



CHEMICAL SECURITY ASSESSMENT TOOL (CSAT 2.0)

Portal User Manual

MARCH 2021

Cybersecurity and Infrastructure Security Agency

Contents

1	Overview	12
2	CSAT User Roles	12
3	CSAT Personnel Surety Program (PSP) User Roles.....	13
4	Authorizer and Facility Registration	14
4.1	Authorizer Registration.....	15
4.1.1	Authorizer Information	16
4.1.2	Facility Name and Address.....	17
4.1.3	Facility Location	19
4.1.3.1	Geospatial Tool - Overview.....	19
4.1.3.2	Ownership and Facility Type.....	23
4.1.3.3	Personnel Information.....	25
4.1.3.4	Add More Facilities	26
4.1.3.5	Submit to DHS.....	27
4.2	User Registration with a Challenge Code.....	28
4.2.1	Existing CSAT User (I Have a CSAT Account)	29
4.2.2	Not an Existing CSAT User (I Do Not Have a CSAT Account).....	30
5	Accessing the CSAT Portal.....	31
5.1	Forgot Password.....	33
5.2	CVI Authorization	34
5.3	Rules of Behavior	35
5.4	Select Authorizer	36
6	Navigating the CSAT Portal	38
7	Home Tab	39
7.1	Sort by this column feature	40
7.2	Letters Awaiting Acknowledgment	41
8	My Facilities Tab	42
8.1	Facility Search	43
8.2	Add Facility	44
8.2.1	Facility Location	44
8.2.1.1	Accessibility Button.....	46
9	Facility Details Page.....	48

3 CHEMICAL SECURITY ASSESSMENT TOOL (CSAT) 2.0 – PORTAL USER MANUAL

9.1	Access Facility Details.....	48
9.2	Facility ID – Overview	51
9.3	Facility Details	52
9.3.1	Map Feature Overview	53
9.3.2	Update Facility Details	54
9.4	Surveys in Progress.....	55
9.4.1	Start a Survey.....	55
9.4.2	Return to a Survey	57
9.4.3	Update Survey.....	58
9.4.3.1	Request Extension.....	60
9.4.4	Letters Awaiting Acknowledgment	62
9.4.5	Submitted Surveys and Acknowledgment Letters.....	64
9.4.6	Search Feature.....	65
9.5	Facility Users	67
9.5.1	Change Submitter.....	68
9.5.2	Add/Delete Preparers and/or Reviewers	70
10	User Management Tab	74
10.1	Add Users.....	74
10.2	Pending Users	75
10.2.1	Delete a Pending User.....	75
10.2.2	Edit a Pending User	76
10.3	Search Users.....	76
10.4	Users	77
10.4.1	Export User List.....	77
10.4.2	View User Information	78
10.4.2.1	User Information.....	79
10.4.2.2	Account Status	79
10.4.2.3	Change Administrator Rights	80
10.4.2.4	Enable User Account	80
10.4.2.5	Unlock Account	81
10.4.2.6	User Role Lists.....	81
10.4.2.7	PSP Submitter Access.....	82

4 CHEMICAL SECURITY ASSESSMENT TOOL (CSAT) 2.0 – PORTAL USER MANUAL

10.4.2.8	Delete Account.....	83
10.4.3	Forget Password.....	84
10.4.4	Delete User Account.....	84
10.4.5	Administrator	85
10.4.6	Personnel Surety Program (PSP) Submitter Access	86
10.5	Groups.....	87
10.5.1	Corporation Group	88
10.5.2	Create Group.....	88
10.5.3	Edit Group.....	89
10.5.4	Delete Group.....	90
10.5.5	Merge Group.....	91
11	Personnel Surety Program Tab.....	92
11.1	Search Affected Individuals.....	93
11.2	Affected Individuals.....	94
11.2.1	Add Individual	94
11.2.2	View an Affected Individual Record	97
11.2.3	Edit an Affected Individual Record	98
11.2.4	Remove Affected Individual(s).....	101
11.2.5	Bulk Upload	103
11.2.5.1	Bulk Upload Template.....	103
11.2.5.2	Bulk Upload Template Overview	104
11.2.5.3	User Defined Field Values.....	104
11.2.5.4	Upload File.....	105
11.2.5.5	Errors Found	108
11.2.5.6	Error Found Features	109
11.2.6	Export to PDF	111
11.3	User Defined Fields	113
11.3.1	Create User Defined Field	113
11.3.2	User Defined Field List.....	114
11.3.3	Remove a User Defined Field.....	115
11.3.4	Edit a User Defined Field	115
12	Manage My Account.....	116

12.1	Edit my information	117
12.2	Change Password	118
12.3	Two-Factor Authentication / Self-Password Reset.....	119
12.4	Transfer Authorizer Role	120
12.4.1	Select Facilities to Transfer	122
12.4.2	Pending Transfers	124
12.4.3	Edit Pending Transfer	124
12.4.4	Cancel Role Transfer	125
12.5	Change current authorizer.....	126
13	Help.....	127
13.1	Contact the CSAT Help Desk.....	127
Appendix A: Acronyms and Abbreviations.....		128
Appendix B: Ownership and Facility Type Instructions		129
Appendix C: Personnel Information Instructions		131

Tables and Figures

Table 1: CSAT User Role Description.....	12
Table 2: CSAT Personnel Security Program Role Description	13
Table 3: Geospatial Tool Buttons and Features	20
Table 4: Geospatial Tool Buttons and Features	45
Table 5: Facility Details Map Features	53
Table 6: Search Buttons and Features Overview	66
Table 7: Add/Delete Reviewers or Preparers Buttons and Features Overview	72
Table 8: Bulk Upload Errors Found Buttons and Functions.....	110
Table 9: Acronyms and Abbreviations.....	128
Figure 1: Click Register on the CSAT Website to Continue with the CSAT Registration Process.	14
Figure 2: Challenge Text Question Example for the CSAT Registration Process.....	15
Figure 3: Enter Your Information to Continue with the CSAT Registration Process (New Authorizer and Facility).	16
Figure 4: Sample of Error Indicators and Field Validation.....	16
Figure 5: Correct Your Zip Code or Check the Box to Bypass Validation to Continue with CSAT Registration.	17

Figure 6: Enter the Notification Code to Continue with Facility Registration. 17

Figure 7: Enter the Facility Name and Address to Continue with the CSAT Registration..... 18

Figure 8: CSAT Registration Geospatial Tool..... 19

Figure 9: Drag the X to Place the X to the Center Location of Your Facility..... 21

Figure 10: Click the Next button to Save the Facility Location During CSAT Registration. 22

Figure 11: Click the Accessibility Button to Manually Place the X for Your Facility’s Center Location. 22

Figure 12: Click the Open Text Box to Enter Latitude and Longitude to Mark Your Facility’s Center. 23

Figure 13: Complete the Ownership and Facility Type Section to Continue with CSAT Registration. 24

Figure 14: Complete the Personnel Information Section to Continue with CSAT Registration. 25

Figure 15: Additional Type of Security Officer Contact Information. 25

Figure 16: Summary Page for CSAT Registration..... 26

Figure 17: Click the Submit to DHS button to Complete the CSAT Registration Process. 27

Figure 18: Click Yes to Re-Confirm your CSAT Registration Submission. 27

Figure 19: Click the Download PDF Button to Retain a Copy of Your CSAT registration. 28

Figure 20: Enter the Challenge Code to Continue with the CSAT Registration Process. 28

Figure 21: Enter your CSAT Login Information if you are an Existing CSAT User. 29

Figure 22: Enter your Information and Click Submit to Finish the User Registration Process. 30

Figure 23: Successful Submission Message for Completing the CSAT Registration Process. 30

Figure 24: Enter Your CSAT Credentials and Click [Sign In] to Access the CSAT Portal. 31

Figure 25: Select the Delivery Method for your Passcode and Click Submit..... 32

Figure 26: Enter the Time-Sensitive Passcode to Login into CSAT..... 32

Figure 27: Forgot Password Link Location..... 33

Figure 28: Insert Your CVI Credentials and Click Submit Authorization to Enable Your Account..... 34

Figure 29: CSAT Portal Rules of Behavior..... 35

Figure 30: Message Display Prompting a User to Select an Authorizer..... 36

Figure 31: Select the Appropriate Authorizer Role to Continue to the CSAT Portal. 36

Figure 32: Click the Submit Button to Continue to the CSAT Portal..... 37

Figure 33: CSAT Header and Footer Overview..... 38

Figure 34: CSAT Home Tab Overview 39

Figure 35: Click the Letter Link to Acknowledge the Letter Sent by DHS..... 41

Figure 36: Check the Acknowledgement Statement and Click Submit to Accept the DHS Letter. 41

Figure 37: My Facilities Tab Page Overview 42

Figure 38: Enter One or Many Search Criteria to Conduct a Search of Your Facilities. 43

Figure 39: Search Results Displayed in My Facilities List. 43

Figure 40: Click the Add Facility Button to Register a New Facility..... 44

Figure 41: CSAT Portal Geospatial Tool Overview 44

Figure 42: Drag the X to Place it to the Center Location of Your Facility. 45

Figure 43: Click the Lock X Button to Save Your Facility Location. 46

Figure 44: Click the [Edit X] Button on the Top Right Corner of the Geospatial Tool after Locking the X. 47

Figure 45: Pending Facility Overview 47

Figure 46: My Facility Details Tab Location Overview 48

Figure 47: Click the Facility ID Found in the My Facilities List to Access its Details Page. 48

Figure 48: Click Any Facility Name in Any Pending Action List to Access the Facility Details Page. 49

Figure 49: Use the Quick Search to Access a Facility Details Page 50

Figure 50: Facility Details Sample Page Overview 51

Figure 51: Sample Summary of the Facility Detail Column..... 52

Figure 52: Facility Details Page Map Features Overview 53

Figure 53: Click the View More/Edit Button to Access More Facility Details or Update Information. 54

Figure 54: Representative Sample of the Facility Details Page (Not All Fields are Depicted). 54

Figure 55: Representative Sample of the Surveys in Progress Column..... 55

Figure 56: Click Start Survey Button to Begin a CSAT Survey..... 55

Figure 57: Click Continue to Start a CSAT Survey (Top-Screen Survey Depicted). 56

Figure 58: Click Exit to Return to the CSAT Portal. 56

Figure 59: Click Leave Page to Return to the CSAT Portal. 57

Figure 60: Click Return to Survey to Complete a CSAT Survey with an In-Progress Status. 57

Figure 61: Click the Update Top-Screen to Edit the Top-Screen Survey. 58

Figure 62: Click Submit to Continue to the CSAT Survey Application and Update Your Survey. 58

Figure 63: Click Start Survey to Begin an Update to a Survey or Click Cancel Update to Cancel the Action. . 59

Figure 64: Click Submit to Complete the Update Survey Cancellation..... 59

Figure 65: Click Request Extension to Extend a Due Date for a CSAT Survey. 60

Figure 66: Provide the Necessary Information to Complete the Request for Extension Form..... 60

Figure 67: Click Submit to Complete the Request for Extension. 61

Figure 68: Pending Extension Requests can be Reviewed in the Home Page and the Facility Details Page. 61

Figure 69: Click the Letter Name Link to Acknowledge the Letter Sent by DHS. 62

Figure 70: Check the Acknowledgement Statement and Click Submit Acknowledgement to Accept the DHS Letter. 62

Figure 71: Acknowledged Letter Appears in the Submitted Surveys and Acknowledgment Letters Column... 63

Figure 72: Search Surveys and Letters Overview 64

Figure 73: Search Submitted Surveys and Acknowledged Letters Features..... 65

Figure 74: Search Parameters and Filter Results Overview 65

Figure 75: Facility Users Column Provides a List of All Users and Roles with Access to Facility Information67

Figure 76: Click the Change Button to Edit. 68

Figure 77: Use the Drop-Down Menu to Choose a Submitter. 68

Figure 78: Click Save to Complete the Change Submitter Action..... 69

Figure 79: Click the Add/Delete Button to Manage the Facility’s Preparers and Reviewers..... 70

Figure 80: Use the Drop-Down Menu to Choose a Preparer. 71

Figure 81: Choose Preparers Sample List 72

Figure 82: Click Save to Add or Delete Users from a Reviewer or Preparer Role..... 73

Figure 83: New Users Appear in the Facility Users Column..... 73

Figure 84: Click Add User to Invite a User to Begin CSAT Registration for a New or Existing Account..... 74

Figure 85: Pending Users Sample Column 75

Figure 86: Confirm Delete Removes the Pending User. 75

Figure 87: Overview of the Edit/Delete Users Web Form 76

Figure 88: Search Users Features Overview 76

Figure 89: Users List Features and Buttons Overview 77

Figure 90: Click the Export User List to Download a User List from CSAT..... 77

Figure 91: User Information Page 78

Figure 92: User Information Section..... 79

Figure 93: Account Status 79

Figure 94: Administrator Rights are Managed by Checking or Unchecking the Administrator box in Account Status. 80

Figure 95: Click the Enable Button to Restore a Disabled CSAT User Account 80

Figure 96: Click the Reset Password to Unlock a User’s Account 81

Figure 97: User Role Lists..... 81

Figure 98: PSP Submitter Access from User Information Page 82

Figure 99: Delete User Account by Accessing the User Information Page. 83

Figure 100: Confirm Delete to Remove a CSAT User from All Your Facilities and Groups Message. 83

Figure 101: Delete a User from the User List. 84

Figure 102: Confirm Delete to Remove a CSAT User from All Your Facilities and Groups. 85

Figure 103: Administrator Rights Are Managed by Checking or Unchecking the Administrator Checkbox. ... 85

Figure 104: PSP Submitter Access Column in Users List. 86

Figure 105: Groups List 88

Figure 106: Create Group..... 89

Figure 107: Edit Group..... 89

Figure 108: Delete Group Confirmation Message. 90

Figure 109: Merge Affected Individuals Group Confirmation Message. 91

Figure 110: Personnel Surety Program Tab 92

Figure 111: Example of Using Filters in Search Affected Individuals. 93

Figure 112: Search Affected Individuals..... 93

Figure 113: Affected Individuals List 94

Figure 114: Click Add Individual to Begin the Submission Process of an Affected Individual. 94

Figure 115: Affected Individual Record Enrollment Option Selection – Option 1 95

Figure 116: Affected Individual Record Enrollment Option Selection – Option 2 and “Revert to Option 1” ... 95

Figure 117: Click Submit Record to Submit an Affected Individual Using the PSP Web Form. 96

Figure 118: Error Indicator Examples in PSP Web Form..... 97

Figure 119: View Affected Individual Record..... 97

Figure 120: View an Affected Individual Record. 98

Figure 121: Example of an Affected Individual with No Edit Feature. 98

Figure 122: Edit an Option 1 Affected Individual Record..... 99

Figure 123: Option 2 Enrollment Option Selection. 99

Figure 124: Edit an Option 2 Affected Individual Record..... 100

Figure 125: Data Loss Warning Message If Option 2 Is Changed. 100

Figure 126: Submit Edited Affected Individual Record 101

Figure 127: Select Affected Individuals’ Records to Remove..... 101

Figure 128: Remove Affected Individual Record(s) Confirmation Message 102

Figure 129: No Permission to Remove Selected Affected Individual Records Warning Message 102

Figure 130: Bulk Upload Feature..... 103

Figure 131: Download bulk upload template links 103

Figure 132: Bulk Upload Template Overview 104

Figure 133: User Defined Field ID# Mapping to Bulk Upload Template 104

Figure 134: Bulk Upload - Choose File 105

Figure 135: Bulk Upload Format Error Message 105

Figure 136: Bulk Upload - Affirmation Message 106

Figure 137: Bulk Upload - Summary Page 107

Figure 138: Bulk Upload - Results Summary 107

Figure 139: Bulk Upload – Errors Found..... 108

Figure 140: Errors Found Remove and Submit Column..... 108

Figure 141: Loss of Data Warning 109

Figure 142: Bulk Upload Errors Found Features 109

Figure 143: Export to PDF 111

Figure 144: Export to PDF – PII Warning Message 111

Figure 145: Example of Export of PDF 112

Figure 146: User Defined Fields 113

Figure 147: Create User Defined Field 114

Figure 148: User Defined Field List..... 114

Figure 149: Remove User Defined Field Warning 115

Figure 150: Click on Your Username to Access Your Account 116

Figure 151: My Account Overview..... 116

Figure 152: Click Save to Complete Your Account Information Changes..... 117

Figure 153: Enter Your Current, New, and Confirmed Password for the Change Password to Be Enabled.... 118

Figure 154: Click the Update Button to Edit or Add a Voice and/or Mobile Phone. 119

Figure 155: Add or Edit Voice or Mobile Number to Enable the Self-Password Reset. 119

Figure 156: Click Transfer Authorizer Role to Begin the Transfer of Facilities to Another User. 120

Figure 157: Sample of Required Fields in the Transfer Authorizer Request Form. 120

Figure 158: Existing User Roles Transferred Using the Authorizer Role Transfer Feature. 121

Figure 159: Select Yes or No to Transfer All Facilities (For an Authorizer for Multiple Facilities). 122

Figure 160: Check Only the Facilities You Want to Transfer to Another Authorizer. 122

Figure 161: Use the Filter Options to Refine the Facility List. 123

Figure 162: Click Transfer Role to Complete the Authorizer Transfer Request. 123

Figure 163: Confirm Transfer to Complete the Authorizer Transfer Role. 123

Figure 164: Completed Transfer Authorizer Request Appears Pending Until the New Authorizer Accepts the Request. 124

Figure 165: Edit Pending Transfers Web Form 124

Figure 166: Confirm Delete Stops the Authorizer Transfer Role Process. 125

Figure 167: Click the Current Authorizer Link to Change Authorizer [If Associated with Multiple Authorizers]..... 126

Figure 168: Select the Authorizer Name and Click Submit to Change the Authorizer Purview. 126

Figure 169: Help Tab Overview..... 127

1 Overview

This document is the user manual for the Chemical Facility Anti-Terrorism Standards (CFATS) Chemical Security Assessment Tool (CSAT) 2.0, an information-gathering application developed by the U.S. Department of Homeland Security (DHS) to collect and analyze key data from chemical facilities pursuant to Title XXI to the Homeland Security Act of 2002 and implementing regulations, the Chemical Facility Anti-Terrorism Standards, 6 CFR Part 27.

This user manual shows you how to register for CSAT and navigate the CSAT Portal. More information about CSAT is available at <http://www.dhs.gov/chemicalsecurity>.

2 CSAT User Roles

There are five CSAT user roles that can access the CSAT Portal: Authorizer, Administrator, Submitter, Preparer, and Reviewer. Table 1 below describes each user role.

CSAT User Role	Description
Authorizer	Can register facilities and invite other users to register with CSAT and manage users. Can view the surveys and transfer the authorizer role. There can only be one Authorizer per facility. <i>Note: If you have access to the Personnel Surety Program tab, see Section 3 below for additional privileges.</i>
Administrator	Can create facilities and manage users. Cannot review any survey information. There can be multiple administrators per Authorizer.
Submitter	Can fill out, edit and submit the surveys. This is the only role that can submit a completed survey to DHS. There can only be one Submitter per facility. A submitter can be assigned to multiple facilities.
Preparer	Can fill out or edit the surveys. Cannot submit a completed survey to DHS. There can be multiple Prepares per facility.
Reviewer	Can view the surveys (read-only permission). Cannot edit or submit a completed survey to DHS. There can be multiple Reviewers per facility.

Table 1: CSAT User Role Description



See Section [10](#) for information about adding/deleting users, and user management details.

3 CSAT Personnel Surety Program (PSP) User Roles

The PSP tab will only be available to you, if your facility is required to submit Affected Individuals under the Personnel Surety Program and if you have an Authorizer, Administrator or PSP Submitter role.



For specific instructions regarding the CSAT Personnel Surety Program (PSP) and user roles, you can find the PSP Instructions located in the DHS Personnel Surety Program Resources link at <https://www.dhs.gov/cfats-personnel-surety-program>.

Table 2 below, describes each user role.

CSAT PSP User Role	Description
Authorizer / Administrator	<p>Can view, edit, and submit information about Affected Individuals under Option 1 or Option 2 in the Corporation group.</p> <p>Can initiate the user registration process for individuals without an existing CSAT user role and assign them PSP Submitter rights. Can assign an existing CSAT user PSP Submitter rights.</p> <p>Can create and manage User Defined Fields (UDF) and groups.</p>
PSP Submitter	<p>Can view, edit, and submit information about Affected Individuals under Option 1 or Option 2 in the group they have been assigned to.</p> <p>There can be multiple PSP submitters per Authorizer.</p> <p>A PSP Submitter can only be assigned to one group at a time.</p> <p>Multiple PSP Submitters can be assigned to a group.</p>

Table 2: CSAT Personnel Security Program Role Description



See Section [10.4.2](#) for user management details, assigning PSP Submitter access, creating and managing groups.

4 Authorizer and Facility Registration

In order to receive access to CSAT, an Authorizer must first register at <https://csat-registration.dhs.gov/>.

The registration process will allow an Authorizer to register one or more facilities at a time. DHS will validate the registration and will notify the user how to access CSAT. The Authorizer can then invite new or existing CSAT users to gain access to their facility data to complete CFATS requirements.

Click **[register on the CSAT website]** to continue with the CSAT user and facility registration process.

Official website of the Department of Homeland Security

Contact Us | Quick Links | Site Map | A-Z Index

Homeland Security

Topics | How Do I? | Get Involved | News | About DHS

Home > Topics > Critical Infrastructure Security > Chemical Security > Chemical Security Assessment Tool (CSAT)

Share / Email

Chemical Security Assessment Tool

- CFATS Tiering Methodology
- CSAT Top-Screen
- CSAT Security Vulnerability Assessment
- CSAT Site Security Plan

Chemical Security Assessment Tool (CSAT)

The Chemical Security Assessment Tool (CSAT) was developed to help the Department identify facilities that meet the criteria for high-risk chemical facilities under the [Chemical Facilities Anti-Terrorism Standards \(CFATS\)](#). CSAT also provides the methodologies these facilities need to conduct a [Top-Screen](#) and a [Security Vulnerability Assessment \(SVA\)](#), and develop a [Site Security Plan \(SSP\)](#).

(NOTE: Per the [notice published in the Federal Register](#) on July 20, 2016, DHS has temporarily suspended the requirement to submit a CSAT [Top-Screen](#) and [Security Vulnerability Assessment](#) as the Department improves the [tiering methodology process](#).)

CSAT is a secure web-based system. The CSAT tool can be accessed only by [Chemical-terrorism Vulnerability Information \(CVI\)](#) certified individuals.

[Expand All Sections](#)

Register to Access CSAT

The Department encourages facilities to [register on the CSAT website](#) for a user identification and password if they believe they may be covered by this regulation. [Once the Department validates a facility's registration](#), it will notify the facility how to access CSAT.

After receiving access to CSAT, facilities are provided access to the Top-Screen, which enables the Department to determine if they are initially considered a high-risk chemical facility covered by CFATS.

For facilities that are initially considered high-risk, the SVA tool will be available on CSAT.

The completed SVA allows the Department to make a final tier determination. The SSP tool will be available to final tiered high-risk facilities on CSAT. This will allow them to satisfy the additional CFATS requirements. For more information, view the [CSAT User Registration User Guide](#).

Figure 1: Click Register on the CSAT Website to Continue with the CSAT Registration Process.

4.1 Authorizer Registration

Click the [Continue >>] button when you have reviewed the Privacy and Paperwork Reduction Act Statement and answered to the text challenge question at the bottom of the page.

The screenshot displays the CSAT User Registration interface. At the top, there is a header with the Homeland Security logo, the CSAT 2.0 logo, and OMB No., Expiration Date, and Version fields. Below the header, a blue bar contains the instruction: "To begin the CSAT User Registration process, review the Privacy and Paperwork Reduction Act Statement, complete the text challenge, and select Continue." The main content area is titled "Privacy and Paperwork Reduction Act Statement" and is divided into two sections: "Privacy Act Statement - CSAT User Registration" and "Paperwork Reduction Act Statement - CSAT User Registration". The Privacy Act section includes Authority, Purpose, Routine Uses, and Disclosure information. The Paperwork Reduction Act section includes information about the OMB Control Number and response time. At the bottom, there is a "Text Challenge" section with the instruction: "To continue, please enter the word that is the opposite of the word displayed. For example, the opposite of 'GIRL' is 'BOY'. Answers are not case-sensitive." The challenge question is "The opposite of **WEST** is" followed by an input field. A "Continue >>" button is located at the bottom right of the challenge section.

Figure 2: Challenge Text Question Example for the CSAT Registration Process.



You must answer all the required fields indicated by a red asterisk to continue with each section of the CSAT registration process.

4.1.1 Authorizer Information

Enter your information and **click** the [Next] button.

Authorizer Information

Note: An asterisk (*) beside a field indicates that an entry is required in the field.

* First Name

* Last Name

Mailing Address

* Address 1

Address 2

* City

* State

* Zip Code

* Phone Number

Extension

* E-mail Address

* Is the Authorizer a U.S. Citizen? Yes No

Next >>

Figure 3: Enter Your Information to Continue with the CSAT Registration Process (New Authorizer and Facility).

The system alerts you when you leave a required field blank or you entered an invalid value for a field.

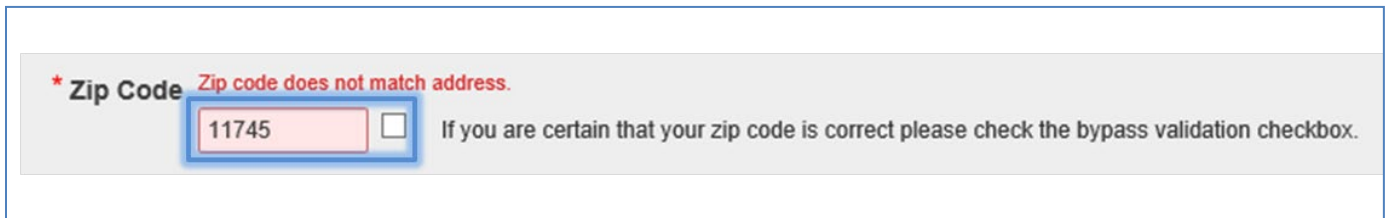
* **Phone Number** Phone Number can not be null.

Extension

* **E-mail Address** Email address is not valid.

Figure 4: Sample of Error Indicators and Field Validation.

To minimize address errors, the system will validate your zip code against the address you entered. If it cannot validate it, you will have the option of bypassing the validation. Correct your zip code or check the bypass validation checkbox to continue.

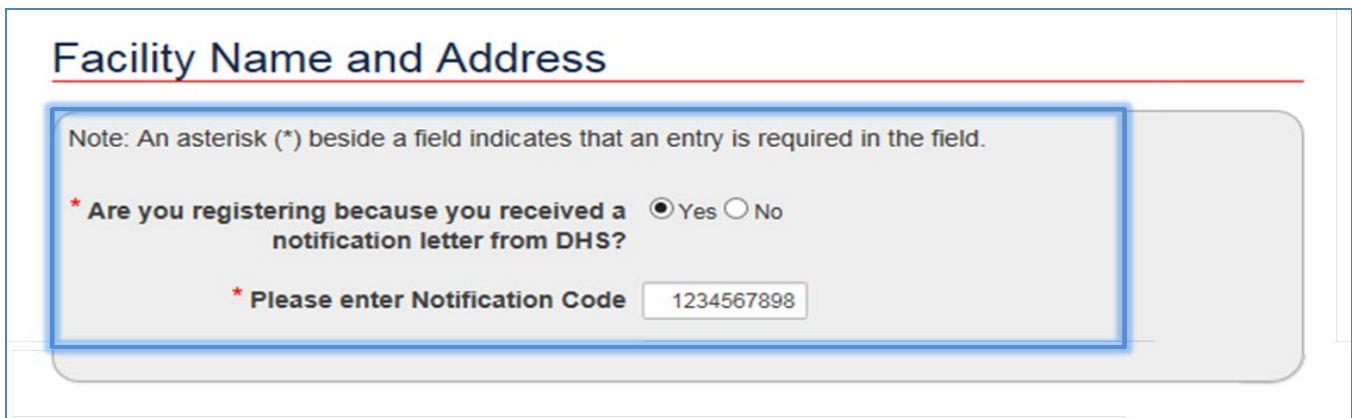


* Zip Code **Zip code does not match address.**
11745 If you are certain that your zip code is correct please check the bypass validation checkbox.

Figure 5: Correct Your Zip Code or Check the Box to Bypass Validation to Continue with CSAT Registration.

4.1.2 Facility Name and Address

Select **Yes** if you have received a notification letter from DHS. The notification contains a code that you must enter in the Notification Code text box. Select **No** if you did not receive a notification letter.



Facility Name and Address

Note: An asterisk (*) beside a field indicates that an entry is required in the field.

* Are you registering because you received a notification letter from DHS? Yes No

* Please enter Notification Code

Figure 6: Enter the Notification Code to Continue with Facility Registration.

Enter your **facility's name** and **address** and select **[Next]**.

Facility Name and Address

Note: An asterisk (*) beside a field indicates that an entry is required in the field.

* Are you registering because you received a notification letter from DHS? Yes No

* Facility Name

Alternate Facility Name

Physical Address

* Street Address

Street Address 2

* City

* State

* Zip

Figure 7: Enter the Facility Name and Address to Continue with the CSAT Registration.

The system validates the zip code you entered by using Google map's third-party service. To continue with the registration, the physical address must be a recognized the address within Google maps. This assists with providing your facility's geospatial map location and allows you to complete the next section. If you receive an error you can select the bypass option, however when the map generates for the Facility Location it may be different than you were expecting.



If you have any trouble validating your physical address, contact the CSAT Help Desk.

4.1.3 Facility Location

In this section of the registration, you are asked to place an X marking the center of your facility. The following sections describe the functions and features of the geospatial tool you use to locate your facility on the map.

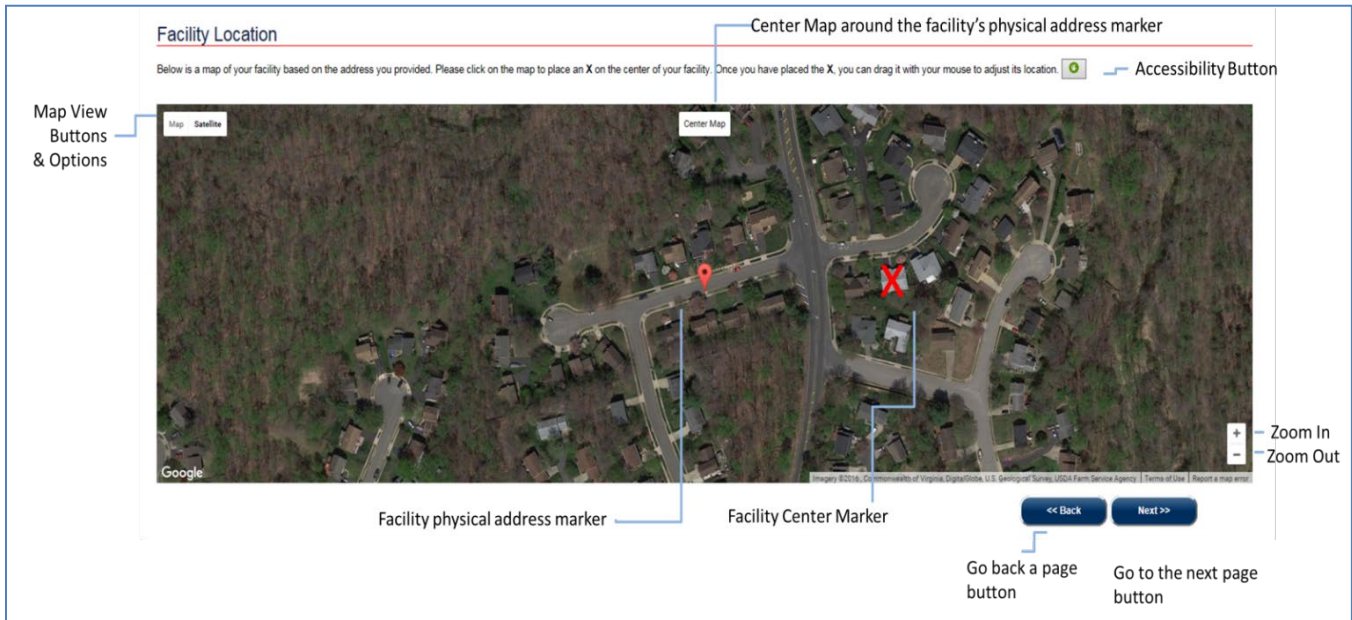






Figure 8: CSAT Registration Geospatial Tool

4.1.3.1 Geospatial Tool - Overview

The table below describes the buttons and features found in the geospatial tool.

Icon/Button	Feature	Function
	Facility Physical Address Marker	Marks physical address provided in the Facility Name and Address section of the registration process.
	Facility Center Marker	Marks the center of the facility's location. You need to click on map to display it and then drag it to the center of your facility.
	Satellite	Displays a satellite image of the facility location without city names and major highways. This is the default view.
	Labels	Option in the Satellite map view that adds labels of major highways, streets and buildings on the map.









Icon/Button	Feature	Function
	Map	This view is similar to a street map. It has a gray background. Small roads are colored white, larger roads are yellow, and major highways and interstates are colored orange.
	Terrain	Option in the Map view. This button highlights differences in terrain. It can be used to determine whether an area is flat or rocky.
	Pointing Hand Vector	Appears after you hover on the X. Click and hold down the mouse button to move to a different location on the map.
	Open Hand Vector	This icon is displayed when no action is performed on the Map.
	Closed Hand Vector	Appears after you click anywhere on the map or on the X. Left click and hold the mouse to move the map or X in any direction desired (pan movement). <i>NOTE: When you let go of your mouse button the hand vector will return to the pointing or open hand vector. See above.</i>
	Center Map	Centers the map view around the around the facility physical address marker or on the facility center X, if it has already been placed on the map.
	Zoom In and Out	You can zoom in by clicking on the plus sign and zoom out by clicking on the minus sign.
	Accessibility Button	Allows you to enter the coordinates for manually adding or editing your facility location.

Table 3: Geospatial Tool Buttons and Features

Click on the map to place an X on the map. Once you place the X, hover the mouse over the X. When the open hand vector changes to the **pointing you can drag** the X to the correct location.

