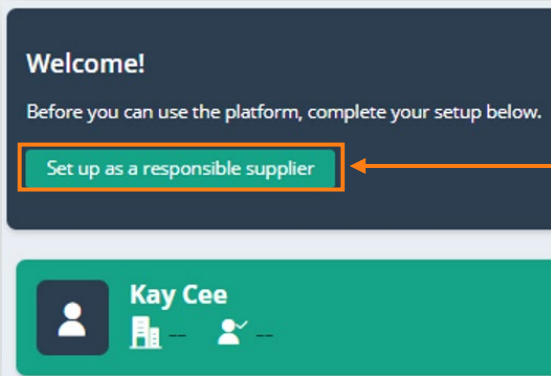


EXISTING RESPONSIBLE SUPPLIER

As you have an existing responsible supplier registration, the current Authorised Officer must set up the business in the new EESS platform and then invite team members to join the platform

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 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

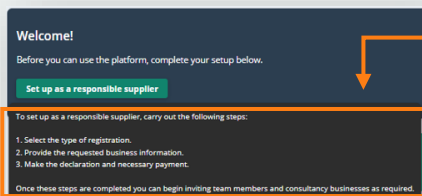
Note: once you as Authorised Officer have completed setting up your business in the EESS platform, you can assign the platform role of Business Admin to one of your team members who can then manage the system.



This button will reflect the intent to use the platform as previously selected

If you are an EESS registered Responsible Supplier who was using the legacy Registration database you, the following steps will apply:

1. Enter the requested business information
2. Authenticate Business
3. Verify
4. Type of registration - EESS / EESS&ACMA / ACMA
5. Business address
6. Review
7. Make the declaration



Hovering over the button will remind you of the key next steps to set up your business

To start setting up your business

- Click on the button

STEP 1: Enter the business information

Begin:

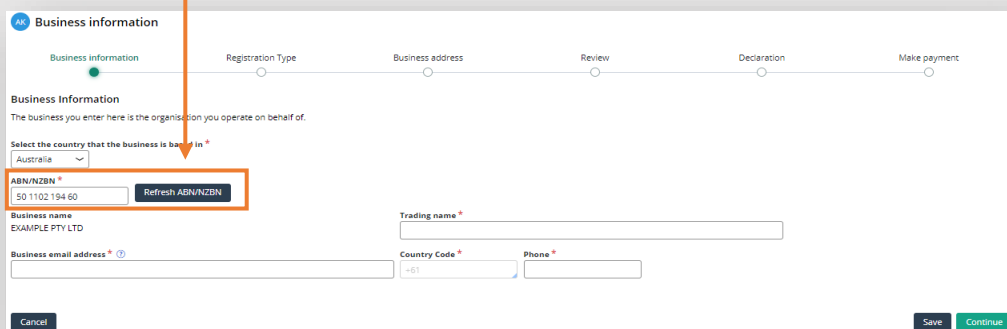
- Enter country
- Enter ABN/NZBN* and click the **Refresh** button

Note: if New Zealand is selected, your IRDN will be required

*ABN/NZBN: The Australian or New Zealand Business Number associated with the Responsible Supplier.

IRDN: Inland Revenue Department Number for New Zealand companies.

Note: It is mandatory for a responsible supplier to be based in Australia or New Zealand and have an ABN or IRDN



Business information

Business information Registration Type Business address Review Declaration Make payment

The business you enter here is the organisation you operate on behalf of.

Select the country that the business is based in *

Australia

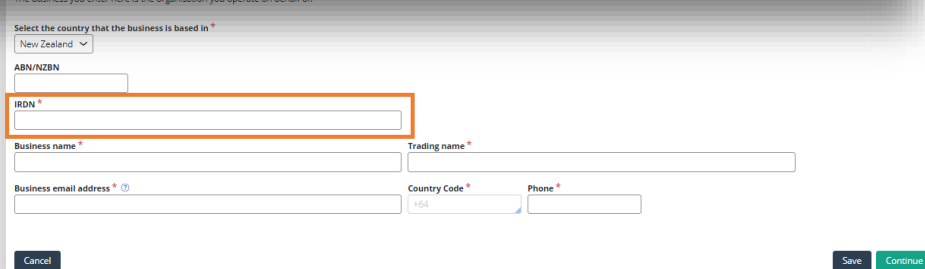
ABN/NZBN *
50 1102 194 60 Refresh ABN/NZBN

