

QUICK REFERENCE GUIDE

AUTOMATED COMMERCIAL ENVIRONMENT
(ACE)

BROKER EMPLOYEE UPLOAD



U.S. CUSTOMS AND BORDER PROTECTION
OFFICE OF INTERNATIONAL TRADE

VERSION 1.3

MAY 2014

Contents


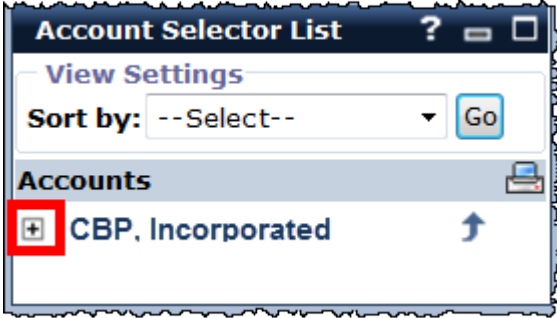

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Topic 1: Create and Maintain a Single Employee Record

Introduction


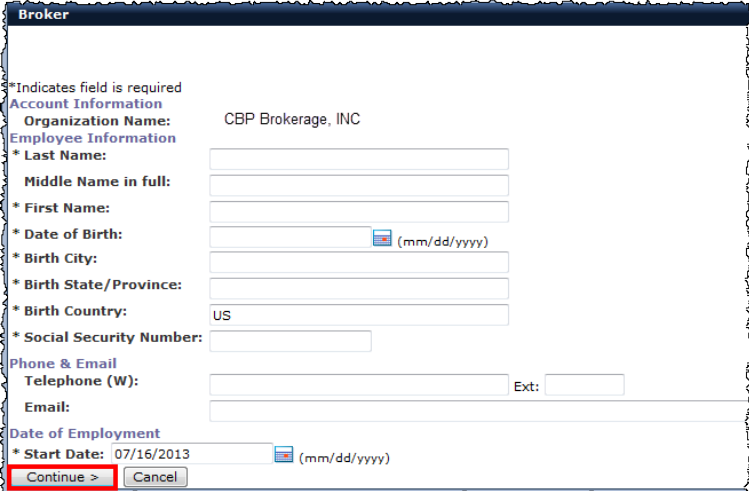

Brokers have the ability to individually create and maintain employee information in their ACE Portal Account. ACE users will navigate through a four-step process to add employee information into ACE. All required data elements are marked with an asterisk next to the respective field name. Adding employee information in the ACE Portal will allow a broker to comply with the Code of Federal Regulations (CFR) 111.

