



# ACE Modernized Forms

Receive and Respond to CBP Forms

January 2024



U.S. Customs and  
Border Protection





# TABLE OF CONTENTS

**Topic 1: Set the Mode of Communication.....2**

**Topic 2: TAOs – Authorize Access to Mode of Communication.....4**

**Topic 3: TAOs – Authorize Access to CBP Forms .....6**

**Topic 4: Access the ACE Forms Application Through Modernized ACE.....10**

**Topic 5: Respond to CBP Form 28: Request for Information .....12**

**Topic 6: Respond to CBP Form 29: Notice of Action.....14**

**Topic 7: Respond to CBP Form 4647: Notice to Mark/Notice to Re-Deliver .....16**

**Topic 8: Respond to CBP Form 6051D .....19**

**Topic 9: Respond to Documents Required Notice .....22**

**Topic 10: Format Attachments for Upload .....24**





## TOPIC 1: SET THE MODE OF COMMUNICATION

### INTRODUCTION

Setting the **Mode of Communication** is an important step in ensuring that Trade Account Owners (TAOs), Proxy Trade Account Owners (PTAOs), and trade account users can receive, review, and respond to CBP forms via the ACE Forms application.

**Mode of Communication** applies to how the trade receives and responds to CBP forms. The modes of communication are **Mail** (via U.S. Postal Service) and **Portal** (via the ACE Forms application). If a **Mode of Communication** is not set, the default communication for CBP forms is U.S. Postal Service mail.

TAOs must select the **Mode of Communication** for CBP Forms.



**NOTE:** TAOs may also authorize PTAOs and other trade account users to view and/or modify **Mode of Communication** settings. Refer to **Topic 2: TAOs – Authorize Access to Mode of Communication** for steps to edit **Mode of Communication** user permissions.

You can select the **Mode of Communication** at either the top account level or the sub-account (importer of record) level.

If you select the mode at the top account level, and select **Yes** in response to the **Apply these settings to all accounts under this top account** question, all forms pertaining to the top account and any of the sub-accounts will be sent by the selected **Mode of Communication**.

If you select the **Mode of Communication** at the sub-account level, then that mode will only apply to the selected sub-account.

### SET THE MODE OF COMMUNICATION

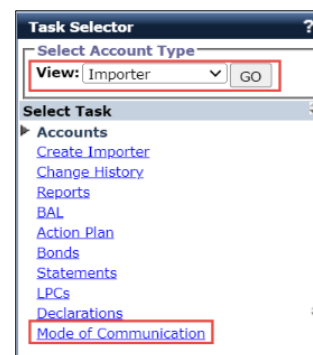
1. Select the **Accounts** tab.





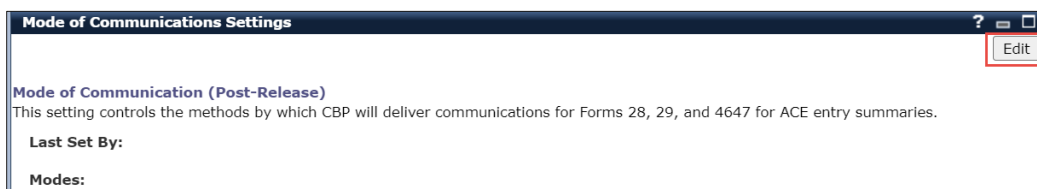


2. In the **Task Selector** pane:
  - a. In the **Select Account Type** section, in the **View** drop-down menu, select **Importer**.
  - b. Select the **Go** button.
  - c. In the **Select Task** section, select the **Mode of Communication** hyperlink.

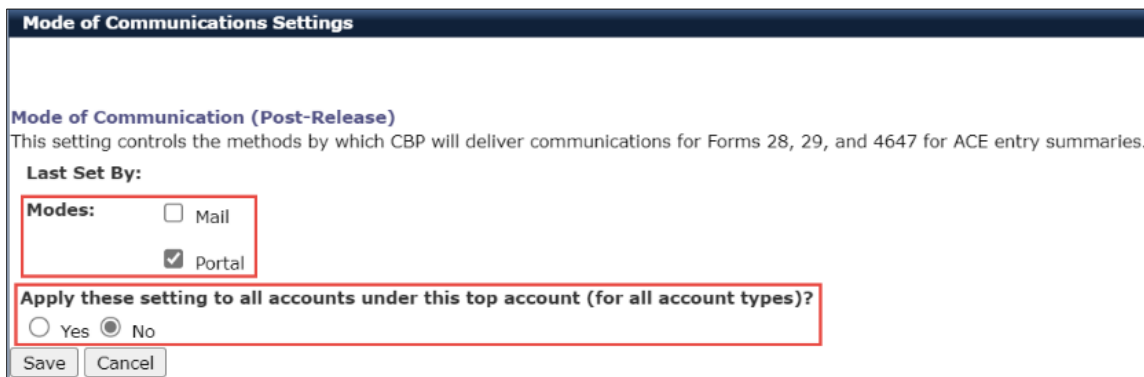


**NOTE:** To set the **Mode of Communication** at the sub-account level, you will need to select the sub-account before selecting the **Mode of Communication** hyperlink.

3. In the **Mode of Communication Settings** pane, select the **Edit** button.



4. In the **Mode of Communication (Post-Release)** section:



- a. Select a **Modes** checkbox(es) to indicate your communication preference.



**IMPORTANT:** You can select both **Mail** and **Portal** as your **Mode of Communication**. You will then be able to view and respond to CBP forms via the ACE Forms application as well as receive a mailed copy. Selecting **Portal** does not obligate you to respond via the ACE Forms application.

- b. Select the **Yes** or **No** radio button option to indicate if settings should apply to all accounts.
5. Select the **Save** button to confirm the settings.



**NOTE:** You may change the **Mode of Communication** settings at any time by completing the above steps 1-3 to access the **Edit** button, and then completing steps 4 and 5 to modify and save changes.



## TOPIC 2: TAOs – AUTHORIZE ACCESS TO MODE OF COMMUNICATION

### INTRODUCTION

TAOs may authorize PTAOs and other trade account users to view and/or modify **Mode of Communication** settings.



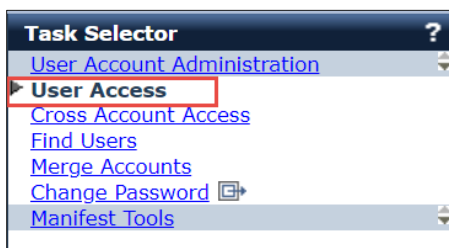
**IMPORTANT:** Changes made by authorized PTAOs and trade account users apply at the account level and for all users. Changes are not applied as individual user settings for the PTAO or trade account user making the changes.

