Quick Reference Guide

Automated Commercial Environment (ACE)

ACE Protest for Trade

Version 1.0 - August 2016

U.S. Customs and
Border Protection

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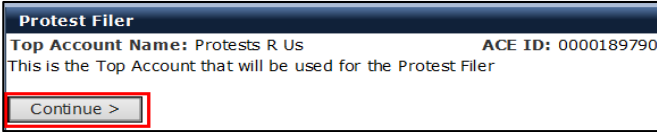
Contents

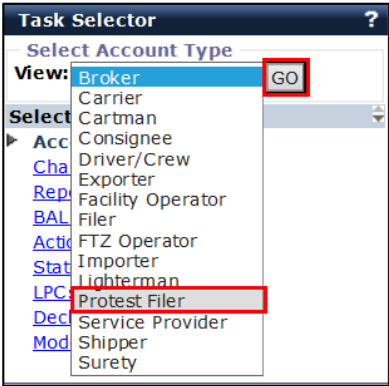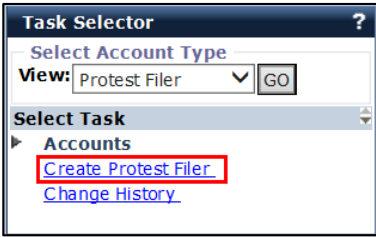# Topic 1: Create a Protest Filer for an ACE Account

Introduction   This topic presents the steps to create a protest filer for an ACE account.

Table 1: How to Create a Protest Filer

Step	Action
1.	Once logged in the ACE Secure Data portal, select the **Accounts** tab.
2.	In the **Task Selector** pane, a. Select the **Protest Filer** account type from the **View** drop-down menu. b. Select the **Go** button.
3.	Select the **Create Protest Filer** hyperlink in the **Select Task** section of the **Task Selector** pane.
4.	The **Protest Filer** pane displays. Select the **Continue** button.

Step	Action
	NOTE: The protest filer that is being created will be associated with the **Top Account Name** and **ACE ID** number that is displayed at the top of the **Protest Filer** pane.
Complete the Step 1: Account Details for the Protest Filer	
5.	On the **Step 1: Account Details** page, type the new *protest filer name* in the **Protest Filer Name** field.
	NOTE: An asterisk * next to the field name indicates that information must be provided in the field. Fields without an asterisk are optional.
6.	In the **Request CBP Protest Filer Assigned Number** field, select the **Yes** or **No** radio button option.
	a. **IF Yes** is selected, use the checkbox to verify the statement that displays
	b. **IF No** is selected, select an option from the **Protest Filer Number Type** drop-down menu and type in the appropriate number in the field that displays. For example, if the **Social Security Number** (SSN) option is selected, a field will display to input the specific SSN.

Step	Action
	NOTE: Depending on the protest filer number type option that is selected, a **Terms And Conditions** statement with a checkbox for verification will display. The **Terms and Conditions** checkbox must be selected for ACE to accept the selected type.
7.	Select an option from the **Organizational Structure** drop-down menu.
8.	**Optional Step**: In the **Other Company Name** section of the **Protest Filer** pane, complete the optional fields (no asterisk * displayed).
9.	Select the **Continue** button.
	Complete the Step 2: Address Details for the Protest Filer
10.	On the **Step 2: Address Details** page:

Step	Action
	a. Select an option from the **Country** drop-down menu.
	b. Type the *filer address* in the **Street Address** field.
	c. Type the *city* in the **City** field.
	d. Depending on the country that was selected, select the state from the **State/Providence** drop-down menu if applicable.
	e. If USA or other country with a zip/postal code system was selected, type the *zip code* in the **Zip/Postal Code** field.
	f. Complete the optional fields (no asterisk displayed) as desired.
	g. Select the **Continue** button.
	NOTE: If USA is selected, both the **State Providence** and **Zip/Postal Code** fields become mandatory. Additionally, **Zip/Postal Code** may be mandatory for other countries.
	Complete the Step 3: Contact Details for the Protest Filer
11.	On the **Step 3: Contact Details** page, either add a new person or search for an existing person:
	a. **IF** the protest filer is a <u>new</u> person, proceed to Step 12.
	b. **IF** the protest filer is an <u>existing</u> person on the account proceed to Step 13.

Step	Action
12.	**Complete this step only if the protest filer is a new person**. **NOTE:** Skip to step 13 if the protest filer is an existing person in ACE. a. In the **Add New Person** section, select the **Create** button. *Protest Filer Information* *Protest Filer Name:* Susan ACE User **Add New Person** [Create] b. In the **Personal Information** section, type the *first name* and *last name* of the filer in the designated **First Name** and **Last Name** fields. c. Select either the **Yes** or **No** radio button in the **Is the Contact Address the same as the Person Address** field. 1. **IF** the **No** radio button is selected, then complete the address information (**Country**, **P.O. Box** or **Street Address**, **City**, and **Telephone #** fields are required). Select the **Save and Continue** button. Verify the address information and select the **Continue** button. 2. **IF** the **Yes** radio button is selected, then select the **Save and Continue** button. Verify the address information and select the **Continue** button. 3. Skip Step 13 and proceed to step 14.

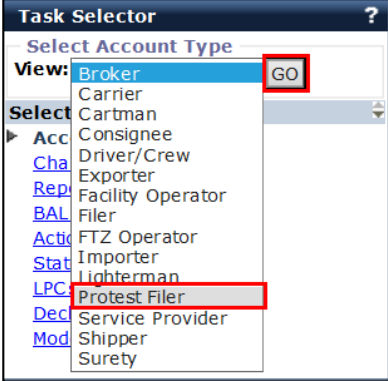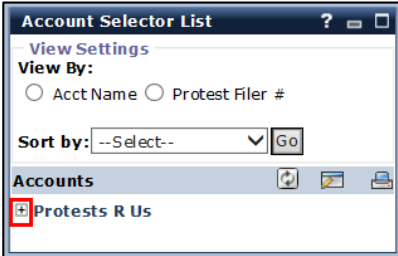| Step	Action
13.	**Complete this step only if the protest filer is an existing person**.
	IF the protest filer is an existing person on the account.
	a. In the **Search for an Existing Person** section, type the *filer's last name* in the **Last Name** field.
	b. **Optional Step**: Type the *filer's first name* in the **First Name** field.
	c. Select the **Search** button.
	d. Select the radio button next to the filer's name in the search results that display.
	e. Select the **Select and Continue** button.
	f. On the **Protest Filer Information** page, select either the **Yes** or **No** radio button in the **Is the Contact Address the same as the Person Address** field.
	1. **IF** the **No** radio button is selected, select the **Continue** button and update the necessary address fields. Select the **Continue** button.
	2. **IF** the **Yes** radio button is selected, verify the address information and select the **Continue** button to progress with no changes. Select the **Continue** button.
Step 4: Review Details for the Protest Filer	

Step	Action
14.	On the **Step 4: Review Details** page, verify the information to determine if edits need to be made. a. **IF** edits need to be made, select the **Previous** button at the bottom of the page to navigate the previous screens of information and update information. Then use the **Continue** button to return to the **Step 4: Review Details** page when the edits are completed. b. **IF** all information is correct, select the **Save** button.
15.	Select the **OK** button to confirm creating the protest filer. **NOTE**: Use the **Cancel** button to clear all entered information and cancel the creation of the protest filer on the ACE account.
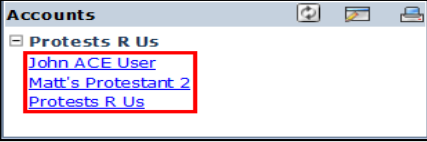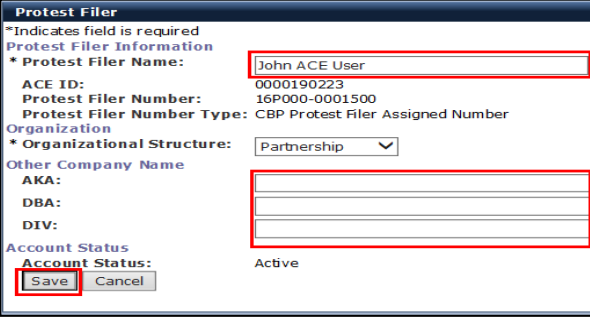
Topic 2: Edit Protest Filer Name and Company Information

Introduction   This topic presents the steps to edit the protest filer name and company information for a protest filer listed on an ACE account.

