

# Service Provider How-To Guide v5.3.1



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MOTION PICTURE ASSOCIATION

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# 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**

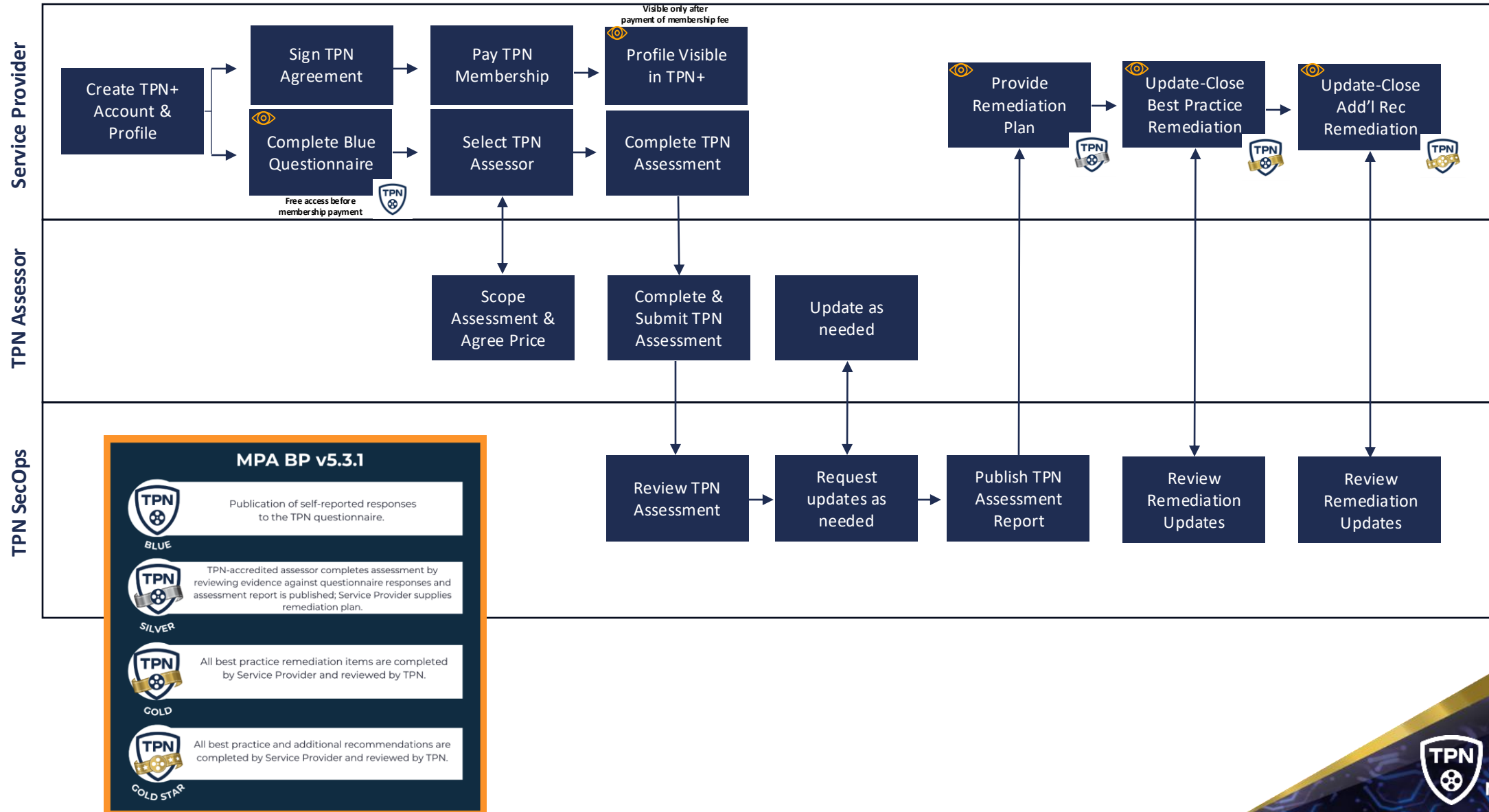
TPN strongly recommends adding any in-house developed or licensed applications to your TPN+ profile. If your internally or externally facing web application stores, processes or transfers content assets, a TPN Application Assessment is recommended.



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# 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.



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# Account Signup & Creation

## Initial Setup / Login

To join TPN+ as a **new Service Provider**, click on **NEW SERVICE PROVIDER?** on our **ttpn.org** website OR go directly to the TPN+ URL at **plus.ttpn.org**.

NEW SERVICE PROVIDER?

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



Welcome To The Trusted Partner Network

Email

Enter your Email

Password

Enter your Password



Sign in

[Forgot your password?](#)

Are you a new Service Provider?

[SIGN UP NOW](#)

If you are a new Assessor

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

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

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

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



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# Initial Setup / Login

## Welcome To The Trusted Partner Network

Complete the signup process below

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

### NEW Service Provider TPN+ Signup

First Name

Last Name

Email

Phone

Password

Confirm Password

Create Account

Already a user? Login

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

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

You must provide:

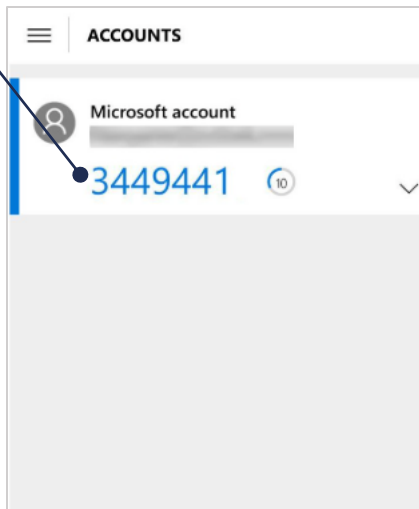
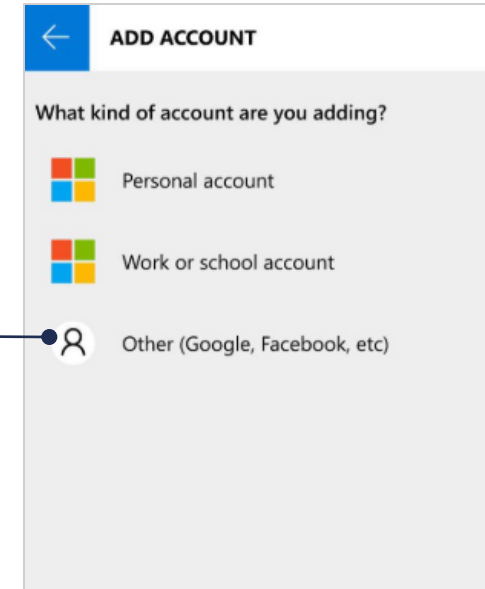
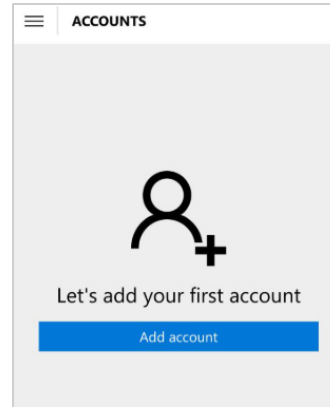
- First and Last Name
- Business e-mail address
- Phone number
- Desired password – requirements:
  - Minimum of 12 characters;
  - Must contain at least 1 number, 1 special character, 1 uppercase letter, 1 lowercase letter.



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## 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.

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.



NQV0HX7JVU2LITSRCZJM2TETI7R4X4WS7NQ2W5EYGH2TWMSKFCBQ 

Code \*

**Confirm**

[Back to Sign In](#)

Already a user? [Login](#)

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

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



Links to Microsoft Authenticator

[iPhone](#)

[Android](#)

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



## Search Companies

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

If your Company 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.)

### Welcome To The Trusted Partner Network

Complete the signup process below

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

Search Companies

TPN|



TPN Service Provider

+ Add New Company

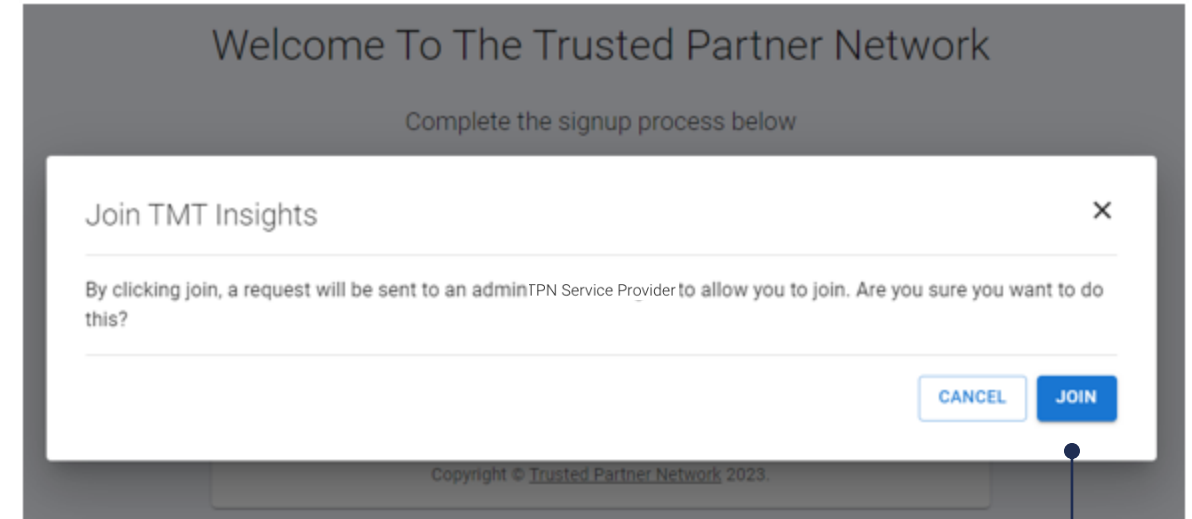
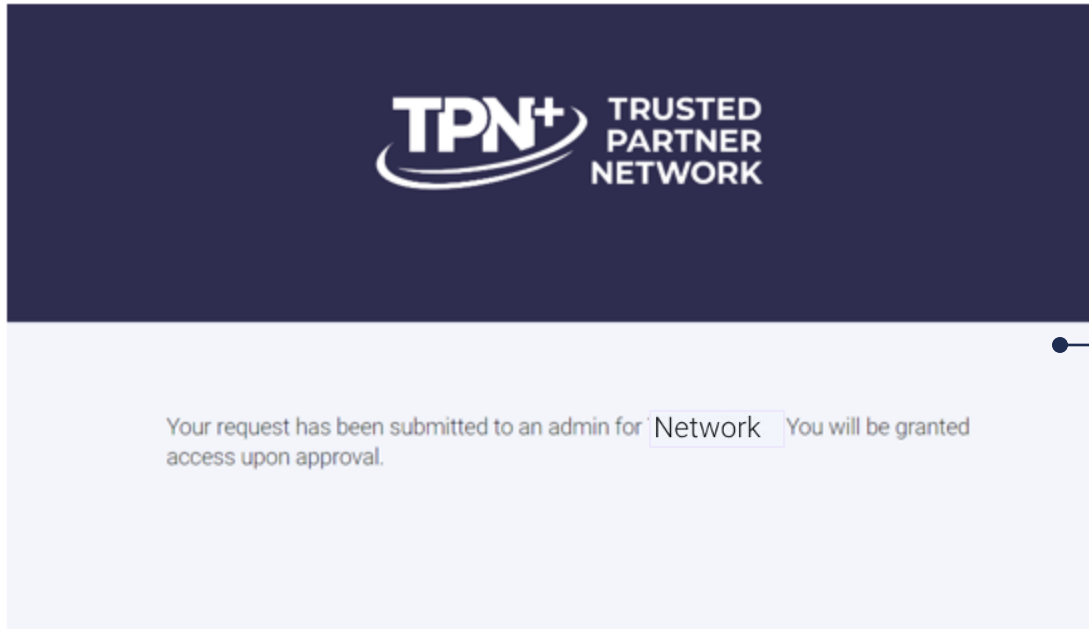
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## Request Access To Existing Company



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 new Company, add all requested information.

