



Protest

Quick Reference Guide

August 2024

ace



U.S. Customs and
Border Protection





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TOPIC 1: LOG IN TO THE MODERNIZED ACE PORTAL

INTRODUCTION

This topic covers the steps to log in to the Modernized ACE Portal.

LOG IN TO THE MODERNIZED ACE PORTAL

1. In an Internet browser (Chrome or Edge), type <https://ace.cbp.gov>.
2. In the **Welcome to ACE Secure Data Portal** page, in the **Existing Users** pane, select the **Trade/PGA User Login** button.

U.S. Customs and Border Protection

Welcome to the ACE Secure Data Portal

Facilitating legitimate trade by automating tools and information

Existing Users:

- Trade/PGA User Login
- CBP User Login (PIV)

New to the ACE Portal?

No Existing Account:
For information to get started, click here: [ACE Secure Data Portal Account](#)

Existing Legacy Account:

- CBP Users: Click "CBP User Login (PIV)"
- Non-CBP Users: Click "Trade/PGA User Login"
 - On the next page, click "Create An Account"
- Complete a one-time sync of your existing ACE Portal access by entering your legacy ACE Portal account credentials

Need Help?
For ACE resources or to contact us, click here: [ACE Support Page](#)

Notice to All Users

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 1030 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.

By logging in to the ACE Portal you agree to be bound by the language set forth in the Terms and Conditions document, published on May 16, 2007, last updated on July 7, 2008.

It is mandatory that all ACE users maintain a current email address within their ACE user profile.

3. In the log in page:

U.S. Customs and Border Protection

Email

Password

I read and accept the [Privacy Act Statement](#)

LOG IN

- a. In the **Email** field, type the *email address you used to set up your account*.
- b. In the **Password** field, type the *password you used to set up your account*.
- c. Select the checkbox before the **I read and accept the Privacy Act Statement**.
- d. Select the **LOG IN** button.





The **Welcome to ACE** home page displays.

ACE ID	Name	Account Type	Identification Type	Identification Number
1 0000258589	Test	Facility	FIRMS Code	LAB0
2 0000256227	Universal Vessels	Vessel Agency	ACE ID	0000256227





TOPIC 2: CREATE A PROTEST FILER

INTRODUCTION

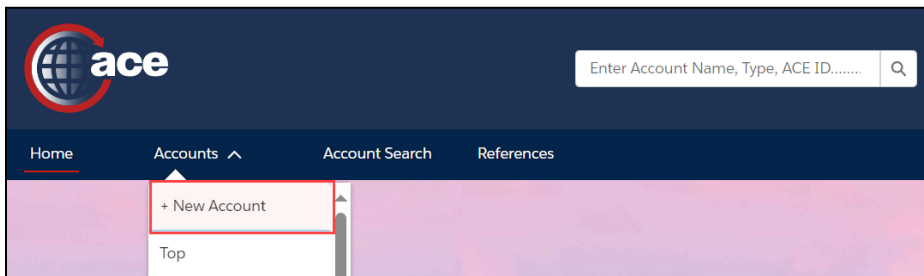
This topic covers how to create a protest filer account in the Modernized Portal.



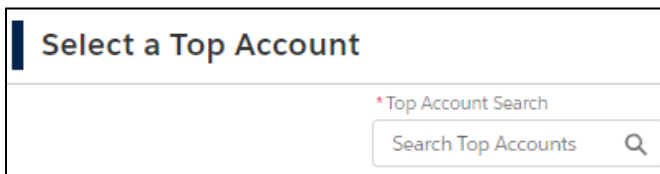
NOTE: Only a Trade account owner or Proxy Trade account owner can create an account in ACE. Trade account users will not have this access.

CREATE A PROTEST FILER

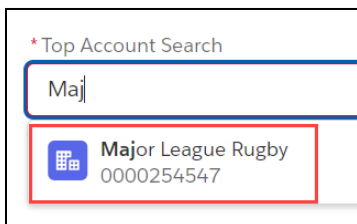
1. Select the **Accounts** tab drop-down menu and select the **+ New Account** option.



The **Select a Top Account** pane displays.

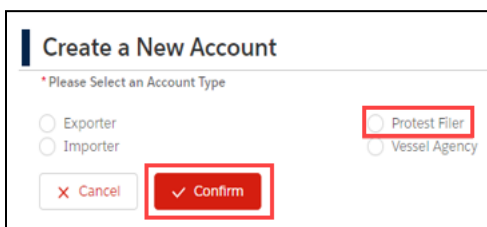


2. Select the ***Top Account Search** text field, and type a *partial or full top account name or ACE ID*.



A drop-down menu of matching top accounts displays.

3. In the ***Top Account Search** drop-down menu, select the top account for the new account. The **Create a New Account** pane displays.



4. Select the **Protest Filer** radio button.





5. Select the **✓Confirm** button.
6. In the **Create a New Protest Filer: Protest Filer Information** pane, in the **Protest Filer Information** section:



NOTE: Fields with an asterisk are required.

- a. In the ***Protest Filer Name** field, type the *name of the protest filer account*.
- b. For ***Request Protest Filer Assigned Number**:
 - i. Select the **Yes** radio button to request assigning a protest filer number.

OR

 - ii. Select the **No** radio button to enter the protest filer number.

The ***Protest Filer Number Type** and ***Protest Filer Number** fields display.

- iii. In the ***Protest Filer Number Type** drop-down menu, select the type option.
 - iv. In the ***Protest Filer Number** field, type the *protest filer number*.
7. In the **Organization Information** section, in the ***Organizational Structure** drop-down menu, select an option.
8. If applicable, in the **Other Company Names** section, complete the appropriate fields.





- Select the **Next >** button.
- In the **Create a New Protest Filer: Address Information** pane, in the **Street (Physical) Address Information** section, complete the appropriate street address fields.



NOTE: The ***Address Type** field is pre-filled by default and not editable. The ***Country** field is also pre-filled by default but is editable.

- In the **Contact Information** section, complete the appropriate fields for a contact at the address.



NOTE: Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with **https://**.

- Select the **Next >** button.
The **Validate Address** dialog box displays.



13. Select the **✓Confirm** button to confirm the validated address.
14. In the **Create a New Protest Filer: Contact Information** pane, in the **Personal Information** section:



NOTE: The **Type** field is pre-filled and greyed out.

- a. In the ***First Name** field, type the *first name* of the primary point of contact.
- b. In the ***Last Name** field, type the *last name* of the primary point of contact.
- c. Complete other fields, as appropriate.

15. In the **Contact Relationship Address Information** section:



NOTE: The ***Address Type** field is pre-filled by default and not editable. The ***Country** field is also pre-filled by default but is editable.

- a. In the ***Street** field, type the *street address*.
- b. In the ***City** field, type the *city*.
- c. In the ***State** field, type a *partial or complete state name or abbreviation* and/or select it from the drop-down menu.
- d. In the **Postal Code** field, type the *postal code*.
- e. Complete other fields, as appropriate.



16. In the **Contact Information** section, complete the appropriate contact fields.



NOTE: Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with **https://**.

17. Select the **Next >** button.

The **Validate Contact Relationship Address** dialog box displays.

