Enforce and Protect Act (EAPA) Portal

Quick Reference Guide (QRG) - Trade

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**TOPIC 1: REQUEST ACCESS**

**INTRODUCTION**

This Quick Reference Guide (QRG) provides guidance on using the Enforce and Protect Act (EAPA) Portal for Trade users. As an alleger, you can login to the portal and submit an allegation at any time. If you are an interested party, you will receive an email that you have been added to a case after the day 90 decision. When you receive the email, you can login using your existing credentials or register to create an account. If your email address matches the email notification, the EAPA Portal landing page will display.

**CREATING A PORTAL ACCOUNT**

1. In the email notification, select the **Please register here** hyperlink to create a CBP account.
2. In the **Create Your CBP Account** page:
   a. In the **First Name** field, type *your first name*.
   b. In the **Last Name** field, type *your last name*.
   c. In the **Email** field, type *your email address that was listed in the notification email*.
   d. In the **Create Password** field, type a *password*.
   e. In the **Confirm Password** field, type *your password* again.
   f. Select the **SIGN UP** button.
**TOPIC 2: ACCESS AND NAVIGATE THE PORTAL**

**INTRODUCTION**

The following provides instructions for accessing the CBP EAPA Portal for Trade users.

**ACCESSING THE PORTAL**

1. In the internet browser, select the URL text box and type https://eapallegations.cbp.gov.
2. In the CBP.login.gov page:
   a. Select the **Username** text box and type your user name.
   b. Select the **Password** text box and type your password.
   c. Select the **Log in** button.

The CBP EAPA Portal displays.

**IMPORTANT:** You must login and register with the email associated with an allegation/investigation. If you do not have a login, select New to CBP? Register Here (see Topic 1).

**CBP EAPA PORTAL**

The EAPA Portal provides Trade users administrative functions to: submit allegations, view the status of allegations, view tasks, provide responses, provide documents to tasks, and withdraw allegation submissions. Use the **Main Menu** bar along with dialog boxes to access these functions. The quick access icon located on the right of the title page is used to log out.

Use the **Main Menu** bar to: navigate the Portal, submit an EAPA allegation, view the status of an allegation or investigation, and view assigned tasks.

The following is an overview of the **Main Menu** bar.

- **Home:** Opens to the **Home** tab with links to:
  - Submit EAPA Allegations
  - View EAPA Status
  - View EAPA Tasks
Submit EAPA Allegation: Opens a blank allegation submission form.

View EAPA Status: Opens a view of all current investigations where the user is an interested party. Use this option to view the status of the investigation or submit additional information.

View EAPA Tasks: Opens a view of all current assigned Request for Information tasks.

The Portal home landing page provides additional links to the tabs described previously.

TIP: You can also select the appropriate START button to access the same form for allegations, statuses, and tasks.
**TOPIC 3: ALLEGATIONS**

**INTRODUCTION**

Select the Submit EAPA Allegation tab or the START button to submit the allegation. The following instructions use the START button. Fields with an asterisk (*) are required. Fields without an asterisk are optional.

**SUBMITTING AN ALLEGATION**

1. In the Submit EAPA Allegation box, select the START button.
2. In the Personal Details section:
   a. In the *Filer Category:* field select if you are an Interested Party or Other.
   b. If you select Other, you will be redirected to submit an eAllegation.
   c. In the *Interested Party:* field, select the drop-down arrow and select your category, if appropriate.
   d. In the *Are You a Small Business?* field, select Yes or No.
   e. The Link: Small Business Administration has a definition of what is classified as a small business.
   f. In the *Are You a Lawyer or Agent Representing an Interested Party?* field, select Yes or No.

   **NOTE:** If No is selected, review the information to ensure that all required fields are completed including the allegre business or company name.

   If Yes is selected, a new section displays with either the allegre or lawyer name, email, and address (if it is recorded in the system) auto populated.

   **IMPORTANT:** If you are an agent, a copy of the Power of Attorney and Entry of Appearance documents are required and must be attached to the submission.

g. Complete all required fields.

h. Select the Continue button.
3. In the **Mailing Address Results** dialog box, select the **Select** button to confirm the address.

4. In the **Allegation Details** section:
   a. Select either the **ADD Number**: or **CVD Number**: field and type the **number**.
      
