# Customs Trade Partnership Against Terrorism (CTPAT)
# Trade Compliance Portal 3.0 Manual

CTPAT™
YOUR SUPPLY CHAIN'S STRONGEST LINK.

## Step by Step Instructions for Application and Annual Notification Letter Processes
## (Updated)

**September 2025**

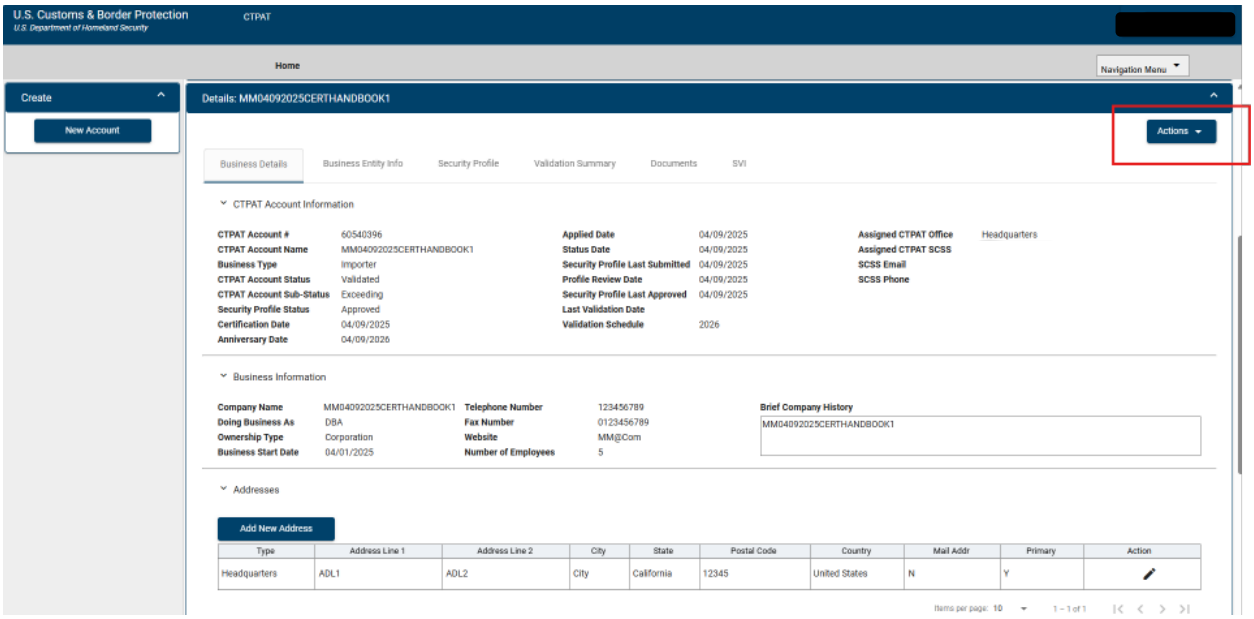
How to Apply to CTPAT Trade Compliance

## 1. Apply to the CTPAT Trade Compliance Program from the CTPAT Security Portal.

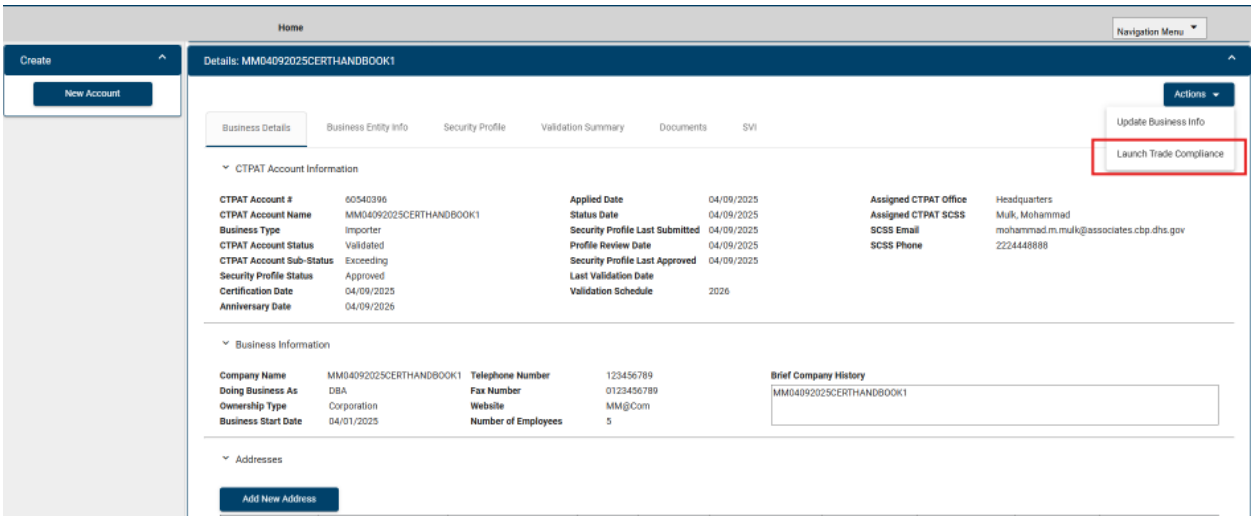
Once the Company Officer, as identified in the CTPAT portal, CLICKS on the Actions button, a dropdown menu with Launch Trade Compliance will be visible and upon clicking on it, an Eligibility Questionnaire will appear. After completing the Eligibility Questionnaire, if the importer is determined to be eligible, the application will continue in the Trade Compliance portal.

Note: The importer must be able to answer yes to all the questions to proceed with the application process. If any of the answers are currently no, this is an area that needs to be improved within the organization to move forward. Questions may be directed to CTPATTradeCompliance@cbp.dhs.gov.

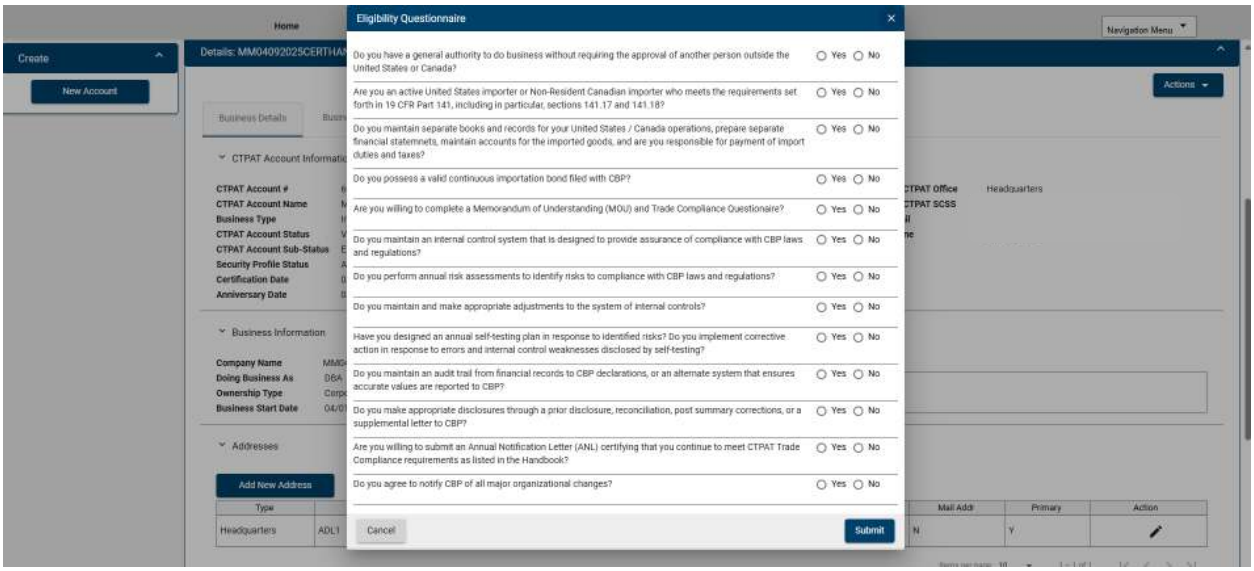
CLICK on the Actions button:



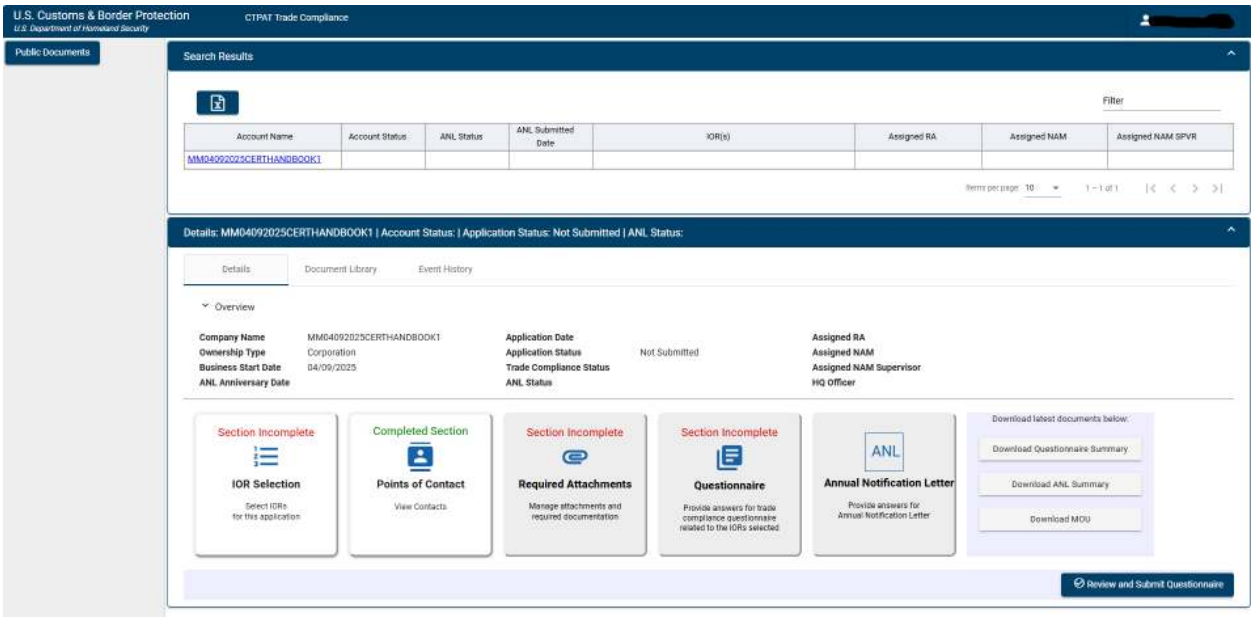
Dropdown menu; CLICK on Launch Trade Compliance:




Complete the Eligibility Questionnaire and CLICK Submit:



Trade Compliance portal landing page: [redacted]



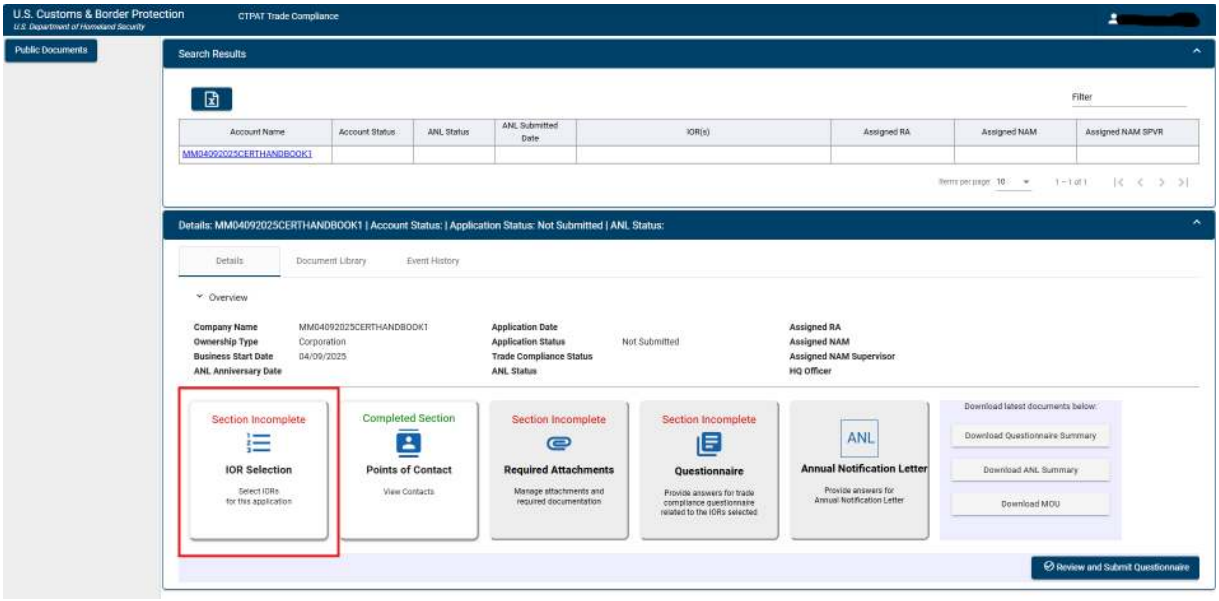

## 2. IOR Selection Tile

Once the applicant is in the Trade Compliance portal, the applicant CLICKS on the IOR Selection tile and the IOR Number Selection pop-up window will appear. The list is generated from the partner's CTPAT profile and will display all IOR numbers that have been granted Tier II or Tier III benefits. The applicant CLICKS the check box next to the IOR number(s) to be included in the application. The applicant can select as many or as few IOR numbers as it wants to participate in the program.

