



System Guide for Board- Recognised Employers of Electrical Workers

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1 Introduction to this Guide

Who this guide is for

This guide is provided for organisations who are:

- recognised by the Electrical Workers Registration Board (EWRB) as an employer of electrical workers who are subject to rules of the EWRB, and
- assisting their employees to maintain their licence, ie:
 - keeping up with their competence programme
 - renewing their practising licences.

What this guide covers

This guide provides the steps for you, as an employer, to use the EWRB website portal for:

- Maintaining the list of your licensed electrical workers and employees in training, and monitoring their registration status
- Monitoring the training an employee has completed as part of their competence programme
- Helping your employees renew their licenses, by paying the fees for their practising licence renewal application, when the employee has filed their own application and elected that you, as their employer, pay the fee,

This guide also contains some guidance about the administrative tasks that relate directly to the system tasks described here.

About this guide

This guide was created by the Occupational Licensing team within the Market Services group of the Ministry of Business, Innovation & Employment (MBIE), and approved by the Registrar of Electrical Workers.

For more details

If you need more details about the information in this guide, go to www.ewrb.govt.nz or call the EWRB Service Centre on 0800 661 000



2 Overview

The EWRB website portal makes it easier for electrical workers, employers and EWRB all to see licensing information and each complete their part in the relicensing process correctly, quickly and easily.

You can access the portal from the EWRB home page at www.ewrb.govt.nz

Roles within the portal system

The EWRB website portal presents each user with a range of menus and services specific to the *role* they have logged in with.

The names of the system roles are:

- Licensed electrical worker (ie your employee)
- Employer licence holder
- Board-recognised employer of electrical workers
- Approved provider of tuition and assessments for Board examinations
- Approved competence programme provider

This guide provides details specifically for the ‘Board-recognised employer...’ role. It also contains supporting details about some closely related ‘licensed electrical worker’ (employee) functions.

Who can be a Board-recognised employer of electrical workers

You can only use the services on the EWRB website portal that are described in this guide once the EWRB has registered your organisation with this role, for relicensing purposes.

The services on the EWRB website portal for employers are designed for organisations that employ a significant number of electrical workers. However, it is available for organisations with any number of employees.

Becoming a Board-recognised employer

An organisation who wants the EWRB to recognise it as an employer should call the EWRB Service Centre on 0800 661 000, and provide the following information:

- Company name
- Trading name (if different)
- Contact details for a nominated person with the organisation (usually an administrator):
 - Name
 - Telephone number
 - Email address
- Website address (if applicable)
- Postal address
- Physical address

EWRB processes the request, sets up the organisation within the system, then provides an **activation code** and access instructions to the nominated person. You will use this to create the organisation’s



RealMe login.

RealMe identities for each role

The EWRB portal requires one RealMe login for each role, even if they relate to the same organisation. For example, if your organisation is both an approved competence programme provider and a Board-recognised employer of electrical workers, you need one RealMe login for each of these roles.

Functions within the portal

The portal provides employers with access to the following online services. (Each service is detailed in the later sections of this guide.)

Service/function	Description
Login	Access the EWRB website portal using your web browser, and the RealMe login identity for your organisation. When you log in for the first time, you set up your RealMe login identity, as provided by EWRB.
Employer functions	
Organisation Profile	View the details held about your organisation as an employer of electrical workers, and update the contact details. Important: This information does not show the details of specific contact people. Your organisation needs to keep these details up to date by contacting EWRB directly, not via the portal.
Employee Details	View and update the list of your employees who are electrical workers, and the status of each one's competency programme. Note: The employee can create this relationship instead, by selecting you as their employer. (See 'Employer Details' below in this table.)
Employee Relicence Payment	Pay the fee for an individual employee who has applied for relicensing, and who has opted for you to pay the fee. (See 'Employer to Pay Later' below in this table.)
Employee functions relevant to employer	
Employer Details	Your employee selects you as their employer. Note: If the employee doesn't currently have another employer selected, you can create this relationship instead, by adding them as an employee. (See 'Employee Details' above in this table.)
Employer to Pay Later	Your employee applies for relicensing, and elects for you (as the employer) to pay the fee. Note: You make the payment using the 'Employee Relicence Payment – see above in this table.

As described earlier, the employee has access to a range of other services through their view of the EWRB website portal, such as updating their own profile with changes of contact details.



Services not relevant

When you display the **Organisation Profile** screen (see 'View or Update Organisation Profile' on page 13), the following services are included on left-hand menu:

- **Licence Details**
- **Recognised Courses**
- **Add Competency Training**

Although they are listed, these services are *not* relevant to the 'Board-recognised employer' role. When you log in as an employer, these services are disabled, ie you cannot select them.

It is important to keep your activities as a Board-recognised employer of electrical workers separate from any other roles your organisation holds. If your organisation is also a licenced employer or a competence programme provider, then to access these services, you need to log in using your separate RealMe identity for the relevant role.

GST Invoices

EWRB's GST invoice for each employee's relicensing fee goes to the entity who pays the fee, ie:

- If the employee pays their own fee, they receive the invoice with their relicensing pack.
- If your organisation pays the fee, you can view or download the invoice from the EWRB website portal, using:
 - the option that displays when you complete the fee payment, or
 - **Invoices** on the left-hand menu, if needed at any point after that.

Even if the GST invoice is issued to you as the employer, the employee also sees the payment details in the licence pack they receive.

Note: The renewed licence and ID card, once processed, are always posted to the electrical worker, not to the employer – regardless of who pays the fee. You can check the public Register at any time to confirm if their relicensing has been completed.

What's new in the current portal version

If you have used the EWRB website portal before, you will notice the following changes have been implemented since the 2019 round of licensing renewals:

Change	Description	For more details
Employee Details Report	This is no longer available as an option	
Electrical worker names and registration details	The expiry date of your employee's licence is on view in your employee details page.	'View or Update List of Employees' on page 14
Adding Competence Programme completion	While you be able to view your employees safety training you will not be able to add or delete this training in future. This should be uploaded by Competence Programme Providers.	



