

ASP Scheme – ASP Platform User Guide

How-to: Add a Class or RA in the ASP Platform

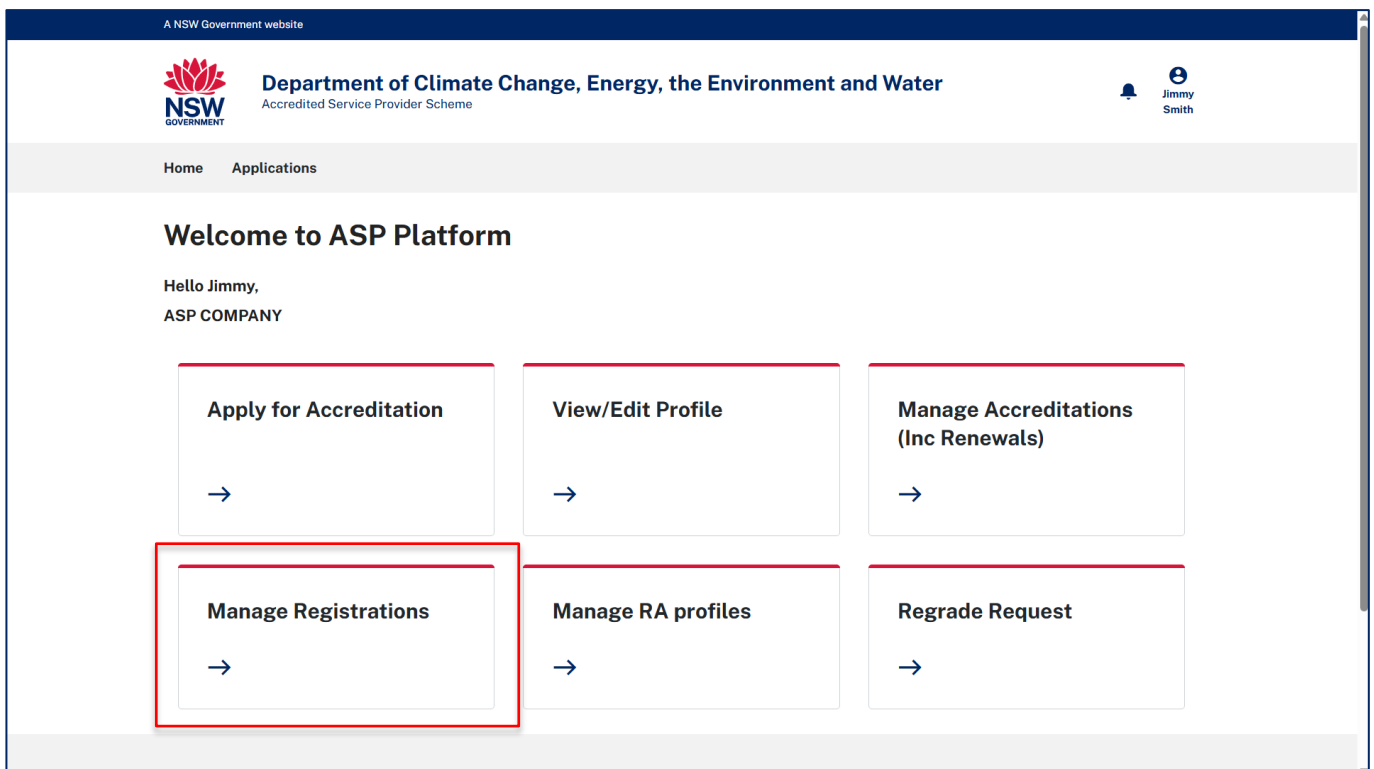
Navigate to...

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Introduction

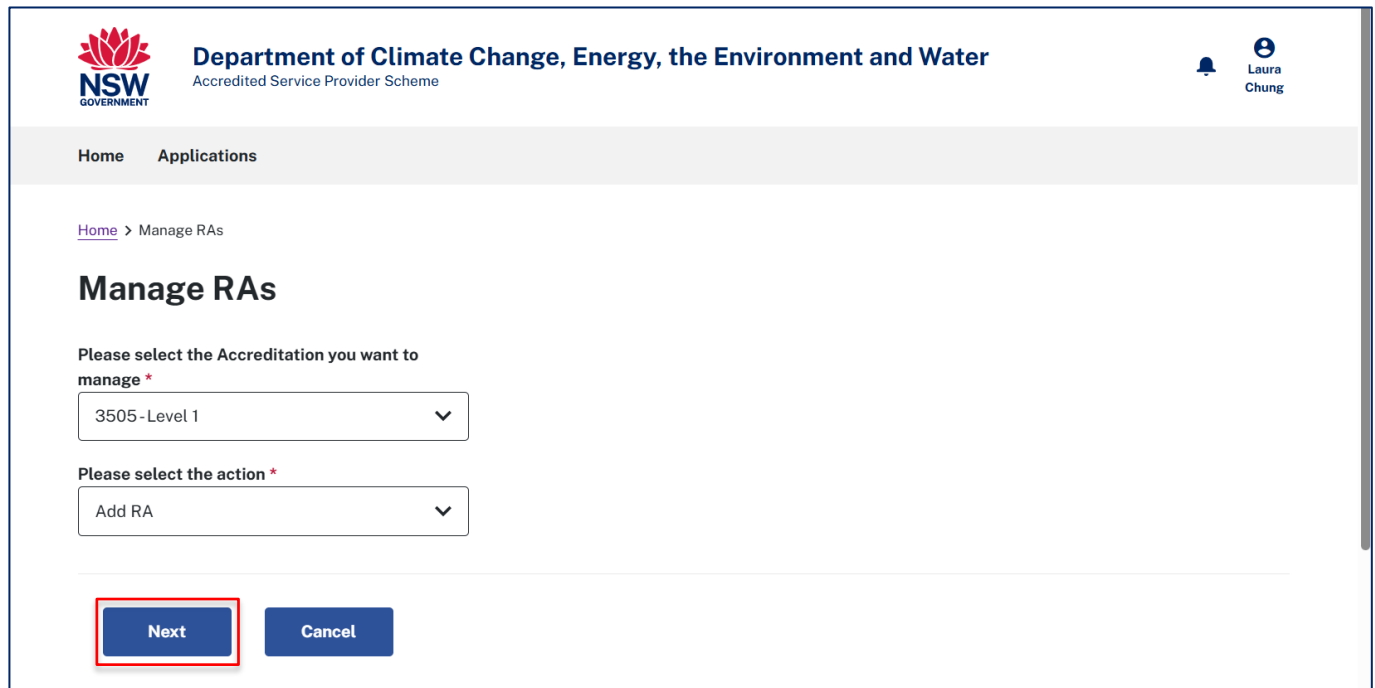
Step 1

From the homepage of your ASP Platform, click **Manage Registrations**



Step 2

Select the accreditation level you would like to add a Class to, then select **Add RA**. Click **Next**.



NSW
GOVERNMENT

Department of Climate Change, Energy, the Environment and Water
Accredited Service Provider Scheme

Home Applications

Home > Manage RAs

Manage RAs

Please select the Accreditation you want to manage *

3505 - Level 1

Please select the action *

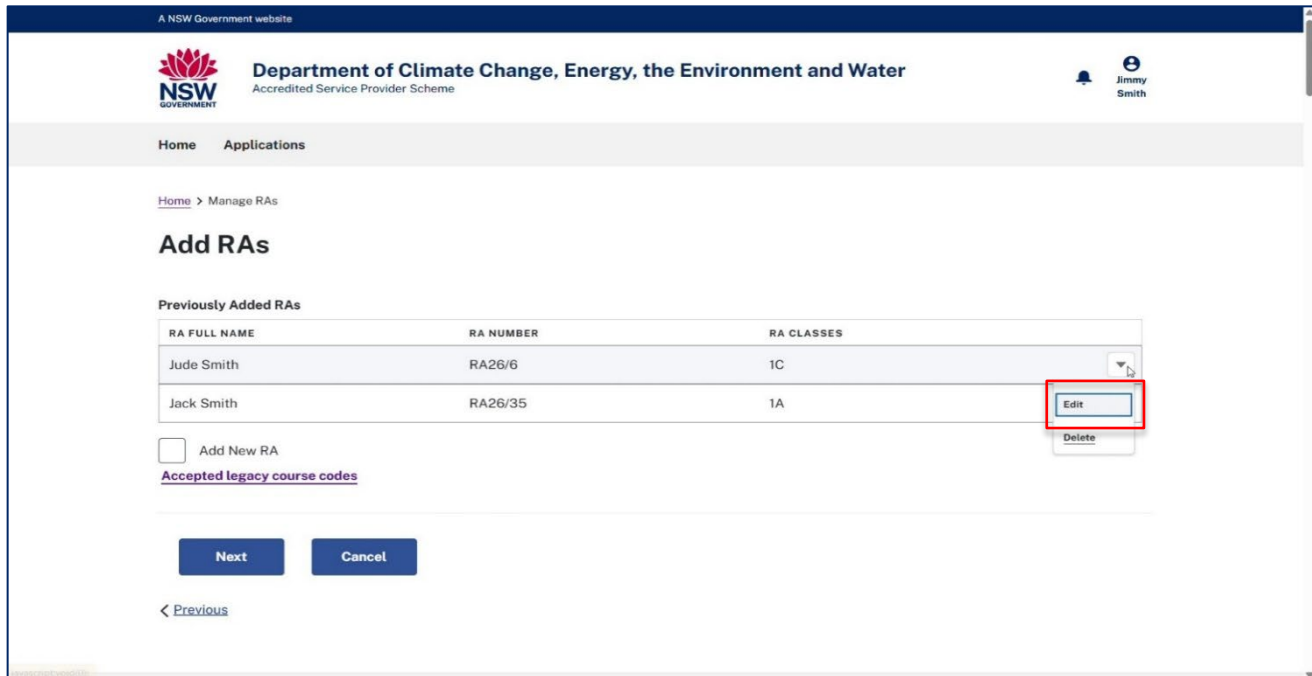
Add RA

Next Cancel

Add a new Class to an existing RA under your Accreditation

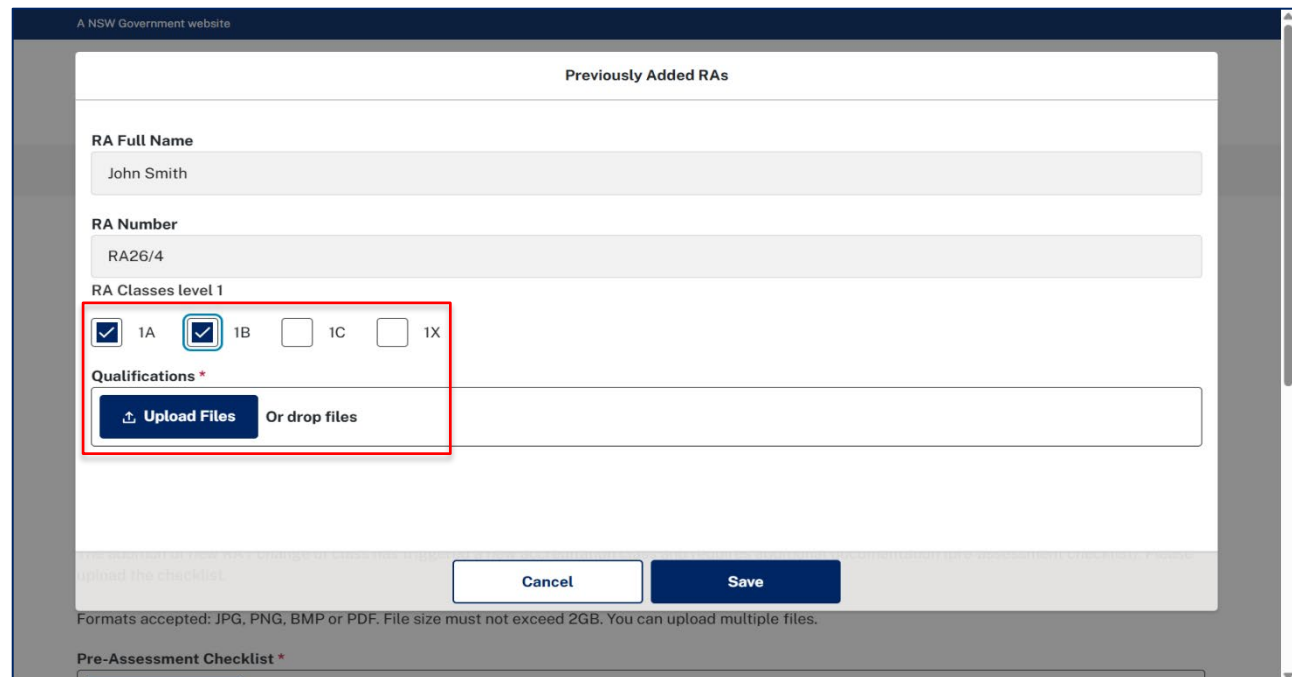
Step 1

Click **Edit** from the dropdown menu to the right of the RA you wish to add a new Class to.



Step 2

Check the new Class(es) you would like to add and upload the relevant qualifications.



Step 3

Click **Save**. Repeat as required.

Previously Added RAs

RA Full Name
John Smith

RA Number
RA26/4

RA Classes level 1
 1A 1B 1C 1X

Qualifications *
 Or drop files

Formats accepted: JPG, PNG, BMP or PDF. File size must not exceed 2GB. You can upload multiple files.

Pre-Assessment Checklist *

Step 4

Once you have added the RAs you require, click **Next** to continue.

Previously Added RAs

RA FULL NAME	RA NUMBER	RA CLASSES
Jude Smith	RA26/6	1C
Jack Smith	RA26/35	1A

Add New RA
[Accepted legacy course codes](#)

RAs to be registered
Once registered the following employees or subcontractors will be seeking, under the accreditation of the applicant, authorisation to work on or near the network.

