

CUSTOMS-TRADE PARTNERSHIP AGAINST TERROISM

Portal 2.0 Phase 1

The New C-TPAT Partner Portal

User Manual

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Terms and Definitions

Term	Definition
CBSA	Canada Border Services Agency
Certified	A company that has passed the initial C-TPAT application phase and had its security profile approved.
Certified, Exceeding	Tier III status for C-TPAT Importers that exceed the minimum security criteria, have successfully completed a validation, and operate using a pre-defined series of Best Practices.
Certified, Non-Importer Validation Completed	C-TPAT Non-importer Partners that meet the minimum security criteria and have successfully completed a validation.
Certified, Validated	Tier II status for C-TPAT Importers that meet the minimum security criteria and have successfully completed a validation.
COAC	Advisory Committee on Commercial Operations of Customs and Border Protection
Company Officer	Person who holds an office of authority, and acts in an official capacity on behalf of a company.
Company Profile	The portion of a C-TPAT Portal Application or Account that contains basic company information, such as addresses and points of contact.
Consultant	Person who gives professional or expert advice for a company, but is unable to act in an official capacity in decision-making.
C-TPAT	Customs-Trade Partnership Against Terrorism
C-TPAT Account	A C-TPAT account is the item and method of managing a company's participation in C-TPAT Portal based on an eligible business type with unique security policies and procedures. By this definition a company could have multiple accounts based on the number of eligible business types and the number of unique security policies and procedures used to secure the international supply chain.
C-TPAT Annual Review of Security Profile	The account review that must be conducted by the Partner at least once each calendar year. This includes a review of the security profile and company profile to ensure accurate, up to date information is included throughout the account. Once submitted, the assigned SCSS must review and approve the information submitted by the Partner. The SCSS verifies the Partner continues to meet the MSC, eligibility requirements, and vetting thresholds.
C-TPAT Application	A C-TPAT application is a C-TPAT account where the company and security profiles have been completed and initially submitted to C-TPAT for consideration.
C-TPAT Partner	A company that has achieved Certified status, continues to meet the eligibility and vetting requirements, and adheres to the Partner Agreement.
Customs and Border Protection (CBP)	One of the Department of Homeland Security's largest and most complex components, with a priority mission of keeping terrorists and their weapons out of the U.S. It also has a responsibility for securing and facilitating trade and travel while enforcing hundreds of U.S. regulations, including immigration and drug laws.
Eligibility Requirements	Requirements regarding the types of businesses and the criteria the must meet to have their application considered for C-TPAT membership.



FAST	Free And Secure Trade, dedicated cargo lanes at land border ports of entry for most C-TPAT shipments.
FMC	Federal Maritime Commission
IATA	International Air Transport Association
Importer of Record Number (IOR)	Internal Revenue Service (IRS) number, Employer Identification Number (EIN), Social Security Number (SSN), or CBP assigned number of the entity liable for payment of all duties and responsible for meeting all statutory and regulatory requirements incurred as a result of importation.
ISA	Importer Self-Assessment program. The ISA program, launched in 2002, is a trade facilitation partnership program that reaches out to importers with the goal of evaluating and building importers' systems of internal controls. ISA members are exempt from the CBP's Regulatory Audit pool. Membership in C-TPAT is a prerequisite for ISA.
Minimum Security Criteria (MSC)	Security standards that companies must meet in order to be accepted as a partner in C-TPAT.
MRA	Mutual Recognition Arrangement
NEEC	Nuevo Esquema de Empresas Certificadas, Mexico's Supply Chain Security Program
Partner Portal	A single logon system built to establish account relationships across multiple partner government agency programs.
PDF	Portable Document Format, the type of document generated when exporting information from your C-TPAT account.
PGA's	Partner Government Agency (e.g., TSA, FDA)
Phase 1	Phase 1 is the first deployment of the Portal 2.0 project. This deployment is designed to replace the user interface for the trade community and SVI.
Phase 2	Phase 2 is the second major deployment of the Portal 2.0 project and will rewrite areas of the trade user interface and create a new interface for C-TPAT Supply Chain Security Specialists. The deployment will completely replace the oldest areas of Portal 1.0 which have been the most problematic over the years and will include: Company Profile and Security Profile.
Phase 3	Phase 3 is the third major deployment of the Portal 2.0 project. This deployment will concentrate on C-TPAT validations and validation responses as well as to rebuild the international areas of Portal 1.0.
PIP	Partners In Protection – CBSA's Supply Chain Security program
Point of Contact	The Point of Contact (POC) is any person listed as a contact in C-TPAT's Portal system. These POCs are the only people authorized to work with the C-TPAT program on the company's behalf. Points of Contact must be empowered to make decisions and policy changes regarding the Partner's security procedures.
Portal 1.0	The online system through which CBP and C-TPAT Partners share information on supply chain security and manage the Partners' participation in the C-TPAT program.
Portal 2.0	The next generation of online account management for CBP's industry partnership programs, including C-TPAT and potentially future programs.



Risk Assessment	Risk Assessment for most businesses would mean identifying and evaluating levels of risks involved in all areas of the business. For example, natural disasters, civil unrest, acts of terrorism, labor strikes may all be areas of risk that a business considers when importing merchandise. For C-TPAT purposes, a Risk Assessment is more narrow in scope and may be defined as an International Supply Chain Security Risk Assessment that examines security threats and vulnerabilities associated with a C-TPAT Partner’s international supply chain in each node of the chain from the point of origin where the goods are manufactured, packed and stuffed for export, until they reach their final destination for distribution. The assessment should also include a plan to mitigate the risks identified in the assessment.
SCAC	Standard Carrier Alpha Code
Security Model	A multi-mode security profile, new for Portal 2.0 Phase II, that allows a C-TPAT Partner to manage different entity types (e.g., broker and consolidator) in a single C-TPAT account, if both entities share the exact same security procedures.
Security Profile	The security profile is the Applicant/Partner’s written declaration of security measures and procedures used throughout the international supply chain. The security profile is maintained in the C-TPAT Portal account. The information provided in the security profile is verified during the validation process.
Status Verification Interface (SVI)	Online tool used by C-TPAT Partners to verify membership and status of other Partners in the C-TPAT program.
Supply Chain Security Specialist (SCSS)	The CBP representative who manages the accounts of C-TPAT Partners, and works with those companies to achieve and maintain C-TPAT certification.
Trade Account	Generic Company organization profile information that can be used to apply to C-TPAT numerous times, or potentially future industry partnership programs.
Trade Organization	A hierarchy of one or more linked Trade Accounts.
Trade User	A person who has a user account in the Partner Portal.
TUI	Trade user interface
Validation	A verification security measures and supply chain security practices of Partners meet the minimum security criteria of the SAFE Port Act. A validation is a process, not a single event. Validations are mandated by the SAFE Port Act to take place at least every four years, but may be conducted more frequently based on risk.



1. Introduction

C-TPAT is growing, evolving, and integrating with other industry partnership programs domestically and internationally in response to several initiatives driven by the President of the United States, the Secretary of Homeland Security, and the Commissioner of U.S. Customs and Border Protection, including initiatives such as Beyond the Border and the National Strategy for Global Supply Chain Security.

Architecture

C-TPAT is developing a new Partner Portal to streamline applications to U.S. partnership programs. The design of Portal 2.0 supports multiple applications with a single sign-on, which will allow Trade partners the ability to maintain memberships in multiple partnership programs, such as C-TPAT, ISA, and additional partner government agency programs.

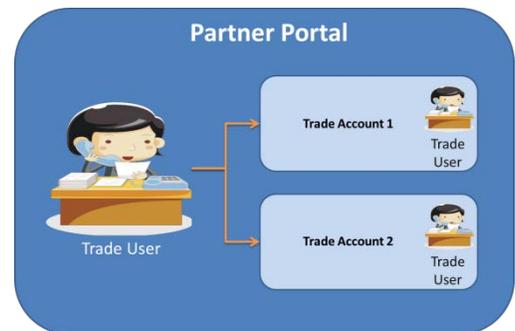
Advantages

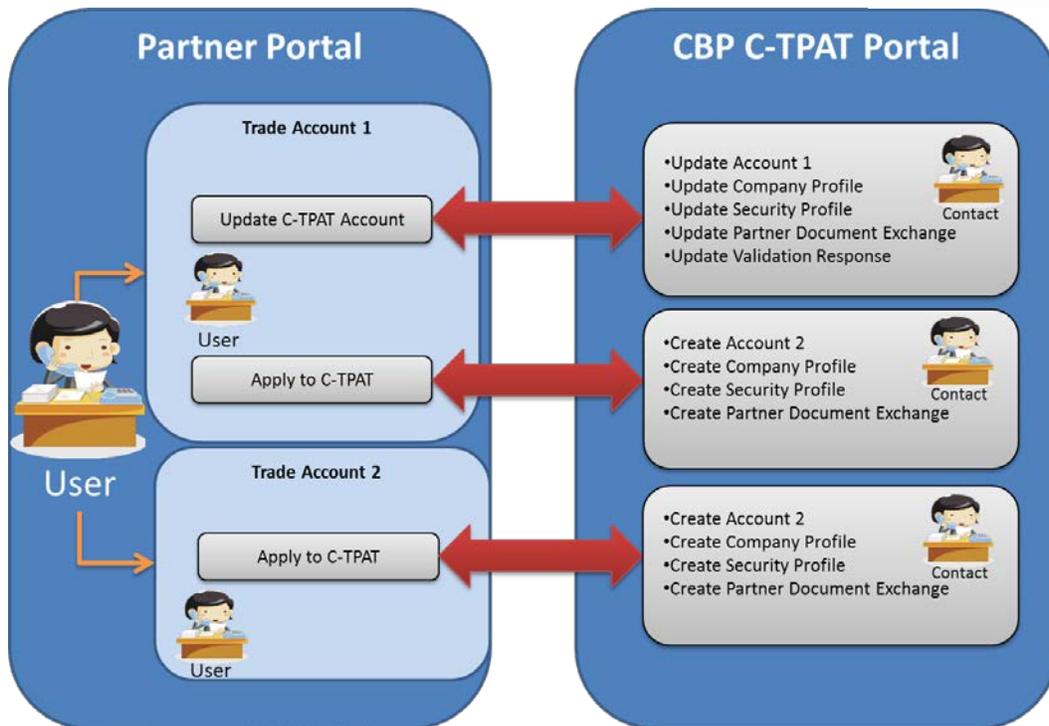
By supporting multiple applications, Portal 2.0 will allow for new levels of flexibility and security where they did not previously exist in the initial C-TPAT Portal system. The new system will also facilitate interagency communication and coordinate government resources to consolidate international validation trips, by:

- Relieving the stress of managing multiple C-TPAT accounts to different eligible lines of business.
- Allowing companies to establish relationships between C-TPAT accounts that have different security standards (Importer with Tier 2 benefits vs. Importer with Tier 3 benefits).
- Improving SVI (partner monitoring) system for Trade and CBP
- Improving Security Profile
- Improving Document Library

Complex Trade Organizations

The flexibility of Portal 2.0's design allows for a trade user with multiple trade accounts and multiple C-TPAT accounts to manage all accounts from a holistic view beginning in Phase II. It is estimated that more than 20% of all active users (Contacts in an active Partner account) have access to more than one C-TPAT account. The Partner Portal offers multiple levels of flexibility for users, accounts, and organization structures. C-TPAT user roles will be based on areas of responsibility and spheres of influence within each trade account for which they are associated. Trade specific roles will be included in future phases of the Portal 2.0 project.