Business name
EXAMPLE PTY LTD Trading name *

Business email address * ⓘ Country Code * Phone *

+61

Cancel Save Continue



Select the country that the business is based in *

New Zealand

ABN/NZBN

IRDN *

Business name * Trading name *

Business email address * ⓘ Country Code * Phone *

+64

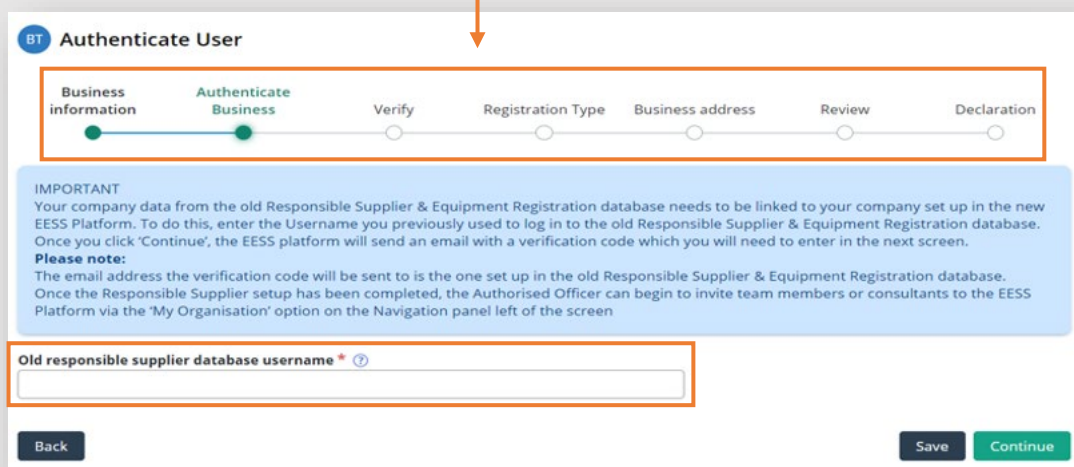
Cancel Save Continue

STEP 2: Authenticate

At the point the ABN/NZBN is refreshed (IRDN in the case of New Zealand being the country selected), the system will look to see if your business exists in the EESS Platform, and you will be required to confirm your business

This will ensure your data migrated from the legacy Registration database is linked to your business set up as a Responsible Supplier in the EESS Platform

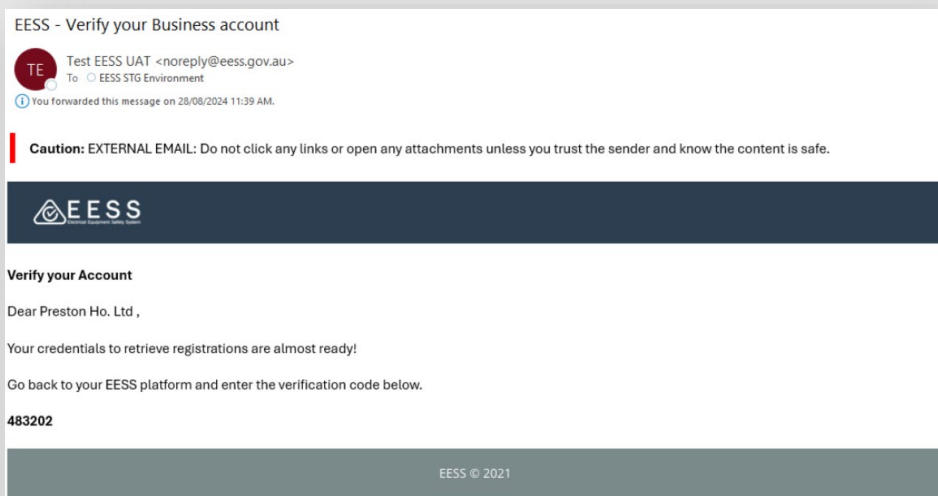
NOTE: The Breadcrumbs at the top of the screen that will show you where you are in the process



