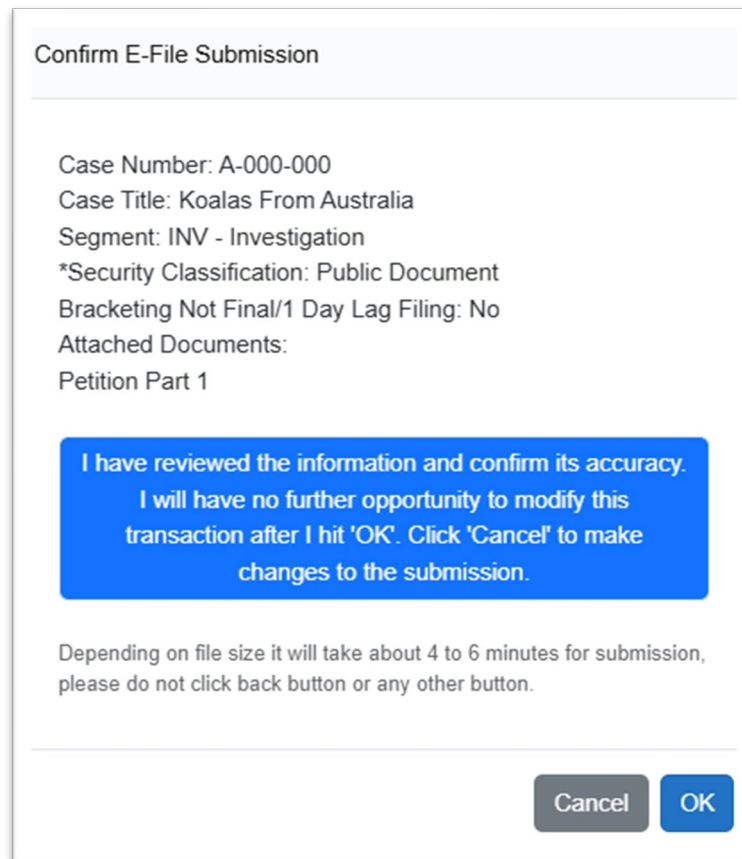
D. To file document(s), click the **“Choose File”** button and locate the searchable PDF file. The maximum individual document file size is 10 megabytes (MB) and a maximum of five files can be submitted from this screen. Additional files can be added to a submission after the initial five parts are submitted. Click the “Add More Files” button on the Confirmation screen in Figure 18, below. Larger documents may be subdivided into small sub files, each less than 10 MB, and totaling no more than 50 MB for each upload. Data files of 50 MB or less in size will be accepted, however, the upload limit for the submission remains 50 MB, so you may not upload a 50 MB file along with a smaller narrative.

E. Whenever possible, users should select a Document Title that concisely describes the submitted document. For example, when submitting the exhibits to

a questionnaire response, users should select the Document Type “Response.” The document title(s) for the uploaded file or subdivided files should be succinct. Some examples include: “Section A Exhibits 1-2;” “Supplemental Section A,” and so on.

F. To submit the selected document(s), click the “**Submit**” button. To cancel the operation, click on the “**Cancel**” button.

G. After you click the “**Submit**” button, the submission information (interim confirmation) window will appear. To cancel the procedure and go back to the ACCESS Document Information window, click the “**Cancel**” button. To continue with the submission, click on the “**OK**” button.



The image shows a software window titled "Confirm E-File Submission". It contains the following text: "Case Number: A-000-000", "Case Title: Koalas From Australia", "Segment: INV - Investigation", "*Security Classification: Public Document", "Bracketing Not Final/1 Day Lag Filing: No", "Attached Documents:", and "Petition Part 1". Below this text is a blue box with white text that reads: "I have reviewed the information and confirm its accuracy. I will have no further opportunity to modify this transaction after I hit 'OK'. Click 'Cancel' to make changes to the submission." At the bottom of the window, there is a note: "Depending on file size it will take about 4 to 6 minutes for submission, please do not click back button or any other button." In the bottom right corner, there are two buttons: "Cancel" and "OK".

Figure 17: Interim Confirmation Window

H. After you click the “OK” button, the ACCESS E-file Confirmation page will appear.

Case & Segment Info	Document Info	Submitter Info
Barcode: 1000852-01	Security Classification: Public Document	Filed By: accesstestinguat001@gmail.com
Case Number: A-000-000	Document Type: Petition	Firm/Organization Name: UAT Test Organization
Case Title: Koalas From Australia	Document Title: Petition Part 1	Filed Date Timestamp: 4/3/2026 3:53 PM
Case Segment: INV - Investigation	Filed On Behalf Of (Collective Entity) : Petitioner	
Segment Begin Date:	Page Count: 1	
Segment End Date:	Manual Submission: No	
Segment Specific Information:	Comments :	

[Print](#) [E-File Similar Submission](#) [Add More Files](#)

NOTE :
E-File Similar Submission: Use this feature to generate a new barcode for a new submission.
Add More Files: Use this feature to retain the same barcode for all parts of the submission.

Figure 18: Confirmation of Electronic Submission

I. To print, click the “**Print**” button. If you want to e-file documents that are similar in nature, click the “**E-File Similar Submission**” button. If you want to add additional documents for the same submission, click the “**Add More Files**” button. (Note “E-File Similar” establishes a new barcode for the submission, rather than continuing the original barcode, as “Add More Files” does).

6. Manual Submission

Documents that are 500 or more 8½ x 11 pages in length may be filed manually. Bulky documents must be grouped into volumes of no more than 500 pages and submitted in order as they appear in the larger document. The ACCESS Cover Sheet must be placed on top of the first volume. Each subsequent volume of 500 pages or fewer must be separated by a Separator Sheet generated in ACCESS.

