A Learning Guide

Responsible Supplier Registration Renewal

EESS Electrical Equipment Safety System

EXISTING RESPONSIBLE SUPPLIER (onboarded to the EESS Platform)

Note: this learning guide is to assist Responsible Suppliers who have already onboarded onto the EESS Platform

Responsible Suppliers are required to renew their registration annually. Payment is required to renew registration. 'ACMA' only registered Responsible Suppliers are not required to make payment

It is the responsibility of the **Authorised Officer** to renew their Responsible Supplier registration

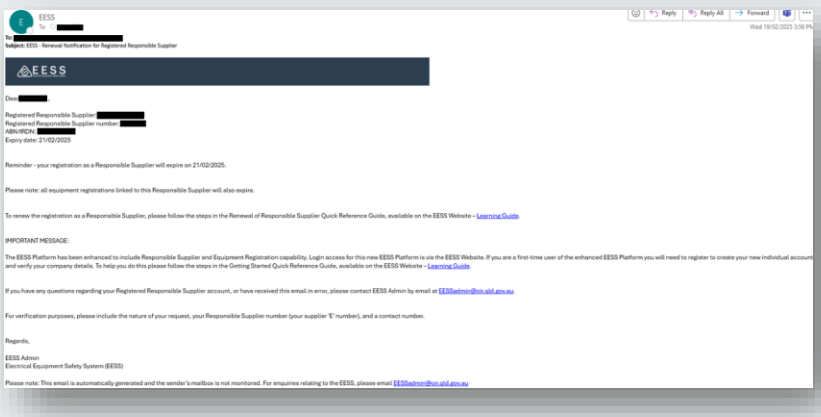
Reminders of expiry are sent

- 30 days before expiry
- 7 days before expiry
- On the date of expiry

The reminders will be in the form of a:

- Reminder e-mail (sent to the Authorised Officer)
- Dashboard notification for the Authorised Officer

Email Notification


EESS

Subject: EESS - Renewal Notification for Registered Responsible Supplier

EESS

Dear [redacted],

Registered Responsible Supplier: [redacted]
Registered Responsible Supplier number: [redacted]
ABN/IRDN: [redacted]
Expiry date: 21/02/2025

Reminder - your registration as a Responsible Supplier will expire on 21/02/2025.

Please note: all equipment registrations linked to this Responsible Supplier will also expire.

To renew the registration as a Responsible Supplier, please follow the steps in the Renewal of Responsible Supplier Quick Reference Guide, available on the EESS Website – Learning Guide.

IMPORTANT MESSAGE:

The EESS Platform has been enhanced to include Responsible Supplier and Equipment Registration capability. Login access for this new EESS Platform is via the EESS Website. If you are a first-time user of the enhanced EESS Platform you will need to register to create your new individual account and verify your company details. To help you do this please follow the steps in the Getting Started Quick Reference Guide, available on the EESS Website – Learning Guide.

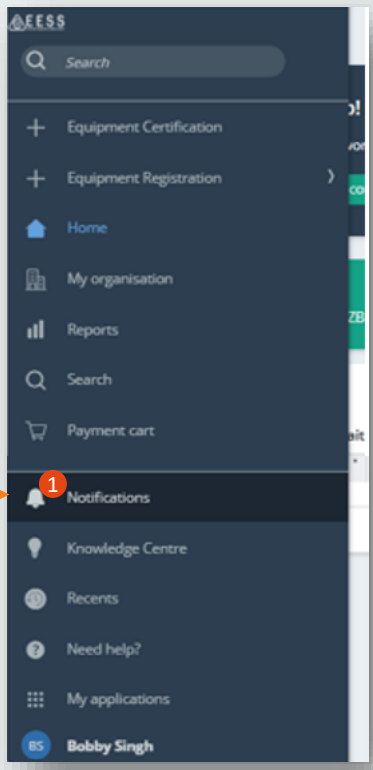
If you have any questions regarding your Registered Responsible Supplier account, or have received this email in error, please contact EESS Admin by email at EESSadmin@nt.gov.au.

