How to complete the Annual Review of Security Profile

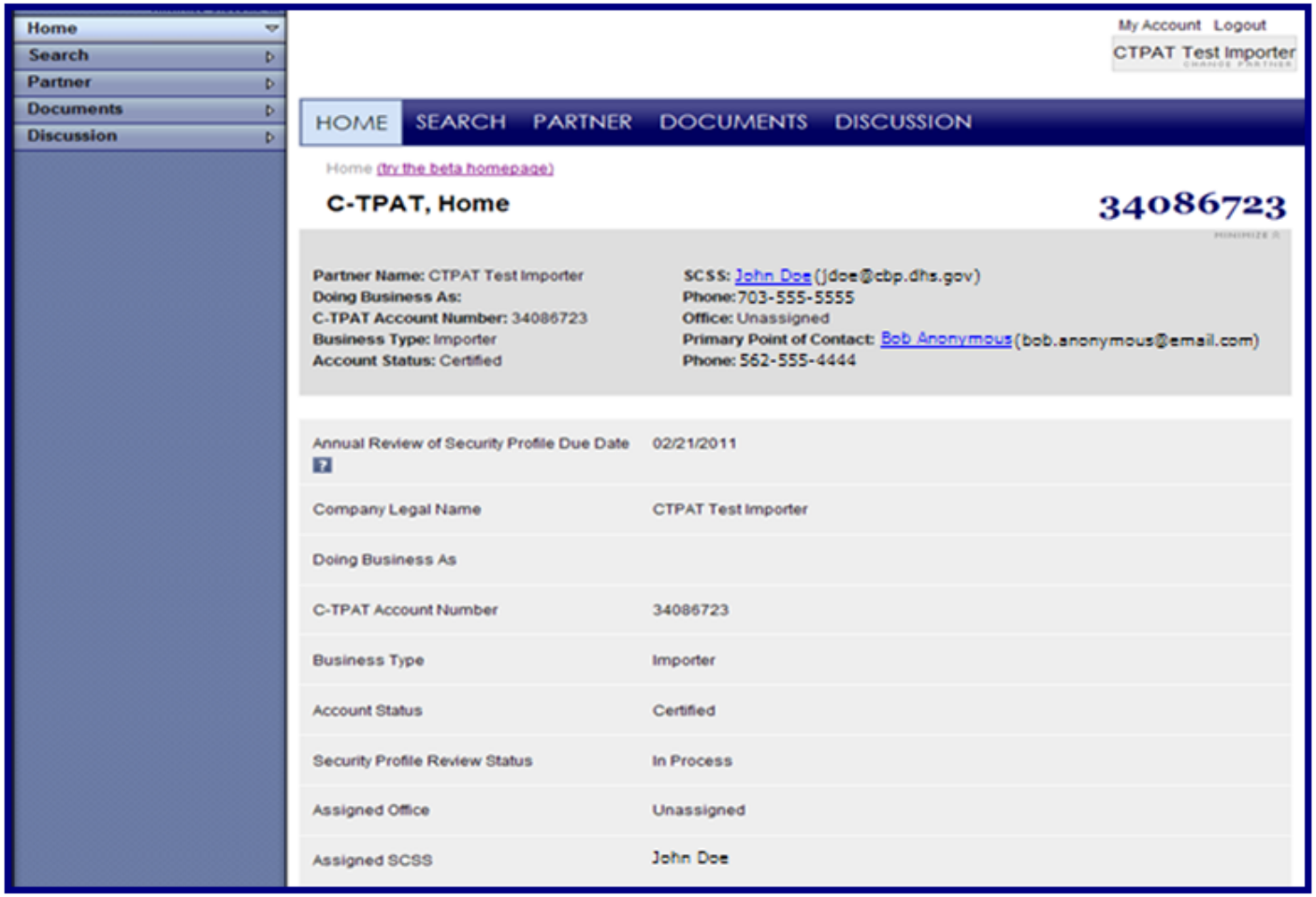
Why is the annual review so important?

- Number 2 under “Specifically, the Partner agrees to:” in the C-TPAT Partner Agreement states “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.”
- If a process changes that needs to be updated and is not, it could affect your status.
- Your SCSS refers to your Security Profile in preparation to any validation.