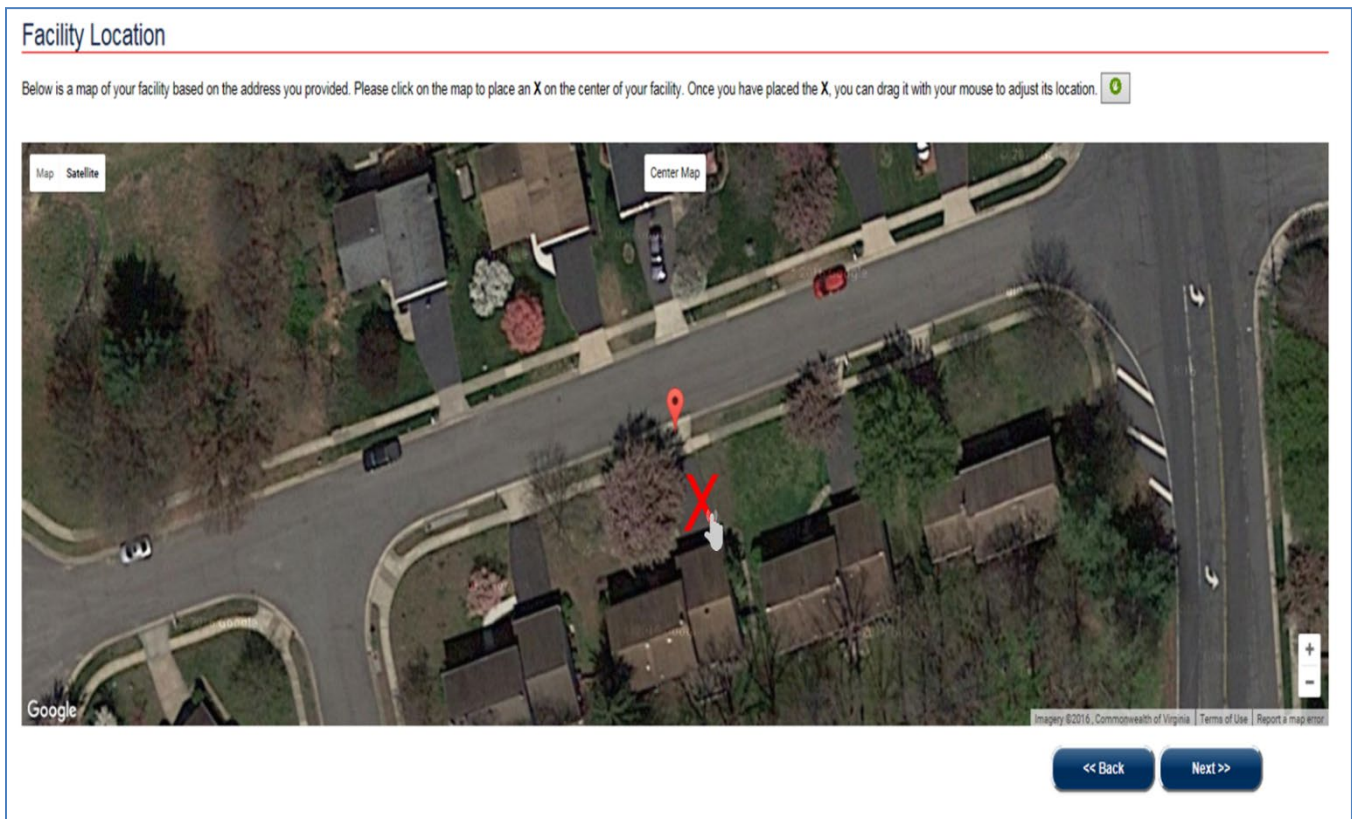


Figure 9: Drag the X to Place the X to the Center Location of Your Facility.



Prior to placing the X, zoom in the map to get a better view of your facility’s center location.

Click the **[Back]** button to return to the Facility Name and Address section if you wish to correct the facility’s information. Click the **[Next]** button to save the facility’s location.

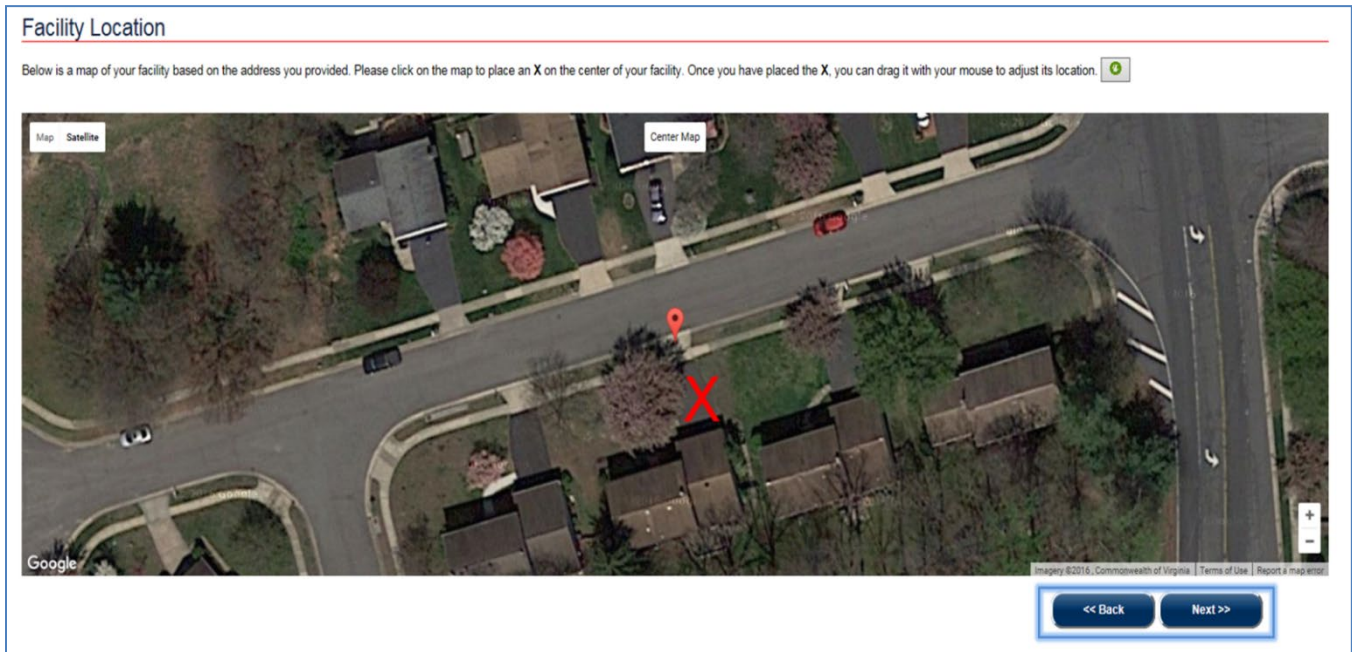



Figure 10: Click the Next button to Save the Facility Location During CSAT Registration.

This option is designed for individuals who are not able to place the X using the mapping feature. If you can use the mapping feature, it is recommended that you use the map feature instead.

Click the  **[Accessibility]** button found on the top right corner of the geospatial tool.

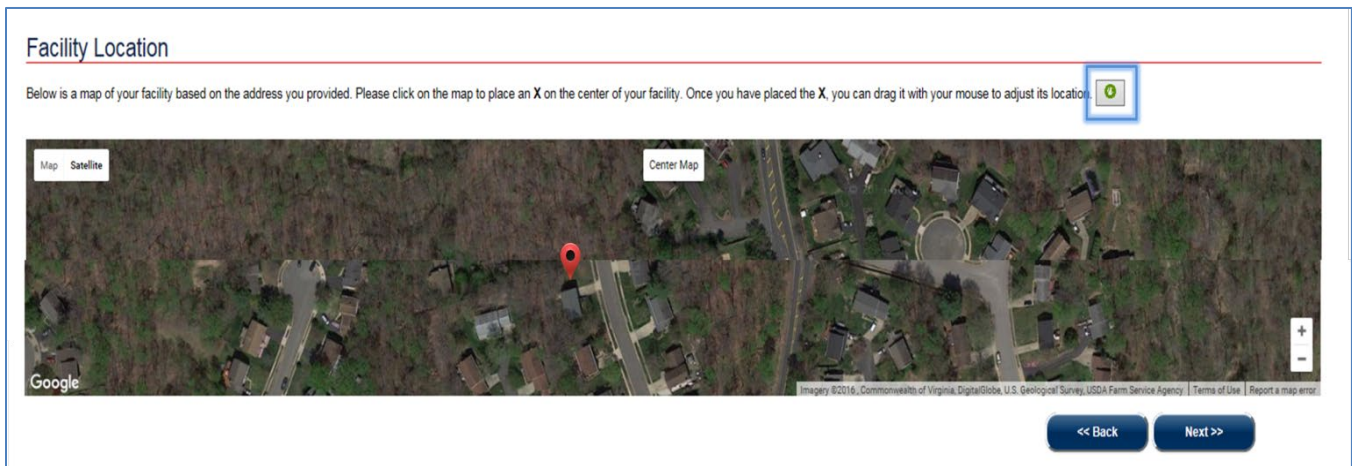


Figure 11: Click the Accessibility Button to Manually Place the X for Your Facility’s Center Location.

Click on the text area to enter the **Latitude** and **Longitude** coordinates of your facility's center.

Click the **[Cancel]** button to return back to the geospatial tool. Please note, canceling will not save any changes you may have made.

Click the **[Save]** to save your answer.

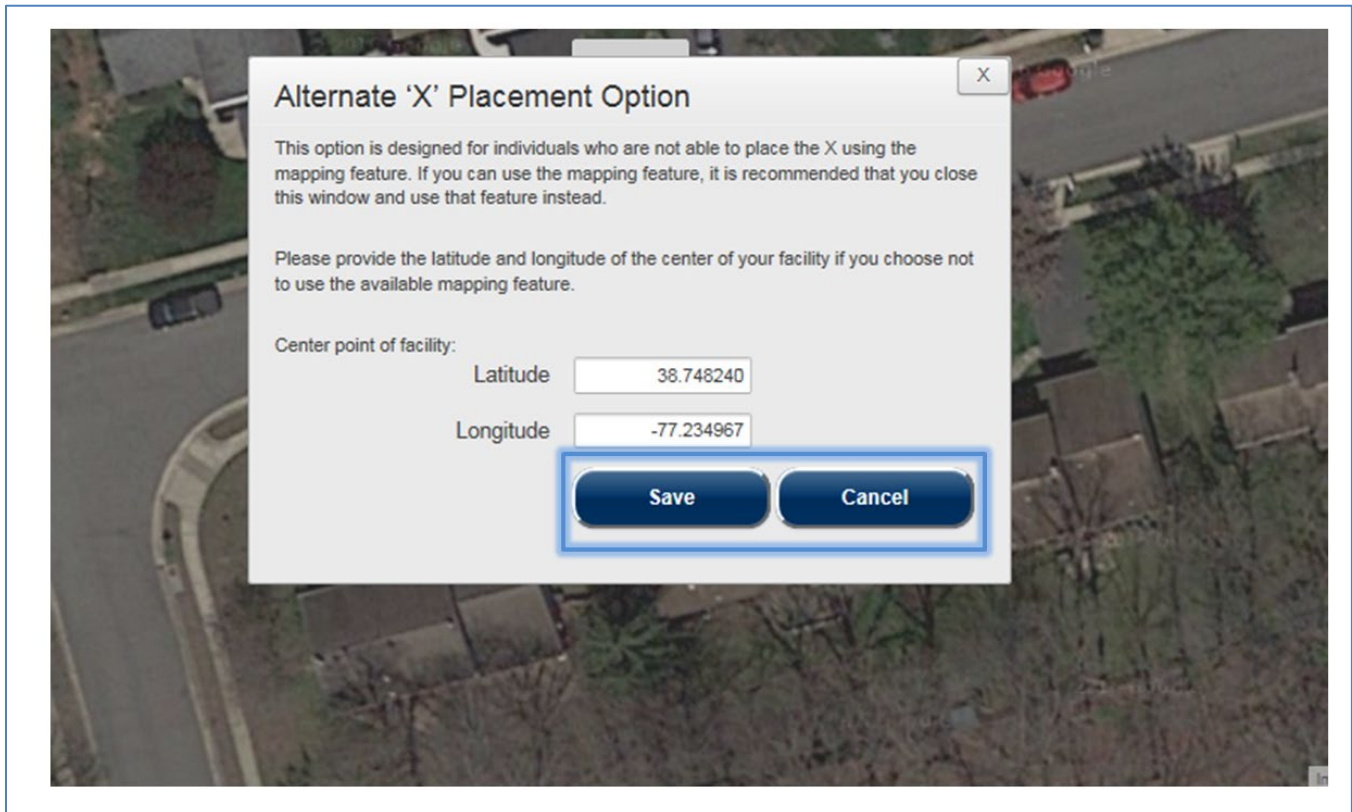


Figure 12: Click the Open Text Box to Enter Latitude and Longitude to Mark Your Facility's Center.



The prepopulated coordinates are the physical address of your facility's information that were provided in the previous section of the registration [Facility Name and Address]. If you already placed an X on the map, the coordinates shown are for the center location.

4.1.3.2 Ownership and Facility Type

In this section, you describe your facility's owner, operator and industry classification. See [Appendix B](#) for more details regarding each field of this section.

Click the **[Back]** button to return to the Facility Location section if you wish to correct the facility's center.

Click the **[Next]** button to save your answers and continue with the CSAT registration process.

Ownership and Facility Type

Note: An asterisk (*) beside a field indicates that an entry is required in the field.

* Owner

* Operator

Parent Company Name

Parent Company Data Universal Numbering System Number (DUNS)

* Facility Co-location Status

Facility Data Universal Numbering System Number (DUNS)

* Facility NAICS Code Level 1 -- Select a NAICS Code --

Facility EPA Identifier

* Facility Sector Type

* Does this facility qualify as a small business concern for U.S. Small Business Administration? Yes No

* Please indicate by which criteria

<< Back Next >>

Figure 13: Complete the Ownership and Facility Type Section to Continue with CSAT Registration.

4.1.3.3 Personnel Information

In this section, you provide information about your facility’s personnel and provide its security officer(s) contact information. See [Appendix C](#) for more details regarding each field of this section.

Personnel Information

Note: An asterisk (*) beside a field indicates that an entry is required in the field.

- * Number of full-time employees
- * Number of part-time employees
- * Number of contractors
- * Number of other types of employees

Facility Security Officer

- * First Name
- * Last Name
- * Phone
- * Email

Assistant Facility Security Officer

* Do you have an Assistant Facility Security Officer? Yes No

Cyber Security Officer

* Do you have a Cyber Security Officer? Yes No

Corporate Security Officer

* Do you have a Corporate Security Officer? Yes No

<< Back Next >>

Figure 14: Complete the Personnel Information Section to Continue with CSAT Registration.

If you answer **Yes** for any additional types of security officers, you must provide the requested contact information.

Assistant Facility Security Officer

* Do you have an Assistant Facility Security Officer? Yes No

- * First Name
- * Last Name
- * Phone
- * Email

Figure 15: Additional Type of Security Officer Contact Information.

Click the **[Back]** button to return to the Ownership and Facility section if you wish to correct any of your previous entries.

Click the **[Next]** button to save your answers and continue with the CSAT registration process.

4.1.3.4 Add More Facilities

In this section, you review a summary of the information you have entered. Select **Yes** if you want to add another facility during this registration, and then follow the instructions above to register an additional facility.

Otherwise, select **No**.

Add More Facilities

Here is a summary of the information that you have entered.

Authorizer: John Doe

Mailing address **8888 Aquarius, Springfield, VA, 22321**
 Phone number **999-999-9999**
 Email **john.doe@test1.com**
 US Citizen **Yes**

Facility Name	Alternate Facility Name	Address 1	Address 2	City	State	Zip	County	Notification Code
John Does Chemicals		8888 Aquarius		Springfield	VA	22231		

row(s) 1 - 1 of 1

Do you want to add more facilities? No Yes

<< Back

Next >>

Figure 16: Summary Page for CSAT Registration



If you have a considerable number of facilities and would prefer to register them in bulk, please complete the registration for only one facility. Contact the CSAT Help Desk who can assist you in registering the rest of your facilities.



Every time you add a new facility you will be able to review your answers before you submit your registration.

Click the **[Back]** button to return to the Personnel Information or other sections of your registration if you wish to correct any of your previous entries.

Click the **[Next]** button to save your answers and continue with the CSAT registration process.

4.1.3.5 Submit to DHS

This is the final step of the CSAT registration process.

Click the **[Submit to DHS]** button to save your answers and complete the CSAT registration process.

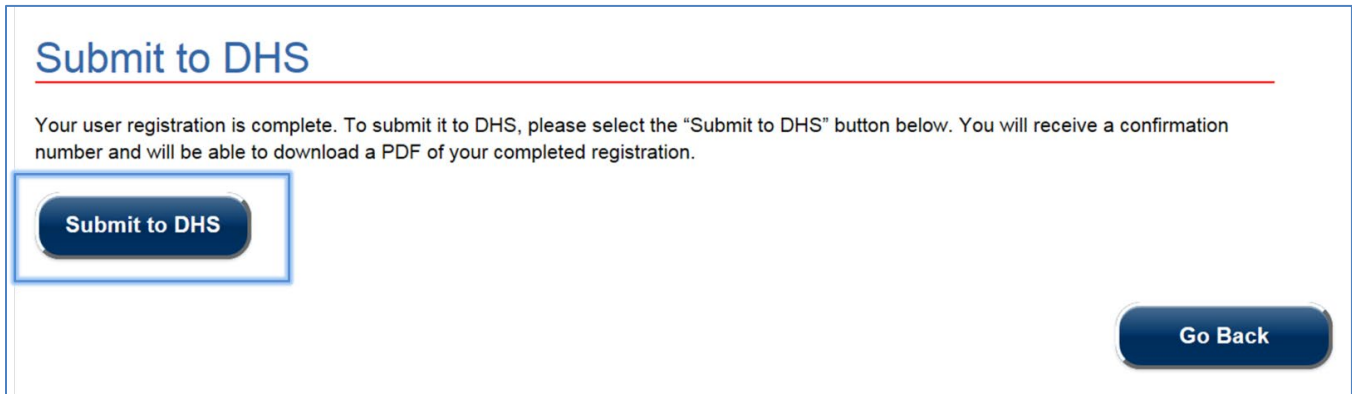


Figure 17: Click the Submit to DHS button to Complete the CSAT Registration Process.

You are prompted by the CSAT system to confirm your submission to DHS.

Click the **[Yes]** button if you wish to submit your registration.

Select the **[Cancel]** button to cancel your submission and review your entries.

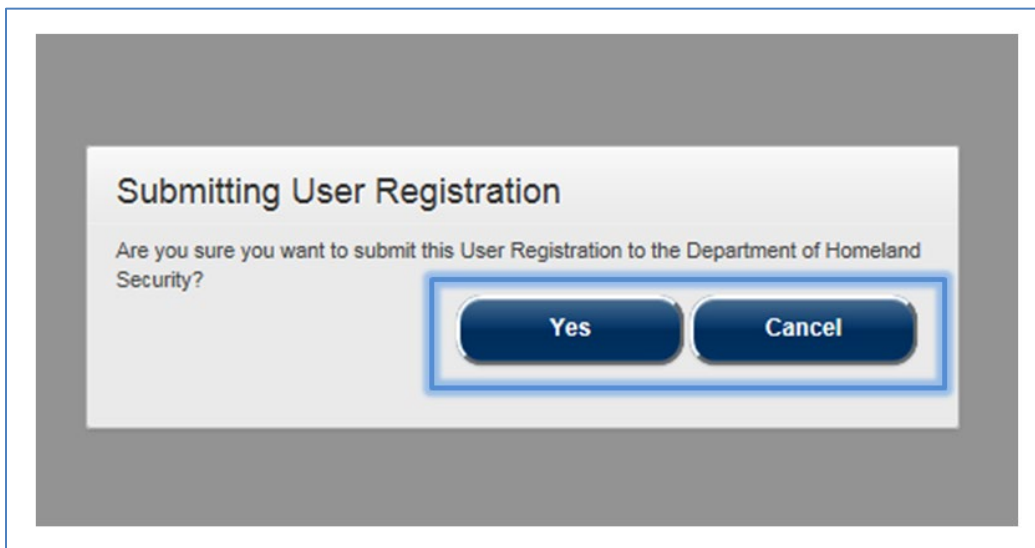


Figure 18: Click Yes to Re-Confirm your CSAT Registration Submission.



If you select Cancel you can click the [Go Back] button to return to the Add More Facilities or other sections of your registration to correct and/or review any of your previous entries.

After you submit your registration you see a message acknowledging your submission and a confirmation number for future reference. You have the option to download a PDF version for your records.

Click the **[Download PDF]** to download a copy of your registration information.

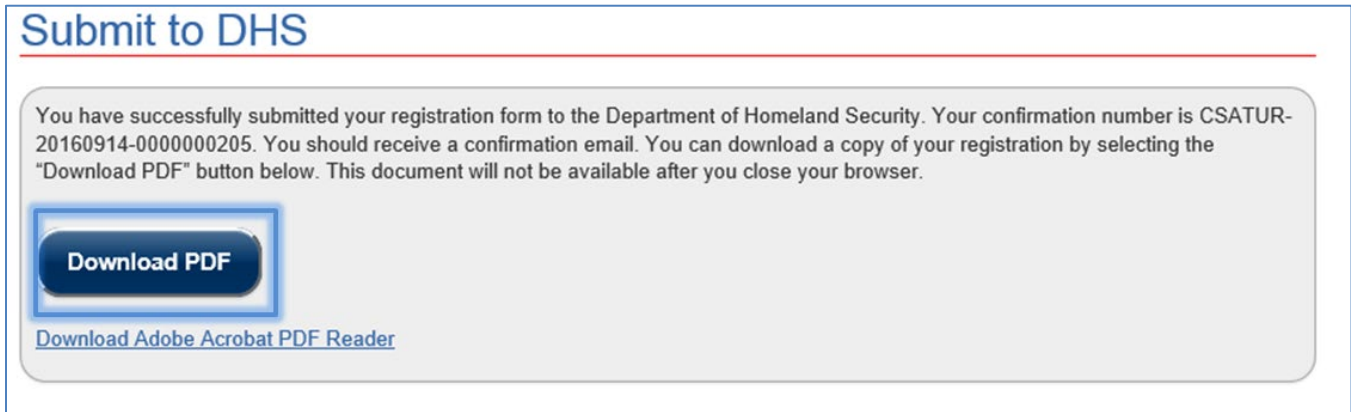


Figure 19: Click the Download PDF Button to Retain a Copy of Your CSAT registration.

Close your browser window when you are done.

You will receive follow-up emails with your registration confirmation, username, and instructions on how to access the CSAT system.

4.2 User Registration with a Challenge Code

This process is available if you have received an invitation from a CSAT Authorizer or Administrator to register for CSAT, or if you received a request to accept an authorizer transfer role. During this process, you receive two separate emails from the CSAT system: one email provides the invitation and link to join CSAT and another one provides a unique challenge code. After you click or copy and paste the link provided in the email to your browser, the CSAT registration page appears. Review the Privacy and Paperwork Reduction Act Statement and answer to the text challenge question at the bottom of the page. See Section [4.1](#) for more details.

Enter the **code** you received in your second email from CSAT and click the **[Verify]** button.

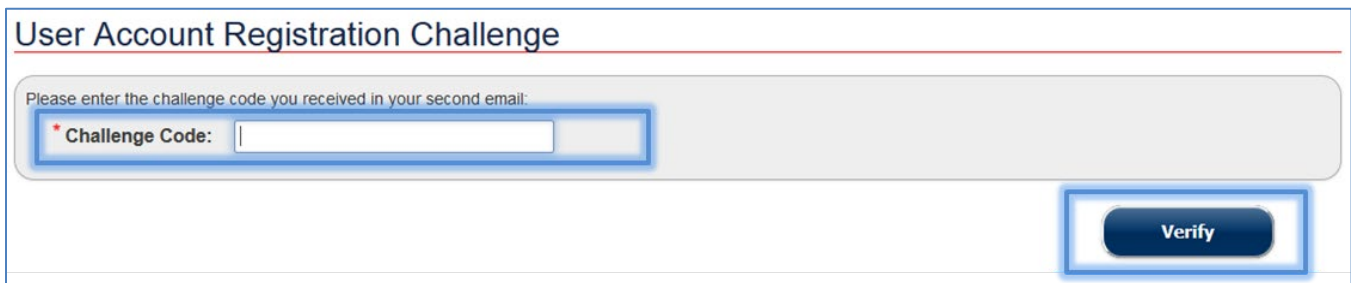


Figure 20: Enter the Challenge Code to Continue with the CSAT Registration Process.



The link and challenge code will be valid for 30 days. If the code is deactivated or does not work, you may contact your authorizer or administrator to initiate a new code challenge. See Section [10.1](#) for details on how to initiate a code challenge.

4.2.1 Existing CSAT User (I Have a CSAT Account)

Select **Yes** if you are an existing CSAT User.

Enter your CSAT **username** and **password** and click the [**Submit**] button.

The screenshot shows a web form titled "Existing CSAT User?". Below the title is a question: "Are you an existing CSAT User?" with radio buttons for "No" and "Yes". The "Yes" option is selected. Below this is a section titled "CSAT User Credentials" with a sub-instruction: "Please enter your CSAT user credentials below to associate your account with the Authorizer who requested your access." This section contains two input fields: "Username" with the value "john.doe" and "Password" with masked characters. A "Submit" button is located at the bottom left of the form.

Figure 21: Enter your CSAT Login Information if you are an Existing CSAT User.

Close your browser window when you are done.

The updates to your CSAT account will reflect when you log back to CSAT. See Sections [5](#) and [6](#) for login and navigating the CSAT system.

4.2.2 Not an Existing CSAT User (I Do Not Have a CSAT Account)

Select **No** if you are not a registered CSAT user. Enter your **information** and click the **[Submit]** button.

Existing CSAT User?

Are you an existing CSAT User? No Yes

User Information

Note: An asterisk (*) beside a field indicates that an entry is required in the field.

* **First Name**

* **Last Name**

Mailing Address

* **Address 1**

Address 2

* **City**

* **State**

* **Zip Code**

* **Phone Number**

Extension

* **E-mail Address**

* **Is the Authorizer a U.S. Citizen?** Yes No

Figure 22: Enter your Information and Click Submit to Finish the User Registration Process.

Success

You have successfully submitted your registration information to DHS. You will receive a follow-up email with further instructions for accessing the CSAT system. You may close your browser at this time.

Figure 23: Successful Submission Message for Completing the CSAT Registration Process.

You will receive a follow-up email with further instructions for accessing the CSAT system.

5 Accessing the CSAT Portal

Click the CSAT Portal Link to log on to your account. Enter your **username and password** and click the [Sign In] button.

Disclaimer

You are about to access a U. S. Government computer/information system. Access to this system is restricted to authorized users only. Anyone who accesses this system without authorization or exceeds authorized access could be subjected to a fine or imprisonment, or both, under Public Law 98-473. By accessing the system, you consent to having your activities and or access recorded by system software and periodically monitored. If this record reveals suspected unauthorized use or criminal activity, the evidence may be provided to supervisory personnel and law enforcement officials. DO NOT PROCESS CLASSIFIED INFORMATION ON THIS SYSTEM.

Welcome to the CSAT Portal

Please select 'This is not a trusted' device option if this is not a machine you user regularly. You are required to enter a valid Username/Password combination to proceed.

This is not a trusted device
 This is a trusted device

Username:

Password:

[LOG IN](#)

[Forgot Password](#)

Need Help?

For requesting new accounts, you should contact your facility's CSAT Administrator or Authorizer.

For additional help, please contact:
 CSAT Portal Help Desk
csat@hq.dhs.gov
 866-323-2957

Figure 24: Enter Your CSAT Credentials and Click [Sign In] to Access the CSAT Portal.



If you are logging onto CSAT for the first time, follow the CSAT guidelines to log in securely and create a password. Thereafter, you will be automatically logged out from the system. Click the CSAT Portal Link to log on to your account with your new password.



As part of the Department's effort to provide enhanced security to users, CSAT has been upgraded to implement a tiered security strategy that includes two-factor authentication (TFA).

After you enter your login credentials you will be asked to select a delivery option to receive a time sensitive passcode.

The screenshot shows the CSAT Portal login interface. On the left, there is a logo for 'CSAT Portal' featuring a padlock icon and a 'Restart Login' link. On the right, a form titled 'Please choose the delivery method for your Passcode.' contains three radio button options: 'Email xxxx@email.com', 'Voice : xxx-xxx-1234' (with a 'Voice' button), and 'iPhone/Mobile xxx-xxx-1234' (with 'Voice' and 'SMS/Text' buttons). A blue 'Submit' button is highlighted with a red box at the bottom of the form.

Figure 25: Select the Delivery Method for your Passcode and Click Submit.

Enter the passcode you received either by email, phone call or text message and click submit.

The screenshot shows the CSAT Portal login interface. On the left, there is a logo for 'CSAT Portal' featuring a padlock icon and a 'Restart Login' link. On the right, a form titled 'You are required to enter the passcode that you just received to proceed.' contains a 'Passcode:' label and a text input field with the value '123456'. A blue 'Submit' button is highlighted with a red box below the input field. Below the 'Submit' button, there is a link: 'Please click here to select an alternate method for receiving your passcode.'

Figure 26: Enter the Time-Sensitive Passcode to Login into CSAT.



If you have not received a passcode and did not work. Click the ‘alternative method’ link to get another passcode.

5.1 [Forgot Password](#)



This applies if you are logging onto CSAT for the first time or you click ‘Forgot Password’ link.

After you enter your login credentials you will be asked to select a deliver option to receive a time sensitive code.

See section [5](#) above for the step by step instructions.

A screenshot of a login form. It features two input fields: "Username:" with the text "John.doe" and "Password:" with masked characters. Below the password field is a blue "LOG IN" button. At the bottom of the form, there is a blue-bordered box containing the text "Forgot Password" in blue, which is highlighted with a blue glow effect.

Figure 27: Forgot Password Link Location



You can update the passcode delivery numbers by accessing your CSAT account information. See section [12](#) for more information.

5.2 CVI Authorization

This section applies ONLY if you are logging into CSAT for the very first time.

If you are login into CSAT for the very first time you will need to enter your Chemical-terrorism Vulnerability Information¹ (CVI) number. CVI is a Sensitive but Unclassified designation used to protect information developed under the CFATS regulation. Completion of [CVI training](#) is required for all users. CVI should only be disclosed to CVI trained individuals.

More detailed information on CFATS and Chemical-terrorism Vulnerability Information (CVI), is available on the www.dhs.gov/chemicalsecurity.

Figure 28: Insert Your CVI Credentials and Click Submit Authorization to Enable Your Account.

After you enter the CVI credentials you will be automatically logged off. Close your browser completely.

When you log back into CSAT your CVI credentials will be saved and you will not be required to go through this step.



If you are experiencing any trouble with entering your CVI credentials, please contact the CSAT Help Desk for assistance.

¹ Chemical-terrorism Vulnerability Information (CVI) is a Sensitive but Unclassified designation used to protect information developed under the CFATS regulation. Completion of CVI training is required for all CSAT users, and CVI should only be disclosed to CVI-trained individuals with a need to know. To access CSAT you must be CVI trained. To complete CVI training go to <https://cvi.dhs.gov/training>.

5.3 Rules of Behavior

After logging in, you will be asked to read and accept the CSAT Portal Rules of Behavior.



More information about sensitive Personally Identifiable Information (PII) can be found in the DHS Handbook for Safeguarding Sensitive Personal Identifiable Information by visiting the publication page at <https://www.dhs.gov/publication/dhs-handbook-safeguarding-sensitive-pii>.

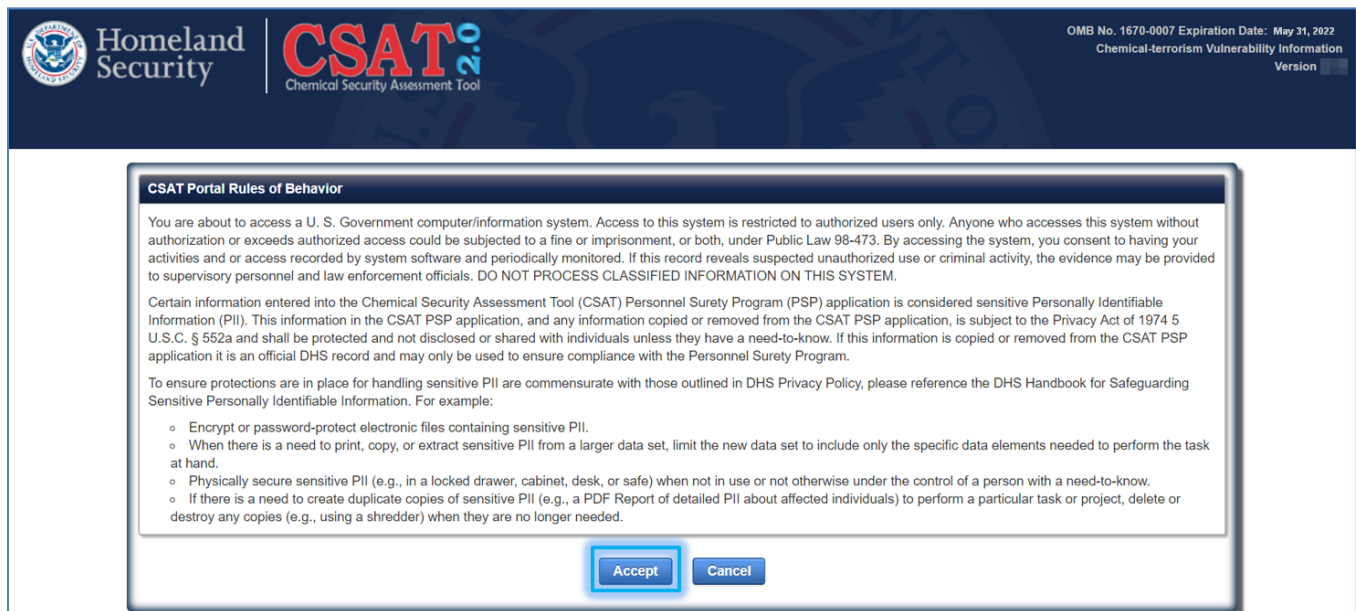


Figure 29: CSAT Portal Rules of Behavior

You must accept the Rules of Behavior to continue to the CSAT Portal; otherwise the cancel button will end your CSAT session.

5.4 [Select Authorizer](#)

This section applies ONLY if you work for multiple authorizers.

If you work for multiple authorizers, you will be prompted to select the authorizer name prior to accessing the CSAT Portal.

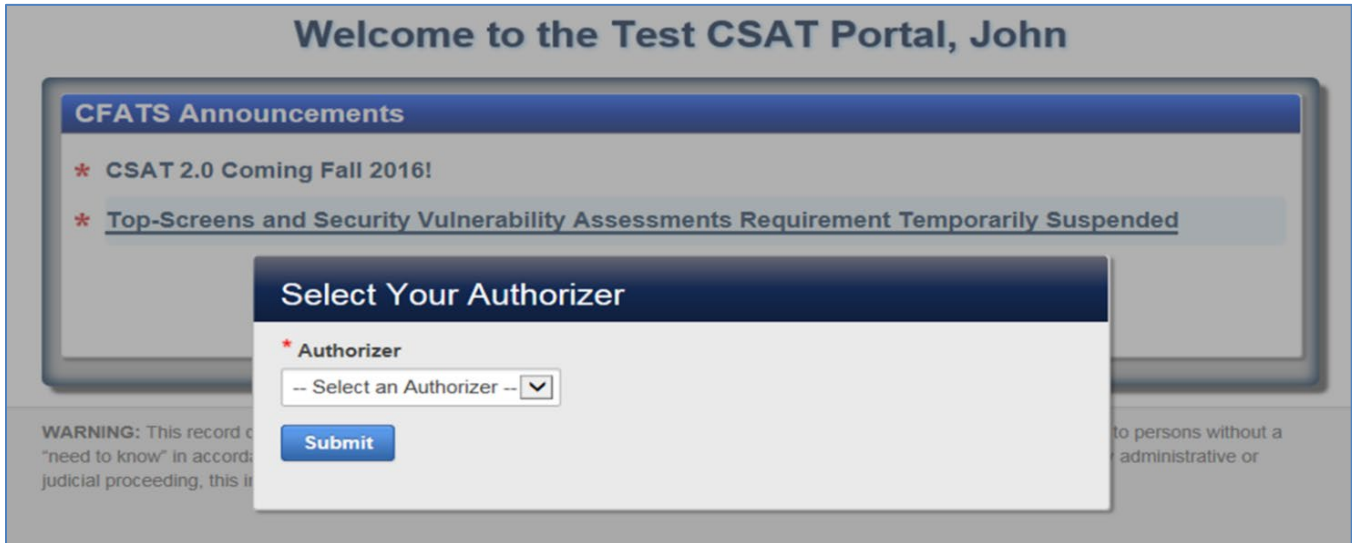


Figure 30: Message Display Prompting a User to Select an Authorizer.

