



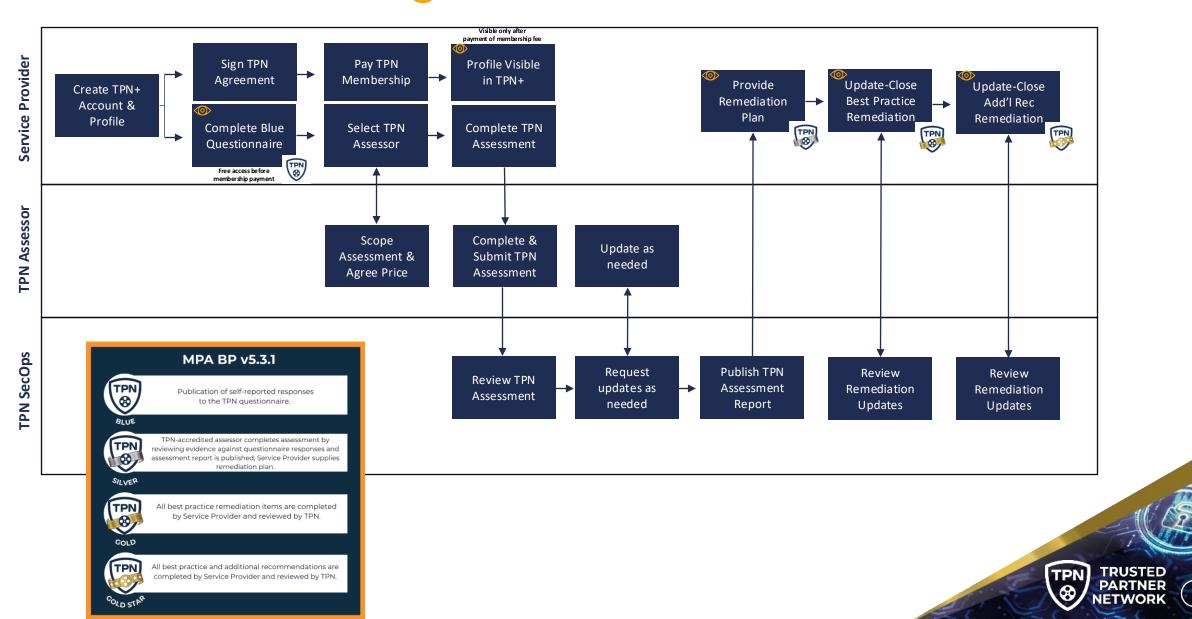


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TPN High-Level Process: v5.3.1 (as of 9/9/2025) Service Provider Progress is Visible to Content Owners (**)

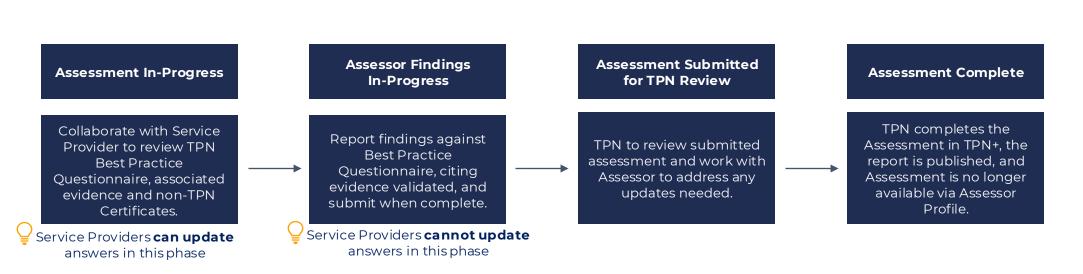


TPN High-Level Process: Assessors

QACCEPTANCE OF ASSESSMENT:

- Triggers 15 business day SLA
- Confirm correct scope and assessment type selected
- Site or App **Scoping Baseline and questionnaire answers** available

Directory Publication Onboarding **Profile** Accept: Assessment moves to Assessment In-Progress. Your Profile is searchable Following accreditation, Upon receipt of your onboarding and contact information and by individual name only, Reject: headshot, you will be agreement signature, you not company. It will show Assessment is removed will receive an email to added to the Assessor Assessment requests that from profile and Service join the TPN+ platform. Directory on ttpn.org. you can accept or reject. Provider is notified.







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.





Adding and Managing Users

As a TPN accredited Assessor, an email will be sent to you from membership@ttpn.org with a temporary password.

Trusted Partner Network - Welcome to TPN+!



