

Guide to using the redesigned REC Registry for the first time

Overview

This guide includes information for account administrators and users to support them with the transition to the redesigned REC Registry, on 15 September 2014

Included in this guide is:

- [Important information for all REC Registry users](#)
 - » What is required when you first log in.
- [Account administrator checklist](#)
 - » What you need to do to set up your REC Registry users.
- [User check list](#)
 - » Who you need to liaise with to ensure your registry access is set up correctly.
- [Video demonstrations](#)
 - » Learn about some of the new features of the redesign.
- [User permissions structure overview](#)
 - » Learn about the new user permissions available for users.

Information for all REC Registry users

There are a number of activities you will be required to do before you are granted full access to the redesigned REC Registry.

When you log on to the redesigned REC Registry for the first time you will be required to:

- Reset your password. You will be sent an email with instructions on how to create your new password.
- Read and accept the new terms and conditions.

Account administrator check list

When you first log into the redesigned REC Registry yourself, and all users for your account will be required to:

Update permissions

The user permission structure has changed in the redesigned REC Registry. You will need to update the permissions for all users in your account.

A [demonstration video](#) is available on our website to assist you with this process.

Update physical and postal address

All accounts in the redesigned REC Registry must now supply both a physical address and a postal address. As account administrator, you are responsible for checking that the account details contained in the REC Registry for your account is up to date.

A [demonstration video](#) is available on our website to assist you with this process.

Update business area contacts

The redesigned REC Registry now allows account administrators to nominate users to act as contacts for the Clean Energy Regulator. You should ensure that you nominate a contact person for all areas of your business which are relevant to the way you use the REC Registry.

A [demonstration video](#) is available on our website to assist you with this process.

Update event driven emails

The redesigned REC Registry now allows account administrators to 'opt in' specific users to receive additional event driven emails generated from the REC Registry. Event driven emails are automatically generated by the REC Registry when specific actions are completed. Users who have been 'opted in' will receive event driven emails for all events regardless of which user completed the action—If a user is not opted in to receive additional event driven emails they will only receive emails generated from an action that they themselves completed.

A [demonstration video](#) is available on our website to assist you with this process.

Update broadcast emails

The redesigned REC Registry now allows account administrators to 'opt in' specific users to receive broadcast emails from the REC Registry. Broadcast emails are sent by the Clean Energy Regulator and contain information about scheme updates, legislative changes, deadlines and REC Registry outages.

A [demonstration video](#) is available on our website to assist you with this process.

Account user check list

Account users will need to liaise with their account administrators to ensure they:

Review user permissions

The user permission structure has changed with the redesigned REC Registry. Only account administrators have access to update user permissions. You will need to liaise with your account administrator to ensure you have been granted the correct permissions. You will not be able to access any functionality within your REC Registry account until your account administrator has updated your permissions.

A [demonstration video](#) is available on our website to assist you with this process.

Review user email preferences and business area contact details

Please work with your account administrator to update the following user details:

- Nominate users to be contacts for different business areas for the Clean Energy Regulator. The Clean Energy Regulator will use this contact information to determine who in your business to contact about different matters.
- 'Opt in' specific users to receive additional event driven emails generated from the REC Registry. Users who have been 'opted in' will receive event driven emails for all events regardless of which user completed the action
- 'Opt in' specific users to receiving broadcast emails from the REC Registry. Broadcast emails are sent by the Clean Energy Regulator and contain information about scheme updates, legislative changes, deadlines and REC Registry outages.

A [demonstration video](#) is available on our website to assist you with this process.

Video demonstrations

Demonstration videos are available on our website to assist you during the transition to the redesigned REC Registry. These videos show you how to use some of the new features in the redesigned REC Registry, including:

- Managing accounts and users
- Certificate summary holdings and certificate activity log
- Certificate tagging and transfers
- Registering and searching for solar water heaters and small generation units

Supported browsers

The redesigned REC Registry works with a range of browsers including Internet Explorer, Firefox and Chrome. Browsers currently supported by the redesigned REC Registry:

- Internet Explorer 9
- Internet Explorer 10
- Firefox 30
- Firefox 31
- Chrome 35, and
- Chrome 36.

For optimal performance it is recommended you use Internet Explorer 10, Firefox 31, Chrome 36, whilst running a screen resolution of 1280x1024 or higher.

The Clean Energy Regulator recommends that you install the above listed browsers ready for the release of the redesigned REC Registry.

Further information

If you have any questions or need additional support using the redesigned REC Registry please contact us.

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