

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)



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



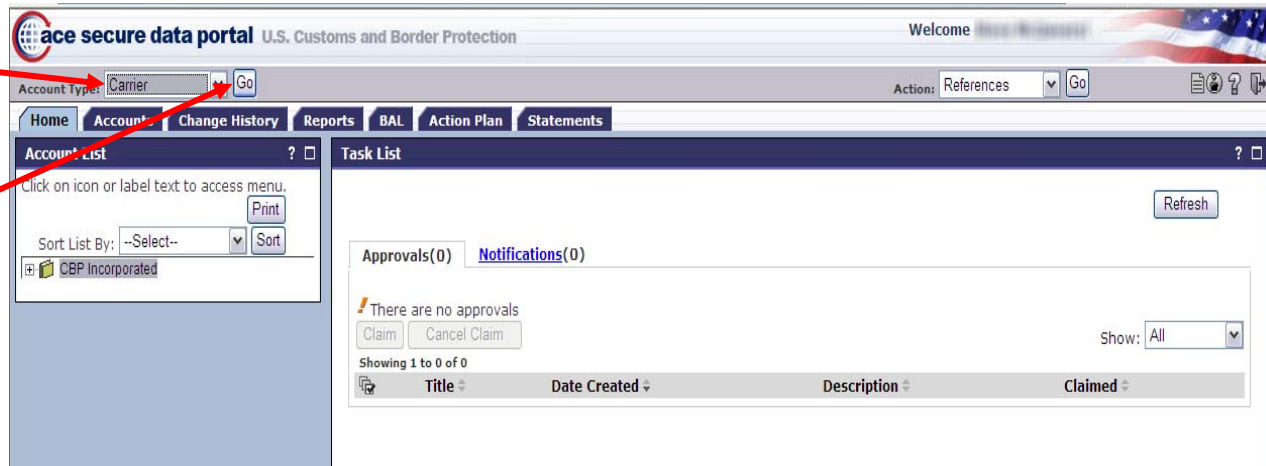
Accessing Create Manifest



U.S. Customs and
Border Protection

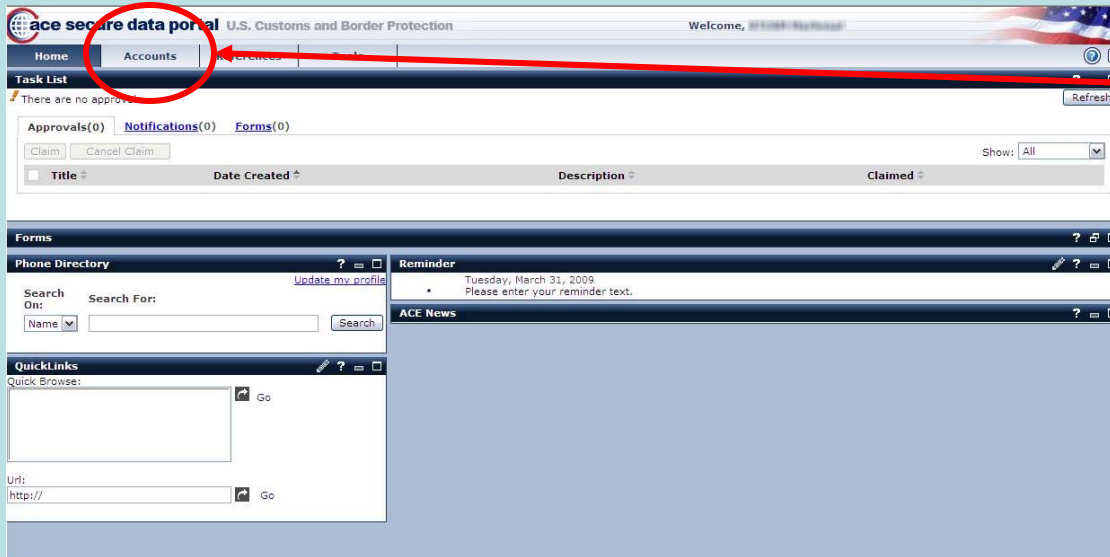
Pre-April 12, 2009 ACE portal screen: Access Truck Carrier View

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



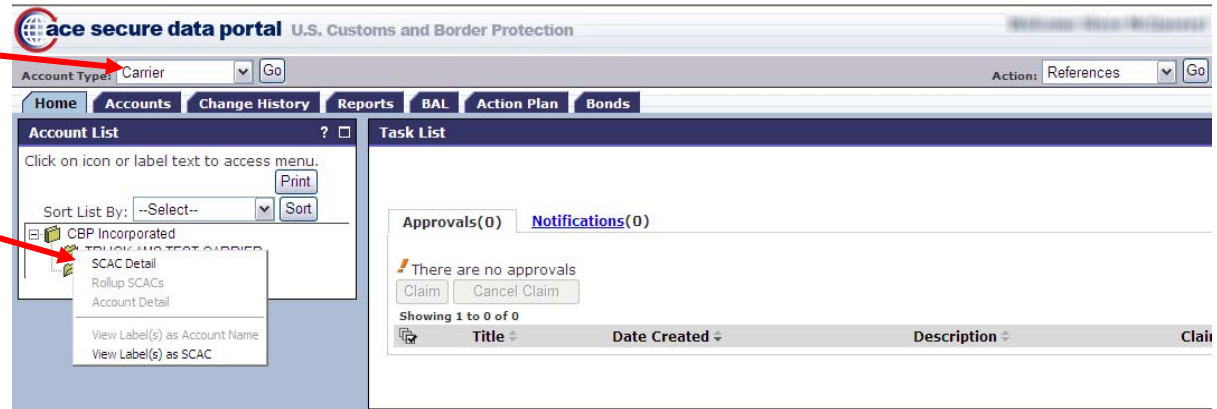
Post-April 12, 2009 ACE portal screen: Access Truck Carrier View

Select the **Accounts** tab.