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

To: OGiambastiani, Melody

Hello,

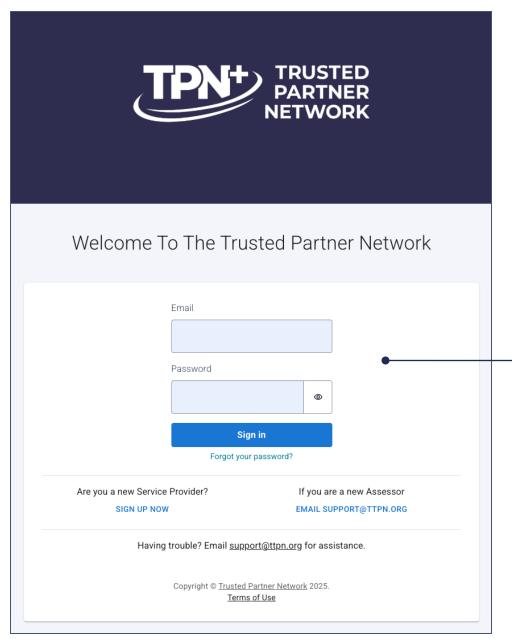
Welcome to the Trusted Partner Network (TPN+) Platform! For your convenience, please use this LINK to the TPN+ how-to guide for more detailed instructions.

Please use the username and temporary password below to login to TPN+ HERE and set up your TPN+ Platform account.

You can then log in to the system by clicking on this hyperlink and using your temporary password. If it expires, contact support@ttpn.org so we can resend a new invitation.



Adding and Managing Users



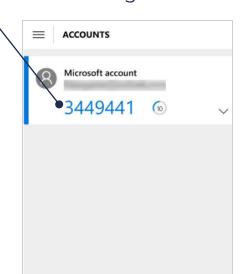
You can now log in to the system by using your email and the temporary password sent in the welcome email.

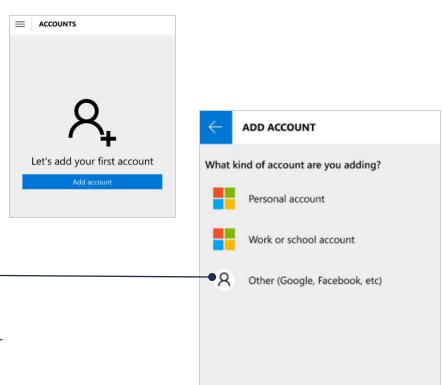
If the password has expired, contact support@ttpn.org so we can resend a new invitation.



Authenticator Setup

- 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
- 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.

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.



Code *

Code

Confirm

Back to Sign In

Already a user? Login

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

Copyright © <u>Trusted Partner Network</u> 2024. Terms of Use TPN+ requires two-factor authentication (2FA). TPN+ only supports Microsoft Authenticator for 2FA validation.



Links to Microsoft Authenticator

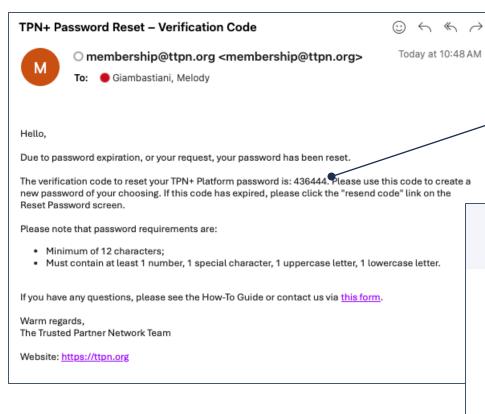
iPhone

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.



Password Management



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**.

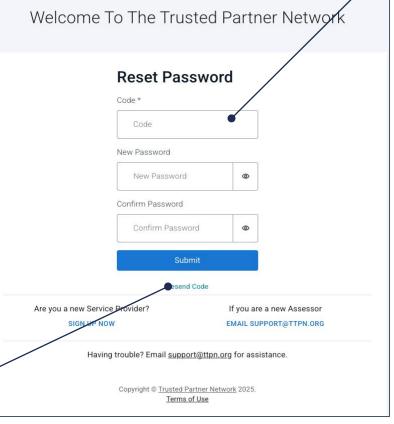
If you request for TPN (<u>support@ttpn.org</u>) to reset your password, or your password expires, you will receive an email with a temporary verification code.

You can log in to the system by using <u>the code from the email</u>.
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.







Profile Overview



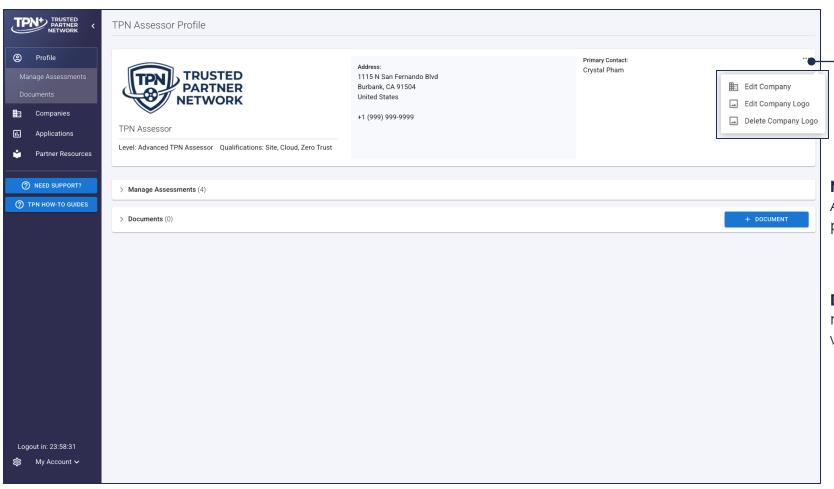
Assessor Profile

Your Profile is the landing page that upon login allows you to set up and manage your account and current assessments.

