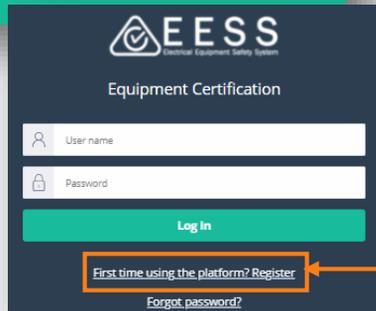
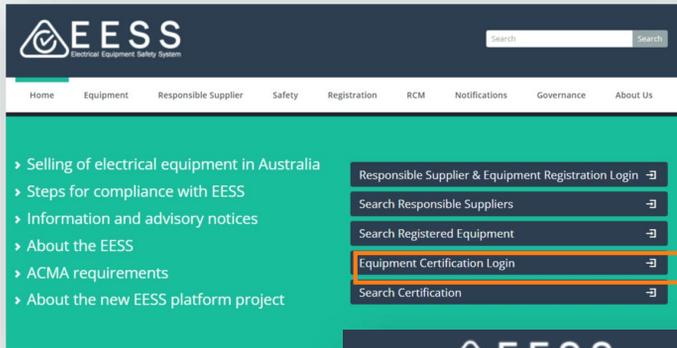
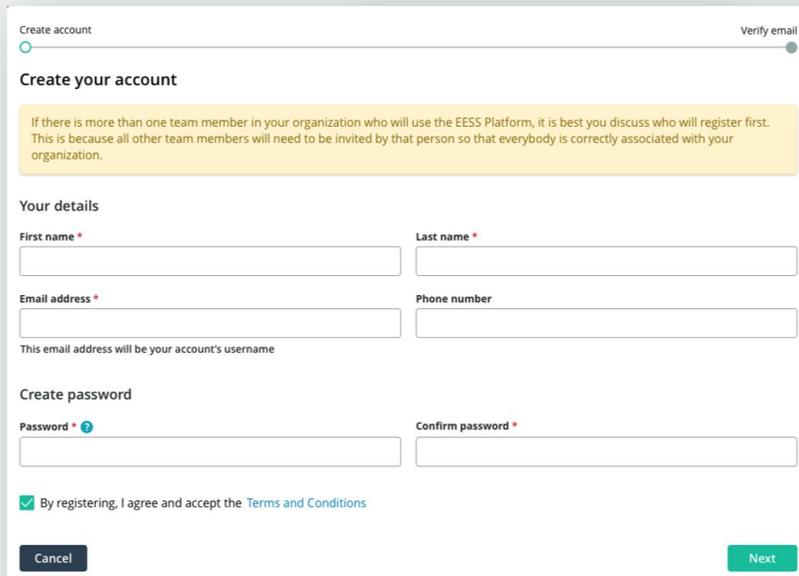


1 Creating an account as consultant



First time registration

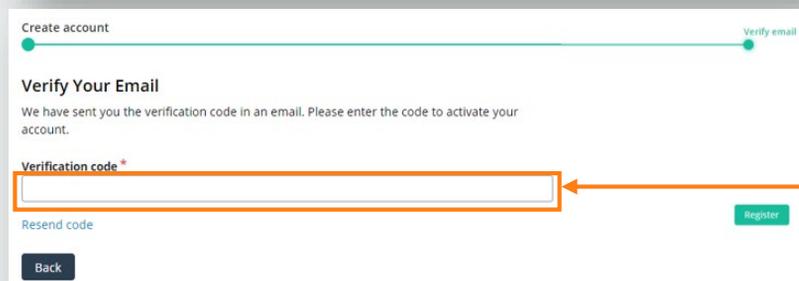
- Browse to www.eess.gov.au
- Click on the **Equipment Certification Login** button.
- Click **Register**.



