



INTERNATIONAL
TRADE
ADMINISTRATION

UNITED STATES DEPARTMENT OF COMMERCE

IMPORT ADMINISTRATION

IA ACCESS External User Guide

August 13, 2012
Version 2.0

Table of Contents

Record of Changes.....	4
1 Introduction.....	5
2 How to Register for IA ACCESS.....	5
3 Log in to IA ACCESS	7
4 E-File Document.....	8
5 Manual Submission.....	11
6 Navigating the IA ACCESS System	13
7 Update Profile	15
8 Reset Password	16
9 Help	17

Table of Figures

Figure 1: Welcome Page.....	5
Figure 2: E-Filer Registration Page	6
Figure 3: Guest User Registration.....	6
Figure 4: Home Page (after login).....	7
Figure 5: E-File Document Link	8
Figure 6: E-File Document Page.....	9
Figure 7: Interim Confirmation Window.....	10
Figure 8: Confirmation of Electronic Submission.....	10
Figure 9: E-File Document Page - Manual Submission Section.....	11
Figure 10: Cover Sheet for Manual Submission.....	12
Figure 11: Quick Tip/Announcement table.....	13
Figure 12: Quick Search	13
Figure 13: New Petitions	13
Figure 14: Search Screen	14
Figure 15: Update Profile Link	15
Figure 16: Update E-Filer Registration.....	15
Figure 17: Update Guest User Registration	16
Figure 18: Password Reset	16
Figure 19: Help Link	17
Figure 20: Help Page.....	18

Record of Changes

Version	Date	Originator	Requested Changes
Initial/Final Draft	6/10	Keshia Tensley	
Final/1.0	6/9/10	Sriniketh Narasimhan	
1.1	3/31/11	Sherry Burden	Update Screen Shots and Update Content
1.2	4/5/11	Visala Parimi	Updated content
1.3	4/15/11	Sherry Burden	Updated content
1.4	4/25/11	Laura Merchant	Updated content with track changes
1.5	4/26/11	Sriniketh Narasimhan	Accepted track changes, reviewed the document and made changes.
1.6	4/28/11	Sherry Burden	Updated content, page layout and images.
1.7	5/2/11	Sriniketh Narasimhan	Reviewed and made minor changes in text and figures.
2.0	6/13/12	Matthew Jordan	Edits throughout to incorporate Release 2 information.

1 Introduction

This External User Guide explains how users may register, log in, submit electronic documents, create a cover sheet for manual submission, navigate IA ACCESS, update a user profile, reset a password, and access Help in IA ACCESS.

2 How to Register for IA ACCESS

To register for IA ACCESS, go to the IA ACCESS website at <http://iaaccess.trade.gov/>. The IA ACCESS Welcome page will appear (Figure 1, below).

- A. Click on the “**Register**” link located on the right side of the page under the IA ACCESS menu. The IA Terms of Use Agreement will appear. To accept the Terms of Use, click the “**Accept**” button. To decline the Terms of Use, click the “**Decline**” button. (Note: Failure to accept the Terms of Use will prohibit your access to the system.)

