



ACE Portal

Notify Party Information

December 2025



U.S. Customs and
Border Protection



INTRODUCTION

The ACE Portal **Notify Parties** tab within the Importer Account view enables members of the trade community with proper permissions to input notify parties to receive electronic refunds. This automated process replaces submission of the CBP Form 4811 – Special Address Notification.

ACE Portal Trade Account Owners (TAOs) with an associated importer account view use the new **Notify Parties** tab in the Importer Account to add their notify party information to receive refunds.

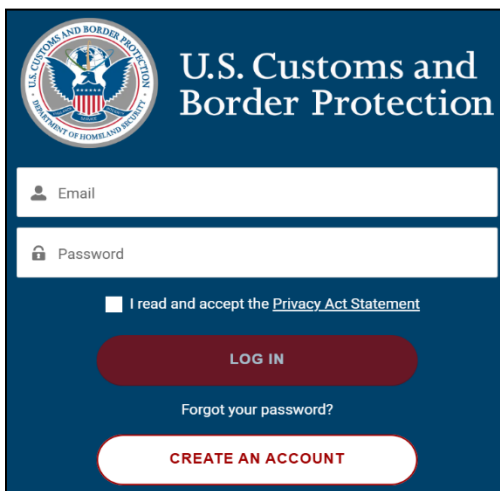


IMPORTANT: Only the TAO user can add notify parties. Trade users with view authorization to the Importer account can view the **Notify Parties** tab. Removal or editing of notify party information is still accomplished via email to the appropriate Center of Excellence and Expertise (CEE).

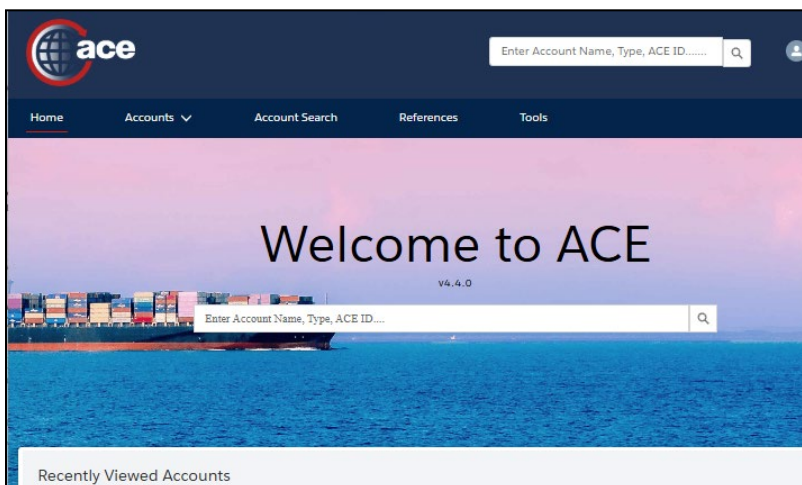
Importers without an ACE Portal account can utilize the automated process to request their new top account with the importer view. Reference the [Automated ACE Portal Account Application](#) training guide for details.

ADD NOTIFY PARTY INFORMATION

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

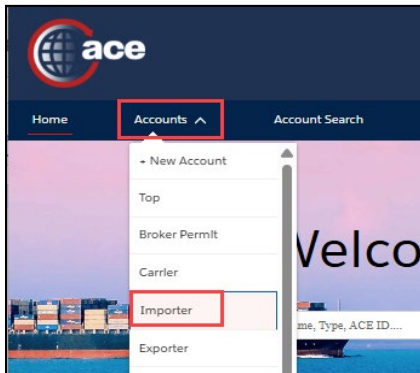


The ACE Portal home page displays.





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



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.

- In the **Importer Accounts** list, in the **Account Name** column, select the importer account name to which you want to add the notify party.

Importer Accounts					
Showing 1 / 1 Results					
Account Name	AKA/DBA/DIV	Identificatio...	Identificatio...	Status	ACE ID
1 Top Hats Importer		Social Security N...	333-44-5678	Active	0000279759



NOTE: For multiple importers, 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. A wild card character is not required.

Importer Accounts						Keyword Search
Showing 1 / 1 Results						<input type="text" value="C. glass"/>
Account Name	AKA/DBA/...	Identificati...	Identificati...	Status	ACE ID	Search Filters
1 Stained Glass Inc		CBP Assigned N...	253801-07316	Active	0000340096	Account Name <input type="text"/> Identification Type Select One... Identification Number <input type="text"/> Status Status... <input type="button" value="Search"/> <input type="button" value="Clear"/>

- In the **Account Name** pane, select the **Notify Parties** tab.

Account Name			
Top Hats Importer			
Record Type Name	ACE ID	IR #	Status
Importer	0000279759	333-44-5678	Active
<div style="display: flex; justify-content: space-between;"> Forms Reports </div>			
<div style="display: flex; justify-content: space-between;"> Details Contacts Addresses Related Businesses Notify Parties Drawback Bonds More </div>			
<div style="display: flex; justify-content: space-between;"> Importer Information </div>			
Account Name	Full Legal Importer Name		
Top Hats Importer			
ACE ID	Taxpayer ID Type		





5. In the **Notify Parties** tab, select the **Add Notify Party** button.

Details Contacts Addresses Related Businesses **Notify Parties** Drawback Bonds More

Related Notified Parties
0 Records

Add Notify Party

ACE Id	Name	Type	IR #	Process Date	Create By
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6. In the **Create a New Notify Party** dialog box:

Create a New Notify Party

Notify Party Detail

* Notification Type: Select an Option

* Notify Party IR #: [Text Field]

I acknowledge that I am legally authorized to bind the Importer of Record and I hereby request that the above notifications (notification type) be sent in care of the agent whose Notify Party IR# is identified above whenever it appears as Reference Number on an Entry Summary (CBP 7501) for which I am (my organization is) the Importer of Record.

Cancel Submit

- In the ***Notification Type** drop-down menu, select the *notification type*.
- In the ***Notify Party IR #** field, type the *identifying number of the notify party*.



NOTE: An error message displays if the number in the IR # field does not match an active account or is entered in the wrong format.

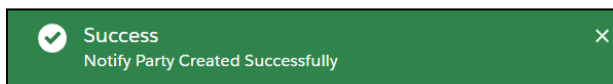
- Select the checkbox of the **I acknowledge** statement to acknowledge authorization to add the notify party.



NOTE: An error message displays if the checkbox is not selected.

- Select the **Submit** button.

The **Notify Party Created Successfully** message displays.



The added notify party displays in the **Related Notified Parties** list.

Details Contacts Addresses Related Businesses **Notify Parties** Drawback Bonds More

Related Notified Parties
1 Records

Add Notify Party

ACE Id	Name	Type	IR #	Process Date	Create By	
1	0000340096	Stained Glass ...	34	253801-07316	12/5/2025	SJ015699

