INTERNATIONAL TRADE ADMINISTRATION

Pilot

UNITED STATES DEPARTMENT OF COMMERCE

IMPORT ADMINISTRATION

User Interface Guide

IA ACCESS

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1 Introduction

This User Interface Guide explains how to register, log in, submit a document, create a cover sheet, reset password, update profile 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 Home webpage 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 webpage will appear. To accept the Terms of Use, click the "**Accept**" button, to decline click the "**Decline**" button. Accept the terms to go to Step B.

Figure 1: IA ACCESS Home Webpage

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 (**Figure 2 below**).

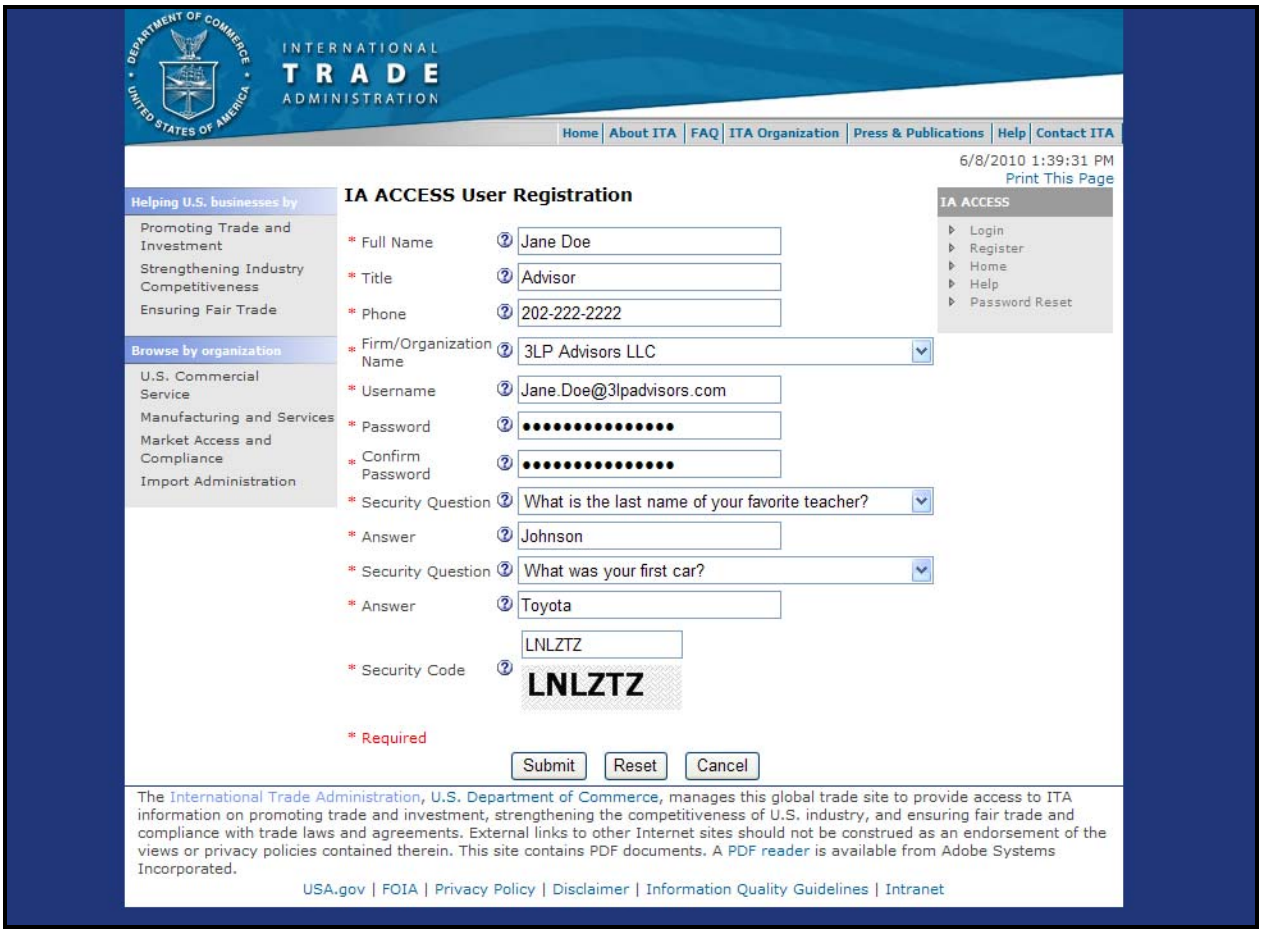

Figure 2: IA ACCESS User Registration page

***Required Fields**

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. Once registration information is submitted, a confirmation page will appear stating "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://iaacess.trade.gov. The IA ACCESS Home webpage will appear (**Figure 1 above**).

