



## Information Notice: ISF Portal

Trade Account Owners (TAOs) with Importer, Broker, Carrier or Surety views will have access to the link from the ACE Portal to the Importer Security Filing (ISF) Portal.

- Importers who file infrequently will be allowed to file and track 12 or fewer ISFs annually through the ISF Portal.
- Importers will have access to the progress reports that they currently receive via email. These reports may be downloaded in a Portable Document Format (PDF) or Excel format, depending on the type of the report.
- Progress reports will also be available for Filers and Sureties. Users will be able to download these reports in PDF and Excel formats.
- In the future, users will also be able to query the status of their ISF by transaction number and bill of lading number.
- In the future C-TPAT Tier 3 importers will have access to ISF transaction reporting capabilities.
- Access to the ATS ISF Portal will be controlled by the TAO. The TAO will also have the ability to grant Cross Account Access to the ATS ISF Portal.

### Launching the ISF Portal

Access to the ISF Portal is found under the “References” tab. The “Task Selector” portlet opens with “Links” displayed. Select the **Launch ISF** button to display the ISF Portal. Please note only TAOs will initially see the link. The link will display to other users when they have been granted access by the TAO.



After selecting the “Launch ISF” button the ISF Portal will display five tabs for the TAO under the importer view. The first four tabs are for use by infrequent importers in creating, viewing and searching for an ISF through the ISF Portal. The “Reports” tab is where the ISF reports are located. Users will need to subscribe to a report before it is generated. Reports should be generated over night and should be available for viewing the next day. Tabs displayed to the Proxy Trade Account Owner and Trade Users may vary based on access privileges assigned by the TAO.



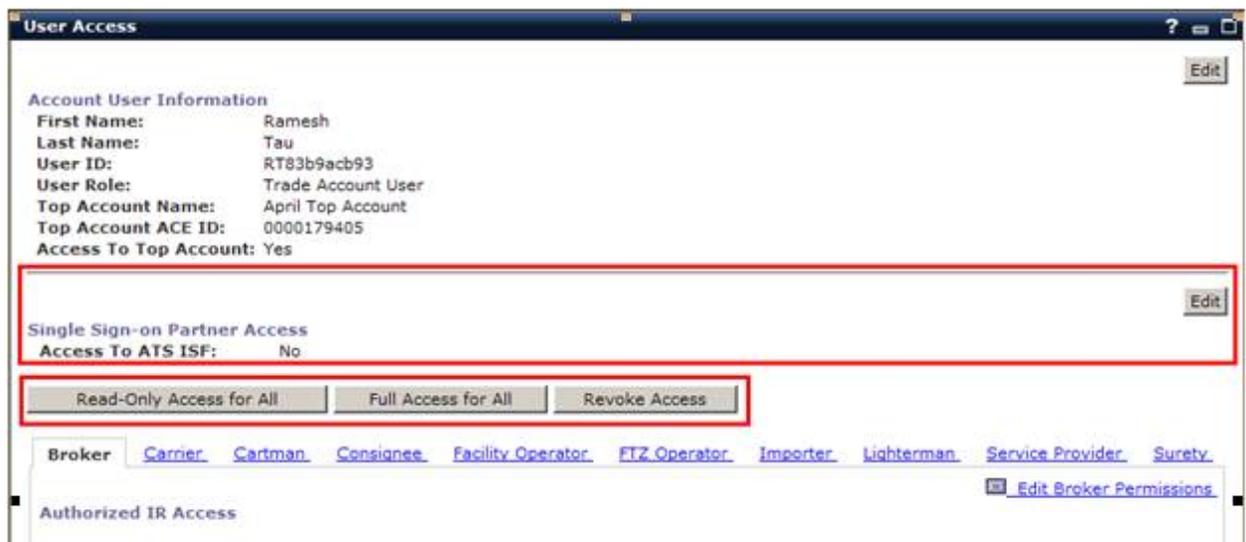
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### Granting Access to the ISF Portal to an Existing User

Modifications have been made to the “*User Access*” portlet to accommodate granting access to the ISF Portal. To grant access to the ISF Portal to an existing user, follow the steps below:

1. Select the **Tools** tab.
2. Select **User Access**.
3. A list of users displays. Select the user’s last name link in the “*Last Name*” column.
4. If you have access to more than one Top Account, you will be required to select the account to which you wish to grant access.
5. Select the **Select and Continue** button.
6. A screen displays indicating the user’s current role and whether or not the user has access to the Top Account. Select the **Continue** button.
7. The “*Account User Information*” portlet displays.



