

Instructions for Registering Products On-line - Energy Rating labelling and or Minimum Energy Performance Standards (MEPS)

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Introduction

The On-line registration system allows registered system users to register products that require an Energy Rating Label and / or to meet MEPS to discharge obligations to register in Australia, New Zealand or Fiji.

Access to the On-line registration system is controlled by your username and password. Access is secure and the records you create cannot be accessed by other applicants, unless you've given them permission.

The On-line registration system consists of a set of registration application forms (one for each product type) that can be called up and then filled in. These forms are then submitted on-line to either one of the 4 regulators in Australia, the New Zealand Authority (EECA) or the Fijian Regulatory Authority.

A registered user can also include links from the energyrating website to their nominated website (if you have one) as well as to an image of your product. Once an application to register is processed and approved - if required to be approved- it will appear on the website www.energyrating.gov.au.

Once you've logged into the system -using your user name and password- you can use the "set up wizard" to guide you through the set up process before you begin to complete an application to register form.

In summary the set up wizard takes you through 6 sections which allow a user to select the type of product, the authority who'll register the product, to provide details about the entity making the application, and its nominated contact person, as well as the details of the manufacturer of the product, and the details of the brand name/s the product is to be registered under. Once the set up is complete, you can begin to complete an application to register.

The electronic application forms are based on those published in the relevant standards. Some of the information required to complete an application to register is technical in nature and users of the registration system should be familiar with these technical and regulatory requirements before attempting to complete an application form. You should not attempt to register a product unless you have a test report prepared in accordance with the relevant standard.

Copies of the various standards can be purchased from Standards Australia (www.standards.com.au) or Standards New Zealand (www.standards.co.nz)

This document is divided into two main sections "Basic Functions" (sections 1 to 5) and Advanced Functions (section 6 onwards).

If you need help or have suggestions for improvement then contact Energy Efficient Strategies, Ph +61 3 56 266333 or Email – rwfoster@energyefficient.com.au

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Basic Functions

1 How to become a registered user and logging on

- 1) Using the internet browser (Microsoft Internet Explorer if you have it), type in **reg.energyrating.gov.au** (note – www. is not required as a prefix to this address)
- 2) Select the link for New Users: proceed to the [Sign Up Page](#)
- 3) Once the information on the sign up page has been completed you'll be sent a user name and password confirmation email. Once the confirmation email has been received you'll need to return to **reg.energyrating.gov.au** and select/click on the login button

(Note: If the login screen does not appear, it may be because your computer settings have blocked pop ups, this will need to be disabled in order to log on to the online registration system)

- 4) Key in your user name in the user name field.
- 5) Key in your password in the password field.
- 6) Using the mouse: click on "Login" using the left mouse button.
- 7) After logging on you will be presented with a home (or main) page

