Attachment C
OMB No. 1651-0105
Expiration Date:
9-30-2024

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

Field	Value
EIN # ✹	##-#######
Re-enter EIN # ✹	##-#######
Company Name ✹	Company Name
DUNS #	##-###-####
End of Fiscal Year ✹	MM/DD
Country	US
Address 1 ✹	Address 1
Address 2	Address 2
City ✹	City
State ✹	Select a State
Zip Code ✹	#####-####

ACE Account Owner

Field	Value		
First Name ✹	First Name		
Middle Name	Middle Name		
Last Name ✹	Last Name		
Date of Birth (or Other Valid Date) ✹	MM/DD/YYYY		
Telephone # ✹	###-###-####	Extension	####
Fax #	###-###-####		
E-mail ✹	you@example.com		
Re-enter E-mail ✹	you@example.com		

☐ **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	US
Address 1 ✽	Address 1
Address 2	Address 2
City ✽	City
State ✽	Select a State ⌄
Zip Code ✽	#####-####

Submit Form

☐ **By checking this box, I have read and agree to the Terms and Conditions (../PortalTermsCond/termCond.php) that govern the use of this system.**

Retype the characters from the picture

NMDDED

What is BotDetect PHP CAPTCHA Validation? (//captcha.org/captcha.html?php)

(botdetect.php?get=sound& c=submitCaptcha2& t=e4af9016be97166103a05fe80abad44

Privacy Act Statement

Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of information on the Automated Commercial Environment (ACE) Secure Data Portal Account Owner Designation/Authorization Form.

AUTHORITY: *Collection of the information solicited on this form is authorized by the following:*

- *19 U.S.C. §§66, 1431, 1448, 1481, 1484, 1505, 1514, 1624, and 2071; Title 19, Code of Federal Regulations, including 19 C.F.R. §§24.5, 149.3, 101.9, and 103.31(e); Executive Orders 9397 and 13659.*
- *In addition to Executive Order 9397, CBP has the authority to collect Social Security Numbers (SSN) pursuant to 31 U.S.C. §7701(c), 26 U.S.C. §6109(d), 19 C.F.R. §§24.5 and 149.3. SSN is used because some individuals who do not have an employer identification number (EIN) or a tax identification number (TIN) choose to instead submit their SSN.*

PURPOSE: *The primary purpose for soliciting this information is to enable importers, exporters, brokers, or carriers to access their customs data via a web-based Automated Commercial Environment (ACE) Secure Data Portal (ACE Portal). (See Terms and Conditions document, 72 FR 27632, published May 16, 2007.) The ACE Portal provides a centralized online access point to connect CBP, trade representatives, and Participating Government Agencies (PGAs) involved in importing goods into the United States. The ACE Portal helps improve compliance with trade laws by enabling account holders to identify and evaluate compliance issues, monitor daily operations, set up payment options, review filings, access a reports tool, compile data, perform national trend analysis, and be provided with insight into entries under review by CBP.*

ROUTINE USES: *If you choose to provide the information solicited on this form, CBP will use the information to provide you with an ACE Portal user account. The personally identifiable information (PII) that you provide will not be shared with other government agencies unless they are a Participating Government Agency (PGA), pursuant to an International Trade Data System (ITDS) Memorandum of Understanding, consistent with the receiving agency's legal authority to collect information pertaining to and/or regulate transactions in international trade. Additionally, CBP may share the information with law enforcement of other government agencies as necessary to respond to potential or actual threats of terrorism, or otherwise required by law as a "routine use" pursuant to its published Privacy Act system of records notice.*

DISCLOSURE: *Providing this information is not legally required to import commercial merchandise into the United States. However, by submitting your PII (including your SSN) in applying for an ACE Portal account, you are giving CBP permission to use the information for a specific, stated purpose, i.e., to obtain the benefits of creating an ACE Portal user account.*

Submit   Clear Form

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

Paperwork Reduction Act Statement: An agency may not conduct or sponsor an information collection and a person is not required to respond to this information unless it displays a current valid OMB control number and an expiration date. Obligation to respond is required to obtain benefits. The control number for this collection is 1651-0105. The estimated average time to complete this application is 4 minutes. If you have any comments regarding the burden estimate you can write to U.S. Customs and Border Protection Office of Regulations and Rulings, 90 K Street, NE, 10th Floor, Washington DC 20229.

Modernized ACE Portal

Create a Portal Account and Log In

February 2022

U.S. Customs and
Border Protection

TABLE OF CONTENTS

TOPIC 1: CREATE A MODERNIZED ACE PORTAL ACCOUNT AND LOG IN

INTRODUCTION

Before you can access the Modernized ACE Portal, you must create a Modernized ACE Portal account. You can link your Legacy ACE account to your new Modernized ACE Portal account to synchronize your roles. This is a one-time step for the first login.

You can view all your Legacy ACE accounts in the Modernized ACE Portal and toggle between the two applications without logging in again.

