



# EDIS Delegate Guide

United States International Trade Commission

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## 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.

**NOTE:** At this time, there is no notification sent of the actions a delegate takes on behalf of someone else (e.g., sending you an email notification when someone files a document on your behalf). Therefore, it's important to use prudence when assigning delegates.

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**.



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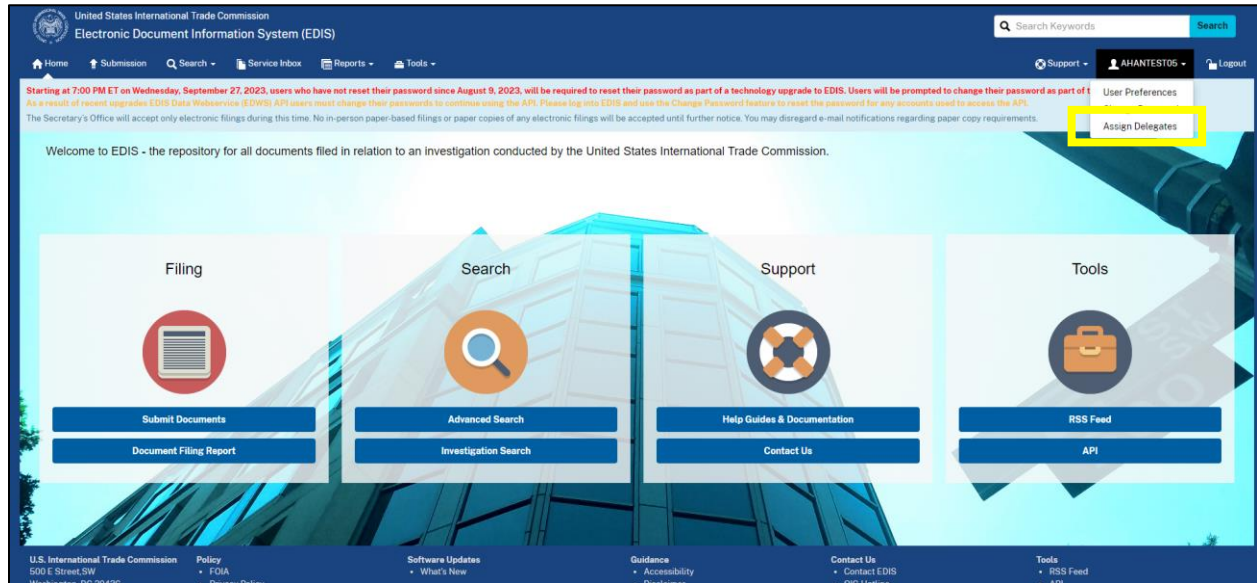


Figure 1: Assign Delegates

## 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 will be able to search for their own EDIS username but will NOT be able to add themselves as a delegate for another user.