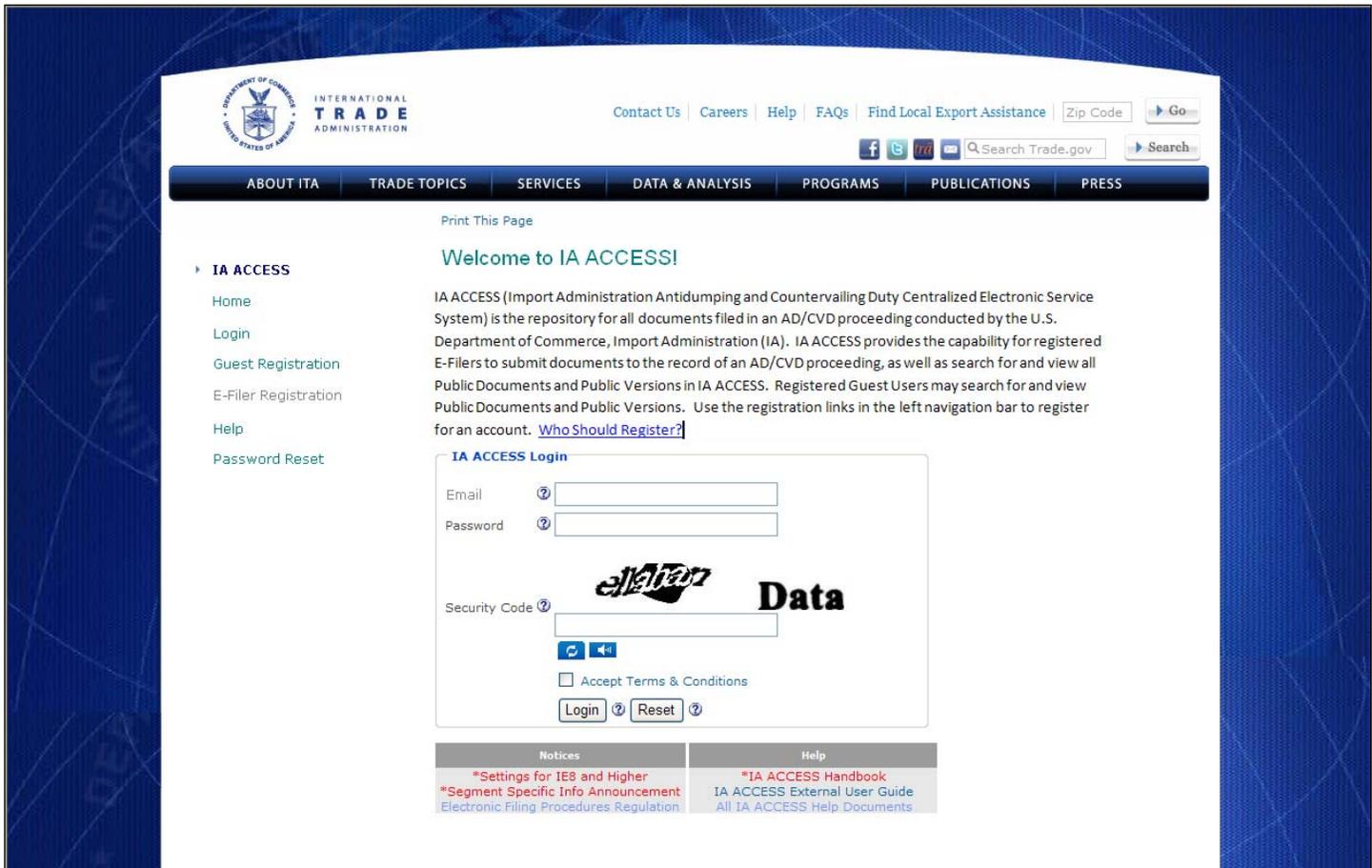


Figure 1: Welcome Page

Note: The  provides information about button function or what needs to be entered in a field.

- B. After accepting the Terms of Use, the IA ACCESS User Registration form will appear.
- C. Type in the required information to complete the IA ACCESS User Registration form (see Figures 2 and 3, below).

INTERNATIONAL TRADE ADMINISTRATION

Contact Us | Careers | Help | FAQs | Find Local Export Assistance | Zip Code | Go

f t in Search Trade.gov Search

ABOUT ITA | TRADE TOPICS | SERVICES | DATA & ANALYSIS | PROGRAMS | PUBLICATIONS | PRESS

Print This Page

IA ACCESS

- Home
- Login
- Guest Registration
- E-Filer Registration
- Help
- Password Reset

IA ACCESS E-Filer Registration

* Full Name

* Title

* Phone

* Firm/Organization Name

If Others, Enter Firm Name

* Case No. and Segment

* Email

* Password

* Confirm Password

* Security Question

* Answer

* Security Question

* Answer

* Security Code

* Required

Submit | Reset | Cancel

Figure 2: E-Filer Registration Page

INTERNATIONAL TRADE ADMINISTRATION

Contact Us | Careers | Help | FAQs | Find Local Export Assistance | Zip Code | Go

f t in Search Trade.gov Search

ABOUT ITA | TRADE TOPICS | SERVICES | DATA & ANALYSIS | PROGRAMS | PUBLICATIONS | PRESS

Print This Page

IA ACCESS

- Home
- Login
- Guest Registration
- E-Filer Registration
- Help
- Password Reset

IA ACCESS Guest Registration

* Full Name

* Phone

* Email

* Password

* Confirm Password

* Security Code

* Required

Submit | Reset | Cancel

Figure 3: Guest User Registration

Note: Fields prefixed with * are required.

- D. When the form is complete, click **“Submit”**. If you need to re-enter the information, click **“Reset”**. To cancel the action, click **“Cancel”**.
- E. After you have submitted the registration information, a confirmation page will appear with the following information: **“Thank you for registering for IA ACCESS. We are in the process of reviewing your registration. You will receive a confirmation email shortly with the registration details. Upon approval you will receive an email confirmation from Import Administration’s APO Unit. The approval process takes approximately 24-48 hours. If you have any questions please feel free to email us at IA_ACCESS@TRADE.GOV or call us at (202) 482-3150 for assistance.”**

3 Log in to IA ACCESS

Go to the IA ACCESS website at <http://iaaccess.trade.gov/>. The IA ACCESS Welcome page will appear.

