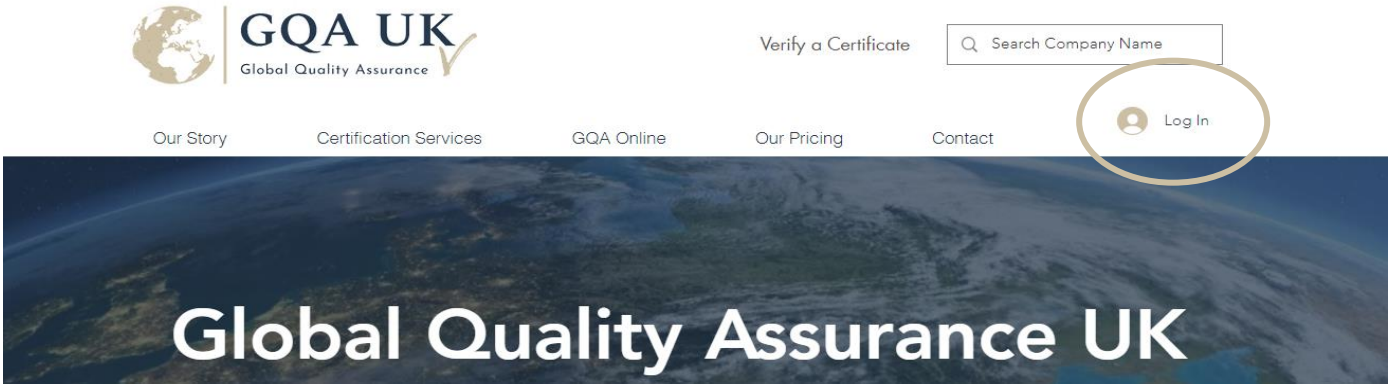
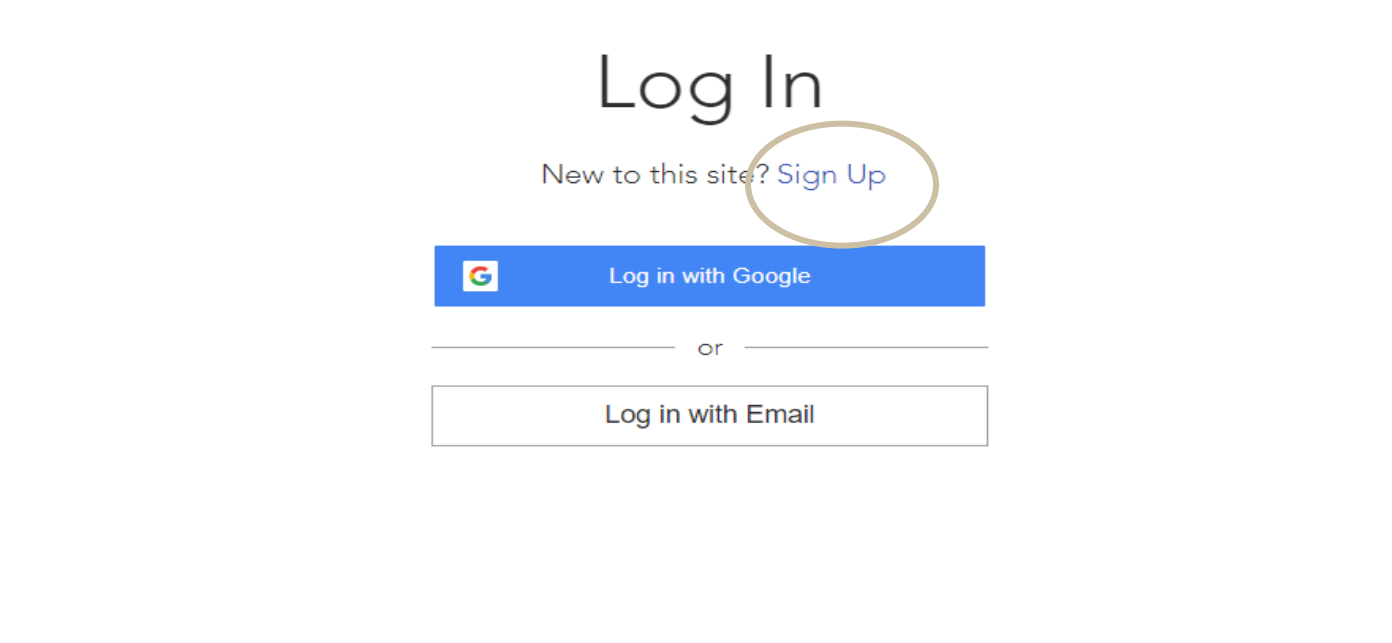