Change	Description	For more details
Employer bulk relicensing	The ability to renew on your employee's behalf is no longer an option	



3 Log in to the EWRB Website Portal

RealMe is the Government's login and identity verification system. Users access to the EWRB website portal using a RealMe login.

The first time you log into the portal, you create the RealMe identity that you will use from then on, to access the portal. (See below for both sets of steps.)

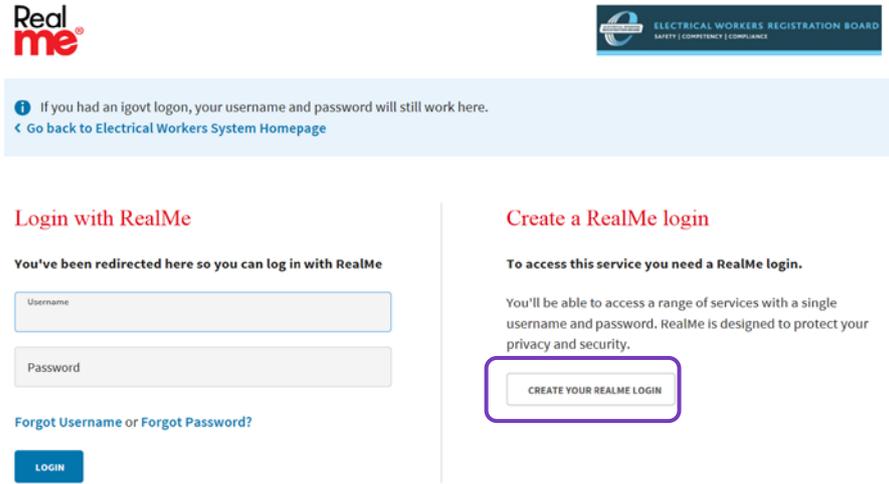
Important: Your 'Board-recognised employer' RealMe identity relates to your organisation, not to any individual person. It is up to each organisation to decide which staff should know and use its RealMe login details on behalf of the organisation, and how to manage its security.

Before you begin

Before you can log in to the website portal, you must have an activation code from the EWRB. (See 'Becoming a Board-recognised employer' on page 4.)

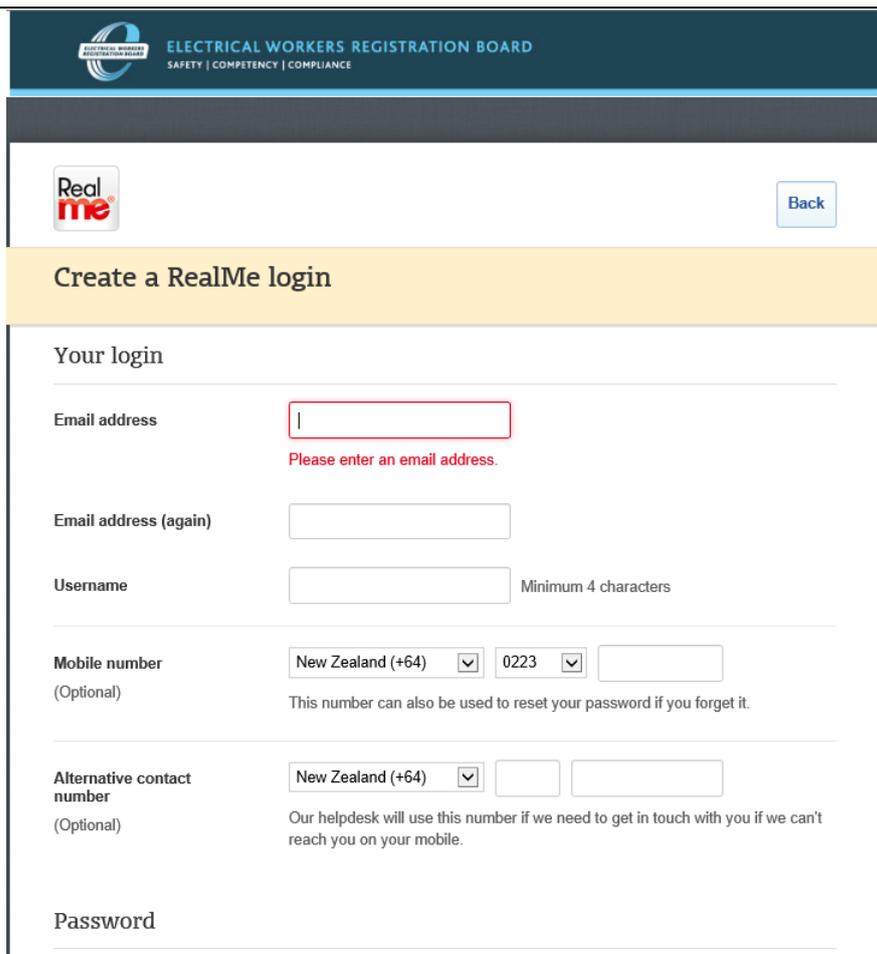
Note: This links the RealMe identity you create to the employer's records in the website portal that the EWRB has created for you.

Steps – log in for the first time

<p>Access the EWRB portal home screen at www.ewr.govt.nz</p> <p>Click on Worker login on the home page.</p>	 <p>Result: The portal's login screen displays.</p>
<p>Click on Create an account.</p> <p>Then click on Create my RealMe login now, on the right of the RealMe login screen.</p>	



Complete the fields displayed, then click **Create my RealMe login** at the bottom of the screen.



ELECTRICAL WORKERS REGISTRATION BOARD
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Real me Back

Create a RealMe login

Your login

Email address
Please enter an email address.

