



INTERNATIONAL  
**TRADE**  
ADMINISTRATION

# UNITED STATES DEPARTMENT OF COMMERCE

*Enforcement and Compliance*

## ACCESS External User Guide

**March 17, 2020**  
**Version 3.1.4**

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## Record of Changes

Version	Date	Originator	Requested Changes
Initial/Final Draft	6/10	Keshia Tensley	
Final/1.0	6/9/10	Sriniketh Narasimhan	
1.1	3/31/11	Sherry Burden	Update Screen Shots and Update Content
1.2	4/5/11	Visala Parimi	Updated content
1.3	4/15/11	Sherry Burden	Updated content
1.4	4/25/11	Laura Merchant	Updated content with track changes
1.5	4/26/11	Sriniketh Narasimhan	Accepted track changes, reviewed the document and made changes.
1.6	4/28/11	Sherry Burden	Updated content, page layout and images.
1.7	5/2/11	Sriniketh Narasimhan	Reviewed and made minor changes in text and figures.
2.0	6/13/12	Matthew Jordan	Edits throughout to incorporate Release 2 information.
2.5	2/26/14	Sriniketh Narasimhan	Edits throughout to incorporate Release 3 information.

3.0	3/28/14	Sriniketh Narasimhan	Implemented comments received during review
3.1	11/24/14	Sriniketh Narasimhan	IA ACCESS to ACCESS name change
3.1.1	9/23/2015	Sriniketh Narasimhan	Fixed More Information link under Get BPI Releases section
3.1.2	10/24/2017	Sriniketh Narasimhan	Changed PDF file size limit from 4 MB to 5 MB and data file size limit from 20 MB to 25 MB
3.1.3	3/17/2020	Sriniketh Narasimhan	Changed PDF file size limit from 5 MB to 10 MB and data file size limit from 25 MB to 50 MB
3.1.4	3/17/2020	Ankush Kesar	Updated screen shot to reflect redesigned webpages

# 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 <http://access.trade.gov/>. The Welcome page will appear (**Figure 1, below**).

- A. Click on the “**Guest Registration**” or “**E-Filer Registration**” link located on the right side of the page under the ACCESS menu. The Terms of Use Agreement will appear. To accept the Terms of Use, click the “**Accept**” button. To decline the Terms of Use, click the “**Decline**” button. (Note: Failure to accept the Terms of Use will prohibit your access to the system.)

ACCESS is the repository for all documents filed in an AD/CVD proceeding conducted by the U.S. Department of Commerce, Enforcement and Compliance. ACCESS provides the capability for registered E-Filers to submit documents to the record of an AD/CVD proceeding, search for and view all Public Documents and Public Versions. Authorized E-Filers may also access Business Proprietary Documents released by Enforcement and Compliance, as appropriate. Registered Guest Users may search for and view Public Documents and Public Versions. Use the registration links in the left navigation bar to register for an account. If you are having difficulty with your ACCESS account, contact the ACCESS Help Desk at (202) 482-3150 or via email at [ACCESS@TRADE.GOV](mailto:ACCESS@TRADE.GOV) for assistance.

**Figure 1: Welcome Page**

Note: The  provides information about button function or what needs to be entered in a field.

- B. After accepting the Terms of Use, the ACCESS User Registration form will appear.
- C. Type in the required information to complete the ACCESS User Registration form (**see Figures 2 and 3, below**).

[Login](#)
[Guest Registration](#)
[E-Filer Registration](#)
[Help](#)

E-Filer Registration

\* Full Name ⓘ

\* Title ⓘ

Country Code ⓘ

USA ▾

\* Phone (area/city code + number) ⓘ

\* Firm/Organization Name ⓘ

▾

If Others, Enter Firm: ⓘ

\* Firm/Organization Address ⓘ

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

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

\* Case No. and Segment ⓘ

\* Username ⓘ

\* Password ⓘ

\* Confirm Password ⓘ

\* Security Question ⓘ

▾

\* Answer ⓘ

\* Security Question ⓘ

▾

\* Answer ⓘ

\* Security Code ⓘ

☐ I'm not a robot
 

reCAPTCHA  
[Privacy](#) [Terms](#)

Submit ⓘ

Reset ⓘ

Cancel ⓘ

\* Required

**Figure 2: E-Filer Registration Page**

[Login](#)  
[Guest Registration](#)  
[E-Filer Registration](#)  
[Help](#)

## Guest User Registration

\* Full Name   
 \* Phone   
 \* Username   
 \* Password   
 \* Confirm Password   
 \* Security Code

☐ I'm not a robot   
 reCAPTCHA  
[Privacy](#) - [Terms](#)

\* Required

**Figure 3: Guest User Registration**

Note: Fields prefixed with \* are required.

