



Modernized ACE Portal

Account Types

April 2024



U.S. Customs and
Border Protection





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GETTING STARTED

This chapter covers the following sections:

- **INTRODUCTION TO MODERNIZED ACE PORTAL USER GUIDE**
- **HOW TO USE THIS GUIDE**
- **WHAT'S NEW**

GETTING STARTED





INTRODUCTION TO MODERNIZED ACE PORTAL USER GUIDE

PURPOSE

This User Guide (UG) provides information on how to process account types for air, sea, truck, and rail in the Modernized ACE Portal.

TARGET AUDIENCE

This user guide is intended for use by Trade users.

This training is not for Participating Government Agency (PGA) or CBP users.

ORGANIZATION

This user guide is divided into three chapters containing one or more sections each, which are then divided into topics. Each section covers a set of related functions or tasks, and each topic presents information and guidance about a specific function or task.

USER GUIDE LAYOUT

This user guide includes these Chapters:

- Chapter 1: Modernized ACE Portal Introduction
- Chapter 2: Create Accounts and Add Account Information
- Chapter 3: View and Edit Account Information





HOW TO USE THIS GUIDE

PRESENTATION CONVENTIONS

This user guide has consistent visual cues and standard text formats to help locate and interpret information easily. The following text conventions are used:

TEXT CONVENTIONS

- **Bold Title Case** - Used for data fields, menu items, button names, and option names.
- *Italics* - Indicates entries the user is to type, used for both verbatim entries and placeholder entries. An example of a placeholder entry is password where the user is to type their individual password, not the word “password”.

GRAPHIC CONVENTIONS

This text uses Notes (including general notes, tips, and important notes) to call the user’s attention to information of special importance. The types of notes used and their explanations are shown below, from most critical to neutral.

Important Notes, Notes, and Tips



IMPORTANT: Provides information essential to the completion of a task. Users can disregard information in a note and still complete a task, but they should not disregard an important note.



NOTE: Emphasizes or supplements important parts of the main text. A note supplies information that may apply only in special cases.



TIP: Helps users apply the techniques and procedures described in the text to their specific needs. A tip suggests alternative methods that may not be obvious and helps users understand the benefits and capabilities of the product.





WHAT'S NEW

RELEASED – APRIL 2024

Statement Designation and Calendar

Authorized users can view statement information and edit the statement calendar payment date in importer and organizational broker accounts.

Authorized users can indicate statement designation in organizational broker accounts.



IMPORTANT: Importer and organizational broker accounts must participate in PMS and the organizational broker must have a top account to edit statements.

For detailed information and steps to complete statements functionality in the Modernized ACE Portal, reference the [Statements Calendar and Designation Quick Reference Card \(QRC\)](#).





CHAPTER 1: MODERNIZED ACE PORTAL INTRODUCTION

This Chapter contains the following Sections:

- **SECTION 1.1: CREATE ACCOUNT, LOGIN, AND ACCESS**
- **SECTION 1.2: NAVIGATE THE MODERNIZED ACE PORTAL**

CHAPTER 1





SECTION 1.1: CREATE ACCOUNT, LOGIN, AND ACCESS

INTRODUCTION

You must create a Modernized ACE Portal account and link to your Legacy ACE account before you log into the Modernized ACE Portal. All data in the Modernized ACE Portal synchronizes with the Legacy ACE Portal; updates in one are visible in the other. You access Legacy ACE through the Modernized ACE Portal.

THIS SECTION CONTAINS THE FOLLOWING TOPICS:

- Topic 1.1.1: Create a Modernized ACE Portal Account and Log In
- Topic 1.1.2: Subsequent Log In to the Modernized ACE Portal
- Topic 1.1.3: Access Legacy ACE from the Modernized ACE Portal





TOPIC 1.1.1: 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.

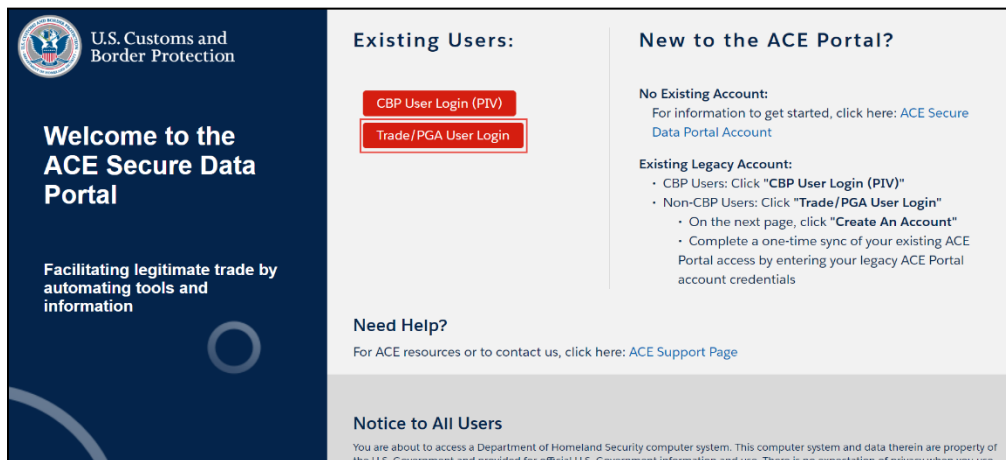


IMPORTANT: Your ACE Accounts must be active and in good standing to link from the Legacy ACE Portal to the Modernized ACE Portal. Additionally, we recommend using Google Chrome or Edge to access the ACE Modernized Portal.

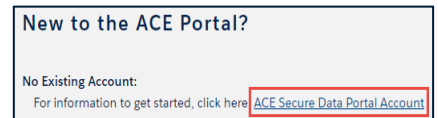
All fields are required.

HOW TO CREATE A MODERNIZED ACE PORTAL ACCOUNT AND LOG IN

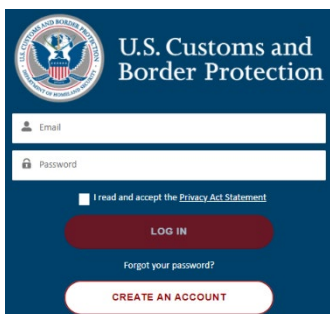
1. In an Internet browser (Chrome or Edge), type <https://ace.cbp.gov>.
2. In the **Welcome to the ACE Secure Data Portal** page, in the **Existing Users** pane, select the **Trade/PGA User Login** button.



NOTE: If you do not have an existing Legacy ACE account, select the link in the **No Existing Account** section for information on creating a new account.



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*.



TIP: When you select the **First Name** field, a dialog box may display with your name and email address. Selecting anywhere in this dialog box auto-populates all fields except the **Create Password** and **Confirm Password** fields.

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 and 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.

Password must contain the following:

- ✓ A lowercase letter
- ✓ A capital (uppercase) letter
- ✓ A number
- ✗ Minimum 15 characters

e. In the **Confirm Password** field, re-type *your password*.

f. Select the checkbox before the **I read and accept the Privacy Act Statement**.

g. 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.

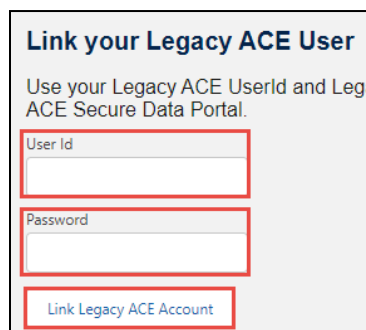




6. In the page that displays, select the **ACCEPT TERMS** button.

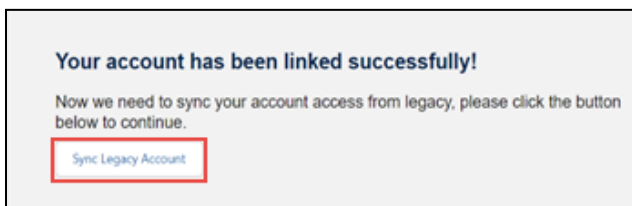


7. In the **Link your Legacy ACE User** page:
 - a. In the **User Id** field, type *your Legacy ACE user ID*.
 - b. In the **Password** field, type *your Legacy ACE password*.
 - c. Select the **Link Legacy ACE Account** button.





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.

Your ACE Account must be active and in good standing to link from the Legacy ACE Portal to the Modernized ACE Portal.



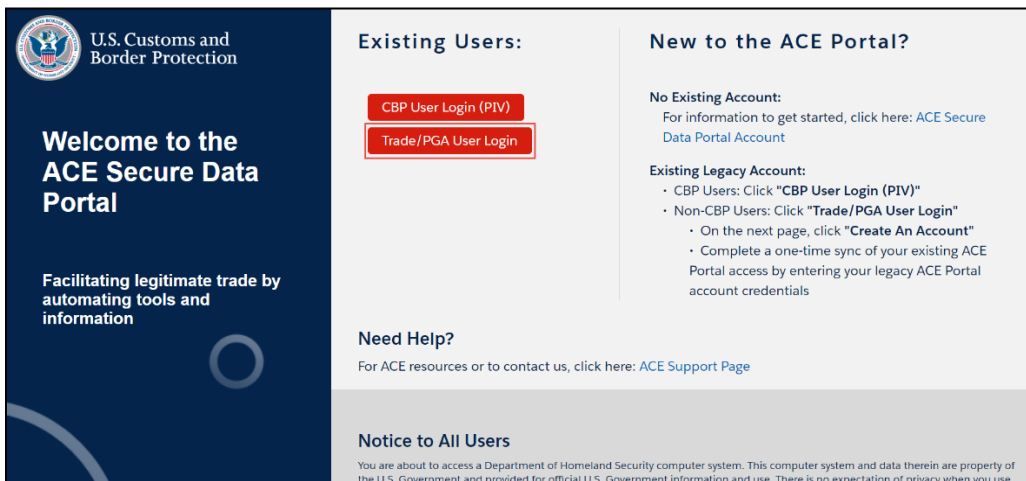
TOPIC 1.1.2: SUBSEQUENT LOG IN TO THE MODERNIZED ACE PORTAL

INTRODUCTION

The first time you log in to the Modernized ACE Portal, you will link your Legacy ACE Portal to your Modernized ACE Portal account. All subsequent logins will automatically link to the Legacy ACE Portal.

HOW TO LOG IN TO THE MODERNIZED ACE PORTAL AFTER THE INITIAL LOG IN AND LINK

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 **Existing Users** pane, select the **Trade/PGA User Login** button.



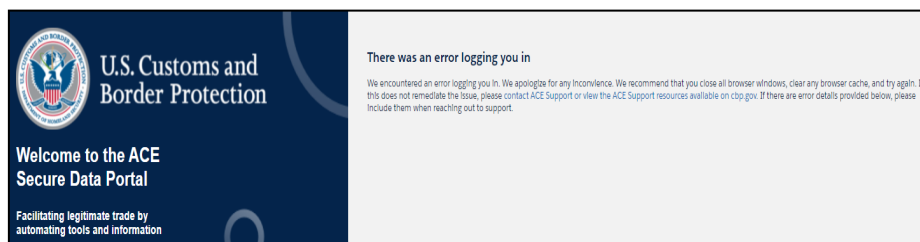
3. In the log in page:
 - a. In the **Email** field, type the *email address you used to set up your account*.
 - b. In the **Password** field, type the *password you used to set up your account*.
 - c. Select the checkbox before the **I read and accept the Privacy Act Statement**.
 - d. Select the **LOG 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.





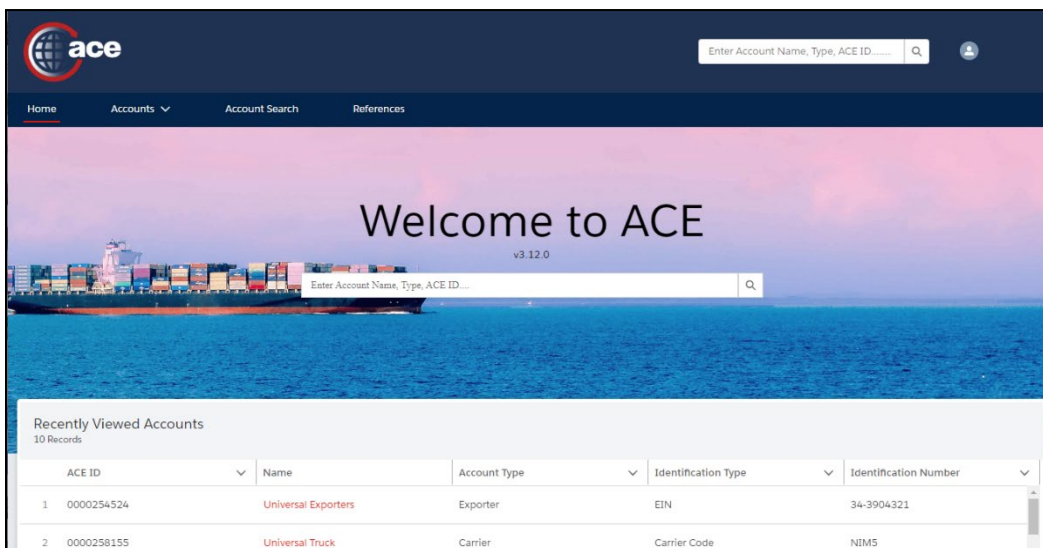
4. In the **Two Factor Authentication** page:
 - a. In the **Security Token** field, type the *six-digit code sent to your email address*.
 - b. Select the **VERIFY** button.



5. In the page that displays, select the **ACCEPT TERMS** button.



The **Welcome to ACE** home page displays.





TOPIC 1.1.3: ACCESS LEGACY ACE FROM THE MODERNIZED ACE PORTAL

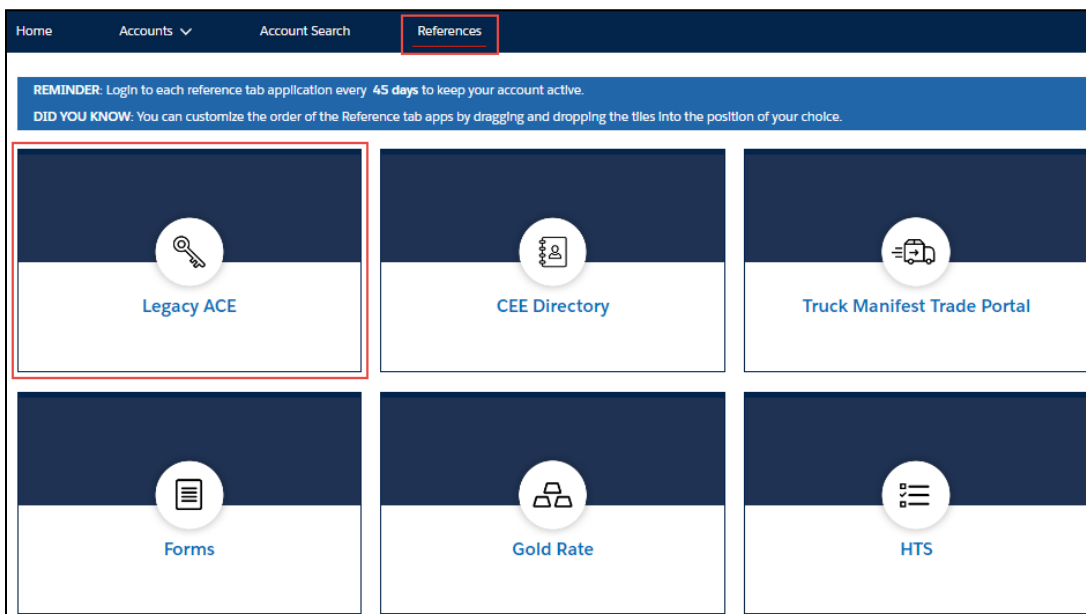
INTRODUCTION

All information in the Modernized ACE Portal synchronizes with the Legacy ACE Portal. Any updates made in Legacy ACE are visible in the Modernized ACE Portal. Any updates made in Modernized ACE Portal are visible in the Legacy ACE Portal.

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

HOW TO ACCESS LEGACY ACE FROM THE MODERNIZED ACE PORTAL

1. In the **Welcome to ACE** page:



- a. Select the **References** tab.



NOTE: You can change the display order of the tiles by selecting a tile and using your mouse to drag and drop it at the desired location.

- b. Select the **Legacy ACE** hyperlink.

The Legacy ACE Portal displays bypassing the login screen.





SECTION 1.2: NAVIGATE THE MODERNIZED ACE PORTAL

INTRODUCTION

There are many helpful features and functions in the Modernized ACE Portal home page.

THIS SECTION CONTAINS THE FOLLOWING TOPICS:

- Topic 1.2.1: Navigate the Modernized ACE Portal
- Topic 1.2.2: Search for an Account Using the Global Search Field
- Topic 1.2.3: Search for an Account Using the Accounts Tab
- Topic 1.2.4: Search for an Account Using the Search Filters Pane
- Topic 1.2.5: Share Feedback on the Modernized ACE Portal
- Topic 1.2.6: Access Support for Modernized ACE Portal Issues

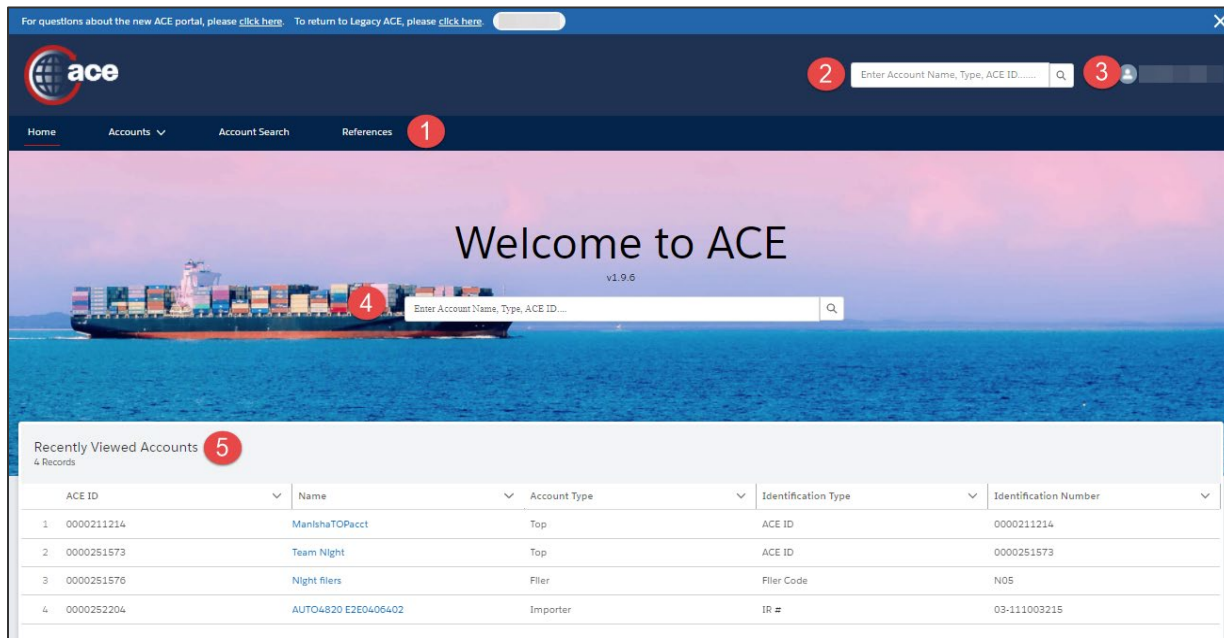




TOPIC 1.2.1: NAVIGATE THE MODERNIZED ACE PORTAL

INTRODUCTION

After creating your Modernized ACE Portal account and logging into the portal, the Modernized ACE Portal home page displays.



The home page consists of:

1. **Home, Accounts, Account Search, and References** tabs
 - **Home** – Returns you to the home page.
 - **Accounts** – Contains a list of all types of accounts.
 - **Account Search** – Displays all search results and filter capability.
 - **References** – Displays links to other ACE applications.
 - Use the **CEE Directory** link in the **References** tab to access and search Centers of Excellence and Expertise (CEE) contacts.
 - Change the display order of the tiles by selecting a tile and using your mouse to drag and drop it at the desired location.
 - Additional system links will be added on the **References** tab page as modernized portal functionality development continues.
2. **Global Search (Enter Account Name, Type, ACE ID...)**
 - Search for accounts and records by keyword, name, or identifier.
3. **(Your Name)** drop-down menu:
 - **Contact Support** – Contact CBP with technical issues concerning the Modernized ACE Portal.
 - **Log Out** – Log out of the Modernized ACE Portal.
4. **Global Search (Enter Account Name, Type, ACE ID...)**
 - Search for accounts and records by keyword, name, or identifier.





5. **Recently Viewed Accounts**

- The last ten accounts viewed.
- Select an account hyperlink to display the account details.



IMPORTANT: As a Trade user, you only are able to see your Top Accounts and the associated subaccounts. If you view one account ten times, it will only display once in the **Recently Viewed Accounts** list.

6. **CBP News, CSMS Feed, and ACE Support** – Contains general CBP news, hyperlinks to Cargo System Messaging Service (CSMS) messages, and ACE support resources.

 News	 CSMS Feed	 ACE Support
<p>ACE Portal Modernization: Blanket Declarations Removed from Legacy Portal</p> <p>ACE Portal Modernization Phase 4: Additional Functionality Now Available in the Modernized ACE Portal</p> <p>ACE Portal Modernization – Phase 2: Manifest Trade In-Bond UI Now Available</p> <p>ACE Portal Modernization Now Underway</p>	<p>CSMS # 59338069 - ACE Production Standard Invasive Maintenance - February 10-11, 2024</p> <p>CSMS # 59323634 - Request for Proposals for Customs Brokers Continuing Education Accreditors Issued in SAM</p> <p>CSMS # 59315775 - ACE Certification Extended Invasive Maintenance Window – February 7, 2024</p> <p>CSMS # 59313546 - Harmonized System Update (HSU) 2402</p> <p>CSMS # 59311800 - REMINDER: Utilization Requirements for Solar Cells and Modules from Cambodia, Malaysia, Thailand, and Vietnam</p>	<p>ACE Availability Dashboard</p> <p>ACE Portal Overview</p> <p>ACE Support Resources</p> <p>ACE Training Resources</p> <p>ACE Homepage</p>

7. **ACE Development and Deployment Schedule** – Contains information associated with the Modernized ACE Portal deployments, and upcoming ACE Portal events.

This schedule reflects ACE enhancements that have been prioritized, funded, and are now under development. This is a notional schedule, and it is subject to modifications.

ACE Development and Deployment Schedule

7

8. **Footer** – Contains links to additional information not associated with the Modernized ACE Portal.