All fields with \* are required to continue.


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

The screenshot shows the 'Welcome To The Trusted Partner Network' page with the instruction 'Complete the signup process below'. The form is titled 'Create a new Company' and includes the following fields and sections:

- Business Name \***: Text input field containing 'AES'.
- Website Domain**: Text input field.
- Billing PO Number**: Text input field.
- VAT Number**: Text input field.
- Gross Revenue \***: Dropdown menu with 'Self-Employed' selected.
- Employee Count \***: Dropdown menu with '1 person only with no other employees' selected.
- Primary Contact**: Section header for the contact information.
- Address \***: Text input field.
- Address 2**: Text input field.
- Address 3**: Text input field.
- Country**: Dropdown menu.
- State / Province**: Dropdown menu.
- City**: Dropdown menu.
- Postal Code \***: Text input field.
- Phone Number \***: Text input field with a country code dropdown set to '+1'.
- Billing Contact**: Section header.
- ☐ Same as primary contact

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

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

 **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.



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# Adding & Managing Users

# Granting User Access

> Users (1)

+ USER

▼ Pending Users (1)

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

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.



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# Adding and Managing Users

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

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

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

▼ Users (9)

+ USER

Email	First	Last	Last Login	Admin	Consultant	
<a href="#">melody_iglesias@motionpictures.org</a>	Kari	Stephen	08/28/2025 8:57:57 am	<input checked="" type="checkbox"/>	<input type="checkbox"/>	⋮
<a href="#">melody_iglesias@motionpictures.org</a>	Jim	Stewart	12/19/2023 9:02:49 pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>	⋮

-  Edit
-  Remove
-  Resend Invite
-  Reset

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 Primary 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

Invite User

Email \*

johnsmith@example.com

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

CLOSE

INVITE USER

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

Please note: 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.

Trusted Partner Network - Welcome to TPN+!



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

To: Giambastiani, Melody

Hello,

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

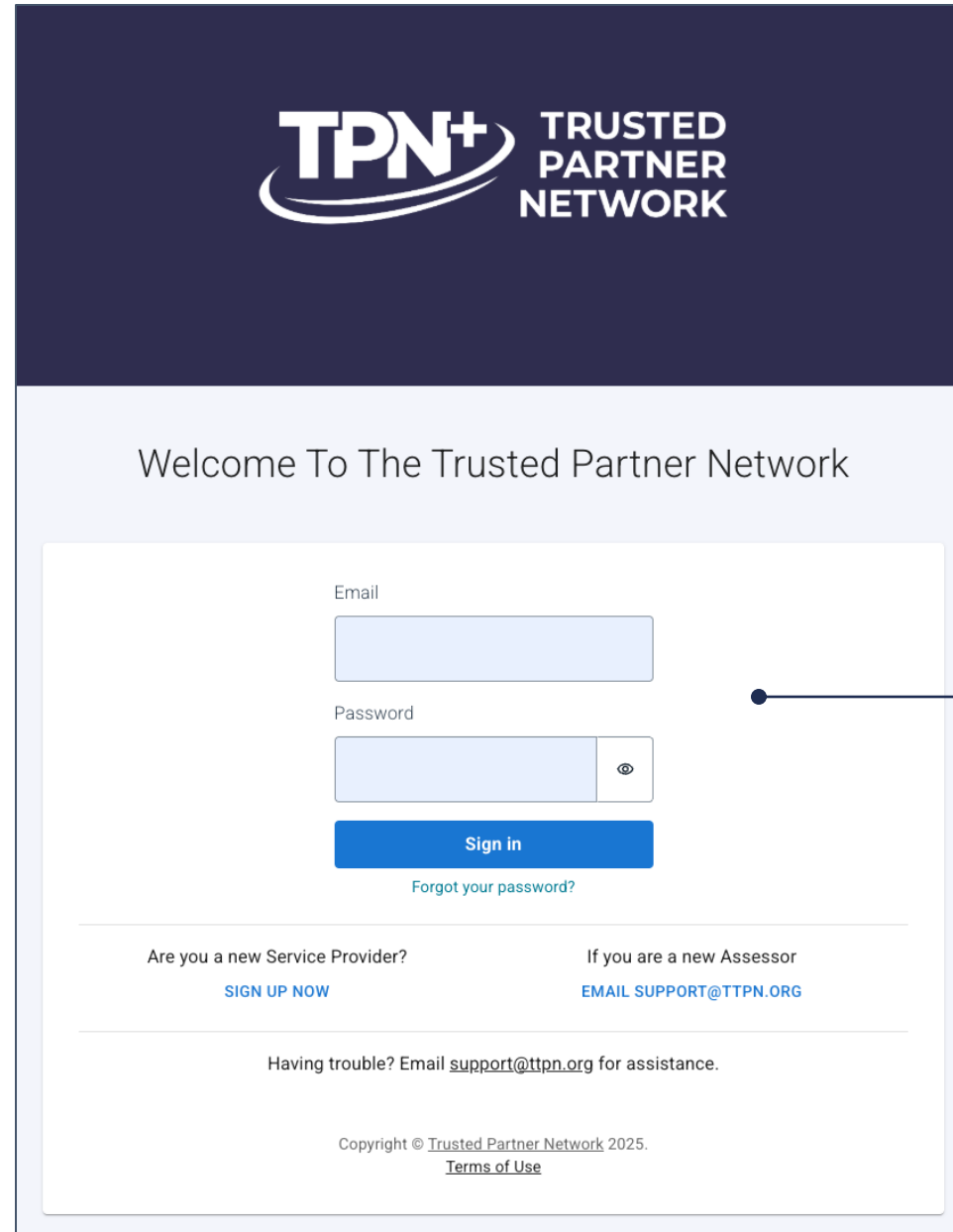
Please use the username and temporary password below to login to TPN+ [HERE](#) and set up your TPN+ Platform account.

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



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## Adding and Managing Users



The screenshot shows the TPN+ login interface. At the top is the TPN+ logo and the text 'TRUSTED PARTNER NETWORK'. Below this is a light blue banner with the text 'Welcome To The Trusted Partner Network'. The main login area is a white box containing two input fields: 'Email' and 'Password'. The 'Email' field is a simple text box. The 'Password' field is a text box with a toggle icon (an eye) to its right. Below the password field is a blue 'Sign in' button. Under the button is a link 'Forgot your password?'. At the bottom of the white box, there are two links: 'Are you a new Service Provider? SIGN UP NOW' and 'If you are a new Assessor EMAIL SUPPORT@TPN.ORG'. Below these links is a line of text: 'Having trouble? Email [support@tpn.org](mailto:support@tpn.org) for assistance.' At the very bottom of the white box is the copyright notice: 'Copyright © Trusted Partner Network 2025. [Terms of Use](#)'.

TPN+ TRUSTED PARTNER NETWORK

Welcome To The Trusted Partner Network

Email

Password

Sign in

[Forgot your password?](#)

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

If you are a new Assessor [EMAIL SUPPORT@TPN.ORG](mailto:EMAIL_SUPPORT@TPN.ORG)

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

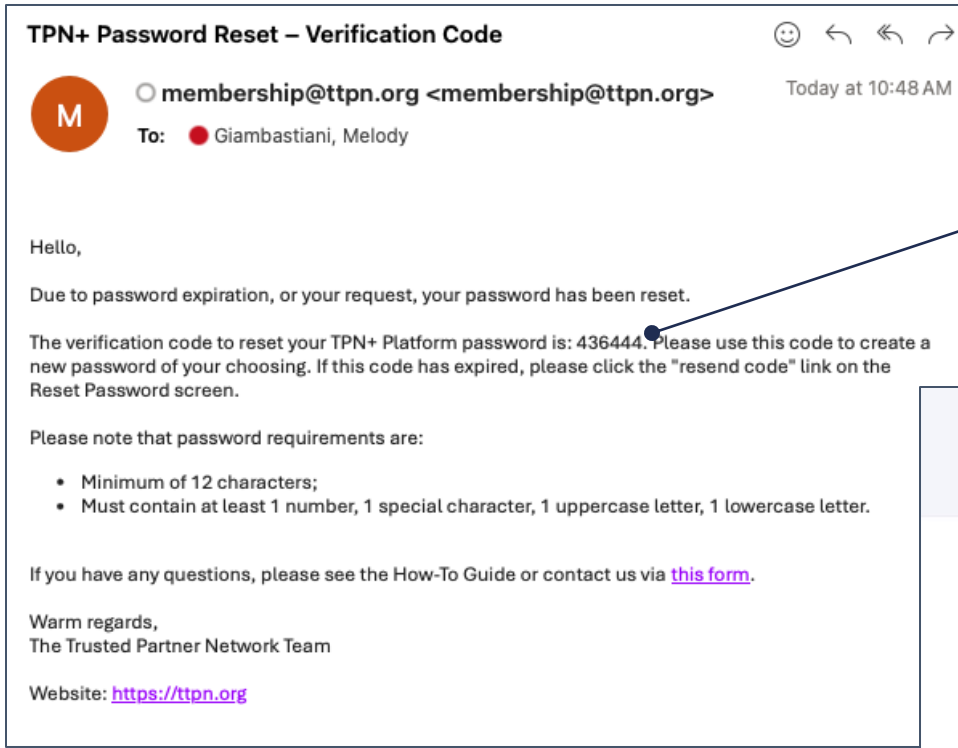
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The new user can now log in to the system by using their email and temporary password sent in the welcome email.

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



# Password Management



If you request for TPN ([support@ttpn.org](mailto: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**.

The form is titled 'Welcome To The Trusted Partner Network' and 'Reset Password'. It has fields for 'Code', 'New Password', and 'Confirm Password', each with a toggle for visibility. A 'Submit' button is at the bottom. A 'Resend Code' link is below the form. At the bottom, there are links for new Service Providers and Assessors, and a footer with copyright and terms of use.

