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 ___________________________
Mailing Address: 
Mailing Address: 
Mail Stop: ___________________________ Country: ___________________________
Province: ___________________________ County: ___________________________
Street: ___________________________ Suite/Apt: ___________________________
City: ___________________________ Postal Code: ___________________________

Login Information

Login: ___________________________ Password: ___________________________ Retype Password: ___________________________
(Enter Email Above) ___________________________ 

After account information is entered, click Create Account & Login >
YOU MAY EDIT/ADD INFORMATION TO THIS SCREEN.

**Example 1:**

Click **Edit** next to Language Fluency.

Select languages, a check mark will appear.

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

Click **Save Update to Professional Affiliations**
APPLICATION PROCESS

Click **Start Auditor Application**

Select **Start New Application**
APPLICATION PROCESS

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

Application Screen (above):
Enter Information by selecting + under each category.

Enter information and select categories, then click **Save & Close** or **Save & Add Another Item**

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 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 Proceed to Declaration

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

Message from webpage

![Message from webpage](image)

Your records are incomplete.
You need 1 additional audit.
You need 1 additional Training Record.
APPLICATION SCREEN
Declaration Statements will appear. Check I AGREE to the Declaration Statements and click Proceed to Payment.

Example of Payment Screen:

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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