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**TOPIC 1: CREATE A MODERNIZED ACE PORTAL ACCOUNT AND LOG IN**

**INTRODUCTION**
Before you can access the Modernized ACE Portal, you must create a Modernized ACE Portal account. You can link your Legacy ACE account to your new Modernized ACE Portal account to synchronize your roles. This is a one-time step for the first login.

You can view all your Legacy ACE accounts in the Modernized ACE Portal and toggle between the two applications without logging in again.

**IMPORTANT:** Your ACE Accounts must be active and in good standing to link from the Legacy ACE Portal to the Modernized ACE Portal. Additionally, we recommend using Google Chrome or Edge to access the ACE Modernized Portal.

All fields are required.

**ONE TIME ACCOUNT CREATION FOR A MODERNIZED ACE PORTAL ACCOUNT**

1. In an Internet browser (Chrome or Edge), type https://ace.cbp.gov.
2. In the Welcome to the ACE Secure Data Portal page, select the Trade/PGA User Login button.
3. In the login screen, select the CREATE AN ACCOUNT button.
4. In the **Create Your CBP Account** pane:
   a. In the **First Name** field, type *your first name*.
   b. In the **Last Name** field, type *your last name*.
   c. In the **Email** field, type *your work email address*.
   d. In the **Create Password** field, type a *password*.
   
   **NOTE:** Passwords must have at least 15 characters at least one lower case letter, one upper case letter, and a number.
   
   **TIP:** As you create your password, a checkmark displays when each criterion has been met.
   e. In the **Confirm Password** field, re-type *your password*.
   f. Select the **SIGN UP** button.

5. In the **Two Factor Authentication** page:
   a. In the **Security Token** field, type the six-digit code sent to your email address.
   b. Select the **Verify** button.
6. In the page that displays, select the **ACCEPT TERMS** button.

7. In the **Link your Legacy ACE User** page:
   a. In the **User Id** field, type your Legacy ACE user ID.
   b. In the **Password** field, type your Legacy ACE password.
   c. Select the **Link Legacy ACE Account** button.

8. In the **Your account has been linked successfully!** dialog box, select the **Sync Legacy Account** button.

The **Welcome to ACE** homepage displays.

**IMPORTANT:** When your Modernized ACE Portal and Legacy ACE accounts are linked, your roles are synchronized. Registering and linking to the Legacy ACE Portal is a one-time step.
SUBSEQUENT LOG INTO THE MODERNIZED ACE PORTAL

1. In an Internet browser (Chrome or Edge), type https://ace.cbp.gov.
2. In the Welcome to ACE Secure Data Portal page, in the Sign into ACE pane, select the Trade/PGA User Login button.

3. In the log in page:
   a. In the Email field, type the email address you used to set up your account.
   b. In the Password field, type the password you used to set up your account.
   c. Select the LOG IN button.

   The Two Factor Authentication page displays. An email is automatically sent to your login email address.

   TIP: If you receive a login error, follow the directions in the error message to restore your access.

4. In the Two Factor Authentication page:
   a. In the Security Token field, type the six-digit code sent to your email address.
   b. Select the Verify button.
5. In the page that displays, select the **ACCEPT TERMS** button.

The **Welcome to ACE** home page displays.
**TOPIC 2: ACCESS THE LEGACY ACE PORTAL FROM THE MODERNIZED ACE PORTAL**

**INTRODUCTION**

All information in the Modernized ACE Portal is synchronized with the Legacy ACE Portal. Any updates you make in Legacy ACE Portal are visible in the Modernized ACE Portal. Any updates you make in the Modernized ACE Portal are visible in the Legacy ACE Portal.

Until all Legacy ACE Portal functionality is available in the Modernized ACE Portal, you can access the Legacy ACE Portal through the Modernized ACE Portal.

**ACCESS THE LEGACY ACE PORTAL FROM THE MODERNIZED ACE PORTAL**

1. In the **Welcome to ACE** page:
   a. Select the **References** tab.
   b. Select the **Legacy ACE** hyperlink.

The Legacy ACE Portal displays bypassing the login screen.