Email address (again)

Username Minimum 4 characters

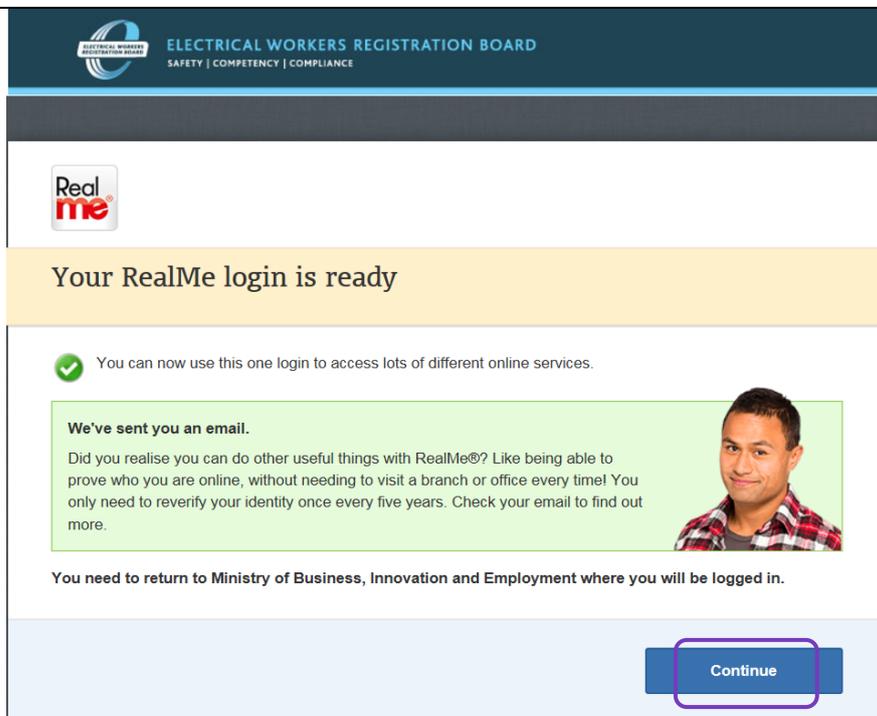
Mobile number New Zealand (+64) 0223
(Optional) This number can also be used to reset your password if you forget it.

Alternative contact number New Zealand (+64)
(Optional) Our helpdesk will use this number if we need to get in touch with you if we can't reach you on your mobile.

Password

Result: After a few moments, a RealMe confirmation screen displays.

Click on **Continue**.



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Real me

Your RealMe login is ready

✔ You can now use this one login to access lots of different online services.

We've sent you an email.

Did you realise you can do other useful things with RealMe®? Like being able to prove who you are online, without needing to visit a branch or office every time! You only need to reverify your identity once every five years. Check your email to find out more.

You need to return to Ministry of Business, Innovation and Employment where you will be logged in.

Continue



Enter your EWRB employer
Activation Code,
then click on **Next**.

Result: The **Organisation Home** screen of the portal website displays with a welcome message.

Steps – log in with existing identity

Once you have created and activated your RealMe account, you use it to log in each further time.

Access the EWRB
portal home screen
at
www.ewrb.govt.nz
Click on **Login**.

Result: The portal's login screen displays.



Click on **Login**.
Enter your RealMe identity and password, then click on **Continue**.

Result: The EWRB website portal recognises you as a 'Board-recognised employer' role, and the **Organisation Home** screen displays.

Select the service you want from the left-hand menu (see 'What happens next' below) or use any of the other links available from this screen.



What happens next

From the **Home** page of the website portal, you can access the services available to your organisation as a 'Board-recognised employer'. This is a different view of the portal than you would see if you logged in as, for instance, an electrical worker (employee).

If you want to...	See...
<ul style="list-style-type: none"> • view the information EWRB has recorded about your organisation • if needed, update the contact details shown 	'View or Update Organisation Profile' on page 13.
<ul style="list-style-type: none"> • view the list of electrical workers you employ and their registration status and, • if needed, add or remove employees to or from the list 	'View or Update List of Employees' on page 14. (Also see 'Add Employer Details' on page 29 for how the employee can do this instead.)
pay the fee of one or more electrical worker employees, who have applied for relicensing and elected for you to pay	'Pay Employee's Relicensing Fee' on page 1919. (Also see 'Elect for Employer to Pay Fees Later' on page 31 for how the employee elects this.)
end your work session in the EWRB portal	click on Logout near the top right of the screen.



4 View or Update Organisation Profile

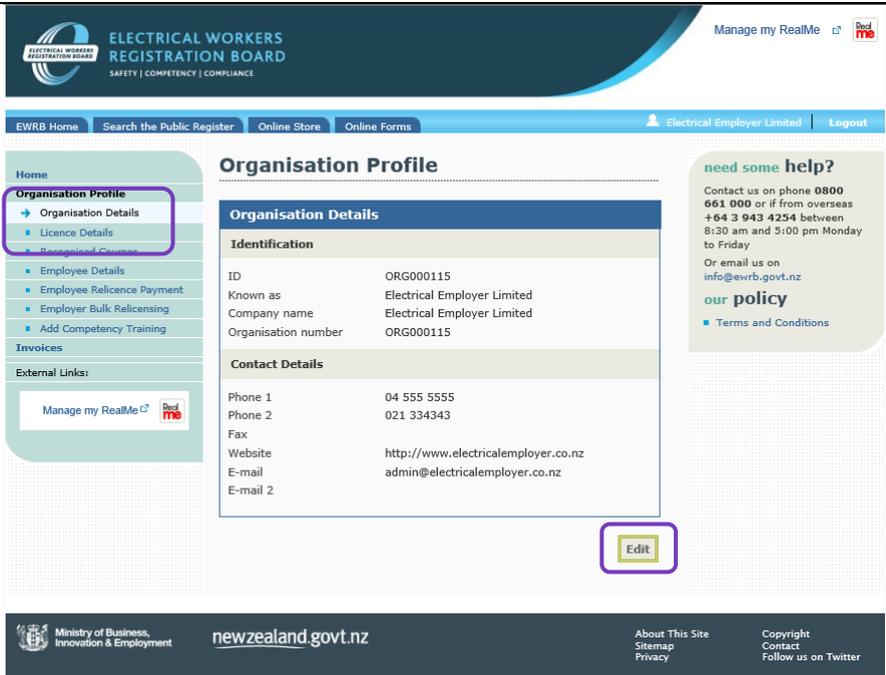
Your organisation’s profile consists of contact details. These are first set up based on the information you provide when you apply to be recognised as an employer of electrical workers. You can view these details at any time, and can update the contact details when they change.

