

1.1.1.1 Task Order: HSTS02-04-R-SCR009

# Transportation Worker Identification Credential Project (TWIC), Phase III

# Transportation Security Administration (TSA)



**TSA TWIC PHASE III  
CSV FILE INSTRUCTIONS  
Version 1.0**

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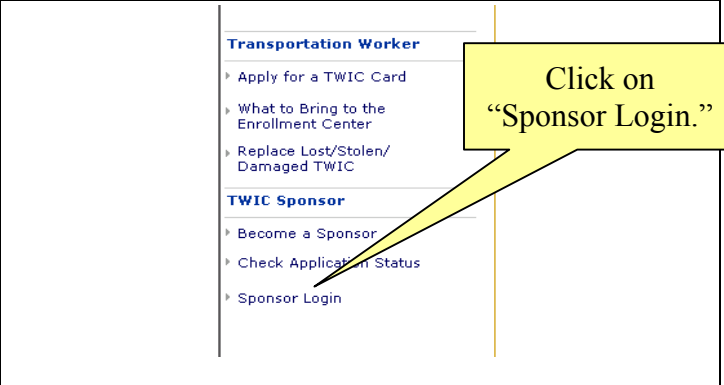
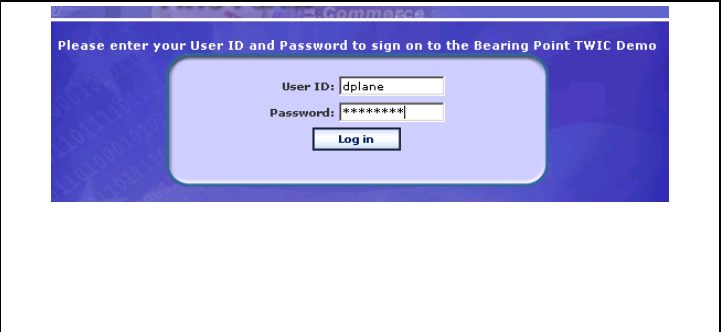
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## 1.0 CSV OVERVIEW

Data tables are presented in Comma Delimited, CSV text file format. Although this file format allows for the data table to be easily retrieved into a variety of applications, they are best viewed within one that will allow one to easily manipulate data that is in columnar format. Common examples of such applications are those that are used to create spreadsheets and databases. The CSV ("Comma Separated Value") file format is used by the TWIC Portal to exchange data between disparate applications. If you don't have access to either a spreadsheet or a database application, you can also retrieve the data table file into either an ASCII text-editing or a word-processing application. However, since neither of these two application types has the facility to easily format the width of the data columns, quite a bit of manual reformatting will be required to properly view the data. Before you save the file, it is recommended that you view it first to make sure that it contains the data you are interested in.

### 1.1 Viewing the CSV File Template

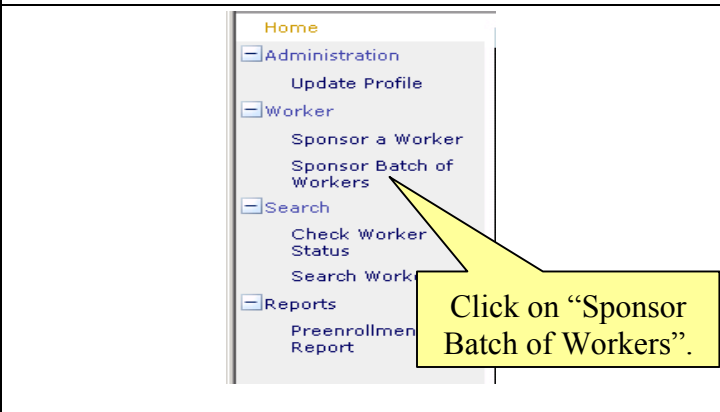
In order to access the CSV file template, follow the directions below.

