Service Provider How-To Guide v5.3.2



TRUSTED PARTNER NETWORK

POWERED BY MOTION PICTURE ASSOCIATION

plus.ttpn.org

October 2026

Table of Contents v5.3.2

1. Intro & Overview
2. User System Recommendations
3. Account Signup & Creation
4. Adding & Managing Users
5. Partner Resource Center
6. Profile Overview
7. Answering TPN Best Practices Questionnaire
8. Managing a TPN Assessment
9. Remediation Management
10. Reports & Other Downloads
11. Report Sharing



TRUSTED PARTNER NETWORK

Important Things to Know
Helpful Tips as you Get Started

Active TPN Membership is Needed
Membership must be paid for your company to be visible in the TPN+ Registry and to complete a TPN assessment on the platform. Assessment costs are separate and not included in membership.

Membership & Shield Duration
Membership lasts 1 year. Blue Shields should be updated annually. Silver, Gold and Gold Star Shields are valid for 2 years from report publication.

Not an Approval, Certification or Pass/Fail
The TPN assessments and associated Shield statuses are not a pass or fail, approval or certification. Each Content Owner makes independent, risk-based decisions using TPN as a baseline.

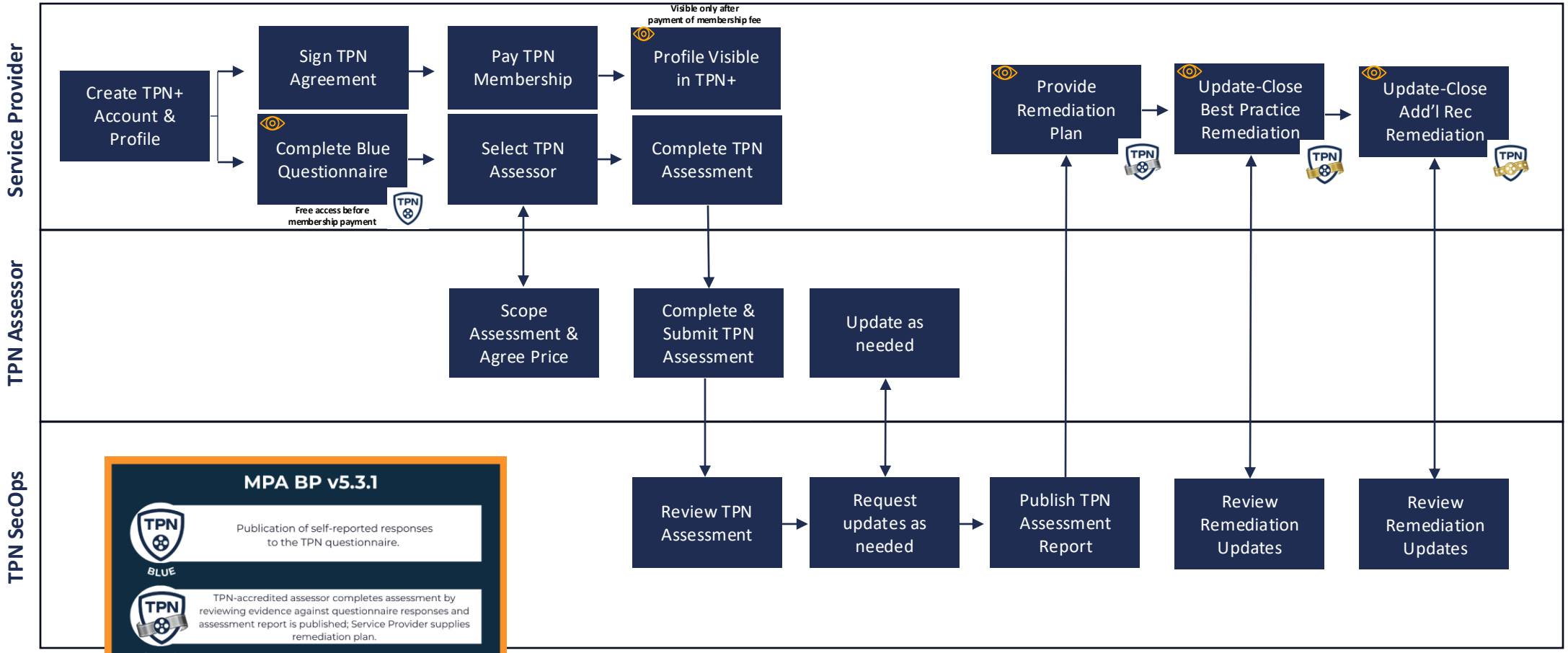
Holistic Security View
Security is measured across services, sites, and applications. Viewed in isolation, these elements do not provide a full picture of your security posture.

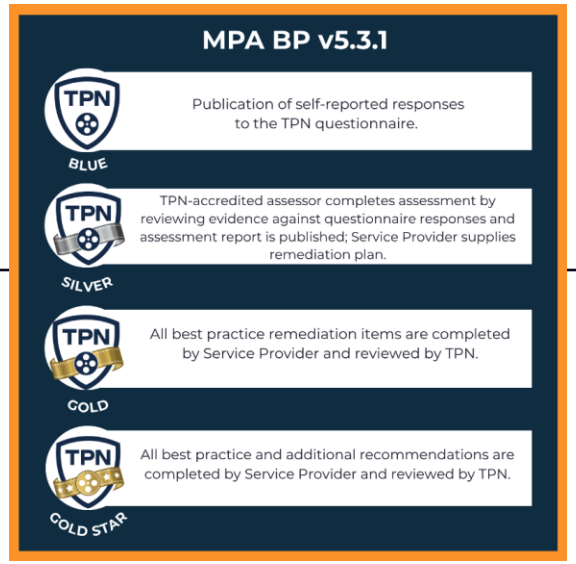
Applications Matter
TPN strongly recommends adding any in-house developed or licensed applications to your TPN+ profile. If your internally or externally facing web application stores, processes or transfers content assets, a TPN Application Assessment is recommended.



TPN High-Level Process: v5.3.1+ (as of 9/9/2025)

Service Provider Progress is Visible to Content Owners







User System Recommendations

System Recommendations for Best User Experience

Internet Connection:

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

Web Browser:

- Use a modern web browser.
- Keep the browser regularly updated to the latest version.
- Currently, Mobile and Tablet devices viewing is not supported.

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.

We recommend you bookmark the TPN+ URL at **plus.ttpn.org**.

You can also access it from our **ttpn.org** website by clicking the **TPN+ PLATFORM** button.

TPN+ PLATFORM





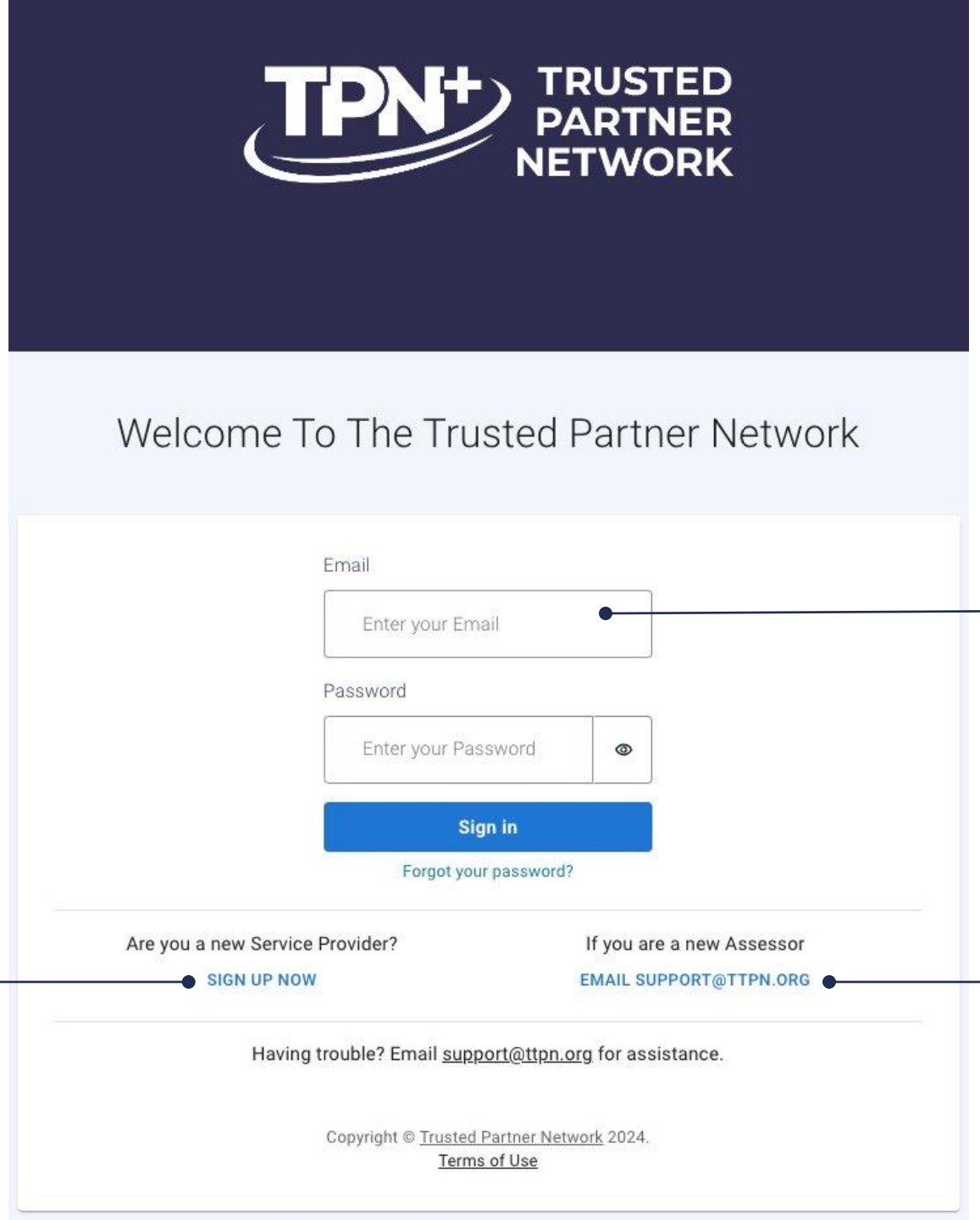
Account Signup & Creation

TRUSTED PARTNER NETWORK

Initial Setup / Login

To join TPN+ as a **new Service Provider**, click on **NEW SERVICE PROVIDER?** on our **ttpn.org** website.

NEW SERVICE PROVIDER?

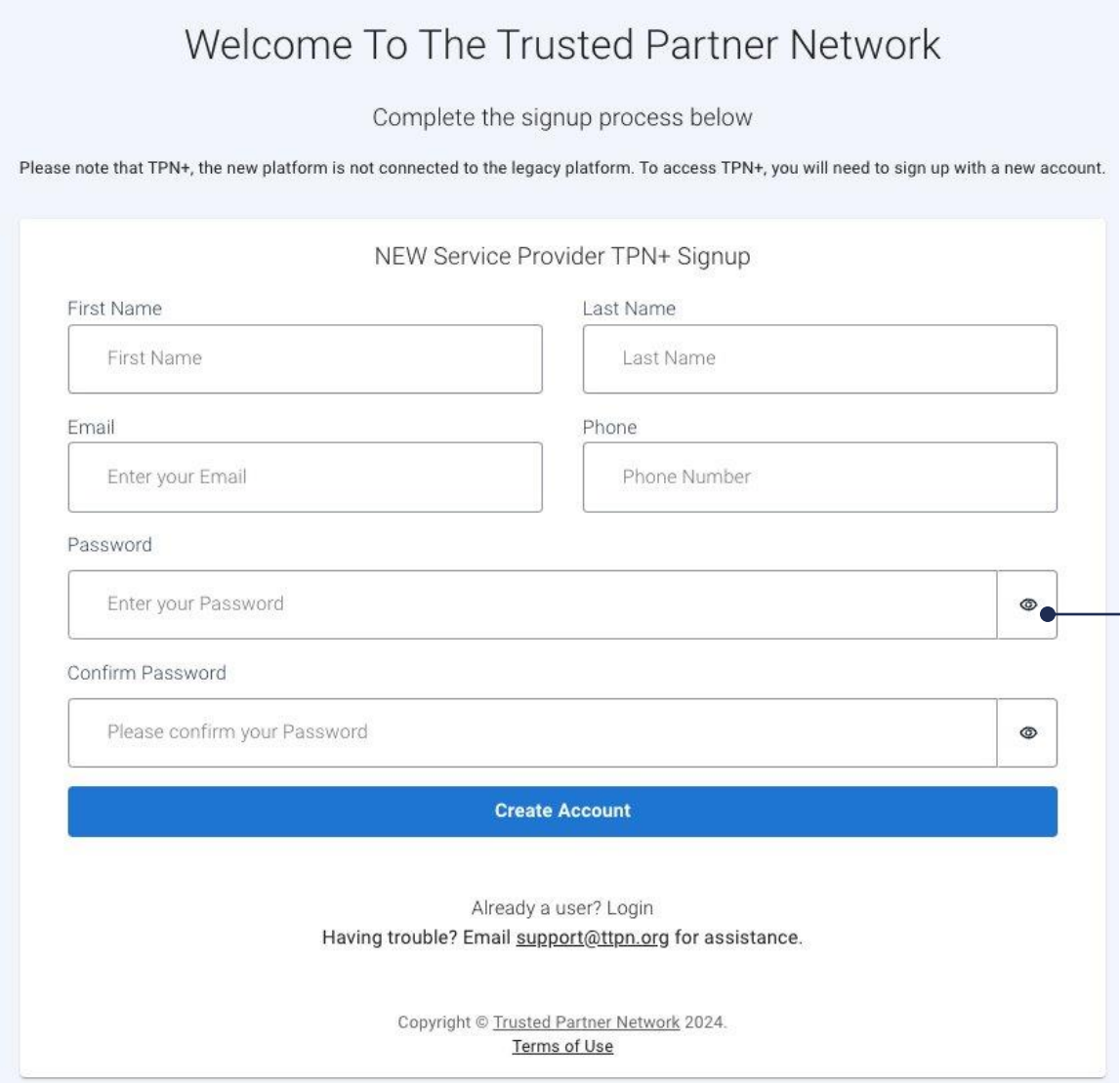


As a **returning user**, enter your credentials and click **Sign in** to log into TPN+.

Once in TPN+, click **SIGN UP NOW** to create your user and company account.

If you are a new **Assessor** and would like to join the TPN program, click here to email us.

Initial Setup / Login



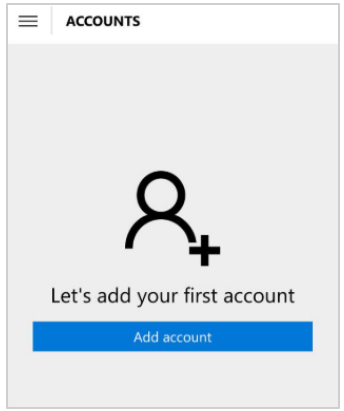
The first step in **creating a new account** is providing your details to create your user account

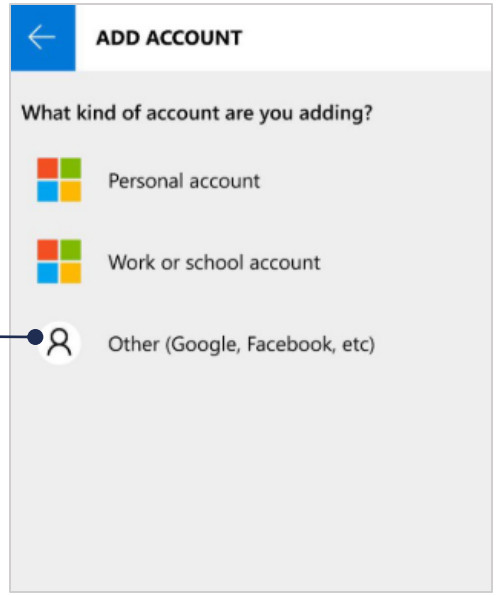
You must provide:

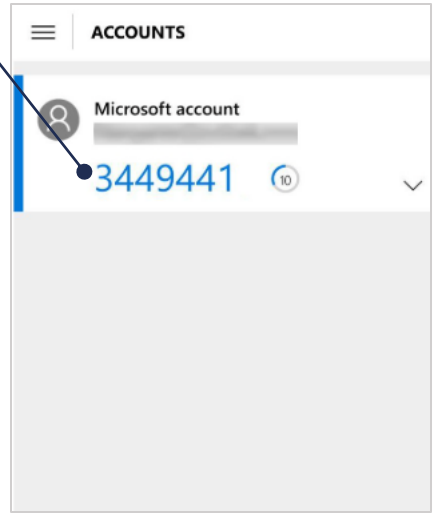
- First and Last Name
- Business e-mail address
- Phone number
- Desired password – requirements:
  - Minimum of 12 characters;
  - Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.

Authenticator Setup

1. Download **Microsoft Authenticator** via the link on the next slide or your phone's app store
2. Open Application
3. Click **Add account** or the **+** symbol
    - 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



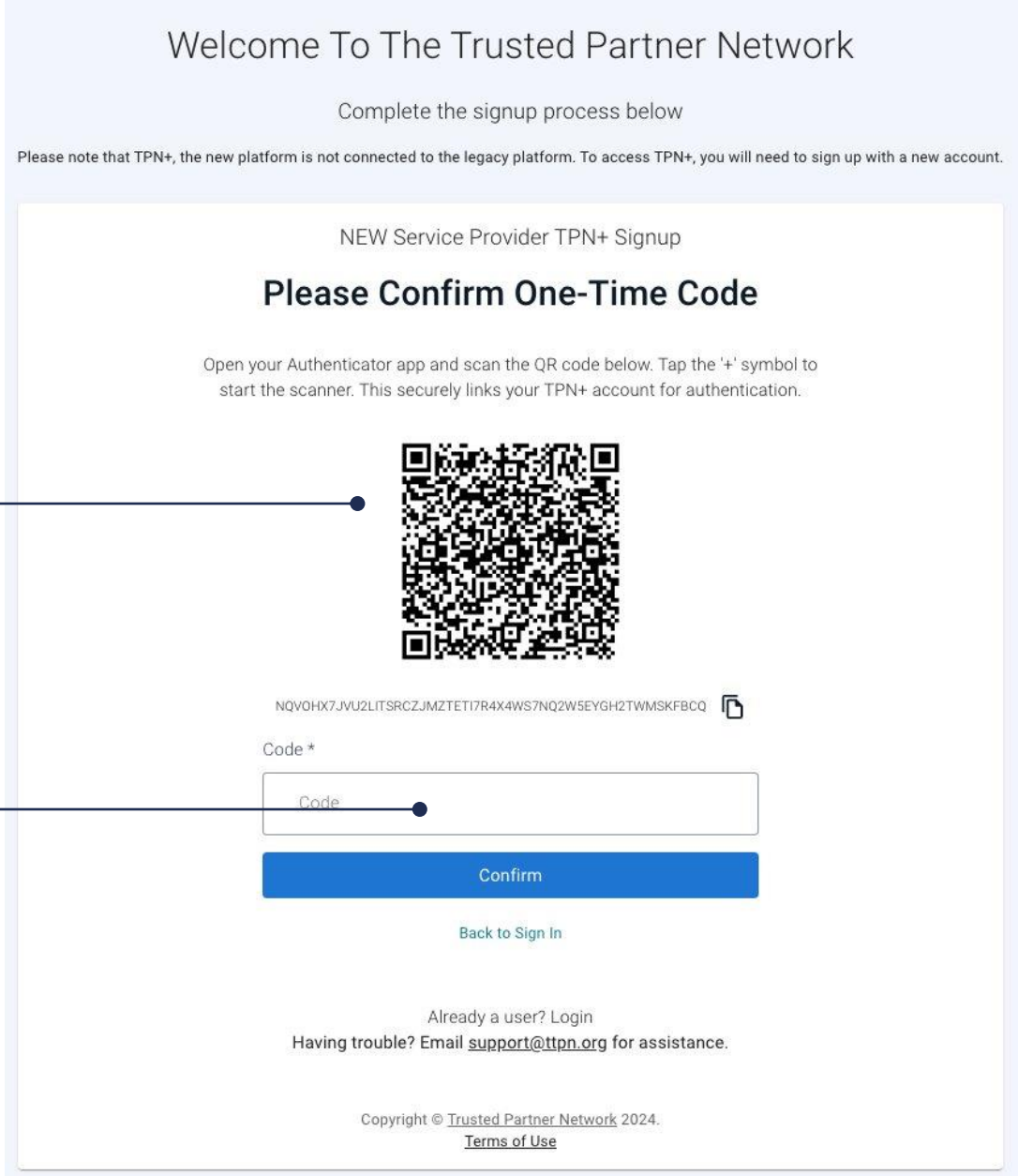




Authenticator Setup

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 click **Confirm** to validate your secure login session.



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

Microsoft Authenticator

Links to Microsoft Authenticator

iPhone

Android

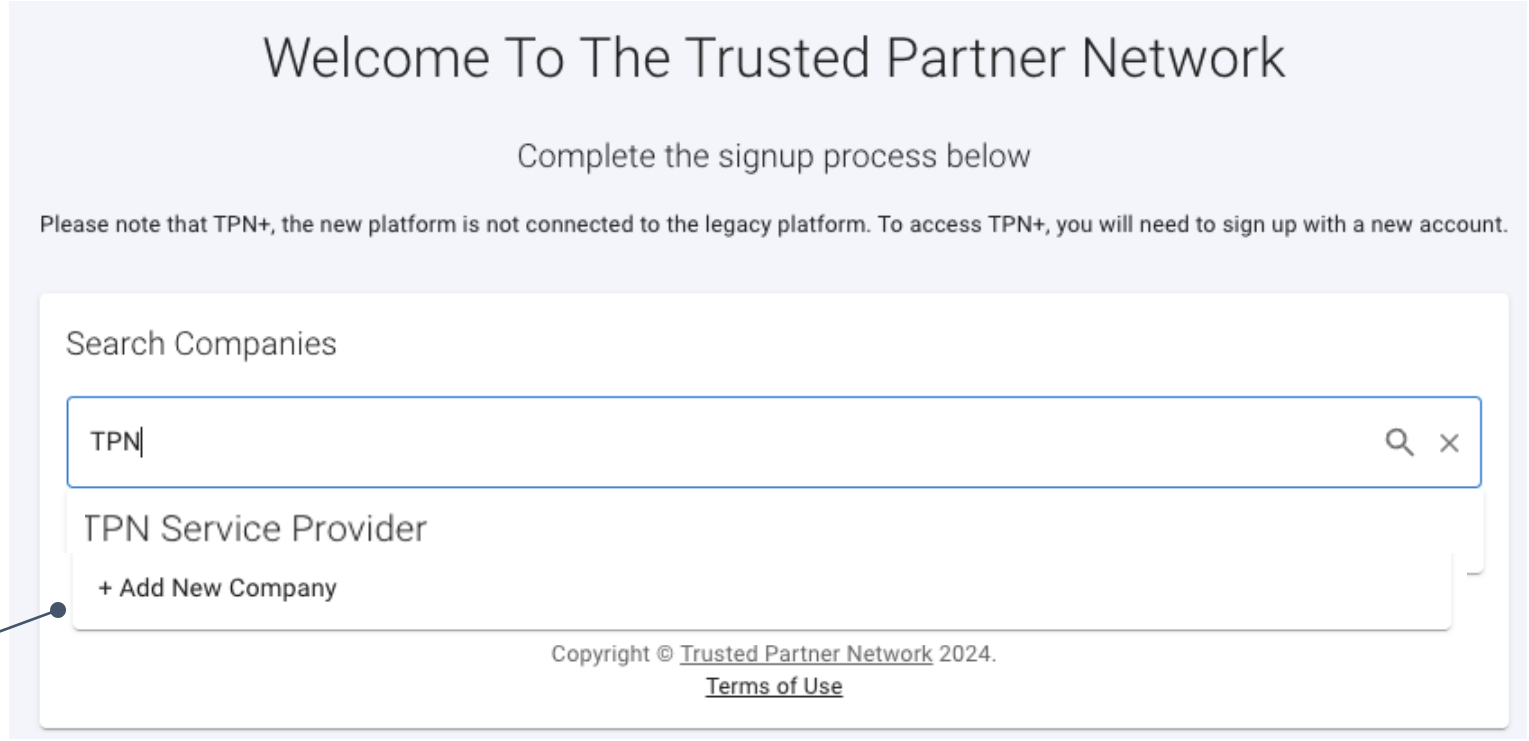
Important: You will need to open the Microsoft Authenticator app on your smartphone every time you log in. You will not receive a notification or text.

Search Companies

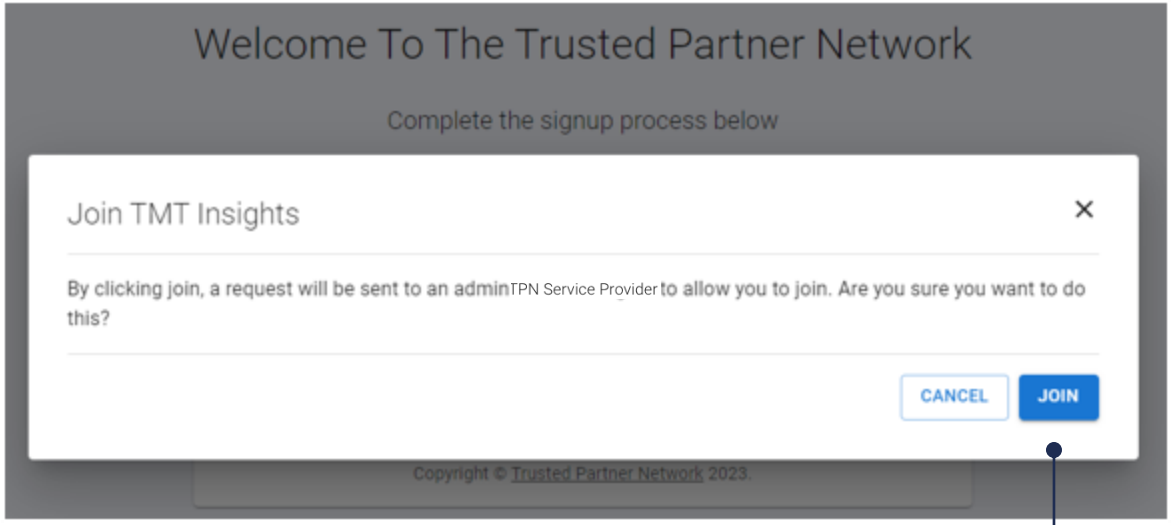
After successfully authenticating, you will be brought to this page to search for your Company.

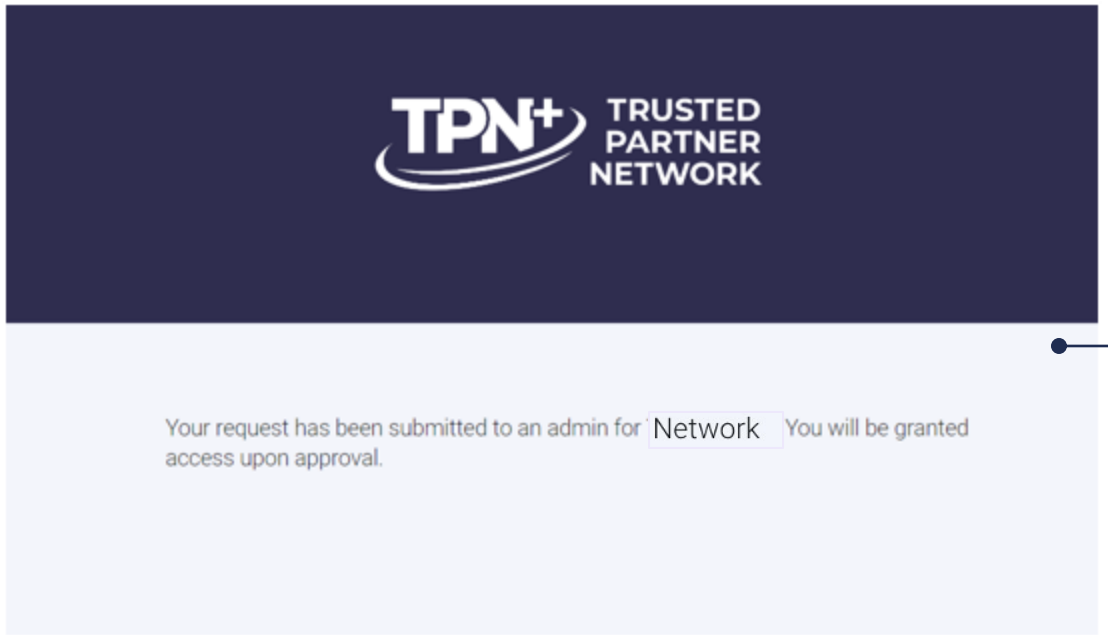
If your Company already has a TPN+ profile and you select it, a request will be sent to your Company's administrator to add you as a user.

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. (Skip the next slide.)



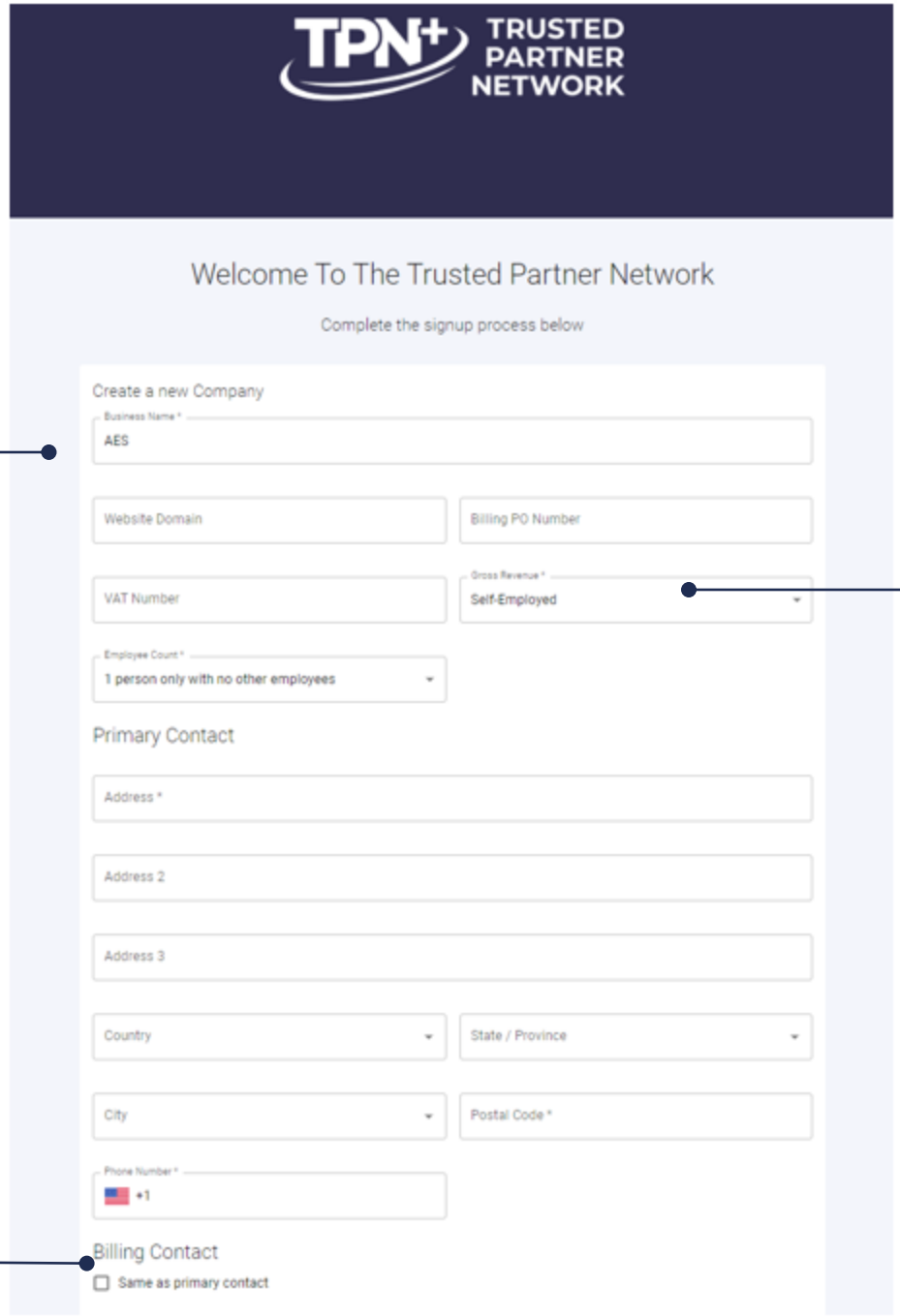
Request Access To Existing Company





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. They just need to log into their profile, and they will see your request in the **USERS** section. (See Adding & Managing Users.)

Initial Company Setup



To create a <u>new</u> Company, add all requested information.

All fields with * are required to continue.

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

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

<u>Please report accurately to reflect the membership level reported in the TPN membership agreement and in accordance with the terms of the agreement.</u>

Important: If you are a parent company and owner of **subsidiary companies** who will have their own TPN+ profiles 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.

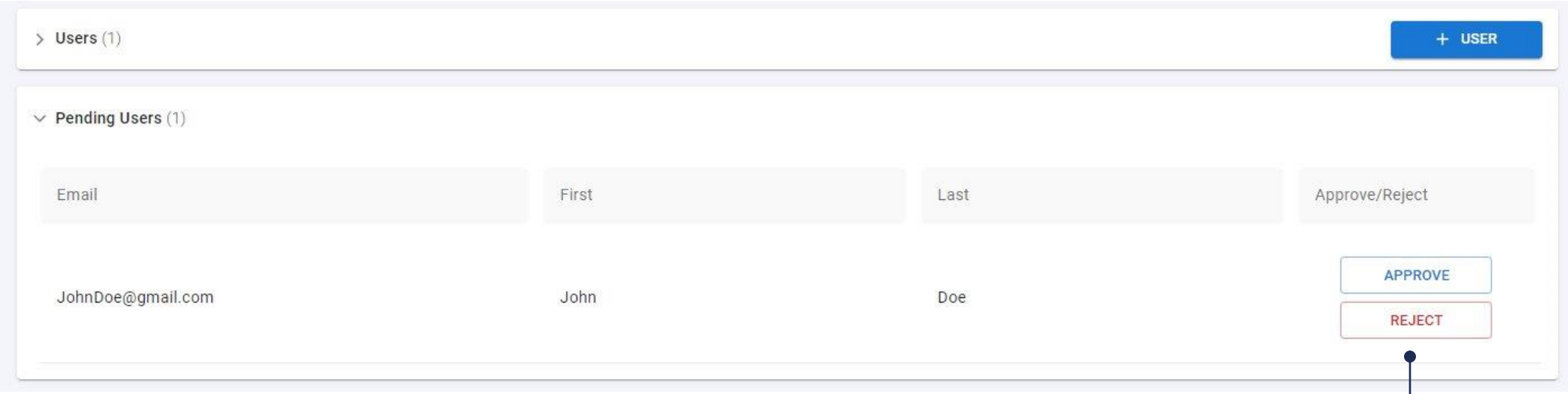
Please update the required fields and sign.
TPN will then be prompted to sign, and upon completion you will receive a copy of the signed agreement via DocuSign email.

Payment is due upon completion of the agreement. After signature, your finance contact will receive an invoice for the annual or quarterly membership fee.



