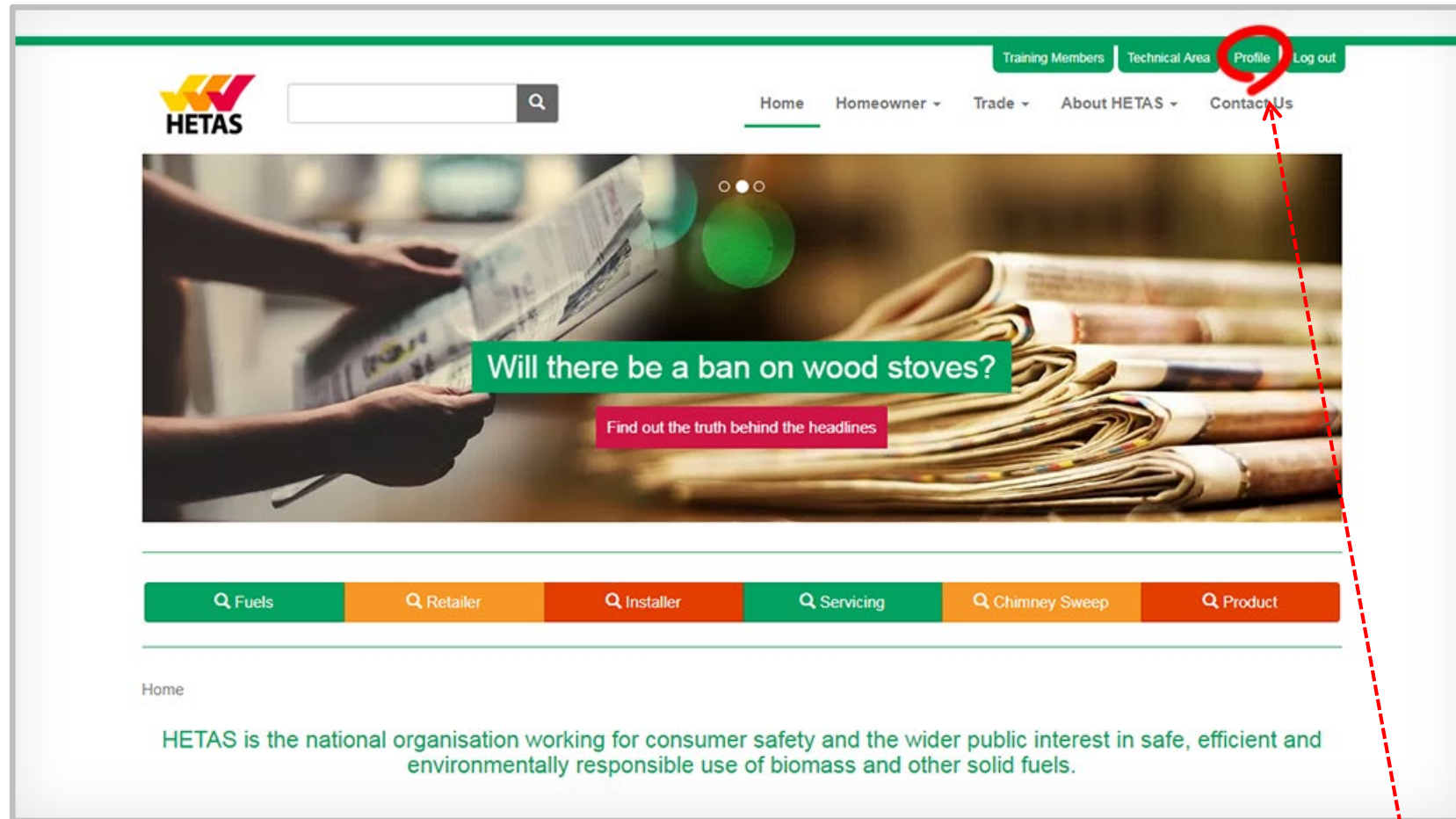


SUBMITTING A NOTIFICATION

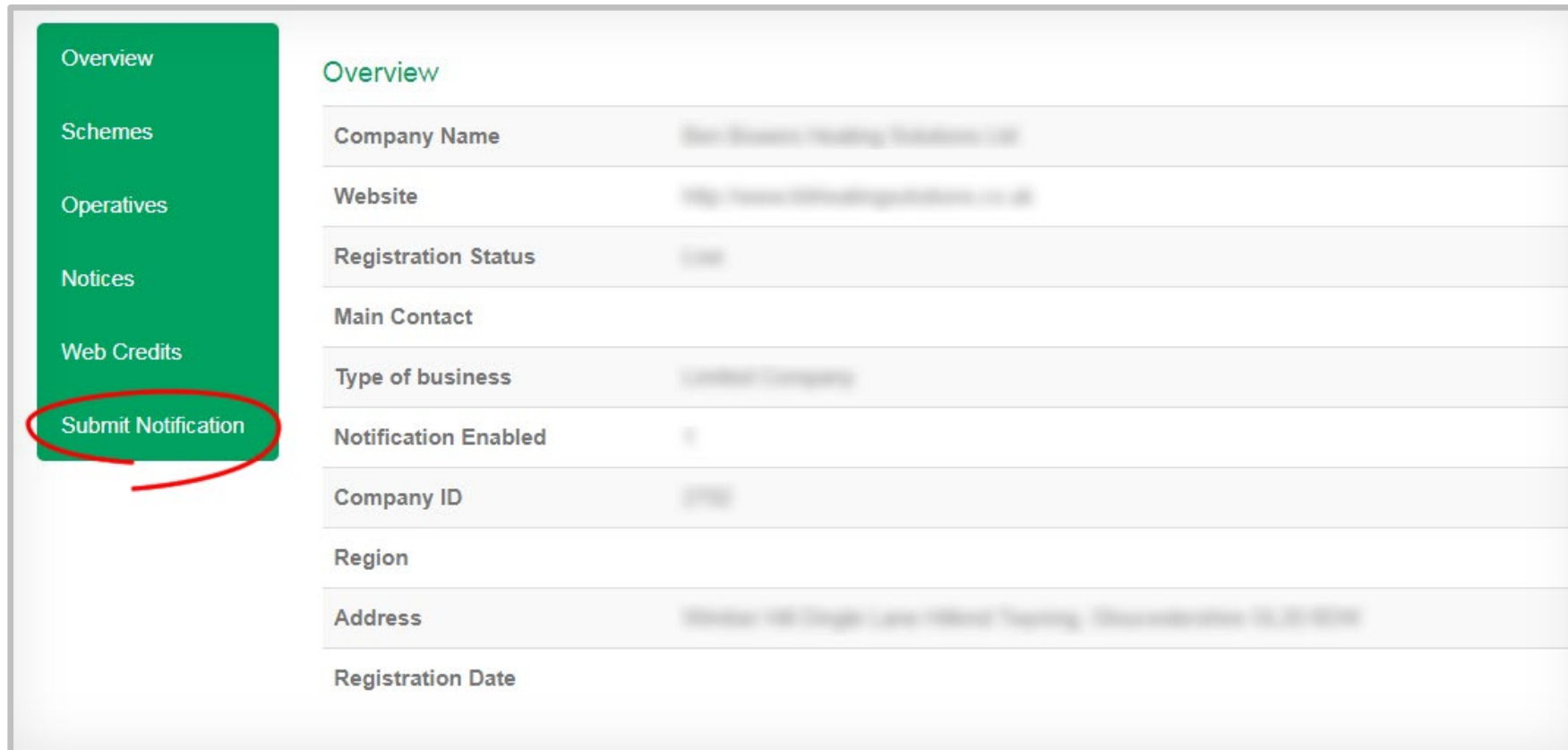
VIA OUR NEW ONLINE PORTAL

Go to Your Profile



Profile: If you are logged in to your on-line account for a HETAS Registered Business, the **Profile** button will take you from the website home page to a menu of tasks for your business

Main Menu

A screenshot of a web application interface. On the left is a green vertical sidebar menu with white text for 'Overview', 'Schemes', 'Operatives', 'Notices', 'Web Credits', and 'Submit Notification'. The 'Submit Notification' item is circled in red. On the right is a white 'Overview' page with a table of business details. The table has two columns: 'Field' and 'Value'.

Overview	
Company Name	...
Website	...
Registration Status	...
Main Contact	
Type of business	...
Notification Enabled	...
Company ID	...
Region	
Address	...
Registration Date	

Overview: This page shows summary information for the registered business. To start entering details of your installation, click on the **Submit Notification** option from the menu in the left hand column. Other on-line facilities are being developed, and those will be available to you from this menu.