IMPORTANT: Your ACE Accounts must be active and in good standing to link from the Legacy ACE Portal to the Modernized ACE Portal. Additionally, we recommend using Google Chrome or Edge to access the ACE Modernized Portal.

All fields are required.

ONE TIME ACCOUNT CREATION FOR A MODERNIZED ACE PORTAL ACCOUNT

1. In an Internet browser (Chrome or Edge), type https://ace.cbp.gov.

2. In the **Welcome to the ACE Secure Data Portal** page, select the **Trade/PGA User Login** button.

3. In the login screen, select the **CREATE AN ACCOUNT** button.
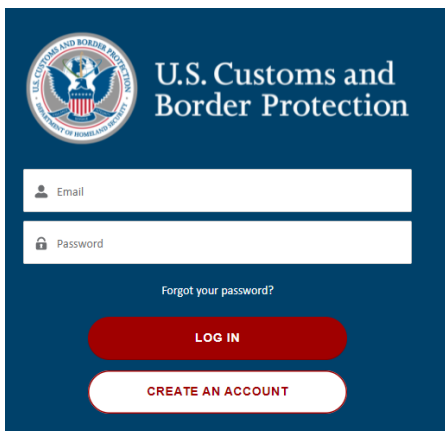
4. In the **Create Your CBP Account** pane:

    a. In the **First Name** field, type *your first name*.

    b. In the **Last Name** field, type *your last name.*

    c. In the **Email** field, type *your work email address*.

    d. In the **Create Password** field, type a *password*.

    NOTE: Passwords must have at least 15 characters at least one lower case letter, one upper case letter, and a number.

    > Password must contain the following:
    > ✓ A **lowercase** letter
    > ✓ A **capital (uppercase)** letter
    > ✓ A **number**
    > ✗ Minimum **15 characters**

    TIP: As you create your password, a checkmark displays when each criterion has been met.

    e. In the **Confirm Password** field, re-type *your password*.

    f. Select the **SIGN UP** button.

    TIP: When you select the **First Name** field, a dialog box may display with your name and email address. Selecting anywhere in this dialog box auto-populates all fields except the **Create Password** and **Confirm Password** fields.

5. In the **Two Factor Authentication** page:

    a. In the **Security Token** field, type the six-digit code sent to your email address.

    b. Select the **Verify** button.

6. In the page that displays, select the **ACCEPT TERMS** button.

7. In the **Link your Legacy ACE User** page:

   a. In the **User Id** field, type *your Legacy ACE user ID*.

   b. In the **Password** field, type *your Legacy ACE password*.

   c. Select the **Link Legacy ACE Account** button.

8. In the **Your account has been linked successfully!** dialog box, select the **Sync Legacy Account** button.
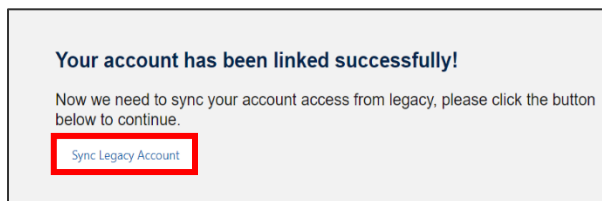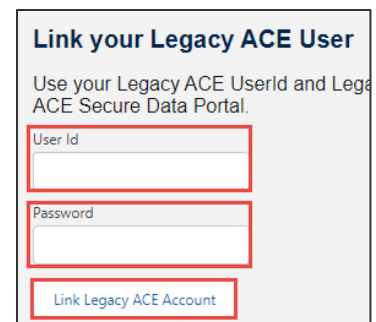
The **Welcome to ACE** homepage displays.

IMPORTANT: When your Modernized ACE Portal and Legacy ACE accounts are linked, your roles are synchronized. Registering and linking to the Legacy ACE Portal is a one-time step.

Your ACE Account must be active and in good standing to link from the Legacy ACE Portal to the Modernized ACE Portal.

SUBSEQUENT LOG INTO THE MODERNIZED ACE PORTAL

1. In an Internet browser (Chrome or Edge), type https://ace.cbp.gov.

2. In the **Welcome to ACE Secure Data Portal** page, in the **Sign into ACE** pane, select the **Trade/PGA User Login** button.


3. In the log in page:

   a. In the **Email** field, type *the email address you used to set up your account.*

   b. In the **Password** field, type *the password you used to set up your account.*

   c. Select the **LOG IN** button.

   The **Two Factor Authentication** page displays. An email is automatically sent to your login email address.

