Automated Commercial Environment ACE Secure Data Portal

April 12 Portal Navigational Changes
April 26 Changes that Accommodate the Western Hemisphere Travel Initiative (WHTI)

April 2009

U.S. Customs and Border Protection

Agenda

Accessing Create Manifest

Accessing the Transactions View

Accessing Reports

Accessing Account Information

Changes to Crew Member and Passenger Screens to Accommodate Western Hemisphere Travel Initiative (WHTI)

U.S. Customs and Border Protection

New Navigation

Don't worry, it's all still there.

We have just changed the location of the drop downs, selection lists and tabs.

In the following slides we will show you the old and the new way to navigate though the ACE Secure Data Portal

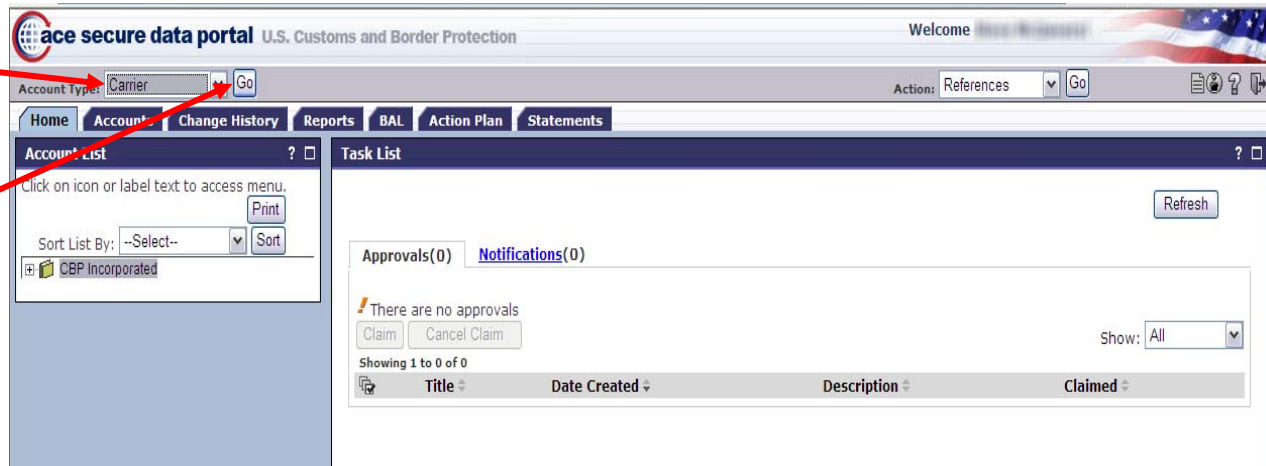Let's start with the changes in screen navigation for the purpose of creating an ACE e-Manifest

U.S. Customs and
Border Protection

Accessing Create Manifest

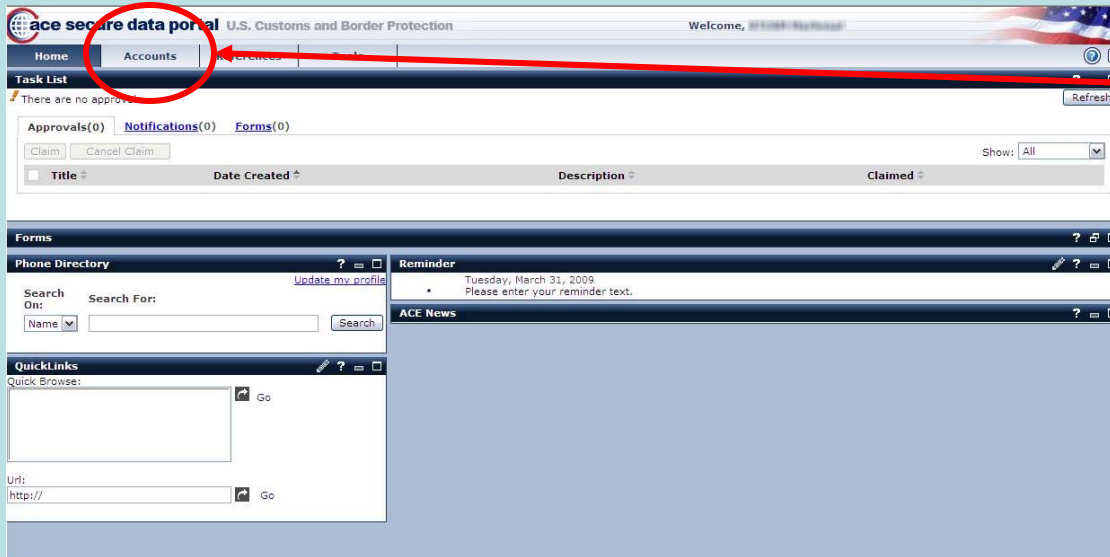U.S. Customs and
Border Protection

Pre-April 12, 2009 ACE portal screen: Access Truck Carrier View

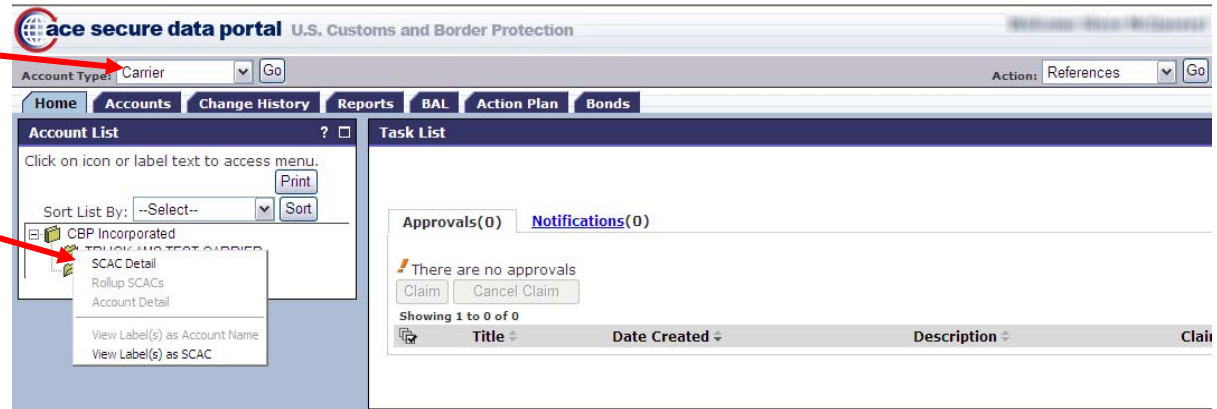Select **Carrier** from the "*Account Type*" drop down, then select **GO.**

