



# Automated Commercial Environment (ACE)

Vessel Agency Account Type

*July 2023*



U.S. Customs and  
Border Protection





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## TOPIC 1: REQUEST ACCESS TO THE VESSEL AGENCY ACCOUNT TYPE (LEGACY PORTAL)

### INTRODUCTION

The process to request Vessel Agency account type access differs based on your ACE Portal account access. This process remains in the Legacy ACE Portal.

#### **An Account Owner (AO) with an existing ACE Portal account**

If you are a Vessel Master, Vessel Agent, or Vessel Operating Common Carrier (VOCC) **with an existing ACE Portal account**, refer to **Topic 2: Create a Vessel Agency** for the steps to create a vessel agency.



**NOTE:** If a Proxy and/or Trade user needs access to the Vessel Agency account type, the Account Owner (AO) must grant the access.

#### **An Account Owner (AO) without an ACE Portal account**

If you are a Vessel Master, Vessel Agent, or Vessel Operating Common Carrier (VOCC) that **does not have an existing ACE Portal account**, complete and submit the Automated Commercial Environment (ACE) Secure Data Portal Account Owner Designation/Authorization Form. You can find this form at: <https://www.cbp.gov/document/guidance/ace-secure-data-portal-account-application>.

In the ACE Secure Data Portal Account Owner Designation/Authorization Form, complete:

- **Section A. Account Information**



**IMPORTANT:** In the **Service Provider** section, select **Vessel Agency** and complete the information.

- **Section B. Account Owner Designation**
- **Section C. Point of Contact for the Account**
- **Section D. Authorization and Acknowledgement**

After you complete and sign the electronic form, submit it to CBP via email ([ace.applications@cbp.dhs.gov](mailto:ace.applications@cbp.dhs.gov)) or print, scan, and email it to CBP.

When CBP approves your request, you will receive an email with your new account UserID and temporary password. Complete the steps in the [Modernized ACE Portal – Create Account and Login Quick Reference Guide](#) to finish your account setup.





## TOPIC 2: CREATE A VESSEL AGENCY (MODERNIZED PORTAL)

### INTRODUCTION

Use the Modernized ACE Portal to create a new vessel agency account. You must associate a top account and then complete four steps to create the subaccount: Account Information, Address Information, Contact Information, and Review. Fields with an asterisk are required.

### CREATE A VESSEL AGENCY

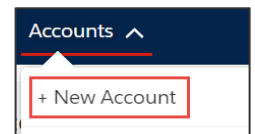
1. Log in to the Modernized ACE Portal.



**NOTE:** Reference the [Create Account and Log In QRG](#) for details.

### SELECT A TOP ACCOUNT

2. In the **Welcome to ACE** homepage, select the **Accounts** tab drop-down menu and select the **+ New Account** option.



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

3. 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.

4. In the **\*Top Account Search** drop-down menu, select the top account for the new vessel agency account.

The **Create a New Account** pane displays.

5. Select the **Vessel Agency** radio button for account type.
6. Select the **✓Confirm** button.

The **Create a New Vessel Agency: Vessel Agency Information** pane displays.







## ADD ACCOUNT INFORMATION

### Create a New Vessel Agency: Vessel Agency Information

Progress indicator: 1 of 4 steps completed.

**▼ Vessel Agency Information**

\*Vessel Agency Name

\*Vessel Agency Id Number Type

\*Vessel Agency Id Number

**▼ Organization Information**

\*Organizational Structure

**▼ Other Company Names**

DIV

AKA

DBA

**▼ Account Status**

\*Status

- In the **Vessel Agency Information** section:
  - In the **\*Vessel Agency Name** field, type the *name of the vessel agency*.
  - Select the **\*Vessel Agency Id Number Type** drop-down menu and select an option.
  - In the **\*Vessel Agency Id Number** field, type the *ID number of the vessel agency*.
- In the **Organization Information** section, select the **\*Organizational Structure** drop-down menu and select an option.
- If applicable, in the **Other Company Names** section, in the **AKA**, **DBA**, and **DIV** fields, type the *other company name(s)*.
- In the **Account Status** section, select the **\*Status** drop-down menu and select an option.
- Select the **Next >** button.

