



232 EXCLUSION PORTAL:
Portal Features Guide to Save,
Clone, and Download Exclusion
Requests, Objections,
Rebuttals, & Surrebuttals

232 Exclusion Portal Terminology

- Draft – an unfinished Exclusion Request (ER) that remains open for editing until submitted for Agency review.
- Save – stores a draft with all entered information so the user may return later to finish and submit.
- Edit – allows the user to return to a saved draft so they may change entered information, continue entering information or submit a complete form for Agency review
- Delete – eliminates a draft Exclusion Request from the user’s Dashboard that is no longer relevant or needed.
- Clone – makes a copy of a previously submitted Exclusion Request (retains all information entered) available as a draft so a company can edit it and submit as a new Exclusion Request.
- Download – Saves a PDF copy of a completed submission (Exclusion Request, Objection, Rebuttal, Surrebuttal) to user’s personal device

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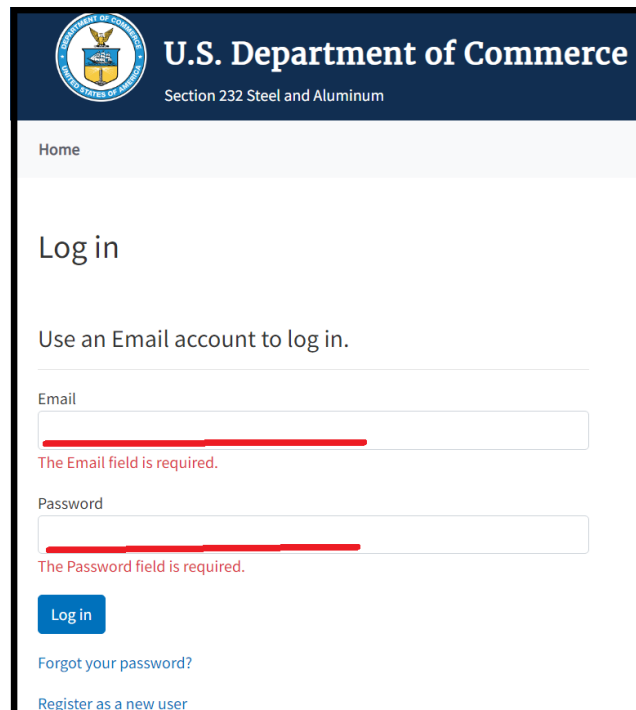
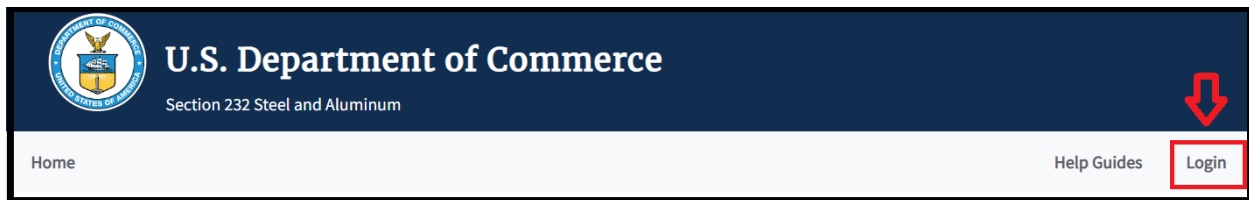
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Navigating Features of the 232 Exclusion Portal

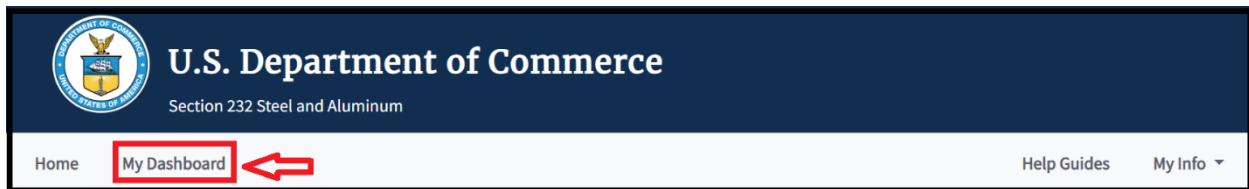
The following instructions explain how to navigate features of the 232 Exclusion Portal, including: Logging in, Creating New Exclusion Requests, Saving, Editing, Submitting, Deleting, Cloning and Downloading

Logging In

1a. Open the U.S. Department of Commerce 232 Exclusion Portal website. Upon arriving at the U.S. Department of Commerce 232 Exclusion Portal, proceed to the top right corner of the page to the **'Login'** button.

