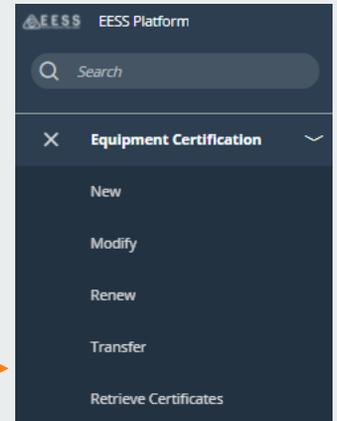
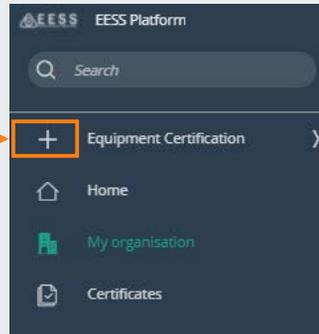


1 Initiating a certification action

The Equipment Certification platform enables you to create a new certification application, modify, renew or transfer existing certifications. These actions are available from the Navigation panel

To initiate a certification action:

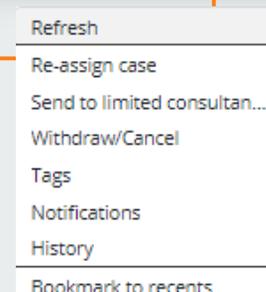
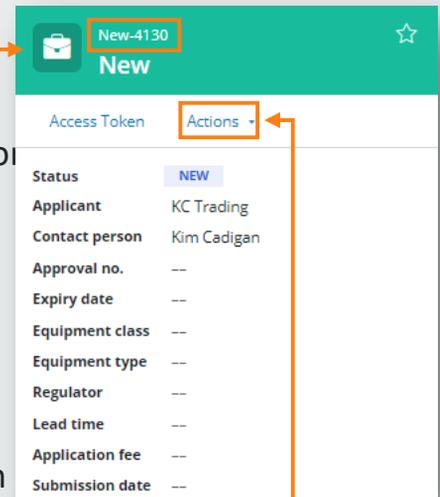
- Click on the **+** from Navigation
- Select the  **Certification** action you want to perform



To view your certification activity:

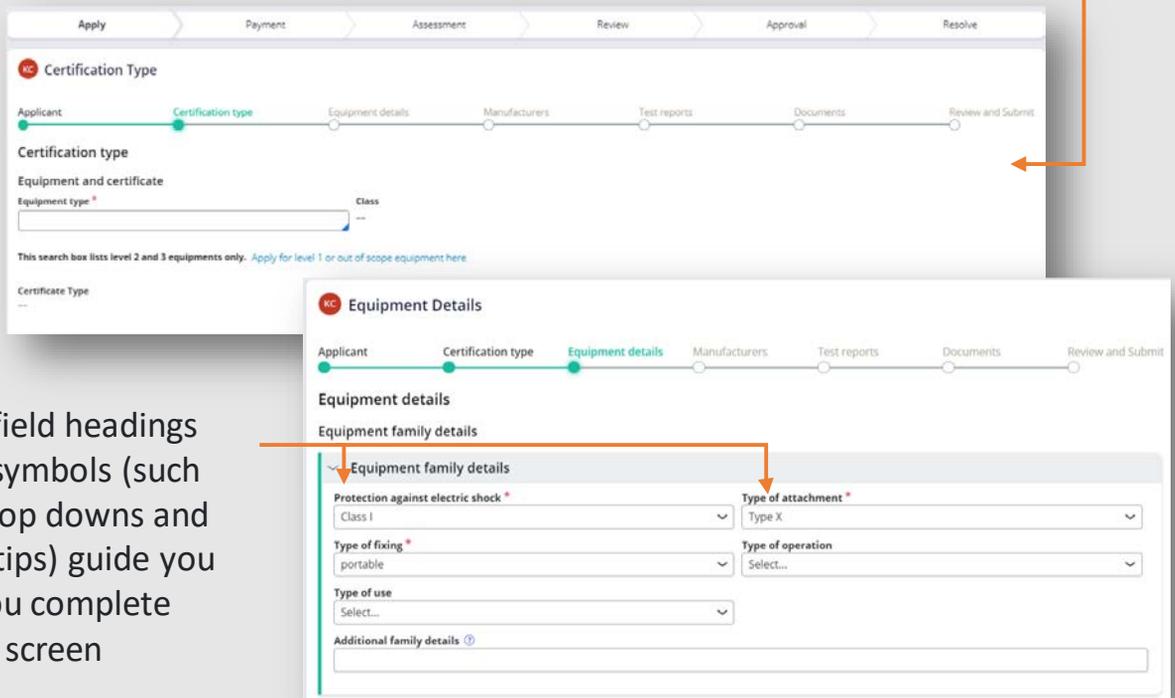
When an activity is initiated

- Each certification action is assigned a case number for easier identification:
 - New Certificate: New-1
 - Modifications: Mod-1
 - Renewals: Ren-1
 - Transfer: Trs-1
- A case summary is created providing key information about the case as the data is captured
- You can perform some certification management tasks via the Actions drop down, such as:
 - Withdraw or cancel a case (before it is submitted), or
 - Re-assign a case to a team member or full consultant you have linked to your business, or
 - Send to a Limited consultant you have linked to your business



To use the certification screens:

Processes guide you on what to do and sub-processes indicate the stage you are at

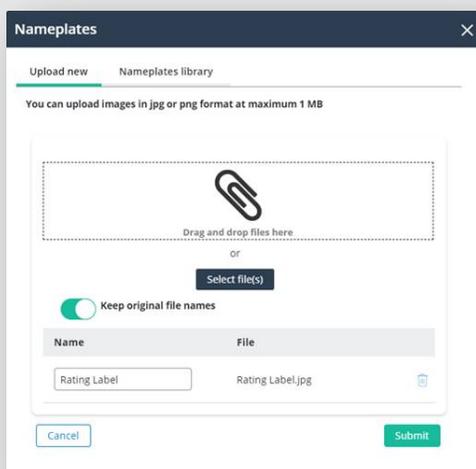


The field headings and symbols (such as drop downs and tool tips) guide you as you complete each screen

2 Ensuring complete data

The Equipment and Certification platform supports a comprehensive set of data to be captured for products, providing a 'Drag and Drop' feature for easy upload.