Important: This service does *not* show the contact details of individual contact people for EWRB to use, when contacting your organisation. You need to communicate directly with EWRB, separately from the portal, to keep those details up to date.

Before you begin

Before you can update your organisation’s profile, you must log in to the EWRB website portal and display the **Home** screen. See ‘Log in to the EWRB Website Portal’ on page 8.

Steps – view or update profile

<p>Click on Organisation Profile in the left-hand menu, then Organisation Details.</p> <p>View your contact details as needed.</p>	
<p>If you want to update any of the details shown, click on Edit.</p>	<p>Result: The information displayed becomes editable.</p>
<p>Update the details as relevant, then click on Save.</p>	<p>Result: The updated details display with a confirmation message. Your details are updated in the EWRB’s records.</p>



5 View or Update List of Employees

The EWRB website portal maintains records of the employment links between licensed employees and Board-recognised employers, which either party can create. Each employer can view the list of electrical workers you currently employ – both licensed and in training.

You can use the **Employee Details** service to:

- remove an employee who has (for instance) left your organisation
- add a new employee to your list, who is any of the following:
 - a licensed electrical worker
 - training to become licensed, or who started working for you under a limited certificate
- monitor an employee's competency training programme for electrical work.
 Note: If another organisation provides training to your employee(s), that provider is responsible for using the portal to add the training to the employee's programme – within five days of completion.

Two ways to add an employee relationship

The employment relationship linking your organisation with the employee can be created by either you or by the employee. See 'Add Employer Details' on page 29 for how the employee can do this.

These constraints, however, will affect who can or should create any particular relationship:

- Your employee can only add you as their employer once you have activated your organisation's RealMe account for the portal. (See 'Log in to the EWRB Website Portal' on page 8.)
- You can only add an employee to your list while they currently have no employer already linked to them in the portal. This only happens:
 - before an electrical worker selects their employer for the first time, or
 - when a previous employer uses the steps in this topic to remove the employee from their organisation's list.
- The employee cannot de-select their current employer to leave their employer details 'empty'. They can only update it from their previous organisation to your organisation.

Before you begin

Before you view or update your employee list, you need to have logged into the EWRB website portal. See 'Log in to the EWRB Website Portal' on page 8.



Steps – View list of employees

Use these steps to display the list of electrical workers who are currently linked to your organisation as employees.

Click on **Organisation Profile** then **Employee Details** in the left-hand menu.

The **Organisation Profile** screen displays your employees in two lists:

- **Licenced Employees** lists your employees who are registered electrical workers and have a current practising license.
- **Unlicenced Employees** lists your employees who are:
 - registered electrical workers whose practising license has expired, and
 - unregistered employees (for example in training or with a Limited certificate).

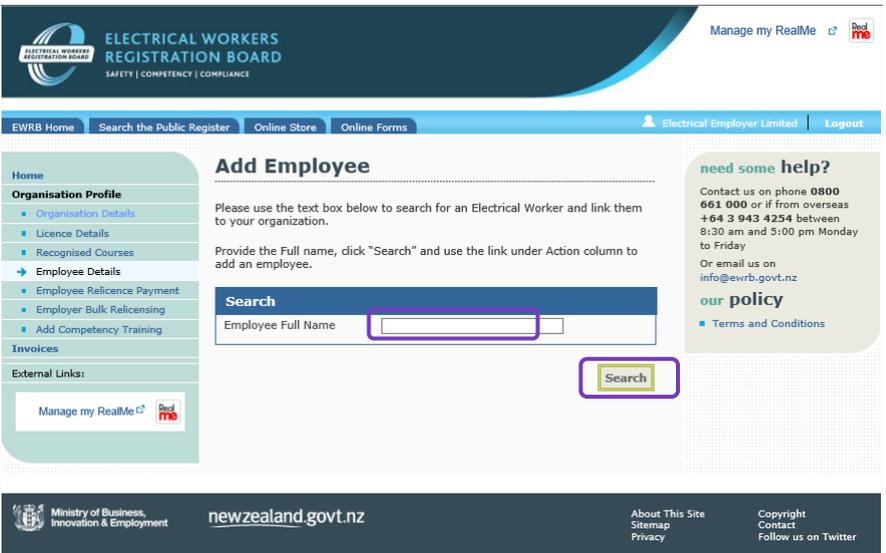
View the list as needed, and decide what to do next.

If you are...	then go to...
adding an employee to either list	'Steps – Add employee' below.
removing an employee from either list	'Steps – Remove employee' below.
view the competency training records for an employee on either list	'Steps – View competency training' below.



Steps – Add employee

Use these steps to add an electrical worker to your organisation’s list of employees.

<p>Click on Add Employee below the list.</p>	<p>Hint: You can click on the button below either list. The employee will be added to the correct list for their licence status, even if you selected the other button.</p> <p>Result: The Add Employee screen displays.</p>
<p>Enter the Employee Full Name, then click on Search.</p>	 <p>Note: Only enter the employee’s first and last names, as it displays online in the public Register. The search function does not look for any middle names.</p> <p>Result: A list displays of electrical workers’ names that match what you entered.</p>



Find the employee you want to add in the list, then click **Add As Employee** to the right of their name.