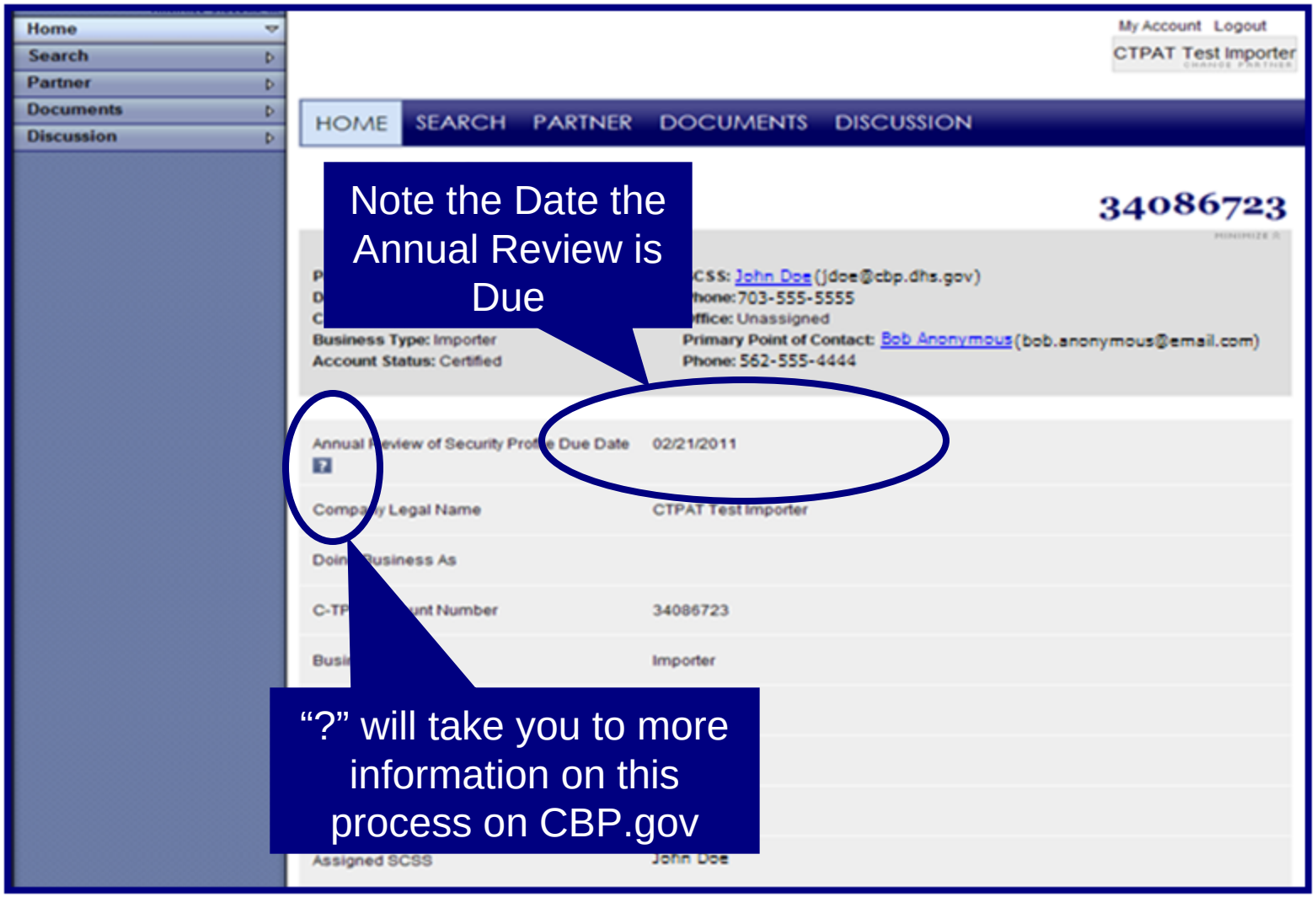
Process Overview

1. Log into the C-TPAT Web Portal
2. Review Company Profile Informatio
3. Review Security Profile Information
4. Append new information after current language
5. Check the Annual Review box for each criteria section
6. Submit