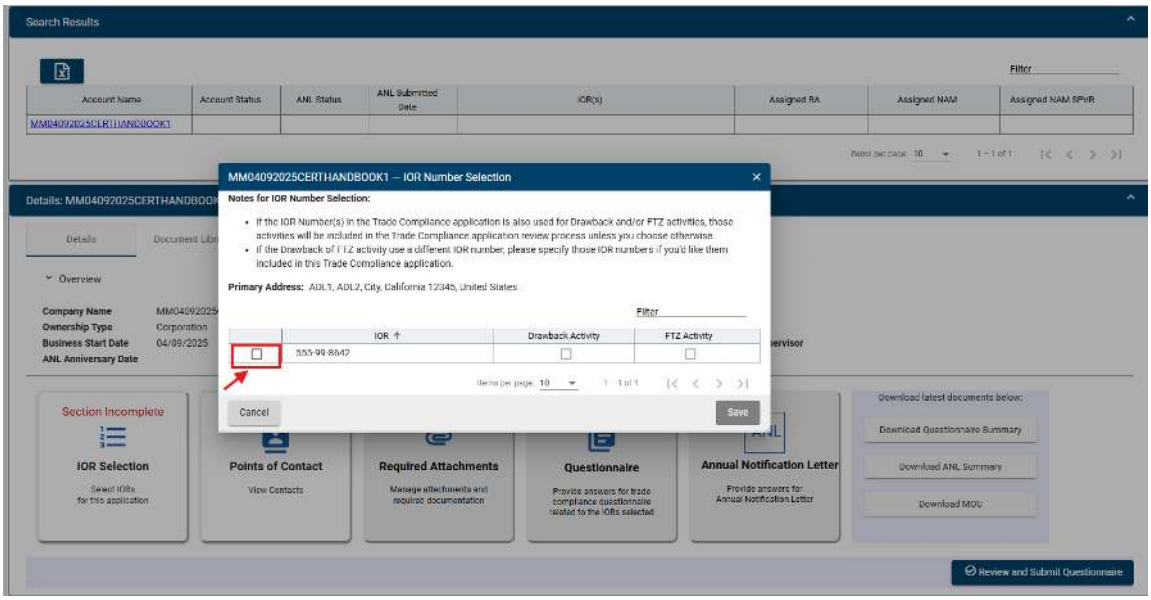
NOTE: Only the IOR numbers selected will be granted benefits of the Trade Compliance Program at the time of application approval.

The applicant also chooses whether to include Drawback and/or FTZ in its application at this time. When finished, the applicant CLICKS the Save button and the IOR Number Selection will be saved.

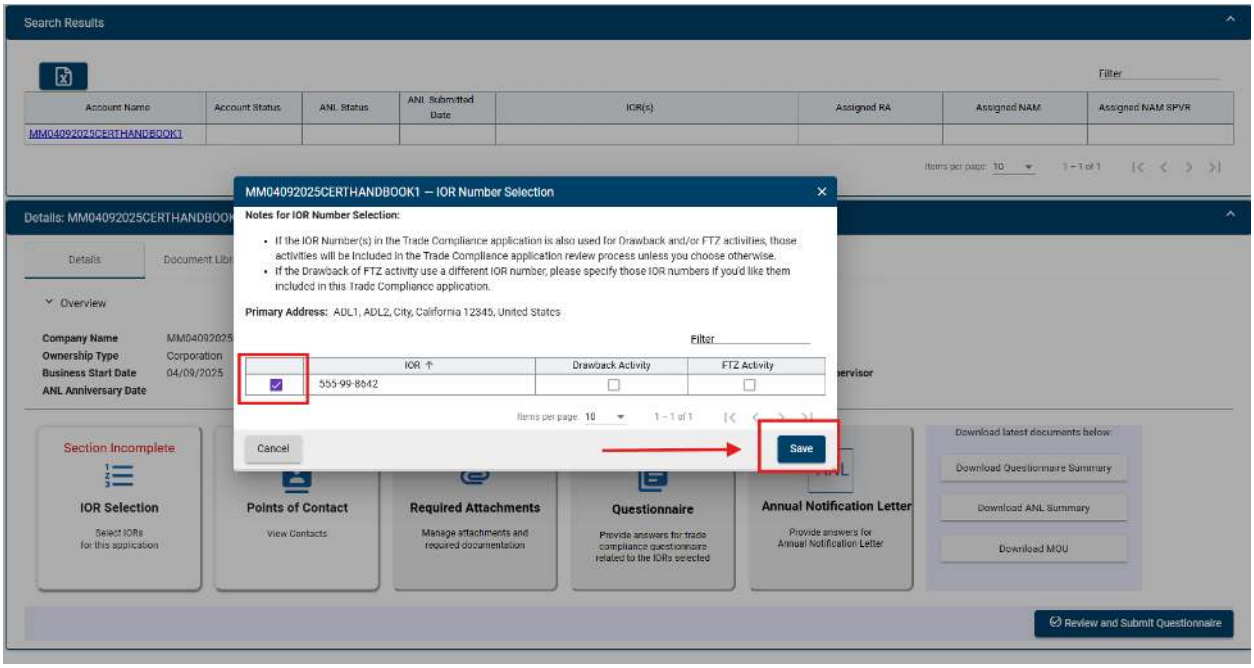
CLICK on the IOR Selection tile: [redacted]



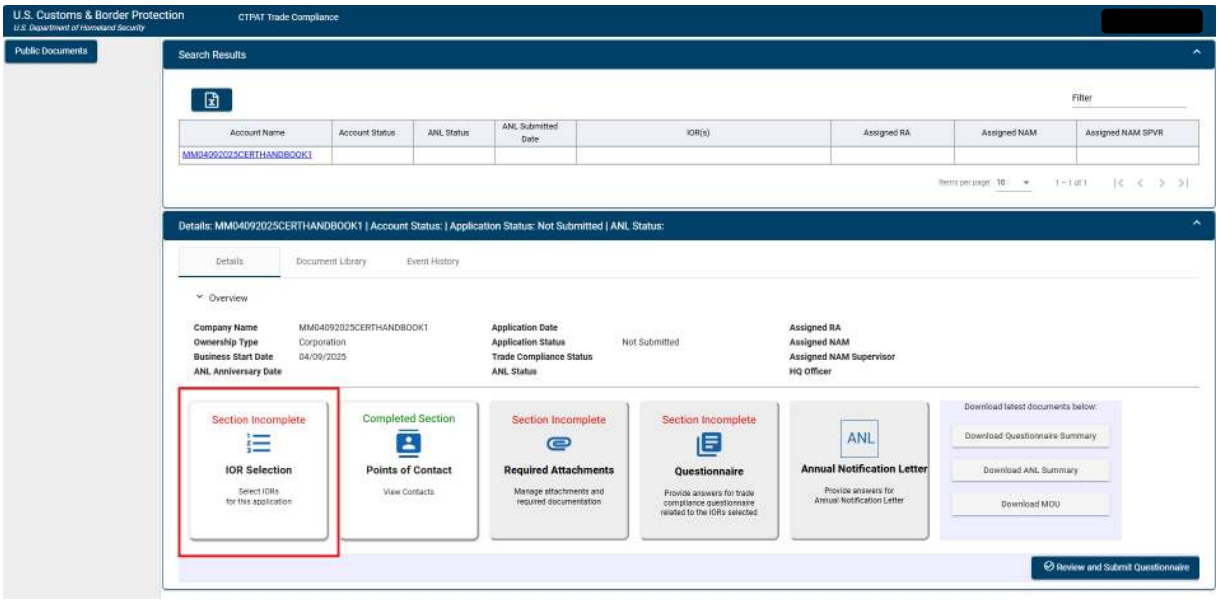

Check the box(es) for the applicable IOR(s) in IOR Number Selection pop-up window:

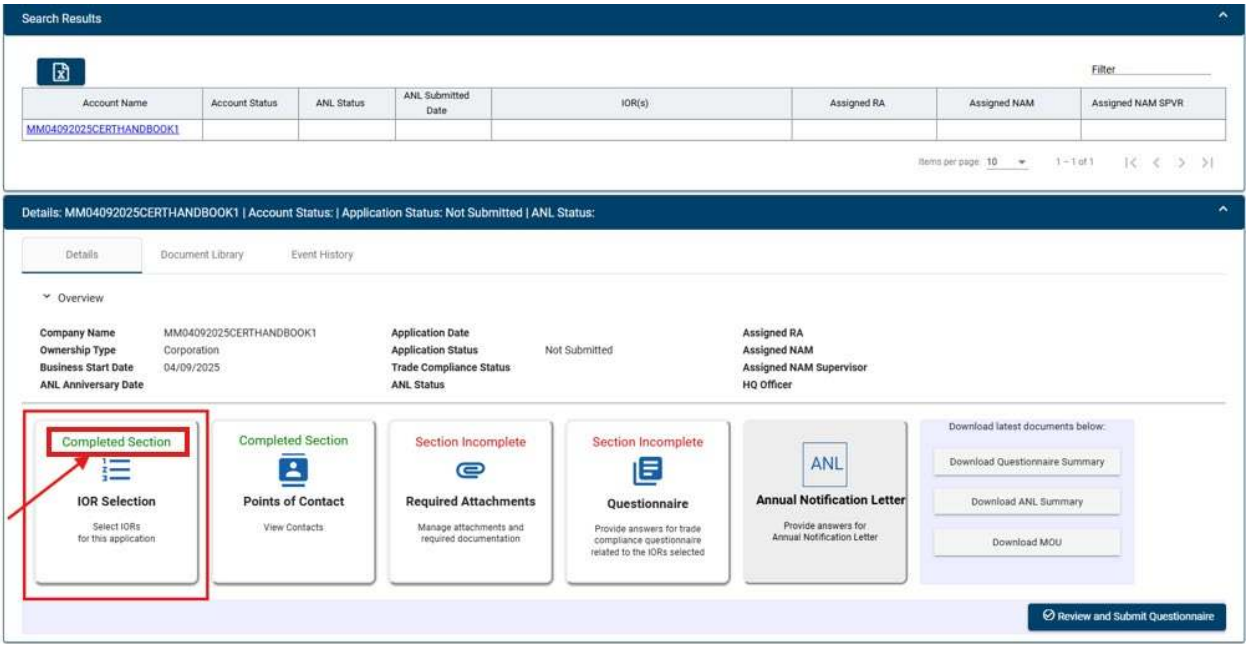


CLICK on Drawback Activity and/or FTZ Activity, if applicable, and CLICK on the Save button:




IOR Selection tile heading will change from “Section Incomplete” to “Completed Section”:

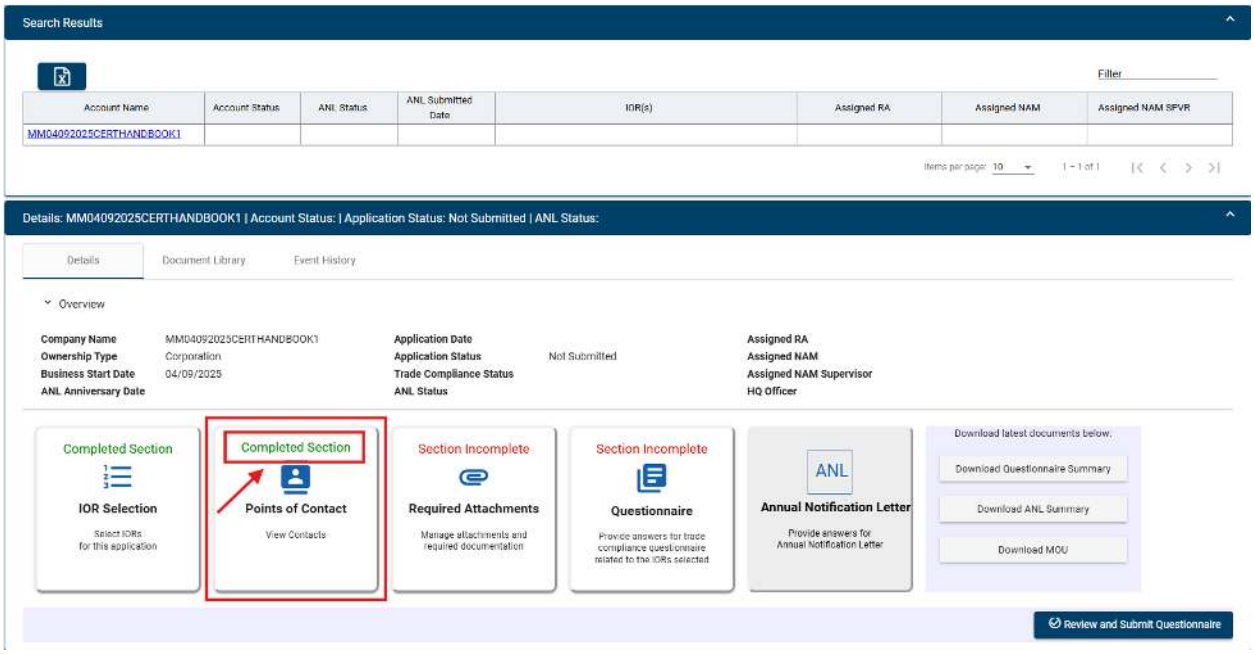





## 3. Points of Contact Tile

Points of Contact tile will automatically include data from the Security Portal. During the time of application creation in the portal, contact information will be automatically added and the applicant is able to include more contact information if desired by clicking on the Points of Contact tile. This tile will automatically show as a Completed Section as soon as the applicant makes the transition from the Security portal to the Trade Compliance portal.

