

ACCESS Release 3 External Training Handout

1. Scope:
 - All business proprietary documents released by E&C for all active cases will be available to authorized lead attorney. *Note: Service between parties is not covered.*
 - Release of business proprietary documents by E&C will be made through ACCESS. i.e. No paper documents, CD etc. Release notification digests will be sent only to lead attorney twice a day at 12:00 pm and 5:05 pm after approved by CRU.
 - Lead attorneys can designate up to 2 proxy users from the same organization in their user profile to access BPI documents on their behalf.
2. Exceptions: Pro se parties, documents requiring bracketing comments, "bracketing not final" releases, and representatives who are not part of APO Service List are not covered in Release 3. If you need to access documents released more than 14 days prior, please get in touch with the analyst.
3. BPI document release availability: 14 days from filed date (the date analyst uploads the document to ACCESS, as indicated in the footer of the document).
4. Training requirement: Access to BPI section of the site is restricted to lead attorney and two authorized Proxy Users who have active E-Filer accounts and have attended mandatory training. Because the Proxy User designation applies to all segments in which the E-Filer appears as the lead attorney on the APO service lists for those segments, Proxy Users must be authorized to access BPI released under APO for the same segments in which the lead attorney is authorized. Unauthorized access to third party BPI is an APO violation. Refer to handbook for more details about Proxy Users.
5. Site Navigation: Get BPI Releases, BPI Release List and My Service Lists.
6. Account Auto Lock: After 5 unsuccessful attempts, system will lock the user account. After 15 mins system will auto-unlock the account.
7. Update Profile: Phone no. format, PIN requirement, Proxy User, and frequency of update.
8. 2nd Factor Authentication: Parties will identify a 4 digit PIN and a telephone number in their ACCESS profile. Parties will receive a phone call and must input a 4 digit number displayed on the screen and their PIN to access a released document. If the user suspects fraud, they can press *111# to disable phone authentication.
9. PDF and ZIP (data) files Password protection:
User's PIN to be used to password protect and open both PDF and ZIP files.
10. Password removal in PDF file. Use PIN + '\$' as admin password to remove security.
11. Tools to work with ZIP files: Need 3rd party software such as 7-Zip (open source <http://www.7-zip.org/>) or WinZip (\$30 <http://www.winzip.com>) to access data file inside encrypted ZIP file. Note: Standard Windows XP/Windows 7 extract option will not work. Perform virus scan on the downloaded 3rd party software before installing it.