

## 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.

| User Access  |
|--|
| *Indicates field is required<br>Add User<br>Select  Continue > |
| Filter Users   |
| * Last Name: *   |
| First Name:  |
| * Display:   |
| Search Search  |
| Reset List   |
| Showing 1 - 10 of 136  |
| Last Name  |
| Welter   |
| Brown  |
| 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.

| User Access   |   | -53           |                  | ? = 0                     |
|---|---|---------------|------------------|---------------------------|
| Account User Information<br>First Name:<br>Last Name:<br>User ID:<br>User Role:<br>Top Account Name:<br>Top Account Name:<br>Access To Ton Account: | Brown<br>AB5105c<br>Trade Account User<br>CBP Incorporated<br>0005676506<br>Yes | R             |                  | Eur                       |
| Single Sign-on Partner Ac<br>Access To ATS ISF:   | Yes   |               |                  | Edit                      |
| Broker <u>Carrier</u> <u>Car</u>  | tman <u>Consignee</u>   | Revo<br>filer | Service Provider | <u>Surety</u><br>missions |







6. 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.

| Account Information<br>Top Account Name:<br>Account Type: | CBP Incorporated<br>Broker |   |             |  |  |
|---|----------------------------|---|-------------|--|--|
| Authorized IR Access<br>Leaving the IR# field bl<br>IR#:  | ank authorizes acce        | ss to all IRs.  | ~           |  |  |
| (separate by commas)                                      |                            | ~   |             |  |  |
|   | Add :<br>< Remo            | Y05<br>Y051001<br>Y052301<br>Y052605<br>Y055301<br>Y058888<br>Y059900 |             |  |  |
| Authorized Tab Acces                                      | s                          |   |             |  |  |
| Tab Name  | No Access                  | Read Only Access  | Full Access |  |  |
| Accounts  | 0                          | ۲   | 0           |  |  |
| Action Plan   | 0                          | 0   | ۲           |  |  |
| BAI   | 0                          | 0   |             |  |  |

7. Select the Continue button.

## CHECKING PII MASKING

1. 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.

2. In the Account Selector List panel, select your subaccount name hyperlink.



Home Accounts References
Task Selector
Select Account Type
View: Broker 
GO
Select Task
Accounts
Change History
Reports

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

| Contacts    | <u>Addresses</u> | Entry Banks | Licensed Brokers | License Information |
|-------------|------------------|-------------|------------------|---------------------|
| Showing 1 - | 1 of 1           |             |                  |                     |
| Name 🗘 👘    |                  |             | License # ≑      | License Qualifier ≑ |
|             |                  |             | 14673            |                     |







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.

| Contacts    | <u>Addresses</u>                                       | Licensed Brokers | Employees        | <u>Waiver Requests</u> | Pe |
|-------------|--|------------------|------------------|------------------------|----|
| Showing 1 - | 2 of 2   | Street (Physical | ) Address 🚔      |                        |    |
| JANE DOE    | JANE DOE 1801 N BEAUREGARD ST ALEXANDRIA VA 22311-1701 |                  |                  |                        | 1  |
| JOE SMITH   |  | 1801 N Beauregar | rd St Alexandria | VA 22311-1701          |    |

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

| Broker                       |                                     |  |  |
|------------------------------|-------------------------------------|--|--|
| Account Information          |                                     |  |  |
| Organization Name:           | CBP BROKERAGE, ACE PORTAL TEST BROK |  |  |
| Employee Information         |                                     |  |  |
| Name:                        | JANE DOE                            |  |  |
| Date of Birth:               | 06/01/1970                          |  |  |
| Birth City:                  | ALEXANDRIA                          |  |  |
| Birth State/Province:        | VA                                  |  |  |
| Birth Country:               | US                                  |  |  |
| Social Security Number:      | ***_**                              |  |  |
| Phone & Email                |                                     |  |  |
| Telephone (W):               | 866-530-4172                        |  |  |
| Email:                       | JANEDOE@AOL.COM                     |  |  |
| Addresses Employment History |                                     |  |  |
| Showing 1 - 2 of 2           |                                     |  |  |
| Address Type ≑               | Street Address                      |  |  |
| Current Address              | 1801 N BEAUREGARD ST                |  |  |
| Previous Address             | 1851 N BEAUREGARD ST                |  |  |
|                              |                                     |  |  |
| ок                           |                                     |  |  |



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