

PGA User Application Form for ACE Portal Access

This form is to be used to submit a request for access to the ACE Portal for a Partner Government Agency (PGA) user, as well as to request any changes or updates to an existing PGA user's portal account in ACE.

If you have any questions about this document, please contact the ACE National ACE Systems Control Officer (SCO) by sending an email to ITDSPORTALACCESS@cbp.dhs.gov

ACE Portal PGA User Roles and Functionality

PGA User Role	Associated Functionality
PGA Portal User ¹	Primary ACE Portal user role: <ul style="list-style-type: none"> • Access ACE Portal • Search and display CBP and PGA data in the PGA Data Processing user interface • Access DIS application to view documents • View <i>Intensive</i> and <i>Docs Required</i> requests • View Referrals • View Redelivery requests
Data Reviewer	<ul style="list-style-type: none"> • Create PGA review (e.g., create <i>May Proceed</i>, <i>Hold Intact</i>) • Create Redelivery Request (request redelivery) • Acknowledge business rule hit (add comment related to a business rule hit [comment remains internal; it is not sent to trade] – this functionality is for PGA workflow purposes only) • Access “Edit” or “delete” redelivery buttons (edit or delete Redelivery requests created by your agency)
Advanced Data Reviewer ²	<ul style="list-style-type: none"> • Override to <i>Docs Required</i> • Override to <i>Intensive</i> • Directly resolve <i>Docs Required</i> or <i>Intensive</i>³
PGA Referral Creator	<ul style="list-style-type: none"> • View Referrals
Agency specific roles	Specific to PGA; choose only as applicable

¹ Each agency's Memorandum of Understanding (MOU) with CBP will govern the data available to PGA users via the ACE portal

² Each agency's regulatory authority will govern whether the Advanced Data Reviewer can directly set an *Intensive* or *Docs Required*, or submit request to CBP to do so

³ Only PGAs with both hold authority and port presence can directly cause the action to resolve a *Docs Required* or *Intensive*. If a PGA has requested a *Docs Required* or *Intensive* and CBP has approved it, CBP will remove it; PGAs do not have to come back to the portal to request that it be removed.

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Partner Government Agency (Department/Agency/Bureau):	Application Type (<i>Check (x) one</i>)		
	Create New User (must be accompanied by other required application documents)	Update User Information	
		User Roles: <input type="checkbox"/> Add - <input type="checkbox"/> Change - <input type="checkbox"/> Remove	
		Annual Recertification of User: <input type="checkbox"/> Do not recertify <input type="checkbox"/> Recertify	
Name Changes (i.e. due to marital status) or Removal/Deactivation Reason:			
Applicant Information			
Applicant's Name (<i>Last, First Middle Initial</i>):		ACE User ID (if existing user):	
Office/Program/Organization:	Employee type: <input type="checkbox"/> Government <input type="checkbox"/> Contractor	Work Telephone: () -	
Work Street Address:		Work e-mail:	
City:	State:	Zip:	
Applicant Signature:		Date:	
PGA User Roles			
Check appropriate box next to the roles that will need to be provisioned to this user. Please note that this form will be updated as new roles become available in ACE.			
Add	Remove	Recertify	Non-Agency Specific Roles
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PGA Portal User (primary portal user role)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Data Reviewer (refer to User Roles and Functionality table)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advanced Data Reviewer (refer to User Roles and Functionality table)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PGA Referral Creator (refer to User Roles and Functionality table)
Agency Specific Roles			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Census Commodity Analyst – Census Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FTZ Board Administrator – FTZ Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USCG Ship Hold Analyst – USCG Only PORT CODE - _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PGA AD/CVD Administrator – OTEXA/E&C Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PGA AD/CVD Analyst – OTEXA/E&C Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PGA AD/CVD Case Manager – OTEXA/E&C Only
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PGA AD/CVD Message Manager – OTEXA/E&C Only
Authorization/Recertification			
Supervisor – Print Name and Title			
Work Telephone:		Work e-mail:	
Signature:		Date:	