



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) on **Monday November 26, 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.

When you use the new electronic forms, notifications of your submissions and new and updated Service Lists will be included in the ACCESS Daily Digests. You will not need to separately serve your applications and amendments on the other parties.

We have stocked the ACCESS website with a [Release 4 User Guide](#) that provides step-by-step instructions for filling out the new electronic forms, and a list of [FAQ's](#). Please take advantage of the [Release 4 Training schedule](#); classes will be offered frequently for the next two months.

Remember, you need to update your user profile. 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 phone and address. To update your Profile, 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.

Anyone who wishes 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 to 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 the ACCESS Team at access@trade.gov or at (202) 482-3150.

ACCESS Team

