

SANCTUM PORTAL

Member User Guide

NCBA Committed to Security Program

Welcome to the NCBA Committed to Security Program!

This guide will walk you through everything you need to get started with the Sanctum Portal; from logging in all the way to requesting vendor assessment reports. Each step is quick, so let's get into it.

What You'll Need	What You'll Be Able to Do
<ul style="list-style-type: none">• Your work email address• Access to your email inbox• An internet browser	<ul style="list-style-type: none">• Securely log in via AzureSSO• Search for CTS vendors• Request vendors to complete assessment• Track request status & get reports

Step 1 **Sign In Using NCBA Login**

Head to the Sanctum login page and click sign in to begin.

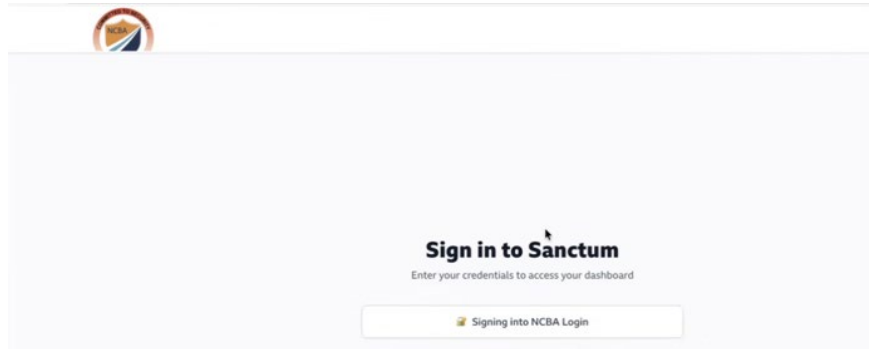


Figure 1 — Click "Signing into NCBA Login".

Step 2 **Verify Your Email**

You'll be prompted to enter your email and then verify your identity. Here's what to do:

- Enter email address
- Check your email inbox for a system-generated verification email.
- Click the secure login link inside the email to confirm your identity.

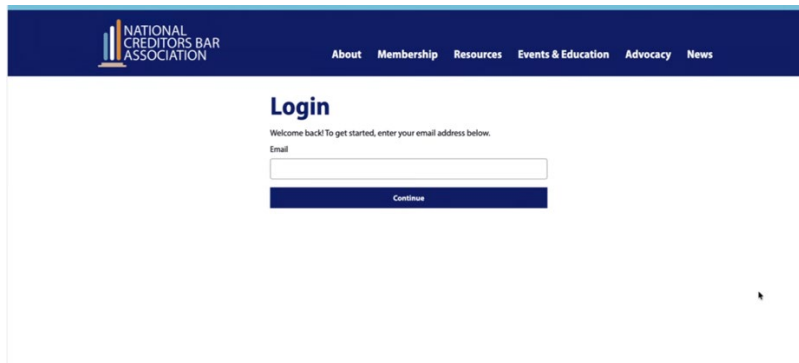


Figure 2a — Enter your email address.

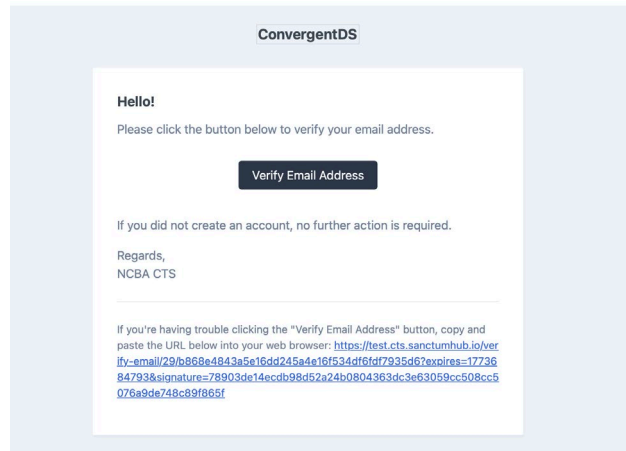


Figure 2b — Open your verification email and click the secure login link.

