

PGA User Application Form for ACE Portal Access

This form may be used for applying for access to ACE as well as to make any changes or updates to an existing PGA user account in ACE. Please complete all fields in the form. If applying for access to ACE for the first time, this form will need to be accompanied by other required documentation (please see checklist on pg 2 of this form). For more information regarding the process and required documentation for applying for ACE Portal access, please visit the ITDS website at www.itds.gov. Additionally, this form may be updated as new PGA roles are released in ACE. Please refer to the ITDS website to remain current on all updates and changes to this process.

If you have any questions about this document, please contact your ACE/ITDS Systems Control Officer.

Participating Government Agency (Department/Agency/Bureau):		Application Type (Check (x) one)	
		<input type="checkbox"/> Create New User (must be accompanied with other required application documents)	<input type="checkbox"/> Update User Information <input type="checkbox"/> Add/Change/Remove User Roles <input type="checkbox"/> Annual Recertification of User Roles
Applicant Information			
Applicant's Name (Last, First, Middle Initial):		ACE User ID (if existing user):	
Office/Organization:	Employee Type: <input type="checkbox"/> Government <input type="checkbox"/> Contractor	Work Telephone:	
Work Street 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	Role
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2042-PGA Commodity Analyst - Default
Authorization/Recertification			
Supervisor – Print Name and Title			
Work Telephone with area code:		Work E-mail:	
Signature:		Date:	

Form Last Updated 4/10/09

New PGA User Application Packet Checklist

STEP 1: To apply for access to the ACE Portal, the following required documentation must be completed for each applicant:

- PGA User Application Form for ACE Portal Access**
 - All fields completed legibly
 - Supervisor/ Manager's Signature, e-mail and Phone Number included

- Form 7300**
 - User Information: all fields completed legibly
 - Certification(s): BI Certification must be checked; date completed
 - Agency Security Officer: all fields completed legibly, Security Officer signs and certifies the information

- DHS Non-Disclosure Agreement**
 - Page 1: all fields completed, initialed in three places
 - Signed Acknowledgement on Page 3: all fields completed, executed, and witnessed

- DHS Rules of Behavior for PGAs Form**
 - Read document
 - Signed Acknowledgement on Page 3: all fields completed, executed, and signed by Supervisor

STEP 2: Submit all four documents per each PGA user to ACE/ITDS Systems Control Officer (SCO) . You may submit this documentation:

Scan then e-mail to ITDSPORTALACCESS@CPB.DHS.GOV

OR

Mail directly to SCO via FedEx to:

Julia Chamblin, ACE/ITDS SCO
U.S. Customs and Border Protection
7681 Boston Blvd.
ATTN: Beauregard C-137-1
Springfield, VA 20598

STEP 3: You will receive e-mails regarding access to the PGA Resource Center, your web-based training, and information on accessing your ACE account.

Resource Information:

- For more information regarding the process and required documentation for applying for ACE Portal access, please visit the ITDS website at www.itds.gov.
- For questions regarding the application status for ACE Access, send your inquiry to itdsportalaccess@cbp.dhs.gov
- For questions regarding access to the PGA Resource Center and web-based training, please send your inquire to askitds@cbp.dhs.gov