

HOW TO SET UP A NEW COMPANY

A STEP-BY-STEP GUIDE

STEP

1



Email the Credential Center get information on how to set up a new company

STEP

2



Company Representative and Sponsoring Company Authorized Signer must completely fill out New Company Agreement and email to Credential Center.

STEP

3



Company Representatives will receive email from the badging system to complete application and sign electronic forms.

STEP

4



The Credential Center will schedule an appointment once the application and forms are complete. The company representative will receive an email confirmation.

New Company
set- up fee \$200

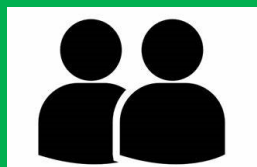
Representatives will be processed
as Authorized Signers & badge
holders click for current cost

Charges are billed. No cards/checks

Bonding with Customs
(if applicable)

STEP

5



Two company representatives are required for your appointment with the credentialing office for a new company set-up. Check in with the Receptionist. You must bring your Photo ID or Driver's License and Work Authorization Document (ex – Passport, Birth Certificate).

STEP

6



When your background has cleared you will receive an email from the badging system. Return to Credential Center and check in with the receptionist to take training. You must bring your Photo ID or Driver's License. Average time 2-3 hours. **Pick up your badge.**