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, primary contact information, or company logo.

Manage Assessments:

Accept requests and perform assessments.

Documents: Add and manage any files you would like to store on TPN+.

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

My Account: change or update your individual account details



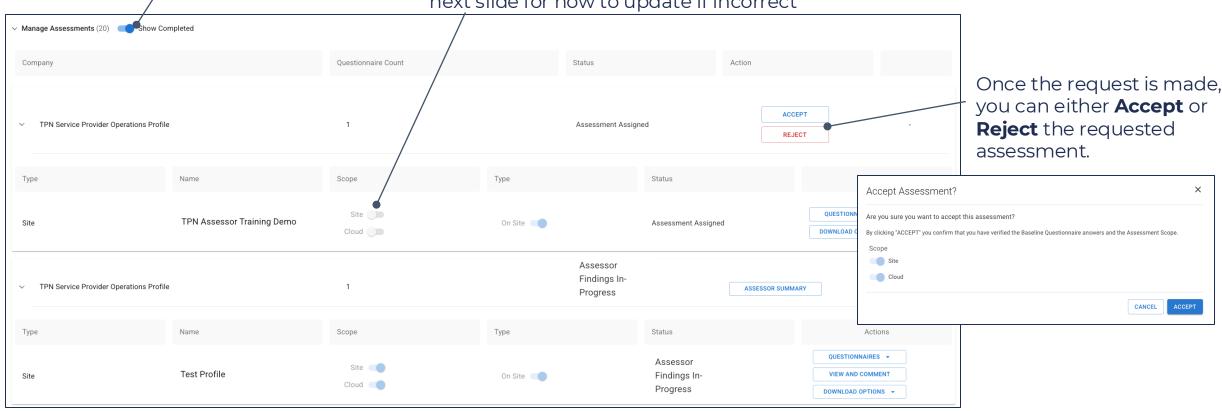


Managing Assessment Requests in Profile

Once assigned by a Service Provider, the assessment request will appear in **Manage Assessments**.

This toggle allows completed assessments to be filtered out of view.

Assessment **scope** and **type**, including on-site needs, are shown here. See next slide for how to update if incorrect



Clicking **Accept** updates the status to **Assessor Findings In-Progress** and starts the **15-business day SLA**.

Clicking **Reject** removes the request after the Service Provider re-assigns or deletes it.

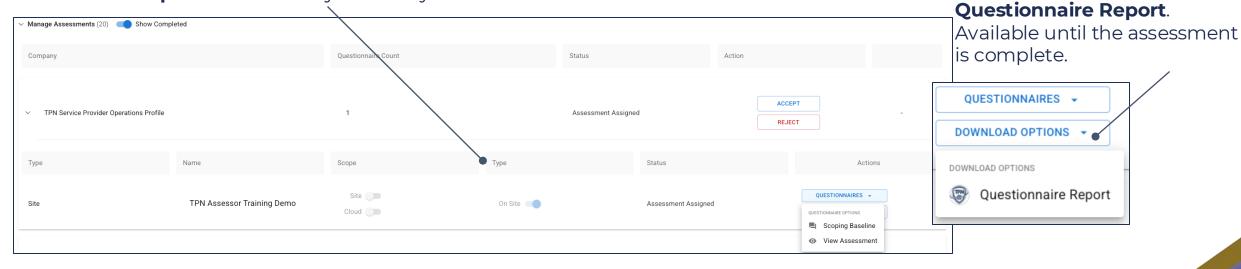


Access to Questionnaires

Before accepting, you can review scope by clicking the Service Provider's **Scoping Baseline** or **View Assessment** for Questionnaire answers.

[└]Umportant:

- If **Scope** is incorrect, the Service Provider must update their **Scoping**Baseline Environments during the Assessment In-Progress phase.
- If **Type** is incorrect, ask the Service Provider to update **before you accept** this is the only time they can do this.



Clicking **Accept** updates the status to **Assessor Findings In-Progress** and starts the **15-business day SLA**.

Clicking **Reject** removes the request after the Service Provider re-assigns or deletes it.



