



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

# ACCESS Administrative Protective Order and Entry of Appearance Forms (Release 4) External User Guide

## Submitting and Managing Entry of Appearance and Administrative Protective Order Applications

April 20, 2026

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## 1. Submitting an EOA

### A. What is an Entry of Appearance (EOA)?

An entry of appearance is a letter or document that states briefly how a party qualifies as an interested party in an antidumping (AD) or countervailing duty (CVD) proceeding. The entry of appearance provides the contact information of the person who will act as the point of contact for the party, and it indicates the intent of the party to participate in an AD/CVD proceeding. Acceptance of an entry of appearance is signified by the Secretary's inclusion of the person on a document referred to as the public service list.

Note: The ACCESS EOA form is intended to be submitted by the lead attorney, or lead organization/company point of contact, using that person's login credentials.

### B. Submitting an EOA in ACCESS

1. From Home page, click on **"Manage Entry of Appearance"** on the left-side Main Menu. (Figure 1)

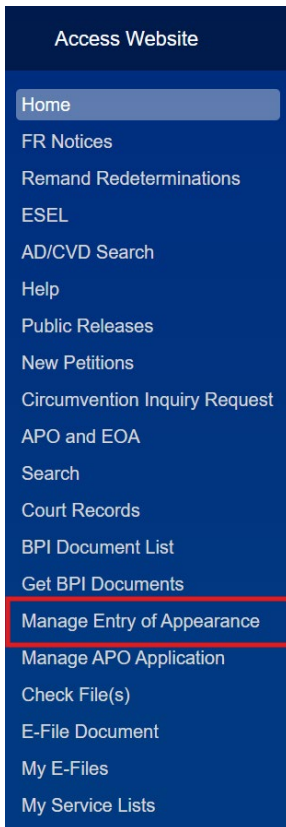


Figure 1: Main Menu

- On the Manage My Entries of Appearance page, the screen is organized by the following six categories: In Progress, Needs Amendment, Active, Inactive, On Hold, and Other EOA For My Firm. Each category shows four columns, Case Number, Segment, Case Title and Copy. Clicking on any of the first three column heads will allow you to sort the columns. Note that if you do not have any EOAs in any of these categories (i.e., in progress, or needs amendment, inactive, etc. those categories will not appear on your screen. These EOAs may be accessed by clicking on the case number. (Figure 2)

Manage My Entries of Appearance					
Create New Entry of Appearance					
<b>In Progress - 6</b>					
Case Number	Segment	Case Title	Copy		
A-122-999	SCO - SCO - SSI	Tires	📄		
A-987-005	INV	Mango	📄		
A-475-818	REV 7/1/2024 - 6/30/2025	Certain Pasta	📄		
C-123-321	CCR - SSI Test	Coal	📄		
A-567-567	INV	Rice	📄		
A-201-201	INV	Pencils	📄		
<b>Needs Amendment - 2</b>					
Case Number	Segment	Case Title	Copy		
A-000-002	NSR 1/1/2025 - 2/28/2025	Artifacts	📄		
A-987-006	INV	Money plant	📄		
<b>Active - 2</b>					
Case Number	Segment	Case Title	Copy		
A-122-999	INV	Tires	📄		
A-000-003	INV	Watermelon	📄		
<b>Inactive - 4</b>					
Case Number	Segment	Case Title	Copy		
C-123-321	CMI - Santa Coal	Coal	📄		
A-000-099	SUNR - Sunset	Peanuts	📄		
C-123-321	INV	Coal	📄		
C-123-321	SCO - SSI Test	Coal	📄		
<b>On Hold - 2</b>					
Case Number	Segment	Case Title	Copy		
A-489-837	REV 6/1/2023 - 5/31/2024	Quartz Surface Products	📄		
A-000-002	INV	Artifacts	📄		
<b>Other EOA For My Firm - 1</b>					
Case Number	Segment	Case Title	Full Name	Status	Copy
C-123-321	CCR - SSI Test	Coal	Sylvia Fischer	In Progress	📄

Figure 2: Manage Entry of Appearance

- Click on “Create New Entry of Appearance” to begin EOA creation. (Figure 3)

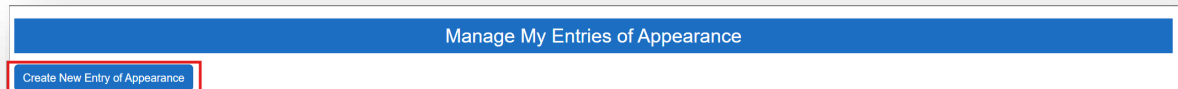


Figure 3: Create New Entry of Appearance

- The "Manage Entry of Appearance" page will open. (Figure 4)

### Entry of Appearance

**\*Case Number**

**Case Title \*Segment**

Please Select
▼

**\*Is participant(s) represented by counsel?**

Please select
▼

<b>* Participant Type(s)</b>	<b>Interested Party (Organization or Company) Name(s)*</b>
<input type="checkbox"/> (i) a foreign manufacturer, producer, or exporter of subject merchandise	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<input type="checkbox"/> (ii) the United States importer of subject merchandise	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<input type="checkbox"/> (iii) a trade or business association a majority of the members of which are producers, exporters, or importers of subject merchandise	<div style="border: 1px solid gray; padding: 2px;">List all members separated by commas.</div>
<input type="checkbox"/> (iv) the government of a country in which subject merchandise is produced or manufactured or from which such merchandise is exported	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<input type="checkbox"/> (v) a manufacturer, producer, or wholesaler in the United States of a domestic like product	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<input type="checkbox"/> (vi) a certified union or recognized union or group of workers which is representative of an industry engaged in the manufacture, production, or wholesale in the United States of a domestic like product	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>
<input type="checkbox"/> (vii) a trade or business association a majority of whose members manufacture, produce, or wholesale a domestic like product in the United States	<div style="border: 1px solid gray; padding: 2px;">List all members separated by commas.</div>
<input type="checkbox"/> (viii) an association, a majority of whose members is composed of interested parties described in subparagraph (C), (D), or (E) of section 771(9) of the Tariff Act of 1930, as amended, with respect to a domestic like product	<div style="border: 1px solid gray; padding: 2px;">List all members separated by commas.</div>
<input type="checkbox"/> (ix) a coalition or trade association as described in section 771(9)(G) of the Tariff Act of 1930, as amended	<div style="border: 1px solid gray; padding: 2px;">List all members separated by commas.</div>
<b>Additional Information</b>	<div style="border: 1px solid gray; padding: 2px;">If inputting more than one company per participant category, or if more than one category is applicable per company, provide</div>
<b>Name</b>	Sylvia Fischer
<b>Firm Name</b>	DOC Testing Corporation
<b>Full Address</b> <small>(This address will appear on the Service List)</small>	<div style="border: 1px solid gray; padding: 2px;">Provide address</div>
<b>Firm/Organization Phone</b>	202482
<b>Email Address</b>	_gmail.com

By clicking "Submit" you request to be added to the public service list for the above segment. The information you provide will be added to the record and parties on the public service list will be notified. You will not need to e-file or serve this entry of appearance.

