



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 If that information is outdated, you might not receive messages with things like your certificate, invoices, and audit findings!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 AISC account details page for HoneyFab. The navigation bar includes Home, Account, Audits, Cases, Contact, and Invoices. The account name is HoneyFab. The certification ID is 2023-6-16-005705F. The client type is Fabricator. The facility address is 123 Main St, Chicago, Illinois 60601, United States. The account owner is Magall Momurry. The account name is HoneyFab. The parent account is HoneyFab. The client type is Fabricator. The employees are 65. The logo link is HoneyFab. The certification information section includes the primary fields of fabrication/erection, all fields, and the reasons for being AISC certified. The transport material to the jobsite checkbox is checked. The address information section is partially visible.

Company Profile Change

Certification	End Date	Status
Building Fabricator		▼
Bridge Fabricator...		▼
Highway Compo...		▼
Fracture Control ...		▼
Complex Coating ...		▼
Fracture Control ...		▼

[View All](#)



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.

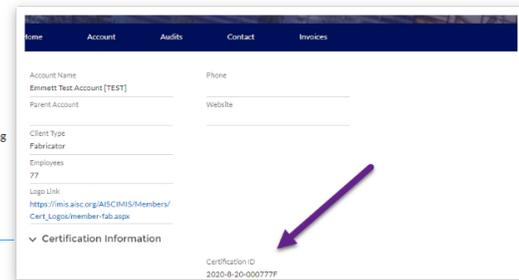
Back

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 _____		Revised Company Name New Name _____
Current Company Owner NTBM _____		Revised Company Owner New Owner _____
Fabricator Facility/Erector Office Address		
Current Street 123 Main St _____		Revised Street Street _____
Current City Chicago _____		Revised City City _____
Current State Illinois _____		Revised State State _____
Current Zip 60601 _____		Revised Zip Zip _____
Current Country _____		Revised Country _____



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?
- * Will new equipment be purchased/brought in?
- * Will old equipment be removed?
- * Will software change?
- * Will you be changing the quality-management-system? Or documentation?
- * Will you change personnel?
- * Did the Management Representative for Quality (Certification Contact) change?
- * Did the Executive Manager of Facility change?
- * Effective Date of Change

Any additional comments or clarifications, if you wish.

Submit



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 you 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 ggozler123@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 ggozler123@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.



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.

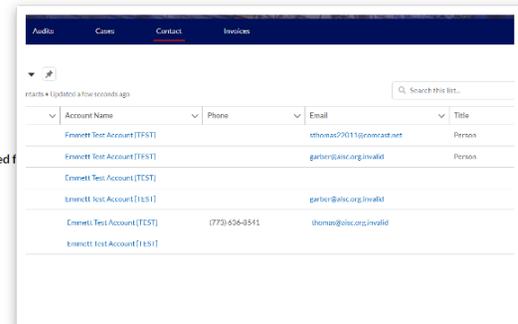
Current NY Contact Name	Current NY Email Email	Current NY Phone Phone	
Revised NY First Name First Name	Revised NY Last Name Last Name	Revised NY Email Email	Revised NY Phone Phone

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

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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[Return to the Certification homepage](#)



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:

2023-6-16-005705F

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

Update Company Information

Current Employee Count
65

Current Website
Website

Current Support Office Address
Address

Current Support Functions
Functions

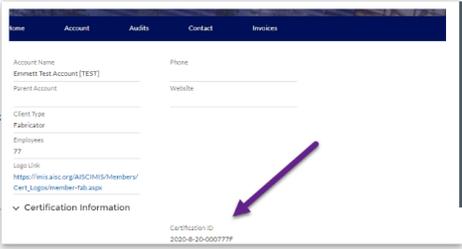
Update Employee Count
of Employees

Update Company Website
Website

We have added a support office location

Support Office Address
Address

Support Office Function
Functions



The screenshot shows a navigation menu with 'Account', 'Assets', 'Contact', and 'Invoicing'. The 'Account' section is expanded, showing fields for Account Name, Parent Account, Client Type, Fabricator, Employees, and Log In Link. The 'Certification Information' section is expanded, showing the Certification ID: 2023-6-20-000777F. A purple arrow points to the Certification ID field.

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

Current Support Office Address

Current Support Functions



Update Employee Count

of Employees

Update Company Website

Website

We have added a support office location

Support Office Address

Address

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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