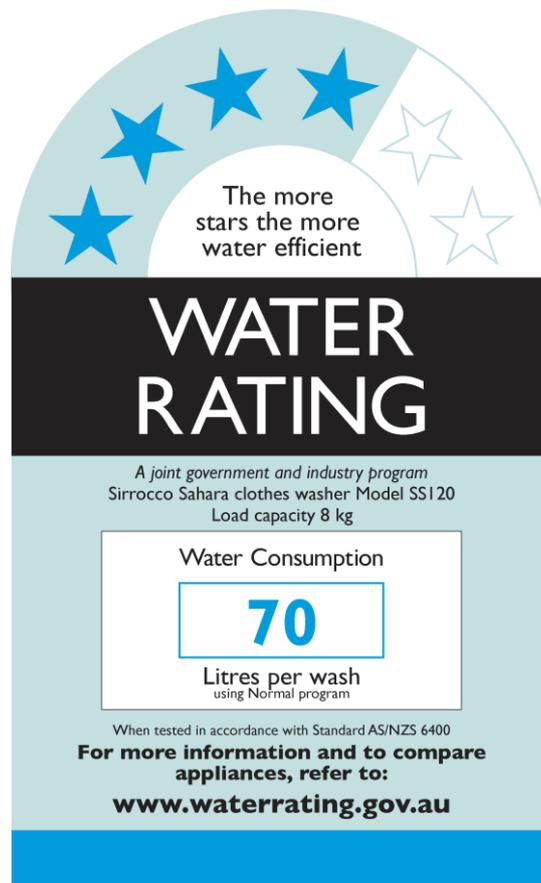




Water Efficiency Labelling and Standards (WELS) scheme
Product registration database
User instruction manual

September 2014



Introduction

What is WELS?

WELS is Australia's water efficiency labelling scheme that requires certain products to be registered and labelled with their water efficiency in accordance with the standard set under the national *Water Efficiency Labelling and Standards Act 2005*.

WELS products

The products currently regulated under the scheme are: showers, dishwashers, clothes washing machines, toilet equipment (including urinals), taps and flow controllers. Minimum water efficiency requirements are specified for toilets and washing machines.

About this manual

If you supply any of the products above you may need to register and label them. This manual provides guidance for both new and existing users of the WELS product registration database.

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Signup page (for new users)

If you are offering WELS products for supply you will need to register them in the online database. If you are a new user you will need to have your organisation and contact details signed up before you can start registering WELS products.

To access the registration database go to the WELS website, www.waterrating.gov.au.

The screenshot shows the homepage of the Water Efficiency Labelling and Standards (WELS) scheme. At the top, there is the Australian Government logo and the text 'WATER RATING'. Below this is a green navigation bar with 'Water Efficiency Labelling and Standards (WELS) scheme' and 'A joint government and industry program'. The main content area is divided into several sections. On the left is a navigation menu with links for Home, About WELS, For Industry, For Consumers, News, Publications, Events, and Media Releases. In the center is a large banner image of a man and a woman looking at a document, with the text 'Save water, save energy, save money...'. Below the banner is a carousel of images. On the right is the 'Product Registration Database' section, which contains a login form with fields for 'Username *' and 'Password *', a 'Login' button, and a 'Sign up' link circled in red. Below the 'Sign up' link are links for 'Forgotten your password?' and 'Forgotten your username?'. At the bottom of the page, there is a 'Search for a product' section with a dropdown menu for 'Select type of product' and a 'Go' button, and a 'For Industry' section with links for 'Suppliers and manufacturers' and 'Trades & other professionals'. There is also a 'Rebates' section with a link for 'More about Rebates'.

Click on *Sign up* on the right hand side of the homepage.

From here you will be asked to provide information about your organisation and a primary contact person. Once completed you will receive an email advising your application has been submitted for approval. It may take approximately 5 business days for your request to be processed. If your request is not approved you will be notified by email of the reason.

Login (for existing users)

To access the registration database go to the WELS website, www.waterrating.gov.au.

On the right hand side of the homepage locate the Product Registration Database, input your username and Password and click login.

The screenshot shows the homepage of the Water Efficiency Labelling and Standards (WELS) scheme. At the top left is the Australian Government logo. The main header features the text 'WATER RATING' and 'A joint government and industry program'. Below this is a navigation menu with options like 'Home', 'About WELS', 'For Industry', 'For Consumers', 'News', 'Publications', 'Events', and 'Media Releases'. The central banner area includes a video player with the text 'Save water, save energy, save money...' and a search bar. On the right side, the 'Product Registration Database' login form is highlighted with a red circle. It contains fields for 'Username *' and 'Password *', a 'Login' button, and links for 'Sign up', 'Forgotten your password?', and 'Forgotten your username?'. Below the login form is a 'Rebates' section with a dollar sign icon and text explaining that rebates may be offered on some WELS rated products.

If you have forgotten your password, click on the *Forgotten your password?* link under the Login button to receive a new password by email.

If you are the primary contact for your organisation and have forgotten your username, please click on the *Forgotten your username?* link under the Login button.

If you are not the primary contact and have forgotten your username, please contact the primary contact or email wels@environment.gov.au to request your username.

Water Efficiency Labelling and Standards (WELS) scheme

Once you have logged in you will always go to your homepage first.

A pop up message will appear in front of your homepage when we have important information to tell you about. You can close the pop up message by clicking ok.

The homepage provides you with a snapshot of your registrations and status of any current applications.

You can use the tab buttons accross the top to navigate around the database or click on the links (numbers) next to each option showing on the homepage to view the full list for each option.

