



Electricity and Gas High-risk Database User Guide

Version 1.2

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1. About this User Guide

Purpose

The purpose of this guide is to explain how an Electrical Inspector and Certified Gasfitter can use the Electricity and Gas High-risk Database to perform the tasks required to:

- Create an igovt logon
- Register as a user
- Create and edit high-risk work records
- Search for high-risk records
- View details of records and their history
- Export lists of work records
- Create and manage Delegated Authorities (not available for a Delegated Authority user)
- Maintain your user account details

Audience

This user guide is intended for:

- Electrical Inspectors
- Certified Gasfitters
- Delegated Authorities (e.g. an Office or Administration Manager)

Structure of the User Guide

This guide is a reference guide. It is structured to enable readers to look up the parts of the text they require to perform specific tasks.

It has seven chapters:

- Chapter one, this chapter outlines the purpose of this guide and for whom it is intended.
- Chapter two, Create an igovt User Account, provides step-by-step instructions to create your igovt account.
- Chapter three, Register and Access the High-risk Database, provides step-by-step instructions for a Certified Gasfitter or Electrical Inspector and Delegated Authority to register and access the Electricity and Gas High-risk Database.
- Chapter four, Create a High-risk Record, provides step-by-step instructions of how to create and edit a high-risk work record.
- Chapter five, Perform High-risk Record Searches, provides step-by-step instructions of how to search for high-risk work records, view and print a record and its history (if applicable) and export your search results list.
- Chapter six, Manage Delegations and Notifications, provides step-by-step instructions of how to add and remove a Delegated Authority and to set your notifications frequency.
- Chapter seven, Maintain Your Account Details, explains how to update your personal details.

Glossary of Terms

The following table outlines terms used in this User Guide.

Term	Description
Activation code	A computer generated code to link your igovt account with the Electricity and Gas High-risk Database. You click the link to register and use the Database.
Delegated Authority	User who has been granted authority by a Practitioner to work with their high-risk records, e.g. create and edit records.
EGHRD	Electricity and Gas High-risk Database
EWRB	Electrical Workers Registration Board
Hyperlink	<p>A link to another web page, document or graphic you can follow automatically. Hyperlinks are usually underlined and/or display in a bold or different colour from other text in a document, email or web page.</p> <p>When you hover your mouse over a hyperlink the pointer changes to a pointing finger. You click the hyperlink to go directly to the link.</p>
igovt Logon	The igovt logon service allows you to use the same logon to access various government online services.
PGDB	Plumbers, Gasfitters and Drainlayers Board
Practitioner	Certified Gasfitter or Electrical Inspector

2. Create an igovt User Account

You must have a current igovt user account to use the Electricity and Gas High-risk Database. If you already have a current igovt logon, there is no need to create a new account. Go to [Register and Access the High-risk Database](#).

The igovt logon service allows you to use the same logon details to access all participating government service providers' online services. This saves you from having to remember multiple logon details for different services.

Once you create your igovt logon you then need to register with the participating government service provider. The same igovt logon can be used for each government service provider you are registered with.

Steps

1. Open the **Energy Safety** website in your browser (i.e. enter www.energysafety.govt.nz in the browser field).
2. Go to the **Resources for Industry** section of the page and select **EGHR Database** to display the **Welcome** page.

Note: If you need help, click the **Need Help** link in the area below the **igovt Log on** button.

3. Click  to display the **igovt Logon** screen.

4. Click **Create an igovt Logon** to display the **Create an igovt Logon** screen.

5. Complete all fields in this screen to create the username and password you will use to logon each time you access the Electricity and Gas High-risk Database.

- Enter your **username**. This must be between 4 and 64 characters.
- Enter **Your Email Address**.
- **Enter your password**, (e.g. Joe4965, welc0mE!, 56\$alpha). Your password must contain at least seven (7) characters and contain at least three of the following character types:
 - lower case letters (a-z)
 - upper case letters (A-Z)
 - Digits (0-9)
 - Any punctuation or special character from your keyboard.
- Enter your password again in the **Re-enter your password** field to confirm.

6. Click **Continue**. The second **Create an igovt logon** screen displays.

7. Type the characters you see in the picture into the **Enter characters** field. If you cannot read the characters, either:
 - Select **Show a different picture**, or
 - Select **Listen to a recording** and enter the characters you are advised.
8. Click **Continue**. The third **Create an igovt logon** screen displays advising you have successfully logged on as [username] using your username and password.

Create an igovt logon Step 3 of 4

You are logged on as **Jankem** using your username and password.

☒ You have successfully chosen your username and password.

We have sent an email to the address shown with confirmation of your username and a brief introduction about your igovt account.

If you forget your password we can
* = mandatory field

Email you* The privacy of your logon might be compromised if you use a shared email address.

TXT your mobile Prefix Number This must be a New Zealand registered mobile phone number.

Contact you by phone Country Code Area Code Phone number

igovt terms of use
Your use of the igovt services is subject to our [terms of use](#), which you should read and must accept to use your igovt logon.

☒ Yes, I accept the terms of use
☐ No, I do not accept the terms of use

igovt home | Help and contact us | Terms of use | Log of changes | Privacy | Disclaimer and copyright | Accessibility

newzealand.govt.nz

9. Complete other details in this screen.
 - Enter your NZ **Mobile** number and contact **Phone** number, if desired. These numbers are optional, but can be used should you forget your password.
 - Select **Terms of use** and read them.
 - Select the **Yes I accept the terms of use** radio button.

10. Click **Continue**. The fourth **Create an igovt logon** screen displays.

11. Select three security **Questions** and the **Answer** for each. These questions will be used if you need to reset your password online.
12. Click **Continue**. The **igovt Logon Creation Complete** screen displays.

13. Click **Return**. The **Register New User** screen displays.
- To register and use the Electricity and Gas High-risk Database, you must either:
- enter your registration details, see [Register your details](#), or
 - enter the activation code emailed to you, see [Activate your registration](#), then
 - agree to the Terms and Conditions and Privacy Policy.

3. Register and Access the High-risk Database

You must have an igovt account to register and use the Electricity and Gas High-risk Database. If you do not have an igovt account see [Create an igovt User Account](#).

The steps you perform to register will depend on the whether you are a:

- Certified Gasfitter or Electrical Inspector, see [Electrical Inspector or Certified Gasfitter User Registration](#).
- Delegated Authority, see [Delegated Authority User Registration](#).

Note: If you need help, click the **Need Help** link in the area below the **igovt Log on** button.

Electrical Inspector or Certified Gasfitter User Registration

Electrical Inspectors and Certified Gasfitters must enter their registration details to register as a user of the Electricity and Gas High-risk Database. Registration details consist of:

- Your PGDB or EWRB registration number.
- Your email address which is linked to your PGDB or EWRB registration.

Note: If you are a dual practitioner (i.e. an Electricity and a Gas), you register for one type of work, then contact the Business Service Centre and request registration for the other type of work.

Register your details

You must enter your registration details to confirm you are the correct user before you can use the Electricity and Gas High-risk Database.

Steps

1. Open the **Energy Safety** website in your browser (i.e. enter www.energysafety.govt.nz in the browser field).
2. Go to the **Resources for Industry** section of the page and select **EGHR Database** to display the **Welcome** page.

Welcome to the Electricity and Gas High-risk Database

The database is a centralised record of high-risk gasfitting and electrical installation work. The records include residential, commercial and relocatable installations, from 1 July 2013.

To search the database, begin typing the relevant address details in the address search below.

For more information, [click here](#) or contact us on 0508 377 463.

Search

* **Select Address Type:** ?

☒ Physical Installation Address ☐ Relocatable Address

Address ?

Search

Register or Log on with igovt

To access the Electricity and Gas High-risk database, you need to have an igovt login first. [Show me how >](#)

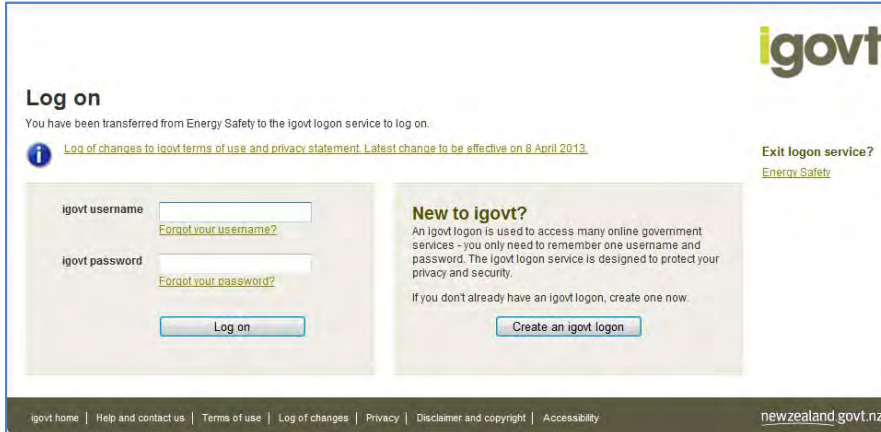
Log on with igovt

igovt Log on

[What is igovt?](#)

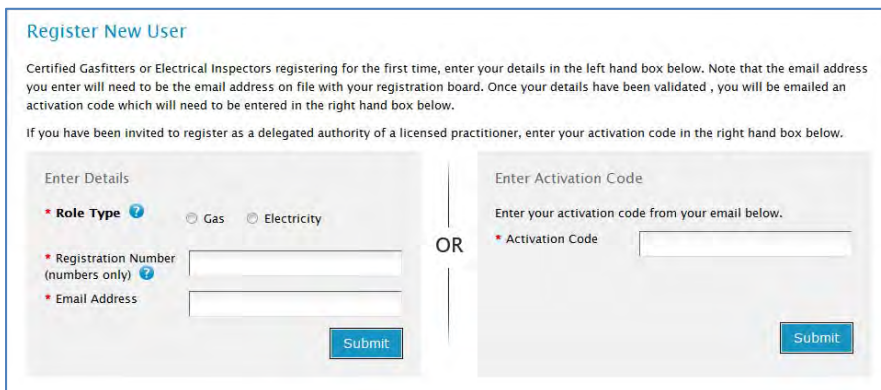
3. Click  to display **igovt Logon** screen.

