

Protected Critical Infrastructure Information (PCII)

Electronic Submissions Application (eSubs) User Guide

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Cybersecurity and Infrastructure Security Agency

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1.0 Introduction

The Protected Critical Infrastructure Information (PCII) Program is an information protection program that enhances voluntary information sharing between infrastructure owners/operators and the government. The PCII Program, established in response to the Critical Infrastructure Information Act of 2002 (CII Act), is designed to encourage the private sector to voluntarily share its sensitive security-related business information with the Federal government. PCII protection means that Department of Homeland Security (DHS) partners can be confident that sharing their information with the government will not expose sensitive or proprietary data. DHS and other federal, State, Local, Tribal, Territorial (SLTT) analysts use PCII to:

- Analyze and secure critical infrastructure and protected systems
- Identify vulnerabilities and develop risk assessments
- Enhance recovery preparedness measures

The electronic submissions (eSubmissions) application allows for the submission of Critical Infrastructure Information (CII) to DHS through a secure website. This user guide describes the submission process and how to use the eSubmissions application.

2.0 Overview

The PCII Program evaluates submitted information to determine eligibility for protection under the CII Act as PCII. If additional clarification is needed, the PCII Program Office will contact the submitter before making a final determination.

Information not qualifying for PCII protection will, at the preference of the submitter, be returned to the submitter or destroyed in accordance with the Federal Records Act and DHS Regulations. The information received, in accordance with applicable procedures, is protected from disclosure while under review.

2.1 Privacy

Authority: 5 U.S.C. §301 and 44 U.S.C. §3101 authorizes the collection of this information.

Purpose: DHS will use this information as contact information for any follow up discussions required during the validation process. Information includes first name, last name, organization, position, email, phone, and address.

Routine Use: This information may be disclosed as generally permitted under 5 U.S.C. §552a(b) of the Privacy Act of 1974, as amended. This includes using the information, as necessary and authorized by the routine uses published in DHS/ALL- 004 General Information Technology Access Account Records System of Records (September 29, 2009, 74 FR 49882).

Disclosure: Furnishing this information is voluntary; however, failure to provide any of the information requested may delay or prevent a submission from being processed for PCII consideration.

3.0 Getting Started

Users will access the URL, <https://pciim.cisa.gov/esubmission>, for the PClI eSubmissions Home Page. If users cannot access the URL, contact the CISA Technology Operations Center at TOC@mail.cisa.dhs.gov.

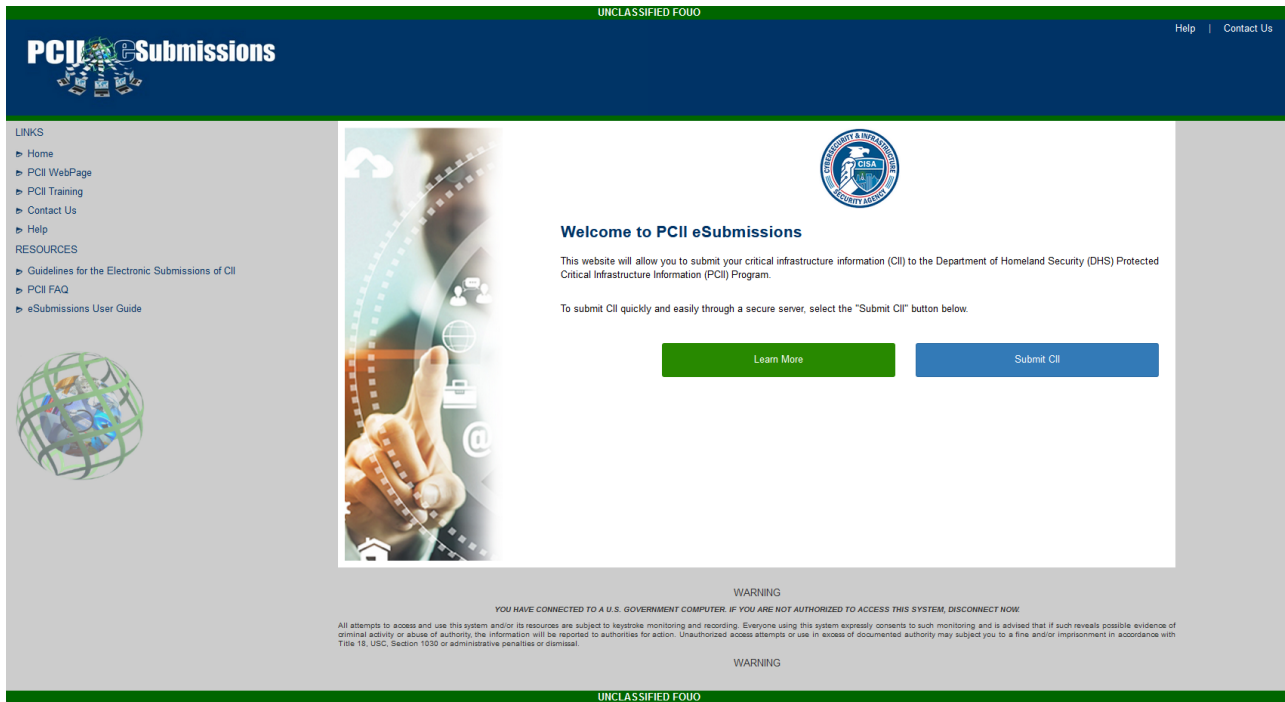


Figure 1: PClI eSubmissions Home Page

3.1 Home Page

The home page includes “Learn More” and “Submit ClI” selections and links for additional PClI Program information and to submit ClI. Selecting “Learn More” directs the user to a new page with additional PClI Program information.

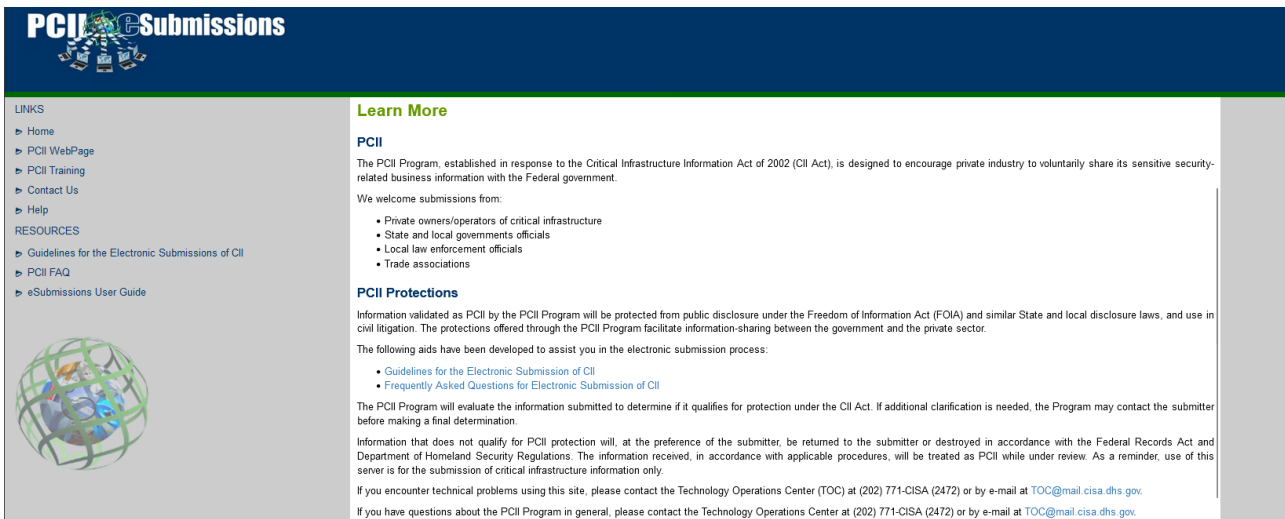


Figure 2: Learn More

3.2 User Roles

There are two user roles in eSubmissions:

- Submitter: The owner/operator who owns the critical infrastructure information to be voluntarily submitted to DHS for protections under the CII Act.
- Sponsor: A government employee submitting CII on behalf of the owner/operator. When submitting the CII, a sponsor requires a PCII Express and Certification Statement signed by the submitter to upload into eSubmissions.

3.3 Beginning a Submission

After selecting “Submit CII”, a pop-up appears informing the user the system is "For Official Use Only". The user should read the notice and select “Continue” to proceed. By selecting “Continue” the user acknowledges they will not submit classified information into the eSubmissions application and understands the application is an unclassified system. If the user selects “Cancel”, they cannot continue the submission process and are returned to the eSubmissions home page.