Adding & Managing Users

Granting User Access



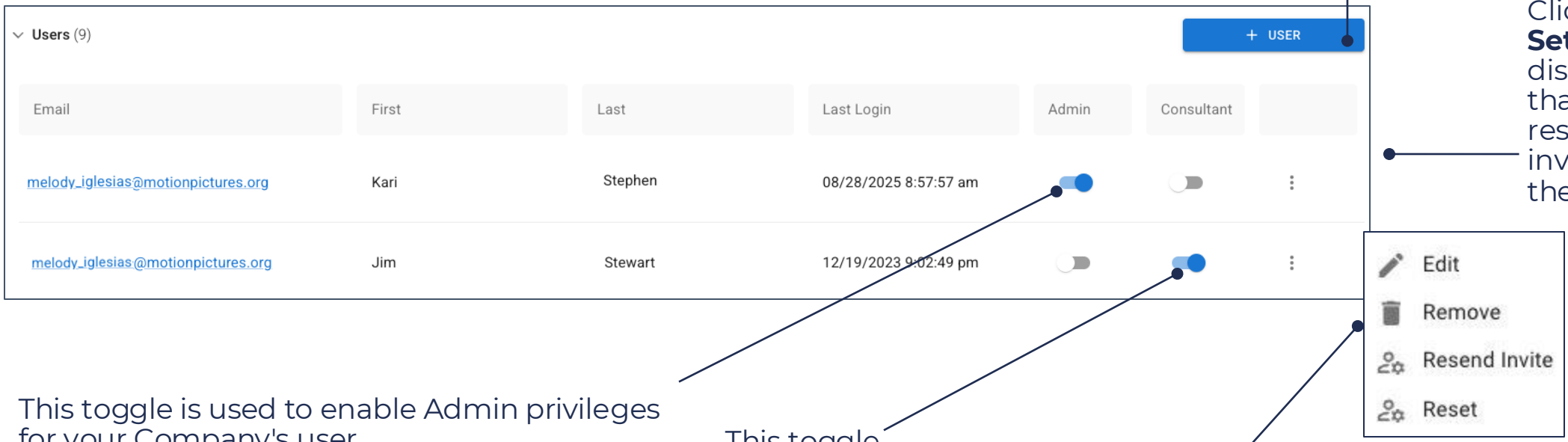
As your Company's user admin, you will be notified via email of any users who have requested accounts for your company.

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

Adding and Managing Users

Clicking the **+ USER** button allows you to add new users with their email addresses. (See next slide.)

For Admin Users, an existing list of users will display once the **Users** section has been expanded.



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, add sites/apps, and request assessment.

Your General Contact and Admin Users receive TPN+ notifications (e.g., assessment published).

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

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

Adding and Managing Users

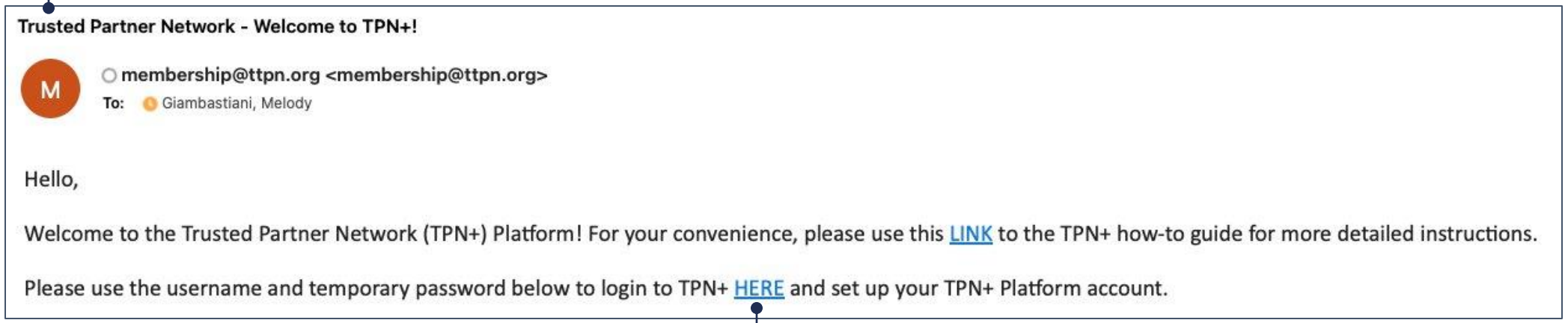


When adding a new user, and clicking the **INVITE USER** button, an invitation will be sent to the email address you provide on this screen. The email address will be used to register the new user and will be pre-associated with your Company account.

Please note: You can only enter one email address at a time.

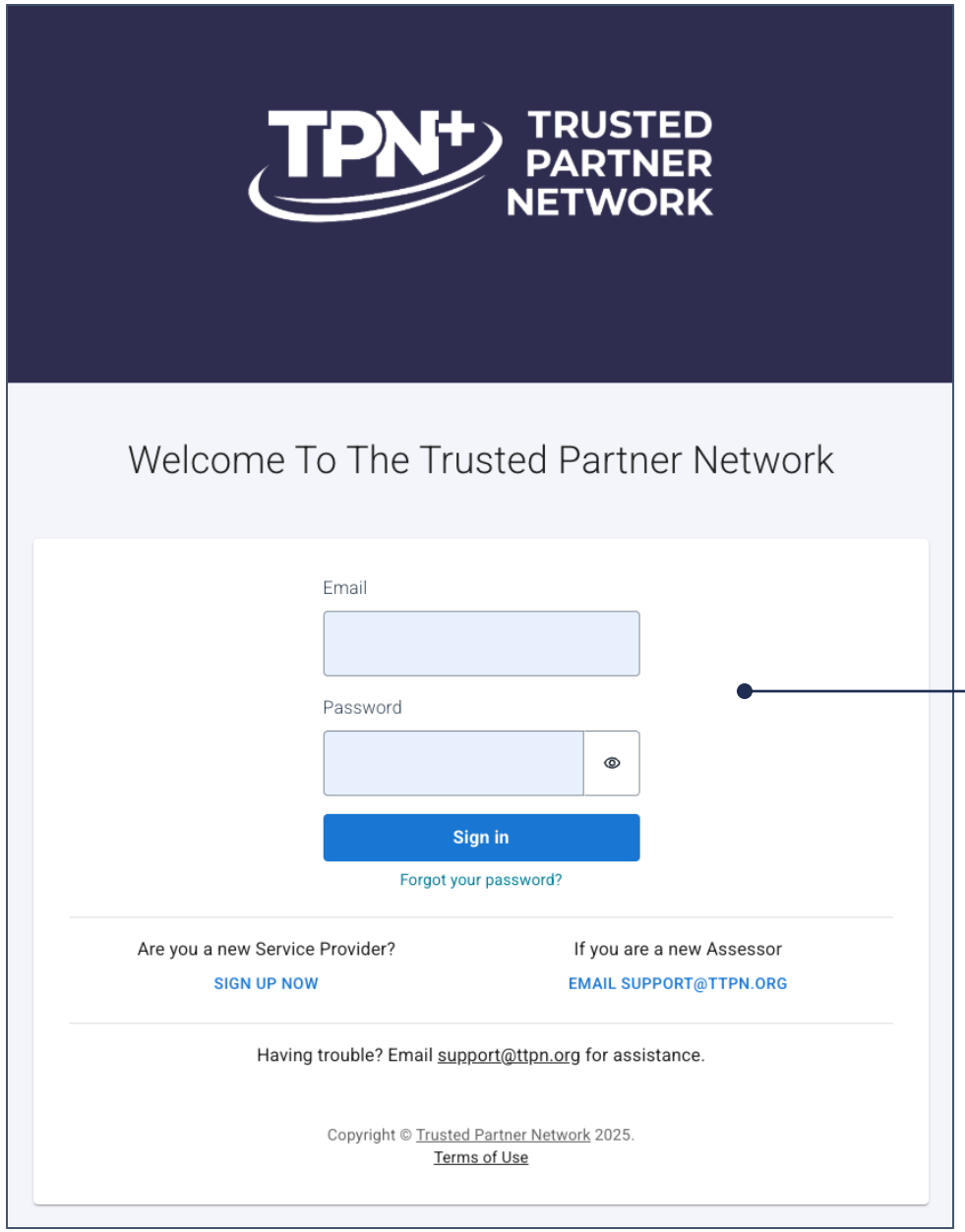
Adding and Managing Users

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



The user can then log in to the system by clicking on this hyperlink and using their temporary password. If it expires, the admin user can reset them in the user settings (see previous slides).

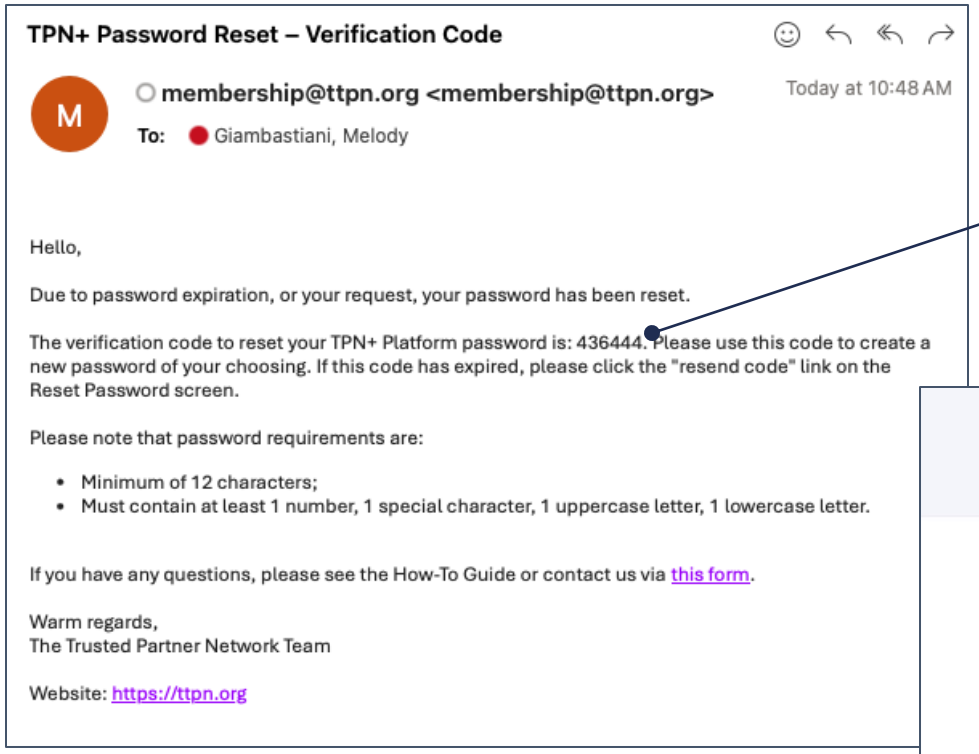
Adding and Managing Users



The new user can now log in to the system by using their email and temporary password sent in the welcome email.

If the password has expired, the admin user can reset them in the user settings (see previous slides).

Password Management


TPN+ Password Reset – Verification Code

membership@ttpn.org <membership@ttpn.org> Today at 10:48 AM

To: Giambastiani, Melody

Hello,

Due to password expiration, or your request, your password has been reset.

The verification code to reset your TPN+ Platform password is: 436444. Please use this code to create a new password of your choosing. If this code has expired, please click the "resend code" link on the Reset Password screen.

Please note that password requirements are:

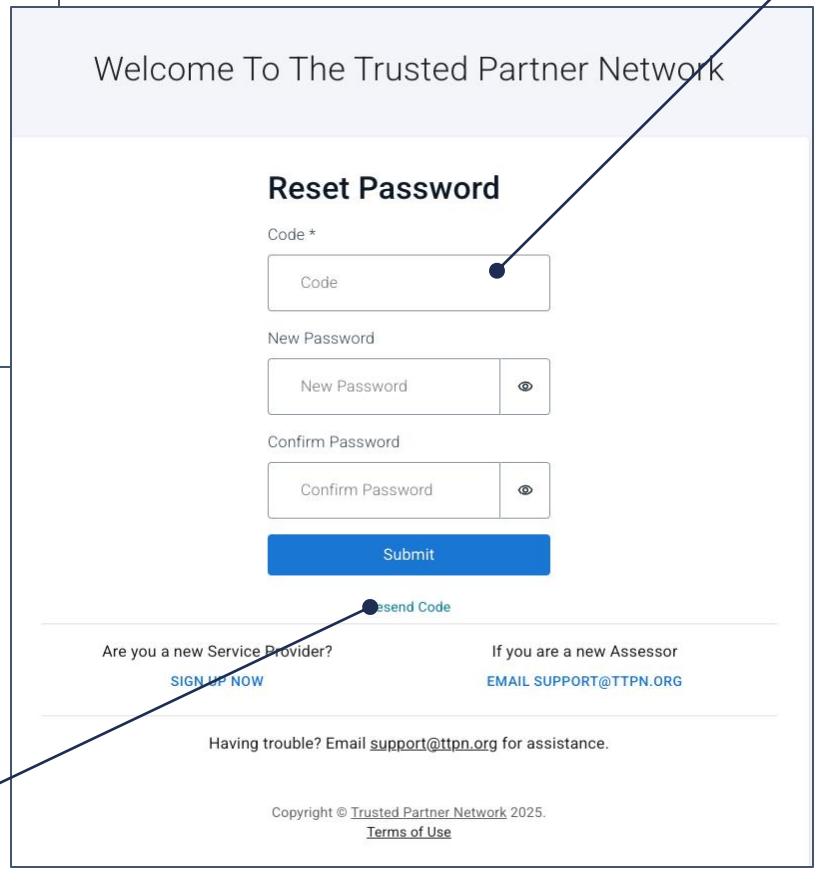
- Minimum of 12 characters;
- Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.

If you have any questions, please see the How-To Guide or contact us via this form.

Warm regards,
The Trusted Partner Network Team

Website: https://ttpn.org

If you request for TPN (support@ttpn.org) 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.

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

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**.

TRUSTED PARTNER NETWORK



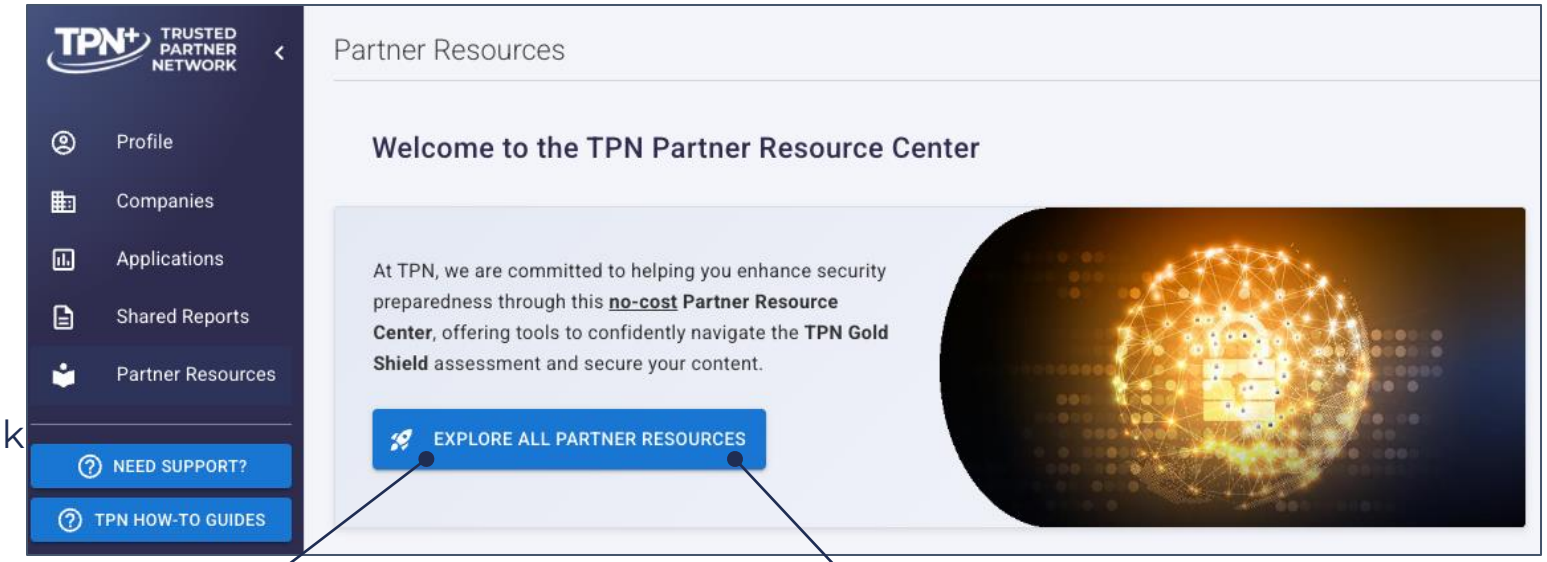
Partner Resource Center

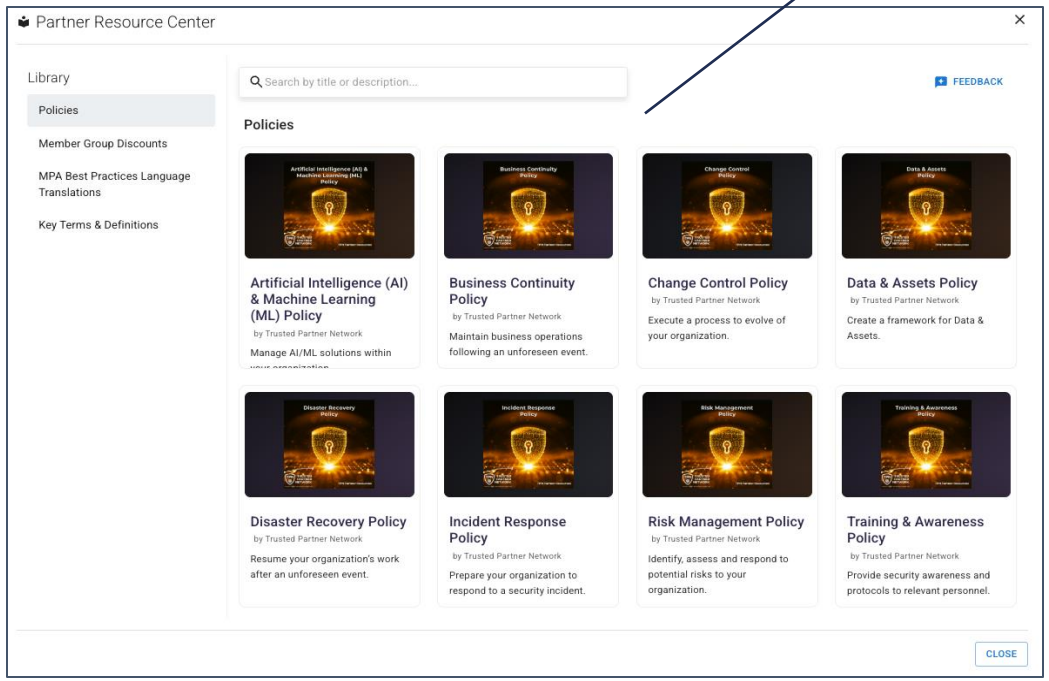
TPN TRUSTED PARTNER NETWORK

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.

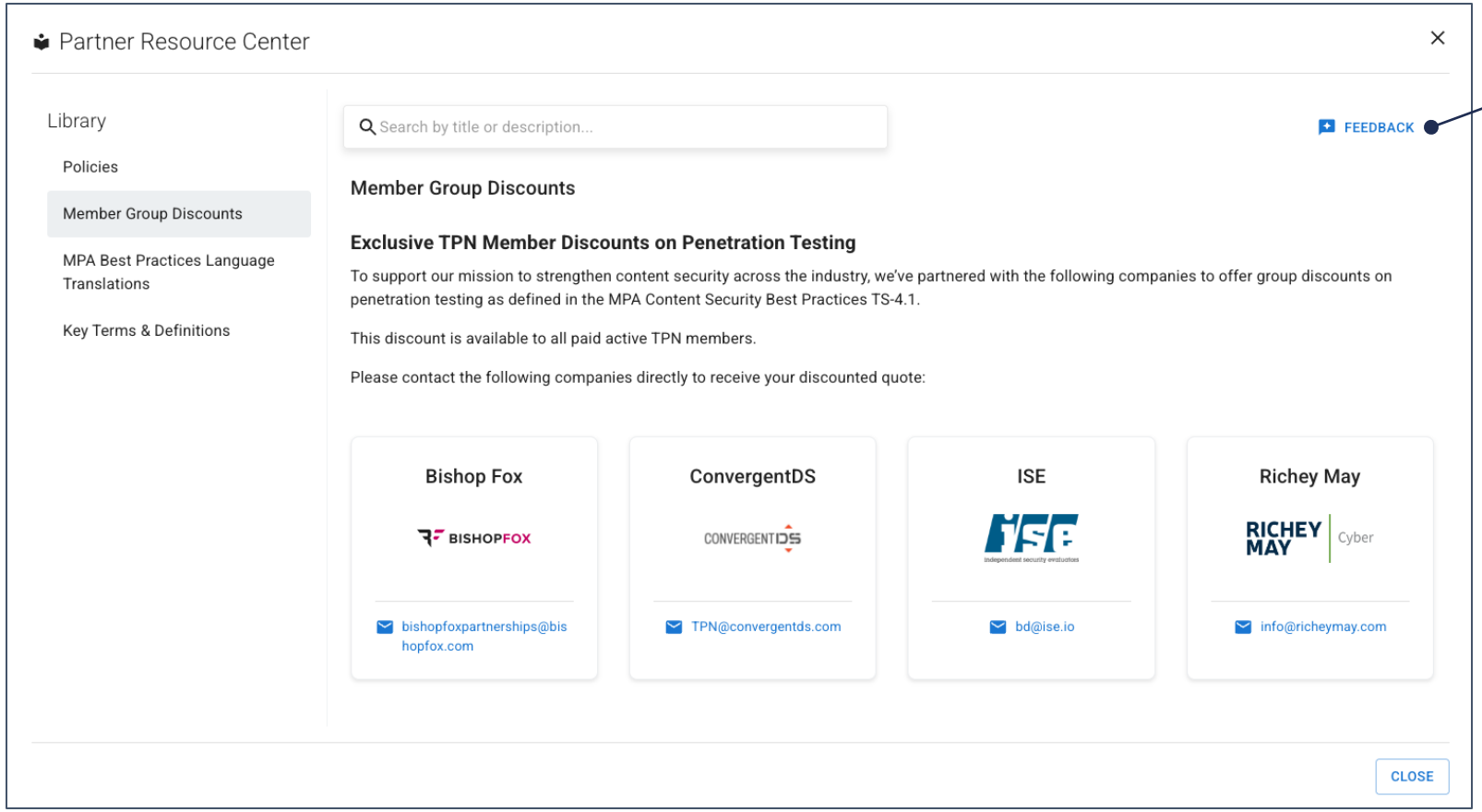
Partner Resource Center – Group Discounts

See the **Member Group Discounts** section for exclusive group discounts on services for **active paid TPN members**.

At TPN, security is for everyone, and this initiative makes critical security services more accessible. No matter your size, we are here to support your journey to stronger content security.

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

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





Profile Overview

Service Provider Profile

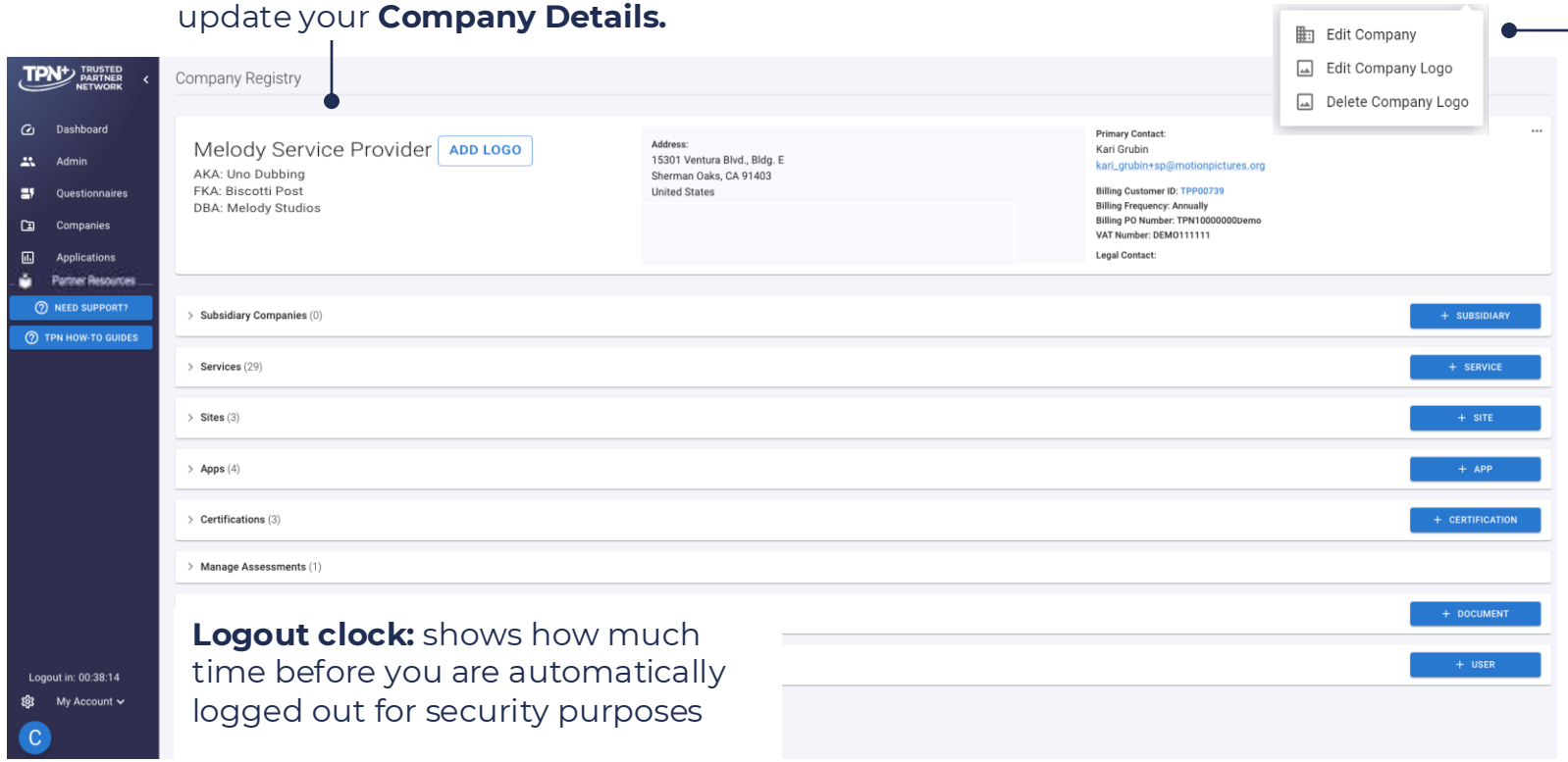
Your Profile is the landing page where you manage **Users** and update your **Company Details.**

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.**

Registries: view list of all Service Provider **Companies** and **Applications** and their shield status.

Need Support: create service tickets for assistance from TPN Support Team.

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



Company Details: change or update address, general contact information, billing contact or logo.

Note: The **Legal Contact** is auto-filled from DocuSign upon completion of the membership agreement. To update click **NEED SUPPORT?** or email support@ttpn.org.

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

My Account: change or update your individual account details

Service Provider Profile

Your Profile lets you manage your **Services, Sites, Applications, Documents, non-TPN Certifications,** and **Users** and ongoing **Assessments.**

Subsidiary Companies: Wholly-owned subsidiaries listed under the parent company profile. Contact support@ttpn.org to add them to your TPN membership.

Services: Types of services provided

Sites: Service Provider's physical locations where services are performed

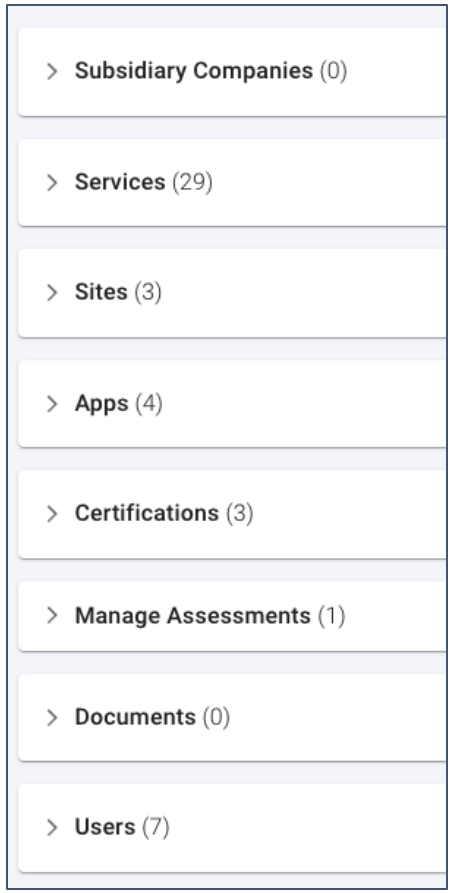
Apps: In-house developed or 3rd party application software used to provide services

Certifications: non-TPN security certifications (ISO27001, AICPA Soc2 Type 2, CSA STAR Level 1 & 2)

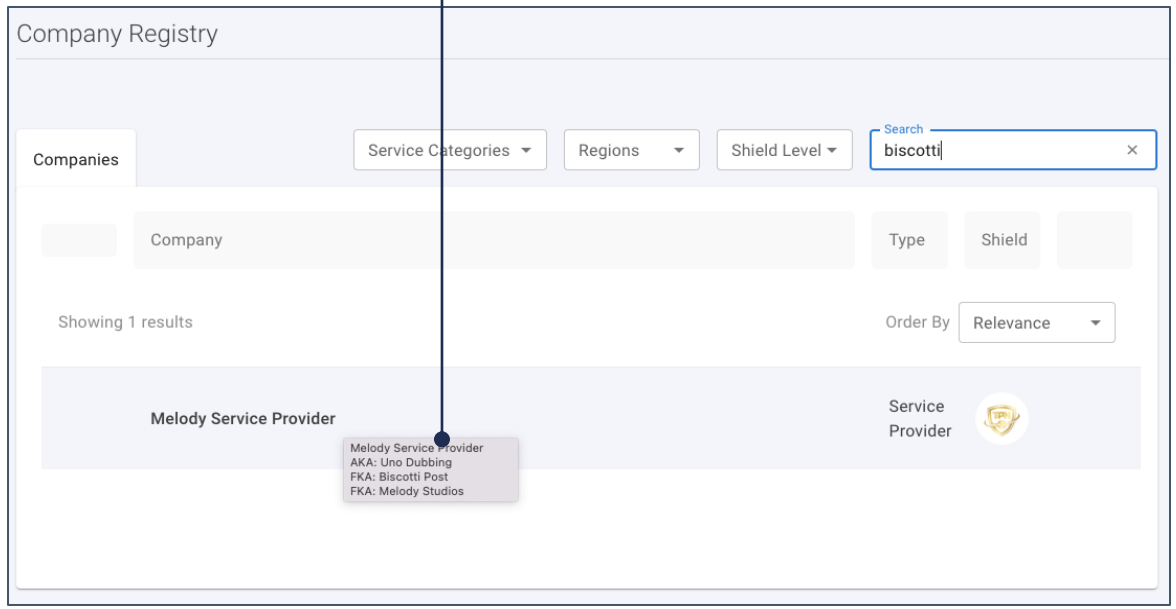
Manage Assessments: This is where you will be able to manage your TPN+ assessments

Documents: Legacy TPN and other assessments; white papers; process maps – up to you!

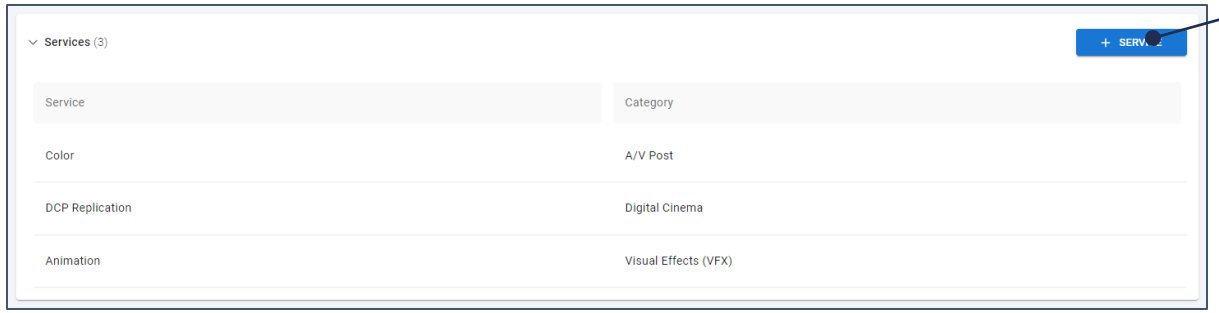
Users: Add and manage Users (visible to Admin Users)



Alternative names entered in **Edit Company Details** are searchable in the **Company Registry**. Results sow the primary name, with all names visible on hover.

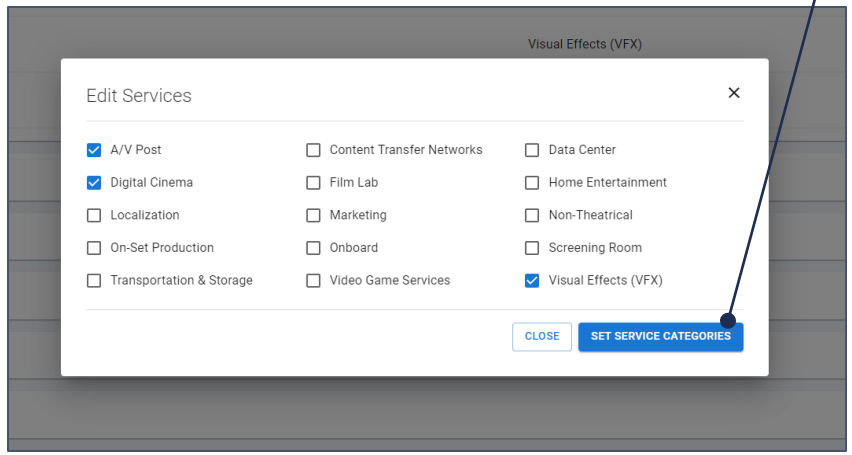


Adding Services

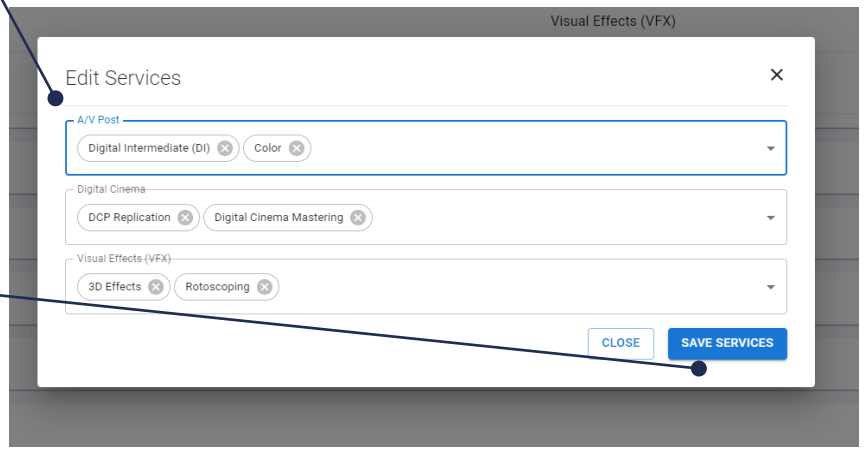


Clicking the **+ SERVICE** button allows you to add and manage which **Services** you currently provide.

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.



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.