For verification purposes, please include the nature of your request, your Responsible Supplier number (your supplier 'E' number), and a contact number.

Regards,

EESS Admin
Electrical Equipment Safety System (EESS)

Please note: This email is automatically generated and the sender's mailbox is not monitored. For enquiries relating to the EESS, please email EESSadmin@nt.gov.au



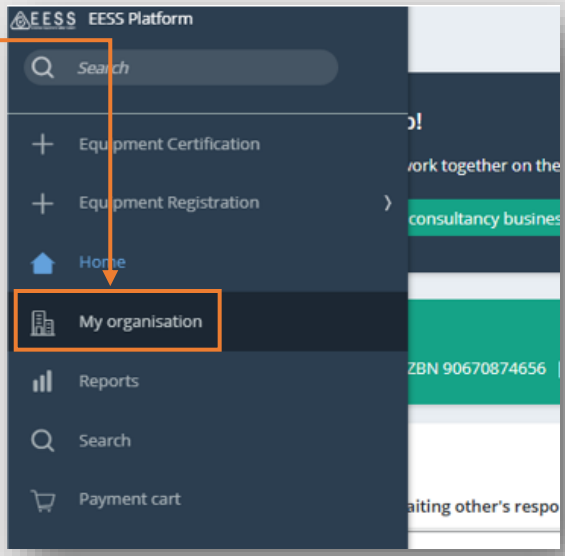
Dashboard Notification

- Visible once the Authorised Officer has logged on to the EESS Platform
- Accessible via the menu on the left of the screen
- Click on the Notification option to view the message

Initiate the renew process

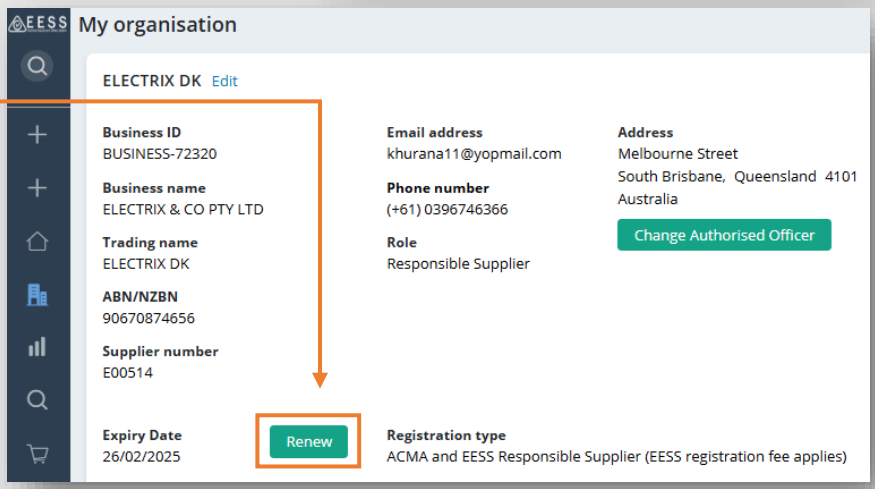
To renew your responsible supplier registration:

- **Authorised Officer** clicks on the 'My Organisation' option from the menu to the left of the screen