Table 2: How to Edit Protest Filer Name and Company Information

Step	Action
1.	Select the **Accounts** tab.
2.	In the **Task Selector** pane: a. Select the *Protest Filer* account type from the **View** menu. b. Select the **Go** button.
3.	In the **Accounts** section of the **Account Selector List** pane, select the **+** sign icon next to the top account.

Step	Action
4.	The list of protest filers for the top account is now in view. From the expanded list of protest filers listed under the top account, select the hyperlink for the protest filer account to edit.
5.	The **Protest Filer** pane displays to the right. In the top right of the **Protest Filer** pane, select the **Edit** button.
6.	a. Edit the active fields in the **Protest Filer** pane as needed. b. Once all fields have been updated as needed, select the **Save** button to update the protest filer information. **NOTE**: Active fields are those fields that have a visible rectangular border and can be edited by selecting the field.
7.	Once all fields have been updated as needed, select the **Save** button to update the protest filer information. **NOTE:** To disregard any edits and retain the original protest filer information, select the **Cancel** button.

Topic 3: Edit or Add Protest Filer Account Contacts

Introduction   This topic presents the steps to edit or add contacts on a protest filer account. Table 3 provides the procedures to edit an existing contact. Table 4 presents the steps to add a new contact.

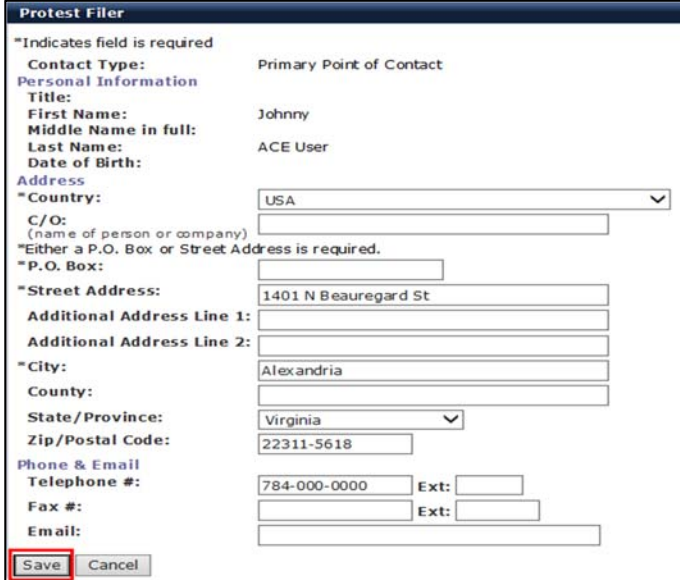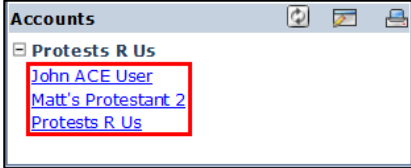**Table 3: How to Edit Protest Filer Account Contacts**

Step	Action
1.	Select the **Protest Filer** hyperlink from the **Accounts** list ![Accounts panel showing Protests R Us with John ACE User, Matt's Protestant 2, Protests R Us hyperlinks]
2.	On the **Contacts** tab in the **Type** list, select the hyperlink for the contact that needs to be edited. ![Protest Filer information pane showing Contacts tab with Primary Point of Contact entry for ACE User, Johnny, 784-000-0000]
3.	The **Protest Filer** Information pane displays. Select the **Edit** button to edit the information. ![Protest Filer contact information pane with Edit and Remove Relationship buttons, showing contact and address information for Johnny ACE User at 1401 N Beauregard St, Alexandria, Virginia 22311-5618, USA]

Step	Action
4.	a. Edit the protest filer information as needed. b. Select the **Save** button.

Table 4: How to Add Protest Filer Contacts

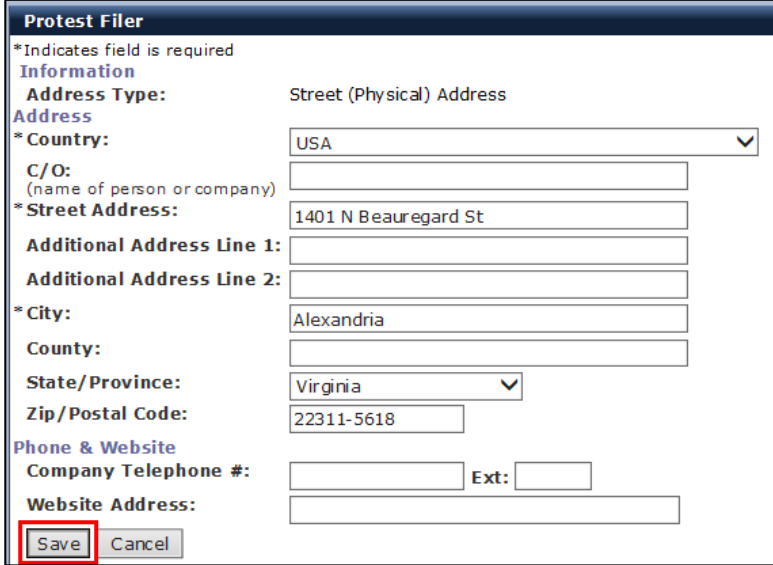| Step	Action
1.	Select the **Protest Filer** hyperlink from the **Accounts** list.
2.	In the **Protest Filer** pane, on the **Contacts** tab, select the **Add Contact** hyperlink.
3.	Refer to Table 1 for the steps to create a new person or add an existing person as a protest filer.

