



ACE Secure Data Portal

Masking Personally Identifiable Information (PII)

October 2021



U.S. Customs and
Border Protection



INTRODUCTION

Trade Account Owners (TAOs) can mask PII such as Social Security Numbers (SSNs) for Taxpayer ID, License brokers and Employee records displayed in the broker account view of your ACE Secure Data Portal Account. By provisioning a Proxy Trade Account Owner (PTAO) or a Trade Account User (TAU) with read-only access, SSNs will display as asterisks to PTAOs or TAUs.

SSNs are not available in ACE Reports.

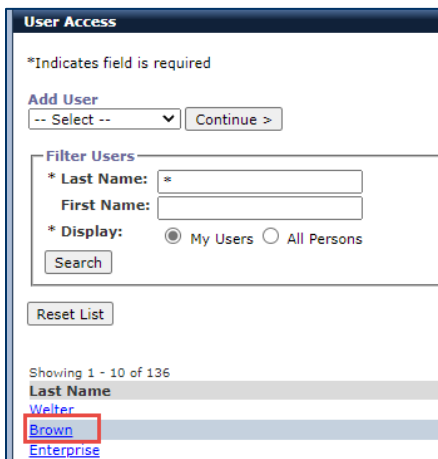
MASKING PII IN ACE

1. Access the ACE Secure Data Portal.
2. In the ACE Secure Data Portal Home page, select the **Tools** tab.



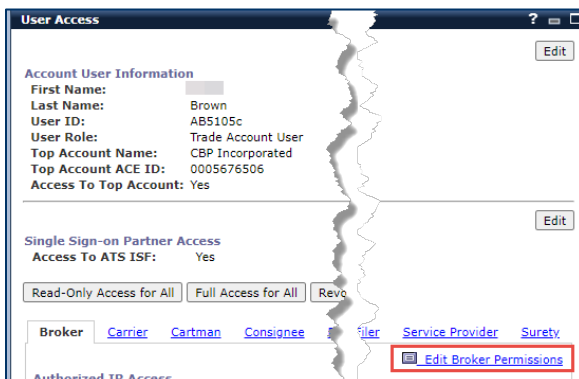
NOTE: In the **Task Selector** panel, the **User Access** hyperlink is already selected.

3. In the **User Access** panel, in the **Last Name** column, select a **last name** hyperlink.



The screenshot shows the 'User Access' panel. At the top, there is a note: '*Indicates field is required'. Below this, there is an 'Add User' section with a dropdown menu set to '-- Select --' and a 'Continue >' button. Underneath is a 'Filter Users' section with input fields for '* Last Name:' (containing an asterisk), 'First Name:', and '* Display:' with radio buttons for 'My Users' (selected) and 'All Persons'. A 'Search' button is below these fields. A 'Reset List' button is also present. At the bottom, it says 'Showing 1 - 10 of 136' and lists 'Last Name' with hyperlinks for 'Welter', 'Brown' (highlighted with a red box), and 'Enterprise'.

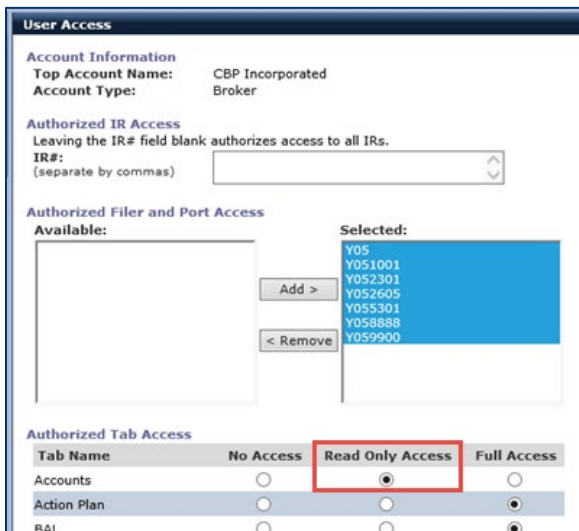
4. In the **User Access** panel:
 - a. Ensure all required (*) fields are completed.
 - b. Select the **Continue** button.
5. In the **User Access** panel, in the **Broker** tab, select the **Edit Broker Permissions** hyperlink.



The screenshot shows the 'User Access' panel with a user's details. The 'Account User Information' section includes: 'First Name: [redacted]', 'Last Name: Brown', 'User ID: ABS105c', 'User Role: Trade Account User', 'Top Account Name: CBP Incorporated', 'Top Account ACE ID: 0005676506', and 'Access To Top Account: Yes'. Below this is the 'Single Sign-on Partner Access' section with 'Access To ATS ISF: Yes'. At the bottom, there are tabs for 'Broker', 'Carrier', 'Cartman', 'Consignee', 'filer', 'Service Provider', and 'Surety'. The 'Edit Broker Permissions' link under the 'filer' tab is highlighted with a red box.



- In the **User Access** panel, in the **Authorized Tab Access** section, in the **Read Only Access** column, select the radio button in the **Accounts** row.



- Select the **Continue** button.

CHECKING PII MASKING

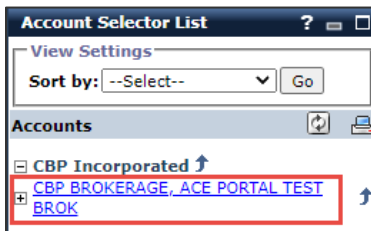
- In the ACE Secure Data Portal, select the **Accounts** tab.



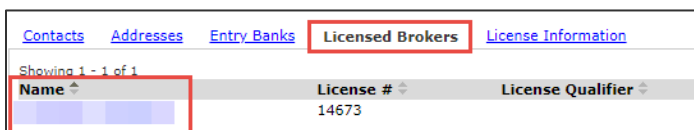
NOTE: In the **Task Selector** panel, keep or select the **Broker** view. In the **Select Task** section, the **Accounts** hyperlink is already selected.



- In the **Account Selector List** panel, select your **sub-account name** hyperlink.

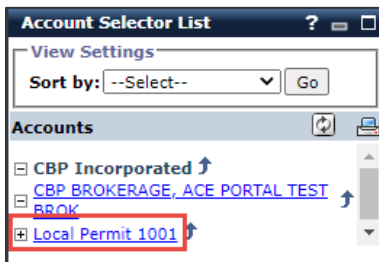


- In the **Broker** panel:
 - Select the **Licensed Brokers** tab.
 - In the **Licensed Brokers** tab, in the **Name** column, select the hyperlink with the licensed broker's name.





4. In the **Account Selector List** panel, in the **Accounts** section, select the hyperlink for your **National** or **Local Permit**.



5. In the **Broker** panel:
 - a. Select the **Employees** tab.
 - b. In the **Name** column, select the employee name hyperlink.



6. In the **Broker** panel:
 - a. Review the **Social Security Number:** field.
 - b. Select the **OK** button to exit the **Broker** panel.