Welcome To The Trusted Partner Network

### Reset Password

Code \*

Code

New Password

New Password

Confirm Password

Confirm Password

Submit

[Resend Code](#)

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

If you are a new Assessor [EMAIL\\_SUPPORT@TPPN.ORG](mailto:EMAIL_SUPPORT@TPPN.ORG)

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

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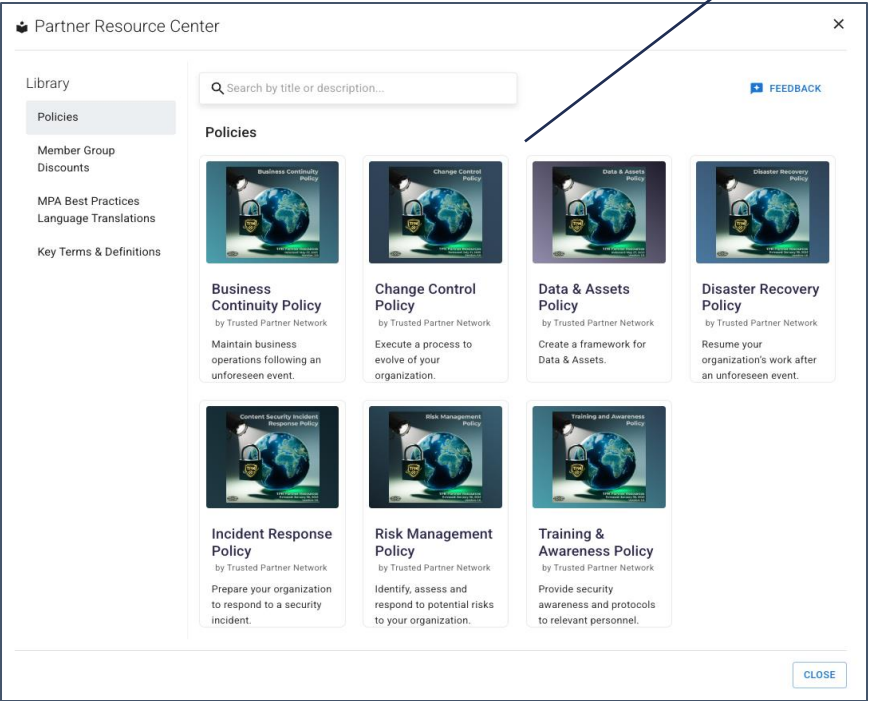
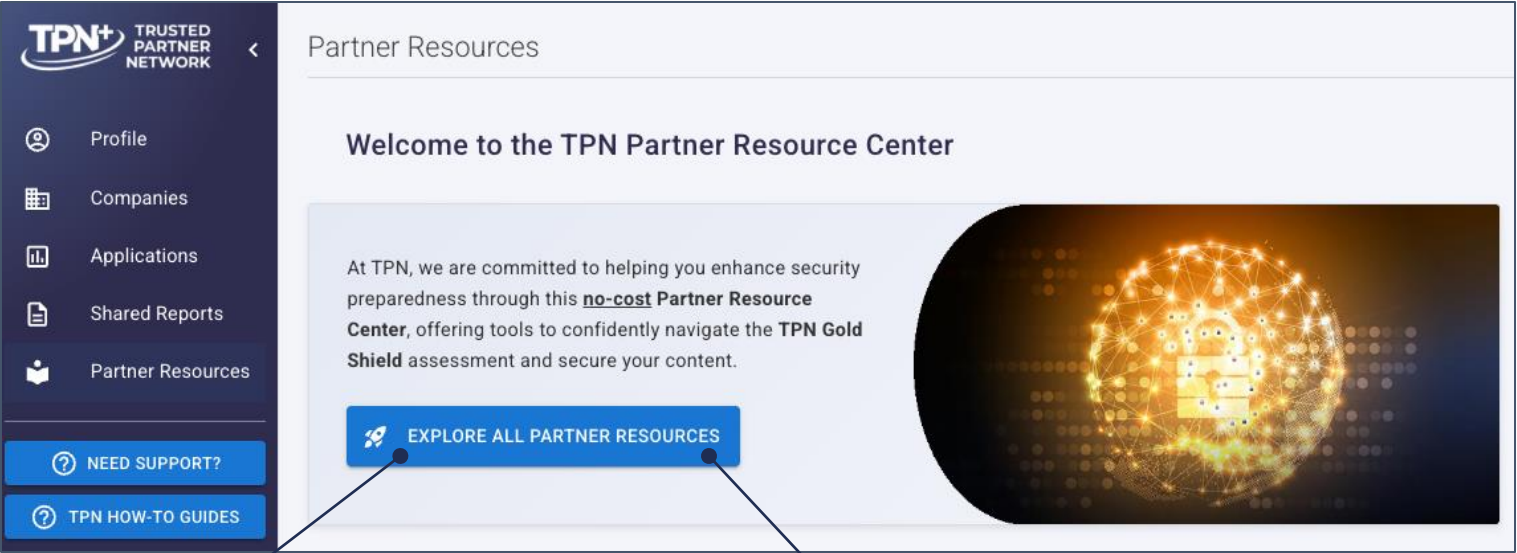


# Partner Resource Center

# 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.



# 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!

Partner Resource Center

Library

Policies

Member Group Discounts

MPA Best Practices Language Translations

Key Terms & Definitions

Search by title or description...

Member Group Discounts

Exclusive TPN Member Discounts on Penetration Testing

To support our mission to strengthen content security across the industry, we've partnered with the following companies to offer group discounts on penetration testing as defined in the MPA Content Security Best Practices TS-4.1.

This discount is available to all paid active TPN members.

Please contact the following companies directly to receive your discounted quote:

Bishop Fox

BISHOPFOX

bishopfoxpartnerships@bishopfox.com

ConvergentDS

CONVERGENTDS

TPN@convergentds.com

ISE

ISE

Independent security evaluations

bd@ise.io

Richey May

RICHEY MAY

Cyber

info@richey.com

CLOSE

The image shows a decorative graphic in the bottom right corner. It features a dark blue background with a golden diagonal stripe. On the right, there is a circular emblem with a padlock and circuit-like patterns. Below this, the TPN logo is displayed, consisting of a shield with a skull-like symbol and the text 'TPN' inside. To the right of the shield, the words 'TRUSTED PARTNER NETWORK' are written in a bold, sans-serif font. In the bottom right corner, there is a small circle containing the number '25'.





# 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**.

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

**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.

TPN+ TRUSTED PARTNER NETWORK

Dashboard

Admin

Questionnaires

Companies

Applications

Partner Resources

NEED SUPPORT?

TPN HOW-TO GUIDES

Logout in: 00:38:14

My Account

Company Registry

Melody Service Provider

ADD LOGO

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

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

Primary Contact:  
Kari Grubin  
kari\_grubin+sp@motionpictures.org  
Billing Customer ID: TPN00739  
Billing Frequency: Annually  
Billing PO Number: TPN10000000demo  
VAT Number: DEMO111111  
Legal Contact:

Subsidiary Companies (0)

Services (29)

Sites (3)

Apps (4)

Certifications (3)

Manage Assessments (1)

+ SUBSIDIARY

+ SERVICE

+ SITE

+ APP

+ CERTIFICATION

+ DOCUMENT

+ USER

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

**My Account:** change or update your individual account details

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

# 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](mailto: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)

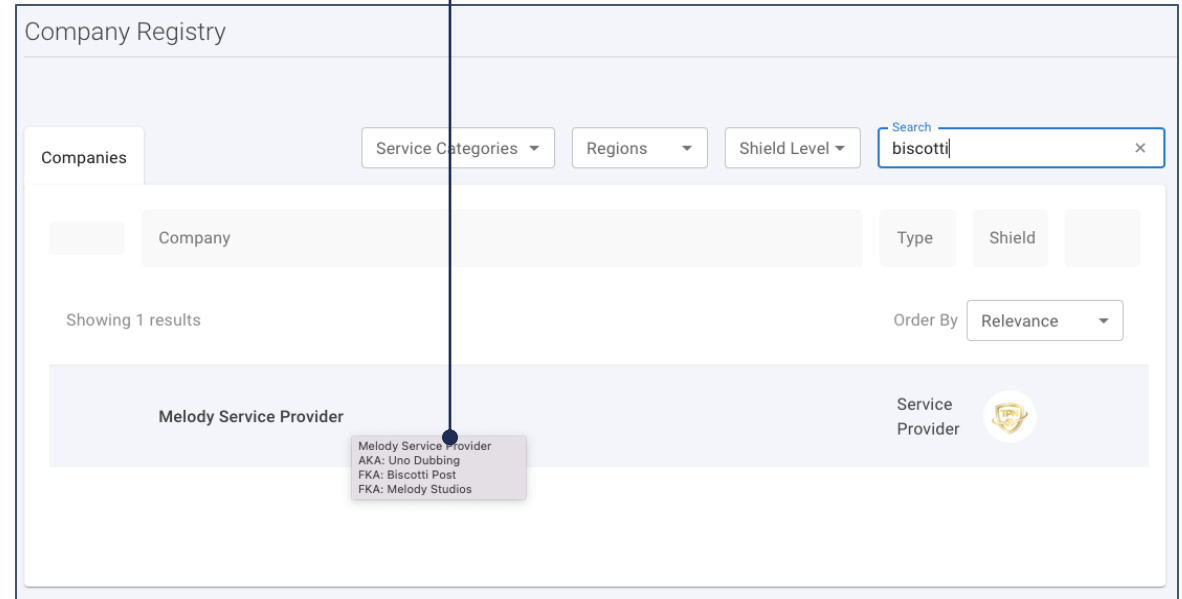
**Manage Assessments:** This is where you will be able to manage your TPN+ assessments

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

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

> Subsidiary Companies (0)
> Services (29)
> Sites (3)
> Apps (4)
> Certifications (3)
> Manage Assessments (1)
> Documents (0)
> Users (7)

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



# Adding Services

Services (3)

+ SERVICE

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

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

A new window will appear prompting you to select one or more service categories. After choosing the various service categories click the **SET SERVICE CATEGORIES** button to further define more detailed services for each Service Category.

Visual Effects (VFX)

Edit Services

☒ A/V Post

☒ Digital Cinema

☐ Localization

☐ On-Set Production

☐ Transportation & Storage

☐ Content Transfer Networks

☐ Film Lab

☐ Marketing

☐ Onboard

☐ Video Game Services

☐ Data Center

☐ Home Entertainment

☐ Non-Theatrical

☐ Screening Room

☒ Visual Effects (VFX)

CLOSE

SET SERVICE CATEGORIES

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.

Visual Effects (VFX)

Edit Services

A/V Post

Digital Intermediate (DI) Color

Digital Cinema

DCP Replication Digital Cinema Mastering

Visual Effects (VFX)

3D Effects Rotoscoping

CLOSE

SAVE SERVICES



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# 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.

▼ Sites (45) + SITE

🔍 Click the site row to see more details in the sidebar

Shield	Name	Applications	Services	Status	Actions	
	📍 Crystal Ave	-	Dubbing	Remediation Plans Submitted 2	QUESTIONNAIRES DOWNLOAD OPTIONS	<
	📍 Gina Street	-	Dubbing	Remediation Plans Submitted 2 1	QUESTIONNAIRES DOWNLOAD OPTIONS	<
	📍 Koa Klub	-	Dubbing	Best Practice Remediations Completed	QUESTIONNAIRES DOWNLOAD OPTIONS	<

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..