Step 1: General Details

Overview

Schemes

Operatives

Notices

Web Credits

Submit Notification

Submit Notification – General Details

Fields marked with an * are required

Your Reference

Work Completion Date *

Next step ▶

Unsubmitted Notifications

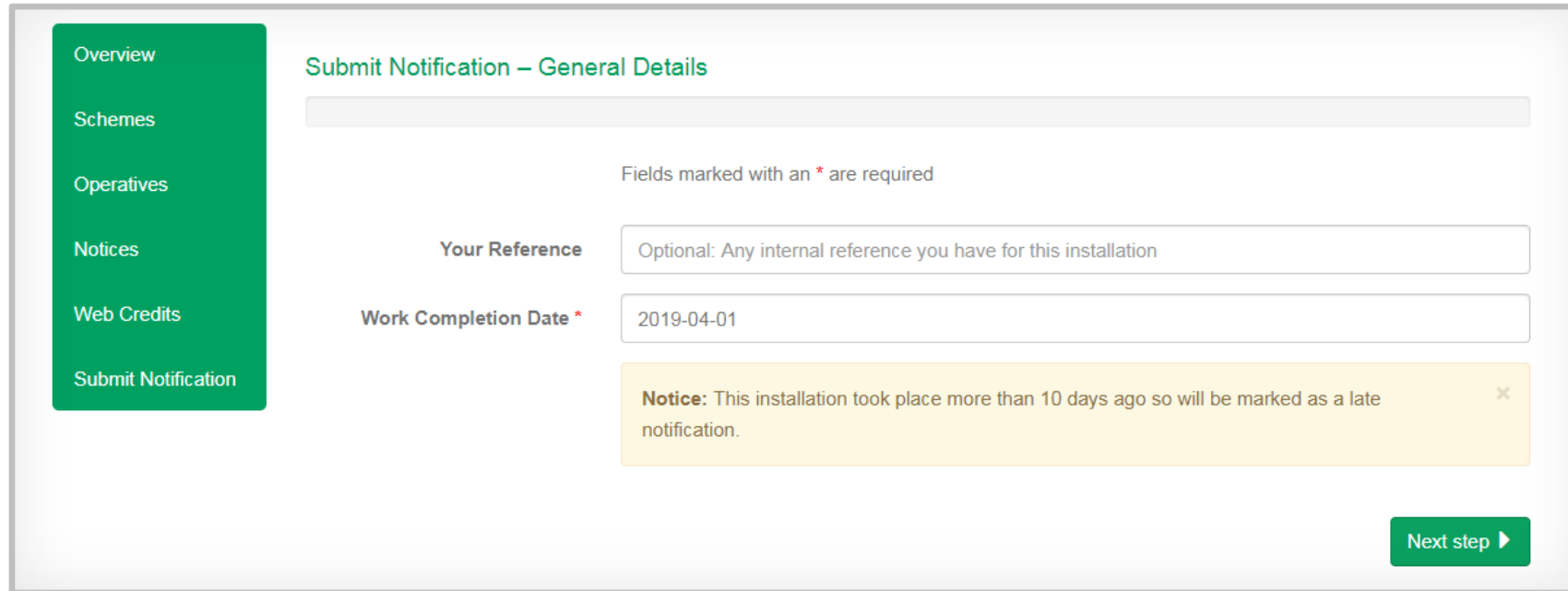
Ref.	Completion date	First Name	Last Name	Local Authority	Action
	12 Jul 2019				Edit Cancel

Your Reference: This is an optional field - type in your own internal reference, or leave it blank if you don't need it

Work Completion Date*: Please use the calendar pop out to select the date when the installation was completed. You can also type a date in the format **yyyy-mm-dd** as shown above

Unsubmitted Notifications: As you move forwards through the steps of submitting a notification, the data entered will be saved as an unsubmitted notification until it is submitted. You can click **Edit** to return to a notification you started earlier or click **Cancel** on any of the screens to delete it completely

