

STEP-BY-STEP GUIDE

To Setting Up an ACE Portal Account

(And Adding Banking Details for ACH Refunds)



5106

5106 is the number of the CBP form used to create an Importer of Record (IR) for Customs purposes.

- The form still exists digitally, and it is required to create an IR number or to change data for an existing IR (address, point of contact, etc.)
- “5106” now used to refer to the record itself, not just the CBP form
- Must have a 5106 record on file with CBP in order to create an ACE Portal

REJECTED STATUS

If any importer has an ACE Portal account but has not set up the ACH banking details properly, refunds will go into a “rejected” status.

- Importer must send an application for refund to CBP
- Money will NOT accrue interest while in rejected status



IR – IOR

IMPORTER OF RECORD NUMBER

Three formats

- U.S.-based companies:
Federal tax ID + 2-character suffix (11 characters)
- Foreign companies use Customs-assigned number created by broker:
#####-#####
- Individual in the U.S.: **SSN**

You can query the number with CBP to see *some* of the details on the 5106

CBP HAS STATED THEY WILL REJECT ACE APPLICATIONS IF THE DATA DOES NOT MATCH WHAT IS CURRENTLY ON THE 5106

If data does not match, we can update the 5106 (with completed digital 5106 form)

FOREIGN IORS

Foreign IR's with a Customs-assigned IR number CAN (and should) have an ACE Portal account as part of their reasonable care obligation as an importer.

- They can only use a foreign bank for CBP refunds if the bank has a U.S. correspondent bank with a valid ABA routing number
- Can use the account of a US-based partner

An automated form is used to request creation of a **Top Account, Trade Account Owner (TAO)**, and the **Importer View** for the company's **5106 Importer Record (IR)** to receive electronic refunds.

For security purposes, a **verification code** is used to ensure the request is valid for the specified IR number. The verification code is sent to the **Point of Contact (POC) email** in the 5106 importer record.

WHAT TO EXPECT: AN OVERVIEW OF THE ACCOUNT SET UP PROCESS



1. Use the automated form to provide the IR#, company name, and requester's email address.
2. The system verifies that:
 - The requester's email address is not associated with an existing ACE Portal trade user.
 - The IR# and company name matches an existing 5106 importer record in the ACE Portal.
 - A current and valid Point of Contact (POC) email address exists in the 5106 importer record.
 - The importer record is not already linked to a top account.
3. If an error occurs, guidance related to the validation error displays in the automated form.
4. For a valid request, the system sends an email with guidance and a verification code to the POC email in the 5106 importer record.
5. The IR POC must coordinate with the account requester to provide the verification code. The verification code will only be valid for ten minutes.
6. The requester enters the verification code provided into the automated form and submits the code.
7. For an invalid verification code, an error displays in the automated form.
8. For a valid verification code, additional fields for the remaining account information display in the automated form.
9. The requester enters the additional account information, acknowledges terms and conditions, and submits the account create request.
10. The system creates the top account, provisions the requester as the TAO, and creates the importer view for the IR# specified.
11. The system sends:
 - An email confirming the importer view access request has been processed.
 - An email with user information and directions to access the ACE Portal.

SETTING UP AN ACE PORTAL ACCOUNT

1. In an internet browser, access the [Applying for an ACE Secure Data Portal Account](#) page.
2. In the **Applying for an Account** section, in **Step 3: Apply**, select the **Importers:** link to access the automated create account form.
3. In the **Application for an ACE Portal Top Account with the Importer Sub-account View** page:

Application for an ACE Portal Top Account with the Importer Sub-account View

Attention:
This application form enables trade parties (without current ACE Portal account access) to request the creation of an ACE Portal top account with access to a single Importer (CBP Form 5106 record) sub-account view. Approved completion of this form will result in the creation of a top account, the assignment of an account owner, and the association of an entity's 5106 record to the new top account.

Instructions:

- Enter the required information in the fields below and click **Next**.
- CBP will send a system-generated verification code to the email address that is on file in the CBP Form 5106 record. The verification code will be valid for 10 minutes.
- Enter the system-generated code to complete the request.
 - **IMPORTANT:** Prior to completing and submitting this form, CBP advises applicants to coordinate with the point of contact listed on the applicable CBP Form 5106 record to ensure timely access to the system-generated verification code

Note:
To complete this access request successfully:

- The *Business Email Address* provided may not be tied to an existing account owner or account user,
- The *Importer Record Number* provided must correspond to an on-file CBP Form 5106 record with a valid email address, and
- The *Company Name* provided must match the company name in the CBP Form 5106 record.