Note: If you do not have an igovt account see [Create an igovt User Account](#).



The screenshot shows the 'igovt Log on' screen. At the top right is the 'igovt' logo. Below it, the text 'Log on' is followed by 'You have been transferred from Energy Safety to the igovt logon service to log on.' There is a link for 'Log of changes to igovt terms of use and privacy statement. Latest change to be effective on 8 April 2013.' On the right, there is a link 'Exit logon service? Energy Safety'. The main area has two sections: 'Log on' with fields for 'igovt username' and 'igovt password', each with a 'Forgot your username?' or 'Forgot your password?' link, and a 'Log on' button. The second section is 'New to igovt?' with a description of the service and a 'Create an igovt logon' button. At the bottom, there is a footer with links: 'igovt home', 'Help and contact us', 'Terms of use', 'Log of changes', 'Privacy', 'Disclaimer and copyright', 'Accessibility', and the URL 'newzealand.govt.nz'.

4. Enter your **igovt Username** and **igovt password** and click **Log on**. The **Register New User** screen displays.



The screenshot shows the 'Register New User' screen. It has a title 'Register New User' and a paragraph explaining the registration process for Certified Gasfitters or Electrical Inspectors. Below this, there is a section 'Enter Details' with radio buttons for 'Role Type' (Gas or Electricity), a 'Registration Number (numbers only)' field, and an 'Email Address' field. There is a 'Submit' button. To the right, separated by a vertical line and the word 'OR', is a section 'Enter Activation Code' with a text input field and a 'Submit' button. A 'Submit' button is also present at the bottom of the 'Enter Details' section.

Click  to display help text for the **Role Type** options in the **Register New User** screen.

5. Complete the fields in the **Enter Details** section to confirm you are registered with the appropriate Board.
- Select **Gas** or **Electricity** as the **Role Type**.
 - Enter your **Registration Number** (if you have a letter prefixing the number, only enter the number).
 - Enter your **Email Address**. This must match the email address you supplied to the PGDB or EWRB.

Note: If you fail to enter the correct combination of **Registration Number** and **Email Address** within three (3) attempts, you will be locked out. If this happens, a message displays requesting you to contact the Service Centre Help Desk. Phone the Help Desk and they will talk you through the registration.

6. Click **Submit**.
The system will verify your registration and send you an email containing a hyperlink and activation code.
7. When you receive the email, complete the steps in [Activate your registration](#).

Activate your registration

You receive the email containing a hyperlink (including an activation code) and a separate activation code to complete your registration and allow you to access the Electricity and Gas High-risk Database.

There are two ways to activate your registration:

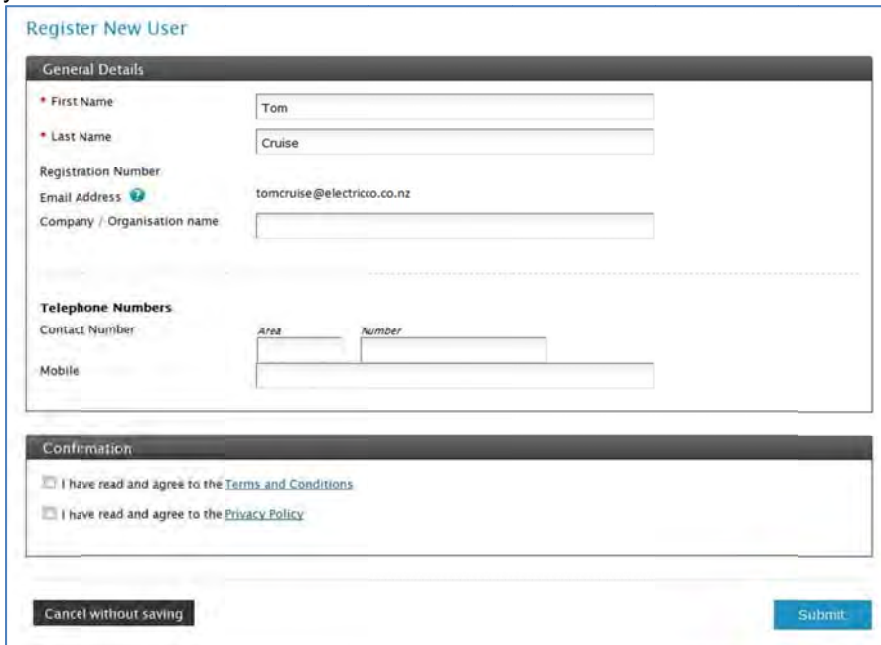
- Select the hyperlink in the email (see [Activate registration using the hyperlink](#)) or
- Enter the activation code (see [Activate registration entering the activation code](#)).

Note: The activation code can only be used once to link your igovt account with the Electricity and Gas High-risk Database.

Activate registration using the hyperlink

Steps

1. Select the hyperlink in the content of the email you received. The **Register New User** screen displays in your web browser.



The screenshot shows the 'Register New User' web form. It is divided into two main sections: 'General Details' and 'Confirmation'. The 'General Details' section contains fields for 'First Name' (filled with 'Tom'), 'Last Name' (filled with 'Cruise'), 'Registration Number', 'Email Address' (filled with 'tomcruise@electricco.co.nz'), and 'Company / Organisation name'. Below this is the 'Telephone Numbers' section with fields for 'Contact Number' (split into 'Area' and 'Number') and 'Mobile'. The 'Confirmation' section has two checkboxes: 'I have read and agree to the [Terms and Conditions](#)' and 'I have read and agree to the [Privacy Policy](#)'. At the bottom, there are two buttons: 'Cancel without saving' and 'Submit'.

2. Select the links to **Terms and Conditions** and **Privacy Policy** in the **Confirmation** area and read the details of both.
3. Check both checkboxes to indicate you have read and agree to the **Terms and Conditions** and **Privacy Policy**.
4. Click **Submit** to display the **Welcome** page with your name in the top right of the screen. You are now logged into the Electricity and Gas High-risk Database. The functions you can perform are listed in the **Do It Online** area.

Welcome to the Electricity and Gas High-risk Database

The database is a centralised record of high-risk gasfitting and electrical installation work. The records include residential, commercial and relocatable installations, from 1 July 2013.

To search the database, begin typing the relevant address details in the address search below.

For more information, [click here](#) or contact us on 0508 377 463.

Search

• **Select Address Type:** ?

☒ Physical Installation Address ☐ Relocatable Address

Address ?

Search

Do It Online

- Create High-risk ELECTRICITY Record
- Search
- Maintain User Account
- Manage Delegations & Notifications

Welcome back Tom.

Practitioner: Tom Smith

igovt Manage

igovt Log off

[About igovt](#)

5. To log off, see **Log off**.

Tip: Bookmark this page so you can easily access the Electricity and Gas High-risk Database when required.

Activate registration entering the activation code

Steps

1. Open the **Energy Safety** website in your browser (i.e. enter www.energysafety.govt.nz in the browser field).
2. Go to the **Resources for Industry** section of the page and select **EGHR Database** to display the **Welcome** page.

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To search the database, begin typing the relevant address details in the address search below.

For more information, [click here](#) or contact us on 0508 377 463.

Search

• **Select Address Type:** ?

☒ Physical Installation Address ☐ Relocatable Address

Address ?

Search

Register or Log on with igovt

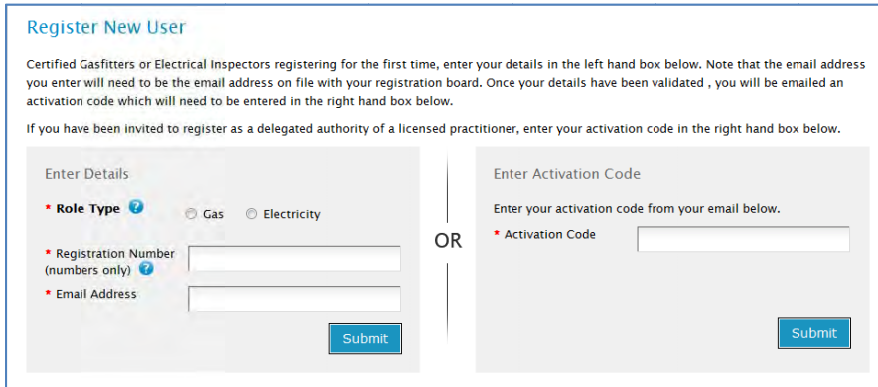
To access the Electricity and Gas High-risk database, you need to have an igovt login first. [Show me how >](#)

Log on with igovt

igovt Log on

[What is igovt?](#)

3. Click  to display the **Register New User** screen.





Register New User

Certified Gasfitters or Electrical Inspectors registering for the first time, enter your details in the left hand box below. Note that the email address you enter will need to be the email address on file with your registration board. Once your details have been validated, you will be emailed an activation code which will need to be entered in the right hand box below.

If you have been invited to register as a delegated authority of a licensed practitioner, enter your activation code in the right hand box below.

Enter Details

Role Type  ☐ Gas ☐ Electricity

Registration Number (numbers only) 

Email Address

Submit

OR

Enter Activation Code

Enter your activation code from your email below.

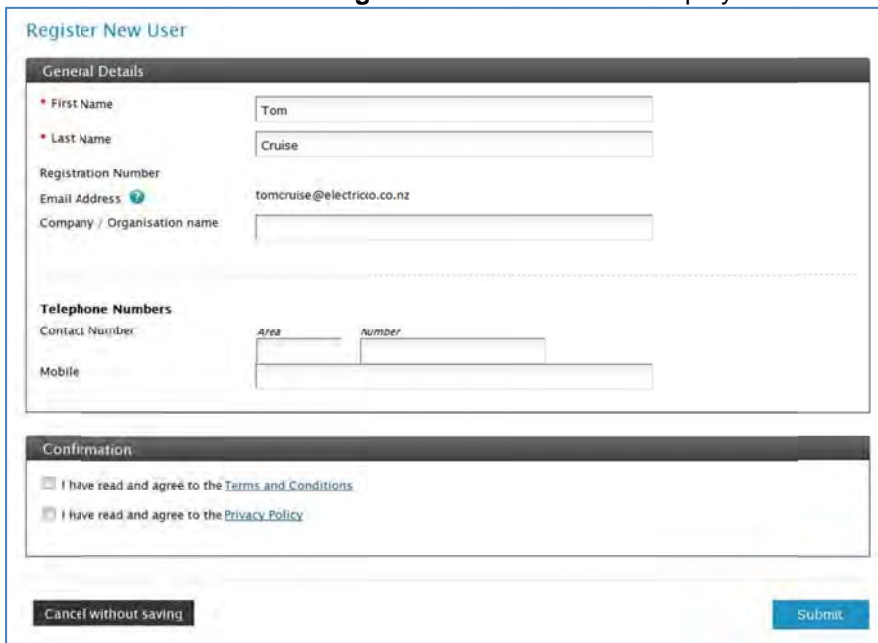
Activation Code

Submit

4. Copy the activation code from the content of the email you received and paste it into the **Activation Code** field.

Note: When copying the activation code, make sure you include the 'eg-' (letters and dash) at the beginning of the code. For example, eg-48XFSPBAW.