The screenshot displays the WELS scheme user interface. At the top, there is a blue header with the Australian Government logo and the text 'Water Efficiency Labelling and Standards Scheme'. Below the header, a navigation bar contains links for Home, Maintain, My Documents, My Models, My Applications, My Payments, and Contact WELS. A user profile dropdown shows the name 'forgotten' and a Logout button. The main content area is titled 'WELS Angels - My Homepage' and features a dashboard with the following data:

Applications in Draft	6
Applications Awaiting Payment	3
Applications Returned	0
Applications Awaiting Assessment	3
Applications Assessing	1
Applications Pending Registration	0
Registered Models	0
Expiring Models	19
Expiring Watermark Certificates	0

Below the dashboard, there is a note: 'Please click on the number to view the full list.' The 'My Details' section shows the following information:

Username	forgotten		
Name	DSEWPaC	Position/title	Director
Country	Australia		
Street address	John Gorton Building	Suburb	Parkes
State	Australian Capital Territory	Postcode	2601
Telephone	0200000000	Email	wels@environment.gov.au

A note below the details table states: 'Note: Enter phone numbers (including area code for landlines) without spaces.' An 'Edit' button is located at the bottom of the details section. The 'Organisation Contacts' section is partially visible at the bottom of the page.

Checklist (to be completed before starting applications)



Click on **Maintain** from your menu at the top



My Organisation

- Business profile –Please complete the four questions that you must answer about whether your organisation is eligible to register under the Commonwealth Act.

Note: This only needs to be done once unless your circumstances change

- Are your phone and email contacts correct?
- Are your organisation details –email, phone, address, ABN correct?

Please note: only the primary contact for your organisation can edit these organisation details

My Brands

- Do all the brands that you use in your applications appear on this page?
- Do you need to add any brands to your list? Or create a new brand?

My Manufacturers

- Are your manufacturers up to date?
- Input your manufacturer details here

Click on **My Documents** from your menu at the top



Add New Document

Upload all your relevant:

- Test reports (these only need to be saved once and can then be linked to any relevant models as required)
- WaterMark certificates (if required)
- Manufacturer letter of authorisation (if required) Please ensure you add your manufacturer details PRIOR to uploading your letter of authorisation

Questions?

WELS registration team

Email wels@environment.gov.au

Phone 1800 218 478

Maintaining your details

	<ul style="list-style-type: none">- keep organisation details up-to-date: address, email, phone, contacts etc- add/delete brand names- add/delete manufacturers- add/delete laboratories used to test your products (whitegoods only)- change your password
---	---

My Organisation - In this portal you can update your organisation details

- phone, address, email etc
- update your contact details
- add new contacts or inactivate existing contacts.

Please note: only the primary contact for your organisation can update the organisation details and add/inactivate contacts. If you are not the primary contact for your organisation and require these details to be updated, please contact your primary contact to action this request for you.

Primary contact (update your details, organisation, contacts and other information)

To add a new contact (Only the **primary contact** can add new contacts to your organisation login):

1. Click on *Maintain – My Organisation*
2. Click on *Organisation Contacts*
3. Click on *Add New*
4. Complete the contact details including nominating a username and click *save*

The new contact will receive their username and password by email.

To change the primary contact (Only the primary contact can make another user the new primary contact for your organisation):

1. Click on *Maintain – My Organisation*
2. Click on *Organisation Contacts*
3. In the Active contacts list go to the *Actions* column on the far right hand side next to the contact that you wish to make the primary contact and Click on the make primary contact button 

Secondary contact

If the person you wish to make the primary contact is not currently a contact listed for your organisation, please follow the process *To add a new contact* (above) prior to making them the primary contact.

If the primary contact for your organisation has left your organisation, please send an email request through to wels@environment.gov.au advising of this and giving details of who is to now be the primary contact.

Please provide the following information about the new primary contact in your email:

- Name and position in organisation
- Preferred Username (alternatively we will allocate one to you)
- Contact address, phone and fax number and email address

My Brands - In this portal you build and maintain the list of brands that you would like to use in your applications.

You need to add your brands here prior to starting your applications. You can also request a new brand to be added to the master list.

To add a brand to your list:

1. Click on *Maintain – My Brands*
2. Click on the *Master brand list* dropdown – scroll through the brands – does your brand appear here?

If your brand appears here in the Master brand list:

Click on it to select and then click on *Add to My List*
The brand should now appear in your brand list below

If your brand does not appear in the Master brand list:

Click on *Create New Brand*
Input your brand name and click *Add New*

Your brand should now appear in your brand list below as pending approval.

You can proceed with applications for new models under the new brand but you will not be able to submit them until the brand has been approved for use in the database.

My Manufacturers - In this portal you add and edit your manufacturer details.

If you are the manufacturer of the products you are registering you do not need to input any details here.

If you are not the manufacturer of the products you are registering you need to have saved your manufacturer details in this area prior to uploading your manufacturer letter of authority to *My Documents*.

To input your manufacturer details:

1. Click on *Maintain – My Manufacturers*
2. Click on *Add New*
3. Fill in all mandatory fields and click *save*
4. You can now go to *My Documents* to upload your manufacturer's letter of authority

My Laboratories (*This portal is for use by whitegoods registrants only*) - This portal is to add a test laboratory that meets the requirements of the Equipment Energy Efficiency Program (E3) if it is not currently listed in the drop down list in the *My Documents* portal when you are uploading test reports.

To input your (E3) accepted test laboratory:

1. Click on *Maintain – My Laboratories*
2. Click on *Add New Laboratory*
3. Fill in all mandatory fields and click *save*
4. Your laboratory should now appear in your laboratory list above the *Add New Laboratory* button

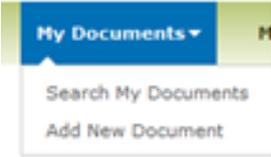
NOTE:

If you are using a National Association of Testing Authorities (NATA) accredited laboratory for testing, this laboratory should be available in the drop-down list on the *My Documents* portal when you are uploading your test report. If your laboratory is not in the drop-down list you will need to contact WELS to request adding it to the drop-down list. Supporting documentation will be required from the laboratory to process this request.

My Password - Change your password here.

