



Service Provider How-To Guide v5.1-5.3



**TRUSTED
PARTNER
NETWORK**

05 September 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.

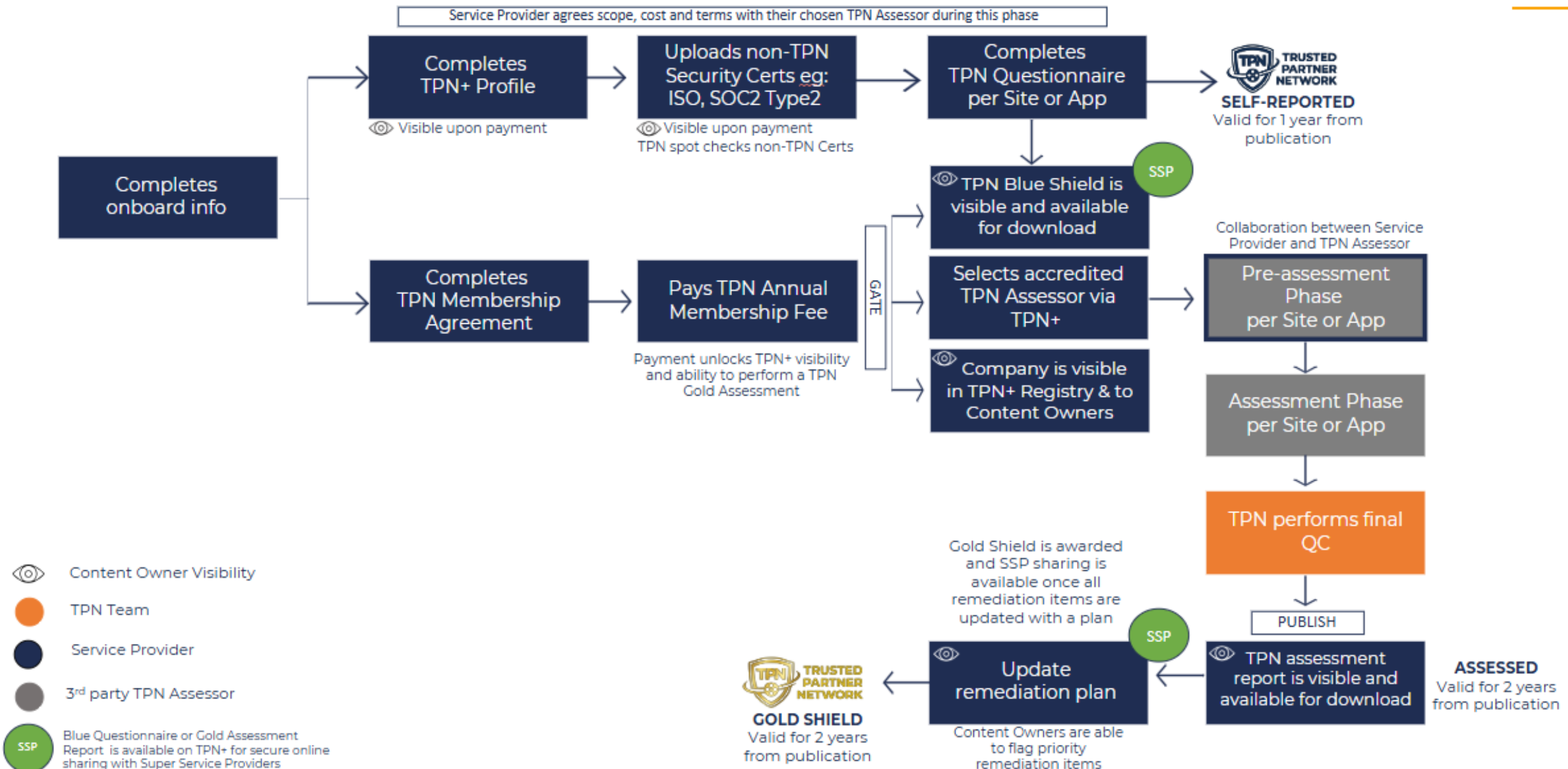
It's important to recognize that the security of **services, sites and applications together form the complete picture of your entire environment**. The security of both sites and applications is essential to your overall security preparedness. When viewed in isolation, these elements do not provide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

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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 3rd 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

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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

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 Assessor

EMAIL_SUPPORT@TPN.ORG

Having trouble? Email support@tpn.org for assistance.

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[Terms of Use](#)

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 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

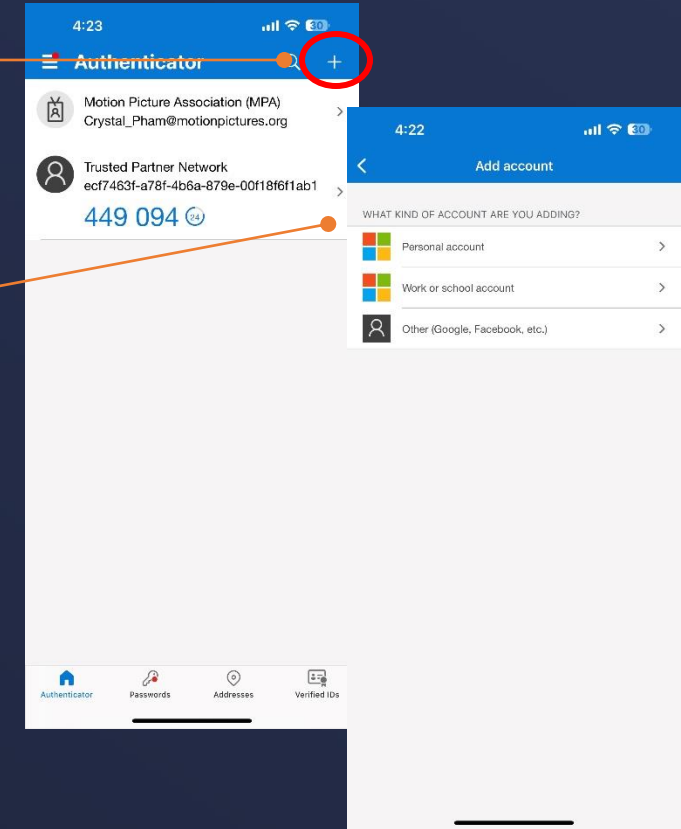
3. Click “+” symbol in upper right corner

- 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.



NQV0HX7JVU2LITSRCZJMZTETI7R4X4WS7NQ2W5EYGH2TWMSKFBQ

Code *

Confirm

[Back to Sign In](#)

Already a user? [Login](#)

Having trouble? Email 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

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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?

CANCEL JOIN

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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.



Your request has been submitted to an admin for TPN Service. You will be granted access upon approval.

Initial Company Setup

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 screenshot shows the 'Initial Company Setup' page for TPN+ (Trusted Partner Network). The page has a dark blue header with the TPN+ logo and the text 'TRUSTED PARTNER NETWORK'. Below the header, the text 'Welcome To The Trusted Partner Network' is centered, followed by 'Complete the signup process below'. The main form is titled 'Create a new Company' and contains several sections: 'Business Name *' with a text input field containing 'AES'; 'Website Domain' and 'Billing PO Number' as separate text input fields; 'VAT Number' as a text input field; 'Gross Revenue *' as a dropdown menu with 'Self-Employed' selected; 'Employee Count *' as a dropdown menu with '1 person only with no other employees' selected; 'Primary Contact' section with 'Address *', 'Address 2', and 'Address 3' as text input fields; 'Country' and 'State / Province' as dropdown menus; 'City' as a dropdown menu; 'Postal Code *' as a text input field; 'Phone Number *' as a text input field with a country code dropdown showing '+1'; and a 'Billing Contact' section with a checkbox labeled 'Same as primary contact' which is currently unchecked. Red lines with dots point from the explanatory text on the left to specific fields: one points to the 'Website Domain' field, another points to the 'Gross Revenue *' dropdown, and a third points to the 'Billing Contact' checkbox.

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

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> Users (1) + USER

▼ Pending Users (1)

Email	First	Last	Approve/Reject
JohnDoe@gmail.com	John	Doe	APPROVE REJECT

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

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.

