



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**

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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.



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>

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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

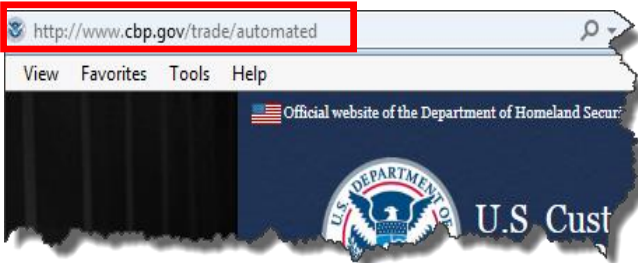
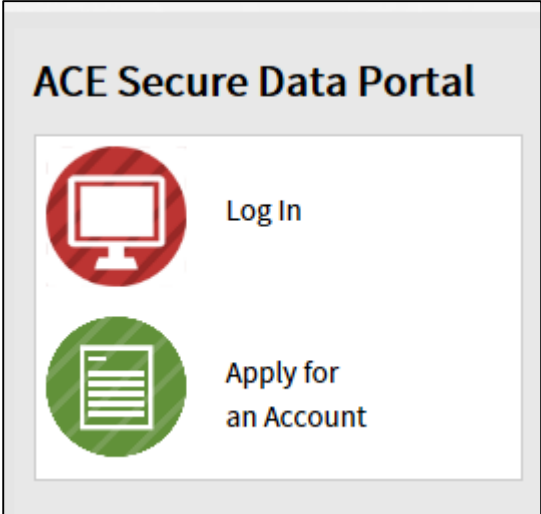
Step	Action
1.	<p>To access the CBP.Gov home page:</p> <ol style="list-style-type: none"> a. Launch Internet Explorer b. Type: Http://www.cbp.gov/trade/automated  <p>On the main page to the right under ACE Secure Data Portal choose the Apply for an Account icon.</p>  <p>Select the Exporter link to display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

Table 1: How to apply for an ACE Exporter Account

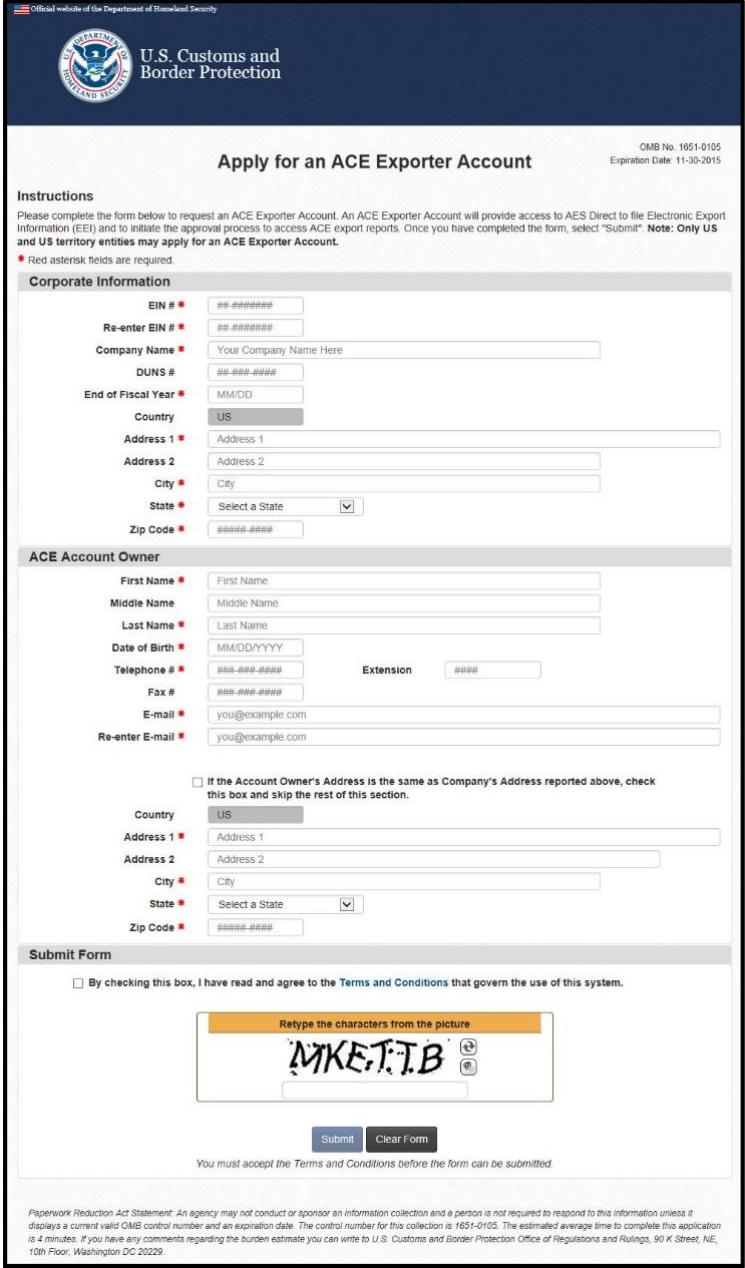
Step	Action
2.	<p>Select the text box to the right of the field to be completed and type the information required. Fields with a red asterisk (*) are required to be filled in.</p>  <p>The screenshot shows the 'Apply for an ACE Exporter Account' form from U.S. Customs and Border Protection. It includes the following sections:</p> <ul style="list-style-type: none"> Corporate Information: 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. ACE Account Owner: Fields for First Name, Middle Name, Last Name, Date of Birth (MM/DD/YYYY), Telephone #, Extension, Fax #, E-mail, and Re-enter E-mail. Submit Form: A checkbox for terms and conditions, a CAPTCHA (Retype the characters from the picture: MKETIB), and Submit/Clear Form buttons. <p>NOTE: 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