Note: Passwords must have 8 or more characters and must consist of at least one uppercase letter, one lowercase letter and a number

My documents

	<ul style="list-style-type: none">- advanced search function for documents you have previously uploaded- add new documents for your applications
<p>This portal is for updating and storing supporting documentation for your applications. Prior to starting a new application you must upload your:</p> <ul style="list-style-type: none">- test report/s- WaterMark certification (including schedules)- manufacturer letter/s of authority <p>These documents will only need to be uploaded once and can then be linked to applications as required. These documents must be in pdf format and the WaterMark certificate and schedules must be together in the same document when uploaded.</p>	

Add New Document - Uploading a new document:

1. Click on *My Documents – Add New Document*
2. Select from the drop down menus – *Document type – Product type*
3. Click on *Browse* to search for the document from your saved location

Add/Edit My Documents



Please note: If uploading a new manufacturers authorisation document you must go and add the manufacturer to your My Manufacturers list before uploading the document. Refer to the instructions on Page 8.

Updating a document already saved/uploaded in the database

You can update already saved documents such as test reports, WaterMark certification, Manufacturer authority letters.

1. Click on *My Documents –Search My Documents*
2. Locate the applicable document that you wish to update and click on the *Edit* button in the Actions column on the right hand side.
3. Click on the *Edit* button to update the information and upload a new document. This will archive the original document automatically. The original details will remain in the Document History section.

Important note: Editing/updating an existing document will link the new document to all of the models that the original document was linked to.

Please check:

Has the performance on your test report changed substantially to the original registration?

You can check this by:

Clicking on *My Models –Maintain Models*

Search for your model registration using the search fields

Click on *view/edit* button in the *Actions* column on the right hand side

Click on *Model Documents* and click on test report link to view the current document attached

If you are uploading a new test report and the performance has changed substantially –eg. The star rating of the product has changed then do not update the original test report with the new test report as the details of the registration will not be consistent with the new test report.

You will need to do a new application/s for the model/s that have changed and then select not to renew the existing models at renewal time.

If there is incorrect information on the original registration for the model send through an email request to wels@environment.gov.au to explain the issue and we will contact you with the options.

My models

<p>My Models ▾</p> <p>Summary</p> <p>Maintain Models</p>	<ul style="list-style-type: none">- Provides a summary of your models and their status- allows you to update model details
---	---

Summary - This portal gives you a view of all of your models and their status. Clicking on the numbers next to each summary item will take you to the list of these models.

Models Summary

Tap Equipment	64
Urinal Equipment	11
Lavatory Equipment	15
Showers	1
All models	91

Models with expiring watermark certificates	0
Models with expired watermark certificates	6
Models without watermark certificates	11
Models without test reports	11
Models without manufacturer authorisation	11
Models without images	3

Please click on the number to view the full list.

This area can be used to assist you in finding models which require new or updated documentation in preparation for renewal.

Water Efficiency Labelling and Standards (WELS) scheme

Maintain models - This portal gives you the option to search and view your model registrations.

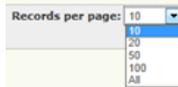
Model name	<input type="text"/>	Model registration number	<input type="text"/>
Model code	<input type="text"/>	Tested pressure	<input type="text" value=""/>
Application number	<input type="text"/>	Application registration number	<input type="text"/>
Product	<input type="text" value=""/>	Subtype (abbreviated)	<input type="text"/>
Brand	<input type="text" value=""/>	Star rating	<input type="text" value=""/>
Model status	<input type="text" value=""/>	Auto shut-off	<input type="text" value=""/>
Renewal status	<input type="text" value=""/>	Marked for renewal	<input type="text" value=""/>

You can filter your search by putting data into the search fields or using the drop down fields

You can also print or export your search results to CSV (excel type document) by using the buttons at the bottom of the search results

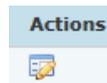
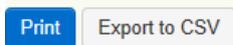
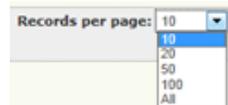


You can adjust the number of records you view on each page by adjusting the Records per page



dropdown at the bottom of the search results

Reg. No. ↑	Brand	Model name	Model code	Subtype	Star rating	WPK	TR	Manuf. Auth.	Status	Status date	Actions
C00742	TEST BRAND	CWM Test	CWM1234		3	Not applicable	Valid	Org	Expiring	05/05/2013	
D01160	TEST BRAND	Dishwasher magic	DW123W		3	Not applicable	Valid	Org	Expiring	05/09/2013	
D01161	TEST BRAND	Dishwasher magic2	DW12455		3	Not applicable	Valid	Org	Expiring	05/09/2013	
L02832	TEST BRAND	Test toilet	Lav15236	L-Suite-Ce-WM-FM-P	4	Valid	Valid	Valid	Expiring	05/09/2013	
S05303	TEST BRAND	Shower1	Shower1	S-AA-MF-PC SH	3 (> 7.5 but <= 9.0)	Valid	Valid	Org	Expiring	05/09/2013	
T13550	TEST BRAND	Tap1	Tap11	T-Mix-end-line	4	Valid	Valid	Org	Expiring	05/09/2013	
U00231	TEST BRAND	U111	U111	U-Suite-Ce-WM-WH	3	Valid	Valid	Org	Expiring	05/09/2013	



To view details on individual models click on the *View/Edit* button in the Actions column on the far right hand side of the search results.

How to submit a request to add a model variant

For a model to be considered a variant it must have the same:

1. product type (i.e. tap equipment, shower, lavatory equipment etc)
2. Subtype (see flow diagrams explaining subtypes by product type on our website)
3. Brand
4. model name
5. water consumption/star rating
6. critical specifications and components (as stipulated in section F4 of AS/NZS 6400), and
7. other design elements or components that affect the water consumption

If **any** of the above criteria is not the same as the registered parent model then you cannot add that model as a variant and it must be registered as a new model. A free copy of the standard can be downloaded from [SAI Global](#).

