



Enforce and Protect Act (EAPA) Portal

Quick Reference Guide (QRG) - Trade

March 2021



U.S. Customs and
Border Protection



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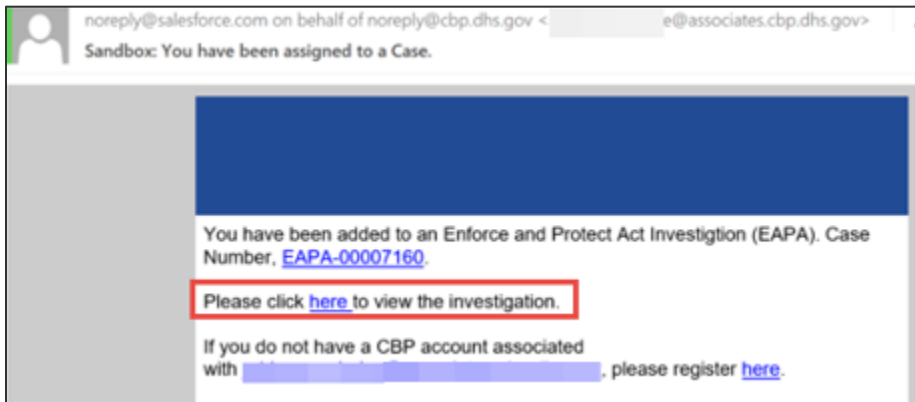
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TOPIC 1: REQUEST ACCESS

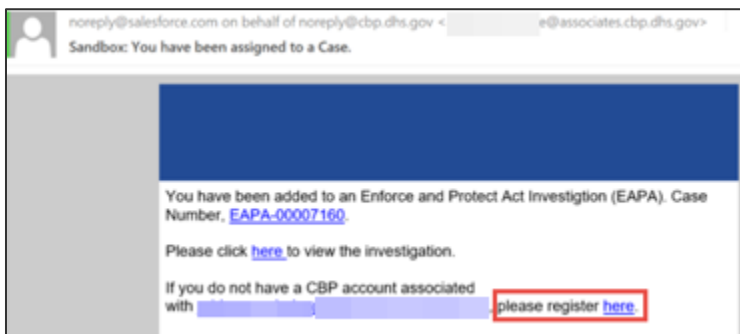
INTRODUCTION

This Quick Reference Guide (QRG) provides guidance on using the **Enforce and Protect Act (EAPA) Portal** for Trade users. As an allegor, 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.



The screenshot shows the 'Create Your CBP Account' page. At the top left is the U.S. Customs and Border Protection logo. To the right of the logo, the text 'U.S. Customs and Border Protection' is displayed. Below this, the heading 'Create Your CBP Account' is centered. Underneath the heading, the instruction 'SIGN UP BELOW TO GET STARTED!' is shown. The form consists of six input fields, each with a red border: 'First Name*', 'Last Name*', 'Email*', 'Phone', 'Create Password*', and 'Confirm Password*'. Below the input fields is a red 'SIGN UP' button. At the bottom of the form, there is a link that says 'Already have an account? login here'.

TOPIC 2: ACCESS AND NAVIGATE THE PORTAL

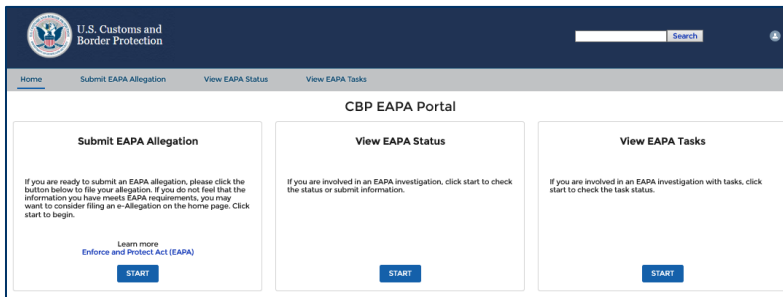
INTRODUCTION

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://epallegations.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.

