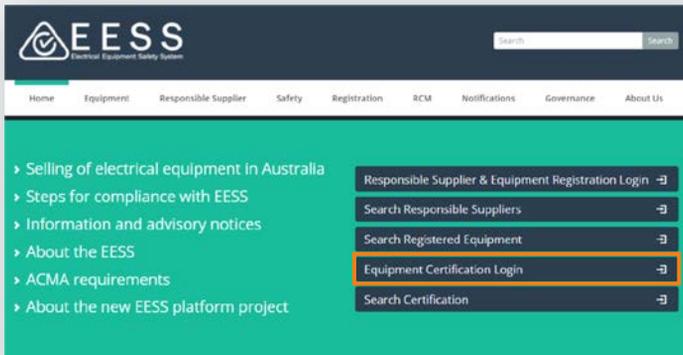


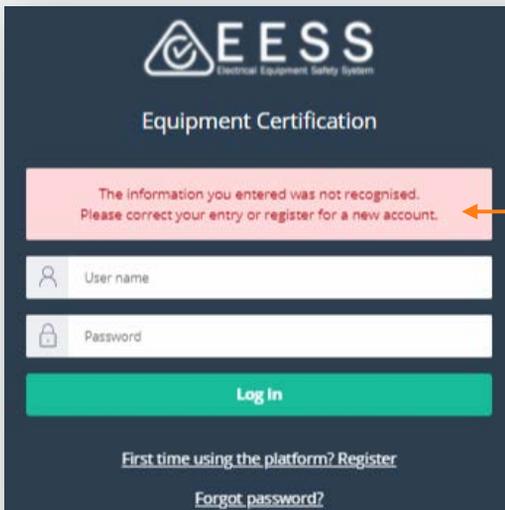
1 Accessing the EESS Equipment Certification Platform



To access the platform

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

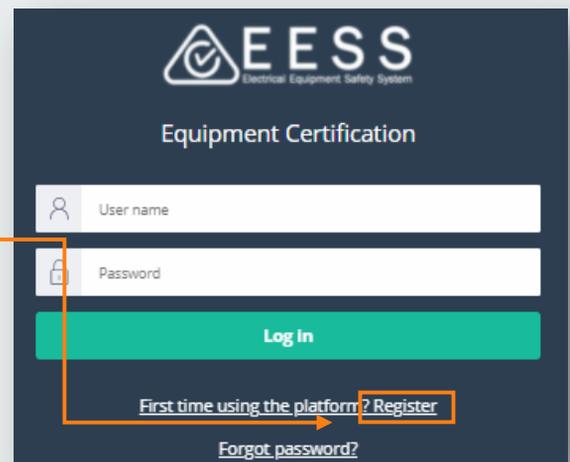
To log in to the EESS Equipment Certification platform



Please note:

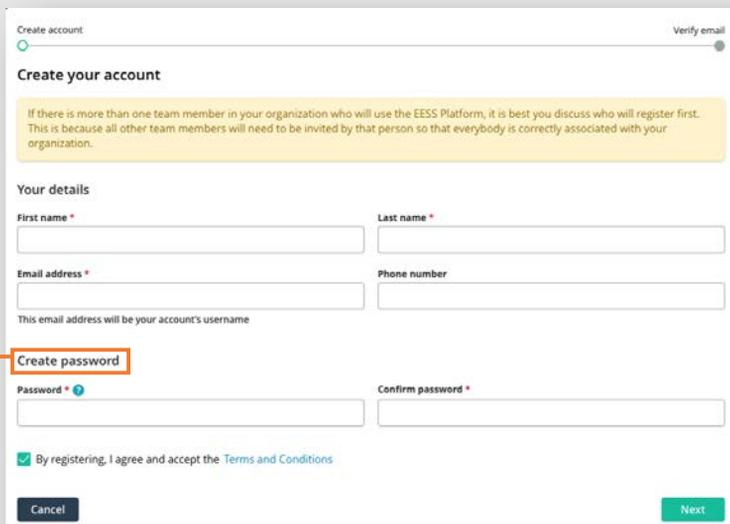
- The user name and password you used for accessing the previous certification database will not work and you will get an error message
- As a first time user to the new platform you will need to register

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



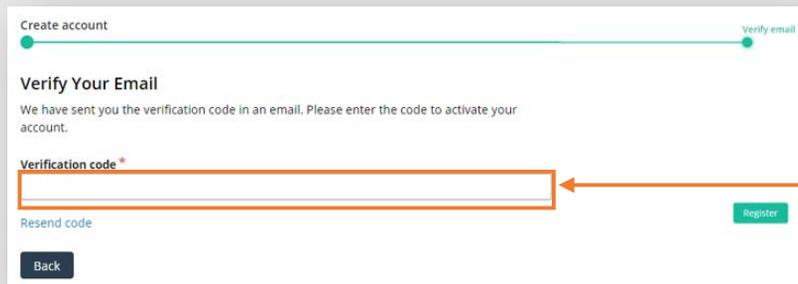
NOTE: once you register in the new certification platform you will be able to retrieve all your existing certificates