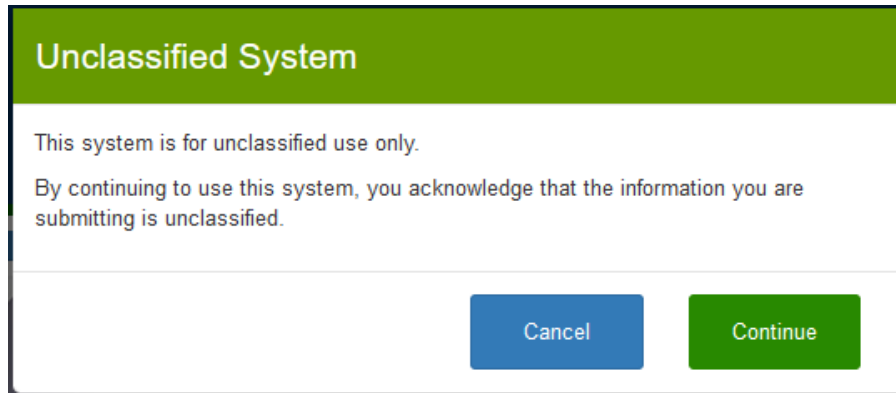


Figure 3: Unclassified System Warning Message

After selecting “Continue”, the user is directed to the “Submission Type” page. The submitter must select if the CII submitted is associated with an existing PCII approved data collection. The user may respond with ‘YES’ or ‘NO’.

Submission Type: If answering “NO”, the user can proceed to the next question by selecting “Continue.”

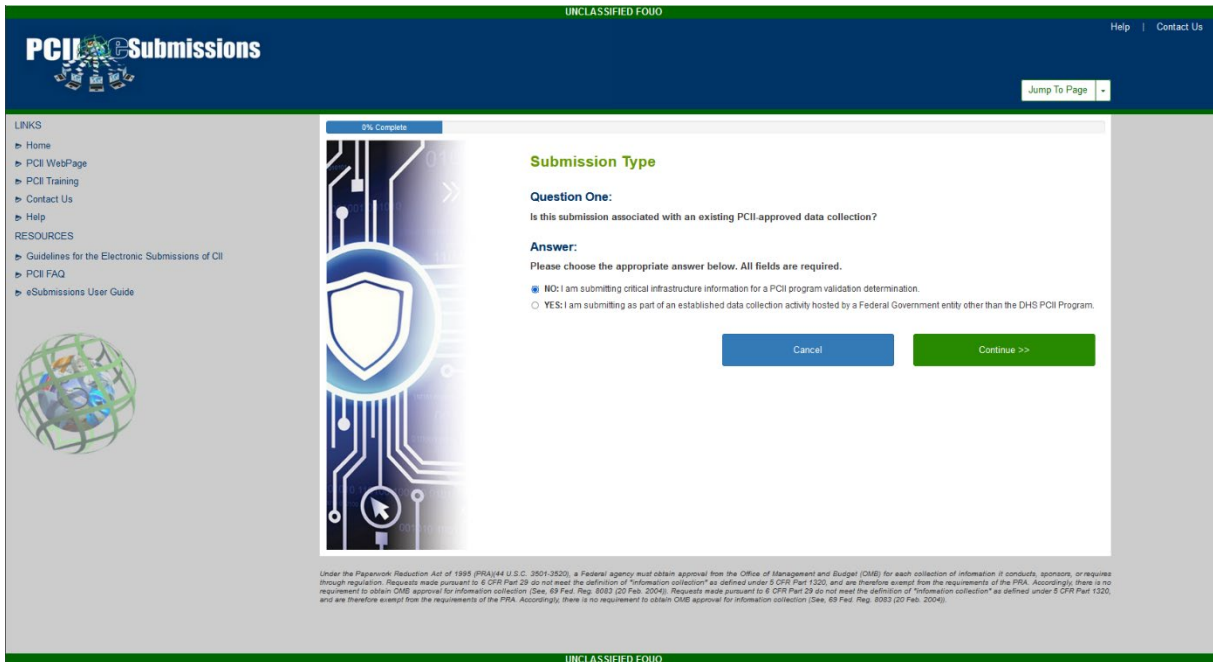


Figure 4: Submission Type, Question 1 “NO”

If answering “YES”, the user needs to provide the name of the U.S. Federal Government hosted data collection activity before continuing. Once U.S. Federal Government hosted data is entered, select “Continue” to proceed to the ‘Submission Type’ page.

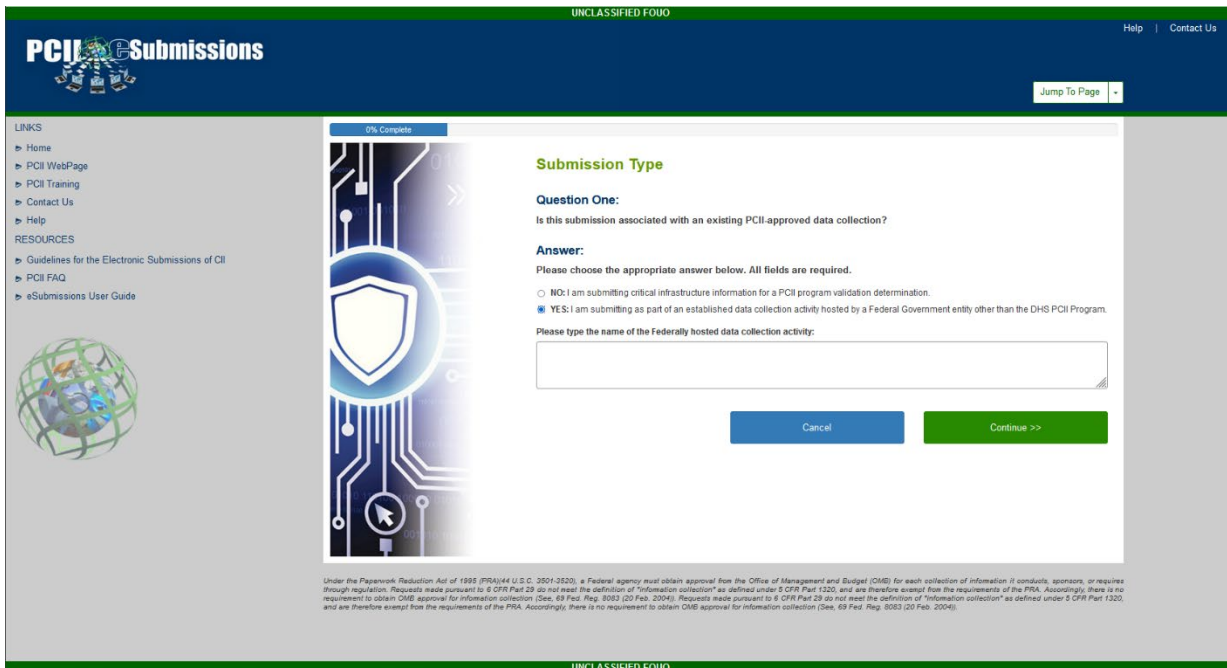


Figure 5: Submission Type, Question 1 “YES”

At this point the user can select “Cancel” throughout the remainder of the submission process removing any previous collected information. The user is returned to the eSubmissions home page.

3.4 Submitting CII as a Submitter: A submitter selects the first radio button and then selects “Continue” to proceed to the ‘Submitter Information’ page. The other radio button is for the sponsor outlined in paragraph 3.5.