The **Create a New Vessel Agency: Address Information** pane displays.



**NOTE:** Select the **< Back** button to return to the prior pane.

Select the **Cancel** button to cancel adding a new account and select the **OK** button in the confirmation dialog box.

### Confirm

Are you sure you want to exit? Your progress will not be saved.





## ADD ADDRESS INFORMATION

### Create a New Vessel Agency: Address Information

Progress indicator: 1 of 4 steps completed.

**Street (Physical) Address Information**

\* Address Type: Street (Physical) Address (dropdown menu)

\* Country: United States (dropdown menu)

Additional Address Line 1: [text input]

\* City: [text input]

\* Postal Code: [text input]

C/O: [text input]

\* Street: [text input]

Additional Address Line 2: [text input]

\* State: Select an Option (dropdown menu)

County: [text input]

**Contact Information**

Phone: [text input]

Phone Ext: [text input]

Fax: [text input]

Fax Ext: [text input]

Email: [text input]

Website: https:// [text input]

Navigation: < Back, Cancel, Next >

12. In the **Street (Physical) Address Information** section:



**NOTE:** The **\*Address Type** field is prefilled with **Street (Physical) Address** by default and not editable.

- If applicable, in the prefilled **\*Country** field, select the drop-down menu and select an option.
- In the **\*Street** field, type the *physical street address*.
- In the **\*City** field, type the *name of the city*.
- Select the **\*State** drop-down menu and select a state option.
- In the **\*Postal Code** field, type the *postal code*.
- Complete other fields, as appropriate.

13. In the **Contact Information** section, type a *value* to complete the appropriate fields for a contact at the physical street address.



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

14. Select the **Next >** button.

The **Validate Address** dialog box displays.





### Validate Address

User's Input Address	Validated Address
Street: 1225 Wilson Ave City: Manhattan State/Province: NY Country: US Postal Code: 10045	Street: 1225 WILSON AVE City: NEW YORK State/Province: NY Country: US Postal Code: 10045
<input checked="" type="checkbox"/> Use Validated Address?	
<span style="background-color: red; color: white; padding: 5px 10px; border-radius: 5px;">✔ Confirm</span>	

15. Select the **✔ Confirm** button to confirm the validated address.

The **Create a New Vessel Agency: Contact Information** pane displays.

## ADD CONTACT INFORMATION

### Create a New Vessel Agency: Contact Information

▼ Employee Information

*Type <input type="text" value="Primary Point of Contact"/>	Title <input type="text" value="Select an Option"/>
*First Name <input type="text"/>	Middle Name <input type="text"/>
*Last Name <input type="text"/>	

▼ Address Information

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

▼ 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://"/>

< Back ✖ Cancel Next >





16. In the **Employee Information** section:



**NOTE:** The **\*Type** field is prefilled with **Primary Point of Contact** by default and not editable.

- In the **\*First Name** field, type the *first name of the primary point of contact*.
- In the **\*Last Name** field, type the *last name of the primary point of contact*.
- If applicable, in the **Title** drop-down menu, select a title option.
- If applicable, in the **Middle Name** field, type a *middle name*.

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



**NOTE:** The **\*Address Type** field is prefilled with **Contact Relationship Address** by default and not editable.

- If applicable, in the prefilled **\*Country** field, select the drop-down menu and select an option.
- If applicable, in the **\*Street** field, type the *street address*.
- If applicable, in the **\*PO Box** field, type the *PO box number*.
- In the **\*City** field, type the *name of the city*.
- Select the **\*State** drop-down menu and select a state option.
- In the **\*Postal Code** field, type the *postal code*.
- Complete other fields, as appropriate.

18. In the **Contact Information** section, type a *value* to complete the appropriate fields for the primary point of contact.

19. Select the **Next >** button.

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

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

The **Create a New Vessel Agency: Review** pane displays.