- A. Type in your registered Username, Password, and the Security Code shown. Check the box to accept the Terms and Conditions. Click on the **“Login”** button if everything is correct. To re-enter the information click on **“Reset”**.
- B. Upon successful login, the user will be able to access the IA ACCESS Home page (**Figure 4, below**).

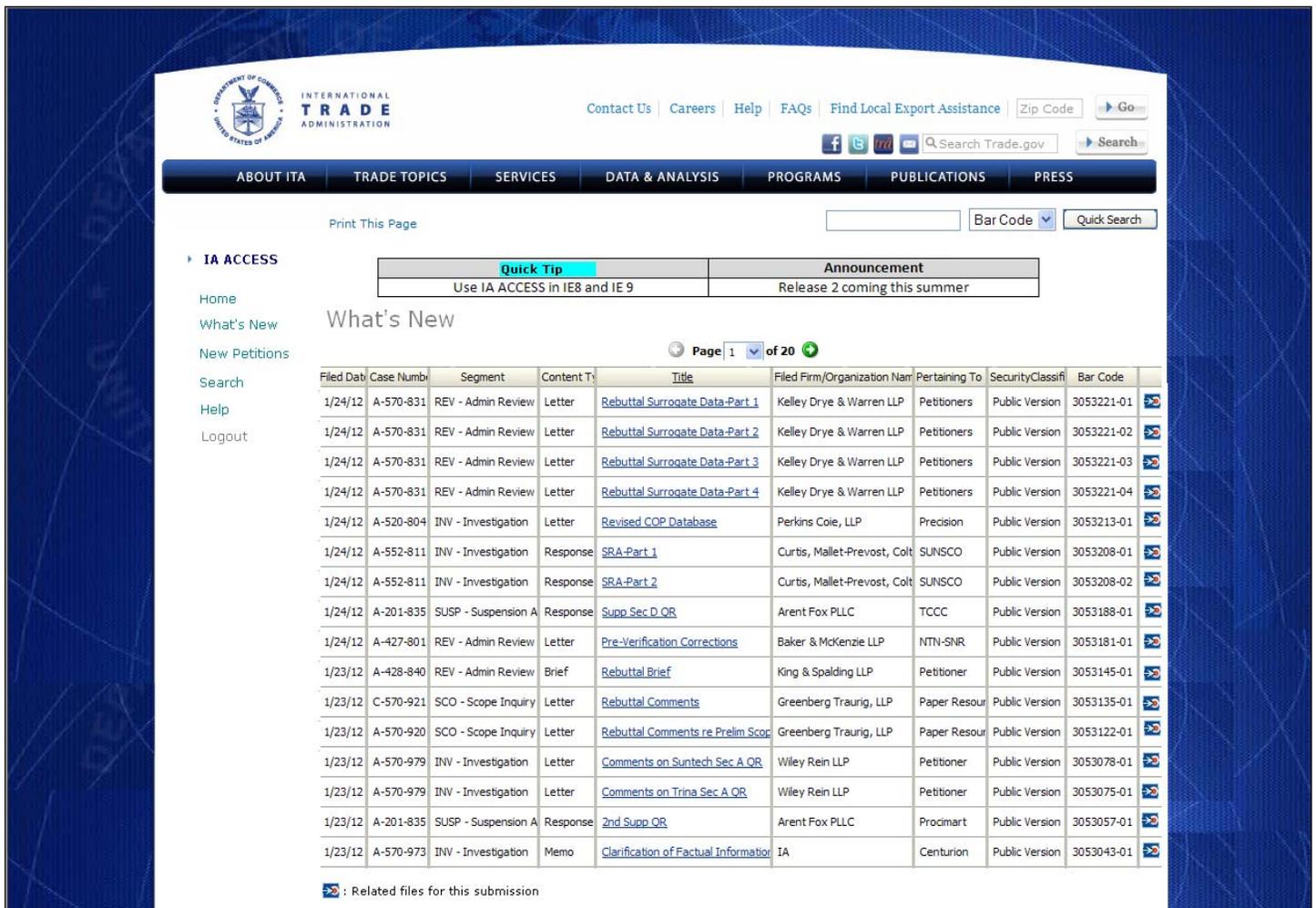


Figure 4: Home Page (after login)

4 E-File Document

Logged in users will be able to E-File documents or create cover sheets for manual (paper) submissions for documents that cannot be filed electronically.

A. Click on the “**E-File Document**” link (**Figure 5, below**) from the IA ACCESS User Homepage.

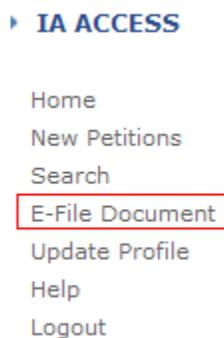


Figure 5: E-File Document Link

B. When the IA ACCESS E-File Document Information webpage appears (**Figure 6, below**), fill in the IA ACCESS Document Information fields in the form.