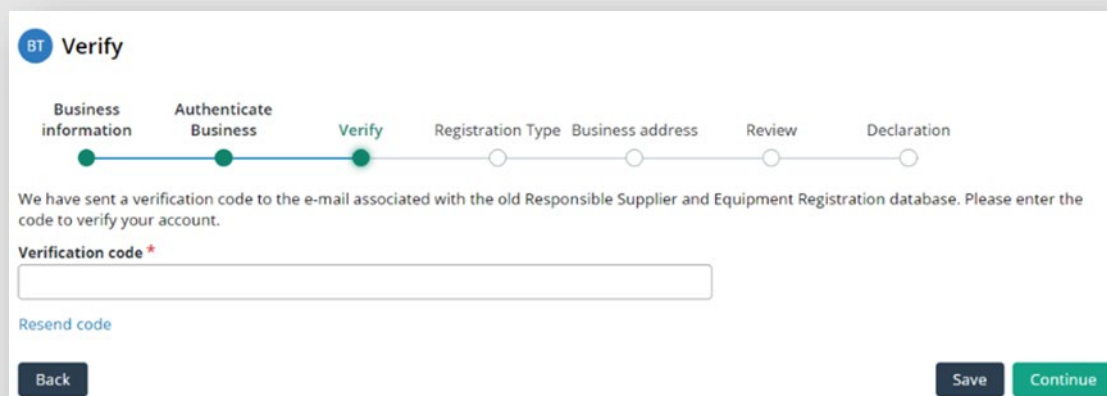
- Enter your Responsible Supplier Number, that is 'EXXXXX', in the field provided to authenticate your business
- Click the **Continue** button

STEP 3: Verify

A verification code will be emailed using the business email address associated with your Responsible Supplier registration in the legacy Registration database



- Enter the verification code in the field as requested



The screenshot shows a progress bar with steps: Business information, Authenticate Business, Verify (current step), Registration Type, Business address, Review, and Declaration. Below the progress bar, there is a text prompt: 'We have sent a verification code to the e-mail associated with the old Responsible Supplier and Equipment Registration database. Please enter the code to verify your account.' A text input field is labeled 'Verification code *'. There is a 'Resend code' link and 'Back', 'Save', and 'Continue' buttons at the bottom.

- Click the **Continue** button to go to the next screen

STEP 4: Select Registration Type

It is important to read all the notes that appear as the information may vary depending on your selection

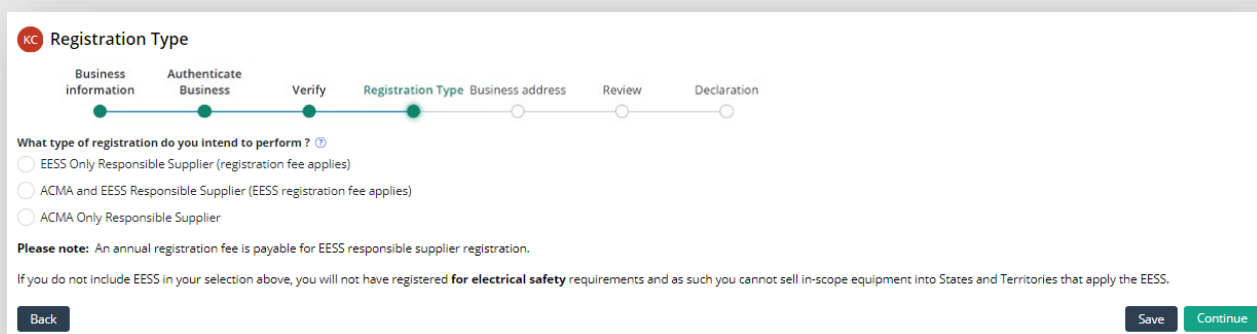
- Click the type of registration you intend to perform in EESS and the EESS platform

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: references to ACMA should be read as including RSM



Registration Type

Business information Authenticate Business Verify **Registration Type** Business address Review Declaration

What type of registration do you intend to perform? ⓘ

EESS Only Responsible Supplier (registration fee applies)

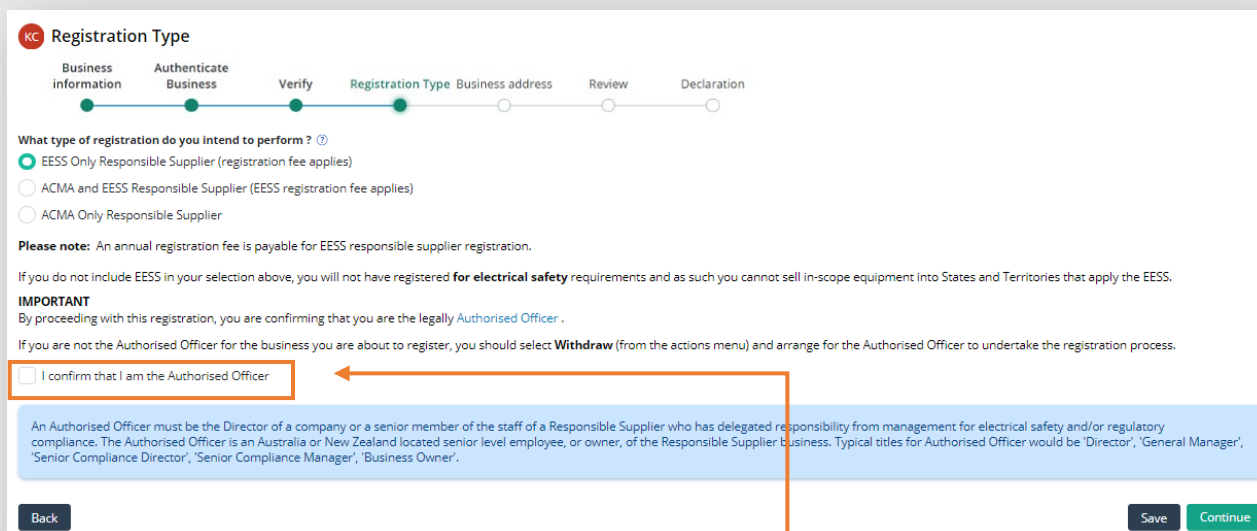
ACMA and EESS Responsible Supplier (EESS registration fee applies)

