

Broker Reporting

Modernized ACE Portal

December 2023



U.S. Customs and Border Protection





INTRODUCTION

This QRC provides guidance on Broker Reporting in the Modernized ACE Portal.



IMPORTANT: The first time you log in to the Modernized ACE Portal, you will link your Legacy ACE Portal to your Modernized ACE Portal. For more information, reference **Log into the Modernized ACE Portal** section in the **Modernized ACE Portal:** Account Types Quick Reference Guide (QRG).

NAVIGATE TO AN ORGANIZATIONAL BROKER

1. In the **Welcome to ACE** home page, in the **Search** field, type search criteria for the broker account.



NOTE: If you have recently viewed an account, you may also select the account in the **Recently Viewed Accounts** table.

- 2. In the account record:
 - a. Select the National Permits tab.
 - b. In the Permit column, select the permit hyperlink.

Account Name				Reports
Record Type Name ACE ID File Organizational Broker	Code			
Related National Permits	Entry Banks National Permits	License Information Canceled Local Permits		
1 Records Permit 1 2022	Port Code	V Permit Type National	✓ Status Active	~

UPLOAD BULK EMPLOYEE DATA

- 1. Navigate to an Organizational Broker (previously "Broker"), and in the **National Permits** tab, select the hyperlink in the **Permit** column.
- 2. Select the Employees tab.
- 3. Select the Bulk Upload button.

Account Name	Reports Print Permit
Record Type Name ACE ID Issuing Port Code Permit # Permit Type Broker Permit National	
Details Addresses Contacts Licensed Brokers Employees Permit User Fees Documents	
Related Trade Employees ^{0 Records}	Bulk Upload View Uploads Download All Add Employee
Name V Phone	✓ Email ✓







The Bulk Upload of Employees dialog box displays.

	1	
	Bulk Upload of Em	ployees
Instructions		
1. Download this tem Employee Upload 2. Add your data to th Enable macros in E	emplate	
3. Upload your file fo		
1 Upload Files	Or drop files	
Note: File cannot exce	d 4MB	
		ОК

4. Select the **Employee Upload Template** option. The Employee Upload template displays.

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				t can contain v	viruses. Unless ye	ou need to	edit, it's s	afer to stay in P	rotected View. En	able Editing								
		: × ~																
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Emp	loyee Data										Employee Current Addres	38						
Firs	Name	Middle Name	"Last Name	"Date of Birth	"Birth City	"Birth State / Province	"Birth Country	"Social Security Number	"Employee Start Date	Employee End Date	*Street address	Additional Address	Additional Address	*City	"State / Province	*Country	"Zip / Postal Code	
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5. Save the file in a location on your computer.



IMPORTANT: The file needs to be saved as a .csv, but it downloads as an .xlsx in order to provide the highlighting and required fields. If the **Enable Macros** button appears, saving will automatically generate a .csv file. If macros are not enabled, users should choose to save it as a .csv.



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6. Type information into the spreadsheet, then save the file again.



IMPORTANT: The SSN is masked in the Modernized ACE Portal unless the Trade Account Owner assigns "Full Access" to a Trade user.

IMPORTANT: The employee upload spreadsheet has a maximum limit of 200 employees per upload.

IMPORTANT: When entering an employee address, the building number must be listed before the street name, even if a non-U.S. country's address standard is to place the building number after the street name. Select the **Upload Files** button in the **Bulk Upload of Employees** dialog box, then select the saved file.



NOTE: Required fields are indicated by an asterisk and shaded cells.

7. Select the **OK** button.



IMPORTANT: If you encounter a **Completed with Errors** message, select **OK**. You can select the **View Uploads** hyperlink, then view the error in the details.

8. A **Pending** status appears when the **Bulk Upload** is processing the employees in the .CSV

For que	estions about	the new ACE portal	I, please <u>clic</u>	<u>ik here</u> . To retu	irn to Legacy ACE, plea	e visit <u>References</u> . Beta Experie	nce								×
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Home	a 4	Accounts 🗸	Account	t Search	References										
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	Batch Sequ	ience # ↓	~	File Name		Submit Date/Time	~	Status	~	# of Successes	~	# of Errors	~	Submitted By	~
1						1/27/2023, 09:53 AM		Pending		10		0			
								-							

9. Select **Refresh** to view **# of Successes**, **# of Errors**, and **Status** change as the upload process progresses.

UPLOAD SINGLE EMPLOYEE DATA

- 1. Navigate to an organizational broker, and in the **National Permits** tab, select the hyperlink in the **Permit** column.
- 2. Select the **Employees** tab.
- 3. Select Add Employee.







Account Name		Reports Print Permit	+ New Account
Record Type Name ACE ID Broker Permit	Issuing Port Code Permit # Permit Type National		
Details Addresses Contacts	Licensed Brokers Employees Permit User Fees Documents		
Related Trade Employees ^{0 Records}		Buik Upload View Uploads Download A	Add Employee
Name	✓ Phone	∽ Email	~

- 4. In the Create a Broker Permit Employee dialog box:
 - a. In the Is this employee a licensed broker? field, select the Yes or No radio button.
 - b. In the fields, type *data*, as required.
 - c. Select the Next button.



IMPORTANT: When entering an employee address, the building number must be listed before the street name, even if a non-U.S. country's address standard is to place the building number after the street name.

The **Validate Address** pop-up window will sometimes move the house number to the end of the street address for non-US addresses. If this happens, uncheck the **Use Validated Address?** checkbox. Select the **Confirm** button.

In the review screen, ensure the House Number is still at the beginning of the **Street Address** field. Select **Save**.

Create a Broker Permit Employee: Employee Information (step 1 of 3)								
✓ Employee Information		Î						
*Is this employee a licensed broker? Ve5 No	Licensed Bicker Search by license number, name, or SSN	٩						
* Last Name	Middle Name							
* First Name	*Brthdate	8						
*Birth Country	*Birth State							
United States	Select an Option	·						
* Birth City	*Social Security Number							
Account Phone	Phone Ext							
Email								
*Employee History Start Date	Employee History End Date							
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NOTE: Required fields are indicated by an asterisk.

CREATE DESIGNATED RECORDKEEPING CONTACT AND CUSTOMS BUSINESS POINT OF CONTACT

- 1. Navigate to an organizational broker.
- 2. In the organizational broker, select the National Permits tab.







- 3. Select the hyperlink for the permit you wish to view.
- 4. Select the **Contacts** tab.
- 5. Select Add Contact.
- 6. In Create a New Contact, use the drop-down to create the contact.



NOTE: Required fields are indicated by an asterisk.

BLANKET DECLARATIONS

For detailed information on Blanket Declarations, view the <u>Blanket Declaration Records QRG | U.S.</u> <u>Customs and Border Protection (cbp.gov)</u>.