+ NEW QUESTIONNAIRE

QUESTIONNAIRES ▼

QUESTIONNAIRE OPTIONS

Scoping Baseline

Best Practice v5.3.1



# Adding Sites

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

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

Add New Site

Location Name \*

Burbank Facility

Address \*

Country

State / Province

City

Postal Code \*

Phone Number \*

+1

Primary Contact

Services

Color

Digital Intermediate (DI)

DCP Replication

Digital Cinema Mastering

3D Effects

Rotoscoping

CLOSE

ADD SITE

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

**Primary Contact** is selectable from 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**.

In-house Developed Application						
	Shield	Name	Sites	Services	Application Types	

In-house Developed Application						
	Shield	Name	Sites	Services	Application Types	
^		Biscotti App	-	Translation	Cloud Services	
	Shield	Version	Configuration Guidelines	Status	Actions	
		1.0		Scoping Baseline In-Progress	CONTINUE BASELINE	
		2.0		-	+ NEW QUESTIONNAIRE	
		As a Service		Questionnaire In-Progress	QUESTIONNAIRES	
					CONTINUE QUESTIONNAIRE	
v		Cloud Services App	UAT 2.6.24 Biscotti Post	Dubbing	Editing Software	

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.

QUESTIONNAIRES



QUESTIONNAIRE OPTIONS

Scoping Baseline

Best Practice v5.3.1

# Adding Applications Overview

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

TPN Test App				
<div>Test Site - Sam... Music Recording Content Manag...</div>				
Shield	Version	Configuration Guidelines	Status	Actions
	As a Service		All Remediations Completed	<div>QUESTIONNAIRES <span>▼</span></div> <div>DOWNLOAD OPTIONS <span>▼</span></div> <div>&lt;</div>
	2		<div>Remediation Plans Submitted</div> <div><div>2</div><div>1</div></div>	<div>QUESTIONNAIRES <span>▼</span></div> <div>DOWNLOAD OPTIONS <span>▼</span></div> <div>&lt;</div>

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.

✓ Apps (10)

+ APP

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

In-house Developed Application

Shield	Version	Configuration Guidelines	Status	Actions
--------	---------	--------------------------	--------	---------

3rd Party Licensed Application

Shield	Name	Version / Apps	Sites	Services	Configuration Guidelines	Application Types
--------	------	----------------	-------	----------	--------------------------	-------------------

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.

Add Application

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

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

+ IN-HOUSE DEVELOPED APPLICATION

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

+ 3RD PARTY LICENSED APPLICATION

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



# Adding In-house Developed Applications

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

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

Create New Application

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

Application Name \*

Application Types\*

Description

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

Indicate any/all deployed versions of the application.

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

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

Versions\*

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

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

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

+ Add New

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

Sites

Services\*

< BACK

CANCEL

CREATE APPLICATION

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

If you do not see the Application Type you need, click **NEED SUPPORT?** or email [support@ttn.org](mailto:support@ttn.org).

# Adding In-house Developed Applications

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

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

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

Click **Yes** if your Application is licensable to other Companies. Note that it will then be available to other TPN member Service Providers to select in their TPN profile as a 3<sup>rd</sup> party licensed application.

Create New Application

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

Application Name \*

Application Types\*

Cloud ServicesDigital Supply ChainEditing SoftwareTransfer Services

Description

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

Indicate any/all deployed versions of the application.

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

Type below and hit ENTER to add a version or versions

Versions\*

Is this application licensable to other Service Providers?

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

☒ Yes ☐ No

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

+ Add New

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

Sites

Services\*

< BACK

CANCEL

CREATE APPLICATION

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

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



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

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

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

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

To add a new Application to the TPN+ Registry, 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.

Company

TPN

Application

New App

Application Types

Cloud Services

Company

Application

+

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

Add new 3rd Party Licensed Application

Company Name \*

Application Name \*

Application Types\*

Indicate any/all deployed versions of the application.

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

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

Versions\*

CANCEL

SAVE

Search the TPN+ Registry & Add 3rd party Applications

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

This star denotes a TPN+ member Company

Company

Application

Application Types

Company

Application

+

Melody SP3

Melody Application

Select Version

4

+ ADD

+ Add New Version

★ Melody Service Provider

Melody standalone app 1

Select Version

★ Melody Service Provider

Melody standalone app 2

Select Version

★ Melody Service Provider

Melody standalone app 3

Select Version

Davids VFX

My App

Select Version

I<

<

1

2

3

4

5

...

8

>

>I

Selected Applications:

None

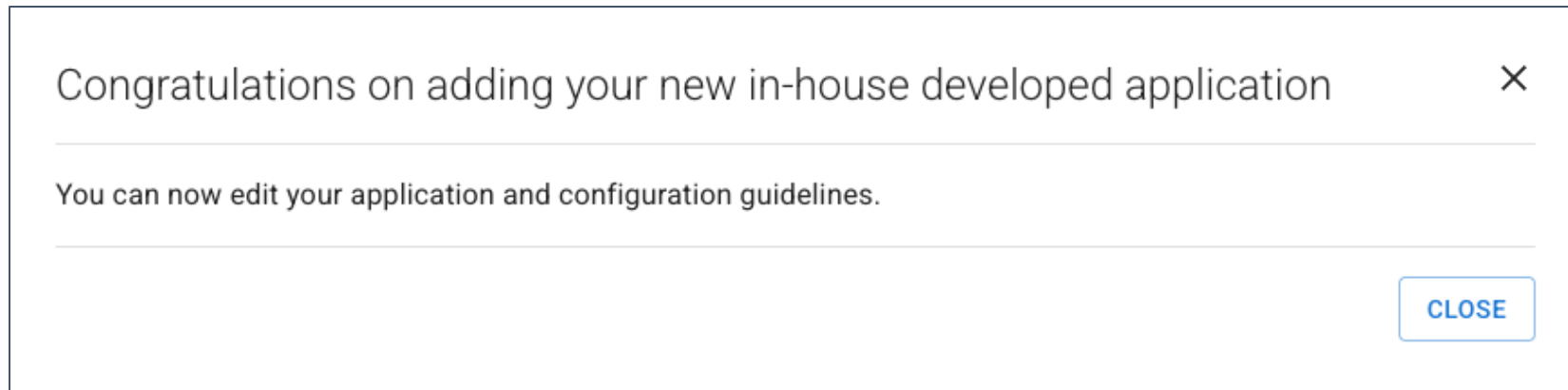
CANCEL

SAVE

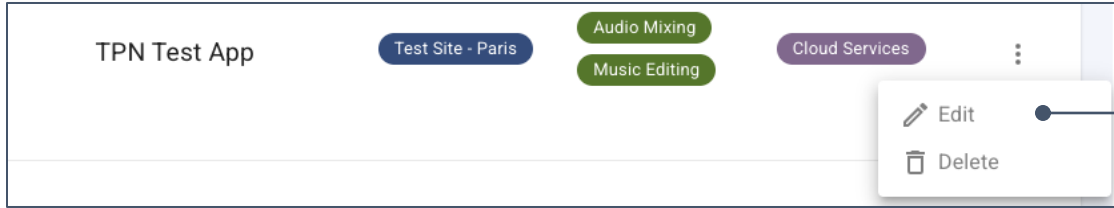
## Adding In-house Developed Applications

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

Add Application

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

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

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

+ IN-HOUSE DEVELOPED APPLICATION

+ 3RD PARTY LICENSED APPLICATION

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.)

Search the TPN+ Registry & Add 3rd party Applications

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

This star denotes a TPN member Company

Company	Application	Application Types
Company	Application	+
★ Crystal Test June 2023	melody	Select Version
★ Crystal Test June 2023	Melody	Select Version
★ Melody Service Provider	Melody App	Select Version
Melody SP3	Melody Application	Select Version
★ Melody Service Provider	Melody standalone app 1	Select Version

1

6

7

8

13

< BACK

CANCEL

★ 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

Search the TPN+ Registry & Add Licensed Applications

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

Company

Scree

Application

Application Types

Company

Application

+

★ Screenshot Studios

testing custom

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

Selected Applications:

None

< BACK

CANCEL

SAVE

Select Version

1 + ADD

2 + ADD

3 + ADD

+ Request New Version

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

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

Request New Version

Please enter the version you wish to request.

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

Version \*

2

CANCEL

REQUEST VERSION

Search the TPN+ Registry & Add 3rd party Applications

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

Company

Application

Application Types

Company

Application

+

New Version Requested

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

CLOSE

Non-member

App name

Select Version

Non-member

App Name

Select Version

< BACK

CANCEL

Use these drop downs to list 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.)

Sites and Services for Screenshot Studios

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

Sites

Services



CANCEL

SAVE APPLICATION

# Adding Certifications

**Non-TPN Certifications accepted:**  
ISO 27001: 2013 & 2022, AICPA Soc2 Type 2  
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.

▼ Certifications (1)					+ CERTIFICATION
Certification	Upload Date	Expiration Date	Status		
ISO 27002-2022	12/27/2022	11/30/2023	Accepted		

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

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

# Adding Certifications

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

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

**Certificates that are not valid will be rejected by TPN.**



Certification Upload

Certification

ISO 27002-2022: 2022

Maximum File size is 50MB

Upload or Drop file here

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

Start Date

04/03/2023

End Date

04/03/2026

Sites

Applications

CLOSE

UPLOAD CERTIFICATION

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



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

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

# Adding Documents

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

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

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

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](mailto:support@ttpn.org).**



# Adding Documents

Enter the description of the document to be uploaded.

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.

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

Visible to Content Owners?  
Select 'Yes' to allow Content Owners to view this file.

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

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



Upload Document

Description \*

Test Document

Accepted file types: JPG, PNG, JPEG, GIF, PDF, DOCX, and XLSX. Maximum size: 50MB.

Upload or Drop file here

Preview	Name	User	Uploaded	CO Visibility	-
	2022 Legacy Assessment.docx	TPN Admin 19	08/25/2025 11:10	<div>Yes</div>	

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

Sites

Services

Applications

UPLOAD

# Managing your Site or Application

▼ Sites (45)

+ SITE

Click the site row to see more details in the sidebar

Shield	Name	Applications	Services	Status	Actions	
	📘 Screenshot Studios	-	Dubbing +2 more	-	+ NEW QUESTIONNAIRE	

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

Site Details

MANAGE SITE

Edit

Delete

Screenshot Studios

123 Main St.

LA, CA United States 99999

Applications

-

Services

Dubbing

Subtitling/Captioning

Translation

Questionnaires

+ NEW QUESTIONNAIRE

Certificates

TPN Demo Admin Global Pass


03/25/2025

✓

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 + Scoping Baseline Questionnaire

TPN Site Scoping Baseline v5.3.1

SB-1.0 Site Scoping Baseline

Foundational questions that scope your TPN Site Questionnaire and Assessment.  
Complete this baseline questionnaire for your organization. If you are only answers questions for an application, exit now and complete and Application Scoping Baseline.

1. Number of Employees

Select the total number of full- and part-time employees, including consultants, contractors, interns, freelancers, and temporary workers, supporting the site being assessed.

