How to submit EEI to ACE Portal

EZ-Freight ver. 8.202.268 and higher

To submit EEI forms to the new ACE Portal

Pre-requisite: Need to be registered at ACE Portal

https://ace.cbp.dhs.gov/acexpub/expapp

- Prepare EZ-Freight to use ACE site and not AESDirect.census.gov
 - 1- From EZ-Freight, click on Company
 - 2- Click on Company Setup.



3- Scroll down and look for Enable ACE. Place a checkmark to Enable.

4- Click Save.

Disable Rating Screen 🥅	
Enable ACE 🔽	
g Back Page File Name	

When ready to submit EEI to ACE Portal.

User must be logged in to ACE Portal prior to submitting EEI from EZ-Freight

- 1- Open default Internet Browser (Internet Explorer, Chrome, Firefox)
- 2- Browse to ACE Portal login page:

https://ace.cbp.dhs.gov

3- Enter your credentials for the Portal.	Login Information
	Enter your ACE UserID and Password to log in:
	UserID:
	Password:
	Login
	Log in using your DHS PKI profile.

- 4- Once logged in, click on **Accounts**
- 5- Under Select Account Type, click on down arrow Select Exporter and click Go.



Forgot Your Password?

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6- Click on Submit AESDirect Filings



7- The first time you click on Submit AESDirect Filings from all computers click on Accept at bottom and place checkmarks on all items.



8- If the ACE Certification Statements above does not show up, then the browser you are using has Pop-up blocker turned on. This is an example of how Chrome shows when a site has been blocked. Click on the red X to change how Pop-up blocker reacts to that page.



- 9- ACE Dashboard is presented.
- 10- Minimize screen and go back to **EZ-Freight**.

U.S. Customs & Border Protect U.S. Department of Hamiltonia Security	on AESDirect								Tools N	Venu +
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Filings - All										
Showing 0 to 0 of 0 entries								Search:		Searc
Shipment Ref. # 💷 Status	1 Active Filing	Submission Type	ITN II	Last Updated/Filed 17	Export Date	USPPI 🗄	USPPI ID	Consignee	Destination	Shipment
	No data available in table									
Show 10 0 entries										Previo

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11- When ready to submit EEI, click Ye Submit EEI to ACE?	Submit to ACE ×
12- Click Submit Electronic Export Information (EEI)	Yes No Consecure data portal U.S. Consecure dat
	ACE portal requires user to be logged in before submitting EEI Click here to login to ACE Portal thttps://ace.cbp.dha.gov Come back to this page ence you have logged in

- 13- EZ-Freight will go back to the **ACE Portal** and will start to fill all the fields with the data entered in the EEI.
- 14- Click **Submit Filing** to finalize or **Next** to verify data in each field.

		Close	Previous	Next	Print V	/iew	Submit I	iling		
15-	Porta	al will pres	sent this scr	een if all	l fields a	are acc	epted.	Accepted		×
16-	If printing of document is required, click on View ; once document is presented on screen, scroll to bottom and click on Print .							Status: Acce	IC epted by AES. View	Close
			Amend	l Pr	rint	Clos	e			

Click **Close** to go back to Dashboard and continue filing.

Minimize screen and stay logged in to ACE Portal to continue filing other EEIs from EZ-Freight.