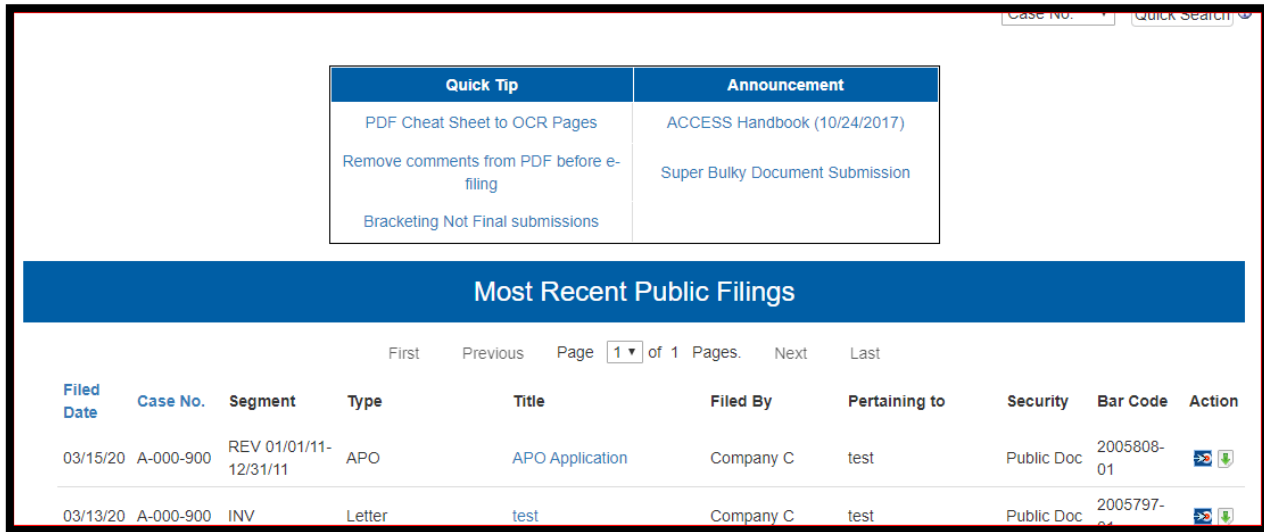
- D. When the form is complete, click “**Submit**”. If you need to re-enter the information, click “**Reset**”. To cancel the action, click “**Cancel**”.
- E. After you have submitted the registration information, a confirmation page will appear with the following information: “Thank you for registering for ACCESS. We are in the process of reviewing your registration. You will receive a confirmation email shortly with the registration details. Upon approval you will receive an email confirmation from Enforcement and Compliance’s APO Unit. The approval process takes approximately 24-48 hours. If you have any questions please email us at [ACCESS@TRADE.GOV](mailto:ACCESS@TRADE.GOV) or call us at (202) 482-3150 for assistance.”



### 3 Log in to ACCESS





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

- A. Type in your registered Username, Password, and the Security Code shown. Check the box to accept the Terms and Conditions. Click on the **“Login”** button if everything is correct. To re-enter the information click on **“Reset”**.
- B. Upon successful login, the user will be able to access the ACCESS Home page (**Figure 4, below**).



Quick Tip		Announcement	
PDF Cheat Sheet to OCR Pages		ACCESS Handbook (10/24/2017)	
Remove comments from PDF before e-filing		Super Bulky Document Submission	
Bracketing Not Final submissions			


  

Most Recent Public Filings									
Filed Date	Case No.	Segment	Type	Title	Filed By	Pertaining to	Security	Bar Code	Action
03/15/20	A-000-900	REV 01/01/11-12/31/11	APO	APO Application	Company C	test	Public Doc	2005808-01	 
03/13/20	A-000-900	INV	Letter	test	Company C	test	Public Doc	2005797-01	 

**Figure 4: Home Page (after login)**

You may click on the blue and red icon in the **“Actions”** column to see more documents that were part of the submission.

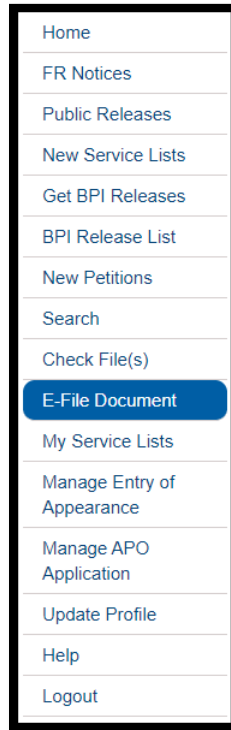
Click on the title of the document to download the Web-Viewable format, this is the official version with ACCESS watermark on it.

Click on  in the Actions column to download source file. This file will not contain the watermark and may be helpful when the document in its entirety or sub-set is used in another submission

## 4 E-File Document

Logged in users 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 (**Figure 5, below**) from the ACCESS User Homepage.



**Figure 5: E-File Document Link**

B. When the ACCESS E-File Document Information webpage appears (**Figure 6, below**), fill in the ACCESS Document Information fields in the form.

Note: If you are filing a document for which the bracketing is not final, or 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.

E-File or Manual Submission Document Information

**Case & Segment Info:**

\* Case Number [?](#)  [Case List](#)

Case Title

\* Segment [?](#)

Segment Begin Date [?](#)

Segment End Date [?](#)

Segment Specific Information [?](#)

**Document Info:**

\* Security Classification [?](#)

\* Document Type [?](#)

\* Filed On Behalf Of (collective entity) [?](#)

**Manual Submission [?](#)** ☐

Bracketing Not Final/1 Day Lag Filing  
(You must resubmit final version next business day) [?](#) ☐

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

Comments [?](#)

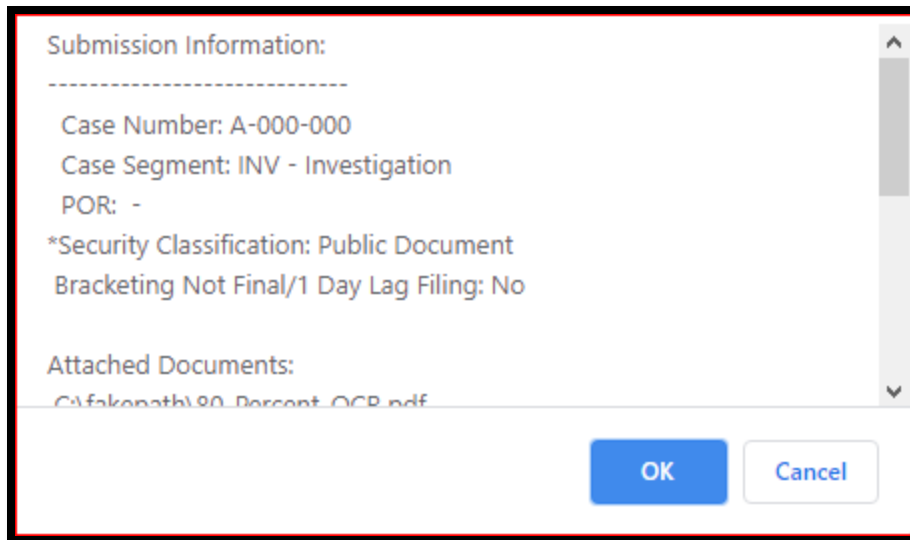
Upload File(s): 10 MB limit per PDF; 50 MB limit per data file. Total size of files uploaded cannot exceed 50 MB.