Post-April 12, 2009 ACE portal screen: Access Truck Carrier View
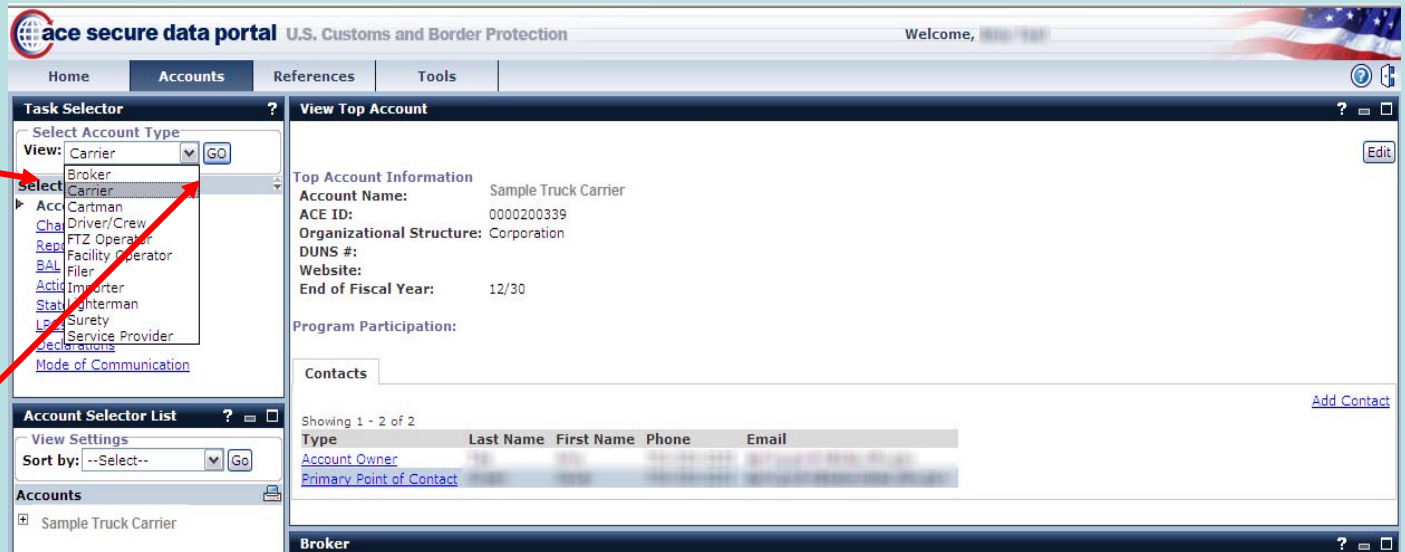

Select the **Accounts** tab.

U.S. Customs and Border Protection

Pre-April 12, 2009 ACE portal screen: Access Truck Carrier View

Select **Carrier** from the "*Account type*" drop down menu and select **SCAC Detail.**

Post-April 12, 2009 ACE portal screen: Access Truck Carrier View

In the "Task Selector" select **Carrier** from the "*View*" drop down menu, then Select **Go.**

U.S. Customs and Border Protection

Pre-April 12, 2009 ACE portal screen: Access Truck Carrier View

Select the sub-account SCAC level.

Then select **Manifest** from the "*Action*" drop down, select **GO**

Post-April 12, 2009 ACE portal screen: Access Truck Carrier View

Select sub-account level to identify the carrier for which you wish to create a manifest.

Then select **Tools.**

U.S. Customs and Border Protection

Post-April 12, 2009 ACE portal screen: Tools / User view
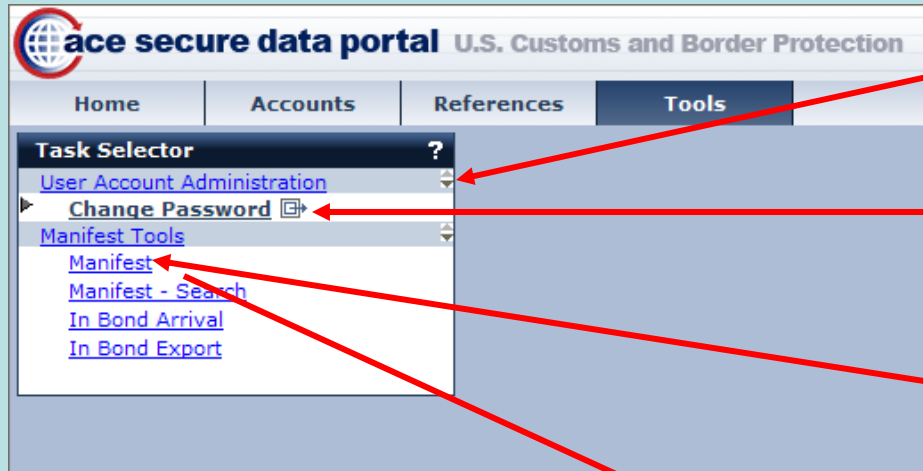
You may need to click the expand or contract icons to display details.

Notice that the Change Password selection is located under User Account Administration.

When you select Manifest you will go to the familiar Manifest Portlet.

Create Standard Manifest.

