



# Apply for an ACE Exporter Account

## Instructions

Please complete the form below to request an ACE Exporter Account. An ACE Exporter Account will provide access to AES Direct to file Electronic Export Information (EEI) and to initiate the approval process to access ACE export reports. Once you have completed the form, select "Submit". **Note: Only US and US territory entities may apply for an ACE Exporter Account.**

\* Red asterisk fields are required.

### Corporate Information

EIN # \*

Re-enter EIN # \*

Company Name \*

DUNS #

End of Fiscal Year \*

Country

Address 1 \*

Address 2

City \*

State \*

Zip Code \*

### ACE Account Owner

First Name \*

Middle Name

Last Name \*

Date of Birth \*

Telephone # \*  Extension

Fax #

E-mail \*

Re-enter E-mail \*

If the Account Owner's Address is the same as Company's Address reported above, check this box and skip the rest of this section.

Country

Address 1 \*

Address 2

City \*

State \*

Zip Code \*

### Submit Form

By checking this box, I have read and agree to the [Terms and Conditions](#) that govern the use of this system.



You must accept the Terms and Conditions before the form can be submitted.

# **QUICK REFERENCE GUIDE**

## **AUTOMATED COMMERCIAL ENVIRONMENT (ACE) HOW TO APPLY FOR AN ACE EXPORTER ACCOUNT**



## **U.S. Customs and Border Protection**

**OFFICE OF INTERNATIONAL TRADE**

**VERSION 1.0  
JUNE 2015**

THIS EVEN PAGE INTENTIONALLY BLANK

## Introduction

This document contains step by step instructions on how to:

- apply for an **ACE Exporter Account** for new ACE users
- how to login for the first time ACE Portal users
- how to create an **Exporter Account** for current ACE portal users
- how to request EIN data on **AES Export Reports**

Establishing an exporter account will facilitate access to ACE Automated Export System (AES) reports that include access to historical export commodity data. In addition, an ACE exporter account will be required to access the AESDirect filing portal once it is available later this year.



**IMPORTANT:** Requests to receive AES reports for specific EIN export data are vetted through **U.S. Census** and not through normal ACE channels. For general questions on **ACE Trade Export Reports**, please contact Census at 800-549-0595, Option 5.



**NOTE:** For technical questions related to the application for an ACE Exporter Account or ACE Trade Export Reports access, please contact the CBP ACE Account Service Desk by calling 1-866-530-4172, selecting option 1, then option 2, or email [ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov).



**NOTE:** For existing ACE Portal Account users, the **Trade Account Owner (TAO)**, the highest level of access for your company's account, can create the **Exporter Business Partner (BP) Account**, including any EINs that are appropriate for exports, under their ACE Top Account.

## Additional Training

The following links are provided for more information on available ACE Training.

<http://www.cbp.gov/trade/ace/reports-training-and-user-guides>

<https://share.dhs.gov/p5882fv16/?launcher=false&fcsContent=true&pbMode=normal>

<http://www.cbp.gov/trade/aes>

THIS EVEN PAGE INTENTIONALLY BLANK

# Contents

<b>Topic 1: Applying for a ACE Exporter Account for Non-ACE Account Users .....</b>	<b>1</b>
<b>Topic 2: ACE Initial Login Procedures for Non-ACE Account Users.....</b>	<b>9</b>
<b>Topic 3: Creating an Exporter Account for Current ACE Portal Users .....</b>	<b>15</b>
<b>Topic 4: Requesting Access to EIN Data for Export Reports .....</b>	<b>19</b>

THIS EVEN PAGE INTENTIONALLY BLANK

## Topic 1: Applying for a ACE Exporter Account for Non-ACE Account Users

### Introduction

This topic contains step by step instructions on how to apply for an **ACE Exporter Account** for non-ACE Account users. The application form, **Apply for an ACE Exporter Account**, is located on the internet. The form is divided into three sections, **Corporate Information**, **ACE Account Owner**, and **Submit**

To successfully complete the form, please make sure fields that are required with a red asterisk (\*) are filled in correctly.

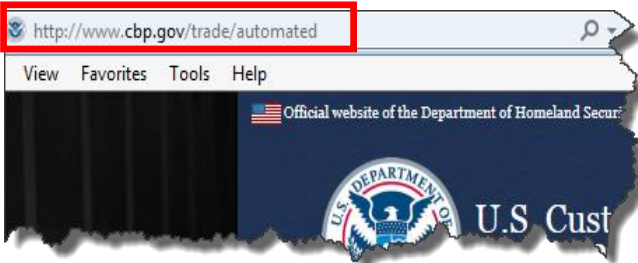
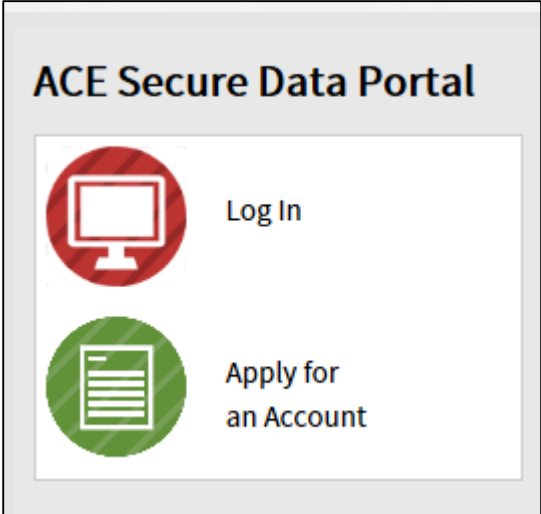
Only U.S. and U.S. territory entities can apply for an ACE Exporter Account using this form. For the corporate information section of the form, the company name and **Exporter Identification Number (EIN)** details are required for account processing purposes. Once all of your information is provided and before clicking the submit button you must check the terms and conditions box and type in the characters displayed in the picture box for security purposes. Then click the submit button.