Users (6)

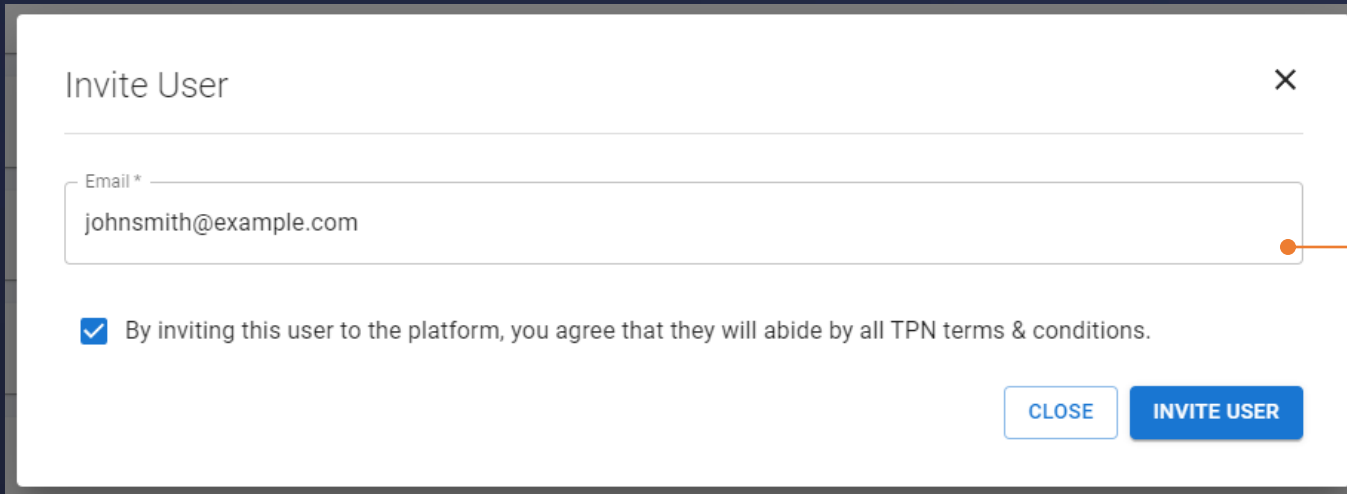
+ USER

Email	First	Last	Last Login	Admin	Consultant	
niemeyerbilly+123@gmail.com			N/A	☐	☒	
ryan+vendor@giantsource.com	Gina	Gajewski	05/15/2023 4:02:36 pm	☐	☐	
kyle+qavendor@giantsource.com	Melody	Giambastiani	07/07/2023 4:59:11 am	☒	☐	

- Edit
- Remove
- Resend Invite
- Reset

Adding and Managing Users

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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

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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

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

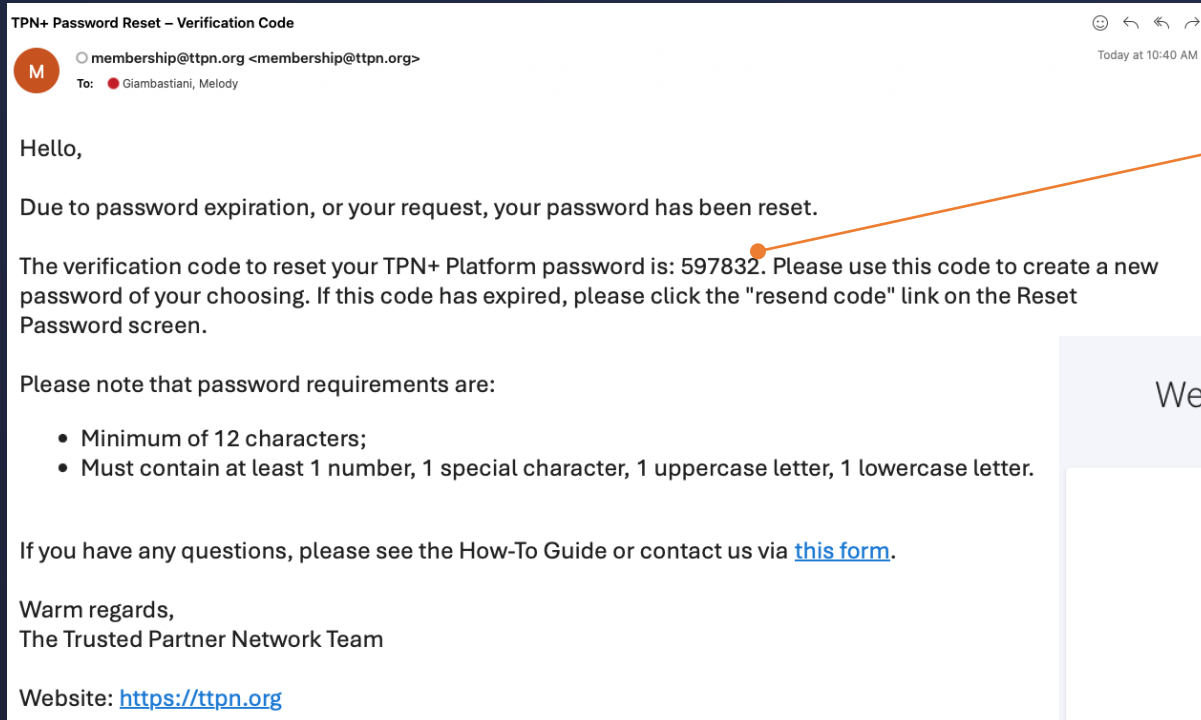
NEED SUPPORT?

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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

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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".

Welcome To The Trusted Partner Network

Reset Password

Code *

New Password

Confirm Password

Submit

[Resend Code](#)

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

If you are a new Assessor
EMAIL_SUPPORT@TTPN.ORG

Having trouble? Email support@ttpn.org for assistance.

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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

Partner Resources: Click here for more information

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

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

TPN+ TRUSTED PARTNER NETWORK

Dashboard

Admin

Questionnaires

Companies

Applications

Partner Resources

NEED SUPPORT?

TPN HOW-TO GUIDES

Logout in: 00:38:14

My Account

C

Company Registry

Melody Service Provider

ADD LOGO

AKA: Uno Dubbing
FKA: Biscotti Post
DBA: Melody Studios

Address:
15301 Ventura Blvd., Bldg. E
Sherman Oaks, CA 91403
United States

Primary Contact:
Kari Grubin
kari_grubin+sp@motionpictures.org
Billing Customer ID
Billing Frequency: Annually
Billing PO Number: TPN10000000Demo
VAT Number: DEM0111111
Legal Contact:

> Subsidiary Companies (0)

+ SUBSIDIARY

> Services (29)

+ SERVICE

> Sites (3)

+ SITE

> Apps (4)

+ APP

> Certifications (3)

+ CERTIFICATION

> Manage Assessments (1)

> Documents (0)

+ DOCUMENT

> Users (7)

+ USER

Edit Company

Edit Company Logo

Delete Company Logo

Company Details: change or update address, primary contact information, billing contact 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@ttpn.org to open a service ticket.

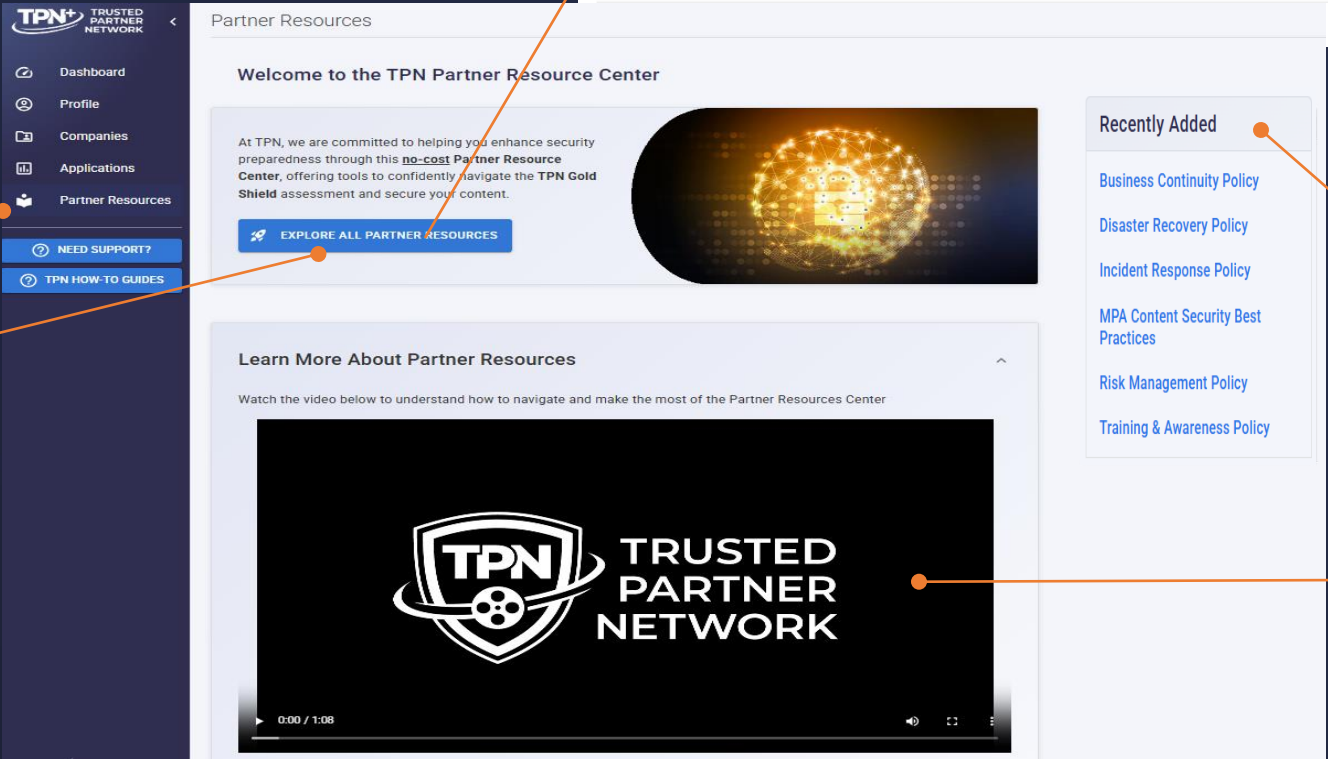
Logout clock: shows how much time before you are automatically logged out for security purposes
User Info: change or update your individual account details

Partner Resource Center

The **TPN Partner Resource Center** is a free resource hub that includes customizable policy templates and reference materials to enhance your security preparedness.

These tools simplify building and maintaining a robust security framework tailored to the unique challenges of the media and entertainment industry.

Explore All Partner Resources will open an expanded view of all available resources. Each document is downloadable for use.



