

How To Register for Modernized ACCESS E-Filer Account for Returning Users

Welcome to the modernized ACCESS site! When a returning E-Filer is accessing the modernized ACCESS site for the first time, they must sign up to the site by following the steps below.

Returning E-Filer:

1. Navigate to <https://access.trade.gov/> and select “Sign In” on the top right corner, followed by the “As External User” as shown in Figure 1.

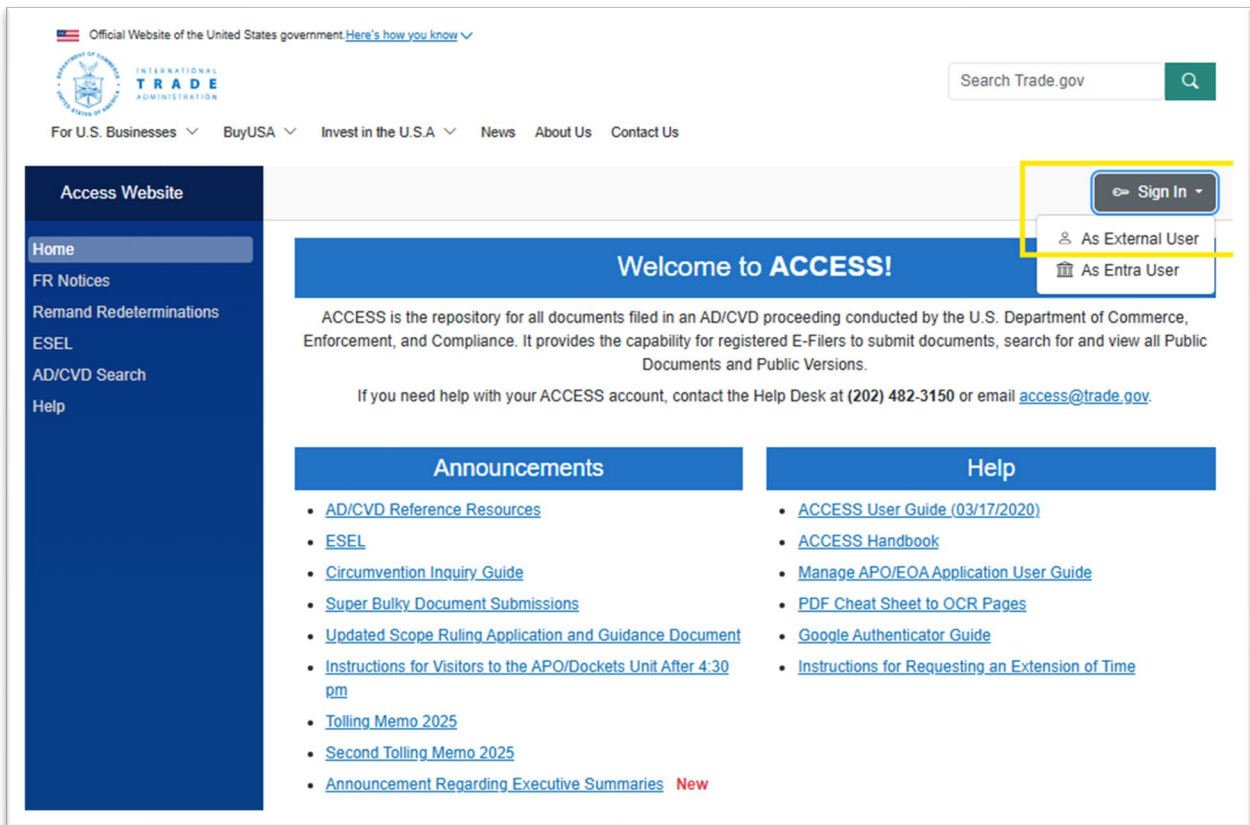


Figure 1

2. After selecting “Sign in” & “As External User” you will be navigated to the “Sign In” page, please select “Sign up now” as shown in Figure 2.

You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all computers connected to this network, and 4) 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
UNITED STATES OF AMERICA

INTERNATIONAL
TRADE
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

3. Please enter your existing email address into the prompt to continue your access to the ACCESS Site (*providing your previously registered email address*) as shown in Figure 3.