### TAOs – SET MODE OF COMMUNICATION PERMISSIONS FOR PTAOs AND TRADE ACCOUNT USERS

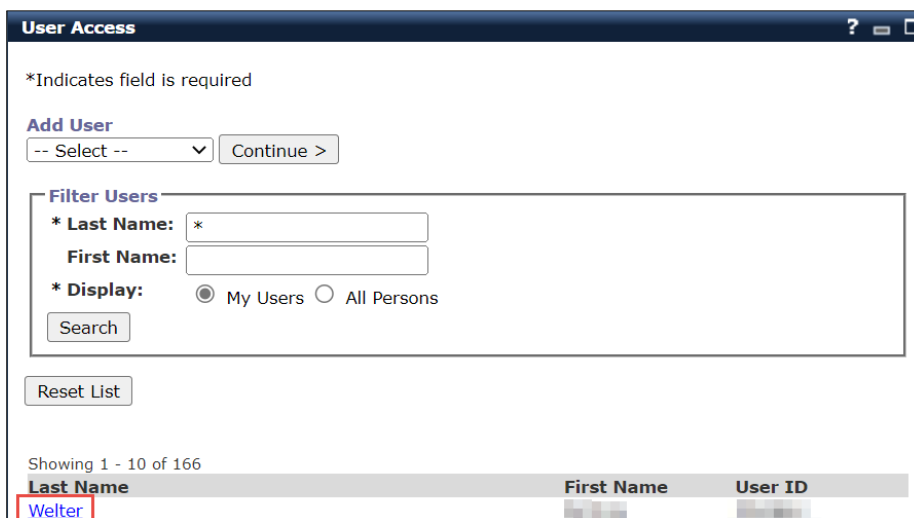
1. Select the **Tools** tab.



2. In the **Task Selector** pane, select the **User Access** hyperlink.



3. In the **User Access** pane, in the **Last Name** column, select the last name hyperlink of the user to edit.



4. In the **Account User Information** section:
  - a. Edit the **User Role** and/or **Access to Top Account** options as needed.
  - b. Select the **Continue** button.





**User Access**

\*Indicates field is required

**Account User Information**

First Name: Sherree

Last Name: [REDACTED]

User ID: [REDACTED]

\*User Role: ☒ Proxy Trade Account Owner ☐ Trade Account User

Top Account Name: [REDACTED]

Top Account ACE ID: [REDACTED]

\*Access To Top Account: ☒ Yes ☐ No

Continue > Cancel

5. In the **Single Sign-on Partner Access** section:
  - a. Select the **Importer** sub-tab to change the importer account type permissions.
  - b. Select the **Edit Importer Permissions** hyperlink.

**Single Sign-on Partner Access** Edit

Access To ATS ISF: Yes

Read-Only Access for All Full Access for All Revoke Access Reset Password and Activate Account

Broker Carrier Consignee Exporter Facility Operator FTZ Operator **Importer** Protest Filer Service Provider Surety Vessel Agency

[Edit Importer Permissions](#)

6. In the **Authorized Tab Access** section:
  - a. In the **Mode of Communication** row, select the **No Access, Read Only Access, or Full Access** radio button.



**NOTE:** **Full Access** allows the user to create, maintain and display the **Mode of Communication**. **Read Only Access** allows the user to view the **Mode of Communication**. **No Access** prevents access to the **Mode of Communication** hyperlink.

**Authorized Tab Access**

Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>Mode Of Communication</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Continue > Cancel

- b. Select **Continue**.
7. The **Permission** column displays the updated settings. Select the **Save** button.

**Authorized Tab Access**

Showing 1 - 13 of 13

Tab Name	Permission
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
Bond Data	Read Only
CBP Forms	Full Access
Change History	Read Only
Create Account	Full Access
Declarations	Full Access
Driver Crew	Full Access
LPCs	Read Only
<b>Mode Of Communication</b>	<b>Full Access</b>
Report	Read Only
Statements	Full Access

Save Cancel





## TOPIC 3: TAOs – AUTHORIZE ACCESS TO CBP FORMS

### INTRODUCTION

In addition to granting access to the **Mode of Communication** hyperlink, the TAO must set CBP Forms permissions for PTAOs and authorized trade account users.

The ACE Forms application allows authorized users to receive and respond to U.S. Customs and Border Protection (CBP) forms and requests:

- CBP Form 28: Request for Information
- CBP Form 29: Notice of Action
- CBP Form 4647: Notice to Mark/Notice to Re-Deliver
- CBP Form 6051D: Notice of Detention
- CBP Documents Required Notifications

You must complete the following actions to receive, review, and respond to CBP forms in the ACE Forms application:

1. The account **Mode of Communication** must be set to **Portal**.

**Mode of Communications Settings**

**Mode of Communication (Post-Release)**  
This setting controls the methods by which CBP will deliver communications for Forms 28, 29, and 4647 for ACE entry summaries.

**Last Set By:**

**Modes:** ☐ Mail ☒ Portal

2. The TAO must authorize access to **CBP Forms** for PTAOs and/or other trade account users as needed.

Authorized Tab Access			
Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Once the TAO authorizes the **Mode of Communication** and access to **CBP Forms** permissions, the user can receive, view, search and respond to CBP Forms through the ACE Forms application.



**NOTE:** Accounts electing to receive copies of forms through the Portal (ACE Forms application) are not required to respond through the ACE Forms application. They may submit responses through the ACE Forms application or to CBP at the port of entry where the entry summary is filed.



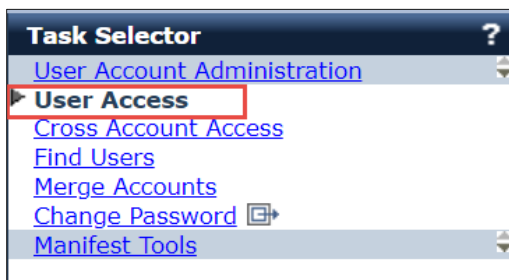


## SET CBP FORMS PERMISSIONS FOR PTAOs AND TRADE ACCOUNT USERS

1. Select the **Tools** tab.



2. In the **Task Selector** pane, select the **User Access** hyperlink.



3. In the **User Access** pane, in the **Last Name** column, select the last name hyperlink of the user to edit.

**User Access**

\*Indicates field is required

**Add User**

-- Select --

**Filter Users**

\* **Last Name:** \*

**First Name:**

\* **Display:** ☒ My Users ☐ All Persons

Showing 1 - 10 of 166

Last Name	First Name	User ID
<a href="#">Welter</a>		

4. In the **Account User Information** section:
  - a. Edit the **User Role** and/or **Access To Top Account** options if needed.
  - b. Select the **Continue** button to view the current access for the user.







**User Access**

\*Indicates field is required

**Account User Information**

**First Name:** Sherree

**Last Name:** [REDACTED]

**User ID:** [REDACTED]

\* **User Role:** ☒ Proxy Trade Account Owner ☐ Trade Account User

**Top Account Name:** [REDACTED]

**Top Account ACE ID:** [REDACTED]

\* **Access To Top Account:** ☒ Yes ☐ No

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

5. In the **Single Sign-on Partner Access** section:

a. To edit importer permissions, select the **Importer** sub-tab.



**NOTE:** To edit broker permissions, in the **Broker** sub-tab, select the **Edit Broker Permissions** hyperlink.

b. Select the **Edit Importer Permissions** hyperlink.

**Single Sign-on Partner Access** [Edit](#)

**Access To ATS ISF:** Yes

[Read-Only Access for All](#) [Full Access for All](#) [Revoke Access](#) [Reset Password and Activate Account](#)

[Broker](#) [Carrier](#) [Consignee](#) [Exporter](#) [Facility Operator](#) [FTZ Operator](#) **[Importer](#)** [Protest Filer](#) [Service Provider](#) [Surety](#) [Vessel Agency](#)

[Edit Importer Permissions](#)

6. In the **Authorized Tab Access** section:

a. In the **CBP Forms** row, select the **No Access** or **Full Access** radio button.



**NOTE:** **Full Access** allows the user to view and respond to CBP Forms in the ACE Forms Application. **No Access** prevents access to CBP Forms. **Read Only Access** is NOT available for **CBP Forms**.

b. Select **Continue**.