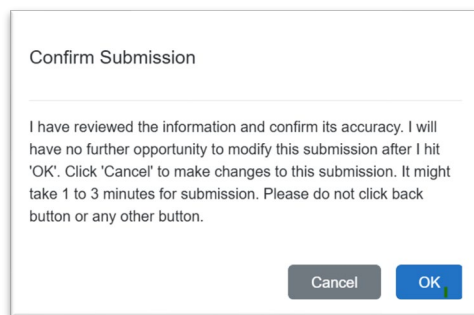
Figure 4: Entry of Appearance

- All fields with a red asterisk \* must be filled out on the page. First, type in the Case Number. The Case Title will auto-fill. Clicking Case List next to the Case Number field will open a window showing all possible case numbers in ACCESS and their corresponding Case Titles. The Case Segment is then selected using a drop-down menu that will show all available case segments.

6. Select “Yes” or “No” for “Is participant(s) represented by counsel?” using the drop-down box.
7. In “Participant Type(s), check up to 9 participant types that apply. At least one of the 9 is required to be checked and filled. (Figure 4)
8. In the Interested Party boxes, type in the name of organization or company. Where members are requested, enter their names, separated by commas. If there is not enough space to provide all names, you may attach a PDF with a list of names to your Entry of Appearance. In the appropriate box, type “see attached” and, after submitting the EOA application, use “Add Public EOA Supporting Docs” to e-file the PDF. You will be taken to an E-File page, where you can upload your list of names as a PDF. (Figures 6 and 7)
9. In the “Additional Information” field, if inputting more than one company per participant category, or if more than one category is applicable per company, use this field to provide a narrative description of how each organization/company qualifies as an interested party.
10. For Name, Firm Name, Full Address, Firm/Organization Phone and Email Address, these fields are auto-populated from the submitter’s account. Only the address may be edited from within the EOA form. (Figure 4)
11. Once the form is completed, you may submit by clicking the “Submit” button at the bottom of the page. If you decide against submitting, simply click the “Cancel” button to be taken back to the Home page.

C. After Submitting the EOA

1. A Confirm Submission box appears (Figure 5)



*Figure 5: Confirm Submission*

2. Upon submission, a barcode number is generated to aid in tracking the document in ACCESS. Underneath will be summary information from the EOA. At the bottom of the page are 4 button choices:
  - a. Print – If you wish to print the confirmation page.
  - b. Create New EOA – if you wish to create a new EOA, this will create a new EOA page to fill out.
  - c. Add EOA Supporting Docs – Click to submit supporting documents for this EOA. Do not submit business proprietary documents with this EOA application form.
  - d. Close. (Figure 6)

**Confirmation of EOA Electronic Submission**

Submission Barcode: 1000807

Case & Segment Info	Document Info	Submitter Info
Barcode: <b>1000807-01</b> Case Number: A-475-818 Case Title: Certain Pasta From Italy Case Segment: REV - Admin Review Segment Begin Date: 7/1/2024 Segment End Date: 6/30/2025 Segment Specific Information:	Security Classification: Public Document Document Type: Entry of Appearance Document Title: Entry of Appearance Filed On Behalf Of (Collective Entity) : Pasta Pasta Page Count: 1 Manual Submission: No	Filed By: sylviafischer937@gmail.com Firm/Organization Name: DOC Testing Company Filed Date Timestamp: 3/30/2026 10:55 AM

Print
Create New EOA
Add Public EOA Supporting Documents
Close

NOTE :  
 Create New EOA: Use this feature to generate a new EOA.  
 Add Public EOA Supporting Documents: Use this feature to retain the same barcode for all parts of the EOA.

Figure 6: Confirmation of Entry of Appearance

- To add Supporting Docs, clicking the “Add Public EOA Supporting Docs” button will open the e-file page to add a supporting document to the EOA application. You can add up to five public supporting documents on this page. (Figure 6 and 7)

**Add Public EOA Supporting Documents**

You can select up to 5 public supporting documents along with this application.  
 Please click Choose File and provide the file to upload.  
 To add another file click icon, to remove a document click icon.

Select File	Type	Security Classification	Title *	Name	Size
Choose File	EOA	Public	Supporting Documentation	Blank EOA Page.pdf	70(KB)
Choose File	EOA	Public	Document Title		

Upload
Cancel

Figure 7: Add Public EOA Supporting Documents

After submitting the supporting document(s), a barcode will be generated for them. You will also be given the option to add more files to the same barcode or to create a similar submission with a new barcode. (Figure 8)

**Confirmation of EOA Electronic Submission**

Submission Barcode: 1000807

Case & Segment Info	Document Info	Submitter Info
Barcode: <b>1000807-02</b> Case Number: A-475-818 Case Title: Certain Pasta From Italy Case Segment: REV - Admin Review Segment Begin Date: 7/1/2024 Segment End Date: 6/30/2025 Segment Specific Information:	Security Classification: Public Document Document Type: Entry of Appearance Document Title: Supporting Documentation Filed On Behalf Of (Collective Entity) : Pasta Pasta Page Count: 1 Manual Submission: No	Filed By: sylviafischer937@gmail.com Firm/Organization Name: DOC Testing Company Filed Date Timestamp: 3/30/2026 11:17 AM

Case & Segment Info	Document Info	Submitter Info
Barcode: <b>1000807-01</b> Case Number: A-475-818 Case Title: Certain Pasta From Italy Case Segment: REV - Admin Review Segment Begin Date: 7/1/2024 Segment End Date: 6/30/2025 Segment Specific Information:	Security Classification: Public Document Document Type: Entry of Appearance Document Title: Entry of Appearance Filed On Behalf Of (Collective Entity) : Pasta Pasta Page Count: 1 Manual Submission: No	Filed By: sylviafischer937@gmail.com Firm/Organization Name: DOC Testing Company Filed Date Timestamp: 3/30/2026 10:55 AM

Print
Create New EOA
Add Public EOA Supporting Documents
Close

NOTE :  
 Create New EOA: Use this feature to generate a new EOA.  
 Add Public EOA Supporting Documents: Use this feature to retain the same barcode for all parts of the EOA.

