



# Service Provider How-To Guide v1.1.5



**TRUSTED  
PARTNER  
NETWORK**

23 January 2025

POWERED BY  MOTION PICTURE ASSOCIATION

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## IMPORTANT INFORMATION BEFORE YOU START

A TPN Gold Shield is awarded in **recognition of your commitment to security preparedness**, upon completion of your TPN assessment and remediation update.

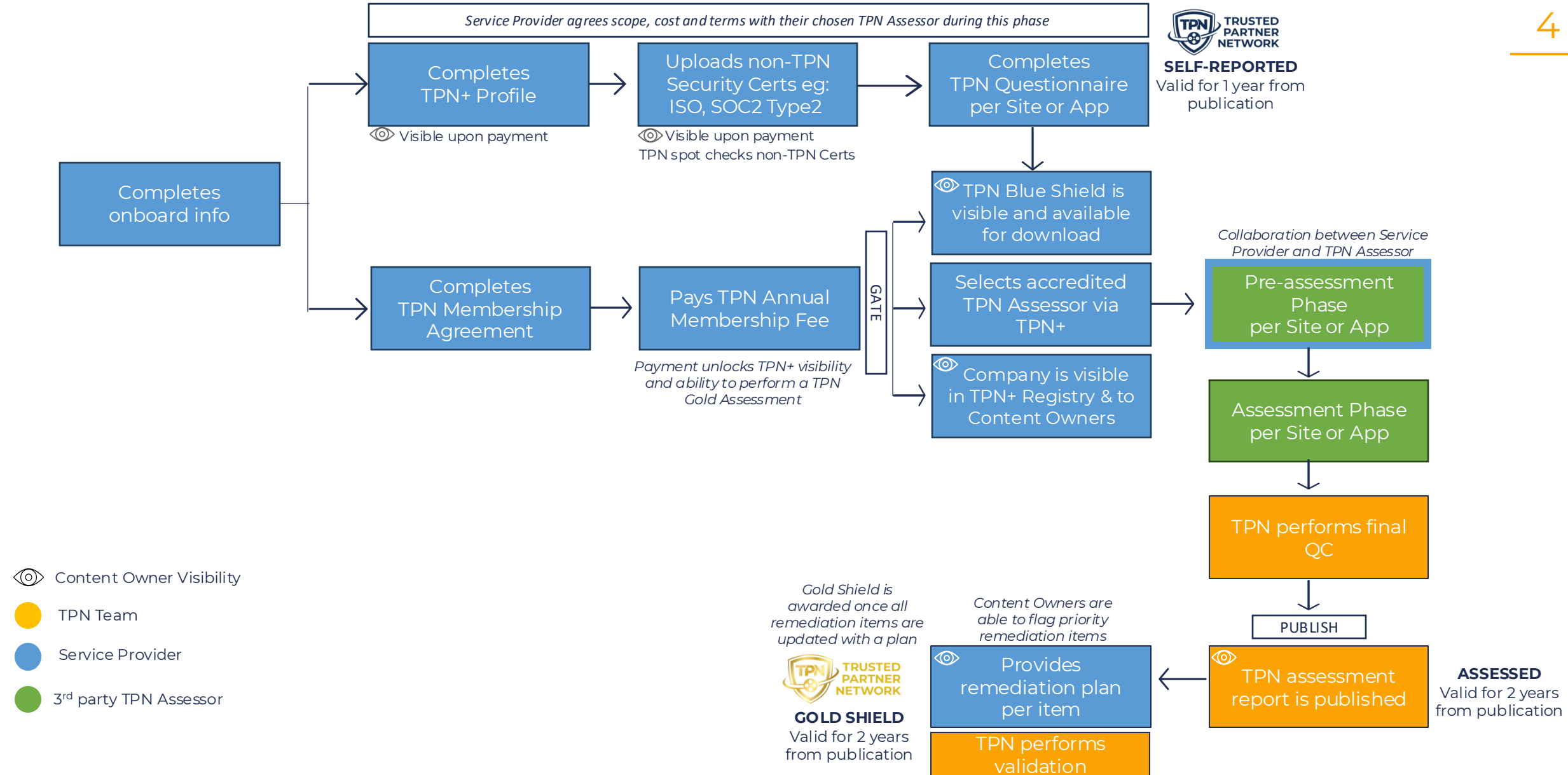
Please note that the Gold Shield is **not an approval or pass/fail status**. Each Content Owner member will use TPN as a baseline to make their own independent risk-based decisions.

It's important to recognize that the security of **services, sites and applications together form the complete picture of your entire environment**. The security of both sites and applications is essential to your overall security preparedness. When viewed in isolation, these elements do not provide a complete view of your security status.

TPN strongly recommends that in addition to your sites, any **in-house developed or licensed application be added to your TPN+ profile**.

If your **in-house developed web application is internally or externally facing and manages the storage or transfer of content assets**, we also recommend that it **undergo a TPN Gold application assessment**.

# TPN+ Platform Process



# Content Owner Visibility

**Note: Visibility to Content Owners is enabled only after Service Provider has paid their TPN membership fee**

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## **Content Owner TPN+ visibility as follows:**

- ✓ Dashboard Metrics
- ✓ Company & Application Registries
- ✓ Service Provider Profile
- ✓ Completed Self-Reported Site or App TPN Questionnaire
- ✓ Final 3<sup>rd</sup> party Assessed Site or App TPN Assessment
- ✓ Final TPN Assessment Report
- ✓ Assessor Findings
- ✓ Remediation Items & Updates
- ✓ In-platform “comments” with Service Providers & TPN

## **Content Owner functionality:**

- ✓ Ability to download watermarked TPN Assessment Reports
- ✓ Ability to flag priority remediation items (Gold members only)

## **Content Owner does not have visibility of:**

- X Service Provider TPN membership tier or annual gross revenue
- X In-platform “comments” between Service Providers & Assessors
- X Uploaded evidence unless marked Public

# User System Recommendations

# System Recommendations for Best User Experience

## Internet Connection:

- ❑ Ensure a stable internet connection.
- ❑ High speed internet required.

## Web Browser:

- ❑ Use a modern web browser.
- ❑ Keep the browser regularly updated to the latest version.
- ❑ Mobile and Tablet devices are not supported at this time.

## Hardware Specifications:

- ❑ CPU: Dual-core with a clock speed of 2.5 GHz or higher.
- ❑ RAM: Minimum of 4 GB.

## System Maintenance:

- ❑ Keep the system and browser up-to-date.
- ❑ Regular updates enhance overall performance and security of the browsing experience.

# Account Signup & Creation





### Welcome To The Trusted Partner Network

Email

Password



Sign in

[Forgot your password?](#)

Are you a new Service Provider?

[SIGN UP NOW](#)

If you are a new Assessor

[EMAIL SUPPORT@TTPN.ORG](mailto:EMAIL SUPPORT@TTPN.ORG)

Having trouble? Email [support@tpn.org](mailto:support@tpn.org) for assistance.

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To join TPN+ as a new Service Provider, click here to create your user and company account.

As a returning user, enter your credentials and click "Sign in" to log into TPN+.

If you are a new Assessor and would like to join TPN+ click here to email us.

Welcome To The Trusted Partner Network

Complete the signup process below

Please note that TPN+, the new platform is not connected to the legacy platform. To access TPN+, you will need to sign up with a new account.

NEW Service Provider TPN+ Signup

First Name

Last Name

Email

Phone

Password

Confirm Password

[Create Account](#)

Already a user? [Login](#)

Having trouble? Email [support@tpn.org](mailto:support@tpn.org) for assistance.

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The first step in creating a new account is providing your details to create your user account

You must provide:

- First and Last Name
- Business e-mail address
- Phone number
- Desired password – requirements:
  - Minimum of 12 characters;
  - Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.

# Microsoft Authenticator Setup

1. Download Microsoft Authenticator via link on Slide 12

or your phone's app store

2. Open Application

3. Click “+” symbol in upper right corner

- Select Other (Google, Facebook)

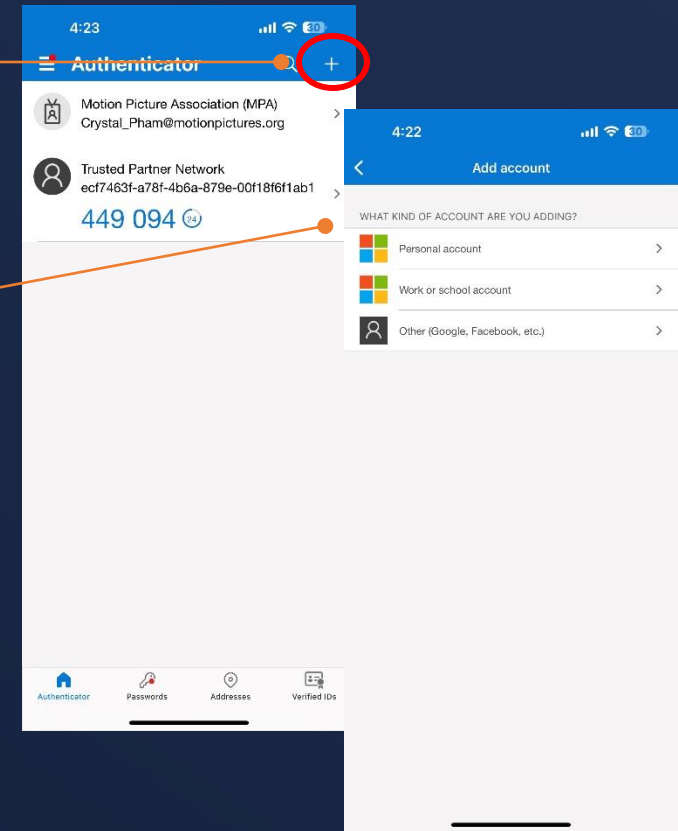
4. Point your camera at the QR code

5. Your new account should appear in your

Authenticator app

6. Use the one-time code to sign in to the TPN+

Platform



Once you have Microsoft Authenticator installed on your smartphone, using the camera on your phone, you can scan the QR code on the screen to pair the authenticator to your TPN+ user account and receive your two-factor authentication (2FA) number.

Enter the 6-digit number that appears in your Microsoft Authenticator app and press confirm to validate your secure login session.

Welcome To The Trusted Partner Network


Complete the signup process below

Please note that TPN+, the new platform is not connected to the legacy platform. To access TPN+, you will need to sign up with a new account.

NEW Service Provider TPN+ Signup

### Please Confirm One-Time Code

Open your Authenticator app and scan the QR code below. Tap the '+' symbol to start the scanner. This securely links your TPN+ account for authentication.



NQV0HX7JVU2LITSRGZJMZTETI7R4X4WS7N2W5EYGH2TWMSKFBCQ

Code \*

Confirm

[Back to Sign In](#)

Already a user? [Login](#)

Having trouble? Email [support@tpn.org](mailto:support@tpn.org) for assistance.

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TPN+ requires two-factor authentication (2FA). TPN+ only supports Microsoft Authenticator for 2FA validation.



Links to Microsoft Authenticator

[iPhone](#)

[Android](#)



**Important:** You will need to open the Microsoft Authenticator app on your smartphone every time you log in. You will not receive a notification or text.

## Search Companies

After successfully authenticating, you will be brought to this page to search for your Company.

If your Company is listed and you select it, a request will be sent to your Company's administrator to add you as a user.

If the Company doesn't exist, choose **Add New Company** and you will be taken to a screen to create the Company in the system.

Welcome To The Trusted Partner Network

Complete the signup process below

Please note that TPN+, the new platform is not connected to the legacy platform. To access TPN+, you will need to sign up with a new account.

Search Companies

TPN Service Provider

+ Add New Company

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## Request Access To Existing Company

Welcome To The Trusted Partner Network

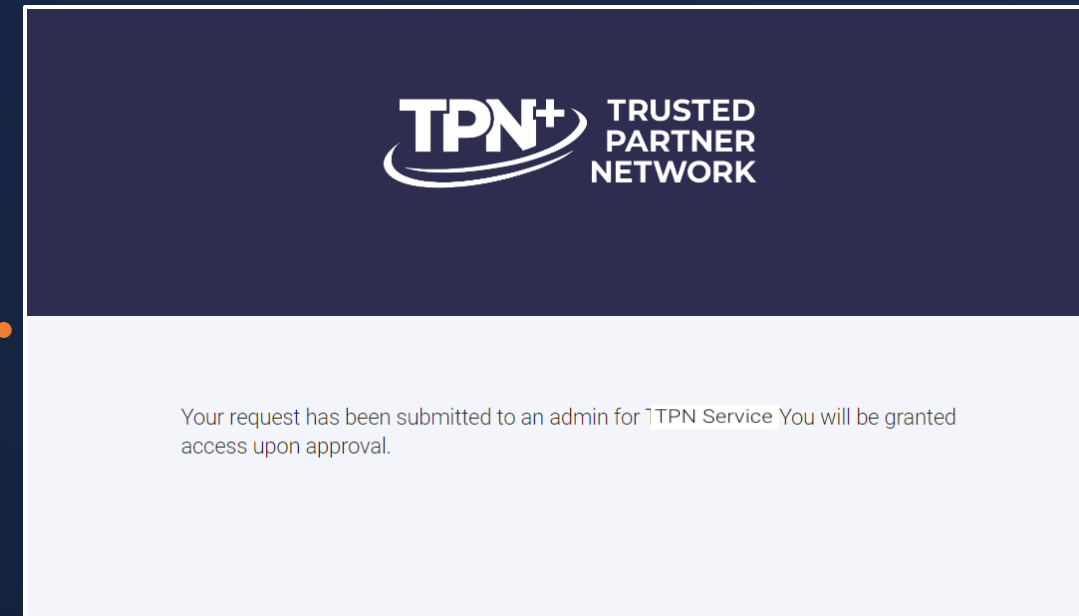
Complete the signup process below

Join TPN Service ×

By clicking join, a request will be sent to an admin of TPN Service to allow you to join. Are you sure you want to do this?

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If you find your Company, select it and click the **Join** button. The primary admin of your Company will then grant permission for you to access the system.



# Initial Company Setup



Welcome To The Trusted Partner Network

Complete the signup process below

Create a new Company

Business Name\*  
AES

Website Domain      Billing PO Number

VAT Number      Gross Revenue\*  
Self-Employed

Employee Count\*  
1 person only with no other employees

Primary Contact

Address \*

Address 2

Address 3

Country      State / Province

City      Postal Code \*

Phone Number\*  
+1

Billing Contact

Same as primary contact

To create a new Company, add all requested information.

All fields with \* are required to continue.

If your billing contact and information are different from your Company information, unselecting this checkbox will provide additional fields of data to complete.

The gross revenue selection is tied directly to the TPN Membership levels.

**Please report accurately to reflect the membership level reported in the TPN membership agreement and in accordance with the terms of the agreement.**

If you are a parent Company and owner of **subsidiary companies** who will have their own TPN+ Company accounts please click "**NEED SUPPORT**" in the navigation pane for TPN Admin to assist with linking the accounts.

## Initial Company Setup

### Membership Agreement

After you have created your Company and completed the sign-up process, you will be prompted to sign the TPN membership agreement via DocuSign and you will receive an email from DocuSign for signature.

If someone else in your organization should be the signatory you can reassign to them in the "Other Actions" menu in the top right corner of DocuSign.

Please update the required fields and sign. TPN will then be prompted to sign, and upon completion you will receive a copy of the signed agreement via DocuSign email.

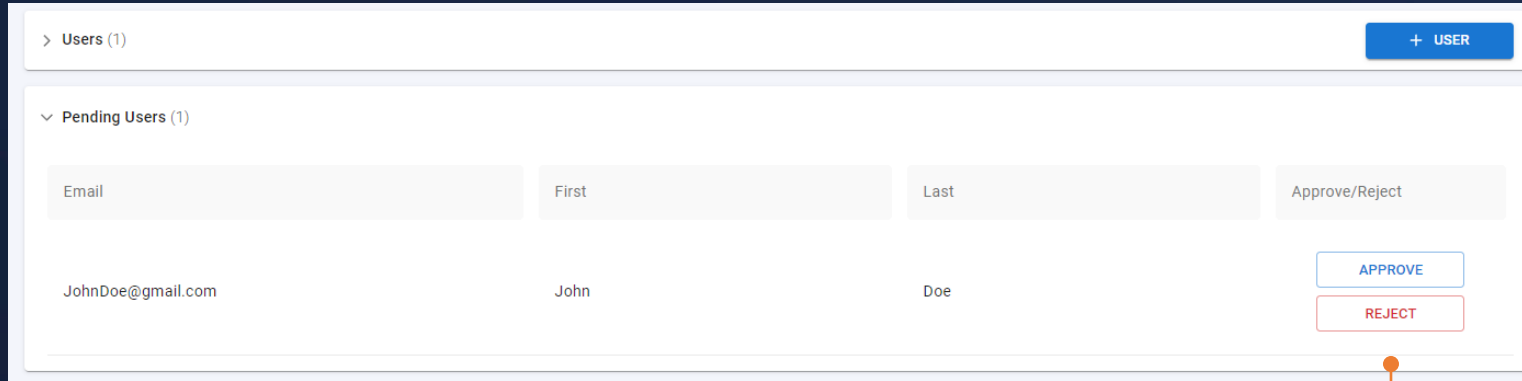
Completion of the agreement will trigger the invoice process.





# Service Provider: Adding & Managing Users

# Granting User Access



As your Company's user admin, you will be notified via email of any users who have requested accounts for your company.

You can **Approve** or **Reject** their requests under "Pending Users" in your company's profile, granting or denying them access to the system.

# Adding and Managing Users

An existing list of users will display once the Users section has been expanded

Clicking the **+ USER** button allows you to add new users

Email	First	Last	Last Login	Admin	Consultant	
niemeyerbilly+123@gmail.com			N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	⋮
ryan+vendor@giantsource.com	Gina	Gajewski	05/15/2023 4:02:36 pm	<input type="checkbox"/>	<input type="checkbox"/>	⋮
kyle+qavendor@giantsource.com	Melody	Giambastiani	07/07/2023 4:59:11 am	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>Edit</li><li>Remove</li><li>Resend Invite</li><li>Reset</li></ul>

Clicking the User Settings icon will display a dropdown that allows for resending the email invite or resetting the user's password

This toggle is used to enable Admin privileges for your Company's user.

Only a User Admin can enable or revoke admin privileges for other users.

Your Primary Contact and Admin Users receive TPN+ notifications (eg: assessment published).

This toggle is used to identify a user as a Consultant.

Clicking the trash or pencil icons provide the ability to remove or edit the user account. If you remove a user, they can no longer access your company profile and the TPN+ platform.

