

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/p5882fvet16/?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**

Corporate Information	ACE Account Owner	ACE Account Owner
EIN # *	First Name *	Country
Re-enter EIN # *	Middle Name	Address 1 *
Company Name *	Last Name *	Address 2
DUNS #	Date of Birth *	City *
End of Fiscal Year *	Telephone # *	State *
Country	Fax #	Zip Code *
Address 1 *	E-mail *	
Address 2	Re-enter E-mail *	
City *		
State *		
Zip Code *		

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

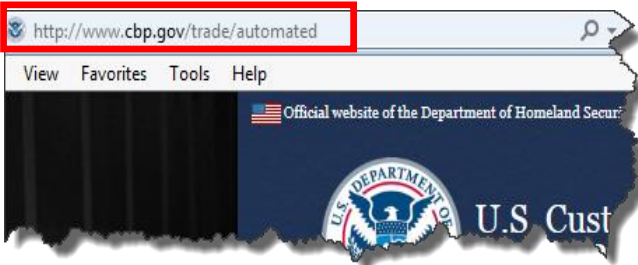
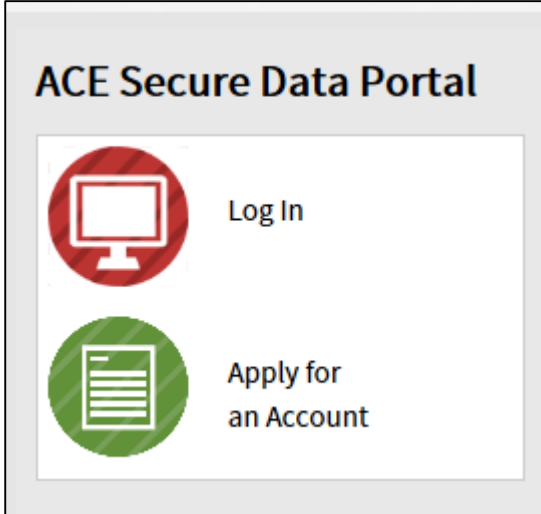
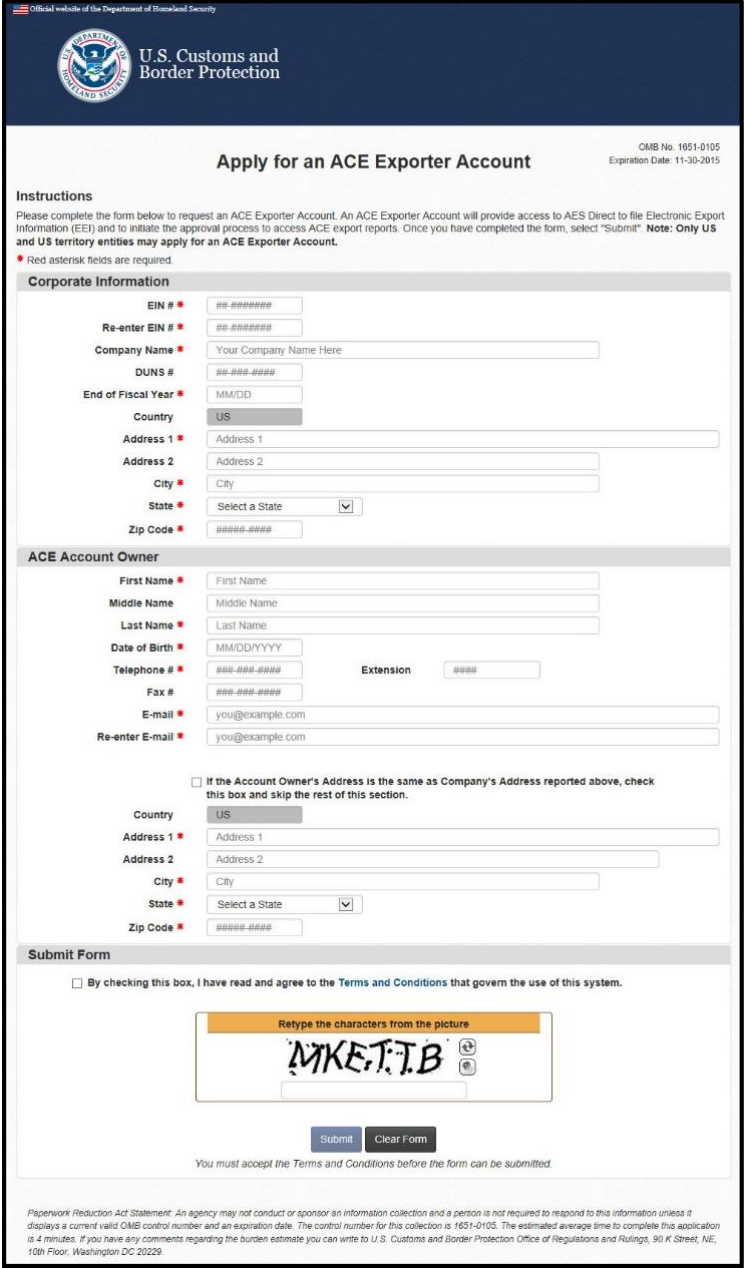
Step	Action
1.	<p>To access the CBP.Gov home page:</p> <ol style="list-style-type: none"> a. Launch Internet Explorer b. Type: Http://www.cbp.gov/trade/automated  <p>On the main page to the right under ACE Secure Data Portal choose the Apply for an Account icon.</p>  <p>Select the Exporter link to display 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>Corporate Information</p> <ul style="list-style-type: none"> EIN # * Re-enter EIN # * Company Name * DUNS # * End of Fiscal Year * Country * Address 1 * Address 2 * City * State * Zip Code * <p>ACE Account Owner</p> <ul style="list-style-type: none"> First Name * Middle Name * Last Name * Date of Birth * Telephone # * Extension * Fax # * E-mail * Re-enter E-mail * <p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> Country * Address 1 * Address 2 * City * State * Zip Code * <p>Submit Form</p> <p><input type="checkbox"/> By checking this box, I have read and agree to the Terms and Conditions that govern the use of this system.</p> <p>Retype the characters from the picture</p> <p>MKE.T.I.B</p> <p>Submit Clear Form</p> <p>You must accept the Terms and Conditions before the form can be submitted.</p> <p><small>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. 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.</small></p>



