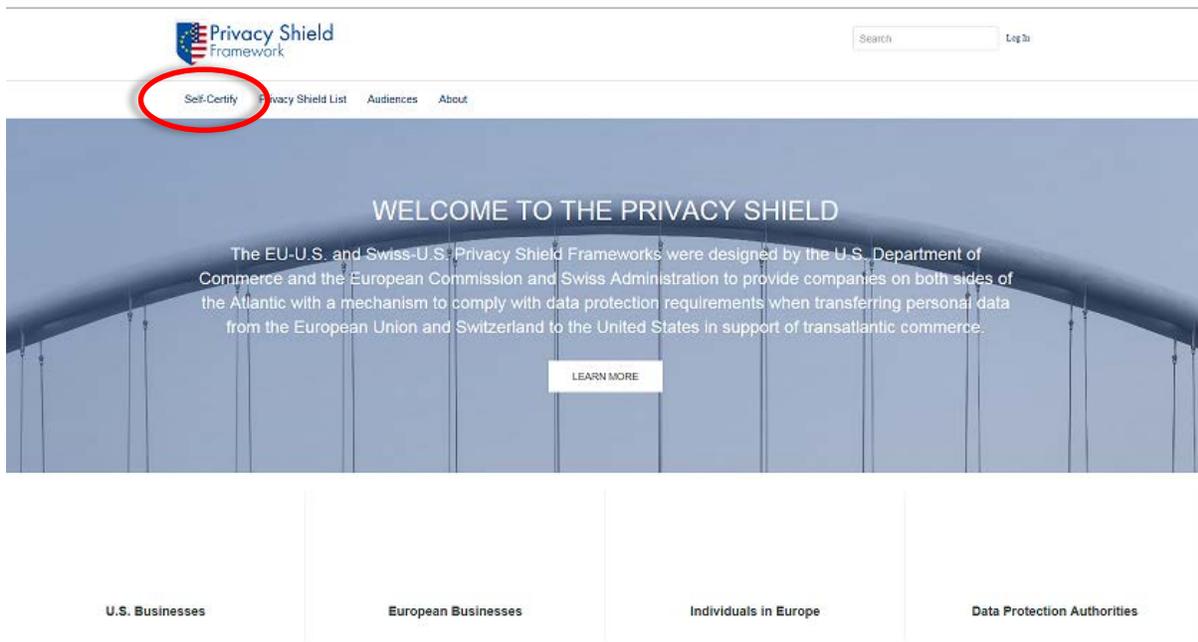


# **A Step-by-Step Guide to Self-Certification on the Privacy Shield Website**

## **Step 1:** Navigating the home page

- On the Privacy Shield website homepage ([www.privacyshield.gov](http://www.privacyshield.gov)), your screen should look like the one pictured below. Move your cursor to, and **click** on, “*Self-Certify*” in the top left corner (circled in 1A).



(1A)

## Step 2: Register

- You should then be taken to a screen to register. (2A)
  - A. Once here, **fill out** the requested information and **click “Sign Up”** in the bottom right corner. (2B)

(2A)

(2B)

The image shows two screenshots of the Privacy Shield registration process. Screenshot (2A) is a wide view of the registration page. It features a header with the Privacy Shield Framework logo, a search bar, and a 'Log In' button. Below the header is a navigation menu with 'Self-Certify', 'Privacy Shield List', 'Audiences', and 'About'. The main content area is titled 'WELCOME TO PRIVACY SHIELD' and contains three bullet points: 1. Thank you for your interest in the EU-U.S. and Swiss-U.S. Privacy Shield Frameworks administered by the U.S. Department of Commerce's International Trade Administration (ITA). 2. Register today to self-certify to the Privacy Shield Principles. Please begin by logging in if you are already an ITA community member, otherwise, please begin by signing up to become one. 3. If you have any questions concerning the Privacy Shield self-certification process, please contact the Privacy Shield team here: <https://www.privacyshield.gov/assistance>. Below this is a 'SINGLE SIGN-UP' section with the text: 'Sign-up today on privacy shield and enjoy access to all the sites operated by the International Trade Administration. One account and credentials will be used across all of our brands.' Logos for 'export.gov', 'SELECTUSA', 'Privacy Shield Framework', and 'STOPfakes.gov' are displayed. A 'Join us today' form is centered on the page. Screenshot (2B) is a zoomed-in view of the 'Join us today' form. It includes a 'Log In' link for already registered users. The form fields are: First Name (Samuel), Last Name (Lewis), E-mail (samlewis@mailinator.com), Password (masked with dots), Confirm Password (masked with dots), Organization Type (U.S. Business), Organization Name (XYZ Inc.), Country (United States), and Postal Code (20001). There are two 'I'm not a robot' CAPTCHA sections. A red arrow points from the 'Join us today' form in (2A) to the zoomed-in view in (2B). The 'Sign Up' button at the bottom right of the form in (2B) is circled in red.

- B. You should then receive an email verifying your username for later use. An example of this email can be seen in 2C.



(2C)

### Step 3: Getting started

- Once you have completed Step 2, you should be taken to a screen like the one to the right below (3A).

**A. Read text carefully.**

**B. Click on the boxes (by red arrows) labeled “EU-U.S. Privacy Shield” and/or “Swiss- U.S. Privacy Shield”**

to indicate with which Framework(s) your organization self-certifies its compliance.

**C. After completing steps A&B click the “Start” button. (3A)**

This application form has been optimized for Chrome, Edge, Firefox, and Safari.

### Getting Started

OMB control number: 0625-0276      Expiration date: 03/31/2020

Public reporting for this collection is estimated to be 40 minutes per response, including the time to review the instructions, complete, and submit the collection of information, but not including the time to review and implement the requirements of the program. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Clearance Officer, International Trade Administration, Department of Commerce, Room 4001, 14th and Constitution Avenue, N.W., Washington, D.C. 20230. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

The OMB control number and expiration date cited above relate to the form itself rather than your organization's self-certification to the Privacy Shield Framework.