## Adding and Managing Users

Invite User

Email \*

johnsmith@example.com

By inviting this user to the platform, you agree that they will abide by all TPN terms & conditions.

CLOSE INVITE USER

When adding a new user, and clicking the **Invite User** button, an invitation will be sent to the email address you provide on this screen. The email address will be used to register the new user and will be pre-associated with your Company account.

Please note: only enter one email address at a time

## Adding and Managing Users

An email will then be sent to the user from membership@ttpn.org with their temporary password

Trusted Partner Network - Welcome to TPN+!



membership@ttpn.org <membership@ttpn.org>

To: Giambastiani, Melody

Hello,

Welcome to the Trusted Partner Network (TPN+) Platform! For your convenience, please use this [LINK](#) to the TPN+ how-to guide for more detailed instructions.

Please use the username and temporary password below to login to TPN+ [HERE](#) and set up your TPN+ Platform account.

The user can then log in to the system by clicking on this hyperlink and using their temporary password

# Adding and Managing Users

**TPN+** TRUSTED PARTNER NETWORK

Welcome To The Trusted Partner Network

Email  
Enter your Email

Password  
Enter your Password

[Sign in](#)

[Forgot your password?](#)

Are you a new Service Provider?  
[SIGN UP NOW](#)

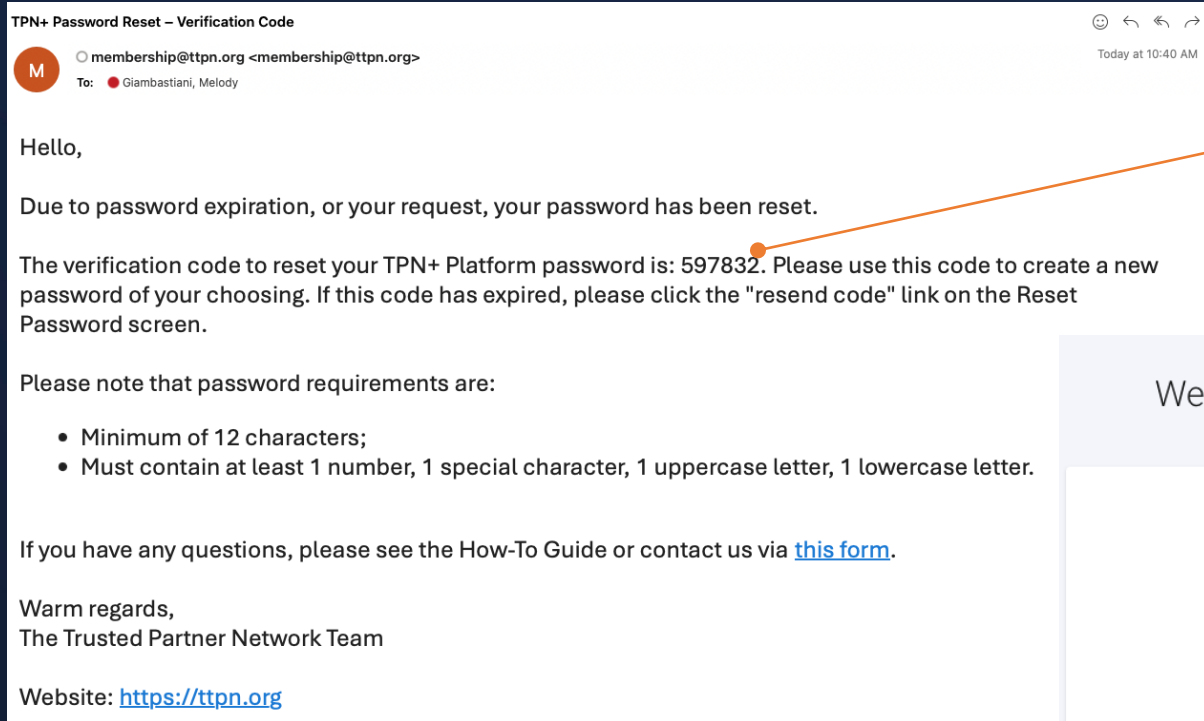
If you are a new Content Owner or Assessor  
[CLICK HERE](#)

[NEED SUPPORT?](#)

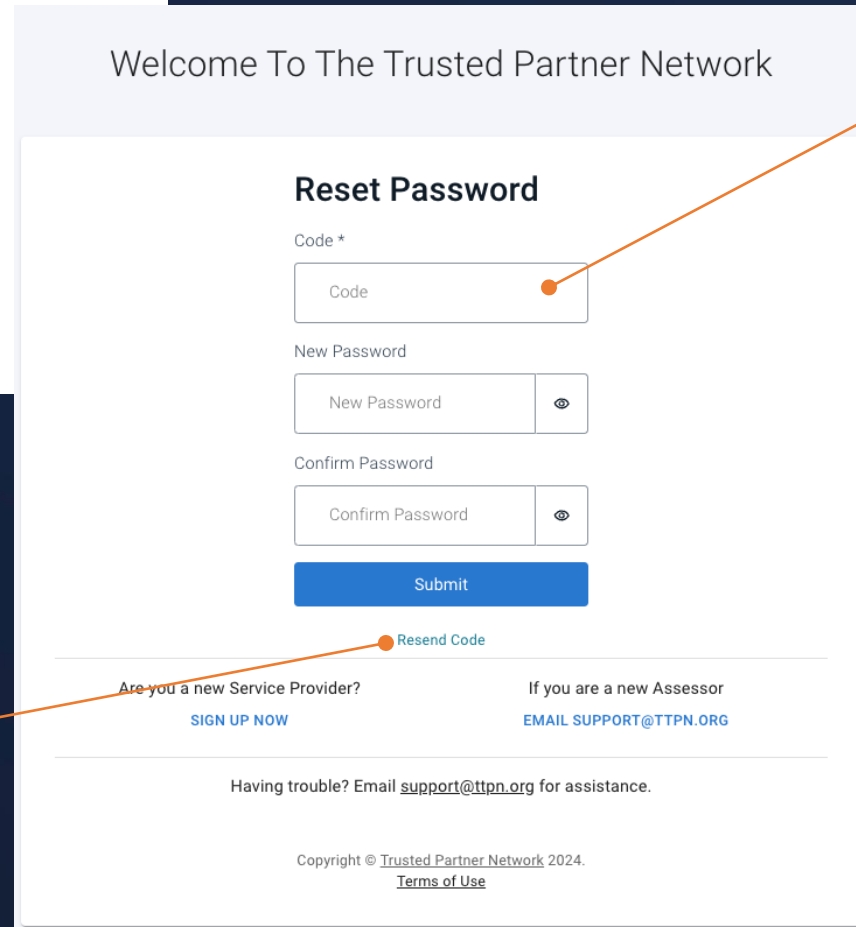
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You can now log in to the system by using your email and temporary password sent to you in the welcome email.

# Password Management & Resetting Users



If you reset your password, request for TPN to reset your password, or your password expires, you will receive an email with a temporary Verification Code.



You can log in to the system by using the code from the email. Enter a new password and Submit.

Please note that password requirements are:

- Minimum of 12 characters;
- Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.

Note: If the temporary "verification code" from the email has expired, simply click "Resend Code" - or go to the log-in page and click "Forgot password".

After completing this screen, you will be taken to the TOTP screen where you enter the code from your Authenticator app.

# Service Provider: Profile Overview



# Service Provider Profile

Your Profile is the landing page that upon login allows you to set up and manage your **Users** as well as update your **Company Details**.

**Other names:** add other company names (AKA, FKA, DBA) by clicking Edit Company

**Registries:** view list of all Service Providers and Applications and their shield status

**Need Support:** create support tickets for assistance from TPN Support Team

**How-To Guides:** view support guides for Assessors and Service Providers

**Logout clock:** shows how much time before you are automatically logged out for security purposes

**User Info:** change or update your individual account details

The screenshot displays the 'Company Registry' page for 'Melody Service Provider'. The left sidebar contains navigation options: Dashboard, Admin, Questionnaires, Companies, Applications, NEED SUPPORT?, and TPN HOW-TO GUIDES. The main content area shows the company name with an 'ADD LOGO' button, followed by AKA (Uno Dubbing), FKA (Biscotti Post), and DBA (Melody Studios). The address is 15301 Ventura Blvd., Bldg. E, Sherman Oaks, CA 91403, United States. The primary contact is Kari Grubin (kari\_grubin+sp@motionpictures.org). Billing information includes an annual frequency, PO number TPN10000000Demo, and VAT number DEM0111111. Below this is a list of registries: Subsidiary Companies (0), Services (29), Sites (3), Apps (4), Certifications (3), Manage Assessments (1), Documents (0), and Users (7). Each registry has a corresponding '+ SUBSIDIARY', '+ SERVICE', '+ SITE', '+ APP', '+ CERTIFICATION', '+ DOCUMENT', and '+ USER' button. A context menu is open over the '+ SUBSIDIARY' button, showing options: Edit Company, Edit Company Logo, and Delete Company Logo.

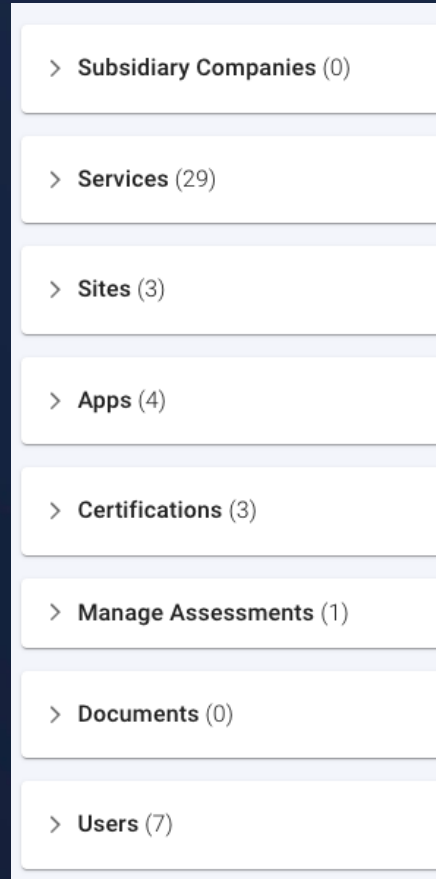
**Company Details:** change or update address, primary contact information, or logo

**Note:** The Legal Contact is automatically pulled from DocuSign upon completion of the membership agreement. If you need to update the Legal Contact, please click "Need Support?" or email [support@ttnp.org](mailto:support@ttnp.org) to open a service ticket.

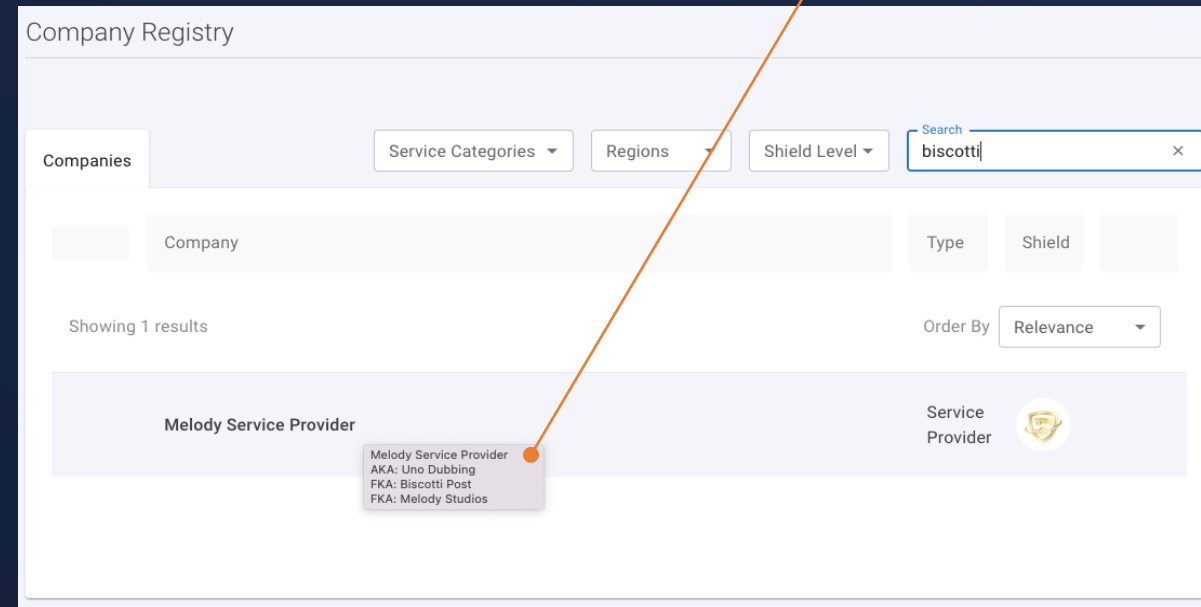
## Service Provider Profile Continued

Your Profile also allows you to set up and manage your **Services, Sites, Applications, Documents, non-TPN Certifications,** and **Users** and manage ongoing **Assessments.**

- **Subsidiary Companies:** Any wholly-owned subsidiary companies that are listed in the parent company profile. Contact [support@ttn.org](mailto:support@ttn.org) to add subsidiaries to your TPN membership.
- **Services:** Types of services provided
- **Sites:** Service Provider's physical locations where services are performed
- **Apps:** In-house developed or 3rd party application software used to provide services
- **Certifications:** non-TPN security certifications (ISO27001, AICPA Soc2 Type 2, CSA STAR Level 1 & 2)
- **Manage Assessments:** This is where you will be able to manage your TPN+ assessments
- **Documents:** Legacy TPN and other assessments; white papers; process maps
- **Users:** Add and manage Users



Any alternative names that you enter in Edit Company Details (previous slide) can be searched in the Company Registry. The primary name will show in the results, with all names appearing when the user hovers as shown here.

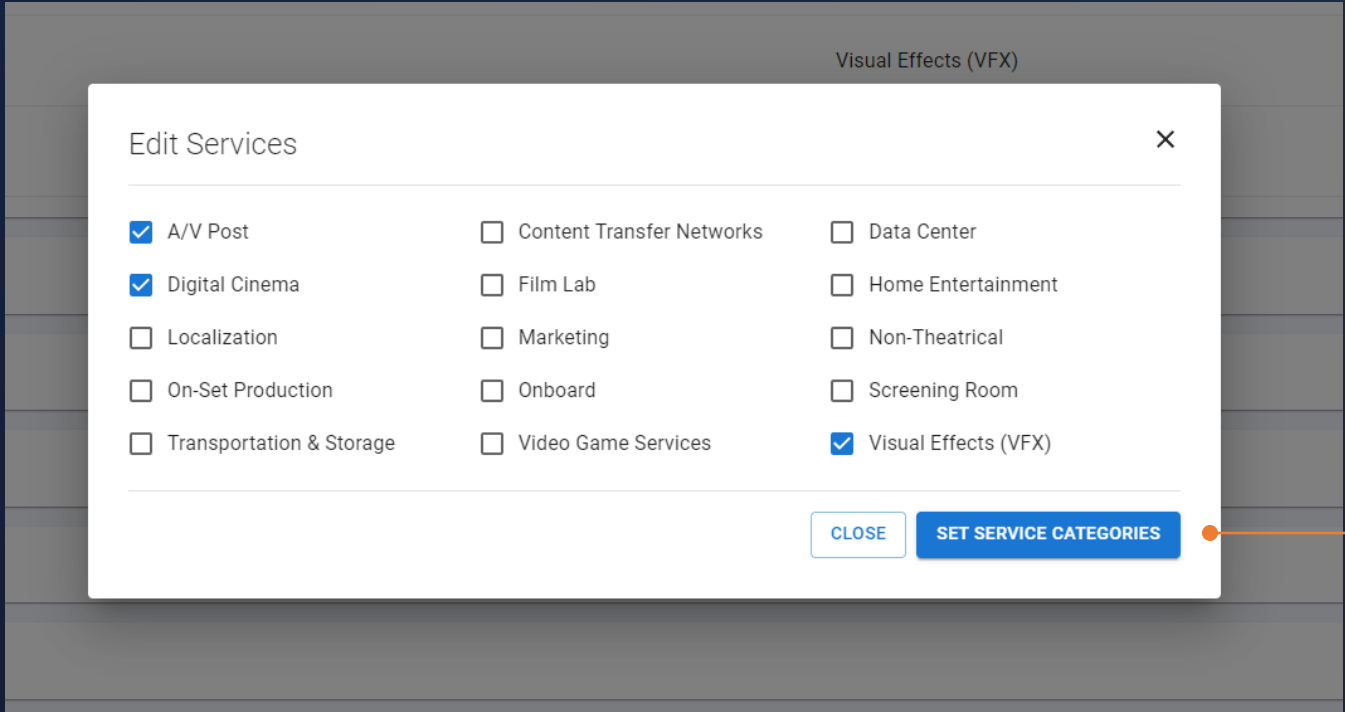


# Adding Services

Services (3) + SERVICE

Service	Category
Color	A/V Post
DCP Replication	Digital Cinema
Animation	Visual Effects (VFX)

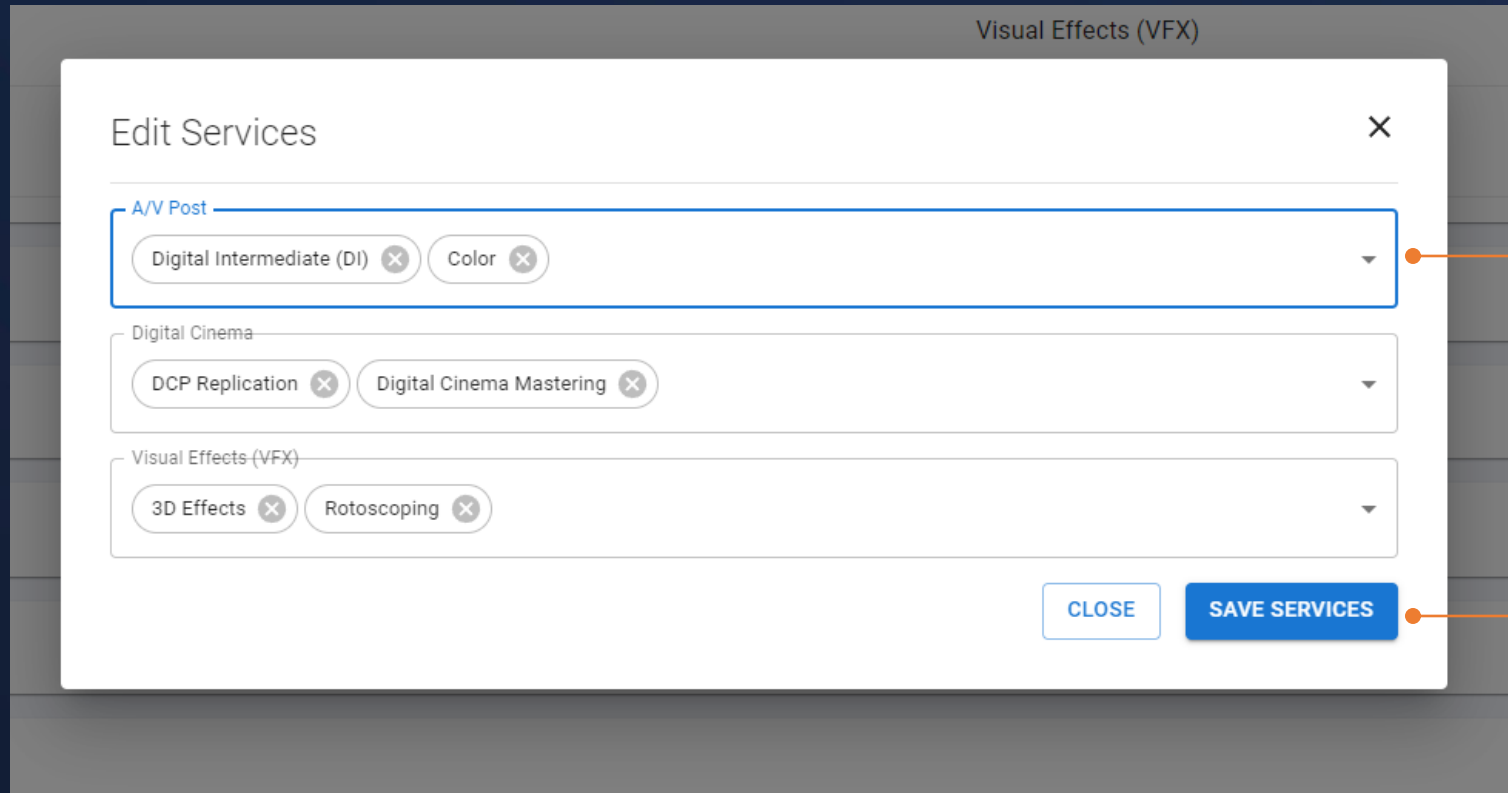
Clicking the **+ SERVICE** button allows you to add and manage which **Services** you currently provide.