8. Select the **Edit** button in the Single Sign-on Partner Access portlet to assign individual access privileges.
9. A new screen will display. Change the radio button to **Yes** for “*Access to ATS ISF*” and select **Continue**.



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**User Access**

\*Indicates field is required

**Account Information**  
**Top Account Name:** Mehedy PTR38112a

**Single Sign-on Partner Access**  
**\* Access To ATS ISF:**  Yes  No

10. A new screen displays allowing you to select the “*Authorized ATS ISF Portal Role Access*”.
11. Highlight the role in the “*Available*” box and use the “*Add*” arrow to move the role to the “*Selected*” box. Repeat for all roles you want to assign the user.

**User Access**

**Account Information**  
**Top Account Name:** Mehedy PTR38112a

**Authorized ATS ISF Portal Role Access**

**Available:**

- ATS\_ISF\_AQUSR
- ATS\_ISF\_ARUSR
- ATS\_ISF\_AUSR
- ATS\_ISF\_QUSR
- ATS\_ISF\_RUSR
- ATS\_ISF\_USR

**Selected:**

12. Role definitions are as follows:

Role	Definition
ATS_ISF_AQUSR	Advanced Query User – This role is TBD.
ATS_ISF_ARUSR	Advanced Report User – This role is for C-TPAT Tier 3 Importers, Users will have access to ISF transaction reporting capabilities (this functionality is planned for the future)
ATS_ISF_AUSR	Advanced User – This role is TBD.



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ATS_ISF_QUSR	Query User – This role is for a user to query the status of their ISF by transaction and bill of lading number (this functionality is planned for the future).
ATS_ISF_RUSR	Report User – This role is for VOCs, NVOCCs, Importers, Sureties, Brokers and Filers. Users will have the ability to view standard progress reports.
ATS_ISF_USR	User – This role is for importers only. Importers who file infrequently will have the ability to file and amend an ISF through the ISF Portal. Note: No more than 12 ISFs can be filed a year through the ISF Portal.

13. Select the **Continue** button.
14. When you are finished granting access, select the **Save** button.
15. You can also assign access privileges by selecting either the **Read-Only Access for All** button or the **Full Access for All** button.
16. When you select the **Read-Only Access for All** button, access to the ISF Portal will be set as “Yes” and all ISF portal roles will be granted.
17. When you select the **Full Access for All** button, access to the ISF Portal will be set as “Yes” and all ISF portal roles will be granted.
18. When you select the **Revoke Access** button, access to ISF Portal will be set as “No” and all ISF portal roles will be revoked.

### Revoking Access to the ISF Portal

As a TAO or PTAO you can revoke a user’s access to all accounts or specific functionality.

1. Select the **Tools** tab.
2. Select **User Access**.
3. A list of users displays. Select the user’s last name link in the “*Last Name*” column.
4. If you have access to more than one Top Account, you will be required to select the account to which you wish to grant access.
5. Select the **Select and Continue** button.
6. A screen displays indicating the user’s current role and whether or not the user has access to the Top Account. Select the **Continue** button.
7. The “*Account User Information*” portlet displays.



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**User Access** ? □ Edit

Account User Information

First Name: TEST  
Last Name: Tradeuser  
User ID: TT222ab  
User Role: Trade Account User  
Top Account Name: Mehedy PTR38112a  
Top Account ACE ID: 0000208392  
Access To Top Account: Yes

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Single Sign-on Partner Access Edit

Access To ATS ISF: Yes

[Broker](#) [Carrier](#) [Cartman](#) [Consignee](#) [Facility Operator](#) [FTZ Operator](#) **Importer** [Lighterman](#) [Service Provider](#) [Surety](#)

8. Select the **Edit** button in the Single Sign-on Partner Access portlet to remove individual access privileges.
9. A new screen displays. Change the radio button to **NO** for "Access to ATS ISF" to remove access to the ISF Portal and select **Continue**.

Home Accounts References **Tools**

**Task Selector** ?

[User Account Administration](#)

▶ [User Access](#)

[Find Users](#)

[Change Password](#)

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**User Access**

\*Indicates field is required

Account Information

Top Account Name: Mehedy PTR38112a

Single Sign-on Partner Access

\* Access To ATS ISF:  Yes  No

10. Select the **Save** button to save your changes.