Select the **name** from the dropdown list.

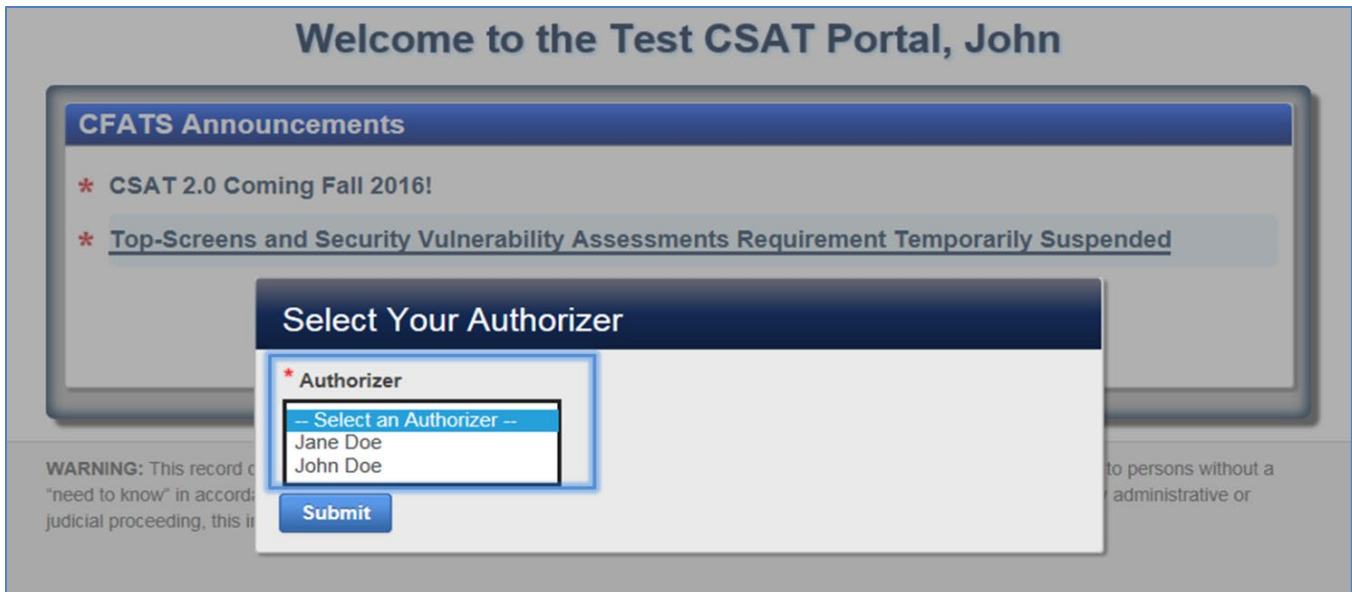


Figure 31: Select the Appropriate Authorizer Role to Continue to the CSAT Portal.



If you are an authorizer for facilities your name will also appear in this list.

Click the **[Submit]** button to continue to the CSAT Portal.

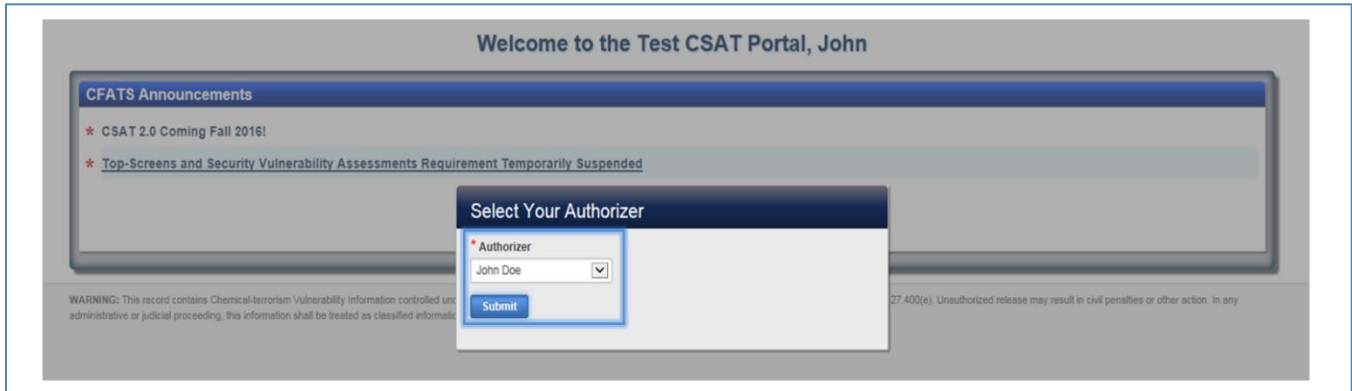


Figure 32: Click the Submit Button to Continue to the CSAT Portal.



The CSAT Portal will only display information for the facilities under the Authorizer you selected. You will need to switch the authorizer to see facilities under a different authorizer. You may change the authorizer after you logged into the CSAT system at any time. See [12.5](#) for more details.

6 Navigating the CSAT Portal

The CSAT Portal has a page header with the official DHS seal and the following:

- **Username:** Select the link to manage your account. See Section [12](#) for more details.
- **Current Authorizer:** Select the link to change the authorizer. See Section [12.5](#) for more details.
- **Logout:** Select **Logout** to exit CSAT completely.
- Office of Management and Budget (OMB) Control number with corresponding Expiration Date
- Chemical-terrorism Vulnerability Information (CVI).
- CSAT current version number.
- **Quick Search:** Type a name or ID number of a facility to filter through all your facilities Each CSAT survey displays the CVI warning disclaimer at the bottom of each page.

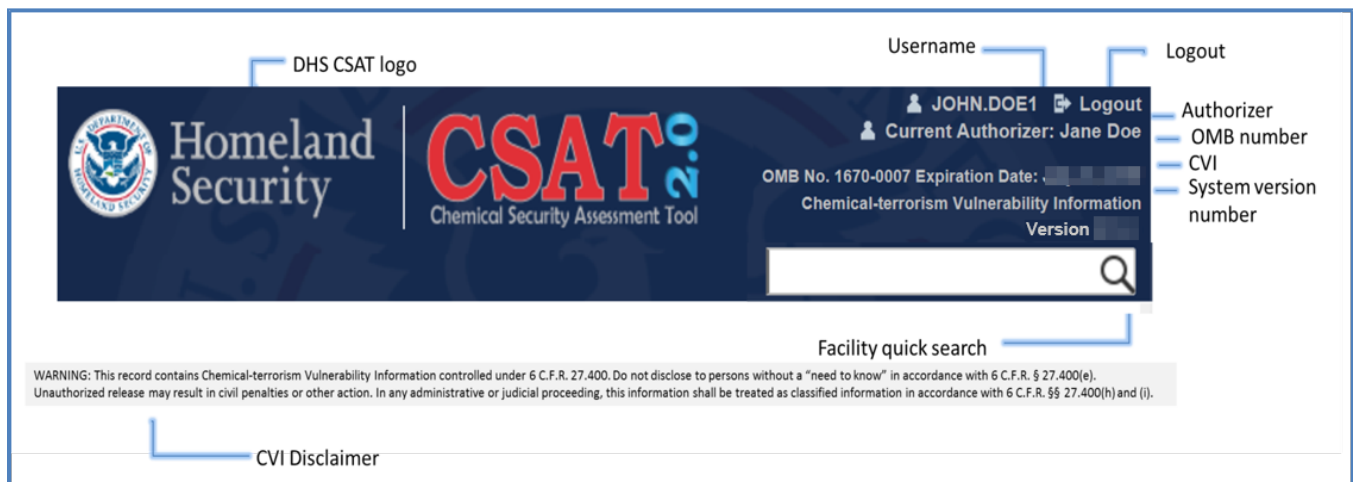


Figure 33: CSAT Header and Footer Overview



CVI is a Sensitive but Unclassified designation used to protect information developed under the CFATS regulation. Completion of [CVI training](#) is required for all users. CVI should only be disclosed to CVI trained individuals.

7 Home Tab

This page shows pending actions for any facility under your authorizer’s purview.

CFATS Announcements: Displays any announcements from DHS. Click on a link to access the details to each announcement. This section is not shown if there are no announcements to be displayed.

Surveys in Progress: Displays all the facilities with an active survey. Click on the name of the facility name to access the survey via the details page. You can sort this list by facility name, survey name, due date and days left. See Section 9 for more details.

Pending Extension Requests: Displays any pending extension requests. This feature appears only if there are items to display, otherwise it remains hidden. You can sort this list by facility name, survey ID, survey type, date the survey extension was requested, or due date requested.

The screenshot shows the CSAT Portal Home Tab for user John Doe. The header includes the Homeland Security logo, CSAT 2.0 branding, and user information (JOHN.DOE1, Current Authorizer: Jane Doe). Navigation buttons for Home, My Facilities, and Help are visible. The main content area is titled "Welcome to the CSAT Portal, John" and contains several data-rich sections:

- CFATS Announcements:**
 - ★ CSAT 2.0 Coming Fall 2016!
 - ★ [Top-Screens and Security Vulnerability Assessments Requirement Temporarily Suspended](#)
- Surveys in Progress:**

Facility Name	Survey Type	Due Date	Days Left
John Does Chemicals - 900000713	Top-Screen	2016-11-06	58
- Pending Extension Requests:**

Facility Name	Survey ID	Survey Type	Requested On	Requested Due Date
John Does Chemicals - 900000713	4054990	Top-Screen	2016-09-07	2016-11-30
- PSP Alerts:**
 - ★ One or more records are no longer verified for CORPORATION (EMPLOYEES ONLY) group. Go to the [PSP Tab](#) to edit the record(s) with updated credentials or remove record(s) if no longer valid.
 - ★ One or more records are not verified for CORPORATION (EMPLOYEES ONLY) group. Go to the [PSP Tab](#) to edit the record(s) or remove record(s) if no longer valid.
- Letters Awaiting Acknowledgement:**

Letter	Date Mailed	Facility Name
Timing Letter 4054984	2016-09-01	John Does Chemicals
- Upcoming Facility Visits:**

Facility Name	Type Of Visit	Visit Start	Visit End	Team Lead
John Does Chemicals - 900000713	Compliance Assistance	2016-09-19	2016-09-22	Kevin Eady
- Pending Facilities:**

Facility Name	Address	City	State	Zip Code	Status
Joe Doe LLC	5555 Aquamarine	Springfield	IL	62701	Submitted
- Pending Users:**

First Name	Last Name	E-mail	Status
Beatrice	Harp	Bea.harp@doeschem.com	Email Sent - 2016-09-12
- Pending Facility Transfers:**

First Name	Last Name	E-mail	Status
Beatrice	Harp	Bea.harp@doeschem.com	Email Sent - 2016-09-12

Figure 34: CSAT Home Tab Overview

Personnel Surety Program (PSP) Alerts: This feature is only available to users with PSP access. Displays alerts associated with Affected Individual records. You can click on the link to the PSP tab to take the required action related to the alert. This feature will display alerts if there are one or more records associated with the alert. The message “No active PSP alerts” will be displayed if there is no information to display.

Letters Awaiting Acknowledgment: Displays any letters awaiting acknowledgment. These letters are formal letters sent by DHS to your facility with information regarding your facility. This feature is displayed to all users but only users with an authorizer or submitter role can acknowledge the letters. You can sort this list by letter name, date it was mailed or facility name.

Upcoming Facility Visits: Displays any scheduled DHS visits to a facility, including the DHS Team Lead name. Click on the link to go to the Facility’s details page. See Section [8](#) for more details.

Pending Facilities: This feature only displays if a new registered facility is pending DHS approval. After the facility receives approval it appears in My Facilities details page. See Section [8](#) for more details.

Pending Users: This feature will only be displayed for authorizer or administrator roles. It displays any pending users or authorizers. See Section [10.2](#) for more details.

Pending Facility Transfers: This feature will only be displayed if a facility has been transferred to another authorizer. See Section [12.4.1](#) for more details.



If you work for multiple authorizers, this page and the subsequent tabs will show the information under the selected authorizer’s purview.

7.1 [Sort by this column feature](#)



Click the **Sort by this column button** to sort the information displayed by ascending order.



Click the **icon** once more to sort the information displayed by descending order.



The sort function is available in every page that displays a list.

7.2 [Letters Awaiting Acknowledgment](#)

Click the Letter name link to download the letter.

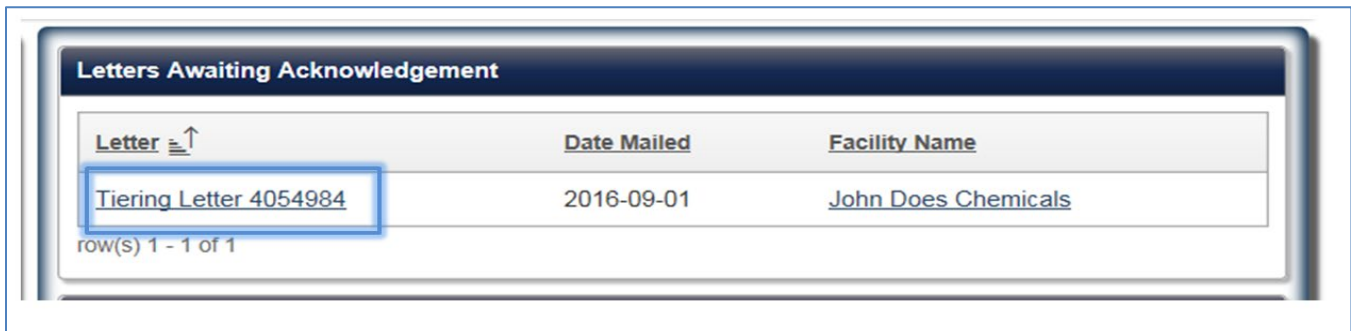


Figure 35: Click the Letter Link to Acknowledge the Letter Sent by DHS.

If you are an Authorizer or Submitter, when you close the letter, you are asked to acknowledge that you have read it. Check the letter acknowledgment statement checkbox and click the **[Submit acknowledgement]** button. Click **[Cancel]** button to cancel the action. The pending action remains in the Home page and the Facility's details page until you submit the acknowledgement.

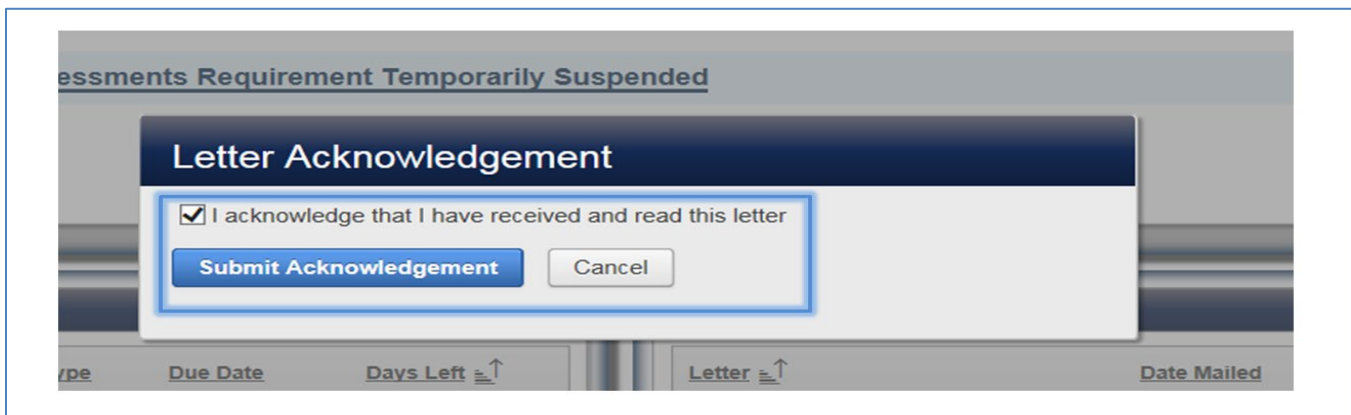


Figure 36: Check the Acknowledgement Statement and Click Submit to Accept the DHS Letter.



The acknowledged letter will be stored in the Facility's detail page. See [Section 9](#) for more information.

8 My Facilities Tab

This page shows all your registered facilities and any facilities that you have registered but are still pending DHS approval.

Search Facilities

Facility ID: Facility Name: Address: City:

State: Tier: Submitter:

[Filter](#) [Reset](#)

My Facilities [Add Facility](#)

row(s) 1 - 1 of 1

Facility ID	Facility Name	Address	City	State	Zip Code	Tier	Status	Submitter
900000713	John Does Chemicals	8888 Aquarius	Springfield	VA	22153	4	Untiered	John Doe

row(s) 1 - 1 of 1

Pending Facilities

Facility Name	Address	City	State	Zip Code	Status
Joe Doe LLC	5555 Aquamarine	Springfield	IL	62701	Submitted

row(s) 1 - 1 of 1

Figure 37: My Facilities Tab Page Overview

8.1 Facility Search

The facility search feature is very useful for users that manage multiple facilities. Enter search criteria and click the **[Filter]** button to narrow down the list to the facilities that meet the criteria.

Figure 38: Enter One or Many Search Criteria to Conduct a Search of Your Facilities.

The search results will display in the My Facilities list. You can refine your search criteria or use the sort column feature to find facilities.

Facility ID	Facility Name	Address	City	State	Zip Code	Tier	Status	Submitter
900000714	Jane Doe Factory	8888 Aquamarine Drive	Pinehurst	NC	28327	Untiered	Untiered	Jane Doe
900000717	John Doe Construction	88888 Aquamarine	Springfield	IL	62702	Untiered	Untiered	John Doe

Figure 39: Search Results Displayed in My Facilities List.

Click the **[Reset]** button to clear the data and display back all your facilities.



The message “No facilities found for the selected information” will display if the query had no results to show.

8.2 Add Facility

This section applies ONLY if you have an authorizer or administrator role.

Click the [Add Facility] button located on the upper right side of My Facilities list to register a new facility.



Figure 40: Click the Add Facility Button to Register a New Facility



See Section [4.1.3](#) and [Appendices B](#) and [C](#) for information on how to enter your facility information.

8.2.1 Facility Location

Similar to the CSAT registration process, you must place an X to mark the center of your facility on the map generated by the geospatial tool.

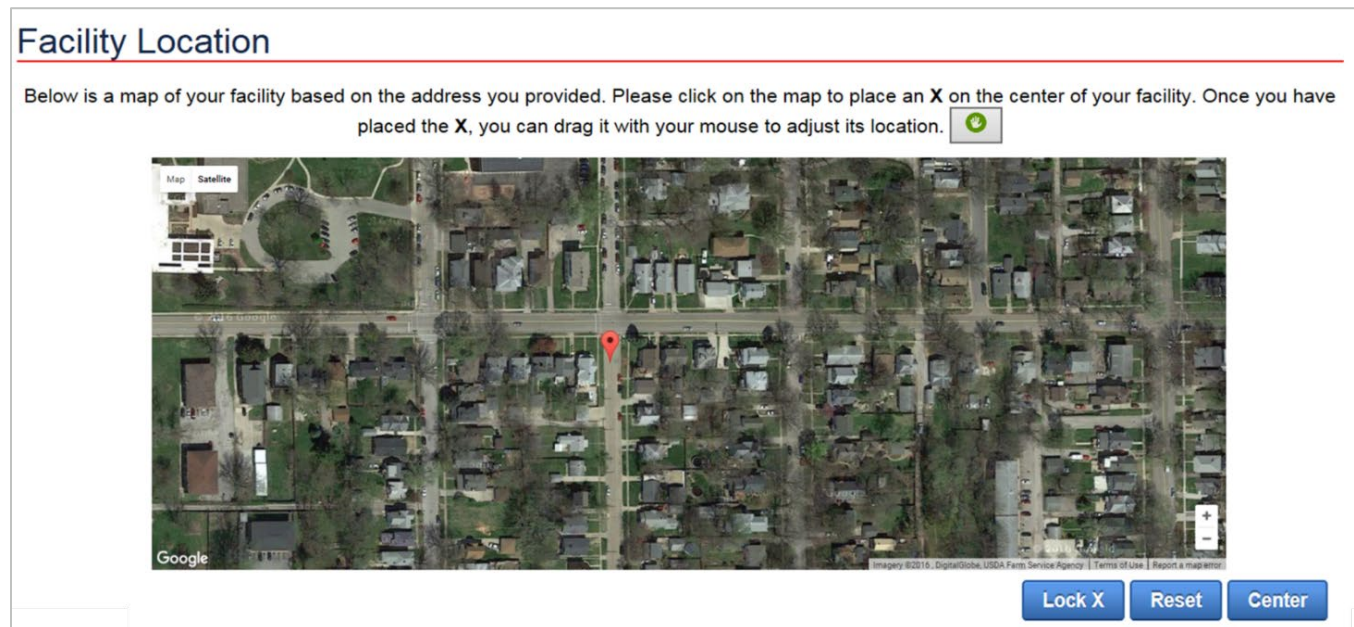


Figure 41: CSAT Portal Geospatial Tool Overview

Table x below describes additional features not described in the sections earlier. See Table 3: Geospatial Tool Buttons and Features, found in Section 4.1.3 for an overview of the buttons and features of the geospatial tool.





Button	Feature	Function
	Edit X	Allows you to reposition the X on the map to adjust the center of your facility.
	Lock X	Locks the X in the position you placed it.
	Reset	Deletes any X placed on the map and re-centers map on facility marker.
	Center	Centers the map view on the facility’s physical address location marker.

Table 4: Geospatial Tool Buttons and Features

Click on the map to place an X on the map. Once you place the X, hover the mouse over the X. When the open hand vector changes to the pointing icon you can drag the X to the correct location.

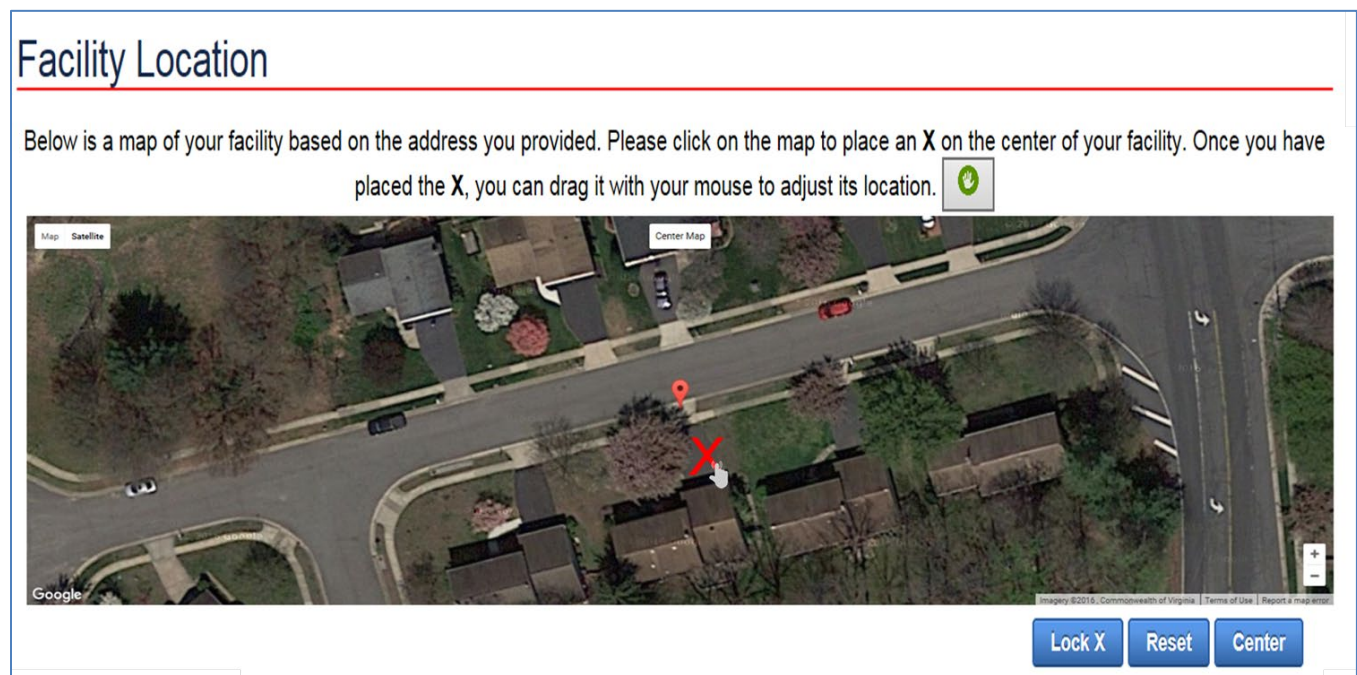


Figure 42: Drag the X to Place it to the Center Location of Your Facility.



Prior to placing the X, zoom in the map to get a better view of your facility’s center location.

Click the [**Lock X**] button to save the location marked.

Click the [**Reset**] button if you wish to clear the X and restart the placement.

Click [**Center**] to center the map on the facility physical address marker to assist you with the process of defining the center of your facility's location.

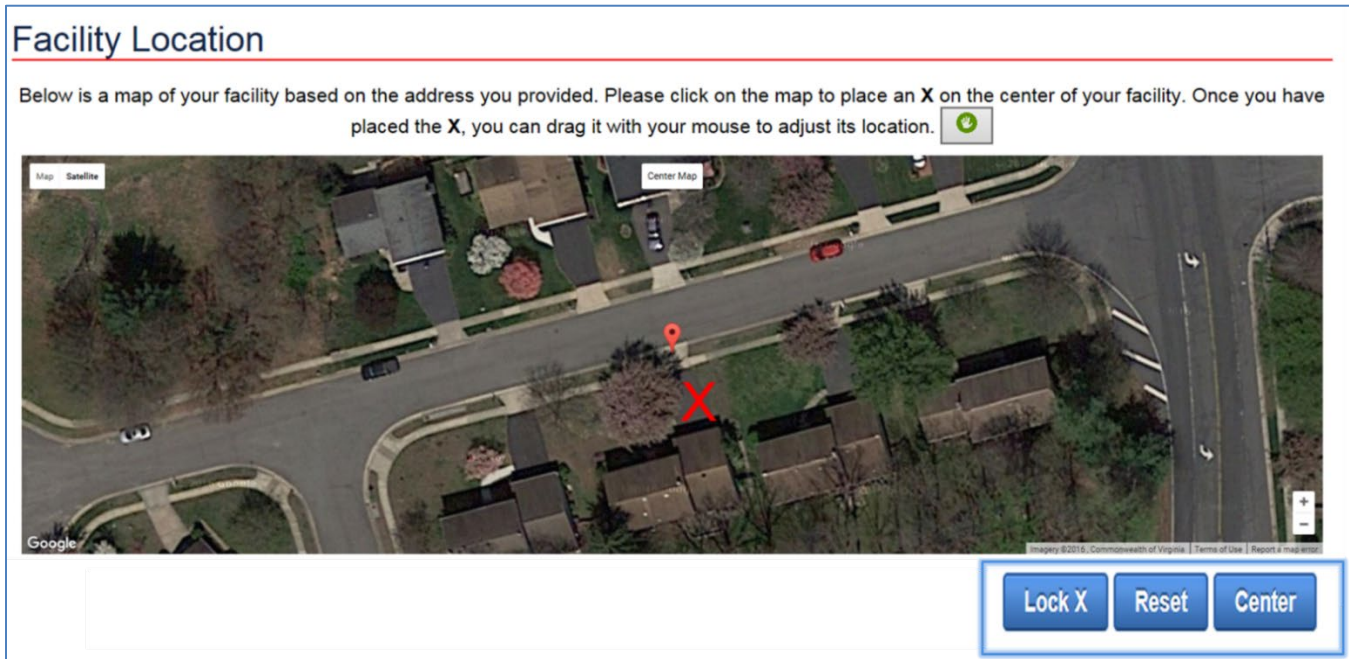



Figure 43: Click the Lock X Button to Save Your Facility Location.

8.2.1.1 Accessibility Button

This feature  is designed for individuals who are not able to place the X using the mapping feature. If you can use the mapping feature, it is recommended that you use the map feature instead. See Section [4.1.3](#) for more details.

Click the [Edit X] button found on the top right corner of the geospatial tool after you locked the X. This will allow you to open the editing features. Follow the guidelines and options described in the sections above to edit the X.

You must lock the X to complete the facility location.

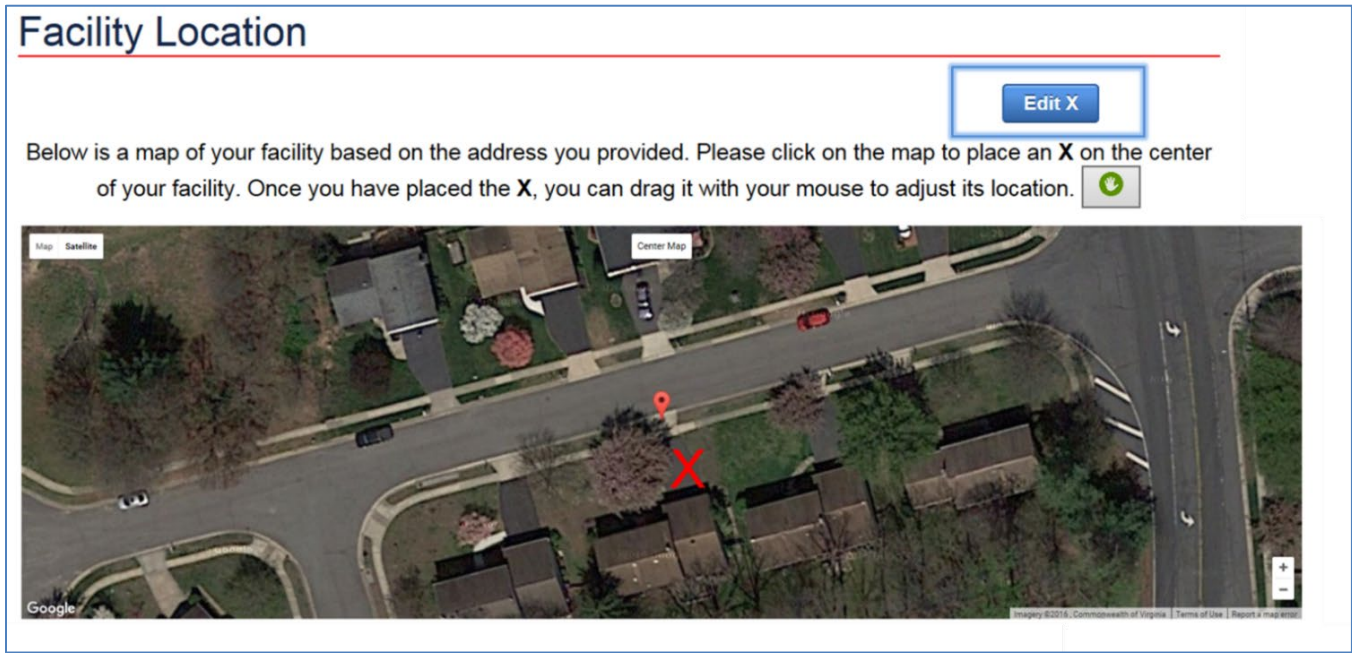


Figure 44: Click the [Edit X] Button on the Top Right Corner of the Geospatial Tool after Locking the X.

The new facility shows on your Home and My Facilities pages under the Pending Facilities list until DHS reviews and approves the facility.

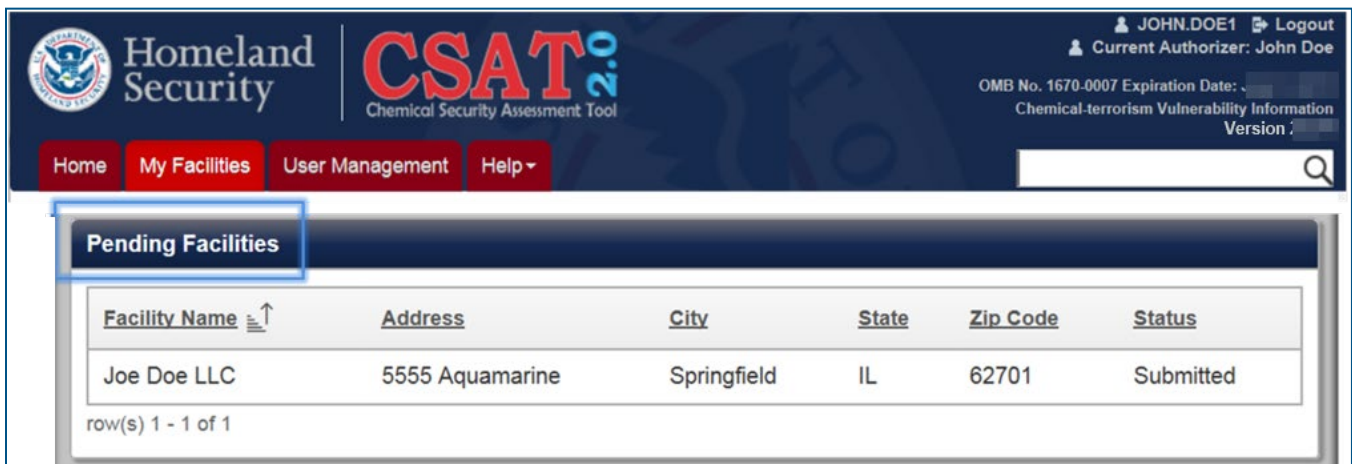


Figure 45: Pending Facility Overview

9 Facility Details Page

The Facility Details page contains all the current and historical information regarding the facility. If you have access to only one facility, the tab is accessible by default on the top menu. Otherwise, you need to select a facility from the Home page or My Facilities page or use the Quick search to access this page.



Figure 46: My Facility Details Tab Location Overview

Only one facility details page can be open at a time. The facility’s ID appears on the tab name.

9.1 Access Facility Details

If you have multiple facilities, use the My Facilities Tab features to find the facility and click the facility name.

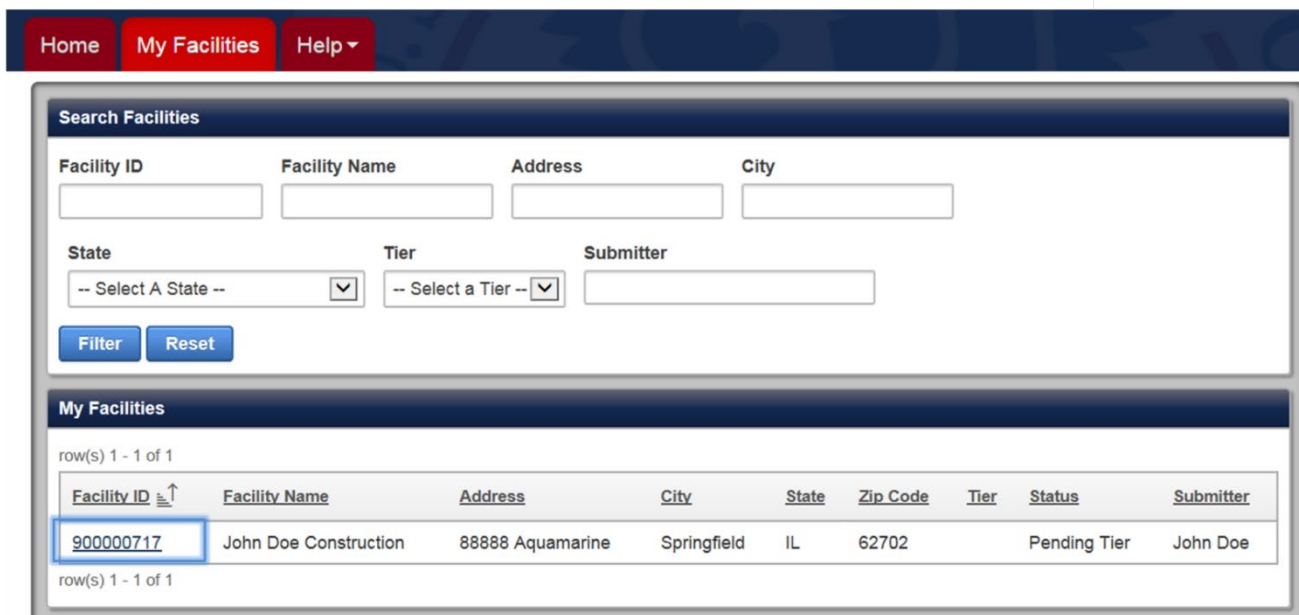


Figure 47: Click the Facility ID Found in the My Facilities List to Access its Details Page.