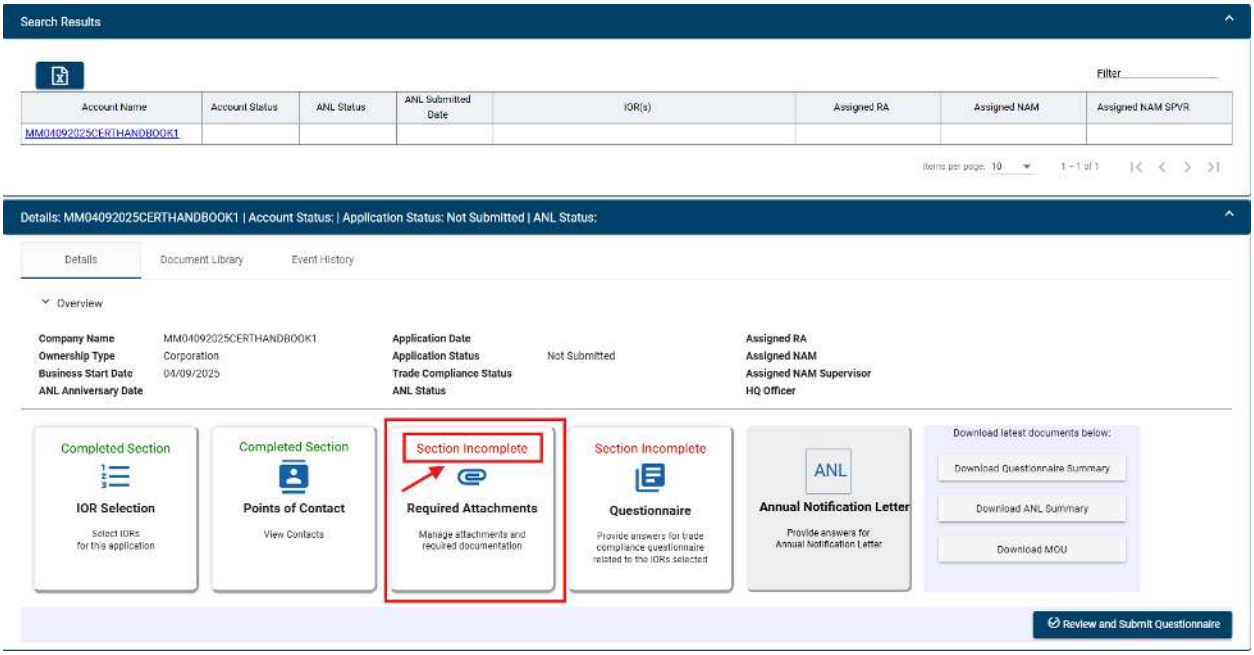
CLICK on Points of Contact Tile to update, if necessary:



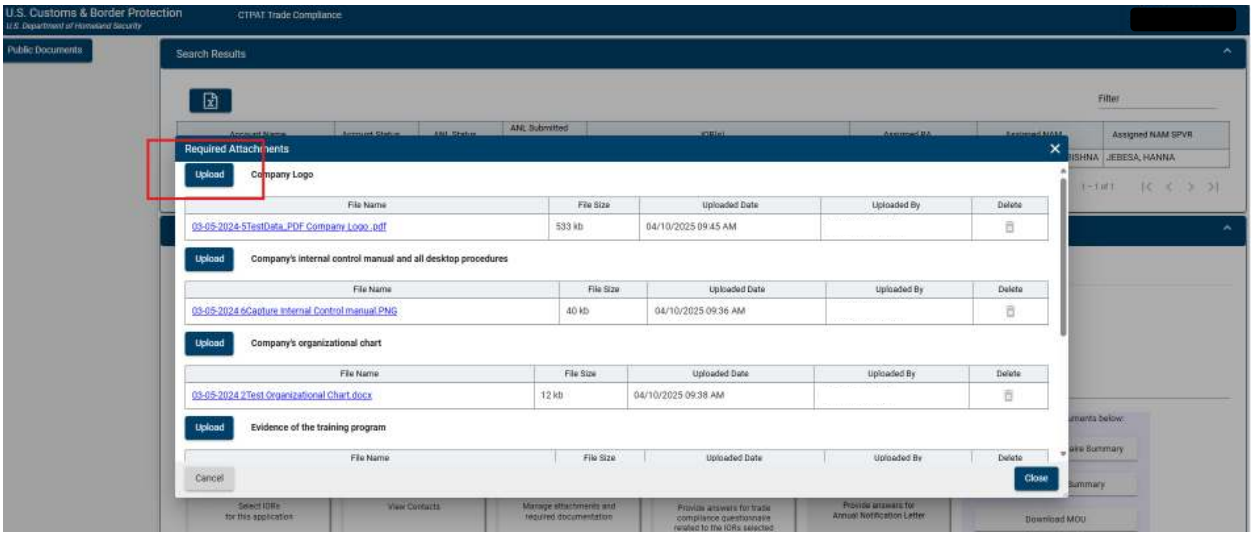

## 4. Required Attachments Tile

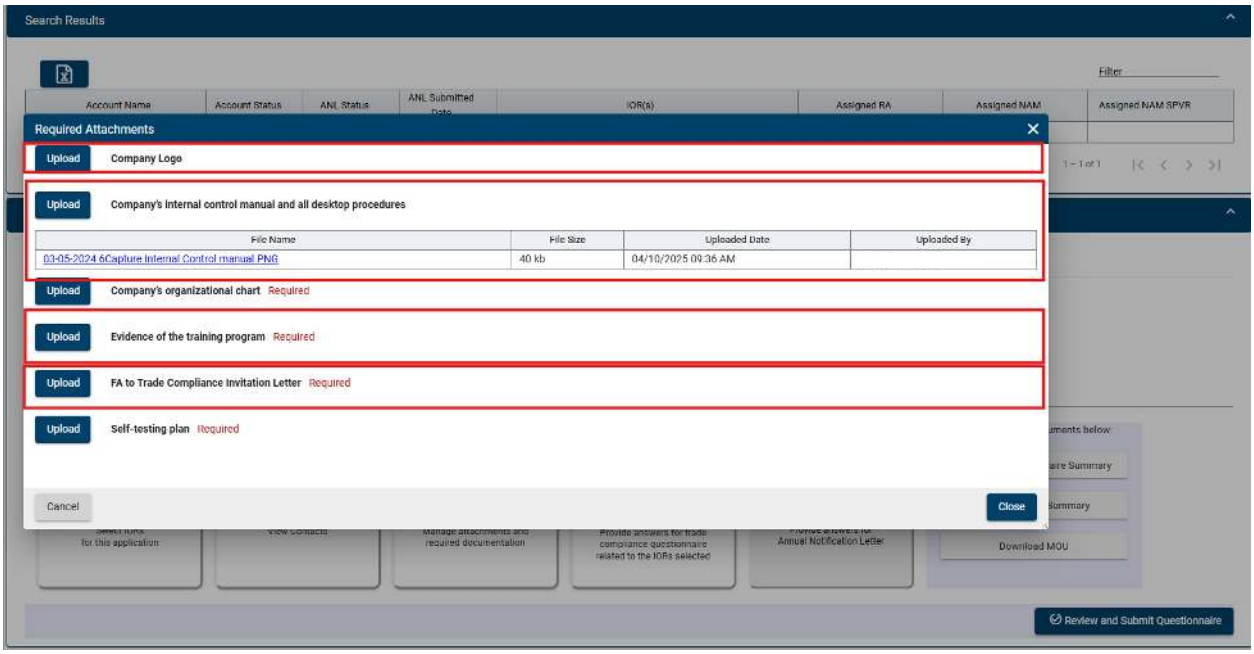
Once the applicant CLICKS on the Required Attachments tile, a Required Attachments pop-up window will appear to allow the applicant to upload documents for each required attachment. When all documents have been uploaded, the applicant CLICKS on the Close button.

CLICK on the Required Attachments tile:

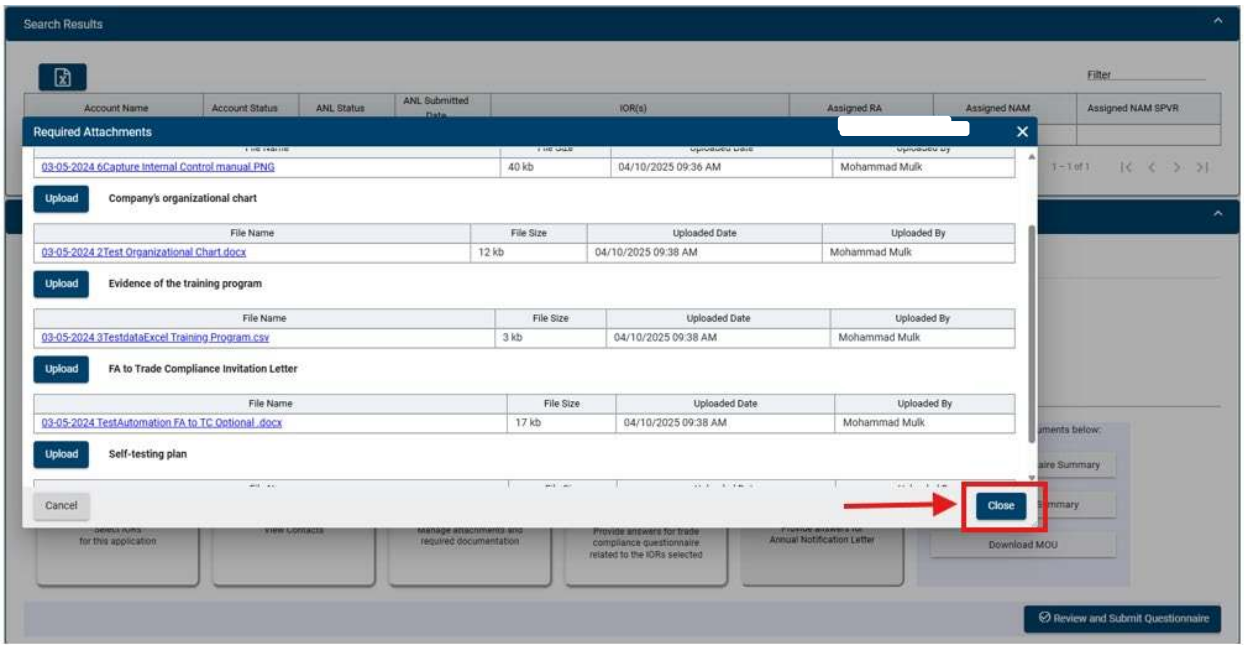



Required Attachments pop-up window; the applicant CLICKs on the Upload button and completes the file upload process for each requirement:

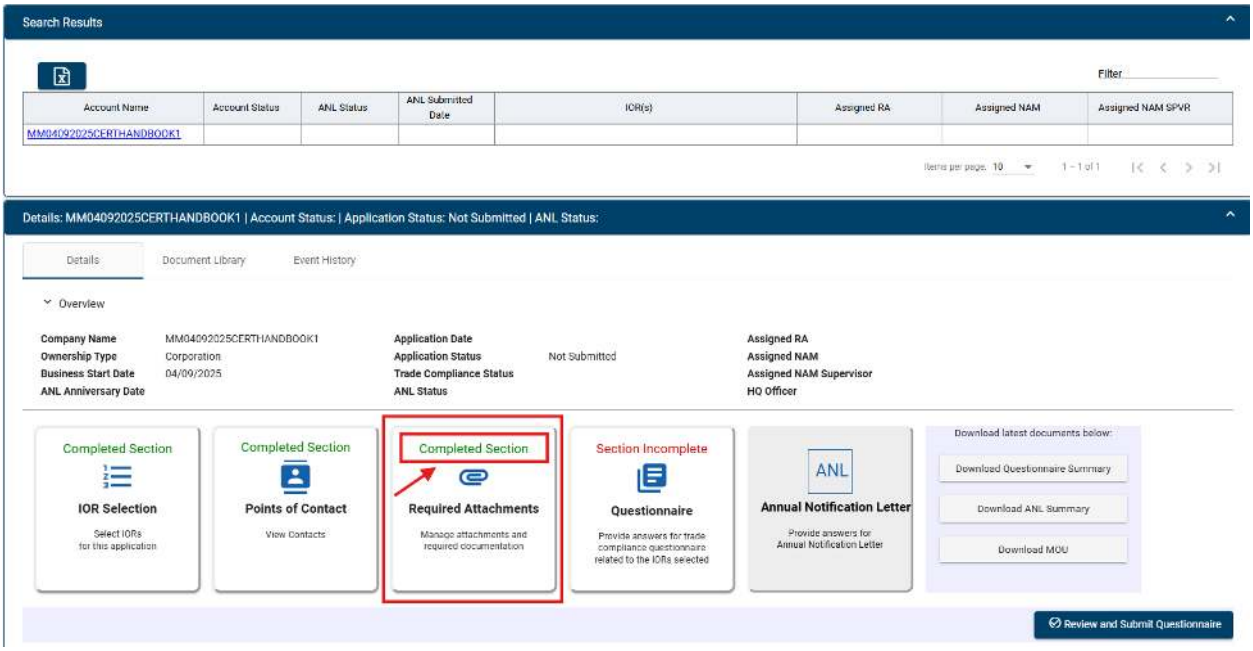





After all documents have been uploaded, applicant CLICKS on the Close button:



Required Attachments tile will change from “Section Incomplete” to “Completed Section”:

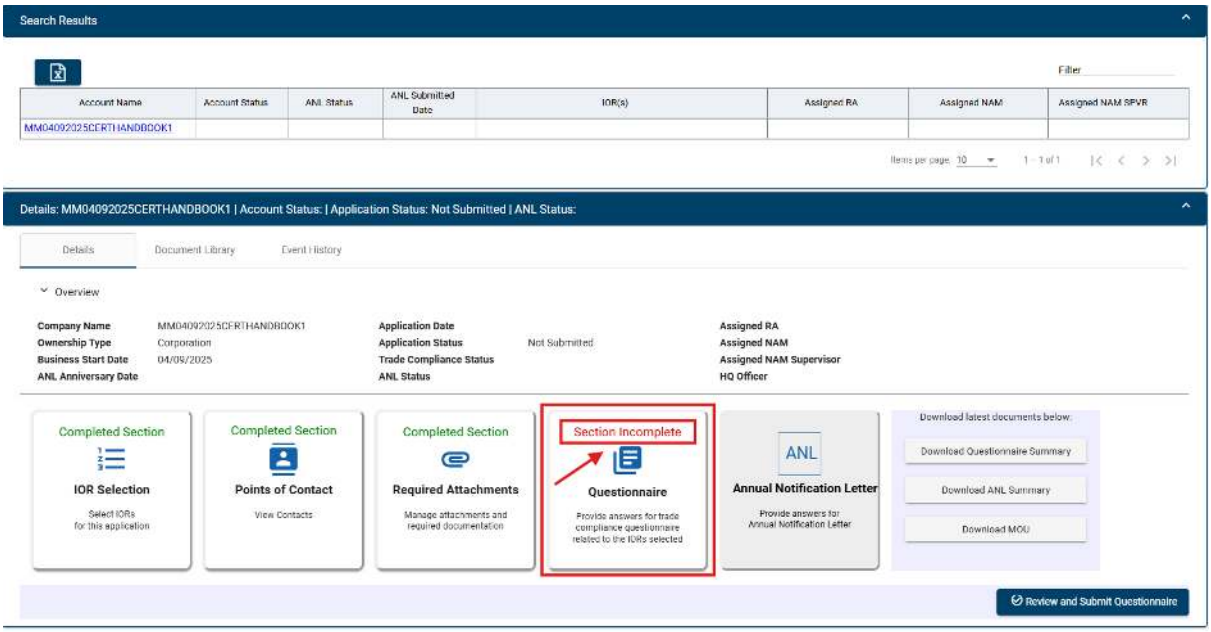



## 5. Completing the Trade Compliance Questionnaire

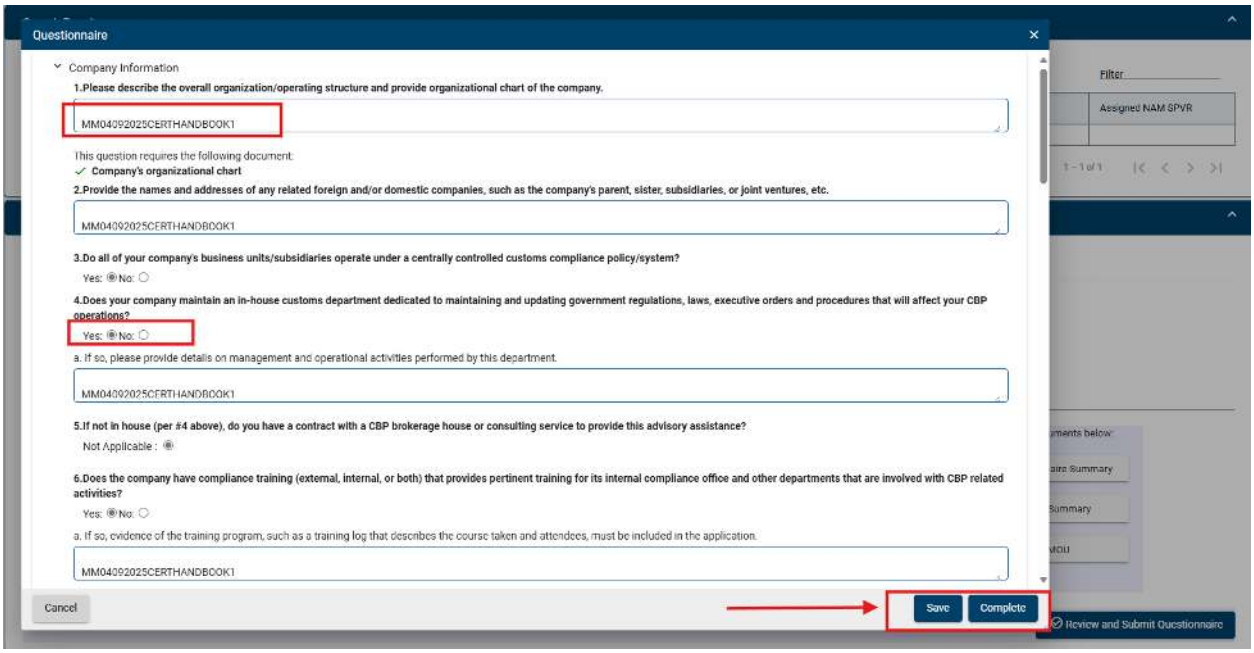
Applicant CLICKS on the Questionnaire tile and a Questionnaire pop-up window will appear. The applicant responds to the questions. When finished, the applicant CLICKS on the Save button followed by the Complete button.

Upon completion of the Questionnaire, the applicant should CLICK on the Review and Submit Questionnaire button followed by the Save Application button.

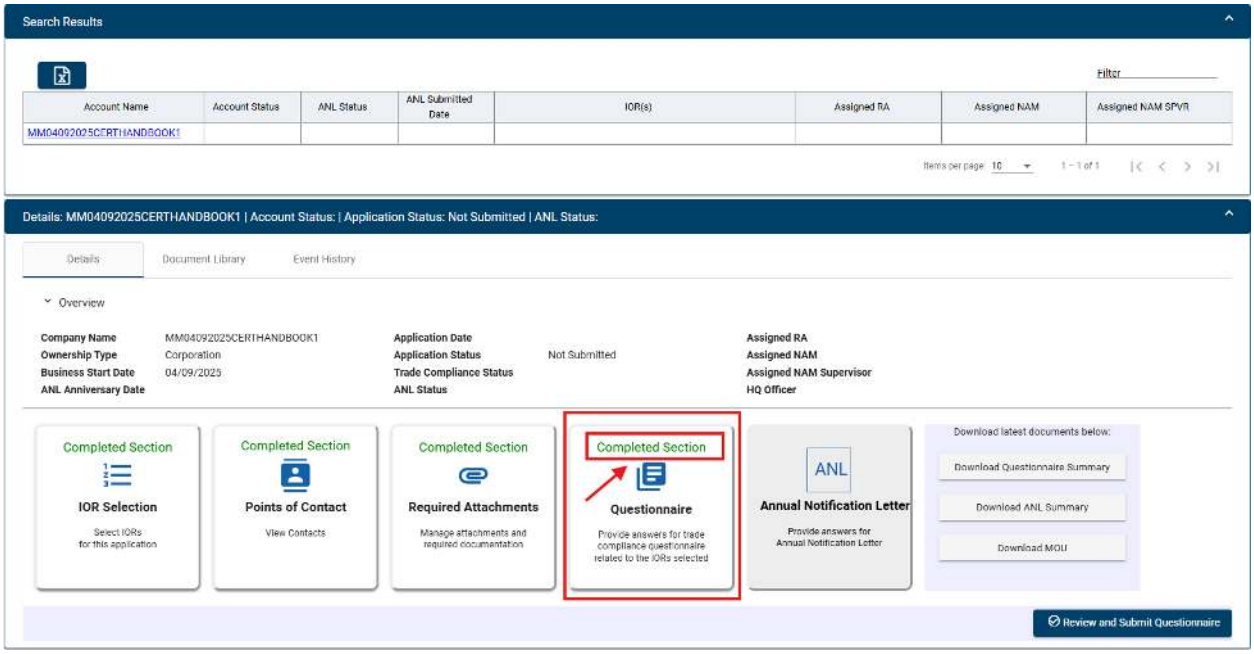
CLICK on the Questionnaire tile:



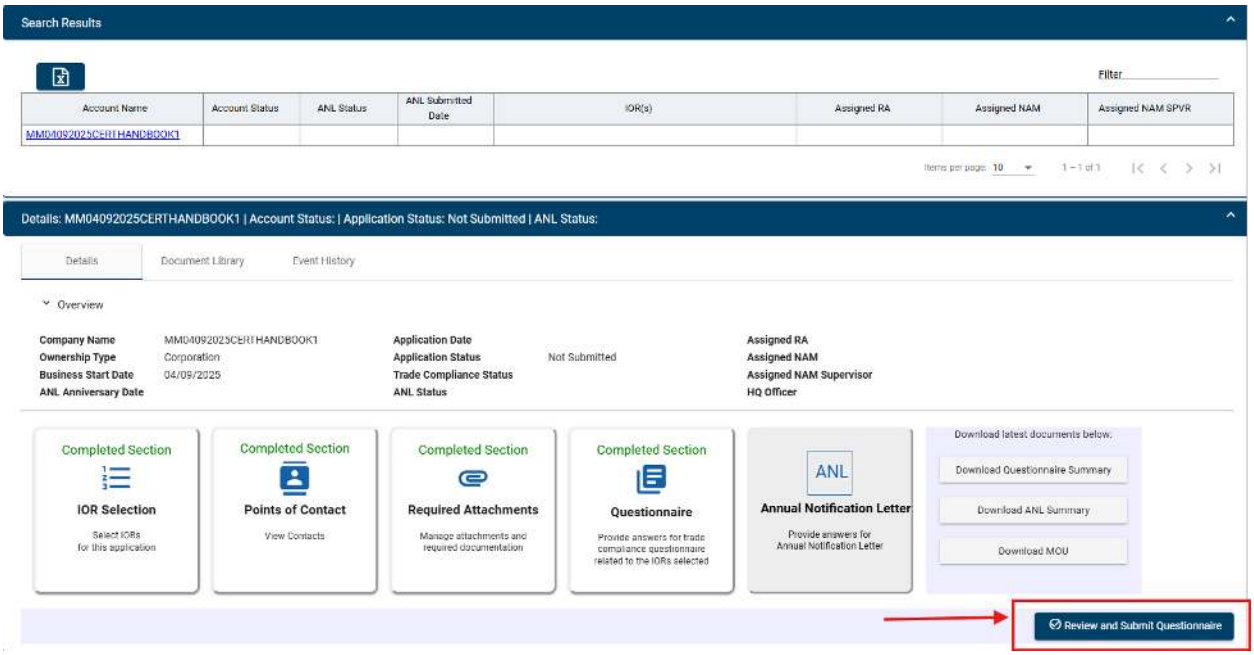

Respond to the questions in the Questionnaire pop-up window; CLICK on the Save button followed by the Complete button:



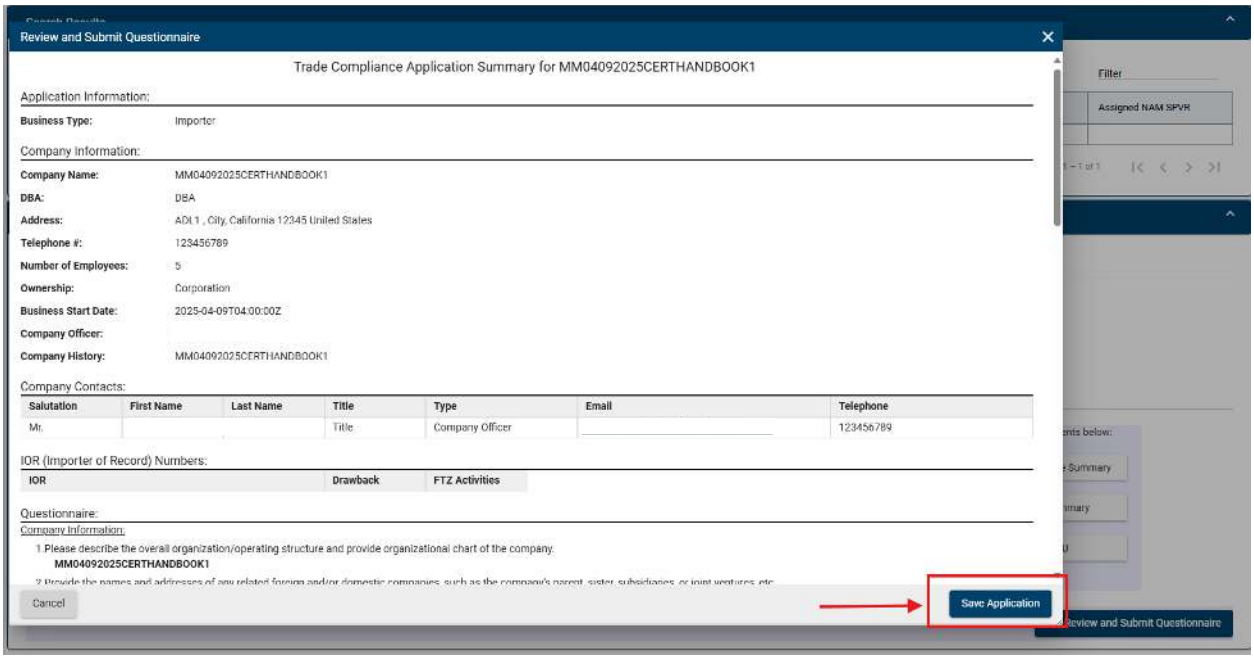

The Questionnaire tile will change from “Section Incomplete” to “Completed Section”:




CLICK on Review and Submit Questionnaire:



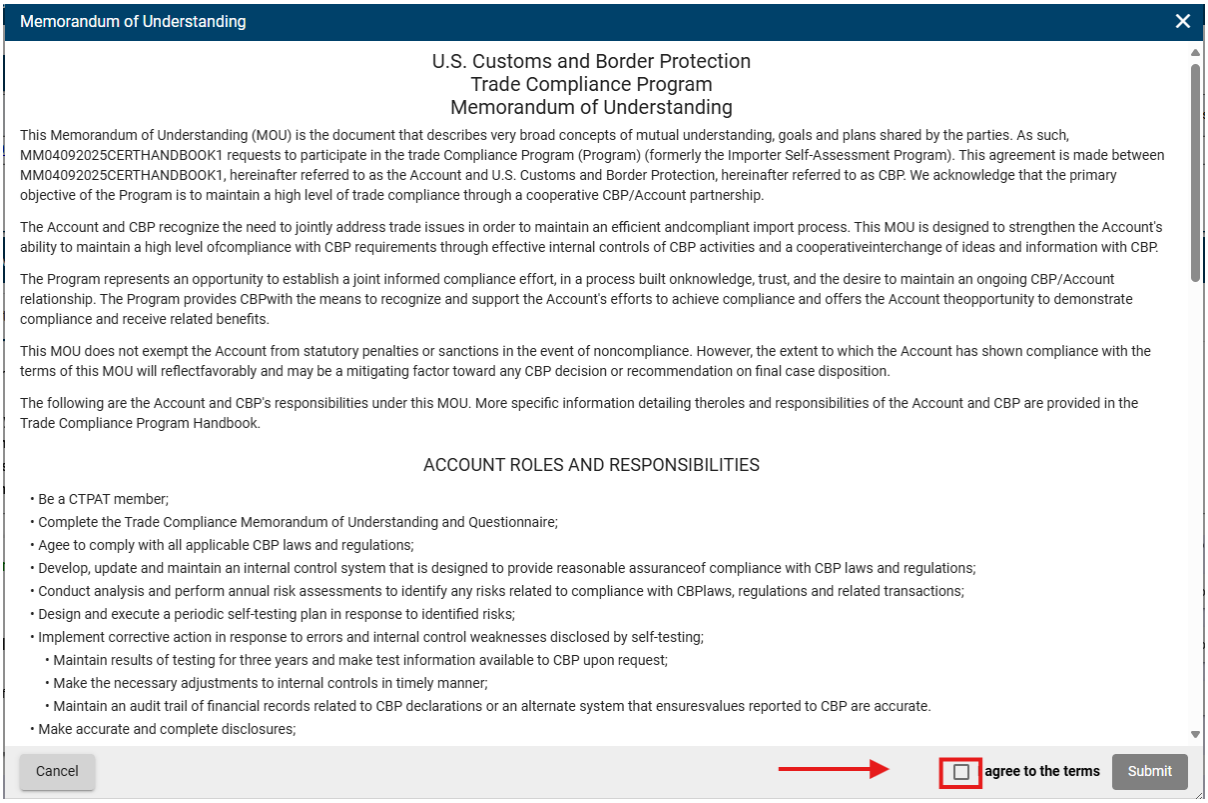
CLICK on Save Application button:

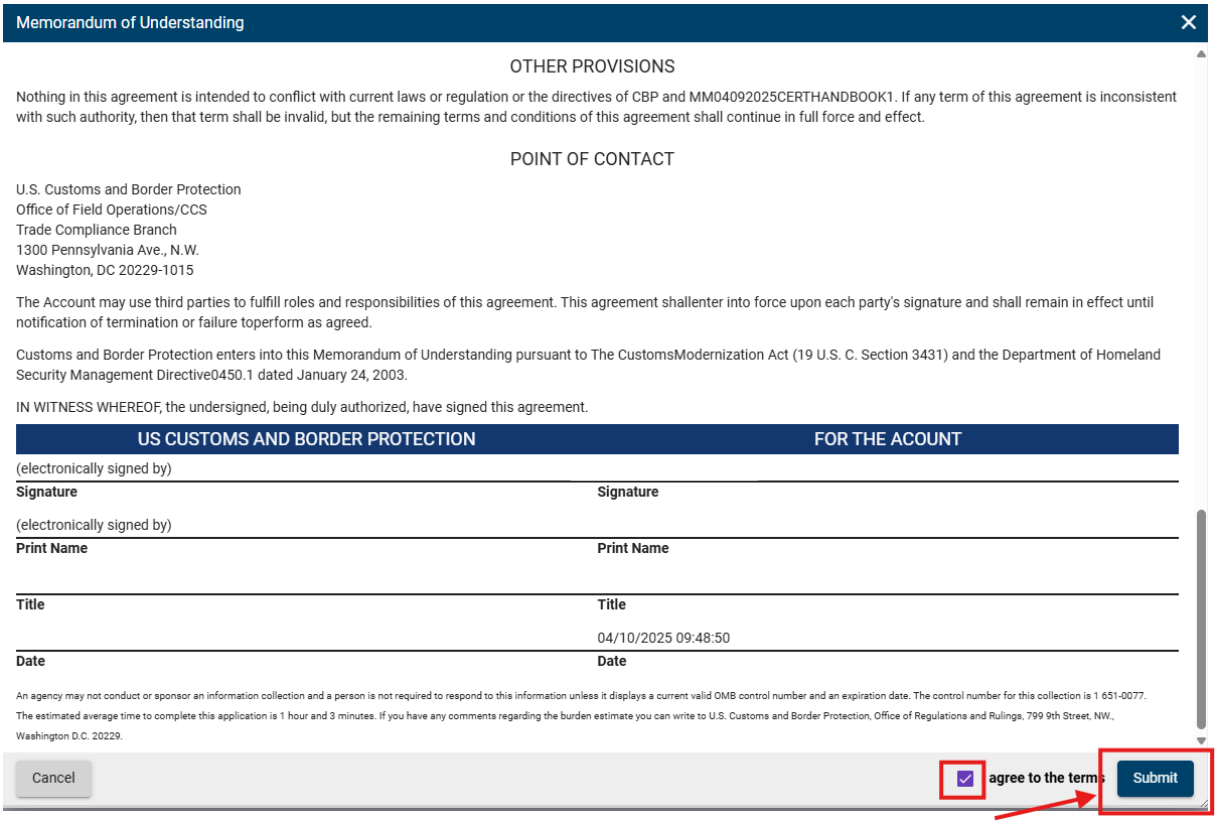



## 6. Execute the Memorandum of Understanding

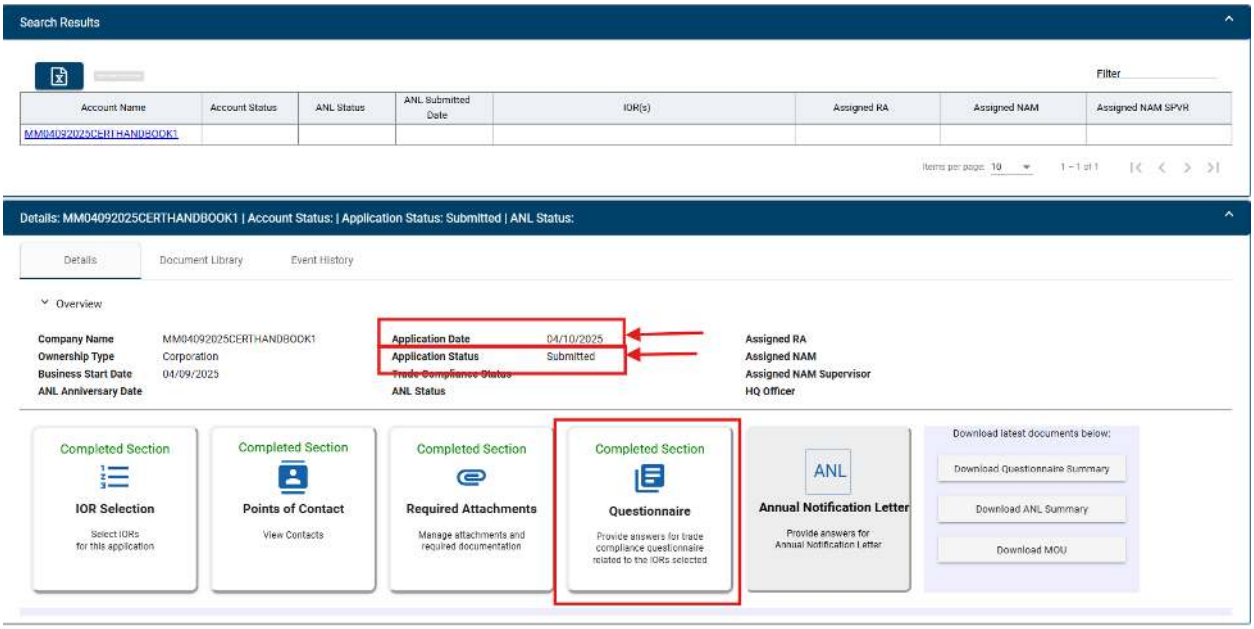
Applicant executes a Trade Compliance Memorandum of Understanding (MOU) to complete the application. Once signed, a copy of the MOU will be available in PDF format, in the document library.

Applicant CLICKs on the agree to the terms check box followed by the Submit button:

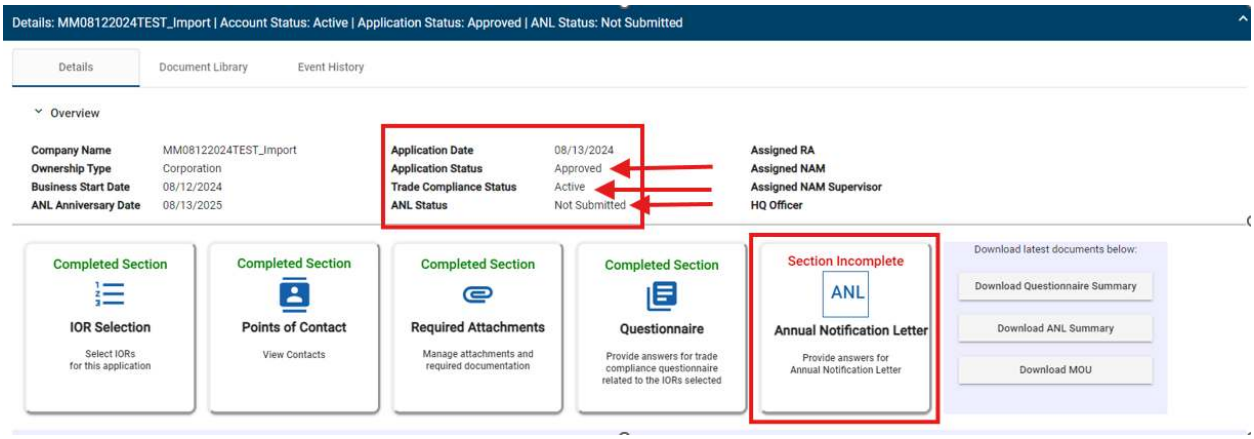


The Application Date will now be Populated, and the Application Status will be Submitted:




If the application is approved by Trade Regulatory Audit, the National Account Manager, Trade Compliance HQ, and the CTPAT Director, the Application Status will change to Approved, the Trade Compliance Status will be Active, the ANL Status will change to Not Submitted, and the Annual Notification Letter tile is activated:



How to submit the Annual Notification Letter

**1. Submitting the Annual Notification Letter (ANL)**

To submit the ANL, the Company Officer of the Trade Compliance Partner, as identified in the CTPAT portal, should CLICK on the Annual Notification Letter tile. The ANL Cover Letter pop-up window will appear. The Trade Compliance Partner must complete in full all four cover letter paragraphs, which represent the first four parts of the ANL (see examples below with screen prints). The Trade Compliance Partner must also provide executive summaries of the details requested in the remaining fields, as well as upload attachments that support this information. Please refer to the ANL Reporting Requirements in the Trade Compliance Handbook for additional guidance. Once all information has been added to the ANL Cover Letter, the Trade Compliance Partner will CLICK on the Save button followed by the Complete button.

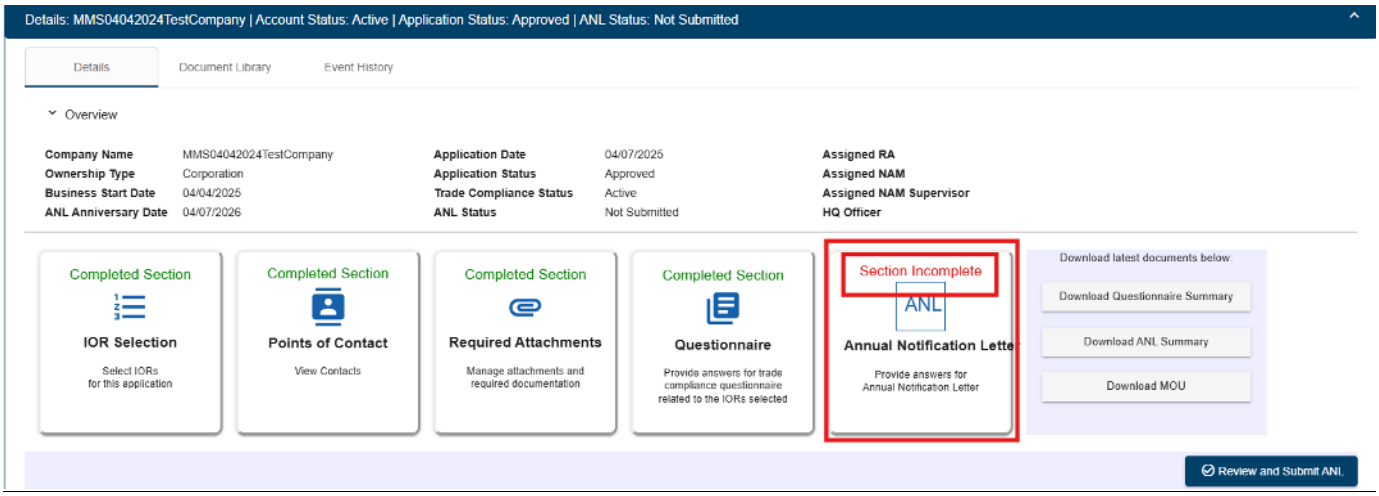
Upon completion of the ANL, the Trade Compliance Partner should CLICK on the Review and Submit ANL button. A Review and Submit ANL pop-up window will appear to show a copy of the ANL for the Trade Compliance Partner's review. The ANL is auto generated from the Trade Compliance Partner's responses. After the Trade Compliance Partner's review of the ANL is complete, the partner should CLICK on the Save Application button.

Trade Compliance Partners should submit the ANL before their ANL Anniversary Date. Note: The ANL Status will change to "Not Submitted" 30 days before the ANL Anniversary Date. When the status is "Not Submitted", Trade Compliance Partners can begin the ANL submission process.

Once the Trade Compliance Partner submits the ANL, no changes to the portal account can be completed until CBP approves the ANL.

