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Applying For An ACE Secure Data Portal Account

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The ACE Secure Data Portal (ACE Portal) is CBP's web-based access point connecting CBP, the trade community and U.S. partner government agencies (PGA) involved in international trade. An ACE Portal account gives the trade community real-time access to certain trade transactions, account management capabilities, and trade data through ACE Reports. Learn more on the [Introduction to an ACE Secure Data Portal Account](#) webpage.

Below is information on how to apply for an ACE Portal top account as a trade community (non-government) user.

For other U.S. government personnel who need access to the ACE Portal, review [CBP's partner government agency \(PGA\) user application page](#).

Important:

- Before applying for ACE Portal access, confirm that your company does not already have a top account. The trade account owner (TAO) or proxy trade account owner (PTAO) can establish individual user profiles within the account to allow access to the ACE Portal. For assistance identifying an existing account, contact ACE.Support@cbp.dhs.gov.
- If necessary, check with your customs broker, or another applicable agent, to ensure that they have not associated your company's sub-account identifier (e.g., IR#, EIN, SCAC code) to their ACE Portal top account. Associating your company's identifier to their account will prevent you from creating your own top account.



ACE Portal Account Application Process

1

Step 1: Identify Sub-account Type(s) Determine which type of sub-account(s) your company will need based on your business activities. For more information on how to choose sub-account access, review the [Introduction to an ACE Secure Data Portal Account](#).

2

Step 2: Designate an Account Owner

Select an individual or entity to serve as the owner of the company's account. *Note: TAOs are not required to be the owner of the company.*

3

Step 3: Apply

Complete one of the following applications, based on the necessary sub-account type.

- **[Exporter Application](#)**

- Use this application to apply for a new ACE Portal top account with the Exporter sub-account (for a single sub-account identifier number)
- Guide: [Automated ACE Portal Account Application for Exporters](#)

- **[Importer Application](#)**

- Use this application to apply for an ACE Portal top account with the Importer sub-account (for a single sub-account identifier number)
- Guide: [Automated ACE Portal Account Application for Importers](#)

- ***Important:***

- *This application is ONLY for trade parties with an existing importer (Form 5106) record on file with CBP and without an existing ACE Portal top account.*
- *For parties that need to add the Importer sub-account view for multiple Importer of Record (IOR) numbers, use the automated [ACE Portal Application Form](#)*

- **[Protest Filer Application](#)**

- Use this application to apply for an ACE Portal top account with the Protest Filer



sub-account (for a single sub-account identifier number)

- Guide: [Automated ACE Portal Account Application for Protest Filers](#)
- **Updated: [Application for All Other Trade Activities](#)**
 - Use this updated application to:
 - Apply for a new ACE Portal top account with any other sub-account view
 - Apply for a new ACE Portal top account with any type of sub-account for multiple sub-account identifier numbers
 - Add one or more sub-accounts to an existing top account
 - Add one or more sub-account identifiers to an existing sub-account view

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Step 4: Log in and Manage the Account Once an account is created, the TAO will receive an email with instructions for logging in to the new account. For more information on managing the account, review CBP's [Managing an ACE Secure Data Portal Corporate Account](#) webpage.

ACE Portal Resources

- [Introduction to an ACE Secure Data Portal Account](#)
- [Applying for an ACE Secure Data Portal Account](#)
- [Managing an ACE Secure Data Portal Account](#)
- [ACE Portal Training Materials](#)
- [ACE Portal Modernization](#)



ACE Essentials



[Get Started](#)



[Apply for an ACE Portal Account](#)



[ACE Portal Login](#)



[ACE Reports](#)

How to Stay Informed



[Sign Up for CSMS](#)

How to Get Support



[ACE Support](#)



[ACE Availability Dashboard](#)



[ACE Training](#)



[ACE FAQs](#)

