



Attestation Portal QuickStart Guide

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What is the Attestation Portal?

The Common Controls Attestation Portal provides quick, centralized, real-time distribution and reporting of regulatory compliance adherence of third-party and supply chain members across multiple vertical industries.

This is done by creating an Authority Document-based list of Common Controls and then sharing that list of Common Controls with as many third-parties and supply chain members as needed with just a few steps. Recipients may then either self-assess their compliance with the controls or have an auditor certify compliance with the Common Controls and then automatically certify the Configuration Controls. Those attestations are immediately updated and available in the originator's portal of the Common Controls Hub or may be sent through the API to any API-enabled audit management tool, third-party and supply chain compliance risk management tools, as well as GRC tools.

Responders can use a Common Controls Hub Starter account to view the Common Control requirements or pay \$99.00 to respond with results. Audit management tools can also load audit questions, which would otherwise have to be manually created, directly from the API.

What license do I need to have to distribute a list?

In order to distribute a list you would need to have a Basic Subscription.

For information on how to purchase a Basic Subscription check out our FAQ article [How do I upgrade my demo account to a paid account? \(Credit Card Payments, Purchase Orders, Checks/ACH\)](#).

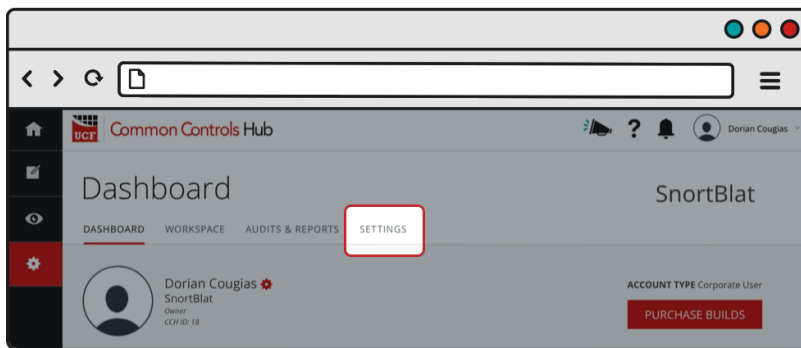
Or contact our Sales Team at sales@unifiedcompliance.com.

How do I Distribute an Authority Document List to other Accounts?

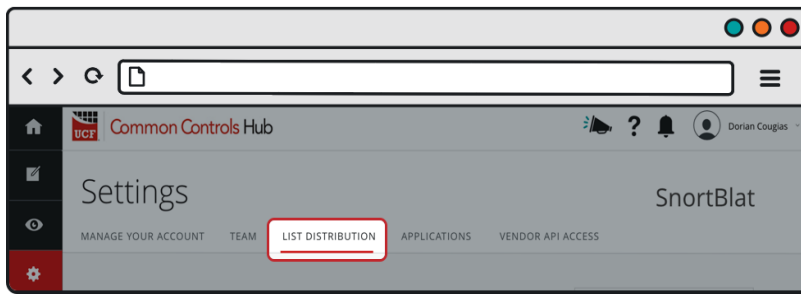
Prerequisites:

- Basic Subscription - To find out how to get a basic subscription check out our FAQ article [How do I upgrade my demo account to a paid account? \(Credit Card Payments, Purchase Orders, Checks/ACH\)](#)
- Create a Shared List - To find out how to share a list check out our FAQ article [How do I share an Authority Document list?](#)

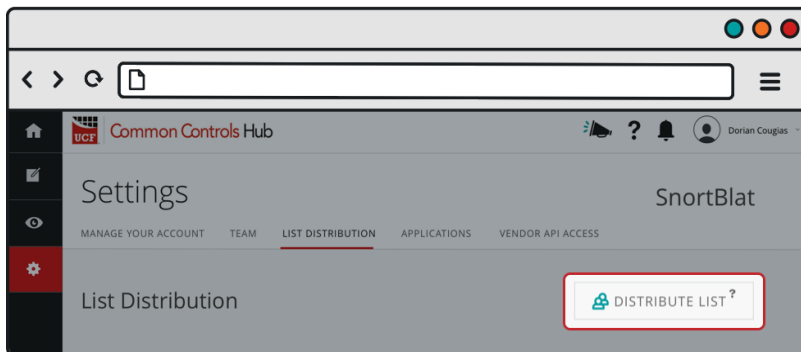
1. Log in to your Common Controls Hub account.
2. From your dashboard click the **Settings** tab.