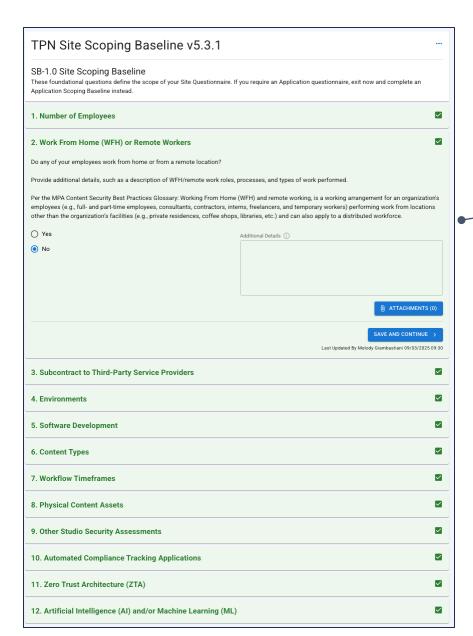
To download the Service

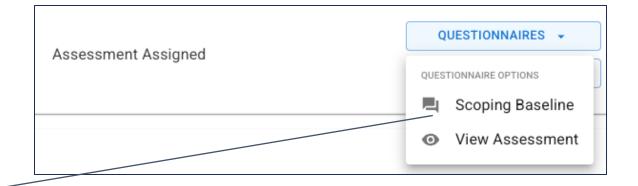
Download Options →

Questionnaire, (PDF) select

Provider's full TPN

Scoping Baseline Questionnaire Access





Even after you accept an assessment, you can still access the Service Provider's **Scoping Baseline answers** via the **Questionnaires** dropdown.

Their answers will have scoped the questions in their TPN Best Practice Questionnaire – and will assist you with assessment scoping.





Assessment Overview



Assessment Definitions

Best Practice vs. Additional Recommendations

- **Best Practices:** The primary security controls outlined in the MPA Content Security 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 in order 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.

Evidence vs. Finding vs. Remediation

- **Evidence:** Artifacts that are uploaded or shared to demonstrate an organization's security posture.
- **Finding:** Description of the implementation of a Best Practice as evaluated by an Assessor. These may include gaps where components don't meet Best Practice and require a remediation plan by the Service Provider.
 - Content Owners need visibility on findings to make their independent, risk-based decisions and they may request remediations.
 - More information regarding Assessor Findings in upcoming slides!
- Remediation Items: Actions needed to address or mitigate a Finding that does not meet a Best Practice or Additional Recommendation.



Assessment Definitions

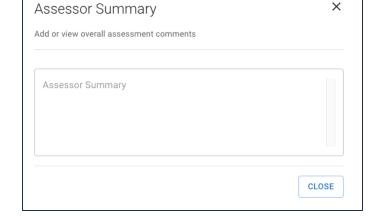
Assessor Summary (Visible in report)

- A freeform text box is available for assessors to add a summary and/or context beyond control findings, as requested by Content Owners.
- The **Assessor Summary** button appears in **Manage Assessments** and can be edited throughout the assessment.
- Upon completion, this text populates the **Assessor Summary** section of the assessment PDF report for Service Provider and Content Owners.

• Referenced evidence or findings that are referenced in the **Assessor Summary** must still be documented within the appropriate controls.

ASSESSOR SUMMARY

Assessor Summary									
A freeform text box is available for assessors to add a summary and/or context beyond control findings, as requested by Content Owners. The Assessor Summary button appears in Manage Assessments and can be edited throughout the assessment. Upon completion, this text populates the Assessor Summary section of the assessment PDF report for Service Provider and Content Owners. Referenced evidence or findings that are referenced in the Assessor Summary must still be documented within the appropriate controls.									
*iame									
Assessment Dashboard									
	Best Practice Additional Recommendation				ndation				
Security Domains	F/I	P/I	N/I	N/A	F/I	P/I	N/I	N/A	
Organizational Security	1	0	0	0	0	0	0	0	
Operational Security	2	0	0	0	0	0	0	0	
Physical Security	8	0	0	1	0	0	0	0	
Technical Security	27	2	0	0	1	2	0	0	
Totals	38	2	0	1	1	2	0	0	
7/1									



The **Assessor Summary** appears in the final assessment report and provides critical information for the Content Owners



Assessment Definitions

Comments

- Service Providers, Assessors and TPN Admin can leave messages in the comments section of an Assessment. These can include questions, clarifications, etc.
- Comments are <u>NOT</u> visible to Content Owners and are <u>NOT</u> included in the final assessment PDF report.

TPN+ Global Pass

- Process provided to SPs with 5+ sites and/or applications upon request – to offer efficiency for sites/apps that fully implement the same Best Practices across all the sites/apps.
- These are not TPN-verified and still need to be validated and explained by the Assessor.
- If you have any customers that ask about TPN Global Pass, please have them contact us at <u>support@ttpn.org</u>. We are happy to help!

Comments for Question: Do you have a formal, documented Acceptable Use × Policy (AUP), which includes the following?

CP Comment(s) from Assessor during Pre-Assessment to ask Service Provider follow up questions, get additional information, give guidance on how to accurately capture security status, ask for evidence to validate, etc.

Comment(s) from Service Provider during Pre-Assessment to provide Assessor with additional background/information, ask clarifying/follow up questions, provide additional details on uploaded evidence, etc.

Comment(s) from TPN during QC to provide feedback to Assessor with additional question(s), guidance on how to accurately capture security status, guidance on Assessor Findings, questions on uploaded evidence validation, etc.