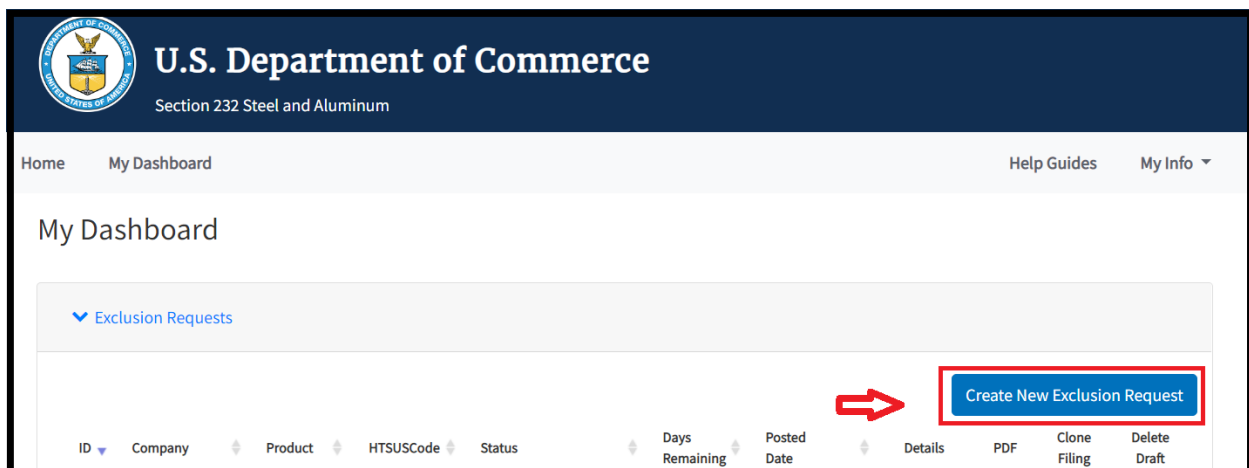
A screenshot of the login page on the U.S. Department of Commerce 232 Exclusion Portal. The page has a dark blue header with the logo and text "U.S. Department of Commerce" and "Section 232 Steel and Aluminum". Below the header is a white navigation bar with "Home" on the left. The main content area is white and contains the heading "Log in" and the instruction "Use an Email account to log in." There are two input fields: "Email" and "Password". Both fields have red horizontal lines below them, indicating they are required. Below the "Email" field is the text "The Email field is required." and below the "Password" field is the text "The Password field is required." There is a blue "Log in" button, a link for "Forgot your password?", and a link for "Register as a new user".

1b. Continue to enter your login information and log into the portal. Your Exclusion Request Dashboard should now be displayed, if it doesn't display, click on **'My Dashboard'** at the top of the page.



Creating a New Exclusion Request

1a. To begin a new Exclusion Request (ER), click the 'Create New Exclusion Request' button. A new exclusion request page will be generated for you to fill out relevant information over five steps, each located on their respective tab.



1b. Proceed to fill out each step with the required information for the request.

Saving an Exclusion Request as a Draft

1a. At any point during the request, if you need to pause and save, navigate to the bottom of the page and click 'Save as Draft.'

Importer of Record for Organization Requesting an Exclusion

Full Organization Legal Name *

Street Address * City *

State * Zip Code *

Please Select

Point of Contact Name * Phone Number *

E-mail Address * Web Site Address

Save as Draft

Next

1b. This will return you to 'My Dashboard' where you can view the recently saved request in the Exclusion Requests section.

Editing an Exclusion Request

1a. To return to a previous request, click "Edit" for the appropriate request in the Details column. This will return you to Step 1 and you can navigate to the appropriate step to edit or resume the request for submission.

