



SQFAD Company Re-Registration Guide

Re-registration for Existing Suppliers

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To find the most current costs for SQFI SQFAD company registration(s), check out our website, www.sqfi.com, under the “Suppliers” tab, then “Costs.”

STEP 1: LOG INTO SQFAD

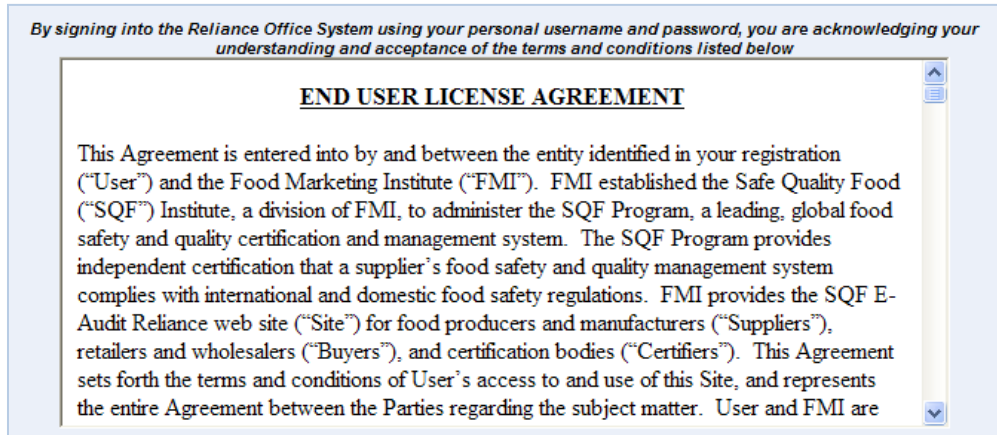
Log in to SQFAD via the SQF website, www.sqfi.com, under the “Suppliers” tab, then “Existing Users.”

Type your username and password into the fields as demonstrated below. If logging into SQFAD for the first time, you will be prompted to change your password for security purposes and select your time zone.

If at any time you have lost your password, simply type in your username then select “**Forgot your password?**” **Your username must first be entered in order to use this feature.** This will generate an automated email from the system to the email address on file. **If you do not receive this email immediately, be sure to check your spam filter.**

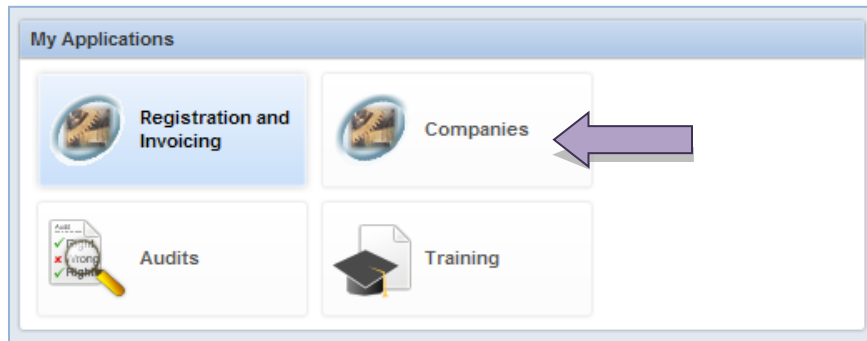
Use the temporary password received from your email to login and reset the password when prompted. Password rules will be listed for you, as shown below. When completed, select “**OK.**” Do note that you also have the opportunity to change your login information in your user profile within the system (refer to “Editing My User Profile User Guide”).

IMPORTANT: Please read the “End User License Agreement” located on the SQFAD login page. By signing into the SQFAD System using your personal username and password, you are acknowledging your understanding and acceptance of the terms and conditions listed therein.



STEP 2: ACCESS THE RE-REGISTRATION FORM

To access the Company Re-registration form, select the “Companies” application.



A new tab will open for you at the top of your page within the system, similar to that of a web browser. On this tab you will see a list of sites registered to your for which you are a primary contact. Click on the site you would like to re-register.

IMPORTANT: Users can only re-register companies with an ‘Expired’ or ‘Due for Re-registration’ status.

Company Name	Company Type	Site Type	Address 1	Country	State / Province	Registration Status
Targeted Pet Treats, LLC	Supplier	Single Site	151 Struthers St.	UNITED STATES	Pennsylvania	Expired
Safe Feed / Safe Food Test Company	Supplier	Single Site	1501 Main Street	UNITED STATES	Virginia	Registered
AFIA Test Company	Supplier	Single Site	2345 Crystal Drive	UNITED STATES	Virginia	Registered
City Wok	Supplier	Single Site	123 Road	UNITED STATES	Colorado	Registered

Supplier # 8722 Created by Andrea Miller on Jun 27, 2012 12:50:41 PM

Registered
Due for Re-registration
Expired


Basic | Access Control | All Tabs

Last Comment Comments ([Add](#) | [View History](#))

System, Aug 17, 2014 6:10:36 AM, Expired:

Company Information

Company Number
8722

Re-register 

Company Name
* Test Company

Company Type
Supplier

Site Type

STEP 3: ENTER YOUR BILLING INFORMATION

After selecting “**Re-register**” users are brought to the re-registration form, featured below. You will notice your company billing information is pre-populated.

