

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



Email the Credential Center to Request an appointment for new company set-up.

STEP

3



Gather required documents before your appointment.



New Company Agreement



Bonding with Customs (if applicable)

Required Documents: [Click to Access](#)

New Company set-up fee \$200



Representatives will be processed as Authorized Signers & badge holders click for current cost

Charges are billed. No cards/checks accepted.

STEP

4



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

STEP

5



Background check clear, typically takes 3-5 business days. Return to Credential Center to take training. Average time 2-3 hours. Pick up your badge.