Topic 4: Edit or Add Protest Filer Addresses

Introduction   This topic presents the steps to edit or add addresses on a protest filer account in ACE. Table 5 presents the steps to edit the protest filer primary contact address. Table 6 presents the steps to add an address type to a protest filer account
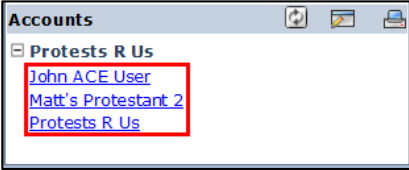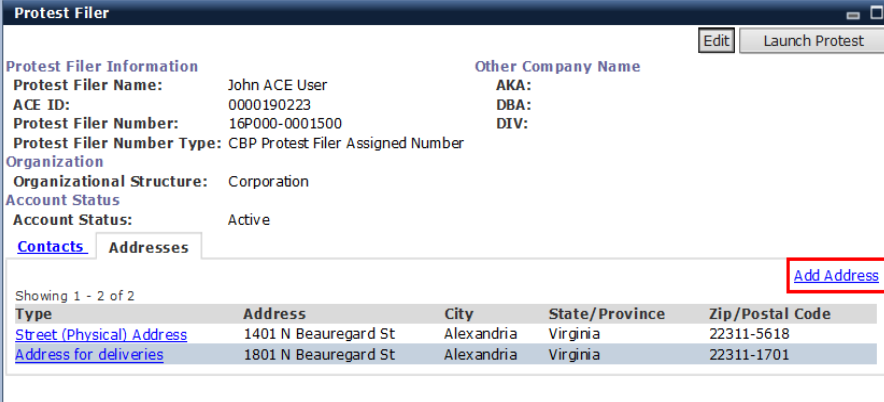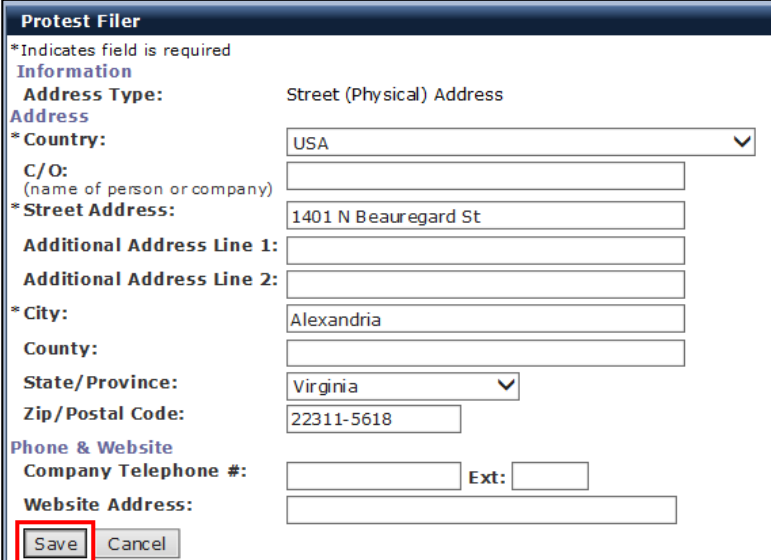
Table 5: How to Edit Protest Filer Primary Contact Address

Step	Action
1.	Select the **Protest Filer** hyperlink from the **Accounts** list.
2.	In the **Protest Filer** pane, a. Select the **Addresses** tab. b. In the **Type** column, select the hyperlink for the address that needs to be edited.

Step	Action
3.	The **Protest Filer** pane displays. Select the **Edit** button to edit the address.
4.	a. Edit the address information as needed. b. Select the **Save** button.

Table 6: How to Add an Address Type to a Protest Filer Account
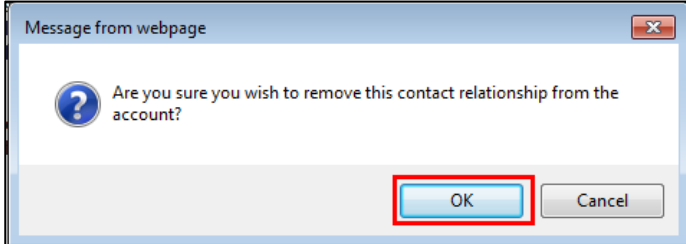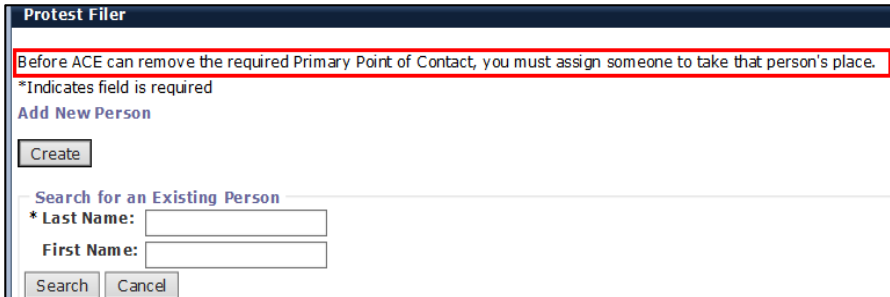
Step	Action
1.	Select the **Protest Filer** hyperlink from the **Accounts** list
2.	In the **Protest Filer** pane, on the **Addresses** tab, select the **Add Address** hyperlink.
3.	a. Complete the address fields. b. Select the **Save** button.

Topic 5: Remove a Protest Filer Relationship

Introduction   This topic presents the steps to remove a protest filer from an ACE account.

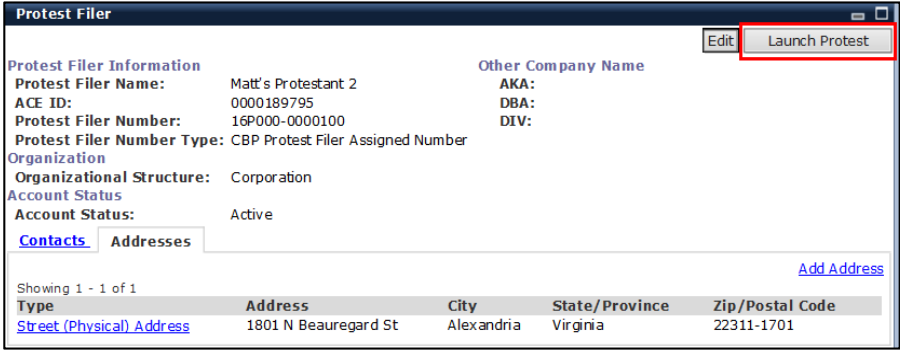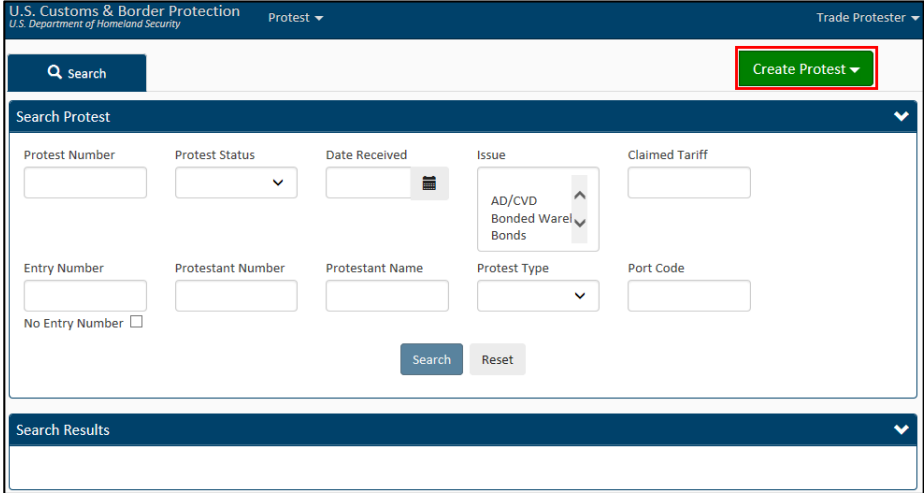### Table 7: How to Remove a Protest Filer Relationship

