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## Manifest Forward - Customs Broker/Importer Listing for CSCB Members

**Before you start**, consider the following:

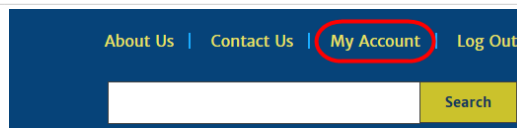
- Will you have a single point of contact to address carrier concerns relating to Manifest Forward? If so, decide whether your single point of contact is your headquarters or a branch location.
- Will you have multiple points of contact to address carrier concerns relating to Manifest Forward? If so, decide which branch locations will be points of contact.
- Will any single branch location be designated as the contact point for more than one port of entry? If so, the port of entry code field for that branch can be populated with multiple codes.
- Have you considered arrangements for 24/7 coverage of the email addresses and phone numbers provided as contact points for Manifest Forward?

Once ready, follow these steps to update the Customs Broker/Importer Search for Manifest Forward. **Only principals and designated CSCB contacts** of CSCB member firms may login to their CSCB accounts and enter the required information for their firms.

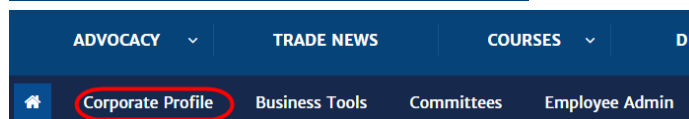
### STEPS

1. Login to your [CSCB account](#).

### IN YOUR ACCOUNT



2. Once logged in, click on the **Corporate Profile** menu item.  
Note: If you don't see it in your account, that means you don't have the required permissions. Please contact us at [cscb@cscb.ca](mailto:cscb@cscb.ca) for further details.



3. Here, you may update **Manifest Forward** information for your HQ or a branch location.

### Corporate Profile

You may update your company's corporate headquarters and branch locations, which updates the public customs broker members directory. Click on the link(s) to access.

- » [HQ Location & Manifest Forward](#)
- » [Branch Locations & Manifest Forward](#)
- » [Membership Information](#)

**STEPS**

4. To update information for your HQ location, click on *HQ Location & Manifest Forward*, and scroll down for **Manifest Forward** fields. After you've filled out the form, please click the *Update* button.

**IN YOUR ACCOUNT**

Account Security Number

The following information fields relate only to the headquarters location.

Port of Entry Code

Indicate ALL if this is a centralized location for carrier contact related to Manifest Forward. Leave blank if this location is not associated with a port of entry code. Enter the port of entry code if this office will handle inquiries related to a specific port. If you'd like to enter contact information for specific ports, please click on the Branches tab after completing the following.

Primary Phone Number

Please enter a phone number a carrier may call in case of an issue.

Alternate Phone Number

Please enter an alternate phone number a carrier may use in case of an issue.

Primary Email

Please enter an email address a carrier may use in case of an issue.

Alternate Email

Please enter an alternate email address a carrier may use in case of an issue.

Ask for

If there is a contact name you'd like to provide, please do so here.

Display this location in Customs Broker/Importer Search for Manifest Forward

5. Once entered, your company's information will be presented in the [Customs Broker/Importer Search for Manifest Forward](#).

| CUSTOMS BROKER/IMPORTER             | PORT OF ENTRY CODE | ACCOUNT SECURITY NUMBER | PRIMARY PHONE NUMBER | ALTERNATE PHONE NUMBER | PRIMARY EMAIL | ALTERNATE EMAIL | ASK FOR | WEBSITE              |
|-------------------------------------|--------------------|-------------------------|----------------------|------------------------|---------------|-----------------|---------|----------------------|
| Canadian Society of Customs Brokers |                    | 444444                  | (613) 562-3543       | (613) 562-3544         | cscb@cscb.ca  | ccs@cscb.ca     | Magda   | <a href="#">Link</a> |

6. If you'd like to present contact information for specific branch/port locations, please click on the *Branch Locations & Manifest Forward* menu link, and follow the same steps as for the HQ location.

**CORPORATE PROFILE**

- [HQ Location & Manifest Forward](#)
- [Branch Locations & Manifest Forward](#)
- [Membership Information](#)

**Source URL (modified on 2018-01-12 14:52):** <http://cscb.ca/content/broker-importer-search>