TPN Admin 53 1 TPN Admin 103/23/2023 16:01



CLOSE



Assessment Definitions & Guidance

- Service Provider Additional Details (Visible in report)
 - **Explanation of evidence**, what is Partially Implemented, Not Implemented, or Not Applicable, including reasons and compensating controls, etc.
 - **Service Providers see prompts** while answering their TPN Best Practice Questionnaire to guide them.
 - Additional Details is an optional section for the Service Providers but it can streamline assessments and provide helpful context for Content Owners.

Please provide any of the following: Implementation details (e.g., timeline, specifications) Explain why the control or component has not been implemented Describe why the control or component is not applicable Describe any compensating controls you have implemented Additional Details (i)		

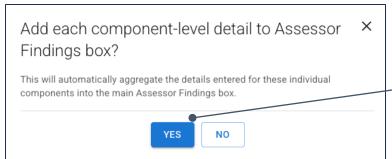
- Assessor Findings (Visible in report)
 - For Implemented components: Describe evidence and how it was validated, as Content Owners can't view comments or evidence that is not marked "Visible to CO" by the Service Provider. Include info like implementation details, specifications, context, versions, etc. How did you validate, who showed you, etc.?
 - For Not Implemented: Provide observations like compensating controls.
 - For Not Applicable: Explain why it's not applicable to the Service Provider.
 - For Partially Implemented components: See next slide.
 - Note: Assessor Findings are required and the Assessor's response is final.

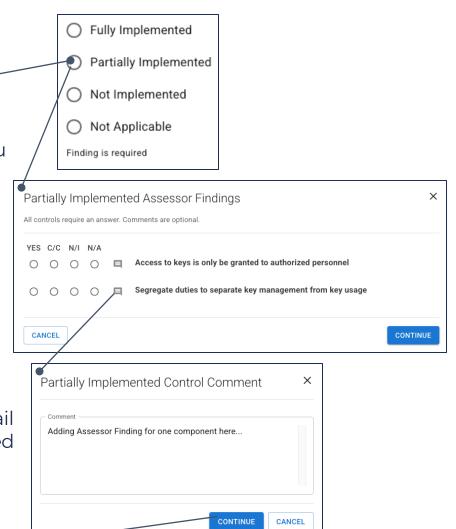




Assessment Definitions & Guidance

- Partially Implemented Components
 - When **Partially Implemented** is selected, a pop-up box will allow you to select Yes (Implemented), C/C (Compensated Control), N/I (Not Implemented) or N/A (Not Applicable) for each component.
 - For **Partially Implemented** components: Provide your findings (observations, compensating controls, implementation details, etc., and/or reasons why not applicable).
 - To add text per component, click on the note icon of each row.
 This is optional you could instead enter text directly into the
 Assessor Findings box and/or edit within that box only.
 - Once you have added findings to each component, click **CONTINUE**. You will be asked if you would like to add each component-level detail to the main **Assessor Findings** box for that control (optional, as stated above).







Assessment Legend

The legend appears at the bottom right of the Assessment and explains the symbols and colors for reference.

Legend This symbol denotes a Best Practice question. All other questions are Additional Recommendations. (See definitions below **Best Practice Question** as a refresher!) Unassessed Question If a control background is white, it has not vet been assessed. Once you add your finding, it will turn green or red, depending Assessor Reviewed on the selection: Fully Implemented or Not Applicable which do not require Remediation: Awaiting Plan remediation plans; or Partially Implemented or Not Implemented which require remediation plans.

- **Best Practices:** The primary security controls outlined in the MPA Content Security 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 in order 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.







Assessment In-Progress – Review and Comment

After you have accepted the Assessment Request, you are in **Assessment In-Progress phase**.

Take time to review their answers, additional details (if provided) and evidence (if uploaded) – and discuss as needed. They can edit their Questionnaires during this phase. See next slide for additional guidance.



In the **QUESTIONNAIRES** dropdown:

Click **Scoping Baseline** to view the Service Provider's Scoping Baseline Questionnaire.

Click **Review and Comment** to open the Best Practice Questionnaire. You can add comments for the Service Provider or communicate with them directly outside the platform.



Assessment In-Progress Discussions with Service Provider

- Scenarios to address with Service Providers during Assessment In-Progress Phase
 - Evidence
 - If a Service Provider has not provided evidence for all answers, follow up with them (outside the TPN+ platform or via chat) to confirm accuracy.
 - **If evidence quality is uncertain**, Assessors should request additional validation (eg: documentation, interviews, walkthroughs).
 - If evidence is not marked "Visible to CO", Content Owners will not see it and must rely on the Assessor's description and validation. to describe the evidence and how it was validated.

Answers

- If a Service Provider has not answered all questions, ensure they complete them before moving forward.
- If updates are needed during the In-Progress phase, remind the Service Provider they can revise both the Scoping Baseline and Best Practice Questionnaire during this phase.
- **If Additional Details are left blank**, note that while optional, remind the Service Provider that providing details can benefit everyone by streamlining assessments and providing context for Content Owners.
- If a Service Provider selects Not Applicable or Not Implemented, confirm this is accurate, since subsequent questions will be hidden and cannot be revisited later. Updates are only possible during this phase.



