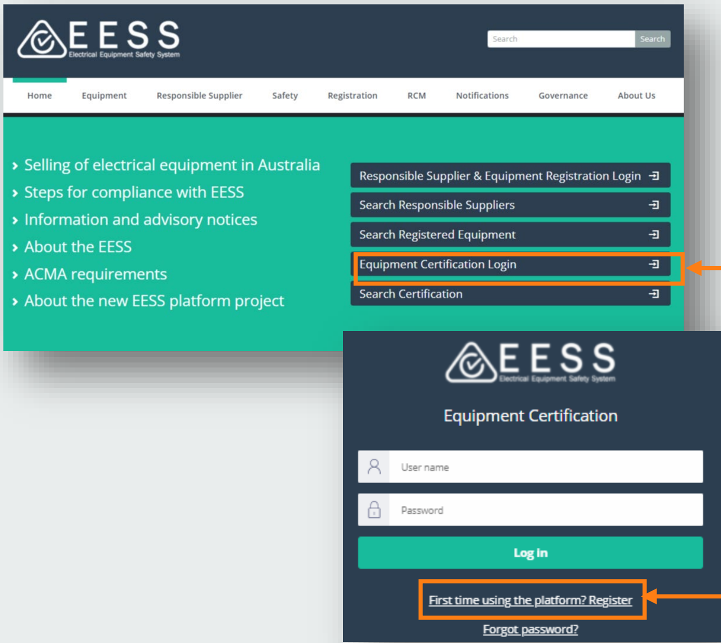
A Quick Reference Guide

Guide for consultants

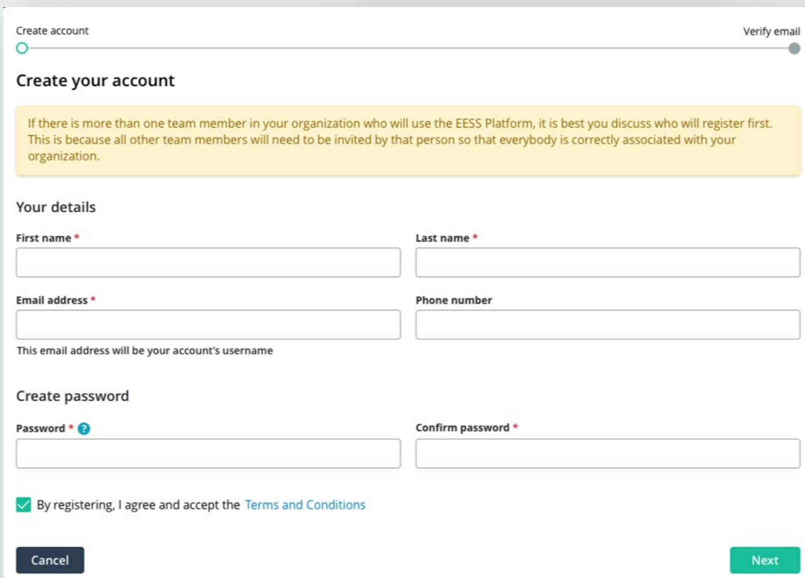
EESS
Electrical Equipment Safety System

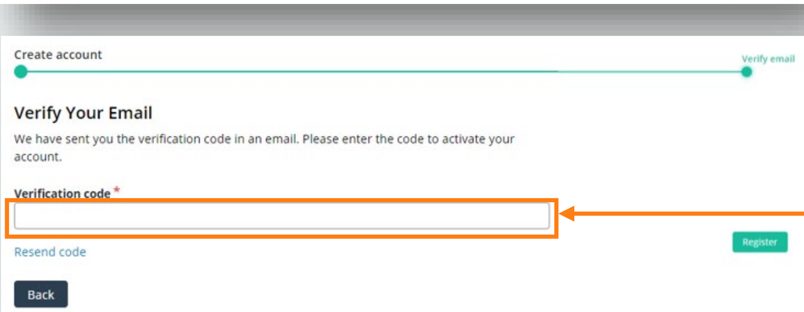
❶ Creating an account as consultant



First time registration

- Browse to www.eess.gov.au
- Click on the **Equipment Certification Login** button.
- Click **Register.**





Create your account

- Enter the information required for each field.