* Title <a href="#">?</a>	* Upload File(s) <a href="#">?</a>
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

[?](#)
 [?](#)
 [?](#)

**Figure 6: E-File Document Page**

- C. To file document(s), click the **“Browse”** button and upload 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 8, 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 2 MB narrative.
- D. To submit the selected document(s), click the **“Submit”** button. To re-enter the information click the **“Reset”** button. To cancel the operation, click on the **“Cancel”** button.
- E. After you click the **“Submit”** button, the submission information (interim confirmation) window will appear (**Figure 7, below**). 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.



Submission Information:

-----

Case Number: A-000-000  
Case Segment: INV - Investigation  
POR: -  
\*Security Classification: Public Document  
Bracketing Not Final/1 Day Lag Filing: No

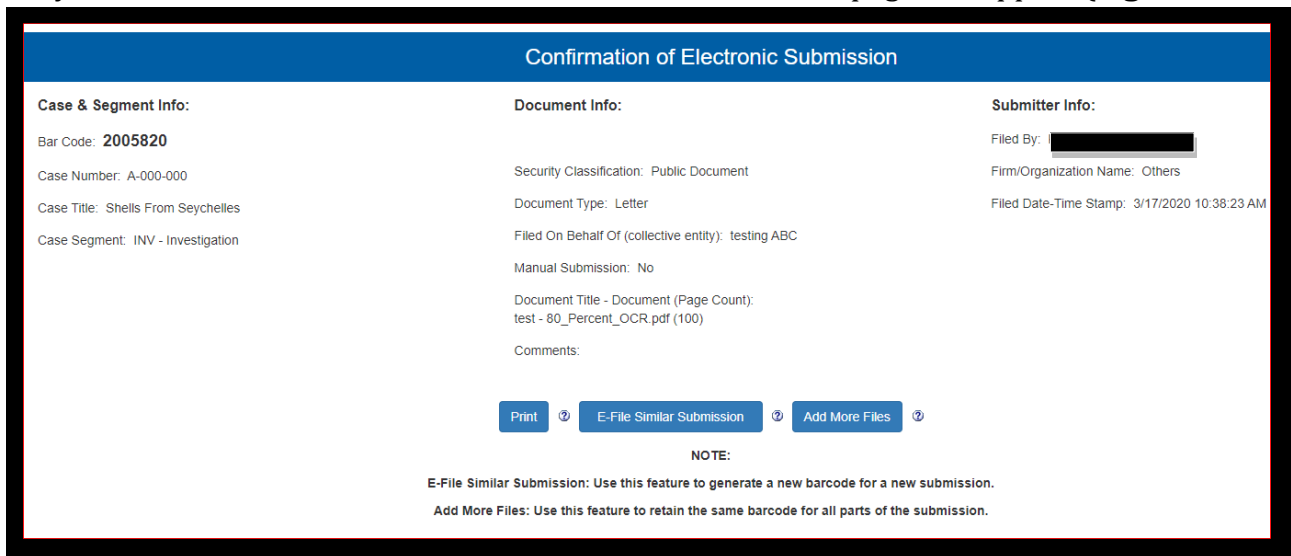
Attached Documents:

C:\fakenath\80\_Percent\_OCR.pdf

OK Cancel

**Figure 7: Interim Confirmation Window**

- F. After you click the “OK” button, the ACCESS E-File Confirmation page will appear (**Figure 8, below**).



Confirmation of Electronic Submission

Case & Segment Info:	Document Info:	Submitter Info:
Bar Code: <b>2005820</b>	Security Classification: Public Document	Filed By: [REDACTED]
Case Number: A-000-000	Document Type: Letter	Firm/Organization Name: Others
Case Title: Shells From Seychelles	Filed On Behalf Of (collective entity): testing ABC	Filed Date-Time Stamp: 3/17/2020 10:38:23 AM
Case Segment: INV - Investigation	Manual Submission: No	
	Document Title - Document (Page Count): test - 80_Percent_OCR.pdf (100)	
	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.

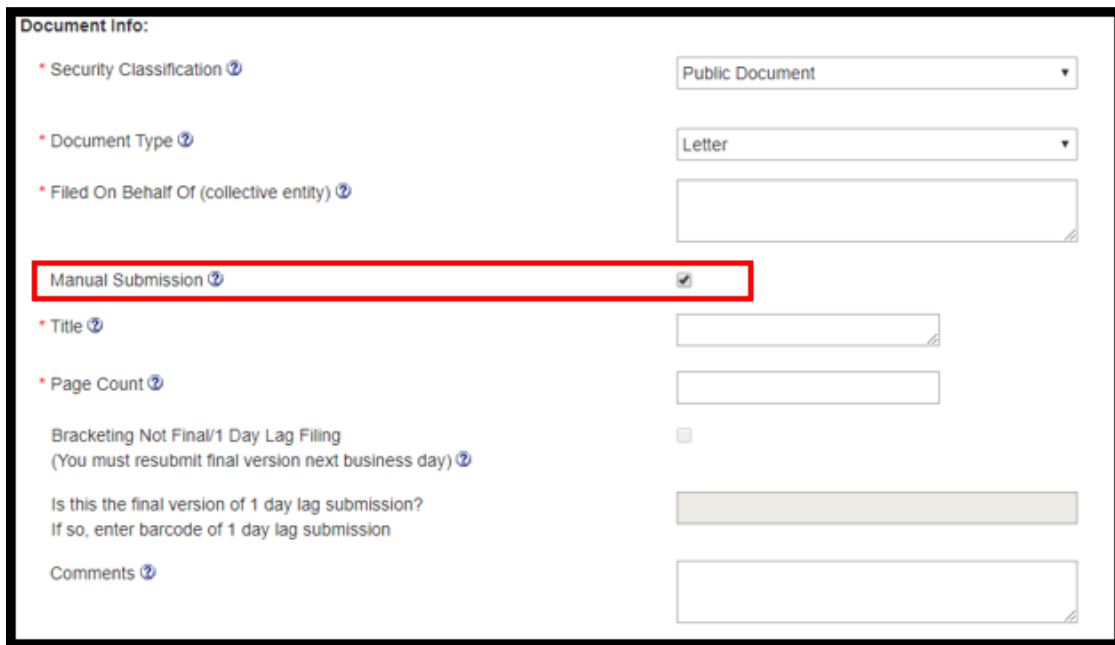
**Figure 8: Confirmation of Electronic Submission**