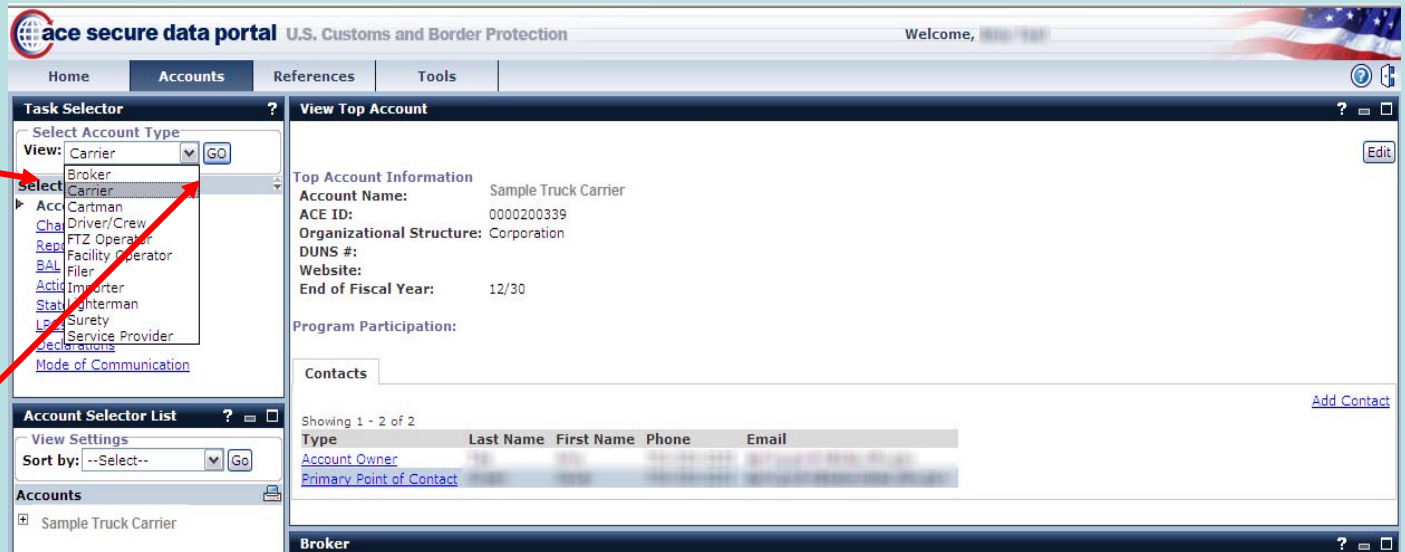
Pre-April 12, 2009 ACE portal screen: Access Truck Carrier View

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**.



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**

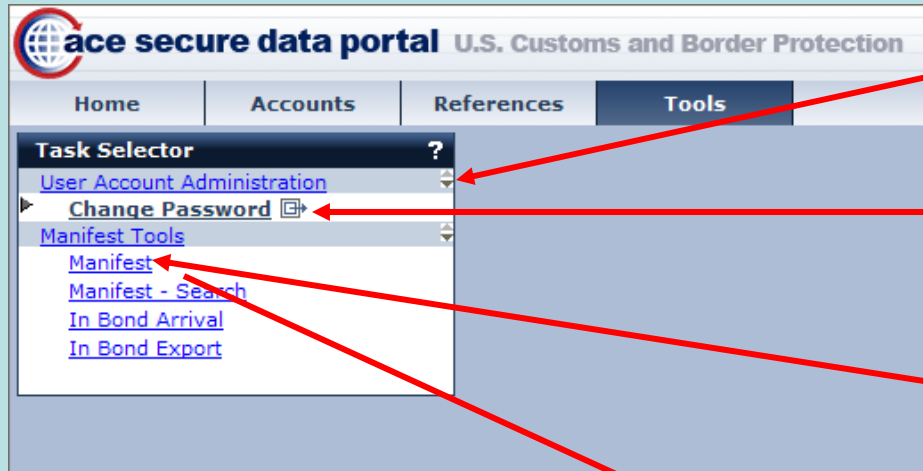
Post-April 12, 2009 ACE portal screen: Access Truck Carrier View

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

Then select **Tools**.



Post-April 12, 2009 ACE portal screen: Tools / User view

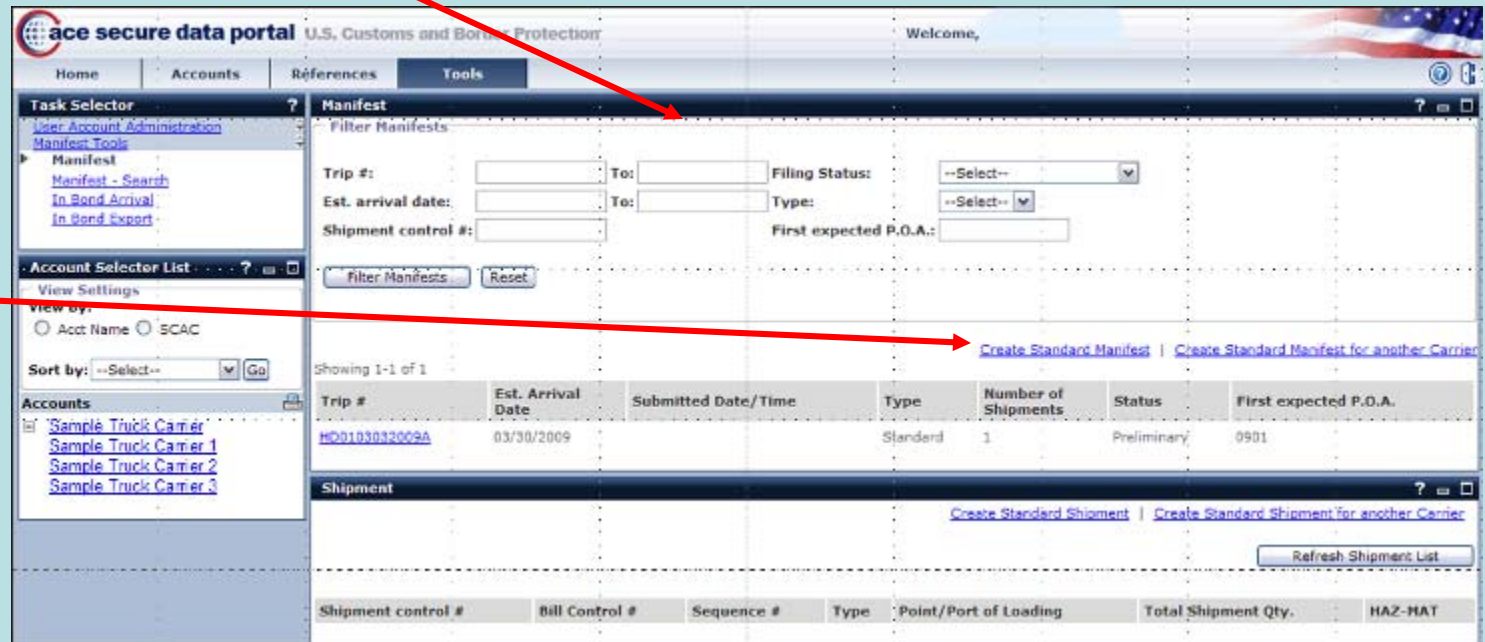


You may need to click the expand or contract icons to display details.

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.



