Hello and welcome to the EDIS Training Webinar Series. This Webinar will focus on electronic submission of documents through the EDIS application. The new EDIS platform utilizes a guided card system to prepare your filing. Once you have logged into your EDIS account, you can begin the submission process.

There are three ways to begin. First, by selecting the Submission tab at the top of the page. Second, by selecting the Filing icon. Or third, by selecting “Submit Documents.”

When you arrive at the first screen, you may want to click the square in the lower left corner of the screen to expand the submission cards.

As you work through the card system, you will be able to track your progress on the left side of the screen and preview your filing information on the right side. If you need to make a correction to information, use the buttons on the left to navigate back. Do not use the back button on your browser, or you will lose your input information.

The first screen will populate automatically using your account information. If the person who signed the document is not the account holder, the signatory will need to log in so that the Filed By name reflects at least one signatory for the document(s) being filed.

Once you have confirmed the information is correct, select “Save and Continue.” On other cards in this process, you will be able to double click or hit enter on the keyboard when presented with choices, in order to advance to the next step.

The next screen begins to collect information about the investigation in which you want to submit a filing. If you know the investigation number for your submission, you can select “Enter Investigation.”

Then type in the investigation number and select the appropriate phase. For example, you could type **701-584** and select **Final** from the Investigation Phase list or type **337-615** and select **Violation** from the list.

If you are not certain of the investigation or are filing a new Import Injury Petition or Section 337 Complaint, select the type of investigation and advance to the next screen.

You will be asked whether you are submitting a New Request, which only applies if you are filing a new Import Injury Petition or a Section 337 Complaint or supporting documents prior to institution.

If you are not filing a New Request, you will next select the phase of the investigation from a list prior to moving on to selecting the actual investigation number.

If you are not certain of the investigation number, you can filter within the investigations of that type. For instance, if you know the investigation concerns Ground Fault Circuit Interrupters, you can type that in the search box on the right side of the screen to narrow the field.

Once you identify the proper investigation, you will select your document type. Please note that the list of available document types is determined by the type of investigation.

You will be asked to confirm whether the document contains any Confidential Business Information (CBI) or Business Proprietary Information (BPI). Please be careful not to file any CBI or BPI on the public record.

If you are filing a public document, you will also be asked whether it is a public version of a previously filed confidential document. Public versions of confidential submissions may require less paper copies be delivered to the Commission.

Next you will enter the Document Title.

This should match the title on the pleading or document being filed or provide a brief description of the document. Do not include any CBI or BPI information in the title, as that field will be visible to the public.

The On Behalf Of Field should include a complete list of the parties for whom the document is being filed, separated by commas if necessary. This field should not contain any descriptors such as “Complainant” or “Petitioner”.

Now you will attach your pdf documents. As in previous versions of EDIS, documents cannot exceed 25 MB. You may upload as many attachments as necessary for each filing, but you may only do so in batches of 10. Selecting more than 10 attachments at a time for upload will result in the system dropping the excess files. The system will automatically screen each file for compliance. If any attachments fail, you will receive an error message for that attachment, but they successfully uploaded attachments will appear in the list below.

You can rearrange the order of the attachments by using the up or down arrows. It is also helpful if you add titles to your attachments, remembering not to include any CBI information in the titles.

After your attachments are completed, the document information card will ask you to verify the Document Date and that you have served the document as necessary.

If you are filing a Section 337 document, you will be asked whether your filing is Before the Administrative Law Judge (ALJ) or the Commission. Your answer to this question not only indicates to whom your filing is directed, but may also affect the number of paper copies you are required to deliver to the Commission. Guidance on copy requirements is available on our EDIS Help Document page. You will also be notified of the number of paper copies required to be delivered on the next screen.

Once you have acknowledged the Paper Copies Required, please review the summary of your submission information carefully. If you need to make any changes, use the cards on the left of the screen or the Back button in the bottom right corner.

Once you select the green “submit” button and confirm your intent to submit on the pop-up window, you will be taken to your Notice of Receipt.

You can print your confirmation page using the link on the upper left of the screen. You will also receive a Notice of Document Submission via email. The notice is sent to the email address associated with the EDIS account used to make the submission.

If you would like to submit a filing in a different investigation, you can select “File a New Document,” located in the bottom right of the screen.

If you would like to make another filing in the same investigation, you can select “File Another Document” located in the bottom left of the screen. This will allow you to bypass several of the initial cards.

As a reminder, the EDIS filing system operates according to the Commission’s office hours, so any documents submitted after 5:15pm will be marked as received at 8:45am the following business day.

If you have any questions or need additional guidance, please feel free to contact us by calling 202-205-3347, or emailing EDIS3Help@usitc.gov. The Docket Services Division of the Office of the Secretary is open from 8:45am to 5:15pm and someone will be happy to assist you during those hours.