eCBP Broker Triennial Status Report Submission:
Individual License – Employee, actively engaged in transacting business as a broker Quick Reference Guide

Background: The following are common tasks that Broker license holders need to perform in eCBP.

Please refer questions regarding this process to the Rev Mod Service Desk | email revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext 4670

Accessing eCBP

- **eCBP Home page: https://e.cbp.dhs.gov**

Completing a Triennial Status Report (TSR): Individual License – employee, actively engaged in transacting business as a broker

1. On the eCBP Home page, select **Brokers**. | Brokers |

2. On the Brokers Home page, select **Triennial Status Report**. | Triennial Status Report |

3. Read and acknowledge Security and Privacy act notifications.
☑ I have read and acknowledge the security statement.
   a. Security notification
   b. DHS Privacy Act
☑ I have read and acknowledge the privacy statement.

4. Then select **CONSENT & CONTINUE**. | CONSENT & CONTINUE |

5. On the Login.gov screen, enter email, password, and select **Sign In** and follow the one-time code instructions. | Sign In |

6. For first-time users, or if you have forgotten your password, refer to the **eCBP Broker TSR Quick Reference Guide How to Log In.**

7. On the Brokers Home page, select **Triennial Status Report.** | Triennial Status Report |

8. Select **Triennial Status Report** button.

Triennial Status Report
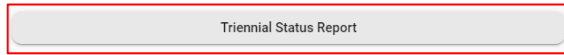
9. On the License Information screen, enter the license number and issued date exactly as they appears on your paper license. License Number * | Issue Date (MM/DD/YYYY)* 📅 Date can be entered by entering all eight digits or through the pulldown calendar button on the right.
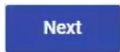
Next **10.** Select **Next**

11. If the license number and issuance date are a valid combination and the license is eligible for a TSR to be submitted, the screen will populate the **Licensee Name** and **Issuing Port**.

    a. If the license number and issuance date are not a valid combination, the system will allow three retries before logging the user off the system. The user's login will be frozen for 20 minutes.

    b. If no match was found for the license information, the combination of license number and date of issue does not match the information in the ACE data.

No match found for the license information

- Re-enter license information
- If assistance is needed, contact the Rev Mod Service Desk at: revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext. 4670

Close

    c. If the license does not match login credentials, then another login.gov identity has already begun filing a TSR for this license number/date of issuance combination. Check which alternative login.gov identity was previously used to access this license.

License does not match login credentials

- License is associated with a different login.gov account
- If assistance is needed, contact the Rev Mod Service Desk at: revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext. 4670

Close

    d. If assistance is needed with the eCBP website, email revmodservicedesk@cbp.dhs.gov or call 1-800-366-8732 Ext 4670.

12. Below the Licensee information the three minimum eligibility questions appear (19 CFR 111.30(d))

    a. Are you actively engaged in transacting business as a broker? **Y/N** ⦿ Yes ◯ No

       Individuals are considered to be "actively engaged" in transacting customs business when they are currently transacting or have recently transacted customs business on behalf of others while

they are employed by a licensed Customs broker which is currently transacting or has recently transacted customs business on behalf of others.

Furthermore, it is permissible for an individual licensed customs broker, regardless of what activity they perform for their present broker employer, to indicate that they are "actively engaged' in transacting business if their employer is a licensed customs broker and which is currently transacting or has recently transacted customs business on behalf of others.

b. Are you currently a Federal employee? **Y/N**   ○ Yes ◉ No ○ Yes (Reserves not on active duty)

c. Select 'Yes' if you agree with BOTH of the below statements, select 'No' if you do not agree with one or both of the statements.

    i. I still meet the applicable requirements as described in 19 CFR 111.11 and 111.19; AND

    ii. I have NOT engaged in any conduct that could constitute grounds for the suspension or revocation of my license as described in 19 CFR 111.53

    Y/N   ◉ Yes ○ No

Should the license holder have reason to answer **No** to one or both of these questions, an explanation box will appear for a brief response.

[Next] **13.** Select **Next**

14. **Address & Contact Screen**, confirm or edit mailing address and enter email address:

a. Mailing Address

    i. Street Number (required): enter the house/building number only, do not include the street name or unit number in this field.

    ii. Street Name (required): Full street name, include direction and/or type if appropriate

    iii. Apt, Suite Unit # (optional)

    iv. City (required)

    v. Country (required)

    vi. State/Province (required)

    vii. Zip Code (required)

Trillium address standardization program may offer an updated USPS approved address; user may accept the suggested address or ignore and continue.

b. Contact Information

    i. Email address

    ii. Confirm Email address

Confirmation must by retyped; the system will not allow copy/paste.

15. **Broker Employer Screen**, Provide your employer information (applicable only for licensed brokerage officers/employees)

   a. Are you the qualifying member or officer of the brokerage where you are employed?

   ○ Yes ◉ No

   An individual broker employee would not be a 'qualifier' license unless they are an officer of the brokerage company.

   b. Provide the name of the licensed brokerage and business address where employed.