NOTE: The ACE Account Owner information is used to establish the role of the Trade Account Owner (TAO) for your ACE Portal Account.

Table 1: How to apply for an ACE Exporter Account


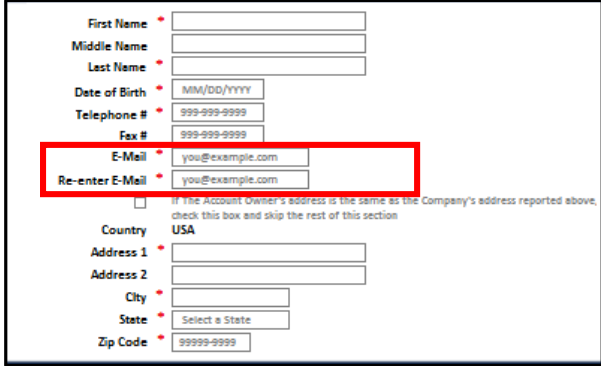
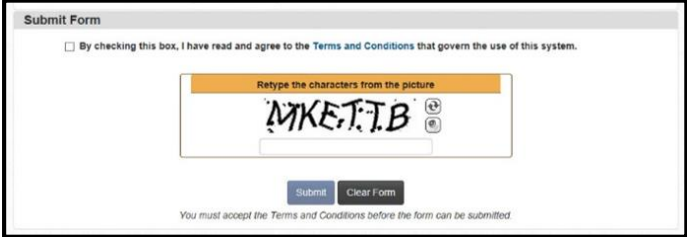