Upon clicking **+ Service** a new window will appear prompting you to select one or more service categories.

After choosing the various service categories click the **Set Service Categories** button to further define more detailed services for each Service Category.

## Adding Services



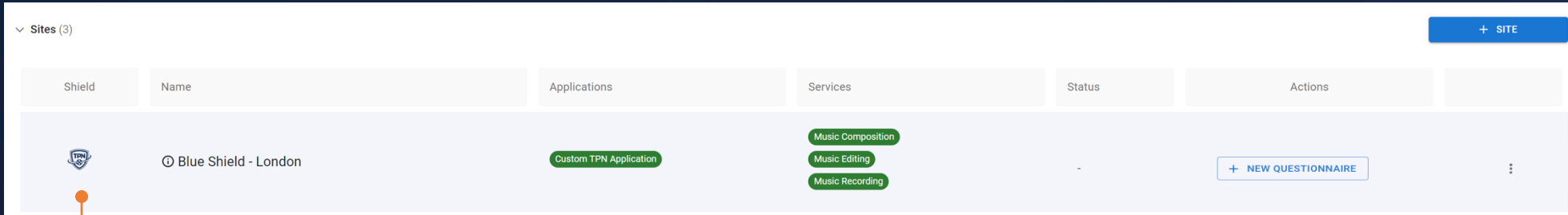
Each of your selected high level service categories are now displayed as separate groupings. Clicking on the dropdowns will provide a list of more detailed services to add to each high-level service category.

After selecting the detailed service selections for each high-level category, click **Save Services** to return to the profile page where the selected services will now be displayed. Please note you must select at least one Service inside of each Service Category selected.

# Adding Sites

**Important:** All external facing in-house apps that are used to store and transfer content should be listed in the **Applications** section (see upcoming slides). These have their own Questionnaires and Assessments, separate from the Sites.

Clicking the **+ SITE** button allows you to add and manage the Physical location of each site and identify which services are performed at that location.



The Shield area of the Site listing will populate the most advanced stage of recognition for that Site.

The three display stages are:

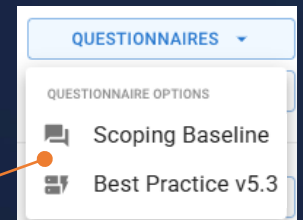
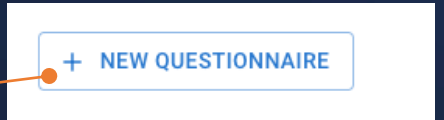
1. Non-TPN certificate if this is the only security status reported.
2. Blue TPN Shield upon completion of the self-reported TPN Best Practice questionnaire.
3. Gold TPN Shield upon publication of a TPN assessment by an accredited TPN Assessor and entering remediation plan(s).



This **Action** button will change based on the different phases the Site is currently in.

The first step after creating the Site will be completion of a short Scoping Baseline Questionnaire. You start this by clicking the **+ New Questionnaire** button.

The Scoping Baseline Questionnaire information will be used to filter the Best Practice questions you need to answer when you start to complete the TPN Best Practice Questionnaire. You can access the Baseline after you finish by clicking the Questionnaires dropdown list.



# Adding Sites

**Location Name** is where you can create a familiar name for your Site as opposed to just the address to help easily distinguish and identify.

This dropdown allows you to associate the various **Services** performed at this location. These services must already be selected in the **Services** section of the profile to appear here.

The screenshot shows a 'Add New Site' form with the following fields and annotations:

- Location Name \***: A text input field containing 'Burbank Facility'. An orange line points from the text 'Location Name' to this field.
- Address \***: A text input field with a red location pin icon on the right.
- Country**: A dropdown menu.
- State / Province**: A dropdown menu.
- City**: A dropdown menu.
- Postal Code \***: A text input field.
- Phone Number \***: A text input field with a US flag icon and '+1'.
- Primary Contact**: A dropdown menu.
- Services**: A dropdown menu with a blue border. An orange line points from the text 'Services' to this dropdown. The dropdown is open, showing a list of services: Color, Digital Intermediate (DI), DCP Replication, Digital Cinema Mastering, 3D Effects, and Rotoscoping.
- Buttons**: 'CLOSE' and 'ADD SITE >' buttons are located at the bottom right of the form.

Upon clicking **+Site** you will be asked to provide information related to the location of the Site you are adding.

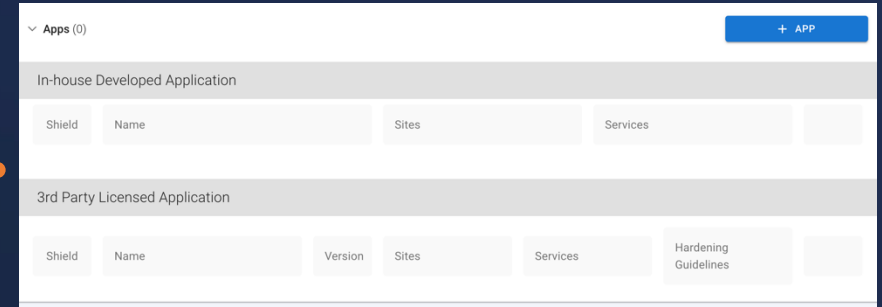
**Primary Contact** is selectable from a list of users invited by the administrator to the account under the **USERS** section of the company profile.

When complete, click **Add Site**.

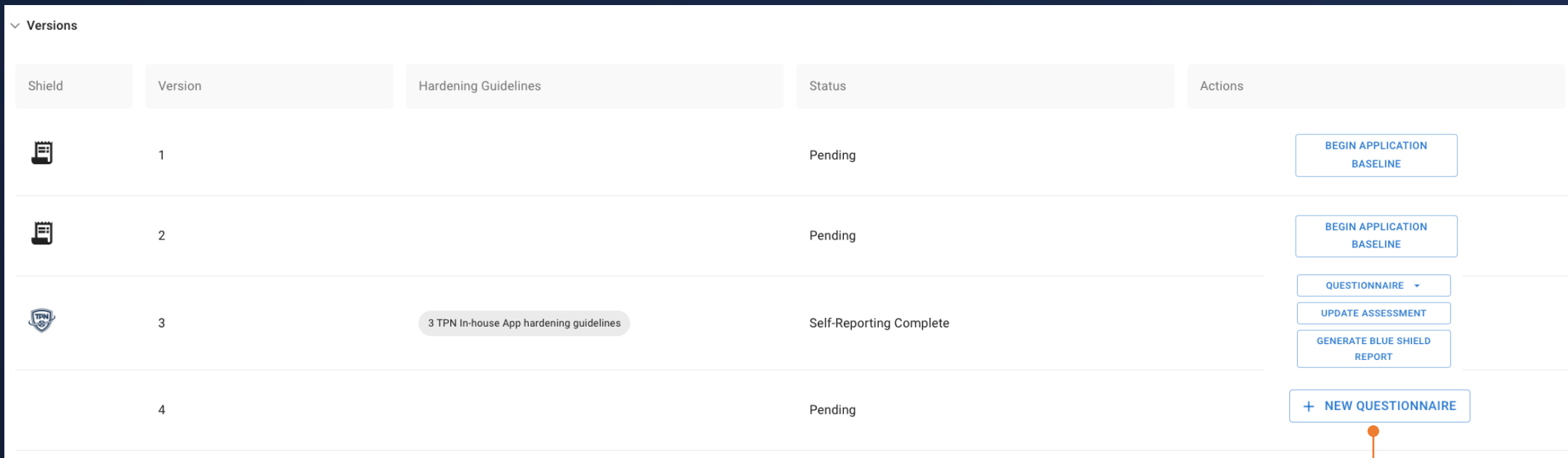
# Adding Applications – Overview

The **Applications** that you add to your profile are either **In-house Developed** or **3rd Party Licensed Applications**.

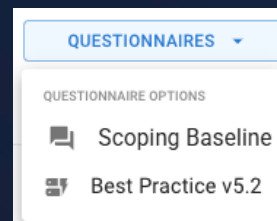
Note you can only respond to the TPN Best Practice questionnaire for **In-House Developed Applications**.



The screenshot shows the 'Apps (0)' section with a '+ APP' button. It is divided into two sections: 'In-house Developed Application' and '3rd Party Licensed Application'. The 'In-house Developed Application' table has columns for Shield, Name, Sites, and Services. The '3rd Party Licensed Application' table has columns for Shield, Name, Version, Sites, Services, and Hardening Guidelines.



Shield	Version	Hardening Guidelines	Status	Actions
	1		Pending	<a href="#">BEGIN APPLICATION BASELINE</a>
	2		Pending	<a href="#">BEGIN APPLICATION BASELINE</a>
	3	3 TPN In-house App hardening guidelines	Self-Reporting Complete	<a href="#">QUESTIONNAIRE</a> <a href="#">UPDATE ASSESSMENT</a> <a href="#">GENERATE BLUE SHIELD REPORT</a>
	4		Pending	<a href="#">+ NEW QUESTIONNAIRE</a>



A dropdown menu titled 'QUESTIONNAIRES' with a downward arrow. Below the title is the text 'QUESTIONNAIRE OPTIONS'. There are two items listed: 'Scoping Baseline' with a calendar icon and 'Best Practice v5.2' with a document icon.

Just like Sites, the process to begin the TPN Best Practice questionnaire and Assessments follows the same workflow, by clicking **+ New Questionnaire**.

Scoping Baseline Questionnaire can be accessed under the Questionnaires dropdown list.



# Adding Applications – Overview

The **Shield** column will populate the current TPN Shield status for the Application. If you have added a 3<sup>rd</sup> party Licensed Application that is a TPN member, your profile will display the associated TPN Shield status.

Versions

Shield	Version	Hardening Guidelines	Status	Actions
	1		Pending	BEGIN APPLICATION BASELINE
	2		Pending	BEGIN APPLICATION BASELINE
	3	3 TPN In-house App hardening guidelines	Self-Reporting Complete	QUESTIONNAIRES SCHEDULE ASSESSMENT GENERATE BLUE SHIELD REPORT
	4		Pending	+ NEW QUESTIONNAIRE

Edit  
Delete

This **Actions** column will reflect the different actions related to the Application.

For example: Begin Questionnaire, Begin Site Baseline, Continue Questionnaire, etc.

In the **Versions** drop-down, you will see the various versions of the App, one per row.

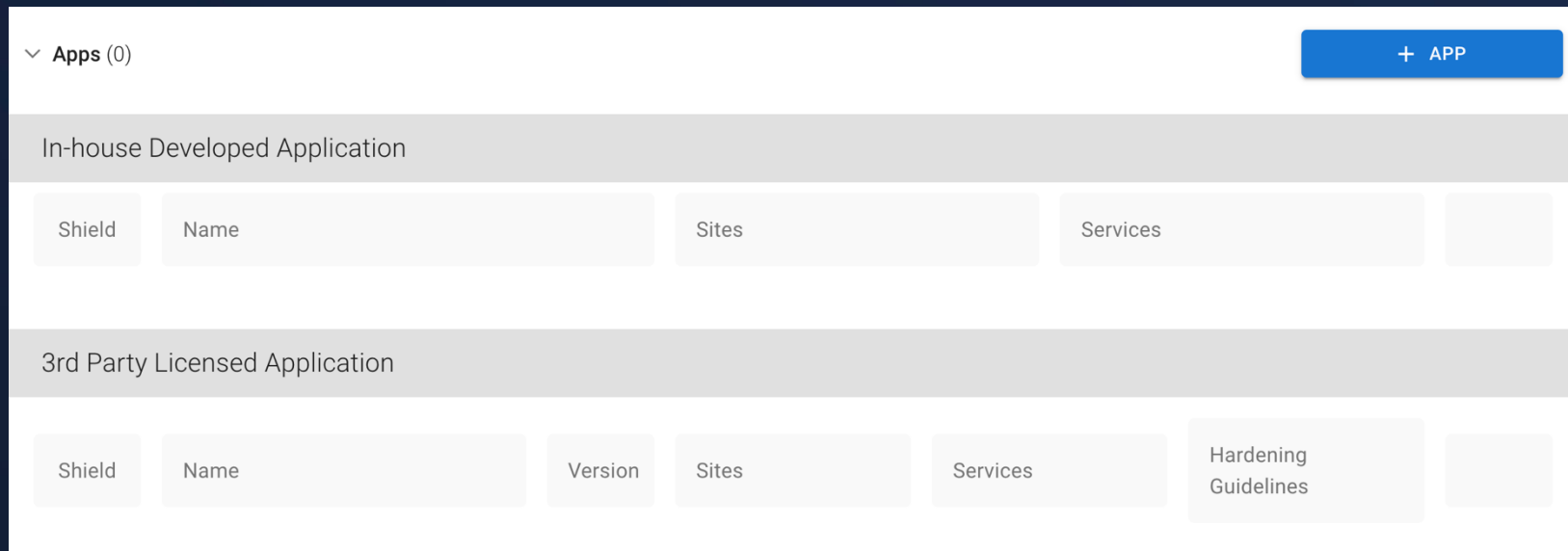
If you have uploaded Hardening Guidelines (per Version), they will be displayed in the **Hardening Guidelines** column and are downloadable by Content Owners and by the Assessor selected to perform the App Assessment.

This **Status** column will change based on the different phases the Application is currently in.

If the Best Practices Questionnaire is in progress, for example, it will show how many questions have been answered.

# Adding Applications - Overview

You can add and manage both **In-house Developed** Applications and also **3rd-party Licensed** Applications (e.g., SaaS, PaaS, etc.) to your TPN+ Profile



Clicking the **+ APP** button allows you to add and manage your in-house developed and 3rd-party Licensed Applications.

You can add new Applications or select pre-registered Applications from the TPN+ Registry.

Both in-house and 3rd party Apps will require you to select the Application type (e.g., cloud services, transfer services etc.) and the versions that you provide or are licensing.

In-house developed apps will also indicate whether the app is licensable and/or used “as a service”.

You will also identify which Service and Site is using that Application and Version if applicable.

# Adding Applications

To add Applications that were developed in-house by your Company, please click **+ In-House Developed Application** to add it to the TPN+ registry

Add Application ×

Would you like to create a new in-house application developed by you or add a licensed application?

An "in-house developed application" is developed and owned by your business. If you would like to add a version to your existing in-house developed application please close this box and choose the edit icon for the desired application in your profile.

**+ IN-HOUSE DEVELOPED APPLICATION**

A 3rd-Party Licensed Application application is developed by a 3rd party and licensed by your company for use. Prior to adding a new licensed application, please first check the TPN+ directory to select it if available. If it is not available, please add it to the TPN+ directory.

**+ 3RD PARTY LICENSED APPLICATION**

To add a licensed Application, please click **+ 3rd Party Licensed Application** and either select the Application from the TPN+ registry, or if it is new to TPN+, please add it to the TPN+ registry.

# Adding In-house Developed Applications

First, provide the **Application Name**, then select from the **Application Types** dropdown.

Add a **brief description** of your Application. Please be aware that this will be visible to Content Owners and other Service Providers if it is licensable.

The screenshot shows a 'Create New Application' form with the following fields and options:

- Application Name \***: A text input field.
- Application Types\***: A dropdown menu with the following options: Cloud Services, Content Management & Distribution System, Creative Tool Suite, Digital Supply Chain, Editing Software, and Office Tool Suite.
- Description**: A text area with a note: "Please be aware that this description will be visible to Content Owners and..."
- Indicate any/all deployed versions of the application.**: A section with a question: "Is your application available 'As a Service'? Please note that 'As a Service' is considered a version." with radio buttons for Yes and No (selected).
- Versions\***: A text input field with a note: "Type below and hit **ENTER** to add a version or versions".
- Is this application licensable to other Service Providers?**: A question with radio buttons for Yes and No (selected). A note below says: "Please note that 'Licensable Apps' will be visible for other Service Providers to select when filling out this form."
- List any 3rd party application integrations (eg: API integration to your customized app) by searching the TPN+ directory or adding new.**: A section with a "+ Add New" button.
- Indicate which Site locations operate or host this application. (i.e. do not include cloud instances)**: A section with two dropdown menus: "Sites" and "Services\*".

At the bottom of the form are three buttons: "< BACK", "CANCEL", and "CREATE APPLICATION".

Select the **Application Type** from the dropdown list. You can make multiple selections here.

If you do not see the Application Type you need, please contact [support@ttn.org](mailto:support@ttn.org).

