Automated Commercial Environment

Interacting with ACE Transcript

2014

U.S. Customs and Border Protection

Please stand by for realtime captions.

>> Good morning everyone. We will get started in just a moment. There is no call in for this webinar. The sample be through the speakers. Our presenters are muted. Hold on for a minute and we will get started shortly. Thank you.

>> Thank you. Good day everyone. This is Steve Hilsen with custom and border protection's ACE business office. I want to thank you for joining us today for today's webinar. On EDI and portal functionality. If I could have the slides can start with error slide to my team. Today we have on the webinar joining me is Angelina Leyte a client representative with customs and border protection. Carlos Rodriguez with our communications team in the ACE business office. We thank you for joining us and hope that you find this to be helpful and useful as we continue the process of developing and rolling out our automated commercial environmental peace.

>> Today we will walk through an agenda. We will spend a few minutes where we are at with ACE with the development, what's happening with single window or the US government functionality that ACE will provide for all of us. And then we move into the subject matter of the webinar. I will turn it over to our subject matter experts. We will be walking through what is EDI, provide information for people who are looking to file for the first time. Information for electronic filers who are ready to transition into a. We will also provide information for self filers and software developers. We will finish up with information regarding the ACE portal.

>> I want to clarify today's webinar is not portal reports information. We will have follow on webinars regarding report functionality. Make sure to check the CBP.gov/ace for their upcoming webinars. We will continue to have a series of these webinars as we get through the end of this calendar year into next year and get closer to full implementation of ACE as the system for filing your customs transactions.

>> As we go through the webinar today, if you have questions, please type them into the Q&A box. We will do our best to respond to as many as questions as can. We probably will not get to all of them. We will capture all of those questions. The presentation and the webinar will be available on a website following conclusion and as we close this webinar. It will be available if you need to refer to it later or for those who were not able to join us today.

>> Automated Commercial Environment to help level set everyone. It is the new modernized mechanism, automation by which customs transactions will be submitted to not only customs and border protection, but the big advancement we will get is the ability to submit information for any US government agency that has authority or responsibility for regulating imports and exports.

>> Earlier this year in February, there was an executive order signed by the president to help support streamlining the import export process. There were a number of goals within that order. He wants for us to be aware of today one, it looks to all government agencies, about 47 US government agencies have a regulatory over imports and exports and requires we work together to try to streamline and make more efficient the process of submitting required information.

>> Driving towards more electronic submission of information. In addition the executive order directs us to move towards the ability to provide all of that information across the US government with one submission via single portal -- mechanism entry point to the US government. That single entry point or opportunity to submit information will be ACE, Automated Commercial Environment.

>> We are not only modernizing the platform and the automation to submit your information, but we are bringing together the US government to help look to reduce redundant requests for information from traders as well as reducing multiple requests for the same information from multiple parties on the supply chain.

>> The question comes up often is what will ACE cover. This gives a basic representation of what we call the core trade process. This is what is being built in ACE. The pre-arrival manifest processing, arrival cargo release processing, post-release entry summary processing, along with post-release processes that include liquidation, protests, drawback, quota, statements as well as building and electronic functionality.

>> In addition it includes export functionality to include at support electronic, manifest and all modes of transportation. As well as the automated export system and AES direct. As I just mentioned, it also includes the integration of the partner government agencies so that information can meet their requirements and can be submitted via ACE .

>> As we finished up -- the core trade processing from this progress, to see what type of functionalities we are talking about that we will be building.

>> -- To get the added benefit of coordinating and creating efficiencies in the submission of other government agency information and we have a timeline we are working to.

>> We have three mandatory use of ACE dates that everyone needs to be aware of. First is May 1, 2015. We will mandate the use of ACE for all electronic manifest filing. November 1, 2015 we will mandate the use of ACE for all electronic entry, cargo release filing and entry summary filing. That is a big date that will impact all of us in the tray community.

