

# CSAT User Change Request

User Guide

*August 2007*

Version 1.0



Homeland  
Security



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# General Background

The Chemical Security Assessment Tool (CSAT) is the Department of Homeland Security's system for collecting and analyzing key data from chemical facilities.

This application, the User Change Request System, allows an organization to reassign the Authorizer, Submitter and Preparer roles after they have been defined.

More information about the CSAT system is available at <http://www.dhs.gov/chemicalsecurity>.

CSAT accounts must be transferred when:

- An individual leaves the organization.
- An individual's responsibilities no longer include CSAT input.
- An individual has two or more usernames and wants to eliminate the duplicates, as described below.

Every time the User Registration System is accessed, a new username is created, regardless of the fact that the same individual is specified. For example, if one submitter is responsible for multiple facilities and all of his or her facilities are entered on one registration form, that submitter will be granted one username and password. If a submitter's information is entered for only one facility at a time and then the Complete button is pressed, that submitter will receive one username and password for each separate registration form submitted. The User Change Request application can be utilized to eliminate the extra usernames associated with a single individual.

- A facility must be added to an existing Authorizer, Submitter, or Preparer structure, as described below.

After you exit the User Registration System, no information is retained and you cannot re-access the information already entered. If a Facility that should be in an existing structure was not entered with the original facilities, it must be added separately. This will create a new set of usernames and passwords for the Authorizer, Submitter, and Preparer. After these have been created, the individuals involved can transfer the accounts to their original usernames, in effect "adding" a Facility to an existing structure.

**To disable an established user's account, contact the Help Desk (866-323-2957).**

A transferee can be an existing CSAT user or a new user. If the transferee is a new user, a PDF form must be created, signed, and submitted.

## CSAT User Change Request

A transfer will move all responsibilities associated with the role to the new individual (i.e., if a Preparer has five facilities associated with his or her username, a transfer will move all five facilities to the new username).

## Example 1

Figure 1 shows an example of transferring responsibilities for a Preparer with four facilities (Preparer 1) to a new User.

