



Dear Clients,

API will be migrating your 19B Perforator Account to myCerts, API's portal for its Monogram and Quality Registrar (APIQR) Programs. You will soon be able to view the following there:

- Your 19B Perforator Facility Account
- Registered Data Sheets - under 'Certifications' tab
- Future Witness Tests - under "Audits" tab

Account Migration

To migrate your account, please complete the following steps:

1. Complete these two sections of the [API 19B Perforator Witness & Registered Design Program Application, Revision 9](#):
 - Part 2A – Application, sections 1 - 5 (billing and contact information)
 - Part 3 – Registration Agreement
2. Return the signed agreements to audits@api.org by 9/17/2020

After we receive your application and signed agreement, API will create a perforator facility account in myCerts using the primary contact information that you provided.

- If the contact already has an account in myCerts with the same email address provided in the perforator agreement, API will associate that email address with the new perforator facility account.
- If the contact does not have an account, the contact will receive an email asking that he or she create a personal account in myCerts that will be linked to the new perforator facility account.

Viewing Your myCerts Account

The 19B license number, the facility name, and the facility address will exactly match the information on your current perforator account and can be viewed on the [API Composite List](#).

All of your registered data sheets displayed at this location will be added to your new perforator facility account in myCerts.

Until further notice, when requesting a witness for a perforator test, continue to submit the PDF version of the perforator application, Part 2, to audits@api.org. The application form is located on the API website at: www.api.org