5. Click **Submit**. The second **Register New User** screen displays:




Register New User

General Details

First Name

Last Name

Registration Number

Email Address 

Company / Organisation name

Telephone Numbers

Contact Number

Area **Number**

Mobile

Confirmation

☐ I have read and agree to the [Terms and Conditions](#)

☐ I have read and agree to the [Privacy Policy](#)

Cancel without saving **Submit**

6. Select the links to **Terms and Conditions** and **Privacy Policy** in the **Confirmation** area and read the details of both.
7. Check both checkboxes to indicate you have read and agree to the **Terms and Conditions** and **Privacy Policy**.
8. Click **Submit** to display the **Welcome** page with your name in the top right of the screen. You are now logged into the Electricity and Gas High-risk Database. The functions you can perform are listed in the **Do It Online** area.

Welcome to the Electricity and Gas High-risk Database

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To search the database, begin typing the relevant address details in the address search below.

For more information, [click here](#) or contact us on 0508 377 463.

Search

Select Address Type: ?

☒ Physical Installation Address ☐ Relocatable Address

Address ?

Search

Do It Online

- Create High-risk ELECTRICITY Record
- Search
- Maintain User Account
- Manage Delegations & Notifications

Welcome back Tom.

Practitioner: Tom Smith

igovt Manage

igovt Log off

[About igovt](#)

9. To log off, see [Log off](#).

Tip: Bookmark this page so you can easily access the Electricity and Gas High-risk Database when required.

Delegated Authority User Registration

A Delegated Authority user must have an igovt user account to use the Electricity and Gas High-risk Database. If you do not have an igovt account see [Create an igovt User Account](#).

When an Electrical Inspector or Certified Gasfitter gives you authority to create and edit their records, you receive an email containing a hyperlink and activation code to register to use the Electricity and Gas High-risk Database. The email also contains the name of the Electrical Inspector or Certified Gasfitter who authorised you to create and edit their records.

There are two ways to activate your registration:

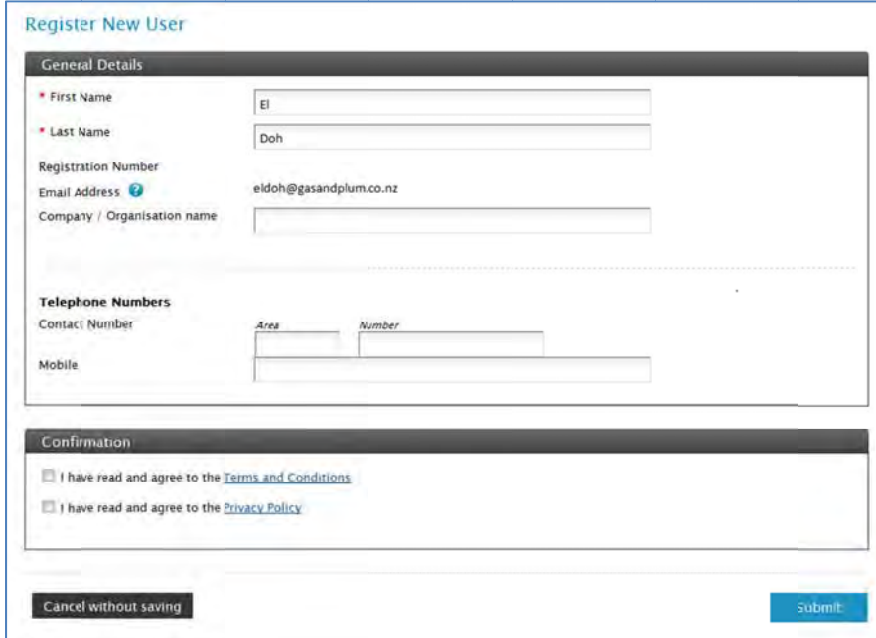
- Select the hyperlink in the email (see [Activate using the hyperlink](#)) or
- Enter the activation code (see [Activate entering the activation code](#)).

Note: The activation code can only be used once to link your igovt account with the Electricity and Gas High-risk Database.

Activate using the hyperlink

Steps

1. Select the hyperlink in the content of the email you received. The **Register New User** screen displays in your web browser.



The screenshot shows a web form titled "Register New User". It is divided into two main sections: "General Details" and "Confirmation".

General Details

- * First Name**: Input field with "El".
- * Last Name**: Input field with "Doh".
- Registration Number**: Input field (empty).
- Email Address**: Input field with "eldoh@gasandplum.co.nz".
- Company / Organisation name**: Input field (empty).

Telephone Numbers

- Contact Number**: Split into **Area** and **Number** input fields.
- Mobile**: Input field (empty).

Confirmation

- ☐ I have read and agree to the [Terms and Conditions](#).
- ☐ I have read and agree to the [Privacy Policy](#).

At the bottom, there are two buttons: "Cancel without saving" and "Submit".

2. Select the **Terms and Conditions** link and **Privacy Policy** link in the **Confirmation** area and read the details of both.
3. Check both checkboxes to indicate you have read and agree to the **Terms and Conditions** and **Privacy Policy**.
4. Click **Submit** to display the **Welcome** page with your name in the top right of the screen. You are now logged into the Electricity and Gas High-risk Database. The functions you can perform are listed in the **Do It Online** area.

Welcome to the Electricity and Gas High-risk Database

The database is a centralised record of high-risk gasfitting and electrical installation work. The records include residential, commercial and relocatable installations, from 1 July 2013.

To search the database, begin typing the relevant address details in the address search below.

For more information, [click here](#) or contact us on 0508 377 463.

Search

Select Address Type:

☒ Physical Installation Address ☐ Relocatable Address

Address

Search

Do It Online

- Create High-risk GAS Record
- Create High-risk ELECTRICITY Record
- Search
- Maintain User Account

Welcome back Delegated.

Switch Practitioner: **El Doh**

igovt Manage

igovt Log off

About igovt

- If you have delegated authority to create and edit high-risk records for more than one Certified Gasfitter or Electricity Inspector, see [Select a Practitioner](#).

5. To log off, see [Log off](#).

Tip: Bookmark this page so you can easily access the Electricity and Gas High-risk Database when required.

Activate entering the activation code

Steps

- Open the **Energy Safety** website in your browser (i.e. enter www.energysafety.govt.nz in the browser field).
- Go to the **Resources for Industry** section of the page and select **EGHR Database** to display the **Welcome** page.

Welcome to the Electricity and Gas High-risk Database

The database is a centralised record of high-risk gasfitting and electrical installation work. The records include residential, commercial and relocatable installations, from 1 July 2013.

To search the database, begin typing the relevant address details in the address search below.

For more information, [click here](#) or contact us on 0508 377 463.

Search

Select Address Type:

☒ Physical Installation Address ☐ Relocatable Address

Address

Search

Register or Log on with igovt

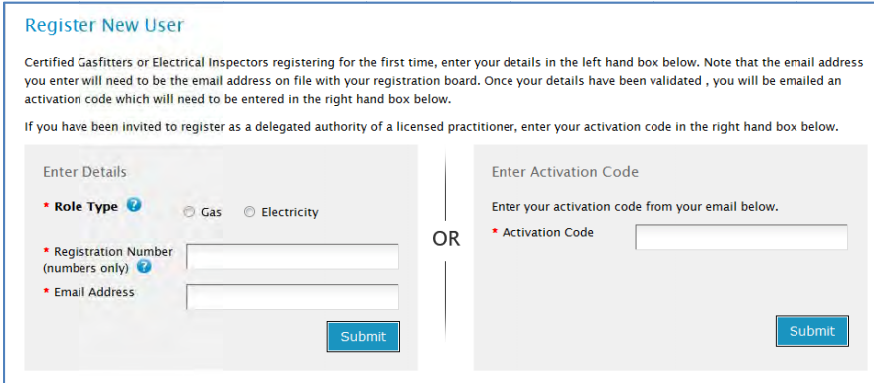
To access the Electricity and Gas High-risk database, you need to have an igovt Ilogon first. [Show me how >](#)

Log on with igovt

igovt Log on

What is igovt?

3. Click  to display the **Register New User** screen.





Register New User

Certified Gasfitters or Electrical Inspectors registering for the first time, enter your details in the left hand box below. Note that the email address you enter will need to be the email address on file with your registration board. Once your details have been validated, you will be emailed an activation code which will need to be entered in the right hand box below.

If you have been invited to register as a delegated authority of a licensed practitioner, enter your activation code in the right hand box below.

Enter Details

• **Role Type**  ☐ Gas ☐ Electricity

• **Registration Number** (numbers only) 

• **Email Address**

Submit

OR

Enter Activation Code

Enter your activation code from your email below.

