



TABLE OF CONTENTS

TABLE OF CONTENTS

Introduction

Assigning/Removing a Delegate

1. Assigning Delegates

2. Removing Delegates

Actions a Delegate Can Take

1. Filing Documents on Behalf Of

2. Accessing Service Inbox Items

1

2

2

3

4

6

6

7



EDIS Delegate Guide

United States International Trade Commission

Introduction

EDIS delegates are individuals that you designate, who have certain rights on your behalf. Delegates can file documents on your behalf and have access to your Service Inbox. For example, if you have a Paralegal or legal assistant, designating them as your delegate allows them to file EDIS documents on your behalf using their own EDIS user account.

This guide describes the delegate role in EDIS, including how to add and remove delegates to your account, and the functions that delegates can take on behalf of their delegators.

The feature to designate delegates is added to support efficient business processes affected by the introduction of multi-factor authentication to access EDIS.

Assigning/Removing a Delegate

To assign or remove a delegate from your EDIS account, first log into EDIS. Click on your account name and select **Assign Delegates**.

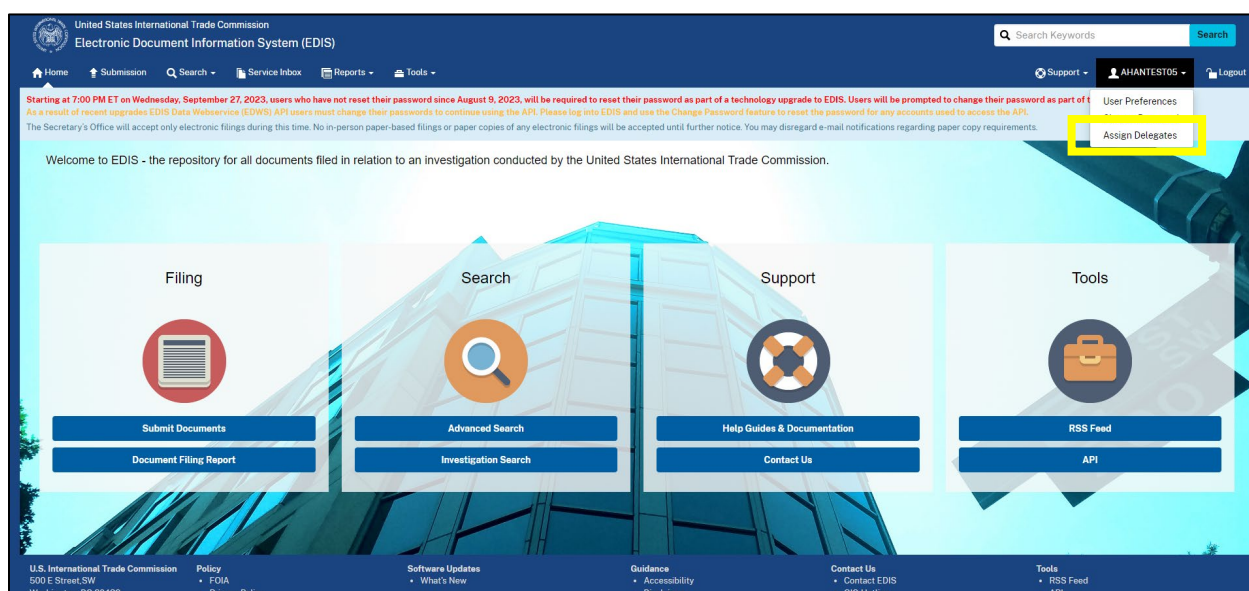


Figure 1: Assign Delegates



EDIS Delegate Guide

United States International Trade Commission

I. Assigning Delegates

The Assign Delegates screen appears. In the “Search EDIS Username” field, enter the EDIS username of the user who you wish to assign as a delegate and click **Search**.

NOTE: Each delegate must have a registered EDIS account to be searched and assigned as a delegate. Users are able to search for their own EDIS username but **CANNOT** be able to add themselves as a delegate for another user.

Figure 2: Search for Delegate by EDIS Username

NOTE: You must enter the exact EDIS username of the delegate you are trying to add. Misspellings or additional characters will yield incorrect or incomplete results. The search is not case sensitive.