## REVIEW ACCOUNT INFORMATION

**Create a New Vessel Agency: Review**

● — ● — ● — ● — ●

\*Select a related Top Account

Best Bonnets Top ×

▼ Vessel Agency Information

\*Vessel Agency Name: Tip Top Vessels

\*Vessel Agency Id Number Type: Employer ID Number (EIN)

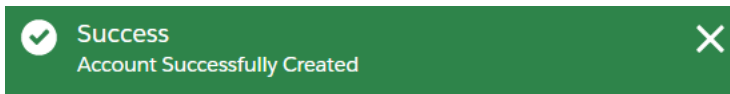
\*Vessel Agency Id Number: 12-1234567

▼ Organization Information

\*Organizational Structure: Individual

21. In the **Create a New Vessel Agency: Review** pane, review the added vessel agency account information, scrolling down to review all fields.
22. At the bottom, select the **Save** button to save the vessel agency account.

The **Account Successfully Created** message displays.



**NOTE:** Use the **< Back** button if needed to navigate to previous sections to update information. Then, select the **Next >** button to return to the **Review** pane and select the **Save** button. Select the **Cancel** button instead of the **Save** button to cancel adding the account.

The associated top account and new vessel agency account display in the left **Account Navigation** pane and the **Account Name** and account information display on the right.

**Account Navigation**

- ▼ Best Bonnets Top  
ACE ID: 0000258202
- ▼ Vessel Agency
  - Tip Top Vessels  
ACE ID: 0000262009

**Account Name**  
Tip Top Vessels

ACE ID	Vessel Agency Id ...	Status
0000262009	12-1234567	Active

**Details** | Contacts | Addresses | Change History

▼ Vessel Agency Information

Vessel Agency Name	ACE ID
Tip Top Vessels	0000262009
Vessel Agency Id Number Type	Vessel Agency Id Number
Employer ID Number (EIN)	12-1234567

> Organization Information

> Other Company Names

> Account Status





## TOPIC 3: CREATE A NEW USER (LEGACY PORTAL)

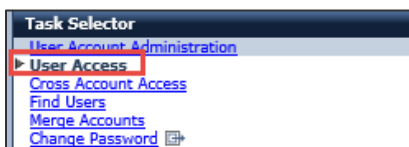
### INTRODUCTION

The process to create a new user remains in the Legacy ACE Portal. Use the User Access view to set up trade user roles. Only the Trade Account Owner (TAO) or Proxy Trade Account Owner (PTAO) can add new users to the account and assign access permissions. User roles include:

- TAO – Has Portal access and can update the Business Activity Log, Action Plan, account structure, and create account users and proxy users. The TAO can serve as a contact on the account.
- PTAO – Has Portal access and can update the Business Activity Log, Action Plan, account structure, and create account users and proxy users. The PTAO can serve as a contact on the account. The PTAO cannot create another PTAO.
- Account User - Has Portal access and has read/write access to the Business Activity Log and Action Plan. The Account User can serve as a contract on the account.
- Trade Contact – Does not have access to the Portal. The Trade contact’s information is displayed in the Portal as a reference contact for one or more parts of the Trade account.

### CREATE A NEW USER

1. In the ACE Secure Data Portal, select the **Tools** tab.
2. In the **Task Selector** panel, select **User Access**.



3. In the **User Access** panel:
  - a. In the **Add User** field, select **Create New User** from the drop-down menu.
  - b. Select the **Continue** button.
  - c. In the **\*First Name:** field, type the *new user’s first name*.

- d. In the **\*Last Name:** field, type the *new user’s last name*.
- e. In the **\*Date of Birth:** field, select a date from the **Calendar** icon.



**TIP:** You can also type a date of birth in mm/dd/yyyy format.

- f. In the **\*Country:** field, select a country from the drop-down menu.



**NOTE:** The country defaults to USA.

- g. In the **\*Street Address:** field, type the *new user’s address*.

**User Access**

\*Indicates field is required

Personal Information

Title: --Select--

\* First Name: Ann

Middle Name in full:

\* Last Name: Doe

\* Date of Birth: 01/01/1984 (mm/dd/yyyy)

Address

\* Country: USA

C/O: (name of person or company)

\*Either a P.O. Box or Street Address is required.