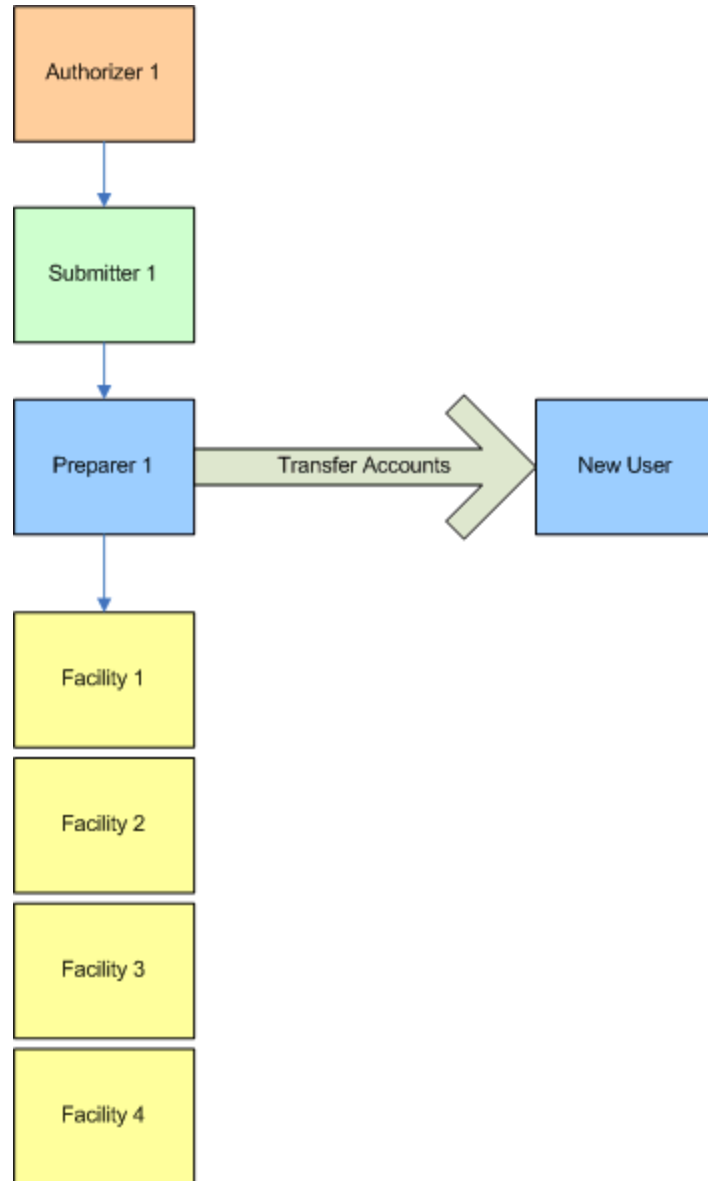


Figure 1. Transferring Preparer responsibilities to another user

The Transfer would move all the Preparer's facilities to the new CSAT user. The Authorizer and Submitter already defined for these facilities remain the same.

## Example 2

Example 2 shows how to transfer the Authorizer Role to eliminate multiple usernames, as shown in Figure 2.

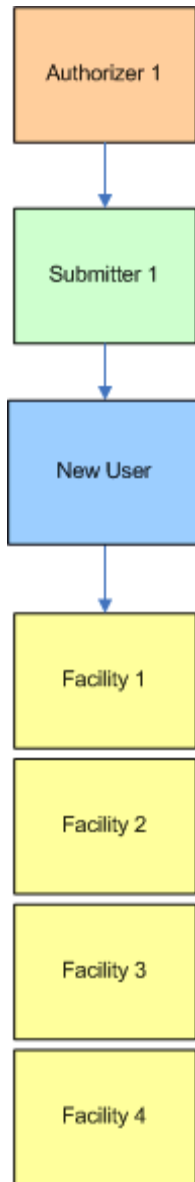


Figure 2. Transferring the Authorizer role to a single user

To enter information into the User Registration System, a one-to-one relationship must exist between Authorizer and Submitter. If a single Authorizer is going to have multiple Submitters, they need to be entered separately. When the two usernames are assigned, one of the accounts can be transferred to the other, eliminating the second username.

Figure 3 shows one Authorizer (Authorizer 1) with two different Submitters and multiple Preparers and Facilities. To transfer the account (i.e., eliminate the extra username) the Authorizer should logon to the User Change Request System with the username to be eliminated and transfer the account to an existing or new user.

