Completion of Training for Downloading BPI Documents (ACCESS Release 3)

**For APO-Authorized Applicants Only **

Instructions: Complete this form by answering the Knowledge Check Questions, then fill out, sign and date it. Scan and email the completed form to the ACCESS Help Desk at access@trade.gov. You will receive an email confirming that your E-Filer profile was updated to reflect training completion.

Knowledge Check Questions:

1. ITA will continue to release paper copies to the user.

   True_____   or   False_____ (please check one)

2. The lead attorney can designate two proxy users from a different organization.

   True_____   or   False_____ (please check one)

3. What should you do if you need access to a BPI document released more than 14 days prior?

   Answer: _____

4. What is the password used to extract data from a downloaded zip file?

   Answer: _____

5. Can you extract data from a zip file using Windows explorer?

   True_____   or   False_____ (please check one)

I (Print Name) _____ certify that I have viewed the

Training for Downloading BPI Documents (Release 3) video in its entirety.

Law Firm Name_____

ACCESS E-Filer Username_____

Signature _____

Date _____

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