Click **Feedback** to open a support ticket.

We would love to hear what other resources would be helpful to you!

Recently Added shows a quick view of newly added resources

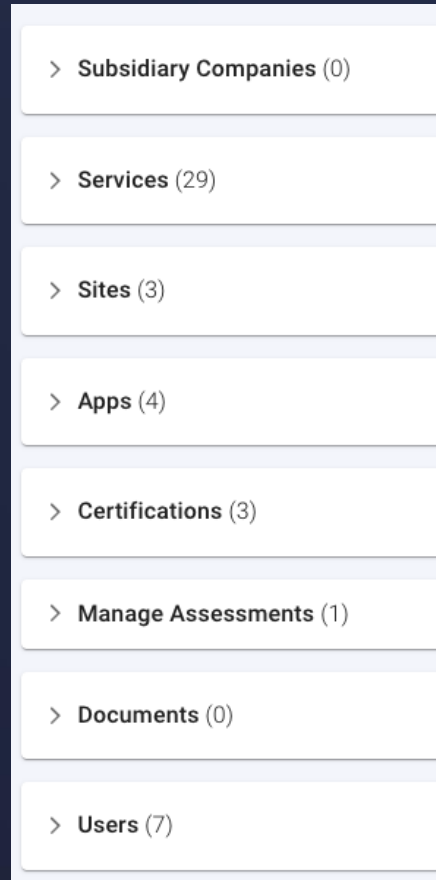
A short video is available to familiarize yourself with the Partner Resource Center

Service Provider Profile Continued

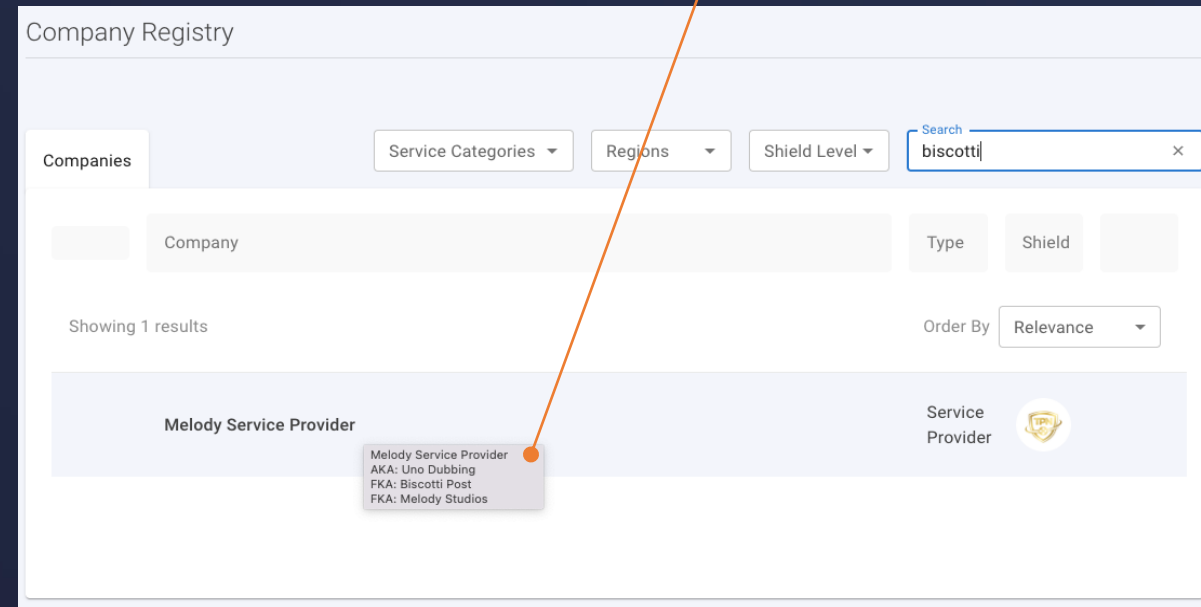
Your Profile also allows you to set up and manage your **Services, Sites, Applications, Documents, non-TPN Certifications,** and **Users** and manage ongoing **Assessments**.

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- **Subsidiary Companies:** Any wholly-owned subsidiary companies that are listed in the parent company profile. Contact 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.



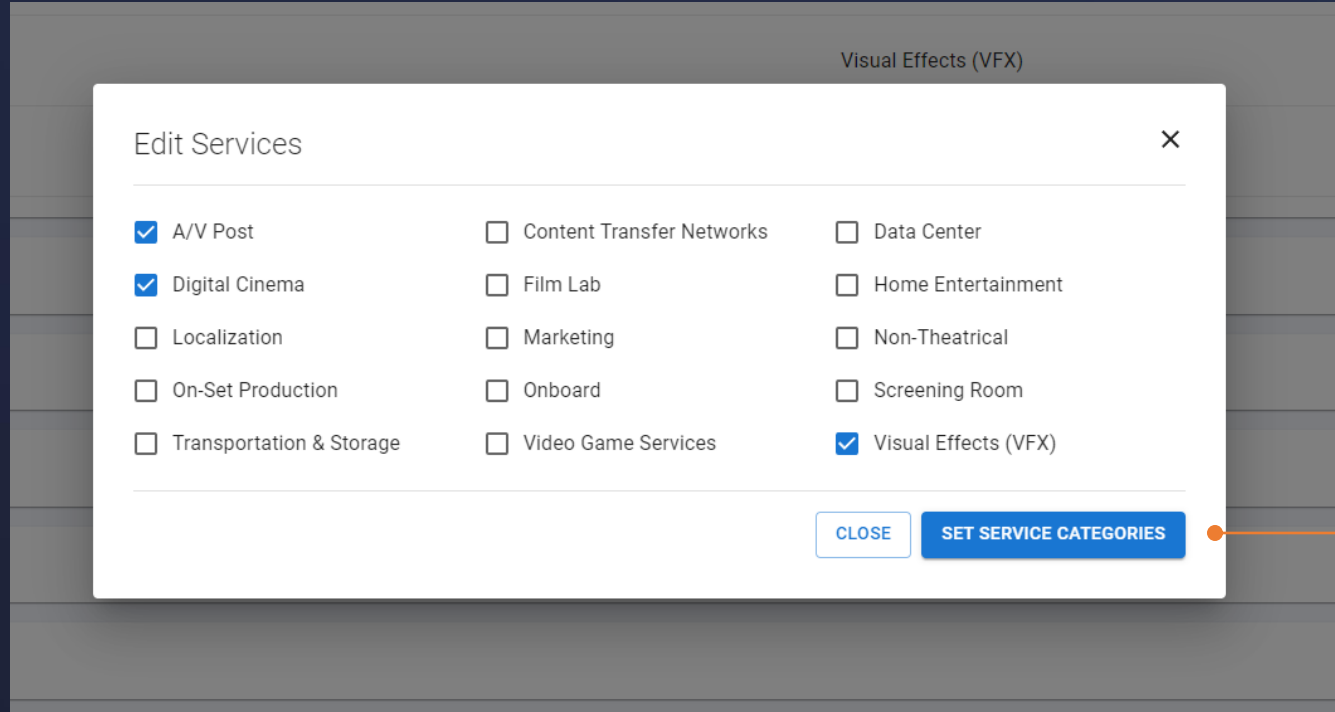
Adding Services

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.

Visual Effects (VFX)

Edit Services

A/V Post

Digital Intermediate (DI) X Color X

Digital Cinema

DCP Replication X Digital Cinema Mastering X

Visual Effects (VFX)

3D Effects X Rotoscoping X

CLOSE SAVE 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.

Sites (3)						
Shield	Name	Applications	Services	Status	Actions	
	Blue Shield - London	Custom TPN Application	Music Composition Music Editing Music Recording	Self-Reporting Complete	QUESTIONNAIRES SCHEDULE ASSESSMENT DOWNLOAD OPTIONS	

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

The three display stages are:

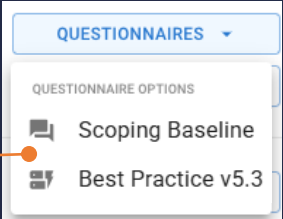
- 1. Non-TPN certificate if this is the only security status reported.
- 2. Blue TPN Shield upon completion of the self-reported TPN Best Practice questionnaire.
- 3. Gold TPN Shield upon publication of a TPN assessment by an accredited TPN Assessor and entering remediation plan(s).



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.

Add New Site

Location Name *

Burbank Facility

Address *

Country

State / Province

City

Postal Code *

Phone Number *

+1

Primary Contact

Services

Color

Digital Intermediate (DI)

DCP Replication

Digital Cinema Mastering

3D Effects

Rotoscoping

CLOSE

ADD SITE

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**.