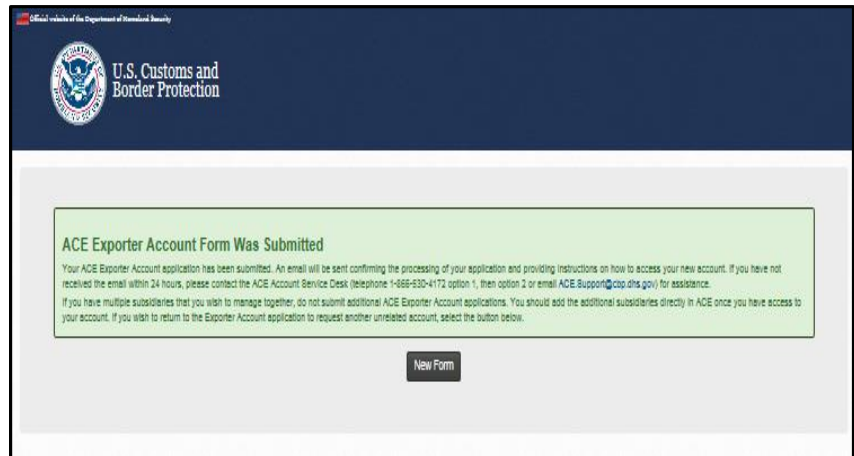
Step	Action
	<div data-bbox="678 327 781 426" data-label="Image"> </div> <p data-bbox="813 327 1406 449">IMPORTANT: It is important to provide the correct email address in order to receive details on how to attain your user id and password as well as other CBP communication.</p> <div data-bbox="813 468 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="678 869 1416 991">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 Submit 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 the checkbox is a CAPTCHA image with the text 'MKET:JB' 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 1491">NOTE: 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 the message is a list of errors to be corrected:</p> <ul style="list-style-type: none"> • Corporate Information - EIN # is not a valid EIN; please re-enter using the following format: 'xx-xxxxxxx'. • Corporate Information - Re-enter EIN # does not match Corporate Information - EIN #; please re-enter the information. • Corporate Information - Company Name is required; please enter the missing information. • Corporate Information - End of Fiscal Year is required; please enter the missing information. • Corporate Information - Address 1 is required; please enter the missing information. • Corporate Information - City is required; please enter the missing information. • Corporate Information - State is required; please enter the missing information. • Corporate Information - Zip Code is required; please enter the missing information. • ACE Account Owner - First Name is required; please enter the missing information. • ACE Account Owner - Last Name is required; please enter the missing information. • ACE Account Owner - Date of Birth is required; please enter the missing information. • ACE Account Owner - Telephone # is required; please enter the missing information. • ACE Account Owner - E-mail is required; please enter the missing information. • ACE Account Owner - Address 1 is required; please enter the missing information. • ACE Account Owner - City is required; please enter the missing information. • ACE Account Owner - State is required; please enter the missing information. • ACE Account Owner - Zip Code is required; please enter the missing information. </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>1: The EIN is already used by an importer or exporter that is linked to a Top Account: 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 ACE.Support@cbp.dhs.gov) for further assistance.</p> <p>2: Name+DOB is not unique in ACE table: 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 ACE.Support@cbp.dhs.gov) for assistance in establishing your ACE Exporter account.</p> <p>3: A system error occurred in ACE while trying to process the form data. 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 ACE.Support@cbp.dhs.gov). 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 Account ID, write down your Account ID and follow the instructions noted.</p> <div data-bbox="683 1224 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: https://ace.ct1.sat.cbp.dhs.gov/itaml/itim/console/getpassword?transactionid=576000629917842227</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 Retrieve Password Page 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>Retrieve Password Page: https://ace.ct1.sat.cbp.dhs.gov/itam/itam/console/getpassword?transactionid=576000629917842227</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> NOTE: The Retrieve Password page will display.</p>
6.	<p>Select the text box and type your “Shared Secret”(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 OK.</p> <div data-bbox="683 1272 1409 1562" style="border: 1px solid black; padding: 10px;"> <p>Retrieve Password</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>OK Cancel</p> </div>