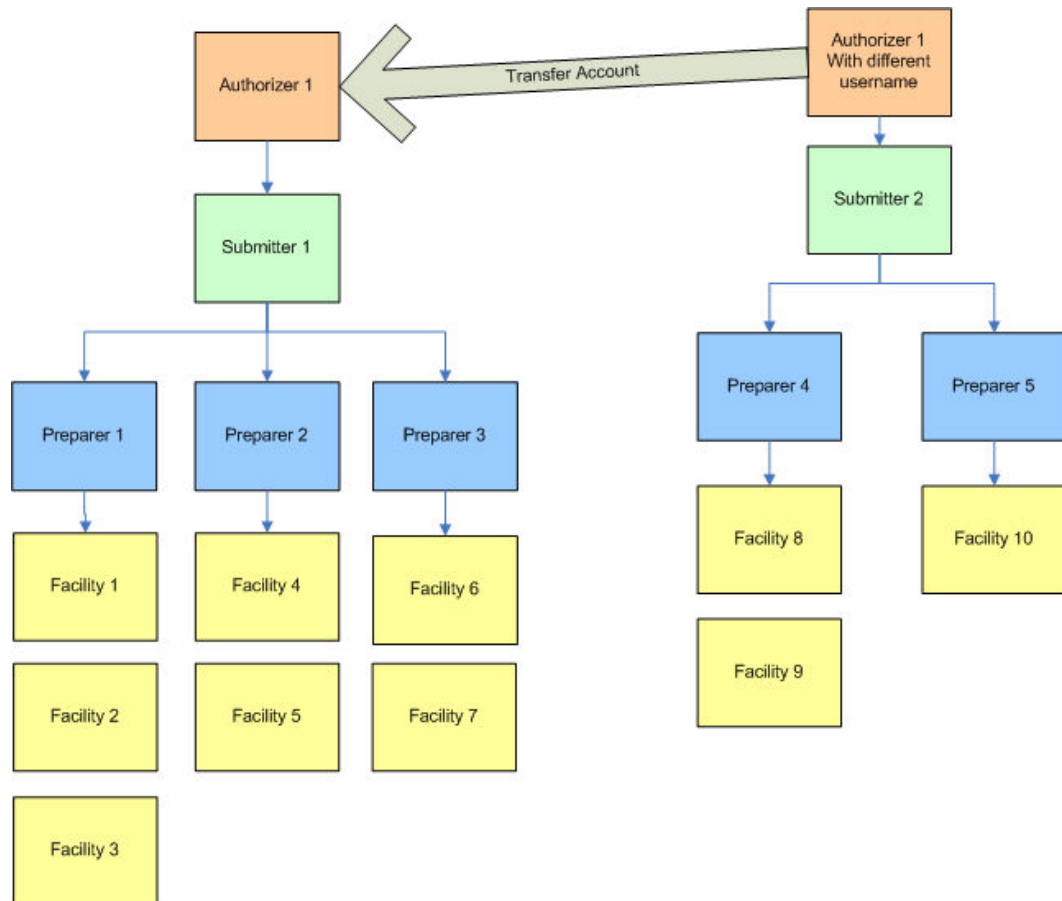


Figure 3. Consolidating multiple Preparers, Submitters, and Facilities under one Authorizer username

Upon completing the transfer, the structure would look like that shown in Figure 4.