A. Click on the "**Login**" link located on the right side of the page under the IA ACCESS menu. The IA ACCESS Login webpage will appear (**Figure 1 above**).

B. Type in Username, Password, and the Security Code shown. Click on the "**Login**" button if everything is correct. To re-enter the information click on "**Reset**".

C. Upon successful login, the user will be able to access the registered user sections of the system (**Figure 3 below**).

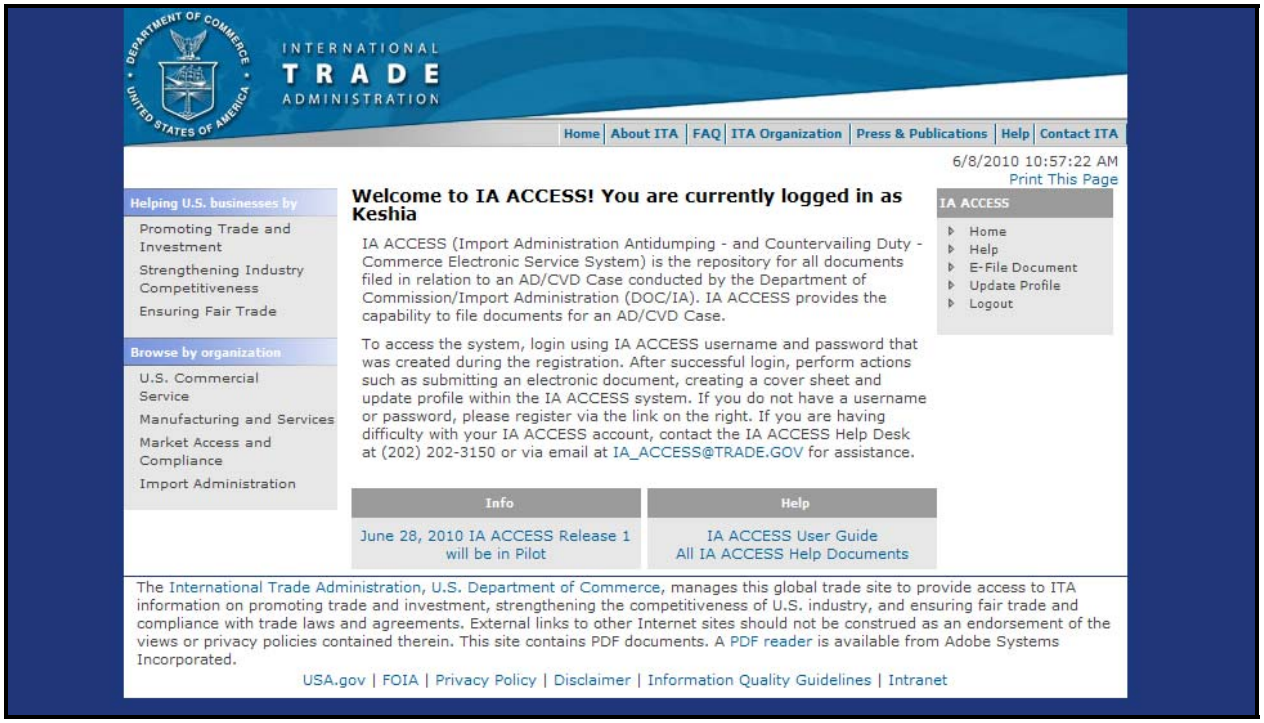

Figure 3: IA ACCESS Home page

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 4 below**) from the IA ACCESS User Homepage. The IA ACCESS Document Information webpage will appear.

