



# 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 displays the C-TPAT Web Portal interface. On the left is a vertical navigation menu with options: 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 the subtext 'CHANGE PARTNER'. A dark blue navigation bar below the menu contains the words 'HOME', 'SEARCH', 'PARTNER', 'DOCUMENTS', and 'DISCUSSION'. The main content area shows the user's profile information:

Home ([try the beta homepage](#))

## CTPAT, Home

**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

|  |                     |
|--|---------------------|
| 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

Business Type: Importer  
Account Status: Certified

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"

My Account Logout  
CTPAT Test Importer

HOME SEARCH PARTNER DOCUMENTS DISCUSSION

Company Profile  
Company Profile  
Status Verification  
Business Entities  
Validation Response

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: 567-555-4444

|                               |            |
|-------------------------------|------------|
| Company Profile Due Date      | 02/21/2011 |
| CTPAT Test Importer           |            |
| 34086723                      |            |
| Importer                      |            |
| Certified                     |            |
| Status                        | In Process |
| Assigned SCSS                 | John Doe   |
| Company Profile Last Modified | 10/18/2010 |

Session timeout: 16 mins 17 secs

# Updating Contacts

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 >

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  |   |
|------------------------|------------------------|------------|------------|---|
| <a href="#">Select</a> | <a href="#">Delete</a> | Adela      | Arguello   | N |
| <a href="#">Select</a> | <a href="#">Delete</a> | Amara      | Chandagari | D |

# Add Contacts

Click "Add Contacts" if more contacts are needed

The screenshot shows a web form titled "CONTACT DETAILS". At the top left, there is a button labeled "Add Contact". Below this, a blue horizontal bar contains the text "Blue rows are required." Underneath the bar, the text "24x7 Help Desk: 1-866-530-4" and "Choose Option 4" is visible. On the right side of the form, there are three buttons: "<< Previous", "Next >>", and "Cancel Profile". In the bottom right corner, there is a logo for the U.S. Department of Homeland Security and the text "U.S. Customs and Border Protection". The form is displayed within a browser window frame.

# 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 image shows a contact form with the following fields:

- 3.6.2 Salutation: Mr. (dropdown)
- 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: (empty)
- 3.6.10 Confirm Secondary Email Address: (empty)
- 3.6.11 Employee: (dropdown)

A blue callout box with a white border points to the [Insert Contact](#) button. The text inside the callout box reads: "Click 'Insert' to Add Contact".

At the bottom right of the form, there is a "Cancel Profile" button. At the bottom left, there is a "Blue rows are" label. At the bottom center, there is a "24x7 Help Desk 1-866-530-4172" and "Choose Option" text. At the bottom right, there is a "Trusted sites" indicator with a green checkmark.

# Add a Contact

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

The screenshot shows a web interface for adding a contact. At the top, there is a table with columns for actions and contact details. Below this is a section titled "CONTACT DETAILS" with an "Add Contact" button. A navigation bar contains three buttons: "<< Previous", "Next >>" (circled in blue), and "Cancel Profile". A blue message box states "Blue rows are required." Below this, there is contact information: "24x7 Help Desk: 1-866-530-4172" and "Choose Option 4". The footer includes the U.S. Customs and Border Protection logo and name.

|                        |                        |      |      |      |               |            |          |
|------------------------|------------------------|------|------|------|---------------|------------|----------|
| <a href="#">Select</a> | <a href="#">Delete</a> | Test | Test | Test | test@test.com | 1234567891 | Employee |
|------------------------|------------------------|------|------|------|---------------|------------|----------|

**CONTACT DETAILS**

<< Previous   **Next >>**   Cancel Profile

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

MINIMIZE SIDEBAR

Home Search Partner

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 | SCSS: <a href="#">John Doe</a> (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: <a href="#">Bob Anonymous</a> (bob.anonymous@email.com) |
| Account Status: Certified         | Phone: 562-555-4444   |

Click to save the company profile.

<< Previous Cancel

Blue rows are required.