Figure 8: Add More Files After E-file

## 2. Managing an EOA

### A. Waiting for Approval

1. After an EOA is submitted, clicking on “Manage Entry of Appearance” from the main menu will show that the EOA is now in “In Progress” status. (Figure 9)
2. During the time that the EOA is “In Progress”, the form may be opened to the “Update Entry of Appearance” page, but it will be in read-only mode only. No data can be changed or edited. (Figure 10)

In Progress - 6			
Case Number	Segment	Case Title	Copy
<a href="#">A-122-999</a>	SCO - SCO - SSI	Tires	
<a href="#">A-987-005</a>	INV	Mango	
<a href="#">A-475-818</a>	REV 7/1/2024 - 6/30/2025	Certain Pasta	
<a href="#">C-123-321</a>	CCR - SSI Test	Coal	
<a href="#">A-567-567</a>	INV	Rice	
<a href="#">A-201-201</a>	INV	Pencils	

Needs Amendment - 2			
Case Number	Segment	Case Title	Copy
<a href="#">A-000-002</a>	NSR 1/1/2025 - 2/28/2025	Artifacts	
<a href="#">A-987-006</a>	INV	Money plant	

Figure 9: Manage Entry of Appearance

Entry of Appearance

Entry of Appearance is currently being reviewed. You can amend it after it is approved.

\*Case Number ⓘ  
A-987-005 Case List

Case Title  
Mango From Bangladesh

\*Segment ⓘ  
INV

Figure 10: Update Entry of Appearance (In-Progress)

B. EOA Needs Amendment

1. Once the APO Unit processes the EOA, the status will change to either “Active” or “Needs Amendment”. (Figure 11)

Manage My Entries of Appearance									
Create New Entry of Appearance									
In Progress - 6			Needs Amendment - 2		Active - 2				
Case Number	Segment	Case Title	Copy	Case Number	Segment	Case Title			
A-122-999	SCO - SCO - SSI	Tires		A-000-002	NSR 1/11/2025 - 2/28/2025	Artifacts			
A-987-005	INV	Mango		A-987-006	INV	Money plant			
A-475-818	REV 7/1/2024 - 6/30/2025	Certain Pasta							
C-123-321	CCR - SSI Test	Coal							
A-567-567	INV	Rice							
A-201-201	INV	Pencils							
On Hold - 2			Other EOA For My Firm - 1						
Case Number	Segment	Case Title	Copy	Case Number	Segment	Case Title	Full Name	Status	Copy
A-489-837	REV 6/1/2023 - 5/31/2024	Quartz Surface Products		C-123-321	CCR - SSI Test	Coal	Sylvia Fischer	In Progress	

Figure 11: Manage Entry of Appearance with Status as Active or Needs Amendment

2. If the application appears under Needs Amendment, then the application needs editing or additional information. Clicking on the Case Number will open the “Update Entry of Appearance” page to allow editing. At the top of the page you will see an Amendment Comments box, showing the reason the entry of appearance is in a Needs Amendment status. Greyed-out fields cannot be edited, but the Participant Type(s) field can be toggled by checking the appropriate boxes to add or remove participants. (Figure 12)

### Entry of Appearance

**Amendment Comments**

4/2/26: Set as "needs amendment" at your request.

\*Case Number

C-123-321 Case List

Case Title

Coal From Australia

\*Segment

CCR - SSI Test

Provide narrative description of amendments \*

\*Is participant(s) represented by counsel?

Figure 12: Update Entry of Appearance (Active/Needs Amendment)

3. After the amendment changes are added/edited, you may submit by clicking the “Submit” button at the bottom of the page. If you decide against submitting, simply click the “Cancel” button to be taken back to “Manage Entry of Appearance” page. (Figure 13)

**Additional Information**

Name  
Firm Name  
Full Address (This address will appear on the Service List)  
Firm/Organization Phone  
Email Address

If inputting more than one company per participant category, or if more than one category is applicable per company, provide narrative description of how each organization/company qualifies as an Interested party.

Sylvia Fischer  
DOC Testing Corporation  
1401 Constitution Ave NW  
Washington, DC  
@gmail.com

By clicking "Submit" you request to be added to the public service list for the above segment. The information you provide will be added to the record and parties on the public service list will be notified. You will not need to e-file or serve this entry of appearance.

[Submit](#) [Cancel](#)

Figure 13: Submit/Cancel

4. After submitting the amendment, the EOA will go back to “In Progress” status for the APO Unit to re-evaluate and approve.
5. Upon submission, a barcode number is generated to aid in tracking the amendment in ACCESS. The confirmation page will include summary information. At the bottom of the page are 3 button choices (Figure 14):
  - a. Print – If you wish to print the document.
  - b. Create New EOA – This will take you back to EOA creation page.
  - c. Add Public EOA Supporting Docs – Click to submit public supporting documents for this EOA. Do not submit business proprietary documents with this EOA application form.

**Confirmation of EOA Electronic Submission**

Submission Barcode: 1000834

Case & Segment Info	Document Info	Submitter Info
Barcode: 1000834-01 Case Number: C-123-321 Case Title: Coal From Australia Case Segment: CCR - Changed Circumstances Segment Begin Date: 1/5/2026 Segment End Date: 1/9/2026 Segment Specific Information: SSI Test	Security Classification: Public Document Document Type: Entry of Appearance Document Title: Amended Entry of Appearance Filed On Behalf Of (Collective Entity) : Coal Wholesalers Page Count: 1 Manual Submission: No	Filed By: @gmail.com Firm/Organization Name: DOC Testing Corporation Filed Date Timestamp: 4/2/2026 11:53 AM

[Print](#) [Create New EOA](#) [Add Public EOA Supporting Documents](#) [Close](#)

NOTE :  
Create New EOA: Use this feature to generate a new EOA.  
Add Public EOA Supporting Documents: Use this feature to retain the same barcode for all parts of the EOA.

Figure 14: Confirmation of Entry of Appearance

- To add Supporting Docs, click the “Add EOA Supporting Docs” button to take you to the e-file page to add up to five public documents to the EOA application. (Figure 15)

### Add Public EOA Supporting Documents

You can select up to 5 public supporting documents along with this application.  
Please click Choose File and provide the file to upload.  
To add another file click icon, to remove a document click icon.