   TIP: If you receive a login error, follow the directions in the error message to restore your access.
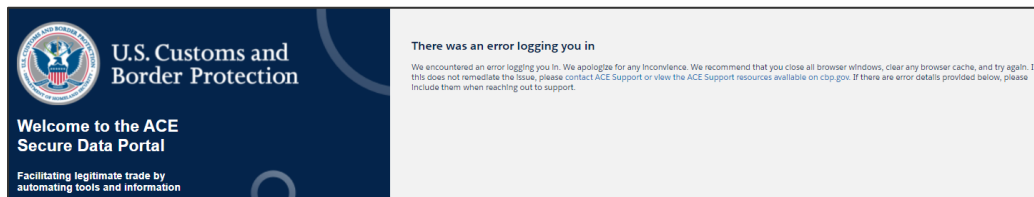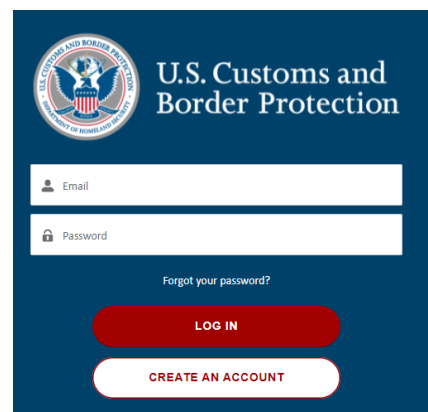
4. In the **Two Factor Authentication** page:

   a. In the **Security Token** field, type the six-digit code sent to your email address.
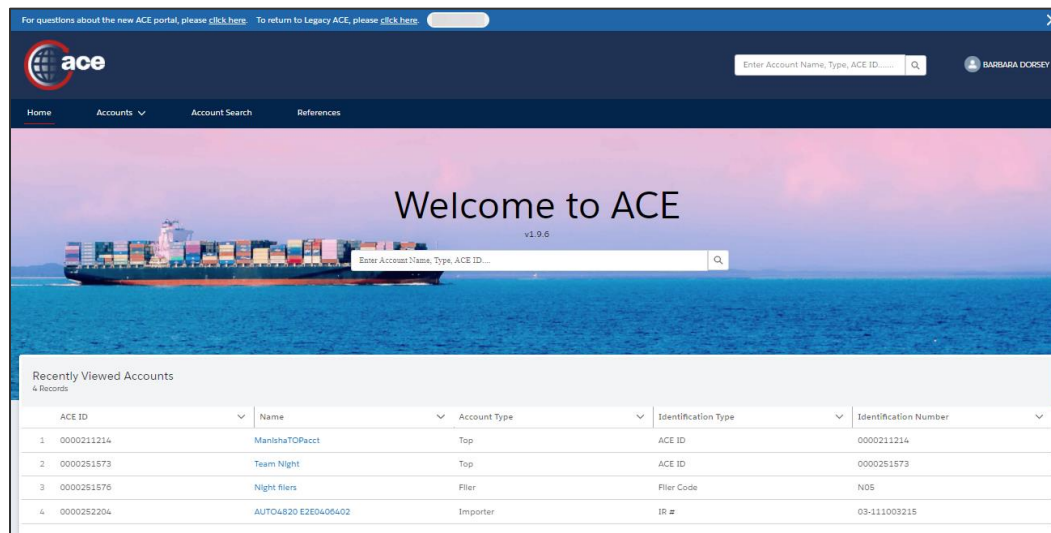
   b. Select the **Verify** button.

5. In the page that displays, select the **ACCEPT TERMS** button.

The **Welcome to ACE** home page displays.

## TOPIC 2: ACCESS THE LEGACY ACE PORTAL FROM THE MODERNIZED ACE PORTAL

INTRODUCTION

All information in the Modernized ACE Portal is synchronized with the Legacy ACE Portal. Any updates you make in Legacy ACE Portal are visible in the Modernized ACE Portal. Any updates you make in the Modernized ACE Portal are visible in the Legacy ACE Portal.

Until all Legacy ACE Portal functionality is available in the Modernized ACE Portal, you can access the Legacy ACE Portal through the Modernized ACE Portal.

ACCESS THE LEGACY ACE PORTAL FROM THE MODERNIZED ACE PORTAL

1. In the **Welcome to ACE** page:

   a. Select the **References** tab.

   b. Select the **Legacy ACE** hyperlink.
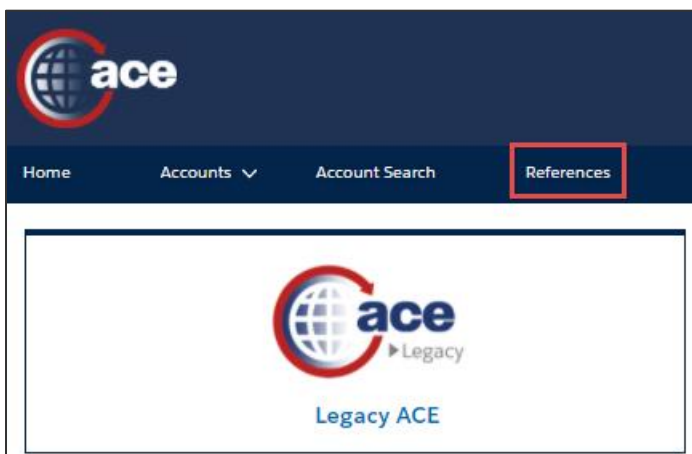
The Legacy ACE Portal displays bypassing the login screen.