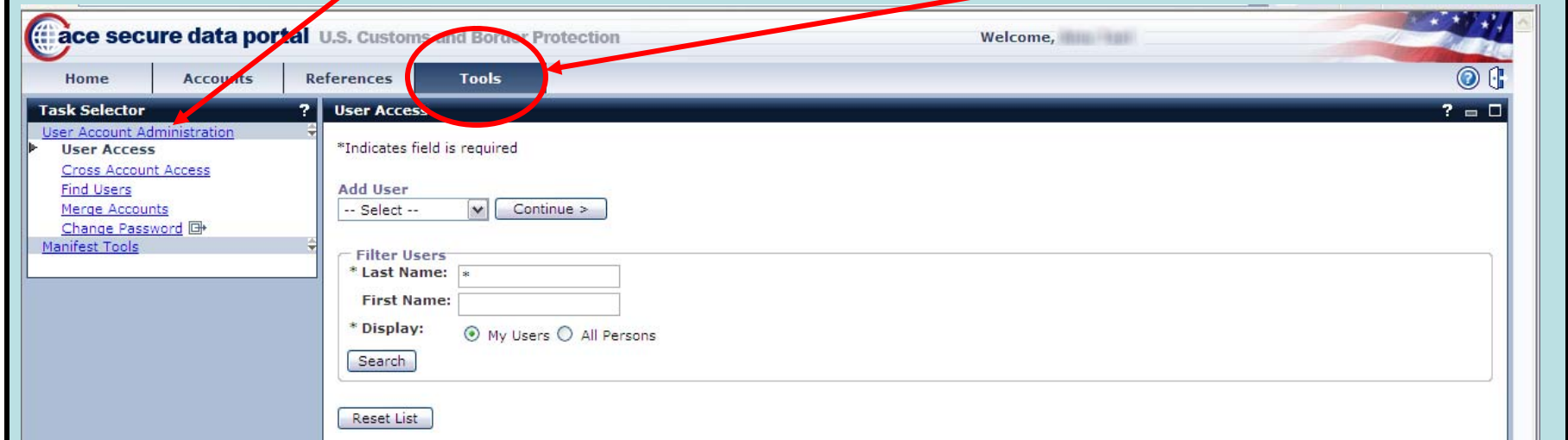
Pre-April 12, 2009 ACE portal screen: Trade Account Owner View

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.



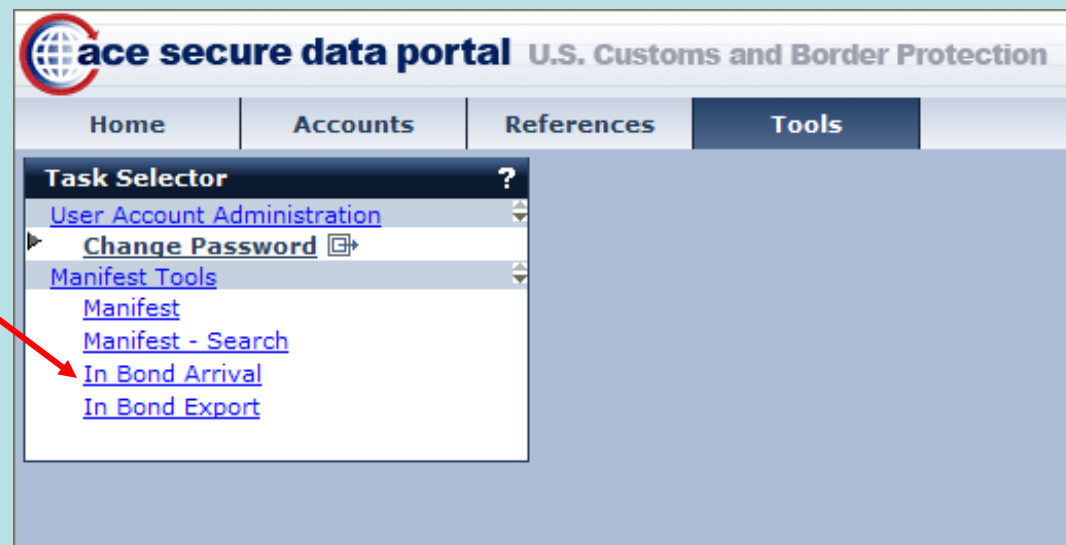
Pre-April 12, 2009 ACE portal screen: Search, In-bond Arrival, In-bond Export

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.



Accessing the Transactions View

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



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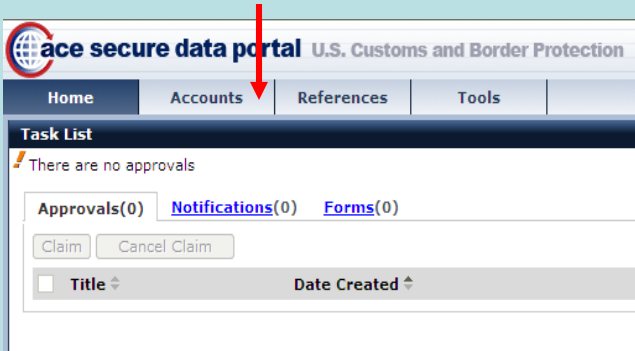
Pre-April 12, 2009 ACE portal screen: TAO Truck Carrier View / Transactions

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

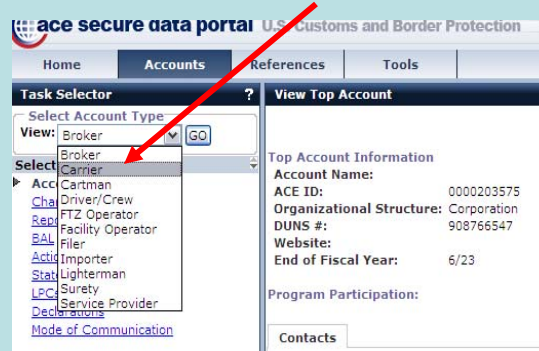
Trip #	Event	Trip Component	Component ID	Date
EXP524	BoL Late In 3 Days	Shipment	755171421	04/07/2008
EXP524	Bill of Lading Late	Shipment	755171421	04/12/2008
EXP542	Master Inbound Advise	Shipment	772760424	04/17/2008
EXP536	BoL Late In 3 Days	Shipment	772759525	04/25/2008
EXP538	BoL Late In 3 Days	Shipment	772759750	04/29/2008
EXP536	Bill of Lading Late	Shipment	772759525	04/30/2008
EXP538	Bill of Lading Late	Shipment	772759750	05/04/2008
EXP539	BoL Late In 3 Days	Shipment	772760225	05/05/2008
EXP533	Pending Eligible GD	Shipment	755172751	05/06/2008
EXP541	Pending Eligible GD	Shipment	755172944	05/06/2008

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

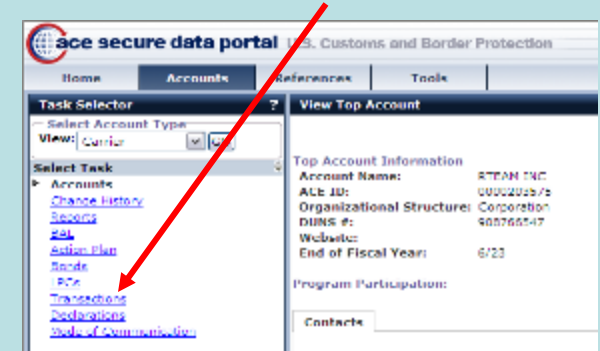
From the "Home" view select **Accounts**.