      **Note:** You must enter either an ADD and/or CVD number in the format shown.

      b. Select the **Product Description** field and type the **product description**.
         
         **NOTE:** Selecting the link to the **U.S. International Trade Commission** opens an Excel spreadsheet containing **Antidumping and Countervailing Duty Orders in Place**.

      c. In the **Evasion Violation Type** field in the **Available** column, select at least one type of evasion violation by selecting the right facing arrow  to move the violation to the **Selected** column or the left facing arrow  to move the violation to the **Available** column.

      d. Complete other required fields based on the violation type selected.

      e. Select the **Continue** button.
5. In the Violating Importer Details section:
   a. In the *Importer Name: field, type the importer’s name.
   b. In the Importer Phone Number: field, type the importer’s phone number.
   c. In the Importer Email: field, type the importer’s email.
   d. In the Confirm Email: field, confirm the importer’s email.
   e. In the *Importer Address 1: field, type the importer’s address.
   f. In the Importer Address 2: field, type the second line of the importer’s address.
   g. In the *Importer City: field, type the importer’s city.
   h. In the Importer State: field, type the importer’s state.
   i. In the Importer Zip Code: field, type the importer’s zip code.
   j. In the *Importers Country: drop-down arrow, select the importer’s country.
   k. Select the Continue button.
6. In the **Attach Documents** section, select the **Upload File(s)** button.

7. In the **Upload Files** dialog box:
   a. Select the **Confidentiality Status** for the document(s) that will be uploaded.
   b. Select **Confirm Values**.
   c. Select either **Drag and Drop files** or the **Browse your device** hyperlink.
      
      **Drag and Drop**:
      i. Locate the file to be uploaded.
      ii. Select the document and drag it to the **Upload Files** dialog box.

      **Browse**:
      i. Select the **Browse your device** hyperlink.
      ii. In the file folders, locate the file to upload.
      iii. Select the file and select the **Open** button.
      The file is attached in the **Upload Files** dialog box.
   d. Select the **Upload File(s)** button.
      A success message displays.
   e. Select the **Close** button once all documents have been uploaded.
8. In the **Attach Documents** section, select the **Continue** button.

9. In the **Certify and Submit** section:
   a. Select the **Acknowledge** check box for each statement to acknowledge that you reviewed and certified the statements.
   b. Select the **Submit** button.

**NOTE:** You can download to view or delete files in the **Options** column before the form is submitted. You can also add or edit the document category, confidentiality, document date and indicate whether it has been served.

**NOTE:** To upload documents with a different confidentiality status, repeat steps b-e.
A success message displays.

**IMPORTANT:** Once the allegation is submitted, you’ll receive an email stating the allegation has been submitted along with the EAPA case number and a link to the allegation.
**TOPIC 4: INVESTIGATIONS**

**INTRODUCTION**

Users can view allegations they submitted and view investigations to which they are the interested party after the day 90 decision.

**IMPORTANT:** Your role will determine your view for an investigation.

**VIEWING THE STATUS OF AN INVESTIGATION**

1. In the **View EAPA Status** box, select the **START** button.
2. In the **My Case View** section, select the **Case Number** hyperlink to view the case status.

**TIP:** Use the **Next →** button to view additional pages.

3. In the **Case Status** tab:
   a. In the **Case Details Section**, view the **Case Number**, **Consolidated Case Number**, **Case Name**, **Case Stage** column, and the **Lead and Deputy ITA** contact information.
   b. View additional details related to the allegation or investigation depending on your interested party designation.
4. In the **Documents** tab, view documents you submitted, public documents, and documents submitted as part of a request for information.

   **TIP:** You can also upload supplemental documents to the case in the **Documents** tab.

5. In the **Tasks** tab in the **Task Number** column, select the **Task Number** hyperlink.

   **TIP:** A new browser tab opens with information on RFI Type, Issued Date, Due Date, Extension Date, Received Date, and Status. You can sort the fields by selecting the header.

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**WITHDRAWING AN ALLEGATION**

1. In the **View EAPA Status** box, select the **START** button.

   **IMPORTANT:** This functionality is only available to the alleger before day 90 of the investigation.
2. In the **My Case View** section:
   a. Select the **Case Number** hyperlink to view the Case Status.

   ![Image of My Case View section]

   **TIP:** Select the **Next →** button to view additional pages.

   b. Select the **Withdraw Case** button.