Basic Functions

2 The User Home Page

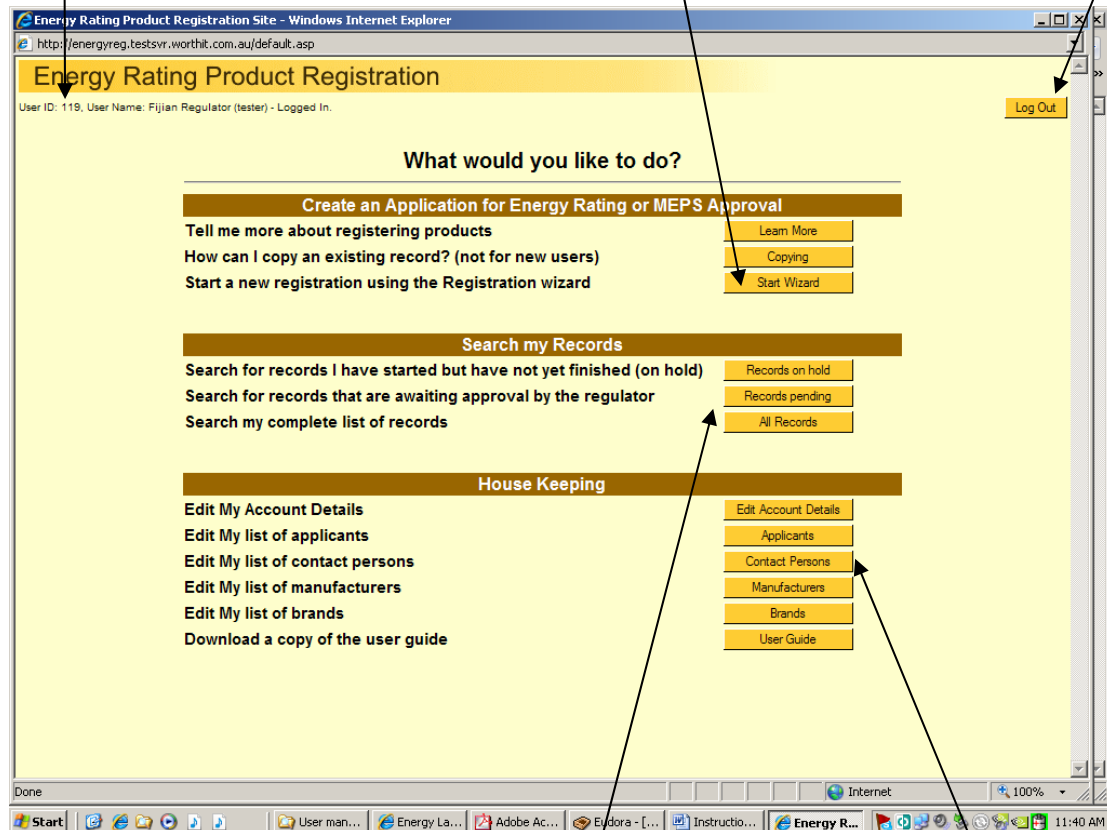
After logging on you will be presented with a home (or main) page – see Figure 1

Figure 1 : The Home Page

User ID Number

Use this button to go to the wizard and start an application

Logout Button



Use these buttons to search for existing records

Edit Your Account Details or Lists of Applicants, Contact Persons, Manufacturers or Brands

The home page provides the user with the following facilities:

Log out - At any time you can log out of your session by clicking on this field.

Edit Your Account Details – view or revise your details– name, address, contact details, passwords etc. Left click on this and your current details will be displayed in a second window. Close this window when finished by left clicking on the X in the top right hand corner of the window.

“Learn More” Button – First time users should left mouse click on this button for further details regarding how to initiate a registration application.

“Copying Button” – To copy an existing application to a new application - if you wish to register a second model with similar data input requirements- left mouse click on this button for detailed instructions.

Basic Functions

“Start Wizard” button – Left mouse click on this button to start the set up Wizard. The set up wizard will guide you through the necessary set up before commencing a registration application

“Search My Records buttons” – These three buttons will direct you to a search page where you can find, view and where appropriate edit your existing records. New users will naturally have no existing records. For further details regarding the search functions see section 3

Edit My List of applicants or contact persons, manufacturers or brands– During the Wizard set up process you will have to set up details of the applicant, the manufacturer the contact person and brands. Left click on these buttons and your current options will be displayed in a second window. You can edit existing details or add new applicants, manufacturers, contact persons or brands to your list as required (you can also make these changes using the wizard when initiating a new application)

The Set Up Wizard

The wizard is set up in 6 sections. Each section will ask you to nominate the following details:

Section 1 – The type of product you wish to register

Section 2 – The authority with whom you wish to register your product

Section 3 – The details of the entity making the application

Section 4 – The details of the nominated contact person

Section 5 – The details of the manufacturer of the product

Section 6 –Details of the brand name/s you wish to register your product under

At the completion of the wizard set up process you will be presented with a summary of the selections you have made. At this point you can choose to either proceed to the application form or alternatively go back to the wizard set up and amend selections as required

Note: Lists of applicants, contact persons, manufacturers and brands can be added to as required. For example, initially your products may be manufactured by “manufacturer A” so you would set up their details in the wizard process. Subsequent products to be registered may be manufactured by “manufacturer B”, under these circumstances during the wizard process you would set up the second manufacturer “B”. This way you are setting up multiple manufacturers to select from when undertaking subsequent applications.