- G. To print, click the “**Print**” button. If you want to e-file documents that are similar in nature, click the “**E-File Similar Document**” button. If you want to add additional documents for the same submission, click “**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.)

## 5 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. (Figure 9, below).



The screenshot shows the 'Document Info:' section of the ACCESS E-File Document Page form. The 'Manual Submission' checkbox is checked and highlighted with a red box. Other fields include 'Security Classification' (Public Document), 'Document Type' (Letter), 'Filed On Behalf Of (collective entity)', 'Title', 'Page Count', 'Bracketing Not Final/1 Day Lag Filing' (checkbox), 'Is this the final version of 1 day lag submission?' (checkbox), and 'Comments'.

Figure 9: E-File Document Page - Manual Submission Section

- B. The ACCESS Document Information Page for a manual submission appears (See Figure 8, 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 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 (Figure 10, next page).

Cover Sheet for Manual Submission		
 * 2 0 0 5 8 2 1 - 0 1 *		
<b>Case &amp; Segment Info:</b> Bar Code: <b>2005821-01</b> Case Number: A-000-000 Case Title: Shells From Seychelles Case Segment: INV - Investigation	<b>Document Info:</b> Document Title – Document (Page Count): Testing Security Classification: Public Document Document Type: Letter Filed On Behalf Of (collective entity): test Page Count: 1 Manual Submission: Yes  Comments:	<b>Submitter Info:</b> Filed By: kesarankush@gmail.com Firm/Organization Name: Others :
<div> <a href="#">Print</a> <a href="#">E-File Similar Submission</a> <a href="#">Create Separator Sheets</a> </div>		
<p><b>NOTE:</b></p> <p>E-File Similar Submission: Use this feature to generate a new barcode for a new submission.</p> <p>Create Separator Sheets: Use this feature to retain the same barcode for all parts of the submission</p>		

**Figure 10: 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). Separator Sheets, in addition to the Cover Sheet, must also be prepared for each individual data file submitted on a CD.

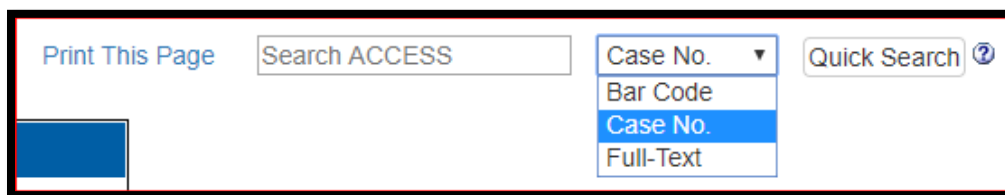
## 6 Navigating and Searching the ACCESS System

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 (see **Figure 11, below**).

Quick Tip	Announcement
<a href="#">PDF Cheat Sheet to OCR Pages</a>	<a href="#">ACCESS Handbook (10/24/2017)</a>
<a href="#">Remove comments from PDF before e-filing</a>	<a href="#">Super Bulky Document Submission</a>
<a href="#">Bracketing Not Final submissions</a>	

**Figure 11: Quick Tip/Announcement table**

In the upper right corner, you will notice the quick search functionality. Here you may do a quick search for case number, by default, but the dropdown allows you to also perform a quick search by barcode and full-text (see **Figure 12, below**).



Print This Page   Search ACCESS   Case No. ▼   Quick Search ?  
Bar Code  
Case No.  
Full-Text

**Figure 12: Quick Search**

Search for **New Petitions** by choosing that link on the left side. This will take you to any new petitions filed within the past 30 days (see **Figure 13, below**).

Petitions Filed in the Past 30 days										
		First	Previous	Page 1 ▼ of 1 Pages.	Next	Last				
Filed Date	Case No.	Segment	Type	Title	Filed By	Pertaining to	Security	Bar Code	Action	
03/08/20	A-000-000	INV - Investigation	Petition	etst	USDOC	test	Public Doc	2005752-01		
03/08/20	A-000-000	INV - Investigation	Petition	Title for File-1	USDOC	Test	Public Doc	2005750-01		
		First	Previous	Page 1 ▼ of 1 Pages.	Next	Last				

: Related files for this submission  
 : Download source file

**Figure 13: New Petitions**

**Searching ACCESS** can be the simplest way to locate specific information. The available metadata fields are on this screen. Enter as much or as little case information as you would like, then click “**Search**” (see **Figure 14, below**).

FR Notices

Public Releases

New Service Lists

Get BPI Releases

BPI Release List

New Petitions

**Search**

Check File(s)

E-File Document

My Service Lists

Manage Entry of Appearance

Manage APO Application

Update Profile

Help

Logout

**Case Info**

Case Number:  [Case List](#)

Case Title:

Segment:

Segment Begin Date:

Segment End Date:

Segment Specific Information:

**Document Info**

Bar Code:

Document Title:

Security Classification:

Document Type:

Pertaining To (collective entity):

**Submitter Info**

Filed Firm/Organization Name:

Filed Date(s) From:  To:

**Full-Text**

Full-Text Search:

Results Per Page: 50 SortBy: Filed Date Descending

**Search** **Reset**

**Figure 14: Search Screen**

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.

