



The following resources are available to assist in using the features of the Automated Commercial Environment (ACE) Secure Data Portal.

### ***ACE User Guides***

**ACE 101:** Provides an introduction to ACE and features currently available.

<http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace/ace101.ctt/ace101.pdf>

**ACE Overview for All Account Types:** Provides overviews of ACE by account types including truck, rail and sea carriers; brokers; importers; FTZ and facilities operators; service providers; sureties; cartmen; and lighterman.

[http://www.cbp.gov/xp/cgov/newsroom/fact\\_sheets/trade/ace\\_factsheets/ace\\_overview/](http://www.cbp.gov/xp/cgov/newsroom/fact_sheets/trade/ace_factsheets/ace_overview/)

**ACE Resource Contact Guide:** Provides a list of email addresses and phone numbers to assist users with questions and technical support for ACE.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace/ace\\_resource\\_guide.ctt/ace\\_resource\\_guide.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace/ace_resource_guide.ctt/ace_resource_guide.pdf)

**AD/CVD Cases and Messages:** Provides instructions on searching and displaying AD/CVD cases and messages.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/cases\\_messages.ctt/cases\\_messages.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/cases_messages.ctt/cases_messages.pdf)

**Business Activity Log:** Provides instructions on how to view, create and update a BAL activity.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/business\\_activity\\_log.ctt/business\\_activity\\_log.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/business_activity_log.ctt/business_activity_log.pdf)

**Blanket Declarations Records:** Provides instructions on granting access to declaration records and how to create and cancel a declaration record in the ACE Portal.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/declarations\\_2009.ctt/declarations\\_2009.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/declarations_2009.ctt/declarations_2009.pdf)

**Create and Maintain Ocean Conveyances:** Provides instructions on creating, maintaining and viewing ocean conveyance records via the ACE portal

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/manifest\\_railsea/create\\_maintain.ctt/create\\_maintain.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/manifest_railsea/create_maintain.ctt/create_maintain.pdf)

**Creating and Maintaining Entry Banks:** Provides instructions on how to create and maintain entry banks via the ACE Portal.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/entry\\_bank\\_user\\_guide.ctt/entry\\_bank\\_user\\_guide.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/entry_bank_user_guide.ctt/entry_bank_user_guide.pdf)

**e-Manifest: Rail and Sea (M1): In-Bond Authorization User Guide:** Provides instruction to sea and rail carriers on how to create a list via their ACE Portal accounts of authorized Type 2 In-Bond users who can obligate their bond.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/user\\_guide.ctt/user\\_guide.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/user_guide.ctt/user_guide.pdf)

**e-Manifest: Trucks User Guide:** Provides instructions on how to create, search for, print, and submit an electronic manifest. Additional information on registering Crew, Conveyance and Equipment is also included.

[http://www.cbp.gov/linkhandler/cgov/trade/trade\\_outreach/emanifest\\_trucks.ctt/emanifest\\_trucks.pdf](http://www.cbp.gov/linkhandler/cgov/trade/trade_outreach/emanifest_trucks.ctt/emanifest_trucks.pdf)

**Initial Account Access:** Provides instructions on how to access your ACE account for the first time and how to change your password.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/initial\\_access.ctt/initial\\_acct\\_access.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/initial_access.ctt/initial_acct_access.pdf)

**Manage User Access:** Provides instructions on how to add new contacts, create portal account users, assign access privileges and deactivate portal account users.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/manage\\_usr\\_access.ctt/manage\\_usr\\_access.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/manage_usr_access.ctt/manage_usr_access.pdf)

**Managing Cross Account Access:** Provides instructions on how to grant, accept, update and revoke cross account access.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/ace\\_accounts.ctt/ace\\_accounts.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/ace_accounts.ctt/ace_accounts.pdf)



Please note you may need to copy and paste the URLs above into your internet browser.



