

# Steps to be followed by the Auditor

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	Auditor 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	Assessor has submitted the summary Assessment and clicked “ To discuss button”
4	No Login – Discussion between Assessor and Auditor once Auditor receives a email alert will be outside the system	Auditor has reviewed the candidate’s documents along with the summary report .
5	Auditor prepares and uploads the draft Assessment report and clicks “ To discuss”	Final Assessment report along with the recommendation is received from the Assessor.
6	No Login – Discussion between Auditor and Industry expert offline once Auditor receives an email alert will be outside the system.	The auditor has prepared the draft assessment report .
Final Stage	Submit the final report to industry expert Clicks either Approve or Reject option . Also selects final recommendation as a Temp / Full Accreditation.	Off line discussion is completed and draft for final report is agreed
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