

# How To Register for Modernized ACCESS Guest User Account for Returning Users

Welcome to the modernized ACCESS site! When a returning Guest user is accessing the modernized ACCESS site for the first time, they must sign up to the site by following the steps below.

## Returning Guest User:

1. Navigate to <https://access.trade.gov/> and select “Sign In” on the top right corner, followed by the “As External User” as shown in Figure 1.

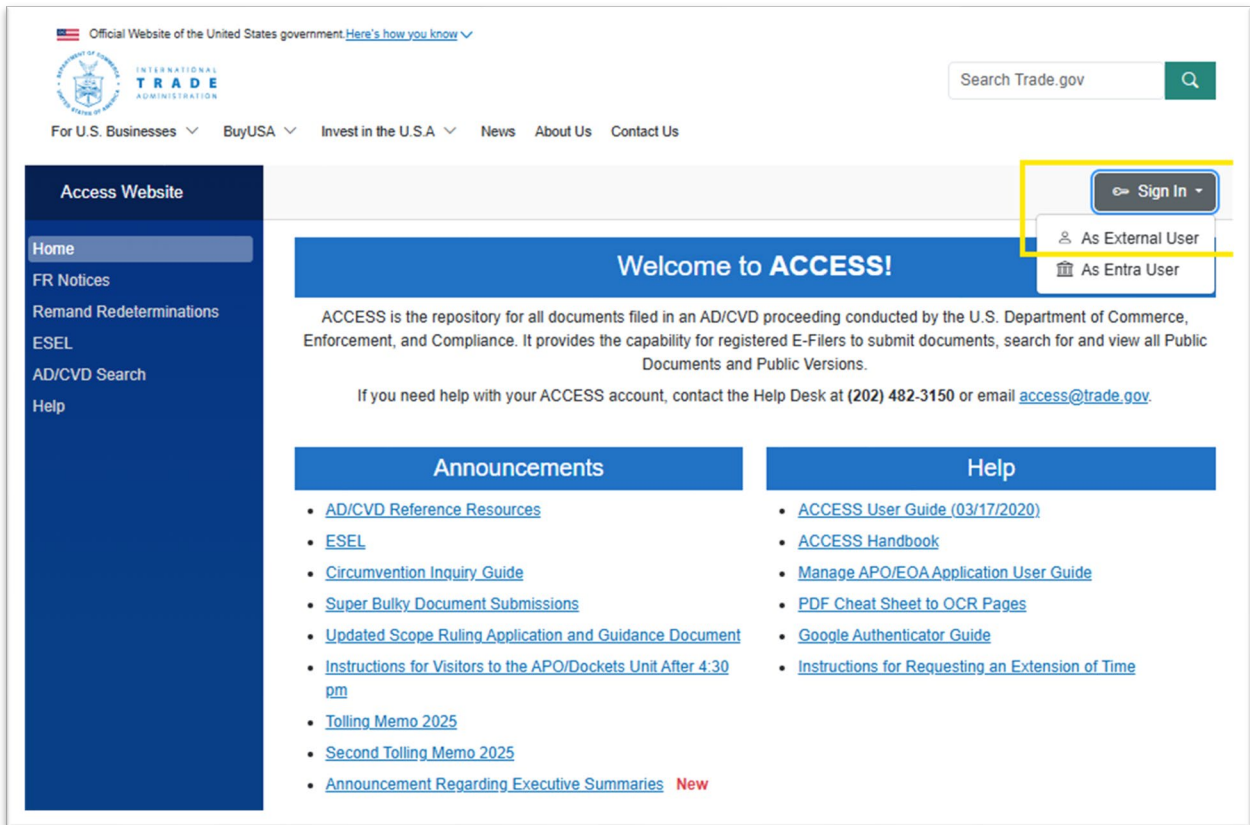


Figure 1

2. After selecting “Sign in” & “As External User” you will be navigated to the “Sign In” page, please select “Sign up now” as shown in Figure 2.