Apps (0) + APP

In-house Developed Application					
Shield	Name	Sites	Services		
3rd Party Licensed Application					
Shield	Name	Version	Sites	Services	Hardening Guidelines

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Apps (5) + APP

Click the Application Version row to see more details in the sidebar

In-house Developed Application					
Shield	Name	Sites	Services	Application Types	
▼	5.3 DEMO APP	-	Editorial +2 more	Digital Supply ... Content Manag...	⋮
^	CO How To	TEST 2	Satellite Network Digital Archive	Editing Software Digital Supply ...	⋮
Shield	Version	Configuration Guidelines	Status	Actions	
	As a Service		Assessment In Progress	QUESTIONNAIRES VIEW AND COMMENT	◀
^	Forrest Lane	TEST 2	Satellite Network Digital Archive	Digital Supply ... Creative Tool S...	⋮
Shield	Version	Configuration Guidelines	Status	Actions	
	As a Service		-	+ NEW QUESTIONNAIRE	◀

QUESTIONNAIRES

QUESTIONNAIRE OPTIONS

Scoping Baseline

Best Practice v5.3

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 3rd 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	+ NEW QUESTIONNAIRE
	2		Pending	+ NEW QUESTIONNAIRE
	3	3 TPN In-house App hardening guidelines	Self-Reporting Complete	QUESTIONNAIRES SCHEDULE ASSESSMENT DOWNLOAD OPTIONS + NEW QUESTIONNAIRE
	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

▼ Apps (0)

+ APP

In-house Developed Application

Shield	Name	Sites	Services	
--------	------	-------	----------	--

3rd Party Licensed Application

Shield	Name	Version	Sites	Services	Hardening Guidelines	
--------	------	---------	-------	----------	----------------------	--

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.

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.

Create New Application

Please provide the following details about your in-house developed application.

Application Name *

Application Types*

Description

Please be aware that this description will be visible to Content Owners and

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*

Is this application licensable to other Service Providers? ☒ Yes ☐ No

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.

+ Add New

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

Sites

Services*

< BACK

CANCEL

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@ttpn.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.

Create New Application

Please provide the following details about your in-house developed application.

Application Name *

Application Types*

Cloud ServicesDigital Supply ChainEditing SoftwareTransfer Services

Description

Please be aware that this description will be visible to Content Owners and

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*

Is this application licensable to other Service Providers?

Please note that "Licensable Apps" will be visible for other Service Providers to select when filling out this form.

☒ Yes ☐ No

List any 3rd party application integrations (eg: API integration to your customized app) by searching the TPN+ directory or adding new.

+ Add New

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

Sites

Services*

< BACK

CANCEL

CREATE APPLICATION

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 3rd 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 *

CANCEL

SAVE

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

4

+ ADD

+ Add New Version

★ Melody Service Provider

Melody standalone app 1

★ Melody Service Provider

Melody standalone app 2

Select Version

★ Melody Service Provider

Melody standalone app 3

Select Version

Dauids VFX

My App

Select Version

1

2

3

4

5

...

8

Selected Applications:

None

CANCEL

SAVE

39

Adding In-house Developed Applications

40

Congratulations on adding your new in-house developed application



You can now edit your application and hardening guidelines.

CLOSE

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

In-house Developed Application

Shield	Name	Sites	Services
	Cloud Services App	Blade House Melody Ruby Lane Melody Main Street	Dubbing Subtitling/Captioning

> Versions

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**.

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*

4.5

As a Service

Hardening Guidelines

+ Add New

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

Add new Hardening Guidelines to TPN Cloud Services App

Hardening Guidelines Name *

TPN Cloud Services App Hardening Guidelines

Version

4.5

Maximum File size is 50MB

Upload or Drop file here

Preview	Name	User	Uploaded	-
	Hardening Guidelines Test Doc.docx	Melody Giambastiani	07/07/2023 05:26	

CANCEL

UPLOAD

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

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

Application Types

Company

Application

+

★ 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.

Select Version

1

+ ADD

2

+ ADD

3

+ ADD

+ Request New Version

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 *

2

CANCEL

REQUEST VERSION

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).

Company

Application

Application Types

Company

Application

+

★ TMT Insights

testing custom

Not finding the application you are looking for?

ADD IT TO OUR DIRECTORY

Selected Applications:

None

< BACK

CANCEL

SAVE

New Version Requested

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

CLOSE

Non-member

App name

Select Version

Non-member

App Name

Select Version

< BACK

CANCEL

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

Services

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.

▼ Certifications (1) + CERTIFICATION

Certification	Upload Date	Expiration Date	Status	
ISO 27002-2022	12/27/2022	11/30/2023	Accepted	 

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.

Provide the start and end date of the certificate you uploaded.
Certificates that are not valid will be rejected by TPN.

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

CLOSE

UPLOAD CERTIFICATION

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

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.

Documents (1)		+ DOCUMENT
Document	Upload Date	
2021 TPN Assessment - Los Angeles	12/28/2022	Link Trash

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.

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

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).

Upload Document

Description *

Sample Document

Maximum File size is 50MB

Upload or Drop file 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

Managing your Site or Application

Sites (24)

+ SITE

Click the site row to see more details in the sidebar

Shield	Name	Applications	Services	Status	Actions	
	AS How to Guide	-	Fiber Network	Assessment In Progress	QUESTIONNAIRES VIEW AND COMMENT DOWNLOAD OPTIONS	<
	Assessor Partially Implemented De...	-	Forest Lane	TPN Ract 3%	QUESTIONNAIRES UE QUESTIONNAIRE	<

To open the Side Panel to view the details of your Site or Application, click anywhere in the row of that Site or Application

Site Details

MANAGE SITE

Edit

Delete

Forest Lane

123 TEST WAY

LOS ANGELES, CA USA 99999

sami test

sami_iglesias+sp@motionpictures.org

Applications

-

Services

Fiber Network

Questionnaires

+ NEW QUESTIONNAIRE

Certificates

Click on "Manage Site/Application" in the Side Panel to Edit your Site or Application (address or contact information).

Click "Delete" if you would like to Delete the Site or Application.

Note: Sites or Applications cannot be edited once you have submitted a Questionnaire for the Site or Application.

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

New Questionnaire + Scoping Baseline Questionnaire

Forest Lane

Fiber Network

+ NEW QUESTIONNAIRE

<

50

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

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

Additional Details

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)

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

MANAGE SITE

×

Test Site - Sample Report

12345 Main Address

City, ST Country 12345

Crystal Pham

crystal_pham+SP@motionpictures.org

Applications

-

Services

Fiber Network

Questionnaires

+ NEW QUESTIONNAIRE

-

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

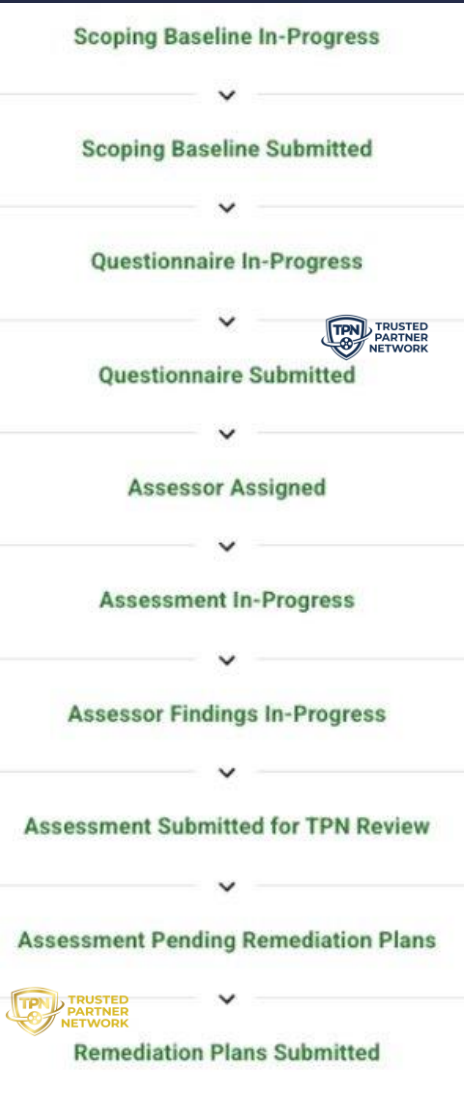
In the top right-hand corner of the TPN Best Practice Questionnaire screen you are able to click down and see this progress list as your Site or Application moves through the TPN+ platform to Classic Blue or Gold Shield status including remediation management.

The assigned Assessor has accepted the request

The Assessor has officially begun the assessment in TPN+

TPN completed the assessment and Service Provider can enter remediation plans

Remediation plans entered and the **TPN Classic 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 Classic 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

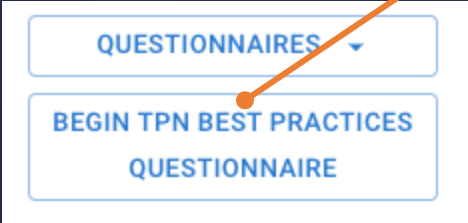
 Question has Comments

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.

