# **QUICK REFERENCE GUIDE**

# AUTOMATED COMMERCIAL ENVIRONMENT (ACE)

## **IMPORTER ACCOUNTS**



# **OFFICE OF TRADE**



**U.S. Customs and Border Protection** 

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## **Table of Contents**

Topic 1: View Importer Accounts	1
Topic 2: Create an Importer Account	7
Topic 3: Edit an Importer Account	18



### **TOPIC 1: VIEW IMPORTER ACCOUNTS**

#### **INTRODUCTION**

The Importer Accounts user interface (UI) for viewing and editing importer data within ACE has been updated. While you will still log into the ACE Secure Data Portal to locate an importer account, there is now a View Importer in New ACE button to launch a new application for accessing the importer's data. Users with the Trade User or CBP Importer Account Portal User role will be able to view importer account data in New ACE.

For directions on how to log into the ACE Secure Data Portal, visit the **ACE Training and Reference Guides** webpage at <u>https://www.cbp.gov/trade/ace/training-and-reference-guides#portal</u> and select the **Account – Initial Access** hyperlink.

#### How to View an Importer Account

Step	Action
1.	Select the Accounts tab.
2.	In the Task Selector panel: a. From the View: drop-down menu select Importer. b. Select the GO button. Task Selector Select Account Type View: Broker Carrier Select Cartman Carrier Select Cartman Carrier Select Cartman Consignee Driver/Crew Exporter Facility Operator BAL Filer Protest Filer Protest Filer



Step	Action
3.	In the Account Selector List panel, in the Accounts subsection:
	a. Select the <b>Expand</b> icon 🛨 for the Top Account.
	b. Select an importer account hyperlink.
	Account Selector List   View Settings   View By:   Acct Name   IR Number   Sort by:   -Select   Go     Accounts     ImporterAccount Ĵ   Test Add Irade Account   Test Add Irade Account   Test Add Irade Account   Tast Add Irade Account   Test Add Irade Account   Trade Account Owner's Import
	The View Top Account and Importer panels display for the selected importer account. NOTE: The View Top Account panel will display the message Please select a valid top account when not viewing a top account.



Step	Action	
4.	In the <b>Importer</b> panel, select the <b>View Importer in New ACE</b> button.	
	View Top Account Please select a valid top account.	
	Importer         No bonds exist for the given selection         View Importer in New ACE	
	The <b>Importer Accounts</b> application opens in a new browser tab with the importer's information. The <b>Account</b> tab is selected by default and displays the importer's:	
	a. Header Information	
	b. Additional Information	
	c. Related Business Information	
	d. Company Information	
	e. Partnership Information	
	f. Administration Control Information	
	g. Certification Information	
	Importer Accounts   View Importer Account   ACE ID: 0000202214	
	Account Contacts Address Brokers Drawback Notify Parties Change History	
	Header Information	
	Abbreviated Importer Name Trade Account Owner's Import	
	Full Legal Importer Name Center ID PNDING - Pending Center Assignment Taxpayer ID Type US1 - Social Security Number	
	IR 231-55-0103 Doing Business As	
	Type of Company C - Corporation Entries Planned Per Year	
	DIV/AKA/DBA Name	
5.	In the <b>Related Business Information</b> section, in the <b>Filter</b> field, type a <i>business name</i> or <i>ID number</i> to filter the rows of related businesses.	
	Kelated Business Information	
	Filter	
	Related Business Status Name of Business Entity TIN/EN/SSNCBP Assigned #	
	1         Current         ACE Training         123-23-1234           2         Previous         Other Business         190101-12345	
	tema per page: <u>10</u> → 1-2 of 2	



Step	Action		
6.	Select the <b>Contacts</b> tab to view the importer's <b>List of Contact(s) and CBP Responsible</b> <b>User(s)</b> table.		
7.	In the List of Contact(s) and CBP Responsible User(s) section, in the Filter field, type a contact's name to filter the rows of contacts.		
8.	Select the icon I to view the details of a contact. The Contact dialog-box displays with the contact's: a. Contact Information b. Contact Address c. Phone and Email Contact   Contact ACE ID: 0000210379 Contact   Contact ACE ID: 0000210379 Contact Information Type of Contact 2-Primary POC First Name TEST SSN Passport # Country of Issuance Middle Name Last Name TESTERTE		
	Contact Address C/O P.O. Box Street Address Line 1 1801 N BEAUREGARD ST Street Address Line 2 City/Province ALEXANDRIA State VA - Virginia Country ISO Code US - USA Zip-Code 22311-1701		
9.	Select the <b>OK</b> button to close the <b>Contact</b> dialog-box.		
10.	Select the Address tab to view the importer's Mailing Address and Physical Address.		
11.	Select the Brokers tab to view the importer's brokers.		