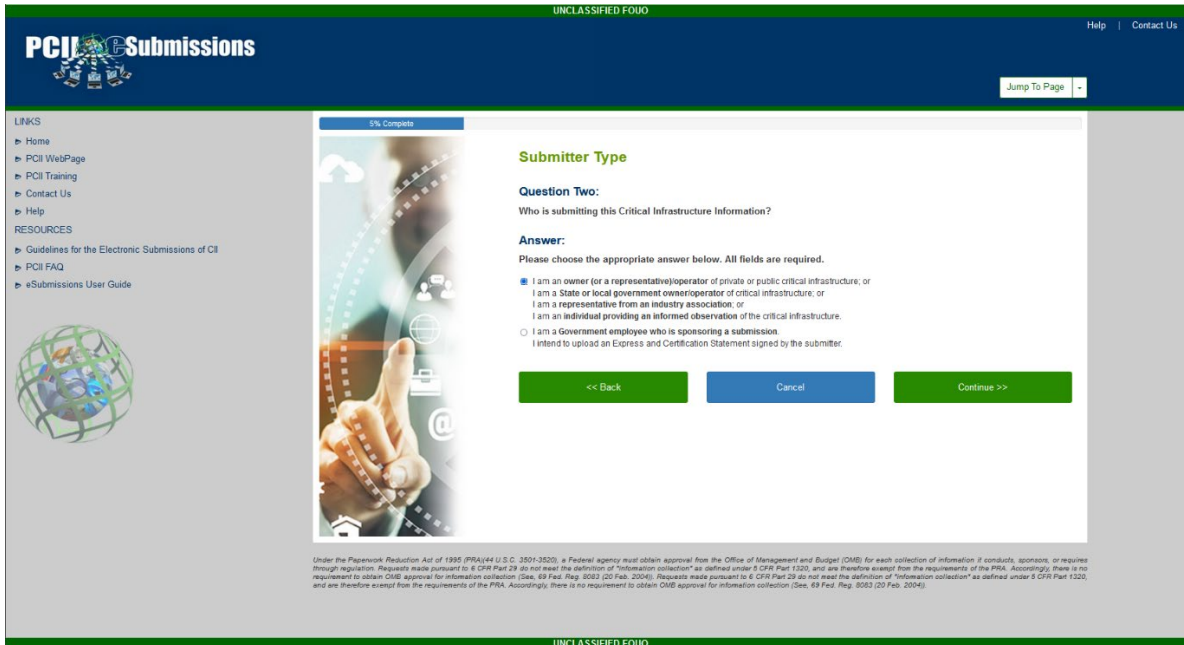


Figure 6: Submitter Type

Submitter Information: The submitter must complete all required fields depicted with asterisks. Upon completion of all fields, select “Continue” to proceed to the Point of Contact Information page. If required fields are not properly completed, a red error message appears beneath the field(s) notifying the submitter what is required. The submitter cannot proceed until all required fields are completed.

Note: If selecting United States of America as the country, PCIIMS automatically populates the state and city fields with values from the completed Zip Code.

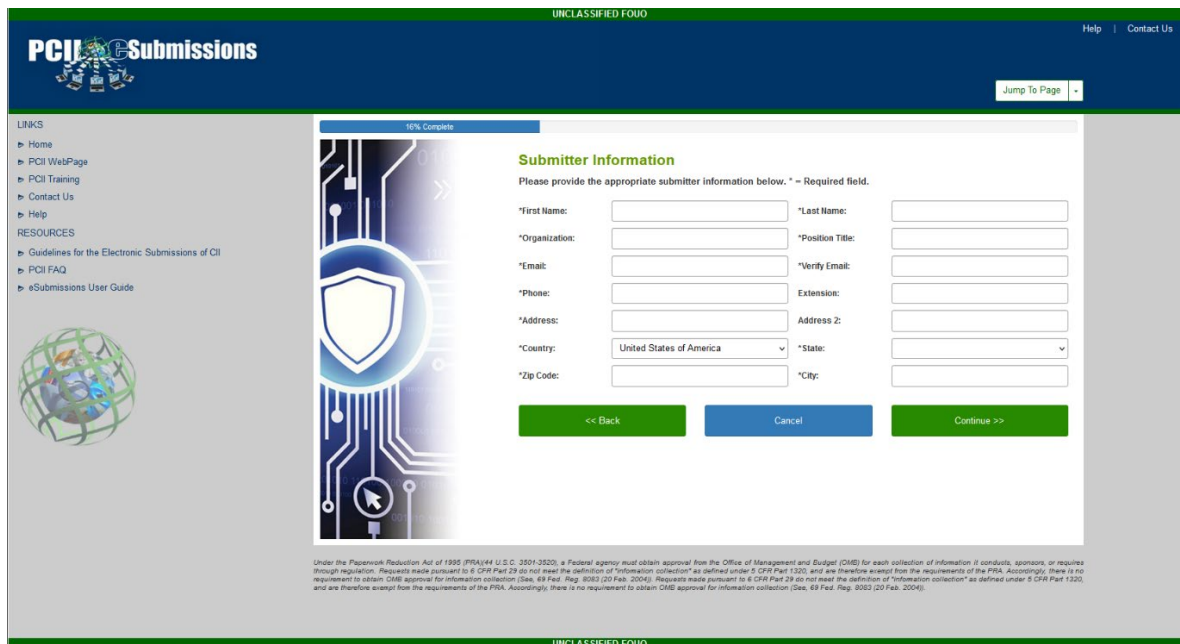


Figure 7: Submitter Information

Point of Contact Information: The submitter can either designate a new contact or the “Same as Submitter” box can be checked to automatically fill in the Submitter Information input on the previous screen. The submitter can then select "Continue” to proceed to the Nature of Submission page.

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PCI Submissions

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LINKS

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- PCI WebPage
- PCI Training
- Contact Us
- Help

RESOURCES

- Guidelines for the Electronic Submissions of CI
- PCI FAQ
- eSubmissions User Guide

34% Complete

Point of Contact Information

Complete this section if you want to designate a Point of Contact for the PCI Program to communicate with that is different than the poc previously identified. * = Required field.

Same as Submitter

*First Name: *Last Name:

*Organization: *Position Title:

*Email: *Verify Email:

*Phone: Extension:

*Address: Address 2:

*Country: United States of America *State:

*Zip Code: *City:

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA)(44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 5 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)).

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Figure 8: Point of Contact Information

Nature of Submission: The submitter must enter information into all fields on the Nature of Submission page. The submitter then selects “Continue” to proceed to the Critical Infrastructure Information page.

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PCI Submissions

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- Guidelines for the Electronic Submissions of CI
- PCI FAQ
- eSubmissions User Guide

53% Complete

Nature of Submission

Please provide some background information on your submission. * = Required field.

*Please provide a description of the critical infrastructure (Example: what is the purpose of the critical infrastructure)

*Do we need any special software to open the file(s) you are submitting? If yes, please provide the name(s) of software needed or any additional instructions.

*Are there any legal matters that we need to know about, such as pending litigation? If yes, please provide additional details. 0

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA)(44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 5 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)).

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Figure 9: Nature of Submission

Note: If selecting the "Tool Tip" (icon located at the end of the sentence of the third section) a pop-up appears stating "Please describe any pending litigation related to this submission." Simply select "OK" to return to the screen.

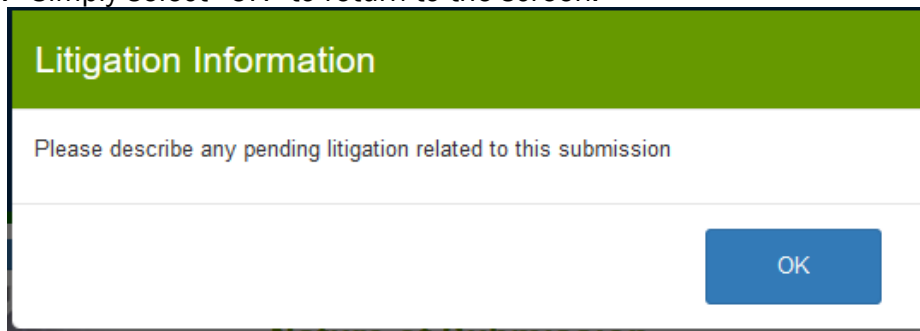


Figure 10: Litigation Information

Critical Infrastructure Information: If the asset is physical, the submitter must complete all fields on the Critical Infrastructure Information page. If the asset is Cyber, then the State/Province, Zip/Postal Code and City are no longer required fields. A Cyber asset is defined as a non-physical system such as computer software. The user must identify the sector to which the asset is related.

Note: Multiple sectors **can be selected** by selecting one sector while holding the Ctrl Key and then selecting additional sector(s). The submitter selects "Continue" to proceed to the Express Statement page.