* Company Name

* Importer Record Number (IR#)

* Business Email Address (Account Owner Login Email)

 [Privacy - Terms](#)

[< Back](#) Next >

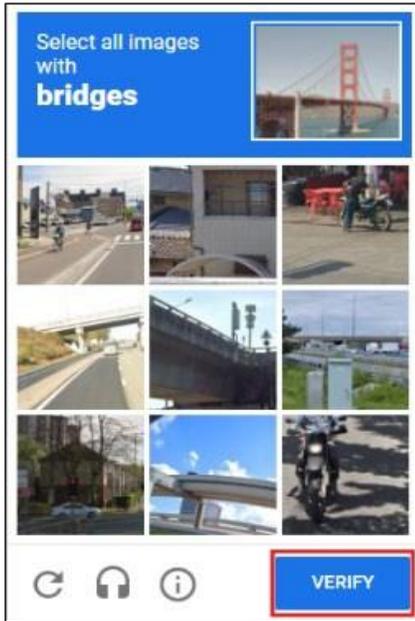
- a. In the ***Company Name** field, type the *name of the company*.
- b. In the ***Importer Record Number (IR#)** field, type the *IR number*.
- c. In the ***Business Email Address (Account Owner Login Email)** field, type your *email address*.

NOTE: If the format of the EIN number, CBP assigned IR number, or SSN number is not valid, an error message displays the valid formats.

See *Sub-Account Types* on Page 5



SETTING UP AN ACE PORTAL ACCOUNT



- c. If prompted for verification, in the **Select all images with** dialog box:
 - i. Select the appropriate images.
 - ii. Select the **Verify** button.
- d. Select the **Next >** button.

4. In the verification security code page:

- a. In the ***Verification Code** field, type the *verification code* provided by the IR POC.
- b. Select the **Next >** button.

NOTE: If ten minutes lapse or the **< Back** button is selected, the request account create process restarts. **Data entered in the previous fields will be lost.**



IDENTIFY SUB-ACCOUNT TYPE

Determine which Sub-Account Type your company will need based on your business activity.



Sub-Account Type	Manage Accounts	Audit Change History	Access Business Activity Log	Define Action Plan	Run Reports	Submit AESDirect Filing	Review Bonds	Review Statements	Review License, Permits & Certificates	Review Transactions	Maintain Declarations	Set Mode of Communication	Maintain Power of Attorney
Broker	✓	✓	✓	✓	✓			✓	✓		✓	✓	
Carrier	✓	✓	✓	✓	✓		✓		✓	✓	✓	✓	
Cartman	✓	✓	✓	✓									
Driver/Crew	✓	✓											
Exporter	✓	✓			✓	✓							
Facility Operator	✓	✓	✓	✓									
Filer	✓	✓	✓		✓			✓			✓	✓	
FTZ Operator	✓	✓	✓	✓									
Importer	✓	✓	✓	✓	✓		✓	✓	✓		✓	✓	
Lighterman	✓	✓	✓	✓									
Protest Filer	✓	✓			✓								
Service Provider	✓	✓	✓	✓									
Surety	✓	✓	✓	✓	✓		✓						✓

Disclaimer: The information provided in this document does not, and is not intended to, constitute legal advice; instead, all information, content, and materials provided by Green Worldwide Shipping® is for educational general informational purposes only. Please visit the official U.S. Customs & Border Protection (CBP) website for complete guidance.

SETTING UP AN ACE PORTAL ACCOUNT

5. In the company and account owner information page:

Application for an ACE Portal Top Account with the Importer Sub-account View

Company Name
Test Importer Account

Importer Record Number (IR#)
25

* Company Organizational Structure
Select an Option

Account's Fiscal Year End Date

DUN#
XX-XXX-XXXX

Company Website
https://

Following information is required for Account Owner

Business Email Address (Account Owner Login Email)
di

* Account Owner First Name

Account Owner Middle Name

* Account Owner Last Name

* Country
Select an Option

* Street Address

* City

State

* Zip Code

* Telephone Number

NOTE: Company Name, Importer Record Number (IR#), and Business Email Address (Account Owner Login Email) fields are prepopulated from the initial information entered and are not editable.