Provide additional details, such as approximate number and percentages of relevant employee types.

Per the MPA Content Security Best Practices Glossary: An employee is an individual who is hired by an organization or company to perform specific tasks (e.g., full- or part-time employees, consultants, contractors, interns, freelancers, or temporary workers).

1 person only with no other employees

2 to 20 employees

21 to 50 employees

51 to 100 employees

101 to 200 employees

201 to 300 employees

More than 300 employees

Additional Details

ATTACHMENTS (0)

SAVE AND CONTINUE

2. Work From Home (WFH) or Remote Workers

3. Subcontract to Third-Party Service Providers

4. Environments

5. Software Development

6. Content Types

7. Workflow Timeframes

8. Physical Content Assets

9. Other Studio Security Assessments

10. Automated Compliance Tracking Applications

11. Zero Trust Architecture (ZTA)

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

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

Forest Lane

Fiber Network

+ NEW 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

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

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

The Service Provider begins remediation on any open findings.

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

The assigned Assessor has accepted the request.

The Assessor has officially begun the assessment.

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.

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

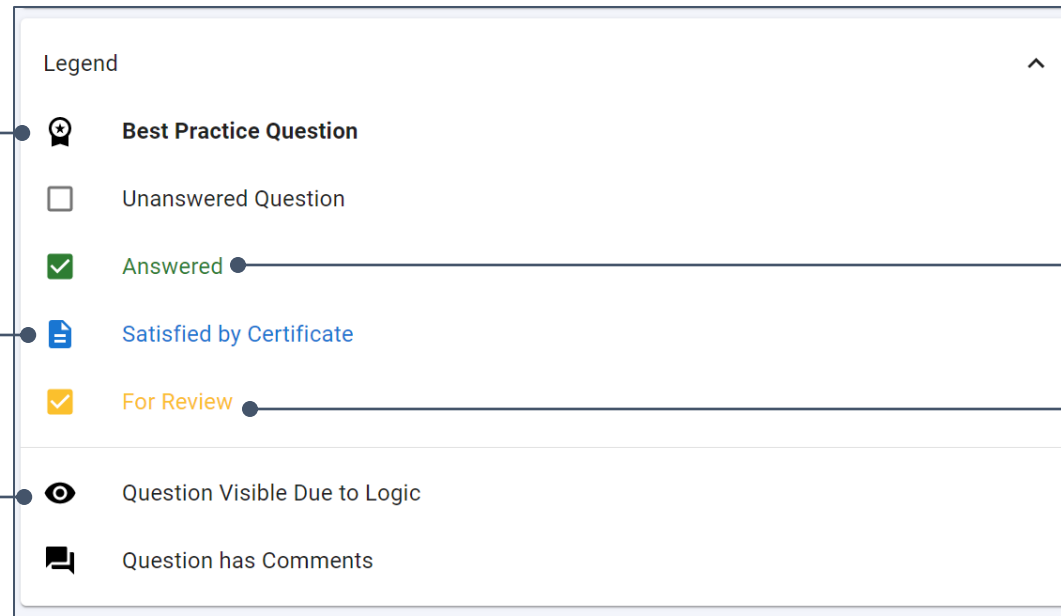
# TPN Best Practices Questionnaire Legend

- **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

Pending TPN's review, 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**.

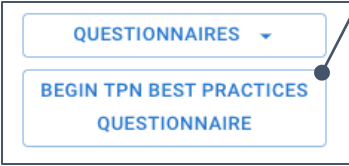
Indicates that the response fully meets MPA Best Practice requirements and does not require remediation.

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.

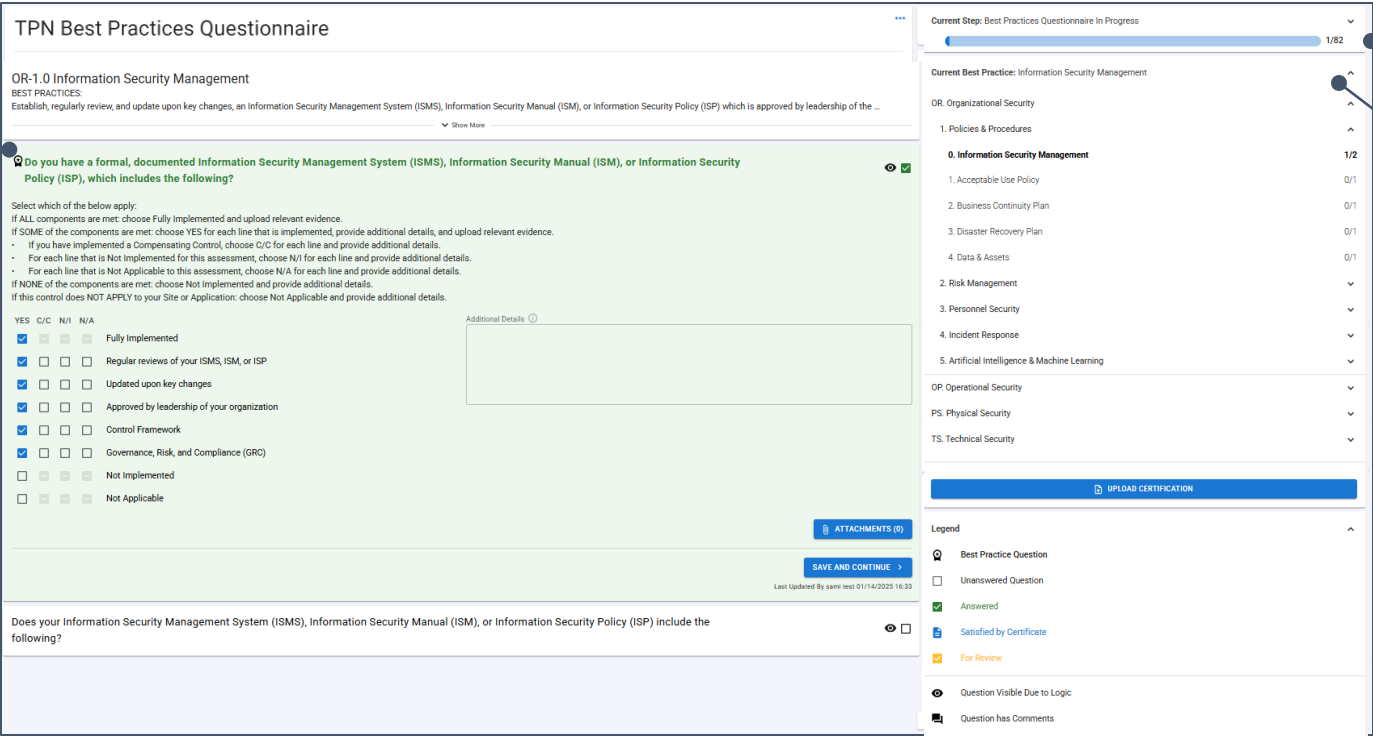
# TPN Best Practices Questionnaire

 **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.

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

# TPN Best Practices Questionnaire

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

Do your Contracts & Service Level Agreements (SLAs) with third-party Service Providers (i.e., external companies that are paid for services provided), include the following?

Select which of the below apply:

If ALL components are met: choose Fully Implemented and upload relevant evidence.

If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

• If you have implemented a Compensating Control, choose C/C for each line and provide additional details.

• For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.

• For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.

If NONE of the components are met: choose Not Implemented and provide additional details.

If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES

C/C

N/I

N/A

☒

☐

☐

☐

Fully Implemented

☒

☐

☐

☐

Business Continuity (BCP) and Disaster Recovery (DR) Plans

☒

☐

☐

☐

Incident Response process

☒

☐

☐

☐

Data handover and destruction upon service termination

☒

☐

☐

☐

Risk Management process

☒

☐

☐

☐

Ability to obtain requested Information Security compliance certificates and/or attestations

☒

☐

☐

☐

Background screening of all third-party full- and part-time employees, consultants, contractors, interns, freelancers, and temporary workers

☒

☐

☐

☐

Confidentiality Agreements/NDAs for all third-party full- and part-time employees, consultants, contractors, interns, freelancers, and temporary workers

☒

☐

☐

☐

Client notification if services are outsourced or subcontracted

☒

☐

☐

☐

In accordance with local laws, regulations, and agreements, including third-party consent for Background Screening and Confidentiality Agreements/NDAs

☐

☐

☐

☐

Not Implemented

☐

☐

☐

☐

Not Applicable

Additional Details

ATTACHMENTS (1)

Last Updated By Cornie Sanchez 08/25/2025 15:07

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.



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# 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**

Upload attachments to question: Do your processes and/or contracts with third-party Service Providers include the following?

Types of Evidence: Documents (Plan, Policy, Process) Agreements (Contract, Service Level, Confidentiality, Non-Disclosure) Results (Report, Certificate)

Accepted file types: JPG, PNG, JPEG, GIF, PDF, DOCX, and XLSX. Maximum size: 50MB.

Visible to Content Owners?

Select 'Yes' to allow Content Owners to view this evidence. Otherwise, it will only be accessible to your Assessor.

NO YES

Preview

Sample evidence PDF.pdf	Melody Giambastiani	08/28/2025 01:52	
-------------------------	---------------------	------------------	--

CLOSE SAVE

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

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


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.

Agreements (SLAs) with third-party Service Providers (i.e., external companies that are paid for services provided), include the following?

Types of Evidence: Documents (Plan, Policy, Process) Agreements (Contract, Service Level, Confidentiality, Non-Disclosure) Results (Report, Certificate)

Accepted file types: JPG, PNG, JPEG, GIF, PDF, DOCX, and XLSX. Maximum size: 50MB.

Upload or Drop file(s) here

Preview	Name	User	Uploaded	CO Visibility
	TPN_white_bgd_blue gold_BIA47pN.png	Connie Sanchez	08/25/2025 03:07	Yes

CLOSE SAVE

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





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NETWORK

# 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.



**Do you have an Acceptable Use Policy (AUP) that includes the following?**

Select which of the below apply:

If ALL components are met: choose Fully Implemented and upload relevant evidence.

If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.


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

If NONE of the components are met: choose Not Implemented and provide additional details.

If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES	C/C	N/I	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fully Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regular reviews of your AUP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Governs Internet use (e.g., social media, communication activities, etc.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not share on any social media platform, forum, blog post, or website any information related to pre-release content and related project activities, unless express written consent from the client is obtained
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Implemented
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Not Applicable

Additional Details ⓘ

 ATTACHMENTS (0)

SAVE AND CONTINUE >

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

# TPN Best Practices Questionnaire

TPN Best Practices Questionnaire v5.3.1 Complete

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

CONTINUE EDITING

SUBMIT

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).

▼ Sites (45)

+ SITE

Click the site row to see more details in the sidebar

Shield	Name	Applications	Services	Status	Actions
	TPN Site	-	Dubbing +2 more	Questionnaire Submitted	<div>QUESTIONNAIRES</div> <div>SCHEDULE ASSESSMENT</div> <div>DOWNLOAD OPTIONS</div> <div>TPN Questionnaire Report</div>

Click to download the Questionnaire answers (PDF).