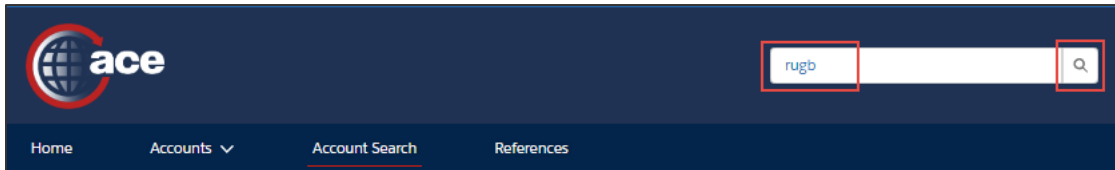
TOPIC 1.2.2: SEARCH FOR AN ACCOUNT USING THE GLOBAL SEARCH FIELD


INTRODUCTION

Use the **Global Search** field at the top or middle of the home page to search for accounts by keyword, name, or identifier.

HOW TO SEARCH FOR AN ACCOUNT USING THE GLOBAL SEARCH FIELD

1. In the **Global Search** field:



- a. Type the *partial or full account name or number*.
 - b. Select the **Search** icon .
2. In the search results that display, in the **Account Name** column, select an account name hyperlink.

Account Type	Account Name	Identification Type	Identification Number	ACE ID
1 Carrier	Jersey Shlp LLC	Carrier Code	RUGB	0000254857
2 Top	Major League Rugby	ACE ID	0000254547	0000254547
3 Service Provider	In-Game Analytics	SCAC	RUGB	0000256226



NOTE: The top account and all associated subaccounts display in the **Account Navigation** pane on the left.



The **Account Name** pane displays.

Account Name
Jersey Ship LLC Reports

Record Type Name Carrier	ACE ID 0000254857	SCAC RUGB	Mode of Transport Truck	Status Active
-----------------------------	----------------------	--------------	----------------------------	------------------

Details | Contacts | Addresses | Bonds | Drivers/Crew | Consignees | Conveyances | Former Conveyances | More

▼ **Carrier Information**

Carrier Name Jersey Ship LLC	ACE ID 0000254857
Taxpayer ID Type	Taxpayer ID
Mode of Transport Truck	SCAC RUGB
U.S. Dot Number	



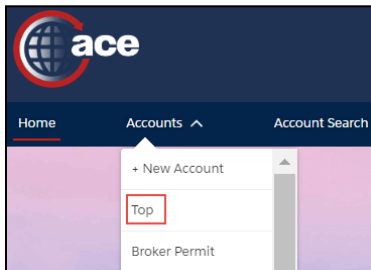
TOPIC 1.2.3: SEARCH FOR AN ACCOUNT USING THE ACCOUNTS TAB

INTRODUCTION

Use the **Accounts** tab to search for accounts of a specific account type.

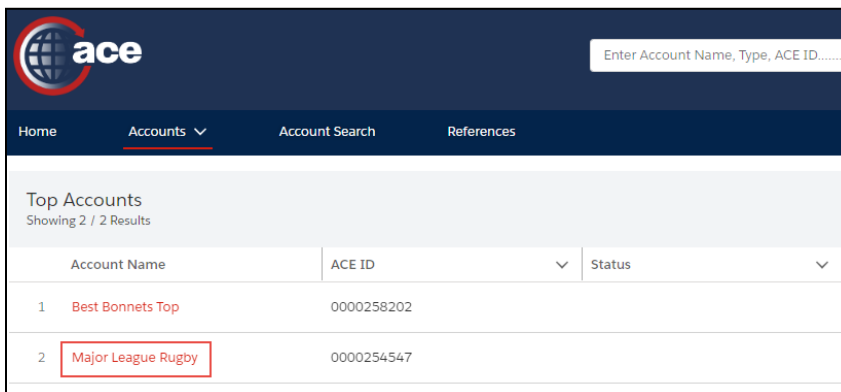
HOW TO SEARCH FOR AN ACCOUNT USING THE ACCOUNTS TAB

1. In the **Accounts** tab drop-down menu, select an account type option.

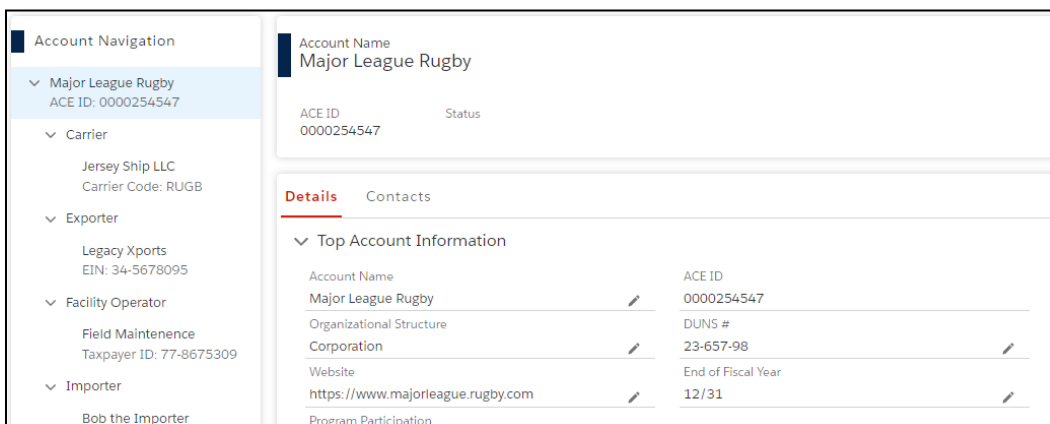


All your accounts for the account type selected display.

2. In the accounts pane, in the **Account Name** column, select an account hyperlink.



The **Account Name** pane and **Details** tab display.



NOTE: The top account and all associated subaccounts display in the **Account Navigation** pane on the left.



TOPIC 1.2.4: SEARCH FOR AN ACCOUNT USING THE SEARCH FILTERS PANE

INTRODUCTION

Use the **Search Filters** pane to search for accounts by keyword, name, or identifier. Different search fields display for different account types.

HOW TO SEARCH FOR AN ACCOUNT USING THE SEARCH TAB

1. Select the **Account Search** tab to display the **Search Filters** pane.

2. In the **Search Filters** pane:

	Account Type	Account Name	Identification T...	Identification N...	ACE ID
1	Top	Best Bonnets Top	ACE ID	0000258202	0000258202
2	Organizational Broker	BOWEN-MOWER	Filer Code	761	0000041918
3	Organizational Broker	BOWEN MOWER	Filer Code	AC1	0000041949
4	Importer	Bob the Importer	IR #	541-54-2463	0000213425
5	Vessel Agency	Boat House	ACE ID	0000257304	0000257304
6	Broker Permit	BOWEN MOWER	ACE ID	0000255489	0000255489

- a. In the **Keyword Search** field, type the *partial or full account name or number*.
- b. Select the **Search** button.



TIP: You can also select the **All** drop-down menu and select the type of account to narrow the list of accounts.

3. In the search results that display, in the **Account Name** column, select an account name hyperlink to display the account details.



TOPIC 1.2.5: SHARE FEEDBACK ON THE MODERNIZED ACE PORTAL

INTRODUCTION

Share feedback on what you like or what can be improved using the Give Us Feedback feature. The feedback is monitored and shared with the stakeholders to determine if the suggestion(s) should be implemented.

The **Give Us Feedback** button displays on each page of the Modernized ACE Portal.

HOW TO SHARE FEEDBACK ON THE PORTAL

1. In the Modernized ACE Portal, select the **Give Us Feedback** button.



2. In the feedback dialog box:
 - a. In the **What do you like?** field, type a *comment*.
 - b. In the **What can we improve?** field, type a *comment*.
 - c. In the **Rate Us!** field, move the slider bar to rate the Modernized ACE Portal.
 - d. Select the **Submit** button.



NOTE: Select the **Cancel** button to cancel the feedback and close the dialog box.

Select the **Need Support?** hyperlink for general information about CBP.





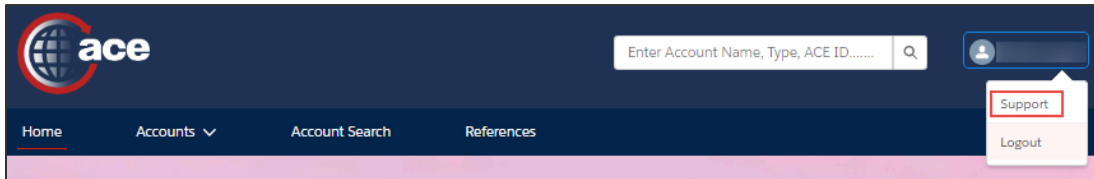
TOPIC 1.2.6: ACCESS SUPPORT FOR MODERNIZED ACE PORTAL ISSUES

INTRODUCTION

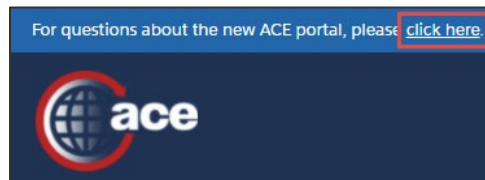
Unlike Feedback, use the Support feature to get help with technical issues.

HOW TO ACCESS SUPPORT FOR MODERNIZED ACE PORTAL ISSUES

1. In the Modernized ACE Portal home page, select **Support** from the drop-down menu next to your name.



NOTE: You can access ACE Modernized Portal general information through the [click here](#) hyperlink at the top of the home page.



The **ACE Support** home page displays in a separate browser session.

ACE Support

[ACE Trade Resources Document](#) - This one page document outlines the resources available to the Trade to answer questions or address concerns.

Remember: CBP does not provide support for 3rd party software. Please contact your software vendor directly.

ACE Status: If you are experiencing slowness or believe the system may not be processing transactions, please reference:

- [ACE Availability Dashboard](#)
- [ACE Outages Guidelines](#)

ACE Portal

Trade Users

If you are locked out of your account please contact your **Account Owner**. If you need help establishing an ACE Portal account or have ACE

PGA Users

If you are a PGA user with an ACE Portal account and you have:

- Forgotten your password

ACE Biweekly Trade Support Call

The Trade Transformation Office (TTO) will host a biweekly support call via WebEx between 2:00 PM ET and 3:00 PM ET on the scheduled days below to answer technical questions.

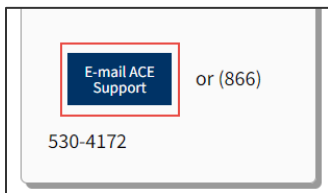
WebEx Meeting: [ACE Biweekly Trade Support Call](#)

Meeting Password: ACE1 (2231 from phones)
Please note, this is a recurring event link that

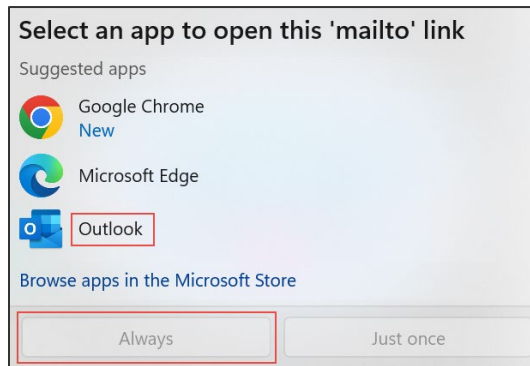




- In the **ACE Support** home page, in the **ACE Portal** section, at the bottom of the **Trade Users** pane, select the **E-mail ACE Support** button.



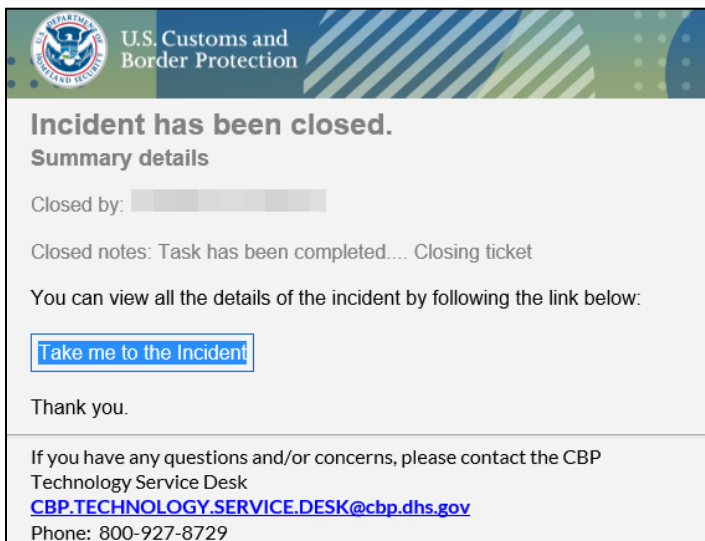
NOTE: The first time the button is selected, the **Select an app** dialog box displays. Select the **Outlook** option and the **Always** button to set your default email app to Outlook.



An email addressed to ACE.Support@cbp.dhs.gov opens in your default email application.

- In the email body, type the issue you are having with the Modernized ACE Portal.
- Select the **Send** button.

The email is sent to the CBP Technology Service Desk (TSD)/ACE Service Desk (ASD). The TSD/ASD will reply when the issue is resolved and/or additional information is needed.





CHAPTER 2: CREATE ACCOUNTS AND ADD ACCOUNT INFORMATION

This Chapter contains the following Sections:

- **SECTION 2.1: CREATE A NEW ACCOUNT**
- **SECTION 2.2: ADD CONTACTS AND ADDRESSES TO AN ACCOUNT**

CHAPTER 2





SECTION 2.1: CREATE A NEW ACCOUNT

INTRODUCTION

Trade Top Account Owners with authorized permissions can create Exporter, Protest Filer, and Vessel Agency accounts in the Modernized ACE Portal. You can also add the information from the Form 5106 to register an Importer of Record number.

Trade Account Owners can provide Proxy Account Owners with permission to add accounts (changes to user permissions are done in the Legacy Portal).

To create a vessel agency account, reference the [Vessel Agency Account Type](#) guide for details.

The general steps to create an account are:

1. Select a top account to associate to the account you are creating.
2. Select which account type to create.
3. Add the account information.
4. Add the address information.
5. Add the contact information.
6. Review the added information and save the account.



IMPORTANT: For certain account types, additional information is added.

The first four steps are specific to each account type and are included in the specific account type topic. The last two steps are common to the different account types and are detailed in separate topics in this section. For some account types, the contact information is added after the account has been created. This is detailed in a separate add contact topic in the next section.

THIS SECTION CONTAINS THE FOLLOWING TOPICS:

- Topic 2.1.1: Create an Exporter Account
- Topic 2.1.2: Register an Importer of Record Number
- Topic 2.1.3: Create a Protest Filer Account
- Topic 2.1.4: Add Initial Contact Information
- Topic 2.1.5: Review Added Information and Save the Account





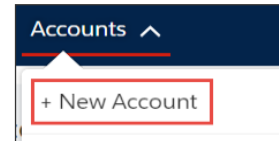
TOPIC 2.1.1: CREATE AN EXPORTER ACCOUNT

INTRODUCTION

This topic covers how to create an exporter account.

HOW TO CREATE AN EXPORTER ACCOUNT

1. Select the **Accounts** tab drop-down menu and select the **+ New Account** option.

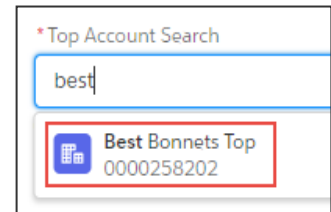


The **Select a Top Account** pane displays.

2. Select the ***Top Account Search** text field, and type a *partial or full top account name or ACE ID*.

A drop-down menu of matching top accounts displays.

3. In the ***Top Account Search** drop-down menu, select the top account for the new account.



The **Create a New Account** pane displays.

4. Select the **Exporter** radio button.
5. Select the **✓Confirm** button.





6. In the **Create a New Exporter: Exporter Information** pane, in the **Exporter Information** section:

- a. In the ***Account Name** field, type the *name of the exporter account*.
- b. In the ***Taxpayer ID Type** drop-down menu, select an option.
- c. In the ***Taxpayer ID** field, type the *exporter taxpayer ID*.



NOTE: If Taxpayer ID is not properly formatted, an error message displays the correct format.

7. In the **Organization Information** section:
 - a. In the ***Organizational Structure** drop-down menu, select an option.
 - b. If applicable, in the **DUNS #** field, type a *DUNS number* in NN-NNN-NNNN format.
8. If applicable, in the **Other Company Names** section, in the **AKA**, **DBA**, and **DIV** fields, type *other company name(s)* as appropriate.
9. Select the **Next >** button.
10. In the **Create a New Exporter: Address Information** pane, in the **Street (Physical) Address Information** section, complete the appropriate street address fields.





NOTE: The ***Address Type** and ***Country** fields are prefilled by default and not editable.

11. In the **Contact Information** section, complete the appropriate fields for a contact at the address.



NOTE: Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with `https://`.

12. Select the **Next >** button.

The **Validate Address** dialog box displays.

13. Select the **✓Confirm** button to confirm the validated address.
14. Proceed to the [Add Initial Contact Information](#) topic for steps to add the account contact information.



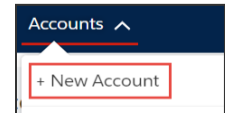
TOPIC 2.1.2: REGISTER AN IMPORTER OF RECORD NUMBER

INTRODUCTION

This topic covers how to use the create a new importer account feature to register the Importer of Record (IR) number based on the information in the Form 5106.

HOW TO REGISTER AN IMPORTER OF RECORD NUMBER

1. Select the **Accounts** tab drop-down menu and select the **+ New Account** option.

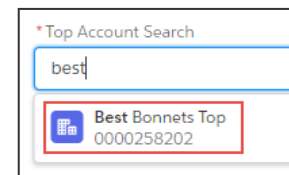


The **Select a Top Account** pane displays.

2. Select the ***Top Account Search** text field, and type a *partial or full top account name or ACE ID*.

A drop-down menu of matching top accounts displays.

3. In the ***Top Account Search** drop-down menu, select the top account for the new account.



The **Create a New Account** pane displays.

4. Select the **Importer** radio button.



IMPORTANT: Selecting the **Importer** account type equates to completing the Form 5106 to register the Importer of Record (IR) number. This does not create an importer account and associate it to the top account.

5. Select the **✓Confirm** button.
6. In the **Create a New Importer: Importer Information** pane, in the **Importer Information** section:





Create a New Importer: Importer Information

▼ Importer Information

* Abbreviated Importer Name

Full Legal Importer Name

* Center ID
Select an Option ▼

* Taxpayer ID Type
Select an Option ▼

* IR #

Doing Business As Options

AKA
 DBA
 DIV
 N/A

* Type of Company
Select an Option ▼

Entries Per Year
Select an Option ▼

* Request CBP Assigned IR #
 Yes
 No

ID Utilized

Importer of Record
 Consignee / Ultimate Consignee
 Drawback Claimant
 Refund / Bills
 Other

Program Code

Authorized Economic Operator
 Customs-Trade Partnership Against Terrorism
 Importer Self-Assessment
 Partners In Protection

< Back Next >



NOTE: Fields with an asterisk are required. The ***Request CBP Assigned IR #** radio buttons are grayed out and not editable.

- In the ***Abbreviated Importer Name** field, type the *abbreviated importer name*.
- In the ***Center ID** drop-down menu, select a CEE option.
- In the ***Taxpayer ID Type** drop-down menu, select an ID type option.
- In the ***IR #** field, type the *taxpayer ID*.



NOTE: If taxpayer ID is not properly formatted, an error message displays the correct format.

- In the ***Type of Company** drop-down menu, select a type option.
- Complete other fields, as appropriate.
- Select the **Next >** button.





7. In the **Create a New Importer: Address Information** pane, in the **Street (Physical) Address Information** and the **Contact Information** sections, complete the appropriate street address and contact fields.



NOTE: The ***Address Type** field is pre-filled by default and not editable. The ***Country** field is also pre-filled by default but is editable. Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with `https://`.

8. For the **Use as Mailing Address** checkbox in the upper right:
 - a. Select the checkbox to duplicate the **Street (Physical) Address** and **Contact** fields in the **Mailing Address** and **Contact** fields.

OR

- b. In the **Mailing Address Information** and the **Contact Information** sections, complete the appropriate mailing address and contact fields.

9. Select the **Next >** button.

The **Validate Address** dialog box displays.



NOTE: The **Validate Address** dialog box displays again for the mailing address.

10. Select the **✓Confirm** button twice to confirm the validated addresses.





11. To add related business information, in the **Create a New Importer: Related Business Information** pane, in the **Add Related Businesses** section, select the **+ New Related Business** button.
12. If applicable, in the expanded **Add Related Businesses** section, complete the appropriate fields.



NOTE: Select the **Remove** button to exit without adding the related business information.

13. Select the **Next >** button.
14. If applicable, in the **Create a New Importer: Banking & Company Information** pane:

- a. In the **Company Information** section, complete the appropriate fields.





- b. In the **Banking Information** section, complete the appropriate fields.

Banking Information

Primary Bank Name

Bank Routing Number

Bank Country

Select an Option

Bank State

Select an Option

Bank City

< Back Cancel Next >

- c. Select the **Next >** button.
15. In the **Create a New Importer: Certification Information** pane, in the **Certification Information** section:

Create a New Importer: Certification Information

Certification Information

A filer who transmits data or information through any electronic means to CBP certifies the data or information transmitted is true, correct, and provided in good faith. The filer certifies that if there is intentionally false data, or commits deception or fraud in the 5106 submission, that the filer will be fined or imprisoned (18 U.S.C. § 1001).

*Certify Individual's Full Name

*Certify Individual's Title

Certify Individual's Phone

Broker Name

Broker Phone

Electronic Signature

< Back Cancel Next >

- a. Complete the appropriate fields.
- b. Select the **Electronic Signature** checkbox.
- c. Select the **Next >** button.

The **Create a New Importer: Review** pane displays.





16. Proceed to the [Review Added Information and Save the Account](#) topic for steps to review and save the importer account information.



IMPORTANT: Once saved, the importer account does not display in the **Account Navigation** pane on the left; the add process registers the IR number. To add the importer account to your top account, follow the instructions in the **Adding Sub-Account Types or Account Identifiers to an Existing ACE Portal Account** section in the [Managing an ACE Secure Data Portal Account](#) page.



NOTE: Account contacts and their addresses are added after the register an importer of record number process is complete. Reference the [Add a Contact to an Account](#) topic for details.





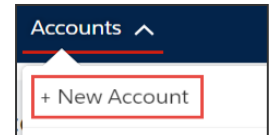
TOPIC 2.1.3: CREATE A PROTEST FILER ACCOUNT

INTRODUCTION

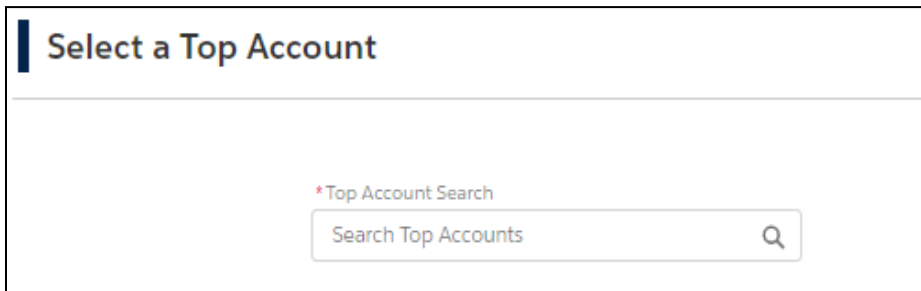
This topic covers how to create a protest filer account.