- In the ***Company Organizational Structure** drop-down menu, select the organizational structure option.
- If appropriate, in the **Account's Fiscal Year End Date** field, type the *date* in MM/DD/YYYY format or use the calendar icon to select the date.
- If appropriate, in the **DUN#** field, type the *DUNS number*.
- If appropriate, in the **Company Website** field, type the *website of the company*.
- In the ***Account Owner First Name** field, type the *first name of the top account owner*.
- If appropriate, in the **Account Owner Middle Name** field, type the *middle name of the top account owner*.
- In the ***Account Owner Last Name** field, type the *last name of the top account owner*.
- In the ***Country** drop-down menu, type a *partial or complete country code or name* and/or select it from the drop-down menu.
- In the ***Street Address** field, type the *street address*.
- In the ***City** field, type the *city*.
- In the **State** field, type a *partial or complete state name or abbreviation* and/or select it from the drop-down menu.
- In the ***Zip Code** field, type the *zip or postal code*.
- In the ***Telephone Number** field, type the *business phone number*. Include a dash (-) to separate the parts of a phone number.

SETTING UP AN ACE PORTAL ACCOUNT

- a. Check the checkbox at the top to authorize creation of the top account, TAO, and importer account view.
- b. Select the **Submit** button.



6. In the authorization section:

By selecting this box I am verifying that I am legally authorized to bind my company to the ACE Secure Data Portal and its terms and conditions. (electronic signature)

Account Owner Name or Account Owner POC Name Acknowledgment Date

Privacy Act Statement
Pursuant to 5 U.S.C. §552a(e)(3), this Privacy Act Statement serves to inform you of the following concerning the collection of information on the Automated Commercial Environment (ACE) Secure Data Portal Account Owner Designation/Authorization Form.

AUTHORITY: Collection of the information solicited on this form is authorized by the following:

- 19 U.S.C. §§66, 1431, 1448, 1481, 1484, 1505, 1514, 1624, and 2071; Title 19, Code of Federal Regulations, including 19 C.F.R. §§24.5, 149.3, 101.9, and 103.31(e); Executive Orders 9397 and 13659.
- In addition to Executive Order 9397, CBP has the authority to collect Social Security Numbers (SSN) pursuant to 31 U.S.C. §7701(c), 26 U.S.C. §6109(d), 19 C.F.R. §§24.5 and 149.3. SSN is used because some individuals who do not have an employer identification number (EIN) or a tax identification number (TIN) choose to instead submit their SSN.

PURPOSE: The primary purpose for soliciting this information is to enable importers, exporters, brokers, or carriers to access their customs data via a web-based Automated Commercial Environment (ACE) Secure Data Portal (ACE Portal). (See Terms and Conditions document, 72 FR 27632, published May 16, 2007.) The ACE Portal provides a centralized online access point to connect CBP, trade representatives, and Partner Government Agencies (PGAs) involved in importing goods into the United States. The ACE Portal helps improve compliance with trade laws by enabling account holders to identify and evaluate compliance issues, monitor daily operations, set up payment options, review filings, access a reports tool, compile data, perform national trend analysis, and be provided with insight into entries under review by CBP.

ROUTINE USES: If you choose to provide the information solicited on this form, CBP will use the information to provide you with an ACE Portal user account. The personally identifiable information (PII) that you provide will not be shared with other government agencies unless they are a Partner Government Agency (PGA), pursuant to an International Trade Data System (ITDS) Memorandum of Understanding, consistent with the receiving agency's legal authority to collect information pertaining to and/or regulate transactions in international trade. Additionally, CBP may share the information with law enforcement of other government agencies as necessary to respond to potential or actual threats of terrorism, or otherwise required by law as a "routine use" pursuant to its published Privacy Act system of records notice.

DISCLOSURE: Providing this information is not legally required to import commercial merchandise into the United States. However, by submitting your PII (including your SSN) in applying for an ACE Portal account, you are giving CBP permission to use the information for a specific, stated purpose, i.e., to obtain the benefits of creating an ACE Portal user account.

NOTE: The **Account Owner Name or Account Owner POC Name** field is prefilled from the names entered above and the **Acknowledgement Date** field is prefilled with today's date. Both fields are not editable.

AUTHORIZING USER ACCESS TO REFUND AUTHORIZATION



The ACE Portal **ACH Refund Authorization** tab within the Importer Account view enables members of the trade community to input their banking account information to receive electronic refunds.

ACE Portal Trade Account Owners (TAOs) with an associated importer account view use the **ACH Refund Authorization** tab in the Importer Account to add their ACH bank account information to receive refunds.