>> The third date is October 1, 2016 in which any remaining processes, electronic portions of the CBP will be mandatory. Those are important dates that everyone needs to keep in mind. If you are hearing this for the first time, this is important information. If not, it is consistent with the messaging we have been putting out for quite a while.

>> Apologize for the technical difficulties. I will turn the webinar over to Angelina as she goes into her section and she is with you the information regarding EDI and what it is. Thank you very much. I appreciate your time. If you have any questions, please feel free to type them into the Q&A.

>> Thank you very much, Steve. Good morning, my name is Angelina and I am an ABI client Representative. I want to thank you for participating and I hope I can address some of your concerns. Today I will be talking about how to get started in transitioning from ACS to ACE. I will be talking about EDI, first-time filers, and filer who were already transmitting. I realize navigating through our website can be cumbersome. I have provided links in my presentation of what I will be talking about for ease.

>> These links will take you directly to the topics.

>> What is an electronic data interchange? It is an electronic communication system which exchanges data between multiple systems. In order for this data to properly transmit to CBP, filers must program and test with CBP. If you functionalities now in ACE include import manifest for ocean, rail and truck, entry and entry summary for consumptions, antidumping CBP and informal. We have electronic inbox,

remote location filing, census warnings and overrides, post summary corrections, we also have document image systems that submit to CBP and also submit to partner government agencies.

>> We have export commodity data filing. We also have in January in January 2015 you will be able to file export manifest and air import manifest.

>> Some of the benefits in the EDI is that you will be able to faster transmit CBP processing. You will have status notifications. You will be able to share data between CBP and other government agencies.

>> Steps for first-time EDI filers: if you are a first-time filer, here are the following required steps. You need to purchase an approved EDI system. Software vendor list are available at our website. I included the website on the screen. They are located in blue. These are for ABI, truck manifest filers.

>> Once you have at obtain a means to file you will submit a letter of intent with resting to access CBP systems. There are instructions on where to fax the request. Once your LOI is submitted, you will be submitted and ABI client Representative. The client Representative will contact you to introduce themselves to you. The methods of filing: there are several public, Internet, Cisco, VPN/MQ, MPL S, VPN, service center, van. Once you have established your method of communication you will submit a form.

>> The connections are in blue. The ABI client Representative will receive an email from when aware advising them of the establishment of the systems communication. At that time, the ABI client Representative will review the testing procedures with you.

>> Resources for first-time EDI filers: we put the screen here so you can see where to go to that various information. We have the approved software vendors list, instructions for submitting an LOI letter, the links are highlighted in blue. And ABI client Representative will be assigned and will contact you. Please allow the ABI client Representative a week or two to contact you after you submit the LOI letter.

>> The LOI letter gets faxed to our headquarters ranch of the ABI section. Once they assign it, they will assign it to a field ABI client represented. They will contact you within a week or two.

>> Here is a screenshot of getting started with CBP automated systems. That link is also on page 7.

>> Transitioning to ACE ABI from legacy systems : if you already filing electronically to ACS but ready to transition to raise, you will need to follow these apps. Please contact the software vendor first and discuss with them what you plan on transmitting through eighth. Express to them what your needs are based on your individual business. Once you have your software and place, contact your assigned ABI client Representative and informed them that you are ready to file ACE entry summary.

>> The client Representative will ask you for a code and review your profile. Because you have already tested for entry summary, we will not require you to test again. Keep in mind, if you want to send transactions for testing on ACE entry summaries , your ABI client Representative can set you up a letter a certification. Otherwise you can start filing immediately.

>> When you are operational in a few will be indicating that the time of transmitting whether you transmit to East or ACS until all entry types are in ACE Additional ABI features include ocean, rail and truck. DIS, census, PSC, cargo release.

>> For EDI software configuration and certification, if you are a self filer and support developer and wish to interface with a, reviewed the requirements that are laid out in our website at CBP.gov/H. Once you have developed according to ACE requirement submit this with your LOI.

