DATA COLLECTION BRANCH (DCB)
EEI FILING AND COMPLIANCE

ACE Registration and Access ~CBP~

1. **Apply for an ACE account:**
   https://www.cbp.gov/trade/automated/getting-started/portal-applying

2. **Log into your ACE Exporter Account at:**
   https://ace.cbp.dhs.gov/

3. **For further details and step by step instructions, access the AESDirect User Guide at:** https://www.census.gov/foreign-trade/aes/aesdirect/AESDirect-User-Guide.pdf

ACE AESDirect Resources

◊ **ACE AESDirect—Resources Webpage:**
  ◊ Webinars
  ◊ Walk-through Video's
  ◊ User Guide
  ◊ FAQ's
  ◊ Technical Information
http://www.census.gov/foreign-trade/aes/aesdirect/transitiontoace.html

◊ **AES Broadcast Messages**
  ◊ Sign Up—Get Email Updates:
    https://public.govdelivery.com/accounts/USCENSUS/subscriber/new?category_id= USCENSUS_C15

◊ Contact us if the Trade Account Owner is not receiving the monthly **AES Compliance Reports** for the account.

Downtime Policy

When the AES filer's system is down
  ◊ Transmit through ACE AESDirect; or
  ◊ Select an authorized agent to report on your behalf

◊ **When the AES is down**
  ◊ You will be notified by a nationwide e-mail broadcast
  ◊ Maintain log of unreported shipments and transmit when system comes back up
  ◊ Shipments subject to U.S. State Department, whether licensed or ITAR exempt, cannot be moved under AES Downtime
  ◊ Use Downtime Proof of Filing Citation to move cargo
  ◊ AES Downtime Citation:

AESDOWN	FILER ID	DATE OF EXPORT
AESDOWN	111111111	MM/DD/YYYY

Current AES Process Flow

DATA COLLECTION BRANCH (DCB)
PGA's, AESTIR AND CONTACTS

Partnership Government Agencies (PGA's)

◊ Bureau of Alcohol, Tobacco Firearms and Explosives (ATF)
◊ Agriculture Marketing Service (AMS)
◊ Drug Enforcement Administration (DEA)
◊ U.S. Fish and Wildlife Service (FWS)
◊ U.S. Environmental Protection Agency (EPA)
◊ National Marine Fisheries Service (NMFS)
◊ Alcohol and Tobacco Tax and Trade Bureau (TTB)

Automated Export System Trade Interface Requirements (AESTIR)

◊ Appendix A – Commodity Filing Response Messages
◊ Appendix D - Export Port Codes
◊ Appendix F - License & License Exemption Type Codes Accessing ACE Export Reports
◊ Appendix M: Metric Conversion Table
◊ All appendices can be found at: https://www.cbp.gov/trade/aes/aestir/appendices

Partnership Government Agencies (PGA's) Resources

◊ Appendix A (Commodity Filing Response Messages) has been updated to show the error codes for the new PGA requirements
◊ Appendix Q (PGA Record Formats) provides the record formats and additional data elements for the PGA's
◊ Appendix X (HTS and Schedule B Codes for PGA's) provides the classification codes that apply to the PGA's and triggers the required additional data elements.
◊ PGA Contact Information can be found at: https://www.cbp.gov/document/guidance/ace-pga-filing-status

CONTACT INFORMATION

ACE AESDirect Filing & Compliance
Data Collection Branch
1-800-549-0595, Option 1
askaes@census.gov

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