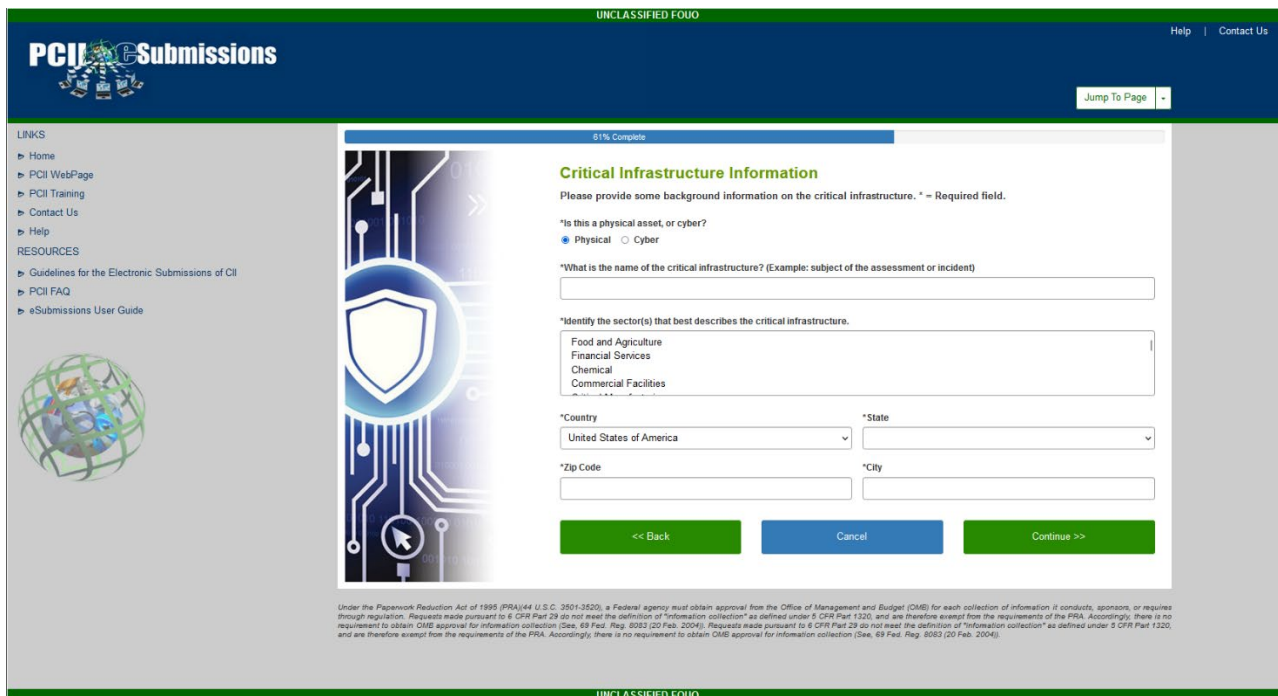


Figure 11: Critical Infrastructure Information

Express Statement: The submitter is required to select “Yes” to proceed then select “Continue” to proceed to the Certification Statement page.

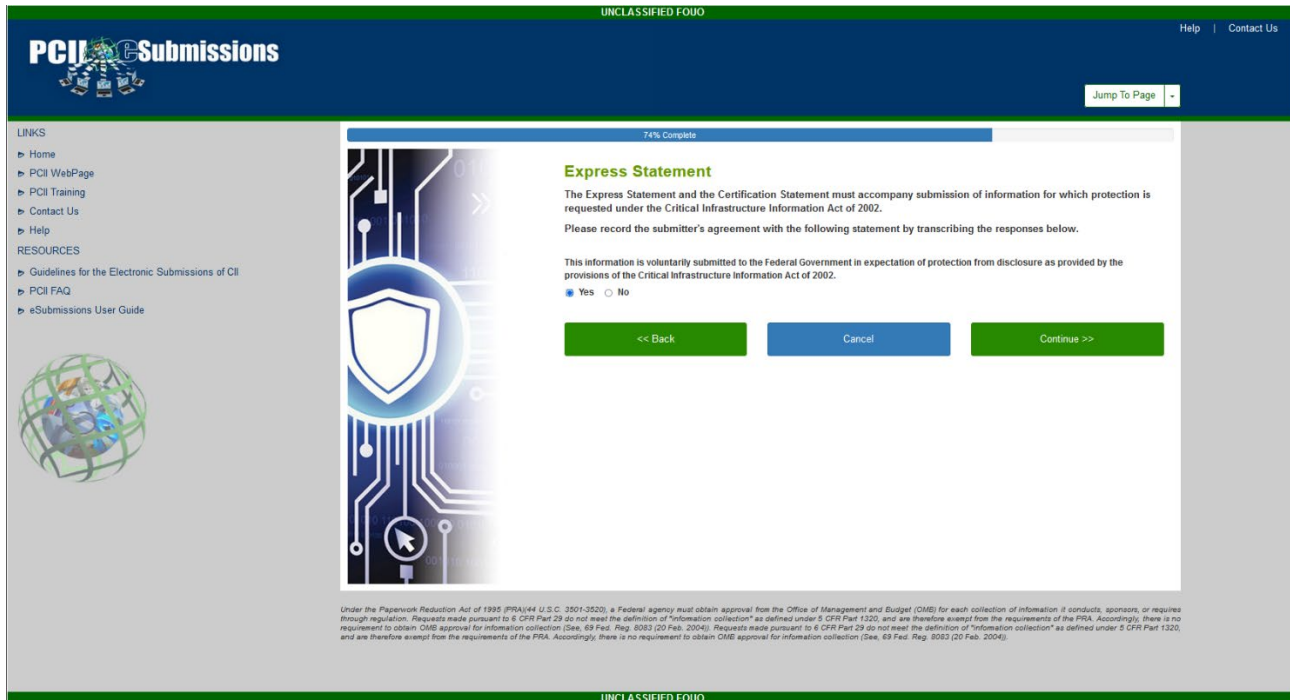


Figure 12: Express Statement

If the submitter selects “No,” a warning message pops up informing the submitter that agreeing is a requirement to proceed. The pop-up provides the submitter the option to cancel the submission by selecting “Yes.” If the submitter chooses not to cancel the submission, they must select “No” to return to the screen. If the user selects “Yes”, all information entered is immediately deleted.

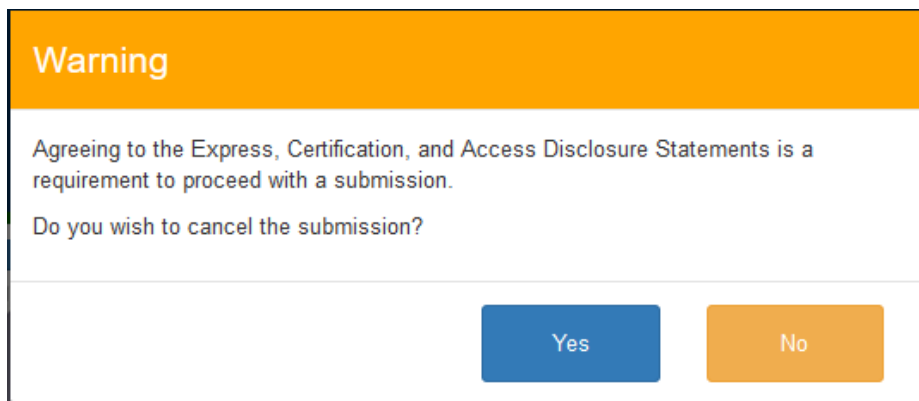


Figure 13: Express Statement - Warning

Certification Statement: The submitter must select their authorization for submitting the information, from the listed choices. The submitter must answer “Yes” by selecting “Yes” to proceed. The submitter then selects “Continue” to proceed to the Access Disclosure Statement page.

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79% Complete

Certification Statement

The Express Statement and the Certification Statement must accompany submission of information for which protection is requested under the Critical Infrastructure Information Act of 2002.

The submitter is authorized to submit this information as one of the following (please select one):

- Owner (or a representative) of a privately or publicly owned company
- Representative from an industry association
- Individual providing an informed observation of the critical infrastructure
- State/local/tribal/territorial government official (that can attest to voluntary participation)
- Other (please specify)

Please provide an answer to the following question:

To the best of my knowledge, the information submitted is not customarily in the public domain. I am not submitting this information to comply with a regulatory requirement. I am not required to provide this information to a Federal regulatory entity.

Yes No

Please be aware that any knowing or willful false representations provided in this submission may constitute a violation of 18 U.S.C 1001 and are punishable by fine and imprisonment.

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA)(44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 5 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)).

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Figure 14: Certification Statement

Access Disclosure Statement: The submitter must acknowledge the Access Disclosure Statement by selecting “I Acknowledge the access disclosure statement” Once checked, the submitter selects “Continue” to the File Upload Wizard page.

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87% Complete

Access Disclosure Statement

Please indicate your agreement with the following statement by checking the box below.

