

INSTRUCTIONS ON HOW TO UPDATE YOUR SECURITY PROFILE JANUARY 21, 2020

Dear CTPAT members:

As you are aware, CTPAT's new Minimum Security Criteria (MSC) goes into effect Jan. 1, 2020. All members of the CTPAT program need to document compliance with the program's new MSC by updating their respective security profile in the CTPAT portal.

Please note, however, that the security profile section of the portal will be frozen from March to June in order to allow the IT personnel to upgrade the security profile questions in the portal to reflect the new MSC. We expect the Portal's new security profile to be ready by **June 1, 2020**.

Given the necessary IT work that is taking place, the time and type of security profile that a member will need complete (current vs. new security profile), will depend on when your security profile is due.

Please follow the following guidelines:

- a. If your security profile is due in January or February of 2020** – Please ensure completion/submission of your security profile in the portal by the due date. These members will not have to answer the new security profile questions until January or February of 2021. They also will not need to answer the new security profile questions in June of 2020. They will, however, have to answer the new security profile questions in January or February of 2021 –when their security profiles are once again due. Put it simply, for those members whose security profiles are due in January or February, it is business as usual during 2020.
- b. If your security profile is due during the months of March, April or May** – You will ignore the due date and complete/submit the security profile after June 1, 2020, when the new security profile in the portal is ready. These members will need to answer the new security profile questions.
- c. If your security profile is due after June 2020** – You will need to update your security profile on its regular schedule. Since we expect the Portal's new security profile to be ready by **June 1, 2020**, you will need to answer the new security profile questions in the portal.

The program put together Excel-based spreadsheets with the security profile questions to facilitate your eventual submission of your security profile. These spreadsheets were first uploaded to the portal's Public Library on Dec. 20, 2019. On January 21, 2020, these worksheets were replaced with new versions. The new versions have an MSC ID Number column which we hope will make it easier for Members to clearly identify the security profile question with its corresponding MSC ID Number. You may use these documents to familiarize yourselves with the new security profile questions and prepare your company for the updated security profile.

It is not mandatory to answer the questions on the Excel spreadsheets; there is also no need to upload a completed Excel spreadsheet to your portal page. The Excel sheets are there simply to give you a preview of the future security profile questions to be released on June 1, 2020. As you look at these spreadsheets, please be aware that a single MSC criterion may generate more than one question in the security profile.

Important to emphasize that all CTPAT members are now expected to comply with the new MSC regardless of when their security profile is due.

You will continue to receive updated correspondence as it becomes available. Please contact your assigned SCSS with any questions. Thank you.