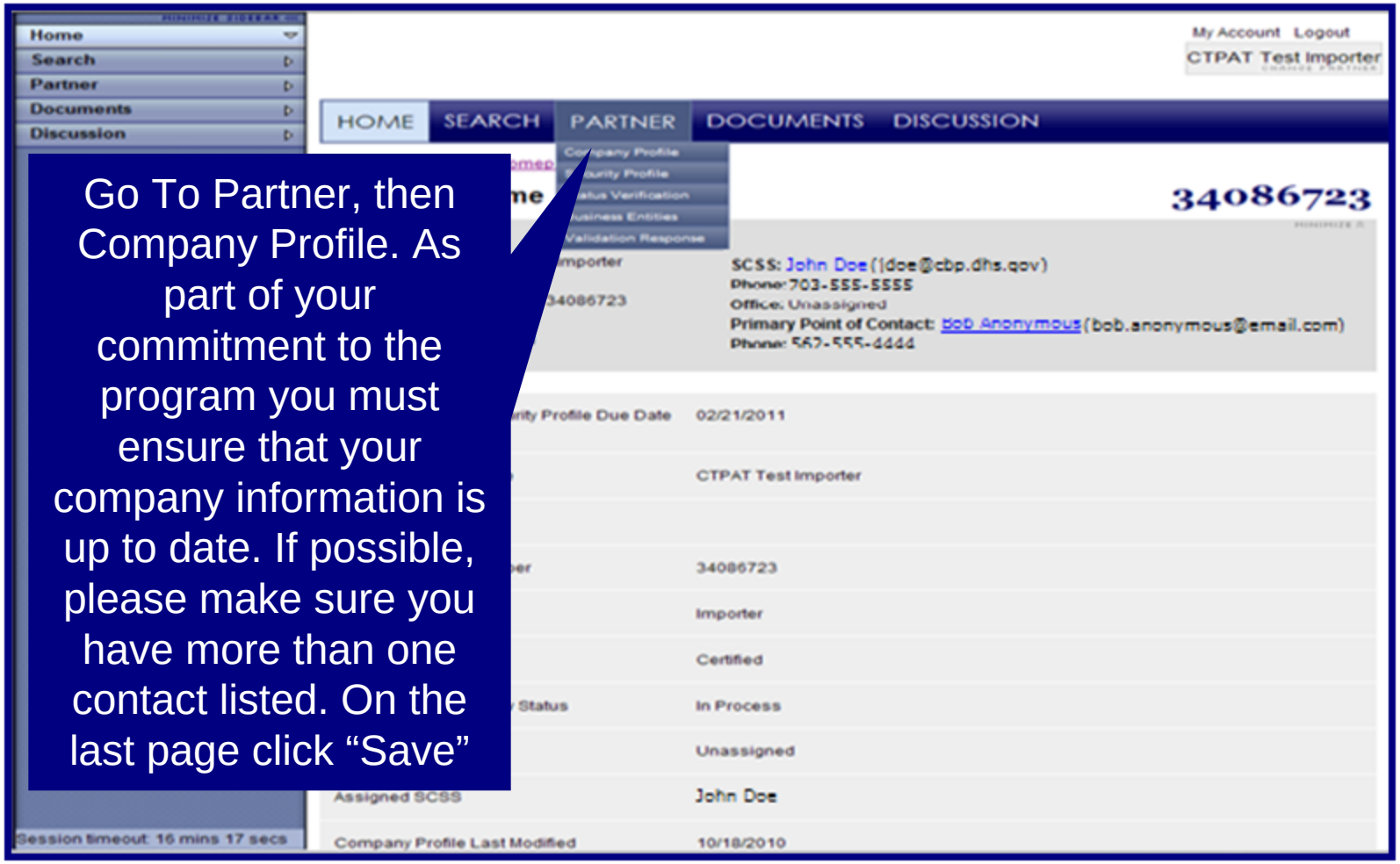
1. Log into the C-TPAT Web Portal



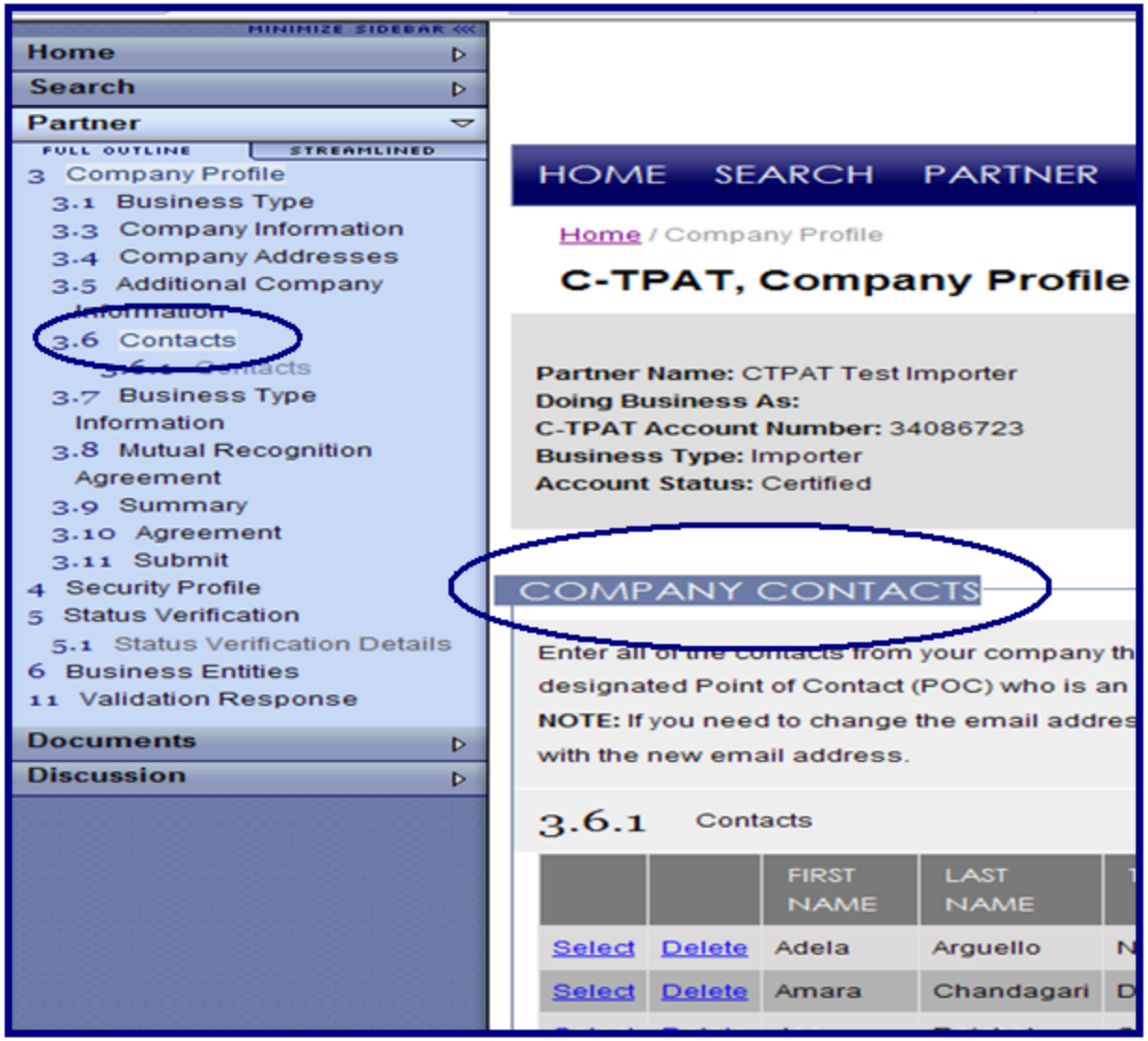
Annual Review of Security Profile



