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## Introduction

With the deployment of e-Manifest: Trucks, U.S. Customs and Border Protection (CBP) delivered functionality which allowed brokers and self-filers that participated in Border Release Advanced Selectivity System (BRASS) and Free and Secure Trade (FAST) to use the ACE Secure Data Portal to create entry banks. Brokers and self filers could:

- Set up their own entry banks without dependency on CBP
- Instantly see what percentage of each bank has been used by viewing the list of the banks
- Create a national BRASS entry bank to be used for all ports

With the deployment of e-Manifest: Rail and Sea (M1), brokers and self-filers also have the ability to create and maintain entry banks for “*Rail Line Release*”. This is accomplished under the broker view in the ACE Portal.



*Please note functionality differs depending on the type of entry bank the user is creating.*

## Who Can Create a Line Release Entry Bank?

The Trade Account Owner (TAO) must grant full access to the Accounts tab to any Proxy Trade Account Owner (PTAO) and Trade User who needs to create an entry bank. See “Managing User Access” user guide for instructions on granting user access privileges, which is posted on CBP.gov.

## Creating a Line Release Entry Bank

The following are key points to remember when creating an entry bank.

- Multiple banks with the same filer code and *entry “Bank Type”* are allowed and will be assigned unique Entry Bank Sequence Numbers by the system.



- The Entry Bank End Number must be greater than the Entry Bank Start Number.
- When adding or updating a line release entry bank, the start number/end number range cannot overlap with any other range for an existing entry bank of any type for that filer code/"*Check Digit Modifier*" combination.
- ACE will validate whether a broker is authorized to add a rail entry bank for the selected port. If the filer code has a valid C4 code for the selected port, then that broker can create the rail entry bank. Otherwise an error message will be displayed indicating "*Not authorized to perform this action at selected port*".



Trade users with full access to the Accounts Tab will be able to create truck and rail entry banks. However, only the rail line release entry bank can be edited once it has been created.

To create an entry bank from the broker view:

1. Select the **Accounts** tab.



2. Select the + in the "Account Selector List" portlet to expand the account list and select the filer code level of the account.



Note: If you do not see the sub-tabs shown above but see "[Continue >](#)" your account set up is not complete. You will need to add a point of contact to the account before the sub-tabs will appear.

3. Select the **Entry Banks** hyperlink.
4. Select **Add Entry Bank**.



5. Select the **Bank Type** from the drop down. Choices for truck include: BRASS Local, BRASS National and FAST. For rail, choose Rail Line Release.



6. Enter the **Port Code** or select the “*Port Code*” link to search for a port code by state.

7. Enter the seven digit numeric **Start #**. Do not begin the number with your filer code.
8. Enter the seven digit numeric **End #**. Do not begin the number with your filer code.
9. Enter the **Check Digit Modifier**. The “Check Digit Modifier” must be numeric and be between 0 and 9.
10. Select **Save**.



**View Top Account**  
Please select a valid top account.

**Broker**  
\*Indicates field is required  
**Broker Account**  
Name: MANANA BROKER 2  
**Entry Bank Information**  
\* Bank Type: RAIL LINE RELEASE  
\* Port Code: 0901 [Port Code](#)  
\* Start #: 9876500  
\* End #: 9876600  
\* Check Digit Modifier: 5

### Viewing a Line Release Entry Bank

Authorized trade users can view the entry banks created. To view an entry bank follow the steps below:

1. Select the **Accounts** tab.



2. Select the + in the "Account Selector List" portlet to expand the account list and select the filer code level of the account.
3. Select the **Entry Banks** hyperlink. A list of entry banks is displayed.
4. Select the **Bank Type** hyperlink of the entry bank record you wish to view.

[Contacts](#) [Addresses](#) [Entry Banks](#) [Licensed Brokers](#) [License Information](#)

Showing 1 - 4 of 4

Bank Type	Bank Number	Port Code	Start #	End #	Next #	Used	Status	Check Digit Modifier
<a href="#">Brass Local</a>	1	0712	8209000	8210000	8209000	0%	Active	8
<a href="#">RAIL LINE RELEASE</a>	2	0901	2000000	2000999	2000000	0%	Active	3
<a href="#">RAIL LINE RELEASE</a>	3	0901	9876500	9876700	9876500	0%	Active	5
<a href="#">RAIL LINE RELEASE</a>	4	2305	1984000	1984999	1984000	0%	Inactive Used	2

5. The "Broker" portlet displays with the "Bank Entry Information".
6. Select **OK** to return to the "Broker Account Information" portlet.