The screenshot shows the 'Create account' form. It includes a progress indicator, a 'Verify email' button, and a 'Create your account' section. A yellow warning box states: '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.' The form fields are: First name *, Last name *, Email address *, Phone number, Password *, and Confirm password *. A checkbox indicates agreement to the Terms and Conditions. The 'Next' button is highlighted with a red box.

Create your account

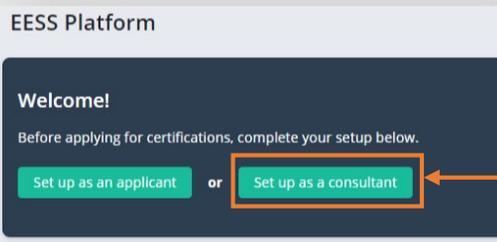
- Enter the information required for each field.
Fields with an * indicate a mandatory field
Hover over ? for a tool tip.
- Don't forget to read the Terms and Conditions and tick the box as read.



The screenshot shows the 'Verify Your Email' form. It includes a progress indicator, a 'Verify email' button, and a 'Verify Your Email' section. The form asks for the verification code sent to the user's email. The 'Verification code *' input field is highlighted with a red box. There are also 'Resend code' and 'Back' buttons.

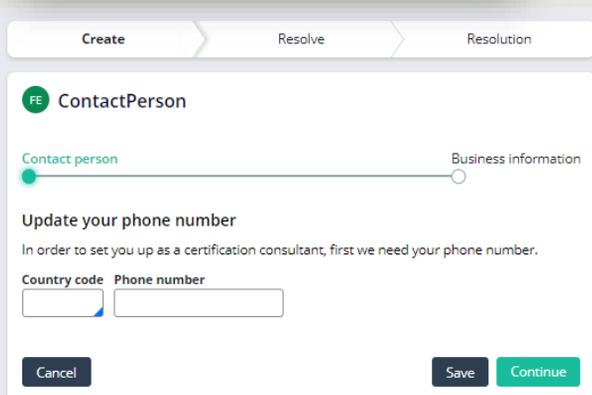
- Click on the **Next** button.
- You will receive an email with verification code.
- Enter the code to verify your email.
- Click on the **Register** button.

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



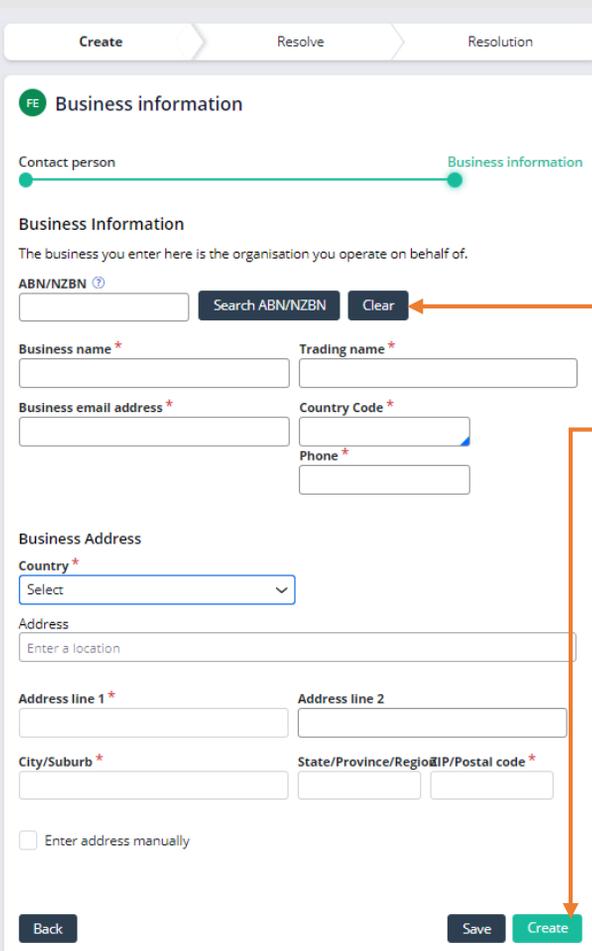
Set up your business

- 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.