A. When filling out the ACCESS E-File Document Page form, check the “**Manual Submission**” box in the form.


The screenshot shows a web form titled "E-File or Manual Submission Document Information". The form contains the following fields and sections:

- Case Number:** A text input field with a "Case List" button to its right.
- Case Title:** A text input field.
- Segment:** A dropdown menu with the text "Please Select Segment".
- Filed on Behalf Of:** A text input field.
- Security Classification:** A dropdown menu with the text "Please Select".
- Document Type:** A dropdown menu with the text "Please Select".
- Manual Submission:** A checkbox, which is highlighted with a yellow box in the original image.
- Comments:** A large text area for entering comments.
- Documents:** A section for uploading files, with a note "Upload File(s): 10 MB limit per file." It includes a "Choose File" button, a "Document Title" field, and an "Add Document" button.
- Buttons:** "Submit", "Reset", and "Cancel" buttons are located at the bottom left of the form.

Figure 19: E-File Document Page - Manual Submission Section

- B. The ACCESS Document Information Page for a manual submission appears (See **Figure 19**, above). Each document volume or logical grouping of a manual submission must not exceed 500 pages. The cover sheet can be used for a 500-page document or for the first volume of a submission that exceeds 500 pages in total. (Note: The Page Count on the cover sheet or on a separator sheet should reflect the total number of pages in that volume, not the total number of pages in the entire submission.)
- C. When the form is complete, click the **“Submit”** button. To clear the fields and re-enter the information, click the **“Reset”** button. To cancel the operation, click on the **“Cancel”** button.
- D. The ACCESS Confirmation of Cover Letter for Manual Submission page will appear. You **MUST** print this page. A print popup dialog box will appear to allow you to print, or you may click on the form’s **“Print”** button to print. The printed Cover Sheet must be placed on top of the paper document when it is submitted to the APO/Dockets Unit.

4/3/26, 4:08 PM Access



Cover Sheet For Manual Submission

Case & Segment Info

Barcode: **1000853-01**
Case Number: A-000-000
Case Title: Koalas From Australia
Case Segment: INV - Investigation
Segment Begin Date:
Segment End Date:
Segment Specific Information:

Document Info

Security Classification: Public Document
Document Type: Petition
Document Title: Petition Part 1
Filed On Behalf Of (Collective Entity) : Petitioner
Page Count: 500
Manual Submission: Yes
Comments :

Submitter Info

Filed By: accesstestinguat001@gmail.com
Firm/Organization Name: UAT Test Organization
Filed Date Timestamp: 4/3/2026 4:08 PM

NOTE:
E-File Similar Submission: Use this feature to generate a new barcode for a new submission.
Add More Files: Use this feature to retain the same barcode for all parts of the submission.

Figure 20: Cover Sheet for Manual Submission

- E. If you want to add another volume of no more than 500 pages for the same submission, click the “Create Separator Sheets” button and place one Separator Sheet on top of each subsequent paper volume(s).

7. Search Function

Searching ACCESS can be the simplest way to locate specific information. There are three options: Quick Search/Keyword Search, Metadata Search and Full-Text Search.

7.1 Search: Quick Search or Keyword Search

- A. In the upper right corner, you will notice the quick search functionality. Here, you may do a quick search for barcode, by default. However, the dropdown allows you to also perform a quick search by case number and full-text.

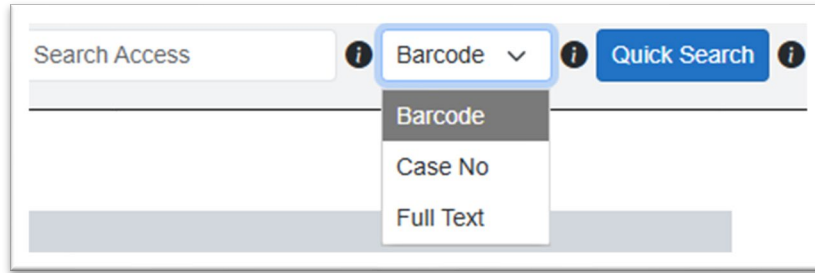


Figure 21: Quick Search Function Homepage

- A. Click the “Quick Search” button. If the barcode, case number, or any document includes any key words you included in a full text search, the search results will appear in the Search E-Files window.

Search E-Files

My Queries ▾

Save Query

Select Field(s) ▾
Barcode, Document Title, Publish Status, Security Classification,...

Barcode Document Title Publish Status Security Classification Document Type Filed Date Case Number Segment

Segment Specific Info

Barcode	Document Title	Publish Status	Security Classification	Document Type	Filed Date	Case Number	Segment	Segment Specific Info
1000680-01	APO	Pending	Public Document	APO	8/1/2011 12:00:00 AM	A-101-101	INV - Investigation	
1000681-01	Public Service List	Published	Public Document	Public Service List	8/1/2011 12:00:00 AM	A-101-101	INV - Investigation	
1000682-01	Public Service List	Published	Public Document	Public Service List	8/1/2011 12:00:00 AM	A-101-101	INV - Investigation	
1000683-01	APO	Pending	Public Document	APO	8/1/2011 12:00:00 AM	A-101-101	INV - Investigation	

Figure 22: Search Results

7.2 Search Function: Metadata Search

- A. Click on “Search” in the left column on the home page.

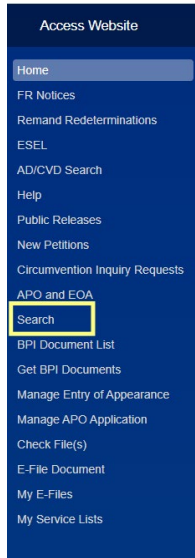


Figure 23: Search Link

B. The Search screen will open. Note the tab at the top. This is the screen for a Metadata Search. You may click on the Full-Text Search tab for the Full-Text Search screen.

The screenshot shows the 'Search' interface with two tabs: 'Metadata Search' (active) and 'Full-Text Search'. The form is organized into several sections:

- Case Info:** Includes 'Case Number' (with a 'Case List' button), 'Case Title', 'Segment' (dropdown), 'Segment Specific Information', 'Segment Begin Date' (calendar), and 'Segment End Date' (calendar).
- Document Info:** Includes 'Barcode', 'Document Title', 'Security Classification' (dropdown), 'Document Type' (dropdown), and 'Filed On Behalf Of (Collective Entity)'.
- Submitter Info:** Includes 'Filed Firm/Organization Name' (dropdown), 'Filed Date From' (calendar), and 'Filed Date To' (calendar).