\* P.O. Box:

\* Street Address: 3170 FairviewPark Dr

Additional Address Line 1:

Additional Address Line 2:

\* City: Falls Church

County:

State/Province: Virginia

Zip/Postal Code: 22042

Phone & Email

\* Telephone #: 571-468-5555 Ext:

Fax #: Ext:

\* Email: iann.doe@bgdmaritime.com

Save and Continue > Cancel





- h. In the **\*City:** field, type the *city for the address*.
- i. In the **\*Telephone #:** field, type the *new user's phone number*.
- j. In the **\*Email:** field, type the *new user's email address*.
- k. Select the **Save and Continue >** button.



**NOTE:** An **Address has been standardized** message displays.

- l. Select the **Save and Continue >** button.
- 4. In the **User Access** panel:
  - a. In the **\*User Role:** field, select a user role radio button.
  - b. In the **\*Access to Top Account:** field, select the **Yes** or **No** radio button.
  - c. Select the **Continue** button.
- 5. In the **Single Sign-on Partner Access** section:

- a. Select the **Vessel Agency** tab.
- b. Select either the **Read-Only Access for All** or the **Full Access for All** button.
- c. Select the **Save** button.

The page refreshes and the access selected displays.

The new user displays in the list.





## TOPIC 4: ADD EXISTING USERS TO AN ACCOUNT (LEGACY PORTAL)

### INTRODUCTION

In addition to creating new users, TAOs and PTAOs can add an existing user to their Portal account. This process remains in the Legacy ACE Portal. An existing user is someone who already has an ACE user ID and password. You will need the user's ID or Shared Secret to add him/her to an account.

### ADD EXISTING USERS TO AN ACCOUNT

1. In the **Tools** tab, in the **Task Selector** panel, select **User Access**.
2. In the **User Access** panel:

**User Access**

\*Indicates field is required

**Add User**

Add Existing User

**Filter Users**

\* Last Name: \*

First Name:

\* Display:  My Users  All Persons

- a. In the **Add User** field, select **Create New User** from the drop-down menu.
  - b. Select the **Continue** button.
3. In the **\*First Name:** field, type the *existing user's first name*.
    - a. In the **\*Last name:** field, type the *existing user's last name*.
    - b. In the **\*Existing User ID:** field, type the *existing user's shared secret*.
    - c. Select the **Continue** button.
  4. In the **User Access** panel:

**User Access**

\*Indicates field is required

**User Information**

\* First Name:

\* Last Name:

\* Existing User ID: x

**User Access**

\*Indicates field is required

**Account User Information**

First Name:

Last Name:

User ID:

\* User Role:  Proxy Trade Account Owner  Trade Account User

Top Account Name: TOPACT\_HELPDESK

Top Account ACE ID: 0000230111

\* Access To Top Account:  Yes  No

- a. In the **\*User Role:** field, select a user role radio button.
  - b. In the **\*Access to Top Account:** field, select the **Yes** or **No** radio button,
  - c. Select the **Continue** button.
5. In the **Single Sign-on Partner Access** section:





**User Access**

**Account User Information**  
 First Name:   
 Last Name:   
 User ID:   
 User Role: Trade Account User  
 Top Account Name: TOPACT\_HELPDESK  
 Top Account ACE ID: 0000230111  
 Access To Top Account: Yes

---

**Single Sign-on Partner Access**  
 Access To ATS ISF: No

Read-Only Access for All  Full Access for All

[Broker](#) [Carrier](#) [Cartman](#) [Consignee](#) [Exporter](#) [Facility Operator](#) [FTZ Operator](#) [Importer](#) [Lighterman](#) [Protest Filer](#) [Service Provider](#) [Surety](#) **[Vessel Agency](#)**

**Authorized Vessel Agency Number Access**

**Authorized Tab Access**  
 Showing 1 - 4 of 4

Tab Name	Access
Accounts	No Access
Change History	No Access
Create Account	No Access
Report	No Access

- Select the **Vessel Agency** tab.
- Select either the **Read-Only Access for All** or the **Full Access for All** button.
- Select the **Save** button.

The page refreshes and the access selected displays.

