



eCBP Broker Triennial Status Report Submission

Individual License – Not actively engaged in transacting business as a broker

Quick Reference Guide

Background: The following are common tasks that Broker license holders need to perform in eCBP.

Please refer questions regarding this process to the Rev Mod Service Desk | email_revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext 4670

Accessing eCBP

- eCBP Home page: <https://e.cbp.dhs.gov>

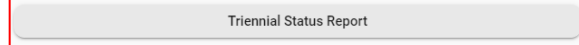
Completing a Triennial Status Report (TSR): Individual License – Not actively engaged in transacting business as a broker

1. On the eCBP Home page, select **Brokers**. [Brokers](#)
2. On the Brokers Home page, select **Triennial Status Report**. [Triennial Status Report](#)
3. Read and acknowledge Security and Privacy act notifications.
 - a. Security notification I have read and acknowledge the security statement.
 - b. DHS Privacy Act I have read and acknowledge the privacy statement.
4. Then select **CONSENT & CONTINUE**. [CONSENT & CONTINUE](#)
5. On the Login.gov screen, enter email, password, and select **Sign In** and follow the one-time code instructions. [Sign In](#)
6. For first-time users, or if you have forgotten your password, refer to the **eCBP Broker TSR Quick Reference Guide How to Log In**.
7. On the Brokers Home page, select **Triennial Status Report**. [Triennial Status Report](#)



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8. Select **Triennial Status Report** button.



9. On the License Information screen, enter the license number and issued date exactly as they appears on your paper license.

Date can be entered by entering all eight digits or through the pulldown calendar button on the right.


10. Select  **Next**

11. If the license number and issuance date are a valid combination and the license is eligible for a TSR to be submitted, the screen will populate the **Licensee Name** and **Issuing Port**.

- If the license number and issuance date are not a valid combination, the system will allow three retries before logging the user off the system. The user's login will be frozen for 20 minutes.
- If no match was found for the license information, the combination of license number and date of issue does not match the information in the ACE data.

No match found for the license information


- Re-enter license information
- If assistance is needed, contact the Rev Mod Service Desk at: revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext. 4670



- If the license does not match login credentials, then another login.gov identity has already begun filing a TSR for this license number/date of issuance combination. Check which alternative login.gov identity was previously used to access this license.

License does not match login credentials

- License is associated with a different login.gov account
- If assistance is needed, contact the Rev Mod Service Desk at: revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext. 4670



- If assistance is needed with the eCBP website, contact the Rev Mod Service Desk: email revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext 4670.

12. Below the Licensee information the three minimum eligibility questions appear (19 CFR 111.30(d))

- Are you actively engaged in transacting business as a broker? **Y/N** Yes No

Those who are employed by a broker but are not directly involved in any activities that fall under the scope of the definition of customs business may report that they are not actively engaged in customs business.

However, it is permissible for an individual licensed customs broker, regardless of what activity they perform for their present broker employer, to indicate that they are “actively engaged” in transacting business if their employer is a licensed customs broker and



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which is currently transacting or has recently transacted customs business on behalf of others.

Note: In this circumstance, if the broker employer will be paying the TSR fees,

Yes must be selected. Yes No

- b. Are you currently a Federal employee? **Y/N** Yes No Yes (Reserves not on active duty)
- c. Select 'Yes' if you agree with BOTH of the below statements, select 'No' if you do not agree with one or both of the statements.
- I still meet the applicable requirements as described in 19 CFR 111.11 and 111.19; AND
 - I have NOT engaged in any conduct that could constitute grounds for the suspension or revocation of my license as described in 19 CFR 111.53
- Y/N_** Yes No

Should the license holder have reason to answer **No** to one or both of these questions, an explanation box will appear for a brief response.

Next

13. Select Next

14. Address & Contact Screen, confirm or edit mailing address and enter email address:

- a. Mailing Address
- Street Number (required): enter the house/building number only, do not include the street name or unit number in this field.
 - Street Name (required): Full street name, include direction and/or type if appropriate
 - Apt, Suite Unit # (optional)
 - City (required)
 - Country (required)
 - State/Province (required)
 - Zip Code (required)


The Trillium address standardization program may offer an updated USPS approved address; user may accept the suggested address or ignore and continue.

