

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

Step 1: Navigating the Homepage

- On the Privacy Shield website homepage (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

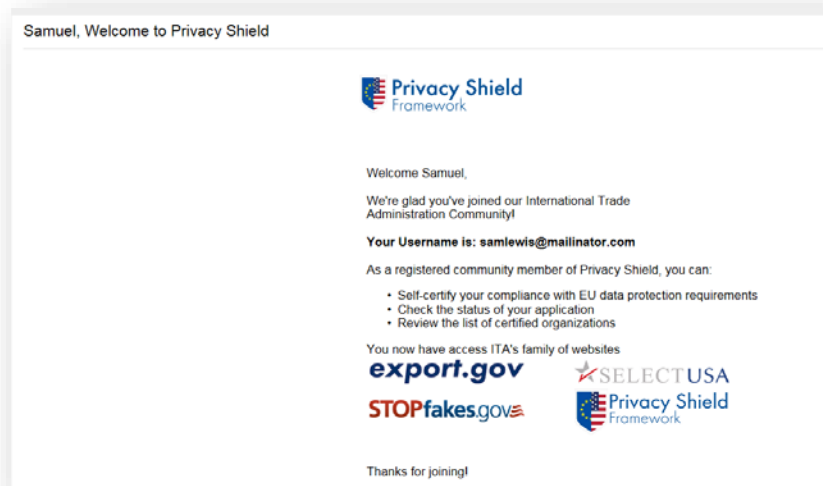
- You should then be taken to a screen to register. (2A)
 - A. Once here, **fill out** the requested information and **click “Sign Up”** in the bottom right corner. (2B)

The image shows two screenshots of the Privacy Shield Framework registration process. Screenshot (2A) is the main registration page, titled 'Join us today'. It includes a 'WELCOME TO PRIVACY SHIELD' section with introductory text and a 'SINGLE SIGN-UP' section. The registration 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 is a checkbox for 'I'm not a robot' and a 'Sign Up' button. Screenshot (2B) is a zoomed-in view of the registration form, showing the same fields as (2A). A red arrow points to the 'Sign Up' button, which is circled in red.

(2A)

(2B)

- B. You should then receive an email verifying your username for later use. An example of this email can be seen below. (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** the text carefully.
- B. Click** on the box (by the first red arrow) labeled *“To proceed, please confirm, by checking this box, that you have reviewed the Privacy Shield Framework(s) and prepared the required information cited above”*.
- C. Click** on the boxes (by the subsequent 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.
- D. After** completing steps A-C **click** the *“Start”* button. (3A)

Assistance

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

Getting Started

OMB control number: 0525-0276 Expiration date: 05/31/2023

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.

☒ To proceed, please confirm, by checking this box, that you have reviewed the Privacy Shield Framework(s) and prepared the required information cited above.

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 202-482-1512.

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

☒ EU-U.S. Privacy Shield

☒ Swiss-U.S. Privacy Shield

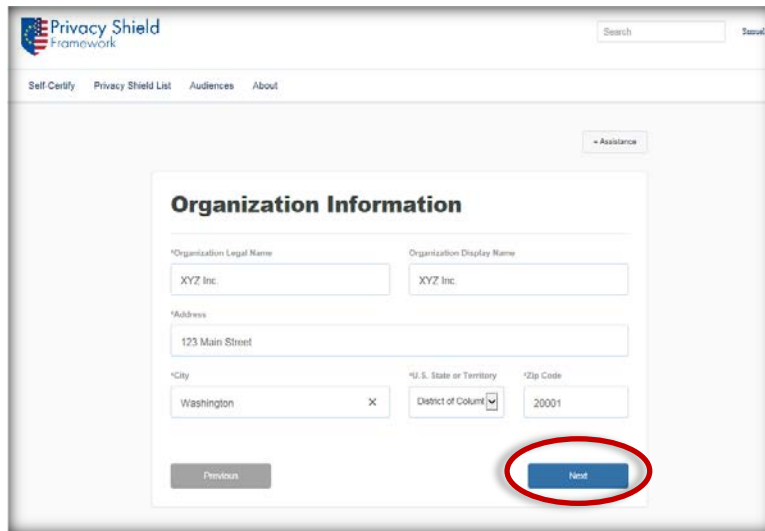
Additional information regarding the Privacy Shield Frameworks and cost structures is available here: <https://www.privacyshield.gov/Program-Overview>

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" form within the Privacy Shield Framework. The form includes 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 (selected from a dropdown menu)
- Zip Code:** 20001

At the bottom of the form, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle.

