User Guide for Adding New Users

Table of Contents
Logging into ReposiTrak..................................................2
Adding and Updating User.................................................4

If there are no available users at your company, please email support@repositorak.com to be added as a user. Then, the remaining users can be added through the steps in this document.
Logging into ReposiTrak®

The first step in customizing email notification for your facility in the ReposiTrak® SQF Assessment Database is to log into the database. You can start by following this link to the SQFI Existing Supplier’s Page: Here

Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will then be presented with the screen below. You will be prompted to enter your username and password. In the database, your username will be your email address. If you do not know your password, click the “Reset Password” link located above the password option. Then enter your email address into the field on the following page and click “Submit”.

![Login Screen](image-url)
Next, click on "My Audits" next to the SQF Logo. You will then be brought to the home page of ReposiTrak.
Adding and Updating Users

To begin, click on ‘My Company’, and then ‘My Users’

To add a new user, please click on ‘Add User’
Fill in the required information and select ‘Save & Next’
Next, assign the roles for the new user. The ones highlighted below pertain to SQF. Save and Next.

You will then set up the authorizations for the new user. First, select ‘partners’ and click on the box next to SQFI. Save.
Then, change the Authorization Type to ‘Facilities’ and click on the facility or facilities you wish for the new user to receive notifications regarding. Save and Next.
Next, select ‘Certification Audit’ next to the Application dropdown and select the notifications the new user should receive and the frequency of those notifications.

The option to add a picture and signature are also present on the last tab of the process. Once completed, click ‘Finish’
The last step in this process is to send the new user a temporary password. To do so, go back to the ‘My Users’ page, click the action button next to the user, and select ‘Reset Password’. Please make sure to save.
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 username?

Your email address is your username.

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@repositorak.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 1, then option 2.

How do I sign into my company account?

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