



INTERNATIONAL
TRADE
ADMINISTRATION

Google Authenticator Guide for ACCESS

This Guide only affects E-filer users (lead attorney or proxy users) who access the BPI portion of the ACCESS site.

September 10, 2020

TABLE OF CONTENTS

- 1. **Install and Validate Google Factor Authenticator on Smartphone Page 3**

- 2. **Install and Validate Google Factor Authenticator on Chrome Page 6**

To view BPI documents, security authentication must first be setup and validated before a user may view any BPI documents at all. In this guide, the first section will go over how to set up and use the Google Authenticator on a smartphone. The second section will go over how to set up and use the Google Authenticator as an extension on the Google Chrome browser.

1. Install and Validate Google Factor Authenticator on Smartphone

A. In ACCESS, click on “Get BPI Documents”. (See Figure 1)

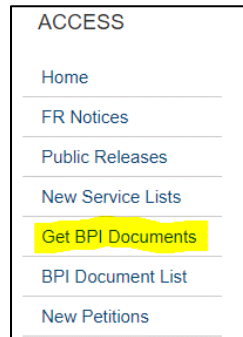


Figure 1

B. The Set-up page will show with instructions. (See Figure 2)

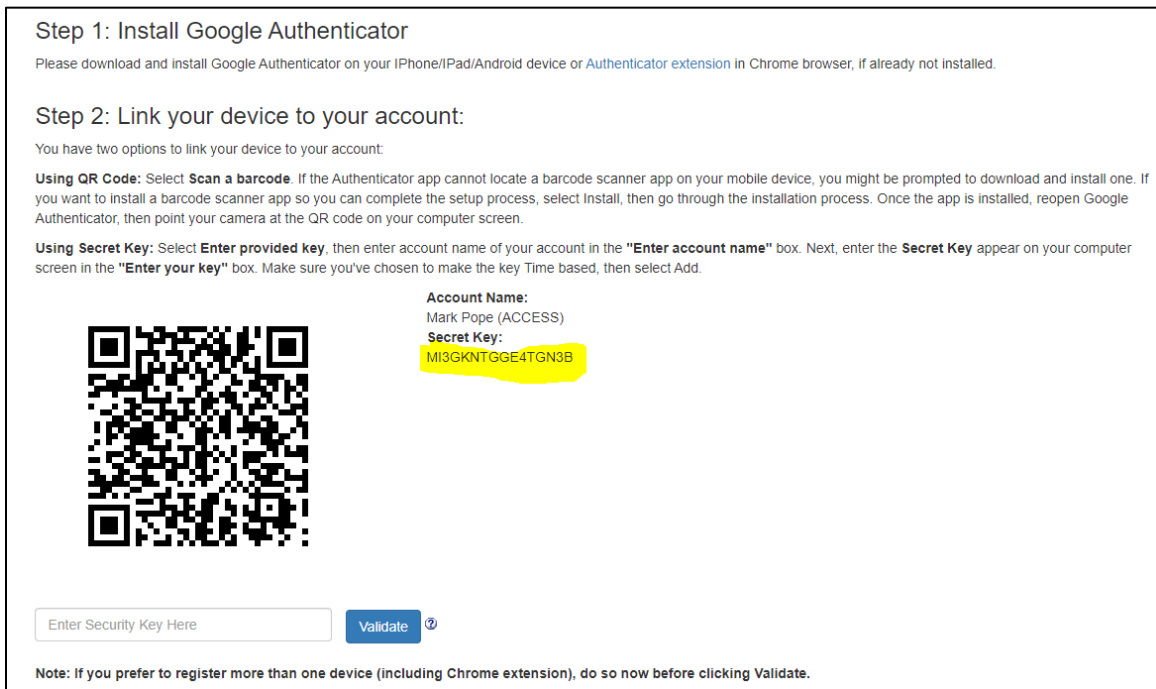


Figure 2

C. To use Google Authenticator on a smartphone, search for and download “Google Authenticator” from either the Apple or Android store depending on smartphone used. Then open the Google Authenticator app on the phone.