(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. The "Annual Revenue" and "Number of Employees" data will not be made public.
 - For "Annual Revenue" and "Number of Employees", **click** on the downward arrows on the right side of the screen (highlighted in 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 red).
 - After filling out all information pertaining to your organization, **click** "Next".

Organization Characteristics

Indicate your organization's annual revenue.

Note: This information will be used to determine the fee your organization must pay to self-certify to the Privacy Shield Framework and will not be publicly disclosed on the Privacy Shield website.

*Annual Revenue

Over \$5 million to \$25 million

Although your organization is not required to do so for purposes of its self-certification, please indicate the number of employees in your organization.

Note: This information will not be publicly disclosed on the Privacy Shield website.

Number of Employees

100 to 250

Although your organization is not required to do so for purposes of its self-certification, please select the industry sector(s) applicable to your organization.

Note: Please add the industry sector(s) applicable to your organization. This is for information only.

New Industry

Environmental Technology - Environmental Remediation - Groundwater Remediation

(6A)

Indicate your organization's annual revenue.

Note: This information will be used to determine the fee your organization must pay to self-certify to the Privacy Shield Framework and will not be publicly disclosed on the Privacy Shield website.

--None--
\$0 to \$5 million
Over \$5 million to \$25 million
Over \$25 million to \$500 million
Over \$500 million to \$5 billion
Over \$5 billion

Although your organization is not required to do so for purposes of its self-certification, please

(6B)

New Industry

*Industry *Sector Sub-Sector

--None-- --None-- --None--

Cancel Save

Environmental Technology - Environmental Remediation - Groundwater Remediation

Previous Next

(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.”

A. Click “New Covered Entity”
(circled in red).

B. Type the name of the U.S. entity or U.S. subsidiary in the drop-down box.

C. Click “Add” (circled in red).
- If added successfully the name should appear below the drop-down box.

D. Repeat steps A-C until all covered U.S. entities and U.S. subsidiaries are listed.

E. Once complete, click
“Next”.

Privacy Shield Framework

Self-Certify Privacy Shield List Audiences About

+ Assistance

Other Covered Entities

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.

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.

New Covered Entity

Cancel Add

ABCD

Previous Next

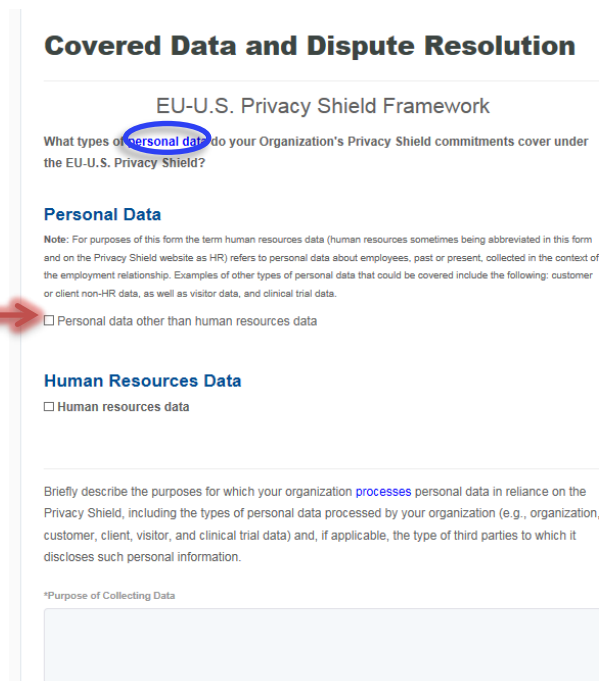
(7A)

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 - 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** the 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 the red box of 8B).
- If your organization’s chosen mechanism is **not** listed, **click** “*New Recourse Mechanism*” at the bottom of the list (by the double-sided blue arrow in 8B).
- This will open up another menu where you can input your mechanism’s name and website (highlighted in 8C).
 - 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*” list on the right side of your screen (inside the 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