Select File	Type	Security Classification	Title *	Name	Size
<input type="button" value="Choose File"/>	EOA	Public	<input type="text" value="Supporting Documentation"/>	Blank EOA Page.pdf	70(KB)
<input type="button" value="Choose File"/>	EOA	Public	<input type="text" value="Document Title"/>		

Figure 15: Add Public EOA Supporting Documents

- After submitting the supporting doc(s), a barcode will be generated for them. You will also be given the option to add more files to the same barcode or to create a similar submission with a new barcode. (Figures 16 and 17)

**Confirmation of EOA Electronic Submission**

Submission Barcode: 1000834

Case & Segment Info	Document Info	Submitter Info
Barcode: <b>1000834-02</b> Case Number: C-123-321 Case Title: Coal From Australia Case Segment: CCR - Changed Circumstances Segment Begin Date: 1/5/2026 Segment End Date: 1/9/2026 Segment Specific Information: SSI Test	Security Classification: Public Document Document Type: Entry of Appearance Document Title: Supporting Documentation Filed On Behalf Of (Collective Entity) : Coal Wholesalers Page Count: 1 Manual Submission: No	Filed By: @gmail.com Firm/Organization Name: DOC Testing Corporation Filed Date Timestamp: 4/2/2026 11:56 AM

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Case & Segment Info	Document Info	Submitter Info
Barcode: <b>1000834-01</b> Case Number: C-123-321 Case Title: Coal From Australia Case Segment: CCR - Changed Circumstances Segment Begin Date: 1/5/2026 Segment End Date: 1/9/2026 Segment Specific Information: SSI Test	Security Classification: Public Document Document Type: Entry of Appearance Document Title: Amended Entry of Appearance Filed On Behalf Of (Collective Entity) : Coal Wholesalers Page Count: 1 Manual Submission: No	Filed By: @gmail.com Firm/Organization Name: DOC Testing Corporation Filed Date Timestamp: 4/2/2026 11:53 AM

NOTE :  
 Create New EOA: Use this feature to generate a new EOA.  
 Add Public EOA Supporting Documents: Use this feature to retain the same barcode for all parts of the EOA.

Figure 16: E-file or Manual Submission Document

NOTE :

Create New EOA: Use this feature to generate a new EOA.

Add Public EOA Supporting Documents: Use this feature to retain the same barcode for all parts of the EOA.

Figure 17: Add More Files After E-file

### C. Active EOA

1. Once the APO Unit approves the EOA, the status will change to “Active” in the “Manage Entry of Appearance” Page. (Figure 2)
2. If the EOA needs to be updated after becoming active, click on the case number to open the “Update Entry of Appearance” page. (Figure 12) The steps to update will be the same steps as in Section 2.B (EOA Needs Amendment) for amending/updating an active EOA.

### 3. Submitting a New APO Application

#### A. What is an Administrative Protective Order (APO)?

An APO is the legal mechanism by which the Department of Commerce’s Enforcement and Compliance can control the limited disclosure of BPI in AD/CVD proceedings to the legal representatives of interested parties. The release of BPI under APO is authorized when a representative files an application for APO access in which they agree to be bound by the APO terms and the approved applicant is added to the APO Service List.

Note: The ACCESS APO application is intended to be submitted by the lead attorney, using the lead attorney’s login credentials.

#### B. Submitting an APO Application in ACCESS

1. From Home page, click on “**Manage APO Application**” on the left-side Main Menu. (Figure 18)

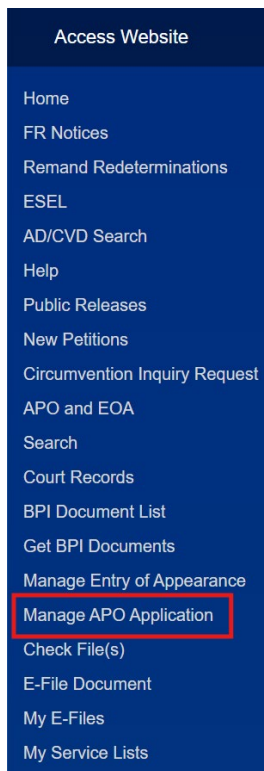


Figure 18: Main Menu

- On the Manage My APO Applications page, the screen is organized by the following seven potential categories: In Progress, Needs Amendment, Active, Inactive, On Hold, Draft, and Other APO For My Firm. Each category shows four columns, Case Number, Segment, Case Title and Copy. Clicking on any of the first three column heads will allow you to sort the columns. Note that if you do not have any APOs in any of these categories (i.e., in progress, or needs amendment, inactive, etc. those categories will not appear on your screen. These APOs may be accessed by clicking on the case number. (Figure 19)

Manage My APO Applications						
Create New APO Application						
<b>In Progress - 3</b>						
Case Number	Segment	Case Title	Copy	Case Number	Segment	Case Title
L-122-999	INV	Tires	☐	A-122-999	SCO - SCO - SSI	Tires
L-122-999	NSR 3/16/2026 - 3/20/2026	Tires	☐			
L-201-201	INV	Pencils	☐			
<b>Needs Amendment - 1</b>						
<b>Active - 1</b>						
<b>Inactive - 2</b>						
<b>Draft - 3</b>						
<b>On Hold - 1</b>						
<b>Other APO For My Firm - 2</b>						

Figure 19: Manage My APO Applications

- Click on “Create New APO Application” to begin APO application creation. (Figure 20)

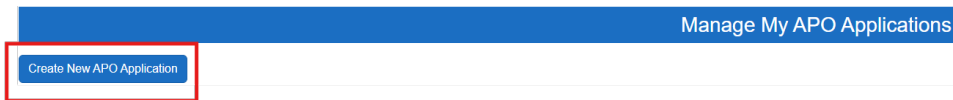


Figure 20: Create New APO Application

- The creation page will open. All fields with the red asterisk \* must be filled out on the page. First, type in the Case Number. The Case Title will auto-fill. Select the Case Segment using the drop-down menu. (Figure 21)

**Administrative Protective Order Application**

Case Number:  ☰ Case List

Case Title:

Case Segment:  ▼

Figure 21: APO Application (TOP)

An Administrative Review Initiation Federal Register publication date or Date of Request will be required for the following segments:

- a. *Administrative Review* - enter the date on which the notice of the Initiation of Antidumping and Countervailing Duty Administrative Review was published in the Federal Register. You may not file an APO application until the notice is published. (Figure 22)

Administrative Protective Order Application

Case Number  
A-987-006 ≡ Case List

Case Title  
Money plant From Kazakhstan

Case Segment  
REV 1/1/2025 - 1/1/2026

Administrative Review Initiation FR publication on  
mm/dd/yyyy 📅

Figure 22: APO Application (TOP) – Administrative Review

- b. *Scope Inquiry/Anti Circumvention Inquiry/New Shipper Review* - enter the Date of Request. (Figure 23)

Administrative Protective Order Application

Case Number  
A-987-006 ≡ Case List

Case Title  
Money plant From Kazakhstan

Case Segment  
SCO - Non-Paper Money Seeds

Date of Request  
mm/dd/yyyy 📅

Figure 23: APO Application (TOP) – Scope Segment



6. In Section 3, select answers to Parts A-D using the drop-down boxes. Use Part E to explain any affirmative responses for Parts A-D if needed. (Figure 25)

Section 3

TO BE COMPLETED BY ATTORNEY APPLICANTS

1. I am/am not (indicate one) an officer of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application.

2. I do/do not (indicate one) participate in the competitive decision-making activity of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application. I understand that competitive decision-making activity includes advice on production, sales, operations, or investments, but does not include legal advice.