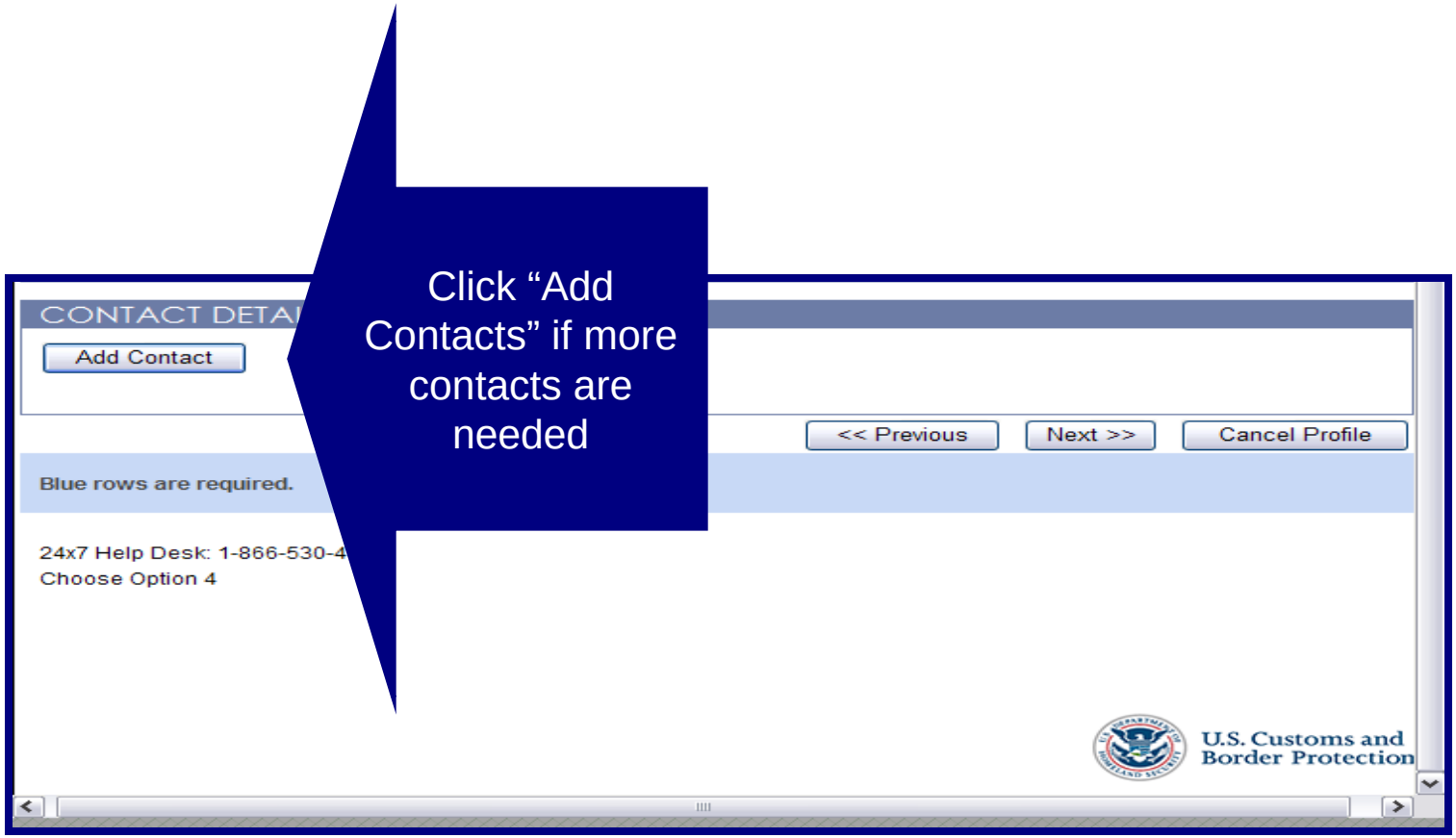
2. Review Company Profile Information



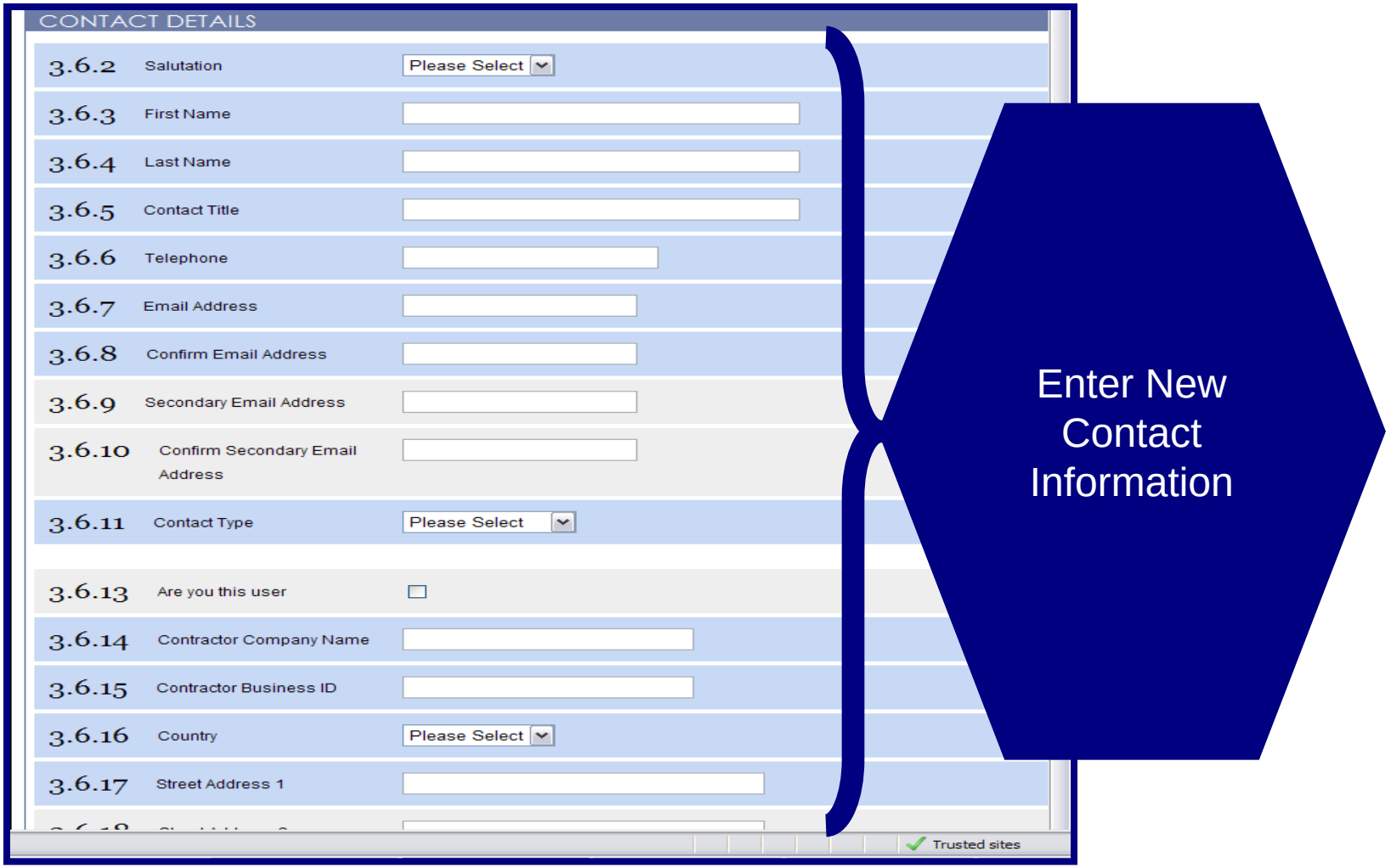
Updating Contacts