# Adding In-house Developed Applications

If your Application is available as a service, click **Yes**. **“As a Service”** will then appear in the **Versions** list.

Please add all other available Application **Versions**.

**Note that you must hit ENTER to add a version.**

Click **Yes** if your Application is licensable to other Companies. Note that it will then be available to other TPN member Service Providers to select in their TPN profile as their licensed Application.

The screenshot shows a 'Create New Application' form with the following sections:

- Application Name \*** and **Description** text input fields.
- Application Types\*** dropdown menu with options: Cloud Services, Digital Supply Chain, Editing Software, and Transfer Services.
- Text: "Please be aware that this description will be visible to Content Owners and..."
- Section: "Indicate any/all deployed versions of the application." with a question: "Is your application available 'As a Service'? Please note that 'As a Service' is considered a version." and radio buttons for Yes and No (No is selected).
- Text: "Type below and hit **ENTER** to add a version or versions" above a **Versions\*** text input field.
- Section: "Is this application licensable to other Service Providers?" with radio buttons for Yes and No (Yes is selected). Text below: "Please note that 'Licensable Apps' will be visible for other Service Providers to select when filling out this form."
- Section: "List any 3rd party application integrations (eg: API integration to your customized app) by searching the TPN+ directory or adding new." with an **+ Add New** button.
- Section: "Indicate which Site locations operate or host this application. (i.e. do not include cloud instances)" with **Sites** and **Services\*** dropdown menus.
- Bottom navigation: **< BACK**, **CANCEL**, and **CREATE APPLICATION** buttons.

Annotations on the slide point to the 'Application Types' dropdown, the 'Versions' input field, the 'Is this application licensable...' radio buttons, and the 'Sites' and 'Services' dropdowns.

If your Application is integrated with any other 3rd-party Applications, click **Add New** and search in the TPN+ registry or add a new Application. See the next slide for instructions.

Use these dropdowns to list which of your **Sites** and **Services** use this Application.

# Adding In-house Developed Applications – 3rd Party Integrations

After clicking **Add New** you will search in the TPN+ registry or add a new Application.

If you are selecting your 3<sup>rd</sup> party integrated Application from the TPN+ Registry, the **Company** and **Application** boxes will assist your search of the TPN+ Registry. Once the Company and Application are selected, please **select version/s** and **save** to list in your Application profile.

If the **version** you are using does not already exist in the TPN+ Registry, please click **+Add New Version** and TPN will contact the Application Owner to verify and add the requested version. TPN will advise you when available for your selection.

To add a new Application to the TPN+ Registry, please click **Add It To Our Directory**, add the Company and Application name and type, and Version/s and click Save. You may then select the new Application and save to your Profile.

### Add new 3rd Party Licensed Application

Company Name\*  Application Name\*  Application Types\*

Indicate any/all deployed versions of the application.

Is your application available "As a Service"? Please note that "As a Service" is considered a version.  Yes  No

Type below and hit **ENTER** to add a version or versions

Versions\*

### Search the TPN+ Registry & Add 3rd party Applications

Search the directory to find 3rd party applications. You can search by the name of the company (e.g. Adobe), or the application itself (e.g. Premiere).

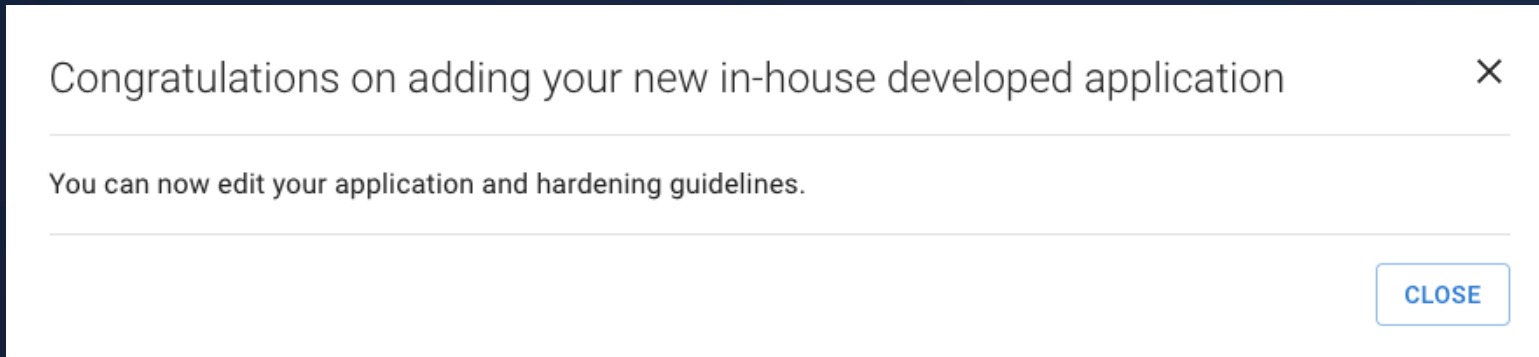
★ This star denotes a TPN+ member Company

Company	Application	Application Types
Company	Application	+
Melody SP3	Melody Application	Select Version <input type="text"/>
★ Melody Service Provider	Melody standalone app 1	4 <input type="button" value="+ ADD"/> + Add New Version
★ Melody Service Provider	Melody standalone app 2	Select Version <input type="text"/>
★ Melody Service Provider	Melody standalone app 3	Select Version <input type="text"/>
Dauids VFX	My App	Select Version <input type="text"/>

Navigation: < 1 2 3 4 5 ... 8 >

Selected Applications:  
None

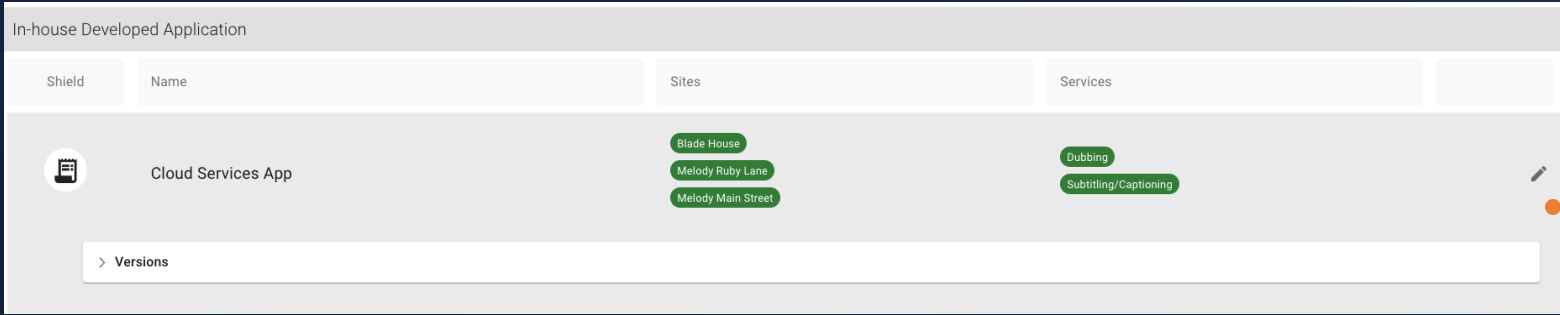
## Adding In-house Developed Applications



After you have saved your In-house Developed App, you will see this confirmation message.

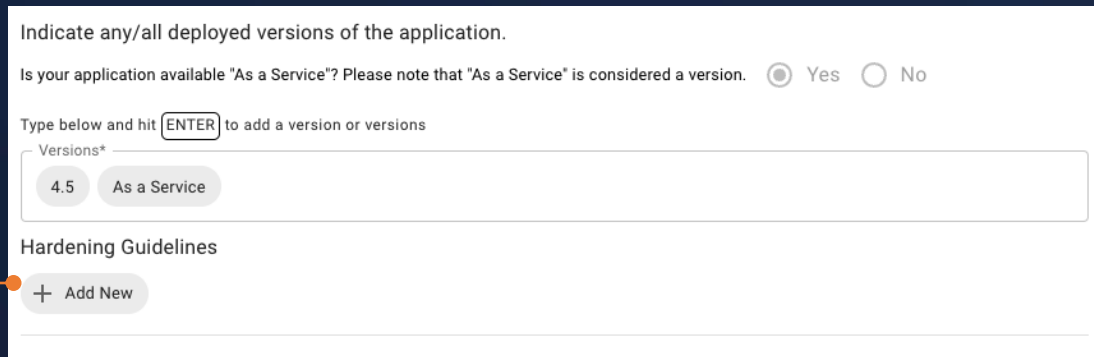
To add **Hardening Guidelines**, see next slides.

# Adding In-house Developed Applications – Hardening Guidelines & Edits

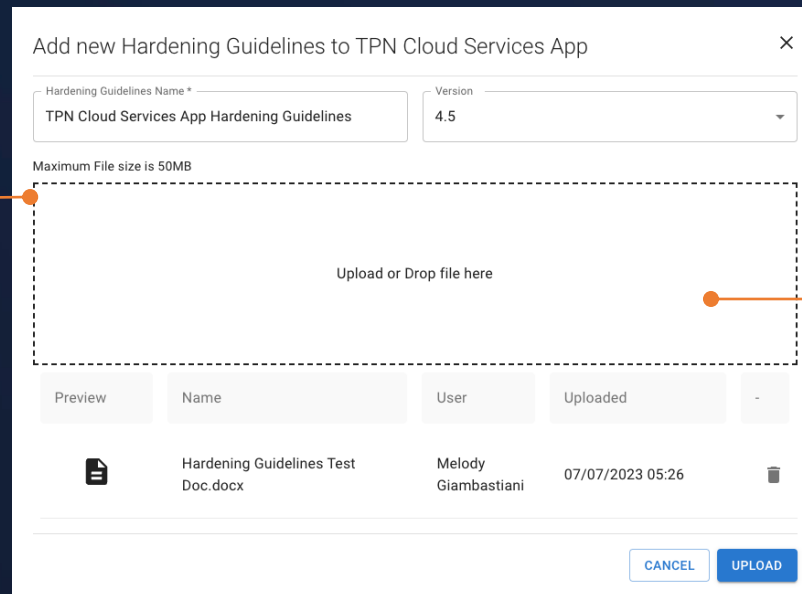


To add **Hardening Guidelines**, add a new **Version** or **make other changes** to your Application, first click this pencil icon to Edit.

In the Edit screen, you can make edits or click **Add New** to upload **Hardening Guidelines**.



Enter the **name** and **version** of the Hardening Guidelines, upload the file by clicking to upload or drag and drop the file here.

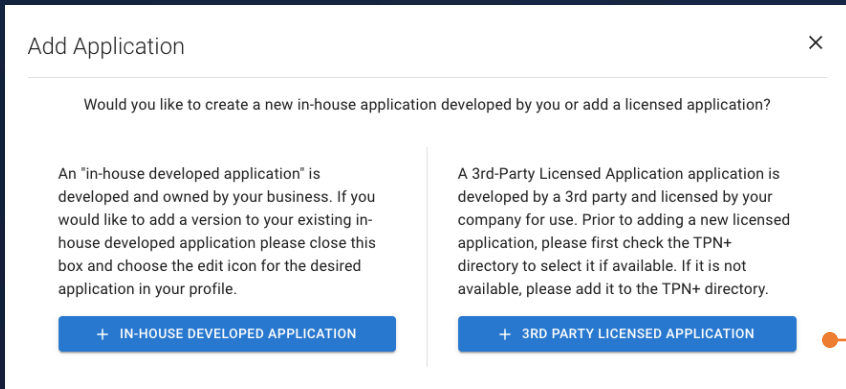


Once the **Hardening Guidelines** file shows here, click **Upload** then **Save Application**.

Note that **Content Owners** and any **Service Provider** who has listed your licensable Application in their own TPN+ profile will be able to **download** the Hardening Guidelines



# Adding 3rd Party Licensed Apps



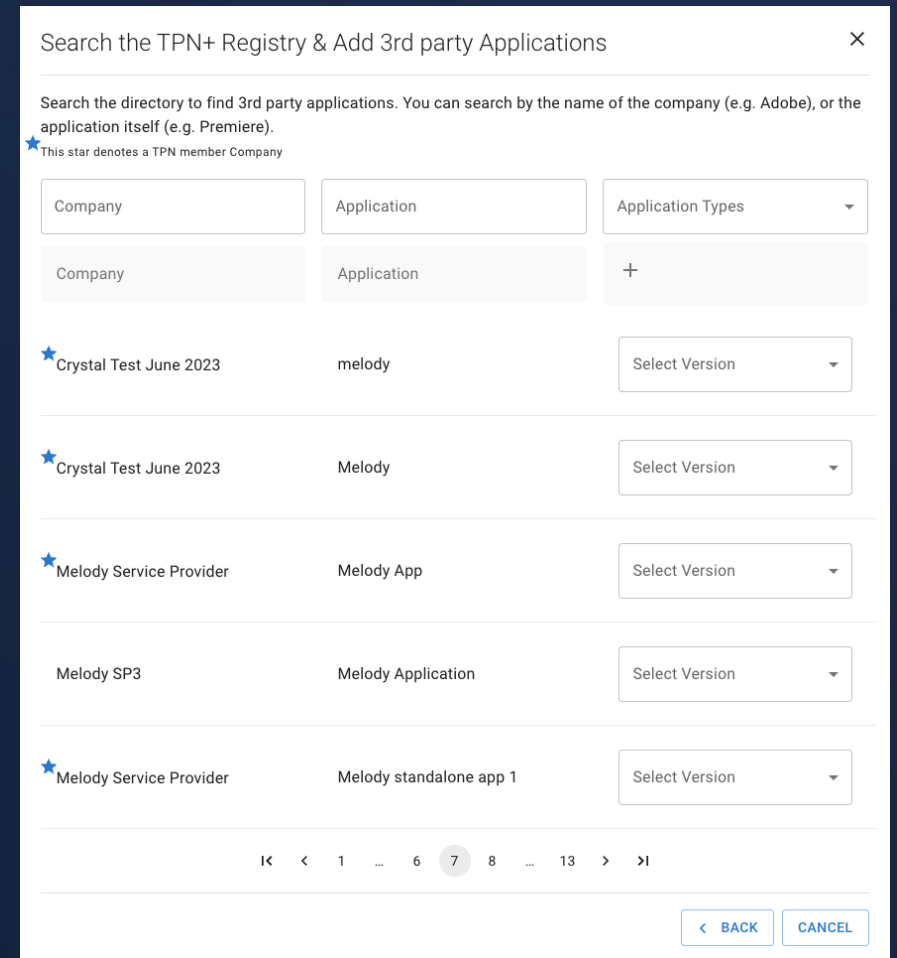
To add licensed **Applications**, you will first search by **Company**, **Application** and/or **Application Types** in the existing TPN+ registry.

Once located and selected, please also select the **Version** that you are using. You cannot **Save** until you have done this.

See next slide for more instructions regarding Versions.

★ This star denotes a TPN member Company

A blue star next to the Company name means it is a TPN Member who has either self-reported their security status or been assessed on TPN+. The TPN Blue or Gold Shield will be displayed in your TPN+ profile if you select this one of these Applications.



# Adding 3rd Party Licensed Apps

Search the TPN+ Registry & Add Licensed Applications

Search the directory to find licensed applications. You can search by the name of the company (e.g. Adobe), or the application itself (e.g. Premiere).

Company: TMT Application: testing custom Application Types: [dropdown]

Company: [input] Application: [input] +

★ TMT Insights testing custom

Not finding the application you are looking for? [ADD IT TO OUR DIRECTORY](#)

Selected Applications: None

< BACK CANCEL SAVE

You will select the Version of the App here or click **+Request New Version** to add a version not yet in the TPN+ registry.

If a New Version is requested for an owned Application (with Blue Star), TPN will contact the App Owner to verify and add the requested version and will let you know when it is available for you to select.

Request New Version

Please enter the version you wish to request.

Please note that your name, email address, and company's name will be shared with the Application Owner for awareness.

Version \* [input: 2]

CANCEL REQUEST VERSION

New Version Requested

TPN has been notified of your request for:  
Crystal Test Adobe: Version 4

CLOSE

Use these drop downs to list where you use this App and for which Services.

If you are adding more than one Version, you will have to repeat this for each Version. (Go back to **+ 3rd Party Licensed Application.**)

Sites and Services for TMT Insights testing custom 1

Indicate which Site locations operate or host this application. (i.e. do not include cloud instances)

Sites [dropdown]

Services [dropdown]

CANCEL SAVE APPLICATION

# Adding Certifications

**Non-TPN Certifications accepted:**  
ISO 27001: 2013 & 2022, AICPA Soc2 Type 2, CSA STAR Level 1 & 2, and TPN Legacy Certificates

Clicking the **+ CERTIFICATION** allows you to upload an accepted non-TPN certificate or a legacy TPN certificate by selecting the control framework from the drop-down list and linking it to the applicable previously registered Site and Application.

Certification	Upload Date	Expiration Date	Status	
ISO 27002-2022	12/27/2022	11/30/2023	Accepted	<a href="#">Link</a> <a href="#">Trash Can</a>

Clicking the **Link** button allows you to download the document from the profile.

Clicking the **Trash Can** button will delete the file from the profile.

# Adding Certifications



Drag the file from your computer or click on the box to bring up a file browser to find the file on your computer.



### Certification Upload


Certification: ISO 27002-2022: 2022


Maximum File size is 50MB

Upload or Drop file here

Preview	Name	User	Uploaded	
	ISO_27001_Certificate.png	Melody Giambastiani	07/12/2023 07:23	

Start Date: 04/03/2023  End Date: 04/03/2026 

Sites: 

Applications: 

Choose from a list of accepted certifications to upload the evidence against.

Provide the start and end date of the certificate you uploaded.

Certificates that are not valid will be rejected by TPN.

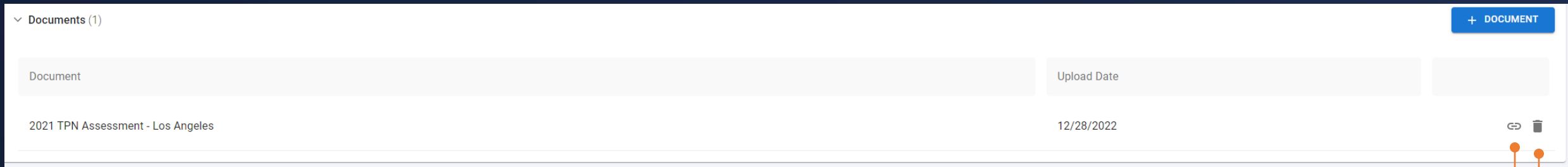
Select the list of Sites and Applications for which the uploaded certificate or TPN legacy assessment applies.

Remember those Sites and Apps must be selected in your profile prior to making this association.

