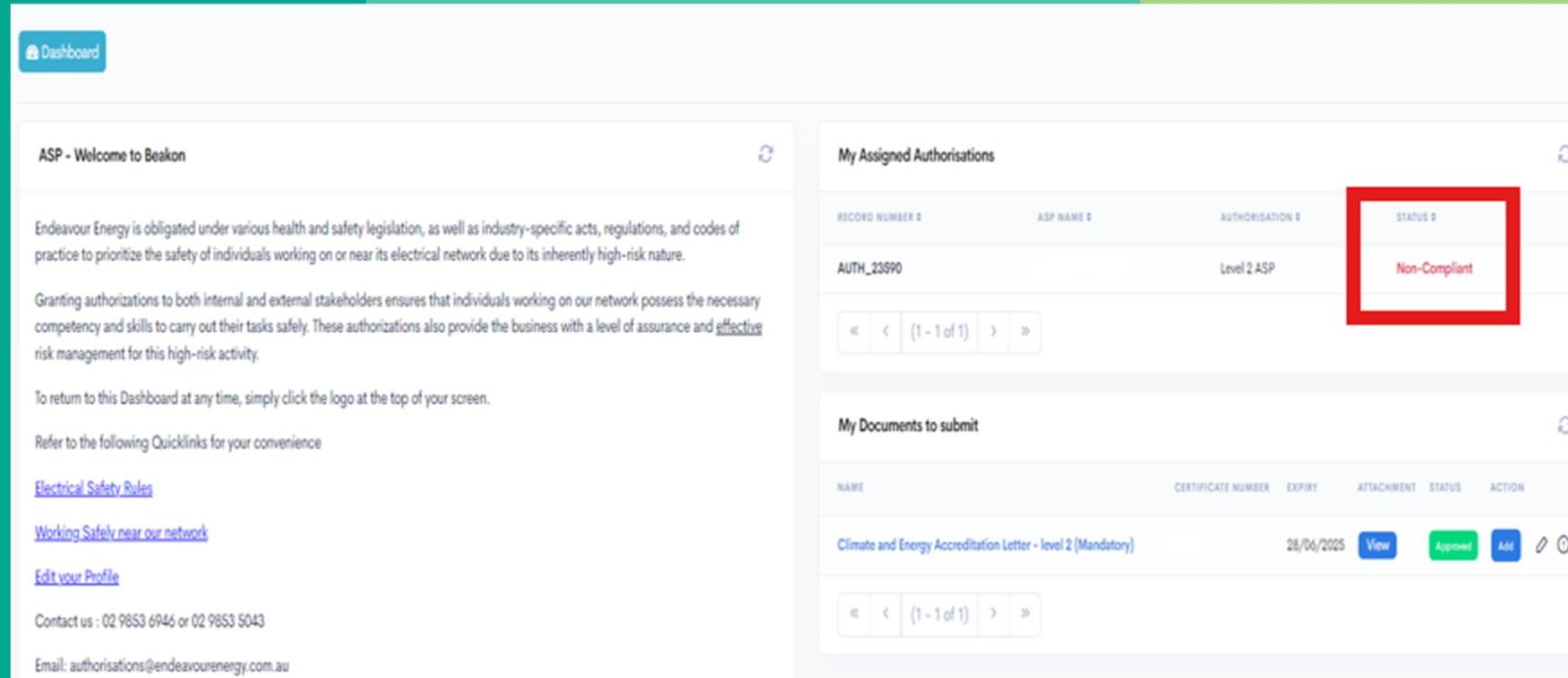


# Quick Guide – How To Submit Your New Accreditation for Approval – New ASP Only



## Log in to the Beakon Portal

Once you log in to your Dashboard you will see the below screen and the only thing that is visible is your Accreditation under my Assigned Authorisations, this is currently Non-Compliant, to change the status to Compliant you need to submit the Accreditation for Approval. If you do not submit this for approval you will not be able to move to the next step in the process