# Client Sign-up Instruction



Client Steps	
Client Onboarding	SM002

Step	Visual
<p>Visit website – <a href="http://www.gqauk.org">www.gqauk.org</a> – and 'Log In</p>	
<p>Click <a href="#">Sign Up</a></p>	


Enter email address and create a password

# Sign Up

Already a member? [Log In](#)

Email  
gqa@gqauk.org

Password  
••••••••

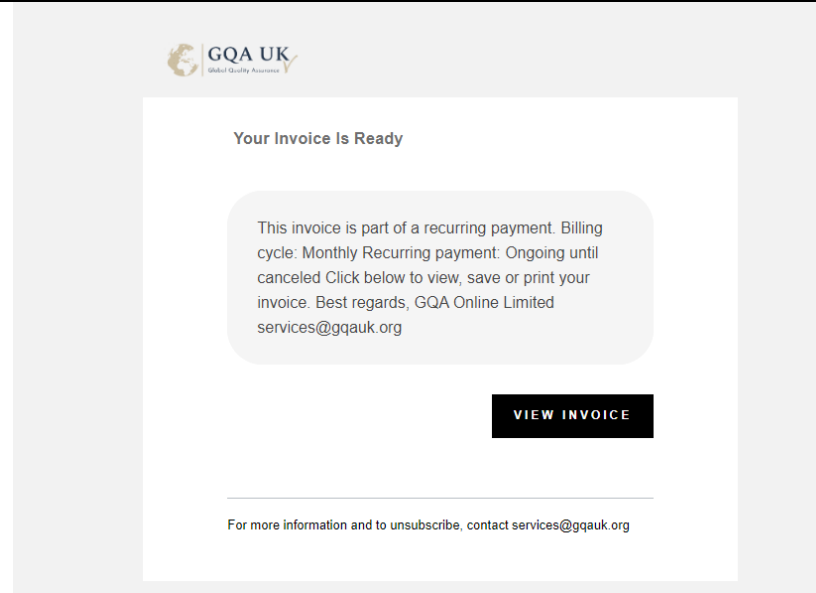
I'm not a robot  reCAPTCHA  
Privacy - Terms

Sign Up

Contact our team and let them know you've set-up your account

Email us at: [team@gqauk.org](mailto:team@gqauk.org)

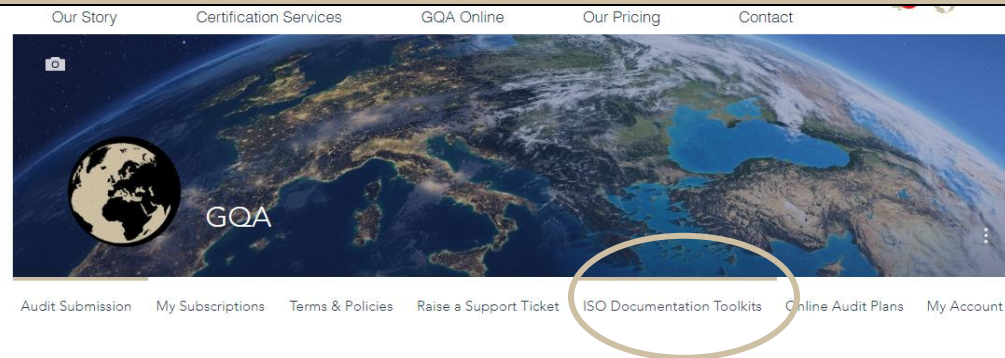
Pay subscription invoice (sent via email)



