ELECTRICAL EQUIPMENT SAFETY SYSTEM

APPLICANT'S GUIDE

TO THE SUPPLIER AND EQUIPMENT REGISTRATION DATABASE

keeping electricity safe

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Preface

This instructional user guide is to assist Responsible Suppliers and Authorised Representatives in understanding how to use the Registration Database to meet the requirements of the Australian Communications Media Authority (ACMA), Radio Spectrum Management (RSM) and/or the Electrical Equipment Safety System (EESS) for Australia and New Zealand.

The registration database is a self-declared, online system. Users will be asked to make a declaration confirming the equipment they supply is electrically safe and meets all relevant electrical safety standards.

Throughout this guide it is assumed that users have knowledge of the EESS and ACMA scheme requirements.

For further information on the ACMA or EESS requirements, please review the information on their respective websites:
- ACMA, www.acma.gov.au
- EESS (currently hosted by ERAC), www.erac.gov.au

Note: There is an important difference between ACMA and EESS when it comes to classification of equipment. The *levels* of equipment categorized by both the ACMA and the EESS are not related nor interchangeable between the two regulatory schemes. For more information on each scheme's levels of equipment, please refer to their respective websites above.

For further assistance with the national registration database, each page has a help ( ) button which provides further information and explanation of database functions.

If experiencing technical difficulties during the registration process, please contact the database help desk:
- Phone: +61 7 3874 7766
- Email: eessadmin@oir.qld.gov.au

If at any time an organisation wishes to withdraw as a Responsible Supplier, the Authorised Officer must contact the EESS Helpdesk (eessadmin@oir.qld.gov.au).

Note: Throughout this guide, references to ACMA should be read as including RSM.

Definitions

The majority of terms used in this guide are defined in the Equipment Safety Rules, available for download via the ERAC website. Additional definitions, outside of the Equipment Safety Rules are as follows:

- **Affiliated Supplier:** a company that is a related entity to the company registered as a Responsible Supplier. Affiliated Suppliers are limited to Australia/New Zealand related entities. If the Responsible Supplier is located in Australia, the Affiliated Supplier is the related entity in New Zealand. If the Responsible Supplier is located in New Zealand, the Affiliated Supplier is the related entity located in Australia. The Responsible Supplier (registered in either Australia or New Zealand) registers and takes responsibility for all items supplied by the Affiliated Supplier.

    Note: A company listed as an Affiliated Supplier by a Responsible Supplier does not need to register as a separate Responsible Supplier.

- **Extension of Equipment:** extending an equipment registration after the certificate of conformity/suitability (Level 2 or Level 3 equipment) has expired, but the registration length is still valid. A Responsible Supplier/Authorised Representative will be required to renew the certificate with the issuing certifier prior to using this function.

ACMA Specific Definitions
- **Responsible Supplier:** in relation to a device, is a person in Australia who is:
    a) the manufacturer or the importer of the device; or
    b) the agent of the manufacturer or importer of the device.

RSM Specific Definitions
- **Responsible supplier:** in relation to a device, is a person in New Zealand who installs, sells, distributes, manufactures, or imports the device.

Responsible Supplier Specific
For use during the responsible supplier registration, in order on how they appear on the form:

- **ABN:** The Australian Business Number associated with the Responsible Supplier**.**

- **IRDN:** Inland Revenue Department Number for New Zealand companies. If inputting a New Zealand IRDN please select "New Zealand" as the country before entering the number to avoid any system errors.

- **Company Name:** Full legal name of the registering organisation.

- **First Name:** First name of the Authorised Officer (this may also include a middle name if needed).

- **Last Name:** Last name of the Authorised Officer.

- **Position:** Position of the Authorised Officer.

- **Email:** The nominated email address of the Authorised Officer. All related correspondence will be sent to this address.

<u>Level 3 Equipment Registration Specific</u>

For use during the level 3 equipment registration, in order on how they appear on the form:

- **Release Date:** The date the piece of equipment will be publically searchable on the Database.