You can also access the Facility Details if the facility has a survey in progress or other pending actions found on the **Home** page tab.

The screenshot displays the CSAT 2.0 portal interface with a navigation bar at the top containing 'Home', 'My Facilities', and 'Help' tabs, along with a search bar. The main content area is divided into two columns of data tables.

Surveys in Progress

Facility Name	Survey Type	Due Date	Days Left
John Does Chemicals - 900000713	Top-Screen	2016-11-06	48

row(s) 1 - 1 of 1

Pending Extension Requests

Facility Name	Survey ID	Survey Type	Requested On	Requested Due Date
John Does Chemicals - 900000713	4054990	Top-Screen	2016-09-07	2016-11-30

row(s) 1 - 1 of 1

Letters Awaiting Acknowledgement

Letter	Date Mailed	Facility Name
Tiering Letter 4054984	2016-09-01	John Does Chemicals

Upcoming Facility Visits

Facility Name	Type Of Visit	Visit Start	Visit End	Team Lead
John Does Chemicals - 900000713	Compliance Assistance	2016-09-19	2016-09-22	Kevin Eady

row(s) 1 - 1 of 1

Pending Facilities

Facility Name	Address	City	State	Zip Code	Status
Joe Doe LLC	5555 Aquamarine	Springfield	IL	62701	Submitted

row(s) 1 - 1 of 1

Pending Users

First Name	Last Name	E-mail	Status
Beatrice	Harp	John.doe@doeschem.com	Email Sent - 2016-09-12
Abigail	Charles	John.doe@doeschem.com	Email Sent - 2016-09-12

row(s) 1 - 2 of 2

Figure 48: Click Any Facility Name in Any Pending Action List to Access the Facility Details Page.

Use the quick search function located on the bottom right side of the header. Type part of the facility's name or ID number and click the name from the list provided.

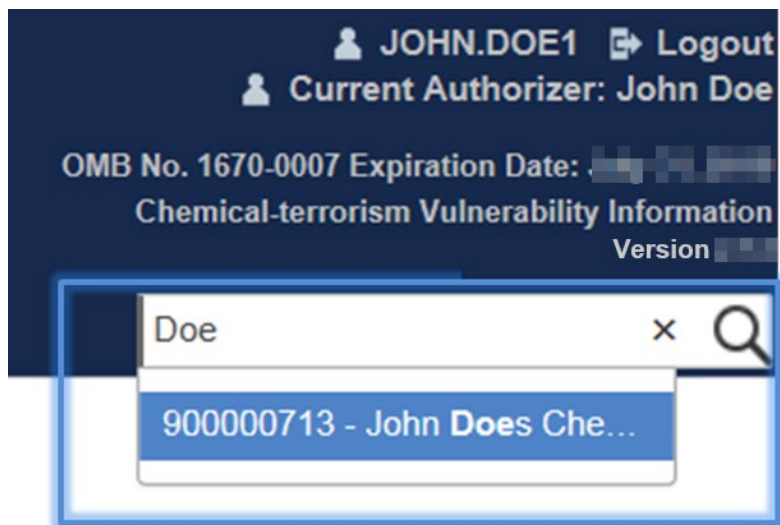


Figure 49: Use the Quick Search to Access a Facility Details Page



To see another facility's information simply use any of the methods above and click the facility name link.

9.2 Facility ID – Overview

This page provides access to all the current and historical data regarding a facility.

Facility ID: Displayed at the top left corner of the page. This a unique identifier number automatically generated for a facility after its registration and DHS review process.

Facility Name: is the name you entered for your facility during the registration process.

Facility Tier: Displayed on the top middle of the page. This field represents the high-risk tier ranging from 1-4 designated after the facility has submitted its first Top-Screen. Updates to the facility’s Top-Screen survey may change the tier. During the DHS review of a new Top-Screen, the facility tier will show Not Applicable (N/A) status. The facility status shows Untiered if your facility’s Top-Screen information is reviewed but does not warrant a Tier 1–4 under the CFATS guidelines.

Facility Status: Displayed on the top right corner of the page. Pending Tier, Tiered, Authorized, and Approved represent the most current status of the facility.

The screenshot displays the 'Facility Details' page. At the top, it shows 'Facility ID – Facility Name', 'Facility Tier', and 'Facility Status'. The main content is divided into several sections:

- Facility Details:** Includes a map of the facility location (8888 Aquarius, Springfield, VA 22153) and ownership information (Owner: John Doe, Operator: John Doe, Parent Company: [redacted]).
- Surveys In Progress:** A table with columns: Survey ID, Type, Due Date, Status, Last Survey Access. One entry is shown for Survey ID 4054990, Type Top-Screen, Due Date 2016-11-06, Status New.
- Letters Awaiting Acknowledgment:** A table with columns: Survey ID, Letter, Date Mailed. One entry is shown for Survey ID 4054994, Letter Tiering Letter 4054994, Date Mailed 2016-09-01.
- Upcoming Facility Visits:** A table with columns: Type Of Visit, Visit Start, Visit End, Lead Inspector. One entry is shown for Compliance Assistance, Visit Start 2016-09-19, Visit End 2016-09-22, Lead Inspector Kevin Eady.
- Pending Extension Requests:** A table with columns: Survey ID, Requested On, Requested Due Date. One entry is shown for Survey ID 4054990, Requested On 2016-09-07, Requested Due Date 2016-11-30.
- Facility Users:** Lists roles and user information: Authorizer (John Doe), Submitter (John Doe), Preparers (Jane Doe), Reviewers (Jane Doe).
- Submitted Surveys and Acknowledgment Letters:** A table with columns: Order, Survey ID, Type, Date, Notes. One entry is shown for Order 1, Survey ID 4054994, Type Top-Screen, Date 2016-09-07 11:15:26, Notes Top-Screen 4054994.

Figure 50: Facility Details Sample Page Overview

9.3 Facility Details

The Facility Details provides a summary of the facility’s registration information including its physical address and center location, ownership information, security officer points of contact and personnel data.

The screenshot displays the 'Facility Details' page. At the top, there is a map of a residential area with a red location pin and a red 'X' over it. The map includes controls for 'Map', 'Satellite', 'Center', and zooming. Below the map, the address is listed as '8888 Aquarius, Springfield, VA 22153'. The page is divided into several sections: 'Ownership' with fields for Owner (John Doe) and Operator (John Doe); 'Security Officers' with a table for Chris Baker; 'Facility Assistant' with fields for Cyber and Corporate; and 'Number of Employees' with a table showing counts for Full-time (1,000), Part-time (500), Contractors (250), and Other (0). A 'View More/Edit' button is located at the bottom.

Ownership	
Owner	John Doe
Operator	John Doe
Parent Company	

Security Officers	
Facility	Chris Baker (999) 999-9999 chris.baker@test1.com

Number of Employees	
Full-time	1,000
Part-time	500
Contractors	250
Other	0

Figure 51: Sample Summary of the Facility Detail Column

9.3.1 Map Feature Overview

Below is a map feature overview that displays the facility’s center location and physical address that were provided during its registration. To update the facility’s center and/or physical address information, see Section [9.3.2](#).

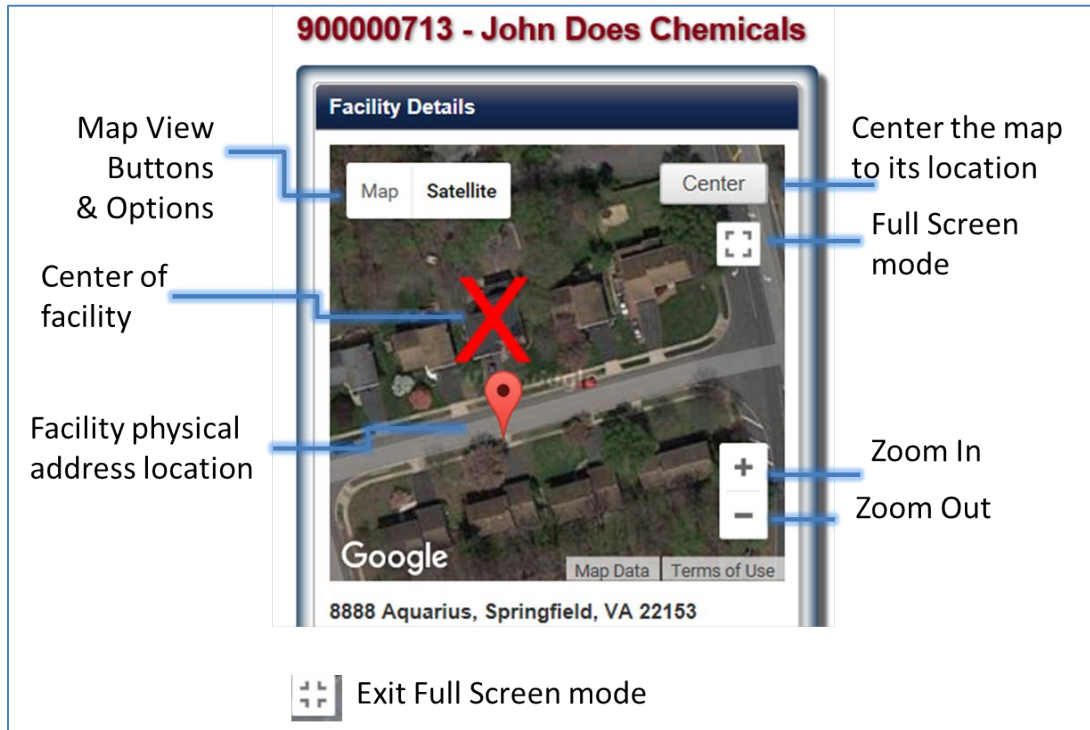


Figure 52: Facility Details Page Map Features Overview

See Table [3: Geospatial Tool Buttons and Features](#) for buttons and features of the geospatial tool. The table below describes additional features not described in the sections earlier.



Icon/Button	Function
	Full Screen Mode
	Exit Full Screen Mode

Table 5: Facility Details Map Features

9.3.2 Update Facility Details

Click the **[View More/Edit]** button to review more details regarding the facility and/or edit information including updating the location of the facility's address and center location.

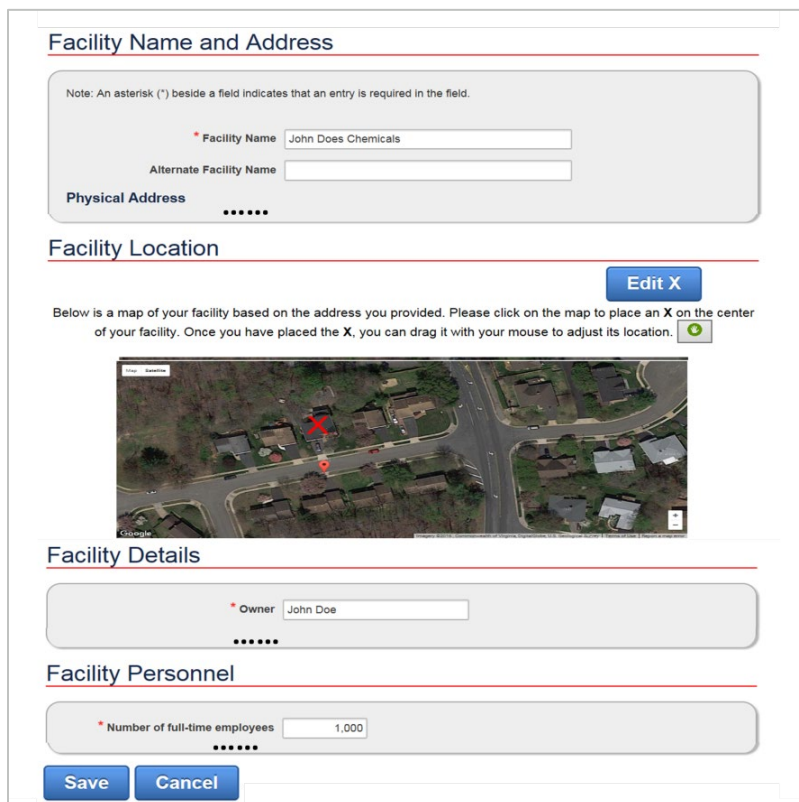


Facility Details	
Number of Employees	
Full-time	1,000
Part-time	500
Contractors	250
Other	0

View More/Edit

Figure 53: Click the View More/Edit Button to Access More Facility Details or Update Information.

The web form prepopulated with the most current facility data will appear. See figure below for an example.



Facility Name and Address


Note: An asterisk (*) beside a field indicates that an entry is required in the field.


* Facility Name

Alternate Facility Name

Physical Address

Facility Location **Edit X**

Below is a map of your facility based on the address you provided. Please click on the map to place an X on the center of your facility. Once you have placed the X, you can drag it with your mouse to adjust its location. 



Facility Details

* Owner

Facility Personnel

* Number of full-time employees

Save **Cancel**

Figure 54: Representative Sample of the Facility Details Page (Not All Fields are Depicted).

Click the **[Edit X]** to change the facility center location. See Section [8.2.1](#) for more details.

Click the **[Save]** button to save your edits.

Click the **[Cancel]** button at any time to return back to the Facility Details page. Your edits will not be saved.

9.4 Surveys in Progress

The Surveys in Progress list shows all the current surveys for your facility. Each line shows the survey ID, type of survey, due date, status, when the survey was last opened, and available actions that can be performed by your role. Each action is further described in the subsequent section.

Survey ID	Type	Due Date	Status	Last Survey Access	
4054898	Top-Screen	2016-11-06	In Progress	2016-09-10 13:53	<input type="button" value="Return to Survey"/> <input type="button" value="Request Extension"/>
4054996	SVA/SSP	2017-02-06	New		<input type="button" value="Start Survey"/> <input type="button" value="Request Extension"/>

row(s) 1 - 2 of 2

Figure 55: Representative Sample of the Surveys in Progress Column.

9.4.1 Start a Survey

Click the [Start Survey] button to begin completing a Survey. You will then navigate to the CSAT Survey Application.

Survey ID	Type	Due Date	Status	Last Survey Access	
4054984	Top-Screen	2016-11-06	New		<input type="button" value="Start Survey"/> <input type="button" value="Request Extension"/>

row(s) 1 - 1 of 1

Figure 56: Click Start Survey Button to Begin a CSAT Survey.



See the CSAT Top-Screen Instructions, CSAT SVA/SSP Instructions found in the Additional Resources section of the DHS CSAT webpage <https://www.dhs.gov/cisa/chemical-security-assessment-tool>; or reference EAP Guidance Document for more details regarding answering the survey questions.

Click the [Continue] button to start your survey.

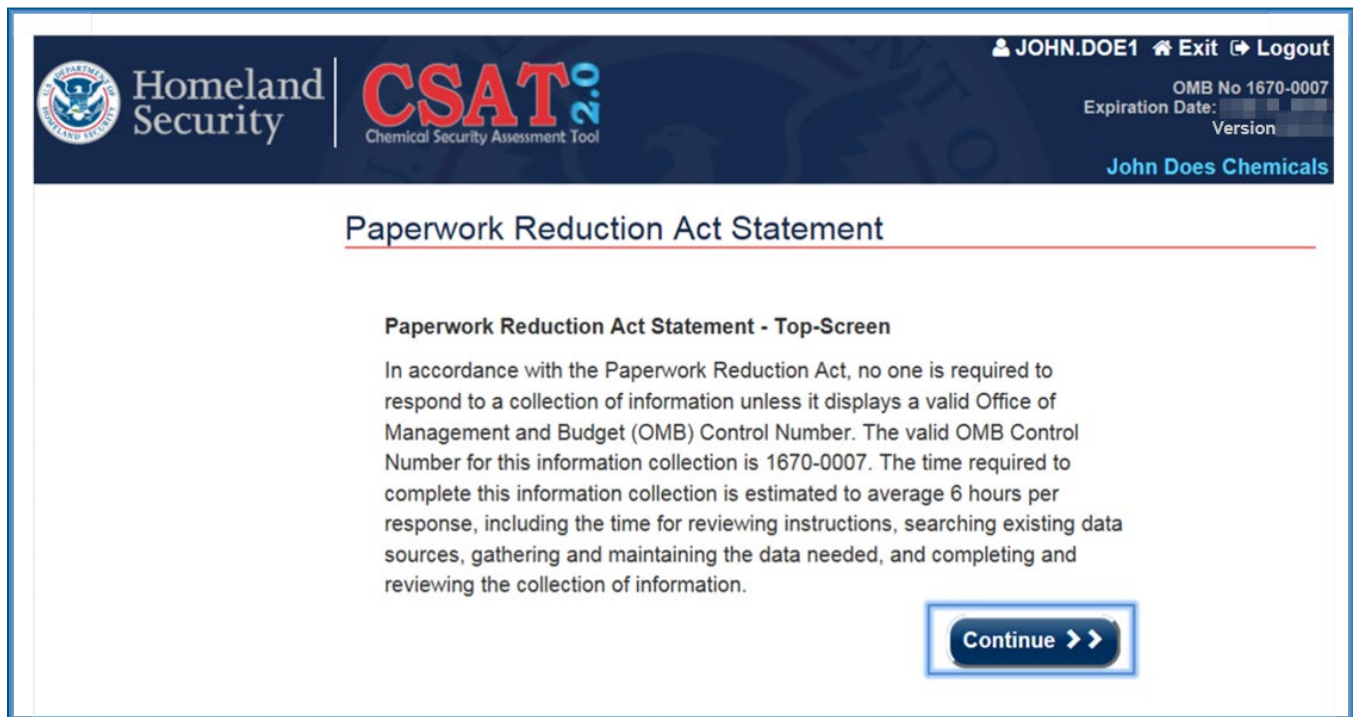


Figure 57: Click Continue to Start a CSAT Survey (Top-Screen Survey Depicted).



See the CSAT Survey User Manual for more information about using functions and features in the survey application.

Click the [Exit] button located at the top right corner of the header to exit the survey. Make sure you save all your information prior to exiting.

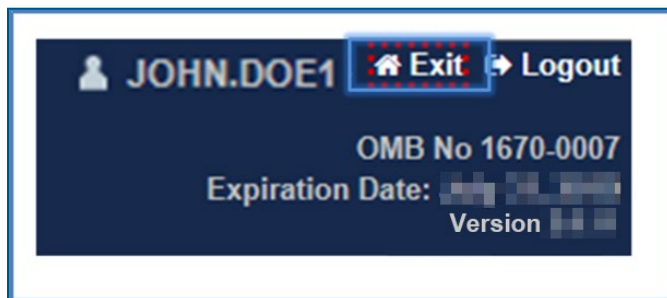


Figure 58: Click Exit to Return to the CSAT Portal.

Click the [Leave Page] button displayed on the warning message to return to the CSAT Portal. Otherwise, click the [Stay on Page] to continue with completing the survey.

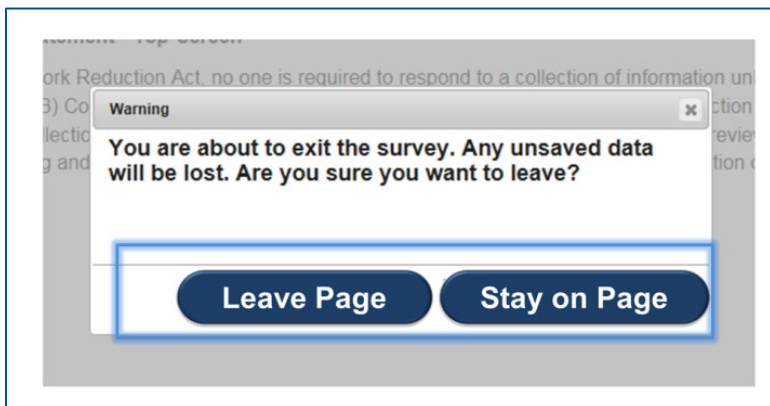


Figure 59: Click Leave Page to Return to the CSAT Portal.

9.4.2 Return to a Survey

You have the ability to return to any survey in progress prior to submitting to DHS.

Click the **[Return to Survey]** button to continue to the CSAT survey application and complete your survey.

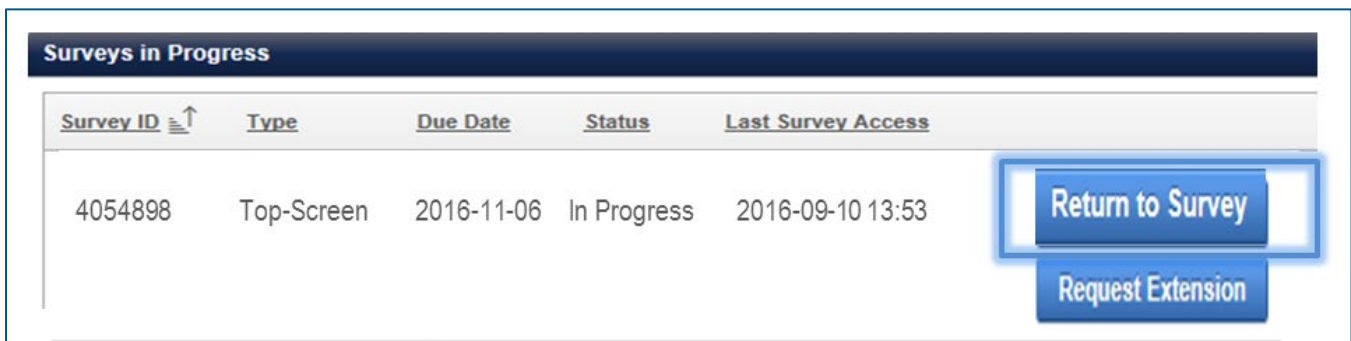


Figure 60: Click Return to Survey to Complete a CSAT Survey with an In-Progress Status.



If your facility is a Tier 3 or 4 and you have Notified DHS for Expedited Approval Program (EAP); you can return to the survey to upload EAP files, when the Facility Status is set to Ready for Upload.

9.4.3 Update Survey

You may update your submitted survey to DHS at certain points of the CFATS progress. Below is the list of conditions of when you may update your survey.

Top-Screen: You may update this survey after DHS has completed the review of your previous Top-Screen submission.

SVA/SSP Survey: You must update the SVA/SSP or SVA/ASP survey when directed by DHS. When your facility is reviewed and approved by DHS you may update your survey after 90 days.

SVA/EAP Survey: You may update the survey after the facility is self-certified and DHS approves the update request.

The **[Update]** button appears only when your facility meets the conditions listed above.

Click the **[Update]** button to change or edit answers in a survey. The button for each survey will show the survey you want to update. For example, the button shows **[Update Top-Screen]** or **[Update SVA/SSP]** for the Top-Screen and SVA/SSP respectively.

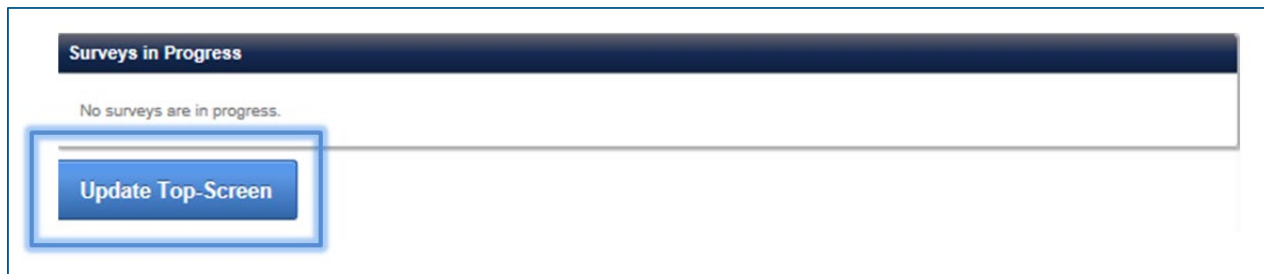


Figure 61: Click the Update Top-Screen to Edit the Top-Screen Survey.

A notification will display describing the process of updating a survey.

Click the **[Submit]** button to continue with the update. Otherwise, click the **[Cancel]** button.

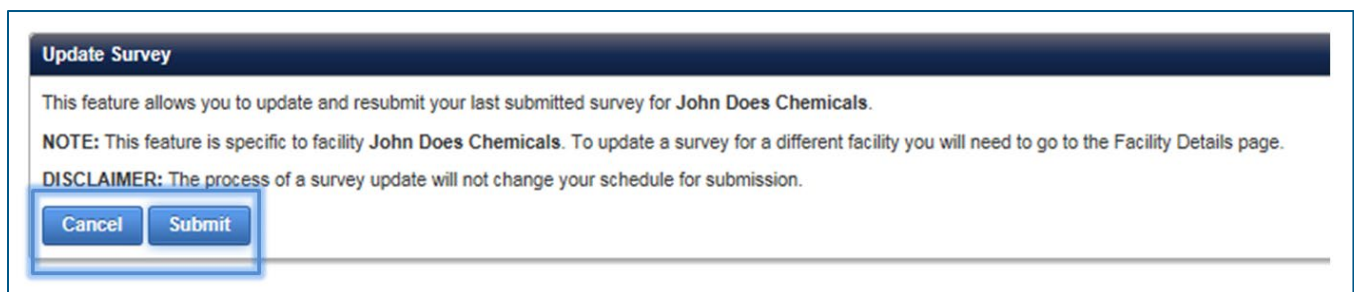


Figure 62: Click Submit to Continue to the CSAT Survey Application and Update Your Survey.

Once you submit the request to update your survey, you return to the Facility Details page. For EAP, DHS must approve the updated request before the EAP upload is available.

Click **[Start Survey]** to continue to the CSAT survey application and edit the necessary information.

Click **[Cancel Update]** if you do not wish to edit the information. You can do this at any time prior to resubmitting the updates. No changes will be saved.

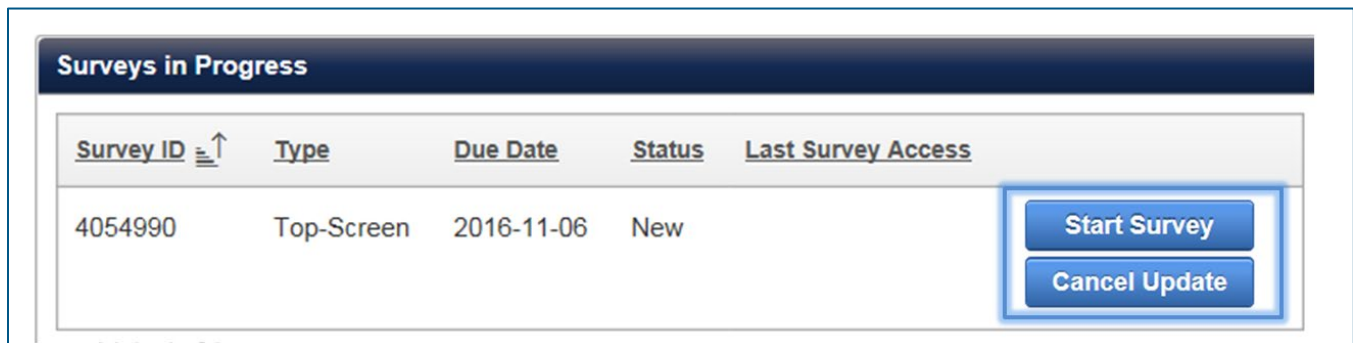


Figure 63: Click Start Survey to Begin an Update to a Survey or Click Cancel Update to Cancel the Action.



If you requested an SVA/EAP survey update, the survey will not appear in the Survey in Progress until DHS has reviewed and approved the update request.

If you click the [**Cancel Update**] button you must confirm the cancellation.

Click the [**Submit**] to complete the cancellation.

Otherwise, click [**Cancel**] to return to the Facility Details page.

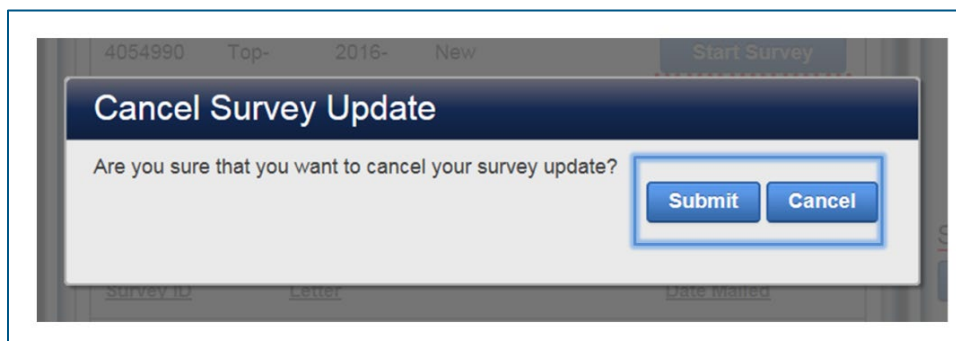


Figure 64: Click Submit to Complete the Update Survey Cancellation.

9.4.3.1 Request Extension

A user with a Submitter role can request a due date extension to complete and submit a survey in the CSAT system.

Click the **[Request Extension]** button found to the right of each survey listed in the **Surveys in Progress** list.

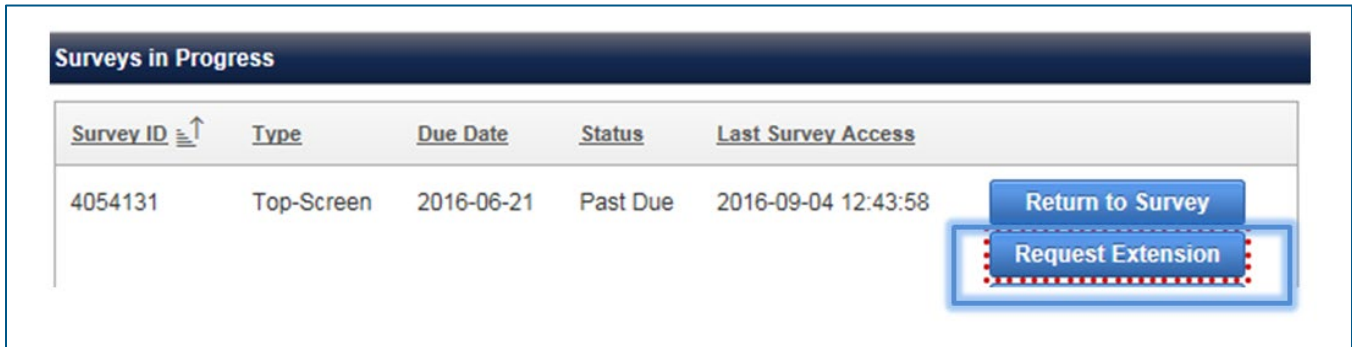


Figure 65: Click Request Extension to Extend a Due Date for a CSAT Survey.

A web form appears to enter information relevant to your request in the **explanation box**. Click the **calendar icon** to get a monthly calendar where you can select the proposed due date.

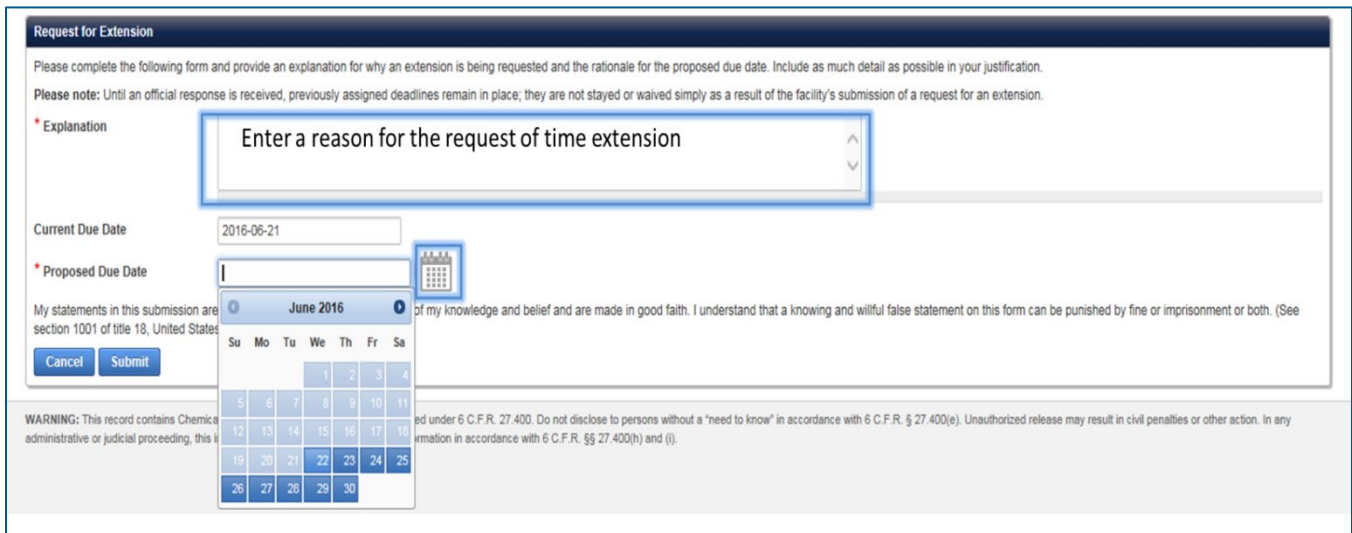


Figure 66: Provide the Necessary Information to Complete the Request for Extension Form.

Click **[Submit]** to complete the request for extension. Otherwise, click **[Cancel]** to return to the Facility details page.

Request for Extension

Please complete the following form and provide an explanation for why an extension is being requested and the rationale for the proposed due date. Include as much detail as possible in your justification.

Please note: Until an official response is received, previously assigned deadlines remain in place; they are not stayed or waived simply as a result of the facility's submission of a request for an extension.

* Explanation

Current Due Date

* Proposed Due Date

My statements in this submission are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form can be punished by fine or imprisonment or both. (See section 1001 of title 18, United States Code).

Figure 67: Click Submit to Complete the Request for Extension.



Upon receipt of the extension request, DHS will review all relevant information and notify your facility of its decision through the CSAT system.

The request will show in **Pending Extension Requests**, found in the Facility Details (see [Figure 65](#) in this section) and the Home tab (see [Section 7](#)).

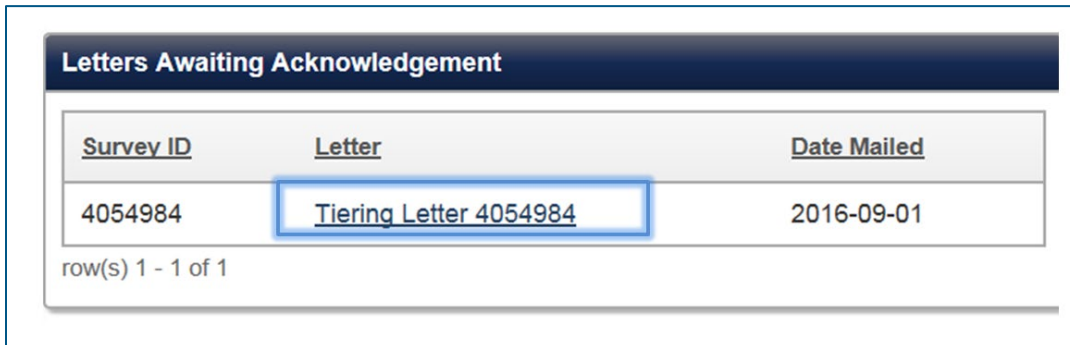
Facility Name	Survey ID	Survey Type	Requested On	Requested Due Date
John Does Chemicals - 900000713	4054990	Top-Screen	2016-09-07	2016-11-30

row(s) 1 - 1 of 1

Figure 68: Pending Extension Requests can be Reviewed in the Home Page and the Facility Details Page.

