U.S. Customs and Border Protection

Customs-Trade Partnership Against Terrorism

C-TPAT Portal Help: Applying to C-TPAT

Step 1:   Create a Trade Account

For new applications to C-TPAT, you will need to first create a Trade Account. To create a new trade account, click <Add New Trade Account> on the left side of the user interface and start entering Organization Profile information. Click <Next> to continue to the next tab and <Previous> to review the previous tab.

Organization Profile

The Organization Profile of your Trade account contains common company information to use to manage multiple applications or accounts in the Partner Portal. You will need to complete the following sections before continuing to your C-TPAT application: Company Information, Addresses, and Users.

Company Information

Trade Account data elements consist of: company name, "doing business as" name, telephone and fax numbers, website, business start date, number of employees, brief company history, addresses, and users. The required fields are indicated by an asterisk (*). Click <Next> to continue to Addresses.

Addresses

Enter Trade Account addresses related to: headquarters offices (including international corporate headquarters locations), Trade/Security Point of Contacts and office locations, import/export cargo handling facility locations, policy generation and training locations, etc. If numerous import/export cargo handling facilities exist, please provide the Top 3 locations by volume of imported/exported cargo or Top 3 locations with highest risk. Click Add to enter an

address, and Save to the list below to save the address to your account. Click <Next> to continue to Users.

Users

Enter user information for all people who can and should have access to your company's account in the Portal. Trade Accounts can have more than one user, and the Primary POC must be a company officer. C-TPAT account contacts will be identified in the application process from the users entered here. Click <Add> to enter a user, complete the user profile, and Save to the list below to save the user to your account. Click <Next> to continue to the Summary page.

Summary

Review Trade Account information on the Summary tab. The Summary page will display all information entered into the Organization Profile and allow the user to <Create a PDF> document for easy saving and printing for record keeping. After all information is reviewed for correctness, click <Submit> to create the Trade Account.

Step 2:   Apply to C-TPAT

Click on the Trade Account, then click <C-TPAT> on the left side menu.
Click <Apply to C-TPAT>.

Part 1:   Company Profile

The Company Profile is information related to your C-TPAT account, including Business Entity Information, Addresses, Contacts, and International program participation selections. **All C-TPAT addresses and C-TPAT users will have to be entered into the Organization Profile of the Trade Account before they can be associated to your C-TPAT application.**

Business Type

When applying for C-TPAT, you will be asked to identify the type of business you are applying as: highway carrier, importer, consolidator, etc. Eligibility criteria related to your specific business type will follow to determine your C-TPAT eligibility. For example, if applying as a highway carrier, a series of eligibility criteria questions will assist in determining your exact type of Highway Carrier: U.S./Canada Highway Carrier, U.S./Mexico Highway Carrier, or Mexican Long Haul Carrier.

Business Entity Information

Enter business entity information and click <Add> to add the ID to the Entered ID's section. Select the ID and click 'Del' to delete the ID. **Note**: **Once an application is submitted, Business Entity ID's cannot be added, modified, or removed by Trade Users**. You will need to contact your SCSS, once assigned, to add modify, or remove Business Entity ID's. Click <Next> to continue the application.

Addresses

Select a primary address, mailing address, and all other addresses previously entered into the Organization Profile section of your Trade Account that you desire to be associated with your C-TPAT account. Click <Next> to continue the application.

Contacts

Select the appropriate C-TPAT contacts previously entered into the Organization Profile section of your Trade Account. A Primary POC must be a company officer (Office). Only company officers can electronically sign the C-TPAT Partner, Status Verification Interface, Exporter, or International agreements. Other types of C-TPAT contacts are: Employee (Emp) and Consultant (Consul). Click <Next> to continue application.

International

Listed under the International tab are the international programs related to C-TPAT that are available to your company based on status and business type. If you would like to participate a company officer must electronically sign the appropriate program agreements. Click <Next> to continue with the application.

Summary

Review C-TPAT Account information in the Summary. The Summary page will display all information entered into the C-TPAT Account and will allow you to <Create a PDF> document for easy saving and printing for record keeping. After all information is reviewed for accuracy, click <Save> to continue your application and complete the Security Profile.

Part 2:   Security Profile

To complete a new Security Profile, click on the <Not Complete> link under Security Profile Status on the main C-TPAT page. The Security Profile features major security categories in a column down the left side of the screen and the security criteria for each category in tabs above the specified category (see graphic below).

Security Profile   ℹ️ - Incomplete Answers   ✅ - Accepted Answers   ❌ - Rejected Answers

| INTRODUCTION AND AUDIT | | General ℹ️ | Security Procedures ℹ️ | C-TPAT Partners ℹ️ | Contractors ℹ️ | AEO Participant ℹ️ |

Business Partner Requirements, General (Updated)

Air carriers must have written and verifiable processes for the screening of business partners, including carrier's agents and service providers. Air carriers must also have screening procedures for new customers, beyond financial soundness issues to include indicators of whether the customer appears to be a legitimate business and/or posses a security risk. Air carriers must also have procedures to review their customer's requests that could affect the safety of the aircraft or the cargo or otherwise raise significant security questions, including unusual customer demands.

Air Carriers must conduct a comprehensive assessment of their security practices based upon the following C-TPAT minimum–security criteria. Click on the following link for guidance on conducting a risk assessment: http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/ctpat_partners/scra/

Partner Response:

> Use the text box provided to respond to the criteria statement above. All criteria statements require response.
> When data entry is done, click <Save>.

❶ Previous   Next   🖫 Save   🖫 Submit to C-TPAT

Answer each criteria section with significant details. Use the "Please select a file to upload" prompt to support your responses with documents that demonstrate evidence of implementation related to each criteria statement. If a section is not applicable to your business model, respond with "Not Applicable", and also detail the reason why the section is not applicable. When data entry is complete, click <Save> at the bottom of each criteria section.

CTPAT Account #	99427886
Security Profile Status	Annual Review Required 🖫 Submit Security Profile

Once all criteria in the Security Profile have a response, click the <Submit Security Profile> button that will appear in the Security Profile Status column of the main C-TPAT summary page.