In the "Task Selector" view select **Carrier**.



From the Carrier view select **Transactions**.



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.

The screenshot displays the ACE secure data portal interface. The top navigation bar includes 'Home', 'Accounts', 'References', and 'Tools'. The 'Accounts' tab is active. The main content area is divided into several sections:

- Task Selector:** Includes a 'Select Account Type' dropdown set to 'Carrier' and a 'GO' button. Below it is a 'Select Task' list with links for Accounts, Change History, Reports, BAL, Action Plan, Bonds, LPCs, Transactions, Declarations, and Mode of Communication.
- Account Selector List:** Features 'View Settings' with radio buttons for 'Acct Name' and 'SCAC', and a 'Sort by' dropdown set to '--Select--' with a 'Go' button.
- Accounts:** A list of sample truck carriers: 'Sample Truck Carrier', 'Sample Truck Carrier 1', 'Sample Truck Carrier 2', and 'Sample Truck Carrier 3'.
- Search Manifests:** The central section, highlighted by a red arrow pointing to the 'Category' dropdown menu. The dropdown is open, showing options: '--Select--', Trip, Conveyance, Crew, Shipment, and Equipment.
- Transaction Notifications:** Includes filter fields for 'Trip #', 'Date start', 'Date end', 'Event' (set to '--Select--'), and 'Trip Component' (set to '--Select--'). There are 'Submit Filter' and 'Reset' buttons.
- Table:** Displays a list of transactions with columns: Trip #, Event, Trip Component, Component ID, and Date. The table shows 10 rows of data, with a total of 4333 records. A 'Delete Selected' button is at the bottom.

<input type="checkbox"/>	Trip #	Event	Trip Component	Component ID	Date
<input type="checkbox"/>	ZZZZ10XXLA59				03/18/2007
<input type="checkbox"/>	ZZZZ10XXLA59	Drv Act No WHTI doc	Crew		03/18/2007
<input type="checkbox"/>	ZZZZ10XXLA59	Drv Acct No Citznshp	Crew		03/18/2007
<input type="checkbox"/>	ZZZZLAA03220701	Arrive Trip	Trip	ZZZZLAA03220701	03/22/2007
<input type="checkbox"/>	ZZZZLAA03220701				03/22/2007
<input type="checkbox"/>	ZZZZLAA03220702				03/22/2007
<input type="checkbox"/>	ZZZZFMCSADRIV	Release Trip	Trip	ZZZZFMCSADRIV	03/26/2007
<input type="checkbox"/>	ZZZZFMCSADRIV	Arrive Trip	Trip	ZZZZFMCSADRIV	03/26/2007
<input type="checkbox"/>	ZZZZ8000000PG301				03/27/2007
<input type="checkbox"/>	ZZZZ8000000PG301				03/27/2007



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**.

ace secure data portal U.S. Customs and Border Protection

Welcome [User Name]

Account Type: **Carrier** Go

Home Accounts Change History Reports BAL Action Plan Statements

Account List

Click on icon or label text to access menu.

Print

Sort List By: --Select-- Sort

CBP Incorporated

Task List

Refresh

Approvals(0) Notifications(0)

There are no approvals

Claim Cancel Claim Show: All

Showing 1 to 0 of 0

Title	Date Created	Description	Claimed
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Post-April 12, 2009 ACE portal screen: Access Truck Carrier View

Select the **Accounts** tab.

ace secure data portal U.S. Customs and Border Protection

Welcome [User Name]

Home **Accounts** References

Task List

There are no approvals

Approvals(0) Notifications(0) Forms(0)

Claim Cancel Claim Show: All

Showing 1 to 0 of 0

Title	Date Created	Description	Claimed
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Forms

Phone Directory

Search On: Search For: Search

Name

QuickLinks

Quick Browse: Go

Url: http:// Go

Reminder

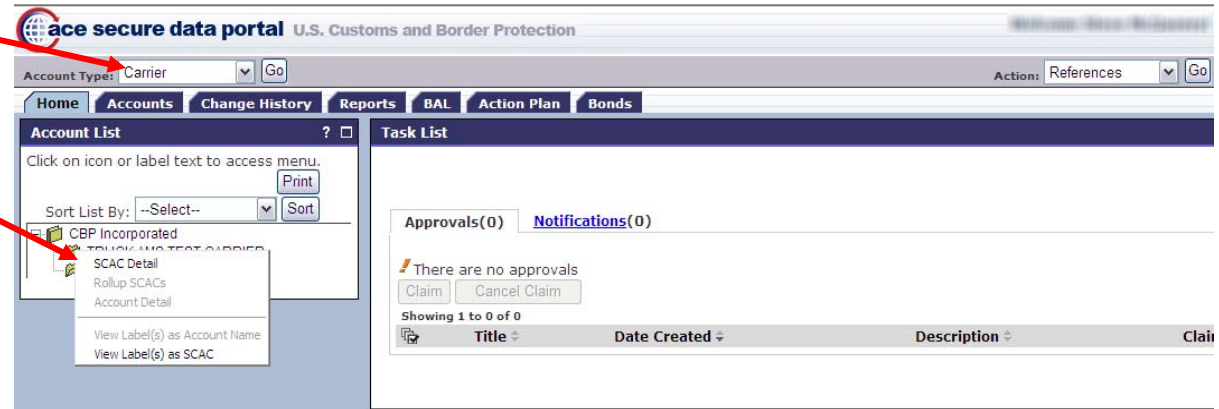
Tuesday, March 31, 2009

Please enter your reminder text.