- TAOs can authorize **Read-Only** or **Full Access** permission to Proxy Trade Account Owners (PTAOs) and Trade Account Users for the **ACH Refund Authorization** tab in an Importer Account.

The **ACH Refund Authorization** tab allows users with appropriate access to search for existing ACH banking information.

- If there is data on-file, when the **Get Info/Refresh** button is selected, the banking information displays in the **Banking Details** fields.
- If no banking information is found, the **Add ACH Info** button displays to add the banking information to the importer account.
- If any ACH banking information changes, a user with **Full Access** permission to the **ACH Refund Tab** must make those updates to ensure accurate refund processing.

NOTE: Banking information is not stored in the ACE Portal. It is maintained in CBP's financial system.

**THIS DOES NOT GUARANTEE REFUNDS FOR IEEPA TARIFFS
GUIDANCE FOR IEEPA-RELATED TARIFFS HAS NOT BEEN RELEASED.**

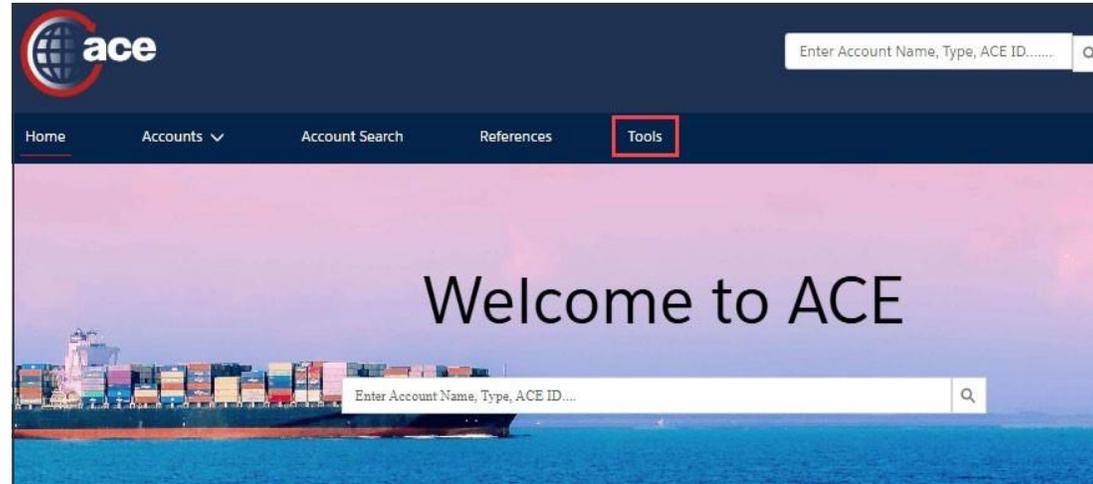
AUTHORIZING USER ACCESS TO REFUND AUTHORIZATION

1. Log in to the ACE Portal as the TAO.

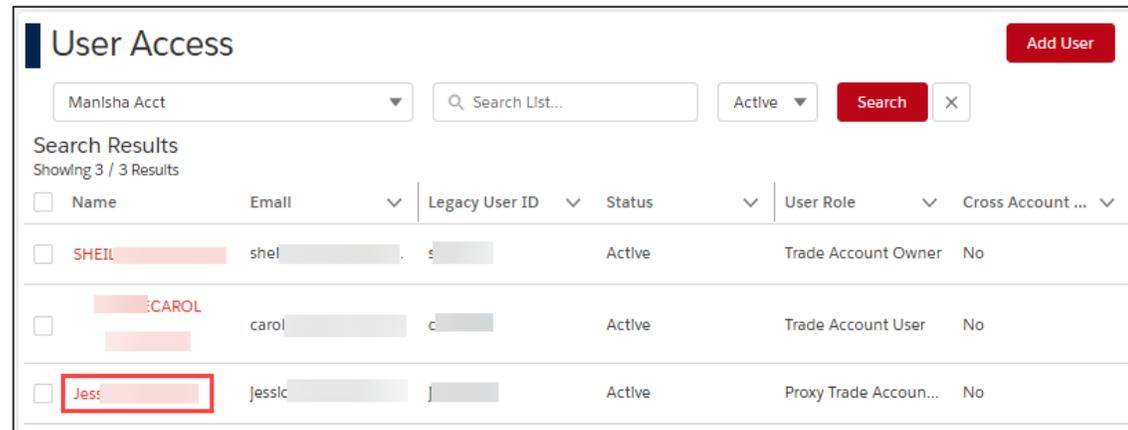


The image shows the login page for the U.S. Customs and Border Protection ACE Portal. It features the CBP logo and the text "U.S. Customs and Border Protection". There are two input fields for "Email" and "Password". Below the fields is a checkbox for "I read and accept the Privacy Act Statement" and a red "LOG IN" button.