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

A screenshot of the 'TPN Best Practices Questionnaire' interface. The main area shows a question titled 'OR-1.0 Information Security Management' with a sub-header 'BEST PRACTICES: Establish, regularly review, and update upon key changes, an Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP) which is approved by leadership of the ...'. The question text asks 'Do you have a formal, documented Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), which includes the following?'. Below the question is a table with columns 'YES', 'C/C', 'N/I', and 'N/A'. The 'YES' column has a green checkmark icon. The 'C/C' column has a blue checkmark icon. The 'N/I' column has a yellow checkmark icon. The 'N/A' column has a grey checkmark icon. The table rows include 'Fully Implemented', 'Regular reviews of your ISMS, ISM, or ISP', 'Updated upon key changes', 'Approved by leadership of your organization', 'Control Framework', 'Governance, Risk, and Compliance (GRC)', 'Not Implemented', and 'Not Applicable'. To the right of the table is an 'Additional Details' text area. At the bottom right of the question area are buttons for 'ATTACHMENTS (0)', 'SAVE AND CONTINUE', and a timestamp 'Last Updated By xami: 01/14/2023 16:33'. The sidebar on the right shows the 'Current Step: Best Practices Questionnaire in Progress' with a progress bar at 1/82. Below this is a list of 'Current Best Practice: Information Security Management' categories: 'OR. Organizational Security', '1. Policies & Procedures', '0. Information Security Management' (with a progress indicator 1/2), '1. Acceptable Use Policy' (0/1), '2. Business Continuity Plan' (0/1), '3. Disaster Recovery Plan' (0/1), '4. Data & Assets' (0/1), '2. Risk Management', '3. Personnel Security', '4. Incident Response', '5. Artificial Intelligence & Machine Learning', 'OR. Operational Security', 'PS. Physical Security', and 'TS. Technical Security'. At the bottom of the sidebar is a 'Legend' section with icons and labels: 'Best Practice Question' (green checkmark), 'Unanswered Question' (white square), 'Answered' (green checkmark), 'Satisfied by Certificate' (blue checkmark), 'For Review' (yellow checkmark), 'Question Visible Due to Logic' (eye icon), and 'Question has Comments' (comment icon). There is also an 'UPLOAD CERTIFICATION' button in the sidebar.

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.

- **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	
☒	☐	☐	☐	Fully Implemented
☒	☐	☐	☐	Regular reviews of your ISMS, ISM, or ISP
☒	☐	☐	☐	Updated upon key changes
☒	☐	☐	☐	Approved by leadership of your organization
☒	☐	☐	☐	Control Framework
☒	☐	☐	☐	Governance, Risk, and Compliance (GRC)
☐	☐	☐	☐	Not Implemented
☐	☐	☐	☐	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	☒	

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	
☐	☐	☐	☐	Fully Implemented
☐	☐	☒	☐	Regular reviews of your ISMS, ISM, or ISP
☐	☐	☒	☐	Updated upon key changes
☐	☐	☒	☐	Approved by leadership of your organization
☐	☒	☐	☐	Control Framework
☐	☐	☒	☐	Governance, Risk, and Compliance (GRC)
☐	☐	☐	☐	Not Implemented
☐	☐	☐	☐	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.

TPN Best Practices Questionnaire Complete

You have answered all questions on the TPN Best Practices Questionnaire. Save to continue editing later or submit and complete to finalize. Once submitted, you will no longer be able to edit your responses. Are you sure you want to submit and complete?

CONTINUE EDITING

SUBMIT

TPN Best Practices Questionnaire Submit Confirmation

Are you sure you want to submit your TPN Best Practices Questionnaire? Once submitted, you will receive your TPN Blue Shield and you can no longer update your answers, add additional information, or upload evidence until you proceed with a TPN Gold Assessment.

CONTINUE EDITING

SUBMIT AND COMPLETE

TPN Best Practices Questionnaire v5.3 Submitted

Congratulations! You have earned a TPN Blue Shield for Remediation Plan Test. You are now able to download the TPN Blue Shield logo by clicking on the icon in your TPN+ profile.

PLEASE NOTE: you must update your TPN Questionnaire on an annual basis to continue use of the TPN Blue Shield logo for Remediation Plan Test.

CLOSE

BACK TO PROFILE

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.

Sites (13)

Shield	Name	Applications	Services	Status	Actions
	? Biscotti Translations Not Applicable ... Translation			Self-Reporting Complete	QUESTIONNAIRES SCHEDULE ASSESSMENT DOWNLOAD OPTIONS DOWNLOAD OPTIONS Blue Shield Questionnaire PDF

TPN Self Reported: Expires 08/21/2024

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

Click to 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:

ATTACHMENTS (0)

SAVE AND CONTINUE >

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
SPTTest.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	Custom TPN Application	Music Composition Music Editing Music Recording	Self-Reporting Complete	QUESTIONNAIRES SCHEDULE ASSESSMENT DOWNLOAD OPTIONS

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.

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.**

Service Provider – Site/App Assessment Scheduling

Allows completed assessments to be filtered out of view

Manage Assessments (1) ☐ Show Completed

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

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

Choose the Site or App to be assessed.

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.

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

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.

Type: Defines if the actual 3rd 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.

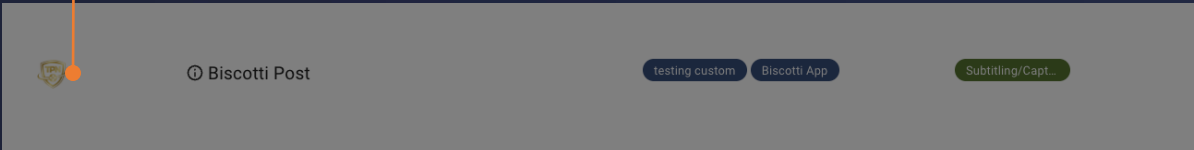
Notice

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.



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

TPN

Questionnaire v5.3

Assessment Complete Pending Remediation Plan

4

4

Scope

Site ☒

Cloud ☐

Type

On Site ☐

+ NEW QUESTIONNAIRE

QUESTIONNAIRES

DOWNLOAD OPTIONS

Certificates

ISO/IEC 27001: 2013

08/16/2027

☒

+ NEW QUESTIONNAIRE

No new Questionnaires

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

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Service Provider: Assessment In-Progress

Assessment In-Progress

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:

Manage Assessments (6) ☐ Show Completed

Company	Questionnaire Count	Status	Action
> Melody Service Provider	1	Assessment In Progress	ASSESSOR SUMMARY

< Melody Service Provider

1

Assessment Assigned

ACCEPT

REJECT

Type	Name	Scope	Type	Status	Actions
Site	Baseline Spaceline	Site ☒ Cloud ☐	On Site ☒	Assessment Assigned	QUESTIONNAIRES v DOWNLOAD OPTIONS v

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.

Manage Assessments (2) ☐ Show Completed

+ ASSESSMENT

Assessor	Questionnaire Count	Status	Action
> Sami Assessor	1	Rejected by Assessor	REASSIGN

Assessment In-Progress

View of **Assessor** profile:

▼ Melody Service Provider

1

Pre-Assessment In Progress

ASSESSOR SUMMARY

-

Type	Name	Scope	Type	Status	Actions
Application	TPN Cloud Services App	Site ☒ Cloud ☐	On Site ☐	Date Accepted: 08/24/2023 Pre-Assessment In Progress	QUESTIONNAIRES ▼ QUESTIONNAIRE OPTIONS Scoping Baseline Review and Comment

Once accepted, the **Assessor** will click **Review and Comment** to start the Assessment In-Progress 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 Assessment In-Progress phase you can update your Questionnaire answers and upload evidence prior to beginning the formal assessment.

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

Note that the Assessment In-Progress phase is part of the 15-business day turnaround SLA.

Assessment In-Progress - 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

☐

☐

☐

☐

Fully Implemented

☒

☐

☐

☐

Regular reviews of your ISMS, ISM, or ISP

☐

☒

☐

☐

Updated upon key changes

☒

☐

☐

☐

Approved by leadership of your organization

☒

☐

☐

☐

Control Framework

☒

☐

☐

☐

Governance, Risk, and Compliance (GRC)

☐

☐

☐

☐

☐

☐

☐

☐

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 27002:2022End 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 Assessment In-Progress or the Assessor Findings In-Progress phase, click the **Comments** button.

Assessment In-Progress - Commenting

Comments for Question: Do you have a formal, documented Information Security Management System (ISMS), which includes the following? ×

TA

Please upload relevant evidence to show this control is fully implemented
TPN Assessor | Assessor | 03/13/2023 12:00

CG

Please see the attached documents
Connor Gartner | Service Provider | 03/13/2023 12:02

 New Comment *

ADD COMMENT

CLOSE

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

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

Once the Assessor Findings In-Progress 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.

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.

Example

1

Assessing

-

Type	Name	Scope	Type	Status	Actions
Site	New York Example Site	Site ☒ Cloud ☐	On Site ☒	Pre-Assessment In Progress	REVIEW AND COMMENT BEGIN ASSESSMENT

Recent Activity Notifications

TPN Best Practices Questionnaire for Paris Facility

BACK TO COMPANY DETAILS

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)

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: Assessor Findings In-Progress

Service Provider – Assessor Findings In-Progress

After the Assessor completes Assessment In-Progress and moves to the **Assessor Findings In-Progress** 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+ TRUSTED PARTNER NETWORK

Profile

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

☐

☐

☐

☐

Fully Implemented

☐

☐

☐

☒

Regular reviews of your process

☐

☐

☐

☒

Maintenance of a receiving log to be filled out by designated personnel upon receipt of deliveries

☐

☐

☐

☐

Not Implemented

☒

☐

☐

☐

Not Applicable

Additional Details

COMMENTS (0)

ATTACHMENTS (0)

ASSESS

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

Current Step: Assessment In Progress

Control in Remediation: View 1

CR-3.4 Contracts & Service Level Agreements

Current Best Practice: Receiving

OR: Organizational Security

OP: Operational Security

1. Logistics

0. Receiving

2. Shipping

2. Policies & Procedures

3. Asset Management

PS: Physical Security

TS: Technical Security

Certifications:

Q: ISO/IEC 27001: 2013

End Date:

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 – Assessor Findings In-Progress

