



Accessing the Application

ACE Reports Video

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INTRODUCTION

To access ACE Reports, you must have:


- An active ACE Secure Data Portal account.
- Designated user roles.
- For PGAs, a Memorandum of Understanding (MOU) that identifies privileges and roles.

ACCESS ACE REPORTS

1. In **Internet Explorer**, navigate to the ACE Secure Data Portal home page using the web address <https://ace.cbp.dhs.gov>.
2. In the **Login Information** pane:
 - a. In the **USERID:** field, type your *ACE ID* or *Hash ID*.
 - b. In the **Password:** field, type your *password*.
 - c. Select the **Login** button.



NOTE: CBP users will need to select a port then the **Submit** button after selecting the **Login** button.

3. In the toolbar at the top right, select the **Reports**  icon.
The **ACE REPORTS** home page displays.