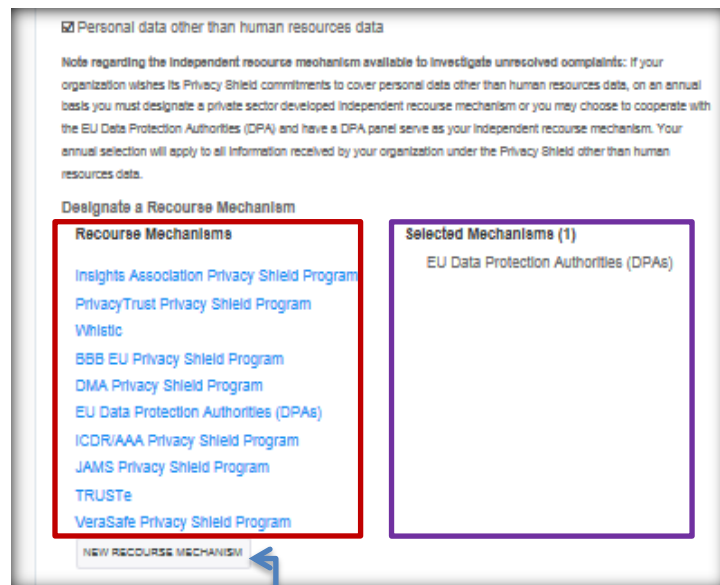
Human Resources Data

☐ 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

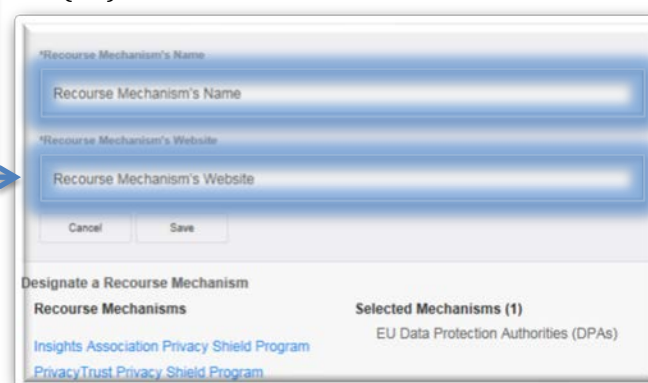
- Insights Association Privacy Shield Program
- PrivacyTrust Privacy Shield Program
- Whistle
- BBB EU Privacy Shield Program
- DMA Privacy Shield Program
- EU Data Protection Authorities (DPAs)
- ICDR/AAA Privacy Shield Program
- JAMS Privacy Shield Program
- TRUSTe
- VeraSafe Privacy Shield Program

Selected Mechanisms (1)

EU Data Protection Authorities (DPAs)

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

- Insights Association Privacy Shield Program
- PrivacyTrust Privacy Shield Program

Selected Mechanisms (1)

EU Data Protection Authorities (DPAs)

(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** the text carefully.
- B. **Click** on the small box to the left of "*Human resources data*" (by red arrow in 8D).
- C. **Click** on the small box, marked by a blue arrow in 8D, to agree to cooperate with EU data protection authorities.

Human Resources Data

☒ Human resources data

Note regarding the independent recourse mechanism available to investigate unresolved complaints: If your organization wishes its Privacy Shield commitments to cover human resources data transferred from the EU for use in the context of the employment relationship, you must declare your organization's commitment to cooperate with the EU authority or authorities concerned in conformity with the Supplemental Principles on Human Resources Data and the Role of the Data Protection Authorities and that you will comply with the advice given by such authorities.

☒ 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.

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.

4000 Characters Remaining

Previous Next

(8D)

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 8D).
- 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 the EU data protection authorities, and
 2. There is no box to type up a brief description regarding the purpose of collecting data for your organization.
 - Picture 9A 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 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 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)
Insights Association Privacy Shield Program	Swiss Federal Data Protection and Information Commissioner (FDPIC)
PrivacyTrust Privacy Shield Program	
Vhiatic	
Swiss Federal Data Protection and Information Commissioner (FDPIC)	
BBB EU Privacy Shield Program	
DMA Privacy Shield Program	
ICDR/AAA Privacy Shield Program	
JAMS Privacy Shield Program	
TRUSTe	
VeriSign Privacy Shield Program	

[NEW RECURSE MECHANISM](#)

Human Resources Data

☒ Human resources data

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

(9A)

