

Auditee Instructions when Switching to another CB

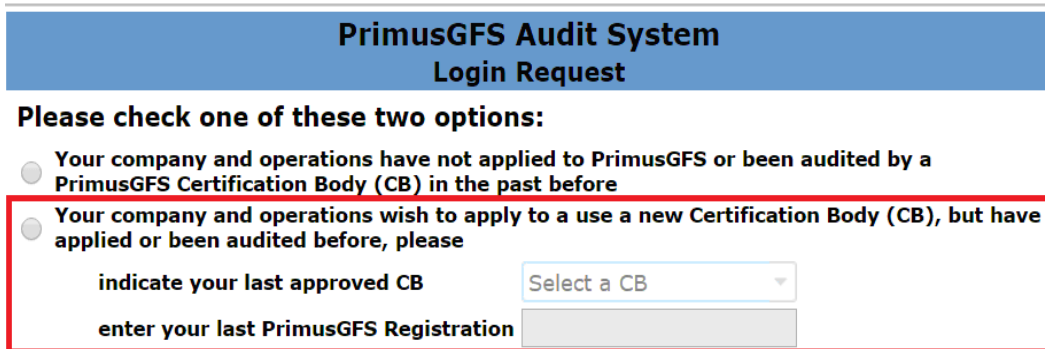
Please note rules regarding switching CB's in the PrimusGFS General Regulations (<http://www.primusgfs.com/documents.aspx>)

1 Go to the PrimusGFS site; www.primusgfs.com

2 Select "New and Returning PrimusGFS Auditee Registration"



3 Select the second option in red below when you are an existing auditee wishing to change CB's. This will ask for the details of your former/current CB, including most recent CB name and last the PrimusGFS registration number:



The image shows a screenshot of the "PrimusGFS Audit System Login Request" form. The form has a blue header with the text "PrimusGFS Audit System Login Request". Below the header, it says "Please check one of these two options:". There are two radio button options. The first option is "Your company and operations have not applied to PrimusGFS or been audited by a PrimusGFS Certification Body (CB) in the past before". The second option is "Your company and operations wish to apply to a use a new Certification Body (CB), but have applied or been audited before, please". This second option is highlighted with a red border. Below the second option, there are two input fields: "indicate your last approved CB" with a dropdown menu showing "Select a CB", and "enter your last PrimusGFS Registration" with a text input field.

4 Once you complete these fields, you will be asked to choose a new CB and re-enter basic contact details:

Please enter your information in order to obtain an account for submitting a PrimusGFS Application.

Please choose your Certification Body

Certification Body

Contact Profile

First Name:
Last Name:
Position:
Email:
Phone Number:

Please type your login and password

User Name:
Password:
Confirm password:

Please ensure that your Organization details are complete.

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After all of the information is entered, click “request login”.

Once this occurs an email will be sent to the PrimusGFS team to verify the organization details in the system.

After matching your organization is verified (within 3-5 days), Azzule will link the auditee to the new CB and login credentials will be emailed to both the auditee and their new CB.