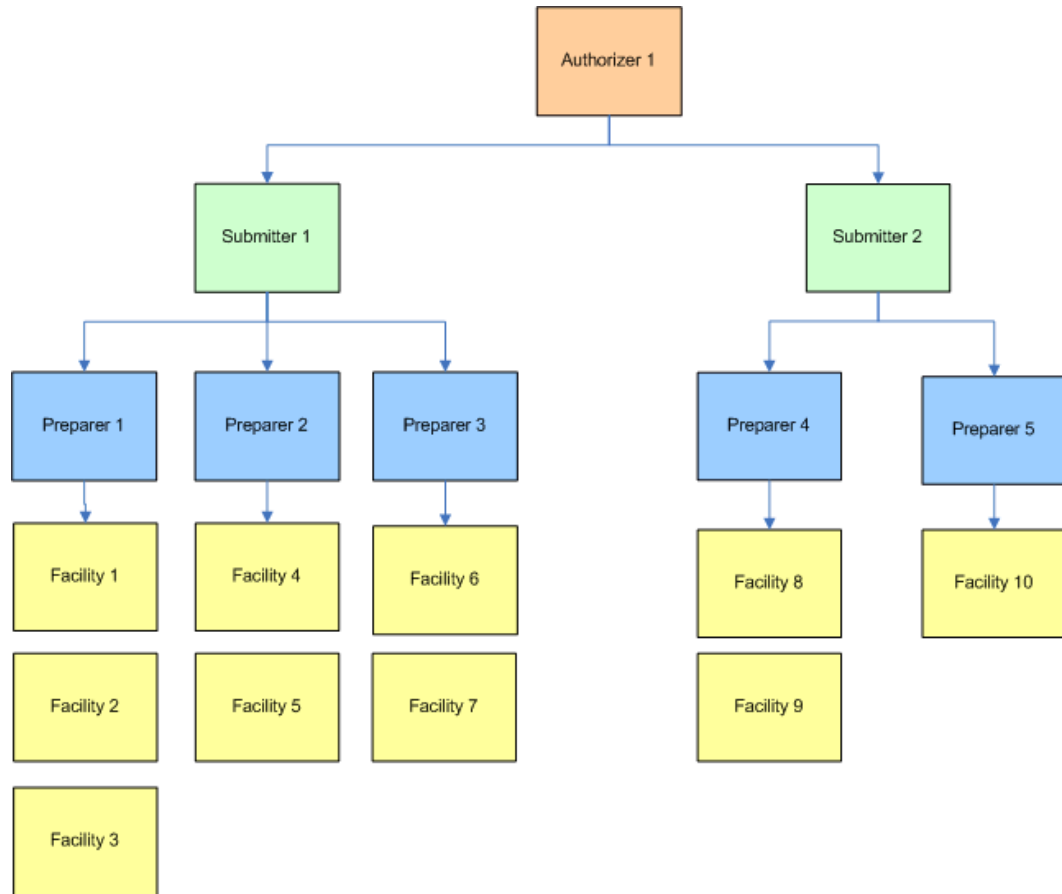


Figure 4. Consolidated structure under one Authorizer

### Example 3

Figure 5 shows the transfer of one Submitter's role (Submitter 2) to another existing CSAT user (Submitter 1). In this example, the Authorizers are two different individuals (Authorizer 1 and Authorizer 2), and the Authorizer role does not change.

