



EDIS Quick Start Guide

◆ Introducing EDIS

Welcome to the EDIS document management system! EDIS is a repository for electronic files and the electronic images of paper documents that comprise the official record of all investigations conducted since 1996 by the USITC.

This guide shows you how to:

- Register as an EDIS user.
- Search for documents in a quick and efficient manner.
- Print documents, sections, and images.
- Submit paper and electronics documents to USITC.
- Create PDFs.
- Generate a Service List.

◆ Registering as an EDIS User

Users who are parties to an investigation must register. Non-registered users will have access to public documents and may also submit documents.

To register as an EDIS user:

1. Open your web browser.
2. Enter the EDIS URL, <http://EDIS.USITC.gov>. The *EDIS Home* page appears.
3. Click the Registration hyperlink. The *Terms of Use Agreement* page appears.
4. Click the *Accept* button. The *EDIS Online User Registration* page appears.
5. Enter information in all the required fields. All fields are required unless specified as "optional."
6. Click the *Submit Registration* button. A printable version of the registration form appears.
7. Print the form, sign it, and return the signed registration form to USITC. USITC will send an e-mail to notify you that your registration has been approved.

◆ Searching for Documents

To search for documents:

1. Open your web browser.
2. Enter the EDIS URL, <http://EDIS.USITC.gov>. The *EDIS Home* page appears.
3. Click the Registered Users or Non-Registered Users hyperlink.
4. Login if you are a registered user.
5. Click the Retrieval hyperlink on the *Welcome to EDIS* page. The *EDIS Search/Retrieval Form* appears.
6. Click the *Browse* button to select an investigation from a list of investigations.



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7. Enter the search criteria that you want to match in the fields. You may specify one or all of the search fields.

NOTE: You may also use the wild-card option by putting the wild-card (%) character before, within, or after the part of the name that is known.

8. Click the *Search* button to activate a search based upon the criteria specified within the search fields. If the search is successful, a document hitlist will be generated.
9. Double-click on a link to view information.

◆ Printing Documents

To print entire documents from a hitlist:

1. Click the check boxes beside the documents you want to send to the print server.
2. Click the *Print* button on your browser.

◆ Printing Sections

To print sections of documents that have multiple file sections from a hitlist:

1. Double-click on a document name to display the sections contained within the document.
2. Click the check boxes beside the sections you want to send to the printer.
3. Click the *Print* button on your browser.

◆ Printing Images

To print a document (or section that is a separate file) or a portion of an open file:

1. Double-click on a section name to display/open the image.
2. Click the *Print* button on your browser.
3. Print the entire document or selected pages as you normally do using your web browser.

◆ Submitting Documents to USITC – Registered Users

To submit paper documents:

1. Open your web browser.
2. Enter the EDIS URL, <http://EDIS.USITC.gov>. The *EDIS Home* page appears.
3. Click the Registered Users hyperlink. The *EDIS Login* page appears.
4. Enter your User ID in the Username field.
5. Enter your password in the Password field.
6. Click the *Login* button. The *Welcome to EDIS* page appears.
7. Click the Create Cover Sheet hyperlink. The *EDIS Create Cover Sheet/Submit Electronic Documents* page appears.
8. Enter information in all required fields. All fields are required unless specified as "optional."



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9. Click the appropriate button to submit a hard copy filing. The *Validate Cover Sheet Information* page appears.
10. Check the information on the Cover Sheet for accuracy.
11. Click the *Submit – Entries Confirmed* button. The *Notice of Receipt of Electronic Documents* page appears.
12. Print the *Notice of Receipt of Electronic Documents* page and submit it, along with your paper documents, to USITC.

