

Dear E-Filer,

Starting on October 11 and ending on November 30, 2016, Enforcement and Compliance will be testing a new process for submitting a new Entry of Appearance (EOA) on the record of a segment of a proceeding. The new process will allow e-filers to submit interested party information directly into ACCESS rather than requiring you to separately e-file an EOA as a pdf. This will be the first step in allowing us to manage and generate Public Service Lists (and later, APO Service Lists) directly in ACCESS.

During this testing period, an e-filer wishing to submit a new EOA for a segment will be able to do so by clicking on the Manage Entry of Appearance link on the ACCESS home screen. When you click on the Create New Entry of Appearance link, you will be prompted to answer a series of questions to identify the interested party(ies) that you represent in the selected segment of the proceeding. You will not need to separately file an EOA letter. You will also be able to modify the ACCESS-generated EOA using the Manage Entry of Appearance link, when necessary. Please refer to the step-by-step instructions for creating the EOA in ACCESS homepage. The information you submit will be added to the record and parties on the public service list will be notified. You do not need to e-file or serve this EOA. Please note that you will not be able to use this ACCESS function to modify EOA's that you have submitted prior to start of this test.

After the testing period has ended, the Manage Entry of Appearance link will be removed from the ACCESS Home Page and you will be expected to return to the normal 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