Validate Address
Validate Street (Physical) Address Address

User's Input Address

Validated Address

Street: 22001 LOUDOUN COUNTY PKWY
City: ASHBURN
County: Virginia
State/Province: VA
Country: US
Postal Code: 20147-6122

Street: 22001 LOUDOUN COUNTY PKWY
City: ASHBURN
County: Virginia
State/Province: VA
Country: US
Postal Code: 20147-6122

Use Validated Address?

Confirm



NOTE: The **Use Validated Address?** checkbox is prefilled with a check.

18. Select the **✓ Confirm** button to confirm the validated address.

Street: 22001 LOUDOUN COUNTY PKWY
City: ASHBURN
County: Virginia
State/Province: VA
Country: US
Postal Code: 20147-6122

ed Address?

Confirm

19. In the **Create a New Protest Filer: Review** pane, review the added account information.

Create a New Protest Filer: Review

Selected Top Account

Major League Rugby

> Protest Filer Information

> Organization Information

> Other Company Names

> Street (Physical) Address Information

> Contact Information

> Personal Information

> Contact Relationship Address Information

> Contact Information





NOTE: Select the **Expand** icon > to the left of each section to review the information.

20. Scroll down to review the additional account information.

> Other Company Names
> Street (Physical) Address Information
> Contact Information
> Personal Information
> Contact Relationship Address Information
> Contact Information

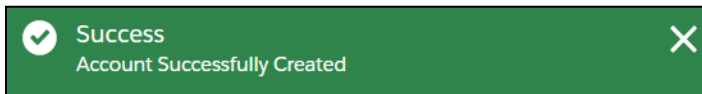
< Back **Cancel** **Save** Next >



NOTE: Use the < **Back** button to navigate to previous sections to update information. Then, select the **Next** > button to return to the **Review** pane and select the **Save** button. Use the **Cancel** button to cancel creating the new account.

21. Select the **Save** button to save the new account information.

The **Account Successfully Created** message displays.



The account lists will display in the left **Account Navigation** pane under the top account.

Account Navigation

- Major League Rugby
ACE ID: 0000254547
- Carrier
 - Ball Carriers
Carrier Code: PYKO
 - In-Bond Authorizati...
Carrier Code: C492
 - Jersey Ship LLC
Carrier Code: RUGB
- Exporter
 - American Boots
EIN: 15-6152023
 - Com Field

Account Name
Major League Rugby

ACE ID Status
0000254547

Details Contacts

Top Account Information

Account Name	Major League Rugby	ACE ID	0000254547
Organizational Structure	Corporation	DUNS #	23-657-98
Website	https://www.majorleague.rugby.com	End of Fiscal Year	12/31





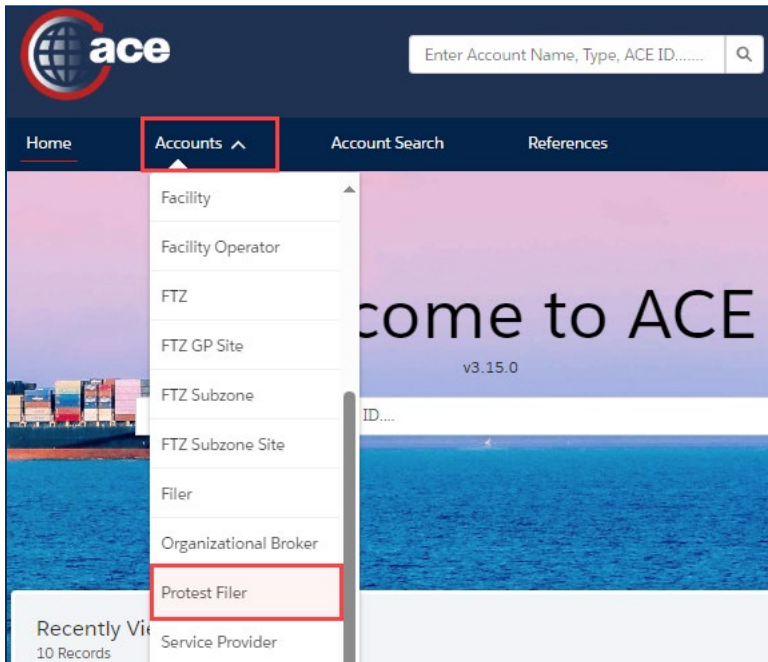
TOPIC 3: ADD CONTACTS AND ADDRESSES TO A PROTEST FILER

INTRODUCTION

This topic presents the steps to add contacts and addresses to a protest filer.

ADD A CONTACT TO A PROTEST FILER ACCOUNT

1. Select the **Accounts** tab and select the **Protest Filer** option.



TIP: If you recently viewed the account, select it in the **Recently Viewed Accounts** list.

2. Select a protest filer account in the **Name** column.

The screenshot shows the ACE web application interface displaying a list of 'Protest Filer Accounts'. The 'Accounts' tab is selected in the top navigation bar. The list shows 6 results, with the first row highlighted by a red box. The table has columns for Name, ACE ID, and Taxpayer ID. To the right of the table is a search and filter panel.

Name	ACE ID	Taxpayer ID
1 Yellow Card	0000262578	66-6152023
2 Replay Assistants	0000263397	23P000-00214
3 Ryan July 19	0000263459	12-3021230





3. In the **Account Name** pane:

The screenshot shows the 'Account Name' pane for 'Yellow Card'. It includes fields for 'Record Type Name' (Protest Filer), 'Protest Filer...' (66-61520...), and 'ACE ID' (0000262578). Below these are tabs for 'Details', 'Contacts', and 'Addresses'. The 'Contacts' tab is selected and highlighted with a red box. Underneath, there is a section for 'Related Contacts' with '1 Records' and an 'Add Contact' button highlighted with a red box. A table below shows one contact record with columns for Type, Last Name, First Name, Phone, and Email.

Type	Last Na...	First N...	Phone	Email
Primary Point of Contact	Tree	Peach	703-571-7...	

- a. Select the **Contacts** tab.
- b. Select the **Add Contact** button.

4. In the **Create a New Contact** pane, in the **Employee Information** section:

The screenshot shows the 'Create a New Contact' pane, specifically the 'Contact Info (step 1 of 1)' section. Under the 'Employee Information' section, there are several fields: '*Type' (a drop-down menu with 'Select an Option'), 'Title' (a drop-down menu with 'Select an Option'), '*First Name' (a text input field), 'Middle Name' (a text input field), and '*Last Name' (a text input field).

- a. In the ***Type** drop-down menu, select a type option.



NOTE: Only one **Primary Point of Contact** can be added. Once added, the **Primary Point of Contact** type no longer displays in the list of type options. Use the **Alternate POC** type for a backup primary point of contact (POC) or an additional POC.

- b. In the ***First Name** field, type the *contact's first name*.
- c. In the ***Last Name** field, type the *contact's last name*.
- d. Complete other fields, as appropriate.





5. In the **Address Information** section:

▼ Address Information

Address Type

*Country

Additional Address Line 1

*City

*Postal Code

C/O

*Street

*PO Box

Additional Address Line 2

*State

County



NOTE: The **Address Type** field is prefilled by default and not editable. The ***Country** field is prefilled and editable.

- a. If the ***Country** field is editable, in the drop-down menu, select the *country*.
 - b. Enter either the ***Street** or ***PO Box**:
 - i. In the ***Street** field, type the *street address*.