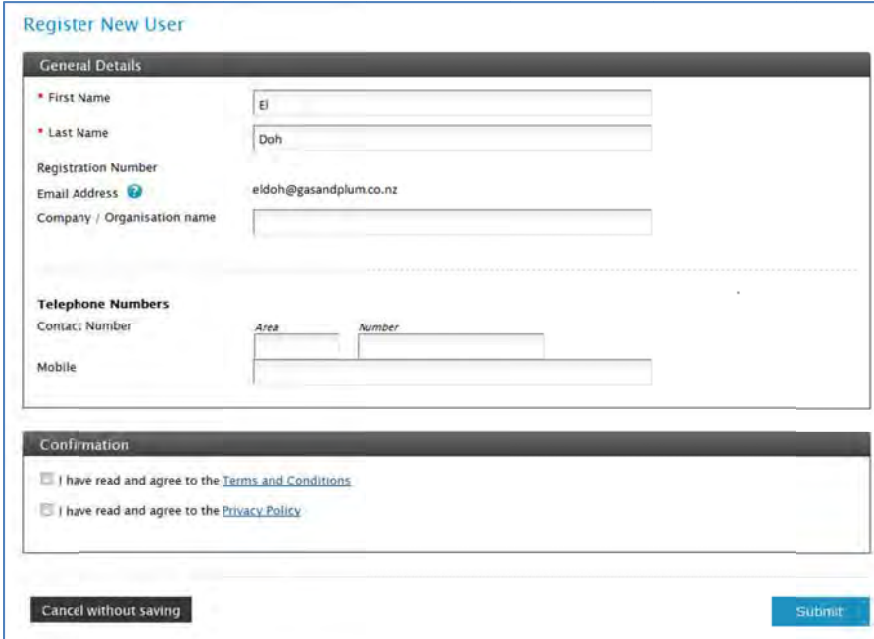
• **Activation Code**

Submit

4. Copy the activation code from the content of the email you received and paste it into the **Activation Code** field.

Note: When copying the activation code, make sure you include the 'eg-' (letters and dash) at the beginning of the code. For example, eg-48XFSPBAW.

5. Click **Submit**. The second **Register New User** screen displays:




Register New User

General Details

• **First Name**

• **Last Name**

Registration Number

Email Address 

Company / Organisation name

Telephone Numbers

Contact Number

Mobile

Confirmation

☐ I have read and agree to the [Terms and Conditions](#)

☐ I have read and agree to the [Privacy Policy](#)

Cancel without saving **Submit**

6. Select the **Terms and Conditions** link and **Privacy Policy** link in the **Confirmation** area and read the details of both.
7. Check both checkboxes to indicate you have read and agree to the **Terms and Conditions** and **Privacy Policy**.
8. Click **Submit** to display the **Welcome** page with your name in the top right of the screen. You are now logged into the Electricity and Gas High-risk Database and the functions you can perform as listed in the **Do It Online** area.

Welcome to the Electricity and Gas High-risk Database

The database is a centralised record of high-risk gasfitting and electrical installation work. The records include residential, commercial and relocatable installations, from 1 July 2013.

To search the database, begin typing the relevant address details in the address search below.

For more information, [click here](#) or contact us on 0508 377 463.

Search

Select Address Type:

☒ Physical Installation Address ☐ Relocatable Address

Address

Search

Do It Online

- Create High-risk GAS Record
- Create High-risk ELECTRICITY Record
- Search
- Maintain User Account

Welcome back Delegated.

Switch Practitioner: El Doh

igovt Manage

igovt Log off

About igovt

- If you have been authorised to access the high-risk records for more than one practitioner, select the practitioner you require from the **Select Practitioner** drop down menu. See [Select a Practitioner](#).

- Select an action to perform in the **Do It Online** area. The options that display will depend on your user profile.
- To log off, see [Log off](#).

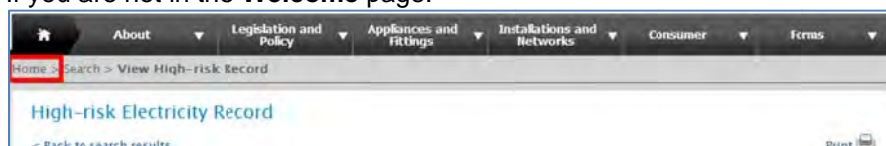
Tip: Bookmark this page so you can quickly access the Electricity and Gas High-risk Database when required.

Log off

You must be in the **Welcome** page to log off. However, you will be automatically logged off when you close your Browser.

Steps

- If you are not in the **Welcome** page:



- Click the **Home** link (located above the current screen). This returns you to the **Welcome** page from any location in the Electricity and Gas High-risk Database.
- Click **Log off**. A message displays at the top of the screen to advise you are now logged out.

Subsequent Log on

Follow these steps to perform a subsequent log on to the Electricity and Gas High-risk Database.

Steps

1. Select the bookmark you created to **Welcome** page. Alternatively:
 - Enter www.energysafety.govt.nz in the browser field to display to the **Energy Safety** website.
 - Go to the **Resources for Industry** section of the page.



- Select **EGHR Database** to display the **Welcome** page.

Welcome to the Electricity and Gas High-risk Database

The database is a centralised record of high-risk gasfitting and electrical installation work. The records include residential, commercial and relocatable installations, from 1 July 2013. To search the database, begin typing the relevant address details in the address search below.

For more information, [click here](#) or contact us on 0508 377 463.

Search

* Select Address Type: ?

☒ Physical Installation Address ☐ Relocatable Address

Address ?

Search

Register or Log on with **govt**

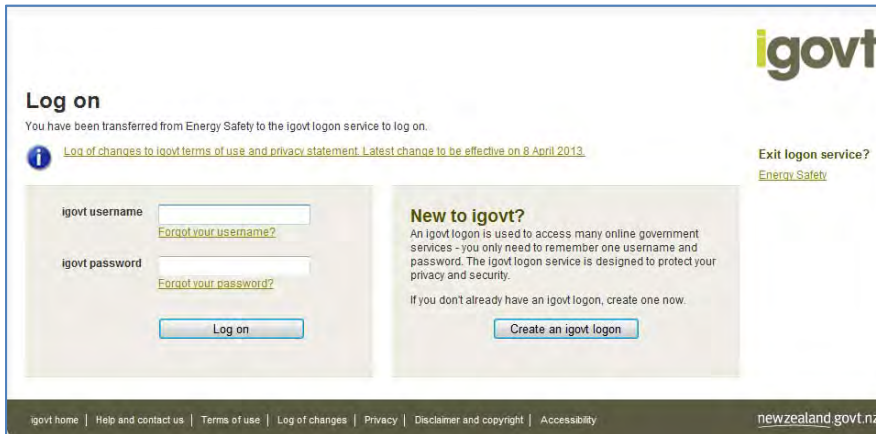
To access the Electricity and Gas High-risk database, you need to have an igovt login first. [Show me how >](#)

Log on with igovt

govt Log on

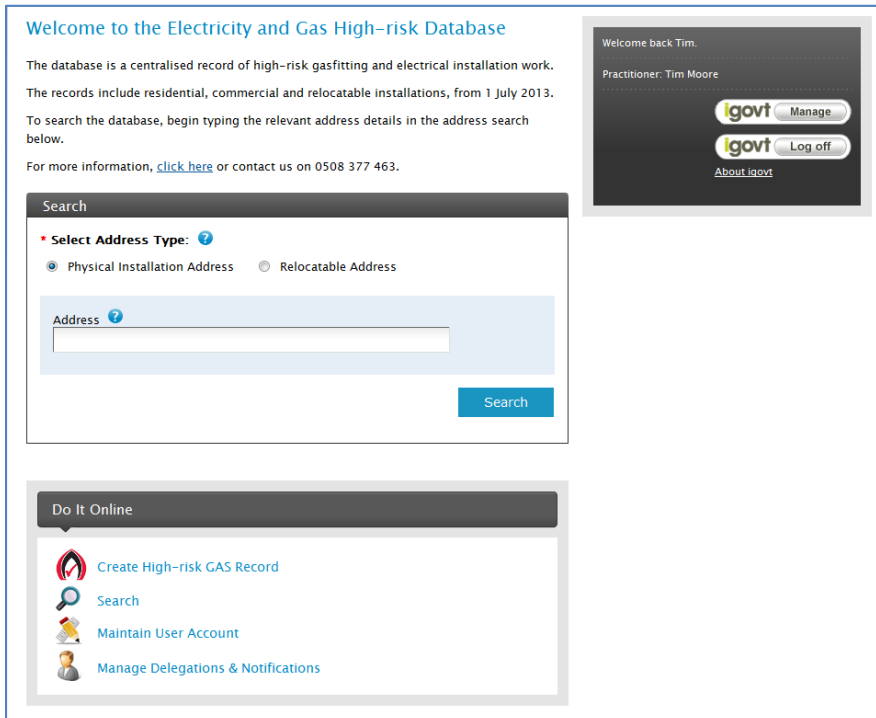
[What is igovt?](#)

2. Click  to display the **igovt Log on** screen.



The screenshot shows the 'igovt Log on' screen. At the top right is the 'igovt' logo. Below it, the text 'Log on' is displayed. A message states: 'You have been transferred from Energy Safety to the igovt login service to log on.' Below this is a link: 'Log of changes to igovt terms of use and privacy statement. Latest change to be effective on 8 April 2013.' On the right, there is a link: 'Exit login service? Energy Safety'. The main area has two sections. The left section is for logging in, with fields for 'igovt username' and 'igovt password', each with a 'Forgot your username?' or 'Forgot your password?' link, and a 'Log on' button. The right section is titled 'New to igovt?' and explains the service, with a 'Create an igovt login' button. At the bottom, there is a footer with links: 'igovt home', 'Help and contact us', 'Terms of use', 'Log of changes', 'Privacy', 'Disclaimer and copyright', 'Accessibility', and the URL 'newzealand.govt.nz'.

3. Enter your **igovt username** and **igovt password**.
4. Click **Log on**. The **Welcome** page displays.



The screenshot shows the 'Welcome to the Electricity and Gas High-risk Database' page. The main heading is 'Welcome to the Electricity and Gas High-risk Database'. Below it, the text reads: 'The database is a centralised record of high-risk gasfitting and electrical installation work. The records include residential, commercial and relocatable installations, from 1 July 2013. To search the database, begin typing the relevant address details in the address search below. For more information, [click here](#) or contact us on 0508 377 463.' There is a 'Search' section with a 'Select Address Type:' dropdown menu, radio buttons for 'Physical Installation Address' (selected) and 'Relocatable Address', an 'Address' input field, and a 'Search' button. On the right, there is a 'Welcome back Tim.' message, 'Practitioner: Tim Moore', and buttons for 'igovt Manage', 'igovt Log off', and 'About igovt'. At the bottom, there is a 'Do It Online' section with links: 'Create High-risk GAS Record', 'Search', 'Maintain User Account', and 'Manage Delegations & Notifications'.

