



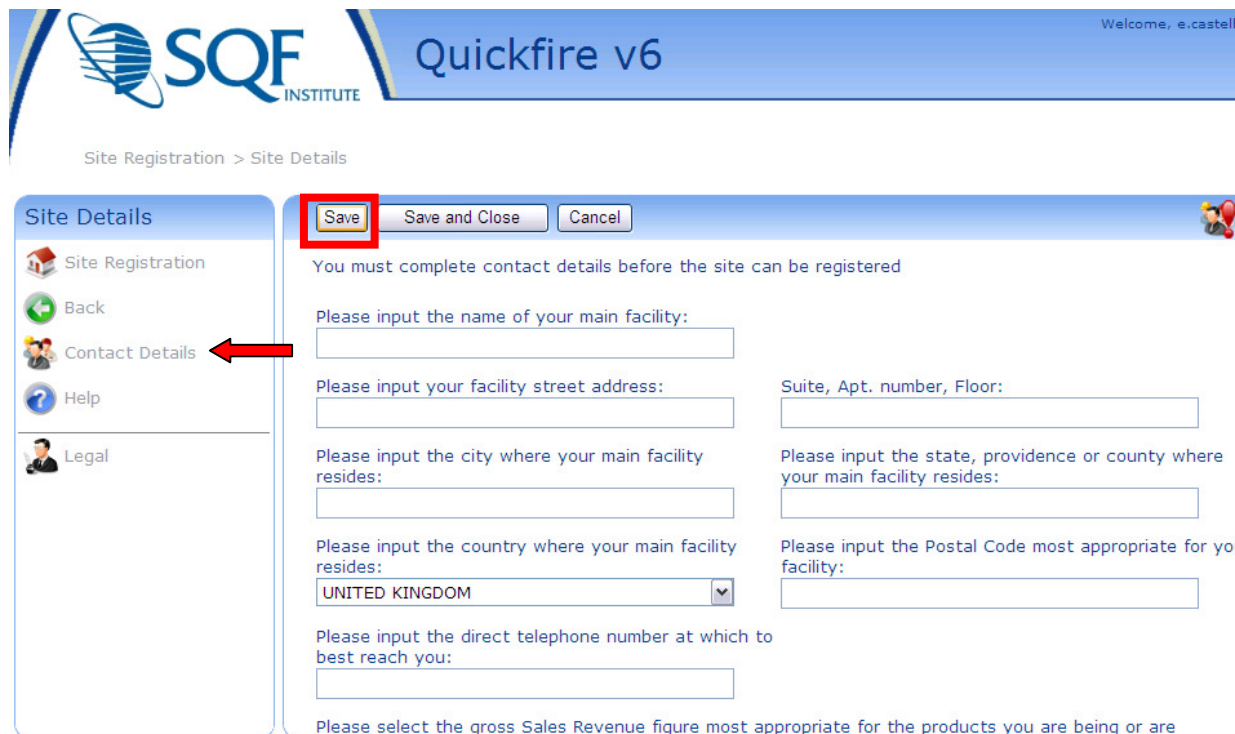
Quickfire New Site Registration for Existing Users

1. For existing users, login to register a new company on the Quickfire Registration page, <https://sqfi.muddyboots.biz/SiteSignUp/>.

To re-issue a new password, select “Re-issue Password. Note that the username and e-mail must match what we have listed in our database. For any questions, contact info@sqfi.com.

2. Select “Create New Site” highlighted below in red

3. Fill in all the Site Information requested then select “Save”, seen highlighted in red below.



Site Registration > Site Details

Welcome, e.castell

Site Details

Save Save and Close Cancel

You must complete contact details before the site can be registered

Please input the name of your main facility:

Please input your facility street address:

Please input the city where your main facility resides:

Please input the country where your main facility resides:

UNITED KINGDOM

Please input the direct telephone number at which to best reach you:

Suite, Apt. number, Floor:

Please input the state, providence or county where your main facility resides:

Please input the Postal Code most appropriate for your facility:

Please select the gross Sales Revenue figure most appropriate for the products you are being or are

4. Next fill in the Contact information for the facility by selecting “Contact Details” from the left-hand sidebar. See above image.
5. You will be prompted to search for a contact or add yourself as the primary contact for the facility. Select “I’m the Contact” to link yourself as the main contact. Your information will be automatically populated. If you are not in the main contact, enter in the name in the search field. **Note: Enter only part of the name in order to get a wider search result.**
 - a. If the company contact is in our database, highlight the name by selecting it and click “Select Contact”. The primary contact’s information will be automatically populated.
 - b. If the company contact is not in our database, select “New Contact”. Fill in the contact information. This login will be created and an e-mail will be triggered to the contact when payment is received.
6. Select “Save and Close” once the primary contact has been selected. **Note: Additional contacts can be added once the site is fully registered with the SQF Quickfire system.** You will be redirected to the site details page. Click “Close” to finish the site information.
7. To add more sites, repeat steps 2-6.
8. You can now add the site/sites to include for payment by checking the box associated with the site.
9. Select your payment method. Two options are provided to you:

Payment method

Once complete proceed

Please select from

Please select from

Credit Card

Invoice



- a. Credit cards are processed automatically so registration is granted once payment has been approved. If you do not receive your login within 24 hrs, contact the SQF Institute at info@sqfi.com.
 - b. Invoices will take 10 days to process. Once payment is received your company will be fully registered in our system.
10. Click "Checkout"
 11. Once your facility has been fully registered, you will be able manage your site on our Quickfire Audit Management website, <https://quickfire-online.muddyboots.biz/SQFi/FrmLogOn.aspx>.

For questions about billing, contact SQFI at SQFIBilling@sqfi.com.