Program Initiatives

In future Phases, Portal 2.0 will facilitate harmonization with Canada Border Services Agency's Partners in Protection Program (PIP). Upon completion, Portal 2.0 will establish a one-to-one relationship for co-management of accounts by adding new functionality, which will allow for a common identifier to be implemented as the account control unit. Other industry partnership programs that were built on similar platforms to C-TPAT have emerged from departments such as the Transportation Security Administration, the Food and Drug Administration, and the United States Consumer Product Safety Commission. The Partner Portal is a single sign-on, online account management system built to establish account relationships across multiple partner government agency programs.



Data Migration

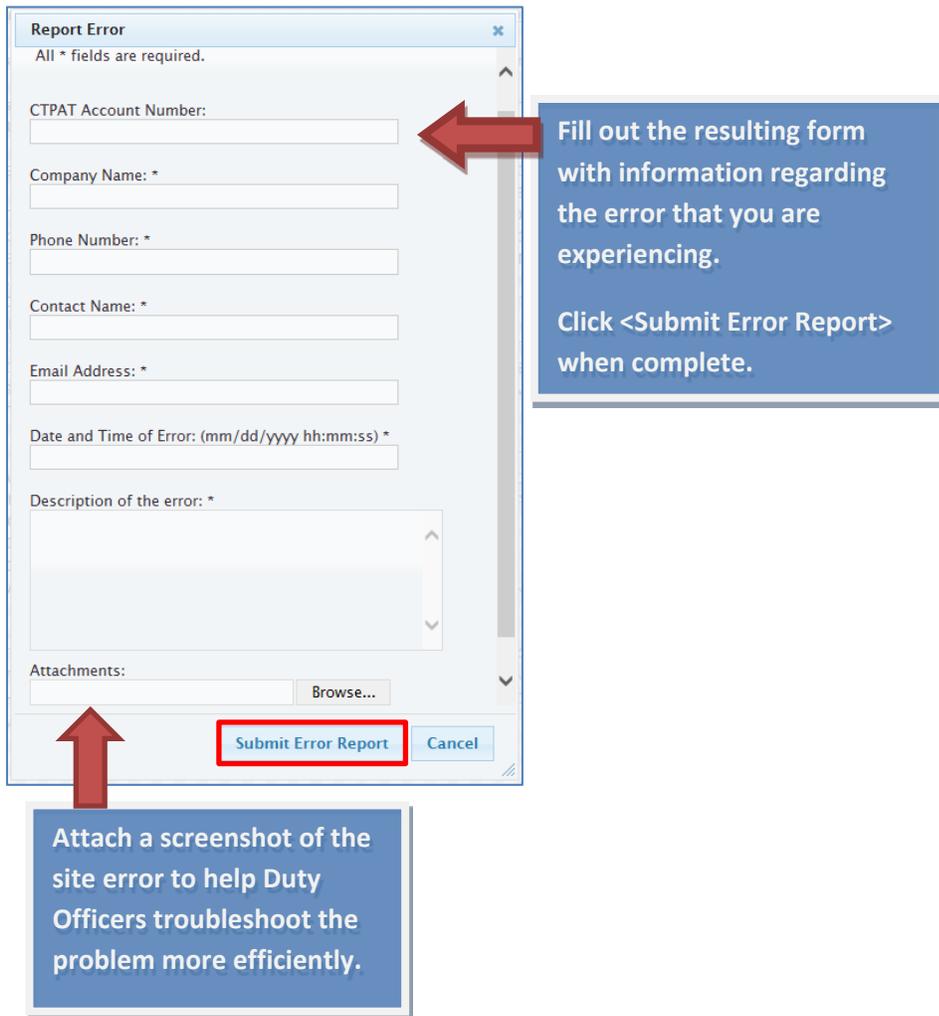
Upon deployment of Portal 2.0, the trade user interface (TUI) for all C-TPAT Partners will change, but the web address of the C-TPAT Portal site will remain <https://ctpat.cbp.dhs.gov/>. All ongoing processes, such as Annual Security Profile Review and Validation Response, will not be delayed by this deployment. For questions on completing these processes using the new TUI, please contact your SCSS or see the “How-to” section in the Appendix of this document.

Below is a list of all information that will migrate immediately to the new trade user interface:

- C-TPAT Contacts:**
 - All current C-TPAT Partner contacts will migrate to trade users in the Partner Portal.
- Trade Accounts:**
 - Each existing C-TPAT account will migrate to a Trade Account, with organizational profile information pre-populated—including:
 - Company Profile
 - Addresses
 - Trade users (C-TPAT contacts)
- C-TPAT Accounts:**
 - All active C-TPAT partner accounts will be migrated to C-TPAT accounts in Portal 2.0—including:
 - Business Type Information (IOR, SCAC, MID, etc.)
 - Addresses
 - Contacts
 - Security profile
 - Validations
- Document Library:**
 - All documents in the Partner document exchange and the Public Document Library currently available will be migrated from Portal 1.0.
- Messages:**
 - All messages in the Partner Direct Messaging will migrate from Portal 1.0.
- SVI:**
 - All partners who currently participate in SVI will have the “Partners Monitoring You” and the “Partners You Are Monitoring” information migrated from Portal 1.0.

Reporting Site Errors

An online issue report form was developed to expedite **trade members** reporting errors on the improved interface. To submit a site error, scroll to the bottom of the interface and click <Report an Issue with the site>. You do not need to be logged into the C-TPAT Portal to submit a site issue. Fill out the resulting form with information regarding the error that you are experiencing. Required fields are indicated by an asterisk (*). Please attach a screenshot of the screen error to help Duty Officers troubleshoot the problem more efficiently. Click <Submit Error Report> when complete.



The screenshot shows a web form titled "Report Error" with a close button (X) in the top right corner. The form contains the following fields:

- CTPAT Account Number:
- Company Name: *
- Phone Number: *
- Contact Name: *
- Email Address: *
- Date and Time of Error: (mm/dd/yyyy hh:mm:ss) *
- Description of the error: *
- Attachments:

At the bottom of the form are two buttons: "Submit Error Report" (highlighted with a red box) and "Cancel".

Callout boxes and arrows provide instructions:

- A blue callout box on the right with a red arrow pointing to the form fields contains the text: "Fill out the resulting form with information regarding the error that you are experiencing. Click <Submit Error Report> when complete."
- A blue callout box at the bottom with a red arrow pointing to the "Attachments" field contains the text: "Attach a screenshot of the site error to help Duty Officers troubleshoot the problem more efficiently."

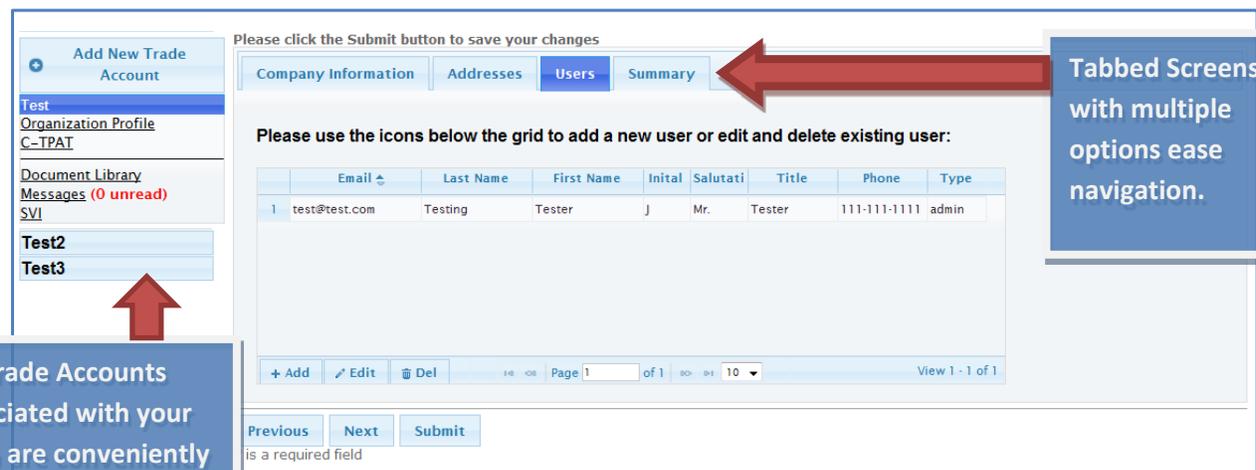
2. Phase 1

Due to the scope of the project and infrastructure improvements, Portal 2.0 is organized to deploy a pre-determined sequence of functionality in a phased approach. In Phase 1, the Trade Users will see a completely new interface, but all previous system functions will be available upon deployment.

Navigation

Portal 2.0's basic navigation screens display Trade Accounts, Organizational Profile, C-TPAT account, Document Library, Messages, and SVI on the left side, and tabbed screens in the main page to manage page content and ease navigation.

Tabs



The screenshot shows a web interface with a left-hand navigation menu and a main content area. The left-hand menu includes options like 'Add New Trade Account', 'Test', 'Organization Profile', 'C-TPAT', 'Document Library', 'Messages (0 unread)', 'SVI', 'Test2', and 'Test3'. The main content area has tabs for 'Company Information', 'Addresses', 'Users', and 'Summary'. The 'Users' tab is active, displaying a table with columns for Email, Last Name, First Name, Initial, Salutation, Title, Phone, and Type. Below the table are buttons for '+ Add', 'Edit', and 'Del'. At the bottom of the main content area are buttons for 'Previous', 'Next', and 'Submit'. A red arrow points from a text box on the right to the 'Users' tab, and another red arrow points from a text box on the left to the left-hand menu.

All Trade Accounts associated with your login are conveniently displayed on the left.

Tabbed Screens with multiple options ease navigation.

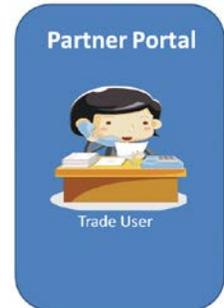
Buttons

The basic buttons available and their functions appear below:

Button	Function
	Add a new record
	Edit the highlighted record
	Delete the highlighted record
	Previous tab/screen
	Next tab
	Save changes
	Submit changes for SCSS review

Trade Users

All current C-TPAT Partner contacts will migrate to trade users in the Partner Portal. A trade user is a person who has a user account in the C-TPAT Partner Portal. New trade users are required to complete a trade user profile before they can create or have access to a Trade Account. Trade Users are selected as contacts when applying to C-TPAT or updating the C-TPAT company profile.



