



ACE

Access Guide

Step-by-Step Instructions to Create
and Set Up Your Account



(727) 290-6476



info@alliancechb.com



www.alliancechb.com

Confidentiality Notice: The information contained in this document is confidential, privileged, and for the information of the intended recipient. It may not be used, published, or redistributed without the prior written consent of Alliance International CHB, Inc.

Before You Begin Step 1 - Identify Your IR# Setup

To complete your ACE application, please first determine whether your company has one IR# or multiple IR#'s under the same EIN.

If you only have one IR#

For example: 01-2345678900

[Start Here →](#)

If you have multiple IR#'s

For example: 01-2345678900 and 01-23456789XX

[Start Here →](#)

If you have any questions throughout this process, please feel free to reach out to us at:



(727) 290-6476



info@alliancechb.com

For Single IR# Only - Please continue with the application below:

1 Click the link [Application for an ACE Portal Top Account with the Importer Sub-Account View](#) to open the application.

2 Enter your company name in the **Company Name** field.

Enter your IR# in the **Importer of Record Number (IR#)** field.

Enter your email address in the **Business Email Address** field.

Click **Next** to continue.

Application for an ACE Portal Top Account with the Importer Sub-Account View

Attention:
This application form enables trade parties to request the creation of an ACE Portal top account with access to a single Importer (CBP Form 5106) record sub-account view. Successful completion of this form will result in the creation of a top account, the assignment of an account owner, and the association of an entity's 5106 record to the new top account.

This application is **ONLY** for trade parties that meet the following criteria:

- Has an existing Importer (5106) record on file with CBP
- There is no existing Trade ACE Portal account access to the Importer (5106) record
- Designated Trade Account Owner (identified by the email provided in Business Email Address field) cannot already have ACE Portal access

IMPORTANT:
As part of this application, CBP will send a system-generated verification code to the primary point of contact email address on file with CBP in the Importer (5106) record. If appropriate, coordinate with a broker to confirm and/or update the point of contact email address. Prior to completing and submitting this form, CBP advises applicants to coordinate with the point of contact listed on the applicable Importer (5106) record to ensure timely access to the system-generated verification code.

Instructions:
Detailed instructions are provided in the user guide posted here: [Automated ACE Portal Account Application for Importers](#)

- Enter the required information in the fields below and click **Next**.
- CBP will send a system-generated verification code to the POC email address that is on file in the Importer (5106) record. The verification code will be valid for 10 minutes.
- Enter the system-generated code that is sent to the POC email address that is on file in the Importer (5106) record to proceed with the application request.

Quick tips for successful completion for the fields below:

- The Business Email Address provided may not be tied to an existing ACE portal account owner or user.
- The Business Email Address (to be different) from the POC email address that is on file in the Importer (5106) record.
- The Importer of Record Number (IR#) provided must match an on-file Importer (5106) record which has a valid POC email address.

*Company Name

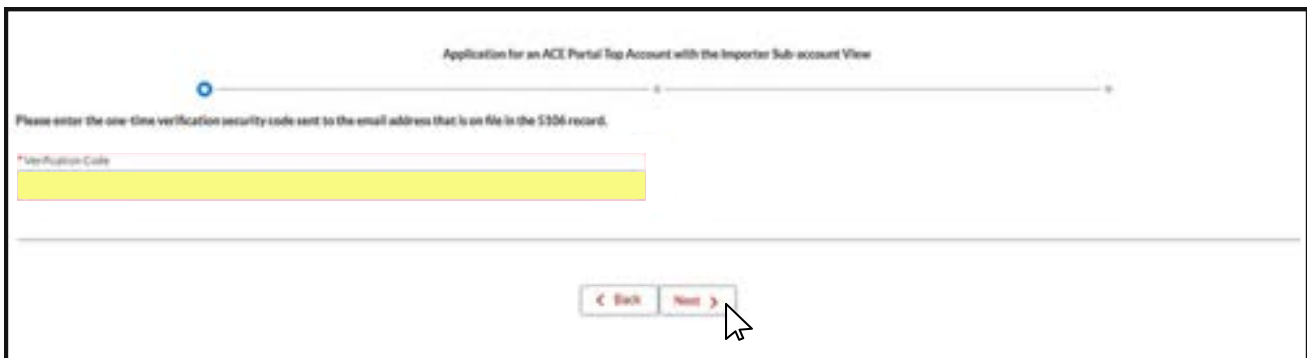
*Importer of Record Number (IR#)
NN-NNNNNNXX or NNN-NN-NNNN or YYDDPP-NNNNN

*Business Email Address (Account Owner Login Email)

Next >

- 3 After clicking **Next**, you'll be prompted to enter a **Verification Code**.

This code will be sent to the email address you provided in the previous step. If more than 10 minutes pass before entering the code, you will need to return to Step 1 and re-submit the form.