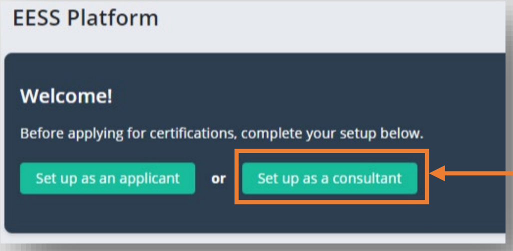
  Fields with an * indicate a mandatory field

  Hover over ? for a tool tip.
- Don't forget to read the Terms and Conditions and tick the box as read.
- Click on the **Next** button.
- You will receive an email with verification code.
- Enter the code to verify your email.
- Click on the **Register** button.

Your account has been created. Use your username and password to login.

Set up your business

- Must select the button **Set up as a consultant**

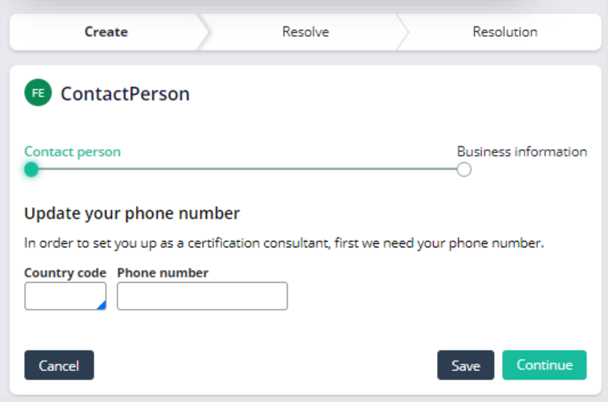


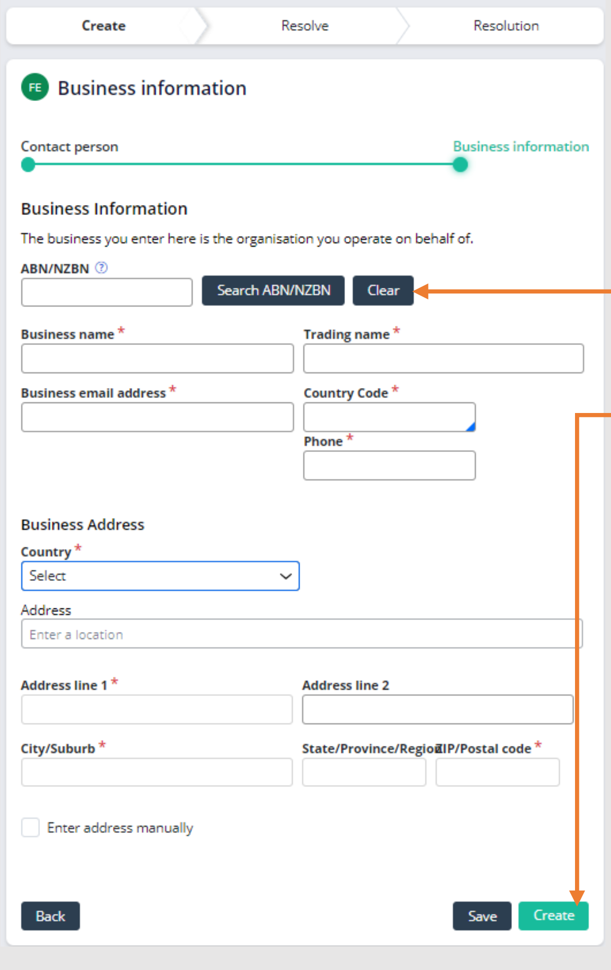
Enter your company information

- Enter your contact telephone number
- Click on the **Continue** button
- 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 your company has been set up as Consultant.

