

Establishing and ACE Exporter Account

Current ACE Portal Account Users

The Trade Account Owner (TAO), the highest level of access within your company's ACE Portal account, can create the ACE Exporter Business Partner (BP) Account, including any EINs that are appropriate for exports.

- For existing (EINs), i.e., those currently matching Importer of Record (IR) numbers in the Company's Importer Account:
 1. To create the ACE Exporter Account, the TAOs must navigate to the Accounts tab, then in the Task Selector portlet select **Account Type View** drop down box and select "Exporter", click "**GO**" and then select the "Create Exporter" link from the **Select Task** list.
 2. On the right side, an **Exporter** portlet displays and users will be prompted to provide their corporate information and complete details.
 3. After saving the exporter's corporate information and refreshing the list for Accounts, the newly added EIN will display in the **Account Selector List** portlet.
 4. Select the EIN hyperlink to view the details for the Exporter Account.
 5. All EINs that have been established in the Exporter Account that match corresponding IR numbers in the Importer Account will automatically be authorized for inclusion in ACE Trade Export Reports.
- For new EINs (not matching IR numbers in the Importer Account):
 1. To create the Exporter Account, the TAOs must navigate to the Accounts tab, then in the Task Selector portlet select **Account Type View** drop down box and select "Exporter", click "**GO**" and then select the "Create Exporter" link from the **Select Task** list.
 2. On the right side, an **Exporter** portlet displays and users will be prompted to provide their corporate information and complete details.
 3. After saving the exporter's corporate information and refreshing the list for Accounts, the newly added EIN will display in the **Account Selector List** portlet.
 4. Select the EIN hyperlink to view the details for the Exporter Account.
 5. From the Exporter view, the TAO will need to select the "Request EIN Reports Authorization" button in the **Exporter** account portlet.
 - **Please note:** "Authorization for Reports" status is initially set to *Not Authorized* and will change to *Pending* upon selecting the "Request EIN Reports Authorization" button. The exporter must comply with the Census request to provide additional account information before Census will approve the exporter's EIN for inclusion in ACE Trade Export Reports.
 6. Once approved by Census, "Authorization for Reports" changes to *Authorized* for the specified EIN.
 7. Note: The *Authorization for Reports* steps must be completed for each EIN in order for the data for that EIN to appear in the ACE Trade Export Reports.
 8. To run ACE Trade Export Reports, users will select "Reports" from the Exporter view's **Task Selector** portlet, and select the "Launch Tool" button in the **Launch Reports and Quickview Tool** portlet

New ACE Portal Account Users:

1. To establish an Exporter Account in the ACE Portal, please visit CBP.gov/ACE and complete the Exporter Account web form application to establish your Exporter Account. The person identified in the ACE Account Owner section of the application form will be designated as the Trade Account Owner (TAO) for the Exporter ACE Portal account.
2. Once the Exporter ACE Portal account is established, the TAO will receive an ACE email notification with instructions on retrieving their password in order to login to the ACE Portal and access their account. The Account ID will be identified as well.
 - **Please note:** The system will subsequently prompt you for a shared secret value when obtaining your temporary password. The shared secret value is the same as your Account ID and also becomes your User ID for logging in to the ACE portal.
3. To request approval for the inclusion of the EIN in ACE Trade Export Reports, select the EIN hyperlink to view your Exporter Account details.
4. Then select the “Request EIN Reports Authorization” button in the **Exporter** account portlet.
5. “Authorization for Reports” status is initially set to *Not Authorized* and will change to *Pending* upon selecting the “Request EIN Reports Authorization” button. The exporter must comply with the Census request to provide additional account information before Census will approve the exporter’s EIN for inclusion in ACE Trade Export Reports.
6. Census’ vetting process will begin once all steps have been completed. The requests will be handled in the order in which they are received.
7. Once approved by Census, “Authorization for Reports” changes to *Authorized* for the specified EIN.
 - **Please note:** These Authorization for Reports steps must be completed for each EIN in order for the data for a given EIN to appear in the ACE Trade Export Reports.

To run ACE Trade Export Reports, users will select “Reports” from the Exporter view’s **Task Selector** portlet, and select the “Launch Tool” button in the **Launch Reports and Quickview Tool** portlet.