

How to Register as a  
Wild American Shrimp  
Approved Supplier  
On  
[www.certifiedshrimp.com](http://www.certifiedshrimp.com)



Wild American Shrimp, Inc.  
[www.certifiedshrimp.com](http://www.certifiedshrimp.com)  
843.937.0002

## Step One – Register on [www.certifiedshrimp.com](http://www.certifiedshrimp.com)

1. To access certifiedshrimp.com, type [www.certifiedshrimp.com](http://www.certifiedshrimp.com) into the address window of your internet browser.
2. When the site opens, click on “register” which is located at the top right corner of the site.
3. The registration screen will open and you will need to fill out each field that has an asterisk (\*) next to it.
  - First Name – first part of your company name (ie. *Mike's* Seafood Company)
  - Last Name – second part of your company name (ie. Mike's *Seafood Company*)
  - User Name – create a user name based on your company name, using no spaces or punctuation (ie. mikesseafood)
  - Password – create a password that you will be able to remember
  - Confirm – confirm the password that you selected
  - Email Address – an email address where you will receive communication regarding the certifiedshrimp.com website
4. Although they are not required, please also complete as many as the following fields as possible.
  - Website – website of your business (ie. www.mikesseafood.com)
  - Instant Messenger ID – disregard this field
  - Street – business location mailing address and street name
  - Unit # - suite or office # of your business location
  - City – city where your business is located
  - Country – select “United States”
  - State – state where your business is located
  - Zip Code – zip code of your business location
  - Telephone – business telephone number
  - Cell – your cell phone number
  - Fax – business fax number
5. At the bottom of the form, select the time zone in which your business is located.
6. Click “register” at the bottom of the page. The next screen will tell you the following:

- An e-mail with your details has been sent to the portal administrator for verification. Once your registration has been approved an e-mail will be sent to your e-mail address: “your email address”

7. Once the WASI staff have verified your initial registration, they will authorize your account so that you can move on to the application. You will be able to move on to the application **(STEP TWO, see below)** once you receive the following email:

- Dear \_\_\_\_\_,

We are pleased to advise you that you have been added as a Registered User to the WASI – Certifiedshrimp.com portal website. Please read the following information carefully and be sure to save this message for future reference.

Portal website address: [www.certifiedshrimp.com](http://www.certifiedshrimp.com)

User name: “your chosen user name”

Password: “your chosen password”

Verification code: 0-68

Please take the opportunity to visit the website to review its content and take advantage of its many features.

Thank you, we appreciate your support...

WASI – Certifiedshrimp.com

## Step Two – Complete the Application

1. To access certifiedshrimp.com, type [www.certifiedshrimp.com](http://www.certifiedshrimp.com) into the address window of your internet browser.
2. Login to your account by entering your user name and password into the “Account login” fields located on the lower, left side of the site. Both of these fields are case sensitive, so be sure to type the information exactly as it was when it was created during registration.
3. After you have entered your user name and password, click “Login”. You may check the box that says “Remember Login” so that you don’t have to reenter the information each time you return to the site.
4. Once you are logged in, look for the word “Application” at the top of the screen. Click on “Application”.
5. There are two pages to the application, one is “General Information” and the other is “Business Information”. You can go from page to page by clicking on each title listed next to “Page”.
6. Complete each field on the General Information page.
  - Company Name – your business name (ie. Mike’s Seafood Company)
  - By – the primary contact for your company
  - Title – the business title of the primary company contact (ie. President)
  - Mailing Address for Notifications – company mailing address
  - Zipcode for company mailing address
  - Check box if the shipping address and mailing address are the same
  - Shipping Address – address to receive shipped items (FedEx and UPS will not deliver to PO Boxes)
  - Zipcode for shipping address
  - Phone – main company phone number
  - Fax – main company fax number
  - Email – email address for primary company contact
  - Web site – company web site, if you have one
  - Sales Contacts – list the name of each company sales contact, one per line

