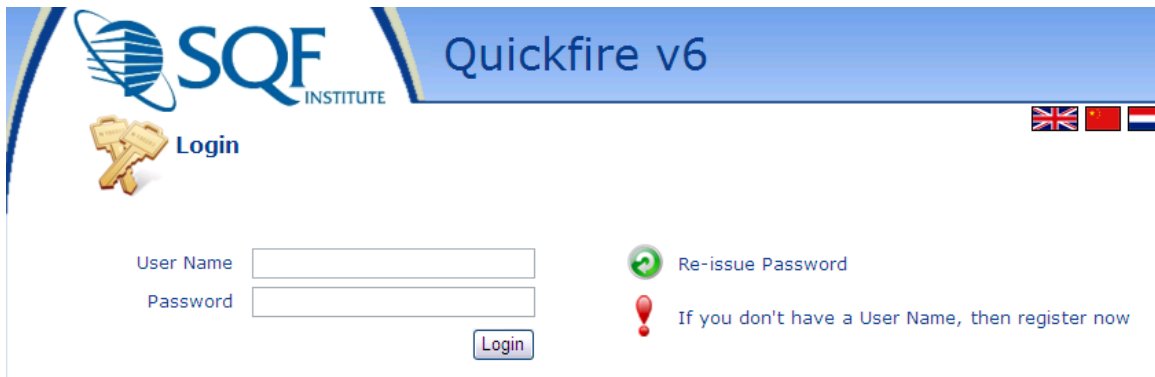


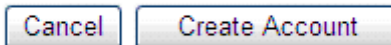
Quickfire New Site Registration for New Users

1. Create a profile and login to the Quickfire registration page at <https://sqfi.muddyboots.biz/SiteSignUp/>.
2. Select the link that states “If you don’t have a User Name, then register now.”



The image shows the Quickfire v6 login page. It features the SQF INSTITUTE logo and the text 'Quickfire v6' in the header. Below the logo is a 'Login' button with a key icon. There are two input fields for 'User Name' and 'Password', followed by a 'Login' button. To the right, there is a 'Re-issue Password' link with a refresh icon and a red exclamation mark icon with the text 'If you don't have a User Name, then register now'. There are also flags for the UK, China, and the Netherlands in the top right corner.

3. Fill in all the contact fields provided and select “Create Account”. An e-mail will be automatically sent to your e-mail address with your new login information. The e-mail will be sent from donotreply@muddyboots.biz.



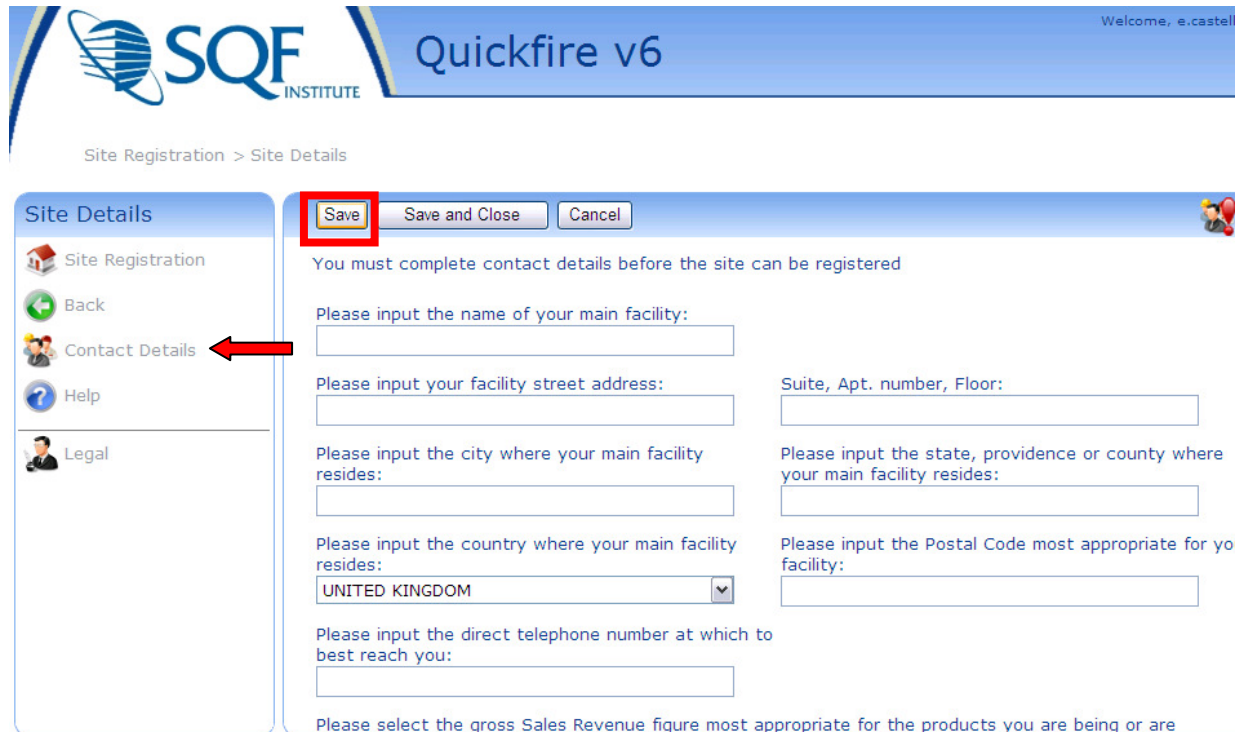
Two buttons are shown: 'Cancel' and 'Create Account'.

4. Once you receive your login information, follow the link provided and copy and paste you username and password to their appropriate fields since the information is case sensitive. If you do not receive your login information, contact SQFI at info@sqfi.com.
5. Select “Create New Site” highlighted below in red



The image shows the Quickfire v6 Site Registration page. It features the SQF INSTITUTE logo and the text 'Quickfire v6' in the header. Below the logo is the text 'Site Registration'. There is a sidebar with links for 'Shelved Sites', 'Help', and 'Legal'. The main content area contains a welcome message: 'Welcome to the Supplier Registration Portal for the SQFI Quickfire web site. Please take a few moments to register your site so that you can become part of the SQFI membership community. Becoming a registered supplier on this site will allow you to manage your SQF audits, talk to certifying bodies, schedule an inspection, review your inspection reports and be listed as an SQF certified supplier. Once you complete your audit other retailers can find you when looking for a supplier'. Below this message is a 'New Sites' section with a 'Create New Site' link highlighted in red and a red arrow pointing to it. There is also an 'Include in Checklist' link.

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



Site Registration > Site Details

Site Details

Site Registration

Back

Contact Details

Help

Legal

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:

Suite, Apt. number, Floor:

Please input the city where your main facility resides:

Please input the state, providence or county 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:

Please input the Postal Code most appropriate for yo facility:

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

- Next fill in the Contact information for the facility by selecting “Contact Details” from the left-hand sidebar. See above image.
- 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.**
 - 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.
 - 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.
- 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.
- To add more sites, repeat steps 2-6.
- You can now add the site/sites to include for payment by checking the box associated with the site.
- Select your payment method. Two options are provided to you:



Payment method

Once complete proceed

- 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 and the primary contact's login will be made active in our main Quickfire database. **For new contacts, a login will be issued when payment has been received.**
13. Click "Checkout"
14. 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.