

Steps to be followed by industry expert

Stage	Login Action	Preceding condition
1	Login to Accreditation portal and create user Id and Password	Have been briefed about the new accreditation process
2	No login - Note upcoming accreditation in calendar offline	Industry expert has been intimated about a upcoming accreditation via email
3	Clicks on the link received with “ To Discuss “ email from Assessor and views the page on the portal	Auditor has submitted the summary Assessment and clicked “ To Discuss “ button
4	No Login – Discussion between Industry expert and Auditor once Auditor receives a email alert will be outside the system	Reviews Auditor’s summary recommendation along with related history of candidate’s accreditation on the portal
Final Stage	Downloads the report written by Auditor , Adds comments , uploads final report and clicks – Approve / Reject button.	Auditor has submitted the final report with recommendation.
Payment	Upload one invoice for Accreditation completed in the month after downloading report from system.	The accreditation process is completed and submitted to Industry expert