ACE News

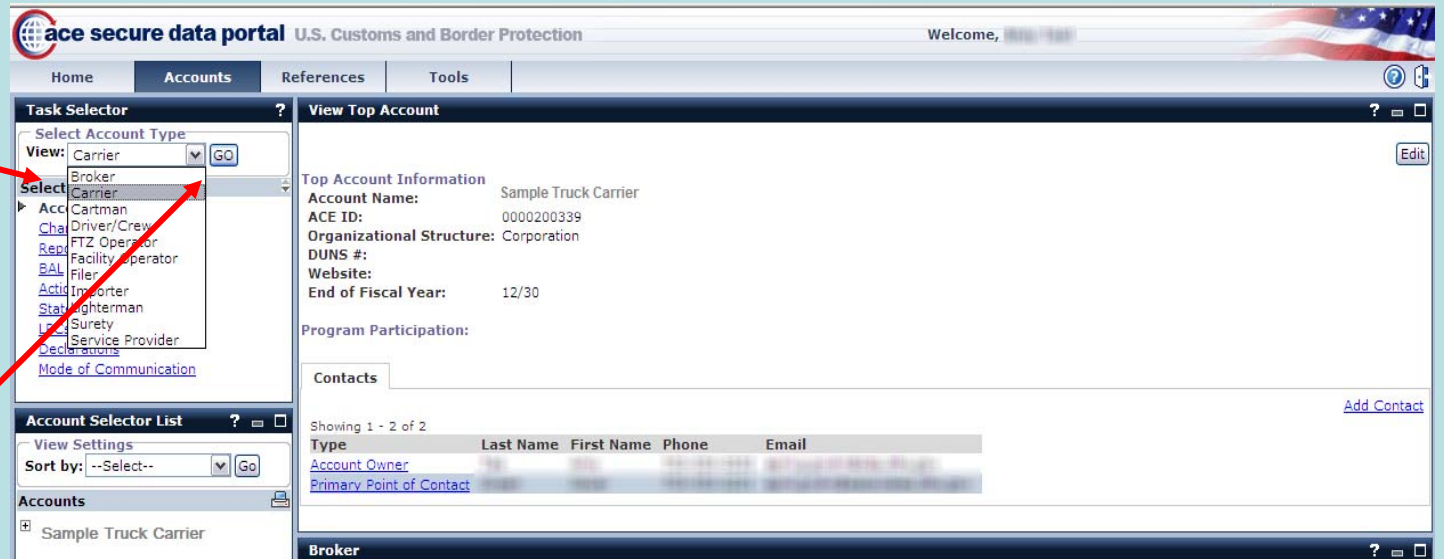
Pre-April 12, 2009 ACE portal screen: Access Truck Carrier View

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**.

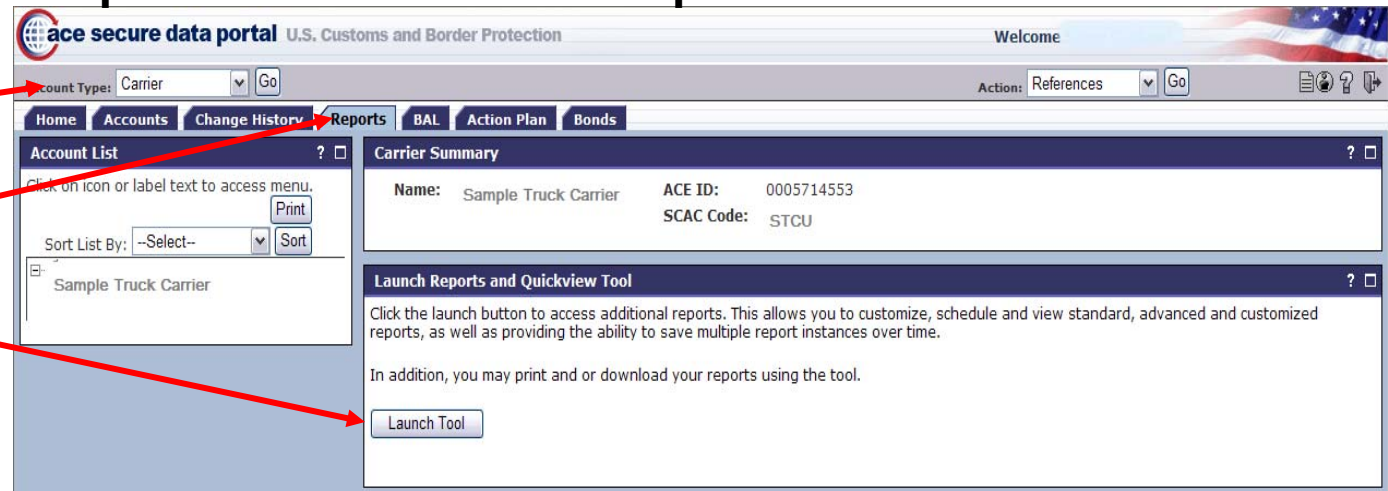


Pre-April 12, 2009 ACE portal screen: Access Reports

Account type
Carrier

Reports Tab

Launch Tool



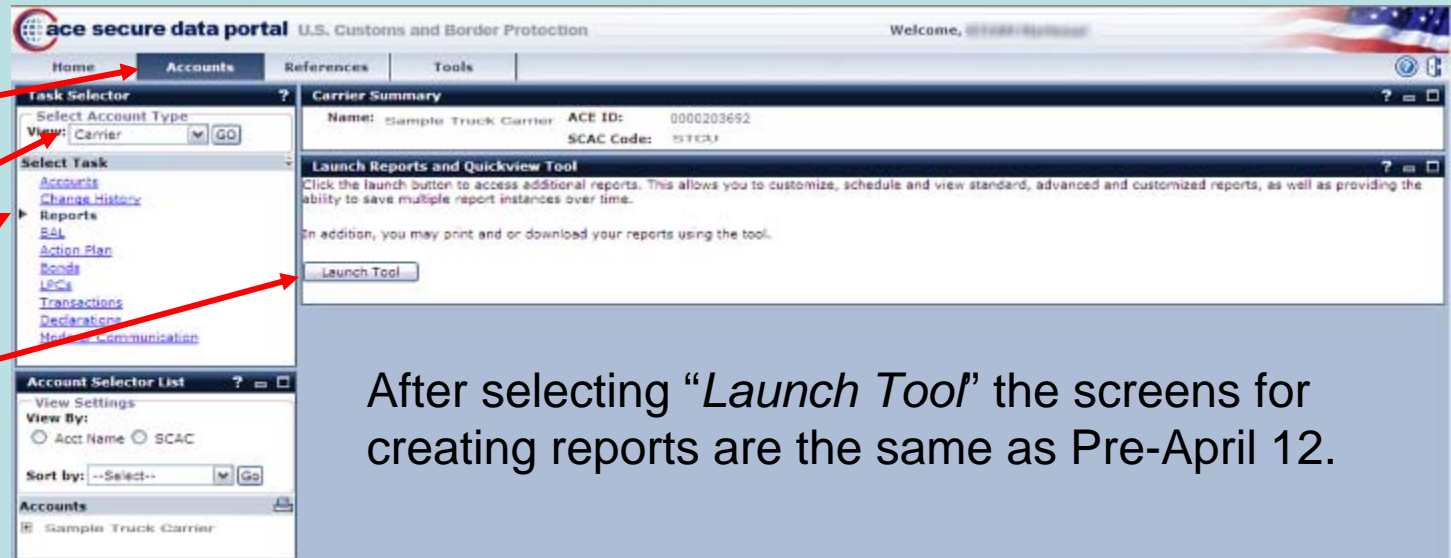
Post-April 12, 2009 ACE portal screen: Access Reports