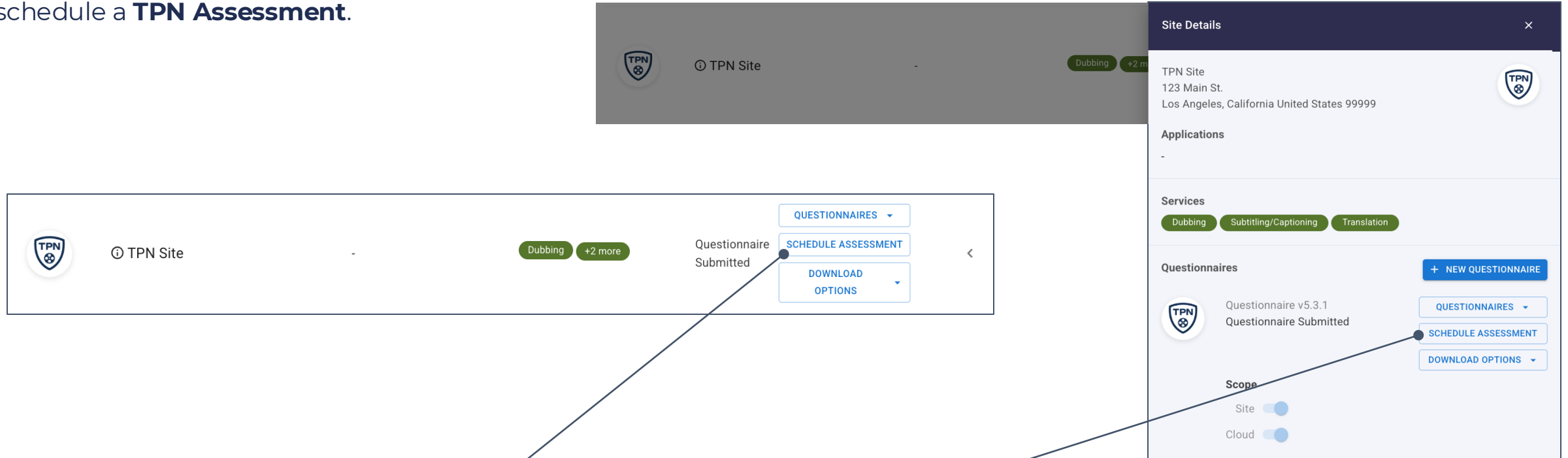


# Managing a TPN Assessment



## 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.**



**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**.

Create New Assessment

Search Sites and Applications

Test Site - Paris

Site/Application

Scope

Type

Test Site - Paris

Site ☒

Cloud ☐

On Site ☒

Search Assessors

CANCEL

SAVE

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

Notice

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

CLOSE

Cd

Connie Assessor - Advanced TPN Assessor

Preston Assessor Company - Advanced TPN Assessor

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.

Site Details

Empire Mine Site  
123 Gold Rush Ave.  
LA, CA US 99999  
Melody Giambastiani

Applications  
-

Services  
Dubbing

Questionnaires

Questionnaire v5.3.1  
Remediation Plans Submitted  
21

Scope  
Site  
Cloud

Type  
On Site

+ NEW QUESTIONNAIRE

QUESTIONNAIRES  
DOWNLOAD OPTIONS

Certificates

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.

+ NEW QUESTIONNAIRE

No new Questionnaires



## 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:

Manage Assessments (6) ☐ Show Completed

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

Type	Name	Scope	Type	Status	Actions
Site	Baseline Spaceline	Site <input checked="" type="checkbox"/> Cloud <input checked="" type="checkbox"/>	On Site <input checked="" type="checkbox"/>	Assessment Assigned	QUESTIONNAIRES DOWNLOAD OPTIONS

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

Manage Assessments (2) ☐ Show Completed

+ ASSESSMENT

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

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

▼ Melody Assessor

Assessment In-Progress

ASSESSOR SUMMARY

Type	Name	Scope	Type	Status	Actions
Site	TPN Site	Site <input checked="" type="checkbox"/> Cloud <input type="checkbox"/>	On Site <input checked="" type="checkbox"/>	Assessment In-Progress	<div>QUESTIONNAIRES ▼</div> <div>UPDATE ASSESSMENT</div> <div>DOWNLOAD OPTIONS ▼</div>

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

Do you have an Information Security Management System (ISMS), Information Security Manual (ISM), or Information Security Policy (ISP), that includes the following?

Select which of the below apply:

If ALL components are met: choose Fully Implemented and upload relevant evidence.

If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

If you have implemented a Compensating Control, choose C/C for each line and provide additional details.

For each line that is Not Implemented for this assessment, choose N/I for each line and provide additional details.

For each line that is Not Applicable to this assessment, choose N/A for each line and provide additional details.

If NONE of the components are met: choose Not Implemented and provide additional details.

If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES

C/C

N/I

N/A

Additional Details

☒

☐

☐

☐

Fully Implemented

☒

☐

☐

☐

Regular reviews of your ISMS, ISM, or ISP

☒

☐

☐

☐

Approved by leadership

☒

☐

☐

☐

Control framework

☒

☐

☐

☐

Governance, Risk, and Compliance (GRC)

☒

☐

☐

☐

Updated upon significant changes

☐

☐

☐

☐

Not Implemented

☐

☐

☐

☐

Not Applicable

COMMENTS (0)

ATTACHMENTS (0)

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.

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

TA

Please upload relevant evidence to show this control is fully implemented

TPN Assessor | Assessor | 03/13/2023 12:00

CG

Please see the attached documents

Connor Gartner | Service Provider | 03/13/2023 12:02

New Comment \*

ADD COMMENT

CLOSE

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

## Recent Activity Notifications

TPN Best Practices Questionnaire for Paris Facility

BACK TO COMPANY DETAILS

TPN Best Practices Questionnaire

OR-1.0 Information Security Management System

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

Show More

🔔

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

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

☐ Fully Implemented

☐ Overseen by leadership of your organization

☐ Regular reviews of your ISMS

☐ Reviews upon key changes

☐ Control Framework

☐ Governance, Risk, and Compliance (GRC)

☒ Not Implemented

☐ Not Applicable

Provide additional details here:

ASSESSORS FINDINGS

COMMENTS (2)

ATTACHMENTS (0)

Recent Activity

Since Last view of Assessment

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

Current Step: Assessment In Progress

View 2 Controls in Remediation

Current Best Practice: Information Security Management System

Legend

🔔

Best Practice Question

☐

Unassessed Question

☒

Assessor Reviewed

☒

Remediation

☒

Remediation: Content Owner Priority

☒

Remediation Complete

☒

Question Visible Due to Logic

☒

Question has Comments

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

- 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

## 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.

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

Select which of the below apply:

If ALL components are met: choose Fully Implemented and upload relevant evidence.

If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

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

If NONE of the components are met: choose Not Implemented and provide additional details.

If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

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

Additional Details ⓘ

ASSESS

COMMENTS (0)

ATTACHMENTS (0)

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

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

☒ Fully Implemented  
☐ Partially Implemented  
☐ Not Implemented  
☐ Not Applicable

Finding is required

Assessor Finding \*

CANCEL
SAVE FINDINGS

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.

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

Select which of the below apply:

If ALL components are met: choose Fully Implemented and upload relevant evidence.

If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

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

If NONE of the components are met: choose Not Implemented and provide additional details.

If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

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

Additional Details

ASSESSORS FINDINGS COMMENTS (0) ATTACHMENTS (0)

REMEDiate

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

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

☐ Fully Implemented

☐ Partially Implemented

☒ Not Implemented

☐ Not Applicable

Finding is required

Assessor Finding \*

Please upload evidence

CANCEL SAVE FINDING

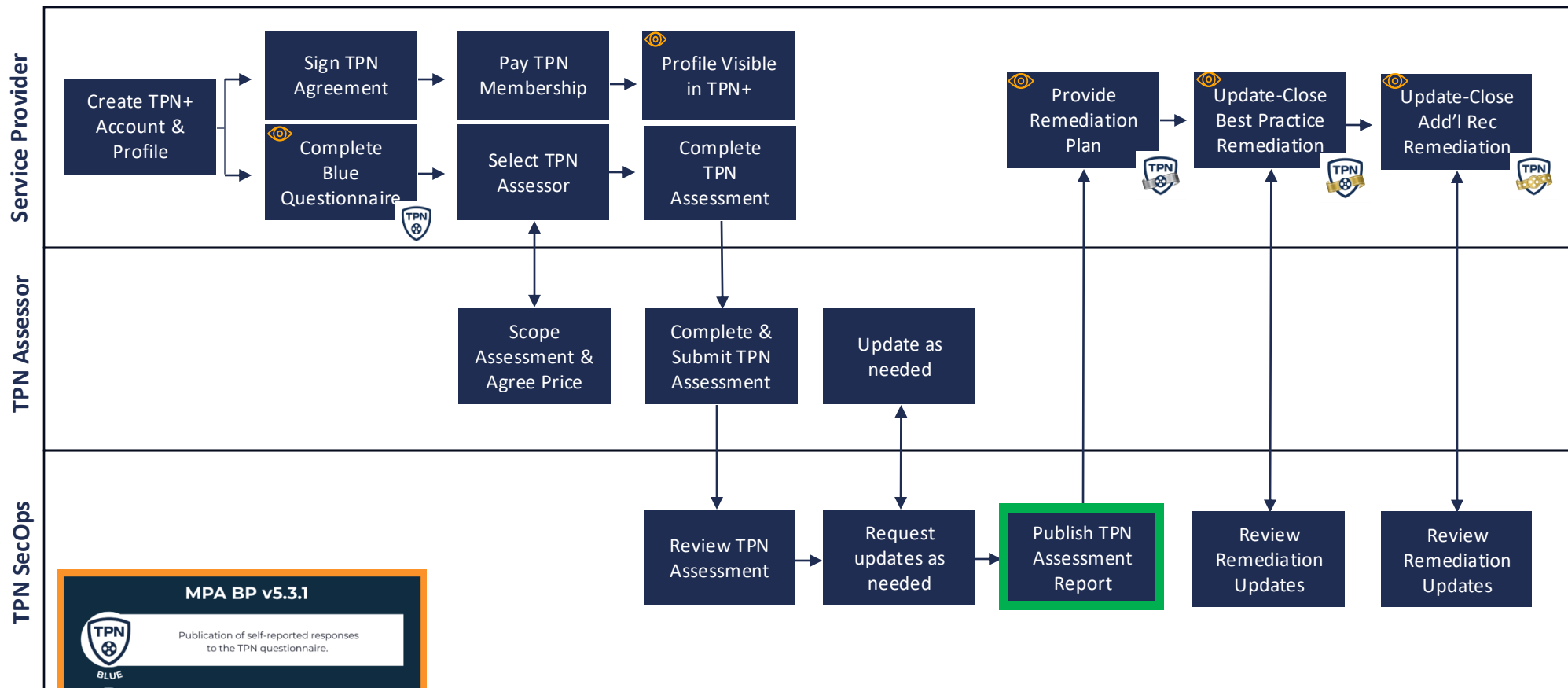


**Tip:** The Assessor Findings selection, including text, for anything marked **Partially** or **Not Implemented** will be visible in the final assessment report.