Step 3 **Review & Accept the Terms of Use**

Once you've clicked the email verification link, you'll land on the ConvergentDS Terms of Use page. Read through the agreement and click Accept to move on to your dashboard.

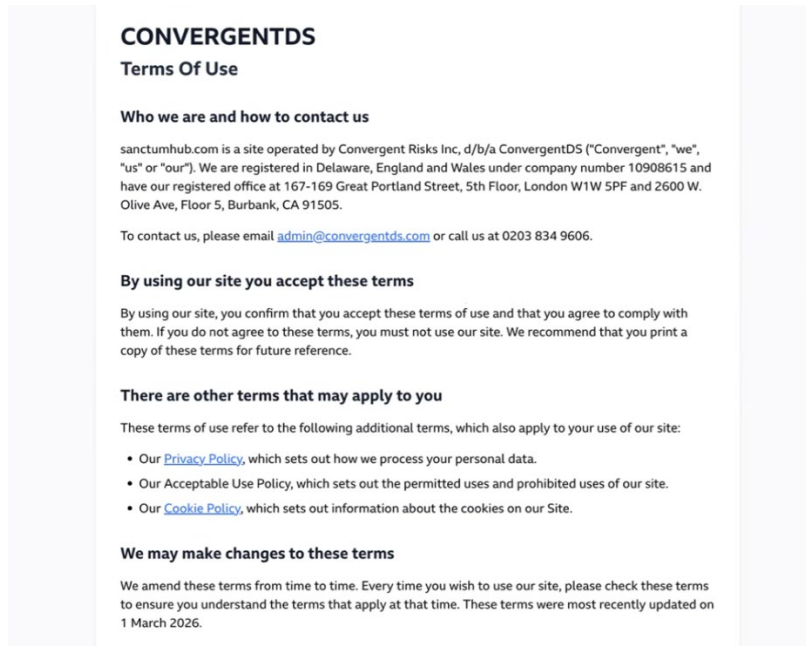


Figure 3 — Review and accept the Terms of Use / NDA to continue.

NOTE The Terms of Use screen appears on your first login and after any policy updates. You must accept to access the portal.

Step 4 Explore Your Dashboard

Welcome to your personal dashboard, your command center for all CTS program activities!

Here you can:

- Search for vendors that have completed the CTS assessment
- Access participant reports
- Submit new vendor assessment requests

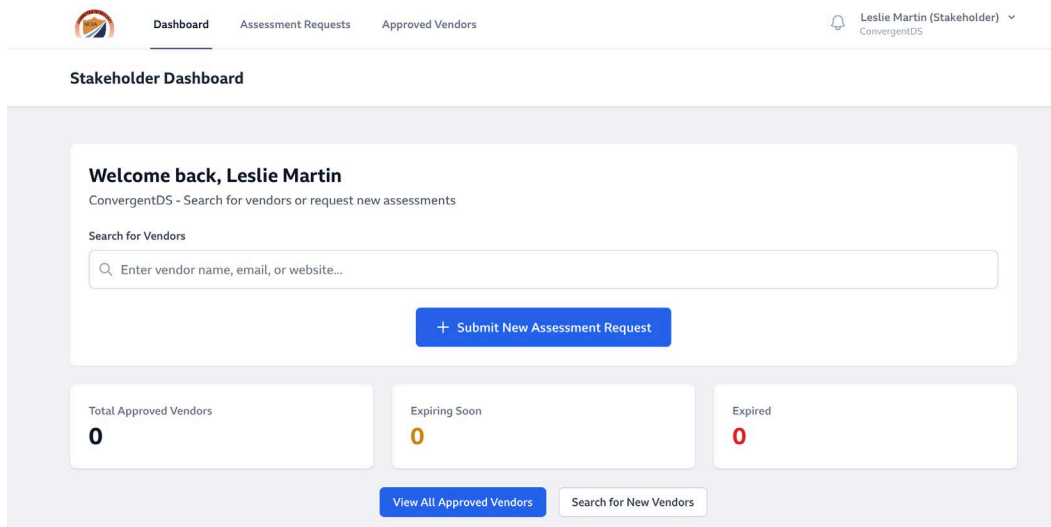


Figure 4 — The Sanctum dashboard — your CTS home base.