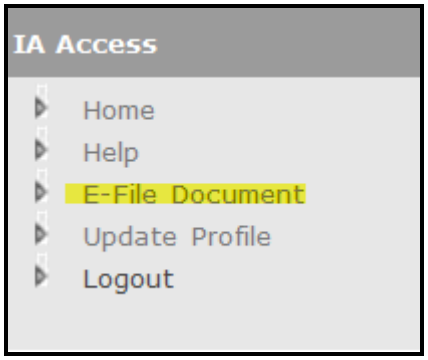

Figure 4: IA ACCESS Menu "E-File Document" Link

B. Fill in the IA ACCESS Documentation Information fields in the form. (**Figure 5 below**).

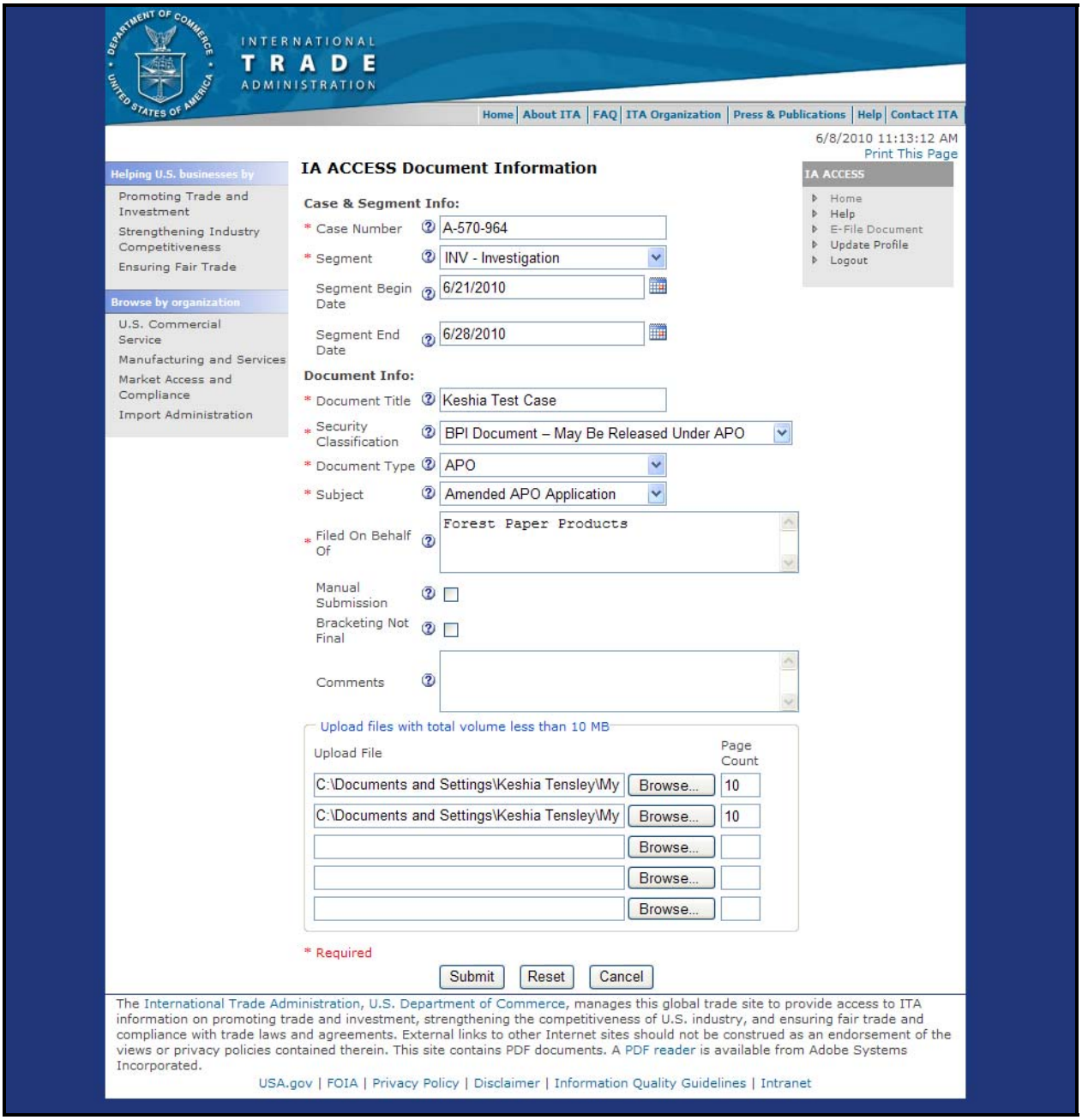

Figure 5: IA ACCESS Document Information page - Electronic Submission

C. To file a document(s) electronically (as shown above), click the "**Browse**" button and upload the desired document(s). Although more than one document may be uploaded at a time, the total size of all the uploaded documents may not exceed 10 mega bytes.