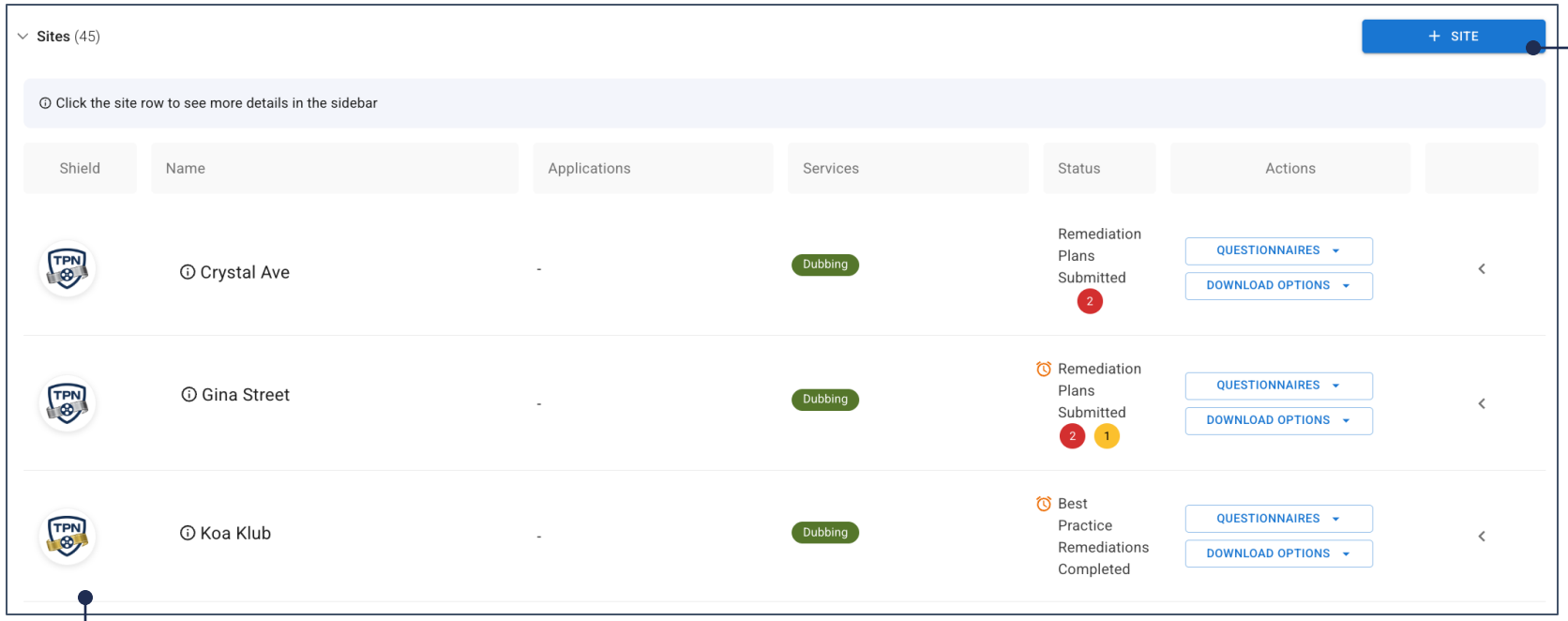


After selecting the detailed service selections for each high-level category, click **SAVE SERVICES** to return to the profile page where the selected services will now be displayed.

Please note you must select at least one Service inside of each Service Category selected.

Adding Sites

Important: List all external-facing in-house apps used to store or transfer in the **Applications** section. These require their own Questionnaires and Assessments, separate from the Sites.



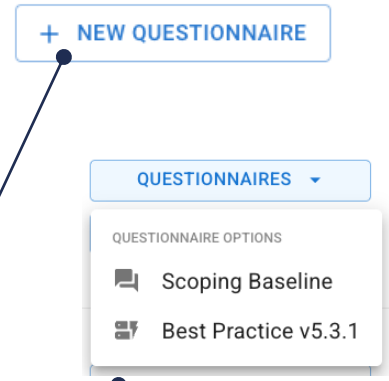
Clicking the ***+ SITE*** button allows you to add and manage the Physical location of each site and identify which services are performed at that location.

This Shield column shows the highest recognition stage for each Site. For details, see the *Answering TPN Best Practices Questionnaire* section.

This **Actions** button(s) change by Site phase.

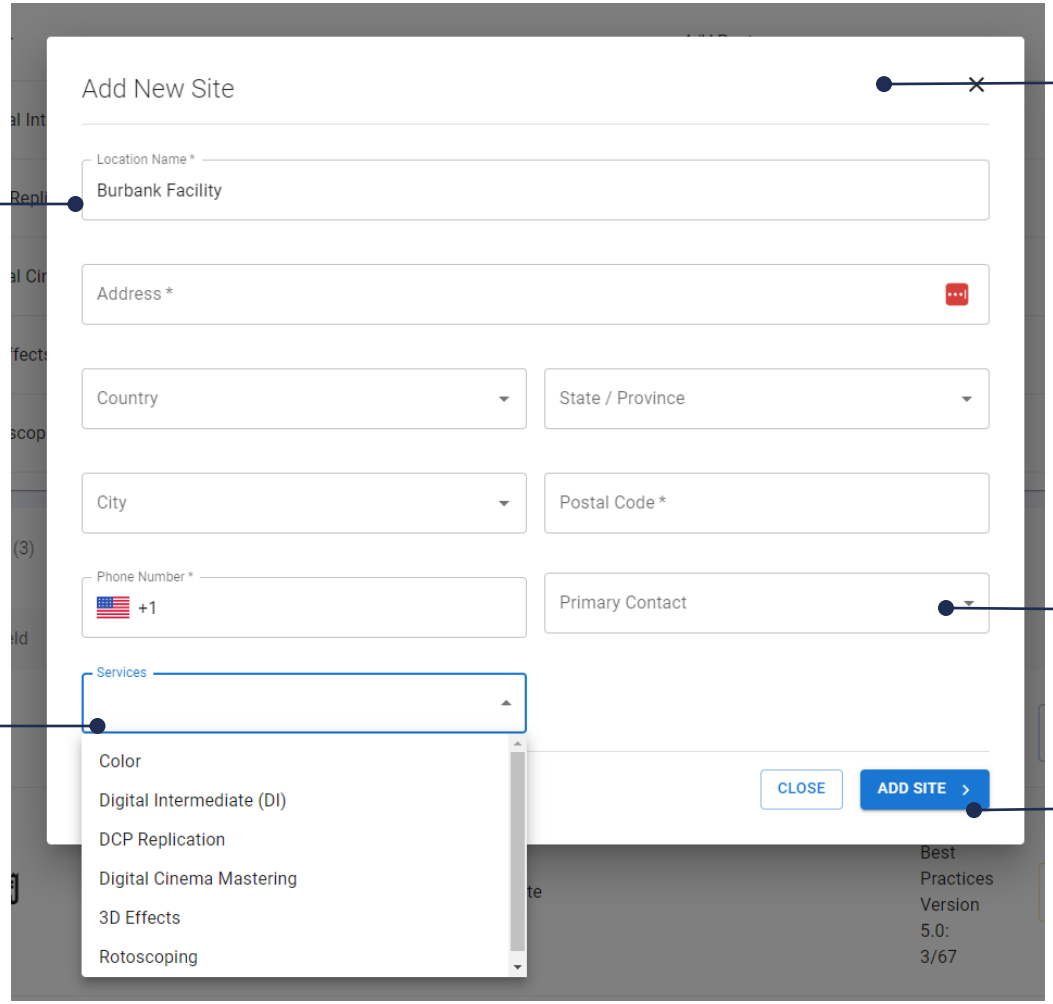
After creating a Site, complete the Scoping Baseline Questionnaire by clicking the **+ NEW QUESTIONNAIRE**.

Your responses filter the Best Practice questions for the TPN Questionnaire. You can revisit the Baseline anytime from the the Questionnaires dropdown..



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.



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

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.

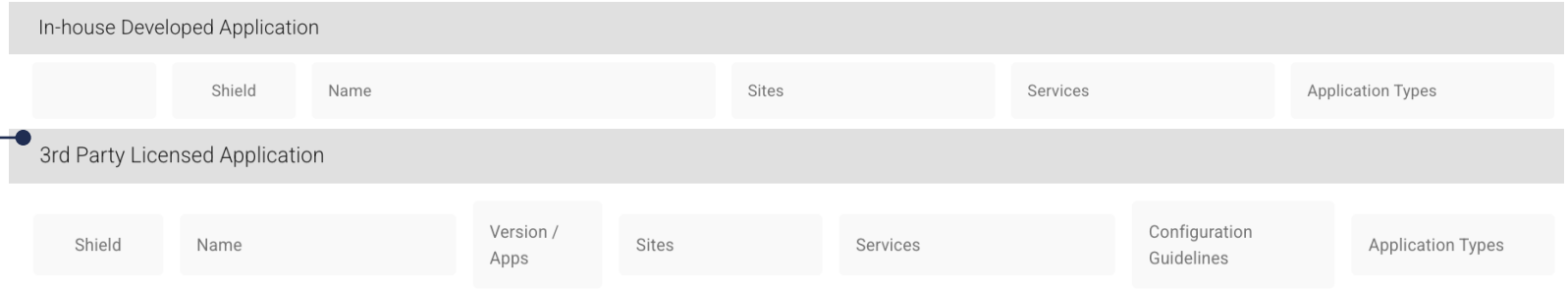
General Contact is selectable from the list of users on the account under the **Users** section of the company profile.

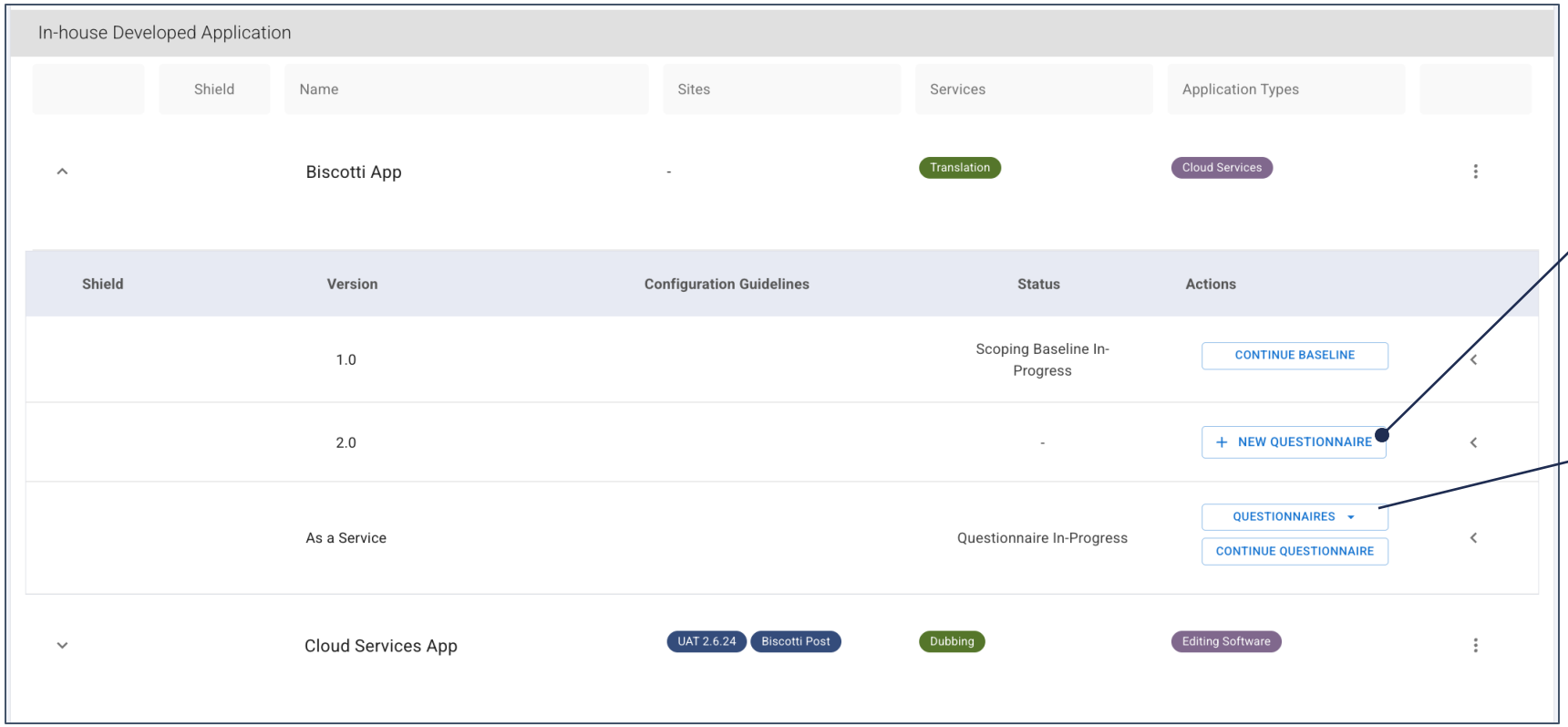
When complete, click ***ADD SITE***.

Adding Applications Overview

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

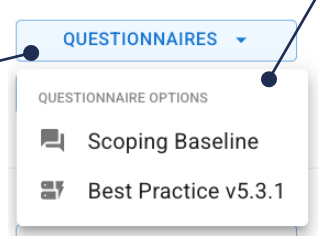
Note you can only respond to the TPN Best Practice questionnaire for **In-House Developed Applications**.





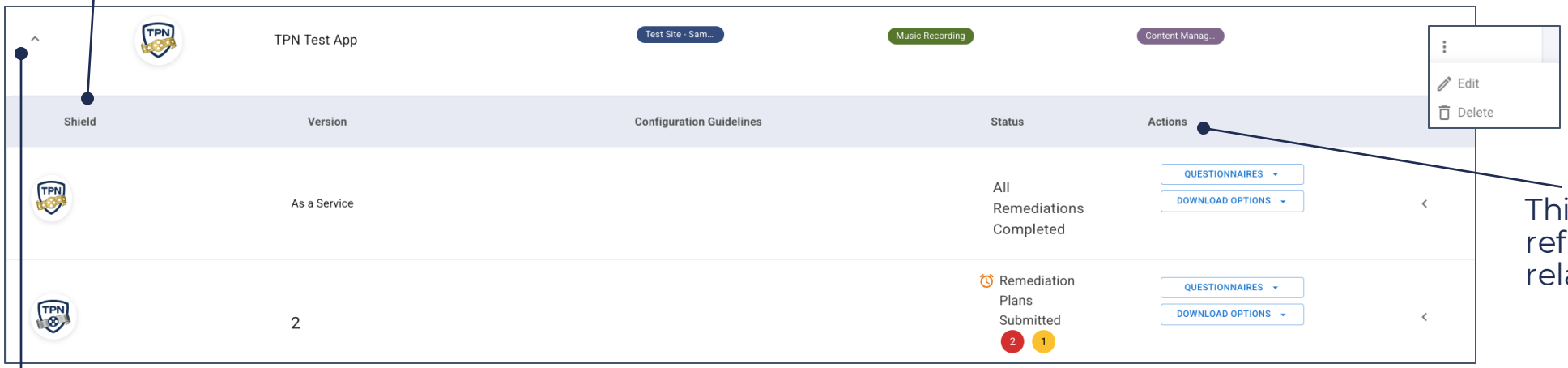
Just like Sites, the process to begin the TPN Best Practice questionnaire and Assessments follows the same workflow, by clicking **+ NEW QUESTIONNAIRE**.

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**.



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

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

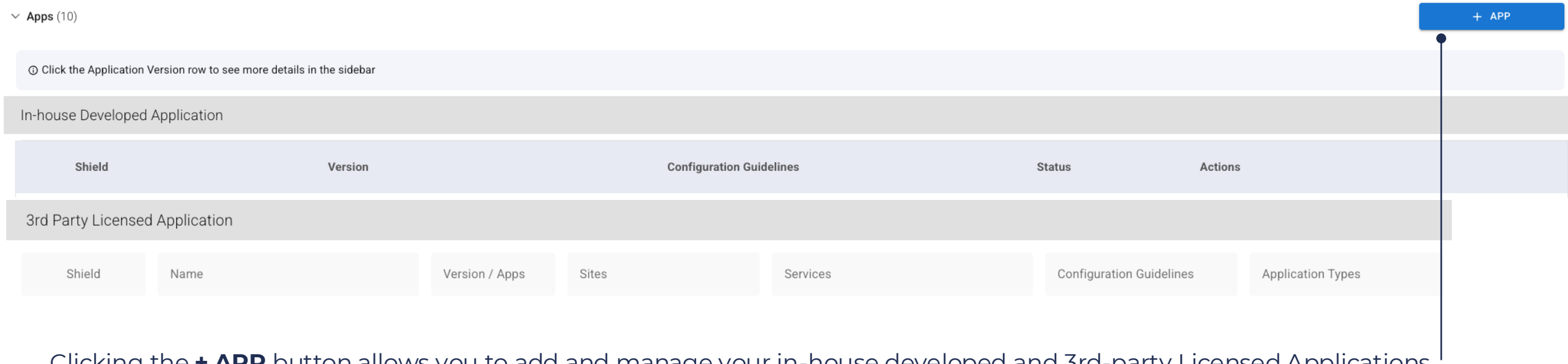
If you have uploaded Configuration Guidelines (per Version), they will be displayed in the **Configuration Guidelines** column and are downloadable by Content Owners and by the Assessor selected to perform the App Assessment.

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 **3rd-party Licensed** Applications (e.g., SaaS, PaaS, etc.) to your TPN+ Profile.



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

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

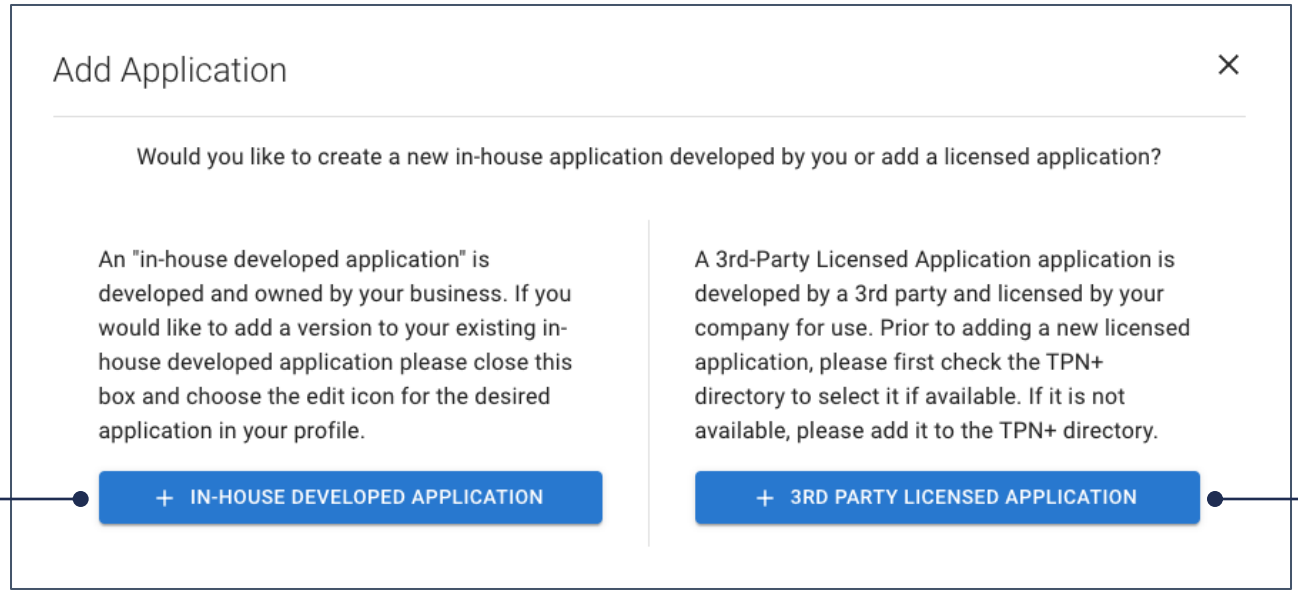
Both in-house and 3rd party Apps will require you to select the Application type (e.g., cloud services, transfer services etc.) and the versions that you provide or are licensing.

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

You will also identify which Service(s) and Site(s) are using that Application and Version if applicable.

Adding Applications

To add Applications that were developed in-house by your Company, click **+ IN-HOUSE DEVELOPED APPLICATION** to add it to the TPN+ registry.

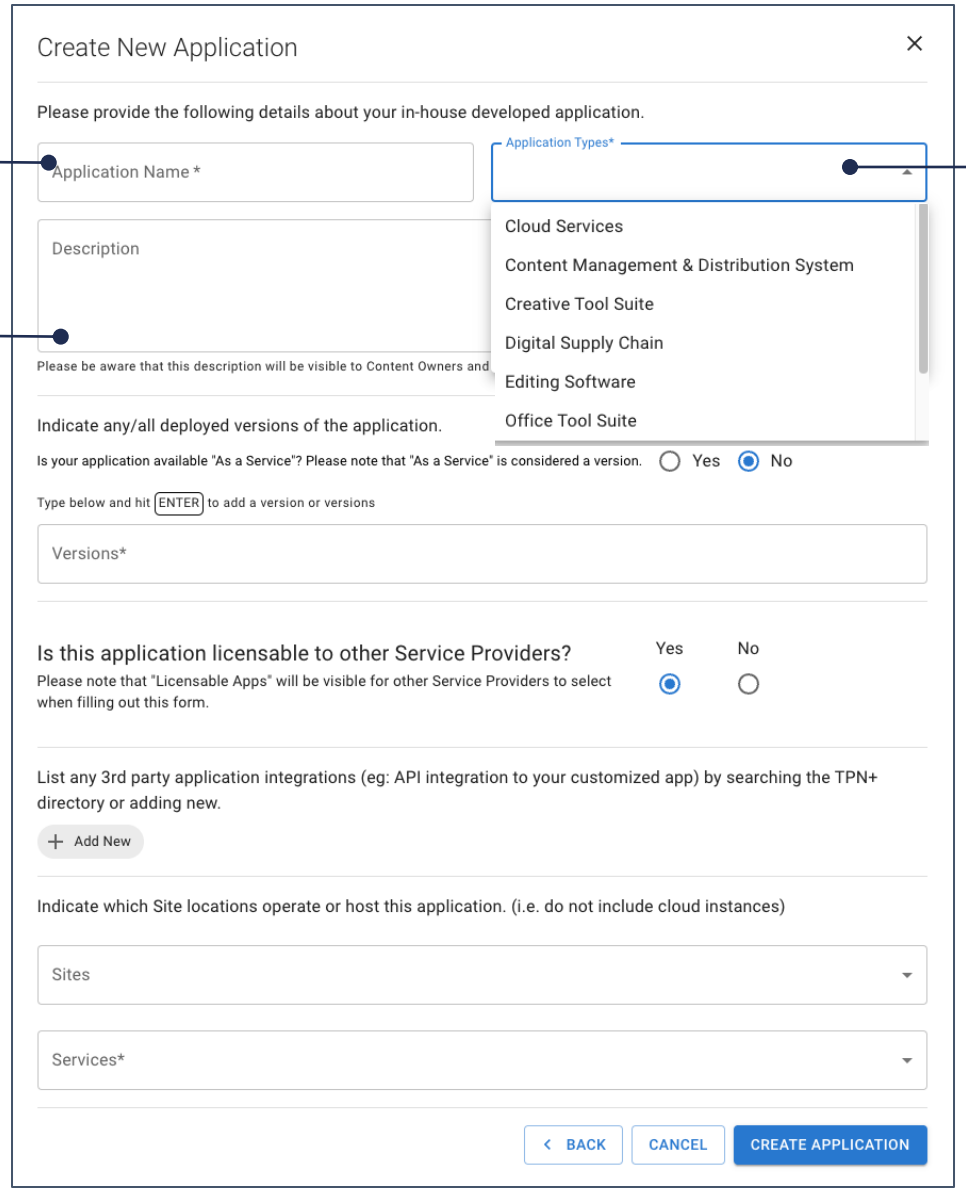


To add a licensed Application, please click **+ 3RD PARTY LICENSED APPLICATION** and either select the Application from the TPN+ registry, or if it is new to TPN+, please add it to the TPN+ registry.

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.



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

If you do not see the Application Type you need, click **NEED SUPPORT?** or email support@ttpn.org.

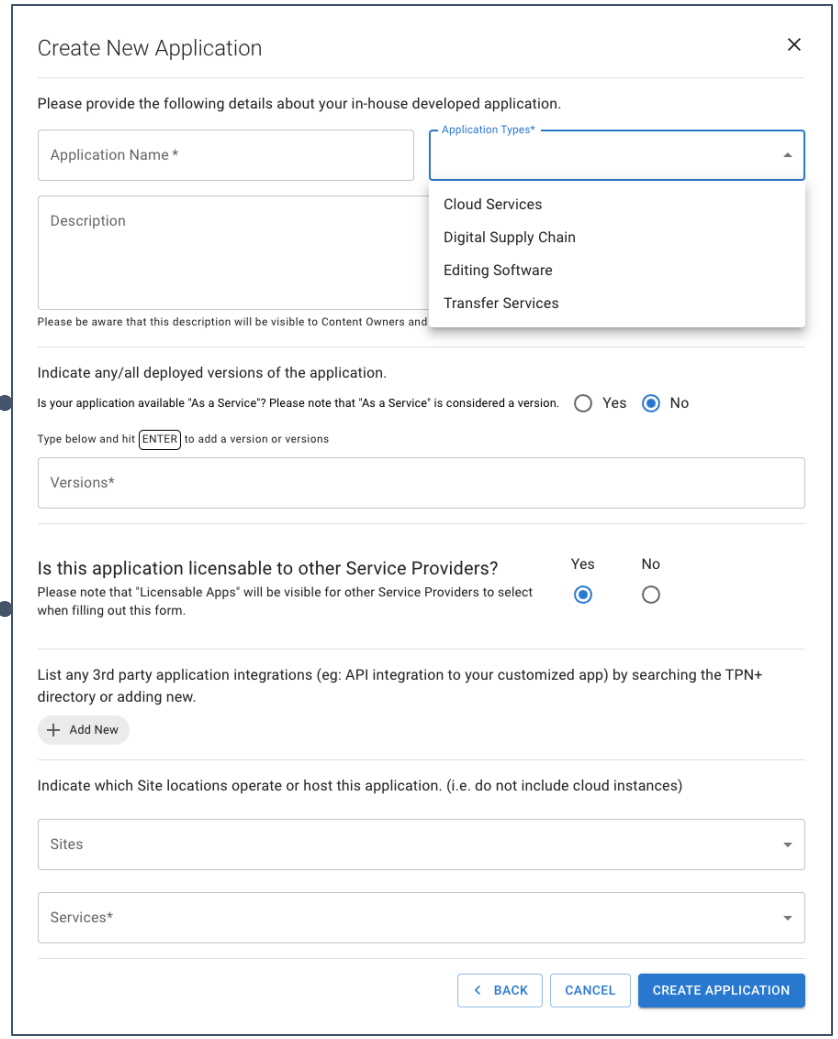
Adding In-house Developed Applications

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 a 3rd party licensed 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.

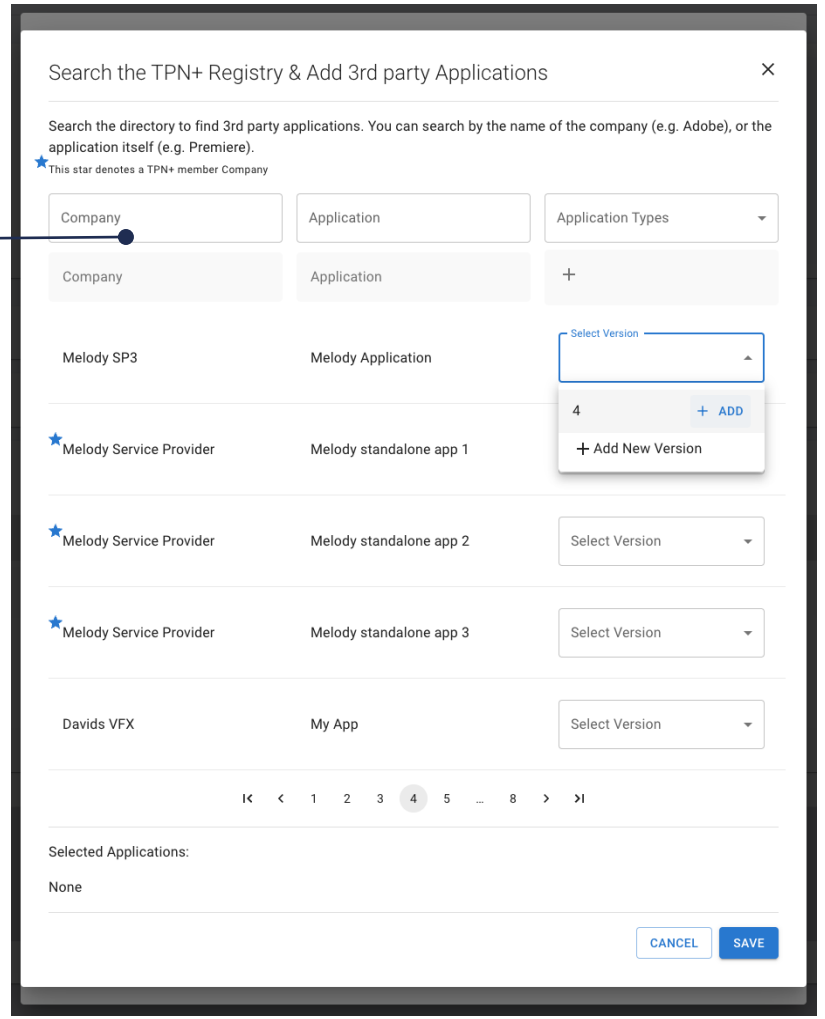
Adding In-house Developed Applications – 3rd Party Integrations

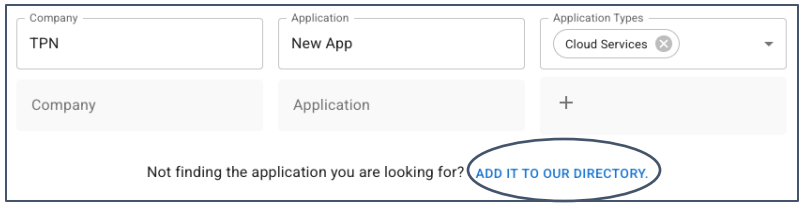
After clicking **+ Add New** you will search in the TPN+ registry or add a new Application.

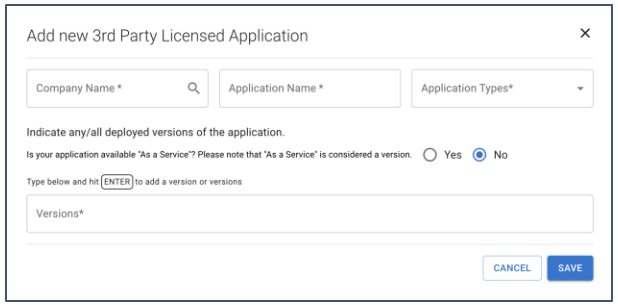
If you are selecting your 3rd party integrated Application from the TPN+ Registry, the **Company** and **Application** boxes will assist your search of the TPN+ Registry. Once the Company and Application are selected, please **select version/s** and **save** to list in your Application profile.

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, 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.



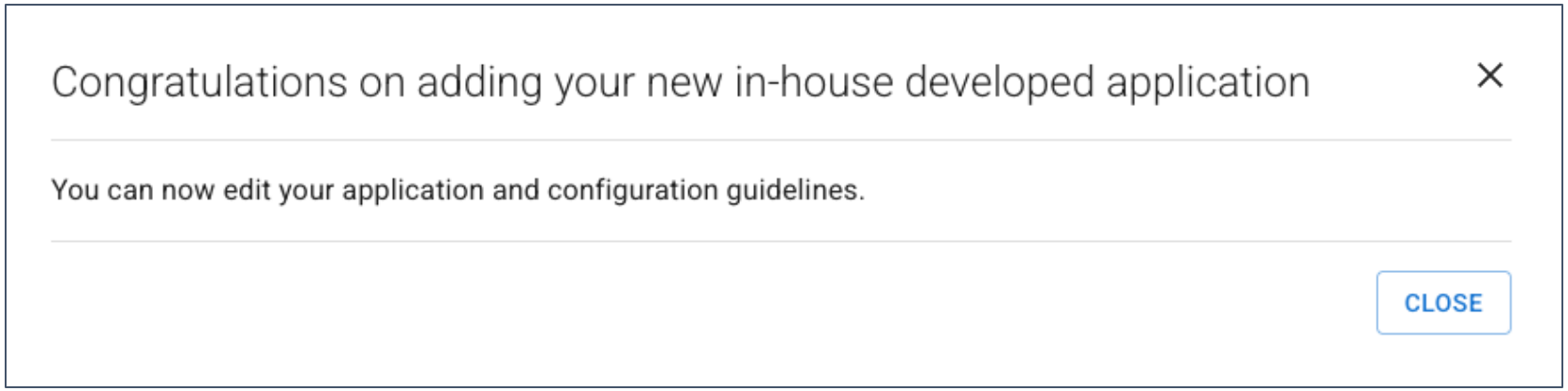




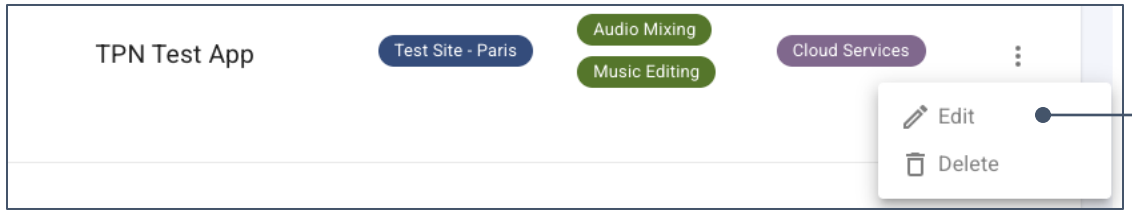
Adding In-house Developed Applications

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

You can add now **Configuration Guidelines** by editing the App. (See next slides.)

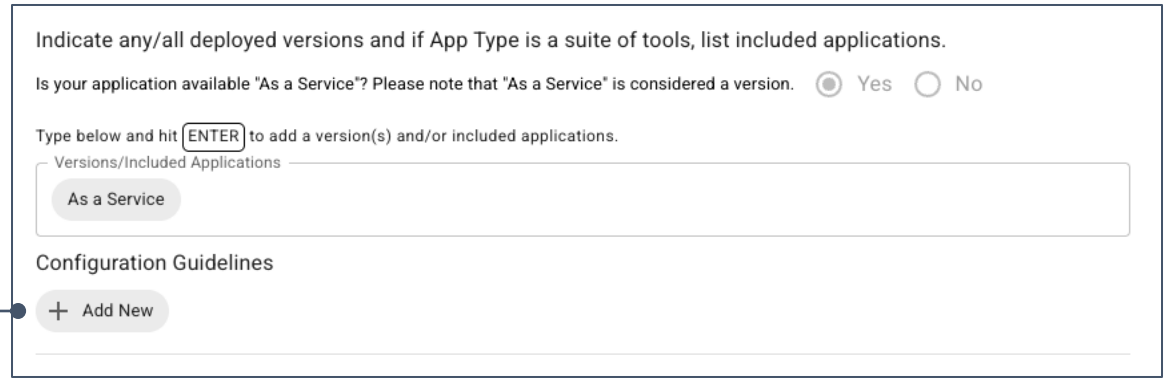


Adding In-house Developed Applications – Configuration Guidelines & Edits



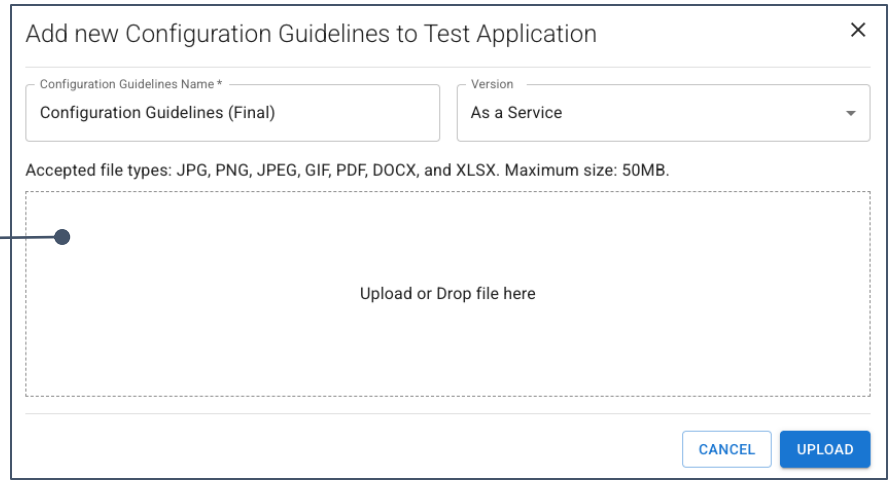
To add **Configuration Guidelines**, **add a new Version** or **make other changes** to your Application, first click this pencil icon to Edit.