OR

 - ii. In the ***PO Box** field, type the *PO box number*.
 - c. In the ***City** field, type the *city*.
 - d. In the ***State** field, type a *partial or complete state name or abbreviation* and/or select it from the drop-down menu.
 - e. In the ***Postal Code** field, type the *postal code*.
 - f. Complete other fields, as appropriate.
6. In the **Contact Information** section:

▼ Contact Information

*Phone

Phone Ext

Fax

Fax Ext

Email

Website

- a. In the ***Phone** field, type the *phone number*.



NOTE: Include a dash (–) to separate the parts of a phone number.



b. Complete other fields, as appropriate.



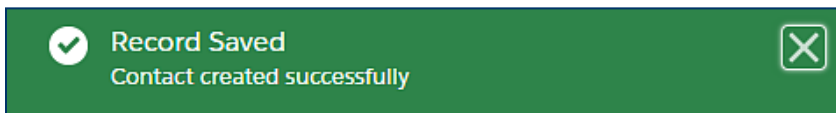
NOTE: The **Website** field must begin with https://.

7. Select the **Save** button.
8. In the **Validate Address** dialog box, select the **✓ Confirm** button.

Validate Address
Validate Mailing Address Address

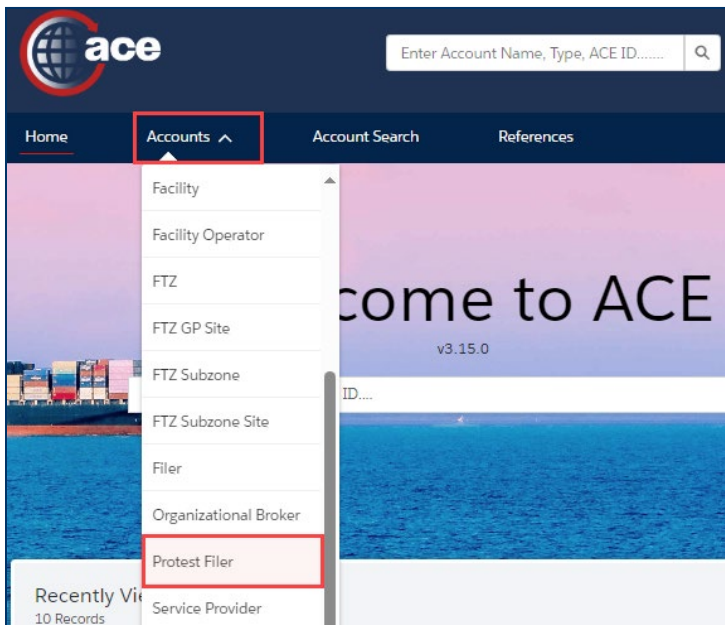
User's Input Address	Validated Address
Street: 123 Nogo Rd NW City: Washington State/Province: DC Country: US Postal Code: 20001	Street: 123 NOGO RD NW City: WASHINGTON State/Province: DC Country: US Postal Code: 20001
<input checked="" type="checkbox"/> Use Validated Address?	
✓ Confirm	

The **Contact created successfully** message displays.



ADD AN ADDRESS TO A PROTEST FILER ACCOUNT

1. Select the **Accounts** tab and select the **Protest Filer** option.





2. Select a protest filer account in the **Name** column.

ace

Enter Account Name, Type, ACE ID.....

Home Accounts Account Search References

Protest Filer Accounts
Showing 6 / 6 Results

Name	ACE ID	Taxpayer ID
1 Yellow Card	0000262578	66-6152023
2 Replay Assistants	0000263397	23P000-00214
3 Ryan July 19	0000263459	12-3021230

Keyword Search
Keyword..

Search Filters
Account Name
Account Name..
Identification Type
Select One...

3. In the **Account Name** pane:

Account Name
Yellow Card

Protest Reports

Record Type Name Protest Filer... ACE ID 0000262578
Protest Filer 66-61520...

Details Contacts **Addresses**

Related Addresses
1 Records

Add New Address

Address Type	Street	City	State	Postal ...
1 Street (Physical) Address	125 SPRIN...	HERNDON	VA	20170-5208

- a. Select the **Addresses** tab.
- b. Select the **Add New Address** button.





4. In the **Create A New Address** pane, in the **Address Information** section:

Create A New Address
Address Information (step 1 of 1)

▼ Address Information

* Address Type <input type="text" value="Select an Option"/>	C/O <input type="text"/>	
* Country <input type="text" value="United States"/>	* Street <input type="text"/>	* PO Box <input type="text"/>
Additional Address Line 1 <input type="text"/>	Additional Address Line 2 <input type="text"/>	
* City <input type="text"/>	* State <input type="text" value="Select an Option"/>	
* Postal Code <input type="text"/>	County <input type="text"/>	

- a. In the ***Address Type** drop-down menu, select the type of address.
- b. If appropriate, in the ***Country** drop-down menu, select the *country*.
- c. Enter either the ***Street** or ***PO Box**:
 - i. In the ***Street** field, type the *street address*.
 - OR
 - ii. In the ***PO Box** field, type the *PO box number*.
- d. In the ***City** field, type the *city where the address is located*.
- e. In the ***State** field, type a *partial or complete state name or abbreviation* and/or select it from the drop-down menu.
- f. In the ***Postal Code** field, type the *zip code for the address*.
- g. Complete other fields, as appropriate.

5. In the **Contact Information** section, complete the appropriate fields.

▼ Contact Information

Phone <input type="text"/>	Phone Ext <input type="text"/>
Fax <input type="text"/>	Fax Ext <input type="text"/>
Email <input type="text"/>	Website <input type="text" value="https://"/>



NOTE: Include a dash (–) to separate the parts of a phone number. The **Website** field must begin with https://.





6. Select the **Submit** button.

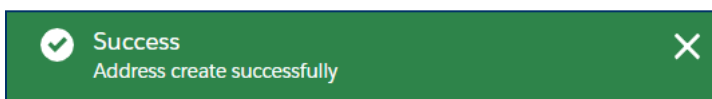
The **Validate Address** dialog box displays.

Validate Address
Validate Street (Physical) Address - Pri Address

User's Input Address	Validated Address
Street: 1201 S Ross Street City: Arlington State/Province: VA Country: US Postal Code: 22204	Street: 1201 S ROSS ST City: ARLINGTON State/Province: VA Country: US Postal Code: 22204-5071
<input checked="" type="checkbox"/> Use Validated Address?	
<div style="border: 1px solid red; padding: 2px; display: inline-block;"> Confirm</div>	

7. Select the **✓Confirm** button to confirm the validated address.

The **Address create successfully** message displays.