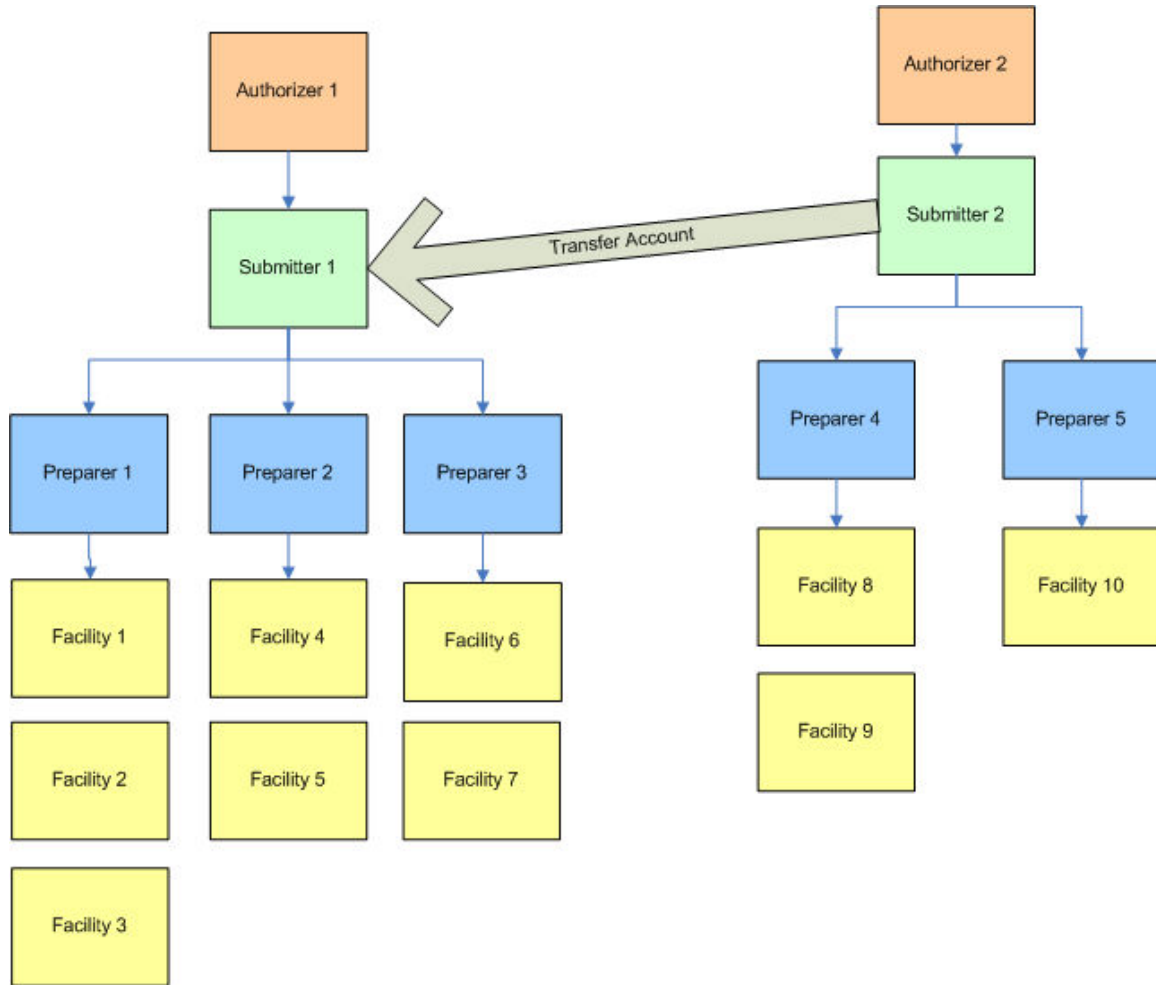


Figure 5. Transferring a Submitter role to another Submitter

The transfer will replace Submitter 2 with Submitter 1, as shown in Figure 6.

