



## CERTIFICATION PROGRAMS

### Invoices:

Roughly three months before your certificate renewal audit, the accounts payable, certification and principal office contacts on file will receive an email like the one shown below. This is a particularly important email, as it contains the date of your scheduled audit.

Your AISC Certification Renewal Invoice-IN-00019542 is now available! > Inbox x



**Loren Thomas** via [pt0kygub6yoc.8f-4mrpuay.cs218.bnc.sandbox.salesforce.com](mailto:pt0kygub6yoc.8f-4mrpuay.cs218.bnc.sandbox.salesforce.com)  
to me ▾

3:37 PM (0 minutes ago)



Hello Loren Thomas,

Your firm's certificate renewal audit is scheduled to begin on **1/26/2023**. The invoice for your upcoming audit is now available for viewing or download on the Participant Portal

Please [login](#) to the portal to view your invoice.

Questions? Need help?

As always, we're here for you! You can reach us at [certification@aisc.org](mailto:certification@aisc.org) or by phone at 312.670.7520.

Sincerely,

AISC Certification Team

...

[Message clipped] [View entire message](#)

← Reply

→ Forward



# CERTIFICATION PROGRAMS

Once you've logged in, click on the "Invoices" tab for further details.



## AISC Participant Portal

Welcome to the new Participant Portal! You'll be able to see your account information and current contacts, plus you'll have access to your audit and invoice details. If you have any questions, please contact us at either [certification@aisc.org](mailto:certification@aisc.org) or 312-670-7520. Thank you!

### CERTIFICATION REQUESTS

[UPDATE COMPANY PROFILE](#)

[PAY INVOICE](#)

[WITHDRAW CERTIFICATION](#)

### CERTIFICATION REFERENCE LINKS

- [Find A Certified Company](#)
- [AISC Homepage](#)
- [Certification Bulletins](#)
- [Our Quarterly Newsletters](#)
- [NASCC Sessions](#)
- [Resources](#)
- [Certified Fabricators' Site](#)
- [Certified Erectors' Site](#)



# CERTIFICATION PROGRAMS

Clicking an invoice's number will show you more information about it, including the related audit date.

The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with the following menu items: Home, Account, Audits, Cases, Contact, and Invoices. The 'Invoices' menu item is highlighted with a red underline. Below the navigation bar, the page title is 'PARTICIPANT INVOICES'. A table displays the following data:

Invoice Id	Audit Date	Invoice Amount	Invoice Sent Date
IN-00019542	1/26/2023	\$13,000.00	6/16/2023

Below the table, there is a link labeled 'View All'.



You can also view and download a copy of the invoice in PDF format.

A screenshot of a web portal interface. At the top, there is a dark blue navigation bar with links for Home, Account, Audits, Cases, Contact, and Invoices. Below the navigation bar, the main content area displays details for an invoice. The invoice number is IN-00019542. A 'New Note' button is visible in the top right. The invoice summary shows: Account: HoneyFab, Invoice Type: Initial, Invoice Amount: \$13,000.00, and Payment Received: \$0.00. There are three expandable sections: 'Invoice Information' (showing Invoice Type: Initial, Invoice Id: IN-00019542, Record Type: Initial, Invoice Sent Date: 6/16/2023, Audit Date: 1/26/2023, Duration: 1), 'Due Date Information' (showing Payment Due Date: 6/30/2023), and 'Payment Information' (showing Invoice Amount: \$13,000.00 and Payment Received: \$0.00). On the right side, there is a 'Files (1)' section with an 'Add Files' button and a file entry for 'IN-00019542 Jul 18, 2023' with a 'View All' link.

Although you can download the invoice from the Portal, you cannot use it to make a payment. Click the link on your Portal home page to access the online payment tool, or you can pay by check or wire transfer. Email [certification@aisc.org](mailto:certification@aisc.org) for wire transfer instructions.



## CERTIFICATION PROGRAMS

### Accessing audit findings:

When the auditor has completed their document review and uploaded the audit documents to the portal, the certification contact, principal officer, and quality contacts will get an email like the one shown below.

AISC Audit Findings are Available-A-005776 > Inbox x



**Loren Thomas** via [bky817uzsffr.f2-1leupeac.na172.bnc.salesforce.com](mailto:bky817uzsffr.f2-1leupeac.na172.bnc.salesforce.com)  
to me ▾

10:09 AM (0 minutes ago) ☆ ↶ ⋮

Hello Emmett Emmettemmett,

Your audit findings are now available via the AISC Participant Portal! You will be notified later of the results of the AISC Certification Review Group decision concerning your certification result.

If your auditor issued any Corrective Action Requests (CAR) be sure to provide your evidence by the due date on the CAR form. Your evidence is uploaded through the AISC Participant Portal. After uploading your evidence files, be sure to click the Submit button to notify QMC that evidence has been provided.

Please review the Audit Findings Report (AUF1) and take appropriate actions for any Areas of Concern or Audit Nonconformances. Your auditor may have also provided some helpful Opportunities for Improvement and left some notable Identified Strengths for your review and use.