**Authorized Tab Access**

Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>CBP Forms</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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





7. The **Permission** column displays the updated settings. Select the **Save** button.

**Authorized Tab Access**

Showing 1 - 13 of 13

Tab Name	Permission
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
Bond Data	Read Only
CBP Forms	Full Access
Change History	Read Only
Create Account	Full Access
Declarations	Full Access
Driver Crew	Full Access
LPCs	Read Only
Mode Of Communication	Full Access
Report	Read Only
Statements	Full Access





## TOPIC 4: ACCESS THE ACE FORMS APPLICATION THROUGH MODERNIZED ACE

### INTRODUCTION

The Modernized ACE Forms application allows users to view and manage electronic versions of CBP Forms.

A key upgrade in CBP Forms is the **Courtesy Copy** feature:

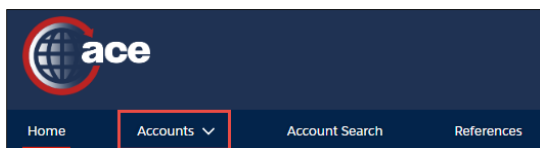
When CBP issues a form, brokers now have the option to receive an electronic courtesy copy of the form via email, using the primary point of contact's email address associated with a broker's ACE Portal account (sub-account level).

To receive the electronic courtesy copy, the **Mode of Communication** must be set to **Portal** and/or **Mail** in the importer's ACE Portal Account and the broker's ACE Portal account.

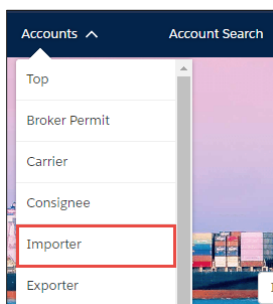
For assistance with access and login to the Modernized ACE Portal, refer to the [Modernized ACE Portal – Create Account and Login](#) QRG.

### ACCESS FORMS THROUGH MODERNIZED ACE

1. Login to the **ACE Modernized Portal**.
2. Select the **Accounts** tab.



3. Select **Importer**.



4. In the **Account Name** column, select the importer name hyperlink.

	Account Name	AKA/DBA/DIV	Identification Type	Identification Number	Status	ACE ID
1	<a href="#">ManishaImporter6acct3</a>	dbaName	IR #	404	Active	00001
2	<a href="#">14900</a>		IR #	43	ACS Edit Pending	0000
3	<a href="#">93 081</a>		IR #	93	ACS Edit Pending	00000

5. In the **Importer Account** page, select the **Forms** button.

Account Name  
ACS TEST IMPORTER

Forms

Reports

Record Type Name  
Importer

ACE ID  
1000177775

IR #  
69-9999999JC

Status  
ACS Failed





The **ACE Forms** application displays.

6. In the **Search Forms** pane:
  - a. In the **Entry Number** field, type an *entry number*.
  - b. Select the **Search** button.



**NOTE:** There are two other ways to search for forms requiring a response:  
**Advanced Search** hyperlink in the **Search Forms** pane.

**Pending Response** hyperlink in the **Trade Hotlist** pane.



**NOTE:** Select the **Overdue** hyperlink in the **Trade Hotlist** pane to display the list of overdue forms. Overdue notices are based on the due date of the form.





## TOPIC 5: RESPOND TO CBP FORM 28: REQUEST FOR INFORMATION

### INTRODUCTION

You can review and respond to a Form 28 in the CBP Forms application.

### COMPLETE A FORM 28 RESPONSE

1. Access CBP Forms.
2. If needed, refer to [Topic 3: TAOs – Authorize Access to CBP Forms](#)
3. **Introduction**

In addition to granting access to the **Mode of Communication** hyperlink, the TAO must set CBP Forms permissions for PTAOs and authorized trade account users.

The ACE Forms application allows authorized users to receive and respond to U.S. Customs and Border Protection (CBP) forms and requests:

- CBP Form 28: Request for Information
- CBP Form 29: Notice of Action
- CBP Form 4647: Notice to Mark/Notice to Re-Deliver
- CBP Form 6051D: Notice of Detention
- CBP Documents Required Notifications

You must complete the following actions to receive, review, and respond to CBP forms in the ACE Forms application:

3. The account **Mode of Communication** must be set to **Portal**.

**Mode of Communications Settings**

**Mode of Communication (Post-Release)**  
This setting controls the methods by which CBP will deliver communications for Forms 28, 29, and 4647 for ACE entry summaries.

**Last Set By:**

**Modes:** ☐ Mail ☒ Portal

4. The TAO must authorize access to **CBP Forms** for PTAOs and/or other trade account users as needed.

Authorized Tab Access			
Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Once the TAO authorizes the **Mode of Communication** and access to **CBP Forms** permissions, the user can receive, view, search and respond to CBP Forms through the ACE Forms application.







**NOTE:** Accounts electing to receive copies of forms through the Portal (ACE Forms application) are not required to respond through the ACE Forms application. They may submit responses through the ACE Forms application or to CBP at the port of entry where the entry summary is filed.



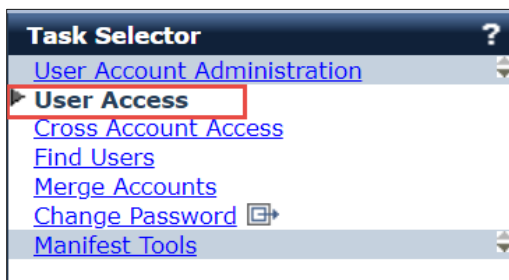


## SET CBP FORMS PERMISSIONS FOR PTAOs AND TRADE ACCOUNT USERS

4. Select the **Tools** tab.



5. In the **Task Selector** pane, select the **User Access** hyperlink.



6. In the **User Access** pane, in the **Last Name** column, select the last name hyperlink of the user to edit.

**User Access**

\*Indicates field is required

**Add User**

-- Select --

**Filter Users**

\* **Last Name:** \*

**First Name:**

\* **Display:** ☒ My Users ☐ All Persons

Showing 1 - 10 of 166

Last Name	First Name	User ID
<a href="#">Welter</a>		

7. In the **Account User Information** section:
  - c. Edit the **User Role** and/or **Access To Top Account** options if needed.
  - d. Select the **Continue** button to view the current access for the user.





**User Access**

\*Indicates field is required

**Account User Information**

**First Name:** Sherree

**Last Name:** [REDACTED]

**User ID:** [REDACTED]

\* **User Role:** ☒ Proxy Trade Account Owner ☐ Trade Account User

**Top Account Name:** [REDACTED]

**Top Account ACE ID:** [REDACTED]

\* **Access To Top Account:** ☒ Yes ☐ No

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

8. In the **Single Sign-on Partner Access** section:

e. To edit importer permissions, select the **Importer** sub-tab.

**NOTE:** To edit broker permissions, in the **Broker** sub-tab, select the **Edit Broker Permissions** hyperlink.

f. Select the **Edit Importer Permissions** hyperlink.

**Single Sign-on Partner Access** [Edit](#)

**Access To ATS ISF:** Yes

[Read-Only Access for All](#) [Full Access for All](#) [Revoke Access](#) [Reset Password and Activate Account](#)

[Broker](#) [Carrier](#) [Consignee](#) [Exporter](#) [Facility Operator](#) [FTZ Operator](#) **[Importer](#)** [Protest Filer](#) [Service Provider](#) [Surety](#) [Vessel Agency](#)

[Edit Importer Permissions](#)

9. In the **Authorized Tab Access** section:

g. In the **CBP Forms** row, select the **No Access** or **Full Access** radio button.