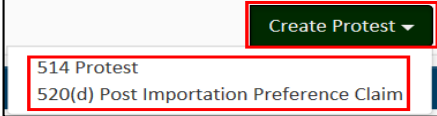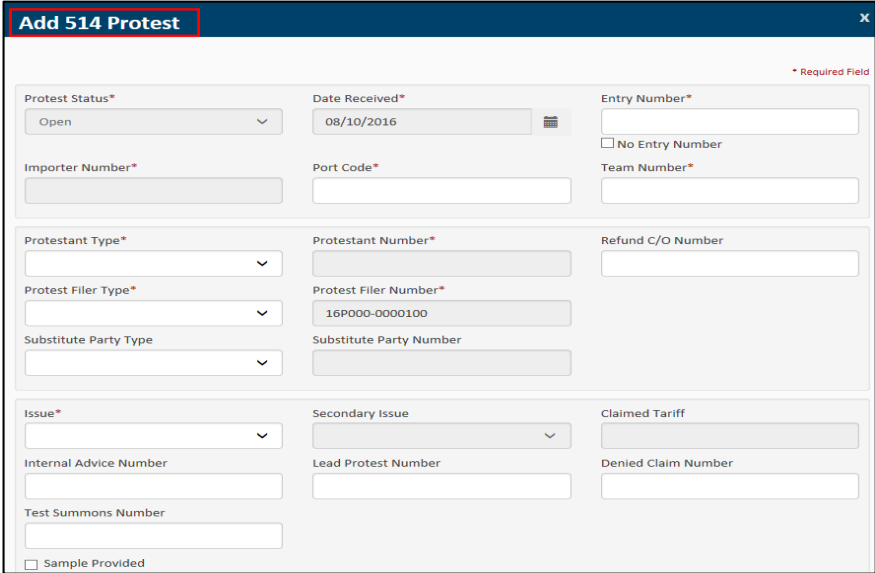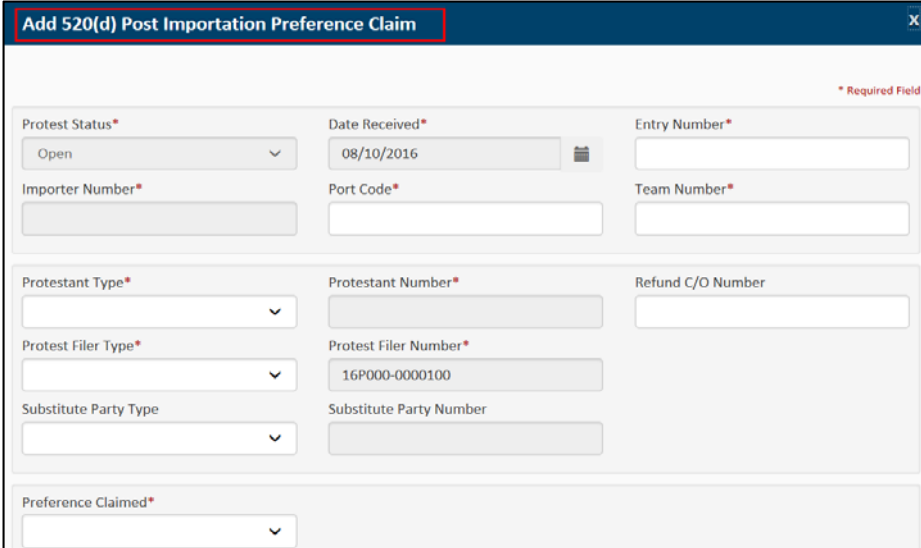| Step	Action
1.	Select the **Protest Filer** hyperlink from the **Accounts** list Accounts Protests R Us John ACE User Matt's Protestant 2 Protests R Us
2.	On the **Contacts** tab in the **Type** list, select the hyperlink for the contact that needs to be edited. Protest Filer Edit Launch Protest Protest Filer Information Other Company Name Protest Filer Name: John ACE User AKA: ACE ID: 0000190223 DBA: Protest Filer Number: 16P000-0001500 DIV: Protest Filer Number Type: CBP Protest Filer Assigned Number Organization Organizational Structure: Corporation Account Status Account Status: Active Contacts Addresses Add Contact Showing 1 - 1 of 1 Type Last Name First Name Phone Email Primary Point of Contact ACE User Johnny 784-000-0000
3.	In the **Protest Filer** pane, select the **Remove Relationship** button. Protest Filer Edit Remove Relationship Contact Information Contact Type: Primary Point of Contact Personal Information Title: First Name: Johnny Middle Name in full: Last Name: ACE User Date of Birth: Address Information C/O: (name of person or company) P.O. Box: Street Address: 1401 N Beauregard St Additional Address Line 1: Additional Address Line 2: City: Alexandria County: State/Province: Virginia Zip/Postal Code: 22311-5618 Country: USA Phone & Email Telephone #: 784-000-0000 Ext: Fax #: Ext: Email: OK

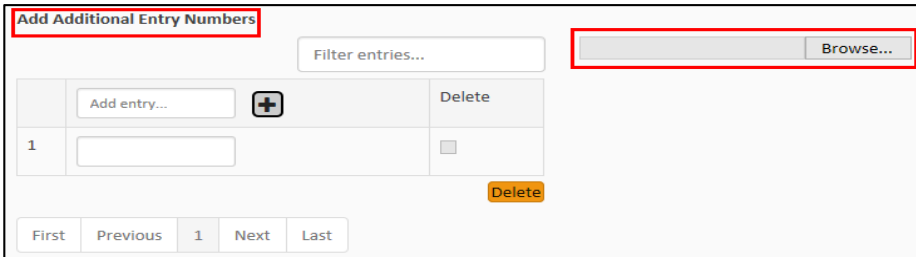| Step	Action
4.	Select the **OK** button to confirm the removal.
5.	The **Protest Filer** pane displays with a message indicating that a new primary contact needs to be assigned before ACE can remove the contact.
	Refer to Table 1 for the steps to create a new person or add an existing person as a protest filer.

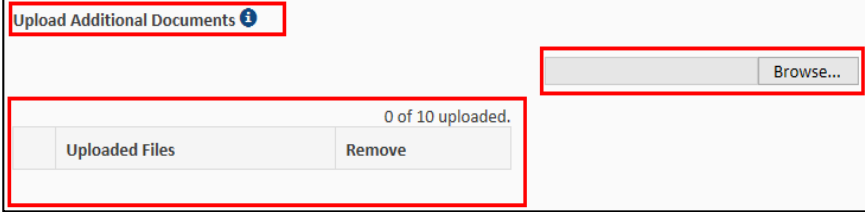# Topic 6: Create a 514 or a 520(d) Protest Record

Introduction   This topic presents the steps to create a 514 or 520(d) protest record.

Table 8: How to Create a 514 or a 520(d) Protest Record

Step	Action
1.	Select the **Protest Filer** hyperlink from the **Accounts** list. Accounts Protests R Us John ACE User Matt's Protestant 2 Protests R Us
2.	In the **Protest Filer** pane, select the **Launch Protest** button. Protest Filer — Edit	Launch Protest **Protest Filer Information** **Protest Filer Name:** Matt's Protestant 2 **ACE ID:** 0000189795 **Protest Filer Number:** 16P000-0000100 **Protest Filer Number Type:** CBP Protest Filer Assigned Number **Organization** **Organizational Structure:** Corporation **Account Status** **Account Status:** Active **Other Company Name** AKA: DBA: DIV: Contacts Addresses Add Address Showing 1 - 1 of 1 Type Address City State/Province Zip/Postal Code Street (Physical) Address 1801 N Beauregard St Alexandria Virginia 22311-1701
3.	The **Protest** application page displays. Select the **Create Protest** button. U.S. Customs & Border Protection Protest ▾ Trade Protester ▾ Q Search Create Protest ▾ Search Protest Protest Number Protest Status Date Received Issue Claimed Tariff AD/CVD Bonded Ware Bonds Entry Number Protestant Number Protestant Name Protest Type Port Code No Entry Number ☐ Search Reset Search Results

Step	Action
4.	Select the *protest type* from the **Create Protest** drop-down menu. Create Protest ▾ 514 Protest 520(d) Post Importation Preference Claim
5.	If the **514 Protest** type was selected, the **Add 514 Protest** window displays. If the **520 (d) Post Implementation Preference Claim** type was selected, the **Add 520(d) Post Importation Preference Claim** window displays.