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Manage my RealMe

EWRB Home Search the Public Register Online Store Online Forms Electrical Employer Limited Logout

Add Employee

Please use the text box below to search for an Electrical Worker and link them to your organization.

Provide the Full name, click "Search" and use the link under Action column to add an employee.

Search

Employee Full Name

Name	Region	Registration	Actions
Cedric Ohm	Canterbury	Electrician (E 252788)	Add As Employee

need some help?
Contact us on phone **0800 661 000** or if from overseas **+64 3 943 4254** between 8:30 am and 5:00 pm Monday to Friday
Or email us on info@ewrb.govt.nz

our policy

- Terms and Conditions

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Hints:

- Multiple electrical workers may be listed with the same name. Select the correct one by finding the worker's registration number (licence number), as shown on their current licence card.
- See 'Two ways to add an employee relationship' on page 14, for some constraints that may affect how you can do this. If the employee's name is greyed out, either:
 - they are still linked with their previous employer – cancel out, and ask them to log in to select you as their employer, or
 - cannot be selected for some other licensing reason – call the EWRB Service Centre on 0800 661 000 to ask for them to be added manually.
- If you cannot find the employee's name at all, contact the EWRB Service Centre.

Result: An employment relationship is created in EWRB's records. The **Employee Details** screen displays again, with the employee added to the list.

Steps – Remove employee

Use these steps to remove an electrical worker from your organisation's list of current employees.

Find the employee on the list, who you are removing, and on **Delete employee link** to the right of their name.

Licensed Employees

Name	Licence No.	City	Actions
<input type="checkbox"/> Cedric Ohm	E 252788	Christchurch	Edit Competency Training Delete Employee Link

Result: A **Deleted Linked Employee** message displays, asking you to confirm you want to remove this employee from your records.



Click on Yes .	<p>Result:</p> <ul style="list-style-type: none"> • The employment relationship(s) between your organisation and the selected employees are removed from EWRB's records. • The Employee Details screen displays, without the selected employee(s)' name(s).
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Steps – View employee's competency training

Use these steps to view the current status of an employee's competency programme.

Find the employee on the list, whose competency training details you are reviewing.	Result: The Employee Competency Training screen displays, with lists of the employee's current training, and all their past training.
View the details of this employee's competency training as needed, eg to plan training to ensure their certifications remain up to date.	

What happens next

If you have other actions to complete for this employee, or for any other employee listed, go back to 'Steps – View list of employees' on page 15.



6 Pay Employee's Relicensing Fee

Employers can use the EWRB website portal to pay their employee's relicensing fees, when the employee has elected for you to do this in their relicensing application.

Note: Practising licences are only approved when the practising licence fee *and* any outstanding debts and fines have been paid.

Timing is imperative

Your employees' licences expire on different dates throughout the year (though always on the last day of the month). If you are assigning them prescribed electrical work after this date, you must ensure their relicensing fees have been paid. You need to monitor this information on the EWRB portal to ensure none of your employees have outstanding licence fees.

It is important to remember that the *employee* is liable for the consequences of working without a current licence.

Complete these steps in good time for each relicence, so that your employees' licences remain continuous, i.e. well before their current licence expires. Licence cards take approximately ten working days to print. If you leave it too late, your employee will not have a current licence card to present, to access work sites.

Before you begin

Before you pay an employee's relicensing fee:

- the employee must have filed their practicing licence renewal (online or paper) and selected the option for their employer to pay the fee later – see 'Elect for Employer to Pay Fees Later' on page 31 for how the employee does this
- you must be recorded as the employee's employer - see 'View or Update List of Employees' on page 14
- you need to log into the EWRB website portal – see 'Log in to the EWRB Website Portal' on page 8.

Steps

<p>Click on Organisation Profile from the left-hand menu, then the Employee Relicence Payment service.</p>	<p>Result: The Employee Relicence Payment screen displays, with a list of all your employees who have elected for you to pay their fee.</p>
--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------



Select the electrical worker(s) whose practising licence fees you are paying, then click on **Pay Now**.

The screenshot shows the 'Employee Relicence Payment' screen. On the left, a navigation menu includes 'Home', 'Organisation Profile', 'Licence Details', 'Recognised Courses', 'Employee Details', 'Employee Relicence Payment' (highlighted), 'Employer Bulk Relicensing', 'Add Competency Training', 'Invoices', and 'External Links'. The main content area is titled 'Organisation Profile' and 'Employee Relicence Payment'. It contains a table with the following data:

Full Name	City	For
<input type="checkbox"/> John Joule	Wellington	Practising Licence

A 'Pay Now' button is located at the bottom right of the table. The page footer includes the Ministry of Business, Innovation & Employment logo, the website 'newzealand.govt.nz', and links for 'About This Site', 'Sitemap', 'Privacy', 'Copyright', 'Contact', and 'Follow us on Twitter'.

Result: The **Employee Relicence Payment** screen displays the total amount due for the selected employees, and payment option buttons.

Check the box beside each employee you are paying for by the same method, to confirm your selection, then click **Pay now**.

The screenshot shows the payment checkout screen. The table from the previous screen is still present, but now includes a 'Total amount due: \$ 120.00' below it. The 'Pay Now' button has been replaced by 'Cancel' and 'Pay now' buttons. The rest of the page layout, including the navigation menu and footer, remains the same.

Result: The payment checkout screen displays.

What happens next

Complete the payment. See 'Complete a Payment' on page 20 for details.

Note: If you want to pay some fees by one method and some by another, you can repeat the above steps for a different selection of your employees.



7 Complete a Payment

When you pay specific employees' application fees, the EWRB website portal enables you to pay the fees online, directly and securely. This ensures EWRB receives your payment immediately, and the system ensures it is correctly linked with the relicensing of your employees.

Important: Remember to complete these steps in plenty of time to ensure your employees' licences remain continuously current. See 'Timing is imperative' on page 19.