My Dashboard

Exclusion Requests

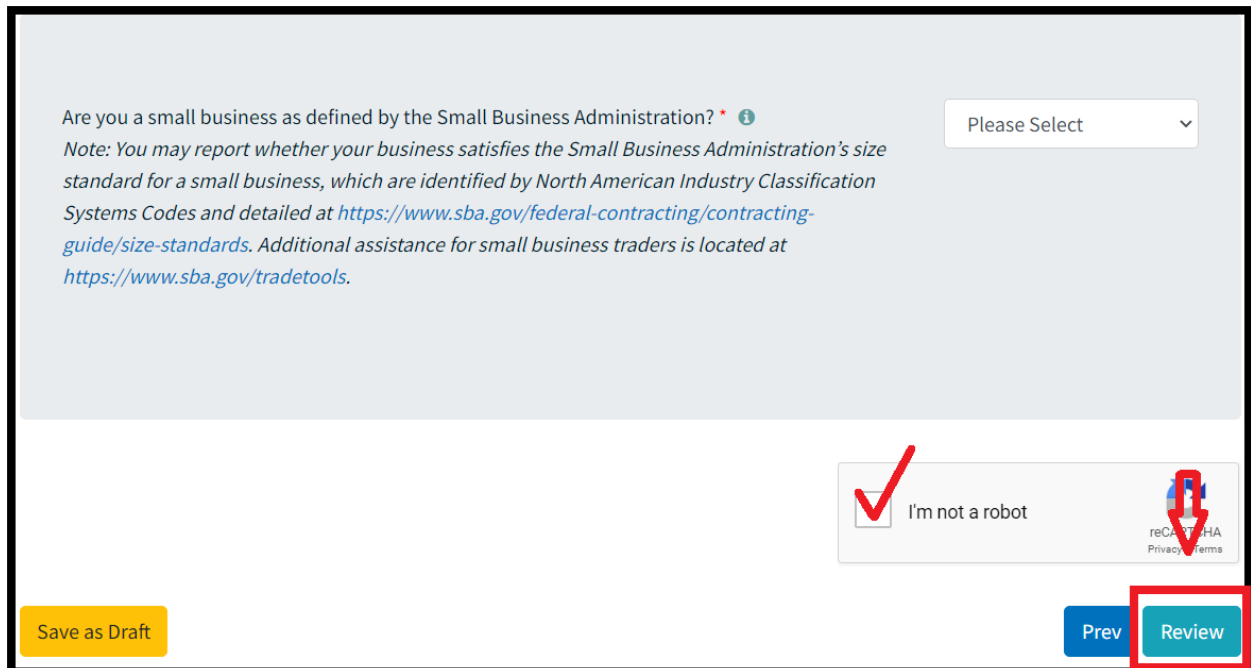
Create New Exclusion Request

ID	Company	Product	HTSUSCode	Status	Days Remaining	Posted Date	Details	PDF	Clone Filing	Delete Draft
12888		Steel		Draft			Edit			

1b. When you have completed the form or made the necessary edits and would like to submit, proceed to the **'Step 5'** tab if you are not already there.



1c. Scroll down and click the **'Review'** button at the bottom of **Step 5's** page.



1d. Review any errors that may have been identified for correction and then proceed to the bottom of the page and click on the **'Submit'** button.



1e. You can attach a file and then click on the **‘Upload’** button and then click **‘Done.’** Your submission is now sent for agency review.

For Exclusion and Objection Filings: If you have additional information to provide that is proprietary or otherwise business confidential that is relevant to this submission, do not attach this information to your exclusion request or objection filing – instead, indicate the existence of such information in the appropriate field of the relevant exclusion or objection form. The Department will contact you if we require access to the information during review of your submission. All information submitted directly in exclusion and objection filings will be made public.

Please select the file and upload the document or press "Done" to proceed without uploading.

Choose File No file chosen

Upload File Done

For Exclusion and Objection Filings: If you have additional information to provide that is proprietary or otherwise business confidential that is relevant to this submission, do not attach this information to your exclusion request or objection filing – instead, indicate the existence of such information in the appropriate field of the relevant exclusion or objection form. The Department will contact you if we require access to the information during review of your submission. All information submitted directly in exclusion and objection filings will be made public.

Please select the file and upload the document or press "Done" to proceed without uploading.