- **Registration Expires:** An automatically calculated date the system supplies depending on the length of registration selected.

- **Details Description:** Any further relevant information regarding the equipment. This field can be used to detail the series of equipment. Please note this field is not mandatory.

1. Users of the National Registration Database

1.1 Responsible Supplier

Registration as a Responsible Supplier is necessary to meet the requirements of the EESS and ACMA/RSM. It is expected that the Authorised Officer who completes the declaration is a person within the Responsible Supplier's organisation with sufficient seniority to ensure the supplying requirements can be met.

1. Browse to https://equipment.erac.gov.au/Registration/

2. Click on Register New *Responsible Supplier*, and after reading and agreeing to the access agreement, complete the following form. Mandatory details are marked with a red asterisk.

Note 1: using the *verify ABN* button will auto populate certain details from the public register. It is also important to note that incorrect ABN numbers will not be recognised and will not allow the process to continue. Once the registration has been completed the ABN entered cannot be changed or reused.

Note 2: the *verify ABN* button will not recognise an IRDN, and should not be used when inputting New Zealand company details.

3. Ensure all the information entered is current and accurate, before clicking the *Save* button.

4. The system will display two declaration / statements:
    - an acknowledgement for the ACMA; and
    - declaration of conformance for the EESS.

The declarations will need to be read and agreed to before continuing. Please note that these agreements are dependent on whether the Responsible Supplier's equipment is considered in-scope for ACMA or EESS. Agreement is made by selecting the *I Agree* boxes.

Note: Step 5 is ACMA or RSM suppliers only, if registering for EESS only or EESS and ACMA/RSM please skip step 5 and move to step 6.

5. ACMA / RSM only, select *Save* to complete registration. A notification will be sent to the user's email address containing a username and password. The email will include a copy of the Acknowledgement (ACMA) and links to the relevant web pages.

    This completes the Responsible Supplier registration for ACMA-only or RSM-only registrations.

6. For EESS registrations, once users agreed to the declaration they will be brought to the Authorised Representative selection screen.

7. Selecting an Authorised Representative is not mandatory. Click *Save* to skip this step or select your preferred Authorised Representative(s) before continuing.

   Note: Responsible Suppliers may have more than one Authorised Representative acting on their behalf.

8. The next step is a summary screen, allowing users to review the information before proceeding. Ensure the details are correct, then select *proceed to payment*.

9. A notice with information on the costs associated with the EESS and Responsible Supplier registration will appear. Click *ok* to proceed.

10. Choose from American Express, VISA or MasterCard and fill in card details where required.

11. On successful completion, a confirmation email will be sent to the user's nominated email address containing a username and password. The email will include a transaction receipt, a copy of the declaration, and instructions on where to access a copy of the latest Australian / New Zealand Standards (AS/NZS) 4417.1 – Use of the Regulatory Compliance Mark.

> **All ERAC fees do not include GST, therefore Responsible Suppliers are not issued with a tax invoice once payment is made.**

If Responsible Suppliers have also registered under the ACMA or RSM arrangements, the email will include a copy of the Acknowledgement (ACMA) and a link to the relevant ACMA or RSM webpage.

This completes the Responsible Supplier registration. Users can now log in to the registration system and register Level 2 and Level 3 equipment (as described in the following sections), or list further Level 1 equipment.

Note: Accounts must be renewed annually. A notification will be sent 30 days prior to this expiry, prompting users to re-activate.

1.2 Authorised Representative – EESS only

An Authorised Representative may be given the authority by a Responsible Supplier to register level 1, 2 and 3 equipment as well as update existing equipment registrations on their behalf.

To create an account as an Authorised Representative:

1. Browse to https://equipment.erac.gov.au/Registration/

2. Click on Register New *Authorised Representative*, and after reading and agreeing to the access agreement, complete required fields. Mandatory details are marked with a red asterisk.

3. After clicking *Save,* the entered details become user account details.

4. Upon successful completion, a confirmation email will be sent to the user's nominated email address containing a username and a first time use password.

