



eCBP Broker Triennial Status Report Submission:

Brokerage Payer – Brokerage Payer registering to pay multiple license fees on behalf of their Partnership, Corporation, Association or Sole Proprietor

Quick Reference Guide

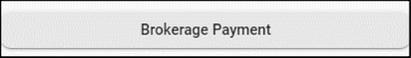
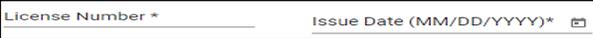
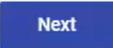
The following are common tasks that broker license holders need to perform in eCBP.

Please refer questions regarding this process to the CBP Information Center | <https://help.cbp.gov/>

Accessing eCBP

- eCBP home page: <https://e.cbp.dhs.gov/ecbp>

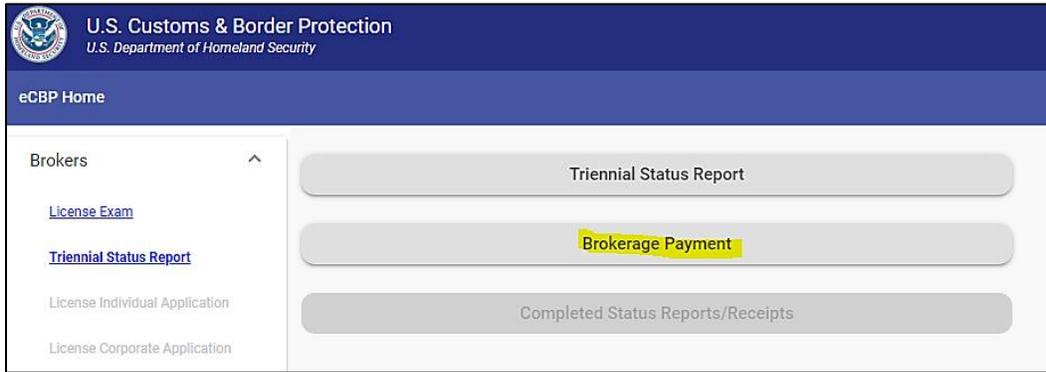
Completing the payment of multiple TSR license fees: Partnership, Corporation, Association or Sole Proprietor

- On the eCBP home page, select **Brokers**. 
- On the Brokers home page, select **Triennial Status Report**. 
- In the pop-up window, select **CONSENT & CONTINUE**. 
- On the Login.gov screen, enter email, password, and select **Sign In**. 
- On the Brokers home page, select **Triennial Status Report**. 
- Select **Brokerage Payment** button. 
- On the License Information screen, enter the **License Number** and **Issue Date** exactly as they appear on your paper license.  Date can be entered by entering all eight digits or through the pulldown calendar button on the right.
- Select **Next**. 



Select and pay multiple 'Payment Pending' TSRs

9. From the Triennial Status Report home page, select 'Brokerage Payment'



10. On the License Information screen, enter **organization broker license number** and **issued date** exactly as they appear on your paper license. Date can be entered by entering all eight digits or through the pulldown calendar button on the right.

In order to retrieve the brokerage status reports pending payment, provide the brokerage license information:

11. Select **Next**



12. Identifying who is making the actual payment, the system will determine if the login credentials match: **A)** the license qualifier who originally filled out the TSR or **B)** the brokerage payer, i.e. controller of the company credit card who is entering the system in an administrative function. If the login credentials are not associated, the system will collect contact information on the payer.

<input type="button" value="Next"/> <input type="button" value="Exit"/>			
<u>License Name</u>	<u>Issuing Port</u>	<u>License#</u>	<u>Issue Date</u>
Aspen Forwarders & Custom House Brokers, Inc	1001	05415	06/02/1976
<p>Do you have an Individual Broker License? <input type="radio"/> Yes <input type="radio"/> No</p>			

a. 'Yes', the system will check to make sure the individual broker license holder has previously submitted their individual TSR.



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- i. If an individual license TSR has not been submitted, the following box will appear.

The individual status report must be submitted before proceeding with the brokerage payment

- Enter license information for your Individual Status Report
- You will be redirected to the Triennial Home Page

Close

- ii. Select '**Close**' and proceed to entering the individual license TSR.

- b. If the individual license TSR has been filed, the **Triennial Status Report Payment List** will appear.

License Name	Issuing Port	License #	Issue Date		
Sampath Org10 Bangaru Inc	2809	40120	03/08/2020		
Triennial Status Report Payment List					
Outstanding Amount Due		Total Quantity: 2	\$200.00		
<input type="checkbox"/> Issuing Port	Name	License	Rate	Quantity	Amount

- c. 'No', as a brokerage payer follows the 'no' path, the system will collect contact information of the payer to enable the delivery of the payment receipt.

Do you have an Individual Broker License? *

Yes No

Name and Email for Receipt

First Name * Middle Name

Last Name * Suffix

Email *

13. System requires the recording of the full **name** and **email address**. The email is to be entered twice to ensure accuracy. Enter the data; Confirmation of email must be hand typed - copy and paste is not allowed.