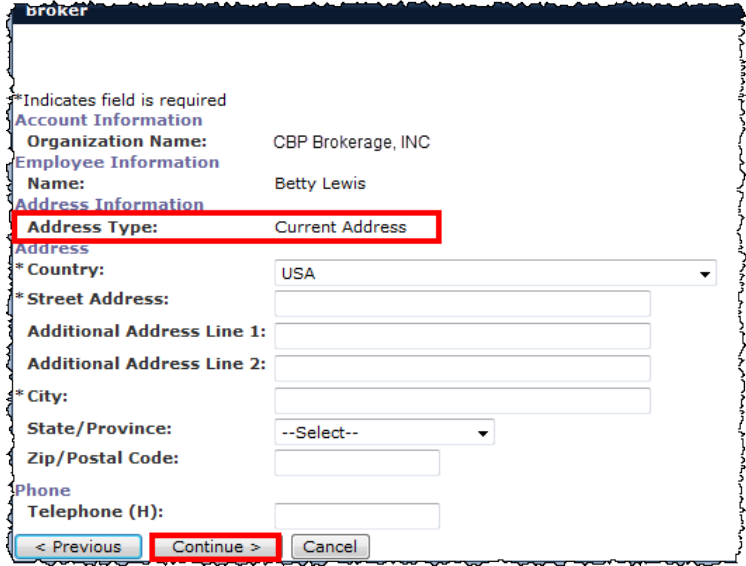

Table 1: How to Create and Maintain Broker Employee Data

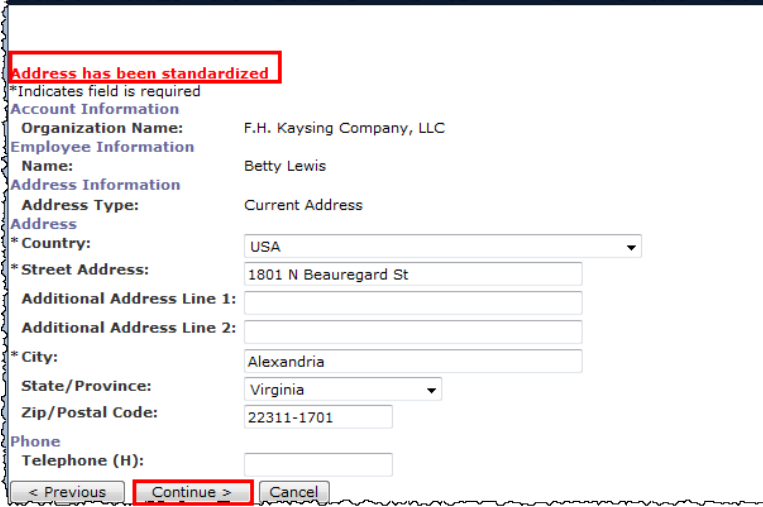
Step	Action
1.	After logging into your ACE Portal account, select the Accounts tab. 
2.	From the Account Selector List , select the '+' next to the top account to reveal the sub accounts of the broker account. 
3.	Select the '+' next to the sub account that needs to have employee data added. 


Step	Action
4.	Select the Broker permit number hyperlink associated with the new employee. 
5.	From the Broker Permit View screen, select the Employees tab.