5. This completes the registration process. Authorised Representatives can now log into the registration system and register Level 2 and Level 3 equipment on behalf of a registered Responsible Supplier.

Note: clicking *Cancel* will only clear details. To return to the home screen, click *Home* in the top left of the page.

1.3 Account Management

This section applies to Responsible Suppliers and Authorised Representative. Both user types have the ability to change certain details on their accounts.

Note: An Authorised Representative cannot change the details of a Responsible Supplier.

Once a user has logged in, they have the ability to edit their User Details, including viewing the expiry dates of Responsible Suppliers and equipment registrations.

For EESS Responsible Suppliers and Authorised Representatives, users may also input Level 1 equipment into the database on this page.

Responsible Suppliers can also select new Authorised Representatives or remove existing ones here.

1. Hover over the *My Account* tab, and click *Update My Profile* to edit details.

2. Click *Save* to confirm any changes, or click *Cancel* to exit without saving.

Specific to Responsible Suppliers:
If users have selected ACMA-only (for ACMA or RSM purposes) or EESS-only during the initial registration stage it is possible to upgrade their accounts using the link to the right of the screen. Please be aware that upgrading ACMA registrations to include EESS will incur a fee and users will be taken to the payment portal.

Adding or removing an Authorised Representative:
There are two ways to allow an Authorised Representative to act on behalf of a Responsible Supplier:
- Method 1: Authorised Representatives request permission through the new equipment registration option;
- Method 2: Responsible Supplier can select them through the Authorised Representative scroll list found in the account upgrade page; or

Method 1 requires the Authorised Representative to know the Responsible Supplier's unique responsible supplier number.

1. Hover over the *Equipment* tab, and click *Register New Equipment.*

2. Select other responsible supplier from the down menu

3.   Enter the responsible supplier number in and select the *search* icon

       Note: Responsible Suppliers must have listed a preferred Authorised Representative to be visible on the drop down menu.

4.   Click *Request Permission* to send a notification to the Responsible Supplier, which they in turn may approve.

If granted by the Responsible Supplier, this will allow Authorised Representatives to register equipment on behalf of the Responsible Supplier.

Note: The Responsible Supplier can revoke this permission at any time. Authorised Representatives will no longer be able to complete registrations on their behalf or view equipment registrations if permission is revoked.

Method 2:

1.   Hover over *My Account* and select *Update My Profile*.

2.   Scroll to the Authorised Representative box and select a preferred representative from the list.

3.   At the bottom of the page, click *Save*.

1.4 Renewal of Responsible Suppler

Responsible Suppliers will be required to renew their registrations annually. Users will be notified via email 30 days before this expiry. To renew registrations users need to be logged in:

1. Select the link found under *My Account*.

2. Users will be asked to verify the details associated with their registration are still valid, then select *Save*.

3. The system will display two declaration / statements.
    - an acknowledgement for the ACMA; and
    - declaration of conformance for the EESS.

    The declarations will need to be read and agreed to before continuing. Please note that these agreements are dependent on whether the Responsible Supplier's equipment is considered in-scope for ACMA or EESS. Agreement is made by selecting the *I Agree* boxes.

4. Once accepted, users will be brought to a summary page detailing all their contact information. Please confirm all details are correct before clicking *Save* at the bottom of the page.

5. For ACMA / RSM only registrations, select *Save* to complete registration. A notification will be sent to the user's email address containing a username and password. The email will include a copy of the Acknowledgement (ACMA) and links to the relevant web pages.

   This completes the Responsible Supplier renewal process for ACMA-only or RSM-only registrations.

6. For EESS supplier renewals, once users have agreed to the declaration, they will be brought to the Authorised Representative selection screen.

7. Selecting an Authorised Representative is not mandatory. Click *Save* to skip this step or choose your preferred Authorised Representative(s) before continuing.

   Note: Responsible Suppliers may have more than one Authorised Representative acting on their behalf.

8. The next step is a summary screen, allowing users to review the information before proceeding. Ensure the details are correct, then select *proceed to payment*.