At the bottom right, there are controls for 'Results per Page' (set to 50), 'Sort By' (set to Filed Date), and 'Descending' order. 'Search' and 'Reset Form' buttons are located at the bottom center.

Figure 24: Metadata Search Screen

- C. Enter the required search criteria, e.g., Barcode, Document Type, etc. and click “**Search**” to run the search, or “**Reset Form**” to clear the search terms.
- D. Once you have completed your search, you will have the option to **Refine Search**. By clicking this, you may narrow your results. The Refine Search option will return you to the Search screen, with your previous data still filled out, allowing you to add additional criteria to your search.
- E. The Search Results page will be similar to the home page (after login). You may manage your search results by clicking on the column header **Filed Date**, which will sort the table results by chronological order and reverse chronological order.

7.3 Search Function: Full Text Search

- A. Use full text search for searching text inside documents in ACCESS. Click on the “**Full-text Search**” tab on the Search page. Enter the key terms in the box and click “**Search**.”

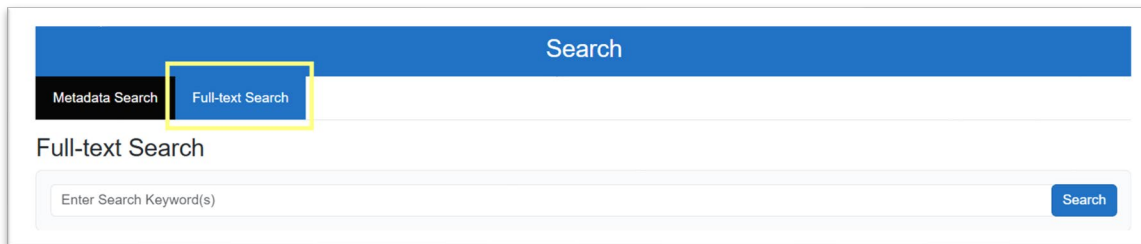


Figure 25: Full-text Search

- B. The search results can be further filtered and sorted by clicking on the choices in the left column. Results can be sorted by Document Type, Security Classification, Case Number, and Publish Status. In the preview panes, click on “**E-File Details**” to view metadata or “**View E-File**” to open the document.

Figure 26: Full Text Search Results

8. Navigating the ACCESS System

By now, you should be comfortable logging into the ACCESS system and have seen the ACCESS home page, which presents you with navigation options on the left column, a main area of documents that have been recently added to the public files, and a Quick Tip/Announcement table that contains news about the system as well as documentation about best practices. Please don't overlook this table of information.

Quick Tip	Announcement
PDF Cheat Sheet to OCR Pages Remove Comments from PDF Before E-Filing Bracketing Not Final Submissions	ACCESS Handbook Super Bulky Document Submission

Figure 27: Quick Tip/Announcement Table

After login, you may click on the links in the left column. Each link will take you to recently-filed documents that are grouped together by document type.

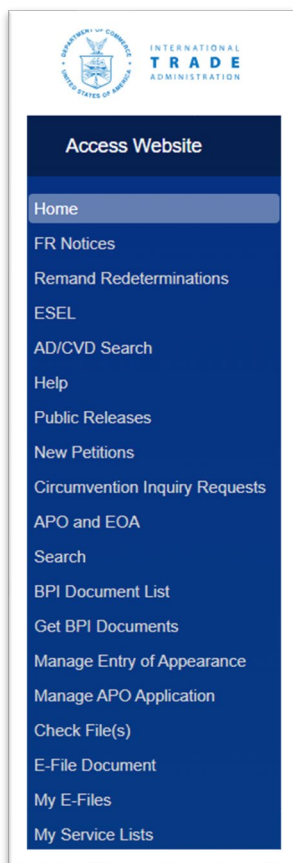


Figure 28: Left Menu Options (After Login)

9. **BPI Document List**

The BPI Document List will list all documents and data files containing business proprietary information (BPI) released by the Department for a given case segment which can be used for reference purposes.

Select BPI Document List from the available options on the left menu.

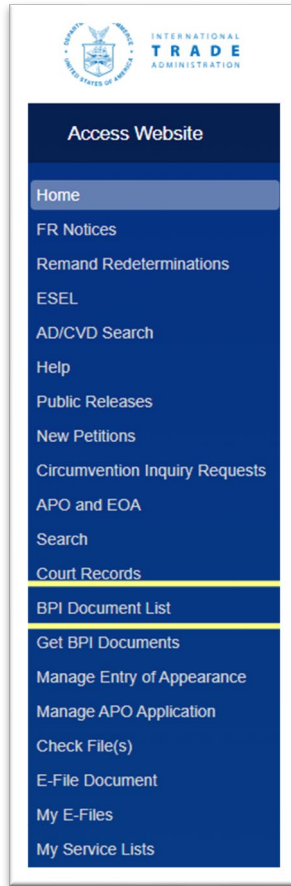


Figure 29: BPI Document List

Using the BPI Document List menu, enter the case and segment details.

The image shows a search form titled 'BPI Document List'. It contains two input fields: 'Case Number' with a red asterisk and a 'Case List' button to its right, and 'Segment' with a dropdown menu showing 'Please Select'. At the bottom are 'Submit' and 'Reset' buttons.

Figure 30: BPI Document List Search Page

A list of all documents and data released for the selected case and segment is displayed.