<p>From the TWIC website, the sponsor POC can access the TWIC Portal by selecting the "Sponsor Login" link.</p>	 <p>The screenshot shows a web menu with two main sections: "Transportation Worker" and "TWIC Sponsor". Under "Transportation Worker", there are links for "Apply for a TWIC Card", "What to Bring to the Enrollment Center", and "Replace Lost/Stolen/Damaged TWIC". Under "TWIC Sponsor", there are links for "Become a Sponsor", "Check Application Status", and "Sponsor Login". A yellow callout box with the text "Click on 'Sponsor Login.'" has an arrow pointing to the "Sponsor Login" link.</p>
<p>After this link is selected, the TWIC Portal login screen will appear. In order to access the TWIC Portal, the sponsor POC would enter the login ID that was sent in the sponsor approval email and the password that was selected in the sponsor POC section of the sponsor application. After that information has been entered the sponsor POC would select the "login" button.</p>	 <p>The screenshot shows a login screen with a blue background. At the top, it says "Please enter your User ID and Password to sign on to the Bearing Point TWIC Demo". Below this, there are two input fields: "User ID:" with the text "dplane" and "Password:" with asterisks. A "Log in" button is located below the password field.</p>

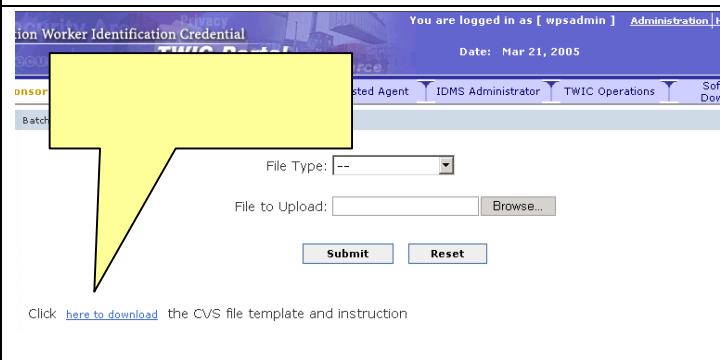
Once the correct information is entered, the TWIC Portal homepage will appear. From here, a sponsor can perform a variety of functions by clicking on the various links on the left-side navigational bar.



Click on the Sponsor Batch of Workers link.



The following screen will appear. You can use the link at the bottom of the page to access the CSV template that is used for upload of a batch of workers.



The CSV template will appear in excel format.

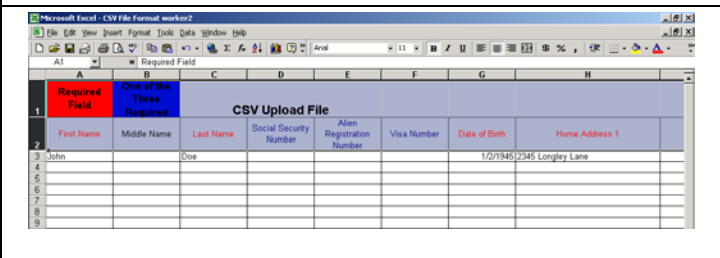


Figure 1: Viewing the CSV File

Alternately, you can also save the file by highlighting the CSV link, right-clicking, and then selecting "Save Target As." Make sure that you save the file as a CSV Text Document.

## 1.2 Filling out the CSV File

Within the CSV file format used for TWIC, each record is one line. Fields are separated with commas within the file (example *Mary,Smith,122 any st.,"Town, State",08123*) when read in text format. However, in excel, each field is a separate column. Note that leading and trailing space-characters adjacent to comma field separators are ignored.

This means that *Mary , Smith ,...* becomes "Mary" and "Smith". Space characters can be spaces or tabs. No fields within the TWIC CSV would require an embedded comma, however, if an embedded comma were necessary, the fields with embedded commas must be delimited with double-quote characters. Therefore, in the above example "Town, State" had to be delimited in double quotes because it had an embedded comma.

