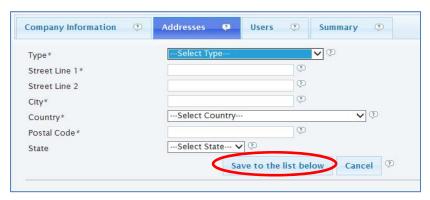**U.S. Customs and Border Protection**

## 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.



**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>.



To indicate the <Primary> Address, click in the circle of the desired address row.