



eCBP Broker Triennial Status Report Submission: Brokerage Payer – Brokerage Payer registering to pay multiple License fees on behalf of their Partnership, Corporation, Association or Sole Proprietor Quick Reference Guide








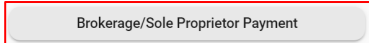

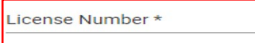

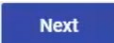
Background: The following are common tasks that Broker license holders need to perform in eCBP.

Please refer questions regarding this process to the Rev Mod Service Desk | email_revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext 4670

Accessing eCBP

- eCBP Home page: <https://e.cbp.dhs.gov>

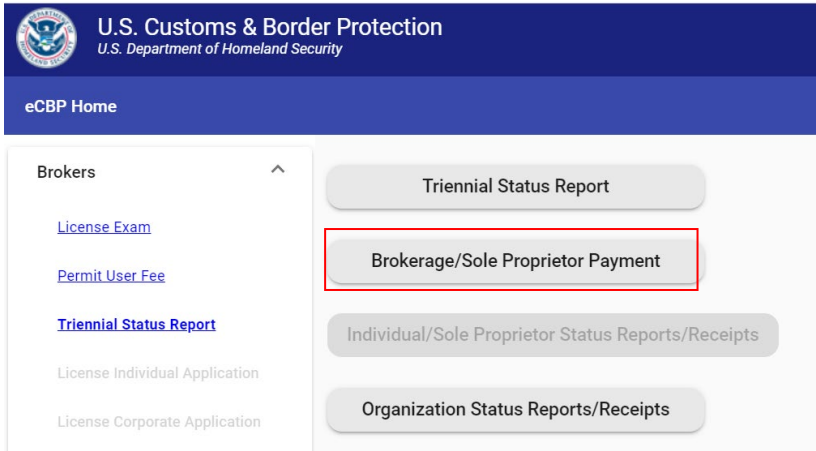
Completing the payment of multiple TSR license fees: Partnership, Corporation, Association or Sole Proprietor

- On the eCBP Home page, select **Brokers** 
- On the Brokers Home page, select **Triennial Status Report** 
- Read and acknowledge Security and Privacy act notifications
 - Security notification I have read and acknowledge the security statement. 
 - DHS Privacy Act I have read and acknowledge the privacy statement. 
- In the pop-up window, select **CONSENT & CONTINUE** 
- On the Login.gov screen, enter email, password, and select **Sign In** and follow the one-time code instructions. 
- On the Brokers Home page, select **Triennial Status Report** 
- Select **Brokerage/Sole Proprietor Payment** button 
- Select **Next** 
- On the License Information screen, enter the License Number and Issue Date exactly as they appear on your paper license.   Date can be entered by entering all eight digits or through the pulldown calendar button on the right
- Select **Next** 



Select and pay multiple 'Payment Pending' TSRs

11. From the Triennial Status Report Home page, select 'Brokerage/Sole Proprietor Payment'



12. On the License Information screen, enter organization broker license number and issued date exactly as they appear on your paper license. Date can be entered by entering all eight digits or through the pulldown calendar button on the right.

In order to retrieve the brokerage status reports pending payment, provide the brokerage license information:

License Number *

Issue Date (MM/DD/YYYY)*

13. Select Next

14. Identifying who is making the actual payment, the system will determine if the login credentials match: **A)** the license Qualifier who originally filled out the TSR or **B)** the brokerage payer, i.e. authorized holder of the company credit card who is entering the system in an administrative role. If the login credentials are not associated, the system will collect contact information on the payer

Brokers

- License Exam
- Permit User Fee
- Triennial Status Report
- License Individual Application
- License Corporate Application
- Fingerprint
- Permit Application

Next Exit

License Name	Issuing Port	License #	Issue Date
GORDANA KAJER	2704	40111	10/20/2020

Name and Email for Receipt

First Name * Middle Name

Last Name * Suffix

Email * Confirm email *

a. The system will check to make sure the individual broker license holder has previously submitted their individual TSR.

i. If an individual license TSR has not been submitted, the following box will appear



The individual status report must be submitted before proceeding with the brokerage payment