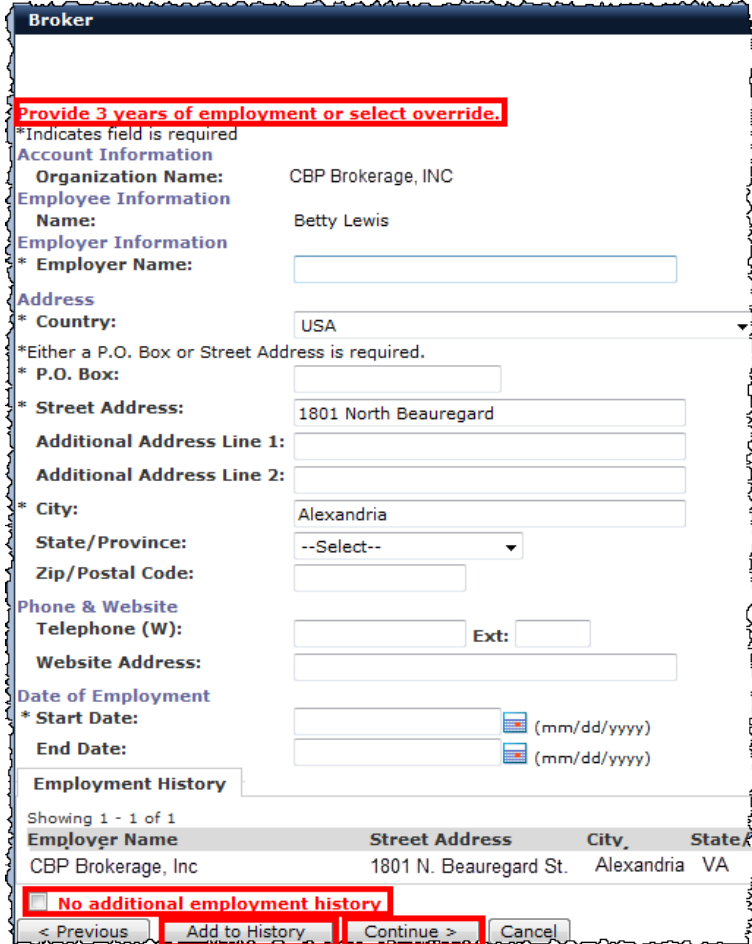


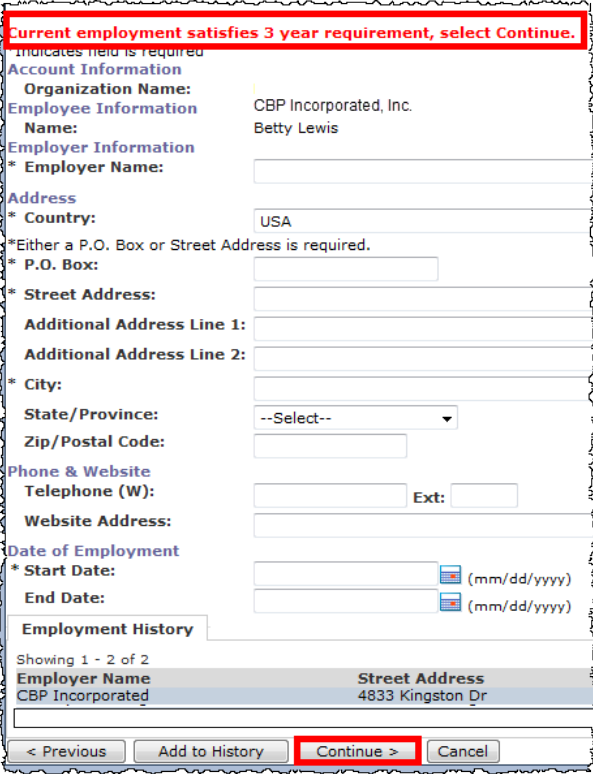

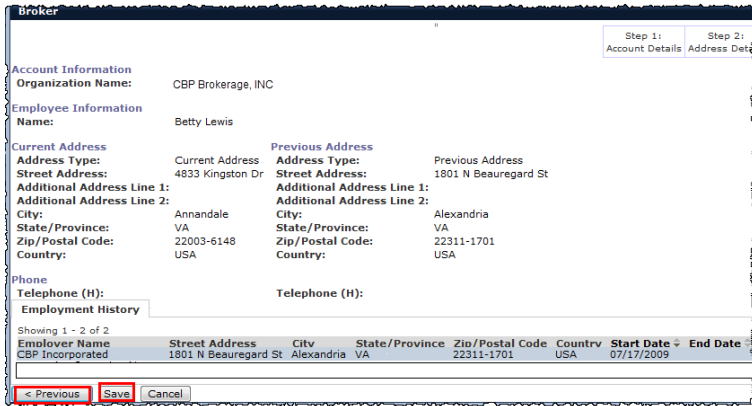
Step	Action
6.	<p>Select the Add Employee hyperlink.</p>  <p>a. From the Account Details screen, type the following required information:</p> <ul style="list-style-type: none"> • Last Name • First Name • Date of Birth • Birth City • Birth State/Province • Birth Country • Social Security Number • Start Date <p>b. Select Continue.</p>  <p> NOTE: Trade Account Owners (TAOs) may restrict visibility of Employee Social Security Numbers (SSNs) in the “User Access” hyperlink found inside the “Tools” tab of the ACE Portal Account.</p> <p>By provisioning a Proxy Trade Account Owner (PTAO) or a Trade Account User (TAU) with “Read Only Access” to the “Accounts” tab, SSNs will be encrypted and will not display to PTAOs or TAUs.</p> <p>SSNs are not available in ACE Reports.</p>

Step	Action
7.	<p>a. From the Address Details screen, type the following required current home address information:</p> <ul style="list-style-type: none">• Country• Street Address• City <p>b. Select Continue.</p> <div data-bbox="678 533 1419 1094"></div> <p> NOTE: The country defaults to USA. Use the drop-down menu to select another country, if applicable. If using the default of USA, the state and zip code are required.</p>

Step	Action
8.	<p>If the current address passes validation, the message, Address has been standardized, will be displayed.</p> <p>Select Continue.</p>  <p>The screenshot shows a web form with the following fields and values:</p> <ul style="list-style-type: none">Message: Address has been standardizedOrganization Name: F.H. Kaysing Company, LLCEmployee Information Name: Betty LewisAddress Type: Current AddressCountry: USAStreet Address: 1801 N Beauregard StAdditional Address Line 1: (empty)Additional Address Line 2: (empty)City: AlexandriaState/Province: VirginiaZip/Postal Code: 22311-1701Telephone (H): (empty) <p>Navigation buttons at the bottom: < Previous, Continue >, Cancel.</p>