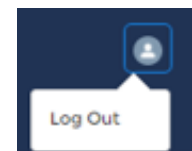
The **CBP EAPA Portal** displays.



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

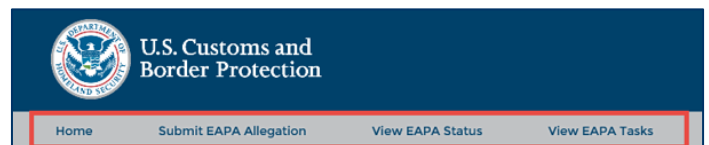
The **EAPA Portal** provides Trade users administrative functions to: submit allegations, view the status of allegations, view tasks, provide responses, provide documents to tasks, and withdraw allegation submissions. Use the **Main Menu** bar along with dialog boxes to access these functions. The quick 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

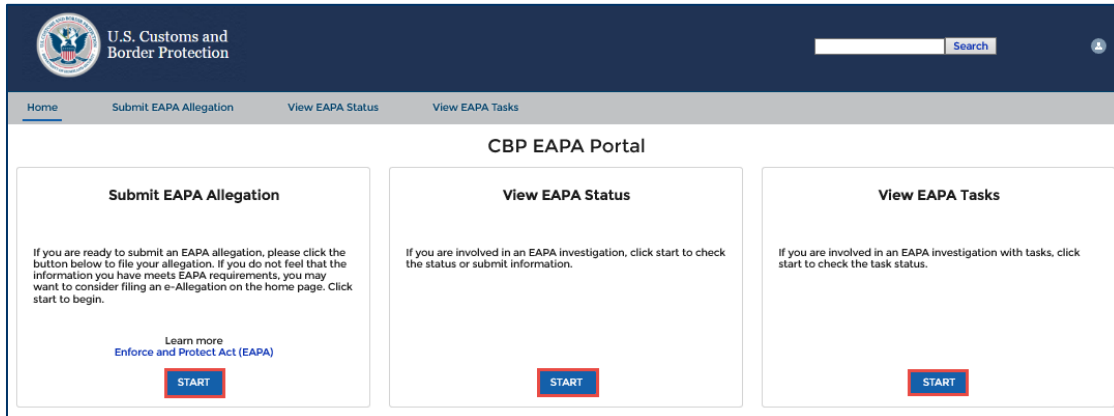


- **Submit EAPA Allegation:** Opens a blank allegation submission form.
- **View EAPA Status:** Opens a view of all current investigations where the user is an interested party. Use this option to view the status of the investigation or submit additional information.
- **View EAPA Tasks:** Opens a view 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 alleged business or company name.

If **Yes** is selected, a new section displays with either the alleged 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.

U.S. Customs and Border Protection

Home Submit EAPA Allegation View EAPA Status View EAPA Tasks

Allegation Details Violating Importer Det... Attach Documents Certify and Submit

An EAPA allegation can only be filed against an importer that is alleged to be evading an ADD or CVD order. If your allegation involves an immediate threat to Loss of Life or damage to property, please call 1-800-BE-ALERT. If your allegation involves a health or safety risk to the public or a Section 232 or 301 violation, please file your allegation on the [eAllegations website](#).

ADD Number: A-123-456 CVD Number: C-###-### or C-###-###-###

Link: [U.S. International Trade Commission](#)

* Product Description: tires

* Evasion Violation Type (One or more must be selected):

Available	Selected
Transshipment	Misclassification
Use of Incorrect AD/CVD R	
Undervaluation	
Other	

2. Misclassification Details:

* Country of Origin of Goods: China * HTS Number Being Misclassified: 1003100000

Previous Continue

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.