Step 10: Enforcement and Verification

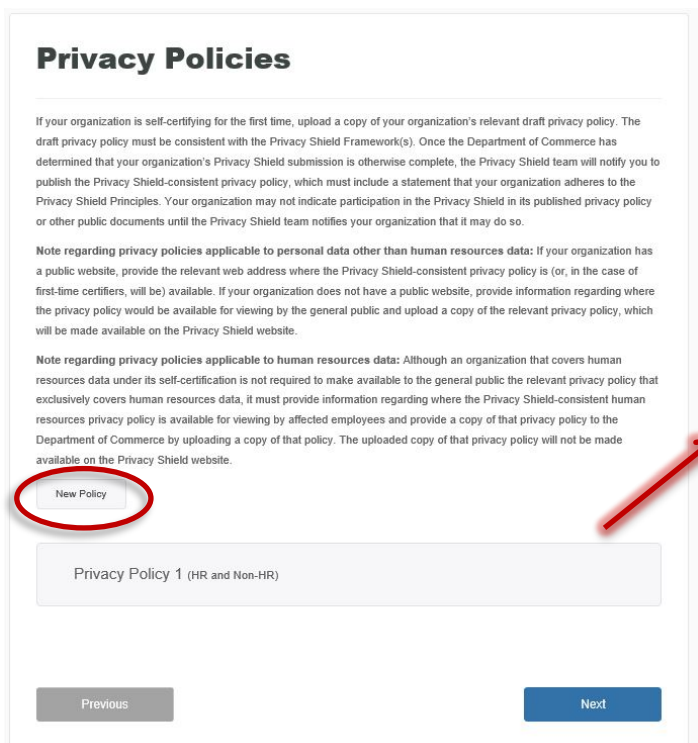
- This section asks for the U.S. statutory body that has jurisdiction to investigate claims against your organization, a list of any privacy programs in which your organization is a member, your organization's verification method, and the verification provider.
- A. First, at the top of the page, **select** at least one statutory body listed that has jurisdiction to investigate claims against your organization (by red arrows in 10A).
- B. Second, directly underneath, **list** any privacy program in which your organization is a member (highlighted in red - 10A).
- C. Next, **select** your organization's verification method by **clicking** on the downward arrow (highlighted in blue - 10A) and **select** an option from the drop-down menu presented in 10B.
 - A functioning definition of verification method can be found by **clicking** on the words "verification method" (circled in red - 10A).
- D. If "Outside Compliance Review" was chosen as the verification method, **select** your organization's verification provider from the list supplied on the bottom left of your screen (inside the red square in 10A).
- E. If your organization's verification provider is **not** listed, **click** "New Verification Provider" at the bottom of the list (by the double-sided blue arrow in 10C).
- F. This will open up another menu where you can **type** your provider's name and website (highlighted in 10C).
 - 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 the purple box of 10A).
- H. Once you have completed these steps, **review** your submitted information and **click** "Next".

The screenshot shows the 'Enforcement and Verification' form. Annotations include:

- (10A)**: Red arrows pointing to 'Department of Transportation' and 'Federal Trade Commission' under the question '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?'. A red box highlights 'Privacy Program 1' under 'List any privacy program in which your organization is a member:'. A red circle highlights 'verification method?' under 'What is your organization's verification method?'. A blue box highlights the dropdown arrow for 'My organization's verification method is:'. A red box highlights the 'Verification Providers' list (TRUSTe, Montebello Partners, PrivacyTrust Privacy Shield Program). A purple box highlights the 'Selected Verification Providers (1)' list (PrivacyTrust Privacy Shield Program). A double-headed blue arrow points from the 'New Verification Provider' link to the (10C) form.
- (10B)**: A separate window showing the dropdown menu for 'My organization's verification method is:' with options: '-None-', 'Self-Assessment', and 'Outside Compliance Review'.
- (10C)**: A form for adding a new verification provider with fields for 'Name' and 'Website', 'Cancel' and 'Save' buttons, and a section for 'Verification Providers' and 'Selected Verification Providers (1)'.