In the Edit screen, click **+ Add New** to upload **Configuration Guidelines**.



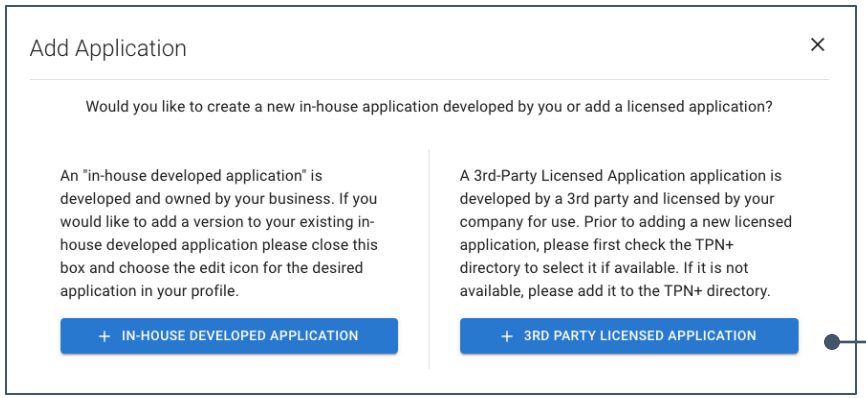
Enter the **name** and **version** of the Configuration Guidelines, then upload the file by clicking to upload or drag and drop the file here.

Once the **Configuration Guidelines** file shows below, 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 Configuration Guidelines.

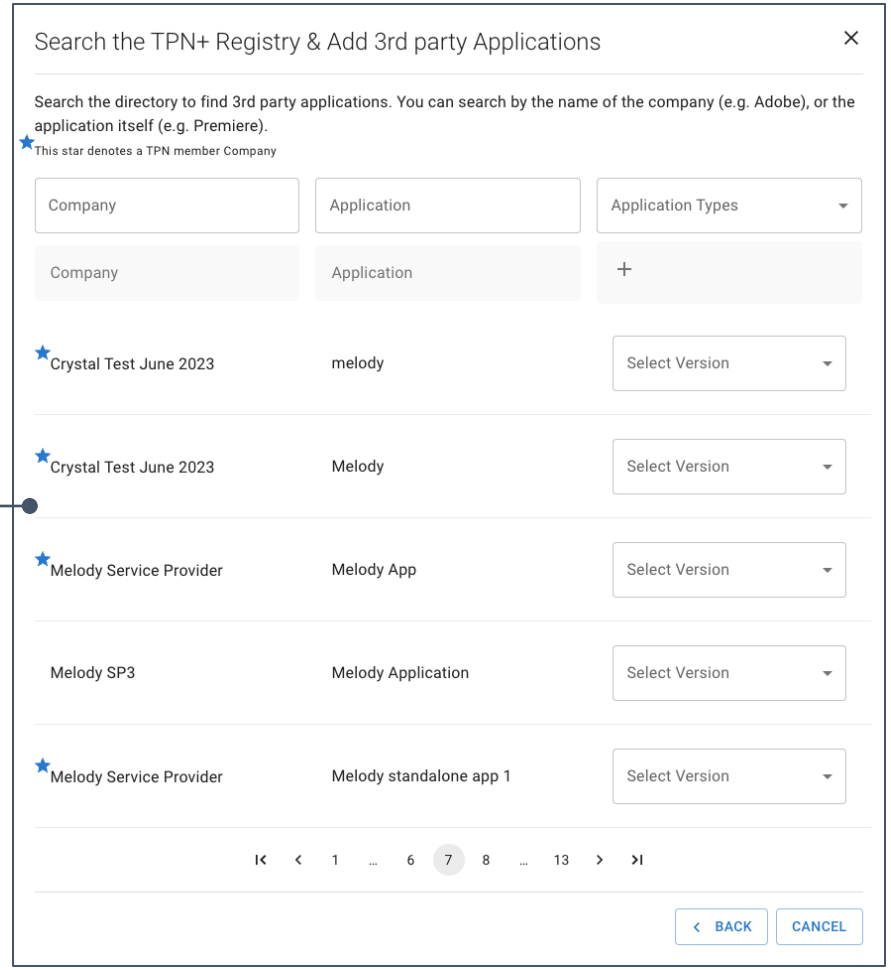
Adding 3rd Party Licensed Apps



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

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

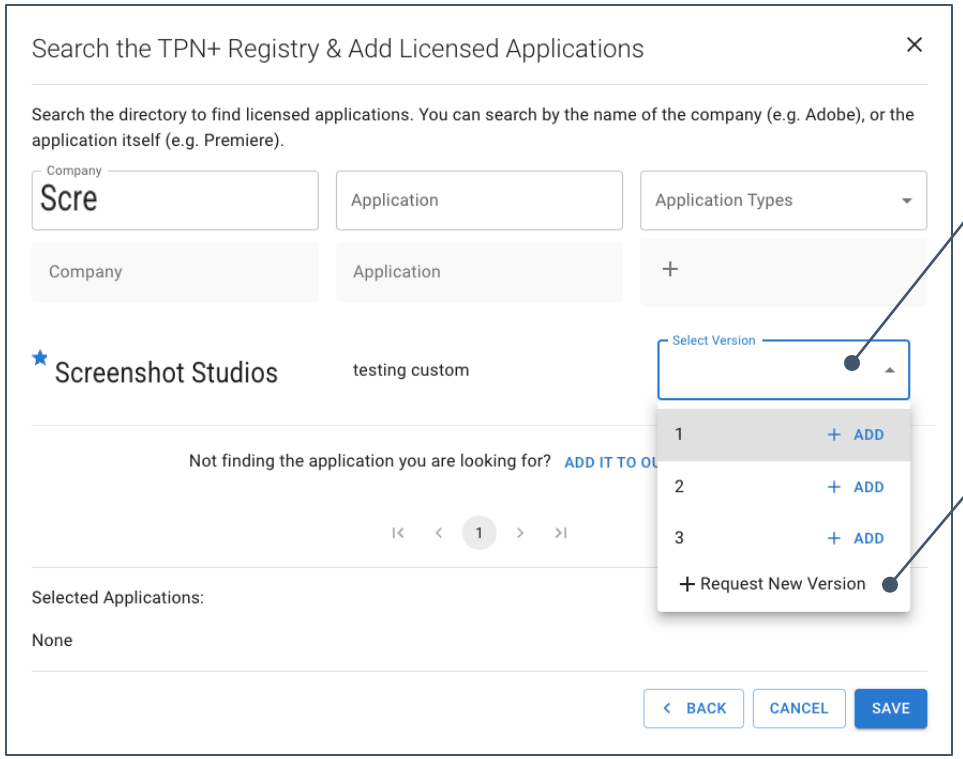
(See next slide for more instructions regarding Versions.)



★ This star denotes a TPN member Company

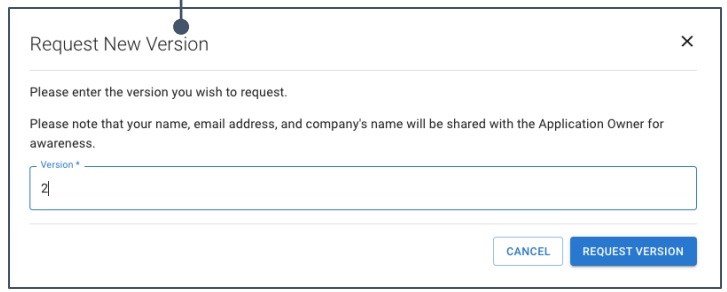
A blue star next to the Company name means it is a TPN Member who has either self-reported their security status or been assessed on TPN+. The TPN Shield will be displayed in your TPN+ profile if you select this one of these Applications.

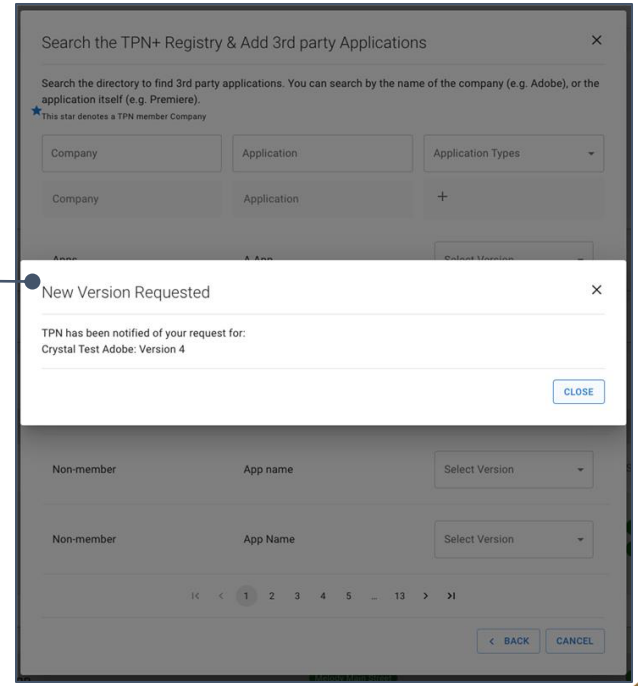
Adding 3rd Party Licensed Apps



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

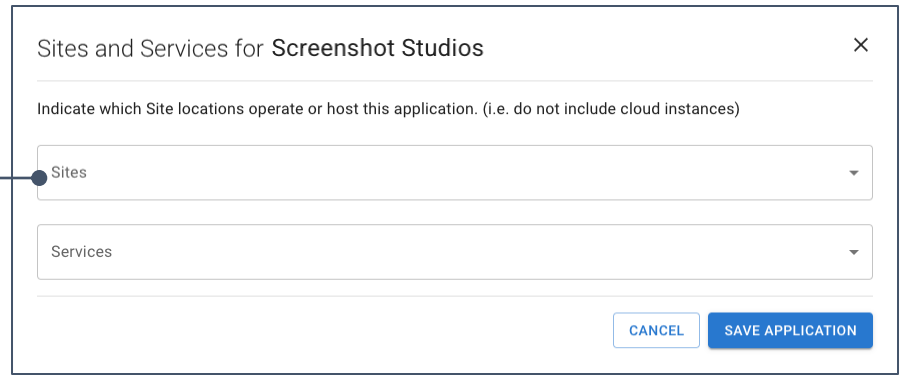
If a New Version is requested for an owned Application (with Blue Star), TPN will contact the App Owner to verify and add the requested version and will let you know when it is available for you to select.





Use these drop downs to list the **Site(s)** where you use this App and for which **Services**.

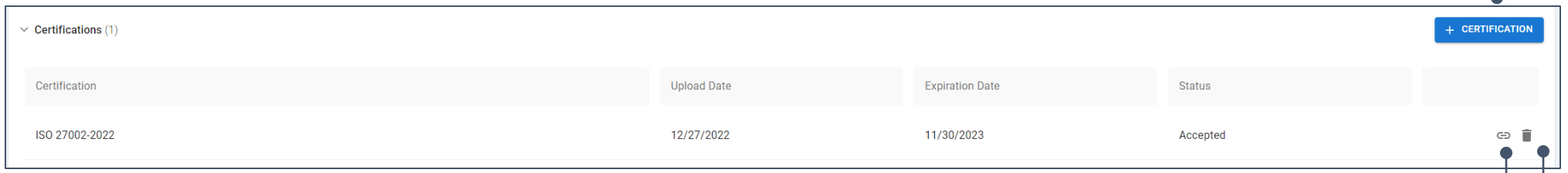
If you are adding more than one Version, you will have to repeat this for each Version. (Go back to previous **+ 3rd Party Licensed Application** slides.)



Adding Certifications

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

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



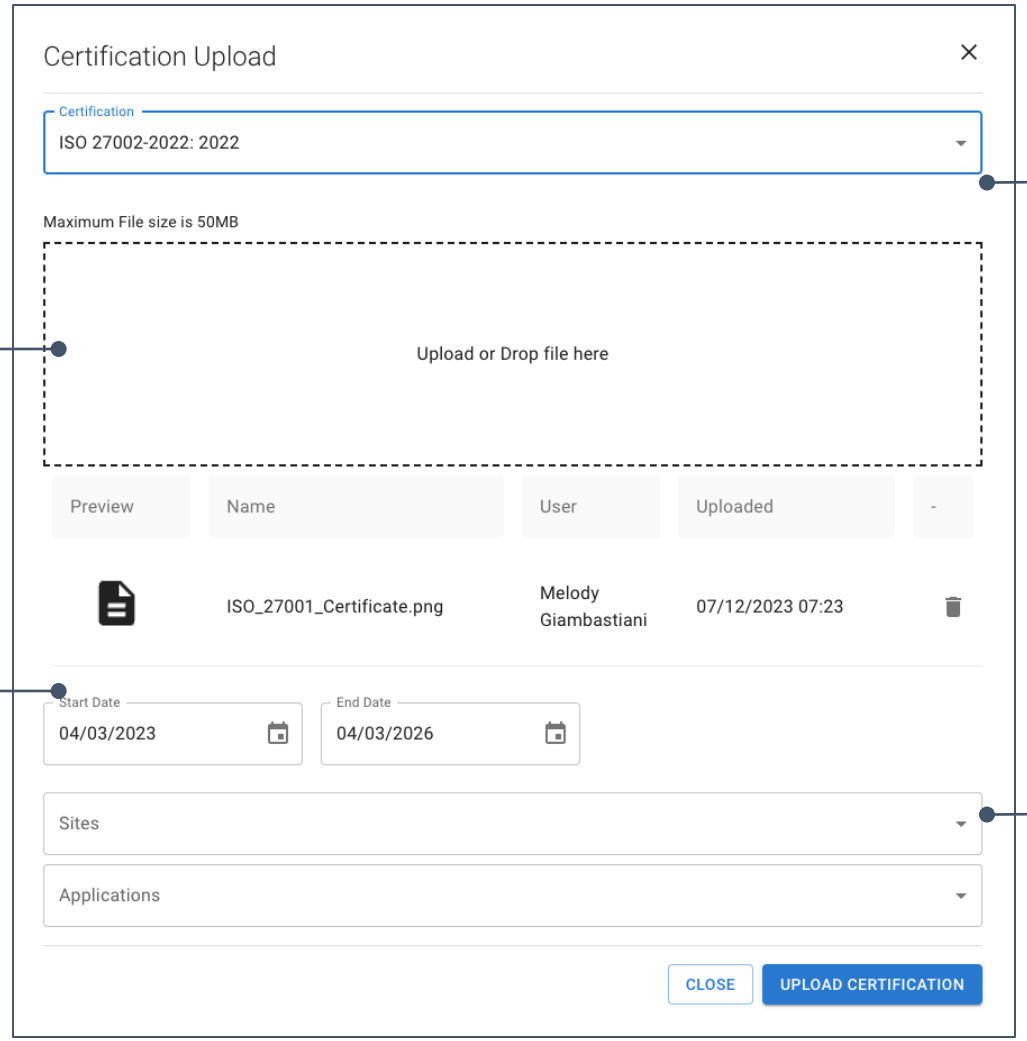
Clicking the **Link** button allows you to download the document from the profile.

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.



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

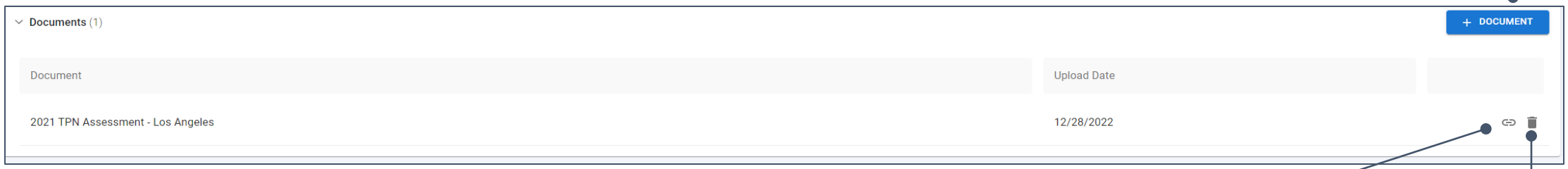
Select the list of **Sites** and **Applications** for which the uploaded certificate or TPN legacy assessment applies.

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.



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

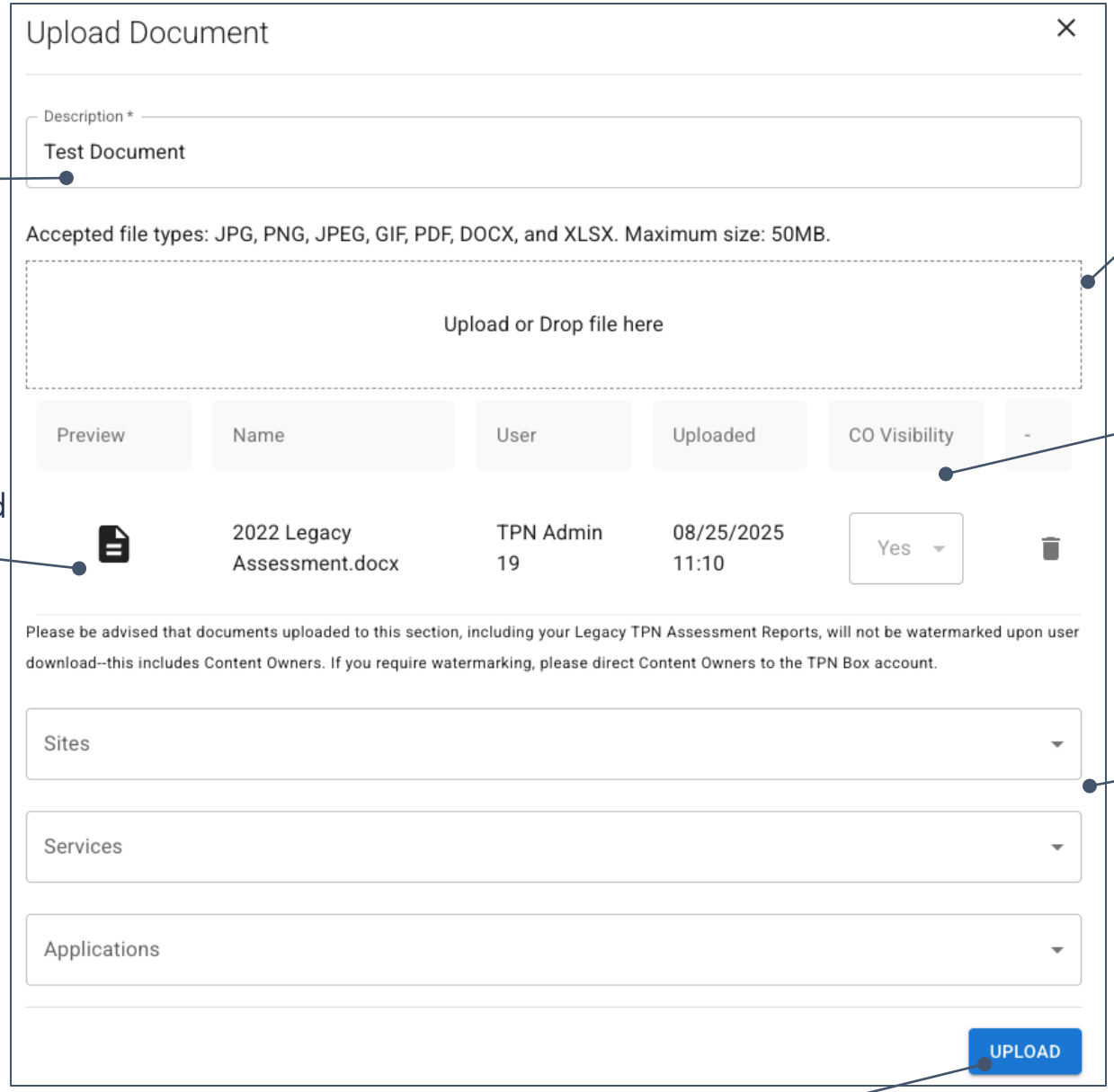
Clicking the **Trash Can** button will delete the file from the profile.

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 or support@ttpn.org.**

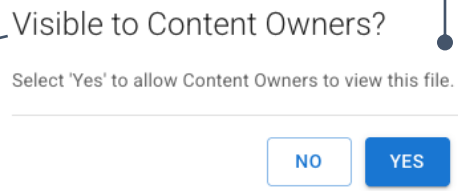
Adding Documents

Enter the description of the document to be uploaded.

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



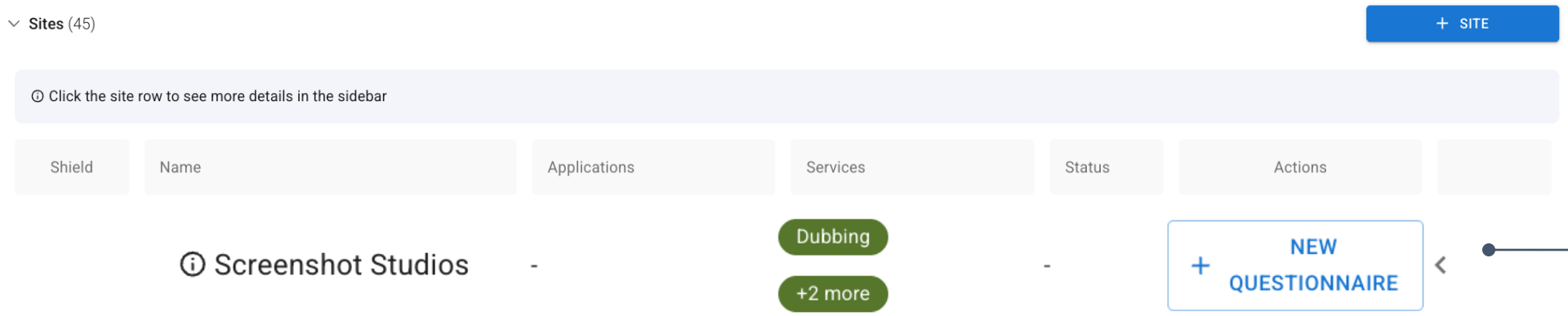
Drag your file from your computer or click on the box to bring up a file browser to find the file on your computer. A window will pop up asking if you want the document to be visible to Content Owners.



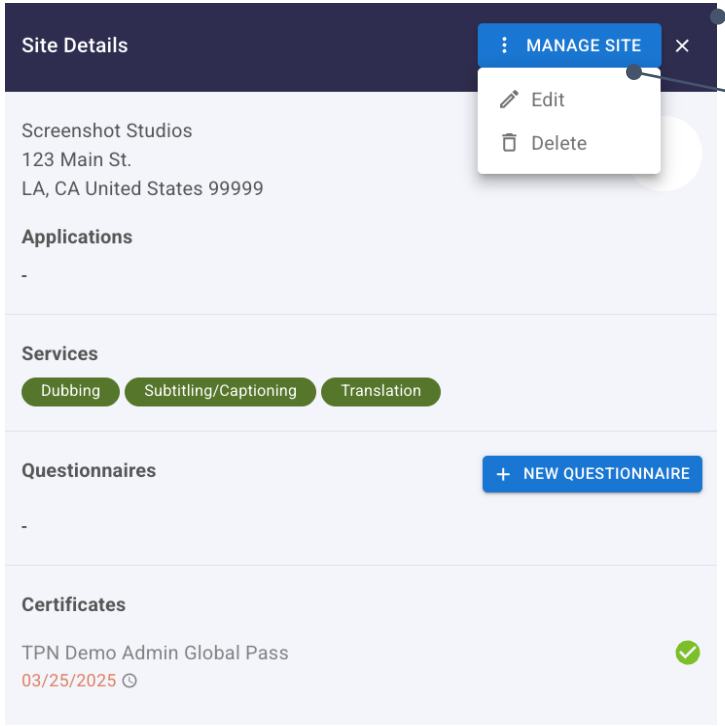
You can associate the document to **Sites**, **Services**, **Applications** as needed.

Click the **UPLOAD** button to begin uploading the document(s).

Managing your Site or Application



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



Click on **MANAGE SITE** in the Side Panel to **Edit** your Site (address or contact information).

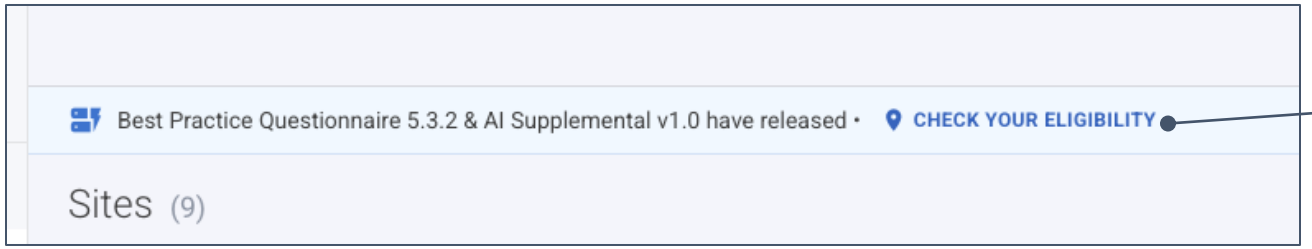
Click **Delete** if you would like to Delete the Site.

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

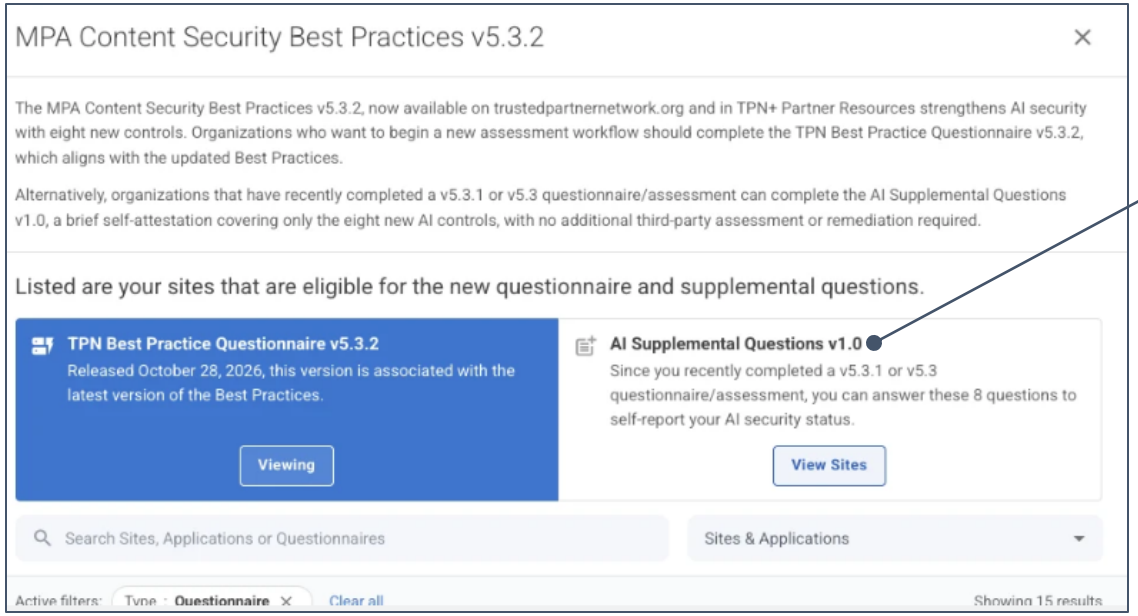


Answering TPN Best Practices Questionnaire

New Questionnaire and/or Supplemental Questions



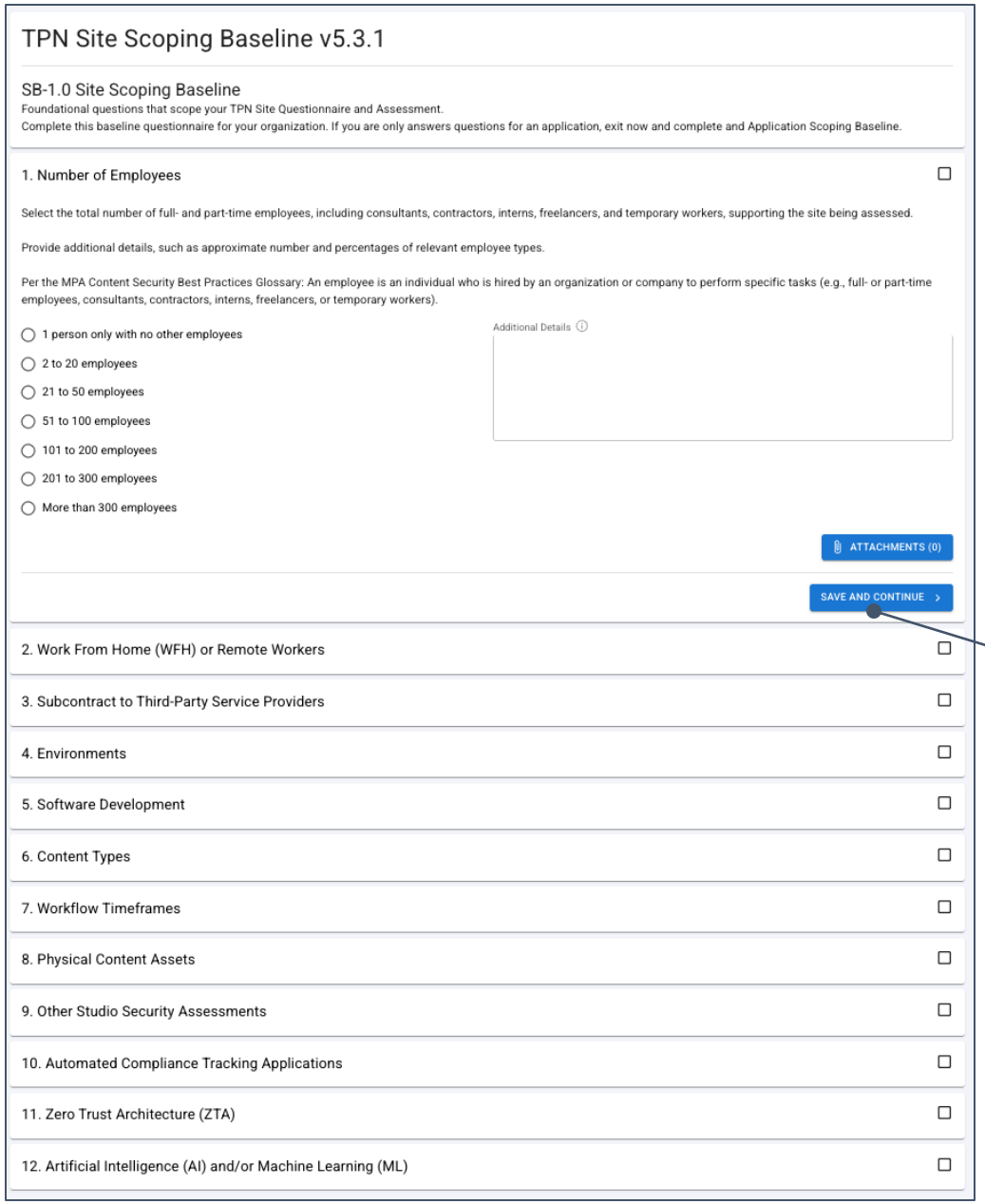
To see the submission options for your Site(s) or Application(s), click **CHECK YOUR ELIGIBILITY**.



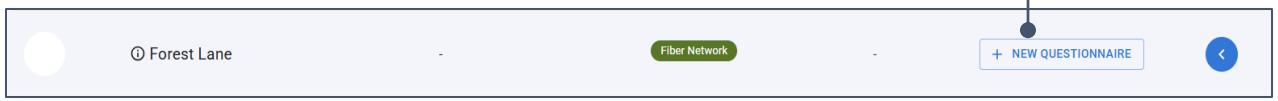
As of v5.3.2 release, Service Providers that already submitted a v5.3 or v5.3.1 Questionnaire have the option of easily sharing their AI security status by answering **AI Supplemental Questions v1.0**.

This is a brief self-attestation covering only the eight new AI controls, with no additional third-party assessment or remediation required.

New Questionnaire + Scoping Baseline Questionnaire



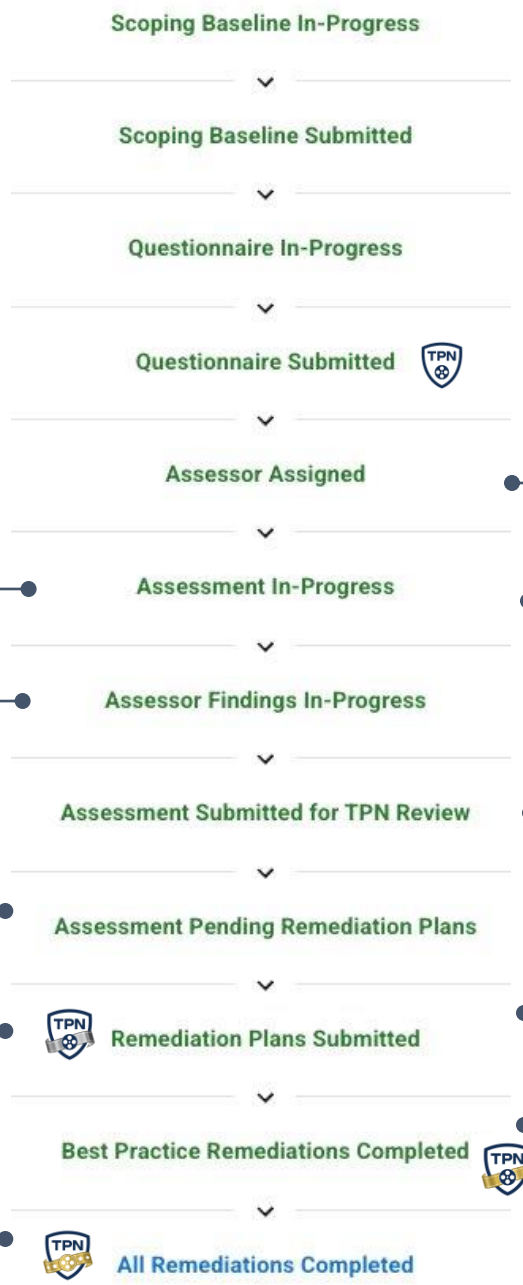
Once a new Site or App is created, you can click the **+ NEW QUESTIONNAIRE** button to proceed, starting with your Scoping Baseline Questionnaire.



Click **SAVE AND CONTINUE** to make sure Scoping Baseline responses are saved. This will scope the questions in the TPN Best Practice Questionnaire.