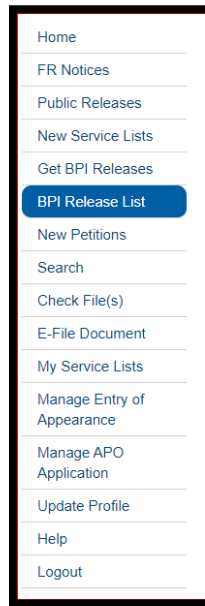
Search results page will be similar to the Home page (after login). You may manage your search results by clicking on column headers such as Filed Date, which will sort the table results by the selected column.



## 7 BPI Release List

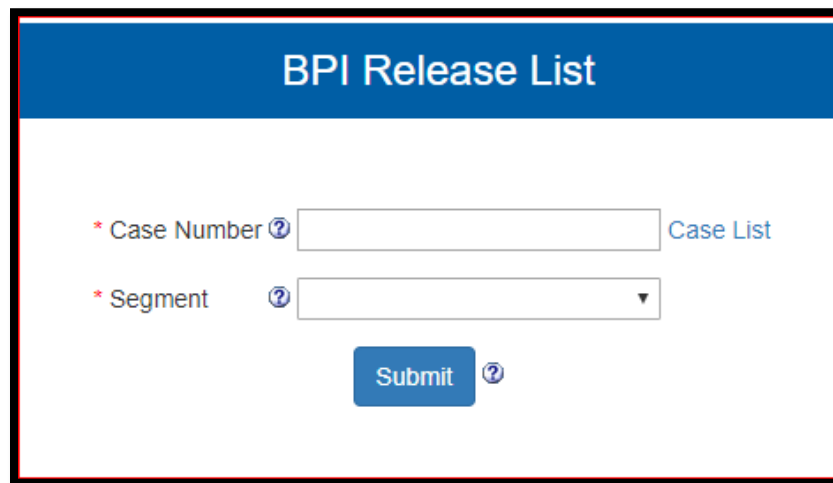
The BPI Release List will list all documents and data files containing business proprietary information (BPI) released by the Department for a given case segment which can be used for reference purposes.

Select BPI Release List from the available options on the left menu. (**Figure 15, below.**)



**Figure 15: BPI Release List selection**

Using the BPI Release List menu (**Figure 16, below**), enter the case and segment details.

The form has a blue header with the text "BPI Release List". Below the header, there are two input fields. The first is labeled "\* Case Number" with a question mark icon, followed by a text input box and a blue link labeled "Case List". The second is labeled "\* Segment" with a question mark icon, followed by a dropdown menu. Below these fields is a blue "Submit" button with a question mark icon.

**Figure 16: BPI Release List search page**

A list of all documents and data released for the selected case and segment is displayed. (**See Figure 17, below**).

CASE NUMBER A-000-000 - SHELLS FROM SEYCHELLES

Segment INV

[Go Back](#) [Print](#)

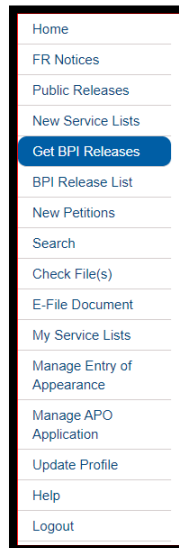
BPI Releases	Filed Date	Document Information	Bar Code
1	4/5/2012	LETTER TO PERTAINING TO TEST	2004833-01
2	1/31/2014	CRI TO FILE PERTAINING TO CERTIFIED CRI CERTIFIED CRI	CRI_012083
3	2/26/2014	LETTER TO PERTAINING TO SAMPLE PERTAINING TO TEXT	2005533-01
4	2/26/2014	LETTER TO PERTAINING TO SAMPLE PERTAINING TO TEXT	2005533-02

**Figure 17: BPI Release List page**

## 8 Get BPI Releases

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 complete mandatory training and set a PIN in the User Profile to access BPI documents. The PIN will be used in combination with the user's telephone number to validate the identity of the E-Filer before BPI documents can be accessed. The PIN is also used to password protect and unbundle "ZIPped" documents.

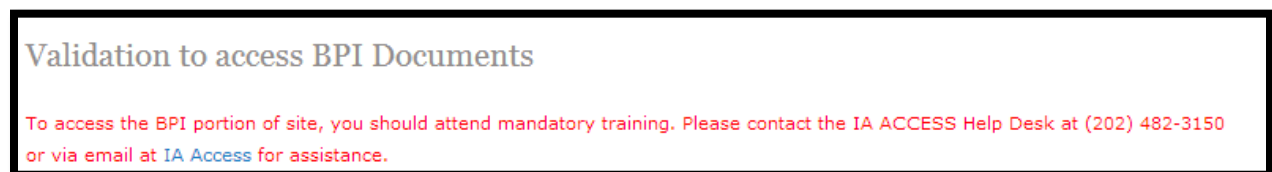
BPI documents are accessed through the Get BPI Releases link on the ACCESS menu. (See **Figure 18, below**).