>> You will be contacted if there are any issues that need to be clarified. This process will take a bet a month to three months. When you receive your connection contact your ABI reps and they will start the testing procedures with you.

>> This screen has a few links that we have been talking about of how to configure your system. These are ACE interface requirement resources. We have them for the CBP trade automated interface, ACE export manifest, ACE import ocean manifest, ACE electronic truck manifest. Please review these and have them handy.

>> To recap what I have talked about, for brokers, self filers and carriers, contactor software provider and ensure their ability to transmit an ACE. He met then contact your ABI client Representative to inform them of your intent to file. Import is using a broker or carrier is using a service center contact your broker or service center to inquire the ability to transmit to ACE. The Mac you need to migrate now and enjoy the benefits. Some of the benefits are quicker data available, automated agency interaction, easier to comply with regulations, reduce costs.

>> Some of the examples of reduction in cost is you will have the ability to remote location file in ACE. We now have the new functionality to reroute to the PMS statements in ACE.

>> You also have the ability to submit the electronic dash 20, 29, 4647. You will have no hard copy. Less paperwork is required. We all know time is money. With the stroke of a key or a click of a, you will be able to provide CBP with all those responses.

>> On the right-hand side, you will see a list of functionalities that can go to ACE the EDI. Some of the suction allergies can do both and some just one or the other. We listed them so that you can have them with ease.

>> Current benefits of filing entry data through ACE for a cargo release there is the implementation of form 3461. You can file should data prior to carrier notifying CBP of departure. Receive status updates prior to call the arrival, no need to submit corrections through paper, make corrections to cargo entry data electronically.

>> Some of the benefits are the limiting paperwork for form 7501. You can request ACE cargo entry certification via ACE entry summary. File anti-dumping entries. Process sensor warnings and overrides electronically. You can also process post summary corrections. You can gain access to an expanded anti-dumping CVD query.

>> Expanded event lifecycle log, inclusion of a specific duty rates, entry summary suspension, administrative review period, parties affected by anti-CWP case, official case name details. You can entertain more information from the ACE entry summary query. Some differences are in the ACE you will be able to get the control status. You will know whether it is a trade control, CBP control or whether it is inactive.

>> We also have a collection status. It will tell you if it is not paid, partially paid, fully paid, duty free, drawback. That is new.

>> The ACE entry summary query letter to find out whether the entry has a late data is. If it is not late or 10 days, 30 days, 60 days late.

>> Another feature is the liquidated duties taxes and fees. You will be able to get liquidated duty tax and fees. And ACS the fees were not included. In ACE entry summaries you will see the fees as well.

>> Those of you that flag for reconciliation, you will be able to see the status of them as far as duties, Texas, and fees.

>> In conclusion, I want to encourage you to contact your software provider to ensure you have capabilities to transmit successfully in ACE based on your business practices. Get started now. Now is the time. Once your system is prepared to transmit in ACE , contact your ABI client Representative and discuss your plans with them and your intent. Your time frames and any concerns you may have. Opening a dialogue may clarify concerns you may have. The unknown is always difficult. Reaching out to your assigned to Representative will assist you tremendously.

>> Let us help you make that transition as smooth as possible.

>> I want to finish up by saying, get on board, prepare, test, transmit. Reap the benefits now and don't wait. Thank you very much for your time. Now I want to introduce Carlos Rodriguez from the communications team who will talk about the ACE secure data portal. Think you very much.

>> Thank you for such a great presentation. Good afternoon, everyone. I am Carlos Rodriguez I am with the ACE business office mediation team at the U.S. Customs and Border Protection. I am happy to join you today to discuss how to interact with ACE using the ACE portal. One point that I want to make clear, the process was just described to interact with ACE using EDI. My presentation will be focusing on the ACE secure data portal. One thing I wanted to mention that she showed with one of her slides, we designed the EDI portal information graphic to distinguish the functions that can be accomplished using EDI in which can be accomplished using the ACE secure data portal. ACE summary filing is not a feature that is available in the ACE secure data portal.