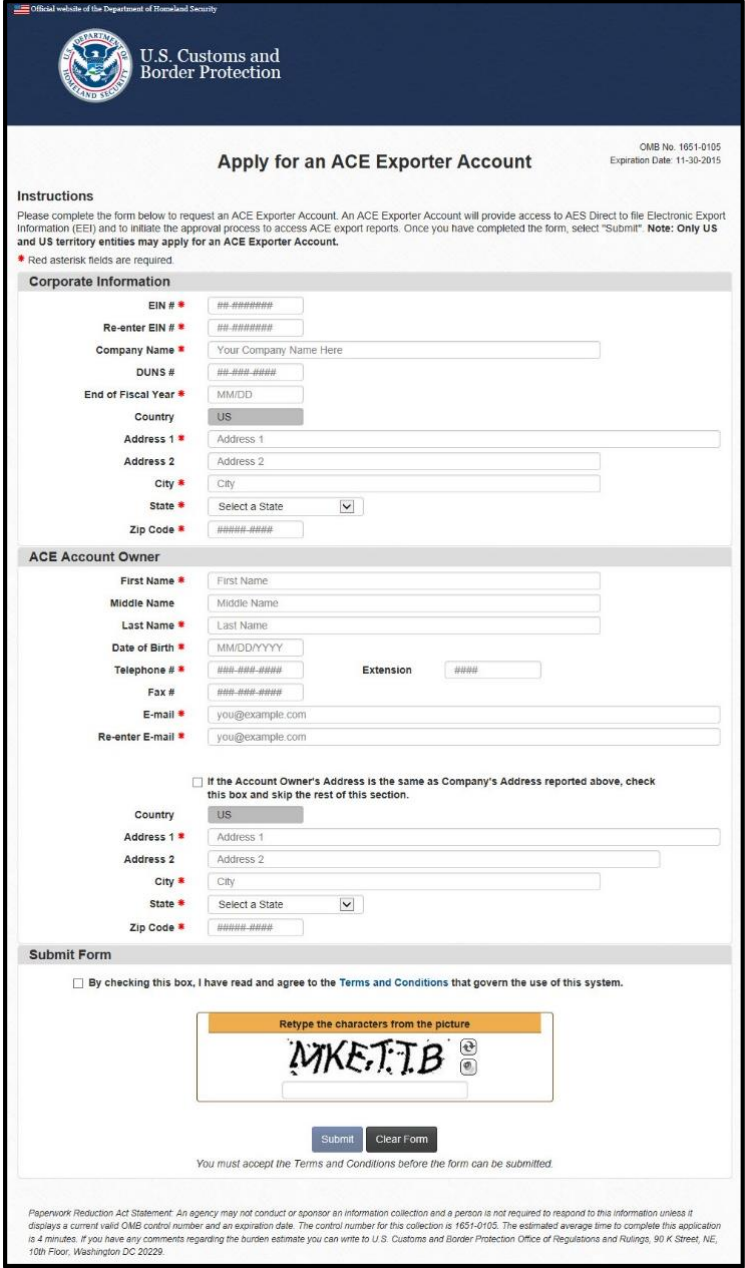
**IMPORTANT: All fields marked with a red asterisk (\*) are required and must be completed.**



**Table 1: How to apply for an ACE Exporter Account**

Step	Action
1.	<p>To access the <b>CBP.Gov</b> home page:</p> <ol style="list-style-type: none"> <li>a. Launch Internet Explorer</li> <li>b. Type: <a href="http://www.cbp.gov/trade/automated">Http://www.cbp.gov/trade/automated</a></li> </ol>  <p>On the main page to the right <b>under ACE Secure Data Portal</b> choose the <b>Apply for an Account</b> icon.</p>  <p>Select the <b>Exporter</b> link to display the application.</p>

**Table 1: How to apply for an ACE Exporter Account**

Step	Action
2.	<p>Select the text box to the right of the field to be completed and type the information required. Fields with a red asterisk (*) are required to be filled in.</p>  <p>The screenshot shows the 'Apply for an ACE Exporter Account' form from U.S. Customs and Border Protection. It includes the following sections:</p> <ul style="list-style-type: none"> <li><b>Corporate Information:</b> Fields for EIN #, Re-enter EIN #, Company Name, DUNS #, End of Fiscal Year, Country (US), Address 1, Address 2, City, State (dropdown), and Zip Code.</li> <li><b>ACE Account Owner:</b> Fields for First Name, Middle Name, Last Name, Date of Birth (MM/DD/YYYY), Telephone #, Extension, Fax #, E-mail, and Re-enter E-mail.</li> <li><b>Submit Form:</b> A checkbox for terms and conditions, a CAPTCHA (Retype the characters from the picture: MKETIB), and Submit/Clear Form buttons.</li> </ul> <p><b>NOTE:</b> The ACE Account Owner information is used to establish the role of the Trade Account Owner (TAO) for your ACE Portal Account.</p>