HOW TO CREATE A PROTEST FILER ACCOUNT

1. Select the **Accounts** tab drop-down menu and select the **+ New Account** option.



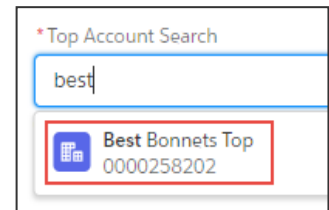
The **Select a Top Account** pane displays.



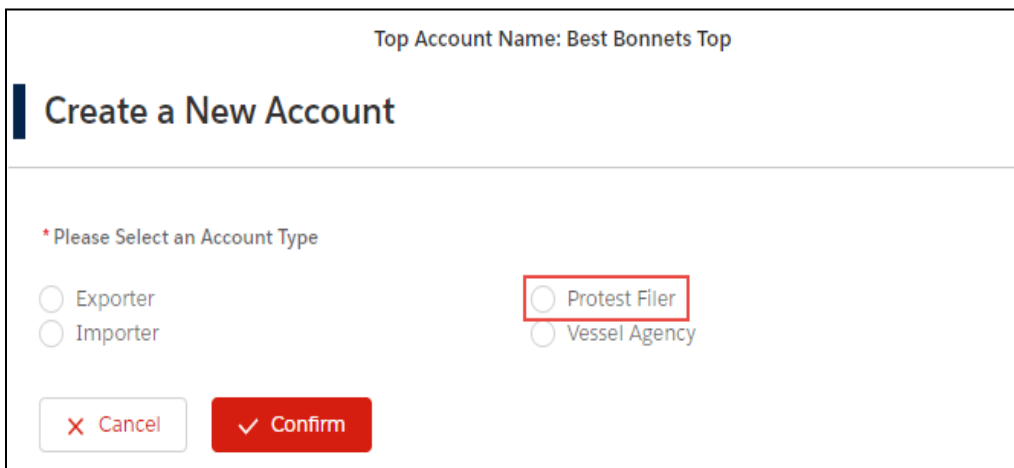
2. Select the ***Top Account Search** text field, and type a *partial or full top account name or ACE ID*.

A drop-down menu of matching top accounts displays.

3. In the ***Top Account Search** drop-down menu, select the top account for the new account.



The **Create a New Account** pane displays.



4. Select the **Protest Filer** radio button.
5. Select the **✓ Confirm** button.
6. In the **Create a New Protest Filer: Protest Filer Information** pane, in the **Protest Filer Information** section:





- a. In the ***Protest Filer Name** field, type the *name of the protest filer account*.
- b. For ***Request Protest Filer Assigned Number**:
 - i. Select the **Yes** radio button to request assigning a protest filer number.OR
 - ii. Select the **No** radio button to enter the protest filer number.

The ***Protest Filer Number Type** and ***Protest Filer Number** fields display.

- iii. In the ***Protest Filer Number Type** drop-down menu, select the type option.
 - iv. In the ***Protest Filer Number** field, type the *protest filer number*.
- 7. In the **Organization Information** section, in the ***Organizational Structure** drop-down menu, select an option.
- 8. If applicable, in the **Other Company Names** section, complete the appropriate fields.
- 9. Select the **Next >** button.
- 10. In the **Create a New Protest Filer: Address Information** pane, in the **Street (Physical) Address Information** section, complete the appropriate street address fields.





NOTE: The ***Address Type** field is pre-filled by default and not editable. The ***Country** field is also pre-filled by default but is editable.

11. In the **Contact Information** section, complete the appropriate fields for a contact at the address.



NOTE: Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with `https://`.

12. Select the **Next >** button.

The **Validate Address** dialog box displays.

13. Select the **✓Confirm** button to confirm the validated address.

14. Proceed to the [Add Initial Contact Information](#) topic for steps to add the account contact information.





TOPIC 2.1.4: ADD INITIAL CONTACT INFORMATION

INTRODUCTION

This topic covers how to add contact information during the create account process.

HOW TO ADD INITIAL CONTACT INFORMATION

1. In the **Create a New <Account Type>: Contact Information** pane, in the **Employee Information** section (For a **Protest Filer**, **Personal Information** section):



NOTE: When <Account Type> is indicated, proceed based on the specific type of account that you are adding.



NOTE: The ***Type** field is pre-filled with the required **Primary Point of Contact** by default and is not editable.

- a. In the ***First Name** field, type the *first name* of the primary point of contact.
- b. In the ***Last Name** field, type the *last name* of the primary point of contact.
- c. Complete other fields, as appropriate.





- In the **Address Information** section (For a Protest Filer, Contact Relationship Address Information section):



NOTE: The **Address Type** and ***Country** fields may be prefilled by default and may not be editable.

- Enter either the ***Street** or ***PO Box**:
 - In the ***Street** field, type the *street address*.OR
 - In the ***PO Box** field, type the *PO box number*.
- In the ***City** field, type the *city*.
- In the ***State** field, type a *partial or complete state name or abbreviation* and/or select it from the drop-down menu.
- In the ***Postal Code** field, type the *postal code*.
- Complete other fields, as appropriate.

- In the **Contact Information** section, complete the appropriate contact fields.



NOTE: Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with `https://`.

- Select the **Next >** button.

The **Validate Contact Relationship Address** dialog box displays.

User's Input Address	Validated Address
Street: 120 Glebe Rd City: Arlington State/Province: VA Country: US Postal Code: 22207	Street: 120 GLEBE RD City: ARLINGTON State/Province: VA Country: US Postal Code: 22207

Use Validated Address?

Confirm

- Select the **✓Confirm** button to confirm the validated address.
- Proceed to the final [Review Added Information and Save the Account](#) topic.





TOPIC 2.1.5: REVIEW ADDED INFORMATION AND SAVE THE ACCOUNT

INTRODUCTION

This topic covers how to review the added information and save the new account.

HOW TO REVIEW ADDED INFORMATION AND SAVE THE ACCOUNT

1. In the **Create a New <Account Type>: Review** pane, review the added account information.



NOTE: When <Account Type> is indicated, proceed based on the specific type of account that you are adding.

Create a New Exporter: Review

Selected Top Account: Best Bonnets Top

Exporter Information

* Account Name: Hats Off Exporter

* Taxpayer ID Type: Employer ID Number (EIN)

* Taxpayer ID: 12-1234567

Organization Information

* Organizational Structure: LLC

DUNS #: XX-XXX-XXXX

Other Company Names

AKA: []

DBA: []

DIV: []

Address Information

* Address Type: Street (Physical) Address

C/O: []

* Country: United States

* Street: 100 MAIN ST

Additional Address Line 1: []

Additional Address Line 2: []

* City: FAIRFAX

* State: Virginia

* Postal Code: 22030

County: []

2. Scroll down to review the additional added account information.





▼ Contact Information

Phone

Phone Ext.

Fax

Fax Ext.

Email

Website

▼ Employee Information

*Type

Title

*First Name

Middle Name

*Last Name

▼ Address Information

Address Type

C/O

*Country

*Street

Additional Address Line 1

Additional Address Line 2

*City

*State

*Postal Code

County

▼ Contact Information

Phone

Phone Ext.

Fax

Fax Ext.

Email

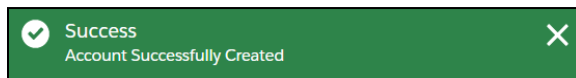
Website

3. Select the **Save** button to save the new account.

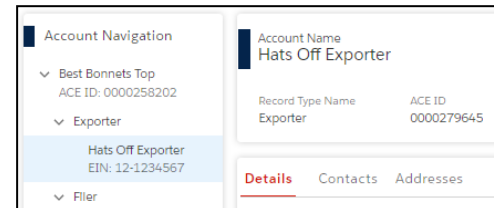


NOTE: Use the **< Back** button to navigate to previous sections to update information. Then, select the **Next >** button to return to the **Review** pane and select the **Save** button. Use the **Cancel** button to cancel creating the new account.

The **Account Successfully Created** message displays.



The associated top account and new account display in the left **Account Navigation** pane and the **Account Name** and account information display on the right.



IMPORTANT: The importer account does not display to the left; the add process registers the IR number. To add the importer account to your top account, follow the instructions in the **Adding Sub-Account Types or Account Identifiers to an Existing ACE Portal Account** section in the [Managing an ACE Secure Data Portal Account](#) page.



SECTION 2.2: ADD CONTACTS AND ADDRESSES TO AN ACCOUNT

INTRODUCTION

Users with proper permissions can add contacts and their addresses, and account addresses to an account.

THIS SECTION CONTAINS THE FOLLOWING TOPIC:

- Topic 2.2.1: Add a Contact to an Account
- Topic 2.2.2: Add an Address to an Account





TOPIC 2.2.1: ADD A CONTACT TO AN ACCOUNT

INTRODUCTION

To add a contact to a top account or subaccount, select the **Add Contact** button in the **Contacts** tab. Fields with an asterisk are required.

If no contact exists, the **Primary Point of Contact** type will display by default. Only one **Primary Point of Contact** can be added. Once added, the **Primary Point of Contact** type no longer displays in the list of type options. Use the **Alternate POC** type for a backup primary point of contact (POC) or an additional POC.

HOW TO ADD A CONTACT TO AN ACCOUNT

1. Search for and select a top account or subaccount.

Account Type	Account Name	Identification Type	Identification Num...	ACE ID
1 Carrier	Universal Rails	Carrier Code	D4FG	0000258161
2 Carrier	Universal Truck	Carrier Code	NIM5	0000258155
3 Exporter	Universal Exporters	EIN	34-3904321	0000254524
4 Service Provider	Universal Providers	Filer Code	RH8	0000211052
5 Importer	Universal Entries	IR #	009-77-2342	0000258514



TIP: You can select the **Accounts** tab drop-down menu and select the type of account; then select the account from the list that displays. If you recently viewed the account, select it in the **Recently Viewed Accounts** list.

2. In the **Account Name** pane:

Type	Last Name	First Name	Phone	Email
1 Primary Point of Contact	Hasan	Mehedy		



- a. Select the **Contacts** tab.
- b. Select the **Add Contact** button.
3. In the **Create a New Contact** pane, in the **Employee Information** section:

Create a New Contact
Contact Info (step 1 of 1)

▼ Employee Information

<p>* Type <input type="text" value="Select an Option"/></p>	<p>Title <input type="text" value="Select an Option"/></p>
<p>* First Name <input type="text"/></p>	<p>Middle Name <input type="text"/></p>
<p>* Last Name <input type="text"/></p>	

- a. In the ***Type** drop-down menu, select the type of contact.



NOTE: When adding the initial contact, the **Type** field defaults to **Primary Point of Contact**.

- b. In the ***First Name** field, type the *contact's first name*.
 - c. In the ***Last Name** field, type the *contact's last name*.
 - d. Complete other fields, as appropriate.
4. In the **Address Information** section:

▼ Address Information

<p>Address Type <input type="text" value="Contact Relationship Address"/></p>	<p>C/O <input type="text"/></p>
<p>* Country <input type="text" value="United States"/></p>	<p>* Street <input type="text"/></p>
<p>Additional Address Line 1 <input type="text"/></p>	<p>* PO Box <input type="text"/></p>
<p>* City <input type="text"/></p>	<p>Additional Address Line 2 <input type="text"/></p>
<p>* Postal Code <input type="text"/></p>	<p>* State <input type="text" value="Select an Option"/></p>
	<p>County <input type="text"/></p>



NOTE: The **Address Type** field and address section title may vary depending upon the account type. The **Address Type** field is prefilled by default and not editable. The ***Country** field may also be prefilled by default and not editable, depending upon the account typ.

- a. If appropriate, in the ***Country** drop-down menu, select the country.
- b. Enter either the ***Street** or ***PO Box**:
 - i. In the ***Street** field, type the *street address*.OR
 - ii. In the ***PO Box** field, type the *PO box number*.





- c. In the ***City** field, type the *city*.
 - d. In the ***State** field, type a *partial or complete state name or abbreviation* and/or select it from the drop-down menu.
 - e. In the ***Postal Code** field, type the *postal code*.
 - f. Complete other fields, as appropriate.
5. In the **Contact Information** section:



▼ Contact Information

*Phone Phone Ext



Fax Fax Ext

Email Website

< Back Cancel Save Next >

- a. In the ***Phone** field, type the *phone number*.
 **NOTE:** Include a dash (–) to separate the parts of a phone number.
 - b. Complete other fields, as appropriate.
 **NOTE:** The **Website** field must begin with `https://`.
6. Select the **Save** button.
7. In the **Validate Address** dialog box, select the **✓Confirm** button.

Validate Address
Validate Mailing Address Address

User's Input Address  Validated Address 

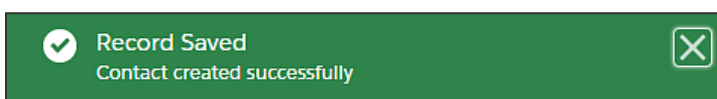
Street: 123 Nogo Rd NW
City: Washington
State/Province: DC
Country: US
Postal Code: 20001

Street: 123 NOGO RD NW
City: WASHINGTON
State/Province: DC
Country: US
Postal Code: 20001

Use Validated Address?

✓ Confirm

The **Contact created successfully** message displays.



The new contact displays in the **Related Contacts** list.



TOPIC 2.2.2: ADD AN ADDRESS TO AN ACCOUNT

INTRODUCTION

Use the **Add New Address** button in the **Addresses** tab to add a new address and contact information to an account. The top account does not include addresses nor display an **Addresses** tab.

HOW TO ADD AN ADDRESS TO AN ACCOUNT

1. Search for and select an account.

Account Type	Account Name	Identification Type	Identification Num...	ACE ID
1 Carrier	Universal Rails	Carrier Code	D4FG	0000258161
2 Carrier	Universal Truck	Carrier Code	NIM5	0000258155
3 Exporter	Universal Exporters	EIN	34-3904321	0000254524
4 Service Provider	Universal Providers	Filer Code	RH8	0000211052
5 Importer	Universal Entries	IR #	009-77-2342	0000258514



TIP: You can select the **Accounts** tab drop-down menu and select the type of account, then select the account from the list that displays. If the account is in the **Recently Viewed Accounts** list, select the account hyperlink.

2. In the **Account Name** pane:

Record Type Name	ACE ID	Service Provider Type	External Id	ABI Status
Service Provider	0000211052	Container Security Initi...	RH8	No

Details Contacts **Addresses**

Related Addresses
2 Records

Address Type	Street	City	State	Postal Code
1 Street (Physical) Address	5448 N MORGAN ST	ALEXANDRIA	VA	22312-5524
2 Mailing Address	5440 N MORGAN ST	ALEXANDRIA	VA	22312-5524

- a. Select the **Addresses** tab.



- b. Select the **Add New Address** button.



NOTE: The **Add New Address** button is not available for the surety account. Only one address is added during the create surety account process.

- 3. In the **Create a New Address** pane, in the **Address Information** section:

Create A New Address
Address Information (step 1 of 1)

∨ Address Information

<p>*Address Type <input type="text" value="Select an Option"/></p> <p>*Country <input type="text" value="United States"/></p> <p>Additional Address Line 1 <input type="text"/></p> <p>*City <input type="text"/></p> <p>*Postal Code <input type="text"/></p>	<p>C/O <input type="text"/></p> <p>*Street *PO Box <input style="width: 100%;" type="text"/></p> <p>Additional Address Line 2 <input type="text"/></p> <p>*State <input type="text" value="Select an Option"/></p> <p>County <input type="text"/></p>
--	--

- a. In the ***Address Type** drop-down menu, select the type of address.
 - b. If appropriate, in the ***Country** drop-down menu, select the country.
 - c. Enter either the ***Street** or ***PO Box**:
 - i. In the ***Street** field, type the *street address*.OR
 - ii. In the ***PO Box** field, type the *PO box number*.
 - d. In the ***City** field, type the *city where the address is located*.
 - e. In the ***State** field, type a *partial or complete state name or abbreviation* and/or select it from the drop-down menu.
 - f. In the ***Postal Code** field, type the *zip code for the address*.
 - g. Complete other fields, as appropriate.
- 4. In the **Contact Information** section, complete the appropriate fields.

∨ Contact Information

Phone <input type="text"/>	Phone Ext <input type="text"/>
Fax <input type="text"/>	Fax Ext <input type="text"/>
Email <input type="text"/>	Website <input type="text" value="https://"/>





NOTE: Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with https://.

For an **Importer account**, the information in the **Contact Information** section for a **Street (Physical) Address** displays in the **Additional Information** section of the **Details** tab.

5. Select the **Submit** button.

The **Validate Address** dialog box displays.

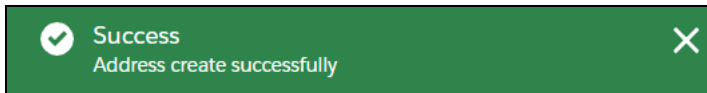
User's Input Address	Validated Address
Street: 1201 S Ross Street City: Arlington State/Province: VA Country: US Postal Code: 22204	Street: 1201 S ROSS ST City: ARLINGTON State/Province: VA Country: US Postal Code: 22204-5071

Use Validated Address?

Confirm

6. Select the **✓ Confirm** button to confirm the validated address.

The **Address create successfully** message displays.



The new address displays in the **Related Addresses** list.



CHAPTER 3: VIEW AND EDIT ACCOUNT INFORMATION

This Chapter contains the following Sections:

- **SECTION 3.1: VIEW AND EDIT ACCOUNT INFORMATION**
- **SECTION 3.2: ADD AND EDIT DOCUMENT FOLDERS AND DOCUMENTS**

CHAPTER 3





SECTION 3.1: VIEW AND EDIT ACCOUNT INFORMATION

INTRODUCTION

You can view the top account and accounts associated with your top account. If you have the proper permissions, you can edit the supporting data in certain accounts. For example, in a facility account, you can add and edit employees, officials, and document folders and documents.



IMPORTANT: Any edits you make in the Modernized ACE Portal are visible in the Legacy ACE Portal.

The topics in this section include edit steps specific to each account type. The last two topics in this section cover the **Contacts** and **Addresses** tabs, which are common to most account types.

Additional training resources are available for processing account actions for the following Modernized Portal functionality:

- **Broker Accounts** - reference the broker guides in the Modernized ACE Portal section in the [ACE Training and Reference Guides](#) page for details on broker account processing.
- **Organizational Broker Account Statements** - reference the [Statements Calendar and Designation](#) guide for steps to indicate statement designation and edit statement calendar payment dates.
- **Carrier Account Ocean Conveyances** - reference the [Carrier Ocean Conveyances](#) guide for details on processing ocean conveyances.
- **Importer Account Statements** - reference the [Statements Calendar and Designation](#) guide for steps to edit statement calendar payment dates.
- **Importer and Organizational Broker Account Declarations** - reference the [Blanket Declarations](#) guide for steps to search for, print, and cancel declarations.
- **Vessel Agency Account** - reference the [Vessel Agency Account Type](#) guide for steps to view and edit vessel agency account information.

THIS SECTION CONTAINS THE FOLLOWING TOPICS:

- Topic 3.1.1: View and Edit Carrier Account Information
- Topic 3.1.2: View and Edit Exporter Account Information
- Topic 3.1.3: View and Edit Facility Account Information
- Topic 3.1.4: View and Edit Facility Operator Account Information
- Topic 3.1.5: View and Edit Filer Account Information
- Topic 3.1.6: View and Edit FTZ GP Site Account Information
- Topic 3.1.7: View and Edit FTZ Subzone Site Account Information
- Topic 3.1.8: View and Edit Importer Account Information
- Topic 3.1.9: View and Edit Protest Filer Account Information
- Topic 3.1.10: View and Edit Service Provider Account Information
- Topic 3.1.11: View and Edit Surety Account Information





- Topic 3.1.12: View and Edit Top Account Information
- Topic 3.1.13: View and Edit Contact Information
- Topic 3.1.14: View and Edit Address Information





TOPIC 3.1.1: VIEW AND EDIT CARRIER ACCOUNT INFORMATION

INTRODUCTION

In a **Carrier** account, users with proper permissions can view and edit carrier account information; view bonds, drivers/crew, consignees, conveyances, equipment, and shippers; and process ocean conveyances (MOT Ocean).

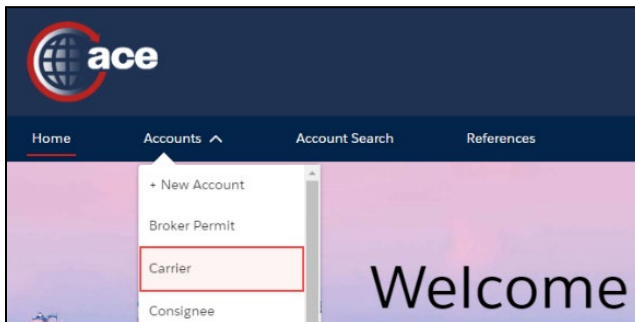
The **Carrier** account has multiple tabs. Use the **More** tab to display additional tabs in a drop-down menu.



For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

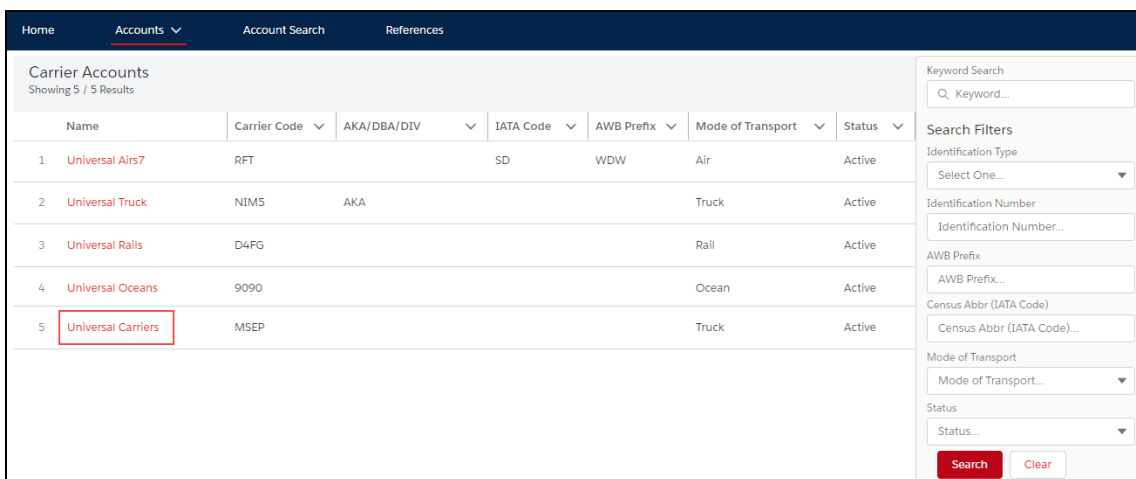
HOW TO VIEW AND EDIT CARRIER ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Carrier** account type.