**Merging ACE Accounts:** Provides instructions on how to merge multiple ACE Portal accounts.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/merging\\_aceaccounts.ctt/merging\\_aceaccounts.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/merging_aceaccounts.ctt/merging_aceaccounts.pdf)

**Periodic Monthly Statement:** Provides an overview of benefits, how to apply to participate in periodic monthly statement and information on obtaining and viewing statements through the ACE portal.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_app\\_info/section\\_1\\_pms.ctt/section\\_1\\_pms.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_app_info/section_1_pms.ctt/section_1_pms.pdf)

**Post Summary Corrections:** Provides information on filing post-summary corrections and the impact on ACE reports.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/postsummarycorrection.ctt/postsummarycorrection.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/postsummarycorrection.ctt/postsummarycorrection.pdf)

**Receiving and Responding to CBP Forms:** Provides instructions on granting user access to CBP forms as well as viewing and responding to forms in the ACE Portal.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_welcome\\_package/rr\\_cbpforms.ctt/rr\\_cbpforms.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_welcome_package/rr_cbpforms.ctt/rr_cbpforms.pdf)

**Running ACE Reports for Importers, Brokers, and Sureties:** Provides instructions for all existing ACE Portal account types, except truck carriers, on how to run ACE standard and modified reports.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_reports/new\\_tool.ctt/new\\_tool.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_reports/new_tool.ctt/new_tool.pdf)

**Running ACE Reports for Rail and Sea Carriers:** Provides instructions for rail and sea carriers on running and customizing ACE reports.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_reports/rail\\_sea\\_report1.ctt/rail\\_sea\\_report.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_reports/rail_sea_report1.ctt/rail_sea_report.pdf)

**Running ACE Reports Tool for Truck Carriers:** Provides instructions for running ACE standard and modified reports for truck carriers.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_reports/reports\\_tool\\_truck.ctt/reports\\_tool\\_truck.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_reports/reports_tool_truck.ctt/reports_tool_truck.pdf)

**Trade Benefits from the Automated Commercial Environment:** Provides a comprehensive list of ACE benefits by industry segment for the trade community.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace/ace\\_benefits\\_automated.ctt/ace\\_benefits\\_automated.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace/ace_benefits_automated.ctt/ace_benefits_automated.pdf)

### *ACE User Guides Available in Spanish*

**Corriendo Reportes de ACE para Transportistas de Camión:** Provides instructions in Spanish for running ACE standard and modified reports for truck carriers.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_reports/spanish.ctt/spanish.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_reports/spanish.ctt/spanish.pdf)

**Manifiesto electrónico de camión:** Provides instructions in Spanish on how to create and submit an electronic manifest. Additional information on registering Crew, Conveyance and Equipment is also included.

[http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace\\_welcome/ace\\_e\\_manifest\\_for\\_trucks/emanifest\\_spanish.ctt/emanifest\\_spanish.pdf](http://www.cbp.gov/linkhandler/cgov/trade/automated/modernization/ace_welcome/ace_e_manifest_for_trucks/emanifest_spanish.ctt/emanifest_spanish.pdf)

### *Other ACE Resources*

**ACE Web Based Training:** Provides web based training instructions on all ACE Portal functionality.

[http://nemo.cbp.gov/ace\\_online/](http://nemo.cbp.gov/ace_online/)

**Presentations on ACE Capabilities:** Provides updated presentations on ACE Overview and Status Update, Overview of Reports, Review of e-Manifest: Trucks and Review of Shipment Release Types: Trucks for use by the trade.

<http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace/toolkit/>

### **Additional Information**

For more information, visit “ACE: Modernization Information Systems” at [www.cbp.gov/modernization](http://www.cbp.gov/modernization) or send an email to: [ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov).

You may also call the Technology Service Desk at: 1-866-530-4172, 24 hours a day, 7 days a week.

For ACE Application information, visit

[http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace\\_app\\_info/](http://www.cbp.gov/xp/cgov/trade/automated/modernization/ace_app_info/) or send an email to:

[ACE.Support@cbp.dhs.gov](mailto:ACE.Support@cbp.dhs.gov)

Please note you may need to copy and paste the URLs above into your internet browser.

