



Modernized ACE Portal

In-Bond Authorization

June 2024



U.S. Customs and
Border Protection





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TOPIC 1: ADD AN AUTHORIZED PARTNER

INTRODUCTION

Carriers can create in-bond authorized partners in their ACE Modernized Portal account. This functionality allows the carrier to control who obligates their Type 2 custodial bonds.



IMPORTANT: If you do not add an authorized partner, ACE will not restrict the use of your bond by other parties. Add yourself as an authorized partner to limit bond usage to only your company. This will exclude all other parties from utilizing your bond.

You must remove yourself as an authorized partner before adding other authorized partners. Identify authorized carriers by SCAC and organizational brokers by filer code. Authorized partners will not be notified that they are entered in your in-bond authorization list.

Adding an authorized partner automatically creates an entry for All ports of origin and destination ports with a begin date of when the authorized partner was added and no end date.

Trade Account Owners (TAOs), Proxy Trade Account Owners (PTAOs), and Trade Account Users (TAUs) with full access can add authorized partners.



NOTE: Granting access to In-Bond Authorization remains in the Legacy ACE Portal.

ADD AN AUTHORIZED PARTNER

1. Locate the carrier account to add authorized partners for the Type 2 custodial bond.



NOTE: The bond status must be active to add an authorized partner.

2. Select the **In-Bond Authorization** tab.

Name	ID Type	ID #	Telephone
BROKERS R US	Filer Code	D39	
Universal Rails	SCAC Code	D4FG	



NOTE: If applicable, select the **More** tab and the **In-Bond Authorization** option in the drop-down menu.

3. Select the **Add Authorized Partner** button.

The **Add New Partner Authorization** dialog box displays.





4. In the **Add New Partner Authorization** dialog box:

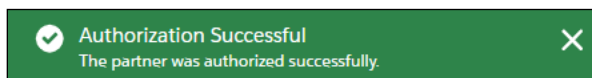


NOTE: Selecting the **Filer Code** radio button dynamically updates the **SCAC** field to **Filer Code**.

- a. For ***Search for Partner:**
 - i. Select the **SCAC** radio button to add an authorized carrier.
 - OR
 - ii. Select the **Filer Code** radio button to add an authorized broker.
- b. In the ***SCAC** or ***Filer Code** field, type the *SCAC or filer code* of the partner to authorize.
- c. Select the **Search** button to locate the partner to authorize.
- d. Select the **Submit** button to add the new authorized partner.

The **Partner to Authorize** section displays the **Name**, **ID**, and **ID #** of the partner.

The **Authorization Successful** message displays.



The authorized partner displays in the **In-Bond Authorization** list.

In-Bond Authorization				
Name	ID Type	ID #	Telephone	
BROKERS R US	Filer Code	D39		
Universal Rails	SCAC Code	D4FG		
Universal Carriers	SCAC Code	MSEP		
G & L SHIPPING INC	SCAC Code	ZZZZ		
Hats Off Carrier	SCAC Code	XDMN		





IMPORTANT: Select the authorized partner hyperlink to display the **In-Bond Authorization Information** pane. An entry in the **Port Authorizations** list is automatically added for All origin and destination ports with a start date of today's date and no end date.

▼ In-Bond Authorization Information

Name	Telephone
Hats Off Carrier	
ID Type	ID #
SCAC Code	XDMN

Port Authorizations

Port Authorizations Add Port Authorization
1 Records

Origin Port(s)	Destination Port(s)	Effective Begin Date	Effective End Date
All	All	5/16/2024	





TOPIC 2: REMOVE AN AUTHORIZED PARTNER


INTRODUCTION






Carriers may terminate an In-Bond Authorization relationship at any time by removing the authorized partner. The carrier or broker is removed from the **In-Bond Authorization** list in the **In-Bond Authorization** tab.



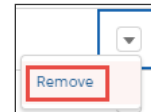
IMPORTANT: If there is only one authorized partner, another authorized partner must be added before the solo authorized partner can be removed.

REMOVE AN AUTHORIZED PARTNER

1. In the **In-Bond Authorization** tab, in the **In-Bond Authorization** list, to the right of the row for the authorized partner to remove, select the down arrow actions icon .

In-Bond Authorization						Add Authorized Partner
Name	ID Type	ID #	Telephone			
BROKERS R US	Filer Code	D39				
Universal Rails	SCAC Code	D4FG				
Universal Carriers	SCAC Code	MSEP				
G & L SHIPPING INC	SCAC Code	ZZZZ				
Hats Off Carrier	SCAC Code	XDMN				

2. In the drop-down menu, select the **Remove** option.



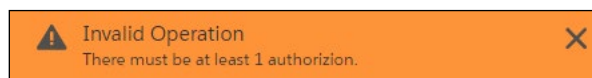
The **Confirm** dialog box displays.

