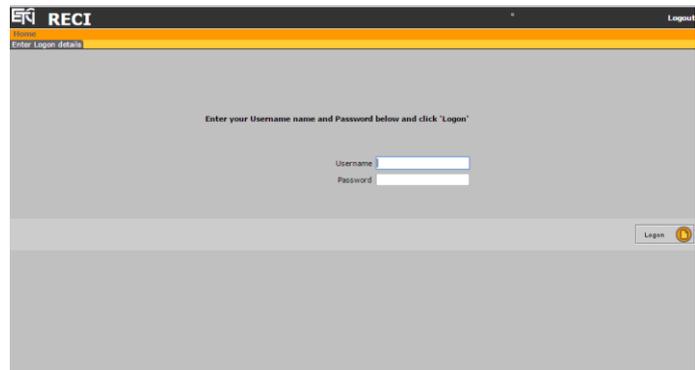


Processing a Pre-Connection Certificate Online

Upon entering the link to the ECC system (<http://www.recicerts.ie/asp/Logon/Logon.asp>) you need to enter your username and password on the logon screen.



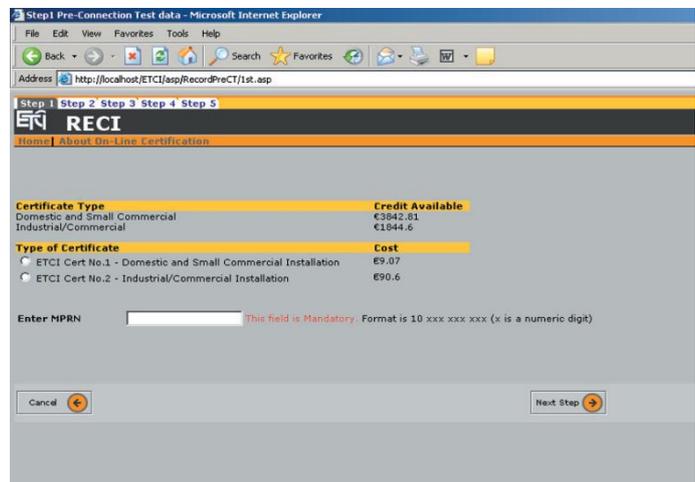
Logon

You will be presented with the main page where you can view your existing pre-certificates. By clicking the “New Cert” button you can begin the procedure to create a New Cert.



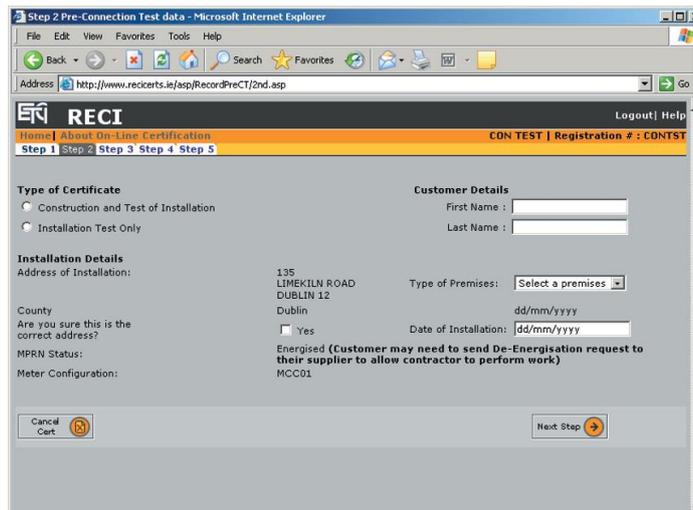
Main Page

You are now presented with the Step 1 page where you may view the amount of credit available to you and you must choose the certificate type and enter the MPRN number required. Then click the “Next Step” button to proceed.



Step 1

Upon clicking the “Next Step” a request is sent to ESBN web service to validate the MPRN number and return the correct associated address. You are now presented with the Step 2 page where you may view the address of installation, MPRN status and meter configuration information returned from ESBN web service. You must choose the type of certificate type, validate the address and enter the customer details required. You then must choose a type of premises available from the drop-down list and enter the date of installation.



