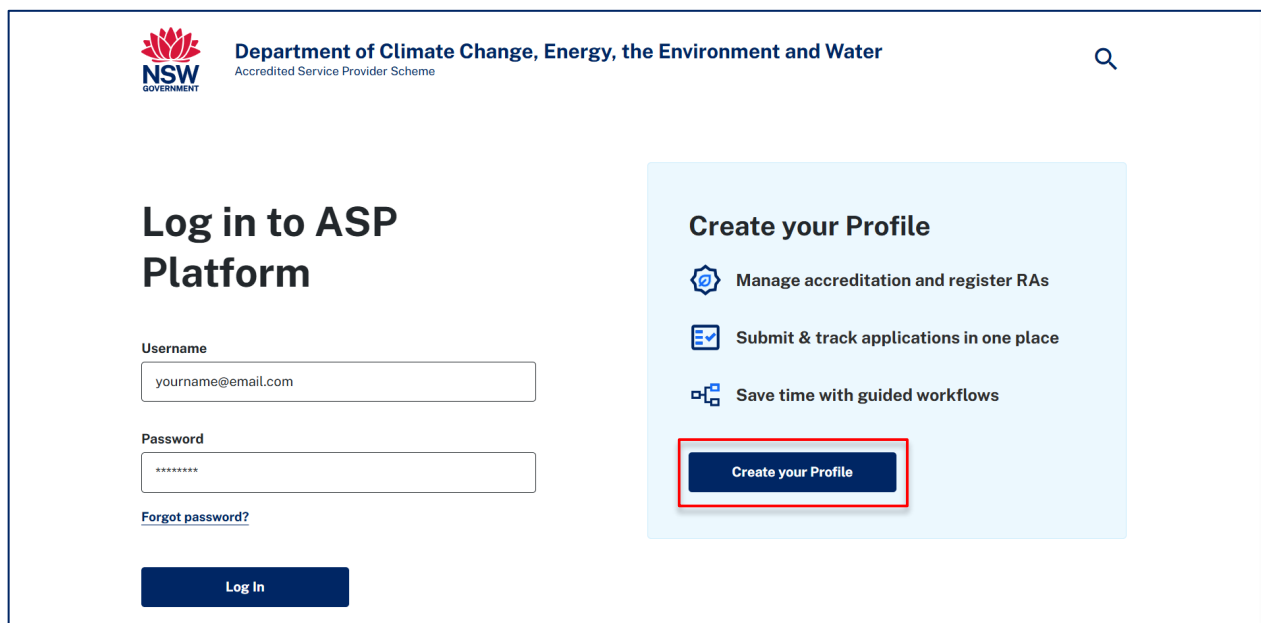


ASP Scheme – ASP Platform User Guide

How-to: Get started with an account on the ASP Platform

Step 1: create a profile

To begin, you will need to first **create a profile** with the ASP platform.



The screenshot displays the ASP Platform login interface. At the top left is the NSW Government logo and the text 'Department of Climate Change, Energy, the Environment and Water Accredited Service Provider Scheme'. A search icon is in the top right. The main heading is 'Log in to ASP Platform'. Below it are fields for 'Username' (containing 'yourname@email.com') and 'Password' (containing '*****'). A 'Forgot password?' link is below the password field. A 'Log In' button is at the bottom left. On the right, a light blue box titled 'Create your Profile' contains three bullet points: 'Manage accreditation and register RAs', 'Submit & track applications in one place', and 'Save time with guided workflows'. A dark blue button labeled 'Create your Profile' is at the bottom of this box and is highlighted with a red border.

To create a profile, you will be required to provide details, such as your **ABN**, **address** and **contact details**

Create Profile

To apply for accreditation, first create an account by entering the required details below.

Business Details

ABN *
Search for Australian Business Number (ABN)

ABN Entity Name *

Business/Trading Name *

Business Email * **Business Phone Number ***

Add Director

Main Office Address

Address *
Please note that the main office details provided below will be used for all correspondence and will also be listed on our website
Start typing to search for an address.

Street * **City ***

State * **Post Code *** **Country ***

Primary Contact Details:

Title * **First Name *** **Last Name ***

Email * **Phone Number ***

You may also be required to provide details of your Director (if you are a company).

Add Director

Director details

Title * **Director Name *** **Director Email *** **Director Phone Number ***

Start typing to search for an address.