The Regulator will permit some minor changes to the model name for variants. Acceptable variant names may include descriptions that are within the critical components and other criteria for a variant. For example, the Wombat basin set 300mm and Wombat basin set long handles. Refer to the WELS Standard AS/NZS6400 for further information.

You can only add a variant to a model in “**registered**” status. If you wish to add a variant to a model that is currently in “**expiring**” status your renewal submission must be submitted, paid and processed prior to adding a variant.

To submit a variant request:

1. Click on My Models –Maintain Models
2. Search for your applicable registered model and click the view/edit model details button in the actions column

Maintain Models

This section is to search, view, edit and print your registered, expiring or expired models.

To attach watermark documents, test reports and manufacturer authorisation documents, please select models you wish to be attached using the tick boxes on the left hand side of the table and click the corresponding button below.

Model name	<input type="text"/>	Model registration number	<input type="text"/>
Application number	<input type="text"/>	Application registration number	<input type="text"/>
Product	<input type="text"/>	Subtype (abbreviated)	<input type="text"/>
Brand	<input type="text"/>	Star rating	<input type="text"/>
Model status	<input type="text"/>	Open for editing	<input type="checkbox"/>
Model status date (on or after)	<input type="text"/>	Model status date (on or before)	<input type="text"/>
Renewal status	<input type="text"/>		

<input type="checkbox"/>	Reg. number ↑	Brand	Model name	Subtype	Star rating	Watermark	Test report	Manuf. Auth.	Status	Status date	Actions
<input type="checkbox"/>	T13552	TEST BRAND	Spray123	T-Spray-end-line	4	Valid	Valid	Org	Registered	06/09/2013	 

One item found. Records per page: 10

3. Click on [Model Variant Applications](#)

4. Click on *Create New Variant Application*.

Model Variant Applications

Variant application status	Variant application status date	Number of variant models	Actions
Nothing found to display.			
No items found.			

Create New Variant Application

5. Input your variant model name, variant model code and upload a variant model image and click on the *Save Variant* button.

View/Edit Model Variant Application

Model variant details were saved successfully.

Current Model Details

Variant Model Details

Variant model name *	<input type="text" value="Spray123B"/>	Variant model code *	<input type="text" value="Spray123B"/>
Variant model image *	<input type="text" value="Tap2.JPG"/> <input type="button" value="Browse..."/>		
<input type="button" value="Save Variant"/>		<input type="button" value="Cancel"/>	

Supporting Documents

Declaration

Assessment

Please read and acknowledge the declaration to be able to submit the model variant application.

6. Click on *Supporting Documents* –input Supporting document description and upload your supporting document or just add comments to support your variant application and click *Save Document* button.

7. Click on *Declaration* –read and acknowledge and then click *Submit*.

My Applications

My Applications ▾	My Pa
<ul style="list-style-type: none"> <li style="padding: 2px 5px;">Search Applications <li style="padding: 2px 5px;">Start New Application <li style="padding: 2px 5px;">Start Minor Product Application 	<ul style="list-style-type: none"> - search through your existing applications - start an application for a new model - start a new application for a set of minor products

Searching Applications - This portal enables you to search for all of your applications. You can search on various fields by using the dropdown options and sort your results by different search result columns by clicking on the title bars (see below)

[Home](#)
[Maintain ▾](#)
[My Documents ▾](#)
[My Models ▾](#)
My Applications ▾
[My Payments](#)
[Contact WELS](#)
[Help](#)
i

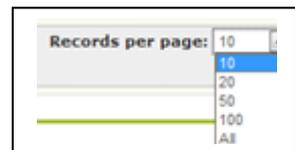
Search Applications

Record ID	<input type="text"/>	Application number	<input type="text"/>
Application registration number	<input type="text"/>	Model registration number	<input type="text"/>
Model name	<input type="text"/>	Model code	<input type="text"/>
Product type	<input style="background-color: #ffff00; border: 1px solid #0056b3;" type="text"/>	Star rating	<input style="border: 1px solid #0056b3;" type="text"/>
Brand	<input style="border: 1px solid #0056b3;" type="text"/>		
Contact	<input style="border: 1px solid #0056b3;" type="text"/>	Manufacturer	<input type="text"/>
Tested pressure	<input style="border: 1px solid #0056b3;" type="text"/>	Auto shut-off	<input style="border: 1px solid #0056b3;" type="text"/>
Application Status	<input style="border: 1px solid #0056b3;" type="text"/>	Application type	<input style="border: 1px solid #0056b3;" type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>			

Reg. No	Record Id	Application No	Prod Type	Brand	Model	Star Rating	Status
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Handy tips:

You can alter the number of results you see in the results window by making a selection in the *Records per page* box at the bottom right of the search results window



You can also export your list to CSV format to enable you to view, save and filter the information in a

spreadsheet. Just click on at the bottom of the results window.

Starting a new application - This portal is where you prepare your new applications.

Before starting a new application you need to make sure that you have done the following:

1. Uploaded your supporting documentation to *My Documents* – relevant test report/s, current WaterMark certification including schedules and manufacturer letter of authority (if required)
2. Checked that the brand you want to use in your application is in your brand list – go to *My Brands* to check – add the brand if it is not on your list or request a new brand if it does not exist on the drop down list.
3. Have an image of the product/s available to upload when you are doing your application

Handy tips: You can list up to 15 models on the same application provided that they are the same product type, subtype, brand and are using the same test report results and Watermark certification. If any of these things are different you need to do separate applications.

There are lots of help messages throughout the application form. If you are unsure of a field, click on the



button to get further information.

Every model must be registered as it is offered for supply. If it cannot be traced in the WELS public search database then it is not registered.