# Adding Documents

You may use Documents to upload your TPN legacy assessment and remediation PDFs along with any other document type that will be useful for Content Owners to understand your security status.

Clicking the **+ DOCUMENT** button allows you to upload a new document.



Please be advised that documents uploaded to this section, including your Legacy TPN Assessment Reports, will not be watermarked upon user download - this includes Content Owners. **If you require watermarking, please direct Content Owners to the TPN Box account.**

Clicking the **Link** button allows you to download the document from the profile.

Clicking the **Trash Can** button will delete the file from the profile.

# Adding Documents

Enter the name of the document to be uploaded.



## Upload Document

Description \*  
Sample Document

Maximum File size is 50MB

Upload or Drop file here

A summary of the document you have prepared for upload will display here.

Preview	Name	User	Uploaded	-
	2022 Legacy Assessment.docx	Melody Giambastiani	08/24/2023 04:54	

Please be advised that documents uploaded to this section, including your Legacy TPN Assessment Reports, will not be watermarked upon user download--this includes Content Owners. If you require watermarking, please direct Content Owners to the TPN Box account.

Sites  
Biscotti Post

Services  
Dubbing

Applications  
Biscotti App As a Service Biscotti App 1

UPLOAD

Drag your file from your computer or click on the box to bring up a file browser to find the file on your computer.

You can associate the document to Sites, Services, Applications as needed.

Click the upload button to begin uploading the document(s).

**Service Provider:  
Answering TPN Best Practices  
Questionnaire**

# New Questionnaire + Scoping Baseline Questionnaire



### Site Scoping Baseline

Site Scoping Baseline

SB-1.0 Site Scoping Baseline

1. Number of Employees

Select the number of full- and part-time employees supporting the site or application being assessed.  
Provide additional details, such as approximate number and percentages of relevant employee types.

Additional Details

- 1 person only with no other employees
- 2 to 20 employees
- 21 to 50 employees
- 51 to 100 employees
- 101 to 200 employees
- 201 to 300 employees
- More than 300 employees

ATTACHMENTS (0)

SAVE AND CONTINUE

2. Work From Home (WFH) or Remote Workers

3. Bring Your Own Device (BYOD)

4. Environments

5. Software Development

6. Data Center & Co-locations

7. Subcontract to Third-Party Service Providers

8. Content Types

9. Workflow Timeframes

10. Physical Content Assets

11. Replication Facilities

12. Other Studio Assessments

13. Incidents

14. Automated Compliance Tracking Applications

15. Key Delivery Messages (KDM) for Digital Cinema Packages (DCP)

16. Zero Trust Architecture (ZTA)

17. Artificial Intelligence (AI) and/or Machine Learning (ML)

Once a new Site or App is created, you can click the **+ New Questionnaire** button to proceed, starting with your Scoping Baseline Questionnaire.

You can click anywhere in the Site or App row to open the side panel which shows site/app details and other associated info, including the status and version of your Questionnaire.

#### Site Details

Test Site - Sample Report  
12345 Main Address  
City, ST Country 12345  
Crystal Pham  
crystal\_pham+SP@motionpictures.org

Applications

-

Services

ADR Music Recording Digital Archive Subtitling

Questionnaires

+ NEW QUESTIONNAIRE

Questionnaire v5.1  
Assessment Complete  
Questionnaire Expired

QUESTIONNAIRES

GENERATE REPORT

Certificates

Click "Save and Continue" to make sure Baseline responses are saved. This will scope the questions in the TPN Best Practice Questionnaire.



# TPN Best Practices Process Overview

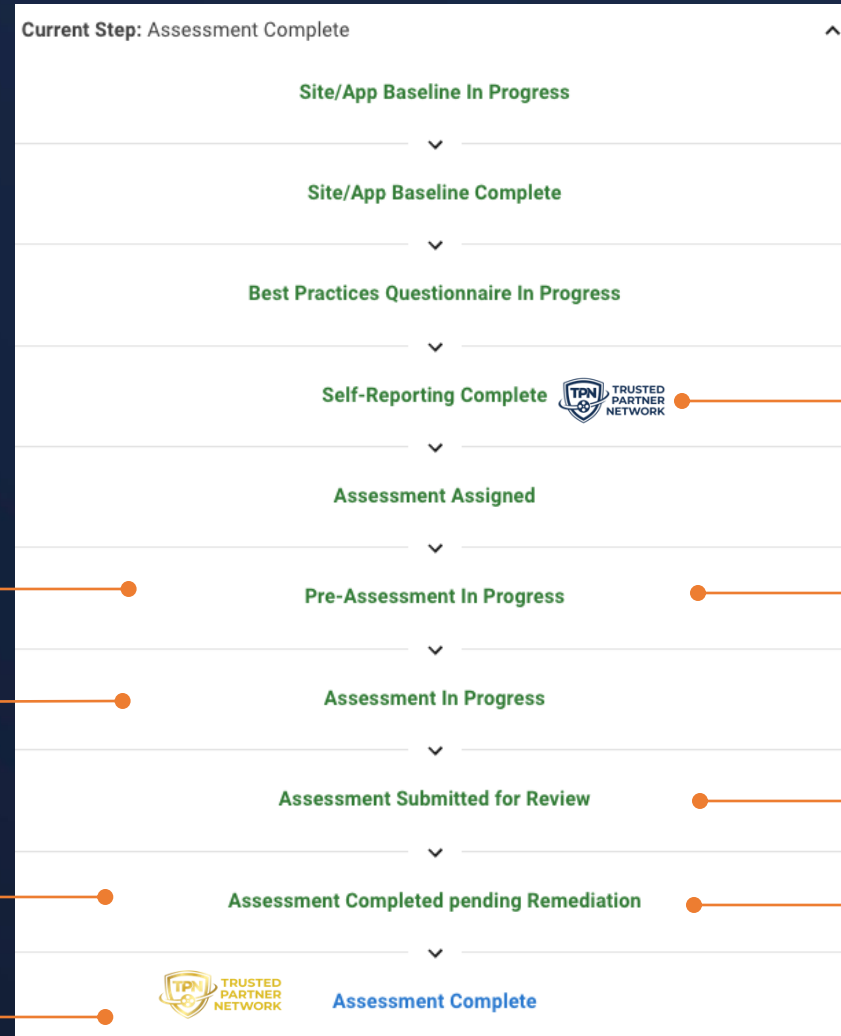
In the top right-hand corner of the TPN Best Practice Questionnaire screen you are able to click down and see this progress list as your Site or Application moves through the TPN+ platform to Blue or Gold Shield status including remediation management.

The assigned Assessor has accepted the request

The Assessor has officially begun the assessment

TPN completed the assessment and Service Provider can enter remediation plans

Remediation plans entered and the **TPN Gold Shield** awarded



Note that if you wish to complete the TPN Questionnaire over time, your entries will auto-save and you may return to it from your profile screen at any time.

The Questionnaire is locked and published and the **TPN Blue Shield** is awarded

The Questionnaire is unlocked for changes and discussions between Assessor and Service Provider begin.

The Assessor has submitted the final assessment to TPN for review

The Service Provider begins remediation on any open findings.








# TPN Best Practices Questionnaire Legend

The following Legend items are applicable when editing or viewing your **Blue Shield Questionnaire**:

This symbol denotes a Best Practice question, all other questions are Additional Recommendations

This answer was pre-populated based on the associated non-TPN certificate you uploaded

Hovering over this icon on a question will explain why the question is being displayed

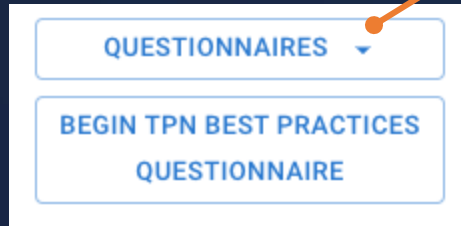
Legend	
	Best Practice Question
	Unanswered Question
	Answered
	Satisfied by Certificate
	For Review
	Question Visible Due to Logic
	Question has Comments

A response meets Best Practice requirements

A response does not meet the Best Practice requirements (i.e., is not Fully Implemented) and needs review by Content Owner

# TPN Best Practices Questionnaire

💡 Tip : multiple TPN Users can answer the Questionnaire concurrently if needed



Upon completion of the Scoping Baseline Questionnaire the profile will now show an action button to **Begin TPN Best Practices Questionnaire**. Click this button to start your TPN Best Practices Questionnaire. You can click the Questionnaires dropdown list to access your Site/App Scoping Baseline Questionnaire.

**Best Practice** questions are illustrated by this icon marking the difference between questions related to Best Practices and Additional Recommendations. See definitions below.

Expand this pane to see the overall progress of your Site or Application.

This quick navigation pane allows you to explore and move around the Best Practices without needing to follow a linear order.

The Legend is always visible to identify what different colors and icons represent regarding the various states of your responses and any assessment or remediation states.

Each question begins as a white background. As you respond the questions will change color for easy reference based on the legend.

- **Best Practices** are minimum requirements where all components need to be fully met to fulfill the overall Best Practice.
- **Additional Recommendations** are supplemental recommendations for Best Practices implementation. These are not requirements.

# TPN Best Practices Questionnaire

If your answers meet all the Best Practice requirements, the screen will turn green when you click **Save and Continue** to illustrate that the answer meets the Best Practices.

**Do you have a formal, documented Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), which includes the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
• If you have implemented a Compensating Control, choose C/C for each line and provide additional details.  
• For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.  
• For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your ISMS, ISM, or ISP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated upon key changes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by leadership of your organization
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Control Framework
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governance, Risk, and Compliance (GRC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details

ATTACHMENTS (0)

SAVE AND CONTINUE >

Last Updated By sami test 01/14/2025 16:33

Each question provides these prompts to assist you.

Each question has an "additional details" box for you to provide context regarding your response (optional).

Please pay attention to the box prompt as some questions may have a particular type of evidence to be provided.

You can attach multiple files of supporting evidence against each question.

A full audit log of all changes are kept, and the last user who modified this response will always be shown with a time and date stamp.



**Tip:** Including details and context in the "additional details" text box can be helpful to the Content Owners. If you proceed with a TPN Assessment, this info can also make for a smoother and more efficient process.

Additional details can include an explanation of what is/isn't implemented or not applicable, other compensating controls in place, what evidence is uploaded, etc.



Please take note of the acceptable types of evidence

Upload attachments to question: Do you have an established Receiving process to receive physical client assets, which includes the following? ✕

Types of Evidence: Documents (Policy, Process, Org Chart, Framework, Handbook/Manual), Records (Log), Diagrams (Data/Workflow), Photographs or Screenshots

Maximum File size is 50MB

Upload or Drop file(s) here

Preview	Name	User	Uploaded	Is Public	-
	Sample evidence.docx	Melody Giambastiani	08/24/2023 04:39	<input checked="" type="checkbox"/>	

CLOSE SAVE

After clicking **Attachments** on the previous screen, this window will appear.

Simply drag your file from your computer or click on the box to bring up a file browser to find the file on your computer.

A summary of the evidence associated with this question you've uploaded will display here.


Note that if you've dragged or selected multiple documents to be uploaded, all files will display here.

There is a file size limit of 50MB.

If you check "Is Public", the Content Owner will be able to view this public evidence. Only the Content Owner members, the assigned TPN Assessor, and TPN can see the files marked public.


# TPN Best Practices Questionnaire


Responses with a yellow screen indicate that the provided answer may need further review by the Content Owner

  Do you have a formal, documented Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), which includes the following?

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
• If you have implemented a Compensating Control, choose C/C for each line and provide additional details.  
• For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.  
• For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your ISMS, ISM, or ISP
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Updated upon key changes
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Approved by leadership of your organization
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Control Framework
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Governance, Risk, and Compliance (GRC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details 

 ATTACHMENTS (0)

SAVE AND CONTINUE >

Last Updated By sami test 01/14/2025 16:50

TPN+ has logic to ensure that where possible you are not asked redundant questions. The **eye icon** illustrates that you are being shown this question based on the response to a previous question.

Moving the mouse over this icon will display the reason a particular question is being asked.

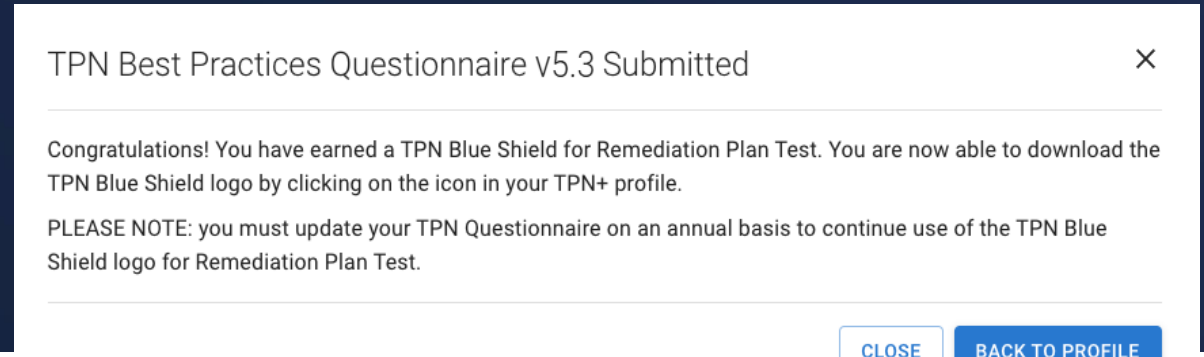
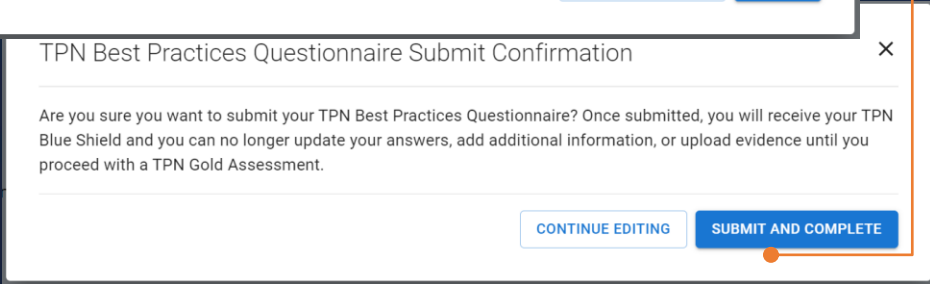
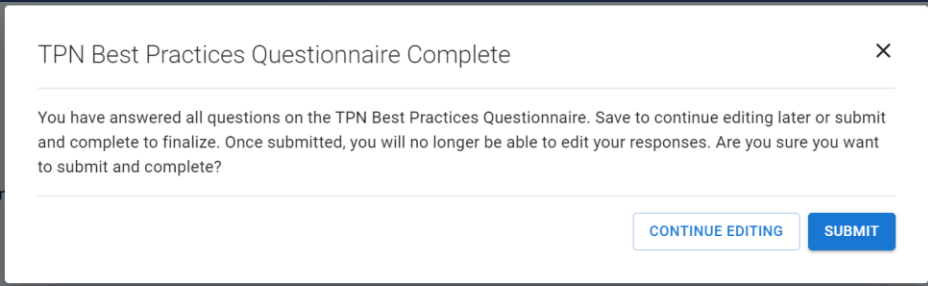


**Tip:** If you select **Not Applicable** or **Not Implemented**, automated questionnaire logic will remove subsequent questions covering that area. Please make sure that you only select Not Applicable if you are sure this is the correct indication.

# TPN Best Practices Questionnaire

When you have completed all Best Practice questions, you will be able to **SUBMIT AND COMPLETE** to finalize your answers and earn the TPN Blue Shield for that Site or App.

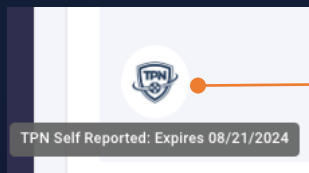
**Please note that once you click this button the Questionnaire locks and you cannot update your answers until an assessment process is initiated. Content Owners are also able to see your Questionnaire answers once submitted.**



The TPN Blue Shield will be displayed on the profile page denoting the status of the Site.

You are now able to click on the Blue Shield icon to download a copy of the Shield for your promotional use.

Shield	Name	Applications	Services	Status	Actions
	Biscotti Translations	Not Applicable ...	Translation	Self-Reporting Complete	<a href="#">SCHEDULE ASSESSMENT</a> <a href="#">VIEW QUESTIONNAIRE</a> <a href="#">GENERATE BLUE SHIELD REPORT</a>



If you hover over the Blue Shield, you can see the expiration date (one year after completion).

Click to generate then download the Questionnaire answers (PDF).



# V5.1 & 5.2 TPN Best Practices Questionnaire

If your answers meet all the Best Practice requirements, the screen will turn green when you click **Save and Continue** to illustrate that the answer meets the Best Practices.

**Do you have a formal, documented Information Security Management System (ISMS), which includes the following?** ✔

Select which of the below apply:  
If ALL requirements are met: choose Fully Implemented and upload relevant evidence  
If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence  
If NONE of the requirements are met: choose Not Implemented and provide additional details  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

- Fully Implemented
- Overseen by leadership of your organization
- Regular reviews of your ISMS
- Reviews upon key changes
- Control Framework
- Governance, Risk, and Compliance (GRC)
- Not Implemented
- Not Applicable

Provide additional details here:

Last Updated By Connor Gartner 03/10/2023 13:30

Each question provides these prompts to assist you.

Each question has an "additional details" box for you to provide context regarding your response (optional).

Please pay attention to the box prompt as some questions may have a particular type of evidence to be provided.

You can attach multiple files of supporting evidence against each question.

A full audit log of all changes are kept, and the last user who modified this response will always be shown with a time and date stamp.

**Tip:** Including details and context in the "additional details" text box can be helpful to the Content Owners. If you proceed with a TPN Assessment, this info can also make for a smoother and more efficient process.


Additional details can include an explanation of what is/isn't implemented or not applicable, other compensating controls in place, what evidence is uploaded, etc.



# **Service Provider: Scheduling a TPN Assessment**

# Service Provider – Site/App Assessment Scheduling

TPN Service Provider Profile



TPN Service Provider

Address:  
1234 Service Provider Way  
Los Angeles, CA 99999

+1 (555) 555-5555  
SPTest.com

Annual Gross Revenue: \$200M+  
Employee Count: 21 or more employees


Billing Address:  
TPN Service Provider  
1234 Service Provider Way  
Los Angeles, CA 99999  
US  
+1 (555) 555-5555

Primary Contact: \*\*\*

Billing Customer ID: TPP00125  
Billing PO Number: 123456  
VAT Number: 55555

> Services (12) [+ SERVICE](#)

▼ Sites (3) [+ SITE](#)

Shield	Name	Applications	Services	Status	Actions
	Blue Shield - London	<a href="#">Custom TPN Application</a>	<a href="#">Music Composition</a> <a href="#">Music Editing</a> <a href="#">Music Recording</a>	Self-Reporting Complete	<a href="#">QUESTIONNAIRES</a> ▼ <a href="#">SCHEDULE ASSESSMENT</a> <a href="#">GENERATE BLUE SHIELD REPORT</a>

After you have **completed and submitted** your TPN Best Practices Questionnaire your TPN Shield status turns to **Blue** in your profile and you are able to download the Blue Shield logo for your **promotional use by clicking on the logo** and also schedule a TPN Gold Assessment.