Step	Action			
12.	2. In the <b>Brokers</b> section, in the <b>Filter</b> field, type a <i>broker's name, ID number,</i> or <i>filer code</i> to filter the rows of brokers.			
	Brokers			
	Filter			
	Broker ID Filer Code Broker Name Part(s) Start Date End Date			
	0000091127 ACE ACS Service Provider Test 1 CHANGED 4 03/01/2019 12/31/2019 🎤 🖸 📋			
	Remo per pagie: 10 1-1 of 1			
	Add Broker			
10				
13.	Select the <b>Drawback</b> tab to view the importer's drawback privileges.			
14.	In the <b>Drawback Privilege</b> section, in the <b>Filter</b> field, type a <i>drawback provision</i> to filter the rows of privileges.			
	Drawback Privilege			
	Fiter			
	Provision Privilege Application Date Approval Date Revoke Date Port of Approval Notes/Comments			
	No results found			
	berns per page: 10 - Ocfo			
15.	Select the Notify Parties tab to view the importer's notify parties.			
16.	In the <b>Notify Parties</b> section, in the <b>Filter</b> field, type a <i>name or ID number</i> to filter the rows of parties.			
	Notify Parties			
	Filter			
	ACE ID Name Type IR # Process Date Create By			
	No results found			
	kens per page: 10 - v Orlo CO			
17.	Select the <b>Change History</b> tab to view the change history log of the importer's account.			



Step	Action			
18.	In the <b>Search</b> section, typ	e a <i>date</i> in the <b>Start</b>	Date field and a <i>date</i> in the	End Date.
	Search			
	Start Date 02/01/2019 MM/DD/YYYY	Ē	End Date 02/07/2019 MM/DD/YYYY	<b>E</b>
	Search Clear			
	TIP: Alternatively, Date and End Da		icon п to open a calendar	to select a <b>Start</b>
19.	Select the <b>Search</b> button. The change history display range.	ys in the <b>Search Res</b>	sults section based on the	selected date
20.	In the Search Results see history by New Value or C		d, type a <i>value</i> to filter the	rows of change
	Search Results			
	Filter			
	ID Date and Time 🕹 Change By	Field	New Value	Old Value
	1 02/06/2019 16:20:36	Contact Fax Number		7033545657
	2 02/06/2019 15:29:02	Contact Address House Numbe	er 1801	
	3 02/06/2019 15:29:02	Contact Address Street Name	N BEAUREGARD ST	
	02/06/2019 4 15:29:02	Contact Address City/Province	ALEXANDRIA	}



### **TOPIC 2: CREATE AN IMPORTER ACCOUNT**

#### **INTRODUCTION**

Creating an importer account is now accomplished through a new ACE application. A user with the **Trade User** role will be capable of creating a new importer account. After logging into the ACE Secure Data Portal, you will select the **Create Importer in New ACE** button to launch the **Importer Accounts** application.

For directions on how to log into the ACE Secure Data Portal, visit the **ACE Training and Reference Guides** webpage at <u>https://www.cbp.gov/trade/ace/training-and-reference-guides#portal</u> and select the **Account – Initial Access** hyperlink.

#### How to Create an Importer Account

Step	Action
1.	Select the Accounts tab.
2.	In the <b>Task Selector</b> panel: a. From the <b>View:</b> drop-down menu, select <b>Importer</b> . b. Select the <b>GO</b> button.
3.	Select the <b>Create Importer</b> hyperlink.          Task Selector         Select Account Type         View: Importer         GO         Select Task         Accounts         Create Importer         Change History         Reports         BAL         Action Plan         The Importer panel displays.
4.	In the Importer panel, select the Create Importer in New ACE button.          Importer         Create Importer in New ACE         Cancel         The Importer Accounts application opens in a new browser tab.



Step	Action	
5.	In the Header Information section:	
	a. In the Abbreviated Importer Name * field, type a short	ened importer name.
	b. In the Full Legal Import Name field, type the full legal r	name of importer.
	c. From the <b>Taxpayer ID Type*</b> drop-down menu, select a	an ID type.
	d. In the <b>IR #</b> field, type the importer's <i>IR</i> #.	
	e. Select an option from the <b>Doing Business As</b> field.	
	Abbreviated Importer Name •	
	Abbreviated Importer Name •	
	Abbreviated Importer Name •	
	Max 32 characters	
	Max 32 characters Full Legal Importer Name	IR #
	Max 32 characters Full Legal Importer Name Max 100 characters Center ID Taxpayer ID Type *	IR #



Step	Action		
6.	In the Header Information section:		
	a. In the <b>DIV/AKA/DBA Name</b> f other name of importer.	ield, type the <i>division name, als</i>	so known as name, or
	b. From the <b>Type of Company</b>	* drop-down menu, select a cor	mpany type.
	c. From the Entries Planned Pe	er Year drop-down menu, seled	ct a value.
	d. In the <b>How ID will be utilized</b> and/or type a value in the <b>Oth</b>		for all values that apply
	e. From the <b>Program Code</b> dro apply.	p-down menu, select the check	box(es) for all values that
		request a CBP assigned IR# wh mporter Accounts application.	<b>S</b> 1
		e of Company * bose an option	Entries Planned Per Year Choose an option
	Max 32 characters  Request CBP Assigned IR # Yes No  If Yes, Check all that apply  I have a SSN, but wish to use a CBP-Assigned		
	I have no SSN I have no IRS #	I have not applied for IRS # or SSN	I am not a U.S. Resident
	How ID will be utilized (Check all that apply)	Jltimate Consignee 🗌 Drawback Claim	nant 🗌 Refunds/Bills
	Program Code Choose an option		