The user should fill out as much information as possible, but at a minimum must fill in the required fields before the CSV file will be ready for submission. The required fields are as follow:

- First Name
- Last Name
- Either Social Security Number, Alien Registration Number, or Visa Number
- Home Address 1
- Home City, State, Zip, Country and Phone
- User ID

If any of these fields are not filled out for a record, that record will not be processed successfully.

The majority of the fields in the CSV file do not have conventions or character limits. The fields that do have convention or character limits follow. For additional information, see *Appendix B*.

Field	Character Length/Convention
Social Security Number	11 characters total, which allows for the social security numbers and two hyphens.
Date of Birth	Only numbers in <i>mm/dd/yyyy</i> format.
Home State	2 letters
Home Zip	Either: 5 numbers 5 numbers, a hyphen, and then 4 more numbers
Home Country	Only acceptable home country is USA
Gender	1 letter: M for male F for female

Figure 2: Character Limits and Conventions

Once the sponsor has provided at least the required fields using the above character limits and conventions for each of the employees that need sponsorship the file can be saved.

Note that in the CSV file that can be downloaded from the TWIC Portal, the first record is a header record containing column (field) names. This has been provided to make it easy for you to fill in the information by using the column headings. However, once the CSV file has been completed, it must be saved without the header record. To do this, follow the instructions below.

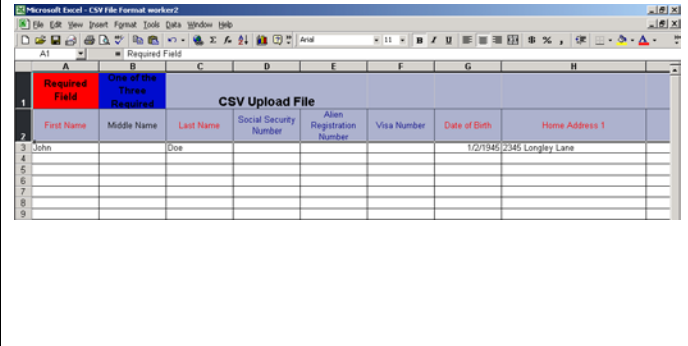
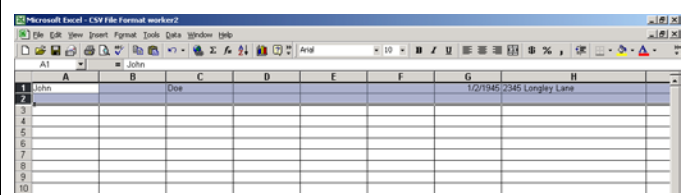
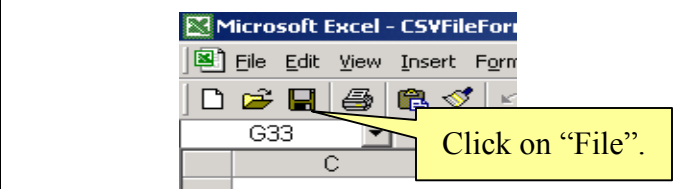
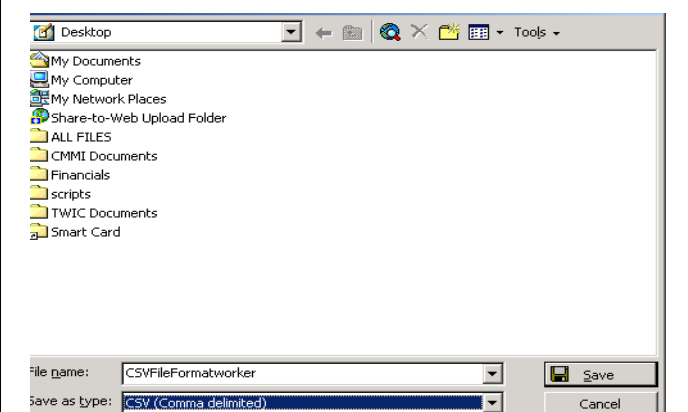
<p>Highlight the first two rows of the file that contain the column header information by clicking down from row 1 to 2 while holding down the left button of your mouse. The cells should be highlighted in gray.</p> <p><b>NOTE:</b> If you did not type over the sample record information, you will need to also delete that row.</p>	
<p>Right click on your mouse and a dialog box with options will appear. Click "Delete". The file should now have the first record as row 1.</p>	
<p>To save the file, click on the file icon at the top left hand corner of the window. From the options, click on "Save As".</p>	
<p>The following pop-up box appears. Pick a file name and under "Save as Type", select CSV. Then click on the "Save" button.</p>	

