



UNITED STATES DEPARTMENT OF COMMERCE
International Trade Administration
Washington, D.C. 20230

Dear ACCESS E-Filer:

Enforcement and Compliance is scheduled to Go Live with Release 4 of the Antidumping and Countervailing Duty Centralized Electronic Service System (ACCESS) in mid-November, 2018. The Release 4 system will allow E-Filers to use new electronic self-service forms for the management of Entries of Appearance (EOA) and Administrative Protective Order (APO) applications. All current EOAs, APOs, Public and APO Service Lists will be maintained in ACCESS. Segment-specific service lists will no longer be available on the APO website.

The new Release 4 functionality will provide E-Filers with the option to file electronic EOA and APO application forms that are quick and easy to fill out, submit and manage. Amendments to EOAs and APO applications will be made more efficient by quickly updating the existing forms instead of submitting new forms or letters. Notification of new and updated Service Lists will be included in the Daily Digests and will be accessible along with other segment documents in ACCESS.

A Go Live date will be announced shortly. In anticipation, we are currently migrating existing EOAs, APO Applications and all Service Lists from the legacy system to ACCESS.

We strongly encourage you to participate in these pre-release activities:

Participate in pre-release testing. We need a small group of E-Filers to help us test the EOA and APO self-service forms and test the new APO and Public Service Lists. Depending on the number of participants, a tester's time obligation should not exceed 2 hours spread over a two-week period. Please contact us at ACCESS@trade.gov or call 202-482-3150 as soon as possible, but no later than Tuesday, October 23rd, to participate. Volunteers will be trained and will be given specific instructions for testing the new forms.

Please note: Even if you do not participate in the pre-release testing, you may receive email notifications that result from testing and pre-release preparation activities. EOAs, APO applications and service lists will begin to appear in the system. Until Release 4 goes live, these documents should be treated as test documents only. Continue to use the existing APO website for Official Service Lists.

Update your user profile. All E-Filers should ensure that profile information is correct. The E-Filer profile information will be used to populate EOAs, APO applications and Service Lists, so it is critical that the information is current - especially your firm address. Updating your Profile is easy; click on the Update Profile option on the left side of the ACCESS Home Page. Review your information and make any corrections. A new check box has been added which asks E-Filers to consent to be added to electronic APO applications. Please check this box. Note that you will need to enter your 4-digit PIN to save updates to your profile. If you do not remember your 4-digit PIN, contact us at ACCESS@trade.gov or 202-482-3150.



Create an E-Filer account or convert a Guest User account to E-Filer. The new self-service EOA and APO application forms will utilize the E-Filer profile information maintained in the system. Therefore, all users who want to be included in an APO application must have a valid E-Filer account. To create a new E-Filer account, select the [E-Filer Registration](#) link on the [ACCESS Home Page](#). To convert your account from a Guest User to E-Filer account, please login into ACCESS and select Update Profile from the menu. In the Update Profile screen, select the “Deactivate” button. Then, follow the normal registration process to re-register as an E-Filer. If you encounter difficulties, please send an email to ACCESS@trade.gov and ask that your Guest User account be deactivated.

If you have questions or run into any problems, please do not hesitate to reach out to us using the contact information above.

Sincerely,

ACCESS Team