A screenshot of a web application interface for an ACE Portal Top Account. The page title is "Application for an ACE Portal Top Account with the Importer Sub-account View". A progress bar at the top shows the current step. Below the title, there is a text prompt: "Please enter the one-time verification security code sent to the email address that is on file in the \$106 record." A yellow input field labeled "Verification Code" is highlighted. At the bottom of the form, there are two buttons: "< Back" and "Next >". A mouse cursor is pointing at the "Next >" button.

- 4 After completing verification, you will be directed to the **Company and Account Owner Information** page.

Your company name, IR#, and email address will be prepopulated from Step 1 and cannot be edited.

Select your company's structure from the **Company Organizational Structure** drop-down menu.

Enter your first and last name in the **Account Owner First Name** and **Account Owner Last Name** fields.

In the **Country** drop-down menu, begin typing the country name or code, then select the appropriate option.

Enter your business address in the **Street Address, City, State,** and **ZIP Code** fields.

Enter your business phone number in the **Telephone Number** field, including dashes to separate each section (123-456-7890).

5 Proceed to the Authorization section.

Note: The **Account Owner Name** field is prefilled from the previous step, and the **Acknowledgement Date** field is automatically populated with today's date.

Select the checkbox in the top left to authorize creation of your ACE account.

6 Click **Submit** to complete the application.

By selecting this box I am verifying that I am legally authorized to bind my company to the ACE Secure Data Portal and its terms and conditions. (electronic signature)

Account Name or Account Owner POC Name: Prefilled with Account Owner Name
Acknowledgment Date: Prefilled with today's date

Privacy Act Statement
Pursuant to 5 U.S.C. 552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of information on the Automated Commercial Environment (ACE) Secure Data Portal Account Owner Designation/Authorization Form.
AUTHORITY: Collection of the information solicited on this form is authorized by the following:
29 U.S.C. §§66, 1431, 1448, 1481, 1484, 1505, 1514, 1624, and 2071; Title 19, Code of Federal Regulations, including 19 C.F.R. §§24.5, 149.3, 101.9, and 103.31(e); Executive Orders 9397 and 13659. In addition to Executive Order 9397, CBP has the authority to collect Social Security Numbers (SSN) pursuant to 21 U.S.C. §7701(c), 26 U.S.C. §6109(a), 19 C.F.R. §§24.5 and 149.3. SSN is used because some individuals who do not have an employer identification number (EIN) or a tax identification number (TIN) choose to instead submit their SSN.
PURPOSE: The primary purpose for soliciting this information is to enable importers, exporters, brokers, or carriers to access their customs data via a web-based Automated Commercial Environment (ACE) Secure Data Portal (ACE Portal). (See Terms and Conditions document, 72 FR 27632, published May 16, 2007.) The ACE Portal provides a centralized online access point to connect CBP, trade representatives, and Partner Government Agencies (PGAs) involved in importing goods into the United States. The ACE Portal helps improve compliance with trade laws by enabling account holders to identify and evaluate compliance issues, monitor daily operations, set up payment options, review filings, access a reports tool, compile data, perform national trend analysis, and be provided with insight into entries under review by CBP.
ROUTINE USES: If you choose to provide the information solicited on this form, CBP will use the information to provide you with an ACE Portal user account. The personally identifiable information (PII) that you provide will not be shared with other government agencies unless they are a Partner Government Agency (PGA), pursuant to an International Trade Data System (ITDS) Memorandum of Understanding, consistent with the receiving agency's legal authority to collect information pertaining to and/or regulate transactions in international trade. Additionally, CBP may share the information with law enforcement of other government agencies as necessary to respond to potential or actual threats of terrorism, or otherwise required by law as a "routine use" pursuant to its published Privacy Act system of records notice.
DISCLOSURE: Providing this information is not legally required to import commercial merchandise into the United States. However, by submitting your PII (including your SSN) in applying for an ACE Portal account, you are giving CBP permission to use the information for a specific, stated purpose, i.e., to obtain the benefits of creating an ACE Portal user account.

Step 1 is complete!

CBP states that processing your application can typically take up to 3-5 business days, but due to the high volume of applications, processing may take longer.

If you have any questions throughout this process, please feel free to reach out to us at:



(727) 290-6476



info@alliancechb.com

For Multiple IR#'s Only - Please continue with the application below:

1 Click the link [ACE Secure Data Portal Application Form](#) to open the application.

2 Download the application to your computer.

Once downloaded, skip the Privacy Act on page 1 as nothing needs to be filled out there.

