

## **Broker Permit Reporting Capabilities in Modernized ACE**

Please send any questions to the Broker Management Branch email: <a href="mailto:brokermanagement@cbp.dhs.gov">brokermanagement@cbp.dhs.gov</a>

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CBP has implemented several technology enhancements in Modernized ACE, allowing customs brokers to update and submit national permit information to satisfy the broker reporting requirements outlined in the modernized customs broker regulations. Brokers who have an ACE Portal account **must submit** information in the ACE Portal. Brokers without an ACE Portal account can submit national permit information in writing to the processing Center.

## **Required Reporting in the ACE Portal**

To satisfy regulation requirements, brokers must report the following national permit information to CBP through the ACE Portal\*:



### **Contacts Tab**

 Add/edit designated recordkeeping points of contact and customs business points of contact information



### **Employee Tab**

- Edit existing employee information
  - Previous employment information and addresses are no longer required
  - Reduced required data columns from 25+ to
     12
  - SSN masking functionality is in place
- Add/edit new and terminated employee information

### **Address Tab**

• Edit broker office of record and location of customs documents address types

# Optional Reporting/Viewing in the ACE Portal

Brokers MAY submit the following national permit information in the ACE Portal\*, but it is not a regulatory requirement:



### **Licensed Brokers Tab**

- Add licensed brokers to the "Licensed Broker" tab by editing the employee record
- Add/edit national permit qualifier\*\*



### **Address Tab**

• Edit mailing address type



#### **Documents Tab**

• Users are also able to **view their supervision plans** uploaded to their national permit record

## Broker Modernization Reference Materials





Customs Broker Guidance for the Trade Community



Modernized Customs
Broker Regulations
webpage



National Permit Quick Reference Guide



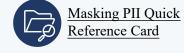
Responsible
Supervision and
Control Factsheet



Broker Reporting
Quick Reference Card



**BMO Contacts** 



- \* Brokers without an ACE Portal account must report information in writing to the appropriate processing Center
- \*\* Brokers must continue to send a notification of the change to the processing Center