NOTE: **Any field denoted with a red asterisk is required.** Text must be entered within these fields in order to submit your company(s) registration.

Registration
Payment Processing
Complete

Registration Information | All Tabs

Registration

Is your Company/site registered with SQFI?
 Yes No
 Registration Type
Re-registration

ⓘ In the event that your company information needs to be updated, please inform the contact that is re-registering that they will be able to make changes after they re-register the company.

Company / Companies to Re-register
 * Second Batch Testing

Billing Information

First Name Last Name User Name (no spaces)

Job Position E-mail

Company Name

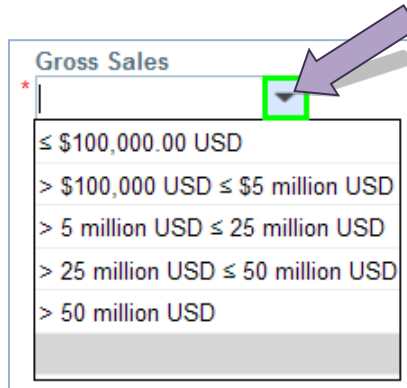
Company Address 1 Company Address 2

Company Country

Company City Company State/Province Company Postal Code

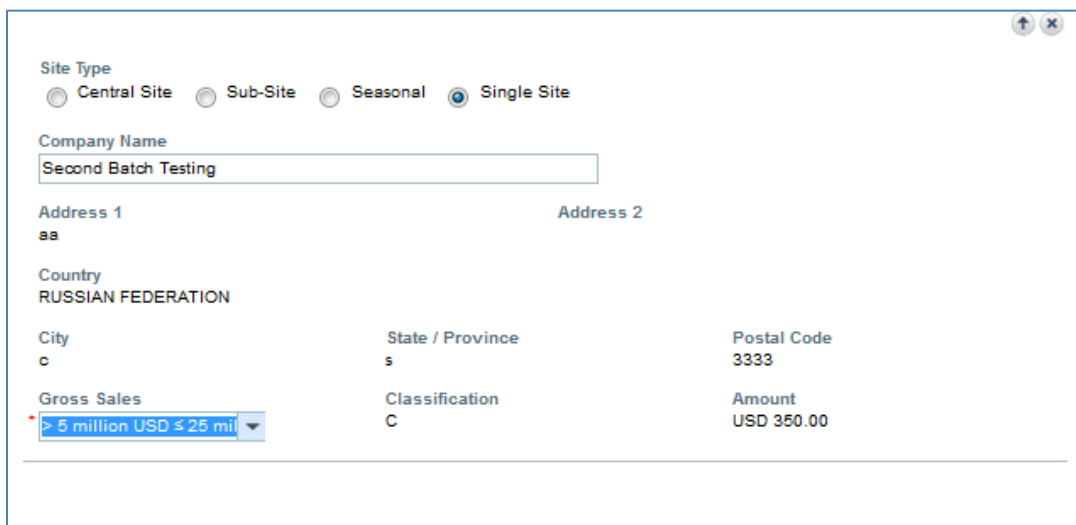
STEP 2: ENTER GROSS SALES

- 1) Select the your company's gross sales range from the drop-down box to calculate your fee and generate the payment method fields. These fields are not editable, as they are associated with the particular annual gross sales range you selected. You will need to have this completed for each company you are re-registering.



Gross Sales

- ≤ \$100,000.00 USD
- > \$100,000 USD ≤ \$5 million USD
- > 5 million USD ≤ 25 million USD
- > 25 million USD ≤ 50 million USD
- > 50 million USD



Site Type
 Central Site Sub-Site Seasonal Single Site

Company Name
Second Batch Testing

Address 1
aa

Address 2

Country
RUSSIAN FEDERATION

City
c

State / Province
s

Postal Code
3333

Gross Sales
* > 5 million USD ≤ 25 mil

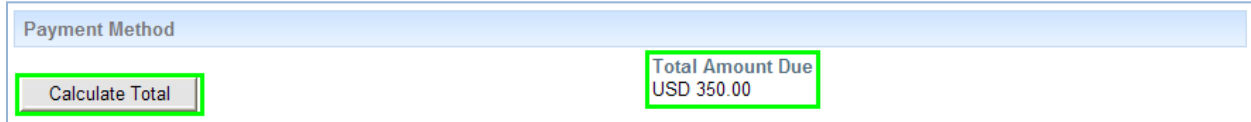
Classification
C

Amount
USD 350.00

NOTE: The most current costs for SQFI SQFAD company re-registration can be found on our website, www.sqfi.com, under the "Suppliers" tab, then "Costs."

