

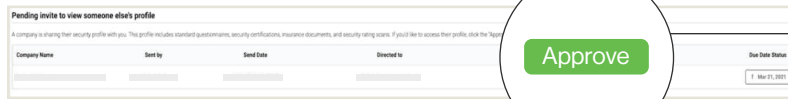
VENDOR ONBOARDING

Basic Introduction for Using ThirdPartyTrust (Bitsight Vendor Risk Management)

Approve Pending Connection Request

01 GO TO CONNECTIONS PAGE

to view what you need to complete



02 ACCEPT THE CONNECTION REQUEST

by pressing on the green Approve button

✓ **Important:** to review the requirements that have been assigned to you by a customer, the connection request should be approved

Review customer requirements

01 CLICK ON THE CUSTOMER'S NAME

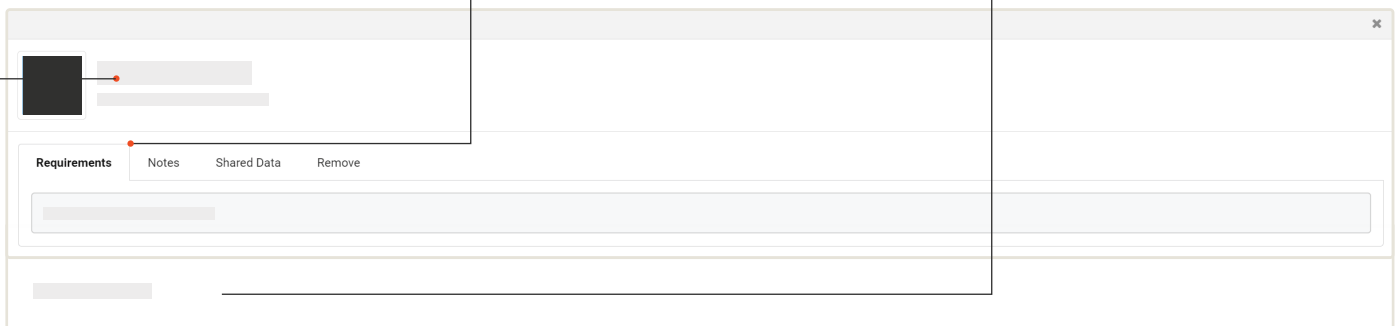
to view the requirements assigned to you

02 CLICK ON THE REQUIREMENTS TAB

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

03 CLICK ON THE ICONS ON THE FAR RIGHT

to be directed to the corresponding page to fulfill the requirements



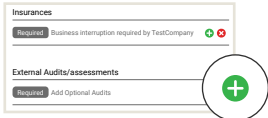
Fulfill Required Documentation



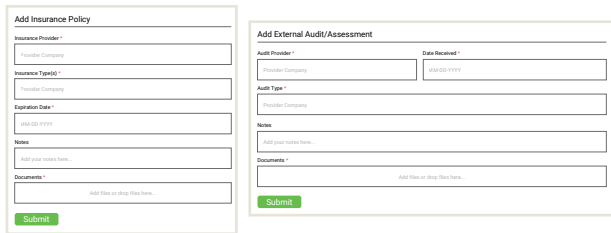
Assurance programs

For Insurances & External Audits/Assessments

01 Click on the green 'plus sign' button



02 Fill out the required fields, and click on Submit

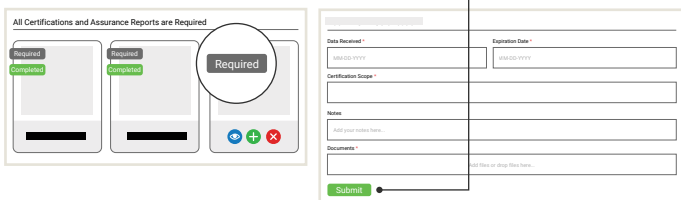


For Certifications and Assurance reports

01 Go to the required document

02 Click on the green 'plus sign' button in the bottom

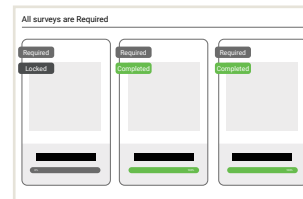
03 Fill out the required fields, upload documents and click on Submit



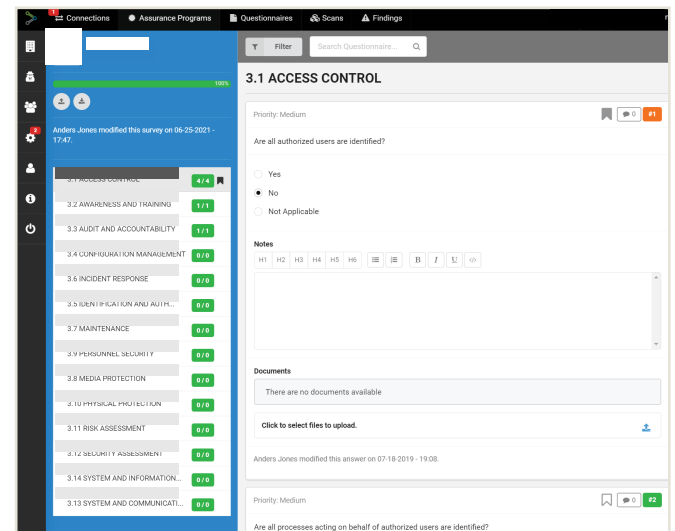
Questionnaires

For Required Surveys

01 Click on the questionnaire - a new tab will be opened



02 Complete required fields



✓ No submit is required, answers are automatically saved

✓ **Important:** assurance programs documents can be marked as not available if you don't have them. By doing so, you may trigger pre-defined alternate requirements

Check complete assessment

01 Go to Connections Page

02 Scroll down to Customer Connections to view the status of the requirements assigned to you

03 If complete, the requirement progress bar will show at 100% (all green).

04 If not, click on the customer's profile and complete missing information from the requirement.

The screenshot shows the 'Connections' page in the Bitsight interface. The top navigation bar includes 'Connections', 'Assurance Programs', 'Questionnaires', 'Scans', and 'Findings'. Below the navigation, there are two rows of data with 'Not Set' and 'Base Pending' buttons. The main section is titled 'Customer Connections' and contains a table with the following columns: Company, Connection Date, Requirements, Review Status, and Due Date. The table has three rows of data:

Company	Connection Date	Requirements	Review Status	Due Date
[Redacted]	[Redacted]	100% / 100% (Green bar)	✓	✓ Fulfilled
[Redacted]	[Redacted]	27% / 100% (Yellow bar)	✗	! Jul 16, 2021
TrustDataTrust	06/03/2016	No requirements cat	[Redacted]	Not Set

Bitsight is a cyber risk management leader transforming how companies manage exposure, performance, and risk for themselves and their third parties. Companies rely on Bitsight to prioritize their cybersecurity investments, build greater trust within their ecosystem, and reduce their chances of financial loss. Built on over a decade of technological innovation, its integrated solutions deliver value across enterprise security performance, digital supply chains, cyber insurance, and data analysis.

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