Step	Action			
7.	In the Address Information section, in the Mailing Address subsection:			
	a. In the <b>P.O. Box</b> field, type the <i>P.O. Box</i> .			
	b. In the Street Address Line 1 * field, type the street address.			
	c. In the Street Address Line 2 field, type the second line of street address.			
	d. In the <b>City*</b> field, type the <i>city.</i>			
	e. From the Country ISO Code * drop-down menu, select the country.			
	f. From the State/Province drop-down menu, select the state/province.			
	g. In the <b>Zip-Code</b> field, type the <i>ZIP code</i> .			
	h. From the Address Type * drop-down menu, select the type of address entered.			
	<ol> <li>If address type is "8 – Other", in the Other Explain field, type an explanation of other address type.</li> </ol>			
	<ul> <li>Address Information</li> </ul>			
	Mailing Address			
	Street Address Line 1 *			
	Max 64 characters			
	Street Address Line 2			
	Max 32 characters			
	City *			
	Max 35 characters			
	Country ISO Code * State/Province			
	Choose an option     Choose an option       Zip-Code     Address Type *			
	Choose an option			
	Other Explain Input Only Allowed on Address Type of Other			



Action		
In the Address section, in the Physical Address subsection:		
a. In the Street Address Line 1 field, type the street address.		
b. In the Street Address Line 2 field, type the second line of street address.		
c. In the <b>City</b> field, type the <i>city</i> .		
d. From the Country ISO Code drop-down menu, select the country.		
e. From the State/Province drop-down menu, select the state/province.		
f. In the <b>Zip-Code</b> field, type the <i>ZIP code</i> .		
g. From the Address Type drop-down menu, select the type of address entered.		
<ul> <li>If address type is "Other", in the Other Explain field, type an explanation of other address type.</li> </ul>		
<ol> <li>Select the Use Address As Entered checkbox to override address standardization and use the address exactly as entered.</li> </ol>		
<b>TIP:</b> Select the <b>Copy Mailing Address</b> button to populate the <b>Physical Address</b> subsection fields with the importer's <b>Mailing Address</b> values.		
Physical Address Copy Mailing Address Street Address Line 1		



Step	Action
9.	In the Additional Information section:
	<ul> <li>a. In the Email Address * field, type the importer's point of contact (POC) email address.</li> </ul>
	b. In the Website field, type the importer's website.
	c. In the <b>Phone #</b> * field, type the <i>POC phone number</i> .
	d. In the <b>Extension #</b> field, type the POC phone number extension.
	e. In the <b>Fax #</b> field, type the <i>POC fax number.</i>
	Additional Information
	Email Address •
	Website
	Phone #* Extension #
	Fax#
10.	In the <b>Related Business Information</b> section, select the <b>Add new Related Business</b> icon + to add a new related business.
	V Related Business Information
	Filter
	Related Business Status Name of Business Entity TIN/EIN/SSN/CBP Assigned #
	Items per page: <u>10</u>
	The Add Related Business dialog box displays.



Step	Action
11.	In the Add Related Business dialog box:
	<ul> <li>From the Related Business Status * drop-down menu, select the option for current or previous relationship.</li> </ul>
	b. In the Name of Business Entity * field, type the related business' name.
	c. In the TIN/EIN/SSN/CBP Assigned # * field, type the ID number of the related business.
	d. Select the Add button.
	Add Related Business
	Related Business Status *
	Y
	Name of Business Entity *
	Max 100 Characters
	TIN/EIN/SSN/CBP Assigned #*
	Valid Formats: NN-NNNNXX, NNN-NN-NNNN or YYDDPP-NNNNN
	Add Cancel
	The related business information displays in the Related Business Information table.
	<b>NOTE:</b> Select the <b>Edit Related Business</b> icon $\checkmark$ to edit an existing business relationship or the <b>Delete Related Business</b> icon $\blacksquare$ to remove a business relationship.



ер	Action	า		
2.	In the	Company Informatio	n section, in the Company In	formation subsection:
	a.	In the Business Des	cription field, type a descript	ion of the business.
	b.	In the Year Establish	hed field, type the 4-digit year	the business was established.
	C.	In the <b>NAICS Code</b> fi <i>code</i> .	ield, type the North American	Industry Classification System
	d.	In the <b>DUNS #</b> field, t	type the Data Universal Numb	pering System number.
	e.	In the Broker/Self Fi	ler Code field, type the impor	ter's broker or self-filer code.
	f.		or Articles of Incorporation here the importer is incorporate	
	g.		-	(State) drop-down menu, select
	the state where the importer is incorporated. h. In the <b>Certificate or Articles of Incorporation (Reference #)</b> field, type the			
		incorporated reference	ce number.	
	i.	•		ation and Resources Manageme
	i. j.	In the <b>FIRMS Code</b> fi <i>System code</i> . In the <b>SCAC Code</b> fie		ation and Resources Manageme
	i. j. Compar	In the <b>FIRMS Code</b> fi System code.	ield, type the <i>Facilities Inform</i>	ation and Resources Manageme
	i. j. Compar	In the <b>FIRMS Code</b> fi System code. In the <b>SCAC Code</b> field hy Information	ield, type the <i>Facilities Inform</i>	ation and Resources Manageme
	i. j. Compar	In the <b>FIRMS Code</b> fi System code. In the <b>SCAC Code</b> field hy Information apany Information	ield, type the <i>Facilities Inform</i> eld, type the <i>Standard Carrier</i>	ation and Resources Manageme Alpha Code. Year Establish
	i. j. Compar	In the <b>FIRMS Code</b> fi System code. In the <b>SCAC Code</b> field hy Information apany Information	ield, type the <i>Facilities Inform</i> eld, type the <i>Standard Carrier</i>	ation and Resources Manageme Alpha Code. Year Establish
	i. j. Compar	In the FIRMS Code fit System code. In the SCAC Code fite ny Information Business Description HAICS Code	ield, type the <i>Facilities Informa</i> eld, type the <i>Standard Carrier</i> DUNS #	ation and Resources Manageme Alpha Code. Year Establish Broker/Self Filer Code Max 3 alphanumeric characters



