

FACILITY	AUDITS	RATE	CHARGE
147899 - AAA TEST COMPANY 1 (CLOSED)	Safe Feed/Safe Food (Request Nbr: 1375)	\$250.00	\$250.00
Subtotal			\$250.00
Total Registration Fee			\$250.00

Enrollment Billing Discount

ENROLLMENT	DISCOUNT CODE
Assessment Database	<input type="text"/>

[Apply](#)

Total Amount Due: \$250.00

SQFI offers convenient payment methods. We employ SSL certificate encryption through our secured website to safeguard your credit card and bank account information.

ACH and Credit Card subscription payments automatically charge when due.

Payment Method

Please designate a person to be SQFI's primary billing contact.
If we have questions regarding invoicing, or your choice of payment, we'll contact this person.

Select yourself, or a user you have already entered

If your billing contact is not currently a user, add them here

Method of Payment:

Please Note: Payment needs to be received by SQFI at least two business days before your audit commences. If you select check or wire transfer as your method of payment, please make sure there will be time for the payment to process before the audit start date. If your audit is within the next two weeks, we encourage you to pay using a credit card. Credit card payments typically process within 1 – 2 hours.

Also, because credit cards take roughly 1 – 2 hours to process, a receipt will arrive the morning after your registration. If you do not receive your receipt within 24 hours of your registration, please let us know at 202-220-0635 or at sqfibilling@sqfi.com

Once you move from the payment screen, you'll be asked to reconfirm some specific SQF information. Select your Audit Type and click save.

Certification Scope	
AUDIT TYPE	SELECT FOR AUDIT
On-Site Audit	<input type="checkbox"/>
Remote Audit	<input type="checkbox"/>

[Save](#)

Use the dropdown to select your certification body.

Certification Body	
Certification Body:	<input type="text" value="Not Selected"/>

Click the save button at the foot of the screen to complete your yearly re-registration with SQFI.

Wire Transfer Instructions and Sample®

Registration for SQFI requires payment, if you decide to pay by wire or check (cheque) See below for details:

For Further Credit (Swift Line 72): Any reference: PO, Invoice No., or purpose of payment

Domestic Wire/ACH Instructions

Beneficiary Bank:	EagleBank 7815 Woodmont Avenue Bethesda, MD 20814
ABA/Routing #:	055003298
Account #:	200229110
Account Name:	Food Marketing Institute

International Wire Instructions

Beneficiary Bank:	EagleBank Bethesda Maryland
Beneficiary Swift (or BIC):	EAGEUS33
Beneficiary Account:	200229110
Beneficiary Name:	Food Marketing Institute

FAQ's

How do I contact SQFI?

Toll Free Number: 1-877-277-2635

Telephone: +1 202-220-0635

Fax: +1 202-429-4519

Email: info@sqfi.com

Australia Contact Information

Telephone: +61 (0) 408 328 674

Email: info@sqfi.com.au

What is my user name?

Your email address is your user name

I am a new employee for an SQF/AFIA certified company, how do I get added as a user to the database?

Send an email to support@repositrak.com requesting to be added as a user for your site. In your email include: Full name, email address, telephone and the site (name).

Or call support: at 888-842-5465, press option 2.

How do I sign in to my company account?

Click this [link](#), then enter your username and password. If you are having problems remembering your password, please click [here](#).

I Forgot my Password. How do I get a new one?

Click this [link](#), then enter in your email address as your username and you will be sent a temporary password. If the email address that you used is not recognized by the application as a user, please send a request to support@repositrak.com to be added as a user.

My temporary password does not work, what can I do?

Ensure you are logging into the database using this [link](#). If the issue persists, send an email to support@repositrak.com requesting to have your account unlocked and a new temporary password mailed to you.

How do I register my facility?

To register, log into ReposiTrak. Click on the *My Company* tab, then select *My Facilities*. Click on the *Action* button next to the facility you would like to register, then select *Register for SQFI Food Safety Audit, or whichever audit you desire*. Then complete the process of registering.

I am not able to register my facility, the option to Register is not available?

Contact support at support@repositrak.com or by phone at 888-842-5465, press option 2.

How do I update a facility name?

To change a facility name, click the *My Company* tab, then select *My Facilities*, then click the *Action* button next to the facility you wish to edit, scroll down and select *Update Facility*. Once the facility name is updated, click *Save*.

How do I add a new facility?

To add a facility, click on the *My Company* tab, then select *My Facilities*. Use the *Add* button to add a facility. After adding the facility, you can use the *Add* button to connect the facility to your partners.

How can I receive the 30-60-90 expiration notifications for only my facility?

To update your notifications, click on the *My Company* tab, then *My Users*. Next to your name use the *Action* button and select *Update User*. At the bottom select the authorization type facilities. Check the facilities this user is responsible for, then save. You can also follow this process to select partners you are associated with.

To update the notifications you receive, click on the *My Company* tab, then select *My Contacts for Notifications*, select the *Certification Audit* application, select the user, mark the frequency for each notification type, then *Save*.

Where do I find my audit reports?

You can view your completed audits by clicking on the *Audit Compliance* tab, then select *Finished Audits* from the menu, select audit type (SFSF) then click *Find*.

Reports can be obtained by using the *Action* button next to the audit. Click view report and / or export as PDF to get a copy.

How do I add, update or delete a user?

To add, update or delete users, select the *My Company* tab, then select *My Users*. From here you can use the *Add User* button to add a new user. The user will automatically receive log in credentials via email. To update or delete users, use the *Action* button next to their name. You are also able to reset the user password. Users who have requested audits cannot be deleted (for tracking purposes).

How do I update my report notifications?

You can update who receives notifications by selecting the *My Company* tab, then select *My Contact for Notifications*. Select *Track & Trace* as the application, then select the user. You can select the notifications that you would like to receive and the frequency you would like to receive them, then *Save*.

Why does the status show payment pending, when I have paid?

Payment by credit card is processed immediately and pending audit created given they are no outstanding opened invoice(s). If Payment was by check or wire, SQFI will provide an invoice in 24 hours, once the payment is received and processed the status will be updated to *Pending*.

How do I change a Certification Body?

Go to *Audit Compliance* tab and click *Find*. If there is more than one pending audit, make sure to select the correct *Request Nbr*. Click the red *Action* button. In the drop-down menu, select *Change Certifying Body*. In the *Certification Body* field, click on the down arrow and select a new certification body.

How long does it take to receive my invoice or receipt?

It takes about 12 – 24 hours for your invoice or receipt to be mailed to the billing contact's email address. If you do not receive your invoice or receipts in this timeframe, please send an email to: sqfibilting@sqfi.com