   Provide name of licensed brokerage and business address where employed
   Enter Filer Code and press Display button to populate Brokerage information. Confirm/update information.

   Filer Code *
   BVR   **Display**

   Name of brokerage where employed   AIR CARGO TRANSPORT SERVICES, INC.

   Type the filer code in the box and press [**Display**] to retrieve the name of the brokerage where employed. The company's license qualifier should provide the correct filer code if necessary.

   c. A pop up box will appear to verify this is the correct employer.

   Provide name of licensed brokerage and business address where employed
   Enter Filer Code and press Display button to populate Brokerage information. Confirm/update information.

   Filer Code *
   BVR   **Display**

   Name of brokerage where employed

   Select dropdown for business address listing: (crea

   AIR CARGO TRANSPORT SERVICES, INC.

   Is this your employer? If not, select No to re-enter.

   Yes   **No**

   Street Number *   et Name

   Apt, Suite, Unit #

      i. Select Yes or No

   d. Provide the business address of the brokerage where employed.

      i. When the correct employer has been selected, press the **'Select HERE'** button to display the business address(es) available for this company. Select the most appropriate address or Create New Address and manually fill-in the correct address. Fields with an '*' are required fields.

      Select HERE for business address or create new address if not found

      Street Number *   Street Name *

         1. Street Number (required): enter the house/building number only, do not include the street name or unit number in this field.

         2. Street Name (required): Full street name, include direction and/or type if appropriate

3. Apt, Suite Unit # (optional)

4. City (required)

5. State/Province (required)

6. Zip Code (required)

7. Country (required)

The Trillium address standardization program may offer an updated USPS approved address; user may accept the suggested address or ignore and continue.

e. If the employer is not a licensed brokerage and does not possess a filer code, you have incorrectly answered the question 'Are you actively engaged in transacting business as a broker?'. Select the back button to return to the status questions screen to correct your answer. (See step 12.a)

16. Payer Selection Screen, signify if the TSR fee will be paid by 'Myself' or the 'Brokerage' employer.

a. Myself:

This Triennial Status Report fee will be paid by: *

◉ Myself

◯ Brokerage   Filer Code   Brokerage Name

                BVR   AIR CARGO TRANSPORT SERVICES, INC.

   i. By signifying that the license holder will pay for themselves, the filer may continue on to e-sign and pay to complete the TSR filing process. **(Continue to Step 17)**

b. Brokerage:

   i. By signifying that the brokerage will pay on behalf of the employee, the filer will e-sign their report and leave it in 'payment pending' status. **(Continue to Step 20)**

17.   **Review/e-Sign Screen – Myself Pay**

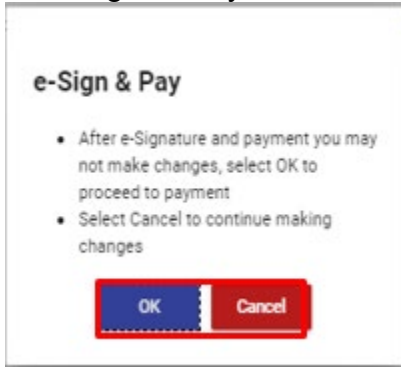a. On the bottom of the Review/e-Sign screen, enter **License holder name**

Type in your name here   in the signature field.

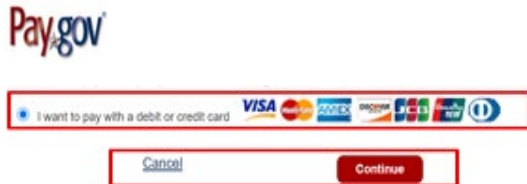b. On the Review/e-Sign screen, select **e-Sign & Pay**.   e-Sign & Pay

c. Warnings: the system will warn that the TSR will be locked upon payment

d. Select payment method, follow instructions for method chosen

Processing a Payment using Credit/Debit Card

- From the Please select a payment method screen, select the **I want to pay with a debit or credit card** I want to pay with a debit or credit card VISA MasterCard AMEX DISCOVER JCB UnionPay option.

- In the pop-up window, select **OK**. OK

- On the Credit and Debit Card account information screen, enter in the required fields and select **Continue**. Continue

- On the Payment Review screen, select the Authorization checkbox and select **Continue** Continue .

18. **Payment Summary completes the payment process – Myself pay**

Your payment has been processed successfully! A receipt has been emailed to your email address on file.

Payment Summary

Receipt Number:	400069449
Total Amount:	$100.00
Payment Method:	PLASTIC_CARD
Payment Date:	November 23, 2020
Pay.Gov Tracking ID:	3FPJUCFA
Agency Tracking ID:	300892147

Download Receipt   Return to Broker Home   Close

19. Follow processes below to retrieve/download copies of payment receipt, payment notification and the submitted TSR.

20. **Payer Selection Screen**, signify that the TSR fee will be paid by 'Brokerage' employer.

  a. Brokerage

This Triennial Status Report fee will be paid by: *

◯ Myself

◉ Brokerage   Filer Code   Brokerage Name
                BVR   AIR CARGO TRANSPORT SERVICES, INC.