9. A notice with information on the costs associated with the EESS and Responsible Supplier registration will appear. Click *ok* to proceed.

10. Choose from American Express, VISA or MasterCard and fill in card details accordingly.

1.5 Re-activating Responsible Supplier Registration

Responsible Suppliers are required to renew their registrations annually. If they let their registration lapse past the expiry date, they must re-activate their account by following the steps below.

1. Once logged in, the system will display two declaration / statements:
   - an acknowledgement for the ACMA; and
   - declaration of conformance for EESS.

   The declarations will need to be read and agreed to before continuing. Please note that these agreements are dependent on whether the Responsible Supplier's equipment is considered in-scope for ACMA or EESS. Agreement is made by selecting the *I Agree* boxes.

2. Once accepted, users will be brought to a summary page detailing all their contact information. Please confirm all details are correct before clicking *Save* at the bottom of the page.

3. ACMA / RSM only, select *Save* to complete re-activation. A notification will be sent to the user's email address containing a username and password. The email will include a copy of the Acknowledgement (ACMA) and links to the relevant web pages..

This completes the Responsible Supplier re-activation for ACMA-only or RSM-only registrations.

4. For EESS supplier re-activations, once users have agreed to the declaration, they will be brought to the Authorised Representative selection screen.

5. Selecting an Authorised Representative is not mandatory. Click Save to skip this step or choose your preferred Authorised Representative(s) before continuing.

6. Note: Responsible Suppliers may have more than one Authorised Representative acting on their behalf.

7. The next step is a summary screen, allowing users to review the information before proceeding. Ensure the details are correct, then select proceed to payment.

8. A notice with information on the costs associated with the EESS and Responsible Supplier registration will appear. Click ok to proceed.

9. Choose from American Express, VISA or MasterCard and fill in card details accordingly.

2. Equipment Registration

2.1 Level 1 Equipment

Equipment registration is only available to Responsible Suppliers registered for EESS purposes as well as their Authorised Representatives. To access level 1 equipment registrations, select *Manage level 1 Equipments* which is under the *My Account* tab.

Specific to Authorised Representatives
To register level 1 equipment on behalf of a Responsible Supplier, select *Manage Suppliers Level 1 Equipments*, under the *Supplier* tab.

Leaving all field blank then clicking on the search icon (🔍) will display all Responsible Suppliers linked to the Authorised Representative account. To narrow these results, enter information into the search fields.

Click the *supplier number* of the relevant Responsible Supplier.

Note: Click on the number on the left to proceed. Clicking *View Supplier's Equipment Registrations* does not lead to registration of Level 1 Equipment.

Process:
There are 3 different methods to add level 1 equipment:

1.   Once logged in, hover over *My Account* and select *Manage Level 1 Equipment*.

2.   Scroll down to the *Equipment Details (Level 1 Only)*.

Method 1: Enter the Type, Brand (or Tradename) and Model of the equipment, noting that model is not a mandatory field.

Click the green plus symbol to the right of *Model* to add the equipment to the Responsible Supplier account. Once all equipment has been added, click *Save* to complete the process.

Method 2: Users may also use the CSV file to bulk upload Level 1 equipment. This file can be found under the *Quick Links* tab, second from the top.

Fill in the CSV file with the Brand, Type and Model for all Level 1 equipment then save the file.

Note: the model field is not mandatory

Select the saved .csv file by clicking *Select File*, once the title appears on the database, press the *green plus* add the equipment to the account

Note: the CSV can also be used to manage a company's level 1 equipment, and not just for upload. If already existing details are in the document, and it is upload again when new details are added, the existing details will not duplicate in the system.