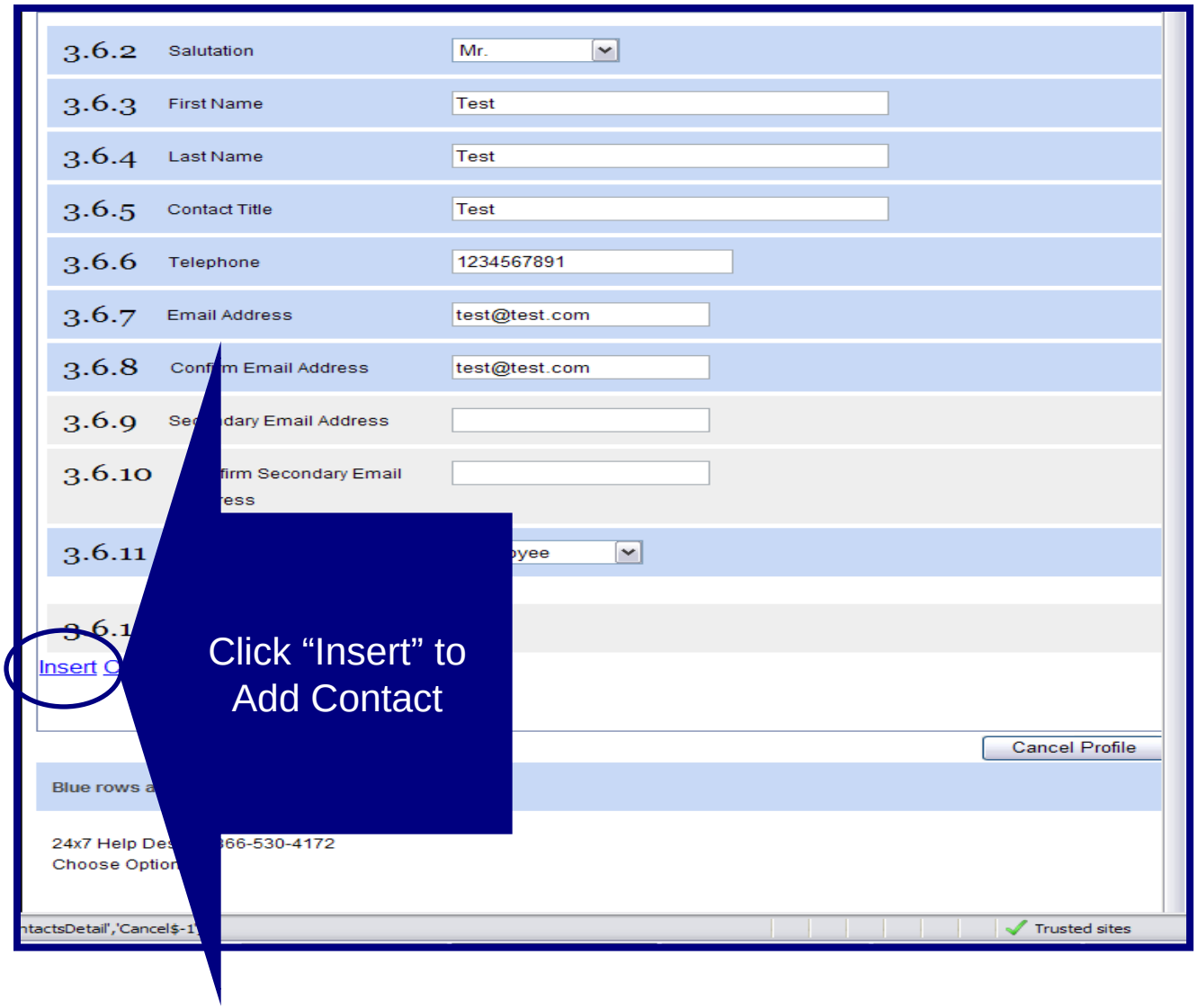
Add Contacts



Enter Contact Details

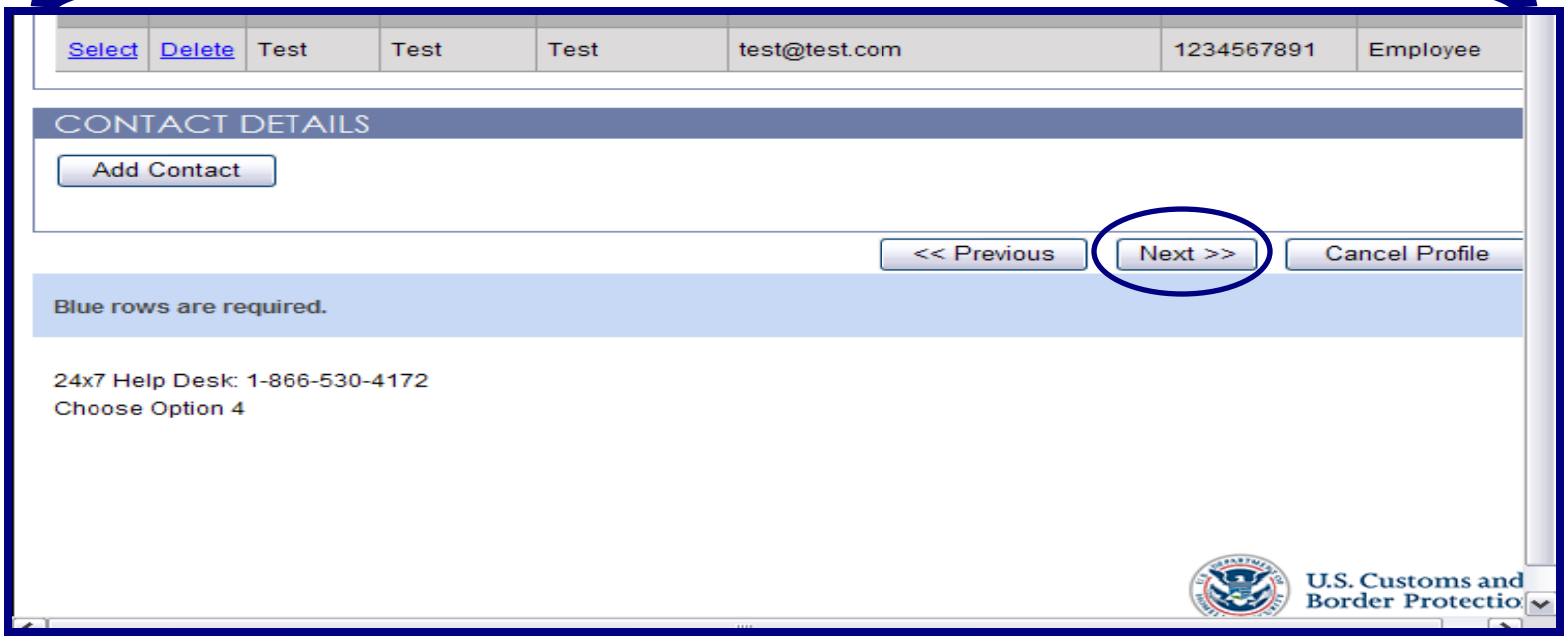


Click Insert