- D. If an account has not been validated on the app yet, “BEGIN SETUP” will show at the bottom of the app screen once Authenticator is opened. Touch “BEGIN SETUP” and then “Scan barcode” and “Manual entry” will both be available at the bottom. **(See Figure 3)**

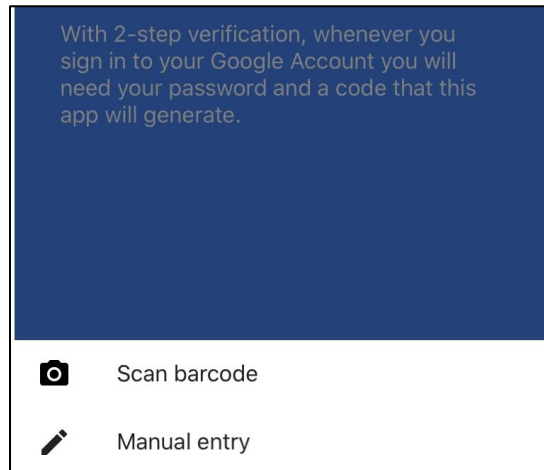


Figure 3

- E. For “Scan barcode”, the smartphone app asks the user to take a picture of the QR Code using the phone’s camera to validate. The camera will turn on once “Scan barcode” is selected and the QR Code is automatically accepted when the camera eye is placed in front of the Code.
- F. The “Manual entry” requires the use of the Secret Key **(See Figure 2)**. On the Manual entry page, there is an Account field where the user’s email address is entered. The Key field is where the Secret Key is entered. Once both are entered, touching the checkmark will submit the key. **(See Figure 4)**

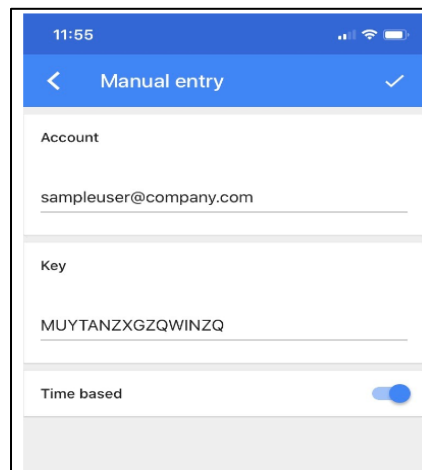


Figure 4

- G. If either validation process is successful, a 6-digit code will appear. **(See Figure 5)** Enter this 6-digit code into the textbox on the ACCESS page beside the “Validate” button and then click “Validate”. **(See Figure 2)**

Note: If you prefer to register more than one device (including Chrome extension), do so now before clicking Validate.

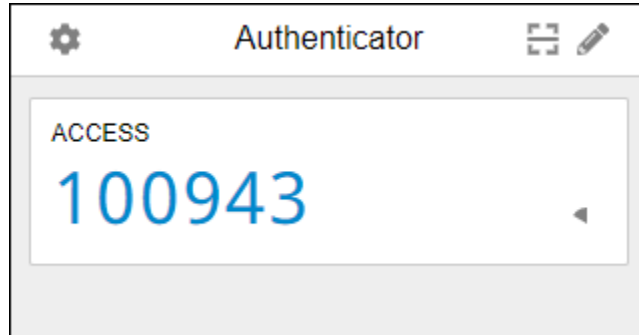


Figure 5

- H. If validated successfully, the “Access BPI Documents” screen will appear. **(See Figure 6)**

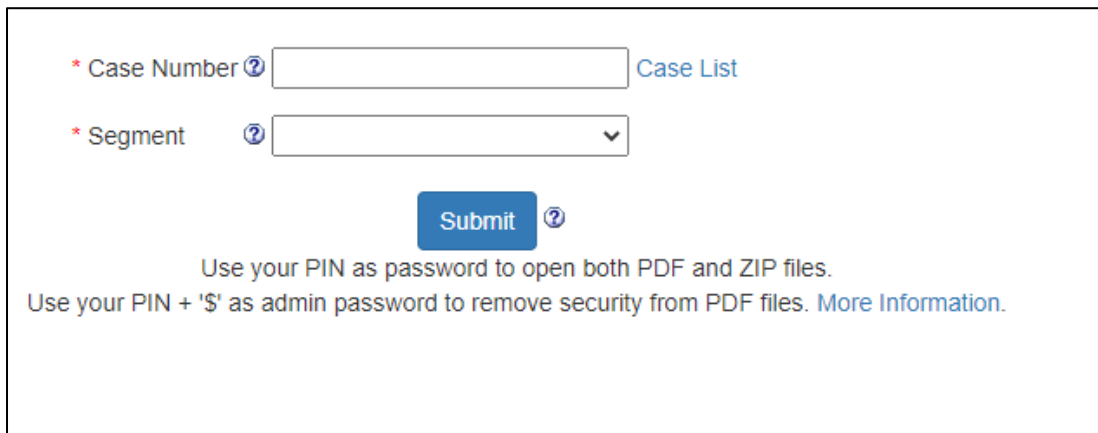
A screenshot of a web application interface. It features two input fields: a text box labeled "* Case Number" with a help icon and a "Case List" link to its right, and a dropdown menu labeled "* Segment" with a help icon. Below these fields is a blue "Submit" button with a help icon. Underneath the button, there are two lines of instructional text: "Use your PIN as password to open both PDF and ZIP files." and "Use your PIN + '\$' as admin password to remove security from PDF files. [More Information.](#)"