TOPIC 4: VIEW AND EDIT PROTEST FILER ACCOUNT INFORMATION

INTRODUCTION

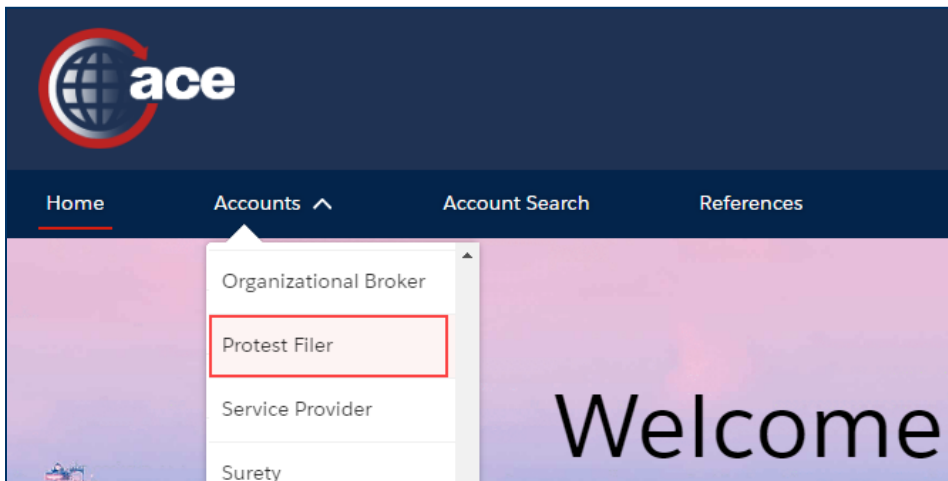
In a **Protest Filer** account, users with proper permissions can view and edit protest filer account information.



NOTE: Only a Trade account owner or Proxy Trade account owner can view and edit protest filer accounts in ACE.

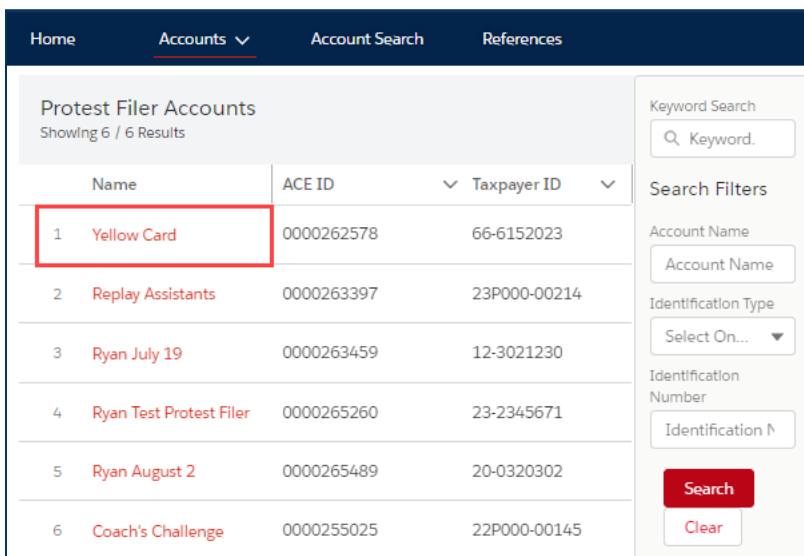
VIEW AND EDIT PROTEST FILER ACCOUNT INFORMATION

1. In the **Accounts** tab drop-down menu, select the **Protest Filer** account type.



TIP: If you know the name of the protest filer account, type it in the **Global Search** field and select the **Search** icon. Use the **All** drop-down menu at the top left to indicate the **Protest Filer** account type to narrow the list.

2. In the **Protest Filer Accounts** pane, in the **Name** column, select a protest filer account name hyperlink.





NOTE: Use the **Search Filters** pane to filter the list of protest filer accounts. In the **Keyword Search** field, type a partial or full account name or identification number and select the **Search** button. A wild card character is not required.

3. In the **Account Name** pane, in the **Details** tab:



NOTE: Select the **Protest** button in the upper right corner of the **Account Name** pane to display the Protest application in a separate browser window.

- a. Select the **Expand** icon **>** to expand and view the **Organization Information**, **Other Company Names**, and **Account Status** sections.
- b. Select an **Edit** icon **✎** to edit the protest filer information.
4. In the edit pane:

- a. Edit the appropriate fields.



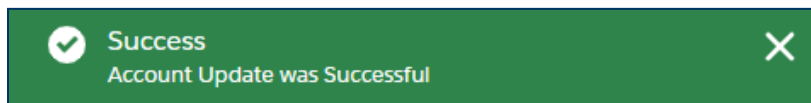
NOTE: Grayed out fields are not editable.





b. Select the **Save** button.

The **Account Update was Successful** message displays.





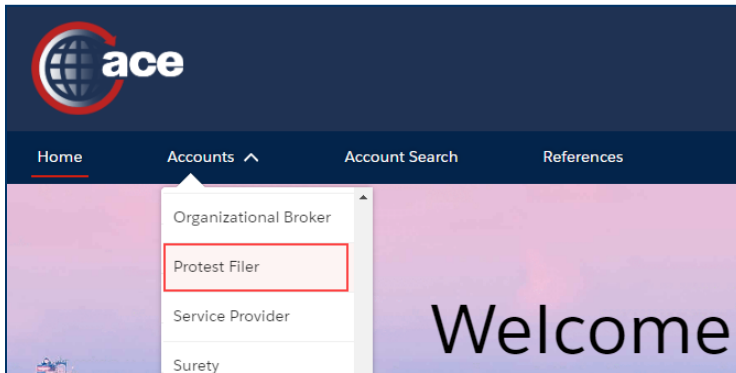
TOPIC 5: ACCESS THE PROTEST APPLICATION FROM THE MODERNIZED ACE PORTAL

INTRODUCTION

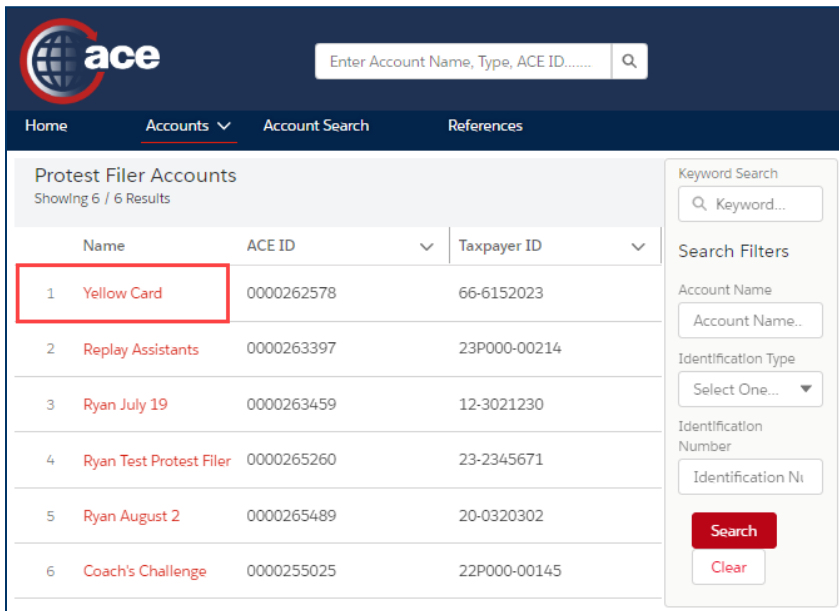
The Protest application is used to create, search, and perform protest related actions such as amending, responding, or withdrawing. This topic presents the steps to access the Protest application from the Modernized ACE Portal.

ACCESS THE PROTEST APPLICATION

1. In the **Accounts** tab drop-down menu, select the **Protest Filer** account type.



2. In the **Protest Filer Accounts** pane, in the **Name** column, select the **Protest Filer** hyperlink from the list.





3. In the **Account Name** pane, select the **Protest** button.

A screenshot of the 'Account Name' pane in the ACE Portal. The pane title is 'Account Name' with a sub-title 'Yellow Card'. Below the title, there are three columns of information: 'Record Type Na...' with the value 'Protest Filer', 'Protest Fil...' with the value '66-6152...', and 'ACE ID' with the value '0000262578'. At the top right of the pane, there are two buttons: 'Protest' and 'Reports'. The 'Protest' button is highlighted with a red rectangular box.