A new fee paying model needs to be registered each time one or more of the following change:

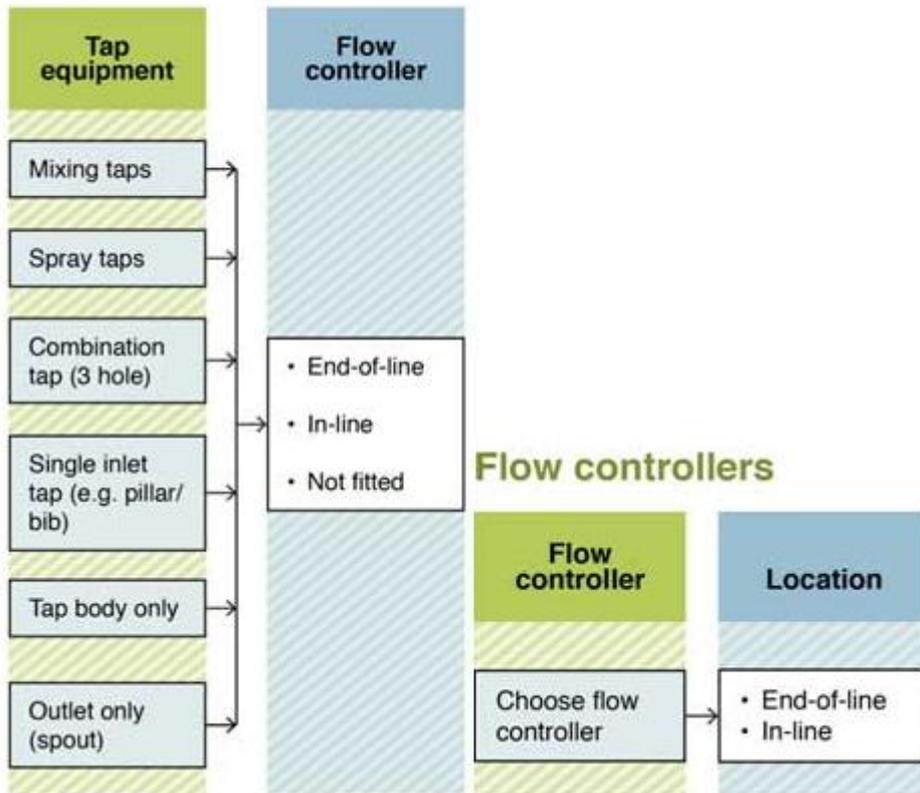
1. product type, for example, tap equipment, shower, lavatory equipment etc.
2. subtype; (see flow diagrams below explaining subtypes by product type)
3. brand
4. model name
5. water consumption
6. star rating;
7. critical specifications and components, and/or
8. other design elements or components that affect the water consumption

Refer to Appendix F of the WELS standard for more information. A free copy of the standard can be downloaded from [SAI Global](#)

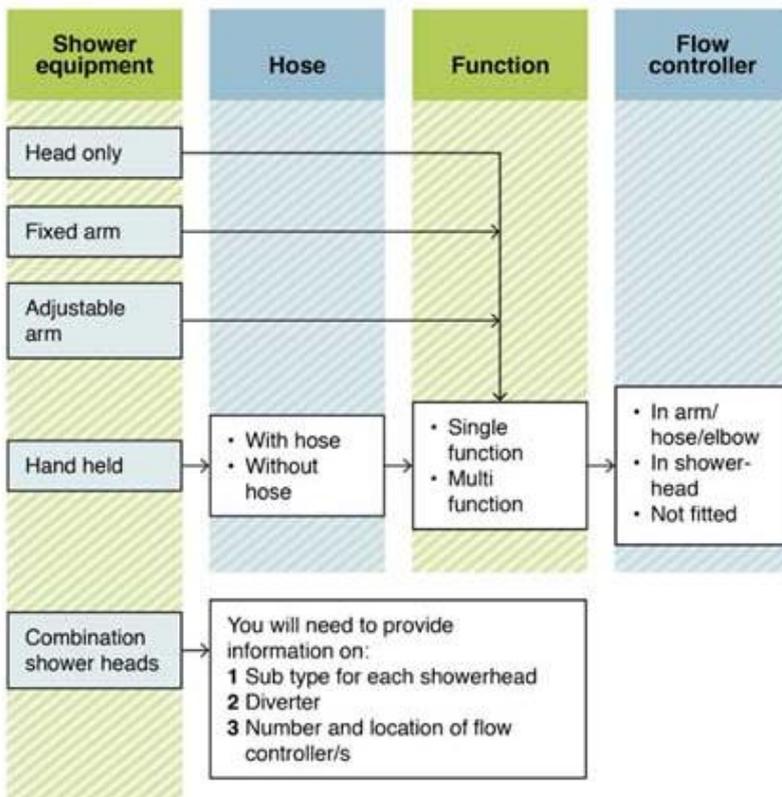
Model subtypes

The flow charts below will assist you in determining the subtypes of your models. In the database you will need to answer a series of questions that correspond to these flow charts when applying for new registration or renewing your current registrations.