9.4.4 Letters Awaiting Acknowledgment

Click the **Letter name** link to download the letter.

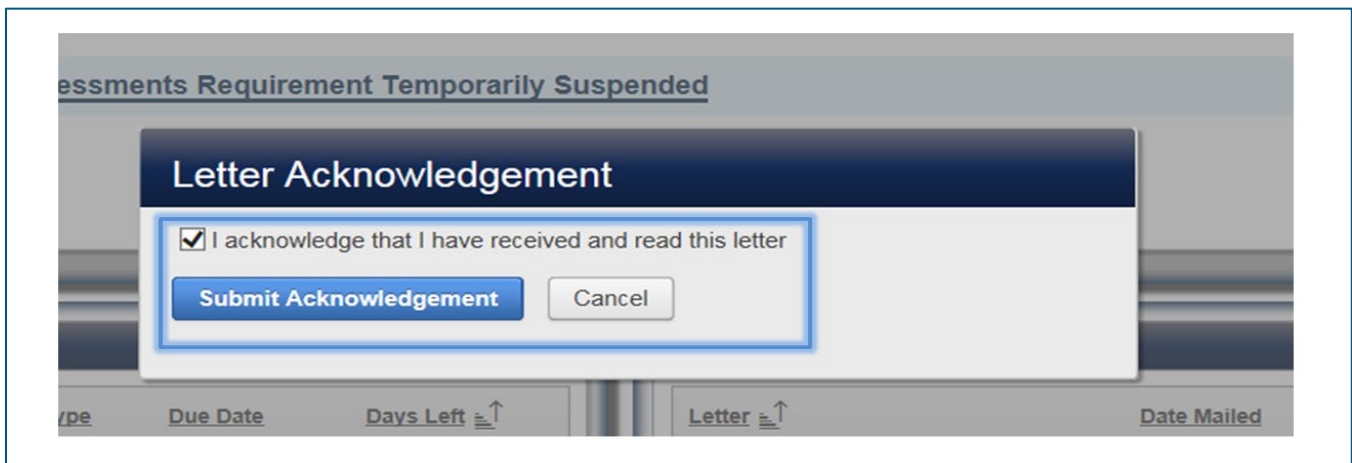


<u>Survey ID</u>	<u>Letter</u>	<u>Date Mailed</u>
4054984	Tiering Letter 4054984	2016-09-01

row(s) 1 - 1 of 1

Figure 69: Click the Letter Name Link to Acknowledge the Letter Sent by DHS.

If you are an Authorizer or Submitter, when you close the letter you are asked to acknowledge that you have read the letter. Check the letter acknowledgment statement checkbox and click the **[Submit acknowledgement]** button. Click **[Cancel]** button to cancel the action. The pending action remains in the Home page and the Facility Details page until you submit the acknowledgement.



Assessments Requirement Temporarily Suspended

Letter Acknowledgement

I acknowledge that I have received and read this letter

Submit Acknowledgement Cancel

Due Date Days Left Letter Date Mailed

Figure 70: Check the Acknowledgement Statement and Click Submit Acknowledgement to Accept the DHS Letter.

After you acknowledge the letter, the letter is displayed in the Submitted Surveys and Acknowledged Letter list where you can open and view the letter.

Submitted Surveys and Acknowledged Letters				
<input type="text"/>		<input type="button" value="Search"/>	Rows <input type="text" value="50"/>	
Order	Survey ID	Type	Date	Notes
1	4054984	Preliminary Tiering Letter	2016-09-01 00:00:00	Acknowledged: 2016-09-12 by john.doe1
2	4054984	Top-Screen	2016-09-07 11:15:26	Top-Screen 4054984

1 - 2 of 2

Figure 71: Acknowledged Letter Appears in the Submitted Surveys and Acknowledgment Letters Column.

9.4.5 Submitted Surveys and Acknowledgment Letters

The Submitted Surveys and Acknowledgement Letters searchable list contains all the surveys submitted by the facility and any letters received from DHS. Click on any link to view and download a PDF. Below is an overview of the search functions of this feature.

Submitted Surveys and Acknowledged Letters

Filter by: Search Rows 5

Order	Survey ID	Type	Date	Notes
1	4052514	Top-Screen	2015-05-29 10:32:19	Top-Screen 4052514
2	4052523	Security Vulnerability Assessment	2015-05-29 14:46:25	Security Vulnerability Assessment 4052523
3	4052547	Alternative Security Plan Document	2015-06-01 08:51:32	Concord Trail Map
4	4052547	Site Security Plan	2015-06-01 08:51:32	Site Security Plan 4052547
5	4052739	EAP Site Security Plan	2015-06-11 14:46:41	map-concord-trails-2014.pdf

Go back to previous set of results < 1-5 of 10 > Go to next set of results

Figure 72: Search Surveys and Letters Overview

9.4.6 Search Feature

Click the **[Filter]** magnifying glass icon to select from the dropdown list the columns that contain the keyword for your search parameters. For example, if you are searching by Top-Screen, select Type.

You may select to search by one column at a time or all columns. Enter part of a keyword or number and click the **[Search]** button. You can change the number of rows displayed by clicking on the row dropdown option.

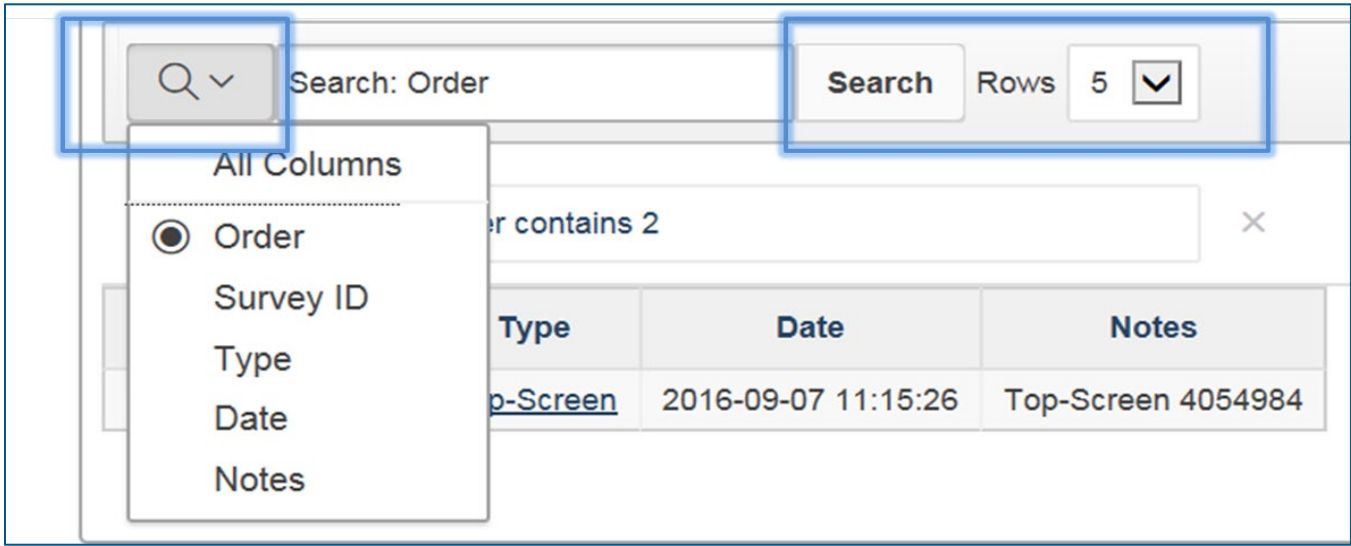


Figure 73: Search Submitted Surveys and Acknowledged Letters Features

The results are displayed with a green filter icon showing the parameter details chosen. You can add more filters to refine your search. If you have multiple filters set, uncheck some to widen your search.

Click on the **[Delete]**, X icon, to restart your search.

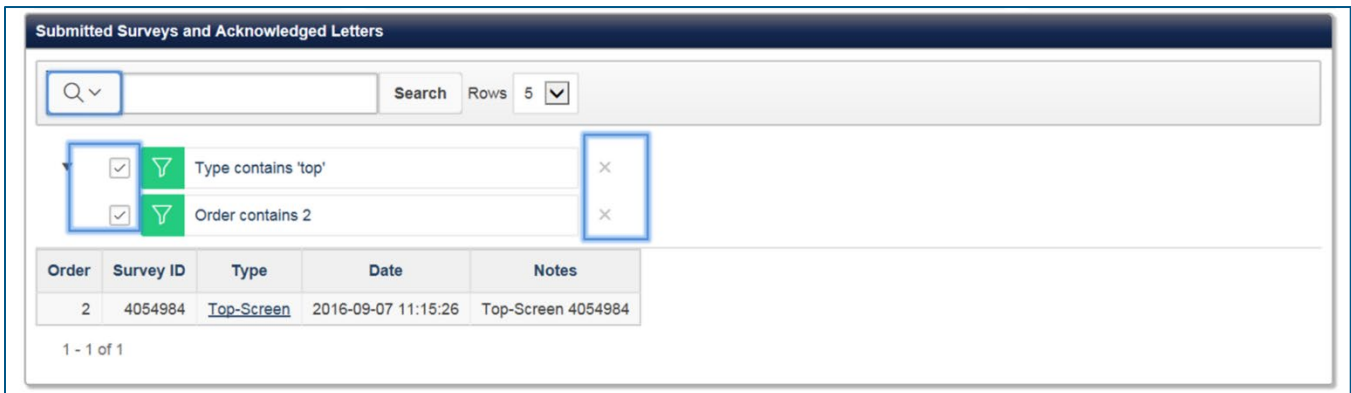


Figure 74: Search Parameters and Filter Results Overview

Table 6 describes the buttons and features found in the Submitted Surveys and Acknowledged Letters search feature.


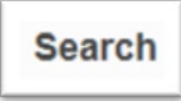







Button	Feature	Function
	Filter	Selects column to perform a search.
	Search	Performs the search.
	Active Search Criterion	Shows the checked filter criteria set within the search.
	Inactive Search Criterion	Shows all the inactive (unchecked) filter criteria.
	Collapse	Collapses the criteria and provides a summary of the active and inactive filters.
	Expand	Expands all the active and inactive criteria used within a search.
	Delete	Deletes a search criterion.
	Activate Criterion	Activates a search criterion.
	Deactivate Criterion	Deactivates a search criterion.

Table 6: Search Buttons and Features Overview

9.5 Facility Users

The Facility Users section provides a list of all the users and their role access for that facility.

Users with the Authorizer and Administrator role have user management capabilities that allow them to add, change and/or delete users for any CSAT role. See Section [2](#) for more details about the CSAT roles. A Submitter role can manage Reviewer and Preparer roles.



Exception: Only an Authorizer can transfer an Authorizer role. See Section [12.4](#) for more details.

Facility Users	
Authorizer	
	John Doe John.doe@doeschem.com (999) 999-9999 8888 Aquarius Springfield, CO 12345 Last Portal Login: 2016-09-07 11:16:05
Submitter	
	John Doe John.doe@doeschem.com (999) 999-9999 8888 Aquarius Springfield, CO 12345 Last Survey Login: 2016-09-07 11:16:05
Preparers	
	Jane Doe Jane.doe@doeschem.com (999) 999-9999 Last Survey Login: 2016-09-07 11:16:05
Reviewers	
	John Doe John.doe@doeschem.com (999) 999-9999 Last Survey Login: -

Figure 75: Facility Users Column Provides a List of All Users and Roles with Access to Facility Information



If your facility has multiple Prepares and/or Reviewers use the scroll bar to go up and down the list of users.

9.5.1 Change Submitter

This feature is ONLY available for the Authorizer and Administrator role.

Click the **[Change]** button located below the Submitter title change the user for this role. There can only be one submitter per facility.

The screenshot shows a web interface titled "Facility Users". Under the "Authorizer" section, the user "John Doe" is listed with contact information and a "Last Portal Login" of 2016-09-07 11:16:05. Below this, the "Submitter" section is highlighted with a blue box. A blue "Change" button is located to the left of the Submitter user details, which also show "John Doe" with the same contact information and a "Last Survey Login" of 2016-09-07 11:16:05.

Figure 76: Click the Change Button to Edit.

A pop-up window will appear where you can search by the name of the user or a dropdown list for all the available users.

The screenshot shows a pop-up window titled "Choose Submitter". The instruction reads "Select a new submitter for this facility." There is a "Filter Submitter" search box containing the text "Doe" and a "Clear" button. Below the search box is a "Choose Submitter" dropdown menu with a list of users: "Jane Doe" and "John Doe". At the bottom right of the window are "Save" and "Cancel" buttons.

Figure 77: Use the Drop-Down Menu to Choose a Submitter.

If the dropdown list is very long, you can refine your search entering the first and/or last name of the user you are searching. Click **[Clear]** button to reset your search.



If the name of the user does not appear, you must ensure the user is invited and register to have access to the facility. See Section [10.1](#) for more details.

Click the **[Save]** button to save the changes.

Otherwise, click the **[Cancel]** button to return to the Facility Details page.

A screenshot of a web application dialog box titled "Choose Submitter". The dialog box has a dark blue header with the title in white. Below the header, the text "Select a new submitter for this facility." is displayed. There are two main sections: "Filter Submitter" and "Choose Submitter". The "Filter Submitter" section contains a text input field with the value "Doe" and a blue "Clear" button to its right. The "Choose Submitter" section contains a dropdown menu with "John Doe" selected and a downward arrow. At the bottom right of the dialog box, there are two blue buttons: "Save" and "Cancel". The "Save" button is highlighted with a blue border. The background of the dialog box is light gray, and the overall interface has a clean, professional look.

Figure 78: Click Save to Complete the Change Submitter Action.

9.5.2 Add/Delete Preparers and/or Reviewers

The feature to manage the Preparers and Reviewers for a facility is available for the following CSAT user roles:

- Authorizer
- Administrator
- Submitter

Click the [Add/Edit] button found in the Facility Users column.

The screenshot shows a web interface titled "Facility Users". It has two main sections: "Preparers" and "Reviewers". Each section has a blue "Add/Delete" button. The "Preparers" section lists Jane Doe with contact information and a "Last Survey Login" of 2016-09-07 11:16:05. The "Reviewers" section lists Jane Doe with the same contact information and "Last Survey Login". Below these is a third user, John Doe, with contact information and a "Last Survey Login" of -.

Role	Name	Email	Phone	Last Survey Login
Preparer	Jane Doe	Jane.doe@doeschem.com	(999) 999-9999	2016-09-07 11:16:05
Reviewer	Jane Doe	Jane.doe@doeschem.com	(999) 999-9999	2016-09-07 11:16:05
	John Doe	John.doe@doeschem.com	(999) 999-9999	-

Figure 79: Click the Add/Delete Button to Manage the Facility's Preparers and Reviewers.

A pop-up window will appear where you can search by the name of the user and select from a list.

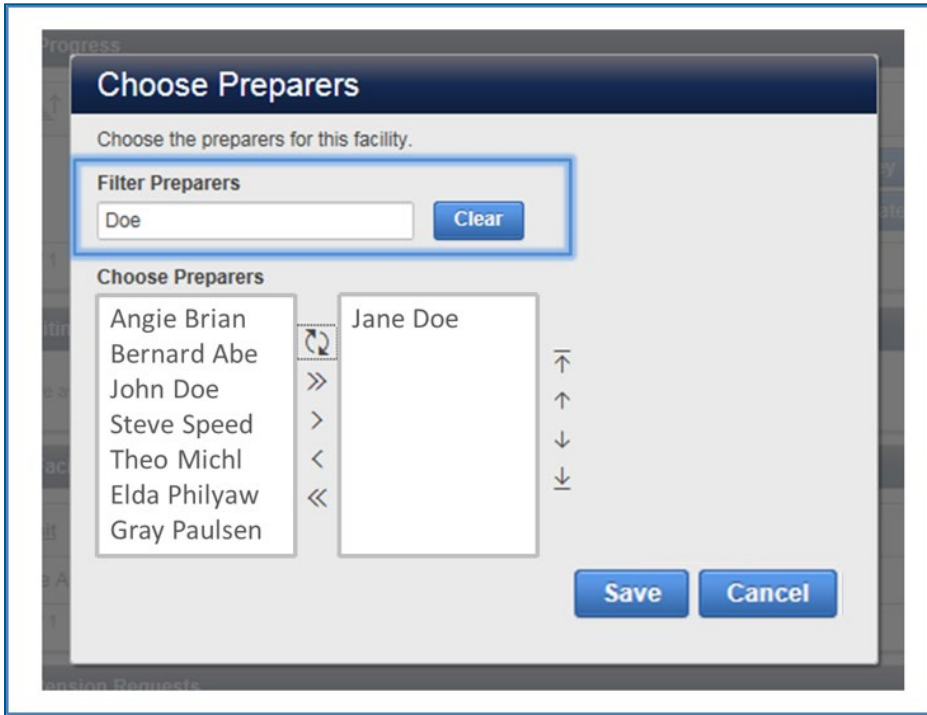







Figure 80: Use the Drop-Down Menu to Choose a Preparer.

If the dropdown list is very long, you can refine your search by entering the first and/or last name of the user you are searching. Click [Clear] button to reset your search.



If the name of the user does not appear, you must ensure the user is invited and register to have access to the facility. See Section [10.1](#) for more details.

Table 1, below describes the buttons and their actions on the pop-up window.

Button	Feature	Function
	Reset	Resets the names shown in the Choose Role column.
	Add All	Adds all available users to the list.
	Add	Adds selected user to the list.
	Remove	Removes selected user.
	Remove All	Removes all users from the selected list.





Button	Feature	Function
	Top	Moves to the top of the list.
	Up	Moves up one name at a time.
	Down	Moves down name at a time.
	Bottom	Moves to the bottom of the list.

Table 7: Add/Delete Reviewers or Preparers Buttons and Features Overview



NOTE When navigating through the system, hover your mouse over an icon/button to view its name.

Click on a name to add or delete from the set of preparer role. Use the buttons referenced above to add or delete the role.

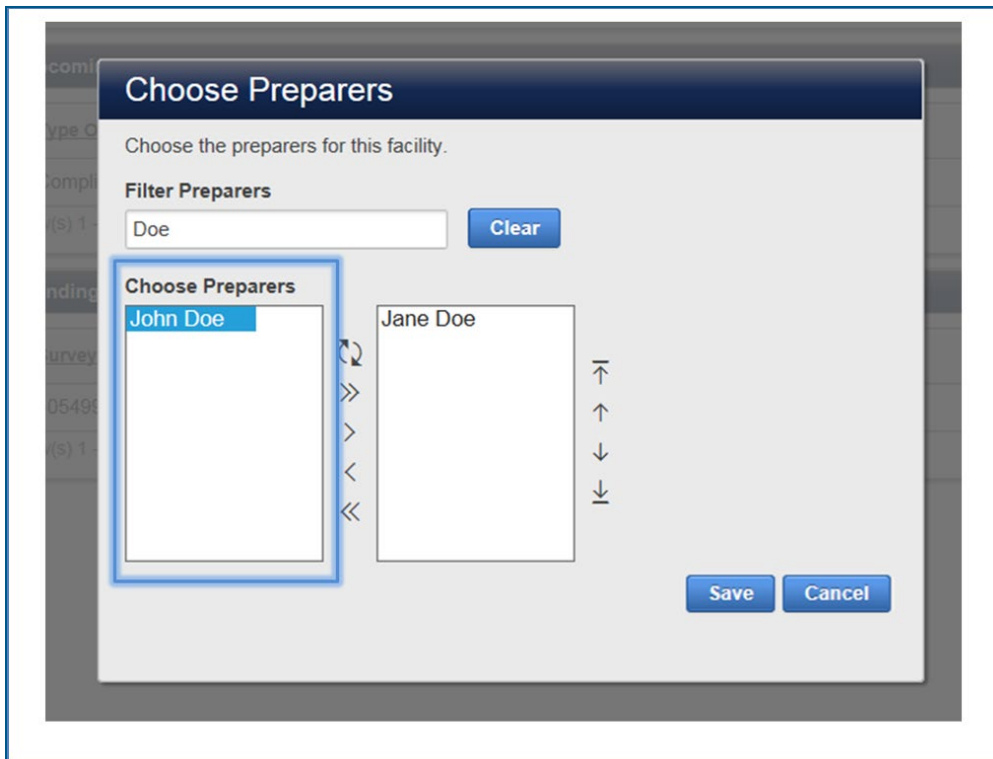


Figure 81: Choose Preparers Sample List

After you have made your selection, click the **[Save]** button to save all the changes. Otherwise, select **[Cancel]** to return to the Facility Details page.

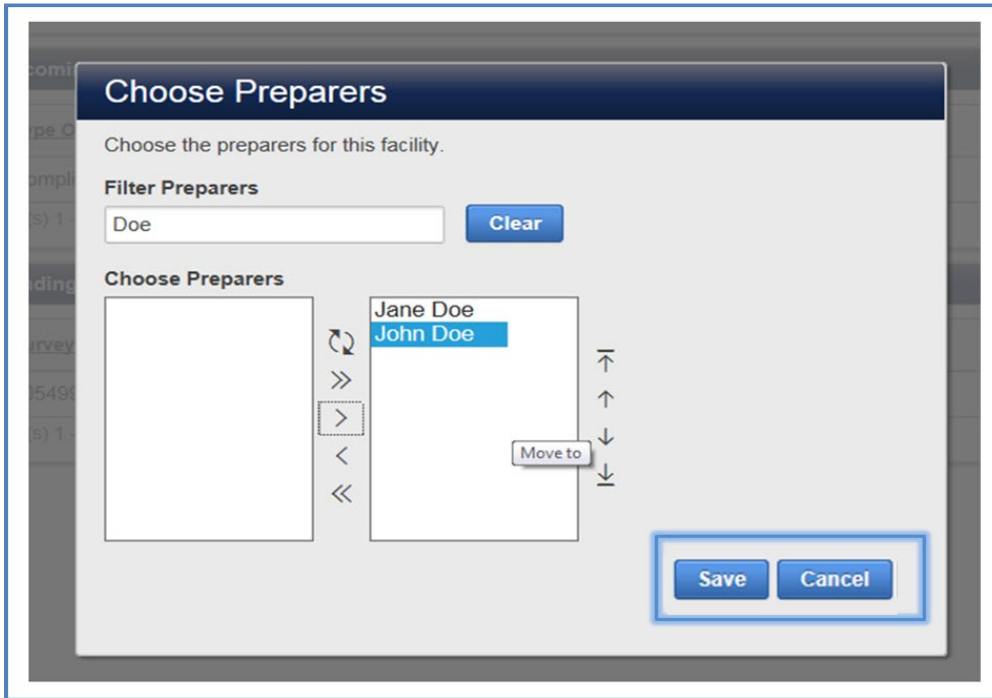


Figure 82: Click Save to Add or Delete Users from a Reviewer or Preparer Role.

The new users appear in the list of the role you selected. In the case of the example shown, the new user appears in the Preparer role.

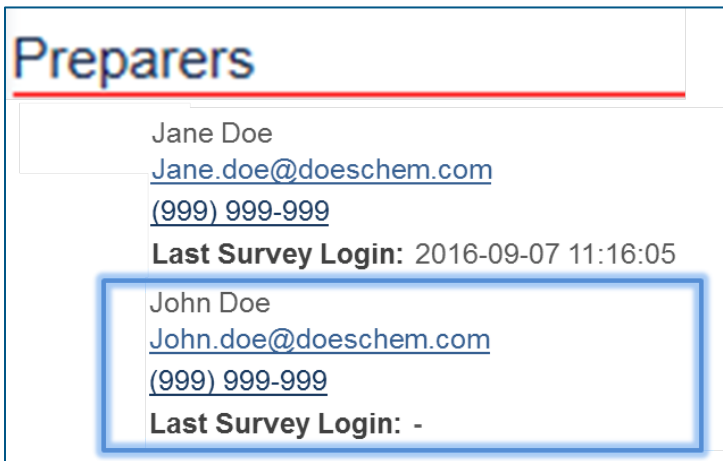


Figure 83: New Users Appear in the Facility Users Column.

10 User Management Tab

This section applies ONLY if you have an Authorizer or Administrator role.

These sections describe how an Authorizer or Administrator can search users and view their status, add users by inviting them to register, administer user accounts, including password recovery, assign Administrator rights. Additionally, for users with access to the Personnel Surety Program (PSP), an Authorizer or Administrator can create groups and assign PSP Submitter access.

10.1 Add Users

This feature will start the registration process for a user under the authorizer purview. The user may be a new CSAT user or an existing user.

Click the [Add User] button.



You must enter a valid email address for the user; otherwise this process cannot be completed.

The screenshot shows the CSAT 2.0 user management interface. At the top, there is a navigation bar with the following elements:

- Logos for Homeland Security and CSAT 2.0 (Chemical Security Assessment Tool).
- User information: JOHN.DOE1, Logout, Current Authorizer: John Doe.
- Metadata: OMB No. 1670-0007, Expiration Date, Chemical-terrorism Vulnerability Information, and Version.
- Navigation buttons: Home, My Facilities, User Management (highlighted), and Help.
- A search bar.

 Below the navigation bar is the 'Add Users' form, which contains:

- Input fields for First Name (Abigail), Last Name (Charles), and Email (abi.charles@doeschem.com).
- An 'Add User' button.

Figure 84: Click Add User to Invite a User to Begin CSAT Registration for a New or Existing Account.

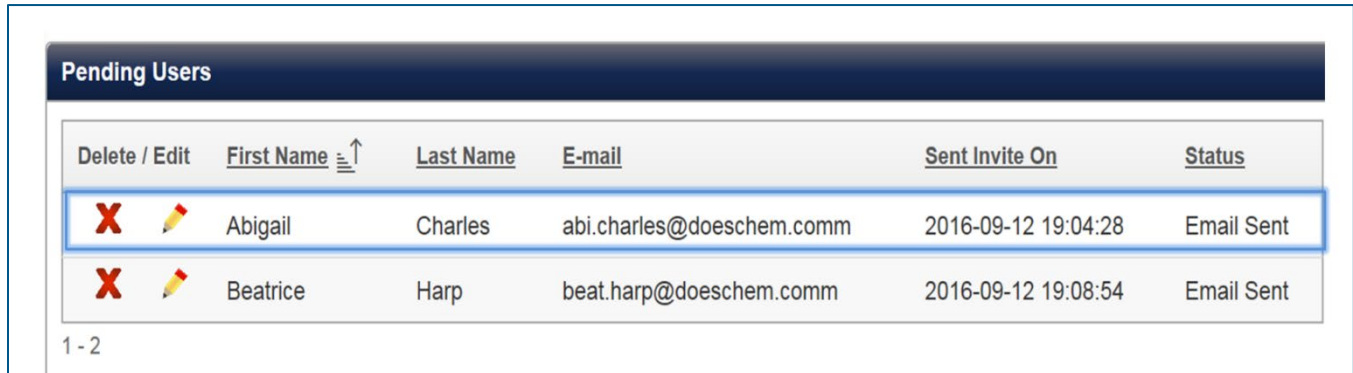
The Add Users feature sends automated email notifications containing a unique link and challenge code to a user. The user must have a valid email address to receive the emails and continue with the process of creating an account for the CSAT system for the first time or associating his or her existing account with the Authorizer.



The challenge code is active for 30 days. See Pending Users (Section [10.2](#)) features below for information on resending a new challenge code.

10.2 Pending Users

The Pending Users list shows any users that were added and have yet to complete the registration process.



Delete / Edit	First Name	Last Name	E-mail	Sent Invite On	Status
X	Abigail	Charles	abi.charles@doeschem.comm	2016-09-12 19:04:28	Email Sent
X	Beatrice	Harp	beat.harp@doeschem.comm	2016-09-12 19:08:54	Email Sent

1 - 2

Figure 85: Pending Users Sample Column



If you have a large list of pending users use the column sort feature to structure the results within the list.

10.2.1 Delete a Pending User

You can delete a pending user while the invite is displayed in the Pending Users List.

Click the **X [Delete]** icon to delete the pending user invite. A pop-window confirming the cancelation of the request will appear.

Click **[Confirm Delete]** to delete. The challenge code sent to the user will become invalid immediately.

Click **[Cancel]** to return to the Pending Users list.

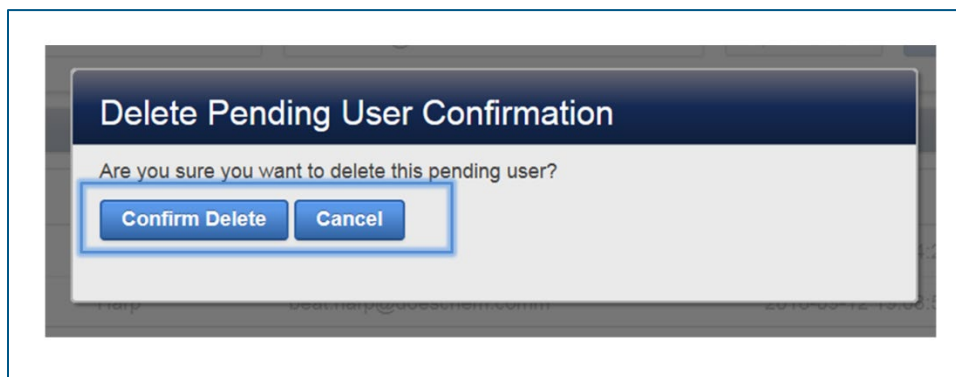


Figure 86: Confirm Delete Removes the Pending User.

10.2.2 Edit a Pending User

You can edit a pending user while the invite is still awaiting and showing in the Pending Users list.



Click the **[Edit]** icon to edit a user. The Delete/Edit Users web form appears. You can edit the name and email of the user.

Click the **[Update]** button when you are finished with any updates in the first, last name or email of the user. The update button is disabled (grayed out) until you make an edit to the user information.

Click the **[Resend Invite]** button to resend the challenge code to the user. This is required if the code challenge is deactivated prior to the user accepting the invitation.

Click the **[Cancel]** button to cancel any actions and close the edit web form.

Figure 87: Overview of the Edit/Delete Users Web Form

10.3 Search Users

Enter part of a first or last name you want to search click the **[Filter]** button. You can change the number of rows displayed by the row dropdown option.

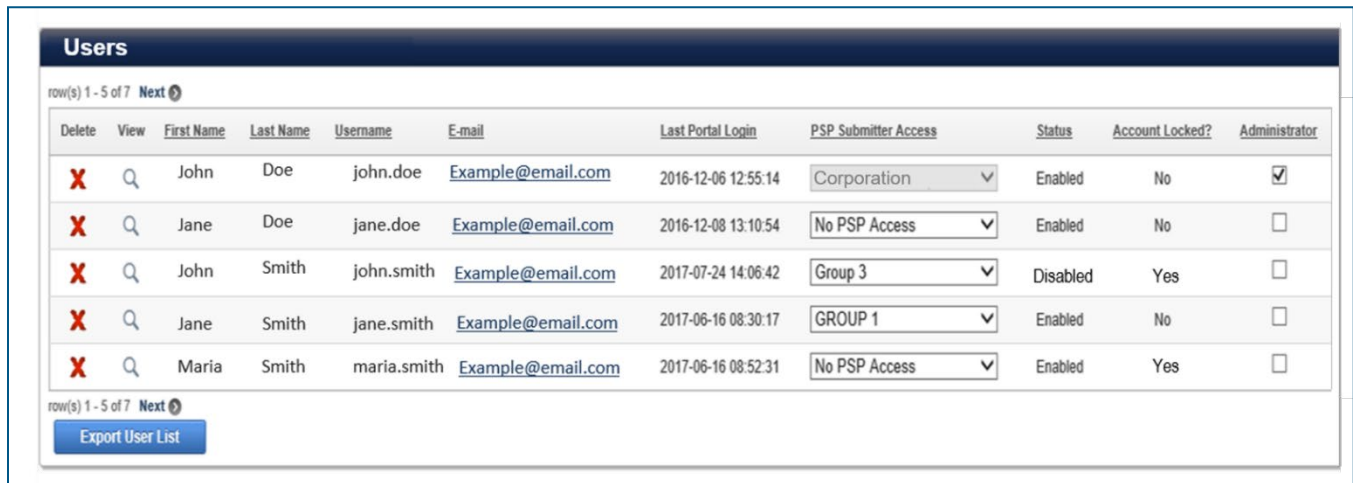
Click the **[Reset]** button to restart your search.

Figure 88: Search Users Features Overview

The results will be displayed in the **Users list**. See Section [10.4](#) below for more information.

10.4 Users

The Users section lists all the CSAT users under your purview.



Delete	View	First Name	Last Name	Username	E-mail	Last Portal Login	PSP Submitter Access	Status	Account Locked?	Administrator
X	Q	John	Doe	john.doe	Example@email.com	2016-12-06 12:55:14	Corporation	Enabled	No	<input checked="" type="checkbox"/>
X	Q	Jane	Doe	jane.doe	Example@email.com	2016-12-08 13:10:54	No PSP Access	Enabled	No	<input type="checkbox"/>
X	Q	John	Smith	john.smith	Example@email.com	2017-07-24 14:06:42	Group 3	Disabled	Yes	<input type="checkbox"/>
X	Q	Jane	Smith	jane.smith	Example@email.com	2017-06-16 08:30:17	GROUP 1	Enabled	No	<input type="checkbox"/>
X	Q	Maria	Smith	maria.smith	Example@email.com	2017-06-16 08:52:31	No PSP Access	Enabled	Yes	<input type="checkbox"/>

row(s) 1 - 5 of 7 Next

Export User List

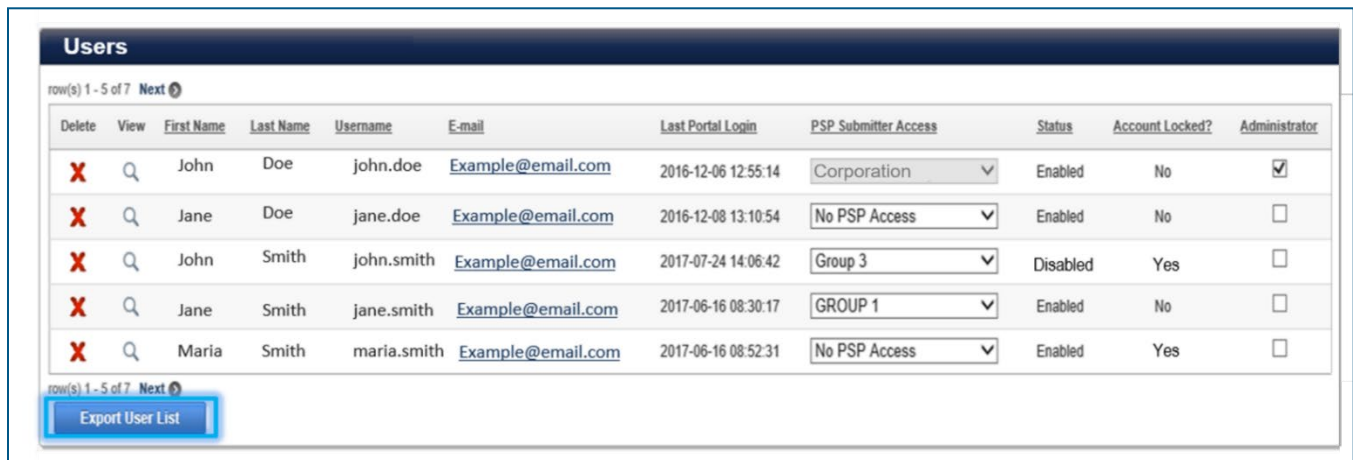
Figure 89: Users List Features and Buttons Overview



If you do not have CSAT PSP application access you will not see the PSP Submitter Access column. See Section [11](#) for more information.