**NOTE:** **Full Access** allows the user to view and respond to CBP Forms in the ACE Forms Application. **No Access** prevents access to CBP Forms. **Read Only Access** is NOT available for **CBP Forms**.

h. Select **Continue**.

**Authorized Tab Access**

Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>CBP Forms</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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





10. The **Permission** column displays the updated settings. Select the **Save** button.

Tab Name	Permission
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
Bond Data	Read Only
CBP Forms	Full Access
Change History	Read Only
Create Account	Full Access
Declarations	Full Access
Driver Crew	Full Access
LPCs	Read Only
Mode Of Communication	Full Access
Report	Read Only
Statements	Full Access

Save Cancel

Topic 4: Access the ACE Forms Application Through Modernized ACE for the steps to locate your pending CBP form(s).

11. In the **Forms Search Results** pane, in the **Form Type** column, select a Form 28 hyperlink.

12. In the **Details for Entry #** pane, select **Respond** from the **Action** drop-down menu.

Details for Entry # VBR-80125711 | Form 28 - Request for Information | Issue Date: | Status: Sent

Details Associated Summaries

Action  
Respond  
Generate PDF



**NOTE:** Select **Generate PDF** from the **Action** drop-down menu to create a PDF of the form.

4. Complete this step if you have **not** provided a response to CBP. Skip to step 5 if you already provided the requested information to CBP.

In the **Respond CBP Form 28** dialog box:

a. In the **Trade Reply:** field, type a *reply*.

Respond CBP Form 28

Selected Questions: A. Are you related in any way to the seller of this merchandise? If you are related, please describe the relationship, and explain how this relationship affects the price paid or payable for the merchandise.

Trade Reply: \*

Required Items: A. Copy of contract (or purchase order and seller's confirmation thereof) covering this transaction, and any revisions thereto.  
E. Add items in CBP Officer Message below

CBP Officer Message: TEST THE SEND CONFIRMATION IMPORTER MOC is set to PORTAL

Trade Reply: \*

Port

Date Information Furnished

Cancel Save and Send





- b. In the **Name\*** field, type *your name*.
- c. In the **Title\*** field, type *your title*.
- d. In the **Telephone\*** field, type *your telephone number*.
- e. In the **Email\*** field, type *your email address*.

Name *	<input type="text"/>	Title *	<input type="text"/>
Telephone *	<input type="text"/>	E-mail *	<input type="text"/>

5. Complete this step to indicate you have already provided the requested information to CBP. Skip this step if you completed the previous step 4.

In the **Respond CBP Form 28** dialog box:

- a. In the **Name\*** field, type your name.
- b. In the **Title\*** field, type your title.
- c. In the **Telephone\*** field, type your telephone number.
- d. In the **Email\*** field, type your email address.
- e. In the shaded box, in the **Port** field, type *your port code*.
- f. In the **Date Information Furnished** field, select the **Calendar** icon, and select a date.

6. Select the **Add Attachment** button, if appropriate.

Name ↑	Attachment ID #	Date/Time
— No records to display —		

- a. Select the file to attach.
- b. Select the **Open** button. The file name displays beside the **Upload Document To DIS** button.

Name ↑	Attachment ID #	Date/Time
images.jpg		

- c. Select the **Upload Document To DIS** button. The uploaded file displays in the attachment list.

Name ↑	Attachment ID #	Date/Time
images.jpg	329373	04/21/2022, 13:06:23-04:00







7. Select the **Save and Send** button.





## TOPIC 6: RESPOND TO CBP FORM 29: NOTICE OF ACTION

### INTRODUCTION

You can review and respond to a Form 29 in the CBP Forms application.

### COMPLETE A FORM 29 RESPONSE

1. Access CBP Forms.
2. If needed, refer to [Topic 3: TAOs – Authorize Access to CBP Forms](#)
3. **Introduction**

In addition to granting access to the **Mode of Communication** hyperlink, the TAO must set CBP Forms permissions for PTAOs and authorized trade account users.

The ACE Forms application allows authorized users to receive and respond to U.S. Customs and Border Protection (CBP) forms and requests:

- CBP Form 28: Request for Information
- CBP Form 29: Notice of Action
- CBP Form 4647: Notice to Mark/Notice to Re-Deliver
- CBP Form 6051D: Notice of Detention
- CBP Documents Required Notifications

You must complete the following actions to receive, review, and respond to CBP forms in the ACE Forms application:

5. The account **Mode of Communication** must be set to **Portal**.

**Mode of Communications Settings**

**Mode of Communication (Post-Release)**  
This setting controls the methods by which CBP will deliver communications for Forms 28, 29, and 4647 for ACE entry summaries.

**Last Set By:**

**Modes:** ☐ Mail ☒ Portal

6. The TAO must authorize access to **CBP Forms** for PTAOs and/or other trade account users as needed.

Authorized Tab Access			
Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Once the TAO authorizes the **Mode of Communication** and access to **CBP Forms** permissions, the user can receive, view, search and respond to CBP Forms through the ACE Forms application.





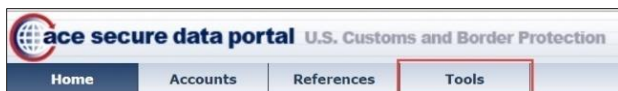
**NOTE:** Accounts electing to receive copies of forms through the Portal (ACE Forms application) are not required to respond through the ACE Forms application. They may submit responses through the ACE Forms application or to CBP at the port of entry where the entry summary is filed.



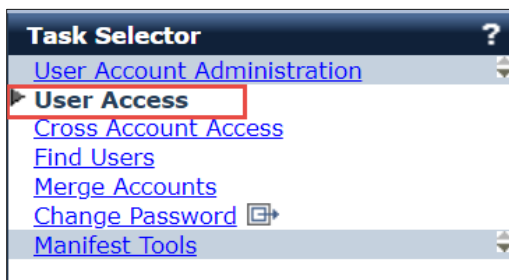


## SET CBP FORMS PERMISSIONS FOR PTAOs AND TRADE ACCOUNT USERS

4. Select the **Tools** tab.



5. In the **Task Selector** pane, select the **User Access** hyperlink.



6. In the **User Access** pane, in the **Last Name** column, select the last name hyperlink of the user to edit.

**User Access**

\*Indicates field is required

**Add User**

-- Select --

**Filter Users**

\* **Last Name:** \*

**First Name:**

\* **Display:** ☒ My Users ☐ All Persons

Showing 1 - 10 of 166

Last Name	First Name	User ID
<a href="#">Welter</a>		

7. In the **Account User Information** section:
  - d. Edit the **User Role** and/or **Access To Top Account** options if needed.
  - e. Select the **Continue** button to view the current access for the user.





**User Access**

\*Indicates field is required

**Account User Information**

**First Name:** Sherree

**Last Name:** [Redacted]

**User ID:** [Redacted]

\* **User Role:** ☒ Proxy Trade Account Owner ☐ Trade Account User

**Top Account Name:** [Redacted]

**Top Account ACE ID:** [Redacted]

\* **Access To Top Account:** ☒ Yes ☐ No

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

8. In the **Single Sign-on Partner Access** section:

f. To edit importer permissions, select the **Importer** sub-tab.

**NOTE:** To edit broker permissions, in the **Broker** sub-tab, select the **Edit Broker Permissions** hyperlink.

g. Select the **Edit Importer Permissions** hyperlink.