Step 5 Search for CTS Participants

Use the search bar on your dashboard to look up vendors enrolled in the CTS program. You can search by any of the following:

Vendor Name	Email Address	Website URL
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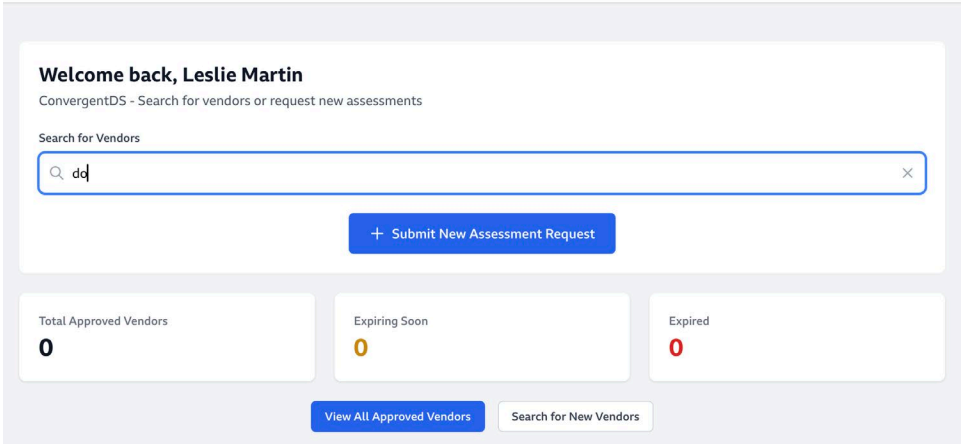


Figure 5 — Enter a vendor name, email, or website URL in the search bar.

Step 6 Invite a Vendor to Join the CTS Program

Don't see a vendor in the search results? No problem, you can invite them! Click the blue Submit a New Assessment Request button on your dashboard to send them an invitation to join the CTS program.

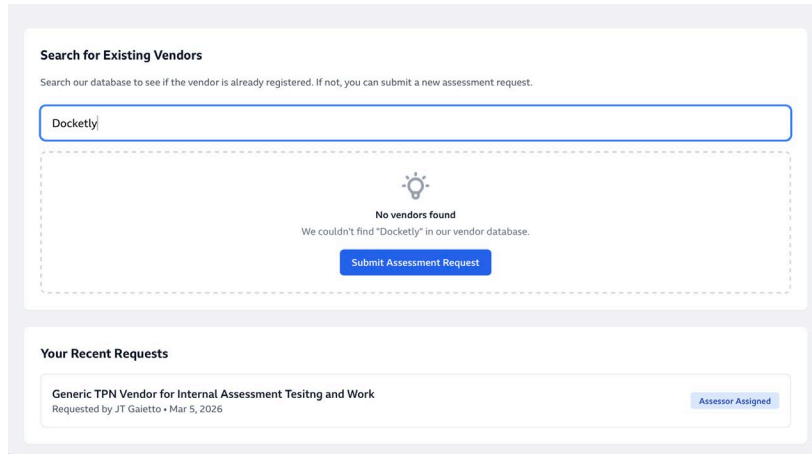


Figure 6 — Click "Submit a New Assessment Request" to invite a vendor.

Step 7 Complete the Assessment Request Form

Fill in all the required fields (marked with an asterisk *) on the assessment request form. Once everything's filled in, hit Submit to send the request off to the vendor.

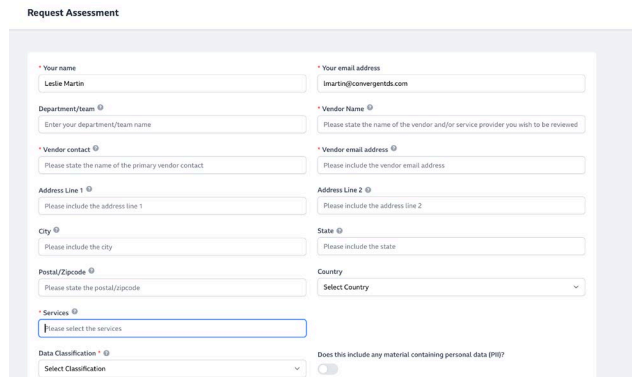


Figure 7 — Complete all required (*) fields and submit the form.