10.4.1 Export User List

Click the **[Export User List]** button to download a list of users under your purview.



Delete	View	First Name	Last Name	Username	E-mail	Last Portal Login	PSP Submitter Access	Status	Account Locked?	Administrator
X	Q	John	Doe	john.doe	Example@email.com	2016-12-06 12:55:14	Corporation	Enabled	No	<input checked="" type="checkbox"/>
X	Q	Jane	Doe	jane.doe	Example@email.com	2016-12-08 13:10:54	No PSP Access	Enabled	No	<input type="checkbox"/>
X	Q	John	Smith	john.smith	Example@email.com	2017-07-24 14:06:42	Group 3	Disabled	Yes	<input type="checkbox"/>
X	Q	Jane	Smith	jane.smith	Example@email.com	2017-06-16 08:30:17	GROUP 1	Enabled	No	<input type="checkbox"/>
X	Q	Maria	Smith	maria.smith	Example@email.com	2017-06-16 08:52:31	No PSP Access	Enabled	Yes	<input type="checkbox"/>

row(s) 1 - 5 of 7 Next

Export User List

Figure 90: Click the Export User List to Download a User List from CSAT.

10.4.2 View User Information

You can view, edit, or delete a user account by accessing the user information page.

Click the  [View] icon to see a user’s information page.

The User Information page (see Figure 91) displays the User Information, Account Status, and CSAT roles.

You can also manage the user’s account.



If you do not have CSAT PSP application access you will not see the PSP Submitter Access part. See Section 11 Error! Reference source not found. **for more information.**

The screenshot shows the 'User Information' page for John Smith. The page is divided into several sections:

- User Information:** Displays the user's name (John Smith), CSAT Username (john.smith1), Address (123456 Mall of America, Springfield, IN 85697), Phone ((222) 222-2222), and Email (Example@email.com). There is a 'Last Portal Login' link.
- Account Status:** Shows fields for 'Enabled' (Yes/No), 'Locked' (Yes/No), and 'Administrator' (checked). There are 'Enable' and 'Unlock' buttons.
- Submitter List:** A table with 6 rows showing Facility Name and Facility ID. The first row is 'November Facility 30' with ID '32793'.
- Preparer List:** A table with 2 rows showing Facility Name and Facility ID. The first row is 'EAP Test Facility Case 4' with ID '900000004'.
- Reviewer List:** A table with 2 rows showing Facility Name and Facility ID. The first row is 'Joe's Chemical Shack' with ID '900000911'.
- PSP Submitter Access:** A section for 'PSP Submitter Access Corporation' which is currently empty.

At the bottom right, there are two buttons: 'Delete Account' and 'Save / Go Back'.

Figure 91: User Information Page



Click the [Save/Go Back] button to save any account status changes and/or return to the User Management page.

10.4.2.1 User Information

You can see the user's name, CSAT username, address, phone number, email and last time the user logged into the CSAT portal.

User Information		
John Smith		
CSAT Username john.smith1	Address 123456 Mall of America Springfield, IN 85697	Phone (222) 222-2222
Last Portal Login		Email Example@email.com

Figure 92: User Information Section

10.4.2.2 Account Status

In the Account Status, you can view whether the account is enabled or locked, change administrator rights, enable or unlock the account, and reset the user's password.



The buttons will only be active (color blue) if the account is disabled or locked, so an action can be taken.

Account Status		
Enabled	Locked	Administrator
Yes	No	<input checked="" type="checkbox"/>
<input type="button" value="Enable"/>	<input type="button" value="Unlock"/>	

Figure 93: Account Status

10.4.2.3 Change Administrator Rights

Check the **[Administrator checkbox]** if you want the user to have administrator rights to CSAT. Uncheck the Administrator checkbox to remove the administration privileges of the user.

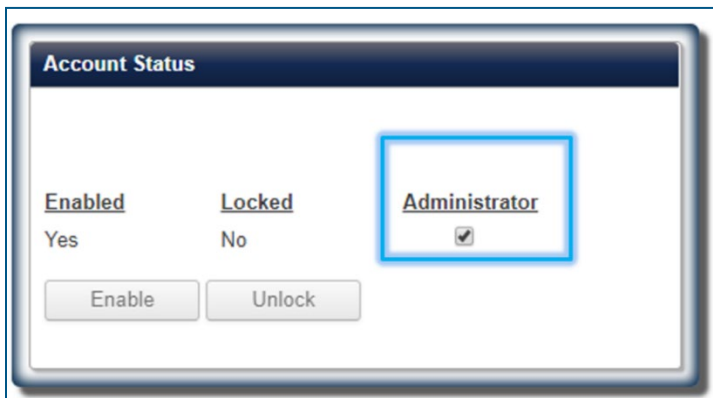


Figure 94: Administrator Rights are Managed by Checking or Unchecking the Administrator box in Account Status.



You can also change the Administrator rights from the Users List. See Section [10.4.5](#) for more details.

10.4.2.4 Enable User Account



This feature is only available for users whose account has been disabled.

If the user does not log into the CSAT system within a 45-day period, then the account is automatically disabled. Click the **[Enable]** button to re-enable their account. The CSAT system automatically generates and sends an email to the user with login information.

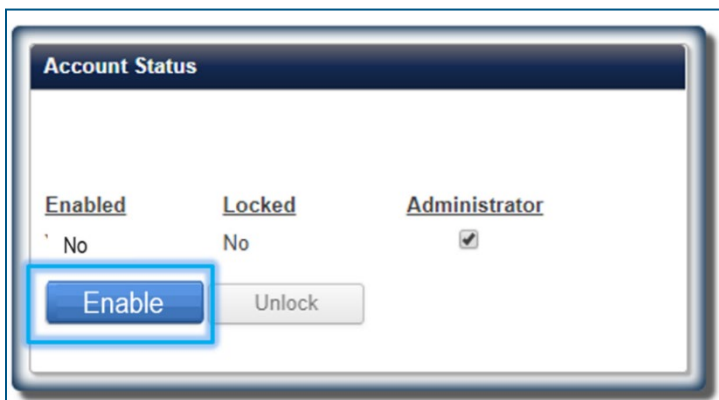


Figure 95: Click the Enable Button to Restore a Disabled CSAT User Account



If you are experiencing problems logging into CSAT you can contact your Authorizer, Administrator, or the CSAT Help Desk (see Section [13.1](#)).

10.4.2.5 Unlock Account



As an Authorizer or Administrator, you can unlock an account for a user.

After three (3) unsuccessful logon attempts a user's account is automatically locked by the system. Use the **[Unlock]** button if you want to unlock the account.

The user can then use the 'Forgot Password' link on the login page to log.

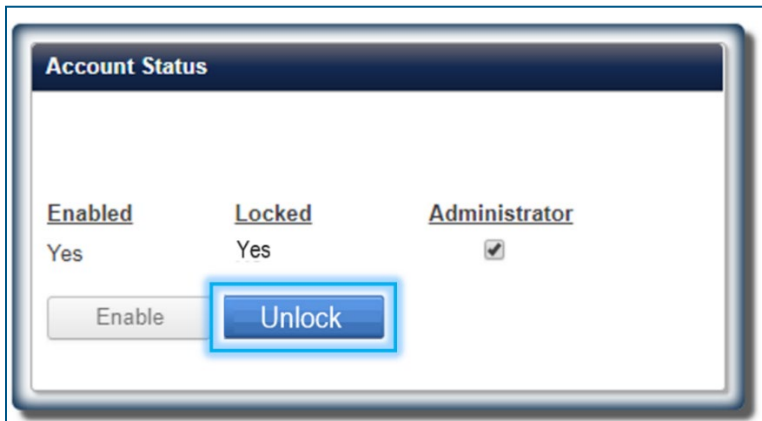


Figure 96: Click the Reset Password to Unlock a User's Account



You can also reset a user's password from the User List. See Section [10.4.2](#) for more details.

10.4.2.6 User Role Lists

If the user has a Submitter, Preparer and/or Reviewer role you can view a list of facilities for each role. Click the **[Facility ID]** to view the facility dashboard information. You will be directed to the selected facility's page.



Figure 97: User Role Lists

10.4.2.7 PSP Submitter Access

If you have PSP access you can assign the PSP Submitter role.



You must first create a group prior to assigning a user. See Section [10.5](#) for creating and managing PSP groups.

Click on the dropdown list to select the group you would like to assign the user to.

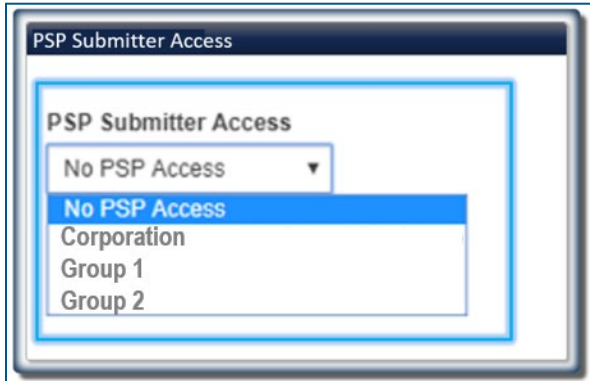


Figure 98: PSP Submitter Access from User Information Page



The Authorizer and Administrator(s) are assigned by default to the Corporation (Employees Only) group and may not be assigned to a different group. They can submit, edit or remove records for this group and view records in other groups.



You can also assign PSP Submitter Access from the Users List. See Section [10.4.6](#) for more details.

10.4.2.8 Delete Account

Click the [**Delete Account**] button to delete the user. A pop-window confirming the cancelation of the request will appear.

User Information

John Smith

CSAT Username john.smith1 **Address** 123456 Mall of America
Springfield, IN 85697 **Phone** (222) 222-2222 **Email** Example@email.com

Account Status

Enabled Yes **Locked** No **Administrator**

Submitter List

Facility Name	Facility ID
November Facility 30	32793
Oscar Facility 2	32751
Sierra Facility 410	32842
Test Facility CH	10649
Test Facility Jacobson Alpha	32332

Preparer List

Facility Name	Facility ID
EAP Test Facility Case 4	900000004
ORNL Test Facility	7831

Reviewer List

Facility Name	Facility ID
Joe's Chemical Shack	900000911
Test Facility Orange	900000060

PSP Submitter Access

PSP Submitter Access Corporation

Figure 99: Delete User Account by Accessing the User Information Page.

You will need to reconfirm the delete action.

Delete User Confirmation

Deleting this user will remove the user from all your facilities and groups. Do you want to continue with deleting this user?

Figure 100: Confirm Delete to Remove a CSAT User from All Your Facilities and Groups Message.

Click [**Confirm Delete**] to delete. The user will be removed from all of your facilities and groups.

Click [**Cancel**] to return to the User's Information page.



You can also delete a user's account from the Users List. See Section [10.4.4](#) for more details.



Deleting a user will remove the user from your facilities and groups, but their CSAT account will not be deleted. If the user works for another Authorizer, the user will still be able to use the account under the other Authorizer. If you are trying to delete a user that does not need access under another Authorizer, please call the CSAT Help Desk (see Section [12.1](#)) to remove the user from CSAT.

10.4.3 Forget Password



For increased security an authorizer or administrator can no longer reset password.

If a user forgets his/her password, you can direct the user to use the Forget Password link on the log in page.

See Section [5.1](#) for step by step instructions.

10.4.4 Delete User Account

You can delete a CSAT user from the Users list or the User's Information page (see Section within [10.4.2](#)).

Users										
row(s) 1 - 5 of 7 Next										
Delete	View	First Name	Last Name	Username	E-mail	Last Portal Login	PSP Submitter Access	Status	Account Locked?	Administrator
		John	Doe	john.doe	Example@email.com	2016-12-06 12:55:14	Corporation	Enabled	No	<input checked="" type="checkbox"/>
		Jane	Doe	jane.doe	Example@email.com	2016-12-08 13:10:54	No PSP Access	Enabled	No	<input type="checkbox"/>

Figure 101: Delete a User from the User List.

Click the **[Delete]** icon to delete the pending user invite. A pop-window confirming the cancelation of the request will appear.

Click **[Confirm Delete]** to delete. The user will be removed from all of your facilities and surveys

Click **[Cancel]** to return to the Users list.



Deleting a user will remove the user from all your facilities and groups.



Deleting a user will remove the user from your facilities and groups, but their CSAT account will not be deleted. If the user works for another Authorizer, the user will still be able to use the account under the other Authorizer. If you are trying to delete a user that does not need access under another Authorizer, please call the CSAT Help Desk (see Section [12.1](#)) to remove the user from CSAT.

You will need to reconfirm the delete action.

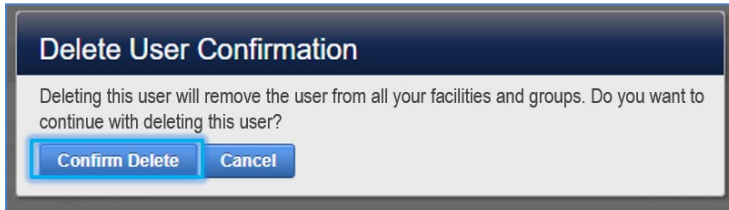


Figure 102: Confirm Delete to Remove a CSAT User from All Your Facilities and Groups.

Click [**Confirm Delete**] to delete. The user will be removed from all of your facilities and groups. Click [**Cancel**] to return to the User's Information page.

10.4.5 Administrator

You can easily make a user an administrator to assist with facility and user management activities. Check the [**Administrator checkbox**] if you want the user to have administrator rights to CSAT. Uncheck the Administrator checkbox to remove the administration privileges of the user.

 A screenshot of a web application interface showing a table of users. The table has columns for Delete, View, First Name, Last Name, Username, E-mail, Last Portal Login, PSP Submitter Access, Status, Account Locked?, and Administrator. The Administrator column contains checkboxes. The checkbox for the first user (John Doe) is checked, and the checkbox for the second user (Jane Doe) is unchecked. The Administrator column header and the checkboxes are highlighted with a blue border.

Delete	View	First Name	Last Name	Username	E-mail	Last Portal Login	PSP Submitter Access	Status	Account Locked?	Administrator
X	Q	John	Doe	john.doe	Example@email.com	2016-12-06 12:55:14	Corporation	Enabled	No	<input checked="" type="checkbox"/>
X	Q	Jane	Doe	jane.doe	Example@email.com	2016-12-08 13:10:54	No PSP Access	Enabled	No	<input type="checkbox"/>

Figure 103: Administrator Rights Are Managed by Checking or Unchecking the Administrator Checkbox.



See [Section 2](#) and [Section 3](#) for more details about the Administrator role.

10.4.6 Personnel Surety Program (PSP) Submitter Access

If you have PSP access you can assign the PSP Submitter role.



You must first create the group prior to assigning PSP access. If you are an Authorizer or have been assigned an Administrator role, you can create and manage groups, and assign PSP Submitters to these groups, so that they can view, edit and/or submit Affected Individuals only in the groups they are assigned to. See Section [10.5](#) for information how to create, edit and manage the PSP groups.



Additional best practices and tips may be found by visiting <https://www.dhs.gov/cfats-personnel-surety-program>.

Click the dropdown PSP Submitter Access group list to assign the user to a PSP group. The access is automatically saved.

The screenshot shows the 'Search Users' interface. At the top, there is a search bar and a 'Display' dropdown set to 5. Below this is a table titled 'Users' with one row of data for a user named John Smith. The table has columns for 'Delete', 'View', 'First Name', 'Last Name', 'Username', 'E-mail', 'Last Portal Log', 'PSP Submitter Access', 'Status', 'Account Locked?', and 'Administrator'. The 'PSP Submitter Access' column for John Smith is highlighted with a blue box, and a dropdown menu is open, showing options: 'No PSP Access', 'Corporation', 'Group 1', and 'Group 2'. The 'No PSP Access' option is currently selected.

Figure 104: PSP Submitter Access Column in Users List.



The Authorizer and Administrator(s) are assigned by default to the Corporation (Employees Only) group and may not be assigned to a different group. They can submit, edit or remove records for this group and view records in other groups.



You can also assign PSP Submitter Access from the User Information page, see Section [10.4.2](#).

10.5 Groups

Access to records about Affected Individuals in the PSP application is managed through groups created by the Authorizer or an Administrator. A PSP Submitter assigned to a group may view and edit all records about Affected Individuals within that group. A PSP Submitter may only be assigned to one group under an Authorizer. See Section [10.4.6](#) for assigning PSP Submitter Access.



The Authorizer and Administrator(s) are assigned by default to the Corporation (Employees Only) group and may not be assigned to a different group.



All users assigned to the Corporation group can submit, edit or remove records for this group and view records in other groups.

The record about an Affected Individual will be assigned to the group of the PSP Submitter. For example, when an Authorizer or PSP Submitter assigned to the “Corporation” group submits information about Affected Individuals, the record will be assigned to the “Corporation” group.



For specific instructions regarding the PSP you can access the PSP Instructions via the DHS Personnel Surety Program Resources link by visiting <https://www.dhs.gov/cfats-personnel-surety-program>.

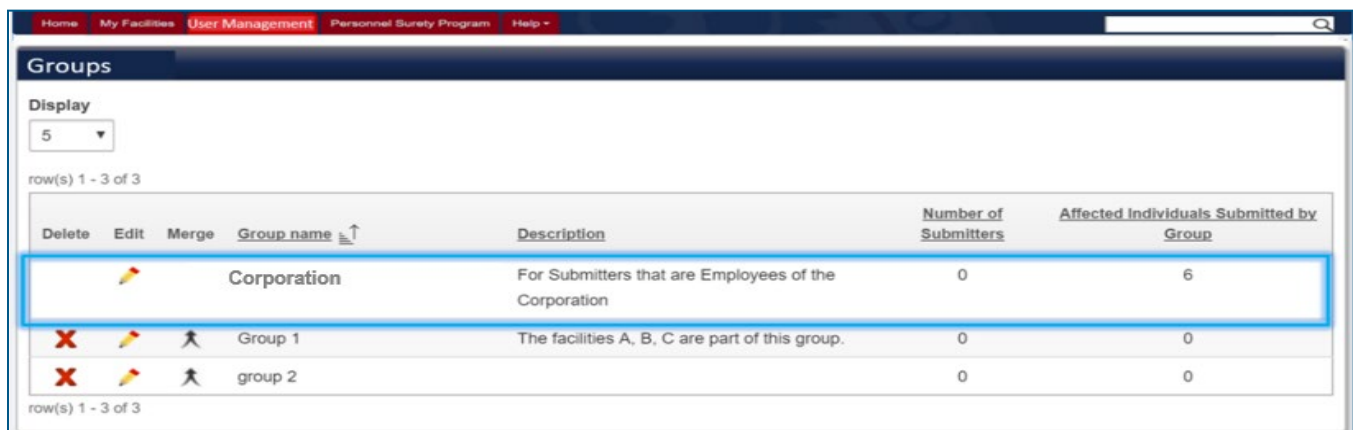
10.5.1 Corporation Group

The group labeled Corporation is created by default by CSAT upon being granted access to the PSP application.

The name of this group cannot be edited; however, you can edit its description.

The Authorizer and Administrator(s) are automatically assigned to the default group and may not be assigned to a different group.

There can be multiple users assigned to the Corporation group. If you are assigned to the Corporation group, you can view all records submitted under other groups. You may only edit records in the Corporation group.



Delete	Edit	Merge	Group name	Description	Number of Submitters	Affected Individuals Submitted by Group
			Corporation	For Submitters that are Employees of the Corporation	0	6
			Group 1	The facilities A, B, C are part of this group.	0	0
			group 2		0	0

Figure 105: Groups List

10.5.2 Create Group

If you are an Authorizer or an Administrator and have access to the CSAT PSP application, you can create groups to assign PSP Submitter(s).



For specific instructions regarding the PSP you can access the PSP Instructions via the DHS Personnel Surety Program Resources link <https://www.dhs.gov/cfats-personnel-surety-program>.

To create a group, **add a name and description** in the open text fields.

Click [**Save**] to create the group.

Click [**Cancel**] to cancel the action.

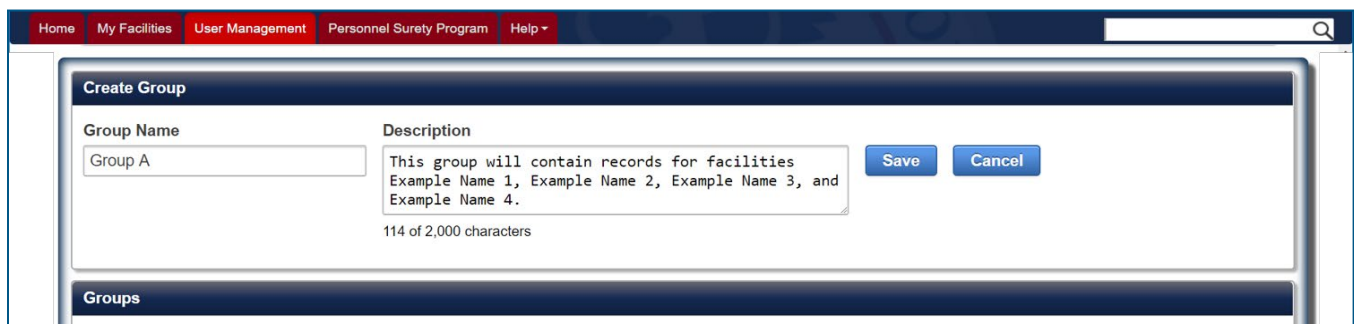


Figure 106: Create Group



A new group is not required for each individual PSP Submitter. Multiple PSP Submitters can be assigned to a single group.



Additional best practices and tips may be found by visiting <https://www.dhs.gov/cfats-personnel-surety-program>.

10.5.3 Edit Group

You can edit the name and description of any group, except for the Corporation Group. The name of the Corporation group cannot not be edited; however, you can edit its description.



Click the [Edit] icon to edit a group.

Click the [Save] button when you are finished with any updates in the name or description of the group.

Click the [Cancel] button to cancel any actions.

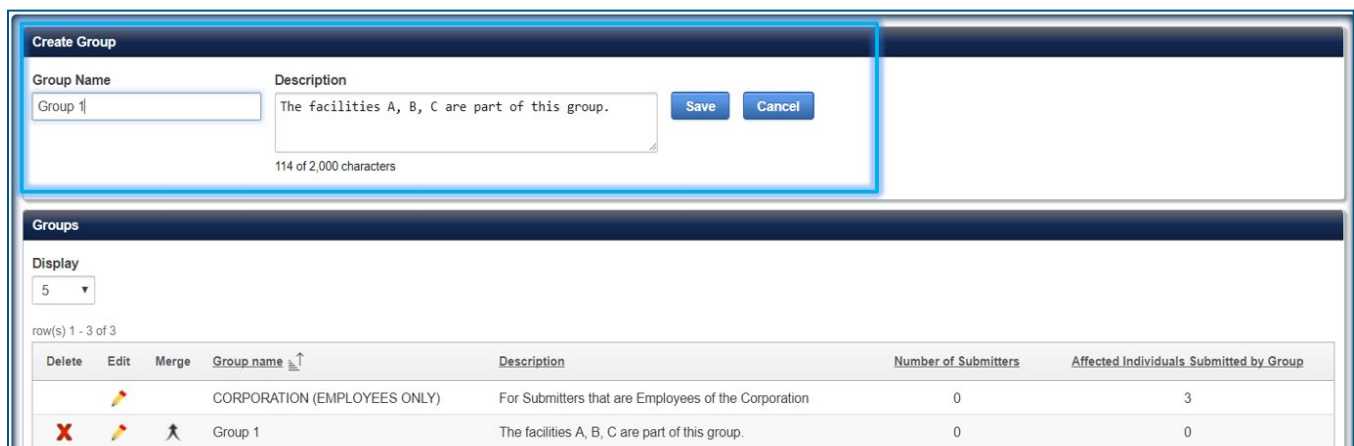


Figure 107: Edit Group

10.5.4 Delete Group

You can delete any group, except the Corporation group.



Deleting a group will remove the Affected Individuals assigned to that group from the CSAT PSP application. Additionally, the assigned submitter(s) of the group will lose their PSP Submitter role.

Click the **X [Delete]** icon to delete the group. A pop-window confirming the group's delete action will appear.

Click **[OK]** to delete.

Click **[Cancel]** to return to the Groups List.

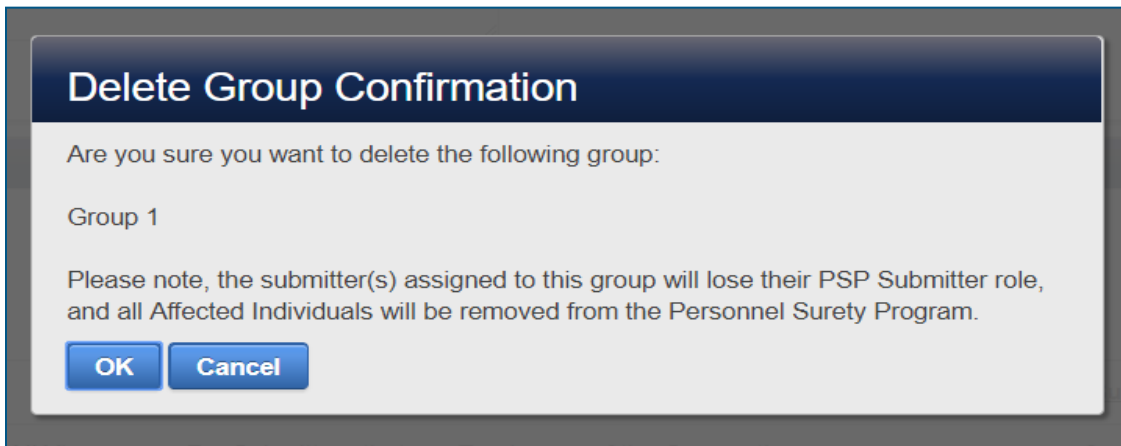


Figure 108: Delete Group Confirmation Message.

10.5.5 Merge Group

The merge group function is utilized to merge the records of Affected Individuals in a group into the default group labeled “Corporation.”



Once the merge action is completed, the Affected Individuals’ records will be added to the Corporation group. Additionally, the assigned submitter(s) of the merged group will lose their PSP Submitter role and the merged group will be deleted.

Only the Authorizer, Administrator(s) and PSP Submitters assigned to the Corporation group can edit or remove the merged records going forward.



Click the **[Merge]** icon to merge the group to the Corporation group. A pop-window confirming the group’s merge action will appear.

Click **[OK]** to merge.

Click **[Cancel]** to return to the Groups List.

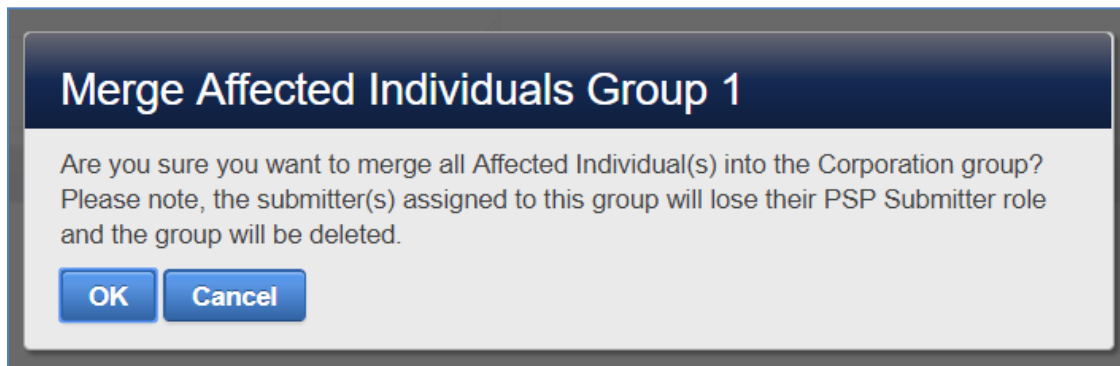


Figure 109: Merge Affected Individuals Group Confirmation Message.

11 Personnel Surety Program Tab

This section applies ONLY if you have access to the CSAT PSP application.

The CSAT Authorizer can manage access for additional users who may assist in submitting information about Affected Individuals.



See Section 10 for creating and managing groups, assigning PSP Submitter access, and user management details.

Click on the PSP Tab located on the CSAT header.

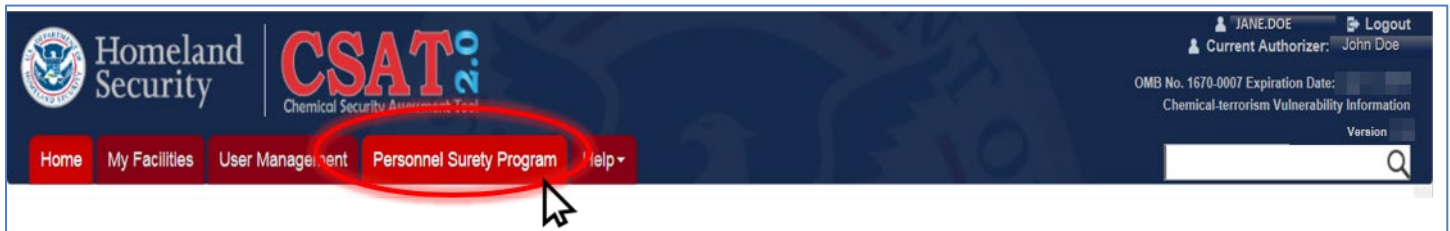


Figure 110: Personnel Surety Program Tab

These sections describe how an Authorizer, Administrator or PSP Submitter can search Affected Individual records, view their status, add Affected Individuals through a web form or bulk upload, export a list of Affected Individuals and create User Defined Fields.



For specific instructions about the PSP you can find more resources including the PSP Instructions via the DHS Personnel Surety Program Resources link at <https://www.dhs.gov/cfats-personnel-surety-program>.

11.1 Search Affected Individuals

You can search Affected Individual records under your purview by using the quick filters in the search area.

Type a value in Last Name and/or First Name text boxes or select values from the dropdown menus of the other filters to narrow the Affected Individuals list.

The screenshot shows a search form titled "Search Affected Individuals" with the following fields and values:

Last Name	First Name	Option	Status
Smith	J	--Select an Option--	--Select a Status--
Submitted By	Group	Gender	Birth Year
--Select a Name--	--Select a Group--	--Select a Gender--	--Select a Year--

Buttons: Reset, Filter

Figure 111: Example of Using Filters in Search Affected Individuals.

After entering or selecting values for one or more filter, click the **[Filter]** button to complete your search.

The screenshot shows the same search form as Figure 111, but with the "Filter" button highlighted by a blue box. The form is now empty, indicating that the search results are being displayed below it.

Buttons: Reset, Filter

Affected Individuals

Figure 112: Search Affected Individuals

The results will be displayed in the **Affected Individuals list**. See Section [11.2.1](#) for more information.

Click the **[Reset]** button to clear all filters and see the list of all records again.

11.2 Affected Individuals

You can click on any of the columns title to sort the list by ascending or descending order on that column.

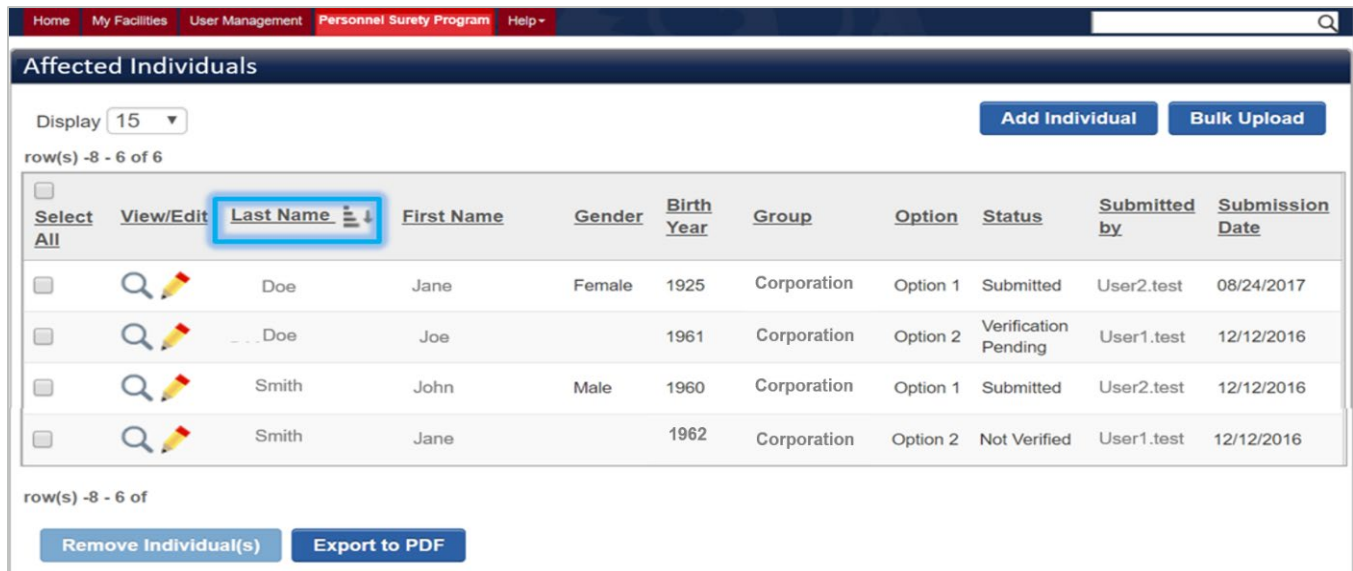


Figure 113: Affected Individuals List

11.2.1 Add Individual

This feature will start the submission process for an Affected Individual through a web form.

Click the **[Add Individual]** button.

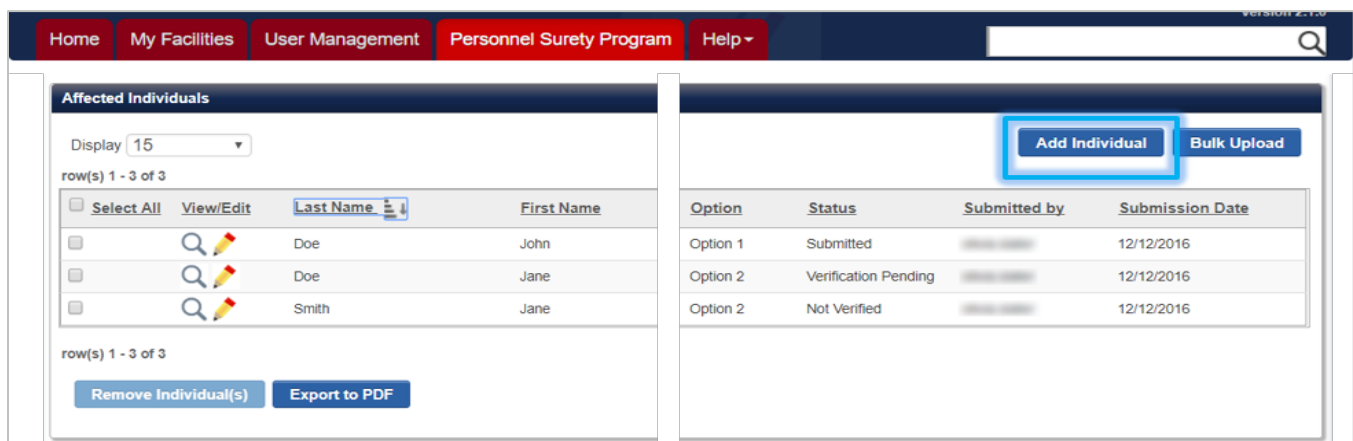


Figure 114: Click Add Individual to Begin the Submission Process of an Affected Individual.

