

Purpose: Welcome to our webinar providing additional guidance on how to use the MTB Petition System to view and comment on published petitions. This ten minute webinar will provide you with an overview of the MTBPS homepage, the petitions list view, the comments list view, as well as provide tips on how to navigate the system if you are interested in viewing a particular petition or filing a public comment on a particular petition. Public comments on published petitions will be accepted until 5:15 p.m EST, February 24, 2017.

Homepage overview: The MTBPS homepage, pictured here, provides useful information regarding how to file a comment, the comment deadline, and USITC contact information. We encourage users of the system to review the information provided on this page. For purposes of this webinar, we draw your attention to the Prepare menu and “published petitions list” link. The file lists certain publicly-filed petition information in pipe-delimited format. This file may be opened in the application of your choice. You may choose to use this list as a reference for reviewing petitions during the comment period. If you find a petition in this list for which you wish to view the full petition summary and/or comment, you must log into the MTBPS system to do so. If you have questions or difficulty opening this file, please contact mtbpshelp@usitc.gov. Next, we draw your attention to the Before You File a Comment guide. This useful six-page guide is an extract from the Before You File guide published in October, 2016 and contains information specific to how to file a comment on an MTB petition. We strongly encourage would-be commenters to review this guide before filing a comment.

Viewing Petitions: Once you have reviewed the materials on the MTBPS homepage you may wish to view the received petitions and/or file a public comment. To do so, click on the View Petitions/Submit a Comment button. You will be prompted to log in. Once logged in, you will arrive at the Petitions View page. At the top is a list of any petitions you may have filed. At the bottom is a list of all petitions. You may expand the All Petitions list by clicking the blue square. Use the arrows next to each column header to sort by that column. Type a term in the Search box to search the petition list. This will search the information available in the list only, *not* the full petition summary. Note the petition status in the second to last column. Withdrawn and Not Properly Filed petitions appear in the list, but you are not able to view the petition summary nor file comments on these petitions. Petitioner may withdraw their petition at any time prior to the Commission issuing its final report. Withdrawn and Not Properly Filed petitions are readily apparent because the Action box on the left-hand side of the screen is grayed out. For pending petitions, clicking the blue action box gives you three options, Comment on Petition, View Summary, and View Comments. View Summary will take you to the full petition summary for that petition. You should review this summary before filing your comment. Alternatively, you may also click the blue petition number to take you to the petition summary. View Comments will take you to a list of comments filed on that petition. You may wish to review what other comments have been filed on that petition before filing your own. Please note that comments will only appear in this list once they have been reviewed and approved by the Office of the Secretary. We will go over the details of this list in a moment. For now, back to the petitions list page and notice the comments column. This column tells you how many comments have been submitted and approved by the Office of the Secretary on that petition. Clicking on that number will take you to the list of comments filed on that petition. The page we were just on.

Filing a Comment: Now that we understand the petitions list view a bit better, let's quickly file a comment. I am going to just file a comment on the first pending petition in our test database. I select Action and Comment on petition. I am brought to the terms of use page. I read through these terms of use and select I Acknowledge in order to Accept and Continue to the next page. Now we're on the first page. Before we get going typing information, a few important features to note. If you forget which petition you are commenting on, the petition number is shown in the breadcrumb trail above. Even better, you can click the Show Petition box at the top of the screen to take you to the petition summary. You may review the summary and click Hide Petition when you are ready to return to the comments screen you were previously on.

Now you may begin entering your information. If you are filing a comment on behalf of a company enter their information where prompted and also provide a contact at the company who can speak to the substance of the comment. If you are an individual filer, the contact information may be the same as the commenter information.

Next you will be asked whether you are an independent representative. Are you filing this comment on behalf of someone else? An example would be a law firm filing on behalf of a company, association, or individual. If you identify as an independent representative you will need to enter your information here. We are going to select No to move on.

Next you will be asked to select a Commenter Type. Please be mindful of the language in the portal and our Before You File a Comment guide when making your selection. Commenter type determines the information you are required to provide. If you are a U.S. Producer of a product that is identical to or like or directly competitive with the product that is the subject of the petition, you will be required to provide information about your product and production. If you are a U.S. Importer of the product, you will be required to provide the leading source countries of the product. For purposes of this webinar, we are going to select Trade Association or Group and select Validate and Continue.

Regardless of the commenter type you selected on the previous screen, you will arrive here. You are required to select a reason for commenting and enter comment text, which textbox you may claim to be confidential business information. You may also upload an additional PDF file of up to 5 pages. This is optional and we won't do it here.

Upon selecting validate and continue, you will arrive at your comments summary page. Review this page. This page will display all information you have entered, including confidential business information. Once you submit your comment, CBI submitted with this comment will no longer be visible to you. So you may wish to print this page for your records.

Confirm your submission to receive a comment ID number. Comments are numbered sequentially as they are received.

Viewing a Comment: Let's now go back to the homepage and find our comment. Click on Comments at the top of the screen. The comment we just submitted appears in My Comments Briefcase with a status of Received. It does not appear in the All Comments list below because the Secretary's Office has not

reviewed it yet. Once reviewed and approved, it will have a status of Filed and appear in the All Comments list. If you wish to withdraw your comment, you may do so during the comment filing window by selecting Withdraw Comment next to the comment number you wish to withdraw.

Let's take a brief look at the All Comments list. In the all Comments list you can view the Comment Summary by clicking on the Action drop down and View Comment or by clicking on the Comment number. You can view the petition summary for the petition the comment was on by clicking on the Action drop down and View Petition or by clicking on the petition number. If you are on the petition summary page and want to toggle to view the comments on that petition you may do so by selecting Petition Comments.

We encourage you to explore the systems features, read our help guidance, and email us if you have any questions. If you have questions about *how* to file, contact mtbpshelp@usitc.gov. If you have questions about the MTB process, please contact mtbinfo@usitc.gov. The Commission's business hours are 8:45a – 5:15p and someone will contact you as soon as practicable within that time.

Thank you for viewing our webinar. We appreciate your attention and feedback.