



eCBP Broker Triennial Status Report Submission: Organization License – Partnership, Corporation or Association, actively engaged in transacting business as a broker Quick Reference Guide






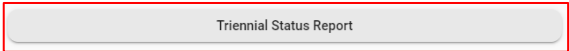

Background: The following are common tasks that Broker license holders need to perform in eCBP.

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): Partnership, Corporation or Association, actively engaged in transacting business as a broker

- On the eCBP Home page, select **Brokers** 
- On the Brokers Home page, select **Triennial Status Report** 
- Read and acknowledge Security and Privacy act notifications.
 - Security notification I have read and acknowledge the security statement.
 - DHS Privacy Act I have read and acknowledge the privacy statement.
- In the pop-up window, select **CONSENT & CONTINUE** 
- On the Login.gov screen, enter email, password, and select **Sign In** 
- For first-time users, or if you have forgotten your password, refer to the eCBP Broker TSR Quick Reference Guide How to Log In.
- On the Brokers Home page, select **Triennial Status Report** 
- Select Triennial Status Report button 
- On the License Information screen, enter the License Number and Issue Date exactly as they appear on your paper license. License Number * Issue Date (MM/DD/YYYY)*  Date can be entered by entering all eight digits or through the pulldown calendar button on the right.



10. Select **Next**

Next

11. If the License Number and Issue Date are a valid combination and the license is eligible for a TSR to be submitted, the screen will populate the **License Name** and **Issuing Port**.

- a. 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.
- b. 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

Close

- c. License does not match login credentials; another login.gov identity has already begun filing a TSR for this license number/date of issuance combination. Make sure an 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

Close

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

12. **Name and Email for Receipt screen**, upon entering valid license information enter the first and last name of the individual to receive the paid receipt and their email address.

13. Below the Licensee information a **single minimum eligibility question** appears (19 CFR 111.30(d))

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

Partnerships, corporations, and associations must also report to customs in a status report whether or not they are actively engaged in customs business. An organization which currently transacts or recently transacted customs business on behalf of others should report that they are "actively engaged" in customs business.

- b. 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. I still meet the applicable requirements as described in 19 CFR 111.11 and 111.19; AND



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- ii. 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

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.

14. Select **Next** [Next](#)

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

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

16. "Broker's office of record" means the office designated by a customs broker as the broker's primary location that oversees the administration of the provisions of this part regarding all activities conducted under a national permit. (CFR 111.1)

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

- a. Contact Information
 - i. Email address
 - ii. Confirm Email address
 - iii. Website is optional

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

This information has been prepopulated from the ACE database, however updates do not get transferred back to the ACE database. The license holder must alert their BMO to any business address changes.



17. **Qualifier Info Screen**, Verify license qualifier information. As the system verified the license holder’s license number and issue date, the system also cross referenced that the license holder is a partnership, corporation or association and thereby is required to have a licensed partner or company officer who qualifies the organization for a license. This classifies the entity as an organization broker in the conduct of broker business.

a. My organization currently has a licensed qualifier? **Yes**

License Name	Issuing Port	License #
Sampath Org10 Bangaru Inc	2809	40120

1 Address & Contact

2 **Qualifier Info**

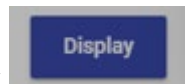
My organization currently has a licensed qualifier? *

Yes No

Enter Qualifier License Number and press Display button to populate Qualifier License Name

Qualifier License Number * Qualifier License Name:

i. Enter the Qualifier License Number, press Display



ii. Verify that the license holder named is the correct qualifier

1. Yes, proceed
2. No, enter a different license number

Sampath Ind10 Bangaru

- Select Yes if this is your qualifier
- Select No to re-enter

iii. Verify the selected qualifier and their license number

Enter Qualifier License Number and press Display button to populate Qualifier License Name

Qualifier License Number * Qualifier License Name: **Sampath Ind10 Bangaru**

b. My organization currently does not have a licensed qualifier? **No**



2 Qualifier Info

My organization currently has a licensed qualifier? *

Yes No

Provide termination date of the last licensed qualifier

Date (MM/DD/YYYY)*

- i. Enter the date of termination for the last licensed CBP recognized qualifier. In the case of an individual broker who is a qualifying member of a partnership for purposes of 19 CFR §111.11(b) or who is a qualifying officer of an association or corporation for purposes of 19 CFR §111.11(c)(2), that individual broker must immediately provide written notice to the Assistant Commissioner when his employment as a qualifying member or officer terminates and must send a copy of the written notice to the director of each port through which a permit has been granted to the partnership, association, or corporation.
- c. Regardless of answering ‘Yes’ or ‘No’ to the Qualifier Info questions once the section is completed press the ‘licensed officers/members & permit/license qualifiers’ button to proceed.

