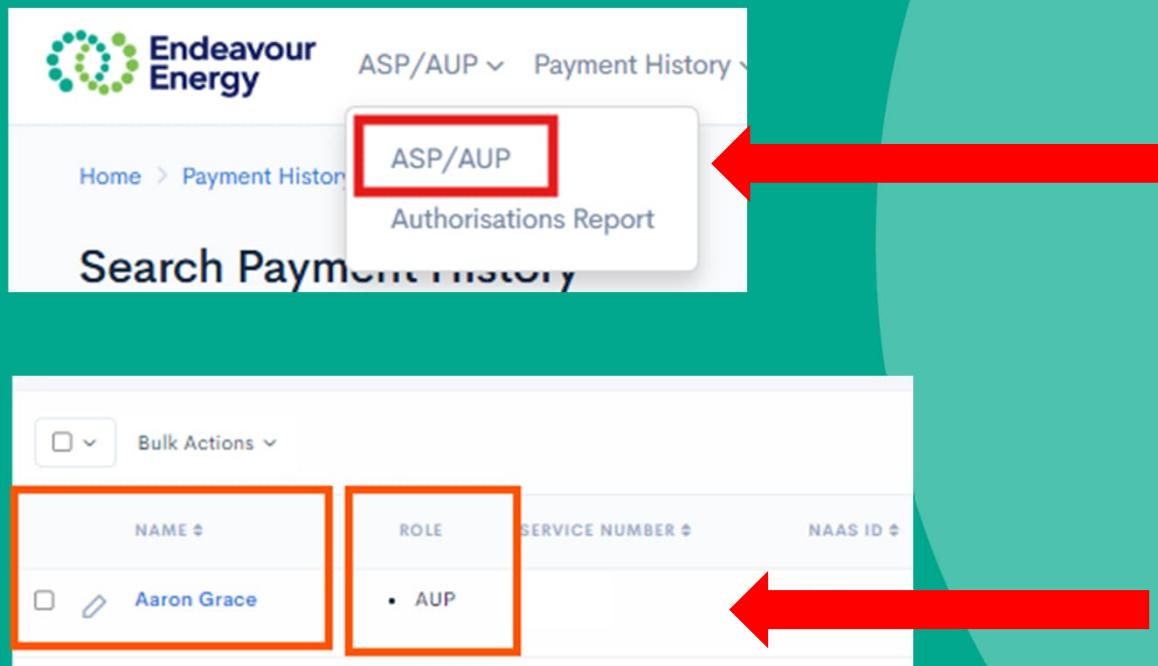


A Guide - How to Find your Authorised Person's Certificate as a Sole Trader



To find an authorised person's certificate, this can be found either in the ASP/AUP or Authorisations Report Page



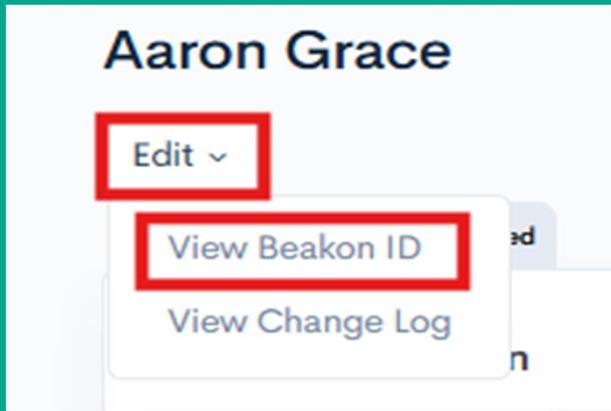
The screenshot shows a web-based application interface. At the top, there is a navigation bar with the Endeavour Energy logo, a dropdown menu for 'ASP/AUP', and a dropdown menu for 'Payment History'. Below the navigation bar, a breadcrumb trail shows 'Home > Payment History'. A dropdown menu is open, showing 'ASP/AUP' and 'Authorisations Report'. The main content area is titled 'Search Payment History' and displays a table with columns: 'NAME', 'ROLE', 'SERVICE NUMBER', and 'NAAS ID'. The first row of the table is highlighted with a red box, showing 'Aaron Grace' in the NAME column and 'AUP' in the ROLE column. A red arrow points from the text 'Click On ASP/AUP or Authorisations Report tab' to the 'Authorisations Report' option in the dropdown menu. Another red arrow points from the text 'Find the AUP record and click on the person's name...' to the 'AUP' entry in the 'ROLE' column of the table.