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Next
Exit

License Name Aspen Forwarders & Custom House Brokers, Inc	Issuing Port 1001	License# 05415	Issue Date 06/02/1976
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Do you have an Individual Broker License? Yes No

Name and Email for Receipt

First Name* John	Middle Name lama	Last Name* Broker	Suffix Jr
Email* JohnlamaBroker@ABCBrokerage.com	Confirm Email* JohnlamaBroker@ABCBrokerage.com		

14. Select Next



15. TSR Payment List, the system will produce a list of TSRs ready to pay.

Triennial Status Report Payment List - <License Number> and <License Name>							
Outstanding Amount Due						Total Quantity: 14	\$1,400.00
<input type="checkbox"/> Select All	Issuing Port ↑↓	Name ↑↓	License ↑↓	Rate	Quantity	Amount	
<input type="checkbox"/>	3201 Honolulu, HI	Washington, George	12345	\$100.00	1	\$100.00	
<input type="checkbox"/>	5301 Houston, TX	Hamilton, Alexander	22345	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00	
<input checked="" type="checkbox"/>	5301 Houston, TX	Franklin, Benjamin	44235	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Adams, John	55235	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00	
<input checked="" type="checkbox"/>	5301 Houston, TX	Franklin, Benjamin	44235	\$100.00	1	\$100.00	
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<input type="checkbox"/>	5301 Houston, TX	Hamilton, Alexander	22345	\$100.00	1	\$100.00	
<input type="checkbox"/>	3001 Seattle, WA	Jefferson, Thomas	33245	\$100.00	1	\$100.00	
Selected Quantity/Payment Amount					3	\$300.00	

Make a Payment

- a. The payment list contains all of the TSRs e-signed and in 'payment pending' status and associated with that brokerage license or organization brokerage license as an employee.
- b. The payment list is sortable on Issuing Port, Name (Last name, First name) and License number.



c. The TSRs that will be presented for payment are those whose 'check box' has been checked (left-hand column).

Outstanding Amount Due				Total Quantity: 0	\$0.00
<input checked="" type="checkbox"/> Issuing Port	Name	License ↓	Rate	Quantity	Amount
<input checked="" type="checkbox"/> 2809 San Francisco, CA	Sampath Org10 Bangaru Inc	40120	\$100.00	1	\$100.00
<input checked="" type="checkbox"/> 2704 Los Angeles, CA	Mario Acosta Carrillo	30601	\$100.00	1	\$100.00
Selected Quantity/Payment Amount				Total Quantity: 2	\$200.00

Make a Payment

d. Select the 'check box' on the header line to select ALL TSRs on the listing.

e. Some or all of the available TSRs can be paid.

f. The 'Selected Payment' amount may not exceed Pay.gov's payment limits:

- i. For credit cards, the limit is \$24,999 per day. Digital Wallet limits are \$10,000 per transaction.
- ii. If a payment limit is exceeded, the system will invite the user to reduce the number of TSRs selected to not exceed the limit

16. Select Make a Payment



when the user is ready to proceed to making a payment

17. Select payment method, follow instructions for the method chosen



I want to pay with my Amazon account **amazon pay**
 I want to pay with my PayPal account **PayPal**
 I want to pay with a debit or credit card **VISA** **MasterCard** **AMEX** **Discover** **FCM** **my** **U**

Processing a Payment Using Amazon Pay

- On the **Please select a payment method** screen, select the **I want to pay with my Amazon account** **amazon pay** option.
- In the pop-up window, select **OK**.
- On the **Amazon Pay screen**, enter in the required information and select **Place your order**.



- On the Payment Review  screen, select the Authorization checkbox and select **Continue**. 

Processing a Payment Using PayPal

- On the **Please select a payment method** screen, select the **I want to pay with PayPal**  option.
- On the PayPal account home page, enter in your email and password associated with your account and select **Log In**. 
- On the **PayPal pay** screen, enter in the required information and select **Continue**. 
- On the **Payment Review** screen, select the Authorization checkbox and select **Continue**. 

Processing a Payment using Credit/Debit Card

- From the **Please select a payment method** screen, select the **I want to pay with a debit or credit card**  option.
- In the pop-up window, select **OK**. 
- On the **Credit and Debit Card account information** screen, enter in the required fields and select **Continue**. 
- On the Payment Review screen, select the Authorization checkbox and select **Continue**. 

18. After entering mode and payment information, the system will request your final authorization to make the charge.



eCBP

Review and submit payment
* indicates required fields

Agency Tracking ID: 300898989

Payment Amount: \$200.00

Payment Method: Amazon

I authorize a charge to my account for the above amount in accordance with Amazon agreement.

[Cancel](#)
Continue

19. Payment Summary completes the payment process

Your payment has been processed successfully! A receipt has been emailed to your email address on file.