U.S. Customs and Border Protection

Home Submit EAPA Allegation View EAPA Status View EAPA Tasks

Violating Importer Det... Attach Documents Certify and Submit

*Importer Name: Miller Enterprises Importer Phone Number:

Importer Email: Confirm Email:

*Importer Address 1: 123 Walnut Ave Importer Address 2:

*Importer City: Alexandria Importer State: --None--

Importer Zip Code: 22301 *Importer Country: United States

Previous Continue

6. In the **Attach Documents** section, select the **Upload File(s)** button.

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Home Submit EAPA Allegation View EAPA Status View EAPA Tasks

Attach Documents

Please Securely Upload Documents

Upload File(s)

7. In the **Upload Files** dialog box:

- Select the **Confidentiality Status** for the document(s) that will be uploaded.
- Select **Confirm Values**.
- Select either **Drag and Drop files** or the **Browse your device** hyperlink.

Drag and Drop:

- Locate the file to be uploaded.
- Select the document and drag it to the **Upload Files** dialog box.

Browse:

- Select the **Browse your device** hyperlink.
- In the file folders, locate the file to upload.
- Select the file and select the **Open** button.

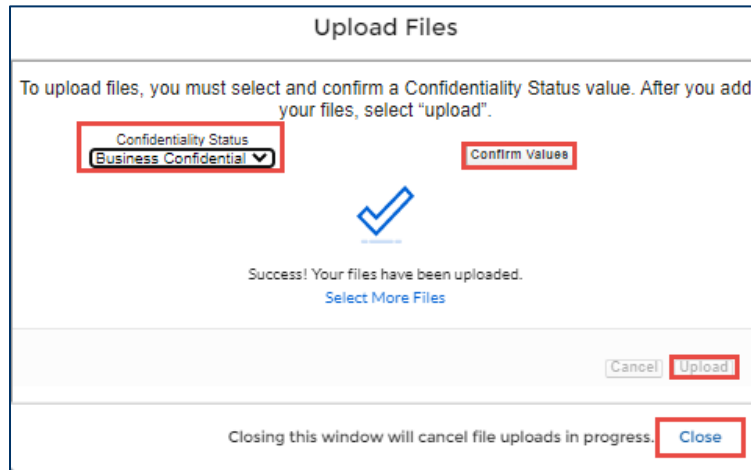
The file is attached in the **Upload Files** dialog box.

- Select the **Upload File(s)** button.

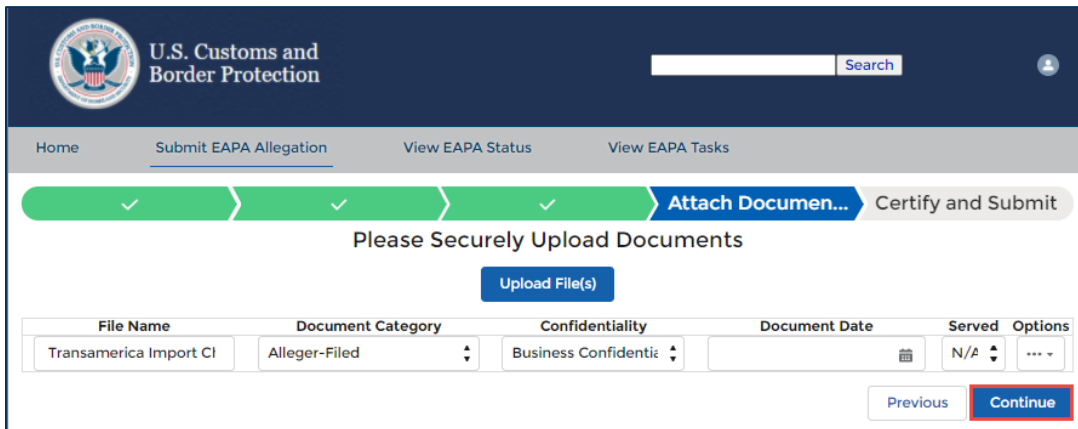
A success message displays.

- Select the **Close** button once all documents have been uploaded.





8. In the **Attach Documents** section, select the **Continue** 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.

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.