STEP 4: ENTER PAYMENT INFORMATION & FINALIZE

- 1) When you have entered your gross sales, the payment method fields will appear, along with your total amount due. **“Calculate Total.”** The **“Total Amount Due”** will populate for you to the right.



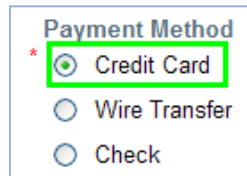
The screenshot shows a light blue header bar labeled "Payment Method". Below it, there is a "Calculate Total" button on the left and a "Total Amount Due" field on the right, which contains the text "USD 350.00".

- 2) You may now choose your payment method. You have three options: credit card (preferred), wire transfer, or check.

NOTE: If you choose to pay for your company re-registration(s) by **wire transfer or check**, it can take up to **2-4 weeks** for SQFI to receive and process payments. It is **highly** recommended that that you pay by credit card for immediate processing if you have an SQFI audit within two weeks of your registration expiry date.

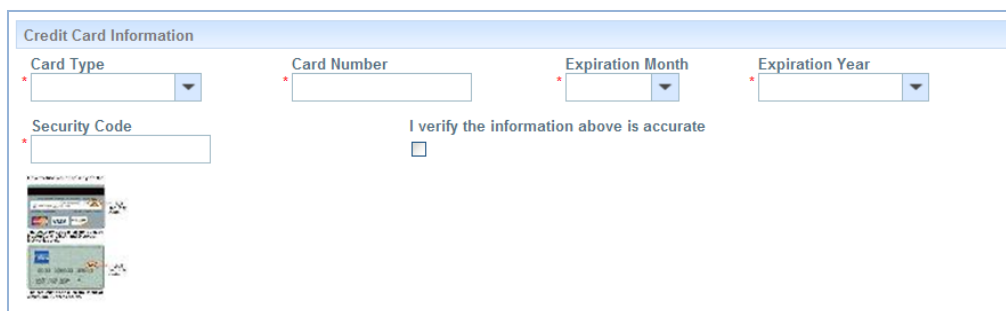
PAYMENT BY CREDIT CARD

Select the **“Credit Card”** radio button in the Payment Method area.



The screenshot shows the "Payment Method" section with three radio buttons: "Credit Card", "Wire Transfer", and "Check". The "Credit Card" radio button is selected and highlighted with a green box.

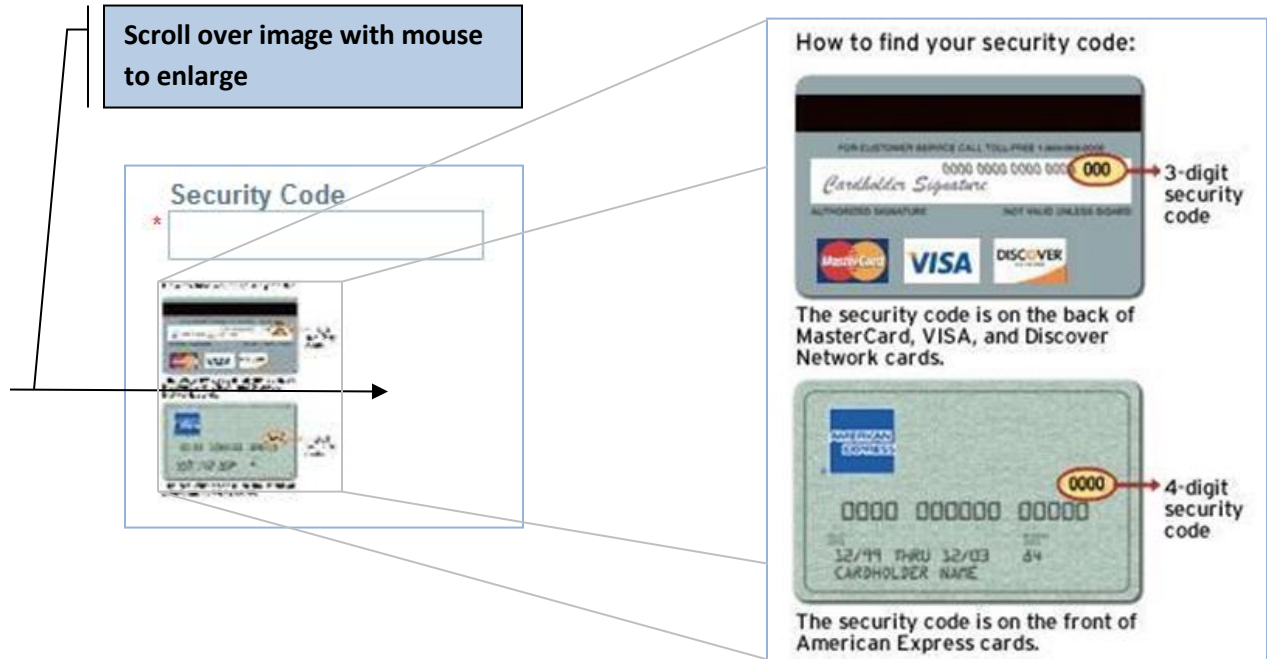
When selecting the **“Credit Card”** radio button, empty credit card fields will populate for you in the **“Credit Card Information”** area.