Note: If you are filing a document for which the bracketing is not final, or is a “One-Day-Lag rule document”, check the **Bracketing Not Final** box. On the next business day you must resubmit the entire document in its final, official form, and omit selecting the Bracketing Not Final box.

The screenshot shows the 'IA ACCESS Document Information' page. The header includes the International Trade Administration logo and navigation links like 'Contact Us', 'Careers', 'Help', 'FAQs', and 'Find Local Export Assistance'. A search bar is located in the top right. The main navigation bar contains 'ABOUT ITA', 'TRADE TOPICS', 'SERVICES', 'DATA & ANALYSIS', 'PROGRAMS', 'PUBLICATIONS', and 'PRESS'. The page content is divided into a left sidebar with 'IA ACCESS' and a main form area. The sidebar includes links for Home, What's New, New Petitions, Search, E-File Document, Update Profile, Help, and Logout. The main form area contains the following sections:

- Print This Page** and **Quick Search** options.
- Case & Segment Info:**
 - Case Number (text input)
 - Segment (dropdown menu)
 - Segment Begin Date (calendar icon)
 - Segment End Date (calendar icon)
 - Segment Specific Information (dropdown menu)
- Document Info:**
 - Security Classification (dropdown menu)
 - Document Type (dropdown menu)
 - Filed On Behalf Of (collective entity) (text input)
 - Manual Submission (checkbox)
 - Bracketing Not Final (checkbox)
 - Comments (text area)
- Upload document:** 4 MB limit per PDF. 20 MB limit for 5 PDFs or 1 data file.
- Upload Table:**

* Title	* Upload File	* Page Count
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
<input type="text"/>	<input type="button" value="Browse..."/>	<input type="text"/>
- Buttons: **Submit**, **Reset**, **Cancel**.

Figure 6: E-File Document Page

- C. To file document(s) electronically (as shown above), click the **“Browse”** button and upload the searchable PDF file. The maximum individual document file size is 4 megabytes (MB) and the maximum number of files that can be submitted at one time is five. Larger documents may be subdivided into small sub files, each less than 4 MB, thereby totaling no more than 20 MB for each upload. Data files of 20 MB or less in size will be accepted, however, the upload limit remains 20 MB, therefore, you may not upload a 20MB file along with a 2MB narrative.
- D. To submit the selected document(s), click the **“Submit”** button. To re-enter the information click the **“Reset”** button. To cancel the operation, click on the **“Cancel”** button.
- E. After you click the **“Submit”** button, the submission information (interim confirmation) window will appear (**Figure 7, below**). To cancel the procedure and go back to the IA ACCESS Document Information window, click the **“Cancel”** button. To continue with the submission, click on the **“OK”** button.

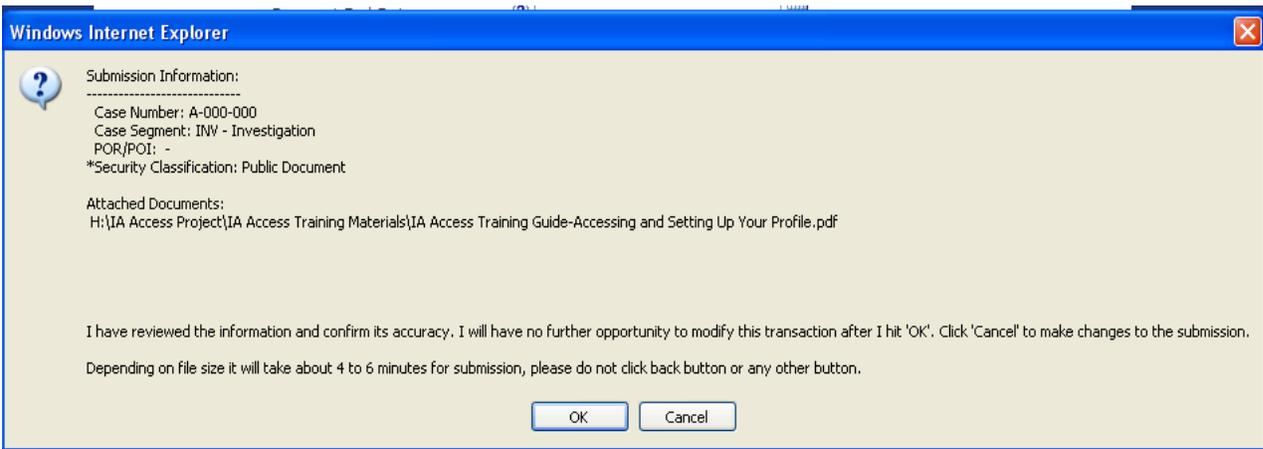


Figure 7: Interim Confirmation Window

F. After you click the “OK” button, the IA ACCESS E-File Confirmation page will appear (**Figure 8, below**).



Figure 8: Confirmation of Electronic Submission

G. To print, click the “**Print**” button. If you want to E-File documents that are similar in nature, click the “**E-File Similar Document**” button. If you want to add additional documents for the same submission, click “**Add More Files**” button. (Note: “E-File Similar” establishes a new barcode for the submission, rather than continuing the original barcode, as “Add More Files” does.)

