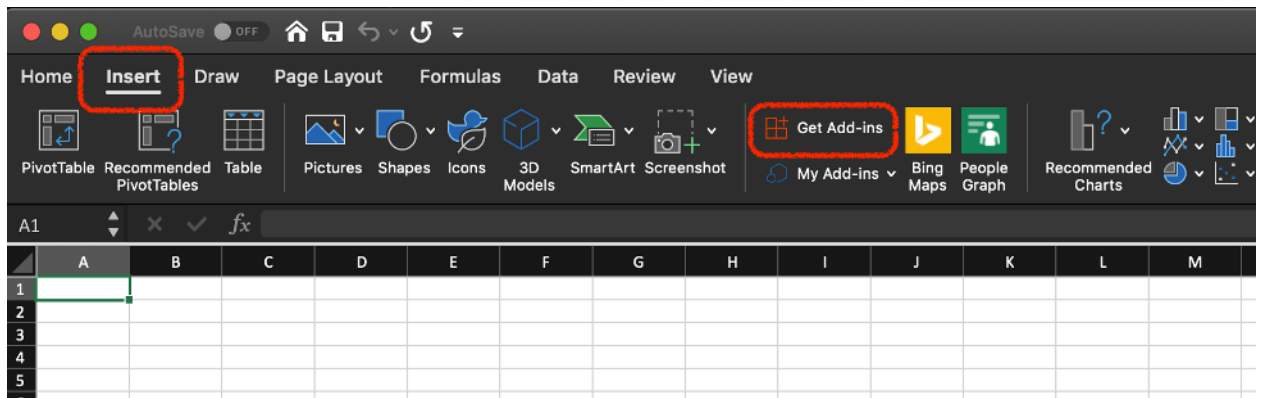




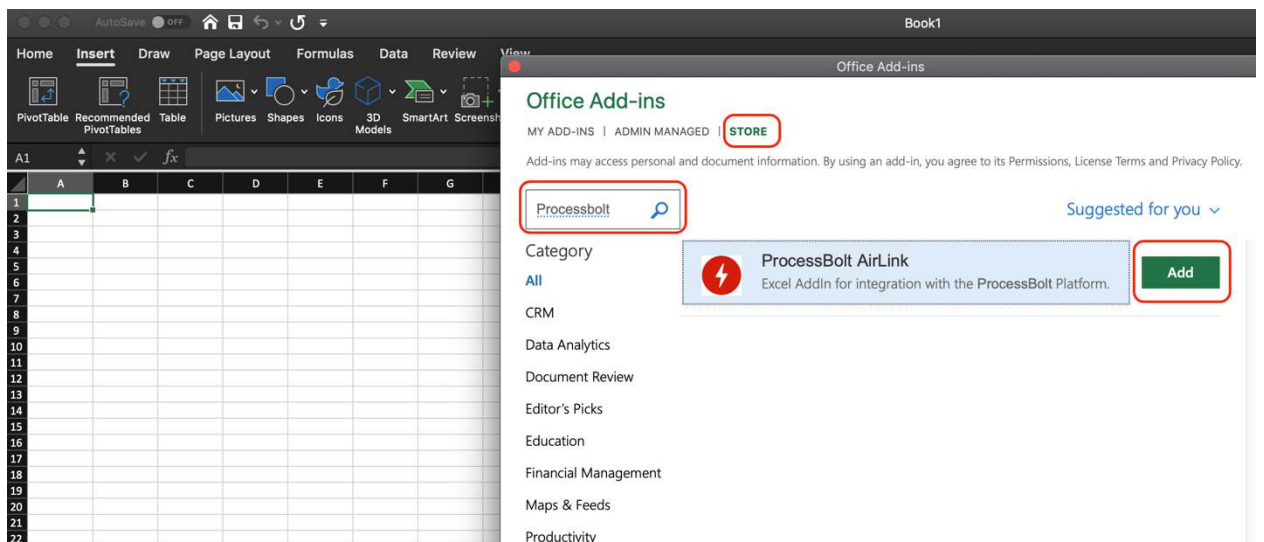
## ProcessBolt AirLink Microsoft Excel and Word Add-In Install Instructions

### Install Instructions Excel:

1. In Excel, choose Insert > Get Add-ins



2. In the Office Add-ins screen that opens, please select "Store", search for "ProcessBolt" and click on "Add" when the ProcessBolt app is found.