**Table 1: How to apply for an ACE Exporter Account**

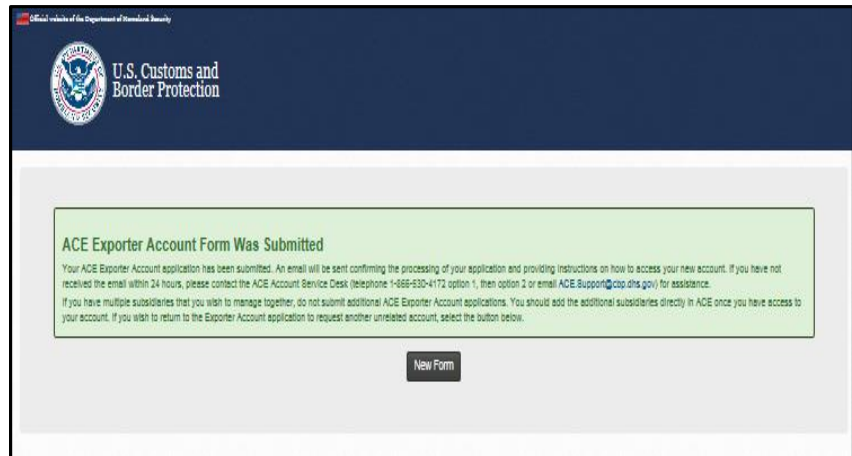
Step	Action
	<div data-bbox="678 327 781 426" data-label="Image"> </div> <p data-bbox="813 327 1406 447"><b>IMPORTANT:</b> It is important to provide the correct email address in order to receive details on how to attain your user id and password as well as other CBP communication.</p> <div data-bbox="813 468 1409 831" data-label="Form"> <p>The screenshot shows a registration form with the following fields: First Name, Middle Name, Last Name, Date of Birth (MM/DD/YYYY), Telephone # (999-999-9999), Fax # (999-999-9999), E-Mail (you@example.com), Re-enter E-Mail (you@example.com), Country (USA), Address 1, Address 2, City, State (Select a State), and Zip Code (99999-9999). The E-Mail and Re-enter E-Mail fields are highlighted with a red border.</p> </div>
3.	<p data-bbox="678 867 1419 989">Select the check box in the Submit form area to indicate that you reviewed and agree to the Terms and Conditions provided by the hyperlink. Also re-type the characters shown in the box below, then select the <b>Submit</b> button.</p> <div data-bbox="683 1010 1365 1245" data-label="Form"> <p>The screenshot shows a 'Submit Form' section with a checkbox labeled 'By checking this box, I have read and agree to the Terms and Conditions that govern the use of this system.' Below it is a CAPTCHA image with the text 'MKET.T.B' and a retype input field. There are 'Submit' and 'Clear Form' buttons at the bottom.</p> </div> <div data-bbox="678 1276 781 1375" data-label="Image"> </div> <p data-bbox="813 1276 1406 1493"><b>NOTE:</b> If the data entered on the web form does not pass the various form validations, the appropriate error messages will display at the top of the form. The user has the ability to correct and re-enter the data on the web form. The appropriate error message will appear until all data elements pass the validations.</p> <div data-bbox="813 1507 1409 1875" data-label="Form"> <p>The screenshot shows an error message: 'Your form was not successfully processed'. Below it is a list of errors to be corrected:</p> <ul style="list-style-type: none"> <li>• Corporate Information - EIN # is not a valid EIN; please re-enter using the following format: 'xx-xxxxxxx'.</li> <li>• Corporate Information - Re-enter EIN # does not match Corporate Information - EIN #; please re-enter the information.</li> <li>• Corporate Information - Company Name is required; please enter the missing information.</li> <li>• Corporate Information - End of Fiscal Year is required; please enter the missing information.</li> <li>• Corporate Information - Address 1 is required; please enter the missing information.</li> <li>• Corporate Information - City is required; please enter the missing information.</li> <li>• Corporate Information - State is required; please enter the missing information.</li> <li>• Corporate Information - Zip Code is required; please enter the missing information.</li> <li>• ACE Account Owner - First Name is required; please enter the missing information.</li> <li>• ACE Account Owner - Last Name is required; please enter the missing information.</li> <li>• ACE Account Owner - Date of Birth is required; please enter the missing information.</li> <li>• ACE Account Owner - Telephone # is required; please enter the missing information.</li> <li>• ACE Account Owner - E-mail is required; please enter the missing information.</li> <li>• ACE Account Owner - Address 1 is required; please enter the missing information.</li> <li>• ACE Account Owner - City is required; please enter the missing information.</li> <li>• ACE Account Owner - State is required; please enter the missing information.</li> <li>• ACE Account Owner - Zip Code is required; please enter the missing information.</li> </ul> </div>

**Table 1: How to apply for an ACE Exporter Account**

Step	Action
	<p>After submitting the form, the data will be processed in ACE. There is a potential for an error to occur. If so, you may receive one of the following messages via email. Please follow the instructions provided in the Email.</p> <p><b>1: The EIN is already used by an importer or exporter that is linked to a Top Account:</b>            Subject: ACE Exporter Account application rejected (EIN: **-****nnn).            The EIN specified on your ACE Exporter Account Application is already in use.            Please contact your company's ACE Account Owner or contact ACE Account Service Desk (telephone 1-866-530-4172 option 1, then option 2 or email <a href="mailto:ACE.Support@cbp.dhs.gov">ACE.Support@cbp.dhs.gov</a>) for further assistance.</p> <p><b>2: Name+DOB is not unique in ACE table:</b>            Subject: ACE Exporter Account application rejected (EIN: **-****nnn)            The Account Owner name and date of birth, as specified on your ACE Exporter Account application, is already in use by an existing ACE Secure Data Portal user. The combination of name and date of birth must be unique for each Portal user. Please contact the ACE Account Service Desk (telephone 1-866-530-4172 option 1, then option 2 or email <a href="mailto:ACE.Support@cbp.dhs.gov">ACE.Support@cbp.dhs.gov</a>) for assistance in establishing your ACE Exporter account.</p> <p><b>3: A system error occurred in ACE while trying to process the form data.</b>            ACE encountered a problem while processing your application. If you received an email with your new ACE Secure Data Portal account, please login and then manually add your exporter account, if needed. If you have not received the Portal account email, please use the ACE Exporter Account Application Web form to re-submit your request. If you continue to receive this message, please contact the ACE Account Service Desk (telephone 1-866-530-4172 option 1, then option 2 or email <a href="mailto:ACE.Support@cbp.dhs.gov">ACE.Support@cbp.dhs.gov</a>). Please follow instructions provided in the appropriate email.</p>



**NOTE:** Once you submit your request, a “success” page will display indicating that you have successfully completed the ACE Exporter Account application process.




**IMPORTANT:** An email will be sent confirming the processing of your application and providing instructions on how to access your new account. Note: The email will provide an Account ID. This ID is also known as your “shared secret” for use when securing your password. You will use the Account ID and password you receive to access your ACE Portal account.