Step	Action			
13.	In the <b>Company Inform</b> a. In the <b>Primary B</b> b. In the <b>Bank Rou</b> c. In the <b>Bank City</b> d. From the <b>Bank C</b> primary bank is lo	ank Name field, type the <i>i</i> ting Number field, type the field, type the <i>city where</i> a <b>Country</b> drop-down menu, pocated.	<b>King Information</b> subsection name of the importer's print the primary bank's routing r select the country where t lect the state where the im	mary bank. humber. d. the importer's
14.	Company Contact Information      Type Of Contact First Name	Bank Country Choose an option et Information section, se Last Name	Bank State     Choose an option  Ilect the Add new Compare  Filter  Title Phone N  Items per page: 10 •	ny Contact icon



Step	Action	
15.	In the Add Company Contact dialo	g box:
	a. From the Type of Contact *	drop-down menu, select the type of contact.
	b. In the <b>First Name *</b> field, typ	e the contact's first name.
	c. In the <b>Middle Name</b> field, typ	be the contact's middle name.
	d. In the <b>Last Name</b> * field, type	e the <i>contact's last name</i> .
	e. In the SSN field, type the con	ntact's social security number.
	f. In the <b>Title *</b> field, type the <i>c</i>	ontact's title.
	g. In the <b>Passport #</b> field, type	the contact's passport number.
	h. From the <b>Passport Type</b> dro	pp-down menu, select the contact's passport type.
	<ol> <li>From the Country of Issuan contact's passport.</li> </ol>	ce drop-down menu, select the country that issued the
	j. In the <b>Passport Expiration</b> passport.	Date field, type the expiration date of the contact's
	k. In the <b>Telephone # *</b> field, ty	pe the contact's telephone number.
	I. In the <b>Extension</b> field, type t	he contact's telephone extension number.
	m. In the <b>Email</b> field, type the <i>c</i> e	ontact's email address.
	n. Select the Add button.	
	Add Company Contact	
	Type of Contact * Principal Officer	
	First Name * Middle Name	Last Name *
	SSN	Title *
	Max 9 digits Passport #	Max 22 characters Passport Type
	·	
	Max 13 alphanumeric characters Country of Issuance	Passport Expiration Date
	Telephone # * Extension	MM/DD/YYYY
	Email	
	Add Cancel	
	The company contact displays in the	e Company Contact Information table.
		ated Business icon 🖍 to edit an existing company ed Business icon 🛢 to remove a company contact.



Step	Action
16.	In the Certification Information section:
	a. In the Certify Individual's Full Name * field, type the full name of the individual certifying the information on the form.
	b. In the Certify Individual's Title * field, type the title of the certifying individual.
	c. In the Certify Individual's Phone field, type the phone number of the certifying individual.
	d. In the Broker's Name field, type the broker's name.
	e. In the Broker's Phone field, type the broker's phone number.
	f. In the Electronic Signature * field, select the Yes or No checkbox.
	~ Certification Information
	A filer who transmits data or information through any electronic means to CBP certifies, the data or information transmitted is true, correct, and provided in good faith. The filer certifies that if there is intentionally false data, or commits deception or fraud in the 5106 submission, that the filer will be fined or imprisoned (18 U.S.C. § 1001).   Certify Individual's Full Name •     Certify Individual's Title •     Certify Individual's Phone     Broker's Name     Certify Individual's Title •     Certify Individual's Title •     Certify Individual's Phone     Certify Individual's Phone
	Preview Clear
17.	Select the <b>Preview</b> button.
	A preview of the completed Importer Account form displays.
18.	Select the <b>Submit</b> button.
	A confirmation dialog-box displays.
19.	Select the <b>OK</b> button.



### **TOPIC 3: EDIT AN IMPORTER ACCOUNT**

#### **INTRODUCTION**

Users with the **Trade User** role are able to edit an importer account's information. After locating an account through the ACE Secure Data Portal and opening the new **Importer Accounts** application, you can edit the information found on the **Account, Contacts, Address,** and **Brokers** tabs.

For directions on how to log into the ACE Secure Data Portal, visit the ACE Training and Reference Guides webpage at <u>https://www.cbp.gov/trade/ace/training-and-reference-guides#portal</u> and select the Account – Initial Access hyperlink.