>> I would like to start off by defining what the ACE secure data portal is. The portal is a free, web-based access point designed to connect CBP, trade partners and partner government agencies.

>> The portal that you sign into today, CBP and partner government agencies are using that. This is the mechanism that is bringing everyone together. In the ACS world, we did not have a way for the trade to login and see their information or PGA Eric. The trade and PGAs relied on telephone calls to find out what the status of certain transactions work.

>> This is why the ACE secure data portal is a great tool for everyone. With an ACE secure data portal, the trade has access to more than 400 reports. Which also provides you the ability to evaluate compliance and monitor daily operation status. If you are a truck carrier and you have an ACE portal account, you can submit a truck manifest today.

>> You will be able to monitor data that brokers are submitting on importers behalf. That is why I encourage everyone to sign up for an Ellis portal account. How do I get an account? It's very simple.

>> Visit our website at CBP.gov and search for the ACE application.

>> Once you submit the application, we will complete the account for you. ACE is a role-based system. When we open an account, we establish a trade account owner. That trade account owner has access to all the areas within the ACE portal account. That person is responsible to establish user accounts. A company can actually have as many users as they need when accessing the ACE portal account.

>> You also hear a term called proxy trade account owner. It is a second level within the roles in the ACE portal account. This person is assigned by the trade account owner. That user will be able to add other user accounts as well.

>> They can't create other proxy account owners, they can create trade users which is the third user role in ACE.

>> That user will be assigned roles by the trade account owner or the proxy trade account owner.

>> This slide shows you the ACE application. I have tips that I would like to share with you.

>> And ACE portal account and the ACE application covers all businesses that interact with CBP. When you visit our website and you download the ACE application, complete the sections that apply to your business activity. Request any appropriate views.

>> When completing the application, make sure to designate a trade account owner that uses the portal. The reason I say that is because that person will be responsible for adding other users. If a trade account owner is not active, it may be difficult to get a hold of them to set up users in the account.

>> Another tip is, if you are a company who holds multiple divisions or entities, there is no need to complete a separate ACE application for each account division. The ACE portal is an enterprise system that can hold companies with one or multiple offices or divisions. Please keep that in mind.

>> If you are a company that has multiple business activities with EBP, let's say you are a broker and a carrier or importer, there is no need to open separate accounts. The ACE portal can handle that.

>> One last tip is if you have multiple offices, check around because your company may have already opened an account. If you are a member in Los Angeles and you are interested in opening an account and you have offices in other cities, check to see if an account has already been opened. You can speak to the trade account owner and have access to the ACE portal account of your company.

>> I also brought a slide of the login screen. I have some tips that I would like to share.

>> When you log into an account, when we receive the ACE application and we create the trade account owner, that person receives an email with the login information for their account. When they visit the ACE secure data portal login screen, they will enter the user ID and password. The email from CBP will contain a link that will assist them in retrieving a password.

>> Remember the trade account owner email will contain a unique word. The proxies and trade users will go through the same process. They will receive an email. It will click on a link to retrieve a password. For proxy trade account owners, and trade users the shared secret is the same value as the user ID. Keep that in mind it's handy to know. When you log into the ACE portal, be careful when you enter your password. You only get three attempts before you get locked out of the account. If your account becomes disabled, you will need to contact CBC technology service desk. At the end of the presentation I will give you contact information. If you forget your password, there is a link called forgot your

password and the system will ask you to answer three of five challenge questions that you initially provided.

>> These password emails expire after 21 days. Another reminder is try to login at least once every 45 days to keep your account active. Every 90 days the system will ask you to change your password. The password needs to always be a new one. The system will remember old passwords.

>> One recommendation that I like to leave with everyone is when you change your password, make sure to close your Internet browser. We heard from the trade community that they may run into difficulties when they try to log back in with the new password.