Individuals eligible to access PCI include Federal, State, Local, Tribal or Territorial government employees or contractors who meet the following:

- Assigned to homeland security duties related to critical infrastructure; and
- Demonstrate a valid need-to-know; and
- Current authorized user (to include completion of all required authorized user training); and
- Such individuals must comply with the requirements stated in the CII Act and the Regulation (6 C.F.R. Part 29).

I acknowledge the access disclosure statement.

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA)(44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)).

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Figure 15: Access Disclosure Statement

File Upload Wizard: The submitter must enter a brief description and upload at least one file in order to continue the submission. Up to 100 files can be uploaded with a limit of up to 1 gigabyte (GB) size total. The submitter can drag files into the area designated for uploading files or select on the designated area to open the browser for selecting one or more files to be uploaded. The submitter must select “I attest the information I am uploading does not contain classified information” then select “Continue” to proceed to the Submission Overview page. **Ensure all passwords (viewing/editing) are removed from document(s) before uploading.**

Note: If more than 100 files are selected or the total size of the files selected exceeds 1GB, an error message pops up with an explanation of the error. The submitter must correct as appropriate and try again. If a submission exceeds 1GB, please contact the PClI Program Office to discuss other means to submit the information.

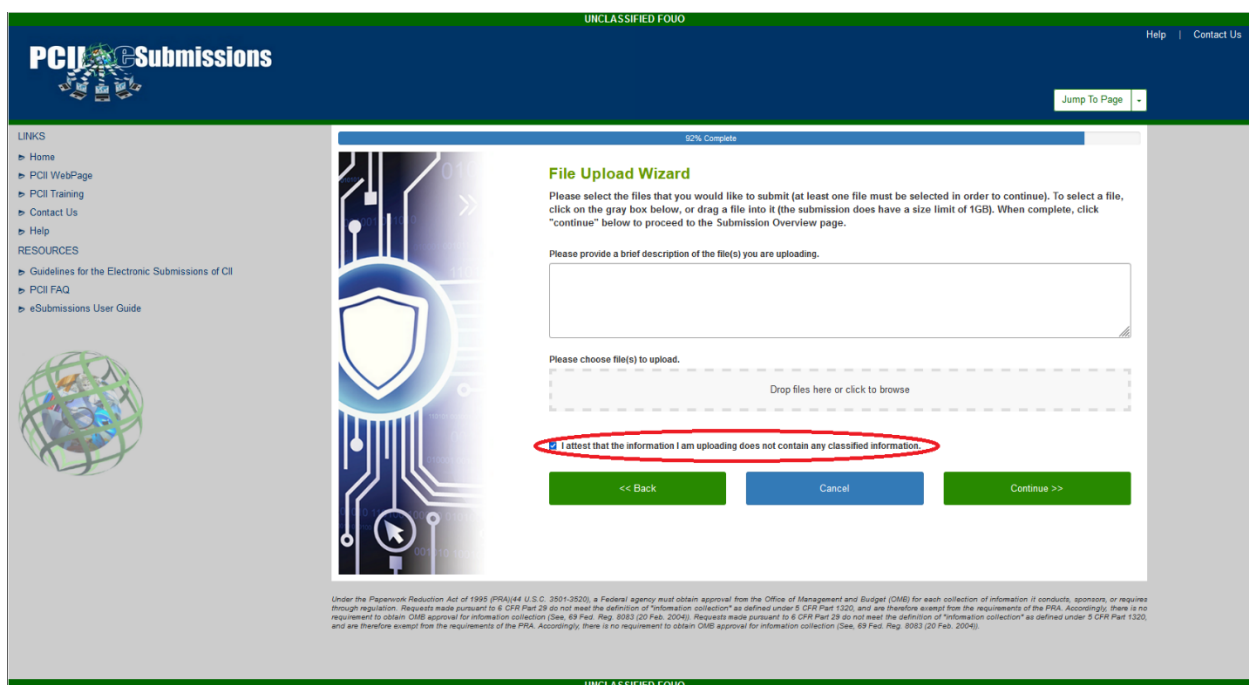


Figure 16: File Upload Wizard

Submission Overview:

The submitter can review all of their information for accuracy before selecting “Submit.” All fields are in a “read-only” format. If the submitter needs to change any part of the submission, select “Edit” link on the Submission Overview page located on the top right side of each section. The selected information may then be edited. The submitter can also navigate directly to previous pages via the drop down in the top right of the screen.

Once the submitter is ready to submit their CII, they scroll to the bottom of the page and select “Submit.” The submitter sees a pop-up showing the submission status. The Submission Status pop-up shows the form data and file uploads as either successful or not successful. If successful, the submitter can select “OK” to continue. If a file upload fails, a notification of which file(s) is included in the pop-up. The submitter then selects “OK” to continue and can submit again once they fix the failed file. The submitter is directed to the Submission Confirmed page.

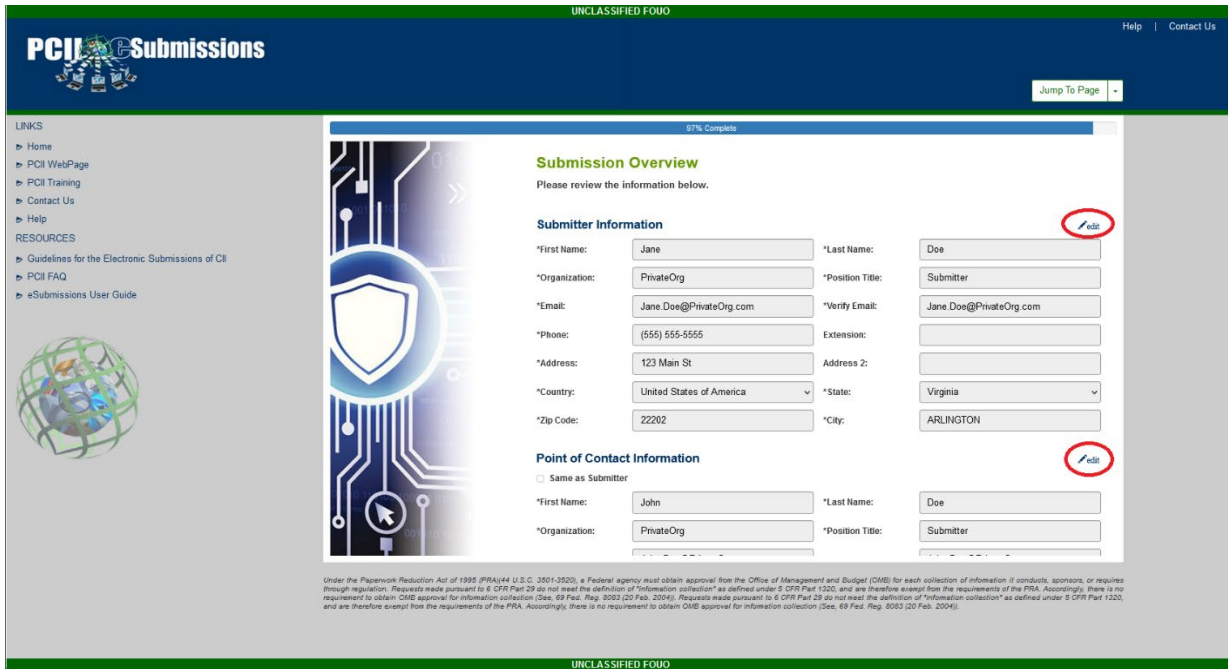


Figure 17: Submission Overview

Submission Confirmed: This page contains an automatically generated CII submission number. The submitter can return to the eSubmissions home page or begin a new submission. If beginning a new submission, the submitter is redirected to the “Submission Type” page by selecting “Begin New Submission.”. All previous point of contact information entered is retained.

Otherwise, *all previous data input is purged* when selecting “Home” or exiting the page/closing the browser. The submitter receives an email notifying them of a successful submission.

