



EDIS USER GUIDE

Managing Your EDIS Profile

(EDIS is the Electrical Distribution Information System)

www.electricalcertificates.co.uk



After reading this document you should be able to:

- Manage your EDIS Profile
- Change your email address
- Add test instrument serial numbers

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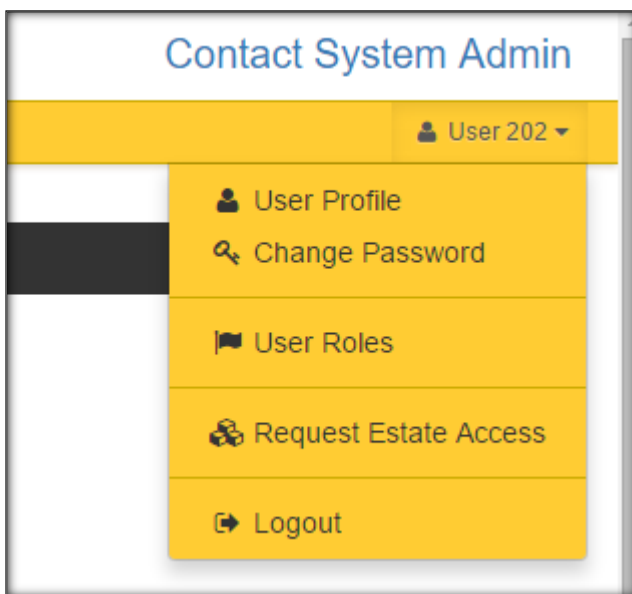
1 Prerequisites

- You will need to be a registered EDIS User
- Login to EDIS

2 Login and edit profile details

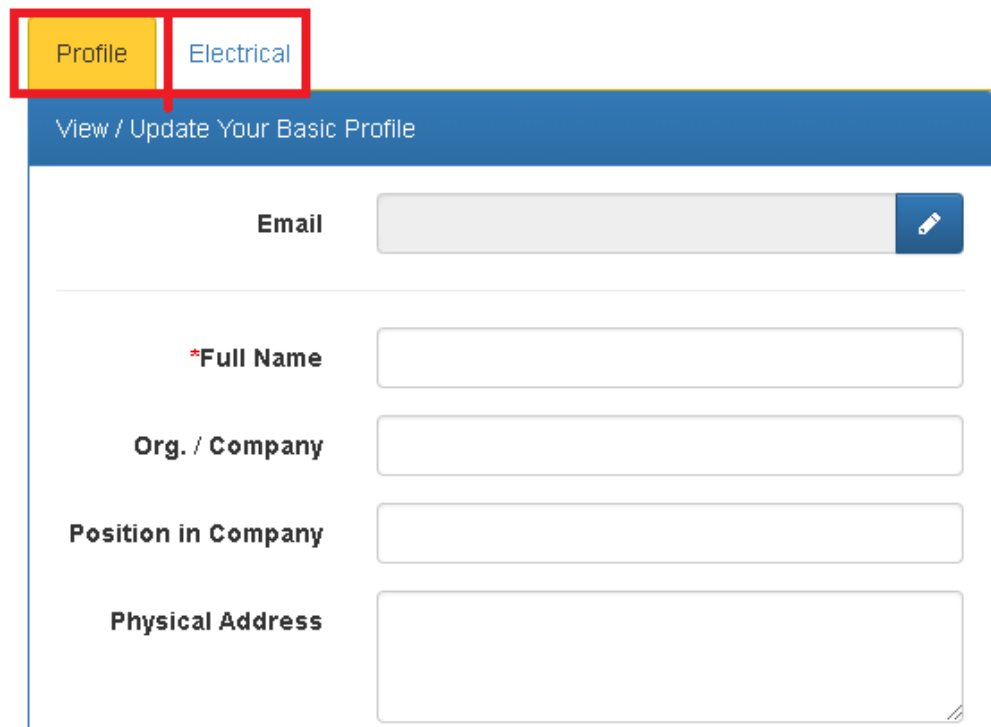
1) Login at www.electricalcertificates.co.uk

1) On the top right select your name ; there you can edit various profile details



2) To change your email address, contact details select Profile tab





The screenshot shows a user profile management interface. At the top, there are two tabs: 'Profile' (highlighted in yellow) and 'Electrical' (highlighted in blue). Below the tabs is a blue header bar with the text 'View / Update Your Basic Profile'. The main content area contains five form fields:

- Email**: A text input field with a blue edit icon on the right.
- *Full Name**: A text input field.
- Org. / Company**: A text input field.
- Position in Company**: A text input field.
- Physical Address**: A larger text input field.

3) To change your test instrument serial numbers, select the Electrical tab

3 Next steps

- Login
- Select your profile
- Edit your profile details
- Edit your electrical instrument details