5. If you are a Delegate authorised to create and edit records for more than one Electrical Inspector or Certified Gasfitter, select the name of the practitioner from the drop down menu. For more information, see [Select a Practitioner](#).



6. Select an action to perform from the **Do It Online** area.
7. When required, click the **Home** link (located above the current screen) to return to the **Welcome** page.

4. Create a High-risk Record

Electrical Inspectors or Certified Gasfitters or their Delegated Authorities must record high-risk work records in the Electricity and Gas High-risk Database within 20 working days of:

- being inspected, for electricity work, or
- issuing a Certificate of Compliance for gas work.

Once added, the records can be edited, if required.

Before you begin you must log into the Electricity and Gas High-risk Database from the **Energy and Safety** website using your igovt login. To create an igovt login, see [Create an igovt User Account](#).

About entering new addresses for High-risk Work Records

When you create a high-risk record, you must ensure you record the address in a standard way. Examples of the address standards to use are:

Physical Installation Address:

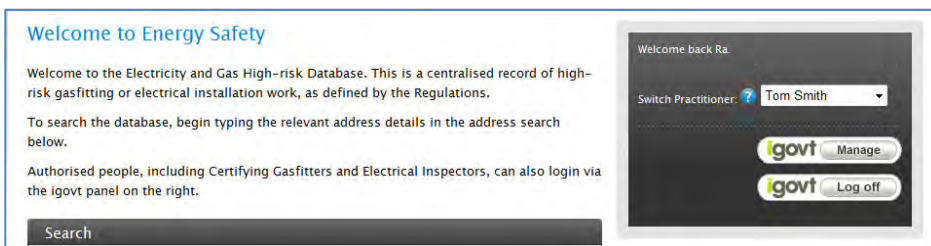
For the address...	Enter as...
123A, High Street, Karori, Wellington, 6012	123A, High Street, Karori, Wellington, 6012
2/123 Main Street, Wellington, 6011	Flat 2, 123 Main Street, Wellington, 6011
2/123 Main Street, Wellington, 6011	Apt 2, 123 Main Street, Wellington 6011

Relocatable Address:

Relocatable Address Type	Explanation
Vehicle – domestic	Caravan, motorhome, etc, used for domestic purposes
Vessel - domestic	Boat, houseboat, etc, used for domestic purposes
Vehicle or vessel - catering	Food outlet such as a pie cart or floating restaurant
Vehicle or vessel - non-domestic	For example, Mobile site office
Re-locatable building - domestic	Used for domestic purposes
Re-locatable building – catering	Food outlet in a re-locatable building
Re-locatable building – non-domestic	Commercial - other
Re-locatable building or vehicle - electro-medical	For example, Mobile surgical unit
Mobile machinery	Equipment that falls between installation and appliance (frost machine, asphalt laying)

Select a Practitioner

If you are a Delegate who has been given authority to enter high-risk records for more than one Electrical Inspector or Certified Gasfitter, before you begin, you must select the name of the practitioner with which your work is related. You make this selection in the **Welcome** page.



Steps

1. Select the name of the practitioner from the **Switch Practitioner** drop down list (located in the top right of the screen).



The selected name displays in the **Switch Practitioner** field and a message displays to advise, the Delegate was changed successfully.

Create a High-risk Electricity Work Record

You create a high-risk electricity record from the **Welcome** page. The options that display in the **Do It Online** area will depend on your user role, i.e. Electricity, Gas, both, or Delegated Authority.

Click  to display relevant help text for a section or field in the **Create High-risk Electricity Record** screen.

Steps:

1. If you are a Delegated Authority who represents more than one Electrical Inspector, select the correct name from the drop down menu in the top right of the screen. See [Select a Practitioner](#).
2. Select **Create a High-risk Electricity Record** from the **Do It Online** area to display the **Create High-risk Electricity Record** screen.
3. Complete details in the **Work Location Information** area for the address.

To enter a **Physical Installation Address**:

- Select the **Physical Installation Address** option as the type of work location.
- Start typing the address. As you type, suggested addresses display. Select the address you require from the list.
- If the address you entered doesn't display, check your spelling is correct and re-enter.
- If the address is not listed, select the **NO ADDRESS FOUND – ENTER MANUAL ADDRESS** option and enter the address. For address standards, see [About entering new addresses for High-risk Work Records](#).
- Select the **Location Type** from the drop down menu.

To enter a **Relocatable Address**:

Create High-risk Electricity Record

Work Location Information

* **Select Address Type:** ?

☐ Physical Installation Address ☒ Relocatable Address

Relocatable Address Type ?

Relocatable Identifier Type ?

Relocatable ID / Description

- Select the **Relocatable Address** option as the type of work location.
- Select the **Relocatable Address Type** from the drop down menu.
- Select the **Relocatable Identifier Type** from the drop down menu.
- Enter the relevant unique identifier (e.g. registration number) or description in the **Relocatable ID / Description** field. This will differ, depending on the type of relocatable address and identifier you selected. For address standards, see [About entering new addresses for High-risk Work Records](#).

4. Complete details in the **Work Information** area.

Work Information

* **Energy Type** ?

☐ Grid Electricity

☐ Independent Electricity

* **Work Type** ?

☐ New

☐ Addition

☐ Alteration

☐ Extension

☐ Replacement

☐ Repair following accident

* **High-risk Category** ?

☐ Not to AS/NZS 3000 Part 2 (6A(2)a(i))

☐ High voltage installation (6A(2)a(ii))

☐ Mains parallel generation (6A(2)a(iii))

☐ Photovoltaic (6A(2)a(iv))

☐ Hazardous area (6A(2)a(v))

☐ Installation located in a mine (6A(2)a(vi))

☐ Electrical medical devices (6A(2)a(vii))

☐ Mains work (6A(2)b)

☐ Animal stunning or meat conditioning (6A(2)c)

☐ Other - please describe in 'Work Done'

Work Description ?

Work Specific Details ?

☐ HV Photovoltaic

- Click each checkbox option that applies to the work in the sections for **Energy Type**, **Work Type** and **High-risk Category**. You can select more than one in each section, if applicable.
- Enter a description of the work being undertaken in the **Work Description** field. You can enter up to 1000 characters of free text in this field.
- In the **Work Specific Details** area, click the checkbox option(s) that apply.

5. Complete the **Certification Information** area, as applicable.

The screenshot shows a web form titled "Certification Information". It is divided into two main sections. The first section, "Responsible Person", includes a dropdown menu for "Name" (currently showing "Tom Smith"), a text field for "Registration Number" (containing "EW0001"), and a text field for "Company". The second section, "Other Practitioner's Details", contains three text fields for "Registration Number", "First Name", and "Last Name". Below these fields is a link that says "Add Another Practitioner". At the bottom of the form is a field for "Work Certification Date" with a calendar icon. At the very bottom of the form are two buttons: "Cancel without saving" and "Submit".

Note: The **Name**, **Registration Number**, and **Company** defaults to you (i.e. the Electrical Inspector), or if you are a Delegated Authority user, the name of the Electrical Inspector you represent.

- If you are a Delegated Authority who represents more than one Electrical Inspector and the **Name** that displays is not the person responsible for the work, select the name of the correct person in the **Name** field drop down menu.
- If another Electrical Inspector has been involved with this work, enter their details in the **Other Practitioner's Details** fields. You can enter up to two Other Practitioners for a work record.
- Enter the **Work Certification Date** in DD/MM/YYYY format. Alternatively, click the field to display a calendar and select the date.


6. Click **Submit**. A confirmation message displays.

- Click **Yes** to confirm and save the record and return to the **Welcome** page.
- Click **Cancel** to return to the work record.
- To cancel without saving this record, click **Cancel without saving**.

Note: If you are a Delegated Authority who represents more than one Electrical Inspector and you save a new high-risk record against the wrong person responsible for the work, to correct this, see [Edit the Responsible Person for a High-risk Record](#).

Create a High-risk Gas Work Record

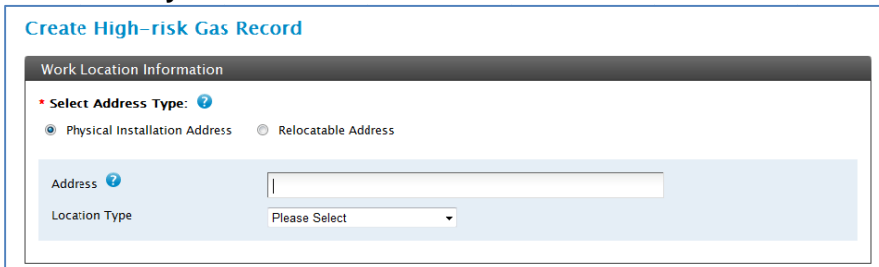
You create a high-risk gas record from the **Welcome** page. The options that display in the **Do It Online** area will depend on your user role, i.e. Electricity, Gas, both or Delegated Authority.

Click  to display relevant help text for a section or field the **Create High Risk Gas Record** screen.

Steps:

1. If you are a Delegated Authority who represents more than one Certified Gasfitter, select the correct name from the drop down menu in the top right of the screen. See [Select a Practitioner](#).
2. Select **Create a High-risk Gas Record** from the **Do It Online** area to display the **Create High-risk Gas Record** screen.
3. Complete details in the **Work Location Information** area for the address.

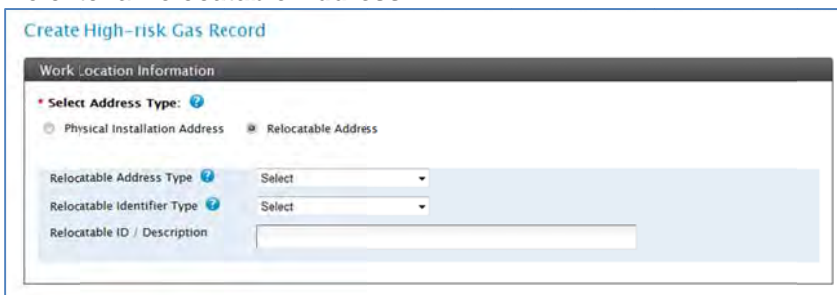
To enter a **Physical Installation Address**:



The screenshot shows the 'Create High-risk Gas Record' screen. The 'Work Location Information' section is highlighted. Under 'Select Address Type', the 'Physical Installation Address' radio button is selected. Below this, there is an 'Address' text input field and a 'Location Type' dropdown menu currently showing 'Please Select'.