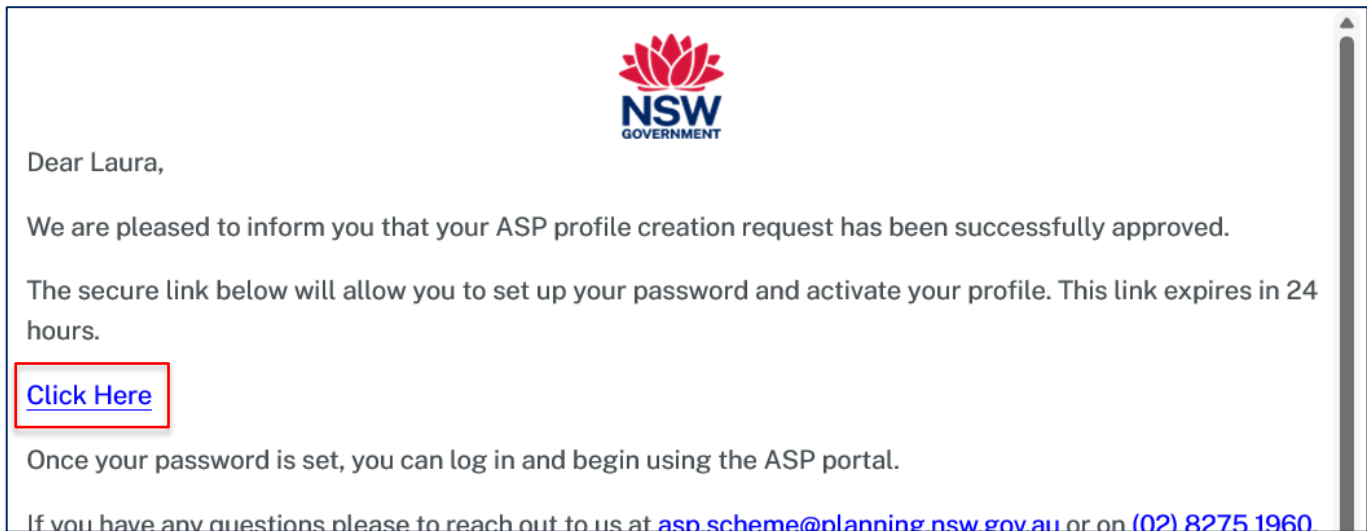
Street **State**

Post Code **City** **Country**

Step 2: activate your profile

Once you have submitted your details, the ASP Assessments Team will review your submission and send you an email once your profile is approved.

You'll need to **activate your profile** within **24 hours** of receiving the email by clicking the link contained in the email. (If you miss the activation window, the ASP Assessments Team can issue you another email.)

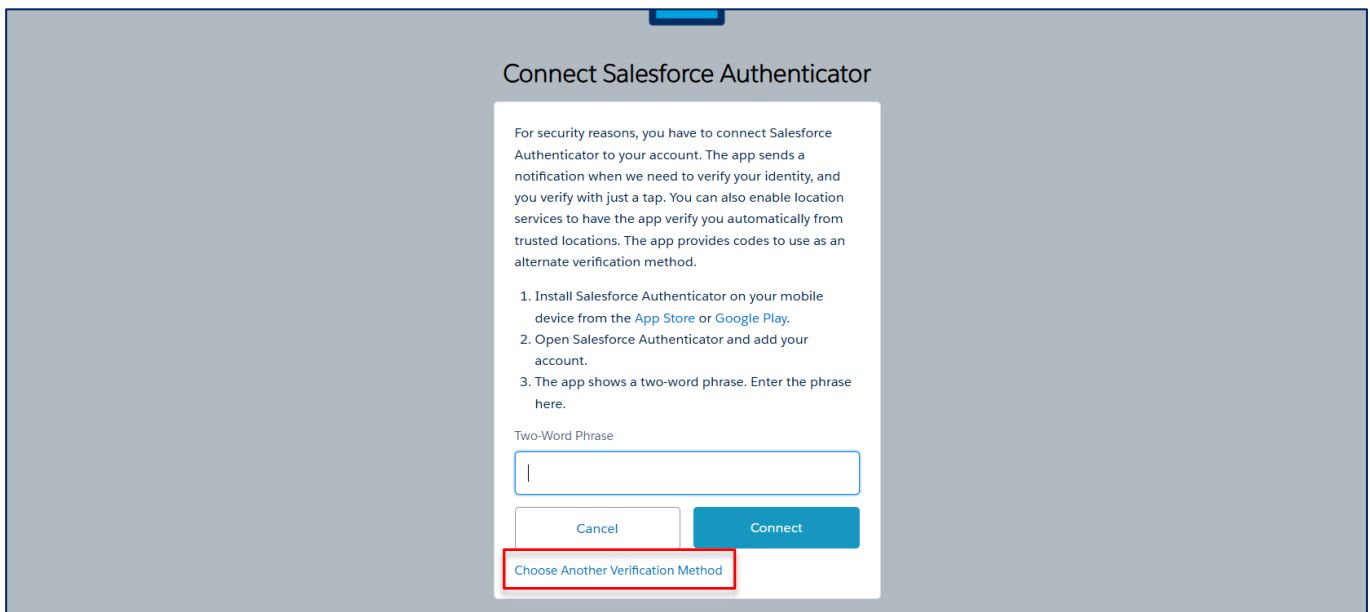


Step 3: enable multi-factor authentication

You will need to **enable multi-factor authentication** to help us keep your account secure.