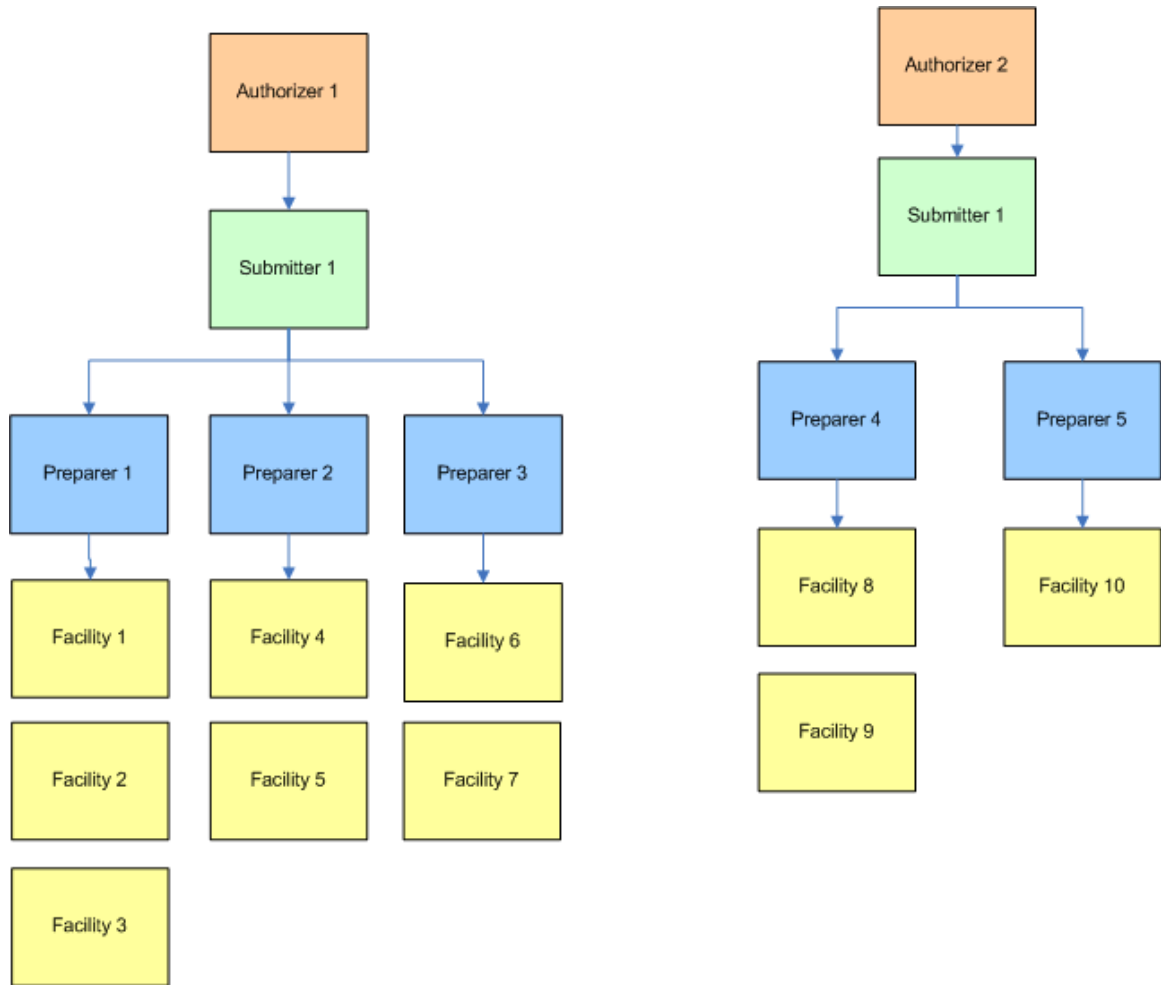


Figure 6. New structure with multiple Authorizers and a single Submitter

# User Change Request Screen

The User Change Request System is accessible upon login to the CSAT site. This system allows users to transfer their responsibilities to other existing CSAT users or to new users.

To transfer an account, the user must be logged in with the username from which responsibilities will be transferred.

Select the CSAT User Change Request bookmark to enter the system, as shown in Figure 7.

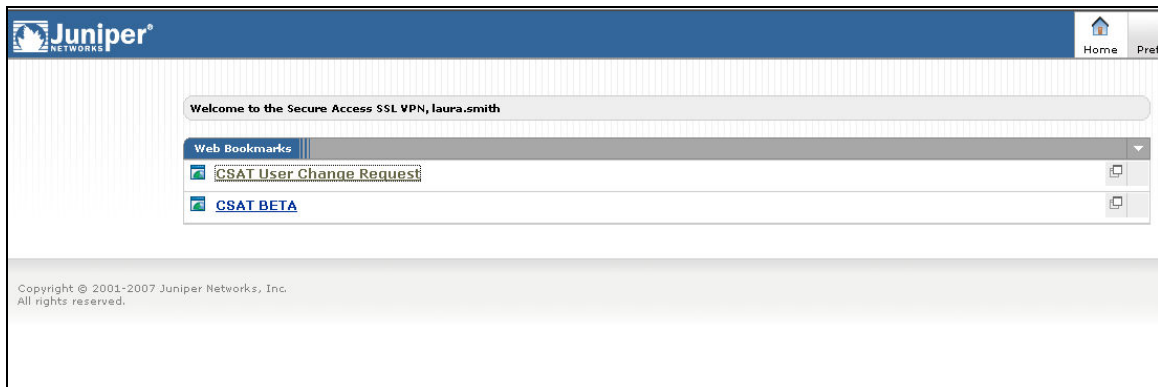
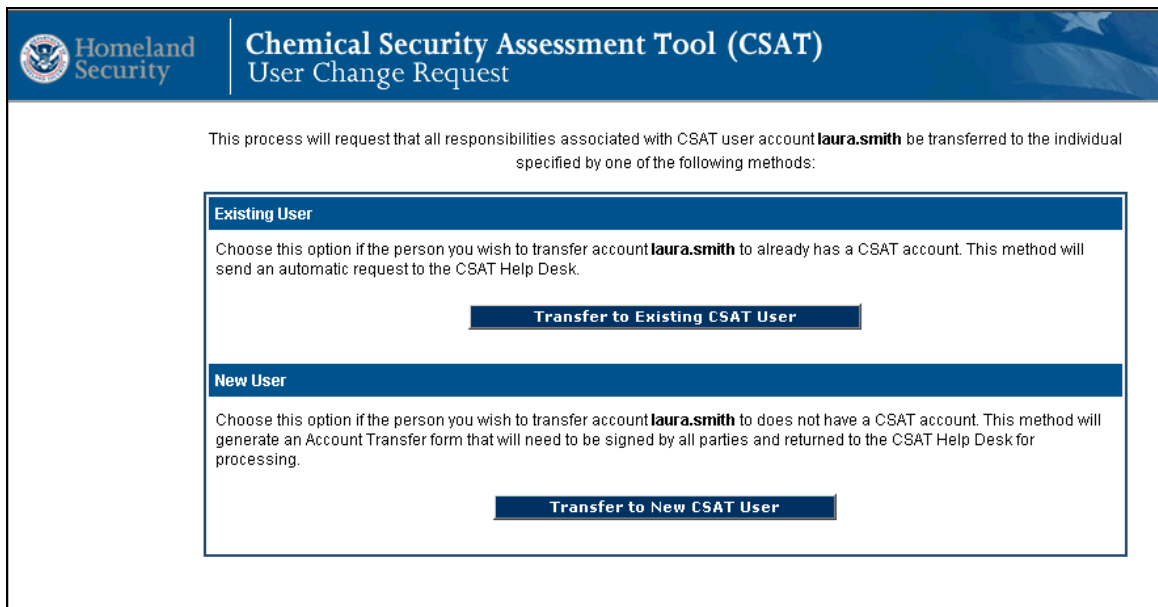


