ACE Secure Data Portal

Masking Personally Identifiable Information (PII)

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U.S. Customs and Border Protection
INTRODUCTION

Trade Account Owners (TAOs) can mask PII such as Social Security Numbers (SSNs) for Taxpayer ID, License brokers and Employee records displayed in the broker account view of your ACE Secure Data Portal Account. By provisioning a Proxy Trade Account Owner (PTAO) or a Trade Account User (TAU) with read-only access, SSNs will display as asterisks to PTAOs or TAUs.

SSNs are not available in ACE Reports.

MASKING PII IN ACE

1. Access the ACE Secure Data Portal.
2. In the ACE Secure Data Portal Home page, select the **Tools** tab.

   **NOTE:** In the **Task Selector** panel, the **User Access** hyperlink is already selected.

3. In the **User Access** panel, in the **Last Name** column, select a **last name** hyperlink.

4. In the **User Access** panel:
   a. Ensure all required (*) fields are completed.
   b. Select the **Continue** button.

5. In the **User Access** panel, in the **Broker** tab, select the **Edit Broker Permissions** hyperlink.
6. In the **User Access** panel, in the **Authorized Tab Access** section, in the **Read Only Access** column, select the radio button in the **Accounts** row.

7. Select the **Continue** button.

**CHECKING PII MASKING**

1. In the ACE Secure Data Portal, select the **Accounts** tab.

   **NOTE:** In the **Task Selector** panel, keep or select the **Broker** view. In the **Select Task** section, the **Accounts** hyperlink is already selected.

2. In the **Account Selector List** panel, select your **sub-account name** hyperlink.

3. In the **Broker** panel:
   
   a. Select the **Licensed Brokers** tab.
   
   b. In the **Licensed Brokers** tab, in the **Name** column, select the hyperlink with the licensed broker’s name.
4. In the **Account Selector List** panel, in the **Accounts** section, select the hyperlink for your **National** or **Local Permit**.

![Account Selector List](image)

5. In the **Broker** panel:
   a. Select the **Employees** tab.
   b. In the **Name** column, select the employee name hyperlink.

![Broker Panel](image)

6. In the **Broker** panel:
   a. Review the **Social Security Number**: field.
   b. Select the **OK** button to exit the **Broker** panel.