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Office of Trade
U.S. Customs and Border Protection

# ACE Secure Data Portal Workshop – Exports Session

**WESCCON 2019** 





# Agenda

- Introduction to the ACE Secure Data Portal
- Broker Accounts and a review of supporting capabilties
- Protest Filer Accounts and a demonstration of the ACE Protest Module
- Questions and Answers





## **ACE: EDI v Portal**

### Filing data with ACE:

 Submit import and export data in accordance with ACE technical standards through Electronic Data Interchange (EDI)

## Once data is submitted to CBP, use the ACE Portal to:

- Evaluate compliance and monitor daily operations
- Access multiple canned reports, with ability to customize as needed
- Submit truck import manifests
- Monitor data on file with CBP

	" I want to"	ACE via EDI Interfaces	ACE Portal
Ļ	Send Importer Security Filling Data *Only low volume through Portal (less than 12 per year)	1	1
Ŀ	File an Import Air, Ocean, or Rail Manifest	1	
Ŀ	File an Import Truck Manifest	1	1
Þ	File an Electronic Inbond	1	Via Truck Manifest
Ŀ	File an Entry	1	
Ŀ	File an Entry Summary	1	
T,	File a Protest		<b>*</b>
P	Run Reports		*
Ŀ	Create Blanket Declarations		*
Þ	Submit Supporting Documents for Release CBP and PGA Forms	DIS	
T,	Submit Supporting Documents for Entry Summary CBP and PGA Forms	DIS	Upload Forms
T.	Respond to Request for Documents CBP Forms 28, 29, 4647	DIS	1
I.	Manage Account and Periodic Monthly Statement Information		1
T.	Make Post Summary Corrections	1	
T.	File Export Air, Ocean and Rail Manifest	Pilots in Progress!	
Ŀ	File Export Commodity Data	1	1





# ACE Portal Demonstration





### ACE Portal Information Page on CBP.gov

U.S. Customs and Border Protection Get Email Updates | Contact Us | Comunicarse con Nosotro

Get Started with ACE

How to Stay Informed

Get Started

Apply for an Account

Sign up for CSMS

**Outreach Events** 

Support Network

ACE Availability

Dashboard

**ACE Training** 

FAQs

How to Get Support

About CBP Newsroom Travel Trade Border Security Careers

HOME >> TRADE >> AUTOMATED >> GETTING STARTED

#### Trade

Basic Import and Export

#### ACE and Automated Systems Getting Started with Automated Systems

- Getting Started with Automated System
- ACE Features
- ACE Federal Register Notices
- \_\_\_\_\_

> Programs and Administration

- Priority Trade Issues
- Rulings and Legal Decisions
- Stakeholder Engagement
- > Trade Facilitation and Trade Enforcement Act

#### Introduction to an ACE Secure Data Portal Account

To access the ACE Secure Data Portal (ACE Portal), a company must have a top level ACE Portal account. The following is an overview of account structures, users, and how

#### • Managing an ACE Secure Data Portal Account • Applying for an ACE Secure Data Portal Account

Account Basics

There are three components to an ACE Portal account: structure, types, and users. A brief overview of each follows:

- Account Structure: refer to two account categories that makeup an account: top account and sub-accounts. Every approved account application has an associated Top Account and at least one sub-account
- Sub-Account Types: align to trade business activities (i.e., importer, broker, surety, etc.) and govern the available tasks companies and users can carry out within an ACE Portal account
- User Profiles: are used to manage and execute different account tasks. There are three types of users profiles: Account Owners, Proxy Account Owners, and Account Users.

Details on each of these areas are outlined in full below.

Account Structure

To establish an ACE Portal Account, a corporate identifier (i.e., filer code, importer of record number, employer identification number, etc.) is needed at the time of application. When the application is approved, the account will be established, with an associated top account and sub-account(s).

- 1. Top Account: established at the time a company's application is approved, and links together all sub-accounts, account functions, and users. There is a single top account per account.
- 2. Sub-accounts: align to corporate identifiers. An ACE Portal account can have many sub-accounts depending on the complexity of a company.

By default, all Top Accounts have at least one sub-account that aligns with the primary business activity (i.e. broker, protest filer, etc.), as identified during the application process. Companies with basic structures will likely only have one sub-account, whereas companies with more complex structures (e.g. subsidiaries, regional offices, etc.) may have many sub-accounts. Management of sub-accounts is governed by the Account Owner.

 $For details on these structures and how to manage them, please visit our {\tt Managing} \ {\tt ACE} \ Portal \ Accounts \ page.$ 

Sub-Account Types

When a company initially establishes an account, applicants must select at least one business activity which becomes a sub-account. Access to different tasks is governed by adding additional sub-account types to an account. For a full overview of available tasks by sub-account type, please select the button below to see a full table of tasks:

#### View Portal Tasks

#### User Profiles

After a company's ACE Portal account has been established, the designated Account Owner may create user profiles within the account. The table below outlines the functions available to different user profiles:

ACCOUNT TIP:

Contact your company's Account Owner or Proxy Account Owner(s) to have a user profile established under your existing company Top Account.

ACE Portal Features

Profile Actions	Account Owner	Proxy Account Owner	Account User
Manage corporate account	✓		
Add business activities	✓		
Create proxy user accounts	✓		
Manage proxy access levels	✓		
Manage user access levels	✓	✓	
Create account users	✓	✓	
Reactivate disabled accounts*	✓	✓	
Self-reset password**	✓	√	✓
Run reports	✓	✓	✓