The Protest application displays in a separate browser window.

A screenshot of the 'Protest' application interface from the U.S. Customs & Border Protection. The header shows 'U.S. Customs & Border Protection' and 'U.S. Department of Homeland Security'. The main title is 'Protest'. Below the header is a search bar with a magnifying glass icon and a 'Create Protest' button. The 'Search Protest' section contains several input fields: 'Protest Number', 'Protest Status' (dropdown), 'Protest Type' (dropdown), 'Issue' (dropdown menu with options: 201 Remedy, 232 Remedy, 301 Remedy, and A.D./CVD), 'Entry Number', 'Protestant Number', 'Protestant Name', 'Summons Number', 'Port Code', 'Claimed Tariff', 'Test Summons Number', 'Lead Protest Number', and 'Center ID' (dropdown). There are also 'Date Received From' and 'Date Received To' fields with calendar icons. At the bottom, there are 'Search' and 'Reset' buttons.



TOPIC 6: CREATE A 514 OR A 520(D) PROTEST RECORD

INTRODUCTION

This topic presents the steps to create a 514 or 520(d) protest record.

CREATE A 514 OR A 520(D) PROTEST RECORD

1. If necessary, refer to the steps in [Topic 5](#) to access the Protest application from the Modernized Portal.
2. On the Protest application home page, select the **Create Protest** button.

The screenshot shows the 'U.S. Customs & Border Protection' header with 'Protest' as a sub-header. Below the header is a search bar and a 'Create Protest' button with a dropdown arrow, which is highlighted with a red box. Underneath is a 'Search Protest' section with filters for 'Protest Number', 'Protest Status', 'Protest Type', and 'Issue'. The 'Issue' dropdown menu is open, showing options like '201 Remedy', '232 Remedy', '301 Remedy', and 'AD/CVD'.

3. In the **Create Protest** drop-down menu, select a protest option.

The screenshot shows the 'Create Protest' button with a dropdown arrow. The dropdown menu is open, showing two options: '514 Protest' and '520(d) Post Importation Preference Claim'. Both options are highlighted with a red box.



NOTE: The protest forms are the same for both the 514 Protest and the 520(d) Post Importation Preference Claim.

4. In the **Add 514 Protest** or **Add 520(d) Post Importation Preference Claim** pane:

The screenshot shows the 'Add 514 Protest' form. It has a 'Required Field' indicator. The form is divided into several sections: 'Protest Status*' (Open), 'Date Received*' (06/24/2024), 'Entry Number*' (with a 'No Entry Number' checkbox and 'Team Number*'); 'Importer Number*', 'Port Code*', and 'Protestant Type*' (with 'Protestant Number*'); 'Protest Filer Type*' (with 'Protest Filer Number*' 22P000-0014500); 'Substitute Party Type*' (with 'Substitute Party Number'); 'Issue*' (with 'Secondary Issue*' and 'Claimed Tariff'); 'Internal Advice Number', 'Lead Protest Number', and 'Denied Claim Number'; 'Test Summons Number'; and 'Reason for Protest*' with an information icon. There is also a 'Sample Provided' checkbox.





NOTE: Fields that are prefilled and grayed out are not editable.

- a. In the **Entry Number*** field, type the *entry number*.
- b. Select the **Tab** key on your keyboard.

The system automatically populates the **Importer Number**, **Port Code**, and **Team Number** fields if the entry is on file in ACE.




NOTE: You cannot change the importer number, that automatically populates.

- c. In the **Protestant Type*** drop-down menu, select a protestant type.
- d. In the **Protestant Number*** field, type the *protestant number*.



NOTE: This field is not available until a protestant type is chosen.

- e. In the **Protest Filer Type*** drop down-menu, select a protest filer type.
 - f. In the **Issue*** drop-down menu, select an issue.
 - g. In the **Reason for Protest*** field, type the *reason for the protest*.
5. To add additional entry numbers, in the **Add Additional Entry Numbers** section:

- a. In the **Add entry** field, type an *entry number*.
- b. Select the plus sign  button.



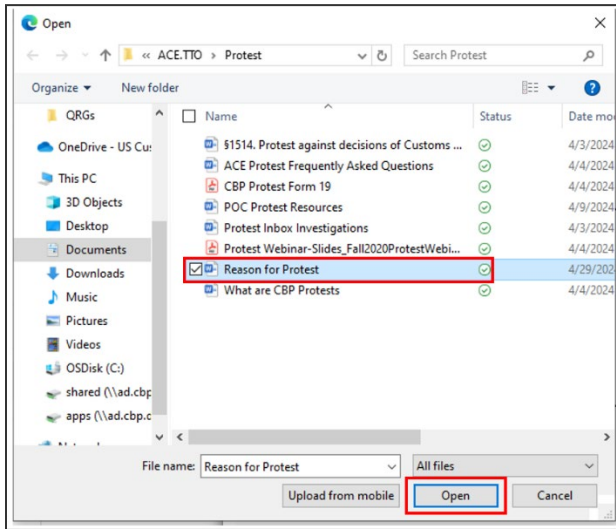
NOTE: Select the **Choose File** button to select and attach a (.txt) file to upload.

6. To upload additional documents, in the **Upload Additional Documents** section, select the **Choose Files** button.





- In the **Open** window, select a file and select the **Open** button.



The file displays in the **Upload Additional Documents** section.

- In the **Email Notification Recipients** section:

Email Notification Recipients

Primary Notification Email:* Confirm Email:*

Additional Emails:

- In the **Primary Notification Email*** field, type the *primary email address*.
- In the **Confirm Email*** field, retype the *primary email address*.

- If applicable, select the **Application for Further Review** checkbox.

Application for Further Review (AFR)

- If applicable, select the **CBMA Acknowledgment** checkbox.

CBMA Acknowledgement

The information submitted is true and accurate and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this submission. I certify that I have determined and ascertained that the control group of which I am a member (including both domestic and foreign members of the control group) has not exceeded the quantitative limit applicable to the tax rate or tax credit I am claiming.

- Select the ***I certify that I am authorized...** statement checkbox at the bottom of the form.

* I certify that I am authorized to file this protest, that such authority has been granted by a duly and properly executed Power of Attorney where one is required, that all the information, statements and assertions herein are true and correct to the best of my knowledge and belief, and that this protest complies with all applicable regulations.



12. Select the **Save and Continue** button.

The protest record added message displays with the assigned protest number.

Protest record added with Protest Number





TOPIC 7: SEARCH FOR AND REVIEW A PROTEST RECORD

INTRODUCTION

This topic provides the steps to search for and review a protest record.

The protest search functionality allows users to search by a single criterion such as a specific protest number. Users may also search by multiple criteria. For example, searching for protests based on a specific protest status, date received, and protest type.

SEARCH FOR AND REVIEW A PROTEST

1. If necessary, refer to the steps in [Topic 5](#) to access the Protest application from the Modernized Portal.
2. In the **Search Protest** pane, type or select criteria in the search fields.