Step 11: Privacy Policies

- At this stage, you are required to supply information on your organization's privacy policies.
 - The image found in 11A should be what this stage's beginning screen looks like.
 - Click *"New Policy"* underneath the text on this page (circled in 11A).
 - A form should then drop down, like the one presented in 11B. 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 this, click *"Browse"* (highlighted in orange - 11B) 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.
 - Once you have completed these steps, make sure to click *"Save"* (highlighted in red - 11B).
 - Review your submission then click *"Next"* in the bottom right hand corner.



Privacy Policies

If your organization is self-certifying for the first time, upload a copy of your organization's relevant draft privacy policy. The draft privacy policy must be consistent with the Privacy Shield Framework(s). Once the Department of Commerce has determined that your organization's Privacy Shield submission is otherwise complete, the Privacy Shield team will notify you to publish the Privacy Shield-consistent privacy policy, which must include a statement that your organization adheres to the Privacy Shield Principles. Your organization may not indicate participation in the Privacy Shield in its published privacy policy or other public documents until the Privacy Shield team notifies your organization that it may do so.

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 Shield-consistent privacy policy is (or, in the case of first-time certifiers, will be) available. If your organization does not have a public website, provide information regarding where the privacy policy would be 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.

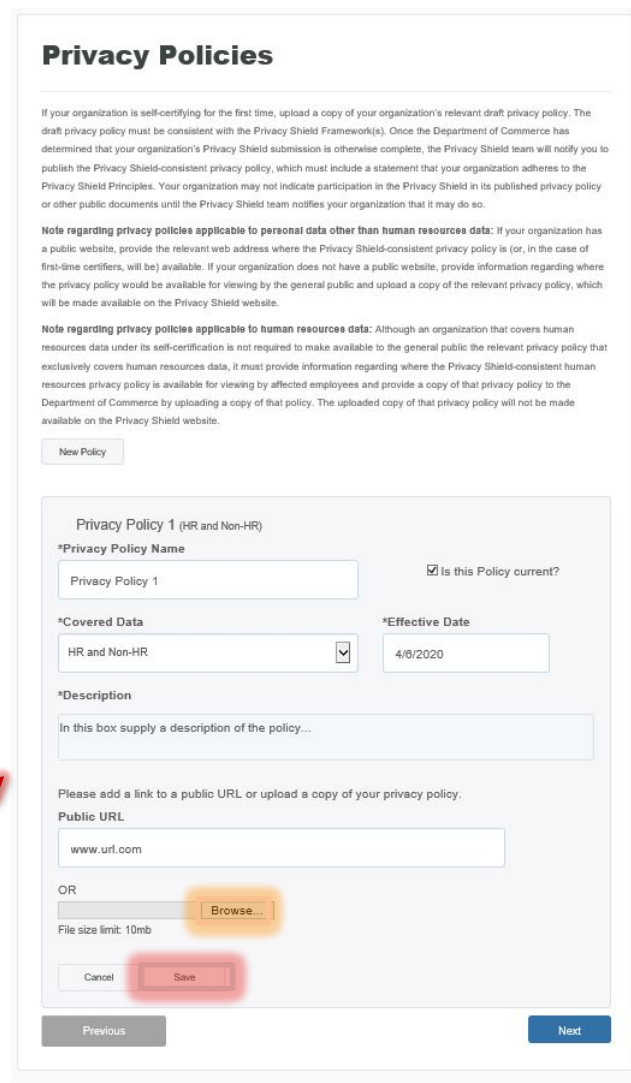
Note regarding privacy policies applicable to human resources data: Although an organization that covers human resources data under its self-certification is not required to make available to the general public the relevant privacy policy that exclusively covers human resources data, it must provide information regarding where the Privacy Shield-consistent human resources 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](#)

(11A)



Privacy Policies

If your organization is self-certifying for the first time, upload a copy of your organization's relevant draft privacy policy. The draft privacy policy must be consistent with the Privacy Shield Framework(s). Once the Department of Commerce has determined that your organization's Privacy Shield submission is otherwise complete, the Privacy Shield team will notify you to publish the Privacy Shield-consistent privacy policy, which must include a statement that your organization adheres to the Privacy Shield Principles. Your organization may not indicate participation in the Privacy Shield in its published privacy policy or other public documents until the Privacy Shield team notifies your organization that it may do so.