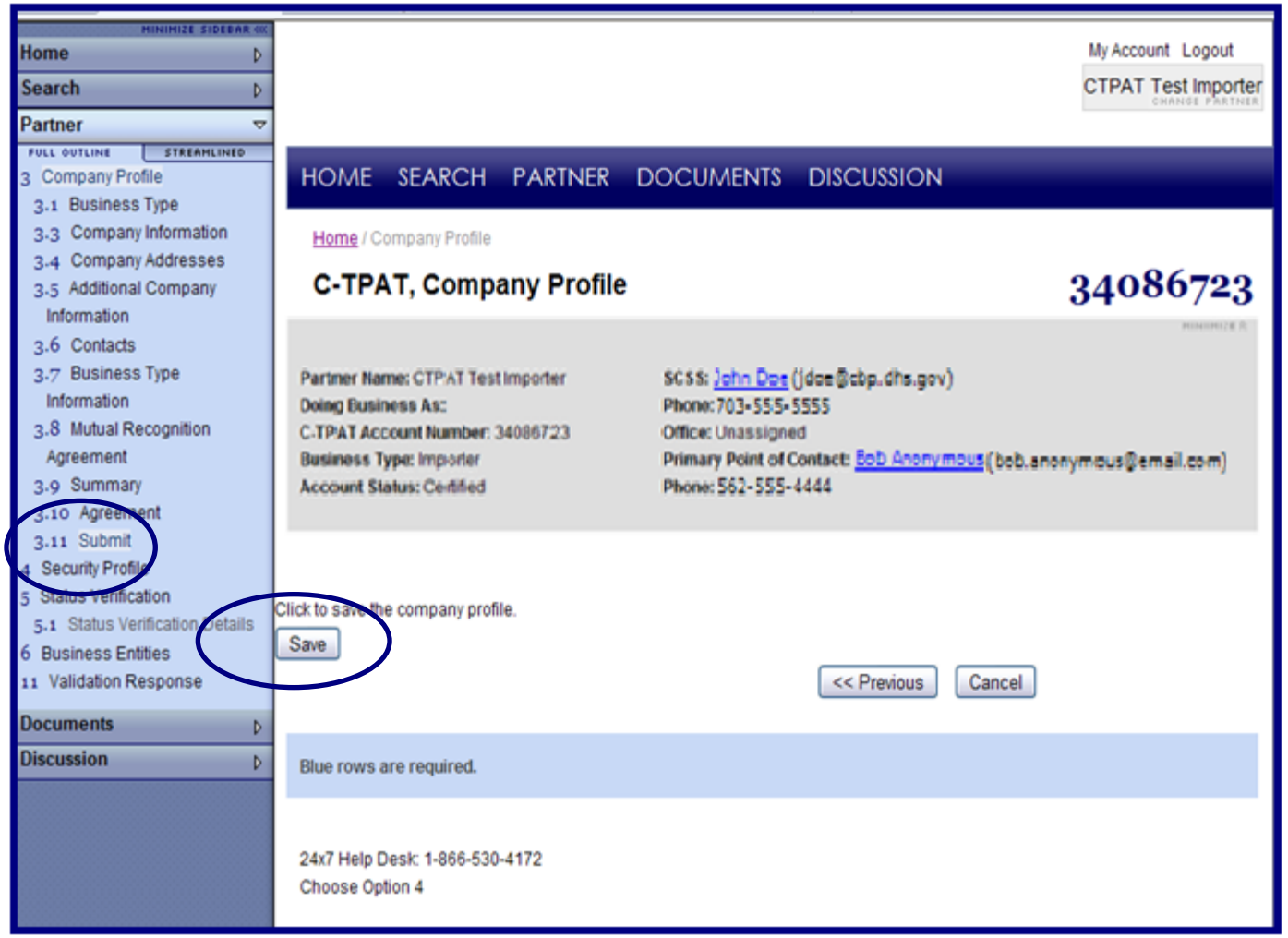


Add a Contact

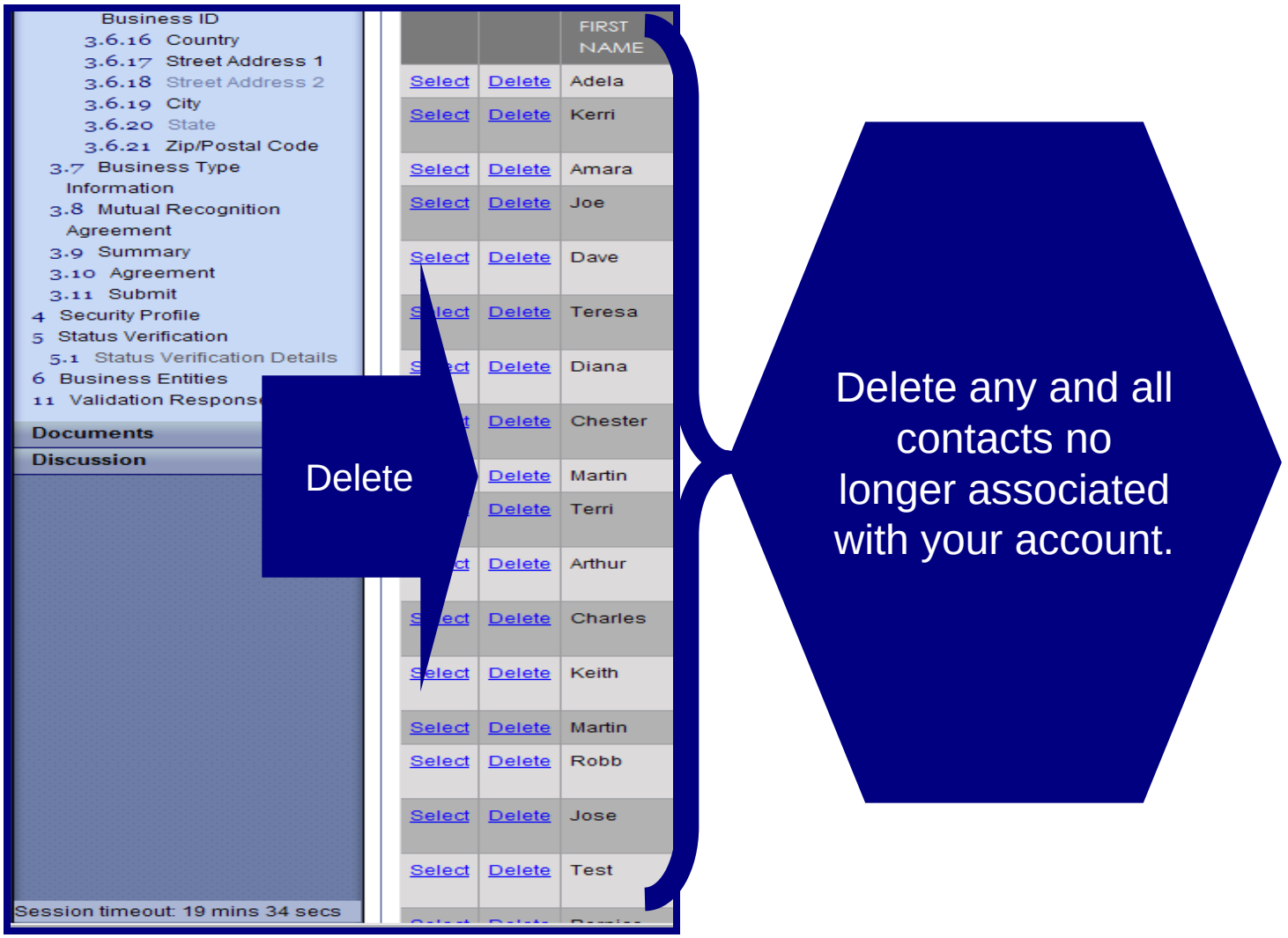
Contact Information has been added but not Saved
Click “Next”



