



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 Information
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

The screenshot shows the C-TPAT Web Portal interface. On the left is a vertical navigation menu with links: Home, Search, Partner, Documents, and Discussion. The top right corner contains links for 'My Account' and 'Logout', and a box for 'CTPAT Test Importer' with a 'CHANGE PARTNER' link. Below the navigation menu is a dark blue header bar with tabs: HOME, SEARCH, PARTNER, DOCUMENTS, and DISCUSSION. The main content area displays the 'C-TPAT, Home' page. It includes a link to 'Home (try the beta homepage)', the account number '34086723', and a 'PERSONALIZE ID' link. A summary box provides details: Partner Name (CTPAT Test Importer), Doing Business As, C-TPAT Account Number (34086723), Business Type (Importer), Account Status (Certified), SCSS (John Doe), Phone (703-555-5555), Office (Unassigned), and Primary Point of Contact (Bob Anonymous). Below this is a table with account details.

Annual Review of Security Profile Due Date	02/21/2011
Company Legal Name	CTPAT Test Importer
Doing Business As	
C-TPAT Account Number	34086723
Business Type	Importer
Account Status	Certified
Security Profile Review Status	In Process
Assigned Office	Unassigned
Assigned SCSS	John Doe

Annual Review of Security Profile

My Account Logout
CTPAT Test Importer

HOME SEARCH PARTNER DOCUMENTS DISCUSSION

34086723

SCSS: [John Doe](#) (jdoe@cbp.dhs.gov)
Phone: 703-555-5555
Office: Unassigned
Primary Point of Contact: [Bob Anonymous](#) (bob.anonymous@email.com)
Phone: 562-555-4444

Annual Review of Security Profile Due Date	02/21/2011
Company Legal Name	CTPAT Test Importer
Doing Business As	
C-TPAT Account Number	34086723
Business Type	Importer