Figure 3: Saving a file in CSV format

### 1.3 Uploading a CSV File

To upload a CSV file, follow the directions below.

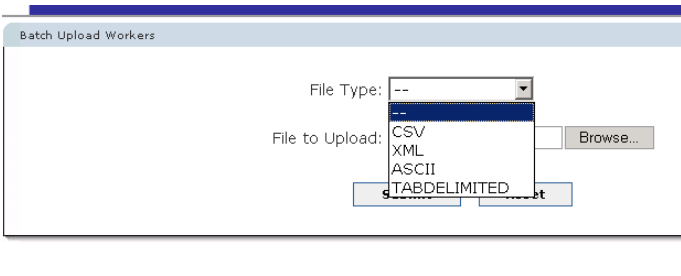
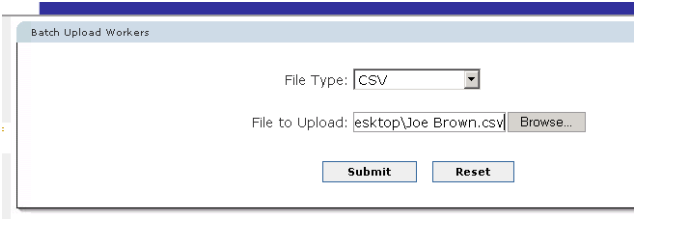
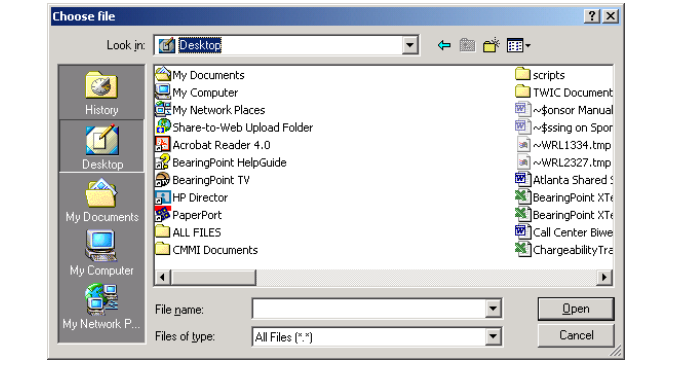
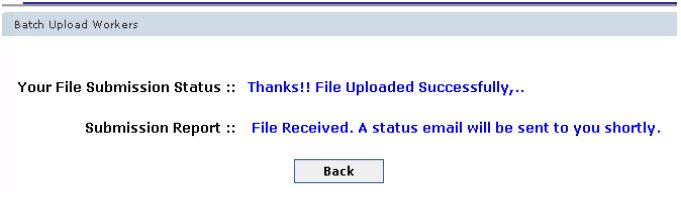
<p>The first step in uploading a file is to select the “File Type” from the dropdown menu, as shown in the figure above. In this example, the file type is set to CSV.</p>	
<p>After the file type has been selected, the “browse” button should be selected. The “browse” button allows you to search for and attach the file from your desktop or disk drive.</p>	
<p>Click on the desired file and then on the open button to attach the file.</p>	
<p>Once the file is attached, the sponsor selects the “submit” button to transmit the file to the system. The successful upload screen will appear.</p>	

Figure 4: Uploading a CSV File









### 3.0 APPENDIX B

The following table provides the field name and any character limits or conventions that apply to

This spreadsheet provides the field names and formats that should be used for each. Please use these formats, as if the fields are not filled out correctly you will encounter problems uploading the CSV file and some of the records may not be correctly processed. For further information on CSV files and uploading see the FAQs section on the TWIC Portal.