Assessment In-Progress – Assessment View

After you have accepted the Assessment Request, you are in **Assessment In-Progress phase**.

Take time to review their answers, additional details (if provided) and evidence (if uploaded) – and discuss as needed. For App Assessments, review their Hardening Guidelines if they have uploaded them. They can edit their Questionnaires during this phase. See next slide for additional guidance.



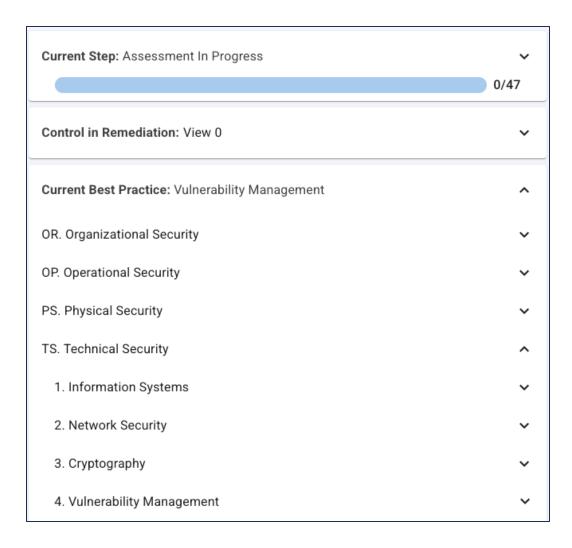
In the **QUESTIONNAIRES** dropdown:

Click **Scoping Baseline** to view the Scoping Baseline Questionnaire.

Click **Review and Comment** to open the Best Practice Questionnaire and add comments for the Service Provider or follow up with them directly outside the TPN+ platform.



Assessment In-Progress – Assessment View



On the right side of the Assessment, you can see your progress, any controls in remediation, a well as the Current Best Practice.

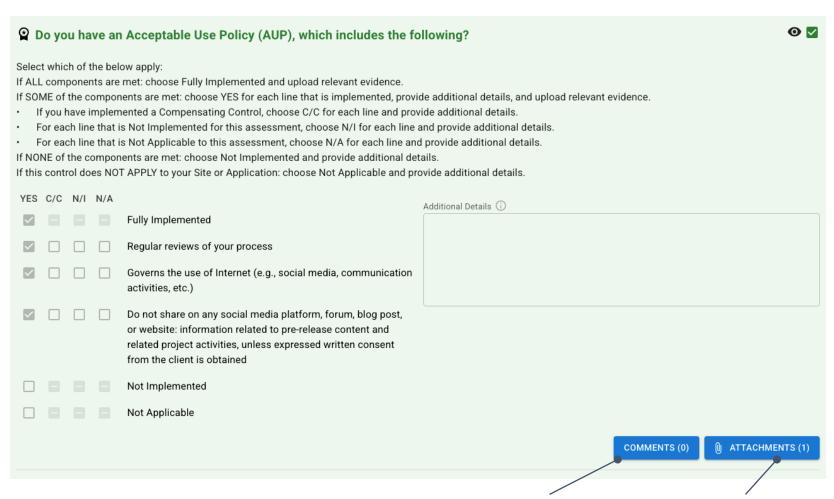
Use the **Current Best Practice** question log to click through each control and question.

If the Service Provider uploaded a non-TPN Certification, it will also show here, and you can click on it to view and validate it.

Certifi	cations:	Expiration:
Q ISC	0/IEC 27001	02/09/2024



Assessment In-Progress – Assessment View



To begin a dialogue with the Service Provider, click the **COMMENTS** button.

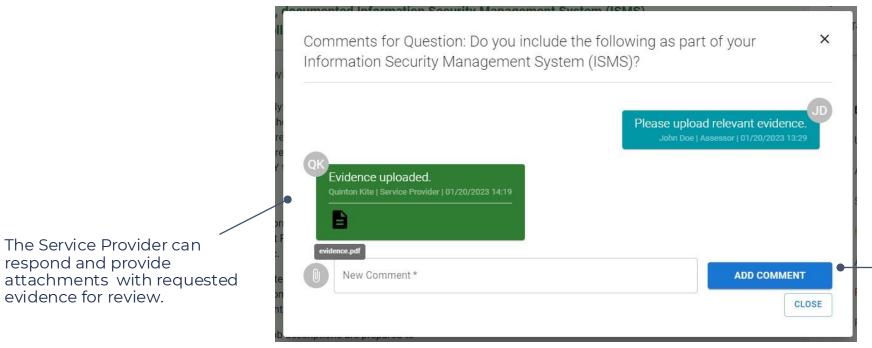
To review evidence uploaded on a question, click the **ATTACHMENTS** button. This will open a preview window.



Assessment In-Progress – Comments

The Service Provider can respond and provide

evidence for review.



Reminder: Comments will not appear in the final assessment report and they are not visible to Content Owners.