5 Manual Submission

Documents that are 500 or more 8½ x 11 pages in length may be filed manually. Bulky documents must be grouped into volumes of no more than 500 pages and submitted in order as they appear in the larger document. The IA ACCESS Cover Sheet must be placed on top of the first volume. Each subsequent volume of 500 pages or less must be separated by a Separator Sheet generated in IA ACCESS.

- A. When filling out the IA ACCESS E-File Document Page form, check the “**Manual Submission**” box in the form. (**Figure 9, below**).

The screenshot shows a web form titled "Document Info:". It contains several fields and a checkbox. The "Manual Submission" checkbox is checked and highlighted with a red rectangular box. Below the form are buttons for "Submit", "Reset", and "Cancel".

* Security Classification	<input type="text"/>
* Document Type	<input type="text"/>
* Filed On Behalf Of (collective entity)	<input type="text"/>
Manual Submission	<input checked="" type="checkbox"/>
* Title	<input type="text"/>
* Page Count	<input type="text"/>
Bracketing Not Final/1 Day Lag Filing (You must resubmit final version next business day)	<input type="checkbox"/>
Comments	<input type="text"/>

* Required

Submit Reset Cancel

Figure 9: E-File Document Page - Manual Submission Section

- B. The IA ACCESS Document Information Page for a manual submission appears (**See Figure 8, above**). Each document volume or logical grouping of a manual submission must not exceed 500 pages. The cover sheet can be used for a 500 page document, or for the first volume of a submission that exceeds 500 pages in total. (Note: The Page Count on the cover sheet or on a separator sheet should reflect the total number of pages in that volume, not the total number of pages in the entire submission.)
- C. When the form is complete, click the “**Submit**” button. To clear the fields and re-enter the information, click the “**Reset**” button. To cancel the operation, click on the “**Cancel**” button.
- D. The IA ACCESS Confirmation of Cover Letter for Manual Submission page will appear. You **MUST** print this page. A Print popup dialog box will appear to allow you print, or you may click on the form’s “**Print**” button to print. The printed Cover Sheet must be placed on top of the paper document when it is submitted to the APO/Dockets Unit (**Figure 10, next page**).

The screenshot shows the International Trade Administration (ITA) website. At the top, there is a header with the ITA logo and navigation links: Contact Us, Careers, Help, FAQs, Find Local Export Assistance, Zip Code, and Go. Below this is a social media bar with icons for Facebook, Twitter, LinkedIn, and YouTube, along with a search bar for Trade.gov. A dark blue navigation bar contains links for ABOUT ITA, TRADE TOPICS, SERVICES, DATA & ANALYSIS, PROGRAMS, PUBLICATIONS, and PRESS.

The main content area is titled "IA ACCESS" and "Cover Sheet for Manual Submission". On the left is a sidebar with links: Home, New Petitions, Search, E-File Document, Update Profile, Help, and Logout. The main content features a barcode with the number 2005216-01 below it. The submission details are organized into sections:

- Case & Segment Info:**
 - Bar Code: 2005216-01
 - Case Number: A-111-111
 - Case Title: Test Product From India
 - Case Segment: INV - Investigation
 - Segment Begin Date
 - Segment End Date
- Document Info:**
 - Document Title: test
 - Security Classification: Public Document
 - Document Type: Letter
 - Filed On Behalf Of (collective entity): test
 - Page Count: 1
 - Manual Submission: Yes
- Comments**
- Submitter Info:**
 - Filed By: training123@trade.gov
 - Firm/Organization Name: A-L-L Magnetics LLP

At the bottom of the page, there are three buttons: "Print", "E-File Similar Submission", and "Create Separator Sheets".

Figure 10: Cover Sheet for Manual Submission

- E. If you want to add another volume of no more than 500 pages for the same submission, click the “Create Separator Sheets” button and place one Separator Sheet on top of each subsequent paper volume(s). Separator Sheets, in addition to the Cover Sheet, must also be prepared for each individual data file submitted on a CD.

6 Navigating the IA ACCESS System

By now, you should be comfortable logging into the IA ACCESS system, and have seen the IA ACCESS Home page, which presents you with navigation options on the left column, a main area of documents that have been recently added to the public files, and a **Quick Tip/Announcement table** that contains news about the system as well as documentation about best practices. Please don't overlook this table of information (see **Figure 11, below**).

