Registering for Safe Feed Safe Food

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Logging into ReposiTrak®

The first step in re-registering a facility for your next 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 “Submit.”

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

Registering an Audit

Next, click on “My Audits” next to the SQF Logo. You will then be taken to the home page of ReposiTraq.
Re-registering in ReposiTrak ®

Now that you are logged into ReposiTrak, it is time to register for your upcoming audit.

Step 1: Click on the ‘Audit Compliance’ tab, and then click on ‘SQFI Audits’ under Register.

Step 2: Click on the ‘Register’ next to the Safe Feed/Safe Food section. Please take the time to read the description of each audit standard to make sure the correct standard is chosen. If you are unsure, please select ‘click here to learn more about this audit’ or send an email to info@sqfi.com for assistance.
<table>
<thead>
<tr>
<th>Available Audits</th>
<th></th>
</tr>
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<tbody>
<tr>
<td><strong>SQF Food Safety Audit Edition 9</strong></td>
<td></td>
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<tr>
<td>Available through ReposiTrak.</td>
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<tr>
<td><strong>SQF Food Retail Audit Edition 6.1</strong></td>
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<tr>
<td>Available through ReposiTrak.</td>
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<tr>
<td><strong>SQF Fundamentals Audit Edition 1.0</strong></td>
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<tr>
<td>Available through ReposiTrak.</td>
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<tr>
<td><strong>SQF Quality Audit Edition 3</strong></td>
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<tr>
<td>Available through ReposiTrak.</td>
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<tr>
<td><strong>SQF Ethical Sourcing Audit Edition 2.1</strong></td>
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<tr>
<td>Available through ReposiTrak.</td>
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<tr>
<td><strong>SafefoodSafeFood Roadmap Version 7.0</strong></td>
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<tr>
<td>Available through ReposiTrak.</td>
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<tr>
<td><strong>SQF Food Safety Audit Edition 6.1</strong></td>
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<tr>
<td>Available through ReposiTrak.</td>
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<tr>
<td><strong>SQF Food Safety Audit Edition 4.6</strong></td>
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<tr>
<td>Available through ReposiTrak.</td>
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<tr>
<td><strong>SQF 2018 Edition 1.0</strong></td>
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<td>Available through ReposiTrak.</td>
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6 Safe

Feed/Safe Food Registration in ReposiTrak. Copyright ©FMI 2020. All Rights Reserved
Step 3: Choose the facility to be audited. An unchecked box means that your site can be registered at this time. Please DO NOT add a facility until you have checked all available sites.

The ‘Facility’ column will list your Facility ID, Facility Name, and Facility Address.

The ‘Facility Type’ column will list whether your facility is registered as a Single or Central site.

You cannot register as a Central Site until all twenty (20) sub-facilities have been added. If your site is not a Central site but is listed as such, then that means a sub-facility has been created in the past. Please send an email to info@sqfi.com for more information.

The ‘Register’ column will not allow you to register if your previous audit request has not been completed. Please reach out to your Certification Body if this shows to see why the last request has not been phased to finished.
Step 4: Once your site is selected, go to the bottom of the page, and select ‘Register Selected.’

Step 5: Select your ‘Gross Sales,’ ‘Certification Scope,’ and ‘Certification Body.’ SQF accepts three forms of payment Credit Card, Check, and Wire. Click Save and Pay after the information has been added.
Step 6: Scroll down the page to choose the billing arranger and the method of payment. The billing arranger will be the individual to who you wish to receive the invoice. If you do not see the billing arranger and want to have them added, please choose the option below.

Finally, you will be able to choose from one of our three (3) payments option available, which are **credit card, check, or wire transfer**. Once completed, select ‘Proceed.’

*Please note that SQF DOES NOT have an ‘Enrollment Billing Discount’ available.*
Re-registering Multiple Sites

A new registration feature with the release of Edition 8.1 is the ability to quickly re-register more than one site at a time. Please follow the steps on pages 2-5 until you end up on the ‘Facilities’ page.

Step 1: Select the site to be audited. A green checkmark means that the facility is selected.

Step 2: Move to the bottom of the page and select ‘Register Selected’ to begin filling in the audit details.
Step 5: Select your ‘Gross Sales,’ ‘Certification Scope,’ and ‘Certification Body.’ Click Save and Pay after the information has been added. SQF accepts three forms of payment Credit Card, Check, and Wire.

*Please note that you will only be asked to choose a payment type after the audit details for each selected location are completed.*
Step 6: After all the information is entered for each site, click on “Save and Pay” in the bottom right corner under the “Certification Body.”
Step 7: The final step is to verify that the facility information is correct and scroll down to the payment method. Choose your billing designee; if it is not you, choose to add them. Then select your payment method. SQFI offers three payment methods **credit card, check, wire transfer**.
How to Add A Site

Step 1: Click on the ‘Audit Compliance’ tab, and then click on ‘SQFI Audits’ under Register.

Step 2: Select the Audit Edition that the new site will be audited to and click ‘Register.’
Step 3: From here, select ‘Add Facility.’

Step 4: The following information must be entered, and then click ‘Save.’
The new site will now show on the ‘Facilities’ page, and the registration for the site must now be completed. These steps can be found on page 4.
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.