TRUSTED  
PARTNER  
NETWORK

# 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.



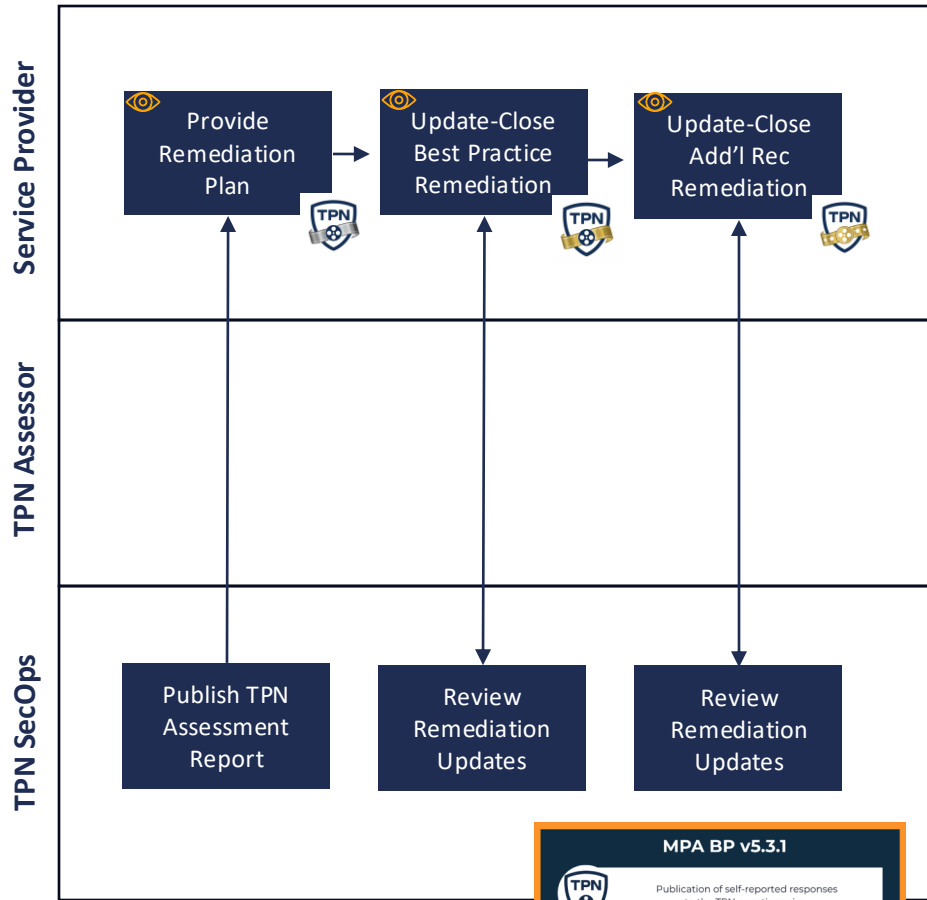




# Remediation Management

# 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.

TPN Service Provider Profile



TPN Service Provider

Address:

1234 Service Provider Way  
Los Angeles, CA 99999

+1 (555) 555-5555  
SPTest.com

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

Billing Address:




TPN Service Provider  
1234 Service Provider Way  
Los Angeles, CA 99999  
US

+1 (555) 555-5555

Primary Contact:

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

Sites (8)

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

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

Site Details

Biscotti Post

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

Applications

Biscotti App testing custom

Services

Subtitling/Captioning

Questionnaires

QUESTIONNAIRES

Questionnaire v5.3

Assessment Complete Pending Remediation Plan

4 4

Scope

Site Cloud

Type

On Site

QUESTIONNAIRE OPTIONS

Scoping Baseline

Remediate

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 **REMEDIALTE** to respond to a remediation.

TPN Best Practices Questionnaire

REMEDIATION DASHBOARD

OR-1.2 Business Continuity Plan

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

Show More

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

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

YES C/C N/I N/A

☒

☐

☐

☐

Fully Implemented

☒

☐

☐

☐

Regular reviews of your policy and plan

☒

☐

☐

☐

Team responsible for developing and maintaining the Business Continuity Plan

☒

☐

☐

☐

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

☒

☐

☐

☐

Include Incident Response as part of the Business Continuity Plan

☐

☐

☐

☐

Not Implemented

☐

☐

☐

☐

Not Applicable

Additional Details

ASSESSORS FINDINGS

COMMENTS (0)

ATTACHMENTS (0)

REMEDIALTE

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

Current Step: Assessment Completed Pending Remediation Plan

Controls in Remediation: View 4

FILTERS

OR-1.0 Information Security Management

11

OR-1.1 Acceptable Use Policy

11

OR-1.2 Business Continuity Plan

11

OR-1.3 Disaster Recovery Plan

11

Current Best Practice: Business Continuity Plan

Legend

Best Practice Question

Unassessed Question

Assessor Reviewed

Remediation: Awaiting Plan

Remediation: Content Owner Priority

Remediation: Plan - Will Later/Will Not

Remediation: Complete

Question Visible Due to Logic

Question has Comments

Remediation Filters

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

Show Remediations where Plan Status is Not Started.

CLEAR ALL FILTERS

APPLY

**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.



# 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.

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

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

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

☐ Fully Implemented

☐ Overseen by leadership of your organization

☐ Regular reviews of your ISMS

☐ Reviews upon key changes

☐ Control Framework

☐ Governance, Risk, and Compliance (GRC)

☐ Not Implemented

☐ Not Applicable

Provide additional details here:

ASSESSORS FINDINGS

COMMENTS (1)

ATTACHMENTS (0)

UPDATE REMEDIATION

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

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

Remediation 1/2

Acceptable uses of technologies

☒ Will not Remediate

☐ Will Remediate Later

☐ Remediated

Remediation Date \*

01/14/2025

Reason for Not Remediating

Other (Please Specify)

Additional Details \*

Types of Evidence: Agreements (Contract, Confidentiality, Non-Disclosure, Service Level, Privacy)

Accepted file types: JPG, PNG, JPEG, GIF, PDF, DOCX, and XLSX. Maximum size: 50MB.

Upload or Drop file(s) here

< PREVIOUS

NEXT >

CANCEL

UPDATE REMEDIATION

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

Do you have a process for the detection and correction of Cloud Misconfigurations, which includes the following?

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

YES

C/C

N/I

N/A

☒ Fully Implemented

☒ Regular reviews of your process

☒ Proactive alerts

☒ Appropriate role(s) for reviewing and correcting misconfigurations

☒ A configuration and management tool

☒ Investigate and have a remediation plan for misconfigurations

☒ Update documentation when infrastructure changes occur

☐ Not Implemented

☐ Not Applicable

Additional Details

ASSESSORS FINDINGS

COMMENTS (0)

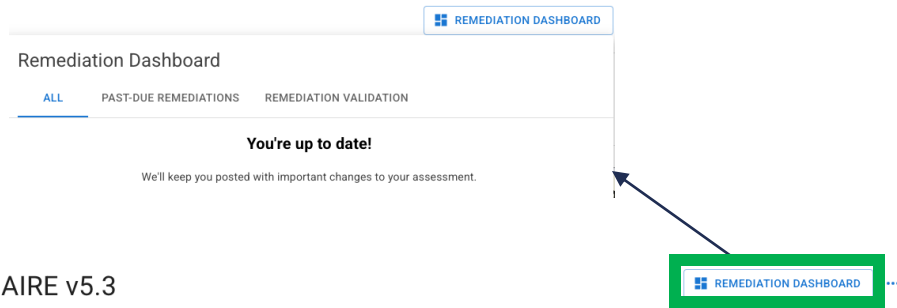
ATTACHMENTS (0)

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.

# Remediation Management – TPN Review Process



## CP WIP QUESTIONNAIRE v5.3

### OR-1.2 Business Continuity Plan

#### BEST PRACTICES:

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

▼ Show More

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



Select which of the below apply:

If ALL components are met: choose Fully Implemented and upload relevant evidence.

If SOME of the components are met: choose YES for each line that is implemented, provide additional details, and upload relevant evidence.

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

If NONE of the components are met: choose Not Implemented and provide additional details.

If this control does NOT APPLY to your Site or Application: choose Not Applicable and provide additional details.

YES C/C N/I N/A

☒ ☐ ☐ ☐ Fully Implemented

☒ ☐ ☐ ☐ Regular reviews of your policy and plan

☒ ☐ ☐ ☐ Team responsible for developing and maintaining the Business Continuity Plan

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

☒ ☐ ☐ ☐ Include Incident Response as part of the Business Continuity Plan

☐ ☐ ☐ ☐ Not Implemented

☐ ☐ ☐ ☐ Not Applicable

Additional Details ⓘ

ASSESSORS FINDINGS

COMMENTS (0)

ATTACHMENTS (0)

✓ REMEDIATE

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

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



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.

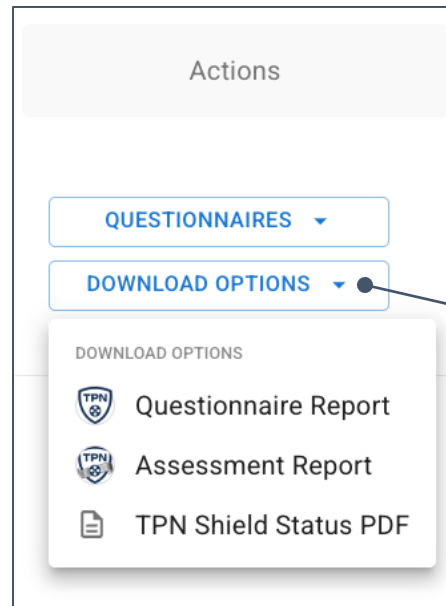


## Reports & Other Downloads

## 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

Actions

QUESTIONNAIRES ▾

DOWNLOAD OPTIONS ▾

DOWNLOAD OPTIONS

TPN

Questionnaire Report

TPN

Assessment Report

📄

TPN Shield Status PDF

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

TPN

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

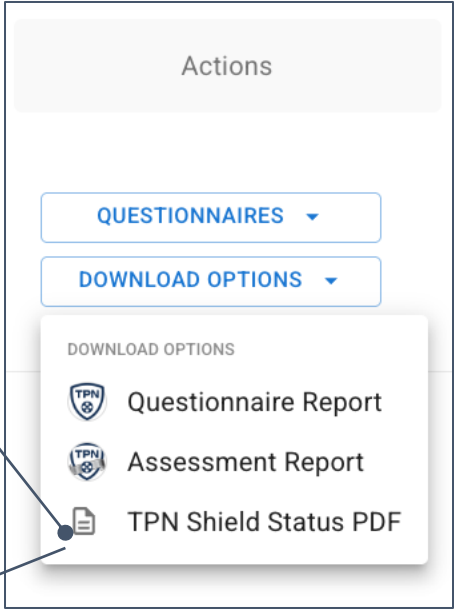
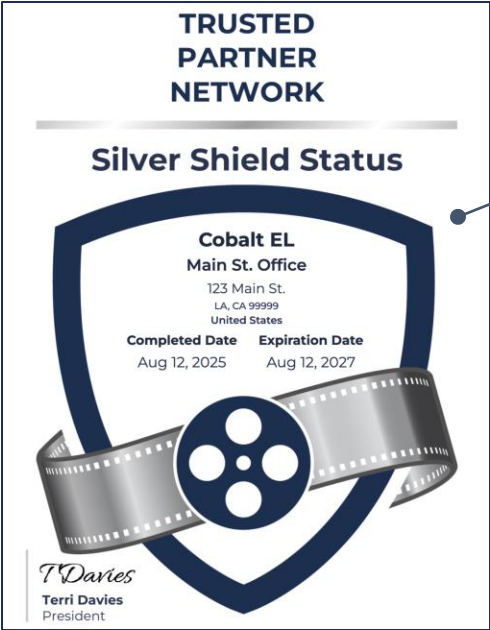
Assessment Date: Jul 25, 2025  
Report Generated: Aug 26, 2025  
Expiration Date: Jul 25, 2027  
TPN Assessor: Melody Giambastiani

