

Registration Applicant Guide

FOR RESPONSIBLE SUPPLIERS, AUTHORISED REPRESENTATIVES
AND EQUIPMENT REGISTRATION DATABASE

STANDING COMMITTEE OF OFFICIALS (SCO)

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Preface

This instructional user guide is to assist Responsible Suppliers and Authorised Representatives in understanding how to use the Registration Database to meet the requirements of the Australian Communications Media Authority (ACMA), Radio Spectrum Management (RSM) and/or the Electrical Equipment Safety System (EESS) for Australia and New Zealand.


The registration database is a self-declared, online system. Users will be asked to make a declaration confirming the equipment they supply is electrically safe and meets all relevant electrical safety standards.

Throughout this guide it is assumed that users have knowledge of the ACMA and EESS requirements.

For further information on the ACMA or EESS requirements, please review the information on their respective websites:

- ACMA www.acma.gov.au
- EESS www.eess.gov.au

Note: There is an important difference between ACMA and EESS when it comes to classification of equipment. The levels of equipment categorised by both the ACMA and the EESS are not related nor interchangeable between the two regulatory schemes. For more information on each scheme's levels of equipment, please refer to their respective websites above.

For further assistance with the national registration database, each page has a help  button which provides further information and explanation of database functions.

If experiencing technical difficulties during the registration process, please contact the database help desk:

- Phone: +61 7 3738 5098
- Email: eessadmin@oir.qld.gov.au

If at any time an organisation wishes to withdraw as a Responsible Supplier, the Authorised Officer must contact the EESS Helpdesk (eessadmin@oir.qld.gov.au).

Note: Throughout this guide, references to ACMA should be read as including RSM.

Definitions

The majority of terms used in this guide are defined in the Equipment Safety Rules, available for download via the EESS website. Additional definitions, outside of the Equipment Safety Rules are as follows:

- **Affiliated Supplier:** a company that is a related entity to the company registered as a Responsible Supplier. Affiliated Suppliers are limited to Australia/New Zealand related entities. If the Responsible Supplier is located in Australia, the Affiliated Supplier is the related entity in New Zealand. If the Responsible Supplier is located in New Zealand, the Affiliated Supplier is the related entity located in Australia. The Responsible Supplier (registered in either Australia or New Zealand) registers and takes responsibility for all items supplied by the Affiliated Supplier.

Note: A company listed as an Affiliated Supplier by a Responsible Supplier does not need to register as a separate Responsible Supplier.

- **Extension of Equipment:** extending an equipment registration after the certificate of conformity/suitability (Level 2 or Level 3 equipment) has expired, but the registration length is still valid. A Responsible Supplier/Authorised Representative will be required to renew the certificate with the issuing certifier prior to using this function.

Responsible Supplier Specific

For use during the responsible supplier registration, in order on how they appear on the form:

- **ABN:** The Australian Business Number associated with the Responsible Supplier.
- **IRD:** Inland Revenue Department Number for New Zealand companies. If inputting a New Zealand IRDN please select "New Zealand" as the country before entering the number to avoid any system errors.
- **Company Name:** Full legal name of the registering organisation.
- **First Name:** First name of the Authorised Officer (this may also include a middle name if needed).
- **Last Name:** Last name of the Authorised Officer.
- **Position:** Position of the Authorised Officer.
- **Email:** The nominated email address of the Authorised Officer. All related correspondence will be sent to this address.

Level 3 Equipment Registration Specific

For use during the Level 3 equipment registration, in order on how they appear on the form:

- **Release Date:** The date the piece of equipment will be publicly searchable on the Database.
- **Registration Expires:** An automatically calculated date the system supplies depending on the length of registration selected.
- **Details Description:** Any further relevant information regarding the equipment. This field can be used to detail the series of equipment. Please note this field is not mandatory.

ACMA only registration - Specific Definition

- **Responsible Supplier:** in relation to a device, is a person in Australia who is:
 - a) the manufacturer or the importer of the device; or
 - b) the agent of the manufacturer or importer of the device.

RSM only registration - Specific Definition

- **Responsible supplier:** in relation to a device, is a person in New Zealand who installs, sells, distributes, manufactures, or imports the device.

1. Users of the National Registration Database

1.1 Responsible Supplier

Registration as a Responsible Supplier is necessary to meet the requirements of the EESS and ACMA/RSM. It is expected that the Authorised Officer who completes the declaration is a person within the Responsible Supplier's organisation with sufficient seniority to ensure the supplying requirements can be met.

1.1.1 Browse to <https://www.eess.gov.au/>

1.1.2 Click on '*Responsible Supplier & Equipment Registration Login*' located on the right side of the webpage. Click '*Register here*'.

1.1.3 After reading the access agreement, click '*I Agree*' and '*Continue*' then complete the following form. Mandatory details are marked with a red asterisk.

Note 1: Using the '*Verify ABN*' button will auto populate certain details from the public register. It is also important to note that incorrect ABN's will not be recognised and will not allow the process to continue. Once the registration has been completed the ABN entered cannot be changed or reused.