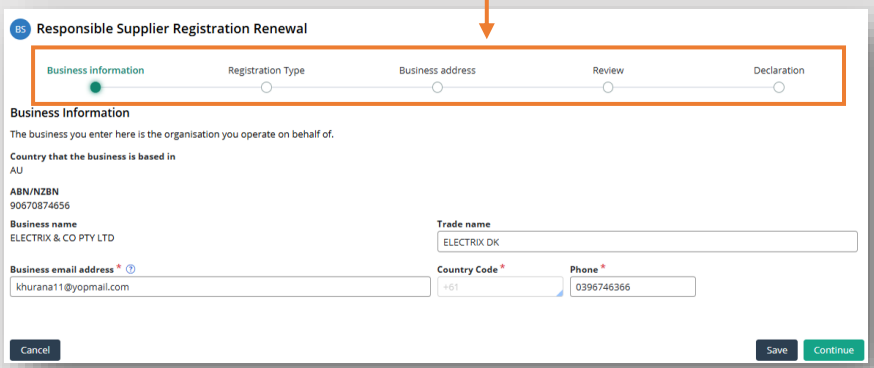


- **Click on the Renew button**

  Note, this will only be visible to the Authorised officer of the Responsible Supplier within 30 days of expiry date



Note the *breadcrumbs*. These process steps indicate the actions to be completed and your progress



Review the existing Responsible Supplier data

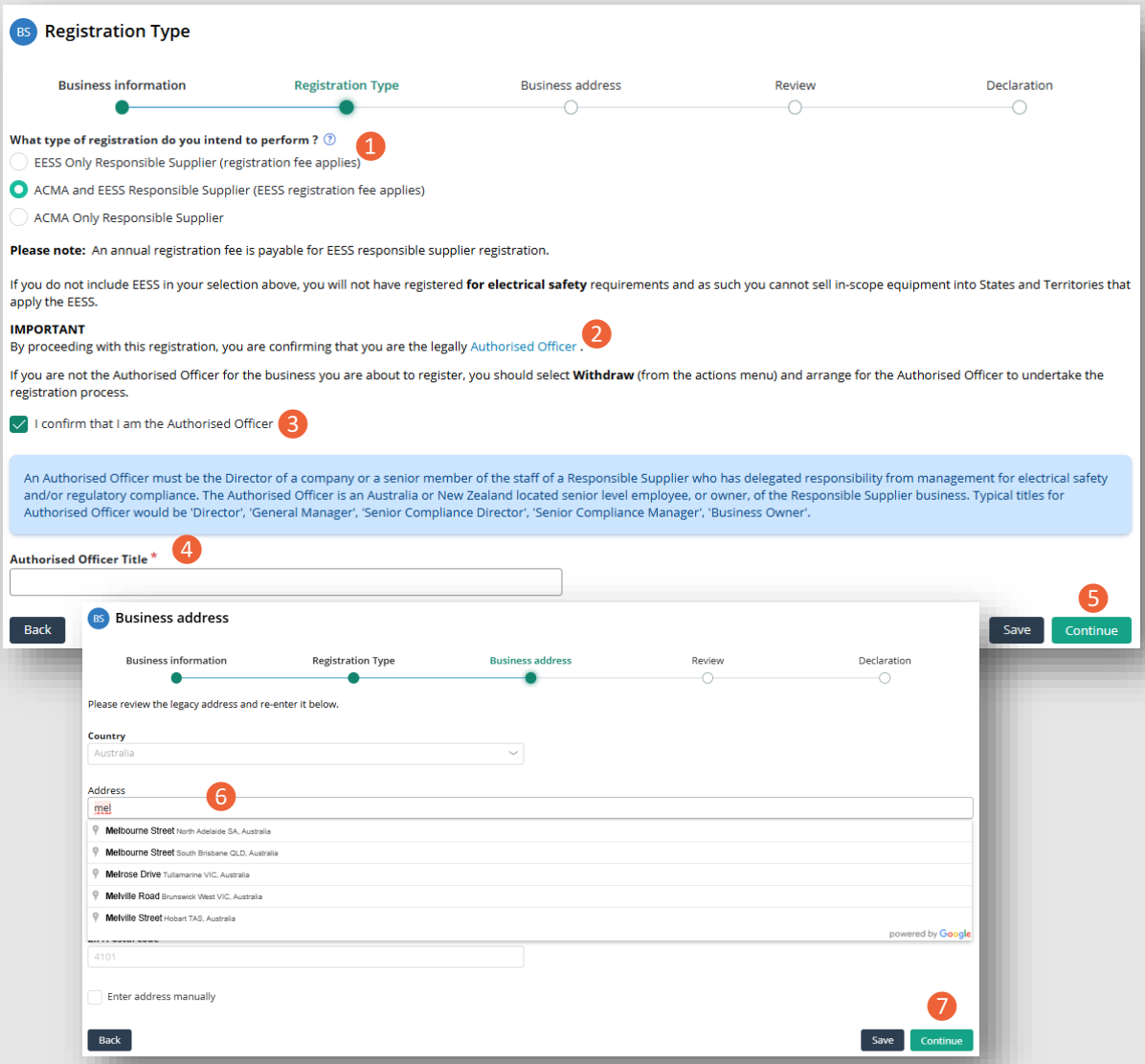
You can update some details if required but not Country, ABN/NZBN or Business Name (these are the core identifiers of the Responsible Supplier business)