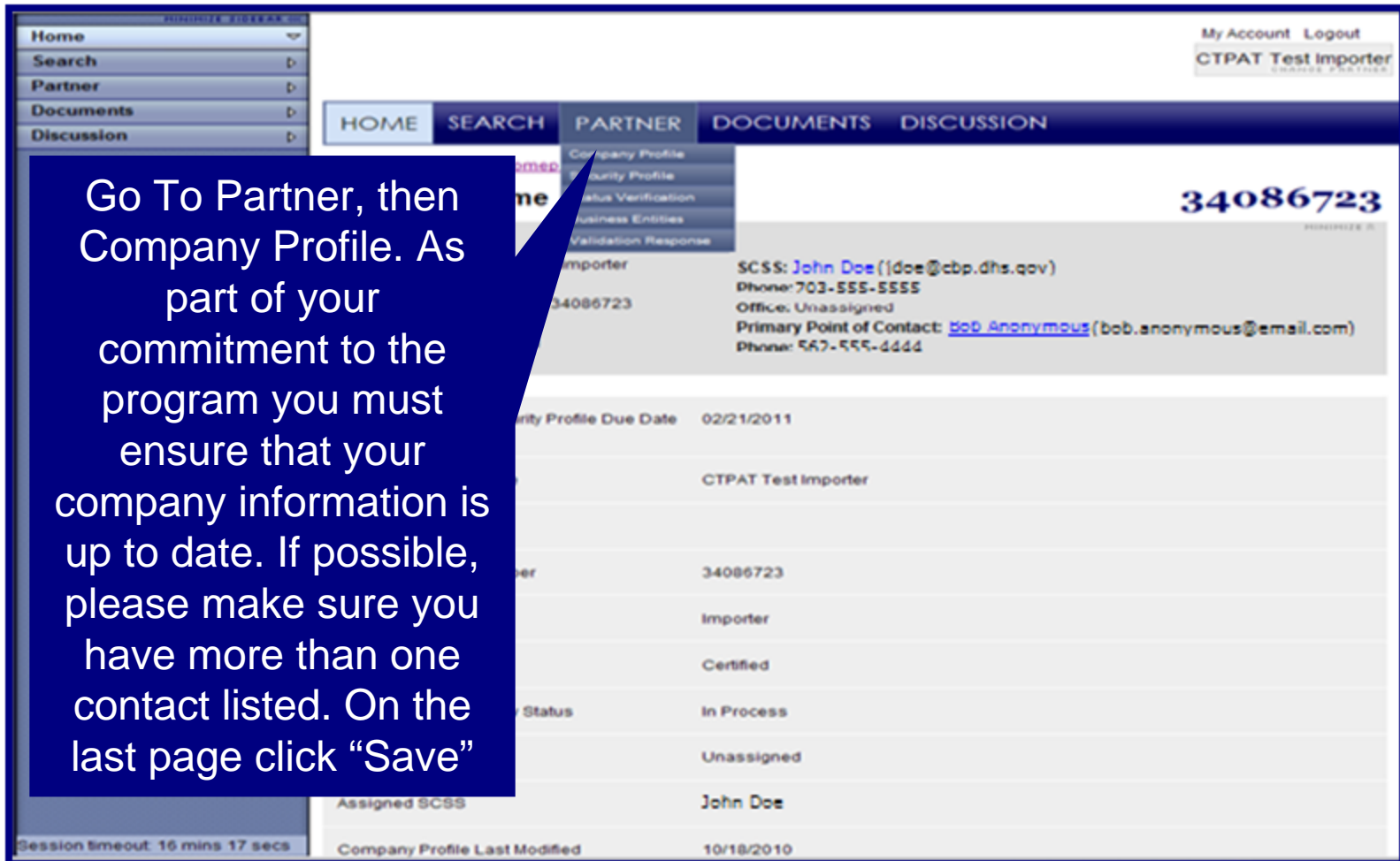
Assigned SCSS John Doe

Note the Date the Annual Review is Due

“?” will take you to more information on this process on CBP.gov

2. Review Company Profile Information

Go To Partner, then Company Profile. As part of your commitment to the program you must ensure that your company information is up to date. If possible, please make sure you have more than one contact listed. On the last page click "Save"



The screenshot shows the CTPAT Test Importer web application. The navigation menu on the left includes Home, Search, Partner, Documents, and Discussion. The main content area displays the Company Profile page for a user named John Doe. The profile includes fields for SCSS, Phone, Office, Primary Point of Contact, and Status. A table below the profile lists company information, including the company name, importer name, and status.

Company Name	Importer Name	Status
CTPAT Test Importer	John Doe	In Process
34086723	Unassigned	Unassigned
Importer	John Doe	Unassigned
Certified	John Doe	Unassigned

Session timeout: 16 mins 17 secs

Updating Contacts

MINIMIZE SIDEBAR <<

Home Search Partner

Home / Company Profile

C-TPAT, Company Profile

Partner Name: CTPAT Test Importer
Doing Business As:
C-TPAT Account Number: 34086723
Business Type: Importer
Account Status: Certified

COMPANY CONTACTS

Enter all of the contacts from your company the designated Point of Contact (POC) who is an

NOTE: If you need to change the email address with the new email address.

3.6.1 Contacts

		FIRST NAME	LAST NAME	
Select	Delete	Adela	Arguello	N
Select	Delete	Amara	Chandagari	D

Add Contacts

Click “Add
Contacts” if more
contacts are
needed

CONTACT DETAILS

Add Contact

Blue rows are required.