Figure 7. CSAT User Change selection

When the screen shown in Figure 8 appears, if the person accepting the responsibilities is already registered, click on *Transfer to Existing CSAT User*. If the person accepting the responsibilities has not registered, click on *Transfer to a New CSAT User*.



## CSAT User Change Request

Figure 8. Existing/New User selection screen

# Existing CSAT User

As shown in Figure 9, type the Username for the existing CSAT user taking over this role. The phone number must match the number that the system currently has stored for this user.

Figure 9. Username/Phone Number screen

Click **Submit** to process the change request.

The information submitted is compared to existing CSAT users, and if a match is made, the message shown in Figure 10 appears. The actual Transfer will not take place until the Help Desk verifies the transfer.

Notification of the transfer will be sent to the transferee (the person who will take over the role). This will be sent via e-mail to the address provided during User Registration.

After the account is transferred, the old username will have not access to the CSAT system.

Figure 10. Account Transfer Request Sent message

If the information provided does not match an existing CSAT user, an error message displays, as shown in Figure 11. Enter the correct information and submit again. If the user does not already exist in CSAT, go back to the main User Change Request Menu and select **New CSAT User**. It is possible that the user exists, but has not yet been verified. In that case, wait for confirmation that the user has been verified (from the Help Desk) and then complete the transfer.

The screenshot shows the 'Chemical Security Assessment Tool (CSAT) User Change Request' interface. At the top left is the 'Homeland Security' logo. The main title is 'Chemical Security Assessment Tool (CSAT) User Change Request'. A red error message box is displayed, stating 'Error! The username is not valid.' Below this is the 'Account Transfer' form. The form contains the instruction: 'Enter the username and phone number of the existing CSAT user to whom you wish to transfer your account.' The 'Username' field contains 'mary.jones' and is highlighted in red. The 'Phone Number' field is split into three parts: '(111)', '222', and '- 3333'. A 'Submit' button is located at the bottom of the form.

Figure 11. Username Not Valid message

# New CSAT User

To transfer a role to an individual who does not already have a CSAT username, provide the following information about the new user in the screen shown in Figure 12.

First Name  
Middle Initial (optional)  
Last Name  
Organization  
Business Address  
    Mailing Address  
    City  
    State  
    Zip Code  
    Telephone  
    E-mail  
Is the individual a U.S. Citizen? \*  
Is the individual an Officer of the Corporation or designated by an Officer of the Corporation? \*  
Is the individual domiciled in the U.S.? \*

\* Please see the individual roles to determine requirements for each role. Only the appropriate questions appear on the screen (i.e., if the current transferrer is required to be an officer in the corporation, the new individual will be also).

**New User Information**

Please enter the following information about the person the account is being transferred to:

First Name:  Middle Initial:  Last Name:

Organization:

Mailing Address 1:

Mailing Address 2:

City:  State:  ZIP Code:

Phone Number: (  )  -  Extension:

E-mail Address:

Is the person a U.S. Citizen?  Yes  No

Is the Submitter an Officer of the Corporation?  Yes  No

Is the Submitter domiciled in the US?  Yes  No

Figure 12. New User Information screen

After entering the New User information, click **Complete**. A PDF document will be created.

## PDF Document

The PDF Document created will be similar to the one from the User Registration System. Click the **Download PDF Form** button shown in Figure 13 to view the printable version of the completed form.

Please use the button below to download the Acrobat PDF document.

Adobe Reader is required to view this document. Adobe Reader can be downloaded for free from <http://www.adobe.com/products/acrobat/readstep2.html>.