U.S. Customs and Border Protection

Home Submit EAPA Allegation View EAPA Status View EAPA Tasks Certify and Submit

Please Certify the Statements Below and Submit the EAPA Allegation Submission

Certifications 165.5 (b)(2):

On behalf of the party making this submission, I certify that all statements in this submission (and any attachments) are accurate and true to the best of my knowledge and belief.
 Acknowledge

On behalf of the party making this submission, I certify that any information for which I have not requested business confidential treatment pursuant to 19 CFR 165.4(a), may be released for public consumption. Further, in accordance with 19 CFR 165.4(d), this information is either the information the party making the submission has a right to make public (e.g. information from its own business records) or information that was publicly obtained or in the public domain.
 Acknowledge

On behalf of the party making this submission, I certify that I will advise CBP promptly of any knowledge of or reason to suspect that the covered merchandise poses any health or safety risk to U.S. consumers pursuant to 19 CFR 165.7(a).
 Acknowledge

Informed Consent 165.11(c):

On behalf of the party making this submission, I certify my understanding and consent that the information provided for in 19 CFR 165.11(b)(1) through (5) may be released for public consumption.
 Acknowledge

Signature:

This serves as an electronic signature, per 19 CFR 165.11(d), and declares that the person signing the allegation on behalf of the interested party must include his or her name, position in the company or other affiliation, and provide contact information.
 Acknowledge

Previous Submit

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

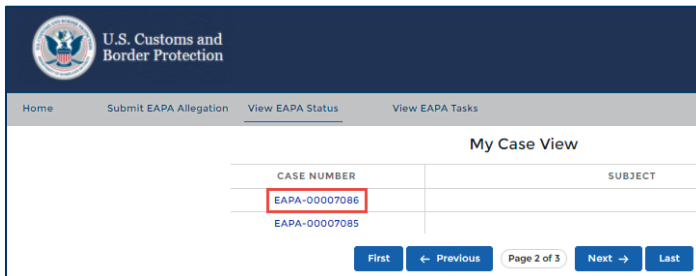
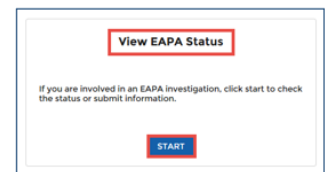
Users can view allegations they submitted and view investigations to which they are the interested party after the day 90 decision.



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.

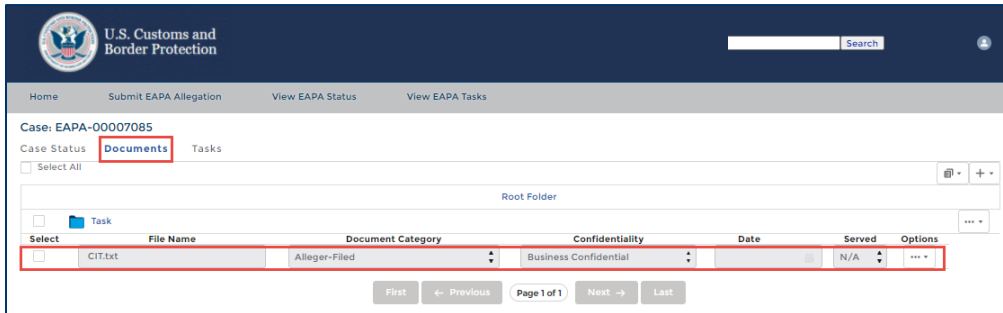
3. In the **Case Status** tab:
 - a. In the **Case Details Section**, view the **Case Number, Consolidated Case Number, Case Name, Case Stage** column, and the **Lead and Deputy ITA** contact information.
 - b. View additional details related to the allegation or investigation depending on your interested party designation.