Step	Action
6.	Type a lead entry summary number or indicate that no entry number is available. a. **IF** there is a lead entry number, type it in the **Entry Number** field. Upon moving to the next field, the **Importer Number**, **Port Code**, and **Team Number** fields will populate automatically. b. **IF** no lead entry number is available, select the **No Entry Number** checkbox under the **Entry Number** field. The **Importer Number**, **Port Code** and **Team Number** fields will not be populated automatically and must be filled in.
7.	Type input and/or select options from drop-down menus for each mandatory field (designated by a red asterisk *) including the **Reason for Protest** field. **NOTE**: The **Reason for Protest** entered should present information provided by the protestant to explain why the protest is being filed. Users can also refer to any submitted documents for explanation.
8.	**Optional Step:** As desired, type input and/or select options from drop-down menus for each optional field (do not have a red asterisk *).
9.	**Optional Step:** The **Add Additional Entry Numbers** section allows adding entry summary numbers in two ways: by manual addition and by file upload. **Manually add additional entry numbers:** a. Type an *entry number* in the **Add entry…** field. b. Select the **plus sign**. The number will display below. c. Repeat steps **a** and **b** as needed to add additional entry numbers. **Upload a file of Entry Summary numbers**: a. Select the **Browse…** button. b. Select the (.txt) file to upload. Only .txt files of entry summary numbers can be uploaded. No special formatting – including case -- is required for the numbers. d. Select the **Open** button. The file will display under the **Browse…** field. **NOTE**: Entry summary numbers can also be copied and pasted into the **Add entry…** field.

Step	Action
10.	**Optional Step: Upload Additional Documents** section Upload Additional Documents ⓘ Browse... 0 of 10 uploaded. Uploaded Files Remove a. Select the **Browse…** button. b. Select the *file* to upload. All file types except .tif, .tiff and .txt formats can be uploaded. c. Select the **Open** button to upload the file. Once the file is uploaded, it will display in the **Uploaded Files** field. **NOTE**: Use the **X** in the **Remove** field to delete an uploaded document before saving the protest.
11.	**Mandatory Step: Email Notification Recipients** section Email Notification Recipients Primary Notification Email:* Confirm Email:* Additional Emails: a. Select the **Primary Notification Email** field and type the primary email address for notifications. b. Select the **Confirm Email** field and type the primary email address again to confirm. c. **Optional step** - **Additional Emails** field: Type additional email recipient addresses for notification.

Step	Action
12.	**ONLY** for 514 Protest (skip this step if creating a 520(d) protest): **Optional Step: Application for Further Review (AFR)** section: a. If appropriate for the protest, select the **Application for Further Review (AFR)** checkbox. b. Select the radio buttons to provide **Yes** or **No** responses to each AFR question. c. If appropriate, type text into the **Justification for Further Review Under Criteria in 19 CFR 174.25 (including Application Ruling)** field. ☑ Application for Further Review (AFR) ○ Yes ○ No (A) Have you made prior request of a port director for a further review of the same claim with respect to the same substantially similar merchandise? ○ Yes ○ No (B) Have you received a final adverse decision from the U.S. Court of International Trade on the same claim with respect to the same category of merchandise or do you have action involving such a claim pending before the U.S. Court of International Trade? ○ Yes ○ No (C) Have you previously received an adverse administrative decision from the Commissioner of CBP or his designee or have you presently pending an application for an administrative decision on the same claim with respect to the same category of merchandise? Justification for Further Review Under Criteria in 19 CFR 174.25 (including Application Ruling)
13.	When all required data has been entered, select the **Save and Continue** button at the bottom of the pane. A confirmation dialog box will display briefly at the top of the pane. **NOTE:** If any errors are found, a message will display at the top of the protest: **Error(s) during Save, please fix errors and then re-submit.**
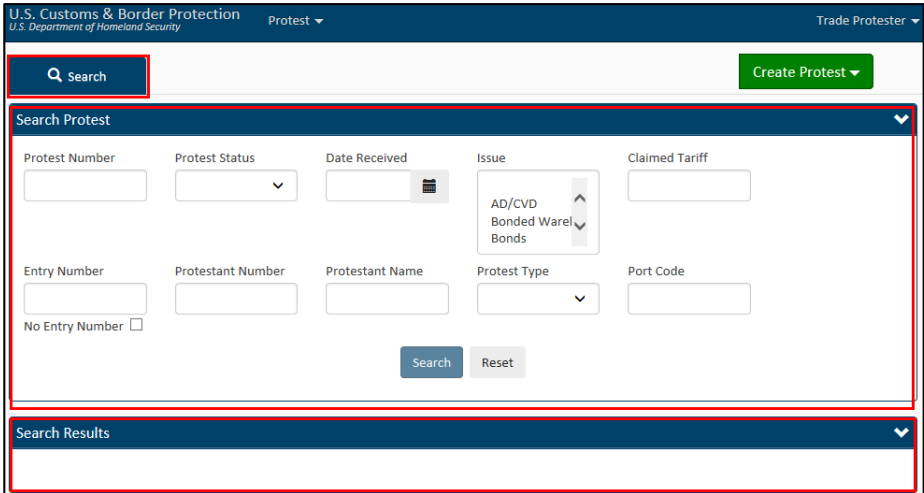
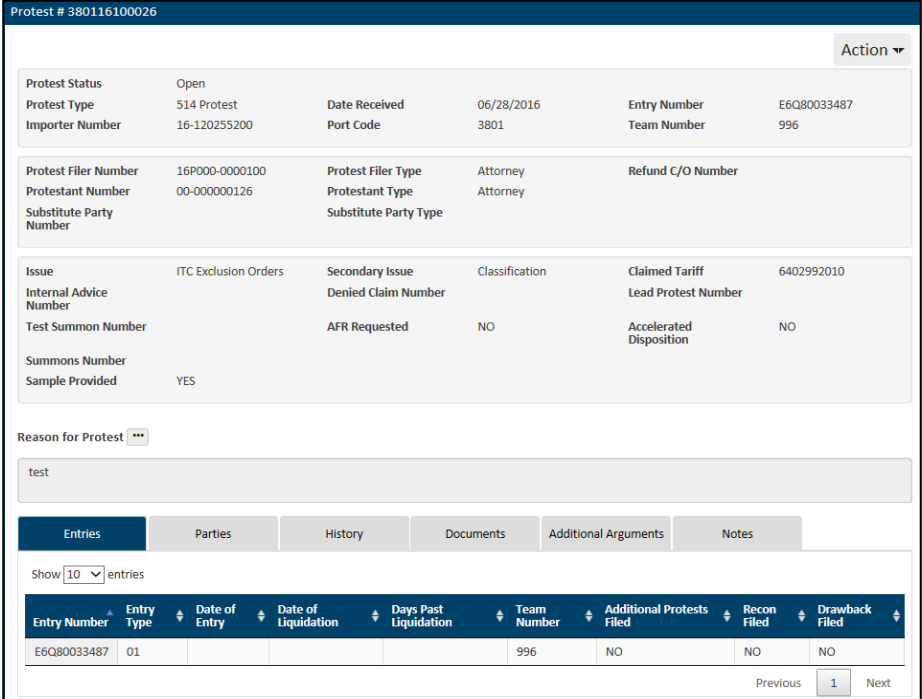# Topic 7: Search for and Review a Protest Record
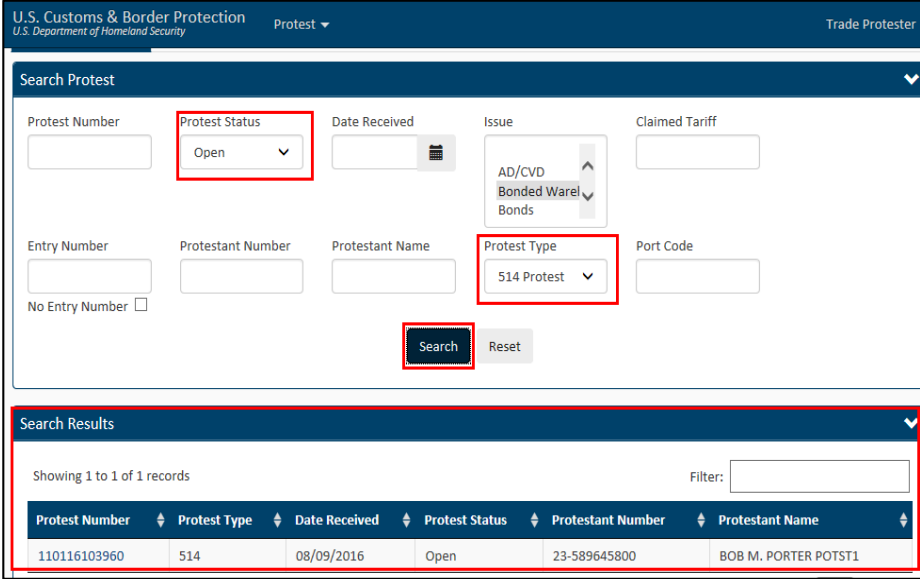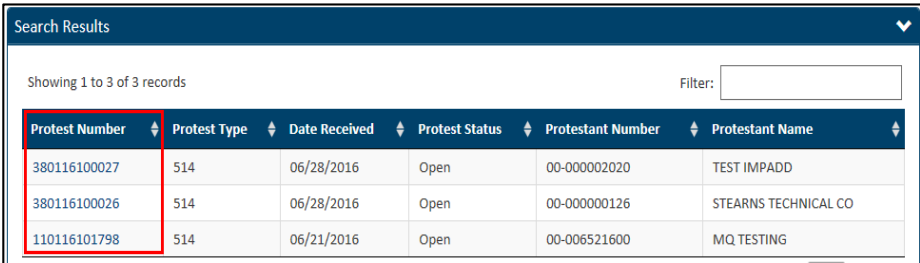
Introduction   This topic provides the steps to search for and review a protest record.

