

THE ACE BASICS: THE ACE PORTAL ACCOUNT

What is an ACE Portal account? The ACE Secure Data Portal (ACE Portal) is a free, web-based access point designed to connect CBP, trade partners, and Partner Government Agencies. The ACE Portal gives companies the ability to file Importer Security Filings, import truck manifests, protests, and electronic export information. In addition users can run reports, respond to CBP forms, create declarations, and manage ACE accounts. To access the ACE Portal, a company must first establish an account and then grant access to users within their company.

Account Structures

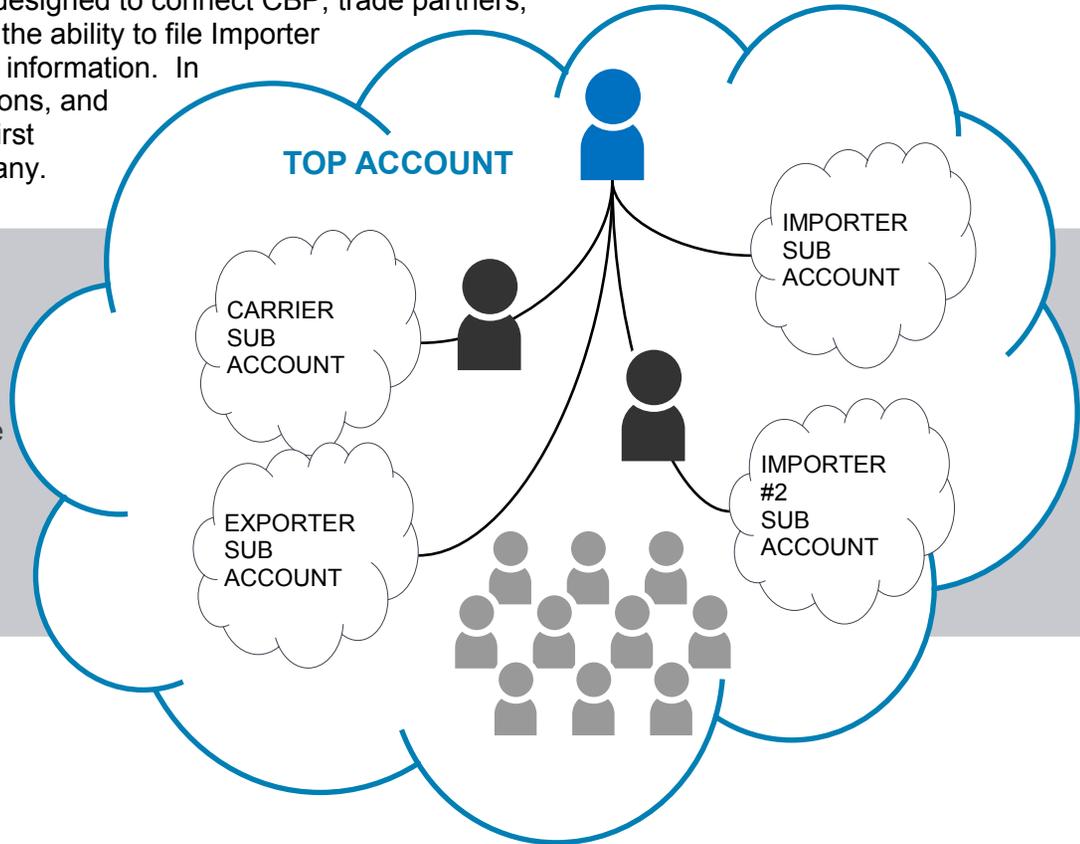
TOP ACCOUNT

... established for a company, and links together all sub-accounts, account functions, and users.

SUB ACCOUNTS

... used to group, manage and execute the functions of a company. For example, multiple importer sub-accounts, carrier, and an exporter account.

VS.



User Types

Account Owner



- ✓ Manage top account
- ✓ Add business activities
- ✓ Create proxy account owners

Proxy Account Owner



- | | |
|--|--|
| <ul style="list-style-type: none"> ✓ Manage user access levels ✓ Create account users ✓ Reactivate disabled users | <ul style="list-style-type: none"> ✓ Manage user access levels ✓ Create account users ✓ Reactivate disabled users |
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Account User



- ✓ Self-reset password
- ✓ Run reports

How To Get Started

- 1 Visit www.cbp.gov/ace-accounts
- 2 Apply for an ACE Portal account
- 3 Start using the ACE Portal

Reminders

ACCOUNT OWNERS

Do not need to be the company owner or CEO

PASSWORD RESET

All account users can self-reset their own passwords

LOCKED ACCOUNT

Account and Proxy Account Owners can unlock user accounts

SHARING ACCOUNTS

Under CBP's Terms & Conditions user accounts and passwords cannot be shared

USER ACCOUNTS

Individual employees do not need to apply for an account. They can contact their company's Account Owner (or a proxy) to set up a profile.