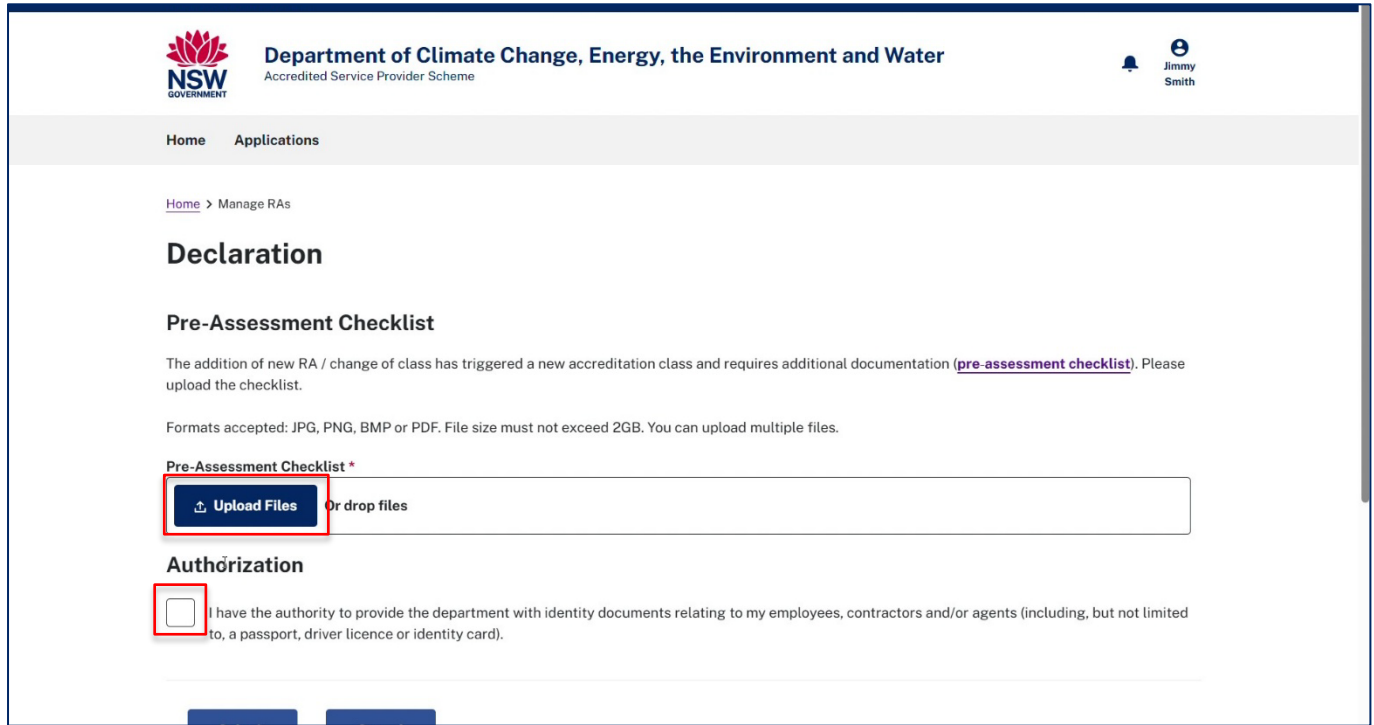
RA NUMBER	NAME	RA CLASSES	SUBCONTRACTOR
RA26/4	John Smith	1A;1B	<input type="checkbox"/>
	Jimmy Smith	1A;1B	<input type="checkbox"/>

[Previous](#)

For assistance call us on (02) 8275 1960 or email asp.scheme@planning.nsw.gov.au

Step 5

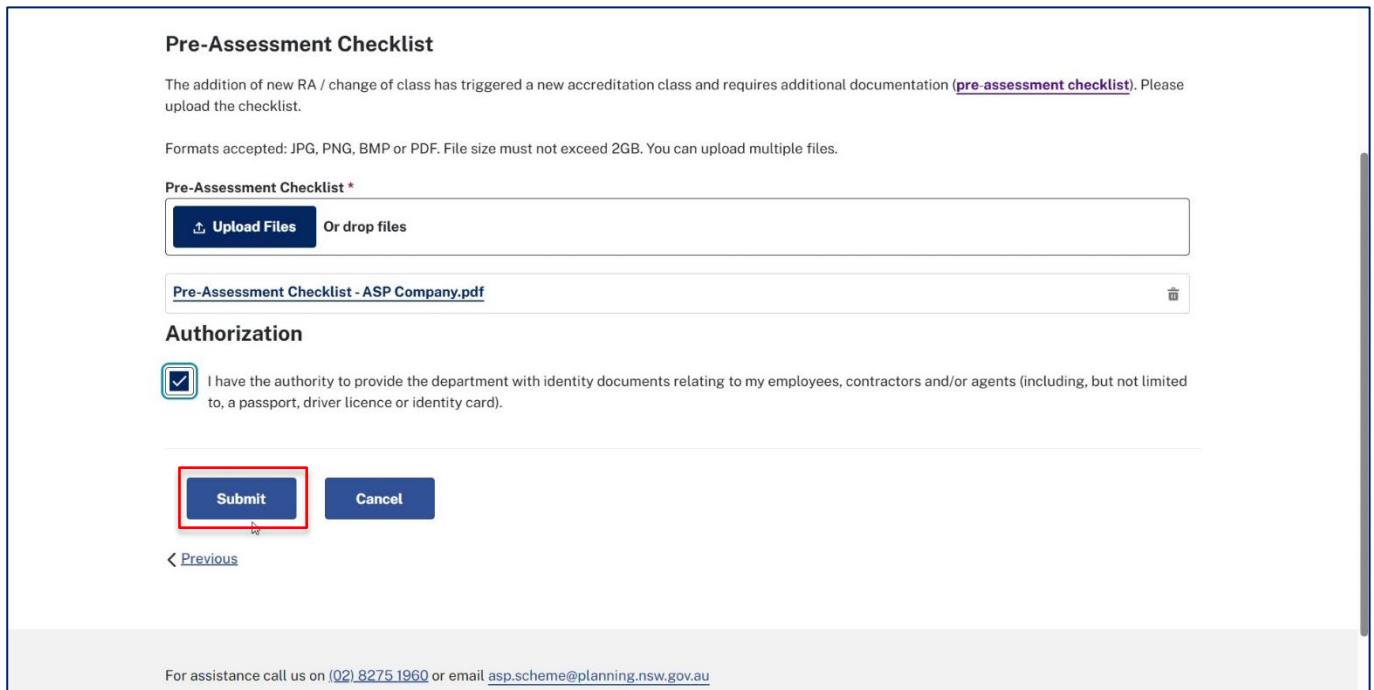
If you are adding a new **Level 1** Class, you will be required to submit a pre-assessment checklist. **All Levels** will be required to tick the authorisation box.



The screenshot shows the 'Pre-Assessment Checklist' form. At the top, there is a navigation bar with the NSW Government logo and the text 'Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme'. The user's name 'Jimmy Smith' is visible in the top right. Below the navigation bar, there are tabs for 'Home' and 'Applications'. The main content area has a breadcrumb 'Home > Manage RAs' and a heading 'Declaration'. Underneath is the 'Pre-Assessment Checklist' section, which includes instructions and a file upload area. The 'Pre-Assessment Checklist' label is highlighted with a red box. Below it is a file upload button labeled 'Upload Files' and the text 'Or drop files'. The 'Authorization' section has a checkbox that is currently unchecked, also highlighted with a red box. The text next to the checkbox reads: 'I have the authority to provide the department with identity documents relating to my employees, contractors and/or agents (including, but not limited to, a passport, driver licence or identity card)'. At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

Step 6

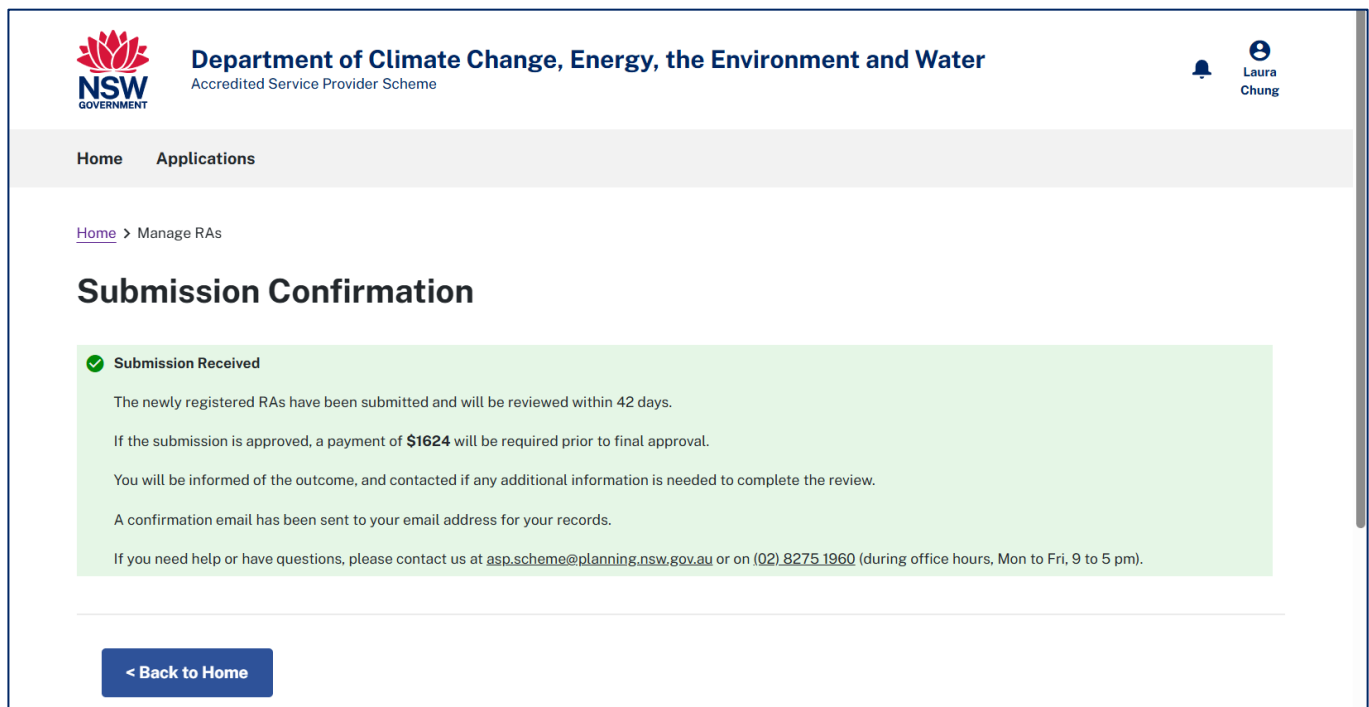
Click **Submit** to send your application for review.



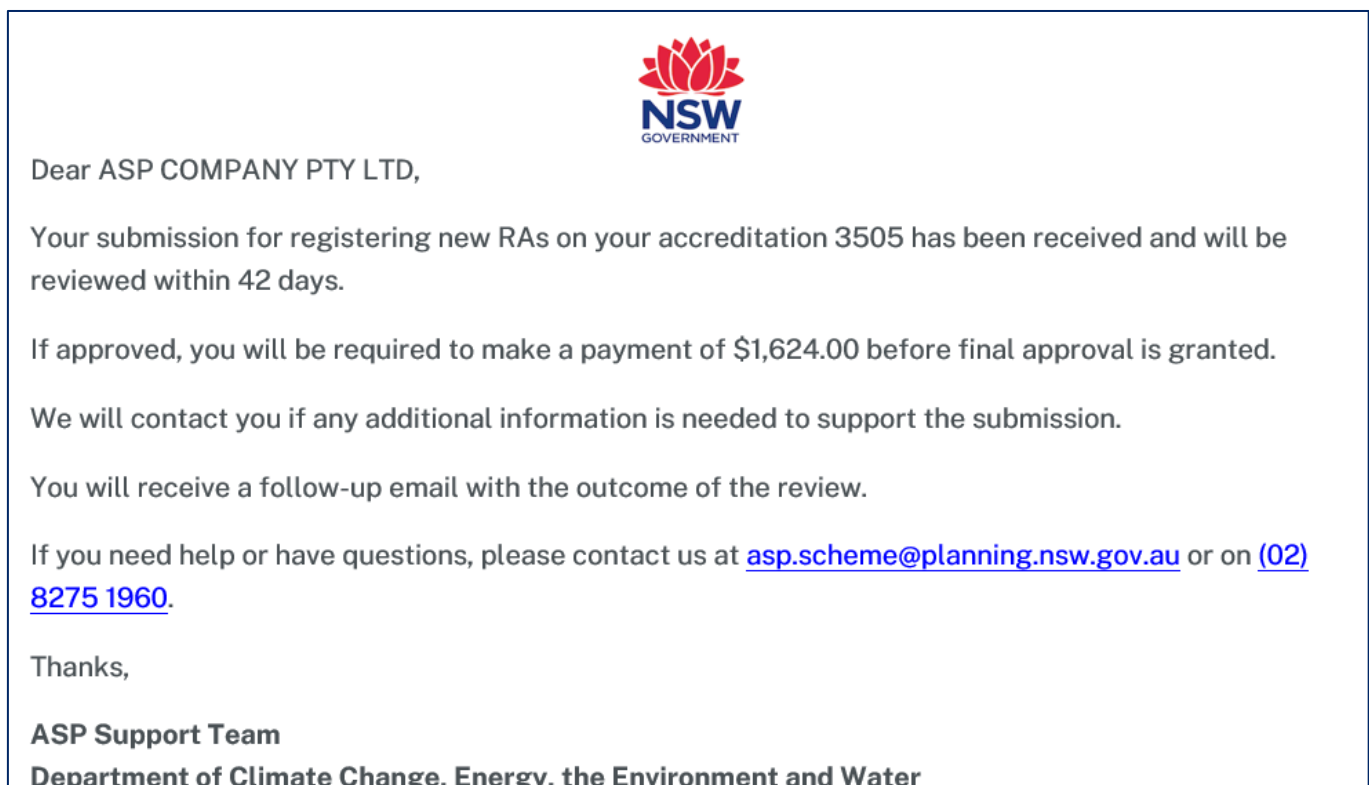
This screenshot shows the same 'Pre-Assessment Checklist' form as in Step 5, but with the 'Submit' button highlighted by a red box. The file upload area now shows a file named 'Pre-Assessment Checklist - ASP Company.pdf' with a trash icon to its right. The 'Authorization' checkbox is now checked. At the bottom, there are two buttons: 'Submit' (highlighted) and 'Cancel'. Below the buttons is a link '< Previous'. At the very bottom of the page, there is a footer with contact information: 'For assistance call us on (02) 8275 1960 or email asp.scheme@planning.nsw.gov.au'.

Step 7

You will be redirected to a confirmation page and receive an email confirming your submission. Please note the processing time and any payment required as specified in the submission confirmation, as this varies by Level.



The screenshot shows the user interface of the ASP Scheme Platform. At the top left is the NSW Government logo. The header text reads "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". On the top right, there is a notification bell icon and the user's name "Laura Chung". Below the header is a navigation bar with "Home" and "Applications" tabs. The main content area shows a breadcrumb "Home > Manage RAs" followed by the heading "Submission Confirmation". A green box contains a "Submission Received" message with a checkmark icon. The message text states: "The newly registered RAs have been submitted and will be reviewed within 42 days. If the submission is approved, a payment of \$1624 will be required prior to final approval. You will be informed of the outcome, and contacted if any additional information is needed to complete the review. A confirmation email has been sent to your email address for your records. If you need help or have questions, please contact us at asp.scheme@planning.nsw.gov.au or on (02) 8275 1960 (during office hours, Mon to Fri, 9 to 5 pm)." At the bottom left of the message box is a blue button labeled "< Back to Home".

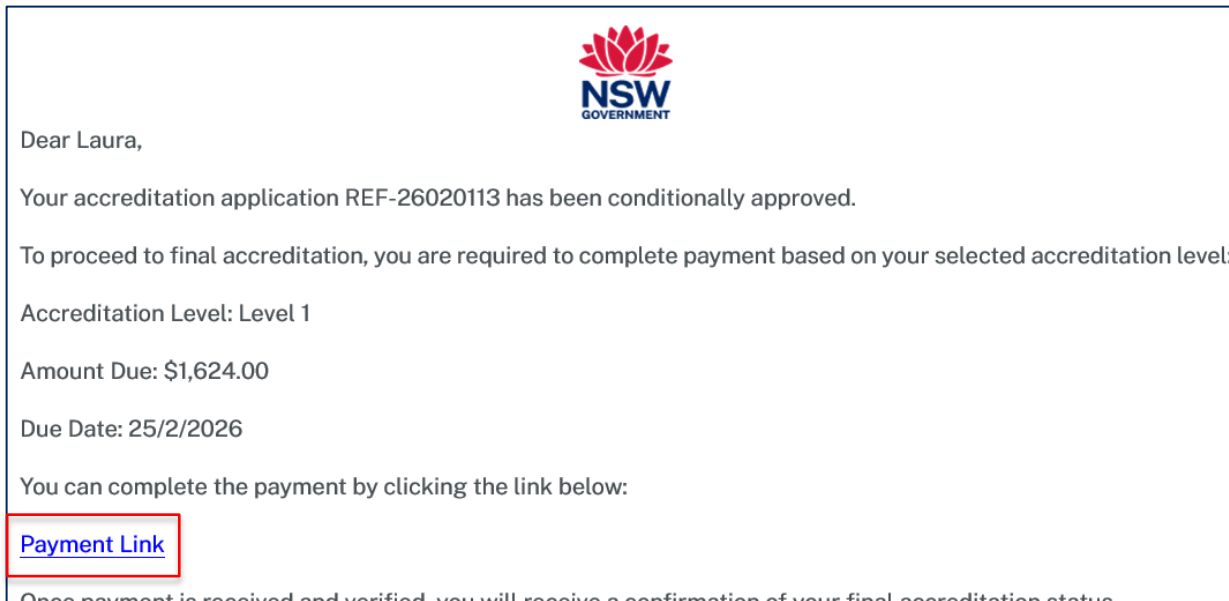


The screenshot shows an email confirmation from the NSW Government. At the top center is the NSW Government logo. The email text reads: "Dear ASP COMPANY PTY LTD, Your submission for registering new RAs on your accreditation 3505 has been received and will be reviewed within 42 days. If approved, you will be required to make a payment of \$1,624.00 before final approval is granted. We will contact you if any additional information is needed to support the submission. You will receive a follow-up email with the outcome of the review. If you need help or have questions, please contact us at asp.scheme@planning.nsw.gov.au or on (02) 8275 1960." The email concludes with "Thanks, ASP Support Team Department of Climate Change, Energy, the Environment and Water".