TPN Best Practices Process Overview

The top right-hand corner of the TPN Best Practice Questionnaire shows your Site or Application's progress through the **Next-Gen Shield** statuses (Blue, Silver, Gold, Gold Star).



Tip: Your TPN Questionnaire auto-saves, and you can return to it anytime from your profile screen.

TPN Blue Shield is awarded after Questionnaire is submitted and published.

The assigned Assessor has accepted the request.

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

The Assessor has officially begun the assessment.

The Assessor has submitted the final assessment to TPN for review.

TPN completed the assessment, the report is published and downloadable, and Service Provider can enter remediation plans.

TPN Silver Shield awarded after remediation plans are submitted.

The Service Provider begins remediation on any open findings.

TPN Gold Shield awarded after all Best Practice remediations are completed and reviewed.

TPN Gold Star Shield awarded after all Best Practice and Add'l Recommendations are completed and reviewed.

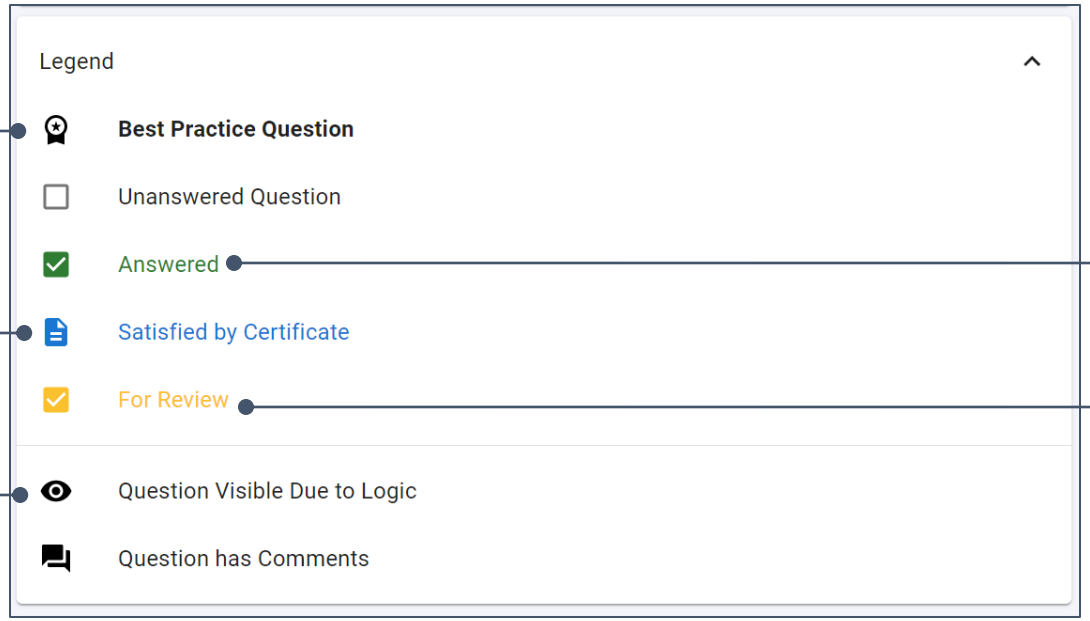
TPN Best Practices Questionnaire Legend

- **Best Practices:** These controls are reflective of the minimum-security expectations of most of the MPA member studios. Each component of a Best Practice must be fully satisfied to meet the Best Practice, as applicable.
- **Additional Recommendations:** Additional security controls that are supplemental to the Best Practices and add additional security layers. These additional controls are often required by Content Owners in circumstances where extra security is needed.

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

The response was pre-filled based on the associated non-TPN certificate you provided.

Hovering over this icon on a question will provide additional context, explaining why the question is being displayed and how it relates to the overall questionnaire.



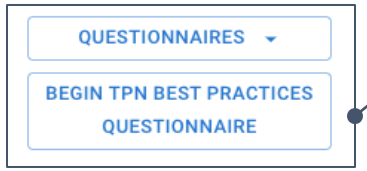
Use this Legend when editing or viewing your **TPN Best Practices Questionnaire**.

Indicates that the response fully meets MPA Best Practice requirements and does not require remediation.

The response does not meet the MPA Best Practice requirements (i.e., it is not Fully Implemented) and therefore requires remediation and possible review by Content Owner customers.

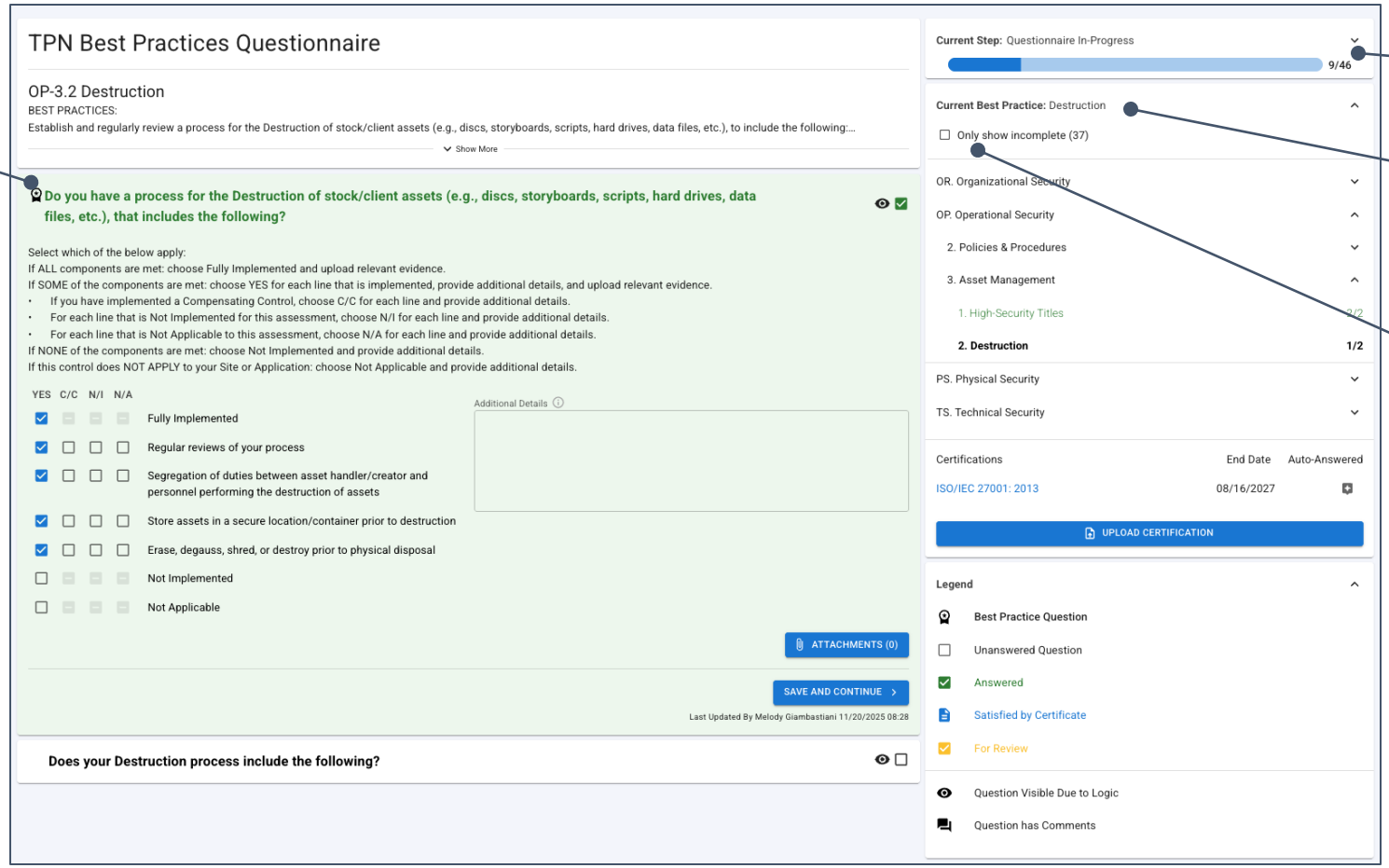
TPN Best Practices Questionnaire

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



After submitting the Scoping Baseline Questionnaire, and action button will appear to **BEGIN TPN BEST PRACTICES QUESTIONNAIRE.** Click this button to start. You can also access the Scoping Baseline Questionnaire anytime from the Questionnaire dropdown list.

This icon identifies **Best Practice** questions, distinguishing them from Additional Recommendations.



Expand this pane to view overall progress.

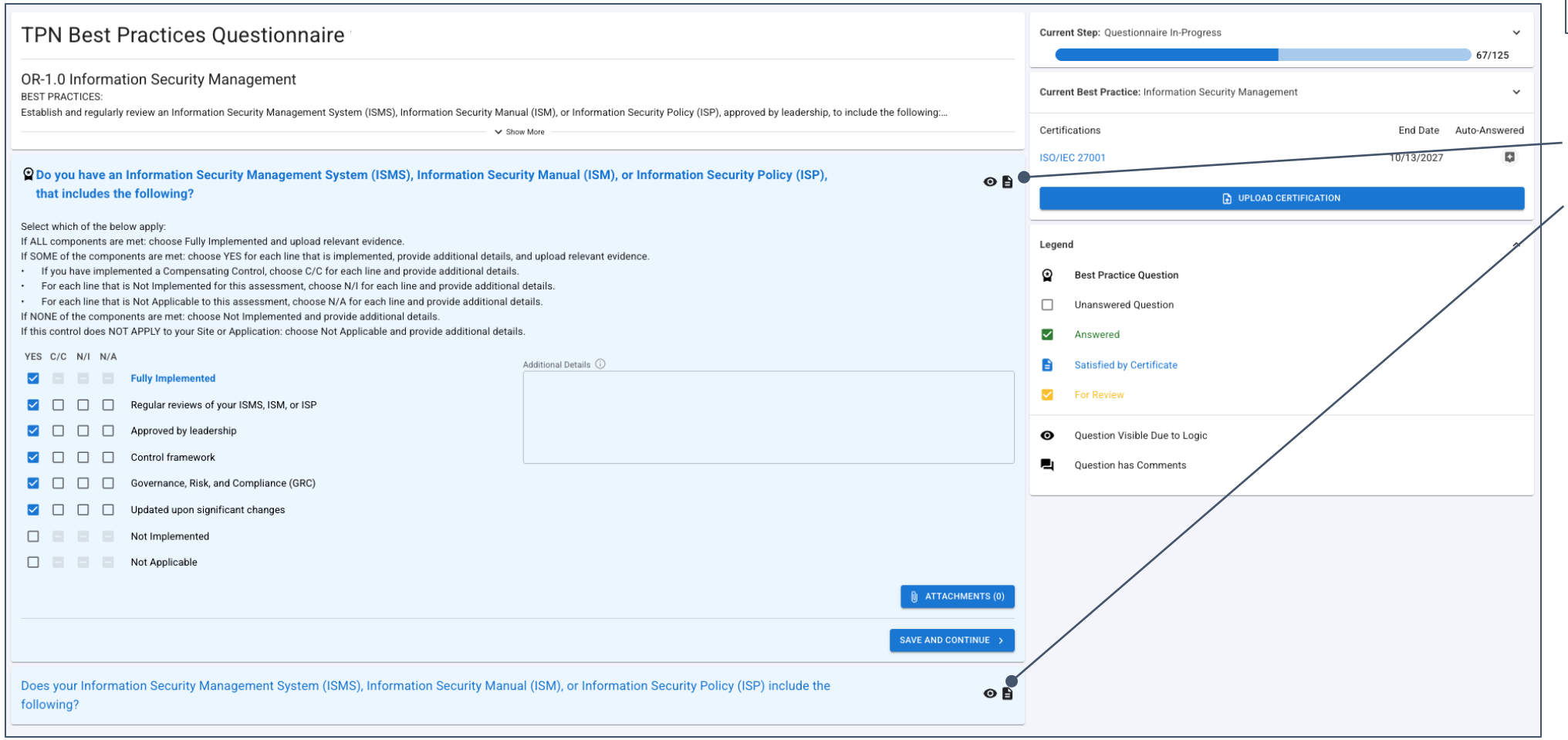
Use this pane to navigate Best Practices in any order.

Check the **Only show incomplete** box to easily filter the controls that are not answered yet.

Questions start with a white background and change color as you respond, according to the legend.

TPN Best Practices Questionnaire

Questions with a blue background were auto-answered due to an uploaded certificate (eg: ISO) or Global Pass. If the answer is manually changed, the background color will change according to the legend.

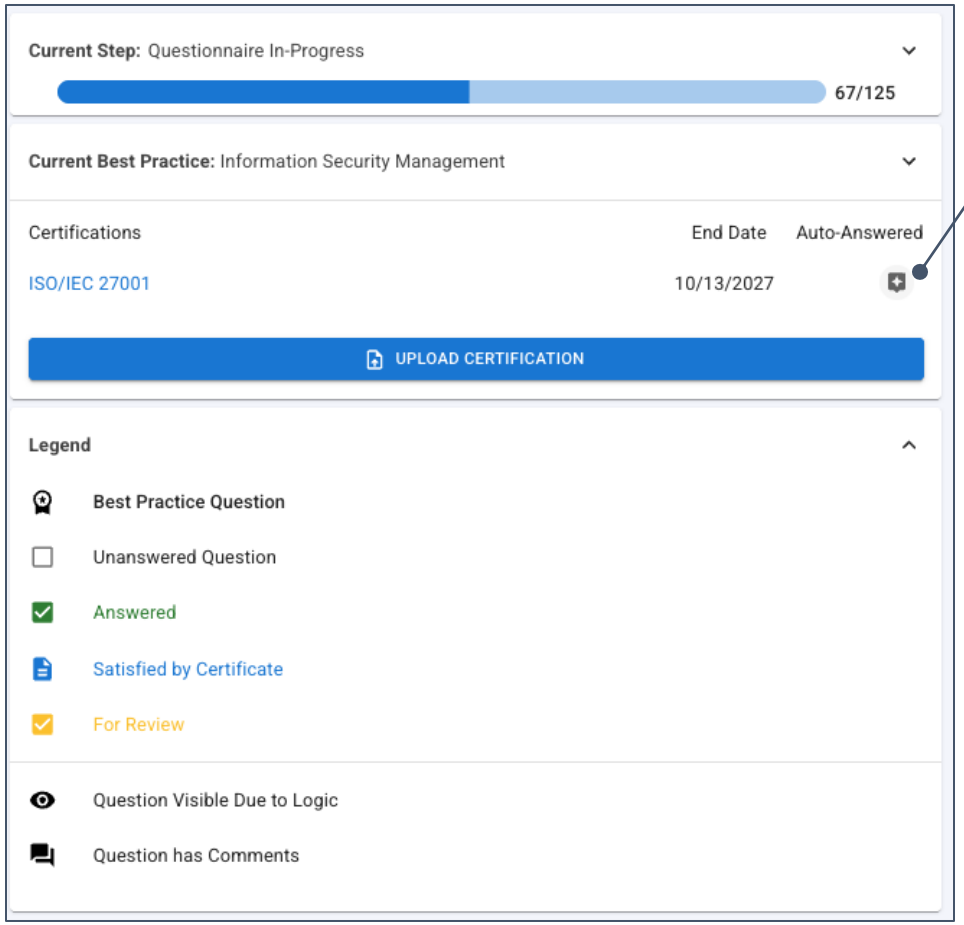


Satisfied by Certificate

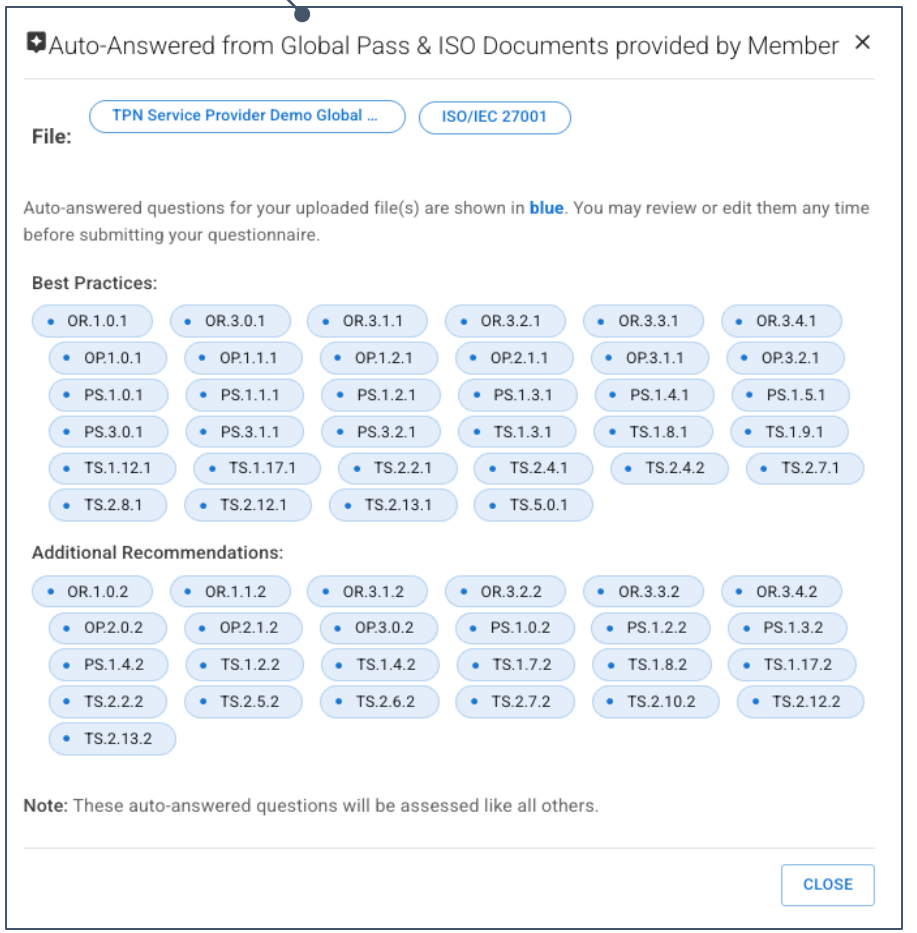
This icon identifies questions that were auto-answered due to an uploaded **certificate** or **Global Pass**.

All auto-answered questions due to certificate control matching or Global Pass are intended to assist with easier questionnaire completion. **All controls and questions need to be validated by the assessor** during a TPN Assessment.

TPN Best Practices Questionnaire

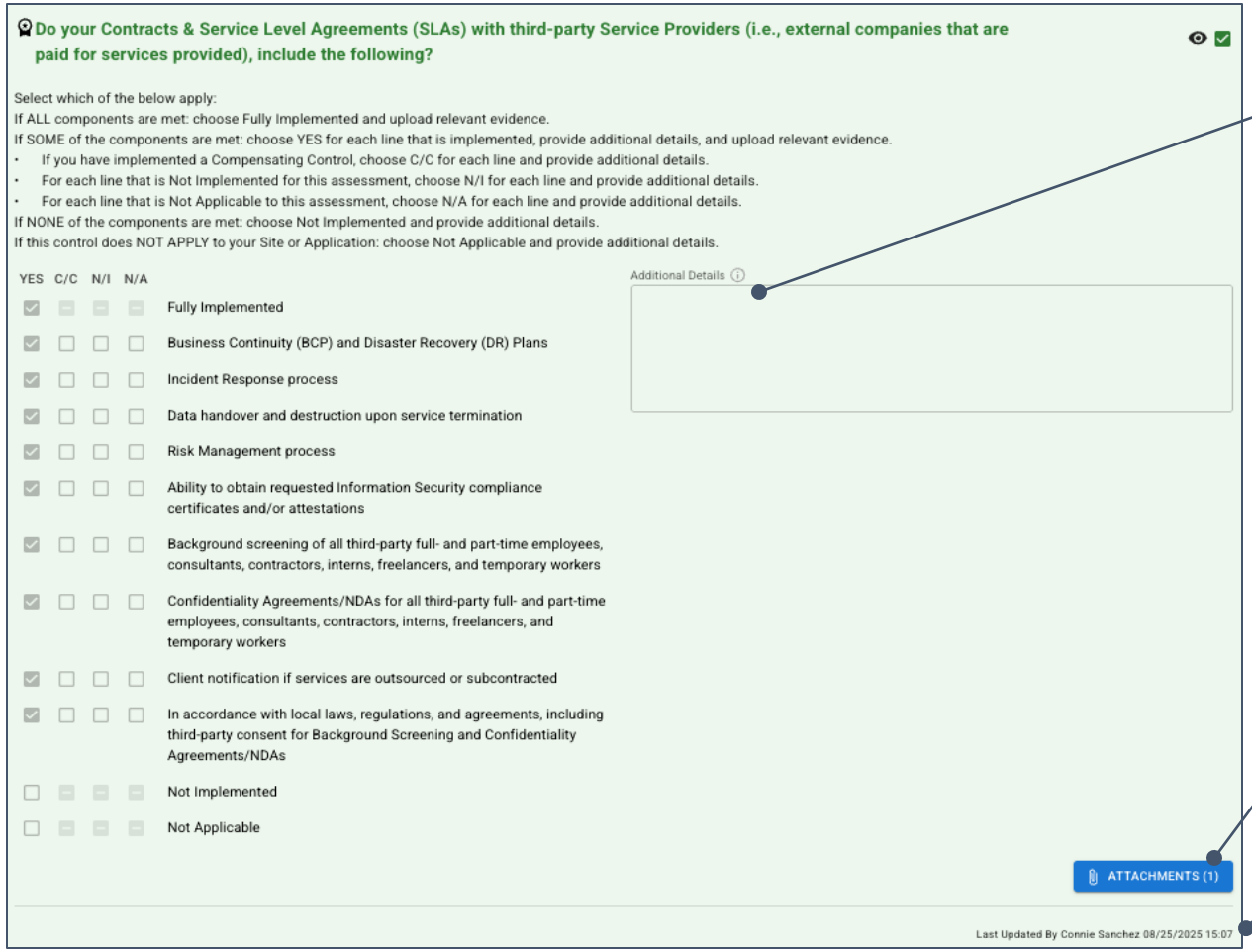


To see the auto-answered questions, click on this info icon which will open a reference window.



TPN Best Practices Questionnaire

If all answers meet Best Practice requirements, the screen turns green when you click **SAVE AND CONTINUE**.



Each question includes prompts and an **Additional Details** box for optional context (see tip below).

Follow the box prompt carefully, as some questions may recommend specific evidence files.

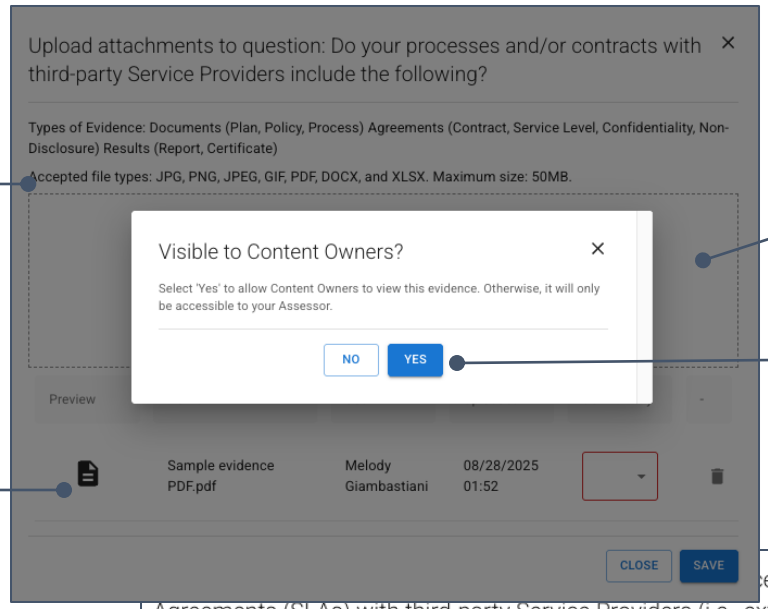
You can attach multiple files of supporting evidence against each question.

All changes are logged, and the last user to modify the response is shown with a date and time stamp.

Tip: Use the **Additional Details** box to add context for Content Owners. This can help streamline assessments. Include notes on what is/isn't implemented, compensating controls, or uploaded evidence.

TPN Best Practices Questionnaire – Uploading Evidence (Attachments)

Please take note of the acceptable types of evidence.



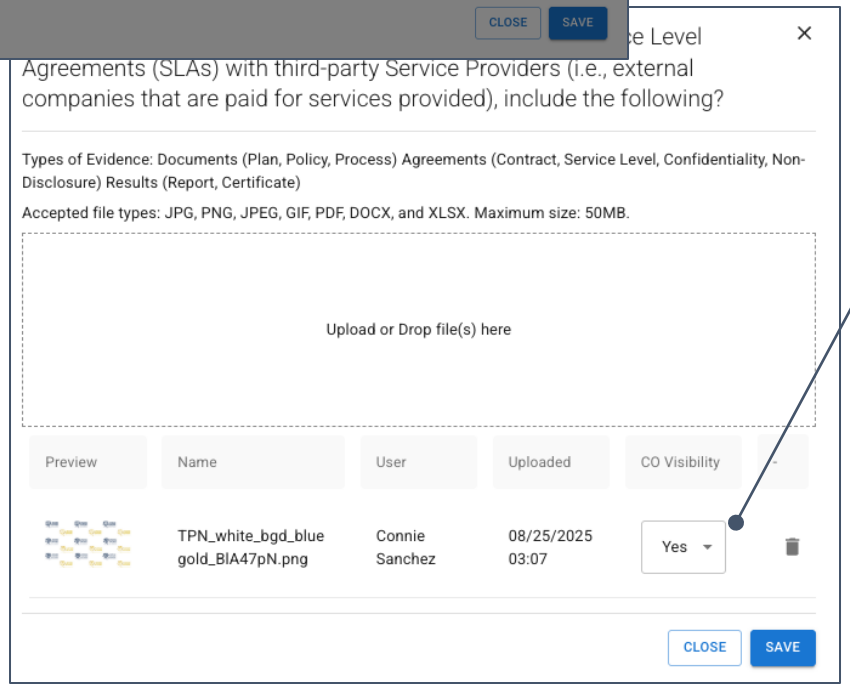
Uploaded evidence for this question will display here. Multiple files can be shown.

Max file size: 50MB

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.

Once you add the file, this pop-up will appear to ask if you want it to be visible to Content Owners. If you click YES, the Content Owners will be able to view this evidence.

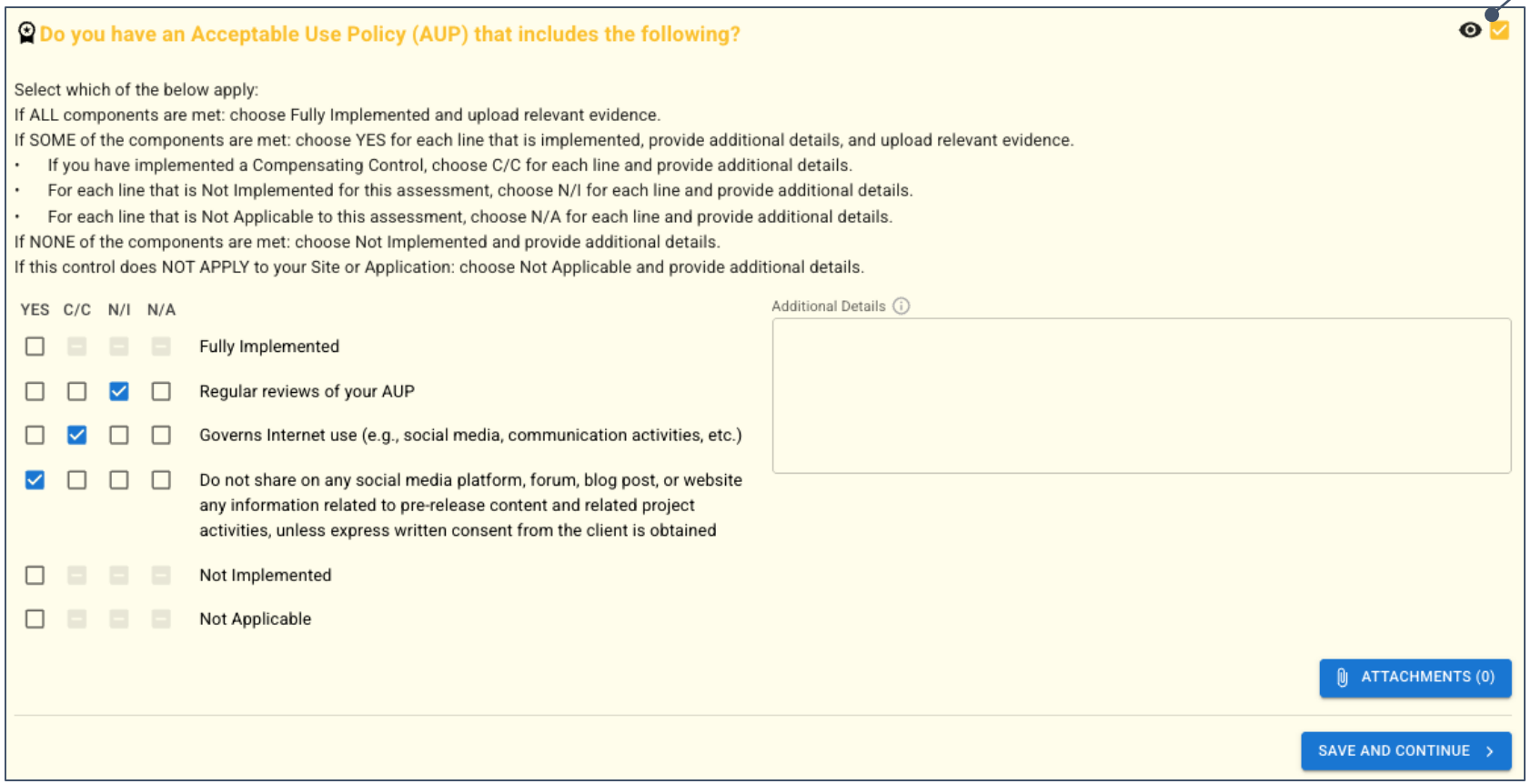


Only the content Owner members, the assigned TPN Assessor and TPN can see the files that are marked **Yes** for **CO Visibility**.

TPN Best Practices Questionnaire

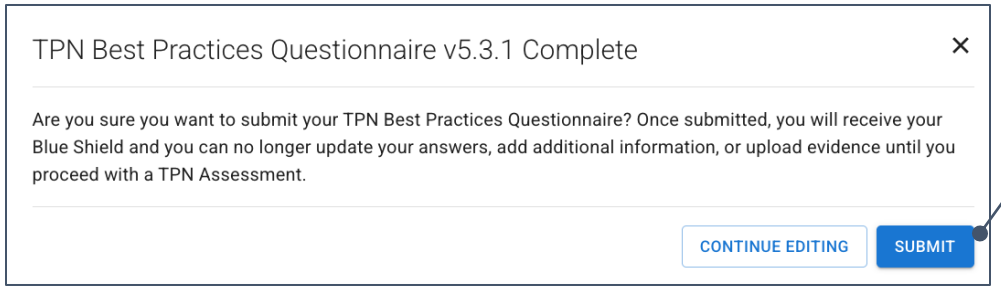
Responses with a yellow screen indicate that the provided answer may need further review by the Content Owner because the control is not Fully Implemented.

TPN+ avoids redundant questions. The **eye icon** shows when a question appears based on a previous response. Hover over the icon to see why it's being asked.



Tip: Selecting **Not Applicable** or **Not Implemented** will remove related questions. Only choose **Not Applicable** if certain it applies.

TPN Best Practices Questionnaire



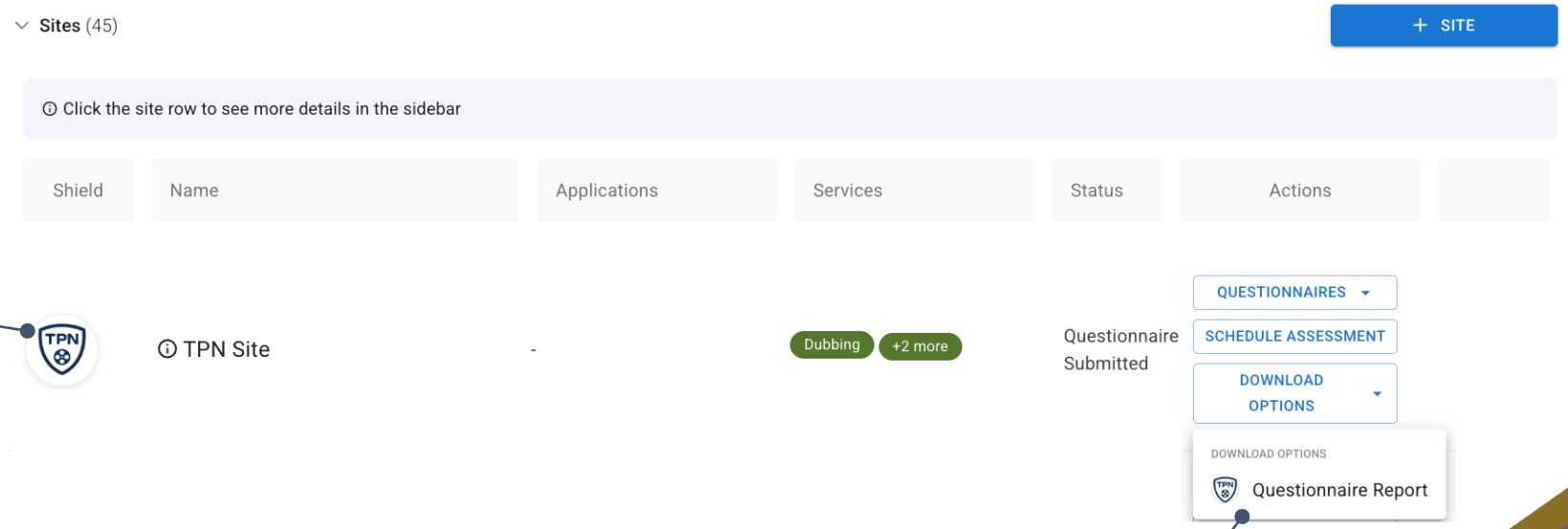
After completing all questions, choose **CONTINUE EDITING** to keep working or **SUBMIT** to finalize and earn the TPN Blue Shield.

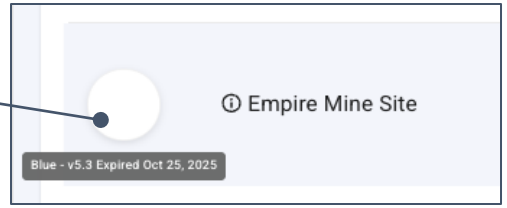
Once submitted, the Questionnaire locks until an assessment begins and Content Owners can view your answers.

Once submitted, the TPN Blue Shield will appear on the profile page to show status.

Click the Blue Shield icon to download a copy of the Shield for your promotional use.

Hover over the Blue Shield to view its expiration date (one year after submission).