Supported payment options

The 'Account2Account' is a new method of payment that is not constrained by credit card limits and fees. It connects with your organisation's existing online banking access.

Alternatively, you can pay by credit card (if the payment amount is within your organisation's card limit).

Before you begin

Before you finalise any specific payment, you need to have completed the steps in:

- 'Pay Employee's Relicensing Fee' on page 19



Steps

Select Account to Account.

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Payment Checkout

Amount: \$ 120.00 (NZD)

Select Payment Method

Select a payment method from the following available options:

Credit Card

Account2Account

Credit Card Payment

Card Number:*

Card Holder Name:*

Expiry Date (MM/YY):* 02 17

Card Security Code: [What is this?](#)

Submit

paymentexpress

VISA Verified by VISA MasterCard SecureCode

[Privacy Policy](#)

Result: Account-to-account payment details display.

Note: If you want to pay by credit card, you can leave the default option selected, then complete the fields shown and click on **Submit** to complete the payment. (Go to the last step.)



Select your organisation's online banking provider.

Check the **terms and conditions** box to confirm you have read and accepted them. (You can click the link to view them if needed.)

Then click **Next**.

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Payment Checkout

Amount: \$ 120.00 (NZD)

Select Payment Method

Select a payment method from the following available options:

Credit Card

Account2Account

account2account

1 SELECT BANK 2 BANK LOGIN 3 SELECT ACCOUNT 4 REFERENCE DETAILS 5 PAYMENT VERIFICATION

Please select one of the currently available banking services:

ANZ www.anz.co.nz

ASB www.asb.co.nz

BNZ www.bnz.co.nz

KiwiBank www.kiwibank.co.nz

TSB www.tsbbank.co.nz

Westpac www.westpac.co.nz

I have read and accepted the [terms and conditions](#)

About Account2Account security

CANCEL PAYMENT **NEXT**

Please note that it may take up to 30 seconds to connect to your bank.

paymentexpress

VISA Verified by VISA MasterCard MasterCard SecureCode

[Privacy Policy](#)

Result: The paymentexpress service connects to the selected online banking service.



Enter the user name and password for your usual online banking service, then on click **Next**.

Result: The paymentexpress service connects with your online banking service. A list of the accounts you have set up in online banking display.

Select the account you want the payment to be made from, then click on **Next**.

Account ID	Account Name	Balance
12-3456-7890123-00	\$3,943.11	\$3,943.11
12-3456-7890123-02	\$17.27	\$17.27
12-3456-7890123-03	\$35,445.08	\$35,445.08
12-3456-7890123-04	\$4,115.55	\$4,115.55
12-3456-7890123-05	\$4,076.88	\$4,076.88
12-3456-7890123-06	\$300.16	\$300.16



Review the reference details that will appear on your account. Make a note of them as needed, for your internal accounting purposes.

Then click on **Next**.

Payment Checkout

Amount: \$ 120.00 (NZD)

account2account

1 SELECT BANK 2 BANK LOGON 3 SELECT ACCOUNT 4 REFERENCE DETAILS 5 PAYMENT VERIFICATION

Please review the following references that will appear on your statement:

Particulars: 000122DpsA2A
Code: EW123456
Reference: Employer Rel

CANCEL NEXT

paymentexpress
Privacy Policy

Click on **Next** to return to the EWRB website portal.

account2account

✓ SUCCESS

Thank-you, your payment has completed successfully!

NEXT

paymentexpress
Privacy Policy



Click on **Download Invoice** to see the invoice. If you wish, follow your browser's prompts to save the PDF file to an appropriate location.

The screenshot shows the EWRB website interface. At the top, there is a navigation bar with 'EWRB Home', 'Search the Public Register', 'Online Store', and 'Online Forms'. A user is logged in as 'Electrical Employer Limited'. The main content area features a green notification box stating 'Employee Relicence Payment is complete.' with a message: 'Your payment for your employees' licensing card (s) will be processed and sent in the next 7-10 working days. To get a Tax Invoice (Receipt) now select Download Invoice.' Below this is a 'Refund policy' section. A second green box displays a 'Transaction Successful' summary table:

Description	APPROVED
Amount	120.00

At the bottom of the transaction box, there are two buttons: 'Download Invoice' and 'Continue', both highlighted with a purple border. The footer includes the Ministry of Business, Innovation & Employment logo, the website URL 'newzealand.govt.nz', and links for 'About This Site', 'Sitemap', 'Privacy', 'Copyright', 'Contact', and 'Follow us on Twitter'.

Note: The invoice is an important record for you to keep track of whose fees you have paid, and when. (See 'GST Invoices' on page 6.) If you choose not to download the invoice now, you can download it at any later time by clicking **Invoices** in the left-hand menu.

Click on **Continue**.

Result: The **Organisation Home** screen displays. When you display the:

- **Employee Relicence Payment** or **Employer Bulk Relicensing** screen, the list no longer includes the names of the relevant employee(s) whose fees have been paid
- **Employee Details** screen, the renewed licence date displays for the relevant employee(s).

What happens next

EWRB completes the relicensing process and issues the employee's renewed licence to the electrical worker by post.



8 Related employee-only services

When an electrical worker completes the actions in this section, within their view of the EWRB website portal, the results also display in their employer's view.