TIP: If you know the name of the carrier account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Carrier** account type to narrow the list.

2. In the **Carrier Accounts** pane, in the **Name** column, select a carrier account name hyperlink.



NOTE: Use the **Search Filters** pane to filter the list of carrier accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.



3. In the **Account Name** pane, in the **Details** tab:

Record Type Name	ACE ID	SCAC	Mode of Transport	Status
Carrier	0000212093	MSEP	Truck	Active

Details | Contacts | Addresses | Bonds | Drivers/Crew | Consignees | Conveyances | Former Conveyances | More

▼ Carrier Information

Carrier Name: Universal Carriers | ACE ID: 0000212093

Taxpayer ID Type: Employer ID Number (EIN) | Taxpayer ID: 33-2211222

Mode of Transport: Truck | SCAC: MSEP

U.S. Dot Number: 12345333

> Other Company Names

> Organization Information

> Insurance



NOTE: In the upper right of the **Account Name** pane, the **Manifest Trade In-Bond** button displays the Manifest Trade In-Bond application in a separate browser window.

- Select the **Expand** icon > to expand and view the **Other Company Names**, **Organization Information**, and **Insurance** sections.
- Select an **Edit** icon ✎ to edit the carrier information.

4. In the edit pane:

Details | Contacts | Addresses | Bonds | Drivers/Crew | Consignees | Conveyances | Former Conveyances | More

▼ Carrier Information

Carrier Name: Universal Carriers | ACE ID: 0000212093

Taxpayer ID Type: Employer ID Number (EIN) | Taxpayer ID: 33-2211222

Mode of Transport: Truck | SCAC: MSEP

U.S. Dot Number: 12345333

- Edit the appropriate fields, scrolling down for additional information.



NOTE: Grayed out fields are not editable.



Other Company Names

AKA DBA DIV

Organization Information

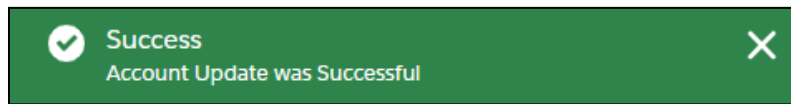
Organizational Structure DUNS #

Insurance

* Name of Insurer * Policy Number * Date of Issuance * Insurance Amount

b. Select the **Save** button.

The **Account Update was Successful** message displays.



5. To view the bonds for associated IR #s, select the **Bonds** tab.

Account Name: Universal Carriers Manifest Trade In-Bond Reports

Record Type Name: Carrier ACE ID: 0000212093 SCAC: MSEP Mode of Transport: Truck Status: Active

Details Contacts Addresses **Bonds** Drivers/Crew Consignees Conveyances More

Related Bonds
4 Records

	Bond #	Importer #	Importer Name	Status	Activity Code
1	991000953	009-99-7777	Container Importing...	Active	1



NOTE: The bond information is provided by the eBond application.

a. In the **Bond #** column, select the bond number hyperlink to view the bond details.
The bond details and subtabs of additional information display.





Details

▼ Bond Information

Bond #
991000953

Principal Number
009-99-7777

Bond Status
Active

Principal Name
Container Importing LLC

Execution Date
2010-09-23

Effective Date
2010-09-23

Termination Date

Activity Code
1 - IMPORTER OR BROKER

Amount \$
60000.00

Sufficiency Status
Sufficient

Insufficiency Date

Principal/User Surety Rider Sufficiency

Principal/User
1 Records

Importer #	Importer Name	Type	Start Date	End Date
009-99-7777	Container Importing L...	Principal	9/23/2010	

- b. Select a subtab to display additional information.
- c. Select the **< Back** button to return to the **Carrier** account information.

Home Accounts ▼ Account Search References

< Back

Account Navigation

Details

▼ Bond Information

- 6. To view drivers and crew assigned to the carrier, select the **Drivers/Crew** tab.

Details Contacts Addresses Bonds **Drivers/Crew** Consignees Conveyances Former Conveyances More

Related Drivers/Crew
100 Records

	Last Name	First Name	Date of Birth	CDL/EDL	State/Province	Country
1	DOE	JOHN	1/1/1990			
2	AMcrew1Last	AMcrew1	11/1/2000	commercial340	CA	US

- a. In the **Last Name** or **First Name** column, select the name hyperlink to view the driver and crew details.
- b. Select the **< Back** button to return to the **Carrier** account information.





7. To view consignees assigned to the carrier, select the **Consignees** tab.

Details Contacts Addresses Bonds Drivers/Crew Consignees Conveyances Former Conveyances More							
Related Consignees 1069 Records							
	Nickname	Name	Address	City	State/Provi...	Zip/Postal ...	Country
1	5265	BISHOP BOUTI...	123 MADISON ...	MANHATTAN	NY	10022	US
2	4283	bolAndAccParty...	111 acc bol part...	ccccc	CA	121341	US

- In the **Nickname** column, select the nickname hyperlink to view the consignee details.
- Select the **< Back** button to return to the carrier account.

8. To view conveyances assigned to the carrier, select the **Conveyances** tab.

Details Contacts Addresses Bonds Drivers/Crew Consignees Conveyances Former Conveyances More			
Related Truck Conveyances 536 Records			
	Conveyance #	Type	VIN/Serial #
1	2273	TR	38474747674674765942765
2	147	TR	JKHLKJHLKJH

- In the **Conveyance #** column, select the conveyance hyperlink to view the conveyance details.
- Select the **< Back** button to return to the carrier account.

9. To process ocean conveyances for an **Ocean Mode of Transport** carrier, select the **Conveyances** or **Former Conveyances** tabs.

Reference the [Carrier Ocean Conveyances](#) training guide for details.

Account Name
Universal Oceans [Reports](#)

Record Type Name Carrier	ACE ID 0000262132	SCAC 9090	Mode of Transport Ocean	Status Active
-----------------------------	----------------------	--------------	----------------------------	------------------

[Details](#)
[Contacts](#)
[Addresses](#)
[Bonds](#)
[Drivers/Crew](#)
[Consignees](#)
[Conveyances](#)
[Former Conveyances](#)
[More](#)

Related Ocean Conveyances
0 Records • Sorted By Vessel Code

Vessel

Vessel Code ↑	Vessel Name	Flag of Registry	Former Vessel ...	Effective Start Date	Effective End Date
---------------	-------------	------------------	-------------------	----------------------	--------------------





10. To view equipment assigned to the carrier, select the **Equipment** tab or if applicable, select the **More** tab and the **Equipment** option in the drop-down menu.

Related Equipment		
367 Records		
Equipment #	Type	VIN/Serial #
1 2040	TL	
2 180	BI	

- a. In the **Equipment #** column, select the equipment hyperlink to view the equipment details.
- b. Select the **< Back** button to return to the carrier account.

11. To view shippers assigned to the carrier, select the **Shippers** tab or if applicable, select the **More** tab and the **Shippers** option in the drop-down menu.

Related Shippers							
1090 Records							
Nickname	Name	Address	City	State/Provin...	Zip/Postal C...	Country	
1 4282	bolAndAccPartyC...	111 acc bol party2	cccc	CA	121341	US	
2 4286	bolAndAccPartyC...	111 acc bol party2	cccc	CA	121341	US	

- a. In the **Nickname** column, select the nickname hyperlink to view the shipper details.
- b. Select the **< Back** button to return to the carrier account.





TOPIC 3.1.2: VIEW AND EDIT EXPORTER ACCOUNT INFORMATION

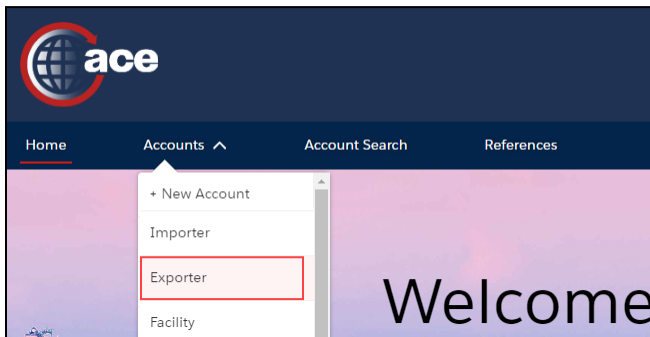
INTRODUCTION

In an **Exporter** account, users with proper permissions can view and edit exporter account information and request EIN reports authorization.

For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

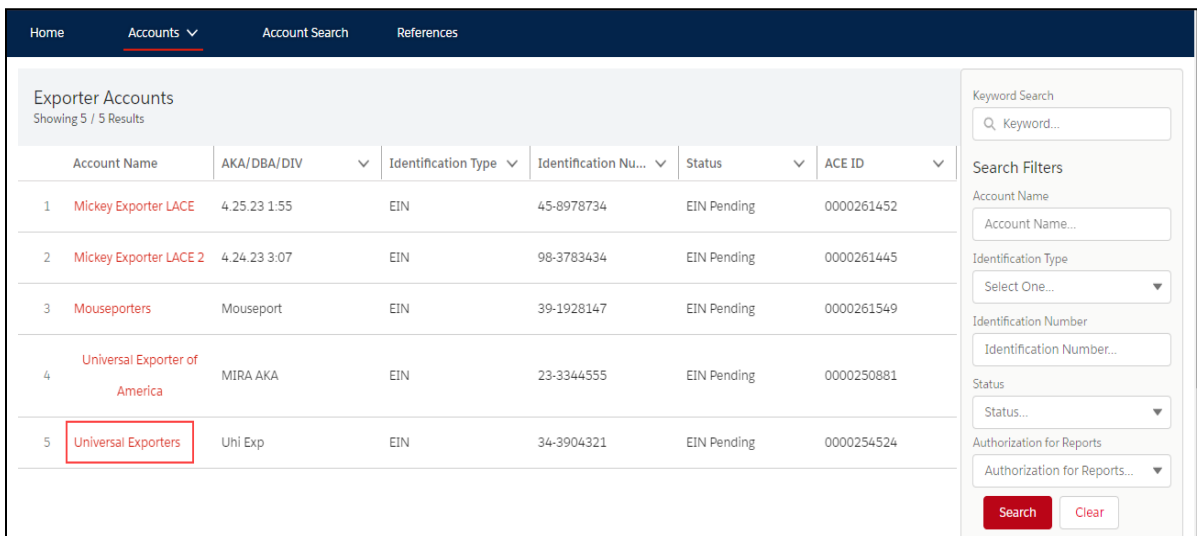
HOW TO VIEW AND EDIT EXPORTER ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Exporter** account type.



TIP: If you know the name of the exporter account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Exporter** account type to narrow the list.

2. In the **Exporter Accounts** pane, in the **Account Name** column, select an exporter account name hyperlink.



NOTE: Use the **Search Filters** pane to filter the list of exporter accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.

The **Account Name** pane displays.



3. In the **Account Name** pane, in the **Details** tab:

Account Name
Universal Exporters

Record Type Name: Exporter, ACE ID: 0000254524, EIN: 34-3904321, Status: EIN Pending

Details | Contacts | Addresses

▼ Exporter Information

Exporter Name: Universal Exporters

ACE ID: 0000254524

EIN: 34-3904321

> Other Company Names

> Organization Information

> Account Status



NOTE: In the upper right of the **Account Name** pane, the **Submit AES Filing** button displays the AESdirect application in a separate browser window.

- Select the **Expand** icon > to expand and view the **Other Company Names**, **Organization Information**, and **Account Status** sections.
- Select an **Edit** icon ✎ to edit the exporter information.

4. In the edit pane:

Details | Contacts | Addresses

▼ Exporter Information

Exporter Name: Universal Exporters

ACE ID: 0000254524

EIN: 34-3904321

Request EIN Reports Authorization

▼ Other Company Names

AKA: Uhi Exp, DBA: , DIV:

▼ Organization Information

Organizational Structure: Individual, DUNS #: 33-030-0099

▼ Account Status

Status: EIN Pending, Authorization for Reports: Pending

Cancel Save





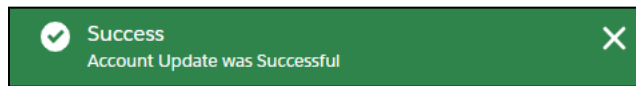
- a. Edit the appropriate fields.



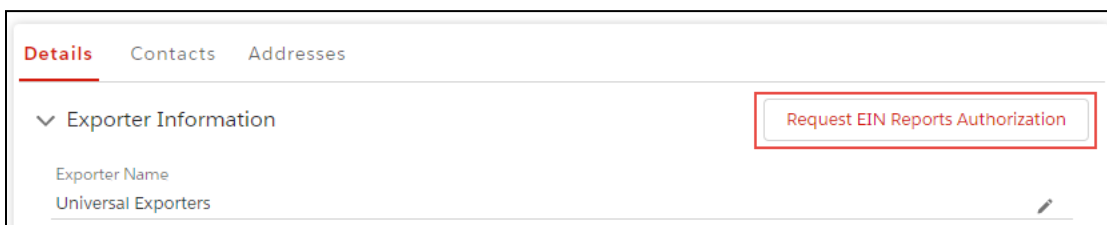
NOTE: Grayed out fields are not editable.

- b. Select the **Save** button.

The **Account Update was Successful** message displays.



- 5. To request EIN reports authorization and complete the Certification of Authority form, select the **Request EIN Reports Authorization** button.



The **Request EIN Reports Authorization** dialog box displays.



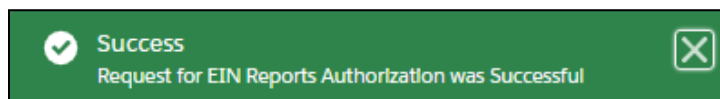
- a. Select the **Certification of Authority** hyperlink to complete and email the form.



NOTE: Download the pdf form and follow the included instructions.

- b. Select the **I understand that I need to submit the Certification of Authority (CoA) to US Census** checkbox.
- c. Select the **Request EIN Reports Authorization** button to request report authorization.

The **Request for EIN Reports Authorization was Successful** message displays.





TOPIC 3.1.3: VIEW AND EDIT FACILITY ACCOUNT INFORMATION

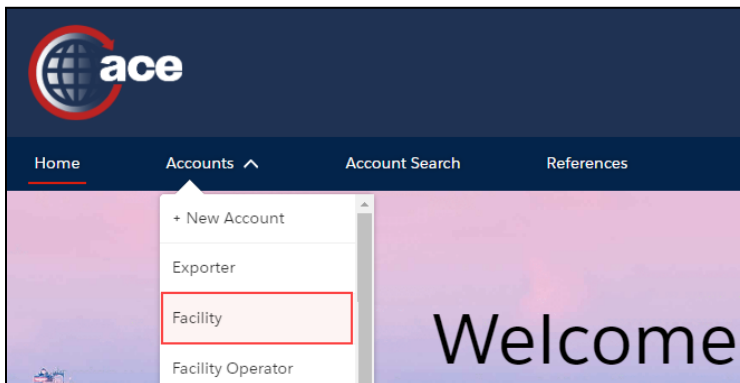
INTRODUCTION


In a **Facility** account, users with proper permissions can view and edit facility account information; add, edit, and remove employees and officials; and view, edit, and add document folders and documents.

For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

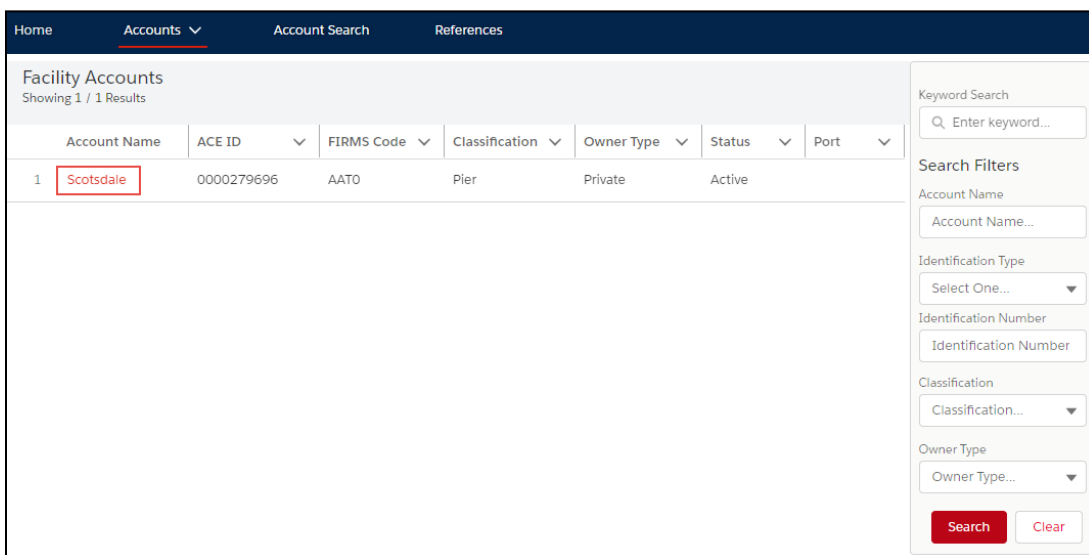
HOW TO VIEW AND EDIT FACILITY ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Facility** account type.



TIP: If you know the name of the facility account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Facility** account type to narrow the list.

2. In the **Facility Accounts** pane, in the **Account Name** column, select a facility account name hyperlink.



NOTE: Use the **Search Filters** pane to filter the list of facility accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.





3. In the **Account Name** pane, in the **Details** tab:

Account Name
Scotsdale

Record Type Name Facility	ACE ID 0000279696	FIRMS Code AATO	Port of Application 0952	Status Active
------------------------------	----------------------	--------------------	-----------------------------	------------------

Details | Contacts | Addresses | Employees | Officials | Documents

▼ **Facility Information**

Facility Name Scotsdale	ACE ID 0000279696
FIRMS Code AATO	Bonded Yes
Classification Pier	Owner Type Private
Status Active	Status Effective Date 2024-02-13
Port of Application 0952	Proprietor Jeffrey Scotsdales
Description of Warehouse Test	

> Bonds

a. Select the **Expand** icon > to expand and view the **Bonds** section.



NOTE: The facility must be bonded to display the **Bonds** section.

b. Select an **Edit** icon ✎ to edit the facility account information.

4. In the edit pane:

Details | Contacts | Addresses | Employees | Officials | Documents

▼ **Facility Information**

Facility Name Scotsdale	ACE ID 0000279696
FIRMS Code AATO	Bonded Yes
Classification Pier	Owner Type Private
Status Active	Status Effective Date Feb 13, 2024
*Port of Application 0952	Proprietor Jeffrey Scotsdales
Description of Warehouse Test	

▼ **Bonds**

Bond 1 Bond Number: 9908A1113	Bond Type: 2
Bond 2 Bond Number:	Bond Type:



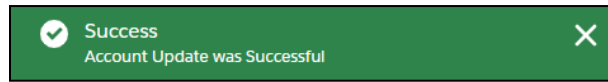
- a. Edit the appropriate fields.



NOTE: Grayed out fields are not editable. The **Bond Type** field is filled from the eBond system based on the bond number entered and is not editable.

- b. Select the **Save** button.

The **Account Update was Successful** message displays.



- 5. To add an employee to the facility account, select the **Employees** tab and the **Add Facility Employee** button.

- a. In the **Create a new Facility Employee Employee Information (step 1 of 3)** pane, in the **Employee Information** section, complete the appropriate employee fields.



NOTE: Include a dash (–) to separate the parts of a phone number. For example, 703-234-5432.

- b. Select the **Next >** button.



- c. In the **Create a new Facility Employee Address Information (step 2 of 3)** pane, in the **Home Address Information** and the **Contact Information** sections, complete the appropriate address and contact fields.



NOTE: Include a dash (–) to separate the parts of a phone number. For example, 703-234-5432. The **Website** field must begin with **https://**.

Create a new Facility Employee
Address Information (step 2 of 3)

Employee Information

Home Address Information

*Address Type: Home (dropdown) C/O:

*Country: United States (dropdown) *Street: *PO Box:

Additional Address Line 1: Additional Address Line 2:

*City: *State: Select an Option (dropdown)

*Postal Code: County:

Contact Information

Phone: Phone Ext:

Fax: Fax Ext:

Email: Website:

- d. Select the **Next >** button.

The **Validate Address** dialog box displays.

Validate Address
Validate Home Address

User's Input Address

Street: 1200 Wilson Blvd
City: Arlington
State/Province: VA
Country: US
Postal Code: 20350

Validated Address

Street: 1200 WILSON BLVD
City: ARLINGTON
State/Province: VA
Country: US
Postal Code: 22209-2305

Use Validated Address?

- e. Select the **Confirm** button to confirm the validated address.





- f. In the **Create a new Facility Employee Review (step 3 of 3)** pane, review the added information,

Create a new Facility Employee
Review (step 3 of 3)

Employee Information

* Last Name Williams	Middle Name
* First Name Mike	* Date of Birth 1/1/1990
* Birth Country United States	* Birth State/Province Virginia
* Birth City Arlington	* Social Security Number 111-22-3456
Phone Number	Phone Ext
Email	
* Employee History Start Date 10/17/2023	Employee History End Date

Home Address Information

* Address Type Home	C/O
* Country United States	* Street 1200 WILSON BLVD
Additional Address Line 1	Additional Address Line 2
* City ARLINGTON	* State Virginia
* Postal Code 22209-2305	County

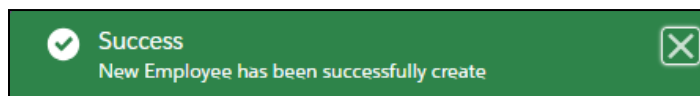
scrolling down to review all fields.

Contact Information

Phone 703-234-5678	Phone Ext
Fax	Fax Ext
Email	Website https://

[Back](#) [Cancel](#) [Save](#) [Next](#)


- g. Select the **Save** button to save the facility employee.
The **Success** message displays.





The new employee displays in the **Related Facility Employees** list.



NOTE: In the **Name** column, select the name hyperlink to display the employee information and an **Edit** icon  to update the employee information.

6. To add an official to the facility account, select the **Officials** tab and the **Add Facility Official** button.

- a. In the **Create a new Facility Official Facility Official Information (step 1 of 3)** pane, in the **Official Information** section, complete the appropriate official fields.

- b. Select the **Next >** button.





- c. In the **Create a new Facility Official Address Information (step 2 of 3)** pane, in the **Home Address Information** and the **Contact Information** sections, complete the appropriate address and contact fields.