Quick Tip	Announcement
Use IA ACCESS in IE8 and IE9	Release 2 Notes (Updated Aug 13, 2012)
	Registered Users by Segment (Updated Aug 13, 2012)

Figure 11: Quick Tip/Announcement table

The **What's New** section contains public documents and public versions that have been approved for release during the past seven days.

In the upper right, you will notice the quick search functionality. Here you may do a quick search for case number by default, but the dropdown allows you to also do a quick search by barcode and full-text (see **Figure 12, below**).

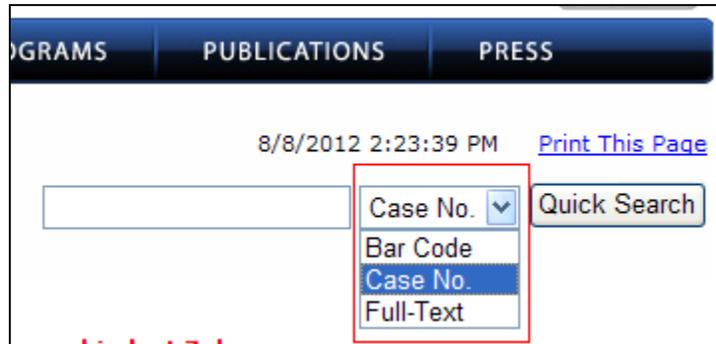


Figure 12: Quick Search

Search for **New Petitions** by choosing that link on the left side. This will take you to any new petitions filed within the past 30 days (see **Figure 13, below**).



Figure 13: New Petitions

Searching IA ACCESS can be the simplest way to locate specific information. The available metadata fields are on this screen. Enter as much or as little case information as you would like, then press Search (**see Figure 14, below**).

The screenshot displays the IA ACCESS search interface. On the left is a navigation menu with 'Search' highlighted. The main area is divided into sections: Case Info, Document Info, Submitter Info, and Full-Text. Each section contains several input fields and dropdown menus. At the bottom, there are controls for 'Results Per Page' (set to 50), 'SortBy' (set to Filed Date), and 'Descending' order, along with 'Search' and 'Reset' buttons.

Section	Field	Type	
Case Info	Case Number	Text	
	Case Title	Text	
	Segment	Dropdown	
	Segment Begin Date	Date	
	Segment End Date	Date	
Segment Specific Information			Text
Document Info	Bar Code	Text	
	Document Title	Text	
	Security Classification	Dropdown	
	Document Type	Dropdown	
	Pertaining To (collective entity)	Text	
Submitter Info	Filed	Text	
	Firm/Organization	Dropdown	
	Name	Text	
	Filed Date	Date	
Full-Text	Full-Text Search	Text	

Results Per Page: 50 SortBy: Filed Date Descending

Search Reset

Figure 14: Search Screen

Once you have completed your search, you will have the option to **Refine Search**. By clicking this, you may narrow your results. The Refine Search option will return you to the Search screen, with your previous data still filled out, allowing you to add additional criteria to your search.

You may manage your search results by clicking on column headers such as Filed Date, which will **sort the table results by the selected column**.

You may click on the icon in the **“Related” column** to see more documents that were part of the submission.

7 Update Profile

Certain information in the user profile may be updated by the registered user.