The protest search functionality allows users to search by a single criterion such as a specific protest number. Users may also search by multiple criteria. For example, searching for protests based on a specific *Protest Status*, *Date Received*, and *Protest Type*.

Table 9: How to Search for and Review a Protest

Step	Action
1.	Select the **Protest Filer** hyperlink from the **Accounts** list.
2.	In the **Protest Filer** pane, select the **Launch Protest** button.
3.	The **Protest** application page displays. Type or select criteria for the available search fields.

Step	Action
4.	Select the **Search** button. The search results will display all protests with the specified criteria. **NOTE**: Select the **Reset** button to clear the search criteria.
5.	Select the scroll down bar to view the search results.
6.	Select the **Protest Number** hyperlink from the **Search Results** pane to open the protest.

Step	Action
7.	Scroll down to view the **Protest #** pane. Review the protest record and tabs at the bottom.

Protest # 380116100026

Action ▼

Protest Status	Open				
Protest Type	514 Protest	Date Received	06/28/2016	Entry Number	E6Q80033487
Importer Number	16-120255200	Port Code	3801	Team Number	996

Protest Filer Number	16P000-0000100	Protest Filer Type	Attorney	Refund C/O Number	
Protestant Number	00-000000126	Protestant Type	Attorney		
Substitute Party Number		Substitute Party Type			

Issue	ITC Exclusion Orders	Secondary Issue	Classification	Claimed Tariff	6402992010
Internal Advice Number		Denied Claim Number		Lead Protest Number	
Test Summon Number		AFR Requested	NO	Accelerated Disposition	NO
Summons Number					
Sample Provided	YES				

Reason for Protest ⋯

test

| Entries | Parties | History | Documents | Additional Arguments | Notes |

Show 10 ⌄ entries

Entry Number	Entry Type	Date of Entry	Date of Liquidation	Days Past Liquidation	Team Number	Additional Protests Filed	Recon Filed	Drawback Filed
E6Q80033487	01				996	NO	NO	NO

Previous 1 Next

- **Importer Number** field populates from the entry summary designated at the header of the protest and is not editable.

- **Protestant Type** and **Protestant Number** fields are the identifiers for the party for whom the Protest is being submitted. The type selection is the party type you are entering (Importer, Filer, Surety, etc). The number is their actual identifier (IOR Number, Filer Code, Surety Code). This combination allows validation that a party exists in ACE, which is the system of record for all account data.

- **Protest Filer Type and Protestant Filer Number** fields are the identifiers for the party who is actually filing the Protest. ACE requires selection of the filer type; however, as a trade user, ACE identifies you when logged into the system, and as such, will populate your Protest Filer number with the number used for login.

- **Substitute Party Type** and **Substitute Party Number** fields are optional identifiers for a party to whom a notice of approval or denial should be sent (box 11 on the CF 19).

