



AUDITOR AUTHENTICATION BODY

New Auditor Guide

Probitas Authentication
3-20-2019

WEBSITE:

Go to the following: <https://www.sae-itc.com/probitas-authentication>

Click on [Login](#) located below the picture on the home page.

Select My Account Login

Select “Sign Up / Get Started Now” or “No, [I need to create one.](#)”

CREATE AN ACCOUNT



Create PROBITAS Account screen will appear.


- "Select Auditor"
- All items underlined in red are required fields.
- Your email address will become your username

My Account

Create PROBITAS Account

I Am Registering as a:

Auditor  

Self-Release Delegate 

Email: Retype:

First (Given) Name Middle Name Last (Family) Name Phone Number

Preferred Address

Company Department

Mail Stop Country State / Province County

Street Suite/Apt City Postal Code

Login Information

Login Password Retype Password

(Enter Email Above)


[Create Account & Login >](#)

After account information is entered, click

[Create Account & Login >](#)

YOUR ACCOUNT SCREEN


My Account Hi Joseph [Logout](#)

Status 

Auditor
Number:

Schemes [Start Auditor Application](#)

- AS9100
- AS9110
- AS9120
- ISO9001
- ASD Internal Auditor

Manage 

Personal Information [Edit](#)
Joseph Auditor
777-777-7777

Email & Login [Edit](#)
joeauditor@gmail.com

Password [Edit](#)
Last updated 0 days ago.

Language Fluency [Edit](#)
None provided.

Address [Edit](#)
Acme Auditing
100 Conformity
Conformity, AL 12345

External Certifications [Edit](#)
None provided.

Professional Information [Edit](#)
None provided.

You may edit/ add information to this screen.

Example 1:

Click [Edit](#) next to Language Fluency

Select languages, a check mark will appear

Manage Language Fluency ✕

<input type="checkbox"/> Arabic	<input type="checkbox"/> Cantonese	<input checked="" type="checkbox"/> English	<input type="checkbox"/> French
<input type="checkbox"/> German	<input type="checkbox"/> Hindi	<input type="checkbox"/> Italian	<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean	<input type="checkbox"/> Mandarin	<input type="checkbox"/> Polish	<input type="checkbox"/> Portuguese
<input type="checkbox"/> Russian	<input type="checkbox"/> Spanish	<input type="checkbox"/> Turkish	

[Save Changes to Profile](#)

Click [Save Changes to Profile](#)

YOUR ACCOUNT SCREEN

Example 2:

Click **Edit** next to Professional Information

Enter Organization Name

Under Description, list number of years affiliated, positions held, and other relevant information

Manage Professional Affiliations

List professional affiliations you would like included with your AQMS Auditor Application(s).

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Description
List number of years affiliated, positions held, etc.

Click

Save Update to Professional Affiliations

APPLICATION PROCESS

Click **Start Auditor Application**

The screenshot shows a user account dashboard for 'My Account' with the user 'Hi Tammy' and a 'Logout' button. The dashboard is divided into several sections:

- Status:** Includes a bar chart icon and a 'Start Auditor Application' button.
- Auditor:** Shows 'Number: 1111111'.
- Roles:** Lists 'Auditor Admin' and 'AESQ Admin' with expandable arrows.
- Schemes:** Lists 'AS9100', 'AS9110', 'AS9120', 'ISO9001', and 'ASD Internal Auditor'. A green arrow points to the 'Start Auditor Application' button in the top right corner of this section.
- Manage:** Includes a gear icon and four sub-sections: 'Personal Information', 'Address', 'Professional Information', and 'External Certifications', each with an 'Edit' button.

Personal Information: Tammy Patton, 7247724076

Address: Probitas, 161 Thorn Hill Road, Warrendale, PA 15086

Professional Information: None provided.

External Certifications: None provided.


Email & Login: tpatton@sae-itc.org

Select **Start New Application**

APPLICATION PROCESS

Select the type of application that pertains to you: PA (Provisional Auditor), AA (Auditor), LA (Lead Auditor)

Select



- AS9100
 - AA Start Application
 - AEA Start Application
- AS9110
 - AA Start Application
 - AEA Start Application
- AS9120
 - AA Start Application
 - AEA Start Application
- ISO9001
 - PA Start Application
 - AA Start Application
 - LA Start Application

AA Application X

Are you starting a New application or Transferring from another AAB?

New Transfer

Save and Proceed to Application

APPLICATION SCREEN

The screenshot shows a web application interface. On the left is a sidebar titled 'Application' with a vertical list of items: 'Build Application' (highlighted with a blue square), 'Declaration', 'Payment', and 'Receipt'. The main content area is divided into several sections, each with a title and a green plus icon: 'Education', 'Work Experience', 'Professional Training', 'Audit Logs', and 'Additional Supporting Information'. Under 'Work Experience', there is a sub-section 'Experience Directly Involved' with a plus icon, and below it, 'Resume' with a plus icon. At the bottom of the main area, there is a grey bar with the text 'Application Complete?' on the left and an orange button labeled 'Proceed to Declaration' on the right.

Application Screen (above):

Enter Information by selecting  under each category.

Enter information and select categories, then click 

or 

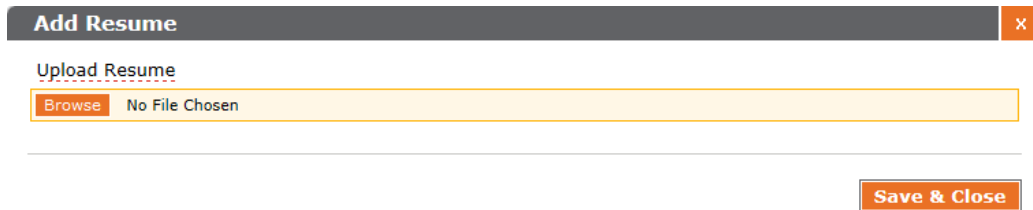
Edit information, click on item to be changed, save changes


Delete information, click on 

APPLICATION SCREEN


Upload Resume & other documents in Application Screen:

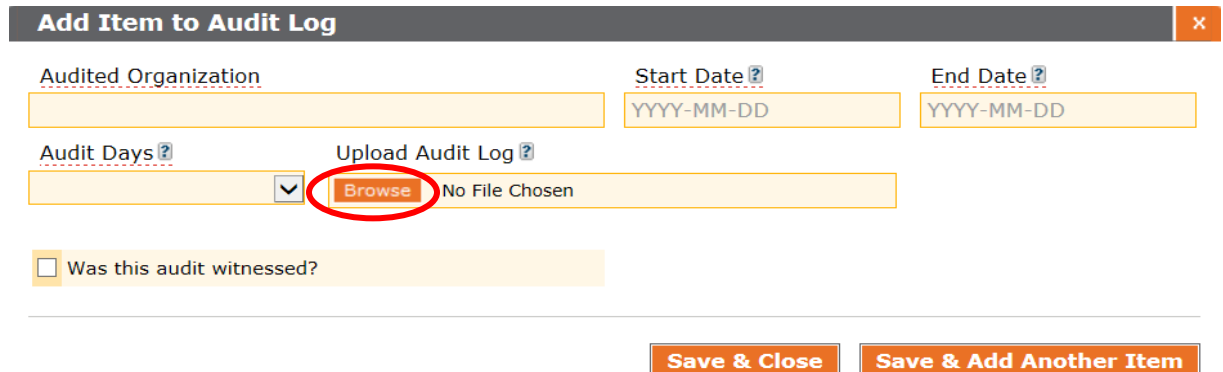
- Click 
- Double Click Browse



- Upload File from your computer by double-clicking file from your computer
- Select 

Upload Auditor Log:

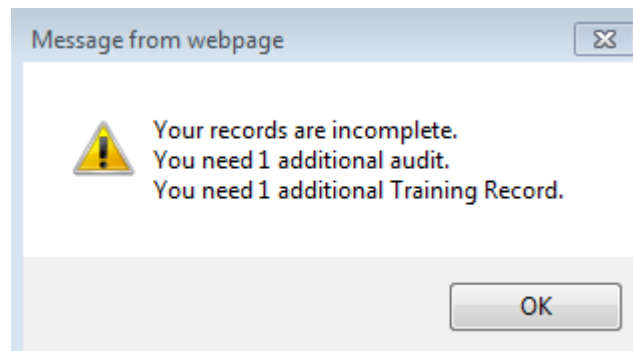
- Click  under Audit Logs



- Double Click Browse
 - Upload file from your computer by double-clicking file from your computer

After all information is entered into the Application Screen, click 

If information is incomplete for application, a box will appear with a list of additional requirements needed. Example:



APPLICATION SCREEN

Declaration Statements will appear. Check I AGREE to the Declaration Statements and click Proceed to Payment.

I AGREE to the Declaration Statements **Proceed to Payment**

Example of Payment Screen:

Application

- Build Application
- Declaration
- Payment**
- Receipt

Bill To

Name	Company	
Department	Mail Stop	City
Country	State / Province	County
Street	Suite/Apt	Postal Code

Payment

Credit Card

Card Number	Type	Expiration	CSC
		/	

Mail Me An Invoice

Order

Item	Application ID	Scheme / Grade	Cost
New Auditor Certification	10053		

Submissions are Final **Submit Application & Payment**

Enter Payment information, click

Submit Application & Payment

WHAT TO EXPECT AFTER SUBMITTING APPLICATION AND PAYMENT

If you have already provided payment, your application review will begin as soon as possible. If you have opted to make other arrangements for payment, the application review will begin as soon as payment is verified.

When PROBITAS AUTHENTICATION conducts the auditor authentication review, the information collected in the application is compared against the criteria established in the certification scheme for which you have applied for. The decision to grant certification for new auditors, or re-certification for existing auditors, is based on the information and objective evidence you have provided in your application.

You will be able to identify the current status of the application process by logging into your account at PROBITAS AUTHENTICATION. The general auditor authentication process that PROBITAS AUTHENTICATION will follow is:

- **PROBITAS Initial Review:** Probitas reviews the application to confirm that the applicant complies with the application requirements of the certification scheme.
- **Request for Additional Information:** If there is a need to obtain additional information, we will contact you.
- **PROBITAS Final Review:** Probitas is conducting a final review of your application.
- **Approved:** Application is approved. A new OASIS auditor number will then be assigned to you along with the effective and expiration dates.

Thank you for choosing PROBITAS AUTHENTICATION for your certification services. If you have any questions, please don't hesitate to contact us.

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Warrendale, PA 15096-0001
USA

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Email: probitas@sae-itc.org