< Cancel

User Details

Email Address *

Email Address is required.

Send verification code

New Password *

Confirm New Password *

Display Name *

Given Name *

Surname *

Create

Figure 3

4. Select **“Send verification code”** as shown in Figure 4, and a code will be sent to the provided email address. Please ensure that this is the previously registered email address for the previous ACCESS site to access the site as a returning E-Filer.

The screenshot shows a mobile application interface for user registration. At the top left is a back arrow and the word 'Cancel'. In the center is a 3D cube icon and the title 'User Details'. Below the title are several input fields, each with a red asterisk indicating a required field. The 'Email Address' field contains the text 'NewAccessRegistration@yahoo.com'. Below this field is a blue button with the text 'Send verification code', which is highlighted by a yellow rectangular border. Below the button are fields for 'New Password', 'Confirm New Password', 'Display Name', 'Given Name', and 'Surname'. At the bottom of the form is a light blue button with the text 'Create'.

Figure 4

5. 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 input fields for 'New Password', 'Confirm New Password', 'Display Name', 'Given Name', and 'Surname'. At the bottom is a 'Create' button.

Figure 5

6. Once your code is verified, please provide all the following details and select “Create” as shown in Figure 6.

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

The screenshot shows a mobile application interface for creating a user account. At the top left is a back arrow and the text 'Cancel'. In the center is a 3D cube icon and the title 'User Details'. Below the title is a message: 'E-mail address verified. You can now continue.' The form contains the following fields and buttons:

- Email Address ***: A text input field containing 'NewAccessRegistration@yahoo.com'. Below it is a blue button labeled 'Change e-mail'.
- New Password ***: A password input field with masked characters (dots).
- Confirm New Password ***: A second password input field with masked characters.
- Display Name ***: A text input field containing 'John Doe'.
- Given Name ***: A text input field containing 'John'.
- Surname ***: A text input field containing 'Doe'.
- Create**: A blue button at the bottom of the form, highlighted with a yellow border.

Figure 6

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

7. Once your account has been created:

Returning E-Filers will be navigated to the **Update Profile** page of the ACCESS site. Your information presented on the page must be updated or verified prior to use of the site. Please verify or update your information and select “**Update**” as shown in Figure 7.

Once Updated you can begin using the site as an E-Filer by logging back into the system anytime using the established email and password by following prompts as shown in steps 1 & 2.

The screenshot shows the 'Update Profile' page with the following fields and sections:

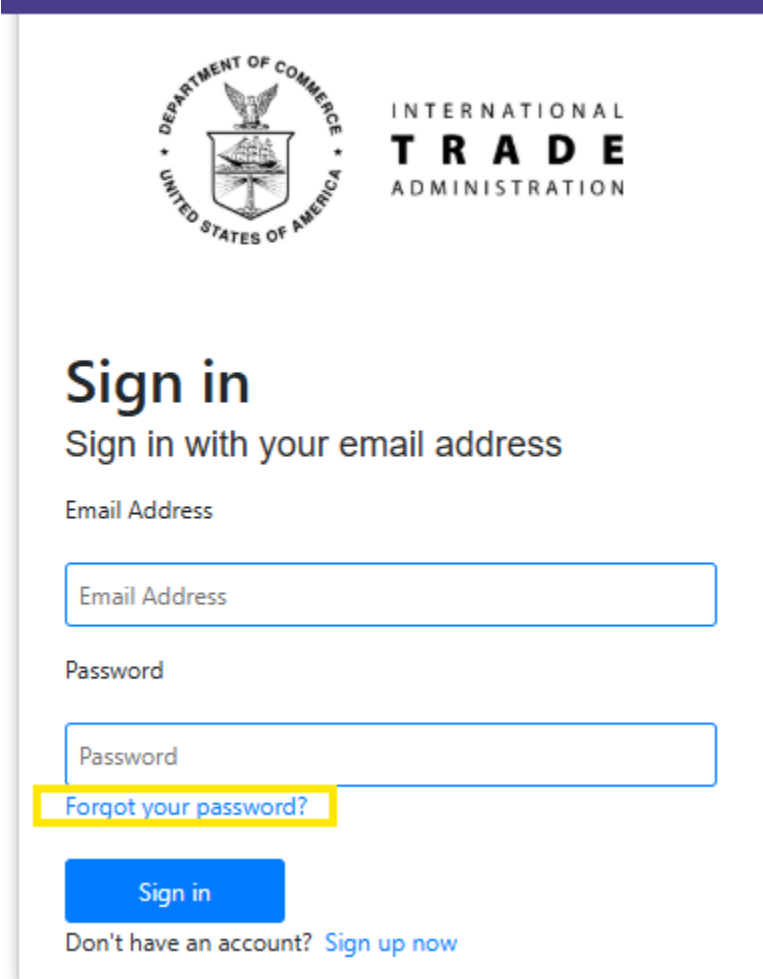
- Update Profile** (Section Header)
- Instructional text: "Please review your profile information and update it accordingly. If all provided information is already up to date click Update to continue using the application."
- First Name**: Input field containing "John"
- Last Name**: Input field containing "Doe"
- E-mail**: Input field containing "NewAccessRegistration@yahoo.com"
- Business Phone (country + area/city code + number) ***: Country dropdown set to "USA" and phone number input field containing "1234567890"
- Title ***: Input field containing "E-Filer"
- Firm/Organization Name ***: Input field containing "John Doe Firm"
- Firm/Organization Address ***: Input field containing "123 Address Lane"
- Firm/Organization Phone (area/city code + number) ***: Input field containing "0987654321"
- Admitted to Practice in (U.S. Courts and jurisdictions only)**: Input field containing "Washington D.C."
- Case Number and Segment ***: Input field containing "A-122-999 - INV"
- Proxy (Lead Attorneys Only: Designate up to 2 APO-authorized Proxy users.)** (Section Header)
- Text: "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** and **Proxy Selected** (Two empty table-like structures)
- Consent checkbox: "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."
- Buttons: "Cancel", "Update", "Recover Pin"

Figure 7 - Update Profile Page

How to Resolve Password Issues:

If your password is forgotten, or needs to be changed, please follow the steps prompted in “**Forgot your password?**” to reset your password.

i.) Navigate to “**Sign in**” Site as shown in Step 1, and select “**Forgot your password?**” as shown in Figure A.



DEPARTMENT OF COMMERCE
INTERNATIONAL
TRADE
ADMINISTRATION

Sign in

Sign in with your email address

Email Address

Password

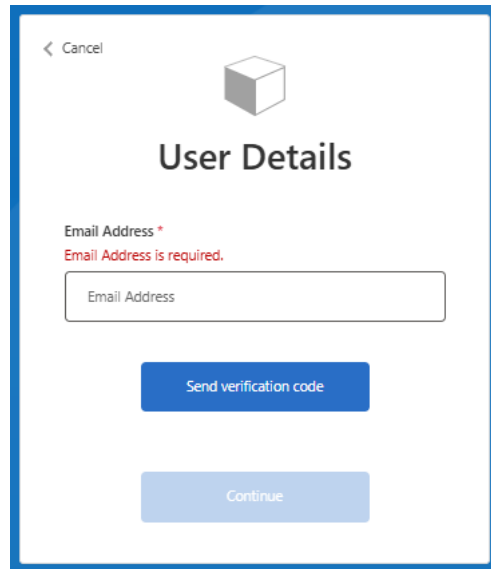
[Forgot your password?](#)

[Sign in](#)

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

Figure A

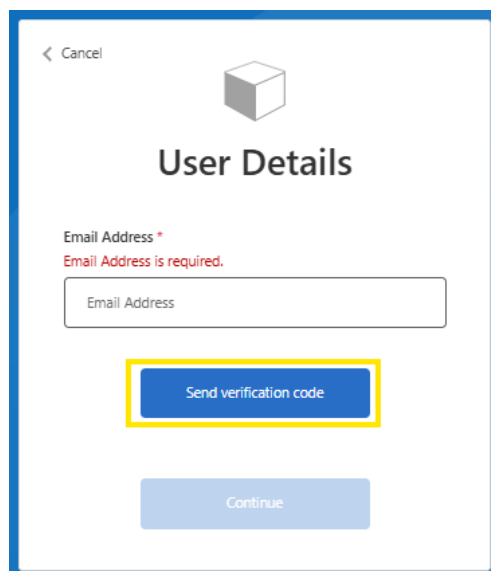
ii.) Enter your current email address as shown in Figure B.