Method 3: Users may import Level 1 equipment details from Certificates of Suitability issued by a Government Regulator or a company that is declared as a Recognised External Certification Scheme (RECS). Input the certificate number into the field shown below followed by pressing the *green plus*
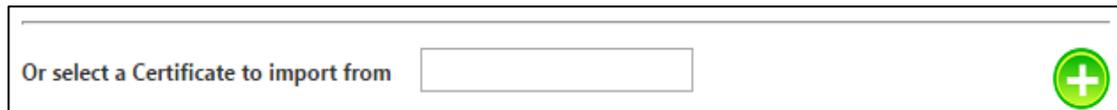
Note: only certificates of suitability issued by the bodies above can be used for this method.

After completing one of more of the methods above, select the *Save* button to lock the level 1 details into the responsible suppliers account.

2.2 Level 2 Equipment

Equipment registration is only available to Responsible Suppliers registered for EESS purposes as well as their Authorised Representatives. To register Level 2 equipment, select the *Register New Equipment* under the *Equipment* tab.

Specific to Authorised Representatives
Authorised Representatives will need to register equipment against a Responsible Supplier linked to their account. This is done by:

1. Hovering over the *Equipment* tab, and clicking *Register New Equipment*, then

2. Selecting the relevant Responsible Supplier from the drop down menu.

If a Responsible Supplier has requested an Authorised Representative to complete an equipment registration on their behalf, they must click the *green tick* symbol next to the correct notification to proceed to the new equipment registration page.

Note: Users will only be able to register the specified equipment on the Responsible Supplier's behalf. Any further registrations must be requested separately.

General Process

1. Hover over the *Equipment* tab, and click *Register New Equipment*.

2. Optionally select an Authorised Representative from the drop down menu. If one is not required, click *Save*, leaving this field blank.

   Note: if the Authorised Representative has not previously been selected to be a preferred Authorised Representative, they will only be granted permission to complete the current equipment registration.

3.   Select the Level 2 checkbox.

4.   At this stage, if you possess a Certificate of Suitability for your Level 2 electrical item you may retrieve it here.

5.   Under *Equipment Type*, select Level 2 (the only option).

6.   Under *Equipment Subtype*, select the relevant entry for your electrical item.

7.   Enter a brief description of the product in the box below *Description*. Ignore the drop down box on the right.

8.   Select a registration length. Please note that there is a $75.00 per year registration fee. Click *Save* to proceed.

9.   Select *Add Manufacturer* and enter all relevant details. Once entered, select *Save*. The manufacturer profile should appear below the "Add Manufacturer" button as pictured below.
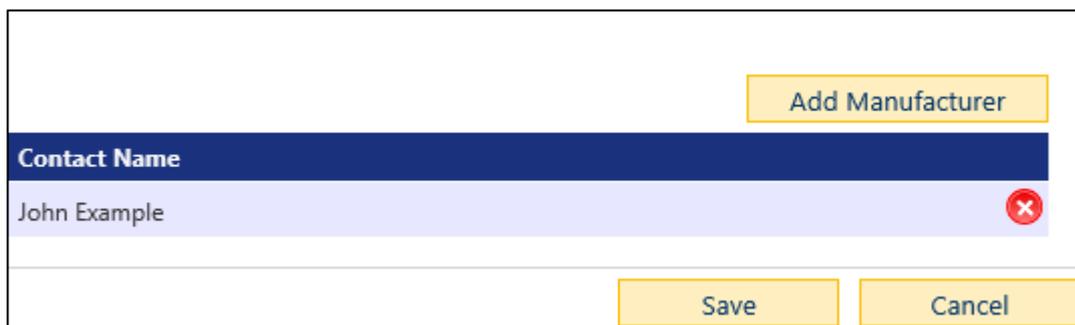
10. Select *Save* and proceed to add a profile for your equipment. On the right, click *Add Profile* and enter the relevant details.

     Note: when entering Brand and Model details, ensure you click the green plus ⊕ . Also note that you can add more than one Brand Name and Model Name per profile.

11. Select *Save* to continue.

12. Enter either the Responsible Suppliers Compliance Folder (RSCF) location or a site containing information to supplier compliance, and the relevant standard(s) the equipment has been tested to.

13. Click *Save* to proceed to a review of the information entered so far. If the information is correct, click *Add to Shopping Cart*.