Step	Action
9.	<p>Provide the address details.</p> <p>a. From the Address Details screen, type the following required previous home address information:</p> <ul style="list-style-type: none"> • Country • Street Address • City <p>b. Select Continue.</p> <div data-bbox="716 579 1382 1073" data-label="Form"> <p>Broker</p> <p>*Indicates field is required</p> <p>Account Information Organization Name: CBP Brokerage, INC</p> <p>Employee Information Name: Betty Lewis</p> <p>Address Information Address Type: Previous Address</p> <p>Address * Country: USA</p> <p>* Street Address:</p> <p>Additional Address Line 1:</p> <p>Additional Address Line 2:</p> <p>* City:</p> <p>State/Province: --Select--</p> <p>Zip/Postal Code:</p> <p>Phone Telephone (H):</p> <p>< Previous Continue > Cancel</p> </div> <p> NOTE: The country defaults to USA. Use the drop-down menu to select another country, if applicable. If using the default of USA, the state and zip code are required.</p>
10.	<p>If the previous address passes validation, the message, Address has been standardized, displays.</p> <p>Select Continue.</p> <div data-bbox="748 1388 1357 1881" data-label="Form"> <p>Broker</p> <p>Address has been standardized</p> <p>*Indicates field is required</p> <p>Account Information Organization Name: CBP Brokerage, INC</p> <p>Employee Information Name: Betty Lewis</p> <p>Address Information Address Type: Previous Address</p> <p>Address * Country: USA</p> <p>* Street Address: 1801 N Beauregard St</p> <p>Additional Address Line 1:</p> <p>Additional Address Line 2:</p> <p>* City: Alexandria</p> <p>State/Province: Virginia</p> <p>Zip/Postal Code: 22311-1701</p> <p>Phone Telephone (H):</p> <p>< Previous Continue > Cancel</p> </div>

Step	Action
11.	<p>Provide Employer details.</p> <p>a. From the Employer History Details screen, type the following required information:</p> <ul style="list-style-type: none"> • Employer Name • Country • P.O. Box • Street Address • City • Start Date <p>b. Select the Add to History button.</p> <p>OR</p> <p>c. If the Employer history is three years or more, or if this employment history does not apply, select the No additional employment history check box to override.</p> <p>d. Select Continue</p> 



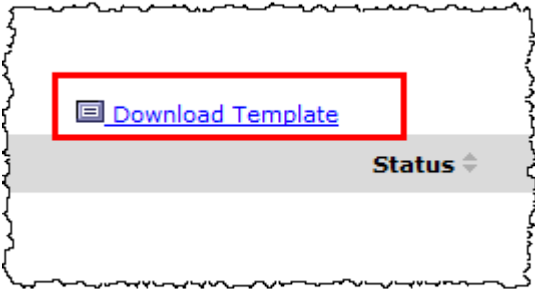
Step	Action
12.	<p>If successful with the three year requirement, the message, Current employment satisfies 3 year requirement, select Continue, displays. Select Continue.</p>  <p>NOTE:  If the Zip Code entered only contains 6 digits instead of the zip code plus 4, ACE will add the 4 digits automatically and the message, Address has been standardized, will display.</p>
13.	<p>Review the employee information. If information needs to be changed, select Previous. If the information is correct, select Save.</p> 

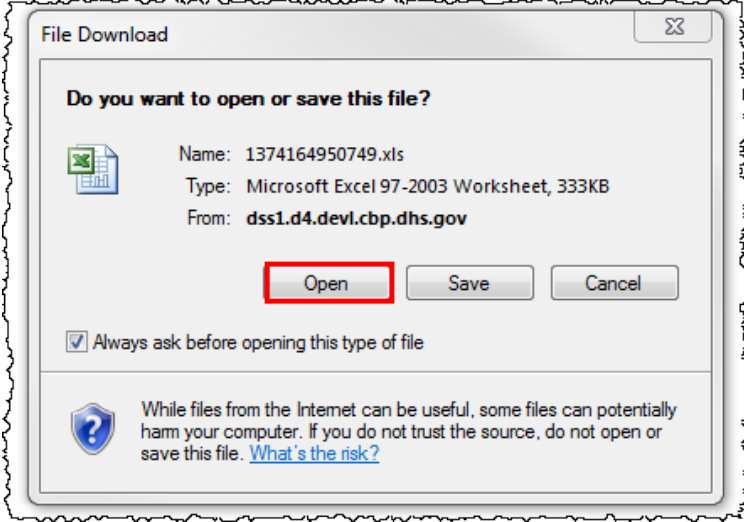

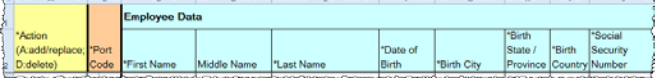

Topic 2: Download Employee Record Template for Upload


Introduction

ACE provides a quick and easy way to download a template to add, edit, and delete multiple employee records in an account simultaneously. The template can be saved to your computer and retrieved for easy access or to make updates to employee record data.