- Select **Physical Installation Address** as the type of work location.
- Start typing the address. As you type, suggested addresses display. Select the address you require from the list.
- If the address you entered doesn't display, check your spelling is correct and re-enter.
- If the address is not listed, select the **NO ADDRESS FOUND – ENTER MANUAL ADDRESS** option and enter the address. For address standards, see [About entering new addresses for High-risk Work Records](#).
- Select the **Location Type** from the drop down menu.

To enter a **Relocatable Address**:



The screenshot shows the 'Create High-risk Gas Record' screen. The 'Work Location Information' section is highlighted. Under 'Select Address Type', the 'Relocatable Address' radio button is selected. Below this, there are three fields: 'Relocatable Address Type' (dropdown menu set to 'Select'), 'Relocatable Identifier Type' (dropdown menu set to 'Select'), and 'Relocatable ID / Description' (text input field).

- Select **Relocatable Address** as the type of work location.
- Select the **Relocatable Address Type** from the drop down menu.
- Select the **Relocatable Identifier Type** from the drop down menu.
- Enter the relevant unique identifier (e.g. registration number) or description in the **Relocatable ID / Description** field. This will differ, depending on the type of relocatable address and identifier you selected. For an explanation, see [About entering new addresses for High-risk Work Records](#).

4. Complete details in the **Work Information** area.

Work Information

* **Energy Type** ?

☐ Natural Gas

☐ LPG

☐ Biogas

* **Work Type** ?

☐ New

☐ Addition

☐ Alteration

☐ Extension

☐ Replacement

☐ Repair following accident

* **High-risk Category** ?

☐ Addition or alteration to an existing installation (5A(2)a)

☐ Not fully compliant with the AS/NZS 5601.1 or 5601.2 means of compliance (5A(2)b(i))

☐ Installation includes gas pressure-raising equipment (5A(2)b(ii))

☐ Repair work following a notifiable accident (5A(2)b(iii))

☐ Domestic premises with maximum operating pressure > 7 kPa (natural gas) or > 14 kPa (LPG) (5A(2)b(iv))

☐ Building of more than 3 storeys which contains 3 or more separate dwellings (5A(2)b(v))

☐ To AS/NZS 5601.2 but supply pressure > 3 kPa (5A(2)b(vii))

☐ To AS/NZS 5201.1 but supply pressure > 200 kPa (5A(2)b(viii))

☐ Within 20 metres of a hazardous area (5A(2)b(viii))

☐ Building air pressure controlled by a mechanical ventilation system (5A(2)b(ix))

☐ Combustion air varied by mechanical means (5A(2)b(x))

☐ Caravan or boat that contains sleeping quarters (5A(2)b(xii))

☐ Other – please describe in 'Work Done'

Work Description ?

Work Specific Details ?

☐ Gas Fuel Cell

- Click each checkbox option that applies to the work in the sections for **Energy Type**, **Work Type** and **High-risk Category**. You can select more than one in each section, if applicable.
- Enter a description of the work being undertaken in the **Work Description** field. You can enter up to 1000 characters of free text in this field.
- In the **Work Specific Details** area, click the checkbox option(s) that apply.

5. Enter the make and model of the gas appliance.

Gas Appliance Information

Make & Model ?

[Add Another Appliance](#)

- Start typing the make and model of the gas appliance in the **Make & Model** field. As you type, suggested makes and models display. Select the make and model from the list.
- If the make and model you entered doesn't display, check your spelling is correct and re-enter.

- If the make and model is not listed, select the **APPLIANCE NOT FOUND, ENTER ONE MANUALLY** option and enter the make and model of the gas appliance.
- If you have another appliance to add, select **Add Another Appliance** and repeat this step.
- To delete an appliance added in error, select **Delete** next to the make and model of the appliance to remove it from the record.

6. Complete the **Certification Information** area, as applicable.

The screenshot shows a web form titled "Certification Information". It is divided into two main sections. The first section, "Responsible Person", includes a dropdown menu for "Name" (currently showing "Tom Smith"), a text field for "Registration Number" (containing "EW0001"), and a text field for "Company". The second section, "Other Practitioner's Details", contains three text input fields for "Registration Number", "First Name", and "Last Name". Below these fields is a link that says "Add Another Practitioner". At the bottom of the form is a field for "Work Certification Date" with a calendar icon. At the very bottom of the form are two buttons: "Cancel without saving" and "Submit".

Note: The **Name**, **Registration Number**, and **Company** defaults to you, (i.e. the Certified Gasfitter), or if you are a Delegated Authority user, the name of the Certified Gasfitter you represent.

- If you are a Delegated Authority who represents more than one Certified Gasfitter and the **Name** that displays is not the person responsible for the work, select the name of the correct person in the **Name** field drop down menu.
- If another Certified Gasfitter has been involved with this work, enter their details in the **Other Practitioner's Details** fields. You can enter up to two Other Practitioners for a work record.
- Enter the **Work Certification Date** in DD/MM/YYYY format. Alternatively, click the field to display a calendar and select the date.

7. Click **Submit**. A confirmation message displays.

- Click **Yes** to confirm and save the record and return to the **Welcome** page.
- Click **Cancel** to return to the work record.
- To cancel without saving this record, click **Cancel without saving**.

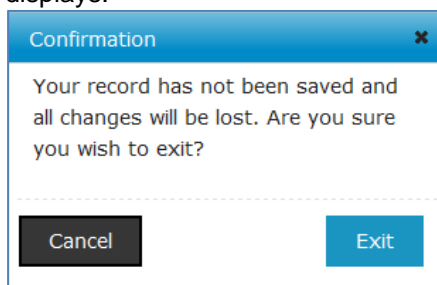
Note: If you are a Delegated Authority who represents more than one Certified Gasfitter and you save a new high-risk record against the wrong person responsible for the work, to correct this, see [Edit the Responsible Person for a High-risk Record](#).

Edit a High-risk Work Record

Once you enter an electricity or gas high-risk record you can then search for the record and edit the details, if required. You can only edit records which you created, or records that were created by your Delegated Authorities.

Steps

1. Select **Search** from the **Do It Online** area of the **Welcome** page to display the **Search** screen.
2. Perform a search on the address of the record you want to edit. See [Perform High-risk Record Searches](#).
 - Check the **Search My Records** checkbox in the **Search** screen to reduce your search results to display only your records for the address.
3. Select the record you want to edit from the **Search Results** to display the **High-risk Record** screen.
4. Scroll to the bottom of the record.
5. Click **Edit Record** to display the record in edit mode.
6. Make the edits you require.
7. Click **Submit** to save changes and create a new version of the record. You return to the **Welcome** page.
 - To close the record without saving, click **Cancel without Saving**. A confirmation message displays.



- Click **Exit**. You return to the high-risk record without creating a new version.

Note: To view a previous version of a high-risk work record, see [View the record history](#).

Edit the Responsible Person for a High-risk Record

A Delegated Authority who represents more than one Electrical Inspector or Certified Gasfitter, can mistakenly enter a high-risk record for the wrong person responsible for the work. This can happen when a Delegated Authority:

- fails to select the correct person (i.e. **Switch** Practitioner) in the **Welcome** page field before creating a high-risk record, or
- fails to select the correct responsible person in the **Certification Information** area of the **Create High-risk Record** screen when entering details of the work.

To keep the information in the Database accurate and to allow the person responsible for the work to view and edit their own records, the Delegated Authority who entered the record must correct this error.

Steps

1. Perform a search on the address of the record you want to edit the person responsible for the work.
 - To narrow your search, check the **Search My Records** checkbox. See [Perform High-risk Record Searches](#).
2. Select the record from the **Search Results**, to display the **High-risk Record** screen.

3. Scroll to the bottom of the record and click **Edit Record**.
4. Scroll to the **Certification Information** area of the screen.

A screenshot of a web form titled "Certification Information". The form has a dark header bar with the title. Below the header, there is a section titled "Responsible Person" with a blue question mark icon. Under this section, there are three fields: "Name" with a dropdown menu showing "Dan Smith", "Registration Number" with a text input showing "653222", and "Company" with a text input that is currently empty.

5. Select the correct name of the person responsible for the work in the **Name** field drop down menu.
6. Click **Submit** to save changes and create a new version of the record. You return to the **Welcome** page.

Note: The **Registration Number** and **Company** details are automatically updated with details of the new **Responsible Person** you selected. The responsible person (i.e. Electrical Inspector or Certified Gasfitter) will also receive an email notification of this edit made by the Delegated Authority.

5. Perform High-risk Record Searches


An Electrical Inspector, Certified Gasfitter or Delegated Authority user can perform a search for records of all high-risk work performed at an address or relocatable address (e.g. vehicle, caravan, boat).

From the search results you can:

- View and/or print a record.
- View and/or print a previous version of a record, if available.
- Export the list of search results to a Microsoft Excel file.

Search for high-risk work records

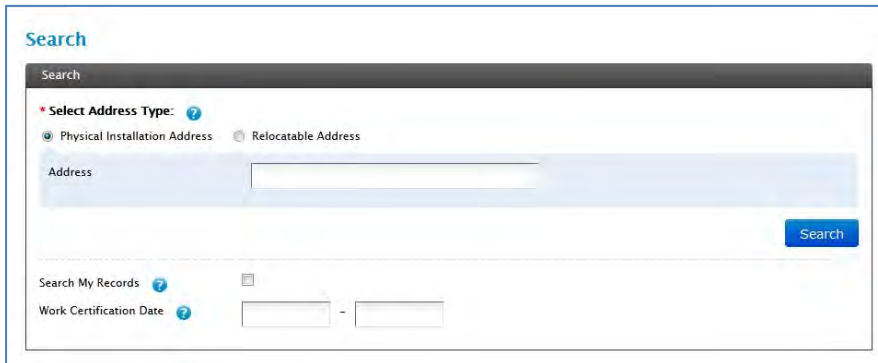
You can search for all records at an address or restrict your search results to display only your records for the address or your own records between a date range.

Click  to display relevant help text for a section or field in the **Search** screen.