Clicking on **Schedule Assessment** will allow you to send a request to your selected TPN accredited Assessor who will perform the assessment.

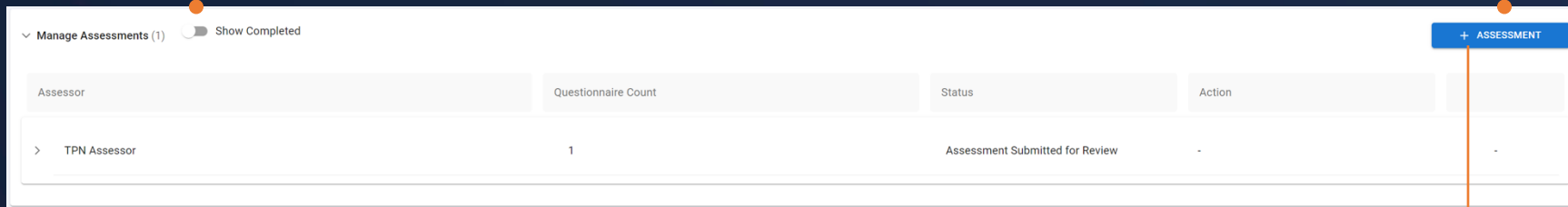
We recommend that you negotiate cost and terms directly with the 3rd party TPN accredited Assessor prior to scheduling an assessment on TPN+. **Once the Assessor accepts the request, their 15-business day SLA begins.**

If your Blue Shield expires before an Assessor accepts the Assessment request, a new Questionnaire must be completed before a new Assessment request is created.

# Service Provider – Site/App Assessment Scheduling

By clicking **+Assessment** in your profile section, you can also schedule an assessment request from the Manage Assessments section.

Allows completed assessments to be filtered out of view



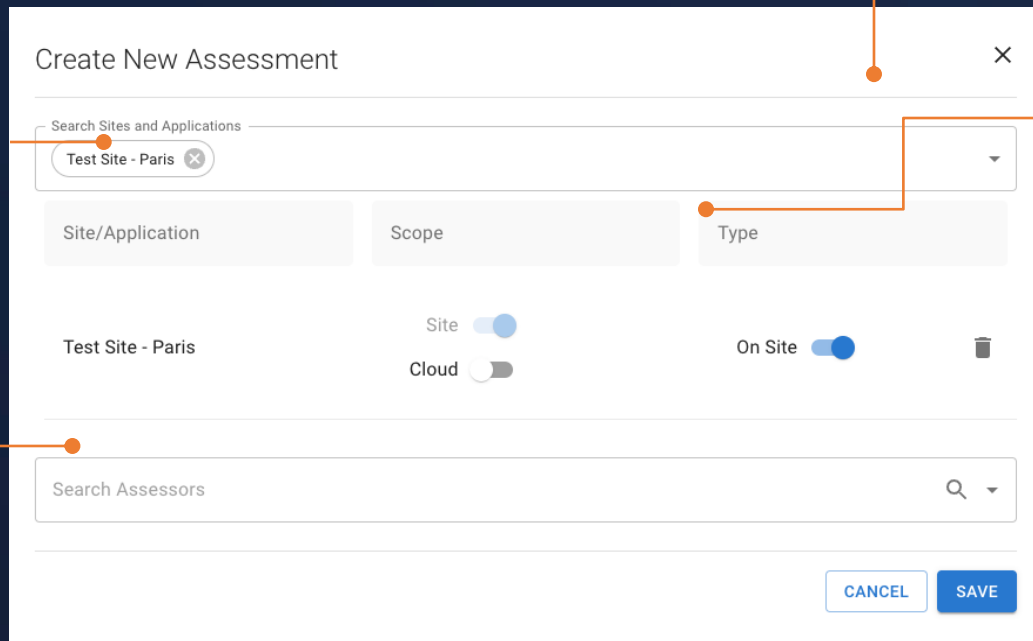
Assessor	Questionnaire Count	Status	Action
> TPN Assessor	1	Assessment Submitted for Review	-

Manage Assessments (1)  Show Completed

+ ASSESSMENT

**Scope:** An assessment scope can be on-prem and/or cloud depending on scope. Site and/or Cloud toggles are auto-populated based on how you answer the Environments question in your Scoping Baseline questionnaire. If this needs to be changed, go to the Baseline via the Questionnaires dropdown to edit this answer.

Choose the Site or App to be assessed.



Create New Assessment

Search Sites and Applications

Test Site - Paris

Site/Application Scope Type

Test Site - Paris Site  Cloud  On Site

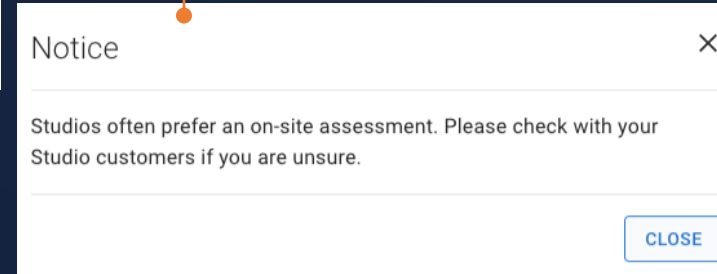
Search Assessors

CANCEL SAVE

**Type:** Defines if the actual 3<sup>rd</sup> party assessment is on-site or remote. Default is on-site, which is often preferred by Content Owners. Check with your customers to be sure.

In the “Search Assessors” search field, start typing the name of the Assessor you would like to perform the TPN assessment, then select when it populates and click **Save**.

Once you have assigned an Assessment to a TPN Assessor, they can view your baseline and TPN Questionnaire answers, to help determine the scope of the assessment.



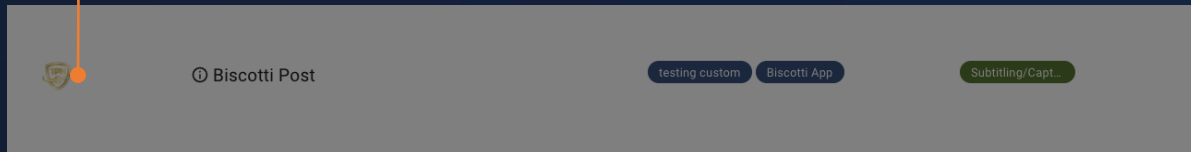
Notice

Studios often prefer an on-site assessment. Please check with your Studio customers if you are unsure.

CLOSE

# Service Provider – Viewing Assessment Details

By clicking anywhere in the Site/App row, you can open the side panel which shows the site/app details including the phase, scope, and type of Questionnaire or Assessment.

A screenshot of the 'Site Details' side panel. The panel is titled 'Site Details' and has a close button (X) in the top right corner. It contains the following information:

- Site Information:** Biscotti Post, 123 Main St., Small Town, United States 99999, Small Town, United States 99999, Melody Giambastiani, melody\_giambastiani+sp@motionpictures.org.
- Applications:** Biscotti App, testing custom.
- Services:** Subtitling/Captioning.
- Questionnaires:** A list with one entry: 'Questionnaire v5.3' with status 'Assessment Complete Pending Remediation Plan'. It shows two counts of '4' (one in a red circle, one in a yellow circle). To the right are buttons for '+ NEW QUESTIONNAIRE', 'QUESTIONNAIRES', and 'GENERATE REPORT'. Below this are toggle switches for 'Scope' (Site, Cloud) and 'Type' (On Site).
- Certificates:** ISO/IEC 27001: 2013, 08/16/2027, with a green checkmark icon.

A close-up of the 'NEW QUESTIONNAIRE' button and the message 'No new Questionnaires'. The button is blue with a white plus sign and the text '+ NEW QUESTIONNAIRE'. Below it, the text 'No new Questionnaires' is displayed in a light grey box.

You cannot add a new Questionnaire unless your current Questionnaire is expired (one year) or will expire in the next three months.

# Service Provider: Pre-Assessment

# Pre-Assessment

Your selected **Assessor** will have access to your baseline and questionnaire answers. They must accept your assessment request in their own TPN+ profile.

They also have an **Assessor Summary** box where they can add an overview summary and/or additional context outside of specific control findings. They can access and edit the text at any time during the assessment process. Once the assessment is complete, this will show in a new "Assessor Summary" section at the top of the PDF assessment report.

View of **Assessor** profile:

The screenshot shows a 'Manage Assessments' interface with a table of assessment requests. The top row shows an 'Assessment In Progress' for 'Melody Service Provider' with a 'QUESTIONNAIRES' dropdown menu. The second row shows an 'Assessment Assigned' for 'Melody Service Provider' with 'ACCEPT' and 'REJECT' buttons. Below the table is a detailed view of the 'Assessment Assigned' row, showing 'Baseline Spaceline' as the name, 'Site' and 'Cloud' as scope options, and 'On Site' as the type. The status is 'Assessment Assigned' and the actions include 'QUESTIONNAIRES' and 'GENERATE BLUE SHIELD REPORT'.

Note that once the **Assessor** clicks **ACCEPT** this starts the 15-business day turnaround SLA.

If the Assessor rejects your assessment request, you will be notified. You can then reassign as shown in the **Service Provider** profile view here.

The screenshot shows a 'Manage Assessments' interface with a table of assessment requests. The top row shows a 'Rejected by Assessor' for 'Sami Assessor' with a 'REASSIGN' button. The interface includes a '+ ASSESSMENT' button in the top right corner.

# Pre-Assessment

View of **Assessor** profile:

The screenshot shows a user interface for an Assessor profile. At the top, it displays 'Melody Service Provider' with a dropdown arrow, the number '1', 'Pre-Assessment In Progress', and an 'ASSESSOR SUMMARY' button. Below this is a table with the following columns: Type, Name, Scope, Type, Status, and Actions. The table contains one row for 'TPN Cloud Services App'. The 'Scope' column has two toggle switches: 'Site' (turned on) and 'Cloud' (turned off). The 'Type' column has an 'On Site' toggle switch (turned off). The 'Status' column shows 'Date Accepted: 08/24/2023' and 'Pre-Assessment In Progress'. The 'Actions' column has a 'QUESTIONNAIRES' dropdown menu that is open, showing 'QUESTIONNAIRE OPTIONS' with two items: 'Scoping Baseline' and 'Review and Comment'. An orange arrow points from the 'Review and Comment' option to the text below.

Once accepted, the **Assessor** will click **Review and Comment** to start the Pre-assessment phase where you and your selected Assessor can collaborate and review your questionnaire answers, evidence and other information such as non-TPN certs.

During the pre-assessment phase you can update your Questionnaire answers and upload evidence prior to beginning the formal assessment.

You can manage all pre-assessment and assessment activity in the **Manage Assessments** section in your profile.

Note that the pre-assessment phase is part of the 15-business day turnaround SLA.

# Pre-Assessment - Commenting

TPN Best Practices Questionnaire for Paris Facility [BACK TO COMPANY DETAILS](#)

## TPN Best Practices Questionnaire

### OR-1.0 Information Security Management System

Best Practice:  
Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS), which is approved by leadership of the organization, to include the following:...

[Show More](#)

**Do you have a formal, documented Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), which includes the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

- If you have implemented a Compensating Control, choose C/C for each line and provide additional details.
- For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.
- For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.

If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your ISMS, ISM, or ISP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Updated upon key changes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Approved by leadership of your organization
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Control Framework
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governance, Risk, and Compliance (GRC)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details [?](#)

COMMENTS (1)

ATTACHMENTS (0)

SAVE AND CONTINUE >

last Updated By sami test 01/17/2025 14:26

Current Step: Pre-Assessment In Progress

Current Best Practice: Information Security Management System

Certifications: ISO 27002-2022 End Date: 03/10/2024

[UPLOAD CERTIFICATION](#)

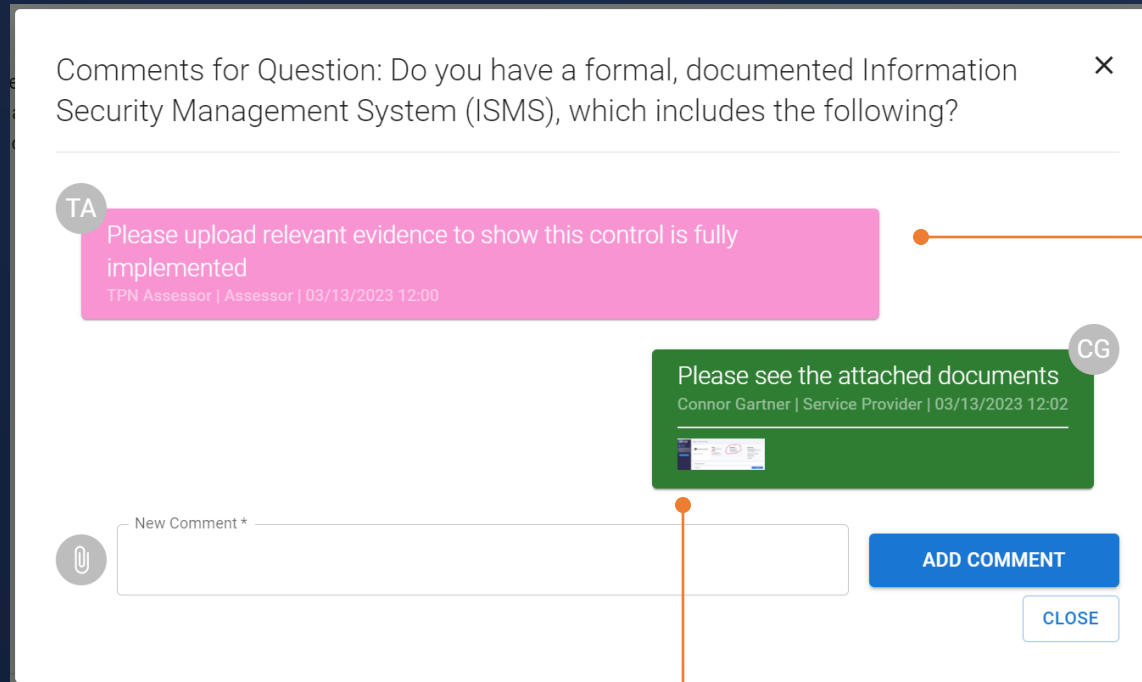
Legend

- Best Practice Question
- Unanswered Question
- Answered
- Satisfied by Certificate
- For Review
- Question Visible Due to Logic
- Question has Comments

To begin or continue a dialogue with the Assessor during pre-assessment or the assessment phase, click the **Comments** button.



## Pre-Assessment - Commenting



During Pre-Assessment, the Assessor may contact you via the **Comments** button to request additional information.

Once the full assessment phase begins, the ability to provide additional evidence or modify your responses to the best practices is no longer available.

After the assessment is completed, any remediation details and files can be added in the remediation plans.

You can provide responses and upload requested documents within the **Comments** window.

# Recent Activity Notifications

When any change is made during the assessment process, a notification will appear on the profile to notify that there have been changes since the questionnaire was last opened.

The screenshot shows a user profile interface. At the top left, there is a dropdown menu with a bell icon and the text 'Example'. To the right of this is the number '1' and the status 'Assessing'. Below this is a table with the following columns: Type, Name, Scope, Type, Status, and Actions. The first row of the table contains the following data: 'Site' under Type, 'New York Example Site' under Name, 'Site' (with a toggle switch) and 'Cloud' (with a toggle switch) under Scope, 'On Site' (with a toggle switch) under Type, 'Pre-Assessment In Progress' under Status (with a notification bell icon), and two buttons: 'REVIEW AND COMMENT' and 'BEGIN ASSESSMENT' under Actions.

Type	Name	Scope	Type	Status	Actions
Site	New York Example Site	Site <input checked="" type="checkbox"/> Cloud <input type="checkbox"/>	On Site <input checked="" type="checkbox"/>	Pre-Assessment In Progress	<a href="#">REVIEW AND COMMENT</a> <a href="#">BEGIN ASSESSMENT</a>

# Recent Activity Notifications

TPN Best Practices Questionnaire for Paris Facility [BACK TO COMPANY DETAILS](#)

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## TPN Best Practices Questionnaire

OR-1.0 Information Security Management System

Best Practices:  
Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS) or Information Security Manual (ISM), which is approved by leadership of the organization, to ...

[Show More](#)

**Do you have a formal, documented Information Security Management System (ISMS) or Information Security Manual (ISM), which includes the following?**

Select which of the below apply:  
If ALL requirements are met: choose Fully Implemented and upload relevant evidence  
If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence  
If NONE of the requirements are met: choose Not Implemented and provide additional details  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

- Fully Implemented
- Overseen by leadership of your organization
- Regular reviews of your ISMS
- Reviews upon key changes
- Control Framework
- Governance, Risk, and Compliance (GRC)
- Not Implemented
- Not Applicable

Provide additional details here:

[ASSESSORS FINDINGS](#) [COMMENTS \(2\)](#) [ATTACHMENTS \(0\)](#)

Last Updated By Melody Giambastiani 08/24/2023 13:32

### Recent Activity

Since Last view of Assessment

OR-1.0 Information Security Management System  
Do you have a formal, documented Information Security Management System (ISMS) or Informatio...  
[| Comment |](#)

Current Step: Assessment In Progress

View 2 Controls in Remediation

Current Best Practice: Information Security Management System

### Legend

- Best Practice Question**
- Unassessed Question
- Assessor Reviewed
- Remediation
- Remediation: Content Owner Priority
- Remediation Complete
- Question Visible Due to Logic
- Question has Comments

The recent activity section displays a list of all questions that have updated information since the questionnaire was last opened.

Under each question will be a list of items that have changed so you can easily identify what to look for when reviewing.

# Service Provider: Assessment

# Service Provider – Assessment

After the Assessor completes Pre-Assessment and moves to the **Assessment** phase, you are no longer able to update your answers or upload any documentation.

You are able to continue communicating with the Assessor through the Comments function if needed.

After the assessment is completed, any remediation details and files can be added in the remediation plans.

The Assessor will click the **Assess** Button to open the **Assessor Findings Window**.