Step 8 Confirm Your Request Was Submitted

Once your request is submitted, you'll see an on-screen confirmation notification telling you the request is pending. You'll also receive a confirmation email.

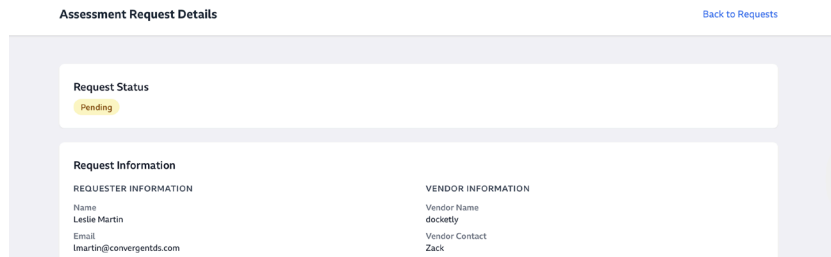


Figure 8a — On-screen confirmation that your request is pending.

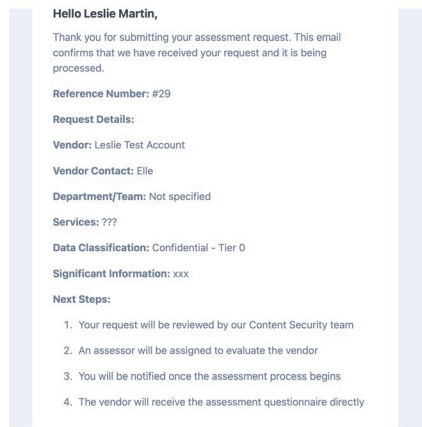


Figure 8b — Confirmation email sent after your request is submitted.

What Happens Next?

After your submission, here's what to expect:

- The vendor will receive an invitation to participate in the CTS assessment.
- You'll be notified if the vendor agrees to participate.
- Once the report is complete and available, you'll be notified.

Step 9 Track Your Assessment Requests

Your dashboard keeps all your assessment requests in one place. Use the Assessment Requests tab to monitor the status and progress of each submission — whether it's pending, in progress, or complete.

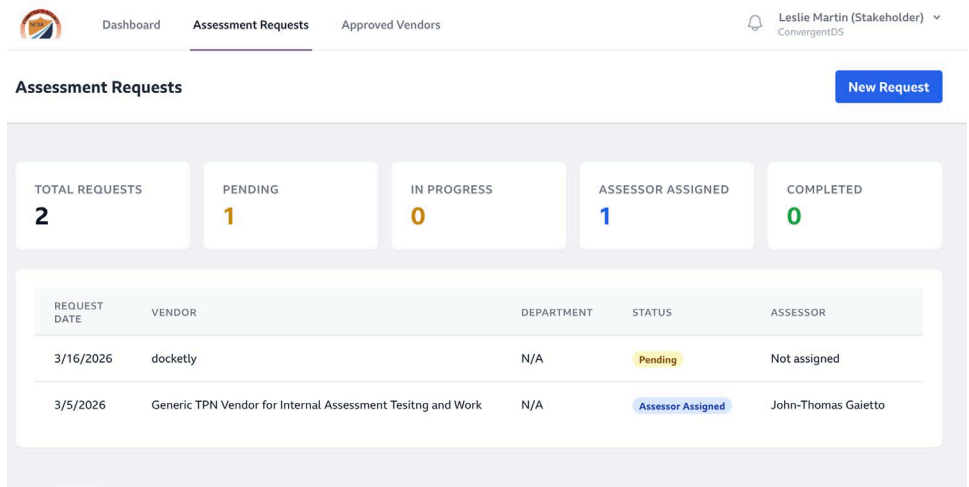


Figure 9 — The dashboard showing pending vendor assessment requests.