14. After reading and agreeing to the Declaration of Conformance, select *Continue*.

15. On the next page, the new equipment will be added to the shopping cart. From here users can choose to register additional in-scope electrical equipment (repeat steps 1-13), or pay for what is currently in the shopping cart.

Declaration of Conformance (Level 2)

I declare that:
- The location of the Compliance Folder for this product is: **1235q2rqar**
- If the compliance folder belongs to another person, the Responsible Supplier has permission to use this compliance folder for this registration from the owner of the folder.
- The compliance folder will be made available to an electrical safety inspector within 10 days upon request.
- The Responsible Supplier will ensure the compliance folder remains current for the life of this registration.
- This product is electrically safe and will continue to meet the relevant standards it has been tested to.

☐ I Agree   Continue

16. Click *Proceed to Payment* then choose from American Express, VISA, or MasterCard and fill in card details accordingly.

17. Once payment is successful using the payment portal, a confirmation email will be sent to the Responsible Supplier's nominated email address, including a transaction receipt and a copy of the declaration.

    Note: ERAC does not charge GST. A receipt will be issued, not a tax invoice.

2.3 Level 3 Equipment

Equipment registration is only available to Responsible Suppliers registered for EESS purposes as well as their Authorised Representatives. To register level 3 equipment, select the *Register New Equipment* under the *Equipment* tab.

Specific to Authorised Representatives
Authorised Representatives will need to register equipment against a Responsible Supplier linked to their account. This is done by:

1. Hovering over the *Equipment* tab, and clicking *Register New Equipment*, then

2. Selecting the relevant Responsible Supplier from the drop down menu.

If a Responsible Supplier has requested an Authorised Representative to complete an equipment registration on their behalf, they must click the *green tick* symbol next to the correct notification to proceed to the new equipment registration page.

Note: Users will only be able to register the specified equipment on the Responsible Supplier's behalf. Any further registrations must be requested separately.

General process:

1. Hover over the *Equipment* tab, and click *Register New Equipment*.

2. Optionally select an Authorised Representative from the drop down menu. If one is not required, click *Save*, leaving this field blank.

Note: if the Authorised Representative has not previously been selected to be a preferred Authorised Representative, they will only be granted permission to complete the current equipment registration.

3. Inputting a certificate number into the Certificate of Conformity/Suitability field and clicking the *Retrieve Certificate* button will automatically populate the details of the certificate.

   Note: for certificates which are password locked, enter the certificate password and select *Retrieve Certificate* a second time to unlock the certificate. If unsure of the certificate password, please contact the certifier who issued the certificate.

4. Input all mandatory equipment detail fields and click *Save* to proceed to the Model Details screen

5. *Select* which models and brand names of the equipment the Responsible Supplier intends to supply

6. Click *Save* to proceed with the registration

   Note: Users will be given an option to upload documents to the website. This is not a mandatory action. Select *Save* to skip this step.

7. Clicking *Save* again will lock-in all details, and provide a summary to review and confirm that all information is accurate.

8. Confirm all details are correct then click *Add to Shopping Cart* to proceed.

9. After reading and agreeing to the Declaration of Conformance, select *Continue*.

10. On the next page, the new equipment will be added to the shopping cart. From here users can choose to register additional in-scope electrical equipment (repeat steps 1-10), or pay for what is currently in the shopping cart.

11. Click *Proceed to Payment* then choose from American Express, VISA, or MasterCard and fill in card details accordingly.

12. Once payment is successful using the payment portal, a confirmation email will be sent to the Responsible Supplier's nominated email address, including a transaction receipt and a copy of the declaration.

    Note: ERAC does not charge GST. A receipt will be issued, not a tax invoice.

2.4 Updating Equipment

This function is available to both Responsible Suppliers and the Authorised Representatives linked to their accounts.

1. Once Level 3 equipment is registered, the Responsible Supplier and Authorised Representatives have the ability to update the registration.