**Single Sign-on Partner Access**  
 Access To ATS ISF: Yes

Read-Only Access for All  Full Access for All

[Broker](#) [Carrier](#) [Cartman](#) [Consignee](#) [Exporter](#) [Facility Operator](#) [FTZ Operator](#) [Importer](#) [Lighterman](#) [Protest Filer](#) [Service Provider](#) [Surety](#) **[Vessel Agency](#)**

**Authorized IR Access**

**Authorized Filer and Port Access**

A88  
 A885401  
 L17  
 L170901  
 L170906  
 L171703  
 L172506

**Authorized Tab Access**  
 Showing 1 - 10 of 10

Tab Name	Access
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
CBP Forms	Full Access
Change History	Read Only
Declarations	Full Access
Driver Crew	Full Access
Mode Of Communication	Full Access
Report	Read Only
Statements	Full Access







## TOPIC 5: ADD/EDIT A VESSEL AGENCY ACCOUNT CONTACT (MODERNIZED PORTAL)

### INTRODUCTION

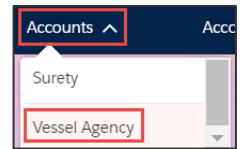
Use the Modernized ACE Portal to add a contact to the vessel agency account. You can also edit the address information of an existing contact. Fields with an asterisk are required.

### ADD A CONTACT TO THE VESSEL AGENCY ACCOUNT

1. In the **Welcome to ACE** homepage, select the **Accounts** drop-down menu and select the **Vessel Agency** option.



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



2. In the **Vessel Agency Accounts** list, in the **Vessel Agency Name** column, select a vessel agency name hyperlink.

	Vessel Agency Name	ACE ID	Vessel Agency ID Number	Status
1	<a href="#">Tip Top Vessels</a>	0000262009	12-1234567	Active

3. In the vessel agency pane that displays:

Account Name  
Tip Top Vessels

ACE ID: 0000262009    Vessel Agency Id Number: 12-1234567    Status: Active

Details   **Contacts**   Addresses

Related Contacts  
1 Records

Type	Last Name	First Name	Email	Phone
1 Primary Point of Contact	Bradshaw	Thomas		

[Add Contact](#)

- a. Select the **Contacts** tab.
  - b. Select the **Add Contact** button.
4. In the **Create a New Contact** dialog box, in the **Employee Information** section:

Create a New Contact  
Contact Info (step 1 of 1)

Employee Information

\*Type:

Title:

\*First Name:

Middle Name:

\*Last Name:

- a. In the **\*Type** drop-down menu, select the type of contact.





- 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	C/O	
Contact Relationship Address		
*Country	*Street	*PO Box
United States		
Additional Address Line 1	Additional Address Line 2	
*City	*State	
	Select an Option	
*Postal Code	County	



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

- a. If applicable, in the prefilled **\*Country** field, select the drop-down menu and select an option.
- b. If applicable, in the **\*Street** field, type the *contact's street address*.
- c. If applicable, in the **\*PO Box** field, type the *contact's PO box number*.
- d. In the **\*City** field, type the *city*.
- e. In the **\*State** drop-down menu, select the state.
- f. In the **\*Postal Code** field, type the *postal code*.
- g. Complete other fields, as appropriate.

6. In the **Contact Information** section:

▼ Contact Information

*Phone	Phone Ext
Fax	Fax Ext
Email	Website
	https://

< Back   Cancel   Save   Next >

- a. In the **\*Phone** field, type the *contact's phone number*.
- b. Complete other fields, as appropriate.



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



7. Select the **Save** button.

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

Validate Contact Relationship Address

User's Input Address !

Street: 120 Main ST  
City: Chester  
State/Province: NY  
Country: US  
Postal Code: 10918

Validated Address !

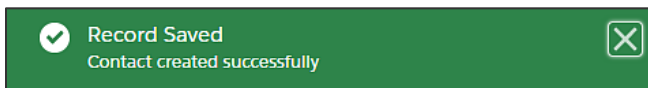
Street: 120 MAIN ST  
City: CHESTER  
State/Province: NY  
Country: US  
Postal Code: 10918-1325

Use Validated Address?

✓ Confirm

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

The **Contact created successfully** message displays.