3 On page 2, complete **Section A. Account Information**.

Section A. Account Information

Name of Company:	<input type="text"/>	Account's Fiscal Year End Date (MM/DD):	<input type="text"/>
Name of Company Officer: (include middle initial)	<input type="text"/>	Title of Company Officer:	<input type="text"/>
Company Organizational Structure:	<input type="text"/>	(Specify Other Title):	<input type="text"/>
(Other Organizational Structure):	<input type="text"/>	Officer's Date of Birth or Other Valid Date:	<input type="text"/>

4 Under **1. Importer/Broker/Filer/Surety**, complete **a. Importer**.

1. Importer/Broker/Filer/Surety:


If you are requesting to participate as a Third Party Truck Manifest Preparer, please enter your CBP-assigned manifest preparer code in the first SCAC field in part 4d (Truck Carrier). To obtain a manifest preparer code, contact ACE Support at ACE.Support@cbp.dhs.gov or 866-530-4172.

Primary or Other view - **Select only ONE Primary View**

For multiple IR#'s

a. Importer	<input checked="" type="radio"/> P <input type="radio"/> O <input type="radio"/> NA	IR#:	<input type="text"/>	<input type="text"/>	<input type="text"/>
b. Broker	<input type="radio"/> P <input type="radio"/> O <input type="radio"/> NA	Filer Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Self Filer	<input type="radio"/> P <input type="radio"/> O <input type="radio"/> NA	Filer Code:	<input type="text"/>	IR#:	<input type="text"/>
d. Surety	<input type="radio"/> P <input type="radio"/> O <input checked="" type="radio"/> NA	EIN/SSN:	<input type="text"/>	Surety Code:	<input type="text"/>
				Surety Code:	<input type="text"/>
				Surety Code:	<input type="text"/>
				Surety Code:	<input type="text"/>
		Date submitted to CBP, Revenue Division:	<input type="text"/>		

TIP: Your IR# is your EIN followed by a 2 digit suffix. Can also be found in Box 23 on your Entry Summary 7501.



18. Foreign Port of Lading	20. U.S. Port of Lading
23. Importer Number	24. Release Code
26. Importer of Record Name (Last, First, MI)	

- 5 Skip to **Section B. Account Owner Designation** and complete **Part 2. Legal Entity**.

Part 2. Legal Entity

If the Account Owner is a legal entity (that is, corporation, partnership, etc.), not an individual, as identified above, please provide the following information. If you complete this section, you must complete Part C, "Point of Contact" below.

Name (include middle initial): Application Date for an ACE Portal Account:

NOTE: An Account Owner for a U.S. based truck carrier or truck driver must supply a U.S. business address. A foreign-based truck carrier or truck driver must provide their foreign business address and is not required to provide a U.S. business address. If applying for a Broker, Importer or Filer Account, a U.S. address is required. Importers who are self filers should apply for both their importer and their filer view on one ACE application.

Account Owner's Complete Business Address:

Country: Street Address (P.O. Boxes not allowed):

City: State/Province: Zip/Postal Code: Business Telephone Number:

- 6 Complete **Section C. Point of Contact for the Account**.

Section C. Point of Contact for the Account

Point of Contact

Prefix/Title: Name (include middle initial): Business E-mail Address:

Date of Birth or Other Valid Date: NOTE: An Account Owner for a U.S. based truck carrier or truck driver must supply a U.S. business address. A foreign-based truck carrier or truck driver must provide their foreign business address and is not required to provide a U.S. business address. If applying for a Broker, Importer or Filer Account, a U.S. address is required.

Point of Contact's Complete Business Address:

Country: Street Address (PO Boxes not allowed):

City: State/Province: Zip/Postal Code: Business Telephone Number:

7 Complete Section D. Authorization and Acknowledgement.

Section D. Authorization and Acknowledgement

The account owner AND company officer must sign below to indicate authorization/approval of the information contained in this document. A false statement or claim may subject a person to prosecution under 18 U.S.C. 1001 and/or 1621 and is punishable by a fine and up to five years imprisonment. You must click on BOTH electronic signature boxes to indicate authorization/approval of the information contained in this document. To select a box, click in the box to the left of the statement. This will act as your electronic signature. A false statement or claim may subject a person to prosecution under 18 U.S.C. 1001 and/or 1621 and is punishable by a fine and up to five years imprisonment.

Name of Company Officer:

Company Officer _____ Date _____ Date _____

By selecting this box I am verifying that I am legally authorized to bind my company to the ACE Secure Data Portal and its terms and conditions. (electronic signature)

Name of Account Owner or Account Owner's Point of Contact (This must be the name of the individual or point of contact, not the company name):

Account Owner or Account Owner's Point of Contact _____ Date _____ Date _____

By selecting this box I am verifying that I am legally authorized to bind my company to the ACE Secure Data Portal and its terms and conditions. (electronic signature)

8 Once all highlighted sections are completed, click **Submit by E-Mail** at the bottom of the page.

This will open up Outlook (or your default email application), attach your completed ACE application, and set the recipient as **ace.applications@cbp.dhs.gov**.

9 Send the email to successfully submit your application.

Step 1 is complete!

CBP states that processing your application can typically take up to 3-5 business days, but due to the high volume of applications, processing may take longer.

If you have any questions throughout this process, please feel free to reach out to us at:



(727) 290-6476



info@alliancechb.com