

## SELF AUDIT INSTRUCTIONS

**Step 1.** Get your paper form of the audit by clicking [here](#)

**Step 2.** Fill in the form while going through your operation

**Step 3.** Enter the audit by clicking [here](#) and filling in the questions from your paper version.

Tip: use your e-mail address as your username so we can send you results.

**Step 4.** If you want shippers and buyers to know you've done an audit, select names from the list shown. PrimusLabs.com will not show any of your details to them, just that it is complete.

**Step 5.** The online audit is done a step at a time. You must click on "Complete this Category" every time you come to it, and then click your "Back" button to continue.

**Step 6.** If you want to review everything in the audit when you are through, click on "I am through with all categories". If you want to change a response, you can do so at this time. If you do make a change, be sure to click "Complete this Category" in order to make the changes effective.

**Step 7.** If you are finished, click on "Complete this audit and log out".

**Your score and corrective measures will be sent to you via the e-mail address you entered in Step 3, above.**

**Thanks for using our self-audit. For more information, contact PrimusLabs.com at (805) 922-0055, or send us e-mail at [sales@primuslabs.com](mailto:sales@primuslabs.com)**