- Enter license information for your Individual Status Report
- You will be redirected to the Triennial Home Page

Close

- ii. **Select 'Close'** and proceed to entering the individual license TSR
- b. If the individual license TSR has been filed, the Triennial Status Report Payment List will appear

Brokers	License Name	Issuing Port	License #	Issue Date
	Avneet Org2 Kour Inc	1001	40135	10/08/2020

Triennial Status Report Payment List

Outstanding Amount Due			Total Quantity: 2	\$200.00	
<input type="checkbox"/> Issuing Port	Name	License	Rate	Quantity	Amount
<input type="checkbox"/> 2704 Los Angeles, CA	Sodhi LLc IND	40107	\$100.00	1	\$100.00
<input type="checkbox"/> 1001 New York, NY	Avneet Org2 Kour Inc	40135	\$100.00	1	\$100.00

Selected Quantity/Payment Amount Total Quantity: 0 \$0.00

- c. As a brokerage payer follow the 'no' path, the system will collect contact information on the payer to enable the delivery of the payment receipt

Do you have an Individual Broker License? *

Yes No

Name and Email for Receipt

First Name * Middle Name

Last Name * Suffix

Email *



Revenue Modernization Program | eCBP

- 15. System requires the recording of the full name and email address, email to be entered twice to ensure accuracy. Enter the data, confirmation of email must be hand typed, copy and paste is not allowed

Next
Exit

License Name	Issuing Port	License#	Issue Date
Aspen Forwarders & Custom House Brokers, Inc	1001	05415	06/02/1976

Do you have an Individual Broker License? Yes No

Name and Email for Receipt

First Name*	Middle Name	Last Name*	Suffix
John	Jama	Broker	Jr

Email*	Confirm Email*
JohnJamaBroker@ABCBrokerage.com	JohnJamaBroker@ABCBrokerage.com

- 16. Select Next Next

- 17. TSR Payment List, the system will produce a list of TSRs ready to pay.

Triennial Status Report Payment List					
Outstanding Amount Due				Total Quantity: 2	\$200.00
<input type="checkbox"/> Issuing Port	Name	License	Rate	Quantity	Amount
<input checked="" type="checkbox"/> 1101 Philadelphia, PA	Tatiana SP3 Enright	40080	\$100.00	1	\$100.00
<input checked="" type="checkbox"/> 3001 Seattle, WA	Rakesh Ind15 Kharbanda	40099	\$100.00	1	\$100.00
<input checked="" type="checkbox"/> 1303 Baltimore, MD	Charles Org4 Inc	40110	\$100.00	1	\$100.00
<input type="checkbox"/> 2809 San Francisco, CA	Rakesh Ind5 Kharbanda	40084	\$100.00	1	\$100.00
<input type="checkbox"/> 3901 Chicago, IL	Avneet Ind C Sodhi	40083	\$100.00	1	\$100.00
Selected Quantity/Payment Amount				Total Quantity: 3	\$300.00

Make a Payment

- a. The payment list contains all of the TRSs e-signed and in 'payment pending' status and associated with that Brokerage license or organization brokerage license as an employee.
- b. The payment list is sortable on Issuing Port, Name (Last name, First name) and License number.



- c. The TSRs that will be presented for payment are those whose 'check box' has been checked (left hand column).

Triennial Status Report Payment List

Outstanding Amount Due						Total Quantity: 2	\$200.00
<input type="checkbox"/> Issuing Port	Name	License	Rate	Quantity	Amount		
<input checked="" type="checkbox"/> 101 Philadelphia, PA	Tatiana SP3 Enright	40080	\$100.00	1	\$100.00		
<input type="checkbox"/> 001 Seattle, WA	Rakesh Ind15 Kharbanda	40099	\$100.00	1	\$100.00		
<input checked="" type="checkbox"/> 303 Baltimore, MD	Charles Org4 Inc	40110	\$100.00	1	\$100.00		
<input type="checkbox"/> 209 San Francisco, CA	Rakesh Ind5 Kharbanda	40084	\$100.00	1	\$100.00		
<input checked="" type="checkbox"/> 901 Chicago, IL	Avneet Ind C Sodhi	40083	\$100.00	1	\$100.00		