The screenshot shows a web interface titled "BPI Document List". At the top, there is a search section with a "Case Number" field containing "A-000-000" and a "Segment" dropdown menu set to "INV". Below these are "Submit" and "Reset" buttons. The main area contains a table with the following data:

Filed Date	Document Information	Organization	Barcode
2/25/2026	LETTER FROM THE BRISTOL GROUP PLLC TO SEC OF COMMERCE PERTAINING TO PANDA'S RULE BPI TEST DOC 2	The Bristol Group PLLC	1000627-02
2/25/2026	LETTER FROM THE BRISTOL GROUP PLLC TO SEC OF COMMERCE PERTAINING TO PANDA'S RULE BPI TEST DOC 1	The Bristol Group PLLC	1000627-01
1/30/2026	LETTER FROM THE BRISTOL GROUP PLLC TO SEC OF COMMERCE PERTAINING TO PANDA'S RULE LETTER	The Bristol Group PLLC	1000440-01
1/30/2026	LETTER FROM THE BRISTOL GROUP PLLC TO SEC OF COMMERCE PERTAINING TO PANDA'S RULE LETTER OF HELLO	The Bristol Group PLLC	1000439-01
1/30/2026	LETTER FROM THE BRISTOL GROUP PLLC TO SEC OF COMMERCE	The Bristol Group PLLC	1000438-01

Figure 31: BPI Document List Results

10. Get BPI Documents

Approved E-Filers and Proxy users may access the Department's BPI releases. (Refer to the Handbook on Electronic Filing Procedures for a complete description of Proxy user information.) E-Filers must be a lead attorney on an APO service list and complete mandatory training and set a PIN in the User Profile to access BPI documents. The PIN is also used to password protect and unbundle "ZIPped" documents. (Refer to the ACCESS Administrative Protective Order and Entry of Appearance Forms (Release 4) External User Guide) on the ACCESS "Help" web page).

BPI documents are accessed through the Get BPI Documents link on the ACCESS menu.

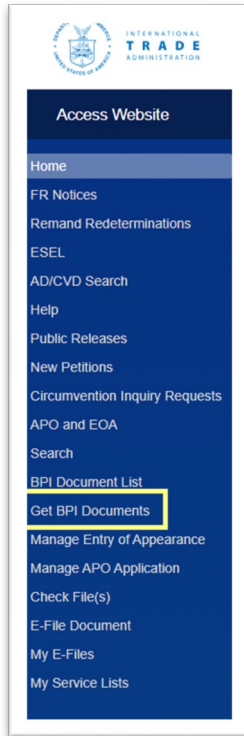


Figure 32: Get BPI Documents

10.1 Training Validation

To access the BPI portion of the site, the approved E-Filer must complete the mandatory training called “Training for Downloading BPI Documents (Release 3)” located on the ACCESS “Help” web page and set the PIN in his or her profile. The notice below will appear if the E-Filer attempts to access BPI documents but has not completed the mandatory training.

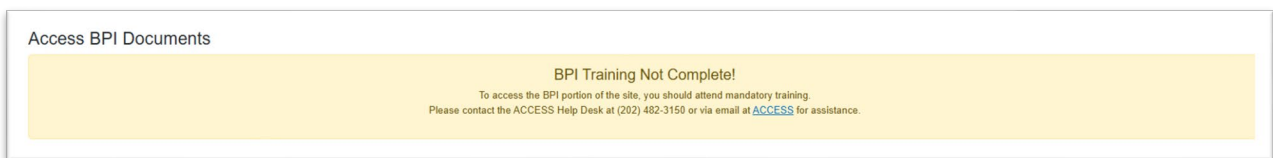
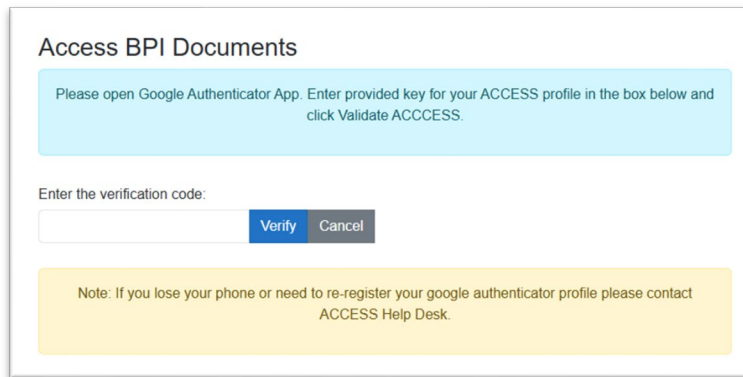


Figure 33: Training Validation

10.2 Verification Code

You will need to use Google Authenticator to generate a verification code on your mobile phone to enter the BPI portion of the site. Refer to the “Google Authenticator Guide for ACCESS” in the ACCESS “Help” web page. Enter the verification code and click “**Verify.**”

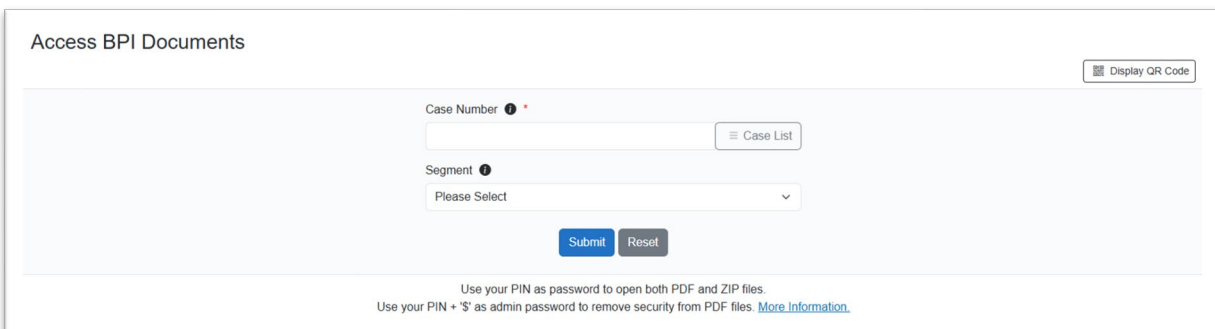


The screenshot shows a web page titled "Access BPI Documents". At the top, there is a light blue instruction box: "Please open Google Authenticator App. Enter provided key for your ACCESS profile in the box below and click Validate ACCESS." Below this is a text input field labeled "Enter the verification code:" with a "Verify" button and a "Cancel" button. At the bottom, there is a yellow note box: "Note: If you lose your phone or need to re-register your google authenticator profile please contact ACCESS Help Desk."