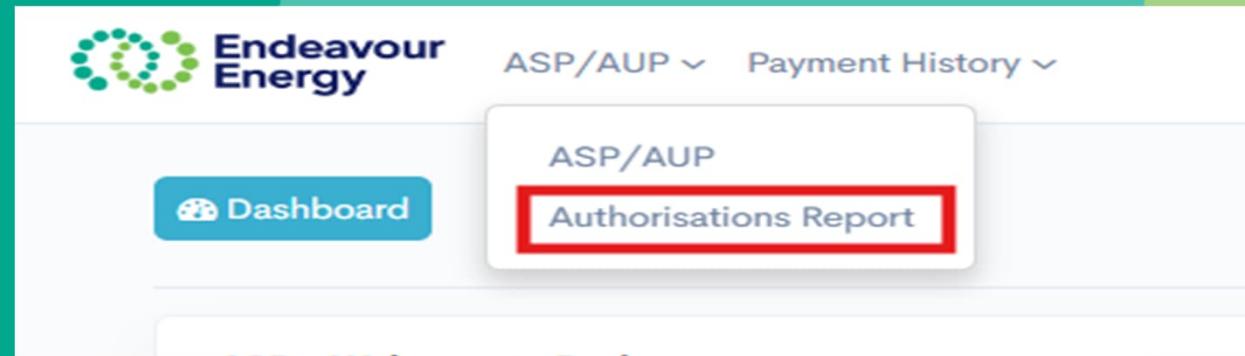
The screenshot shows the Beakon Portal Dashboard. On the left, there is a sidebar with links to 'Electrical Safety Rules', 'Working Safely near our network', and 'Edit your Profile'. The main content area has two main sections: 'My Assigned Authorisations' and 'My Documents to submit'. The 'My Assigned Authorisations' section shows a table with one row:

RECORD NUMBER	ASP NAME	AUTHORISATION	STATUS
AUTH_23590		Level 2 ASP	Non-Compliant

The 'STATUS' column for the single record is highlighted with a red box. The 'My Documents to submit' section shows a table with one row:

NAME	CERTIFICATE NUMBER	EXPIRY	ATTACHMENT	STATUS	ACTION
Climate and Energy Accreditation Letter - level 2 (Mandatory)		28/06/2025		Approved	<a href="#">View</a> <a href="#">Add</a> <a href="#">0</a>

From the Dashboard, please hover over the top of ASP/AUP and Click on the Authorisations Report, this is the only area you can submit any authorisation for approval.



From the Authorisations Report page, the Submit for Approval/Authorisation will be visible.  
By submitting for authorisation, this will submit the authorisation to the team for approval.  
Please ensure you have submitted all authorisations for approval

Click Submit for Authorisation



AUTHORISATION	LEVEL	ASP NUMBER	REQUIREMENTS	BILLING STATUS	STATUS	ACTION
Level 2 ASP	Level 2	4904	1/1	Exempt	Non-Compliant	<a href="#">Submit For Authorisation</a>



Once you have received approval via email, you are then able to log back in and start creating the authorised person for approval

USER TYPE	AUTHORISATION	LEVEL	ASP NUMBER	BILLING REQUIREMENTS	STATUS	STATUS	ACTION	APPROVAL
ASP	Level 2 ASP	Level 2	6418	1/1	Exempt	Non-Compliant	<a href="#">Submit For Authorization</a>	

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Please ensure you tick the box prior to submitting for Approval

Submit For Approval

As the representative of the above-mentioned Company, I certify that the Company in accordance with the Scheme Rules established by the NSW Climate and Energy Action we have:

- have registered and maintained renewal of its accreditation in accordance with the ASP Scheme;
- employ appropriately qualified workers in accordance with the Scheme Rules;
- are familiar with the requirements and standards of Endeavour Energy;
- hold current insurance policies as required by the ASP Scheme Rules for the level of accreditation held, and Endeavour Energy is noted as

that the requirements of these rules are consistent with the ASP's arrangements for managing health and safety (as set out in the ASP's work health & safety management system);

- Is familiar with all Acts, Regulations, documents, guides, and standards applicable to the level of accreditation, and has confirmed that the requirements of these documents are consistent with the ASP's arrangements for managing health and safety (as set out in the ASP's work health & safety management system); and
- The ASP will ensure that workers under their employment have access to appropriate tools and equipment to carry out the work they will be required to perform.

**Submit For Approval**

This will change the status to Approval Pending

USER TYPE	AUTHORISATION	LEVEL	ASP NUMBER	REQUIREMENTS	BILLING STATUS	STATUS
ASP	Level 2 ASP	Level 2	4904	1/1	Exempt	Approval Pending

Once it is approved by the Authorisations Team it will move to a Compliant status

USER TYPE	AUTHORISATION	LEVEL	ASP NUMBER	REQUIREMENTS	BILLING STATUS	STATUS
ASP	Level 2 ASP	Level 2	4904	1/1	Exempt	Compliant



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