Qualifier License Number * 40094 Display Qualifier License Name: Sampath Ind10 Bangaru

Licensed Officers/Members & Permit/License Qualifiers

18. Licensed Officers/Members & Permit/License Qualifiers, prepare a up loadable file that lists the name and license number of the licensed employee who is the permit qualifier, name, license number, home address, and email address of each licensed officer of the association or corporation or licensed member of the partnership and indicate which officer/member is the license qualifier.

- a. Each partnership, association, or corporation broker must state in the report "... the name, address and email address of each licensed member of the partnership or licensed officer of the association or corporation, including the license qualifier under § 111.11(b) or (c)(2) and the name of the licensed employee who is the national permit qualifier under § 111.19(a)..." (CFR 111.30.(d)(3)(i))



Upload a list containing:

- Name and license number of the licensed employee who is the permit qualifier
- Name, license number, home address, and email address of each licensed officer of the association or corporation or licensed member of the partnership
- Indicate which officer/member is the license qualifier

Broker XYZ Licensed Officers_Members_Permit_License Qualifiers.xl Select File Cancel

Upload

Accepted file types: .csv, .doc, .docx, .xls, .xlsx and .pdf
See FAQ for template

- Navigate to the directory/folder on your computer by pressing the Select File button. After selecting the file, the file name will appear. Select Upload to transfer the file into eCBP.
 - If the file needs to be updated or replaced, simply follow the Select File instructions above. Each upload overwrites the previous upload file.
 - Note: The file must be: .csv, .doc, .xls, .xlsx, or pdf format. See the FAQ for a sample template.
- b. When the file upload is complete and successful, the file name is displayed.

Select file... Select File Cancel

Broker XYZ Licensed Officers_Members_Permit_License Qualifiers.xlsx Upload

Accepted file types: .csv, .doc, .docx, .xls, .xlsx and .pdf
See FAQ for template

19. Payer Selection Screen, signify if the TSR fee will be paid by 'Myself' or the 'Brokerage' organization

This Triennial Status Report fee will be paid by: *

Myself

Brokerage


Filer Code	Brokerage Name
BVR	AIR CARGO TRANSPORT SERVICES, INC.

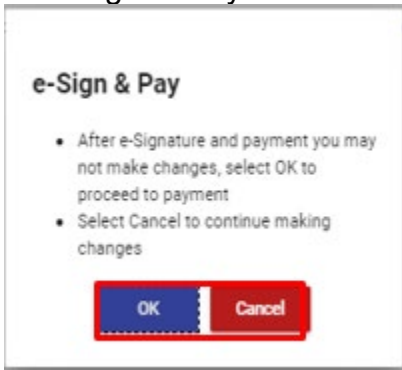
- Myself
- By signifying that the license qualifier will pay solely for the organization, the filer will continue on to e-sign and pay section to complete the TSR filing process. **(Continue at Step 20)**



- c. By signifying that the organization will pay on behalf of themselves and their licensed broker employee(s), the filer will e-sign their report and leave it in 'payment pending' status. **(Continue at Step 24)**

20. Review/e-Sign Screen – Myself Pay





- a. On the bottom of the Review/e-Sign screen, enter **License Qualifier name** (licensed partner or officer) Type in your name here 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 the 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** .



21. After entering mode and payment information, the system will request your final authorization to make the charge.

eCBP QAX

Review and submit payment
* indicates required fields

Agency Tracking ID: 300898989

Payment Amount: \$200.00

Payment Method: Amazon

I authorize a charge to my account for the above amount in accordance with Amazon agreement.