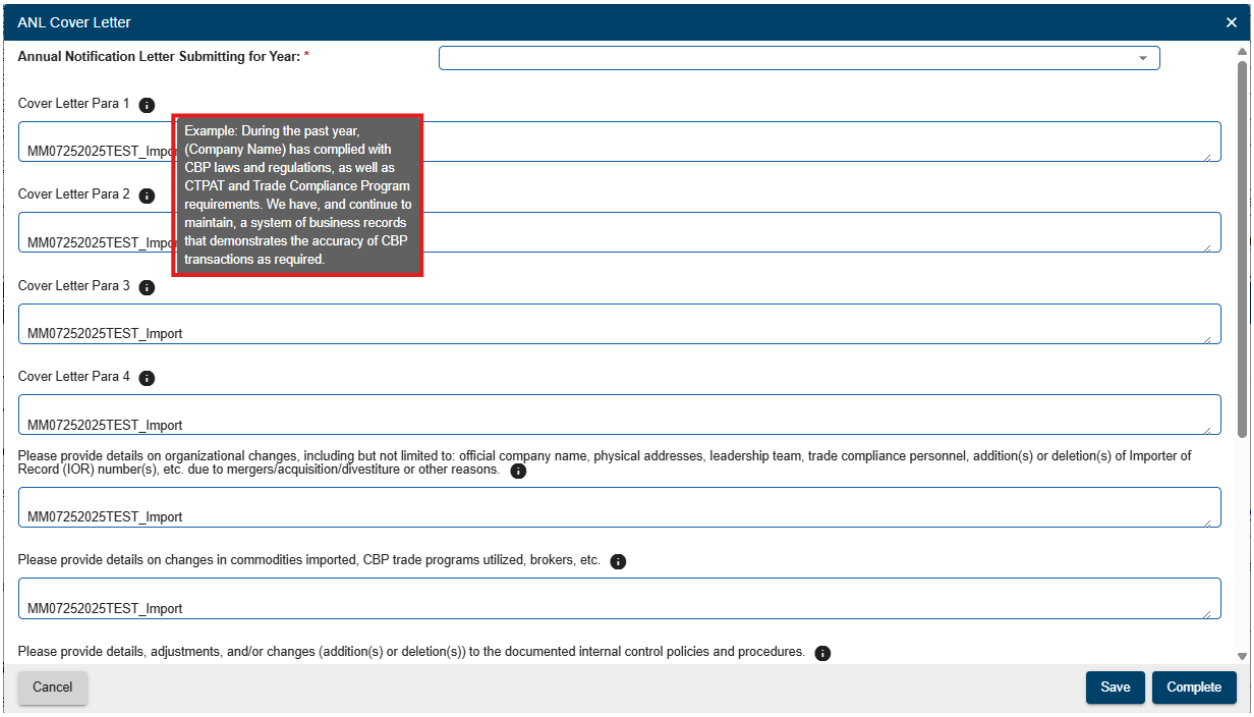
CLICK on the ANL tile:

Publication Number 5163-0925

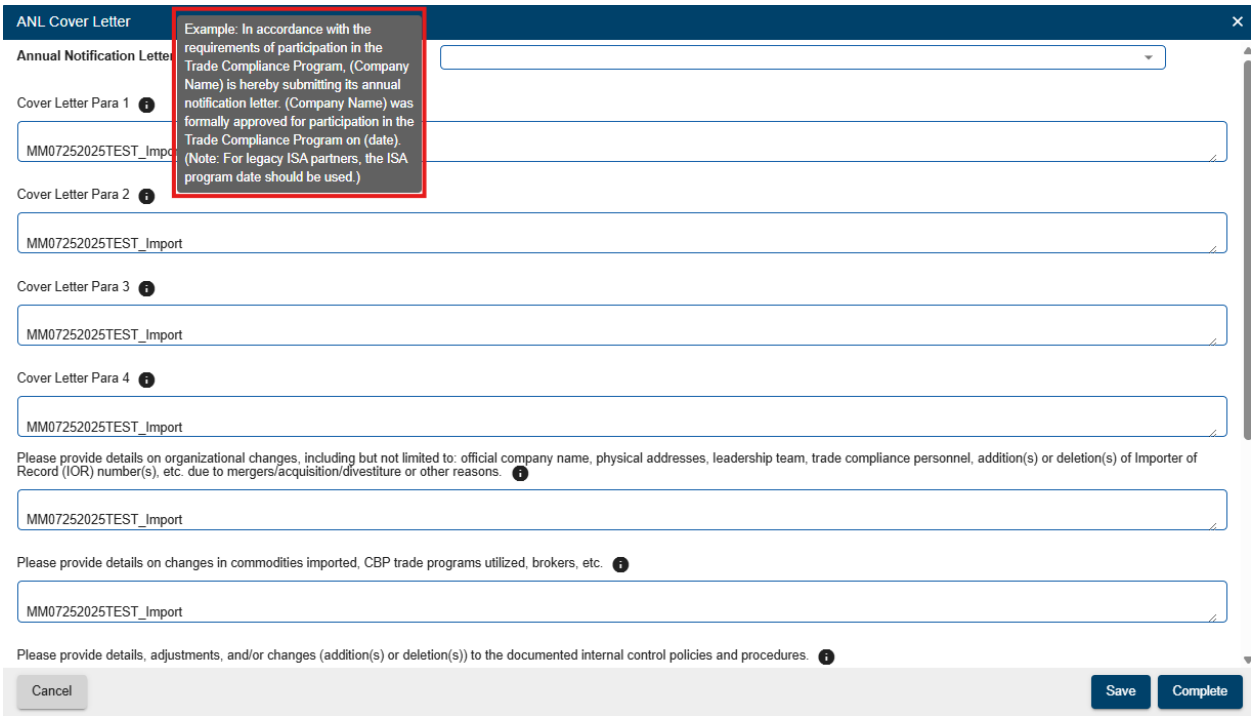


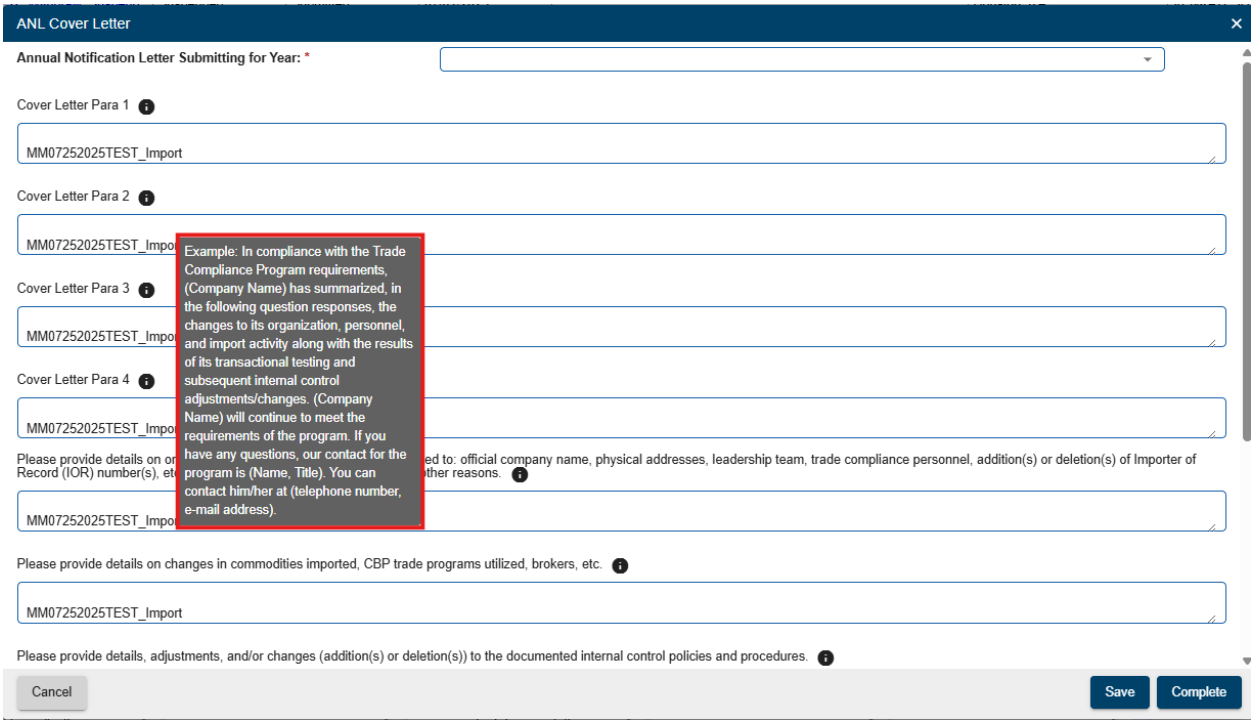

ANL Cover Letter pop-up window:

(New feature: Choose the year the ANL is being submitted for, using the drop down menu)




(New feature: Hover over the black informational circle for each section to see an example of what to include for the first four paragraphs)


ANL Cover Letter
Example: In accordance with the requirements of participation in the Trade Compliance Program, (Company Name) is hereby submitting its annual notification letter. (Company Name) was formally approved for participation in the Trade Compliance Program on (date). (Note: For legacy ISA partners, the ISA program date should be used.)
Annual Notification Letter
Cover Letter Para 1
MM07252025TEST_Import
Cover Letter Para 2
MM07252025TEST_Import
Cover Letter Para 3
MM07252025TEST_Import
Cover Letter Para 4
MM07252025TEST_Import
Please provide details on organizational changes, including but not limited to: official company name, physical addresses, leadership team, trade compliance personnel, addition(s) or deletion(s) of Importer of Record (IOR) number(s), etc. due to mergers/acquisition/divestiture or other reasons.
MM07252025TEST_Import
Please provide details on changes in commodities imported, CBP trade programs utilized, brokers, etc.
MM07252025TEST_Import
Please provide details, adjustments, and/or changes (addition(s) or deletion(s)) to the documented internal control policies and procedures.
Cancel
Save
Complete


ANL Cover Letter
Annual Notification Letter Submitting for Year: *
Cover Letter Para 1
MM07252025TEST_Import
Cover Letter Para 2
Cover Letter Para 3
Cover Letter Para 4
Example: In compliance with the Trade Compliance Program requirements, (Company Name) has summarized, in the following question responses, the changes to its organization, personnel, and import activity along with the results of its transactional testing and subsequent internal control adjustments/changes. (Company Name) will continue to meet the requirements of the program. If you have any questions, our contact for the program is (Name, Title). You can contact him/her at (telephone number, e-mail address).
Please provide details on changes in commodities imported, CBP trade programs utilized, brokers, etc.
MM07252025TEST_Import
Please provide details, adjustments, and/or changes (addition(s) or deletion(s)) to the documented internal control policies and procedures.
Cancel
Save
Complete

Paragraph 1 Example:

In accordance with the requirements of participation to the Trade Compliance Program, (Company Name) is hereby submitting its annual notification letter. (Company Name) was formally approved for participation in the Trade Compliance Program on (date). (Note: For legacy ISA participants, the ISA program date should be used.)

Paragraph 2 Example:

During the past year, (Company Name) has complied with the U.S. Customs and Border Protection (CBP) laws and regulations, as well as CTPAT and Trade Compliance Program requirements. We have, and continue to maintain, a system of business records that demonstrate the accuracy of CBP transactions as required.

Paragraph 3 Example:

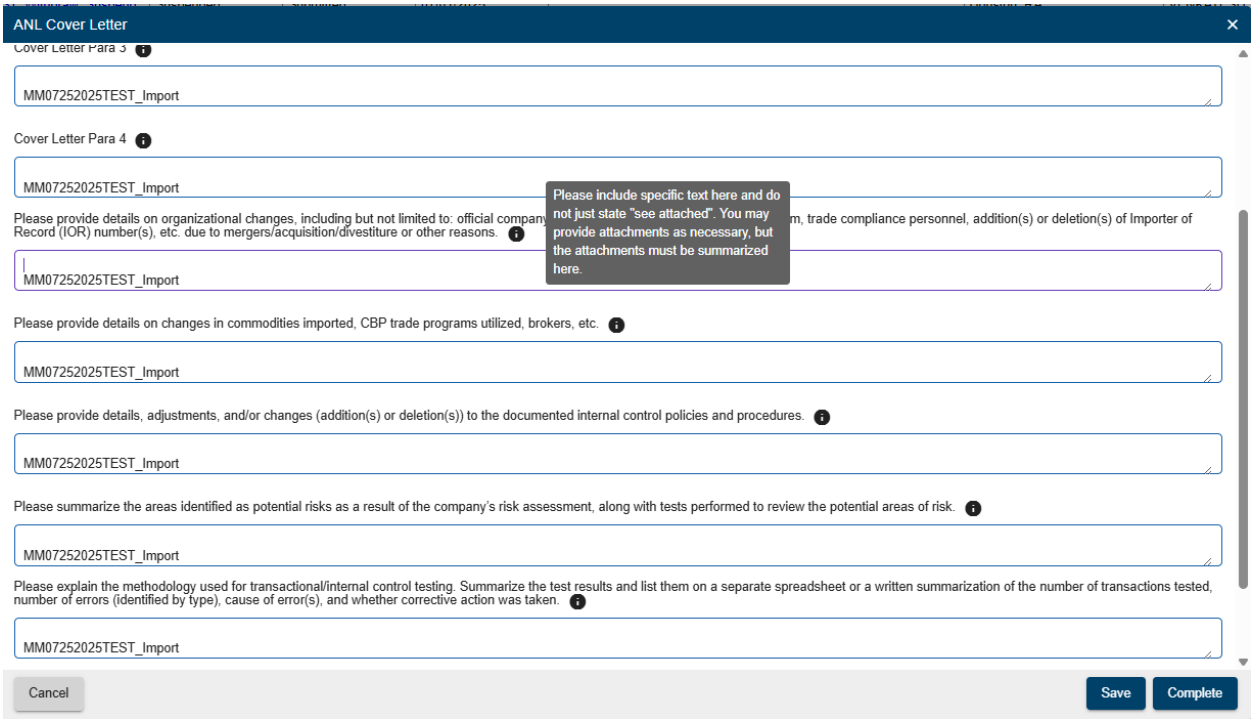
(Company Name) has performed a review of its CBP internal control policies and procedures and made appropriate adjustments and/or changes to its internal control systems when necessary. (Company Name) has also performed periodic transactional testing based on its risk assessment and corrective action has been taken, where necessary, to ensure that internal control is implemented. Test results will be maintained for 3 years at (location) and are available for review upon request.

Paragraph 4 Example:

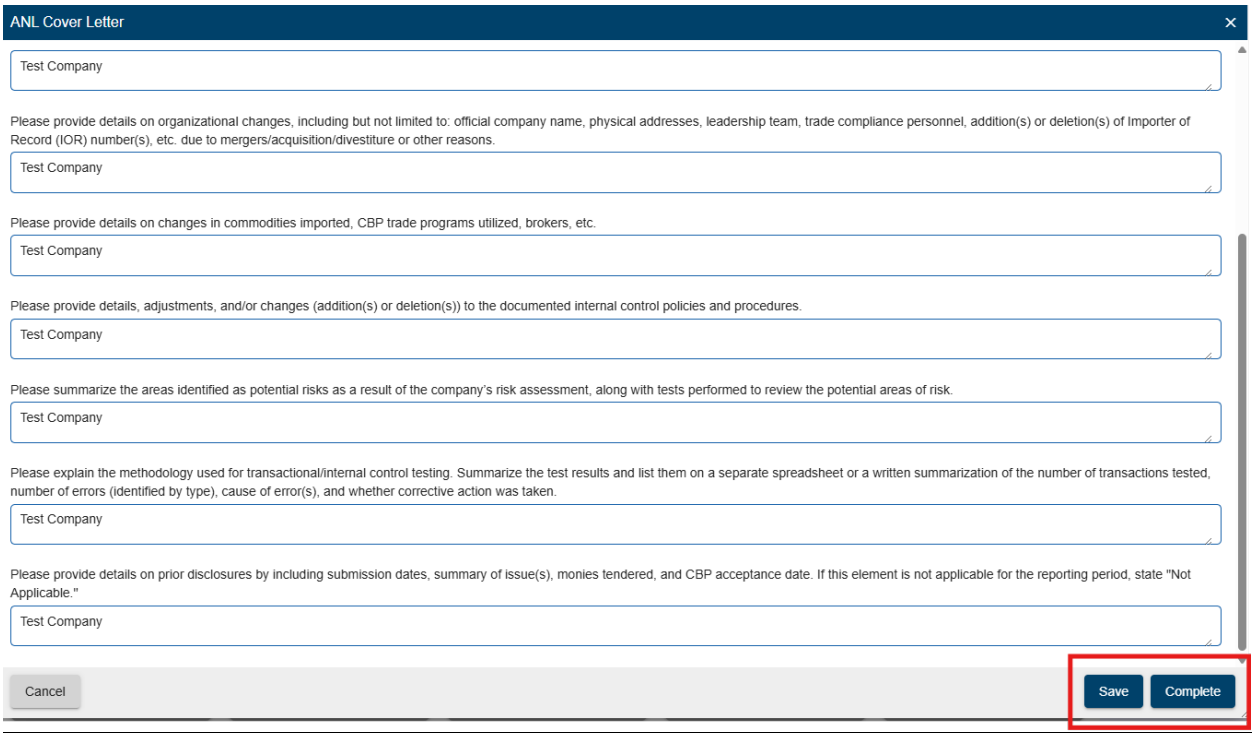
In compliance with the Trade Compliance Program requirements, (Company Name) has summarized in the following question responses the changes to its organization, personnel, and import activity along with the results of the internal control adjustments/changes and transactional testing. (Company Name) will continue to meet the requirements of the program. If you have any questions, our contact for the program is (Name, Title). You can contact him/her at (telephone number, e-mail address).