Step 10 Access a completed vendor report

Once a vendor has completed the CTS program, there are two ways to access a completed report:

- **Via email notification** — When the report is ready, you will receive an email notification. Click the link in the email to be taken directly to the report.
- **Via the dashboard search** — Use the search bar on your dashboard to look up the vendor. If their report is available, click to request access. Once approved, you will receive a notification and can view the report directly from your dashboard.

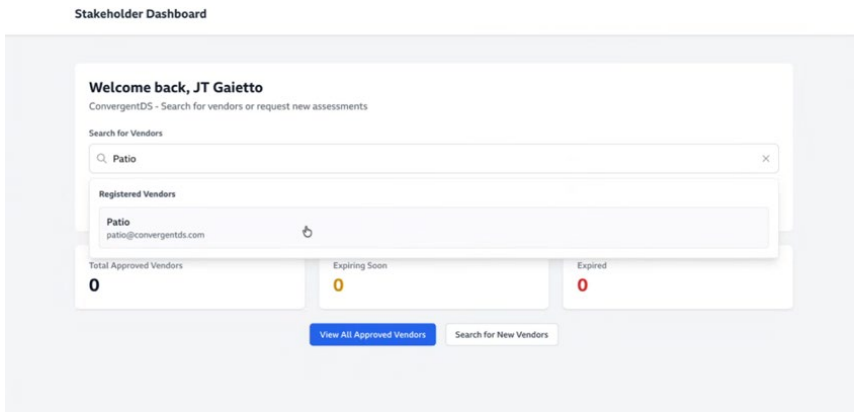


Figure 10a— Use the search bar on your dashboard to look up vendor.

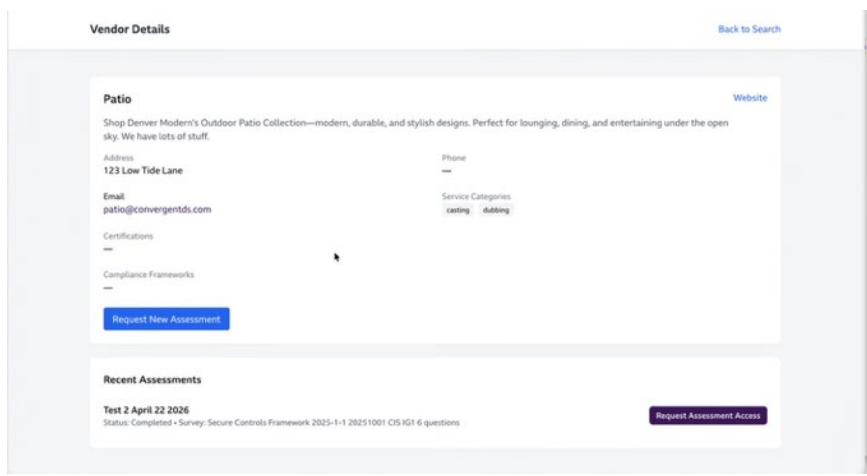


Figure 10b — Request report access by clicking request assessment access button.