Figure 34: Access BPI Documents Page

10.3 Search BPI Documents:

Once validation is successful, the Access Released BPI Documents page will display. Enter the desired case number. A list of your segments will appear. Select the desired segment and click “**Submit.**”

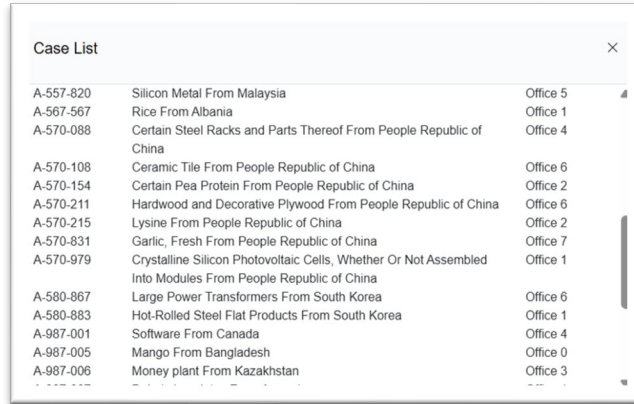


The screenshot shows a web page titled "Access BPI Documents". In the top right corner, there is a "Display QR Code" button. The main content area contains a "Case Number" input field with a search icon and a "Case List" button. Below it is a "Segment" dropdown menu with "Please Select" and a downward arrow. At the bottom of the form are "Submit" and "Reset" buttons. Below the form, there is a footer with instructions: "Use your PIN as password to open both PDF and ZIP files. Use your PIN + '\$' as admin password to remove security from PDF files. [More Information.](#)"

Figure 35: Access BPI Documents

10.4 Case List:

If you are unsure of a case number, select “**Case List**” to see a list of all current case numbers in ACCESS.



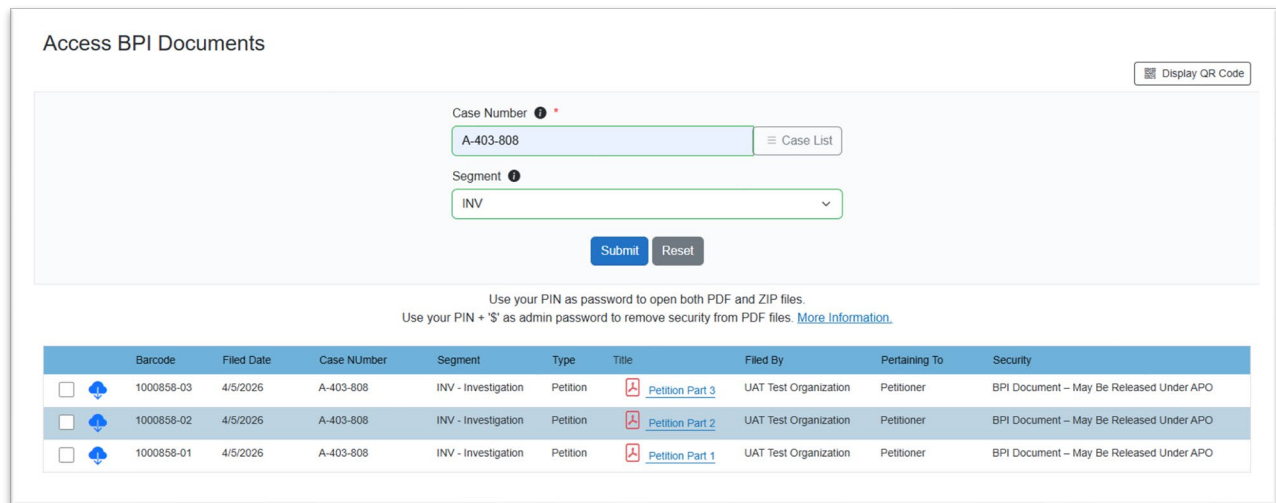
Case Number	Description	Office
A-557-820	Silicon Metal From Malaysia	Office 5
A-567-567	Rice From Albania	Office 1
A-570-088	Certain Steel Racks and Parts Thereof From People Republic of China	Office 4
A-570-108	Ceramic Tile From People Republic of China	Office 6
A-570-154	Certain Pea Protein From People Republic of China	Office 2
A-570-211	Hardwood and Decorative Plywood From People Republic of China	Office 6
A-570-215	Lysine From People Republic of China	Office 2
A-570-831	Garlic, Fresh From People Republic of China	Office 7
A-570-979	Crystalline Silicon Photovoltaic Cells, Whether Or Not Assembled Into Modules From People Republic of China	Office 1
A-580-867	Large Power Transformers From South Korea	Office 6
A-580-883	Hot-Rolled Steel Flat Products From South Korea	Office 1
A-987-001	Software From Canada	Office 4
A-987-005	Mango From Bangladesh	Office 0
A-987-006	Money plant From Kazakhstan	Office 3

Figure 36: Case List

Note: Pop-up blocker must be disabled to see the case list.

10.5 Download Released BPI Documents:

When the search is completed, a list of documents and data files released in the past 14 days for the selected case and segment appears.



Access BPI Documents

Case Number Case List


Segment

Use your PIN as password to open both PDF and ZIP files.
Use your PIN + '\$' as admin password to remove security from PDF files. [More Information.](#)

Barcode	Filed Date	Case Number	Segment	Type	Title	Filed By	Pertaining To	Security	
<input type="checkbox"/>	1000858-03	4/5/2026	A-403-808	INV - Investigation	Petition	Petition Part 3	UAT Test Organization	Petitioner	BPI Document – May Be Released Under APO
<input type="checkbox"/>	1000858-02	4/5/2026	A-403-808	INV - Investigation	Petition	Petition Part 2	UAT Test Organization	Petitioner	BPI Document – May Be Released Under APO
<input type="checkbox"/>	1000858-01	4/5/2026	A-403-808	INV - Investigation	Petition	Petition Part 1	UAT Test Organization	Petitioner	BPI Document – May Be Released Under APO

Figure 37: Download Released BPI Documents

Follow the steps below to download, save and access a document:

1. Click on the title of the document to download the Web-Viewable format, this is the official version with the ACCESS watermark.
2. Click on the blue download cloud icon () to download the source file. This file will not contain a watermark and should be the version used if the document is to be used in another submission.

