



QUICK GUIDE - HOW TO UPDATE YOUR ACCREDITATION EXPIRY IN BEAKON

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Log in

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

- 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

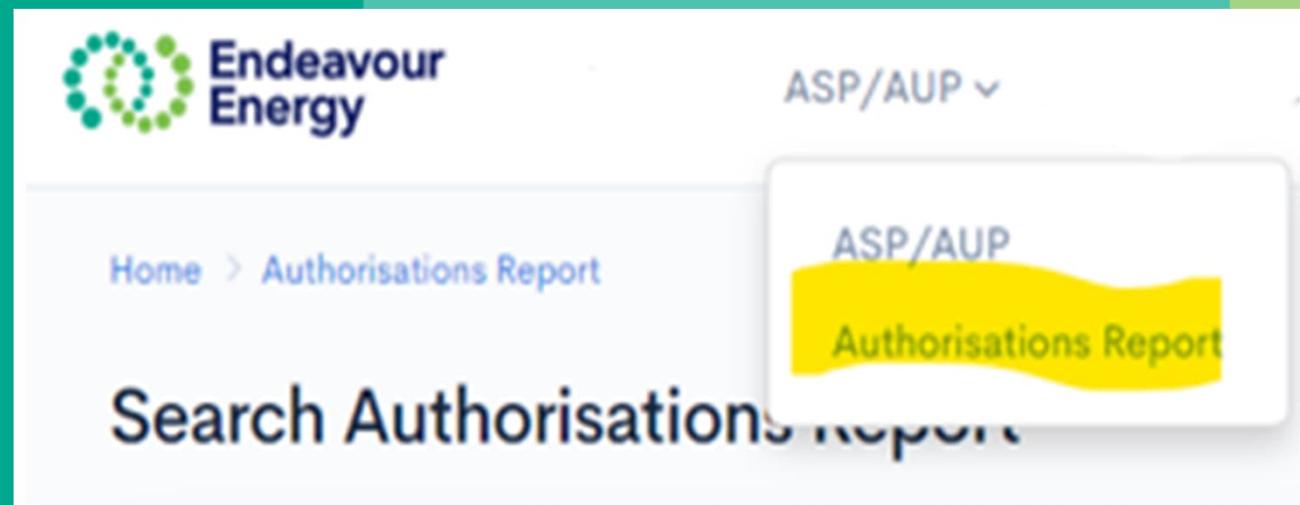
Important Please note:

When you upload your accreditation, you are overriding the old document, and all authorisations will become Non-Compliant. You will need to update 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



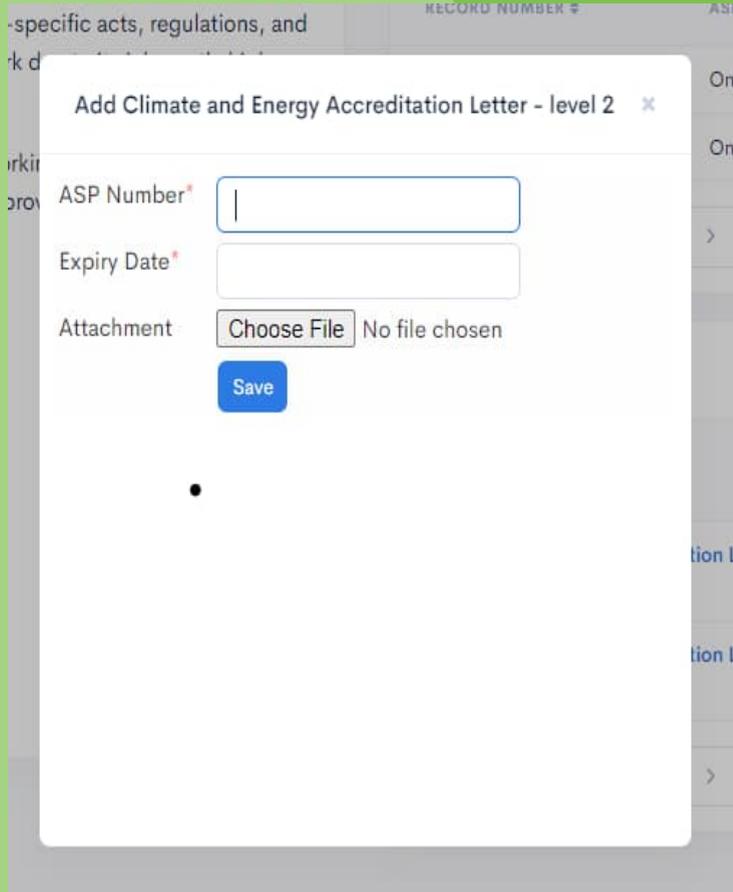
How to Attach your Renewal Accreditation Letter

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

ASP	Level 2 ASP	Level	0/1	Exempt	Non-Compliant
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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

ASP	Level 2 ASP	Level	4852	1/1	Exempt	Compliant
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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

ASP	Level	ASP	Level	1/1	Exempt	Non-Compliant	Submit For Authorisation
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You will be notified by email via Beakon once paperwork has been checked by the Authorisations Team



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