

Navigate to: <https://ace.cbp.dhs.gov/>

**ace secure data portal** U.S. Customs and Border Protection

**NOTICE TO ALL USERS: READ NOW**  
You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 2230 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

**NOTICE TO ALL USERS: READ NOW**  
By logging in to the ACE Portal you agree to be bound by the language set forth in the [Terms and Conditions](#) document, last updated on May 05, 2007.  
It is mandatory that all ACE users maintain a current email address within their ACE user profile.

**Login Information**  
Enter your ACE UserID and Password to login

UserID: [REDACTED]  
Password: [REDACTED]

**1 Login to ACE Portal**

Log in using your [DHS.FBI](#) profile.  
[Forgot your Password!](#)

On the next screen select accounts

**ace secure data portal** U.S. Customs and Border Protection

Home Accounts **2. Click Accounts Tab** s

**Task List**

There are no pending forms

Forms(0)

Action #	Form Type	Entry Summary
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On the next screen select exporter account & launch AESDirect

The screenshot shows the 'ACE secure data portal' for U.S. Customs and Border Protection. The 'Accounts' tab is selected. In the 'Task Selector' section, the 'View' dropdown is set to 'Exporter' and the 'GO' button is highlighted. Below it, the 'Submit AESDirect Filings' link is highlighted. In the 'Account Selector List' section, the 'Account Owner' link is highlighted. Three red callout boxes provide instructions: '3. Select Exporter from Account Type' points to the 'GO' button; '4. Click on the account to use' points to the 'Account Owner' link; and '5. Click link "Submit AESDirect Filings"' points to the 'Submit AESDirect Filings' link.

On the next screen you will see list of prior filings you have created in Production.

The screenshot shows the AESDirect interface. At the top, it says 'U.S. Customs & Border Protection' and 'AESDirect'. There are buttons for '+ Create Export Filing', 'Create from Template', and 'Amend AES Filing'. Below the buttons, it says 'Filings » All' and 'Showing 1 to 10 of 777 entries'. A search box is present. The main content is a table of filings with columns: Shipment Ref. #, Status, Active Filing, Submission Type, ITN, Last Updated/Filed, Export Date, USPP, USPP ID, Consignee, and Destination.

Shipment Ref. #	Status	Active Filing	Submission Type	ITN	Last Updated/Filed	Export Date	USPP	USPP ID	Consignee	Destination
+ BT_21012016A	Draft		Add		01/21/2016 11:41:24	01/29/2016	TOYS FOR U	11223344500	SOLD EN ROUTE	BR 🇧🇷
+ Unassigned	Draft		Add		01/20/2016 14:41:41					
+ CSD-01192016-0001	Draft		Replace	X20160119121259	01/20/2016 14:11:37	01/31/2016	FLORIDA CITRUS CO	60160160100	SOLD EN ROUTE	VE 🇻🇪

**6. On your browser, type in the following URL:  
<https://ace.cbp.dhs.gov/aesd/ta/cert/aes-direct/sessionBroker>**

U.S. Customs & Border Protection  
U.S. Department of Homeland Security

AESDirect

Tools Menu AAMIR SEHBAI

**T R A I N I N G   E N V I R O N M E N T**

+ Create Export Filing   + Create from Template   Amend AES Filing

Filings » All

Showing 1 to 4 of 4 entries

Search:  Search Reset

Shipment Ref. #	Status	Active Filing	Submission Type	ITN	Last Updated/Filed	Export Date	USPPI	USPPI ID	Consignee	Destination	Shipment Actions
123	Draft		Add		02/17/2016 12:34:26						Edit   Print   Delete
Unassigned	Draft		Add		02/10/2016 15:49:31	02/22/2016	AAMIRS	1231231234		CA	Edit   Print   Delete

**7. Verify the following to make sure that you are in the training environment:**

- 1) Check the URL is <https://ace.cbp.dhs.gov/aesd/ta/cert/aes-direct/secured/home>
- 2) Make sure that the orange banner that says “TRAINING ENVIRONMENT” is displayed.

# TRAINING ENVIRONMENT

+ Create Export Filing



- Shipment Manager
- Party Profile Manager
- Template Manager
- Bulk Filing Manager**

Send AES Filing

Filings » All

Showing 1 to 10 of 18 entries

Search:

Search

Reset

**8. Click Bulk filing manager**



Destination



# TRAINING ENVIRONMENT

+ Create Bulk Filing

Bulk Filings » All

Showing 1 to 1 of 1 entries

Search:

Search

Reset

**9. Click Create bulk filing**

Bulk Upload

\* Required Field

Filer ID

462954258

Email Response Address(es) \*

ASEHBAI@GMAIL.COM

Choose a file \*

BROWSE...

Comment

Close

UPLOAD

10. Verify email & filer ID are correct

11. Click browse button and select the file

12. Click upload to submit the file

**User will receive a confirmation email with the status of the filing. If filing is accepted by CBP, the email will include the ITN as shown.**

We have received your created filing submitted at 01/26/2016 09:08:42.  
Your request to create the following filing has been ACCEPTED.

Shipment Reference Number: ABD-WEBLINK-003

AES ITN: X20160126121298

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Attention

(399-VERIFY) IS THE CLEARANCE YEAR CORRECT?  
(700-COMPLIANCE ALERT) SHIPMENT REPORTED LATE; OPT 2  
(972-VERIFY) SHIPMENT ADDED; MUST VERIFY  
(8QR-VERIFY) QUANTITY RELATIONSHIP OUT OF RANGE

If you need further assistance, please contact the AES Help Desk at [askaes@census.gov](mailto:askaes@census.gov)  
or 1-800-549-0595, option 1.

PLEASE, DO NOT REPLY TO THIS MESSAGE

**10.If there are any error or warnings, it will be listed in the email.**

**Emails from test server and production server will have different email address:**

**Test:** [DoNotReplyTest@cbp.dhs.gov](mailto:DoNotReplyTest@cbp.dhs.gov)

**Production:** [DoNotReply@cbp.dhs.gov](mailto:DoNotReply@cbp.dhs.gov)