**Single Sign-on Partner Access** [Edit](#)

**Access To ATS ISF:** Yes

[Read-Only Access for All](#) [Full Access for All](#) [Revoke Access](#) [Reset Password and Activate Account](#)

[Broker](#) [Carrier](#) [Consignee](#) [Exporter](#) [Facility Operator](#) [FTZ Operator](#) **[Importer](#)** [Protest Filer](#) [Service Provider](#) [Surety](#) [Vessel Agency](#)

[Edit Importer Permissions](#)

9. In the **Authorized Tab Access** section:

h. In the **CBP Forms** row, select the **No Access** or **Full Access** radio button.

**NOTE:** **Full Access** allows the user to view and respond to CBP Forms in the ACE Forms Application. **No Access** prevents access to CBP Forms. **Read Only Access** is NOT available for **CBP Forms**.

i. Select **Continue**.

**Authorized Tab Access**

Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>CBP Forms</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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







10. The **Permission** column displays the updated settings. Select the **Save** button.

**Authorized Tab Access**  
Showing 1 - 13 of 13

Tab Name	Permission
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
Bond Data	Read Only
CBP Forms	Full Access
Change History	Read Only
Create Account	Full Access
Declarations	Full Access
Driver Crew	Full Access
LPCs	Read Only
Mode Of Communication	Full Access
Report	Read Only
Statements	Full Access

Save Cancel

Topic 4: Access the ACE Forms Application Through Modernized ACE for the steps to locate your pending CBP form(s).

11. In the **Forms Search Results** pane, in the **Form Type** column, select a form 29 hyperlink.

12. In the **Details for Entry #** pane, select **Respond** from the **Action** drop-down menu.



**NOTE:** Select **Generate PDF** from the **Action** drop-down menu to create a PDF.

Details for Entry # VBR-80125711 | Form 29 - Notice of Action | Issue Date: | Status: Sent

Details Associated Summaries

Details

Action  
Respond  
Generate PDF

13. Complete this step if you have **not** provided a response to CBP. Skip to step 5 if you already provided the requested information to CBP.

In the **Respond CBP Form 29** dialog box:

- In the **Trade Reply:** field, type a *reply*.
- In the **Name\*** field, type *your name*.
- In the **Title\*** field, type *your title*.
- In the **Telephone\*** field, type *your telephone number*.
- In the **Email\*** field, type *your email address*.

14. Select the **Add Attachment** button, if appropriate.

Add Attachment Delete Attachment(s) Filter

Name ↑	Attachment ID #	Date/Time
— No records to display —		

Items per page: 10 0 of 0 < >

- Select the file to attach.
- Select the **Open** button. The file name displays beside the **Upload Document To DIS** button.





Add Attachment

Delete Attachment(s)

Filter

images.jpg

Upload Document To DIS

- c. Select the **Upload Document To DIS** button. The uploaded file displays in the attachment list.

Add Attachment

Delete Attachment(s)

Filter

<input type="checkbox"/>	Name ↑	Attachment ID #	Date/Time
<input type="checkbox"/>	images.jpg	329373	04/21/2022, 13:06:23-04:00

Items per page: 10

1 - 1 of 1

|< < > >|

15. Select the **Save and Send** button.

Trade Attachments

Add Attachment

Filter

Name	Attachment ID #	Date/Time

Cancel

Save and Send





## TOPIC 7: RESPOND TO CBP FORM 4647: NOTICE TO MARK/NOTICE TO RE-DELIVER

### INTRODUCTION

Use CBP Forms to complete the notice to mark and/or redeliver details for Form 4647.

### COMPLETE A FORM 4647 RESPONSE

1. Access CBP Forms.
2. If needed, refer to [Topic 3: TAOs – Authorize Access to CBP Forms](#)
3. [Introduction](#)

In addition to granting access to the **Mode of Communication** hyperlink, the TAO must set CBP Forms permissions for PTAOs and authorized trade account users.

The ACE Forms application allows authorized users to receive and respond to U.S. Customs and Border Protection (CBP) forms and requests:

- CBP Form 28: Request for Information
- CBP Form 29: Notice of Action
- CBP Form 4647: Notice to Mark/Notice to Re-Deliver
- CBP Form 6051D: Notice of Detention
- CBP Documents Required Notifications

You must complete the following actions to receive, review, and respond to CBP forms in the ACE Forms application:

7. The account **Mode of Communication** must be set to **Portal**.

**Mode of Communications Settings**

**Mode of Communication (Post-Release)**  
This setting controls the methods by which CBP will deliver communications for Forms 28, 29, and 4647 for ACE entry summaries.

**Last Set By:**

**Modes:** ☐ Mail ☒ Portal

8. The TAO must authorize access to **CBP Forms** for PTAOs and/or other trade account users as needed.

Authorized Tab Access			
Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Once the TAO authorizes the **Mode of Communication** and access to **CBP Forms** permissions, the user can receive, view, search and respond to CBP Forms through the ACE Forms application.





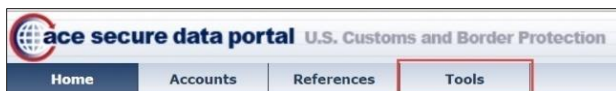
**NOTE:** Accounts electing to receive copies of forms through the Portal (ACE Forms application) are not required to respond through the ACE Forms application. They may submit responses through the ACE Forms application or to CBP at the port of entry where the entry summary is filed.



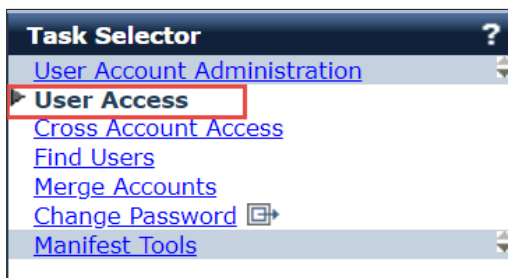


## SET CBP FORMS PERMISSIONS FOR PTAOs AND TRADE ACCOUNT USERS

4. Select the **Tools** tab.



5. In the **Task Selector** pane, select the **User Access** hyperlink.



6. In the **User Access** pane, in the **Last Name** column, select the last name hyperlink of the user to edit.

**User Access**

\*Indicates field is required

**Add User**

-- Select --

**Filter Users**

\* **Last Name:** \*

**First Name:**

\* **Display:** ☒ My Users ☐ All Persons

Showing 1 - 10 of 166

Last Name	First Name	User ID
<a href="#">Welter</a>		

7. In the **Account User Information** section:
  - d. Edit the **User Role** and/or **Access To Top Account** options if needed.
  - e. Select the **Continue** button to view the current access for the user.







**User Access**

\*Indicates field is required

**Account User Information**

**First Name:** Sherree

**Last Name:** [REDACTED]

**User ID:** [REDACTED]

\* **User Role:** ☒ Proxy Trade Account Owner ☐ Trade Account User

**Top Account Name:** [REDACTED]

**Top Account ACE ID:** [REDACTED]

\* **Access To Top Account:** ☒ Yes ☐ No

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

8. In the **Single Sign-on Partner Access** section:

f. To edit importer permissions, select the **Importer** sub-tab.

**NOTE:** To edit broker permissions, in the **Broker** sub-tab, select the **Edit Broker Permissions** hyperlink.

g. Select the **Edit Importer Permissions** hyperlink.