Step 1: General Details – late notifications



Submit Notification – General Details

Fields marked with an * are required

Your Reference

Work Completion Date *

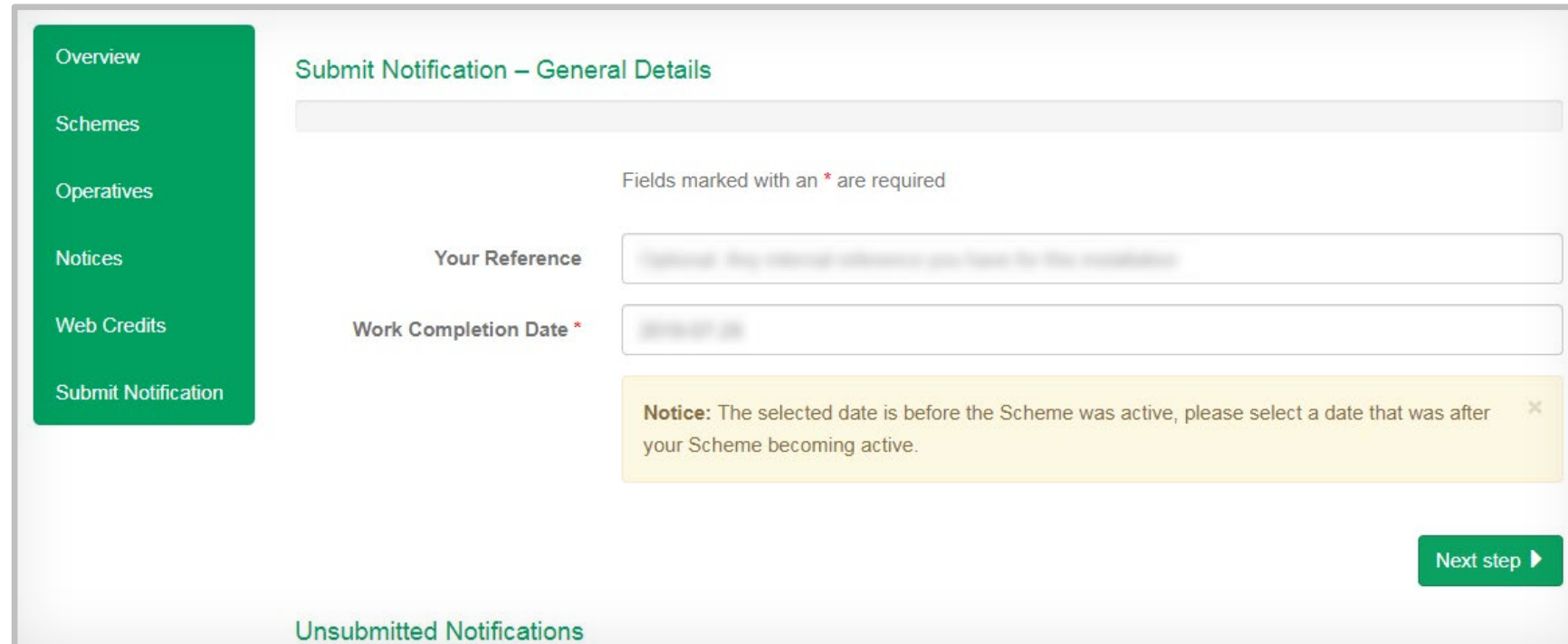
Notice: This installation took place more than 10 days ago so will be marked as a late notification.

Next step ▶

Late notification alert: If you click on an installation date more than 10 days ago, the box above appears to alert you

While the new system is being launched, many notifications will exceed the normal 10 day deadline, because of the downtime (18th July to 4th August) while HETAS switched over from the old system

Step 1: General Details –invalid dates



Overview

Schemes

Operatives

Notices

Web Credits

Submit Notification

Submit Notification – General Details

Fields marked with an * are required

Your Reference

Work Completion Date *

Notice: The selected date is before the Scheme was active, please select a date that was after your Scheme becoming active. ✕

Next step ▶

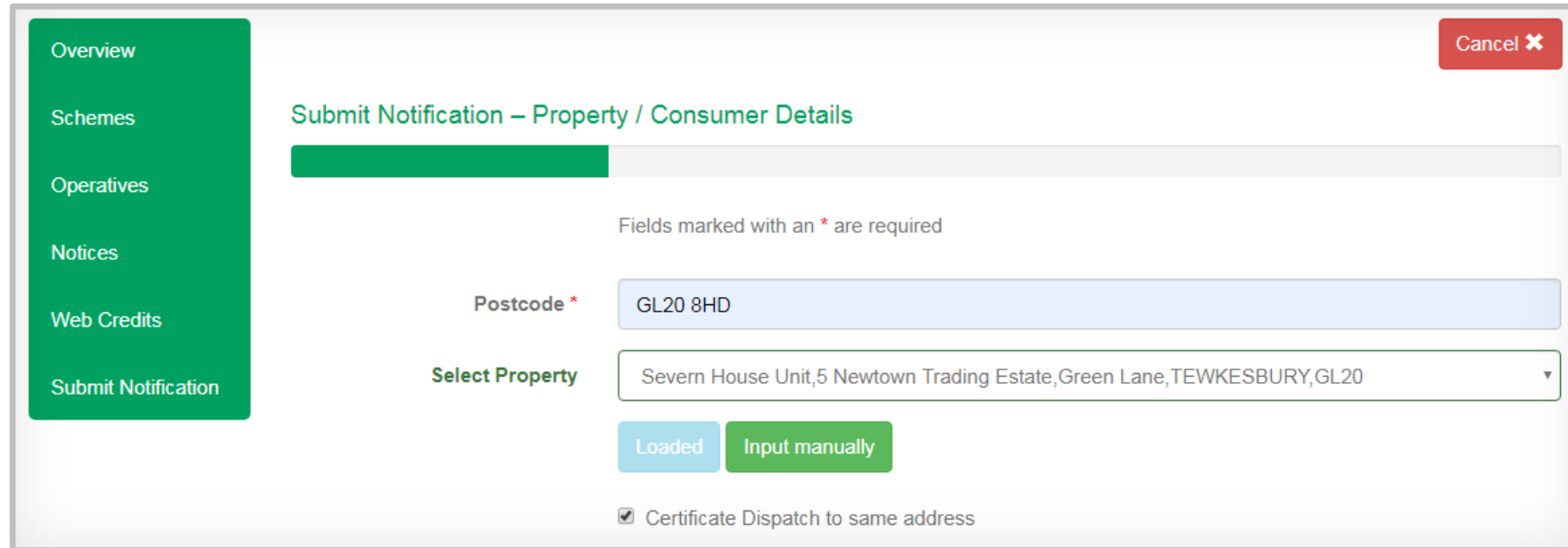
[Unsubmitted Notifications](#)