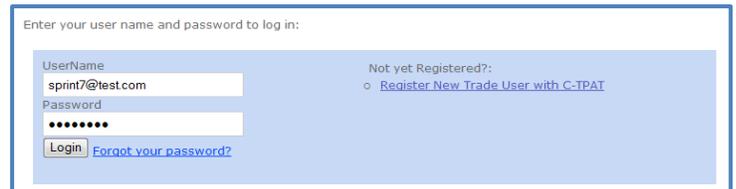
Trade Users:

- Register individually by email address with the C-TPAT Partner Portal.
- May or may not be a contact for one or more C-TPAT related accounts.
- Can have multiple roles with multiple organizations associated with C-TPAT.
- Can access all authorized accounts without having to log out and log back in again.

Setting a Password

Upon logging in to Portal 2.0 for the first time, all trade users, including current contacts/users, will need to create a new password. The process is:

- (1) Create a password to comply with the DHS Standards regarding password requirements:



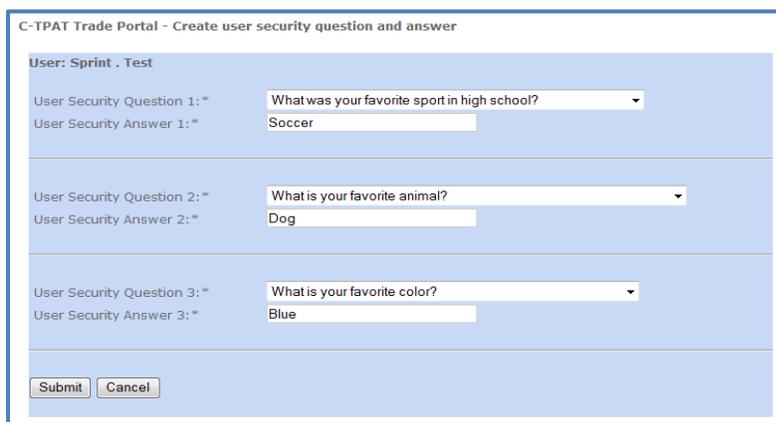
The screenshot shows a login form with the following elements:

- Header: "Enter your user name and password to log in:"
- Fields: "UserName" (containing "sprint7@test.com") and "Password" (containing "*****").
- Buttons: "Login" and "Forgot your password?"
- Text: "Not yet Registered?" with a link: "Register New Trade User with C-TPAT".

- Be at least 8 characters in length
- Contain at least one upper case, one lower case, one numeric, and one special character
 - Valid special characters include (!, @, #, \$, %, ^, and so on)

EXAMPLE: A valid example will be P@ssw0rd
- Not be the same as the previous 8 passwords
- Passwords expire every 90 days

- (2) Provide answers to three user specified security questions. The security questions provide an extra layer of security. **Please note: your answers to the security questions will be required to reset your password. Provide answers that you will recall in the future.** Click <Submit> when data entry is complete.



The screenshot shows the "C-TPAT Trade Portal - Create user security question and answer" page. It displays three security questions for a user named "User: Sprint . Test":

- Question 1: "What was your favorite sport in high school?" with answer "Soccer".
- Question 2: "What is your favorite animal?" with answer "Dog".
- Question 3: "What is your favorite color?" with answer "Blue".

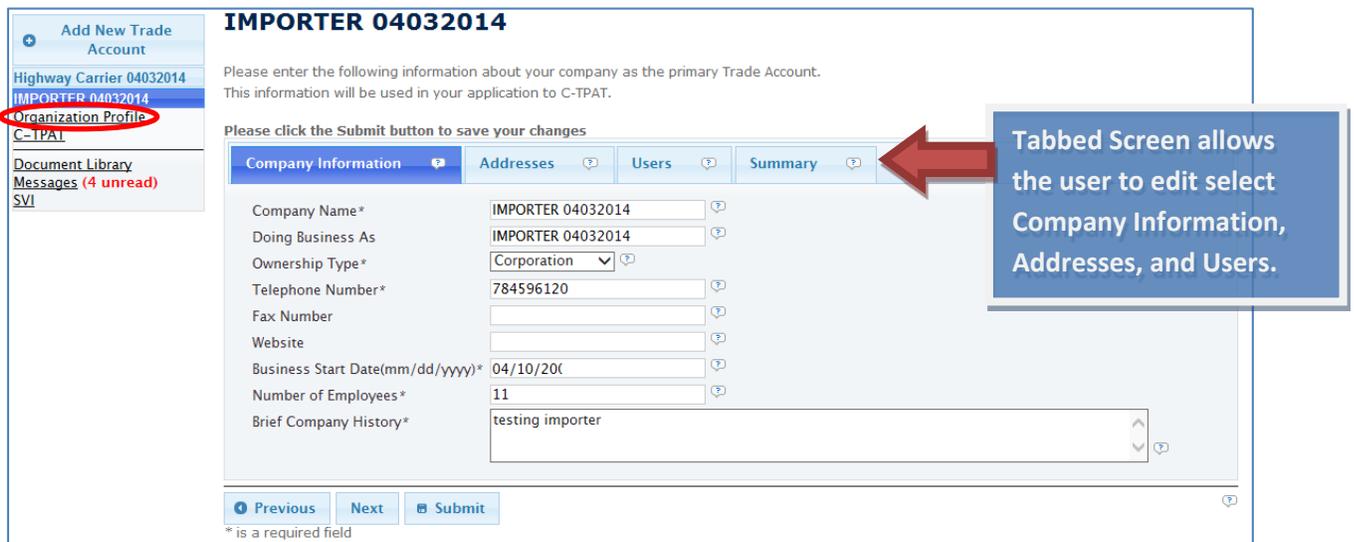
At the bottom, there are "Submit" and "Cancel" buttons.

Trade Accounts

A Trade Account contains generic Company information, including addresses and users, that can be used to apply to C-TPAT numerous times, or potential future industry partnership programs. **Each existing C-TPAT account will migrate to a Trade Account, with organizational profile information, including select company information, addresses, and contacts (trade users).**

Existing Trade Accounts

In Phase 1, existing C-TPAT company profile information will be used to generate new trade accounts. For existing users, the below utilities are designed to be used only when changes and updates are required.



IMPORTER 04032014

Please enter the following information about your company as the primary Trade Account. This information will be used in your application to C-TPAT.

Please click the Submit button to save your changes

Company Information | Addresses | Users | Summary

Company Name* IMPORTER 04032014
 Doing Business As IMPORTER 04032014
 Ownership Type* Corporation
 Telephone Number* 784596120
 Fax Number
 Website
 Business Start Date(mm/dd/yyyy)* 04/10/2008
 Number of Employees* 11
 Brief Company History* testing importer

Previous Next Submit

* is a required field

Tabbed Screen allows the user to edit select Company Information, Addresses, and Users.

Organization Profile

The Organization Profile of your Trade account contains common company information to use to manage multiple applications or accounts in the Partner Portal. To access your Trade account information, select the desired account and click <Organization Profile>. Use the tabs to review and edit certain fields in Company Information, Addresses, and Users. Click <Next> to continue to the next tab and <Previous> to review the previous tab. The <Summary> tab displays all information entered in the Organization Profile, and allows the user to <Create a .PDF>. *See Table 1: Tabbed Design of Organization Profile.* **Please note: all new C-TPAT addresses and new C-TPAT users will need to be entered into the Organization Profile of the Trade Account before they can be pushed to your C-TPAT account.**

Trade Account Tabs **Screen Views**

Company Information

Please click the Submit button to save your changes

Company Information
Addresses
Users
Summary

Company Name* Highway Carrier 04032014

Doing Business As Highway Carrier 04032014Highv

Ownership Type* Corporation

Telephone Number* 784592013

Fax Number

Website

Business Start Date(mm/dd/yyyy)* 04/05/201

Number of Employees* 10

Brief Company History* testing

Previous
Next
Submit

Addresses

Please click the Submit button to save your changes

Company Information
Addresses
Users
Summary

Please enter Trade Account addresses related to: headquarters offices (including international corporate headquarters locations), Trade/Security Point of Contacts and office locations, import/export cargo handling facility locations, policy generation and training locations, etc. If numerous import/export cargo handling facilities exist, please provide the Top 3 locations by volume of imported/exported cargo or Top 3 locations with highest risk.

	Address Type	Mailing Address	Address Line 1	Address Line 2	City	Postal Code	Country	State
1	Other	<input type="checkbox"/>	23 Mani DR		jla	ty874	Canada	Quebec
2	Distribution Center	<input type="checkbox"/>	12 Mexico		Tital	7845	Mexico	Colima
3	Headquarters	<input checked="" type="checkbox"/>	12 Head Quarter BLVD		City	78450	United States	Indiana

+ Add
Edit
Del
Page 1 of 1
10
View 1 - 3 of 3

Previous
Next
Submit

* is a required field

Users

Please click the Submit button to save your changes

Company Information
Addresses
Users
Summary

Every Trade Account and ship account should have more than one POC and contacts and a Primary POC must be a company officer. Please enter information for all people who can and should have access to your company's account in the Portal. C-TPAT account contacts will be identified in the application process from the users you enter now.

	Email	Last Name	First Name	Initial	Salutation	Title	Phone	Type
1	testaccount7@test7.com	NEW	CHECK	P	Mr.	Title	874596321	Admin

+ Add
Edit
Del
Page 1 of 1
10
View 1 - 1 of 1

Previous
Next
Submit

* is a required field

Trade Account Tabs
Screen Views

Company Information
Addresses
Users
Summary

Profile Summary

Here is a summary of your Trade Account information that has been entered into the system.

*[Click the **Submit** button to create/update a company.]*

Company Information

Company Name: Testing
 Doing Business As:
 Ownership Type: Corporation
 Telephone Number: 111-111-1111
 Fax Number: 111-111-1111
 Company Website: www.test.com
 Company/Business Start Date: 01/27/2014
 Total Company Employees: 5
 Company History: Test

Addresses

Address Type	Address Line 1	Address Line 2	City	Postal Code	Country	State
Main Office	123 Main Street		Testing	11111	United States	Michigan
Main Office	123 Elm Street		Washington	20052	United States	District of Columbia

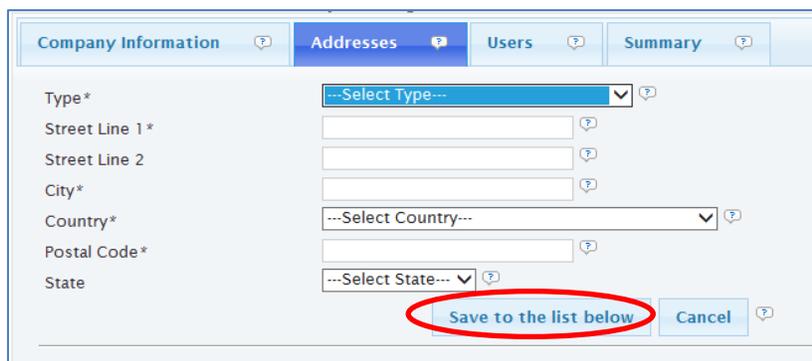
Users

Email	Last Name	First Name	Initial	Title	Phone	Type
test2@test.com	Doe	John		Officer	222-222-2222	Admin
test@test.com	Doe	Jane		Tester	111-111-1111	Admin

Table 1: Tabbed Design of Organization Profile

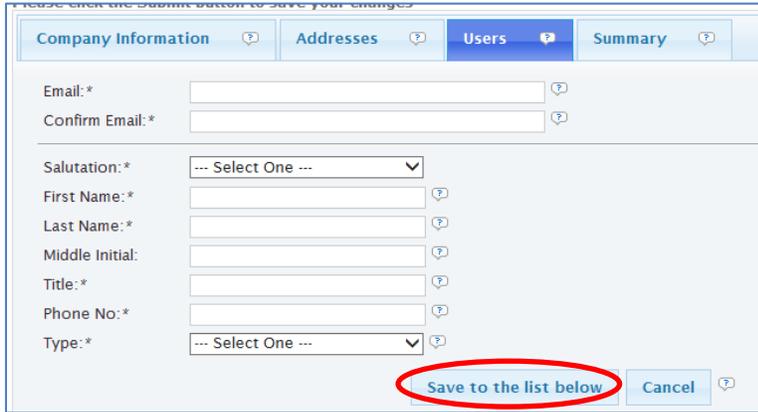
Adding Addresses

All new C-TPAT addresses will need to be entered into the Organization Profile of the Trade Account before they can be pushed to your C-TPAT application. To add an address to your Trade Account, click on <Organization Profile>, and then click on the <Addresses> tab. Click <Add> and complete the required fields indicated by an asterisk (*), including Type, Street Line 1, City, Country, Postal Code, and State (if applicable). Once data entry is complete, select <Save to the list below>. Once the address is entered into the list, indicate whether it is a mailing address by clicking in the box. Click the <Submit> button below the Addresses window to save your changes.



