**NICEIC**
**ONLINE CERTIFICATION**

# Online Certification

## User guide

Completing certificates and forms is now even easier with NICEIC's new Online Certification System.

- Free for all NICEIC Contractors – no software, licence or support costs
- Instantly notify jobs to Building Control
- Use on multiple platforms – PC, tablet and smartphone
- Certificates updated when regulations change
- Certificates securely stored online
- Pay-as-you-go certificates

### Works on all platforms including:

PC          Tablet          Smartphone

# NICEIC Online Certification makes the creating, storing and administration of certificates and forms a far simpler and more streamlined process, plus it's FREE to access for NICEIC registered contractors!

There is no need to install any software, simply login with your existing Building Control username and password to start completing certificates.

The online certificates cost just £1 each and are securely stored for you to retrieve as you need them. NICEIC Online Certification is also fully integrated with the Building Control Notification System (BRCS) so you can notify your work in an instant.

✔ Simply login, complete certificates online, email from site and print from home or office

✔ Multiple users can work on a certificate at the same time and clients can check them online

✔ Most popular electrical certificates available now. All certificates will be available soon

✔ Online support videos will help you to complete certificates accurately, first time

✔ Never lose certificates – all certificates are securely stored online for contractors to retrieve

✔ Dedicated UK based support **0800 240 4601**

# Registering an account

You can access **www.niceiconline.com** by using your Building Control (BRCS) or NICEIC Direct webshop login.

If you have forgotten your username or password, use the forgotten password link or call **0800 240 4601**.

Alternatively, you can register a new account by following these simple steps:

**1.** Select the **Register now** button from the login page. Enter your NICEIC registrant number and postcode in the fields below

Note: You must have completed the enrolment process with NICEIC before you can access NICEIC Online Certification

**2.** Once you have registered you will receive an email asking you to verify your account. Make sure you check your spam folder just in case the email was sent there by mistake

**3.** The email contains a link and a four digit verification code. Simply click the link and enter the code to verify your account

**4.** Once you have selected **Activate my account** you will be able to login using the new username and password you have created
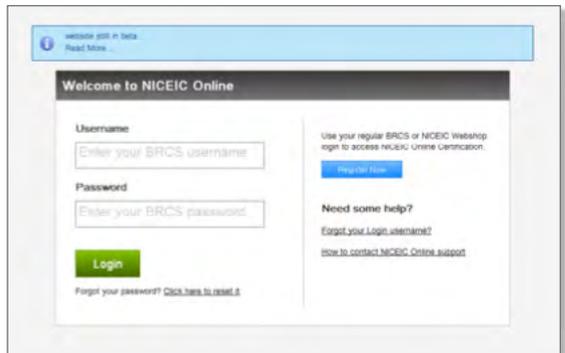
# Home page

Upon successfully logging in, you will be presented with the Dashboard.

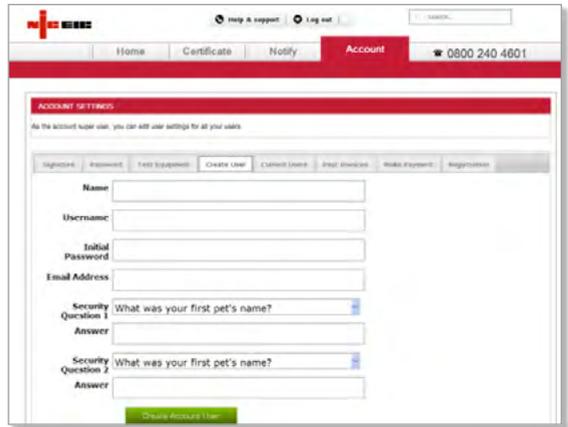The Home Page/Dashboard, is divided into four main sections as follows:

**1**. The **Navigation bar** at the top of the page, displays the four main tabs

**2**. The **Quick links** section, this is where you can place your favourite certificates

**3**. Various **Widgets**, which provide quick at-a-glance information of recent account activity

**4**. The **Search** tool, on the top right corner of the page

# Creating a new user

Note: Only a Qualified Supervisor (QS) will have access rights to create a new user