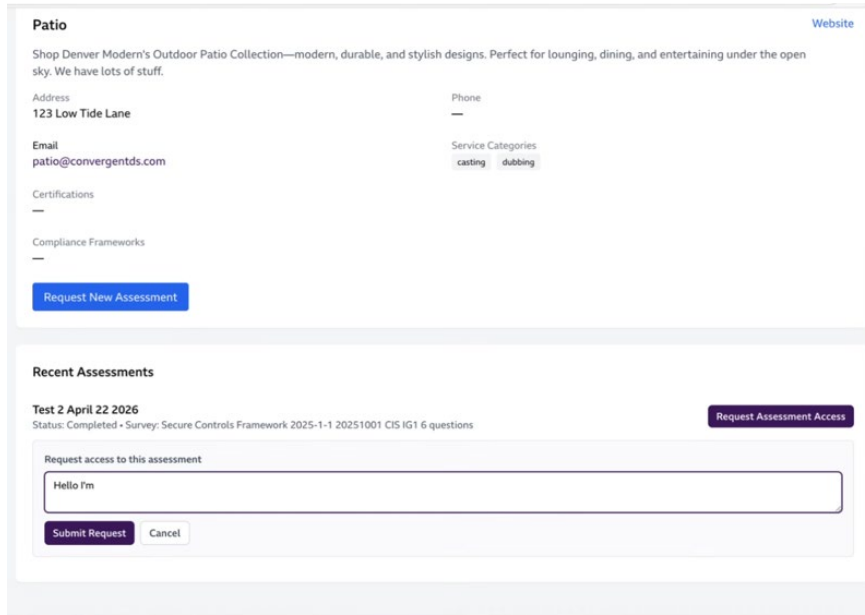


Figure 10c— Complete field and hit submit request.

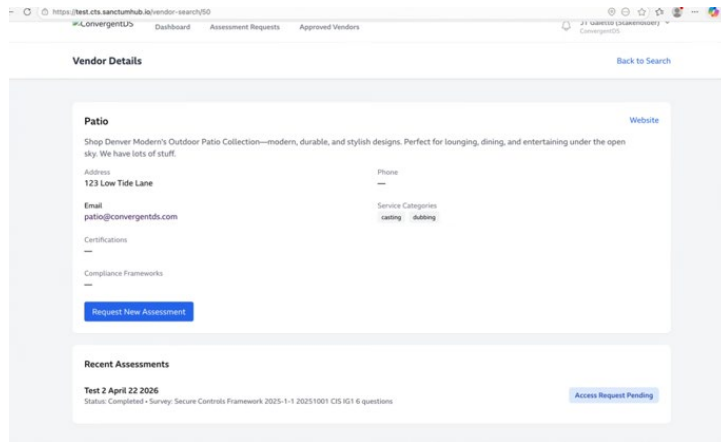


Figure 10d — Receive pending report access notification

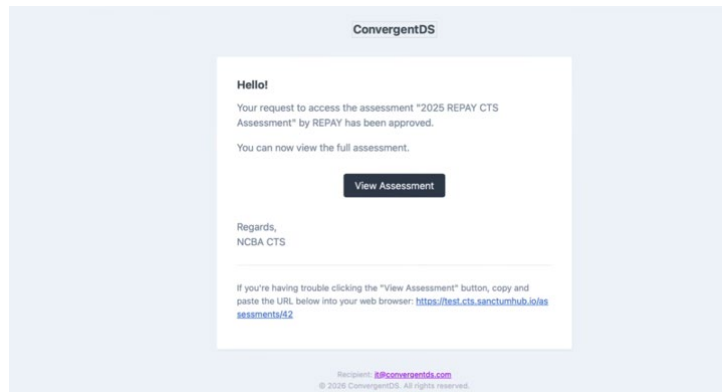


Figure 10e — Click view assessment to review the report

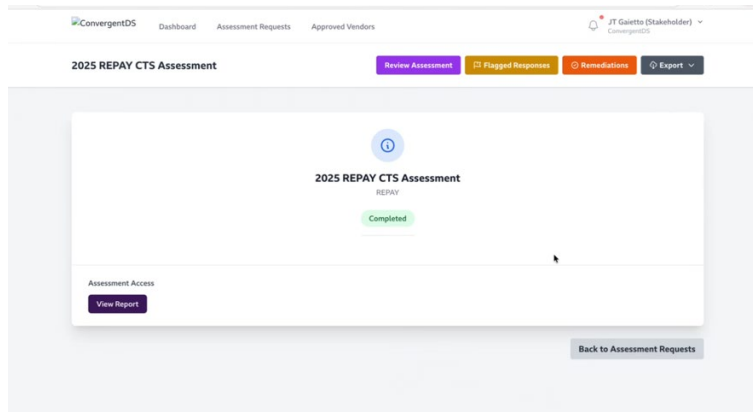


Figure 10f — Hit Export button to download report

For technical assistance, please contact your NCBA program administrator.