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. The IA ACCESS Confirmation of Electronic Submission screen will appear (**Figure 6 below**).

Figure 6: IA ACCESS Confirmation of Electronic Submission

F. To print, click the "**Print**" button. If you want to e-file additional similar document(s) click the "**E-File Similar Document**" button.

4.1 Manual Submission

A. For documents that must be submitted manually in paper, check the "**Manual Submission**" box in the form.

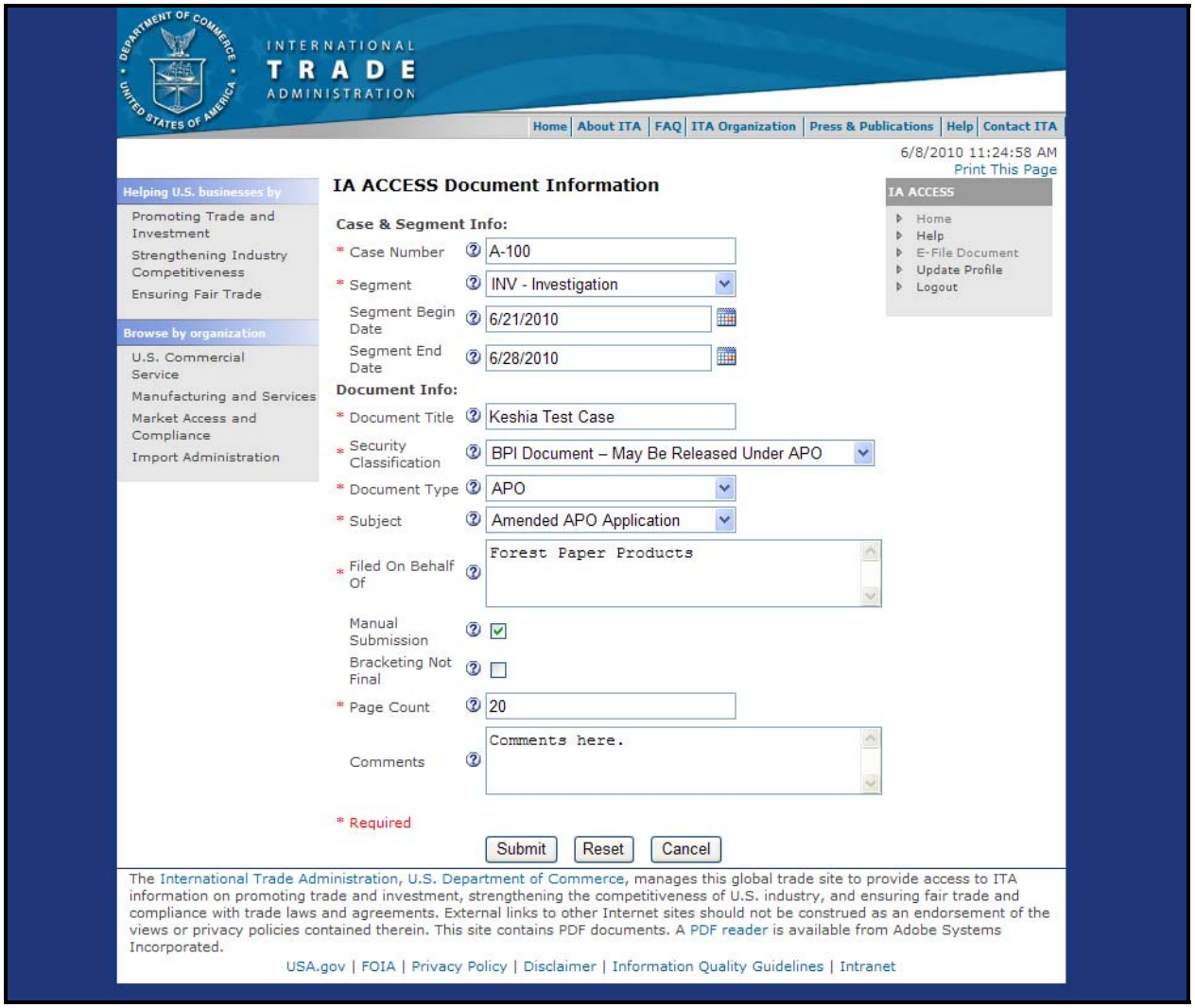

Figure 7: IA ACCESS Document Information page - Manual Submission

B. 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. The IA ACCESS Confirmation of Cover Letter for Manual Submission screen will appear. You must print this screen. Click on the "**Print**"

button to print. This copy must be placed on top of the paper document when it is submitted to the APO/Dockets Unit. (**Figure 8 below**).