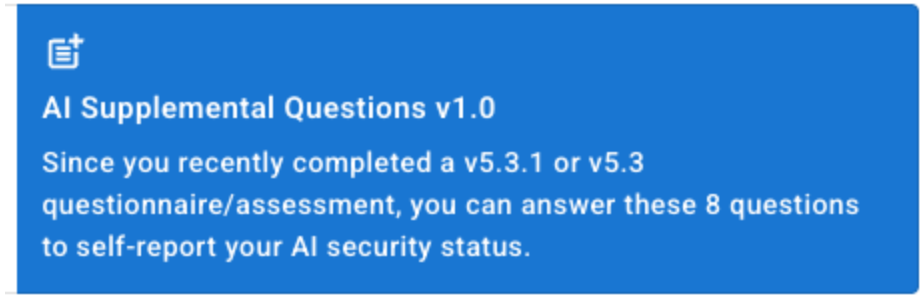




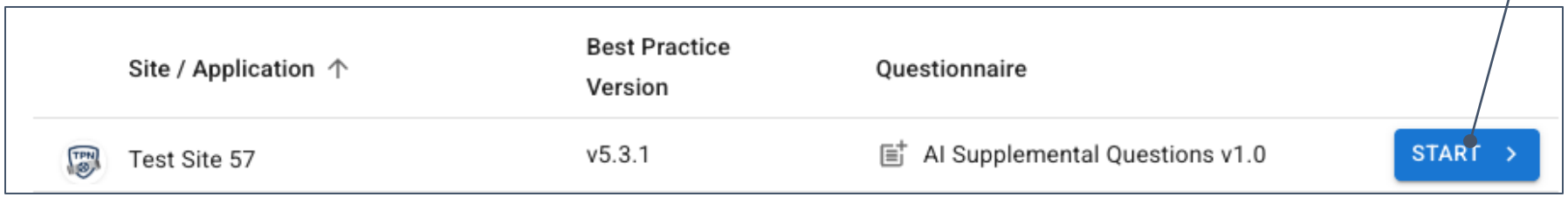
Tip: If a Shield has expired and disappeared, you can still hover to see the expiration date.

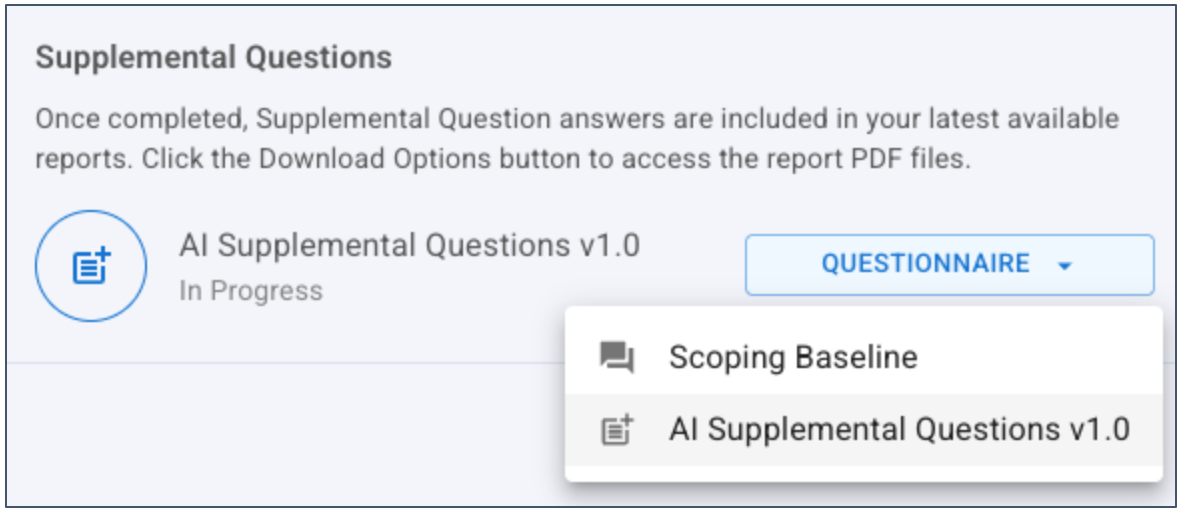
Click to download the Questionnaire answers (PDF).

TPN AI Supplemental Questions v1.0



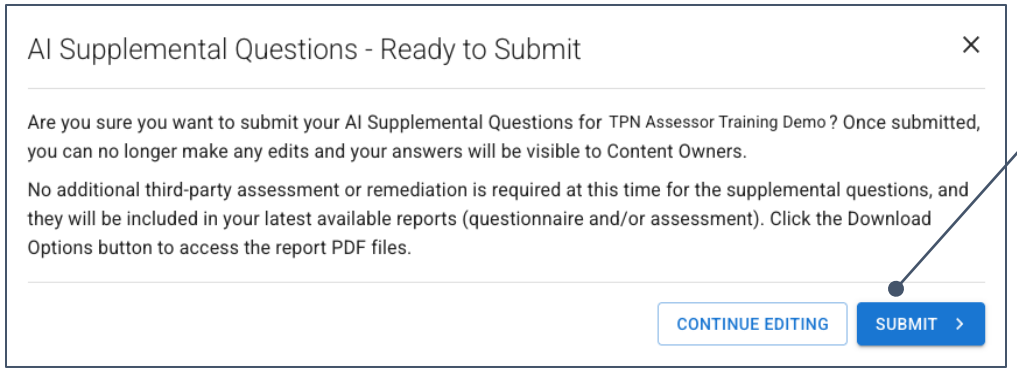
If your site/application is eligible and you elect to do the **AI Supplemental Questions v1.0**, you can start it here or from the site/app row.





Just like the Best Practice Questionnaire, there is a short **scoping baseline** to complete first.

TPN AI Supplemental Questions v1.0

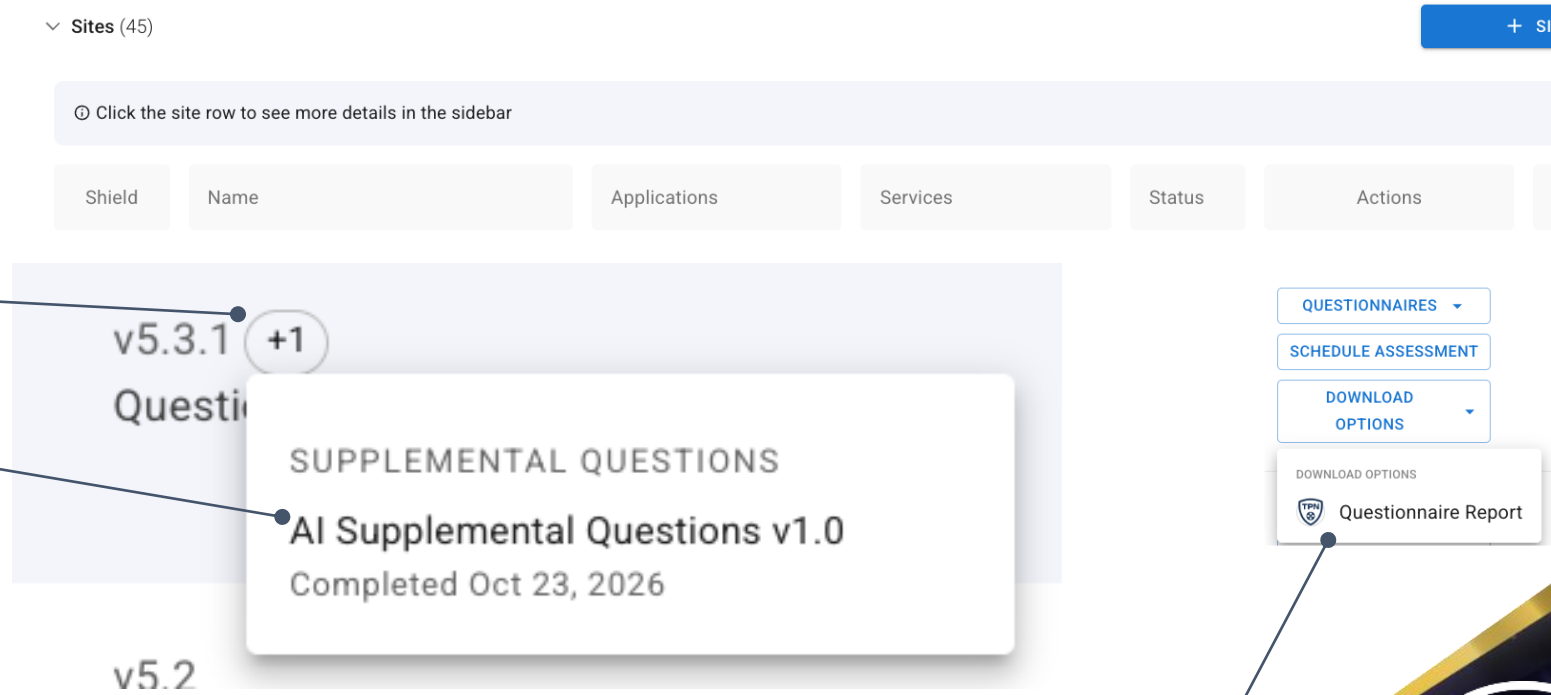


After completing all questions, choose **CONTINUE EDITING** to keep working or **SUBMIT** to finalize.

Once submitted, the answers are locked and Content Owners can view your answers.

Once submitted, a "+1" will appear on the site/app row of the profile page to indicate that supplemental questions have been answered.

Hover over the "+1" to see the questions completed along with the date.



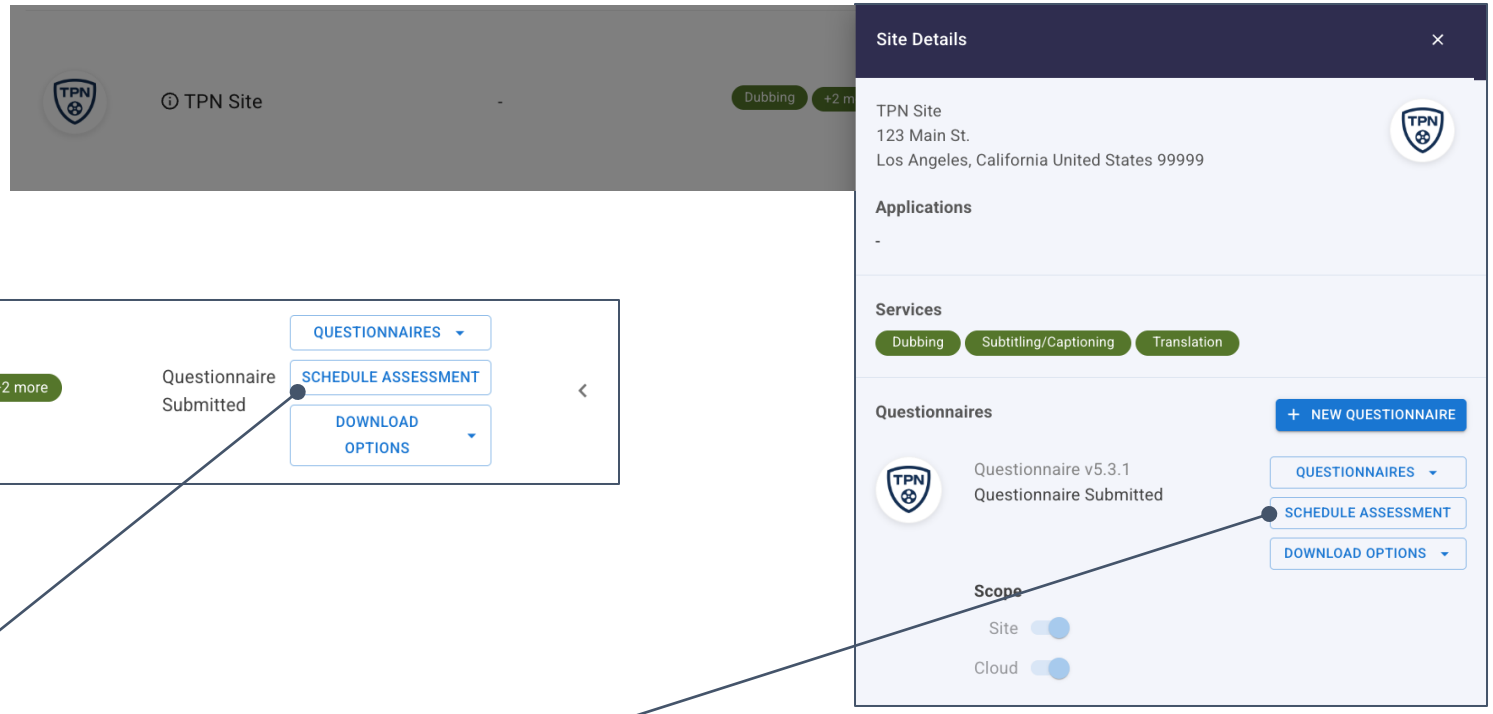
The supplemental answers will populate into your latest questionnaire and assessment reports (PDF).



Managing a TPN Assessment

Service Provider – Site/App Assessment Scheduling

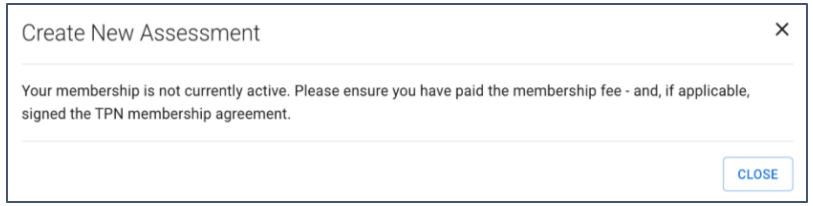
After you have **completed and submitted** your TPN Best Practices Questionnaire you can schedule a **TPN Assessment**.



Click **SCHEDULE ASSESSMENT** in the Site/App row or side panel to send a request to your selected TPN accredited Assessor. Negotiate cost and terms directly with the Assessor before scheduling.

Once the Assessor accepts the request, their 15-business day SLA begins.

If you have not paid your membership fee, you are not able to initiate an assessment.

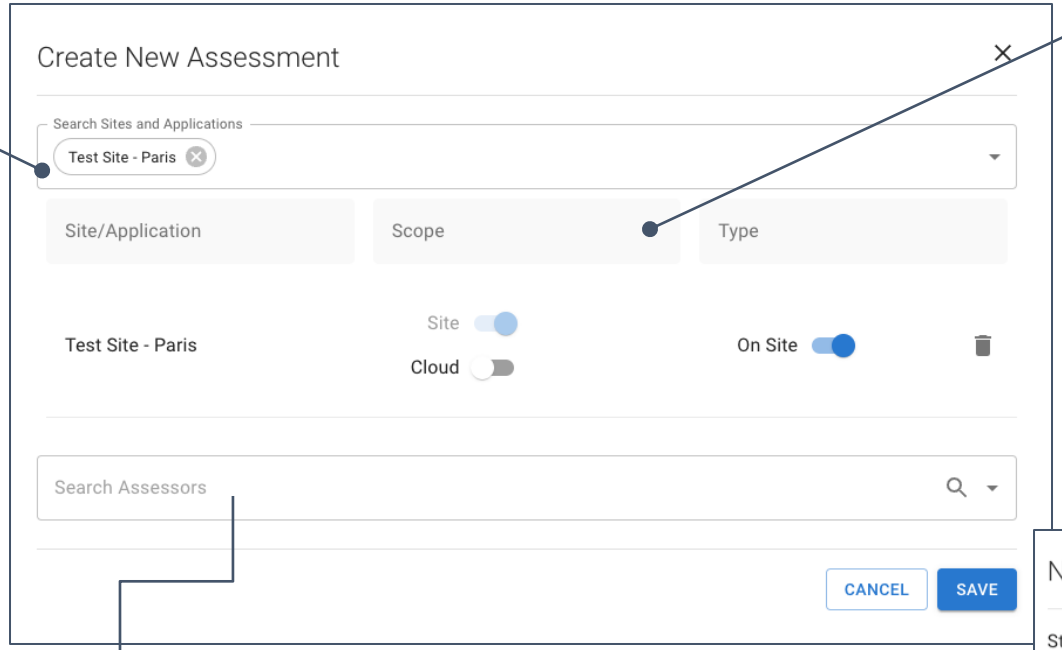


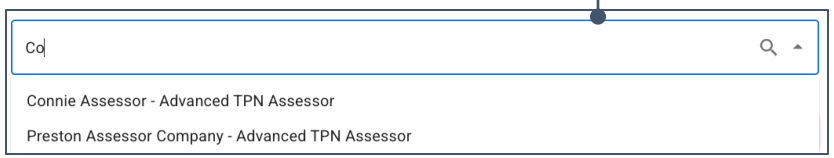
Tip: If your Blue Shield expires before an Assessor accepts, you must complete a new Questionnaire before submitting another Assessment request.

Service Provider – Site/App Assessment Scheduling

Choose the Site or App to be assessed.

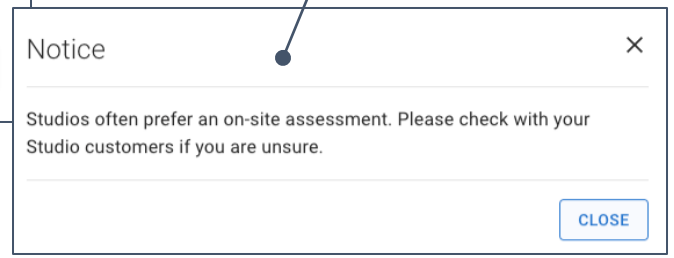
In the **Search Assessors** search field, start typing the **name** of the Assessor you would like to perform the TPN assessment, then select when it populates and click **SAVE**.





Scope: Assessment scope may be Site and/or Cloud, **auto-populated** from your Scoping Baseline responses. To update, edit the Baseline in the Questionnaires dropdown.

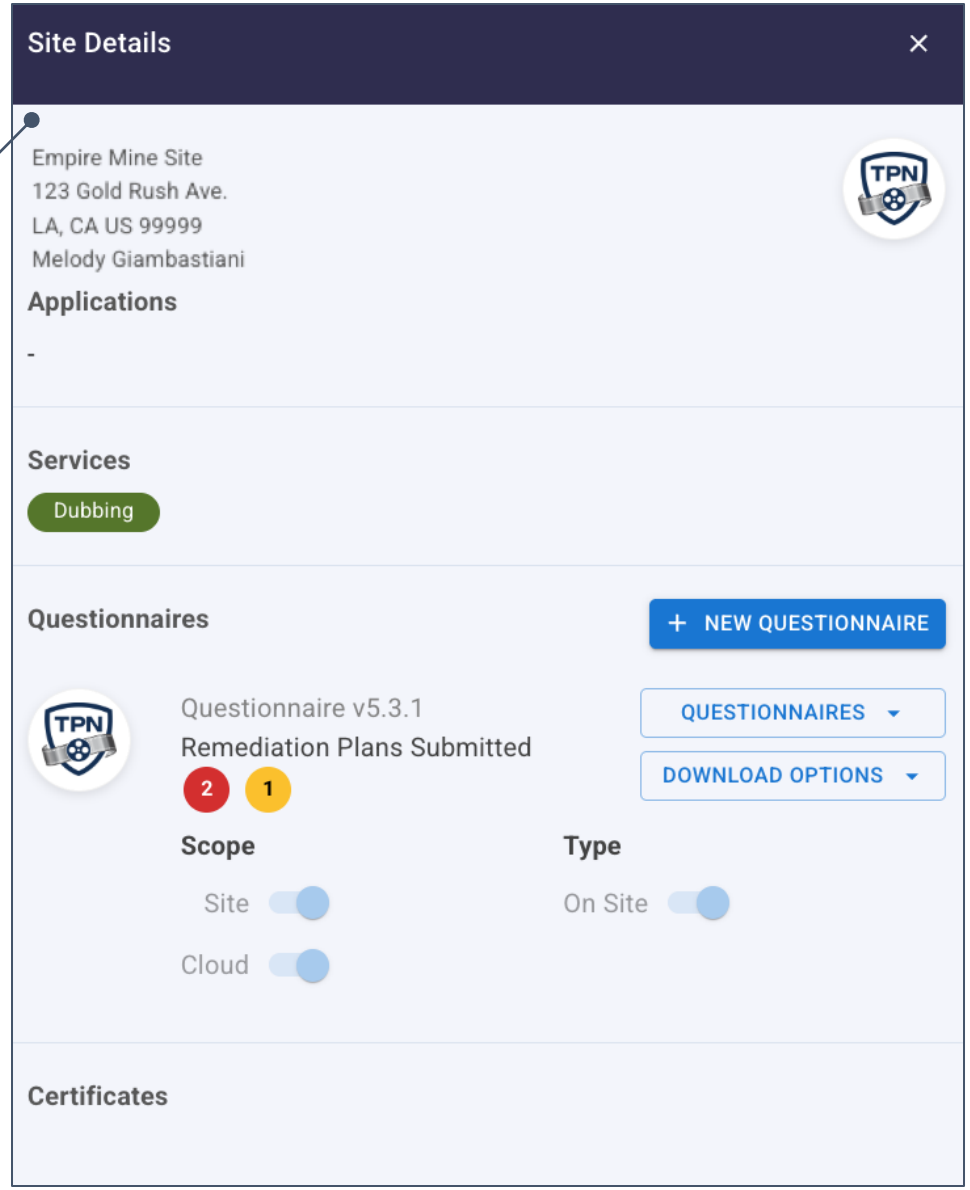
Type: Defines if the actual 3rd party assessment is on-site or remote. Default is on-site, which is often preferred by Content Owners. Check with your customers to be sure.



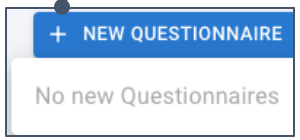
Once you have assigned an Assessment to a TPN Assessor, they can view your scoping baseline and TPN Questionnaire answers, to help determine the scope of the assessment.

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.



If there is not a new version available, you cannot add a new Questionnaire unless your current Questionnaire is expired (one year) or will expire in the next three months.





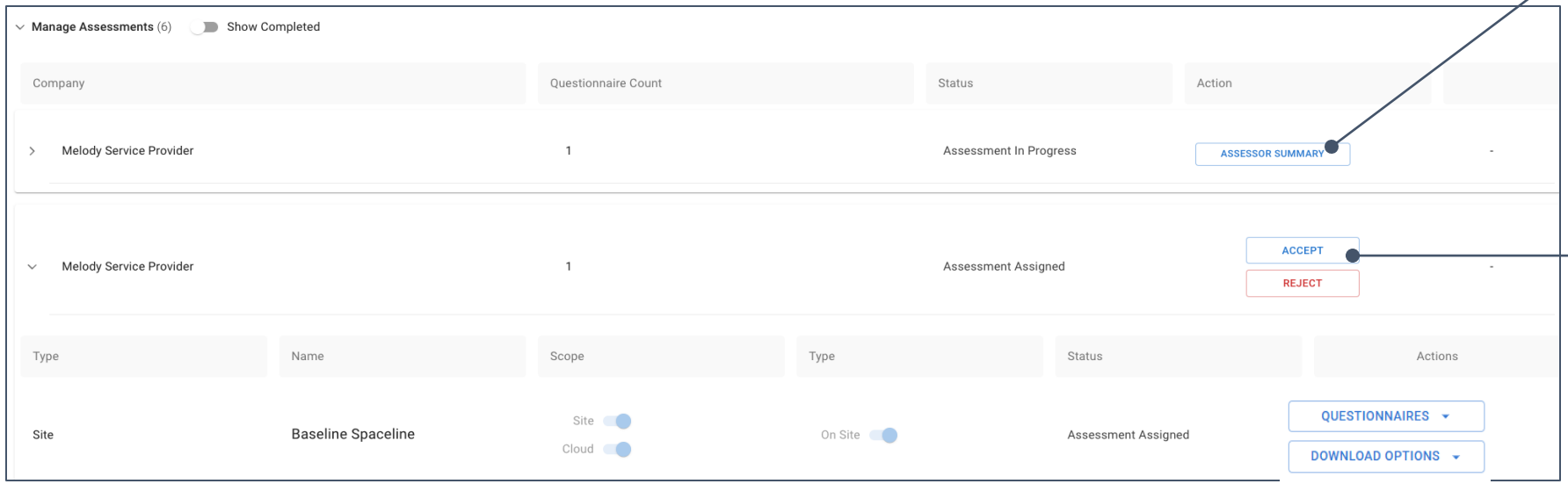
Assessment In-Progress Phase

Assessor View of Assessment Request

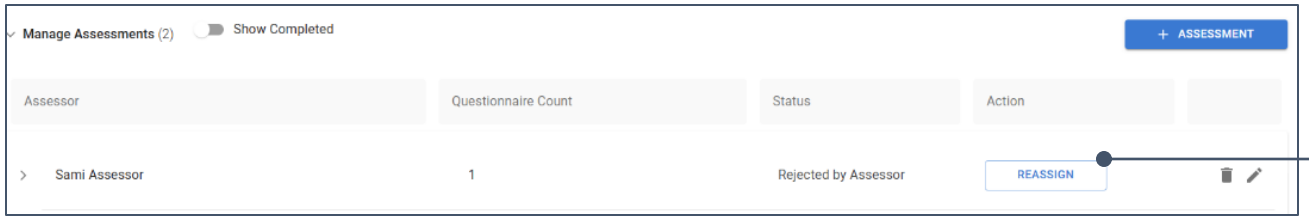
Your selected **Assessor** can access your Scoping Baseline questionnaire responses. To do this, they must accept your assessment request in their own TPN+ profile.

If they would like, Assessors can add details to the **Assessor Summary** box to provide an overview summary and/or additional context outside of specific control findings for a Content Owner's information. The summary appears at the top of the final PDF assessment report.

View of **Assessor** profile:

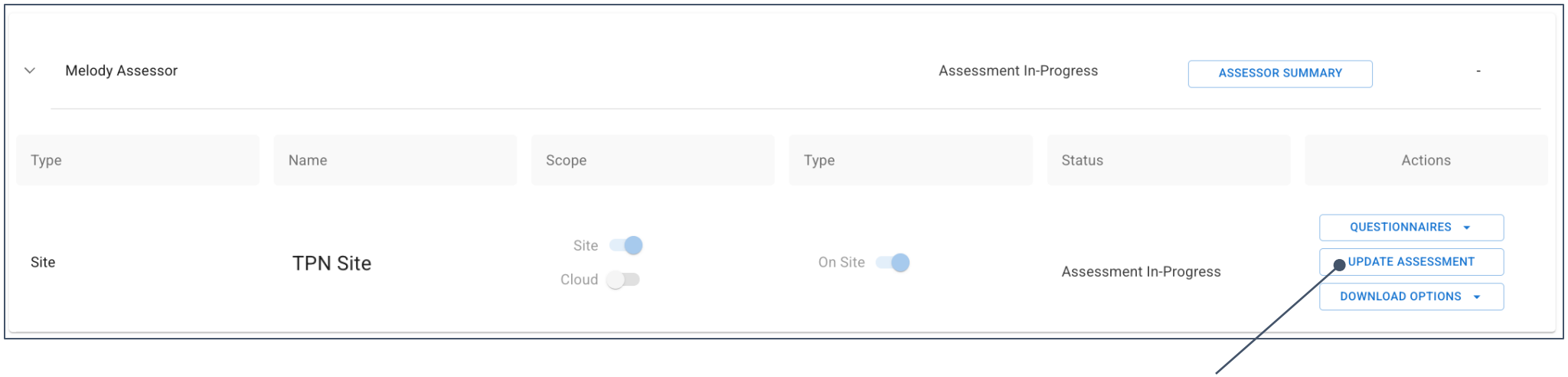


Note that once the Assessor clicks **ACCEPT** this starts the 15-business day turnaround SLA.



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

Phase: Assessment In-Progress

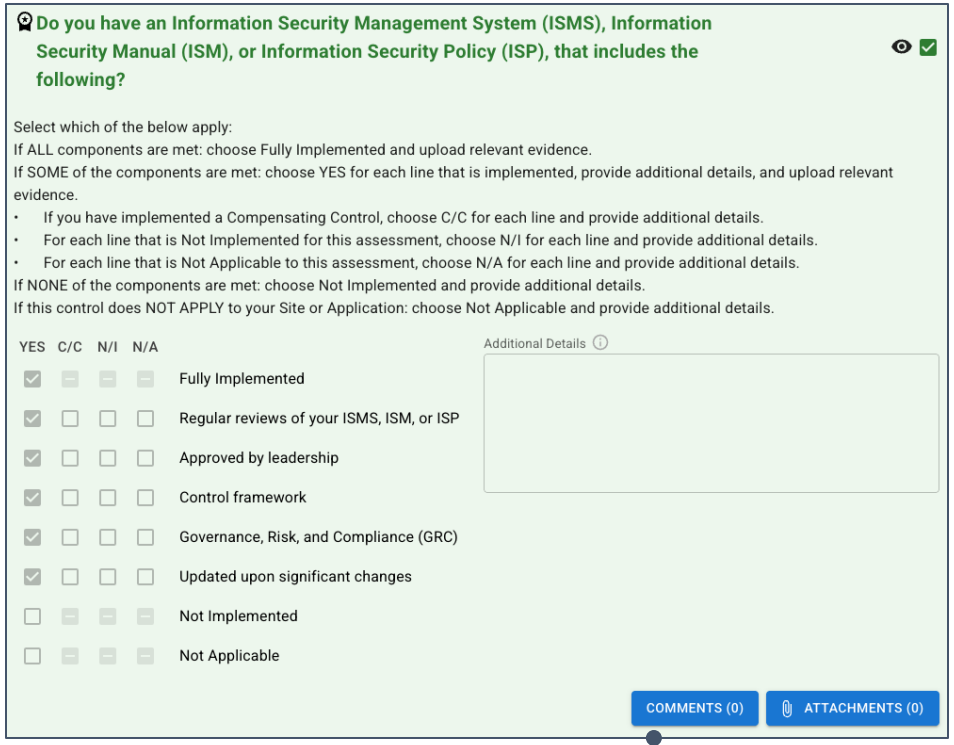


When the Assessor accepts, the Assessments enters a phase called **Assessment In-Progress.**

During this phase, you can collaborate with the Assessor, update Questionnaire answers if needed, and upload evidence.

Click **UPDATE ASSESSMENT** to make changes.

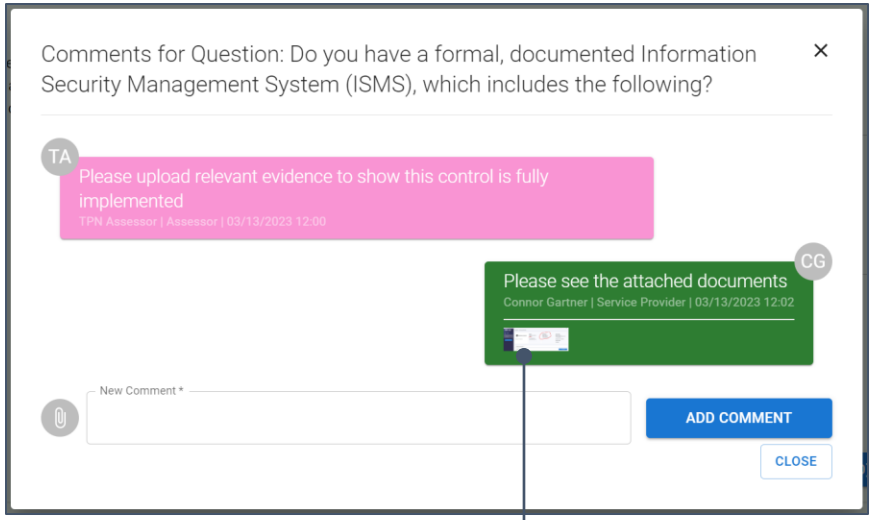
Comments: Assessment In-Progress



To begin or continue a dialogue with the Assessor in TPN+, click the **COMMENTS** button.

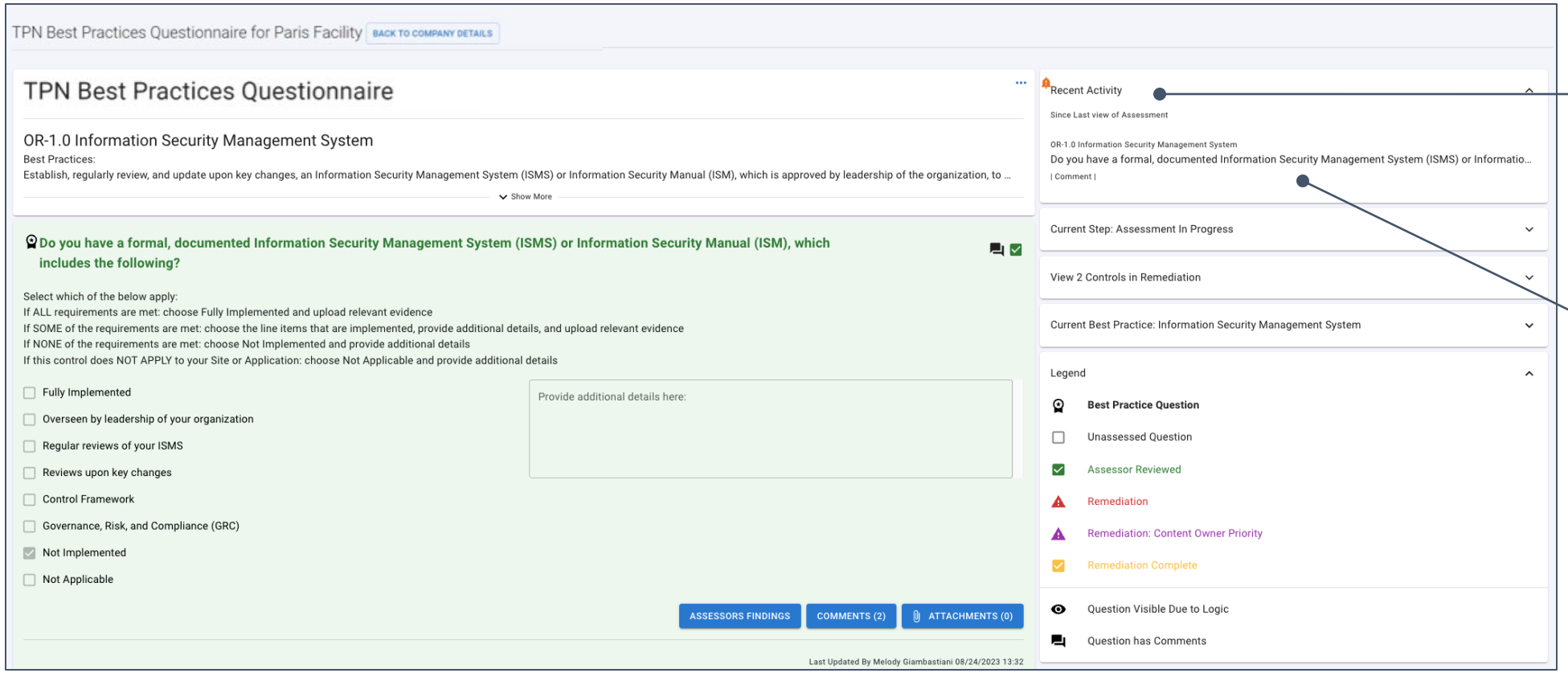
The Assessor may contact you via the **Comments** button to request additional information.

Once the **Assessment In-Progress** phase is complete, you may no longer provide additional evidence or update your responses.



You can provide responses and upload requested documents within this window.

Recent Activity Notifications



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.