Note 2: The '*Verify ABN*' button will not recognise an IRD number and should not be used when inputting information from a New Zealand company.

1.1.4 Ensure all the information entered is current and accurate, then click '*Save*'.

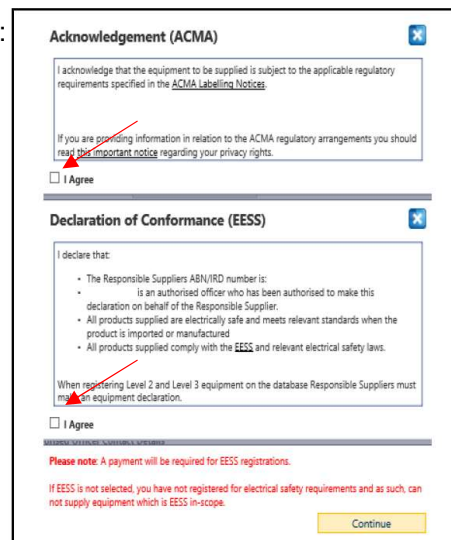
1.1.5 The system will display two declaration/statements:

- Acknowledgement (ACMA); and
- Declaration of Conformance (EESS).

The declarations will need to be read and agreed to before continuing. Please note that these agreements are dependent on whether the Responsible Supplier's equipment is considered ACMA Only or considered ACMA and EESS.

Note: Step 1.1.6 is ACMA/RSM suppliers only. If registering for ACMA/RSM and EESS go to step 1.1.7. For EESS Only, go to step 1.1.8.

1.1.6 For ACMA/RSM Only, click '*I Agree*' in the Acknowledgement (ACMA) box, then click '*Continue*' to complete registration. A notification will be sent to the Authorised Officer's email address containing a password. The user name for the Authorised Officer is their Responsible Supplier '*E*' number. The email will include a copy of the Acknowledgement (ACMA) and links to the relevant web pages.



Note: There is no payment required for ACMA/RSM Only applicants.

This completes the Responsible Supplier registration for ACMA/RSM Only registrations.

1.1.7 For ACMA/RSM and EESS registrations, click '*I Agree*' to the Acknowledgement (ACMA) and the Declaration of Conformance (EESS), then click '*Continue*' and the Authorised Representative selection screen will appear. Go to step 1.1.9 to continue.

1.1.8 For EESS Only registration, click '*I Agree*' to the Declaration of Conformance (EESS), then click '*Continue*' and the Authorised Representative selection screen will appear.

1.1.9 Selecting an Authorised Representative is not mandatory. Click '*Save*' to skip this step or select your preferred Authorised Representative(s) before continuing.

Note: Responsible Suppliers may have more than one Authorised Representative acting on their Authorised Officers' behalf.

1.1.10 The next step is a summary screen allowing users to review the information before proceeding. The registration fee is non-refundable payment. Ensure that you are applying for the correct registration before proceeding, then click '*proceed to payment*'.

All EESS fees are non-refundable payments

**Confirm you are making the correct registration before you proceed past this point.
The EESS registration is for companies responsible for in-scope electrical equipment.**

You must be the Authorised Officer of the company based in Australia or New Zealand who is the Australian or New Zealand based manufacturer of the equipment, or the Australian or New Zealand based importer (person taking first ownership of the equipment in Australia or New Zealand). Agents of manufacturers or importers, or Authorised Representatives, cannot complete the EESS responsible supplier registration.

Incorrect registrations will be removed with NO REFUND.

1.1.11 A notice with information on the costs associated with the EESS and Responsible Supplier registration will appear. Click '*OK*' to proceed.

1.1.12 Choose from American Express, VISA or MasterCard and fill in card details where required.

Note: Once in the payment portal, do not hit the back button or click anywhere on screen. Please wait for the payment to go through to the next page before clicking the mouse again.

1.1.13 On successful completion, a confirmation email will be sent to the Authorised Officers' nominated email address. The user name for all Authorised Officers' is their Responsible Supplier 'E' number. The email will include a transaction receipt, a copy of the Declaration, and instructions on where to access a copy of the latest Australian/New Zealand Standards (AS/NZS) 4417.1 – Use of the Regulatory Compliance Mark.

All EESS fees do not include GST. Once payment is processed, a receipt will be issued.

If Responsible Suppliers have registered under the ACMA/RSM arrangements, the email will include a copy of the Acknowledgement (ACMA) and a link to the relevant ACMA or RSM webpage.

This completes the Responsible Supplier registration process. Users can now log in to the registration system and register Level 1, Level 2 and Level 3 equipment (as described in the following sections).

Note: Accounts must be renewed annually. A notification will be sent thirty days prior to expiry, prompting users to re-activate if needed.

1.2 Authorised Representative – EESS Only

An Authorised Representative may be given the authority by an Authorised Officer to register Level 1, Level 2 and Level 3 equipment as well as update existing equipment registrations on their behalf.