2 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

Your profile has been set up!

Now you can invite your colleagues to work together on the platform and retrieve your existing certifications.

Invite a team member

Invite a consultancy business

Retrieve certificates

 How do I do equipment and supplier registrations?

Click **Invite a consultancy Business**.

FE Invite Business Consultancy

Enter Information •

As a business administrator, you can add a consultancy business to work on your behalf for electrical equipment certifications.

Begin typing the name of the consultancy business and choose from the results, select the relevant permission and hit 'Send invitation'.

An invitation will be sent to the consultancy business you want to join the team.

Business Consultancies

FE

FE Consult01	FE Consult New01
Energy Safe Victoria	Dave's Consult

Select Permission ?

Full

Limited

Cancel Save Send invitation

- Enter the consultancy business name and you must 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.

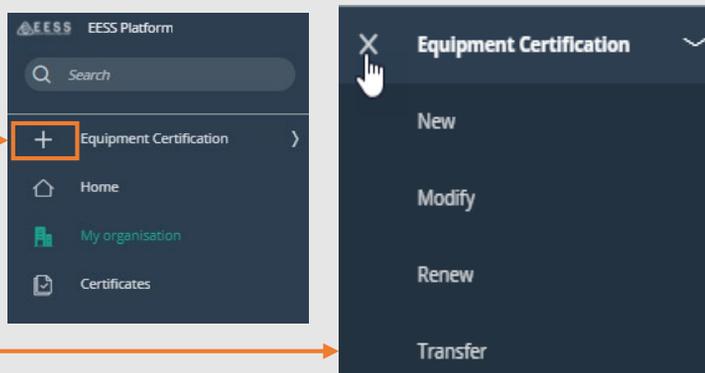
- **New application:** Consultant can initiate a new application directly.
- **Modification and Renewal Application:** Applicant should have retrieved the certificate from the old database in order to complete a modification or renewal of existing certificate. Refer to '[A Quick Reference Guide – Managing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

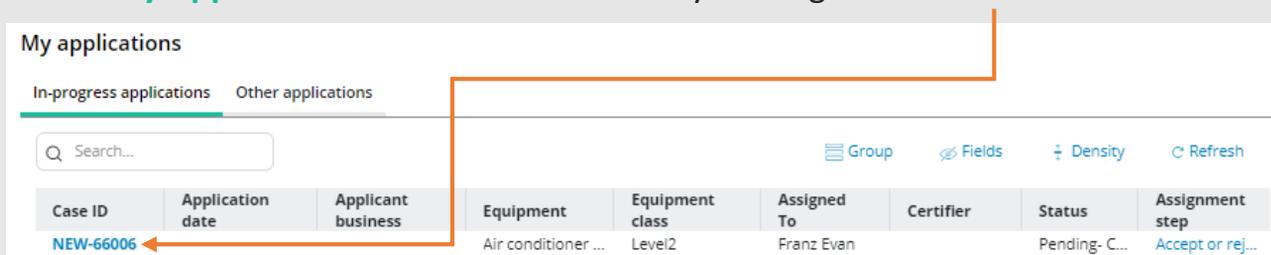
A **Limited Consultant** should have accepted the invitation of the Applicant to be their Limited Consultant.

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.



My applications

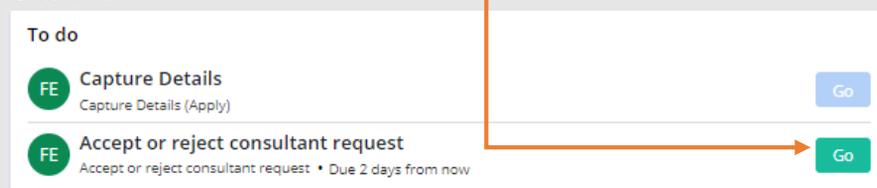
In-progress applications Other applications

Q Search...

