# A Quick Reference Guide



**Getting Started** 

### Accessing the EESS Equipment Certification Platform



#### To access the platform

- Go to the EESS website front page <u>www.eess.gov.au</u>
- Click on the link to open the Equipment Certification platform

#### To log in to the EESS Equipment Certification platform

	Equipment Certification
	The information you entered was not recognised. Please correct your entry or register for a new account.
8	User name
8	Password
	Log In
	First time using the platform? Register Forgot password?

- Please click on Register
- This will enable you to create your new individual account, improving the security of your data

#### Please note:

- The user name and password you used for accessing the previous certification database will not work and you will get an error message
- As a first time user to the new platform you will need to register

	Equipment Certification
8	User name
6	Password
	Log in
	First time using the platform? Register Forgot password?

**NOTE**: once you register in the new certification platform you will be able to retrieve all your existing certificates



# **2** Creating your individual account

Create account Verify e Create your account If there is more than one team member in your organization who will use the EESS Platform, it is best you discuss who will register first. This is because all other team members will need to be invited by that person so that everybody is correctly associated with your organization. Your details First name * Last name *	<ul> <li>To create your individual account</li> <li>Enter the required information for each field</li> <li>Fields with an * indicate a mandatory field</li> <li>Your email address will become your user ID to log-in</li> <li>Don't forget to read the Terms and Conditions and tick the box as read</li> <li>When done, click the Next button</li> </ul>
Create account	<ul> <li>To verify your email</li> <li>The platform will send you an email with a code</li> <li>Enter the code to verify your email</li> <li>Click on the Register button</li> <li>Click on the Log in button</li> <li>Use the email address and password you set up when creating your account</li> </ul>
<ul> <li>SPECIAL NOTE ABOUT PASSWORDS:</li> <li>To increase security, minimum requirement been applied to the make-up of passwords</li> <li>Hover over the ? for a Tool tip to ensure yo password complies</li> <li>PLEASE NOTE:</li> <li>The system will not accept the use of any 4 consecutive characters from the email addresset up to create your account) in your password</li> </ul>	<ul> <li>A Minimum password length = 10</li> <li>A Minimum numeric [0-9] characters required = 1</li> <li>A Minimum alphabetic [a-z A-Z] characters required = 1</li> <li>A Minimum special [`~!@#\$ % ^ &amp; *()_+-=[] \:";'</li> <li>&lt;&gt;?,./] characters required = 1</li> </ul>



## Setting up your business

Business information

ss you enter here is th

Search ABN/NZBN Cle

Trading name

Address line 2

State/Province/Region

ZIP/Postal code \*

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ness phone number

Contact person

ABN/NZBN

Business name

Business email address

Business Address Country \*

Address line 1\*

City/Suburb

Back

Enter address manually

Select Address

**Business Information** 



Enter your ABN or search
for it to populate your
business details

or

- Enter the details manually
- When complete, click on the Create button

Now you are ready to invite colleagues to work together on certifications