Self-certifying an Organization's Compliance with the EU-U.S. and/or the Swiss-U.S. Privacy Shield Framework(s).

Please review the Privacy Shield Framework(s) and prepare the required information before completing this form.

If you have any difficulty completing this form or have questions concerning the Privacy Shield self-certification process, please contact the Privacy Shield team at the International Trade Administration, U.S. Department of Commerce via the Privacy Shield website, whenever possible, by using the [Assistance](#) tool, or by phone at 202-452-1512.

Please Indicate with which Privacy Shield Framework(s) your organization self-certifies its compliance:

- EU-U.S. Privacy Shield
- Swiss-U.S. Privacy Shield

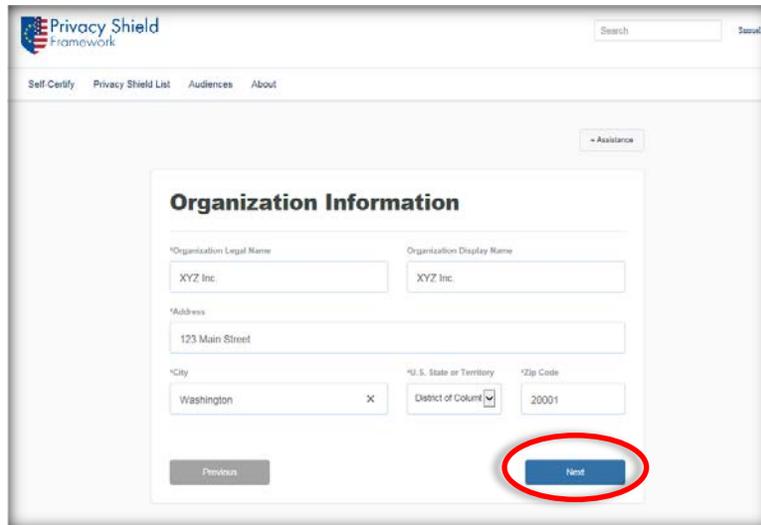
Additional information regarding the Privacy Shield Frameworks and cost structures is available here: <https://www.privacyshield.gov/Program-Overview>

**Start**

(3A)

## Step 4: Organization Information

- The first step in the self-certification process is to fill out some basic organization information.
  - A. In the spaces provided, **fill out** the requested information then **click “Next”** in the bottom right corner. An example is provided below. (4A)



The screenshot shows the "Organization Information" page of the Privacy Shield Framework self-certification process. The page includes a search bar and a "Search" button in the top right corner. Below the search bar are navigation links: "Self Certify", "Privacy Shield List", "Audiences", and "About". A "Assistance" link is also visible. The main form area contains the following fields:

- Organization Legal Name:** XYZ Inc.
- Organization Display Name:** XYZ Inc.
- Address:** 123 Main Street
- City:** Washington
- U.S. State or Territory:** District of Columbia
- Zip Code:** 20001

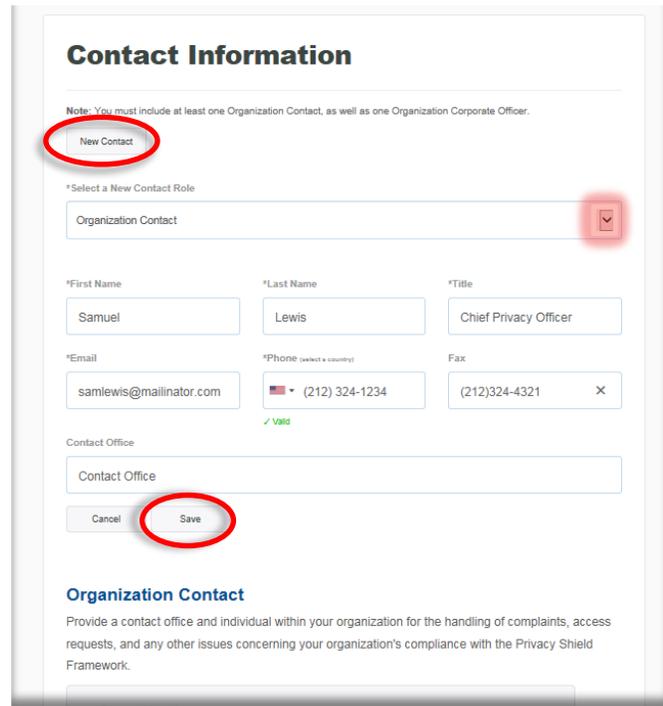
At the bottom of the form, there are two buttons: "Previous" and "Next". The "Next" button is circled in red, indicating the next step in the process.

(4A)

## Step 5: Contact Information

- The next page should ask you to supply contact information for **both** an Organization Contact and an Organization Corporate Officer. The Organization Contact must be able to respond to individuals within 45 days of receiving a complaint.

- Click “New Contact” in the top left corner (circled in red), and a form requesting information will drop down. (5A)
- Click the downward arrow under “Select a New Contact Role” (highlighted) and chose either “Organization Contact” or “Organization Corporate Officer” from the drop down menu.
- Then **fill out** the rest of the information based on the person of choice and **click** “Save”. (5A)
- Repeat** steps A-C, selecting whichever of the two contacts you did not originally select in step B.



**Contact Information**

Note: You must include at least one Organization Contact, as well as one Organization Corporate Officer.