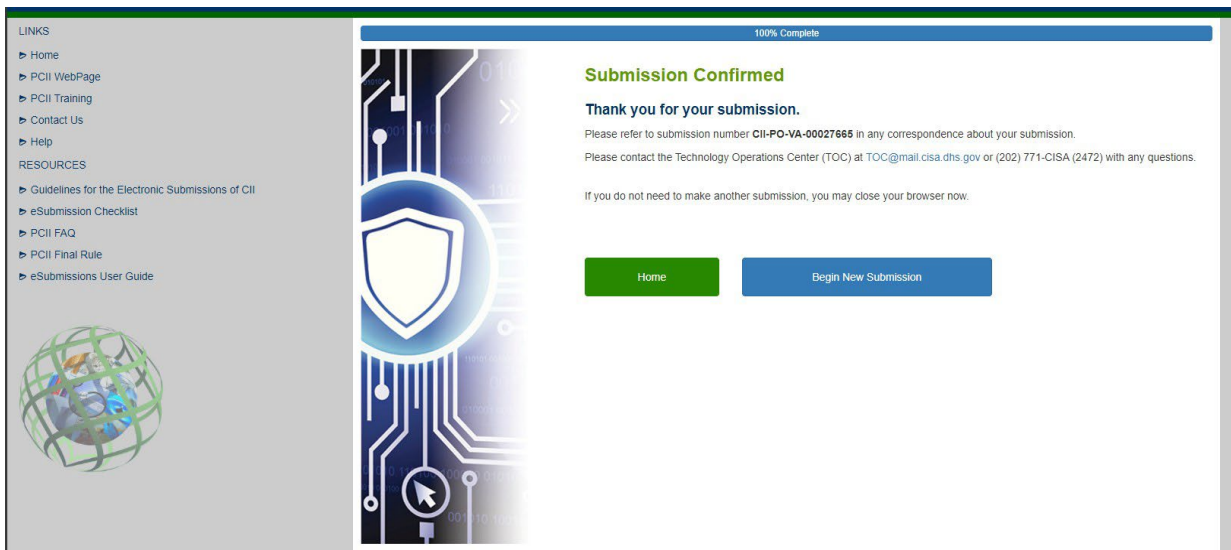


Figure 18: Submission Confirmed

3.5 Submitting CII as a Sponsor

After selecting 'Submit CII' the sponsor is directed to the Submission Type page.

Submission Type: If answering "NO", go to the next question by selecting "Continue."

The screenshot shows the 'PCII Submissions' website interface. At the top, there is a navigation bar with 'UNCLASSIFIED FOUO', 'Help', and 'Contact Us'. Below the navigation bar is a header with the 'PCII Submissions' logo and a 'Jump To Page' dropdown menu. The main content area is divided into a left sidebar with 'LINKS' and 'RESOURCES' sections, and a central form area. The form area is titled '0% Complete' and 'Submission Type'. The question is 'Question One: Is this submission associated with an existing PCII-approved data collection?'. The answer options are: 'NO: I am submitting critical infrastructure information for a PCII program validation determination.' (selected) and 'YES: I am submitting as part of an established data collection activity hosted by a Federal Government entity other than the DHS PCII Program.' Below the options are 'Cancel' and 'Continue >>' buttons. At the bottom of the form area, there is a small disclaimer text.

Figure 19: Submission Type Question One "NO"

If answering "YES", the sponsor needs to provide the name of the federally hosted data collection activity before continuing. Once the federally hosted data collection activity is entered, the sponsor can continue to the Submitter Type page by selecting "Continue."

The screenshot shows the 'PCII Submissions' website interface, similar to Figure 19. The question is the same: 'Question One: Is this submission associated with an existing PCII-approved data collection?'. The answer options are: 'NO: I am submitting critical infrastructure information for a PCII program validation determination.' and 'YES: I am submitting as part of an established data collection activity hosted by a Federal Government entity other than the DHS PCII Program.' (selected). Below the options is a text input field with the label 'Please type the name of the Federally hosted data collection activity:'. Below the input field are 'Cancel' and 'Continue >>' buttons. At the bottom of the form area, there is a small disclaimer text.

Figure 20: Submission Type Question One "YES"

Submitter Type: The sponsor will select and answer “YES” to the Express Statement question. If they answer “NO” to the question, they will see two tabs, Express Statement and Adobe Acrobat Reader. Selecting the Express Statement tab opens a new tab allowing a copy of the Express Statement to be downloaded and save it to their computer. The Adobe Acrobat Reader tab takes them to a new tab and allows them to download Adobe Acrobat Reader if they do not have the software. The sponsor can then close these tabs and return to the eSubmissions application. The sponsor can select “Continue” to proceed to the Submission Sponsor Information page. To learn more about data collection activities the user can select the link to the “Learn More” text pop-up.

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PCII eSubmissions

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97% Complete

Submitter Type

Question Two:
Who is submitting this Critical Infrastructure Information?

Answer:
Please choose the appropriate answer below. All fields are required.

I am an owner (or a representative)operator of private or public critical infrastructure, or I am a State or local government owner/operator of critical infrastructure; or
 I am a representative from an industry association; or
 I am an individual providing an informed observation of the critical infrastructure.
 I am a Government employee who is sponsoring a submission.
 I intend to upload an Express and Certification Statement signed by the submitter.

Do you have a copy of the PCI Express Statement, signed by the person with knowledge of the assessment/incident, that is ready to be uploaded into eSubmissions?

Yes No

If you wish to propose a new data collection activity featuring automatic PCI validation (i.e., a categorical inclusion) that will be hosted by the DHS PCI Program, contact the PCI team via [Contact Us](#). In the body of the email, please describe the type of template you are choosing, the topic area of the expected incoming content, and the number of expected submissions. [to learn more, please press here](#)

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA) 44 U.S.C. 3501-3520, a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8063 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8063 (20 Feb. 2004)).

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Figure 21: Submitter Type Question Two “YES”

Learn More

- Validation of CI can occur either via manual review on a per-document basis by the PCI Program Office, or it can occur in a more automatic fashion, without the need for constant review, via a legal arrangement called a categorical inclusion.
- A categorical inclusion is a data collection activity with automatic PCI validation approval.
- A specific category of CI is validated by the PCI Program Office (PCIPO) as PCI.
- The approved category usually manifests itself in the form of an approved template. Possible templates include the questions involved in a vulnerability assessment, or the fields included in an incident reporting form.
- Although most inclusions follow a distributed data framework where the Federal entity who was interested in collecting the data, would be the entity to host the incoming data, in certain limited cases the DHS PCIPO can host the data.
- The PCIPO agrees to host the new incoming data, and appoints a PCI Program Manager Designee to oversee the data collection activity.
- A PCIPO Designee agrees to a certain set of responsibilities to protect the new data.
- The submitter of the CI (from either the private sector or a state/local government) visits eSubmissions and signs a PCI Express statement to initiate each submission.
- Submissions identify the facility/asset that is the subject of the assessment or incident.
- The PCIPO, via eSubmissions, will provide an electronic web-based portal for the submitters to use.
- Sponsors can be assured that the portal has a Federal IT Certification & Accreditation (C&A).
- The PCIPO marks up the original PCI, maintains it, and sends back copies to the sponsors.

[OK](#)

Figure 22: Link to Learn More

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PCI Submissions

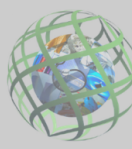
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97% Complete

Submitter Type

Question Two:
Who is submitting this Critical Infrastructure Information?

Answer:
Please choose the appropriate answer below. All fields are required.

I am an owner (or a representative) operator of private or public critical infrastructure; or
 I am a State or local government owner/operator of critical infrastructure; or
 I am a representative from an industry association; or
 I am an individual providing an informed observation of the critical infrastructure.
 I am a Government employee who is sponsoring a submission.
 I intend to upload an Express and Certification Statement signed by the submitter.

Do you have a copy of the PCI Express Statement, signed by the person with knowledge of the assessment/incident, that is ready to be uploaded into eSubmissions?

Yes No

Please download the Express Statement and have an authorized submitter (definitions can be found at top of Express Statement) complete the form before continuing the submission process.


If you do not already have the software to display Adobe Acrobat PDF files then you may download it here.

If you wish to propose a new data collection activity featuring automatic PCI validation (i.e., a categorical inclusion) that will be hosted by the DHS PCI Program, contact the PCI team via [Contact Us](#). In the body of the email, please describe the type of template you are choosing, the topic area of the expected incoming content, and the number of expected submissions. [To learn more, please press here.](#)

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Figure 23: Submitter Type Question Two "NO"

PROTECTED CRITICAL INFRASTRUCTURE INFORMATION*
*Once completed by the Submitter.



U.S. Department of Homeland Security
Cybersecurity & Infrastructure Security Agency
Infrastructure Security Division
Washington, DC 20528

EXPRESS AND CERTIFICATION STATEMENT FORM

PROTECTED CRITICAL INFRASTRUCTURE INFORMATION (PCI) PROGRAM

Submitters may voluntarily submit critical infrastructure information for PCI protection under the Critical Infrastructure Information Act of 2002. All submissions must be accompanied by an Express Statement and a Certification Statement that allows protection of the information throughout the validation process.