NOTE: Include a dash (–) to separate the parts of a phone number. For example, 703-234-5432.

- d. Select the **Next >** button.

The **Validate Address** dialog box displays.

- e. Select the **✓Confirm** button to confirm the validated address.





- f. In the **Create a new Facility Official Review (step 3 of 3)** pane, review the added information,

Create a new Facility Official
Review (step 3 of 3)

Employee Information

* Last Name Bean	Middle Name
* First Name Tom	* Date of Birth 2/2/1992
* Birth Country United States	* Birth State/Province Arizona
* Birth City Phoenix	* Social Security Number 222-33-4567
Phone Number	Phone Ext
Email	
* Employee History Start Date 2/5/2024	Employee History End Date

Home Address Information

* Address Type Home	C/O
* Country United States	* Street 123 PRINCE ST
Additional Address Line 1	Additional Address Line 2
* City ALEXANDRIA	* State Virginia
* Postal Code 22314-3311	County

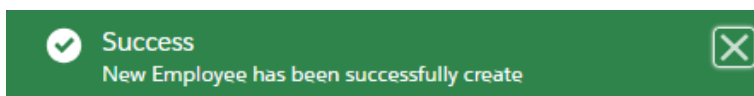
scrolling down to review all fields.

Contact Information

Phone 703-765-4321	Phone Ext
Fax	Fax Ext
Email	Website https://

[< Back](#) [Cancel](#) [Save](#) [Next >](#)

- g. Select the **Save** button to save the facility official.
The **Success** message displays.









The new official displays in the **Related Facility Officials** list.

Account Name Scotsdale				
Record Type Name Facility	ACE ID 0000279696	FIRMS Code AATO	Port of Application 0952	Status Active
Details Contacts Addresses Employees Officials Documents				
Related Facility Officials				Add Facility Official
1 Records				
Name	Phone	Email		
1 Tom Bean	703-765-4321			



NOTE: In the **Name** column, select the name hyperlink to display the official information and an **Edit** icon  to update the official information.

7. To add and edit document folders and documents, select the **Documents** tab.

Account Name Scotsdale				
Record Type Name Facility	ACE ID 0000279696	FIRMS Code AATO	Port of Application 0952	Status Active
Details Contacts Addresses Employees Officials Documents				
Related Document Folders				Add Document Folder
11 Records				
	*Premise Inspection Results Date of Last Update: 2/13/2024 · On File: Not on File			
	*Date of Inspection Date of Last Update: 2/13/2024 · On File: Not on File			
	*Cert. of Record Keeping System meeting regulatory inventory and control guidelines of section 19.12			

Reference the [Add and Edit Document Folders and Documents](#) section for details.



TOPIC 3.1.4: VIEW AND EDIT FACILITY OPERATOR ACCOUNT INFORMATION

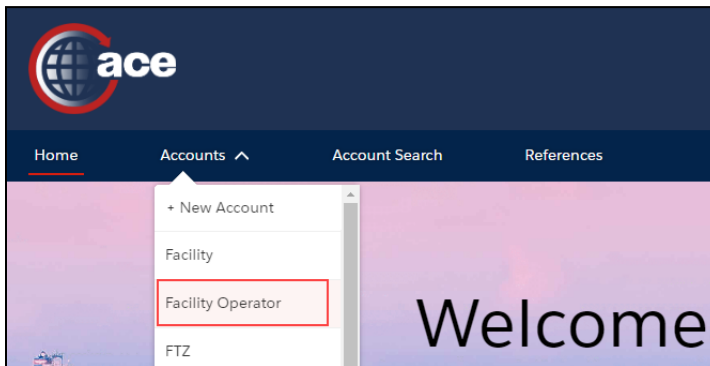
INTRODUCTION

In a **Facility Operator** account, users can view and edit facility operator information and view lists of the associated facilities, FTZ subzone sites, and FTZ GP sites.

For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

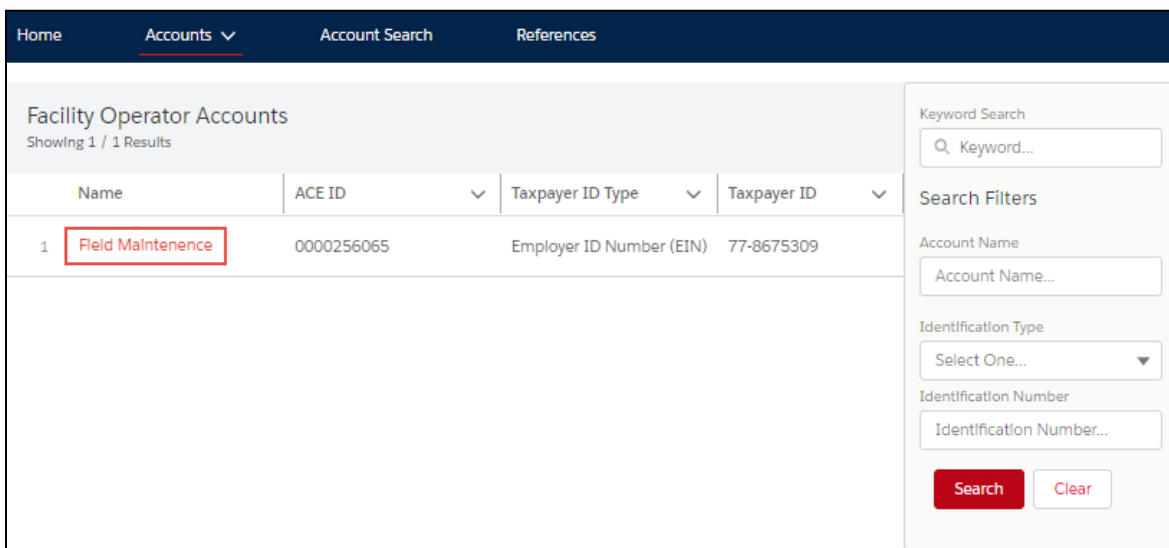
HOW TO VIEW AND EDIT FACILITY OPERATOR ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select **Facility Operator** account type.



TIP: If you know the name of the facility operator account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Facility Operator** account type to narrow the list.

2. In the **Facility Operator Accounts** pane, in the **Name** column, select a facility operator account name hyperlink.



NOTE: Use the **Search Filters** pane to filter the list of facility operator accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.



3. In the **Account Name** pane, in the **Details** tab, select an **Edit** icon to edit the facility operator information:

Account Name		
Field Maintenance		
Record Type Name	ACE ID	Taxpayer ID
Facility Operator	0000256065	77-8675309

Details | Contacts | Addresses | Facilities | FTZ Subzone Sites | FTZ GP Sites

▼ Facility Operator Information

Proprietor Name	ACE ID
Field Maintenance	0000256065
Taxpayer ID Type	Taxpayer ID
Employer ID Number (EIN)	77-8675309

4. In the edit pane:

Account Name		
Field Maintenance		
Record Type Name	ACE ID	Taxpayer ID
Facility Operator	0000256065	77-8675309

Details | Contacts | Addresses | Facilities | FTZ Subzone Sites | FTZ GP Sites

▼ Facility Operator Information

Proprietor Name	ACE ID
<input type="text" value="Field Maintenance"/>	<input type="text" value="0000256065"/>
Taxpayer ID Type	Taxpayer ID
<input type="text" value="Employer ID Number (EIN)"/>	<input type="text" value="77-8675309"/>

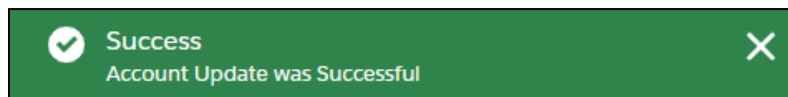
- a. Edit the appropriate fields.



NOTE: Grayed out fields are not editable. Only the **Proprietor Name** field is editable.

- b. Select the **Save** button.

The **Account Update was Successful** message displays.





5. To view the list of associated facilities, select the **Facilities** tab.

Account Name
Field Maintenance

Record Type Name: Facility Operator ACE ID: 0000256065 Taxpayer ID: 77-8675309

Details Contacts Addresses **Facilities** FTZ Subzone Sites FTZ GP Sites

Related Facilities
7 Records

	Facility Name	FIRMS Code	Port Code	Classification	Bonded	ACE ID
1	Field Proprietors	LAB4	1401	CES	Yes	0000261816
2	Labradores	LAB1	1401	Customs Container S...	Yes	0000258621

6. To view the list of associated FTZ subzone sites, select the **FTZ Subzone Sites** tab.

Details Contacts Addresses Facilities **FTZ Subzone Sites** FTZ GP Sites

Related FTZ Subzone Sites
1 Records

	Zone ID #	Site #	Zone Number	FIRMS Code	Port	Status
1	765A1A765	765	765	LAC7	1401	Activated

7. To view the list of associated FTZ GP sites, select the **FTZ GP Sites** tab.

Details Contacts Addresses Facilities FTZ Subzone Sites **FTZ GP Sites**

Related FTZ GP Sites
2 Records

	Zone ID #	GP Zone Site #	Site #	Zone Name	FIRMS Code	Port	Status
1	9890010A2	001	0A2	Emily GP Site 6 9 ...	AAP2	1171	Activated
2	2992992N9	299	2N9	Noahs Playgroup	AAO8	1301	Activated





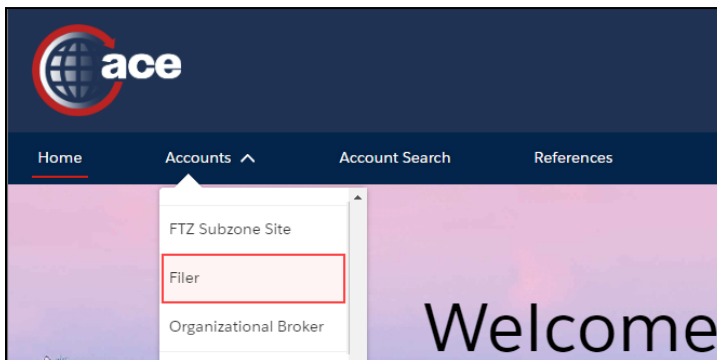
TOPIC 3.1.5: VIEW AND EDIT FILER ACCOUNT INFORMATION


INTRODUCTION

In a **Filer** account, users with proper permissions can view and edit filer account information. For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

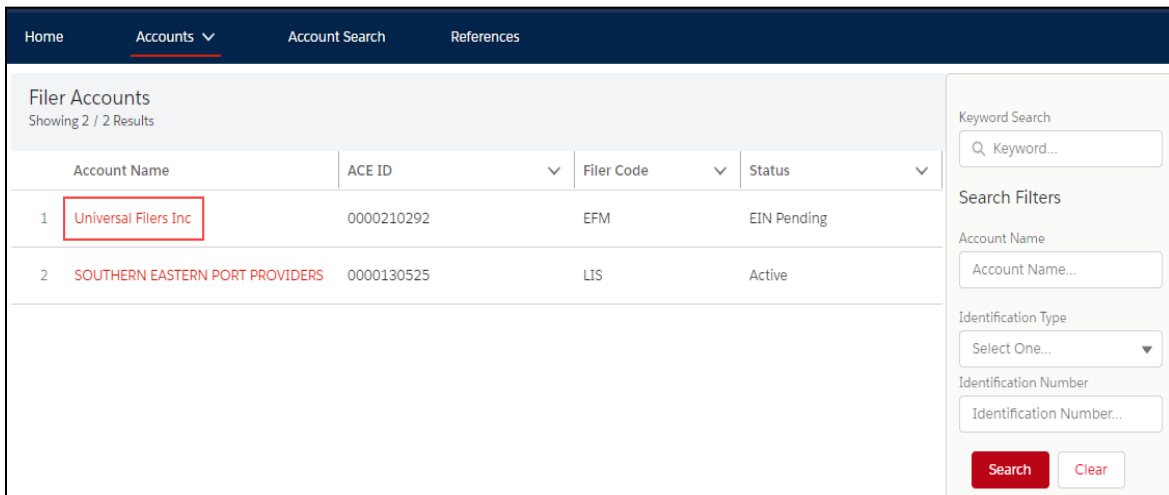
HOW TO VIEW AND EDIT FILER ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Filer** account type.



TIP: If you know the name of the filer account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Filer** account type to narrow the list.

2. In the **Filer Accounts** pane, in the **Account Name** column, select a filer account name hyperlink.



NOTE: Use the **Search Filters** pane to filter the list of filer accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.



3. In the **Account Name** pane, in the **Details** tab:

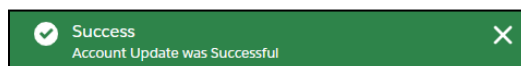
- a. Select the **Expand** icon to expand and view the **Other Company Names** section.
- b. Select an **Edit** icon to edit the filer information.

4. In the edit pane:

- a. Edit the appropriate fields.
- NOTE:** Grayed out fields are not editable.

- b. Select the **Save** button.

The **Account Update was Successful** message displays.





TOPIC 3.1.6: VIEW AND EDIT FTZ GP SITE ACCOUNT INFORMATION

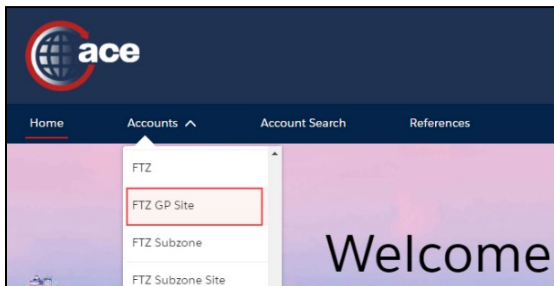
INTRODUCTION

In an **FTZ GP Site** account, users with proper permissions can view FTZ GP site information and view, edit, and add document folders and documents.

For the **Addresses** tab, reference the separate associated topic for details.

HOW TO VIEW AND EDIT FTZ GP SITE ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **FTZ GP Site** account type.



TIP: If you know the name of the FTZ GP site account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **FTZ GP Site** account type to narrow the list.

2. In the **FTZ GP Site Accounts** pane, in the **Site Name** column, select an FTZ GP site account name hyperlink.

Site Name	Zone ID	Zone #	GP Zone ...	Site #	FIRMS Co...	Status	Port Code	ACE ID
1 Emily's GP Site 3 9 23	2580120A1	258	012	0A1	T178	Activated	5312	0000257888
2 Orange GP Site	7620010R1	762	001	0R1	LAC6	Activated	1401	0000263417



NOTE: Use the **Search Filters** pane to filter the list of FTZ GP site accounts. Filter criteria specific to an FTZ GP site account are included.



- In the **Account Name** pane, in the **Details** tab, view the **FTZ GP Site Information**, **Description**, and **Bonds** sections.

Account Name
Orange GP Site

Record Type Name	ACE ID	Zone Id #	Zone #	GP Zone Site Number	Site Number	Port	FIRMS Code	Status
FTZ GP Site	0000263417	7620010R1	762	001	OR1	1401	LAC6	Activated

Details | Addresses | Documents

FTZ GP Site Information

Zone Id #
7620010R1

Zone #
762

GP Zone Site Number
001

Legacy GP Zone Site Number

Site Number
OR1

Legacy Site Number

FTZ GP Site Name
Orange GP Site

ACE ID
0000263417

FIRMS Code
LAC6

Facility Operator
Emilly Facility Operator 7.14.23 1

Port
1401

Status
Activated

Status Effective Date
2023-07-18

Date of Board Approval
2023-07-15

Date of Authority Expiration
2027-07-30

Direct Delivery
No

Description

Description of Merchandise to Admit

Description of Operators to be Conducted

Description of Site

Bonds

Bond 1

Bond Number:
9908A1231

Bond Type:
4

Bond 2

- To view, edit, and add document folders and documents, select the **Documents** tab.

Account Name
Orange GP Site

Record Type Name	ACE ID	Zone Id #	Zone #	GP Zone Site Number	Site Number	Port
FTZ GP Site	0000263417	7620010R1	762	001	OR1	1401

Details | Addresses | **Documents**

Related Document Folders
1 Records Add Document Folder

Site Documents
Date of Last Update: · On File:

Reference the [Add and Edit Document Folders and Documents](#) section for details.





TOPIC 3.1.7: VIEW AND EDIT FTZ SUBZONE SITE ACCOUNT INFORMATION

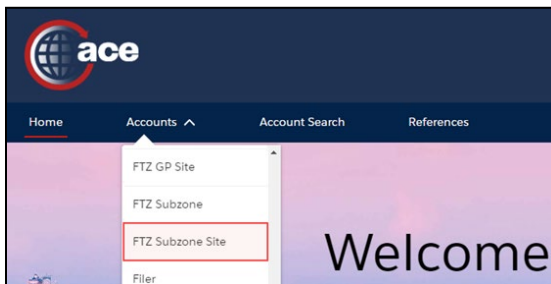
INTRODUCTION

In an **FTZ Subzone Site** account, users with proper permissions can view FTZ subzone site information and view, edit, and add document folders and documents.

For the **Addresses** tab, reference the separate associated topic for details.

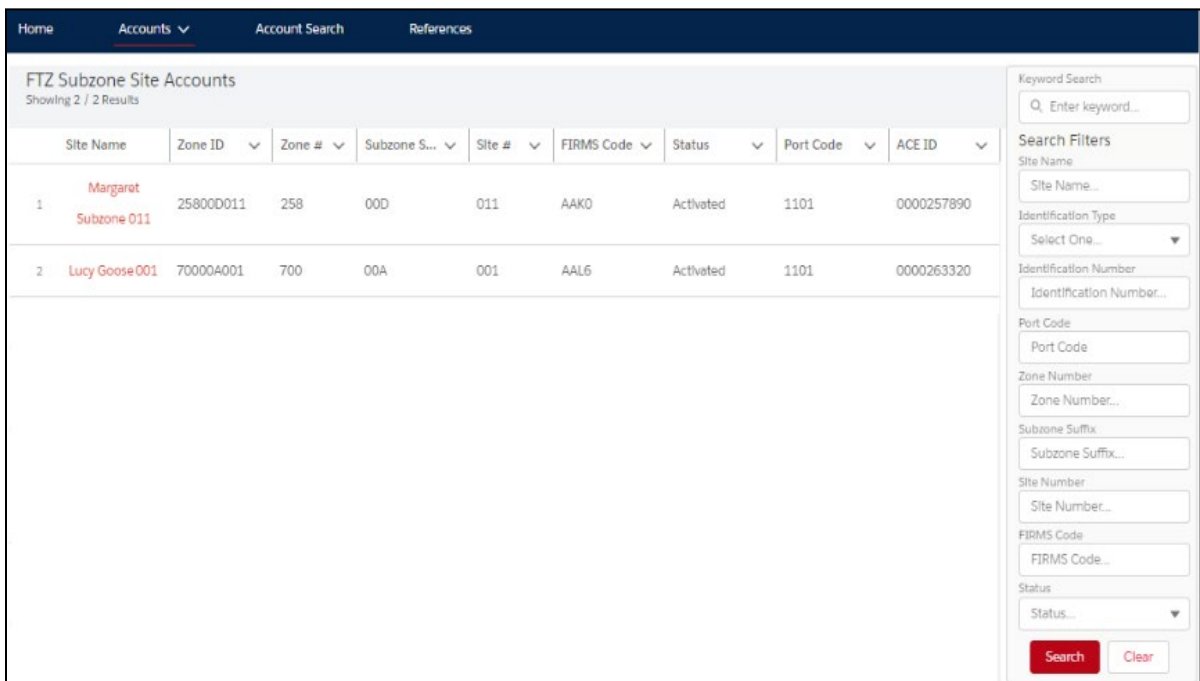
HOW TO VIEW AND EDIT FTZ SUBZONE SITE ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **FTZ Subzone Site** account type.



TIP: If you know the name of the FTZ subzone site account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **FTZ Subzone Site** account type to narrow the list.

2. In the **FTZ Subzone Site Accounts** pane, in the **Site Name** column, select an FTZ subzone site account name hyperlink.



NOTE: Use the **Search Filters** pane to filter the list of FTZ subzone site accounts. Filter criteria specific to an FTZ subzone site account are included.



- In the **Account Name** pane, in the **Details** tab, view the **FTZ Subzone Site Information**, **Description**, and **Bonds** sections.

Account Name
Lucy Goose Inc 001

Record Type Name	ACE ID	Zone Id #	Zone #	Subzone Suffix	Site Number	Port	FIRMS Code	Status
FTZ Subzone Site	0000263320	70000A001	700	00A	001	1101	AAL6	Activated

Details | Addresses | Documents

▼ **FTZ Subzone Site Information**

Zone Id #
70000A001

Zone #
700

Subzone Suffix
00A

Site Number
001

Account Name
Lucy Goose Inc 001

FIRMS Code
AAL6

Port
1101

Status Effective Date
2023-07-13

Date of Authority Expiration

Legacy Subzone Suffix

Legacy Site Number

ACE ID
0000263320

Facility Operator
R Facility Operator

Status
Board Approved

Date of Board Approval
2023-07-13

Direct Delivery
No

▼ **Description**

Description of Merchandise to Admit
Teeters and Toddlers

Description of Site
Big empty warehouse with no windows and security fence.

Description of Operations to be Conducted
Paint Teeter-Toddlers

▼ **Bonds**

Bond 1

Bond Number:
18C00000A

Bond 2

Bond Type:
4

- To view, edit, and add document folders and documents, select the **Documents** tab.

Account Name
Lucy Goose Inc 001

Record Type Name	ACE ID	Zone Id #	Zone #	Subzone Suffix	Site Number	Port	FIRMS Code
FTZ Subzone Site	0000263320	70000A001	700	00A	001	1101	AAL6

Details | Addresses | **Documents**

Related Document Folders
1 Records

[Add Document Folder](#)

Blueprints
Date of Last Update: 7/13/2023 · On File: Filed on Site

Reference the [Add and Edit Document Folders and Documents](#) section for details.



TOPIC 3.1.8: VIEW AND EDIT IMPORTER ACCOUNT INFORMATION

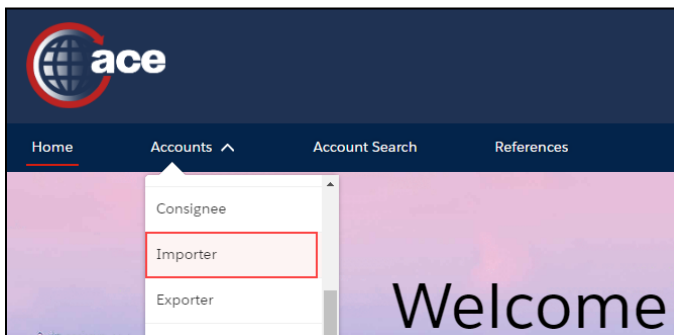
INTRODUCTION

In an **Importer** account, users with proper permissions can view importer information; notify parties; add and delete drawback privileges; view bonds information; search for, print, and cancel declarations; and edit statement calendar payment dates.