Adding Users

All new C-TPAT users will need to be entered into the Organization Profile of the Trade Account before they can be pushed to your C-TPAT account. To add a user to your Trade Account, click on <Organization Profile>, and then click on the <Users> tab. Click <Add> and complete the required fields indicated by an asterisk (*), including Email, Confirm Email, Salutation, First Name, Last Name, Title, Phone No., and Type. Once data entry is complete, select <Save to the list below>, then click the <Submit> button below the Users window to save your changes.



Please click the Submit button to save your changes.

Company Information | Addresses | **Users** | Summary

Email:*

Confirm Email:*

Salutation:*

First Name:*

Last Name:*

Middle Initial:

Title:*

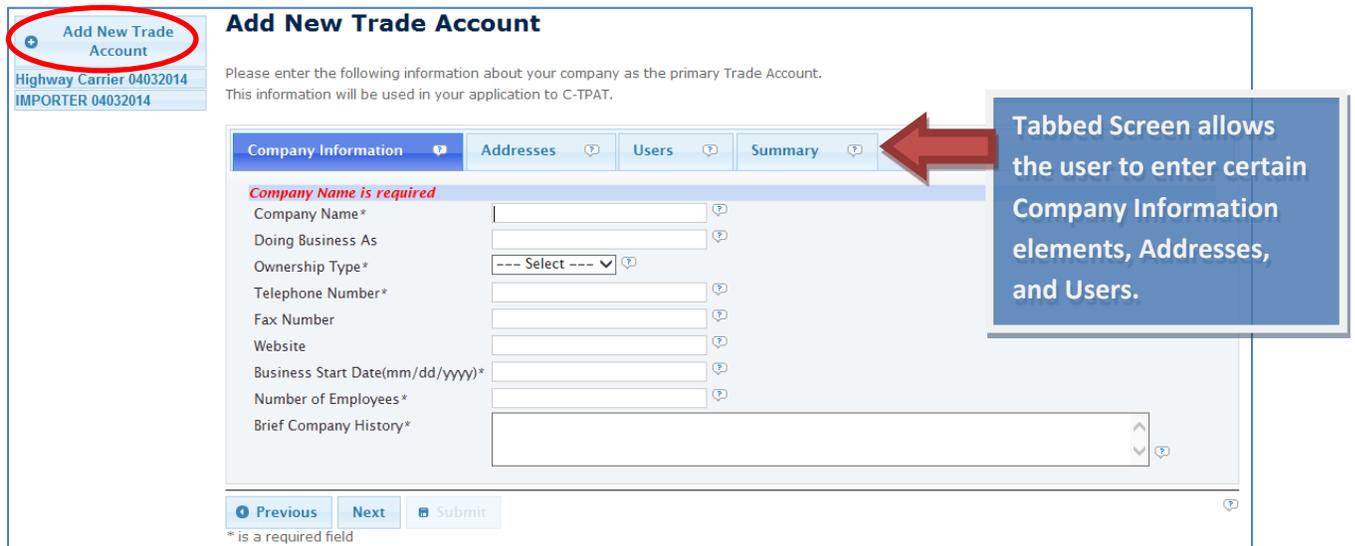
Phone No.:*

Type:*

Save to the list below | Cancel

New Trade Accounts

For new applications to C-TPAT, you will need to first create a Trade Account. To create a new trade account, click <Add New Trade Account> on the left side of the user interface and start entering Organization Profile information. Click <Next> to continue to the next tab and <Previous> to review the previous tab.



Organization Profile

The Organization Profile of your Trade account contains common company information to use to manage multiple applications or accounts in the Partner Portal. You will need to complete the following sections before continuing to your C-TPAT application: Company Information, Addresses, and Users. **Please note: all C-TPAT addresses and C-TPAT users will have to be entered into the Organization Profile of the Trade Account before they can be associated to your C-TPAT application.**

Company Information

Trade Account data elements consist of: company name, “doing business as” name, telephone and fax numbers, website, business start date, number of employees, brief company history, addresses, and users. The required fields are indicated by an asterisk (*). Click <Next> to continue to Addresses. *See Table 1: Tabbed Design of Organization Profile.*

Addresses

Enter Trade Account addresses related to: headquarters offices (including international corporate headquarters locations), Trade/Security Point of Contacts and office locations, import/export cargo handling facility locations, policy generation and training locations, etc. If numerous import/export cargo handling facilities exist, please provide the Top 3 locations by volume of imported/exported cargo or Top 3 locations with highest risk. Click Add to enter an address, and Save to the list below to save the address to your account. Click <Next> to continue to Users. *See Table 1: Tabbed Design of Organization Profile.*



Users

Enter user information for all people who can and should have access to your company's account in the Portal. Every Trade Account and ship account should have more than one POC and contacts, and a Primary POC must be a company officer. C-TPAT account contacts will be identified in the application process from the users entered here. Click Add to enter a user, and Save to the list below to save the user to your account. Click <Next> to continue to the Summary page. *See Table 1: Tabbed Design of Organization Profile.*

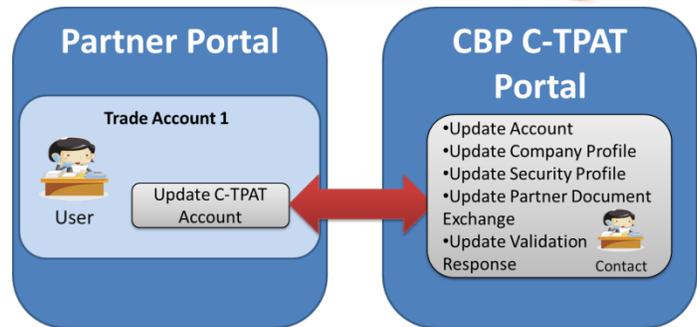
Summary

Review Trade Account information in the Summary. The Summary page will display all information entered into the Organization Profile and allow the user to <Create a .PDF> document for easy saving and printing for record keeping. After all information is reviewed for correctness, click <Submit> to create the Trade Account. *See Table 1: Tabbed Design of Organization Profile.*

Note: In future phases Trade Accounts will be able to be split or merged by authorized trade users to reflect mergers, acquisitions, and divestitures, as well as to merge currently related C-TPAT accounts. C-TPAT will encourage complex organizations to model their trade accounts and organizations in the Partner Portal to accurately reflect the structure of their organization.

C-TPAT Accounts

All active C-TPAT Partner accounts will be migrated to C-TPAT accounts in Portal 2.0, including: Business Type Information (IOR, SCAC, Airline codes, etc.), addresses, contacts, security profile, SVI (Partner Monitoring), and Validations.



Existing C-TPAT Accounts

All account information from existing C-TPAT accounts will be migrated to Portal 2.0, and can be accessed by clicking <C-TPAT> under the corresponding Trade Account. Use the tabs to review and edit Company Profile, Addresses, Contacts, and International. The Summary tab displays all information entered in the C-TPAT Company Profile, and allows the user to <Create a .PDF>.

Existing Program Membership			
Business Type	Importer	CTPAT Account #	74247134
Account Status	Certified	Security Profile Status	Not Reviewed Submit Security Profile
Certification Date	04/07/2014	Anniversary Date	04/07/2015
SCSS: Name	SCSS SCSS NY1	SCSS: Office	NY
SCSS: Phone	716-555-1212	SCSS:Email	SCSSNY1@atsdev.cbp.dhs.gov
Primary POC	CHECK NEW (eml: testaccount7@test7.com, phn: 874596321)		
Edit Company Profile Edit Security Profile Validation Summary			

Company Profile

The Company Profile is information related to your C-TPAT account, including Business Entity Information, Addresses, Contacts, and International program participation selections. **All C-TPAT addresses and C-TPAT users will have to be entered into the Organization Profile of the Trade Account before they can be pushed to your C-TPAT application.**

C-TPAT Account Tab Screen

Business Entity Info

Business Type | **Business Entity Information** | Addresses | Contacts | International | Summary

All additional Business Entity Information (BEI) listed in this application/account must adhere to the same security policies and procedures which will be verified in the C-TPAT validation process. If a BEI (SCAC, IOR, MID, etc.) has a unique set of security policies, procedures or infrastructure related to it, the company should create a separate account as benefits and benefits level maybe affected.

Business Type : Importer

To add or delete a BEI you must submit a written request to your assigned SCSS. The request must include the BEI, and whether it must be added or deleted. The request must come from a Point of Contact listed in the account.

Business Entity Information

IOR ID #

Entered IOR ID #

Submitted IOR ID #

Import Bond #

Entered Import Bond #

Submitted Import Bond #

Please list your top five Countries of Origin by value

% Imports Country of Origin State of Origin

---Select Country--- ---Select State---

Countries of origin Data

% Imports	Country of Origin	State of Origin	<input type="button" value="Del"/>
50	Argentina		<input type="button" value="Del"/>
10	Aruba		<input type="button" value="Del"/>

Dun and Bradstreet Number

* is a required field

**Addresses
(One must be primary address)**

Business Type | Business Entity Information | **Addresses** | Contacts | International | Summary

Please select a primary address, mailing address and all other addresses to be associated with your C-TPAT account(s).

Primary	Secondary	Address Type	Address Line 1	Address Line 2	City	Postal Code	Country	State
<input type="radio"/>	<input type="checkbox"/>	Foreign Consol	46 Mexico way		Jingle	4510	Albania	
<input type="radio"/>	<input type="checkbox"/>	Headquarters	81 Flavor BLVD		Manu	78459	Austria	
<input checked="" type="radio"/>	<input type="checkbox"/>	Distribution Cent	23 Major St.		Arlington	87459	United States	Georgia

Page 1 of 1 View 1 - 3 of 3

* is a required field

C-TPAT Account Tab Screen

Contacts (At least one must be POC and listed as Officer)

Business Type Business Entity Information Addresses **Contacts** International Summary

Please select the appropriate contacts for C-TPAT related to the account. A Primary POC must be a company officer. Only company officers can electronically sign the C-TPAT Partner, SVI, Exporter, NEEC, or Mutual Recognition agreements.

