A Learning Guide



Setting up your business in the platform

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 <u>Learning guides</u>) 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.

Welcome!	
Before you can use the platform, complete your setup below.	
Set up as a responsible supplier	
- Kongoo	
Aay Cee	

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	Registration Type	Business address	Review	Declaration	Make payment
•	0	0	0	0	0
ness Information					
usiness you enter here is the organis	tion you operate on behalf of.				
t the country that the business is ba	ntin *				
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NZBN *					
102 194 60 Refresh /	BN/NZBN				
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ess email address * 🕐		Country Code *	Phone *		
		+61			
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nood Select the New Zeal ABN/HZBN RDN * Business e	anne *		Trading name * Country Code * Phone * 165		Sive Continue
sector Select the New Zeal ABN/NZBN IRDN * Business e Business e	aunty that the business is based in *		Trading name *		Sive Continue
need Select the New Zeal ABN/NZBN IRDN * Business n Business c Cancel	sountry that the business is based in * ind \checkmark me * mail address * \odot		Trading name* Country Code* Phone*		Sive Continue
ncel Select the Rev Zesi ABN/N2BN RDN* Business e Cancel	auntry that the business is based in *		Trading name * Country Code * Phone * 165		Sive 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

Business	Authenticate Business	Verify	Registration Type	Business address	Review	Declaration
•	•	0	0	0		0
Your company dat EESS Platform. To Once you click 'Cor Please note: The email address	a from the old Respons do this, enter the Usern ntinue', the EESS platfor the verification code wi	ible Supplier & Ec ame you previou m will send an en ill be sent to is the	quipment Registration da sly used to log in to the o nail with a verification co e one set up in the old Re	tabase needs to be linke old Responsible Supplier de which you will need t esponsible Supplier & Ec	ed to your compar & Equipment Reg o enter in the nex uipment Registrat	ny set up in the new istration database t screen. tion database.
four company dat ESS Platform. To Drce you click 'Cor Please note: The email address Drce the Respons Tatform via the 'N	a from the old Respons do this, enter the Usern ntinue', the EESS platfor the verification code wi ible Supplier setup has I y Organisation' option c	ible Supplier & Ec ame you previou m will send an en ill be sent to is th been completed, on the Navigation	quipment Registration da sly used to log in to the c nail with a verification co e one set up in the old Re the Authorised Officer ca p panel left of the screen	tabase needs to be linke old Responsible Supplier de which you will need t esponsible Supplier & Ec an begin to invite team r	ed to your compan & Equipment Reg o enter in the nex uipment Registrat nembers or consu	ny set up in the new istration database t screen. tion database. Itants to the EESS

- 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

EESS - Verify your Business account
Test EESS UAT <noreply@eess.gov.au> To © EESS STG Environment</noreply@eess.gov.au>
() You forwarded this message on 28/08/2024 11:39 AM.
Caution: EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.
<u>© E E S S</u>
Verify your Account
Dear Preston Ho. Ltd ,
Your credentials to retrieve registrations are almost ready!
Go back to your EESS platform and enter the verification code below.
483202
EESS © 2021

• Enter the verification code in the field as requested

Business	Authenticate Business	Verify	Registration Type	Business address	Review	Declaration	
•						0	
e have sent a ver de to verify your rification code *	ification code to the account.	e-mail associat	ted with the old Respo	onsible Supplier and E	quipment Reg	istration database. Please en	nter the
e have sent a ver de to verify your rification code *	ification code to the account.	e-mail associal	ted with the old Respo	onsible Supplier and E	quipment Regi	istration database. Please en	nter the
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e have sent a ver de to verify your rification code *	ification code to the account.	e-mail associal	ted with the old Respo	onsible Supplier and B	quipment Reg	istration database. Please en	nter the

• Click the Continue button to go to the next screen

Need more help?



STEP 4: Select Registration Type

It is important to read all the notes that appear as the information may varying 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

Business Authenticate information Business Verify Registration Type Business address Review Declaration
What type of registration do you intend to perform ? ⑦ 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.
Back Save Continue
Registration Type Business Authenticate information Business Verify Registration Type Business address Review Declaration What type of registration to you intend to perform ? ③
CESS Unly 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 b usiness. Typical titles for Authorised Officer would be 'Director', 'General Manager', 'Senior Compliance Director', 'Senior Compliance Director', '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



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

information	Business	Verify	Registration Type	Business address	Review	Declaration	
Please review the le	gacy address and re-en	nter it below.					
Legacy Address 622 Carba Road, Mc 4680, Albany, Auckl	ount Alma Queensland and, 6032, New Zealand	4680, 622 Carb J	a Road, Mount Alma Qu	eensland			
Country *							
New Zealand			~				
Address							
Enter a location							
Address line 1 *				Address line 2			
City/Suburb *				State/Province/Region	n*		
ZIP/Postal code *							
Enter address n	nanually						
the second se							

Need more help?