If you are having any issues gaining access to your Participant Portal, please contact AISC at [certification@aisc.org](mailto:certification@aisc.org) or call them at 312.670.7520.

Sincerely,

QMC Review Team

Submitted!

Status?

Thank you for your assistance.



The "Audits" tab in the portal will allow you to view the record for that audit (by audit number).

Account	Audit Number	Audit Date	Audit Scope
HoneyFab	A-005776	1/26/2023	R1

[View All](#)



# CERTIFICATION PROGRAMS

This will take you to the audit details page shown below. Please click "View All" under the files section to access your findings.

Home Account Audits Cases Contact Invoices

Audit A-005776 [Submit CAR Evidence](#)

Account: HoneyFab Audit Date: 1/26/2023

Please use the 'Submit CAR Evidence' button (top right) to upload your files for CAR Evidence submission.

**▼ Auditor Details**

Audit Location: On Site  
IsLastYear:

Auditor: [Wise Wolves](#)  
Audit Plan Status: Submitted

**▼ Scheduling Details**

Audit Date: 1/26/2023  
Audit Duration: 1

**▼ Participant Details**

Account: [HoneyFab](#)  
Case:

**▼ Audit Details**

Audit Scope: R1

**▼ Audit Results**

Number of CARs: 0

**Invoices (1)**

Invoice Id	Status	Invoice Amount
<a href="#">IN-00019542</a>	Sent	\$13,000.00

[View All](#)

**Files (4)** [Add Files](#)

<a href="#">Cert00000334...</a> Jul 18, 2023	<a href="#">Regional Table (1)</a> Jul 13, 2023	<a href="#">AISC Home_A...</a> Jul 13, 2023
<a href="#">AISC Home_A...</a> Jul 13, 2023		

[View All](#)



# CERTIFICATION PROGRAMS

You can view or download all findings from the Files section.

Audits > A-005776

### Files

8 items • Sorted by Last Modified • Updated a few seconds ago

[Add Files](#)

Title	Owner	Last Modified ↓	Size
A-005776-AUCA	Loren Thomas	7/18/2023, 3:51 PM	25KB
A-005776-AUOC	Loren Thomas	7/18/2023, 3:50 PM	25KB
A-005776-AUCD	Loren Thomas	7/18/2023, 3:50 PM	25KB
A-005776-AUSC	Loren Thomas	7/18/2023, 3:46 PM	416KB





## CERTIFICATION PROGRAMS

### Downloading your certificate:

Once AISC has approved and uploaded your renewed certificate, your accounts payable, certification, principal officer and quality contacts will receive an email like the one shown below.

Certificate Now Available ▶ Inbox x



**Loren Thomas** via bhi0v7a6hxs1.f2-1leupeac.na172.bnc.salesforce.com  
to me ▾

10:28 AM (0 minutes ago) ☆

Dear Emmett Emmettemmett,

Thank you for participating in the AISC Certification Program. Emmett Test Account [TEST] has completed the certification renewal process at:

270 Beaver Dam Road  
Stratford, CT 06614  
United States.

A pdf copy of your new AISC certificate is now available for download via the [Certification Participant Portal](#).

You will find the pdf located in the same files section where you would find your most recent audit findings. At this time, we are not sending a hard copy of your certificate packet.

As always, your certification status is available on our website <https://www.aisc.org/certification/> through our Find a Certified Company search.

If you have any questions, please contact us at [certification@aisc.org](mailto:certification@aisc.org) or 312-670-7520. We hope that you stay safe and healthy.

Sincerely,  
The Certification Team  
American Institute of Steel Construction  
[certification@aisc.org](mailto:certification@aisc.org)  
312.670.7520

Received, thank you.

Thank you!

Congratulations!

↩ Reply

➡ Forward



# CERTIFICATION PROGRAMS

In order to get to your certificate, you will need to get back to the files section of the renewal audit.

Home Account Audits Cases Contact Invoices

Audit A-005776 [Submit CAR Evidence](#)

Account: HoneyFab Audit Date: 1/26/2023

Please use the 'Submit CAR Evidence' button (top right) to upload your files for CAR Evidence submission.

**Auditor Details**  
Audit Location: On Site  
IsLastYear:   
Auditor: [Wise Wolves](#)  
Audit Plan Status: Submitted

**Scheduling Details**  
Audit Date: 1/26/2023  
Audit Duration: 1

**Participant Details**  
Account: [HoneyFab](#)  
Case:

**Audit Details**  
Audit Scope: R1

**Audit Results**  
Number of CARs: 0

**Invoices (1)**

Invoice Id	Status	Invoice Amount
<a href="#">IN-00019542</a>	Sent	\$13,000.00

[View All](#)

**Files (4)** [Add Files](#)

<a href="#">Cert00000334...</a> Jul 18, 2023	<a href="#">Regional Table (1)</a> Jul 13, 2023	<a href="#">AISC Home_A...</a> Jul 13, 2023
<a href="#">AISC Home_A...</a> Jul 13, 2023		

[View All](#)

Please note that only certificate renewal audits after June 1, 2022 appear in the Portal, and your firm will have access to the Portal only while certified.