You are accessing a U.S. Government information system, which includes: 1) this computer, 2) this computer network, 3) all computers connected to this network, and 4) all devices and storage media attached to this network or to a computer on this network. You understand and consent to the following: you may access this information system for authorized use only; unauthorized use of the system is prohibited and subject to criminal and civil penalties; you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system at any time and for any lawful Government purpose; the Government may monitor, intercept, audit, and search and seize any communication or data transiting or stored on this information system; and any communications or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose. This information system may contain Controlled Unclassified Information (CUI) that is subject to safeguarding or dissemination controls in accordance with law, regulation, or Government-wide policy. Creating an account and logging into this system constitutes acknowledgement of this warning.

DEPARTMENT OF COMMERCE  
UNITED STATES OF AMERICA

INTERNATIONAL  
TRADE  
ADMINISTRATION

### Sign in

Sign in with your email address

Email Address

Please enter your Email Address

Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

Figure 2

3. Please enter your existing email address into the prompt to continue your access to the ACCESS Site (*your previously registered email address*) as shown in Figure 3.

< Cancel

User Details

Email Address \*

Email Address is required.

Send verification code

New Password \*

Confirm New Password \*

Display Name \*

Given Name \*

Surname \*

Create

Figure 3

4. Select **“Send verification code”** as shown in Figure 4, and a code will be sent to the provided email address. Please ensure this is the previously used email address for the previous ACCESS site to access the site as a returning Guest User.

The screenshot shows a mobile application interface for user registration. At the top left is a back arrow and the text 'Cancel'. In the center is a 3D cube icon and the title 'User Details'. Below the title are several input fields, each with a red asterisk indicating a required field: 'Email Address' (containing 'NewAccessRegistration@yahoo.com'), 'New Password', 'Confirm New Password', 'Display Name', 'Given Name', and 'Surname'. A blue button labeled 'Send verification code' is positioned below the email field and is highlighted with a yellow border. At the bottom of the form is a light blue button labeled 'Create'.

*Figure 4*

5. Enter Verification Code sent to the provided Email Address and select “**Verify code**”. (Figure 5)

Note: The verification email will be sent from:  
msonlineservicesteam@microsoftonline.com

\*\*\* If there was no code sent to your email address after checking your Inbox & Spam Folder, please select “**Send new code**” as seen on Figure 5, and repeat this step. \*\*\*

The screenshot shows a mobile application interface for user registration. At the top, there is a 'Cancel' link and a 3D cube icon. The title is 'User Details'. Below the title, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' The form contains several input fields: 'Email Address' (with the value 'NewAccessRegistration@yahoo.com'), 'Verification Code' (with a red error message 'Verification Code is required.'), 'New Password', 'Confirm New Password', 'Display Name', 'Given Name', and 'Surname'. Two buttons are located below the 'Verification Code' field: 'Verify code' (highlighted with a yellow border) and 'Send new code'. At the bottom of the form is a 'Create' button.

Figure 5

6. Once your code is verified, please provide all the following details and select “**Create**” as shown in Figure 6.

- New Password
- Confirm New Password
- Display Name - please enter your full name.
- Given Name - please enter your first name.
- Surname - please enter your last name.

The screenshot shows a mobile application interface for user registration. At the top, there is a 'Cancel' link and a cube icon. The title is 'User Details'. Below the title, a message states 'E-mail address verified. You can now continue.' The form contains several input fields: 'Email Address' with the value 'NewAccessRegistration@yahoo.com', a 'Change e-mail' button, 'New Password' and 'Confirm New Password' (both masked with dots), 'Display Name' with the value 'John Doe', 'Given Name' with the value 'John', and 'Surname' with the value 'Doe'. At the bottom, a blue 'Create' button is highlighted with a yellow border.

*Figure 6*

Once “**Create**” has been selected, your account has been created for the modernized ACCESS site.

7. Once your account has been created:  
You will be navigated to the **Terms of Use Agreement** as shown in Figure 7.  
Please read the full Terms of Use Agreement and select **“Accept”**.

### ACCESS - Terms of Use Agreement

Please read the following Terms of Use Agreement and click Accept to create a new ACCESS account or to log into ACCESS.

the E-Filer is responsible for preserving business proprietary information (BPI). In addition, all E-Filers must comply with any additional requirements pertaining to any Administrative Protective Order (APO) issued during the course of an AD/CVD Case.

