

Navigate to: <https://ace.cbp.dhs.gov/>

**1 Login to ACE Portal**

On the next screen select accounts

**2. Click Accounts Tab**

On the next screen select exporter account & launch AESDirect



On the next screen you will see list of prior filings you have created in Production.

U.S. Customs & Border Protection  
U.S. Department of Homeland Security

AESDirect

Tools Menu ▾ JEAN MESLI

+ Create Export Filing   + Create from Template   + Amend AES Filing

Filings » All

Showing 1 to 10 of 777 entries

Search:

| Shipment Ref. #     | Status | Active Filing | Submission Type | ITN             | Last Updated/Filed  | Export Date | USPPI             | USPPI ID    | Consignee     | Destination |
|---------------------|--------|---------------|-----------------|-----------------|---------------------|-------------|-------------------|-------------|---------------|-------------|
| + BT_21012016A      | Draft  |               | Add             |                 | 01/21/2016 11:41:24 | 01/29/2016  | TOYS FOR U        | 11223344500 | SOLD EN ROUTE | BR 🇧🇷       |
| + Unassigned        | Draft  |               | Add             |                 | 01/20/2016 14:41:41 |             |                   |             |               |             |
| + CSD-01192016-0001 | Draft  |               | Replace         | X20160119121259 | 01/20/2016 14:11:37 | 01/31/2016  | FLORIDA CITRUS CO | 60160160100 | SOLD EN ROUTE | VE 🇻🇪       |

**6. On your browser, type in the following URL:  
<https://ace.cbp.dhs.gov/aesd/ta/cert/aes-direct/sessionBroker>**

U.S. Customs & Border Protection  
U.S. Department of Homeland Security

AESDirect

Tools Menu AAMIR SEHBAI

**T R A I N I N G   E N V I R O N M E N T**

+ Create Export Filing   + Create from Template   Amend AES Filing

Filings » All

Showing 1 to 4 of 4 entries

Search:  Search Reset

| Shipment Ref. # | Status | Active Filing | Submission Type | ITN | Last Updated/Filed  | Export Date | USPPI  | USPPI ID   | Consignee | Destination | Shipment Actions      |
|-----------------|--------|---------------|-----------------|-----|---------------------|-------------|--------|------------|-----------|-------------|-----------------------|
| 123             | Draft  |               | Add             |     | 02/17/2016 12:34:26 |             |        |            |           |             | Edit   Print   Delete |
| Unassigned      | Draft  |               | Add             |     | 02/10/2016 15:49:31 | 02/22/2016  | AAMIRS | 1231231234 |           | CA          | Edit   Print   Delete |

**7. Verify the following to make sure that you are in the training environment:**

- 1) Check the URL is <https://ace.cbp.dhs.gov/aesd/ta/cert/aes-direct/secured/home>
- 2) Make sure that the orange banner that says “TRAINING ENVIRONMENT” is displayed.

# TRAINING ENVIRONMENT

+ Create Export Filing



- Shipment Manager
- Party Profile Manager
- Template Manager
- Bulk Filing Manager**

Send AES Filing

Filings » All

Showing 1 to 10 of 18 entries

Search:

Search

Reset

**8. Click Bulk filing manager**



Destination



# TRAINING ENVIRONMENT

+ Create Bulk Filing

Bulk Filings » All

Showing 1 to 1 of 1 entries

Search:

Search

Reset

**9. Click Create bulk filing**

Bulk Upload

\* Required Field

Filer ID

462954258

Email Response Address(es) \*

ASEHBAI@GMAIL.COM

Choose a file \*

BROWSE...

Comment

Close

UPLOAD

10. Verify email & filer ID are correct

11. Click browse button and select the file

12. Click upload to submit the file

**User will receive a confirmation email with the status of the filing. If filing is accepted by CBP, the email will include the ITN as shown.**

We have received your created filing submitted at 01/26/2016 09:08:42.  
Your request to create the following filing has been ACCEPTED.

Shipment Reference Number: ABD-WEBLINK-003

AES ITN: X20160126121298

-----  
Attention

(399-VERIFY) IS THE CLEARANCE YEAR CORRECT?  
(700-COMPLIANCE ALERT) SHIPMENT REPORTED LATE; OPT 2  
(972-VERIFY) SHIPMENT ADDED; MUST VERIFY  
(8QR-VERIFY) QUANTITY RELATIONSHIP OUT OF RANGE

If you need further assistance, please contact the AES Help Desk at [askaes@census.gov](mailto:askaes@census.gov)  
or 1-800-549-0595, option 1.

PLEASE, DO NOT REPLY TO THIS MESSAGE

**10.If there are any error or warnings, it will be listed in the email.**

**Emails from test server and production server will have different email address:**

**Test:** [DoNotReplyTest@cbp.dhs.gov](mailto:DoNotReplyTest@cbp.dhs.gov)

**Production:** [DoNotReply@cbp.dhs.gov](mailto:DoNotReply@cbp.dhs.gov)