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 Shield-consistent privacy policy is (or, in the case of first-time certifiers, will be) available. If your organization does not have a public website, provide information regarding where the privacy policy would be 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 human resources data, it must provide information regarding where the Privacy Shield-consistent human resources 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)

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

*Covered Data
HR and Non-HR ☒

*Effective Date
4/8/2020

*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

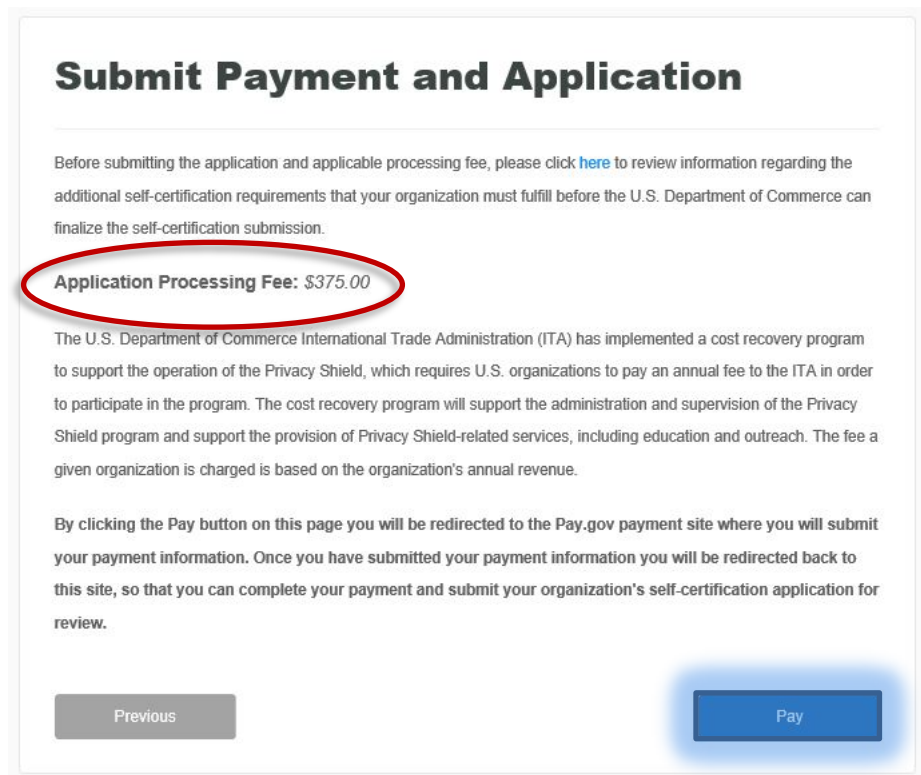
[Cancel](#) [Save](#)

[Previous](#) [Next](#)

(11B)

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 to the U.S. Department of Commerce by looking at the amount next to the words "*Application Processing Fee*" on the top left corner of your page (circled in 12A).
 - 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 corner of your screen (highlighted in 12A).



Submit Payment and Application

Before submitting the application and applicable processing fee, please click [here](#) to review information regarding the additional self-certification requirements that your organization must fulfill before the U.S. Department of Commerce can finalize the self-certification submission.

Application Processing Fee: \$375.00

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](#)

(12A)

Step 13: Selecting a Payment Method

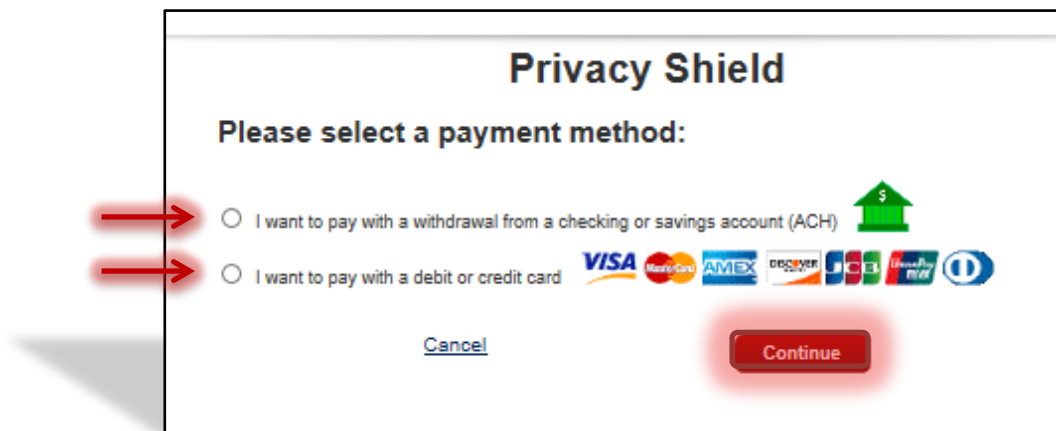
- The next step is to select a payment method. You have two options:

"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 in 13A).
- Once you have selected an option, click *"Continue"* (highlighted in 13A).