NAME	ROLE	SERVICE NUMBER	NAAS ID
Aaron Grace	AUP		

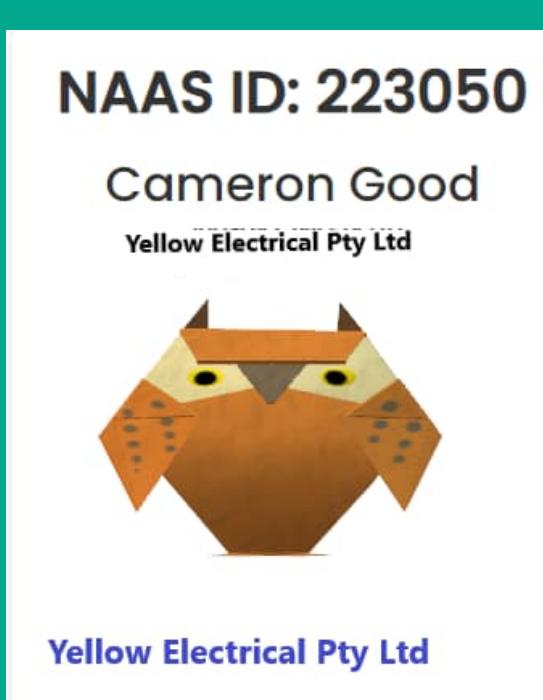
Click On ASP/AUP or Authorisations Report tab

Find the AUP record and click on the person's name. If you are a Sole Trader then you might see your name twice, please select the AUP Record

How to view the Certificate once in the Profile

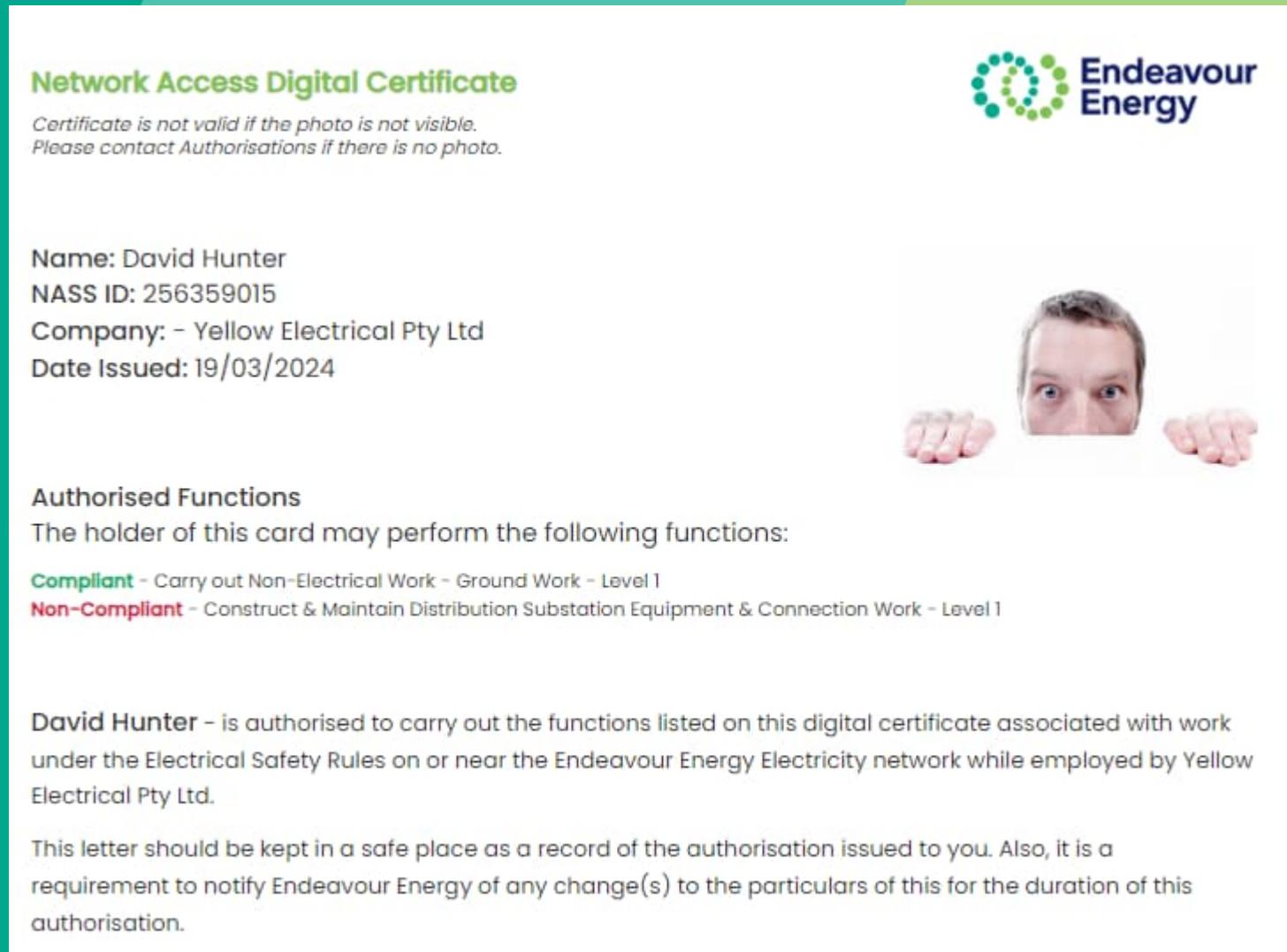


Once in the AUP profile, next to the Edit, there is a very small dropdown arrow, click on the arrow and then select **View Beakon ID**



To view Certificate, click on Company name under photo, this will open the certificate

Once certificate is open you can download, print, bookmark or save the certificate to your device





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