Step 8

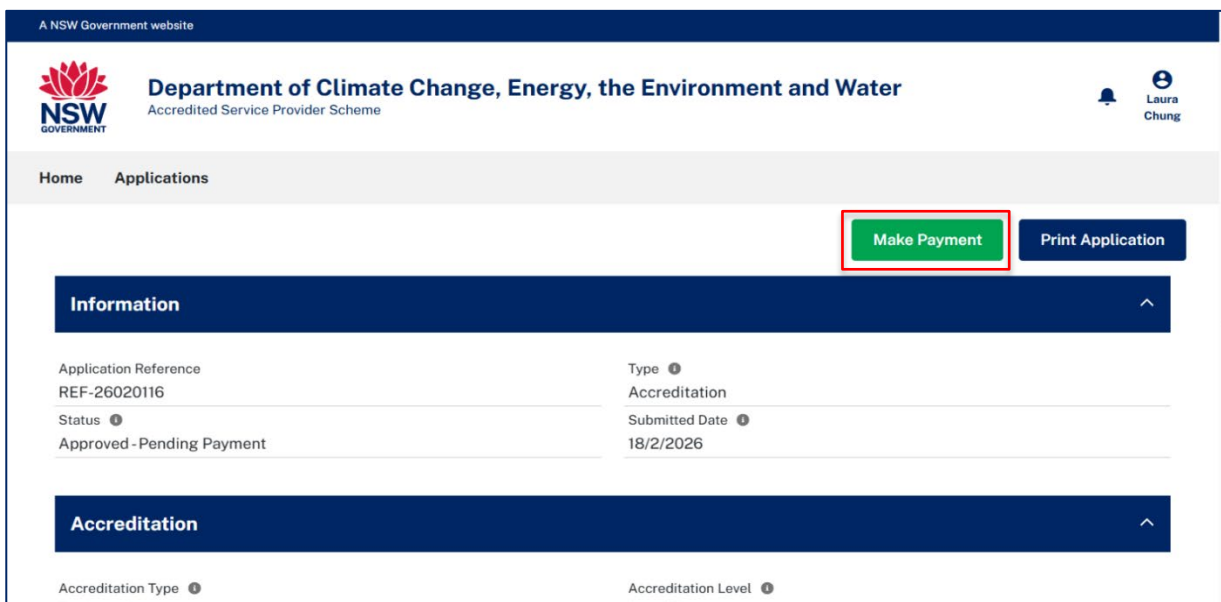
Once the ASP Assessments Team approves your application, you will receive an email prompting you to submit payment.

Follow the link to provide your payment details through the secure payment portal.

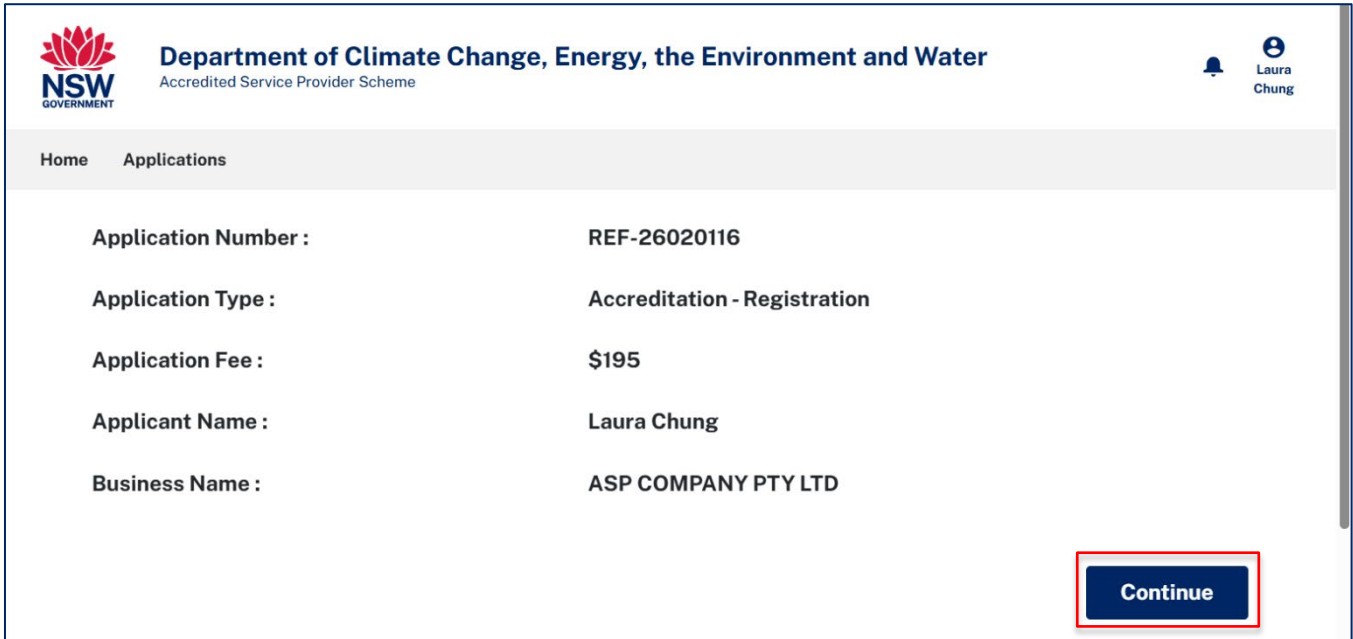


Step 9

In the ASP Platform, click **Make Payment**, then **Continue**.



Note that you can also access this page via **Applications > Submitted Applications > Your Application Number**

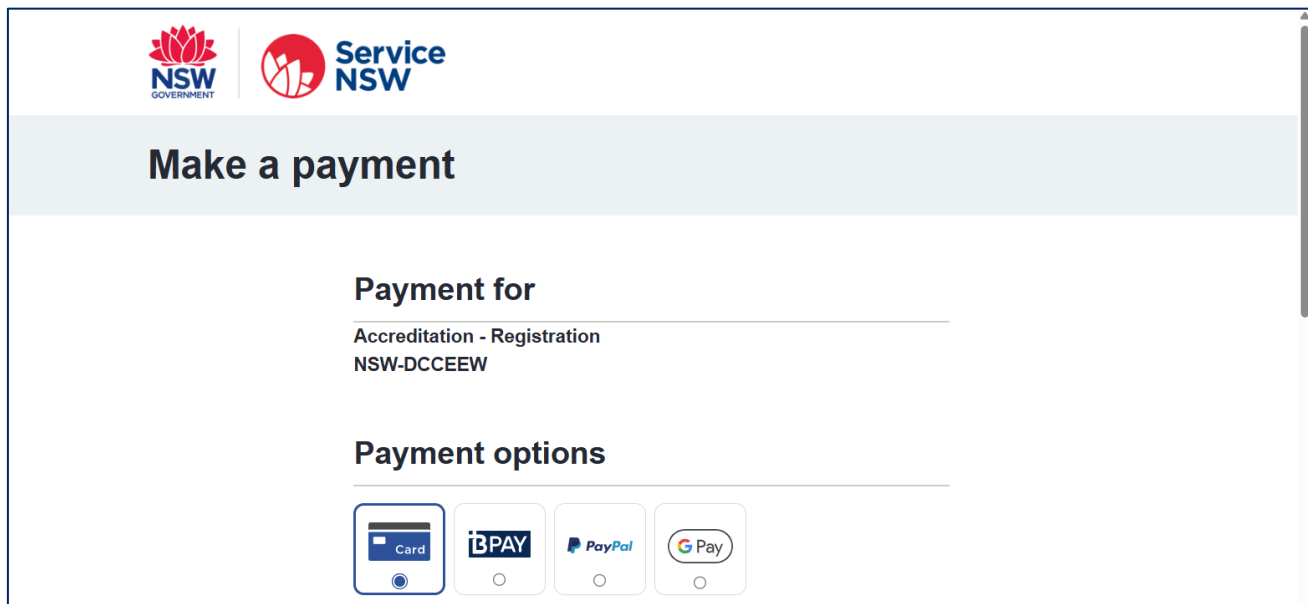


The screenshot shows the user interface for the Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme. The user is logged in as Laura Chung. The page displays application details for REF-26020116, including the application type (Accreditation - Registration), fee (\$195), applicant name (Laura Chung), and business name (ASP COMPANY PTY LTD). A 'Continue' button is highlighted with a red box.

Application Number :	REF-26020116
Application Type :	Accreditation - Registration
Application Fee :	\$195
Applicant Name :	Laura Chung
Business Name :	ASP COMPANY PTY LTD

Step 10

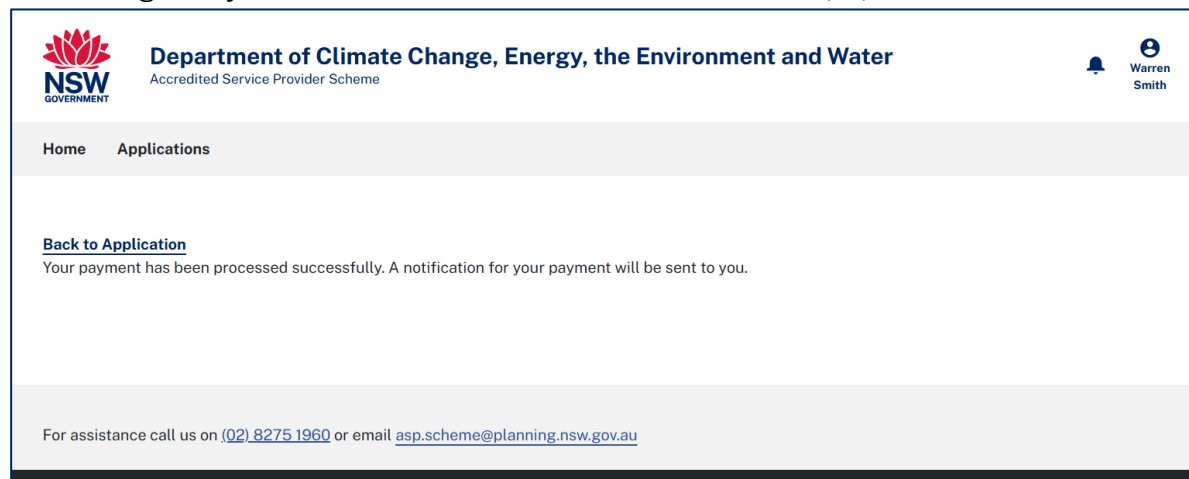
Follow the prompts to complete your payment. For more help with making a payment through the ASP Platform, see the [ASP Platform User Guide – Making a Payment](#).



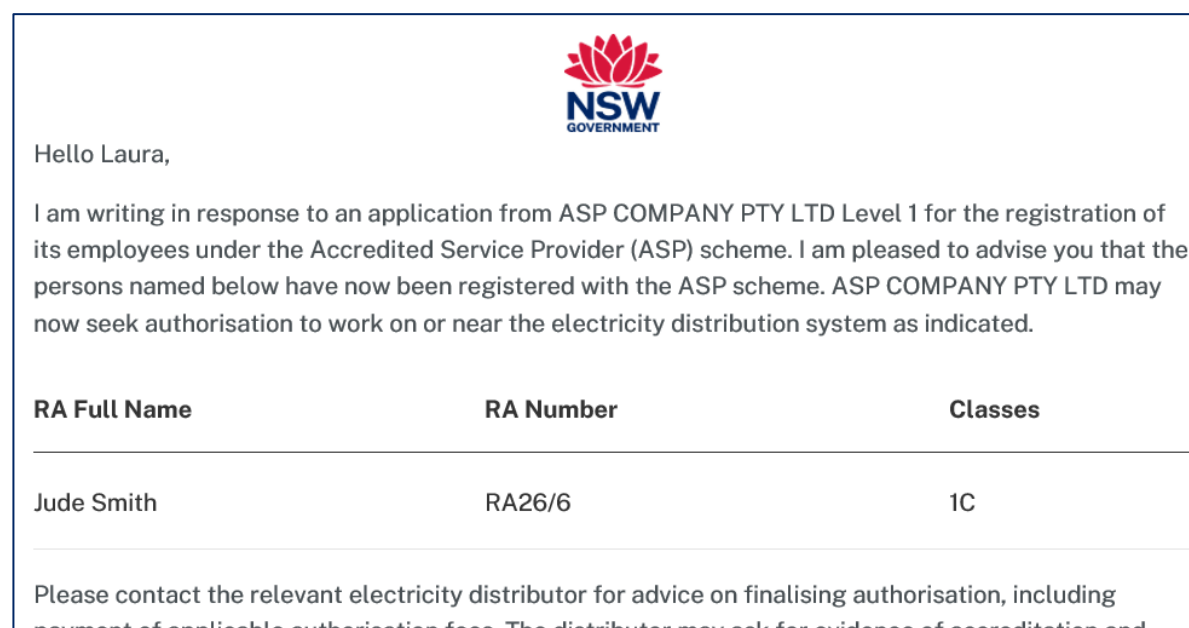
The screenshot shows the 'Make a payment' screen. It includes the NSW Government and Service NSW logos. The payment is for 'Accreditation - Registration' with reference 'NSW-DCCEEW'. Under 'Payment options', there are four buttons: Card, iBPAY, PayPal, and G Pay. The Card option is currently selected.

Step 11

After payment, you will be redirected to a payment confirmation page, and you will receive an email confirming that your RA is now accredited for the new Class(es).



The screenshot shows a web page from the Department of Climate Change, Energy, the Environment and Water. The page header includes the NSW Government logo and the text "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". A user profile for "Warren Smith" is visible in the top right. The main content area has a navigation bar with "Home" and "Applications". Below this, there is a link for "Back to Application" and a message: "Your payment has been processed successfully. A notification for your payment will be sent to you." At the bottom, contact information is provided: "For assistance call us on (02) 8275 1960 or email asp.scheme@planning.nsw.gov.au".



The screenshot shows an email from the NSW Government. The header features the NSW Government logo. The body of the email starts with "Hello Laura," followed by a paragraph: "I am writing in response to an application from ASP COMPANY PTY LTD Level 1 for the registration of its employees under the Accredited Service Provider (ASP) scheme. I am pleased to advise you that the persons named below have now been registered with the ASP scheme. ASP COMPANY PTY LTD may now seek authorisation to work on or near the electricity distribution system as indicated." Below this is a table with three columns: "RA Full Name", "RA Number", and "Classes".

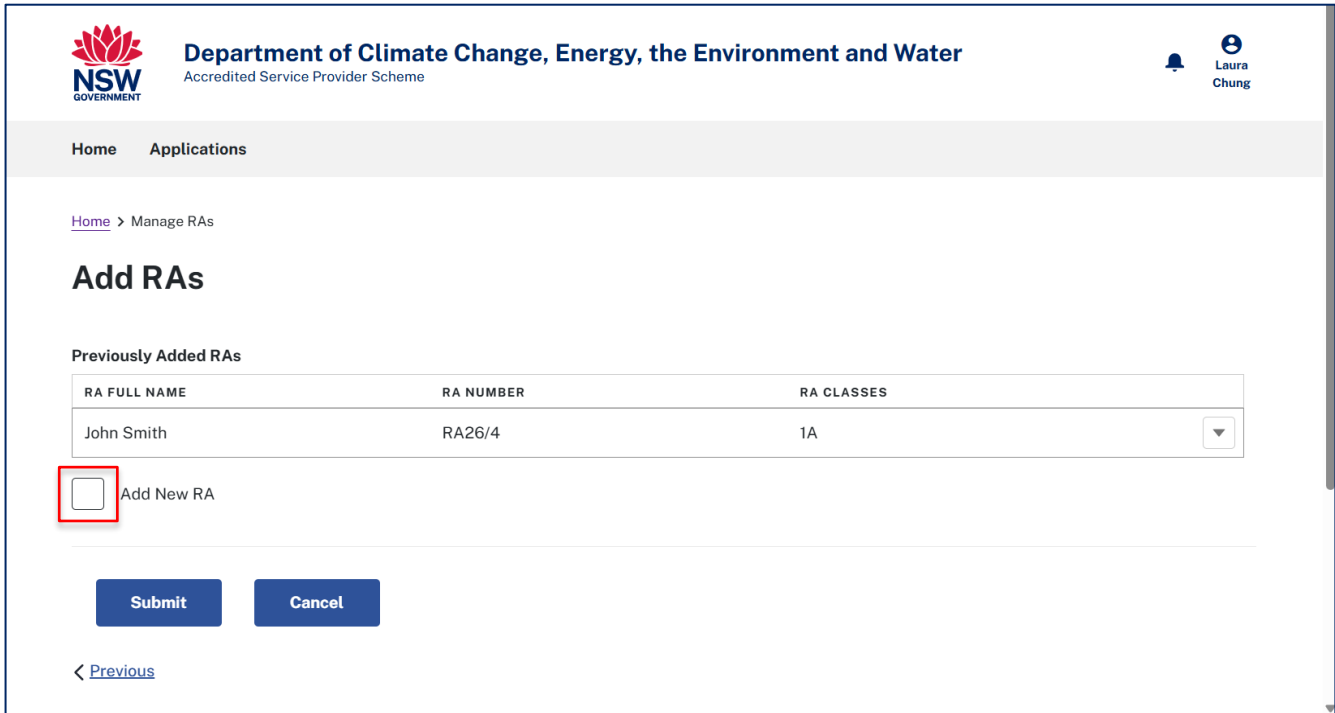
RA Full Name	RA Number	Classes
Jude Smith	RA26/6	1C

Below the table, the text reads: "Please contact the relevant electricity distributor for advice on finalising authorisation, including payment of applicable authorisation fees. The distributor may ask for evidence of accreditation and..."

Add a new Class by adding a new RA

Step 1

Check the **Add New RA** box.



Department of Climate Change, Energy, the Environment and Water
Accredited Service Provider Scheme

Home Applications

Home > Manage RAs

Add RAs

Previously Added RAs

RA FULL NAME	RA NUMBER	RA CLASSES
John Smith	RA26/4	1A

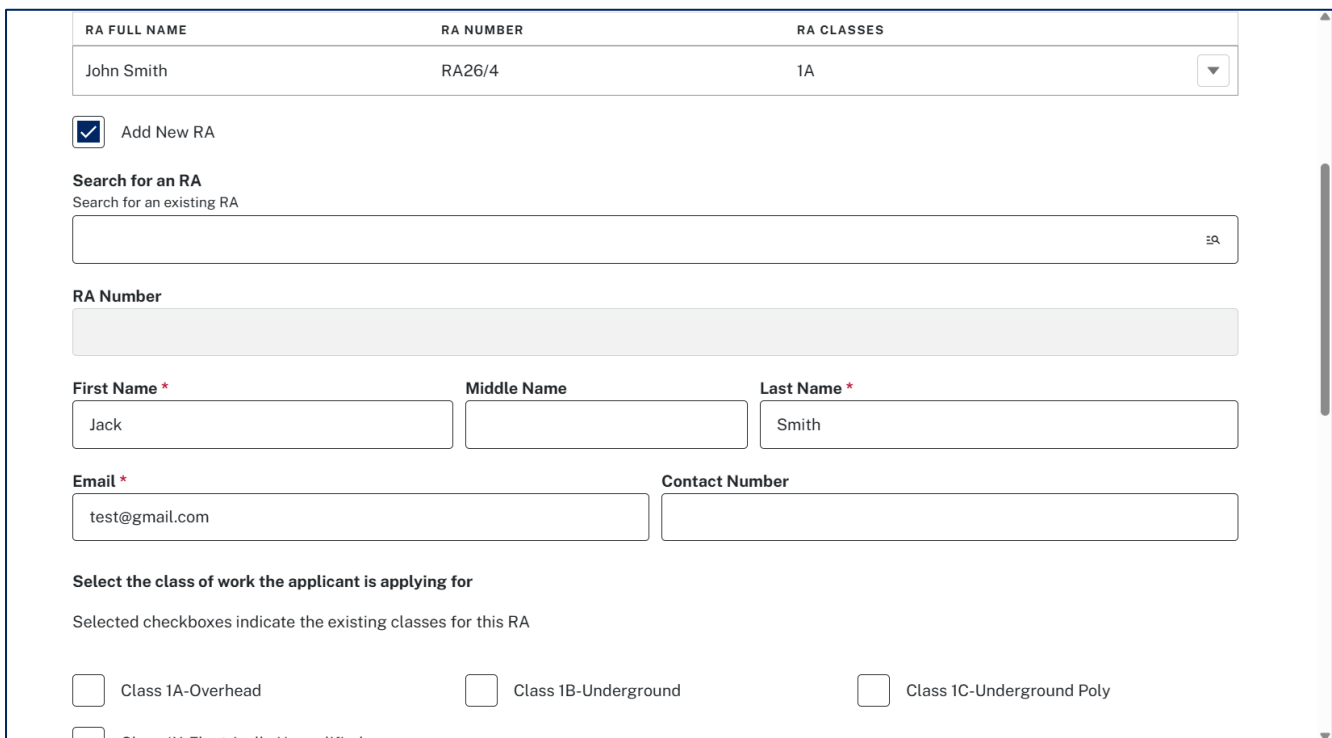
Add New RA

[Submit](#) [Cancel](#)

[Previous](#)

Step 2

Fill in the details of your new RA, including the classes you would like to register them for.



RA FULL NAME	RA NUMBER	RA CLASSES
John Smith	RA26/4	1A

Add New RA

Search for an RA
Search for an existing RA

RA Number

First Name * **Middle Name** **Last Name ***

Jack Smith

Email * **Contact Number**

test@gmail.com

Select the class of work the applicant is applying for

Selected checkboxes indicate the existing classes for this RA

Class 1A-Overhead Class 1B-Underground Class 1C-Underground Poly

Class 1X-Electrically Unqualified

Step 3

Upload the required documents and click **Add RA**. Repeat as required.

Select the class of work the applicant is applying for

Selected checkboxes indicate the existing classes for this RA

Class 1A-Overhead
 Class 1B-Underground
 Class 1C-Underground Poly
 Class 1X-Electrically Unqualified

Formats accepted: JPG, PNG, BMP or PDF. File size must not exceed 2GB. You can upload multiple files.

Identification *

[Upload Files](#) Or drop files

[RA Identification.pdf](#)

Qualifications *

[Upload Files](#) Or drop files

[RA Qualifications.pdf](#)

Add RA

[Next](#) [Cancel](#)

[Previous](#)

Step 4

Once you have finished adding your RAs, click **Next** to continue

Previously Added RAs

RA FULL NAME	RA NUMBER	RA CLASSES
Jude Smith	RA26/6	1C
Jack Smith	RA26/35	1A

Add New RA

[Accepted legacy course codes](#)

RAs to be registered

Once registered the following employees or subcontractors will be seeking, under the accreditation of the applicant, authorisation to work on or near the network.

RA NUMBER	NAME	RA CLASSES	SUBCONTRACTOR
RA26/4	John Smith	1A;1B	<input type="checkbox"/>
	Jimmy Smith	1A;1B	<input type="checkbox"/>

Next

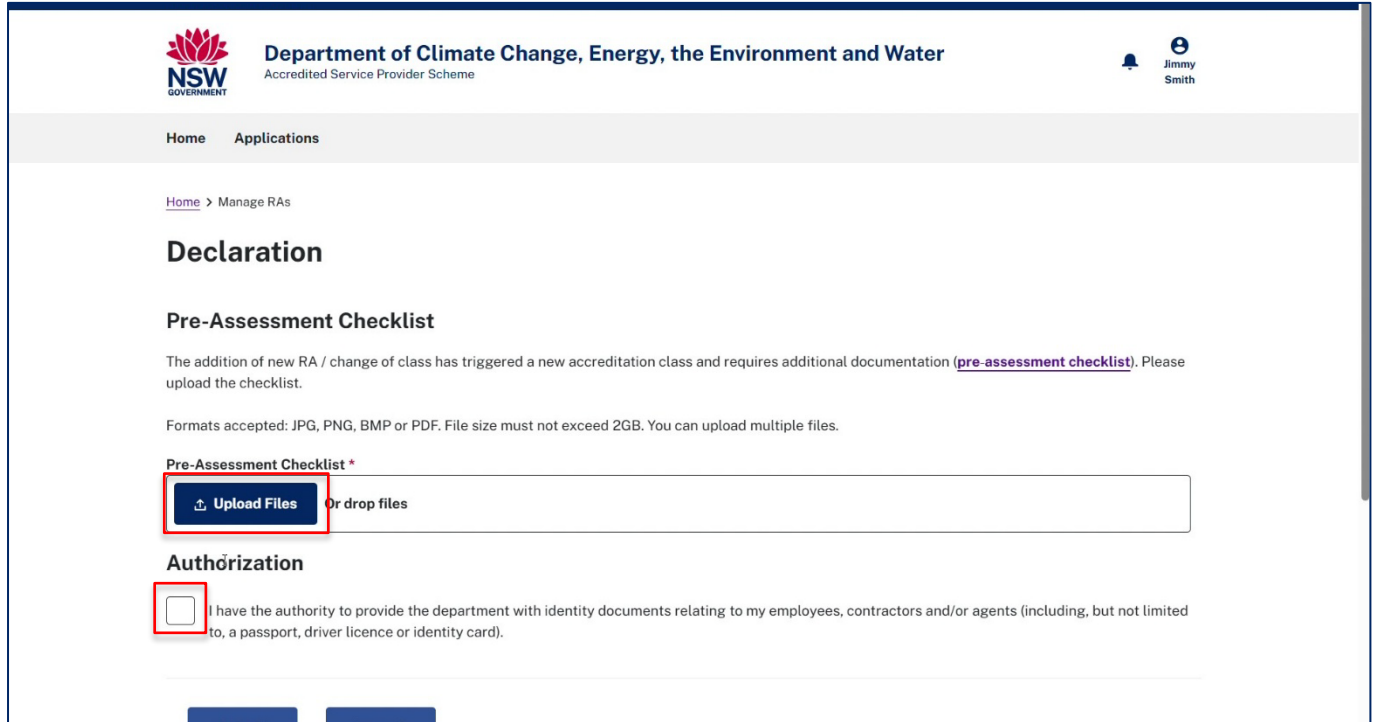
[Cancel](#)

[Previous](#)

For assistance call us on (02) 8275 1960 or email asp.scheme@planning.nsw.gov.au

Step 5

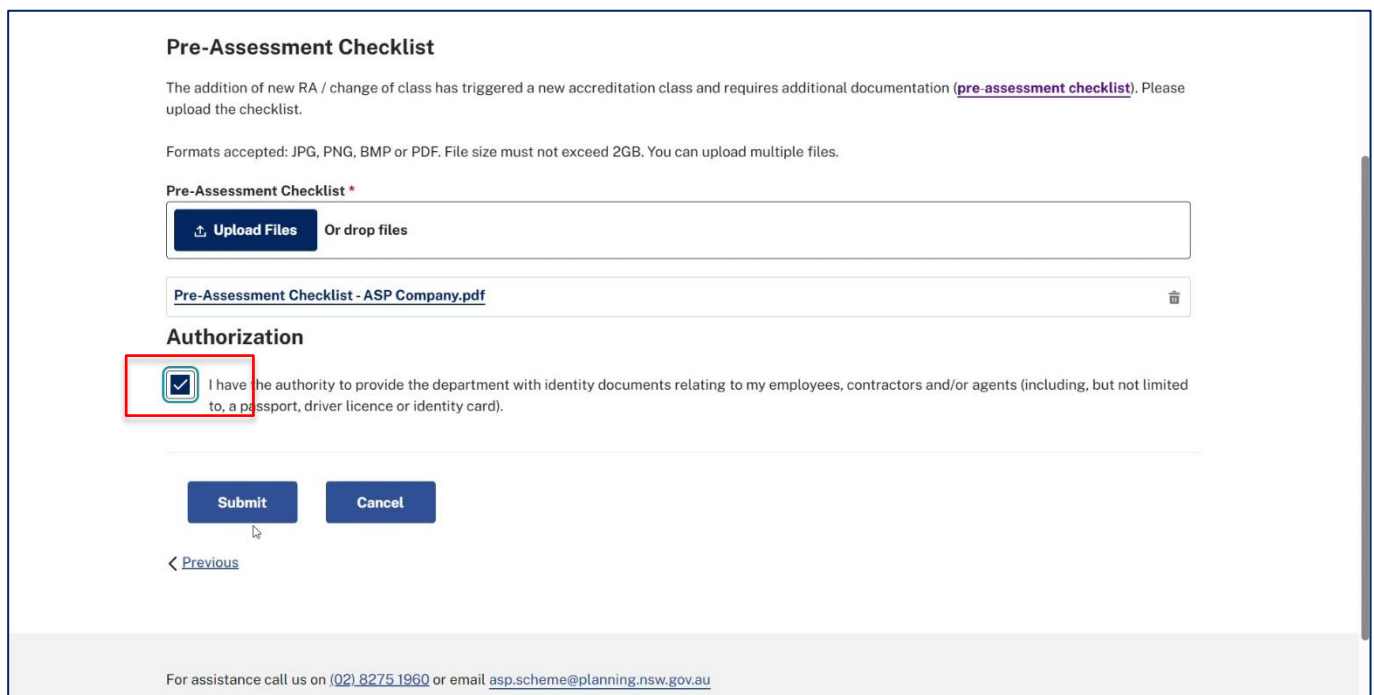
If you are adding a new **Level 1 Class**, you will be required to submit a pre-assessment checklist.
All Levels will be required to tick the authorisation box.



The screenshot shows the 'Pre-Assessment Checklist' form. At the top, there is a navigation bar with 'Home' and 'Applications'. Below that, a breadcrumb trail reads 'Home > Manage RAs'. The main heading is 'Declaration'. Underneath, the section is titled 'Pre-Assessment Checklist'. A paragraph explains that adding a new RA or changing a class triggers a new accreditation class and requires additional documentation (pre-assessment checklist). It lists accepted formats: JPG, PNG, BMP, or PDF, with a 2GB file size limit. A file upload area is shown with a red box around the 'Upload Files' button and the text 'Or drop files'. Below this is the 'Authorization' section, which has a red box around an unchecked checkbox. The text next to the checkbox states: 'I have the authority to provide the department with identity documents relating to my employees, contractors and/or agents (including, but not limited to, a passport, driver licence or identity card)'. At the bottom of the form, there are two blue buttons: 'Submit' and 'Cancel'.

Step 6

Click **Submit** to send your application in for review.



This screenshot shows the 'Pre-Assessment Checklist' form after a file has been uploaded. The 'Pre-Assessment Checklist' section now shows a file named 'Pre-Assessment Checklist - ASP Company.pdf' with a trash icon to its right. The 'Authorization' section now has a red box around a checked checkbox. The text next to the checkbox is the same as in Step 5. At the bottom, the 'Submit' and 'Cancel' buttons are visible. A '< Previous' link is also present. At the very bottom of the page, there is contact information: 'For assistance call us on (02) 8275 1960 or email asp.scheme@planning.nsw.gov.au'.

Step 7

You will be redirected to a confirmation page, and you will receive an email confirming your submission.

Please note the processing time and any payment required as specified in the submission confirmation, as this varies by Level.



Dear ASP COMPANY PTY LTD,

Your submission for registering new RAs on your accreditation 3505 has been received and will be reviewed within 42 days.

If approved, you will be required to make a payment of \$1,624.00 before final approval is granted.

We will contact you if any additional information is needed to support the submission.

You will receive a follow-up email with the outcome of the review.

If you need help or have questions, please contact us at asp.scheme@planning.nsw.gov.au or on [\(02\) 8275 1960](tel:(02)82751960).

Thanks,

ASP Support Team

Department of Climate Change, Energy, the Environment and Water

Home Applications

[Home](#) > Manage RAs

Submission Confirmation

Submission Received

The newly registered RAs have been submitted and will be reviewed within 42 days.

If the submission is approved, a payment of **\$1624** will be required prior to final approval.

You will be informed of the outcome, and contacted if any additional information is needed to complete the review.

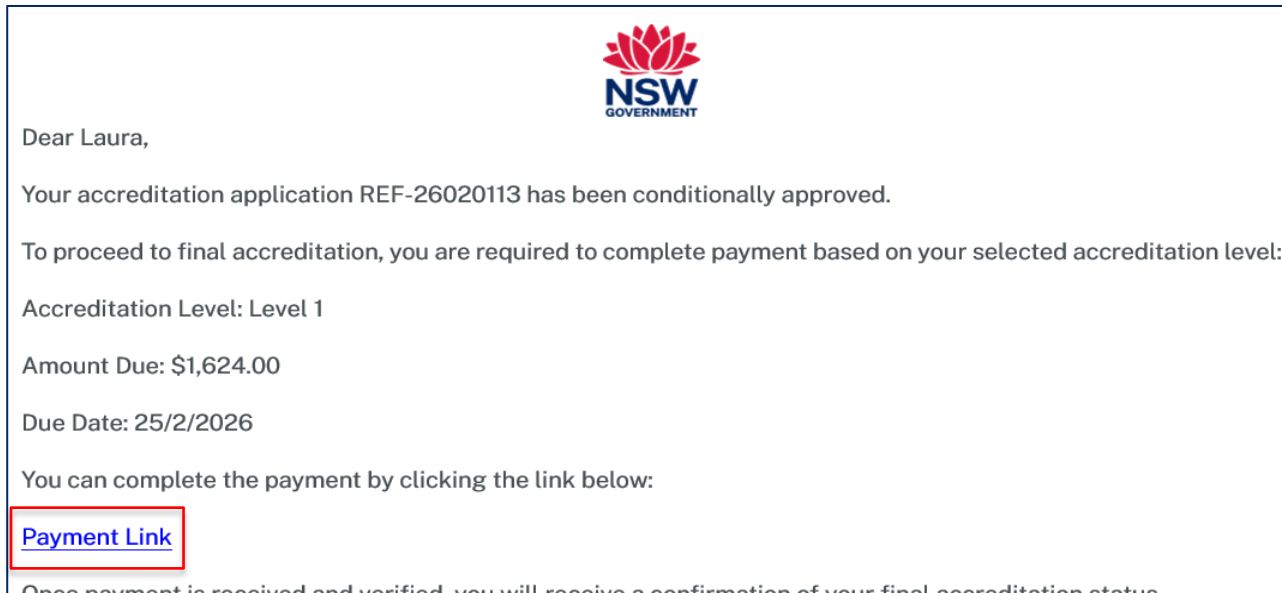
A confirmation email has been sent to your email address for your records.

If you need help or have questions, please contact us at asp.scheme@planning.nsw.gov.au or on [\(02\) 8275 1960](tel:(02)82751960) (during office hours, Mon to Fri, 9 to 5 pm).

[< Back to Home](#)

Step 8

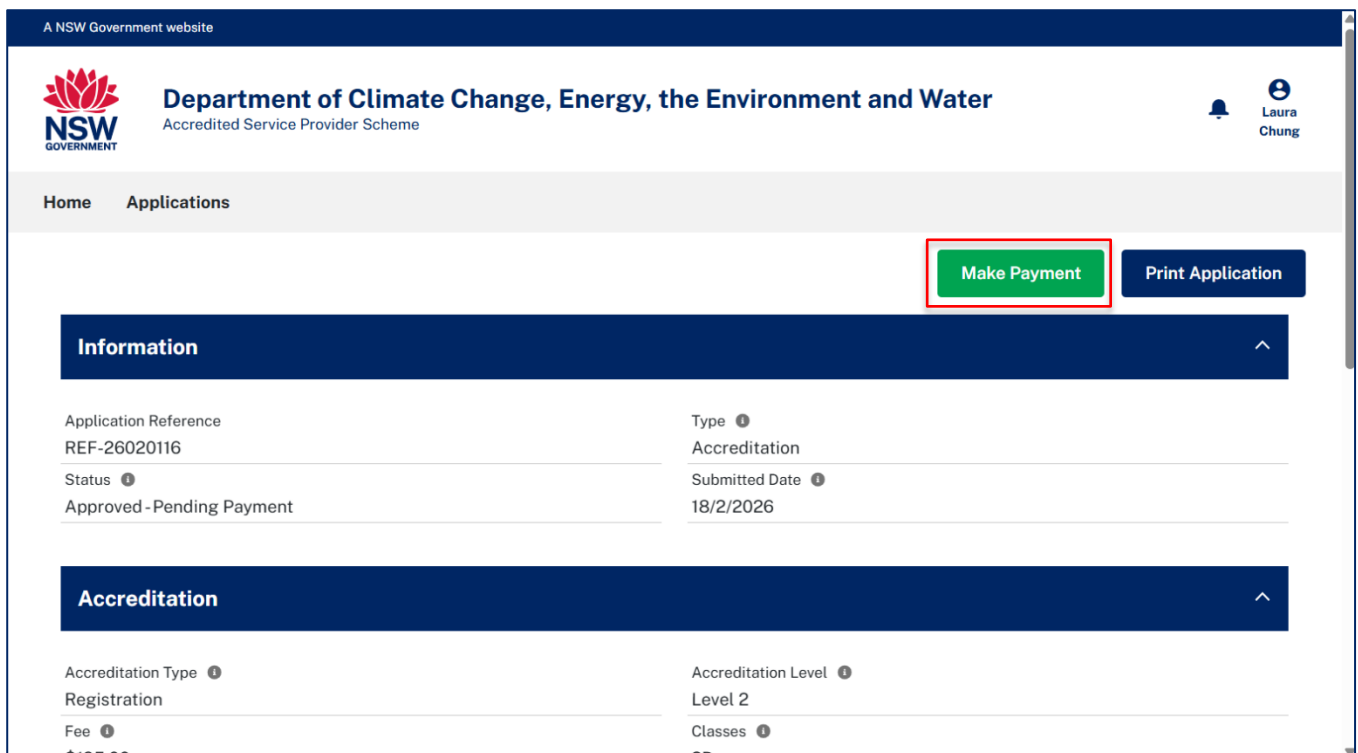
Once the ASP Assessments Team approves your application, you'll get an email prompting you to submit payment. Follow the link to provide your payment details through the secure payment portal.

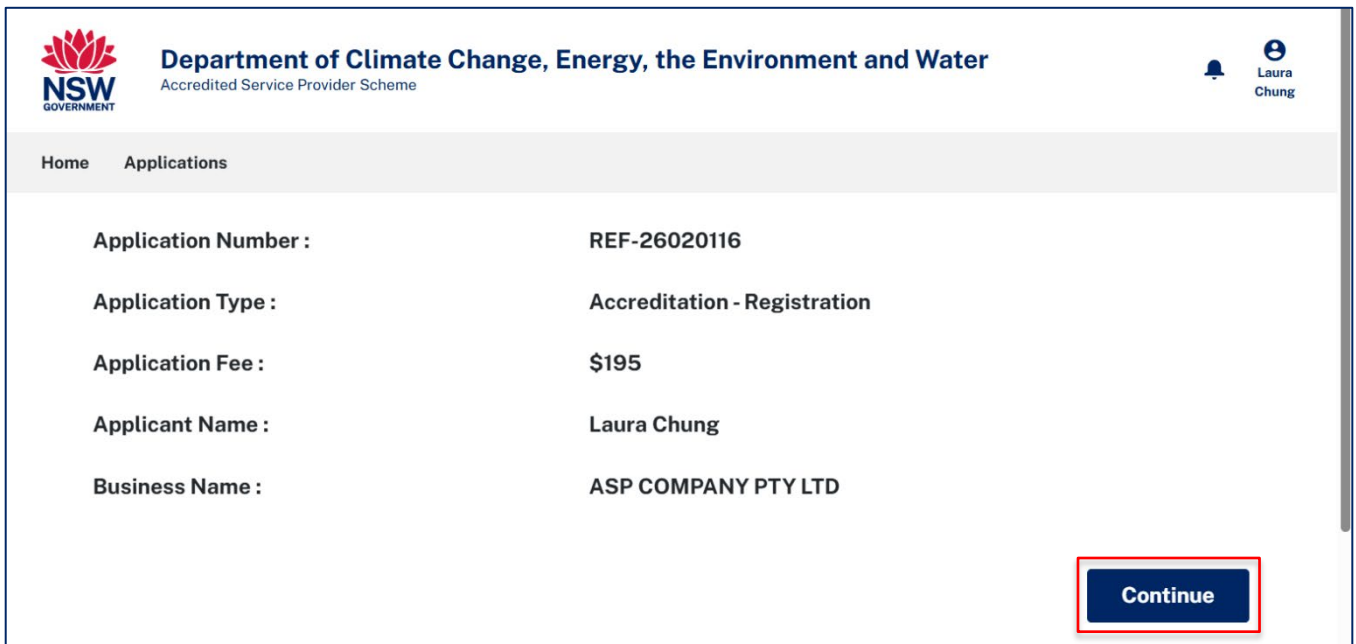


Step 9

In the ASP Platform, click **Make Payment**, then **Continue**.

Note that you can also access this page via **Applications > Submitted Applications > Your Application Number**.





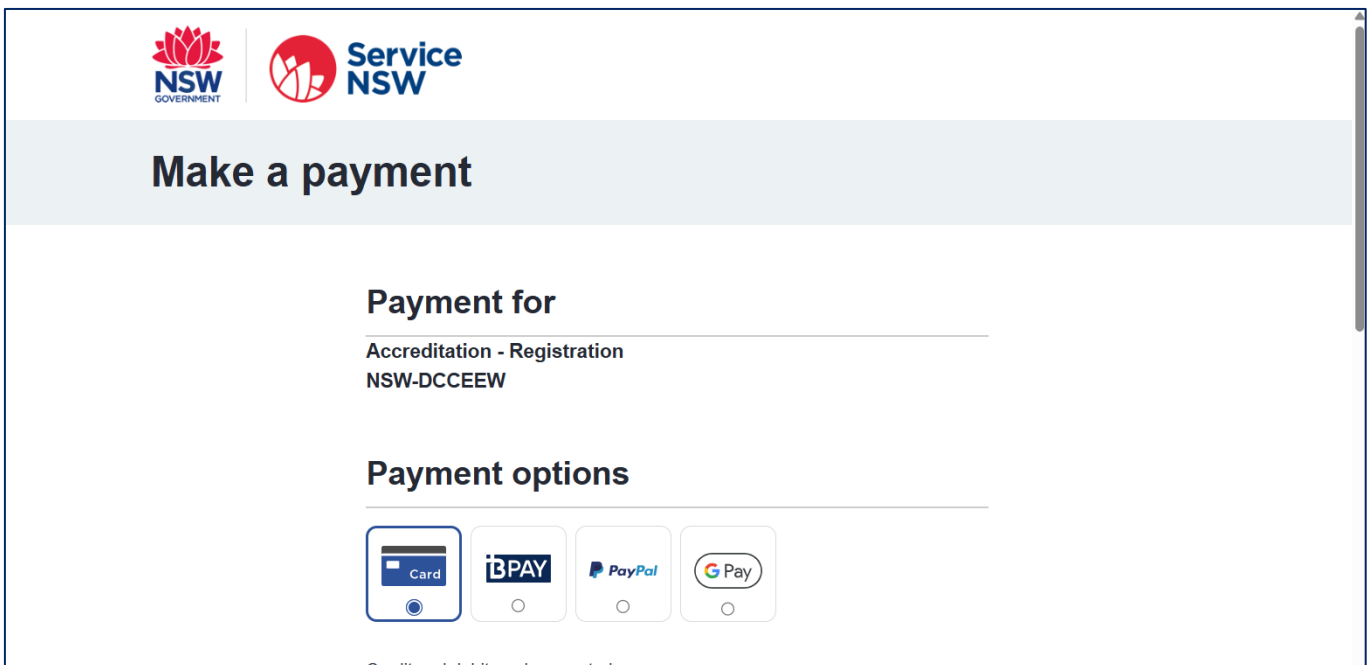
The screenshot shows the top navigation bar with the NSW Government logo and the text "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". On the right, there is a user profile for "Laura Chung". Below the navigation bar, there are two tabs: "Home" and "Applications". The main content area displays the following application details:

Application Number :	REF-26020116
Application Type :	Accreditation - Registration
Application Fee :	\$195
Applicant Name :	Laura Chung
Business Name :	ASP COMPANY PTY LTD

A red box highlights a blue "Continue" button in the bottom right corner of the application details section.

Step 10

Follow the prompts to complete your payment. For more help with making a payment through the ASP Platform, please see the [ASP Platform User Guide – Making a Payment](#).



The screenshot shows the "Make a payment" screen. At the top left, there are logos for NSW Government and Service NSW. The main heading is "Make a payment". Below this, the screen is divided into two sections:

Payment for
Accreditation - Registration
NSW-DCCEEW

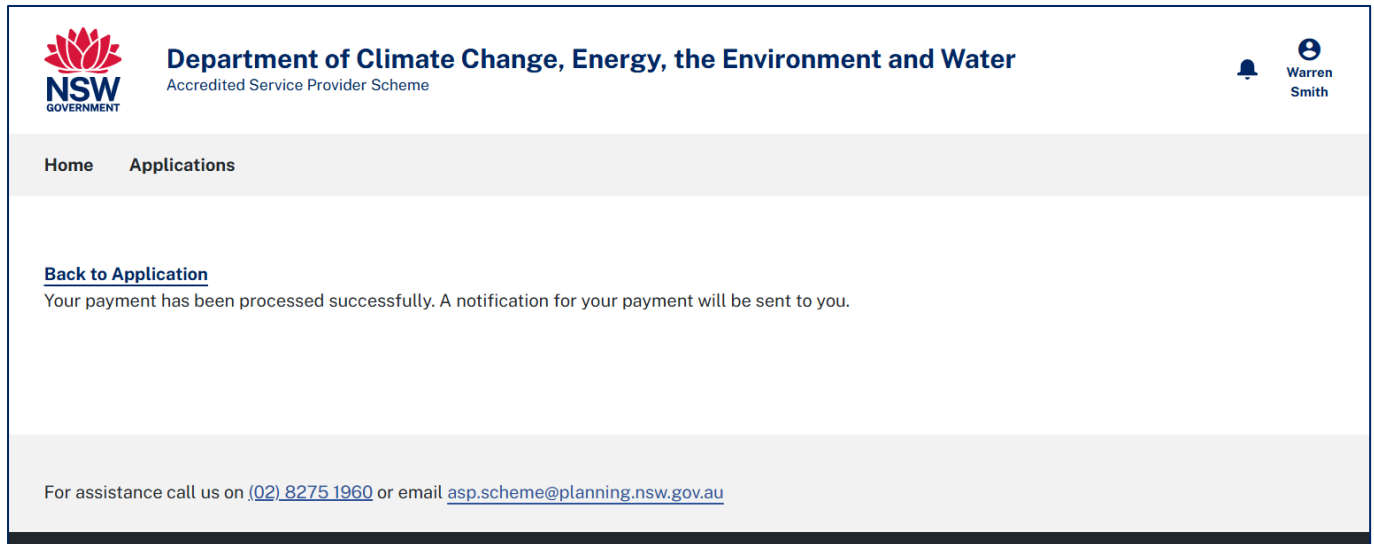
Payment options

There are four payment options displayed as buttons with radio buttons below them: "Card", "iBPAY", "PayPal", and "G Pay". The "Card" option is currently selected.

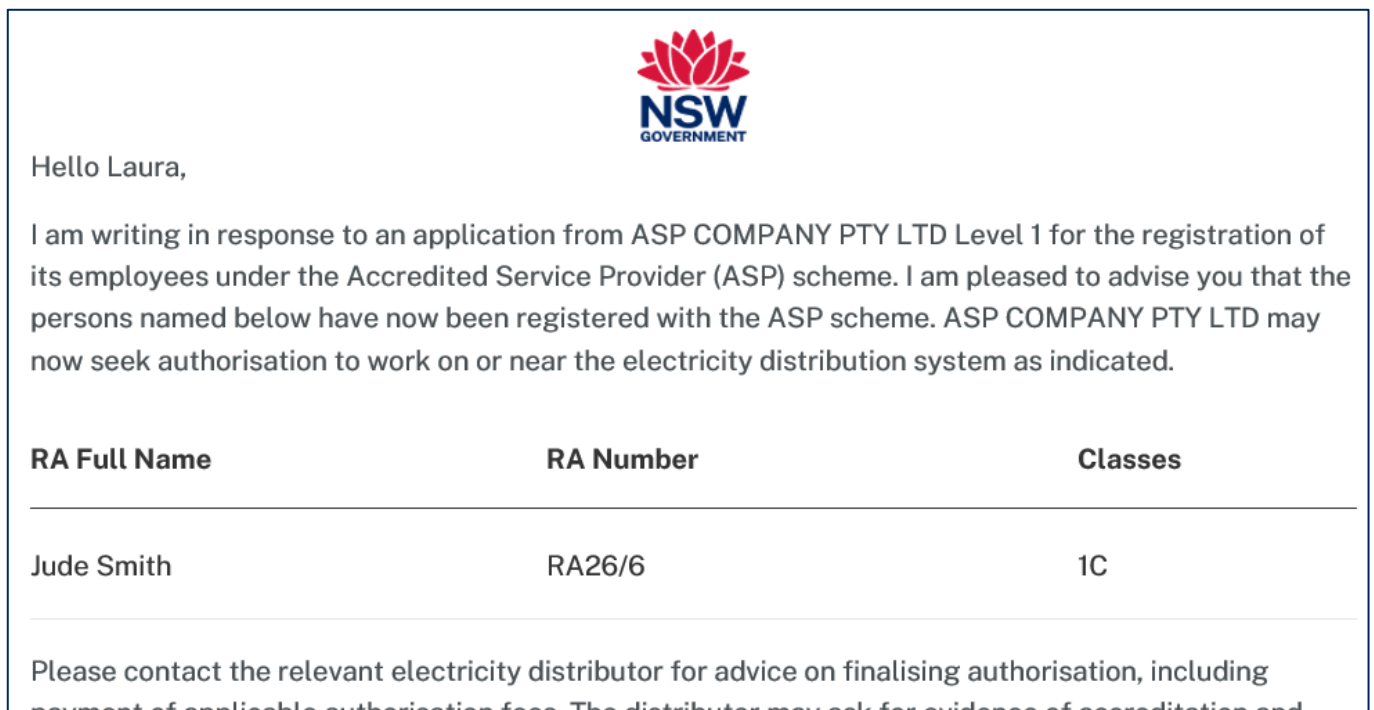
Credit and debit cards accepted.

Step 11

After payment, you will be redirected to a payment confirmation page, and you will receive an email confirming that your RA is now registered under your accreditation.



The screenshot shows the user interface of the ASP Scheme Platform. At the top left is the NSW Government logo. The header text reads "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". On the top right, there is a notification bell icon and the user's name "Warren Smith". Below the header is a navigation bar with "Home" and "Applications" links. The main content area displays a "Back to Application" link and a message: "Your payment has been processed successfully. A notification for your payment will be sent to you." At the bottom, there is contact information: "For assistance call us on (02) 8275 1960 or email asp.scheme@planning.nsw.gov.au".



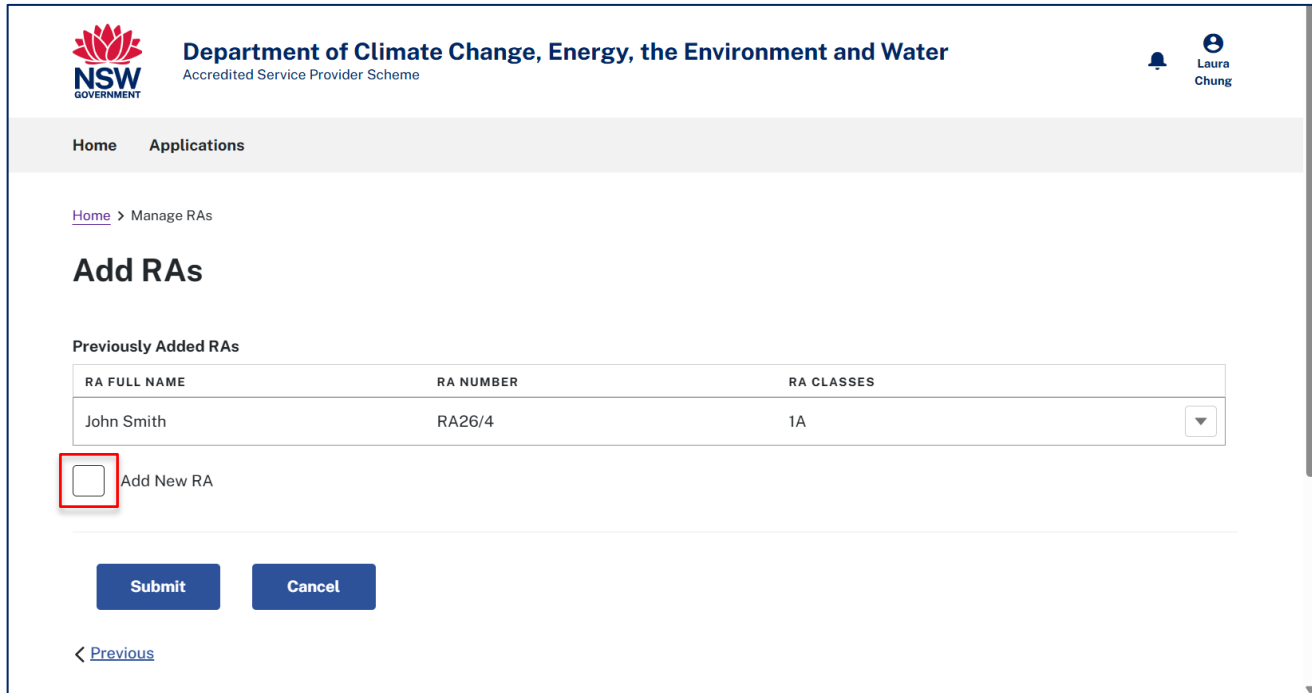
The screenshot shows an email notification from the NSW Government. The email is addressed to "Hello Laura," and contains the following text: "I am writing in response to an application from ASP COMPANY PTY LTD Level 1 for the registration of its employees under the Accredited Service Provider (ASP) scheme. I am pleased to advise you that the persons named below have now been registered with the ASP scheme. ASP COMPANY PTY LTD may now seek authorisation to work on or near the electricity distribution system as indicated." Below the text is a table with three columns: "RA Full Name", "RA Number", and "Classes". The table contains one row of data: "Jude Smith", "RA26/6", and "1C". At the bottom of the email, there is a note: "Please contact the relevant electricity distributor for advice on finalising authorisation, including payment of applicable authorisation fees. The distributor may ask for evidence of accreditation and..."

RA Full Name	RA Number	Classes
Jude Smith	RA26/6	1C

Add a new Class by sub-contracting an existing RA

Step 1

Check the **Add New RA** box.



NSW GOVERNMENT Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme

Home Applications

Home > Manage RAs

Add RAs

Previously Added RAs

RA FULL NAME	RA NUMBER	RA CLASSES
John Smith	RA26/4	1A

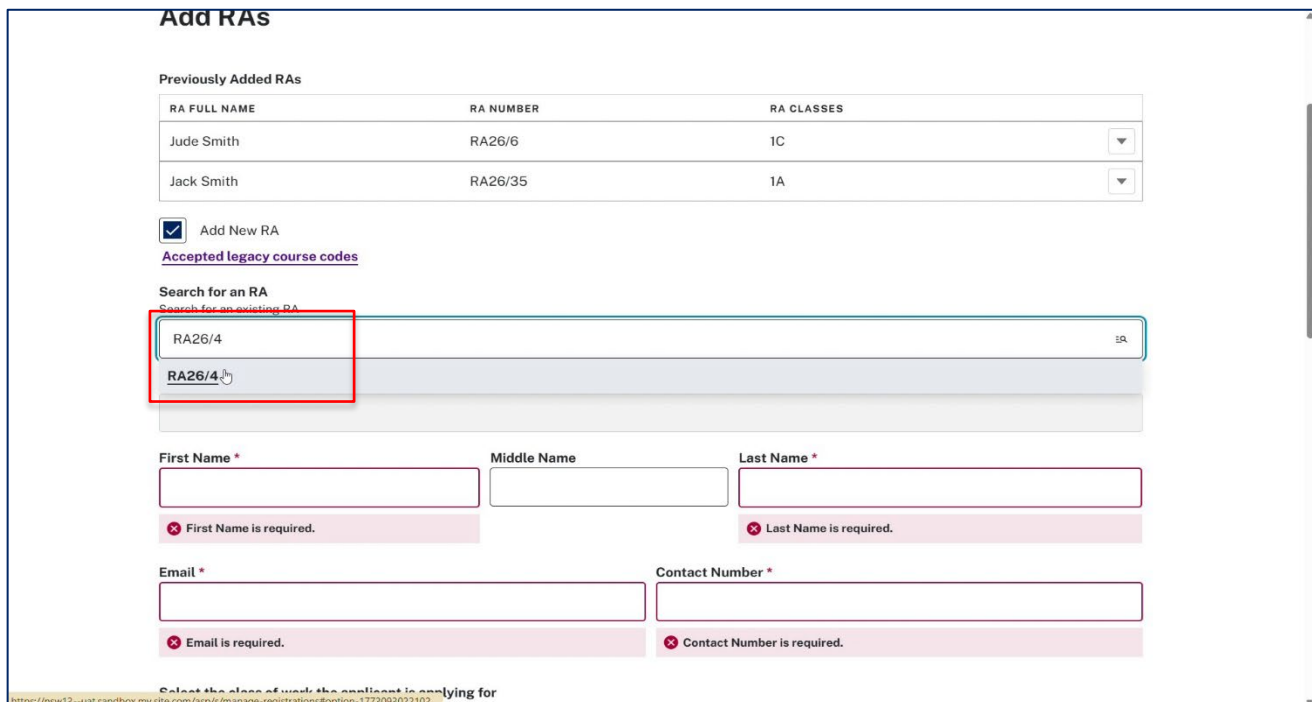
Add New RA

[Submit](#) [Cancel](#)

[Previous](#)

Step 2

Enter the RA number exactly and select it from the drop-down list.



Add RAs

Previously Added RAs

RA FULL NAME	RA NUMBER	RA CLASSES
Jude Smith	RA26/6	1C
Jack Smith	RA26/35	1A

Add New RA

[Accepted legacy course codes](#)

Search for an RA

Search for an existing RA

RA26/4

RA26/4

First Name * Middle Name Last Name *

✖ First Name is required. ✖ Last Name is required.

Email * Contact Number *

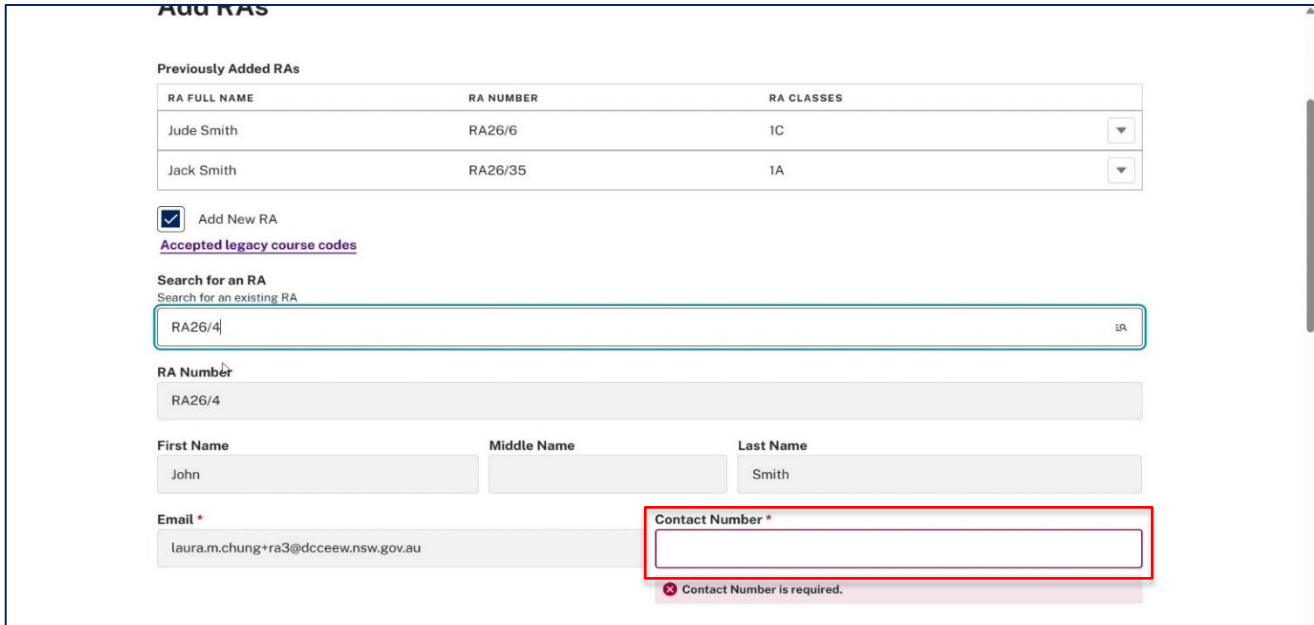
✖ Email is required. ✖ Contact Number is required.

Select the class of work the applicant is applying for

<https://nsw13-wat.sandbox.my.site.com/asp/manage-registrations#option-1773093022102>

Step 3

The RA's details will be automatically populated. You may need to fill in their Contact Number if it isn't already in the system.



Add RAs

Previously Added RAs

RA FULL NAME	RA NUMBER	RA CLASSES
Jude Smith	RA26/6	1C
Jack Smith	RA26/35	1A

Add New RA
[Accepted legacy course codes](#)

Search for an RA
Search for an existing RA

RA26/4

RA Number
RA26/4

First Name John **Middle Name** **Last Name** Smith

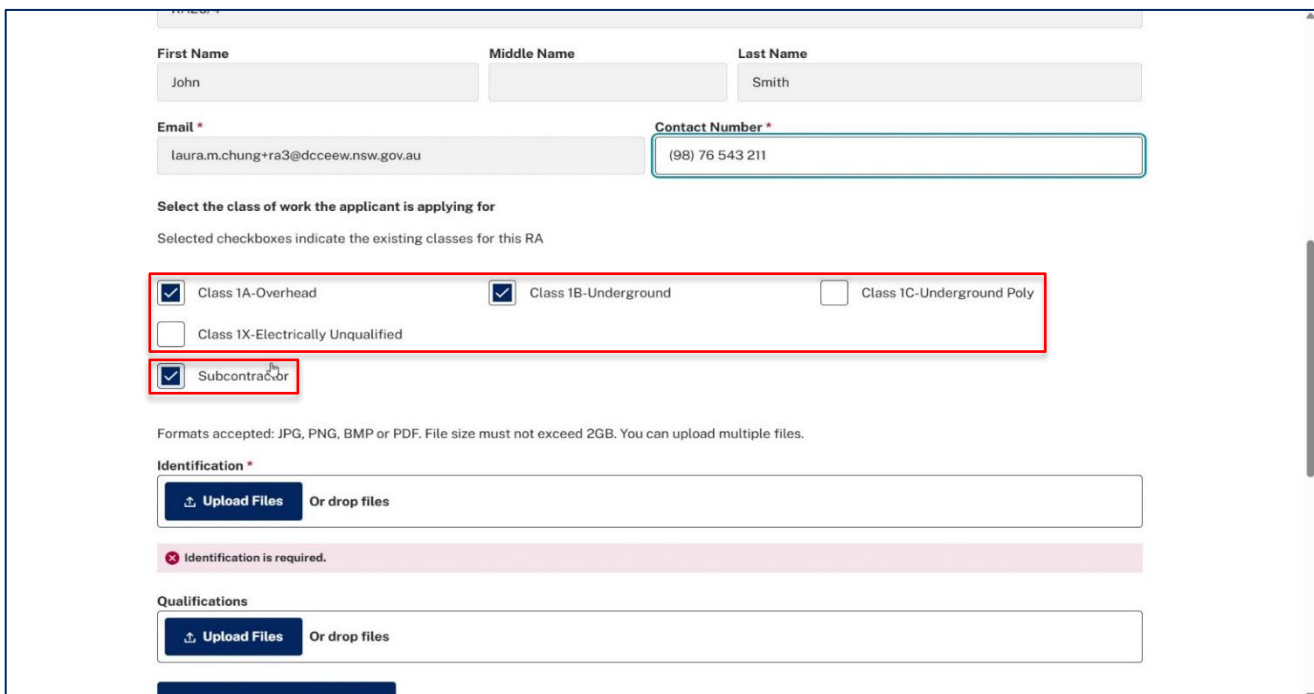
Email * laura.m.chung+ra3@dcceew.nsw.gov.au

Contact Number *

Contact Number is required.

Step 4

The ASP will **automatically be considered a contractor**, as they exist and are listed as an employee of another company. If you would only like to sub-contract this RA for a particular class, you can **deselect any of the class checkboxes**.



First Name John **Middle Name** **Last Name** Smith

Email * laura.m.chung+ra3@dcceew.nsw.gov.au **Contact Number *** (98) 76 543 211

Select the class of work the applicant is applying for
Selected checkboxes indicate the existing classes for this RA

Class 1A-Overhead Class 1B-Underground Class 1C-Underground Poly
 Class 1X-Electrically Unqualified

Subcontractor

Formats accepted: JPG, PNG, BMP or PDF. File size must not exceed 2GB. You can upload multiple files.

Identification *
 Or drop files

Identification is required.

Qualifications
 Or drop files

Step 5

Upload the required documents and click **Add RA**. Repeat as required.

Select the class of work the applicant is applying for

Selected checkboxes indicate the existing classes for this RA

Class 1A-Overhead Class 1B-Underground Class 1C-Underground Poly

Class 1X-Electrically Unqualified

Formats accepted: JPG, PNG, BMP or PDF. File size must not exceed 2GB. You can upload multiple files.

Identification *

Or drop files

RA Identification.pdf

Qualifications *

Or drop files

RA Qualifications.pdf

[< Previous](#)

Step 6

Once you have finished adding your RAs, click **Next** to continue

Previously Added RAs

RA FULL NAME	RA NUMBER	RA CLASSES
Jude Smith	RA26/6	1C <input type="button" value="Delete"/>
Jack Smith	RA26/35	1A <input type="button" value="Delete"/>

Add New RA

[Accepted legacy course codes](#)

RAs to be registered

Once registered the following employees or subcontractors will be seeking, under the accreditation of the applicant, authorisation to work on or near the network.

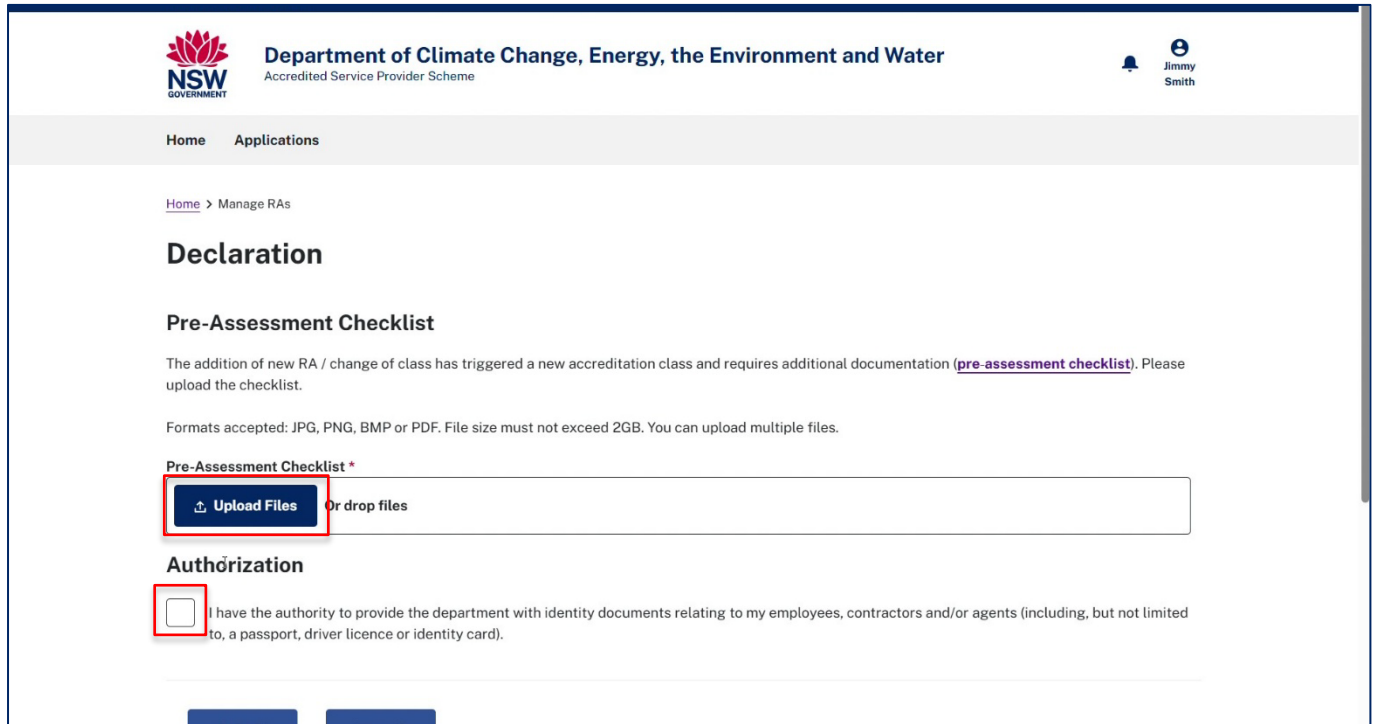
RA NUMBER	NAME	RA CLASSES	SUBCONTRACTOR
RA26/4	John Smith	1A;1B	<input type="checkbox"/> <input type="button" value="Delete"/>
	Jimmy Smith	1A;1B	<input type="checkbox"/> <input type="button" value="Delete"/>

[< Previous](#)

For assistance call us on (02) 8275 1960 or email asp.scheme@planning.nsw.gov.au

Step 7

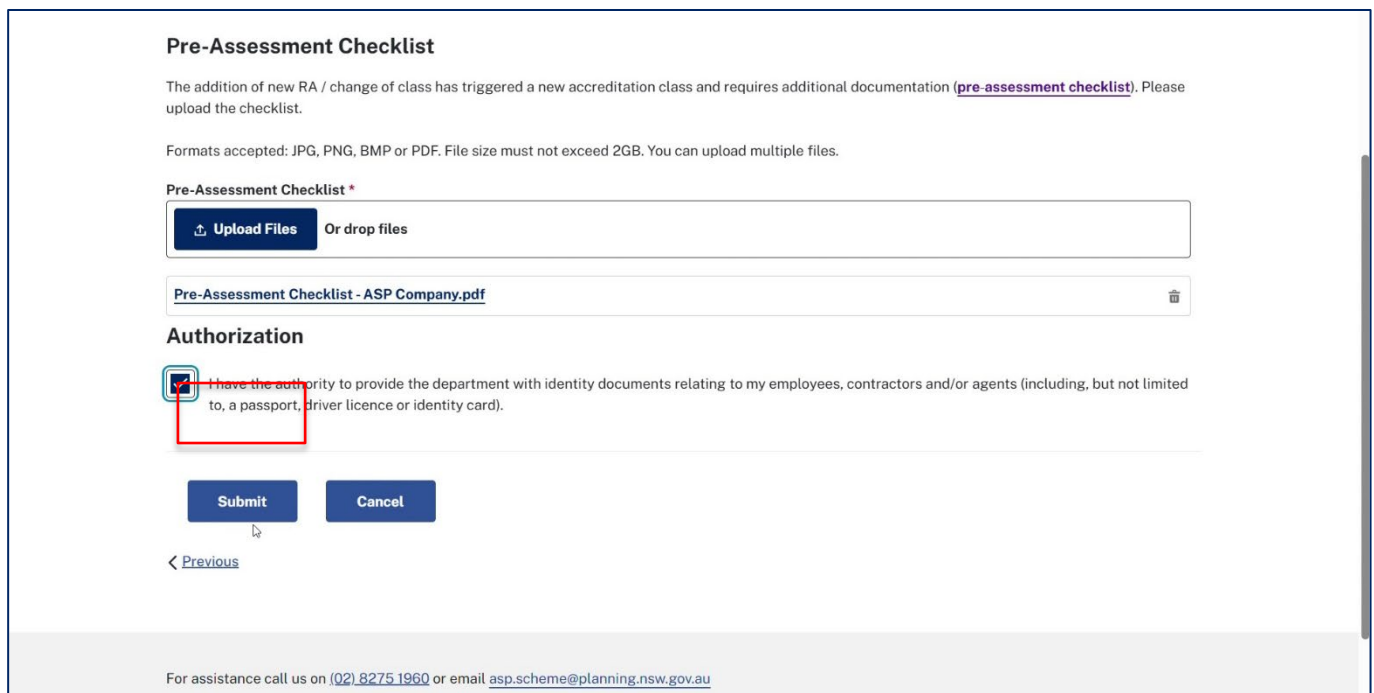
If you are adding a new **Level 1** Class, you will be required to submit a pre-assessment checklist. **All Levels** will be required to tick the authorisation box.



The screenshot shows the 'Pre-Assessment Checklist' form. At the top, there is a navigation bar with 'Home' and 'Applications' links. Below this, the breadcrumb 'Home > Manage RAs' is visible. The main heading is 'Declaration'. Underneath, the section 'Pre-Assessment Checklist' contains instructions: 'The addition of new RA / change of class has triggered a new accreditation class and requires additional documentation (pre-assessment checklist). Please upload the checklist.' and 'Formats accepted: JPG, PNG, BMP or PDF. File size must not exceed 2GB. You can upload multiple files.' A file upload area is labeled 'Pre-Assessment Checklist *' and contains an 'Upload Files' button and the text 'Or drop files'. Below this is the 'Authorization' section, which features a checkbox that is currently unchecked. The text next to the checkbox reads: 'I have the authority to provide the department with identity documents relating to my employees, contractors and/or agents (including, but not limited to, a passport, driver licence or identity card)'. At the bottom of the form, there are two blue buttons: 'Submit' and 'Cancel'.

Step 8

Click **Submit** to send your application in for review.

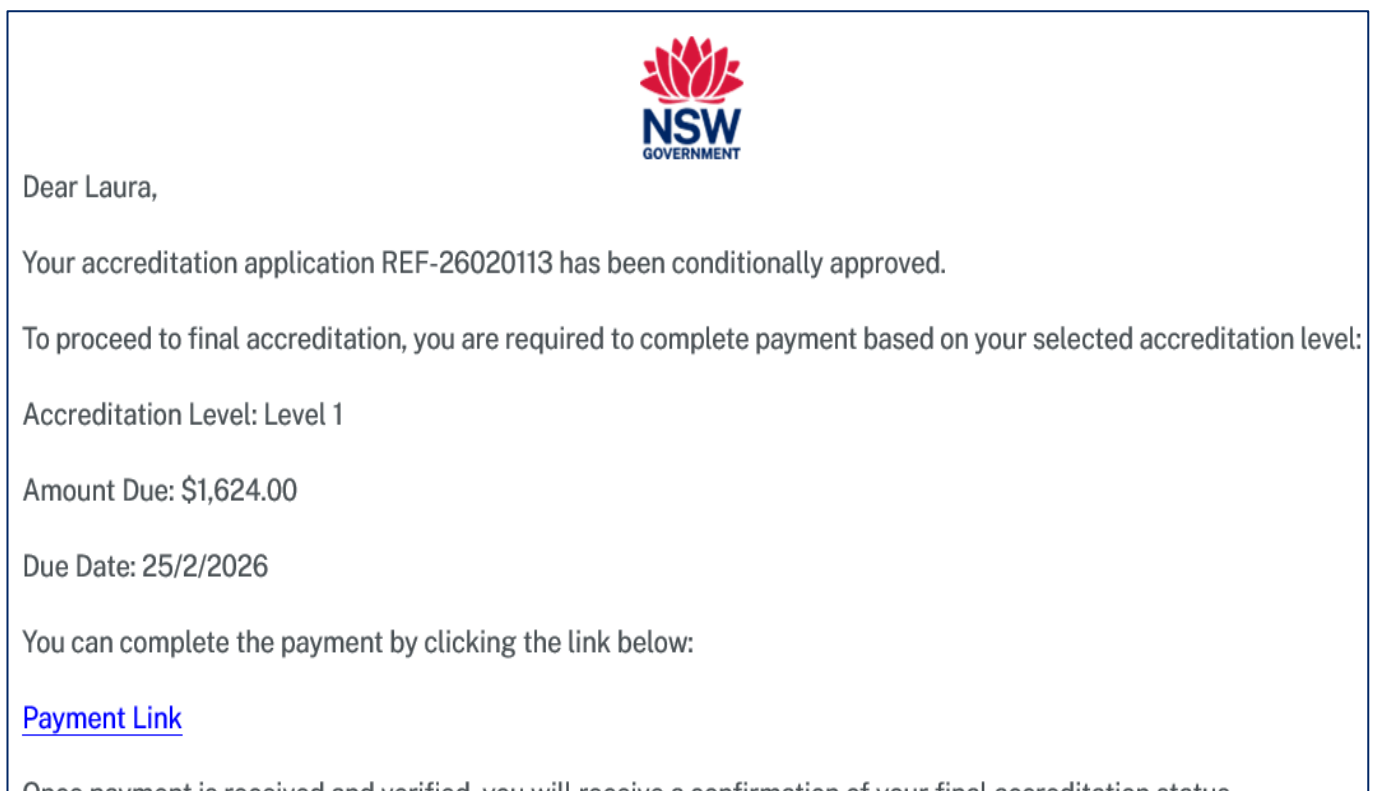


This screenshot shows the same 'Pre-Assessment Checklist' form as in Step 7, but with progress. The 'Authorization' checkbox is now checked, and this change is highlighted with a red box. The file upload area now shows a file named 'Pre-Assessment Checklist - ASP Company.pdf' with a trash icon to its right. The 'Submit' and 'Cancel' buttons are still present at the bottom. A '< Previous' link is also visible. At the very bottom of the page, there is contact information: 'For assistance call us on (02) 8275 1960 or email asp.scheme@planning.nsw.gov.au'.