Assessor Findings In-Progress

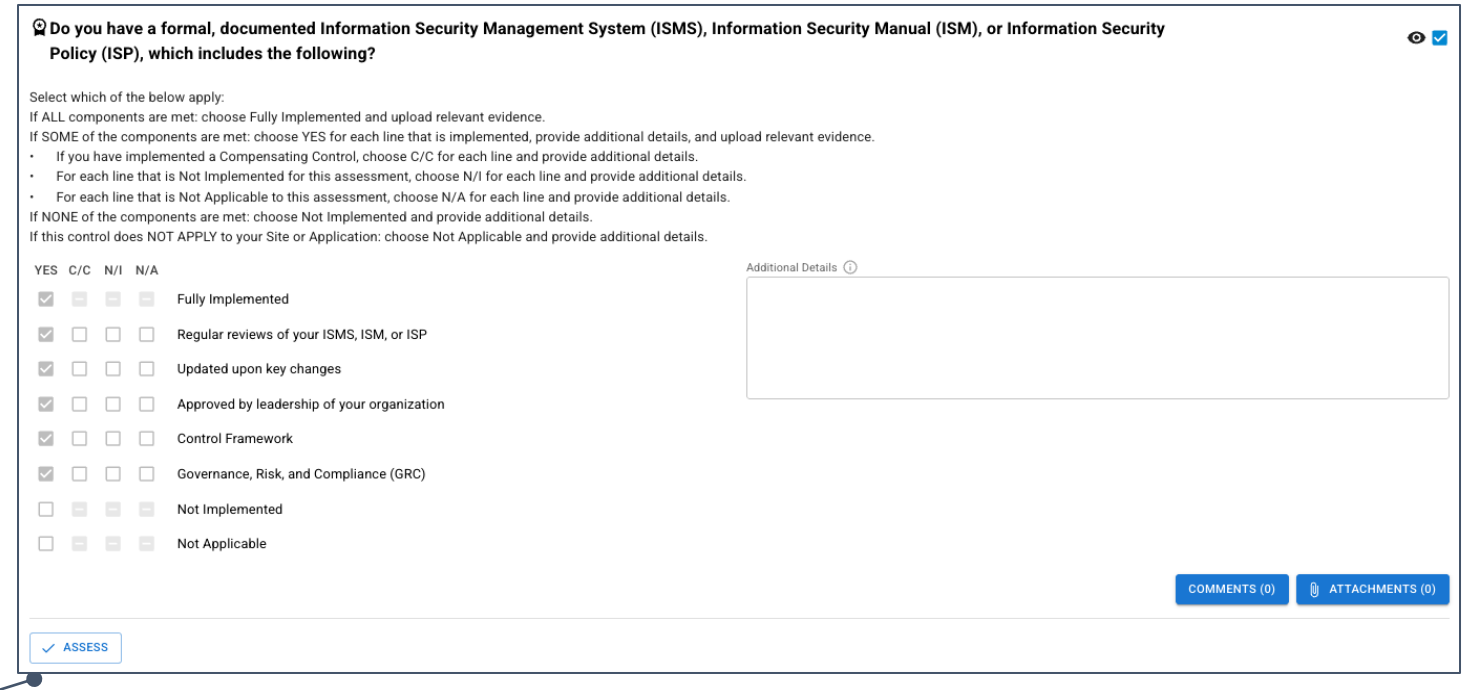
TRUSTED PARTNER NETWORK

Phase: Assessor Findings In-Progress

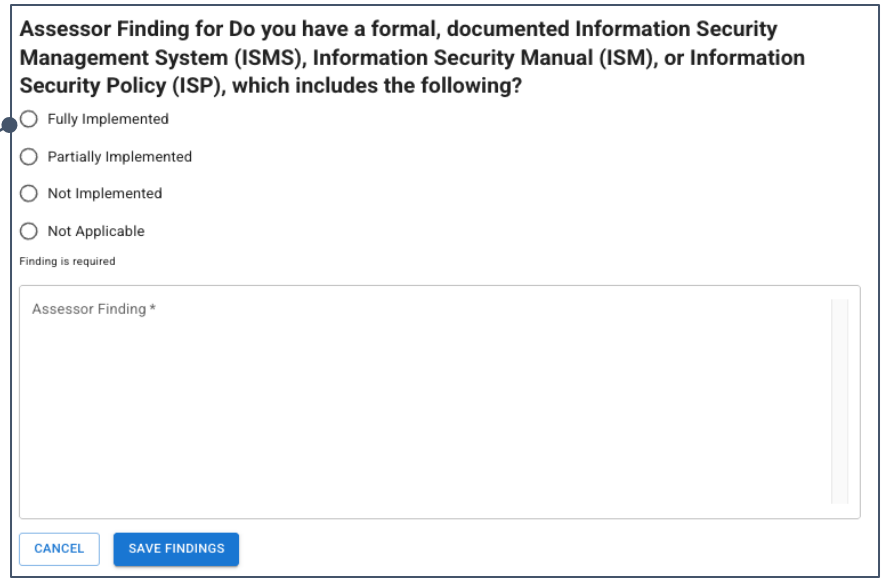
Once the Assessor moves to **Assessor Findings In-Progress** phase, you cannot update responses or upload documents but may still communicate with the Assessor through Comments.

During this phase, the Assessor is responsible for adding their findings to your assessments.

After completion and publication, remediation details and files can be added in the remediation plans.



The Assessor will click the **ASSESS** button to open the **Assessor Finding window**.



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

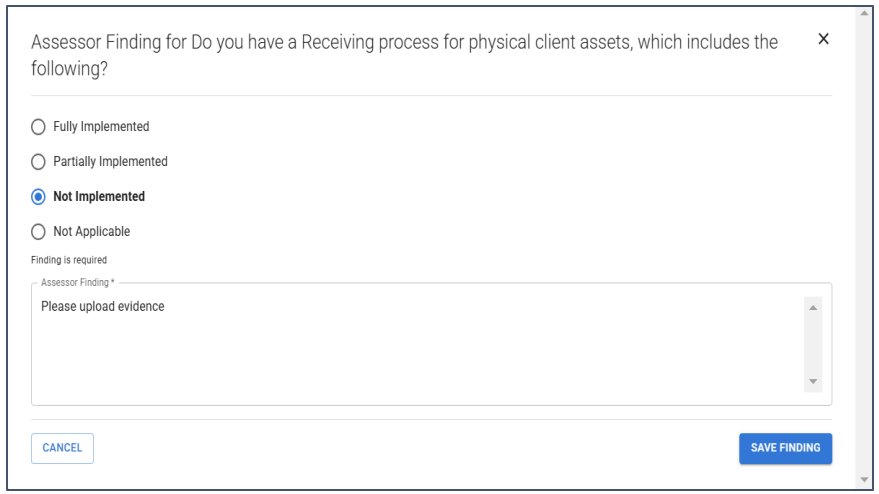
Phase: Assessor Findings In-Progress

The Assessor records Best Practice and Additional Recommendations results as follows:

Fully Implemented: marked green, no extra info is required; findings note how validation was done.

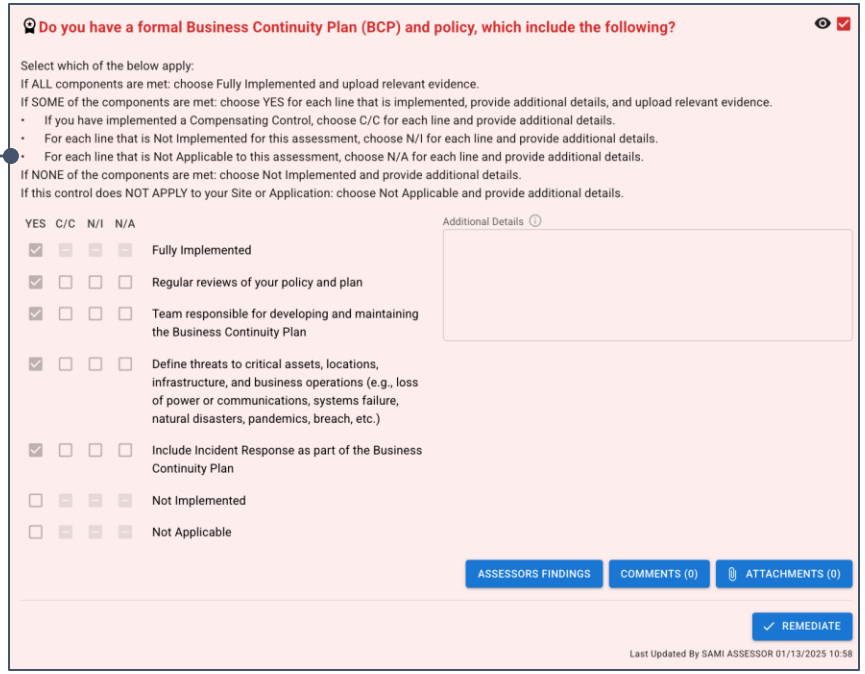
Partially/Not Implemented: marked red for Remediation, with findings in comments. Compensating controls should also be included in the comment box as applicable

Not Applicable (if Assessor disagrees with your response): marked red, **Not Implemented** is selected, with comments.



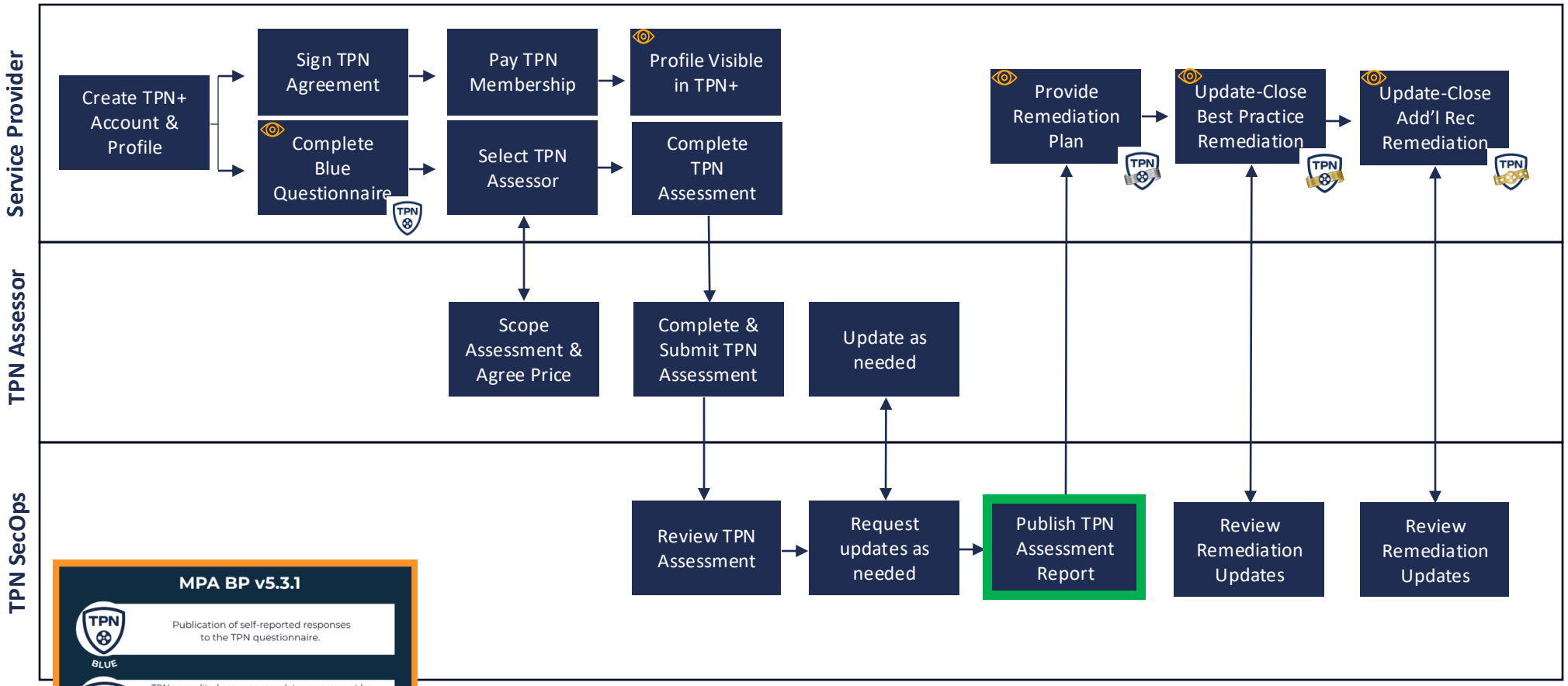
This example shows the Service Provider Questionnaire responses.

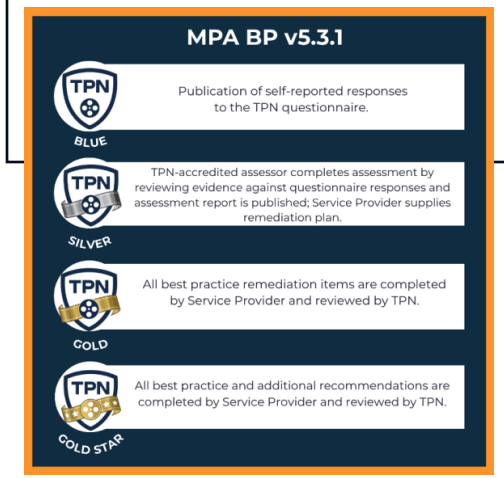
The red screen status indicates that, based on the Assessor's Findings, this item has been placed in a remediation state.



Tip: The Assessor Findings selection, including text, for anything marked **Partially** or **Not Implemented** will be visible in the final assessment report.

Assessor Findings In-Progress: Next Steps





Once TPN reviews and publishes the assessment, the status changes to **Assessment Pending Remediation Plans**.

At this stage, the Assessment Report can be downloaded, and the Service Provider can start to add **remediation plans** with comments and target dates to address the remediation items.

After adding Findings, the Assessor submits the completed assessment to TPN for review.

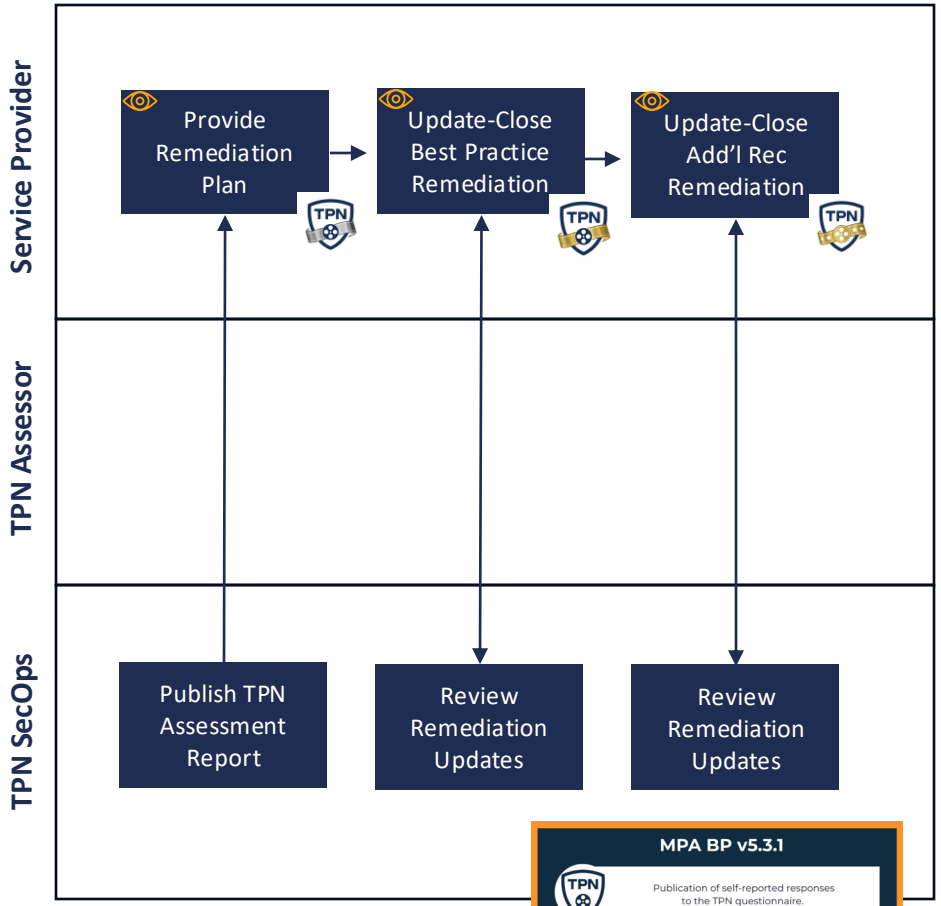


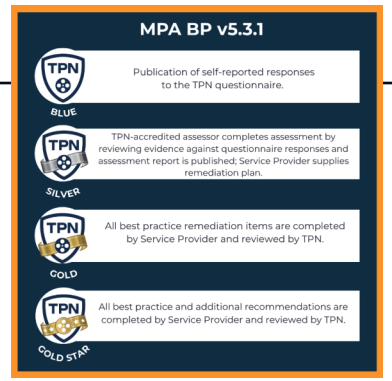


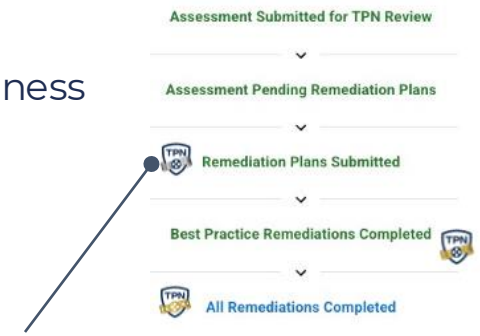
Remediation Management

Remediation Management - Overview

Tip: After assessment completion, we strongly suggest you **submit a remediation plan** within 3 business days. A **Silver Shield** requires a plan for every control/component.







After submitting remediation plans for all items, your Site/Application earns the **TPN Silver Shield** and status moves to **Remediation Plans Submitted**.

When all Best Practice remediation items are resolved and reviewed by TPN, the **Next-Gen Gold Shield** is awarded, and status moves to **Best Practice Remediations Completed**.

If all Additional Recommendation remediation items are resolved and reviewed by TPN, the **Gold Star Shield** is awarded, and status moves to **All Remediations Completed**.

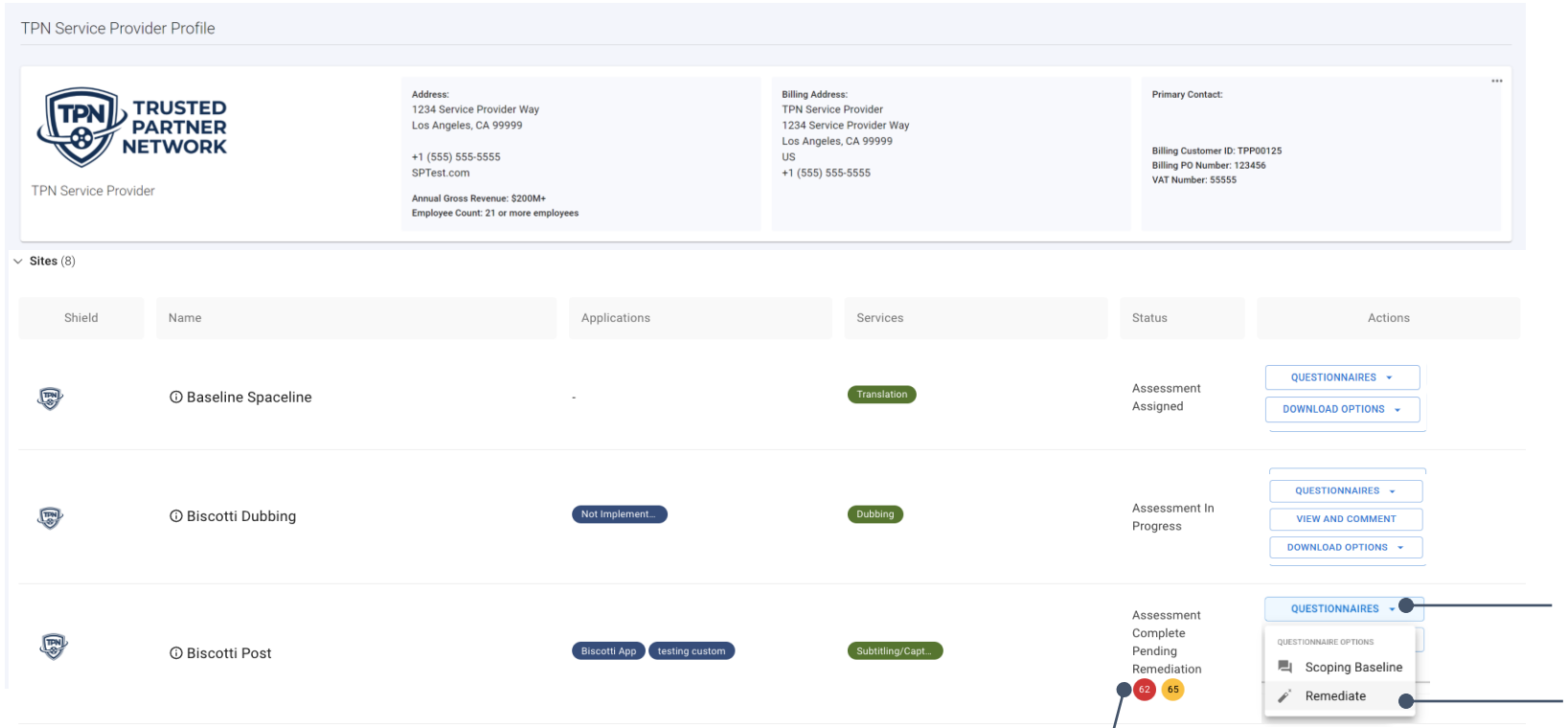
You can download any **Shield icon** from your Profile for your promotional use.

If you hover, you can see the questionnaire and assessment expiration dates (1 year and 2 years after completion, respectively).

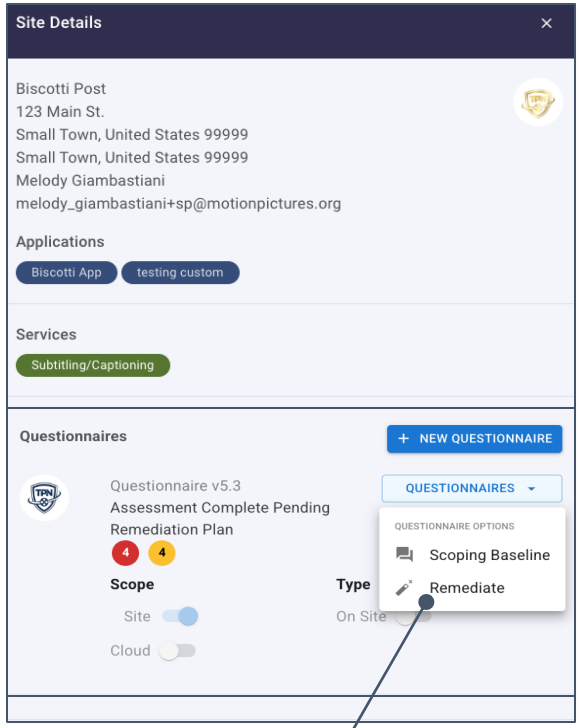


Remediation Management

Upon publication of your TPN assessment report, your profile is updated to reflect open remediation items.

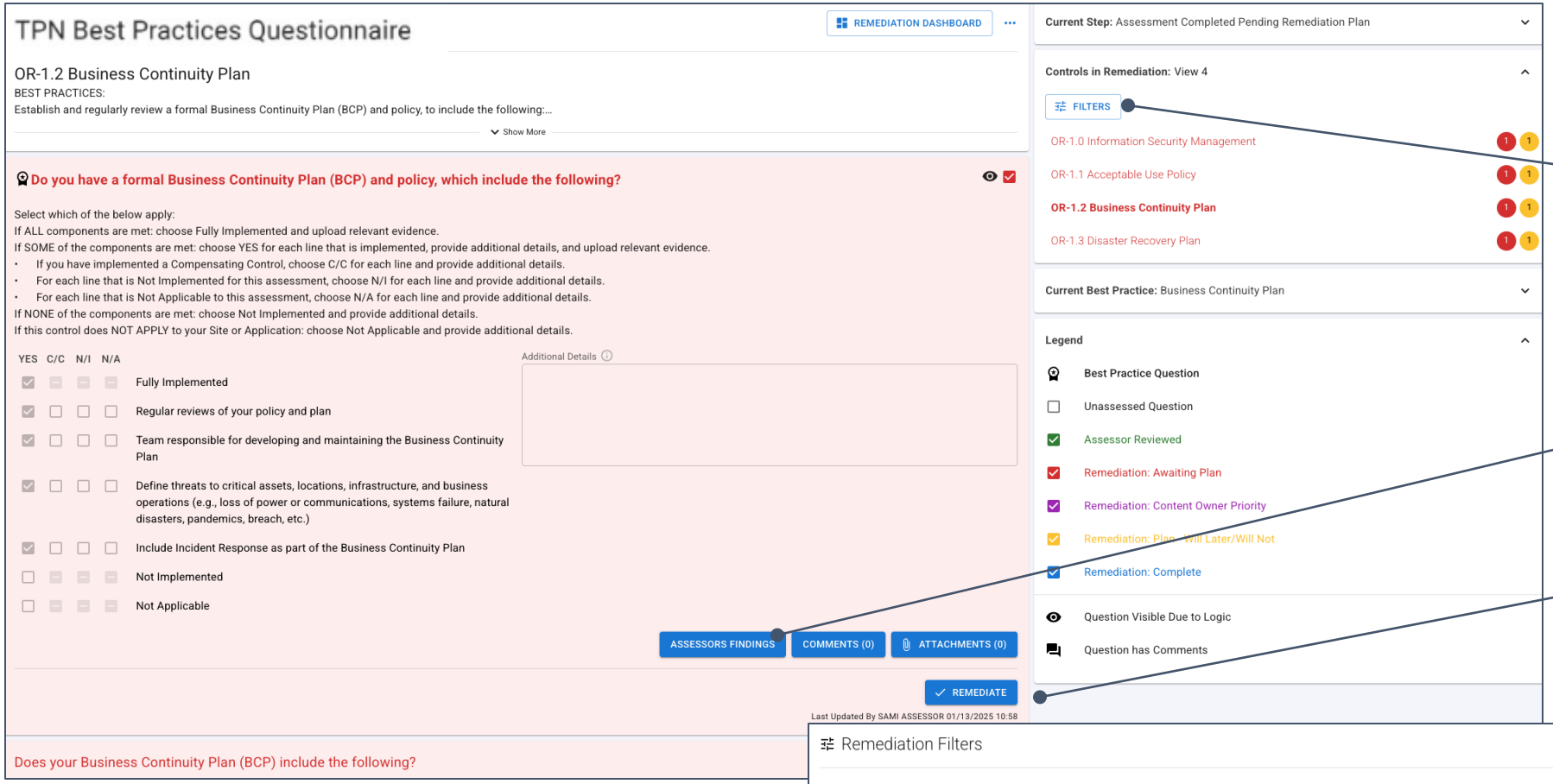


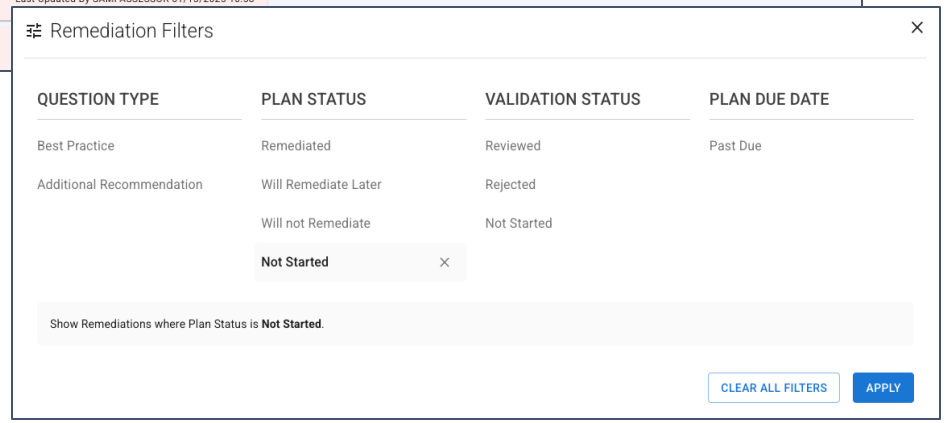
Symbols show number of unresolved remediation items: **Red** = **Best Practices, Yellow** = **Additional Recommendations.**



Click **REMEDIATE** in the **Questionnaires** dropdown or **side panel** to address items.

Remediation Management





This navigation bar in the questionnaire provides a quick view of all items marked for remediation.

Click **FILTERS** to sort by question type, plan status, review status, or due date. See below for an example of how to easily find controls that are missing remediation plans ("Not Started").

Click **ASSESSOR FINDINGS** to view findings and related comments.

Click **REMEDIATE** to respond to a remediation.

Tip: A Best Practice may have several components (see example above) with a different assessment status. Each component that is not fully implemented will require a remediation plan.

TPN TRUSTED PARTNER NETWORK

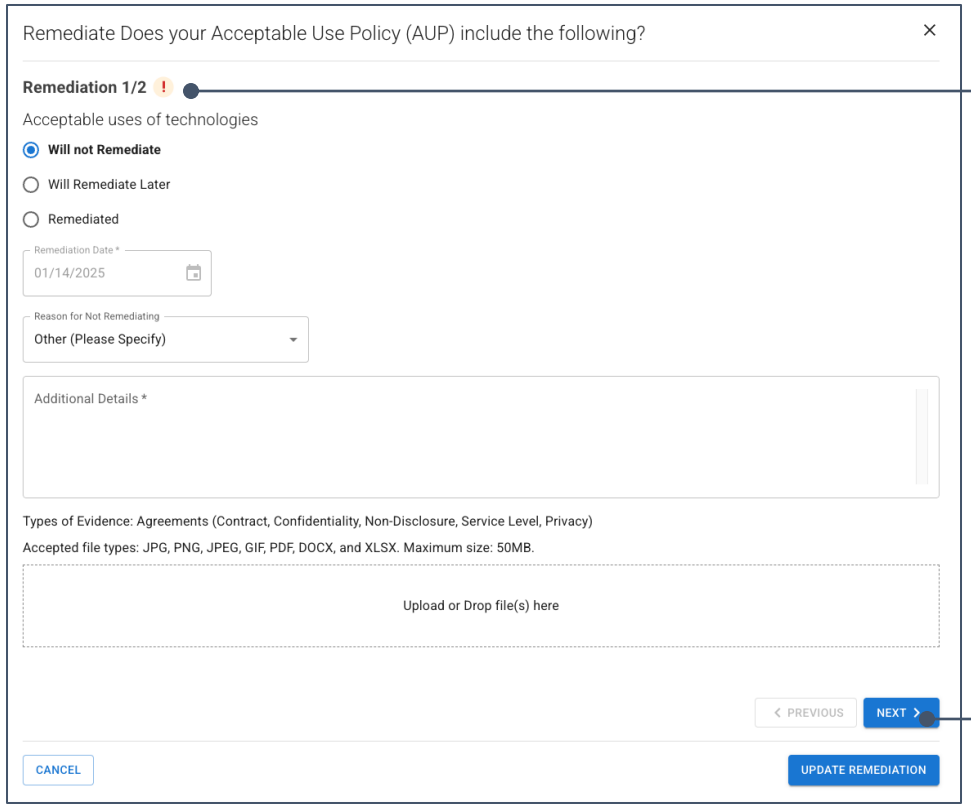
Remediation Management

For each control component, select one option as follows:

Will not Remediate - add comments.

Will Remediate Later - add a target date and plan comments.

Remediated – provide details and evidence. Use the comment box for your plan or actions taken.

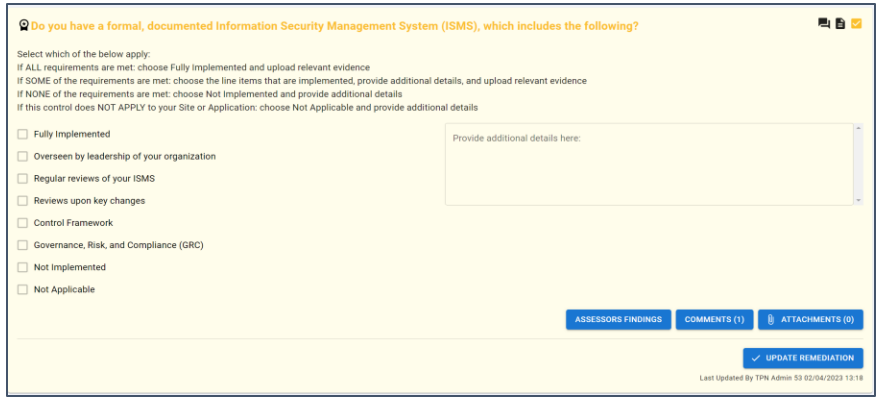


Hover over the exclamation mark to view outstanding actions. A remediation plan is only complete when all components have required details.

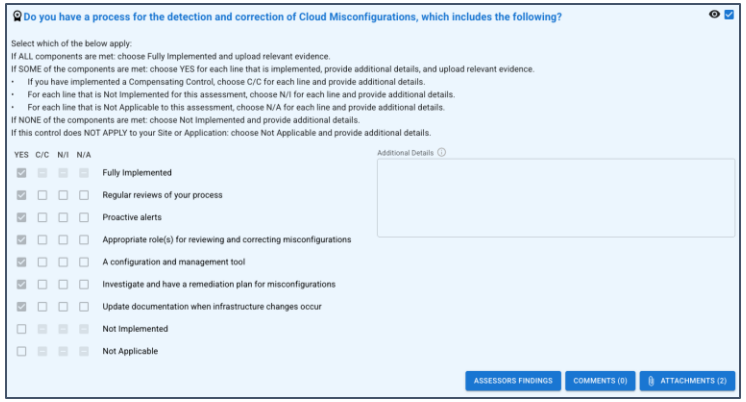
If you have evidence files that support multiple controls and/or components, you can upload the file to one and then clearly reference the file in the comment section for the other controls/components.

Click the **NEXT** or **PREVIOUS** buttons to navigate through the components that require remediation plans. Click **UPDATE REMEDIATION** at any time to save your updates.

When a plan is provided for **Will not Remediate** or **Will Remediate Later**, the question will turn **yellow**.



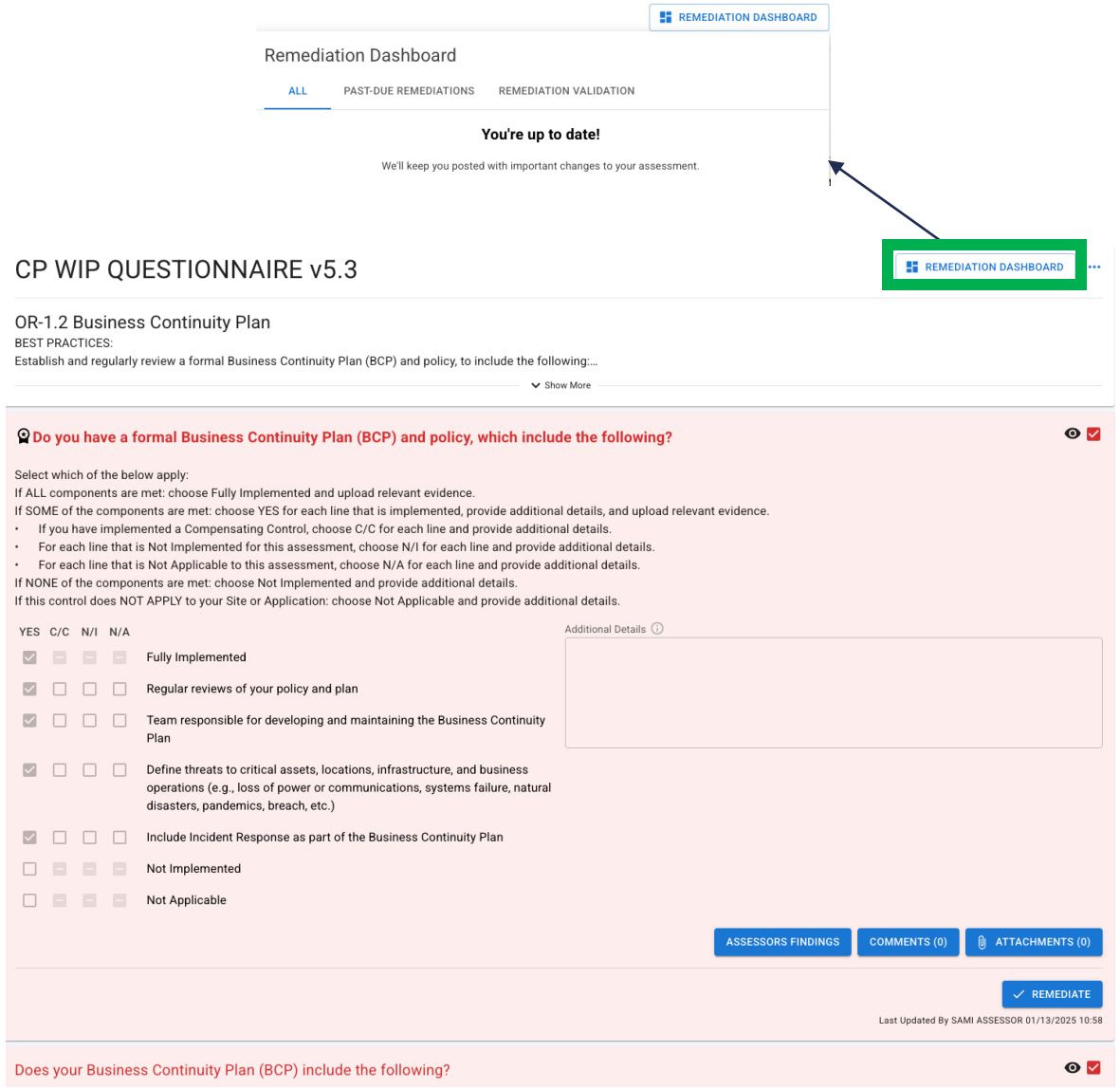
When a remediation item is **Remediated**, the question will turn **blue**.



