HOW TO SET UP A NEW COMPANY
A STEP-BY-STEP GUIDE

STEP 1
Email the credential center to set up a new company.

STEP 2
Request an appointment for new company set-up

STEP 3
Gather required documents before your appointment.

STEP 4
Bring two company representatives to your appointment with the credentialing office for a new company set-up.

STEP 5
Attend your training appointment. Average of 2-3 hours.

STEP 6
Pick up your company’s badges.

Required Documents: Click to Access

- New Company Agreement
- Bonding with CBP (if applicable)

Pay for new company set up $200

Charges are billed. No cards/checks accepted

Representatives will be processed as authorized signers & badge holders click for current cost

Required Documents: Click to Access