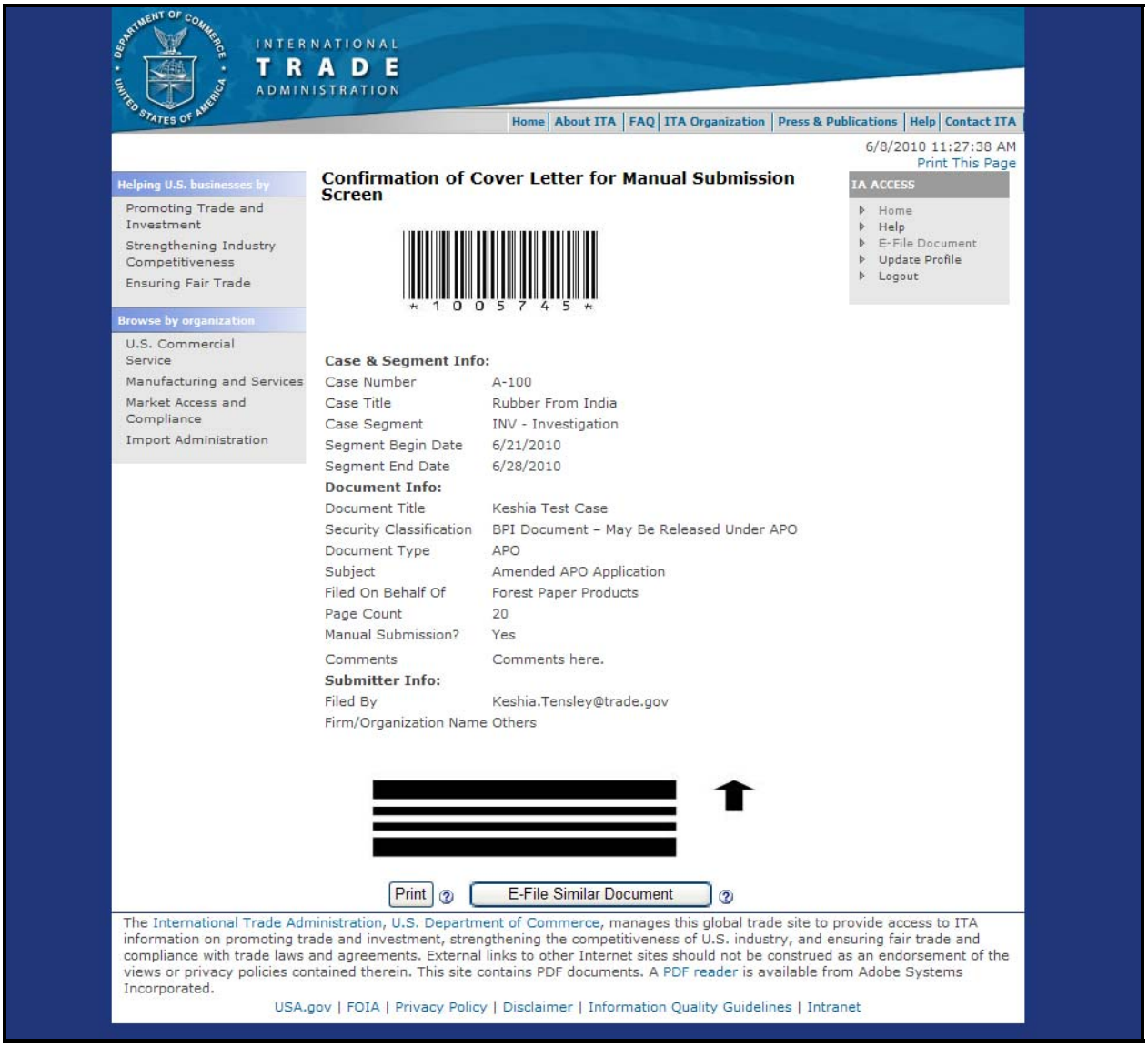

Figure 8: IA ACCESS Confirmation of Cover Letter for Manual Submission

5 Reset Password

Follow the instructions below to recover a forgotten password.

