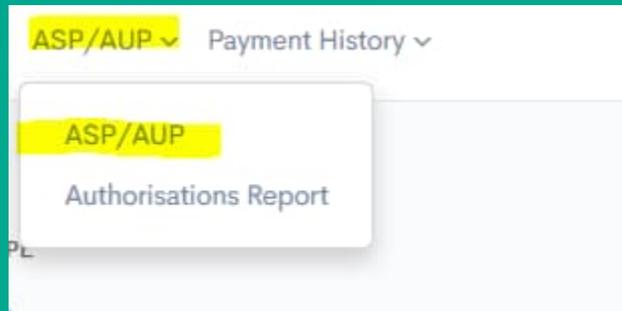


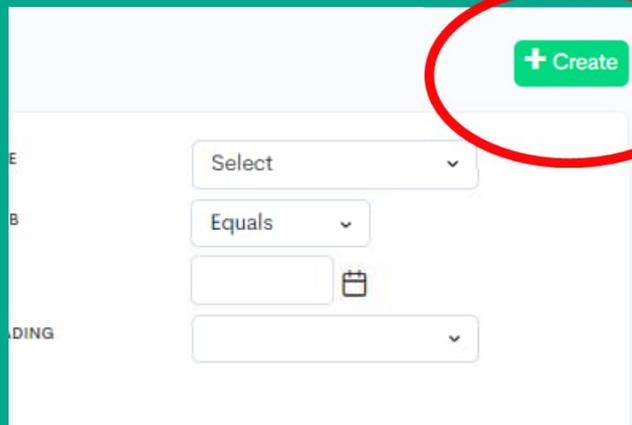


Quick Guide How to Add a New Authorised Person to your Company Profile Contractor CSP Only

From the dashboard go to the ASP/AUP Tab



Click On ASP/AUP



Click on Create in the
ASP/AUP Area

Create the Authorised Person Profile

Aaron Grace > Edit

Save Cancel

Your Information

⌵ Your Information

Type: *	AUP
First Name: *	Aaron
Last Name: *	Grace
User Name: *	1annabieri@email. ←
Role: *	All selected ▾

⌵ AUP Information

Email Settings

Email Address: *

+ Primary

1Aaron.Grace@endeavourenergy.com.:

Save Cancel

D.O.B: * 13/09/1988

Phone Mobile: * +61 0491 888 777

Profile Picture: * Ahmad Zreika.jpg Remove

- If you are a Sole Trader, please use your Firstname Lastname in the Username area
- If you are entering a person working for you, please use their email address, as they will use this to log into Beakon.

Once all information is entered click Save

Find the person's name in the ASP/AUP Area to enter the authorisation details

<input type="checkbox"/>	Jimmy Barnes	• AUP	256359016	Yellow Electrical Pty Ltd - Disconnect and Reconnect - Class 2A (Cat 1) - Level 2	9/9	Approval Pending	<input type="button" value="View 1"/>
				Yellow Electrical Pty Ltd - Construct and Maintain OH Mains - Distribution - Level 1	10/10	Non-Compliant	
<input type="checkbox"/>	John Brownhill	• AUP	256359020				<input type="button" value="View 0"/>
<input type="checkbox"/>	Keith Cosgrove	• AUP	268232	Yellow Electrical Pty Ltd - Operate or Observe Plant Near Overhead Powerlines - Level 1	3/7	Non-Compliant	<input type="button" value="View 0"/>
				Yellow Electrical Pty Ltd - Observe Excavation Work Near The Network - Level 1	3/7	Non-Compliant	

Click on the persons name to open the profile

Authorization

ASP NAME	LEVEL	ASP NUMBER	AUTHORISATION	STATUS	DATE ASSIGNED
No Data					

- Open the profile
- Go down to the Authorisation
- Click Create to add the authorisation that you require to assign
- Continue to do this for each authorisation needed

Adding an Authorisation

- Click Create to open a list of authorisations
- Begin to type the first letters of authorisation you need, and it should appear
- Click on the one you want them to hold and then click save, you can keep adding the authorisations you need, but they must be done one by one

Create

Save Cancel

Authorisation: *

Note:

Save Cancel

Access Distribution Substat... ^

|

- Carry out Electrical Testing and Inspection (Overhead) - Level 1
- Carry out Electrical Testing and Inspection (Overhead) - Level 3
- Carry out Excavation Work Near The Network - Contractor
- Carry out Excavation Work Near The Network - EE - Employee
- Carry out Excavation Work Near The Network - Level 1
- Carry out Excavation Work Near The Network - Level 2
- Carry out Non-Electrical Work - Ground Work - Contractor
- Carry out Non-Electrical Work - Ground Work - EE - Employee
- Carry out Non-Electrical Work - Ground Work - Level 1

All authorisations will become visible in this area and will remain Non-Compliant until all authorisation requirements have been met, and Submitted for Approval

^ Authorisations

Create

ASP NAME ↕	LEVEL ↕	ASP NUMBER ↕	AUTHORISATION ↕	STATUS ↕
	Contractor		Carry out Non-Electrical Work - Ground Work - Contractor	Non-Compliant
	Contractor		Operate or Observe Plant Near Overhead Powerlines - Contractor	Non-Compliant

Adding documents to the Authorisation

Documents can be added to the requirements either in the ASP/AUP Page or the Authorisations Report Page

John Brownhill • AUP 256359028 Yellow Electrical Pty Ltd - Carry out Non-Electrical Work - Ground Work 0/6 Non-Compliant

Click on the red box to view the requirements and add the documents, each authorisation has different requirements

John Brownhill

ACTION	NAME	ISSUE DATE	EXPIRY DATE	VIEW DOCUMENT	STATUS
Mandatory					
Add	CPCCWHS1001 Work safely in the construction industry card (white card)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Add	ESI001 Endeavour Energy Initial Electrical Safety Rules	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Add	HLTAID009 Provide	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Click on the add button for each requirement, add the date of completion/Issue, and expiry date if requested, and attach the document, and click save for each item.