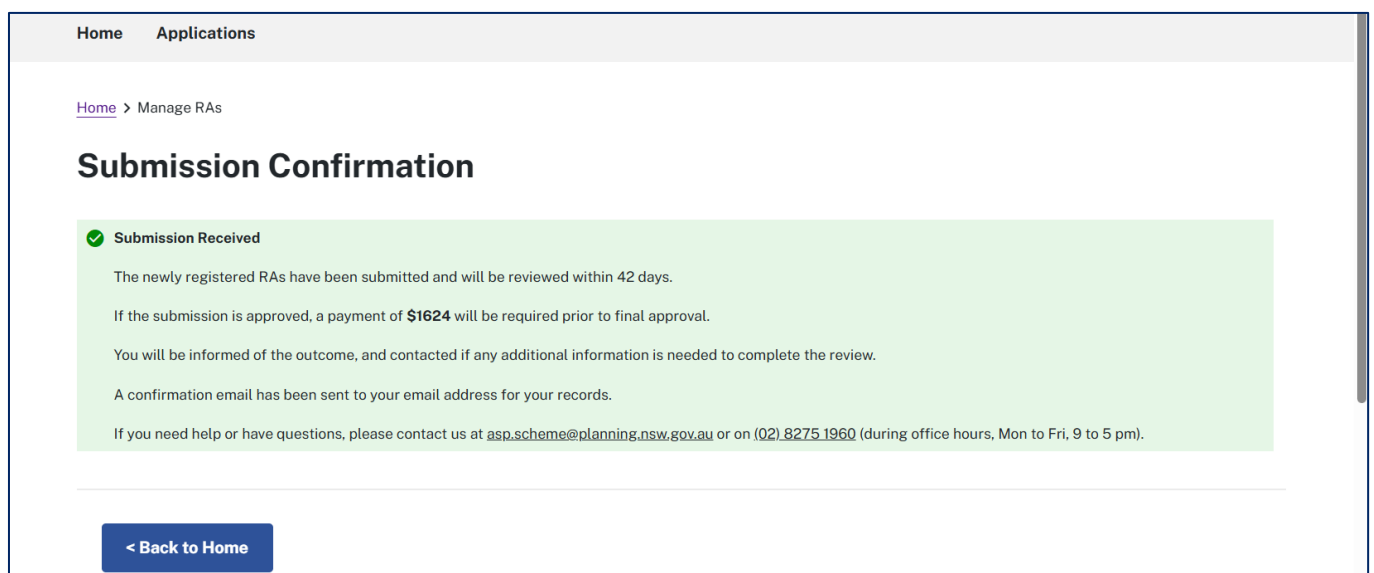
Step 9

You will be redirected to a confirmation page, and you will receive an email confirming your submission. This will also send an email to the company that employs the RA to **secure their approval for this subcontracting arrangement**.

Please note the **processing time and any payment required** as specified in the submission confirmation, as this varies by Level.



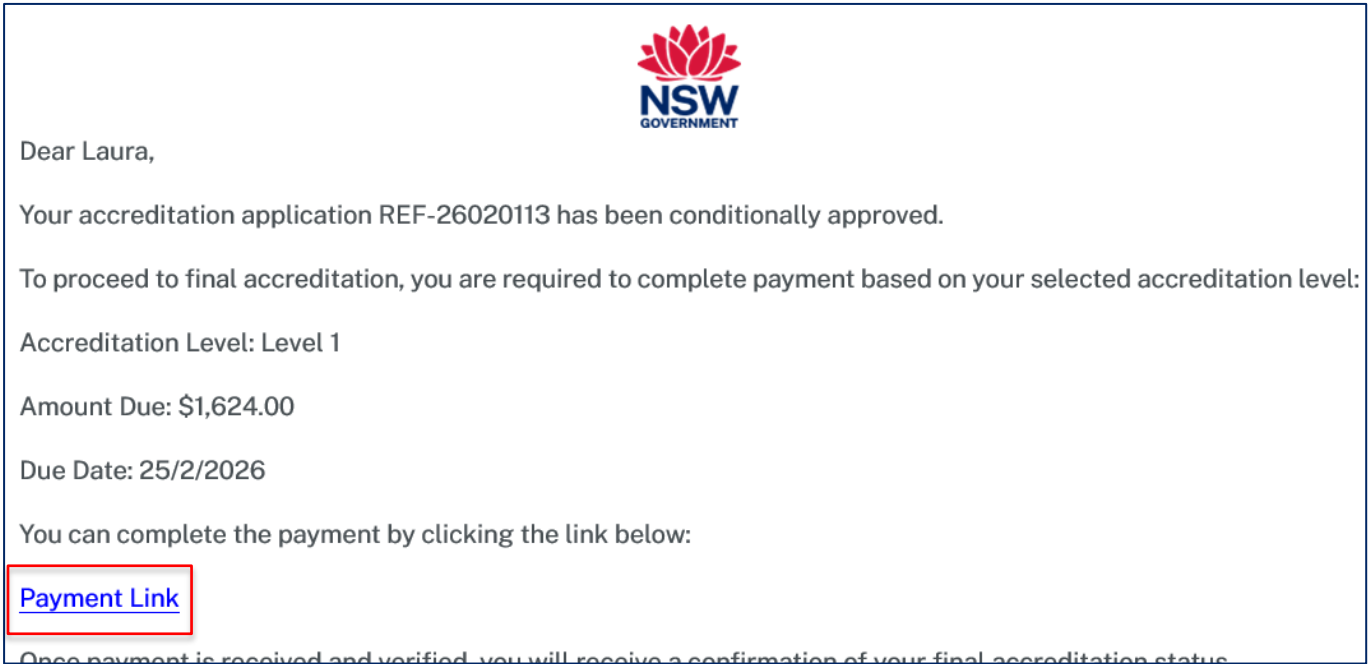
The screenshot shows an email from the NSW Government. At the top center is the NSW Government logo. The text of the email reads: "Dear Laura," followed by "Your accreditation application REF-26020113 has been conditionally approved." Below this, it states: "To proceed to final accreditation, you are required to complete payment based on your selected accreditation level: Accreditation Level: Level 1. Amount Due: \$1,624.00. Due Date: 25/2/2026." It then says "You can complete the payment by clicking the link below:" followed by a blue underlined link labeled "Payment Link". At the bottom, there is a partially visible line of text: "Once payment is received and verified, you will receive a confirmation of your final accreditation status".



The screenshot shows a web page titled "Submission Confirmation". At the top, there are navigation links for "Home" and "Applications". Below the navigation is a breadcrumb trail: "Home > Manage RAs". The main heading is "Submission Confirmation". Below the heading is a green box with a checkmark icon and the text "Submission Received". The text inside the green box reads: "The newly registered RAs have been submitted and will be reviewed within 42 days. If the submission is approved, a payment of \$1624 will be required prior to final approval. You will be informed of the outcome, and contacted if any additional information is needed to complete the review. A confirmation email has been sent to your email address for your records. If you need help or have questions, please contact us at asp.scheme@planning.nsw.gov.au or on (02) 8275 1960 (during office hours, Mon to Fri, 9 to 5 pm)." At the bottom of the page, there is a blue button with the text "< Back to Home".

Step 10

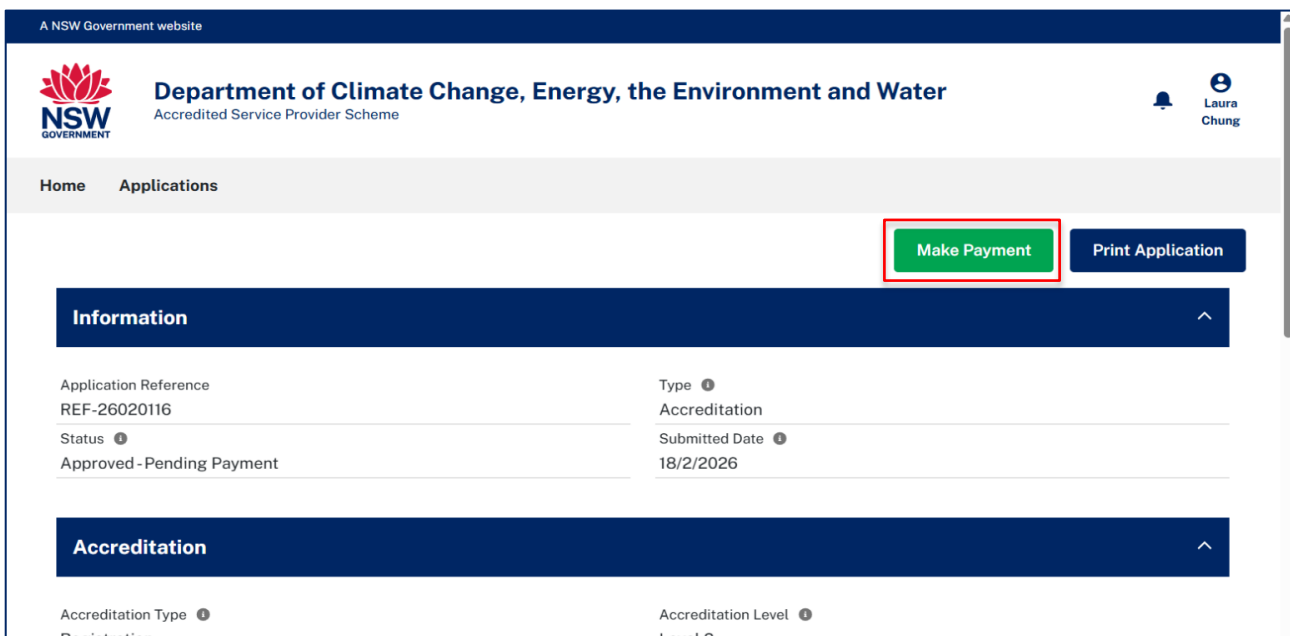
Once the company that employs the RA approves the subcontracting arrangement, and ASP Assessments Team approves your application, you will receive an email prompting you to **submit payment**. Follow the link to provide your payment details through the secure payment portal.



Step 11

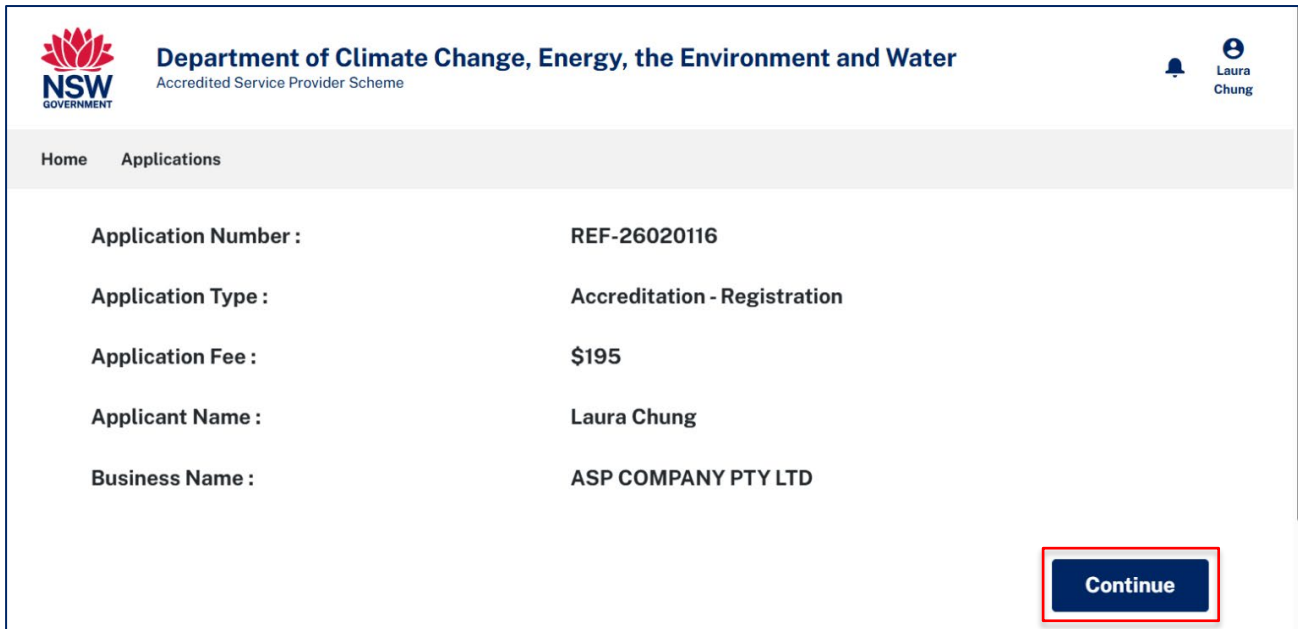
In the ASP Platform, click **Make Payment**, then **Continue**.

Note that you can also access this page via **Applications > Submitted Applications > Your Application Number**.



Step 12

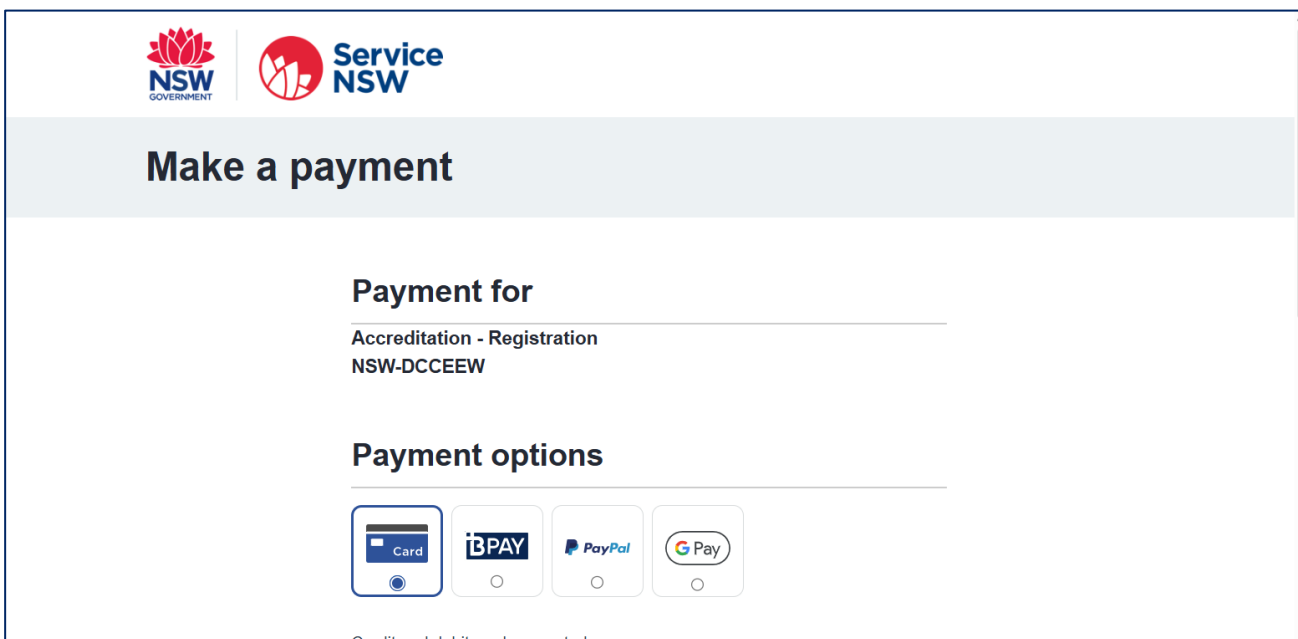
Follow the prompts to complete your payment. For more help with making a payment through the ASP Platform, please see the *ASP Platform User Guide – Making a Payment*.



The screenshot shows the top navigation bar with the NSW Government logo and the text "Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme". A user profile for "Laura Chung" is visible in the top right. Below the navigation bar, there are tabs for "Home" and "Applications". The main content area displays application details in a list format:

Application Number :	REF-26020116
Application Type :	Accreditation - Registration
Application Fee :	\$195
Applicant Name :	Laura Chung
Business Name :	ASP COMPANY PTY LTD

A blue "Continue" button is located at the bottom right of the application details section.



The screenshot shows the "Make a payment" screen. At the top, there are logos for NSW Government and Service NSW. The main heading is "Make a payment". Below this, the screen is divided into two sections:

Payment for
Accreditation - Registration
NSW-DCCEEW

Payment options


Four payment options are displayed as buttons with radio buttons below them:

- Card (selected)
- BPAY
- PayPal
- Pay


At the bottom, there is a small note: "Credit and debit cards accepted."

Step 13

After payment, you will be redirected to a payment confirmation page, and you will receive an email confirming that your RA is now registered under your accreditation.




Department of Climate Change, Energy, the Environment and Water
Accredited Service Provider Scheme



Home Applications

[Back to Application](#)
Your payment has been processed successfully. A notification for your payment will be sent to you.

For assistance call us on [\(02\) 8275 1960](tel:0282751960) or email asp.scheme@planning.nsw.gov.au



Hello Laura,

I am writing in response to an application from ASP COMPANY PTY LTD Level 1 for the registration of its employees under the Accredited Service Provider (ASP) scheme. I am pleased to advise you that the persons named below have now been registered with the ASP scheme. ASP COMPANY PTY LTD may now seek authorisation to work on or near the electricity distribution system as indicated.

RA Full Name	RA Number	Classes
Jude Smith	RA26/6	1C

Please contact the relevant electricity distributor for advice on finalising authorisation, including payment of applicable authorisation fees. The distributor may ask for evidence of accreditation and