Table 2: How to Download the Employee Template

Step	Action
1.	From the Broker Permit View screen, select the Employees tab.
	
2.	Select the Upload Employees button. 
3.	Select the Download Template hyperlink. 

Step	Action
4.	<p>Select the Open button to open the blank template.</p>  <p> NOTE: The blank template displays.</p> 
5.	<p>Save the blank template to your computer by selecting from the Main Menu:</p> <ol style="list-style-type: none"> a. File b. Save As 

Step	Action
6	<p>Open the saved template to enter broker employee data.</p> <ul style="list-style-type: none">a) Use the keyboard shortcut (Ctrl+S) to save the file. Two files, an Excel 97-2003 Workbook (*.xls) and a Comma Delimited (CSV) (*.csv), will be automatically created to your designated location.b) If the SECURITY WARNING displays, Macros have been disabled, select the Enable Content button. <div data-bbox="722 531 1380 1039" style="border: 2px solid red; padding: 5px;"><p>Save as type: Excel 97-2003 Template (*.xlt)</p><p>Authors:</p><ul style="list-style-type: none">Excel Workbook (*.xlsx)Excel Macro-Enabled Workbook (*.xlsm)Excel Binary Workbook (*.xlsb)Excel 97-2003 Workbook (*.xls)XML Data (*.xml)Single File Web Page (*.mht;*.mhtml)Web Page (*.htm;*.html)Excel Template (*.xlt)Excel Macro-Enabled Template (*.xltn)Excel 97-2003 Template (*.xlt)Text (Tab delimited) (*.txt)Unicode Text (*.txt)XML Spreadsheet 2003 (*.xml)Microsoft Excel 5.0/95 Workbook (*.xls)CSV (Comma delimited) (*.csv)</div> <p> NOTE: The CSV file will be used to upload broker employee data into the ACE Portal. To review the .csv file, please use your computer's Notepad application instead of the Excel application.</p>

Topic 3: View Existing Employee Uploads

Introduction

The ACE portal allows for the review of all uploaded employee data. ACE will provide feedback if the upload was successful or occurred with errors or warnings to allow for review and the ability to make corrections.


Table 3: How to View Existing Employee Uploads

Step	Action
1.	From the Broker Permit View screen, select the Employees tab.



2.	Select the View Uploads button.
3.	Select the Batch Sequence # hyperlink you would like to view.



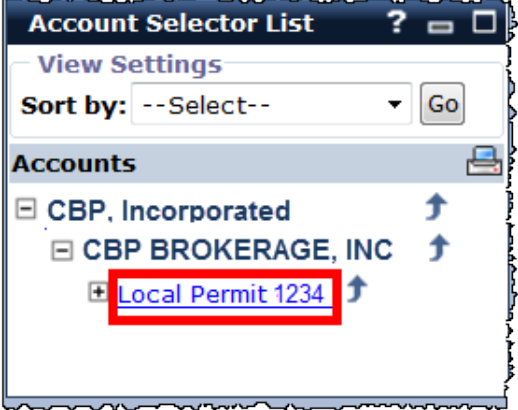


Step	Action
4.	<p>ACE displays the record file and provides:</p> <ul style="list-style-type: none">• Total # of Records• Total # of Successes• Total # of Warnings• Total # of Errors• Detail information on any warnings or errors for updates. <p>Select:</p> <p>a. OK if there are no warnings or errors.</p> <p>OR</p> <p>b. The Original File hyperlink to view any warnings or correct errors.</p> <div data-bbox="673 768 1442 1129" style="border: 1px solid black; padding: 5px;"><p>Broker</p><p><u>Update Employees Submission</u> Batch Sequence #: 0000000178 Status: Complete Submit Date/Time: 07/22/2013 2:58 PM Submitted By: John Jay Purge Date: 10/20/2013 Original File: employee_records.csv</p><p><u>Update Employees Results</u> Total # of Records: 157 Total # of Successes: 157 Total # of Warnings: 0 Total # of Errors: 0 Warning/Error Detail:</p><p><input type="button" value="OK"/></p></div> <p> NOTE: the file upload size must be less than or equal to 20971520 bytes (20MB).</p>