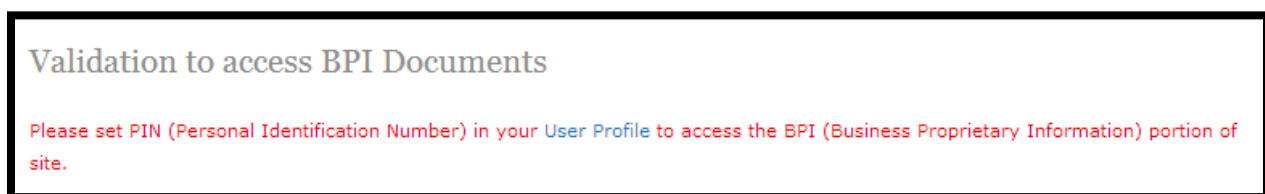
**Figure 18: Get BPI Releases selection**

### 8.1 Training and PIN Validation

To access the BPI portion of the site, the approved E-Filer must attend the mandatory training and set PIN in his or her profile. The notice in **Figure 19, below**, will appear if the E-Filer attempts to access BPI documents but has not completed the mandatory training. The user will also be prompted to set a PIN in his or her profile if one has not already been set. The notice in **Figure 20** will appear if no PIN is set.



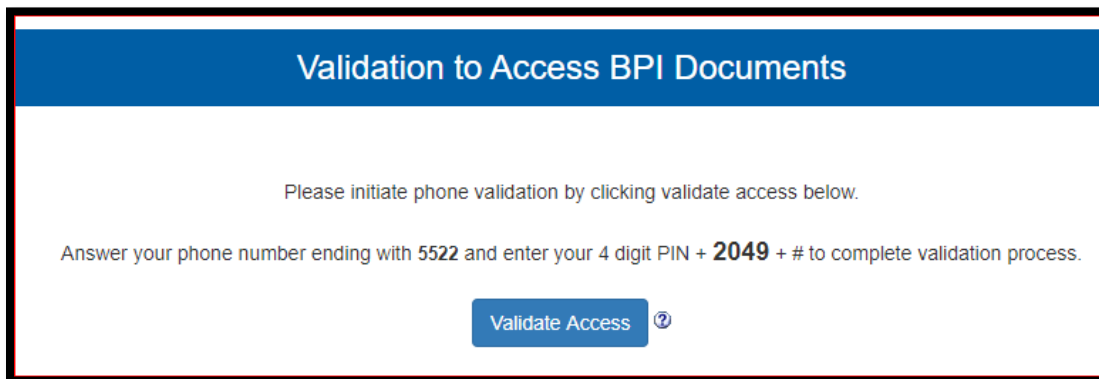
**Figure 19: Training Validation**



**Figure 20: PIN Validation**

## 8.2 Phone Validation

If the one-time training and PIN validation are completed, users will be prompted with an intermediate phone validation page. Click “**Validate Access**”. The phone number listed in your user profile will ring. Enter your 4 digit PIN followed by the 4 digits you see in the screen followed by the # key.



Validation to Access BPI Documents

Please initiate phone validation by clicking validate access below.

Answer your phone number ending with 5522 and enter your 4 digit PIN + 2049 + # to complete validation process.

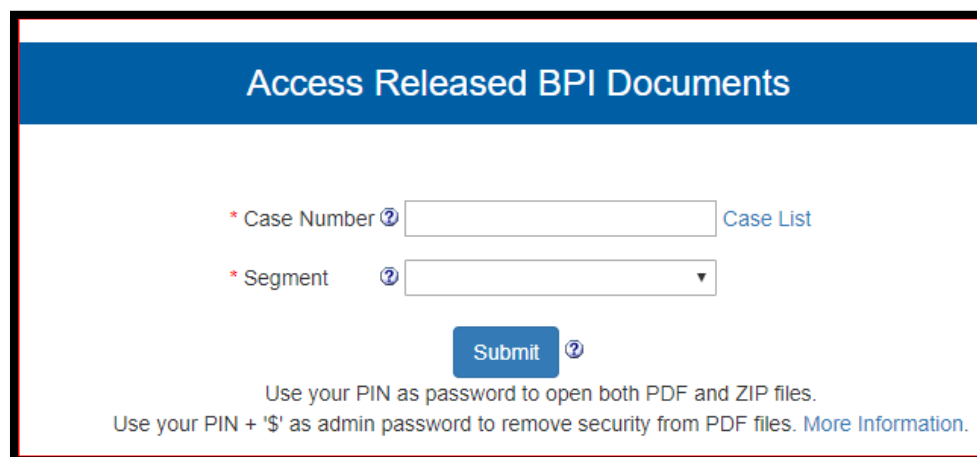
Validate Access ?

Figure 21: Phone Validation

If you suspect fraud, you can press \*111# to disable phone authentication. Contact ACCESS helpdesk to enable your phone validation.

## 8.3 Search BPI Documents:

Once validation is successful, the Access Released BPI Documents page will display. (See Figure 22, below). Enter the desired case number. A list of your segments will appear. Select the desired segment and click “**Submit**”.



Access Released BPI Documents

\* 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 22: Access Released BPI Documents page

## 8.4 Case List:

If you are unsure of a case number, select Case List to see a list of all current case numbers in ACCESS. (Figure 23, below).

Case Number	Case Title
0	Product From Australia
A-000-000	Shells From Seychelles
A-000-0001	dfds From Albania
A-000-001	Coffee Beans From Zimbabwe
A-000-002	Coffee Beans From Zimbabwe
A-000-021	Athletic Socks From Angola
A-000-100	Product From Australia
A-100-000	Coffee From Zimbabwe
A-100-100	Mushrooms From Albania
A-111-111	Test Product From India
A-111-112	iPads From India
A-111-113	iPads From Albania
A-111-114	test From Albania
A-201-822	STAINLESS STEEL AND STRIP IN COILS FROM MEXICO From Mexico
A-201-836	LIGHT-WALLED RECTANGULAR PIPE AND TUBE From Mexico

Figure 23: Case List

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

## 8.5 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. (See Figure 24, below).

BPI Documents Released Under APO by E&C in the Past 14 Days									
Case Title=Shells From Seychelles									
First Previous Page 1 of 1 Pages Next Last									
Filed Date	Case No.	Segment	Type	Title	Filed By	Pertaining to	Security	Bar Code	Actions
03/06/20	A-000-000	SUSP-2013 Agreement	Letter	test	USDOC	test	BPI Doc	2005739-01	<a href="#">Download</a>

First Previous Page 1 of 1 Pages Next Last

Figure 24: 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 ACCESS watermark.
2. Click on  in the Actions column 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.