#### **EDIT IMPORT ACCOUNT INFORMATION**

Step	Action
1.	Select the Accounts tab.
2.	In the Task Selector panel:
	a. Select Importer from the View drop-down menu.
	b. Select the <b>GO</b> button.
3.	In the <b>Account Selector List</b> panel, in the <b>Accounts</b> subsection, select the account hyperlink.
	The View Top Account and Importer panels appear for the selected importer account.
4.	In the Importer panel, select the View Importer in New ACE button.
	The <b>Importer Accounts</b> application opens in a new browser tab with the importer's information. The <b>Account</b> tab is selected by default and displays the importer's:
	a. Header Information
	b. Additional Information
	c. Related Business Information
	d. Company Information
	e. Partnership Information
	f. Administration Control Information
	g. Certification Information



р	Action	
	Select the Edit Importer Account button at the bottom.	
	Edit Importer Account FAST Conversion	
	The Account tab opens in edit mode.	
	In the Header Information section:	
6.	. In the Aleksey detection measures being the left time a charteneod in	porter name.
	a. In the Abbreviated Importer Name * field, type a shortened im	
	<ul><li>a. In the Abbreviated importer Name "field, type a shortened im</li><li>b. In the Full Legal Import Name field, type the full legal name of</li></ul>	-
	<ul> <li>b. In the Full Legal Import Name field, type the <i>full legal name of</i></li> <li>c. Select an option from the Doing Business As field.</li> </ul>	importer.
	b. In the Full Legal Import Name field, type the full legal name of	importer.
	<ul> <li>b. In the Full Legal Import Name field, type the <i>full legal name of</i></li> <li>c. Select an option from the Doing Business As field.</li> <li>NOTE: Center ID, Taxpayer ID Type, and IR # fields cannot be</li> <li>~ Header Information</li> </ul>	importer.
	<ul> <li>b. In the Full Legal Import Name field, type the <i>full legal name of</i></li> <li>c. Select an option from the Doing Business As field.</li> <li>NOTE: Center ID, Taxpayer ID Type, and IR # fields cannot be</li> <li>Header Information</li> </ul>	importer.
	<ul> <li>b. In the Full Legal Import Name field, type the <i>full legal name of</i></li> <li>c. Select an option from the Doing Business As field.</li> <li>NOTE: Center ID, Taxpayer ID Type, and IR # fields cannot be</li> <li>Header Information</li> </ul>	importer.
	<ul> <li>b. In the Full Legal Import Name field, type the <i>full legal name of</i></li> <li>c. Select an option from the Doing Business As field.</li> <li>NOTE: Center ID, Taxpayer ID Type, and IR # fields cannot be</li> <li>Verticated Importer Name*</li> <li>Test Add Trade Account</li> <li>Max 32 characters</li> </ul>	importer.
	<ul> <li>b. In the Full Legal Import Name field, type the <i>full legal name of</i></li> <li>c. Select an option from the Doing Business As field.</li> <li>NOTE: Center ID, Taxpayer ID Type, and IR # fields cannot be</li> <li>Verticated Importer Name*</li> <li>Test Add Trade Account</li> <li>Max 32 characters</li> <li>Full Legal Importer Name</li> </ul>	importer.
	<ul> <li>b. In the Full Legal Import Name field, type the <i>full legal name of</i></li> <li>c. Select an option from the Doing Business As field.</li> <li>NOTE: Center ID, Taxpayer ID Type, and IR # fields cannot be</li> <li>Header Information</li> <li>Abbreviated Importer Name • Test Add Trade Account Max 100 characters Full Legal Importer Name Max 100 characters Center ID Taxpayer ID Type</li></ul>	De edited.



Step	Action
7.	In the Header Information section:
	a. In the <b>DIV/AKA/DBA Name</b> field, type the <i>division name, also known name, or other name</i> of importer.
	b. From the <b>Type of Company</b> * drop-down menu, select a company type.
	c. From the Entries Planned Per Year drop-down menu, select a value.
	d. In the How ID will be utilized field, select the checkbox(es) for all values that apply and/or type a value in the Other – Explain field.
	e. From the <b>Program Code</b> drop-down menu, select the checkbox(es) for all values that apply.
	DIV/AKA/DBA Name Type of Company * Entries Planned Per Year C - Corporation 1 - 1-4 Entries per Year
	Max 32 characters  Request CBP Assigned IR # Yes No
	If Yes, Check all that apply I have a SSN, but wish to use a CBP-Assigned Number on all my entry documents I have no SSN I have no IRS # I have not applied for IRS # or SSN I am not a U.S. Resident
	How ID will be utilized (Check all that apply)
	Importer of Record Consignee/Ultimate Consignee Drawback Claimant Refunds/Bills       Other - Explain       Other
	Program Code Customs-Trade Partnership Against Terrorism



Step	Action
8.	In the Additional Information section:
	<ul> <li>a. In the Email Address * field, type the importer's point of contact (POC) email address.</li> </ul>
	b. In the Website field, type the importer's website.
	c. In the <b>Phone #</b> * field, type the <i>POC phone number</i> .
	d. In the <b>Extension #</b> field, type the POC phone number extension.
	e. In the <b>Fax #</b> field, type the <i>POC fax number.</i>
	Additional Information
	Email Address • Test@Test.com
	Website
	Phone #*         Extension #           1234567890
	Fax #
	Lange and a second seco
9.	In the <b>Related Business Information</b> section, select the <b>Add new Related Business</b> icon + to add a new related business.
	Related Business Information
	Filter
	Related Business Status Name of Business Entity TIN/EIN/SSN/CBP Assigned #
	Items per page: <u>10</u> • 0 of 0
	The Add Related Business dialog box displays.