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**

(13A)

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 14B.)

- For "Account Type": **Click** on the downward arrow (highlighted in 14A) to get to the drop-down menu (shown in 14C).
- From this menu **select** your account type option.

B. Ensure the submitted information is correct and **click** "Continue" (circled in 14B).

Privacy Shield

Please enter checking or savings account information below.

* Indicates required fields

Agency Tracking ID: SP000007509
Payment Amount: \$975.00

* Account Holder Name:

* Account Type:

Routing Number:
Account Number:
Check Number:

* Routing Number:
* Account Number:
* Confirm Account Number:

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

(14A)

Select an Account Type

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

(14C)

Privacy Shield

Please enter checking or savings account information below.

* Indicates required fields

Agency Tracking ID: SP000007468
Payment Amount: \$975.00

* Account Holder Name:

* Account Type:

Routing Number:
Account Number:
Check Number:

* Routing Number:
* Account Number:
* Confirm Account Number:

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

(14B)

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 in 14E.)
- B.** Ensure the submitted information is correct and **click** “Continue” (circled in 14D).
- C.** On the next page (shown in 14E), ensure the information is correct.
- Be sure to **check** the box at the bottom of the screen (highlighted in 14E).
 - **Click** “Submit” (circled in 14E).

The screenshot shows a web form titled "Privacy Shield" with the heading "Please provide the Credit or Debit Card Information below". A note indicates that an asterisk (*) denotes required fields. The form contains the following fields: Agency Tracking ID (SP000007569), Payment Amount (\$975.00), Country, Billing Address, Billing Address 2, City, State/Province, ZIP/Postal Code, and Account Holder Name. Below these fields are logos for VISA, MasterCard, AMEX, Discover, and JCB. At the bottom, there are fields for Card Number and Expiration Date. Navigation links "Previous", "Cancel", and "Continue" are at the bottom right, with the "Continue" button circled in red.

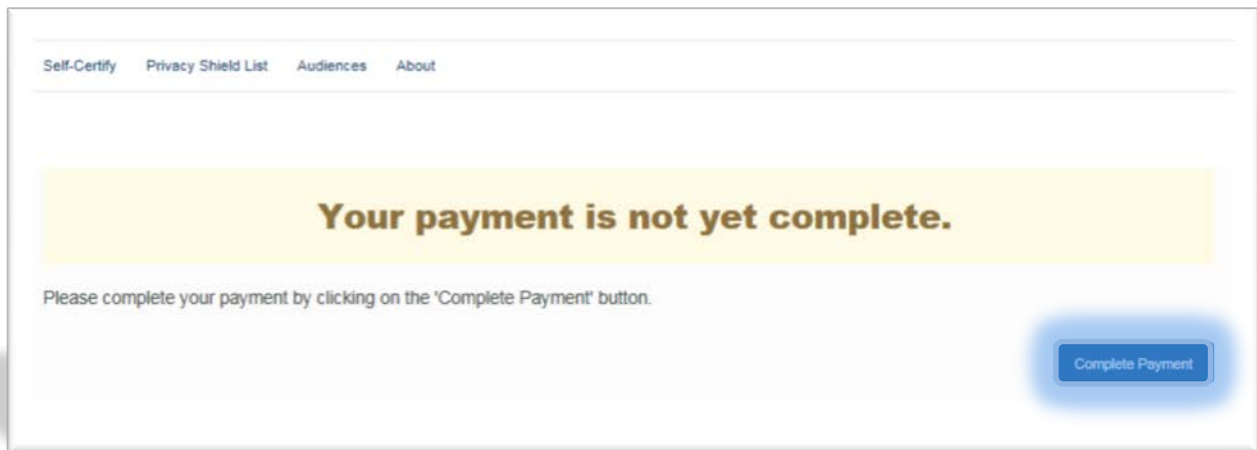
(14D)

The screenshot shows a web form titled "Privacy Shield" with the heading "Review and submit payment". A note indicates that an asterisk (*) denotes required fields. The form displays the following information: 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), and ZIP/Postal Code (10001). At the bottom, there is a checkbox for authorizing a charge to the card account, which is highlighted with a yellow box. Navigation links "Previous", "Cancel", and "Submit" are at the bottom right, with the "Submit" button circled in red.