Primary Contact	Officer	Emp	Consultant	User Email	Last Name	First Name	Initial	Title	Phone Number
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	testaccount7@test7.com	NEW	CHECK	P	Title	874596321
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test04032014@test1.com	CHILA	WAN		Manager	87459021
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test04032014@test2.com	Hilo	Vivian	H	Clerk	874510236
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	test04032014@test3.com	Hilo	Van		title	7845902103

Page 1 of 1 View 1 - 4 of 4

Previous Next Save

* is a required field

International

Business Type Business Entity Information Addresses Contacts **International** Summary

Mutual Recognition Agreement

Consent for Disclosure of Customs-Trade Partnership Against Terrorism (C-TPAT) Information to the Specified Mutual Recognition Program Government Officials.

Upon completion of this consent, C-TPAT will be authorized to provide the information outlined below to government officials for the Mutual Recognition Program specified. The information will only be provided to those government officials directly responsible for the program in which the United States Customs and Border Protection has entered into Mutual Recognition.

The information that will be released will be:

- Company name
- Company identifiers (i.e. SCAC, IOR, MID)
- Program Status
- Date of membership

Your company has the right to revoke this consent at any time by removing the check block for that program. The revocation will not have any effect on any actions taken in reliance on the consent prior to the time consent was revoked.

Listed below are the international programs related to C-TPAT that are available to your company based on status and business type. If you would like to participate a company officer must electronically sign the appropriate program agreements.

I Agree

Mutual Recognition Programs

- Canada
- European Union
- Japan
- Jordan
- Korea, Republic of
- New Zealand
- Taiwan

Previous Next Save

C-TPAT Screen

Account Tab
Screen

Business Type
Business Entity Information
Addresses
Contacts
International
Summary

C-TPAT Membership Application Summary
Here is a summary of your current C-TPAT Company Profile.

Business Type ↕
Business Type: Importer

Business Type Information ↕
IBOND (Submitted): 874521001
IOR (Submitted): 784509-47851

Countries of Origin Data:	% Imports	Country of Origin	State of Origin	↕
	50	Argentina		
	10	Aruba		

Dun and Bradstreet Number: 784596321

Addresses ↕

Primary Address	Secondary	Address Type	Address Line 1	Address Line 2	City	Postal Code	Country	State
Yes	No	Distribution Center	23 Major St.		Arlington	87459	United States	Georgia

Contacts ↕

Primary Contact	Officer	Emp	Consultant	User Email	Last Name	First Name	Initial	Title	Phone Number
Yes	Yes	No	No	testaccount7@test7.com	NEW	CHECK	P	Title	874596321

International ↕
Mutual Recognition with: Canada; European Union

Create PDF ↕

Previous Next Save
↕

* is a required field

Summary

Table 2: Tabbed Design of C-TPAT Company Profile

Adding Addresses

All C-TPAT addresses will have to be entered into the Organization Profile of the Trade Account before they can be pushed to your C-TPAT application. After entering address information into the Organization Profile of your Trade Account, click on <C-TPAT> in the left side menu, then click <Edit Company Profile>. Select the <Addresses> tab. To indicate the <Primary> Address, click in the circle of the desired address row. For all other C-TPAT addresses, select the <Secondary> box. When your selection is complete, click <Save>.

Business Type Business Entity Information **Addresses** Contacts International Summary

Please select a primary address, mailing address and all other addresses to be associated with your C-TPAT account(s).

Primary	Secondary	Address Type	Address Line 1	Address Line 2	City	Postal Code	Country	State
<input type="radio"/>	<input type="checkbox"/>	Other	23 Mani DR		jila	ty874	Canada	Quebec
<input type="radio"/>	<input type="checkbox"/>	Distribution Cen	12 Mexico		Tital	7845	Mexico	Colima
<input checked="" type="radio"/>	<input type="checkbox"/>	Headquarters	12 Head Quarter E		City	78459	United States	Indiana

Previous Next Save

* is a required field

To indicate the <Primary> Address, click in the circle of the desired address row.

Adding Contacts

All C-TPAT contacts will have to be entered into the Organization Profile of the Trade Account before they can be associated to your C-TPAT application. After entering the user information into the Organization Profile of your Trade Account, click on <C-TPAT> in the left side menu, then click <Edit Company Profile>. Select the <Contacts> tab. To indicate <Primary Contact> for your C-TPAT account, click in the circle in the desired contact row (Please note: selecting a contact as the Primary Contact will automatically list that contact as a Company Officer). For all other C-TPAT users, associate users as C-TPAT contacts by indicating their role in the organization— click in the Company Officer (Officer), Employee (Emp) or Consultant box. When your selection is complete, click <Save>.

Business Type Business Entity Information Addresses **Contacts** International Summary

Please select the appropriate contacts for C-TPAT related to the account. A Primary POC must be a company officer. Only company officers can electronically sign the C-TPAT Partner, SVI, Exporter, NEEC, or Mutual Recognition agreements.

Primary Contact	Officer	Emp	Consultant	User Email	Last Name	First Name	Initial	Title	Phone Number
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	testaccount7@test7.com	NEW	CHECK	P	Title	874596321

Previous Next Save

* is a required field

To indicate the <Primary Contact> for your C-TPAT account, click in the circle in the desired contact row.

Annual Security Profile Review

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 annual review window is initiated 90 days before the partner anniversary date. While



Partners are encouraged to update the security profile at any time as company procedures change, only changes made during the 90 day window will satisfy the annual review requirement.

Specifically, 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). 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. 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>.

Existing Program Membership			
Business Type	Foreign Manufacturer	CTPAT Account #	43366029
Account Status	Certified, Non-Importer, Validation Completed	Security Profile Status	Annual Review Required
Certification Date	07/29/2011	Anniversary Date	07/29/2014
SCSS: Name	Phillip Thompson	SCSS: Office	Miami
SCSS: Phone	305-471-8091	SCSS:Email	phillip.thompson@dhs.gov
Primary POC	Juan Carlos Vera (eml: jcvera@gkmexico.com, phn: (52) 981 81 1 99 50)		
Edit Company Profile	Edit Security Profile	Validation Summary	

All Answers in Security Profile are not reviewed and Certified (Please check all Check Boxes).

The Partner must review all information in the security profile. At the end of each section, add to the end of the existing text additional information pertaining to changes in procedures, beginning with the date of the update. **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).

[General](#) ✓ [Security Procedures](#) ✓ [Point of Origin](#) ✓ [AEO Participant](#) ✓ [Security Procedures](#) ✓

Business Partner Requirements (Updated)

Foreign manufacturers must have written and verifiable processes for the selection of business partners including, carriers, other manufacturers, product suppliers and vendors (parts and raw material suppliers, etc).

Foreign Manufacturer must conduct a comprehensive assessment of their security practices based upon the following C-TPAT minimum-security criteria. Click on the following link for guidance on conducting a risk assessment: http://www.cbp.gov/xp/cgov/trade/cargo_security/ctpat/ctpat_partners/scra/

Partner Response:

Assessment of security practices still in place. Company is adhere to 5 the steps assessments are followed

 The procedure its in place

Comments

Please answer the criteria as it pertains to the question.

Date: 10/24/2012

What are thos procedures?

Date:01/17/2013

A response is required in this section.

Date:09/12/2012

As part of the Annual Review of Security Profile, I have reviewed the information in this section and certify that it is accurate

[Previous](#) [Next](#) [Save](#) [Submit to C-TPAT](#)

Append additional information/updates here, beginning with the date of the entry.

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.

Existing Program Membership			
Business Type	Licensed U.S. Customs Broker	CTPAT Account #	99427886
Account Status	Certified, Non-Importer, Validation Completed	Security Profile Status	Annual Review Required Submit Security Profile
Certification Date	07/29/2010	Anniversary Date	07/29/2014
SCSS: Name	James Dezendorf	SCSS: Office	NY
SCSS: Phone	718-553-2745 x255	SCSS:Email	james.dezendorf@dhs.gov
Primary POC	Michael Caseley (eml: mc@seajet.com, phn: 908-236-2259)		
Edit Company Profile	Edit Security Profile	Validation Summary	



Validation Summary

To access your Validation records, log into the Partner Portal, select the corresponding Trade Account, then select <C-TPAT> from the left side menu. Click <Validation Summary>. Your Validation Report and Scorecard are available in the lower window for each validation that has been completed for your company. Double click on the desired validation to see more details.

C-TPAT Validation Summary ⓘ

Partner Name:	IMPORTER 04032014	SCSS Name:	SCSS NY1
Doing Business As:	IMPORTER 04032014	SCSS Phone:	716-555-1212
C-TPAT Account Number:	74247134	SCSS Office:	NY
Business Type:	Importer	Primary Point of Contact:	
Account Status:	Certified	POC Phone:	

The full Validation Report and Scorecard are available in the Validations performed window.

Response Status	Response Due Date	Type	Validation Report	Scorecard	
Pending	08/19/2014	Initial Validation			

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[Previous](#)

Validation Response

To complete your Validation Response, log into the Partner Portal, select the corresponding Trade Account, then select <C-TPAT> from the left side menu. Click <Validation Summary>. Double click on the validation with a Response status of **Pending**. Use the space provided in the text boxes to reply to the Recommendations or Actions Required listed, and use the <Upload File> utility under each text box to include required evidence of implementation. To save your work, click <Save> at the bottom of the Validation Response. Click <Submit> only when your reply is complete.

Executive Summary ? Site Visits ?

Management Support / Self-Assessments / Audits
Response Id : 329324
Recommendation
validation report of IMPORTER 04032014

Did you implement this?
 Yes No

Please briefly explain why this recommendation is not being implemented. Click the upload button below to add documents, images, etc.

[Upload Files](#) [View Attached Files](#)

Management Support / Self-Assessments / Audits
Response Id : 329325
Recommendation
validation report of IMPORTER 04032014

Did you implement this?
 Yes No

Please briefly explain why this recommendation is not being implemented. Click the upload button below to add documents, images, etc.

[Upload Files](#) [View Attached Files](#)

[Previous](#) [Save](#) [Submit](#)

Enter Responses into each text box for all Actions Required and Recommendations.

Include required evidence of implementation files by using the Upload Files button below each text box.

Click <Submit> only when your reply is complete.



Applying to C-TPAT

To start a C-TPAT application, create a Trade Account, and click <C-TPAT> on the left side menu. Click <Apply to C-TPAT>.