## Applying for ACE Exporter Account

Step	Action
4.	<p>After receiving your <b>Account ID</b>, write down your Account ID and follow the instructions noted.</p> <div data-bbox="678 1220 1401 1493" style="border: 1px solid black; padding: 5px;"> <p>ACE Email Notification (CT1)</p> <p>The following new TAM_TDI_Accounts [itampfile] account has been created for you:</p> <p>Owner Name: Lerone Liberty</p> <p>Account ID: LL52820</p> <p>Transaction ID: 576000629917842227</p> <p>Retrieve Password Page: <a href="https://ace.ct1.sat.cbp.dhs.gov/itaml/itim/console/getpassword?transactionid=576000629917842227">https://ace.ct1.sat.cbp.dhs.gov/itaml/itim/console/getpassword?transactionid=576000629917842227</a></p> <p>Password Retrieval Expiration (Hours): 504</p> <p>Time of service provision: Jun 18, 2015 02:46:27 EDT</p> <p>In order to retrieve your password from the Retrieve Password page, you will need to enter your shared secret value. If you do not know this value, please contact an administrator for assistance.</p> </div>

## Applying for ACE Exporter Account

Step	Action
5.	<p>Select the <b>Retrieve Password Page</b> hyperlink.</p> <div data-bbox="683 342 1401 611" style="border: 1px solid black; padding: 5px;"> <p>ACE Email Notification (CTI)</p> <p>The following new TAM_TDI_Accounts [itamprofile] account has been created for you:</p> <p>Owner Name: Lerone Liberty            Account ID: LL52820            Transaction ID: 576000629917842227</p> <p><b>Retrieve Password Page:</b> <a href="https://ace.ct1.sat.ctp.dhs.gov/itam/itam/console/getpassword?transactionid=576000629917842227">https://ace.ct1.sat.ctp.dhs.gov/itam/itam/console/getpassword?transactionid=576000629917842227</a></p> <p>Password Retrieval Expiration (Hours): 24            Time of service provision: Jun 18, 2015 02:46:27 EDT</p> <p>In order to retrieve your password from the Retrieve Password page, you will need to enter your shared secret value. If you do not know this value please contact an administrator for assistance.</p> </div> <p> <b>NOTE:</b> The Retrieve Password page will display.</p>
6.	<p>Select the text box and type your <b>“Shared Secret”</b>(Account ID). The Account ID and User ID are one and the same.</p> <div data-bbox="691 957 1179 1031" style="border: 2px solid red; height: 35px; width: 300px; margin: 20px auto;"></div>
7.	<p>Select <b>OK</b>.</p> <div data-bbox="683 1272 1409 1562" style="border: 1px solid black; padding: 10px;"> <p><b>Retrieve Password</b></p> <p>To retrieve the password for your account, type your shared secret in the field.</p> <p>+Shared secret</p> <div style="border: 1px solid yellow; height: 20px; width: 250px; margin-bottom: 5px;"></div> <p><b>OK</b> Cancel</p> </div>

## Applying for ACE Exporter Account

Step	Action
8.	<p>A temporary password is provided along with <b>User Id</b>; write down the temporary password and select “<b>Done.</b>”</p> <div data-bbox="690 604 824 802" style="border: 1px solid red; padding: 5px; margin: 10px auto; width: fit-content;"><input style="width: 50px; height: 20px; margin-bottom: 5px;" type="text"/><input style="width: 70px; height: 25px; margin-bottom: 5px;" type="text"/><input style="width: 40px; height: 20px;" type="text"/></div> <div data-bbox="678 856 781 953" style="display: inline-block; vertical-align: middle;"></div> <b>NOTE:</b> When accessing ACE, the password is case sensitive and must be typed exactly as provided.

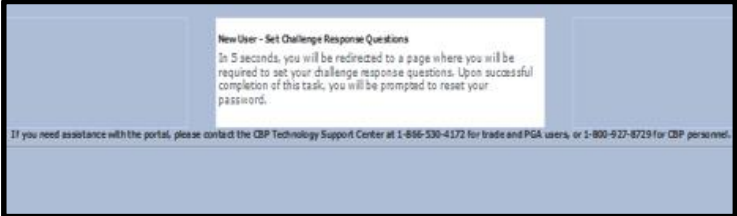
## Topic 2: ACE Initial Login Procedures for Non-ACE Account Users

### Introduction

After receiving your temporary password, the following procedures provide a step by step for the initial login to the **ACE Secure Data Portal**.

**Table 2: Requesting an Export Account for Current Users**

### ACE Initial Login

Step	Action
1.	<p>To access the ACE Secure Data Portal home page:</p> <ol style="list-style-type: none"> <li>a. Launch Internet Explorer</li> <li>b. Type <a href="https://ace.cbp.dhs.gov/">https://ace.cbp.dhs.gov/</a></li> </ol> <p>Once you log into <b>ACE Portal</b>, enter your <b>User ID (Account ID)</b> and <b>temporary password</b> in the appropriate text fields and select the <b>Login</b> button.</p>
2.	<p>You will be redirected to a page where you are required to set challenge response questions in the case you must reset your password.</p> 