For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

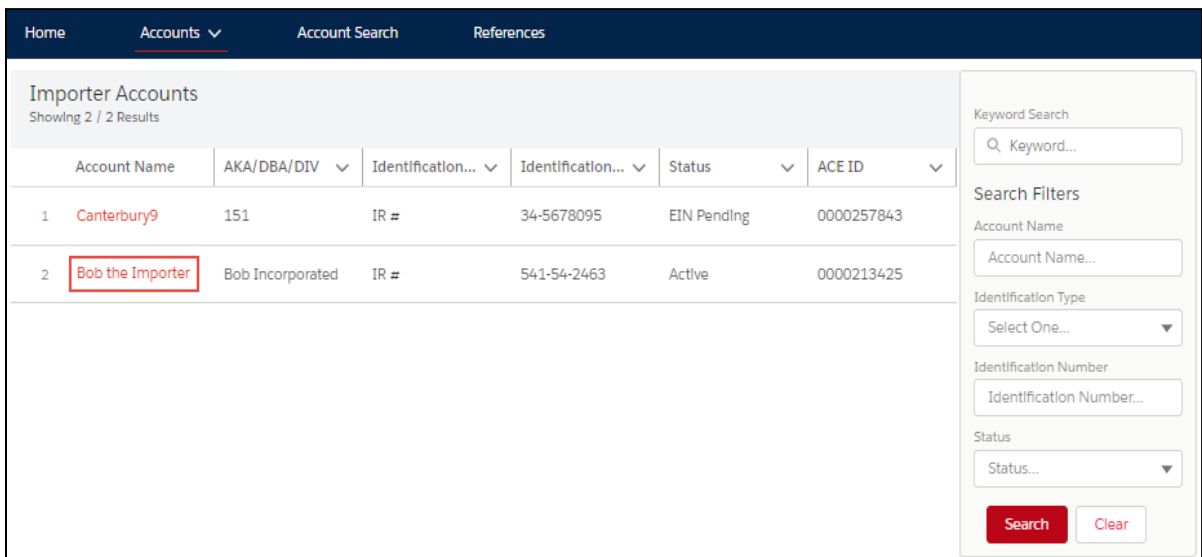
HOW TO VIEW AND EDIT IMPORTER ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Importer** account type.



TIP: If you know the name of the importer account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Importer** account type to narrow the list.

2. In the **Importer Accounts** pane, in the **Account Name** column, select an importer account name hyperlink.



NOTE: Use the **Search Filters** pane to filter the list of importer accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.



3. In the **Account Name** pane, in the **Details** tab:

Account Name
Bob the Importer

Record Type Name: Importer ACE ID: 0000213425 IR #: 541-54-2463 Status: Active

Details Contacts Addresses Related Businesses Notify Parties Drawback Bonds More

▼ Importer Information

Account Name	Bob the Importer	Full Legal Importer Name	Full Legal Name
ACE ID	0000213425	Taxpayer ID Type	
IR #	541-54-2463	Social Security Number (SSN)	
Entries Per Year	<5	Center ID	CEE002 - Agriculture and Prepared Products
Request CBP Assigned IR #	No	Organizational Structure	Sole Proprietor
Program Code	<input type="checkbox"/> Authorized Economic Operator <input type="checkbox"/> Customs-Trade Partnership Against Terrorism <input type="checkbox"/> Importer Self-Assessment <input type="checkbox"/> Partners In Protection	ID Utilized	<input checked="" type="checkbox"/> Importer of Record <input checked="" type="checkbox"/> Consignee / Ultimate Consignee <input type="checkbox"/> Drawback Claimant <input type="checkbox"/> Refund / Bills <input type="checkbox"/> Other

> Other Company Names

> Additional Information

> Company Details

> Banking Details

> Partnership Details

> Administration Control Information

> Certified Details

> Mode of Communication



NOTE: In the upper right of the **Account Name** pane, the **Forms** button displays the Forms application in a separate browser window.

- a. Select the **Expand** icon > to expand and view the additional sections.
- b. Select an **Edit** icon ✎ to update the information.

4. In the edit pane:





Details | Contacts | Addresses | Related Businesses | Notify Parties | Drawback | Bonds | More

▼ Importer Information

* Account Name: Full Legal Importer Name:

ACE ID: Taxpayer ID Type:

IR #: Center ID:

Entries Per Year: Organizational Structure:

Request CBP Assigned IR #
 Yes
 No

ID Utilized
 Importer of Record
 Consignee / Ultimate Consignee
 Drawback Claimant
 Refund / Bills
 Other

Program Code
 Authorized Economic Operator
 Customs-Trade Partnership Against Terrorism
 Importer Self-Assessment
 Partners In Protection

▼ Other Company Names

DIV: AKA: DBA:

▼ Additional Information

Email Address: Website:

Phone: Phone Ext: Fax:

a. Scroll down as needed and edit the appropriate fields.



NOTE: Grayed out fields are not editable.



IMPORTANT: In the **Additional Information** section, fields are grayed out and not editable. This information is editable in the **Addresses** tab, in the **Street (Physical) Address** information, in the **Contact Information** section.

▼ Contact Information

Phone: Phone Ext:

Fax: Fax Ext:

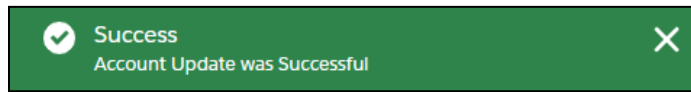
Email: Website:





- b. Select the **Save** button.

The **Account Update was Successful** message displays.



- 5. To view the list of related businesses, select the **Related Businesses** tab.

Details	Contacts	Addresses	Related Businesses	Notify Parties	Drawback	Bonds	Declarations	More
Related Businesses 2 Records								
Related Business Status	Name of Business Entity	TIN/EIN/SSN/CBP Assigned #						
1	JASHAN52 IMPORT NAME	777-55-2384						
2	Missile Head	222-33-7777						

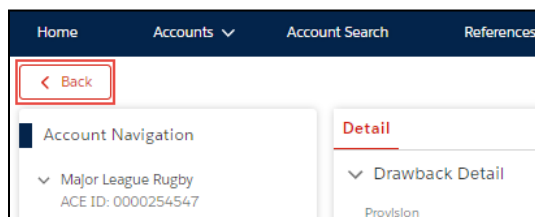
- 6. To view the notify parties list, select the **Notify Parties** tab.

Details	Contacts	Addresses	Related Businesses	Notify Parties	Drawback	Bonds	Declarations	More
Related Notified Parties 3 Records								Add Notify Party
ACE Id	Name	Type	IR #	Process Date	Create By			
1 0000213393	Express Containers	10	009-00-9993	6/9/2023	F1255RQ			

- 7. To view the drawback privileges list, select the **Drawback** tab.

Details	Contacts	Addresses	Related Businesses	Notify Parties	Drawback	Bonds	Declarations	More
Drawback Privileges 1 Records								
Provision	Privilege	Application Date	Approval Date	Revoke Date	Port of Appro...			
1 05 - 1313(c)(3)	Accelerated Paym...	3/24/2023	3/27/2023		3901 - Chicago, IL			

- a. In the **Provision** column, select the hyperlink to display the drawback information.
- b. Select the **< Back** button to return to the **Importer** account information.





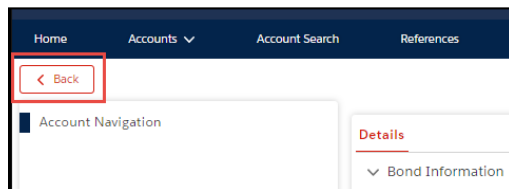
8. To view the list of bonds, select the **Bonds** tab.

Details Contacts Addresses Related Businesses Notify Parties Drawback Bonds Declarations More					
Related Bonds 12 Records					
Bond #	Importer #	Importer Name	Status	Activity Code	
1 991201024	334441211	Bob the Importer	Active	2	



NOTE: The bond information is provided by the eBond application.

- In the **Bond #** column, select the bond number hyperlink to display the bond information.
- Select a subtab to display the principal/user, surety, rider, and sufficiency information.
- Select the **< Back** button to return to the **Importer** account information.



9. To search for, add, print, and cancel a declaration, select the **Declarations** tab.

Details Contacts Addresses Related Businesses Notify Parties Drawback Bonds Declarations More						
Related Declarations 20 Records						
		Add Declaration		Enter ID # or Keyword		Search X
		Advanced Search				
Declaration #	Declaration ...	Created By Fi...	Status	Valid From	Valid Until	
1 0000051442	Non-Reimburse...		Active	12/1/2022	02/24/2023	

Reference the [Blanket Declarations](#) training guide for details.

10. To edit the statement calendar payment dates, select the **Statements** tab or if applicable, select the **More** tab and the **Statements** option in the drop-down menu.

Details Contacts Addresses Related Businesses Notify Parties Drawback Statements More					
∨ Periodic Statement Calendar 1					
Mar/2024 3/15/2024	Apr/2024 4/17/2024	May/2024 5/15/2024	Jun/2024 6/15/2024	Jul/2024 7/18/2024	Aug/2024 8/15/2024
Sep/2024 9/18/2024	Oct/2024 10/17/2024	Nov/2024 11/15/2024	Dec/2024 12/16/2024	Jan/2025 1/15/2025	Feb/2025 2/17/2025

Reference the [Statement Calendar and Designation](#) training guide for details.





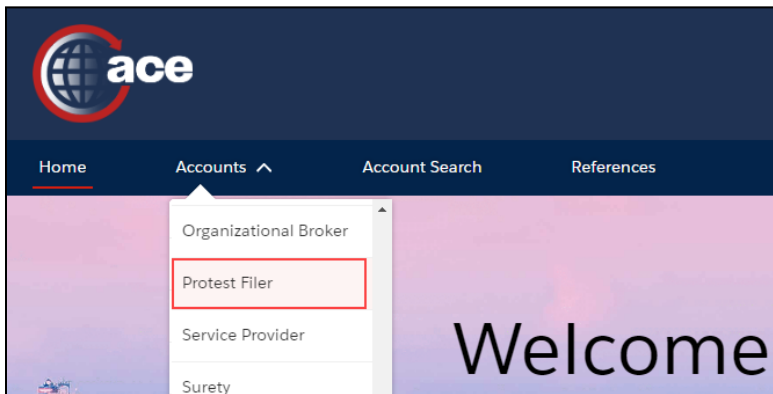
TOPIC 3.1.9: VIEW AND EDIT PROTEST FILER ACCOUNT INFORMATION


INTRODUCTION

In a **Protest Filer** account, users with proper permissions can view and edit protest filer account information. For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

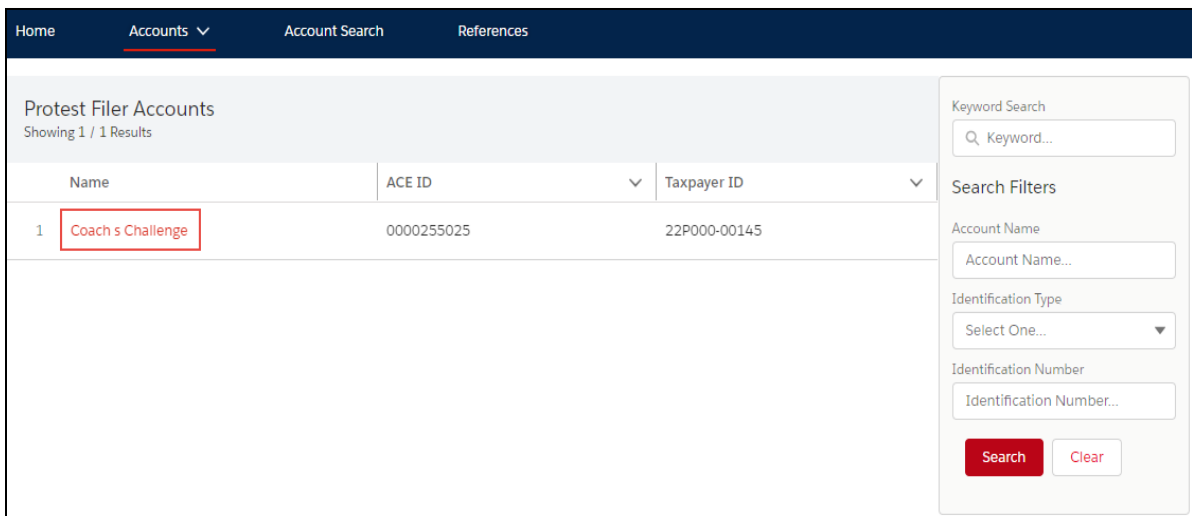
HOW TO VIEW AND EDIT PROTEST FILER ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Protest Filer** account type.



TIP: If you know the name of the protest filer account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Protest Filer** account type to narrow the list.

2. In the **Protest Filer Accounts** pane, in the **Name** column, select a protest filer account name hyperlink.



NOTE: Use the **Search Filters** pane to filter the list of protest filer accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.



3. In the **Account Name** pane, in the **Details** tab:

Account Name
Coach s Challenge

Protest Reports

Record Type Name: Protest Filer
Protest Filer Number: 22P000-0014500
ACE ID: 0000255025

Details Contacts Addresses

Protest Filer Information

Protest Filer Name: Coach s Challenge [Edit]

ACE ID: 0000255025

Protest Filer Number: 22P000-0014500

Protest Filer Number Type: CBP Protest Filer Assigned Number

Organization Information

Other Company Names

Account Status



NOTE: In the upper right of the **Account Name** pane, the **Protest** button displays the Protest application in a separate browser window.

- Select the **Expand** icon **>** to expand and view the **Organization Information**, **Other Company Names**, and **Account Status** sections.
- Select an **Edit** icon **✎** to edit the protest filer information.

4. In the edit pane:

Details Contacts Addresses

Protest Filer Information

Protest Filer Name: Coach s Challenge

ACE ID: 0000255025

Protest Filer Number: 22P000-0014500

Protest Filer Number Type: CBP Protest Filer Assigned Number

Organization Information

Organizational Structure: LLC

Other Company Names

AKA: [] DBA: [] DIV: []

Account Status

Status: Active

Cancel Save





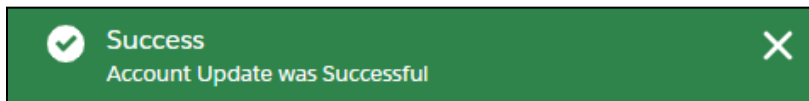
- a. Edit the appropriate fields.



NOTE: Grayed out fields are not editable.

- b. Select the **Save** button.

The **Account Update was Successful** message displays.





TOPIC 3.1.10: VIEW AND EDIT SERVICE PROVIDER ACCOUNT INFORMATION

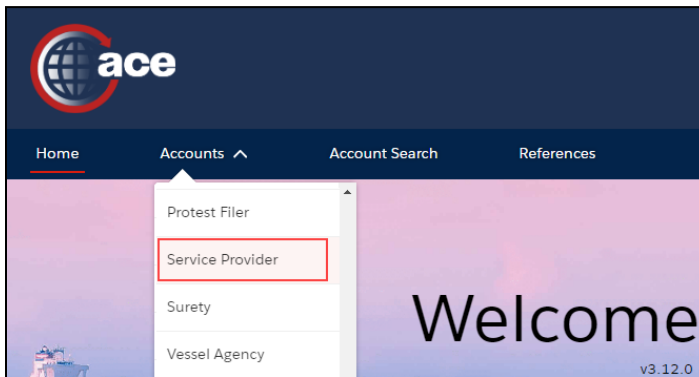
INTRODUCTION

In a **Service Provider** account, users with proper permissions can view and edit service provider account information.

For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

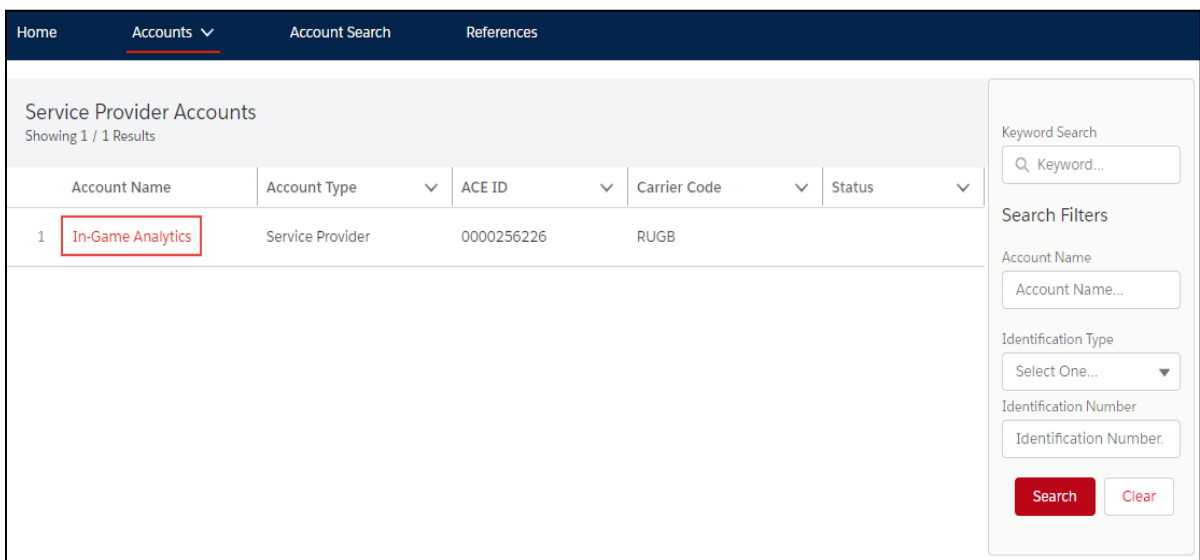
HOW TO VIEW AND EDIT SERVICE PROVIDER ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Service Provider** account type.



TIP: If you know the name of the service provider account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Service Provider** account type to narrow the list.

2. In the **Service Provider Accounts** pane, in the **Account Name** column, select a service provider account name hyperlink.



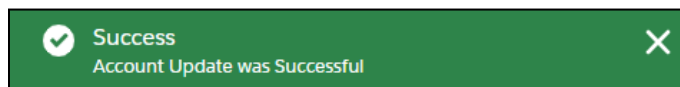
NOTE: Use the **Search Filters** pane to filter the list of service provider accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.



3. In the **Account Name** pane, in the **Details** tab:

- a. Select the **Expand** icon > to expand and view the **ID Type** and **Other Company Names** sections.
 - b. Select an **Edit** icon ✎ to edit the service provider information.
4. In the edit pane:

- a. Edit the appropriate fields.
 - b. Select the **Save** button.
- The **Account Update was Successful** message displays.





TOPIC 3.1.11: VIEW AND EDIT SURETY ACCOUNT INFORMATION

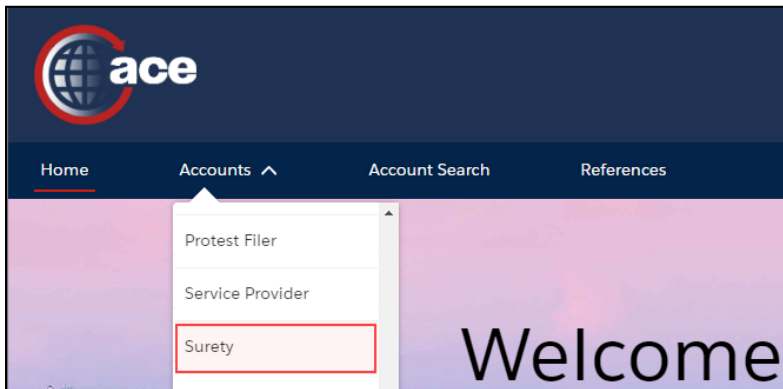
INTRODUCTION

In a **Surety** account, users with proper permissions can view and edit surety account information, view bond information, edit CSPOA information, and add power of attorneys (CSPOAs).

For the **Contacts** and **Addresses** tabs, reference their separate associated topics for details.

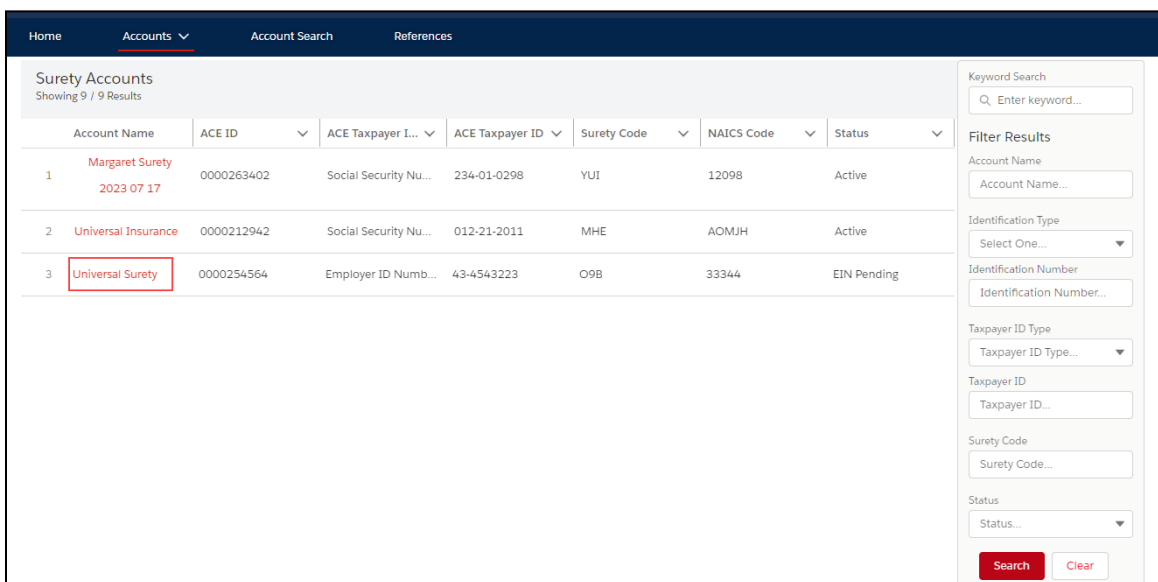
HOW TO VIEW AND EDIT SURETY ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Surety** account type.



TIP: If you know the name of the surety account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Surety** account type to narrow the list.

2. In the **Surety Accounts** pane, in the **Account Name** column, select a surety account name hyperlink.




NOTE: Use the **Search Filters** pane to filter the list of surety accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.



3. In the **Account Name** pane, in the **Details** tab:

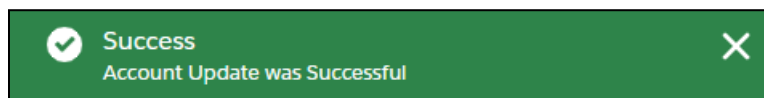
- a. Select the **Expand** icon > to expand and view the **Organization Information** section.
- b. Select an **Edit** icon ✎ to edit the surety account information.

