



## CERTIFICATION PROGRAMS

Your company profile contains vital information. If that information is outdated, you might not receive messages with things like your certificate, invoices, and audit findings!

Broadly speaking, you can update three kinds of information:

What's on your certificate: Company name, facility/main office, mailing address, and company owner

Points of contact: Your address book, which includes the four main accounts with which AISC Certification corresponds

Company/industry demographics: Firm website, support functions, and other general information

You can update any of this information by clicking the "Company Profile Change" button on the account details page.

The screenshot shows the 'Account' section of the AISC website. At the top, there are navigation links: Home, Account, Audits, Cases, Contact, and Invoices. Below this, the account information for 'HoneyFab' is displayed, including the Certification ID (2023-6-16-005705F), phone number, client type (Fabricator), facility address (123 Main St, Chicago, Illinois 60601, United States), and account owner (Magali McMurry). On the right side, there is a 'Certifications (6+)' section listing various certifications with dropdown menus for end date and status. A red circle highlights the 'Company Profile Change' button located at the bottom right of the page. The left side of the page contains sections for 'Certification Information' (Primary fields of fabrication/erection: All fields, Fabricate/Erect by AISC CoSP 2.1 (checked)), 'Transport material to the jobsite' (checkbox), and 'Address Information'.



## CERTIFICATION PROGRAMS

Once you click on the "Company Profile Change" button, you will be taken to the form homepage shown below.

### AISC Certification Company Profile Update

What's on your Certificate	Points of Contact	Company/Industry Demographics
Company Ownership Change Company Name Change Facility Address Change Erector Office Address Mailing Address	Updating email addresses Updating phone #'s Name Changes Changing key contacts (AP, Certification, Principal, Quality contacts)	Company Website Mailing Address Employee Count Erector Office Address Other company demographic info

*Follow up questions. AISC requires some additional information when there is a change of location, ownership, or a significant change to the name of the company. Once you supply this information, it will be reviewed, and we will follow up with you.*

[Update Key Data](#)   [Update Personnel](#)   [Update Company Info](#)

If you need to make changes for multiple Fabrication facilities or for both a Fabrication Facility and an Erector, please submit a separate update for each account.



## CERTIFICATION PROGRAMS

What's on your Certificate: You'll need the certification ID number (located on the account details page) for your account to get started. You'll also need to provide your own contact information so we can reach out with any questions.

Back

### What's On Your Certificate

Please provide Certification ID:

2023-6-16-005705F

Certification ID can be found by logging into the Participant Portal and going to the corresponding account page. Hover for more info.

\* Your Name  
Name

\* Email  
Email field

\* Phone  
Phone

\*\*Please leave any fields that don't need to change blank

Current Company Name  
HoneyFab

Current Company Owner  
NTBM

Fabricator Facility/Erector Office Address

Current Street  
123 Main St

Current City  
Chicago

Current State  
Illinois

Current Zip  
60601

Current Country

Revised Company Name  
New Name

Revised Company Owner  
New Owner

Revised Street  
Street

Revised City  
City

Revised State  
State

Revised Zip  
Zip

Revised Country

AISCMS Members' Cert\_Logos/member-fab.aspx

Certification Information

Certification ID  
2020-8-20-000777F



Need help finding your certification number? Hover over the field that requests it and a pop-up window will show you where to look.



## CERTIFICATION PROGRAMS

Once you've put in your ID number, the form will show all the data we have on file so you can review it and update as needed.

\*\*Please leave any fields that don't need to change blank

Current Company Name

HoneyFab

Current Company Owner

NTBM

### Fabricator Facility/Erector Office Address

Current Street

123 Main St

Current City

Chicago

Current State

Illinois

Current Zip

60601

Current Country

United States

Revised Company Name

New Name

Revised Company Owner

New Owner

Revised Street

Street

Revised City

City

Revised State

State

Revised Zip

Zip

Revised Country

Country

### Update Mailing Address

Current Mailing Street

Street

Current Mailing City

City

Current Mailing State

State

Current Mailing Zip

Zip

Current Mailing Country

Country

Revised Mailing Address

Street

Revised Mailing City

City

Revised Mailing State/Province

State/Province

Revised Mailing Zip/Postal Code

Zip

Revised Mailing Country

Country



## CERTIFICATION PROGRAMS

If you're changing the company name, facility/main office address, or ownership info, you'll need to complete a few more questions.

Certificates are non-transferable; see GR1.1.2 ownership, location, and company name changes.

\* For a new facility, will existing equipment be moved to the new facility?

Yes/No

\* Will new equipment be purchased/brought in?

Yes/No

\* Will old equipment be removed

Yes/No

\* Will software change?

Yes/No

\* Will you be changing the quality-management-system? Or documentation?

Yes/No

\* Will you change personnel?

Yes/No

\* Did the Management Representative for Quality (Certification Contact) change?

Yes/No

\* Did the Executive Manager of Facility change?

Yes/No

\* Effective Date of Change

Date



Any additional comments or clarifications, if you wish.

Submit

By clicking "Submit", I agree to the AISC Terms of Use.



## CERTIFICATION PROGRAMS

Once you have completed this section, you may hit the Submit button. This will take you to the screen shown below.

Thank you for submitting your Company Profile change form!

[To submit another type of Company Profile Change form or to submit changes for another location, please click here](#)

[Return to the Certification homepage](#)

From this page, you will have the option to go back to the Certification website or back to the profile form homepage in case you have further changes to make to your account.



## CERTIFICATION PROGRAMS

**Points of Contact:** You'll need the certification ID number (located on the account details page) for your account to get started. You'll also need to provide your own contact information so we can reach out with any questions.

Need help finding your certification number? Hover over the field that requests it and a pop-up window will show you where to look.

Once you've put in your ID number, the form will show all the data we have on file so you can review it and update as needed.

### Current Contact Info

Current Certification Contact Loren Thomas	Current Cert Email ggozier123@gmail.com	Current Cert Phone +1
Current Principal Contact Honey Honey	Current Principal Email honey@aol.com	Current Principal Phone 1
Current Quality Contact Honey Honey	Current Quality Email honey@aol.com	Current Quality Phone 1
Current AP Contact Loren Thomas	Current AP Email ggozier123@gmail.com	Current AP Phone +1

### New/Revised Contact Info

\*\*Please leave any fields that don't need to change blank

Revised Cert First Name First Name	Revised Cert Last Name Last Name	Revised Cert Email Email	Revised Cert Phone Text field
Revised Principal First Name First Name	Revised Principal Last Name Last Name	Revised Principal Email Email	Revised Principal Phone Text field
Revised Quality First Name First Name	Revised Quality Last Name Last Name	Revised Quality Email Email	Revised Quality Phone Text field
Revised AP First Name First Name	Revised AP Last Name Last Name	Revised AP Email Email	Revised AP Phone Text field

### NY Program Contact

If your company participates in the [New York State Specialty Audit Program](#) and you wish to designate a different Certification Contact for this program's audits, you may do so here. By default, the overall Certification Contact would also be the contact for these audits.

Current NY Contact Name	Current NY Email Email	Current NY Phone Phone	
Revised NY First Name First Name	Revised NY Last Name Last Name	Revised NY Email Email	Revised NY Phone Phone

Remember: Per the *Government Requirements*, one individual may not serve as the contact for all four roles. We require at least two contacts across the four roles, with a unique email address for each contact.



## CERTIFICATION PROGRAMS

### New York State Specialty Audit Program

You don't have to complete this section if you don't participate in the program.

#### Other contacts

You may have other firm staff listed as AISC contacts. Please be sure to use the "Other Personnel Notes" field to keep your address book updated. If you hover over that notes section, you'll see a popup with more information about how to find the address book within the Portal.

#### NY Program Contact

If your company participates in the [New York State Specialty Audit Program](#) and you wish to designate a different Certification Contact for this program's audits, you may do so here. By default, the overall Certification Contact would also be the contact for these audits.

Current NY Contact Name	Current NY Email	Current NY Phone
Revised NY First Name First Name	Revised NY Last Name Last Name	Revised NY Email Email
		Revised NY Phone Phone

#### Other Personnel Notes

Please include any additional or clarifying information. This would also be the place to let us know if any of your contacts have left the company and should be removed from the list.

Comments

Account Name	Phone	Email	Title
Frankie Test Account [TEST]		ethomas2011@concast.net	Person
Frankie Test Account [TEST]		garber@aisc.org.invalid	Person
Emmett Test Account [TEST]		garber@aisc.org.invalid	
Emmett Test Account [TEST]	(773) 566-8541	thomas@aisc.org.invalid	
Emmett Test Account [TEST]			

Next Step: Click the "Submit" button

Submit

Once you have completed this section, you may hit the "Submit" button. This will take you to the screen shown below.



## CERTIFICATION PROGRAMS

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## CERTIFICATION PROGRAMS

Company/Industry Demographics: You'll need the certification ID number (located on the account details page) for your account to get started. You'll also need to provide your own contact information so we can reach out with any questions.

Back

### Company Info Update

Please provide Certification ID:

2023-6-16-005705

Certification ID can be found by logging into the Participant Portal and going to the corresponding account page. Hover for more info

\* Your Name  
Name

\* Email  
Email field

\* Phone  
Phone

\*\*Please leave any fields that don't need to change blank

**Update Company Information**

Current Employee Count	Update Employee Count
65	# of Employees
Current Website	Update Company Website
Current Support Office Address	<input type="checkbox"/> We have added a support office location Support Office Address Address
Current Support Functions	Support Office Function Functions

The screenshot shows a portion of the AISC Participant Portal's account details page. It includes fields for Name, Account, Audits, Contact, and Invoices. Under the 'Account' tab, there is a 'Certification Information' section. Within this section, the 'Certification ID' field is highlighted with a purple arrow pointing to it. The value in the field is '2020-8-20-00077f'.

This is where you can report any support locations and their support functions (if applicable to your main certified location).



## CERTIFICATION PROGRAMS

Demographic information-We're always trying to make sure our programs best serve our participants and the specifiers who hire them, and this information helps us make better decisions. We really appreciate your help!

### Update Company Information

Current Employee Count

65

Current Website

Update Employee Count

# of Employees

Update Company Website

Website

We have added a support office location

Current Support Office Address

Support Office Address

Address

Current Support Functions

Support Office Function

Functions

For the next two questions, AISC uses this data to make better decisions in their future program designs and trying to provide their participants with the best possible value

What are your primary Primary Fields of Erection/Fabrication

Reasons for being AISC certified

Dropdown field

If Other, please provide more detail

'Other' Detail

Submit

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