Payment Summary

Receipt Number:	400069449
Total Amount:	\$100.00
Payment Method:	PLASTIC_CARD
Payment Date:	November 23, 2020
Pay Gov Tracking ID:	3FRJUCFA
Agency Tracking ID:	300892147

Download Receipt
Return to Broker Home
Close

20. Follow processes below to retrieve/download copies of payment receipt, payment notification and the submitted TSR. (see “**Retrieving a Completed Triennial Status Report**” and/or “**Retrieving a Broker License TSR Receipt/Payment Notification**” below) When the brokerage employer has made payment on behalf of the licensed employee(s), a ‘payment notification’ will be emailed to the email address indicated on the ‘**Mailing & Contact**’ screen. TSR stored in eCBP is now final and considered filed in a timely manner.

Retrieving a Completed Triennial Status Report

1. On the eCBP home page, select **Brokers**. Brokers

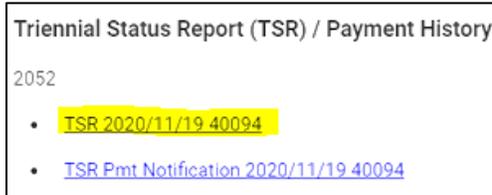
2. On the Brokers home page, select **Login**. Login

3. In the pop-up window, select **CONSENT & CONTINUE**. CONSENT & CONTINUE



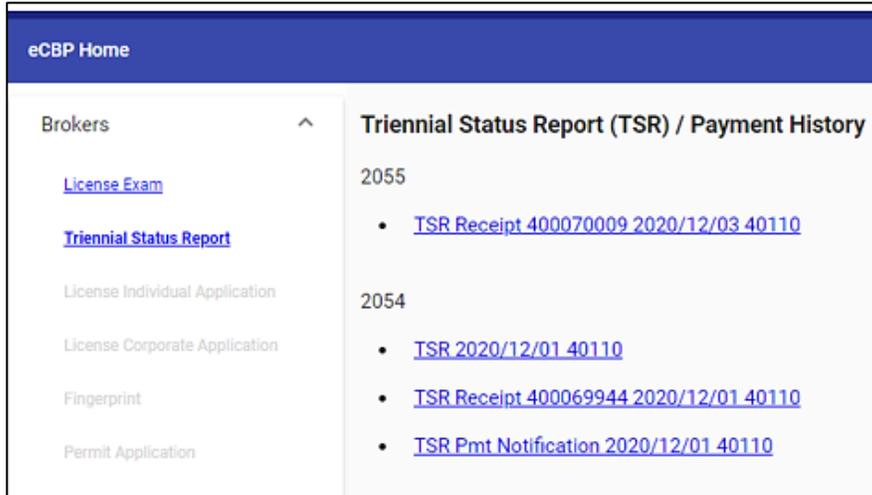
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4. On the Login.gov screen, enter email, password, and select **Sign In**. 
5. Select **Triennial Status Report**. 
6. Select **Completed Status Reports/Receipts**. 
7. Select the desired completed **TSR**.



Retrieving a Broker License TSR Receipt/Payment Notification

1. On the eCBP home page, select **Brokers**. 
2. On the Brokers home page, select **Login**. 
3. In the pop-up window, select **CONSENT & CONTINUE**. 
4. On the Login.gov screen, enter email, password, and select **Sign In**. 
5. Select **Triennial Status Report**. 
6. Select **Completed Status Reports/Receipts**. 
7. Select the desired completed **TSR Payment Receipt/TSR Payment History**.



Top of Screen Navigation Buttons

1. **Back**  - Allows user to move backward one screen
2. **Next**  - Allows user to advance forward one screen
3. **Save**  - Allows work to be saved, user can save and exit and retain inputs to date after the work has been saved
4. **Preview**  - Follow the on-screen instructions to download and view a PDF copy of the TSR; showing all inputs entered to this point. Upper left-hand corner signifies that the report is in 'DRAFT' status, the report has not been completed.
5. **Exit**  - Allows work to be saved and exits the user from the TSR system, returns the user to the eCBP Broker homepage.

Viewing the Help Menu

1. On the eCBP home page, select **Brokers**. 
2. Select **Help**  (upper right-hand corner of the screen).
3. The **Customs Broker – Help**  information is displayed.

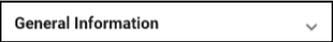


Viewing the FAQs

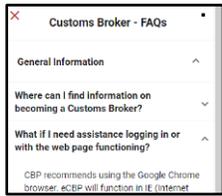
1. On the eCBP Broker home page, select **FAQs**.



2. On the Customs Broker - FAQs, expand **General Information**.



3. In the General Information section, expand the “**What if I need assistance logging in or with the web page functioning?**” question



4. From the Customs Broker – FAQs tab, select the **Triennial Status Report**.

Review the various topics and their solutions.