Scheme not valid alert: If you select a date before your business was registered with HETAS as an installer, or at a time when there was a break or change in your registration, you may be alerted to amend the choice of date

Under the rules of the scheme, you may only self-certify installations carried out while the relevant operative was fully registered with HETAS as an installer

Contact HETAS if you need us to confirm dates when you joined the scheme, or if a “not before” date set in the system is preventing you from entering a notification for a date when you were fully registered

Step 2: Property / Consumer Details



Overview

Schemes

Operatives

Notices

Web Credits

Submit Notification

Submit Notification – Property / Consumer Details

Cancel ✕

Fields marked with an * are required

Postcode * GL20 8HD

Select Property Severn House Unit,5 Newtown Trading Estate,Green Lane,TEWKESBURY,GL20

Loaded Input manually

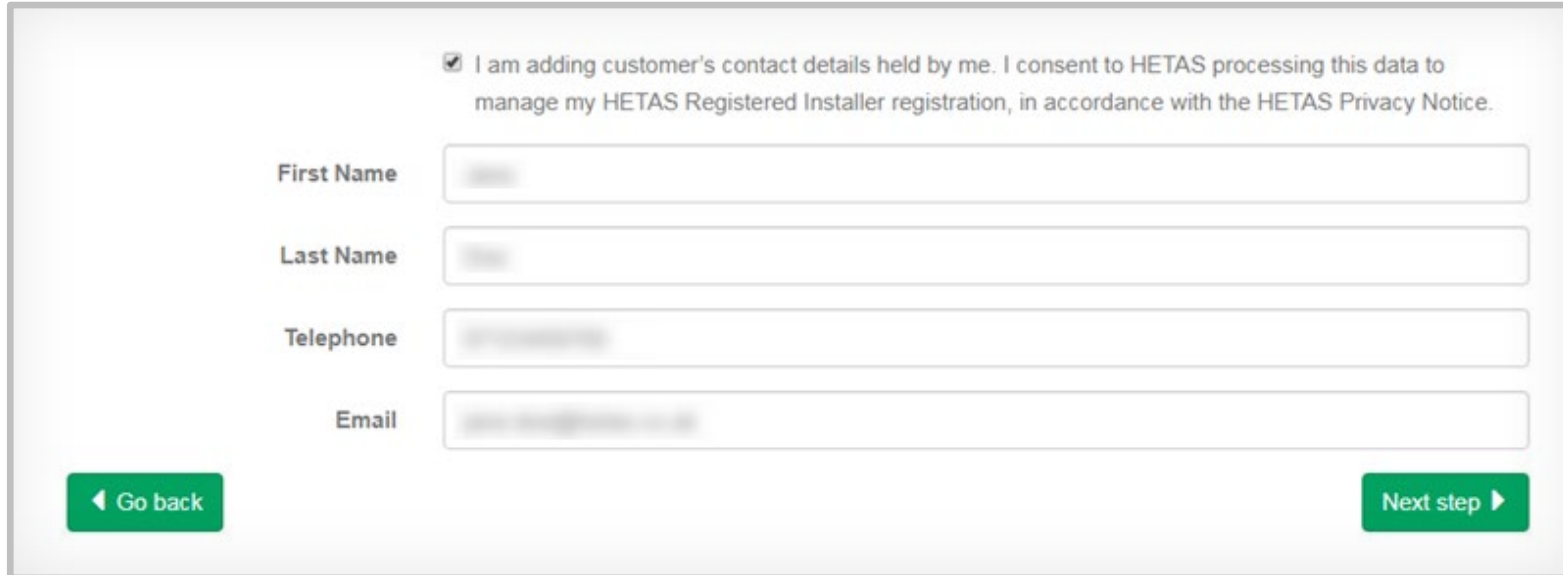
Certificate Dispatch to same address

Postcode*: If you fill in a postcode, the address lookup tool will bring back a list of addresses that you can select from. Usually you will first click on the street name, and then a new box will give you individual addresses. If the individual property isn't listed or you don't have a postcode, clicking **Input manually** will bring up further address fields where you can type in the full address, select the relevant Local Authority and flag up whether it is a new build property

Certificate Dispatch to same address: This is ticked by default. If you do need the certificate to go to a different address (e.g. to a landlord) or to a specific contact at the installation property, please uncheck this box and further address boxes will appear for you to complete

Cancel: If you navigate away from the page, the notification will save automatically. If you just wish to discard this notification, click **Cancel** and the data will be wiped

Step 2: Property / Consumer Details cont.