**Single Sign-on Partner Access** [Edit](#)

**Access To ATS ISF:** Yes

[Read-Only Access for All](#) [Full Access for All](#) [Revoke Access](#) [Reset Password and Activate Account](#)

[Broker](#) [Carrier](#) [Consignee](#) [Exporter](#) [Facility Operator](#) [FTZ Operator](#) **[Importer](#)** [Protest Filer](#) [Service Provider](#) [Surety](#) [Vessel Agency](#)

[Edit Importer Permissions](#)

9. In the **Authorized Tab Access** section:

h. In the **CBP Forms** row, select the **No Access** or **Full Access** radio button.

**NOTE:** **Full Access** allows the user to view and respond to CBP Forms in the ACE Forms Application. **No Access** prevents access to CBP Forms. **Read Only Access** is NOT available for **CBP Forms**.

i. Select **Continue**.

**Authorized Tab Access**

Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>CBP Forms</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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





10. The **Permission** column displays the updated settings. Select the **Save** button.

**Authorized Tab Access**  
Showing 1 - 13 of 13

Tab Name	Permission
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
Bond Data	Read Only
CBP Forms	Full Access
Change History	Read Only
Create Account	Full Access
Declarations	Full Access
Driver Crew	Full Access
LPCs	Read Only
Mode Of Communication	Full Access
Report	Read Only
Statements	Full Access

**Save** **Cancel**

Topic 4: Access the ACE Forms Application Through Modernized ACE for the steps to locate your pending CBP form(s).

11. In the **Forms Search Results** pane, in the **Form Type** column, select a form 4647 hyperlink.

12. In the **Details for Entry #** pane, select **Respond** from the **Action** drop-down menu.

Details for Entry # VBR-80125711 | Form 4647 - Notice to Mark and/or Redeliver | Issue Date: | Status: Sent

**Details**

Details

Status Sent Broker/Importer File No. 109577 Issue Date

**Action**  
Respond  
Generate PDF



**NOTE:** Select **Generate PDF** from the **Action** drop-down menu to create a PDF of the form.

13. Skip to step 5 if the merchandise is **not** going to be exported or destroyed.

If the merchandise is to be exported or destroyed, complete the following steps in the **Respond to CBP Form 4647: Notice to Mark and/or Notice to Redeliver** dialog box, in the **Importer Certification** section:

- In the **Merchandise To be:** field, select either the **Exported** radio button or **Destroyed under CBP supervision in lieu of marking or other required corrective measures** radio button.
- In the **Place** field, type the *place where the merchandise was either exported or destroyed*.
- In the **Date** field, select the **Calendar** icon and select the date the merchandise was either exported or destroyed.
- In the **Time** field, type the *time the merchandise was either exported or destroyed*.





14. In the **Respond to CBP Form 4647: Notice to Mark and/or Notice to Redeliver** dialog box, in the **Importer Certification** section:



**NOTE: This step is for merchandise that is not going to be exported or destroyed.**

- Select the radio button in the **I certify that all merchandise has been marked to indicate the country of origin as required by 19 U.S.C. 1304 or otherwise brought into compliance with statute(s) or regulation(s)** field.
- In the **Sample is, is not submitted herein** field, select a radio button.
- In the **Place** field, type *the place where the merchandise is being held*.
- In the **Telephone** field, type *your telephone number*.

15. In the **I (we) guarantee the payment of all expenses incident to the above action** section:

- In the **Name** field, type *your name*.
- In the **Title** field, type *your title*.
- In the **Telephone** field, type *your telephone number*.
- In the **Email** field, type *your email address*.

16. Select the **Add Attachment** button, if appropriate.

- Select the file to attach.





- b. Select the **Open** button. The file name displays beside the **Upload Document To DIS** button.

The screenshot shows a user interface with two buttons at the top: 'Add Attachment' (with an information icon) and 'Delete Attachment(s)'. Below these is a text input field containing 'images.jpg' with a red 'x' icon to its right. To the right of this field is a button labeled 'Upload Document To DIS'. A 'Filter' label is visible on the far right.

- c. Select the **Upload Document To DIS** button. The uploaded file displays in the attachment list.

The screenshot shows a table with three columns: 'Name', 'Attachment ID #', and 'Date/Time'. The first row contains the text 'images.jpg', '329373', and '04/21/2022, 13:06:23-04:00'. Above the table are buttons for 'Add Attachment' and 'Delete Attachment(s)', and a 'Filter' label. Below the table, it says 'Items per page: 10' and '1 - 1 of 1' with navigation arrows.

Name	Attachment ID #	Date/Time
images.jpg	329373	04/21/2022, 13:06:23-04:00

17. Select the **Save and Send** button.

The screenshot shows a section titled 'Trade Attachments'. Inside, there is an 'Add Attachment' button (with an information icon) and a 'Filter' label. Below these is a table with columns 'Name', 'Attachment ID #', and 'Date/Time'. At the bottom of the section are two buttons: 'Cancel' and 'Save and Send'.





## TOPIC 8: RESPOND TO CBP FORM 6051D

### INTRODUCTION

Importers with ACE Portal access can respond to a CBP Form 6051D via the ACE Forms application.



**NOTE:** Required fields are indicated by a red asterisk.

### COMPLETE A FORM 6051D RESPONSE

1. Access CBP Forms.
2. If needed, refer to [Topic 3: TAOs – Authorize Access to CBP Forms](#)
3. [Introduction](#)

In addition to granting access to the **Mode of Communication** hyperlink, the TAO must set CBP Forms permissions for PTAOs and authorized trade account users.

The ACE Forms application allows authorized users to receive and respond to U.S. Customs and Border Protection (CBP) forms and requests:

- CBP Form 28: Request for Information
- CBP Form 29: Notice of Action
- CBP Form 4647: Notice to Mark/Notice to Re-Deliver
- CBP Form 6051D: Notice of Detention
- CBP Documents Required Notifications

You must complete the following actions to receive, review, and respond to CBP forms in the ACE Forms application:

9. The account **Mode of Communication** must be set to **Portal**.

**Mode of Communications Settings**

**Mode of Communication (Post-Release)**  
This setting controls the methods by which CBP will deliver communications for Forms 28, 29, and 4647 for ACE entry summaries.

Last Set By:

Modes: ☐ Mail ☒ Portal

10. The TAO must authorize access to **CBP Forms** for PTAOs and/or other trade account users as needed.

Authorized Tab Access			
Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>





Once the TAO authorizes the **Mode of Communication** and access to **CBP Forms** permissions, the user can receive, view, search and respond to CBP Forms through the ACE Forms application.

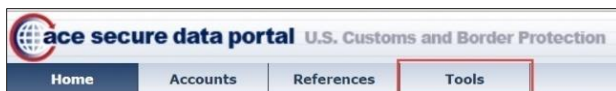
**NOTE:** Accounts electing to receive copies of forms through the Portal (ACE Forms application) are not required to respond through the ACE Forms application. They may submit responses through the ACE Forms application or to CBP at the port of entry where the entry summary is filed.



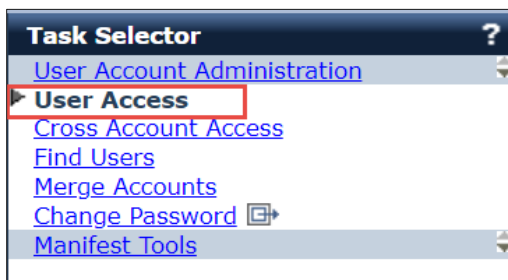


## SET CBP FORMS PERMISSIONS FOR PTAOs AND TRADE ACCOUNT USERS

4. Select the **Tools** tab.



5. In the **Task Selector** pane, select the **User Access** hyperlink.



6. In the **User Access** pane, in the **Last Name** column, select the last name hyperlink of the user to edit.

The screenshot shows the 'User Access' pane. It includes a section for adding users, a filter section with fields for Last Name, First Name, and Display (My Users/All Persons), and a table of users. The table has columns for Last Name, First Name, and User ID. The 'Welter' user is highlighted with a red box in the Last Name column.