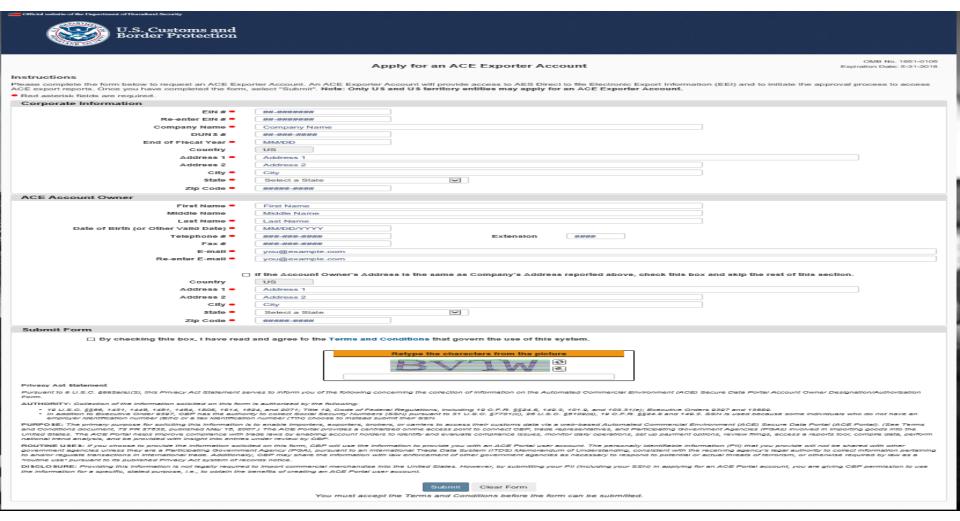
- \* This applies to users who have attempted three incorrect logins, have not logged into their account in 45 days, or are unable to self-reset passwords.
- $^{\star\star} \, \text{For details on resetting your password, please visit our FAQs for instructions.}$



https://www.cbp.gov/



## ACE Secure Data Portal Application – Exporter Account







## **ACE Secure Data Portal** Website

Please note: After some time of inactivity, the system will log you off automatically and ask you to log in again.