The **Assessor** will select the appropriate response related to the Site or Application being assessed and add **Finding** comments.

TPN Best Practices Questionnaire for Melody Main Street [BACK TO COMPANY DETAILS](#) [SUBMIT ASSESSMENT](#)

## TPN Best Practices Questionnaire

OP-1.0 Receiving  
BEST PRACTICE:  
Establish and regularly review a Receiving process for physical client assets, to include maintaining a receiving log to be filled out by ...  
[Show More](#)

**Do you have a Receiving process for physical client assets, which includes the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

- If you have implemented a Compensating Control, choose C/C for each line and provide additional details.
- For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.
- For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.

If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A		Additional Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Regular reviews of your process	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Maintenance of a receiving log to be filled out by designated personnel upon receipt of deliveries	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable	

[COMMENTS \(0\)](#) [ATTACHMENTS \(0\)](#)

[ASSESS](#)

Last Updated By sami test 01/15/2025 11:24

Current Step: Assessment In Progress 0/42

Control in Remediation: View 1

[FILTERS](#)

CR-3.4 Contracts & Service Level Agreements

Current Best Practice: Receiving

- OR: Organizational Security
- OP: Operational Security
  - 1. Logistics
  - 0. Receiving** 0/1
  - 2. Shipping 0/1
  - 2. Policies & Procedures
  - 3. Asset Management
- PS: Physical Security
- TS: Technical Security

Certifications: End Date:  
Q: ISO/IEC 27001: 2013 01/15/2026

Legend

- Best Practice Question
- Unassessed Question
- Assessor Reviewed
- Remediation: Awaiting Plan
- Remediation: Content Owner Priority
- Remediation: Plan - Will Later/Will Not
- Remediation: Complete
- Question Visible Due to Logic
- Question has Comments

**Assessor Finding for Do you have a Receiving process for physical client assets, which includes the following?**

Fully Implemented

Partially Implemented

Not Implemented

Not Applicable

Finding is required

Assessor Finding \*

[CANCEL](#) [SAVE FINDINGS](#)

Last Updated By sami test 01/15/2025 11:24

# Service Provider – Assessment

The Assessor will complete the selections for Best Practice and Additional Recommendations as follows:

When **Fully Implemented** is selected no additional info is required and the answer will be marked green. Assessor will include findings on how their response was validated and what evidence was observed to validate

When **Partially** or **Not Implemented** is selected, and findings are provided in the comment box the Questionnaire answer will be marked red for Remediation. Compensating controls should also be included in the comment box as applicable

If **Not Applicable** was selected by you and the Assessor disagrees, they will select **Not Implemented**, add comments and the answer will be marked red for Remediation

Selections reflect Service Provider Questionnaire answers.

The red screen status shows because of the Assessor's Finding, the item has now been placed in a remediation state.

**Do you have a formal Business Continuity Plan (BCP) and policy, which include the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
• If you have implemented a Compensating Control, choose C/C for each line and provide additional details.  
• For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.  
• For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your policy and plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team responsible for developing and maintaining the Business Continuity Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Define threats to critical assets, locations, infrastructure, and business operations (e.g., loss of power or communications, systems failure, natural disasters, pandemics, breach, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include Incident Response as part of the Business Continuity Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details

ASSESSORS FINDINGS COMMENTS (0) ATTACHMENTS (0)

REMEDiate

Last Updated By SAMI ASSESSOR 01/13/2025 10:58

Assessor Finding for Do you have a Receiving process for physical client assets, which includes the following?

Fully Implemented  
 Partially Implemented  
 Not Implemented  
 Not Applicable

Finding is required

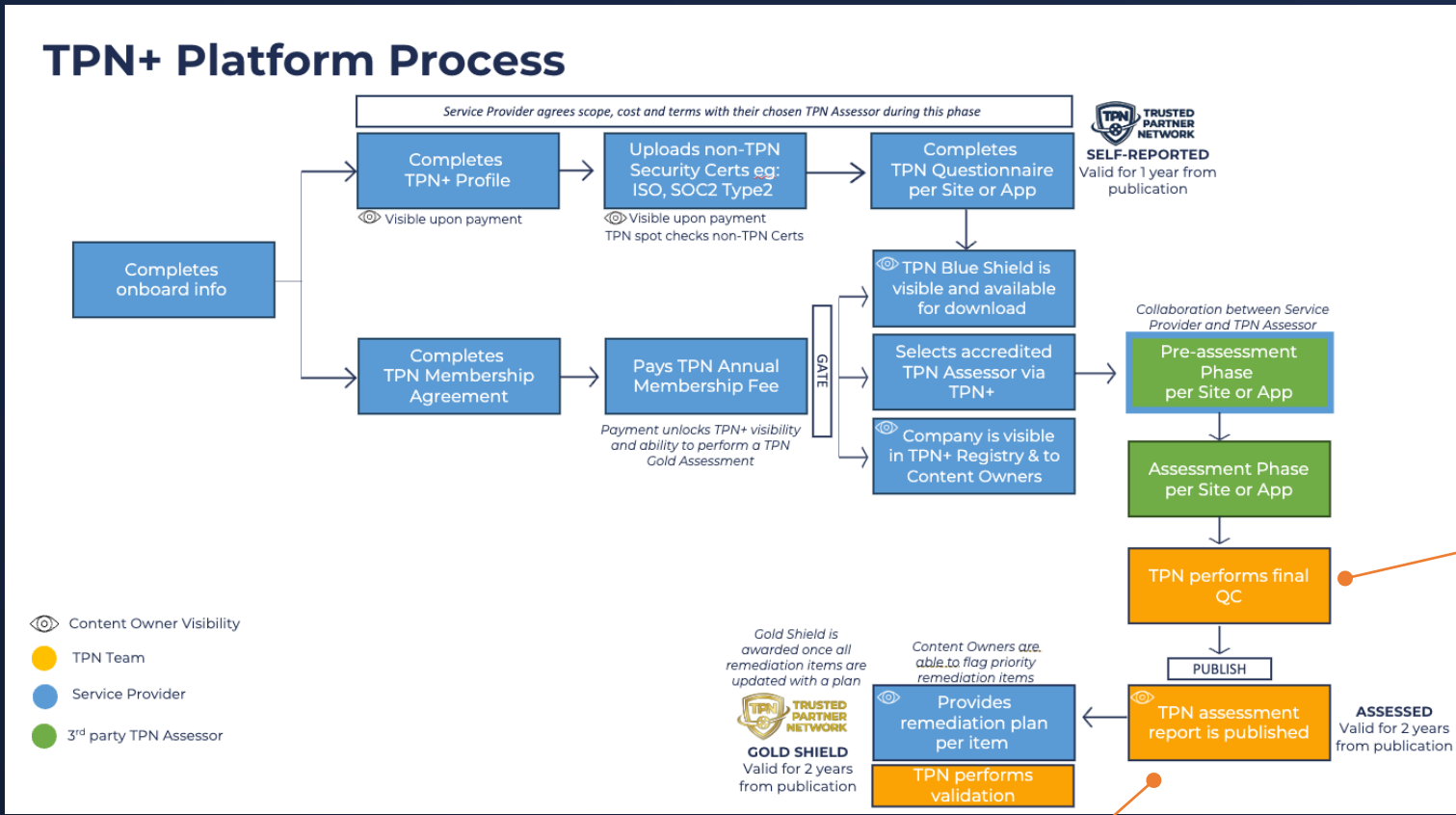
Assessor Finding \*

Please upload evidence

CANCEL SAVE FINDING

The Assessor Findings selection and text for anything **Partially** or **Not Implemented** will show up in the final assessment report.

# Service Provider – Completed Assessment



The Assessor submits the completed assessment to TPN for review. If TPN has questions, they will contact you or the Assessor via TPN+ comments for information.

QUESTIONNAIRES ▾

GENERATE REPORT

QUESTIONNAIRES ▾

QUESTIONNAIRE OPTIONS

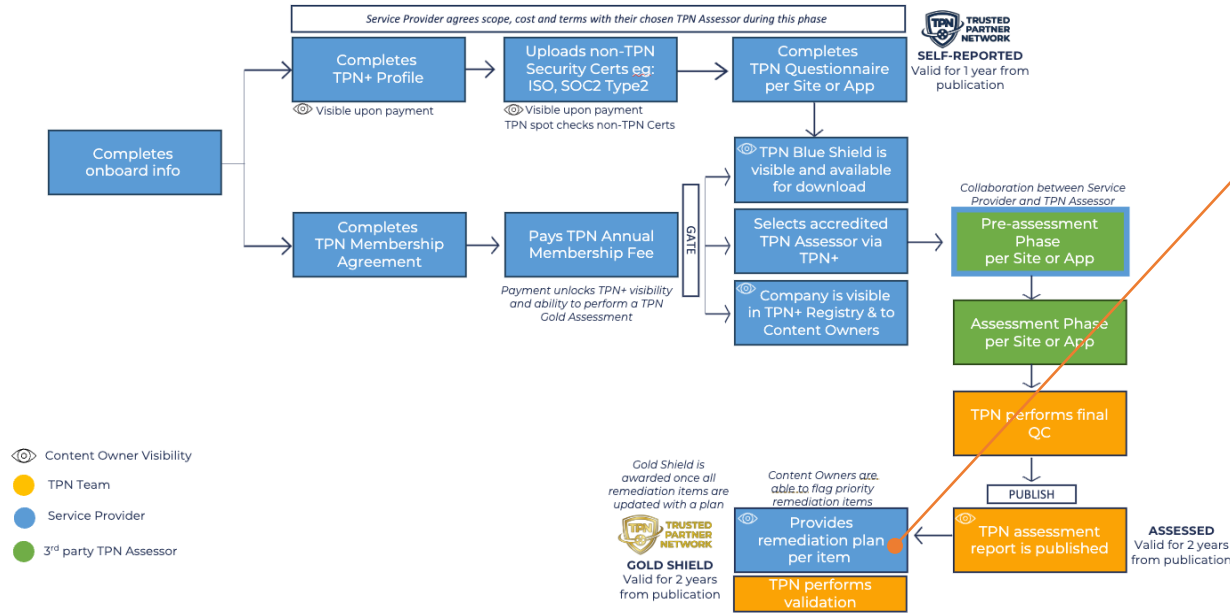
- Scoping Baseline
- Remediate

Once the assessment has been completed by TPN, the status is changed to **Assessment Complete Pending Remediation**.

Now, the Assessment report can be generated and downloaded, and the Service Provider can add Remediation plans with comments and dates to the remediation items.

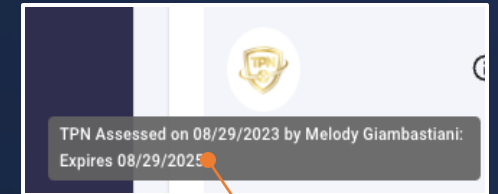
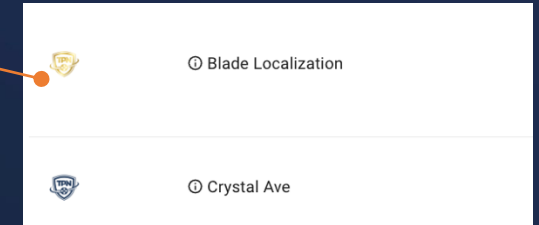
# Service Provider – Completed Assessment

## TPN+ Platform Process

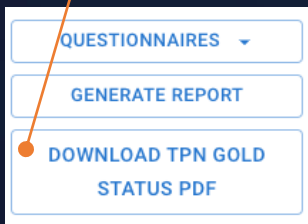


After the remediation plans are entered, the **TPN Gold Shield** is awarded to the Site or Application.

In your profile, you are now able to click on the **Gold Shield icon** to download a copy of the Gold Shield for your promotional use.



You can also download and print a PDF document to confirm the completion of your TPN Gold Assessment. It includes the completion and expiration dates, along with the Site address or Application version that was assessed.



## TRUSTED PARTNER NETWORK

### TPN Gold Shield Status



If you hover over the Gold Shield, you can see the expiration date (two years after completion).


The TPN Gold Shield recognizes your commitment to security preparedness. It is not an approval or pass/fail status.



# Service Provider: Remediation Management

# Remediation Management

TPN Service Provider Profile



TPN Service Provider

Address: 1234 Service Provider Way, Los Angeles, CA 99999

Billing Address: TPN Service Provider, 1234 Service Provider Way, Los Angeles, CA 99999, US




Primary Contact: [Redacted]

+1 (555) 555-5555, SPTest.com

Annual Gross Revenue: \$200M+, Employee Count: 21 or more employees

Billing Customer ID: TPP00125, Billing PO Number: 123456, VAT Number: 55555

▼ Sites (8)

Shield	Name	Applications	Services	Status	Actions
	Baseline Spaceline	-	Translation	Assessment Assigned	QUESTIONNAIRES GENERATE BLUE SHIELD REPORT
	Biscotti Dubbing	Not Implement...	Dubbing	Assessment In Progress	QUESTIONNAIRE VIEW AND COMMENT GENERATE BLUE SHIELD REPORT
	Biscotti Post	Biscotti App, testing custom	Subtitling/Capt...	Assessment Complete Pending Remediation 62 65	QUESTIONNAIRES QUESTIONNAIRE OPTIONS Scoping Baseline Remediate

Site Details

Biscotti Post  
123 Main St.  
Small Town, United States 99999  
Small Town, United States 99999  
Melody Giambastiani  
melody\_giambastiani+sp@motionpictures.org

Applications  
Biscotti App, testing custom

Services  
Subtitling/Captioning

Questionnaires  
+ NEW QUESTIONNAIRE

Questionnaire v5.3  
Assessment Complete Pending Remediation Plan  
4 4

Scope  
Site, Cloud

Type  
On Site

QUESTIONNAIRE OPTIONS  
Scoping Baseline  
Remediate

In your TPN+ Profile, these symbols indicate the **number** of remediation items that need your attention. **Red** represents **Best Practice** items and **Yellow** represents **Additional Recommendations** items that are unresolved.

Click **REMEDiate** from the **Questionnaires** dropdown in the profile row or the side panel to address remediation items. Once all remediation plans have been entered, this dropdown option will revert to the Best Practices Questionnaire.

# Remediation Management

75

## TPN Best Practices Questionnaire

REMEDATION DASHBOARD

Current Step: Assessment Completed Pending Remediation Plan

### OR-1.2 Business Continuity Plan

BEST PRACTICES:  
Establish and regularly review a formal Business Continuity Plan (BCP) and policy, to include the following...

▼ Show More

**Do you have a formal Business Continuity Plan (BCP) and policy, which include the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

- If you have implemented a Compensating Control, choose C/C for each line and provide additional details.
- For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.
- For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.

If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your policy and plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team responsible for developing and maintaining the Business Continuity Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Define threats to critical assets, locations, infrastructure, and business operations (e.g., loss of power or communications, systems failure, natural disasters, pandemics, breach, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include Incident Response as part of the Business Continuity Plan
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details

ASSESSORS FINDINGS COMMENTS (0) ATTACHMENTS (0)

REMEDiate

Last Updated By SAMI ASSESSOR 01/13/2025 10:58

Does your Business Continuity Plan (BCP) include the following?

Controls in Remediation: View 4

FILTERS

- OR-1.0 Information Security Management
- OR-1.1 Acceptable Use Policy
- OR-1.2 Business Continuity Plan**
- OR-1.3 Disaster Recovery Plan

Current Best Practice: Business Continuity Plan

Legend

- Best Practice Question
- Unassessed Question
- Assessor Reviewed
- Remediation: Awaiting Plan
- Remediation: Content Owner Priority
- Remediation: Plan - Will Later/Will Not
- Remediation: Complete
- Question Visible Due to Logic
- Question has Comments

Using this navigation bar gives a quick reference to all the items that are marked for remediation.

Items marked as a priority from Content Owners will be denoted by the purple color.

Only items marked as "remediated" are closed and removed from the sidebar. This change allows Service Providers who plan to remediate later or have selected "will not remediate" to view their items as needed - and allows Content Owners to see what isn't implemented (for their independent risk-based decisions). This does not prevent the Service Provider from obtaining the Gold Shield.

# Remediation Management

## TPN Best Practices Questionnaire

REMEDIATION DASHBOARD

Current Step: Assessment Completed Pending Remediation Plan

### OR-1.2 Business Continuity Plan

BEST PRACTICES:  
Establish and regularly review a formal Business Continuity Plan (BCP) and policy, to include the following:...

**Do you have a formal Business Continuity Plan (BCP) and policy, which include the following?**

Select which of the below apply:  
If ALL components are met: choose Fully Implemented and upload relevant evidence.  
If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.  
If NONE of the components are met: choose Not Implemented and provide additional details.  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your policy and plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Team responsible for developing and m Plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Define threats to critical assets, location operations (e.g., loss of power or comm disasters, pandemics, breach, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Include Incident Response as part of the
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Does your Business Continuity Plan (BCP) include t

### Remediation Filters

QUESTION TYPE	PLAN STATUS	VALIDATION STATUS	PLAN DUE DATE
Best Practice	Remediated	Rejected	Past Due
Additional Recommendation	Will Remediate Later		
	Will not Remediate		
	<b>Not Started</b>		

Show Remediations where Plan Status is **Not Started**.

CLEAR ALL FILTERS APPLY

Clicking the Filter button will open filtering options to select regarding question type, plan status, validation status and/or plan due date.

For example, clicking Not Started will show where you still need to add a remediation plan.

# Remediation Management

Content Owners can mark remediation findings as a priority.

When they are denoted as a priority, those remediation questions turn purple to be easily identified

TPN Best Practices Questionnaire for Service Provider Test [BACK TO COMPANY DETAILS](#)

### TPN Best Practices Questionnaire

**OR-1.-1 Incident Management**  
Best Practice:  
Establish and regularly review a formal Incident Management process, which covers both IT and content incidents/events, to include the following: ...  
[Show More](#)

**Do you have a formal Incident Response process, which includes the following?**

Select which of the below apply:  
If ALL requirements are met: choose Fully Implemented and upload relevant evidence  
If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence  
If NONE of the requirements are met: choose Not Implemented and provide additional details  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

- Fully Implemented
- Regular reviews of your process
- IT incidents/events
- Content incidents/events
- Detection
- Notification/Escalation
- Response
- Evidence/Forensics
- Analysis
- Remediation
- Reporting and Metrics
- Not Implemented
- Not Applicable

Provide additional details here:

[ASSESSORS FINDINGS](#) [COMMENTS \(1\)](#) [ATTACHMENTS \(0\)](#)

[REMEDiate](#)

Last Updated By Terri Dav 02/15/2023 10:21

Does your Incident Management process include the following?

# Remediation Management

Clicking **Assessor Findings** brings up a window displaying the findings and the Assessor's related comments.

