

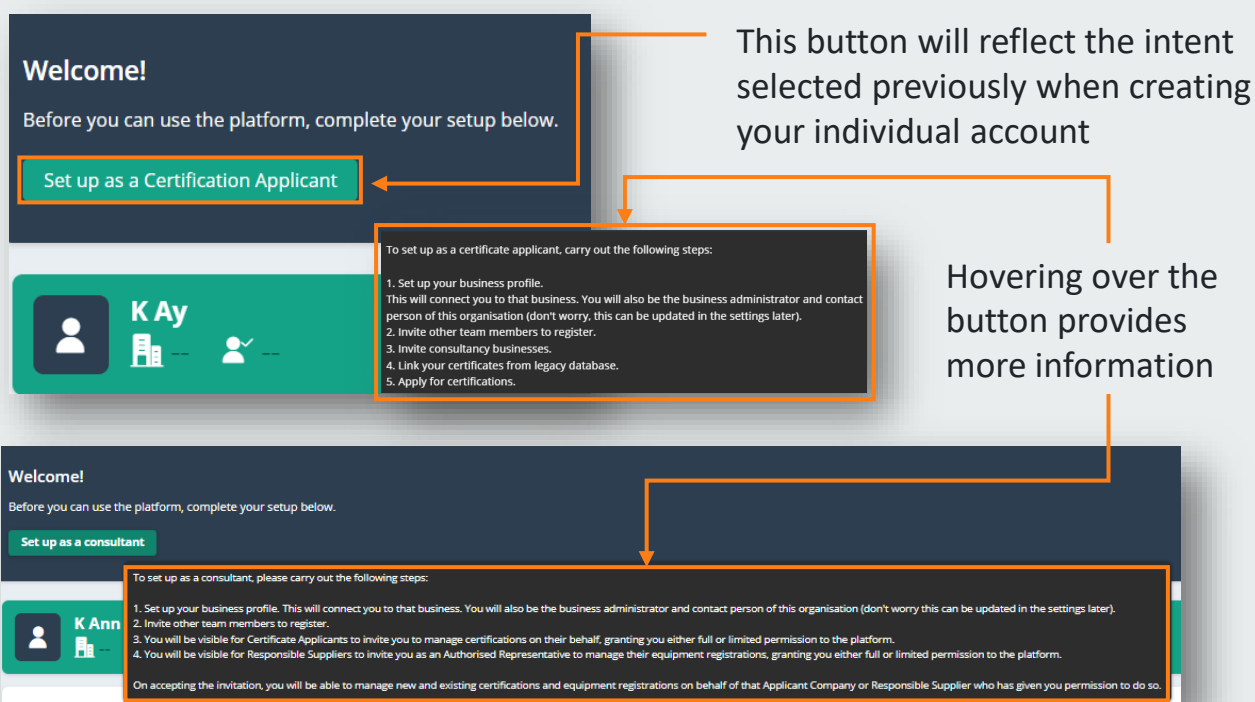
A Learning Guide

Certificate Applicants setting up your business

1 Setting up your business

Once you have completed creating your individual account (see [Setting up yourself on the EESS Platform in the Learning guides](#)) and selected how you intend to use the EESS platform, when you log in again you will see a 'Welcome' message top left of your screen. Below this will be a button to set up your business

It is important that only one person from your business completes this activity (see [Understanding Roles and Permissions in the Learning guides](#)). The person who does this will have the Business Admin permissions. This can be changed later when you invite your team members to join the business you have set up



Welcome!
Before you can use the platform, complete your setup below.

Set up as a Certification Applicant

This button will reflect the intent selected previously when creating your individual account

Hovering over the button provides more information

To set up as a certificate applicant, carry out the following steps:

1. Set up your business profile. This will connect you to that business. You will also be the business administrator and contact person of this organisation (don't worry, this can be updated in the settings later).
2. Invite other team members to register.
3. Invite consultancy businesses.
4. Link your certificates from legacy database.
5. Apply for certifications.

Welcome!
Before you can use the platform, complete your setup below.

Set up as a consultant

To set up as a consultant, please carry out the following steps:

1. Set up your business profile. This will connect you to that business. You will also be the business administrator and contact person of this organisation (don't worry this can be updated in the settings later).
2. Invite other team members to register.
3. You will be visible for Certificate Applicants to invite you to manage certifications on their behalf, granting you either full or limited permission to the platform.
4. You will be visible for Responsible Suppliers to invite you as an Authorised Representative to manage their equipment registrations, granting you either full or limited permission to the platform.

On accepting the invitation, you will be able to manage new and existing certifications and equipment registrations on behalf of that Applicant Company or Responsible Supplier who has given you permission to do so.

To begin setting up your business

- Click on the button

2 Enter your business information

To enter the information

- Select the Country using the dropdown
- Once you enter the correct ABN/NZBN* click on the **Search ABN/NZBN** button.
- The platform will look up the ABN/NZBN and if found, the Business & Trading name fields will auto populate
- Enter a business email address**
- For country code type a + then select the correct code from the list
- Enter your business phone number

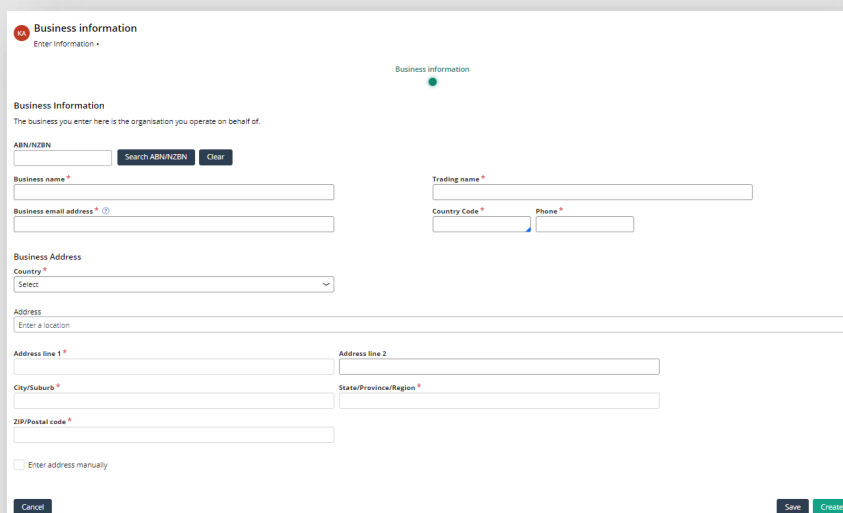
For Business Address:

- Select country
- Start typing the address to select it from a drop-down or
- Click the box to enter the address details manually
- When done click the **Create** button

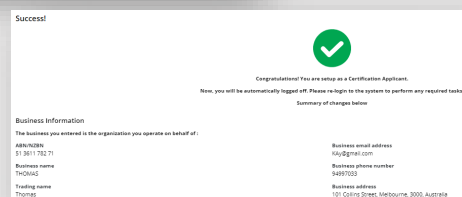
*ABN/NZBN: The Australian or New Zealand Business Number.

IRDN: Inland Revenue Department Number for New Zealand companies.

** it is advisable the business email address be generic such as:
infoequip@xyzcompany .com
 and not an individual's email address as that person may leave the organization at some point



- You will receive a success message and a summary of the details you entered to set up your business
- You will then be logged out



When you log back in you can begin:

- Inviting your team members and consultants if relevant
- Applying for certificates to Energy Safe Victoria or Office of the Technical Regulator (South Australia)
- View the certificates details put on by RECS Private Certifiers for you