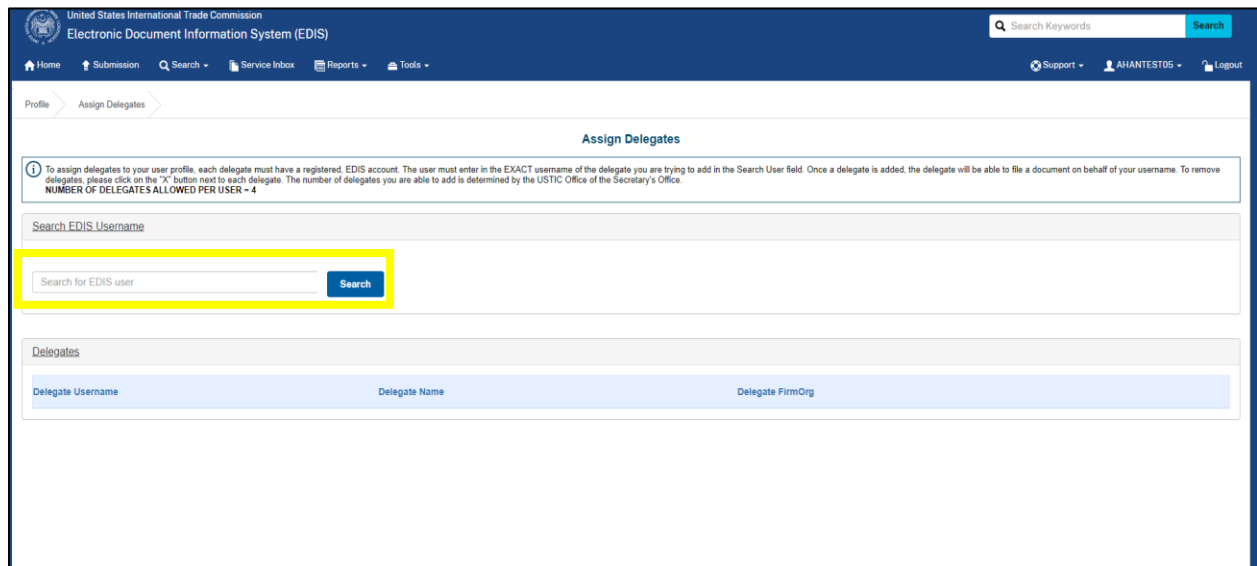


Figure 2: Search for Delegate by EDIS Username



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**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.

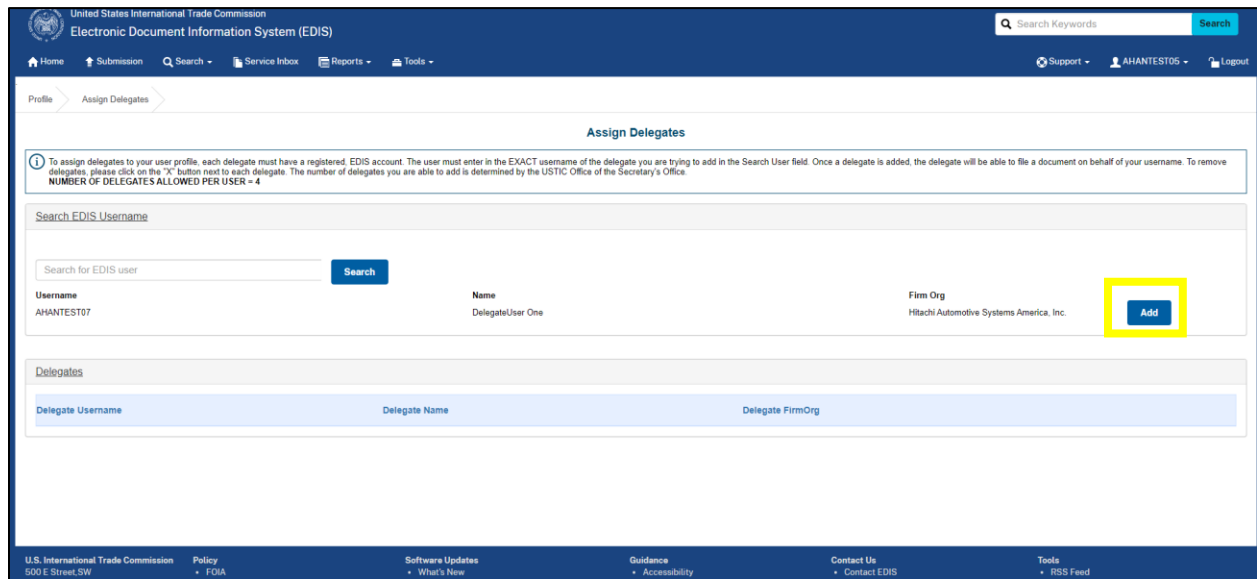


Figure 3: Add Delegate from List

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



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The screenshot shows the 'Assign Delegates' page in the EDIS system. At the top, there is a navigation bar with 'Home', 'Submission', 'Search', 'Service Inbox', 'Reports', and 'Tools'. A search bar is on the right. Below the navigation, there are breadcrumb links for 'Profile' and 'Assign Delegates'. The main heading is 'Assign Delegates'. A message box explains that delegates must have a registered EDIS account and that the number of delegates allowed per user is 4. Below this is a search field for EDIS usernames. The 'Delegates' section contains a table with one entry:

Delegate Username	Delegate Name	Delegate FirmOrg	
AHANTES107	DelegateUser One	Hitachi Automotive Systems America, Inc.	<a href="#">Remove</a>

Figure 4: Delegate list

## 2. Deleting Delegates

To delete 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.

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

This screenshot is identical to Figure 4, but the 'Remove' button for the delegate 'AHANTES107' is highlighted with a yellow box.

Figure 5: Remove Delegate



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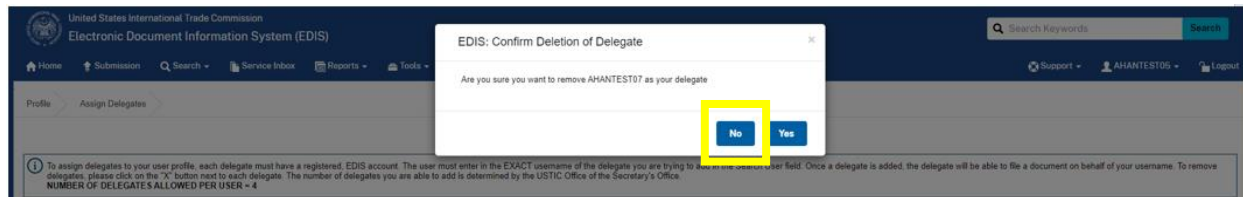


Figure 6: Confirm Delegate Removal



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## 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.



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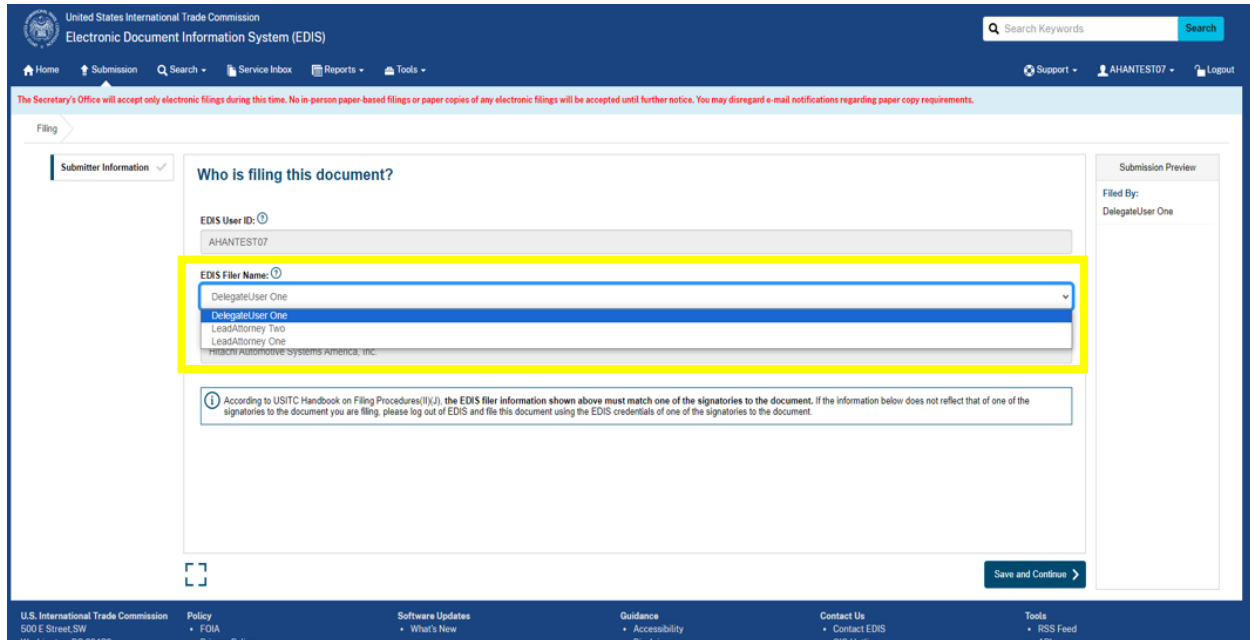