Applying for ACE Exporter Account

Step	Action
8.	<p>A temporary password is provided along with User Id; write down the temporary password and select “Done.”</p> <div data-bbox="690 604 824 802" style="border: 1px solid red; padding: 5px; margin: 10px 0;"><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="680 856 777 953" style="display: inline-block;"></div> NOTE: When accessing ACE, the password is case sensitive and must be typed exactly as provided.

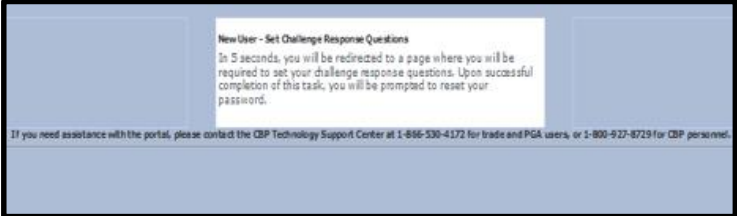
Topic 2: ACE Initial Login Procedures for Non-ACE Account Users

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"> a. Launch Internet Explorer b. Type https://ace.cbp.dhs.gov/ <p>Once you log into ACE Portal, enter your User ID (Account ID) and temporary password in the appropriate text fields and select the Login 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>Reset Password - Challenge Questions 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>Reset Password - Challenge Questions 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>


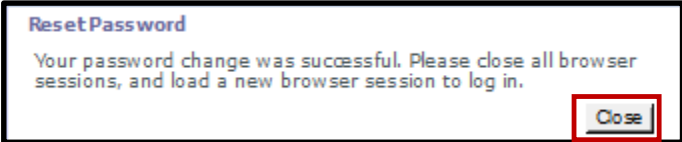
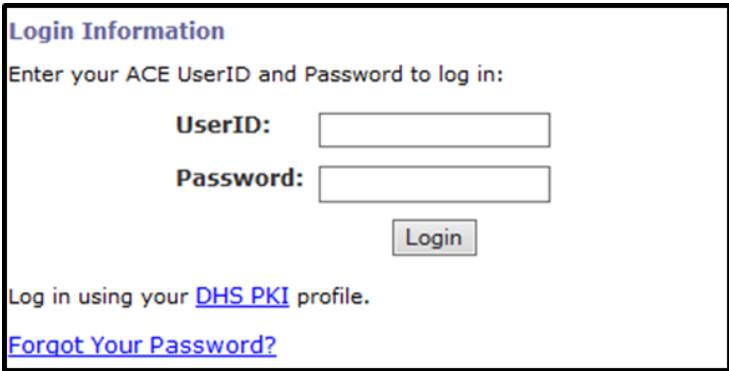
ACE Initial Login

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>Reset Password - Challenge Questions 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 style="border: 2px solid red;" 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 Submit Questions button when completed.</p> <div data-bbox="683 930 1419 1339"><p>Reset Password - Challenge Questions 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 style="border: 2px solid red;" type="button" value="Submit Questions"/> <input type="button" value="Cancel"/></p></div>