Figure 6

2. Install and Validate Google Factor Authenticator on Chrome

A. In ACCESS, click on “Get BPI Documents”. (See Figure 7)

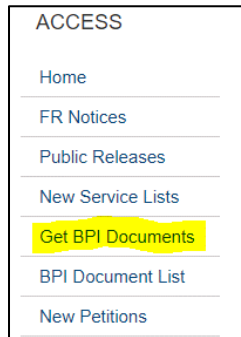


Figure 7

B. If using Google Chrome, click on the link “Authenticator extension”. (See Figure 8)

Step 1: Install Google Authenticator

Please download and install Google Authenticator on your iPhone/iPad/Android device or [Authenticator extension](#) in Chrome browser, if already not installed.


Step 2: Link your device to your account:

You have two options to link your device to your account:

Using QR Code: Select **Scan a barcode**. If the Authenticator app cannot locate a barcode scanner app on your mobile device, you might be prompted to download and install one. If you want to install a barcode scanner app so you can complete the setup process, select Install, then go through the installation process. Once the app is installed, reopen Google Authenticator, then point your camera at the QR code on your computer screen.

Using Secret Key: Select **Enter provided key**, then enter account name of your account in the “**Enter account name**” box. Next, enter the **Secret Key** appear on your computer screen in the “**Enter your key**” box. Make sure you’ve chosen to make the key Time based, then select Add.

Account Name:
An’kush Kesar (e-Filer) (ACCESS)
Secret Key:
MUYTANZXGZQWINZQ



Note: If you prefer to register more than one device (including Chrome extension), do so now before clicking Validate.

Figure 8

C. Once the new tab opens, click “Add to Chrome” button and then “Add extension”. (See Figure 9 and Figure 10)

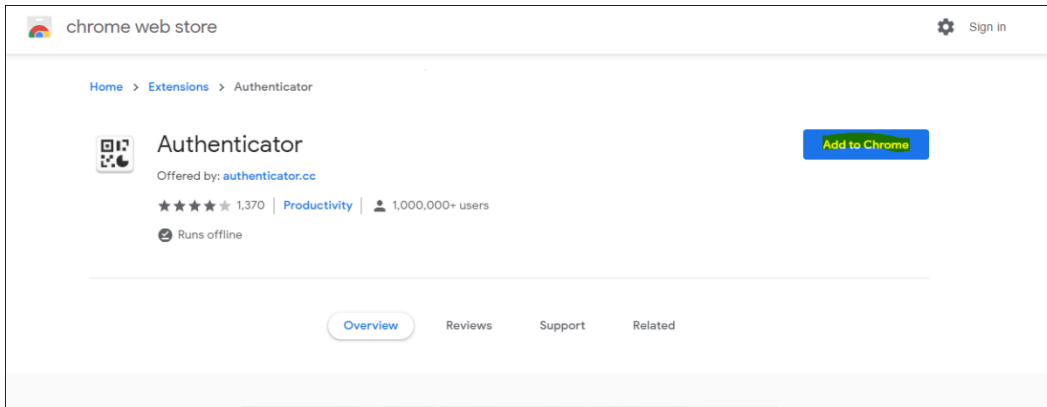


Figure 9

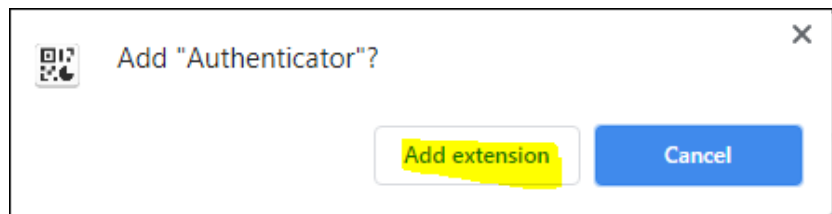


Figure 10

- D. Open Extensions by clicking on the jigsaw icon in the upper-right portion of Chrome and then click on the pin. This will pin the extension to the upper-right of the browser to show at all times. (See Figure 11)