Step	Action
10.	In the Add Related Business dialog box:
	<ul> <li>From the Related Business Status * drop-down menu, select the option for current or previous relationship.</li> </ul>
	b. In the Name of Business Entity * field, type the related business' name.
	c. In the TIN/EIN/SSN/CBP Assigned # * field, type the ID number of the related business.
	d. Select the Add button.
	Add Related Business
	Related Business Status *
	Name of Business Entity *
	Max 100 Characters
	TIN/EIN/SSN/CBP Assigned #*
	Valid Formats: NN-NNNNNXX, NNN-NN-NNNN or YYDDPP-NNNNN
	Add Cancel
	The related business information displays in the Related Business Information table.
	<b>NOTE:</b> Select the <b>Edit Related Business</b> icon $\checkmark$ to edit an existing business relationship or the <b>Delete Related Business</b> button $\blacksquare$ to remove a business relationship.



ер	Action	ı		
11.	In the	Company Information	n section, in the Company In	formation subsection:
	a.	In the <b>Business Des</b>	cription field, type a descripti	ion of the business.
	b.	In the Year Establish	<b>ned</b> field, type the <i>year the bu</i>	siness was established.
	C.	In the <b>NAICS Code</b> find the code.	eld, type the North American	Industry Classification System
	d.	In the <b>DUNS #</b> field, t	ype the Data Universal Numb	pering System number.
	e.	In the Broker/Self Fil	ler Code field, type the impor	ter's broker or self-filer code.
	f.		or Articles of Incorporation ere the importer is incorporate	
	g.		•	(State) drop-down menu, select
		the state where the in	nporter is incorporated.	
	h.		Articles of Incorporation (Re	eference #) field, type the
	h. i.	In the <b>Certificate or I</b> incorporated reference	Articles of Incorporation (Re	eference #) field, type the nation and Resources Manageme
	i. j.	In the <b>Certificate or </b> <i>incorporated reference</i> In the <b>FIRMS Code</b> for <i>System code</i> . In the <b>SCAC Code</b> fire	Articles of Incorporation (Re	nation and Resources Manageme
	i. j. <u>Compar</u>	In the <b>Certificate or </b> <i>incorporated referenc</i> In the <b>FIRMS Code</b> f <i>System code</i> .	Articles of Incorporation (Rece number.	nation and Resources Manageme
	i. j. <u>Compar</u> B	In the <b>Certificate or</b> <i>A</i> <i>incorporated reference</i> In the <b>FIRMS Code</b> f <i>System code</i> . In the <b>SCAC Code</b> field any Information	Articles of Incorporation (Rece number.	ation and Resources Manageme
	i. j. <u>Compar</u> B B B C S C C	In the <b>Certificate or </b> <i>A</i> <i>incorporated reference</i> In the <b>FIRMS Code</b> f <i>System code</i> . In the <b>SCAC Code</b> field ty Information	Articles of Incorporation (Rece number. Field, type the Facilities Informed and Carrier	Alpha Code. Year Establishe
	i. j. Compar	In the <b>Certificate or</b> <i>A</i> <i>incorporated reference</i> In the <b>FIRMS Code</b> f <i>System code</i> . In the <b>SCAC Code</b> field my Information usiness Description AICS Code 3333 ertificate or Articles of Incorporation (Co.	Articles of Incorporation (Rece number. Field, type the Facilities Informed add, type the Standard Carrier	Alpha Code.  Year Establishe Broker/Self Filer Code 333 Max 3 elphanumeric characters



Step	Action	
12.	In the Company Information section, in the Banking Information subsect	tion:
	a. In the Primary Bank Name field, type the name of the importer's pr	imary bank.
	b. In the Bank Routing Number field, type the primary bank's routing	number.
	c. In the <b>Bank City</b> field, type the <i>city where the primary bank is locate</i>	ed.
	<ul> <li>From the <b>Bank Country</b> drop-down menu, select the country where primary bank is located.</li> </ul>	e the importer's
	<ul> <li>From the Bank State drop-down menu, select the state where the in bank is located.</li> </ul>	mporter's primary
	Banking Information	
	Primary Bank Name	Bank Routing
	Bank City Bank Country Choose an option Bank State Choose an option	Max 11 alphanumeric characters
13.	Select the <b>Preview</b> button.	
	A preview of the updated importer's <b>Account</b> tab information displays.	
14.	Select the <b>Submit</b> button to confirm the changes.	
	Submit Cancel	



#### **EDIT CONTACTS INFORMATION**

Step	Action	
1.	Select the <b>Contacts</b> tab.	
2.	To edit a contact, in the List of Contact(s Edit Company Contact icon 🇪. The Contact   Edit Contact dialog-box di	<b>) and CBP Responsible User(s)</b> table, select the splays.
3.	In the Contact   Edit Contact dialog box, a. From the Type of Contact * drop- b. In the SSN field, type the contact's c. In the Title * field, type the contact d. In the Passport # field, type the co e. From the Passport Type drop-dow f. From the Country of Issuance dra contact's passport.	in the <b>Contact Information</b> section: down menu, select the type of contact. <i>a social security number</i> . <i>a social security number</i> . <i>a title</i> . <i>a title</i> . <i>b title</i> .
	C/O Max 40 characters (name of person or company)	MM/DD/YYYY