New Contact

\*Select a New Contact Role

Organization Contact

\*First Name: Samuel

\*Last Name: Lewis

\*Title: Chief Privacy Officer

\*Email: samlewis@mailinator.com

\*Phone (select a country): (212) 324-1234

Fax: (212)324-4321

Contact Office

Contact Office

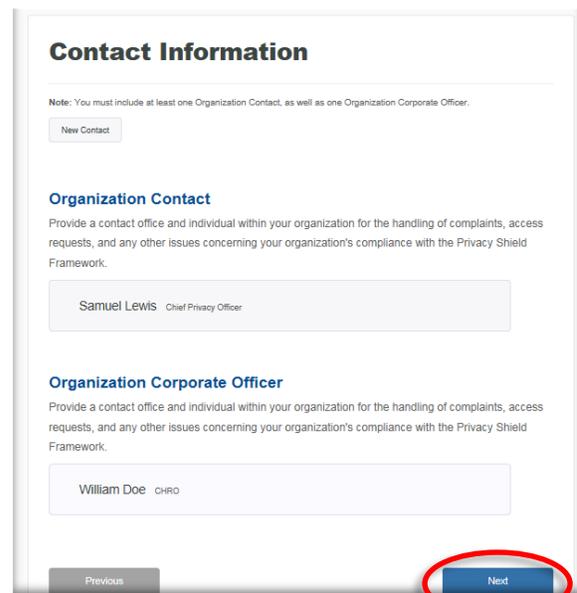
Cancel Save

**Organization Contact**

Provide a contact office and individual within your organization for the handling of complaints, access requests, and any other issues concerning your organization's compliance with the Privacy Shield Framework.

(5A)

- Once you have filled out and saved both contacts' information, your screen should look similar to that of 5B.
- Click “Next” to continue. (Circled in red)



**Contact Information**

Note: You must include at least one Organization Contact, as well as one Organization Corporate Officer.

New Contact

**Organization Contact**

Provide a contact office and individual within your organization for the handling of complaints, access requests, and any other issues concerning your organization's compliance with the Privacy Shield Framework.

Samuel Lewis Chief Privacy Officer

**Organization Corporate Officer**

Provide a contact office and individual within your organization for the handling of complaints, access requests, and any other issues concerning your organization's compliance with the Privacy Shield Framework.

William Doe CHRO

Previous Next

(5B)

## Step 6: Organization Characteristics

- This part of the self-certification process is used to gather information on your organization's characteristics. This data will not be made public.
  - Click** on the downward arrows on the right side of the screen (highlighted 6A) to reach the drop-down menu. (6B)
    - **Select** the option that is correct for your organization
  - Then, **click** on "New Industry" (circled in red) and fill out the drop-down form(6C).
    - After you have completed the form, make sure to **click** "Save". (Circled in blue)
  - After filling out all information pertaining to your organization, **click** "Next"

The screenshot shows the 'Organization Characteristics' form. It is divided into three main sections, each with a callout:

- (6A)** Points to the 'Indicate your organization's annual revenue.' section. The form has a dropdown menu with the selected option 'Over \$5 million to \$25 million'. A red arrow points from this section to callout (6B).
- (6B)** Points to a dropdown menu for annual revenue with options: --None--, \$0 to \$5 million, **Over \$5 million to \$25 million** (highlighted in blue), Over \$25 million to \$500 million, Over \$500 million to \$5 billion, and Over \$5 billion. Below the menu is the text: 'Although your organization is not required to do so for purposes of its self-certification, please'.
- (6C)** Points to the 'New Industry' section. It features a 'New Industry' button (circled in red), three dropdown menus for '\*Industry', '\*Sector', and 'Sub-Sector' (all set to --None--), a 'Save' button (circled in blue), and a selected industry: 'Environmental Technology - Environmental Remediation - Groundwater Remediation'. At the bottom are 'Previous' and 'Next' buttons.

(6A)

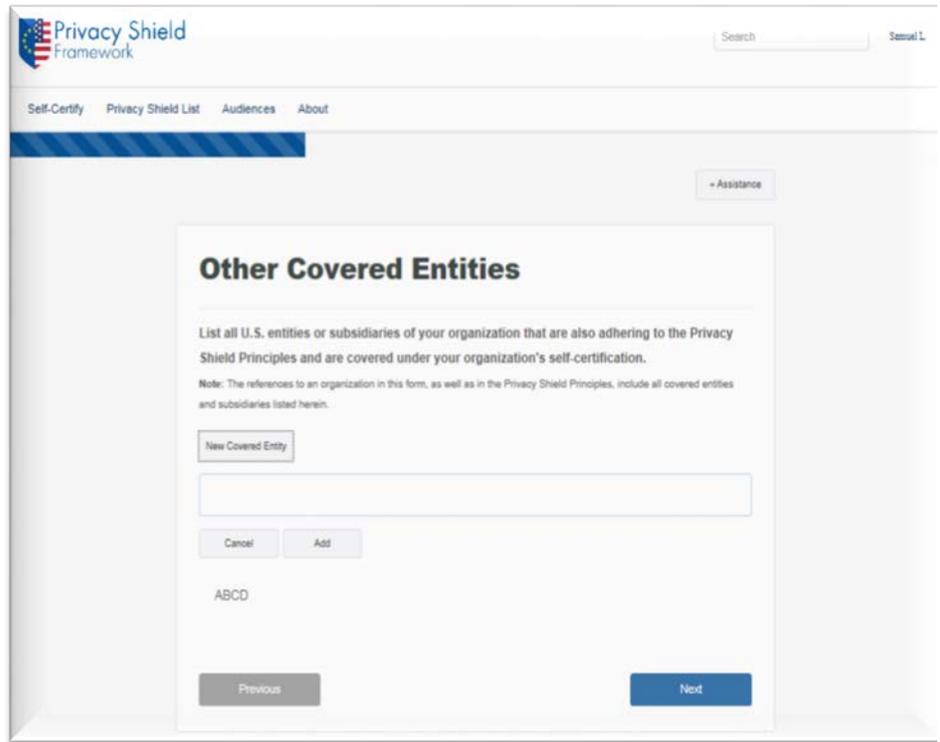
(6B)

(6C)

## Step 7: Other Covered Entities

- This stage of the application asks for a list of “all U.S. entities or U.S. subsidiaries of your organization that are also adhering to the Privacy Shield Principles **and** are covered under your organization’s self-certification.”