3. Go to Excel Home and verify that the add-in is displayed in Excel.

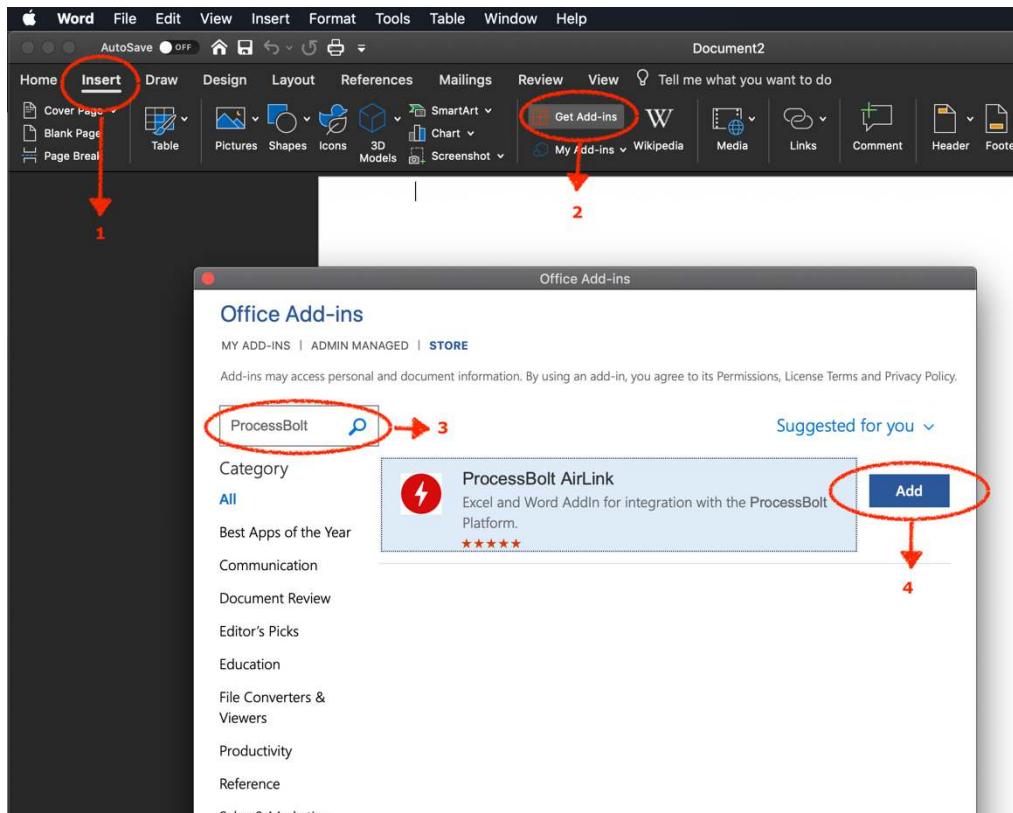
The screenshot shows the Microsoft Excel interface with the Home ribbon selected. A yellow box highlights the 'Home' tab in the ribbon. Another yellow box highlights the 'ProcessBolt AirLink' icon in the top right corner of the ribbon. A third yellow box highlights the 'ProcessBolt AirLink' sidebar on the right side of the screen, which contains a login form with fields for Email, Password, and Your organization's ID, and a 'Login' button. A yellow box with an arrow points to the 'Login' button, with the text '3. You should see this' below it.

Section	Question	Answer	Additional Comments	Guidance
General	Do you monitor privileged accounts?			
	What is your process to monitor your third-party service providers?			
	Who is your Data Protection Officer?			
	Who is responsible for cybersecurity in the organization?			
Password Policy	Do you enforce password/passphrase aging requirements?			Passwords should be changed often.
	Please specify your password complexity rules			
	Which characters do you require in passwords? Check all that apply.			Passwords should be required to contain several types of characters.
Data Security	Is sensitive data encrypted when stored (e.g. disk encryption, at-rest)?			
	Is sensitive data encrypted in transport?			
	Which database systems do you use?			Check all that apply.
	Do you use physical protection controls to log and prevent unauthorized access?			
	Where do you store customer data (specify countries)?			
	What is the meaning of life?			

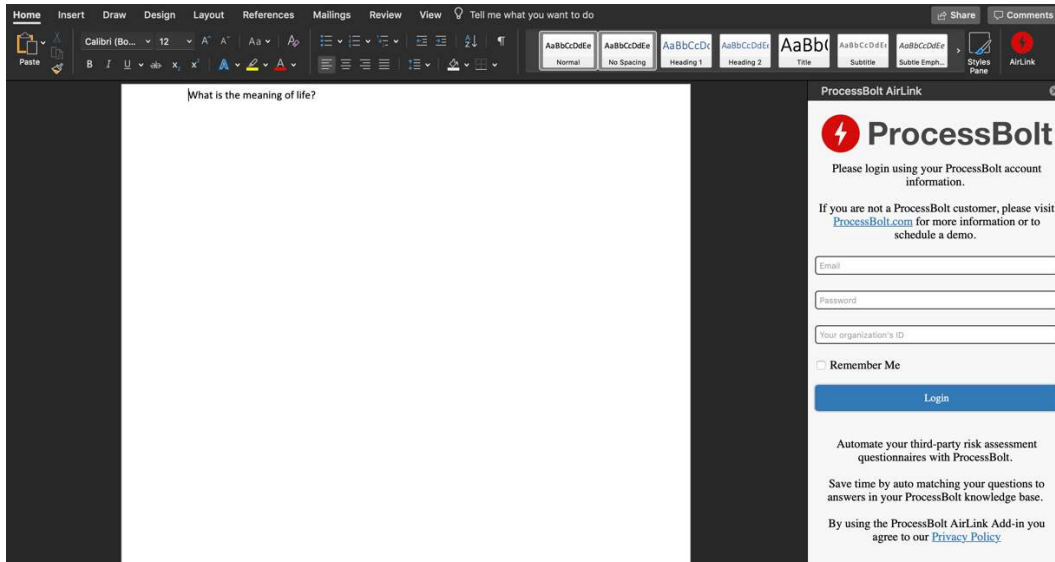
## Install Instructions Word:

1,2: In Word, choose Insert > Get Add-ins.