ACMA Only Responsible Supplier

Please note: An annual registration fee is payable for EESS responsible supplier registration.

If you do not include EESS in your selection above, you will not have registered for **electrical safety** requirements and as such you cannot sell in-scope equipment into States and Territories that apply the EESS.

[Back](#) [Save](#) [Continue](#)



Registration Type

Business information Authenticate Business Verify **Registration Type** Business address Review Declaration

What type of registration do you intend to perform? ⓘ

EESS Only Responsible Supplier (registration fee applies)

ACMA and EESS Responsible Supplier (EESS registration fee applies)

ACMA Only Responsible Supplier

Please note: An annual registration fee is payable for EESS responsible supplier registration.

If you do not include EESS in your selection above, you will not have registered for **electrical safety** requirements and as such you cannot sell in-scope equipment into States and Territories that apply the EESS.

IMPORTANT
By proceeding with this registration, you are confirming that you are the **legally Authorised Officer**.

If you are not the Authorised Officer for the business you are about to register, you should select **Withdraw** (from the actions menu) and arrange for the Authorised Officer to undertake the registration process.

I confirm that I am the Authorised Officer

An Authorised Officer must be the Director of a company or a senior member of the staff of a Responsible Supplier who has delegated responsibility from management for electrical safety and/or regulatory compliance. The Authorised Officer is an Australia or New Zealand located senior level employee, or owner, of the Responsible Supplier Business. Typical titles for Authorised Officer would be 'Director', 'General Manager', 'Senior Compliance Director', 'Senior Compliance Manager', 'Business Owner'.

[Back](#) [Save](#) [Continue](#)

- Click to confirm you are the Authorised Officer
- When done click the **Continue** button to go to the next screen

STEP 5: Business Address

Note: The address associated with your Responsible Supplier registration in the legacy Registration database will be displayed. This must be reviewed:

- Either re-enter the address as it is or enter a new address if details have changed
- Once all details are complete, click the **Continue** button to go to the next screen

BT
Business address

Business information
Authenticate Business
Verify
Registration Type
Business address
Review
Declaration

Please review the legacy address and re-enter it below.

Legacy Address
622 Carba Road, Mount Alma Queensland 4680, 622 Carba Road, Mount Alma Queensland
4680, Albany, Auckland, 6032, New Zealand

Country *

Address

Address line 1 * <input type="text"/>	Address line 2 <input type="text"/>
City/Suburb * <input type="text"/>	State/Province/Region * <input type="text"/>
ZIP/Postal code * <input type="text"/>	

Enter address manually

Back
Save
Continue

STEP 6: Review

All the details you have captured thus far will be displayed. Please review these carefully. You can click the **Back** button to go back to fix incorrect details

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

KC
ReviewBusiness

Business information
Authenticate Business
Verify
Registration Type
Business address
Review
Declaration

Authorised Officer Details

Name Kay Cee	Phone number (+61) 0438500671
Email rskc1@yopmail.com	

Registration Type

What type of registration do you intend to perform? [?](#)
EESS Only Responsible Supplier (registration fee applies)

Please note: An annual registration fee is payable for EESS responsible supplier registration.

If you do not include EESS in your selection above, you will not have registered for **electrical safety** requirements and as such you cannot sell in-scope equipment into States and Territories that apply the EESS.

IMPORTANT
By proceeding with this registration, you are confirming that you are the legally *Authorised Officer*.

If you are not the Authorised Officer for the business you are about to register, you should select **Withdraw** (from the actions menu) and arrange for the Authorised Officer to undertake the registration process.

I confirm that I am the Authorised Officer

An Authorised Officer must be the Director of a company or a senior member of the staff of a Responsible Supplier who has delegated responsibility from management for electrical safety and/or regulatory compliance. The Authorised Officer is an Australia or New Zealand located senior level employee, or owner, of the Responsible Supplier business. Typical titles for Authorised Officer would be 'Director', 'General Manager', 'Senior Compliance Director', 'Senior Compliance Manager', 'Business Owner'.

Authorised Officer Title
CEO

Business Information

The business you enter here is the organisation you operate on behalf of.

Select the country that the business is based in
Australia

ABN/NZBN 11275099861	
Business name KIM ANN	Trading name Kim Ann
Business email address KCtrading@gmail.com	Business phone number (+61) 94997069

Address Details

Country Australia	
Address line 1 29 Chifley Circuit	Address line 2 ---
City/Suburb Burnside Heights	State/Province/Region Victoria
ZIP/Postal code 3023	

Back

Save
Continue

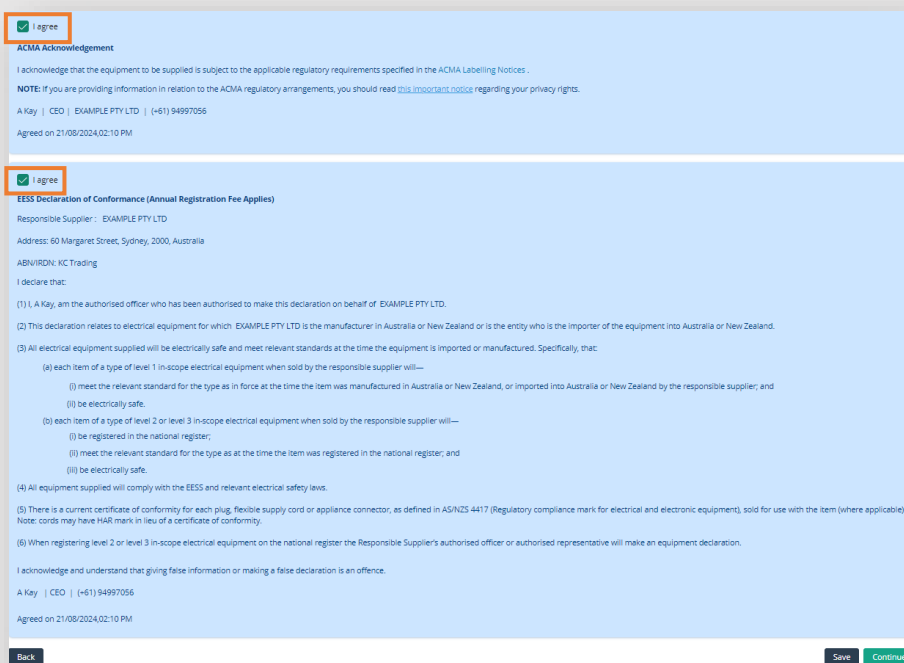
STEP 7: Declaration

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 **Continue** button to go to the next screen



I agree

ACMA Acknowledgement

I acknowledge that the equipment to be supplied is subject to the applicable regulatory requirements specified in the ACMA Labelling Notices.

NOTE: If you are providing information in relation to the ACMA regulatory arrangements, you should read [this important notice](#) regarding your privacy rights.

A Key | CEO | EXAMPLE PTY LTD | (+61) 94997056

Agreed on 21/09/2024,02:10 PM

I agree

EES Declaration of Conformance (Annual Registration Fee Applies)

Responsible Supplier: EXAMPLE PTY LTD

Address: 60 Margaret Street, Sydney, 2000, Australia

ABN/RDN: KC Trading

I declare that:

(1) I, A Key, am the authorised officer who has been authorised to make this declaration on behalf of EXAMPLE PTY LTD.

(2) This declaration relates to electrical equipment for which EXAMPLE PTY LTD is the manufacturer in Australia or New Zealand or is the entity who is the importer of the equipment into Australia or New Zealand.

(3) All electrical equipment supplied will be electrically safe and meet relevant standards at the time the equipment is imported or manufactured. Specifically, that:

(a) each item of a type of level 1 in-scope electrical equipment when sold by the responsible supplier will—

(i) meet the relevant standard for the type as in force at the time the item was manufactured in Australia or New Zealand, or imported into Australia or New Zealand by the responsible supplier; and

(ii) be electrically safe.