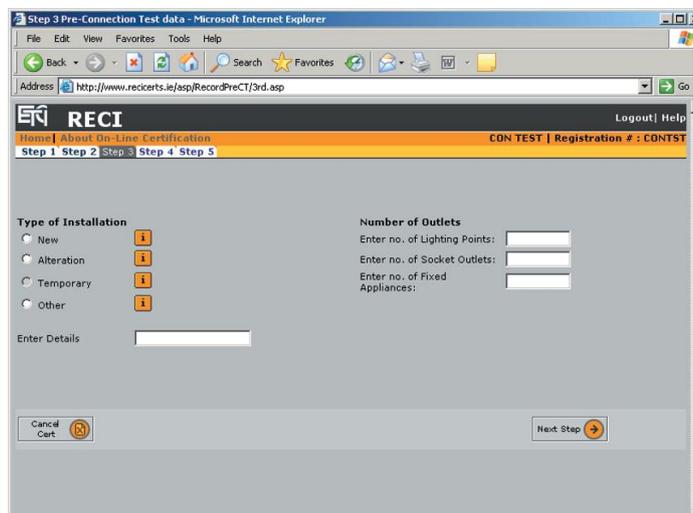
The screenshot shows the 'Step 2 Pre-Connection Test data' form in a Microsoft Internet Explorer browser. The page title is 'RECI CON TEST | Registration # : CONTST'. The form is divided into several sections:

- Type of Certificate:** Radio buttons for 'Construction and Test of Installation' and 'Installation Test Only'.
- Customer Details:** Text input fields for 'First Name' and 'Last Name'.
- Installation Details:**
 - Address of Installation: 135 LIMEKILN ROAD, DUBLIN 12
 - County: Dublin
 - Are you sure this is the correct address?: Yes
 - MPRN Status: Energised (Customer may need to send De-Energisation request to their supplier to allow contractor to perform work)
 - Meter Configuration: MCC01
- Type of Premises:** A dropdown menu with the text 'Select a premises'.
- Date of Installation:** A text input field with the format 'dd/mm/yyyy'.

At the bottom, there are 'Cancel Cert' and 'Next Step' buttons.

Step 2

Then click the “Next Step” button to proceed on the Step 3 page you must specify the type of installation and also complete the various number of outlets required. Then click the “Next Step” button to proceed.



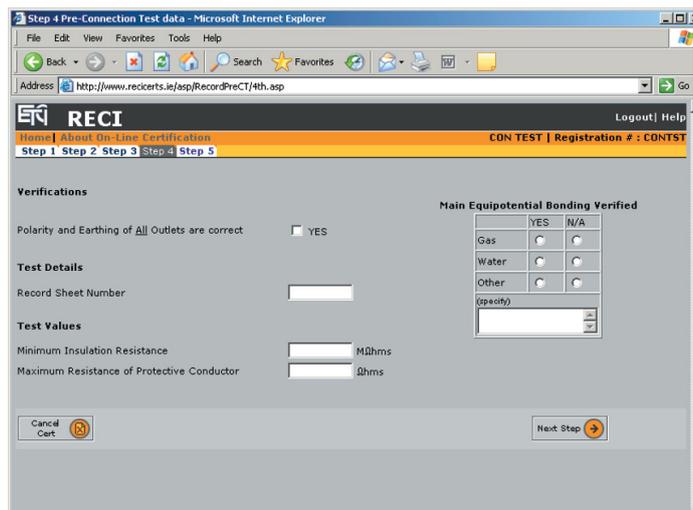
The screenshot shows the 'Step 3 Pre-Connection Test data' form. The page title is 'RECI CON TEST | Registration # : CONTST'. The form includes:

- Type of Installation:** Radio buttons for 'New', 'Alteration', 'Temporary', and 'Other', each with an information icon.
- Number of Outlets:** Three text input fields for 'Enter no. of Lighting Points', 'Enter no. of Socket Outlets', and 'Enter no. of Fixed Appliances'.
- Enter Details:** A text input field.

'Cancel Cert' and 'Next Step' buttons are located at the bottom.

Step 3

On the Step 4 page you must confirm the verifications, record the test details and test values, complete the main equipotential bonding verifications. Then click the “Next Step” button to proceed.



The screenshot shows the 'Step 4 Pre-Connection Test data' form. The page title is 'RECI CON TEST | Registration # : CONTST'. The form contains:

- Verifications:** A checkbox for 'Polarity and Earthing of All Outlets are correct' with a 'YES' label.
- Test Details:** A text input field for 'Record Sheet Number'.
- Test Values:** Two text input fields for 'Minimum Insulation Resistance' (with 'MΩhms' next to it) and 'Maximum Resistance of Protective Conductor' (with 'Ωhms' next to it).
- Main Equipotential Bonding Verified:** A table with columns 'YES' and 'N/A' and rows for 'Gas', 'Water', and 'Other (specify)'. Each row has two radio buttons.

'Cancel Cert' and 'Next Step' buttons are at the bottom.

