Cyber Security Questionairre (CSQ) Completion

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To complete the Cyber Security Questionairre:

Step 1. Click the **Edit** icon next to the name of the form you want to edit, or click directly on the form name in the **Form Summary** widget to redirect to the **Form Details** page of the CSQ form.

> **NOTE**: If this is the first time anyone in your organization is submitting the CSQ form using PIM, the **Start** button displays at the top of the page. If your organization already completed and submitted the form, or someone already started the form, there are two options to **Click to Edit** on this page.

Step 2. Click the **Start** button.

> **NOTE**: If your organization already started or completed the form:
>
> 1. Select the **Click to Edit** button to edit the entire form.
>
> 2. Select the **Edit** button next to the desired section to edit individual sections.

Step 3. You are directed to the **Welcome** section of the form. In this section, click the **Next** button until you reach the **Contacts** page.

Step 4. Enter details for your organization's contacts.

> **NOTE**: You can enter up to three contacts on this page, however, you are required to enter details for at least one contact for your organization.

Step 5. Once you are done entering details, click the **Next** button.

> **NOTE**: This form consists of 22 control families and each control has five capability levels. Within each capability level are activities (sub-controls) that need to be addressed. The first control family displayed is **Device Inventory**.

You are not required to answer each control family in the order they display, however, you must open and complete each question in every control family.

Step 6. Select the checkbox next to each activity to indicate your organization implemented the specific activity.

> **NOTE**: If you do not mark the checkbox next to an activity, that activity is considered to not have been implemented in your organization.

Step 7. Click the **Next** button to move to the next control.

> **NOTE**: Be sure to provide any relevant comments in the **Additional Comments** section of each control, as necessary.

Step 8. Continue to navigate through each control by clicking the **Next** button until you reach the **Feedback** page.

Step 9. Provide any feedback or suggestions for improvements to the PIM application based on your experience while completing the form or using the PIM system.

> **NOTE**: You may select to **Save & Exit** at any time while completing the form if you wish to complete the form a later time.

Step 10. Click the **Next** button to redirect to the **Submission** page and enter the details of the person submitting the form.

Step 11. Click the **Send Response** button to submit the form and send the response to the requesting Buyer.

> **NOTE**: You can submit the form without responding to all the questions listed. You can see the progress in terms of percentage (%) complete in the **Forms Table**.

Step 12. A confirmation message displays. Click **Continue** to confirm your form submission.

> **NOTES**:
>
> - You are redirected to the **Form Details** page.
> - Your form is immediately scored and scores display on this page. Scores and responses are also immediately made available to your Buyer.
> - On the Form Details page you are provided a **Capability Level** and **Overall Score** in the **Score Summary** section, and a percentage score per each control family which represents the percentage of activities implemented by your organization in each control family.

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