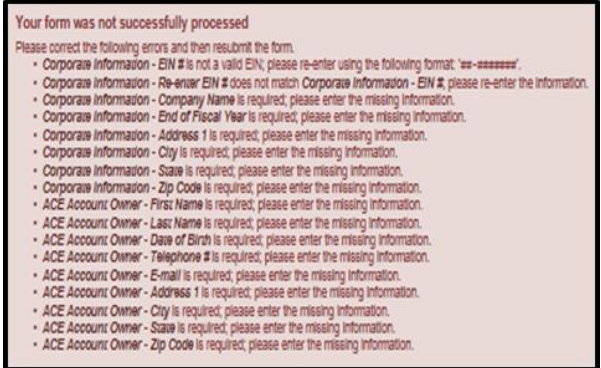
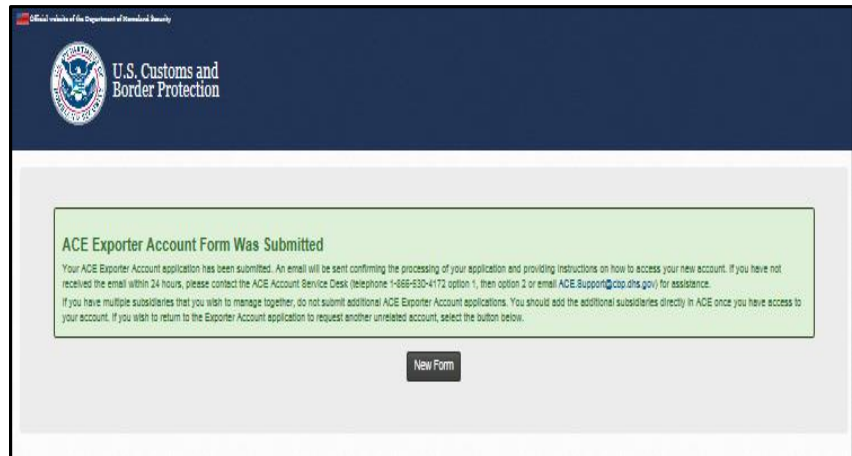
Step	Action
	 <p>IMPORTANT: It is important to provide the correct email address in order to receive details on how to attain your user id and password as well as other CBP communication.</p> 
3.	<p>Select the check box in the Submit form area to indicate that you reviewed and agree to the Terms and Conditions provided by the hyperlink. Also re-type the characters shown in the box below, then select the Submit button.</p>   <p>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> 

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.

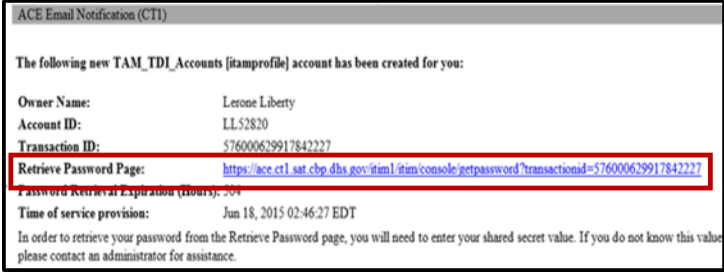

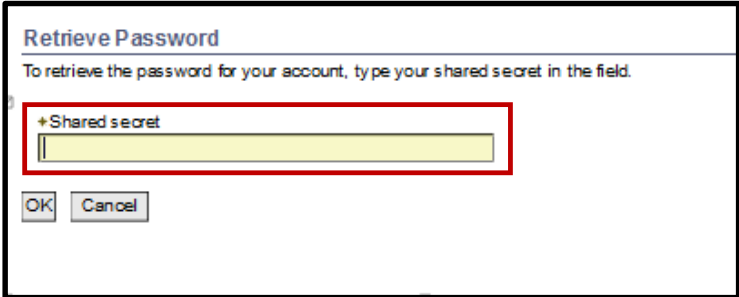
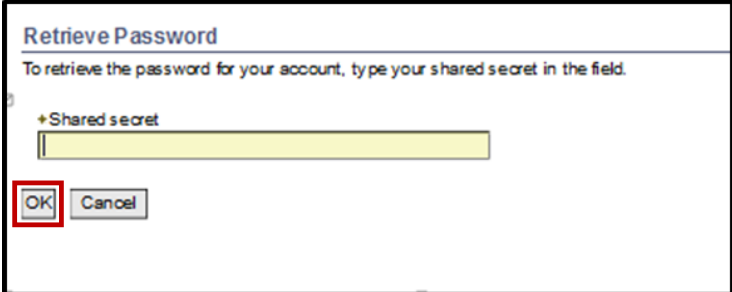