Action
In the Contact Address section:
a. In the <b>C/O</b> field, type the <i>name</i> of a person or company.
b. In the <b>P.O. Box</b> field, type the <i>Post Office number</i> .
c. In the Street Address Line 1 field, type the street address.
d. In the Street Address Line 2 field, type the second line of street address.
e. In the City/Province * field, type the city/province.
f. From the <b>Country ISO Code</b> * drop-down menu, select the <i>country</i> .
g. From the <b>State</b> drop-down menu, select the <i>state</i> .
h. In the <b>Zip-Code</b> * field, type the <i>ZIP code</i> .
Contact Address
C/O
Max 40 characters (name of person or company) P.O. Box
Street Address Line 1 1801 N BEAUREGARD ST
Max 64 characters
Street Address Line 2
Max 32 characters
City/Province * ALEXANDRIA
Max 35 characters
Country ISO Code * State US - USA VA - Virginia
Zip-Code * 22311-1701



Step	Action
5.	In the Phone & Email section:
	a. In the <b>Telephone # *</b> field, type the contact's <i>telephone number</i> .
	b. In the Extension field, type the contact's telephone extension number.
	c. In the <b>Fax #</b> field, type the contact's <i>Fax number</i> .
	d. In the Extension field, type the contact's Fax extension number.
	e. In the <b>Email</b> field, type the contact's email address.
	Phone & Email
	Telephone #*         Extension           1234567890         1234567890
	Fax # Extension
	Email
	Save Cancel
6.	Select the <b>Save</b> button.
	The updated company contact displays in the List of Contact(s) and CBP Responsible User(s) table.
	<b>NOTE:</b> Select the <b>Cancel</b> button to cancel making changes to a contact.
7.	To delete a contact, in the List of Contact(s) and CBP Responsible User(s) table:
	a. Select the <b>Delete Company Contact</b> icon 🔳.
	The <b>Contact   Delete Contact</b> dialog box displays.
	b. Select the <b>Delete</b> button.
	Phone and Email
	Phone #         1234567890         Phone # Extension
	Fax #     Fax # Extension       Email     Fax # Extension
	Delete Cancel
	The company contact is removed from the List of Contact(s) and CBP Responsible
	User(s) table.



Step	Action			
8.	To add	a new company contact	, select the Add	Contact button.
	Add Con	Add CBP Responsible User		
0		•	•	
9.		ontact Details subsecti	-	
			-	menu, select the type of contact.
		n the First Name * field		
		n the Middle Name field		
		n the Last Name * field		
	e.	n the SSN field, type the	e contact's socia	l security number.
	f.	n the <b>Title *</b> field, type t	he contact's <i>title</i>	
	g.	n the <b>Passport #</b> field, t	type the contact'	s passport number.
	h.	From the <b>Passport Typ</b> e	<b>e</b> drop-down me	nu, select the contact's passport type.
		From the <b>Country of Iss</b> contact's passport.	suance drop-dov	wn menu, select the country that issued the
	-	n the <b>Passport Expirat</b> bassport.	ion Date field, ty	pe the expiration date of the contact's
	Contact	Details		
	Type of Con	tact *	<b>.</b>	
	First Name *	Middle Nam	9	Last Name *
	SSN			Title *
	9 digits Passport #			Passport Type
		meric characters		
	Country of I	ssuance	•	Passport Expiration Date
	harrison	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		MM/DD/YYYY



Step	Action
10.	In the Person Address subsection:
	a. In the <b>C/O</b> field, type the <i>name</i> of a person or company.
	b. In the <b>P.O. Box</b> * field, type the <i>Post Office number</i> .
	c. In the Street Address Line 1 * field, type the street address.
	d. In the Street Address Line 2 field, type the second line of street address.
	e. In the City/Province* field, type the city/province.
	f. From the Country ISO Code * drop-down menu, select the country.
	g. From the State drop-down menu, select the state.
	h. In the <b>Zip-Code</b> * field, type the <i>ZIP code</i> .
	Person Address
	C/O Max 40 characters (name of person or company) P.O. Box * Street Address Line 1 *
	Max 64 characters Street Address Line 2
	Max 32 characters City/Province *
	Max 35 characters
	Country ISO Code *     State       Choose an option     Choose an option
	Zip-Code *



Step	Action	
11.	In the Phone & Email subsect	ion:
	a. In the <b>Telephone #</b> * fig	eld, type the contact's telephone number.
	b. In the <b>Extension</b> field,	type the contact's telephone extension number.
	c. In the <b>Fax #</b> field, type	the contact's FAX number.
	d. In the Extension field,	type the contact's FAX extension number.
	e. In the <b>Email</b> field, type	the contact's email address.
	Phone & Email	
	Telephone # *	Extension
	Fax #	Extension
	Email	



Step	Action
12.	In the Contact Address subsection:
	a. In the <b>C/O</b> field, type the <i>name</i> of a person or company.
	b. In the <b>P.O. Box</b> * field, type the <i>Post Office number</i> .
	c. In the Street Address Line 1 * field, type the street address.
	d. In the Street Address Line 2 field, type the second line of street address.
	e. In the City/Province * field, type the city/province.
	f. From the Country ISO Code * drop-down menu, select the country.
	g. From the State drop-down menu, select the state.
	h. In the <b>Zip-Code</b> * field, type the <i>ZIP code</i> .
	<b>TIP:</b> Select the <b>Copy Person Address</b> button to populate the <b>Contact Address</b> subsection fields with the contact's personal address.
	Copy Person Address
	Contact Address
	C/O
	Max 40 characters (name of person or company) P.O. Box *
	Street Address Line 1 *
	Max 64 characters
	Street Address Line 2 Max 32 characters
	City/Province *
	Max 35 characters
	Country ISO Code *     State       Choose an option     Choose an option
	Zip-Code *
13.	In the Phone & Email subsection:
	a. In the <b>Telephone #</b> * field, type the contact's <i>telephone number</i> .
	b. In the <b>Extension</b> field, type the contact's <i>telephone extension number</i> .
	c. In the <b>Fax #</b> field, type the contact's <i>FAX number</i> .
	d. In the <b>Extension</b> field, type the contact's FAX extension number.
	e. In the <b>Email</b> field, type the contact's <i>email address</i> .