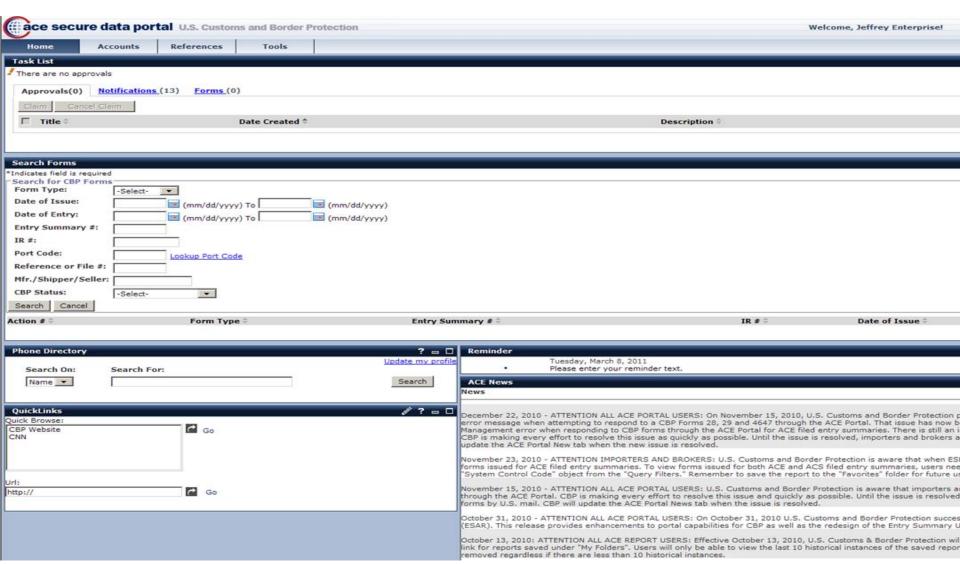
www. cbp.gov/ace

https://ace.cbp.dhs.gov





### **Home Tab**







## Accounts Tab – Top Account







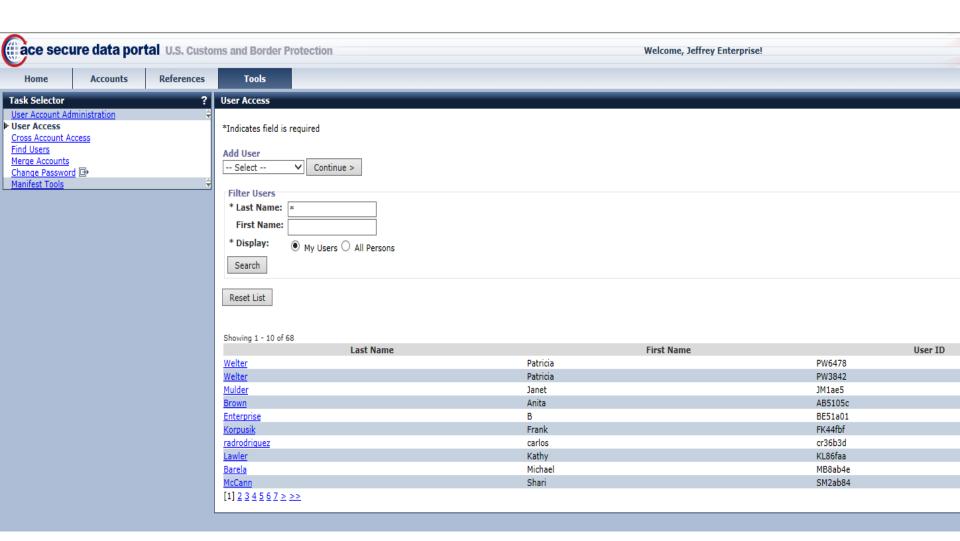
## Accounts Tab - Sub Account





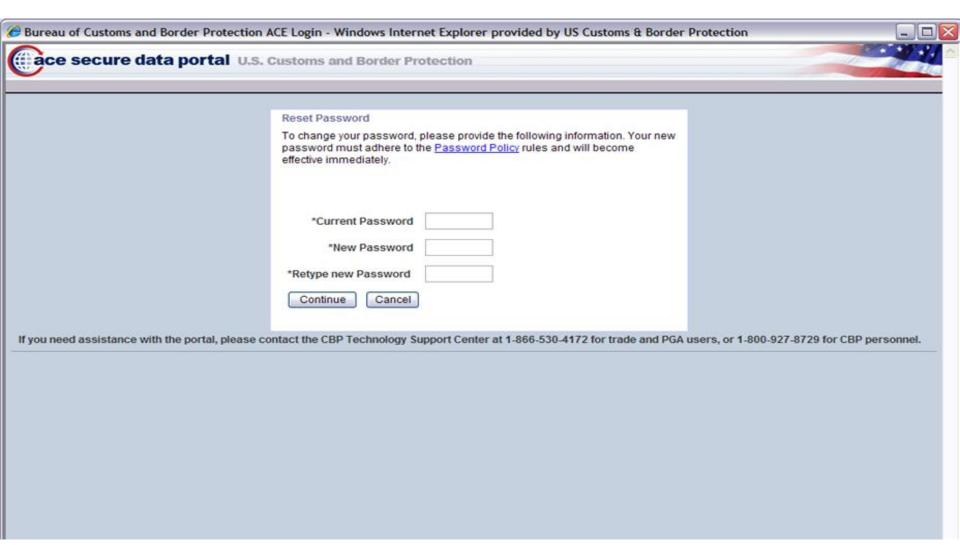


## **User Access**





## **Changing Passwords**





## **Updated Password Rules**

ace secure data portal U.S. Customs and Border Protection



All ACE passwords must:

- Contain at least 12 characters.
- Contain a combination of uppercase letters, lowercase letters, and numbers.
- Contain at least one of the following symbols: ! " # \$ % & '()
- \* + , . / : ; < = > ? @ [ \ ] ; ^ \_ ` { | } ~
   Not contain any consecutively repeated characters. Note that your new password:
- Cannot contain your userid.
- Cannot contain your name.
- Cannot be the same as a previously used password.
- Cannot be the reverse of a previously used password.

Close

If you need assistance with the portal, please contact the CBP Technology Support Center at 1-866-530-4172 for trad e and PGA users, or 1-800-927-8729 for CBP personnel.





# ACE Exporter Account Creation



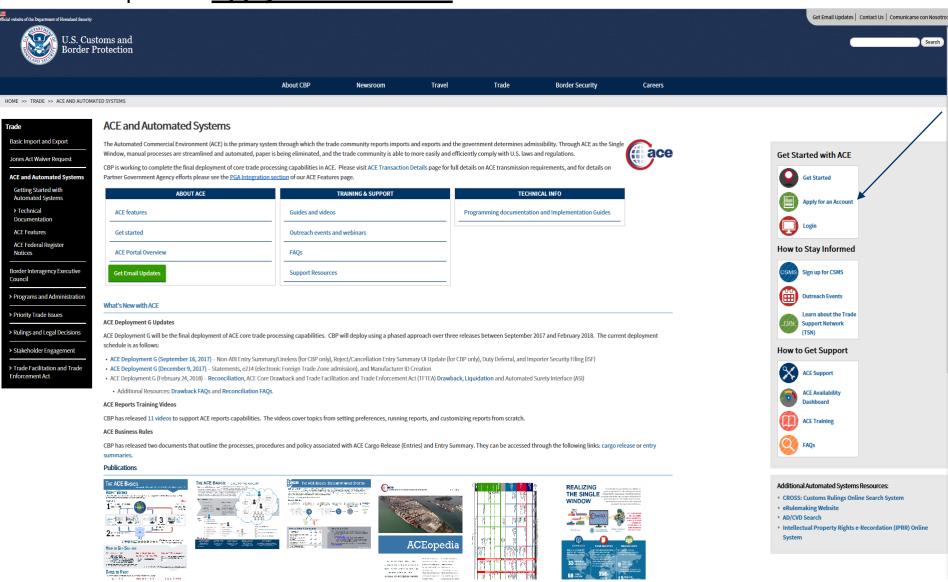


# Scenario 1: Applying for a New ACE Exporter Account



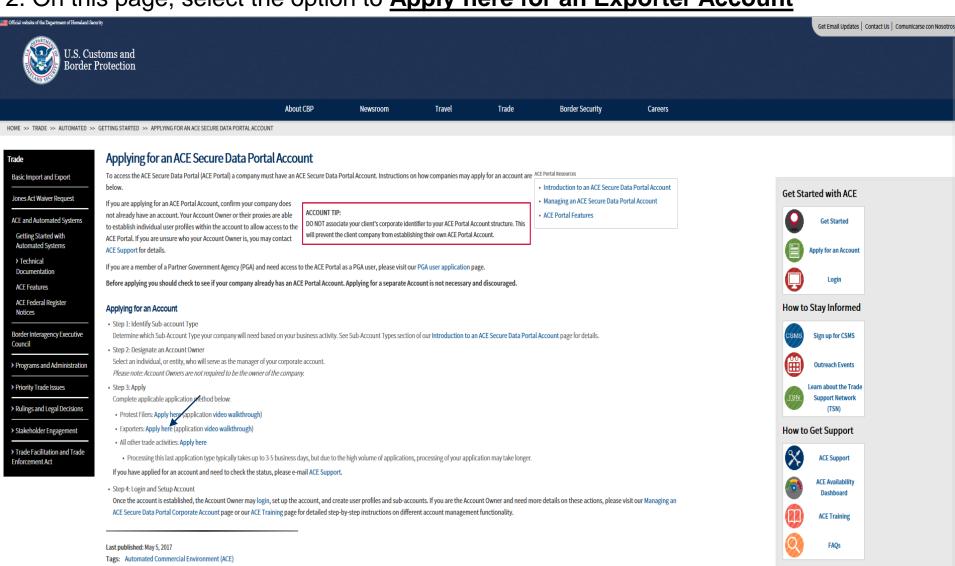


1. Go to <a href="mailto:cbp.gov">cbp.gov</a> and under the Trade Tab, and under ACE and Automated Systems, select the option to <a href="mailto:Apply for an Account">Apply for an Account</a>.