- **Refund C/O Number** field is optionally used if the refund needs to be sent to a separate, specified party. Input in this field **should only be entered if there is a 4811 on file, and as such, is required** to be an importer of record number.
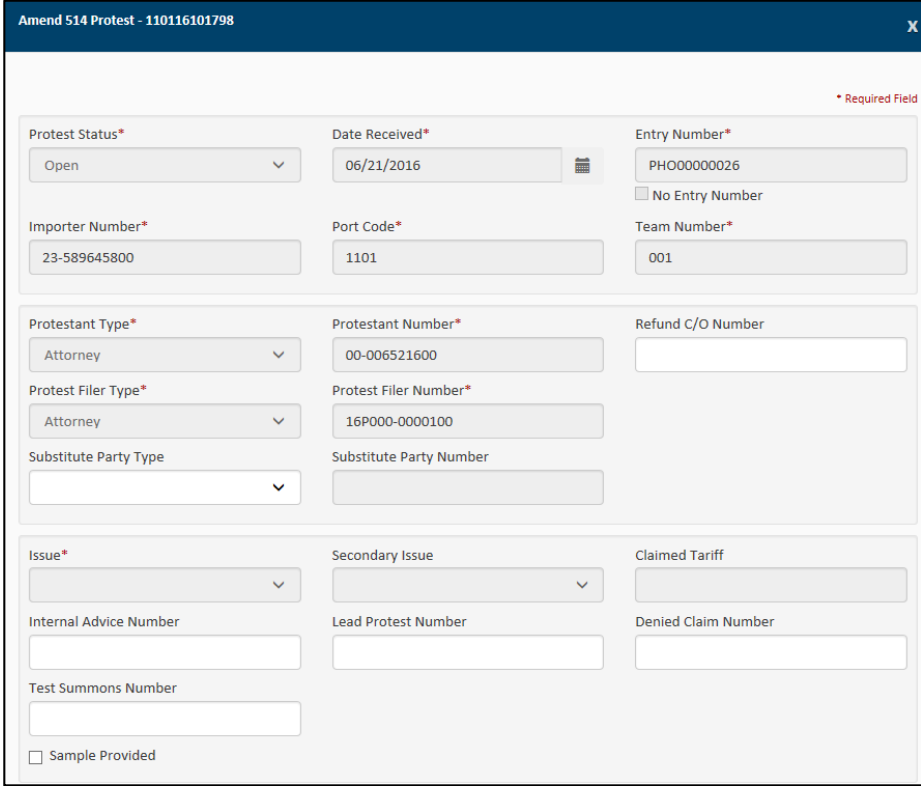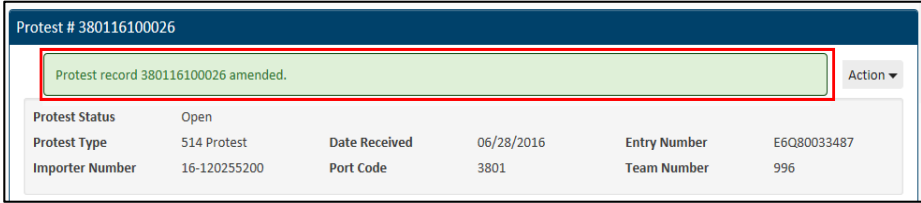
Step	Action

- **Entries** tab: presents all entries that are part of the protest along with any associated protests and indicators for drawback and reconciliation.

- **Parties** tab: lists everyone involved with a protest, i.e., the name of the filer, importer, protestant, attorney, etc., along with each one's address.

- **History** tab: tracks any action taken on a protest along with the user taking the action and a time stamp.

- **Documents** tab: lists all documents attached to the protest. The documents are easily accessed through the hyperlinked document name. **No data available** will display if no documents are attached.

- **Additional Arguments** tab: displays any additional argument to the original protest filing.

Topic 8: Amend a Protest Record

Introduction   This topic presents the steps to amend a protest record.

Table 10: How to Amend a Protest Record

Step	Action
1.	Use the search to locate the protest record to be amended. If needed, refer to Table 9 for steps to search for and locate a protest.
2.	In the **Protest #** pane for the selected protest record, select the **Action** drop-down menu.
3.	Select **Amend Protest**.

Step	Action
4.	The **Amend 514 Protest #** or **Amend 520(d) Protest #** window displays. As necessary, update the fields. Any field that is grayed out cannot be edited.
5.	Make any other updates to the form. See Table 8 for instructions on adding additional entry numbers, uploading additional documents, adding email notification recipients, and selecting **Application for Further Review (AFR)**.
6.	Select the **Save and Continue** button. A verification message displays to indicate the protest record was amended.

Topic 9: Provide Supplemental Information for a Protest Record

Introduction   This topic presents the steps to provide supplemental information for a protest record.

Table 11: How to Provide Supplemental Information

Step	Action
1.	Use the search to locate the protest record that needs supplemental information. If needed, refer to Table 9 for steps to search for and locate a protest.
2.	a. In the **Protest #** pane for the selected protest record, select the **Action** drop-down menu. b. Select the **Provide Supplemental Information** option.
3.	The **Supplemental Information** dialog box displays. Select the **Browse…** button to locate the file for upload.

Step	Action
4.	a. Select a file. b. Select the **Open** button to upload the file. **NOTE**: All file types except .tif, .tiff and .txt formats can be uploaded. A virus scan will run while the upload progresses. Only when the virus scan is complete, can the protest be saved.
5.	Once the file is uploaded, it will display in the **Uploaded Files** field. Select the **Save and Complete** button. **NOTE**: To remove an uploaded file, select the X ( ) in the **Remove** column. Select the **Cancel** button to close the dialog box without uploading a document.
6.	A confirmation dialog box will display briefly at the top of the pane. Select the **Documents** tab of the protest to view and access the document link.

Topic 10: Upload a Response to a CBP Request

Introduction   This topic presents the steps to upload a document in response to a CBP request.

Table 12: How to Upload a Response to a CBP Request
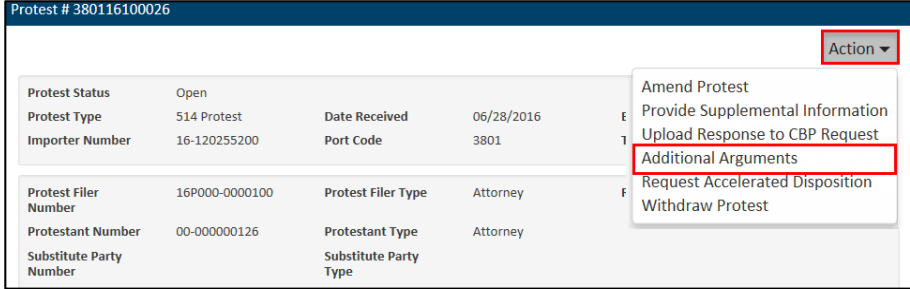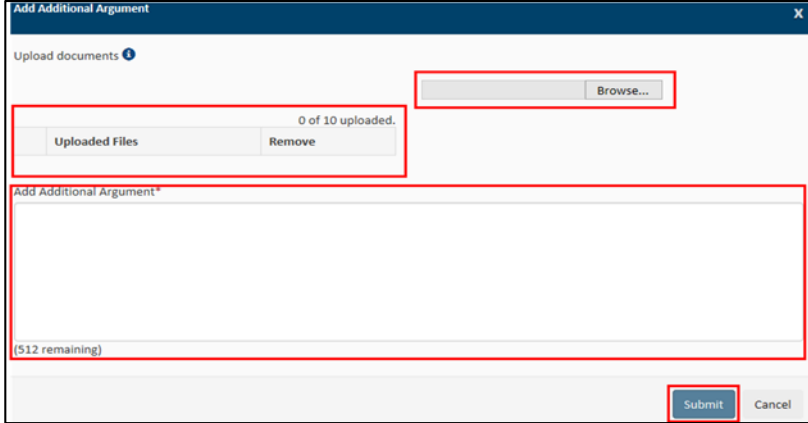
Step	Action
1.	Use the search to locate the protest record to supply a response. If needed, refer to Table 9 for steps to search for and locate a protest.
2.	a. In the **Protest #** pane for the selected protest record, select the **Action** drop-down menu. b. Select the **Upload Response to CBP Request** option from the drop-down menu.
3.	The **Upload Response to CBP Request** dialog box displays. Select the **Browse…**button to locate the file for upload.
4.	a. Select the file. b. Select the **Open** button to upload the file.

Step	Action
5.	Once the file is uploaded, it will display in the **Uploaded Files** field. Select the **Save and Complete** button.
6.	A confirmation dialog box will display briefly at the top of the pane. Select the **Documents** tab of the protest to view and access the document link.

