

# NCAH PORTAL news for CVB

## Archiving your documents from the NCAH Portal

Do you have a process in place for saving your documents from the NCAH Portal? If you don't, you could be at risk for losing important documents and not being in compliance with 9 CFR Part 116.8.

**Items are only available in the NCAH Portal for 60 days after the completion date.**

Why would we do that, you ask? The security of your information is one of our top priorities so we want to mitigate as many of the risks as we can. Limiting the time your records are available via the NCAH Portal is just one of the ways we keep your firm's confidential business information secure. **The NCAH Portal is designed to be a *transmission* tool, not a *retention* tool.** Also, failure in being able to provide a CVB inspector substantiation of an approval or authorization may result in compliance issues.

[The "How to Use Account Details" user guide was recently updated with more details and clarifying information. Check it out!](#)

## Things to remember when saving your items from the NCAH Portal

- Use a process that is within the 9 CFR Part 116 requirements for reports and records.
- If you are saving a document that has been digitally signed, remember that those documents only have authenticity in digital form. The text comprising a digital signature has no particular standing when printed on paper. Always keep the digital file for proof of authenticity.
- Be careful renaming signed documents. Some signatures are compromised by opening the document and doing "Save As". Instead, rename the document via Windows Explorer with the file closed.
- If you want to compile various CVB response files into one working pdf file for archival (example: a signed APHIS 2071 form, a separate comments page, and the experimental label) we recommend that you save any digitally signed documents separately as well, so that you continue to have a back-up document with an authenticated signature that has not undergone changes since signing.

## Important Information regarding Security Awareness

The Information Security Awareness and Rules of Behavior document (aka Security Awareness Document) that every NCAH Portal user must read before gaining access has been updated for Fiscal Year 2017. You do not need to read this document again if you've already done it in the past year—it's required annually, not every time there is an update to the document.

**There is an important topic in security awareness that deserves special emphasis... Password Protection.**

### What you should know:

- You are **responsible and accountable** for any actions taken under your user ID.
- If it is found that a firm is **sharing eAuthentication passwords**, it is considered a reportable offense to eAuthentication authorities, which may impact that firm's ability to access the NCAH Portal, as well as be a **regulatory violation**.
- Protect your passwords from access by other individuals.
- **Never give a password to another person**, including a supervisor or a computer support person.
- Do not ask anyone for their password.

## What we're working on for future issues...



Digital Signatures—What you need to know



Helpful Tips for using the Portal



You Asked, We Answered

We need questions for our "You Asked, We Answered" section!  
What do you want or need to know about the NCAH Portal?