3. Click the **List Distribution** tab.



4. Click the **Distribute List** button.



5. Select a shared **Authority Document List** from the dropdown menu.

Common Controls Hub

Workspace

SnortBlat

COMMON CONTROLS BUILDS COMPARE TRACKING

Distribute Your List

Select an Authority Document list, the person you'd like to send and date you'd like it received.

AUTHORITY DOCUMENT LIST *
View Saved Lists

DATE DUE
XX/XX/XXXX

ADD RECIPIENT(S)

UPLOAD CSV [Download A Sample CSV](#) CSV file only

No file selected

CCH ID Email Address

+ ADD ANOTHER

SHARE Cancel

6. Enter a valid *CCH ID* and *CCH Admin Email Address* OR upload a CSV file that contains the list of valid *CCH ID's* and *CCH Admin Email Addresses*.

Common Controls Hub

Workspace

SnortBlat

COMMON CONTROLS BUILDS COMPARE TRACKING

Distribute Your List

Select an Authority Document list, the person you'd like to send and date you'd like it received.

AUTHORITY DOCUMENT LIST *
PCI 3.1

DATE DUE
11/10/2016

ADD RECIPIENT(S)

UPLOAD CSV [Download A Sample CSV](#) CSV file only

No file selected

CCH ID Email Address

+ ADD ANOTHER

SHARE Cancel

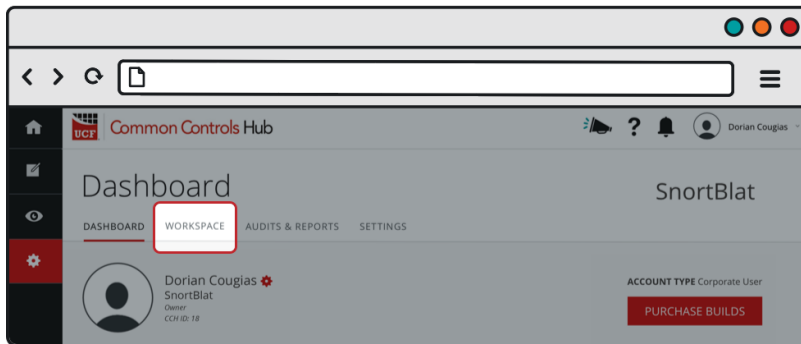
- Click the **Share** button.

The screenshot shows a web browser window with the address bar and navigation icons. The page header includes the 'Common Controls Hub' logo and the 'SnortBlat' title. A sidebar on the left contains icons for home, workspace, eye, and settings. The main content area is titled 'Distribute Your List' and contains the following elements:

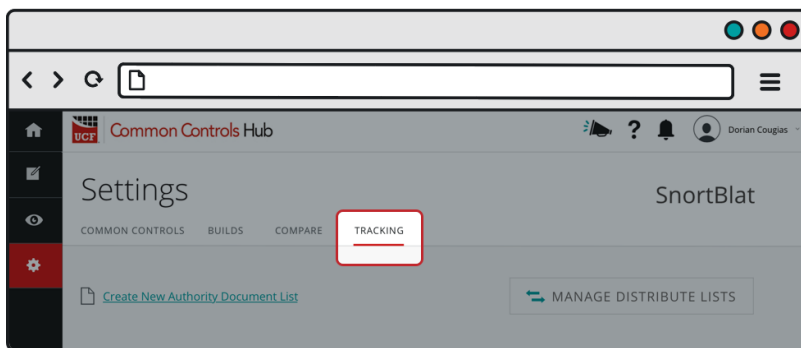
- A sub-header: 'Distribute Your List'
- Instructions: 'Select an Authority Document list, the person you'd like to send and date you'd like it received.'
- Form fields:
 - 'AUTHORITY DOCUMENT LIST *': A dropdown menu with 'PCI 3.1' selected.
 - 'DATE DUE': A date input field with '11/10/2016' entered.
- 'ADD RECIPIENT(S)' section:
 - 'UPLOAD CSV' button with a download icon.
 - 'Download A Sample CSV' link with the text 'CSV file only'.
 - 'No file selected' text.
 - Input fields for '120739' and 'vmcewen@snortblat.com'.
 - '+ ADD ANOTHER' link.
- 'SHARE' button (highlighted with a red box) and a 'Cancel' link.

