Limiting and Assigning Email Notifications

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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.

**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.”

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.
Choosing Which Notifications to Receive

Step 1: Log into ReposiTrak, and click on the ‘My Company’ tab. Then click on the ‘My Contact Authorizations’ tab.
Step 2: Next, use the ‘Person Selection drop-down menu to choose the user whose notifications you are tailoring. Then, use the ‘Authorization Type’ drop-down and select ‘Partners.’ Ensure that SQFI is selected and click ‘Save.’
Step 3: Use the ‘Authorization Type’ drop down again and select ‘Facilities. Then, you will want to select or de-select the facilities that the user would like to receive notifications regarding. Save.
Step 4: After setting the user to receive notifications for SQF and sites, you will set up which notification types to receive. Click on the ‘My Company’ Tab again, followed by ‘My Contacts for Notifications.’
Step 5: From there, use the ‘Application’ drop down to select ‘Certification Audit’ and use the ‘Person’ drop down to select the user that needs updating. Then, choose which notifications the user will receive and the frequency of receiving those notifications and click on the ‘Save’ button.

The user has now tailored their notifications to their desire.
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. Your email must include your 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.