Downloaded PDF files will be password protected and data files will be in encrypted ZIP format and must be unpacked. The user's PIN will open both PDF and ZIP files. Use your PIN followed by '\$' which is the admin password to remove security from PDF files. **Special Note:** You will be prompted to enter a "password" to remove the security. Enter the PIN followed by '\$' in the field.

You will need a separate software program to unpack the encrypted ZIP files. Some 3rd party programs include: 7-Zip (open source <http://www.7-zip.org/>) or WinZip (<http://www.winzip.com>).

Note: Standard Windows XP/Windows 7 extract option will not work. We strongly suggest that you virus scan the downloaded 3rd party software before installing it.

11. My Service Lists

This feature allows users to verify whether they are part of the email notification list for BPI Release and Public Release Digests. Select "My Service Lists" from the left menu.

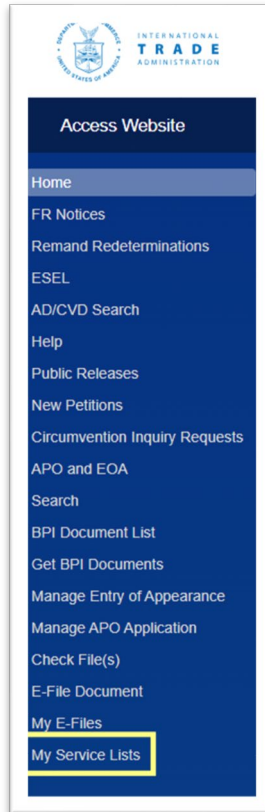


Figure 38: My Service Lists Selection

The “My Service Lists” page appears. The list includes the active case segments for which the logged in user appears on the Public and APO service lists in ACCESS. If the user is designated as a proxy user for a lead attorney, the case and segment information will also appear in the list under “My APO Service Lists (Proxy User)”. If you are designated as the lead attorney for an active case segment, but that segment does not appear in “My Service Lists” in ACCESS, contact the APO Unit at aposupport@trade.gov and provide your name, case number and segment.

My Public Service Lists				
Case and Segments in which user appears on the Public Service List				
Case Number	Segment	Segment Begin Date	Segment End Date	Segment Specific Info
C-000-019	REV - Admin Review	01/28/2026	01/28/2026	UAT Phase 2 testing
A-122-999	AISL - Annual Inquiry Service List			March Anniversary
A-101-101	INV - Investigation			
A-000-003	INV - Investigation			
A-000-000	AISL - Annual Inquiry Service List			February Anniversary

My APO Service Lists				
Case and Segments in which user appears on the APO Service List				
Case Number	Segment	Segment Begin Date	Segment End Date	Segment Specific Info
C-000-019	CCR - Changed Circumstances	01/28/2026	02/28/2026	Testing UAT Phase 2
C-000-019	CMI - Covered Merchandise Inquiry	01/28/2026	02/28/2026	UAT Phase 2 testing
A-533-932	INV - Investigation			
A-403-808	INV - Investigation			
A-000-003	INV - Investigation			

My APO Service Lists (Proxy User)				
Case and Segments in which user appears as proxy				
Case Number	Segment	Segment Begin Date	Segment End Date	Segment Specific Info
There are no items to display.				

Figure 39: My Service Lists Page

12. Update Profile

Certain information in the user profile may be updated by the registered user. At the top right of the home page, click on the “**Logged in as**” button and click on the “**Update Profile**” link.

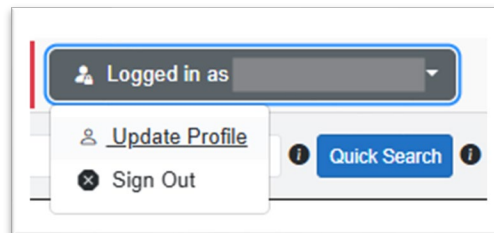


Figure 40: Update Profile Link

12.1 Update E-Filer User Profile

If you are an E-Filer, after clicking on the above “**Update Profile**” link, the Update Profile page will appear. You can update the fields that are not in gray. To submit your changes, click the “**Submit**” button. To clear the entered information, click the “**Reset**” button. To cancel the operation, click the “**Cancel**” button.

Update Profile

Please review your profile information and update it accordingly. If all provided information is already up to date click Update to continue using the application.

First Name
 Last Name
 E-mail
 Business Phone (country + area/city code + number)*
 USA | 2022011341
 Title *
 Director
 Firm/Organization Name *
 UST Trial Organization
 Firm/Organization Address *
 1401 Constitution Avenue, NW
 Washington, DC 20230
 Firm/Organization Phone (area/city code + number) *
 Admitted to Practice in (U.S. Courts and jurisdictions only)
 Case Number and Segment *
 A-000-016

Proxy (Lead Attorneys Only. Designate up to 2 APO-authorized Proxy users.)
 Only select a proxy with APO access in all segments where you appear on the APO Service List. Designating a proxy is not a substitute for filing an APO Application or signing your firm's Internal Acknowledgment for Support Staff.

Proxy Options
 Access Testing
 Proxy Selected

By checking this box, I consent to be added to electronic APO applications submitted by other e-filers from my firm, and agree to be bound by the terms of the APO issued in the segments of the proceedings in which I apply for APO access. I understand I will be notified by email when I am added to an APO application and I will alert the submitter in the event that I need to be removed from the application.