**1**. To create a new user select the **Account** tab

**2**. Select **Create user** and complete each field of the form

**3**. Click **Create account user** to submit. The new user will be sent an email containing their login details and a link to the NICEIC Online Certification website

# Creating a signature

**1.** To add a signature to your account select the **Account tab**

Note: Your account page may look different depending if you are registered as a Qualified Supervisor (QS) or not

**2.** To create your own signature using a mouse, select the **Sign onscreen** box displayed underneath the **Update signature** section. Click and drag the mouse to draw your signature onscreen

**3.** Select **Update signature** to save your signature. Don't worry if you make a mistake, just click the **Clear signature button** to try again



**4.** You can also upload a scanned image to use as a signature. From the same screen, select the **Upload scanned signature tab**

**5.** Press the **Select file** button and choose your scanned image. A small icon will appear to let you know when it is ready to upload

**6.** Click **Upload** and you will see a progress bar move across the icon. Once the image has finished uploading it will automatically update to your signature
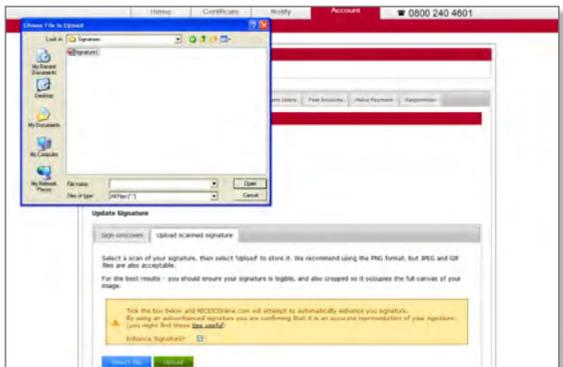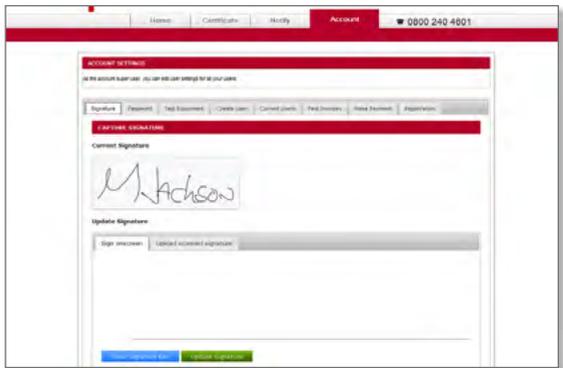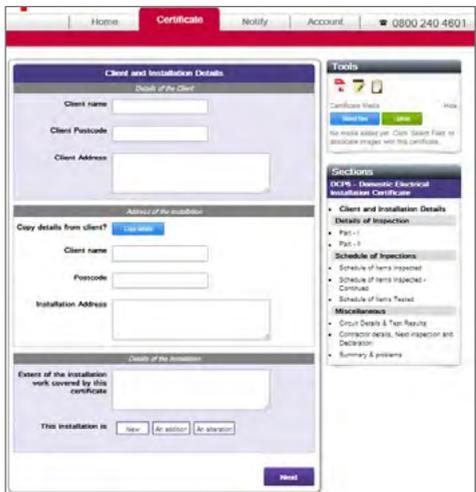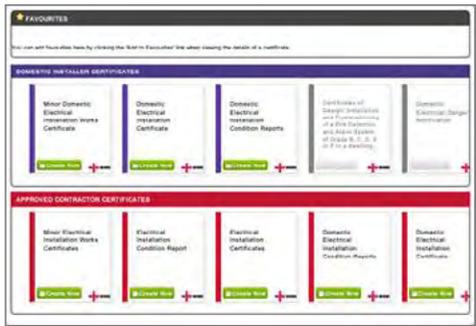
# Creating a certificate

Creating certificates is simple and straightforward. You can preview the certificate before finalising it and download a PDF copy. You can also print a copy yourself, and have the system print a high quality colour copy and post it directly to your customer (for an additional £1.50 charge billed directly to your account).