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

Navigation Menu (Left Sidebar):

- 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

# Delete Old Contacts

The screenshot shows a web application interface with a left-hand navigation menu and a main content area. The navigation menu includes sections like 'Business ID', 'Documents', and 'Discussion'. The main content area displays a table of contacts. Each contact row has a 'Select' link and a 'Delete' link. A blue arrow points from a 'Delete' button to the 'Delete' link in the table.

|                        |                        | FIRST NAME |
|------------------------|------------------------|------------|
| <a href="#">Select</a> | <a href="#">Delete</a> | Adela      |
| <a href="#">Select</a> | <a href="#">Delete</a> | Kerri      |
| <a href="#">Select</a> | <a href="#">Delete</a> | Amara      |
| <a href="#">Select</a> | <a href="#">Delete</a> | Joe        |
| <a href="#">Select</a> | <a href="#">Delete</a> | Dave       |
| <a href="#">Select</a> | <a href="#">Delete</a> | Teresa     |
| <a href="#">Select</a> | <a href="#">Delete</a> | Diana      |
| <a href="#">Select</a> | <a href="#">Delete</a> | Chester    |
| <a href="#">Delete</a> | <a href="#">Delete</a> | Martin     |
| <a href="#">Delete</a> | <a href="#">Delete</a> | Terri      |
| <a href="#">Select</a> | <a href="#">Delete</a> | Arthur     |
| <a href="#">Select</a> | <a href="#">Delete</a> | Charles    |
| <a href="#">Select</a> | <a href="#">Delete</a> | Keith      |
| <a href="#">Select</a> | <a href="#">Delete</a> | Martin     |
| <a href="#">Select</a> | <a href="#">Delete</a> | Robb       |
| <a href="#">Select</a> | <a href="#">Delete</a> | Jose       |
| <a href="#">Select</a> | <a href="#">Delete</a> | Test       |

Session timeout: 19 mins 34 secs

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

# Save Changes to Company Profile

MINIMIZE SIDEBAR

Home ▾  
Search ▾  
Partner ▾

My Account Logout  
CTPAT Test Importer  
CHANGE 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 ▾

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.

<< Previous Cancel

Blue rows are required.

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

# 3. Go to Security Profile

The screenshot shows a web application interface. On the left is a vertical navigation menu with items: Home, Search, Partner, Documents, and Discussion. At the top right, there are links for 'My Account' and 'Logout', and a box labeled 'CTPAT Test Importer'. A horizontal navigation bar contains 'HOME', 'SEARCH', 'PARTNER', 'DOCUMENTS', and 'DISCUSSION'. A dropdown menu is open under 'PARTNER', listing 'Company Profile', 'Security Profile', 'Status Verification', 'Business Entities', and 'Validation Response'. A blue callout box with a white arrow points to the 'Security Profile' option, containing the text: 'Go To Partner, then Security Profile'. The main content area displays the 'Security Profile' for 'CTPAT Test Importer' with account number '34086723'. It lists contact information for SCSS: John Doe and Primary Point of Contact: Bob Anonymous. Below this is a table of profile 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            |
| 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!**

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 Acme Inc. shipments. Each agreement is signed by the supplier, returned to Acme Inc. 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 | 5/11/2010 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

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

# 5. Check the Annual Review Box

The screenshot shows a web-based security profile review interface. On the left is a navigation menu with various security categories, some marked with green checkmarks. The main content area includes a text box for a partner response, a checkbox for an annual review certification, a table of review history, and a status section. At the bottom are 'Next >>', 'Save', and 'Cancel' buttons. A blue callout box points to the annual review checkbox.

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 Acme Inc. shipments. Each agreement is signed by the supplier, returned to Acme Inc. 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

Session timeout: 17 mins 53 secs

Local intranet

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

Home Search Partner Documents

My Account Logout

CTPAT Test Importer

HOME SEARCH PARTNER DOCUMENTS

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-  
Office: Unassign  
Primary Point of  
Phone: 562-555-

<< Previous

Have you undergone an internal or external security audit?

Is the audit documented?

You have completed the Annual Review of Security Profile. Please c

<< 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"