Note: When selecting an applicant, contact person or manufacturer from your picklist you will be presented with the details associated with that selection – these should be checked and edited if required as these details will be written into your application form once you have completed the wizard set up process.

Basic Functions

3 The Search Page

The search page can be accessed from the home page by selecting any of the three options under the heading “Search my Records”(select “All records” to maximise the scope of your search). The search page appears as in Figure 2 and contains the following features

- *Find an Application or Registration for viewing editing or copying* – view the status of all of your existing applications then revise them, copy them, withdraw them as required. Use the *Search* function at the top of this section to search for individual records or all records belonging to a particular brand. You can narrow the search to a particular appliance type or application status (see appendix 1 for explanation of status modes).

Figure 2 The Search Page

Annotations:

- Your User ID Number
- Search Engine for existing Records
- Return to main menu Button
- Logout Button
- Select an action - Selects a function to perform on the record
- Summary Details for each listed record

Action	Record ID	Status	Energy	Appliance	Reg Number	Reg. Date	Brand	Model	State	On Market in 2010	OffMarket
select an action	37912	On Hold	EM				A	Test clone - repeat	VIC	N/A	
select an action	37911	Approved	EM	VEM6435	2009/6/2		A	Test clone - repeat	VIC	Yes	2011/3/31
select an action	37910	Approved	EM	VEM6436	2009/6/2		A	Test clone	VIC	Yes	2011-03-31
select an action	37909	Approved	EPS	VPS0005	2009/7/2		AIRWELL, BRAND MA	fds, fdsaggfd	VIC	Yes	
select an action	37908	Approved	EPS	VPS0004	2009/7/1		AIRWELL, BRAND MA	fds, fdsaggfd	VIC	Yes	
select an action	37907	Approved	EPS	VPS0003	2009/7/1		AIRWELL, BRAND MA	fds, fdsaggfd	VIC	Yes	2011/3/31
select an action	37906	On Hold	EM				A	Test clone	VIC	N/A	
select an action	37905	Approved	EPS	VPS0002	2009/7/1		AIRWELL, BRAND MA	fds, fdsaggfd	VIC	Yes	2011/3/31
select an action	37904	On Hold	EM				A	Test clone	VIC	N/A	
select an action	37901	On Hold	RF				A	Model A	VIC	N/A	
select an action	37894	On Hold	TV				A	Model 1a	NZ	N/A	
select an action	37878	On Hold	TV				ACSON	Model 1a	XREGTEST	N/A	
select an action	37877	On Hold	RF				JUNK	Model A	XREGTEST	N/A	
select an action	37876	Approved	RF	VRF1480	2009/6/18		TEST	Model A, Model b, model c, model d, model 2	VIC	Yes	2011-03-31
select an action	37868	On Hold	CHILL				JUNK - TEST	stfdtfg	QLD	N/A	

All records have a unique Record ID number (column 2) – this number can be quoted to the database manager should problems arise. In the far left hand “action” column is a drop down menu that allows you to perform the following functions on the selected record simply by left mouse clicking on the desired function:

Edit registration– edit an existing record (does not apply to approved records)

View registration – View all details as currently filled in on the application

Copy registration – Copy the application to a new application (eg if you wish to register a second model with similar data input requirements).

Basic Functions

Delete registration – Permanently deletes the record (does not apply to approved records)

Withdraw registration - Withdraws the application. (withdrawal is only possible on applications that are pending).

Add product Image – Allows you to add an image of your product to the record – this can then be displayed on the public website (see section 10).

4 Completing an application to register

Once you have completed the wizard set up process (see section 2) the application form for the selected product type shall appear. The application form has been formatted so as to match as closely as possible the form used in the applicable Standard.


The application form is divided into a number of sections that are presented on a series of screens. Each section contains a number of fields to be filled in. You can either use your tab key or your left mouse button to move between fields. To the right of each field is a “?” – position the cursor over this to obtain more information regarding the required input for this field.


At the end of each screen there are a series of buttons that allow you to either:



- NEXT (*Alt N*) - Move to the next screen.
- FINISH LATER - Place the application on “Hold” (all input data will be retained).
- PREVIOUS (*Alt P*) - Move to the previous screen (not available on the first screen).
- PRINT FORM IN PDF – Allows a hard copy of your application to be printed

Whenever you select “next”, a check will be conducted on the data you have input into the screen you have just completed ie before moving to the next section of the application form.

The check screen will present the data you input and advise of any potential problems. These problems are noted in red on the right hand side of the screen. There are instructions at the top of this screen advising how to deal with these problems. Basically problems fall into two categories:

Warnings: these are advisory and will not prevent the submission of your application, however these warnings will be reviewed by the regulator and may cause your application to be returned. If this section has Warnings only the button "Continue" will be available (at the end of this section), to allow you to move to the next section of the form. Alternatively you may use the "correct" button to return to the section and amend the fields with warnings (marked on the form with an orange dot ().

Fatal Errors: these errors or omissions must be corrected before you can submit this application. If this section has Fatal Errors you must return to the section by clicking on the "correct" button (at the end of this section) and make the necessary corrections to the fields (marked on the form with a red dot ().

To rectify either warnings or fatal errors you use the “correct” button at the bottom of the screen. This will take you back to the input form you have just completed and allow you to make corrections as necessary. On the form, errors will now be marked with the  or  next to the problem field, and the details of the problem will be reproduced in red under the affected fields. Once you are happy with the input data (and no fatal errors remain) you may proceed to the next section of the form by clicking on the “next” button at the bottom of the screen.

Basic Functions

Continue to complete the following screens until you reach the last screen.

On the final page of the application form there are a number of options available to upload relevant electronic files as part of the application. Documents that can be uploaded include:

- Test Reports
- Rating labels
- Certifications
- User Manuals
- Product images
- Other relevant documents

Click on the upload button and then use the browse facility to select and then upload the relevant document. Files for uploading should not exceed 1.5 MB each (ideally less than 1 MB).

Uploading of documents is the preferred method of delivery of these attachments to your application, for some application types this is a mandatory requirement.

At the bottom of the last screen you can either choose to:

- Submit the application for consideration by the regulator
- Select “FINISH LATER” (all input data will be retained but the application will not be lodged with the regulator).

Once you have successfully submitted an application you will be presented with a full summary of all details as submitted. At the top and bottom of this summary you have available the options of:

- *Copy to New*: Copies the contents of the application to a new application (eg if you wish to register a second model with similar data input requirements).
- *Withdraw*: Withdraws the application from the regulator
- *Revise*: Allows you to make revisions to the application.
- *Print Form in (PDF)*: Print a copy of the completed form

To exit this view click on the close window X in the top right hand corner of the screen

5 Editing Applicants, Manufacturers or Contact persons details

The first 3 sections of the first page of each application form contains details of the applicant, manufacturer and contact person (see Figure 3). These details you will have set up and selected as part of the wizard set up process. Generally these fields should not need to be edited in the application form. To maintain consistency of these details from one application to the next, once the details of the applicant, manufacturer and contact person are set up the applicant simply selects the desired option from the drop down list and the relevant details are then written into your application. If however the application has been commenced and a change to these details is required then the following procedure should be followed:

1. If you wish to simply select an alternative Applicant, Manufacturer or Contact person that has already been set up previously, simply select the correct option from the pick list.
2. If you need to edit the details currently recorded or add a new applicant, manufacturer or contact person to your picklist. Left mouse click on the “Manage My List” button adjacent to the particular data set you wish to alter (see Figure 3). This will open a new window where all of the applicants, manufacturers or contact persons (as applicable) you have previously set up will be listed.