- Click “New Covered Entity”**  
(circled in red)
- Type** the name of the U.S. entity or U.S. subsidiary in the drop-down box.
- Click “Add”** (circled in blue)
  - If added successfully the name should appear below the drop-down box.
- Repeat** steps A– C until all covered U.S. entities and U.S. subsidiaries are listed.
- Once complete **click “Next”**



The screenshot shows the 'Other Covered Entities' form within the Privacy Shield Framework application. The form title is 'Other Covered Entities'. Below the title, there is a heading: 'List all U.S. entities or subsidiaries of your organization that are also adhering to the Privacy Shield Principles and are covered under your organization's self-certification.' A note follows: 'Note: The references to an organization in this form, as well as in the Privacy Shield Principles, include all covered entities and subsidiaries listed herein.' The form contains a 'New Covered Entity' button, a text input field, and 'Cancel' and 'Add' buttons. Below the input field, the text 'ABCD' is displayed. At the bottom of the form, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted in blue. The top of the page shows the 'Privacy Shield Framework' logo, a search bar, and a 'Session L' indicator. The navigation menu includes 'Self-Certify', 'Privacy Shield List', 'Audiences', and 'About'. A '+ Assistance' button is located in the top right corner of the form area.

(7A)

## Step 8: Covered Data and Dispute Resolution (EU-U.S.)

- This page concerns the type of personal data covered under your EU-U.S. Privacy Shield certification.
  - By **clicking** on the blue words that read “personal data” at the top of your screen, you will be redirected to how personal data is defined. (Circled in blue on 8A)
  - On this page you will be prompted to choose whether your organization’s Privacy Shield commitments cover non-human resources data, human resources data, or both.

### Directions if your organization’s Privacy Shield Commitments cover “*Personal data other than human resources data*” under the EU-U.S. Privacy Shield.

- Read** text carefully.
- Click** on the small box to the left of “*Personal data other than human resources data*”. (By red arrow in 8A)
- Once you have done this, drop down options should appear. (Exemplified in 8B)
- Read** the text carefully before **choosing** a recourse mechanism from the “Recourse Mechanism” list provided. (Inside red box of 8B)
- If your organization’s chosen mechanism is **not** listed, **click** “New Recourse Mechanism” at the bottom of the list. (By double-sided blue arrow in 8B)
- This will open up another menu where you can input your mechanism’s name and website. (8C-highlighted in blue)
  - Be sure to **click** “save” after inputting the information.
- If you designated a recourse mechanism from the list or entered a new option, your selections should appear under “*Selected Mechanisms*” on the right side of your screen. (Inside purple box of 8B)

## Covered Data and Dispute Resolution

### EU-U.S. Privacy Shield Framework

What types of **personal data** do your Organization’s Privacy Shield commitments cover under the EU-U.S. Privacy Shield?

#### Personal Data

Note: For purposes of this form the term human resources data (human resources sometimes being abbreviated in this form and on the Privacy Shield website as HR) refers to personal data about employees, past or present, collected in the context of the employment relationship. Examples of other types of personal data that could be covered include the following: customer or client non-HR data, as well as visitor data, and clinical trial data.

Personal data other than human resources data

#### Human Resources Data

Human resources data

Briefly describe the purposes for which your organization **processes** personal data in reliance on the Privacy Shield, including the types of personal data processed by your organization (e.g., organization, customer, client, visitor, and clinical trial data) and, if applicable, the type of third parties to which it discloses such personal information.

\*Purpose of Collecting Data

(8A)

Personal data other than human resources data

Note regarding the independent recourse mechanism available to investigate unresolved complaints: If your organization wishes its Privacy Shield commitments to cover personal data other than human resources data, on an annual basis you must designate a private sector developed independent recourse mechanism or you may choose to cooperate with the EU Data Protection Authorities (DPA) and have a DPA panel serve as your independent recourse mechanism. Your annual selection will apply to all information received by your organization under the Privacy Shield other than human resources data.

Designate a Recourse Mechanism

Recourse Mechanisms	Selected Mechanisms (1)
<a href="#">Insights Association Privacy Shield Program</a>	EU Data Protection Authorities (DPAs)
<a href="#">PrivacyTrust Privacy Shield Program</a>	
<a href="#">Whistle</a>	
<a href="#">BBB EU Privacy Shield Program</a>	
<a href="#">DMA Privacy Shield Program</a>	
<a href="#">EU Data Protection Authorities (DPAs)</a>	
<a href="#">ICDR/AAA Privacy Shield Program</a>	
<a href="#">JAMS Privacy Shield Program</a>	
<a href="#">TRUSTe</a>	
<a href="#">VeraSafe Privacy Shield Program</a>	

[NEW RECOURSE MECHANISM](#)

(8B)

\*Recourse Mechanism's Name

Recourse Mechanism's Name

\*Recourse Mechanism's Website

Recourse Mechanism's Website

Cancel Save

Designate a Recourse Mechanism

Recourse Mechanisms	Selected Mechanisms (1)
<a href="#">Insights Association Privacy Shield Program</a>	EU Data Protection Authorities (DPAs)
<a href="#">PrivacyTrust Privacy Shield Program</a>	

(8C)

## Step 8: Continued

Directions if your organization's Privacy Shield commitments cover "*Human resources data*" under the EU-U.S. Privacy Shield.

- A. **Read** text carefully.
- B. **Click** on the small box to the left of "*Human resources data*". (By red arrow in 9A)
- C. **Click** on the small box, marked by a blue arrow in 9A, to agree to cooperate with EU data protection authorities.

The screenshot shows a form titled "Human Resources Data". At the top, there is a checkbox labeled "Human resources data" which is checked. A red arrow points to this checkbox. Below this, there is a note regarding the independent recourse mechanism. Below the note, there is another checkbox labeled "My organization receives or processes human resources data from the EU for use in the context of the employment relationship under the Privacy Shield and agrees to cooperate with the EU data protection authorities and comply with the advice given by such authorities with respect to this data." A blue arrow points to this checkbox. Below the checkboxes, there is a text input field for describing the purposes for which the organization processes personal data. This field is highlighted with a blue border. Below the input field, there is a "Previous" button and a "Next" button.