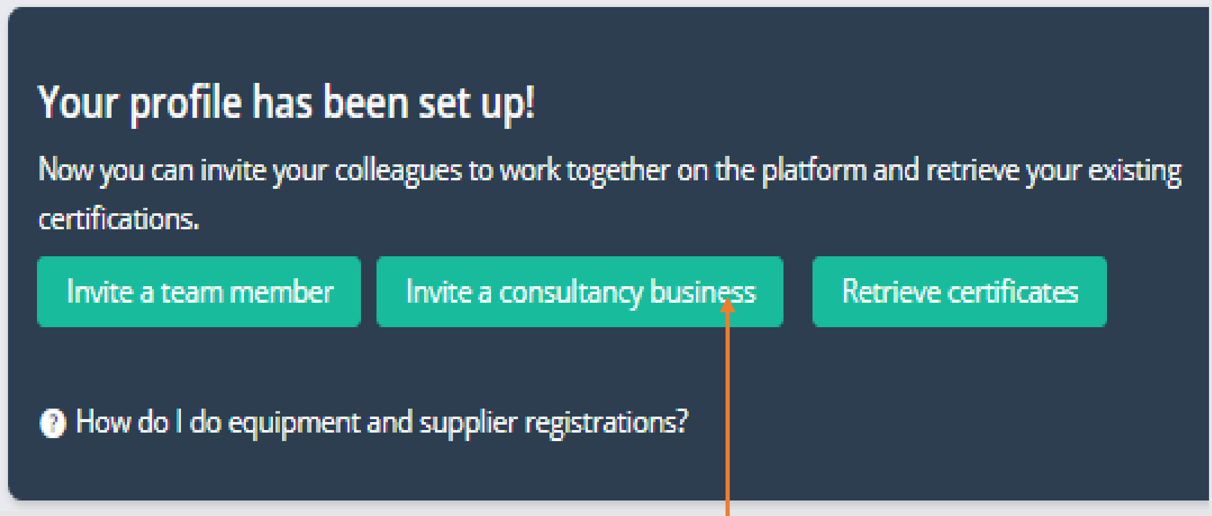
You must be invited first by the 'Applicant' as their 'Consultant' before you can complete an application on their behalf. Please refer to item **'2 Applicant inviting a consultant'** of this guide.

❷ Applicant inviting a Consultant *(Advise this action to the Applicant)*

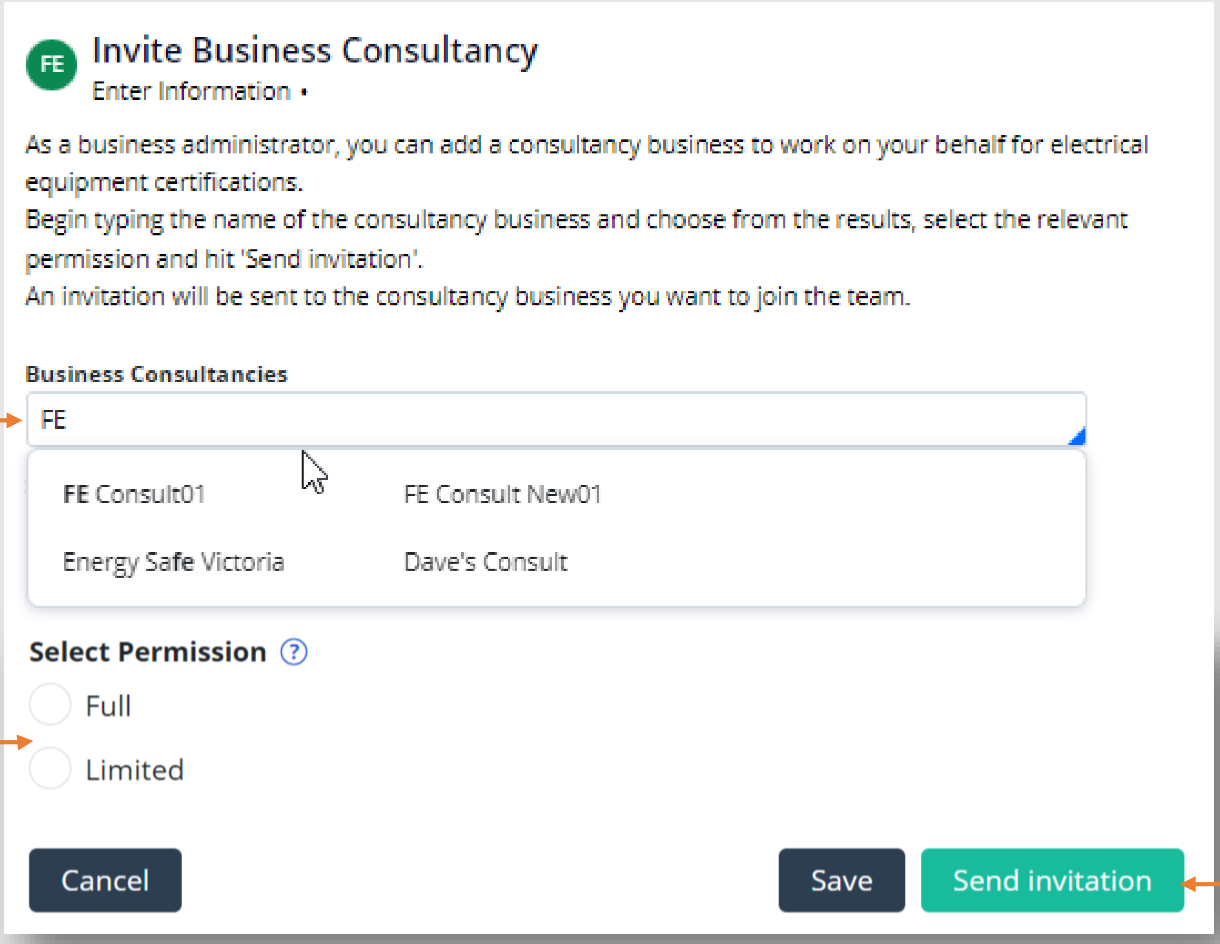
To invite a Consultancy Business

Both Applicants and Consultants need to register first on the database. The applicant then logs in and invites the consultant