Information which is classified or not specifically declassified by the United States Government, such as Wikileaks information, may not be submitted to ACCESS under any circumstances. Users must first contact the case analyst to receive a waiver from electronic submission and arrange to submit any classified information by paper only. To protect ACCESS from the submission of such information, all electronically filed documents must be fully text searchable, using a method such as Optical Character Recognition (OCR). Documents that are submitted without being fully text searchable are subject to rejection by the Department.

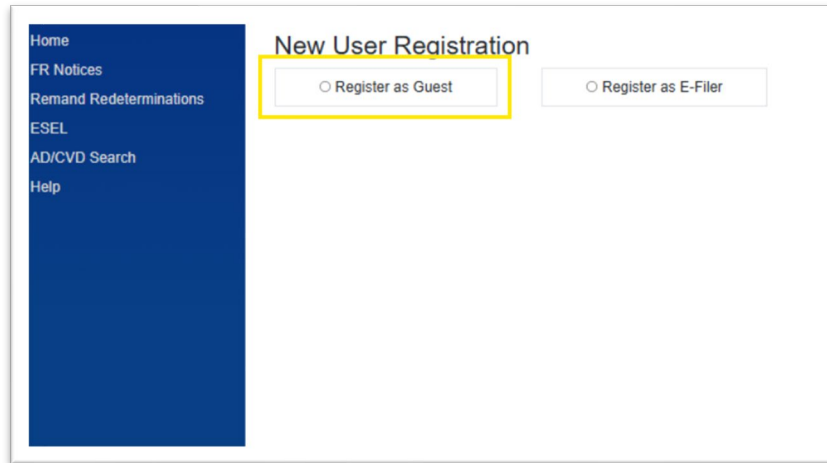
Users are required to report any unauthorized release of sensitive or protected material such as BPI to the APO Unit (202-482-3354). Any user who fails to comply with the conditions set forth in this document may be denied right of use to the ACCESS system depending on the nature, severity, frequency, and mitigating circumstances of the user's actions. In addition, separate sanctions may be imposed for instances of misconduct and the release of protected information as set forth under the Department rules, 19 CFR Part 351, and any other applicable federal laws or regulations.

Do you have a question for the ACCESS Help Desk? Please call 202-482-3150 or email ACCESS@TRADE.GOV for assistance.

Updated Nov 14, 2019

*Figure 7*

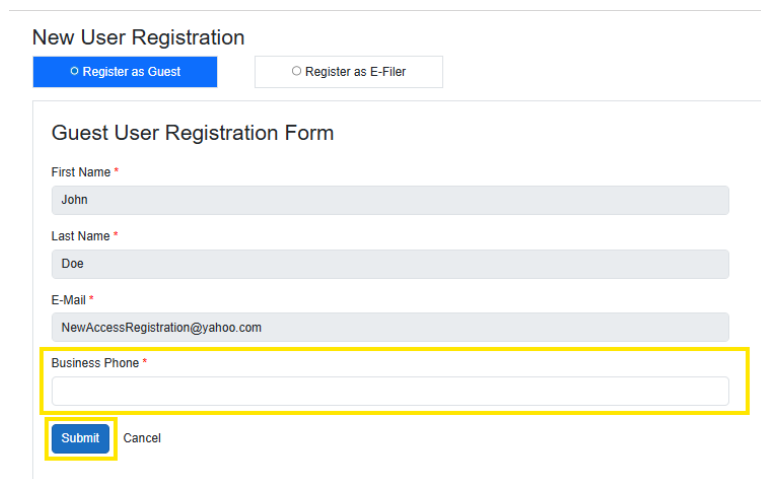
8. Select the “Guest” Option as shown in Figure 8.



The screenshot shows a web interface for "New User Registration". On the left is a dark blue navigation menu with links: Home, FR Notices, Remand Redeterminations, ESEL, AD/CVD Search, and Help. The main content area has the title "New User Registration" and two radio button options: "Register as Guest" (which is selected and highlighted with a yellow box) and "Register as E-Filer".