- Click on the **Continue** button

Registration type and business address

The Registration Type screen enables you to confirm or change the type of registration you intend to perform.

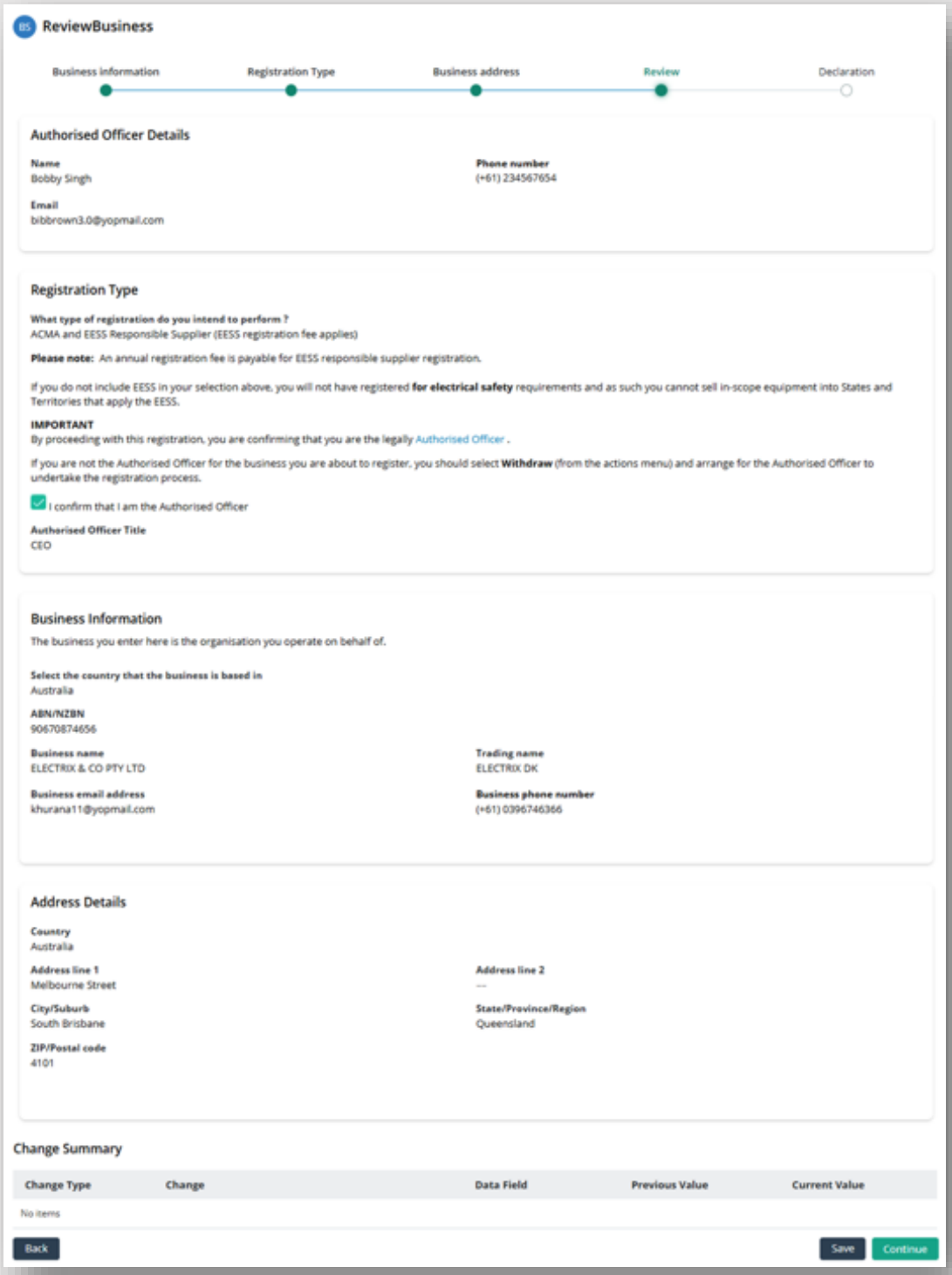
1. Click on the radio button with the type of registration you wish to stay registered/register for in EESS Platform
2. You can remind yourself about the responsibilities of an Authorised Officer by clicking on the blue text **Authorised Officer**
3. Check the box to confirm you are the Authorised Officer
4. Type in your business title
5. Click on the **Continue** button
6. If your business address is still current and does not require any changes, please proceed with the pre-filled information. If you have changed your business address, to confirm your new business address, start typing the address, select the correct option from the drop-down and the platform will auto-populate the rest of the data, or you can check the box to enter the address manually
7. Click on the **Continue** button