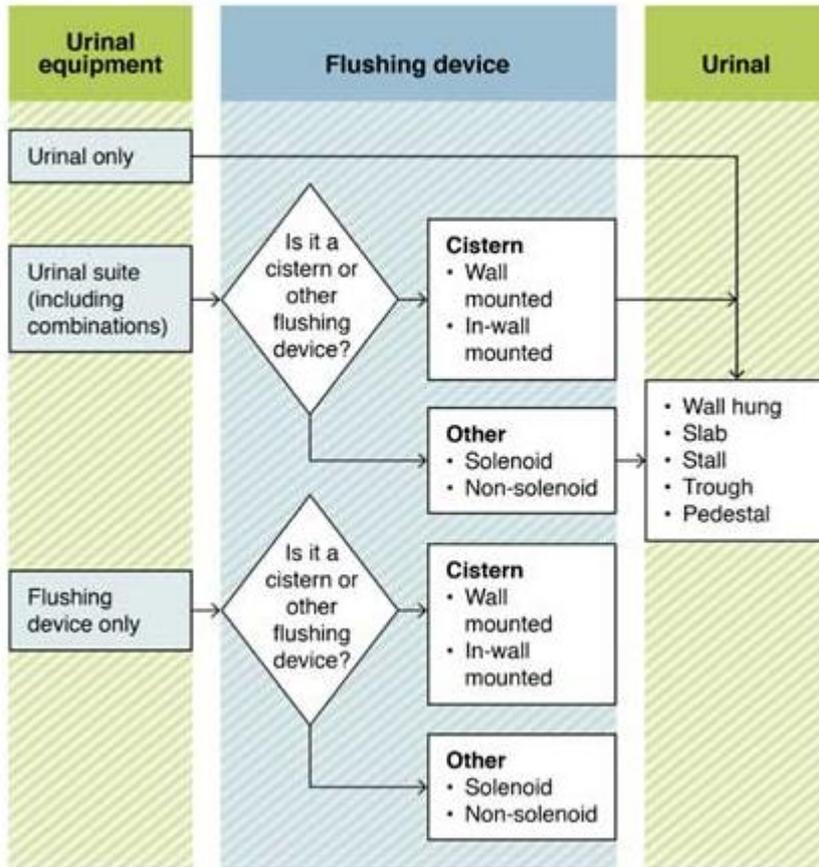
Taps



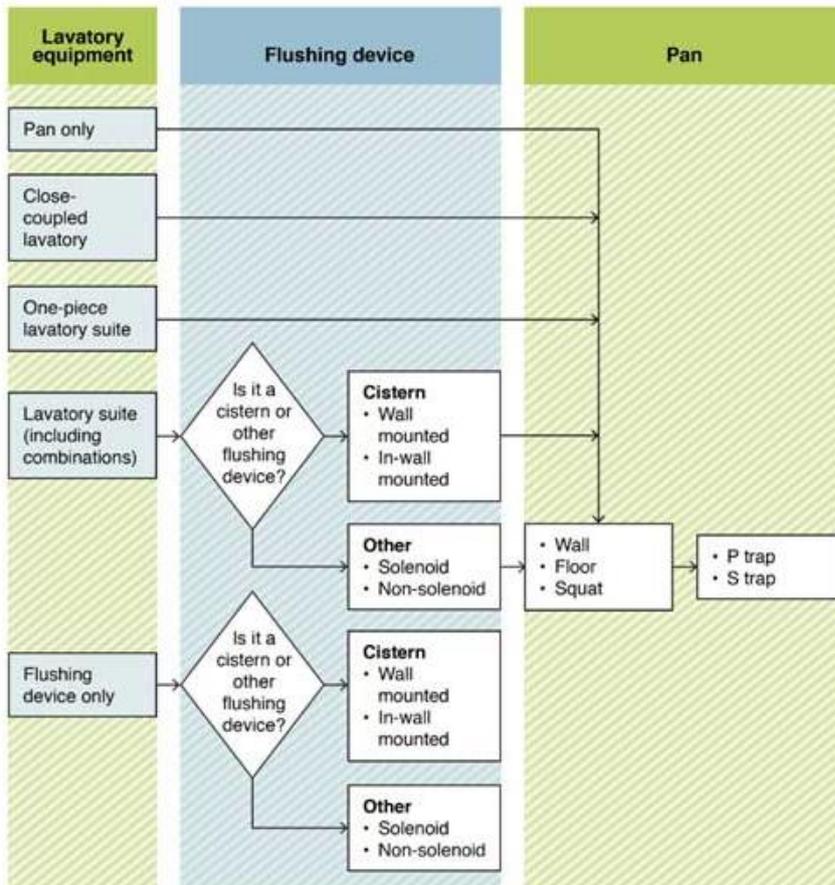
Showers



Urinals



Lavatory equipment



Model name and model code

For every product you register you will be asked to supply the model name and the model code.

- The model name is the name on the box or the advertising that the consumer will use to identify the model. For example it could be the Wombat 300 mm basin tap.
- The model code is the **unique identifier** that you use for your product, it could be the same as the model name or it could be different for example - a stock control code.

Model ID on Test Report

Not all models listed in your application need to be listed on the test report provided. If you are declaring that the performance of the model on the test report attached to your application is the same as the model/s on the application please input the relevant model id (as it is listed on the test report) in the Model ID on Test Report column of the application next to each applicable model.

One model/code per line. All models/codes must be listed individually.

Model name *	Model code *	Model Id on Test Report *	Model Id on Watermark *	Image *	Actions
Nothing found to display.					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Browse...	<input type="button" value="Save Model"/>

Model ID on Watermark

Input the Model ID (code or name) as it is listed on the WaterMark certification attached to your application. Please ensure you check that you have input this exactly as it is listed on the WaterMark certificate schedule you have attached prior to submitting your application.

Image

Please upload an image that clearly shows the model that you are registering. The images are made publicly available on the product search website once registered.

Once all fields have been input and image uploaded please click *Save Model* in the *Actions* column on the far right hand side before continuing.

Actions
<input type="button" value="Save Model"/>

Application Status

Draft – application has been started but has not been completed or submitted

Awaiting Assessment –application has been submitted and is awaiting assessment by the WELS registration team

Assessing – application is currently being assessed by the WELS registration team

Awaiting Payment – the assessment process has been successfully completed and is now waiting on payment or is dependent on another application that requires payment. Please go to your *My Payments* portal to download your tax invoice.

Please note that it make take approx 3 working days to receive notification of a tax invoice available for download.