#### 2. On this page, select the option to **Apply here for an Exporter Account**

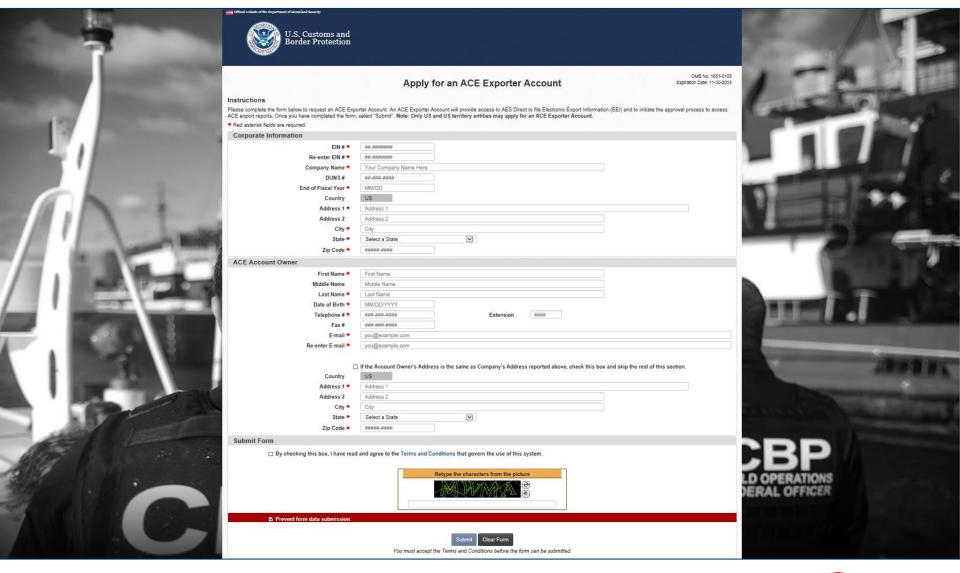




Share This Page.

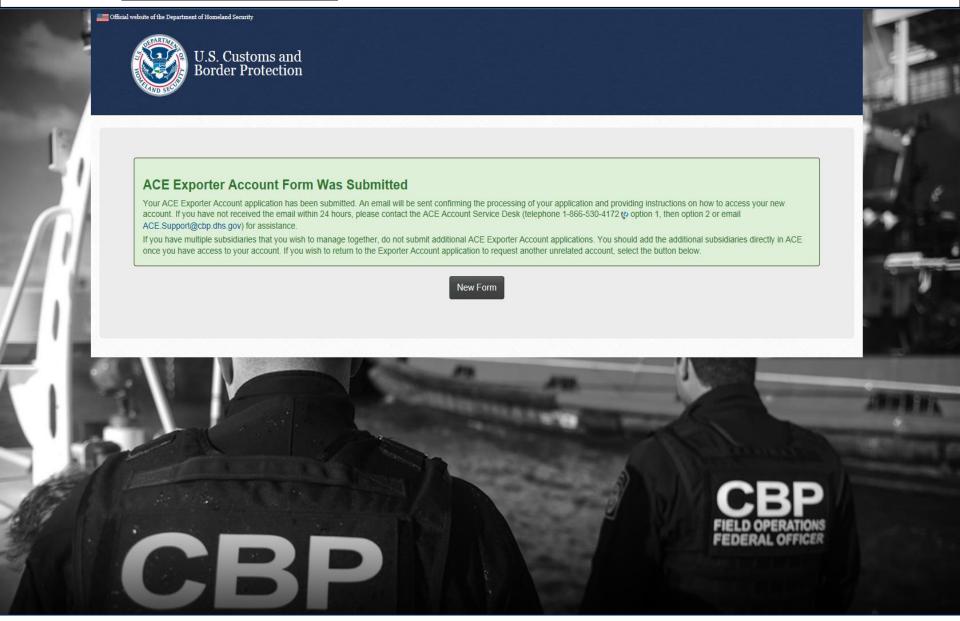


3. User needs to follow instructions to **complete and submit** the required information for creating an Exporter Account.



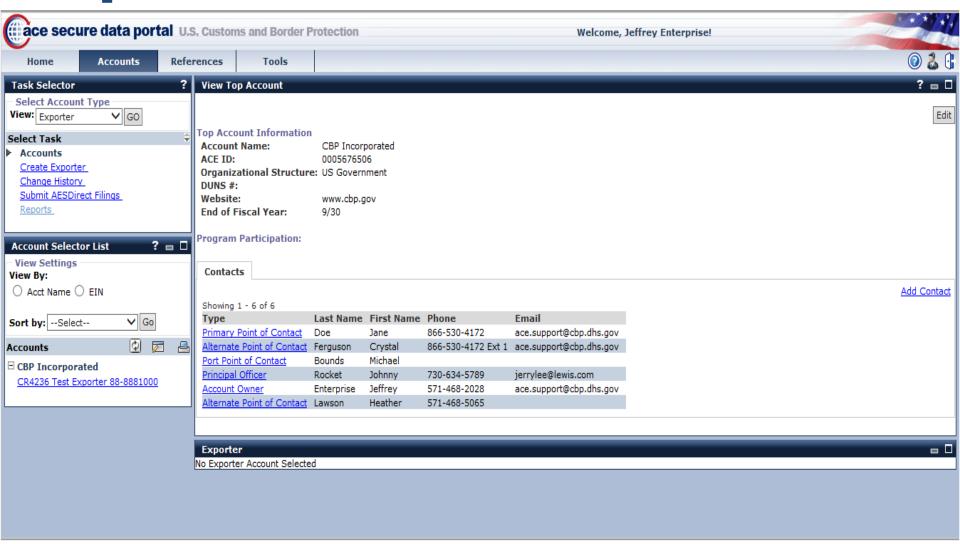


3b. Upon a **successful submission** of the data, the User should see this message.