Step 4

You are then presented with the Step 5 page where you may preview the certificate and must agree to the pre-connection certification legal agreement, then click the “Submit Cert” button to submit the cert to ESBN.

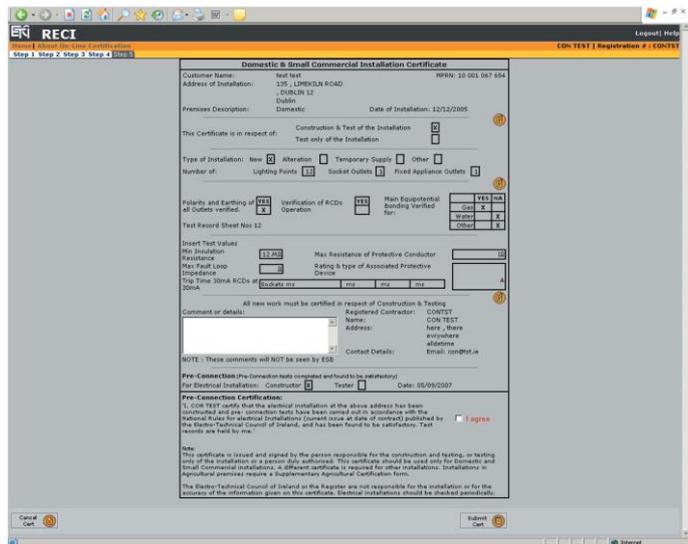
This is the second Web Service where the certificate is submitted to the ESBN systems.

You can use the comment box to add additional relevant information. This information will not be sent to ESBN, however, it will appear on the final completion certificate which you print for your customer after completing the post-connection tests.

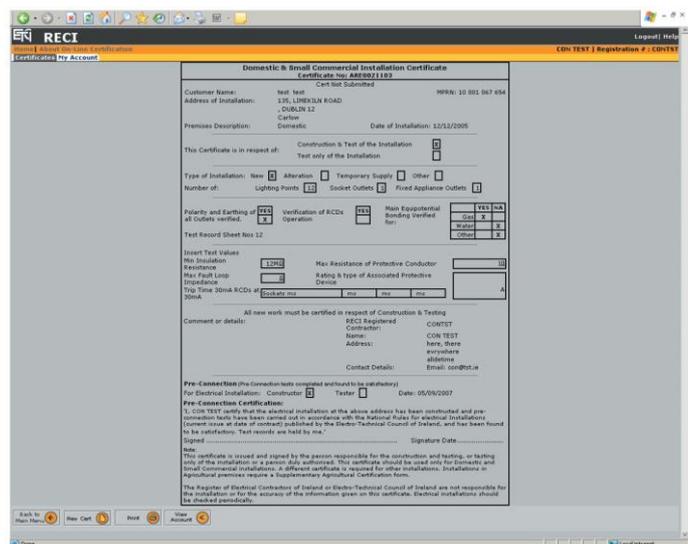
You can print the certificate as this pre-connection stage if you want to, but of course this is not the final certificate.

When you submit the certificate to ESBN you will receive a confirmation that the cert has been submitted. After you have done the post-connection tests and entered the information the ETCI ECC system will present you with a display of the certificate which you may print and sign for submitting to your customer. You can print further copies of the certificate if you wish at any time.

From here you can return back to the main menu or view your Account or create another New Cert.



Step 5



Completed Pre-Connection Certificate

[Please continue to the Post-Connection Certificate](#)

Processing a Post-Connection Certificate Online

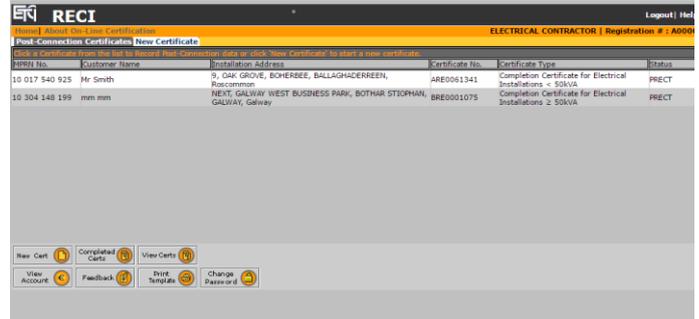
When ESNB have connected the supply to the installation a text message will be sent to the contractor’s mobile phone advising him of the connection.

After connecting to the supply, you shall do the post-connection tests and complete the post-connection certificate.

