

# How to submit EEI to ACE Portal

EZ-Freight ver. 8.202.268 and higher

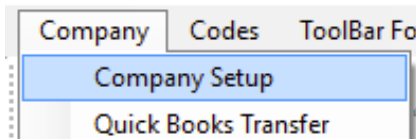
## To submit EEI forms to the new ACE Portal

- ❖ Pre-requisite: Need to be registered at ACE Portal

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

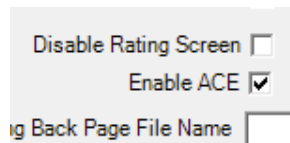
- ❖ Prepare EZ-Freight to use **ACE** site and not **AESDirect.census.gov**

- 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.

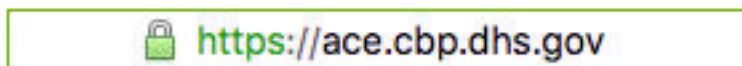
- 4- Click **Save**.



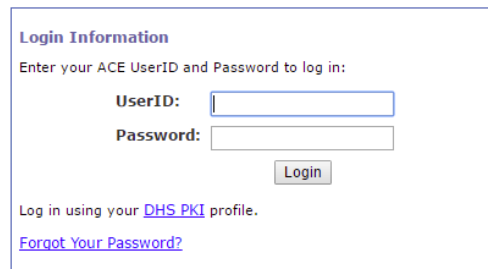
- ❖ When ready to submit EEI to ACE Portal.

**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:

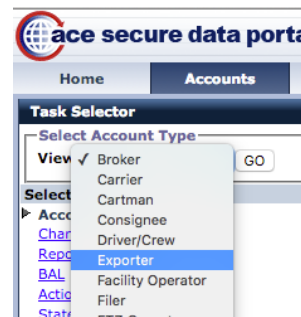


- 3- Enter your credentials for the Portal.



- 4- Once logged in, click on **Accounts**

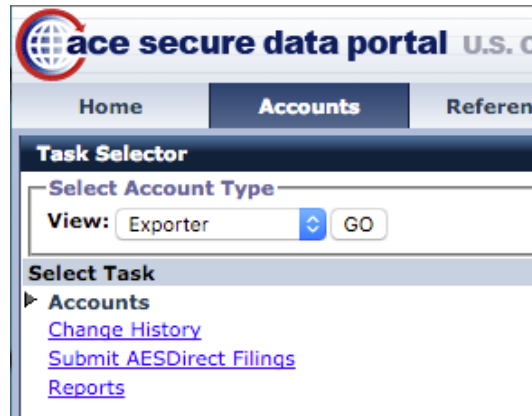
- 5- Under **Select Account Type**, click on down arrow Select **Exporter** and click **Go**.



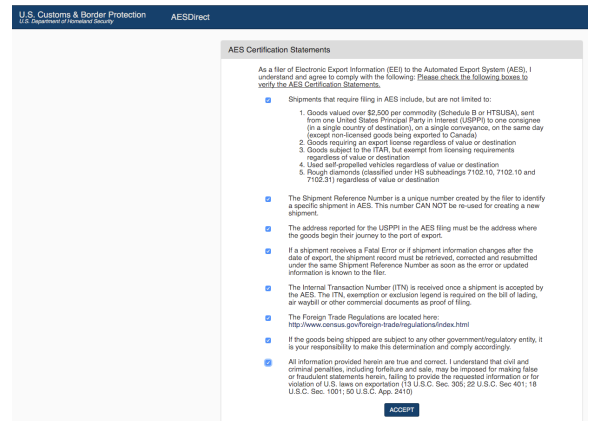
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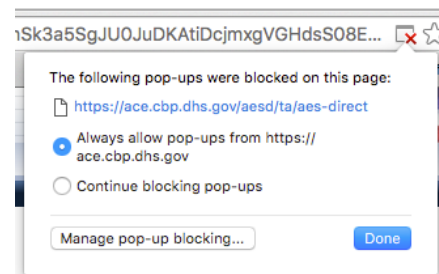
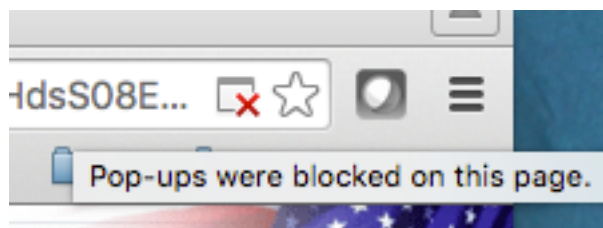
6- Click on **Submit AESDirect Filings**



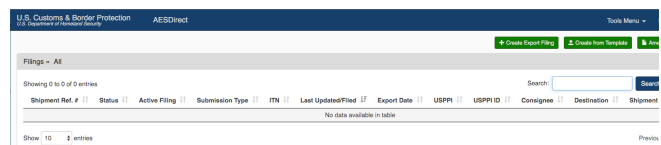
7- The first time you click on **Submit AESDirect Filings** from all computers click on Accept at bottom and place checkmarks on all items.



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.

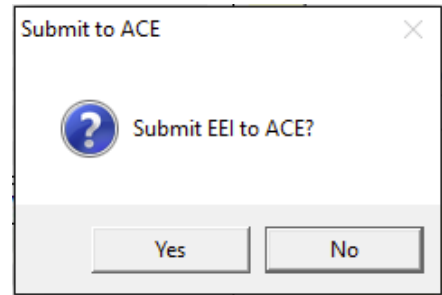


10- Minimize screen and go back to **EZ-Freight**.

# How to submit EEI to ACE Portal

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- 11- When ready to submit EEI, click **Yes** on **Submit EEI to ACE?**



- 12- Click **Submit Electronic Export Information (EEI)**

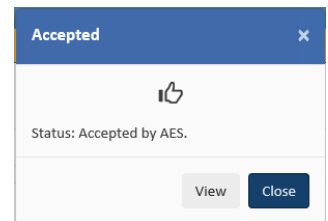


ACE portal requires user to be logged in before submitting EEI  
Click here to login to ACE Portal  
<https://ace.cbp.dhs.gov>  
Come back to this page once you have logged in

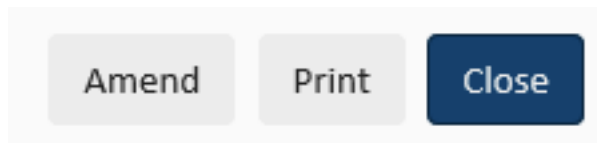
- 13- EZ-Freight will go back to the **ACE Portal** and will start to fill all the fields with the data entered in the EEI.
- 14- Click **Submit Filing** to finalize or **Next** to verify data in each field.



- 15- Portal will present this screen if all fields are accepted.



- 16- If printing of document is required, click on **View**; once document is presented on screen, scroll to bottom and click on **Print**.



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.