[Cancel](#)
Continue

22. Payment Summary completes the payment process – Myself pay

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:	3FRJUCFA
Agency Tracking ID:	300892147

Download Receipt
Return to Broker Home
Close

23. Follow processes below to retrieve/download copies of payment receipt, payment notification and the submitted TSR. (see “Retrieving a Completed Triennial Status Report” and/or “Retrieving a Broker License TSR Receipt/Payment Notification” below)

24. **Payer Selection Screen**, signify that the TSR fee will be paid by ‘Brokerage’ employer.

a. Brokerage

This Triennial Status Report fee will be paid by: *

Myself

Brokerage

<small>Filer Code</small>	<small>Brokerage Name</small>
BVR	AIR CARGO TRANSPORT SERVICES, INC.

Note: TSR is not considered submitted until the fee has been paid. The individual license holder is ultimately responsible to ensure the payment is made in a timely manner.



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- iv. By signifying that the brokerage will pay on behalf of themselves and their employee(s), the filer will e-sign their report and leave it in 'payment pending' status.
- v. Once you have selected Brokerage pay and verified the Filer Code to be correct, press the 'Review/e-sign' button to proceed.

This Triennial Status Report fee will be paid by: *

Myself

Brokerage

Filer Code	Brokerage Name
E5H	Sampath VolSus

25. Review/e-Sign Screen, apply e-signature and exit the system as the TSR is in 'Payment Pending' status.

- a. Enter your name on the e-signature line and press the e-signature button

WARNING: Any misstatement or willful omission of pertinent facts in this status report constitutes sufficient grounds for action against a broker including suspension or revocation of the license. Authorizing payment by another party will not relieve you of the liability for the status report fee not paid by the designated party. I am solely responsible for the timely payment of the status report fee.

I, Gayle M Maddox certify that the information provided in this status report and supporting attachments (e.g., employee lists, if applicable) is true and correct to the best of my knowledge and belief.

[Download Status Report](#) [e-Signature](#)

- b. System response to pressing the e-Signature button

Brokerage selected as payer – TSR not submitted until fee is received

- Select 'Download Status Report' or 'Exit' – any other option will require you to e-Sign again

[Close](#)

- c. If you download the TSR at this point, the print out will indicate the status as 'Payment Pending' in the upper left-hand corner of the report. Once the fee for this license has been paid, the final version will be deposited in your 'Completed Status Reports/Receipt' file and will no longer indicate 'Payment Pending'. Select the 'Exit' button at the top of the screen.

[Back](#) [Next](#) [Save](#) [Preview](#) [Exit](#)

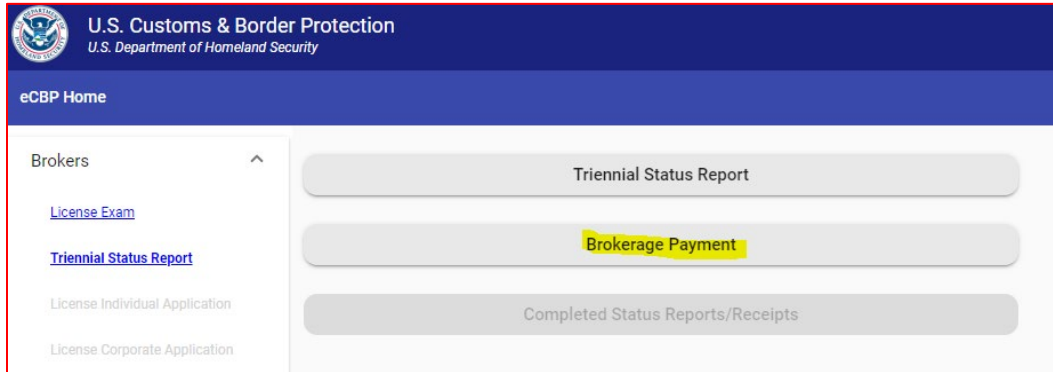
License Name	Issuing Port	License #

- d. When the brokerage employer has made payment on behalf of the licensed employee(s), a 'payment notification' will be emailed to the email address indicated on the 'Mailing & Contact' screen. TSR stored in eCBP is now final and considered filed in a timely manner.