3. I do/do not (indicate one) have an official position or other business relationship other than providing advice for the purpose of this segment of the proceeding with the interested party or parties listed in section 1, or with other competitors of the person submitting the business proprietary information requested in this application.

4. I do/do not (indicate one) currently intend within 12 months after the date upon which the final determination/results is/are published to enter into any of the relationships described in sections 3A, B and C.

5. Explain for each applicant any affirmative response to section 3A, B, C or D:  
Or attach file(s) using the 'Add Public APO Supporting Docs' feature that is available after you click submit button

Choose Attorney Applicants ●

Attorney Options	Attorneys Selected
Sylvia Fischer	

Figure 25: APO Application (Section 3)

In the 2<sup>nd</sup> half of Section 3, choose the attorneys to be included in the APO application. (Figure 26) This list only includes active e-filers from your firm who have included in their User Profile: 1) the jurisdictions and courts in which they are admitted to practice, and 2) a checked box indicating consent to have others from the same firm include the user in an APO application. If you do not see a particular attorney in this list, ask the attorney to check their User Profile to ensure the account is active and contains the foregoing information.

Under “Choose Attorney Applicants”, potential applicants appear on the left-hand box. By clicking on the name, the applicant will be moved to the right-hand box to add them to the APO application. (Figures 26 and 27)

Section 3

TO BE COMPLETED BY ATTORNEY APPLICANTS

A. I am/am not (indicate one) an officer of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application.

B. I do/do not (indicate one) participate in the competitive decision-making activity of the interested party or parties listed in section 1, or of other competitors of the person submitting the business proprietary information requested in this application. I understand that competitive decision-making activity includes advice on production, sales, operations, or investments, but does not include legal advice.

C. I do/do not (indicate one) have an official position or other business relationship other than providing advice for the purpose of this segment of the proceeding with the interested party or parties listed in section 1, or with other competitors of the person submitting the business proprietary information requested in this application.

D. I do/do not (indicate one) currently intend within 12 months after the date upon which the final determination/results is/are published to enter into any of the relationships described in sections 3A, B and C.

E. Explain for each applicant any affirmative response to section 3A, B, C or D:  
Or attach file(s) using the 'Add Public APO Supporting Docs' feature that is available after you click submit button

Choose Attorney Applicants ●

Attorney Options	Attorneys Selected
Sylvia Fischer	

Figure 26: APO Application: (Section 3 – Choose Attorney Applicants, Part 1)

Figure 27: APO Application (Section 3 – Choose Attorney Applicants, Part 2)

- In Section 4, the drop-down boxes answer Parts A, D, E, F and G. Use Part H to explain any affirmative responses for Parts D – G, if needed. (Figure 28) In response to Part B, if applicable, enter the name of the lawyer and law firm who retained the non-attorney applicants.

Figure 28: APO Application (Section 4)

In Part a of Section 4, choose non-attorneys from your firm to be included in the APO application. This list only includes active e-filers from your firm who have checked the box in their User Profile indicating consent to have others from the same firm include the user in an APO application.

Under “Choose Internal Non-Attorney Applicants”, potential applicants appear on the left-hand box. By clicking on their name, applicants can be moved to the right-hand box to add them to the APO application. (Figure 29)

In Part b of Section 4, if you wish to add applicants not employed by your firm to the APO application, enter the name of the person, the organization, and address. (Figure 29) You must also obtain physical dated signatures of these other external applicants and attach them as a file using the ‘Add Public APO Supporting Docs’ feature that is available after you click the Submit button.

Part a: Choose Internal Non-Attorney Applicants ⓘ

Non-Attorney Options	Non-Attorneys Selected
Sylvia Fischer	Jackie Jackie

Part b: Other External Applicants ⓘ

Name, Organization and Address

To add applicants not employed by your firm to the APO application, enter the name of the person, the organization, and address. You must also obtain dated signatures of these other external applicants and attach them as a file using the 'Add Public APO Supporting Docs' feature that is available after you click the Submit button

Figure 29: APO Application (Section 4 – Choose Non-Attorney Applicants)

- In Section 5, the lead applicant information is automatically filled as the person submitting the APO application form. Section 6 is a waiver of service as described in the section itself. (Figure 30)

Section 5

The "Lead Applicant" for the purposes of service is: **Sylvia Fischer**. The email address to be used for service of the APO service list is **@gmail.com**

Section 6

WAIVER OF SERVICE If my application for APO in this proceeding is granted, I waive service of the following business proprietary information that I would be authorized to receive under the APO: ⓘ

Inadvertent service of a document containing business proprietary information on a party that has been granted APO access and has waived service IS NOT A VIOLATION OF THE APO.

Figure 30: APO Application (Section 5 and 6)

- In Section 7, the information is auto-populated from the submitter's account. Only the address may be edited from within the APO application form. (Figure 31)

Section 7

AGREEMENT TO BE BOUND

Recognizing the penalties for perjury under the laws of the United States, I affirm that all statements in this application are true, accurate, and complete to the best of my knowledge. I agree, individually and on behalf of my law firm, corporate law office, or company, if any, to be bound by the terms stated in the administrative protective order issued in this segment of the proceeding.

I certify that this application is a true and accurate copy of the Department's 'Application for Administrative Protective Order', FORM ITA-367 (5.17). If there are any discrepancies, I agree to be bound by the Department's standard form.

Submitter Information

**Name**  
Sylvia Fischer

**Email**  
@gmail.com

**Firm/Organization Name**  
DOC Testing Company

**Firm/Organization Phone**  
202482

**Firm/Organization Address**  
(This address will appear on the Service List)  
1234 No Name St.

By clicking "Submit" you request to be added to the APO service list for the above segment.  
The information you provide will be added to the record and parties on the public service list will be notified.  
You will not need to e-file or serve this APO application.