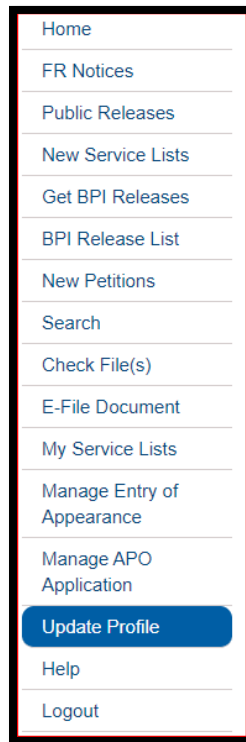
Downloaded PDF files will be password protected and data files will be in encrypted ZIP format and must be unpacked. The user's PIN will open both PDF and ZIP files. Use your PIN followed by '\$' which is the admin password to remove security from PDF files. **Special Note:** You will be prompted to 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 3<sup>rd</sup> party programs include: 7-Zip (open source <http://www.7-zip.org/>) or WinZip (\$30 <http://www.winzip.com>). Note: Standard Windows XP/Windows 7 extract option will not work. We strongly suggest that you virus scan the downloaded 3<sup>rd</sup> party software before installing it. Steps to Working with Password Protected PDF and ZIP Files can be found at [More Information](#).

## 9 Update Profile

Certain information in the user profile may be updated by the registered user.

Click on the “**Update Profile**” link (**Figure 25, below**) from the ACCESS Welcome page.



**Figure 25: Update Profile Link**

The ACCESS Update User Profile webpage will appear (**Figures 26 and 29, below**). 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.

A. E-Filer Update Profile page.

Full Name [Redacted]

Title [?](#) Jr Dev

Country Code [?](#) USA

\* Phone (area/city code + number) [?](#) 3366615522

Firm/Organization Name Others

\* Firm/Organization Address [?](#) 600 Stewart Street, Suite 1200

\* Firm/Organization Phone (area/city code + number) [?](#) 204822575

Admitted to Practice in (U.S. Jurisdictions and Courts only) [?](#) Circuit, U.S. Court of International Trade

Username [Redacted]

\* Security Question [?](#) What is the last name of your favorite teacher?

\* Answer [?](#) test10

\* Security Question [?](#) What is your favorite movie?

\* Answer [?](#) test11

Proxy  
(Lead Attorneys Only: Designate up to two APO-authorized Proxy users.) [?](#)

[List of usernames] → [List of usernames]

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.

☒ 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 added to the APO application. 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 of a change.

☐ Click to change password

Figure 26: Update Profile Page

Verify your country and phone number. This phone number will be used for phone validation to access BPI portion of the site. 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.

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 and click on the right arrow to designate a Proxy. 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.

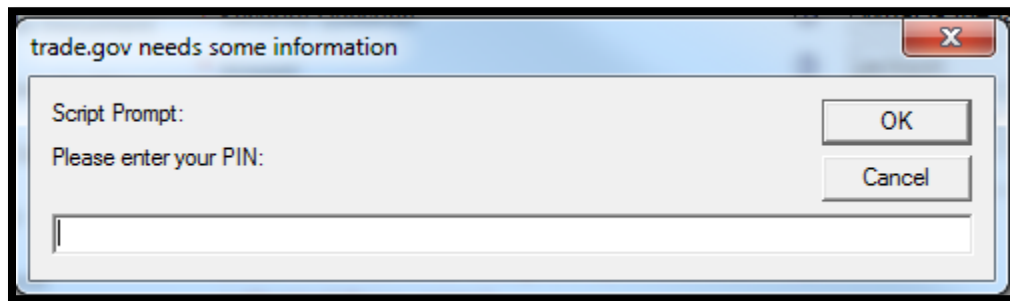
Personal Identification Number (PIN) will be used as an additional layer of security to update your profile and to access BPI portion of the site. Note: You will not be able to change the PIN once it is set. Please select a PIN that you will remember.



The first time an E-Filer logs in to the system after Release 3 is launched, system will display update profile page to set a new PIN. Do not share your PIN with others.

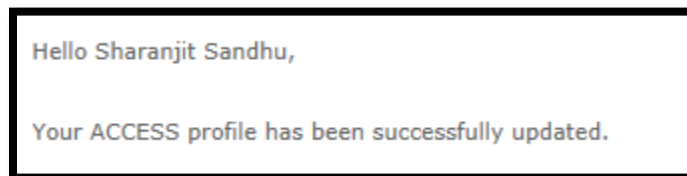
If you prefer to change your password, select the checkbox “Click to change password”, enter your new password, confirm new password and click “**Submit**”.

B. Once the PIN is set in the system, ACCESS will prompt you to enter a PIN to update user profile.



**Figure 27: PIN verification to update profile:**




C. The page will display a message “User Profile updated successfully”.







**Figure 28: Update Profile confirmation.**

D. Guest User Update Profile:

### Update Guest User Profile

Full Name	syed saeed
Country Code 	USA 
* Phone (area/city code + number) 	3474409450
Username	access346@mailinator.com

☐ Click to change password

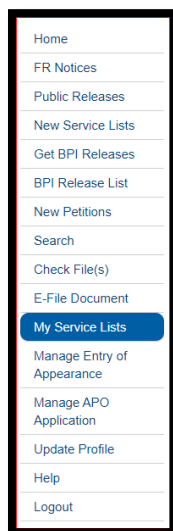
Submit Reset Cancel Deactivate 

**Figure 29: Update Guest User Registration**

Guest Users may update the Phone and Password fields in the profile. (See Figure 29, above).