U.S. Customs and Border Protection
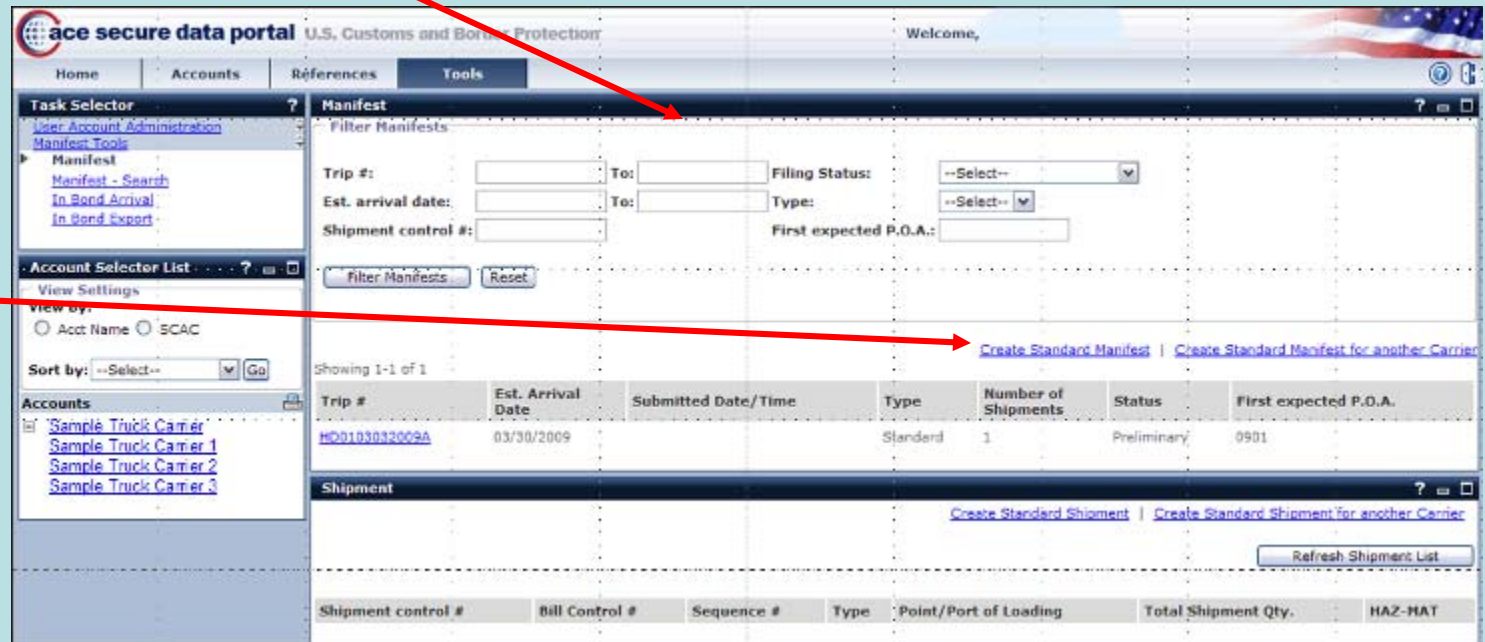
Pre-April 12, 2009 ACE portal screen: Trade Account Owner View

User Access was found under Manage Access and Merge Accounts was found in the Action drop down list.

Post-April 12, 2009 ACE portal screen: Tools / Trade Account Owner View

If you are the Trade Account Owner (TAO) you will find Cross Account Access, Find Users, Merge Accounts and Change Passwords located in the Task Selector under User Account Administration.
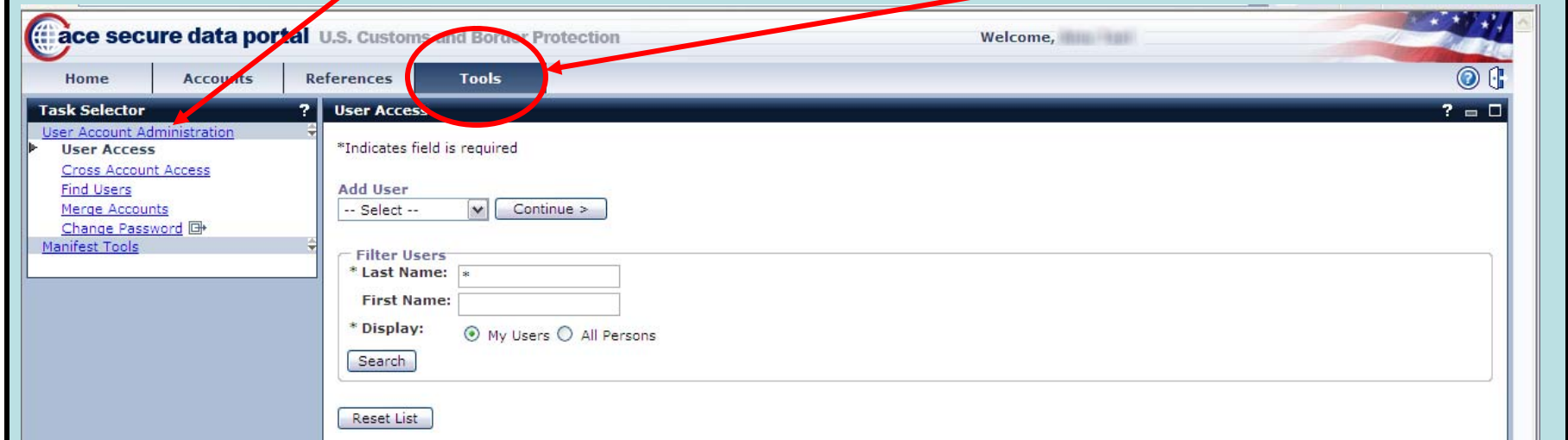
Pre-April 12, 2009 ACE portal screen: Search, In-bond Arrival, In-bond Export

Manifest, Search, In-bond Arrival and In-bond Export were accessed via Tabs.

Post-April 12, 2009 ACE portal screen: Search, In-bond Arrival, In-bond Export

The Manifest Search, In-bond Arrival and In-bond Export menu options are located in the Task Selector Portlet instead of Tabs.

U.S. Customs and Border Protection
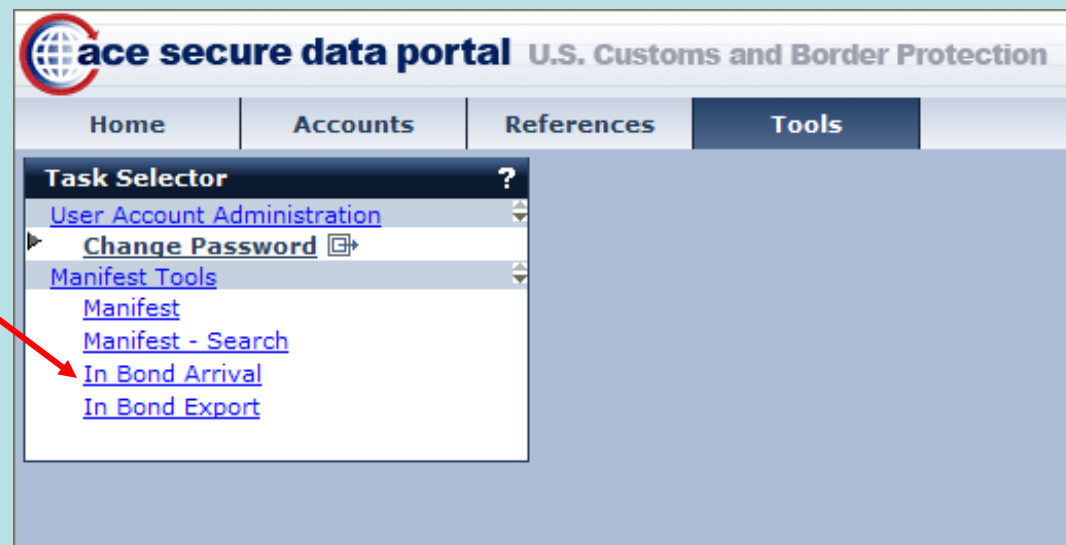
Accessing the Transactions View

Note: Only Trade Account Owners (TAOs) have
access to the Transactions Tab.