Note: A member of the staff of the Applicant company who is in a position that has, or has been delegated, responsibility for electrical safety and/or regulatory compliance must create, or already have created, the Applicant account before 'Applicant inviting a Consultant' can occur. An Applicant account is not to be set up by a Consultant



Click **Invite a consultancy Business**.



- Enter the consultancy business name and you <u>must</u> select from the options.
- Select either 'full' or 'limited' permission.

> **FULL** - initiate and manage new certification applications, renewals, modifications, and transfers on behalf of the Applicant Company
>
> **LIMITED** - can only work on those new certification applications, renewals, modifications, and transfers allocated to them by the Applicant Company

- Click on the **Send invitation** button.
- The Consultancy Business will receive an email to accept or reject the invitation.

3 Making an application for certification

Application by Consultant with full permission:

A **full consultant** should have accepted the invitation from the Applicant to be their full consultant.

A **full consultant** can now initiate and manage new certification applications, renewals, modifications, and transfers on behalf of the Applicant Company.

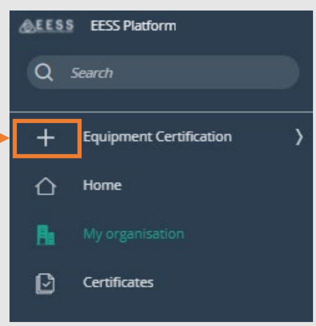
- **New application:** Consultant can initiate a new application directly.
- **Modification and Renewal Application:** Applicant should have retrieved the certificate from the old database in order to complete a modification or renewal of existing certificate. Refer to '**A Quick Reference Guide – Managing Certifications: 3 Retrieving certificates from current**".

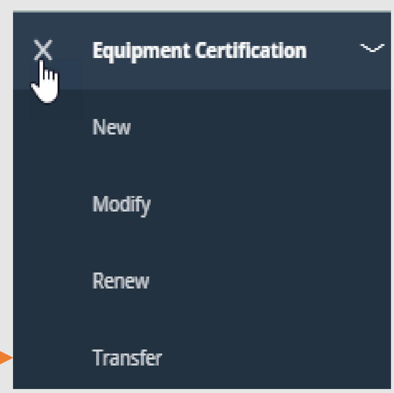
Only an Applicant, the Certificate holder, can retrieve certificates from the old database.

- **Transfer**: 'Transferee', the Company whom the certificates are to be transferred, should have created an account on the database.

To initiate a certification action:

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





Application by Consultant with limited permission:

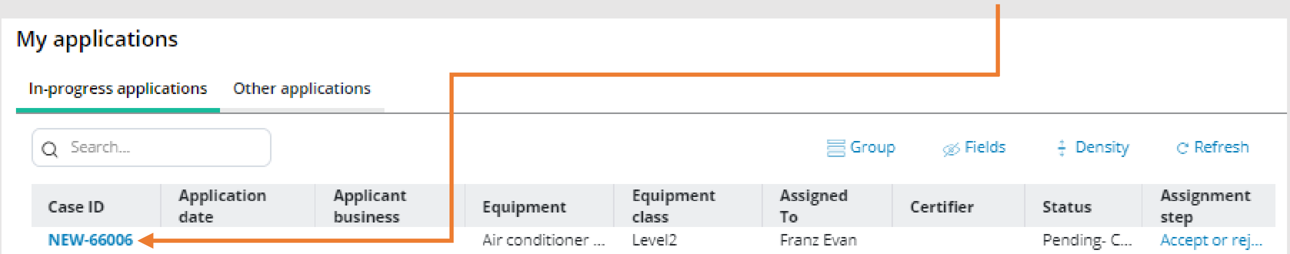
A **Limited Consultant** should have accepted the invitation of the Applicant to be their Limited Consultant.