Figure 8: Filing on Behalf Of

## 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**.

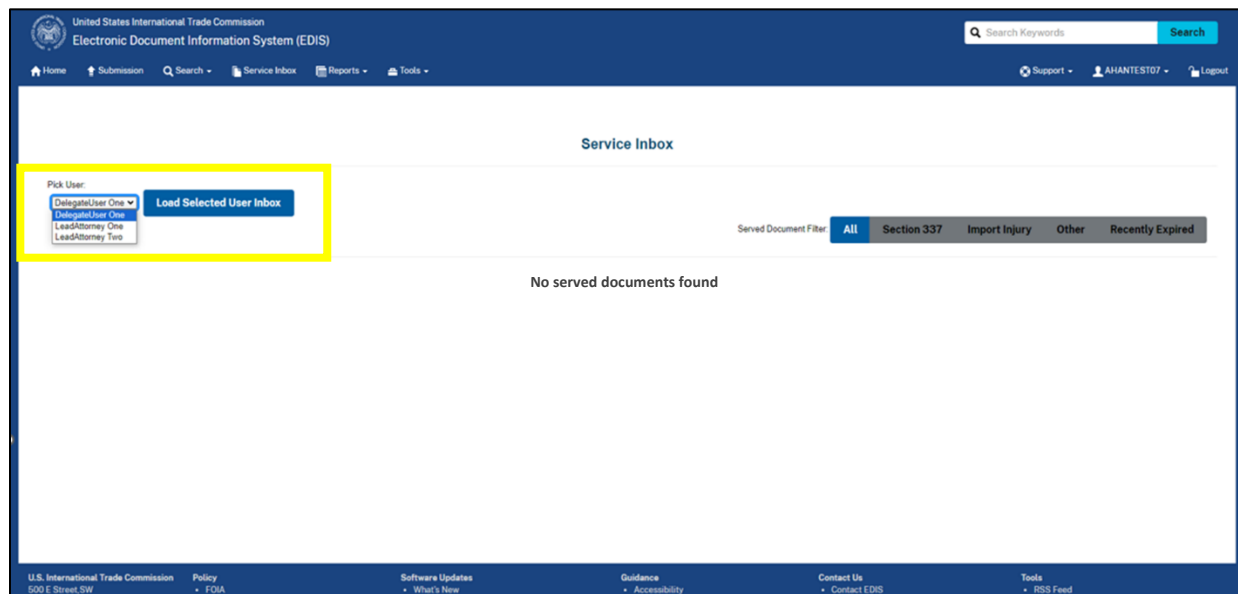


Figure 9: Choose Delegate from Pick User Dropdown





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The user's service inbox appears, where you can view and access their inbox items.