## ACE Initial Login

Step	Action
3.	<p>Select the drop down menu for each challenge question (one through five) and choose from the questions provided that you will provide the answer.</p> <div data-bbox="683 369 1422 785"><p><b>Reset Password - Challenge Questions</b></p><p>You will need to select 5 challenge questions and enter the answers to those questions. These questions will be used to validate your identity should you forget your password.</p><p>Question 1: -- Select -- <input type="text"/> <input type="text"/></p><p>Question 2: -- Select -- <input type="text"/> <input type="text"/></p><p>Question 3: -- Select -- <input type="text"/> <input type="text"/></p><p>Question 4: -- Select -- <input type="text"/> <input type="text"/></p><p>Question 5: -- Select -- <input type="text"/> <input type="text"/></p><p><input type="button" value="Submit Questions"/> <input type="button" value="Cancel"/></p></div>
4.	<p>Select the first text box to the right and <i>type</i> the answer to the question you selected.</p> <div data-bbox="683 894 1422 1310"><p><b>Reset Password - Challenge Questions</b></p><p>You will need to select 5 challenge questions and enter the answers to those questions. These questions will be used to validate your identity should you forget your password.</p><p>Question 1: -- Select -- <input type="text"/> <input type="text"/></p><p>Question 2: -- Select -- <input type="text"/> <input type="text"/></p><p>Question 3: -- Select -- <input type="text"/> <input type="text"/></p><p>Question 4: -- Select -- <input type="text"/> <input type="text"/></p><p>Question 5: -- Select -- <input type="text"/> <input type="text"/></p><p><input type="button" value="Submit Questions"/> <input type="button" value="Cancel"/></p></div>


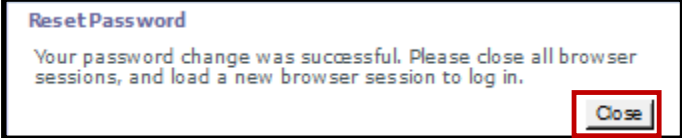
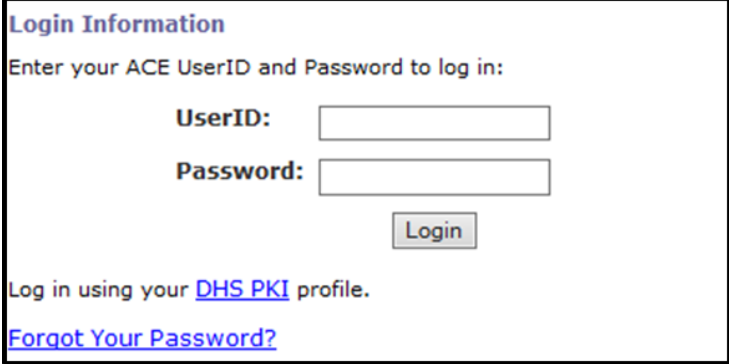
## ACE Initial Login

Step	Action
5.	<p>Select the second text box to the right and <i>retype</i> the answer to the question.</p> <div data-bbox="683 338 1419 751"><p><b>Reset Password - Challenge Questions</b> You will need to select 5 challenge questions and enter the answers to those questions. These questions will be used to validate your identity should you forget your password.</p><p>Question 1: --Select-- <input type="text"/> <input type="text"/> <input type="text"/></p><p>Question 2: --Select-- <input type="text"/> <input type="text"/></p><p>Question 3: --Select-- <input type="text"/> <input type="text"/></p><p>Question 4: --Select-- <input type="text"/> <input type="text"/></p><p>Question 5: --Select-- <input type="text"/> <input type="text"/></p><p><input type="button" value="Submit Questions"/> <input type="button" value="Cancel"/></p></div>
6.	<p>Repeat steps three through five for question two through question five.</p>
7.	<p>Select the <b>Submit Questions</b> button when completed.</p> <div data-bbox="683 930 1419 1339"><p><b>Reset Password - Challenge Questions</b> You will need to select 5 challenge questions and enter the answers to those questions. These questions will be used to validate your identity should you forget your password.</p><p>Question 1: --Select-- <input type="text"/> <input type="text"/> <input type="text"/></p><p>Question 2: --Select-- <input type="text"/> <input type="text"/></p><p>Question 3: --Select-- <input type="text"/> <input type="text"/></p><p>Question 4: --Select-- <input type="text"/> <input type="text"/></p><p>Question 5: --Select-- <input type="text"/> <input type="text"/></p><p><input type="button" value="Submit Questions"/> <input type="button" value="Cancel"/></p></div>


## ACE Initial Login

Step	Action
	<div data-bbox="683 260 776 359">  </div> <p data-bbox="813 260 1414 443"><b>NOTE:</b> Selecting the <b>Submit Questions</b> button will open the <b>Change Password</b> page.. You can refer to the <b>“Password Policy”</b> link to follow the rules on how to create your password. Select the <b>Close</b> button to continue. You are required to provide a new password following these rules</p> <div data-bbox="813 457 1414 793" style="border: 1px solid black; padding: 5px;"> <p data-bbox="833 464 976 485">ACE Password Policy</p> <p data-bbox="833 485 997 506">All ACE passwords must:</p> <ul data-bbox="857 520 1414 617" style="list-style-type: none"> <li>• Contain at least 8 characters.</li> <li>• Contain a combination of uppercase letters, lowercase letters, and numbers.</li> <li>• Contain at least one of the following symbols: ! " # \$ % &amp; ' ( ) * + , - . / : ; &lt; = &gt; ? @ [ \ ] ; ^ _ {   } ~</li> <li>• Not contain any consecutively repeated characters.</li> </ul> <p data-bbox="833 632 1024 653">Note that your new password:</p> <ul data-bbox="857 667 1240 743" style="list-style-type: none"> <li>• Cannot contain your userid.</li> <li>• Cannot contain your name.</li> <li>• Cannot be the same as a previously used password.</li> <li>• Cannot be the reverse of a previously used password.</li> </ul> <p data-bbox="833 764 883 785" style="text-align: right;">Close</p> </div>
8.	<p data-bbox="683 825 1333 888">Select the <b>*New Password</b> text box and <i>type</i> your new password in the first box.</p> <div data-bbox="683 905 1422 1283" style="border: 1px solid black; padding: 5px;"> <p data-bbox="699 915 1127 940"><b>User LL52820's password has expired</b></p> <p data-bbox="699 951 1398 1020">To change your password, please provide the following information. Your new password must adhere to the <a href="#">Password Policy</a> rules and will become effective immediately.</p> <div data-bbox="764 1094 1081 1146" style="border: 2px solid red; padding: 2px;"> <p data-bbox="781 1108 927 1129">*New Password <input type="text"/></p> </div> <p data-bbox="708 1157 927 1178">*Retype new Password <input type="text"/></p> <p data-bbox="716 1205 935 1226" style="text-align: center;">Continue Cancel</p> </div>
9.	<p data-bbox="683 1325 1390 1388">Select the <b>*Retype new Password</b> text box and <i>retype</i> your password.</p> <div data-bbox="683 1404 1422 1782" style="border: 1px solid black; padding: 5px;"> <p data-bbox="699 1415 1127 1440"><b>User LL52820's password has expired</b></p> <p data-bbox="699 1451 1398 1520">To change your password, please provide the following information. Your new password must adhere to the <a href="#">Password Policy</a> rules and will become effective immediately.</p> <p data-bbox="773 1604 1049 1625">*New Password <input type="text"/></p> <div data-bbox="691 1640 1081 1692" style="border: 2px solid red; padding: 2px;"> <p data-bbox="708 1654 927 1675">*Retype new Password <input type="text"/></p> </div> <p data-bbox="716 1703 935 1724" style="text-align: center;">Continue Cancel</p> </div>