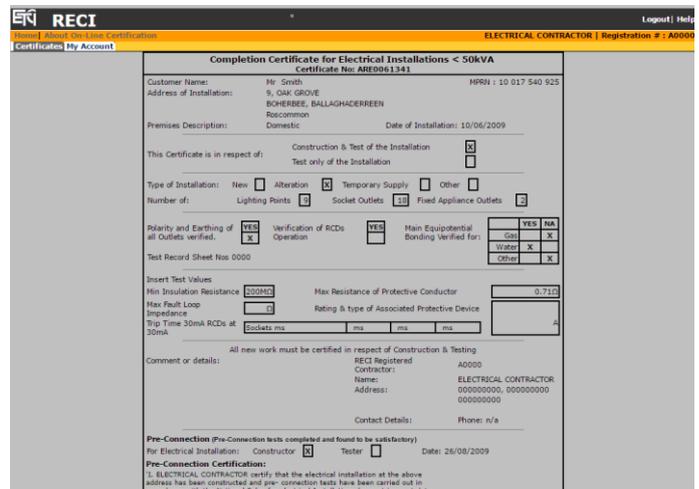
When you log back into your ECC account, your newly entered pre-connection certificate will be listed in your main menu.

After clicking the row of the certificate displayed on your main menu that you wish to complete you will be brought to a summary screen containing the pre-connection details from where you can proceed on to finalise your certificate.

Clicking Next Step at the bottom will bring you to the screen where your post-connection test results can be entered.



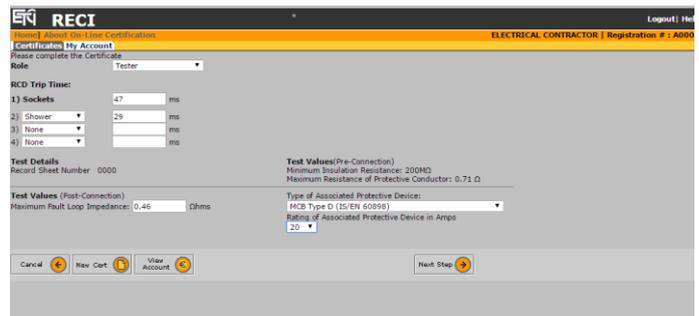
Main Menu – Pre-Connection Certificate



Completed Pre-Connection Certificate

At Step 1 you must enter the information found in your post-connection testing. Select your role in the certification process, input the RCD times, the maximum fault loop impedance, select the suitable protective device and its rating.

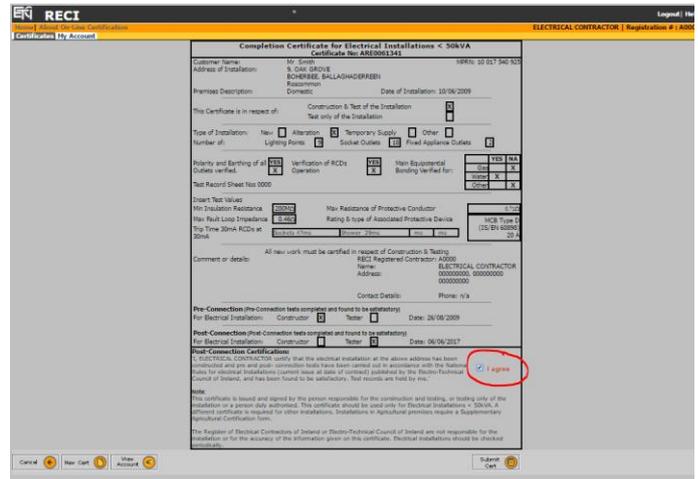
Your data will be checked to ensure it is compliant with the Wiring Rules. Only when this is so will you be able to move to the next screen.



Step 1

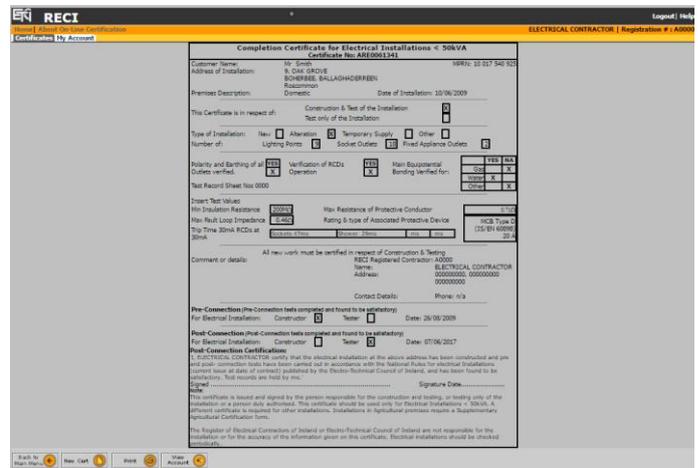
In similar manner to the pre-connection test you must once again confirm the correctness of the data you have inputted.