To create an account as an Authorised Representative:

1.2.1 Browse to <https://equipment.erac.gov.au/Registration/>

1.2.2 Click on 'Authorised Representative' next to Register New located on the right side of the webpage.



1.2.3 After reading the access agreement, click 'I Agree' and 'Continue' then complete the following form. Mandatory details are marked with a red asterisk.

1.2.4 After clicking 'Save', the entered details become user account details.

1.2.5 Upon successful completion, a confirmation email will be sent to the user's nominated email address containing a username and a first time use password.

This completes the Authorised Representative registration process. Authorised Representatives can now log into the registration system and register Level 1, Level 2 and Level 3 equipment on behalf of a registered Responsible Supplier once access is granted/requested by the Authorised Officer for the account.

Note: Clicking 'Cancel' will only clear details. To return to the home screen, click 'Home' at the top left of the page.

1.3 Account Management

This section applies to Authorised Officers and Authorised Representatives. Both user types have the ability to change certain details on their accounts.

Note: An Authorised Representative cannot change the details of a Responsible Supplier.

Once a user has logged in, they have the ability to edit their profile, including viewing the expiry dates of Responsible Suppliers and equipment registrations.

For EESS Authorised Officers and Authorised Representatives, users may also input Level 1 equipment into the database on this page.

Authorised Officers can also select new Authorised Representatives or remove existing ones here.

1.3.1 Specific to Authorised Officers

If a Responsible Supplier is registered for ACMA Only (for ACMA/RSM purposes) or EESS Only during the initial registration stage, it is possible to upgrade their accounts by logging in to the Database and under 'Links' to the right of the screen, click on 'Upgrade My Registration'. Go to step 1.1.5 to complete the upgrade. Please be aware that upgrading ACMA registrations to include EESS will incur a fee and users will be taken to the payment portal.

1.3.2 Adding or removing an Authorised Representative

There are two methods to allow an Authorised Representative to act on behalf of a Responsible Supplier:



Method A:

A Responsible Supplier can select them through the Authorised Representative scroll list found in the account upgrade page.

- Step 1: Hover over 'My Account' and select 'Update My Profile'.
Step 2: Scroll down to the Authorised Representative box and select a preferred representative from the list.

Note: If you currently have an Authorised Representative, they will be highlighted in yellow. If you wish to remove the current Authorised Representative and request a new one, click the current Authorised Representative to remove the highlight and select the new Authorised Representative. If you require more than one Authorised Representative, make sure all Authorised Representatives are highlighted.

- Step 3: At the bottom of the page, click 'Save'.

Method B:

Authorised Representatives request permission through the equipment registration option. This requires the Authorised Representative to know the Responsible Supplier's 'E' number.

- Step 1: Hover over the 'Equipment' tab and click 'Register New Equipment'.
Step 2: In the drop-down field next to Responsible Supplier, select 'Other Responsible Supplier'.



Note: Responsible Suppliers must have listed a preferred Authorised Representative to be visible in the drop-down menu.

- Step 3: Enter the Responsible Suppliers 'E' number and click the search icon.
Step 4: Click 'Request Permission' to send a notification to the Responsible Supplier, which the Authorised Officer in turn may approve.

If granted by the Responsible Suppliers Authorised Officer, this will allow Authorised Representatives to register equipment on behalf of the Responsible Supplier.

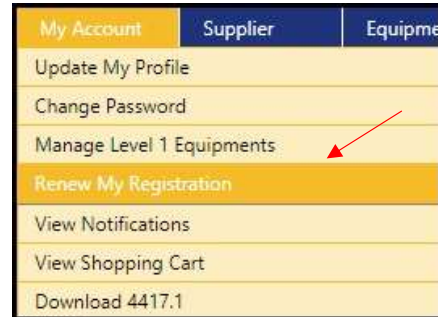
Note: The Responsible Suppliers Authorised Officer can revoke this permission at any time. Authorised Representatives will no longer be able to complete registrations on their behalf or view equipment registrations if permission is revoked.

Click 'Save' to confirm any changes or click 'Cancel' to exit without saving.

1.4 Renewal of Responsible Supplier

Responsible Suppliers will be required to renew their registrations annually. Authorised Officers will be notified via email thirty days before this expiry. To renew registrations, Authorised Officers need to log into the Database and follow the steps below.

1.4.1 Hover over the 'My Account' tab and click on 'Renew My Registration'.



1.4.2 The system will display two declaration/statements:

- Acknowledgement (ACMA); and
- Declaration of Conformance (EESS).

The declarations will need to be read and agreed to before continuing. Please note that these agreements are dependent on whether the Responsible Supplier's equipment is considered ACMA Only or considered ACMA and EESS.

Note: Step 1.4.3 is ACMA/RSM suppliers only. If registering for ACMA/RSM and EESS go to step 1.4.4. For EESS Only, go to step 1.4.5.

1.4.3 For ACMA/RSM Only renewal registrations, click 'I Agree' in the Acknowledgement (ACMA) box, then click 'Continue' to complete registration. A notification will be sent to the Authorised Officer's email address. The email will include a copy of the Acknowledgement (ACMA) and links to the relevant web pages.