Before you begin you must be logged into the **Electricity and Gas High-risk Database** and be in the **Welcome** page.

Steps

1. If you are an authorised Delegate for more than one Electrical Inspector or Certified Gasfitter, select the name of the practitioner from the drop down menu. For more information, see [Select a Practitioner](#).
2. Select **Search** from the **Do It Online** area of the **Welcome** to display the **Search** screen.



3. To search for a **Physical Installation Address**:
 - Select the **Physical Installation Address** radio button option.
 - Start typing the address in the **Address** field. As you type, suggested addresses display. Select the address you require from the list.
 - If the address you entered doesn't display, check your spelling is correct and re-enter.
 - If the address is not listed, select the **NO ADDRESS FOUND – ENTER MANUAL ADDRESS** option and enter the address. For address standards, see [About entering new addresses for High-risk Work Records](#).
 - Go to step 5.

4. To search for a **Relocatable Address**:

- Select the **Relocatable Address** radio button option.
 - Select the **Relocatable Address Type** from the drop down menu.
 - Select the **Relocatable Identifier Type** from the drop down menu.
 - Enter the unique identifier (e.g. registration number) or description in the **Relocatable ID / Description** field. For an explanation of these address types, see [About entering new addresses for High-risk Work Records](#).
- Note:** To return a result, the details you enter must be an exact match to the information in the Database.
- Go to step 5.

5. To refine your search, if required:

- Check the **Search My Records** checkbox to retrieve only your records at this address, or
- Check the **Search My Records** checkbox and enter a date range in the **Work Certification Date** fields. When you click in each date field, a calendar displays for you to select the date.

Note: When you check **Search My Records**, only your records for the selected address type will be retrieved. Therefore, if you selected **Physical Installation Address**, this will not return any of your **Relocatable Address** records.

6. Click **Search**. All records that match your criteria display in the **Search Results** area.

- If required, click the **Work Certification Date** column heading to sort your search results in an ascending or descending date order.

7. Perform the action you require. For example:

- Select a record to view, see [View a Record](#).
- Export the search results to a file, see [Export your Search Results](#).
- Select a record you have created to edit, [Edit a High-risk Work Record](#).
- Select **Clear** (located above the **Search** button) to clear the **Address** field and perform a new search.

8. Click the **Home** link (located above the current screen) to close the screen and return to the **Welcome** page.

Note: If your list of search results is more than will fit on one page, the number of pages displays above and below the list of results. Select **Next>** and **<Previous** (or select the page number) to navigate between pages.

View a Record

You select a high-risk work record to view from the **Search Results** area of the **Search** screen. When viewing the selected record, you can print it and view a previous version (i.e. the History) of the record, if available. History records are only available for a record that has been edited and saved.

Before you begin, you must have performed a search and have a list of **Search Results** displayed.

Steps

1. Select the record you want to view from the **Search Results** area. The **High-risk Record** screen displays with details of the record you selected.

The screenshot shows the 'High-risk Electricity Record' screen. At the top, there is a title bar with a back link '< Back to search results' and a 'Print' button. Below the title bar is a message box stating 'This is a High-risk Record from Flat 2, 2 Queen Street, Kawakawa, 0210 at 06/03/2013'. The main content area is divided into sections: 'Record Details' (Version: 2, Work Type: ELECTRICITY, Address: Flat 2, 2 Queen Street, Kawakawa, 0210, Location Type: Commercial), 'Record Information' (Record Number: 1045, Record Date: 08/03/2013, Energy Type: Independent Electricity, Work Type: Addition, High-risk Category: High voltage installation (6A(2)a(ii)), Work Description: Tested to section 8 of AS/NZS 3000 - test results pass, Work Specific Details: HV Photovoltaic), 'Responsible Person' (Registration Number: EW0001, Name: Tom Smith, Company:), and 'Work Certification Date: 06/03/2013'. At the bottom, there is a 'History' link and a 'Help' icon. At the very bottom, there are two buttons: 'All work records at this address' and 'Edit Record'.

Note: The title of the **High-risk Record** screen depends on the type of record you selected, i.e. **High-risk Electricity Record** or **High-risk Gas Record**.

2. Scroll to view all details of the record.
3. If required, select an action for this record, for example:
 - Print the record, see [Print a Record](#).
 - View a previous version of the record (if available). See [View the record history](#).
4. Select **<Back to search results** (located in top left of record) to return to the **Search Results**.
5. Repeat these steps to view another record, if required.
6. Click the **Home** link (located above the current screen) to close the screen and return to the **Welcome** page.

Print a Record

Before you begin, you must have performed a search, selected a record from the **Search Results** list and be viewing the high-risk record.



Steps

1. In the **High-risk Record** screen, select **Print** (located at the top right of the record).
2. Select your printing options.
3. Click **Print** (or **OK**) to print the record.
4. Click **<Back to search results** to return to the **Search Results** and select another record to print, if required.

View the record history

The **Version** field at the top of the record you are viewing in the **High-risk Record** screen displays the version number of the current record. If the record has more than one version, a **History** link displays at the bottom of the screen. The **History** link will not display for version 1 (one) of a record.

You can view and print any **History** record (i.e. previous version) of a record.

Before you begin you must be viewing the current version of a high-risk record in the **High-risk Record** screen.

Note: If you are viewing Version 1 (one) of a record, there will be no history to view for that record.

Steps

1. Scroll to the bottom of the record and select the **History** link. Previous versions of the record display.



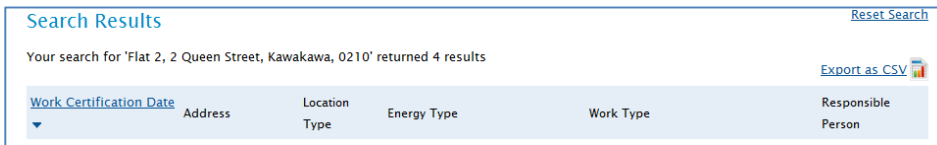
- If there are more than 10 versions of the record listed in the **History** link, select **More** to view the next list of previous versions.
2. Select the previous version of the record to view (e.g. Version 1 02/04/2013 02:31pm). A new tab opens in your browser and displays the record in the **High-risk Record** screen. A message at the top of the screen advises the record is historic.



3. Scroll to view the record and print, if required. See [Print a Record](#).
4. Close the browser tab displaying the Historic record (i.e. previous version). You return to the current version of the record in the **High-risk Record** screen.
5. To view another version of the record (if applicable), repeat steps 2 to 4, or click **<Back to search results** to return to the **Search Results** list.

Export your Search Results

You can export the list of your search results in a csv file format to view using Microsoft Excel.



Before you begin, you must have performed a search and have a list of **Search Results** displayed.

Steps – Using Internet Explorer

1. Select **Export to CSV** (located in the top right of the search results).
2. Click **Save** in the **Download** window. The **Save As** window displays.
3. Select the location and enter the name for the file.
4. Click **Save** to save the file.

Note: If you select **Open** in the **Download** window, the exported data displays in Microsoft Excel. You can then select the name and location in which to save the file.

Steps – Using Firefox

1. Select **Export to CSV** (located in the top right of the search results).
2. To save the file to your download folder with the default name:
 - Select the **Save File** option.
 - Click **OK**. The **Downloads** window displays with the name of the file saved.
3. To save to a filename and folder of your choice:
 - Select the **Open with** option and leave the default of Microsoft Excel.
 - Click **OK**. The exported data displays in Microsoft Excel.
 - Select **Save As** (in the Excel document screen) to display the **Save As** window.
 - Select the location and enter the name for the file.
 - Click **Save** to save the file.

View All Work Records at an Address

While viewing a high-risk work record you can select to view all records of work performed at the same address.

This is useful when you have selected to view only your work records for the address, but want to view all work performed there.

Before you begin, you must be viewing details of a work record in the **High-risk Record** screen.

Steps

1. Click **All work records for this address** (located below the record). A new tab opens in your browser and displays the list of all work completed for the address of the record you were previously viewing displays.
2. Perform any action(s) you require, e.g. view details of a record or export the list of records.
3. Close the browser tab displaying all records for the address. You return to the previous **High-risk Record** screen.

4. Perform another search or click the **Home** link (located above the current screen) to close the screen and return to the **Welcome** page.


6. Manage Delegations and Notifications

Electrical Inspectors or Certified Gasfitters can authorise another person to create and edit their high-risk records (e.g. the administrator for your company or office manager). There is no limit to the number of delegates they can add and the same delegate can be authorised by more than one Electrical Inspector or Certified Gasfitter.

When a Delegated Authority adds or updates a high-risk work record on your behalf, you will receive an email notification. You can select the frequency of these notifications.

Select your Notifications Frequency

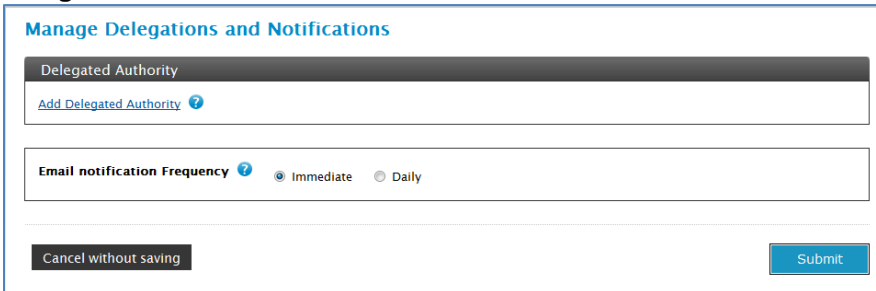
Use this procedure to indicate the frequency you receive an email notification when a Delegated Authority adds or edits a high-risk work record for you. You can change the frequency at any time, as required.

Click  to display relevant help text for a section or field in the **Manage Delegations and Notifications** screen.

Before you begin, you must be in the **Welcome** page.

Steps

1. Select **Manage Delegations & Notifications** from the **Do It Online** area to display the **Manage Delegations and Notifications** screen.



2. Select the **Email notification Frequency** option you require:
 - Select **Immediate**, to receive an email as each high-risk record was created or edited by a Delegate.
 - Select **Daily**, to receive an email containing a summary of all records created or edited by each delegate for that day.
3. Click **Submit** to save the frequency selected.

