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.

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

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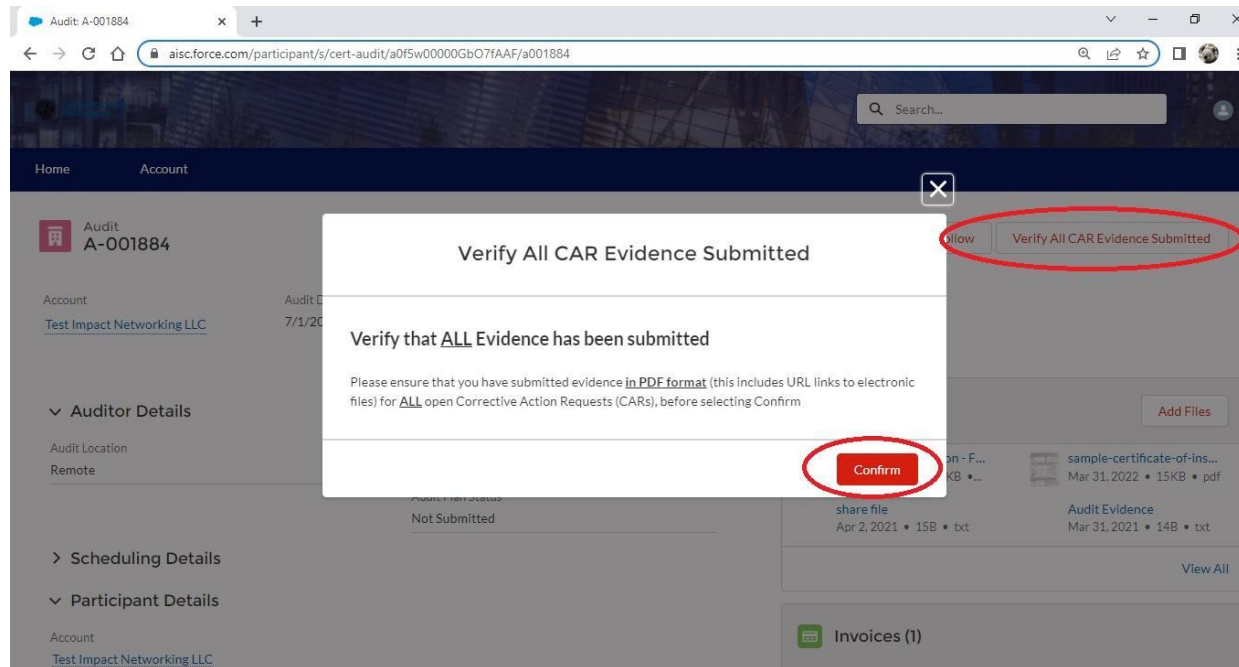
4)Clicking the "Confirm" button will notify the auditing agency. You may return to your account page or the portal home screen by clicking the links at the top of the page.

Troubleshooting:

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.