This completes the Responsible Supplier renewal process for ACMA Only or RSM Only registrations.

1.4.4 For ACMA/RSM and EESS renewal registrations, click 'I Agree' to the Acknowledgement (ACMA) and the Declaration of Conformance (EESS), then click 'Continue' and the Authorised Representative selection screen will appear. Go to step 1.4.6.

1.4.5 For EESS Only renewal registration, click 'I Agree' to the Declaration of Conformance (EESS), then click 'Continue' and the Authorised Representative selection screen will appear.

1.4.6 Selecting an Authorised Representative is not mandatory. Click 'Save' to skip this step or choose your preferred Authorised Representative(s) before continuing.

Note: Responsible Suppliers may have more than one Authorised Representative acting on their behalf.

1.4.7 The next step is a summary screen, allowing users to review the information before proceeding. Ensure the details are correct, then select 'proceed to payment'.

1.4.8 A notice with information on the costs associated with the EESS and Responsible Supplier registration will appear. Click 'OK' to proceed.

1.4.9 Choose from American Express, VISA or MasterCard and fill in card details accordingly.

Note: Once in the payment portal, do not hit the back button or click anywhere on screen. Please wait for the payment to go through to the next page before clicking the mouse again.

1.4.10 On successful completion, a confirmation email will be sent to the Authorised Officers' nominated email address. The email will include a transaction receipt and a copy of the declaration.

1.5 Re-activating Responsible Supplier Registration

Responsible Supplier registrations are required to be renewed annually. If the registration lapses past the expiry date, the Authorised Officer must re-activate the account by following the steps below.

1.5.1 Once logged in, the system will display two declaration/statements:

- Acknowledgement (ACMA); and
- Declaration of Conformance (EESS).

The declarations will need to be read and agreed to before continuing. Please note that these agreements are dependent on whether the Responsible Supplier's equipment is considered ACMA Only or considered ACMA and EESS.

Note: Step 1.5.2 is ACMA/RSM suppliers only. If registering for ACMA/RSM and EESS go to step 1.5.3. For EESS Only, go to step 1.5.4.

The screenshot shows two stacked forms. The top form is titled 'Acknowledgement (ACMA)' and contains a text box with the statement: 'I acknowledge that the equipment to be supplied is subject to the applicable regulatory requirements specified in the ACMA Labelling Notices.' Below this is a red line and the text: 'If you are providing information in relation to the ACMA regulatory arrangements you should read this important notice regarding your privacy rights.' At the bottom of the form is a checkbox labeled 'I Agree'. The bottom form is titled 'Declaration of Conformance (EESS)' and contains a text box with the statement: 'I declare that:'. Below this are three bullet points: 'The Responsible Suppliers ABN/IRD number is:', 'is an authorised officer who has been authorised to make this declaration on behalf of the Responsible Supplier.', and 'All products supplied are electrically safe and meets relevant standards when the product is imported or manufactured'. Below the bullet points is a red line and the text: 'When registering Level 2 and Level 3 equipment on the database Responsible Suppliers must make an equipment declaration.' At the bottom of the form is a checkbox labeled 'I Agree'. Below the forms is a red line and the text: 'Please note: A payment will be required for EESS registrations. If EESS is not selected, you have not registered for electrical safety requirements and as such, can not supply equipment which is EESS in-scope.' At the bottom right of the forms is a yellow button labeled 'Continue'.

1.5.2 For ACMA/RSM Only renewal registrations, click 'I Agree' in the Acknowledgement (ACMA) box, then click 'Continue' to complete registration. A notification will be sent to the Authorised Officers email address. The email will include a copy of the Acknowledgement (ACMA) and links to the relevant web pages.

This completes the Responsible Supplier re-activation for ACMA Only or RSM Only registrations.

1.5.3 For ACMA/RSM and EESS re-activation registrations, click 'I Agree' to the Acknowledgement (ACMA) and the Declaration of Conformance (EESS), then click 'Continue' and the Authorised Representative selection screen will appear. Go to step 1.5.5.

1.5.4 For EESS Only renewal registration, click 'I Agree' to the Declaration of Conformance (EESS), then click 'Continue' and the Authorised Representative selection screen will appear.

1.5.5 Selecting an Authorised Representative is not mandatory. Click 'Save' to skip this step or choose your preferred Authorised Representative(s) before continuing.

Note: Responsible Suppliers may have more than one Authorised Representative acting on their behalf.

1.5.6 The next step is a summary screen allowing users to review the information before proceeding. Ensure the details are correct, then select 'proceed to payment'.

1.5.7 A notice with information on the costs associated with the EESS and Responsible Supplier registration will appear. Click 'OK' to proceed.

1.5.8 Choose from American Express, VISA or MasterCard and fill in card details accordingly.

Note: Once in the payment portal, do not hit the back button or click anywhere on screen. Please wait for the payment to go through to the next page before clicking the mouse again.

1.5.9 On successful completion, a confirmation email will be sent to the Authorised Officers' nominated email address. The email will include a transaction receipt and a copy of the declaration.