A. Click on the “Update Profile” link (**Figure 15, below**) from the IA ACCESS Welcome page.

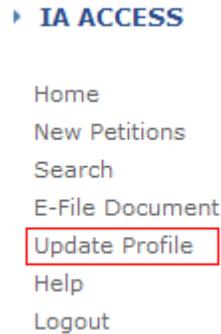
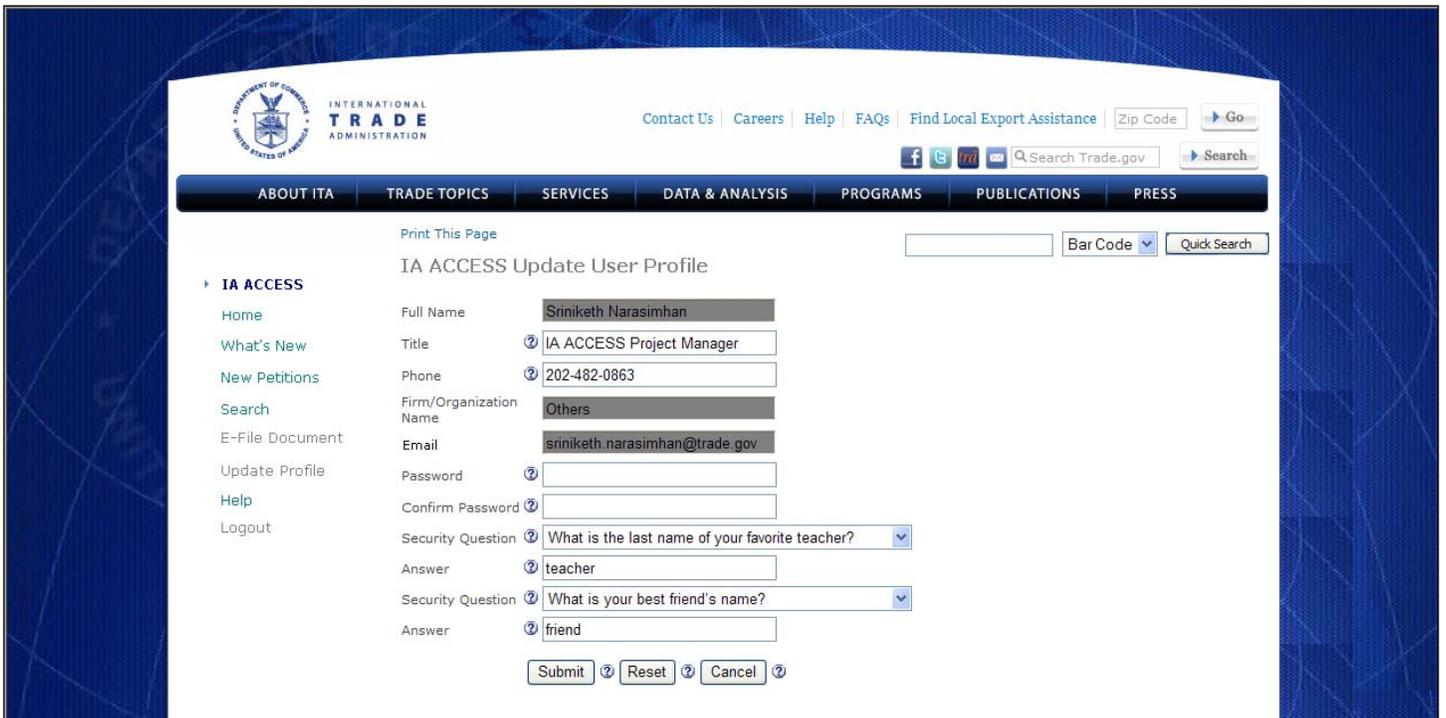


Figure 15: Update Profile Link

B. The IA ACCESS Update User Profile webpage will appear (**Figures 16 and 17, below**). You can update the fields that are not in gray.



A screenshot of the IA ACCESS Update User Profile webpage. The page features a navigation menu on the left with the following items: IA ACCESS, Home, What's New, New Petitions, Search, E-File Document, Update Profile, Help, and Logout. The main content area is titled "IA ACCESS Update User Profile" and contains a form with the following fields:

Full Name	Sriniketh Narasimhan
Title	IA ACCESS Project Manager
Phone	202-482-0863
Firm/Organization Name	Others
Email	sriniketh.narasimhan@trade.gov
Password	
Confirm Password	
Security Question	What is the last name of your favorite teacher?
Answer	teacher
Security Question	What is your best friend's name?
Answer	friend

At the bottom of the form are buttons for Submit, Reset, and Cancel.