Submit Save As Draft Cancel

Figure 31: APO Application (Section 7)

10. Once the form is completed, you may submit by clicking the “Submit” button at the bottom of the page. If you decide against submitting, simply click the “Save as Draft”, or “Cancel” button to be taken back to “Manage APO Application” page. Please note that if you are going to save this application as a draft, it will save within the system for up to 30 days. (Figure 31)

C. After Submitting the APO Application

1. Upon submission, a barcode number is generated to aid in tracking the document in ACCESS. Underneath will be summary information from the APO application. At the bottom of the page are 4 button choices:
  - a. Print – If you wish to print the confirmation page.
  - b. Create New APO Application – This will take you back to the APO application creation page.
  - c. Add Public APO Supporting Docs – Click to submit public supporting documents for this APO. Do not submit business proprietary documents with this APO application form. (Figure 32)
  - d. Close

Case & Segment Info	Document Info	Submitter Info
Barcode: 1000836-01 Case Number: A-201-201 Case Title: Pencils From Albania Case Segment: INV - Investigation Segment Begin Date: Segment End Date: Segment Specific Information:	Security Classification: Public Document Document Type: APO Document Title: Amended APO Application Filed On Behalf Of (Collective Entity) : Lead People Page Count: 4 Manual Submission: No	Filed By: @gmail.com Firm/Organization Name: DOC Testing Company Filed Date Timestamp: 4/2/2026 3:11 PM

[Print](#)
[Create New APO Application](#)
[Add Public APO Supporting Documents](#)
[Close](#)

NOTE :  
 Create New APO Application: Use this feature to generate a new APO Application.  
 Add Public APO Supporting Documents: Use this feature to retain the same barcode for all parts of the APO Application.

Figure 32: Confirmation of APO Application

2. To add Supporting Docs, clicking the “Add Public APO Supporting Docs” button will then take you to the e-file page to add a public document to the APO application. Note that you can select up to 5 public supporting documents along with your application. (Figures 33 and 34)

After submitting the supporting doc(s), a barcode will be generated for them. You will also be given the option to add more files to the same barcode or to create a similar submission with a new barcode. (Figure 34)

You can select up to 5 public supporting documents along with this application. Please click Choose File and provide the file to upload. To add another file click + icon, to remove a document click - icon.

Select File	Type	Security Classification	Title *	Name	Size
+ Choose File	APO	Public	Supporting Documentation	Bland APO Page.pdf	110(KB)

[Upload](#)
[Cancel](#)

Figure 33: E-file or Manual Submission Document

Confirmation of APO Application Electronic Submission		
Submission Barcode: 1000836		
Case & Segment Info	Document Info	Submitter Info
Barcode: <b>1000836-02</b> Case Number: A-201-201 Case Title: Pencils From Albania Case Segment: INV - Investigation Segment Begin Date: Segment End Date: Segment Specific Information:	Security Classification: Public Document Document Type: APO Document Title: Supporting Documentation Filed On Behalf Of (Collective Entity) : Lead People Page Count: 1 Manual Submission: No	Filed By: @gmail.com Firm/Organization Name: DOC Testing Company Filed Date Timestamp: 4/2/2026 3:11 PM
Case & Segment Info	Document Info	Submitter Info
Barcode: <b>1000836-01</b> Case Number: A-201-201 Case Title: Pencils From Albania Case Segment: INV - Investigation Segment Begin Date: Segment End Date: Segment Specific Information:	Security Classification: Public Document Document Type: APO Document Title: Amended APO Application Filed On Behalf Of (Collective Entity) : Lead People Page Count: 4 Manual Submission: No	Filed By: @gmail.com Firm/Organization Name: DOC Testing Company Filed Date Timestamp: 4/2/2026 3:11 PM

[Print](#)
[Create New APO Application](#)
[Add Public APO Supporting Documents](#)
[Close](#)

NOTE :  
 Create New APO Application: Use this feature to generate a new APO Application.  
 Add Public APO Supporting Documents: Use this feature to retain the same barcode for all parts of the APO Application.

Figure 34: Add More Files After E-file

## 4. Managing an APO Application

### A. Waiting for Approval

1. After an APO application is submitted, clicking on “Manage APO Application” from the main menu will show that the APO application is now in “In Progress” status. (Figure 35)  
During the time that the APO is “In Progress”, the form may be opened to the “Update Administrative Protective Order Application” page, but it will be in read-only mode only. No data can be changed or edited. (Figure 36)

Manage My APO Applications												
Create New APO Application												
In Progress - 3				Needs Amendment - 2				Active - 1				
Case Number	Segment	Case Title	Copy	Case Number	Segment	Case Title	Copy	Case Number	Segment	Case Title	Copy	
<a href="#">A-122-999</a>	NSR 3/16/2026 - 3/20/2026	Tires		<a href="#">A-122-999</a>	INV	Tires		<a href="#">A-000-003</a>	INV	Watermelon		
<a href="#">A-000-002</a>	INV	Artifacts		<a href="#">A-122-999</a>	SCO - SCO - SSI	Tires						
<a href="#">A-201-201</a>	INV	Pencils										

Figure 35: Manage APO Application (In-Progress)

**Administrative Protective Order Application**

Administrative Protective Order Application is currently being reviewed. You can amend it after it is approved.

Case Number  
A-122-999

Case Title  
Tires From Canada

Case Segment  
NSR 3/16/2026 - 3/20/2026

Date of Request  
04/01/2026

Figure 36: Update APO Application (In-Progress)

## B. APO Application Needs Amendment

1. Once the APO Unit approves the APO application, the status will change to either “Active” or “Needs Amendment”. (Figure 37)

Manage My APO Applications				
Create New APO Application				
<b>In Progress - 2</b>				
Case Number	Segment	Case Title	Copy	
<a href="#">A-000-002</a>	INV	Artifacts	📄	
<a href="#">A-201-201</a>	INV	Pencils	📄	
<b>Needs Amendment - 3</b>				
Case Number	Segment	Case Title	Copy	
<a href="#">A-122-999</a>	NSR 3/16/2026 - 3/20/2026	Tires	📄	
<a href="#">A-122-999</a>	INV	Tires	📄	
<a href="#">A-122-999</a>	SCO - SCO - SSI	Tires	📄	
<b>Active - 1</b>				
Case Number	Segment	Case Title	Copy	
<a href="#">A-000-003</a>	INV	Watermelon	📄	
<b>Inactive - 1</b>				
Case Number	Segment	Case Title	Copy	
<a href="#">A-000-099</a>	REM - Slip Op. 29	Peanuts	📄	
<b>Draft - 2</b>				
Case Number	Segment	Case Title	Copy	
<a href="#">A-000-002</a>	NSR 1/1/2025 - 2/28/2025	Artifacts	📄 🗑️	
<a href="#">A-520-807</a>	REV 12/1/2023 - 11/30/2024	Circular Welded Carbon-Quality Steel Pipe	📄 🗑️	

Figure 37: Manage APO Application (Active/Needs Amendment)

If the status is in “Needs Amendment”, then the application needs editing or additional information. Clicking on the Case Number will open the “Update Administrative Protective Order Application” page. At the top of the page you will see an Amendment Comments box, showing the reason the APO application is in a Needs Amendment status. The fields that cannot be changed will be greyed out. (Figure 38)

Fill out the box labeled “Provide Narrative Descriptions of Amendments”. Under “This application is:”, the following check boxes can be chosen separately or together:

- a. A request to amend the firm’s list of authorized applicants; or
- b. A request to amend the firm’s list of clients.