A screenshot of a web form for adding consumer details. At the top, there is a checked checkbox with the text: "I am adding customer's contact details held by me. I consent to HETAS processing this data to manage my HETAS Registered Installer registration, in accordance with the HETAS Privacy Notice." Below this are four input fields: "First Name", "Last Name", "Telephone", and "Email". The text in these fields is greyed out. At the bottom left is a green button with a left arrow and the text "Go back". At the bottom right is a green button with a right arrow and the text "Next step".

Consent Checkbox: Consumer details are optional, in case you do not have permission to share these with HETAS under data protection rules. HETAS would like to be able to contact consumers with safety and environmental information, so we encourage installers to get that consent. The consumer's details will be greyed out unless you check the consent box to confirm they have agreed that you can share their details with us

Consumer Details: All these fields are optional so please fill in as much as the consumer is happy to share. Fields can be left blank if you don't have all of the details

Go back / Next step: If you have made a mistake, you can use the **Go back** button to return to the previous screen, but please note that new details only save as you move forward from each screen. So if you return to the previous step the data on this screen will not be saved

Step 3: Installation Details – HETAS Approved Appliance



Operative*: Start typing the name of the operative that completed the work, and click the relevant name from the list

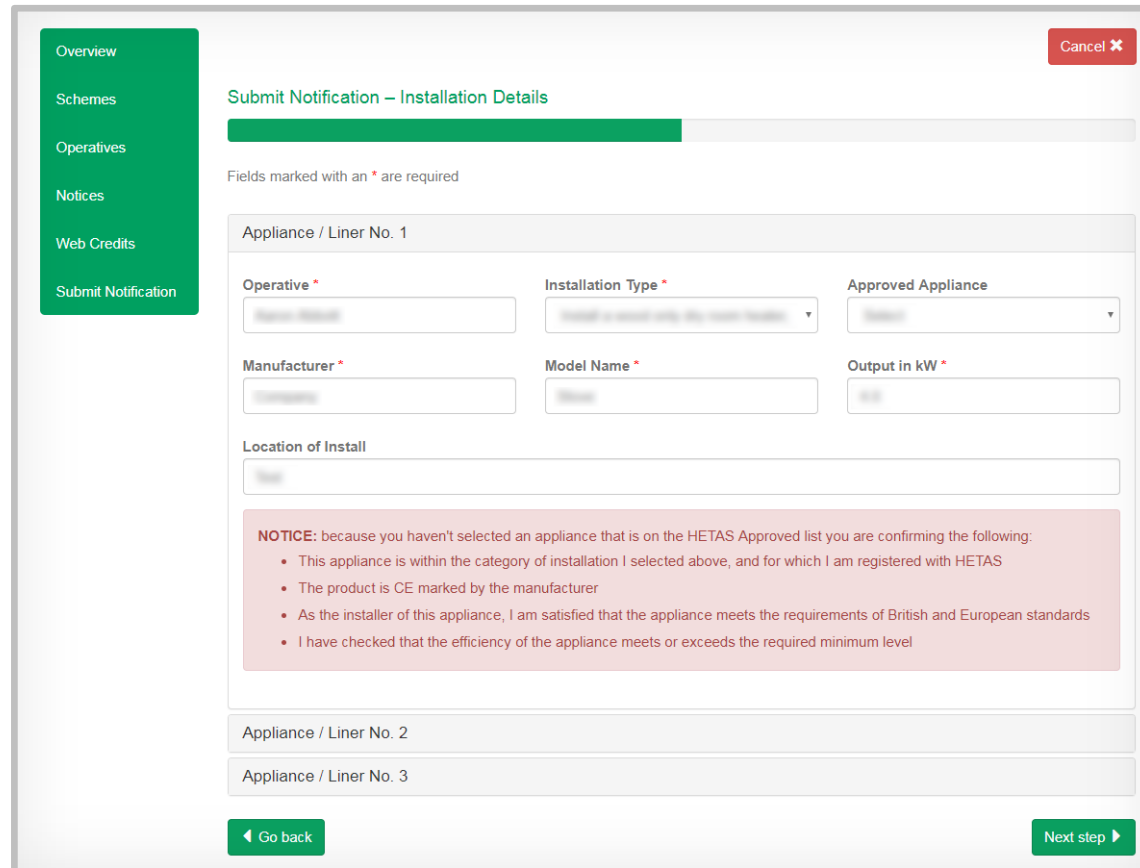
Installation Type*: Only the competencies assigned to that registered operative will show. Please select the competency related to this item