(9A)

Whether your organization is covering non-HR or HR data:

- A. **Type** up a brief description regarding the purpose of collecting data for your organization in the box at the bottom of the screen. (Highlighted in blue-9A)
- B. Once you have completed these steps, **review** your submitted information and **click** "Next"

## Step 9: Covered Data and Dispute Resolution (Swiss-U.S.)

- **If**, in Step 3, your organization certified its compliance with the Swiss-U.S. Privacy Shield Framework then continue on with this step.
- For this page, **please follow the instructions already laid out in Step 8.**
  - The only differences between this step and Step 8 are:
    1. An organization covering HR data must agree to cooperate with the Swiss Federal Data Protection and Information Commissioner rather than EU data protection authorities
    2. That there is no box to type up a brief description regarding the purpose of collecting data for your organization.
  - Picture 10A contains a summarized depiction of steps to take to fill out this form. However, **please refer to Step 8 for instructions and clarification.**

**Covered Data and Dispute Resolution**

Swiss-U.S. Privacy Shield Framework

What types of **personal data** do your Organization's Privacy Shield commitments cover under the Swiss-U.S. Framework?

**Personal Data**

Note: For purposes of this form the term human resources data (human resources sometimes being abbreviated in this form and on the Privacy Shield website as HR) refers to personal data about employees, past or present, collected in the context of the employment relationship. Examples of other types of personal data that could be covered include the following: customer or client non-HR data, as well as visitor data, and clinical trial data.

Personal data other than human resources data

Note regarding the independent recourse mechanism available to investigate unresolved complaints: if your organization wishes to Privacy Shield commitments to cover personal data other than human resources data, on an annual basis you must designate a private sector developed independent recourse mechanism or you may choose to cooperate with the Swiss Federal Data Protection and Information Commissioner for such data transferred from Switzerland. Your annual selection will apply to all information received by your organization under the Privacy Shield other than human resources data.

**Designate a Recourse Mechanism**

Recourse Mechanisms	Selected Mechanisms (1)
<a href="#">Insights Association Privacy Shield Program</a> <a href="#">PrivacyTrust Privacy Shield Program</a> Whistle <a href="#">Swiss Federal Data Protection and Information Commissioner (FDPIIC)</a> <a href="#">BBB EU Privacy Shield Program</a> <a href="#">DMA Privacy Shield Program</a> <a href="#">ICDR/AAA Privacy Shield Program</a> <a href="#">JAMS Privacy Shield Program</a> TRUSTe <a href="#">VeriSafe Privacy Shield Program</a>	Swiss Federal Data Protection and Information Commissioner (FDPIIC)
<a href="#">NEW RECOURSE MECHANISM</a>	

**Human Resources Data**

Human resources data

Note regarding the independent recourse mechanism available to investigate unresolved complaints: if your organization wishes to Privacy Shield commitments to cover human resources data transferred from Switzerland for use in the

(10A)

## Step 10: Enforcement and Verification

- This section asks for the U.S. statutory body that has jurisdiction to investigate claims against your organization, a list of any privacy programs in which your organization is a member, your organization's verification method, and the verification provider.
  - A. First, at the top of the page, **select** at least one statutory body listed that has jurisdiction to investigate claims against your organization. (By red arrows in 11A)
  - B. Second, directly underneath, **list** any privacy program in which your organization is a member. (Highlighted in red 11A)
  - C. Next, **select** your organization's verification method by **clicking** on the downward arrow (highlighted in blue 11A) and **select** an option from the drop down menu presented in 11B.
    - A functioning definition of verification method can be found by **clicking** on the words "verification method" (circled in red 11A)
  - D. **Click** on your organization's verification providers to select them from the list supplied on the bottom left of your screen (Inside red square in 11A)
  - E. If your organization's verification provider is **not** listed- **click** "New Verification Provider" at the bottom of the list. (By double-sided blue arrow in 11C)
  - F. This will open up another menu where you can **type** your provider's name and website. (11C-highlighted in blue)
    - Be sure to **click** "save" after inputting the information.
  - G. If you designated a verification provider from the list or entered a new option, your selections should appear under "Selected Verification Providers" on the right side of your screen. (Inside purple box of 11A)
  - H. Once you have completed these steps, **review** your submitted information and- **click** "Next"

**Enforcement and Verification**

Which appropriate U.S. statutory body has jurisdiction to investigate claims against your organization regarding possible unfair or deceptive practices and violations of laws or regulations covering privacy?

Note that to be transferred in reliance on the Privacy Shield, personal data must be processed in connection with an activity that is subject to the jurisdiction of at least one appropriate statutory body listed below to investigate

Department of Transportation  
Federal Trade Commission

List any privacy program in which your organization is a member:

Privacy Program 1

What is your organization's verification method?

Note: Your organization must indicate whether the verification performed is through self-assessment or outside compliance reviews in conformity with the Supplemental Principle on Verification. If your organization has chosen an Outside Compliance Review, identify and provide a web address for the third party that conducts the review.