TPN Best Practices Questionnaire v5.3.1

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# 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

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Assessment Dashboard									
	Best Practice				Additional Recommendations				
	F/I	P/I	N/I	N/A	F/I	P/I	N/I	N/A	
Security Domains									
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							

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TPN Best Practices Questionnaire v5.3.1 - Melody Service Provider - Completed: Jul 25, 2025 - Generated Aug 27, 2025

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											
---	---	--	--	--	--	--	--	--	--	--	--	--

Assessor Findings: Assessor Finding: Not Implemented





# Report Sharing



## Service Provider – Shared Reports

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

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

TPN+ TRUSTED PARTNER NETWORK

Service Provider - Shared Reports

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

**Reports You Shared**  
5 Active 0 Upcoming 4 Expired

**Reports Shared With You**  
2 Active 0 Upcoming 1 Expired

REPORTS YOU SHARED REPORTS SHARED WITH YOU

Reports You Shared

Search reports...

Name	Type	Version	Report Types	Shared By	Receiving Company	Authorized Users	Date Created	Start Date	Expiration Date	Actions
------	------	---------	--------------	-----------	-------------------	------------------	--------------	------------	-----------------	---------

SHARE NEW REPORT

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

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**.

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

# Shared Reports - 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**



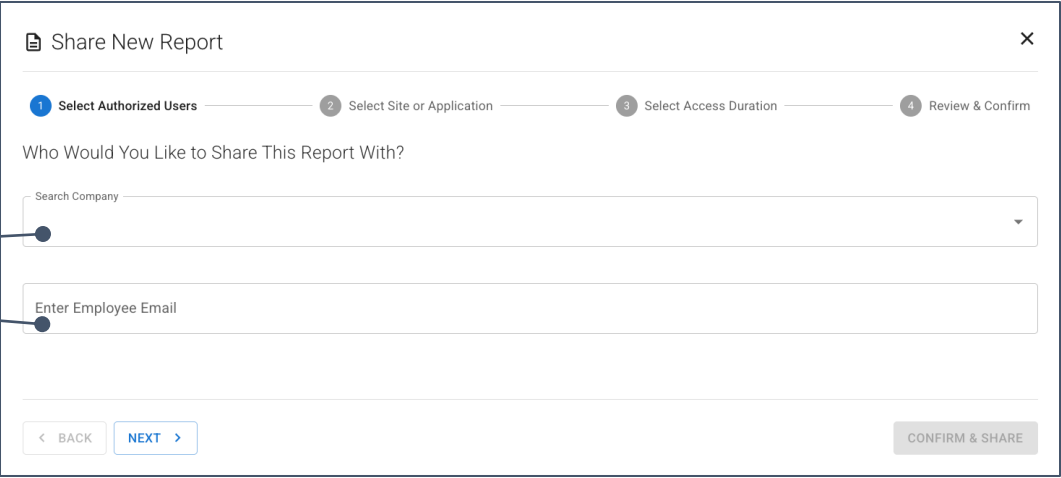
After adding all users, click **NEXT** and select the following:

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

**Site** or **App** name

TPN **Questionnaire Version**

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

A screenshot of the "Share New Report" form, Step 1: Select Authorized Users. The form has a progress bar at the top with four steps: 1. Select Authorized Users (active), 2. Select Site or Application, 3. Select Access Duration, and 4. Review & Confirm. Below the progress bar is the question "Who Would You Like to Share This Report With?". There are two input fields: "Search Company" and "Enter Employee Email". At the bottom, there are buttons for "< BACK", "NEXT >", and "CONFIRM & SHARE".

Share New Report

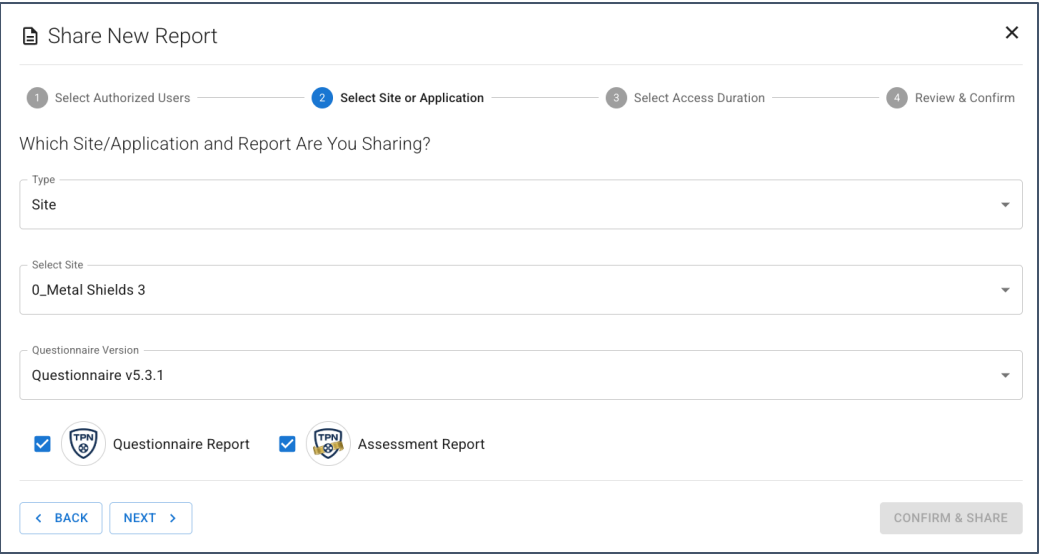
1 Select Authorized Users 2 Select Site or Application 3 Select Access Duration 4 Review & Confirm

Who Would You Like to Share This Report With?

Search Company

Enter Employee Email

< BACK NEXT > CONFIRM & SHARE

A screenshot of the "Share New Report" form, Step 2: Select Site or Application. The form has a progress bar at the top with four steps: 1. Select Authorized Users, 2. Select Site or Application (active), 3. Select Access Duration, and 4. Review & Confirm. Below the progress bar is the question "Which Site/Application and Report Are You Sharing?". There are three dropdown menus: "Type" (with "Site" selected), "Select Site" (with "0\_Metal Shields 3" selected), and "Questionnaire Version" (with "Questionnaire v5.3.1" selected). Below these are two checkboxes: "Questionnaire Report" (checked) and "Assessment Report" (checked). At the bottom, there are buttons for "< BACK", "NEXT >", and "CONFIRM & SHARE".

Share New Report

1 Select Authorized Users 2 Select Site or Application 3 Select Access Duration 4 Review & Confirm

Which Site/Application and Report Are You Sharing?

Type

Site

Select Site

0\_Metal Shields 3

Questionnaire Version

Questionnaire v5.3.1

☒ Questionnaire Report ☒ Assessment Report

< BACK NEXT > CONFIRM & SHARE

# Shared Reports - How to Share a Report

The screenshot shows the 'Share New Report' dialog box with four steps: 1. Select Authorized Users, 2. Select Site or Application, 3. Select Access Duration, and 4. Review & Confirm. Step 3 is active. It prompts the user to 'Select Start and End Date for Sharing This Report'. There are two date pickers: 'Start Date' set to 02/27/2025 and 'End Date' set to 03/26/2025. Below these is a checkbox for 'Indefinite (No End Date)'. At the bottom are buttons for '< BACK', 'NEXT >', and 'CONFIRM & SHARE'.

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

The screenshot shows the 'Share New Report' dialog box at the 'Review & Confirm' step. It displays a summary of the selections: COMPANY (Melody Service Provider), SITE (AS How to Guide), QUESTIONNAIRE TYPE (v5.3), AUTHORIZED USERS (melody\_giambastiani+sp@motionpictures.org (Melody Giambastiani)), and REPORTS (ACCESS DURATION: Feb 27, 2025 to Mar 26, 2025). There is a checkbox for 'You must read and agree to the Terms and Conditions. [Click here](#) to view them.' At the bottom are buttons for '< BACK', 'NEXT >', and 'CONFIRM & SHARE'.

**Click here** to view the Terms and Conditions

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

The screenshot shows a 'PLEASE READ BEFORE PROCEEDING' dialog box. It contains text about reviewing details before granting access and explains that clicking 'Agree & Continue' grants access until it is revoked either manually or automatically. It also provides instructions to close the window if the user does not intend to proceed. At the bottom is a blue button labeled 'AGREE & CONTINUE'.

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

# Shared Reports - Report Dashboard – Reports You Shared

Service Provider - Shared Reports

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

Reports You Shared

2 Active 0 Upcoming 2 Expired

Reports Shared With You

3 Active 0 Upcoming 3 Expired

REPORTS YOU SHARED

REPORTS SHARED WITH YOU

SHARE NEW REPORT

Reports You Shared

Search reports...

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

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

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

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

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

Manage Authorized Users

Add or remove users who have access to this report.

Melody Service Provider

AUTHORIZED USERS:

Melody Giambastiani

melody\_giambastiani+sp@motionpictures.org

ADD NEW AUTHORIZED USER:

Enter Employee Email

CLOSE

## Managing Users

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

**Delete users** by clicking the trash icon

**Add users** by typing in their full email



# Shared Reports - Report Dashboard – Reports Shared With You

Service Provider - Shared Reports

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

Reports You Shared

3 Active 0 Upcoming 1 Expired

Reports Shared With You

3 Active 0 Upcoming 3 Expired

REPORTS YOU SHARED

REPORTS SHARED WITH YOU

SHARE NEW REPORT

Reports Shared With You

Search reports...

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

VIEW REPORTS

Questionnaire Report

Assessment Report

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

Expired reports appear in red and are no longer accessible.

TPN Best Practice Questionnaire: Melody Service Provider February 27 2025

TPN TRUSTED PARTNER NETWORK

BLUE SELF-REPORTED QUESTIONNAIRE

Melody Service Provider  
5.3 Site UAT  
123 Main St.  
LS, 99999  
US

Primary Contact Information  
melody.giambastiani+sp2testing@gmail.com

Report Generated: Feb 27, 2025  
Questionnaire Completed: Jan 07, 2025  
Expiration Date: Jan 07, 2026

CP WIP QUESTIONNAIRE v5.3

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PREVIOUS NEXT

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.