Dear E-Filer,

Starting on May 1 and ending on June 16, 2017, Enforcement and Compliance will be piloting a new process for submitting a new Administrative Protective Order (APO) application on the record of a segment of a proceeding. The new process will allow e-filers to submit authorized applicant information directly into ACCESS rather than requiring you to separately e-file an APO as a pdf. This is a follow-on pilot to the Entry of Appearance (EOA) pilot that we conducted in October, 2016. Our goal is to adapt the EOA functionality to the APO application process, and thus manage APO applications and APO Service List generation directly in ACCESS.

During this pilot, an e-filer wishing to submit a new APO application for a segment will be able to do so by clicking on the Manage APO Application link on the ACCESS home screen. When you click on the Create New APO Application link, you will be prompted to fill out the application form for the selected segment of the proceeding. When you have finished filling out the application, ACCESS will create the PDF version of the completed application and will e-file it in the system. After the APO application is approved and when it requires amending, you will be able to modify the ACCESS-generated APO application using the Manage APO Application link. Please refer to the step-by-step instructions for creating and amending an APO application located on the ACCESS homepage, available on or before May 1. The information you submit will be added to the segment record and parties on the public service list will be notified. You will not need to separately e-file or serve the APO application. Please note that you will not be able to use this ACCESS function to modify APO applications that you have submitted prior to the start of this pilot. Also, only public information may be submitted using the pilot APO application form and supporting documents feature.

The pilot will be voluntary. The Department will continue to accept the regular APO application Form ITA-367(2.08) from those users who do not have any new APO applications to submit during the pilot period or prefer to opt out of the pilot. After the pilot has ended, the Manage APO Application link will be removed from the ACCESS Home Page and you will be expected to return to the regular procedures until further notice. All Public Service Lists and APO Service Lists will continue to be maintained at: http://enforcement.trade.gov/apo/apo-svc-lists.html.

Please contact the ACCESS Help Desk at 202-482-3150 or at ACCESS@trade.gov if you need any assistance or have any questions or concerns.

Laura Merchant
ACCESS Team
Enforcement and Compliance
4/20/2017