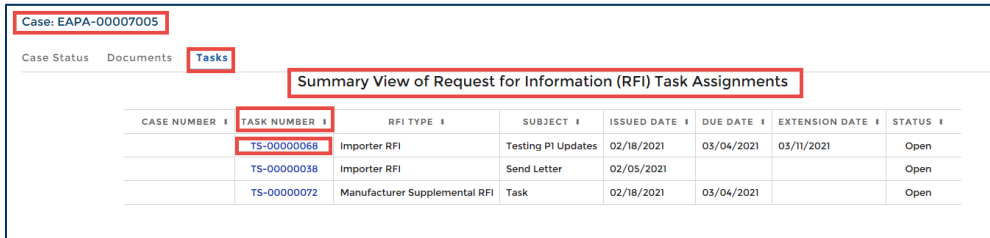
- In the **Documents** tab, view documents you submitted, public documents, and documents submitted as part of a request for information.



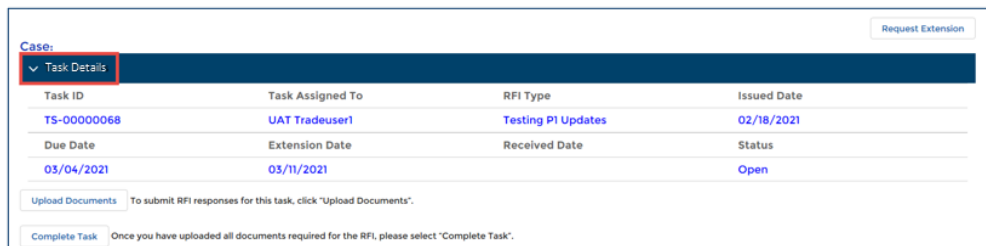
TIP: You can also upload supplemental documents to the case in the **Documents** tab.



- 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.

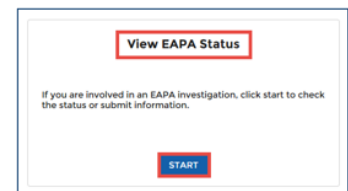


WITHDRAWING AN ALLEGATION

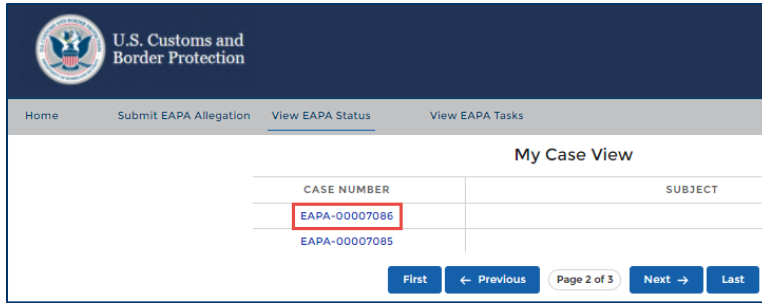
- In the **View EAPA Status** box, select the **START** button.



IMPORTANT: This functionality is only available to the allegor before day 90 of the investigation.

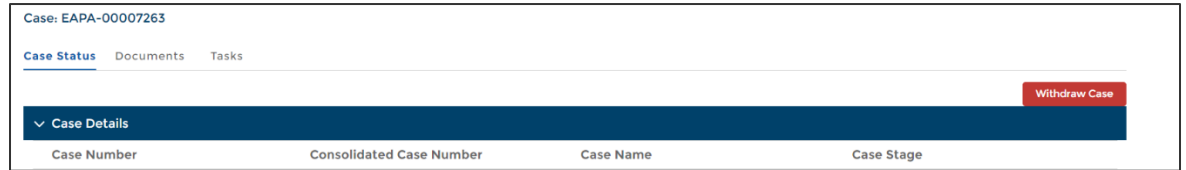


- 2. In the **My Case View** section:
 - a. Select the **Case Number** hyperlink to view the Case Status.