Basic Functions

3. You can edit the details of any of the records in the list by clicking on the orange button in the left hand column. This will open the editor. Once you have finished editing the details, click on the “Save Details” button then the “Back to list” button at the top of the form.

Figure 3 : The First Page of the Application Form

Air-conditioner Registration - EDIT 8:1
 Brand: , Model: Section: 1 of 27
 Record ID: 53069, Status: Hold, Submit To: QLD

Important Note to Applicants
 When inputting values into the fields in this form never include the measurement unit eg power consumption should be input as 2.03 not 2.03 kW

Details of Applicant

Applicant (Select from drop down menu) Applicant 1 Manage My List

Name of Applicant The applicant 1

Company Name ABC Corp

Company ABN number (as applicable to Australian applicants) 123456789

Company Postal Address 54 The Street, Township, Victoria, Australia, 3000

Company Street Address 54 The Street, Township, Victoria, Australia, 3000

Applicants Telephone +61 (3) 12345678

Applicants Facsimile +61 (3) 12345678

Applicants E-mail email@email.com.au

Details of Manufacturer

Manufacturer (Select from drop down menu) Manufacturer 1 Manage My List

Return to application form button

Add a new button

Click here to edit

User Manufacturer Manager

Return to Application Form Add A New Manufacturer

Manufacturer	Manufacturer Details - Click on the Manufacturer to edit Manufacturer details
Applicant 2	Applicant 2, The Company, 60 The Street, Warragul, Victoria, 3000, 12345678, email@email.com - More Details
Manufacturer 1	The Manufacturer 1, ABC Corp, 54 The Street, Township, Victoria, 3000, 12345678, email@email.com.au - More Details

Save details after editing , then

Return to your list

Edit/Create an Manufacturer

Save Details Back to list Fields marked with a * must be completed.

General Details

Tag* Applicant 2

* A tag is the text that will appear in your dropdown list of manufactures - it will not appear as part of your application

Persons Name* Applicant 2

Persons Position Director

Organisation* The Company

ABN (if applicable) 123456789

Postal Address Details

Address* 60 The Street

Town* Warragul

4. If you need to add a new applicant, manufacturer or contact person left mouse click on the Add button, complete the details then save (Tip – Do not overwrite an existing applicant, manufacturer or contact person record if you intend to use it again in the future, instead use the Add button to create a new listing, this way, in the future you will have the option of selecting either listing)

5. You can now return to the first page of your application form by left mouse clicking on the “Return to Application” button.

Advanced Functions

6. Upon return to the application form you MUST either re-select the applicant, manufacturer or contact person, or select the newly created applicant, manufacturer or contact person from the drop down list as applicable.

6 Printing a copy of you application

For those who wish to print a copy of their application, the print facility can be found at the top of each record (in view mode). The button is called “Print Form (in PDF)”. Click on this and a copy of your application will be displayed in PDF format. This can then be sent to your printer.

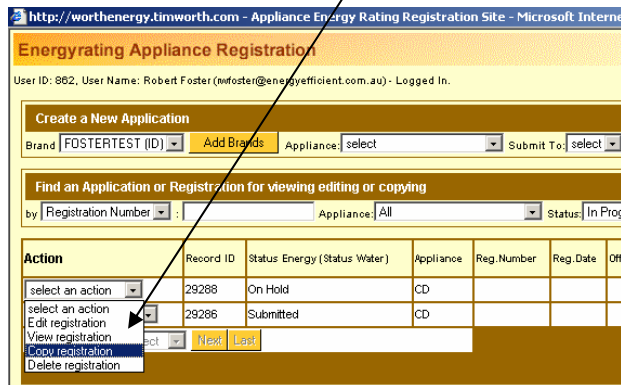
7 Copying an Existing Registration

A copy can be used as the basis for a second application for another product in your range (with similar details) or alternatively as and application for the same product but under a different brand name.

