

## **About the SSN Transition**

### **All SSN Filers Must Now File With an Employer Identification Number (EIN) or DU-N-S.**

The SSN Interim Final Rule was recently published to revise the Foreign Trade Regulations (FTR) to eliminate the collection of Social Security Numbers (SSN), bringing the Regulations into compliance with the Privacy Act of 1974, Title 5, United States Code; Section 552a. The Privacy Act ensures that all personally identifiable information, such as SSNs, is protected.

All filers who currently file under an SSN to the AES must now use an EIN or D-U-N-S. [AESDirect.gov](http://AESDirect.gov) now provides an easy mechanism to transfer information from your existing account, such as usernames, profiles and templates, to the new EIN/D-U-N-S account. Only the Account Administrator can complete this Automated Account Transition Process.

If your organization does not have an EIN, please follow the link below go to the Internal Revenue Service (IRS) website and obtain an EIN.

<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html?portlet=4>

### **The SSN to EIN/D-U-N-S Transition**

Once a request to transfer SSN account information to the EIN/D-U-N-S account is submitted, all usernames belonging to the SSN account will be locked until the transition is complete. You will be notified via e-mail once it has been completed. The process should take no longer than 30 minutes. If it takes longer than 60 minutes to receive the confirmation e-mail, call AESDirect Technical Support at 1-877-715-4433.

The SSN account will continue to exist once the transition process is complete. During the transition, you will be asked to create a new username and password for this SSN account. The account must be maintained to make any corrections and/or deletions to previously filed shipments under the SSN account.

### **AESPCLink Network Edition, AESDirect EDI Upload, and AESDirect VPN Service Best Practices**

Companies that file via AESPCLink Network Edition, AESDirect EDI Upload or AESDirect VPN Service may consider a different approach to transitioning their accounts and avoid the form altogether. Processing the Automated Account Transition will immediately stop your existing account(s) from filing. This may not provide enough time to manage internal business processes.

As a Best Practice, these companies can register their EIN/D-U-N-S via the traditional registration process and create a new AESDirect account, then gradually transition usernames and profiles from the old SSN account.

If you are using AESPcLink Network Edition, AESDirect EDI Upload, or AESDirect VPN Service and need assistance with your options, please contact AESDirect Technical Support at 1-877-715- 4433.

## **Completing the SSN Transition**

### **AESDirect.gov Filers**

Choose a time of day that will impact your users the least. Log into the AESDirect account and click the link Automated Account Transition Form located on the Main Menu. Follow the instructions in the new window.

### **AESPcLink (Standalone) Filers**

Choose a time of day that will impact your users the least when transitioning your SSN to an EIN/D-U-N-S and creating your new usernames in AESPcLink.

To ensure that all AESPcLink installations are correctly recognizing filings and all responses are directed to the appropriate filer, in order to transition from an SSN to an EIN/D-U-N-S, all AESPcLink Filers must use a new Username. Prior to transitioning an SSN to an EIN/D-U-N-S, Account Administrators should be prepared to create and distribute new usernames to their AESPcLink users. **DO NOT** create these in AESPcLink prior to transition, as they will be barred from using AESPcLink after the transition.

Once the Account Administrator has created the new usernames (and temporary passwords), all users must log in to the AESDirect.gov website to set a permanent password. Once this is complete, log in to AESPcLink with the NEW username and password and follow the instructions on screen to complete the registration for the new usernames in AESPcLink.

USPPI, Ultimate Consignee, and Freight Forwarder profiles may be transferred. Log in with the old SSN account username and use the “Transfer Profiles...” option under the “Tools” menu to export your profiles. Once logged in under the new username, import the profiles through the same mechanism.

### **AESPcLink Network Edition Filers**

Account Administrators for AESPcLink Network Edition installations should contact AESDirect Technical Support at 877-715-4433 for guidance with next steps in the transition.

### **AESDirect VPN Filers**

AESDirect VPN services need to re-register to file through the new EIN/D-U-NS account.

### **AESDirect EDI Upload Filers**

For AESDirect EDI Upload Filers, once you have successfully transitioned your account, AESDirect Technical Support staff will be notified. The new EIN/D-U-N-S account will be configured by Technical Support as soon as possible. If you complete the transition process outside normal Support hours, the AESDirect EDI settings will be transferred when Technical Support hours resume the following day.

AESDirect Technical Support staff is available weekdays from 7:00am to 7:00pm ET and Saturdays from 9:00am to 3:00pm ET.