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	
☒	☐	☐	☐	Fully Implemented
☒	☐	☐	☐	Regular reviews of your policy and plan
☒	☐	☐	☐	Team responsible for developing and maintaining the Business Continuity Plan
☒	☐	☐	☐	Define threats to critical assets, locations, infrastructure, and business operations (e.g., loss of power or communications, systems failure, natural disasters, pandemics, breach, etc.)
☒	☐	☐	☐	Include Incident Response as part of the Business Continuity Plan
☐	☐	☐	☐	Not Implemented
☐	☐	☐	☐	Not Applicable

Additional Details

ASSESSORS FINDINGSCOMMENTS (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

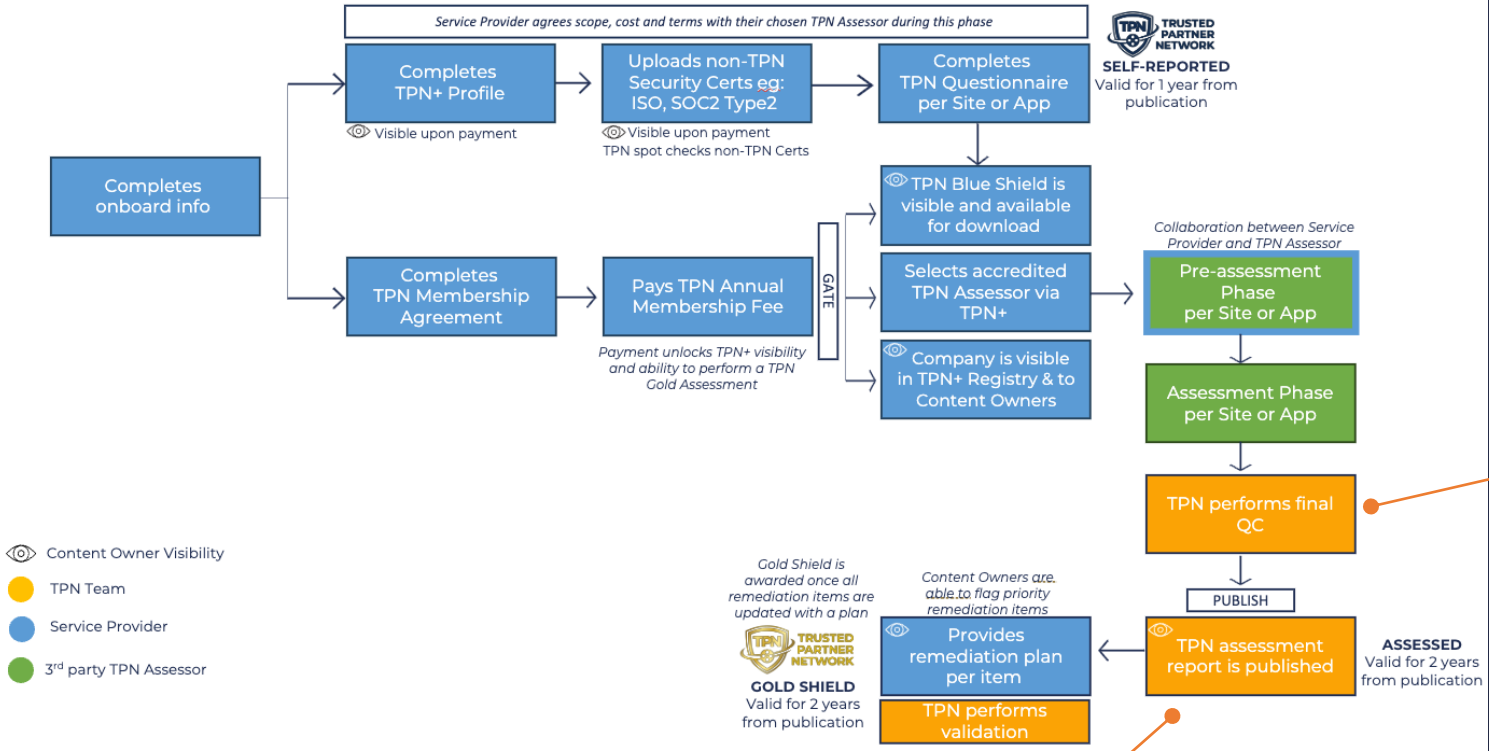
CANCEL

SAVE FINDING

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

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TPN+ Platform Process



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 ▾

DOWNLOAD OPTIONS ▾

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

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.

QUESTIONNAIRES ▾

QUESTIONNAIRE OPTIONS

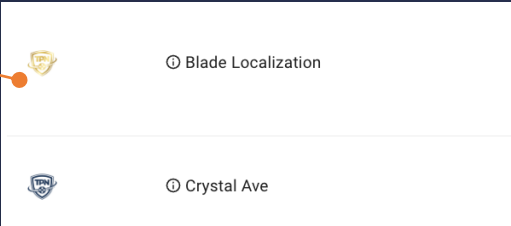
Scoping Baseline

Remediate

Service Provider – Assessment Pending Remediation Plans

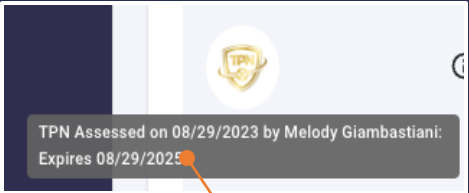
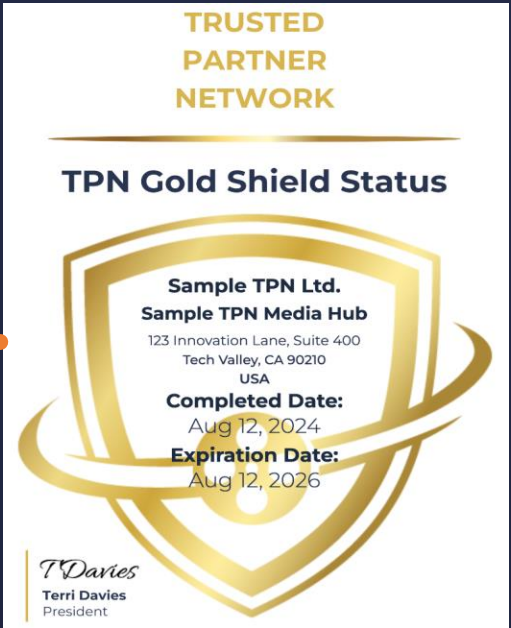
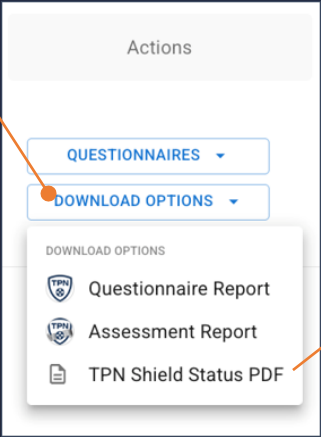
After the remediation plans are entered, the **TPN Classic Gold Shield** is awarded to the Site or Application.

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



In addition to downloading the Shield logo images, you can also download the following:

- Questionnaire Report
- Assessment Report
- TPN Shield Status PDF



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

TRUSTED
PARTNER
NETWORK

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
+1 (555) 555-5555

Primary Contact:

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

+1 (555) 555-5555
SPTest.com

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

Sites (8)

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

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

QUESTIONNAIRES

QUESTIONNAIRE v5.3
Assessment Complete Pending Remediation Plan
4 4
Scope
Site Cloud
Type
On Site

QUESTIONNAIRE OPTIONS
Scoping Baseline
Remediate

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

TPN Best Practices Questionnaire

REMEDIATION DASHBOARD

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.

YESC/CN/IN/A

☒

☐

☐

☐

Fully Implemented

☒

☐

☐

☐

Regular reviews of your policy and plan

☒

☐

☐

☐

Team responsible for developing and maintaining the Business Continuity Plan

☒

☐

☐

☐

Define threats to critical assets, locations, infrastructure, and business operations (e.g., loss of power or communications, systems failure, natural disasters, pandemics, breach, etc.)

☒

☐

☐

☐

Include Incident Response as part of the Business Continuity Plan

☐

☐

☐

☐

Not Implemented

☐

☐

☐

☐

Not Applicable

Additional Details ⓘ

ASSESSORS FINDINGS

COMMENTS (0)

ATTACHMENTS (0)

REMEDiate

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

Current Step: Assessment Completed Pending Remediation Plan

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

77

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

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?

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

☒ ☐ ☐ ☐ Fully Implemented

☒ ☐ ☐ ☐ Regular reviews of your policy and plan

☒ ☐ ☐ ☐ Team responsible for developing and m Plan

☒ ☐ ☐ ☐ Define threats to critical assets, location operations (e.g., loss of power or comm disasters, pandemics, breach, etc.)

☒ ☐ ☐ ☐ Include Incident Response as part of the

☐ ☐ ☐ ☐ Not Implemented

☐ ☐ ☐ ☐ Not Applicable

Current Step: Assessment Completed Pending Remediation Plan

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

Remediation Filters

QUESTION TYPE

PLAN STATUS

VALIDATION STATUS

PLAN DUE DATE

Best Practice

Additional Recommendation

Remediated

Will Remediate Later

Will not Remediate

Not Started

Rejected

Past Due

Show Remediations where Plan Status is Not Started.

CLEAR ALL FILTERS

APPLY

78

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.

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

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

☐ Fully Implemented

☐ Partially Implemented

☒ Not Implemented

☐ Not Applicable

Finding is required

Assessor Finding *

Not implemented

CLOSE

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:...

Show More

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

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.