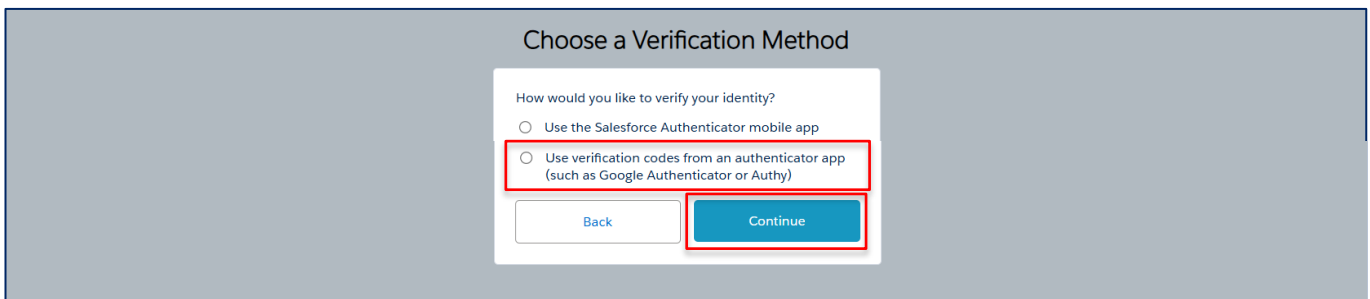
If you would like to download and use the Salesforce Authenticator app, please do so and proceed to Step 5.

If you don't wish to use the Salesforce Authenticator, select Choose Another Verification Method to access other multi-factor authentication options (circled in red below) and proceed to Step 3.1.



Step 3.1: If you don't wish to use the Salesforce Authenticator app, you can **select an alternate verification method**, which may be more convenient.

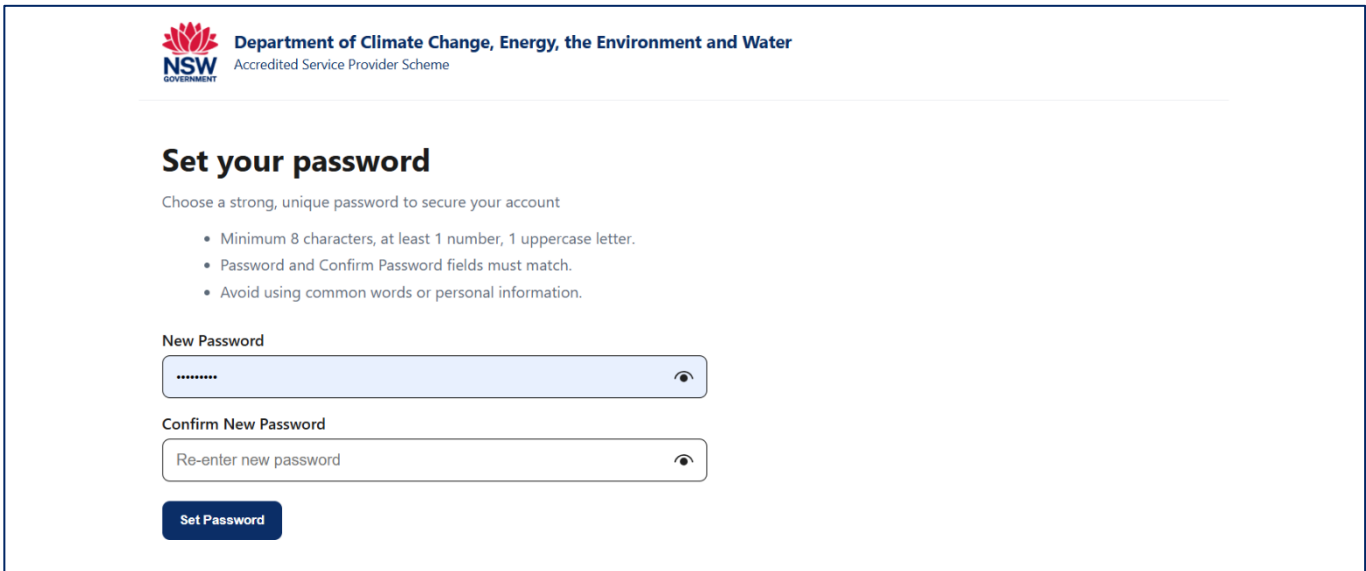
For more information on setting up multi-factor authentication, please see the **Set-up Multi-Factor Authentication in the ASP Platform User Guide**.



