Electronic Certificates of Compliance

Using multiple licences to complete eCoCs

Contents

1. ABOUT THIS DOCUMENT

This document will assist you in adding your licences to eCoC, combining existing accounts and certifying your work utilising multiple licences.

Before using this guide, ensure you have registered at least one licence on eCoC.

For a general guide to using eCoC, please see www.sa.gov.au/otr/ecoc and navigate to the Training and Support section.

2. USE OF MULTIPLE LICENCES

2.1   Appropriate Use

There are several situations where operating an eCoC account with more than one licence is appropriate.

The most common of these will be where your worker's registration is held under a Plumbers, Gas Fitters and Electricians (PGE) licence, and your contractor conditions are held under a separate Builders (BLD) or PGE licence.

eCoC will allow you to add a single workers licence and any number of contractor licences, though only a single Business Name will be recorded so if you contract under several business names you may wish to consider operating an eCoC account for each business separately.

2.2   Inappropriate Use

It is inappropriate to add an additional licence, or to merge accounts where:

- You are not the holder of all licences concerned;
- The licence is held by several individuals;
- Your details as described in the **My Profile** section will not accurately represent the licence

3. ADDING AND MERGING

3.1   Adding a Licence Not Yet Registered for eCoC

To register a licence which is not currently registered on eCoC you will require the following:

- Your login details for your eCoC account
- The licence number to be added
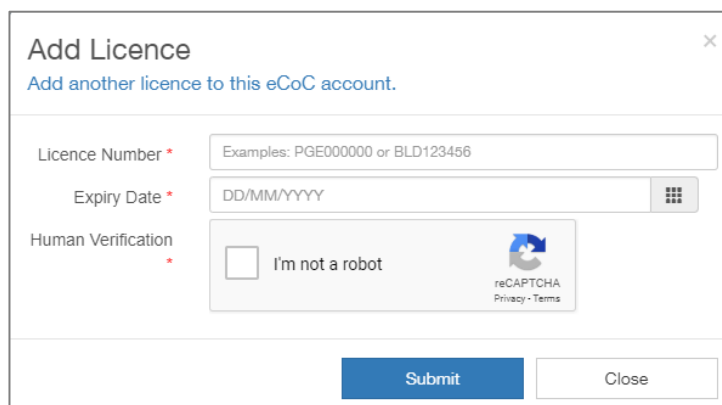- The current expiry date of the licence to be added

To add a new licence:

1. Login to your existing eCoC account.
2. Navigate to **My Licences.**
3. Select **Add Licence** using the menu on the right of the page.

4. Enter the licence number and the current expiry date.

5. Complete the reCAPTCHA human verification.

6. Click **Submit.**

7. If your details were verified to be correct, the licence is added immediately.

8. If these details did not match the Occupational Licencing database, check the licence number and expiry date entered to ensure they are correct.

9. Once corrected, click **Submit** again.

3.2 Merging Two Existing eCoC Accounts

If you have already registered your licences for eCoC by using separate eCoC accounts, you can now opt to combine these into a single account.
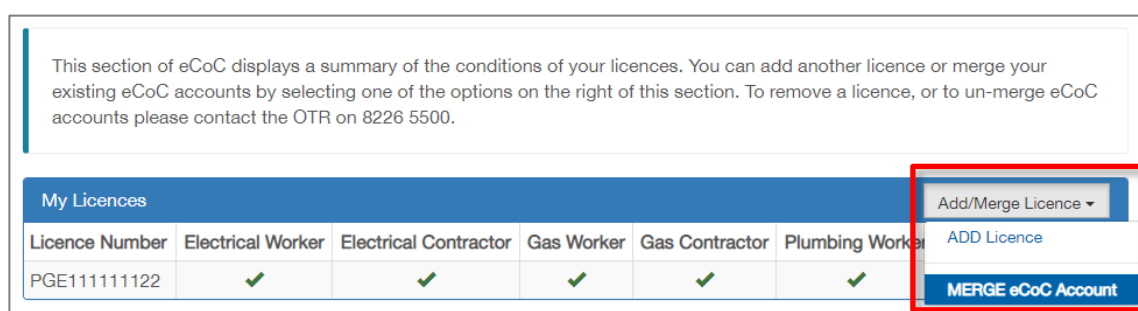
To combine two eCoC accounts you will need:

- The login details for both accounts
- To choose an account to retain, and one to deactivate

To merge your accounts:

1. Login to the account you wish to retain.

You will continue to use the licence number for this account to login to eCoC after the merge.

