

# 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.



New Company Agreement



Bonding with CBP (if applicable)

Required Documents: [Click to Access](#)

Pay for new company set up \$200



Representatives will be processed as authorized signers & badge holders  
[click for current cost](#)

*Charges are billed. No cards/checks accepted*

Required Documents: [Click to Access](#)



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.