>> One thing I wanted to mention on this slide, I added the URL for the data portal. We have published that on RCB P.gov website. If you go to CBP.gov and click on trade, and you select automated ACE systems link, on the right you will see buttons which will provide you the link to the ACE secure data portal. You will also see a link to sign up for the cargo systems messaging service. This is a feature I recommend to sign up for. This is how we can medicate with the trade.

>> We post messages throughout the day advising the trade on events, issues with ACE, we provide documentation through this service. I encourage you to sign up.

>> You can also check out what events are upcoming. You can also obtain this information right there. Click on one of the buttons. There is a lot of user guides and training material that you can find that will provide you information on how to use the ACE secure data portal. We also talked a lot about ACE information through that mechanism.

>> We have the ACE web-based training which is our online training site. I will go ahead and switch over to the live environment. Give me one moment.

>> We are at the ACE secure data portal login screen. I will give you a few seconds to make sure the page loads.

>> I will log in. Once I log in, the first screen that I see is the homepage. If you are user that has access to more than one account, -- the find an account screen displays.

>> Every user will see the home tab. The home tab has a set of Portland which are these boxes. Within a task list, this is a very important feature. It ties in to messages that are initiated by CBP. Within the task list, you will see subtasks. One is approvals, notifications, forms.

>> Based on your role, some users may see approval and notifications. Some a knot. The task list is an area where messages arrive and display for users to review. I have seen messages under the approvals tab when I received cost account access. This message came through into my account and I was able to select and decide whether I wanted the access that another account provided me.

>> Those are the types of messages you will see under approvals. Once process, they will disappear from the task list. Notifications are other types of messages that arrive to advise the user of such an event within the account. I have seen messages for changes that are made to an ACE portal account. If you are trade account owner, and one of your users makes a change in the structure of the accounts, I message will display under notifications. It will alert you of this event.

>> If you had a cross account access, and the other company revoked your view, you also get messages they are.

>> The next is important. This is used by CBP to communicate document requests or document actions. When an importer opens an ACE portal account, there is a setting called mode of communication which we will see shortly. If mode of communication is set to receive forms electronically through the portal, went CBP is reviewing entry summary data and CBP request additional documentation they will notify the filer electronically through ABI of this message request.

>> Those messages are identified as you see messages that arrive to ABI. If the request is over 30 days, CBP can use a form 28, 29 notice of action, 4647 notice to Mark or redeliver. When reviewing the entry summary they create these transactions. If the importer has an ACE portal account and they designate they wish to receive forms electronically, ACE automatically sends those messages through the user into their accounts.

>> When the importer logs in and looks at the task list and clicks on the forms tab, they will see a list of those documents or forms.

>> Those forms can be edited. A trade user or importer can respond to CBP inside the form. I brought a slide to show you how the task list displays for an importer.

>> I will switch over to my PowerPoint presentation. This is what the task list of an importer will look like. We see the list of forms that arrived into the account. The importer can click on the action number.

>> Those forms are identified by an action number. When the trade clicks on the action number, the form displays. An importer can type in information into the form. They can add attachments. Once they are done entering a response, they can send the response back to CBP.

>> The trade is responding to the form itself. If the trade needs to save a copy or download a copy for their files, they can view the form in PDF.

>> I will go back to the previous slide. When the trade response back to CBP, the CBP status changes based on the action. When a form is sent to the trade the first status is sent. Once they respond to the form the change the status changes to, response received. Once the issue for the request is complete it is Ted as, closed.

>> These forms will remove themselves from the list. We have a way to go back in and search for these forms.

>> We have a feature in the task list called upload documents. This feature can be used if CBP request documentation through one of the UC messages. If CBP is requesting information within 30 days and don't use the form mechanism to notify the importer, they send the broker a UC message, that broker can log into their ACE portal account -- let's say the broker in context the importer and notifies documents requested, the importer can login and click on the upload documents link and upload the documents.

>> I brought a slide to show you how you would upload a document into the portal.

>> This is not a mandatory step. If the trade or importers are receiving CBP forms through the portal, they can reply back directly on the portal. They also have the option of submitting documents to the local port. This is a feature available.

>> If the importer or broker decides to upload documents the portal, they will click on the upload documents linked from the forms tab and the dialog box. They can attach a document. For messages arriving through ABI for document requests, you messages will generate an action number.

>> A broker gets the UC message, the message will contain an action number. The action of her is important to use when you are putting documents through the upload documents feature in the portal. This is how CBP will match that document to the entry transaction. Please remember you need an action number. This system will not let you process this upload unless the action number is entered on the dialogue screen.

>> Within the home tab we have a place for a phone directory where you can search for other users. You can update your profile if you need to. We post messages about the ACE portal bear.

>> In the task list this is mentioned -- feature for import accounts. If the importer wishes the broker to handle these forms, that importer will need to grant the broker either cross account access or add that user from the broker account in their importer account.

>> CBP forms are not meant for broker.

>> Another way brokers can monitor those forms on behalf of the importer is by running a report particularly the ESM, CBP forms 28 2827 report. We have a separate webinar covering reports.

>> These forms are for both ACS and ACE summaries. When the broker is running the ESM 70 they will need to modify it and remove a filter that defaults to ACE in order to capture both types of entries.

>> I will switch over to the accounts tab. Since we have different trade sectors within the webinar, I wanted to highlight some of the features that are available for the three most popular account views.

>> I think there are technical issues with the Q&A. Please submit your questions and we will post a follow-up document you can also email asked ACE at CBP/a stock of questions.

>> We are in the account. Based on the account type you apply for it is portal account, users will need to go in and change the account user. If you are a broker, broker is the default view. Make sure you select the appropriate account type and then click go.

>> If you are an importer and want to run reports, you must switch to importer view.

>> From the broker view, I will highlight some tasks that are shared between all account types or most of the account types. There are a few specific to broker accounts. I will then switch over to importer and carrier.

>> From the broker's account, brokers will display their permits in their accounts. We have another Portland called account selector list. A broker will see their company name with a top account level which is where we list the trade account owner for the account. Within the account list under the top account company name, a broker would see their filer code level. The filer code level is one view within a broker accounts. It will display additional functionality.

>> When you are working in the accounts selector and account selector, the port let's don't change. The port let's that change are the ones on the right.

>> Right now we are looking at a broker account. I am at the filer level. This is where the filer code is displayed. When you first open your account, it is important to navigate through all the different levels within an account and add contacts. If the contact is not added, a lot of the features that are specific to a Portland will not display.

>> Please add contacts. Keep your contacts updated. It is important that emails and phone numbers are updated. If you need to send a message, you wanted to reach the intended party. The Mac from the broker view, under filer level, we display permits. I will start off with this particular level. We just added functionalities for brokers to be able to create a list of employees. By clicking on the permit level, it opened the broker poorly on the right. Here I can see an option called employees. When I click on employees, this is a place for a broker to create a list of employees.

>> Adding employees individually is a lengthy process because there is for a five screens where the system will require previous, current active information, employment information. We enhanced this feature last year to include and upload mechanism for employee data. A broker can click on the upload employees tab -- link and they can download a template. This template can be completed and uploaded to populate different levels within a broker account.

>> One thing I highly recommend is that when you add employees, make sure all permits are listed in the accounts. Review your account list if you are missing any permits, please contact your local broker management office. If you have an account manager you can also contact them as well. We want to make sure the permits are listed.

>> When you download the template, it is an Excel file. You want to save it using control asked.

>> We create two files. A CSV file we create is the one that needs to be used. That template allows users to add and replace or delete users or employees.

>> Brokers can run reports. This is a link that they would click on to launch reports tool. We have an option called change history. This allows a trade account owner to monitor changes need to a portal account.

>> If you are an importer and a new number was added a TAL for an importer account can run this this quick search and locate those changes it is a way to track changes to an account. BAL is the business activity log. This is a feature that is shared amongst all the account views. This is for historical references of communication between CBP and the account. Base personnel can actually use the business activity log to record messages and send those to the ACE portal account.

>> This allows a national manager to request or create action activities. Those are stored within the accounts.

>> If you want to find out if your port is using that, directly.

>> Statements, this is a feature that is available for brokers and importers. It is a way to get a visual of statement activity. Brokers normally receive their statements through ABI. That's where statements are sent to the trade. Importers not having access will not be able to see statement information. If they own

and is portal account, they can click on the statement link and see what is going to be generated on the next statement that is due to CBP.

>> If you are an importer who is contacting with an ACE portal account you don't have to do that anymore. . If your broker is not flagging your entries on periodical of the statement, but our flagging it on regular daily statement then you will not be able to see activity in these reports.

>> We have reports through the report interface that will provide you with the activity.

>> I will switch to the importer view.

>> From the importer view, there are options that are exclusive to importers. Brokers can use these at times. One of those features that I will highlight is the create importer option.

>> Brokers don't necessarily have to have an importer view. They can quickly switch over to the importer view. This is where a 5106 can be created through the ACE secure data portal. You can see what it looks like.

>> If you are an importer and you have a new division or tax number that you want to register an ACE, you can use this functionality.

>> This is your 5106 mechanism through the ACE portal.

>> We have a feature called declarations.

>> Declarations is a feature in a portal that allows the trade to create certificates or blanket statements that are submitted with an entry summer package. The benefit of this is that if an importer creates a declaration in their portal account, since there is nationwide visibility to all ports, -- if you are an importer in Atlanta and you are filing an entry in LA, LA customs log into the is portal account and look at your account and see that there is a declaration.

>> If importers want brokers to assist with the process, the importer should provide access to their account. To create a declaration -- we support for types of declarations. Affidavit of manufacturer, importer certifying statement, non-reimbursement blanket statement, free trade agreement certificate.

>> And importer can create these certificates and store them in their account so that CBP can review them when they are reviewing and processing.

>> To create one, the importer would need to switch to the importer level. Importers have a different account structure than a broker. And importer does not require a permit.

>> They do have a listing of …. A company can have more than one higher number. When you are creating declarations come you should select the IR number that you wish to associate that declaration. On the right, we have a create button. To create a declaration, it is a three-step process. You selected declaration type, provide validates, HTS numbers, M ID numbers, you can enter a case number.

>> Here is a quick trick. When you are in the portal and selecting a date from a calendar, you can click on the dates and select the month and year rather than having to click on the arrows to move back or forward.

>> Once you create the declaration in the portal, it creates a number and then it will list in the search results area. These declarations as you are creating them will grow the list. Click on the page number links or use the filter declarations panel. These declarations are valid for one year.

>> This is a safeguard from you having to pay double duty because declaration is not on file or presented with the entry summary. Keep that in mind. If you are filing anti-dumping actions, having a non-reimbursement linkage statement in your ACE portal account is a safeguard.

>> Those declarations must be presented with your entry summary package.

>> I will go back to selector panel. If you are a broker, and you have a client that does not have an ACE portal account, brokers can switch to the importer view and they can select the non-portal account declaration option.

>> This will allow the broker to create a declaration on behalf of the importer but it will not be assigned to any particular account. It is still accessible by CBP.

>> The IR number and filer code will be associated to that declaration. It will ask for the filer code. There is still a way to create declarations even if the importer does not have an account.

>> Mode of communication: this is an important area. This goes back and ties into the home tab and the task list where we saw earlier the forms tab. When it importer opens up an ACE portal account, they should always visit the motive communications portal it and designate how they wish to receive forms 28, 29 and 4647. They can select male or portal. If portal is selected, those forms are delivered to an ACE portal account.

>> Brokers will still receive the forms in their [Indiscernible].

>> That is functionality that I did want to highlight. I will switch to carrier quickly. I will show you a few options or features available to carriers.