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

information	Business	Verify	Registration Type	Business address	Review	Declaration
uthorised Officer	Details			•		
ame			Phone	number		
ay Cee mail skc1@yopmail.com			(+61) (438500671		
egistration Type						
What type of registration ESS Only Responsible 1	on do you intend to perform 1 Supplier (registration fee app	t () lies)				
lease note: An annua	l registration fee is payable fo	or EESS responsible s	upplier registration.			
you do not include EE hat apply the EESS. MPORTANT	SS in your selection above, yo	ou will not have regist	tered for electrical safety re	quirements and as such you ci	innot sell in-scope equ	ipment into States and Territories
fyou are not the Autho	registration, you are contirm prised Officer for the business	you are about to reg	egaily Authorised Unicer . gister, you should select With	draw (from the actions menu)	and arrange for the A	uthorised Officer to undertake the
egistration process.	he Authorised Officer					
r comministration and	ne Addronaed Officer					
An Authorised Officer safety and/or regulat Authorised Officer we	r must be the Director of a co ory compliance. The Authoris ould be 'Director', 'General Ma	mpany or a senior m ed Officer is an Austr anager', 'Senior Comp	ember of the staff of a Respo alia or New Zealand located pliance Director', 'Senior Corr	nsible Supplier who has delega senior level employee, or owne pliance Manager', 'Business Ov	ated responsibility from r, of the Responsible S wher'.	n management for electrical iupplier business. Typical titles for
authorised Officer Title						
Business Informati	ion					
be business you enter	ion here is the organisation you	operate on behalf of.				
Business information in the business you enter ielect the country that sustralia	ion here is the organisation you the business is based in	operate on behalf of.				
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Susiness informati The business you enter select the country that sustralia BN/NZBN 1275099861 Jusiness name OM ANN Iusiness email address Coracling@gmail.com Address Details Sountry	ion here is the organisation you - the business is based in	operate on behalf of.	Tradii Kim A Busin (+61) S	g name in iss phone number 4997069		
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Susiness informati The business you enter letect the country that ustrolia USA/NZBN LIZ75099661 Iusiness name OM ANN Iusiness email address ICrading@gmail.com Address Details Country Iustralia Iudress line 1 19 Onlifey Circuit Sity/Suburb Junnaide Heights IIP/Postal code 1023	ion here is the organisation you : the business is based in	operate on behalf of.	Tradi Kim A Busin (+61) 5 Addre State/ Victori	g name in 1555 phone number 14997069 55 line 2 Province/Region a		
Susiness informati The business you enter select the country that sustralia BN/NZBN 1275099861 Iusiness name 2M ANN Iusiness email address Corading@gmail.com Address Details Sountry sustralia uddress line 1 9 Chrifley Circuit Ity/Suburb umside Heights IP/Postal code 023	ion here is the organisation you: the business is based in	operate on behalf of.	Tradii Kim A Busin (+61) S Addre State/ Victori	g name in iss phone number 14997069 ss line 2 Province/Region 9		



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

ACMA Advandedgement
I downercego us ure equipments or ce oppined a subject or une appreciate regression y requirements a periodic inter-manine advecting modes a
Agreed on 21/06/2024/02/10 PMI
EST Social action of Conformance (Annual Redistration Fee Applies)
Responsible Suppler: EXAMPLE FITY LTD
Address: 60 Marraret Street, Svidney 2000, Australia
ARMONA KY Trading
I defae har
(1) I A Kay an the authorised officer who has been authorised to make this declaration on behalf of EXAMPLE PTV LTD.
(2) This declaration relates to electrical equipment for which EXMIPLE PTV 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 3 or level 3 in scope electrical equipment when sold by the responsible supplier will—
 (i) be registered in the national register; (ii) more the relevant standard for the bine as at the time the litem was registered in the national register; and
(ii) 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 ASN/25 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 faste information or making a false declaration is an offence.
A floy [CE0 [-f61]]9497056
Agreed on 21/08/2024.02:10 PM

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



Need more help?

Contact Certification Phone: +613 9203 9700 (opt 5) Email: electricalequipmentsafetyenquiries@energysafe.vic.gov.au Contact Registration Phone: 1300 563 492 Email: eessadmin@oir.qld.gov.au



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

information	Business	Verify	Registration Type	Business address	Review	Declaration	Make payment
ment Deta	ils						
ease review the	payment details below	and Submit.					
our payment w	ill be debited by :	Ap	plication Fee		Submit		
lectrical Safety	Office (ESO) Queensland	54	00.00		Submit		
_							

See next slides to Make Payment

Need more help?