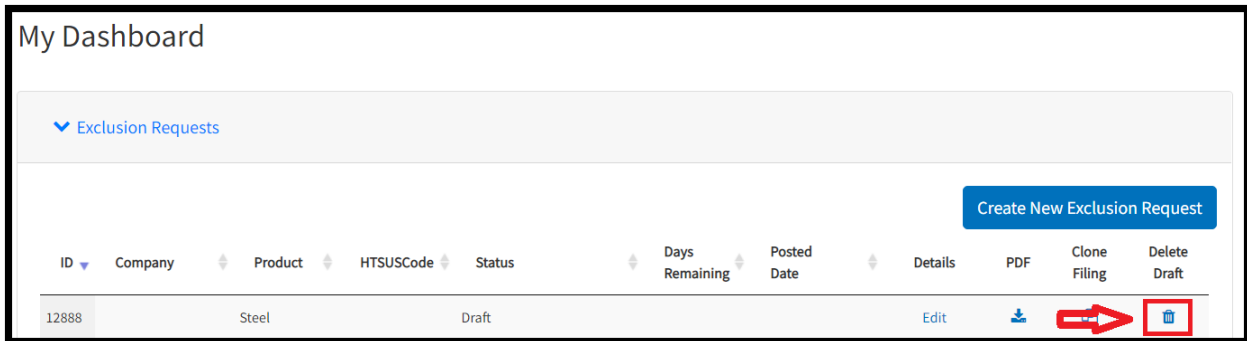
Choose File No file chosen

Upload Done

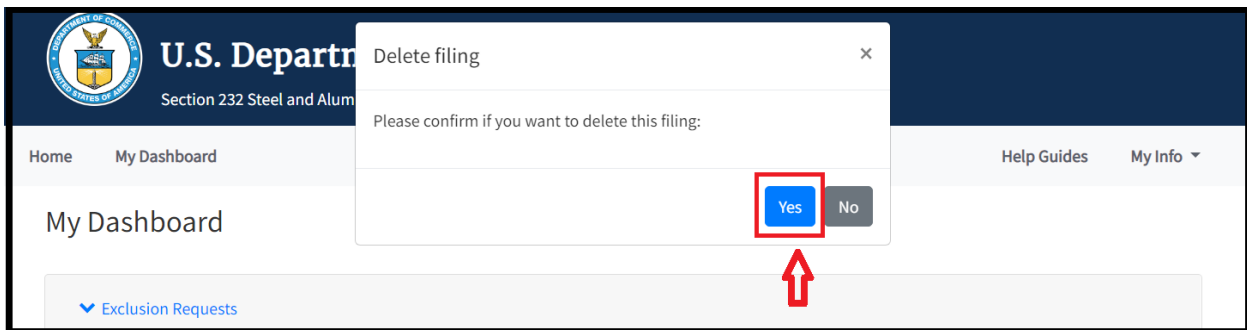
Deleting Draft Exclusion Requests

1a. To delete a draft ER that is no longer need, navigate to your dashboard and identify the ER Filing. (Note: Exclusion requests that have already been submitted cannot be deleted through the ER Portal. To have a previously submitted ER “deleted” or withdrawn, please contact the 232 Team at 232exclusionsportal@bis.doc.gov)

1b. Click on the ‘Delete Draft’ icon ()




1c. Click on the **'Yes'** button on the pop-up box. The Draft ER Filing is now deleted and removed from the ER Filings list.