ACE Initial Login

Step	Action
	 <p>NOTE: Selecting the Submit Questions button will open the Change Password page.. You can refer to the “Password Policy” link to follow the rules on how to create your password. Select the Close button to continue. You are required to provide a new password following these rules</p> <div data-bbox="813 459 1414 789" style="border: 1px solid black; padding: 5px;"> <p>ACE Password Policy All ACE passwords must:</p> <ul style="list-style-type: none"> • Contain at least 8 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. <p>Note that your new password:</p> <ul style="list-style-type: none"> • 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. <p style="text-align: right;"><input type="button" value="Close"/></p> </div>
8.	<p>Select the *New Password text box and <i>type</i> your new password in the first box.</p> <div data-bbox="683 905 1422 1278" style="border: 1px solid black; padding: 5px;"> <p>User LL52820's password has expired</p> <p>To change your password, please provide the following information. Your new password must adhere to the Password Policy rules and will become effective immediately.</p> <p>*New Password <input type="text"/></p> <p>*Retype new Password <input type="text"/></p> <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p> </div>
9.	<p>Select the *Retype new Password text box and <i>retype</i> your password.</p> <div data-bbox="683 1402 1414 1776" style="border: 1px solid black; padding: 5px;"> <p>User LL52820's password has expired</p> <p>To change your password, please provide the following information. Your new password must adhere to the Password Policy rules and will become effective immediately.</p> <p>*New Password <input type="text"/></p> <p>*Retype new Password <input type="text"/></p> <p><input type="button" value="Continue"/> <input type="button" value="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 close 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"> Launch Internet Explorer Type https://ace.cbp.dhs.gov/ <p>Enter your User ID and Password and select the Login button.</p>  <p>The ACE Secure Data Portal will display.</p>

ACE Initial Login

Step	Action
13.	<p>Your Exporter Account 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 Topic Four in this guide.</p>  <p>The screenshot shows the 'ace secure data portal' interface. The top navigation bar includes 'Home', 'Accounts', 'References', and 'Tools'. The main content area is divided into several sections:</p> <ul style="list-style-type: none"> Task Selector: A dropdown menu for 'Select Account Type' with 'Broker' selected and a 'GO' button. Select Task: A list of tasks including 'Accounts', 'Change History', 'Reports', 'BAL', 'Action Plan', 'Statements', 'USCA', 'Declarations', and 'Mode of Communication'. Account Selector List: A table with columns for 'Type', 'Last Name', 'First Name', 'Phone', and 'Email'. It shows one entry: 'Account Owner' with last name 'Oceana' and first name 'Ashley'. View Top Account: A detailed view of the account for 'Little Mermaid Ashley', including ACE ID (0000213053), Organizational Structure (Corporation), DUNS #, Website, and End of Fiscal Year (12/31). Contacts: A section for listing contacts, currently empty.

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


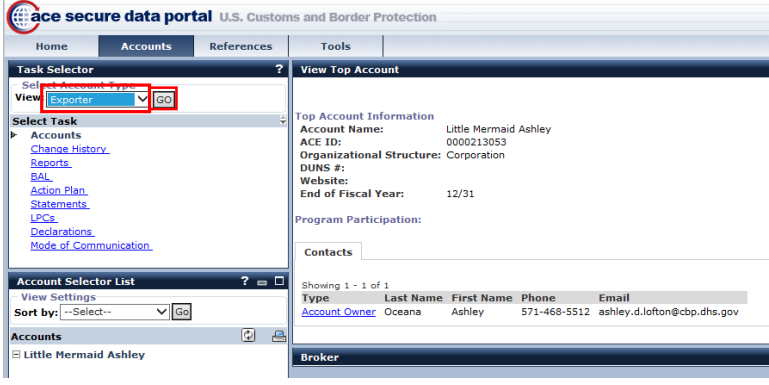
Introduction

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**.


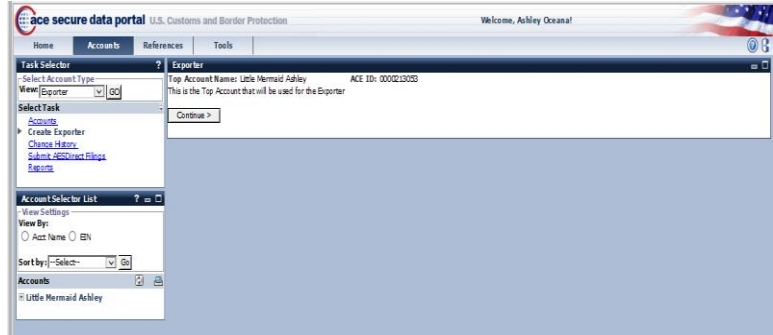
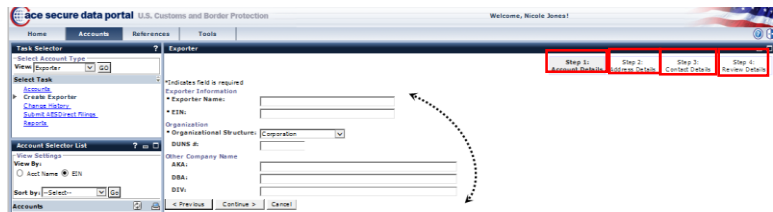
The following step tables provide the procedures for creating an **Exporter Account** within ACE.