How do I view the status of lists I have distributed to people?

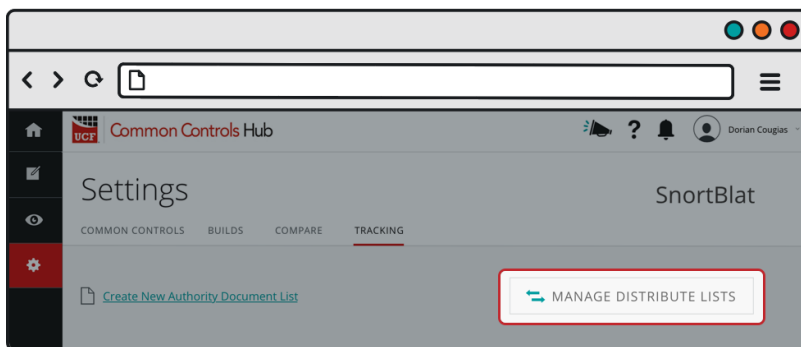
1. Log in to your Common Controls Hub account.
2. From your dashboard click the **Workspace** tab.



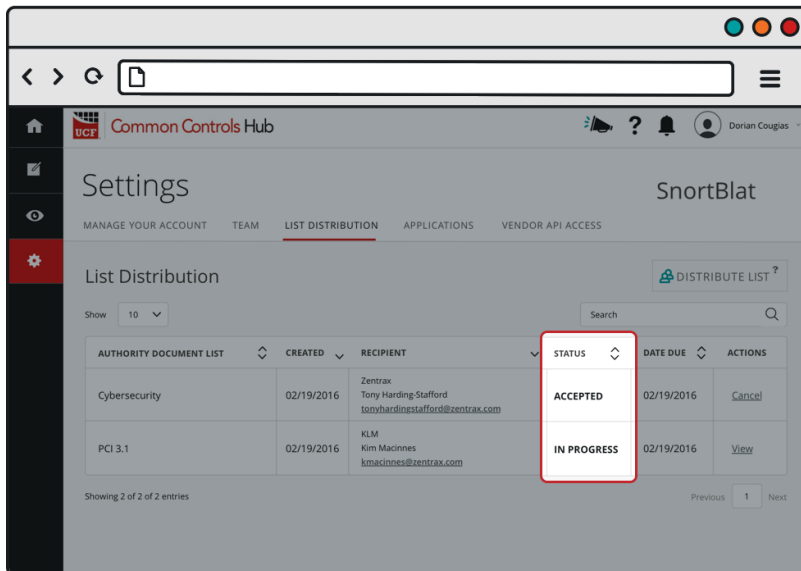
3. Click the **Tracking** tab.



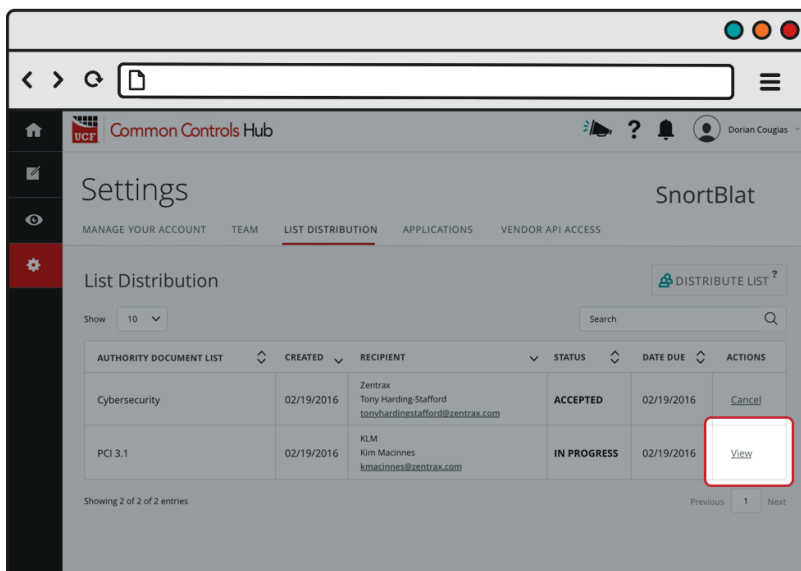
4. Click the **Manage Distributed List** button.