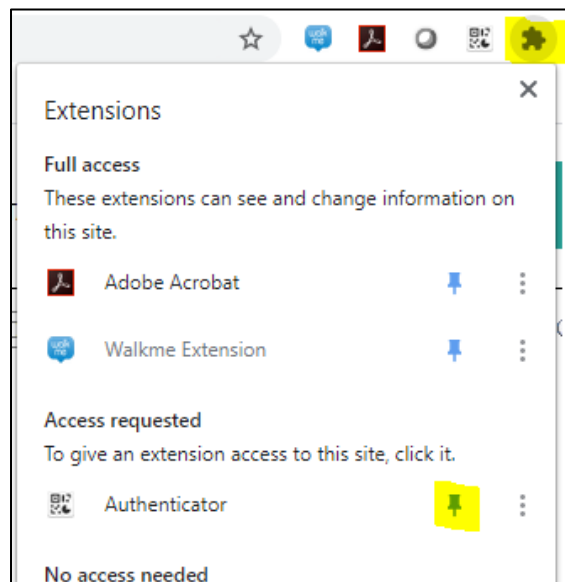


Figure 11

- E. Click on Authenticator, its icon looks like a QR code. Then click the pencil icon. **(See Figure 12)**

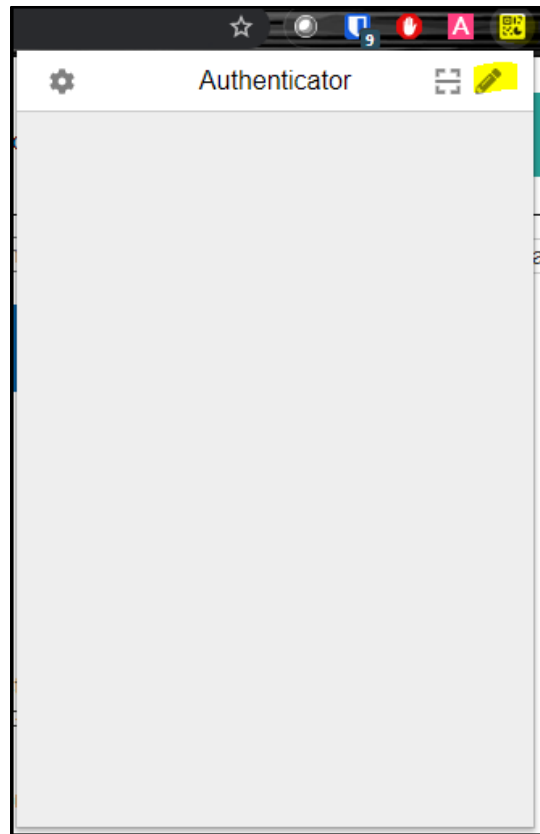


Figure 12

- F. Click on "Scan QR Code". **(See Figure 13)**

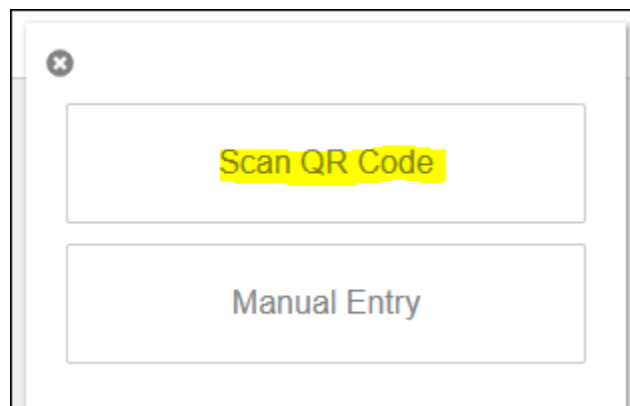


Figure 13

- G. Follow the instructions and click on and drag over the QR code for Authenticator to take a snapshot. If successful, a message will pop up that the account has been added.