3,4: In the Office Add-ins screen that opens, please select “Store”, search for “ProcessBolt” and click on “Add” when the ProcessBolt app is found.



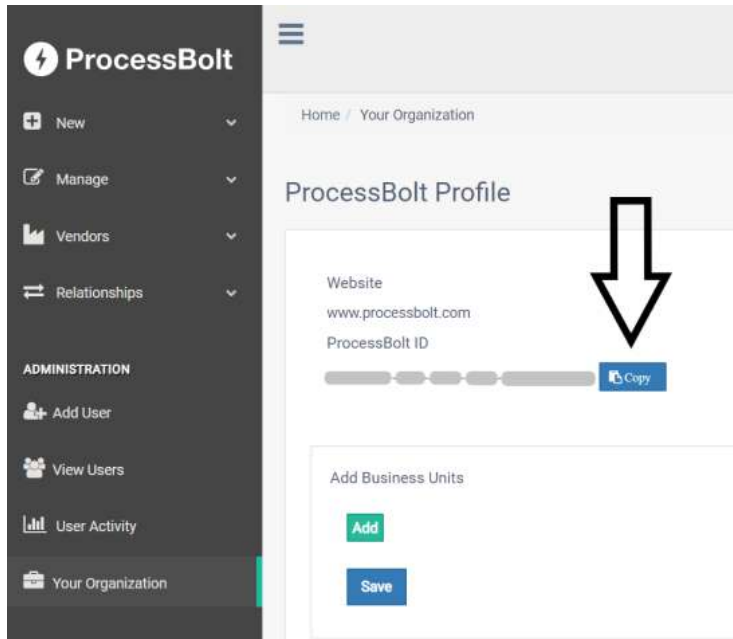
5: Go to Word Home and verify that the add-in is displayed in Word.



## Usage Instructions:

1. Login with your credentials.

\*Organization ID can be found by logging into ProcessBolt (<https://app.processbolt.com>)



## 2. Start responding to questionnaires with ease.

The screenshot displays the ProcessBolt AirLink interface, which is used for managing questionnaires. The main area is a grid with columns for Section, Question, Answer, Additional Comments, and Guidance. The grid is organized into sections: General, Password Policy, and Data Security. A specific question is highlighted in row 15: "Are employees trained frequently (yearly or more) on the IT security policies of your organization?". A red box labeled "2. Select question to ask" points to this question. To the right, a sidebar shows the "Question Asked:" section with the question text and a "Question:" section with the question text. Below the question, there are response options: "Yearly", "No", and "Yes, production support team". A red box labeled "3. Possible responses" points to these options. At the top of the sidebar, there is a "Ask Current Selection" button, which is circled in red. A red box labeled "2. Click here" points to this button. The ProcessBolt logo and "AirLink" text are visible at the top of the sidebar.

Section	Question	Answer	Additional Comments	Guidance
General	Do you monitor privileged accounts?			
	What is your process to monitor your third-party service providers?			
	Who is your Data Protection Officer?			
	Who is responsible for cybersecurity in the organization?			
Password Policy	Do you enforce password/passphrase aging requirements?			Passwords should be changed often.
	Please specify your password complexity rules			
	Which characters do you require in passwords? Check all that apply.			Passwords should be required to contain several types of characters.
Data Security	Is sensitive data encrypted when stored (e.g. disk encryption, at-rest)?			
	Is sensitive data encrypted in transport?			
	Which database systems do you use?			Check all that apply.
	Do you use physical protection controls to log and prevent unauthorized access?			
	Where do you store customer data (specify countries)?			
	What is the meaning of file?			
	Are employees trained frequently (yearly or more) on the IT security policies of your organization?			

ProcessBolt AirLink  
Log out  
**ProcessBolt**  
Ask Current Selection  
Question Asked:  
Are employees trained frequently (yearly or more) on the IT security policies of your organization?  
Answer: Yearly  
Comment:  
Question: How frequently are employees trained on your IT security policies?  
Answer: No  
Comment:  
Question: Does your organization have a dedicated security function (e.g. security employees and management)?  
Answer: Yes, production support team  
Comment:  
Question: Are company personnel (employees and/or contractors) able to view customer's unencrypted Scoped Data?  
Do you want to add this question to ProcessBolt?  
Question: