

## Who will have access to the Portal?

The accounts payable, certification, principal officer, and quality contacts on file for your firm can use the Portal. They will receive an email like the one shown below with information about how to get started.

Firms that have received invoices for June 2023 will start getting these welcome emails on July 21, 2023. We'll continue to bring firms on board each month until all certified firms have access to the Portal.

Once your firm is set up, you'll need to use the process detailed in the Profile Update documentation.

Important technical note: Please be sure to clear your web browser's cached images and files before clicking the login link in that email. The email will have directions for common browsers.

Hi Loren,

As unveiled during the Certification Forum at NASCC, AISC Certification has a new Participant Portal. Through your secure login, you can now access your certifications/endorsements, individual contacts, current audit/invoice, and other information. Please see <u>"Bulletin 2022-01"</u> for more information.

Before setting up your username and password, please clear out your default web browser's cache of images and files.

If you need instructions on how to do so, please click on the respective browser link "Google Chrome," "Mozilla Firefox," "Microsoft Edge."

To set up your login and password, please use the link below:

https://aisc--full082022.sandbox.my.site.com/participant/login?c=jTEY.bt6SALoaNG6oHpXnZsXGz22wZcx2HUSF9.fmVdyXNFNlqWZhC65cklOM4hhfxyTflKJ. 3FCwU4AApFSvhmmXNPdxvQrHiIJH1U3Edf5z968KJvGVa\_fOWQk0.Z5aUVfJLj2GmWD9uymGWIRAMQZXWZW8I.tfGEdbObGj8bEcNRRkkMHFf4kWYmAQkpQAPI6XJeZ Username: ggozier123@gmail.com

Finally, please remember to document your password, as this will be your portal password moving forward.

If you have any questions, please visit www.aisc.org/certification/portal or if you have trouble accessing the portal, please contact us at certification@aisc.org or 312-670-7520.

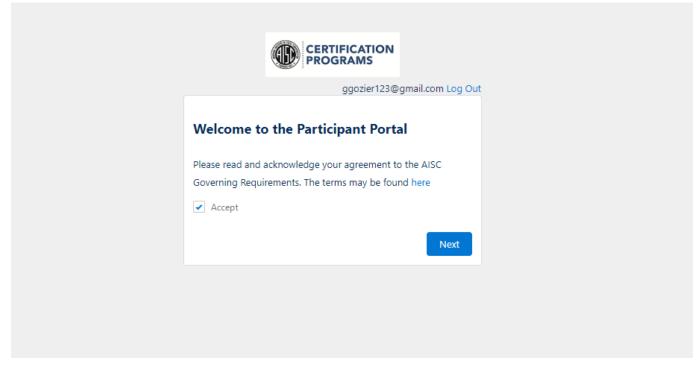
Sincerely,

The AISC Certification Team



How to log in:

When you click on the big link in that email, you'll have to acknowledge you have read and agree to adhere to current program governing requirements by checking the *Accept* box. Please see below.



(If you haven't already checked out the most current version, this is a great time to do so! AISC updates these regulations every year.)



You will now choose a password for future Portal access.

Change Your Password   Enter a new password for gozier123@gmail.com.   Mate sure to include at least   B characters   I uppercase letter   I lowercase letter   I oumber   I special character •   • New Password   • Confirm New Password   I   Password   Presevord Password or July 2023, 7:55 Ath.	<b>(D</b> )	CERTIFICATION PROGRAMS
Make sure to include at least:	Change	Your Password
Also include at least 3 of the following:		
<ul> <li>1 uppercase letter</li> <li>1 lowercase letter</li> <li>1 number</li> <li>1 special character a</li> <li>New Password</li> <li>Confirm New Password</li> </ul>		
<ul> <li>lowercase letter</li> <li>1 number</li> <li>1 special character •</li> <li>• New Password</li> <li>Confirm New Password</li> </ul>		-
Confirm New Password Change Password	1 lowercase     1 number	letter
Change Password	* New Password	
Change Password		
	* Confirm New Pass	word
Password was last changed on 7/18/2023, 7:55 AM.	c	hange Password
	Password was last cha	anged on 7/18/2023, 7:55 AM.
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Once you have successfully created and saved your password, you will be redirected to your Portal homepage, as shown below.





## **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 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

We hope you find the Portal useful! You can continue your introduction in the Navigating the Portal documentation.