Administrative Protective Order Application

**Amendment Comments**

4/1/26; Please correct answers to Section 4. If your non-attorney applicant is not employed by DOC Testing Company, please submit additional documentation as requested in Section 4.H.

Case Number  
A-122-999

Case Title  
Tires From Canada

Case Segment  
NSR 3/16/2026 - 3/20/2026

Date of Request  
04/01/2026

This application is;

request to amend the firm's list of authorized applicants; or

a request to amend the firm's list of clients.

Provide narrative description of amendments \*

Correct answers to Section 4.

Figure 38: Update APO Application (Top)

2. Make the needed amendments to the APO application. Note: You will need to answer Section 3 Parts A-E and Section 4 Parts A-H (if you have non-attorney applicants on your application) each time you amend an APO application.
3. After the amendment changes are added/edited, you may submit by clicking the “Submit” button at the bottom of the page. (Figure 39) If you decide against submitting, simply click the “Cancel” button to be taken back to “Manage APO Application” page.

After submitting the amendments, the APO application will go back to “In Progress” status for the APO Unit to re-evaluate and approve.

**Section 7**

**AGREEMENT TO BE BOUND**

Recognizing the penalties for perjury under the laws of the United States, I affirm that all statements in this application are true, accurate, and complete to the best of my knowledge. I agree, individually and on behalf of my law firm, corporate law office, or company, if any, to be bound by the terms stated in the administrative protective order issued in this segment of the proceeding.

I certify that this application is a true and accurate copy of the Department's "Application for Administrative Protective Order", FORM ITA-367 (5.17). If there are any discrepancies, I agree to be bound by the Department's standard form.

**Submitter Information**

**Name**  
Sylvia Fischer

**Email**  
@gmail.com

**Firm/Organization Name**  
DOC Testing Company

**Firm/Organization Phone**  
20248

**Firm/Organization Address**  
(This address will appear on the Service List)  
1234 No Name St.

By clicking "Submit" you request to be added to the APO service list for the above segment.  
The information you provide will be added to the record and parties on the public service list will be notified.  
You will not need to e-file or serve this APO application.

Figure 39: Update APO Application (Section 7)

4. Upon submission, a barcode number is generated to aid in tracking the amendment in ACCESS. The confirmation page will include summary information. At the bottom of the page are 4 button choices (Figure 40):
  - a. Print – If you wish to print the confirmation page.
  - b. Create New APO Application – this will take you back to APO creation page.
  - c. Add Public APO Supporting Docs – Click to submit public supporting documents for this APO. Do not submit business proprietary documents with this APO application form.
  - d. Close

Confirmation of APO Application Electronic Submission

Submission Barcode: 1000826

Case & Segment Info	Document Info	Submitter Info
Barcode: <b>1000826-01</b> Case Number: A-122-999 Case Title: Tires From Canada Case Segment: NSR - New Shipper Review Segment Begin Date: 3/16/2026 Segment End Date: 3/20/2026 Segment Specific Information:	Security Classification: Public Document Document Type: APO Document Title: Amended APO Application Filed On Behalf Of (Collective Entity) : Bouncy Tires Co. Page Count: 4 Manual Submission: No	Filed By: @gmail.com Firm/Organization Name: DOC Testing Company Filed Date Timestamp: 4/1/2026 12:19 PM

Print
Create New APO Application
Add Public APO Supporting Documents
Close

NOTE :  
 Create New APO Application: Use this feature to generate a new APO Application.  
 Add Public APO Supporting Documents: Use this feature to retain the same barcode for all parts of the APO Application.

Figure 40: Confirmation of Updated APO Application

- To add Supporting Docs, clicking the “Add Public APO Supporting Docs” button will take you to the e-file page to add a public document to the APO application. (Figures 41 and 42)

After submitting the supporting document(s), a barcode will be generated for them. You will also be given the option to add more files to the same barcode or to create a similar submission with a new barcode. (Figure 43)

### Add Public APO Supporting Documents

You can select up to 5 public supporting documents along with this application. Please click Choose File and provide the file to upload. To add another file click icon, to remove a document click icon.

Select File	Type	Security Classification	Title *	Name	Size
<input type="button" value="Choose File"/>	APO	Public	Supporting Documentation	CustomCertificate.pdf	213(KB)

Figure 41: Add Public APO Supporting Documents

Print
Create New APO Application
Add Public APO Supporting Documents
Close

NOTE :

Create New APO Application: Use this feature to generate a new APO Application.  
 Add Public APO Supporting Documents: Use this feature to retain the same barcode for all parts of the APO Application.

Figure 42: Add More Files After E-file

C. Active APO Application

1. Once the APO Unit approves the APO application, the status will change to “Active” in the “Manage APO Application” Page. (Figure 44)

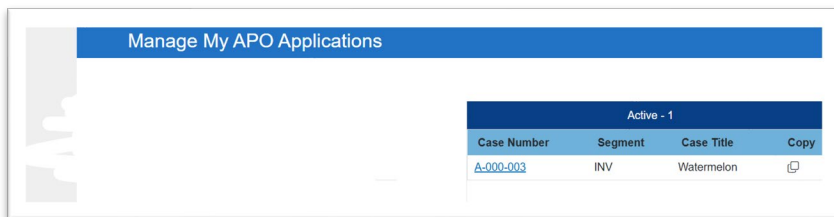


Figure 43: Manage APO Application (Active)

2. If the APO application needs to be updated after becoming active, click on the case number to open the “Update Administrative Protective Order Application” page. (Figure 39) The steps to update will be the same steps as in Section 2B (APO Application Needs Amendment) for amending/updating an active APO application.