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

Protest

Search

Create Protest

Search Protest

Protest Number

Protest Status

Protest Type

Issue

Entry Number

Protestant Number

Protestant Name

Summons Number

No Entry Number

Port Code

Claimed Tariff

Test Summons Number

Lead Protest Number

Center ID

Date Received From

Date Received To

Search

Reset

3. Select the **Search** button.

Search Protest

Protest Number

Protest Status

Protest Type

Issue

Entry Number

Protestant Number

Protestant Name

Summons Number

No Entry Number

Port Code

Claimed Tariff

Test Summons Number

Lead Protest Number

Center ID

Date Received From

Date Received To

Search

Reset





NOTE: Select the **Reset** button to clear the search criteria.

- Select the scroll down bar to view the search results.
- In the **Search Results** pane, select the **Protest Number** hyperlink.

Search Results

Download Documents

Showing 1 to 1 of 1 records Filter:

Protest Number	Protest Type	Date Received	Protest Status	Issue Type	Protestant Number	Protestant Name	Center ID
110124100152	514	06/24/2024	Open	Classification	23-589645800	TEST CENTER ID 1	CEED06

Show 10 records Previous 1 Next



NOTE: If the search results display a single protest, the **Protest #** pane displays automatically.

- Scroll down to view the protest record in the **Protest #** pane.

Protest # 110124100152

Input by Trade Action

Protest Status	Open	Date Received	06/24/2024	Entry Number	NHK10317580
Protest Type	514 Protest	Port Code	1101	Team Number	001
Importer Number	23-589645800	Center ID	CEED06 - Petroleum, Natural Gas and Minerals		
Decision Date		Protest Filer Type	Attorney	Refund C/O Number	
Protest Filer Number	22P000-0014500	Protestant Type	Importer/Consignee		
Protestant Number	23-589645800	Substitute Party Type			
Substitute Party Number		Issue	Classification	Secondary Issue	Claimed Tariff
Internal Advice Number		AFR Requested	NO	Denied Claim Number	Lead Protest Number
Sample Provided	NO	Accelerated Disposition	NO	CBMA Acknowledged	

Reason for Protest ...

Review of required vessel documents.

Entries **Parties** Summons History Documents Additional Arguments

Show 10 entries

Entry Number	Entry Type	Date of Entry	Date of Liquidation	Days Past Liquidation	Team Number	Additional Protests Filed	Recon Filed	Withdrawn
NHK10317580						YES	NO	NO

Previous 1 Next

The **Entries** tab displays the entry information.

Entries **Parties** Summons History Documents Additional Arguments

Show 10 entries

Entry Number	Entry Type	Date of Entry	Date of Liquidation	Days Past Liquidation	Team Number	Additional Protests Filed	Recon Filed	Withdrawn
NHK10317580						YES	NO	NO

Previous 1 Next





- Select the **Parties** tab to display all parties and their information associated with the protest.

Entries	Parties	Summons	History	Documents	Additional Arguments
---------	----------------	---------	---------	-----------	----------------------

Party Number	Party Name	Party Type	Party Address
23-589645800	TEST CENTER ID 1	Importer	1801 N BEAUREGARD ST 1801 N BEAUREGARD ST, ALEXANDRIA, VA 22311-1701, US
22P000-0014500	Coach's Challenge	Protest Filer	
23-589645800	TEST CENTER ID 1	Protestant	1801 N BEAUREGARD ST 1801 N BEAUREGARD ST, ALEXANDRIA, VA 22311-1701, US

Email Notifications Recipients
 Protest Filer Email: adrian.q.flemming@associates.cbp.dhs.gov
 Substitute Party Email:
 Additional Email:




NOTE: In the **Party Type** column, **Protest Filer** is the party who filed the protest and **Protestant** is the party the protest is being filed for.

- Select the **Summons** tab to display summons numbers and documentation.


Entries	Parties	Summons	History	Documents	Additional Arguments
---------	---------	----------------	---------	-----------	----------------------

Test Summon Number:

Summons Number	Summons Doc Sent Date	Summons Document Sent
----------------	-----------------------	-----------------------

- Select the **History** tab and the expand arrow  to the right to display details about the protest history.

Entries	Parties	Summons	History	Documents	Additional Arguments
---------	---------	---------	----------------	-----------	----------------------

New Protest Added by (TRADE) on 06/24/24 at 02:38 PM 

Field	Original Value	New Value
Notification Sent		

- Select the **Documents** tab to display supporting documents associated with the protest.

Entries	Parties	Summons	History	Documents	Additional Arguments
---------	---------	---------	---------	------------------	----------------------

Refresh

Document Name	Document Type	Document Status	Date Received	Uploaded By
Reason for Protest.docx	Protest Supporting Documentation	Document Available	06/24/2024 at 02:38 PM	



NOTE: Selecting the **Document Name** hyperlink displays the document in a separate browser window.





11. Select the **Additional Arguments** tab to display additional arguments.

Entries	Parties	Summons	History	Documents	Additional Arguments
No arguments.					





TOPIC 8: AMEND A PROTEST RECORD

INTRODUCTION

This topic presents the steps to amend a protest record.

AMEND A PROTEST RECORD

1. If necessary, refer to the steps in [Topic 7](#) to search for a protest record.
2. In the **Protest #** pane, in the upper right, in the **Action** drop-down menu, select the **Amend Protest** option.

3. In the **Amend 514 Protest #** or **Amend 520(d) Protest #** pane, update the appropriate fields.



NOTE: Grayed out fields are not editable.

4. Select the **Save and Continue** button.

The protest record amended message displays.





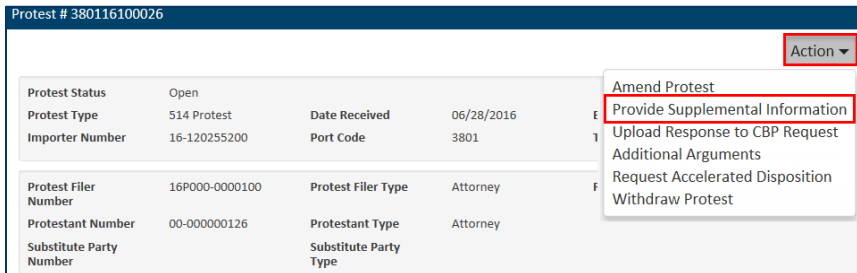
TOPIC 9: PROVIDE SUPPLEMENTAL INFORMATION FOR A PROTEST RECORD

INTRODUCTION

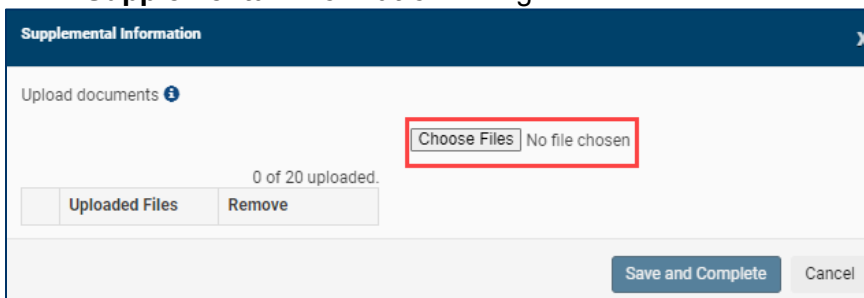
This topic presents the steps to provide supplemental information for a protest record.