24x7 Help Desk: 1-866-530-4
Choose Option 4

<< Previous Next >> Cancel Profile

U.S. Customs and Border Protection

Enter Contact Details

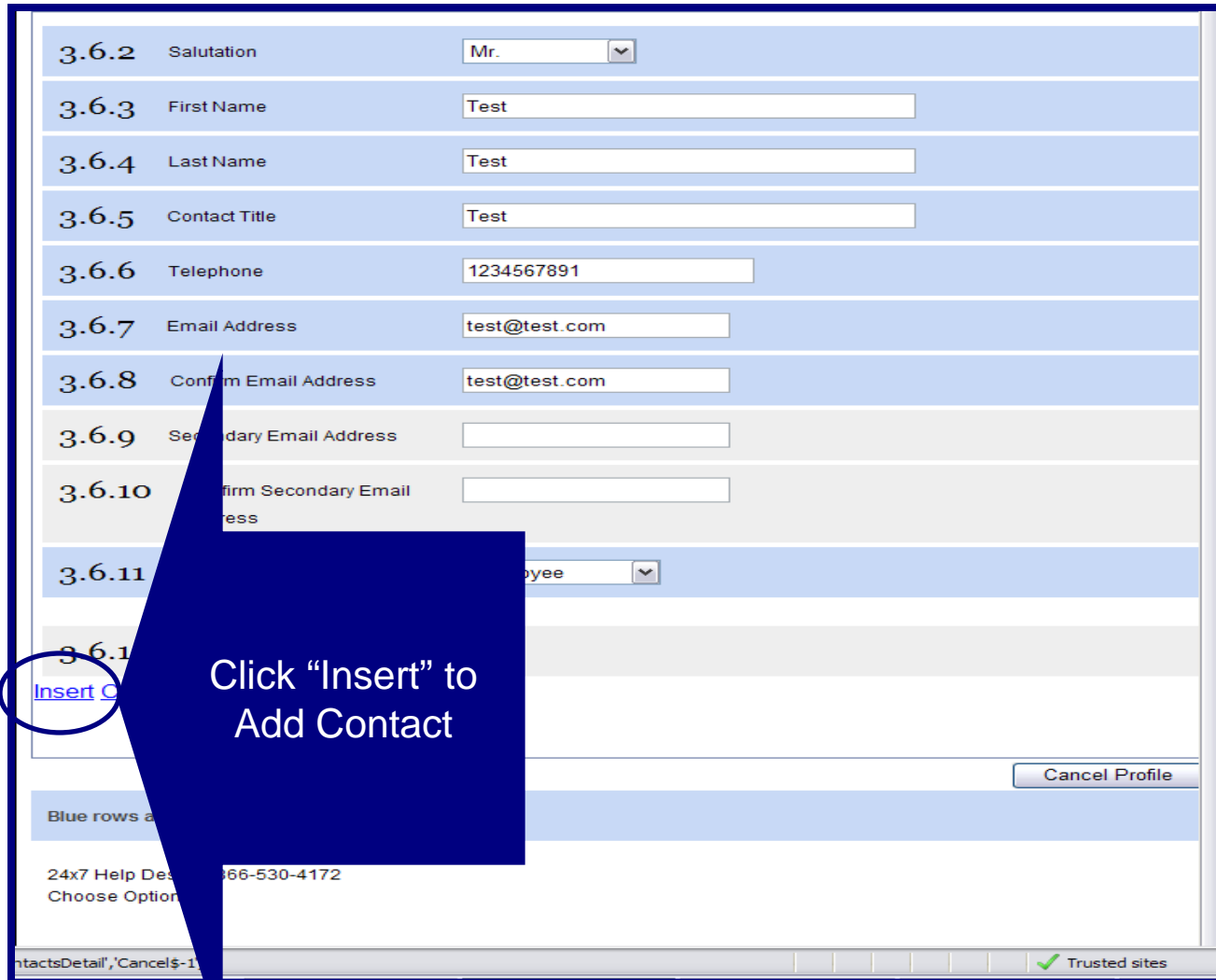
CONTACT DETAILS

3.6.2	Salutation	Please Select ▼
3.6.3	First Name	<input type="text"/>
3.6.4	Last Name	<input type="text"/>
3.6.5	Contact Title	<input type="text"/>
3.6.6	Telephone	<input type="text"/>
3.6.7	Email Address	<input type="text"/>
3.6.8	Confirm Email Address	<input type="text"/>
3.6.9	Secondary Email Address	<input type="text"/>
3.6.10	Confirm Secondary Email Address	<input type="text"/>
3.6.11	Contact Type	Please Select ▼
3.6.13	Are you this user	<input type="checkbox"/>
3.6.14	Contractor Company Name	<input type="text"/>
3.6.15	Contractor Business ID	<input type="text"/>
3.6.16	Country	Please Select ▼
3.6.17	Street Address 1	<input type="text"/>
3.6.18	Street Address 2	<input type="text"/>