My organization's verification method is:

Outside Compliance Review

**Verification Providers**

TRUSTe  
Montebello Partners  
PrivacyTrust Privacy Shield Program  
New Verification Provider

**Selected Verification Providers (1)**

PrivacyTrust Privacy Shield Program

**My organization's verification method is:**

-None-  
Self-Assessment  
Outside Compliance Review

**Verification Providers**

Name  
Website  
Cancel Save

**Verification Providers** Selected Verification Providers (1)  
TRUSTe  
Montebello Partners  
PrivacyTrust Privacy Shield Program  
New Verification Provider

(11B)

(11A)

(11C)

## Step 11: Privacy Policies

- At this stage, you are required to supply information on your organization’s privacy policies.
  - A. 12A should be what this stage’s beginning screen looks like.
  - B. Click “New Policy” underneath the text on this page. (circled in red-12A)
  - C. A form should then drop down, like the one presented in 12B. Enter the requested information.
    - **Note, a first-time certifier must provide the Department with a draft privacy policy that is consistent with the Privacy Shield Framework(s) for review.** To do so, click “Browse” (highlighted in orange-12B) and upload the relevant policy. Once the Department has determined that the organization’s submission is otherwise complete, the Privacy Shield team will notify the organization that it should publish its Privacy Shield-consistent privacy policy, including a statement that it adheres to the Privacy Shield Principles. The organization should promptly notify the Privacy Shield team as soon as the relevant privacy policy is published, at which time the Department will place the organization’s self-certification on the Privacy Shield List.
  - D. Once you have completed these steps, make sure to click “Save” (highlighted in red-12B)
  - E. Review your submission then click “Next” in the bottom right hand corner.

**Privacy Policies**

Note regarding privacy policies applicable to personal data other than human resources data: If your organization has a public website, provide the relevant web address where the privacy policy is available. If your organization does not have a public website, provide information regarding where the privacy policy is available for viewing by the general public and upload a copy of the relevant privacy policy, which will be made available on the Privacy Shield website.

Note regarding privacy policies applicable to human resources data: Although an organization that covers human resources data under its self-certification is not required to make available to the general public the relevant privacy policy that exclusively covers that human resources data, it must provide information regarding where the privacy policy is available for viewing by affected employees and provide a copy of that privacy policy to the Department of Commerce by uploading a copy of that policy. The uploaded copy of that privacy policy will not be made available on the Privacy Shield website.

New Policy

Privacy Policy 1 (HR and Non-HR)

Previous Next

(12A)

**Privacy Policies**

Note regarding privacy policies applicable to personal data other than human resources data: If your organization has a public website, provide the relevant web address where the privacy policy is available. If your organization does not have a public website, provide information regarding where the privacy policy is available for viewing by the general public and upload a copy of the relevant privacy policy, which will be made available on the Privacy Shield website.

Note regarding privacy policies applicable to human resources data: Although an organization that covers human resources data under its self-certification is not required to make available to the general public the relevant privacy policy that exclusively covers that human resources data, it must provide information regarding where the privacy policy is available for viewing by affected employees and provide a copy of that privacy policy to the Department of Commerce by uploading a copy of that policy. The uploaded copy of that privacy policy will not be made available on the Privacy Shield website.

New Policy

\*Privacy Policy Name  
Privacy Policy 1  Is this Policy current?

\*Covered Data  
HR and Non-HR

\*Effective Date  
7/31/2017

\*Description  
In this box supply a description of the policy...

Please add a link to a public URL or upload a copy of your privacy policy.

Public URL  
www.url.com

OR  
Browse...

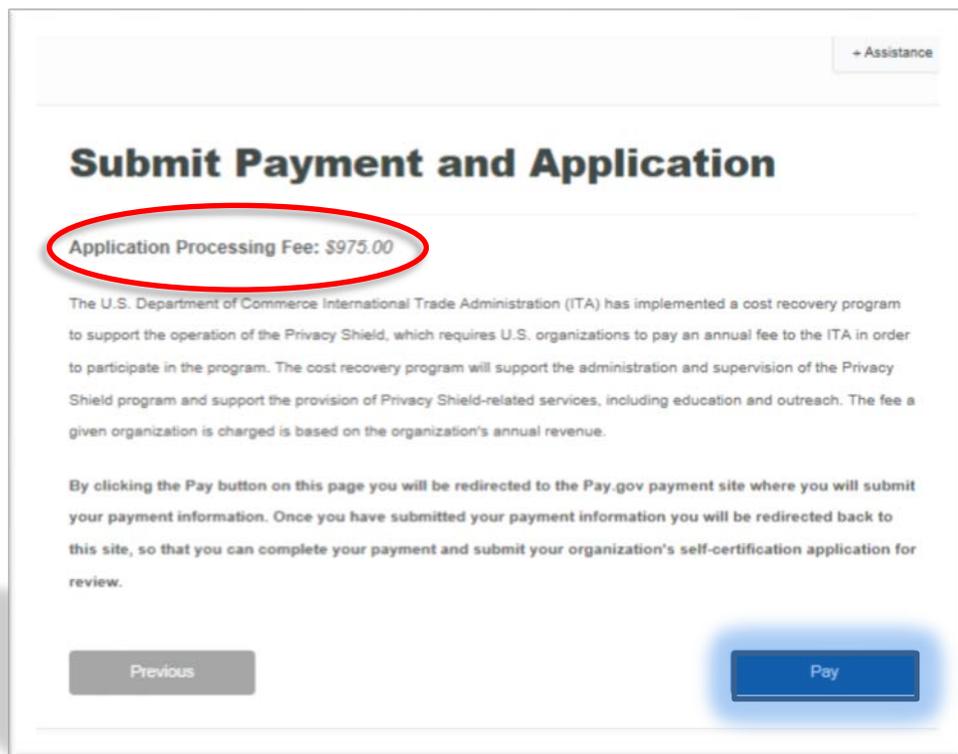
File size limit: 10mb

Cancel Save

(12B)

## Step 12: Submit Payment and Application

- You are now 80% complete with the self-certification process. This page explains your organization's administrative fee.
  - A. You can see what amount your organization owes by looking at the number next to the words "Application Processing Fee" on the top left corner of your page. (Circled in red- 13A)
    - The amount due is based on your organization's annual revenue.
  - B. Make sure to **read** the text carefully. When you are ready to proceed, **click** "Pay" in the bottom right hand corner of your screen. (Highlighted in blue- 13A)



+ Assistance

## Submit Payment and Application

Application Processing Fee: \$975.00

The U.S. Department of Commerce International Trade Administration (ITA) has implemented a cost recovery program to support the operation of the Privacy Shield, which requires U.S. organizations to pay an annual fee to the ITA in order to participate in the program. The cost recovery program will support the administration and supervision of the Privacy Shield program and support the provision of Privacy Shield-related services, including education and outreach. The fee a given organization is charged is based on the organization's annual revenue.