A. Click on the "**Password Reset**" link from the IA ACCESS user homepage.
B. Fill in the IA ACCESS Password Reset fields (**Figure 9 below**).

Figure 9: IA ACCESS Password Reset Webpage

C. Click on the "**Email New Password**" Button. The resulting screen informs the user that the password will be emailed to the registered email address.

6 Update Profile

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

A. Click on the "**Update Profile**" link (**Figure 10 below**) from the IA ACCESS user homepage. The IA ACCESS Update User Profile webpage will appear.

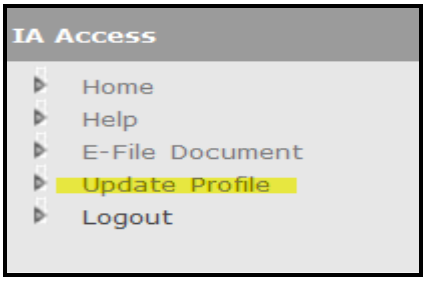

Figure 10: IA ACCESS Menu "Update Profile" Link

B. The user can update the fields designated by question marks (**Figure 11 below**).

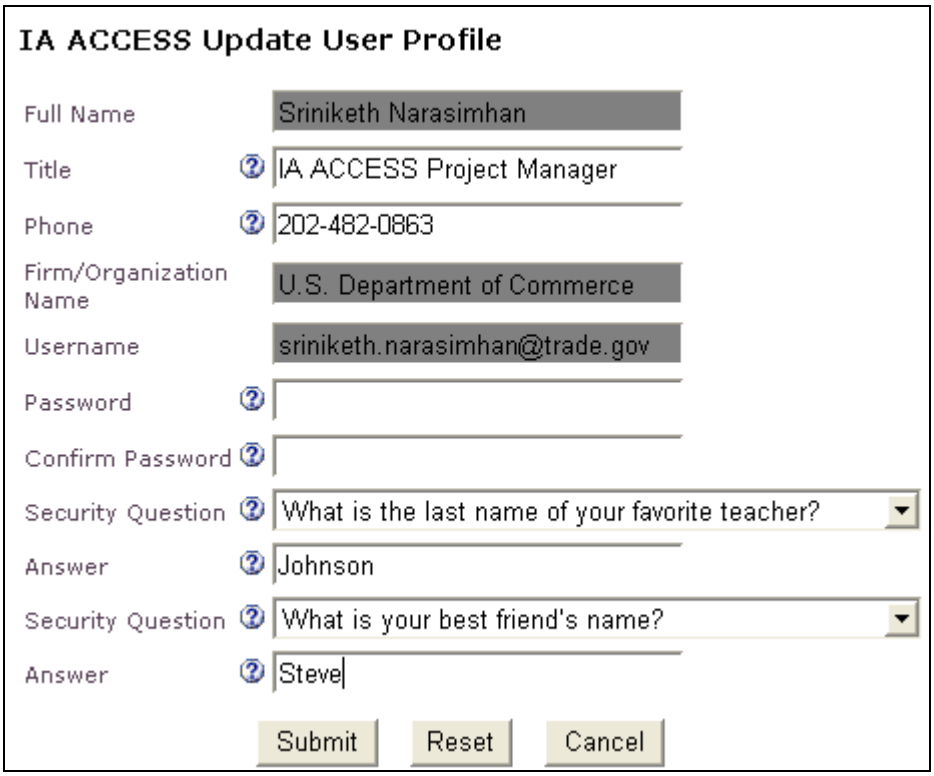

Figure 11: IA ACCESS Update User Profile

C. To submit the changes click the "**Submit**" button. To clear the entered information click the "**Reset**" button. To cancel the operation click on the "**Cancel**" button.
D. The screen will display a message "**User Profile updated successfully**".

7 Help

This section will be updated frequently. **Figure 13** is a current snapshot of the Help section. You will find an electronic copy of this User Guide, a FAQ for creating PDF files, as well as a FAQ for general information about the system. You will also find an interactive online demonstration illustrating the important functionality of the system. This demo can be found under the topic "System Demonstration".