# **Exporter Account View**





# **Exporter Report Access**







## Scenario 2: Creating a Exporter Account from an Existing ACE Account



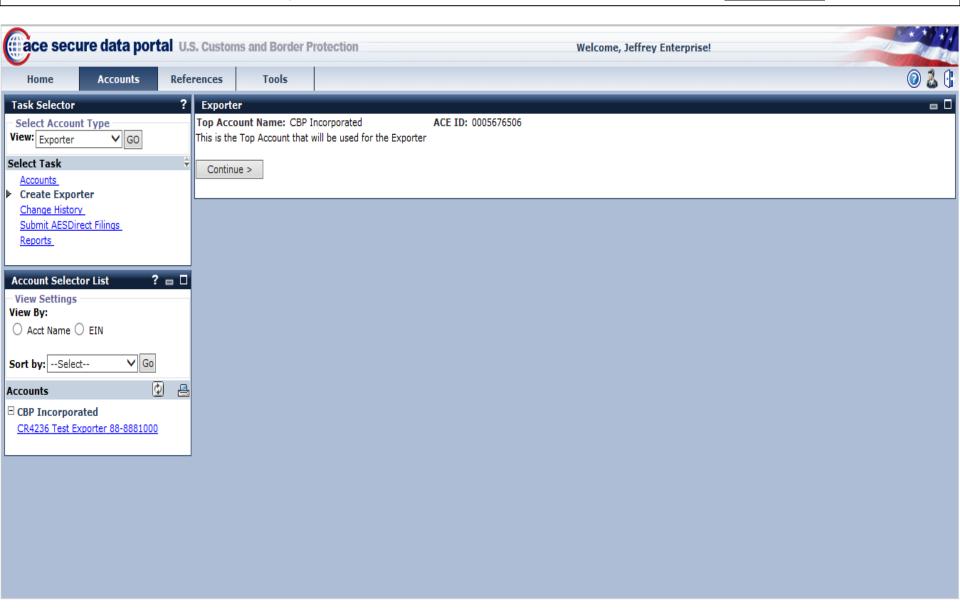


### 1. To begin, the User can select the action, "Create Exporter", from the Select Task list.



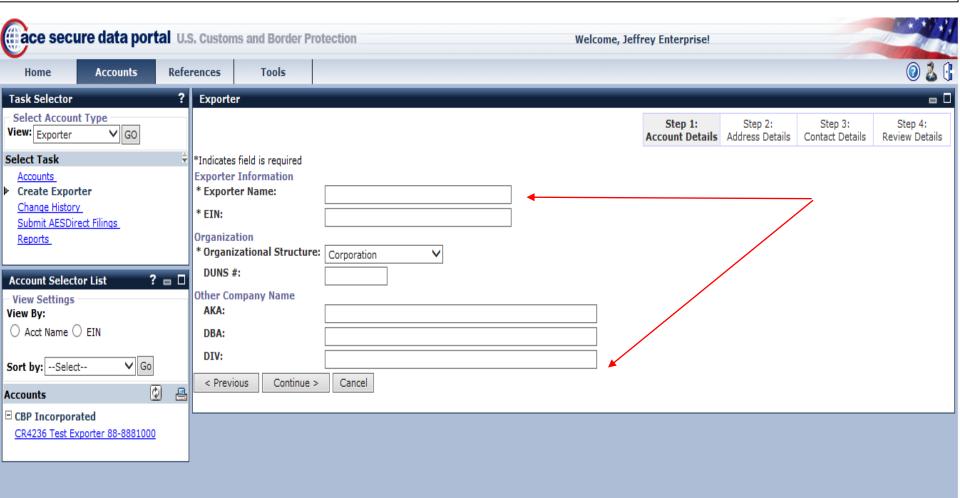


#### 2. Then, the user can verify the Top Account information and select **continue**.





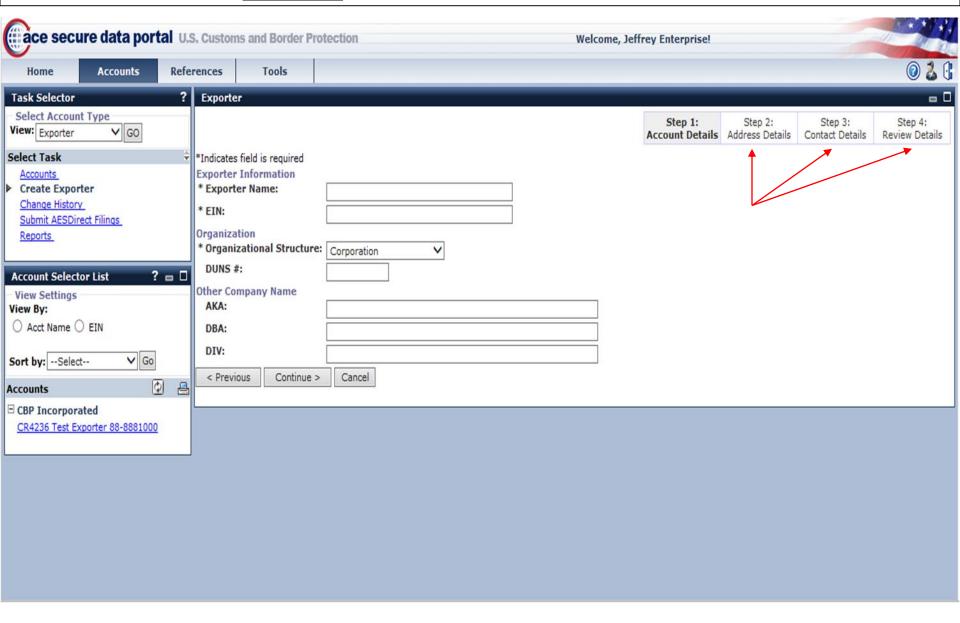
### 3. The User will be prompted to **provide information** for the Exporter account.