Last Name	First Name	User ID
Welter		

7. In the **Account User Information** section:
  - d. Edit the **User Role** and/or **Access To Top Account** options if needed.
  - e. Select the **Continue** button to view the current access for the user.







**User Access**

\*Indicates field is required

**Account User Information**

**First Name:** Sherree

**Last Name:** [Redacted]

**User ID:** [Redacted]

\* **User Role:** ☒ Proxy Trade Account Owner ☐ Trade Account User

**Top Account Name:** [Redacted]

**Top Account ACE ID:** [Redacted]

\* **Access To Top Account:** ☒ Yes ☐ No

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

8. In the **Single Sign-on Partner Access** section:

f. To edit importer permissions, select the **Importer** sub-tab.

**NOTE:** To edit broker permissions, in the **Broker** sub-tab, select the **Edit Broker Permissions** hyperlink.

g. Select the **Edit Importer Permissions** hyperlink.

**Single Sign-on Partner Access** [Edit](#)

**Access To ATS ISF:** Yes

[Read-Only Access for All](#) [Full Access for All](#) [Revoke Access](#) [Reset Password and Activate Account](#)

[Broker](#) [Carrier](#) [Consignee](#) [Exporter](#) [Facility Operator](#) [FTZ Operator](#) **[Importer](#)** [Protest Filer](#) [Service Provider](#) [Surety](#) [Vessel Agency](#)

[Edit Importer Permissions](#)

9. In the **Authorized Tab Access** section:

h. In the **CBP Forms** row, select the **No Access** or **Full Access** radio button.

**NOTE:** **Full Access** allows the user to view and respond to CBP Forms in the ACE Forms Application. **No Access** prevents access to CBP Forms. **Read Only Access** is NOT available for **CBP Forms**.

i. Select **Continue**.

**Authorized Tab Access**

Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>CBP Forms</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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





10. The **Permission** column displays the updated settings. Select the **Save** button.

**Authorized Tab Access**

Showing 1 - 13 of 13

Tab Name	Permission
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
Bond Data	Read Only
CBP Forms	Full Access
Change History	Read Only
Create Account	Full Access
Declarations	Full Access
Driver Crew	Full Access
LPCs	Read Only
Mode Of Communication	Full Access
Report	Read Only
Statements	Full Access

**Save** **Cancel**

Topic 4: Access the ACE Forms Application Through Modernized ACE for the steps to locate your pending CBP form(s).

11. In the **Forms Search Results** pane, in the **Form Type** column, select a **CBP Form 6051D** hyperlink.
12. In the **Details for Entry Number** pane, in the **Action** dropdown, select **Respond**.

ACE Forms

Details for Entry # [redacted] | Form 6051D - Detention Notice | Issue Date: 05/01/2023 | Status: Sent

**Details**

Details

Status: Sent

Entry Number/Bill Number: [redacted]

Port of Entry: [redacted]

Form Issue Date: 05/01/2023

Due Date: 05/31/2023

Detention Number: [redacted]

Conditional Rel Date: [redacted]

Location Goods: [redacted]

**Action**

Respond

Generate PDF

13. In the **Form 6051D Response** pane, enter the required information for **Name**, **Telephone**, **Title**, and **Email**.

**Form 6051D Response**

Name \*  Telephone \*

Title \*  E-mail \*





14. Certify that the information provided is correct by reading the certification statement and checking the box.

☐ I hereby certify that the information contained within the documents furnished is true and correct. \*  
Please certify information is true and correct

☐ I hereby certify all supporting documents have been sent to CBP and there are no further supporting documents forthcoming.

15. Certify that there are no further supporting documents by reading the certification statement and checking the box.

Please certify information is true and correct

☐ I hereby certify all supporting documents have been sent to CBP and there are no further supporting documents forthcoming.

! Please attach a valid file.



**IMPORTANT:** Users will have the ability to respond to the 6051D form as many times as they desire before the due date, provided they do not certify “no further supporting documents are forthcoming”. Once a user certifies there are no further supporting documents forthcoming, or the due date has passed, they will not be able to respond to the form.

16. Select the **Add Attachment** button to add supporting documents.

Add Attachment ?



**IMPORTANT:** All uploaded documentation will be stored in the ACE Document Image System (DIS). Documents submitted via DIS should be named to easily identify the document. Documents submitted for Withhold Release Order (WRO)/UFLPA detentions should be named based on the production process stage or the producer name. For example, documents submitted for solar cell producer X or for solar cells stage should be named as *solar cell producer X: invoice; solar cell producer X: contract; solar producer X: delivery tickets; solar cell producer Y: invoice; solar cell producer Y: contract, etc...*

The maximum individual file size that can be submitted DIS is 10 MB.



**NOTE:** Successfully added attachments display in the table below the **Add Attachment** button. Navigate the table, if required, by using the **Filter** field or the navigation buttons.



17. Select the **Save** button.

Form 6051D Response

Name \*  Telephone \*

Title \*  E-mail \*

☐ I hereby certify that the information contained within the documents furnished is true and correct. \*  
Please certify information is true and correct

☐ I hereby certify all supporting documents have been sent to CBP and there are no further supporting documents forthcoming.

**!** Please attach a valid file.

**Add Attachment** Filter

Name ↑	Attachment ID #	Date/Time
— No records to display —		

Items per page: 10 0 of 0 |< < > >|

Cancel **Save**

The **Details for Entry Number** pane displays, and the **Status** will be updated to **Response Received**.

Details for Entry #  | Form 6051D - Detention Notice | Issue Date: 04/07/2023 | **Status: Response Received** | Admissibility Status: Documents Submitted

Details Notice of Exclusion Event History Action

Exclusion Notice 04/13/2023 - Pending

Entry Number:   
 Date of Denial of Entry:   
 Article Denied Entry:   
 Quantity:   
 Importer:

Port of Entry:   
 Conveyance:   
 Bill of Lading:   
 UOM:

Reason for Exclusion: CBP found insufficient evidence to grant an exception pursuant to Section 3(b) of the UFLPA.

CBP Point of Contact:





## TOPIC 9: RESPOND TO DOCUMENTS REQUIRED NOTICE

### INTRODUCTION

A CBP employee can initiate an electronic post summary request for additional documentation to the filer. You can respond to documents required notifications through the ACE Forms application.

### RESPOND TO A DOCUMENTS REQUIRED MESSAGE

1. Access CBP Forms.
2. If needed, refer to [Topic 3: TAOs – Authorize Access to CBP Forms](#)
3. [Introduction](#)

In addition to granting access to the **Mode of Communication** hyperlink, the TAO must set CBP Forms permissions for PTAOs and authorized trade account users.