**U.S. Customs and
Border Protection**

Pre-April 12, 2009 ACE portal screen: TAO Truck Carrier View / Transactions

TAOs access the Transactions Tab by selecting Account Type "*Carrier*" then the "*Account*" tab, then the "*Transactions*" tab.

Post-April 12, 2009 ACE portal screen: TAO Truck Carrier View / Transactions

From the "*Home*" view select **Accounts**.
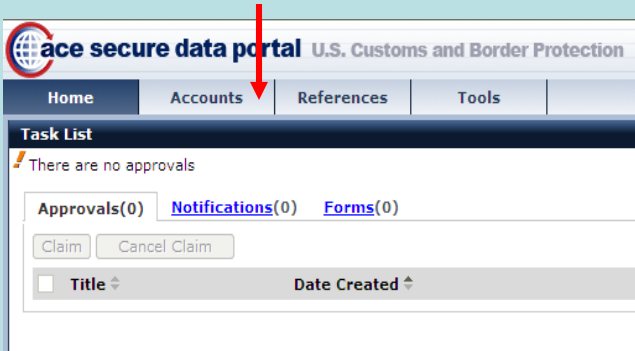
In the "*Task Selector*" view select **Carrier.**
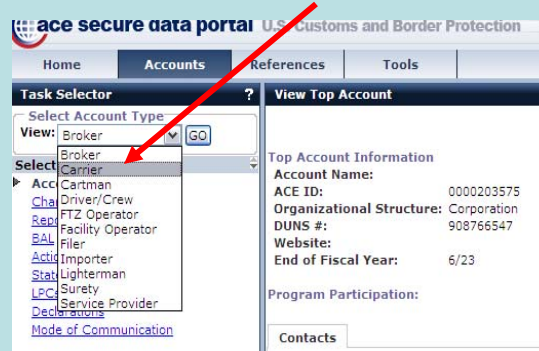
From the Carrier view select **Transactions.**

U.S. Customs and Border Protection
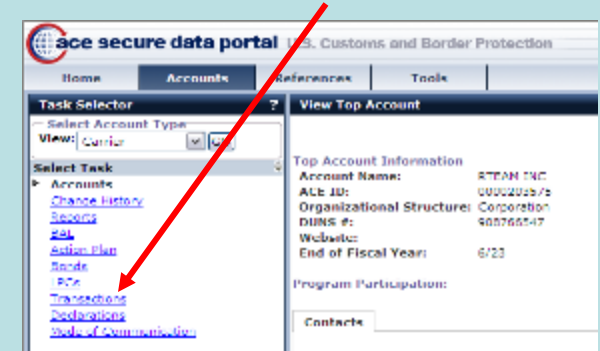
Post-April 12, 2009 ACE portal screen: TAO Truck Carrier View / Transactions

The same manifest search capability is located in the TAO's Carrier Transaction view as is available in the "*Manifest Tools*" view.

U.S. Customs and
Border Protection

Accessing Reports

U.S. Customs and
Border Protection

Pre-April 12, 2009 ACE portal screen: Access Truck Carrier View

Select **Carrier** from the "*Account Type*" drop down, then select **GO.**

Post-April 12, 2009 ACE portal screen: Access Truck Carrier View

Select the **Accounts** tab.