ANL Cover Letter pop-up window (continued):

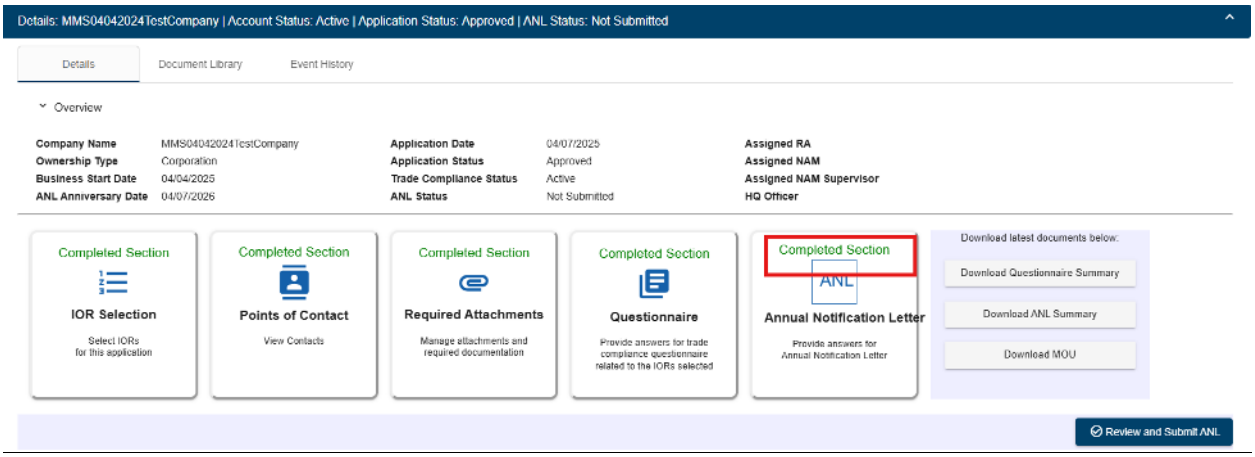
(New feature: Hover over the black informational circle for each section to see guidance for the remaining prompts)



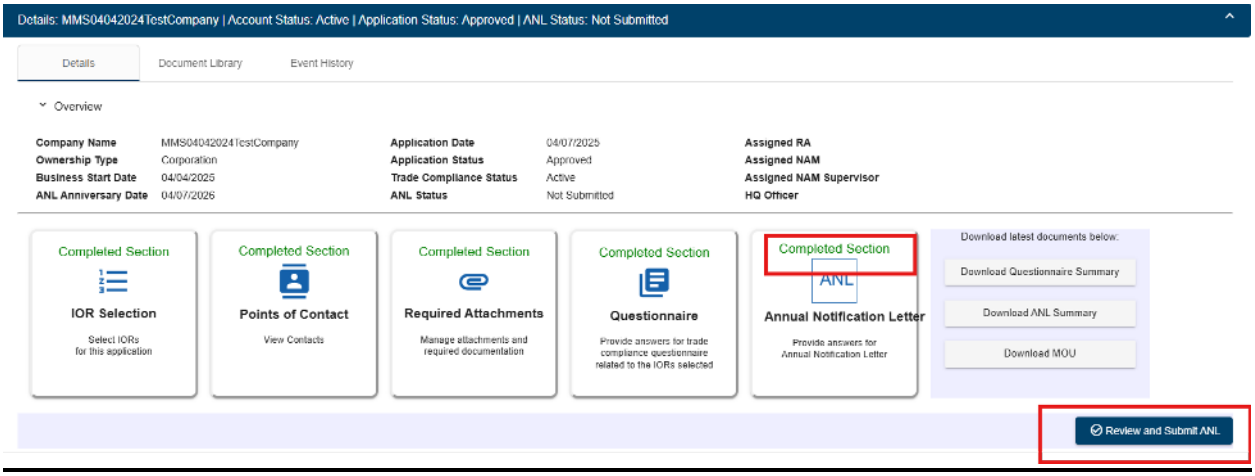

Trade Compliance Partner completes ANL Cover Letter and CLICKS on Save button followed by Complete button:



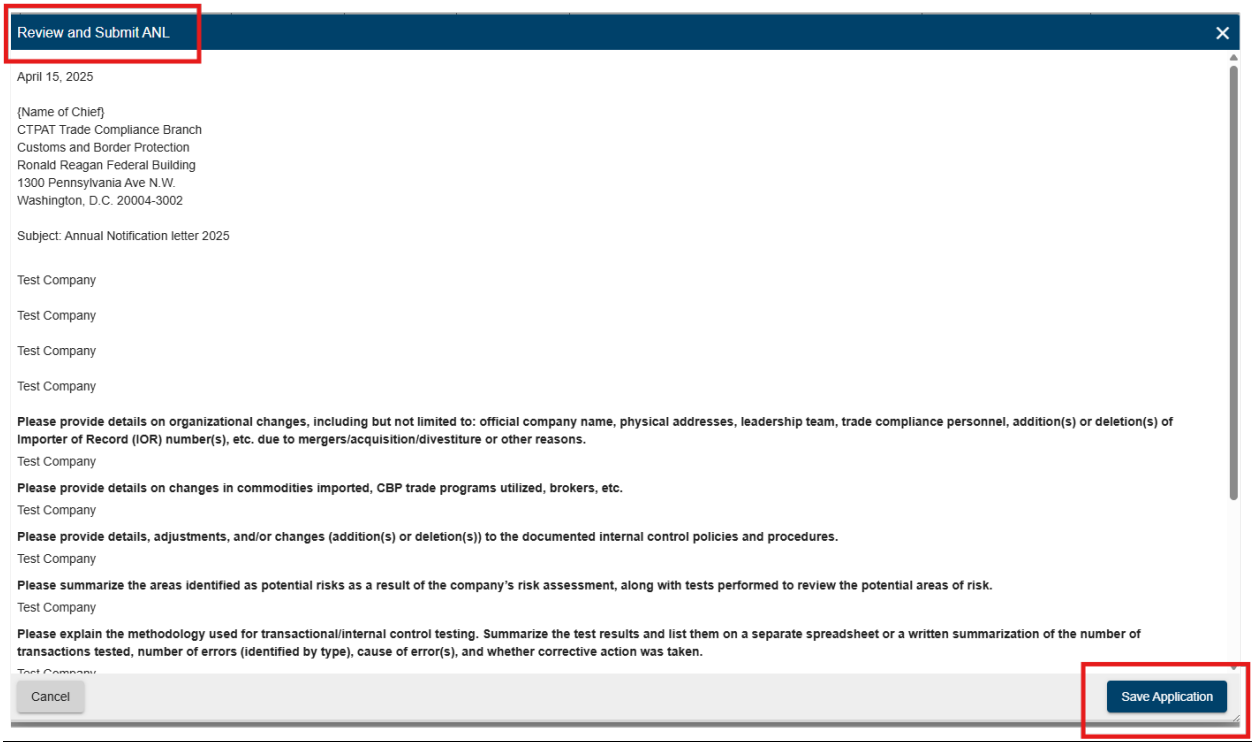
Annual Notification Letter tile will change from “Section Incomplete” to “Completed Section”:




CLICK on Review and Submit ANL button:

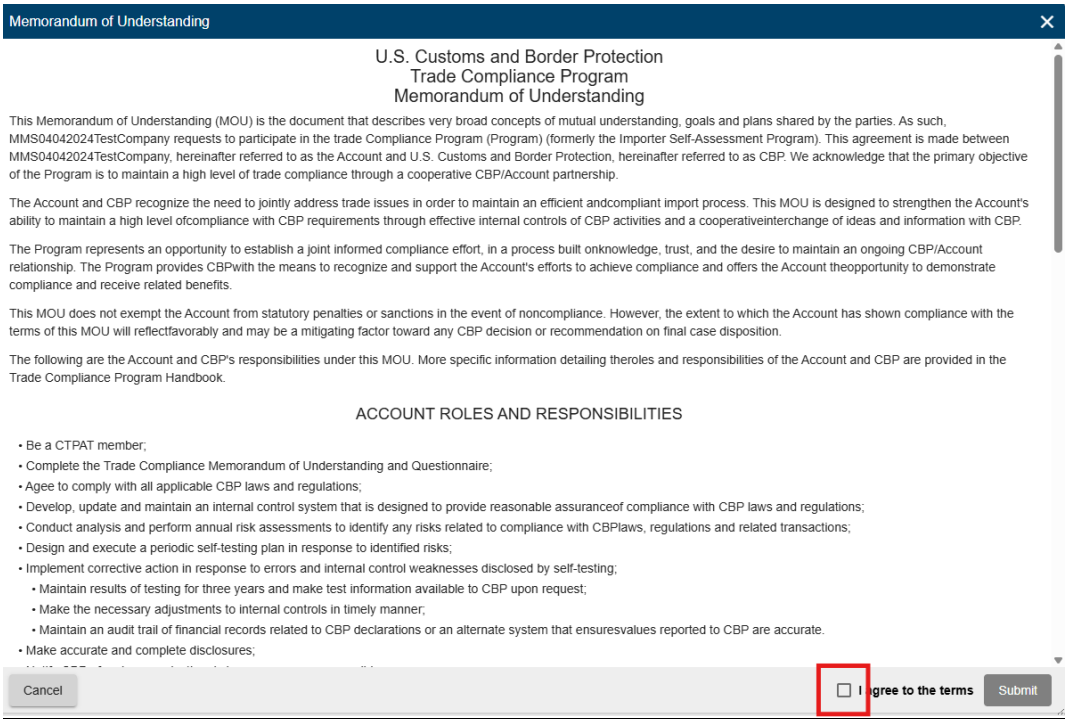


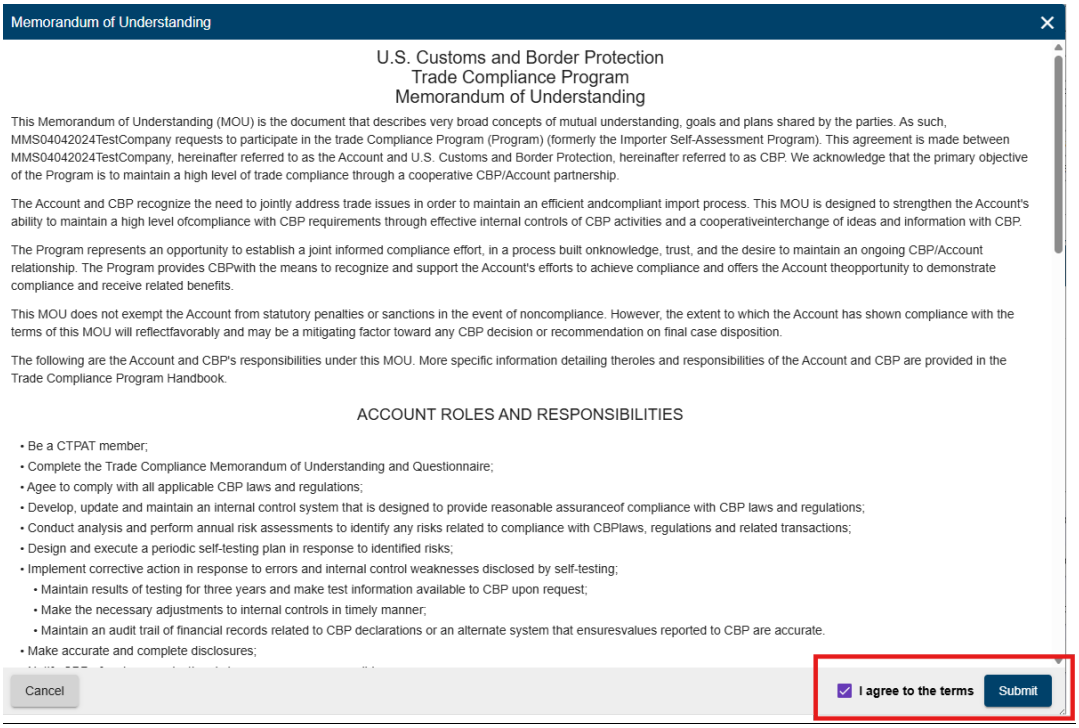
Review and Submit ANL pop-up window; CLICK on Save Application button, which will auto generate the Trade Compliance Memorandum of Understanding:



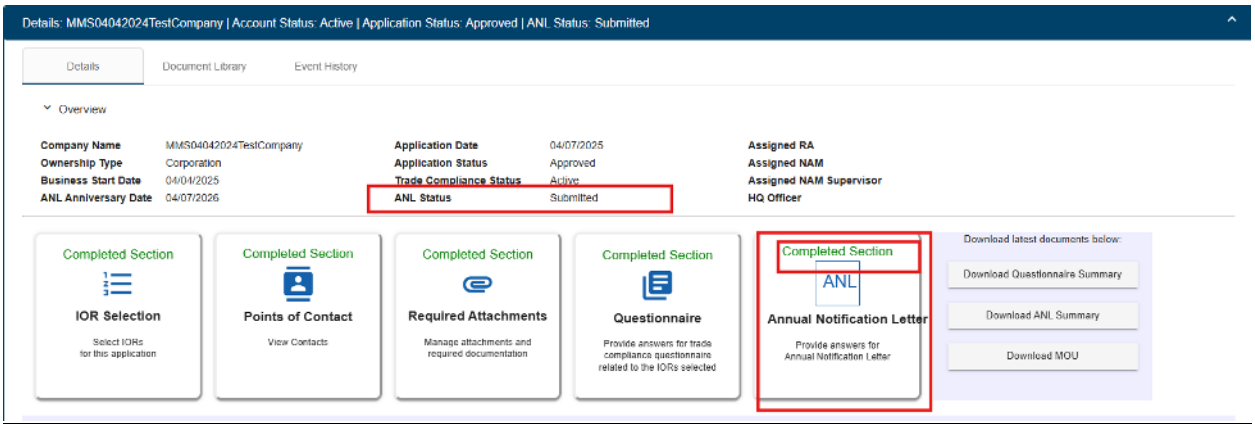
## 2. Trade Compliance Partner executes a Trade Compliance Memorandum of Understanding to complete the ANL process.