(b) each item of a type of level 2 or level 3 in-scope electrical equipment when sold by the responsible supplier will—

(i) be registered in the national register;

(ii) meet the relevant standard for the type as at the time the item was registered in the national register; and

(iii) be electrically safe.

(4) All equipment supplied will comply with the EESS and relevant electrical safety laws.

(5) There is a current certificate of conformity for each plug, flexible supply cord or appliance connector, as defined in AS/NZS 4417 (Regulatory compliance mark for electrical and electronic equipment), sold for use with the item (where applicable).
 Note: cords may have HAR mark in lieu of a certificate of conformity.

(6) When registering level 2 or level 3 in-scope electrical equipment on the national register the Responsible Supplier's authorised officer or authorised representative will make an equipment declaration.

I acknowledge and understand that giving false information or making a false declaration is an offence.

A Key | CEO | (+61) 94997056

Agreed on 21/09/2024,02:10 PM

[Back](#) [Save](#) [Continue](#)

You will receive confirmation that you have been set up as a Responsible Supplier in EESS platform, and a message to say that you are registered as a Responsible Supplier stating the registration type. The system will log you off. When you log back in, you are set up as a registered responsible supplier and if you are registered for EESS, you can begin registering equipment

Thank you! You have been set up as a Responsible Supplier.



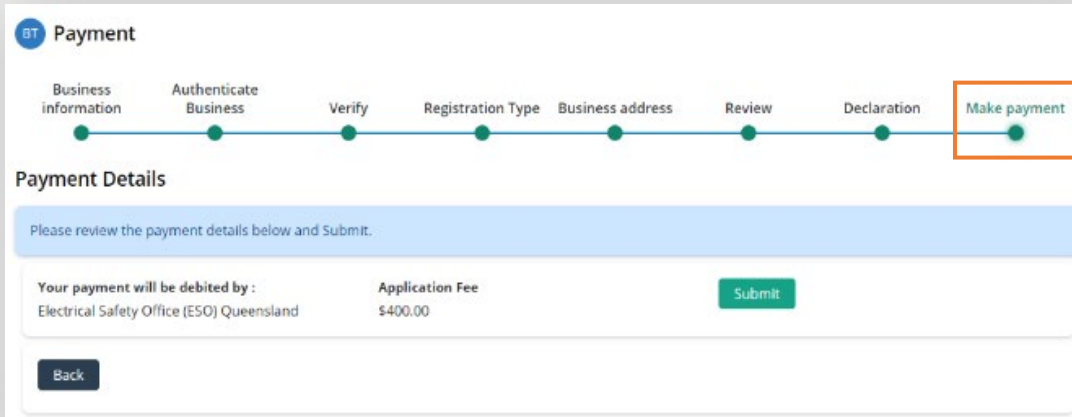
You are now registered as a EESS Only Responsible Supplier (registration fee applies).

The system will log you off. Please re-login to see the summary of your registration and business details.

Responsible Supplier registration renewal due



During the 'Authenticate Business' step, if the Platform identifies that your business registration is now due for renewal there will be an additional step – payment will be required



The screenshot shows a registration process flowchart with the following steps: Business information, Authenticate Business, Verify, Registration Type, Business address, Review, Declaration, and Make payment. The 'Make payment' step is highlighted with an orange box. Below the flowchart, the 'Payment Details' section contains the following information:

Please review the payment details below and Submit.		
Your payment will be debited by :	Application Fee	Submit
Electrical Safety Office (ESO) Queensland	\$400.00	
Back		

See next slides to Make Payment

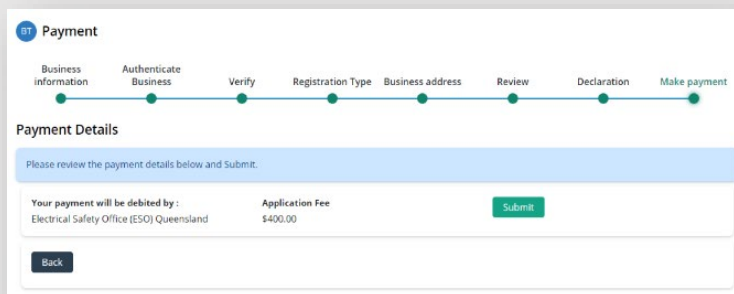
Make payment

Registration types 'EESS & ACMA and EESS only are required to pay annual renewable fees

NOTE: no payment is required for ACMA Only applicants. If you are declaring for ACMA only and see this payment page, do not proceed. Go back and unselect EESS declaration

The first screen shows the amount owed

- Click on the **Submit** button to go to the Select Payment Method screen
- Select the payment method *



Payment

Business Information → Authenticate Business → Verify → Registration Type → Business address → Review → Declaration → Make payment

Payment Details

Please review the payment details below and Submit.