5. On the List Distribution page, you will see the current status of your distributed lists. Status could be in Progress, Open, Accepted, or Returned.



6. To see an in-depth status, click View under the Actions table of the list you wish to view.



7. Select the Distributed List you wish to view.

The screenshot shows the 'Common Controls Hub' interface. The 'Audits & Reports' section is active. The 'Distributed List' dropdown is highlighted with a red box. The 'Company/Organization Here' dropdown is also visible. The 'MANAGE DISTRIBUTE LISTS' button is present. The 'Authority Documents' section shows a 70% completion rate. The 'Common Controls' table lists various controls with their IDs, dates, roles, and completion status.

Control Name	ID #	Date	Role	Done	N/A	Certified
Leadership and high level object...	00597	11/10/15	Compliance...	X	-	✓
Analyze organizational objecti...	00598	11/10/15	Compliance...	X	-	✓
Establish and maintain susta...	00603	11/10/15	Compliance...	-	X	-
Monitor regulatory trends to...	00604	11/10/15	Compliance...	X	-	✓
Establish and maintain a Qualit...	07196	-	-	-	-	-
Establish and maintain the sco...	01241	11/10/15	Compliance...	-	X	-
Document the Authority Res...	00608	11/10/15	Compliance...	-	-	-

8. Select the Recipient Organization you wish to view.

The screenshot shows the 'Common Controls Hub' interface. The 'Audits & Reports' section is active. The 'Recipient Organization' dropdown is highlighted with a red box. The 'Company/Organization Here' dropdown is also visible. The 'MANAGE DISTRIBUTE LISTS' button is present. The 'Authority Documents' section shows a 70% completion rate. The 'Common Controls' table lists various controls with their IDs, dates, roles, and completion status.

Control Name	ID #	Date	Role	Done	N/A	Certified
Leadership and high level object...	00597	11/10/15	Compliance...	X	-	✓
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Monitor regulatory trends to...	00604	11/10/15	Compliance...	X	-	✓
Establish and maintain a Qualit...	07196	-	-	-	-	-
Establish and maintain the sco...	01241	11/10/15	Compliance...	-	X	-
Document the Authority Res...	00608	11/10/15	Compliance...	-	-	-