4. In the edit pane:

- a. Edit the appropriate fields.
-  **NOTE:** Grayed out fields are not editable.

- b. Select the **Save** button.

The **Account Update was Successful** message displays.





5. To view the list of bonds carried by the surety company, select the **Bonds** tab.

Details Contacts Addresses Bonds CSPOA's					
Related Bonds 100 Records					
	Bond #	Importer #	Importer Name	Status	Activity Code
1	9908A0645	246-78-3455	Century 5 Imports	Active	5
2	109200011	57-803456900	THREE DIGIT ADDR ...	Active	1A1
3	990900562	149-11-2026	SFiveBPrin12	Active	1



NOTE: The bond information is provided by the eBond application.

a. In the **Bond #** column, select the bond number hyperlink.

The bond details and subtabs of additional information display.

Details

▼ Bond Information

Bond #
109200011

Principal Number
57-803456900

Bond Status
Active

Principal Name
THREE DIGIT ADDR NUM & POBOX

Execution Date
1992-03-20

Effective Date
1992-04-07

Termination Date

Activity Code
1A1 - IMPORTER/ BROKER DRAWBACK

Amount \$
5000000.00

Sufficiency Status
Sufficient

Insufficiency Date

Principal/User Surety Rider Sufficiency

Principal/User
1 Records

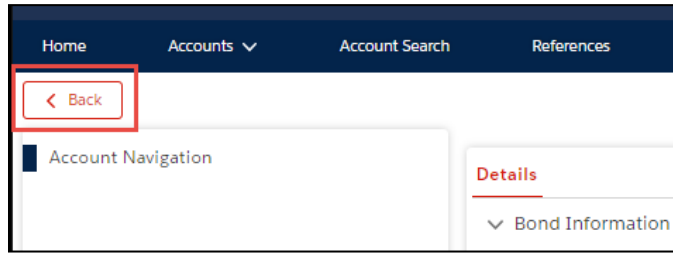
Importer #	Importer Name	Type	Start Date	End Date
57-803456900	THREE DIGIT ADDR N...	Principal	4/7/1992	

b. Select a subtab to display additional information.

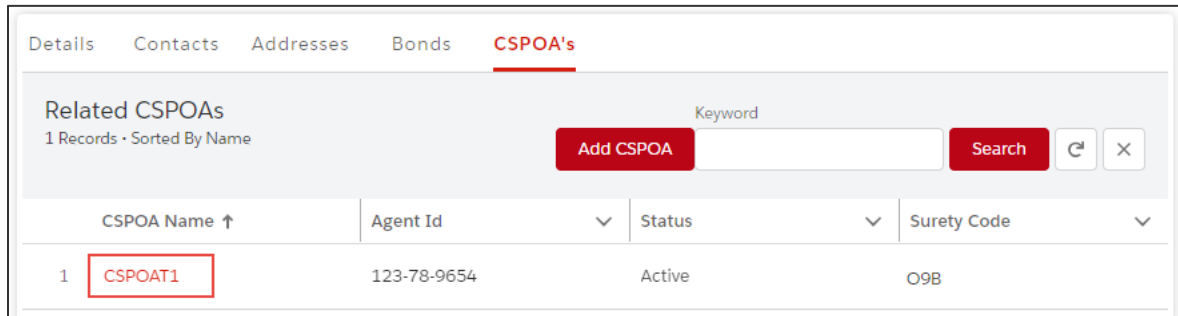




- c. Select the **< Back** button to return to the **Surety** account information.

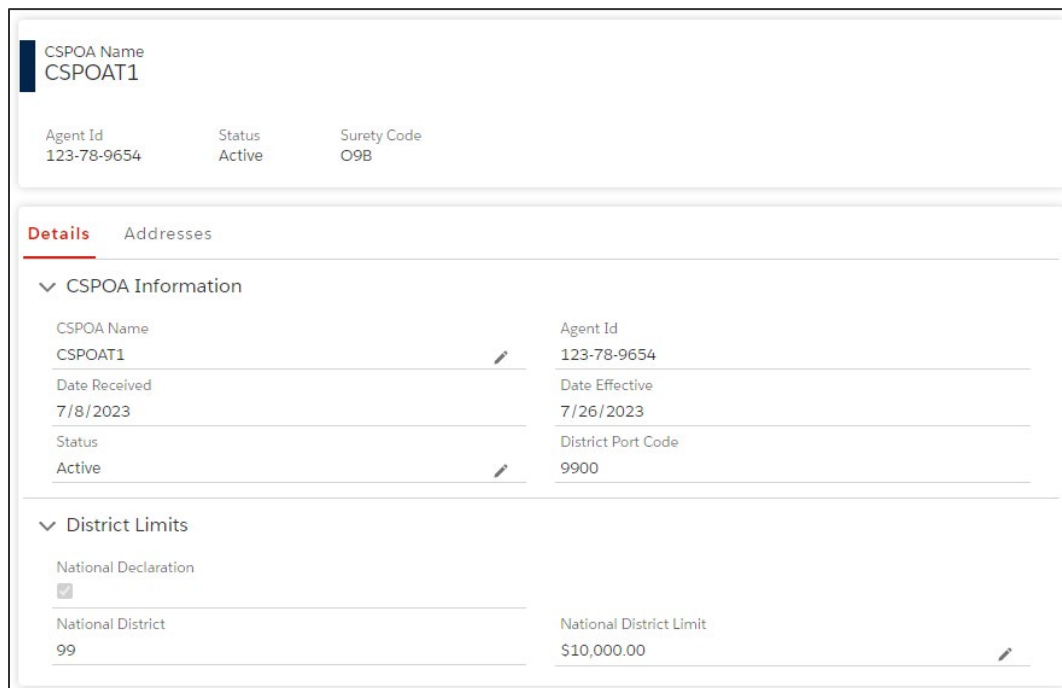


- 6. To view and edit related CSPOAs information, select the **CSPOA's** tab.



NOTE: Use the **Keyword** search field to type a partial or full CSPOA name or identification number and select the **Search** button to narrow the list of CSPOAs.

- a. In the **CSPOA Name** column, select the CSPOA name hyperlink to display the CSPOA Information.



- b. In the **CSPOA Name** pane, in the **Details** tab, select an **Edit** icon to edit the CSPOA information.



Details Addresses

▼ CSPOA Information

* CSPOA Name: CSPOAT1 Agent Id: 123-78-9654

Date Received: 7/8/2023 Date Effective: 7/26/2023

Status: Active District Port Code: 9900

▼ District Limits

National Declaration

National District: 99 * National District Limit: \$10,000.00

c. In the edit pane, edit the appropriate fields.



NOTE: Grayed out fields are not editable.

d. Select the **Save** button.

The **Confirm** dialog box displays.

Confirm

Entering and saving this data is the legal equivalent of submitting a properly executed CBP Form 5297. If 'OK' is selected, the data entered will be saved. If 'Cancel' is selected, no data entered will be saved.

e. Select the **OK** button.

The **CSPOA Updated Successfully** message displays.

Success

CSPOA Updated Successfully

7. To edit the CSPOA address and contact information, select the **Addresses** tab.

CSPOA Name: CSPOAT1

Agent Id: 123-78-9654 Status: Active Surety Code: O9B

Details **Addresses**

Related Addresses

1 Records

Address Type	Street	City	State	Postal Code
1 Street (Physical) Address	1221 WILSON BLVD	DALLAS	TX	75001

a. In the **Address Type** column, select the address type hyperlink to display the CSPOA address information.



- b. In the **Address Type** pane, select an **Edit** icon to edit the CSPOA address information.
- c. In the edit pane, edit the appropriate fields.

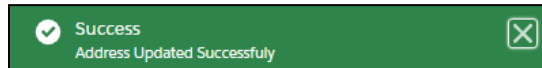
- d. Select the **Save** button.
- The **Validate Street (Physical) Address** dialog box displays.

- e. Select the **Confirm** button to confirm the validated address.





The **Address Updated Successfully** message displays.



- f. Select the **< Back** button twice to return to the **CSPOA's** tab.
8. To add a power of attorney to the surety, in the **CSPOA's** tab, select the **Add CSPOA** button.

Related CSPOAs				
1 Records - Sorted By Name				
		Keyword		
		Add CSPOA		
		Search		
		[Refresh] [Close]		
CSPOA Name ↑	Agent Id	Status	Surety Code	
1 CSPOAT1	123-78-9654	Active	O9B	

The **Create a New CSPOA** pane displays.

Create a New CSPOA
CSPOA Information (step 1 of 1)

CSPOA Information

*CSPOA Name:

*Agent Id:

*Date Received: [Calendar icon]

*Date Effective: [Calendar icon]

*Status:

Port:

District Limits

National Declaration

National District:

*National District Limit:

Address Information

Address Type:

*Country:

*Street:

Additional Address Line 1:

Additional Address Line 2:

*City:

*State:

*Postal Code:

Contact Information

Phone:

Email:

- a. In the ***CSPOA Name** field, type a *name*.
- b. In the ***Agent Id** field, type an *agent identification*.
- c. In the ***Date Received** field, type a *date* or use the calendar icon to select the date.
- d. In the ***Date Effective** field, type a *date* or use the calendar icon to select the date.
- e. In the ***Status** drop-down menu, select an option.





NOTE: The **Port** field is prefilled with **9900** and not editable, the **National Declaration** checkbox is checked by default, and the **National District** field is prefilled with **99** and not editable. The ***National District Limit** field is prefilled with the minimum **10000** amount but is editable. The **Address Type** is prefilled and not editable.

- f. If applicable, in the ***National District Limit** field, type the *limit amount*.
- g. If applicable, in the ***Country** drop-down menu, select the country.
- h. In the ***Street** field, type the *street address*.
- i. In the ***City** field, type the *name of the city*.
- j. In the ***State** drop-down menu, select the state.
- k. In the ***Postal Code** field, type the *postal code*.
- l. Complete other fields, as appropriate.
- m. Select the **Save** button.

The **Validate Street (Physical) Address** dialog box displays.

- n. Select the **✓ Confirm** button to confirm the validated address.

The **Confirm** dialog box displays.

- o. Select the **OK** button.

The **CSPOA Created Successfully** message displays.

The added power of attorney displays in the **Related CSPOAs** list.





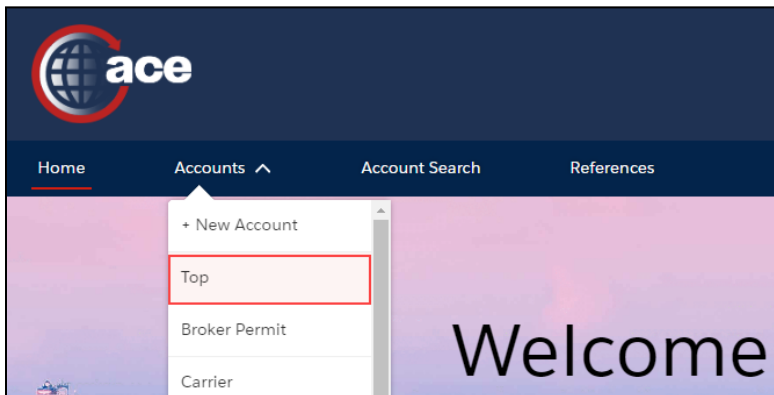
TOPIC 3.1.12: VIEW AND EDIT TOP ACCOUNT INFORMATION

INTRODUCTION

You can view and edit general information of the top account in the **Details** tab. For the **Contacts** and **Change History** tabs, reference the contacts and change history topics in this section.


HOW TO VIEW AND EDIT TOP ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Top** account type.

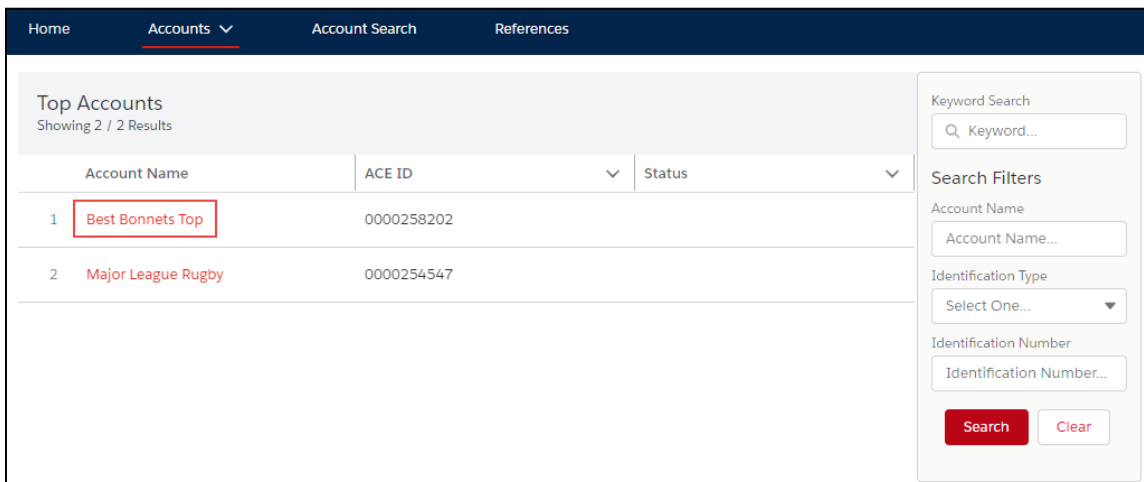


All your top accounts display.



TIP: If you know the name of the top account, type it in the **Global Search** field and select the **Search** icon . Use the **All** drop-down menu at the top left to indicate the **Top** account type to narrow the list.


2. In the **Top Accounts** pane, in the **Account Name** column, select a top account name hyperlink.

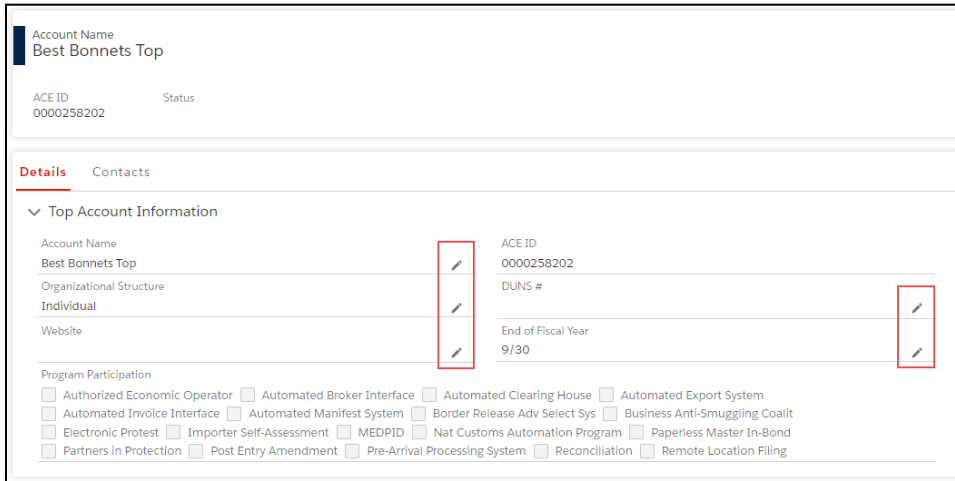


NOTE: Use the **Search Filters** pane to filter the list of top accounts. In the **Keyword Search** field, type a partial or full top account name or identification number and select the **Search** button. A wild card character is not required.

The **Account Name** pane displays.



3. In the **Details** tab, select an **Edit** icon .



Account Name
Best Bonnets Top

ACE ID 0000258202 Status

Details Contacts

Top Account Information

Account Name Best Bonnets Top ACE ID 0000258202

Organizational Structure Individual DUNS #

Website End of Fiscal Year 9/30

Program Participation

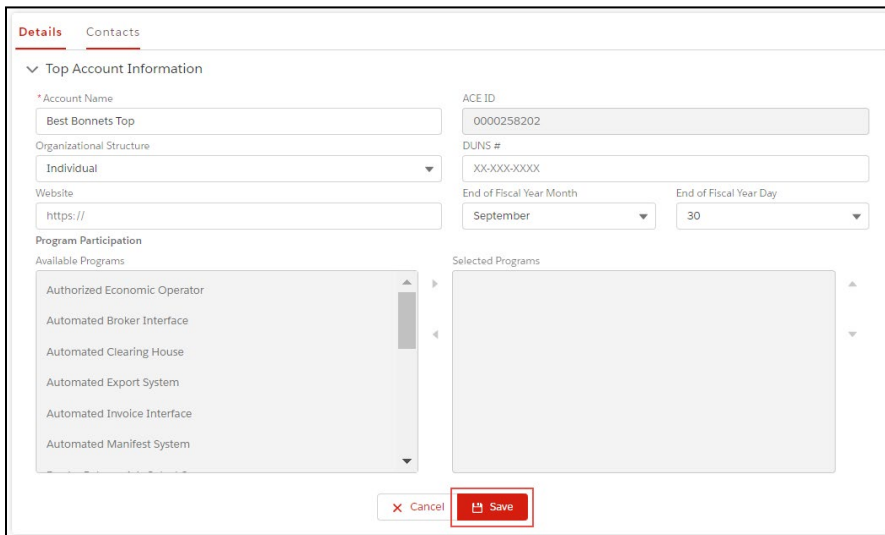
Authorized Economic Operator Automated Broker Interface Automated Clearing House Automated Export System

Automated Invoice Interface Automated Manifest System Border Release Adv Select Sys Business Anti-Smuggling Coalit

Electronic Protest Importer Self-Assessment MEDPID Nat Customs Automation Program Paperless Master In-Bond

Partners in Protection Post Entry Amendment Pre-Arrival Processing System Reconciliation Remote Location Filing

4. In the edit pane:



Details Contacts

Top Account Information

* Account Name Best Bonnets Top ACE ID 0000258202

Organizational Structure Individual DUNS # XX-XXX-XXXX

Website https:// End of Fiscal Year Month September End of Fiscal Year Day 30

Program Participation

Available Programs

- Authorized Economic Operator
- Automated Broker Interface
- Automated Clearing House
- Automated Export System
- Automated Invoice Interface
- Automated Manifest System

Selected Programs

Cancel Save

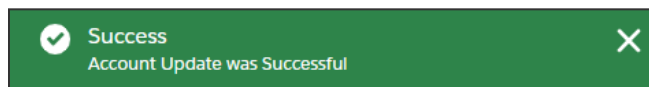
- a. Edit the appropriate fields.



NOTE: Grayed out fields are not editable.

- b. Select the **Save** button.

The **Account Update was Successful** message displays.





TOPIC 3.1.13: VIEW AND EDIT CONTACT INFORMATION

INTRODUCTION

You can view contact information in the **Contacts** tab of an account, but you cannot edit the contact type and name information. However, users with proper permissions can remove the contact and add the contact to update the name or type or replace the current contact with a different contact.

Reference the [Add a Contact to an Account](#) topic to add a contact to the account.

In the **Addresses** tab of the contact, users with proper permissions can view and edit the addresses and contact data (mailing address, phone, email, etc.).

HOW TO VIEW AND EDIT CONTACT INFORMATION

1. Search for and select the account.

Account Type	Account Name	Identification Type	Identification Number	ACE ID
1 Exporter	Universal Exporters	EIN	34-3904321	0000254524
2 Importer	Universal Entries	IR #	009-77-2342	0000258514
3 Exporter	Universal Exporter of America	EIN	23-3344555	0000250881



TIP: You can also select the **Accounts** tab drop-down menu and select the account type, then select the account from the list that displays. If you recently viewed the account, select it in the **Recently Viewed Accounts** list.

2. In the **Account Name** pane:

Type	Last Name	First Name	Phone	Email
1 Technical POC	Johnson	John		
2 Primary Point of Contact	GIBSY	ABBBY		

- a. Select the **Contacts** tab.
- b. In the **Type** column, select the contact type hyperlink.

The contact **Full Name** pane displays the **Details** tab by default.





Full Name
John Johnson

Type: Technical POC First Name: John Last Name: Johnson

Details Addresses

▼ Contact Information

Type: Technical POC Title: _____

First Name: John Middle Name: _____

Last Name: Johnson



NOTE: The contact details fields are not editable.

3. To edit the contact address, in the **Full Name** pane:

Full Name
John Johnson

Type: Technical POC First Name: John Last Name: Johnson

Details **Addresses**

Related Addresses
1 Records

Address Type	Street	City	State	Postal Code
1 Contact Relationship Address	100 MAIN ST	FREDERICK	MD	21702

- a. Select the **Addresses** tab.
- b. In the **Address Type** column, select the address type hyperlink.
- c. In the **Contact Type** pane, select an **Edit** icon .

4. In the address edit pane:

- a. In the **Address Information** section, complete the appropriate address fields.

▼ Address Information

Address Type
Contact Relationship Address

*Country
United States

C/O

*Street
100 MAIN ST

PO Box

Additional Address Line 1

Additional Address Line 2

*City
FREDERICK

County

State
Maryland

Postal Code
21702



NOTE: Grayed out fields are not editable. You must enter fields with an asterisk.



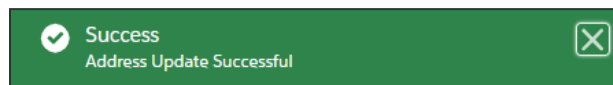
- b. In the **Contact Information** section, complete the appropriate contact fields.



NOTE: Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with https://.

- c. Select the **Save** button.
d. In the **Validate Address** dialog box, select the **✓ Confirm** button.

The **Address Update Successful** message displays.



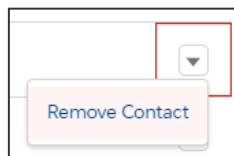
5. To remove a contact, in the **Contacts** tab, in the **Related Contacts** list:

Type	Last Name	First Name	Phone	Email
1 Technical POC	Johnson	John		
2 Primary Point of Contact	GIBSY	ABBY		

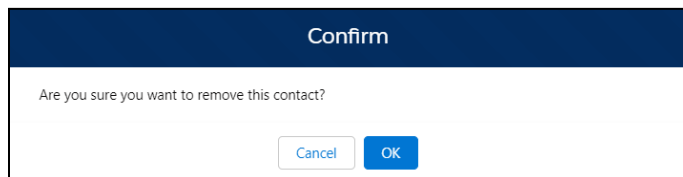
- a. To the far right of the specific contact type row, select the down arrow to display the drop-down menu.



- b. Select the **Remove Contact** option.

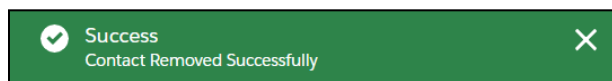


The **Confirm** dialog box displays.



- c. Select the **OK** button to remove the contact.

The **Contact Removed Successfully** message displays.




The contact is removed from the **Related Contacts** list.



TOPIC 3.1.14: VIEW AND EDIT ADDRESS INFORMATION

INTRODUCTION

Users with proper permissions can view and edit account address information in the **Addresses** tab. For some account types, the **Edit** icons  do not display and the address information is not editable.