2. In the ACE Portal home page, select the **Tools** tab.



3. In the **User Access** pane, in the **Search Results** list, in the **Name** column, select the PTAO or trade account user to authorize access to the **ACH Refund Authorization** tab.



The image shows the "User Access" pane in the ACE Portal. It includes a dropdown menu for "Manisha Acct", a search bar, and a filter for "Active". The search results table is as follows:

<input type="checkbox"/>	Name	Email	Legacy User ID	Status	User Role	Cross Account ...
<input type="checkbox"/>	SHEIL	shel	s	Active	Trade Account Owner	No
<input type="checkbox"/>	CAROL	carol	c	Active	Trade Account User	No
<input type="checkbox"/>	Jess	Jessic	j	Active	Proxy Trade Accoun...	No

AUTHORIZING USER ACCESS TO REFUND AUTHORIZATION

4. In the **User Name** pane, select the **Roles** tab.

The screenshot shows the 'User Name' pane for user 'Jessic'. The 'Roles' tab is highlighted with a red box. Below the tabs, there is a 'User Information' section with fields for Title, First Name (Jessica), Last Name, Middle Name, Legacy User Id, User Role (Proxy Trade Account Owner), and Top Account ACE Id and Name.

5. In the **Roles** tab, select the **Expand** > icon to the left of the **Importer** subaccount title.

The screenshot shows the 'Roles' tab with options for 'Read-Only Access' and 'Full Access'. Below, there is a 'View SubAccount Permissions' section with a 'Done' button. A list of subaccount types is shown with expandable icons: Broker/Filer, Carrier, Exporter, Facility Operator, and Importer. The 'Importer' icon is highlighted with a red box.

6. In the **Importer** section, select the **Edit** button.

The screenshot shows the 'Importer' section with a table of 'Authorized Tab Access' and a field for 'Authorized IR Access' (333-44-5678). The 'Edit' button is highlighted with a red box.

Tab Name	Access
Accounts	Full Access
Action Plan	Full Access
BAL	Full Access
Bond Data	Read-Only
CBP Forms	Full Access
Change History	Read-Only
Create Account	Full Access
Declarations	Full Access
Driver Crew	Full Access
LPCs	Read-Only
Mode of Communication	Full Access
Report	Read-Only
Statements	Full Access
ACH refund tab	No Access

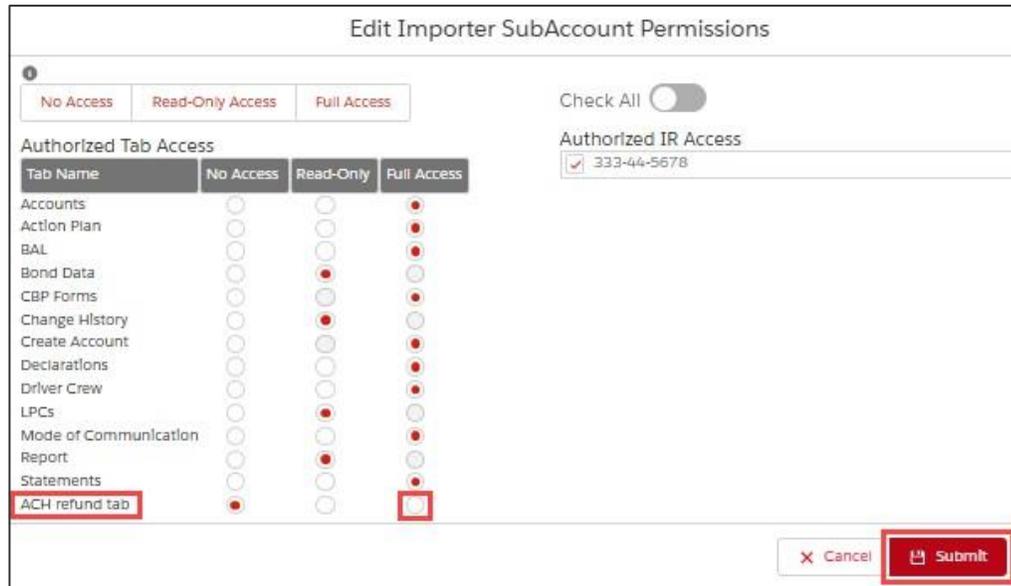
7. In the **Edit Importer SubAccount Permissions** dialog box:

The screenshot shows the 'Edit Importer SubAccount Permissions' dialog box. It has tabs for 'No Access', 'Read-Only Access', and 'Full Access'. There is a 'Check All' toggle and a field for 'Authorized IR Access' (333-44-5678). A table of 'Authorized Tab Access' is shown with columns for 'No Access', 'Read-Only', and 'Full Access'. The 'ACH refund tab' row is highlighted with a red box, and the 'Full Access' column for that row is also highlighted with a red box. 'Cancel' and 'Submit' buttons are at the bottom.

Tab Name	No Access	Read-Only	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ACH refund tab	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

AUTHORIZING USER ACCESS TO REFUND AUTHORIZATION

7. In the **Edit Importer SubAccount Permissions** dialog box:



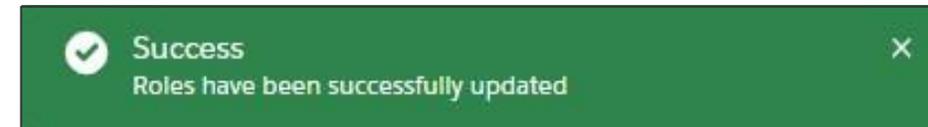
Tab Name	No Access	Read-Only	Full Access
Accounts	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Action Plan	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
BAL	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Bond Data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
CBP Forms	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Change History	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Create Account	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Declarations	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Driver Crew	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
LPCs	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Mode of Communication	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Statements	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
ACH refund tab	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- a. In the **Tab Name** column, in the **ACH refund tab** row, select the radio button in the **Full Access** column.

NOTE: Full Access authorizes a user to view, add, and edit the ACH information. **Read-Only** authorizes a user to only view the ACH information.

- b. Select the **Submit** button.

The **Roles have been successfully updated** message displays.