## 10 My Service Lists

This feature allows users to verify whether they are part of the email notification list for BPI and Public releases.



**Figure 30: My Service Lists selection**

Select “My Service Lists” from the ACCESS menu. The “My Service Lists” page appears. (See Figure 31, below). The list includes the active case segments for which the logged in user is on the Public and APO service lists in ACCESS. The Department’s official service lists continue to be located at <http://enforcement.trade.gov/apo/apo-svc-lists.html>. If you are designated as the lead attorney for an active case segment in the Department’s official service list, but that segment does not appear in “My Service Lists” in ACCESS, contact the APO Unit at [aposupport@trade.gov](mailto: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
<a href="#">A-000-000</a>	CCR - Changed Circumstances			CCR & option1
<a href="#">A-000-000</a>	SUSP - Suspension Agreement			2013 Agreement
<a href="#">A-000-000</a>	INV - Investigation			
<a href="#">A-000-000</a>	NSR - New Shipper Review	01/01/2010	12/31/2011	Test
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="#">A-000-000</a>	SUSP - Suspension Agreement			2013 Agreement
<a href="#">A-000-000</a>	INV - Investigation			
<a href="#">A-000-000</a>	NSR - New Shipper Review	01/01/2010	12/31/2011	Test
<a href="#">A-000-031</a>	INV - Investigation			
My APO Service Lists (Proxy User)				
Case and Segments in which user appears as proxy				

**Figure 31: My Service Lists page**

## 11 Reset Password

Follow the instructions below to recover a forgotten password.

- A. Click on the “**Password Reset**” link from the ACCESS Welcome page.
- B. Fill in the ACCESS Password Reset fields (**See Figure 32, below**).

The screenshot shows the ACCESS Password Reset interface. It includes a sidebar with navigation links (Login, Guest Registration, E-Filer Registration, Help) and a main form area. The form has two input fields: 'Username' and 'Security Code'. The 'Security Code' field contains a CAPTCHA image with the text '1WN1CM'. Below the 'Security Code' field is a small blue circular refresh icon. At the bottom center is a blue button labeled 'Email New Password' with a small question mark icon to its left.

Figure 32: Password Reset

- C. After you input your username, you will be prompted to answer one of the security questions selected during registration.
- D. Click on the “**Email New Password**” Button. The password will be emailed to the registered email address.

## 12 Help

This section will be updated as necessary. You will find an electronic copy of this User Guide, a FAQ for creating PDF files, as well as a FAQ with general information about the system. You will also find an interactive online demonstration illustrating the important functionality of the system found under the topic “System Demonstration”.

- A. Click on the **“Help”** link (**See Figure 33, next page**) from any page in ACCESS to view the Help documentation.
- B. The ACCESS Handbook on Electronic Filing Procedures can be found under the topic “View Policy Notices” on the ACCESS Help window (**See Figure 34, next page**). The ACCESS Handbook provides additional instructions for e-filing documents and data files, and for manual submissions.

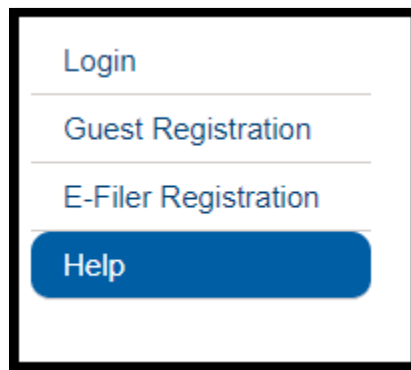


Figure 33: Help Link

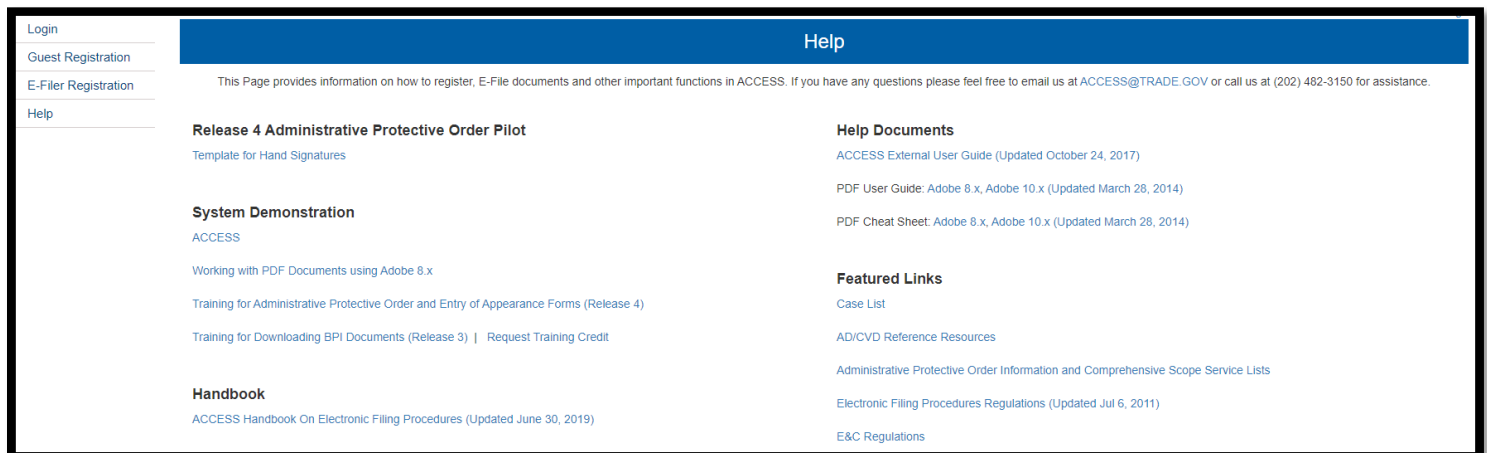


Figure 34: Help Page