Figure 8

9. Provide your Business Phone Number and select **Submit** as shown in Figure 9.



The screenshot shows the "New User Registration" page with the "Register as Guest" option selected. Below the options is a form titled "Guest User Registration Form". The form contains the following fields: "First Name \*" with the value "John", "Last Name \*" with the value "Doe", "E-Mail \*" with the value "NewAccessRegistration@yahoo.com", and "Business Phone \*" which is currently empty and highlighted with a yellow box. At the bottom of the form are two buttons: "Submit" (highlighted with a yellow box) and "Cancel".

Figure 9

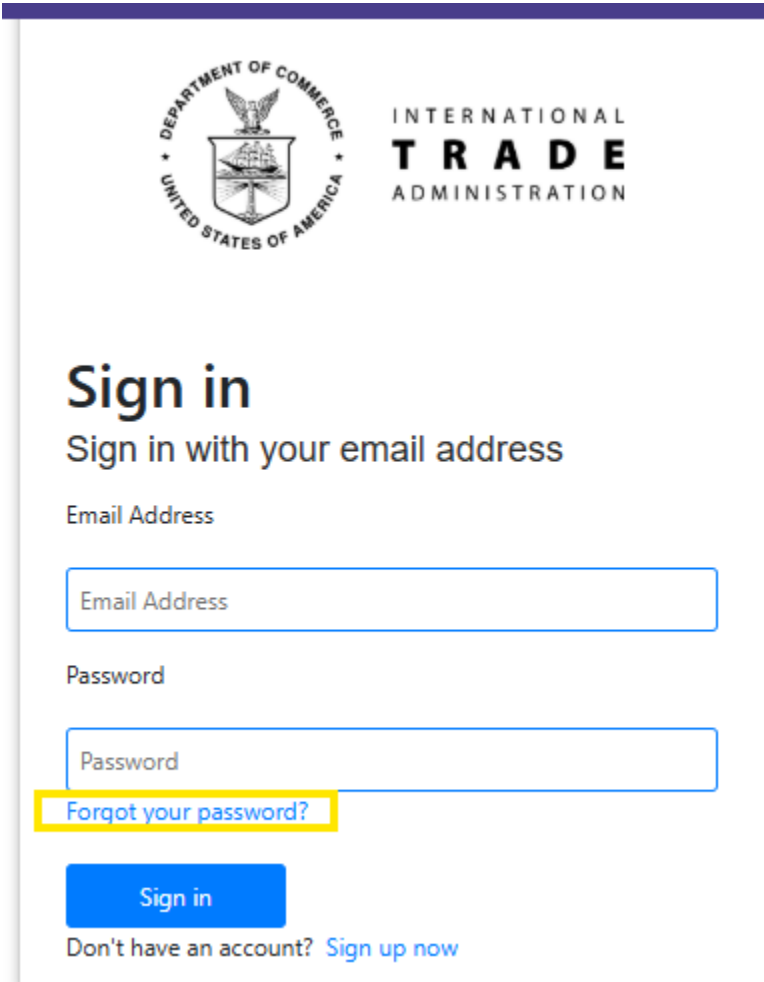
10. You should now be navigated to the Access Home Page.

You can now sign into the system anytime by using the established email and password following prompts as shown in figures 1 & 2.

## How to Resolve Password Issues:

If your password is forgotten, or needs to be changed, please follow the steps prompted in “Forgot your password?” to reset your password.

i.) Navigate to “Sign in” Site as shown in Step 1, and select “Forgot your password?” as shown in Figure A.



DEPARTMENT OF COMMERCE  
INTERNATIONAL  
**TRADE**  
ADMINISTRATION

# Sign in

Sign in with your email address

Email Address

Password

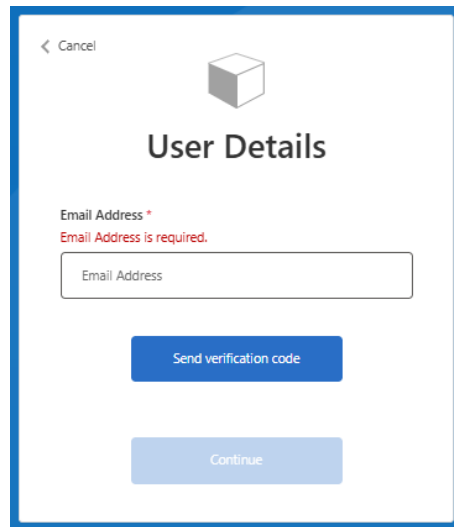
[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Sign up now](#)