 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

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

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

Status: Incomplete

Remediate Does your Remediation 1 requires Additional Details Remediation 2 requires a Reason for Not Remediating

Remediate 1/2 

Acceptable uses of te

☒ 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

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.

Assessor Finding for Does your Acceptable Use Policy (AUP) include the following?

☐ Fully Implemented

☒ **Partially Implemented** Details

☐ Not Implemented

☐ Not Applicable

Finding is required

Assessor Finding *

• List of products approved by the org

• Acceptable uses of technologies - C

• Use of dedicated, company administ

Partially Implemented Assessor Findings

YES C/C N/I N/A

☒ ☐ ☐ ☐ List of products approved by the organization

☐ ☒ ☐ ☐ Acceptable uses of technologies R

☐ ☐ ☒ ☐ Use of dedicated, company administered accounts for marketing and communication purposes R

CANCEL

CLOSE

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

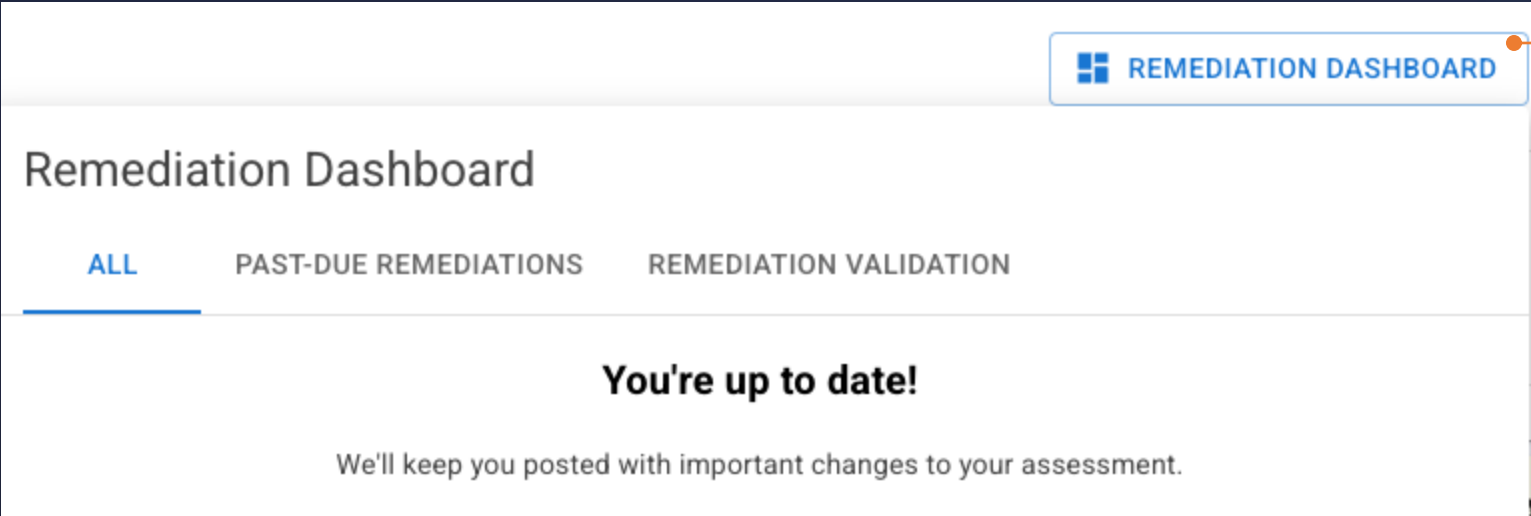
02/11/2023

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

TPN

Questionnaire v5.3

Assessment Complete Pending Remediation

62

65

Scope

Site

Cloud

On Site

+ NEW QUESTIONNAIRE

QUESTIONNAIRES

DOWNLOAD OPTIONS

TPN

 Questionnaire Report

TPN

 Assessment Report

TPN

 TPN Shield Status PDF

Once the assessment has been completed, you can click the **Download Options** 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

TPN

TRUSTED
PARTNER
NETWORK

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

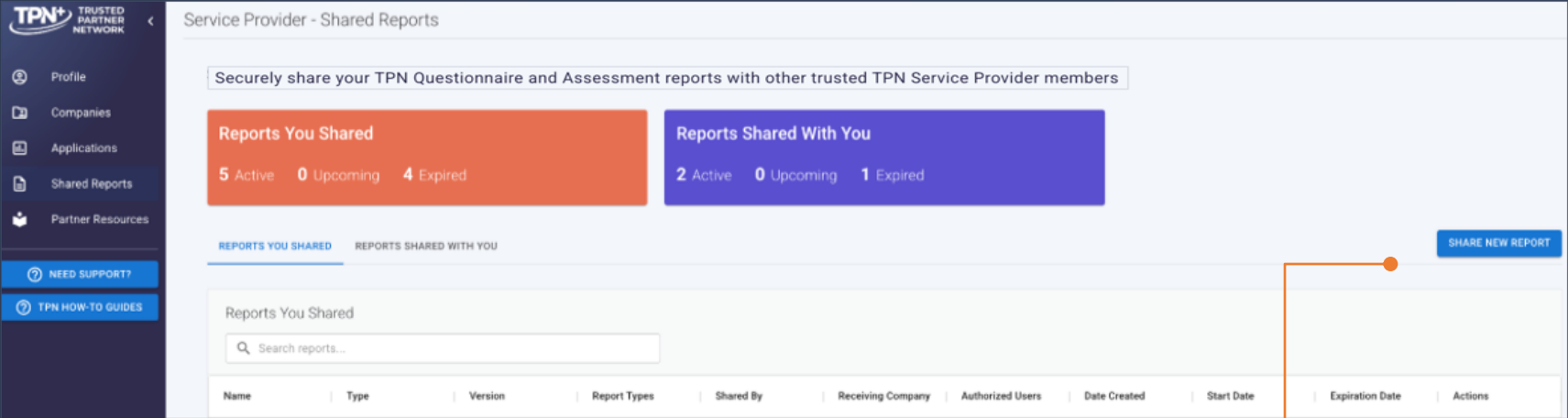
87

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.

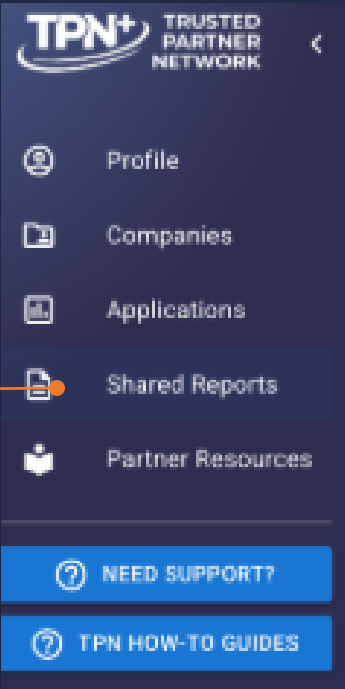
Report Sharing

Service Provider – Shared Reports

The **Super Service Provider (SSP)** function allows you to securely share your TPN Questionnaire reports and TPN Assessment reports with other trusted Service Provider TPN members via TPN+.



Access this functionality in the Shared Reports section of your TPN+ profile



As an Admin user, you can select which report(s) is shared with a user at another TPN-member Service Provider

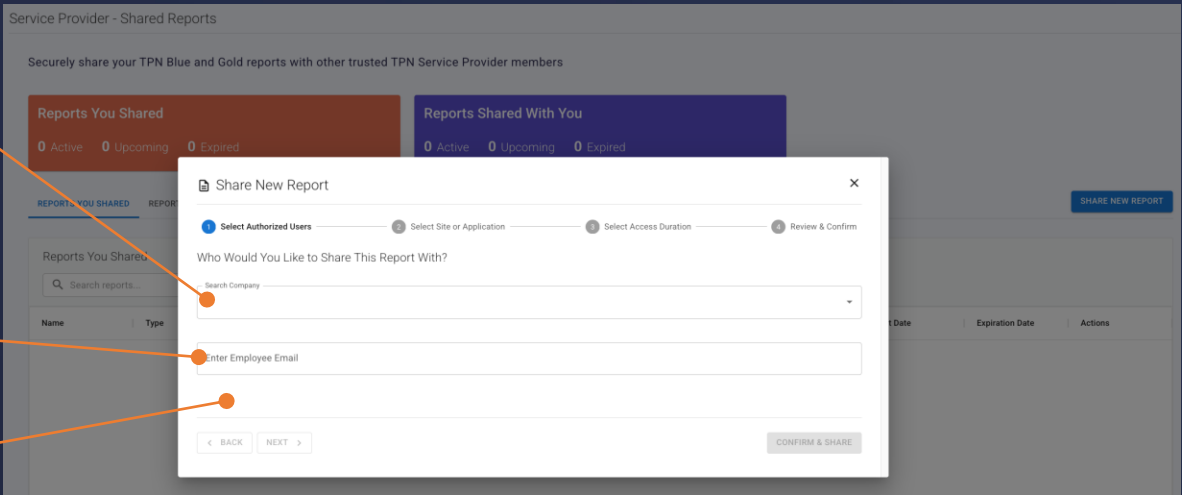
Note: Only paid Service Provider members can share and receive reports.

Shared Reports - How to Share a Report

After clicking "Share New Report" type in the full Company Name that you would like to share the report with, and select it from the dropdown

Next type in the full User Email from that company, that you would like to share the report with. They must be a paid member user in TPN+.