## ACE Initial Login

Step	Action
10.	<p>Select the Continue button.</p> 
11.	<p>The Reset Password dialog box will display stating your password has been changed successfully. Select the <b>close</b> button. It's important you remember your password to successfully log into your ACE Portal account.</p> 
12.	<p>Close your web browser and open a new browser To access the ACE Secure Data Portal home page:</p> <ol style="list-style-type: none"> <li>Launch Internet Explorer</li> <li>Type <a href="https://ace.cbp.dhs.gov/">https://ace.cbp.dhs.gov/</a></li> </ol> <p>Enter your <b>User ID</b> and <b>Password</b> and select the <b>Login</b> button.</p>  <p>The <b>ACE Secure Data Portal</b> will display.</p>

## ACE Initial Login

Step	Action
13.	<p>Your <b>Exporter Account</b> information will display. This will allow you to view your account information and will allow you to request the ability to view trade export data in reports. Please continue to <b>Topic Four</b> in this guide.</p>  <p>The screenshot shows the 'ace secure data portal' interface for U.S. Customs and Border Protection. The main navigation bar includes 'Home', 'Accounts', 'References', and 'Tools'. The 'Task Selector' on the left has a 'View' dropdown set to 'Broker' and a 'GO' button. Below it, the 'Select Task' menu is expanded to show 'Accounts' with sub-links for 'Change History', 'Reports', 'BAL', 'Action Plan', 'Statements', 'USCA', 'Declarations', and 'Mode of Communication'. The 'Account Selector List' below shows a table with one entry: 'Little Mermaid Ashley'. The right-hand pane, titled 'View Top Account', displays 'Top Account Information' for 'Little Mermaid Ashley' with details: ACE ID: 0000213053, Organizational Structure: Corporation, DUNS #: [blank], Website: [blank], and End of Fiscal Year: 12/31. Below this is a 'Contacts' table showing one contact: 'Account Owner' with Last Name 'Oceana', First Name 'Ashley', Phone '571-468-5512', and Email 'ashley.d.lofton@cbp.dhs.gov'.</p>

# Topic 3: Creating an Exporter Account for Current ACE Portal Users

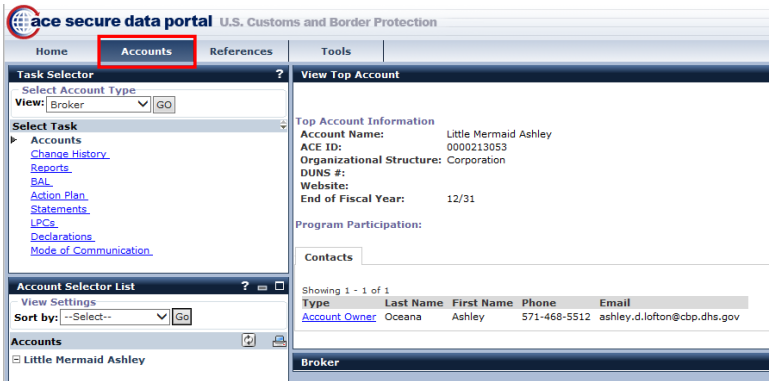
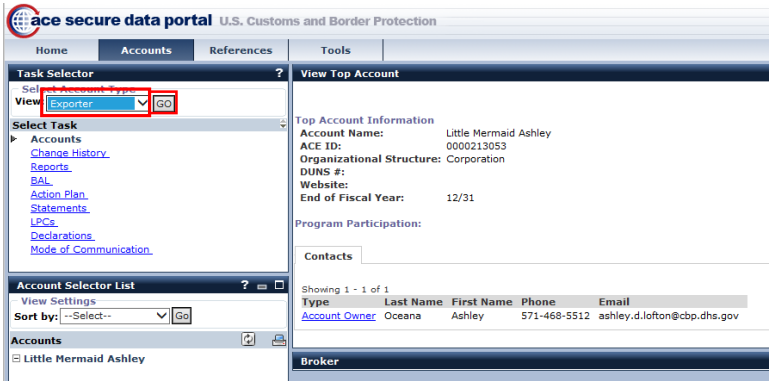
## Introduction

For current ACE portal users (Importers, Brokers, etc.) who require an **Exporter Account**, the TAO may create the Exporter Account under the Company's Top Account through the **ACE Secure Data Portal**.