IMPORTANT: An email will be sent confirming the processing of your application and providing instructions on how to access your new account. Note: The email will provide an Account ID. This ID is also known as your “shared secret” for use when securing your password. You will use the Account ID and password 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>  <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> 
7.	<p>Select OK.</p> 

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="691 380 1386 814" style="border: 1px solid black; padding: 5px;"> <p>Retrieve Password</p> <p>After you click Done, you will not be able to retrieve your password from this page.</p> <p>Service Name TAM_TDI_Accounts</p> <p>Service description TAM 5.1 Adapter</p> <p>User ID LL52820</p> <p>Password 1; +X@Av</p> <p>Done</p> </div> <p> NOTE: When accessing ACE, the password is case sensitive and must be typed exactly as provided.</p>

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

Introduction

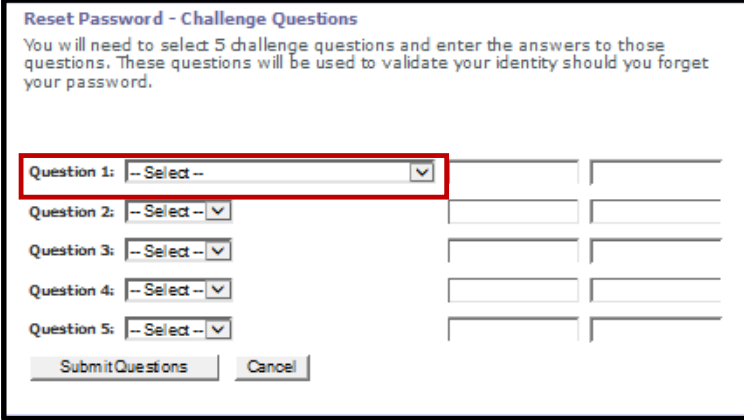
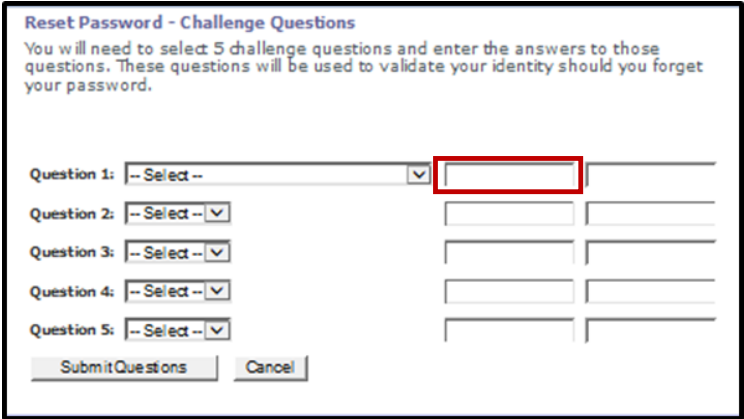
After receiving your temporary password, the following procedures provide a step by step for the initial login to the **ACE Secure Data Portal**.