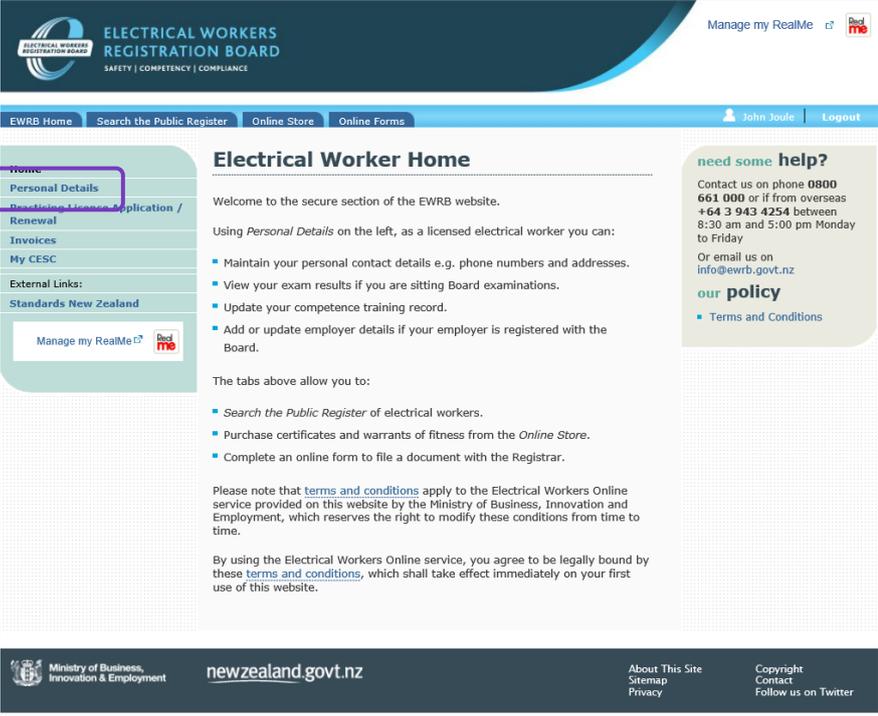
This guide provides these details so that employers can both:

- understand the wider process, and
- support their employees in completing these tasks, if needed.

The employee also has access, through their portal view, to a range of other services that are relevant to them, but not to you – such as updating their personal contact details. (You cannot update these yourself through the employer portal view.)

Update Employee Contact Details

The employee is responsible for keeping a range of their personal details held by the Registrar up to date. For relicensing, when a renewed licence card is sent out, it is vital that it is sent to the correct mailing address.

<p>Employee logs in to the EWRB portal, using the RealMe login for their licenced electrical worker role.</p>	<p>Result: The EWRB website portal recognises the employee is an electrical worker role, and the Electrical Worker Home screen displays.</p>
<p>Employee selects Personal Details from the left-hand menu.</p>	 <p>Result: The My Profile – Contact Info screen displays with the employee's current details.</p>



Employee checks the information, then clicks on **Edit** at the bottom.

The screenshot shows the 'My Profile' page on the Electrical Workers Registration Board website. The page is titled 'My Profile' and contains a warning: 'This information is used by the Electrical Workers Registration Board to stay in touch with you. To update your information select *Edit*. Ensure that anything marked with a * is entered, eg Postcode'. The profile details are organized into sections: 'Name' (John Joule), 'Contact Details' (Mobile, Daytime, Evening, Fax, Website, E-mail, E-mail 2), 'Postal Address' (1 Lambton Quay, Pipitea, Wellington, New Zealand, 6011), and 'Physical Address' (1 Lambton Quay, Pipitea, Wellington, New Zealand, 6011). A purple box highlights the 'Edit' button at the bottom right of the profile details.

Result: The details become editable.

Employee edits the details as needed. Then they scroll to the bottom of the page, check the declaration box, and click on **Save**.

The screenshot shows the 'Confirm Details' form. It includes a 'Postcode' field with the value '6011'. Below it is the 'Physical Address' section with fields for 'Address Finder', 'Address' (1 Lambton Quay), 'Suburb' (Pipitea), 'City' (Wellington), 'Country' (New Zealand), and 'Postcode' (6011). A 'Confirm Details' section contains a checked checkbox and the text: 'I declare that the information I have provided is correct and up-to-date.' At the bottom right, there are 'Cancel' and 'Save' buttons. A purple box highlights the 'Save' button.

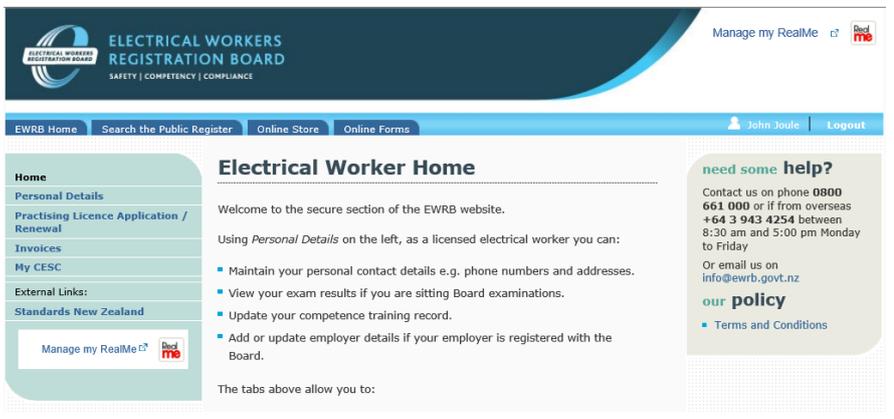
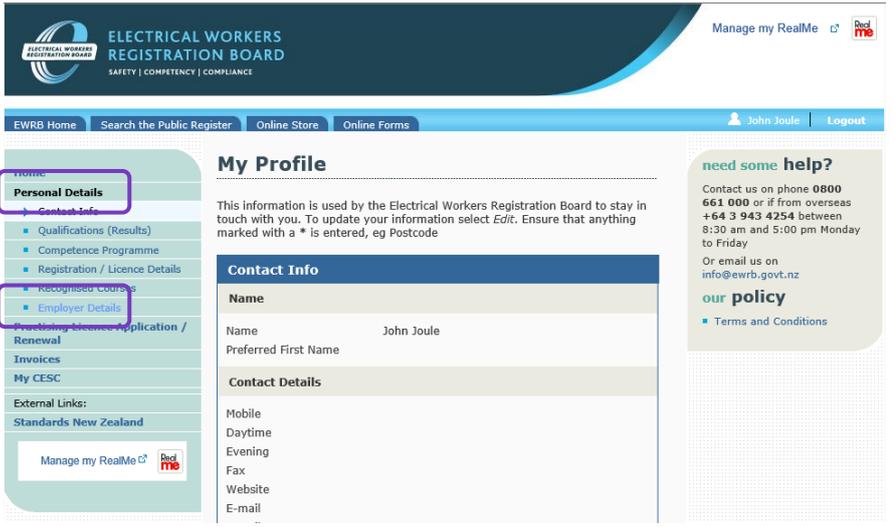
Result: The **My Profile – Contact Info** screen displays the updated details. EWRB’s records are updated.