TPN TRUSTED PARTNER NETWORK

79

Remediation Management – TPN Review Process



Use the dashboard to track remediation status and communicate with the TPN SecOps team.

The SecOps team reviews all remediation items and evidence against MPA Best Practices and Additional Recommendations, marking them “reviewed” or “rejected”.

If evidence meets requirements, the status is set to **Reviewed.** If evidence is missing, inconclusive, or incorrect, it is **Rejected** with comments explaining why and providing guidance.

Check your dashboard regularly for updates.

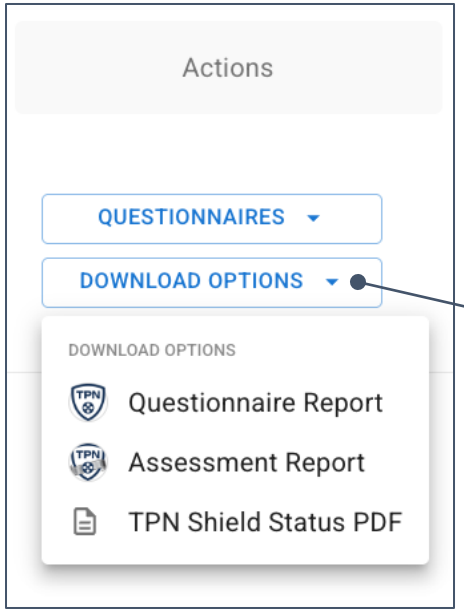


Reports & Other Downloads

Downloads: Questionnaire/Assessment Reports & Shield Status PDF

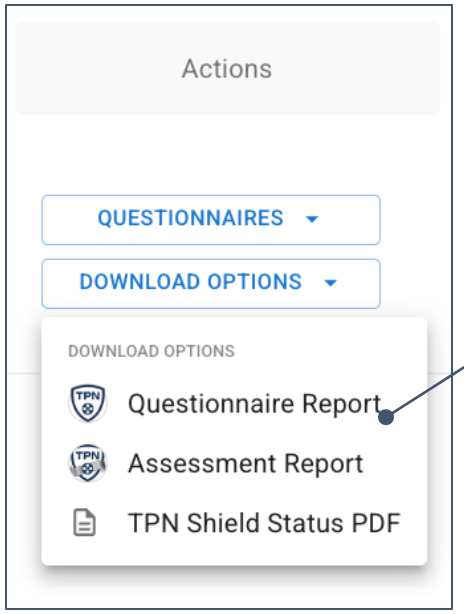
In addition to downloading the Shield logo images (see the final slides of the **TPN Assessment** section), you can also download the following:

- **Questionnaire Report**
- **Assessment Report**
- **TPN Shield Status PDF**



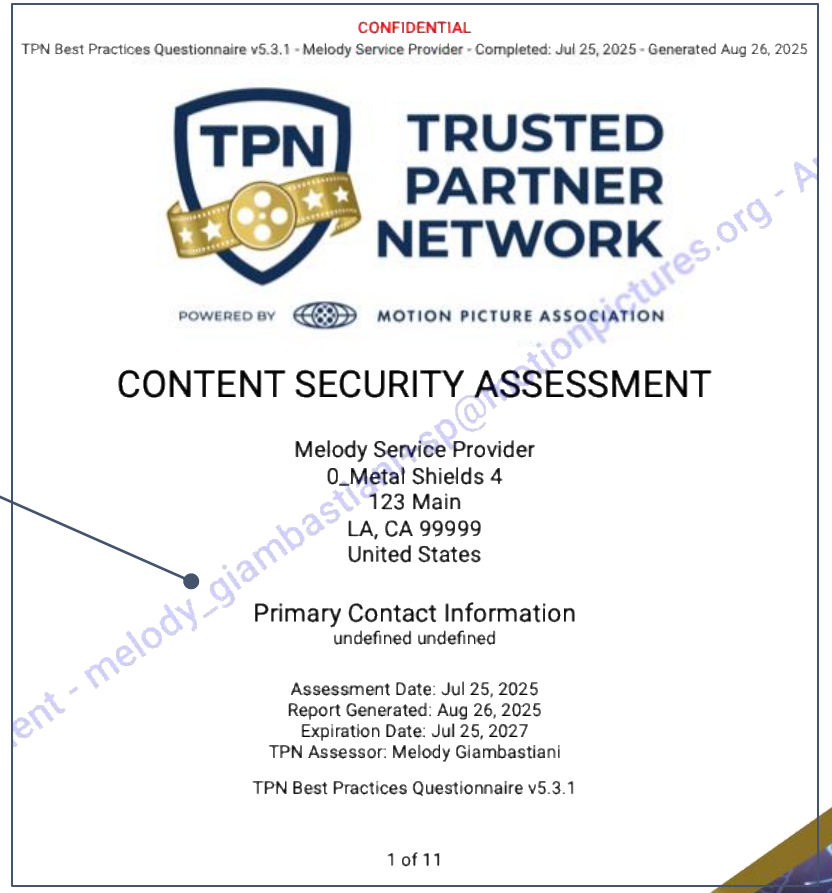
Click on **DOWNLOAD OPTIONS** in the Site/App row in your Profile to see the drop-down list of options available.

Downloads: Questionnaire/Assessment Reports



The **Questionnaire Report** and **Assessment Report** include the completion and expiration dates, along with the Site address or Application version that was self- or third-party assessed.

These are each provided as a visually watermarked PDF containing the username/email and date of the download.


CONFIDENTIAL

TPN Best Practices Questionnaire v5.3.1 - Melody Service Provider - Completed: Jul 25, 2025 - Generated Aug 26, 2025

TRUSTED PARTNER NETWORK

POWERED BY MOTION PICTURE ASSOCIATION

CONTENT SECURITY ASSESSMENT

Melody Service Provider
0_Metal Shields 4
123 Main
LA, CA 99999
United States

Primary Contact Information
undefined undefined

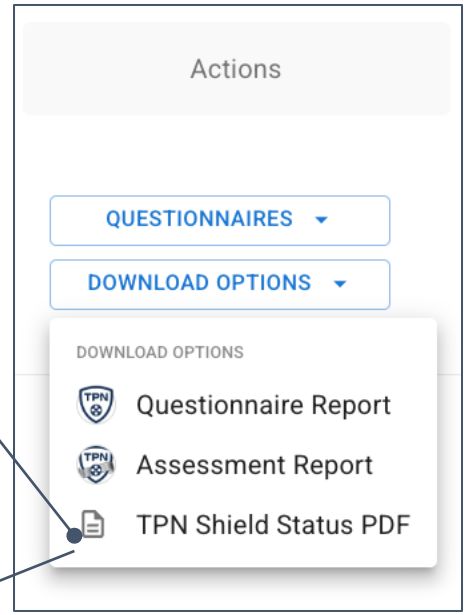
Assessment Date: Jul 25, 2025
Report Generated: Aug 26, 2025
Expiration Date: Jul 25, 2027
TPN Assessor: Melody Giambastiani

TPN Best Practices Questionnaire v5.3.1

1 of 11

Downloads: Shield Status PDF

The **TPN Shield Status PDF** will generate the name and logo of your current Shield status. This recognizes your commitment to security preparedness. It is not an approval, certification or pass/fail status.







TPN+ Sample Generated Report Examples

Overview

Assessment Scope: Site
Assessment Type: On Site
Related Facility: 0_Metal Shields 4
Services: Dubbing
Number of Employees: 2 to 20 employees
Owned Applications: TPN In-house App, Unpaid SP App HG test, Melody standalone app 1, Melody standalone app 3, Melody App, Photobob, TPN Cloud Services App, Transfer Services Cloud App, Transfer Services App, Digital Supply Chain App, Google Test App, Cloud Services App, Biscotti App, 5.3 App UAT 1.9.25, Not Implemented App Test, Not Applicable App Test, Melody Creative Tool Suite Test, Melody standalone app 2
3rd Party Licensed Applications: V2 Blank Answers, Test App, Test Add to Directory, A App, V2 Blank Answers, testing custom

Baseline Summary

Site and Assessment Information:
Melody Service Provider is located in United States and currently has 2 to 20 employees supporting the 0_Metal Shields 4 site being assessed. The following services are in scope for this assessment: Dubbing.

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

Content Assets and Workflow Information:
At the time of this assessment, Melody Service Provider handles the following types of content: undefined with the following Workflow

Assessment Dashboard

	Best Practice				Additional Recommendations			
Security Domains	F/I	P/I	N/I	N/A	F/I	P/I	N/I	N/A
Organizational Security	5	0	1	0	5	0	0	1
Operational Security	3	0	1	0	3	0	1	0
Physical Security	4	0	0	0	4			
Technical Security	5	0	0	0	5			
Totals	17	0	2	0	17			

Legend

	This question is tied to an MPA Content Security Best Practice
Yes	The control item is Fully Implemented
C/C	The control item is addressed with a Compensating Control
N/I	The control item is Not Implemented
N/A	The control item is Not Applicable
F/I	Fully Implemented
P/I	Partially Implemented
N/I	Not Implemented
N/A	Not Applicable

OP: Operational Security - Logistics

1.0 Receiving

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

	Service Provider				Assessor				Remediation Plans			
	Not Implemented				Not Implemented				2 out of 2 complete			
	YES	C/C	N/I	N/A	YES	C/C	N/I	N/A	Remediated	Later	No	Comment
Maintenance of a receiving log to be filled out by designated personnel upon receipt of deliveries			X				X		X			I remediated this Remediation Date: 07/25/2025
Retain logs for at least a year			X				X		X			I remediated this Remediation Date: 07/25/2025
	Assessor Findings: Assessor Finding: Not Implemented											

Does your Receiving policy contain the following?

	Service Provider				Assessor			
	Fully Implemented				Fully Implemented			
	YES	C/C	N/I	N/A	YES	C/C	N/I	N/A
For receiving log, include the following information: name and signature of courier/delivering entity, name and signature of recipient, time and date of receipt	X							

For assets that can't be delivered immediately, store in a secure area (e.g., vault, safe, high-security cage, etc.), including after-hours deliveries	X							

Does your Tracking process include the following?

	Service Provider				Assessor				Remediation Plans			
	Not Implemented				Not Implemented				2 out of 2 complete			
	YES	C/C	N/I	N/A	YES	C/C	N/I	N/A	Remediated	Later	No	Comment
Review transaction logs regularly for anomalies			X				X		X			I remediated this Remediation Date: 07/25/2025
Implement watermarking as instructed by client (e.g., spoiling, visible, forensic, etc.)			X				X		X			I remediated this Remediation Date: 07/25/2025
					Assessor Findings: Assessor Finding: Not Implemented							

TPN Assessment - melody_giambastiani+sp@motionpictures.org - August 27 2025

TRUSTED PARTNER NETWORK

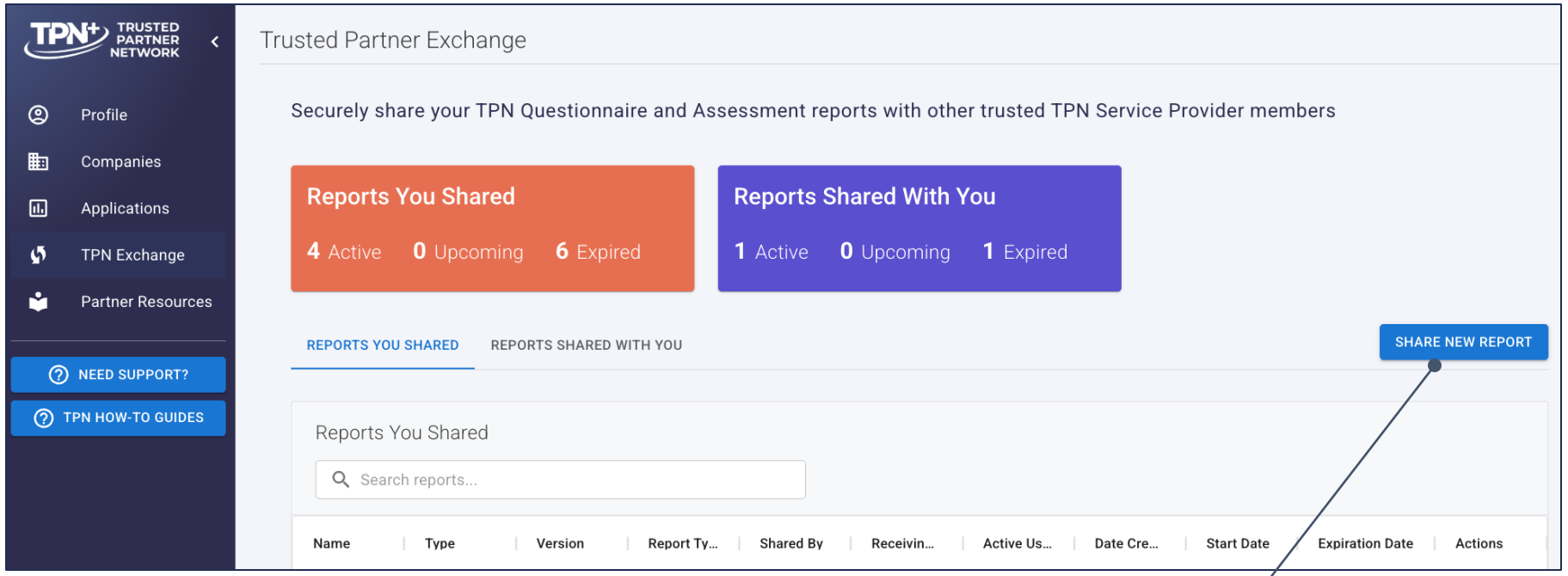


Trusted Partner Exchange (TPX)

Service Provider – Trusted Partner Exchange

Securely share your Questionnaire and Assessment reports with other TPN Service Provider members

Access this functionality in the **TPN Exchange** section of your TPN+ profile



TPN+ Admin users can select which report(s) is shared with a TPN+ admin or non-admin user at another TPN-member Service Provider by clicking **SHARE NEW REPORT**.

The **Trusted Partner Exchange** functionality allows you to securely share your TPN Questionnaire and Assessment reports with other trusted Service Provider TPN members via the TPN+ platform.

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

Trusted Partner Exchange - How to Share a Report

Click **SHARE NEW REPORT,** enter the full Company Name, then the User's Email. Note that the Company must be a paid TPN member.

After each email click **ADD USER**



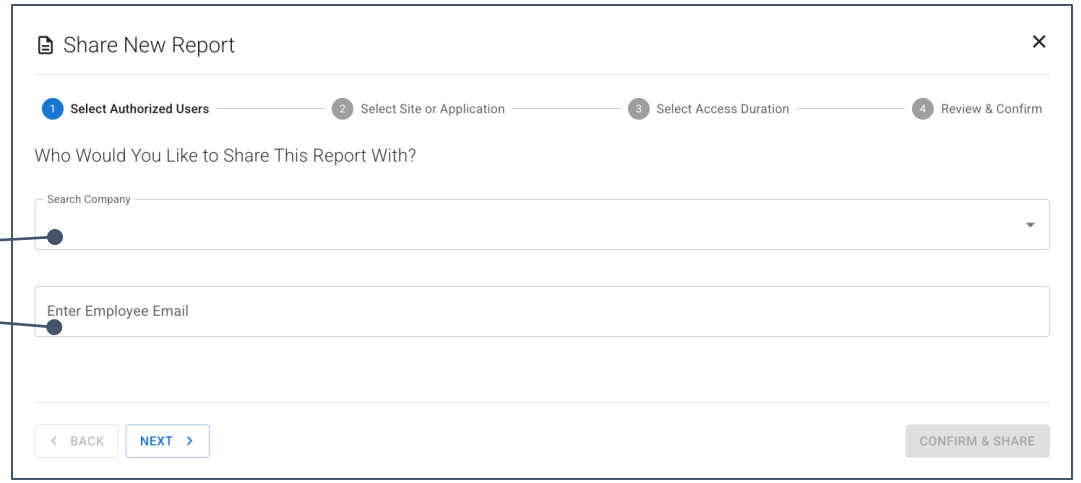
After adding all users, click **NEXT** and select the following:

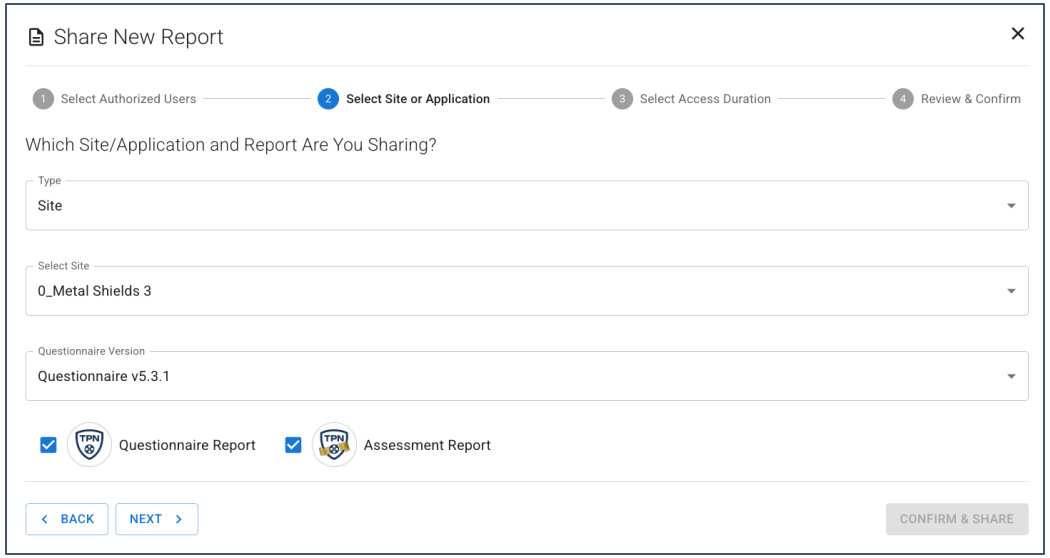
Report **Type**: **Site** or **Application**

Site or **App** name

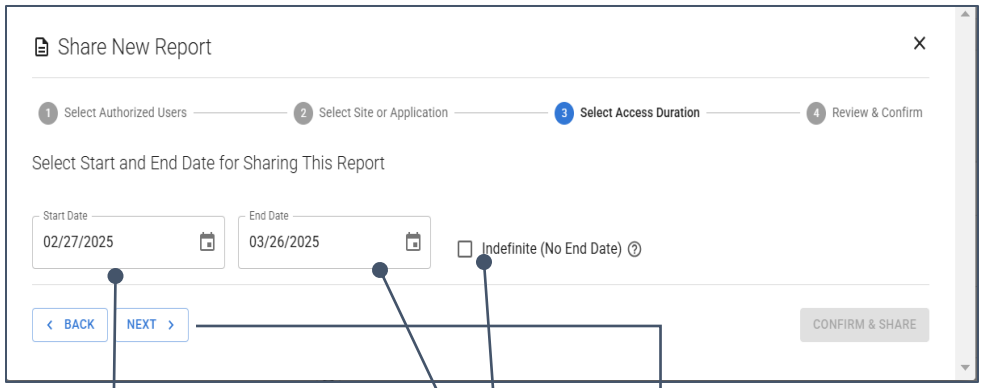
TPN **Questionnaire Version**

Report you would like to share: **Questionnaire**, **Assessment**, or both.



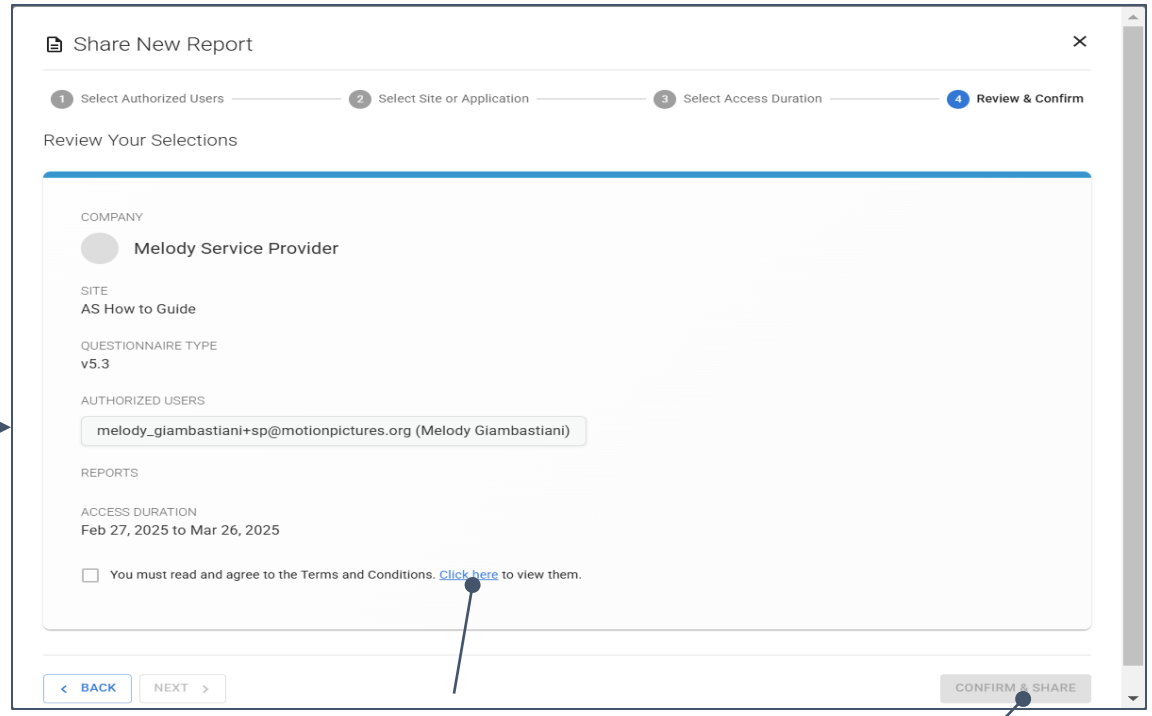


Trusted Partner Exchange - How to Share a Report

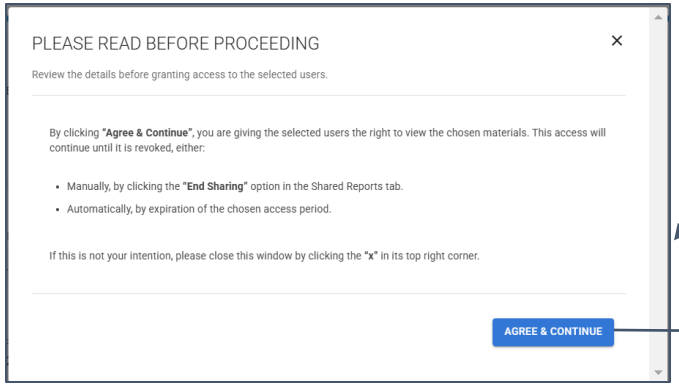


Select the **Start Date** for the Report Sharing to begin.

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



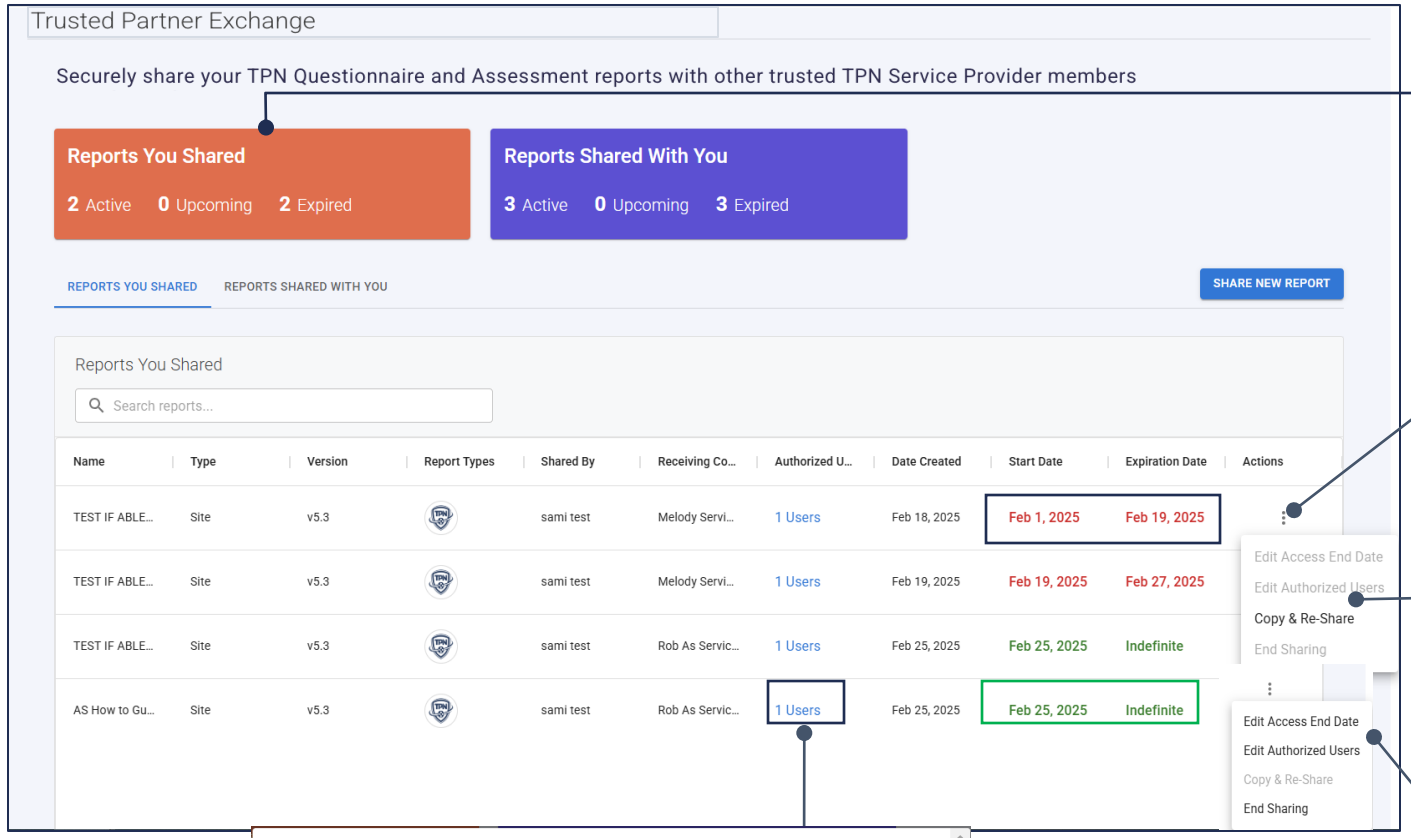
Note: You can change the access **End Date** or **End Sharing** at any time through the **Actions** section in your Dashboard (see next slide).



Click here to view the Terms and Conditions

Once you have **Agreed** to the Terms and Conditions, Click **CONFIRM & SHARE**.

Trusted Partner Exchange - Report Dashboard – Reports You Shared

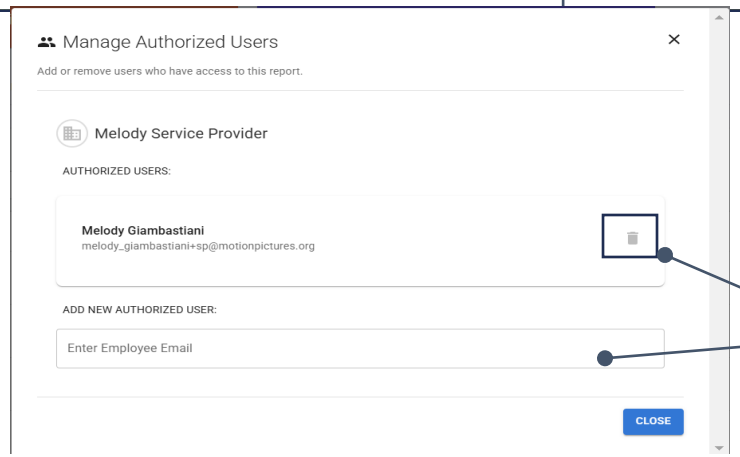


Here you can see an overview of the total active, upcoming, and expired Reports you have shared, and reports shared with you.

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.



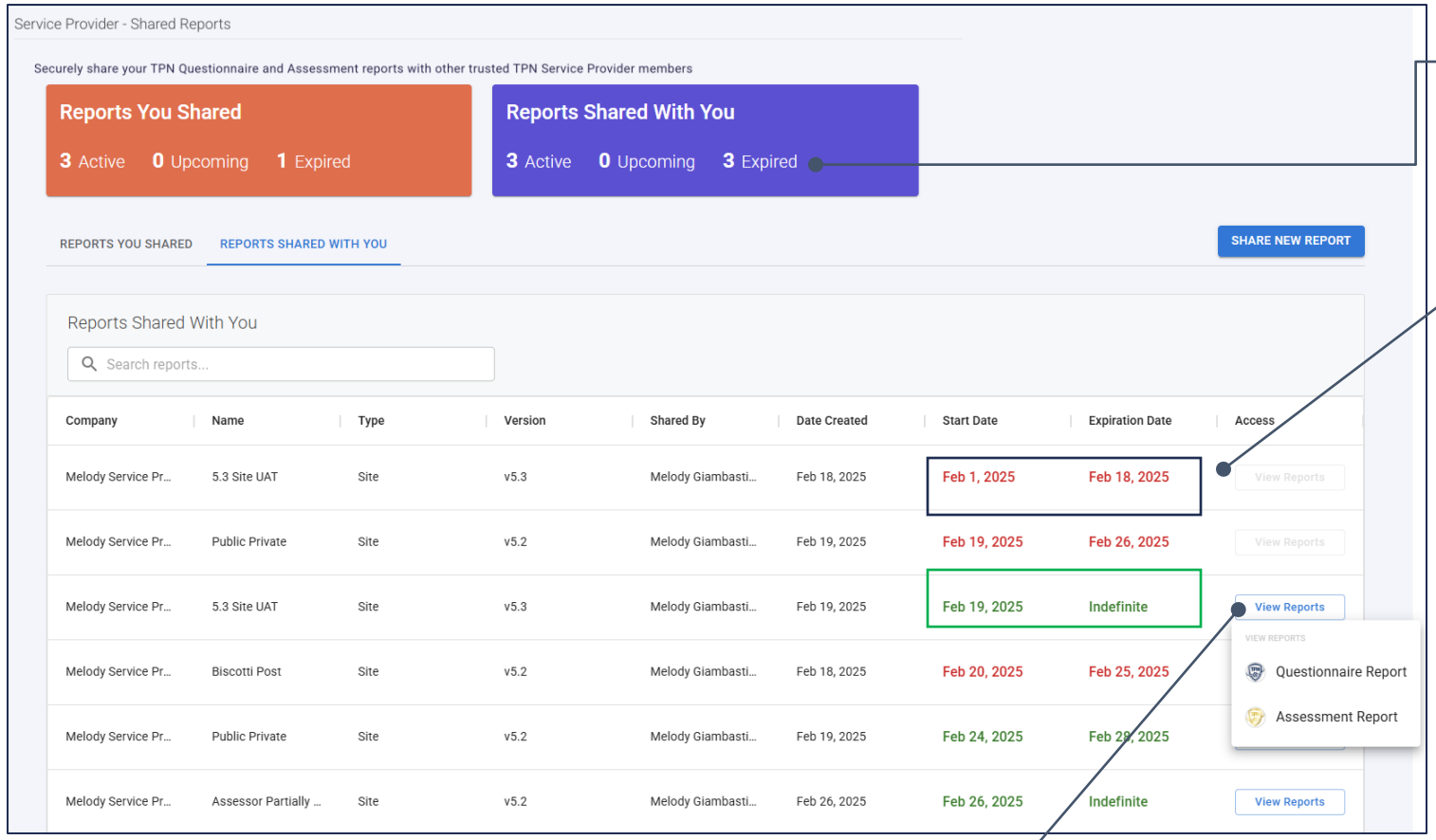
Managing Users

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

Delete users by clicking the trash icon

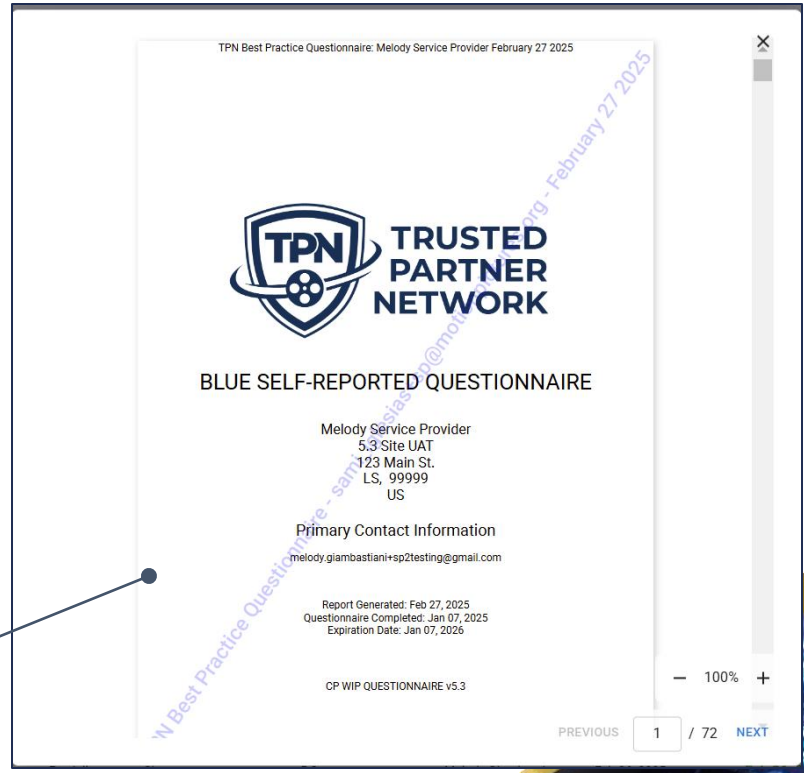
Add users by typing in their full email

Shared Reports - Report Dashboard – Reports Shared With You



Shared reports appear here in **Reports Shared With You**.

Expired reports appear in red and are no longer accessible.



Reports with active access appear in green. Click **View Reports** and select from the dropdown. The reports are dynamic and will reflect the latest remediation and TPN Shield status.

Reports open in a watermarked, view-only window and to cannot be downloaded.