

The Portal has tabs that allow you to access information about your account, audits, company contacts for AISC Certification and QMC, and invoices.

Home Account Audits Cases Contact Invoices	
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 REFERENCE LINKS Find A Certified Company AISC Homepage Certification Bulletins
CERTIFICATION REQUESTS	Our Quarterly Newsletters NASCC Sessions Resources
UPDATE COMPANY PROFILE	Certified Fabricators' Site Certified Erectors' Site

WITHDRAW CERTIFICATION



#### Account:

Here you will find the account name, the state/province/city in which the account is located, and the certification ID number. For firms that hold multiple certificates, this page will show the details of the master account.

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If you need to access a particular account, just click on the link corresponding to the account you wish to see.

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This will take you to the individual account detail page.

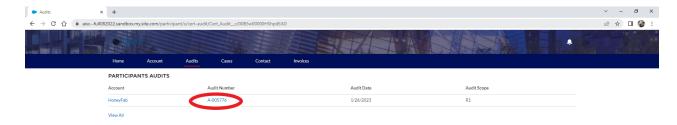
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# Audits:

This page shows the certificate accounts to which you have access, along with the current and previous years audits associated with that account. You will also see the audit date and scope. Clicking on an audit number (not the account name) will bring up more information about that particular audit.

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.





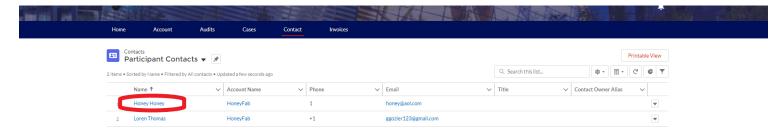
Clicking on an audit number takes you to the audit homepage shown below. This is also where you can access audit findings, upload CAR evidence, and download your certificate.

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## Contacts:

The page below reflects the current address book of contacts for the certificate account to which you have access. It's important to keep this info updated so we can reach you with important information like audit dates, invoices, and--most importantly--your certificate download notice.





Click on each contact name to see the information on file.

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## Invoices:

The page is where you may access the details of your current and previous year's certificate renewal invoices.

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	PARTICIPANT							
	PARTICIPANT Invoice Id	INVOICES		Audit Date		Invoice Amount	Invoice Sent Date	
		INVOICES		Audit Date 1/26/2023			Invoice Sent Date 6/16/2023	

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



#### You can also view or download a PDF of the invoice in the Files section.

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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 <u>certification@aisc.org</u> for wire transfer instructions.