



March 20, 2014

Dear ACCESS E-Filer:

Enforcement and Compliance has completed development of the third release, or phase, of our electronic document management system, ACCESS. You have received this letter because you are registered as an E-filer in ACCESS. We are currently scheduled to go live with **Phase 3** of the system on **March 31, 2014**.

In Phase 3, all documents generated by the U.S. Department of Commerce (“the Department”) containing business proprietary information (“BPI”) will be released through ACCESS. Lead attorneys named in the segment Administrative Protective Order (“APO”) service list will receive an automatic email notification to his or her ACCESS E-Filer account of BPI documents that have been released by the Department. Lead attorneys are responsible for retrieving the released documents. **After March 30, released documents containing a party’s own BPI will not be emailed or otherwise distributed to the party by the case analysts. In addition, released documents containing third party BPI will no longer be released to APO authorized applicants by the APO Unit.**

Lead attorneys may designate in their user profile up to two Proxy users from the same organization who may access BPI documents on the lead attorney’s behalf. If the lead attorney designates a Proxy user that is an attorney or other authorized applicant, that Proxy must be an E-Filer who is also listed as an authorized applicant on each of the APO service lists in which the lead attorney appears as an authorized applicant. If the lead attorney designates support staff to be a Proxy, that person must be an E-Filer who has signed all internal firm Acknowledgment For Support Staff forms for each of the segments in which the lead attorney is an authorized applicant. For additional information about Proxy users and those who may access the BPI releases, please refer to the updated ACCESS Handbook on Electronic Filing Procedures located at: <http://access.trade.gov>.

All lead attorneys and potential Proxy users will be required to attend one online training class prior to accessing any BPI documents released by the Department in ACCESS.

Online training sessions will be held at an accelerated rate prior to the commencement of Phase 3 on March 31, and several weeks after the launch. Ongoing training classes will also be provided on a schedule to be announced. The online training schedule and details for connecting to the webinar are posted on the ACCESS website at: <http://access.trade.gov>, in the Notices section.

Please note that we have made substantial changes to the Phase 3 Pilot Program system. **Therefore, we require that all Phase 3 pilot participants attend a training class.**

You must have an active ACCESS E-Filer account to participate in a training session. If you already have an active E-Filer account, you do not have to re-register. If you do not have an E-Filer account, you must register prior to the training class at <http://access.trade.gov>. Instructions for creating an E-Filer user account and submitting it for approval are contained in the Help

section of the site. If you currently have a Guest User account but want to register as an E-Filer, please email access@trade.gov and request that your Guest User account be disabled so that you can register as an E-Filer.

The Department will continue to release proprietary documents containing a pro se party's own BPI directly to the pro se party. Pro se parties are not eligible to receive BPI documents via ACCESS. Additionally, documents requiring bracketing comments and Bracketing Not Final documents will be handled separately outside of the ACCESS system.

Please contact the ACCESS Help Desk if you have any additional questions or concerns after consulting the available information on the ACCESS website. The Help Desk phone number is: (202) 482-3150 and is available weekdays (excluding Federal Government holidays and closures) between the hours of 8:30 am and 5:00 pm. If the ACCESS Help Desk staff is unable to respond immediately to your call, you may email access@trade.gov or leave a message and call back number and someone will return your call.

If you have any further questions, please contact Thomas Harley at (202) 482-1248, Laura Merchant at (202) 482-0367, or for APO issues, Evangeline Keenan at (202) 482-3354.

Sincerely,

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Christian Marsh
Deputy Assistant Secretary
for Antidumping and Countervailing Duty Operations