

# THE ACE BASICS

HOW TO GET STARTED WITH CBP'S AUTOMATED COMMERCIAL ENVIRONMENT

## How it Works

ACE offers the trade community a simplified process for submitting data and interacting with CBP and Partner Government Agencies (PGAs). The graphic below provides a snapshot of how to file and access data in ACE.

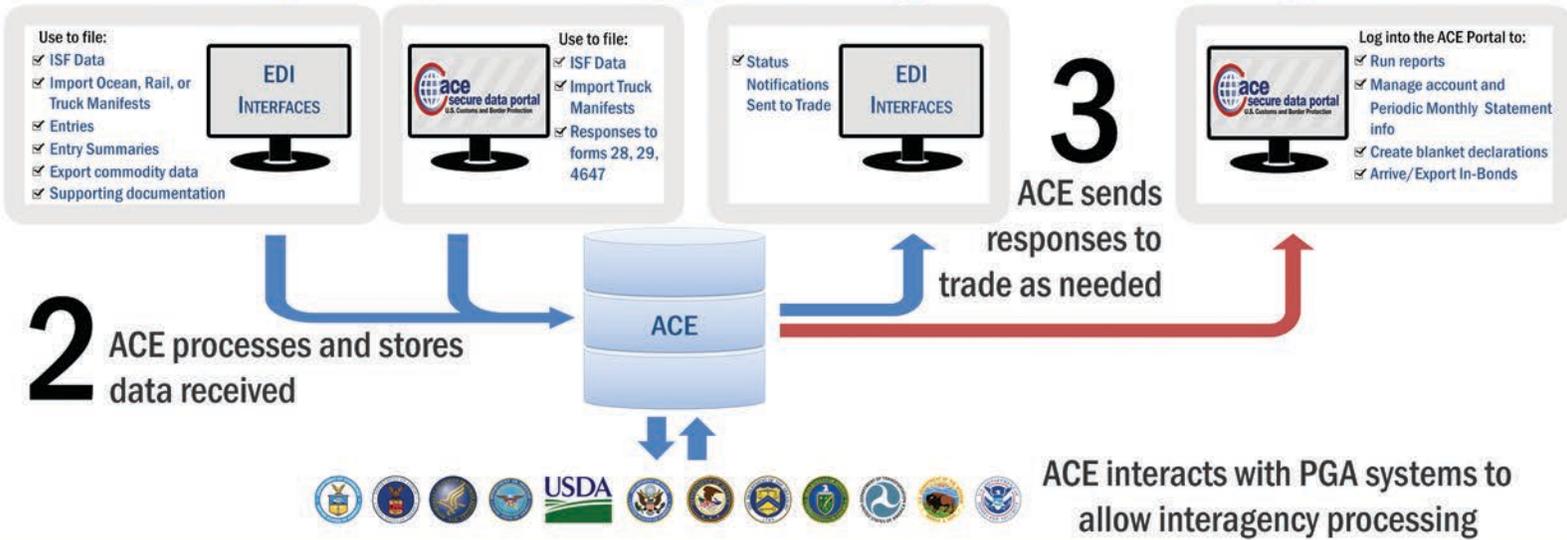
### Transmit

**1** Trade community files data directly to ACE



### View

Use reports to query data in the ACE Portal



## How to Get Started

### New to electronic filing?

- Set up an EDI connection:
1. Send a Letter of Intent (LOI) to [letterofintent@cbp.dhs.gov](mailto:letterofintent@cbp.dhs.gov) to begin the process.
  2. You will be assigned a client representative who will guide you through EDI connection process.

Business entities that wish to communicate via EDI to CBP may 1) use an approved software provider 2) contact a service center or 3) develop software in-house

### Already filing electronically and ready to transition to ACE?

- Call your client representative

### Need an ACE Portal account?

- Fill out an application on [CBP.gov](http://CBP.gov) to get an ACE Secure Data Portal account

For details on how to get started, visit [www.cbp.gov/trade/automated/getting-started](http://www.cbp.gov/trade/automated/getting-started)

## DATES TO KNOW

As outlined by an Executive Order, December 2016 is the deadline for full implementation of the Single Window via ACE. There are several mandatory dates prior to December 2016 that facilitate the transition of select portions of the trade process to ACE. For full details on these dates, and resources to support the transition, please visit [www.cbp.gov/acemandatorydates](http://www.cbp.gov/acemandatorydates).



U.S. Customs and Border Protection

[www.cbp.gov/ACE](http://www.cbp.gov/ACE)

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