Enter your comment and

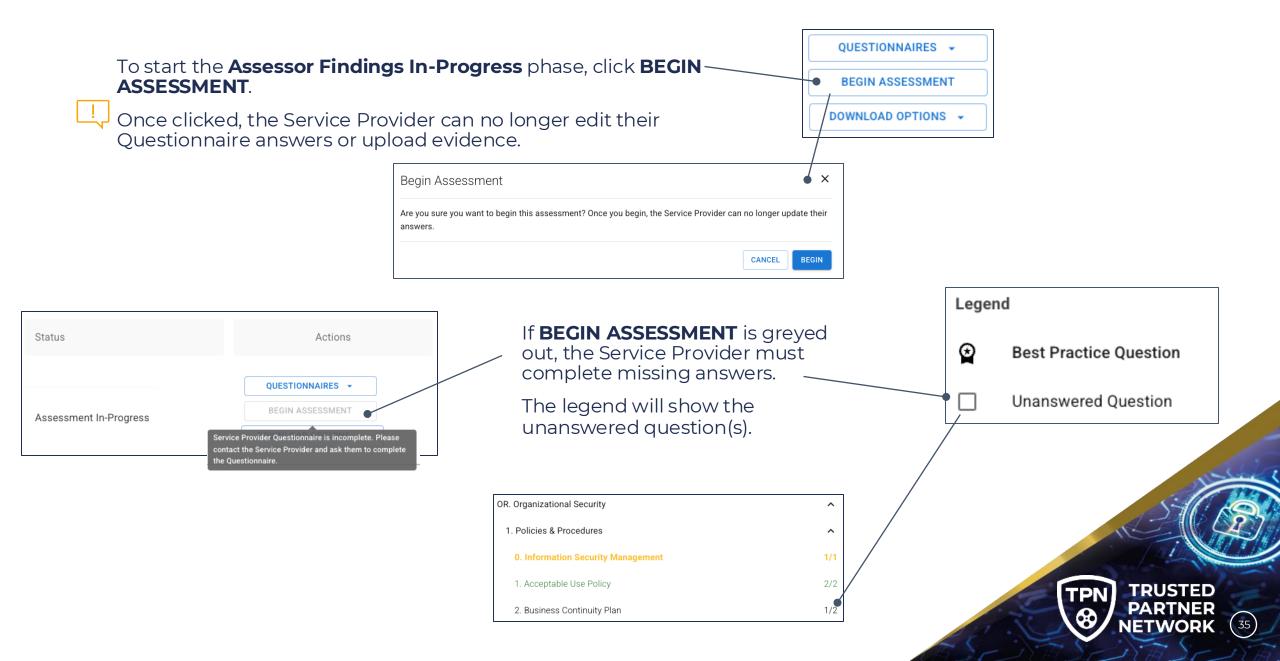
to send a message to the

service provider.

submit with ADD COMMENT



Assessor Findings In-Progress – Begin Assessment

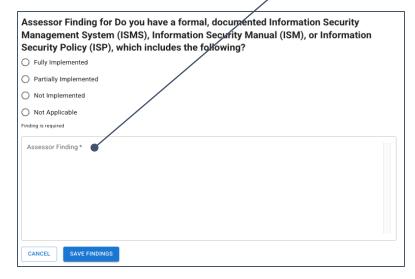


Assessor Findings In-Progress – Adding Findings

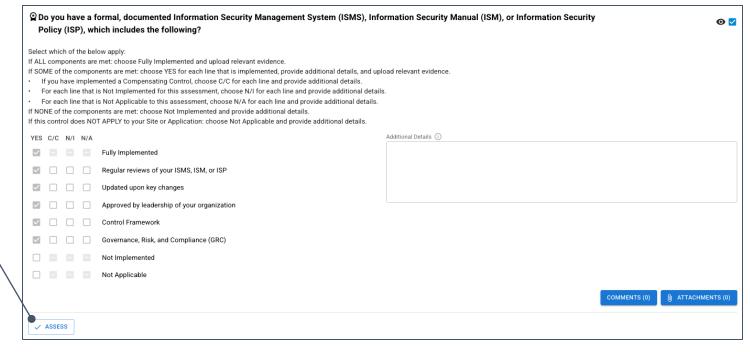
During **Assessor Findings In-Progress** phase, you are responsible for adding your findings to the assessment.

For each question, click the **ASSESS** button in the bottom left corner of each question. This will open the **Assessor Finding** section.

Then select the appropriate response related to the Site or Application being assessed and add your Findings.



in the pop-up or **SUBMIT ASSESSMENT** in



If you need to update your answer or finding text, just click the **UPDATE FINDING** button.



See the previous slides for Assessment definitions and guidance.



the top right corner of the screen. SUBMIT ASSESSMENT

Assessor Findings In-Progress – How your answers are displayed

Answering the Best Practice and Additional Recommendations will show as follows to the Service Provider and Content Owners within the TPN+ platform:

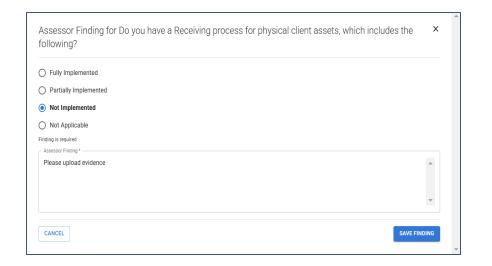
Fully Implemented: marked green; your findings note how validation was done.