The screenshot shows a mobile application interface titled "User Details". At the top left is a back arrow and the word "Cancel". Below this is a 3D cube icon. The title "User Details" is centered. Underneath, there is a label "Email Address *" in red, followed by a red error message "Email Address is required.". Below the error message is a text input field containing the placeholder text "Email Address". At the bottom, there are two buttons: a blue button labeled "Send verification code" and a light blue button labeled "Continue".

Figure B

iii.) Select “**Send verification code**” as shown in Figure C. Note: The verification email will be sent from: msonlineservicesteam@microsoftonline.com



This screenshot is identical to Figure B, showing the "User Details" screen with the error message and input field. The key difference is that the blue "Send verification code" button is highlighted with a yellow rectangular border, indicating it is the element to be selected.

Figure C

iv.) Enter Verification code sent to your current email address then Select “Verify code” as shown in Figure D.

** 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” as shown in Figure D repeating step iv. **

The screenshot shows a mobile application interface titled "User Details". At the top left is a "Cancel" link. Below it is a cube icon. The main heading is "User Details". 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 *" with the value "NewAccessRegistration@yahoo.com" and "Verification Code *" which is currently empty. Below the "Verification Code" field is a red error message: "Verification Code is required." At the bottom, there are three buttons: "Verify code" (highlighted with a yellow box), "Send new code", and "Continue".

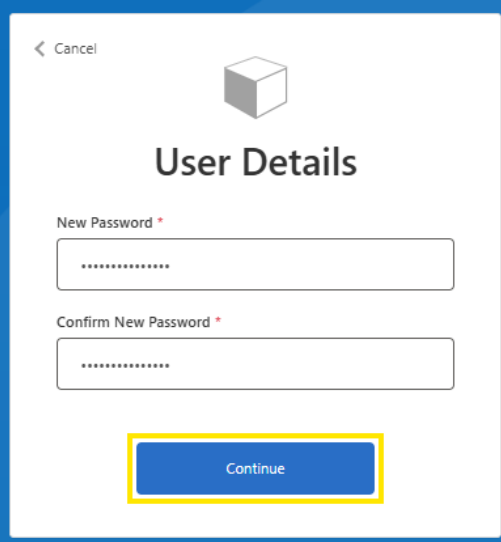
Figure D

v.) Once your code is verified, select “Continue” as shown in Figure E.

The screenshot shows the same "User Details" screen after successful verification. The message now reads: "E-mail address verified. You can now continue." The "Verify code" and "Send new code" buttons are no longer present. The "Continue" button is now highlighted with a yellow box. The "Change e-mail" button is also visible below the email address field.

Figure E

vi.) You will now be prompted to enter your new desired password as shown in Figure F.



The screenshot shows a mobile application interface for 'User Details'. At the top left, there is a back arrow and the text 'Cancel'. In the center, there is a 3D cube icon and the title 'User Details'. Below the title, there are two password input fields. The first is labeled 'New Password *' and the second is labeled 'Confirm New Password *'. Both fields contain a series of dots representing masked text. At the bottom center, there is a blue button with the text 'Continue', which is highlighted with a yellow rectangular border.

Figure F

vi.) Once your new password is provided & confirmed, select “**Continue**” as shown in Figure F.

vii.) You should now be navigated to the **Access Home Page**.