Step 4: reset your password

After setting up your multi-factor authentication, you will be prompted to **reset your password**.

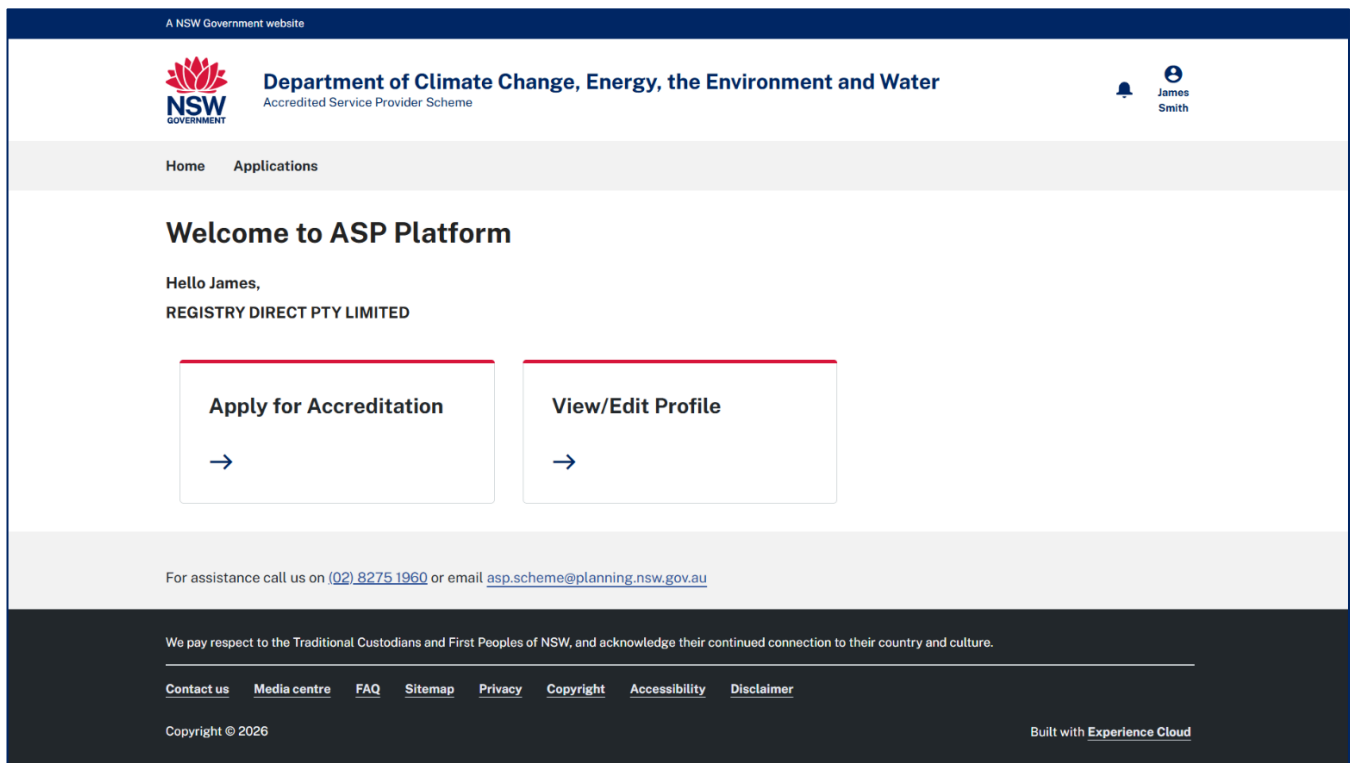
For security reasons, your password will need to contain at least 8 characters, including at least 1 letter and 1 number.



The screenshot shows a web form titled "Set your password" from the Department of Climate Change, Energy, the Environment and Water. It includes instructions to choose a strong password and a list of requirements: minimum 8 characters, at least 1 number, 1 uppercase letter, matching confirm password, and avoiding common words. There are two input fields: "New Password" and "Confirm New Password" (with placeholder "Re-enter new password"). A "Set Password" button is at the bottom.

Congratulations! After completing this step, you have successfully **created your ASP Platform profile!**

When you log into your account, you will now be able to apply for accreditation for the ASP Scheme.



The screenshot shows the ASP Platform dashboard for a user named James Smith. It features a navigation bar with "Home" and "Applications", a welcome message "Hello James, REGISTRY DIRECT PTY LIMITED", and two main action buttons: "Apply for Accreditation" and "View/Edit Profile". A footer contains contact information, a commitment to Traditional Custodians, and a list of links: Contact us, Media centre, FAQ, Sitemap, Privacy, Copyright, Accessibility, and Disclaimer. The page is built with Experience Cloud.