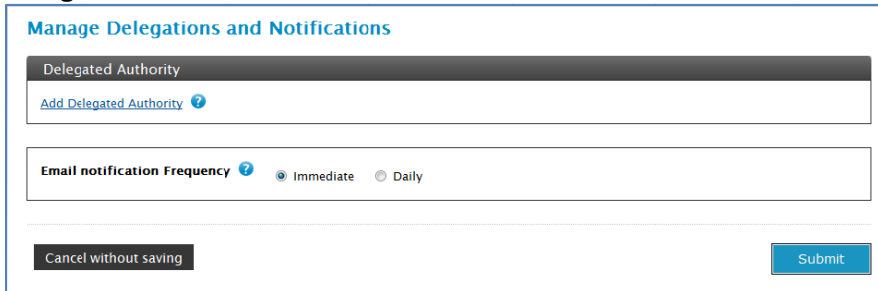
Add a Delegated Authority User

Use this procedure to add one or more Delegated Authority users and authorise them to create and edit your high-risk work records.

Before you begin, you must be in the **Welcome** page.

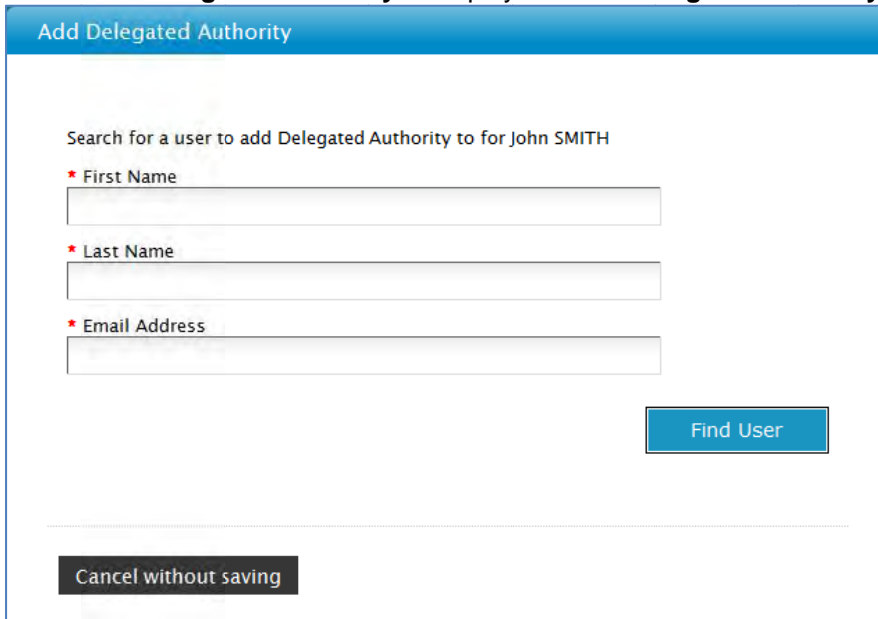
Steps

1. Select **Manage Delegations & Notifications** in the **Do It Online** area to display the **Manage Delegations and Notifications** screen.




The screenshot shows the 'Manage Delegations and Notifications' screen. At the top, there is a header 'Manage Delegations and Notifications'. Below it, there is a section 'Delegated Authority' with a link 'Add Delegated Authority' and a help icon. Below that, there is a section 'Email notification Frequency' with two radio buttons: 'Immediate' (selected) and 'Daily'. At the bottom, there are two buttons: 'Cancel without saving' and 'Submit'.

2. Select **Add Delegated Authority** to display the **Add Delegated Authority** screen.



The screenshot shows the 'Add Delegated Authority' screen. At the top, there is a header 'Add Delegated Authority'. Below it, there is a search bar with the text 'Search for a user to add Delegated Authority to for John SMITH'. Below the search bar, there are three required fields: 'First Name', 'Last Name', and 'Email Address'. To the right of these fields is a 'Find User' button. At the bottom, there is a 'Cancel without saving' button.

3. Enter the **First Name**, **Last Name** and **Email Address** of your delegated authority user.
4. Click **Find User** to check whether the user already has an account.
 - If the system finds an existing user account, a message displays 'Add delegated authority for existing user'.



The screenshot shows the 'Add Delegated Authority' screen with a message 'Add delegated authority for existing user'. Below the message, there is a text box containing the name 'James GREEN' and the email address 'jamesgreen@thebestgasman.co.nz'. At the bottom, there are two buttons: 'Cancel without saving' and 'Add Delegated Authority'.

- If no user account is found, a message displays 'No user has been found that matches these details'.

- If you decide not to add this user as a Delegated Authority, click **Cancel without saving**.
5. To confirm and add the new Delegate, click **Add Delegated Authority** or **Add New User**. You return to the **Manage Delegations and Notifications** screen with the new Delegate listed.

6. If required, repeat steps 2 to 5 to add another Delegated Authority.
7. Check the notification frequency is correctly set for advice about all work performed on your records by Delegated Authorities. Change if required. For more information, see [Select your Notifications Frequency](#).
8. Click **Submit** to confirm.

Note: Each Delegated Authority you add will receive an email containing a hyperlink to the website and an activation code to give them access to your records.

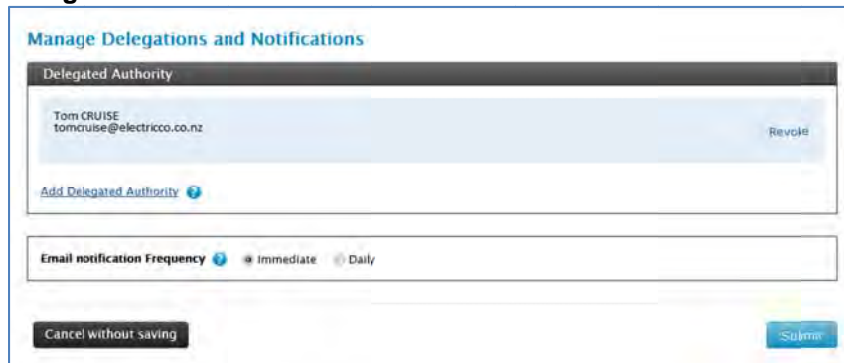
Remove a Delegated Authority User

Use this procedure to remove (i.e. revoke) the authority for a Delegated Authority user to create and edit your high-risk records.

Before you begin, you must be in the **Welcome** page.

Steps

1. Select **Manage Delegations & Notifications** in the **Do It Online** area to display the **Manage Delegations and Notifications** screen.



2. Select **Revoke** next to the name of the Delegated Authority you want to remove. A confirmation message displays.
 - Click **Yes** to confirm you want to revoke their authority. You return to the **Manage Delegations and Notifications** screen. A message displays at the top of the screen to advise the delegated authority has been deleted.
 - Click **No** if you selected this in error and you want to keep the Delegated Authority. You return to the **Manage Delegations and Notifications** screen. The Delegated Authority will remain.
3. Click the **Home** link (located above the current screen) to close the screen and return to the **Welcome** page.

Note: Once you revoke a Delegated Authority, that Delegate will no longer have access your high-risk records.

7. Maintain Your User Account Details

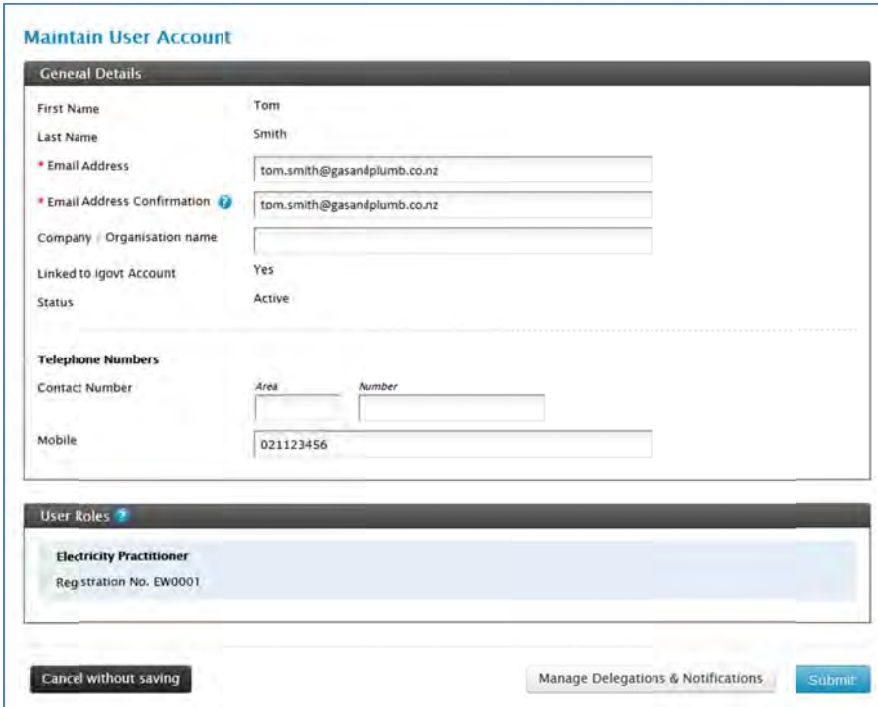
Use this procedure to update details of your user account when required.

Click  to display relevant help text for a section or field in the **Maintain User Account** screen.

Before you begin you must be in the **Welcome** page.

Steps

1. Select **Maintain User Account** from the **Do It Online** area to display the **Maintain User Account** screen.



Maintain User Account

General Details

First Name: Tom
Last Name: Smith
* Email Address: tom.smith@gasandplumb.co.nz
* Email Address Confirmation: tom.smith@gasandplumb.co.nz
Company / Organisation name:
Linked to igovt Account: Yes
Status: Active

Telephone Numbers

Contact Number: Area: Number:
Mobile: 021123456

User Roles

Electricity Practitioner
Registration No. EW0001

Cancel without saving Manage Delegations & Notifications Submit

2. Update your contact details, as applicable.
 - If you change your **Email Address** you will need to re-enter it in the **Email Address Confirmation** field.
3. Click **Submit** to save your changes and return to the **Welcome** page.
 - If you do not make any changes, click **Cancel without saving**.

Note: From the **Maintain User Account** screen you can click **Manage Delegated Authorities & Notifications** and perform actions for Delegates. For more information, see [Manage Delegations and Notifications](#).