NOW IT'S TIME TO ADD / UPDATE ACH BANK ACCOUNT INFORMATION

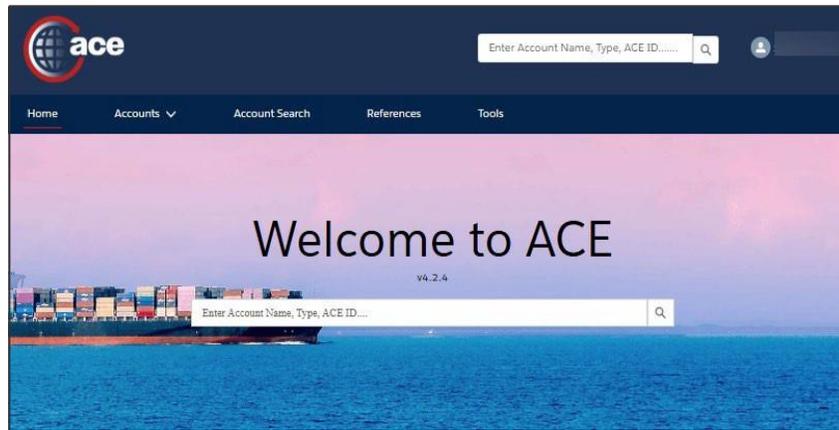
ADDING ACH BANK ACCOUNT INFORMATION

1. Log in to the ACE Portal.

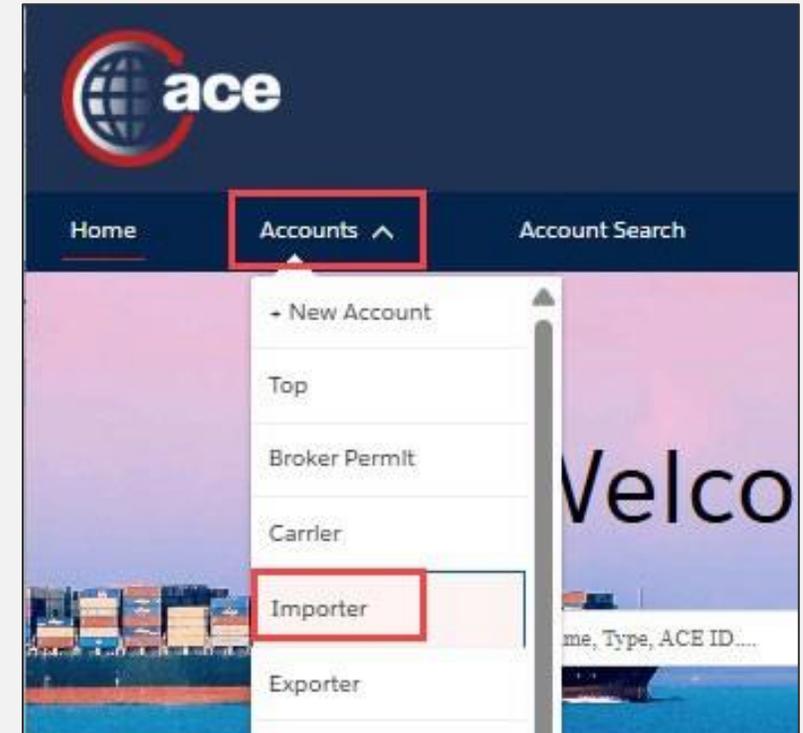


The image shows the login page for the ACE Portal. It features the U.S. Customs and Border Protection logo at the top left. Below the logo, there are two input fields: one for 'Email' and one for 'Password'. A checkbox labeled 'I read and accept the Privacy Act Statement' is located below the password field. A red 'LOG IN' button is positioned at the bottom center of the page.

The ACE Portal home page displays.



2. In the ACE Portal home page, in the **Accounts** drop-down menu at the top, select **Importer** to list your importer or IOR account(s).



ADDING ACH BANK ACCOUNT INFORMATION

3. In the **Importer Accounts** list, in the **Account Name** column, select the importer account name to which you want to add the ACH bank information.

	Account Name	AKA/DBA/DIV	Identification Type	Identification Nu...	Status	ACE ID
1	Canterbury9	151	Employer ID Number (...)	34-5678095	EIN Pending	0000257843
2	Stained Glass Inc		CBP Assigned Number	253801-07316	Active	0000340096
3	Bob the Importer	Bob Incorporated	Social Security Number...	541-54-2463	Active	0000213425
4	MEHEDY IMPORT TEAM 007		Employer ID Number (...)	10-101120223	EIN Pending	0000255005

NOTE: Use the **Search Filters** pane to filter the list of importer accounts.

In the **Keyword Search** field, type a partial or full importer account name or identification number and select the **Search** button.

TIP: If you know the name of the importer account, type it in the Global Search field. If you recently viewed the importer account, select it from the Recently Viewed Accounts pane.

1	Stained Glass Inc	CBP Assigned N...	253801-07316	Active	0000340096
---	-------------------	-------------------	--------------	--------	------------

Keyword Search

Search Filters

Account Name

Identification Type

Select One...

Identification Number

Status

Status...

Search

Clear

ADDING ACH BANK ACCOUNT INFORMATION

4. In the **Account Name** pane, select the **ACH Refund Authorization** tab.

Account Name
Stained Glass Inc

Record Type Name: Importer | ACE ID: 0000340096 | IR #: 253801-07316 | Status: Active

Forms | Reports

Drawback | Bonds | Declarations | **More**

Statements
ACH Refund Authorization

Details | Contacts | Addresses | Related Businesses | Notify Parties | Drawback | Bonds | Declarations | Statements | **ACH Refund Authorization**

▼ Importer Information

Account Name Stained Glass Inc	Full Legal Importer Name
ACE ID 0000340096	Taxpayer ID Type
IR # 253801-07316	CBP Assigned Number
Entries Per Year	Center ID CEE008 - Consumer Products and Mass MerchandIsIng
	Organizational Structure Individual

NOTE: Use the **More** tab to display the drop-down menu of additional tabs to select **ACH Refund Authorization**.



5. To add the initial bank information, in the **ACH Refund Authorization** tab:

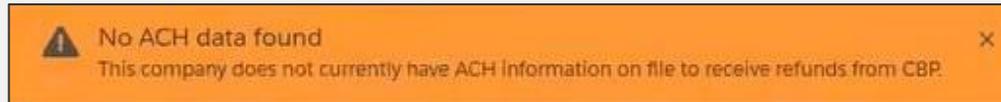
a. Select the **Get Info/Refresh** button to check for existing bank information.

Details | Contacts | Addresses | Related Businesses | Notify Parties | **ACH Refund Authorization** | More

Get Info/Refresh

ADDING ACH BANK ACCOUNT INFORMATION

NOTE: If the ACH bank information has not been added, a warning message: **No ACH data found** displays.