2. Equipment Registration

2.1 Level 1 Equipment

Equipment registration is only available to Authorised Officers and Authorised Representatives for Responsible Suppliers registered for EESS. To register Level 1 equipment, log in to the Database and follow steps below.

2.1.1 Specific to Authorised Representatives

Authorised Representatives will need to register equipment against a Responsible Supplier linked to their account. See steps below.

- Step 1: Hover over the 'Supplier' tab and click on 'Manage Suppliers Level 1 Equipments'.
Step 2: Leave all fields blank, then click on the search icon  to display all Responsible Suppliers linked to the Authorised Representative account. To narrow these results, enter the information into the search fields.
Step 3: Click on the 'E' number of the relevant Responsible Supplier and go to step 2.1.2.

Note: The 'View Supplier's Registered Equipments' does not lead to registration of Level 1 equipment.

2.1.2 General Process

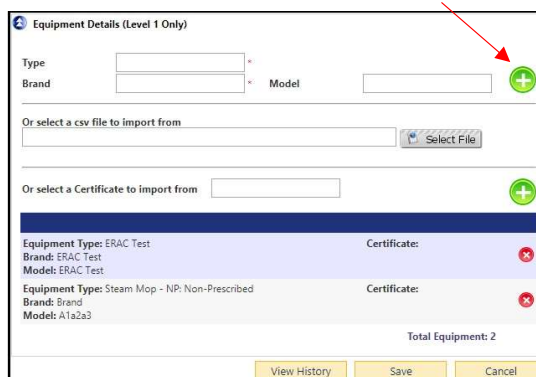
There are 3 different methods to add Level 1 equipment. Once logged into the Database, hover over the 'My Account' tab and select 'Manage Level 1 Equipments'. Scroll down to the Equipment Details (Level 1 Only) box.

Method A

Enter the Type, Brand (or Tradename) and Model of the equipment, noting that Model is not a mandatory field.

Click the green plus to the right of Model to add the equipment to the Responsible Supplier account.

Once all equipment has been added, click 'Save' to complete the process.



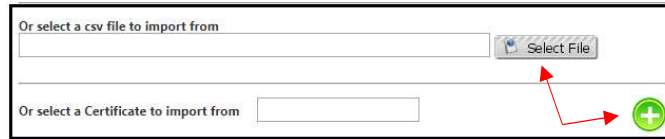
Method B

Use the CSV file to bulk upload Level 1 equipment. This file can be found by hovering over the 'Quick Links' tab at the top of the webpage and clicking 'CSV File – EESS Level 1 Equipment'.



Fill in the CSV file with Brand, Type and Model for all Level 1 equipment, noting that Model is not a mandatory field and then save the file.

Select the saved .csv file by clicking 'Select File' and adding to the database.

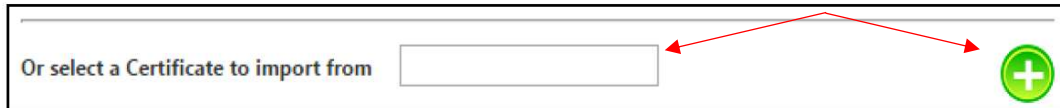


Once the title appears, click the green plus and add the equipment to the account.

Note: CSV can also be used to manage a company's Level 1 equipment, and not just for upload. If already existing details are in the document, and it is uploaded again when new details are added, the existing details will not duplicate in the system.

Method C

Users may import Level 1 equipment details from a Certificate of Suitability issued by a Government Regulator or a company that is declared as a Recognised External Certification Scheme (RECS). Input the certificate number into the field shown below followed by clicking the green plus.



Note: Only Certificates of Suitability issued by the bodies mentioned above can be used for this method. A list of accepted Regulators can be found by clicking [HERE](#).

After completing one or more of the methods above, click 'Save' to lock the Level 1 details into the Responsible Supplier account.

2.2 Level 2 Equipment

Equipment registration is only available to Authorised Officers and Authorised Representatives for Responsible Suppliers registered for EESS. To register Level 2 equipment, see steps below.

2.2.1 Specific to Authorised Representatives

Authorised Representatives will need to register equipment against a Responsible Supplier linked to their account. Please log in to the Database and follow steps below.

- Step 1: Hover over the 'Equipment' tab and click on 'Register New Equipment'.
- Step 2: Select the relevant Responsible Supplier from the drop-down menu. If a Responsible Supplier has requested an Authorised Representative to complete an equipment registration on their behalf, click the green tick symbol next to the correct notification to proceed to the equipment registration page.
- Step 3: Click 'Save' and go to step 2.2.2.3.

Note: Users will only be able to register the specified equipment on the Responsible Supplier's behalf. Any further registrations must be requested separately.

2.2.2 General Process

2.2.2.1 Hover over the 'Equipment' tab and click 'Register New Equipment'.

2.2.2.2 Optionally select an Authorised Representative from the drop-down menu. If one is not required, click 'Save', leaving this field blank.

Note: If the Authorised Representative has not previously been selected to be a preferred Authorised Representative, they will only be granted permission to complete the current equipment registration.