9. The in-depth status report can be viewed here.

Common Controls Hub

Audits & Reports

SnortBlat

AUDITS & REPORTS

PCI 3.1 KLM - PCI 3.1 - 02/24/2016 MANAGE DISTRIBUTE LISTS

Edit In Tracking

Authority Documents

OVERVIEW

70% Total Project Completed

30/100 Certified Mandated Controls

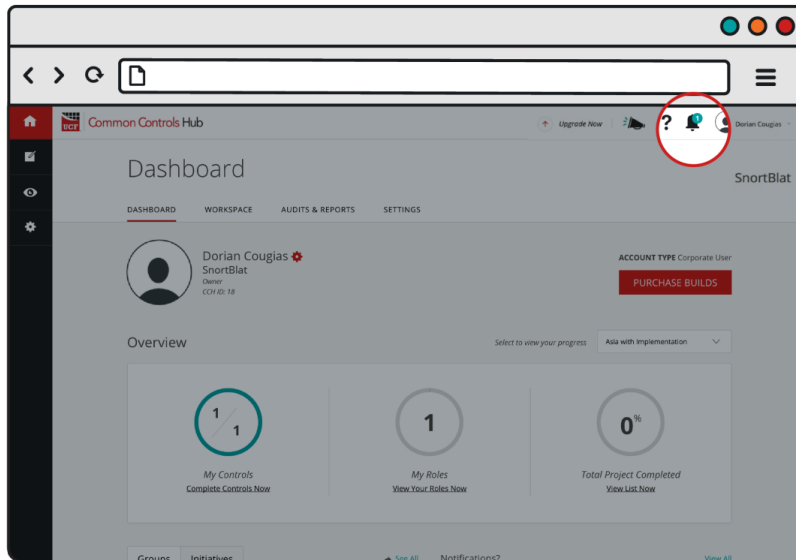
100/100 Roles Assigned

Common Controls

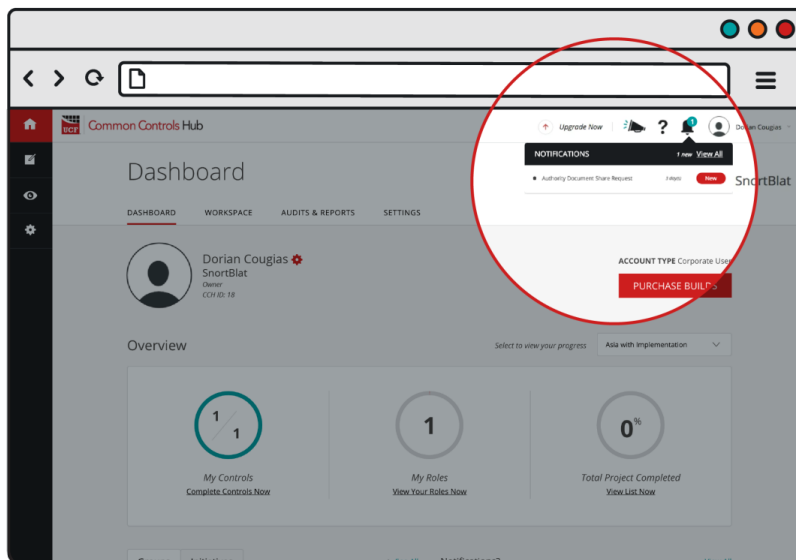
Control Name	ID #	Date	Role	Done	N/A	Certified
Leadership and high level object...	00597	11/10/15	Compliance...	X	-	✓
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Establish and maintain susta...	00603	11/10/15	Compliance...	-	X	-
Monitor regulatory trends to...	00604	11/10/15	Compliance...	X	-	✓
Establish and maintain a Qualit...	07196	-	-	-	-	-
Establish and maintain the sco...	01241	11/10/15	Compliance...	-	X	-
Document the Authority Doc...	00608	11/10/15	Compliance...	-	X	-

How do I Accept a Distributed List?

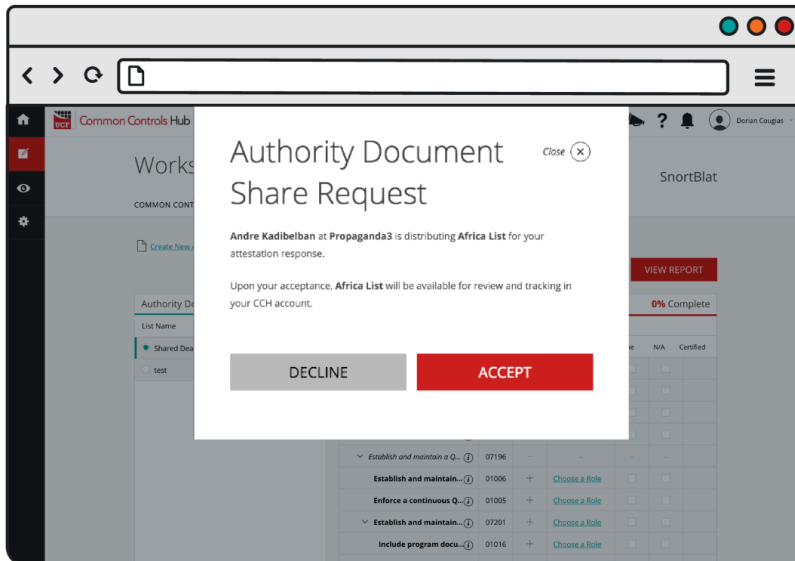
1. Log in to your Common Controls Hub account.
2. Click the **Notification Bell** icon in upper right.