Cancel Update Renew Pin

Figure 41: Update Profile Page for E-Filer

Verify your country and phone number. The direct office phone is preferred; other organization authorized phone can be used as long as the number has no extension and does not require the use of a rotary phone.

APO-authorized lead attorneys can designate up to 2 Proxy users from the same organization in their user profile to access BPI documents on their behalf. The left box lists the ACCESS usernames of all e-filers from the same organization as the user updating his profile. The list is not limited to APO-authorized e-filers. Highlight the username to designate a Proxy. The Proxy will move to the right box. The Proxy designation applies for all segments in which the lead attorney is designated as such on the APO service list for those segments. The Proxy user must be authorized to access BPI released under APO for all the segments in which the lead attorney is authorized. It is the lead attorney's responsibility to ensure that he has selected an APO-authorized Proxy. Unauthorized access to third party BPI is an APO violation.

To accept your changes, click "**Submit.**" You will be asked to enter your Personal Identification Number (PIN). The PIN will be used as an additional layer of security to update your profile and to access the BPI portion of the site. After you update your profile, you will receive an email confirming that your profile was updated.

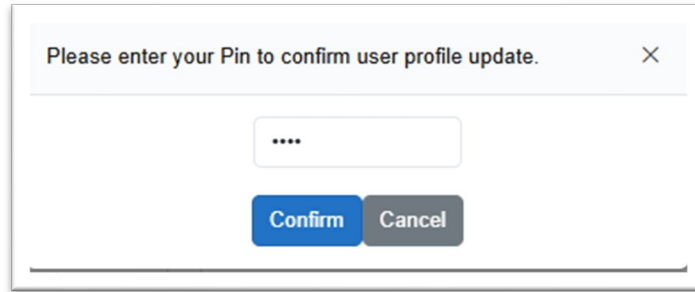


Figure 42: PIN verification to update profile

The first time an E-Filer logs in to ACCESS, the system will display the Update Profile page to set the PIN. Do not share your PIN with others.

Note: You will not be able to change the PIN once it is set. Please select a PIN that you will remember. If you forget your PIN, click on the **“Recover Pin”** button at the bottom of the page. Your PIN will be emailed to you.

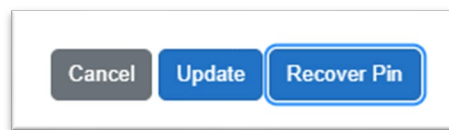


Figure 43: Recover PIN

12.1 Update Guest User Profile

If you are a Guest User, after clicking on the **“Update Profile”** link in Figure 40, above, the Update Profile page (Figure 44 below) will appear. You can update the fields that are not in gray. To submit your changes, click the **“Update”** button. To clear the entered information, click the **“Reset”** button. To cancel the operation, click the **“Cancel”** button.

Update Profile

Please review your profile information and update it accordingly. If all provided information is already up to date click Update to continue using the application.

[Change to E-Filer Profile](#)

First Name

Last Name

E-mail

Business Phone *

[Cancel](#)

[Update](#)

Figure 44: Update Profile Page for Guest User

If you wish to convert your Guest User account to an E-Filer account, click the **“Change to E-Filer Profile”** button. Fill in the required information. You will not be able to edit the information in the gray boxes. Click **“Update”** to submit, or click **“Cancel”** to cancel. You will receive an email when your E-Filer profile has been accepted.

Update Profile

Please review your profile information and update it accordingly. If all provided information is already up to date click Update to continue using the application.

First Name

Last Name

E-mail

Business Phone (country + area/city code + number) *

Title *

PIN *

Enter 4 Digit PIN

Confirm PIN *

Re-enter 4 Digit PIN

Firm/Organization Name *

Please Select

Company Address *

Firm/Organization Phone (area/city code + number) *

Admitted to Practice in (U.S. Courts and jurisdictions only)

Case Number and Segment *

By checking this box, I consent to be added to electronic APO applications submitted by other e-filers from my firm, and agree to be bound by the terms of the APO issued in the segments of the proceedings in which I apply for APO access. I understand I will be notified by email when I am added to an APO application and I will alert the submitter in the event that I need to be removed from the application.

[Cancel](#)

[Update](#)

Figure 45: Change to E-Filer

12.2 Change or Reset Password

To change or reset your password, at sign in, enter your email address and then click on **“Forgot Your Password?”**

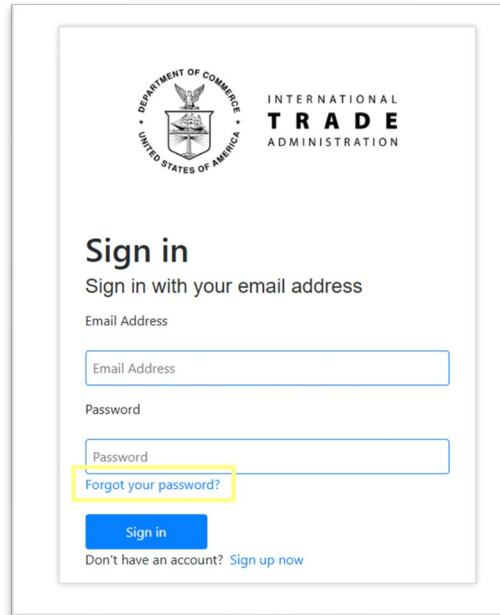


Figure 46: Forgot your password?