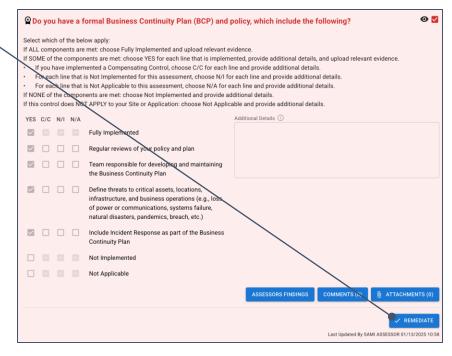
Partially/Not Implemented: marked red for Remediation, with your findings. Compensating controls should also be described as applicable. The Service Provider will then have a REMEDIATE button once the Assessment is completed, as shown here.

Not Applicable: marked green; your findings explain why it is not applicable.

See previous slides for more details about expectations for your Assessor Findings.

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





Please note the answers shown in the checkboxes reflect the Service Provider's answers while the color of the question reflects the Assessor's answers, which will be reflected in the final PDF report.





Assessment Submitted for TPN Review - QC Process



After an Assessment is submitted, the TPN SecOps team will review to ensure the following:

- Clarity and detail of the state of the control: Explanations must be clear, concise and supported by relevant context or evidence to demonstrate how the control is implemented, not implemented, has a compensating control, or is not applicable.
- Validation of information: Include how the information was verified, such as:
 - Who was interviewed (name/title)
 - Policies, process documents, or other materials reviewed
 - Observations from the assessment
- Accurate placement: Answers must be entered in the correct 'Assessors Findings' field for each control.

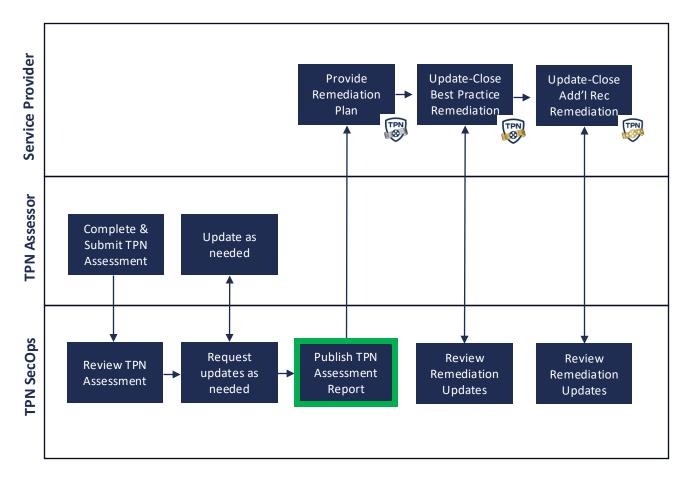
Avoid vague or generic wording and neglecting additional detail, such as:

- 'This control is fully implemented'
- 'Including but not limited to' (if there are other controls or details there, mention them)
- 'These items are in place'
- 'Upon document review'
- 'This control meets the Best Practices'

Important: Reference as much specific information as possible to give Content Owners a comprehensive understanding of the Service Provider's security posture. The goal is to give someone reading this finding enough information to understand the implementation and security posture as quickly and concisely as possible.



Assessment Submitted for TPN Review – Final Steps



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

At this stage, the Service Provider can start to add **remediation plans** and the Assessment Report can be downloaded.

The assessment no longer shows on the Assessor profile.





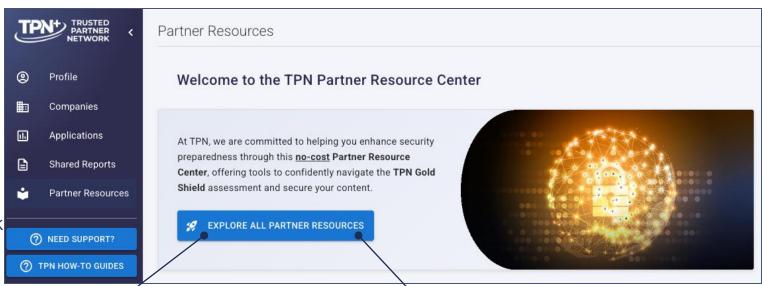
Partner Resource Center

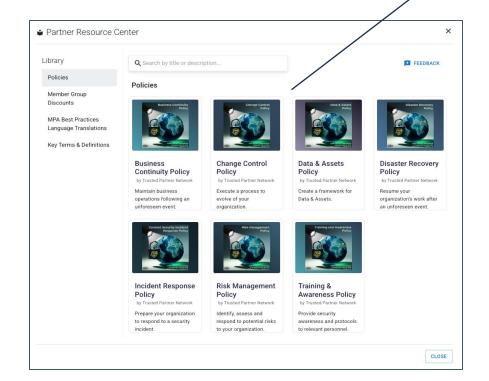


Partner Resource Center

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.