To copy an existing record, go to the Search page and using the search function find the model you wish to copy and click on the far left hand “Action” button. Select “Copy Registration”.

Figure 4: Home page Detail – Selecting “Copy Registration” from the action column

Select “Copy Registration”



Once you have selected the record to copy the set up wizard shall guide you through the process of creating a copy of the original form

Advanced Functions

8 Managing “Run-out” dates

From 22 February 2010 the onus shall be on you the applicant to confirm availability of your registered product on an annual basis such that it remains on the public listing of energy rated products at www.energyrating.gov.au. Failure to confirm availability shall result in a de-listing of the product from the energyrating website (noting however that the product shall remain legal to sell as long as its registration is current).

How the system operates:

- By default all products when registered are assigned a “Run-out” date. This is the date on which the product shall be de-listed from the public website in the absence of any action by you the applicant.
- The “Run-out” date is automatically set at the time of registration to the same date as the expiry date. Normally this is the second occurrence of 31/March (eg if I register a product today its Run-out date would be set to 31/3/2011, if I register it in June 2010 it would be set to 31/3/2012).
- At the start of each year (following a notification process) applicants shall be expected to review the “Run-out” date for each of their current registrations and either accept that date or elect to extend that date. Extension is by default to 31/3 of the following year. Noting that applicants can elect to manually set specific “run out” dates for individual products for any date up to 31/3 of the following year.
- Each night the database reviews the run-out dates of all approved records and where the current date exceeds the run out date the record will be de-listed from the public website listing. In most instances this will occur on 1/4 each year.
- Applicants can enter the database at anytime after the 31/3 and confirm availability for that year (ie if they forgot to do it before that date) and the product will be re-listed the following day.

At some time between 1/1 and 31/3 each year, database users need to review the run-out dates associated with each approved record and extend those dates as required. To do this the following process should be followed:

1. Log in to your registration account. From the home page select “All Records” under the heading “Search My Records”. The registration search page will now appear (see Figure 5 below).
2. In the search settings for “status” select “Approved or Expiring”, then left mouse click on the “Search” button to the right. (see also section 3 of the user guide for more information on searching)
3. A list of all your approved products currently displaying on the public website shall appear in the list below. The second column from the right “Available throughout 20XX” will either have a “No” or a “Yes” in it. After 1 January each year, “Yes” would normally only appear for products registered in the preceding 12 months.

Advanced Functions

- If the record has a “No” in this column this indicates that if no further action is taken the product will be de-listed from the public website on 1/4 of the current year. To extend this for a further year simply place the cursor over the word “No” and a small window will pop up (see Figure 5). Simply click on the “Extend Availability” button and the Run-out date will be extended to 31/3 of the following year, the availability will be re set to “Yes” and the product shall continue to be listed on the public website until 31/3 of the following year.

Figure 5 : Search page showing facility for extending the “Run-out “ Date

The screenshot shows a search interface with a table of records. A dialog box is overlaid on the table, allowing the user to extend the availability of a record.