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 Accounts tab.</p> 
2.	<p>In the Task Selector portlet, select "Exporter" from the Select Account Type 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>You will be shown the details for the Top Account and then click on “Continue”.</p> 
4.	<p>Where prompted, provide your corporate information in steps one through four and submit.</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' portlet is active, displaying a list of accounts. The account 'Little Mermaid Ashley' with EIN '09-9876549' is highlighted. The 'Account Selector List' portlet shows the 'View By' options set to 'EIN'. The 'Task Selector' portlet shows the 'View' dropdown set to 'Exporter'. The 'Exporter Information' portlet displays details for 'Little Mermaid Ashley', including ACE ID '0000213055', EIN '09-9876549', and Organization 'Corporation'.</p>

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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”.



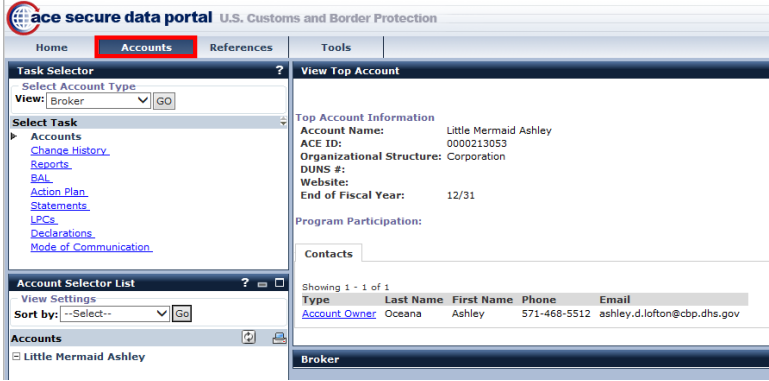

- **NOTE:** The “**Authorization for Reports**” status in the Exporter Account details is initially set to **Not Authorized**. This status will change to ***Pending*** upon selection of the “Request EIN Reports Authorization” button. The exporter must comply with the Census request to provide additional 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 Accounts 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 'GO' button is highlighted with a red box. Below this, the 'Select Task' dropdown is set to 'Accounts'. In the 'Account Selector List' section, 'View Settings' are visible, and the 'Accounts' list shows 'Little Mermaid Ashley' selected.</p>
2.	<p>In the task Selector box, select “Exporter” from the Select Account Type View drop down and click on “GO”.</p>  <p>The screenshot shows the 'ace secure data portal' interface. The 'Accounts' tab is highlighted. In the 'Task Selector' section, the 'Select Account Type' dropdown is set to 'Exporter' and the 'GO' button is highlighted with a red box. Below this, the 'Select Task' dropdown is set to 'Accounts'. In the 'Account Selector List' section, 'View Settings' are visible, and the 'Accounts' list shows 'Little Mermaid Ashley' selected. The 'View By' radio buttons are set to 'EIN' and the 'Sort by' dropdown is set to 'Account Number'.</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 'Account Selector List' is visible, showing a table with columns for 'Accounts', 'EIN', and 'Last Name'. The account 'Little Mermaid Ashley' with EIN '09-9876549' is highlighted in red. The 'View Top Account' section on the right shows details for the selected account, including 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', and 'EIN: 09-9876549'. The 'Account Status' is 'EIN Pending'.</p>
4.	<p>Select the “Request EIN Reports Authorization” button</p>  <p>The screenshot shows the 'View Top Account' page for the selected account. The 'Request EIN Reports Authorization' button is highlighted in red. The page displays 'Exporter Information' including 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', and 'EIN: 09-9876549'. The 'Account Status' is 'EIN Pending'. A table at the bottom shows contact information for the account, including 'Last Name: Oceana', 'First Name: Ashley', 'Phone: 371-465-3512', and 'Email: es@ey.d.info@cbp.dhs.gov'.</p>

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>

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