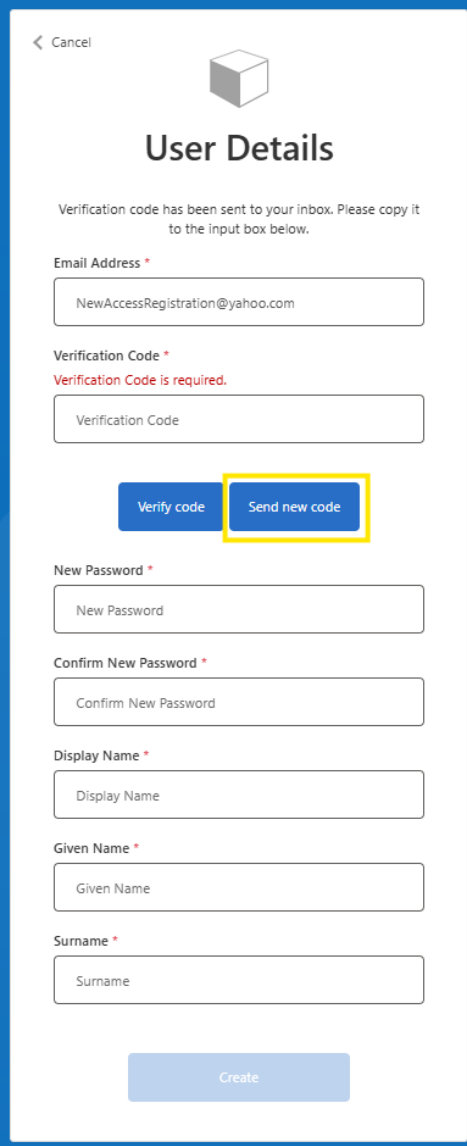
Not receiving the verification code:

When prompted to enter a Verification Code, and you have ensured the verification was not sent to your email address after verifying the current email address, checking your inbox & spam folder please try the following steps: (Figures Below)

Select “**Send new code**” if you are requesting a new code from within the *Sign-in* process as shown in Figure i.

OR

Select “**Send new code**” if you are requesting a new code from within the *Forgot password* process as shown in Figure ii.



The screenshot shows a mobile application interface for 'User Details'. At the top left is a '< Cancel' link. Below it is a 3D cube icon and the title 'User Details'. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' The form contains several input fields: 'Email Address *' with the value 'NewAccessRegistration@yahoo.com'; 'Verification Code *' with a red error message 'Verification Code is required.' and an empty input box; 'New Password *' with an empty input box; 'Confirm New Password *' with an empty input box; 'Display Name *' with an empty input box; 'Given Name *' with an empty input box; and 'Surname *' with an empty input box. At the bottom is a 'Create' button. Two buttons are positioned above the password fields: 'Verify code' and 'Send new code'. The 'Send new code' button is highlighted with a yellow border.

Figure i Sign-In Process New Code Request

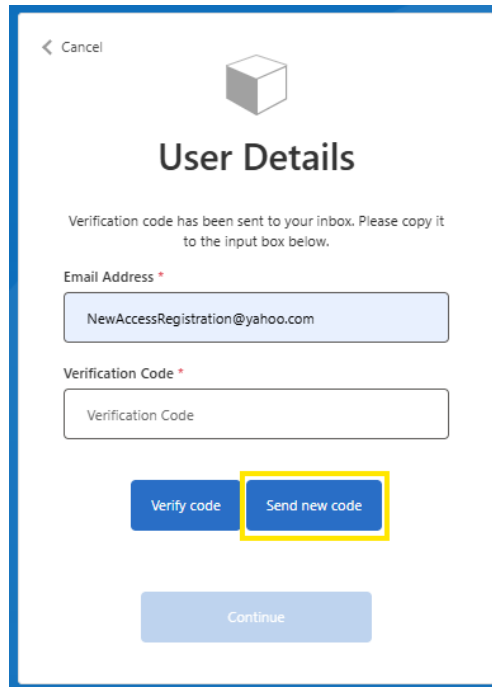


Figure ii Forgot Password New Code Request

B.) Once you have selected “**Send new code**” the system will send another code to the email address specified. Please ensure to check your inbox & spam folder, as well as ensuring the provided email address is accurate.

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

C.) Once you receive this code, please enter the verification code and select “**Verify code**” as can be seen in Figures above.

D.) Once your code is verified, select continue to proceed with your sign-up process or password change.