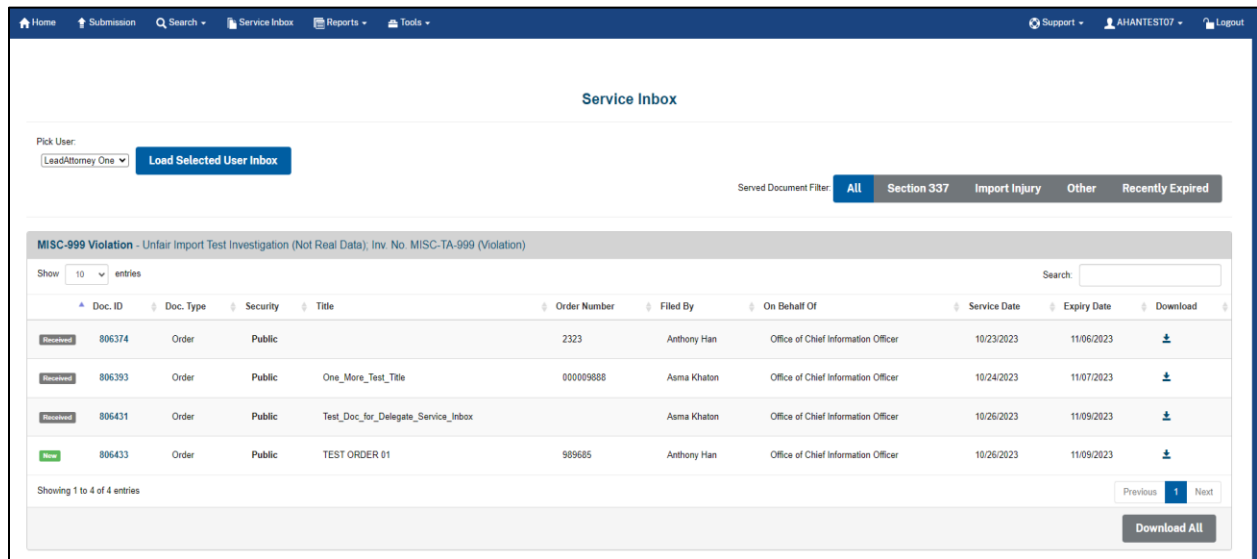


Figure 10: Delegator's Service Inbox

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.

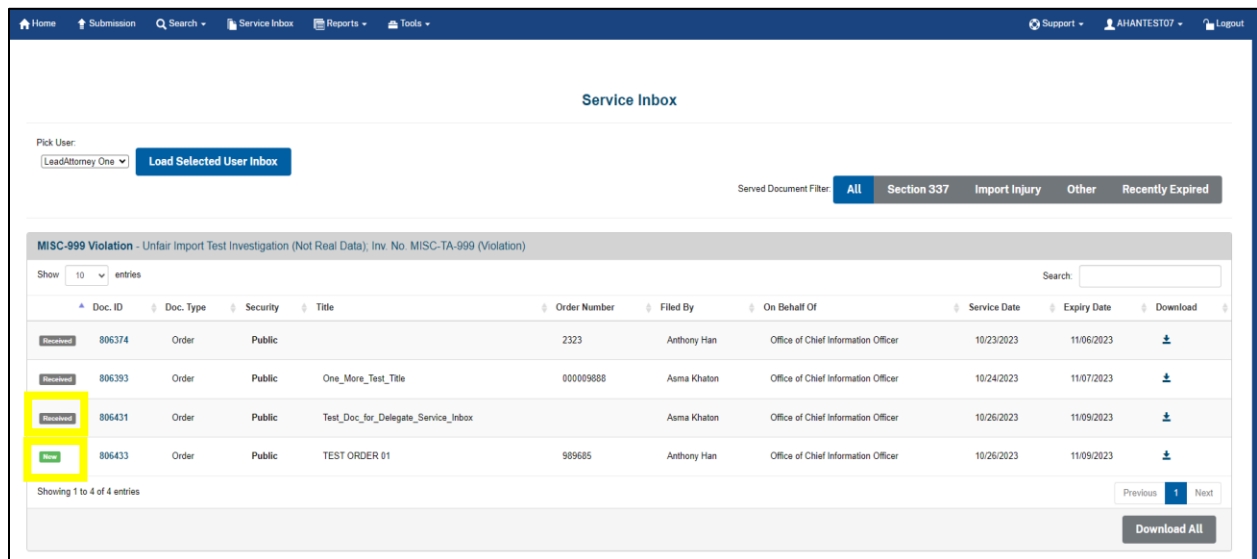


Figure 11: File Status