A. Click on the "**Help**" link (**Figure 12 below**) from the IA ACCESS user homepage to access the Help documentation.

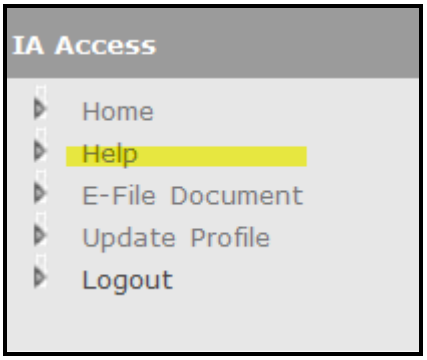

Figure 12: IA ACCESS Menu "Help" Link

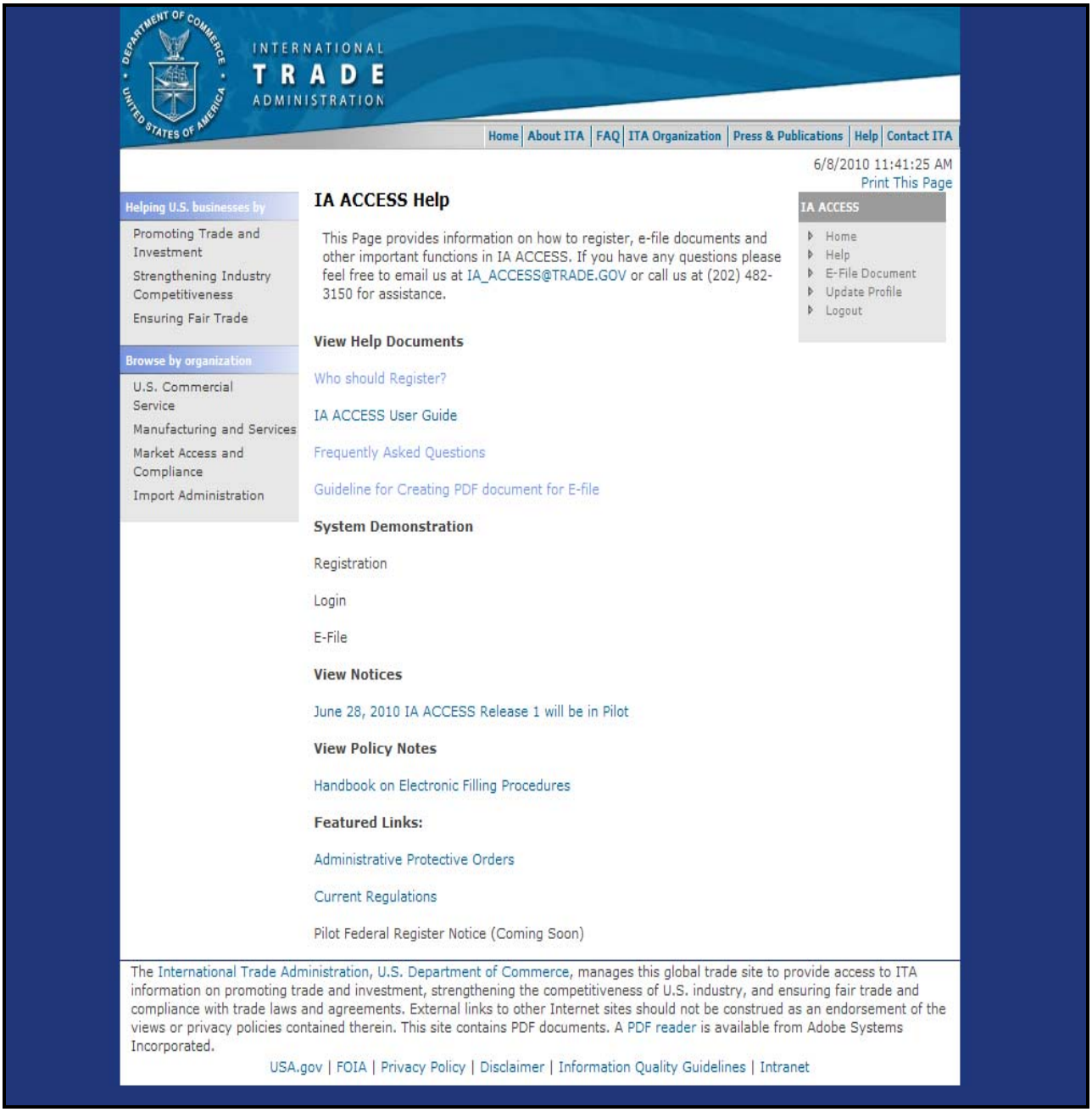

Figure 13: IA ACCESS Help