Company Profile

The Company Profile is information related to your C-TPAT account, including Business Entity Information, Addresses, Contacts, and International program participation selections. **All C-TPAT addresses and C-TPAT users will have to be entered into the Organization Profile of the Trade Account before they can be associated to your C-TPAT application.**

The screenshot shows a web application interface with a horizontal tabbed menu at the top. The tabs are: Business Type (selected), Business Entity Information, Addresses, Contacts, International, and Summary. A red arrow points from a blue callout box on the right to the 'Business Type' tab. The callout box contains the text: 'Tabs allow users to easily navigate through the C-TPAT application.' Below the tabs, the main content area contains a form with the following elements:

- A message: 'In order to apply to C-TPAT you must confirm that your company is eligible to participate.'
- A 'Business Type*' dropdown menu with 'Air Carrier' selected.
- A question: 'Is the company an active Air Carrier transporting cargo shipments to the U.S.?' with radio buttons for 'Yes' (selected) and 'No'.
- A question: 'Does the company have an active International Air Transport Association (IATA) Code in the following format? ## or ####' with radio buttons for 'Yes' (selected) and 'No'.
- A question: 'Does the company possess a valid continuous international carrier bond registered with CBP?' with radio buttons for 'Yes' (selected) and 'No'.
- Navigation buttons: 'Previous', 'Next', 'Submit', and 'Submit and Continue to Security Profile'.
- A note: '* is a required field'.

Business Type

When applying for C-TPAT, you will be asked to identify the type of business you are applying as: highway carrier, importer, consolidator, etc. Eligibility criteria related to your specific business type will follow to determine your C-TPAT eligibility. For example, if applying as a highway carrier, a series of eligibility criteria questions will assist in determining your exact type of Highway Carrier: U.S./Canada Highway Carrier, U.S./Mexico Highway Carrier, or Mexican Long Haul Carrier.

Business Entity Information

Enter business entity information and click <Add> to add the ID to the Entered ID's section. Select the ID and click 'Del' to delete the ID. **Note: Once an application is submitted, Business Entity ID's cannot be added, modified, or removed by Trade Users.** Please contact your SCSS to add, modify, or remove Business Entity ID's. Click <Next> to continue the application.

Addresses

Select a primary address, mailing address, and all other addresses previously entered into the Organization Profile section of your Trade Account to be associated with your C-TPAT account. Click <Next> to continue the application.



Contacts

Select the appropriate C-TPAT contacts previously entered into the Organization Profile section of your Trade Account. A Primary POC must be a company officer (Office). Only company officers can electronically sign the C-TPAT Partner, SVI, Exporter, NEEC, or Mutual Recognition agreements. Other types of C-TPAT contacts are: Employee (Emp) and Consultant (Consul). Click <Next> to continue application.

International

Listed under the International tab are the international programs related to C-TPAT that are available to your company based on status and business type. If you would like to participate a company officer must electronically sign the appropriate program agreements. Click <Next> to continue application.

Summary

Review C-TPAT Account information in the Summary. The Summary page will display all information entered into the C-TPAT Account and will allow you to <Create a PDF> document for easy saving and printing for record keeping. After all information is reviewed for correctness, click <Save> to continue your application and complete the Security Profile.

Security Profile

To complete a new Security Profile, click on the <Not Complete> link under Security Profile Status on the main C-TPAT page. The Security Profile features major security categories in a column down the left side of the screen and the security criteria for each category in tabs above the specified category (see below graphic). This layout improves system response time for the user.

Answer each criteria section with significant details. If a section is not applicable to your business model, respond with “Not Applicable”, and also detail the reason why the section is not applicable. When data entry is complete, click <Save> at the bottom of each criteria section. Once all criteria in the Security Profile have a response, click the <Submit to C-TPAT> button that will appear on the page, as well as in the Security Profile Status column of the main C-TPAT page.

Document Library

The Document Library includes the C-TPAT Public Document Library and the Partner Document Exchange.

CONSOLIDATOR02042014

The document library includes the C-TPAT Public Document Library and the Partner Document Exchange.

C-TPAT Public Document Library C-TPAT Partner Document Exchange

View Public Documents...

View File	Document Name	Size	Document Type	Uploaded By	Up	
1	View	modified San Francisco External Worksh	3592192	Other	wayne.kornmann@d	10/27/2012 10:33
2	View	validation response.wmv	4024642	Other	charles.marker@assi	04/15/2011 11:40
3	View	03-01-13 C-TPAT Achievements Report	75757	Other	susan.l.scheungrabi	03/20/2013 04:09
4	View	2013 C-TPAT Conference C-TPAT 101.p	2173195	Other	NORMAN.ROY@DHS	01/18/2013 10:19
5	View	2013 C-TPAT Conference Conveyance In	4784764	Other	NORMAN.ROY@DHS	01/18/2013 10:27
6	View	2013 C-TPAT Conference Evidence of Im	2124627	Other	NORMAN.ROY@DHS	01/18/2013 10:20
7	View	2013 C-TPAT Conference General Sessio	5416052	Other	NORMAN.ROY@DHS	01/18/2013 10:20
8	View	2013 C-TPAT Conference ISA.pdf	1255647	Other	NORMAN.ROY@DHS	01/18/2013 10:29
9	View	2013 C-TPAT Conference Internal Cons	2189052	Other	NORMAN.ROY@DHS	01/18/2013 10:22
10	View	2013 C-TPAT Conference Southwest Bor	4744615	Other	NORMAN.ROY@DHS	01/18/2013 10:20
11	View	2013 C-TPAT General Session Conferen	1174758	Other	NORMAN.ROY@DHS	01/18/2013 10:20
12	View	CTPAT Video.wmv	15627711	Other	charles.marker@assi	04/15/2011 11:40
13	View	C-TPAT Best Practices Catalog Addendur	563200	Other	keith.cousins@dhs.g	03/27/2009 08:50
14	View	C-TPAT Program Benefits Guide.pdf	811966	Other	keith.cousins@dhs.g	11/17/2008 02:52

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Tabs allow users to see either the Public Document Library or the Partner Document Exchange without leaving the Document Library screen.

C-TPAT Public Document Library

All trade users will have access to documents in the C-TPAT Public Document Library. To access the Public Document Library, click on Document Library, and select C-TPAT Public Document Library from the list. Only C-TPAT Administrative personnel are permitted to upload documents into this library.

To open a document, click <View> on the document row.

C-TPAT Partner Document Exchange

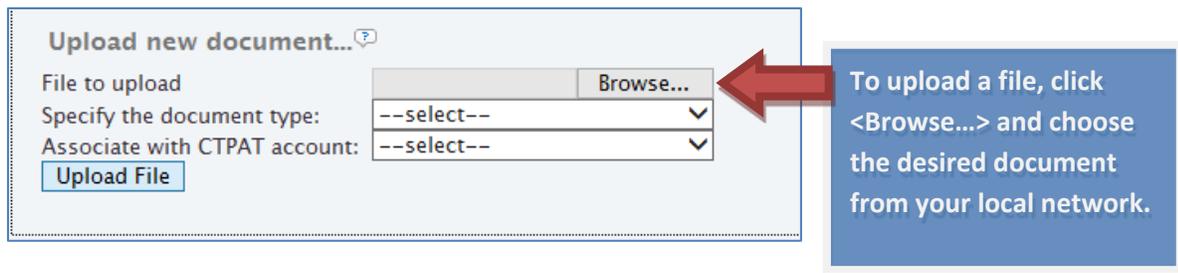
A trade user associated as a contact with a C-TPAT account will have access to the C-TPAT Partner Document Exchange for that account. **All documents in the C-TPAT Partner Document Exchange uploaded in Portal 1.0 will be migrated to the Document Library section of Portal 2.0.** Any documents uploaded as part of a Security Profile and in the Validation Response in the Partner Portal will be stored in the C-TPAT Partner Document Exchange.

Accessing Documents

To access the C-TPAT Partner Document Exchange, click <Document Library>, and select the <C-TPAT Partner Document Exchange> tab.

Uploading Documents

To upload a document to the C-TPAT Partner Document Exchange, click <Browse...>. Choose the desired document from your local network, and specify the document type and the C-TPAT account to which the document is associated from the drop down lists provided. Click <Upload File> to complete the upload. **Note: Any documents uploaded as part of a Security Profile and in the Validation Response in the Partner Portal will be stored in the C-TPAT Partner Document Exchange.**



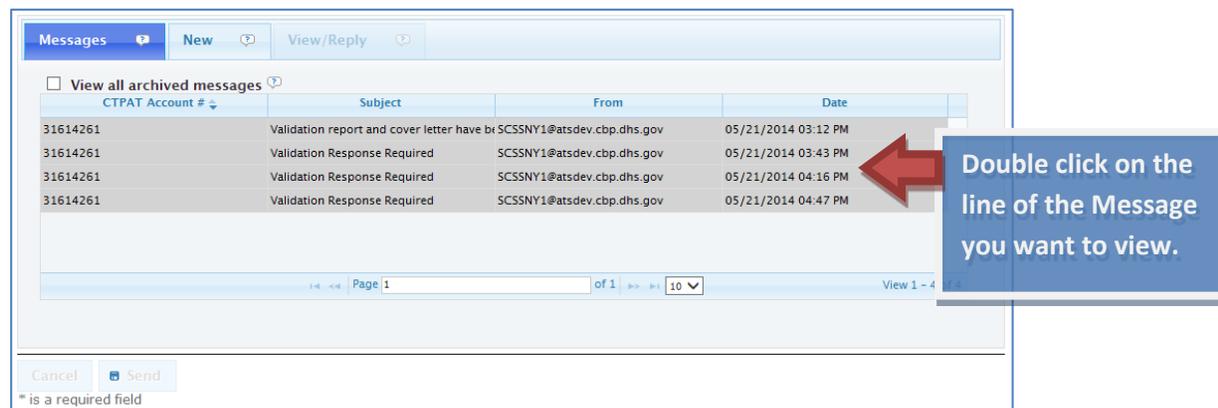
The screenshot shows a form titled "Upload new document...". It contains the following fields: "File to upload" with a "Browse..." button, "Specify the document type:" with a "--select--" dropdown, and "Associate with CTPAT account:" with a "--select--" dropdown. There is an "Upload File" button at the bottom. A red arrow points from a blue callout box to the "Browse..." button. The callout box contains the text: "To upload a file, click <Browse...> and choose the desired document from your local network."

Updating Document Titles

To change the document title of an uploaded document, click on the title and make alterations to the desired document. When alterations are complete, click <Save Changes>. The document name will change, and the old version of the document will be stored in the document archive.