EXPRESS STATEMENT

I am submitting this information voluntarily to the U.S. Federal Government in expectation of protection from disclosure as provided by the provisions of U.S. Code Title 6, Chapter 1, Subchapter II, Part B, Section 133, and the Critical Infrastructure Information Act of 2002. **(Please Initial)**

SUBMITTER CATEGORY

I am authorized to submit this information as one of the following **(Please Initial)**:

Owner (or a representative) of a privately or publicly owned company;
 Representative from an industry association;
 Individual providing an informed observation of the critical infrastructure;
 State/local/tribal/territorial government official (that can attest to voluntary participation);
 Other:

CERTIFICATION STATEMENT

To the best of my knowledge the information submitted is not customarily in the public domain. I am not submitting this information to comply with a regulatory requirement. I am not submitting this information to satisfy a regulatory requirement. **(Please Initial)**

ACCESS DISCLOSURE

Individuals eligible to access PCI include Federal, State, Local, Tribal, or Territorial government employees or contractors who meet the following requirements **(Please Initial)**:

- Assigned to homeland security duties related to critical infrastructure demonstrating a valid need-to-know; and
- Current authorized user (to include completion of all required authorized user training); and
- Such individuals must comply with the requirements stated in the Critical Infrastructure Information Act of 2002 and the Final Rule (6 C.F.R. part 29).

Knowing or willful false representations provided in this submission may constitute a violation of 18 U.S.C. 1001 and are punishable by fine and imprisonment.

Signature: Date:

**** Continued on Next Page ****

CISA | DEFEND TODAY, SECURE TOMORROW 1

cisa.gov/pci | PCI-Assist@cisa.dhs.gov | 866-844-8163 | [LinkedIn.com/company/cisagov](https://www.linkedin.com/company/cisagov) | [@CISAgov](https://twitter.com/CISAgov) | [Facebook.com/CISA](https://www.facebook.com/CISA) | [@cisagov](https://www.instagram.com/cisagov)

PROTECTED CRITICAL INFRASTRUCTURE INFORMATION*
*Once completed by the Submitter.

Figure 24: Express and Certification Statement Form

Submission Sponsor Information: The sponsor must complete all required fields. Then select “Continue” to proceed to the Submitter Information page.

Note: If required fields are not properly completed, a red error message appears beneath the field(s) notifying the sponsor what is required. The sponsor cannot proceed until all required fields are complete.

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PCII Submissions

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97% Complete

Submission Sponsor Information

Please provide the appropriate sponsor information below. * = Required field.

*First Name:

*Last Name:

*Phone:

Extension:

*Email:

*Verify Email:

*Government Office Entity:
When entering your Government office Entity, please describe the level of government (State/county/city, etc.) and your full office name. Please avoid the use of acronyms.

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA)(44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1220, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1220, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)).

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Figure 25: Submission Sponsor Information

Submitter Information: The sponsor must complete all required fields then select “Continue” to proceed to the Point of Contact information page.

Note: If selecting United States of America as the country, the system automatically populates the state and city fields with values derived from the zip code. The state and city fields are derived from official US Post Office data. This substitution includes other pages that include the Zip Code field.

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16% Complete

Submitter Information

Please provide the appropriate submitter information below. * = Required field.

*First Name: *Last Name:

*Organization: *Position Title:

*Email: *Verify Email:

*Phone: Extension:

*Address: Address 2:

*Country: *State:

*Zip Code: *City:

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA)(44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1220, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1220, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)).

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Figure 26: Submitter Information

Point of Contact Information: The sponsor can either designate a new contact or select “Same as Submitter” to automatically complete the submitter information entered on the previous screen. Then select “Continue” to proceed to the Nature of Submission page.

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34% Complete

Point of Contact Information

Complete this section if you want to designate a Point of Contact for the PCI Program to communicate with that is different than the poc previously identified. * = Required field.

Same as Submitter

*First Name: *Last Name:

*Organization: *Position Title:

*Email: *Verify Email:

*Phone: Extension:

*Address: Address 2:

*Country: *State:

*Zip Code: *City:

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA)(44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)).

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Figure 27: Point of Contact Information

Nature of Submission: The sponsor must complete all fields on the Nature of Submission page then select “Continue” to proceed to the Critical Infrastructure Information page.

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53% Complete

Nature of Submission

Please provide some background information on your submission. * = Required field.

*Please provide a description of the critical infrastructure (Example: what is the purpose of the critical infrastructure)

*Do we need any special software to open the file(s) you are submitting? If yes, please provide the name(s) of software needed or any additional instructions.

*Are there any legal matters that we need to know about, such as pending litigation? If yes, please provide additional details.

<< Back Cancel Continue >>

Under the Paperwork Reduction Act of 1995 (PRA)(44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8083 (20 Feb. 2004)).

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Figure 28: Nature of Submission

Note: If selecting the “Tool Tip” icon located at the end of the sentence of the third section, a pop-up states, “Please describe any pending litigation related to this submission.” Select “OK” to return to the screen.

Figure 29: Litigation Information

Critical Infrastructure information: If the asset is Physical, the submitter must complete all fields on the Critical Infrastructure Information page. If the asset is Cyber, then the State/Province, Zip/Postal Code and City are not required. A Cyber asset is defined as a non-physical system such as computer software. The submitter must identify the sector that best describes the critical infrastructure sector being submitted.

Note: Multiple sectors **can be selected** by selecting one sector while holding the Ctrl Key and then selecting additional sector(s). Then select “Continue” to proceed to the Express Statement page.

Figure 30: Critical Infrastructure Information

Upload Express Statement: The sponsor selects the Express Statement box and uploads a copy of the submitter’s Express and Certification statement from their computer then selects “Continue” to proceed to the File Upload Wizard page.

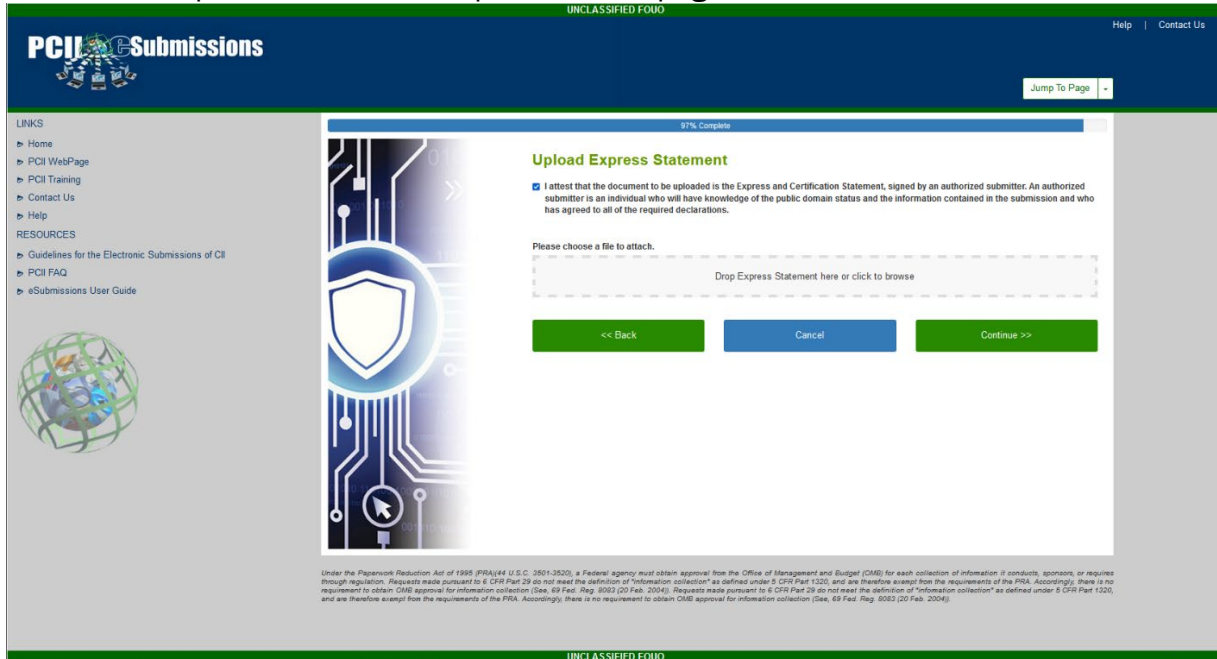


Figure 31: Upload Express Statement

File Upload Wizard: The sponsor must enter a brief description and upload at least one file in order to continue the submission. Up to 100 files can be uploaded with a limit of up to 1 gigabyte (GB) size total. The sponsor can drag files into the area designated for uploading files or select on the designated area to open the browser for selecting one or more files to be uploaded. The sponsor must select “I attest the information I am uploading does not contain classified information” then select “Continue” to proceed to the Submission Overview page.

