
Instructions for Submitting Information from a CBP Form 5106 via a Broker's ACE Secure Data Portal Account



The screenshot displays the ACE Secure Data Portal interface. At the top, it says "ace secure data portal U.S. Customs and Border Protection" and "Welcome, Jeffrey Enterprise!". The navigation menu includes "Home", "Accounts", "References", and "Tools". The "Accounts" tab is active, showing a "Task Selector" with "View Top Account" selected. The "View Top Account" section displays "Top Account Information" for "CBP Incorporated", including ACE ID, Organizational Structure, DUNS #, Website, and End of Fiscal Year. Below this is a "Program Participation" section and a "Contacts" table. The "Contacts" table shows 5 contacts, including the Account Owner (Jeffrey Enterprise) and the Principal Officer (John Doe). The "Account Selector List" on the left shows "CBP Incorporated" selected.

Top Account Information

Account Name: CBP Incorporated
 ACE ID: 0005676506
 Organizational Structure: US Government
 DUNS #:
 Website: www.cbp.gov
 End of Fiscal Year: 9/30

Program Participation:

Contacts

Showing 1 - 5 of 5

Type	Last Name	First Name	Phone	Email
Primary Point of Contact	Doe	Jane	866-530-4172	ace.support@cbp.dhs.gov
Alternate Point of Contact	Ferguson	Crystal	866-530-4172 Ext 1	ace.support@cbp.dhs.gov
Alternate Point of Contact	Lawson	Heather	571-468-5065	
Account Owner	Enterprise	Jeffrey	571-468-2028	ACE.Support@cbp.dhs.gov
Principal Officer	Doe	John	703-555-5555	Johndoe@cbp.gov

Account Selector List

View Settings
 Sort by: --Select-- Go

Accounts

CBP Incorporated ↑

- An Account Owner (AO), Proxy Account Owner (PAO) or Trade Account User (TAU) with access to the importer tab from their broker ACE Portal account may submit information from the CBP Form 5106 via the ACE Secure Data Portal.
- After an AO, PAO, or TAU logs into their Broker ACE Portal account, they will click on the **Accounts** tab to view their Broker account information.
- From the *Broker* view, the AO, PAO or TAU will need to click on the **View:** box drop down menu arrow to select **Importer** to switch to the *Importer* view and then click on **GO** to reload the *Importer* view.

Home Accounts References Tools

Task Selector ?

Select Account Type
View: Importer

Select Task

- Accounts
- [Create Importer](#)
- [Change History](#)
- [Reports](#)
- [BAL](#)
- [Action Plan](#)
- [Bonds](#)
- [Statements](#)
- [LPCs](#)
- [Declarations](#)
- [Mode of Communication](#)

View Top Account ?

Top Account Information

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Showing 1 - 5 of 5 [Add Contact](#)

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Importer ?

No Importer Account Selected

Account Selector List ?

View Settings

View By:

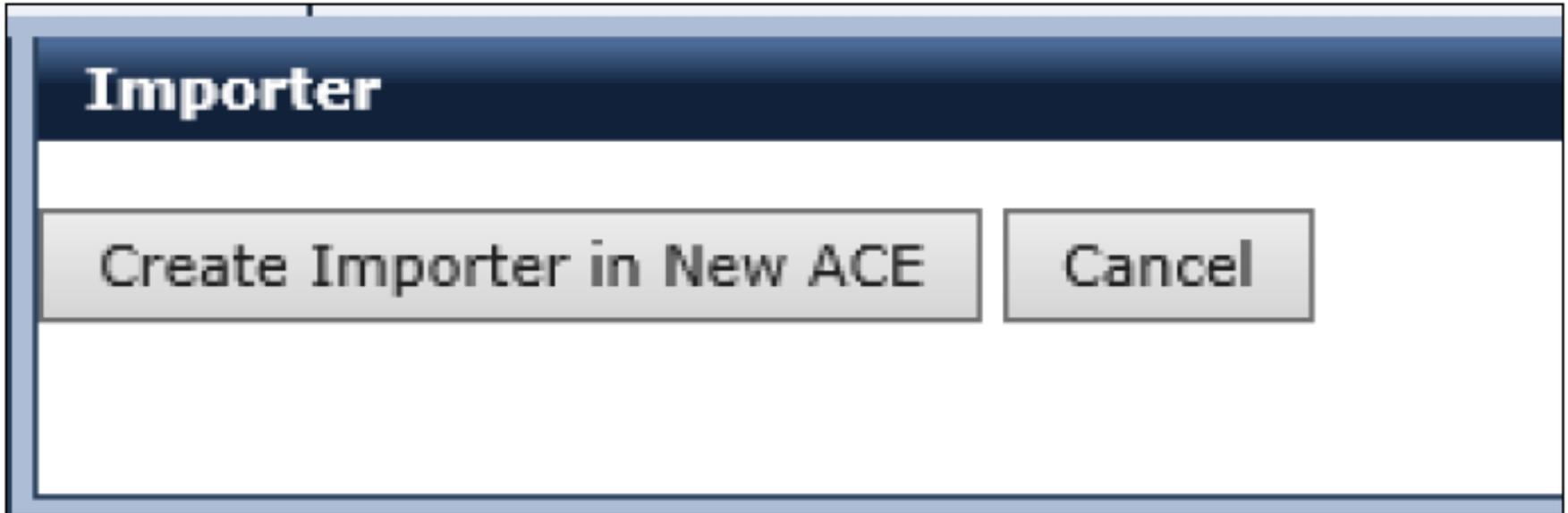
Acct Name IR Number

Sort by: --Select--

Accounts

- CBP Incorporated ↑

- From the *Importer* view, the AO, PAO or TAU will need to click on the **Create Importer** hyperlink from the “Select Task” section of the “*Task Selector*” portlet to begin the process of submitting the information from the CBP Form 5106 to ACE.



- From the *Importer* portlet, the AO, PAO or TAU will need to click on the button **Create Importer in New ACE** to launch the new *Importer* account module.
- For more information on creating an importer in new ACE, please review the [Importer Accounts – 5106 QRG](#) posted on CBP.gov.