Topic 11: Add Additional Arguments to a Protest Record

Introduction   This topic presents the steps to add additional arguments to a protest record.

Table 13: How to Add Additional Arguments

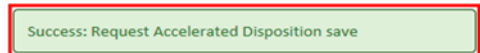| Step	Action
1.	Use the search to locate the protest record to add additional arguments. If needed, refer to Table 9 for steps to search for and locate a protest.
2.	a. In the **Protest #** pane for the located protest record, select the **Action** drop-down menu. b. Select the **Additional Arguments** option.
3.	The **Add Additional Argument** dialog box will display to allow entering text and uploading documents. a. Select the **Browse…** button to locate any documents to upload. b. Select the file to upload. c. Select the **Open** button to upload the file. d. In the **Add Additional Argument** field (required), type the text to be documented as the additional argument. The **Add Additional Argument** field has a limit of 512 characters. e. Select the **Submit** button.
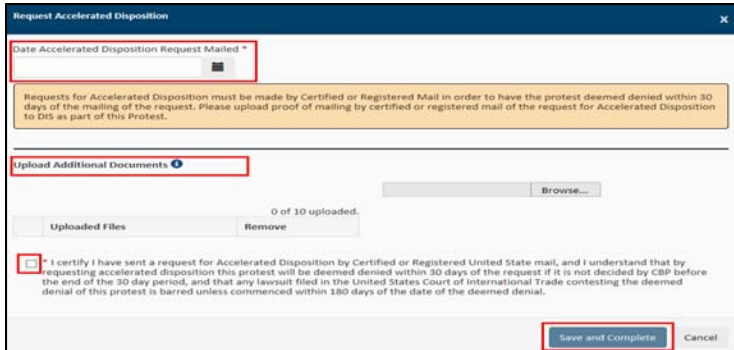
Step	Action
4.	A confirmation dialog box will display briefly at the top of the pane.

Success: Additional Argument added.

The text entered will display on the **Additional Arguments** tab while the uploaded documents will display on the **Documents** tab.

Select the **Additional Arguments** tab to view the added arguments.

| Entries | Parties | History | Documents | Additional Arguments | Notes |

Argument 1 submitted by Data Unavailable on 08/10/16 at 03:40 PM ···

protest documents were submitted in a timely manner

Topic 12: Request or Withdraw Accelerated Disposition
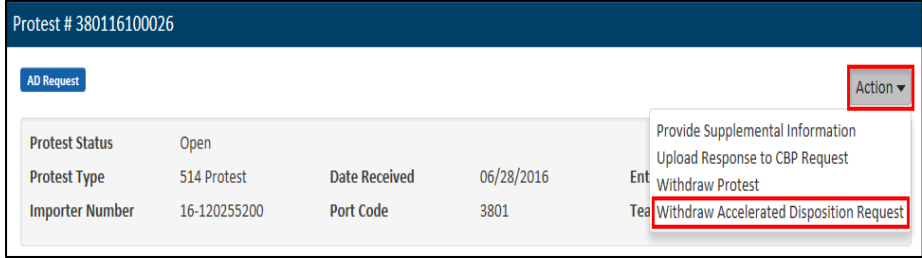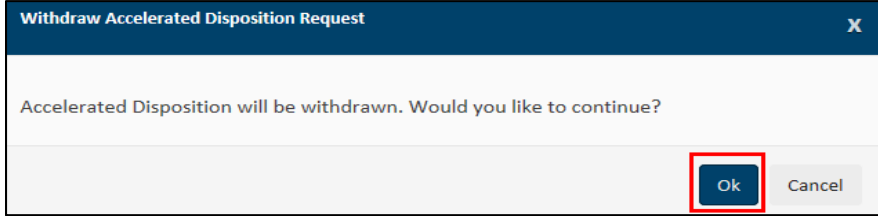
Introduction   This topic presents the steps to request or withdraw an accelerated disposition. Table 14 provides the steps to request accelerated disposition. Table 15 presents the steps to withdraw accelerated disposition.

Table 14: How to Request Accelerated Disposition

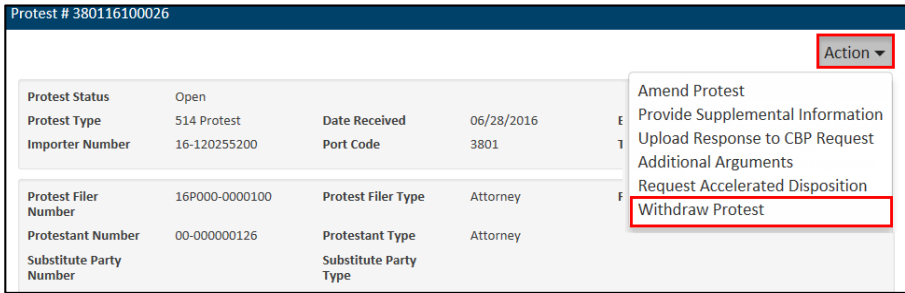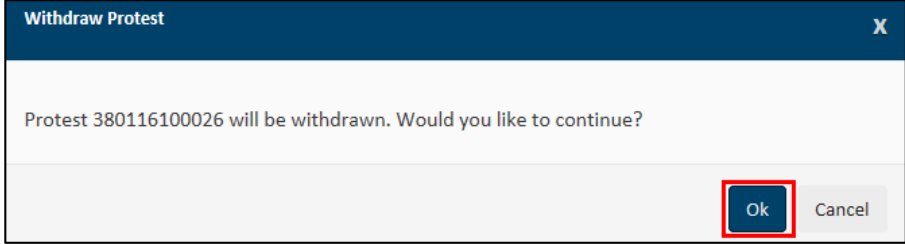| Step	Action
1.	Use the search to locate the protest record. If needed, refer to Table 9 for steps to search for and locate a protest.
2.	a. In the **Protest #** pane for the selected protest record, select the **Action** drop-down menu. b. Select the **Request Accelerated Disposition** option.
3.	The **Request Accelerated Disposition** dialog box displays. a. Select the **Date Accelerated Disposition Request Mailed** field **Calendar** icon and select the date, or type the date in the field. b. Select the **Browse…**button to locate file(s) for upload. c. Read the statement and select the **Accelerated Disposition** checkbox to verify authorization. d. Select the **Save and Complete** button.
4.	A confirmation dialog box will display briefly at the top of the pane.

Table 15: How to Withdraw Accelerated Disposition

Step	Action
1.	Use the search to locate the protest record with accelerated disposition. If needed, refer to Table 9 for steps to search for and locate a protest.
2.	a. In the **Protest #** pane for the located protest record, select the **Action** drop-down menu. b. Select the **Withdraw Accelerated Disposition Request** option.
3.	The **Withdraw Accelerated Disposition Request** dialog box displays with a message to confirm the withdrawal. Select the **Ok** button to withdraw the accelerated disposition request.
4.	A confirmation dialog box will display briefly at the top of the pane.

Topic 13: Withdraw a Protest

Introduction   This topic presents the steps to withdraw a protest.

Table 16: How to Withdraw a Protest

Step	Action
1.	Use the search to locate the protest record to withdraw. If needed, refer to Table 9 for steps to search for and locate a protest.
2.	a. In the **Protest #** pane for the located protest record, select the **Action** drop-down menu. b. Select the **Withdraw Protest** option from the drop-down menu.
3.	The **Withdraw Protest** dialog box will display with a message to confirm the withdrawal.
4.	Select the **Ok** button to withdraw the protest.