This enables you to keep the original filename and you can replace or remove an existing image under the



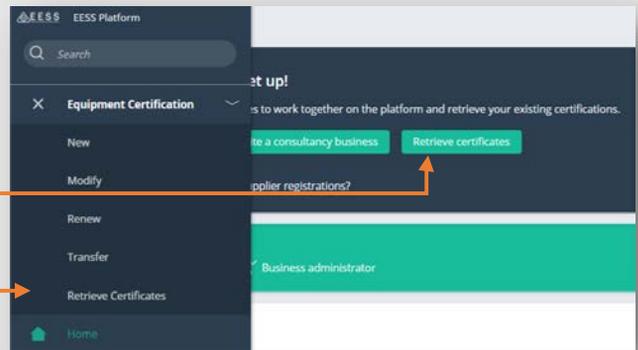
- Types of data that can be added:
 - Additional product information
 - Equipment profiles
 - Pictures of example products
 - Pictures of name plates
- Maximum file size: 10mb (an error message will appear if a file exceeds this limit)
- File types supported: .doc, .xls, .ppt, .pdf
- Nameplate and product examples: support .jpg only

3 Retrieving certificates from current

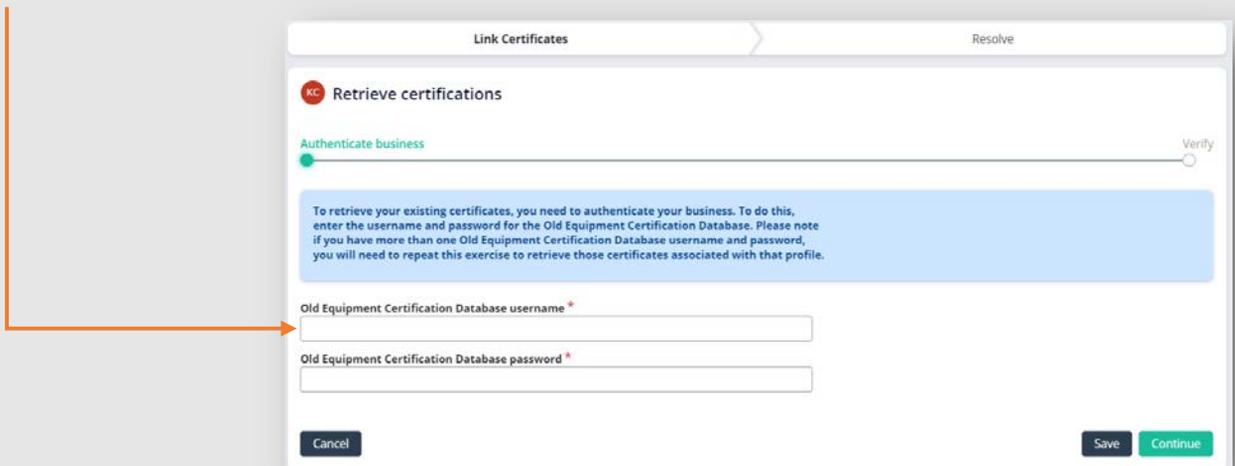
As Applicants, you will need to pull your existing Equipment Certificates into this platform. You will need to do this for each set of 'old' user ID and password you previously used for associated certificates

To retrieve existing Equipment Certificates:

- Click on **Retrieve Certificates** from Navigate or the button on the main screen when you first log-in



- Enter your the log-in details you used for the previous database



Note: you will need to do this for each 'old' user ID and password and associated certificates

To validate your 'old' log-in details:

- A verification code is sent to your email registered in the Legacy database with the below message
- Enter the code in the EESS platform

You are nearly there!
 Your certificates are almost retrieved.

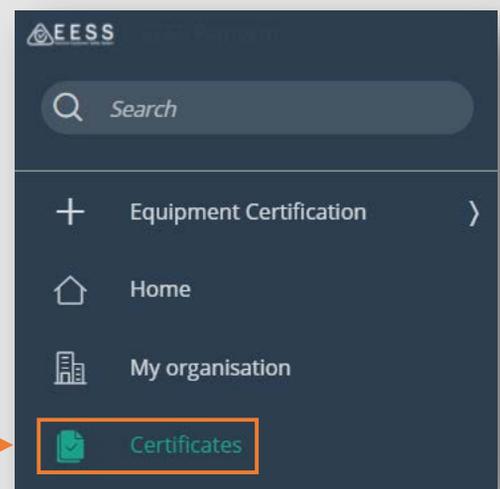
Go back to the EESS platform and enter the verification code below.

927550

4 Accessing certificates

To access your certificates:

- Click on Certificates via Navigation to certificates
- All retrieved and new certificates will be listed here
- Use the **Filter** feature to search for specific certificates using any one of the fields. This is very handy when you have a long list of certificates



Certificate number	Equipment type	Model	Trade name						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Filter					
				Group	Fields	Density	Refresh		
Certificate number	Applicant company	Consultant company	Equipment type	Equipment sub type	Equipment level	Expiry date	Certificate status	Certifier	
ESV210051					Level 3	26/06/20...	Approved	ESV	