A Learning Guide

Setting up yourself on the EESS Platform

EESS
Electrical Equipment Safety System

Introduction

EESS is now supported by one platform. Certificate Applicants, Responsible Suppliers and Consultants will access the EESS Platform using the same logon screen for Equipment Certification, Responsible Supplier & Equipment Registrations
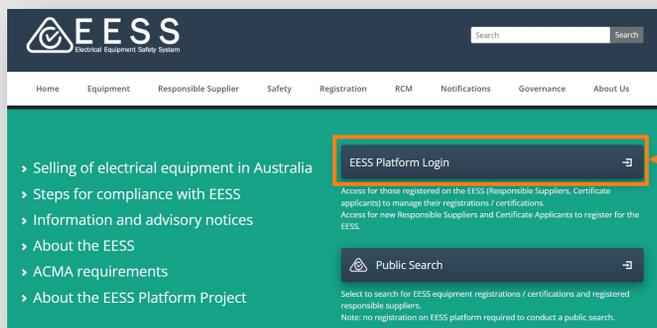
It is important **managers** of the Responsible Supplier (that is, the Authorised Officer), Certificate Applicant and Consultant businesses set themselves up first

They will then set up their business in the EESS Platform and then invite (via an email from the Platform) their team members to register

All users of the EESS Platform must register in the Platform. If a team member registers their account, before they begin to use the EESS Platform they must wait for their business to invite them via email so that they are connected to the organization in the EESS Platform
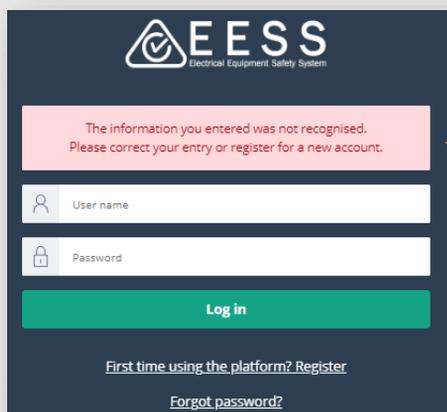
For more information see the Learning guides :
- Understanding Roles and Permissions
- Setting up your business on the EESS Platform for Certificate Applicants / New Responsible Suppliers / Existing Responsible Suppliers
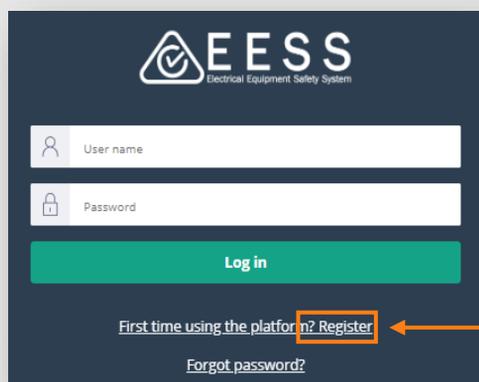
To access the platform

- From the EESS website front page
  www.eess.gov.au

- Click on the EESS Platform Login button to open the EESS platform

To log in to the EESS platform

Note:
The username and password you used for accessing the previous certification / registration database will not work and you will get an error message

First-time users to the EESS platform will need to register - click on **Register**

This will take you to the 'Create Account' screen where you will set up your individual account.

This will improve the security of your data

Need more help?

Contact Certification
Phone: +613 9203 9700 (opt 5)
Email: electricalequipmentsafetyenquiries@energysafe.vic.gov.au

Contact Registration
Phone: 1300 563 492
Email: eessadmin@oir.qld.gov.au

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PLEASE NOTE: the definition that pops up of Authorised Officer when you click on 'Authorised Officer' in the EESS Platform. It is a reminder that an Authorised Officer is 'a *member of the staff of a Responsible Supplier who has delegated responsibility from management for electrical safety and/or regulatory compliance*'

To create your individual account

- Enter the required information for each field. Note: fields marked with an * indicate a mandatory field
- Enter your email address. Note: this will become your username the next time you log-in
- Before you create a password hover over the ❓ to read the Tool tip to help you remember the minimum requirements for passwords. It is important you ensure your password complies. For more detail see the Learning guides for Managing your password on the EESS Platform

Create Account

Important

If there is more than one team member in your organisation 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 organisation.