2.2.2.3 Select 'Level 2' next to Equipment Level.



The image shows a form element for 'Equipment Level'. It consists of a label 'Equipment Level' followed by two radio buttons. The first radio button is selected and is labeled 'Level 2'. The second radio button is labeled 'Level 3'. A red arrow points to the 'Level 2' radio button.

2.2.2.4 If you have a Certificate of Conformity/Suitability, enter the certificate number and click 'Retrieve Certificate'. This will automatically populate the details of your certificate into the fields.



The image shows a form element for 'Certificate of Conformity/Suitability'. It consists of a text input field and a button labeled 'Retrieve Certificate'. A red arrow points to the 'Retrieve Certificate' button.

2.2.2.5 For 'Equipment Type' select 'Level 2' (the only option).

2.2.2.6 For 'Equipment Subtype', select the relevant entry for your electrical item.

2.2.2.7 If you are entering a Level 2 item without a Certificate of Suitability, an additional 'Description' option will appear. Enter any further information about the product here. Please ignore the drop-down arrow.

2.2.2.8 For 'Registration Length', select 1, 2 or 5 years for registration. There is an equipment registration fee payable per year.

Note: 1 year registration is advised until the Inter-Governmental Agreement has been signed by other jurisdictions.

2.2.2.9 In the 'Details Description' box, enter a brief description of the product.

2.2.2.10 Click 'Save' to proceed to the Model details screen.

Note: For Level 2 items with a Certificate of Suitability automatically retrieved, please skip to step 2.2.2.15.


2.2.2.11 Click 'Add Manufacturer' and enter all relevant details. Once entered, click 'Save'. The manufacturer profile should appear below the 'Add Manufacturer' button.



The image shows a form element for 'Add Manufacturer'. It consists of a text input field labeled 'Contact Name' with the value 'John Example'. To the right of the input field is a red 'X' icon. Below the input field are two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Contact Name' input field.

2.2.2.12 Click 'Save' and proceed to add a profile for your equipment.

2.2.2.13 On the right, click 'Add Profile' and enter the relevant model details.

Note: When entering Brand and Model details, ensure you click the green plus . You may add more than one Brand Name and Model Name per Profile Name.

2.2.2.14 Click 'Save' and continue to step 2.2.2.16.

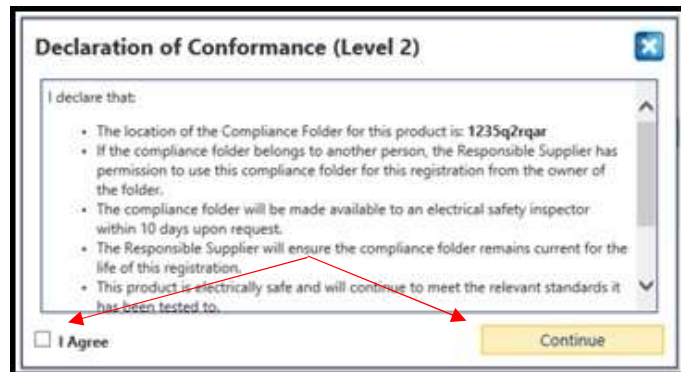
2.2.2.15 For model details with a Certificate of Suitability retrieved, select the Model and Brand for each profile that the Responsible Supplier is intends to register and click 'Save'.

2.2.2.16 For '*Supporting Documents*', enter either the Responsible Supplier's Compliance Folder (RSCF) location or a site containing information to supplier compliance, and the relevant standard(s) the equipment has been tested to.

2.2.2.17 Click '*Save*' to proceed to a summary of the information entered so far. If the information is correct, click '*Add to Shopping Cart*' to proceed.

2.2.2.18 After reading and clicking '*I Agree*' to the Declaration of Conformance (Level 2), click '*Continue*'.

2.2.2.19 On the next page, the new equipment will be added to the shopping cart. From here users can choose to register additional in-scope electrical equipment (repeat steps 2.2.2 onwards) or pay for what is currently in the shopping cart.



2.2.2.20 Click '*Proceed to Payment*' then choose from American Express, VISA, or MasterCard and fill in card details accordingly.

Note: Once in the payment portal, do not hit the back button or click anywhere on screen. Please wait for the payment to go through to the next page before clicking the mouse again.

2.2.2.21 Once payment is successful using the payment portal, a confirmation email will be sent to the Responsible Supplier's nominated email address, including a transaction receipt and a copy of the declaration.

2.3 Level 3 Equipment

Equipment registration is only available to Authorised Officers and Authorised Representatives for Responsible Suppliers registered for EESS. To register Level 3 equipment, see steps below.

2.3.1 Specific to Authorised Representatives

Authorised Representatives will need to register equipment against a Responsible Supplier linked to their account. Please log in to the Database and follow steps below.

Step 1: Hover over the '*Equipment*' tab, and click '*Register New Equipment*'.

Step 2: Select the relevant Responsible Supplier from the drop down menu. If a Responsible Supplier has requested an Authorised Representative to complete an equipment registration on their behalf, click the green tick symbol next to the correct notification to proceed to the equipment registration page.

