

INTRODUCTION

Certificate Applicant

- As an existing Certificate Applicant already set up and using the EESS Platform, you can extend your use to register as a Responsible Supplier in the EESS Platform for EESS, or ACMA, or both EESS + ACMA
- When you extend your Certificate Applicant privileges to a Responsible Supplier, if this latter role is new to the platform as an EESS Responsible Supplier, you will be required to pay a registration fee in association with this privilege
- If you have an existing legacy database Responsible Supplier record, you can extend your Certificate Applicant privileges to a Responsible Supplier in the EESS Platform without payment unless your registration fee is due
- Where possible, all the information provided in the past to register as a Certificate Applicant is re-used with the opportunity to update this information should any of it be out of date
- Only those with the Business Admin role in the EESS Platform who is or will be the Authorised Officer (Responsible Supplier) can perform this task

Responsible Supplier

- If you have set yourself up as a Responsible Supplier in the EESS Platform, you can, later, extend your privileges to register as a Certificate Applicant in the EESS Platform
- The Authorised Officer or those users with the Business Admin role in the EESS Platform can make this change

Related [Learning guides](#):

- Setting up yourself on the EESS Platform
- Setting up your business on the EESS Platform – NEW RESPONSIBLE SUPPLIER
- Setting up your business on the EESS Platform – EXISTING RESPONSIBLE SUPPLIER

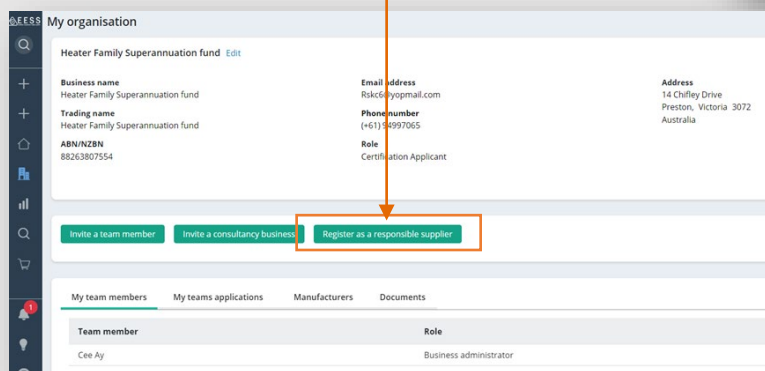
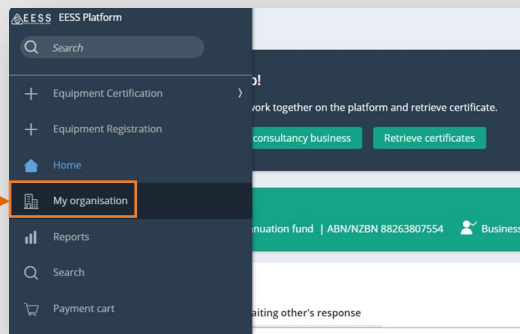
NOTE: New to EESS and the EESS Platform

When you set your self and your business up in the EESS Platform you can state your intention both as a Responsible Supplier and Certificate Applicant

Certificate Applicant extending to Responsible Supplier

To extend to a responsible supplier:

- Go to My Organisation from the Navigation panel
- Select **Register as a responsible supplier**
- Click **Continue**



From this point on you will need to complete the steps to set up as a Responsible Supplier :

Key steps for **NEW** Responsible Supplier:

1. Enter the requested business information
2. Select Type of registration - EESS / EESS&ACMA / ACMA and confirm you are the Authorised Officer
3. Business address
4. Review
5. Make Declaration
6. Make Payment

Key steps for **EXISTING** Responsible Supplier (in the legacy Registration database):

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

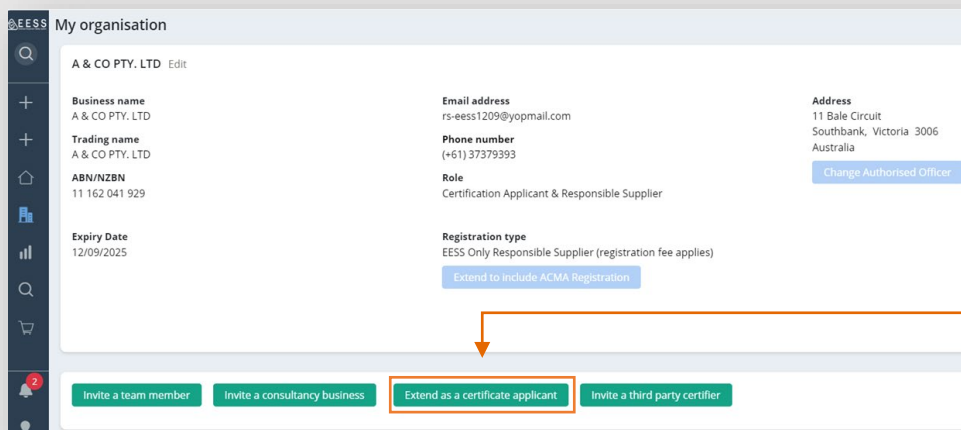
See the following [Learning guides](#) for more information on these steps

- Setting up your business on the EESS platform – NEW RESPONSIBLE SUPPLIER
- Setting up your business on the EESS platform – EXISTING RESPONSIBLE SUPPLIER

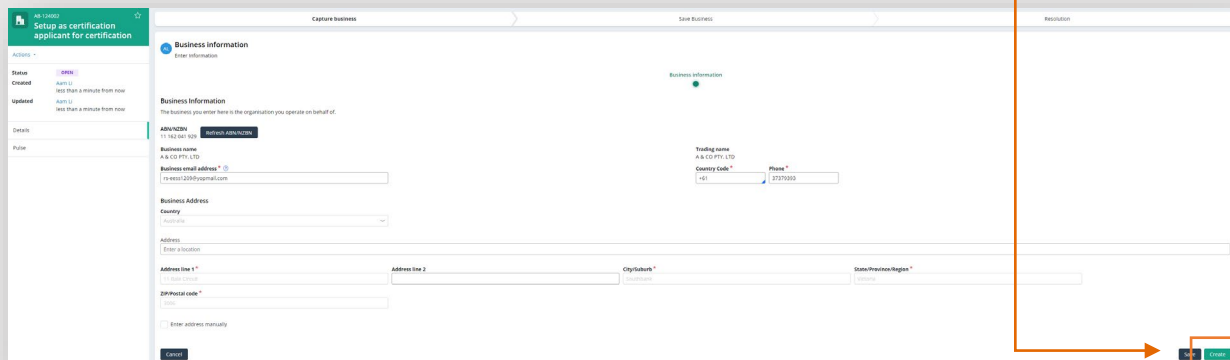
Responsible Supplier extending to Certificate Applicant

To extend to a certificate applicant:

- Go to My Organisation from the Navigation panel
- Click on the **Extend as a certificate applicant** button



- Click the **Create** button



Note the Success message
The Platform will log you off
When you log on again you
can start using the
certificate applicant
functionality