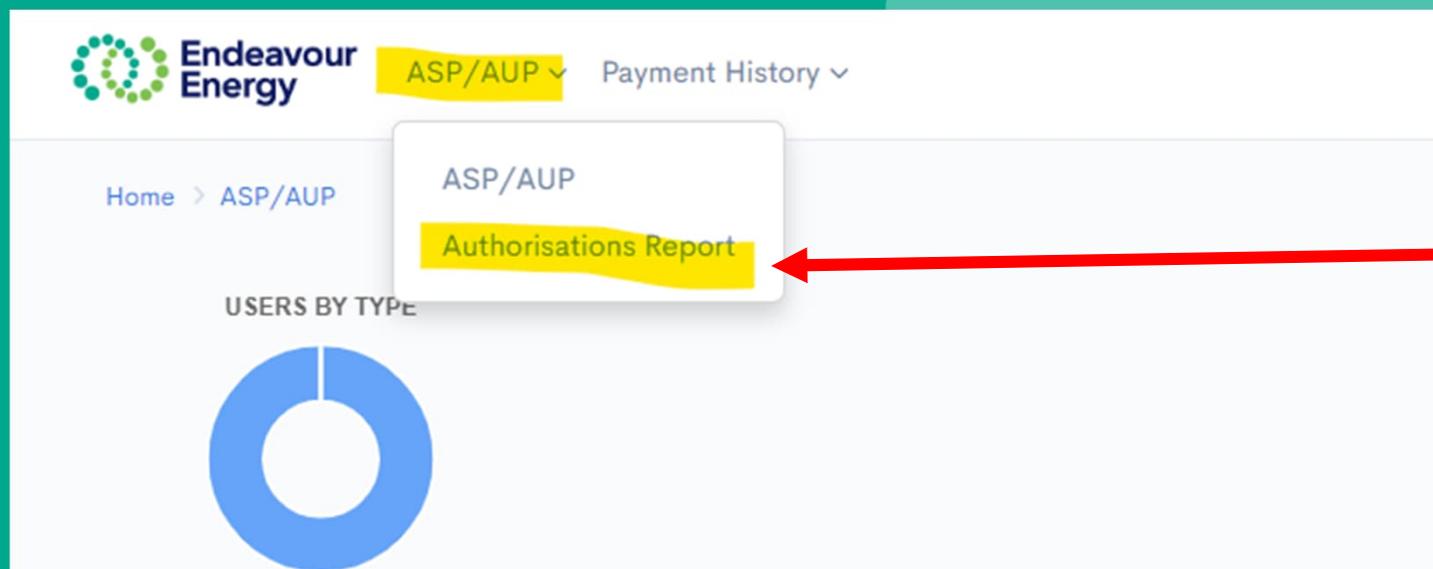
Once all documents have been attached, you will see the status change to Pending Approval

John Brownhill

ACTION	NAME	ISSUE DATE	EXPIRY DATE	VIEW DOCUMENT	STATUS	APPROVAL REJECT
⌄ Mandatory						
Add Edit	CPCCWHS1001 Work safely in the construction industry card (white card)	17/06/2024	28/05/2025	View	Pending Approval	
Add Edit	ESI001 Endeavour Energy Initial Electrical Safety Rules	28/05/2024	28/05/2025	View	Pending Approval	
Add Edit	HLTAID009 Provide	28/05/2024	28/05/2025	View	Pending Approval	

The Authorisation will become Non-Compliant, then this will need to be submitted for approval

John Brownhill • AUP 256359028 Yellow Electrical Pty Ltd - Carry out Non-Electrical Work - Ground Work 6/6 Non-Compliant



Endeavour Energy ASP/AUP Payment History

Home > ASP/AUP

ASP/AUP

Authorisations Report

USERS BY TYPE



You can only submit authorisations from the Authorisations Report page

Click on Submit for Authorisation

			Ltd						
<input type="checkbox"/>	AUTH_47358	John Brownhill	Yellow Electrical Pty Ltd	AUP	Carry out Non-Electrical Work - Ground Work -	6/6	Unpaid	Non- Compliant	Submit For Authorization

Once approved by the Authorisations Team, the status will change to Compliant

Aaron Mclean	Plumbing-Contract	AUP	Operate or Observe Plant Near Overhead Powerlines - Contractor	Contractor	7/7	Exempt	Compliant
-----------------	-------------------	-----	---	------------	-----	--------	-----------

If a document or authorisation is rejected, an explanation as to why it was rejected will be given by the Authorisations Team.



**Endeavour
Energy**



**POWER
together**