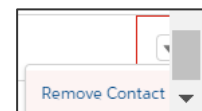


The added contact displays in the **Contacts** list.

Details <span style="color: red; font-weight: bold;">Contacts</span> <span style="margin-left: 20px;">Addresses</span> <span style="margin-left: 20px;">Change History</span>					
Related Contacts <span style="float: right; background-color: #d9534f; color: white; padding: 2px 5px; border-radius: 3px;">Add Contact</span>					
2 Records					
Type	Last Name	First Name	Email	Phone	
1 <a href="#">Primary Point of Contact</a>	Bradshaw	Thomas			▼
2 <a href="#">Alternate POC</a>	Stevenson	William			▼



**NOTE:** To remove a contact, select the down arrow to the far right and select the **Remove Contact** drop-down option.



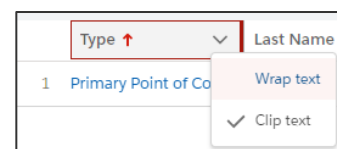
## EDIT THE ADDRESS OF A CONTACT

1. In the **Contacts** tab, in the **Type** column, select the type of contact hyperlink for the contact to edit.

Type	Last Name	First Name	Email	Phone	
1 <a href="#">Primary Point of Contact</a>	Bradshaw	Thomas			▼
2 <a href="#">Alternate POC</a>	Stevenson	William			▼



**NOTE:** Select the **Type** column heading and in the drop-down menu, select **Wrap text** to expand the type of contact name.





2. In the contact pane that displays, select the **Addresses** tab.

Full Name  
Thomas Bradshaw

Type	Primary Point of Contact	First Name	Thomas	Last Name	Bradshaw
------	--------------------------	------------	--------	-----------	----------

Details **Addresses**

▼ Contact Information

Type	Primary Point of Contact	Title	
First Name	Thomas	Middle Name	
Last Name	Bradshaw		



**NOTE:** The contact **Details** information is not editable.

3. In the **Addresses** tab, in the **Address Type** column, select the **Contact Relationship Address** hyperlink.

Details **Addresses**

Related Addresses  
1 Records

Address Type	Street	City	State	Postal Code
1 <a href="#">Contact Relationship Address</a>	100 MAIN ST	HARRISON	NY	10528

4. In the contact address pane that displays, select an **Edit** icon

▼ Address Information

Address Type  
Contact Relationship Address

Country  
United States

C/O

Street  
100 MAIN ST

PO Box

Additional Address Line 1

City  
HARRISON

State  
New York

Additional Address Line 2

County

Postal Code  
10528

▼ Contact Information

Phone

Fax

Email

Phone Ext

Fax Ext

Website

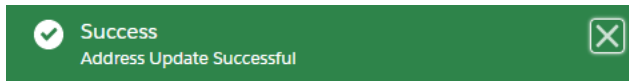




5. In the edit pane that displays:

- a. Select the appropriate field(s) to edit and type a *value* or select an option.
- b. Select the **Save** button.

The **Address Update Successful** message displays.



**NOTE:** For address edits, the **Validate Address** dialog box displays to confirm the address with the **Confirm** button.

6. In the **Account Navigation** pane on the left, select the vessel agency account name to return to the vessel agency account pane.





## TOPIC 6: ADD/EDIT A VESSEL AGENCY ADDRESS (MODERNIZED PORTAL)

### INTRODUCTION

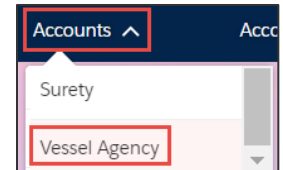
Use the Modernized ACE Portal to add an address to an account. You can also edit the address information. Fields with an asterisk are required.

