thirdpartytrust

Vendor Onboarding

BASIC INTRODUCTION FOR USING THIRDPARTYTRUST

WELCOME TO THIRDPARTYTRUST,

the technology platform we're using to assess our vendor's security posture. As a vendor you will use this platform to complete the necessary security requirements we have for you.

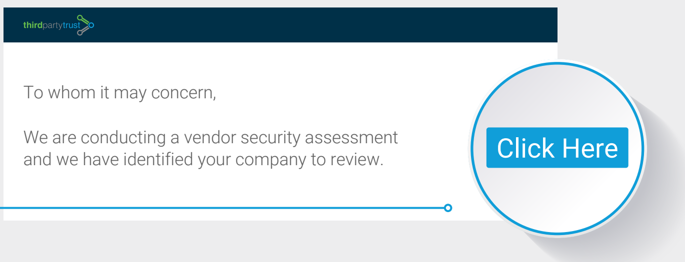
Get started

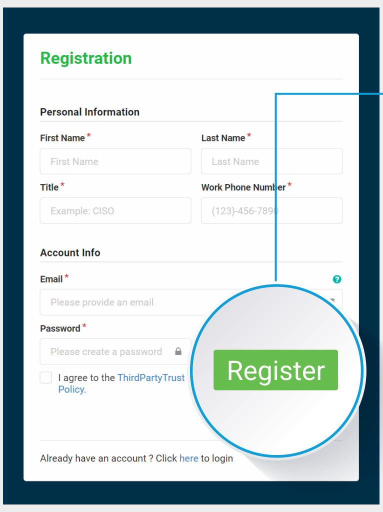
01.

CHECK YOUR INBOX

Look for an email from **support@thirdpartytrust.com**.

CLICK HERE TO REGISTER



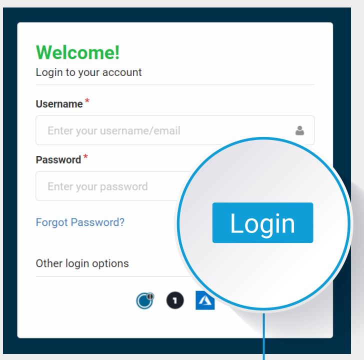


02.

REGISTER

You can create your user account here:
HTTPS://APP.THIRDPARTYTRUST.COM/REGISTER

After registering, you will need to confirm your email adress.



03.

LOG IN

Access the ThirdPartyTrust Platform with your new credentials

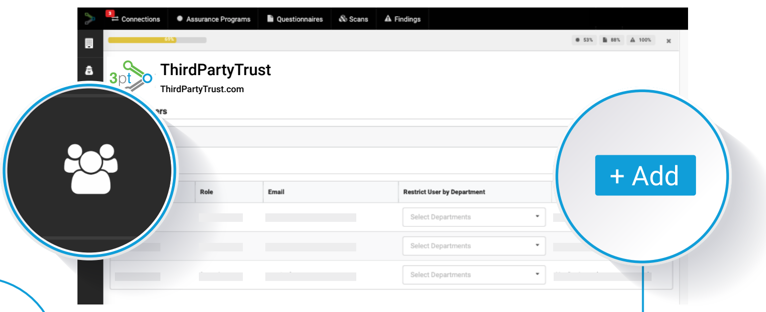
TIP: ONCE LOGGED IN, YOU WILL BE PROMPTED TO FILL OUT COMPANY INFORMATION OR YOU WILL NEED TO BE APPROVED BY AN ADMINISTRATOR OF YOUR COMPANY PROFILE.

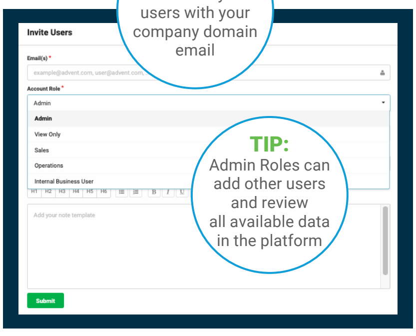
Adding additional users

A.

ADD NEW USERS

Click on the "**user management**" icon on the left menu bar.





TIP: You can only add users with your company domain email

TIP: Admin Roles can add other users and review all available data in the platform

B.

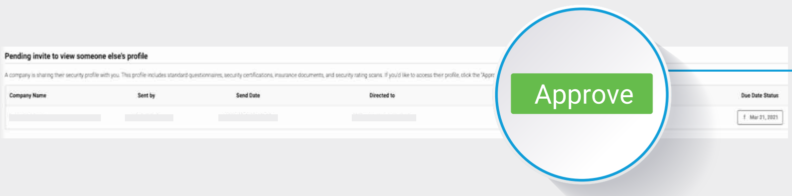
CLICK ON THE +ADD BUTTON

Complete the invite user form and select the Account Role "**Admin**" from the dropdown list.

FYI

Newly added users will receive an email to register to the ThirdPartyTrust platform.

Approving a pending connection request



IMPORTANT: TO REVIEW THE REQUIREMENTS THAT HAVE BEEN ASSIGNED TO YOU BY A CUSTOMER, THE CONNECTION REQUEST SHOULD BE APPROVED.

04.

APPROVE THE INVITE

Your pending connection requests will live in the Connections page.
You can accept the connection request by clicking on the green Approve button.

Review customer requirements

05.

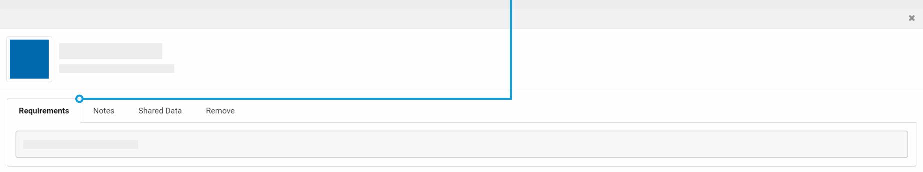
CLICK ON THE CUSTOMER'S NAME

in the Connections page to view requirements assigned to you.

06.

CLICK ON THE REQUIREMENTS TAB

in their profile to see all Assurances and Questionnaires you need to complete.



YOU CAN ALSO CLICK ON ASSURANCE PROGRAMS TO UPLOAD THE REQUIRED DOCUMENTATION (AUDITS, INSURANCES, CERTIFICATIONS) AND ON QUESTIONNAIRES, TO ANSWER THE REQUIRED QUESTIONNAIRES.

FYI

ASSURANCE PROGRAMS DOCUMENTS (CERTIFICATES, INSURANCES AND AUDITS) CAN BE MARKED AS NOT AVAILABLE IN CASE YOU DON'T HAVE THEM.

BY DOING SO, YOU MAY TRIGGER PRE-DEFINED ALTERNATE REQUIREMENTS THAT WILL ALLOW YOU TO INCLUDE ADDITIONAL INFORMATION TO FULFILL THE ASSESSMENT.

Get support from your Customer Success Manager or contact support@thirdpartytrust.com

TPRM by ThirdPartyTrust