Messages

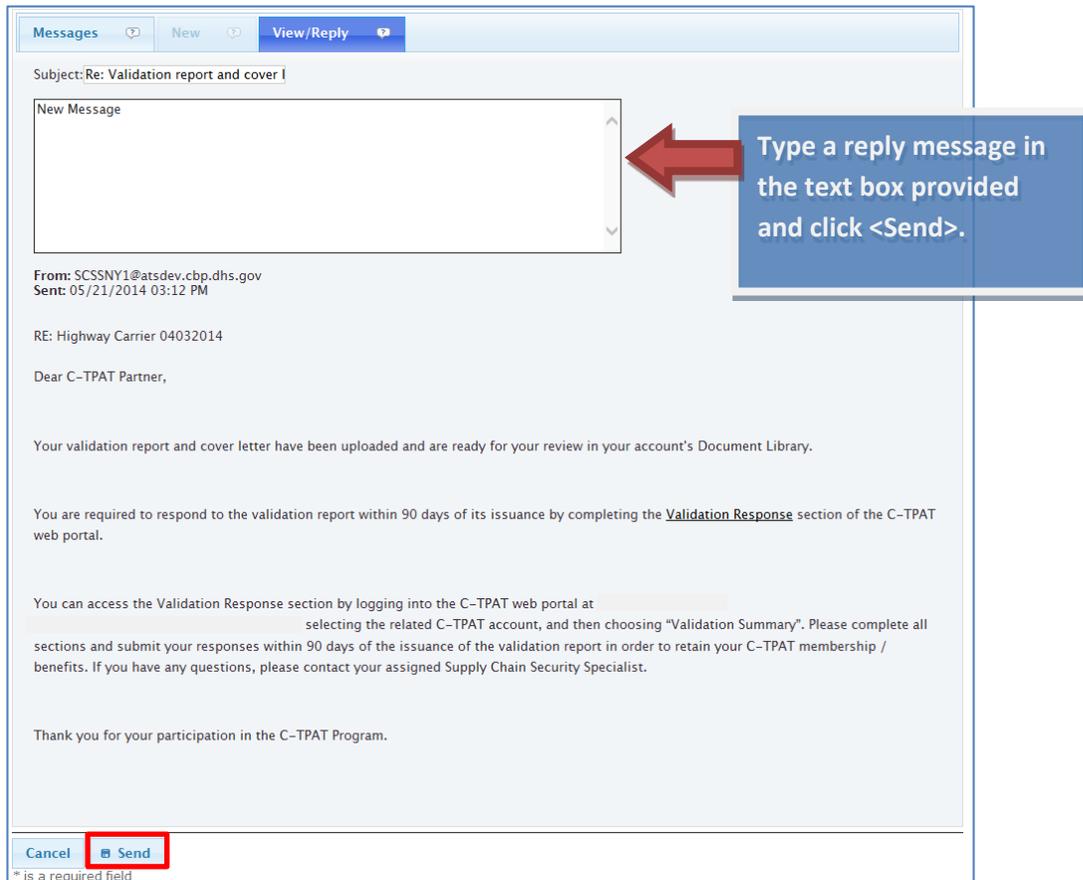
Messages are an internal communication system to record correspondence between Trade Partners and the SCSS assigned to your C-TPAT account.



The screenshot shows the "Messages" interface. It has a header with "Messages", "New", and "View/Reply" buttons. Below the header is a checkbox for "View all archived messages". The main area is a table with columns: "CTPAT Account #", "Subject", "From", and "Date". There are four rows of messages, all with the same CTPAT Account # (31614261) and From address (SCSSNY1@atsdev.cbp.dhs.gov). The subjects are "Validation report and cover letter have b...", "Validation Response Required", "Validation Response Required", and "Validation Response Required". The dates are 05/21/2014 03:12 PM, 05/21/2014 03:43 PM, 05/21/2014 04:16 PM, and 05/21/2014 04:47 PM. A red arrow points from a blue callout box to the first row of the table. The callout box contains the text: "Double click on the line of the Message you want to view." At the bottom of the interface, there are "Cancel" and "Send" buttons, and a note: "* is a required field".

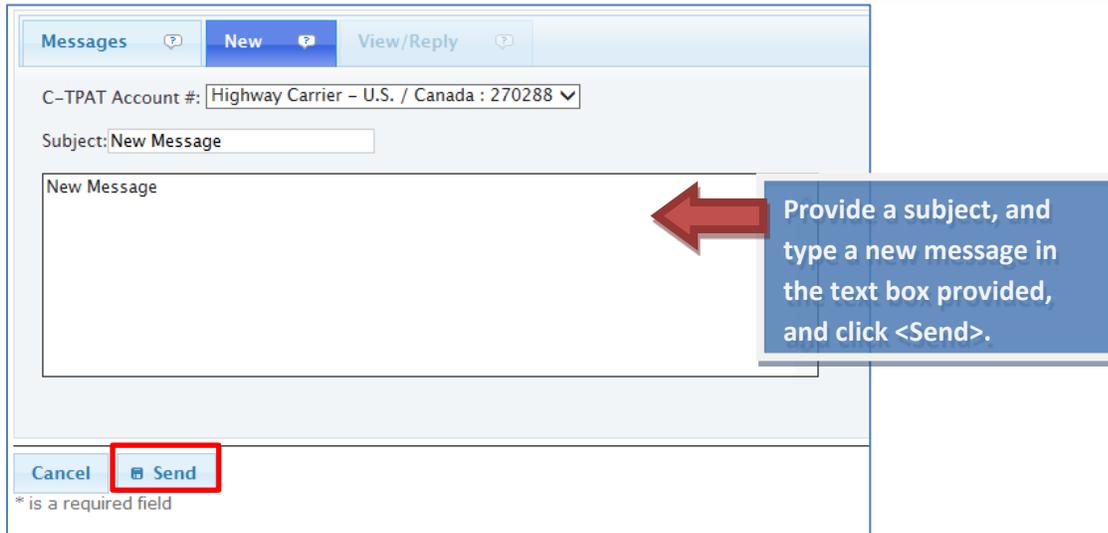
Viewing and Replying to Messages

To view or reply to a message, select the corresponding Trade Account, then select <Messages> from the left side menu. Messages appear in the table chronologically, with the newest message first, and unread messages highlighted grey. Double click on the line of the Message you want to view. The message text and thread (all replies to the message) will appear below the reply window in chronological order, with the newest message at the top. Type a message in the box provided and click <Send>. The updated message thread will appear under the Messages tab. To abandon this reply and return to unread Messages, click Cancel.



Sending New Messages

To send a new message to your SCSS, select the corresponding Trade Account, then select <Messages> from the left side menu. Click the <New> tab, and a blank message will appear in the window. Select your C-TPAT account from the list, type the subject and body of the message, upload a related file, if necessary, and click Send. The New message will now appear as a message thread under the messages tab. To abandon any changes and return to Messages tab, click Cancel.



Messages

C-TPAT Account #: Highway Carrier - U.S. / Canada : 270288 ▾

Subject: New Message

New Message

Provide a subject, and type a new message in the text box provided, and click <Send>.

* is a required field

Status Verification Interface (Partner Monitoring)

All Partners who currently participate in SVI will have the “Partners Monitoring You” and the “Partners You Are Monitoring” information migrated from Portal 1.0. Partner monitoring will allow C-TPAT Partners to track the C-TPAT status of their business partners to facilitate an advanced network of trade partners with security-minded business practices.

SVI Requirements

To participate in SVI, a company must:

- (1) Have an active C-TPAT account in good standing (certified or above).
- (2) Consent to share your status with other companies, as is stated in the SVI Agreement. *NOTE: If SVI agreement is revoked, your company will be removed from all Partners Monitoring You and all Partners You are Monitoring will disappear.*

Allow Company to be Searchable upon Certification?

SVI Agreement | Partners You Are Monitoring | Request Monitoring | Partners Monitoring You

U.S. Customs and Border Protection
Department of Homeland Security
Customs-Trade Partnership Against Terrorism
Consent to use Company Name

We, the undersigned, consent to the addition of our company name to the C-TPAT application.

The C-TPAT application allows consenting certified C-TPAT partners to verify the participation status of other consenting certified C-TPAT partners. To gain access, each partner must have consented to the release of their company name among the C-TPAT membership. The C-TPAT application is an Internet, web-based point of electronic access limited to assenting certified C-TPAT Partners. The C-TPAT application is found on the <http://www.cbp.gov> web site and controlled and maintained by CBP.

In order to participate, a company officer must electronically sign the SVI agreement.

Check To Include In SVI Agreement--				
	Agree	C-TPAT Account	Business Type	Account Status
1	<input checked="" type="checkbox"/>	12757488	Consolidator	Certified

Apply Changes

Consent to share your status (Certified or Not Certified) with other companies by clicking in the <Agree> box. Click <Apply Changes> when data entry is complete.

To participate in SVI, click on the desired Trade Account and select <SVI> from left menu. Sign the SVI Agreement by selecting the <SVI Agreement> tab and clicking in the <Agree> box on the desired account. Click <Apply Changes>.

Request Monitoring

For each monitoring Partner, a request must be sent to establish the list on the <Partner Monitoring You> tab. **For Phase 1, only the Partner being monitored can initiate a monitoring request.**

Sending Requests

To request a Partner to monitor you:

- (1) Click <SVI> under the desired Trade Account.
- (2) Select <Request Monitoring> tab.
- (3) Type in a company name and click <Search>. **Note: Only companies that have signed the SVI Partner agreement and are currently in Certified status or above will appear in the results.**
- (4) Click in the <Select> box by the company that you want to monitor you.
- (5) Click <Save Selections> at the bottom of the window.
- (6) The status of the request (pending, accepted, declined) will appear in the **Partners Monitoring You** list. Once the monitoring company approves the request, the company's status will also appear in your **Partners Monitoring You** list.

SVI Agreement | Partners You Are Monitoring | **Request Monitoring** | Partners Monitoring You

This section allows your company to send a request to another C-TPAT Partner, to allow that partner to monitor your C-TPAT status. To send a request, follow these steps:
 1) Search for the company by name in the below search box. You must enter at least three characters, including spaces.
 2) Your search will return a list of Partners. Click the Select box for each Partner you would like to monitor your account.
Note: If you have multiple accounts (e.g., broker and consolidator) you must also select each of your accounts that you desire the other Partner to monitor. This feature allows you to share just one account or multiple accounts with Partners in a single step.
 3) Step two will send to the Partner a request to monitor you. That request will appear on this screen in the Partner's account.

If you receive a request from another Partner to monitor them, it will appear on the list below as PENDING. To process the Partner's request, click on the word PENDING to toggle between the options of ACCEPT or DECLINE.

Test Imp

Select Trade Organization To Monitor You...

Select	Trade Org	Account Status
<input type="checkbox"/>	CTPAT Test Importer	Certified

Page 1 of 1

Select the CTPAT accounts you want to associate with this monitoring request...

