

# Instructions for creating and amending an APO Application

## Update Profile

E-filer must update the following information in user profile to be able to participate in the pilot: Firm/Organization Address, Firm/Organization Phone, Admitted to Practice in (for attorneys) and Consent to be added to electronic APO application.

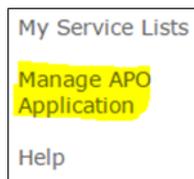
Full Name	Sriniketh L. Narasimhan
* Title	IA ACCESS Project Manager
Country Code	USA
* Phone (area/city code + number)	5131111111
Firm/Organization Name	USDOC
* Firm/Organization Address	1401 Constitution Ave., N.W., Washington DC 20230
* Firm/Organization Phone (area/city code + number)	2024822000
Admitted to Practice in (Jurisdictions and Courts)	CIT3
Username	sriniketh.narasimhan@trade.gov
* Security Question	What is the last name of your favorite teacher?
* Answer	test
* Security Question	What is your best friend's name?
* Answer	test
Proxy (Lead Attorneys Only: Designate up to two APO-authorized Proxy users.)	
<ul style="list-style-type: none"><li>david.klossner@trade.gov</li><li>evangeline.keenan@trade.gov</li><li>harry.mcleod@trade.gov</li><li>hatsebha@jhctechnology.com</li><li>iaaccess@trade.gov</li><li>kaitlin.wojnar@trade.gov</li><li>kommulas@gmail.com</li><li>lana.nigro@trade.gov</li><li>rebecca.janz@trade.gov</li><li>smitsndu@gmail.com</li></ul>	<ul style="list-style-type: none"><li>autumn.banks@trade.gov</li><li>bhanu.kommula@trade.gov</li></ul>

Only select a proxy with APO access in all segments where you appear on the APO Service List. Designating a proxy is not a substitute for filing an APO Application or signing your firm's internal Acknowledgment for Support Staff.

By checking this box, I consent to be added to electronic APO applications submitted by other e-filers from my firm, and agree to be bound by the terms of the APO issued in the segments of the proceedings in which I apply for APO access. I understand I will be notified by email when I am added to an APO application and I will alert the submitter in the event that I need to be removed from the application.

## Creating an Administrative Protective Order (APO) Application

1. Click on 'Manage APO Application' from the ACCESS User Homepage.



2. When the Manage APO Application page appears, click on 'Create New APO Application'.



3. Fill in the information fields for the APO Application you would like to submit. You may only submit public information in the APO Application. Click 'Submit' after you enter the required information.
4. After you click the "Submit" button, the ACCESS Confirmation of electronic submission page will appear.
5. After you submit the APO application, [Add Public APO Supporting Docs](#) becomes available. If you are including applicants from outside your firm/organization, you will need to upload their dated signatures as an attachment to the APO application. The signature template is available in the [Help](#) section. Use the "Add Public APO Supporting Docs" feature to submit such signatures and for other public supporting documents for this APO application. Do not submit business proprietary documents with this electronic APO application form.

Note: Look out for field specific help [?](#) and gray text with instructions to fill out the form. The information you submit will be added to the record and parties on the public service list will be notified. While an APO Application is being reviewed, its status will appear as 'In Progress'. No edits can be made to an APO Application with 'In Progress' status.

## Amending an APO Application

After an APO Application is reviewed by the APO Unit, when it is approved, its status in ACCESS will be updated to 'Active' and you may later amend the ACCESS-generated APO application using the 'Manage APO Application' link. If the APO Unit reviews your APO application and determines that there is a deficiency, the APO Unit will update the status to 'Needs Amendment'. The APO Unit will contact you via phone or email to notify you about what needs to be amended.

Manage APO Application						
Create New APO Application						
Filed Date-Time	Case No.	Case Segment	Product	Full Name	Organization Name	Status
04/28/17 02:46 PM	A-000-000	NSR 01/01/2010 - 12/31/2011	Shells	Sriniketh L. Narasimhan	USDOC	Active
04/28/17 02:50 PM	A-000-000	INV	Shells	Sriniketh L. Narasimhan	USDOC	Needs Amendment

1. Click on 'Manage APO Application' from the ACCESS User Homepage.
2. Click on the case number link for the entry you wish to modify. The APO Application will appear with your previously entered information.
3. Make the necessary changes to the APO Application and click 'Submit'.
4. After you click the 'Submit' button, the ACCESS Confirmation of electronic submission page will appear.

Note: While the amended APO is being reviewed, the status will appear as 'In Progress'. After the amended APO is approved, the status will be updated to 'Active'.