3. In the **Are you sure you want to withdraw this case?** dialog box:
   a. In the **Reason for Withdrawal** text box, type the **reason for withdrawal**.
   b. Select the **Yes** button.

   The **Case Stage** displays as Inactive.
**TOPIC 5: TASKS, DOCUMENTS, AND EXTENSIONS**

**TASKS AND DOCUMENTS**

Use the View EAPA Tasks menu to review your assigned Request for Information (RFI) tasks and request extensions for tasks. The following provides the steps to review tasks and request extensions. You can access the tasks through the task tab in the case status view or the View EAPA Tasks menu.

Documents are uploaded to a RFI from the View EAPA Tasks menu. You can also upload supplemental documents to a case within the documents tab of a case status view from the View EAPA Status box.

You can upload multiple documents at the same time if the documents are in the same category. There are no restrictions on file types. You can upload documents throughout the lifecycle of the case.

**SUBMITTING A RESPONSE TO A TASK**

1. In the View EAPA Tasks box, select the START button.

2. In the Summary View of Request for Information (RFI) Task Assignments section in the Task Number column, select the Task Number hyperlink.

3. In the Case: Task Details section:
   a. Review the information.
   b. Select the Upload Documents hyperlink.

4. In the Task Response dialog box:
   a. In the Confidentiality Status field, select the confidentiality status.
b. In the **Document Category** field, select the drop-down arrow and select the category for the document.

c. In the **Document Date (mm/dd/yyyy)** field, select a date in the calendar that displays.

   **NOTE**: The calendar defaults to the current date.

d. In the **Served** field, select the drop-down arrow and select Y or N.

e. Select **Confirm Values** button.

5. In the **Task Response** dialog box, drag and drop the file(s) or browse to locate the file(s).

   **Drag and Drop**:
   
   i. Locate the file to be uploaded.
   
   ii. Select the document and drag it to the **Upload Files** dialog box.

   **Browse**:
   
   i. Select the **Browse your device** hyperlink.
   
   ii. In the file folders, locate the file to upload.
   
   iii. Select the file and select the **Open** button.
   
   The file is attached in the **Task Response** dialog box.
   
   iv. Select the **Upload** button.

When the document is successfully uploaded, a **Success** notification displays.
v. Select the **Close** button.

![Task Response Image]

6. In the **Case: Task Details** section, select the **Complete Task** button once all documents have been uploaded and the task response is complete.

![Case Details Image]

A success message displays.

**VIEWING DOCUMENTS UPLOADED TO A TASK**

1. In the **View EAPA Tasks** box, select the **START** button.

2. Select the **Case Number** hyperlink to view the Case Status.
3. In the **Documents** tab:
   a. Open the **Task** folder.
   b. Select the folder with the Task ID to which to uploaded documents.
   c. Select the checkmark next to the document you want to view.
   d. Select the **Options** drop-down arrow and select **Download**.

![Image of the Documents tab in EAPA CMS Trade]

**TIP:** You can also upload supplemental documents to a case within the **Documents** tab of a case status view from the **View EAPA** Status using the plus icon next to the **Documents** icon.

4. In the lower left corner of the page, select the up arrow and open the document, as appropriate.

![Image of opening a document]

**TIP:** If you have multiple documents, you can select the checkbox next to each document you want to download. Select the paper icon and choose **Download All Selected**.
REQUESTING AN EXTENSION

1. In the View EAPA Tasks box, select the START button.

2. In the Summary View of Request for Information (RFI) Task Assignments section, select a Task Number hyperlink.

3. In the Case: Task Details section, select the Request Extension button.

4. In the Request Extension dialog box:
   a. Select the text box and type the *reason for the extension request*.
   b. In the Confidentiality Status field, select drop-down arrow and select the confidentiality status to upload documents with your request for extension.
   c. In the Document Category (mm/dd/yyyy) field, select the drop-down arrow and select the date from the calendar that displays.
   d. In the Served field, select the drop-down arrow and select Y or N.
e. Select the **Confirm Values** button to upload files, as appropriate.

f. Select the **Submit Request** button.

STOP: If you close the window without selecting the **Submit Request** button, the request will not be sent to EAPA. Documents will be uploaded, but the request will not be sent.

A success message displays.

g. Select the **Close** button.