- H. A 6-digit code will appear if QR Code submission is successful. (See Figure 14) Enter this code in the textbox on the page beside the “Validate” button and then click “Validate”. (See Figure 8)

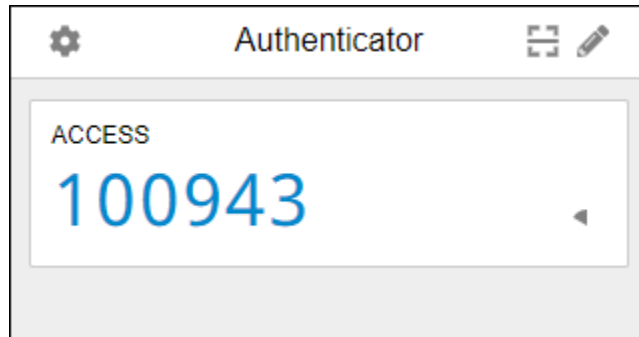


Figure 14

- I. If validated successfully, the “Access BPI Documents” screen will appear. (See Figure 16)
- J. If Manual Entry is preferred instead of using the QR Code, click on the pencil icon and then choose “Manual Entry” instead. (See Figure 12 and Figure 13)
- K. Input “ACCESS” as Issuer and enter in the secret key located beside the QR code. (See Figure 15)

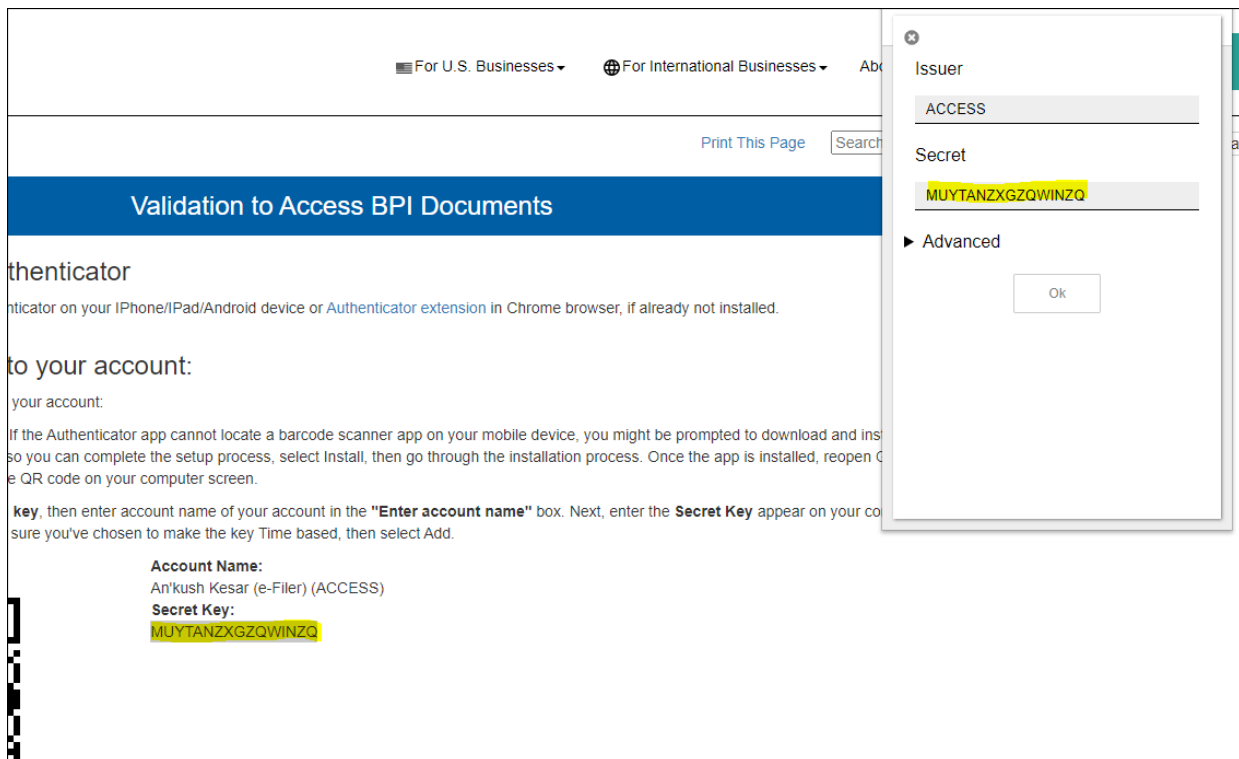
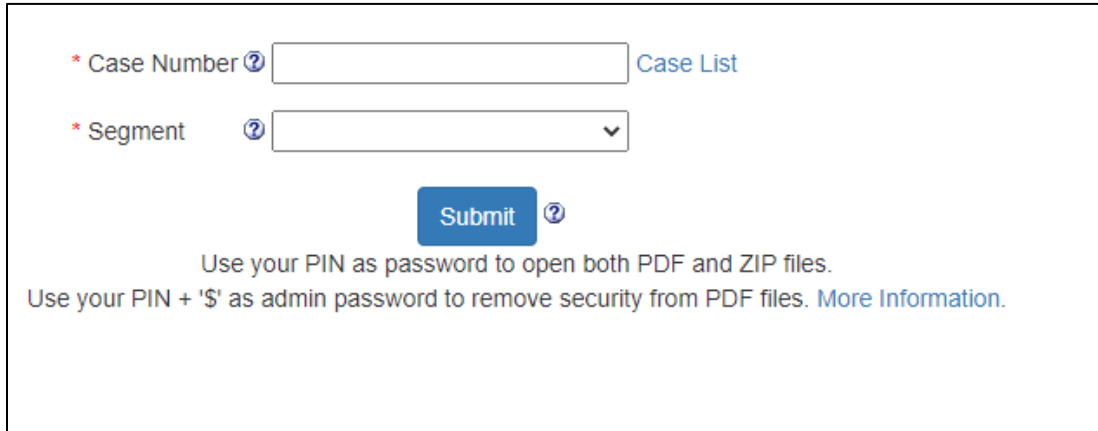