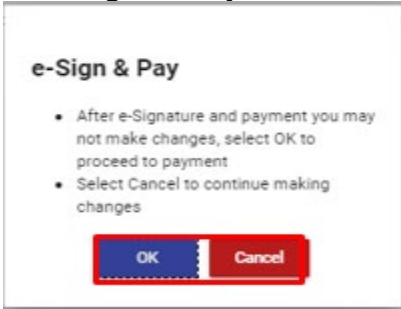
- b. Contact Information
- Email address
 - Confirm Email address

Confirmation must be retyped, the system will not allow copy/paste



15. Review/e-Sign Screen









- a. On the bottom of the Review/e-Sign screen, enter **License holder name** in the signature field.
- b. On the Review/e-Sign screen, select **e-Sign & Pay**. 
- c. Warnings: the system will warn that the TSR will be locked upon payment



- d. Select payment method, follow instructions for method chosen



Processing a Payment using Credit/Debit Card

- From the Please select a payment method screen; select the **“I want to pay with a debit or credit card”** I want to pay with a debit or credit card       option.
- In the pop-up window, select  **OK**.
- On the Credit and Debit Card account information screen, enter in the required fields and select  **Continue**.
- On the Payment Review screen, select the Authorization checkbox and select **Continue**.





16. Payment Summary completes the payment process

Your payment has been processed successfully! A receipt has been emailed to your email address on file.

Payment Summary

Receipt Number:	400069449
Total Amount:	\$100.00
Payment Method:	PLASTIC_CARD
Payment Date:	November 23, 2020
Pay Gov Tracking ID:	3FPJUCFA
Agency Tracking ID:	300892147



17. Follow processes below to retrieve/download copies of payment receipt and the submitted TSR.

Retrieving a Completed Triennial Status Report

1. On the eCBP Home page, select **Brokers**.

[Brokers](#)

2. On the Brokers Home page, select **Login**.

Login

3. In the pop-up window, select **CONSENT &**

CONSENT & CONTINUE

CONTINUE.

4. On the Login.gov screen, enter email, password, and select **Sign In**.

Sign In

5. Select **Triennial Status Report**.

[Triennial Status Report](#)

6. Select **Completed Status Reports/Receipts**.

Completed Status Reports/Receipts

7. Select the desired completed **TSR**.

Triennial Status Report (TSR) / Payment History


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- [TSR 2020/11/19 40094](#)
- [TSR Pmt Notification 2020/11/19 40094](#)




Retrieving a Broker License TSR Receipt

1. On the eCBP Home page, select **Brokers**. 

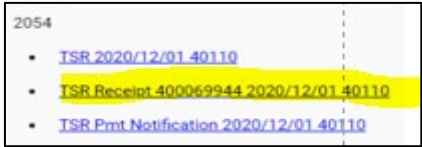
2. On the Brokers Home page, select **Login**. 

3. In the pop-up window, select **CONSENT & CONTINUE**. 

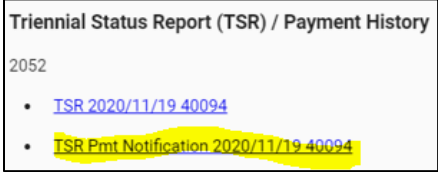
4. On the Login.gov screen, enter email, password, and select  **Sign In**.

5. Select **Triennial Status Report**. 




6. Select **Completed Status Reports/Receipts** 





7. Select the desired completed **TSR payment receipt**. 





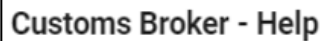
Top of Screen Navigation Buttons

1. **Back**  - Allows user to return one screen back
2. **Next**  - Allows user to advance on screen forward
3. **Save**  - Allows work to be saved, user can save and exit and retain inputs to date after the work has been saved




4. Preview  - Follow the onscreen instructions to download and view a .pdf copy of the TSR; showing all inputs entered to this point. Upper left-hand corner signifies that the report is in 'DRAFT' status, the report has not been completed.
5. Exit  - Allows work to be saved and exits the user from the TSR system, returns the user to the eCBP Broker homepage.

Viewing the Help Menu

1. On the eCBP Home page, select **Brokers.** 
2. Select  **Help** (upper right-hand corner of the screen).
3. The **Customs Broker –**  **Help** Information is displayed.

Viewing the FAQs

1. On the eCBP Broker Home page, select  **FAQs.**
2. On the Customs Broker - FAQs, expand **General Information.**
3. In the General Information section, expand the “**What if I need assistance logging in or with the web page functioning?**” Question.
4. From the Customs Broker – FAQs tab, select the **Triennial Status Report** tab. Review the various topics and their solutions.