Accounts

Carrier view

Reports

Launch Tool



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



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

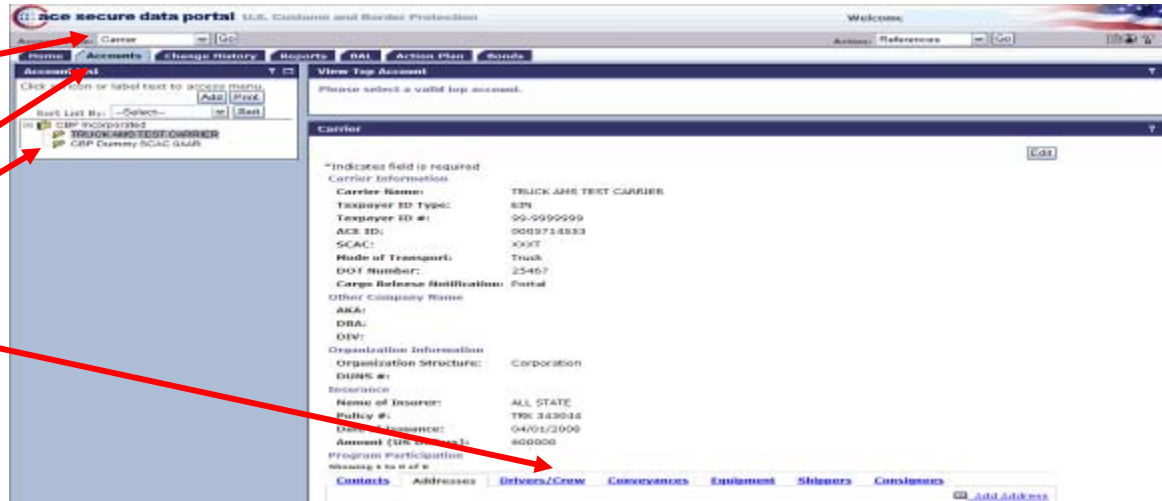
Account type

Carrier

Accounts Tab

SCAC detail

Account details



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

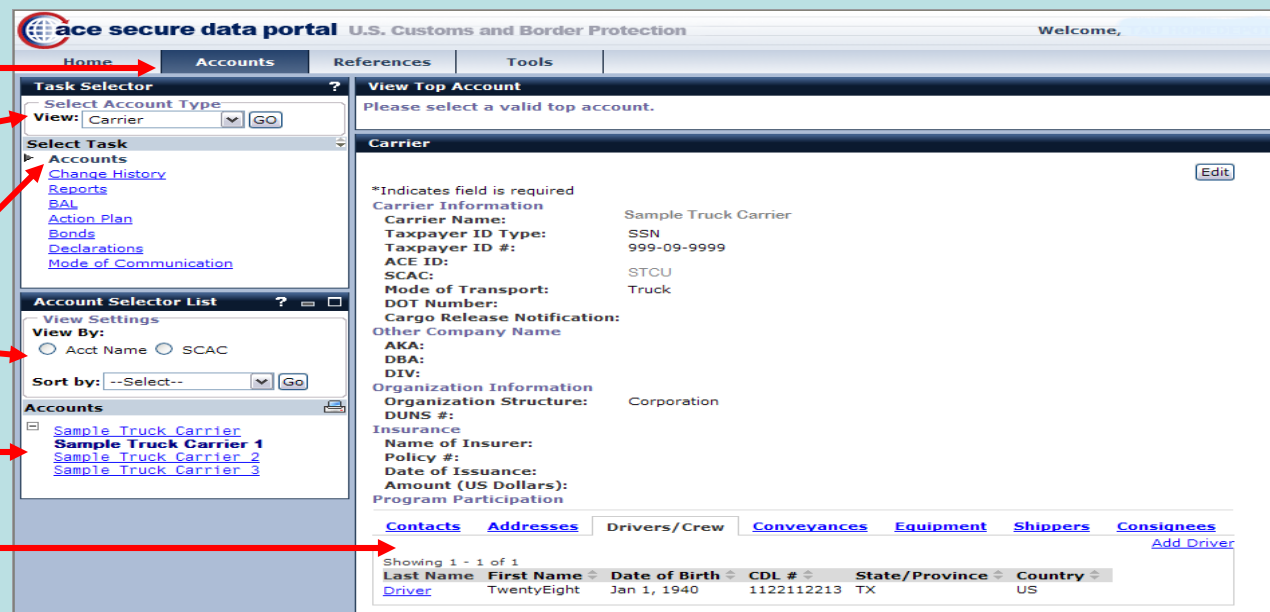
Accounts

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.



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.



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.



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

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

The screenshot displays the ACE secure data portal interface. At the top, it says "ace secure data portal U.S. Customs and Border Protection" and "Welcome, [User Name]". The navigation bar includes "Home", "Accounts", "References", and "Tools".

Task Selector: A dropdown menu is open, showing "Select Account Type" with "Carrier" selected and a "GO" button. Below it, "Select Task" is expanded to show "Accounts" with sub-links: "Change History", "Reports", "BAL", "Action Plan", "Bonds", "Declarations", and "Mode of Communication".

Account Selector List: Shows "View Settings" with "View By" set to "Acct Name" and "Sort by" set to "--Select--". Below, a list of accounts is shown, with "Sample Truck Carrier" selected and expanded to show "Sample Truck Carrier 1", "Sample Truck Carrier 2", and "Sample Truck Carrier 3".

View Top Account: A message says "Please select a valid top account." Below this, the "Carrier" information is displayed for "Sample Truck Carrier".

Carrier Information:

- *Indicates field is required
- Carrier Name: Sample Truck Carrier
- Taxpayer ID Type: SSN
- Taxpayer ID #: 999-09-9999
- ACE ID:
- SCAC: STCU
- Mode of Transport: Truck
- DOT Number:
- Cargo Release Notification:
- Other Company Name
- AKA:
- DBA:
- DIV:

Organization Information:

- Organization Structure: Corporation
- DUNS #:

Insurance:

- Name of Insurer:
- Policy #:
- Date of Issuance:
- Amount (US Dollars):

Program Participation:

Navigation tabs at the bottom include "Contacts", "Addresses", "Drivers/Crew", "Conveyances", "Equipment", "Shippers", and "Consignees". The "Drivers/Crew" tab is active, showing a table with one driver:

Last Name	First Name	Date of Birth	CDL #	State/Province	Country
Driver	TwentyEight	Jan 1, 1940	1122112213	TX	US

An "Add Driver" link is located at the bottom right of the table.