Table 2: Requesting an Export Account for Current Users

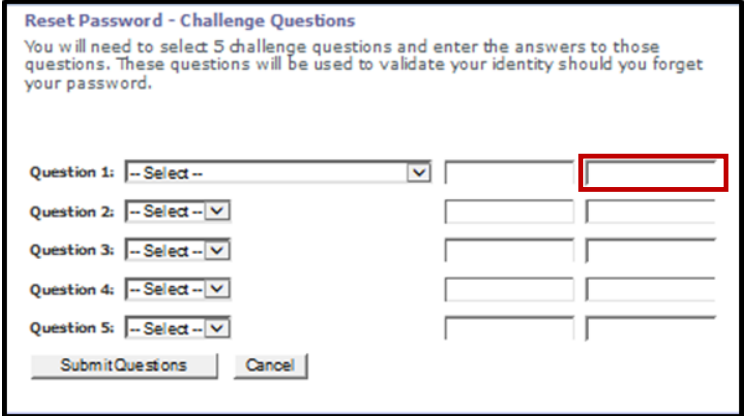
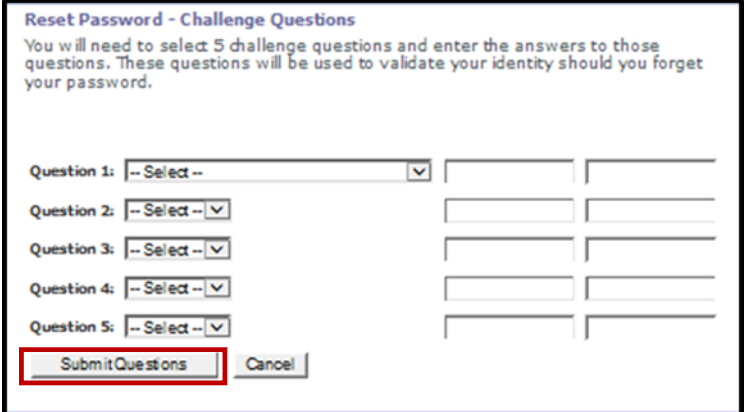
ACE Initial Login

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> <div data-bbox="683 806 1414 1173" style="border: 1px solid black; padding: 5px;"> <p>Login Information</p> <p>Enter your ACE UserID and Password to log in:</p> <p>UserID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p>Log in using your DHS PKI profile.</p> <p>Forgot Your Password?</p> </div>
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> <div data-bbox="683 1333 1414 1549" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">New User - Set Challenge Response Questions</p> <p style="text-align: center;">In 5 seconds, you will be redirected to a page where you will be required to set your challenge response questions. Upon successful completion of this task, you will be prompted to reset your password.</p> <p style="font-size: small; text-align: center;">If you need assistance with the portal, please contact the CBP Technology Support Center at 1-866-530-4172 for trade and PGA users, or 1-800-927-8729 for CBP personnel.</p> </div>


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>  <p>The screenshot shows a form titled "Reset Password - Challenge Questions" with the instruction: "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." There are five rows, each with a question label and a dropdown menu. The first dropdown menu is highlighted with a red box. To the right of each dropdown menu are two text input boxes. At the bottom are "Submit Questions" and "Cancel" buttons.</p>
4.	<p>Select the first text box to the right and <i>type</i> the answer to the question you selected.</p>  <p>The screenshot shows the same form as above. The first text input box to the right of the first dropdown menu is highlighted with a red box. The other elements of the form are the same as in the previous screenshot.</p>

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>  <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-- [] [] []</p> <p>Question 2: --Select-- [] [] []</p> <p>Question 3: --Select-- [] [] []</p> <p>Question 4: --Select-- [] [] []</p> <p>Question 5: --Select-- [] [] []</p> <p>Submit Questions Cancel</p>
6.	<p>Repeat steps three through five for question two through question five.</p>
7.	<p>Select the Submit Questions button when completed.</p>  <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-- [] [] []</p> <p>Question 2: --Select-- [] [] []</p> <p>Question 3: --Select-- [] [] []</p> <p>Question 4: --Select-- [] [] []</p> <p>Question 5: --Select-- [] [] []</p> <p>Submit Questions Cancel</p>


