

STEP 1
Click account and scroll to the bottom of the page

The screenshot shows the iCert account management interface. On the left, a navigation sidebar lists various options: Certificates, Customers, Account (highlighted), Staff, Payments, Integration, Certificate Settings, and Inspectors Directory. The main content area is titled 'Manage your account details' and contains a form for company information. The 'Company Name' field is filled with 'iCert Inspections (DEMO ACCOUNT)'. The 'Physical Address' section includes fields for 'Search for address...', '29 Bayside Dr', 'Browns Bay', 'Auckland', '0630', and 'New Zealand'.

This screenshot shows the lower portion of the account management form. It includes fields for 'Phone' (0211944944), 'Office Email' (andy@icert.co.nz), and 'Certificate Backup Email'. Below these is a 'Company Logo' section with a placeholder that says 'YOUR LOGO HERE' and a 'Replace Account Logo' button. Under 'Certification Options', there are checkboxes for 'Enable Electrical Certification', 'Enable Electrical Inspection Certification' (checked), and 'Enable Gas Certification'. At the bottom, a checkbox for 'Publish my business in the iCert Electrical Inspectors Directory' is checked and highlighted. A 'Save' button is located at the bottom right.

STEP 2
Click here to publish your company name.

STEP 3
Your electrician must select you from the iCert's Inspectors directory which they will find on the home page.

The screenshot shows the mobile version of the iCert account management page. The navigation sidebar is visible, listing the same options as the desktop view. The 'Inspectors Directory' option at the bottom of the sidebar is highlighted with a blue bar.

Inspectors Directory + same as start date **ELECTRICIANS VIEW**

Low Risk
 General Work
 High Risk

iCert Inspections
 0800 4 Power Ltd
 Sels Electrical
 230/400v MEN
 Other

STEP 4
When the electrician selects HIGH RISK WORK, your name will appear, this gives the inspector access to pull the electricians certificate of compliance through.

Declaration*

The work has been done in accordance with the regulations

Yes
 No

The work relates to

Part Installation
 Full Installation

Will be electrically safe when energised

Yes
 No

[Add Certificate of Compliance](#)

ESC required - Connection Energised

STEP 5
Click here to upload COC of Electrician

STEP 6
Search for an iCert COC here.

Code of Compliance Certificate

Search for an iCert CoC:

Search for CoCs that have been linked to your account

Electrical Worker's Name *

Registration *

Certificate Number *

Attach Code of Compliance no file selected

Code of Compliance Certificate

Search for an iCert CoC:

Search for CoCs that have been linked to your account.

Certificate Number *

It will then enter the electricians details automatically

INSPECTORS DASHBOARD

ROI505	iCert Electrical 123 Queens Rd Panmure Auckland 1072	Bruce Taylor	⚡	Rol	Completed	25/02/2019
ROI504	iCert Electrical 125 Great South Rd Papatoetoe Auckland 2025	Bruce Taylor	⚡	Rol	Completed	25/02/2019
45645	Jenco Electrical 86 Ponsonby Rd Grey Lynn Auckland 1011	Bruce Taylor	⚡	Rol	Completed	21/02/2019

ELECTRICIANS DASHBOARD

123-9988	Jim Small 14 Kirkbride Rd Mangere Bridge Auckland 2022	Scott Wilson	⚡	Combined	Completed	28/02/2019
123-7766	Joe Bloggs 12 Grogan Cres Burnside Christchurch 8053	Scott Wilson	⚡ ▲	Combined	Completed	28/02/2019
123-8914	Jim Small 14 Kirkbride Rd Mangere Bridge Auckland 2022	Scott Wilson	⚡	Combined	Open	27/02/2019

Once completed the Rol will automatically get sent to the electricians dashboard and it will appear on your dashboard as well.