All individuals listed on the printed document must sign and date the form. The completed form must be sent via fax to 866-731-2728 or mail to Chemical Security Compliance Division, ATTN: CSAT User Registration, Department of Homeland Security, Building 5300, MS 6282, P.O. Box 2008, Oak Ridge, TN 37831-6282.

Figure 13. Download PDF Form screen

The PDF form for printing will display, as shown in Figures 14 and 15.

The image shows a PDF viewer window displaying a form. The window has a toolbar at the top with icons for 'Save a Copy', 'Search', 'Select', and a search bar. The form content is as follows:

OMB Approval No. XXXXX-XXXX

 **Chemical Security Assessment Tool (CSAT)**  
User Change Request

Section 550 of Public Law P.L. 109-295 provides the Department of Homeland Security with authority to regulate the security of high-risk chemical facilities in the United States. DHS has developed a Chemical Security Assessment Tool (CSAT) to:

1. Assist facilities to determine if they are regulated under Section 550 of P.L. 109-295,
2. Assist in the determination of a facility's security risk,
3. Support the development of a Security Vulnerability Assessment as required by the legislation, and
4. Develop and receive a facility's Site Security Plan.

To guard against unauthorized submission of this sensitive data on your company's behalf, DHS requires the issuance of unique usernames and passwords for access. This required form allows potential users to register for access to CSAT.

This form requests that an existing user account and its associated responsibilities be transferred to the person listed on page 2 of this form. To complete the transfer, the new user requires the signature of an "Authorizer". On behalf of the company that owns the facility, the Authorizer verifies that the user account transfer is valid. The user to be replaced, new user, and Authorizer must sign and date this form and send it via fax to 866-731-2728 or mail to Chemical Security Compliance Division, ATTN: CSAT User Registration, Department of Homeland Security, Building 5300, MS 6282, P.O. Box 2008, Oak Ridge, TN 37831-6282

More information on the program and how to fill out this form is available at <http://www.dhs.gov/chemicalsecurity>

Figure 14. PDF Form, page 1

CSAT User Change Request

OMB No. 1670-0007 Expiration Date: December 31, 2007

**New User**


First Name: More  
Middle Initial:  
Last Name: Transfer  
Mailing Address1: 1 Test Lane  
Mailing Address2:  
City: Oak Ridge State: Tennessee ZIP Code: 37830  
Phone Number: (111) 222-3333  
Phone Extension:  
E-mail Address: xmo@ornl.gov  
Is the person a U.S. Citizen?: Yes  
Is the person an Officer of the Corporation?: Yes  
Is the person domiciled in the U.S.?: Yes  
**Signature and date:**

**User to be Replaced**

First Name: TestTransfer  
Last Name: To  
**Signature and date:**

**Authorizer**

**Signature and date:**

  
CR0000501

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Reg. ID: CR0000501 Page 2 of 2

DHS Form 9002 (4/07)

Figure 15. PDF Form, page 2

Print the Acrobat PDF document.

***The individual listed on the printed document (the new user) must sign and date the form.***

Complete, sign, and date the form, and make a copy for your records.

Send it via fax to 866-731-2728, or via mail to:

Chemical Security Compliance Division  
ATTN: CSAT User Registration  
Department of Homeland Security  
Building 5300, MS 6282  
P.O. Box 2008  
Oak Ridge, TN 37831-6282

After the account is transferred, the old username will not have access to the CSAT system.



# Roles within CSAT

The following roles are defined in CSAT:

- The **Preparer** is authorized to enter the data into the CSAT system, but not submit the data to DHS (Department of Homeland Security).
- The **Submitter** is designated by the company to submit the information collected in the CSAT system to DHS.
- The **Authorizer** is the individual who provides assurance to DHS that the submitter and preparer are authorized to complete the CSAT information.

## Role Requirements

### Preparer Requirements

- Must be domiciled in the U.S.

### Submitter Requirements

- Must be an Officer, or designated by an Officer, of the Corporation.
- Must be domiciled in the U.S.

### Authorizer Requirements

- Must be an Officer, or designated by an Officer, of the Corporation.
- Must be domiciled in the U.S.

To get more information about these roles, refer to the CSAT User Registration User Guide.

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