Figure 16: Update E-Filer Registration

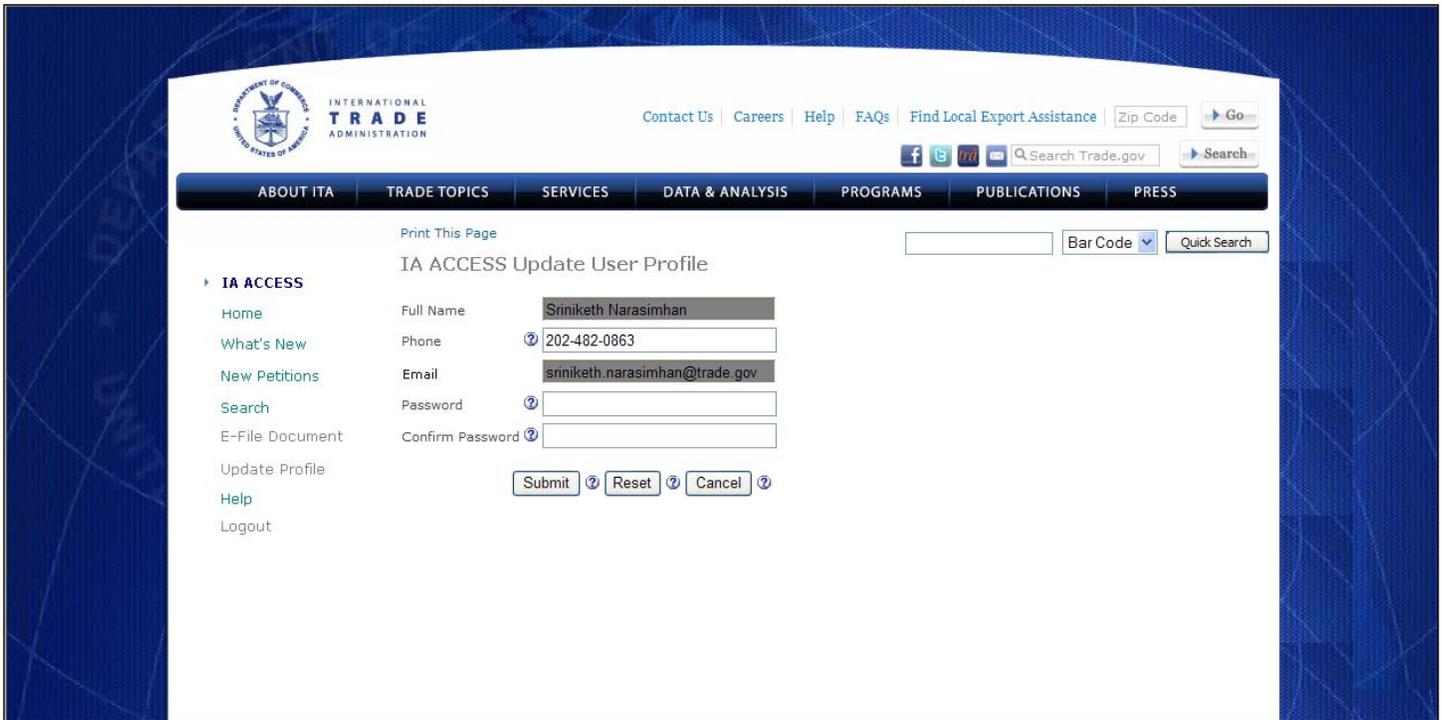


Figure 17: Update Guest User Registration

- C. To submit your changes click the **“Submit”** button. To clear the entered information, click the **“Reset”** button. To cancel the operation, click the **“Cancel”** button.
- D. The page will display a message **“User Profile updated successfully”**.

8 Reset Password

Follow the instructions below to recover a forgotten password.

- A. Click on the **“Password Reset”** link from the IA ACCESS Welcome page.
- B. Fill in the IA ACCESS Password Reset fields (**Figure 18, below**).



Figure 18: Password Reset

- C. After you input your username, you will be prompted to answer one of the security question selected during registration.

- D. Click on the “**Email New Password**” Button. The password will be emailed to the registered email address.

9 Help

This section will be updated as necessary. You will find an electronic copy of this User Guide, a FAQ for creating PDF files, as well as a FAQ with general information about the system. You will also find an interactive online demonstration illustrating the important functionality of the system found under the topic “System Demonstration”.

- A. Click on the “**Help**” link (**Figure 19, below**) from any page in IA ACCESS to view the Help documentation.
- B. The IA ACCESS Handbook on Electronic Filing Procedures can be found under the topic “View Policy Notices” on the IA ACCESS Help window (**Figure 20, next page**). The IA ACCESS Handbook provides additional instructions for e-filing documents and data files, and for manual submissions.

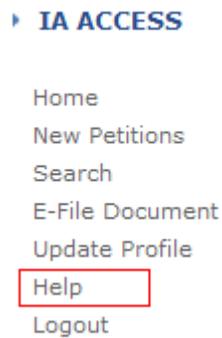


Figure 19: Help Link

[▶ IA ACCESS](#)**IA ACCESS Help**[Home](#)[Login](#)[Guest Registration](#)[E-Filer](#)[Registration](#)[Help](#)[Password Reset](#)

This Page provides information on how to register, E-File documents and other important functions in IA ACCESS. If you have any questions please feel free to email us at IA_ACCESS@TRADE.GOV or call us at (202) 482-3150 for assistance.

Help Documents[Who May Register?](#)[IA ACCESS External User Guide \(Updated Aug 13, 2012\)](#)[IA ACCESS Release 2 Notes \(Updated Aug 13, 2012\)](#)[Frequently Asked Questions \(Updated Aug 13, 2012\)](#)[PDF User Guide](#)[PDF Cheat Sheet: \[Adobe 8.x\]\(#\), \[Adobe 10.x\]\(#\)](#)**System Demonstration**[IA ACCESS](#)[Working with PDF Documents using Adobe 8.x](#)**Handbook**[IA ACCESS Handbook On Electronic Filing Procedures \(Updated Aug 13, 2012\)](#)**Featured Links:**[Administrative Protective Order and Service Lists](#)[Electronic Filing Procedures Regulations \(Updated Jul 6, 2011\)](#)[IA Regulations](#)

Figure 20: Help Page