2. Navigate to **My Licences.**

3. Select **Merge eCoC Account** using the menu on the right of the page.
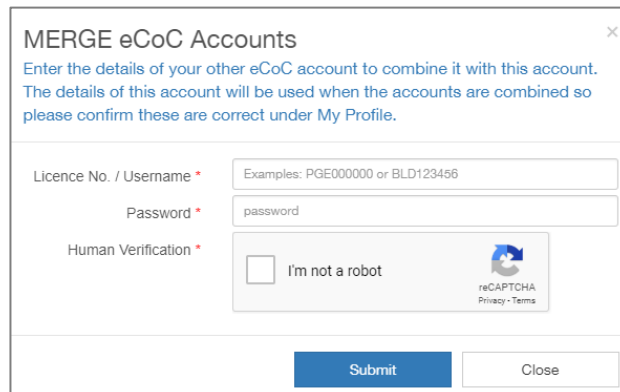
4. Enter the login details for your other account.

The account you enter here will be deactivated once you complete the merge request so please confirm that you are currently signed in to the account you wish to retain.

You can confirm this by checking the licence number in the top right of the screen.

5. Complete the reCAPTCHA human verification.

6. Click Submit.

7. Provided the details are correct, the merge will occur instantly. You may need to reload the page in your browser to refresh the list of your licences.
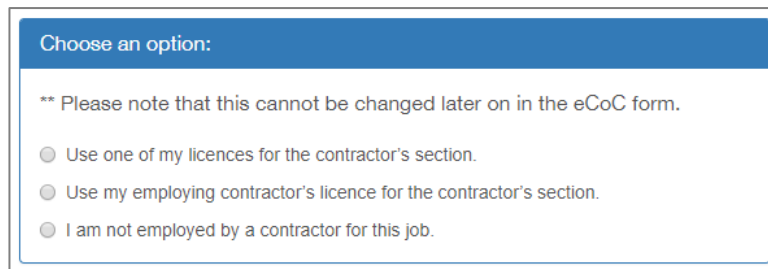
8. If the Licence Number or Password are not accepted, check these details and re-enter them, if needed you can reset your password for your other account by signing out, then selecting **Forgot Password** after clicking Sign In on the eCoC homepage.

4. SUBMITTING AN ECOC USING MULTIPLE LICENCES

The process of submitting an eCoC using multiple licences does not differ in any major way from that to submit using a single licence. If you're unfamiliar with how to submit an eCoC, please see www.sa.gov.au/otr/ecoc and navigate to the Training and Support section.

4.1 Options When Creating an eCOC

On first creating an eCoC, you will be asked to select your worker's licence. Following that you will be given several options relating to contractor signoff of the eCoC. These will depend on the licences you have added to your account.

Select '**Use one of my licences for the contractor's section**' if you are signing both the worker's and contractor's sections of the eCoC using the same eCoC account. If you have added more than one contractor's licence to this account you will be prompted to choose a licence before certifying the contractor's section of the eCoC.
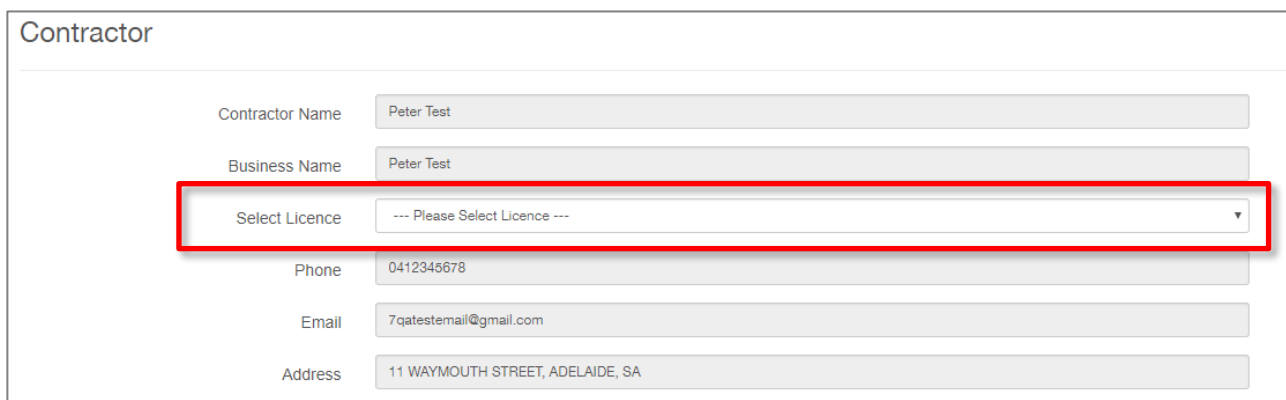
Select '**Use my employing contractor's licence for the contractor's section**' if you are the worker for this job and are employed by a contractor who will complete the contractor's section. Ensure your employer has added your details in their 'My Workers' section, and select their details from the list presented after you choose this option.

Select '**I am not employed by a contractor for this job**' if you are an in-house worker or for a 'free job'.

4.2 Choosing a Contractor's Licence to sign an eCoC

Typically before submitting an eCoC you are required to certify the Contractor's section of the certificate.

If you hold more than one Contractor's licence, and have added them to your account you will be provided with an option to select your licence on the 'Sign and Submit' page of the eCoC.

Simply select the applicable licence, and certify and submit the eCoC.