Approved Appliance: You can select from a dropdown of HETAS Approved appliances linked to the selected competence. If you did install one of those on the list, type a letter to jump to the next manufacturer name which starts with that letter

Manufacturer*, Model Name* & Output in kW*: No need to enter these details if you select one of the listed Approved Appliances

Location of Install: This field is optional, but if dealing with technical queries it is helpful for us to know which part of the property this appliance was installed in

Step 3: Installation Details – Non-Approved Appliance



Operative*: Start typing the name of the operative that completed the work and click the relevant operative from the list

Installation Type*: Only the competencies assigned to that operative will show. Please select the competency related to this item

Approved Appliance: If the item/appliance you installed is not on the HETAS approved list, leave this box alone

Manufacturer* , Model Name* &

Output in kW*: Please fill these in taking care to be as accurate as you can

Location of Install: This field is optional but it may be helpful for HETAS to know where in the property this appliance was installed

HETAS Approved Product search: The Find Product search on the main HETAS public website is an easy way to check the current HETAS Approved Product list by product type, model name and/or manufacturer. As new products are approved, HETAS will add them to the options on the HETAS notification system when we next do a system update. If a product has not yet made it onto the system, you can still type the details as for a non-approved appliance, as shown on this page .

Step 3: Installation Details – Liners and new flues



Submit Notification – Installation Details Cancel ✕

Fields marked with an * are required

Appliance / Liner No. 1

Appliance / Liner No. 2

Operative *	Installation Type *	Approved Appliance
<input type="text"/>	<input type="text"/>	<input type="text"/>
Manufacturer *	Model Name *	Output in kW *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Location of Install

NOTICE: because you haven't selected an appliance that is on the HETAS Approved list you are confirming the following:

- This appliance is within the category of installation I selected above, and for which I am registered with HETAS
- The product is CE marked by the manufacturer
- As the installer of this appliance, I am satisfied that the appliance meets the requirements of British and European standards
- I have checked that the efficiency of the appliance meets or exceeds the required minimum level

Appliance / Liner No. 3

Go back Next step

Don't forget to notify your liner or flue

Appliance/Liner No. 2:

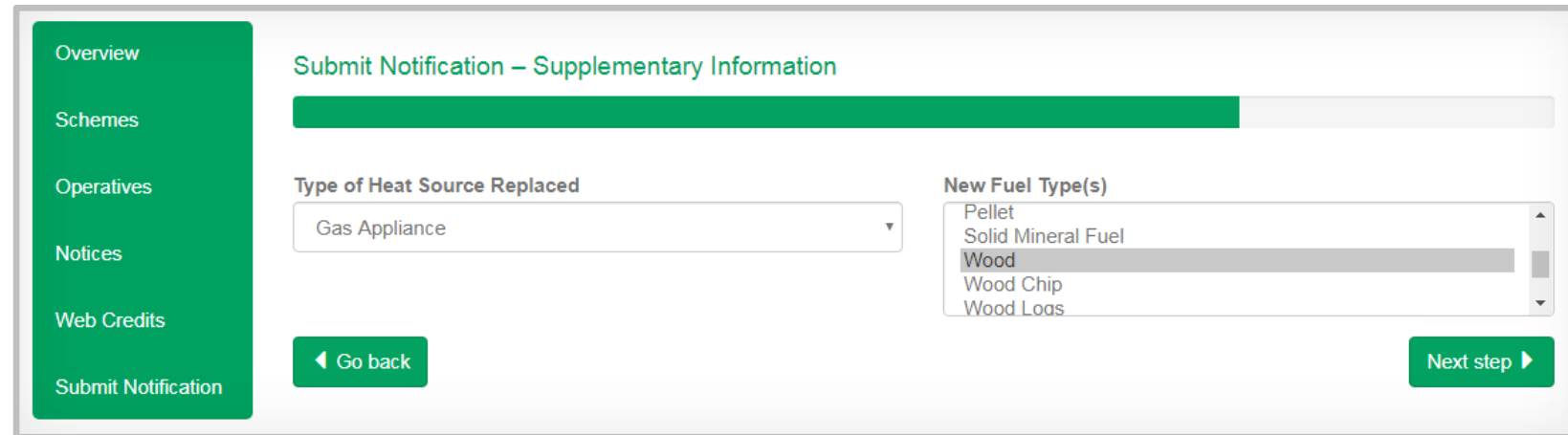
To add a second appliance, a new system chimney, or a flue liner, click on the No. 2 button. Boxes appear for you to select which operative did which type of item, and enter the details

Appliance/Liner No. 3:

Each on-line notification can include up to 3 items of work at the same property

Next step: When you have finished entering items correctly, this button will take you to Step 4

Step 4: Supplementary Information



Submit Notification – Supplementary Information

Type of Heat Source Replaced: Gas Appliance

New Fuel Type(s): Wood

Go back Next step

These supplementary fields are optional, but for analysing heating and environmental trends it is helpful for HETAS to know the profile of installations and fuels being deployed

Type of Heat Source Replaced: Please select the appropriate option from the drop down. For a brand new installation please select **New Heat Source**

New Fuel Type(s): Please select the closest match to indicate the main type of fuel to be used in the appliance you installed

Step 5: Summary



Submit Notification – Summary

Cancel ✕

Overview
Schemes
Operatives
Notices
Web Credits
Submit Notification

Your Reference: Demonstration

Work Completion Date: 02/08/2019

Homeowner First Name: New

Homeowner Last Name: Customer

New Build: No

Local Authority: Tewkesbury

Address: HETAS Ltd Severn House, Green Lane, , Tewkesbury, GL20 8HD

Certificate Dispatch Address:

Manufacturer, Item & Installer: Company Stove

Manufacturer, Item & Installer: System Chimney

As the Competent Person responsible for the work described on this form, I confirm that the appliance and associated work has been installed in accordance with Regulations 4 & 7 of the Building Regulations and is safe for use

Go back Submit notification

The summary screen shows an extract of what you have entered

Certificate Dispatch

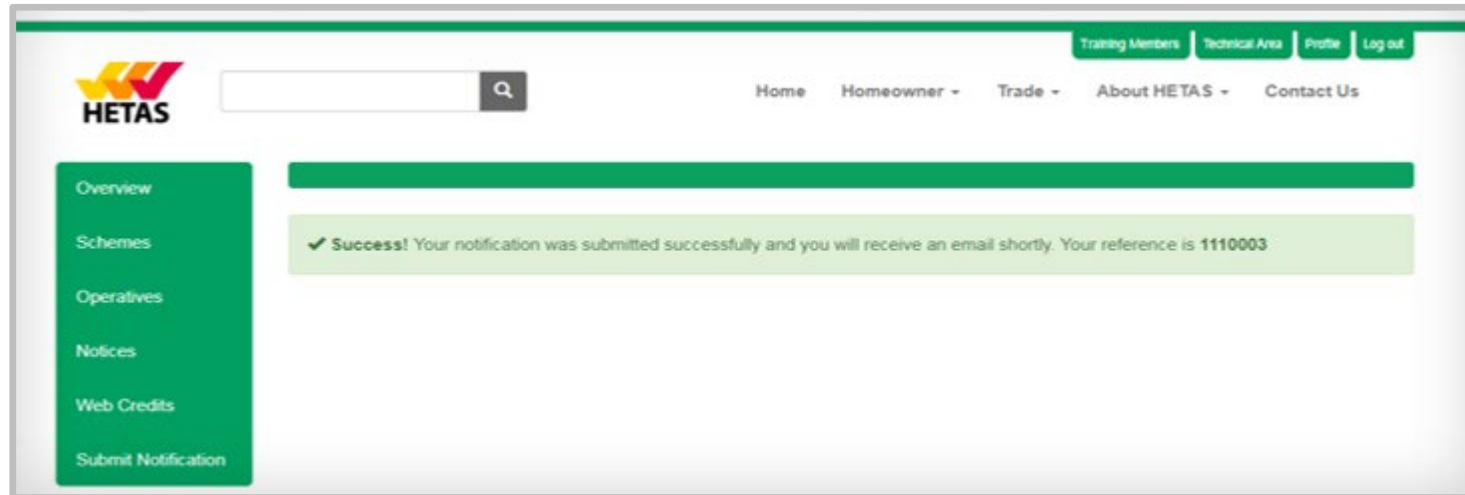
Address: If you did not enter a different dispatch address, this box is not completed and the certificate will go to the installation address

Corrections?: If any details are wrong or unsure, clicking **Go back** lets you correct them now. Alternatively, navigate away from this page and edit the notification when you have more information

Declaration: Check the declaration box to confirm that you have completed a compliant and safe installation

You may then click on the **Submit notification** button to self-certify this installation to HETAS

Confirmation



It may take a few seconds for the website to connect with the HETAS database and upload your installation – do not refresh the page while that transfer is happening

When your submission is successful, you will see an on-screen message, giving the notification number that will appear on the customer's HETAS certificate

Your business should also get an immediate confirming email from HETAS

Thank you for being one of the first users of the new system. If you have any problems with it, or would like to suggest ways we could enhance the system, please contact us:

- By phone to 01684 278170
- By email to info@HETAS.co.uk