Once invoice is paid, You will have full access to dashboard

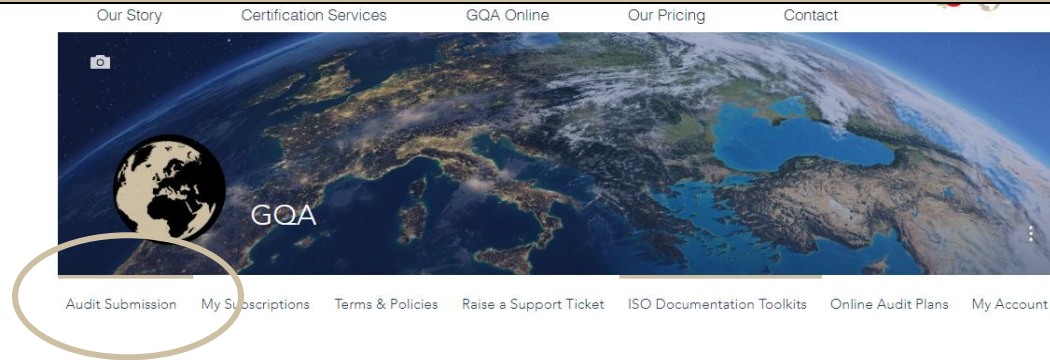
Access granted to various toolkits (If required) to customise ready for submission.

**NOTE 1:** for first year submissions, you can just upload a manual which can be found within the toolkits to help establish 'system framework'



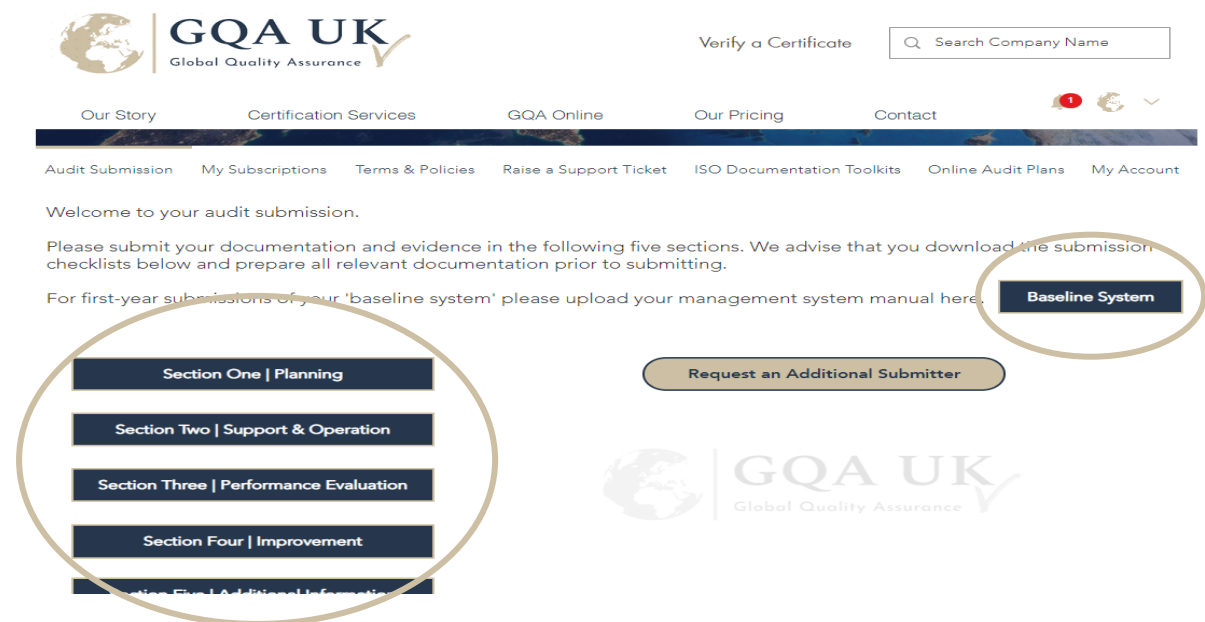
## Ready for the Audit Submission

Click 'Audit Submission' within the dashboard



Chooses whether to upload a 'baseline system' (manual) or go through the five sections.

**NOTE:** You should only go through the five sections if you have an **established** management system, i.e., audit programme and scheduled management reviews etc.



Fill in the required information along with the standard you are prescribing to and select 'Submit'

**\*Please do not leave this page without clicking the submit button as this may result in a loss of information.**

Your email address \*

Registered Business Address \*

This address will be displayed on your ISO certificate

## Your Management System

Which Standards are you submitting for? Select all that apply. \*

ISO 9001  ISO 14001  ISO 45001  ISO 27001

Please allow 7-14 days to receive your certificate, Registration marks, and report