

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

ace secure data portal U.S. Customs and Border Protection

NOTICE TO ALL USERS: READ NOW
You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 2230 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

NOTICE TO ALL USERS: READ NOW
By logging in to the ACE Portal you agree to be bound by the language set forth in the [Terms and Conditions](#) document, last updated on May 05, 2007.
It is mandatory that all ACE users maintain a current email address within their ACE user profile.

Login Information
Enter your ACE UserID and Password to login

UserID: [REDACTED]
Password: [REDACTED] **1 Login to ACE Portal**

Log in using your [DHS.FBI](#) profile.
[Forgot your Password!](#)

On the next screen select accounts

ace secure data portal U.S. Customs and Border Protection

Home **Accounts** [Forms](#) [Help](#)

Task List
There are no pending forms

Forms(0)

Action #	Form Type	Entry Summary
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On the next screen select exporter account & launch AESDirect

The screenshot shows the 'ACE secure data portal' for U.S. Customs and Border Protection. The 'Accounts' tab is selected. In the 'Task Selector' on the left, the 'View' dropdown is set to 'Exporter' and the 'Submit AESDirect Filings' link is highlighted. In the 'View Top Account' section on the right, the 'Account Name' field is visible, and the 'Account Owner' link is highlighted. Three red callout boxes with arrows point to these elements:

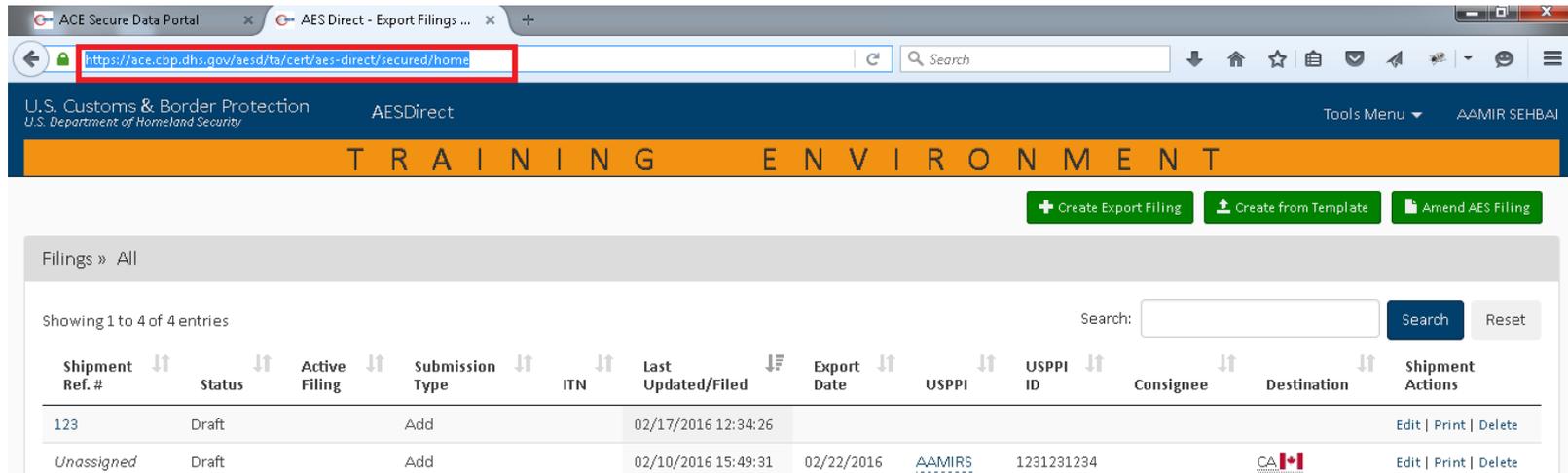
- Box 3: "3. Select Exporter from Account Type" points to the 'View: Exporter' dropdown.
- Box 4: "4. Click on the account to use" points to the 'Account Owner' link.
- Box 5: "5. Click link 'Submit AESDirect Filings'" points to the 'Submit AESDirect Filings' link.