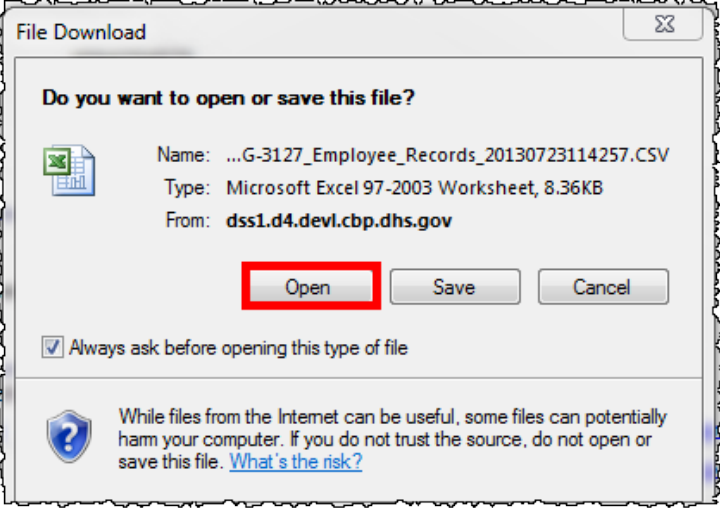
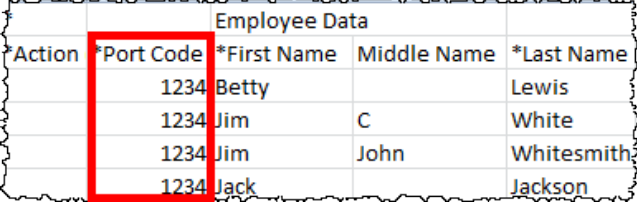

Topic 4: Download Employee List for a Specific Permit

Introduction

ACE allows for the download of employee records associated with a port code for a specific permit.

Table 4: How to Download Employee List for a Specific Permit

Step	Action
1.	Drill down the Account Selector List until you find the specific permit associated with the employees you wish to download. 
2.	From the Broker Permit View screen, select the Employees tab. 
3.	Select the Download Current tab. 

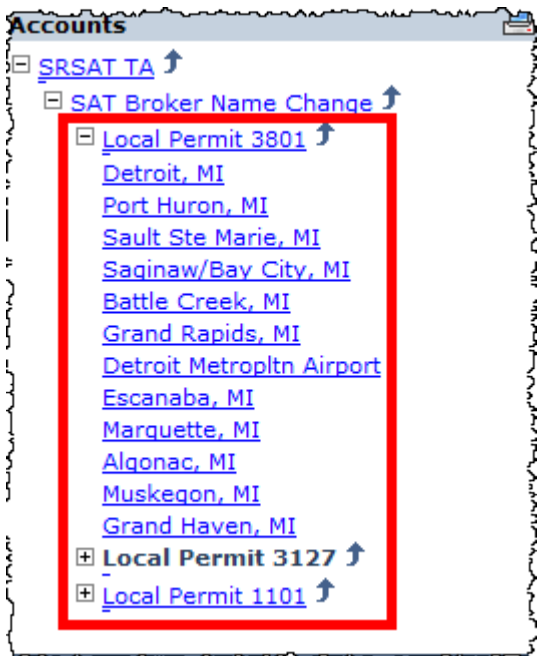
Step	Action
4.	<p>Select Open.</p>  <p>NOTE: The spreadsheet displays with the employees associated with the port based on the selection of the local permit number in step 1.</p> 
5.	<p>If desired, save the spreadsheet to your computer by selecting from the Main Menu:</p> <ol style="list-style-type: none"> a. File b. Save As 


