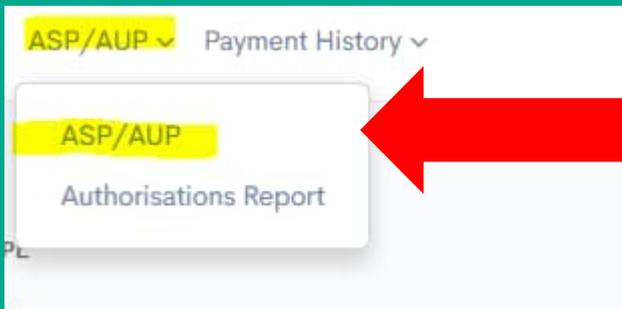
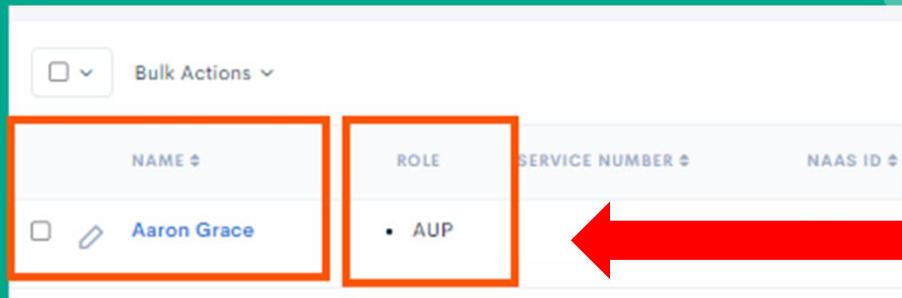


# A Guide - How to Find your Authorised Person's Certificate as a Sole Trader

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



Click On ASP/AUP or Authorisations Report tab

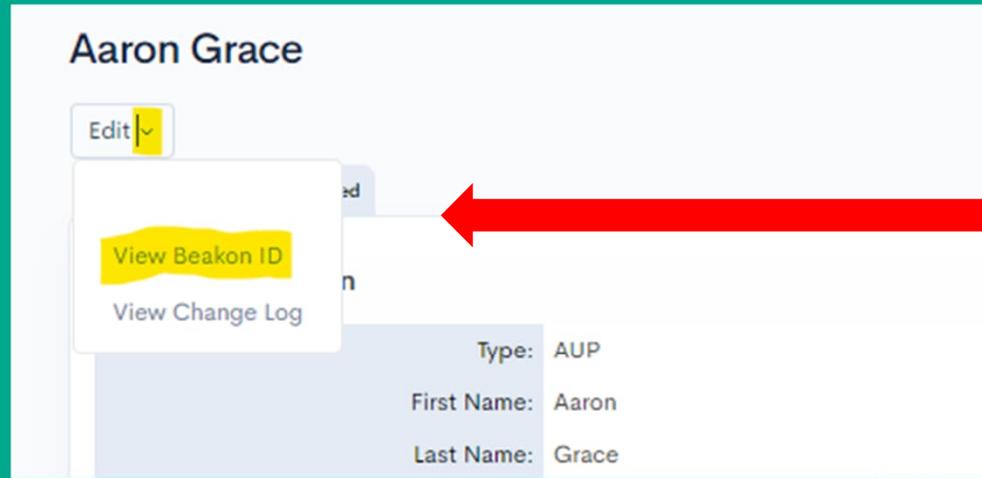


A screenshot of a table with columns: NAME, ROLE, SERVICE NUMBER, and NAAS ID. The first row contains 'Aaron Grace' under NAME and 'AUP' under ROLE. Both the 'NAME' and 'ROLE' columns are highlighted with orange boxes. A large red arrow points from the right towards the 'AUP' role cell.

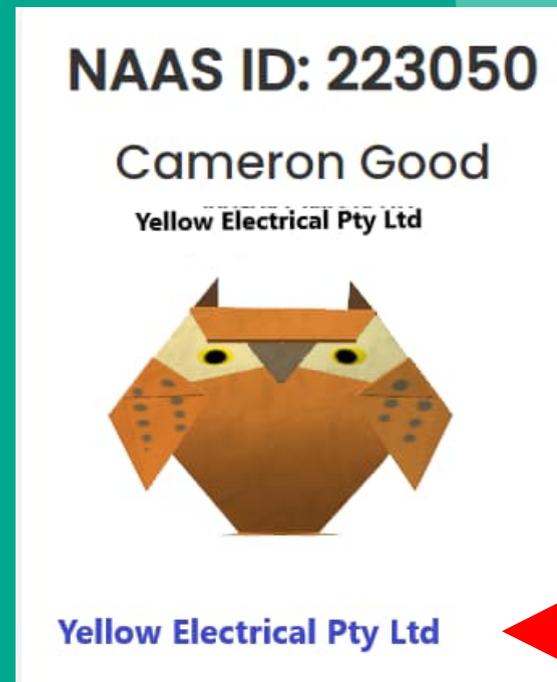
NAME	ROLE	SERVICE NUMBER	NAAS ID
Aaron Grace	AUP		

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

### Network Access Digital Certificate

*Certificate is not valid if the photo is not visible.  
Please contact Authorisations if there is no photo.*



Name: David Hunter  
NASS ID: 256359015  
Company: - Yellow Electrical Pty Ltd  
Date Issued: 19/03/2024



#### Authorised Functions

The holder of this card may perform the following functions:

**Compliant** - Carry out Non-Electrical Work - Ground Work - Level 1

**Non-Compliant** - Construct & Maintain Distribution Substation Equipment & Connection Work - Level 1

**David Hunter** - is authorised to carry out the functions listed on this digital certificate associated with work under the Electrical Safety Rules on or near the Endeavour Energy Electricity network while employed by Yellow Electrical Pty Ltd.

This letter should be kept in a safe place as a record of the authorisation issued to you. Also, it is a requirement to notify Endeavour Energy of any change(s) to the particulars of this for the duration of this authorisation.



**Endeavour  
Energy**



**POWER  
together**