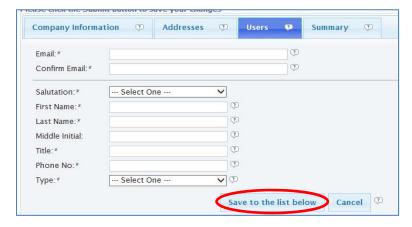


Customs-Trade Partnership Against Terrorism

C-TPAT Portal Help: How to New Add Contacts

All new C-TPAT users will need to be entered into the Organization Profile of the Trade Account before they can be pushed to your C-TPAT account.

Step 1: To add a user to your Trade Account, click on <Organization Profile>, and then click on the <Users> tab. Click <Add> and complete the required fields indicated by an asterisk (*), including Email, Confirm Email, Salutation, First Name, Last Name, Title, Phone No., and Type. Once data entry is complete, select <Save to the list below>, then click the <Submit> button below the Users window to save your changes.



After entering the user 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 <Contacts> tab (Please note: selecting a contact as the Primary Contact will automatically list that contact as a Company Officer). For all other C-TPAT users, associate users as C-TPAT contacts by indicating their role in the organization— click in the Company Officer (Officer), Employee (Emp) or Consultant box. When your selection is complete, click <Save>.

