



AESDirect Filing in ACE: What You Need to Know

- The ACE AESDirect Portal is now available!
- You **MUST** have an ACE Account to access the new AESDirect.
- Accounts **DID NOT** transition from aesdirect.census.gov (referred to as the legacy system).
- Key AESPcLink functionality is integrated directly into the portal application.
- Profiles and Templates must be recreated in the new system.
- SCAC/IATA look-up is not available.
- Shipments filed in the legacy application are available for retrieval in the ACE system (see our User Guide for more details).

View broadcast messages, information updates and more detailed information on our web page set up for all things AESDirect in ACE:

<http://www.census.gov/foreign-trade/aes/aesdirect/transitiontoace.html>



For Questions about ACE AESDirect,
contact the Data Collection Branch
1-800-549-0595, option 1
askaes@census.gov

**Demo presentations of ACE
AESDirect are now available
online in English and Spanish**



www.census.gov/foreign-trade/outreach/index.html

After viewing the webinar presentation on demand, review the FAQs compiled from our multiple Q&A sessions available at:

<http://www.census.gov/foreign-trade/aes/aesdirect/transitiontoace.html>

The new **ACE AESDirect Portal Filing User Guide** is available at the above link as well!

Quick Tips

- **The Transition is Now Complete!** Use our resources to get familiarized with the new system and put measures in place to avoid duplicate filing of shipments.
- Sign up for an ACE Exporter account and create user accounts for staff that will need account access.
- Watch the system demo and have staff view it as well.
- Review the user guides, FAQs and other helpful documentation to familiarize yourself with ACE and the new ACE AESDirect portal.
- If you need further assistance, be sure to contact the appropriate help desk.

Export Accounts in ACE

Table 1: How to apply for an ACE Exporter Account

ACE Account Registration



1. New Exporter accounts: www.cbp.gov/ACE.
2. Use Quick Reference Guide (QRG) to set up users.
www.cbp.gov/document/guides/ace-account-creation-exporter-accounts-qrg

Quick Tips:

- The Trade Account Owner (TAO) who registers an account should be designated by the company.
- The “shared secret value” is your user name.
- Multiple EINs can be added to an account. Register with the highest-level EIN and then add additional EINs to that account.
- Video: www.census.gov/foreign-trade/compliance/aesvetting.html

*existing Importer accounts → Add Exporter role

Step	Action
1.	To access the CBP.Gov home page: <ol style="list-style-type: none">a. Launch Internet Explorerb. Type http://www.cbp.gov/trade/automated  <p>On the main page to the right under ACE Secure Data Portal choose the Apply for an Account icon.</p> 

Obtaining ACE Export Reports Authorization

1. From your ACE account, click “Request EIN Reports Authorization”.
2. Provide the Certificate of Authority (COA) to Census.
3. Respond to Census verification questions within 30 days.

Quick Tips:

- Both steps 1 and 2 MUST precede step 3.
- Respond to all requests in a timely fashion.
- Submit request for all desired EIN access at once to streamline the process.
- Complete vetting info and a few quick how-to videos available: www.census.gov/foreign-trade/compliance/aesvetting.html

*existing Importer EINs → No further vetting required



ACE Export Reports

- The 201 “Filer” Report returns all shipments submitted by the filer for requested date range.
- The 202 “USPPI” Report returns all shipments submitted by and on behalf of USPPI for requested date range.
- The 203 “Routed” Report returns approved data elements for routed shipments for last 5 years

Highlights:

- On demand access at no charge!
- Customizable report features and scheduling options.

Contact Information

Vetting and Reports Authorization
Trade Outreach Branch
1-800-549-0595, option 5
exportreports@census.gov

ACE Accounts and Reports
CBP Account Service Desk
1-866-530-4172, option 1, then option 2
ACE.Support@cbp.dhs.gov

ACE Accounts and Export Reports Webinar is Available Online!

www.census.gov/foreign-trade/outreach/index.html