The C-TPAT partner agreement calls for the annual review of the security profile submitted to C-TPAT, “Specifically, the Partner agrees to: Using the online application process (the C-TPAT Security Link Portal), complete a supply chain security profile and update information regarding the company on an annual basis”. The requirement begins with an annual supply chain risk assessment (guidance to complete a Five Step Risk Assessment can be found on [www.cbp.gov/ctpat](http://www.cbp.gov/ctpat)). Completion of the risk assessment may result in changes to your supply chain security policies and procedures. These changes should be reflected in the annual review. Ninety days prior to the due date the C-TPAT partner account will receive a message with a due date for the annual review.

**Step 1:** To complete the annual review within the ninety day window, log into the partner portal, select the corresponding Trade Account, then select <C-TPAT> from the left side menu. Click <Edit Security Profile>.

**Step 2:** The partner must review all information in the security profile. At the end of each section, append (add to the end) additional information pertaining to changes in procedures beginning with the date of the entry.

**DO NOT DELETE PREVIOUSLY ENTERED INFORMATION**

If no additional information is required, there is no need to add supplemental text. After completing the text for each section check the box for each section to inform the system the review for this section has been completed (See graphic).
Step 3: Once all sections are complete, navigate back to the main C-TPAT page by clicking C-TPAT on the left side menu, and click <Submit Security Profile> next to Security Profile Status. Your assigned SCSS will begin reviewing the changes you have recorded in the Security Profile.