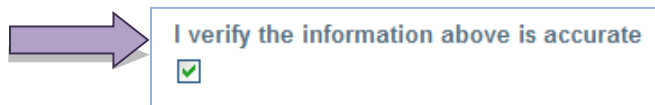
The screenshot shows the "Credit Card Information" section. It contains four input fields: "Card Type" (a dropdown menu), "Card Number" (a text box), "Expiration Month" (a dropdown menu), and "Expiration Year" (a dropdown menu). Below these fields is a "Security Code" field and a checkbox labeled "I verify the information above is accurate". At the bottom left, there is a small image showing a credit card with a security code highlighted.

Fill out each field with the appropriate information.

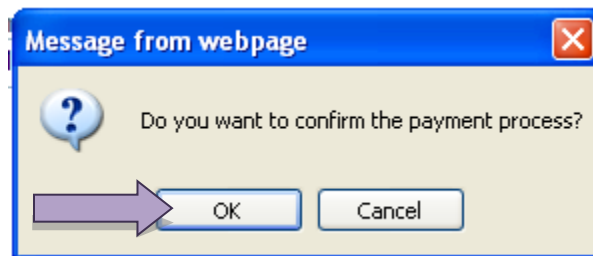
NOTE: For the **“Security Code”** field, an image for assistance is provided for you on how to locate the security code on your credit card. Simply roll over the image with your mouse to enlarge the image for viewing purposes.



Once having entered all of your credit card information, check the check box titled **“I verify the above information is accurate.”** Then click **“Submit Payment”** to pay for the registration.



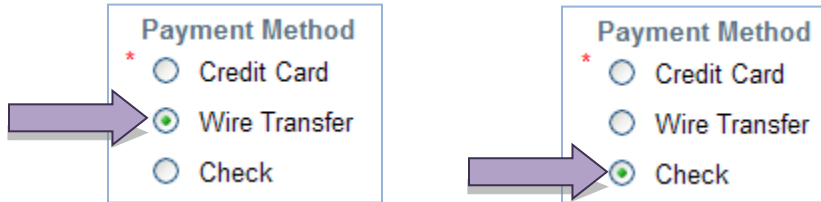
Once selecting **“Submit Payment,”** you will be prompted with the following message. Select **“OK.”**



If your credit card payment has processed successfully, you will be prompted to generate your receipt. If you are to have any issues generating your receipt, contact SQFI for further assistance at sqfibilting@sqfi.com.

PAYMENT BY CHECK/WIRE TRANSFER

Select **“Wire Transfer”** or **“Check”** in the Payment Method area.



If you select **“Wire Transfer”** or **“Check,”** you will be prompted with the following message.

If your audit is due within 2 weeks, it is highly recommended that you pay by credit card as it can take up to 10 calendar days for SQFI to receive and process payments by wire transfer or check.

If you would like to change your payment method, simply select **“Credit Card”** within the **“Payment Method”** area.

If you would like to continue with your payment by **“Wire Transfer”** or **“Check,”** then select **“Submit.”**

You will receive an email containing your invoice within two business days. Please note that the invoice will be emailed to the Billing Contact email address entered in the Registration form within the system.

If you do not receive an email containing your invoice within two business days, please check to see if it was captured in your spam filter. If not, contact SQFI for further assistance at sqfibilling@sqfi.com.

NOTE: Company(s) have expired will not be active within SQFAD until payment has been received and processed in full by SQFI.

To log out of the SQFAD system at any time, simply enter your portal, then select **“Log Out”** via the top right hand corner of your screen. You will be prompted to save any incomplete information prior to logging out of the system.

A screenshot of a user profile bar with a blue background. The text reads 'Josh Richards | America/New York | About Reliance | Logout'. A purple arrow points to the 'Logout' link on the right side of the bar.