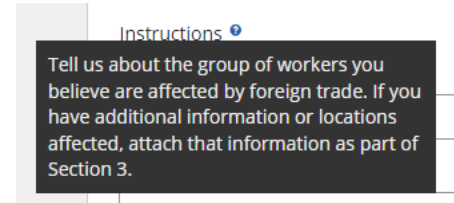**Petition Filing Tips!**

PAWS allows for states to quickly submit petitions with new enhancements like defaulting petitioner information and saving petition drafts. The workflow should be relatively intuitive by clicking on "Create New Petition" and following the prompts.

If you aren't sure what is being asked for, hover the info boxes with instructions to get some more information.

Instructions
Tell us about the group of workers you believe are affected by foreign trade. If you have additional information or locations affected, attach that information as part of Section 3.

Address Information

Users are highly encouraged to use the Address Search boxes to complete addresses. In addition to being quicker than other entry methods, it provides address verification, gets the addresses in the proper format, and looks up the county and congressional districts.

We use USPS Publication 28's recommended short form address such as using "St" instead of "Street" and not including punctuation. We will accept petitions with any format, but using the address search and these standard forms saves us some cleanup after submission.

The address search can usually find it, but if it won't look up you can just manually enter the address. The search only works for United States addresses.

> **Quick Tip: International Contacts**
>
> If you are entering information for contacts with international addresses and phone numbers, change the country on the address first!
>
> The system will then give you an international address format and will let you enter international phone numbers too!

Checking Petition Information

If you click "Save" on any screen it will highlight in red any fields with issues and will give you a short description of the issue. If you press "Submit" at the end of the petition and there are still issues, it will give you a list of the places where there are issues.

Approximate date of separations? *
07/26/1988
Date cannot be more than one year in the past

On Section 2 - About the Group of Workers, please fill in the required field(s):
*Address 1
*City
*State
*Zip
*What does the company/employer do?
*What does this group of workers at this location do?
*Approximate date of separations cannot be more than one year in the past.
*How many people may be separated?
*Main Phone
On Section 3 - Trade Effects, please fill in the required field(s):
*How have these workers been affected by foreign trade?
On Section 4 - Company Officials, please enter a Company Official(s).

More Reminders and Notes

The system has a 15-minute time out. If you don't want to lose your petition, be sure to save it as a Draft. Once a petition is submitted you will not be able to edit it, but you can email us at taa.petition@dol.gov if you have things to add.

DOL'S Office of Trade Adjustment Assistance (TAA)
Introduction to the Petition Automated Workflow System (PAWS) for State Workforce Users