



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.

Company Information | Addresses | **Users** | Summary

Email:*

Confirm Email:*

Salutation:*

First Name:*

Last Name:*

Middle Initial:

Title:*

Phone No.:*

Type:*

Save to the list below Cancel

Step 2: 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>.

Business Type | Business Entity Information | Addresses | **Contacts** | International | Summary

Please select the appropriate contacts for C-TPAT related to the account. A Primary POC must be a company officer. Only company officers can electronically sign the C-TPAT Partner, SVI, Exporter, NEEC, or Mutual Recognition agreements.

Primary Contact	Officer	Emp	Consultant	User Email	Last Name	First Name	Initial	Title	Phone Number
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	testaccount7@test7.com	NEW	CHECK	P	Title	874596321

To indicate the <Primary Contact> for your C-TPAT account, click in the circle in the desired contact row.

Previous Next Save

* is a required field