Confirm

Are you sure you wish to remove this authorization?



NOTE: If only one authorized partner exists, an **Invalid Operation** message displays.



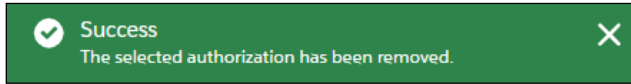
Use the **Add Authorized Partner** button to add another authorized partner prior to removing the only existing authorized partner.

3. Select the **OK** button to remove the authorized partner.





The **Success** message displays.



The authorized partner is removed from the **In-Bond Authorization** list.





TOPIC 3: ADD A PORT AUTHORIZATION AND DATE RANGE

INTRODUCTION

The carrier can restrict an authorized partner’s use of their bond to specific ports and date ranges.

The restriction fields are:

- **Origin Port** - The port from which the goods are being requested to depart.
- **Destination Port** - The port to which the goods are being requested to be transported.
- **Effective Begin Date** - The start date of the authorized bond usage.
- **Effective End Date** - The end date of the authorized bond usage. If no end date is entered there will be no date restrictions on the use of the bond.

A new port authorization is automatically added when a new authorized partner is added. The **Origin Port** and **Destination Port** fields default to **All**. The **Effective Begin Date** field defaults to the date the authorized partner was added. The **Effective End Date** field is not entered, indicating no end date restriction.



IMPORTANT: Before specific port authorizations can be added, the **Effective End Date** of the default All port authorization must be set to the current date. Use the **Remove** feature or edit the **Effective End Date** field.

ADD A PORT AUTHORIZATION AND DATE RANGE

1. In the **In-Bond Authorization** tab, in the **Name** column, select the authorized partner hyperlink.

The screenshot shows the 'In-Bond Authorization' tab with 18 records. The table has columns for Name, ID Type, ID #, and Telephone. The 'Hats Off Carrier' entry is highlighted with a red box.

Name	ID Type	ID #	Telephone
BROKERS R US	Filer Code	D39	
Universal Rails	SCAC Code	D4FG	
Universal Carriers	SCAC Code	MSEP	
G & L SHIPPING INC	SCAC Code	ZZZZ	
Hats Off Carrier	SCAC Code	XDMN	

The **In-Bond Authorization Information** pane displays.

The screenshot shows the 'In-Bond Authorization Information' pane for the 'Hats Off Carrier' entry. It displays fields for Name, Telephone, ID Type, and SCAC Code. Below this, the 'Port Authorizations' section shows a table with 1 record.

Origin Port(s)	Destination Port(s)	Effective Begin Date	Effective End Date
All	All	5/16/2024	



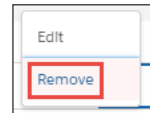


NOTE: The generated port authorization defaults to All when a new authorized partner is added. To add specific ports, the **Effective End Date** of the All port must be set to the current date.

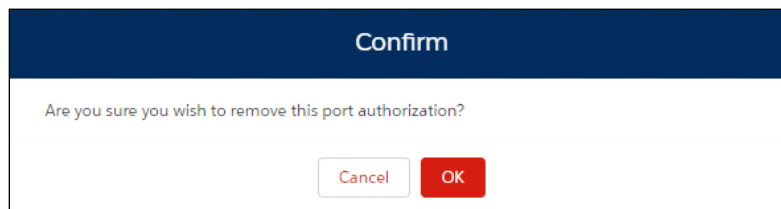
2. To set the end date of the default All port authorization, in the **Port Authorizations** section:

Port Authorizations				
Port Authorizations				Add Port Authorization
Origin Port(s)	Destination Port(s)	Effective Begin Date	Effective End Date	
All	All	5/16/2024		▼

- In the **All** port row, to the far right, select the down arrow actions icon ▼.
- In the drop-down menu, select the **Remove** option.

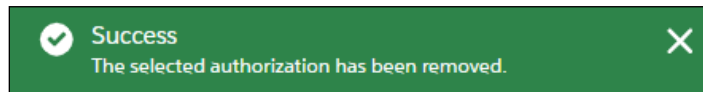


The **Confirm** dialog box displays.



- Select the **OK** button.

The **Success** message displays.



The **Effective End Date** of the authorized port is automatically updated to the current date.



TIP: You can also select the **Edit** drop-down menu option, type the *current date* in the **Effective End Date** field, and select the **Submit** button.