- b. Select the **Add ACH Info** button to add the bank information.
- c. In the **Submit Banking Information (US Banks Only)** pane:
 - i. In the ***Bank Control Key** drop-down menu, select the bank account type.
 - ii. In the ***Bank Routing Number (must be 9 digits)** field, type the *bank routing number*.
In the ***Re-enter - Bank Routing Number (must be 9 digits)** field, type the *bank routing number again*.

NOTE: An error message displays if the re-entered bank routing number does not match the initial number entered.

- iv. In the ***Bank Account Number (up to 17 digits)** field, type the *bank account number*.
- v. In the ***Re-enter - Bank Account Number (up to 17 digits)** field, type the *bank account number again*.
 - iv. An error message displays if the re-entered bank account number does not match the initial number entered.

Also, the **Add ACH Info** button displays.



Submit Banking Information (US Banks Only)

<p>*Bank Control Key</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> Select ▼ </div>	<p>*Re-enter - Bank Routing Number (must be 9 digits)</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>
<p>*Bank Routing Number (must be 9 digits)</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>	<p>*Re-enter - Bank Routing Number (must be 9 digits)</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>
<p>*Bank Account Number (up to 17 digits)</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>	<p>*Re-enter - Bank Account Number (up to 17 digits)</p> <div style="border: 1px solid #ccc; height: 25px; width: 100%;"></div>

X Cancel
Submit

vi. Select the **Submit** button.

vi. If the bank routing number entered is not valid, an error message **Bank Master does not exist for supplied Bank Routing No** displays.

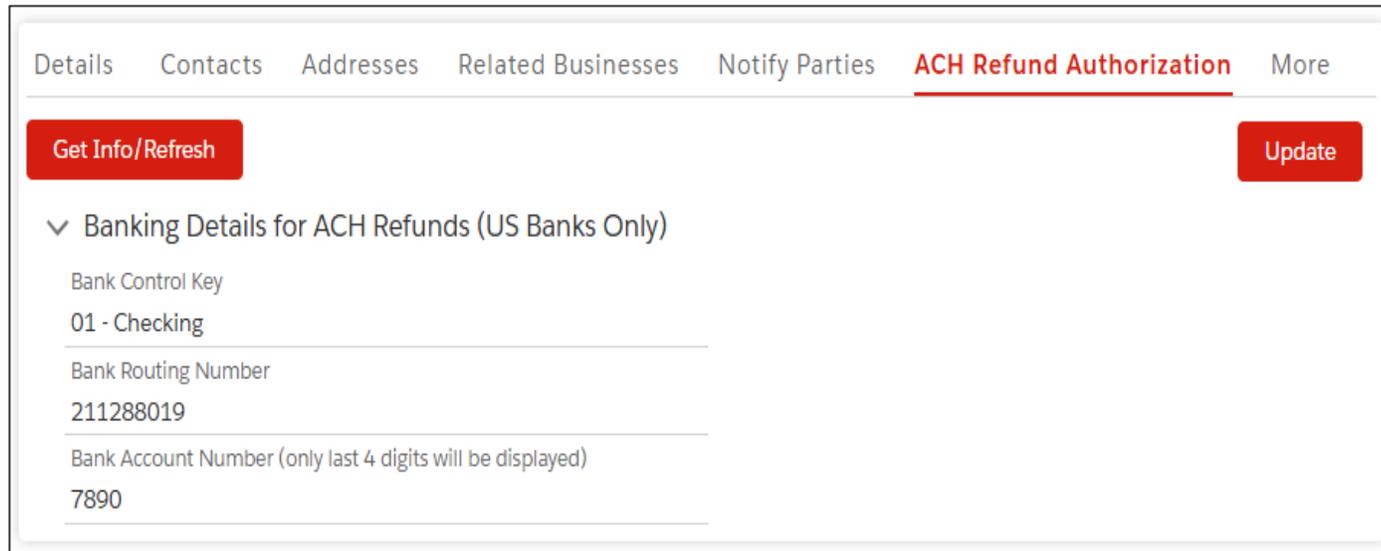
ADDING ACH BANK ACCOUNT INFORMATION



The **ACH info submitted successfully**.
Click **“Get Info/Refresh”** to view the **updated info** message displays.



- vii. Select the **Get Info/Refresh** button to display the bank information.
The **Banking Details for ACH Refunds (US Banks Only)** section displays the added bank information.



NOTE: Only the last four digits of the account number display

FOR ADDITIONAL SUPPORT

Reach out to your local
Green Worldwide Shipping
branch office or contact us at
www.greenworldwide.com