Field	Field Format Explanation
First Name	Enter your first legal name
Middle Name	Enter your middle legal name
Last Name	Enter your last legal name
Social Security Number	Enter your social security number without dashes. The number should be 9 digits long. (Ex. 444444444)
Alien Registration Number	Enter your Alien Registration Number without dashes. This number is usually 8 digits, but can sometimes be a 7 digit number. (Ex. 66666666)
Visa Number	Enter your Visa Number without dashes. This number is usually 8 digits long. (Ex. 55555555)
Date of Birth	Enter your date of birth in <i>mm/dd/yyyy</i> format.(Ex. 09/18/1980)
Home Address 1	Enter your home address with numbers and text
Home Address 2	Enter your home address with numbers and text
Home City	Enter your home city with text only
Home State	Enter your home state in text only and with only two letters. (Ex. Virginia = VA, Florida = FL, etc.)
Home Zip	Enter your five digit home zip code. If you have a nine digit home zip code, enter it with a dash between the first five and the last four digits. (Ex. 20007 for a five digit zip code or 20007-2134 for a nine digit zip code)
Home Country	Enter USA
Home Phone	Enter your home phone number including area code without dashes. This number should be 10 digits long. (Ex. 5555555555)
Fax	Enter your home fax number including area code without dashes. This number should be 10 digits long. (Ex. 5555555555)
Suffix	Enter a suffix if you have one in the following format: Junior - Jr. Senior - Sn. Mister - Mr. Misses - Mrs. Ms. - Miss First, Second, Third - I, II, III ect.
Alias	Enter a name other than your legal name that you go by

each.

Transportation Worker Identification Credential (TWIC) Project, Phase III

CSV File Instructions

Version 1.0

March 21, 2005



Gender	Enter your gender with one letter in the following format: Male - M Female - F
Office Address 1	Enter your office address with numbers and text
Office Address 2	Enter your office address with numbers and text
Office City	Enter your office city with text only
Office State	Enter your office state in text only and with only two letters. (Ex. Virginia = VA, Florida = FL, etc.)
Office Zip	Enter your five digit office zip code. If you have a nine digit office zip code, enter it with a dash between the first five and the last four digits. (Ex. 20007 for a five digit zip code or 20007-2134 for a nine digit zip code)
Office Country	Enter USA
Office Phone	Enter your office phone number including area code without dashes. This number should be 10 digits long. (Ex. 5555555555)
Office Extension	Enter your office extension without dashes and in numbers only
Office Fax	Enter your office fax number including area code without dashes. This number should be 10 digits long. (Ex. 5555555555)
Office Email	Enter your office email address. Do not include www in your e-mail as that refers to web pages and not e-mail accounts. (Ex. Johndoe@sample.com)
Office Room Number	Enter your office room number
Email	Enter your email address. Do not include www in your e-mail as that refers to web pages and not e-mail accounts. (Ex. Johndoe@sample.com)
Transportation Mode	Enter the transportation system you work in: Maritime Aviation Trucking Rail Mass Transit Pipeline Headquarters Other
Company Name	Enter your company name. (Ex. Carnival Cruise Lines, JB Hunt Trucking, Delta Airlines, etc.)
User ID	Enter a unique ID for the transportation worker within your organization. This could be the Employee ID, Personal ID, or any other unique ID.
Payment Flag	Yes or No answer required here. Refers to if organization or individual will be paying for the card fee.
Card Type	Enter the card type used for fee payment here. (Ex. VISA, Mastercard, American Express, etc.)

Remember to delete the first three rows of the CSV template before attaching it for submittal through the TWIC portal. A sample record has been provided for a John Doe. You can access the template by clicking on the "CSV File Template" on the bottom of the Excel program window.