Group Fields Density Refresh

Case ID	Application date	Applicant business	Equipment	Equipment class	Assigned To	Certifier	Status	Assignment step
NEW-66006			Air conditioner ...	Level2	Franz Evan		Pending- C...	Accept or rej...

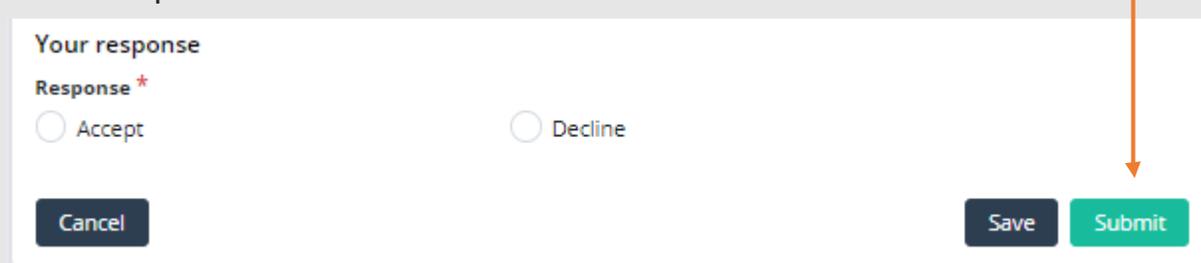
- Click **‘Go’**



To do

- FE Capture Details
Capture Details (Apply) Go
- FE Accept or reject consultant request
Accept or reject consultant request • Due 2 days from now Go

- Tick **‘Accept’** or **‘Decline’** and click **‘Submit’**



Your response

Response *

Accept Decline

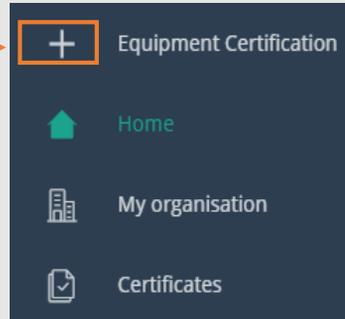
Cancel Save Submit

- Continue working with the application if accepted.

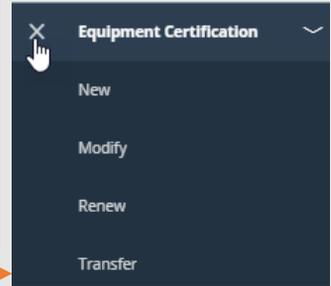
4 Applicant to assign case to a Limited Consultant (Advise this action to the applicant)

- Applicant to initiate the application

- Click on the **+** from Navigation



- Select the **Certification** action you want to perform

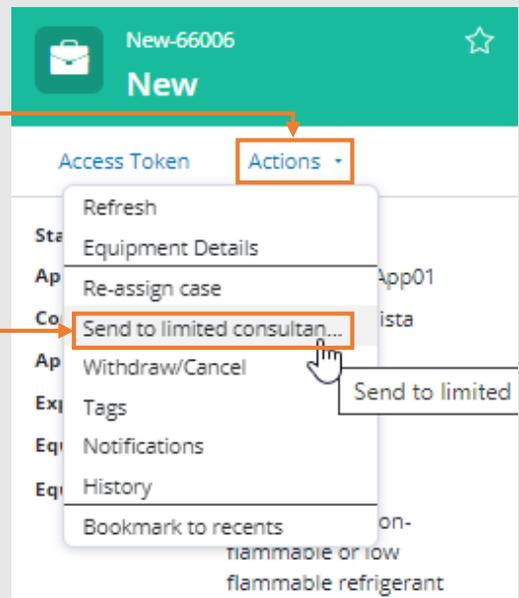


- Once an application is created, Applicant is to send to the Limited Consultant

- 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'**

