



# EDIS USER GUIDE

## Key steps to EDIS registration

(EDIS is the Electrical Distribution Information System)

[www.electricalcertificates.co.uk](http://www.electricalcertificates.co.uk)



**After reading this document you should be able to:**

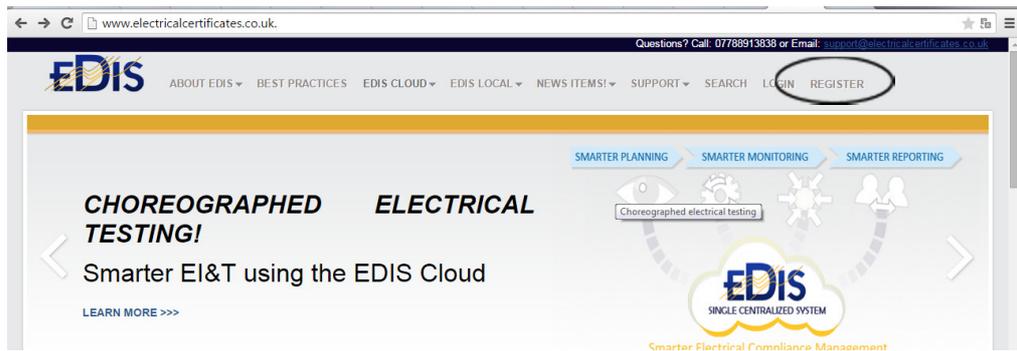
- Register on the EDIS system
- Confirm your email address

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**1 REGISTRATION ON EDIS HOME PAGE**

1. Open a browser and enter [www.electricalcertificates.co.uk](http://www.electricalcertificates.co.uk) in the address bar.
2. At the top right side of the site click REGISTER and you will be taken on the registration page



3. The registration window opens and will be offered a form that you must fill out



The screenshot shows a web browser window with the URL `edis-dev.electricalcertificates.co.uk/register`. The page features the EDIS logo and a navigation menu with 'Registration', 'Login', and 'Forgot Password'. A 'Contact System Admin' link is also present. Below the navigation is a breadcrumb trail: 'Dashboard / Registration'. The main content area is titled 'New User Registration' and contains a form with the following fields, all marked with an asterisk to indicate they are required:

- \*Email (Login Id)
- \*Password
- \*Confirm Password
- \*Full Name
- \*Organisation/Company
- \*Position in Company
- \*Physical Address

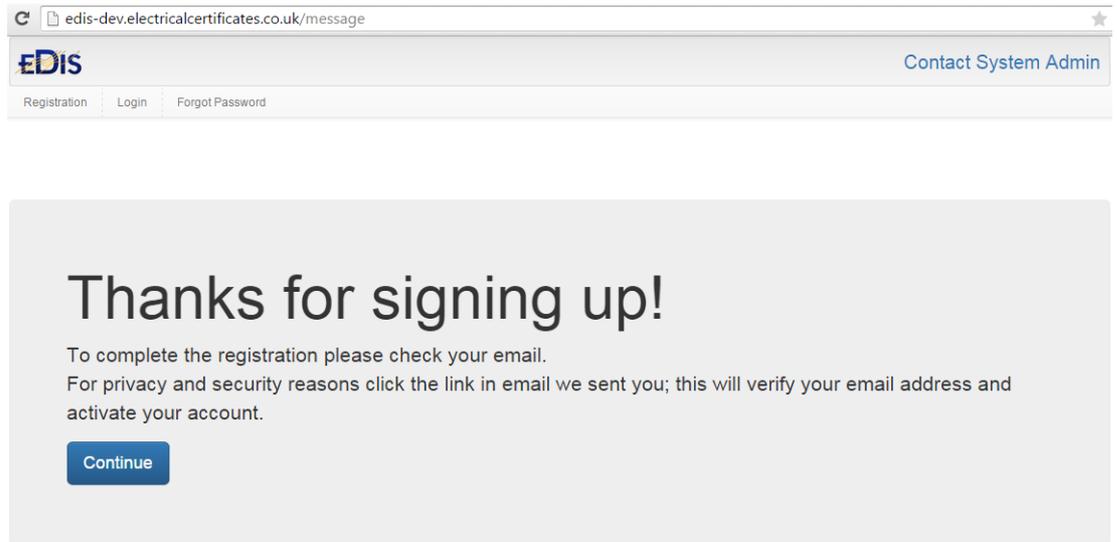
4. Required fields are marked with an asterisk.  
Please enter a valid e-mail address, as on it will be sent a link to activate your account.
5. Confirm agreement with the terms of the site, set a check the box:  
 I agree to the EDIS system [terms and conditions](#)
6. Enter the letters from the image (Screen Code)

This screenshot shows a portion of the registration form. It includes the following fields and elements:

- Mobile:
- Landline:
- Website:
- Security Code:  (The image shows a security code of 'Z46CZ' with a refresh button to the right.)
- I agree to the EDIS terms and conditions
- Submit (green button), Reset, and Cancel buttons.

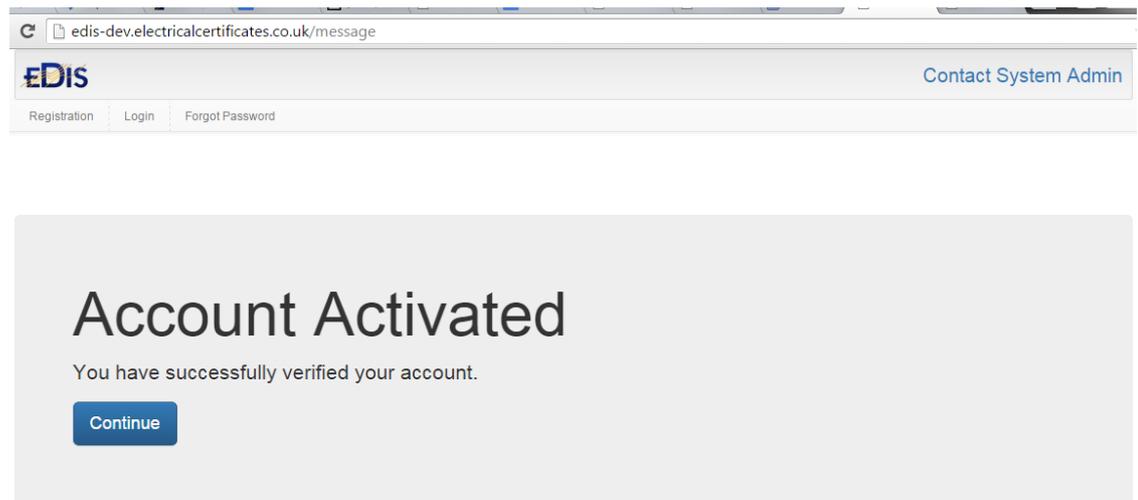
Below the form, a message reads: 'Please complete the form above to register.'

7. Click " Submit " and after that, if all the data are correct, you will receive an email from the EDIS system



**8. Please confirm your email by clicking the link in the email (click the link or paste the address into the browser address bar)**

9. After the confirmation of registration you can log into the site using your login and password. (If you have forgotten your password you can request a password reminder.)



## 2 NEXT STEPS

The next steps you can take after registration:

- Login
- Request estate visibility
- Request building permissions