Action	Record ID	Status Energy	Appliance	Reg.Number	Reg.Date	Brand	Model	State	Available throughout 2010	Run-out Date
<input type="button" value="select an action"/>	30812	Approved	DT	XDT0005	25/10/06	BRAND MA	model A, model B	XREGTEST	Yes	2011-03-31
<input type="button" value="select an action"/>	30811	Approved	DT	XDT0001	22/01/2008	BRANDKS	10015-03000	XREGTEST	No	2010/3/31
<input type="button" value="select an action"/>	30810	Approved	DT	XDT0002	25/10/2006	BRAND RF	m		No	2010/3/31
<input type="button" value="select an action"/>	24770	Approved	EPS	XPS0002	2009/1/30	JUNK 7	M		No	2010/3/31
<input type="button" value="select an action"/>	18645	Expiring	HW	XHW0002	26/07/2005	EES TEST			No	2010/3/31

Dialog box content: On market till 2010/3/31. Extend my registration to be available throughout 2010.

Should you wish to set a Run-out date to a date other than 31/3 of the following year, simply click on the word “Yes” in the “Available throughout 20XX” column. A dialogue box will pop up (see Figure 6) set the appropriate date, then left mouse click on “Update” button. The revised date will now appear in the far right hand column.

Figure 6 : Search page showing facility for amending the “Run-out “ Date

The screenshot shows the same search interface as Figure 5, but with a dialog box for amending the run-out date.

Action	Record ID	Status Energy	Appliance	Reg.Number	Reg.Date	Brand	Model	State	Available throughout 2010	Run-out Date
<input type="button" value="select an action"/>	30812	Approved	DT	XDT0005	25/10/06	BRAND MA	model A, model B	XREGTEST	Yes	2011-03-31
<input type="button" value="select an action"/>	30811	Approved	DT	XDT0001	22/01/2008	BRANDKS	10015-03000	XREGTEST	No	2010/3/31
<input type="button" value="select an action"/>	30810	Approved	DT	XDT0002	25/10/2006	BRAND RF	m		No	2010/3/31
<input type="button" value="select an action"/>	24770	Approved	EPS	XPS0002	2009/1/30	JUNK 7	M		No	2010/3/31
<input type="button" value="select an action"/>	18645	Expiring	HW	XHW0002	26/07/2005	EES TEST			No	2010/3/31

Dialog box content: On market till 2011-03-31. Change when my product(s) go off market. 31 / 3 / 2011.

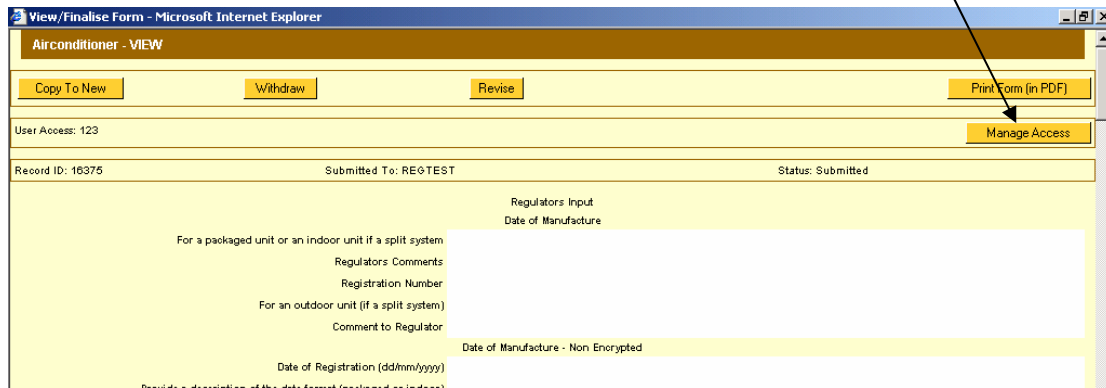
9 Sharing access to your records

For some users it may be desirable to share access to particular records that you input with a second nominated system user. For example, consultants working on behalf of an applicant who already has their own access to the system may choose to share with that client access to a record they have input on their behalf.

To provide access to a third party, simply left click on the “Manage Access” button found at the top of each record (in view mode – see Figure 7). This will open a dialogue box. Simply type in the user ID of the third party and left click on the “Add User” button. User IDs can be found at the top left hand corner of your (or your third parties) home page. Should you need to, the same dialogue box will also allow you to delete a third parties access to your record.