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

The screenshot shows the AESDirect interface. The header includes 'U.S. Customs & Border Protection', 'AESDirect', and 'Tools Menu'. Below the header are three buttons: '+ Create Export Filing', 'Create from Template', and 'Amend AES Filing'. The main content area shows a list of filings with the following columns: Shipment Ref. #, Status, Active Filing, Submission Type, ITN, Last Updated/Filed, Export Date, USPPI, USPPI ID, Consignee, and Destination. The list shows three entries:

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>**



The screenshot shows a web browser window with the URL <https://ace.cbp.dhs.gov/aesd/ta/cert/aes-direct/secured/home> in the address bar. The page header includes "U.S. Customs & Border Protection" and "AESDirect". A prominent orange banner across the top of the content area reads "TRAINING ENVIRONMENT". Below the banner are three green buttons: "Create Export Filing", "Create from Template", and "Amend AES Filing". The main content area is titled "Filings » All" and shows "Showing 1 to 4 of 4 entries". A search bar is present with a "Search" button and a "Reset" button. Below the search bar is a table of filings with the following columns: Shipment Ref. #, Status, Active Filing, Submission Type, ITN, Last Updated/Filed, Export Date, USPPI, USPPI ID, Consignee, Destination, and Shipment Actions.

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
<i>Unassigned</i>	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.
 - 3) Now you are ready to submit WebLink Filings. You can go to your application and POST the filing data using the test URL. (You may use the test file provided to test connectivity)
- <https://ace.cbp.dhs.gov/aesd/ta/cert/aes-direct/secured/createWeblinkFiling>**

On the next screen you will see the data submitted pre-filled. (**Make sure the Orange training banner is still there to confirm you are in training environment**)

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

AESDirect

Tools Menu AAMIR SEHBAI

TRAINING ENVIRONMENT

Create Export Filing (Filer ID 462954258, ITN TBD)
Draft last saved:02/17/2016 14:29:31, EST

* Required Field Conditional Field

Step 1: Shipment Step 2: Parties Step 3: Commodities Step 4: Transportation Save As Template

Email Response Address(es) * ASEHBAI@GMAIL.COM

Shipment Reference Number * [REDACTED]

Filing Option * [REDACTED]

Mode of Transport (MOT) * 11 - VESSEL, CONTAINERIZED

Departure Date * 10/31/2015

MA - MASSACHUSETTS

AU - AUSTRALIA

Inbond Type * 70 - MERCHANDISE NOT SHIPPED INBOND

Foreign Trade Zone * [REDACTED]

Import Entry # * [REDACTED]

Is this a Routed Transaction? * Yes No

Are USPPI and Ultimate Consignee companies related? * Yes No

Does shipment contain hazardous material? * Yes No

Clear Shipment

8. Click each tab and verify all required data is populated.

9. Click submit filing

Close Previous Next Print View Submit Filing

Verify data in each tab, confirm data is correct, fix any missing data and click 'Submit Filing'.

If filing is accepted by CBP, you will receive a confirmation message.

The screenshot shows the AES Direct web application interface. At the top, the browser address bar displays the URL <https://ace.cbp.dhs.gov/aesd/ta/cert/aes-direct/se>. The page header includes the U.S. Customs & Border Protection logo and the text "AESDirect". A blue banner across the top contains the word "TRAINING" in large, spaced-out letters. Below the banner, the page title is "Create Export Filing (Filer ID 462954258, ITN X20160217253278)" and it indicates the draft was last saved on 02/17/2016 at 14:49:08. The navigation bar shows four steps: "Step 1: Shipment", "Step 2: Parties", "Step 3: Commodities", and "Step 4: Transportation". The main form area contains several fields: "Email Response Address(es)" with the value "ASEHBAI@GMAIL.COM", "Shipment Reference" with "ABD-WEBLINK-005", "Mode of Transport (MOT)" with "11 - VESSEL, CONTAINERIZED", "Port of Export" with "0401 - BOSTON, MA", "Departure Date" with "10/31/2015", "Inbond Type" with "70 - MERCHANDISE NOT SHIPPED INBOND", and "Filing Option" with "2 - PREDEPARTURE". There are also fields for "Port of Unlading" with "60210 - BRISBANE". At the bottom, there are radio button options for "Is this a Routed Transaction?", "Are USPPPI and Ultimate Consignee companies related?", and "Does shipment contain hazardous material?". A "Clear Shipment" button is located at the bottom left. A blue modal window titled "Accepted" is overlaid on the form, displaying a thumbs-up icon, the text "Status: Accepted by AES.", and three buttons: "Back to trade website", "View", and "Close". A red arrow points from the "Back to trade website" button to a red-bordered box containing the text: "10. Click back to trade website will take the user to the success/failure URL if submitted in the form."

You can repeat steps 7 to 10 multiple times to submit different shipments without logging in again

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
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

Production: DoNotReply@cbp.dhs.gov