Enter your email address and click the **“Send verification code”** button and then **“Continue.”**

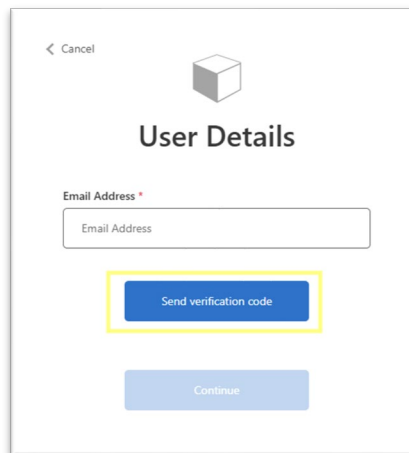
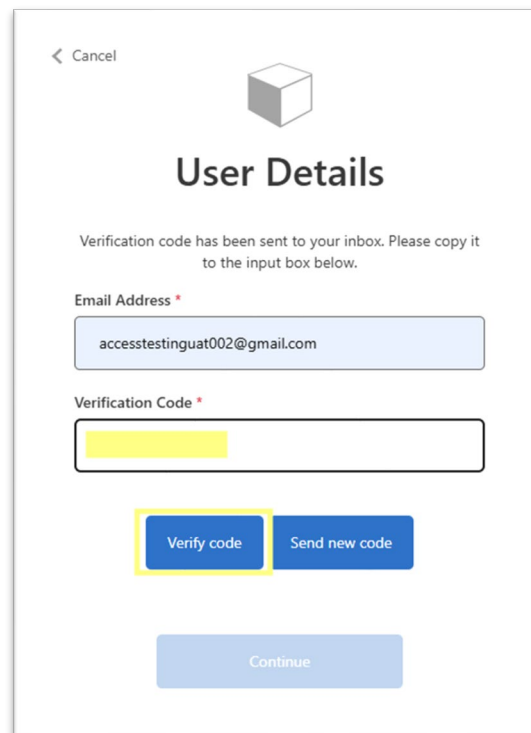


Figure 47: Send verification code

You will receive a verification code to the email address you entered. Enter the verification code when prompted. Once your code is verified, click on the “**Continue**” button.

Note: If no code was sent to the email address after ensuring both the inbox and spam folder did not receive the Verification Code email, please request a new code by selecting “**Send new code**” and repeat the above steps.



The screenshot shows a mobile application screen titled "User Details". At the top left, there is a back arrow and the word "Cancel". In the center, there is a 3D cube icon. Below the icon, the title "User Details" is displayed. A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: "Email Address *" containing "accesstestinguat002@gmail.com" and "Verification Code *" which is currently empty. Below the input fields are two buttons: "Verify code" (highlighted with a yellow border) and "Send new code". At the bottom of the screen is a large, light blue "Continue" button.

The User Details page will open. Enter your new password and confirm it. Click the “**Continue**” button. You should now be navigated to the ACCESS home page.

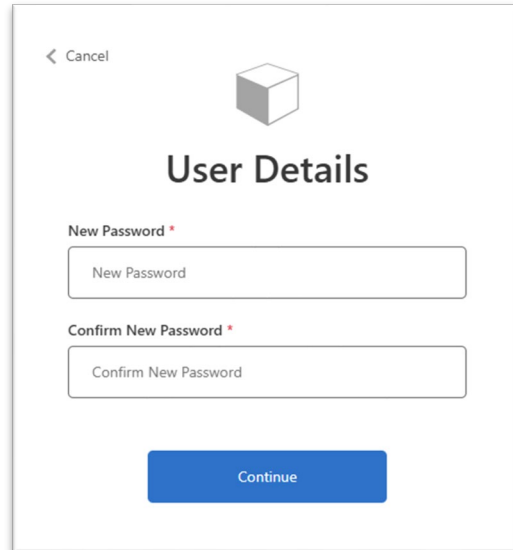
A mobile application screen titled "User Details". At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon is the title "User Details". There are two text input fields: the first is labeled "New Password *" and the second is labeled "Confirm New Password *". Both fields contain the placeholder text "New Password" and "Confirm New Password" respectively. At the bottom center is a blue button labeled "Continue".

Figure 48: User Details

13. Help

This section will be updated as necessary. You will find an electronic copy of this User Guide, an FAQ for creating PDF files, as well as information about filing APO applications and Entries of Appearance using ACCESS. You will also find an interactive online demonstration illustrating the important functionalities of the system found under the topic "System Demonstration."

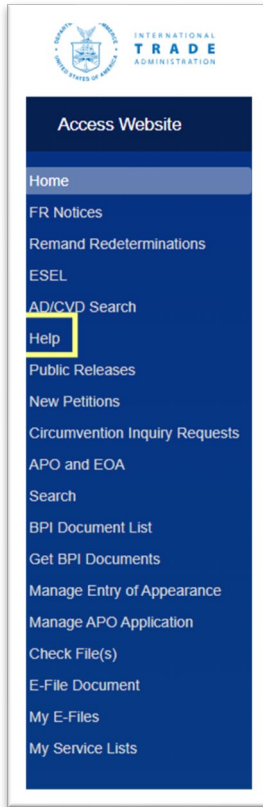


Figure 49: Help Link

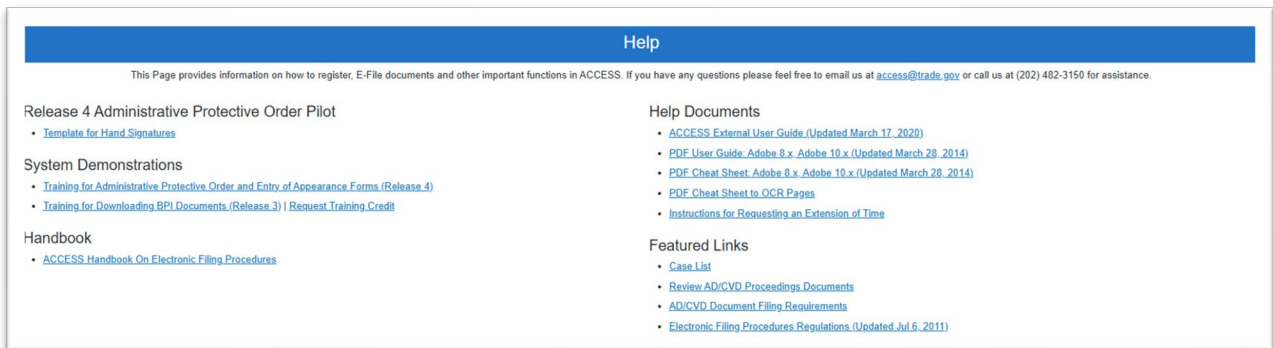


Figure 50: Help Page