



CERTIFICATION PROGRAMS

Uploading CAR Evidence:

The Portal also streamlines the process to submit evidence for any CARs you receive during an audit. You must submit **all** evidence for **all CARs issued** during a single audit by the due date. Any additional evidence you submit after that initial upload will be counted as the **CAR reviewer's second request for documents per GR6.2.1 of the Governing Requirements for Certification Programs.**

1) Click the relevant audit number to get started.

The screenshot shows a web browser window with the URL `aisc.force.com/participant/s/account/001f200001uRhZFAA0/test-impact-networking-llc`. The page is titled "Account: Test Impact Networking" and displays the following information:

- Address Information:**
 - Facility Address:** 150 N Michigan Ave Ste. #2110, Chicago, IL 60601, United States. A map shows the location on the Chicago Riverwalk in the New Eastside area.
 - Mailing Address:** 130 Wells Street, Suite 2000, Chicago, IL 60601, United States. A map shows the location in the West Loop area.
- Certifications (2):**

Certification	End Date	Status
Building Fabricator	2/28/2022	Active
Sophisticated Paint...	1/13/2022	Inactive
- Invoices (1):**

Invoice Id	Audit	Audit Date	Invoice Amount
IN-00014299	A-001884	7/1/2021	\$4,800.00
- Audits (1):**

Audit Number	Audit Date	Auditor	Audit Scope
A-001884	7/1/2021	QMC Auditor	R1



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2) Once you're on the audit details page, use the "Add files" button to upload your CAR evidence in PDF format.

Audit: A-001884

Account: [Test Impact Networking LLC](#) Audit Date: 7/1/2021

▼ Auditor Details

Audit Location: Remote Auditor: [QMC Auditor](#)
Audit Plan Status: Not Submitted

> Scheduling Details

▼ Participant Details

Account: [Test Impact Networking LLC](#)
Case: [00137713](#)

▼ Audit Details

Files (2) Add Files

share file	Audit Evidence
Apr 2, 2021 • 15B • txt	Mar 31, 2021 • 14B • txt

[View All](#)

Invoices (1)

Invoice Id	Status	Invoice Amount
IN-00014299	Void	\$4,800.00

[View All](#)



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Audit A-001884

Account: [Test Impact Networking LLC](#)

Audit Date: 7/1/2021

Auditor: [QMC Auditor](#)

Audit Location: Remote

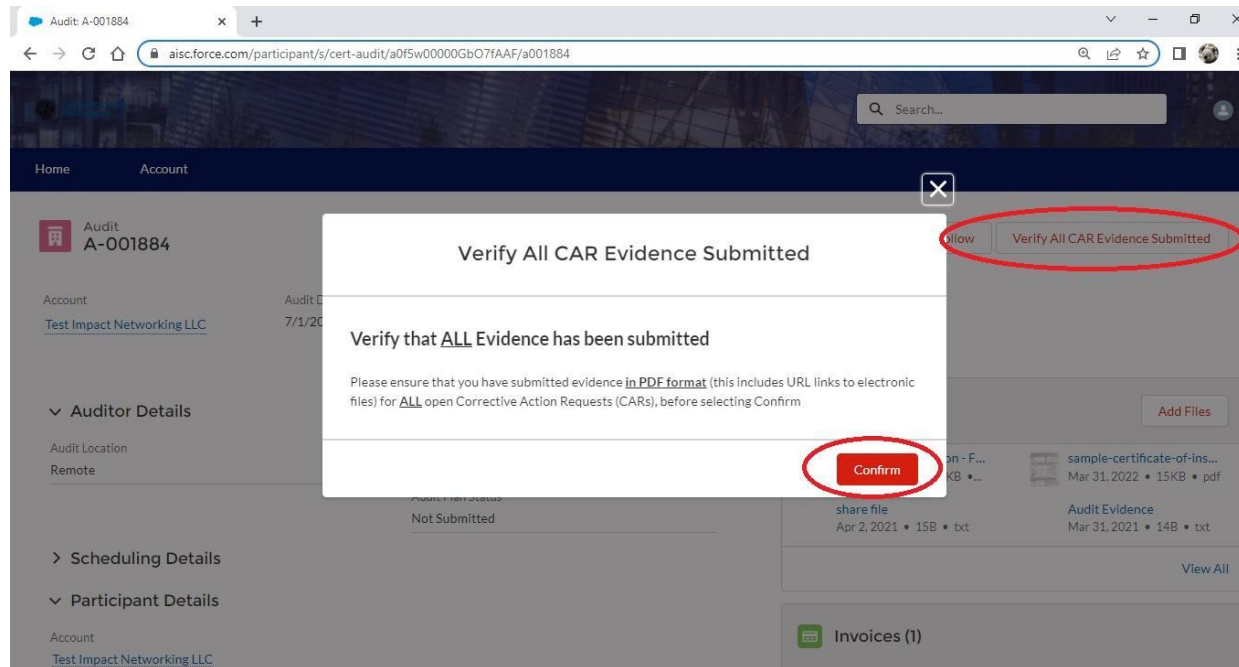
Audit Plan Status

Buttons: + Follow, **Verify All CAR Evidence Submitted**

3) Once you have uploaded all your evidence for every CAR you have been issued, click the “Verify All CAR Evidence Submitted” button, then click “Confirm” on the pop-up window.



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4) Clicking the “Confirm” button will notify the auditing agency. You may return to your account page or the portal home screen by clicking the links at the top of the page.

Troubleshooting:



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Please refer to our Certification Portal FAQ first. If your issue is not addressed in the FAQ, please email us at certification@aisc.org or call 312-670-7525.