This will open the “Affected Individual Record Enrollment Option Selection” page.

Once you have selected an option, click the **[Continue]** button. The button will remain disabled until you select an option.

Click **[Cancel]** button to return to the Personnel Surety Program page.

Affected Individual Record Enrollment Option Selection

Option 1. Input a record to directly vet an affected individual against identifying information of known or suspected terrorists contained in the Terrorist Screening Database (TSDB).

Option 2A. Input a record to verify enrollment of an affected individual in the Transportation Worker Identification Credential (TWIC) Program

Option 2B. Input a record to verify enrollment of an affected individual in the Hazardous Material Endorsement (HME) Program

Option 2C. Input a record to verify enrollment of an affected individual in the Trusted Traveler Programs, which includes:

- NEXUS
- Free and Secure Trade (FAST)
- Global Entry
- Secure Electronic Network for Travelers Rapid Inspection (SENTRI)

Continue >> **Cancel**

WARNING: Certain information entered into this application and certain information appearing in this application about affected individuals is considered sensitive personally identifiable information (PII). This application, and any information copied or removed from this application (e.g., PDF reports containing detailed PII about affected individuals), are subject to the Privacy Act of 1974, 5 U.S.C. § 552a. Access to this application must be limited to CSAT authorized users. Any information copied or removed from this application must not be disclosed or shared with individuals unless they have a need-to-know and must be protected as stated in the DHS CSAT Personnel Surety application Rules of Behavior.

Figure 115: Affected Individual Record Enrollment Option Selection – Option 1

For all Option 2 selections, you can additionally check the “Revert to Option 1” checkbox.

Affected Individual Record Enrollment Option Selection

Option 1. Input a record to directly vet an affected individual against identifying information of known or suspected terrorists contained in the Terrorist Screening Database (TSDB).

Option 2A. Input a record to verify enrollment of an affected individual in the Transportation Worker Identification Credential (TWIC) Program

Revert to Option 1 -- Select this checkbox if you would like the Department to automatically submit an affected individual's record under Option 1, when the Department is no longer able to verify an affected individual that was previously submitted and verified under Option 2.

Option 2B. Input a record to verify enrollment of an affected individual in the Hazardous Material Endorsement (HME) Program

Option 2C. Input a record to verify enrollment of an affected individual in the Trusted Traveler Programs, which includes:

- NEXUS
- Free and Secure Trade (FAST)
- Global Entry
- Secure Electronic Network for Travelers Rapid Inspection (SENTRI)

NOTE Verifying an affected individual's enrollment in the TWIC Program, HME Program or one of the Trusted Traveler Programs is optional. If it is administratively easier for a high-risk chemical facility to input a record about an affected individual to identify terrorist ties, the facility may do so.

Continue >> **Cancel**

Figure 116: Affected Individual Record Enrollment Option Selection – Option 2 and “Revert to Option 1”



If you are planning to use User Defined Field(s) you must create them prior to submitting the Affected Individual. See Section 11.3 for more details.

After you select Continue, the web form for the selected option appears.

Enter the required information related to the Affected Individual and any optional information you want to provide. Required information will be denoted with a red asterisk.



You can find more information CSAT PSP Options, required and optional information, User Defined Field and additional best practices and tips by visiting <https://www.dhs.gov/cfats-personnel-surety-program>.

After you enter the Affected Individual’s information, click **[Submit Record]** button (located at the bottom of the web form) to complete the Affected Individual submission.

Click the **[Cancel]** button to return to the Personnel Surety Program page without submitting the record.

NOTE An asterisk (*) beside a field indicates that an entry is required in the field.

Personal Information

* Last Name: * First Name: Middle Name: Suffix:

* Date of Birth:

Gender/Citizenship Information

NOTE If the affected individual is a U.S. Person (U.S. Citizens and Nationals as well as U.S. lawful permanent residents) you must provide Country of Citizenship or Gender. If the affected individual is NOT a U.S. Person, you must provide Country of Citizenship and Alien Registration Number or Passport Information.

* Country of Citizenship: Alien Registration Number: OR Passport Country: Passport Number:

OR

* Gender:

Date Affected Individual will no longer have access (Optional)

NOTE You may indicate here that an affected individual will no longer have access to the restricted areas or critical assets of the facilities listed above on a certain date.

Date (if known) When the Affected Individual Will No Longer Have Access:

User Defined Fields (Optional)

User Defined Fields are provided for storing any information desired by the facility (e.g., employee ID number, employee/contractor status, etc.) to manage the exchange of electronic records between a high-risk chemical facility's information systems and the CSAT Personnel Surety application. The Department strongly discourages the use of an affected individual's Social Security Number to manage the exchange of electronic records between a high-risk chemical facility's information systems and the CSAT Personnel Surety application.

HR ID

Submit Record **Cancel**

WARNING: Certain information entered into this application and certain information appearing in this application about affected individuals is considered sensitive personally identifiable information (PII). This application, and any information copied or removed from this application (e.g., PDF reports containing detailed PII about affected individuals), are subject to the Privacy Act of 1974, 5 U.S.C. § 552a. Access to this application must be limited to CSAT authorized users. Any information copied or removed from this application must not be disclosed or shared with individuals unless they have a need-to-know and must be protected as stated in the DHS CSAT Personnel Surety application *Policy of Behavior*.

Figure 117: Click Submit Record to Submit an Affected Individual Using the PSP Web Form.



You must correct any format errors and/or omissions of required fields found prior to successfully submitting an Affected Individual.

A red circle next to a field will indicate an error. The circle will go away when the error is corrected.

Figure 118: Error Indicator Examples in PSP Web Form.



Place your cursor over the indicator icon to view the error reason.

11.2.2 View an Affected Individual Record

You can view an Affected Individual record within your group’s purview. See Section [10.5](#) for more information.



Click the [View] icon to review a record.

Select All	View/Edit	Last Name	First Name
<input type="checkbox"/>		Doe	John
<input type="checkbox"/>		Doe	Jane
<input type="checkbox"/>		Smith	Jane

Figure 119: View Affected Individual Record

A read only version of the web form is displayed.

Click the **[Go Back]** button to return to the Personnel Surety Program page.

Figure 120: View an Affected Individual Record.

11.2.3 Edit an Affected Individual Record

You can edit an Affected Individual’s record at any time after the record is submitted.



Click the **[Edit]** icon to edit a record.

You can only edit Affected Individual records submitted for your assigned group. If you are assigned to the Corporation group, you will see all records but **ONLY** the records for the Corporation group will have the Edit feature available.

Select All	View/Edit	Last Name	Group
<input type="checkbox"/>		Doe	CORPORATION (EMPLOYEES ONLY)
<input type="checkbox"/>		Doe	CORPORATION (EMPLOYEES ONLY)
<input type="checkbox"/>		Smith	Group 1

Figure 121: Example of an Affected Individual with No Edit Feature.

If the Affected Individual was submitted under Option 1, you will be taken directly to the Option 1 web form and the information submitted will be displayed and editable.

Option 1 - Information Necessary To Identify Individuals With Terrorist Ties

NOTE An asterisk (*) beside a field indicates that an entry is required in the field.

Personal Information

* Last Name: Doe * First Name: John Middle Name: N Suffix:
 * Date of Birth: 01/01/1960

Gender/Citizenship Information

NOTE If the affected individual is a U.S. Person (U.S. Citizens and Nationals as well as U.S. lawful permanent residents) you must provide Country of Citizenship or Gender. If the affected individual is NOT a U.S. Person, you must provide Country of Citizenship and Alien Registration Number or Passport Information.

Country of Citizenship: UNITED STATES Alien Registration Number: OR * Passport Country: UNITED STATES * Passport Number: 000111100000

OR

Gender: Male

Date Affected Individual will no longer have access (Optional)

NOTE You may indicate here that an affected individual will no longer have access to the restricted areas or critical assets of the facilities listed above on a certain date.

Date (if known) When the Affected Individual Will No Longer Have Access: 09/08/2018

Figure 122: Edit an Option 1 Affected Individual Record.



If the record was submitted under Option 1 you cannot change the Option. If you like to submit the Affected Individual under Option 2, you must first remove the record and then resubmit under Option 2.

If the Affected Individual was submitted under Option 2, the Affected Individual Record Enrollment Option Selection page will be displayed. You can change the verification enrollment (i.e. 2A, 2B, or 2C) and/or Revert to Option 1 selection from the Affected Individual Record Enrollment Option Selection page.

Affected Individual Record Enrollment Option Selection

Option 2A. Input a record to verify enrollment of an affected individual in the Transportation Worker Identification Credential (TWIC) Program.

Option 2B. Input a record to verify enrollment of an affected individual in the Hazardous Material Endorsement (HME) Program.

Revert to Option 1 -- Select this checkbox if you would like the Department to automatically submit an affected individual's record under Option 1, when the Department is no longer able to verify an affected individual that was previously submitted and verified under Option 2.

Option 2C. Input a record to verify enrollment of an affected individual in the Trusted Traveler Programs, which includes:

- NEXUS
- Free and Secure Trade (FAST)
- Global Entry
- Secure Electronic Network for Travelers Rapid Inspection (SENTRI)

NOTE Verifying an affected individual's enrollment in the TWIC Program, HME Program or one of the Trusted Traveler Programs is optional. If it is administratively easier for a high-risk chemical facility to input a record about an affected individual to identify terrorist ties, the facility may do so.

Continue >> Cancel

Figure 123: Option 2 Enrollment Option Selection.

Click the **[Continue]** button to save your changes (if any) and continue. The web form for Option 2 will be displayed with all the submitted information.

Option 2B - Information Necessary to Identify Individuals with HME

An asterisk (*) beside a field indicates that an entry is required in the field.

Personal Information

* Last Name: * First Name: Middle Name: Suffix:

* Date of Birth:

HME Information (Required)

* Commercial Driver's License Number:

* Expiration Date:

* Issuing State of Commercial Driver's License:

Figure 124: Edit an Option 2 Affected Individual Record.



If you change the verification enrollment for Options 2A, 2B, or 2C you will lose enrollment specific data and will have to enter the specific required data for the selected enrollment type.

Data Loss Warning
✕

You have selected a different option. You may lose some of your data. Do you wish to continue?

Yes
No

Figure 125: Data Loss Warning Message If Option 2 Is Changed.

NOTE An asterisk (*) beside a field indicates that an entry is required in the field.

Personal Information

* Last Name: * First Name: Middle Name: Suffix:

* Date of Birth:

Gender/Citizenship Information

NOTE If the affected individual is a U.S. Person (U.S. Citizens and Nationals as well as U.S. lawful permanent residents) you must provide Country of Citizenship or Gender. If the affected individual is NOT a U.S. Person, you must provide Country of Citizenship and Alien Registration Number or Passport Information.

Country of Citizenship: Alien Registration Number: OR * Passport Country: * Passport Number:

OR

Gender:

Date Affected Individual will no longer have access (Optional)

NOTE You may indicate here that an affected individual will no longer have access to the restricted areas or critical assets of the facilities listed above on a certain date.

Date (if known) When the Affected Individual Will No Longer Have Access:

Figure 126: Submit Edited Affected Individual Record

Once you have completed the edits, click the **[Submit Record]** button.

Click **[Cancel]** button to return to the Personnel Surety Program page. No changes will be saved to the record.

11.2.4 Remove Affected Individual(s)

You can remove a single or multiple Affected Individuals’ records at a time.

You can only remove Affected Individuals’ records from your assigned group.

Check the box(es) next to the Affected Individual(s) you want to remove or check the **Select All** box to remove all records under your purview.

Affected Individuals

Display

row(s) 1 - 4 of 4

<input type="checkbox"/> Select	View/Edit	Last Name	First Name
<input type="checkbox"/>	<input type="button" value="magnifying glass"/> <input type="button" value="pencil"/>	Doe	Jane
<input checked="" type="checkbox"/>	<input type="button" value="magnifying glass"/> <input type="button" value="pencil"/>	Doe	Jane
<input type="checkbox"/>	<input type="button" value="magnifying glass"/> <input type="button" value="pencil"/>	Doe	John
<input checked="" type="checkbox"/>	<input type="button" value="magnifying glass"/> <input type="button" value="pencil"/>	Doe	John

row(s) 1 - 4 of 4

Affected Individuals

Display

row(s) 1 - 4 of 4

<input checked="" type="checkbox"/> Select	View/Edit	Last Name	First Name
<input checked="" type="checkbox"/>	<input type="button" value="magnifying glass"/> <input type="button" value="pencil"/>	Doe	Jane
<input checked="" type="checkbox"/>	<input type="button" value="magnifying glass"/> <input type="button" value="pencil"/>	Doe	Jane
<input checked="" type="checkbox"/>	<input type="button" value="magnifying glass"/> <input type="button" value="pencil"/>	Doe	John
<input checked="" type="checkbox"/>	<input type="button" value="magnifying glass"/> <input type="button" value="pencil"/>	Doe	John

row(s) 1 - 4 of 4

Figure 127: Select Affected Individuals’ Records to Remove

Click the **[Remove Individual(s)]** button to remove the selected Affected Individual record(s). The button will remain disabled until at least one checkbox is checked.

A pop-window confirming the request for removal will appear.

Click **[OK]** to delete.

Click **[Cancel]** to return to the Affected Individuals List without removing the records.

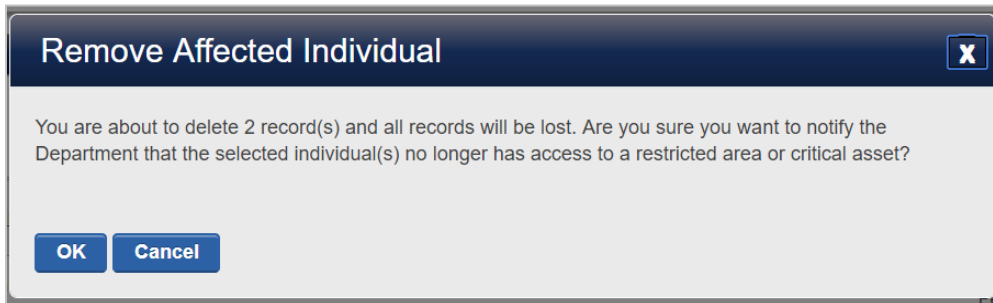


Figure 128: Remove Affected Individual Record(s) Confirmation Message



If you are assigned to the Corporation group and you selected records from another group to be removed, you will get a warning that only records in the Corporation group will be removed. If you want to remove records from other groups you will first need to merge or delete the group, or you can ask a PSP Submitter from the group to delete them for you. See Sections [10.5.4](#) and [10.5.5](#) for deleting or merging groups.

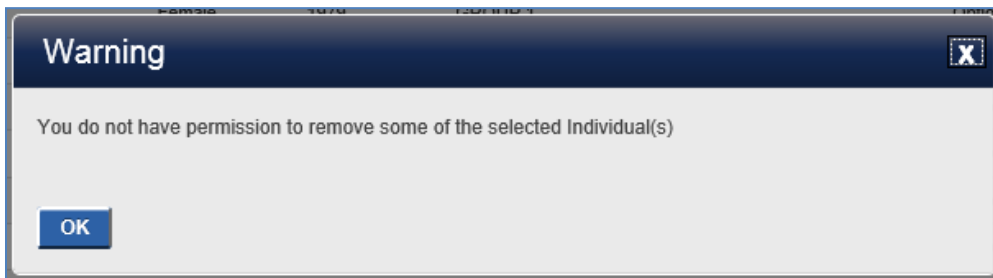


Figure 129: No Permission to Remove Selected Affected Individual Records Warning Message

Click **[OK]** to continue.



See Sections [10.5.4](#) and [10.5.5](#) for using group features for an alternate method for removing multiple Affected Individual records.

11.2.5 Bulk Upload

You can submit information for multiple Affected Individuals for both Option 1 and Option 2 by using a spreadsheet.

Click the **[Bulk Upload]** button on the Affected Individuals list.

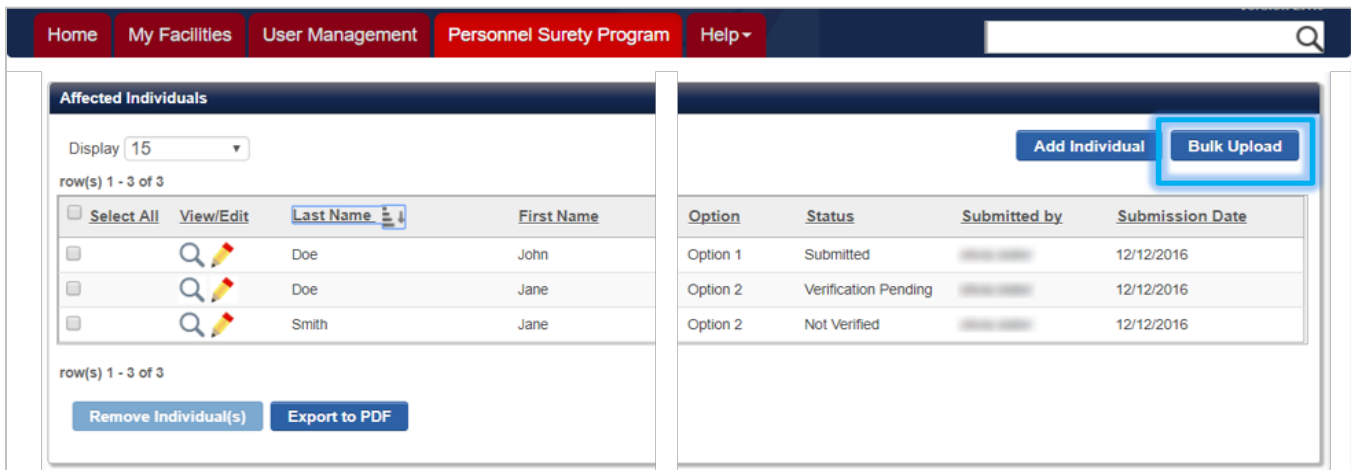


Figure 130: Bulk Upload Feature

The Bulk Upload page is launched.

11.2.5.1 Bulk Upload Template

Click to download the latest bulk upload template available through the XLS and XLSX links found on the Bulk Upload page.

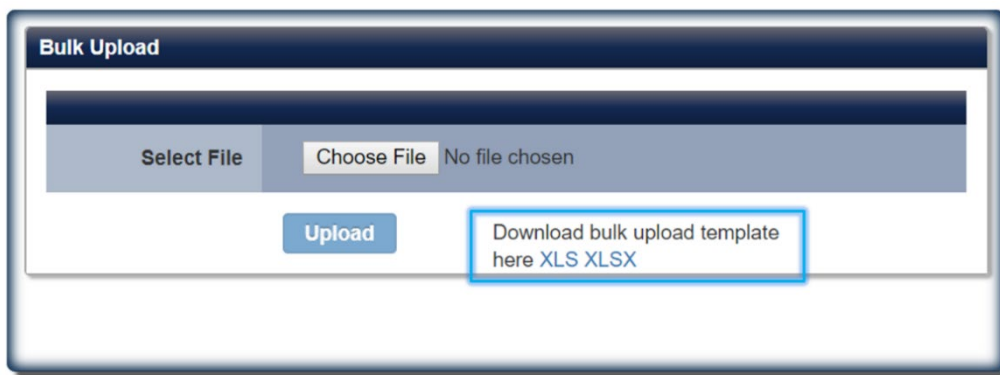


Figure 131: Download bulk upload template links

11.2.5.2 Bulk Upload Template Overview

Enter the Affected Individual’s information in the template.

1st and 2nd Row show Main Category Title

3rd Row shows Field Name

4th Row shows Required and Optional fields for PSP Options

5th Row shows Format Requirement

Record data example

	A	B	C	D	I	J	K	L	M	N
1	Full Name of Affected Individual				Date & Place of Birth of Affected Individual				Physical Description	
2	Last Name	First Name	Middle Name	Suffix	Date of Birth	City	County	State	Country	Gender
3	Required	Required	Optional	Optional	Required	Optional	Optional	Optional	Optional	Gender or Citizenship Required for Opt 1 & Revert to Opt 1
4	text	text	text	text	mm/dd/yyyy	text	text	2 characters	3 characters	F or M
5	Record data example									
6	Doe	John	NMN		01/01/1912	Brooklyn		HI	USA	M

Figure 132: Bulk Upload Template Overview

You must save the file with a .xls or .xlsx extension. The spreadsheet may contain records for Option 1 and Option 2.



Refer to the PSP Instructions accessed via the DHS Personnel Surety Program Resources at <https://www.dhs.gov/cfats-personnel-surety-program> , for more information about the CSAT PSP Options, Bulk data fields required and optional information.

11.2.5.3 User Defined Field Values

If you are planning to use User Defined Fields, you must create them before uploading a file to CSAT. See Section 11.3 how to create User Defined Fields.

You can only use **ONE** User Defined Field per record in the template. Use the Field ID# generated by CSAT in the Custom Field ID row and add a value based on your facility’s records.

Bulk Upload Template

	A	Y	Z
1	Full	User-Defined	
2	Last Name	Custom Field ID	Value
3	Required	Optional	Optional
4	text	numeric	value
5	Doe	134996	

User Defined Field

row(s) 1 - 1 of 1

Remove / Edit	Field ID #	Name	Description
X	134996	HR ID	This field describes the HR ID created upon hiring the individual

row(s) 1 - 1 of 1

Figure 133: User Defined Field ID# Mapping to Bulk Upload Template

11.2.5.4 Upload File

Click the [**Choose File**] or [Browse...] button to select the spreadsheet you saved with the records that you want to submit for the PSP. The button's label is dependent on the browser you use.

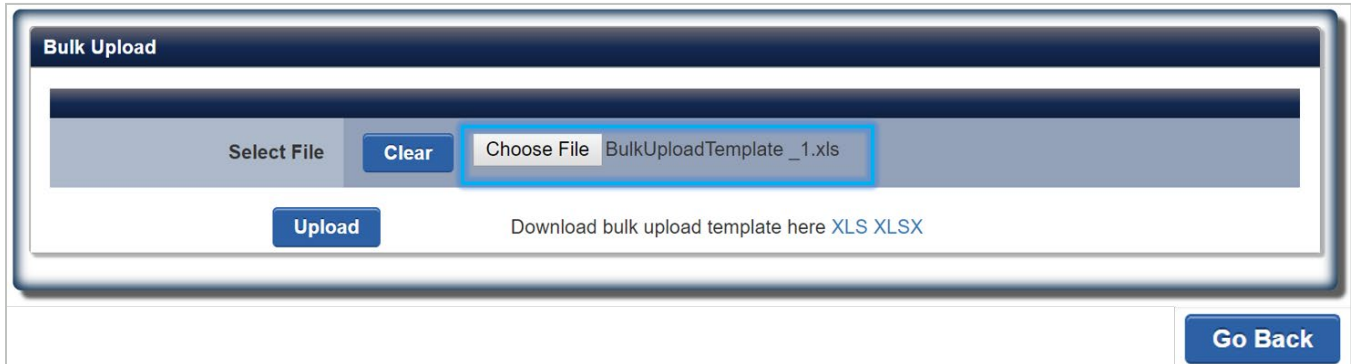


Figure 134: Bulk Upload - Choose File



The Choose File page may look slightly different depending on the browser you use; however, the process to upload the file is the same.

Click the [**Upload**] button to continue.

Click the [**Go Back**] button to return to the Personnel Surety Program page.

If the document uploaded does not match the required template, you will receive an error message displayed at the top of the page.

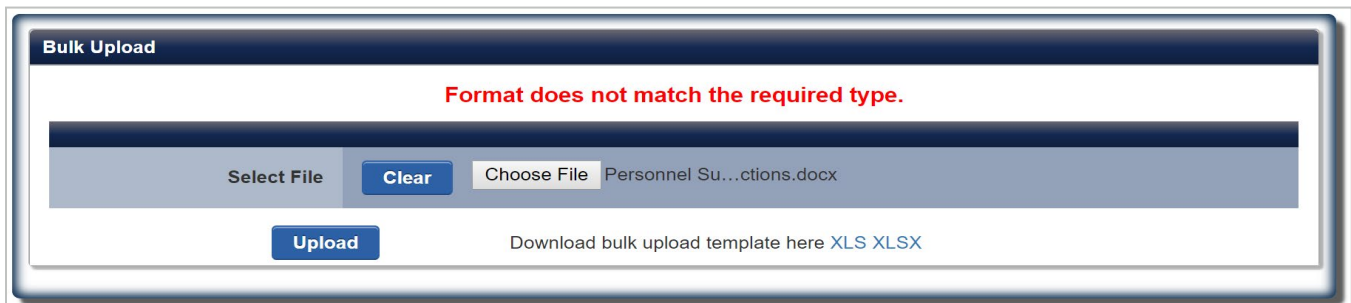


Figure 135: Bulk Upload Format Error Message

Click the [**Clear**] button to remove the chosen file. You can restart the upload process by choosing another file.

A pop-up window will be displayed with an Affirmation Message, after you click the Upload button. Click **[OK]** if you agree with the message and want to continue. Otherwise, click **[Cancel]** to return to the Bulk Upload page without uploading the file.

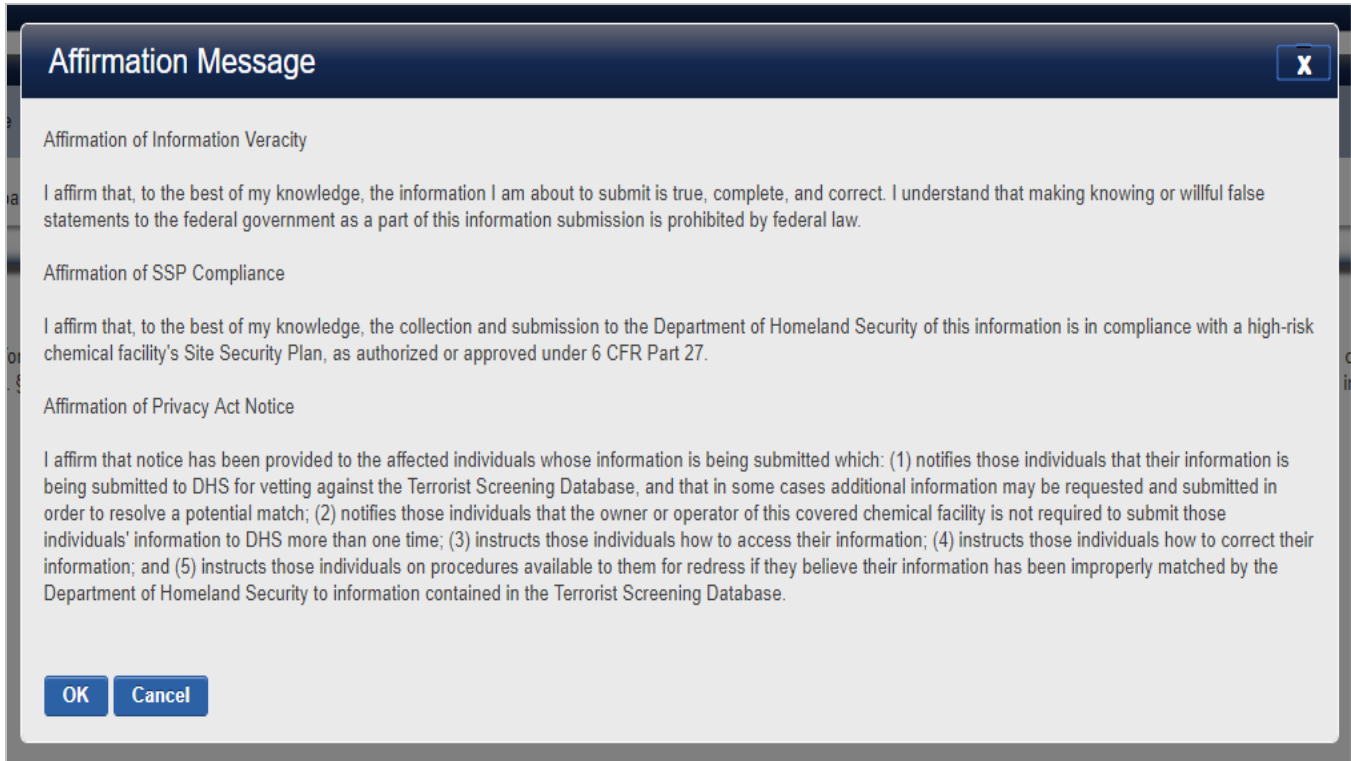


Figure 136: Bulk Upload - Affirmation Message



The Bulk Upload process may take a few minutes to complete. Do not hit the go back button.

A Bulk Upload results summary and validation errors found page is displayed.

Figure 137: Bulk Upload - Summary Page

A Results Summary is shown at the top right corner of the page.

Number of Affected Individuals:			
Added Option 1	3	Total Number of Errors Found	4
Added Option 2	0	Number of Errors Displayed	4
Duplicates Found	0	Number of Errors Not Displayed	0

Figure 138: Bulk Upload - Results Summary



All records in a bulk upload that do not have validation errors are submitted. Any records with validation errors will be displayed for you to correct.

11.2.5.5 Errors Found

Any records that contained validation errors and were not submitted during the bulk upload, will be displayed in the Errors Found list.



The Errors Found feature will not appear in the page if there are no errors or all records are found to be duplicates.

Errors Found													
Affected Individuals will not be submitted until the errors are corrected and you click the submit button.													
Remove All		Full Name of Affected Individual				Alias Associated with Affected Individual				Date & Place of Birth of Affected Individual			
Remove	Submit	Last Name	First Name	Middle Name	Suffix	Alias Last Name	Alias First Name	Alias Middle Name	Alias Suffix	Date of Birth	City	County	State
X	✓	Smith	Joe							02/02/1913	Paris		
X	✓	Smith	Kim							19/13/198	London		
X	✓	Smith	Kim							19/13/198	London		
X	✓	Doe	Jellebean							01/01/1942	Madrid		

Figure 139: Bulk Upload – Errors Found

You can correct errors found for each Affected Individual record. Each error found is indicated by a blue/red triangle found at the top left corner of the data field cell. Hover the cursor over the indicator to view the error cause.

Click on a cell to edit the data entered. The error indicator will disappear when the error is corrected.

Remove All		Full Name of Affe	
Remove	Submit	Last Name	First Name
X	✓	Smith	Joe
X	✓	Smith	Kim
X	✓	Smith	Kim
X	✓	Doe	Jellebean

Figure 140: Errors Found Remove and Submit Column

Click the [Submit] button to submit a corrected record. The button is only enabled after all errors are corrected for a record. You must reconfirm the affirmation message every time you submit a corrected record.

Click the [Remove] button to remove a record or the [Remove All] button to remove all the records.



An Affected Individual record listed in the Errors Found will not be submitted until the errors for that record are corrected and you click the Submit button.

If you choose to upload another file, you will lose the records on the Errors Found list and they will not be submitted.

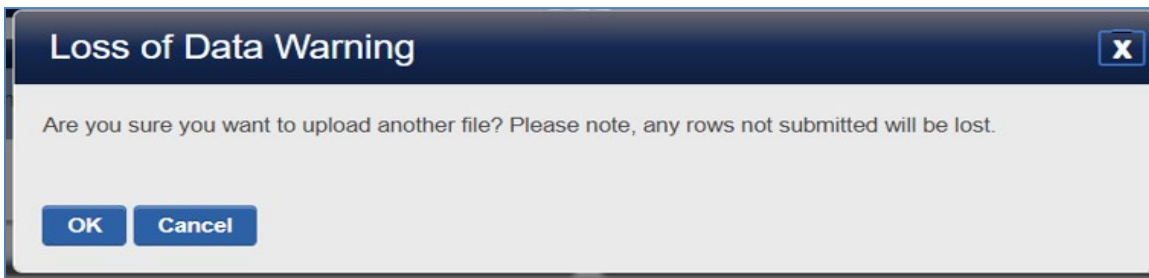


Figure 141: Loss of Data Warning

11.2.5.6 Error Found Features

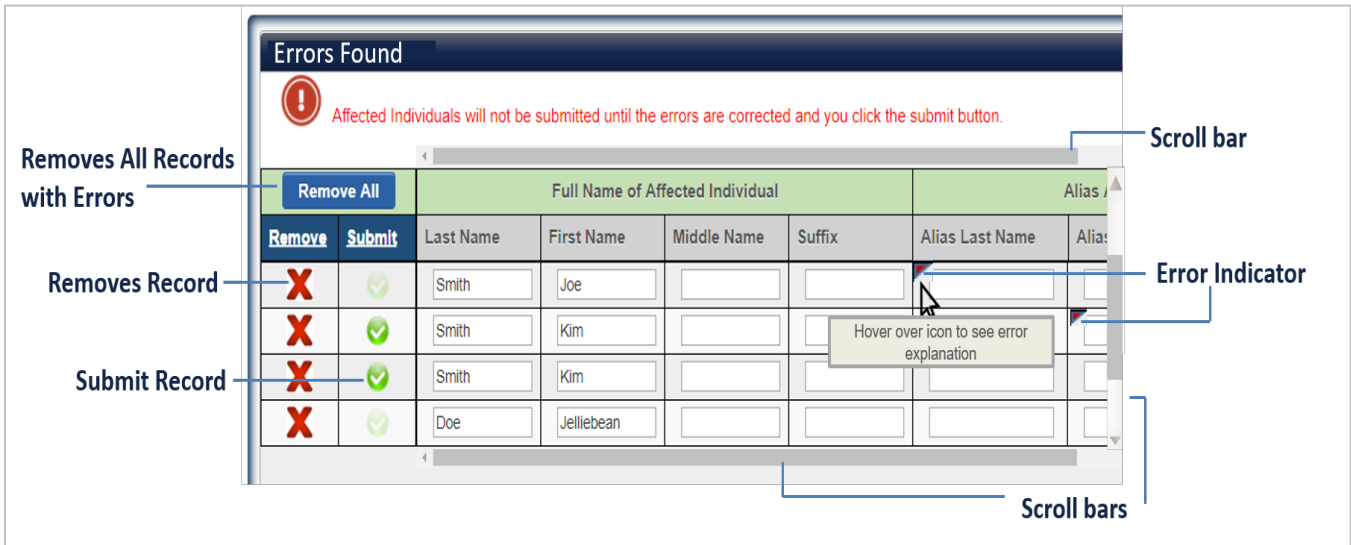


Figure 142: Bulk Upload Errors Found Features

Table 8 provides a description of the icons/buttons and their functions within the bulk upload form.

Table 8 below, describes the buttons and icons found in the bulk upload feature.

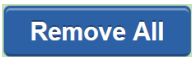



Button/Icon	Feature	Function
	Remove All Button	Removes all Affected Individuals records from the Errors Found list.
	Remove Record	Removes the Affected Individual record from the Errors Found list.
	Submit Record	Submits the Affected Individual record. This button is enabled only after all errors in the record are corrected.
	Error Indicator	Indicates an error within a record. You can hover your cursor over the icon to display the cause of the error.

Table 8: Bulk Upload Errors Found Buttons and Functions



Use the vertical and horizontal scroll bars to navigate through the errors found list.

11.2.6 Export to PDF

The Authorizer and/or Administrator(s) may export a PDF file of all records submitted under Option 1 and Option 2. PSP Submitters may also export a PDF file but are limited to the records within their assigned group.

