

# ACCESSING STARS AUDIT FOR A SELF AUDIT

## TO LOG IN STARS AUDIT:

1. Open your Internet Browser and type <https://www.starsaudit.com/starsaudit/login.cmdx>
2. You will see the STARS Audit login page. The Client ID is **sla** and your User Name and Password will be in the attached email. Once the Client ID, User Name and Password are entered in the correct field, click on the box labeled '**Log In to STARS Audit**' to login.
3. You will see the STARS Audit homepage. Please change your password by going to the right side of your screen in the '**Personal Details**' section. Click on '**Change Password**' and enter the password you received in the email from ORM, choose a new password and retype the new password to confirm. Click the '**Change Password**' box. \*Please note - your password is case sensitive.

## TO CREATE A SELF AUDIT ONLINE FOR YOUR LOCATION:

1. Login to STARS Audit using the Client ID, your User Name and Password.
2. On the left side of your STARS Audit homepage you will see an icon that looks like a clipboard titled '**Audits**'. Click on this icon.
3. Under the '**Locations**' section you will see the names of the locations you can complete a self audit on, click the location you wish to self audit. Click the icon '**New**', enter a name for your Audit and click the '**Submit**' button.
4. Highlight the Audit Name you just created and click on the '**Perform**' button. \*If the system has not had enough time to create the audit you will get an error message that will ask you to click the refresh button at the top right of the screen and retry.
5. This will bring you to the beginning of your Self Audit. Enter the requested information (including the 'Agency Class'). After information on each page is entered click on the right green arrow at the top of the screen, this will save and go to the next page. You will see attachments for review and questions that should be answered.

**\*\*Should you need help with any of the questions, call or email your Loss Prevention Officer.**