### ADD AN ADDRESS

1. In the **Welcome to ACE** homepage, select the **Accounts** drop-down menu and select the **Vessel Agency** option.



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



2. In the **Vessel Agency Accounts** list, in the **Vessel Agency Name** column, select a vessel agency name hyperlink.

Home				Accounts ▾	Account Search	References
Vessel Agency Accounts Showing 1 / 1 Results						
	Vessel Agency Name ▾	ACE ID ▾	Vessel Agency ID Number ▾	Status ▾		
1	<a href="#">Tip Top Vessels</a>	0000262009	12-1234567	Active		

3. In the vessel agency pane that displays:

Account Name  
**Tip Top Vessels**

ACE ID: 0000262009    Vessel Agency Id Num...: 12-1234567    Status: Active

Details    Contacts    **Addresses**    Change History

Related Addresses  
1 Records

[Add New Address](#)

	Address Type ▾	Street ▾	City ▾	State ▾	Postal Code ▾
1	<a href="#">Street (Physical) Address</a>	1225 WILSON AVE	NEW YORK	NY	10045

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

The **Create a New Address** dialog box displays.





4. In the **Create a New Address** dialog box, in the **Address Information** section:

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

▼ Address Information

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

- a. In the **\*Address Type** drop-down menu, select an option.
- b. If applicable, in the prefilled **\*Country** field, select the drop-down menu and select an option.
- c. If applicable, in the **\*Street** field, type the *street address*.
- d. If applicable, in the **\*PO Box** field, type the *PO box number*.
- e. In the **\*City** field, type the *city*.
- f. In the **\*State** drop-down menu, select the state.
- g. In the **\*Postal Code** field, type the *postal code*.
- h. Complete other fields, as appropriate.

5. In the **Contact Information** section, type a *value* to complete the appropriate field(s).

▼ Contact Information

<p>Phone <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Email <input type="text"/></p>	<p>Phone Ext <input type="text"/></p> <p>Fax Ext <input type="text"/></p> <p>Website <input type="text" value="https://"/></p>
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**NOTE:** The **Website** field must begin with `https://`.

6. Select the **Submit** button.

The **Validate Address** dialog box displays.





Validate Address

User's Input Address ⚠

PO Box: 607  
City: new york  
State/Province: NY  
Country: US  
Postal Code: 10002

Validated Address ✔

PO Box: PO BOX 607  
City: NEW YORK  
State/Province: NY  
Country: US  
Postal Code: 10002

Use Validated Address?

✔ Confirm

7. Select the **✔ Confirm** button to confirm the validated address.  
The new address displays in the **Addresses** tab.

## EDIT AN ADDRESS

1. Locate the vessel agency account with the address to edit.
2. In the vessel agency pane, select the **Addresses** tab.

Account Name  
Tip Top Vessels

ACE ID: 0000262009    Vessel Agency Id Num...: 12-1234567    Status: Active

Details   Contacts   Addresses   Change History

Related Addresses Add New Address

1 Records

Address Type	Street	City	State	Postal Code
1	Street (Physical) Address	1225 WILSON AVE	NEW YORK	NY 10045

3. In the **Address Type** column, select the appropriate address hyperlink.



**NOTE:** In the **Address Type** column heading drop-down menu, the **Wrap text** option expands the type of address name.

Address Type ↑ Street

1 Street (Physical) Addr Wrap text

Clip text

4. In the address pane that displays, select an **Edit** icon .

▼ Address Information

Address Type	C/O
Street (Physical) Address	✎
Country	✎
United States	
Street	PO Box
1225 WILSON AVE	✎
Additional Address Line 1	Additional Address Line 2
	✎
City	County
NEW YORK	✎
State	Postal Code
New York	10045
✎	✎
▼ Contact Information	
Phone	Phone Ext
✎	✎
Fax	Fax Ext
✎	✎
Email	Website
✎	✎



5. In the edit pane that displays:

- a. In the **Address Information** section, type a *value* or select an option to edit the appropriate address field(s).
- b. In the **Contact Information** section, type a *value* or select an option to edit the appropriate contact field(s).
- c. Select the **Save** button.

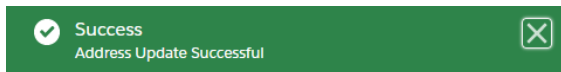
The **Validate Address** dialog box displays for updated address fields.

- d. Select the **Confirm** button.





e. The Address Update Successful message displays.



6. In the **Account Navigation** pane on the left, select the vessel agency account name to return to the vessel agency account details pane.