Any user who matches the searched EDIS username will appear. Click **Add** to the right of the user that you wish to add as delegate.



EDIS Delegate Guide

United States International Trade Commission

United States International Trade Commission
Electronic Document Information System (EDIS)

Home Submission Search Service Inbox Reports Tools Support AHANTEST06 Logout

Profile Assign Delegates

Assign Delegates

1 To assign delegates to your user profile, each delegate must have a registered EDIS account. The user must enter in the EXACT username of the delegate you are trying to add in the Search User field. Once a delegate is added, the delegate will be able to file a document on behalf of your username. To remove delegates, please click on the "X" button next to each delegate. The number of delegates you are able to add is determined by the USTIC Office of the Secretary's Office.
NUMBER OF DELEGATES ALLOWED PER USER = 4

Search EDIS Username

Search for EDIS user Search

Username	Name	Firm Org	
AHANTEST07	DelegateUser One	Hitachi Automotive Systems America, Inc.	Add

Delegates

Delegate Username	Delegate Name	Delegate FirmOrg
AHANTEST07	DelegateUser One	Hitachi Automotive Systems America, Inc.

U.S. International Trade Commission 500 E Street, SW Policy FOIA Software Updates What's New Guidance Accessibility Contact Us Contact EDIS Tools RSS Feed

Figure 3: Add Delegate from List

The added user will appear in your list of delegates. Add additional delegates as necessary, up to four delegates per user.

United States International Trade Commission
Electronic Document Information System (EDIS)

Home Submission Search Service Inbox Reports Tools Support AHANTEST05 Logout

Profile Assign Delegates

Assign Delegates

1 To assign delegates to your user profile, each delegate must have a registered EDIS account. The user must enter in the EXACT username of the delegate you are trying to add in the Search User field. Once a delegate is added, the delegate will be able to file a document on behalf of your username. To remove delegates, please click on the "X" button next to each delegate. The number of delegates you are able to add is determined by the USTIC Office of the Secretary's Office.
NUMBER OF DELEGATES ALLOWED PER USER = 4

Search EDIS Username

Search for EDIS user Search

Delegates

Delegate Username	Delegate Name	Delegate FirmOrg	
AHANTEST07	DelegateUser One	Hitachi Automotive Systems America, Inc.	Remove

U.S. International Trade Commission 500 E Street, SW Policy FOIA Software Updates What's New Guidance Accessibility Contact Us Contact EDIS Tools RSS Feed

Figure 4: Delegate list

2. Removing Delegates

To remove an assigned delegate, first log into EDIS. Then, click on your account name, and select **Assign Delegates**. The Assign Delegates screen appears, with all your delegates listed.



EDIS Delegate Guide

United States International Trade Commission

Click **Remove** to the right of any delegate you wish to remove and then select **Yes** at the confirmation screen.

United States International Trade Commission
Electronic Document Information System (EDIS)

Home Submission Search Service Inbox Reports Tools Support AHANTEST05 Logout

Profile Assign Delegates

Assign Delegates

To assign delegates to your user profile, each delegate must have a registered EDIS account. The user must enter in the EXACT username of the delegate you are trying to add in the Search User field. Once a delegate is added, the delegate will be able to file a document on behalf of your username. To remove delegates, please click on the "X" button next to each delegate. The number of delegates you are able to add is determined by the USTIC Office of the Secretary's Office.
NUMBER OF DELEGATES ALLOWED PER USER - 4

Search EDIS Username

Search for EDIS user Search

Delegates

Delegate Username	Delegate Name	Delegate FirmOrg	
AHANTEST07	DelegateUser One	Hitachi Automotive Systems America, Inc.	Remove

U.S. International Trade Commission
500 E Street SW

Policy
FOIA

Software Updates
What's New

Guidance
Accessibility

Contact Us
Contact EDIS

Tools
RSS Feed

Figure 5: Remove Delegate

United States International Trade Commission
Electronic Document Information System (EDIS)

Home Submission Search Service Inbox Reports Tools Support AHANTEST05 Logout

Profile Assign Delegates

EDIS: Confirm Deletion of Delegate

Are you sure you want to remove AHANTEST07 as your delegate?