A **Limited Consultant**, can only work on new certification applications, renewals, modifications, and transfers allocated to them by the Applicant. The Applicant is initiating the application and will assign the certificate case to a Limited Consultant. Refer to **'4 Applicant to assign case to limited consultant'**.

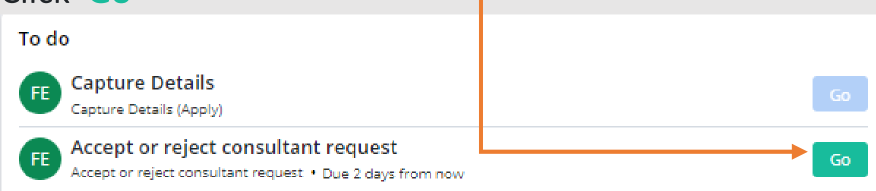
The Limited Consultant will receive an email to accept or reject the certificate case.

To accept/reject an assigned certificate case:

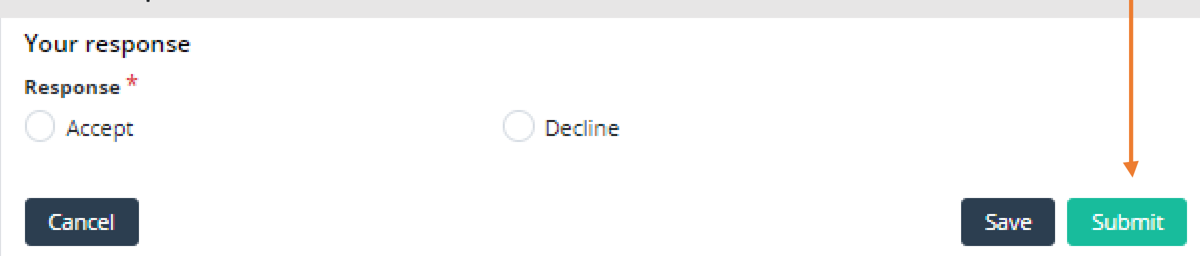
- Go to **'My Applications'** and select the case by clicking on the Case ID.



- Click **'Go'**



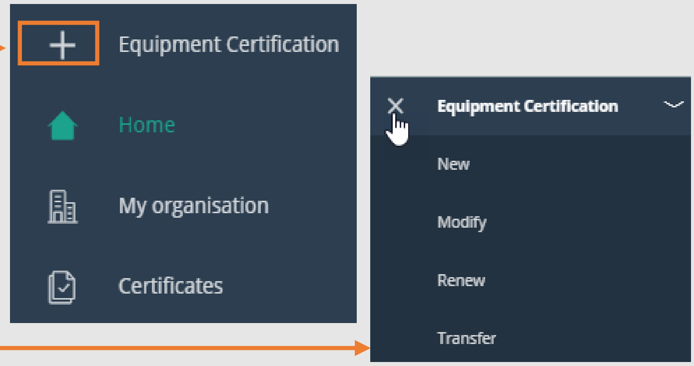
- Tick 'Accept' or 'Decline' and click **'Submit'**



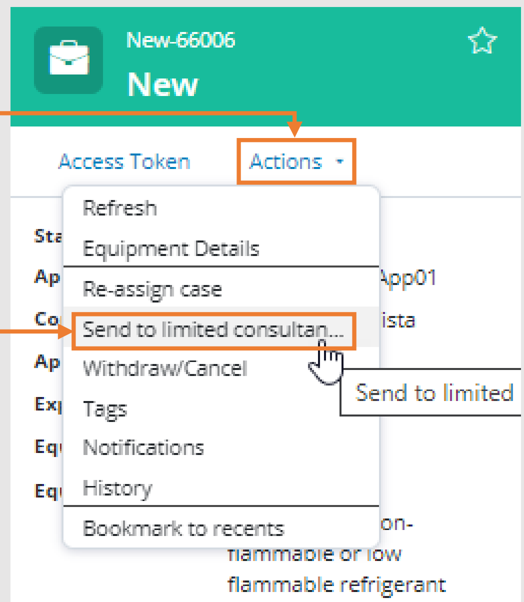
- Continue working with the application if accepted.

4 Applicant to assign case to a Limited Consultant *(Advise this action to the applicant)*

- Applicant to initiate the application
  - Click on the + from Navigation
  - Select the Certification action you want to perform



- Once an application is created, Applicant is to send to the Limited Consultant
  - Open the application created.
  - Click on **Actions**
  - Select the **Send to limited consultant**



- To 'Send to limited consultant', type the limited consultant business name and select from the options.
- Click **'Submit'**