3. To add a specific port authorization, in the **Port Authorizations** section:

Port Authorizations				
Port Authorizations				Add Port Authorization
Origin Port(s)	Destination Port(s)	Effective Begin Date	Effective End Date	
All	All	5/16/2024	5/16/2024	▼

- Select the **Add Port Authorization** button.

The **Add New Port Authorization** dialog box displays.





Add New Port Authorization

All Origin Ports

All Destination Ports

* Effective Begin Date
May 16, 2024

Port of Origin

Destination Port

Effective End Date

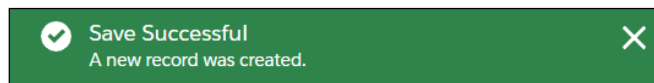
✕ Cancel
Submit



NOTE: Uncheck the default All Ports checkbox to enable selecting a specific port. The **Effective Begin Date** defaults to the current date.

- b. To add a port of origin authorization:
 - i. Uncheck the **All Origin Ports** checkbox.
 - ii. In the **Port of Origin** field, type a *complete or partial port code or name* and select it from the drop-down menu.
- c. To add a destination port authorization:
 - i. Uncheck the **All Destination Ports** checkbox.
 - ii. In the **Destination Port** field, type a *complete or partial port code or name* and select it from the drop-down menu.
- d. If applicable, to edit the default date in the ***Effective Begin Date** field, type a *begin date* or select it using the **Calendar** icon.
- e. If applicable, in the **Effective End Date** field, type an *end date* or select it using the **Calendar** icon.
- f. Select the **Submit** button.

The **Save Successful** message displays.



The port authorization displays in the **Port Authorizations** list.

Port Authorizations				
Port Authorizations				Add Port Authorization
Origin Port(s)	Destination Port(s)	Effective Begin Date	Effective End Date	
All	All	5/16/2024	5/16/2024	▼
2501	2501	5/16/2024		▼





TOPIC 4: EDIT DATE RANGE AND REMOVE A PORT AUTHORIZATION

INTRODUCTION

Only the begin and end dates of an authorized port are editable. To change the authorized port, remove the existing port authorization entry and add a new port authorization.

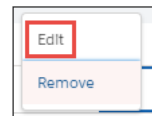
Removing an authorized port automatically updates the **Effective End Date** to the current date. It does not delete the authorized port.

EDIT THE DATE RANGE OF PORT AUTHORIZATIONS

1. In the **Port Authorizations** section:

Port Authorizations				
Port Authorizations				Add Port Authorization
2 Records				
Origin Port(s)	Destination Port(s)	Effective Begin Date	Effective End Date	
All	All	5/16/2024	5/16/2024	▼
2501	2501	5/16/2024		▼

- a. In the port row, to the far right, select the down arrow actions icon ▼.
- b. In the drop-down menu, select the **Edit** option.



2. In the **Edit Port Authorization** dialog box:

Edit Port Authorization

All Origin Ports

 All Destination Ports

Port of Origin

Destination Port

* Effective Begin Date

Effective End Date

X Cancel
Submit



NOTE: Only the **Effective Begin Date** and **Effective End Date** fields are editable.


- a. If applicable, in the ***Effective Begin Date** field, type a *begin date* or select it using the **Calendar** icon.
- b. If applicable, in the **Effective End Date** field, type an *end date* or select it using the **Calendar** icon.
- c. Select the **Submit** button.



The **Success** message displays.



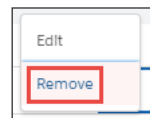


REMOVE A PORT AUTHORIZATION

1. In the **Port Authorizations** section, in a port authorization row, to the far right, select the down arrow actions icon .

Port Authorizations					Add Port Authorization
Origin Port(s)	Destination Port(s)	Effective Begin Date	Effective End Date		
All	All	5/16/2024	5/16/2024		
2501	2501	5/16/2024			

2. In the drop-down menu, select the **Remove** option.



The **Confirm** dialog box displays.

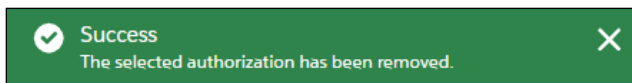
Confirm

Are you sure you wish to remove this port authorization?


Cancel
OK

3. Select the **OK** button to remove the authorized port.

The **Success** message displays.



The **Effective End Date** of the authorized port is automatically updated to the current date. The authorized port is not removed from the list.

Port Authorizations					Add Port Authorization
Origin Port(s)	Destination Port(s)	Effective Begin Date	Effective End Date		
All	All	5/16/2024	5/16/2024		
2501	2501	5/16/2024	5/16/2024		