By clicking the Pay button on this page you will be redirected to the Pay.gov payment site where you will submit your payment information. Once you have submitted your payment information you will be redirected back to this site, so that you can complete your payment and submit your organization's self-certification application for review.

Previous

Pay

(13A)

### Step 13: Selecting a payment method

- The next step is to select a payment method. You have two options:

*"I want to pay with a withdrawal from a checking or savings account (ACH)"*

Or

*"I want to pay with a debit or credit card"*

- Click the circle next to the option you wish to use. (By the red arrows- 14A)
- Once you have selected an option, click *"Continue"* (Highlighted in red- 14A)

**Privacy Shield**

**Please select a payment method:**

I want to pay with a withdrawal from a checking or savings account (ACH) 

I want to pay with a debit or credit card 

[Cancel](#) **Continue**

(14A)

## Step 14: Completing the payment

Directions for filling out the checking or savings option:

**A. Fill out** each text box with the requested information found to the left of each box.

(A completed page is exemplified in 15B)

- For "Account Type": **Click** on the downward arrow (highlighted in blue- 15A) to get to the drop down menu (shown in 15C).
- From this menu **select** your account type option.

**B. Ensure** the submitted information is correct and **click** "Continue" (Circled in red- 15B)

**Privacy Shield**

Please enter checking or savings account information below.

\* indicates required fields

Agency Tracking ID: SP000007569  
Payment Amount: \$975.00

\* Account Holder Name:

\* Account Type:

Routing Number:   
Account Number:   
Check Number:

\* Routing Number:

\* Account Number:

\* Confirm Account Number:

[Previous](#) [Cancel](#)

(15A)

Select an Account Type

- Business Checking
- Business Savings
- Personal Checking
- Personal Savings

(15C)

**Privacy Shield**

Please enter checking or savings account information below.

\* indicates required fields

Agency Tracking ID: SP000007466  
Payment Amount: \$975.00

\* Account Holder Name:

\* Account Type:

Routing Number:   
Account Number:   
Check Number:

\* Routing Number:

\* Account Number:

\* Confirm Account Number:

[Previous](#) [Cancel](#)

(15B)

## Step 14: Continued

### Directions for filling out the debit or credit option:

- A. **Fill out** each text box with the requested information found to the left of each box.  
(A completed page is exemplified by Picture 16B)
- B. Ensure the submitted information is correct and **click** “Continue” (Circled in red- 16A)
- C. On the next page (shown in 16B) ensure the information is correct.
  - Be sure to **check** the box at the bottom of the screen. (Highlighted in orange- 16B)
  - **Click** “Submit”. (Circled in blue- 16B)

**Privacy Shield**  
Please provide the Credit or Debit Card Information below  
\* indicates required fields

Agency Tracking ID: SP000007509  
Payment Amount: \$975.00

\* Country:   
\* Billing Address:   
Billing Address 2:   
\* City:   
State/Province:   
ZIP/Postal Code:   
\* Account Holder Name:

\* Card Number:   
\* Expiration Date:

[Previous](#) [Cancel](#) [Continue](#)

(16A)

**Privacy Shield**  
Review and submit payment  
\* indicates required fields

Agency Tracking ID: SP000007464  
Payment Amount: \$975.00  
Payment Method: Plastic Card  
Account Holder Name: Samuel Lewis  
Card Type: VISA  
Card Number: \*\*\*\*\*1111  
Billing Address: 123 2nd Street  
Billing Address 2:  
City: New York  
Country: United States  
State/Province: NY  
ZIP/Postal Code: 10001

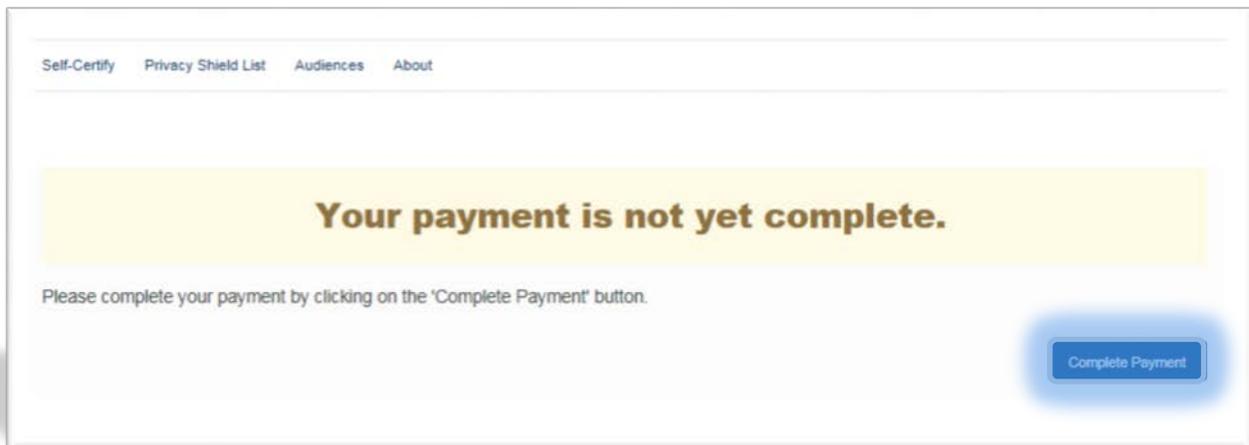
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Previous](#) [Cancel](#) [Submit](#)

(16B)