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

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

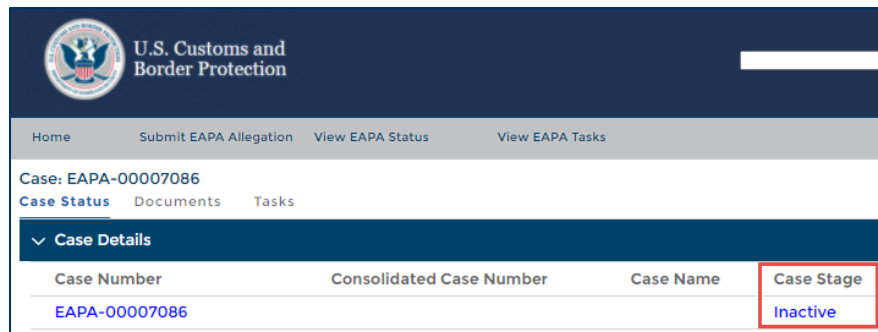


- 3. In the **Are you sure you want to withdraw this case?** dialog box:

- 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

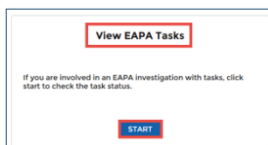
Use the **View EAPA Tasks** menu to review your assigned Request for Information (RFI) tasks and request extensions for tasks. The following provides the steps to review tasks and request extensions. You can access the tasks through the task tab in the case status view or the **View EAPA Tasks** menu.

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

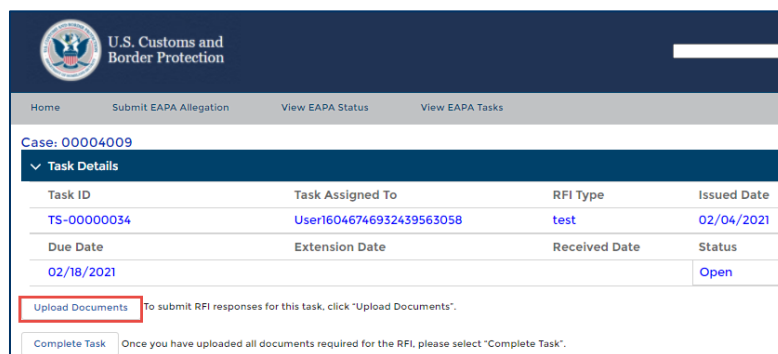
1. In the **View EAPA Tasks** box, select the **START** button.



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

CASE NUMBER	TASK NUMBER	RFI TYPE	SUBJECT	ISSUED DATE	DUE DATE	EXT
	TS-0000034	Importer RFI	test	02/04/2021	02/18/2021	
	TS-0000068	Importer RFI	Testing P1 Updates	02/18/2021	03/04/2021	03/1
EAPA-00007034	TS-00000122	Importer Supplemental RFI	Call	02/26/2021	03/12/2021	

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.

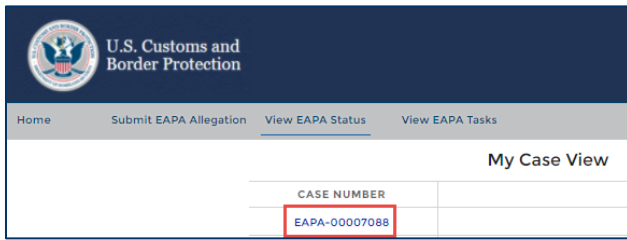
6. In the **Case: Task Details** section, select the **Complete Task** button once all documents have been uploaded and the task response is complete.

A success message displays.