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:**

* **First Name:**

* 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.



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**.

Driver/Crew ? □

No entries found.

*Indicates field is required

Search for Truck Driver / Crew Member

* Last Name:

* First Name:

* 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.

Showing 0 to 0 of 0

Last Name ▾	First Name ▾	Date of Birth ▾	CDL # ▾
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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.

The screenshot shows a web form titled "Manifest - Create Crew Member". It is divided into several sections:

- Required**
 - Personal Information**: Gender (Male/Female), First name, Middle name, Last name, Name suffix (dropdown), Date of birth (mm/dd/yyyy), Citizenship/Nationality (dropdown).
 - US Address for Driver**: Country (USA), Address Line 1, 2, 3, City, State (dropdown), Zip/Postal Code.
 - Driver Documentation**: Commercial Driver's License #, "Is this an Enhanced Driver's License?" (Yes/No), Country, State/Province, HAZ-MAT endorsement(s) (dropdown) and "If Yes, enter endorsement(s):".
 - Additional WHTI Documentation**: A table with columns "Number" and "Country". Rows include 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/INAC, U.S. Military ID Document, and U.S. Merchant Mariner Document.
 - Optional Documentation**: A table with columns "Number", "Country", and "State/Province". Rows include Citizen Card, Certificate of Naturalization, Birth Certificate, and Other.

Red arrows point from the text on the left to the "Is this an Enhanced Driver's License?" field and the "Additional WHTI Documentation" table. A yellow box on the right contains a definition of an EDL.



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.

The screenshot displays the 'View Top Account' interface. On the left, there are navigation panels for 'Task Selector' and 'Account Selector List'. The main content area shows carrier details under the 'Carrier' tab. At the bottom, the 'Drivers/Crew' tab is active, showing a table of drivers. A red arrow highlights the 'Add Driver' link in the table, which is also circled in red.

Task Selector

Select Account Type
View: Carrier [GO]

Select Task

- Accounts
 - Change History
 - Reports
 - BAL
 - Action Plan
 - Bonds
 - LPCs
 - Transactions
 - Declarations
 - Mode of Communication

Account Selector List

View Settings
View By: Acct Name SCAC

Sort by: --Select-- [GO]

Accounts

- Sample Truck Carrier
 - Sample Truck Carrier 1
 - Sample Truck Carrier 2
 - Sample Truck Carrier 3

View Top Account

Please select a valid top account.

Carrier

[Edit]

*Indicates field is required

Carrier Information

Carrier Name: Sample Truck Carrier 1
Taxpayer ID Type: EIN
Taxpayer ID #: 56-9898765
ACE ID: -----
SCAC: STCU
Mode of Transport: Truck
DOT Number:
Cargo Release Notification:

Other Company Name

AKA:
DBA:
DIV:

Organization Information

Organization Structure: Corporation
DUNS #:

Insurance

Name of Insurer:
Policy #:
Date of Issuance:
Amount (US Dollars):
Program Participation

Contacts **Addresses** **Drivers/Crew** **Conveyances** **Equipment** **Shippers** **Consignees**

[Add Driver]

Showing 1 - 1 of 1

Last Name	First Name	Date of Birth	CDL #	State/Province	Country
Hanes	James	Jan 1, 1960	XXXXXXXXXX	WA	US



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

Driver/Crew
?

*Indicates field is required

Personal Information

* Gender: Male Female

Complete Name:

* First Name:

Middle Name:

* Last Name:

Name Suffix:

Other Last Name (Maternal):

Known as (Nickname):

* Date of Birth:

* Citizenship/Nationality:

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 Driver's License?](#)

Country:

State/Province:

* If driver has HAZ-MAT endorsement, the following information is required.

HAZ-MAT endorsement(s): 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:	<input type="text"/>	
NEXUS Card:	<input type="text"/>	
Passport :	<input type="text"/>	<input type="text" value="--Select--"/>
Visa (Non-Immigrant):	<input type="text"/>	
Visa (Immigrant):	<input type="text"/>	
Laser Visa (BCC):	<input type="text"/>	
Permanent Resident Card (C1):	<input type="text"/>	
Permanent Resident Card (C2):	<input type="text"/>	
U.S. Alien Registration Card (A1):	<input type="text"/>	
U.S. Alien Registration Card (A2):	<input type="text"/>	
U.S. Passport Card:	<input type="text"/>	
DHS Refugee Travel Document:	<input type="text"/>	
DHS Re-entry Permit:	<input type="text"/>	
Enhanced Tribal Card/INAC:	<input type="text"/>	
U.S. Military ID Document:	<input type="text"/>	
U.S. Merchant Mariner Document:	<input type="text"/>	

Optional Documentation

	Number	Country	State/Province
Citizen Card:	<input type="text"/>	<input type="text" value="--Select--"/>	
Certificate of Naturalization:	<input type="text"/>		
Birth Certificate:	<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>



Add Crew Member By ID



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.

Manifest - Create Standard Manifest

*** Required**

Trip Information
Carrier SCAC: XXXT Carrier name: TRUCK AMS TEST CARRIER ACE ID: 0005714553 Filing status: PL
Manifest preparer: XXXT

* Trip #: XXXT

* Est. date of arrival at first port in U.S.: (mm/dd/yyyy)
[Acceptable dates](#)

* Est. time of arrival at first port in U.S.: (hh:mm local military time)
[Acceptable times](#)

* First expected port of arrival: [Lookup Port Code](#)

In-transit indicator: Yes No

Conveyance [Lookup Conveyance](#) or [Create One-time Conveyance](#)

* Conveyance ID:

Seal #1: Seal #2: Seal #3: [More Seals](#)

Instruments of International Traffic:

EC - Trip consists solely of empty IIT's covered by carrier's bond.
 EI - Trip consists solely of empty IIT's covered by importer's bond.
 MC - Trip consists of merchandise and IIT's. IIT's covered by carrier's bond.
 MI - Trip consists of merchandise and IIT's. IIT's covered by importer's bond.

Crew member(s) [Add Crew Member by ID](#) or [Lookup Crew Member](#) or [Create One-time Crew Member](#)

* At least one crew member is required.