*Figure A*

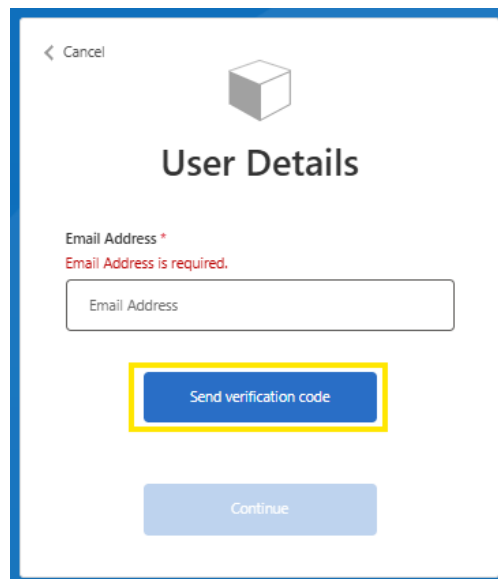
ii.) Enter your current email address as shown in Figure B.



The screenshot shows a mobile application interface titled "User Details". At the top left is a "Cancel" button with a back arrow. Below the title is a 3D cube icon. The main content area contains the text "Email Address \*" in red, followed by "Email Address is required." in red. Below this is a white input field with the placeholder text "Email Address". Underneath the input field are two buttons: a blue button labeled "Send verification code" and a light blue button labeled "Continue".

*Figure B*

iii.) Select **“Send verification code”** as shown in Figure C. Note: The verification email will be sent from: [msonlineservicesteam@microsoftonline.com](mailto:msonlineservicesteam@microsoftonline.com)



This screenshot is identical to Figure B, showing the "User Details" screen with the "Send verification code" button highlighted by a yellow rectangular box.

*Figure C*

iv.) Enter Verification code sent to your current email address then Select “Verify code” as shown in Figure D.

\*\* If no code was sent to the email address after ensuring both the inbox and spam folder did not receive the Verification Code email, please request a new code by selecting “Send new code” as shown in Figure D repeating step iv \*\*

The screenshot shows a mobile application interface titled "User Details". At the top left is a "Cancel" link. Below it is a 3D cube icon. The main heading is "User Details". A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: "Email Address \*" with the value "NewAccessRegistration@yahoo.com" and "Verification Code \*" with a red error message "Verification Code is required." Below the input fields are two buttons: "Verify code" (highlighted with a yellow box) and "Send new code". At the bottom is a "Continue" button.

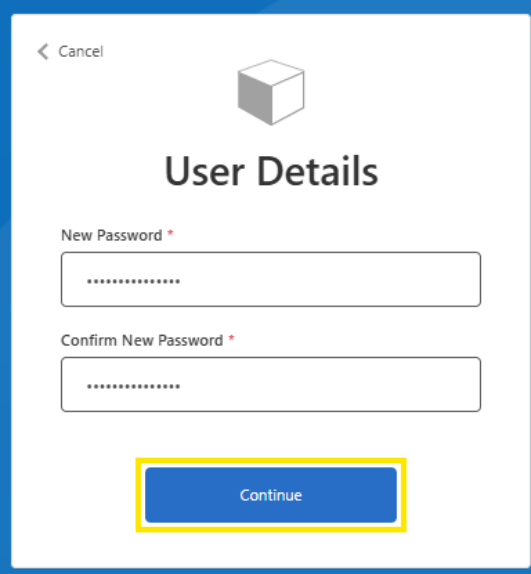
Figure D

v.) Once your code is verified, select “Continue” as shown in Figure E.

The screenshot shows the same "User Details" screen. The message now says: "E-mail address verified. You can now continue." The "Verify code" button is no longer present. The "Continue" button is now highlighted with a yellow box. The "Change e-mail" button is also visible below the email address field.