Step 3: Click '*Save*' and go to step 2.3.2.3

Note: Users will only be able to register the specified equipment on the Responsible Supplier's behalf. Any further registrations must be requested separately.

2.3.2 General process

2.3.2.1 Hover over the '*Equipment*' tab and click '*Register New Equipment*'.

2.3.2.2 Optionally select an Authorised Representative from the drop-down menu. If one is not required, click 'Save' leaving this field blank.

Note: If the Authorised Representative has not previously been selected to be a preferred Authorised Representative, they will only be granted permission to complete the current equipment registration.

2.3.2.3 Select 'Level 3' next to Equipment Level.



2.3.2.4 Enter the certificate number into the field for Certificate of Conformity/Suitability and click '*Retrieve Certificate*'. This will automatically populate the details of your certificate.



Note: For certificates which are password locked, enter the certificate password and click '*Retrieve Certificate*' a second time to unlock the certificate. If unsure of the certificate password, please contact the certifier who issued the certificate.

If the certificate is issued by New South Wales Fair Trading, please contact eas@oir.qld.gov.au for the password.

2.3.2.5 For '*Registration Length*' select 1, 2 or 5 years for registration. There is an equipment registration fee payable per year.

Note: 1 year registration is advised until the Inter-Governmental Agreement has been signed by other jurisdictions.

2.3.2.6 In the '*Details Description*' box, enter a brief description of the product.

2.3.2.7 Click 'Save' to proceed to the Model details screen.

2.3.2.8 Select the Model and Brand for each profile that the Responsible Supplier intends to register.

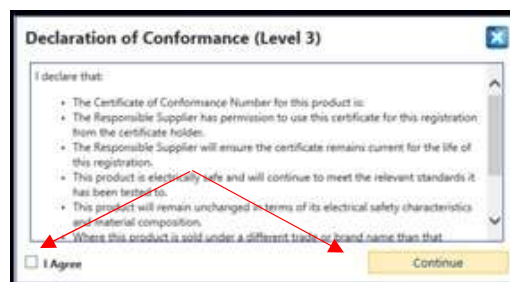
2.3.2.9 Click 'Save' to proceed with the registration.

Note: Users will be given an option to upload documents to the website. This is not a mandatory action. Select 'Save' to skip this step.

2.3.2.10 Click 'Save' to proceed to a summary of the information entered so far. If the information is correct, click '*Add to Shopping Cart*' to proceed.

2.3.2.11 After reading the Declaration of Conformance (Level 3), click '*I Agree*' and '*Continue*'.

2.3.2.12 On the next page, the new equipment will be added to the shopping cart. From here users can choose to register additional in-scope electrical equipment (repeat steps onwards) or pay for what is currently in the shopping cart.



2.3.2.13 Click '*Proceed to Payment*' then choose from American Express, VISA, or MasterCard and fill in card details accordingly.

Note: Once in the payment portal, do not hit the back button or click anywhere on screen. Please wait for the payment to go through to the next page before clicking the mouse again.

2.3.2.14 Once payment is successful using the payment portal, a confirmation email will be sent to the Responsible Supplier's nominated email address, including a transaction receipt and a copy of the declaration.


2.4 Updating Equipment

This function is available to both Responsible Suppliers and the Authorised Representatives linked to their accounts.

Once Level 3 equipment is registered, the Responsible Supplier and Authorised Representatives have the ability to update the registration.

This will allow users to amend certain details of the equipment registration that might be incorrect, have changed, or to add new profiles for certificates.

2.4.1 Hover over the '*Equipment*' tab and click '*Update Equipment Registration*'.

2.4.2 Fill in any details to help narrow the search; alternatively, select the search icon  to bring up a list of all existing equipment registrations.

2.4.3 Click on the link next to '*Equipment*' to edit the chosen profile.



2.4.4 Click '*Save*' to confirm any changes or '*Cancel*' to exit without saving.


2.5 Equipment Registration Extension

This function is available to both Responsible Suppliers and the Authorised Representatives linked to their accounts. Prior to proceeding, ensure the Certificate of Conformity which is linked to the original equipment registration has been renewed.

For information regarding certification renewal, contact the certifying body who issued the certificate.

The equipment extension function is used when a certificate expires before the equipment registration length expires. To continue to use the remaining length of an equipment registration after the certificate has been renewed with the respective certifier, follow the steps below.

2.5.1 Hover over the '*Equipment*' tab, and click '*Extend Equipment Registration*'.

2.5.2 Choose the equipment type from the drop down menu and fill in any other necessary fields to narrow the search, before clicking on the search icon  to locate registrations to extend.



2.5.3 Click on the Responsible Supplier '*E*' number to extend the chosen equipment registration.

2.5.4 A prompt will appear reminding users to ensure they have renewed their Certificate of Conformity/Suitability before proceeding with the extension.

2.5.5 After clicking 'OK', confirm that all details of the equipment registration are up to date and accurate, be sure to select the certificate profiles in the details box, to ensure all existing models and brand names will continue onto the new equipment registration.



