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

<table>
<thead>
<tr>
<th>Field</th>
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</thead>
<tbody>
<tr>
<td>Email:</td>
<td>First (Given) Name</td>
<td>Middle Name</td>
<td>Last (Family) Name</td>
<td>Phone Number</td>
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<tr>
<td>Reype:</td>
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**Preferred Address**

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<thead>
<tr>
<th>Field</th>
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<tbody>
<tr>
<td>Company</td>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Mail Stop</td>
<td>Country</td>
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**Login Information**

<table>
<thead>
<tr>
<th>Field</th>
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<tbody>
<tr>
<td>Login</td>
<td>Password</td>
<td>Retype Password</td>
</tr>
<tr>
<td>(Enter Email Above)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

AA Application

Are you starting a new application or transferring from another AAB?

- New
- Transfer

Save and Proceed to Application
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 Resume]

- Upload File from your computer by double-clicking file from your computer
- Select Save & Close

Upload Auditor Log:

- Click + under Audit Logs

![Add Item to Audit Log]

- 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]

- Your records are incomplete.
- You need 1 additional audit.
- You need 1 additional Training Record.

OK
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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Email: probitas@sae-itc.org