The ACE Forms application allows authorized users to receive and respond to U.S. Customs and Border Protection (CBP) forms and requests:

- CBP Form 28: Request for Information
- CBP Form 29: Notice of Action
- CBP Form 4647: Notice to Mark/Notice to Re-Deliver
- CBP Form 6051D: Notice of Detention
- CBP Documents Required Notifications

You must complete the following actions to receive, review, and respond to CBP forms in the ACE Forms application:

11. The account **Mode of Communication** must be set to **Portal**.

**Mode of Communications Settings**

**Mode of Communication (Post-Release)**  
This setting controls the methods by which CBP will deliver communications for Forms 28, 29, and 4647 for ACE entry summaries.

**Last Set By:**

**Modes:** ☐ Mail ☒ Portal

12. The TAO must authorize access to **CBP Forms** for PTAOs and/or other trade account users as needed.

Authorized Tab Access			
Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>





Once the TAO authorizes the **Mode of Communication** and access to **CBP Forms** permissions, the user can receive, view, search and respond to CBP Forms through the ACE Forms application.

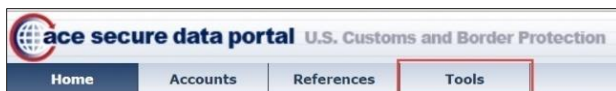
**NOTE:** Accounts electing to receive copies of forms through the Portal (ACE Forms application) are not required to respond through the ACE Forms application. They may submit responses through the ACE Forms application or to CBP at the port of entry where the entry summary is filed.



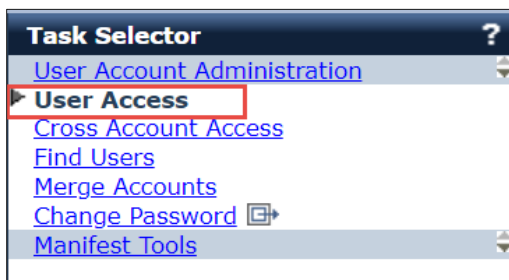


## SET CBP FORMS PERMISSIONS FOR PTAOs AND TRADE ACCOUNT USERS

4. Select the **Tools** tab.



5. In the **Task Selector** pane, select the **User Access** hyperlink.



6. In the **User Access** pane, in the **Last Name** column, select the last name hyperlink of the user to edit.

**User Access**

\*Indicates field is required

**Add User**

-- Select --

**Filter Users**

\* **Last Name:** \*

**First Name:**

\* **Display:** ☒ My Users ☐ All Persons

Showing 1 - 10 of 166

Last Name	First Name	User ID
<a href="#">Welter</a>		

7. In the **Account User Information** section:
  - j. Edit the **User Role** and/or **Access To Top Account** options if needed.
  - k. Select the **Continue** button to view the current access for the user.







**User Access**

\*Indicates field is required

**Account User Information**

**First Name:** Sherree

**Last Name:** [REDACTED]

**User ID:** [REDACTED]

\* **User Role:** ☒ Proxy Trade Account Owner ☐ Trade Account User

**Top Account Name:** [REDACTED]

**Top Account ACE ID:** [REDACTED]

\* **Access To Top Account:** ☒ Yes ☐ No

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

8. In the **Single Sign-on Partner Access** section:

l. To edit importer permissions, select the **Importer** sub-tab.

**NOTE:** To edit broker permissions, in the **Broker** sub-tab, select the **Edit Broker Permissions** hyperlink.

m. Select the **Edit Importer Permissions** hyperlink.

**Single Sign-on Partner Access** [Edit](#)

**Access To ATS ISF:** Yes

[Read-Only Access for All](#) [Full Access for All](#) [Revoke Access](#) [Reset Password and Activate Account](#)

[Broker](#) [Carrier](#) [Consignee](#) [Exporter](#) [Facility Operator](#) [FTZ Operator](#) **[Importer](#)** [Protest Filer](#) [Service Provider](#) [Surety](#) [Vessel Agency](#)

[Edit Importer Permissions](#)

9. In the **Authorized Tab Access** section:

n. In the **CBP Forms** row, select the **No Access** or **Full Access** radio button.

**NOTE:** **Full Access** allows the user to view and respond to CBP Forms in the ACE Forms Application. **No Access** prevents access to CBP Forms. **Read Only Access** is NOT available for **CBP Forms**.

o. Select **Continue**.

**Authorized Tab Access**

Tab Name	No Access	Read Only Access	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
<b>CBP Forms</b>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode Of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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





10. The **Permission** column displays the updated settings. Select the **Save** button.

Authorized Tab Access	
Showing 1 - 13 of 13	
Tab Name	Permission
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
Bond Data	Read Only
CBP Forms	Full Access
Change History	Read Only
Create Account	Full Access
Declarations	Full Access
Driver Crew	Full Access
LPCs	Read Only
Mode Of Communication	Full Access
Report	Read Only
Statements	Full Access
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Topic 4: Access the ACE Forms Application Through Modernized ACE for the steps to locate your pending CBP form(s).

11. In the **Forms Search Results** pane, in the **Form Type** column, select a **Docs Required** hyperlink.

12. In the **Details for Entry #** pane, select **Respond** from the **Action** drop-down menu.

Details for Entry # AF1-02242233
Documents Required
Issue Date: 02/15/2023
Status: Sent

Details

Details

Entry Summary	AF1-02242233	Document Type	ES Package	Status	Sent
Team	001	Importer of Record	23-589645800	Issue Date	02/15/2023
Center ID	Consumer Products and Mass Merchandising - CEE008	Port of Entry	4901	Response Date	

Action

Respond

13. In the **Send Response** dialog box:

- In the **Name** field, type *your name*.
- In the **Telephone** field, type *your telephone number*.
- In the **Title** field, type *your title*.
- In the **Email** field, type *your email address*.

Send Response

Name \*
Telephone \*

Title \*
E-mail \*

Add Attachment

Name ↑	Attachment ID #	Date/Time
— No records to display —		

Items per page: 10
0 of 0

Cancel
Save





14. Select the **Add Attachment** button.

The screenshot shows a user interface with a table for attachments. The 'Add Attachment' button is highlighted with a red box. The table has columns for Name, Attachment ID #, and Date/Time. Below the table, it says 'No records to display'. At the bottom, there are pagination controls showing 'Items per page: 10' and '0 of 0'.

a. Select the file to attach.

b. Select the **Open** button.

The file name displays beside the **Upload Document To DIS** button.

The screenshot shows the 'Add Attachment' button and the 'Delete Attachment(s)' button. Below them, the file 'images.jpg' is selected, and the 'Upload Document To DIS' button is highlighted with a red box.

c. Select the **Upload Document To DIS** button.

The uploaded file displays in the attachment list.

The screenshot shows the 'Add Attachment' button and the 'Delete Attachment(s)' button. Below them, the file 'images.jpg' is listed in the attachment list with the Attachment ID # 329373 and the Date/Time 04/21/2022, 13:06:23-04:00. The 'Upload Document To DIS' button is highlighted with a red box.

15. Select the **Save and Send** button.

The screenshot shows a 'Trade Attachments' section with a table for attachments. The 'Add Attachment' button is highlighted with a red box. The table has columns for Name, Attachment ID #, and Date/Time. Below the table, there are 'Cancel' and 'Save and Send' buttons. The 'Save and Send' button is highlighted with a red box.





## ***TOPIC 10: FORMAT ATTACHMENTS FOR UPLOAD***

### **INTRODUCTION**

The CBP preferred file types for document submission include:

- PDF
- GIF
- PNG
- JPG
- JPEG
- XLS, XLSX (for specific programs such as CBMA)

There are additional file types that may be submitted and accepted for upload. CBP recommends the above listed types for image quality and ease of upload.



Individual attachment size cannot exceed 10 MB.