Select and pay multiple 'Payment Pending' TSRs

1. From the Triennial Status Report Home page, select 'Brokerage Payment'



2. On the License Information screen, enter organization broker 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.

In order to retrieve the brokerage status reports pending payment, provide the brokerage license information:

License Number * Issue Date (MM/DD/YYYY)*

3. Select Next
4. Identifying who is making the actual payment, the system will determine if the login credentials match: **A)** the license Qualifier who originally filled out the TSR) or **B)** the brokerage payer, i.e. controller of the company credit card who is entering the system in an administrative function. If the login credentials are not associated, the system will collect contact information on the payer

<u>License Name</u>	<u>Issuing Port</u>	<u>License#</u>	<u>Issue Date</u>
Aspen Forwarders & Custom House Brokers, Inc	1001	05415	06/02/1976

Do you have an Individual Broker License? Yes No

- a. 'Yes', the system will check to make sure the individual broker license holder has previously submitted their individual TSR.
 - i. If an individual license TSR has not been submitted, the following box will appear.



The individual status report must be submitted before proceeding with the brokerage payment

- Enter license information for your Individual Status Report
- You will be redirected to the Triennial Home Page

Close

- ii. Select 'Close' and proceed to entering the individual license TSR.
- b. If the individual license TSR has been filed, the Triennial Status Report Payment List will appear.

License Name	Issuing Port	License #	Issue Date
Sampath Org10 Bangaru Inc	2809	40120	03/08/2020

Triennial Status Report Payment List

Outstanding Amount Due Total Quantity: 2 \$200.00

<input type="checkbox"/> Issuing Port	Name	License	Rate	Quantity	Amount
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- c. 'No', as a brokerage payer follow the 'no' path, the system will collect contact information on the payer to enable the delivery of the payment receipt

Do you have an Individual Broker License? *

Yes No

Name and Email for Receipt

First Name * Middle Name

Last Name * Suffix

Email *

5. System requires the recording of the full name and email address, email to be entered twice to ensure accuracy. Enter the data, confirmation of email must be hand typed, copy and paste is not allowed.



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Next
Exit

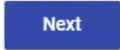
<u>License Name</u> Aspen Forwarders & Custom House Brokers, Inc	<u>Issuing Port</u> 1001	<u>License#</u> 05415	<u>Issue Date</u> 06/02/1976
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Do you have an Individual Broker License? Yes No

Name and Email for Receipt

<u>First Name*</u> John	<u>Middle Name</u> lama	<u>Last Name*</u> Broker	<u>Suffix</u> Jr
<u>Email*</u> JohnlamaBroker@ABCBrokerage.com	<u>Confirm Email*</u> JohnlamaBroker@ABCBrokerage.com		

6. Select Next



7. TSR Payment List, the system will produce a list of TSRs ready to pay.

Triennial Status Report Payment List - <License Number> and <License Name>							
Outstanding Amount Due						Total Quantity: 14	\$1,400.00
<input type="checkbox"/> Select All	Issuing Port ↑↓	Name ↑↓	License ↑↓	Rate	Quantity	Amount	
<input type="checkbox"/>	3201 Honolulu, HI	Washington, George	12345	\$100.00	1	\$100.00	
<input type="checkbox"/>	5301 Houston, TX	Hamilton, Alexander	22345	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00	
<input checked="" type="checkbox"/>	5301 Houston, TX	Franklin, Benjamin	44235	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Adams, John	55235	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00	
<input checked="" type="checkbox"/>	5301 Houston, TX	Franklin, Benjamin	44235	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Adams, John	55235	\$100.00	1	\$100.00	
<input checked="" type="checkbox"/>	5301 Houston, TX	Hamilton, Alexander	22345	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00	
<input type="checkbox"/>	5301 Houston, TX	Franklin, Benjamin	44235	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Adams, John	55235	\$100.00	1	\$100.00	
<input type="checkbox"/>	5301 Houston, TX	Hamilton, Alexander	22345	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00	

Selected Quantity/Payment Amount	3	\$300.00
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Make a Payment

- a. The payment list contains all of the TRSs e-signed and in 'payment pending' status and associated with that Brokerage license or organization brokerage license as an employee.
- b. The payment list is sortable on Issuing Port, Name (Last name, First name) and License number.



- c. The TSRs that will be presented for payment are those whose 'check box' has been checked (left hand column).