In Charge	Last Name	First Name	Middle Name	Suffix	ID	CDL #/License #	FAST ID
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Passenger(s) [Create One-time Passenger](#)

Last Name	First Name	Middle Name	Suffix
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Equipment(s) [Lookup Equipment](#) or [Create One-time Equipment](#)

[How to edit equipment seals](#)

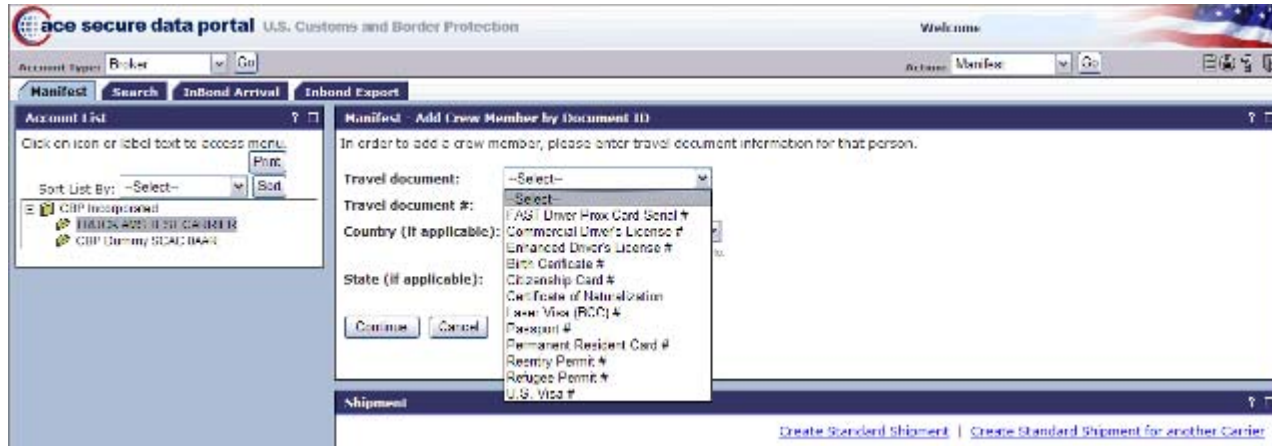
Equip #/License Plate #	Type	Seal Number(s)
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Shipment(s) [Lookup Shipment\(s\)](#) or [Create Shipment](#)

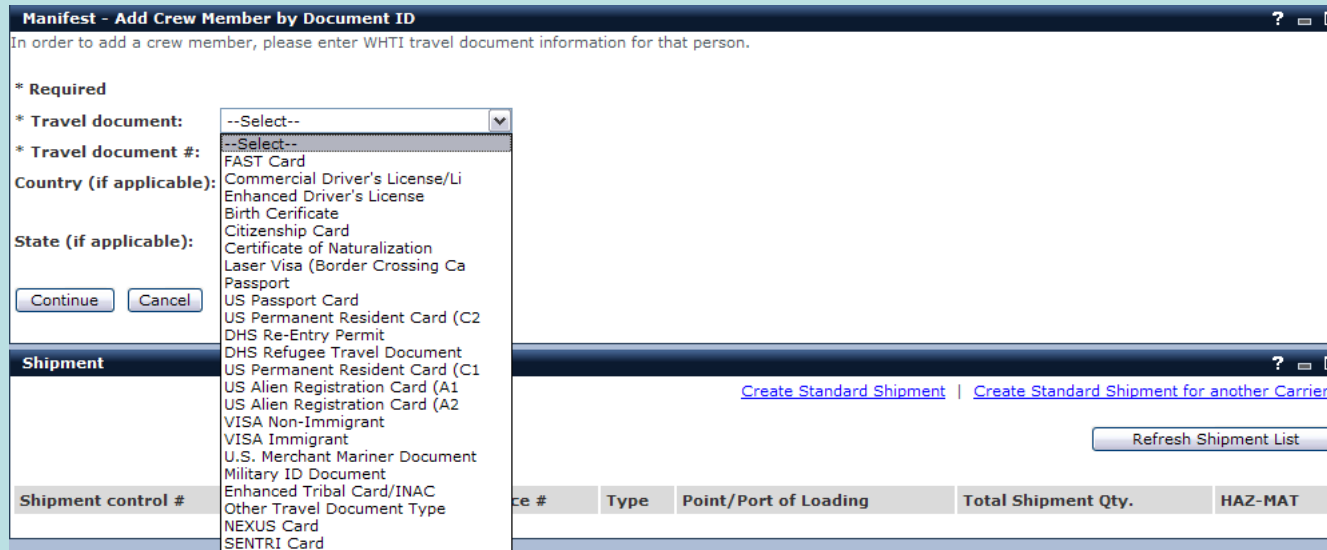
Shipment Control #	Bill Control #	Preparer	Sequence #	Total Shipment Quantity
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[Why check?](#)

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



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.

Manifest - Create Standard Manifest

*** Required**

Trip Information
Carrier SCAC: XXXT Carrier name: TRUCK AMS TEST CARRIER ACE ID: 0005714553 Filing status: PL
Manifest preparer: XXXT

* Trip #: XXXT

* Est. date of arrival at first port in U.S.: (mm/dd/yyyy)
[Acceptable dates](#)

* Est. time of arrival at first port in U.S.: (hh:mm local military time)
[Acceptable times](#)

* First expected port of arrival: [Lookup Port Code](#)

In-transit indicator: Yes No

Conveyance [Lookup Conveyance](#) or [Create One-time Conveyance](#)

* Conveyance ID:

Seal #1: Seal #2: Seal #3: [More Seals](#)

Instruments of International Traffic:

EC - Trip consists solely of empty IIT's covered by carrier's bond.
 EI - Trip consists solely of empty IIT's covered by importer's bond.
 MC - Trip consists of merchandise and IIT's. IIT's covered by carrier's bond.
 MI - Trip consists of merchandise and IIT's. IIT's covered by importer's bond.

Crew member(s) [Add Crew Member by ID](#) or [Lookup Crew Member](#) or [Create One-time Crew Member](#)

* At least one crew member is required.

In Charge	Last Name	First Name	Middle Name	Suffix	ID	CDL #/License #	FAST ID
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Passenger(s) [Create One-time Passenger](#)

Last Name	First Name	Middle Name	Suffix
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Equipment(s) [Lookup Equipment](#) or [Create One-time Equipment](#)

[How to edit equipment seals](#)

Equip #/License Plate #	Type	Seal Number(s)
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Shipment(s) [Lookup Shipment\(s\)](#) or [Create Shipment](#)

Shipment Control #	Bill Control #	Preparer	Sequence #	Total Shipment Quantity
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[Why check?](#)



U.S. Customs and Border Protection

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**.

Required

Personal Information

Gender: Male Female

First name:

Middle name:

Last name:

Name suffix:

Date of birth: (mm/dd/yyyy)

Citizenship/Nationality:

US Address for Driver

Country: USA

Address Line 1:

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

Country:

State/Province:

If driver has HAZMAT endorsement, the following information is required.

HAZMAT endorsement(s): 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.

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

Optional Documentation

Document Type	Number	Country	State/Province
Citizen Card:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Certificate of Naturalization:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Birth Certificate:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>



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.CBPCSP0@dhs.gov