After each email is entered click "Add User"

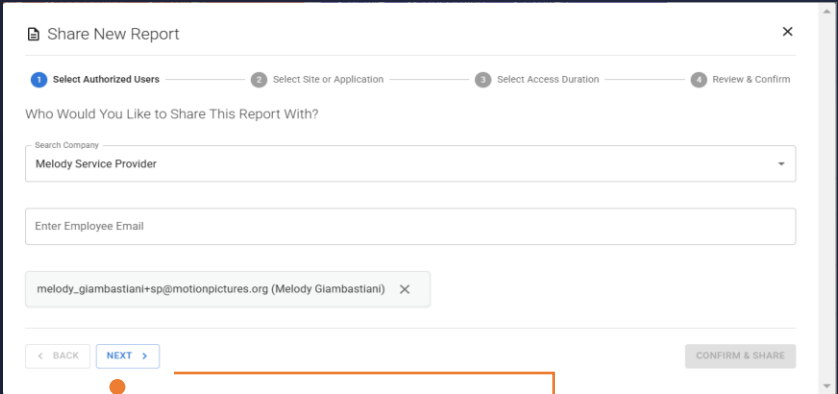


Select the Report Type in the dropdown: Site or Application

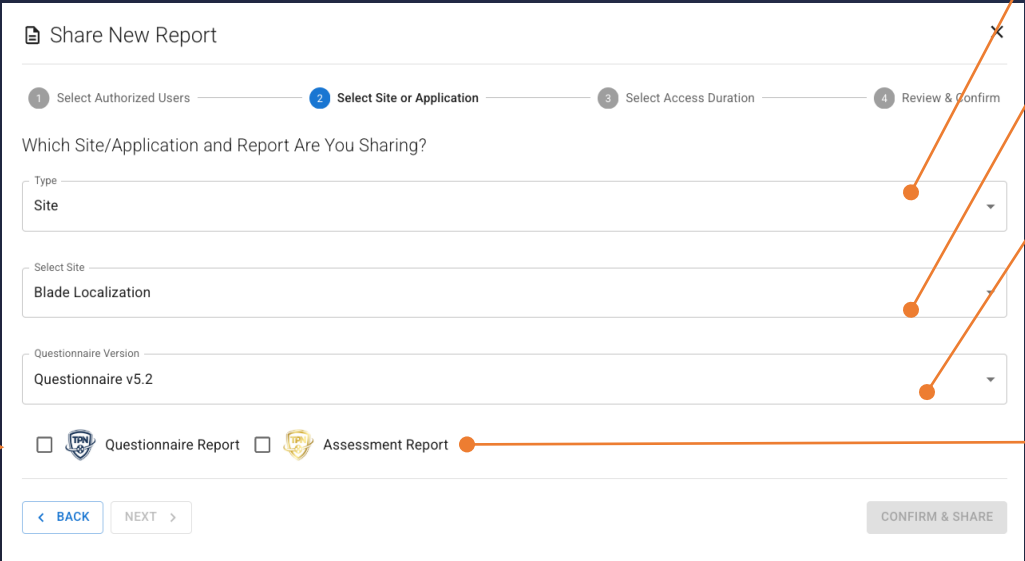
Select the Site or App Name in the dropdown

Select the TPN Questionnaire Version in the dropdown

Select which Report you would like to share: Blue Questionnaire, Gold Assessment, or both



Once all users have been added, click "Next"



Shared Reports - How to Share a Report

Share New Report

1 Select Authorized Users

2 Select Site or Application

3 Select Access Duration

4 Review & Confirm

Select Start and End Date for Sharing This Report

Start Date

02/27/2025

End Date

03/26/2025

☐ Indefinite (No End Date) ?

< BACK

NEXT >

CONFIRM & SHARE

Select the Start Date for the Report Sharing to begin

Select the End Date for the Report Sharing, or you can choose "Indefinite (No End Date)"

Note: You can change the access End Date or End Sharing at any time through the "Actions" section in your Dashboard (see next slide)

Share New Report

1 Select Authorized Users

2 Select Site or Application

3 Select Access Duration

4 Review & Confirm

Review Your Selections

COMPANY

Melody Service Provider

SITE

AS How to Guide

QUESTIONNAIRE TYPE

v5.3

AUTHORIZED USERS

melody_giambastiani+sp@motionpictures.org (Melody Giambastiani)

REPORTS

ACCESS DURATION

Feb 27, 2025 to Mar 26, 2025

☐ You must read and agree to the Terms and Conditions. [Click here](#) to view them.

< BACK

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CONFIRM & SHARE

Click here to view the Terms and Conditions

Once you have Agreed to the Terms and Conditions, Click "Confirm and Share"

PLEASE READ BEFORE PROCEEDING

Review the details before granting access to the selected users.

By clicking "Agree & Continue", you are giving the selected users the right to view the chosen materials. This access will continue until it is revoked, either:

Manually, by clicking the "End Sharing" option in the Shared Reports tab.

Automatically, by expiration of the chosen access period.

If this is not your intention, please close this window by clicking the "x" in its top right corner.

AGREE & CONTINUE

Shared Reports - Report Dashboard – Reports You Shared

Service Provider - Shared Reports

Securely share your TPN Blue and Gold reports with other trusted TPN Service Provider members

Reports You Shared

2 Active 0 Upcoming 2 Expired

Reports Shared With You

3 Active 0 Upcoming 3 Expired

REPORTS YOU SHARED

REPORTS SHARED WITH YOU

SHARE NEW REPORT

Reports You Shared

Search reports...

Name	Type	Version	Report Types	Shared By	Receiving Co...	Authorized U...	Date Created	Start Date	Expiration Date	Actions
TEST IF ABLE...	Site	v5.3		sami test	Melody Servi...	1 Users	Feb 18, 2025	Feb 1, 2025	Feb 19, 2025	Edit Access End Date Edit Authorized Users Copy & Re-Share End Sharing
TEST IF ABLE...	Site	v5.3		sami test	Melody Servi...	1 Users	Feb 19, 2025	Feb 19, 2025	Feb 27, 2025	
TEST IF ABLE...	Site	v5.3		sami test	Rob As Servic...	1 Users	Feb 25, 2025	Feb 25, 2025	Indefinite	
AS How to Gu...	Site	v5.3		sami test	Rob As Servic...	1 Users	Feb 25, 2025	Feb 25, 2025	Indefinite	

Here you can see an overview of the total active, upcoming, and expired Reports you have shared, and reports shared with you

Clicking on the 3 dots under Actions will show available options depending on if the Shared Report is expired or active

For an **Expired** Report, you can "Copy & Re-Share" if you would like to re-share the same report. This function will copy the details into a new request which you can edit before sharing

For an **Active** Report, you can "Edit Access End Date", "Edit Authorized Users", or "End Sharing" which will terminate the access immediately

Manage Authorized Users

Add or remove users who have access to this report.

Melody Service Provider

AUTHORIZED USERS:

Melody Giambastiani

melody_giambastiani+sp@motionpictures.org

ADD NEW AUTHORIZED USER:

Enter Employee Email

CLOSE

Managing Users

Clicking on the Users, a pop-up will appear where you can:

- Delete users by clicking the trash icon
- Add users by typing in their full email

Shared Reports - Report Dashboard – Reports Shared With You

Service Provider - Shared Reports

Reports You Shared

3 Active 0 Upcoming 1 Expired

Reports Shared With You

3 Active 0 Upcoming 3 Expired

REPORTS YOU SHARED

REPORTS SHARED WITH YOU

SHARE NEW REPORT

Reports Shared With You

Search reports...

Company	Name	Type	Version	Shared By	Date Created	Start Date	Expiration Date	Access
Melody Service Pr...	5.3 Site UAT	Site	v5.3	Melody Giambasti...	Feb 18, 2025	Feb 1, 2025	Feb 18, 2025	View Reports
Melody Service Pr...	Public Private	Site	v5.2	Melody Giambasti...	Feb 19, 2025	Feb 19, 2025	Feb 26, 2025	View Reports
Melody Service Pr...	5.3 Site UAT	Site	v5.3	Melody Giambasti...	Feb 19, 2025	Feb 19, 2025	Indefinite	View Reports
Melody Service Pr...	Biscotti Post	Site	v5.2	Melody Giambasti...	Feb 18, 2025	Feb 20, 2025	Feb 25, 2025	View Reports
Melody Service Pr...	Public Private	Site	v5.2	Melody Giambasti...	Feb 19, 2025	Feb 24, 2025	Feb 28, 2025	View Reports
Melody Service Pr...	Assessor Partially ...	Site	v5.2	Melody Giambasti...	Feb 26, 2025	Feb 26, 2025	Indefinite	View Reports

If reports were shared with you, you will see them here in Reports Shared With You

In the list, reports with expired access are shown in red and are no longer accessible

Reports with active access are shown in green. To access the Report, click "View Reports", you can then select from the drop-down which report to view.

The report will appear in a view-only window watermarked to you and cannot be downloaded.

TPN Best Practice Questionnaire: Melody Service Provider February 27 2025

TPN

TRUSTED PARTNER NETWORK

BLUE SELF-REPORTED QUESTIONNAIRE

Melody Service Provider

5.3 Site UAT

123 Main St.

LS, 99999

US

Primary Contact Information

melody.giambastiani+sp2testing@gmail.com

Report Generated: Feb 27, 2025

Questionnaire Completed: Jan 07, 2025

Expiration Date: Jan 07, 2025

CP WIP QUESTIONNAIRE v5.3

PREVIOUS

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NEXT