D. Other APOs For My Firm

This table lists all the APO applications for the firm/organization that the user belongs to, but which were not created by the user. As with the user’s applications, each APO application may be accessed by clicking on the case number on the corresponding table row. (Figure 19)

E. Creating A Similar APO Application

1. You can create a copy of an existing APO Application and modify it for use. A paper icon button shows at the end of each application row. Clicking on this button will open an APO Application creation page. (Figure 5)
2. The application information associated with A-000-003, Segment INV, Case Title “Watermelon” is copied into a new application creation page for submittal. (Figure 45)

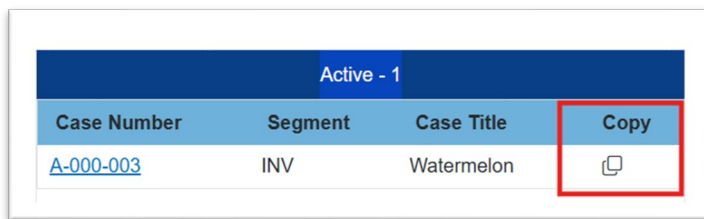


Figure 44: Copy APO application button

3. Clicking the Copy button will pull up this Copy APO box, informing you that copied applications can be accessed from Draft applications. Figure 46.

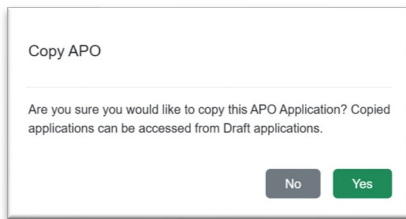


Figure 45: Copy APO notification button

Administrative Protective Order Application

Case Number: A-000-003 Case List

Case Title: Watermelon From Barbados

Case Segment: INV ▼

APO is already submitted or drafted for this case segment. Either enter another segment or click on "Manage APO Application" in left navigator.

---

**Section 1**

**Representation**

I request disclosure of all business proprietary information under administrative protective order (APO) which will be or has been placed on the record of this segment of this proceeding that is releasable under 19 CFR 351.305 for the purpose of fully representing the interests party as defined in 19 CFR 351.102(b)(29).

Participant Types \*

(i) a foreign manufacturer, producer, or exporter of subject merchandise

(ii) the United States importer of subject merchandise

(iii) a trade or business association a majority of the members of which are producers, exporters, or importers of subject merchandise

(iv) the government of a country in which subject merchandise is produced or manufactured or from which such merchandise is exported

(v) a manufacturer, producer, or wholesaler in the United States of a domestic like product

(vi) a certified union or recognized union or group of workers which is representative of an industry engaged in the manufacture, production, or wholesale in the United States of a domestic like product

(vii) a trade or business association a majority of whose members manufacture, produce, or wholesale a domestic like product in the United States

Interested Party \*

List all members separated by commas.

Watermelon Growers Coalition

Figure 46: Similar APO Application

4. You will see a message alerting you to the fact that APO is already submitted or drafted for the INV case segment. Click on the drop down menu shown above and select the new case segment. (Figure 46)
5. You now have a new APO application. Fill out Section 3 and Section 4 (if you are including non-attorneys on your application).
6. Section 5 and Section 7 will reflect the user creating the new application. The user can edit/change the application information in the same manner as a new application. Once ready, the user may Submit, Cancel, or Save as Draft. (Figure 47)

By clicking "Submit" you request to be added to the APO service list for the above segment. The information you provide will be added to the record and parties on the public service list will be notified. You will not need to e-file or serve this APO application.

Figure 47: Submittal Options

## 5. Draft APO Application

### A. Purpose of a Draft APO Application

A Draft APO Application gives the user the ability to save an APO application without submitting it. Saving the draft lets the user make changes to the draft before official submission.

### B. Creating and Saving Draft APO Application

Creating a Draft APO application is no different than creating a regular application. The user may click on "Create New APO Application" at the top of the Manage APO Application page (Figure 3) or click the paper icon button used to create a similar APO Application (Figure 20). The creation page remains the same.

Clicking "Save as Draft" button will save the APO Application as a draft and the following confirmation message will appear. (Figure 48)

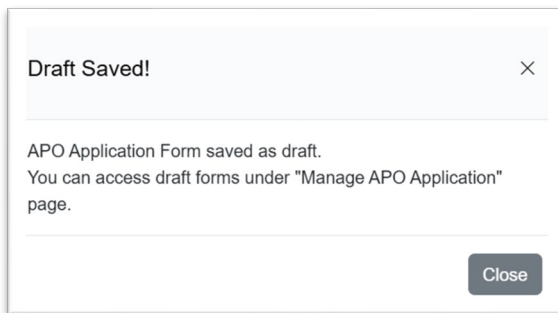


Figure 48: Draft Saved

The following information are NOT saved in the draft APO Application and will need to be answered each time:

1. Section 3, A, B, C, and D will be blank.
2. Section 4, A, D, E, F, and G will be blank.

Going back to Manage APO Application page, the Draft appears with a trash can icon on the row. (Figure 49) Clicking on the trash can icon will delete the draft entirely from ACCESS. To access the Draft again for further editing, click on the case number. If the draft is still not ready for submission, click "Save as Draft" to save the newest updates to the draft application. The draft can be saved as many times as needed, but the draft can only be saved up to 30 days.



Draft - 3				
Case Number	Segment	Case Title	Copy	
<a href="#">A-000-003</a>	REV 1/11/2025 - 2/28/2025	Watermelon		

Figure 49: Draft in Manage APO Application Table

## 6. My Service Lists Page

### A. Components of My Service Lists

The My Service Lists page lists the APO and Public Service Lists in which the logged-in user is included. The page lists three separate tables: “My Public Service Lists”, “My APO Service Lists”, and “My APO Service Lists (Proxy User)”. “My Public Service Lists” and “My APO Service Lists” includes the Service Lists where the logged-in user is designated as the lead attorney or representative. “My APO Service Lists (Proxy User)” includes the Service Lists where the user is designated as a proxy. (Figure 50)

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
<a href="#">A-000-099</a>	SUNR - Sunset Review	07/01/2025	07/01/2026	Sunset
<a href="#">A-000-003</a>	INV - Investigation			

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
<a href="#">C-000-003</a>	REV - Admin Review	01/01/2023	12/31/2023	
<a href="#">A-000-099</a>	SUNR - Sunset Review	07/01/2025	07/01/2026	Sunset
<a href="#">A-000-003</a>	INV - Investigation			
<a href="#">A-000-002</a>	NSR - New Shipper Review	01/01/2025	02/28/2025	
<a href="#">A-000-002</a>	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 50: My Service Lists

### B. Open or Download a Service List

Each row in a table corresponds to a separate Service List for a case-segment. Clicking on the case number in the row will open or download the Service List as a PDF file. For example, clicking on the highlighted case number for case A-000-003, Segment INV, will open or download a PDF document version of the Public Service List. (Figure 51)

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
<a href="#">A-000-099</a>	SUNR - Sunset Review	07/01/2025	07/01/2026	Sunset
<a href="#">A-000-003</a>	INV - Investigation			

Figure 51: Downloading Service List