Returned – application has been returned to you for further action. Please refer to the comments provided in the email for the action required. You can also view these comments in the database by clicking on Assessment (when viewing your application):

Assessment

Application status

Status	Date	User	Regulator's comments
Draft	05/12/2013 03:39:12 PM		
Submitted	29/08/2014 08:12:27 AM		
Awaiting Assessment	29/08/2014 08:12:28 AM	SYSTEM	
Returned	29/08/2014 08:46:52 AM	A13530	Testing returned comments

Resubmitted – application has been resubmitted and is awaiting assessment by the WELS registration team.

Recommend to Approve - application has successfully completed the assessment process, payment has been received (if required) and application is now recommended to the delegate for approval.

Approved – application has been approved and the models are now registered.

Refused –application has been refused. The models in the application are not registered.

My payments

My Payments

Payment Overview

This section displays all the information regarding your current Tier and tier fee. This area also gives you a forecast of fees when you have submitted your applications.

Please do not pay any fees until you receive an email to advise you a tax invoice is available for download.

You can view the tier details and fees by clicking on [View Tiered Fee](#) button.

Paid/Invoiced Models

Number of registered models	0
Total number of models	0
Current tier	0
Current tier fee paid	\$ 0.00
Fee payable	\$ 0.00

Submitted Models

Number of models in submitted applications	1
Estimated total number of models	1
Estimated new tier	1 (1 - 5 models)
Estimated new tier fee	\$ 600.00
Estimated fee payable	\$ 600.00

Payment Details

Tax Invoices and Receipts - All of your tax invoices and receipts are available for download here

A tax invoice will be issued for any payments required. All contacts receive an email when an invoice has been uploaded. Do not make a payment until you have downloaded your tax invoice. All contacts with a login to your organisation in the WELS database can access *Tax Invoices and Receipts*. We do not email these documents out. You will need to login and download them as required.

Receipts for your payments are stored here. You will be sent an email when a new receipt is uploaded and you access this portal to download the receipt.

When a receipt is uploaded your application/s will be released for processing.

To access your tax invoices and receipts:

1. Click on *My Payments*
2. Click on *Payment Details*
3. Your tax invoices and payments/receipts are listed here - click on the pdf document icon  in the Invoice or Receipt column (highlighted below) to open, print and save your tax invoices and receipts

Making Payments to existing tax invoices

When you make a payment by bank transfer/electronic funds transfer you must input the tax invoice number in your reference field first eg. **18001111** otherwise there will be a delay in processing your payment.

The reference field only transmits a small amount of text so please ensure the tax invoice number is the first thing you input in this field prior to sending the payment.

Important: If you are making a payment from outside Australia by bank transfer/electronic funds transfer your bank will charge you fees to process the transaction. You must ensure that all fees are paid in addition to the total amount owing so that the correct invoiced AUD\$ amount is received. Failure to do this will result in delays to your registration. Until full payment of a tax invoice is received we cannot progress your registrations.

Refunds and Invoice Reversals

Information regarding refunds and invoice reversals is stored here.

2013 Rollover Details

This area gives you the breakdown for the initial rollover into the new registration arrangements that occurred in 2013.

Registration renewal

The renewal period each year is from 15 September to 5 December.

Products that are renewed during the 2014 renewal period will be registered until 22 January 2016.

Products currently registered that are not renewed during the renewal period 15 September 2014 - 05 December 2014 will expire 22 January 2015.

Any new products that are registered from 15 September 2014 -14 September 2015 will also be registered until 22 January 2016.

My Homepage

My Models – Models Summary

This gives you an overview of the number of models for your organisation and actions required to prepare them for renewal.

Category	Count
Tap Equipment	18
Lavatory Equipment	1
All models	19
Models marked for renewal	5
Models with expiring watermark certificates	0
Models with expired watermark certificates	0
Models without watermark certificates	19
Models without test reports	19
Models without manufacturer authorisation	19
Models without images	18

Steps to prepare your renewal:

1. Update your applicable test reports (if required), Watermark certification, Manufacturers authority to your  portal as per the instructions on page 10.

2. If you are not updating an existing document and want to upload a new document, you must link the new document to the models that you wish to. Once you have saved the document into *My Documents*.

Click on ***My Models –Maintain Models***

You can link documents by either: Clicking the *View/Edit* model details button in the *Actions* column
Click on *Model documents* and attach to each model individually.

<input type="checkbox"/>	Reg. No. ↑	Brand	Model name	Model code	Subtype	Star rating	WMK	TR	Manuf. Auth.	Status	Status date	Actions
<input type="checkbox"/>	C00742	TEST BRAND	CWM Test	CWM1234		3	Not applicable	Valid	Org	Expiring	05/09/2013	
<input type="checkbox"/>	D01160	TEST BRAND	Dishwasher magic	DW123W		3	Not applicable	Valid	Org	Expiring	05/09/2013	
<input type="checkbox"/>	D01161	TEST BRAND	Dishwasher magic2	DW124SS		3	Not applicable	Valid	Org	Expiring	05/09/2013	
<input type="checkbox"/>	L02832	TEST BRAND	Test toilet	Lav15236	L-Suite-Cis-WM-FM-P	4	Valid	Valid	Valid	Expiring	05/09/2013	
<input type="checkbox"/>	S05303	TEST BRAND	Shower1	Shower1	S-AA-MF-FC SH	3 (> 7.5 but <= 9.0)	Valid	Valid	Org	Expiring	05/09/2013	
<input type="checkbox"/>	T13550	TEST BRAND	Tap1	Tap11	T-Mix-end-line	4	Valid	Valid	Org	Expiring	05/09/2013	
<input type="checkbox"/>	U00231	TEST BRAND	U111	U111	U-Suite-Cis-WM-WH	3	Valid	Valid	Org	Expiring	05/09/2013	

7 items found, displaying all items. Records per page: 10

Print | **Export to CSV** | **Watermark** | **Test Reports** | **Manufacturer Authority**

Or

If you have several models that use the same Test report, WaterMark certificate or Manufacturer authority, you can attach any of these documents to more than one model at a time. Select the models by clicking the tick boxes on the left hand side and click on either the *WaterMark*, *Test Reports*, *Manufacturer Authority* buttons down the bottom of the screen.