PROVIDE SUPPLEMENTAL INFORMATION

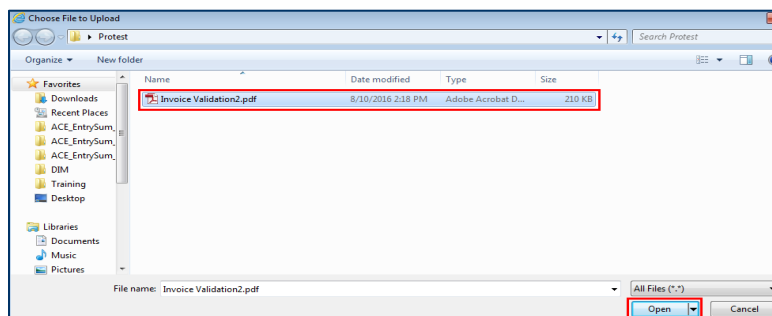
1. If necessary, refer to the steps in [Topic 7](#) to search for a protest record.
2. In the **Protest #** pane, in the **Action** drop-down menu, select the **Provide Supplemental Information** option.



3. In the **Supplemental Information** dialog box:



- a. Select the **Choose Files** button to locate the file to upload.
- b. Select the file.
- c. Select the **Open** button to upload the file.



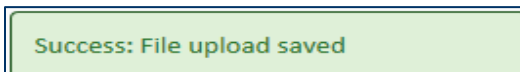
NOTE: All file types except .tif, .tiff and .txt formats can be uploaded. A virus scan runs while the upload progresses. Once the virus scan completes, the protest can be saved.

- d. Select the **Save and Complete** button.





The **Success** message displays briefly at the top of the pane.



4. In the **Protest #** pane, in the **Documents** tab, select the **Document Name** hyperlink to view the document.

Document Name	Document Type	Document Status	Date Received	Uploaded By
Reason for Protest.docx	Protest Supporting Documentation	Document Available	06/24/2024 at 02:38 PM	



NOTE: If the document hyperlink is grayed out, select the **Refresh** button to enable selection.



TOPIC 10: UPLOAD A RESPONSE TO A CBP REQUEST

INTRODUCTION

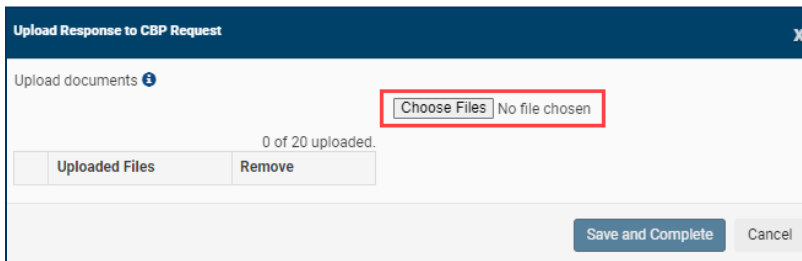
This topic presents the steps to upload a document in response to a CBP request.

UPLOAD A RESPONSE TO A CBP REQUEST

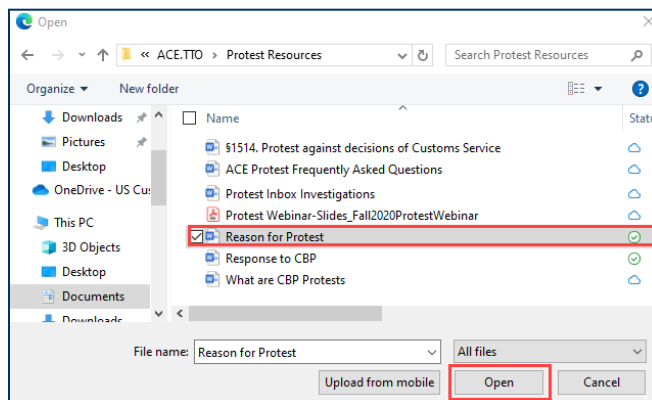
1. If necessary, refer to the steps in [Topic 7](#) to search for and review a protest record.
2. In the **Protest #** pane, in the **Action** drop-down menu, select the **Upload Response to CBP Request** option.



3. In the **Upload Response to CBP Request** dialog box:



- a. Select the **Choose Files** button to locate the file to upload.
- b. Select the file.
- c. Select the **Open** button to upload the file.

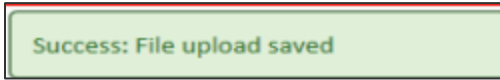


4. Select the **Save and Complete** button.





The **Success** message displays.



5. In the **Protest #** pane, in the **Documents** tab, select the **Document Name** hyperlink to view the document.

Entries	Parties	Summons	History	Documents	Additional Arguments	
						Refresh
Document Name	Document Type	Document Status	Date Received	Uploaded By		
Response to CBP.docx	Response to CBP Request	Scan Pending	06/25/2024 at 01:12 PM			
Reason for Protest.docx	Protest Supporting Documentation	Document Available	06/24/2024 at 02:38 PM			



NOTE: If the document hyperlink is grayed out, select the **Refresh** button to enable selection.





TOPIC 11: ADD ADDITIONAL ARGUMENTS TO A PROTEST RECORD

INTRODUCTION

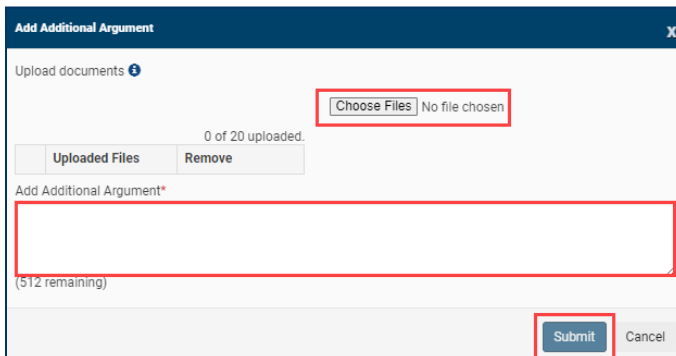
This topic presents the steps to add additional arguments to a protest record.

ADD ADDITIONAL ARGUMENTS TO A PROTEST RECORD

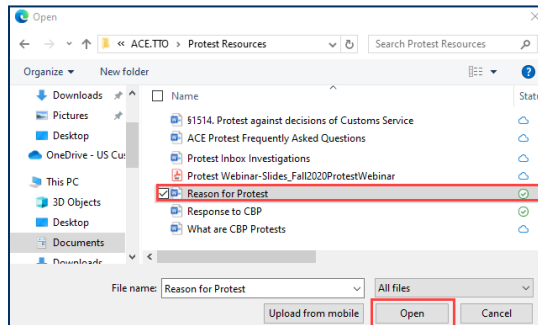
1. If necessary, refer to the steps in [Topic 7](#) to search for a protest record.
2. In the **Protest #** pane, in the **Action** drop-down menu, select the **Additional Arguments** option.



3. In the **Add Additional Argument** dialog box:



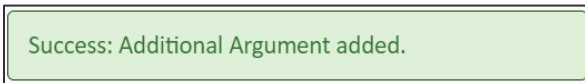
- a. If appropriate, in the **Upload documents** section:
 - i. Select the **Choose Files** button to locate files to upload.
 - ii. Select the file.
 - iii. Select the **Open** button to upload the file.