To submit electronic documents:

1. Convert documents to be submitted to PDF format.
2. Open your web browser.
3. Enter the EDIS URL, <http://EDIS.USITC.gov>. The *EDIS Home* page appears.
4. Click the Registered Users hyperlink. The *EDIS Login* page appears.
5. Enter your User ID in the Username field.
6. Enter your password in the Password field.
7. Click the *Login* button. The *Welcome to EDIS* page appears.
8. Click the Create Cover Sheet hyperlink. The *EDIS Create Cover Sheet/Submit Electronic Documents* page appears.
9. Enter information in all required fields. All fields are required unless specified as "optional."
10. Click the *Browse* button to locate and attach the PDF file(s) you want to submit electronically.
11. Attach all the files you want to submit.
12. Click the appropriate button for your submittal. The *Validate Cover Sheet Information* page appears.
13. Check the information on the Cover Sheet for accuracy.
14. Click the *Submit – Entries Confirmed* button. The *Notice of Receipt of Electronic Documents* page appears.
15. Print the *Notice of Receipt of Electronic Documents* page by clicking the *Print* button on your web browser.
16. Retain this page for your records after printing.

◆ Submitting Documents to USITC – Non-Registered Users

To submit paper documents:

1. Open your web browser.
2. Enter the EDIS URL, <http://EDIS.USITC.gov>. The *EDIS Home* page appears.
3. Click the Non-Registered User hyperlink. The *Welcome to EDIS* page appears.
4. Click the Create Cover Sheet hyperlink. The *Terms of Use Agreement* page appears.
5. Click the *Accept* button. The *EDIS Non-Registered User Information for Document Submission* page appears.
6. Enter information in all required fields. All fields are required unless specified as "optional."
7. Click the appropriate button to submit a hard copy filing. The *Validate Cover Sheet Information* page appears.



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8. Check the information on the Cover Sheet for accuracy.
9. Click the *Submit – Entries Confirmed* button. The *Notice of Receipt of Electronic Documents* page appears.
10. Print the *Notice of Receipt of Electronic Documents* page and submit it, along with your paper documents, to USITC.

To submit electronic documents:

1. Convert documents to be submitted to PDF format.
2. Open your web browser.
3. Enter the EDIS URL, <http://EDIS.USITC.gov>. The *EDIS Home* page appears.
4. Click the Registered Users hyperlink. The *Terms of Use Agreement* page appears.
5. Click the *Accept* button. The *EDIS Non-Registered User Information for Document Submission* page appears.
6. Enter information in all required fields. All fields are required unless specified as "optional."
7. Click the *Submit* button. The *EDIS Create Cover Sheet/Submit Electronic Documents* page appears.
8. Enter information in all the required fields.
9. Click the *Browse* button to locate and attach the PDF file(s) you want to submit electronically.
10. Attach all the files you want to submit.
11. Click the appropriate button for your submittal. The *Validate Cover Sheet Information* page appears.
12. Check the information on the Cover Sheet for accuracy.
13. Click the *Submit – Entries Confirmed* button. The *Notice of Receipt of Electronic Documents* page appears.
14. Print the *Notice of Receipt of Electronic Documents* page by clicking the *Print* button on your web browser.
15. Retain this page for your records after printing.

◆ Creating PDFs Using Adobe Acrobat

To create PDFs using Adobe Acrobat Version 4 or higher:

1. Open document to be converted to PDF.
2. Select the print option.
3. Select Acrobat Distiller as the printer.
4. Click the *OK* button.
5. Select where you want to store the document in the *Save the PDF File* window.
6. Click the *Save* button. The converted document will be opened as a PDF document (.pdf). You can now close it and file it electronically.



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◆ Generating Service Lists

To view the most current Service List for an investigation:

1. Click on the Service List hyperlink. The *EDIS Service List* page is displayed.
2. Click the *Browse* button to display a list of all the investigations in the system.
3. Select the investigation whose Service List you want to view.
4. Click the *Select* button. The investigation, area of interest, and phase information will be displayed for the selected investigation.
5. Select Public or APO from the Document Type drop-down list.
6. Click the *Get Service List* button. The most current Service List for the selected investigation is displayed.

◆ Getting Additional Help

If you need additional help, refer to these documents:

- EDIS Online Help
- EDIS User's Guide
- Rules of Practice and Procedure
- Handbook for Electronic Filing Procedures

If you still need assistance, call the EDIS Helpdesk at (888) 325-6006 or (703) 758-2977.