7. On the Business Information page, check all the boxes that apply to your company and complete the fields relating to your minimum order, plant locations and brand names.
  - Operations – check the boxes that best describe your business type, you must check at least one box. If you choose “other”, make sure to fill in the blank to the right
  - Products – check the boxes that best describe the type of products you make available
  - Processes – what type of processing is available
  - Species – what species do you sell
  - Check all that apply – check the boxes that best describe your sales availability
  - Packaging Options – what sized packages are available
  - Do you have a catalog?
  - Do you have a price list?
  - What is your minimum order?
  - Size of Operation (# of Employees) – how many employees do you have in your company
  - Do you have a Quality Control Department?
  - Do you have a Traceability Process?
  - Are you HACCP Compliant?
  - List all processing locations (one per line) – No address is needed, just the city or location name
  - List all brands (one per line) – brand names
  - Brief description of your company/history – not required, but if you have a statement that describes your business, you may use that here
  - WASI Staff use only – do not complete this field
8. Once you have completed both of these pages, click “Submit” at the bottom of the page.
9. You will receive a confirmation on the screen that says
  - Your application questionnaire has been submitted. Once your information has been reviewed, you will receive notification to log onto the site and sign the certification agreements.
10. You can now logout off the site by clicking “Logout” at the top right corner of the screen.

11. Once the WASI staff have verified your application, they will authorize your account so that you can move on to sign the Certification Agreement. You will be able to move on to the Certification Agreement (**STEP THREE, see below**) once you receive the following email:

- Dear \_\_\_\_\_,

Your user account at the WASI – Certifiedshrimp.com portal website has been recently upgraded to include access to the following Security Role:

Role: AgreementPending

Description: Affiliate must agree to terms and conditions prior to becoming certified

Thank you, we appreciate your support...

WASI – Certifiedshrimp.com

## Step Three – Sign the Certification Agreement

1. To access certifiedshrimp.com, type [www.certifiedshrimp.com](http://www.certifiedshrimp.com) into the address window of your internet browser.
2. Login to your account by entering your user name and password into the “Account login” fields located on the lower, left side of the site. Both of these fields are case sensitive, so be sure to type the information exactly as it was when it was created during registration.
3. After you have entered your user name and password, click “Login”. You will now be able to see the word “Agreements” at the top of the page where “Application” was previously.
4. Click on “Agreements”.
5. You will see a screen that says:
  - Please read and review the following document which constitutes this agreement:  
**Certification Agreement** (this will appear as a slightly different sized font and will change colors when you put your mouse over it)
6. Click on “Certification Agreement” which will open a new window on your screen. This new window contains the entire Certification Agreement. Make sure you read the agreement completely, and when you are finished, close the window. You can print the agreement by hitting the printer button at the top left of your screen, below the browser address bar.
7. You will now be back at the first screen where you must complete the fields:
  - Contracting party/supplier – your company name
  - Check the box that states you have read the agreement
  - By – your name
8. Once you have read the agreement and completed all fields, click “Submit” at the bottom of the page.
9. You will see a confirmation on the screen that says:
  - Thank you for signing our certification agreements. Once your facilities have been audited and approved you will be notified.
10. You can now logout of the site by clicking “Logout” at the top right corner of the screen.

11. Once the WASI staff have verified your Certification Agreement, you will be able to schedule an audit of your facility (**STEP FOUR, see below**). You will be able to schedule your audit once you receive the following email:

- Dear \_\_\_\_\_,

Your user account at the WASI – Certifiedshrimp.com portal website has been recently upgraded to include access to the following Security Role:

Role: AuditPending

Description:

Thank you, we appreciate your support...

WASI – Certifiedshrimp.com

## Step Four – Schedule an Audit of your Facility

1. Once you have received that last email, you will be able to schedule an audit of your facility. At this point, Mario Piccinin (Operations Director, 843.697.5973), will be in touch to help with this and to make sure you and your staff have received training to properly enter certification data into the secure [www.certifiedshrimp.com](http://www.certifiedshrimp.com) portal.
2. Once you have completed the audit and training, you will become an Approved Supplier and will be able to utilize the data management function at [www.certifiedshrimp.com](http://www.certifiedshrimp.com). At that point, you will receive an email that says:
  - Dear \_\_\_\_\_,  
Your user account at the WASI – Certifiedshrimp.com portal website has been recently upgraded to include access to the following Security Role:  
Role: Supplier  
Description: Allows supplier access to the WAS forms and reports  
Thank you, we appreciate your support...  
WASI – Certifiedshrimp.com