Figure E

vi.) You will now be prompted to enter your new desired password as shown in Figure F.



The screenshot shows a mobile application interface for updating user details. At the top left, there is a back arrow and the text 'Cancel'. In the center, there is a 3D cube icon and the title 'User Details'. Below the title, there are two text input fields. The first is labeled 'New Password \*' and the second is labeled 'Confirm New Password \*'. Both fields contain a series of dots to mask the input. At the bottom of the screen, there is a blue button with the text 'Continue', which is highlighted with a yellow rectangular border.

*Figure F*

vi.) Once your new password is provided & confirmed, select “**Continue**” as shown in Figure F.

vii.) You should now be navigated to the **Access Home Page**.

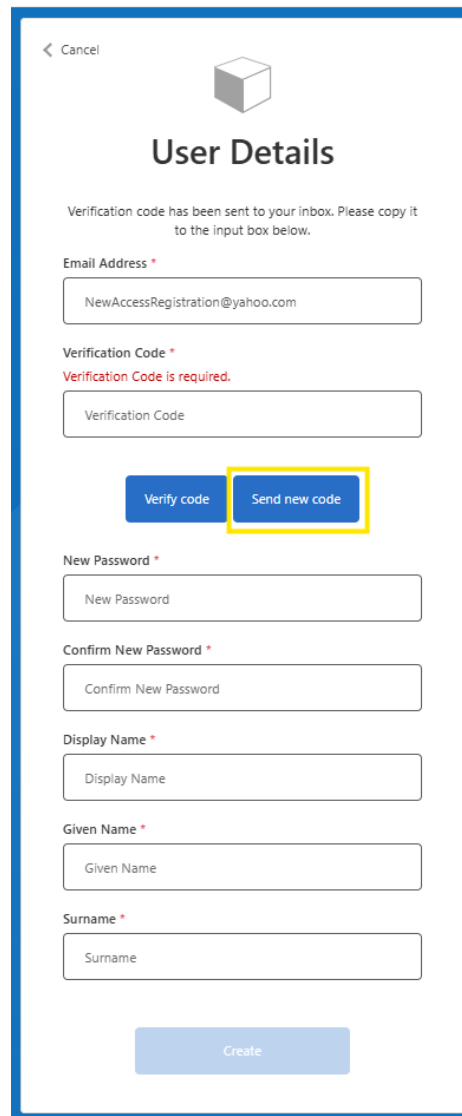
## Not receiving the verification code:

When prompted to enter a Verification Code, and you have ensured the verification was not sent to your email address after verifying the current email address, checking your inbox & spam folder please try the following steps: (Figures Below)

Select “**Send new code**” if you are requesting a new code from within the *Sign-in* process as shown in Figure i.

OR


Select “**Send new code**” if you are requesting a new code from within the *Forgot password* process as shown in Figure ii.



The screenshot shows a mobile application interface for 'User Details'. At the top, there is a 'Cancel' button and a cube icon. Below the title, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' The form contains several input fields: 'Email Address' (with the value 'NewAccessRegistration@yahoo.com'), 'Verification Code' (with a red error message 'Verification Code is required.'), 'New Password', 'Confirm New Password', 'Display Name', 'Given Name', and 'Surname'. Two buttons are located below the 'Verification Code' field: 'Verify code' and 'Send new code'. The 'Send new code' button is highlighted with a yellow border. At the bottom of the form is a 'Create' button.

Figure i Sign-In Process New Code Request

< Cancel



## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address \*

NewAccessRegistration@yahoo.com

Verification Code \*

Verification Code

Verify code Send new code

Continue

*Figure ii Forgot Password New Code Request*

B.) Once you have selected “**Send new code**” the system will send another code to the email address specified. Please ensure to check your inbox & spam folder, as well as ensuring the provided email address is accurate.

Note: The verification email will be sent from:  
msonlineservicesteam@microsoftonline.com

C.) Once you receive this code, please enter the verification code and select “**Verify code**” as can be seen in Figures above.

D.) Once your code is verified, select continue to proceed with your sign-up process or password change.