## Step 15: Finalizing Payment

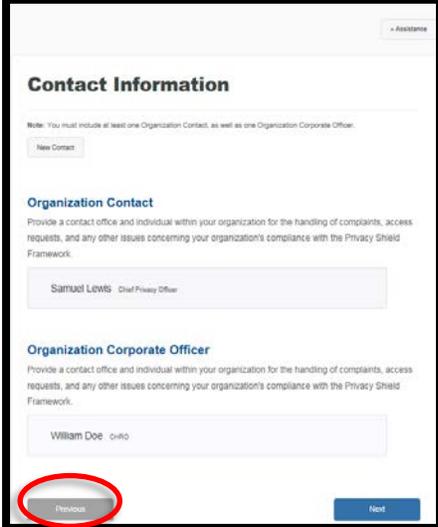
- A. After submitting your payment information you will be brought to a screen like the one shown in 17A.
- B. To finalize your payment, **click** on the “*Complete Payment*” button in the bottom right hand corner. (Highlighted in blue- 17A)



(17A)

## Helpful Resources:

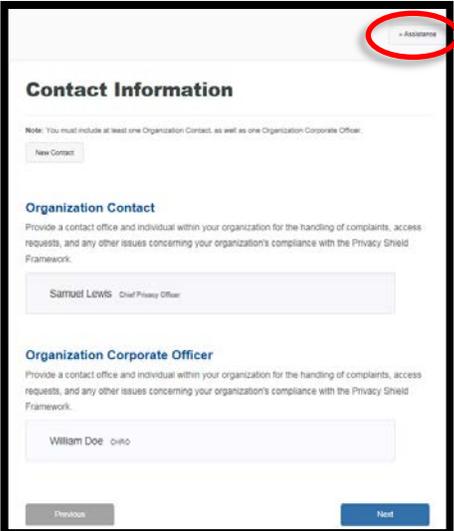
- **Previous Button:** If you want to return to the previous page for any reason, there is a “Previous” button in the bottom left corner of every page which will take you back one step. (Circled in red- 18A)



The screenshot shows a form titled "Contact Information" with a "New Contact" button at the top. Below, there are two sections: "Organization Contact" and "Organization Corporate Officer", each with a text input field. The "Previous" button at the bottom left is circled in red.

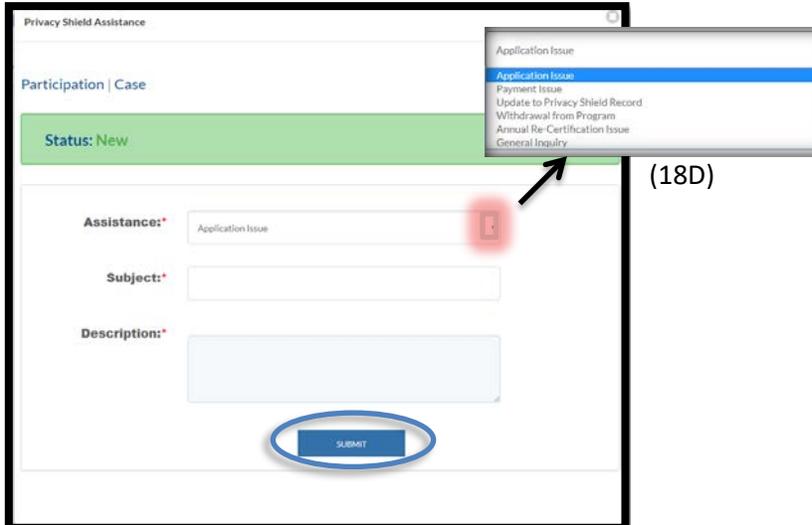
(18A)

- **Assistance Button:** If you have a question about something on the application, there is an “Assistance” button located on the top right corner of every page. (Circled in red- 18B)
  - This will take you to a form to fill out regarding your specific question. (18C)
  - **Click** the downward arrow (Highlighted in red- 18C) in the first “Assistance” part of the form to reach the drop down menu. From here **select** the type of issue you are having. (18D)
  - Be sure to **click** “Submit” after completing the form. (Circled in blue- 18C)



The screenshot shows the "Contact Information" form with the "Assistance" button in the top right corner circled in red.

(18B)



The screenshot shows the "Privacy Shield Assistance" form. The "Assistance" dropdown menu is open, showing options like "Application Issue", "Payment Issue", "Update to Privacy Shield Record", "Withdrawal from Program", "Annual Re-Certification Issue", and "General Inquiry". The "Submit" button at the bottom is circled in blue.

(18C)

(18D)

- For your convenience, the blue bar at the top of the screen indicates what percentage of the process you have completed. (Highlighted in blue- 18E)

0% Complete

+ Assistance

### Enforcement and Verification

Which appropriate U.S. statutory body has jurisdiction to investigate claims against your organization regarding possible unfair or deceptive practices and violations of laws or regulations covering privacy?

Note that to be transferred in reliance on the Privacy Shield, personal data must be processed in connection with an activity that is subject to the jurisdiction of at least one appropriate statutory body listed below to investigate

Department of Transportation  
Federal Trade Commission

List any privacy program in which your organization is a member:

Privacy Program 1

2500 Characters Remaining

What is your organization's verification method?

**Note:** Your organization must indicate whether the verification performed is through self-assessment or outside compliance review in conformity with the Supplemental Principles on Verification. If your organization has chosen an Outside Compliance Review, identify and provide a web address for the third party that conducts the review.

My organization's verification method is:

None  
Self-Assessment  
Outside Compliance Review

Previous Next

(18E)

- For a more detailed look at the requirements needed to self-certify or the information referred to in the application, click this link for a How to Join Privacy Shield Guide: <https://www.privacyshield.gov/article?id=How-to-Join-Privacy-Shield-part-1->
- For a Privacy Shield program overview and frequently asked questions refer to this link: <https://www.privacyshield.gov/Program-Overview>
- For details on the information required for the self-certification process: <https://www.privacyshield.gov/article?id=Self-Certification-Information>