



# AESDirect

Reduce Exporting Stress with AES



## AESDirect/AESPcLink Beginners Workshop

Eagan Business Center  
3140 Neil Armstrong Blvd., Suite 230  
Eagan, MN 55121

Monday, September 20, 2004  
One Session:  
1:30 PM – 5:00 PM

Enjoy the benefits of **FREE** electronic filing of your Shipper's Export Declarations (SEDs) via the Internet using *AESDirect* or its windows based desktop PC component, *AESPcLink*.

The Beginners workshop is for first time *AESDirect/AESPcLink* users and those who have used *AESDirect/AESPcLink* for 3 months or less. The workshop will include a quick overview of the Automated Export System and *AESDirect* followed by hands-on training and filing of sample SEDs via *AESPcLink*. (***You may bring samples of SEDs filed by your company for practice.***) We conclude the workshops with the Certification Quiz that gives a company full certification. Upon certification, you begin filing your SEDs electronically through *AESDirect*.

We prefer participants be familiar with using the PC and an Internet browser, be pre-registered and have an *AESDirect* user name and password prior to attending the training session. Please bring the user name and password to the session with you.

### Participation Fee

Participation fee is \$40.00 per person, payable in advance by credit card only. No payments accepted at the door. For additional information and payment arrangement, please call our representative from the Automated Export System Branch at 1-800-549-0595.

### STEP 1- Register for *AESDirect*

Log onto [www.aesdirect.gov](http://www.aesdirect.gov) and register to receive your user name and password. (If you have already registered and have received a username and password, do not obtain another.)

### STEP 2- Sign up for Workshop

Send an email to [AESMEETING@census.gov](mailto:AESMEETING@census.gov). Include your name, telephone number, company name, address and whether you are an exporter or forwarding agent.

## **Directions**

### **From the Northwest (Minneapolis, Minnesota)**

Take Hwy 55 South  
Turn right (west) onto Lone Oak Road  
Turn left (south) onto Neil Armstrong Blvd

### **From the North (St.Paul, Minnesota)**

Take 35E South  
Exit at Lone Oak Road  
Turn left (east) onto Loan Oak Road  
Turn right (south) onto Neil Armstrong Blvd

### **From the Minneapolis / St.Paul International Airport**

Take Hwy 5 South  
Exit onto 494 East  
Exit on 35E South  
Exit at Lone Oak Road (first exit)  
Turn left (east) onto Loan Oak Road  
Turn right (south) onto Neil Armstrong Blvd

### **From the West (Bloomington, Minnesota)**

Take 494 East  
Exit on 35E South  
Exit on Lone Oak Road (first exit)  
Turn left (east) onto Loan Oak Road  
Turn right onto Neil Armstrong Blvd

### **From the East (Woodbury, Minnesota)**

Take 494 West  
Exit on 35E South  
Exit at Lone Oak Road (first exit)  
Turn left (east) onto Loan Oak Road  
Turn right onto Neil Armstrong Blvd

### **From the South (Burnsville, Minnesota)**

Take 35E North  
Exit at Lone Oak Road  
Turn right (east) onto Loan Oak Road  
Turn right onto Neil Armstrong Blvd