Figure 15

- L. A 6-digit code will appear if Secret Key submission is successful. **(See Figure 14)** Enter this code in the textbox on the page beside the “Validate” button and then click “Validate”. **(See Figure 8)**
- M. If validated successfully, the “Access BPI Documents” screen will appear. **(See Figure 16)**



* Case Number  [Case List](#)

* Segment 

[Submit](#) 

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 16

- N. At a later date, if you'd like to sync the phone app with the Google Chrome extension, click on this highlighted icon. A QR Code will appear and can be scanned with your phone app to sync both. **(See Figure 17)**

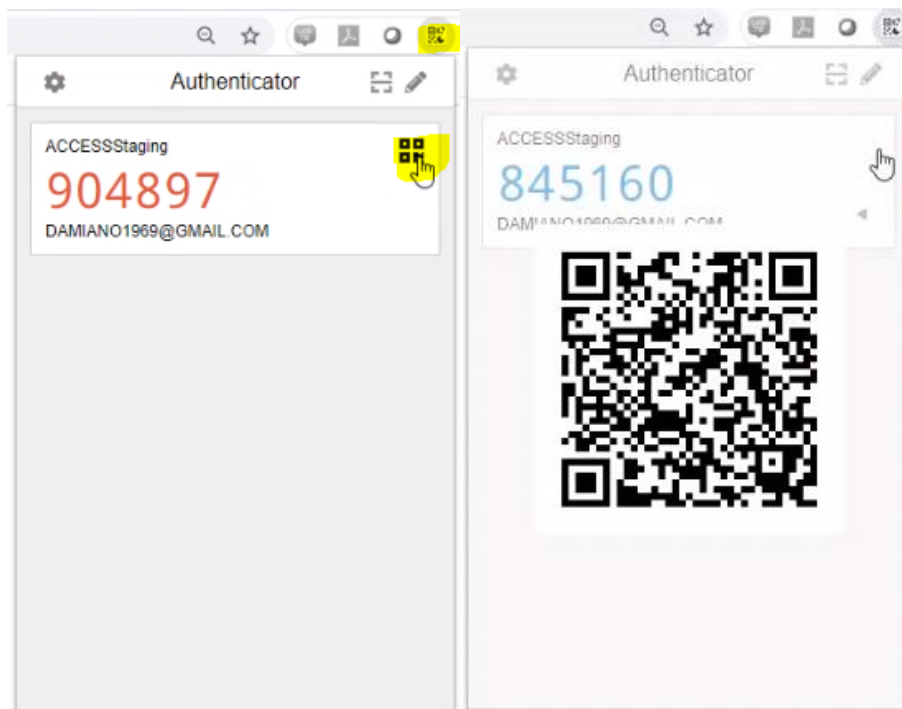


Figure 17