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 *



*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

Select Payment Method			
this screen you select the payment method, BPoint me ITE: The application will not proceed to the next phase rou want to transfer this to someone else to make t	thod uses credit card or debit card to make immediate payment. Bi uniil payment has been verified. .he payment for you (e.g.your accounts department), you need	Pay method allows payment at a later date through your bank channel. to select Payment Transfer option under Actions menu.	
Point	ЕРАҮ		
Complete Payment ment Details se complete the payment below and do not close the browser before	submitting the application, m will move this case back to the previous screen.		
e: If you do not click on the 'Confirm' button within 1 day, syste			
ei l'you do not click on the 'Confirm' button within 1 day, syste ur payment will be debited by : ctrical Safety Office (ISO) Queenland	Application Fee \$400.00		
e If you do not click on the 'Confirm' button within 1 day, syste wr payment will be debited by : ctrical Safety Office (ISO) Queensland	Application Fee \$400.00	Supported by the CormonwealthBank	

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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

ayment successful please click on 'Submit' butto	n below.
5891867863	400.00
mountSurcharge 0.00	Transaction Number 1041877863
erchant Reference S-28008	Currency AUD
	SUBMIT APPLICATION
-	
Thank you! You	Nave been set up as a Responsible Supplier.
Thank you! You	summanucanon I have been set up as a Responsible Supplier.
Thank you! You	summanucanon I have been set up as a Responsible Supplier.
Thank you! You	suburt APRICATION
Thank you! You	i have been set up as a Responsible Supplier.
Thank you! You	a have been set up as a Responsible Supplier.
Thank you! You	egistered as a EESS Only Responsible Supplier (registration fee applies).

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 <u>Learning guides</u>:
 - 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

 Pleas Make Pleas Refer The periodic periodic state Usua payir 	e use the below Biller Cr sure to correctly popul. ie initiate BPAY payment rence Number, Payment payment needs to be set d. You will need to go ba Ily payment verification ug by BPAY.	ode and Reference Number tate the Biller Code, Referenc through your bank channel Due Date and the exact Pay ted within the Payment Du ack to the individual case of occurs next business day af	to complete your paym e Number and the exa only after you have cliu ment Amount will still I e Date on this screen. B each items and add the ter payment however th	ent using BPAY from you tt Payment Amount, else ked on the 'Confirm' but to visible to you after you PAY payments will be noi im back to payment cart tere may be up to 3 days	r bank channel. the payment will fail. ton on this screen. The B I click the 'Confirm' butto available after the expir and initiate a new payme delay in payment verifica	iller Code, n. y of this nt. ation if
Note: If you	u do not click on the 'Cor	nfirm' button within 1 day, sy	vstem will move this cas	se back to the previous so	reen.	_
-5	Biller Code:	1234				
164	Reference Number:	2237617243273272				
	Payment Amount:	\$400.00				
PAY	Payment Due Date:	20/09/2024				
Make this pay Any payment ® Registered ABN 69 079 1	ment from your preferred t must be for the exact amou to BPAY Pty Ltd 37 518	oank account. Int of this invoice and be made b	y the due date. otherwise,	any amount paid will not be	accepted and will be returned	d.
Cancel	Back					Confirm
Thank you! The r	ext step in this case has been routed ap	aropriately.				×
	Capture business		Save Business		Resolution	
To Do						
To Do	te Payment					Go

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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.
- If you realise that you need to also set up as a Certificate Applicant, when you log back in you can Extend as a certificate applicant
- For more information, see the Learning guides :
 - Understanding Role and Permissions
 - Managing Users in the EESS Platform
 - Extending privileges in the EESS Platform

Expiry Date Registration type 23/10/2025 EESS Only Responsible Supplier (registration fee applies)	Business ID BUSINESS-64311 Business name The trustee for CRAIG LONG TRUST Trading name CRAIG'S GAS & PLUMBING ABN/NZBN 54 138 438 997 Supplier number E00465	Email address GHI@gmail.com Phone number (+61) 94997024 Role Responsible Supplier	Address 1 Chifley Drive Preston, Victoria 3072 Australia Change Authorised Officer
Extend to include ACMA Registration	Expiry Date 23/10/2025	Registration type EESS Only Responsible Supplier (registration fee applies) Extend to include ACMA Registration	

Need more help?

Contact Certification Phone: +613 9203 9700 (opt 5)