Trusted sites

Enter New
Contact
Information

Click Insert



The screenshot shows a contact form with the following fields:

Field ID	Field Label	Value
3.6.2	Salutation	Mr.
3.6.3	First Name	Test
3.6.4	Last Name	Test
3.6.5	Contact Title	Test
3.6.6	Telephone	1234567891
3.6.7	Email Address	test@test.com
3.6.8	Confirm Email Address	test@test.com
3.6.9	Secondary Email Address	
3.6.10	Confirm Secondary Email Address	
3.6.11	Employee	

Below the form, there is a link labeled "Insert" and a button labeled "Cancel Profile". A blue arrow points to the "Insert" link with the text "Click 'Insert' to Add Contact".

Blue rows are highlighted in the form.

24x7 Help Desk 1-866-530-4172
Choose Option

Trusted sites

Add a Contact

Contact Information has
been added but not Saved
Click "Next"


Select	Delete	Test	Test	Test	test@test.com	1234567891	Employee
------------------------	------------------------	------	------	------	---------------	------------	----------

CONTACT DETAILS

<< Previous >> >>

Blue rows are required.

24x7 Help Desk: 1-866-530-4172
Choose Option 4

 U.S. Customs and Border Protection

Save Changes to Company Profile

The screenshot shows the 'C-TPAT, Company Profile' page. The left sidebar contains a navigation menu with items like 'Home', 'Search', 'Partner', 'Company Profile', 'Security Profile', 'Status Verification', 'Business Entities', 'Validation Response', 'Documents', and 'Discussion'. The 'Company Profile' section is expanded, showing sub-items 3.1 through 3.11. Item 3.11 'Submit' is circled in blue. The main content area displays the company profile details for 'CTPAT Test Importer' with account number '34086723'. A 'Save' button is circled in blue, with the text 'Click to save the company profile.' above it. Below the 'Save' button are 'Previous' and 'Cancel' buttons. A blue message bar at the bottom states 'Blue rows are required.' and a footer provides a 24x7 Help Desk contact.

MINIMIZE SIDEBAR

Home ▸
Search ▸
Partner ▾

FULL OUTLINE STREAMLINED

3 Company Profile
3.1 Business Type
3.3 Company Information
3.4 Company Addresses
3.5 Additional Company Information
3.6 Contacts
3.7 Business Type Information
3.8 Mutual Recognition Agreement
3.9 Summary
3.10 Agreement
3.11 Submit
4 Security Profile
5 Status Verification
5.1 Status Verification Details
6 Business Entities
11 Validation Response
Documents ▸
Discussion ▸

My Account Logout
CTPAT Test Importer
CHANGE PARTNER

HOME SEARCH PARTNER DOCUMENTS DISCUSSION

Home / Company Profile

C-TPAT, Company Profile **34086723**

MINIMIZE R

Partner Name: CTPAT Test Importer	SCSS: John Doe (jdoe@cbp.dhs.gov)
Doing Business As:	Phone: 703-555-5555
C-TPAT Account Number: 34086723	Office: Unassigned
Business Type: Importer	Primary Point of Contact: Bob Anonymous (bob.anonymous@email.com)
Account Status: Certified	Phone: 562-555-4444

Click to save the company profile.

Save

<< Previous Cancel

Blue rows are required.

24x7 Help Desk: 1-866-530-4172
Choose Option 4

Delete Old Contacts

Business ID

3.6.16 Country

3.6.17 Street Address 1

3.6.18 Street Address 2

3.6.19 City

3.6.20 State

3.6.21 Zip/Postal Code

3.7 Business Type Information

3.8 Mutual Recognition Agreement

3.9 Summary

3.10 Agreement

3.11 Submit

4 Security Profile

5 Status Verification

5.1 Status Verification Details

6 Business Entities

11 Validation Response

Documents

Discussion

		FIRST NAME
Select	Delete	Adela
Select	Delete	Kerri
Select	Delete	Amara
Select	Delete	Joe
Select	Delete	Dave
Select	Delete	Teresa
Select	Delete	Diana
Select	Delete	Chester
Select	Delete	Martin
Select	Delete	Terri
Select	Delete	Arthur
Select	Delete	Charles
Select	Delete	Keith
Select	Delete	Martin
Select	Delete	Robb
Select	Delete	Jose
Select	Delete	Test

Session timeout: 19 mins 34 secs

Delete

Delete any and all contacts no longer associated with your account.