Your payment will be debited by: Electrical Safety Office (ESO) Queensland Application Fee: \$400.00 **Submit**

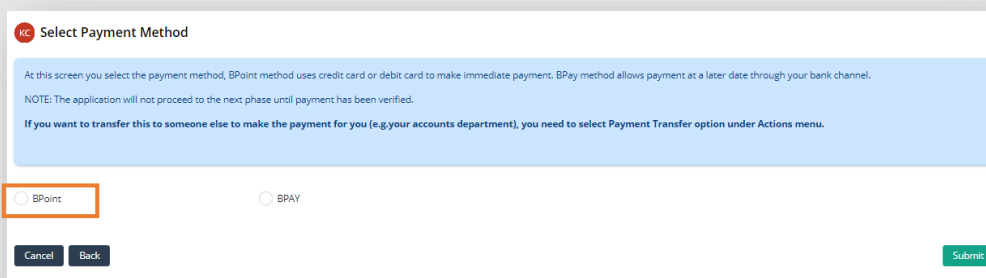
Back

*2 payment methods:

- BPoint uses Credit or Debit card to make an immediate payment
- BPAY applies a Biller Code and allows payment later through your bank channel

BPoint requires you to enter your Credit or Debit card details

- Click on the Pay button



Select Payment Method

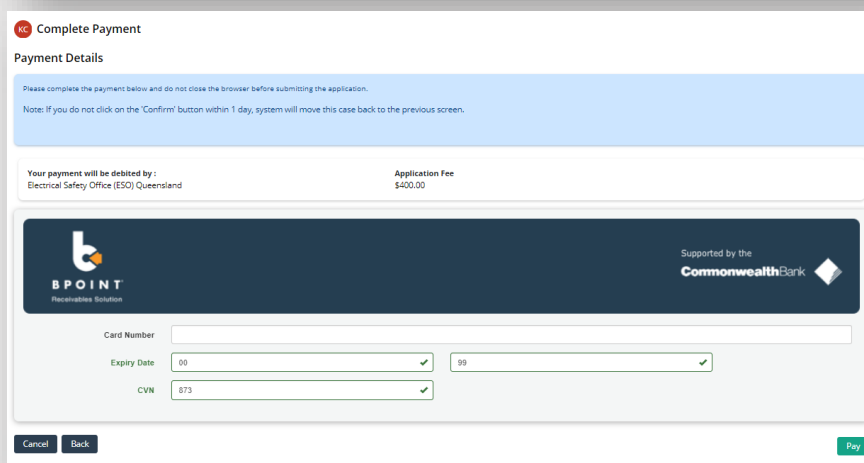
At this screen you select the payment method, BPoint method uses credit card or debit card to make immediate payment. BPAY method allows payment at a later date through your bank channel.

NOTE: The application will not proceed to the next phase until payment has been verified.

If you want to transfer this to someone else to make the payment for you (e.g.your accounts department), you need to select Payment Transfer option under Actions menu.

BPoint BPAY

Cancel **Back** **Submit**



Complete Payment

Payment Details

Please complete the payment below and do not close the browser before submitting the application.

Note: If you do not click on the 'Confirm' button within 1 day, system will move this case back to the previous screen.

Your payment will be debited by: Electrical Safety Office (ESO) Queensland Application Fee: \$400.00

BPOINT Receivables Solution Supported by the **CommonwealthBank**

Card Number:

Expiry Date: 00/00 99/99

CVN: 073

Cancel **Back** **Pay**

BPoint Payment is complete

- Once you receive the Payment Successful message you can click on **SUBMIT APPLICATION** to complete your Responsible Supplier Registration
- You will receive the following messages:
 - Confirmation that you have been set up as a Responsible Supplier
 - A message to say that you are registered as a Responsible Supplier stating the registration type. The message will ask you to log off and log on again
 - An email confirming your registration which will have the declaration and tax invoice attached

Note: All EESS fees do not include GST and once payment is processed, a receipt will be issued


KC Complete Payment

Payment successful please click on 'Submit' button below.

Receipt Number 45891867863	Amount \$400.00
Amount Surcharge \$0.00	Transaction Number 1041877863
Merchant Reference RS-28008	Currency AUD

[SUBMIT APPLICATION](#)

Thank you! You have been set up as a Responsible Supplier.



