



CERTIFICATION PROGRAMS

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Bulletin Title:	Updates to Certification Online Portal
Inquiries:	certification@aisc.org
To:	All participants

AISC Certification is adding new features to our online portal that will increase the number of users per company, add crucial reminders, and streamline both our invoicing and Corrective Action Request (CAR) evidence submittal processes.

Increasing Portal Users

User access is expanding to include accounts payable, principal officer, and quality contacts! (Previously, only the certification contact had access to the portal.) We will roll out the new logins on a weekly basis to line up with the issuing of your renewal audit notification. New users will receive welcome emails with instructions for use as soon as their account is granted portal access.

New Notifications

You will now receive helpful reminders when it's time to update your company profile information, submit a certificate scope change application, or conduct your internal audit before your firm's next renewal audit.

Invoice Notification

We're making it easier to submit invoices! With the new update, you'll be able to locate everything you need under the "Invoices" tab in the portal. The principal officer, accounts payable, and certification contacts will receive emails informing them of the audit date and invoice renewal availability .



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Streamlining CAR Evidence Submittals

We have also reduced the number of clicks required to successfully upload and submit your CAR evidence. Click [here](#) for our updated instructions.

Questions?

For more information regarding the portal, please visit our [Participant Portal Information page](#), where you'll find a helpful video that will walk you through the portal and its features, along with user instructions and FAQs.

If you have any questions, please contact AISC Certification at certification@aisc.org or 312.670.7520.