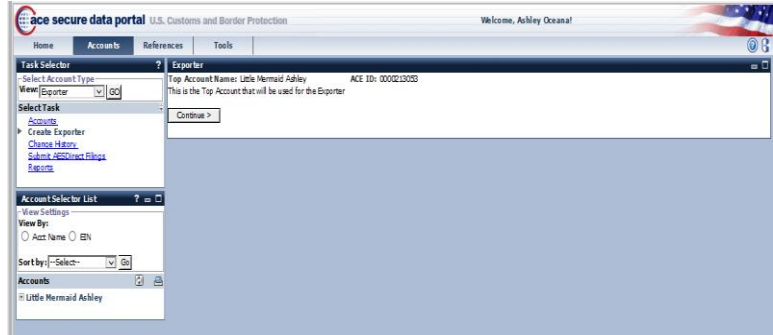
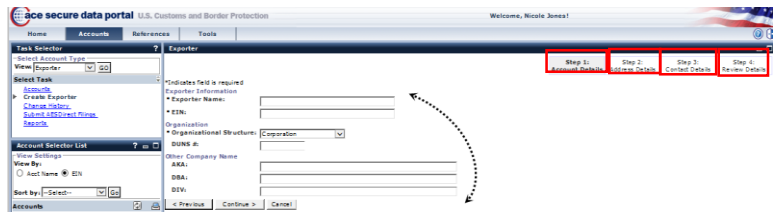
The following step tables provide the procedures for creating an **Exporter Account** within ACE.

**Table 3: Creating an Exporter Account for Current ACE Users**


## Creating an Exporter Account for Current ACE Portal Users

Step	Action
1.	<p>From the ACE Portal landing page, select the <b>Accounts</b> tab.</p> 
2.	<p>In the Task Selector portlet, select "Exporter" from the <b>Select Account Type</b> drop down and click "Go"</p> 

## Creating an Exporter Account for Current ACE Portal Users

Step	Action
3.	<p>Under Select Task, choose “Create Exporter”</p>  <p>The screenshot shows the 'ace secure data portal' interface. The 'Task Selector' section has 'View: Exporter' selected. In the 'Select Task' dropdown, 'Create Exporter' is highlighted with a red box. The 'Account Selector List' shows 'Little Mermaid Ashley' as the selected account. The 'View Top Account' section displays details for the selected account, including 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', and 'EIN: 09-9876549'. A 'Continue &gt;' button is visible next to the account name.</p> <p>You will be shown the details for the Top Account and then click on “Continue”.</p>  <p>The second screenshot shows the 'Continue &gt;' button next to the account name 'Little Mermaid Ashley' in the 'Account Selector List'.</p>
4.	<p>Where prompted, provide your corporate information in steps one through four and submit.</p>  <p>The screenshot shows the 'Create Exporter' form. The 'Task Selector' section has 'View: Exporter' selected. The 'Select Task' dropdown is set to 'Create Exporter'. The 'Account Selector List' shows 'Little Mermaid Ashley' as the selected account. The 'View Top Account' section displays details for the selected account, including 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', and 'EIN: 09-9876549'. The 'Continue &gt;' button is visible next to the account name. The form fields are: 'Exporter Name' (with a red box around the label), 'EIN' (with a red box around the label), 'Organization' (with a dropdown menu set to 'Corporation'), and 'Other Company Name'. A red box highlights the 'Step 1: Account Details', 'Step 2: System Details', 'Step 3: Contact Details', and 'Step 4: Review Details' buttons. A dashed arrow points from the 'Continue &gt;' button to the 'Exporter Name' field.</p>

**Creating an Exporter Account for Current ACE Portal Users**

Step	Action
5.	<p>Once data is submitted, saved and accepted by ACE, click on the reset button in the Accounts portlet to enable the EIN to appear in the Accounts list. You may then access your exporter account by selecting the associated EIN from the Accounts list.</p> <p>Note you may view the Accounts list by name or EIN.</p> <p>Select the EIN radio button and click on GO to view the accounts in EIN order or the Acct Name radio button to view by name.</p>  <p>The screenshot shows the 'ace secure data portal' interface. The 'Accounts' tab is active. The 'Task Selector' shows 'View Top Account' with a message 'Please select a valid top account.' The 'Account Selector List' shows 'View By' options for 'Acct Name' and 'EIN' (selected). The 'Sort by' is set to 'Account Number'. The 'Accounts' list shows one entry: 'Little Mermaid Ashley' with EIN '09-9876549' and '43-0734546'. The 'Exporter' details on the right show 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', 'EIN: 09-9876549', 'Organization: Corporation', 'Account Status: EIN Pending', and 'Authorization for Reports: Not Authorized'. The 'Last Name' is 'Oceana'.</p>



THIS EVEN PAGE INTENTIONALLY BLANK

## Topic 4: Requesting Access to EIN Data for Export Reports

### Introduction

ACE Portal Account users who created an Exporter Account associated to their Top Account:

- Any Exporter EIN matching the existing Importer of Record numbers in the ACE Importer Account will be automatically authorized to have the EIN data appear in the AES Export reports. The “Authorization for Reports” field on the Exporter Account will reflect the status accordingly; thus those that match will reflect “Authorization for Reports: Authorized”.
- Any Exporter EIN that does not match an existing Importer of Record (IR) number in the ACE Importer Account must request *EIN Authorization for Reports* for the specific EIN(s). The status of the “Authorization for Reports” field will initially reflect “Not Authorized”.



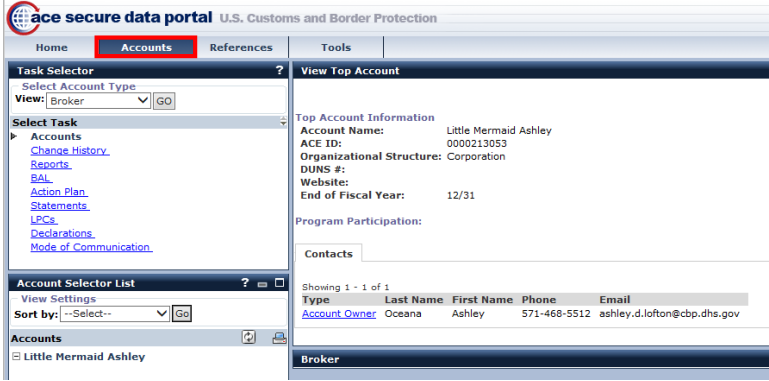

- **NOTE:** The “**Authorization for Reports**” status in the Exporter Account details is initially set to **Not Authorized**. This status will change to **Pending** upon selection of the “Request EIN Reports Authorization” button. The exporter must comply with the Census request to provide additional account information before Census will approve the exporter’s EIN for inclusion in ACE AES Reports.
- Once approved by Census, the “Authorization for Reports” status changes to **Authorized** for the specified EIN. If “denied” by Census, the “*Authorization for Reports*” status changes to “**Denied**” for the specific EIN. In either case, both the TAO and the Requester will receive emails regarding the approval or denial by Census.
- Note: These *Request EIN Authorization for Reports* steps must be completed for each EIN in order for the export data for that EIN to appear in the AES reports.