Review details

The Platform will provide all the details relating to the renewal, including any changes made. It is important to review this data. Use the **Back** button if you need to update anything

- When done click the **Continue** button to go to the next screen



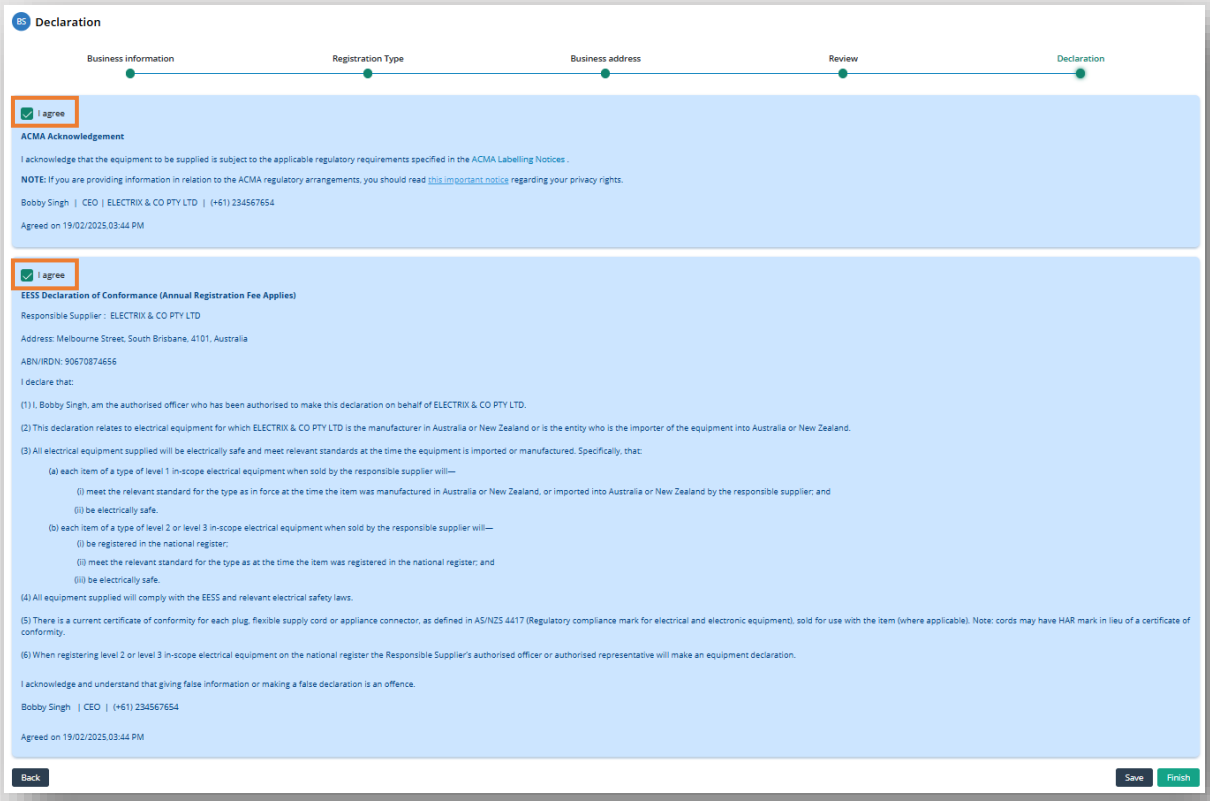
Declaration

You will be asked to make a declaration confirming the equipment supplied is electrically safe and meets all relevant electrical safety standards. A Responsible Suppliers Declaration is a declaration of compliance with either the EESS and/or the ACMA schemes, made when registering on the platform

Please read the Declaration carefully

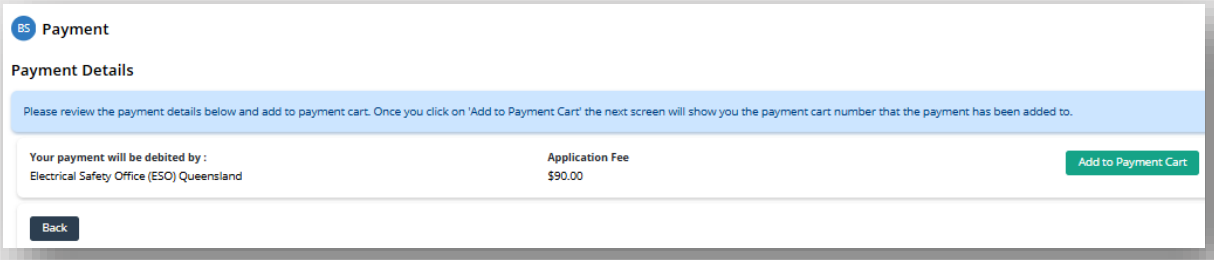
Note: the Declaration screen will differ depending on the Registration Type you selected in Step 2. The example below is for EESS and ACMA registration type

- Click on the 'I agree' boxes (as relevant to type of registration)
- When done click the **Finish** button to go to the next screen



The next screen will provide the payment owing

- Click on the **Add Payment Cart** button to go to the next screen



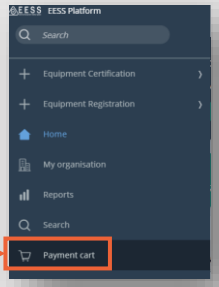
NOTE: If you are ACMA only, no payment is required, and you will not see a payment screen. Your registration renewal will show completed

Payment

Next you will see a 'Thank you!' message which displays:

- the case ID number
- payment cart number (PC-XXXX)

You can click on the payment cart number to go to the payment details and process the payment, or you can access the Payment Cart via the Navigation menu. The case ID number will help to track the payment in the Payment Cart



Please see the Payment Cart learning guide on the EESS website for more information about using this payment functionality

Note:

- Your application to renew your EESS Responsible Supplier registration will not be finalised until payment is received
- You will receive an email once the application has been registered