User Guide for Adding New Users

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

If your specific site is SQF certified and you need to re-register, **do not** add a new facility. You must re-register your existing facility. Only add a new facility when a new site is going to achieve SQF Certification.

The first step in re-registering a facility for your audit is to log into the ReposiTrak SQF Assessment Database. You can start by following the link below to the SQFI Existing User’s Page:

https://www.sqfi.com/assessment-database/existing-suppliers/

Once there, click the link to log into the ReposiTrak SQF Assessment Database. You will be prompted to enter your username and password. You will then be presented with the screen below.
**Resetting your password**

If you are having trouble, click this link to reset your password: [Reset Password](#).

In the database, **your username will be the email address you provided at the time of registration**. If you do not know your password, click the **“Reset Password”** link located above the password option.

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**Resetting Password**

Step 1: Clicking the **“Reset Password”** link will take you to this screen. Once there, enter the email address associated with the account into the email address field and click “Reset Password.”

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Step 2. If the email address is associated with an account in the Repositrak System, you will see this screen. Click on “Login with Temporary Password.”
Step 3: Your screen will appear just like the right image when you have gained entry to the Repositrak website.

Step 4: Next, click on “My Audits” next to the SQF Logo. You will then be taken to the home page of ReposiTrak.
Adding and Updating Users

Step 1: To begin, click on ‘My Company’, and then ‘My Users’.

Step 2: To add a new user, please click on ‘Add User’.
Step 3: Fill in the required information and select ‘Save & Next’
Step 4: Next, assign the roles for the new user. The yellow highlighted boxes below pertain to SQF. Save and Next.

![User Roles](image)

Step 5: You will then set up the authorizations for the new user. First, select ‘partners’ and click on the box next to SQFI. Save.

![Selection Criteria](image)
Step 6: Next, select ‘Facilities’ and click on the boxes next to the facilities you want the user to have authorization over. Then, Click ‘Save & Next.’
Step 7: Next, select ‘Certification Audit’ next to the Application dropdown and select the notifications the new user should receive and the frequency of those notifications.

<table>
<thead>
<tr>
<th>Notification Type</th>
<th>IMMEDIATE</th>
<th>WEEKLY</th>
<th>DAILY</th>
<th>HOURLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Step 3</td>
<td>Surveillance Audit Created</td>
<td></td>
<td></td>
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<tr>
<td>Audit About to Expire in 30 Days SQFI Audits</td>
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<td></td>
<td></td>
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<tr>
<td>Audit About to Expire in 60 Days SQFI Audits</td>
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<tr>
<td>Audit About to Expire in 90 Days SQFI Audits</td>
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<tr>
<td>My Pending Corrective Actions</td>
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<tr>
<td>My Requested Audit Finished SQFI Audits</td>
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<tr>
<td>My Requested Audit Result Decision Changed</td>
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<tr>
<td>My Requested Audit Scheduling</td>
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</tr>
<tr>
<td>My Requested Audit Sent</td>
<td></td>
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</tr>
</tbody>
</table>
Step 8: The option to add a picture and signature are also present on the last tab of the process. This is not a requirement to complete the process. Once completed, click ‘Finish.’
Step 9: 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. The user will receive an email with a randomly generated password and after logging in they will be required to change their password.
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@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 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.