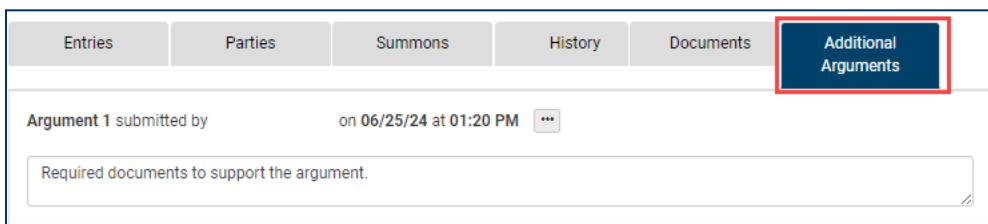


- b. In the **Add Additional Argument*** field, type the *additional argument*.
- c. Select the **Submit** button.

The **Success** message displays.



- 4. Select the **Additional Arguments** tab to view the additional arguments.





TOPIC 12: REQUEST OR WITHDRAW ACCELERATED DISPOSITION

INTRODUCTION

This topic presents the steps to request or withdraw an accelerated disposition.

REQUEST AN ACCELERATED DISPOSITION

1. If necessary, refer to the steps in [Topic 7](#) to search for a protest record.
2. In the **Protest #** pane, in the **Action** drop-down menu, select the **Request Accelerated Disposition** option.

Protest # 380116100026

Protest Status	Open	Date Received	06/28/2016
Protest Type	514 Protest	Port Code	3801
Importer Number	16-120255200		
Protest Filer Number	16P000-0000100	Protest Filer Type	Attorney
Protestant Number	00-000000126	Protestant Type	Attorney
Substitute Party Number		Substitute Party Type	

Action ▼

- Amend Protest
- Provide Supplemental Information
- Upload Response to CBP Request
- Additional Arguments
- Request Accelerated Disposition**
- Withdraw Protest

3. In the **Request Accelerated Disposition** dialog box:

Request Accelerated Disposition X

Date Accelerated Disposition Request Mailed

Requests for Accelerated Disposition must be made by Certified or Registered Mail in order to have the protest deemed denied within 30 days of the mailing of the request. Please upload proof of mailing by certified or registered mail of the request for Accelerated Disposition to DIS as part of this Protest.

Upload Additional Documents ⓘ

Choose Files No file chosen

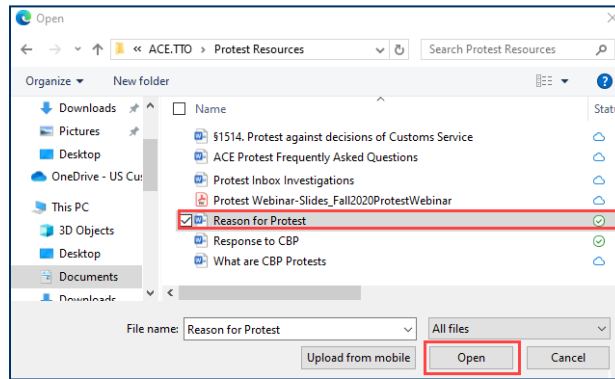
0 of 20 uploaded.

I certify I have sent a request for Accelerated Disposition by Certified or Registered United State mail, and I understand that by requesting accelerated disposition this protest will be deemed denied within 30 days of the request if it is not decided by CBP before the end of the 30 day period, and that any lawsuit filed in the United States Court of International Trade contesting the deemed denial of this protest is barred unless commenced within 180 days of the date of the deemed denial.

Save and Complete Cancel

- a. In the **Date Accelerated Disposition Request Mailed** field, type a *date* or use the **Calendar** icon to select the date.
- b. If appropriate, in the **Upload Additional Documents** section:
 - i. Select the **Choose Files** button to locate files to upload.
 - ii. Select a file to upload.
 - iii. Select the **Open** button to upload the file.





The file displays in the **Uploaded Files** list.

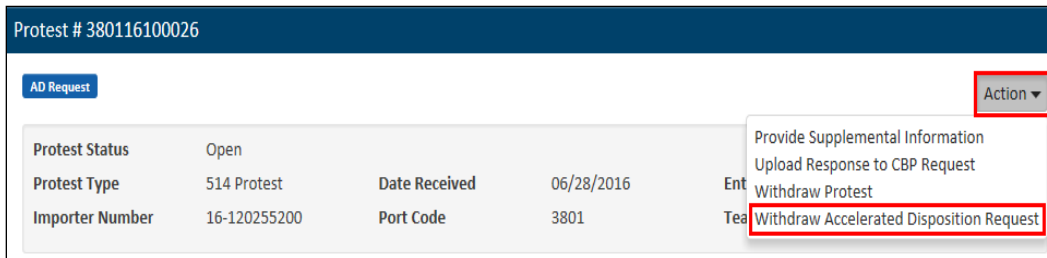
- c. Select the checkbox at the bottom to certify the request was sent by certified or registered mail.
- d. Select the **Save and Complete** button.

The **Success** message displays.

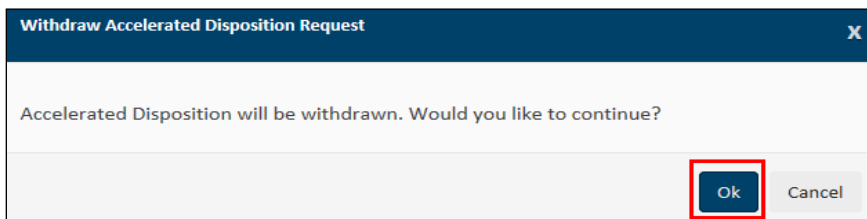


WITHDRAW AN ACCELERATED DISPOSITION

1. If necessary, refer to the steps in [Topic 7](#) to search for a protest record.
2. In the **Protest #** pane, in the **Action** drop-down menu, select the **Withdraw Accelerated Disposition Request** option.



3. In the **Withdraw Accelerated Disposition Request** dialog box, select the **Ok** button.



The **Success** message displays.





TOPIC 13: WITHDRAW A PROTEST

INTRODUCTION

This topic presents the steps to withdraw a protest.



IMPORTANT: A protest may not be withdrawn once a decision has been made (full or partial), i.e., any protest with a status of **Approved**, **Denied**, or **Denied in Part**.

WITHDRAW A PROTEST

1. If necessary, refer to the steps in [Topic 7](#) to search for a protest record.
2. In the **Protest #** pane, in the **Action** drop-down menu, select the **Withdraw Protest** option.

Protest # 110118100049

Input by Trade Action ▾

Protest Status	Open	Date Received	08/30/2018	Entry Number	
Protest Type	514 Protest	Port Code	1101	Team Number	
Importer Number	23-589645800				
Decision Date					
Protest Filer Number	235-39-3833	Protest Filer Type	Attorney	Refund C/O Number	

Dropdown menu options:
Add 181.115 Importer Intervention
Amend Protest
Provide Supplemental Information
Upload Response to CBP Request
Additional Arguments
Request Accelerated Disposition
Withdraw Protest

3. In the **Withdraw Protest** dialog box, select the **Ok** button.

Withdraw Protest X

Protest 380116100026 will be withdrawn. Would you like to continue?

Ok Cancel

The **Success** message displays.

Success: Success: Withdraw Protest saved

