

QUICK GUIDE - HOW TO UPDATE YOUR ACCREDITATION EXPIRY IN BEAKON

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Log in to Beakon

On your landing page in Beakon your accreditation for your company will be visible. That is the accreditation from the Department of Climate and Energy (ASP Accreditation) which will need to be updated annually

The below are some of the status's you will notice in Beakon:-

- 1) If your accreditation is Green it is Compliant and current
- 2) If your accreditation is Red it is Non-Compliant and expired or rejected
- 3) If your accreditation is Orange it is Approval Pending waiting to be approved

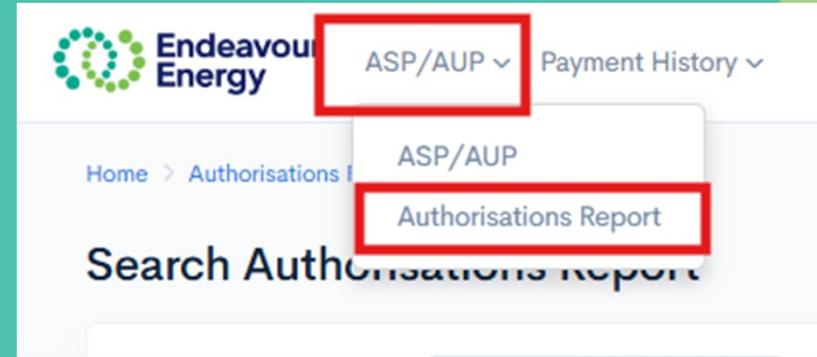
Important Please note:

When you upload your accreditation, you are overriding the old document, and all authorisations will become Non-Compliant. You will need to update only the expiry date and submit this for authorisation.

If all of your AUP authorisations are green, you will only need to submit the accreditation for approval.

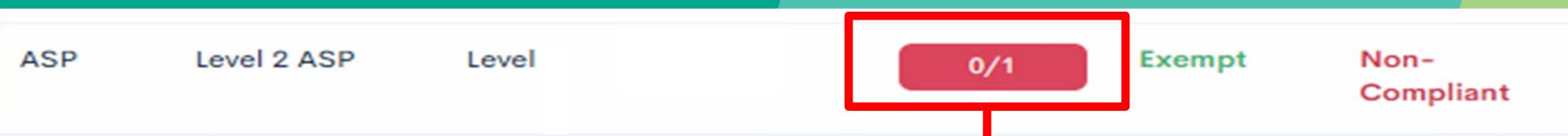
Once the Authorisation Officer verifies and approves the document, all authorisations will revert to Compliant.

To update the accreditation please go to the Authorisations Report Page to update and Submit for Authorisation

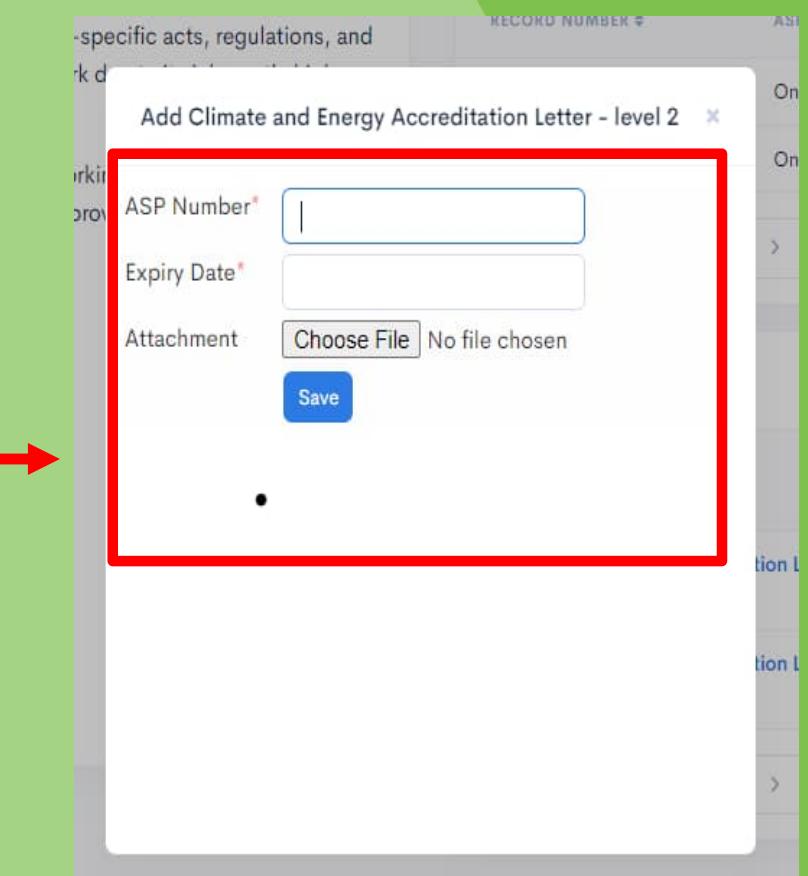
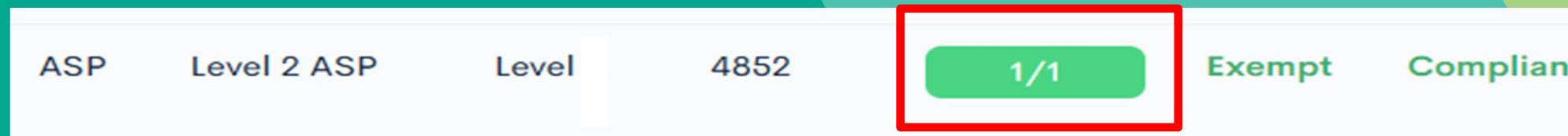


How to Attach your Renewal Accreditation Letter

After Expiry date - If your accreditation has expired, please click on the **Red** box and enter the details of your accreditation



Prior to Expiry date - If your accreditation has not expired yet and you wish to update the expiry with the renewal click on the **Green** box and enter the details of your accreditation



RECORD NUMBER

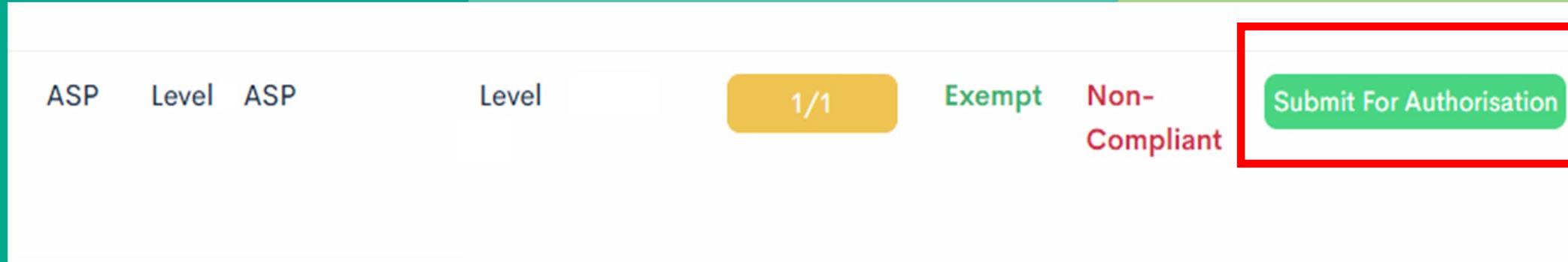
Add Climate and Energy Accreditation Letter - level 2

ASP Number*

Expiry Date*

Attachment: No file chosen

Once you have updated the expiry date, please refresh your page and Submit for Authorisation



You will be notified via email once paperwork has been checked and approved by the Authorisations Team



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