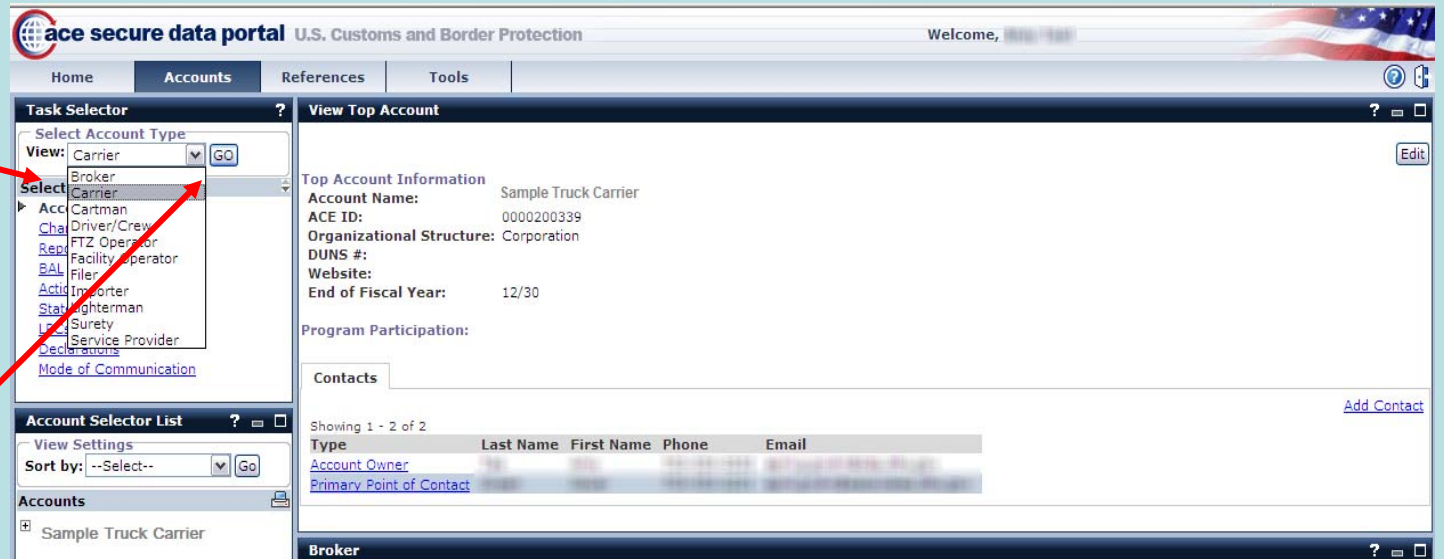U.S. Customs and Border Protection

Pre-April 12, 2009 ACE portal screen: Access Truck Carrier View

Select **Carrier** in the "*Account Type*" drop down menu and select **SCAC Detail.**
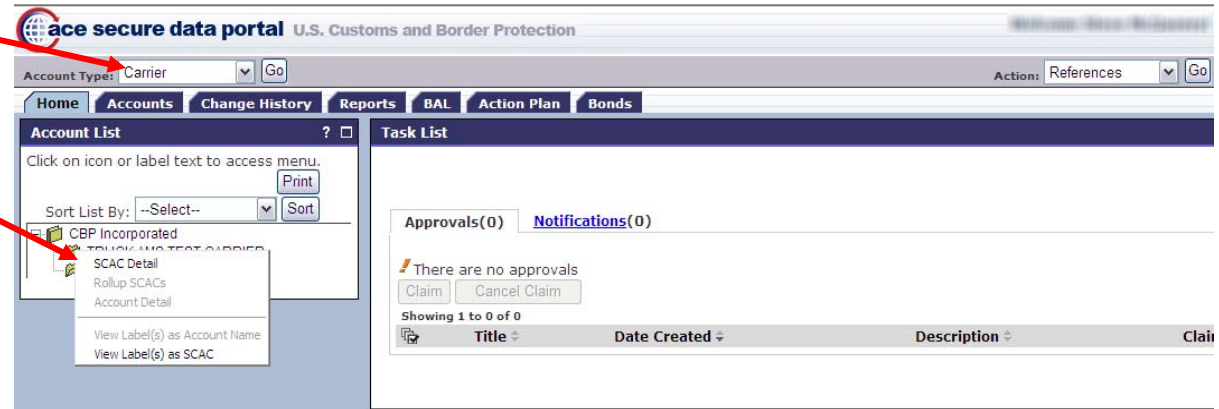
Post-April 12, 2009 ACE portal screen: Access Truck Carrier View

In the "*Task Selector*" select **Carrier** from the "*View*" drop down menu, then select **Go.**

U.S. Customs and Border Protection

Pre-April 12, 2009 ACE portal screen: Access Reports

Account type
Carrier

Reports Tab

Launch Tool
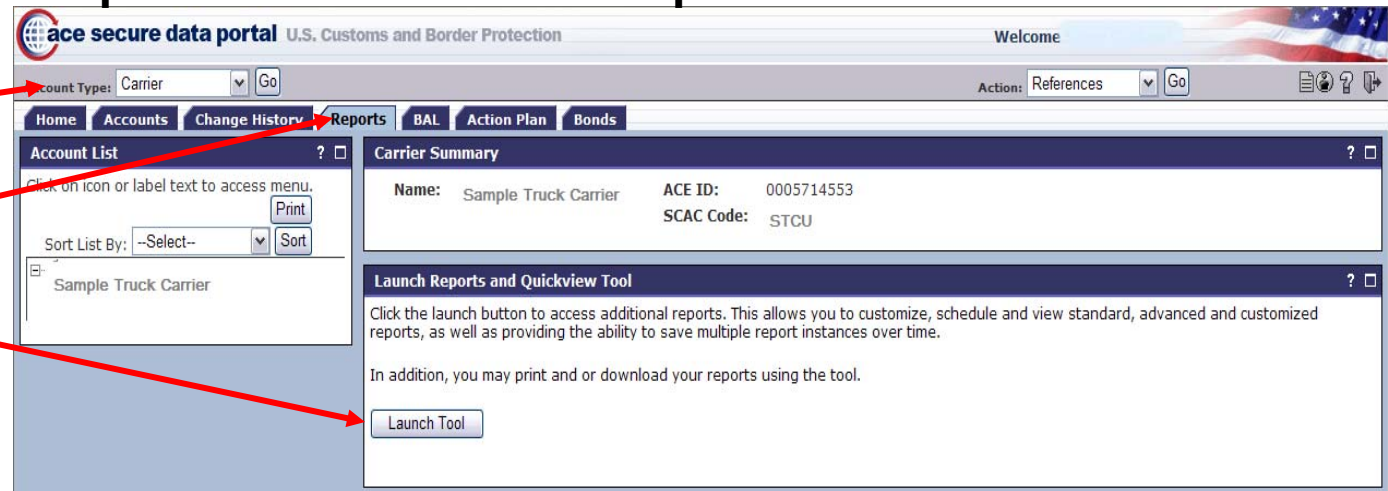
Post-April 12, 2009 ACE portal screen: Access Reports

Accounts

Carrier view

Reports

Launch Tool

After selecting "*Launch Tool*" the screens for creating reports are the same as Pre-April 12.

U.S. Customs and
Border Protection

Accessing Account Information

Adding or Editing Drivers/Crew, Conveyances,
Equipment, Shippers and Consignees
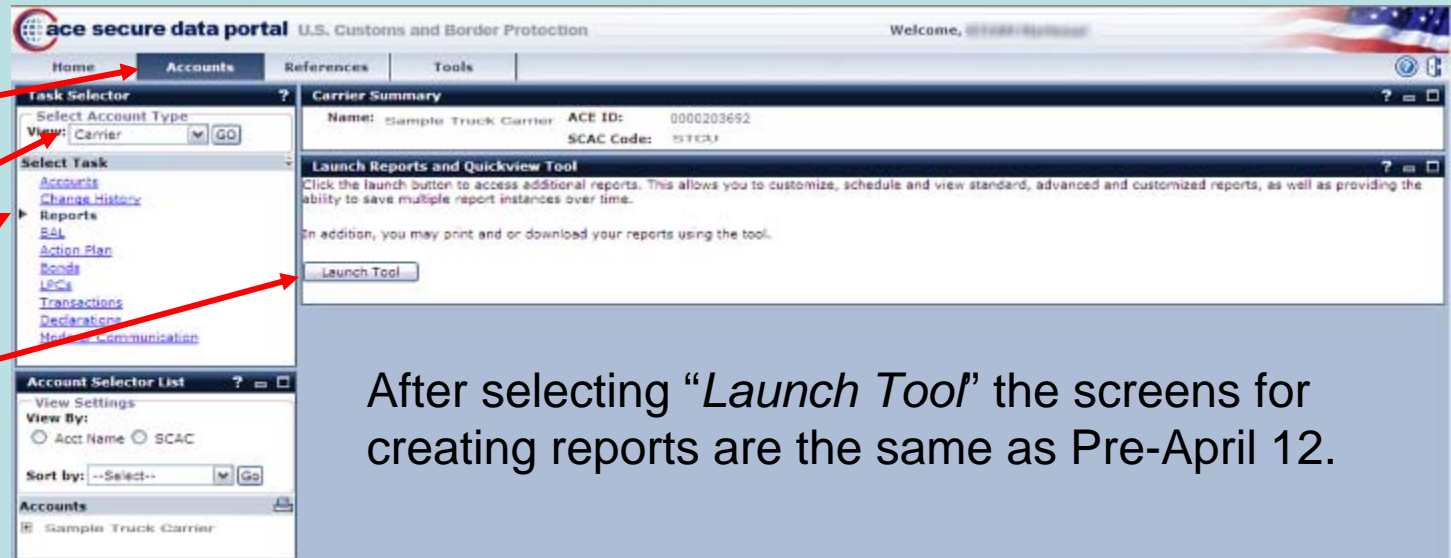
U.S. Customs and
Border Protection

Pre-April 12, 2009 ACE portal screen: Access Account Information

Account type
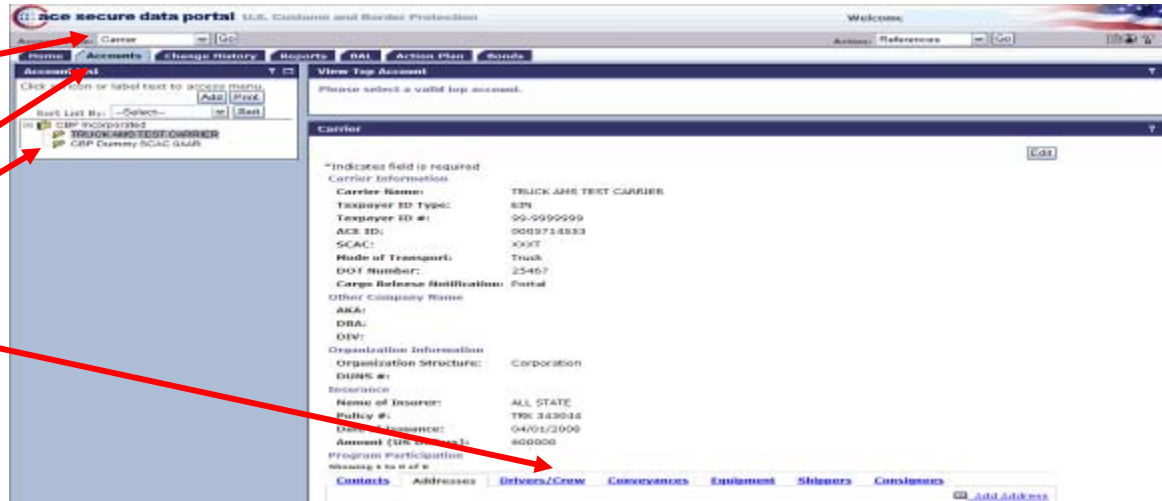Carrier

Accounts Tab

SCAC detail

Account details

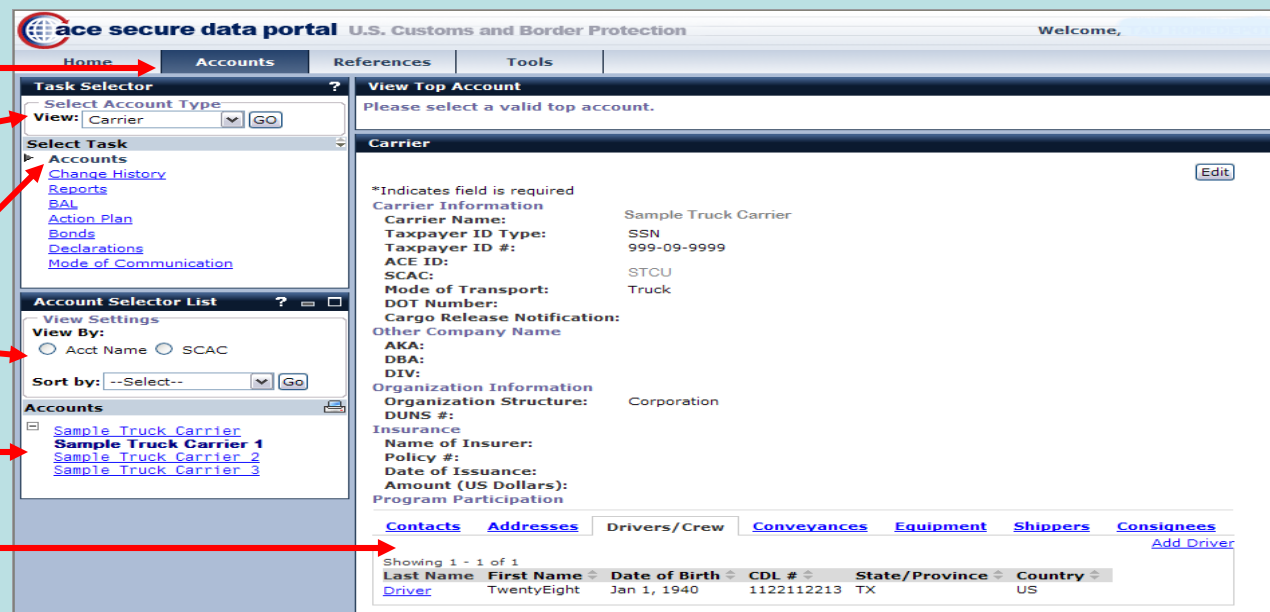# Post-April 12, 2009 ACE portal screen: Access Account Information

Accounts

Carrier View

Select Task Accounts

New features for sorting and viewing sub-accounts

Account details

April 26 Changes to Crew Member and Passenger Screens to Accommodate Western Hemisphere Travel Initiative (WHTI)

U.S. Customs and Border Protection

Western Hemisphere Travel Initiative

On June 1, the Western Hemisphere Travel Initiative (WHTI) will go into effect at land and seaports of entry, requiring travelers – including U.S. and Canadian citizens – to present an approved travel document to enter the United States.

WHTI-compliant documents are:

- U.S. or Canadian passports;
- Trusted Traveler Card (NEXUS, SENTRI, or FAST);
- U.S. Passport Card;
- State- or province-issued Enhanced Driver's Licenses (when and where available);
- Form I-872 American Indian Card, or (when available) enhanced tribal cards;
- Military identification cards presented by members of the U.S. armed forces traveling on official orders; and
- U.S. Merchant Mariner Document (for U.S. citizens, when conducting official maritime business).

WHTI-compliant document rules apply to U.S. and Canadian citizens. All other documentary requirements (visas, etc.) will still remain in place.

Find more details regarding WHTI can be found at www.getyouhome.

U.S. Customs and Border Protection

Western Hemisphere Travel Initiative

On April 26, 2009 the ACE Portal will be enhanced to accept all of the following Western Hemisphere Travel Initiative (WHTI) compliant documents:

- Enhanced Driver's License (EDL)
- SENTRI Card
- NEXUS Card
- Passport
- Visa (Non Immigrant)
- Visa (Immigrant)
- Laser Visa (BCC)
- Permanent Resident Card (C1)
- Permanent Resident Card (C2)

- U.S. Alien Registration Card (A1)
- U.S. Alien Registration Card (A2)
- U.S. Passport Card
- DHS Refugee Travel Document
- DHS Re-entry Permit
- Enhanced Tribal Card (ETC) / INAC
- U.S. Military ID Document
- U.S. Merchant Mariner ID Document

NOTE: Although FAST ID Cards are WHTI compliant documents, Portal filers are reminded that FAST drivers are not to be stored in ACE Portal driver accounts. FAST drivers are to be added to the manifest through "*Add Crew Member by ID*," selecting "Travel Document" "Fast Card" as the ID type and then entering the FAST Card number.

U.S. Customs and
Border Protection

Western Hemisphere Travel Initiative

As of April 26th manifest preparers will be sent a warning message if they have transmitted a manifest without a WHTI approved travel document or have not saved the drivers citizenship in the driver's ACE account. The messages that will be sent are…

ACE Portal – (description in parenthesis will not be displayed in the Portal)

- *"Drv Acct No Citznshp"*

  (EDI code and description = STV~SN119~Driver account information needs to be updated with country of driver's citizenship)

- *"Drv Act No WHTI doc"*

  (EDI code and description = SUV~SN120~Driver account information needs to be updated with an approved WHTI document type and number)

These messages will be sent to carriers either via EDI or the ACE Portal. ACE Portal warning messages will appear in the "*Transactions*" tab which is only visible to the TAO. TAOs are encouraged to check for customs status messages in their "*Transactions*" tab.

If the carrier files their manifests via EDI they will receive one or both of the above warning messages in either an ANSI X.12, 350 message or an EDIFACT CUSRES message. EDI details are posted on cbp.gov.

U.S. Customs and Border Protection

Post-April 26, 2009 ACE portal screen: Access Driver/Crew

Accounts, Carrier View, Accounts Task, specify SCAC Detail, add Driver

Post-April 26, 2009 ACE portal screen: Access or Create Driver/Crew

Before a driver can be added to an account, you must first search by entering the "*Last Name*," "*First Name*," and either the "*Date of Birth*" or "*Commercial / Enhanced Driver's License #.*"

Driver/Crew   ? ☐

*Indicates field is required

Search for Truck Driver / Crew Member

* **Last Name:**   Frodie

* **First Name:**   Ghilbert

* Either Date of Birth OR Driver's License # is required. Enter both to narrow search results.

Date of Birth: _____ (mm/dd/yyyy)

Commercial/Enhanced Driver's License #: _____ (Enter numbers and letters only)

☑ Your use of the FIRST NAME, LAST NAME, DATE OF BIRTH, and/or COMMERCIAL/ENHANCED DRIVER'S LICENSE NUMBER for the referenced individual constitutes your acknowledgement to CBP that you are authorized to access his/her personally identifiable information.

[Search] [Cancel]

U.S. Customs and Border Protection

Post-April 26, 2009 ACE portal screen: Create Driver/Crew

If no driver account is found, the option to "*Create a New Driver*" will be displayed.

Select **Create New Driver.**

If the Driver has an Enhanced Driver's License (EDL), select **Yes.**

An EDL satisfies both drivers license and WHTI travel document requirements.

If your driver does not have an EDL or FAST card, one additional WHTI travel document is required. Enter the Number beside the document description, select **Save.**

An EDL is a driver's license that can also be used as a cross-border travel document to enter the U.S. by land and sea. It denotes both identity and citizenship.

U.S. Customs and Border Protection

Manifest – Create   Crew Member

* Required

Personal Information
* Gender: ○ Male   ○ Female
* First name:
  Middle name:
* Last name:
  Name suffix: --Select--
* Date of birth: (mm/dd/yyyy)
* Citizenship/Nationality: --Select--

US Address for Driver
* Country: USA
* Address Line 1:
  What address to use
  Address Line 2:
  Address Line 3:
* City:
* State:
* Zip/Postal Code:

Driver Documentation
* If crew member is also the driver, the following information is required.
Commercial Driver's License #:

Is this an Enhanced Driver's License?   ○ Yes   ○ No
What is an Enhanced Drivers License?
Country: --Select--
State/Province:

* If driver has HAZ-MAT endorsement, the following information is required.
HAZ-MAT endorsement(s): --Select--   If Yes, enter endorsement(s):

Additional WHTI Documentation
* If Driver's License is not Enhanced, at least one of the following WHTI documents is required.

	Number	Country
SENTRI Card:		
NEXUS Card:		
Passport :		--Select--
Visa (Non-Immigrant):		
Visa (Immigrant):		
Laser Visa (BCC):		
Permanent Resident Card (C1):		
Permanent Resident Card (C2):		
U.S. Alien Registration Card (A1):		
U.S. Alien Registration Card (A2):		
U.S. Passport Card:		
DHS Refugee Travel Document:		
DHS Re-entry Permit:		
Enhanced Tribal Card/INAC:		
U.S. Military ID Document:		
U.S. Merchant Mariner Document:		

Optional Documentation

	Number	Country	State/Province
Citizen Card:		--Select--	
Certificate of Naturalization:			
Birth Certificate:		--Select--	
Other:		--Select--	

Continue   Cancel

Post-April 26, 2009 ACE portal screen: Editing Drivers in your Account

You may either select **Add Driver** and search for the driver you wish to edit, or select the driver from your "*Driver/Crew*" account list.

Post-April 26, 2009 ACE portal screen: Edit Driver/Crew

Driver/Crew   ? ☐

*Indicates field is required

Personal Information

* **Gender:** ⊙ Male ○ Female
Complete Name: TJ Cunningham
* **First Name:** TJ
Middle Name:
* **Last Name:** Cunningham
Name Suffix: --Select-- ▾
Other Last Name (Maternal):
Known as (Nickname):
* **Date of Birth:** 01/02/1980 (mm/dd/yyyy)
* **Citizenship/Nationality:** --Select-- ▾

Driver Documentation

* If crew member is also the driver, the following information is required.
Commercial Driver's License #: 234444325
Is this an Enhanced Driver's License? ⊙ Yes ○ No
What is an Enhanced Driver's License?
Country: USA ▾
State/Province: CA ▾

* If driver has HAZ-MAT endorsement, the following information is required.
HAZ-MAT endorsement(s): --Select-- ▾   **If Yes, enter endorsement(s):**

Additional WHTI Documentation

* If Driver's License is not Enhanced, at least one of the following WHTI documents is required.

	Number	Country
SENTRI Card:		
NEXUS Card:		
Passport :		--Select-- ▾
Visa (Non-Immigrant):		
Visa (Immigrant):		
Laser Visa (BCC):		
Permanent Resident Card (C1):		
Permanent Resident Card (C2):		
U.S. Alien Registration Card (A1):		
U.S. Alien Registration Card (A2):		
U.S. Passport Card:		
DHS Refugee Travel Document:		
DHS Re-entry Permit:		
Enhanced Tribal Card/INAC:		
U.S. Military ID Document:		
U.S. Merchant Mariner Document:		

Optional Documentation

	Number	Country	State/Province
Citizen Card:		--Select-- ▾	
Certificate of Naturalization:			
Birth Certificate:		--Select-- ▾	▾
Other:		--Select-- ▾	▾

Save   Cancel

U.S. Customs and Border Protection

Add Crew Member By ID

U.S. Customs and
Border Protection

Drivers with FAST cards must be "*Looked up*" from the "*Add Crew Member by ID*" selection.

You can also use the Add Crew Member by ID to "*Look up*" drivers by any one of the recorded travel documents or by driver's license.

Pre-April 26, 2009 ACE portal screen: Look up Crew Member by ID
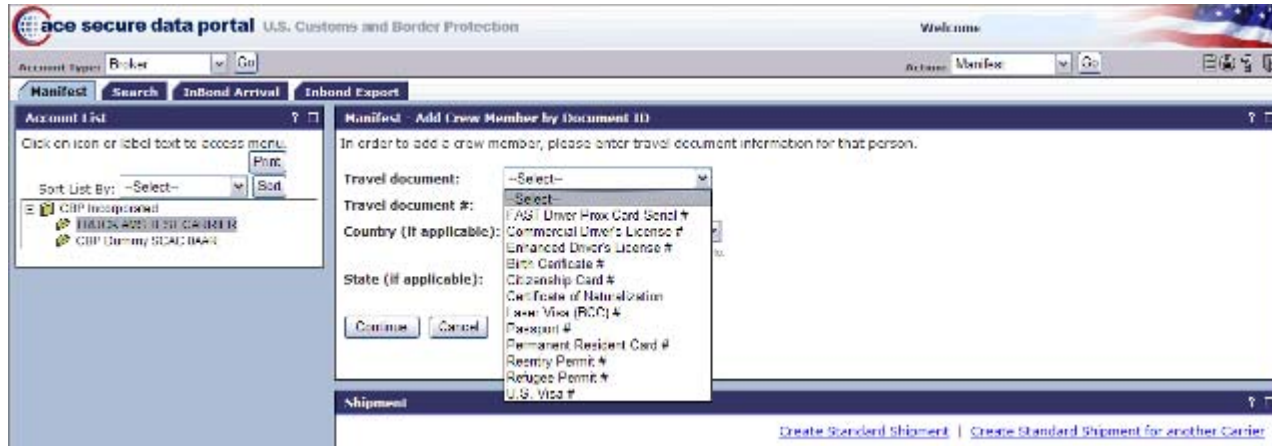
Post-April 26, 2009 ACE portal screen: Create Crew Member by ID

Create One-time Crew Member

U.S. Customs and
Border Protection
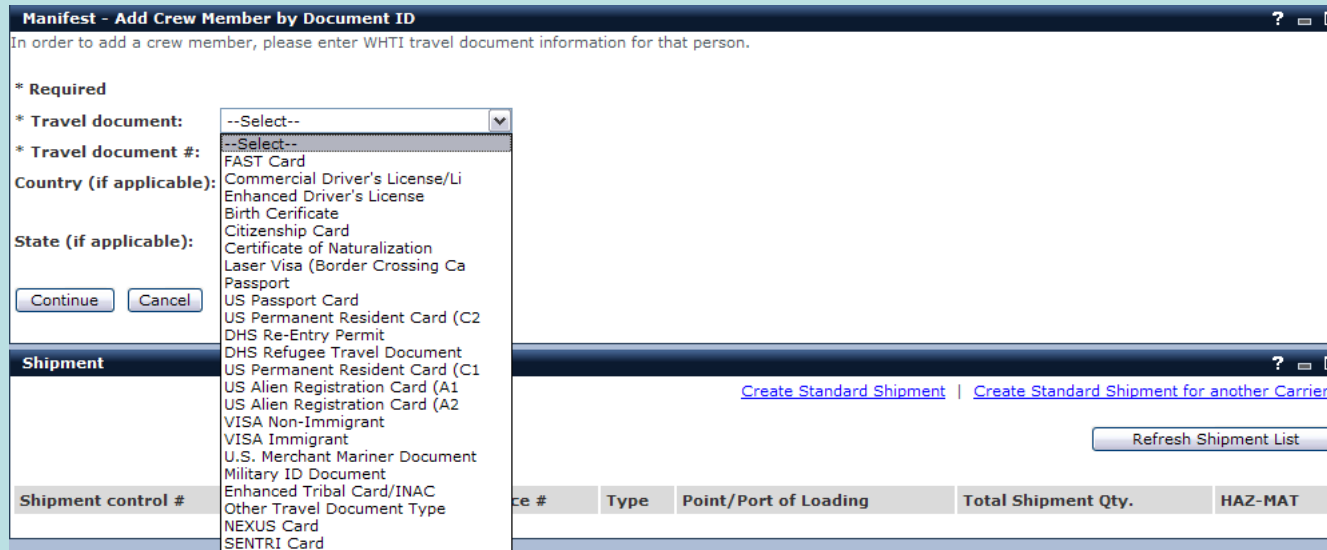
Create One-time Crew Member can be used if the driver does not exist in ACE.

New travel documents and the Enhanced Driver's License are supported as of April 26th and will be required on June 1, 2009.

Create One-time Crew Member

Complete the Mandatory (*) information:

- Personal Information

- U.S. Address where that driver will be during the course of the trip

- Drivers License information – If the Driver has an EDL, select **Yes** then **Continue**. If the Driver does not have an EDL, a minimum of one WHTI Compliant Travel Document must be entered, then select **Continue.**

U.S. Customs and Border Protection

Additional Resources
at www.CBP.gov/Modernization

Web Based Training
ACE Training and Reference Guides

User Name: user01
Password: 1Password

Cargo Systems Messaging Service (CSMS)

A free subscription based, broadcast message system for users of CBP automated commercial trade system

www.CBP.gov/Modernization
- What is ACE
- ACE Portal Application
- Reports Dictionary
- Federal Register Notices

U.S. Customs and Border Protection

For more information,
visit "ACE: Modernization Information Systems"
at www.cbp.gov/modernization
or send an e-mail to: CBP.CBPCSPO@dhs.gov