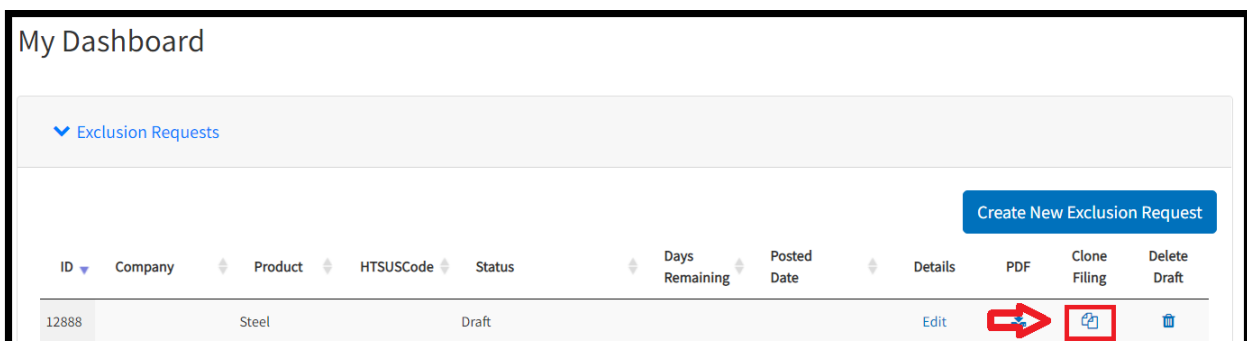


Cloning Exclusion Requests

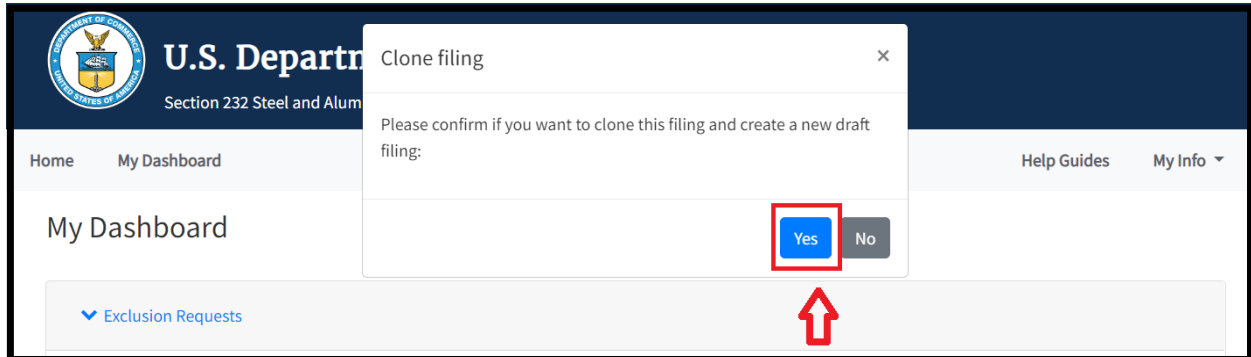
***NOTE:** The cloning feature should replace the need for the AutoFill extension. If you have any issues with cloning an ER while using AutoFill—e.g., AutoFill is populating previously saved ER forms—please disable the extension or set it to manual mode and try again.*

1a. Cloning an ER allows a company to make a copy of a previously submitted ER. This generates an exact draft copy that can be edited and used for new submissions. To clone an ER, identify an exclusion request to be duplicated under the **'Exclusion Request'** section and click


on the Clone button ()

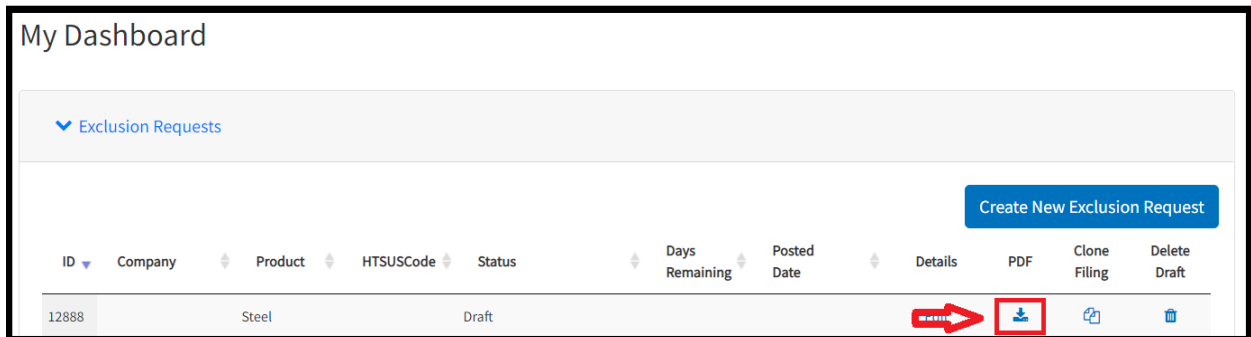


1b. Click on 'Yes' on the pop-up box. The Exclusion Request is cloned and added to the top of the list of ERs as a draft.