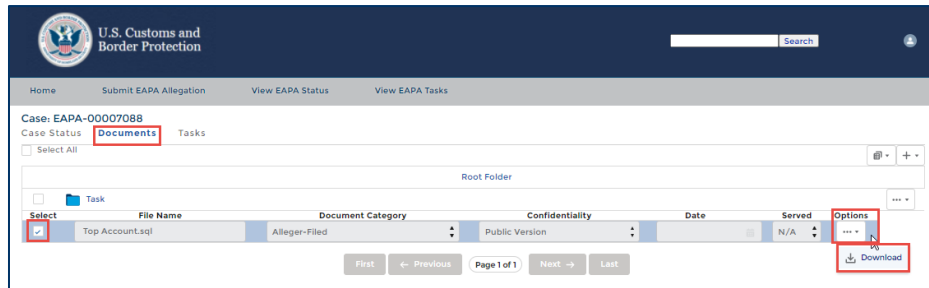
VIEWING DOCUMENTS UPLOADED TO A TASK


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

2. Select the **Case Number** hyperlink to view the Case Status.

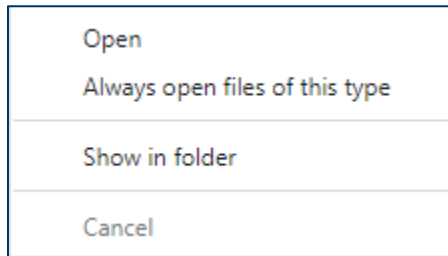
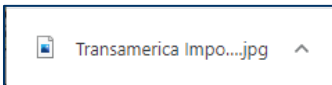


3. In the **Documents** tab:
 - a. Open the **Task** folder.
 - b. Select the folder with the Task ID to which to uploaded documents.
 - c. Select the checkmark next to the document you want to view.
 - d. Select the **Options** drop-down arrow and select **Download**.

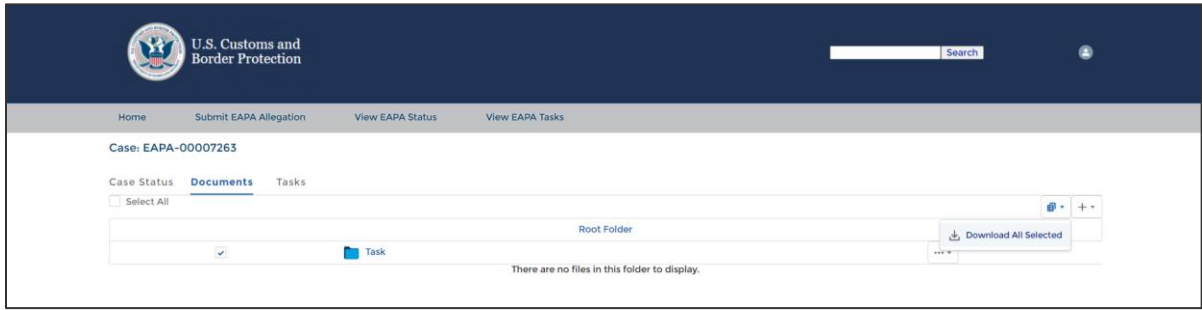


TIP: You can also upload supplemental documents to a case within the **Documents** tab of a case status view from the **View EAPA Status** using the plus icon  next to the **Documents** icon.

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

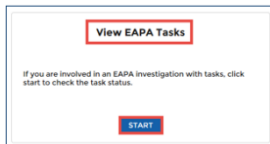


TIP: If you have multiple documents, you can select the checkbox next to each document you want to download. Select the paper icon and choose **Download All Selected**.



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.

CASE NUMBER	TASK NUMBER	RFI TYPE	SUBJECT	ISSUED DATE	DUE DATE	EXTENSION DATE
	TS-00000034	Importer RFI	test	02/04/2021	02/18/2021	
	TS-00000068	Importer RFI	Testing PI Updates	02/18/2021	03/04/2021	03/11/2021

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

Task ID	Task Assigned To	RFI Type	Issued Date
TS-00000122	User16046753264201376818	Call	02/26/2021
Due Date	Extension Date	Received Date	Status
03/12/2021			Open

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.

Request Extension

Enter a reason for your extension request in the text box below and/or upload a document detailing your request, then select "Submit Request".

waiting for lower court ruling

To upload files, you must select and confirm a Confidentiality Status, Document Category, Document Date, and Served value. After you add your files, select "upload".

Confidentiality Status Business Confidential ▼	Document Category Alleger-Filed ▼	Document Date 03/01/2021	Served Y ▼
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Closing this window will cancel any file uploads in progress.