Selected Quantity/Payment Amount Total Quantity: 3 \$300.00

[Make a Payment](#)

- d. **Select** the 'check box' on the header line to select ALL TSRs on the listing.
- e. Some or all of the available TSRs can be paid
- f. The 'Selected Payment' amount may not exceed Pay.Gov's payment limits:
 - i. For credit card of <\$24,999> per day
 - ii. If a payment limit is exceeded the system will invite the user to reduce the number of TSRs selected to not exceed the limit

18. Select [Make a Payment](#) when the user is ready to proceed to making a payment

19. **Select** payment method, follow instructions for the method chosen











I want to pay with a debit or credit card

VISA MASTERCARD AMERICAN EXPRESS DISCOVER PAYCOM MONEY ORDER MONEY ORDER

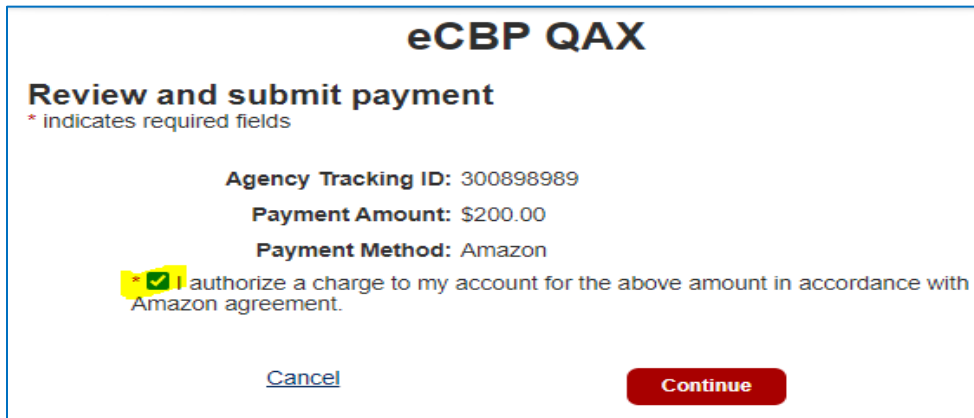
[Cancel](#) [Continue](#)



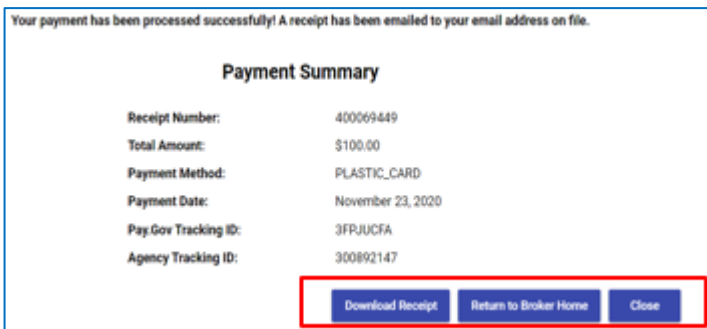
Processing a Payment using Credit/Debit Card

- From the Please select a payment method screen, select the **I want to pay with a debit or credit card** I want to pay with a debit or credit card        option
- In the pop-up window, select **OK** 
- On the Credit and Debit Card account information screen, enter in the required fields and select **Continue** 
- On the Payment Review screen, select the Authorization checkbox and select **Continue** 

20. After entering mode and payment information, the system will request your final authorization to make the charge.




21. Payment Summary completes the payment process




22. Follow processes below to retrieve/download copies of payment receipt, payment notification and the submitted TSR. (see “Retrieving a Completed Triennial Status Report” and/or “Retrieving a Broker License TSR Receipt/Payment Notification” below) When the brokerage employer has made payment on behalf of the licensed employee(s), a ‘payment notification’ will be emailed to the licensed employee at the email address indicated on the ‘Mailing & Contact’ screen. TSR stored in eCBP is now final and considered filed in a timely manner