Outstanding Amount Due						Total Quantity: 0	\$0.00
<input type="checkbox"/>	Issuing Port	Name	License ↓	Rate	Quantity	Amount	
<input checked="" type="checkbox"/>	2809 San Francisco, CA	Sampath Org10 Bangaru Inc	40120	\$100.00	1	\$100.00	
<input checked="" type="checkbox"/>	2704 Los Angeles, CA	Mario Acosta Carrillo	30601	\$100.00	1	\$100.00	

Selected Quantity/Payment Amount						Total Quantity: 2	\$200.00
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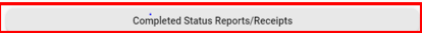
Make a Payment

- d. Select the 'check box' on the header line to select ALL TSRs on the listing.
- e. Some or all of the available TSRs can be paid
- f. The 'Selected Payment' amount may not exceed Pay.Gov's payment limits:
 - i. For credit card of <\$24,999> per day or digital wallet of <\$10,000> per transaction
 - ii. If a payment limit is exceeded the system will invite the user to reduce the number of TSRs selected to not exceed the limit

- 8. Select Make a Payment  when the user is ready to proceed to making a payment

- a. **Continue at Step 16 d: 'Select payment method'** of the section titled: **Completing a Triennial Status Report (TSR): Partnership, Corporation or Association, actively engaged in transacting business as a broker above.**

Retrieving a Completed Triennial Status Report

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** .



Triennial Status Report (TSR) / Payment History

2052

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

7. Select the desired completed **TSR**

Retrieving a Broker License TSR Receipt/Payment Notification

1. On the eCBP Home page, select **Brokers** [Brokers](#)

2. On the Brokers Home page, select **Login** [Login](#)

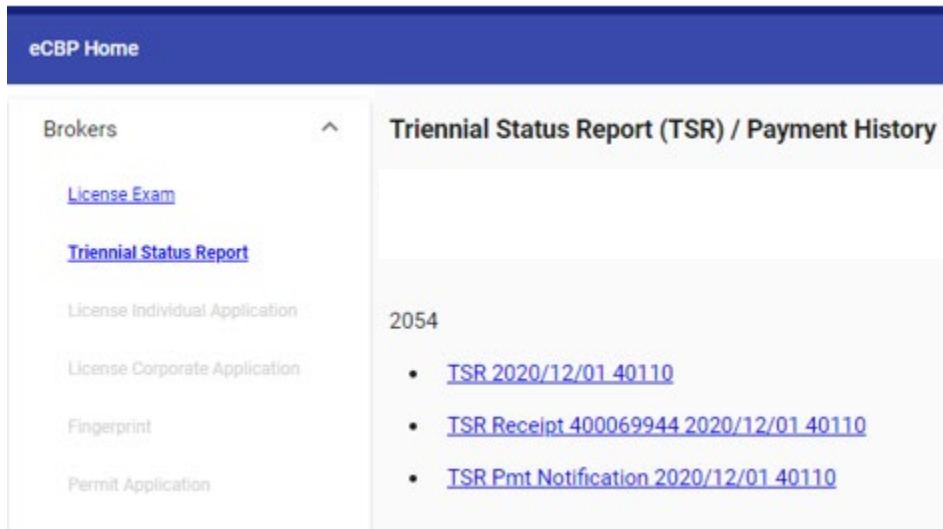
3. In the pop-up window, select **CONSENT & CONTINUE** [CONSENT & CONTINUE](#)

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 Pmt Receipt/TSR Pmt Notification**






Top of Screen Navigation Buttons



1. **Back** [Back](#) - Allows user to return one screen back

2. **Next** [Next](#) - Allows user to advance on screen forward


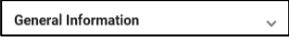


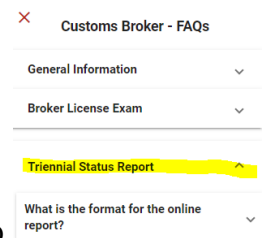
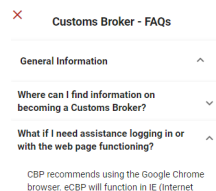
3. Save  - Allows work to be saved, user can save and exit and retain inputs to date after the work has been saved
4. Preview  - Follow the onscreen instructions to download and view a .pdf copy of the TSR; showing all inputs entered to this point. Upper left-hand corner signifies that the report is 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.