2.5.6 Click 'Save'. Note that the Certificate of Conformity/Suitability has automatically updated to the current approval number, if applicable.

2.5.7 Review and agree to the Declaration of Conformance, before clicking 'Continue'.

2.5.8 Users will then be presented with a successful equipment registration message. After clicking 'OK', a summary will appear of the newly extended equipment registration.

2.5.9 A confirmation email of successful equipment registration extension will be sent to the nominated email address, including a new equipment registration number, updated declaration and a notice of the updated expiry date.

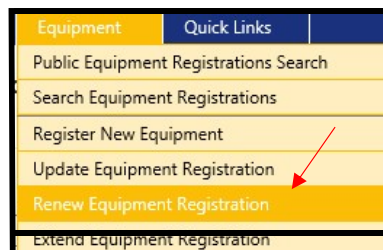
Note: There are no fees associated with an equipment registration extension.

2.6 Equipment Registration Renewal

Equipment renewal is only available to Authorised Officers and Authorised Representatives for Responsible Suppliers that have Level 2 or Level 3 equipment registered. To renew equipment, see steps below.

2.6.1 Hover over the 'Equipment' tab and click 'Renew Equipment Registration'.

2.6.2 Click the search icon  and scroll down to equipment details and view all the registrations available to renew.



2.6.3 Click on the equipment number of the registration you want to renew. Check all the details are correct then choose the registration length of 1, 2 or 5 years and click 'Save'.

2.6.4 Click 'Add to shopping cart' then review and agree to the Declaration of Conformance before clicking continue.

2.6.5 If you are renewing more than one equipment, repeat the process until all equipment is in the shopping cart then click 'Proceed to Payment' to enter the payment portal.

2.6.6 Once payment has been finalised, an email confirmation will be sent to the nominated email address listed in the Responsible Supplier account. A receipt and Declaration of Conformance will be attached along with the new registration number and details for the renewed equipment.

3. Registration Database Searches


3.1 Searching Equipment Registrations


This function is available to both Responsible Suppliers and the Authorised Representatives linked to their accounts.

Note: This function is for users to find their own equipment registrations, not search the public database. In this search, Authorised Representatives will only be able to view equipment registrations from suppliers they are linked to.

To search current equipment registrations:

3.1.1 Hover over the '*Equipment*' tab and click '*Search Equipment Registrations*'.

3.1.2 Choose the equipment type from the drop-down menu and fill in any other necessary fields to narrow the search before clicking on the search icon  to locate registrations linked to the Responsible Supplier currently logged in. Please ensure the '*Level 1*' checkbox is selected.


Note: Leave all fields blank before clicking on the search icon  to generate all equipment registered under the chosen Responsible Supplier.

3.2 Public Search – Supplier

This function is available to both Responsible Suppliers and Authorised Representatives.

3.2.1 Hover over the '*Supplier*' tab, and click '*Public Supplier Registration Search*'.



3.2.2 Fill in any necessary fields to narrow the search before clicking on the search icon. 


Note: users will only be able to see limited information regarding the Responsible Supplier.

3.3 Public Search – Equipment Registrations

This function is available to both Authorised Officers and Authorised Representatives.

3.3.1 Hover over the '*Supplier*' tab, and click '*Public Equipment Registration Search*'.



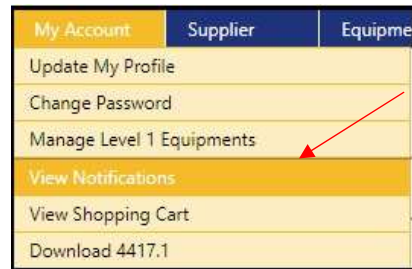
3.3.2 Fill in any necessary fields to narrow the search, before clicking on the search icon. 

Note: Users will only be able to see limited information regarding the equipment registration.

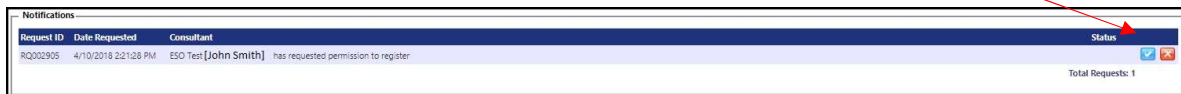
4. Notifications

4.1 General Notifications

The 'View Notifications' function, available under the 'My Account' or 'Home' tab, lets users know of any pending requests that need to be actioned. These include information only messages, renewal advice, Authorised Representative requests and other relevant notifications.



If at any time Authorised Officers wish to deny permission to an Authorised Representative that is not part of their preferred list, they may do so through their notifications by clicking the 'red cross' to the right of the specific notification.



The Authorised Representative will then be unable to complete registrations on their behalf or view any future registrations.

4.2 Email Notifications

The email notification function, available under the 'My Account' or 'Home' tab, saves a copy of all emails sent to a Responsible Supplier by the database, whether an automated email or an email sent directly to a specific Responsible Supplier notifying them of a matter regarding their equipment.

The option of viewing manual or automatic emails can be interchangeable via the selection, as shown below.