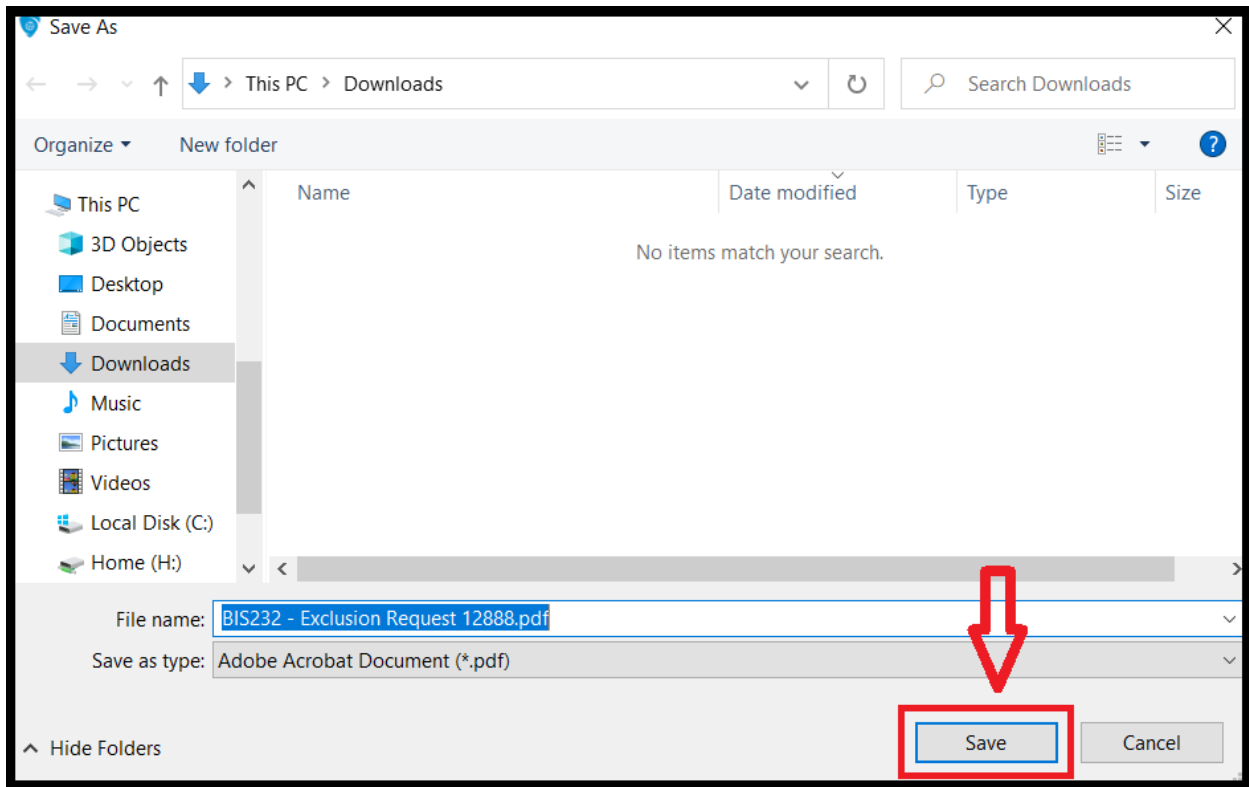
Downloading Exclusion Requests, Objections, Objection Rebuttals and Surrebuttals

1a. To download an ER from **the Exclusion Request, Objection, Objection Rebuttal** (i.e., Rebuttal) or **Surrebuttal** sections, navigate to the appropriate section you would like to download a copy from and locate the download button ()




1b. Click the download button and select a location to save the pdf.

1c. Once you've selected to destination you want to save the file, click on the 'Save' button. The file is now saved to the selected location, navigate to the location and click to open the saved pdf.



1d. To download copies from other sections, locate the download button as shown.


▼ Objection Filings

ID	Company	Product	ERID	Days Remaining	Posted Date	Details	PDF
11090	Test	Steel	12878		3/28/2022	Details	

Showing 1 to 1 of 1 entries

Previous 1 Next

▼ Objection Rebuttals

ID	Company	Product	ERID	OFID	Days Remaining	Posted Date	Details	PDF
528	Test	Steel	12878	11090		3/28/2022	Details	

Showing 1 to 1 of 1 entries

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▼ Surrebuttals

ID	Company	Product	ERID	OFID	ORID	Days Remaining	Posted Date	Details	PDF
304	Test	Steel	12878	11090	528		3/28/2022	Details	PDF

Showing 1 to 1 of 1 entries

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