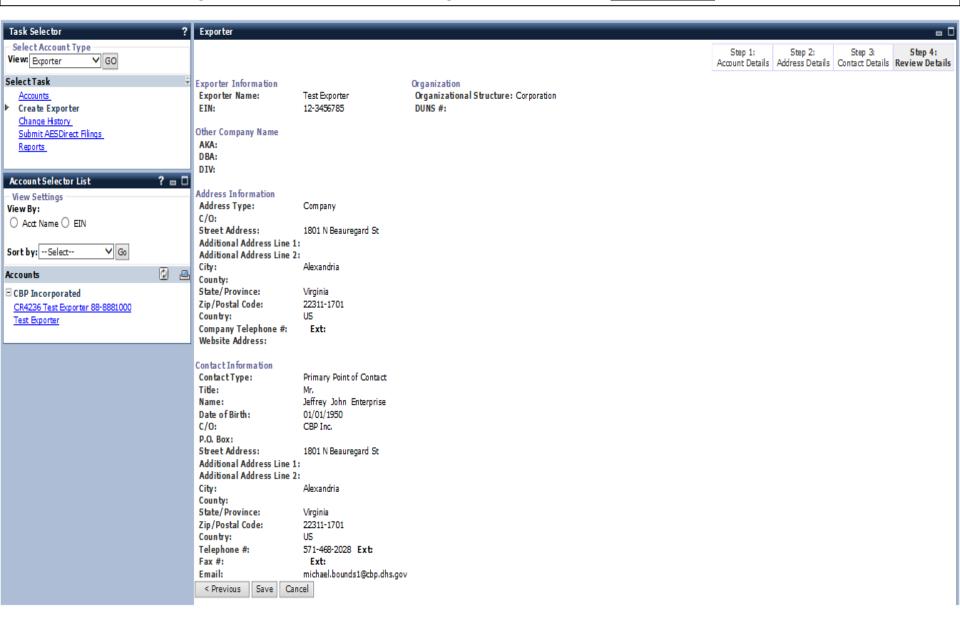


4. The user will press **continue** and move on to complete steps 2, 3 and 4.



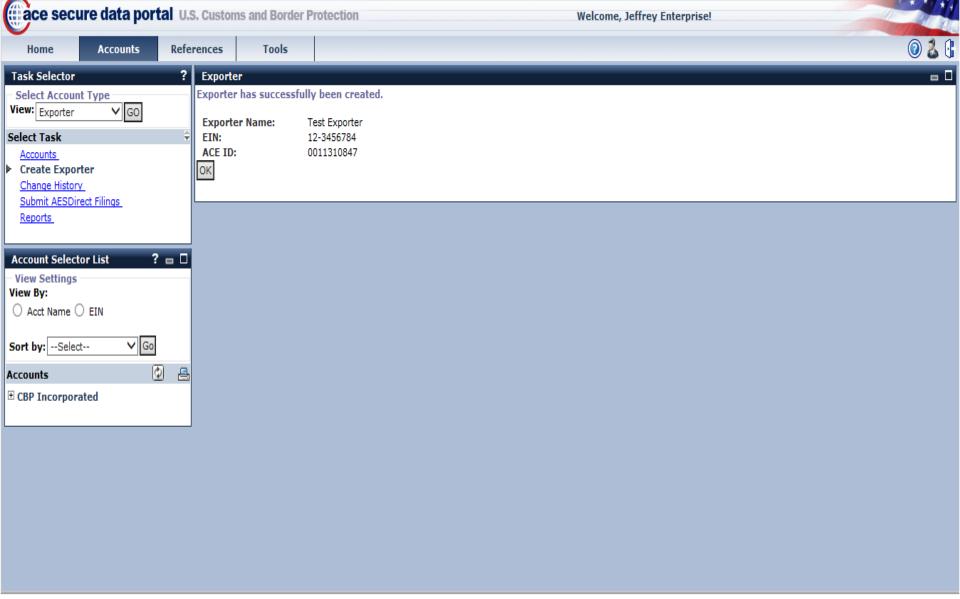


#### 5. After completing the steps, the user is given a chance to review the information.





### 6. Upon saving the data, the Exporter account has been created.



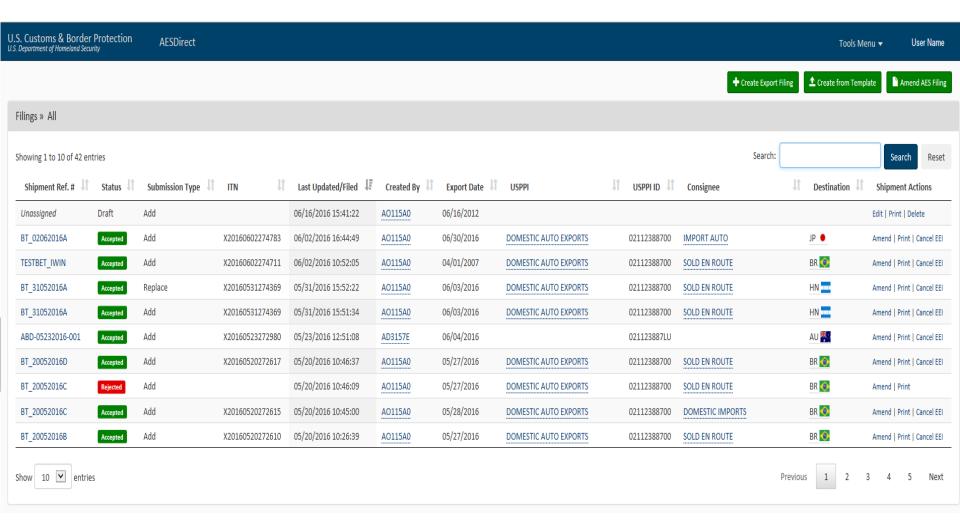


# ACE Export Filing Demo



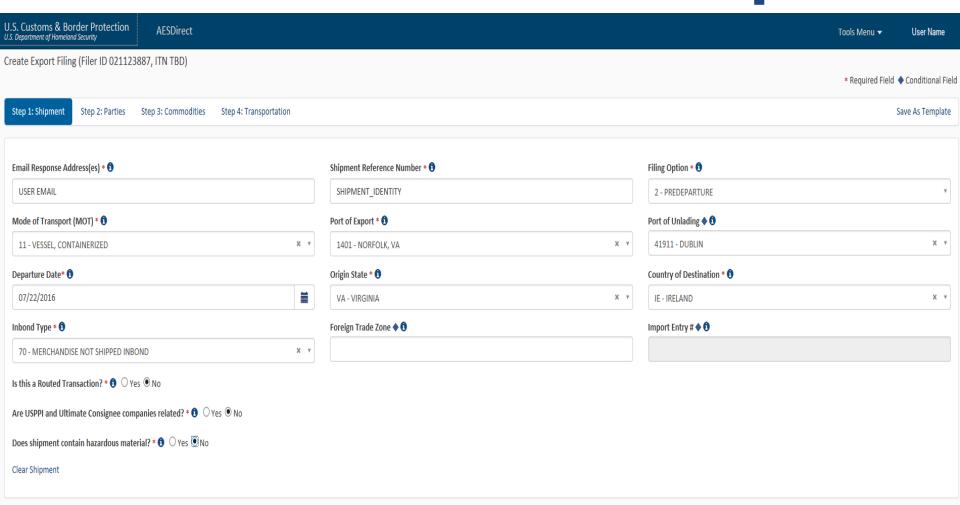


## **AESDirect Module - Search**





# AESDirect – EEI – Step 1





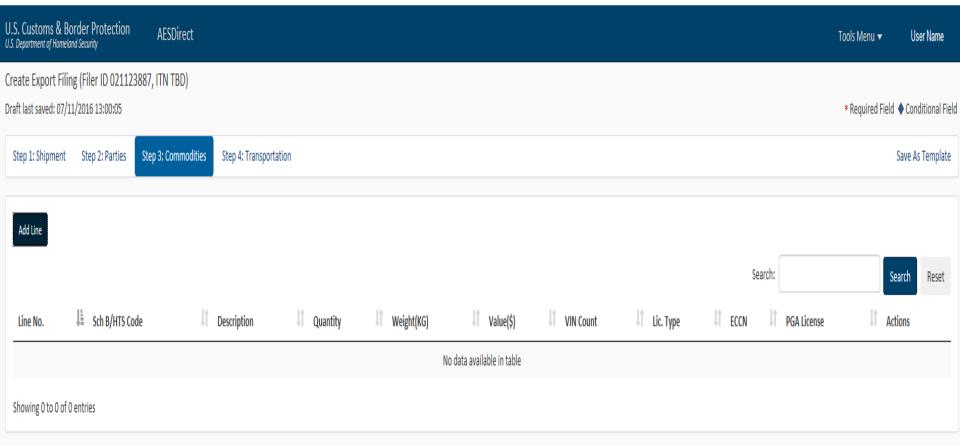


# AESDirect – EEI – Step 2

U.S. Customs & Border Protection AESDirect U.S. Department of Homeland Security		Tools Menu ▼ User Name
Create Export Filing (Filer ID 021123887, ITN TBD) Draft last saved: 07/11/2016 10:45:01		* Required Field ◆ Conditional Fiel
Step 1: Shipment Step 2: Parties Step 3: Commodities Step 4: Transportation		Save As Template
USPPI * (3)		Load from Profile
ID Number Type • 🐧	ID Number *	Company Name * 1
E-EIN ×	60160160100	
IRS Number ◆ ①	First Name * 1	Last Name * 1
Phone Number *	Address Line 1 * 1	Address Line 2
Postal Code *	City *	State *
Please Select	¥	Please Select v
Clear USPPI		Save to Profile
Ultimate Consignee * 1		Load from Profile
Sold En Route? ● ⑤ ○ Yes ⑥ No	Consignee Type * 🐧	
	Please Select ▼	
ID Number Type 1	ID Number 1	Company Name *
Please Select	¥	
First Name 1	Last Name 🖲	Phone Number
Address Line 1 * 1	Address Line 2	Country •
		Please Select ▼
Postal Code ♦ 🐧	City * <b>①</b>	State ♦ ①
Please Select	<b>Y</b>	Please Select v