Select	CTPAT Account	Business Type	Account Status	Request Status
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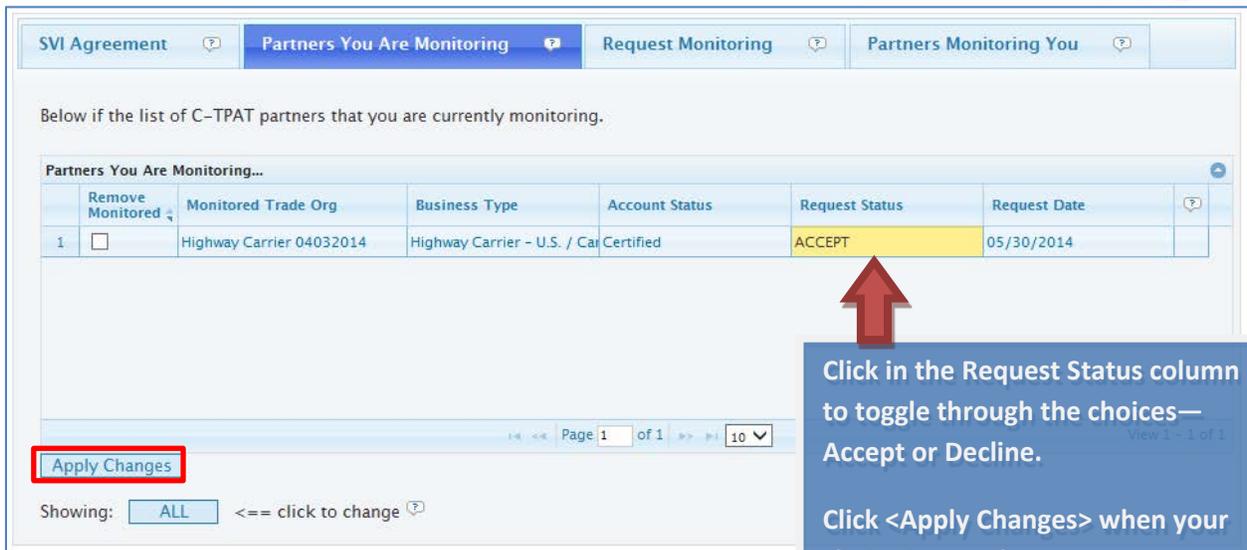
Click in the <Select> box by the company that want to monitor you.

When data entry is complete, click <Save Selections>.

Accepting and Denying Requests

As a monitoring Partner, the choice to accept, decline, or revoke (decline after initial acceptance) a Partner requesting that you monitor them is your decision. To accept a request to monitor a Partner:

- (1) Click on <SVI> under the desired Trade Account.
- (2) Select the <Partners You are Monitoring> tab.
- (3) Click in the Request Status column to toggle through the choices—ACCEPT or DECLINE.
 - a. If the request status is in **ACCEPT**, the company status (Certified or Not Certified) will appear in the Certified column.
 - b. If the request status is in **DECLINE**, the company status will not appear in the Certified column. A **DECLINE** Request Status will act as a block to prevent further monitoring requests from this company. To allow a declined monitoring requester to request again, click in the <Remove Monitored> box next to the record and click <Apply Changes>. This will remove the block and allow future requests.
- (4) Click <Apply Changes> when your choice is complete.



SVI Agreement Partners You Are Monitoring Request Monitoring Partners Monitoring You

Below is the list of C-TPAT partners that you are currently monitoring.

Remove Monitored	Monitored Trade Org	Business Type	Account Status	Request Status	Request Date
1 <input type="checkbox"/>	Highway Carrier 04032014	Highway Carrier - U.S. / Car	Certified	ACCEPT	05/30/2014

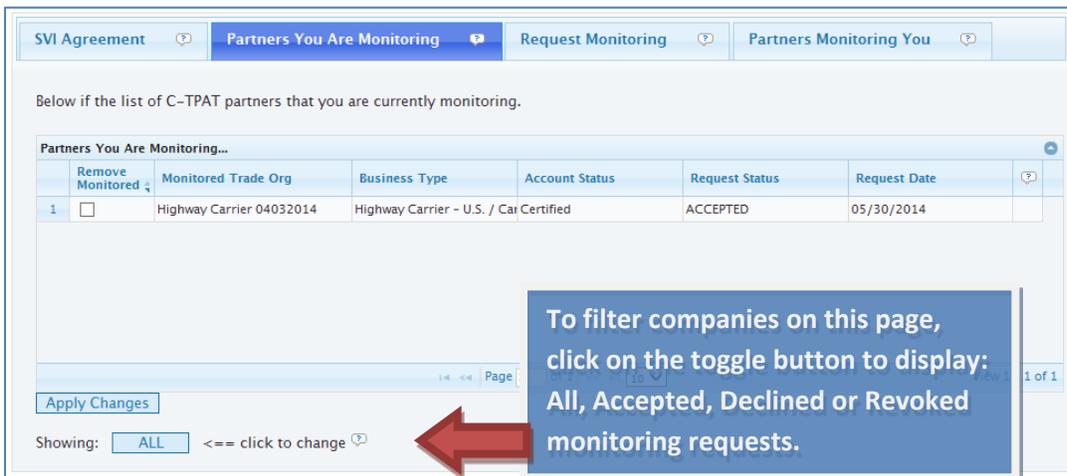
Apply Changes

Showing: ALL <== click to change

Click in the Request Status column to toggle through the choices— Accept or Decline.
Click <Apply Changes> when your choice is complete.

Partners You Are Monitoring

In addition to accepting and declining monitoring requests, the “Partners you are Monitoring” tab displays the companies you are monitoring and their current C-TPAT status. To filter companies on this page, click on the toggle button. The available filters will display companies from which you have: Accepted, Declined, or Revoked monitoring requests.



SVI Agreement Partners You Are Monitoring Request Monitoring Partners Monitoring You

Below is the list of C-TPAT partners that you are currently monitoring.

Remove Monitored	Monitored Trade Org	Business Type	Account Status	Request Status	Request Date
1 <input type="checkbox"/>	Highway Carrier 04032014	Highway Carrier - U.S. / Car	Certified	ACCEPTED	05/30/2014

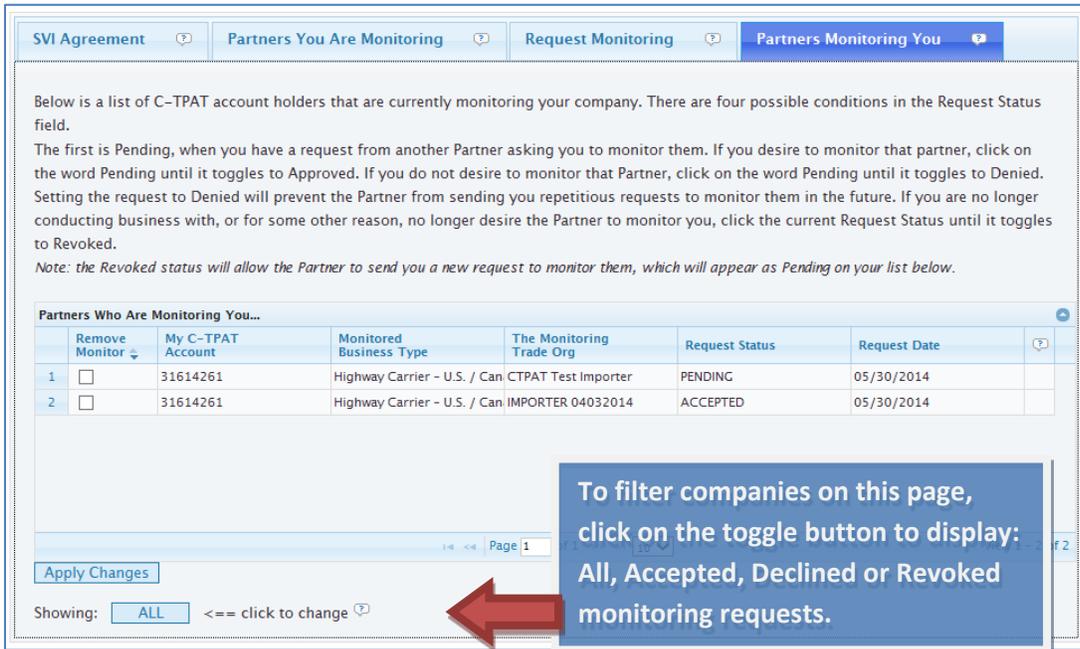
Apply Changes

Showing: ALL <== click to change

To filter companies on this page, click on the toggle button to display: All, Accepted, Declined or Revoked monitoring requests.

Partners Monitoring You

Previously unavailable in Portal 1.0, the “Partners Monitoring You” tab will allow you to see which companies are monitoring you. In Phase 1, you will not be able to request to monitor a company—requests can only be made to have a company monitor you. To filter companies on this page, click on the toggle button at the bottom of the window. The available filters will display companies which have: Accepted, Declined, or Revoked your monitoring requests.



Below is a list of C-TPAT account holders that are currently monitoring your company. There are four possible conditions in the Request Status field.

The first is Pending, when you have a request from another Partner asking you to monitor them. If you desire to monitor that partner, click on the word Pending until it toggles to Approved. If you do not desire to monitor that Partner, click on the word Pending until it toggles to Denied. Setting the request to Denied will prevent the Partner from sending you repetitious requests to monitor them in the future. If you are no longer conducting business with, or for some other reason, no longer desire the Partner to monitor you, click the current Request Status until it toggles to Revoked.

Note: the Revoked status will allow the Partner to send you a new request to monitor them, which will appear as Pending on your list below.

	Remove Monitor	My C-TPAT Account	Monitored Business Type	The Monitoring Trade Org	Request Status	Request Date
1	<input type="checkbox"/>	31614261	Highway Carrier - U.S. / Can	CTPAT Test Importer	PENDING	05/30/2014
2	<input type="checkbox"/>	31614261	Highway Carrier - U.S. / Can	IMPORTER 04032014	ACCEPTED	05/30/2014

Showing: **ALL** <== click to change

To filter companies on this page, click on the toggle button to display: All, Accepted, Declined or Revoked monitoring requests.



3. Future Phases

The Partner Portal will be a single sign-on utility into multiple partnership programs where C-TPAT may or may not be a prerequisite. The goal of Portal 2.0 is to allow C-TPAT Partners to engage in other domestic and international partnership programs which enhance benefits importing to and exporting from the United States and other countries with mutually recognized security programs.

Phase 2

As the Portal 2.0 project transitions into Phase 2, the security profile will be rebuilt into a comprehensive criteria-by-criteria format, complete with the ability to add evidence of implementation at each criteria statement for review. Help text will be available to clarify the criteria statements. The new security profile will ease the Annual Review process by allowing C-TPAT Partners to update existing answers to criteria statements, as it will create new copies of the security profile per criteria upon approval by the SCSS. Transition to the updated Security Profile format will require **ALL** C-TPAT Partners to complete a new security profile at the next annual review subsequent to Phase 2 deployment. C-TPAT will display the old version to all Partners for reference as a .pdf document to facilitate completion of the new version.

A main tenet of Portal 2.0 is to facilitate more effective account management through combining multiple Trade Accounts into a single Trade Organization. In addition, it will also be possible to merge multiple C-TPAT accounts into a single Security Model, if accounts are managed under the same trade account and follow the same security policies and procedures.

In Phase 2, Trade Users will be able to change their email address in their user account and the change will persist to all associated Trade and C-TPAT accounts.

In addition, document tagging will allow users to organize documents in the library to user defined specifications. Tagging will allow for more flexibility than folders as the user will be able to attach multiple tags to one document for more scalable filtering. Each user will be able to tag the same document with different terminology based on a user defined classification system.

Phase 3

Phase 3 of Portal 2.0 is the project to rewrite the remaining areas of Portal 1.0 not rebuilt in Portal 2.0 Phase 1 and Phase 2. This will include: Validations, Validation Responses, European Union Mutual Recognition Registrations, Mutual Recognition Records Management, Highway Carrier Harmonization, etc. The completion of and migration to Phase 3 will allow Portal 1.0 to be decommissioned by CBP.