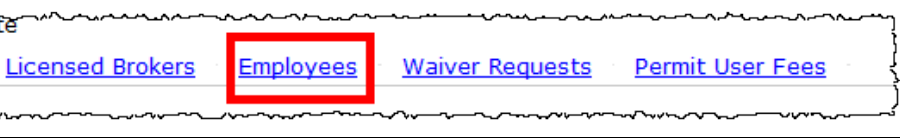

Topic 5: Download Employee List for a Specific Filer

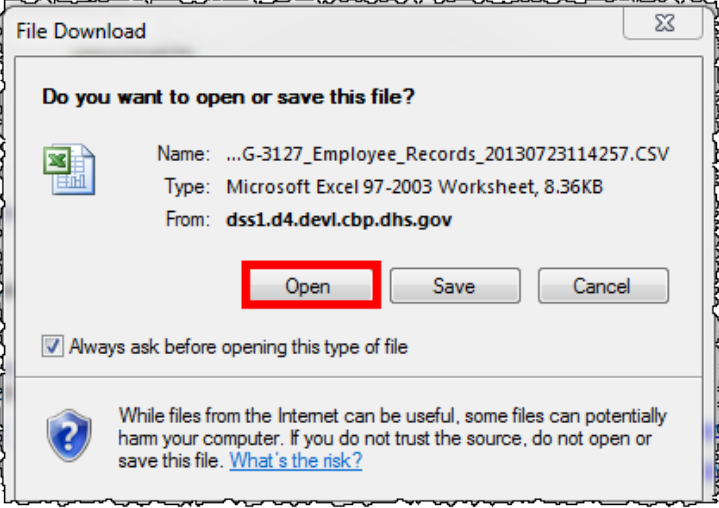

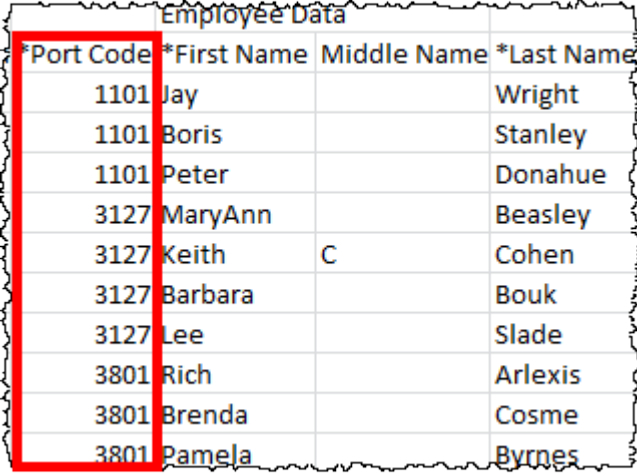

Introduction

There are certain trade accounts that may have multiple filers at different ports. ACE provides a way for brokers to view all employees associated with the account regardless of the assigned port.

Table 5: How to Download an Employee List for a Specific Filer

Step	Action
1.	<p>Drill down the Account Selector List and select the + sign next to the sub-account to list the permits associated with the filer.</p> 

Step	Action
2.	Select the Local Permit hyperlink in the Account Selector List . 
3.	From the Broker Permit View screen, select the Employees tab. 
4.	Select the Download All tab. 

Step	Action
5.	<p>Select Open.</p>  <p> NOTE: The spreadsheet displays with all the names of employees associated to the filer regardless of the selection of local permit number.</p> 
6.	<p>If desired, save the spreadsheet to your computer by selecting from the Main Menu:</p> <ol style="list-style-type: none"> a. File b. Save As 

Topic 6: Additional ACE Resources

ACE Training & Reference Guides

For additional information on web-based training and documentation relating to trade functionality, please visit the **ACE Training and Reference Guides** page at:

<http://www.cbp.gov/trade/ace/reports-training-and-user-guides>

ACE Automated Systems

To navigate to the page, please visit the **ACE and Automated Systems** page (Home > Trade > ACE and Automated Systems) at :

<http://www.cbp.gov/trade/automated>

then select the **Visit ACE Training & Reference Guides** button on the right side of the page.



Figure 1: ACE and Automated Systems Page

For more specific help or assistance on the ACE Secure Data Portal, call Technology Support at **1-866-530-4172** or e-mail ACE.Support@cbp.dhs.gov.