No Yes

To assign delegates to your user profile, each delegate must have a registered EDIS account. The user must enter in the EXACT username of the delegate you are trying to add in the Search User field. Once a delegate is added, the delegate will be able to file a document on behalf of your username. To remove delegates, please click on the "X" button next to each delegate. The number of delegates you are able to add is determined by the USTIC Office of the Secretary's Office.
NUMBER OF DELEGATES ALLOWED PER USER - 4

Figure 6: Confirm Delegate Removal



EDIS Delegate Guide

United States International Trade Commission

Actions a Delegate Can Take

I. Filing Documents on Behalf Of

As a delegate for another EDIS user, you may file documents on behalf of your delegator. To do so, follow the standard document filing procedures.

On the **Submitter Information** screen, click the arrow to the right of the **EDIS Filer Name** field.

Figure 7: Submitter Information Screen

You will see a list including your EDIS username and the EDIS username(s) of your Delegator(s). Select the EDIS username of the user for whom you are filing the document. Choose **Save and Continue** to file the document on their behalf.

When the document submission is completed, and email is sent to the email address of the delegate who filed the document and the Delegator on behalf of whom the document was filed is cc'd on the email.



EDIS Delegate Guide

United States International Trade Commission

Figure 8: Filing on Behalf Of

2. Accessing Service Inbox Items

Delegates can view and access service inbox items for their Delegators in EDIS. Login to EDIS and select **Service Inbox** in the top menu. In the **Pick User** dropdown, you will see a list including your EDIS username and the EDIS username(s) of your Delegator(s). Choose the EDIS username of the delegator whose Inbox you wish to access, and click **Load Selected User Inbox**.

Figure 9: Choose Delegate from Pick User Dropdown



EDIS Delegate Guide

United States International Trade Commission

The user's Service Inbox appears, where you can view and access their served documents.

Service Inbox

Pick User: LeadAttorney One Load Selected User Inbox

Served Document Filter: All Section 337 Import Injury Other Recently Expired

MISC-999 Violation - Unfair Import Test Investigation (Not Real Data), Inv. No. MISC-TA-999 (Violation)

Show: 10 entries Search:

Doc. ID	Doc. Type	Security	Title	Order Number	Filed By	On Behalf Of	Service Date	Expiry Date	Download
Received 806374	Order	Public		2323	Anthony Han	Office of Chief Information Officer	10/23/2023	11/06/2023	
Received 806393	Order	Public	One_More_Test_Title	000009888	Asma Khaton	Office of Chief Information Officer	10/24/2023	11/07/2023	
Received 806431	Order	Public	Test_Doc_for_Delegate_Service_Inbox		Asma Khaton	Office of Chief Information Officer	10/26/2023	11/09/2023	
New 806433	Order	Public	TEST ORDER 01	989685	Anthony Han	Office of Chief Information Officer	10/26/2023	11/09/2023	

Showing 1 to 4 of 4 entries

Previous 1 Next

Download All

Figure 10: Delegator's Service Inbox

Once you access a file on behalf of a delegator, the file's status on the far-left changes from **New** to **Received**, indicating the file was accessed.

Service Inbox

Pick User: LeadAttorney One Load Selected User Inbox

Served Document Filter: All Section 337 Import Injury Other Recently Expired

MISC-999 Violation - Unfair Import Test Investigation (Not Real Data), Inv. No. MISC-TA-999 (Violation)

Show: 10 entries Search:

Doc. ID	Doc. Type	Security	Title	Order Number	Filed By	On Behalf Of	Service Date	Expiry Date	Download
Received 806374	Order	Public		2323	Anthony Han	Office of Chief Information Officer	10/23/2023	11/06/2023	
Received 806393	Order	Public	One_More_Test_Title	000009888	Asma Khaton	Office of Chief Information Officer	10/24/2023	11/07/2023	
Received 806431	Order	Public	Test_Doc_for_Delegate_Service_Inbox		Asma Khaton	Office of Chief Information Officer	10/26/2023	11/09/2023	
New 806433	Order	Public	TEST ORDER 01	989685	Anthony Han	Office of Chief Information Officer	10/26/2023	11/09/2023	

Showing 1 to 4 of 4 entries

Previous 1 Next

Download All

Figure 11: File Status