You are now registered as a EESS Only Responsible Supplier (registration fee applies).
The system will log you off. Please re-login to see the summary of your registration and business details.

Setting up your business is complete

NEXT STEPS:

- You can now log on to the EESS Platform and begin inviting team members, External Consultants and Third-Party Certifiers as relevant
- As Authorised Officer you can assign the platform role of Business Admin to one of your team members who can then manage the system. See the [Learning guides](#) :
 - Understanding Role and Permissions
 - Managing Users in the EESS Platform

BPAY

If you selected BPAY, the Biller Code and payment details will appear. These details are essential to process the payment with your Bank

BEFORE YOU CLICK ON THE **CONFIRM** BUTTON

- ! Read the instructions that appear on the platform screen in the blue box
- ! WRITE down the Biller Code, Reference Number, Payment Amount and Payment Due Date

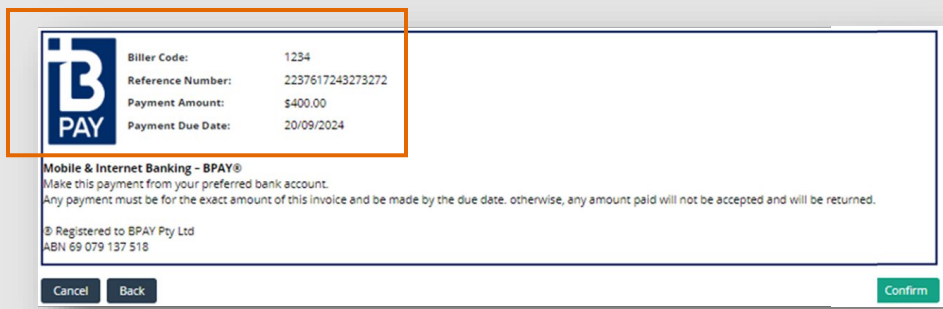
Note: You will have 29 days to complete the payment. YOU ARE NOT A REGISTERED RESPONSIBLE SUPPLIER UNTIL THIS IS DONE

Log off the EESS Platform and process the payment with your Bank

Please note the following instructions carefully:

- Please use the below Biller Code and Reference Number to complete your payment using BPAY from your bank channel.
- Make sure to correctly populate the Biller Code, Reference Number and the exact Payment Amount, else the payment will fail.
- Please initiate BPAY payment through your bank channel only after you have clicked on the 'Confirm' button on this screen. The Biller Code, Reference Number, Payment Due Date and the exact Payment Amount will still be visible to you after you click the 'Confirm' button.
- The payment needs to be settled within the Payment Due Date on this screen. BPAY payments will be not available after the expiry of this period. You will need to go back to the individual case of each items and add them back to payment cart and initiate a new payment.
- Usually payment verification occurs next business day after payment however there may be up to 3 days delay in payment verification if paying by BPAY.

Note: If you do not click on the 'Confirm' button within 1 day, system will move this case back to the previous screen.

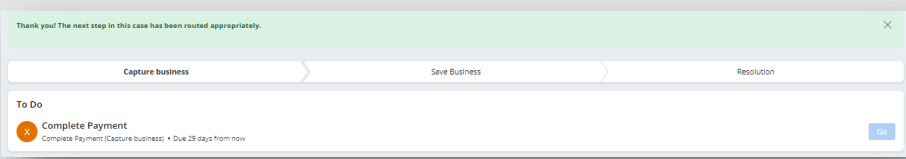


Biller Code: 1234
Reference Number: 2237617243273272
Payment Amount: \$400.00
Payment Due Date: 20/09/2024

Mobile & Internet Banking - BPAY®
 Make this payment from your preferred bank account.
 Any payment must be for the exact amount of this invoice and be made by the due date. otherwise, any amount paid will not be accepted and will be returned.

® Registered to BPAY Pty Ltd
 ABN 69 079 137 518

Buttons: Cancel, Back, Confirm



Thank you! The next step in this case has been routed appropriately.

Progress: Capture business > Save Business > Resolution

To Do

- Complete Payment (Due 29 days from now)

Business Setup is complete

NEXT STEPS:

- Once the payment has been made, you will receive an email confirming your business set up is complete
- You can now log on to the EESS Platform and begin inviting team members, External Consultants and Third-Party Certifiers as relevant
- As Authorised Officer you can assign the platform role of Business Admin to one of your team members who can then manage the system. See the [Learning guides](#) :
 - Understanding Role and Permissions
 - Managing Users in the EESS Platform