

BorderConnect Software User Guide

 This guide focuses on the user-interface of BorderConnect software. For help with ACE, visit the [ACE Manifest Software Guide](#) or for help with ACI visit the [ACI eManifest Software Guide](#).

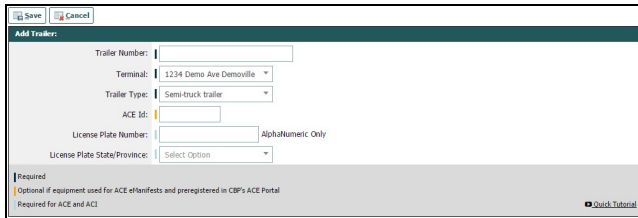
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Introduction

The **BorderConnect Software User Guide** focuses on the user interface and features of BorderConnect software. It helps customers familiarize themselves with using the software. [BorderConnect's](#) eManifest software offers an extremely user-friendly web-based solution to comply with eManifest requirements, complete with [24/7 technical support](#).

Getting Started



The screenshot shows a web form titled "Add Trailer". It contains several input fields and dropdown menus: "Trailer Number" (text input), "Terminal" (dropdown menu with "1234 Demo Ave Demoville" selected), "Trailer Type" (dropdown menu with "Semi-truck trailer" selected), "ACE Id" (text input), "License Plate Number" (text input with "AlphaNumeric Only" label), and "License Plate State/Province" (dropdown menu with "Select Option" selected). At the bottom, there are checkboxes for "Required" (checked), "Optional if equipment used for ACE eManifests and preregistered in CBP's ACE Portal", and "Required for ACE and ACI". A "Quick Tutorial" link is also present.

Trailer Details Page

The first step is create profiles for any drivers, trucks and trailers that may be crossing the border. The information in these profiles will be used to complete mandatory fields on your manifests. It is recommended that you enter the profile information ahead of time to facilitate creating eManifests. Please refer to the individual sections for instructions on entering and maintaining:

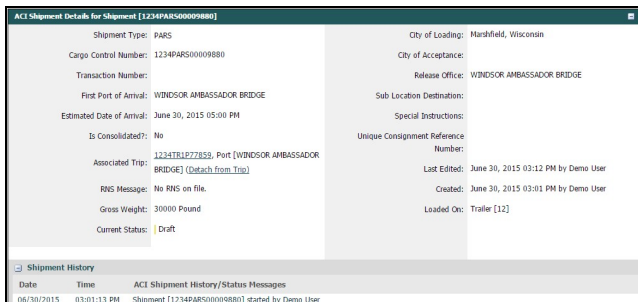
- [Driver profiles](#)
- [Passenger profiles](#)
- [Truck profiles](#)
- [Trailer profiles](#)

Administrative Features

Once a user creates an account with BorderConnect, and are created as a "super-user" they will have access to company and administrative features. Those features and pages are listed below.

- [Company Details Page](#)

ACI Software User Guide



The screenshot shows a detailed view of a shipment. The title is "ACI Shipment Details for Shipment [1234PARS00009880]". The data is organized into two columns. The left column includes: "Shipment Type: PARS", "Cargo Control Number: 1234PARS00009880", "Transaction Number:", "First Port of Arrival: WINDSOR AMBASSADOR BRIDGE", "Estimated Date of Arrival: June 30, 2015 05:00 PM", "Is Consolidated?: No", "Associated Trip: 1234TRIP77859, Port [WINDSOR AMBASSADOR BRIDGE] (Detach from Trip)", "RMS Message: No RMS on file.", "Gross Weight: 30000 Pound", and "Current Status: Draft". The right column includes: "City of Loading: Marshfield, Wisconsin", "City of Acceptance:", "Release Office: WINDSOR AMBASSADOR BRIDGE", "Sub Location Destination:", "Special Instructions:", "Unique Consignment Reference Number:", "Last Edited: June 30, 2015 03:12 PM by Demo User", "Created: June 30, 2015 03:01 PM by Demo User", and "Loaded On: Trailer [12]". At the bottom, there is a "Shipment History" section with a table showing the shipment was started by Demo User on 06/30/2015 at 03:01:13 PM.

ACI Shipment details page

ACI CSA Importer Search Page

The below articles focus on the different pages and features users will come across using BorderConnect ACI eManifest software. For core ACI eManifest articles visit the [ACI eManifest Software User Guide](#)

- [Start New ACI eManifest Page](#)
- [Start New ACI Shipment Page](#)
- [ACI eManifest Details Page](#)
- [ACI Shipment Details Page](#)
- [Edit ACI eManifest Page](#)
- [Edit ACI Shipment Page](#)
- [ACI Commodity Description Search Page](#)
- [ACI eManifest Search Page](#)
- [ACI Shipment Search Page](#)
- [Add/Edit Commodity for ACI Shipment Page](#)
- [ACI Commodity Description Search Page](#)
- [ACI Shipper/Consignee Search Page](#)
- [ACI CSA Importer Search Page](#)
- [Generating ACI Lead Sheets](#)
- [ACI Hazardous Goods Search Page](#)
- [ACI Shipment Uncommon Data Elements](#)

ACE Software User Guide

ACE Manifest Search Page

The below articles focus on the different pages and features users will come across using BorderConnect ACE Manifest software. For core ACE Manifest articles, visit [ACE Manifest Software User Guide](#)

- [Start New ACE Manifest Page](#)
- [Start New ACE Shipment Page](#)
- [ACE Manifest Details Page](#)
- [Edit ACE Manifest Page](#)
- [ACE Shipment Details Page](#)
- [Edit ACE Shipment Page](#)
- [ACE Manifest Search Page](#)
- [ACE Shipment Search Page](#)
- [ACE Commodity Details Page](#)
- [Add/Edit Commodity for ACE Shipment Page](#)
- [ACE In-Bond Sequences](#)

Management Features

Create a Driver Page

The articles listed below include any other features or pages users would come across in the BorderConnect software.

- [Add Passenger Page](#)
- [Passenger Details Page](#)
- [Passenger Search Page](#)
- [Trailer Search Page](#)
- [Add New Driver Page](#)
- [Driver Search Page](#)
- [Driver Details Page](#)
- [eManifest Tracking Feature](#)
- [Add Truck Page](#)
- [Truck Search Page](#)
- [Trailer Details Page](#)
- [Add Trailer Page](#)
- [Truck Details Page](#)

Software Tutorials

[How to create a driver in BorderConnect.](#)

[How to create a passenger in BorderConnect.](#)

[How to create a truck in BorderConnect.](#)

[How to create a trailer in BorderConnect.](#)

[How to create a user profile in BorderConnect.](#)

[How to create a terminal in BorderConnect.](#)

[How to create shippers and consignees in BorderConnect.](#)

[How to create a SCAC code in BorderConnect.](#)

[How to create a Canadian Carrier Code in BorderConnect.](#)

[How to create an Insurance Policy in BorderConnect.](#)

[How to create coversheets in BorderConnect.](#)

[How to create a Hazardous Materials profile in BorderConnect.](#)

[How to make a payment in BorderConnect.](#)

[How to import and export data using BorderConnect.](#)