This is particularly important if you intend to register as a Responsible Supplier. The Authorised Officer is the only person legally permitted to register a business as a Responsible Supplier under the EESS

Your Details

First name *

Last name *

Email address *

Country code *   Phone number *

This email address will be the account's username

Create Password

Password * ❓

Confirm password *

☐ By registering, I agree and accept the Terms and Conditions

Cancel   Next

- Remember to read the Terms and Conditions and tick the box as read
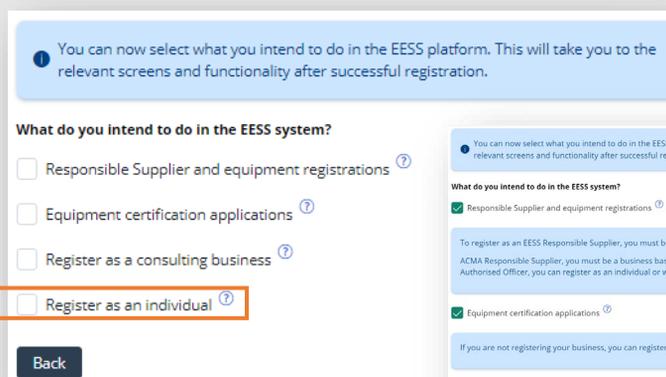- When complete, click the **Next** button where you will select what you intend to do in the EESS Platform
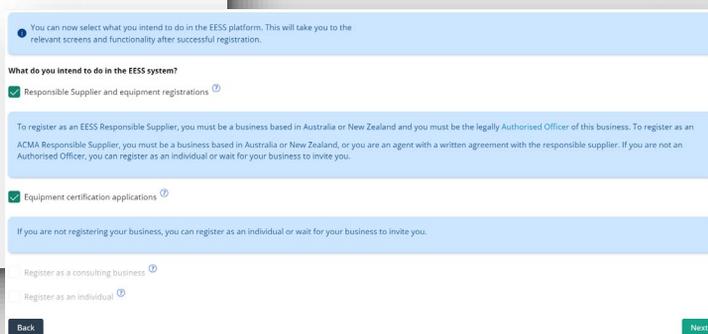
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❸ Selecting your intent

For more efficient use and increased security, the new EESS platform supports role-based permissions. This means users can focus on the tasks they are required to do and only see what they are meant to see to carry out those tasks. For more information about this see Understanding Roles and Permissions in the [Learning guides](#)

When setting up your account you need to state how you intend to use the platform. A Responsible Supplier or Certificate Applicant can register to be either a Responsible Supplier or Certificate Applicant or both Responsible Supplier and Certificate Applicant

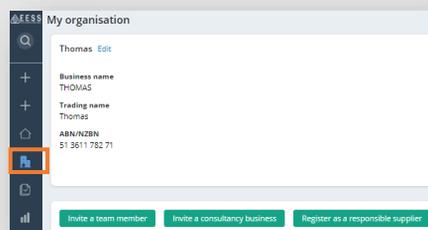**To select your intent**

- Click on the action/s you plan to use the platform

  Relevant information will appear depending on your selection

- Click the **Next** button when you have completed your selection

NOTE:

Register as an individual: only select this option if you do not plan do anything other than receive notifications
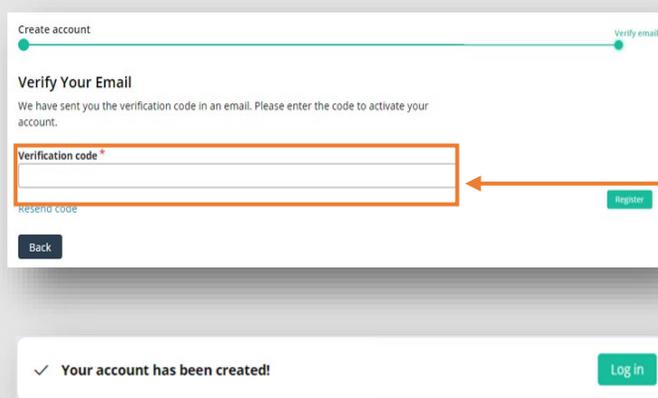
Adding another intent: if you selected Responsible Supplier and equipment registration and later wish to include Equipment certification applications or vice versa, you can do this via 'My Organisation' from the Navigation menu

Need more help?   Contact Certification
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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
- You will see a 'success' message
- You will need to login again. Click on the **Log in** button using the email address and password you set up when creating your account

The next step will be to set up your business in the platform and invite team members, so they are connected to your organisation.

NOTE: only one person can set your business up in the platform

For more information see the [Learning guides](#) :

- Understanding Roles and Permissions
- Setting up your business on the EESS Platform for Certificate Applicants / New Responsible Suppliers / Existing Responsible Suppliers

NOTE:
- Existing Responsible Suppliers: once you set up your business and link your legacy business ABN or IRDN, your existing registrations will be available
- Certificate Applicants: once you register on the platform you will be able to retrieve all your existing certificates

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