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="813 457 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: center;"><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 1414 1276" 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 style="text-align: center;"> <input style="border: 2px solid red;" type="text" value="*New Password"/> </p> <p style="text-align: center;"> <input type="text" value="*Retype new Password"/> </p> <p style="text-align: center;"> <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 1774" 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 style="text-align: center;"> <input type="text" value="*New Password"/> </p> <p style="text-align: center;"> <input style="border: 2px solid red;" type="text" value="*Retype new Password"/> </p> <p style="text-align: center;"> <input type="button" value="Continue"/> <input type="button" value="Cancel"/> </p> </div>

ACE Initial Login

Step	Action
10.	Select the Continue button. <div data-bbox="683 310 1398 667" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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>
11.	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. <div data-bbox="683 846 1360 982" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Reset Password</p> <p>Your password change was successful. Please close all browser sessions, and load a new browser session to log in.</p> <p style="text-align: right;"><input type="button" value="Close"/></p> </div>
12.	Close your web browser and open a new browser To access the ACE Secure Data Portal home page: <ol style="list-style-type: none"> a. Launch Internet Explorer b. Type https://ace.cbp.dhs.gov/ Enter your User ID and Password and select the Login button. <div data-bbox="683 1283 1406 1644" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Login Information</p> <p>Enter your ACE UserID and Password to log in:</p> <p>UserID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"><input type="button" value="Login"/></p> <p>Log in using your DHS PKI profile.</p> <p>Forgot Your Password?</p> </div> The ACE Secure Data Portal will display.

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 two columns. The left column contains a 'Task Selector' with a 'Select Account Type' dropdown set to 'Broker' and a 'GO' button. Below this is a 'Select Task' menu with options like 'Accounts', 'Change History', 'Reports', 'BAL', 'Action Plan', 'Statements', 'USCA', 'Declarations', and 'Mode of Communication'. At the bottom left is an 'Account Selector List' with a 'View Settings' section and a 'Sort by' dropdown. The right column is titled 'View Top Account' and displays 'Top Account Information' for 'Little Mermaid Ashley', including ACE ID (0000213053), Organizational Structure (Corporation), DUNS #, Website, and End of Fiscal Year (12/31). Below this is a 'Program Participation' section and a 'Contacts' table with one entry: 'Account Owner' (Ocean Ashley, 571-468-5512, ashley.d.lofton@cbp.dhs.gov). A 'Broker' label is visible at the bottom right of the screenshot.</p>

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

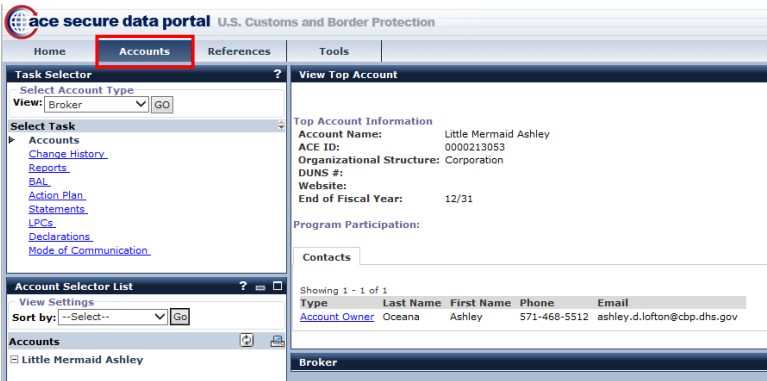
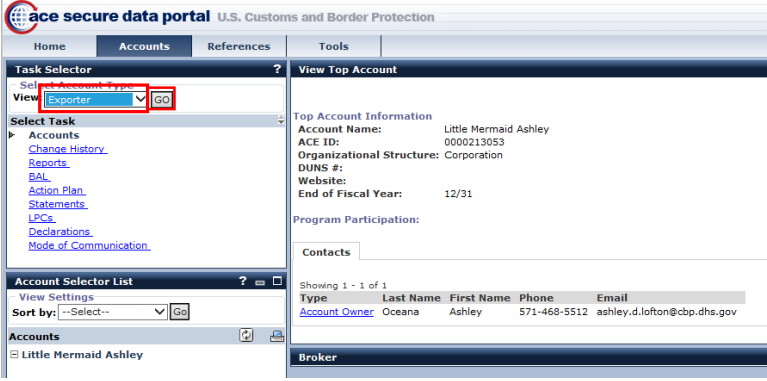
Introduction