Save Changes to Company Profile

The screenshot shows the 'C-TPAT, Company Profile' page. The left sidebar contains a navigation menu with items like 'Home', 'Search', 'Partner', 'Company Profile', 'Security Profile', 'Status Verification', 'Business Entities', 'Validation Response', 'Documents', and 'Discussion'. The 'Company Profile' section is expanded, showing sub-items 3.1 through 3.11. Item 3.11 'Submit' is circled in blue. The main content area displays the company profile details for 'C-TPAT, Company Profile' with the account number '34086723'. The profile information is organized into two columns: Partner Name, Doing Business As, C-TPAT Account Number, Business Type, and Account Status on the left; and SCSS, Phone, Office, and Primary Point of Contact on the right. A 'Save' button is circled in blue, with the text 'Click to save the company profile.' above it. Below the profile information, there are '<< Previous' and 'Cancel' buttons. A blue message bar at the bottom states 'Blue rows are required.' and a footer provides a 24x7 Help Desk contact number.

Home Search Partner Documents Discussion

My Account Logout
CTPAT Test Importer
CHANGE PARTNER

HOME SEARCH PARTNER DOCUMENTS DISCUSSION

Home / Company Profile

C-TPAT, Company Profile **34086723**

Partner Name: CTPAT Test Importer
Doing Business As:
C-TPAT Account Number: 34086723
Business Type: Importer
Account Status: Certified

SCSS: [John Doe](#) (jdoe@cbp.dhs.gov)
Phone: 703-555-5555
Office: Unassigned
Primary Point of Contact: [Bob Anonymous](#) (bob.anonymous@email.com)
Phone: 562-555-4444

Click to save the company profile.

Save

<< Previous Cancel

Blue rows are required.

24x7 Help Desk: 1-866-530-4172
Choose Option 4

3. Go to Security Profile

The screenshot shows the C-TPAT Test Importer web application. On the left is a sidebar with a 'MINIMIZE SIDEBAR' button and a menu with 'Home', 'Search', 'Partner', 'Documents', and 'Discussion'. The 'Partner' menu item is highlighted, and a dropdown menu is open showing 'Company Profile', 'Security Profile', 'Status Verification', 'Business Entities', and 'Validation Response'. A blue callout box with a pointer to the 'Security Profile' option contains the text: 'Go To Partner, then Security Profile'. The main header area includes 'My Account Logout', 'CTPAT Test Importer', and a navigation bar with 'HOME', 'SEARCH', 'PARTNER', 'DOCUMENTS', and 'DISCUSSION'. Below the navigation bar, the account number '34086723' is displayed. The main content area shows account details for 'CTPAT Test Importer' and a table of profile information.

Go To Partner, then Security Profile

Annual Review of Security Profile Due Date	02/21/2011
Company Legal Name	CTPAT Test Importer
Doing Business As	
C-TPAT Account Number	34086723
Business Type	Importer
Account Status	Certified
Security Profile Review Status	In Process
Assigned Office	Unassigned
Assigned SCSS	John Doe
Company Profile Last Modified	10/18/2010

Session timeout: 16 mins 17 secs

4. Start with Business Partner Requirements

Append any new information to this criteria section beginning with the date that the new information was entered.

DO NOT DELETE OLD INFORMATION AND REPLACE WITH NEW!

Example:
11/30/2010 – As of 3/27/2010 {Company Name}....