2 Creating your individual account



To create your individual account

- Enter the required information for each field
- Fields with an * indicate a mandatory field
- Your email address will become your user ID to log-in
- Don't forget to read the Terms and Conditions and tick the box as read
- When done, click the **Next** button



To verify your email

- The platform will send you an email with a code
- Enter the code to verify your email
- Click on the **Register** button



To log in with new credentials

- Click on the **Log in** button
- Use the email address and password you set up when creating your account

SPECIAL NOTE ABOUT PASSWORDS:

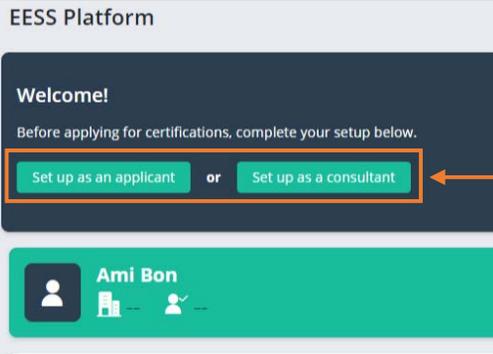
- To increase security, minimum requirements have been applied to the make-up of passwords
- Hover over the  for a Tool tip to ensure your password complies 

PLEASE NOTE:

- The system will not accept the use of any 4 consecutive characters from the email address (you set up to create your account) in your password

- ➔ Minimum password length = 10
- ➔ Minimum numeric [0-9] characters required = 1
- ➔ Minimum alphabetic [a-z A-Z] characters required = 1
- ➔ Minimum special [` ~ ! @ # \$ % ^ & * () _ + - = [] \ | : " ; ' < > ? , . /] characters required = 1

3 Setting up your business



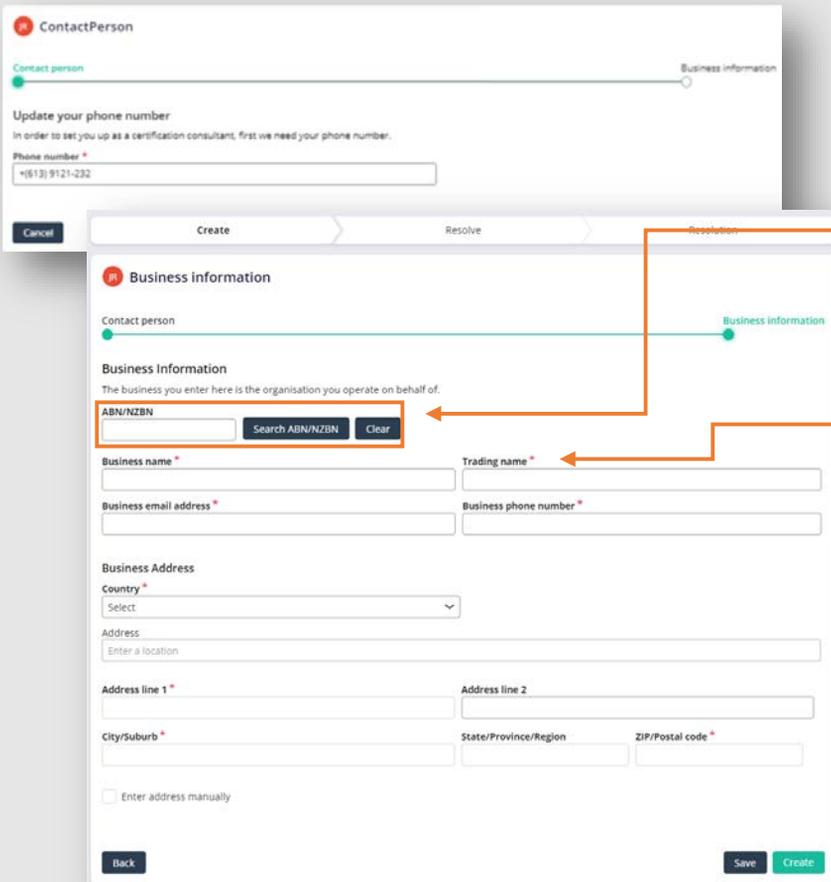
Both applicants and consultants must enter their company information for their business

To set up your business

- Select the button 'Set up as an applicant' or 'Set up as a consultant'

Tip

- Hovering over the buttons will provide information about this action and others to complete your set-up



To enter your company information

- Start with your contact telephone number
- 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