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

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.

![iCert.co.nz logo]

ELECTRICIANS VIEW

Inspectors Directory

» same as start date

○ 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 enlivened
◉ Yes
○ No

STEP 5
Click here to upload COC of Electrician

[Add Certificate of Compliance]

☐ ESC required - Connection Enlivened

STEP 6
Search for an iCert COC here.

Code of Compliance Certificate ✕

Search for an iCert CoC | 123-9988, Jim Small
Search for CoCs that have been linked to your account.

Electrical Worker's Name *

Registration *

Certificate Number *

Attach Code of Compliance   [Choose File] no file selected

Code of Compliance Certificate ✕

Search for an iCert CoC |
Search for CoCs that have been linked to your account.

It will then enter the electricians details automatically

| Scott Wilson |

| E200893 |

Certificate Number * | 123-9988 |

[Cancel] [Save]

INSPECTORS DASHBOARD

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

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

ELECTRICIANS DASHBOARD

123-9988	**Jim Small** 14 Kirkbride Rd Mangere Bridge Auckland 2022	Scott Wilson	⚡	Combined View RoI	Completed	28/02/2019
123-7766	**Joe Blogss** 12 Gregan 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