Trade Compliance Partner CLICKs on the agree to the terms check box followed by the Submit button:






ANL Status will be “Submitted”:

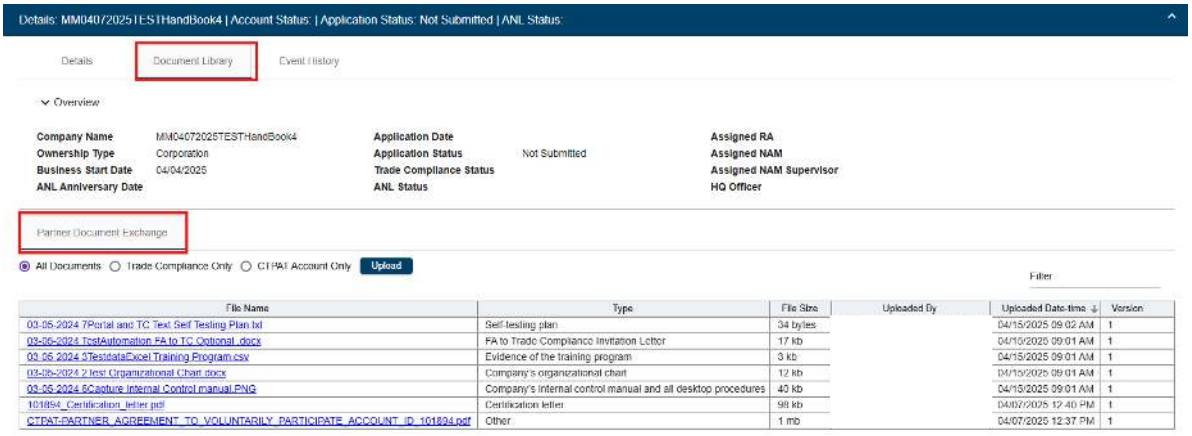


Additional Portal Functions

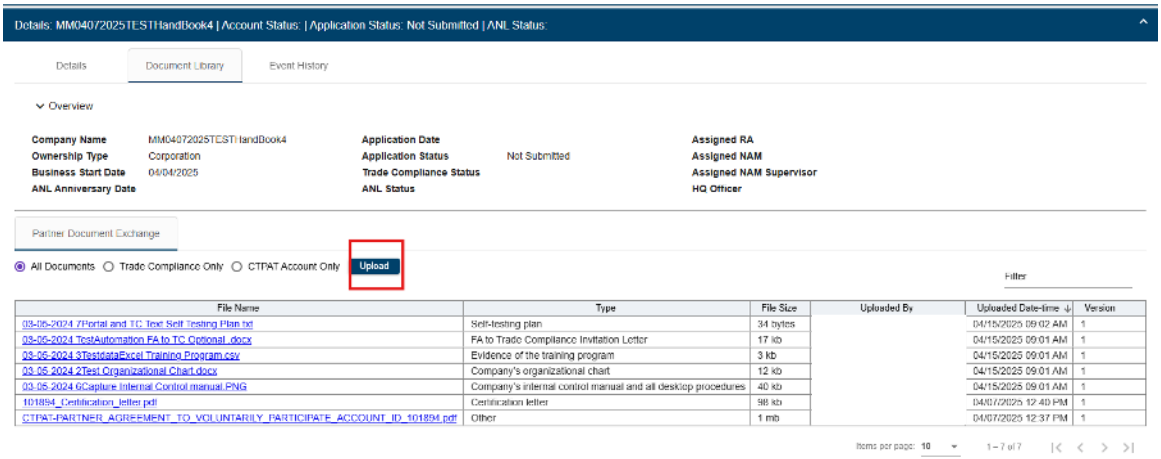
## 1. Document Library

The Document Library stores both importer and CBP files. The Trade Compliance Partner uploads supporting documents here, such as the organizational chart and the required forced labor documents. The Trade Compliance Partner will also find the CTPAT Trade Compliance Newsletter and Handbook located here.

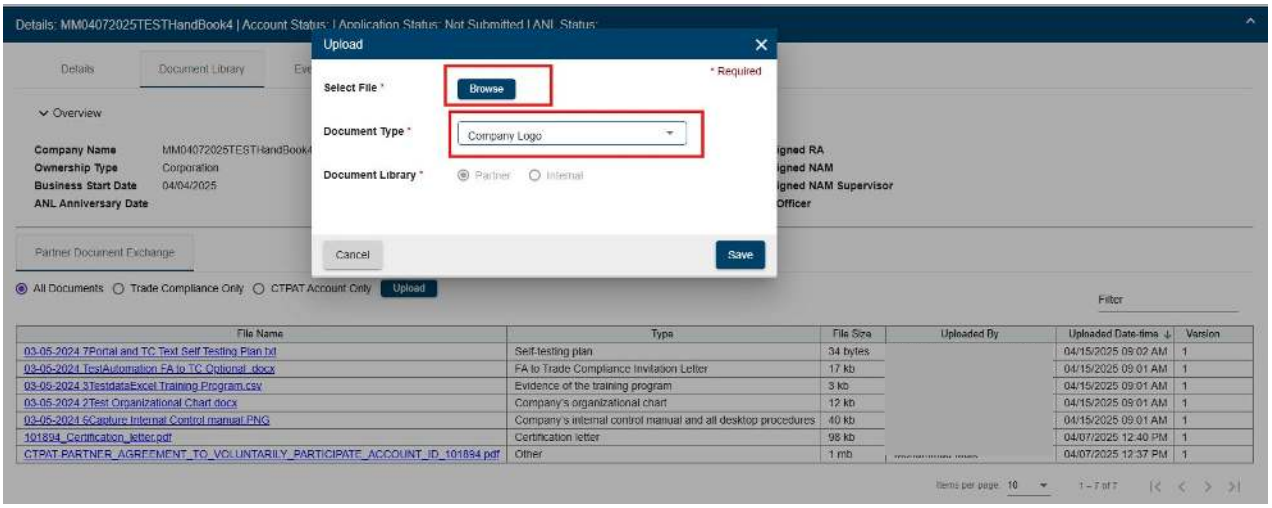
CLICK on Document Library:

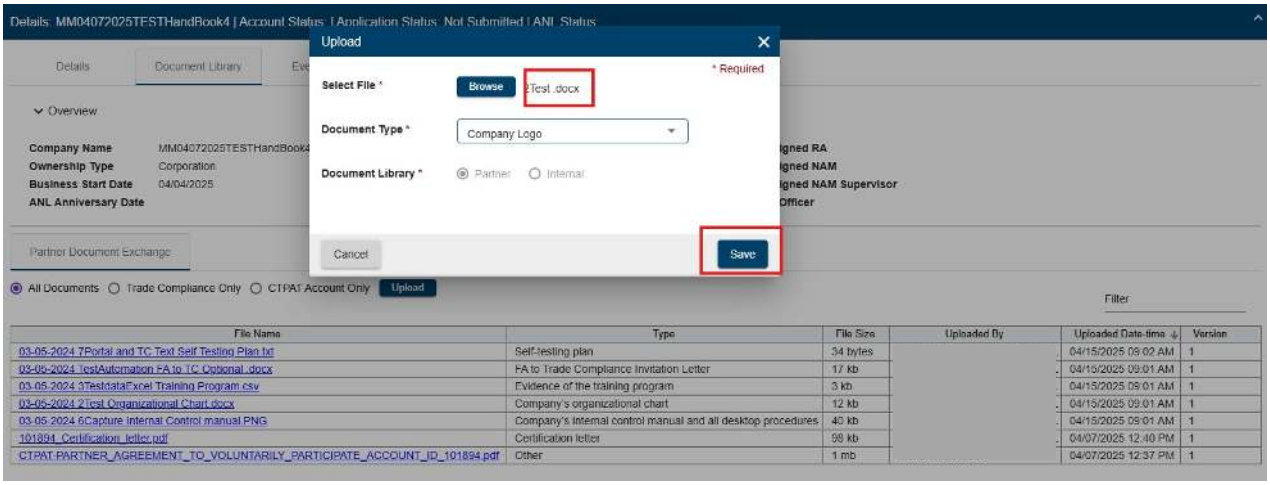



CLICK on the Upload button:

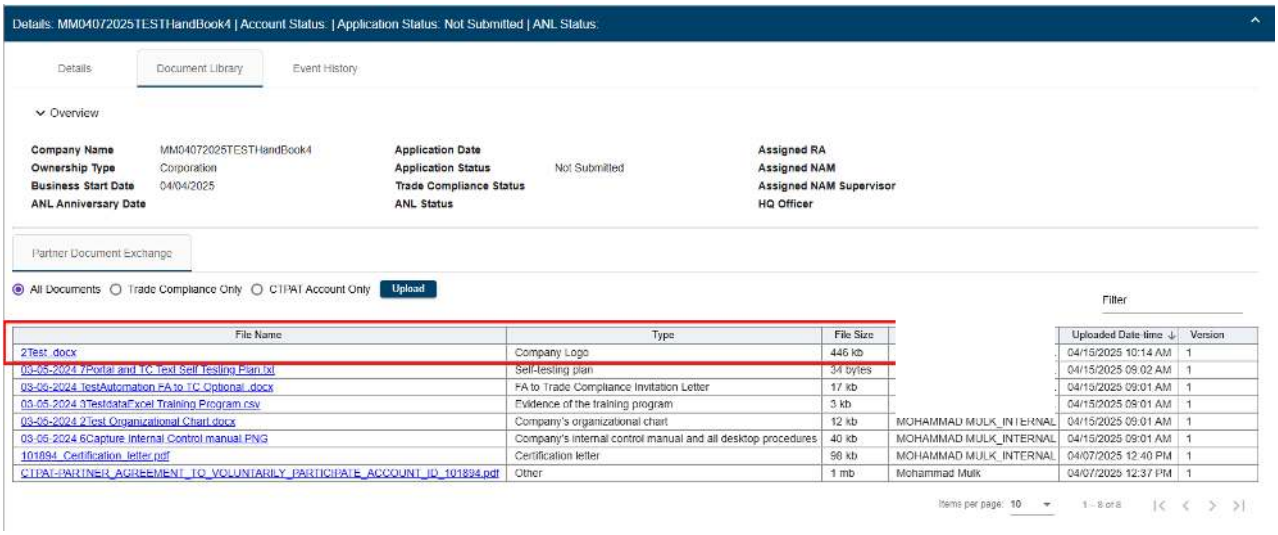


Upload pop-up window will appear; CLICK on Browse to select the file to be uploaded, then select the appropriate Document Type from the dropdown menu and CLICK Save:



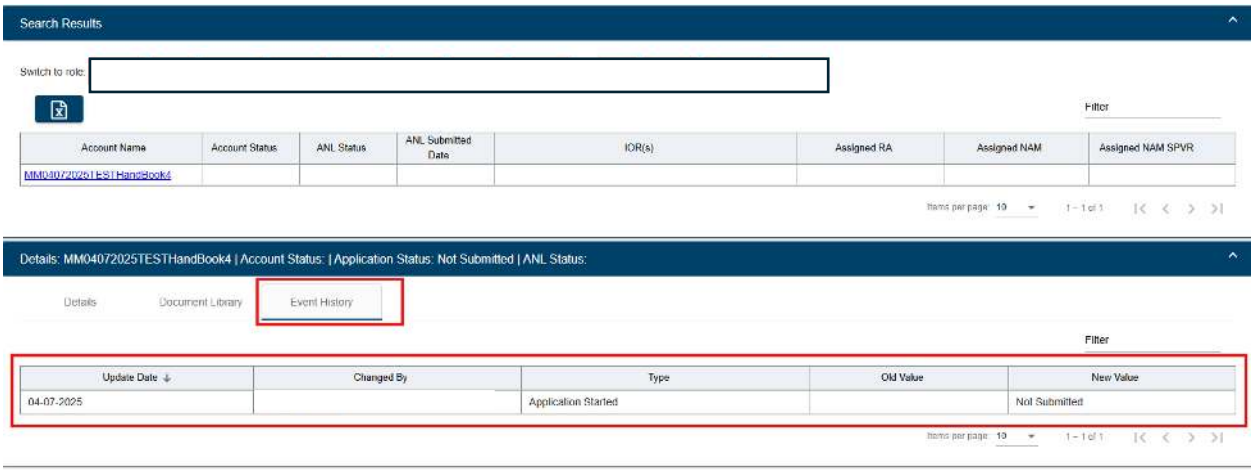
Document has been uploaded:




## 2. Event History

The Event History section displays key importer submissions and CBP acknowledgements.

CLICK on Event History:




## Troubleshooting

For issues or questions regarding the CTPAT Trade Compliance Portal please email the Trade Compliance mailbox @ ctpattradecompliance@cbp.dhs.gov.

**Note:** Technical issues should be reported via telephone to the national Help Desk at 1-800-927-8729 or via email to ctpathelpdesk@cbp.dhs.gov.