3. Click the **New** button next to *Authority Document Share Request*.

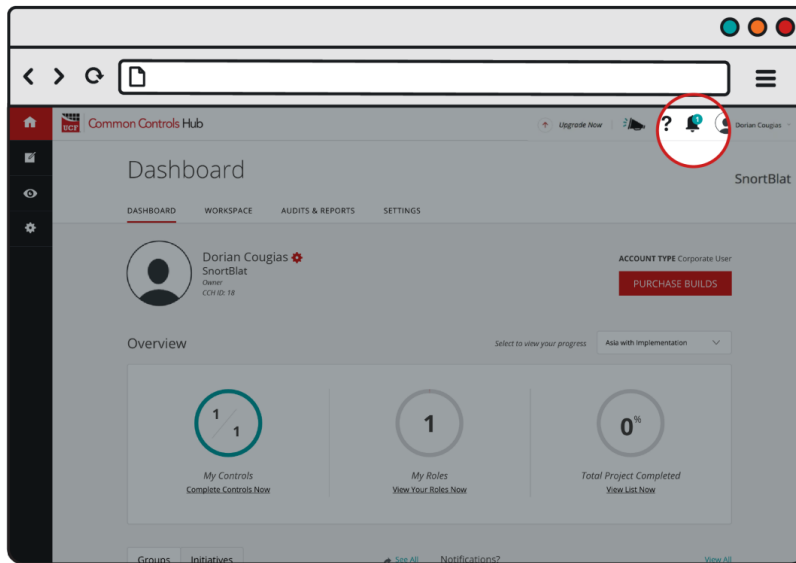


4. Click the **Accept** button.

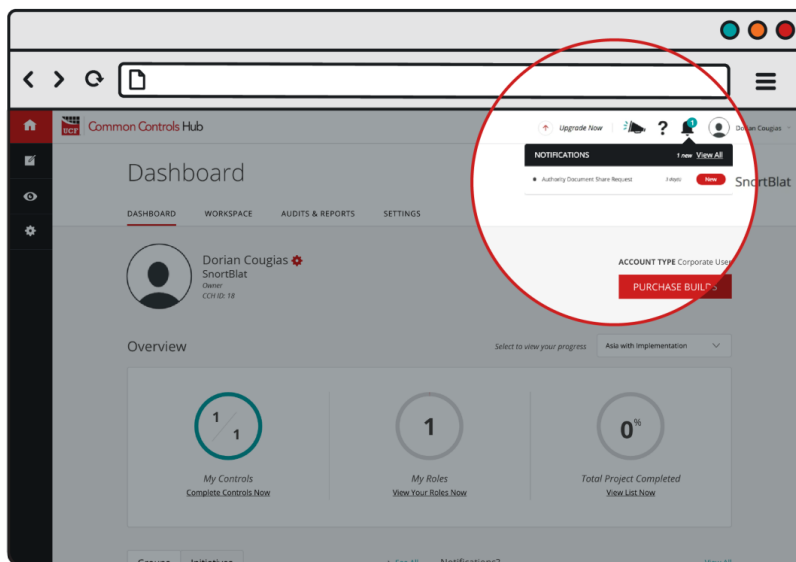


How do I Decline a Distributed List?

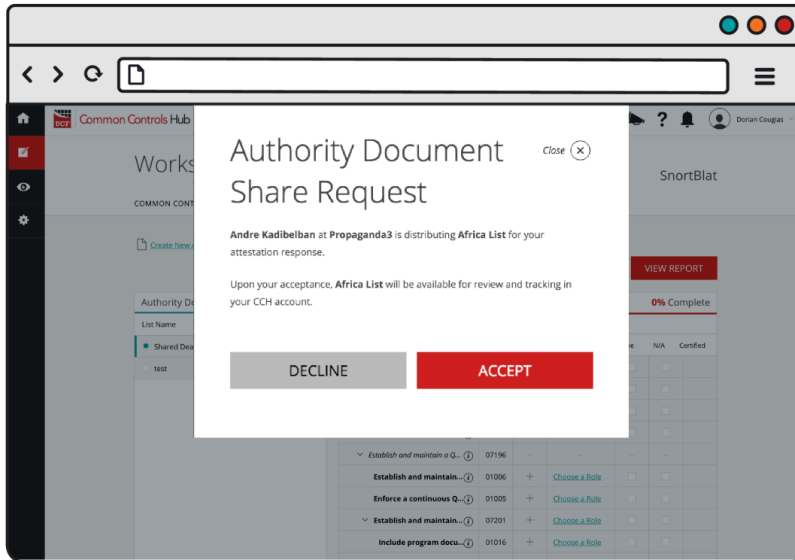
1. Log in to your Common Controls Hub account.
2. Click the **Notification Bell** icon in upper right.



3. Click the **New** button next to AUTHORITY DOCUMENT SHARE REQUEST.



- Click the **Decline** button.



What license do I need to have to respond to a list?

In order to respond to a list you need any of the following:

- Starter Account,
- Basic Subscription, or
- API Token

Where do I find my CCH ID?

In order to find your CCH ID you need to have an active account within our Common Controls Hub.

1. Log in to your Common Controls Hub account.
2. In your Dashboard look under your name, company name, and title. Your CCH ID is located here.