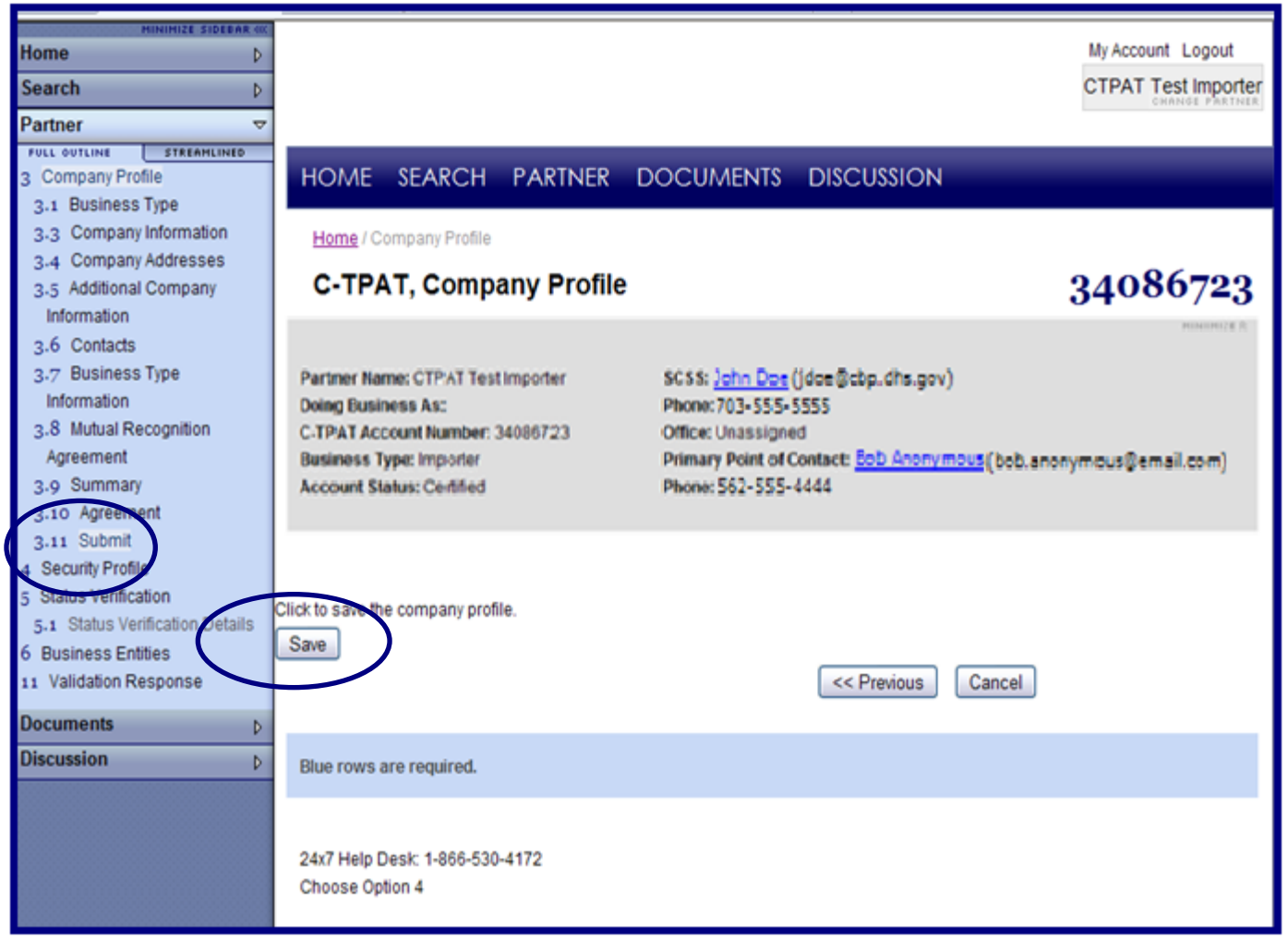
Save Changes to Company Profile



Delete Old Contacts

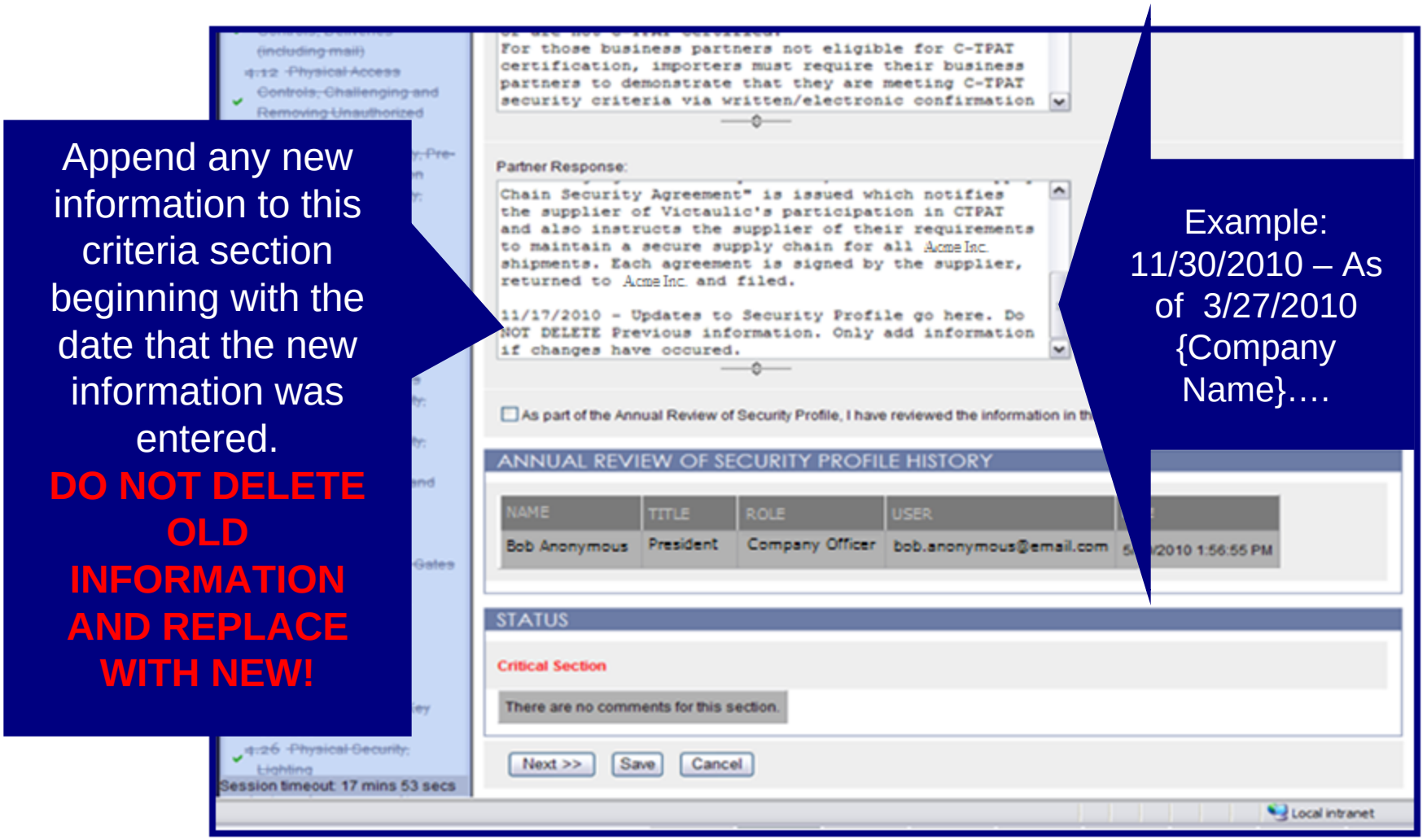


Save Changes to Company Profile

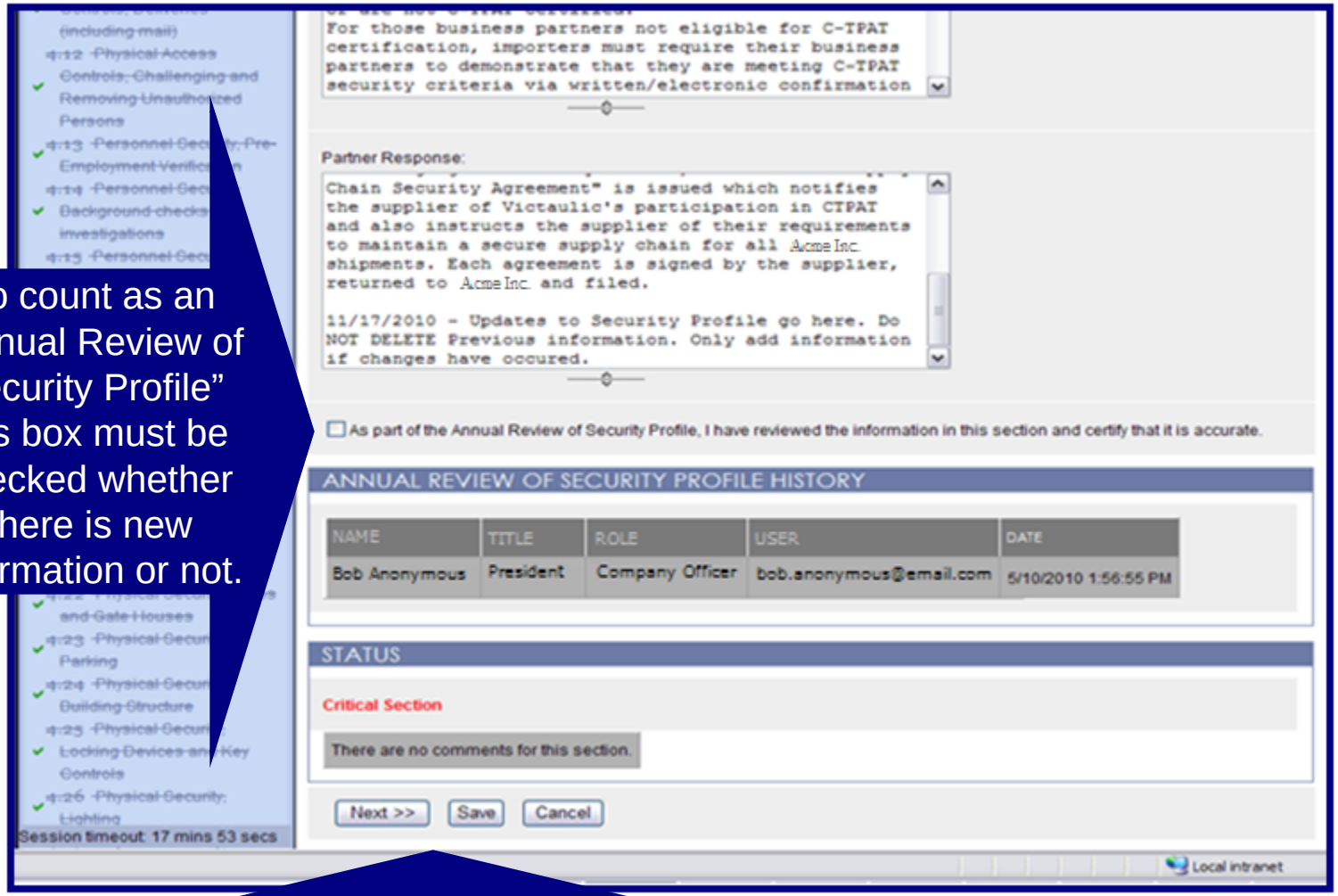


3. Go to Security Profile

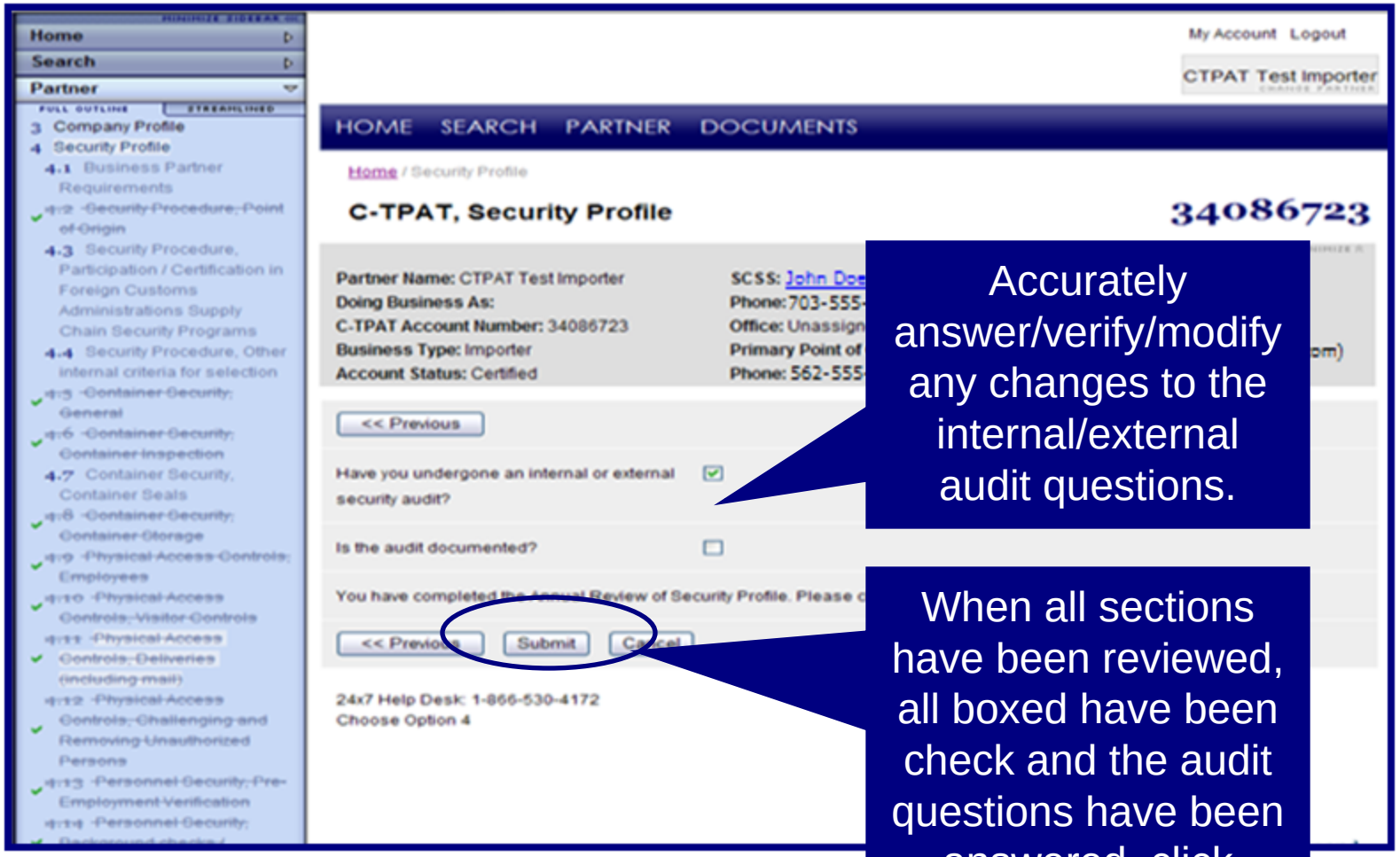
4. Start with Business Partner Requirements



5. Check the Annual Review Box



To count as an "Annual Review of Security Profile" this box must be checked whether there is new information or not.

Click "Next" or "Save" if you want to finish at a later time

6. Completing the Review Process