

Automated Commercial Environment

Instructions for Reporting Employee Information

September 2019



U.S. Customs and Border Protection



Instructions for Reporting Employee Information

If through the spreadsheet method:

Please report your current employment information within **Employment History #1**. Report the employee's start date under the **Employment Hire Date** column and the employee's end date under the **Employment End Date** column. The starting point of your actual employment history would then begin under **Employment History #2**.

It is important to note that the Delete action will no longer be allowed for the spreadsheet method.

AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	Em
Employment History #1														Em
*Employer	*Employment Hire Date	Employment End Date	P.O. Box	*Street address	Additional Address Line 1	Additional Address Line 2	*City	*State / Province	*Country	*Zip / Postal Code	Telephone (W)	Extension	Website Address	*En

If through the portal method:

Please enter the **Start Date** on the *Add screen* to indicate when an employee started. If you go back to edit an employee later, please enter the **End Date** on the *Edit screen* if the employee has ended their employment.

Add Screen

Broker

*Indicates field is required

Account Information
Organization Name: FRITZ COMPANIES, INC.

Employee Information
* Last Name:
Middle Name in full:
* First Name:
* Date of Birth: (mm/dd/yyyy)
* Birth City:
* Birth State/Province:
* Birth Country: US
* Social Security Number:

Phone & Email
Telephone (W): Ext:
Email:

Date of Employment
* Start Date: (mm/dd/yyyy)

Continue > | Cancel

Edit Screen

Broker

*Indicates field is required

Account Information
Organization Name: FRITZ COMPANIES, INC.

Employee Information
Name: testestestes test

Employer Information
* Employer Name:

Address
* Country: USA
* Either a P.O. Box or Street Address is required.
* P.O. Box:
* Street Address:
Additional Address Line 1:
Additional Address Line 2:
* City:
State/Province: --Select--
Zip/Postal Code:

Phone & Website
Telephone (W): Ext:
Website Address:

Date of Employment
* Start Date: 04/10/2019 (mm/dd/yyyy)
End Date: (mm/dd/yyyy)

Save | Cancel