Please note: Before you confirm attachment of documents to several models ensure that you have selected the correct models (double check the the tick boxes to the left of the Reg. Number). This action will override any existing document already uploaded against the selected models.

Water Efficiency Labelling and Standards (WELS) scheme

3. Select the models you want to renew by clicking on the check boxes on the far left hand side next to each model and then click the **Mark for Renewal** button down the bottom of the page.

<input type="checkbox"/>	Reg. No. ↑	Brand	Model name	Model code	Subtype	Star rating	WMK	TR	Manuf. Auth.	Status
<input checked="" type="checkbox"/>	T1846	T	Sink Tap	1211	T-SGL-end-line	4	Valid	Valid	Org	Expiring

Once they have been selected for renewal –they will turn blue and remain blue until your renewal has been approved.

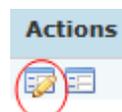
<input type="checkbox"/>	Reg. No. ↑	Brand	Model name	Model code	Subtype	Star rating	WMK	TR	Manuf. Auth.	Status
<input type="checkbox"/>	T1846	T	Sink Tap	1211	T-SGL-end-line	4	Valid	Valid	Org	Expiring

If you want to un-select a model for renewal, please go to *Renew models* and click the red *Remove from renewal* button in the actions column next to the model you want to un-select



4. Check your information is accurate for your selected models.

- Is the model code correct?
- Have you selected the correct subtype?
- Is the image clear and correct?



You can update these details by clicking on the *View/edit* model button in the *Actions* column next to the relevant model.

Note: If there are no changes required and this information is accurate then you can skip this step.

Model Details

Registration number	T1846 [View Application]	Model name	Sink Tap
Model code	<input type="text" value="1211"/>	Star rating	4
Product	Tap Equipment	Brand	T
Status	Expiring	Tested pressure	High
Model Id on Test Report	<input type="text" value="1234"/>	Model Id on Watermark	<input type="text" value="1234"/>
Flow controller incorporated?	Yes	Flow controller model number	<input type="text" value="401055023"/>

Please Note: There are limited fields that you can update.

If you need to change a field that is not editable –eg. Flow controller incorporated then you will need to complete a new application and select not to renew the incorrect model.

If the performance of the model has changed substantially –eg. change in star rating then please complete a new application and select not to renew the existing model.

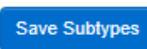
Model Details

- a) Add or edit model codes
- b) Add or edit flow controller model numbers (If applicable)

Please Note: the flow controller model number must be entered exactly how it appears on the WaterMark certification you are attaching at the Model Documents section

Click on  button.

Click on 

Update Model subtypes for each model by selecting from the drop down lists and click 

Note: If your model was originally registered with “no flow controller fitted” then you cannot update the subtype on the existing model. You will need to do a new application for this model and select not to renew the current registration.

Click on 

- a) Upload updated WaterMark certification if required including Watermark certification for the flow controller you have listed at Model detail if required
- b) Update images if required

Please Note: Word or excel formats are no longer accepted. Please upload images in JPEG, JPG, PNG, GIF, BMP formats only. Please ensure that your image is a clear and correct representation of the model you are attaching it to.

There is no size limit for images as the database will resize your image when you upload

Click on  button.

Please note:  can only be added to “Registered” products. If you wish to add a Model Variant to an expiring model you must first submit your renewal request for processing and can then add your model variant once your renewal has been processed and your products are back in “Registered” status. Please refer to page ... for instructions on how to add a model variant.

If you have Minor products:

Click on 

Fill in the mandatory fields and provide sales evidence. Click on 

Note: All minor products being renewed will require this information prior to submitting your renewal.

Submitting your renewal

Click on **My Models –Renew Models** : This will bring up a list of all the expiring models you have marked for renewal

Review the list of models to check that you have selected all of your required models to renew.

Submit for Renewal

Click on **Submit for Renewal** Read and acknowledge the declaration and click submit

You will receive an error message if you have missed updating any of the mandatory fields:

The screenshot shows a navigation bar with the following items: Home, Maintain, My Documents, My Models (highlighted in blue), and My Applications. Below the navigation bar is a red error message box with the following text:

The following error(s) occurred while processing your request:

- Models missing model codes - [T150:]
- Models with invalid images - [T150:]. Only JPEG, JPG, PNG, GIF, BMP files are accepted.
- Models with incomplete subtype details - [T150:]
- Models missing watermark schedule & certificate of flow controller - [T150:]

Below the error message box is a link: **Click on this link to download the above error details.** This link is circled in red.

You can print a copy of the error details by clicking on the above link.

Submit for Renewal

Once you have corrected all errors-click on **Submit for Renewal** Read and acknowledge the declaration and click submit.

Please note: You can only submit a renewal **once**. Make sure that all of the models that you need to renew are selected prior to submitting your renewal as you will not be able to add models once it has been submitted. If you have missed any models in your renewal submission please do new applications for them.

Payment Overview

Once you have submitted your renewal application you will be taken to the Payment Overview portal which will give you an estimated fee payable.

Please do not pay the fee until you have received an email advising you to download your Tax Invoice from your My Payments portal.

Please ensure that when you make your payment that it is correctly referenced with your tax invoice number to avoid delays in processing your payment and renewal and ensure that any bank fees are paid in addition to the total invoice AUD\$ amount owing.

After you have submitted your renewal you can still view which models you have submitted by clicking on **My Models –Maintain Models**

Search on **Model status** Expiring

All of the models you have marked for renewal will be shown in blue in the results box.

Contact WELS

A blue rectangular button with the text "Contact WELS" in white, centered within a larger white rectangular frame.

Use this portal to send an email message to the WELS registration team.

Note: These messages are character limited and do not allow you to save a copy. The alternative way to contact us is by emailing wels@environment.gov.au.