PGA User Application Form for ACE Portal Access

Partner Government Agency (Department/Agency/Bureau):	Application Type (Check (x) one)		
	Create New User (must be accompanied by other required application documents)	**Update User Information**	
		User Roles: Add Change Remove Restore	
		Annual Recertification of User: Yes No	Note: If requesting an account Restore, only complete Applicant's Name, ACE User ID, and Authorization block.

Name Changes (*i.e. due to marital status*),
Removal/Deactivation Reason or Other Details:

Applicant Information

Applicant's Name (**print legibly**: *Last name, First name, Middle Initial*)		ACE User ID (if existing user):
Office/Program/Organization:	Employee type: Contractor Government	Work Telephone:
Address:		Work e-mail:
City:	State:	Zip:
Applicant Signature:	Date:	

PGA User Roles

Check appropriate box next to the roles that will need to be provisioned to this user. Please note that this form will be updated as new roles become available in ACE.

Add	Remove	Recertify	Non-Agency Specific Roles
			PGA Portal User
			Data Reviewer
			Advanced Data Reviewer
			PGA Referral Creator
			Agency Specific Roles
			Census Commodity Analyst/AES/Quota
			FTZ UI User
			FTZ_**READ ONLY**
			FTZ Board Administrator
			USCG Ship Hold Analyst **PORT CODE -**
			Manifest Analyst
			PGA AD/CVD Administrator
			PGA AD/CVD Analyst
			PGA AD/CVD Case Manager
			PGA AD/CVD Message Manager

Authorization/Recertification

Supervisor – Print Legibly *Name and Title*

Work Telephone:	**Work e-mail:**
Signature:	**Date:**

Email completed form to PGAACEACCESS@cbp.dhs.gov
OR ACE.SUPPORT@cbp.dhs.gov, if outside of regular business hours.

Form Last Updated 3/11/2021