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](http://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](http://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.

**END USER LICENSE AGREEMENT**

This Agreement is entered into by and between the entity identified in your registration ("User") and the Food Marketing Institute ("FMI"). FMI established the Safe Quality Food ("SQF") Institute, a division of FMI, to administer the SQF Program, a leading global food safety and quality certification and management system. The SQF Program provides independent certification that a supplier’s food safety and quality management system complies with international and domestic food safety regulations. FMI provides the SQF E-Audit Reliance web site ("Site") for food producers and manufacturers ("Suppliers"), retailers and wholesalers ("Buyers"), and certification bodies ("Certifiers"). This Agreement sets forth the terms and conditions of User’s access to and use of this Site, and represents the entire Agreement between the Parties regarding the subject matter. User and FMI are

**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.
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.
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.

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.

![Payment Method Table]

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 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.

![Credit Card Radio Button]

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

![Credit Card Information]

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 sqfibilling@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.