Click on the **Certificate tab**, the default view is a list of recently created certificates. Those with a padlock icon indicate finalised certificates, those with the notepad icon are draft.

To create a new certificate, click on the **"Create certificate"** button to view the list of certificates available to be created, and click on the **"Create now"** button for the certificate you wish to create.

Once you have selected a certificate a screen similar to the screenshot (below) will be shown. Certificates are divided into linked sections that can be navigated using the navigation buttons at the bottom of each editing screen, or by using the navigation section on the right side of the screen.

# Creating a certificate

The certificate does not have to be completed in order of these sections. Each section consists of the following:

**Editing area:** This contains all the fields from the electrical certificate which need to be completed. There is field specific help text, videos, quick macros and warning messages to help you complete each certificate.

**Tools:** Tools available to help you with aspects of certificate creation. These include the Preview utility, a Note-taking utility for fields and the whole certificate and the Notepad to view all notes.

**Sections:** Easy navigation utility to navigate directly to and from specific parts of the certificate.

The current active section, which is being edited, is highlighted.

# Creating a certificate

**Help and support:** We have a range of support videos to help you get to grips with NICEIC Online Certification. Help videos are available for all areas of the site, from getting started on the homepage to completing certificates, notifying work and changing your account settings. To access our help videos simply click on the **Help and support** link at the top of each page.



*For example, there are specific short videos introducing the use of templates and completing domestic and 3-phase boards and circuits to help you complete certificates quicker and easier.*

## Completing a Certificate

The last page of a certificate shows the list of any mandatory fields which have not been completed and allows you to preview the certificate as a PDF before it is finalised.

You then have the option to notify Building Control which pre-populates fields such as the certificate number to speed up the process, email the PDF or order a high quality colour copy print.
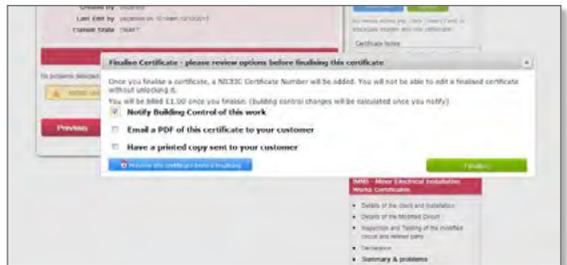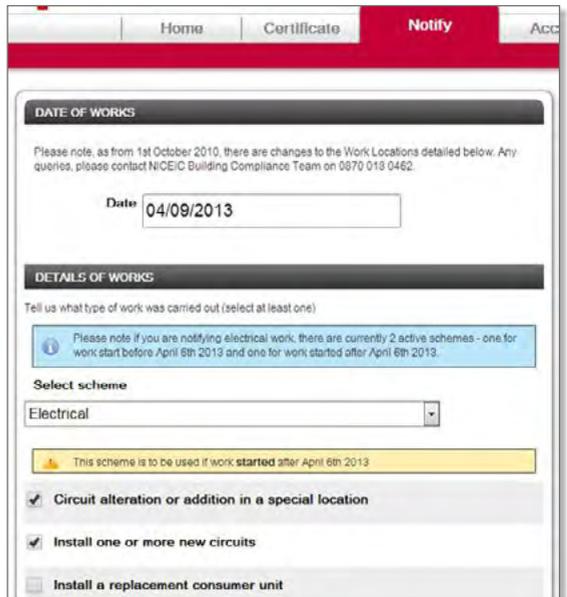
# Notifying Building Control

Click on the Notify tab and use the Postcode lookup to choose the Local Authority.

Enter in the descriptors of the work undertaken.

Before notifying Building Control you can confirm the details to be printed onto the compliance certificate and have the option to order a duplicate copy to a different address.

To find out more click or call:
**www.niceiconline.com**
**0843 290 3434**
**onlinecertification@niceic.com**