Retrieving a Completed Triennial Status Report

1. On the eCBP Home page, select **Brokers** 

2. On the Brokers Home page, select **Login** 

3. In the pop-up window, select **CONSENT & CONTINUE** 

4. On the Login.gov screen, enter email, password, and select **Sign In** 


5. Select **Triennial Status Report** 

6. Select **Completed Status Reports/Receipts** 


7. Select the desired completed **TSR** 

Retrieving a Broker License TSR Receipt/Payment Notification

1. On the eCBP Home page, select **Brokers** 

2. On the Brokers Home page, select **Login** 

3. In the pop-up window, select **CONSENT & CONTINUE** 

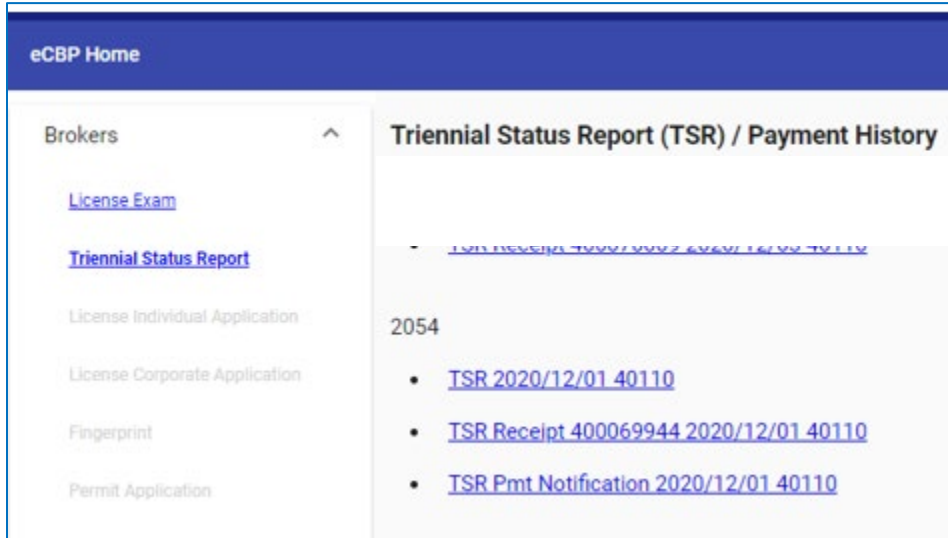
4. On the Login.gov screen, enter email, password, and select **Sign In** 

5. Select **Triennial Status Report** 

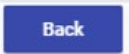



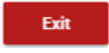
6. Select **Completed Status Reports/Receipts** 




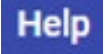
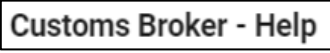
7. Select the desired completed **TSR Pmt Receipt/TSR Pmt Notification**



Top of Screen Navigation Buttons


1. Back  - Allows user to return one screen back
2. Next  - Allows user to advance on screen forward
3. Save  - Allows work to be saved, user can save and exit and retain inputs to date after the work has been saved
4. Preview  - Follow the onscreen instructions to download and view a .pdf copy of the TSR; showing all inputs entered to this point. Upper left-hand corner signifies that the report is in 'DRAFT' status, the report has not been completed
5. Exit  - Allows work to be saved and exits the user from the TSR system, returns the user to the eCBP Broker homepage

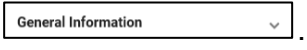
Viewing the Help Menu

1. On the eCBP Home page, select **Brokers** .
2. Select **Help**  (upper right-hand corner of the screen).
3. The **Customs Broker – Help**  Information is displayed.

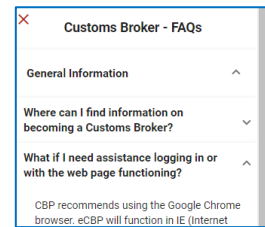


Viewing the FAQs

1. On the eCBP Broker Home page, select **FAQs** .

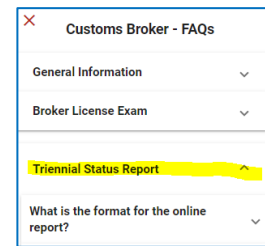
2. On the Customs Broker - FAQs, expand **General Information** .

3. In the General Information section, expand the “**What if I need assistance logging in or with the web page functioning?**” Question



4. From the Customs Broker – FAQs tab, select the Triennial Status Report tab

Review the various topics and their solutions



Rev Mod Service Desk | email revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext 4670