Complete Certificate Details are displayed leaving you to accept the legal declaration and click Next Step before the Certification process is fully completed.



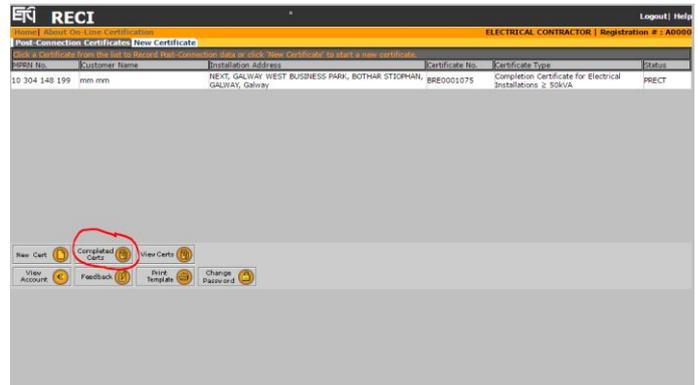
Step 2

After accepting the legal declaration a summary, which can be printed off for your files, is displayed. From here you can begin the entire certification process again or return to your main menu page.



Post-Connection Certificate – Summary

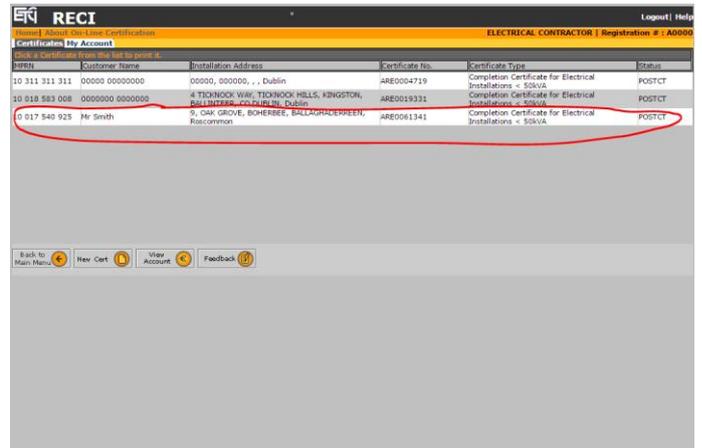
When you return to your main menu you will notice that the newly completed certificate has migrated from the listing of pre-connection certificates to the list of completed certificates.



REC No.	Customer Name	Registration Address	Certificate No.	Certificate Type	Status
10 304 148 199	mm mm	NEXT, GALWAY WEST BUSINESS PARK, BOTHAR STORMAN, GALWAY, Galway	BRE0001075	Completion Certificate for Electrical Installations < 50kVA	PRECT

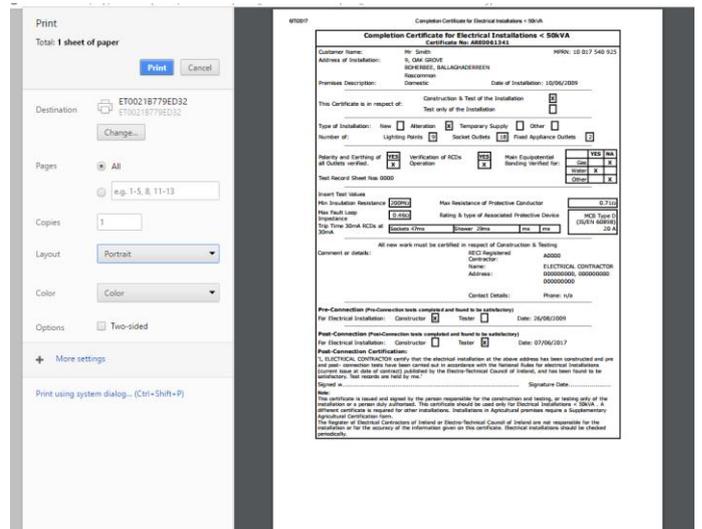
Post-Connection Certificate – Completed Certs Menu

Finalised certificates are now present on the Completed Certs listing. By clicking anywhere on the cert's row you can readily print off a copy of the cert.



Post-Connection Certificate – Certs Completed

When you choose to print a copy of the Certificate the print notification will open up a summary of your completed certificate in a new browser window and bring up a small print dialog box enabling you to select the particulars of your print. Click “Print” on the print box to produce a copy of the Cert.



Print Final Completion Certificate

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Owner	Safe Electric		

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V1.0	07/06/2017	Eszter Bujtor	Release Document