



Customs-Trade Partnership Against Terrorism

C-TPAT Portal Help: How to Add Addresses

Only new C-TPAT addresses will need to be entered into the Organization Profile of the Trade Account before they can be pushed to your C-TPAT application.

Step 1: To add an address to your Trade Account, click on <Organization Profile>, and then click on the <Addresses> tab. Click <Add> and complete the required fields indicated by an asterisk (*), including Type, Street Line 1, City, Country, Postal Code, and State (if applicable). Once data entry is complete, select <Save to the list below>. Once the address is entered into the list, indicate whether it is a mailing address by clicking in the box. Click the <Submit> button below the Addresses window to save your changes.

The screenshot shows a web form titled 'Addresses' with several tabs: 'Company Information', 'Addresses', 'Users', and 'Summary'. The 'Addresses' tab is active. The form contains the following fields:

- Type* (dropdown menu: ---Select Type---)
- Street Line 1* (text input)
- Street Line 2 (text input)
- City* (text input)
- Country* (dropdown menu: ---Select Country---)
- Postal Code* (text input)
- State (dropdown menu: ---Select State---)

At the bottom right of the form, there are two buttons: 'Save to the list below' (highlighted with a red circle) and 'Cancel'.

Step 2: After entering address information into the Organization Profile of your Trade Account, click on <C-TPAT> in the left side menu, then click <Edit Company Profile>. Select the <Addresses> tab. To indicate the <Primary> Address, click in the circle of the desired address row. For all other C-TPAT addresses, select the <Secondary> box. When your selection is complete, click <Save>.

The screenshot shows a table of addresses with columns: Primary, Secondary, Address Type, Address Line 1, Address Line 2, City, Postal Code, Country, and State. The 'Primary' column has radio buttons, and the 'Secondary' column has checkboxes. A red arrow points to the radio button in the first row. A blue callout box contains the text: 'To indicate the <Primary> Address, click in the circle of the desired address row.'

| Primary | Secondary | Address Type | Address Line 1 | Address Line 2 | City | Postal Code | Country | State |
|----------------------------------|--------------------------|------------------|-----------------|----------------|-------|-------------|---------------|---------|
| <input type="radio"/> | <input type="checkbox"/> | Other | 23 Main DR | | Jila | 19874 | Canada | Quebec |
| <input type="radio"/> | <input type="checkbox"/> | Distribution Cen | 12 Mexico | | Tital | 7845 | Mexico | Colima |
| <input checked="" type="radio"/> | <input type="checkbox"/> | Headquarters | 12 Head Quarter | | City | 78459 | United States | Indiana |