TPN Best Practices Questionnaire for Service Provider Test [BACK TO COMPANY DETAILS](#)

### TPN Best Practices Questionnaire

OR-1.-1 Risk Management Program  
Best Practice:  
Establish a formal, documented security Risk Management Program, to include the following:...

**Do you have a formal, documented security Risk Management Program, which includes the following?**

Does your security Risk Management program include the following?

Select which of the below apply:  
If ALL requirements are met: choose Fully Implemented and upload relevant evidence  
If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence  
If NONE of the requirements are met: choose Not Implemented and provide additional details  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

- Fully Implemented
- Clearly defined scope for the security risk assessment and modified as necessary
- A systematic approach that uses likelihood of risk occurrence, impact to business objectives/content protection, and asset classification for assigning priority (e.g. Business Impact Assessment (BIA))
- Risks identification ties into the Business Continuity (BCP) and Disaster Recovery (DR) Plans
- Inclusion of risks to cloud infrastructure
- Regular meetings with management and key stakeholders to identify and document risks
- A formal exception policy
- Maintained documentation of a Threat Modeling and Analysis process
- Documentation of risks associated with WFH/remote access regarding content workflow
- Leveraged NISTIR 8286, FAIR frameworks, or ISO 3100:2018
- Not Implemented
- Not Applicable

Provide additional details here:

[ASSESSORS FINDINGS](#) [COMMENTS \(0\)](#) [ATTACHMENTS \(0\)](#)

[REMEDiate](#)

Assessor Finding for Do you have a formal Business Continuity Plan (BCP) and policy, whi

- Fully Implemented
- Partially Implemented
- Not Implemented
- Not Applicable

Finding is required

Assessor Finding \*

Not implemented

[CLOSE](#)

When ready to respond to a remediation, click this button.

# Remediation Management

For each component of a control, you are required to provide an update using one of the three selections on this screen.

**Will not Remediate** requires comments to be added.

**Will Remediate Later** requires a target date by which the finding will be remediated, and comments outlining the plan.

When either of these options are chosen, the question will turn **yellow** to indicate that the Remediation plan for this item is complete.

Remediate Does your Acceptable Use Policy (AUP) include the following? ✕

**Remediation 1/2** !

Acceptable uses of technologies

Will not Remediate

Will Remediate Later

Remediated

Remediation Date \*  
01/14/2025 📅

Reason for Not Remediating  
Other (Please Specify) ▼

Additional Details \*

Types of Evidence: Agreements (Contract, Confidentiality, Non-Disclosure, Service Level, Privacy)  
Accepted file types: JPG, PNG, JPEG, GIF, PDF, DOCX, and XLSX. Maximum size: 50MB.

Upload or Drop file(s) here

< PREVIOUS NEXT >

CANCEL UPDATE REMEDIATION

**Do you have a formal, documented Information Security Management System (ISMS), which includes the following?**

Select which of the below apply:  
If ALL requirements are met: choose Fully Implemented and upload relevant evidence  
If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence  
If NONE of the requirements are met: choose Not Implemented and provide additional details  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

Fully Implemented

Overseen by leadership of your organization

Regular reviews of your ISMS

Reviews upon key changes

Control Framework

Governance, Risk, and Compliance (GRC)

Not Implemented

Not Applicable

Provide additional details here:

ASSESSORS FINDINGS COMMENTS (1) ATTACHMENTS (0)

✓ UPDATE REMEDIATION

Last Updated By TPN Admin 53 02/04/2023 13:18

When **Remediated** is chosen you will be provided areas for more information to be added.

We recommend that you use TPN+ to share evidence of remediation.

Please use the comment box to describe the intended plan to remediate, or the actual action taken.

# Remediation Management

The screenshot displays a web form for remediation management. At the top, a grey overlay box reads "Status: Incomplete". Below it, a white box contains the text: "Remediate Does your Remediation 1 requires Additional Details Remediation 2 requires a Reason for Not Remediating". The form itself is titled "Remediate Does your Remediation 1/2" and features a red exclamation mark icon. It includes three radio button options: "Will not Remediate" (selected), "Will Remediate Later", and "Remediated". A "Remediation Date" field is set to "01/14/2025". A dropdown menu for "Reason for Not Remediating" is set to "Other (Please Specify)". A large text area for "Additional Details" is currently empty. Below this, there is a section for "Types of Evidence" with a list of categories and a note on accepted file types (JPG, PNG, JPEG, GIF, PDF, DOCX, and XLSX, max 50MB). A dashed box indicates where to "Upload or Drop file(s) here". At the bottom, there are navigation buttons: "< PREVIOUS", "NEXT >", "CANCEL", and "UPDATE REMEDIATION".

Please note that following the assessment completion date, you are strongly encouraged to either remediate or provide a remediation plan within 3 business days.

Gold Shields will NOT be awarded unless a remediation plan has been completed for the site or application being assessed.

To see what actions are needed to complete this screen, hover over the exclamation mark icon.

The remediation plans will not be considered complete until each component has the required plan information entered.

Click the Next or Previous buttons to navigate through the components that require remediation plans. Click Update Remediation at any time to save your selections.



# Remediation Management

If the Assessor selected **Partially Implemented**, you can click the Details button to open a pop-up for their selections per component.

Any components with **Compensating Controls** or **Not Implemented** require remediation plans, which is indicated by the red **R** bubble.

The screenshot displays a web interface for remediation management. The main window is titled "Assessor Finding for Does your Acceptable Use Policy (AUP) include the following?". It features four radio button options: "Fully Implemented", "Partially Implemented" (which is selected and has a "Details" button next to it), "Not Implemented", and "Not Applicable". Below these options, there is a section for "Assessor Finding" with a list of items: "List of products approved by the organization", "Acceptable uses of technologies", and "Use of dedicated, company administered accounts for marketing and communication purposes". A modal dialog box titled "Partially Implemented Assessor Findings" is open in the foreground, showing a table with columns for "YES", "C/C", "N/I", and "N/A". The "List of products approved by the organization" row has the "YES" column selected. The "Acceptable uses of technologies" row has the "C/C" column selected and a red "R" bubble to its right. The "Use of dedicated, company administered accounts for marketing and communication purposes" row has the "N/I" column selected and a red "R" bubble to its right. A "CANCEL" button is located at the bottom of the dialog box. A "CLOSE" button is visible at the bottom left of the main window.

YES	C/C	N/I	N/A	
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	List of products approved by the organization
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Acceptable uses of technologies <span style="color: red; font-weight: bold;">R</span>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Use of dedicated, company administered accounts for marketing and communication purposes <span style="color: red; font-weight: bold;">R</span>

# Remediation Management

Do you include the following as part of your Information Security Management System (ISMS)? 👁️ ⚠️

Select which of the below apply:  
If ALL requirements are met: choose Fully Implemented and upload relevant evidence  
If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence  
If NONE of the requirements are met: choose Not Implemented and provide additional details  
If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

Fully Implemented

Reference established Information and Content Security frameworks e.g. MPA Best Practices, ISO 27001, NIST 800-53, SANS, CoBIT, CSA, CIS, etc.

Establish an independent team for Information Security, including a Governance Committee, to develop policies addressing threats, incidents, risks, etc.

Organization charts and job descriptions are prepared to facilitate the designation of roles and responsibilities as it pertains to security

Not Implemented

Not Applicable

Provide additional details here:  
Testing: Please review the uploaded evidence

ASSESSORS FINDINGS COMMENTS (0) ATTACHMENTS (0)

UPDATE REMEDIATION

When choosing **Will Remediate Later**, the remediation stays marked as red as it has not been completed. The button changes to **Update Remediation**.

Remediate Do you include the following as part of your Information Security Management System (ISMS)? ✕

Will not Remediate

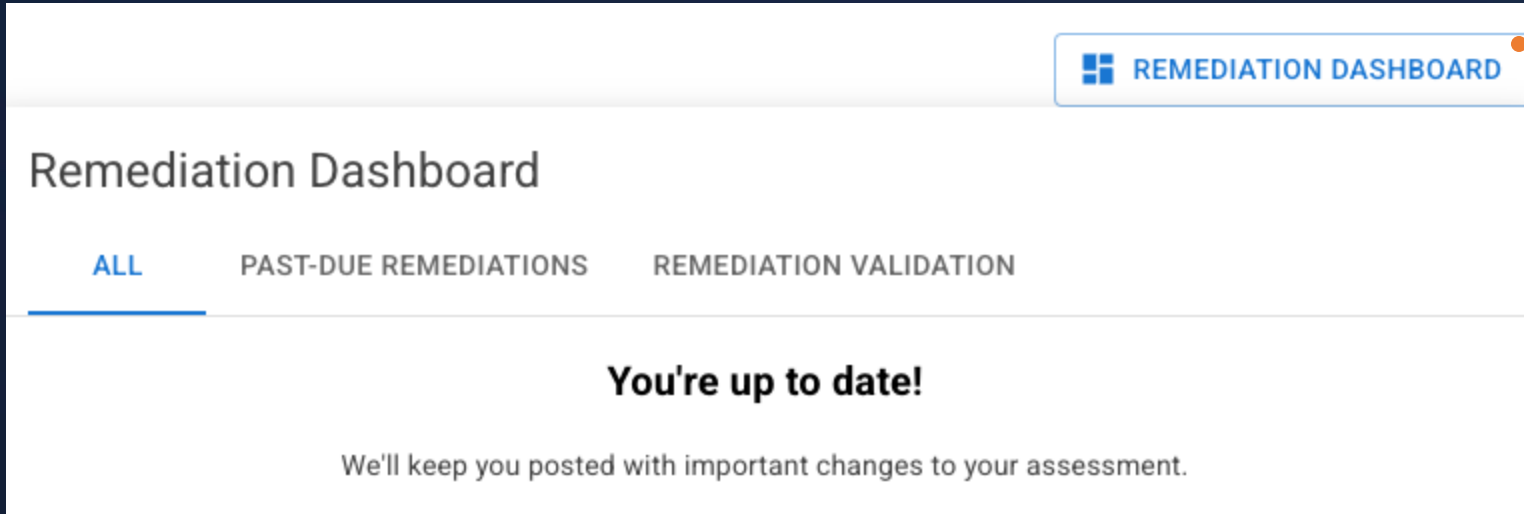
Will Remediate Later

Remediated

Remediation Date  
02/11/2023 📅

Remediation Comment  
Waiting on system to update

CANCEL UPDATE REMEDIATION



Clicking on the Remediation Dashboard button will take you to a screen for remediation management including Remediation Validation.

Any selections and comments by TPN regarding your remediated items are shown in the Remediation Validation tab.

# Service Provider: Generating a Report

# Service Provider – Generate Report

Questionnaires

+ NEW QUESTIONNAIRE

QUESTIONNAIRES ▾

GENERATE REPORT

Questionnaire v5.3

Assessment Complete Pending Remediation

62 65

Scope

Site

Cloud

Type

On Site

Once the assessment has been completed, you can click the **Generate Report** button in the profile row or the side panel to create the **TPN Assessment report**. It is provided as a visually watermarked PDF containing the username/email and date of the download.

TPN Gold Assessment: TPN Service Provider Demo Profile February 06 2024



## GOLD CONTENT SECURITY ASSESSMENT

TPN Service Provider Demo Profile  
Washington DC Office  
1600 I St NW  
Washington, District of Columbia 20006  
United States

Primary Contact Information  
Jim Davis  
terri\_davies+sp@motionpictures.org

Assessment Date: 2023-12-20  
Report Generated: 2024-02-06  
Expiration Date: 2025-12-20  
TPN Assessor: Vince Fusco

TPN Best Practices Questionnaire v5.2

# TPN+ Sample Generated Report Examples

**Overview**

Assessment Scope: Site  
 Assessment Type: On Site  
 Related Facility: UAT 2.6.24  
 Services: Dubbing  
 Number of Employees: 21 to 50 employees  
 Owned Applications: Biscotti App

**Baseline Summary**

**Site and Assessment Information:**  
 Andrew Audio is located in aa and currently has 1 person only with no other employees supporting the main site being assessed. The following services are in scope for this assessment: Mixing, Audio Mixing, Music Composition, Sound Effects / Design.

**Organizational and Employee Information:**  
 At the time of this assessment, Andrew Audio does not support Work From Home or Remote Workers. Andrew Audio does not support a Bring Your Own Device policy. Andrew Audio currently does support Third-Party Service Providers.

**Content Assets and Workflow Information:**  
 At the time of this assessment, Andrew Audio handles the following types of content: Does not handle content with the following Workflow Timeframes: Does not handle content. Andrew Audio Does not handle physical content assets.

**Environments and Facility Information:**  
 At the time of this assessment, Andrew Audio provides services in the following environments: Cloud and does not utilize an owned & operated Data-Center or Co-location facility

**Additional Services Provided:**  
 At the time of this assessment, Andrew Audio does not provide replication services. Andrew Audio does not develop software in-house.

**Assessment Dashboard**

	Best Practice				Additional Recommendation				Legend
	FI	PI	NI	NA	FI	PI	NI	NA	
Security Domains	FI	PI	NI	NA	FI	PI	NI	NA	
Organizational Security	0	0	0	10	0	0	0	0	FI: Fully Implemented
Operational Security	0	0	0	1	0	0	0	0	PI: Partially Implemented
Physical Security	0	0	0	2	0	0	0	1	NI: Not Implemented
Technical Security	0	0	1	34	0	0	0	1	NA: Not Applicable
Totals	0	0	1	47	0	0	0	2	

TPN Gold Assessment: Melody Service Provider August 29 2023

**OR: Organizational Security - Policies & Procedures**  
**1.0 Information Security Management System**

**Best Practices:**  
 Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS) or Information Security Manual (ISM), which is approved by leadership of the organization, to include the following:  
 • Control framework  
 • Governance, Risk, and Compliance (GRC)

**Additional Recommendations:**  
 • Reference established Information and Content Security frameworks (e.g., MPA Best Practices, ISO 27001, NIST 800-53, SANS, CoBIT, CSA, CIS, etc.)  
 • Establish an independent team for Information Security, including a Governance Committee, to develop policies addressing threats, incidents, risks, etc.  
 • Prepare organization charts and job descriptions to facilitate the designation of roles and responsibilities as it pertains to security

**Additional Recommendations**

Do you include the following as part of your Information Security Management System (ISMS) or Information Security Manual (ISM)?

Select which of the below apply:  
 If ALL requirements are met: choose Fully Implemented and upload relevant evidence  
 If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence  
 If NONE of the requirements are met: choose Not Implemented and provide additional details  
 If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

Fully Implemented  
 Reference established Information and Content Security frameworks (e.g., MPA Best Practices, ISO 27001, NIST 800-53, SANS, CoBIT, CSA, CIS, etc.)  
 Establish an independent team for Information Security, including a Governance Committee, to develop policies addressing threats, incidents, risks, etc.  
 Organization charts and job descriptions are prepared to facilitate the designation of roles and responsibilities as it pertains to security  
 Not Implemented  
 Not Applicable

Service Provider Comment: Working to incorporate org charts into this process

**Partially Implemented**

**Assessor Finding:**  
 Agreed, org charts will need to be implemented. Per the ISMS process documentation provided during the assessment, the other controls meet MPA Best Practices.

3 of 22

**Implementation Guidance**

**Do your Background Screening policy and process include the following?**

Select which of the below apply:  
 If ALL requirements are met: choose Fully Implemented and upload relevant evidence  
 If SOME of the requirements are met: choose the line items that are implemented, provide additional details, and upload relevant evidence  
 If NONE of the requirements are met: choose Not Implemented and provide additional details  
 If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details

Fully Implemented  
 Applied to freelancers and temporary workers  
 Use of an accredited background screening company  
 Not Implemented  
 Not Applicable

**Not Implemented**

**Assessor Finding:**  
 Background Screening Policy at [redacted] includes -  
 1.As informed by HR Head, as on date of Assessment there are no freelancers and temporary workers associated with [redacted] for content related processes.  
 2.As understood, [redacted] does not utilise services of a third-party background screening company. Background checks are performed internally by HR Team Lead by contacting the reference and immediate previous employer.

**Service Provider Remediation Plan:**

- Remediation Plan: Will not Remediate
- Remediation Comment: [redacted] does not have any freelancers and temporary workers for content related processes. Hence, control related to freelancers and temporary workers is not applicable to [redacted].

Management has accepted the risk associated with not availing of the services of a third-party background screening company. Background checks are performed internally by HR Team Lead.

# Change Log

## TPN+ v1.1.0 Updates 07/13/2023:

- **Process maps updated**
- **Important note regarding Microsoft Authenticator**
- **User management now includes Consultant toggle option**
- **Updated App Flow**
- **Tip about adding details in Questionnaire**
- **Tip about Not Applicable selection**

## TPN+ v1.1.0 Updates 08/30/2023:

- **Instances of "Implementation Guidance" updated to "Additional Recommendations"**
- **Note regarding Users receiving notifications**
- **Note regarding Legal Contact changes**
- **Note regarding associating Documents to Sites/Services/Applications**
- **Note regarding making evidence files public to Content Owner or private**
- **Note regarding Assessment Company search**

## Change Log (continued)

### TPN+ v1.1.1 Updates 02/06/2024:

- **Gold Shield awarded after remediation plans entered**
- **Note about changing Legal Contact**
- **+New Questionnaire button, Multi-Questionnaire, Side Panel**
- **Note regarding "For Review" items**
- **Best Practice and Additional Recommendations definitions**
- **Additional details**
- **New badge hover function**
- **Note about bundle assessments**
- **Viewing assessment details in side panel**



# Change Log (continued)

## TPN+ v1.1.2 Updates 06/07/2024:

- Updated signup images
- Removing users
- Resetting users
- Logout clock explanation
- Note regarding evidence marked "public"
- Download TPN Best Practices Questionnaire answers
- Assessment request updates
- Note regarding updates for remediation items
- Remediated items still listed for visibility
- Assessment report sample with remediation plan

## TPN+ v1.1.3 Updates 08/20/2024:

- Important intro
- Password management
- Company profile screens
- Scoping Baseline questionnaire access
- Assessor screens (new Assessor Summary)

## Change Log (continued)

### TPN+ v1.1.4 Updates 09/05/2024:

- Questionnaire screen
- Completed assessment info

### TPN+ v1.1.5 Updates 01/23/2025:

- Slide 19: Users that receive notifications
- Slide 60: Assessment acceptance before Blue expires
- Slide 64: Reassign button
- Updated questionnaire screens
- Updated remediation screens



# TRUSTED PARTNER NETWORK

POWERED BY  MOTION PICTURE ASSOCIATION

**Building a Secure Future  
for Content Partners**