Reference the [Add an Address to an Account](#) topic to add an address to the account.

HOW TO VIEW AND EDIT ADDRESS INFORMATION

1. Search for and select the account.



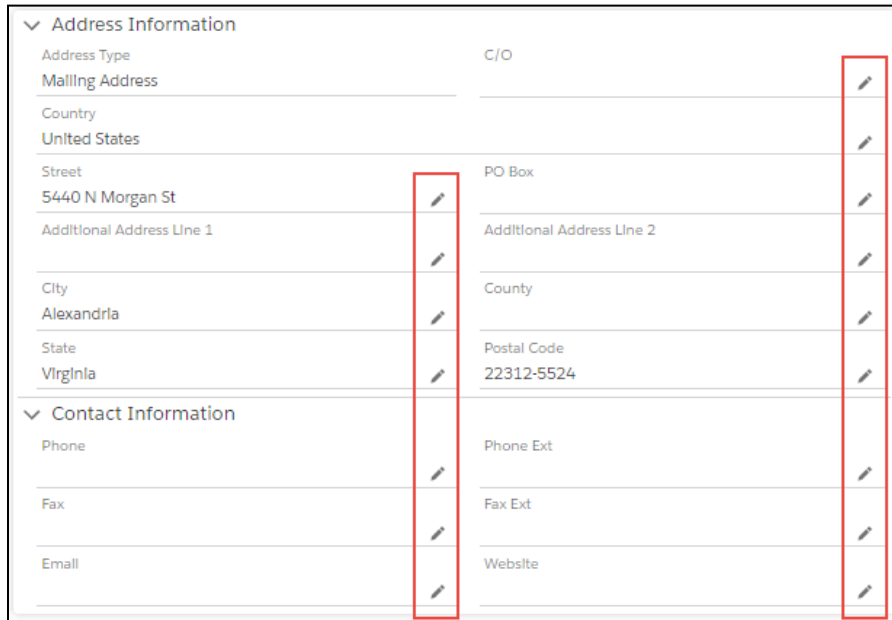
TIP: You can also select the **Accounts** tab drop-down menu and select the account type, then select the account from the list that displays. If you recently viewed the account, select it in the **Recently Viewed Accounts** list.

2. In the **Account Name** pane:

- a. Select the **Addresses** tab.
- b. In the **Address Type** column, select the address type hyperlink.

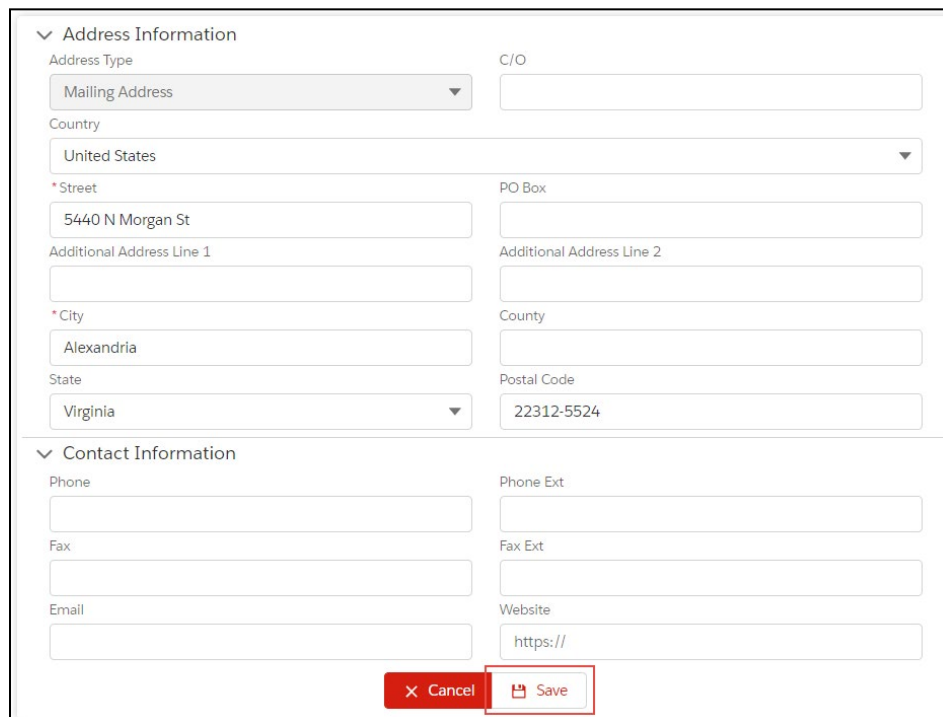


3. In the **Address Information** and **Contact Information** pane, select an **Edit** icon .



The screenshot shows a form with two sections: 'Address Information' and 'Contact Information'. Each field has a small pencil icon to its right, indicating it is editable. Red boxes highlight these icons for the 'Mailing Address', 'Street', 'City', 'State', 'Phone', 'Fax', and 'Email' fields.

- a. In the edit pane, complete the appropriate address and contact information fields.



The screenshot shows the edit pane for the account information. The 'Address Information' section includes fields for Address Type (Mailing Address), Country (United States), Street (5440 N Morgan St), PO Box, Additional Address Line 1, Additional Address Line 2, City (Alexandria), County, State (Virginia), and Postal Code (22312-5524). The 'Contact Information' section includes fields for Phone, Phone Ext, Fax, Fax Ext, Email, and Website (https://). At the bottom, there are 'Cancel' and 'Save' buttons.



NOTE: Grayed out fields are not editable. You must enter fields with an asterisk. Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with `https://`.

- b. Select the **Save** button.
- c. In the **Validate Address** dialog box, select the **✓Confirm** button:

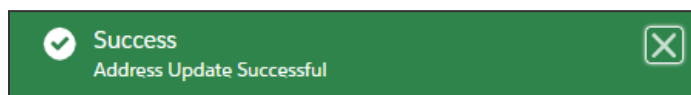




Validate Address
Validate Mailing Address Address

User's Input Address	Validated Address
Street: 5440 N Morgan St City: Alexandria State/Province: VA Country: US Postal Code: 22312-5524	Street: 5440 N MORGAN ST City: ALEXANDRIA State/Province: VA Country: US Postal Code: 22312-5524
<input checked="" type="checkbox"/> Use Validated Address?	
✓ Confirm	

The **Address Update Successful** message displays.





SECTION 3.2: ADD AND EDIT DOCUMENT FOLDERS AND DOCUMENTS

INTRODUCTION

The Documents feature applies to the Facility, FTZ GP Site, and FTZ Subzone Site accounts. In the **Facility** account, the **Documents** tab displays eleven predefined document folders that correspond to the Document Types in the facility account in Legacy ACE.

You can add custom document folders to organize documents and add documents to both predefined and custom document folders. You can delete a custom document folder. Doing so also deletes all documents in the custom document folder.

THIS SECTION CONTAINS THE FOLLOWING TOPIC:

- Topic 3.2.1: View Document Folders and Documents
- Topic 3.2.2: Add a Custom Document Folder
- Topic 3.2.3: Delete a Custom Document Folder
- Topic 3.2.4: Edit a Document Folder
- Topic 3.2.5: Add a Document to a Document Folder





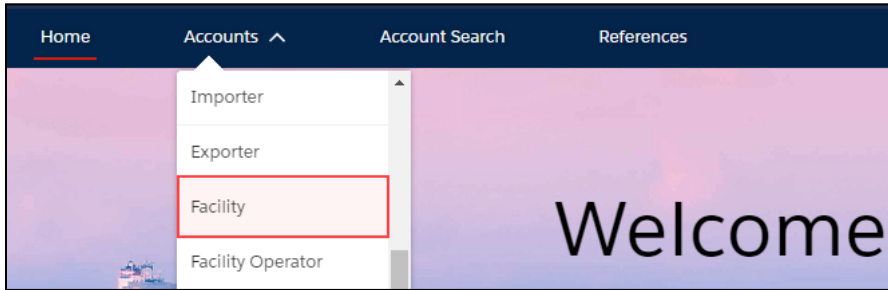
TOPIC 3.2.1: VIEW DOCUMENT FOLDERS AND DOCUMENTS

INTRODUCTION

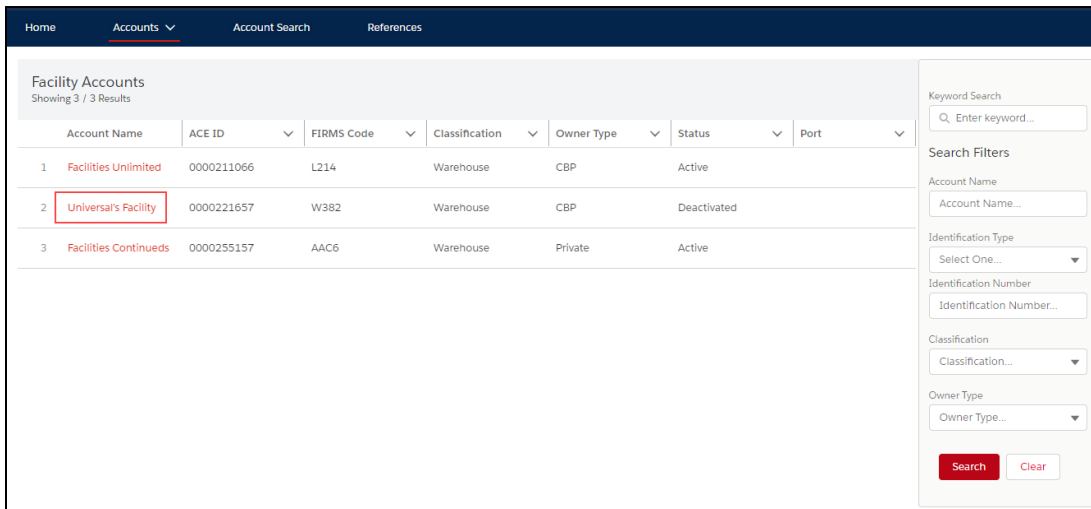
View document folders and documents by selecting the **Documents** tab in the specific account.

HOW TO VIEW DOCUMENT FOLDERS AND DOCUMENTS

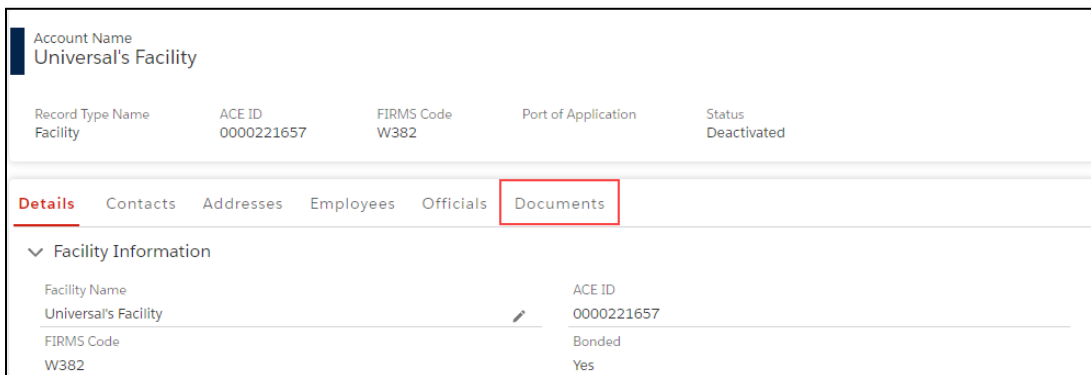
1. In the **Accounts** tab drop-down menu, select the **Facility** account type.



2. In the accounts pane, in the **Account Name** column, select the account hyperlink.

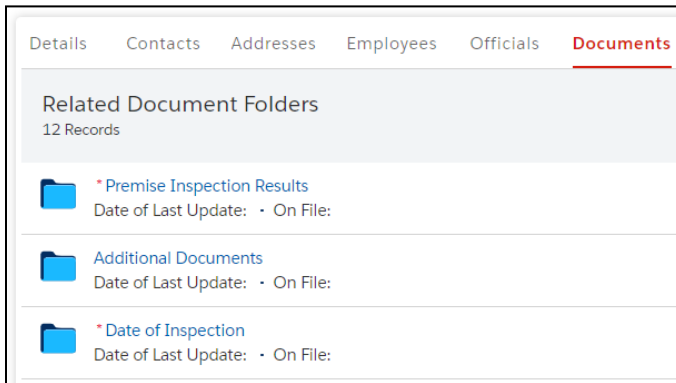


3. In the **Account Name** pane, select the **Documents** tab.



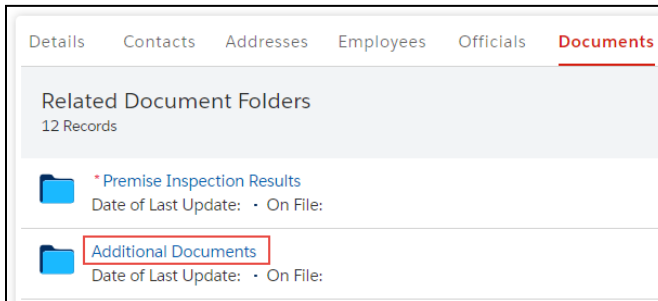
A list of document folders displays.



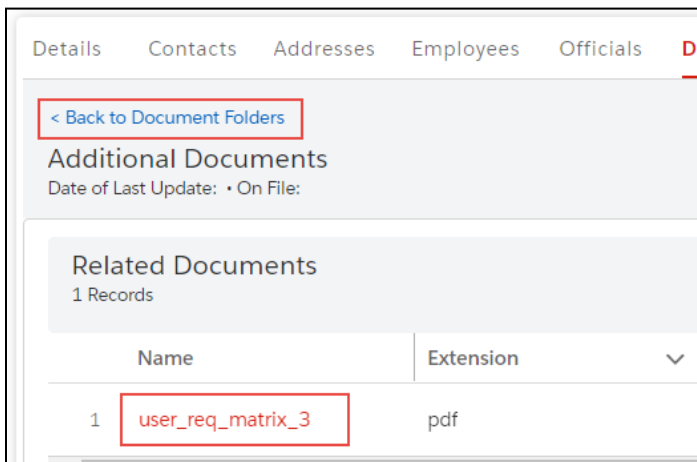


NOTE: The **Records** count at the top indicates the number of document folders.

4. In the **Related Document Folders** list, select a document folder name hyperlink.



Documents added to the document folder display in the **Related Documents** list.



5. In the **Name** column, select the document name hyperlink to display the document.
6. Select the **< Back to Document Folders** hyperlink to return to the **Related Document Folders** list.



TOPIC 3.2.2: ADD A CUSTOM DOCUMENT FOLDER

INTRODUCTION

You can add a custom document folder to an account.

HOW TO ADD A CUSTOM DOCUMENT FOLDER

1. In the **Documents** tab, select the **Add Document Folder** button.

The screenshot shows the 'Documents' tab selected in a navigation menu. Below the menu, there is a section titled 'Related Document Folders' with a sub-header '12 Records'. To the right of this section is a red button labeled 'Add Document Folder'. Below the button, there is a folder icon and the text '* Premise Inspection Results' and 'Date of Last Update: · On File:'.

2. In the **Create a new Document Folder** pane:

The screenshot shows a form titled 'Create a new Document Folder'. It has a text input field for '* Name'. Below this is a 'Date of Last Update' field with a calendar icon, and an 'On File' dropdown menu with the text 'Select an Option'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

- a. In the ***Name** field, type the *folder name*.
- b. If applicable, in the **Date of Last Update** field, type a *date* or use the calendar icon to select a date.
- c. If applicable, in the **On File** drop-down menu, select an option.
- d. Select the **Submit** button.

The new custom document folder displays in the **Related Document Folders** list and the **Records** count increases by one.





TOPIC 3.2.3: DELETE A CUSTOM DOCUMENT FOLDER

INTRODUCTION

You can delete a custom document folder.



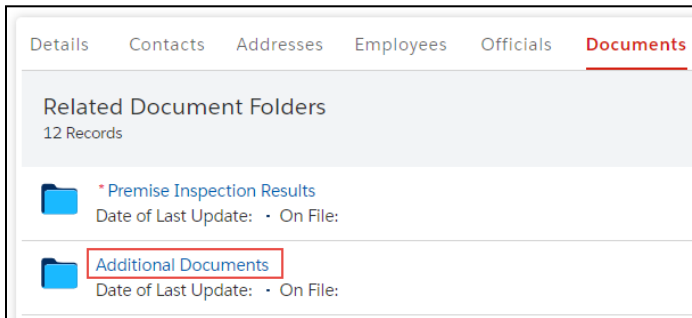
NOTE: Folders with an asterisk * are required and cannot be deleted. You can only delete custom document folders.



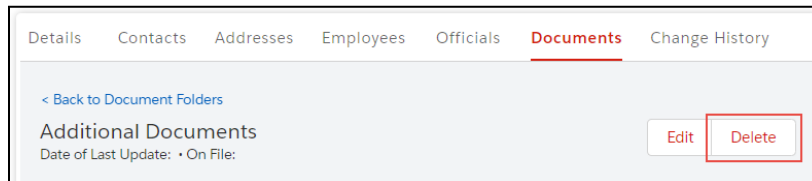
IMPORTANT: When a custom document folder is deleted, all documents in the folder are also deleted.

HOW TO DELETE A CUSTOM DOCUMENT FOLDER

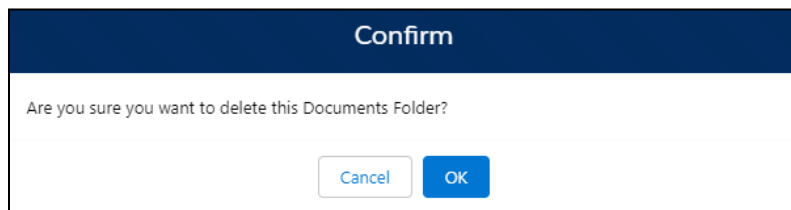
1. In the **Documents** tab, in the **Related Document Folders** list, select a custom document folder name hyperlink.



2. In the custom document folder pane:
 - a. Select the **Delete** button.



The **Confirm** dialog box displays.



- b. Select the **OK** button to delete the document folder.

The document folder is removed from the **Related Document Folders** list.





TOPIC 3.2.4: EDIT A DOCUMENT FOLDER

INTRODUCTION

You can edit document folder information. You can edit the name of a custom document folder but not a predefined document folder.

HOW TO EDIT A DOCUMENT FOLDER

1. In the **Documents** tab, in the **Related Document Folders** list, select the document folder name hyperlink.

Details Contacts Addresses Employees Officials **Documents**

Related Document Folders
11 Records

- * Premise Inspection Results
Date of Last Update: • On File:
- * Date of Inspection**
Date of Last Update: • On File:

2. Select the **Edit** button.

Details Contacts Addresses Employees Officials **Documents**

< Back to Document Folders

Date of Inspection
Date of Last Update: • On File:

Edit

3. In the **Document Folder Details** pane:

Document Folder Details

* Name
Date of Inspection

* Date of Last Update
7/12/2023

* On File
Filed on Site

Cancel Submit

- a. If applicable, in the ***Name** field, type a *name*.



NOTE: The predefined folder name is not editable. Custom document folder names are editable.

- b. If applicable, in the ***Date of Last Update** field, type a *date* or use the calendar icon to select a date.



NOTE: The **Date of Last Update** field is not required for custom folders.





c. If applicable, in the ***On File** drop-down menu, select an option.



NOTE: The **On File** field is not required for custom folders.
The **N/A** and **Not on File** options do not require adding documents.

d. Select the **Submit** button.

4. Select the **< Back to Document Folders** hyperlink to return to the **Related Document Folders** list.





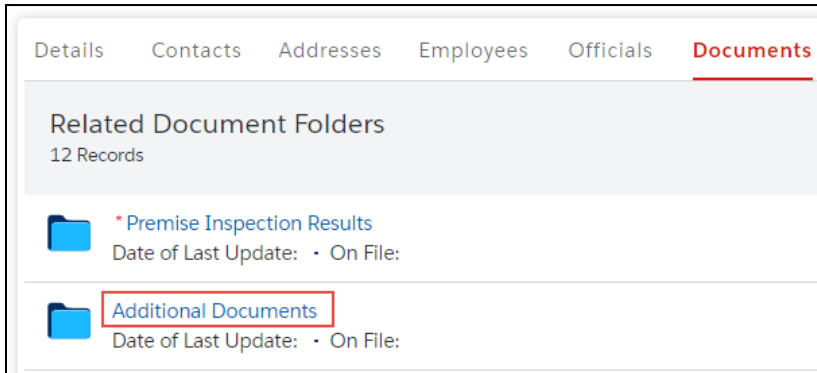
TOPIC 3.2.5: ADD A DOCUMENT TO A DOCUMENT FOLDER

INTRODUCTION

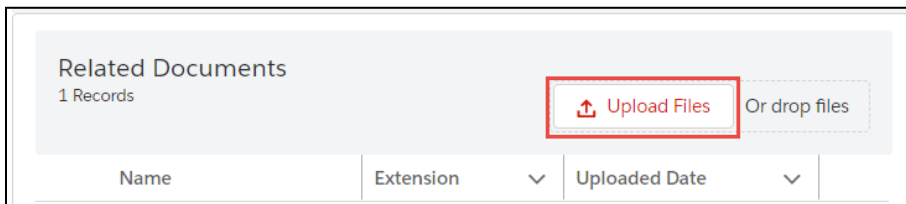
You can add a document to a predefined or custom document folder.

HOW TO ADD A DOCUMENT TO A DOCUMENT FOLDER

1. In the **Documents** tab, in the **Related Document Folders** list, select the document folder name hyperlink.



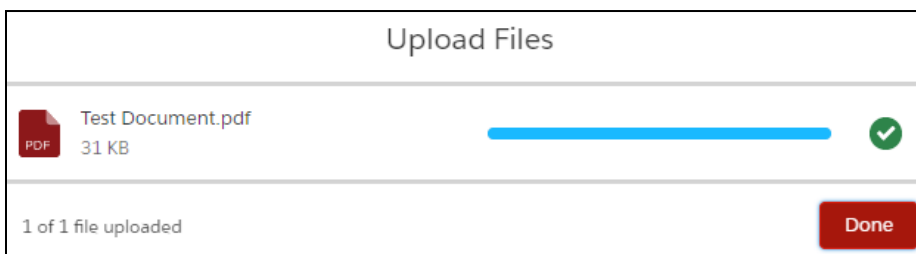
2. In the **Related Documents** section, select the **Upload Files** button.



TIP: You can drag and drop the selected file to the **Or drop files** button.

3. In the **Open** dialog box, locate and select the file to upload.
4. Select the **Open** button.

The **Upload Files** dialog box displays the progress of the file upload.



The **Done** button is highlighted when the upload is complete.

5. Select the highlighted **Done** button.

The uploaded document displays in the **Related Documents** list.





6. Select the **< Back to Document Folders** hyperlink to return to the **Related Document Folders** list.