**IMPORTANT:** Requests for EIN Authorization for Export Reports are vetted by **U.S. Census** and not through normal ACE channels. For general questions on **ACE Trade Export Reports**, please contact Census at 800-549-0595, Option 5.

**Table 4: Requesting Access to EIN Data for Export Reports**


**Requesting Access to EIN Data for Export Reports**

Step	Action
1.	<p>From the ACE Portal Landing page, select the <b>Accounts</b> tab.</p>  <p>The screenshot shows the ACE secure data portal interface. The 'Accounts' tab is highlighted in the top navigation bar. In the 'Task Selector' section, the 'Select Account Type' dropdown is set to 'Broker' and the 'View' dropdown is set to 'GO'. The 'Select Task' section shows a list of tasks under 'Accounts', with 'Change History' selected. The 'Account Selector List' section shows a list of accounts, with 'Little Mermaid Ashley' selected. The right-hand pane displays 'Top Account Information' for 'Little Mermaid Ashley', including ACE ID, Organizational Structure, DUNS #, Website, and End of Fiscal Year.</p>
2.	<p>In the task Selector box, select “Exporter” from the <b>Select Account Type View</b> drop down and click on “GO”.</p>  <p>The screenshot shows the ACE secure data portal interface. The 'Accounts' tab is highlighted in the top navigation bar. In the 'Task Selector' section, the 'Select Account Type' dropdown is set to 'Exporter' and the 'View' dropdown is set to 'GO'. The 'Select Task' section shows a list of tasks under 'Accounts', with 'Create Exporter' selected. The 'Account Selector List' section shows a list of accounts, with 'Little Mermaid Ashley' selected. The right-hand pane displays 'Exporter Information' for 'Little Mermaid Ashley', including ACE ID, EIN, Organizational Structure, DUNS #, Account Status, and Authorization for Reports.</p>

## Requesting Access to EIN Data for Export Reports

Step	Action										
3.	<p>“Access your exporter account by selecting the associated EIN under the Account Selector List</p>  <p>The screenshot shows the 'ace secure data portal' interface. The 'Accounts' tab is active. Under 'Task Selector', 'View: Exporter' is selected. The 'Account Selector List' shows a table with one entry: 'Little Mermaid Ashley' with EIN '09-9876549'. This entry is highlighted with a red box. To the right, the 'View Top Account' section displays details for the selected account, including 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', and 'EIN: 09-9876549'. A 'Request E2E Reports Authorization' button is visible in the top right corner of the account details section.</p>										
4.	<p>Select the “Request E2E Reports Authorization” button</p>  <p>The screenshot shows the 'View Top Account' page for the selected account. The 'Request E2E Reports Authorization' button is highlighted with a red box. Below the button, there is a table with contact information for the account.</p> <table border="1" data-bbox="690 1276 1448 1312"> <thead> <tr> <th>Type</th> <th>Last Name</th> <th>First Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Primary Point of Contact</td> <td>Oceana</td> <td>Ashley</td> <td>371-465-3512</td> <td>ashley.j.tufan@cbp.dhs.gov</td> </tr> </tbody> </table>	Type	Last Name	First Name	Phone	Email	Primary Point of Contact	Oceana	Ashley	371-465-3512	ashley.j.tufan@cbp.dhs.gov
Type	Last Name	First Name	Phone	Email							
Primary Point of Contact	Oceana	Ashley	371-465-3512	ashley.j.tufan@cbp.dhs.gov							

## Requesting Access to EIN Data for Export Reports

Step	Action
5.	<p>Follow the on-screen instructions to complete paperwork required by Census when requesting <i>EIN data on Export Reports</i>.</p> 
6.	<p>Once approved by Census, your <i>Authorization for Reports</i> status will reflect “Authorized” and the following email will be sent to both the TAO and the Requester:</p> <div data-bbox="683 926 1451 1184" style="border: 1px solid black; padding: 10px;"> <p>The US Census Bureau has approved a request for the inclusion of an EIN in the export reports that are available to the trade through the US CBP ACE application. You are receiving this email as either the original requestor or the primary point of contact for that EIN's ACE Exporter Account. Please note that the trade data associated with this approved EIN will not be available to view in reports until the day following approval.</p> </div>
7.	<p>If Census denies the request, the <i>Authorization for Reports</i> status will reflect “Denied” and the following email will be sent to both the TAO and the Requester:</p> <div data-bbox="683 1377 1430 1608" style="border: 1px solid black; padding: 10px;"> <p>The US Census Bureau has denied a request for the inclusion of an EIN in the export reports that are made available to the trade through the US CBP ACE application. You are receiving this email as either the original requestor or the primary point of contact for that EIN's ACE Exporter Account. If you have questions, please contact the Trade Outreach Branch via e-mail at EXPORTREPORT@CENSUS.GOV or by phone at 1-800-549-0595, Option 5.</p> </div>

## Training Links

Select the following link for more information on running ACE Reports.

<http://www.cbp.gov/document/guides/updated-ace-reports-user-guide-new-interface-all-ace-report-users>

THIS EVEN PAGE INTENTIONALLY BLANK