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Figure 7: View Mode (Note “Manage Access” button)

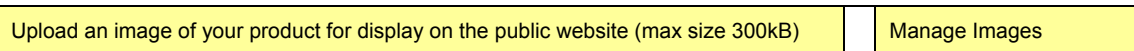


10 Adding an image of your product to your application

For users who may like to have a picture of their product available for public viewing on the interactive product listing at www.energyrating.gov.au/productmenu.html (ie that is in addition to any such pictures you may offer on your hyperlinked websites) you can upload a picture as follows:

For new applications:

On the final page of all application forms is a new button entitled

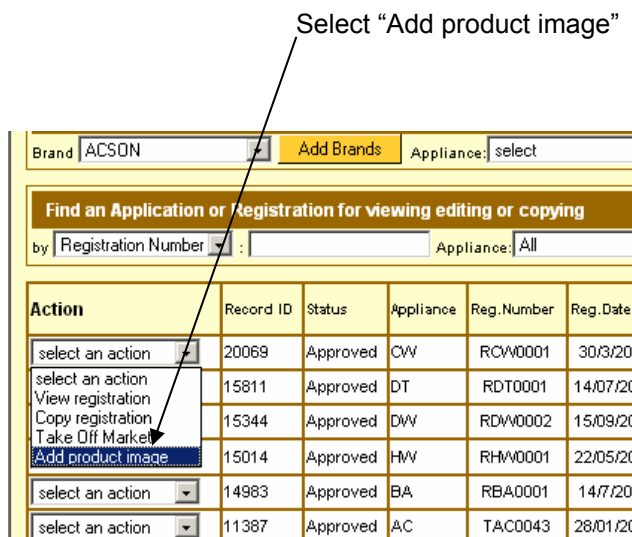


Click on the upload button and then use the browse facility to select and then upload a picture of each model you have listed (maximum 300kB per model)

For products that are already registered

For products that are already registered you can upload picture/s for these registrations by going to the search page and selecting “Add product image” from the “action” button next to the particular appliance. Next use the browse facility to select and then upload a picture of each model listed in your registration (maximum 300kB per model).

Figure 8 Home page Detail – Selecting “Add product Image” from the action column



FAQs

I have changed my website URL – how do I change the hyperlink for my product on the public website listing at [www. energyrating.gov.au](http://www.energyrating.gov.au) ?

In section 6 of the Wizard you have available all the brand names you have set up for use in your applications. To the right of each brand name is the website URL you have associated with that brand name. Simply left mouse click on the edit button and amend the URL as required.

Appendix 1 - Application Status – what each status means

An applicant can monitor the status of an application throughout the applications life cycle by its application status.

Approved means the application has been approved. Once approved, an application will be provided with a registration number and registration date.

Cancelled means the registration has been cancelled by the regulator and can no longer be sold. *Applicants may contact a regulator at any time and request that an application is cancelled.*

Grandfathered means that product can no longer be sold if imported or manufactured after the date of grandfathering. Stock imported or manufactured before this date can continue to be sold.

On Hold means the application is yet to be submitted to a regulator by the applicant.

Pending means the application has been submitted and is currently being processed by the regulator.

Refused means the regulator has refused to register the product.

Returned means the application has been processed but some problem exists, the regulator has returned the application with comments attached.

Submitted means the application has been submitted but has not been reviewed by the regulator.

Withdrawn means the application has been withdrawn by the applicant.

Application Status when used in search functions

Expired is used in search functions only and includes all records that have that ‘application status’ Grandfathered.

Expiring means the application has current approval but is within 100 days of reaching its expiry date.

Finalised is used in search functions only and includes all records that have the ‘application status’ Approved, Cancelled or Refused.

In Progress is used in search functions only and includes all records that have the ‘application status’ Hold, Submitted, Returned or Pending