For those business partners not eligible for C-TPAT certification, importers must require their business partners to demonstrate that they are meeting C-TPAT security criteria via written/electronic confirmation

Partner Response:

Chain Security Agreement™ is issued which notifies the supplier of Victaulic's participation in CTPAT and also instructs the supplier of their requirements to maintain a secure supply chain for all AcmeInc. shipments. Each agreement is signed by the supplier, returned to AcmeInc and filed.

11/17/2010 - Updates to Security Profile go here. Do NOT DELETE Previous information. Only add information if changes have occurred.

☐ As part of the Annual Review of Security Profile, I have reviewed the information in the

ANNUAL REVIEW OF SECURITY PROFILE HISTORY

NAME	TITLE	ROLE	USER	
Bob Anonymous	President	Company Officer	bob.anonymous@email.com	5/1/2010 1:56:55 PM

STATUS

Critical Section

There are no comments for this section.

Next >> Save Cancel

Session timeout: 17 mins 53 secs

Local intranet

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.

4:12 - Physical Access Controls-Challenging and Removing Unauthorized Persons

4:13 - Personnel Security-Pre-Employment Verifications

4:14 - Personnel Security-Background checks and investigations

4:15 - Personnel Security

4:16 - Physical Security-Perimeter and Gate Houses

4:17 - Physical Security-Parking

4:18 - Physical Security-Building Structure

4:19 - Physical Security-Locking Devices and Key Controls

4:20 - Physical Security-Lighting

Session timeout: 17 mins 53 secs

For those business partners not eligible for C-TPAT certification, importers must require their business partners to demonstrate that they are meeting C-TPAT security criteria via written/electronic confirmation

Partner Response:

Chain Security Agreement" is issued which notifies the supplier of Victaulic's participation in CIPAT and also instructs the supplier of their requirements to maintain a secure supply chain for all AcmeInc. shipments. Each agreement is signed by the supplier, returned to AcmeInc and filed.

11/17/2010 - Updates to Security Profile go here. Do NOT DELETE Previous information. Only add information if changes have occurred.

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

ANNUAL REVIEW OF SECURITY PROFILE HISTORY

NAME	TITLE	ROLE	USER	DATE
Bob Anonymous	President	Company Officer	bob.anonymous@email.com	5/10/2010 1:56:55 PM

STATUS

Critical Section

There are no comments for this section.

Next >> Save Cancel

Local intranet

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

6. Completing the Review Process

The screenshot shows a web application interface for reviewing a C-TPAT Security Profile. On the left is a sidebar with a tree view of sections, including Company Profile, Security Profile, and various security procedures. The main content area displays the 'C-TPAT, Security Profile' for account number 34086723. It includes a header with navigation links (HOME, SEARCH, PARTNER, DOCUMENTS) and user options (My Account, Logout). The profile details section lists information such as Partner Name (CTPAT Test Importer), SCSS (John Doe), Phone (703-555-XXXX), Office (Unassigned), Business Type (Importer), Primary Point of Contact (John Doe), and Account Status (Certified). Below this, there are two audit questions: 'Have you undergone an internal or external security audit?' (checked) and 'Is the audit documented?' (unchecked). A message states 'You have completed the Annual Review of Security Profile. Please click Submit to complete the review.' At the bottom, there are three buttons: '<< Previous', 'Submit', and 'Cancel'. A callout points to the 'Submit' button, and another callout points to the audit questions.

Home / Security Profile

C-TPAT, Security Profile

34086723

Partner Name: CTPAT Test Importer
Doing Business As:
C-TPAT Account Number: 34086723
Business Type: Importer
Account Status: Certified

SCSS: John Doe
Phone: 703-555-XXXX
Office: Unassigned
Primary Point of Contact: John Doe
Phone: 562-555-XXXX

<< Previous

Have you undergone an internal or external security audit? ☒

Is the audit documented? ☐

You have completed the Annual Review of Security Profile. Please click Submit to complete the review.

<< Previous Submit Cancel

24x7 Help Desk: 1-866-530-4172
Choose Option 4

Accurately answer/verify/modify any changes to the internal/external audit questions.

When all sections have been reviewed, all boxed have been check and the audit questions have been answered, click "Submit"