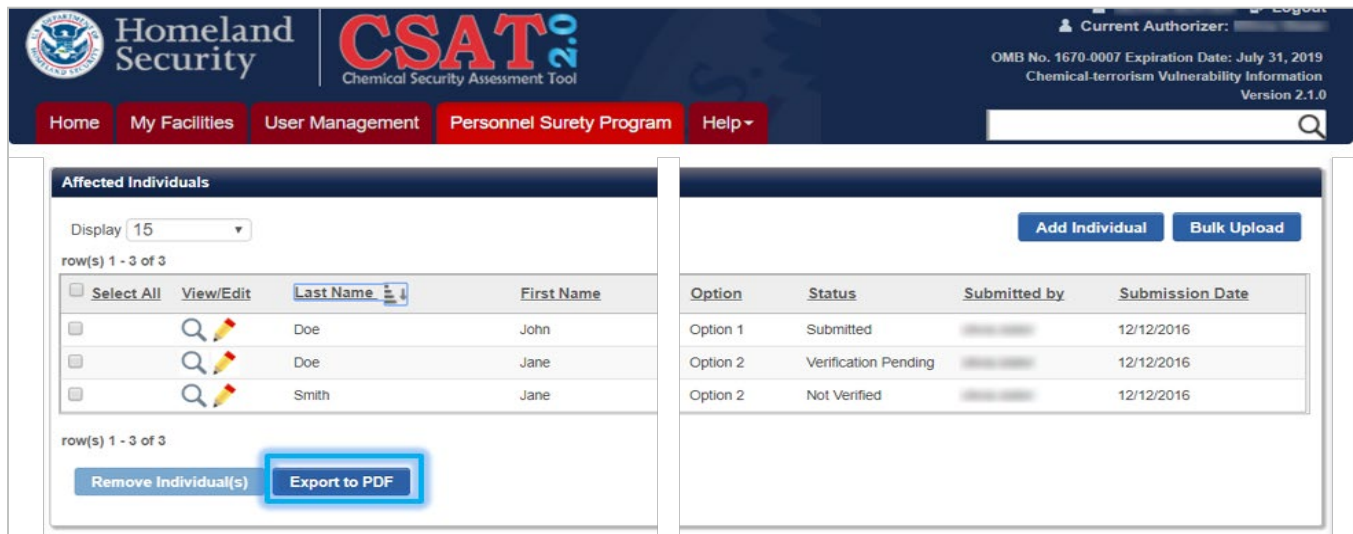


Figure 143: Export to PDF

A pop-up window with a Personally Identifiable Information (PII) warning is displayed.



NOTE More information about sensitive Personally Identifiable Information (PII) can be found in the DHS Handbook for Safeguarding Sensitive Personal Identifiable Information by visiting the publication page at <https://www.dhs.gov/publication/dhs-handbook-safeguarding-sensitive-pii>.

Click [OK] to continue. Click [Cancel] to return to the Personnel Surety Program page. The PDF files are alphabetically sorted by last name.

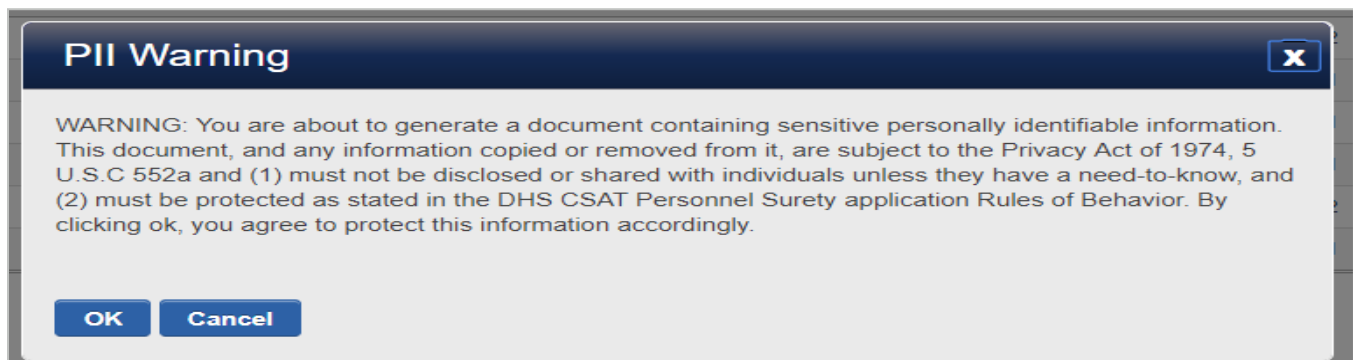


Figure 144: Export to PDF – PII Warning Message



The export includes basic information for the submitted Affected Individual records. To see all data submitted for an Affected Individual click the view icon on the Affected Individual record (see Section [10.4.2](#)).

AffectedIndividuals.pdf 1 / 1

WARNING: This document contains sensitive personally identifiable information and is subject to the Privacy Act of 1974, 5 U.S.C 552a. This document and any information copied or removed from it (1) must not be disclosed or shared with individuals unless they have a need-to-know, and (2) must be protected as stated in the DHS CSAT Personnel/Surety application Rules of Behavior.

Records of Affected Individuals In CSAT and Their Status

LAST NAME	MIDDLE NAME	FIRST NAME	GENDER	BIRTH YEAR	BIRTH MONTH	BIRTH DAY	SUBMITTED BY	SUBMITTED DATE	STATUS	OPTION
Doe		Jane	F	1925	4	4	User1.test	2017-08-24T05:00:05-0400	Submitted	Option 1
Doe	N	Jane		1961	1	1	User1.test	2016-12-12T14:14:57-0500	Verified	Option 2
Doe	N	John	M	1960	1	1	User2.test	2016-12-12T14:11:39-0500	Submitted	Option 1
Doe		John	M	1962	1	1	User2.test	2017-08-24T05:00:04-0400	Submitted	Option 1
Smith	N	Jane		1962	1	1	User1.test	2016-12-12T14:16:24-0500	Not Verified	Option 2
Smith		JaneAnne	F	1912	1	1	User1.test	2017-08-24T05:00:05-0400	Submitted	Option 1

Figure 145: Example of Export of PDF

11.3 User Defined Fields

Authorizers can use User Defined Fields to manage the exchange of electronic records between their facilities and the CSAT Personnel Surety Program application.



Refer to the PSP Instructions accessed via the DHS Personnel Surety Program Resources at <https://www.dhs.gov/cfats-personnel-surety-program>, for more information about the CSAT PSP Options, required and optional information and/or User Defined Field.

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'My Facilities', 'User Management', 'Personnel Surety Program', and 'Help'. Below the navigation bar, there are two main panels. The left panel is titled 'Create User Defined Field' and contains two text input fields for 'Name' and 'Description', and 'Save' and 'Reset' buttons. Below these fields is a 'NOTE' box with text explaining the purpose of User Defined Fields. The right panel is titled 'User Defined Field' and displays a table with one row of data. The table has columns for 'Remove / Edit', 'Field ID #', 'Name', and 'Description'. The row contains an 'X' icon, the ID '134996', the name 'HR ID', and the description 'This field describes the HR ID created upon hiring the individual'.

Remove / Edit	Field ID #	Name	Description
X	134996	HR ID	This field describes the HR ID created upon hiring the individual

Figure 146: User Defined Fields



If you are a PSP Submitter you will only see the User Defined Field List (see Section [11.3.2](#)).

11.3.1 Create User Defined Field

This feature is **ONLY** available for the Authorizer and Administrator role.

Enter a name and description in the open text areas.

Click **[Save]** to save the new User Defined Field. The Save button is disabled until text is entered in the name or description open text areas.

Click **[Reset]** to restart the process.

Create User Defined Field

Name

Description

NOTE User Defined Fields are provided for storing any information desired by the facility (e.g., employee ID number, employee/contractor status, etc.) to manage the exchange of electronic records between a high-risk chemical facility's information systems and the CSAT Personnel Surety application. The Department strongly discourages the use of an affected individual's Social Security Number to manage the exchange of electronic records between a high-risk chemical facility's information systems and the CSAT Personnel Surety application.

Save Reset

Figure 147: Create User Defined Field

11.3.2 User Defined Field List

You can view the list of all created User Defined Fields.

An Authorizer and/or Administrator (s) can remove or edit any User Defined Field.

If you are a PSP Submitter you will not see the Remove/Edit column.

User Defined Field

row(s) 1 - 1 of 1

Remove / Edit	Field ID #	Name	Description
	134996	HR ID	This field describes the HR ID created upon hiring the individual

row(s) 1 - 1 of 1

Figure 148: User Defined Field List

NOTE The Field ID # is an auto generated number from CSAT. This ID number is required if you intend to add User Defined Fields during the Bulk Upload process. See Section [11.2.5](#).

11.3.3 Remove a User Defined Field

Click the **X** **[Remove field]** icon to delete the user defined field. A pop-window confirming the user defined field delete action will appear.

Click **[OK]** to delete.

Click **[Cancel]** to return to the Groups List.

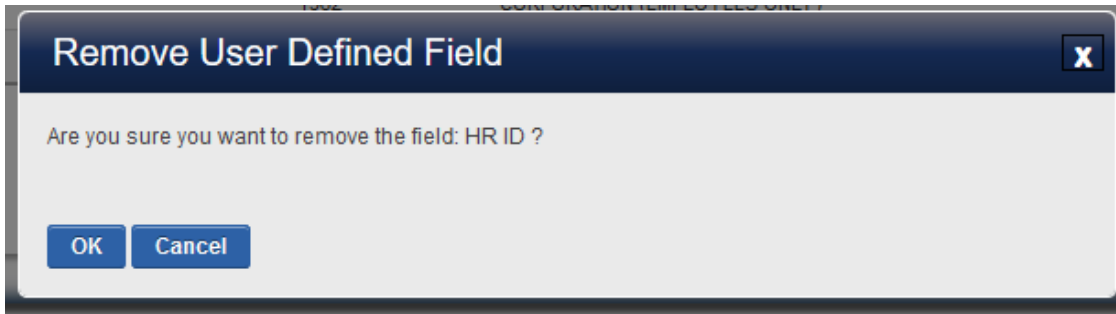


Figure 149: Remove User Defined Field Warning

11.3.4 Edit a User Defined Field



Click the **[Edit]** icon to edit a field. The name and description appear in the create user defined field section. You can make edits to both open text areas.

Click the **[Save]** button when you are finished with any updates in the name or description of the group.

Click the **[Cancel]** button to cancel any actions.

12 Manage My Account

You can access your account information at any time while logged onto the CSAT Portal.

Click on your **username** located on the top right of the banner.



Figure 150: Click on Your Username to Access Your Account

You can update your information and change your password at any time while you are logged on the CSAT Portal.

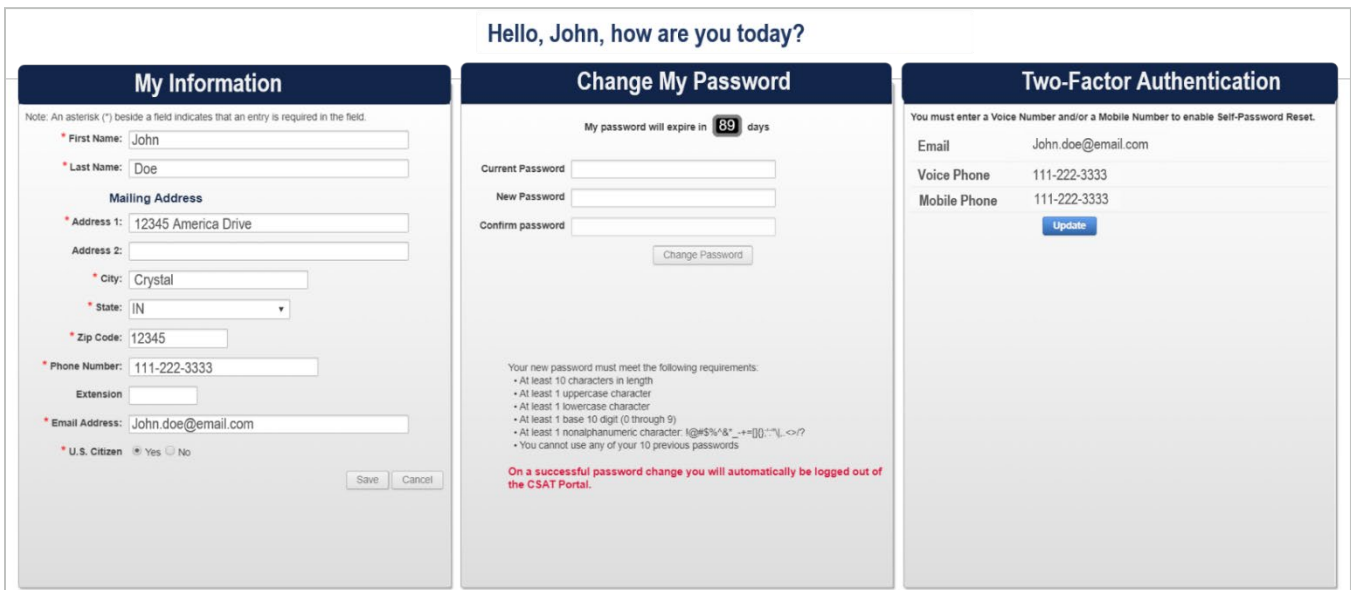


Figure 151: My Account Overview

12.1 [Edit my information](#)

Begin typing in any of the fields that you would like to change or update. The **[Save]** and **[Cancel]** buttons automatically become enabled.

Click the **[Save]** button to save all your changes.

Click the **[Cancel]** button to discard your changes. The buttons are greyed out and no changes are saved.

My Information

Note: An asterisk (*) beside a field indicates that an entry is required in the field.

* First Name:

* Last Name:

Mailing Address

* Address 1:

Address 2:

* City:

* State:

* Zip Code:

* Phone Number:

Extension:

* Email Address:

* U.S. Citizen Yes No

Save **Cancel**

Figure 152: Click Save to Complete Your Account Information Changes.

12.2 [Change Password](#)

To protect your personal and facility information, your password must be changed every 90 days. The CSAT system begins reminding you that your password must be changed within 15 days of its expiration. If your password expires, your Administrator or Authorizer can reset your password, or you can call the CSAT Help Desk. If you are an Authorizer or Administrator, see Section [10.4.3](#) for instructions to reset a user password.

You may change your password at any time. Your new password must meet the criteria listed in Figure [153](#) for it to be accepted.

Enter your current password and your new password. You must confirm and match the new password. If all the requirements are correct the **[Change Password]** button becomes enabled.

Click the **[Change Password]** button to complete the change. You are automatically logged out of the CSAT Portal. You must use your new password to sign in. Your password expiration is reset to 90 days.

Change my Password

My password will expire in **90** days

Current Password

New Password

Confirm password

Change Password

Your new password must meet the following requirements:

- At least 10 characters in length
- At least 1 uppercase character
- At least 1 lowercase character
- At least 1 base 10 digit (0 through 9)
- At least 1 nonalphanumeric character: !@#\$%^&* _+=[]{};':\"/>

On a successful password change you will automatically be logged out of the CSAT Portal.

Figure 153: Enter Your Current, New, and Confirmed Password for the Change Password to Be Enabled.



NOTE For security purposes, your password will not be displayed while you are typing it. Instead you will see a red dot for each character you type. While typing your new password, the system will turn the dots to green when you have met all requirements for a valid password.

12.3 [Two-Factor Authentication / Self-Password Reset](#)

CSAT has been upgraded to implement a tiered security strategy that includes two-factor authentication (TFA), as part of the Department’s effort to provide enhanced security to users. You can view the associated delivery methods of a passcode in the two-factor authentication section.

You can begin a self-password reset process by using the Forgot Password link in the CSAT login page. Section [5.1](#) for more details.

Click the **[Update]** button to edit or add a Voice or Mobile phone number.

The screenshot shows a form titled "Two-Factor Authentication" with a dark blue header. Below the header, a message reads: "You must enter a Voice Number and/or a Mobile Number to enable Self-Password Reset." The form contains three rows of input fields: "Email" with the value "John.doe@email.com", "Voice Phone" with the value "111-222-3333", and "Mobile Phone" with the value "111-222-3333". At the bottom of the form, there is a blue "Update" button with a white border, which is highlighted with a blue glow.

Figure 154: Click the Update Button to Edit or Add a Voice and/or Mobile Phone.

The screenshot shows the same "Two-Factor Authentication" form as in Figure 154. The "Email" field contains "John.doe@email.com", "Voice Phone" contains "111-222-3333", and "Mobile Phone" contains "111-222-3333". At the bottom of the form, there are two blue buttons: "Save" and "Cancel", both with white borders and highlighted with a blue glow.

Figure 155: Add or Edit Voice or Mobile Number to Enable the Self-Password Reset.



You must enter a valid Voice Number and/or a Mobile Number to enable Self-Password reset process. You can update your email delivery method in the ‘My Information’ section. See Section [12.1](#) above for more details.

12.4 [Transfer Authorizer Role](#)

This section applies ONLY if you have an authorizer or administrator role.



If you have been granted access to the CSAT Personnel Surety Program (PSP) application, contact the CSAT Help Desk before you transfer your role.

Click the [**Transfer Authorizer Role**] button located at the bottom left corner of Manage My Account page to begin the role transfer request process.

The screenshot shows a user account management page with the following sections:

- My Information:** Includes fields for First Name (John), Last Name (Doe), Mailing Address (12345 America Drive), City (Crystal), State (IN), Zip Code (12345), Phone Number (111-222-3333), Extension, Email Address (John.doe@email.com), and U.S. Citizen status (Yes/No).
- Change My Password:** Shows a password expiration timer (89 days) and fields for Current Password, New Password, and Confirm password. A 'Change Password' button is present. Below the fields, it lists password requirements: at least 10 characters, 1 uppercase, 1 lowercase, 1 base-10 digit, and 1 non-alphanumeric character. A red warning states: "On a successful password change you will automatically be logged out of the CSAT Portal."
- Two-Factor Authentication:** Requires a Voice Number and/or Mobile Number for Self-Passwd Reset. Fields show Email (John.doe@email.com), Voice Phone (111-222-3333), and Mobile Phone (111-222-3333). An 'Update' button is at the bottom.

A blue button labeled "Transfer Authorizer Role" is located at the bottom left of the page.

Figure 156: Click Transfer Authorizer Role to Begin the Transfer of Facilities to Another User.

A Transfer Authorizer Role web form appears. You must answer all the required fields, including first name, last name, and a valid email.

Figure 157: Sample of Required Fields in the Transfer Authorizer Request Form.

Select **Yes**, for question *“Do you want the Submitter, Preparer(s), and Reviewer(s) for the facilities you are transferring to remain in those roles after the transfer is complete?”* if you want to transfer all the existing roles associated with the facility.

Otherwise select **No**, and the new Authorizer you are transferring the facilities to will be given the Submitter role for those facilities by default. The new Authorizer can manage the roles by using the features found in Facility Details and/or User Management.

Transfer Authorizer Role

To transfer your Authorizer role to another user, select the facilities for which you are transferring your role and enter the user information, then select the Transfer button. Once the other user accepts the role, you will no longer see the facilities you transferred, unless you have a different role for that facility.

Enter information for the user you are transferring your Authorizer role to. (Note: An asterisk (*) beside a field indicates that an entry is required in the field.)

* First Name	* Last Name	* Email
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="john.doe@chem.comm"/>

*** Do you want the Submitter, Preparer(s), and Reviewer(s) for the facilities you are transferring to remain in those roles after the transfer is complete? If you select No, the new Authorizer you are transferring the facilities to will be placed in the roles by default.**

-- Select Yes or No --

Yes

No

Figure 158: Existing User Roles Transferred Using the Authorizer Role Transfer Feature.

12.4.1 Select Facilities to Transfer

If you are an Authorizer for multiple facilities, you can transfer one or more facilities to another user. The question “****Do you want to transfer all your facilities if you have more than one?***” is hidden if you are an Authorizer for only one facility.

Select **Yes** from the drop down if you want to transfer ALL the facilities to another user at once. Otherwise, select **No**.

Figure 159: Select Yes or No to Transfer All Facilities (For an Authorizer for Multiple Facilities).

If you are not transferring all your facilities, **check** the facilities you want to transfer.

Figure 160: Check Only the Facilities You Want to Transfer to Another Authorizer.



To refine your search of facilities to transfer, enter keywords in the quick filter options to search by a specific filter criterion, e.g. City. See Figure 161, below.

Click the **[Filter]** button to refine the search.

Click the **[Reset]** button to restart your search.

Select facilities to transfer:

Facility ID	Facility Name	Address	City	State
<input type="text"/>	doe <input type="text" value="x"/>	<input type="text"/>	<input type="text"/>	-- Select A State -- <input type="text"/>
<input type="checkbox"/>	90000	Jane Doe Factory	Pinehurst	NC

Figure 161: Use the Filter Options to Refine the Facility List.



You cannot transfer any pending facilities until they are approved by DHS.

Click the [Transfer Role] to complete the transfer request.

Transfer Authorizer Role

To transfer your Authorizer role to another user, select the facilities for which you are transferring your role and enter the user information, then select the Transfer button. Once the other user accepts the role, you will no longer see the facilities you transferred, unless you have a different role for that facility.

Enter information for the user you are transferring your Authorizer role to. (Note: An asterisk (*) beside a field indicates that an entry is required in the field.)

* First Name * Last Name * Email

* Do you want the Submitter, Preparer(s), and Reviewer(s) for the facilities you are transferring to remain in those roles after the transfer is complete? If you select No, the new Authorizer you are transferring the facilities to will be placed in the roles by default.

-- Select Yes or No --
 Yes
 No

Figure 162: Click Transfer Role to Complete the Authorizer Transfer Request.

Select the [Confirm Transfer] button to complete the transfer request.

Authorizer Transfer Confirmation

Are you sure you want to transfer your Authorizer role for the facilities selected to another user?

Figure 163: Confirm Transfer to Complete the Authorizer Transfer Role.



The new Authorizer receives automated CSAT email notifications, including a challenge code, to complete the transfer process. The new Authorizer has 30 days to complete the request.

12.4.2 Pending Transfers

The pending request for an authorizer role transfer will be displayed in the Pending Transfers list on the same page with Transfer Authorizer role.

Pending Facility Transfers							
A request to transfer your Authorization Role is currently pending. To transfer your role to a different user or to change the selection of facilities, please delete this request and start a new one.							
Delete / Edit	First name	Last name	Email	Sent Transfer Email On	Status	Facility list	
	Jane	Doe	Jane.doe@chems.com1	2016-09-20 05:59:34	Email Sent	All Facilities	

1 - 1

Figure 164: Completed Transfer Authorizer Request Appears Pending Until the New Authorizer Accepts the Request.

12.4.3 Edit Pending Transfer

You can edit a pending authorizer role transfer while the request is still pending.



To resend a request to an authorizer follow the edit pending transfer instructions.



Click the **[Edit]** icon to resend the request.

Edit request transfer form appears. You can edit the name and email of the user.

Click the **[Update]** button when you are finished with any updates in the first, last name or email of the user. The update button will be disabled (greyed out) until you make an edit to the user information.

Click the **[Resend Invite]** button to resend the challenge code to the user. This will be required if the code challenge is deactivated prior to the user accepting the transfer.

Click the **[Cancel]** button to cancel any actions and close the edit web form.

Edit Pending Transfers			
First Name	Last Name	Email	
<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="john.doe@chem.comm"/>	<input type="button" value="Update"/> <input type="button" value="Resend Invite"/> <input type="button" value="Cancel"/>

Figure 165: Edit Pending Transfers Web Form

12.4.4 Cancel Role Transfer

You may cancel a pending authorizer role transfer while the request is still pending.

Click the **X [Delete]** icon to cancel the request. A pop-window confirming the cancellation of the request appears.

Click **[Confirm Delete]** to stop the role transfer to another authorizer user. The challenge code sent to the user deactivates immediately.

Click **[Cancel]** to return to the Pending Transfers.

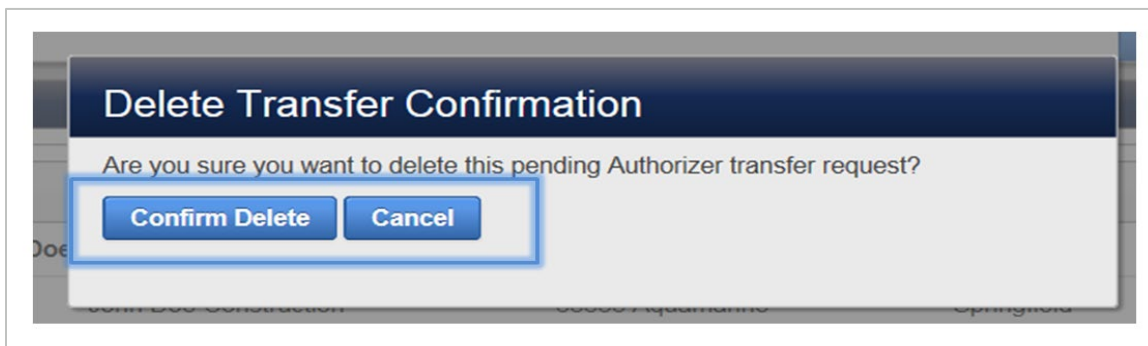


Figure 166: Confirm Delete Stops the Authorizer Transfer Role Process.

12.5 Change current authorizer

This section applies ONLY if you work for multiple authorizers.

You quickly switch from one authorizer purview to another at any time while logged on the CSAT Portal.

Click the [**Current Authorizer**] link located at the top right corner of the header.

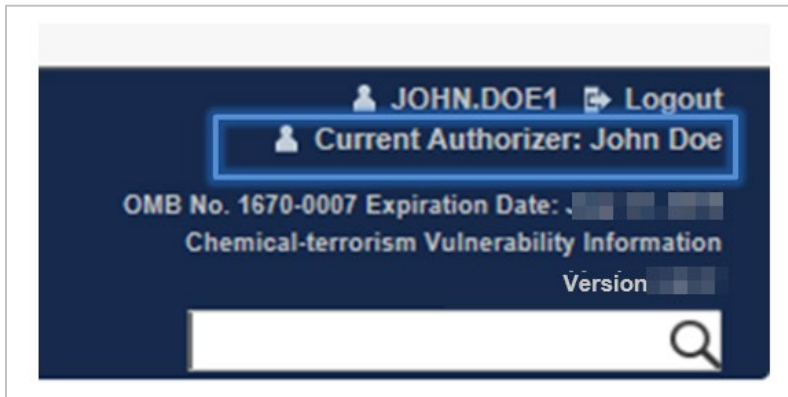


Figure 167: Click the Current Authorizer Link to Change Authorizer [If Associated with Multiple Authorizers].

Click the dropdown list with the list of authorizers. Select the username.

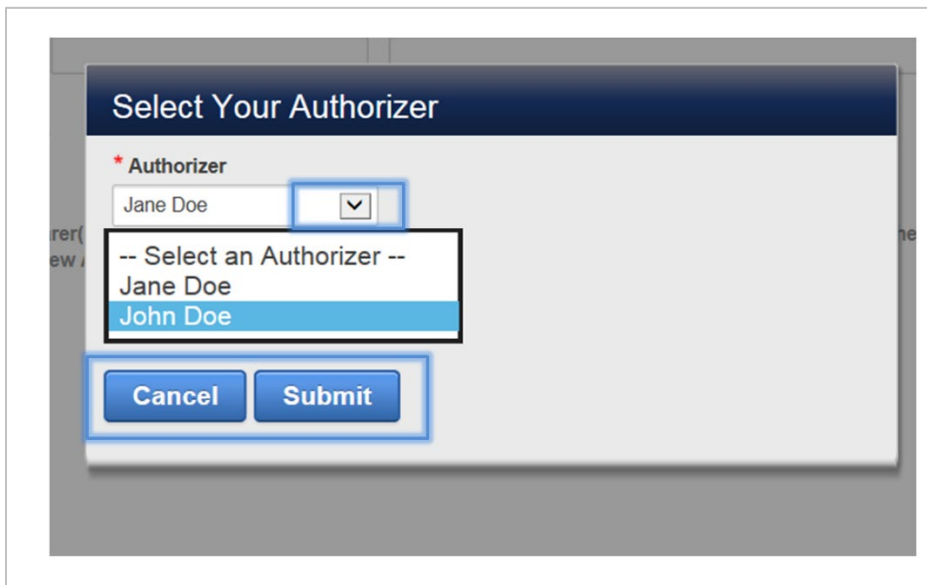


Figure 168: Select the Authorizer Name and Click Submit to Change the Authorizer Purview.

Click the [**Submit**] button to switch to the selected Authorizer's purview of facilities.

Click the [**Cancel**] button to remain within the Authorizer purview you are selected when you initially logged in.

13 [Help](#)

You can use the **Help tab** to locate links for useful information.

Click the [**Help**] tab to get the list of available help links. Select and click on a link.

A separate window browser tab will open with the information.

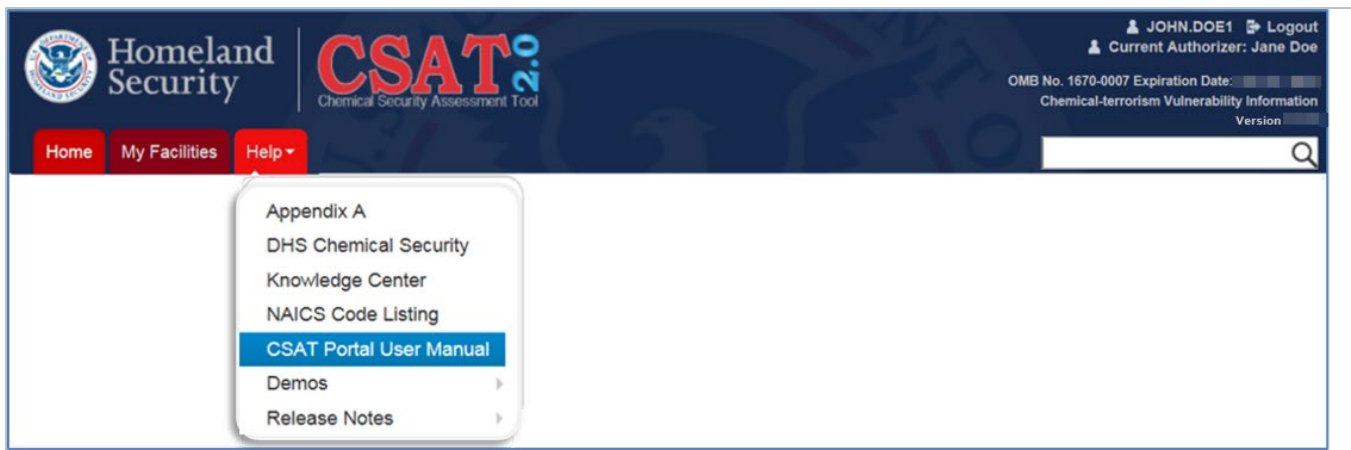


Figure 169: Help Tab Overview

13.1 [Contact the CSAT Help Desk](#)

CSAT users can call the CSAT Help Desk with questions regarding the CSAT survey applications and other elements of CSAT. The CSAT Help Desk can be reached at 866-323-2957 (toll free) between 8:30 a.m. and 5 p.m. (ET), Monday through Friday. The CSAT Help Desk is closed for Federal holidays.



CSAT Help Desk Toll Free Number 866-323-2957; 8:30 am – 5 pm ET

Appendix A: Acronyms and Abbreviations

Acronyms / Abbreviations	Definition
CFATS	Chemical Facility Anti-Terrorism Standards
CFR	Code of Federal Regulations
CISA	Cybersecurity and Infrastructure Security Agency
COI	Chemical(s) of Interest
CSAT	Chemical Security Assessment Tool
CVI	Chemical-terrorism Vulnerability Information
DHS	U.S. Department of Homeland Security
EAP	Expedited Approval Program
SVA/ASP	Security Vulnerability Assessment/Site Security Plan
SVA/SSP	Security Vulnerability Assessment/ Alternative Security Program
TFA	Two-Factor Authentication
PII	Personally Identifiable Information

Table 9: Acronyms and Abbreviations

Appendix B: Ownership and Facility Type Instructions

Owner (required): Enter the first and last name of the facility's owner.

Operator (required): Enter the first and last name of the facility's operator. In some cases, this may be the same as the owner information.

Parent Company Name (optional): If applicable, enter the name of the parent company name for the facility. Otherwise, leave blank.

Parent Company Data Universal Numbering System (DUNS)² Number (optional): If applicable, enter the DUNS number for parent company. Otherwise, leave blank.

Facility Co-location status (required): Use the dropdown list to select the option that best describes your facility.

Facility DUNS Number (optional): If applicable, enter the DUNS number for the facility. Otherwise, leave blank.

Facility North American Industry Classification System (NAICS)³ Code Level 1(required): Use the dropdown list to select the code that best describes your facility.

Facility North American Industry Classification System (NAICS) Code Level 2(required): The selection for this level is dependent on your NAICS Code Level 1. Use the dropdown list to select the code that best describes your facility.

Facility North American Industry Classification System (NAICS) Code Level 3(optional): The selection for this level is dependent on your NAICS Code Level 2. Use the dropdown list to select the code that best describes your facility.

² A DUNS number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. For more information see www.dnb.com.

³ The NAICS classifies business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. economy. The NAICS industry codes define establishments based on the activities in which they are primarily engaged. See the [United States Census Bureau NAICS](#) search tool for additional help.

Facility North American Industry Classification System (NAICS) Code Level 4(optional): The selection for this level is dependent on your NAICS Code Level 3. Use the dropdown list to select the code that best describes your facility.

Facility US Environmental Protection Agency (EPA) Identifier⁴ (optional): If applicable, enter the identifier number that the facility is registered with the EPA.

Facility Sector Type (required): Use the dropdown list to select the option that best describes your facility. See the DHS Critical Infrastructure Sector [webpage](#) for more details.

U.S. Small Business Administration (SBA). (required): Select Yes if the facility qualified as a US SBA. Otherwise, select No.

SBA criteria (required if selected yes for SBA qualified). Select from the drop-down list the criterion used to qualify the facility as an SBA. See the [US SBA website](#) for more details.

⁴ Federal regulations require large and small quantity generators of hazardous waste to obtain an EPA Identification (EPA ID) number using EPA Form 8700-12 and to submit the completed form to the authorized state agency or EPA regional office if the state is not authorized to implement the Resource Conservation and Recovery Act Subtitle C program. The Site Identification Form (EPA Form 8700-12) includes information such as:

- Facility's name and address,
- Contact information, and
- A description of hazardous waste activities conducted at the site.

See the [US EPA website](#) for more details and registration forms if applicable.

Appendix C: Personnel Information Instructions

Number of full-time employees (required): Enter a numerical value to indicate the number of full-time employees that work at your facility. The answer must be a positive integer up to six (6) figures with no periods or commas. Enter zero (0) if there are no full-time employees.

Number of part-time employees (required): Enter a numerical value to indicate the number of part-time employees that work at your facility. The answer must be a positive integer up to 6 figures with no periods or commas. Enter zero (0) if there are no part-time employees.

Number of contractors (required): Enter a numerical value to indicate the number of contractors that work at your facility. The answer must be a positive integer up to six (6) figures with no periods or commas. Enter zero (0) if the facility does not employ any contractors.

Number of other type of employees (required): Enter a numerical value for the number of other employees that work at your facility that do not fall into any of the previous categories. The answer must be a positive integer up to 6 figures with no periods or commas. The answer must be a positive integer up to six (6) figures with no periods or commas. Enter zero (0) if the facility does not employ any contractors.

Facility Security Officer (required): Enter first and last name, a nine (9) digit phone number and a valid email address. If you do not have a designated facility security officer enter the person who is responsible for responding to security incidents.

Assistant Facility Security Officer (optional): Select **Yes** if the facility has a designated person as an assistant facility security officer. Otherwise, select **No**. If you answer yes, you must provide his or her contact information.

Cyber Security Officer (optional): Select **Yes** if the facility has designated personnel responsible in overseeing and leading initiatives that concern the overall cyber security of your facility. Otherwise, select **No**. If you answer yes, you must provide his or her contact information.

Corporate Security Officer (optional): Select **Yes** if the facility has designated personnel responsible in overseeing and leading initiatives that concern the overall security of your corporation. Otherwise, select **No**. If you answer yes, you must provide his or her contact information.