| What's Inside:	
• Understanding Merge Accounts	Page 1
• Merge Account Process	Page 1
• CBP Review Process	Page 3
• Additional ACE Resources	Page 4

Understanding Merge Accounts

It is now possible to merge accounts in the Automated Commercial Environment (ACE) if all parties involved are ACE Secure Data Portal Accounts. A merge is defined as follows:

- One entity acquires another entity either partially or completely (e.g., A + B = A); or
- A complete merger between two entities resulting in another entity (e.g., A + B = C)

Merge Account Process

The Trade Account Owner of the acquiring company initiates the Merge Account Request using the following steps:

1. Select **Merge Accounts** listed under "*User Account Administration*" found under the *"Tools"* tab. The "*Create Merge Account Request*" screen is displayed.
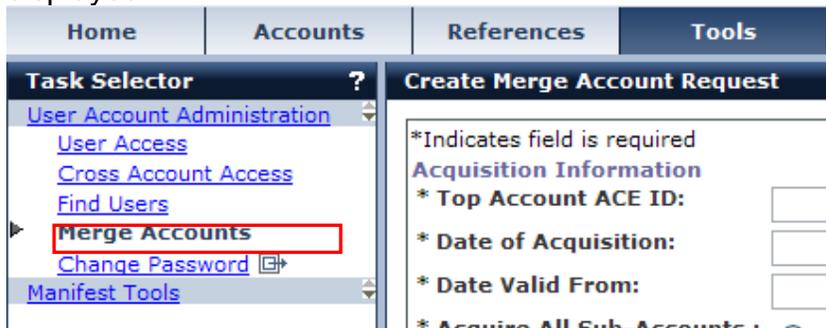
2. Enter the "*Top Account ACE ID*" number. This is the ACE ID of the entity being acquired.

> *If you do not know the "Top Account ACE ID," contact the Trade Account Owner of the entity you are acquiring to obtain that information. If you do not know the Trade Account Owner contact information, contact your CBP Account Manager or Technology Support for assistance.*

3. Enter the "*Date of Acquisition.*"

> *The "Date of Acquisition" is the actual date that the acquisition/merger was finalized. Please check with your legal department for the correct date.*

4. Enter the "*Date Valid From.*"

> *The "Date Valid From" is the date the acquiring company will have access to view the acquired company's historical transactional data. If the acquisition is an "assets only" purchase, ensure you enter the date when you legally have access to the data from the company you acquired.*

5. Select the appropriate radio button for the "*Acquire All Sub-Accounts*" indicator. Select either **Yes** if you are acquiring all Sub-Accounts related to the Top Account or **No** if you are not acquiring all Sub-Accounts.
6. Select **Continue**. If you indicated "*Yes*" in step 5, a screen displays that allows you to verify the information you have entered.
7. Select **Submit Request** if the information you have entered is correct or select **Cancel** to begin the merge account request process again if the information entered is not correct.

OR

8. Select **Continue**. If you indicated "*No*" in step 5, a screen displays that allows you to enter the Importer of Record (IR) number, Filer code, or Standard Carrier Alpha Code (SCAC) of the entity or entities you are acquiring.

Acquisition Information

Top Account ACE ID# :   0005680054

Sub-Account Information

(Use the keyboard Enter key after each Account Number to list multiple Accounts.)

IR #:

Filer Code :

SCAC:

9. Enter the IR number, the Filer code or the SCAC of the entity being acquired. For multiple IR numbers, Filer codes or SCACs, use the "*Enter*" key after each number.
10. Select **Continue***. A new screen displays that allows you to verify the information you have entered.
11. Select **Submit Request** if the information you have entered is correct.
12. Select **Previous** if the information you entered is incorrect. This will allow you to return to the previous screen and correct the information.
13. Select **Cancel** to begin the merge account request process again.

U.S. Customs and Border Protection (CBP) Review Process

CBP will approve or reject the "Merge Account Request."

- If the request is accepted, the account structure will be changed to reflect the entity (ies) acquired.
- The Trade Account Owner of the acquiring company and/or new company will then need to assign access privileges to the users of the acquired company.
- If the request is rejected, CBP will provide an explanation for the rejection. The Trade Account Owner who submitted the request will receive a notification in ACE. If the request is rejected, the Trade Account Owner may resubmit the "Merge Account Request."

To view the notification from CBP:
1. Select the **Home** Tab to view the Task List portlet. There are three tabs, "*Approvals,*" "*Notifications*" and "Forms."
2. Select **Notifications**. To view the item details, you need to first select the *"Claim"* box.
3. Select the **Claim** button.
4. Select the hyperlinked description to view the reason for rejection.

CBP may request additional information/documentation to complete the review process.

Attention Acquired Account Trade Account Owner:
Once CBP has accepted the "Merge Account Request" and the IR number, Filer code or SCAC has moved to the acquiring account, you will no longer have access to that transactional data in your account. If historical information is needed, you will need to run any necessary reports to capture that data prior to the acquisition/merger taking place. Otherwise, you will need to submit a Freedom of Information Act request to CBP.

Additional ACE Resources

For additional assistance, take the available web-based training (WBT).

The URL for the ACE Online Training Center and the required user name and password are:

http://nemo.cbp.gov/ace_online

Do you need additional assistance with Managing User Access? *If you are a trade caller or if you are calling outside the United States, please contact **Technology Service Desk** at 1-866-530-4172.*