*If more than one entry bank has been created for an Account, the most recently created entry bank will appear at the top of the list.*



Broker	
<b>Broker Account</b>	
<b>Name:</b>	MANANA BROKER 2
<b>Bank Entry Information</b>	
<b>Bank Type:</b>	RAIL LINE RELEASE
<b>Bank Number:</b>	2
<b>Port Code:</b>	0901
<b>Start #:</b>	2000000
<b>End #:</b>	2000999
<b>Next #:</b>	2000000
<b>Used:</b>	0%
<b>Status:</b>	Active
<b>Check Digit Modifier:</b>	3
<input type="button" value="OK"/>	

When viewing the entry bank you have created, a new field is displayed called "Next #." This represents the next entry number to be assigned from the entry bank. If the "Used" percentage is 0%, then the "Next #" and "Start #" will be the same.

### Editing a Line Release Entry Bank

Authorized users with full access to the "Accounts" tab have the ability to edit the rail line release entry bank. The following fields can be modified when editing the rail line release entry bank:

- Start # (only when the bank is unused)
- End #
- Next #
- Status
- Check Digit Modifier



*Please note the Rail Line Release Entry Bank can only be edited if it is in an "Active Status".*

To edit a line release entry bank follow the steps below:

1. Select the **Accounts** tab.
2. Select the **+** in the "Account Selector List" portlet to expand the account list and select the filer code level of the account.
3. Select the **Bank Type** hyperlink of the entry bank record you wish to edit.
4. Select the **Edit** button when the "Broker" portlet displays.



Broker

Broker Account  
Name: MANANA BROKER 2

Bank Entry Information  
Bank Type: RAIL LINE RELEASE  
Bank Number: 2  
Port Code: 0901  
Start #: 9876500  
End #: 9876600  
Next #: 9876500  
Used: 0%  
Status: Active  
Check Digit Modifier: 5

OK ? [Edit]

- 5. Select the field (s) to be edited and enter the correction.
- 7. Select **Save**. You will be returned to the “Broker Account Information” portlet.

Broker

\*Indicates field is required

Broker Account  
Name: MANANA BROKER 2

Entry Bank Information  
Bank Type: RAIL LINE RELEASE  
Bank Number: 0  
Port Code: 0901  
\* Start #: 9,876,500  
\* End #: 9,876,600  
\* Next #: 9,876,500  
Used: 0%  
Current Status: Active  
\* Status:  Active  Inactive  
\* Check Digit Modifier: 5

Save Cancel

The “Used” field indicates the percentage of numbers that have been used. If the percentage is greater than 0%, you will NOT be able to edit the Start #.



Once you make an entry bank inactive, you cannot change the status to active. You must create a new entry bank. You can, however, view an inactive entry bank.



Please note while commas currently display in the Start # and End # fields, when editing the field, the user should enter the seven digit number without the commas.



### Additional Resources

For additional assistance, take the web-based training (WBT) titled *e-Manifest: Rail & Sea*.

The URL for the ACE Online Training Center and the required user name and password are:

[http://nemo.cbp.gov/ace\\_online](http://nemo.cbp.gov/ace_online)

**ACE Web-based Training (WBT)**

Welcome to the ACE Online Training center. These training courses are optimized for a screen resolution of 1024 x 768 or larger, just like the ACE portal.

Should you experience any trouble viewing the courseware, try these few [troubleshooting tips](#).

Your screen resolution is: 1350 x 844  
 Available view area: 1350 x 814  
 Browser name: Microsoft Internet Explorer  
 Browser version: 4

Flash Player 7 or higher is required to view this course.

[Get Adobe Flash Player](#) To check the current version of Flash that your browser is running [Click here](#).

You can launch a course from the links below:

- ACE Initial Login **ACE**
- Periodic Payments **R3**
- e-Manifest: Trucks **R4**
- e-Manifiesto: Camiones **R4**
- ACE Reports for the Trade Community
- Enhanced ACE Accounts & Master Data **A1**
- Multi-Modal Manifest & ESAR Enhancements **A2**
- Forms, Declarations, & AD/CVD Cases **A2.3.1**
- Post Summary Corrections **A2.3.2**
- e-Manifest: Rail & Sea **M1**
- e-Manifiesto: Ferrocarril y Maritimo **M1**



**Do you need additional assistance using the ACE Portal?** If you are a trade member calling or if you are calling outside the United States, please contact the **Technology Service Desk** at 1-866-530-4172.