Note: The TSR is not considered submitted until the fee has been paid. The individual license holder is ultimately responsible to ensure the payment is made in a timely manner.

  i. By signifying that the brokerage will pay on behalf of the employee, the filer will e-sign their report and leave it in 'payment pending' status.

21. **Review/e-Sign Screen**, apply e-signature and exit the system as the TSR is in 'Payment Pending' status.

WARNING: Any misstatement or willful omission of pertinent facts in this status report constitutes sufficient grounds for action against a broker including suspension or revocation of the license. Authorizing payment by another party will not relieve you of the liability for the status report fee not paid by the designated party. I am solely responsible for the timely payment of the status report fee.

I, bv _____ certify that the information provided in this status report and supporting attachments (if applicable) is true and correct to the best of my knowledge and belief.

Download Status Report   **e-Signature**

  a. Enter your name on the e-signature line and press the e-signature button

  b. System response to pressing the e-Signature button

You have selected Brokerage as the payer - select 'Download Status Report' or 'Exit'

  • Any changes made to the Triennial Status Report will require you to e-sign again
  • The Status Report is not Submitted until fee has been received

Close

  c. After selecting the e-Signature button, the system will invite the user to download their TSR. Upon downloading the TSR, verify that in the upper left corner of the document the report indicates **'Payment Pending'**. This indicates a successful submission and user may exit the system.

  d. When the brokerage employer has made payment on behalf of the licensed employee, a 'payment notification' will be emailed to the email address indicated on the 'Mailing & Contact' screen. TSR stored in eCBP is now final and considered filed in a timely manner.

22. See Quick Reference Guide: *"eCBP Broker TSR Quick Reference Guide Multi-Payer payments"* for instructions on how to make payment on behalf of multiple TSRs for a single brokerage and/or Sole Proprietor.

Retrieving a Completed Triennial Status Report

1. On the eCBP Home page, select **Brokers.**   Brokers

2. On the Brokers Home page, select **Login.**   Login

3. In the pop-up window, select **CONSENT & CONTINUE**.   CONSENT & CONTINUE

4. On the Login.gov screen, enter email, password, and select **Sign In**.   Sign In

5. Select **Triennial Status Report**.   Triennial Status Report

6. Select **Completed Status Reports/Receipts**.   Completed Status Reports/Receipts

7. Select the desired completed **TSR.**

Triennial Status Report (TSR) / Payment History

2052

- TSR 2020/11/19 40094
- TSR Pmt Notification 2020/11/19 40094

Retrieving a Broker License TSR Receipt/Payment Notification

1. On the eCBP Home page, select **Brokers**.   Brokers

2. On the Brokers Home page, select **Login.**   Login

3. In the pop-up window, select **CONSENT & CONTINUE**.   CONSENT & CONTINUE

**4.** On the Login.gov screen, enter email, password, and select **Sign In**.   Sign In

5. Select **Triennial Status Report.**   Triennial Status Report

6. Completed Status Reports/Receipts   Completed Status Reports/Receipts .

7. Select the desired completed **TSR Payment Receipt.**

Triennial Status Report (TSR) / Payment History

2052

- TSR 2020/11/19 40094
- TSR Pmt Notification 2020/11/19 40094
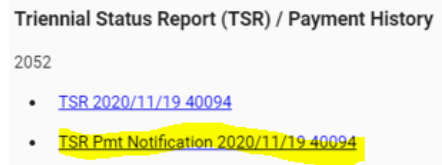
Top of Screen Navigation Buttons

1. Back   Back   - Allows user to return one screen back

2. Next   Next   - Allows user to advance on screen forward

3. Save   Save   - Allows work to be saved, user can save and exit and retain inputs to date after the work has been saved

4. Preview   Preview   - Follow the onscreen instructions to download and view a .pdf copy of the TSR; showing all inputs entered to this point. Upper left-hand corner signifies that the report is in 'DRAFT' status, the report has not been completed.

5. Exit   Exit   - Allows work to be saved and exits the user from the TSR system, returns the user to the eCBP Broker homepage.

Viewing the Help Menu

1. On the eCBP Home page, select **Brokers.**   Brokers

2. Select **Help**   Help   (upper right-hand corner of the screen).

3. The **Customs Broker – Help**   Customs Broker - Help   Information is displayed.
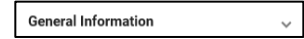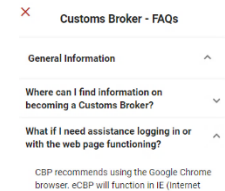
Viewing the FAQs

1. On the eCBP Broker Home page, select **FAQs**.

2. On the Customs Broker - FAQs, expand **General Information**.

3. In the General Information section, expand the "**What if I need assistance logging in or with the web page functioning?**" Question.

4. From the Customs Broker – FAQs tab, select the **Triennial Status Report** tab
   Review the various topics and their solutions.