(14E)

Step 15: Finalizing Payment

- A. After submitting your payment information, you will be brought to a screen like the one shown in 15A.
- B. To finalize your payment, **click** on the “*Complete Payment*” button in the bottom right corner (highlighted in 15A).



(15A)

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 16A).

(16A)

- **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 16B).
 - This will take you to a form to fill out regarding your specific question. (16C)
 - **Click** the downward arrow (highlighted in 16C) in the first “Assistance” field of the form to reach the drop-down menu. From there, **select** the type of issue you are having. (16D)
 - Be sure to **click** “Submit” after completing the form (circled in 16C).

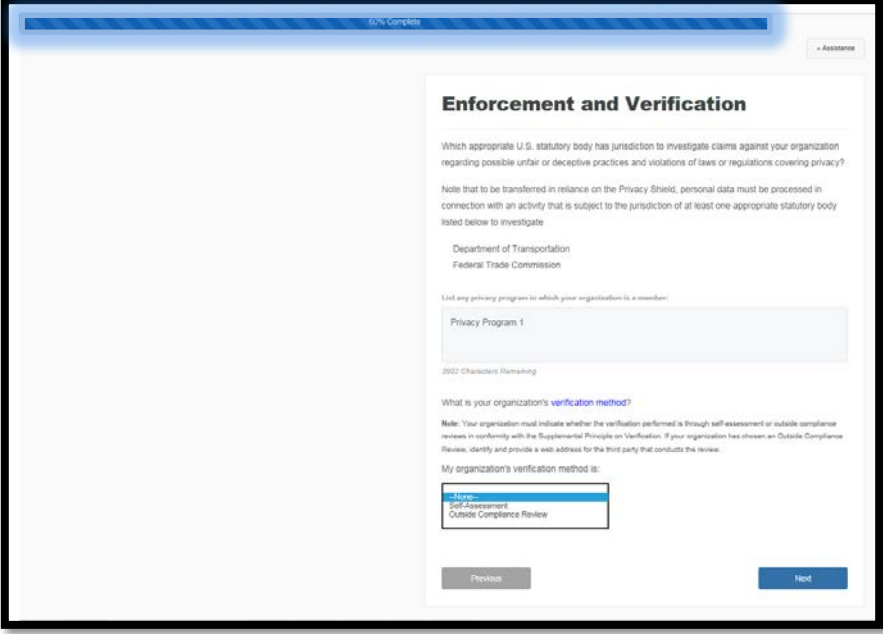
(16B)



(16C)

(16D)

- For your convenience, the blue bar at the top of the screen indicates what percentage of the process you have completed (highlighted in 16E).



The screenshot shows a web application interface for the Privacy Shield. At the top, a blue progress bar indicates "60% Complete". Below this, the section is titled "Enforcement and Verification". The text asks which U.S. statutory body has jurisdiction to investigate claims against the organization. Below this, it lists "Department of Transportation" and "Federal Trade Commission". It then asks to list any privacy programs in which the organization is a member, with a text input field containing "Privacy Program 1" and a character count of "2000 Characters Remaining". The next section asks for the organization's verification method, with a note that the organization must indicate whether the verification is through self-assessment or outside compliance review. A dropdown menu shows "None", "Self-Assessment", and "Outside Compliance Review". At the bottom, there are "Previous" and "Next" buttons.

(16E)

- For a more detailed look at the requirements needed to self-certify or the information referred to in the application, refer to the *How to Join Privacy Shield* guide: <https://www.privacyshield.gov/article?id=How-to-Join-Privacy-Shield-part-1>
- For an overview of the program and other helpful resources, refer to the Privacy Shield Overview page: <https://www.privacyshield.gov/Program-Overview>
- For details on the information required for the self-certification process, refer to the Self-Certification Information page: <https://www.privacyshield.gov/article?id=Self-Certification-Information>