2. This will allow users to amend certain details of the equipment registration that might be incorrect, have changed, or to add new profiles for certificates.

3. Hover over the *Equipment* tab, and click *Update Equipment Registration*.

4. Fill in any details to help narrow the search; alternatively, select the search button to bring up a list of all existing equipment registrations.

5. Click on the *Equipment* link to edit the chosen profile.

   Note: only limited fields are available to alter.

6. Click *Save* to confirm any changes or cancel to exit without saving.

2.5 Equipment Registration Extension

This function is available to both Responsible Suppliers and the Authorised Representatives linked to their accounts. Prior to proceeding, ensure the certificate of conformity which is linked to the original equipment registration has been renewed.

For information regarding certification renewal, contact the certifying body of the certificate.

Note: until further implementation of the EESS, equipment registration length will not be reduced. However, the registrations can expire based on the expiry date of the certificate. This function is to extend an equipment registration when a certificate has expired.

The equipment extension function is used when a certificate expires before the equipment registration length expires. To continue to use the remaining length of an equipment registration after the certificate has been renewed with the respective certifier, take the following steps:
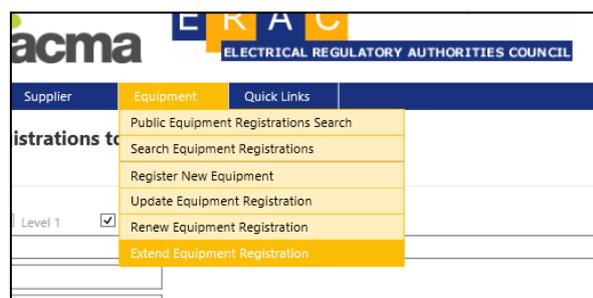
1. Hover over the *Equipment* tab, and click *Extend Equipment Registration*.

2. Choose the equipment type from the drop down menu and fill in any other necessary fields to narrow the search, before clicking on the *search icon* to locate registrations to extend.

3. Click on the *Equipment registration number* link to extend the chosen equipment registration.

4. A prompt will appear, reminding users to ensure they have renewed their certificate of conformity/suitability before proceeding with the extension.

5. After clicking OK, confirm that all details of the equipment registration are up to date and accurate, be sure to select the certificate profiles in the details box, to ensure all existing models and brand names will continue onto the new equipment registration

| Release Date |
| Sub Certificates |
| **Details** |
| ☐ 00 |

6. Click *Save*. Note that the certificate of conformity/suitability has automatically updated to the current approval number, if applicable.

7. Review and agree to the declaration of conformance, before clicking *Continue*.

8. Users will then be presented with a successful equipment registration message. After clicking *OK*, they will be taken to a summary of their newly extended equipment registration.

   A confirmation email of successful equipment registration extension will be sent to the nominated email address, including a new equipment registration number, updated declaration and a notice of the updated expiry date.

   Note: there are no fees associated with an equipment registration extension.

3. Registration Database Searches

3.1 Searching Equipment Registrations

This function is available to both Responsible Suppliers and the Authorised Representatives linked to their accounts.

Note: This function is for users to find their own equipment registrations, not search the public database. In this search, Authorised Representatives will only be able to view equipment registrations from suppliers they are linked to.

To search current equipment registrations:

1. Hover over the *Equipment* tab, and click *Search Equipment Registrations*.

2. Choose the equipment type from the drop down menu and fill in any other necessary fields to narrow the search before clicking on the *search icon* to locate registrations linked to the Responsible Supplier currently logged in. Please ensure the "Level 1" checkbox is selected locate Level 1 listings.

Note: Leave all fields blank before clicking on the *search icon* to generate all equipment registered under the chosen Responsible Supplier.

3.2 Public Search – Supplier

This function is available to both Responsible Suppliers and Authorised Representatives.