Step	Action
14.	Select the Save Contact button. NOTE: Select the Clear Contact button to clear the entered contact information for the new contact. Select the Cancel Contact button to cancel adding a new contact. Save Contact Clear Contact Cancel Contact
15.	Select <b>OK</b> in confirmation dialog box. The new company contact displays in the <b>List of Contact(s) and CBP Responsible User(s)</b> table.



#### **EDIT ADDRESS INFORMATION**

Step	Action
1.	Select the Address tab.
2.	Select the <b>Edit</b> button.
3.	In the Mailing Address section:
	a. In the Street Address Line 1 * field, type the street address.
	b. In the Street Address Line 2 field, type the second line of street address.
	c. In the City/Province * field, type the city/province.
	d. From the <b>Country ISO Code</b> * drop-down menu, select the country.
	e. From the State drop-down menu, select the state.
	f. In the <b>Zip-Code</b> field, type the <i>ZIP code</i> .
	g. From the Address Type * drop-down menu, select the type of address entered.
	<ul> <li>If the address type is 8 – Other, in the Other Explain field, type an explanation of the other address type.</li> </ul>
	i. Select the <b>Save</b> button.
	Mailing Address
	P.O. Box Street Address Line 1 * 1801 N Beauregard Street
	Max 64 characters
	Street Address Line 2
	Max 32 characters
	City/Province • ALEXANDRIA
	Max 35 characters
	Country ISO Code *     State       US - USA     VA - Virginia
	Zip-Code Address Type • 1 - Residence -
	Other Explain Input Only Allowed on Address Type of Other
	Save



Step	Action
4.	In the Physical Address section:
	a. In the Street Address Line 1 * field, type the street address.
	b. In the Street Address Line 2 field, type the second line of street address.
	c. In the <b>City/Province *</b> field, type the <i>city/province</i> .
	d. From the <b>Country ISO Code</b> * drop-down menu, select the country.
	e. From the State drop-down menu, select the state.
	f. In the <b>Zip-Code</b> field, type the <i>ZIP code</i> .
	g. From the Address Type * drop-down menu, select the type of address entered.
	h. If address type is "Other", in the <b>Other Explain</b> field, type an <i>explanation of the other address type</i> .
	i. Select the <b>Save</b> button.
	Physical Address         Copy Mailing Address         Street Address Line 1*         1801 N Beauregard Street         Max 64 characters         Street Address Line 2         Max 32 characters
	City/Province * ALEXANDRIA
	Max 35 characters Country ISO Code * State
	US - USA     VA - Virginia       Zip-Code     Address Type *       22311-1701     1 - Residence
	Other Explain Input Only Allowed on Address Type of Other Save
	Cancel



#### **EDIT BROKERS INFORMATION**

Step	Action
1.	Select the <b>Brokers</b> tab.
2.	To edit a broker, in the <b>Brokers</b> table, select the <b>Edit Broker Relationship</b> icon <i>&lt;</i> . The <b>Edit   Broker Information</b> dialog-box displays.
3.	In the Edit   Broker Information dialog box: a. In the End Date field, type a new <i>end date</i> for the broker. b. From the Ports * drop-down menu, select one or more ports. c. Select the Save button. d. Select the OK button in the confirmation dialog box. Edit   Broker Information   ACE ID: 0000091127 Filer Code ACE Broker Name ACS Service Provider Test 1 CHANGED Start Date 03/01/2019 End Date [12/31/2019 MM/DD/YYYY Ports • 3101-JUNEAU, AK, 3127-KODIAK, AK, 3181-ST PAUL AIR * The broker's information is updated in the Brokers table.
4.	To add a new broker, select the Add Broker button.
	The Add Broker section displays.



Step	Action		
5.	In the Add Broker section:		
	<ul><li>a. In the Filer * field, type the broker's <i>filer code</i>.</li><li>b. From the Ports* drop-down menu, select one or more ports.</li></ul>		
	c. In the <b>Start Date *</b> field, type a <i>start date</i> .		
	d. In the <b>End Date</b> field, type an <i>end date</i> .		
	Add Broker		
	Search Broker		
	Filer Code	Broker Name	
	Search Clear		
	Filer * ACE		
		2025-FAYETTEVILLE, AR (ICE)	
	Start Date * 02/01/2019	End Date	
	MM/DD/YYYY	MM/DD/YYYY	
	Save Broker Clear Broker Cancel Broker		
6.	elect the Save Broker button.		
-	The new broker displays in the <b>Brokers</b> table.		
	<b>NOTE:</b> Select the <b>Clear Broker</b> button to clear the entered information for the new		
	broker. Select the <b>Cancel Broker</b> button to cancel adding a new broker.		