Ensure all passwords (viewing/editing) are removed from document(s) before uploading.

Note: If more than 100 files are selected or the total size exceeds 1GB, an error message pops up with an explanation of the error. The submitter must correct as appropriate and try again or contact the PCII Program Office to discuss other means to submit the information.

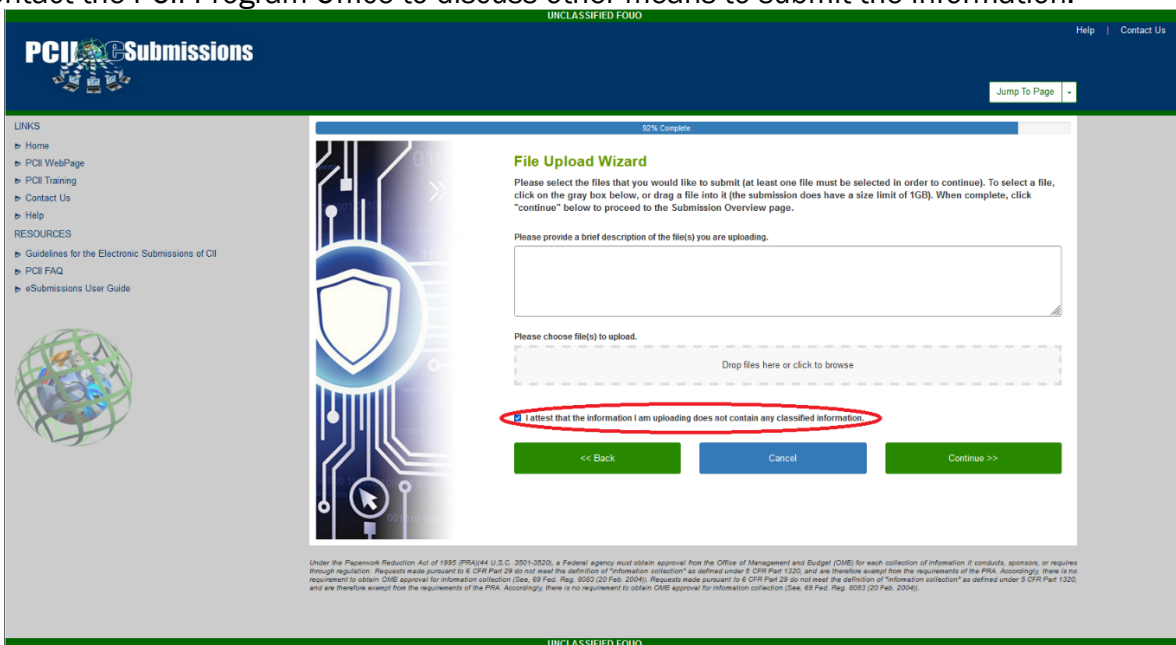


Figure 32: File Upload Wizard

Submission Overview:

The sponsor can review all information for accuracy before selecting “Submit.” All fields are in a “read-only” format. If the sponsor needs to change any part of the submission, select “Edit” link on the Submission Overview page located on the top right side of each section. The selected information may then be edited. The sponsor can also navigate directly to previous pages via the drop down in the top right of the screen.

Once the sponsor is ready to submit their CII, scroll to the bottom of the page and select “Submit.” The sponsor sees a pop-up showing the submission status. The Submission Status pop-up shows the form data and file uploads as either successful or not successful. If successful, the sponsor selects “OK” to continue. If a file upload fails, a notification of which file(s) is included in the pop-up. The sponsor then selects “OK” to continue and can submit again once they fix the failed file. The sponsor is directed to the Submission Confirmed page.

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97% Complete

Submission Overview

Please review the information below.

Sponsor Information

*First Name: *Last Name: [edit](#)

*Email: *Verify Email:

*Phone: Extension:

*Government Office Entity:

Submitter Information

*First Name: *Last Name: [edit](#)

*Organization: *Position Title:

*Email: *Verify Email:

*Phone: Extension:

Under the Paperwork Reduction Act of 1995 (PRA) (44 U.S.C. 3501-3520), a Federal agency must obtain approval from the Office of Management and Budget (OMB) for each collection of information it conducts, sponsors, or requires through regulation. Requests made pursuant to 5 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8063 (20 Feb. 2004)). Requests made pursuant to 6 CFR Part 29 do not meet the definition of "information collection" as defined under 5 CFR Part 1320, and are therefore exempt from the requirements of the PRA. Accordingly, there is no requirement to obtain OMB approval for information collection (See, 69 Fed. Reg. 8063 (20 Feb. 2004)).

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Figure 33: Submission Overview

Submission Confirmed: This page contains an automatically generated CII submission number. The sponsor can return to the eSubmissions home page or begin a new submission. If beginning a new submission, the sponsor is redirected to the “Submission Type” page by selecting “Begin New Submission.” All previous point of contact information entered is retained. When selecting “Home” or exiting the page/closing the browser *all previous data input is purged*. The sponsor receives an email notifying them of a successful submission.

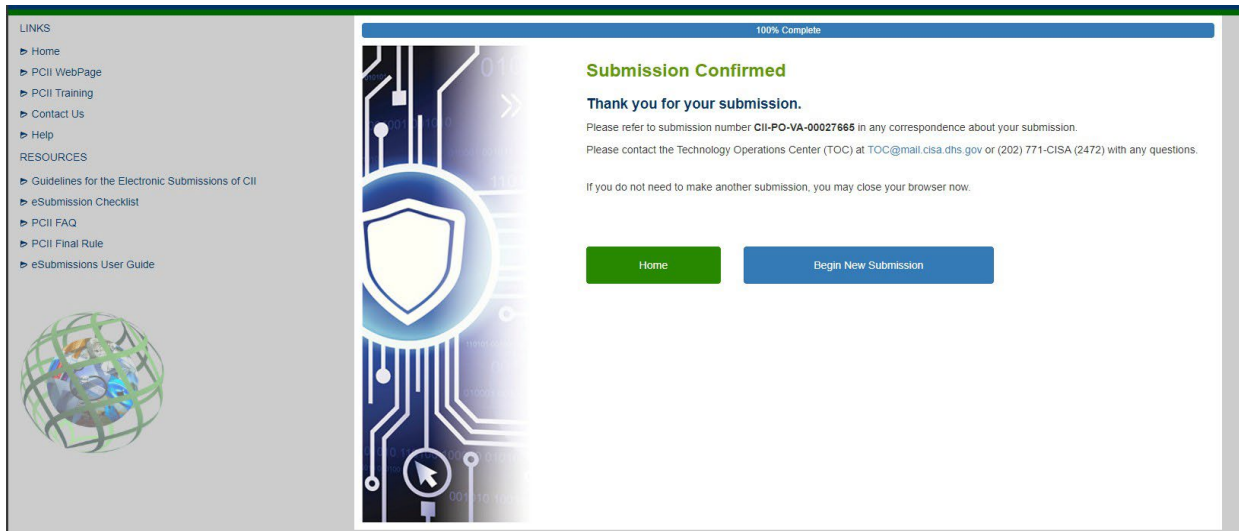


Figure 34: Submission Confirmed

eSubmissions automatically emails the sponsor and the submitter indicating the submission was successful.

4.0 Assistance and Additional Information

For PCII Program questions please contact the PCII Program Office at: PCII-Assist@cisa.dhs.gov

For additional information on the PCII Program please visit our website at: [Protected Critical Infrastructure Information \(PCII\) Program | CISA](#)

For any technical problems using this site, please contact the CISA Technology Operations Center at TOC@mail.cisa.dhs.gov.

Appendix: Acronym List

| ACRONYM | TERM |
|--------------|-------------------------------------------------|
| CII | Critical Infrastructure Information |
| CII Act | Critical Infrastructure Information Act of 2002 |
| DHS | Department of Homeland Security |
| eSubmissions | Electronic Submissions |
| FAQ | Frequently Asked Questions |
| GB | Gigabyte |
| PCI | Protected Critical Infrastructure Information |