TABLE OF CONTENTS

• Request A Quote – Slides 3-15
• Reviewing & Accepting A Quote – Slides 16-19
• Applying for Additional Certifications – Slides 20-22
• Password Help - Slides 23-25
• RMS Support – Slide 26-27
REQUEST A QUOTE
REQUEST A QUOTE

At PRI Registrar, you will find dedicated, knowledgeable staff, as well as highly trained, experienced auditors, to help you on your journey to certification and continual improvement. Offering registrations since 1985, PRI Registrar will work to add value to your management system. We are a not-for-profit registrar located in Warrendale, Pennsylvania. We are a results-driven organization partnering with you to improve your company, your management system, and your bottom line. Please visit our new Registrar Resource Center as well as our FAQ section to find answers to your questions. To learn more information about PRI Registrar services, contact us online, or call us today at 724-773-1816.

Request a Quote
From the PRI Registrar website www.priregistrar.com
click on the button to Request a Quote.

*This applies to new clients only. Current clients contact Sales.
**ENTER COMPANY INFORMATION**

<table>
<thead>
<tr>
<th>Request For Quote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name and Address</td>
</tr>
<tr>
<td><strong>Full Legal Company Name (Include DBA if applicable):</strong></td>
</tr>
<tr>
<td>Test Client, LLC</td>
</tr>
<tr>
<td><strong>Legal Status:</strong></td>
</tr>
<tr>
<td>LLC</td>
</tr>
<tr>
<td><strong>Address line 1:</strong></td>
</tr>
<tr>
<td>123 Main Street</td>
</tr>
<tr>
<td><strong>Address line 2:</strong></td>
</tr>
<tr>
<td>Address 2</td>
</tr>
<tr>
<td><strong>City:</strong></td>
</tr>
<tr>
<td>Anytown</td>
</tr>
<tr>
<td><strong>Zip Code:</strong></td>
</tr>
<tr>
<td>12345</td>
</tr>
<tr>
<td><strong>Country:</strong></td>
</tr>
<tr>
<td>United States</td>
</tr>
<tr>
<td><strong>State:</strong></td>
</tr>
<tr>
<td>Pennsylvania</td>
</tr>
<tr>
<td><strong>Phone Number:</strong></td>
</tr>
<tr>
<td>123-456-7890</td>
</tr>
</tbody>
</table>

**Complete Required Information**
Complete the required fields indicated with a red (*) symbol.

**Read the Terms and Conditions and Privacy Policy.**
ENTER CONTACT INFORMATION

Complete Required Information
Complete the required fields indicated with a red (*) symbol.
Read the Terms and Conditions and Privacy Policy.

Verify Identity
Check the box to indicate you are not a robot.

Save Information
Click Save and Continue.
CREATE A PASSWORD

Create RMS Password
To track your quote, enter a password, click the Create Password and Continue button. If you wish to Continue as a guest, you must create a password later in order to view your quote or make any changes to your application.
SELECT A STANDARD

Select a Standard
Click the box to select a standard or standards. Indicate whether you are a New or Transfer client.

Save Information
Click Save and Continue to advance to the next page or Save to come back to the quote later.
ENTER PRODUCT INFORMATION

**Website URL**
Enter your website URL.

**Describe Product/Processes**
Enter a description of your Product and Process.

**Select ITAR/EAR**
You are required to know your ITAR/EAR status. You can enter a separate ITAR/EAR contact at this step.

**Select IAF and NACE codes**
If known, select your industries and activities from the list.

**Save Information**
Click Save and Continue to advance to the next page or Save to come back to the quote later. Click Previous to go back to the previous page.
If the address entered on the right side of the application screen is not the primary location, click No and enter the primary address details.

If you have more than one location, click ‘Yes’ and enter the additional location details. An additional location would be any location that will need to be covered under the certificate.

Save Information
Click Save and Continue to advance to the next page or Save to come back to the quote later. Click Previous to go back to the previous page.
Scope of Registration
Define the scope of registration as it will appear on your certificate.

Other Information for Quote
Complete the location employee count, square footage, shift, design responsible and other information needed to generate a quote.
*There will be a separate page for each location if there is more than one location.

Save Information
Click Save and Continue to advance to the next page or Save to come back to the quote later.
Select the option that describes your internal audit program.

- Internal auditor(s) are able to dedicate their full attention during the audit(s) and are able to remain fully independent from the processes being audited.
  - Multi-event audit program; audit full QMS annually.
  - Audit program driven by risk and data.
  - No nonconformances (internal or external) against corrective action process in the past year.

- Internal auditor(s) work on internal audits while also responsible for day-to-day responsibilities. There may be a risk of auditor(s) not being fully independent from the processes being audited.
  - Internal audit is an annual event.
  - Full QMS is covered annually.
  - Any nonconformances (internal or external) against the corrective action process in the past year were minor and have been closed.

- Internal auditor(s) are not trained in auditing techniques and/or are at risk of including their own areas of responsibility in their audit.
  - Primarily desk top audits.
  - Major nonconformities from third party audits have been written against the QMS in the past year.
  - Full QMS not covered annually.
  - Major nonconformance(s) have been written against the corrective action process in the last year, or minor nonconformances have not yet been closed.
Site Metrics
Provide your organization’s current goals and actual results.

Site Complexity
Select the option that describes your organization.

Additional Aerospace Standards
Add any additional aerospace standards that your organization has implemented. This section is not required.
After you submit your application, our Technical team will do an internal review and may reach out with additional questions.

If you have any questions about the OCAP Analysis, please contact Dale McCune.
**Internal Audit / Pre-Assessment**
A pre-assessment is a gap analysis prior to your initial audit.

**Confirm Details**
Take a final moment to review the legal company name and company website you entered during the application process.

**Registration Date**
Select the approximate month and year to begin your audits.

**Save Information**
Click Save and Submit for your application to be reviewed by our sales staff. Click Save and come back to the form later. Click Previous to go back to the previous page.
REVIEWING & ACCEPTING A QUOTE
REVIEWING A QUOTE

Viewing The Quote
RMS will send an email when the quote is ready. The quote can be accessed via the link in the email RMS and on the dashboard in two locations.
REVIEWING A QUOTE

Review the Why Chose PRI Registrar information. You can print the quote prior to acceptance.

Standard & Certification Structure

Expand
Click on the “+” symbol to see the breakdown of days and cost per year
Accept/Reject

Once you have reviewed your quote, you can either accept the quote to begin the audit process or reject it to further discuss your contract with your Business Development Specialist.

Service Agreement

Review the Audit Service Agreement
Check the box next to “I agree…”
Check the box next to “I have the authority…” and complete the required boxes
APPLYING FOR ADDITIONAL CERTIFICATIONS
Once you have been certified with PRI Registrar there may come a time when you need to be certified to additional standards. You can request a new quote from your Business Development Specialist at any time via RMS by clicking on Request for Quote.
New Application

After clicking Request for Quote, this brings you back to the application. Pick the new standard you are applying for and answer the applicable application questions (slides 9-12).
LOGIN AND PASSWORD RESET

RMS Login Page
Click on the link to go to the RMS Login Page
https://rms.pri registrar.org

Forgot Password
Click on the Forgot Password link.
*If you have previously completed an application as a Guest, click here to set up a password.
Retrieve Password

Enter your email address, your last name, and click on the Retrieve Password button.

A link will be sent to your email to reset your RMS password.
RMS SUPPORT

• For technical support or questions about RMS
  • Contact the support helpdesk
  • Hours: 8:00 AM – 5:00 PM ET M-F
  • Calls / emails returned within 4 business hours

rmssupport@p-r-i.org
724-772-8679