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 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 'View Top Account' portlet shows details for this account, including 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', and 'EIN: 09-9876549'. The 'Account Status' is 'EIN Pending' and 'Authorization for Reports' is 'Not Authorized'. The 'Last Name' is 'Oceana'.</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”.



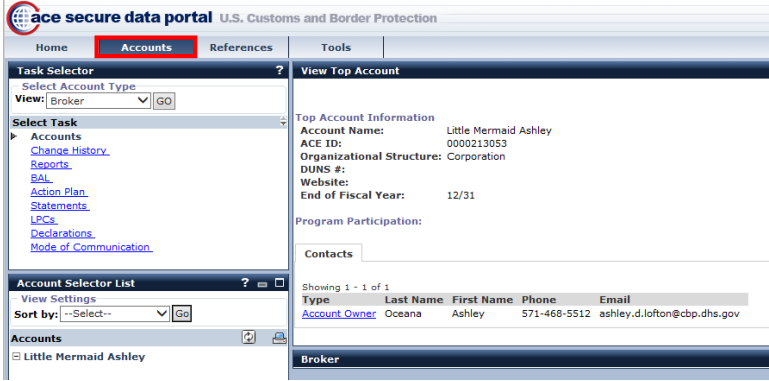

- **NOTE:** The “**Authorization for Reports**” status in the Exporter Account details is initially set to **Not Authorized**. This status will change to ***Pending*** upon selection of the “Request EIN Reports Authorization” button. The exporter must comply with the Census request to provide additional 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> 
2.	<p>In the task Selector box, select “Exporter” from the Select Account Type View drop down and click on “GO”.</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 selected. Under 'Task Selector', 'View Top Account' is chosen. The 'Account Selector List' is displayed with 'View By' set to 'EIN' and 'Sort by' set to 'Account Number'. A table lists accounts, with 'Little Mermaid Ashley' and EIN '09-9876549' highlighted in a red box. The 'View Top Account' panel on the right shows details for the selected account, including 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', and 'EIN: 09-9876549'. A 'Request EIN Reports Authorization' button is visible in the top right corner of the account details panel.</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 with a red box. The page displays the same account details as the previous screenshot, including 'Exporter Name: Little Mermaid Ashley', 'ACE ID: 0000213055', and 'EIN: 09-9876549'. Below the details, there is a table with columns for 'Type', 'Last Name', 'First Name', 'Phone', and 'Email'. The 'Primary Point of Contact' is listed with the last name 'Oceana' and first name 'Ashley'.</p>

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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>  <p>The screenshot shows a web page titled 'Exporter' with the following information:</p> <ul style="list-style-type: none"> Exporter Information: Little Mermaid Ashley, LLC ACE EIN: 000213555 EIN: 09-9275049 Organizational Structure: Corporation Account Status: EIN Pending Authorization for Reports: Pending <p>Below the information is a table of contacts:</p> <table border="1"> <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>Owens</td> <td>Ashley</td> <td>571-468-5512</td> <td>ashley.d.owens@cbp.dhs.gov</td> </tr> </tbody> </table>	Type	Last Name	First Name	Phone	Email	Primary Point of Contact	Owens	Ashley	571-468-5512	ashley.d.owens@cbp.dhs.gov
Type	Last Name	First Name	Phone	Email							
Primary Point of Contact	Owens	Ashley	571-468-5512	ashley.d.owens@cbp.dhs.gov							
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 1443 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 1443 1604" 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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