1. Hover over the *Supplier* tab, and click *Public Supplier Registration Search*.
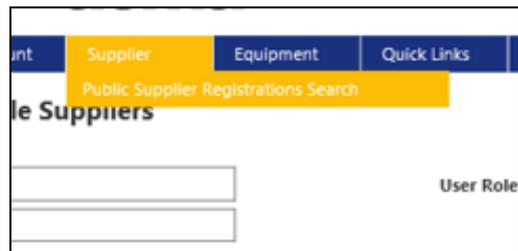
2. Fill in any necessary fields to narrow the search, before clicking on the *search icon.*

Note: users will only be able to see limited information regarding the Responsible Supplier.

3.3 Public Search – Equipment Registrations
This function is available to both Responsible Suppliers and Authorised Representatives.

1. Hover over the *Supplier* tab, and click *Public Equipment Registration Search*.

2. Fill in any necessary fields to narrow the search, before clicking on the *search icon.*
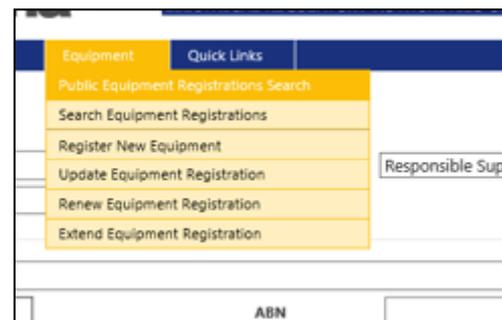
Note: users will only be able to see limited information regarding the Equipment Registration.

4. Notifications

4.1 General Notifications

The notification function, available under the *My Account* or *Home* tab, lets users know of any pending requests that need to be actioned. These include information only messages, renewal advice, Authorised Representative requests and other relevant notifications.

If at any time Responsible Suppliers wish to deny permission to an Authorised Representative that is not part of their preferred list, they may do so through their notifications by using the *red cross* to the right of the specific notification.

The Authorised Representative will then be unable to complete registrations on their behalf, or view any future registrations.
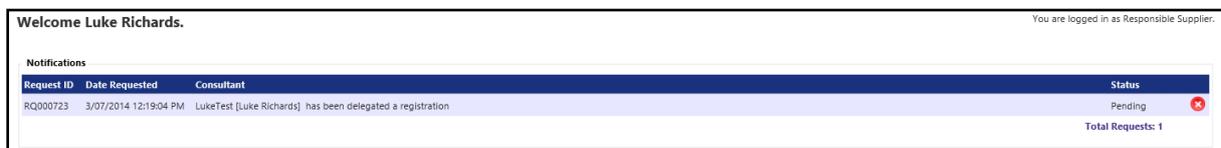
Welcome Luke Richards.			You are logged in as Responsible Supplier.

	Notifications			
Request ID	**Date Requested**	**Consultant**	**Status**	
RQ000723	3/07/2014 12:19:04 PM	LukeTest [Luke Richards] has been delegated a registration	Pending	⊗
			Total Requests: 1	

4.2 Email Notifications

The email notification function, available under the *My Account* or *Home* tab, saves a copy of all emails sent to a Responsible Supplier by the database, whether an automated email or an email sent directly to a specific Responsible Supplier notifying them of a matter regarding their equipment.

The option of viewing manual or automatic emails can be interchangeable via the selection, as shown below.
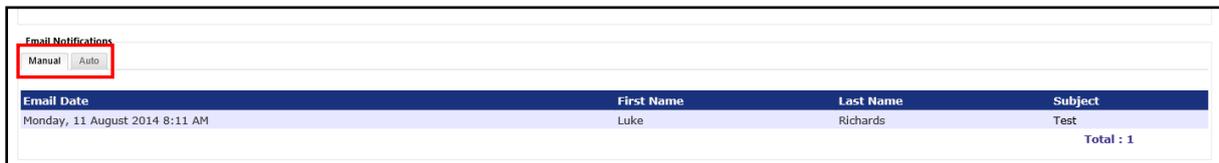
Email Notifications			
Manual Auto			

Email Date	**First Name**	**Last Name**	**Subject**
Monday, 11 August 2014 8:11 AM	Luke	Richards	Test
			Total : 1