# AESDirect – EEI – Step 3a









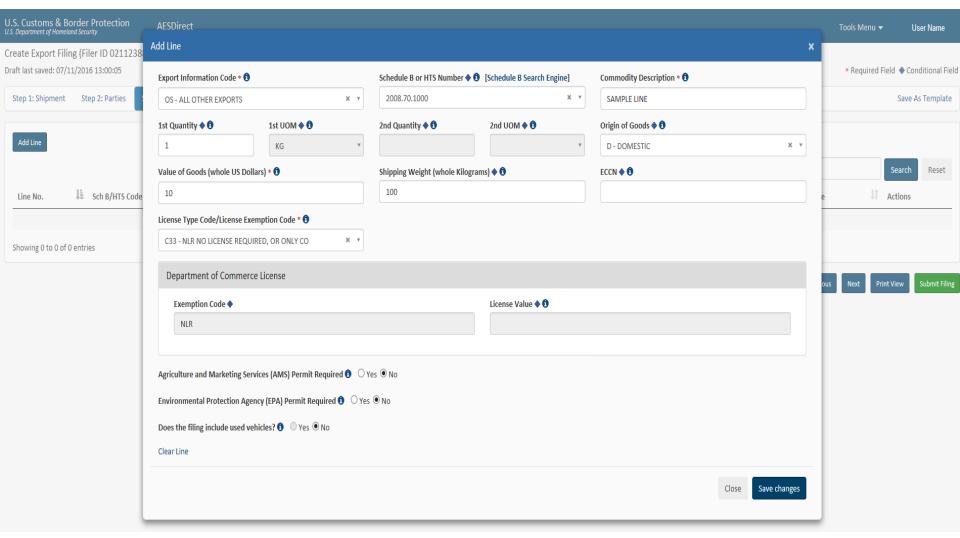






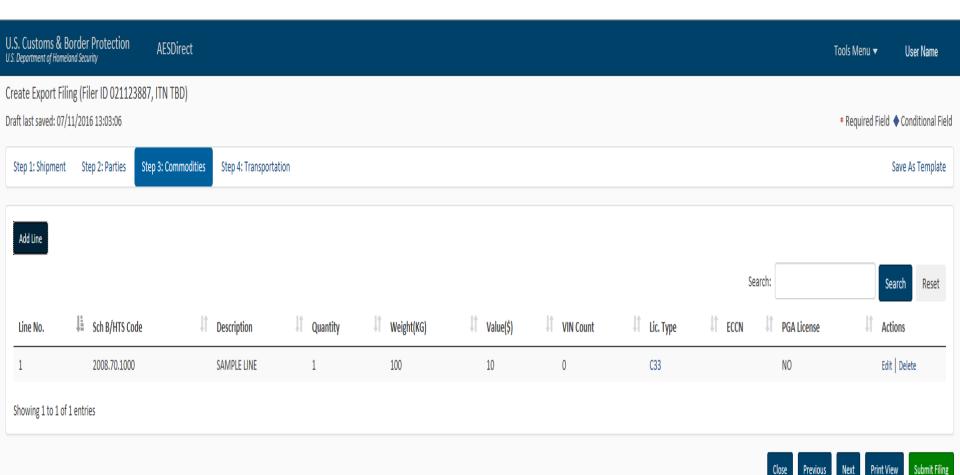


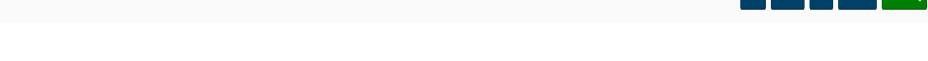
# AESDirect – EEI – Step 3b





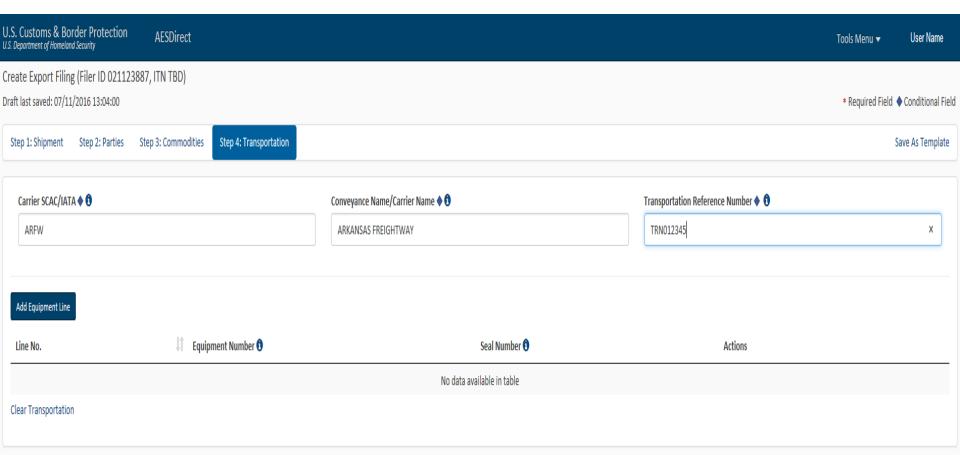
## AESDirect – EEI – Step 3c







# AESDirect – EEI – Step 4





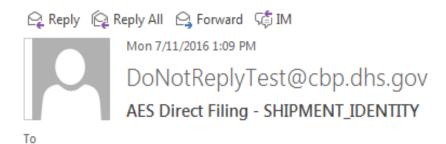












We have received your created filing submitted at 07/11/2016 13:09:09. Your request to create the following filing has been ACCEPTED.

Shipment Reference Number: SHIPMENT\_IDENTITY

AES ITN: X20160711281111

\_\_\_\_\_

Attention

(974-NOTIFICATION) SHIPMENT ADDED

If you need further assistance, please contact the AES Help Desk at <a href="mailto:askaes@census.gov">askaes@census.gov</a> or 1-800-549-0595, option 1.

PLEASE, DO NOT REPLY TO THIS MESSAGE

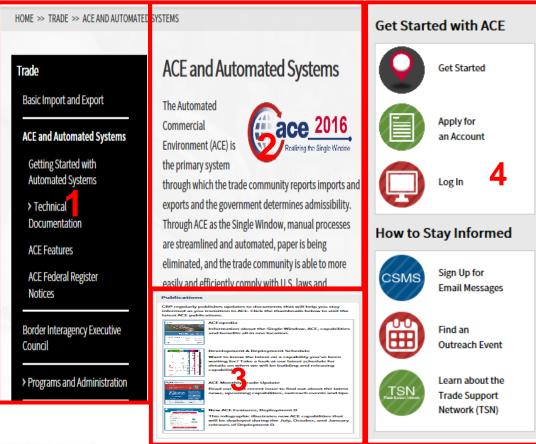


# References and Resources





# ACE on CBP.gov



- 1. Left hand navigation:
  - Getting started
  - Technical Docs like CATAIR, IGs, etc.
  - ACE Features links to more detail on ACE
- Middle column updated with latest news/headlines
- 3. Gray box at bottom:
  - Always on the main page
  - Links to
     ACEopedia,
     Schedule, Events
     Calendar
- 4. Right hand navigation:
  - ACE portal link
  - CSMS
  - Training





## Stay up to date on ACE News

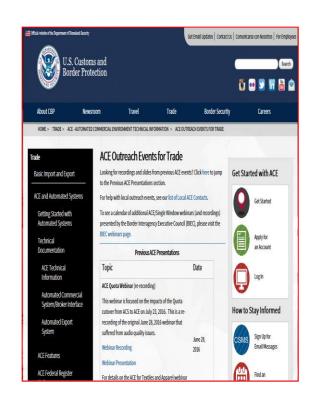
- Cargo Systems Messaging Service (CSMS)
  - Subscription-based message system for users of CBP automated commercial trade systems
- Receive alerts on:
  - All commercial systems, including truck e-Manifest, air manifest, rail manifest, ocean manifest, and Automated Broker Interface (ABI)
- CSMS offers subscribers two ways to get concept:
  - Messages e-mailed directly to subscribers
  - Messages also stored on a searchable database, accessible via CBP.gov
- Subscribe for CSMS messages at: <u>https://service.govdelivery.com/accounts/USDHSCBP/subscribe</u> <u>r/new?qsp=938</u>
- Visit the CSMS home page to search for messages: <a href="http://apps.cbp.gov/csms/csms.asp?display\_page=1">http://apps.cbp.gov/csms/csms.asp?display\_page=1</a>





## ACE Outreach on CBP.gov

- New page that lists CBP public outreach sessions on ACE
  - Regularly as events are scheduled
  - Includes info on location, registration (if required) and how to attend each event
- After events we will post:
  - Webinar recordings
  - Presentations, materials used



### WWW.CBP.GOV/ACEOUTREACH





## **ACE Resources**

#### **Technical Support General Support News & Training** For non-technical inquiries For technical support with For non-technical inquiries the ACE system, functions please submit questions please submit questions or data, please to: to: contact: ace.support@cbp.dhs.gov askace@cbp.dhs.gov cbp.gov/aceoutreach cbp.gov/trade/ace/training-and-(866) 530-4172 reference-quides http://apps.cbp.gov/csms/c sms.asp?display\_page=1





# Questions?

ACE.Support@cbp.dhs.gov 1-866-530-4172



www.cbp.gov/trade/automated/ace-faq