Add Employer Details

The record of the relationship between employer and an employee can be created by either party. See 'Two ways to add an employee relationship' on page 14.

An employee uses the following steps to create the employment relationship in the EWRB portal.

<p>Employee logs in to the EWRB portal, using the RealMe login for their licenced electrical worker role.</p>	 <p>Result: The EWRB website portal recognises the employee is an electrical worker role, and the Electrical Worker Home screen displays.</p>
<p>Employee selects Personal Details from the left-hand menu, then Employer Details.</p>	 <p>Result: The My Profile – Employer Details screen displays.</p> <ul style="list-style-type: none"> • If the employee is already linked to an employer, the Employer box displays with the employer's name and address. • If the employee is not currently linked to any employer, this message displays: 



Employee clicks on **Edit**.

The screenshot shows the 'My Profile' page on the Electrical Workers Registration Board (EWRB) website. The page is titled 'My Profile' and has a navigation menu on the left with options like 'Personal Details', 'Practising Licence Application / Renewal', and 'External Links'. The main content area is titled 'Employer details' and contains instructions on how to update employer information. A dropdown menu is open, showing a list of employers. The selected employer is 'Electrical Employer Limited' with the address '117 Maui Street, Hamilton'. A purple box highlights the 'Edit' button at the bottom right of the dropdown menu.

Result: The **Update Employer** box displays.

Employee selects the relevant **Employer** from the dropdown list, and clicks on **Update**.

The screenshot shows the 'My Profile' page on the EWRB website. The 'Update Employer' form is displayed, with a purple box highlighting the 'Update' button at the bottom right. The form contains a dropdown menu for selecting an employer, which is currently empty. The 'Cancel' button is also visible next to the 'Update' button.

Result: EWRB's records are updated, and the employee is now linked to the selected employer. The selected employer's name and address display in the **Employer** field.

Note:

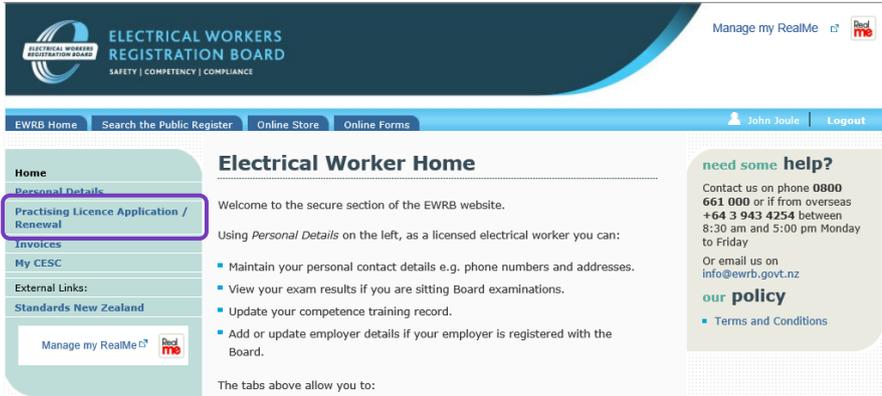
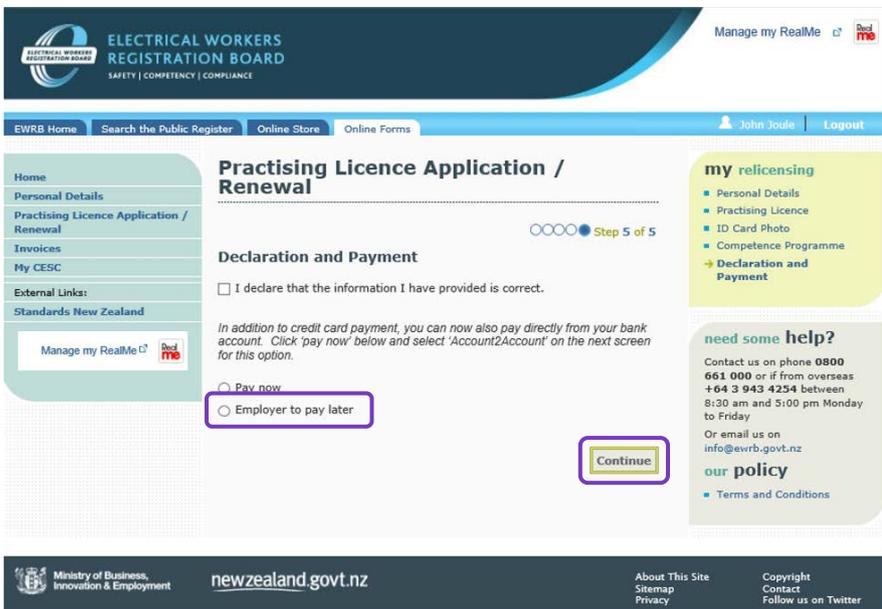
- Employers are only listed in the drop-down list if they have been recognised by EWRB. See 'Becoming a Board-recognised employer' on page 4.
- The employee can only select their current employer, not remove an existing one. Once an employer is displayed here, only the employee can change it, and only the employer can remove the link. (See 'View or Update List of Employees' on page 14 for more details.)



Elect for Employer to Pay Fees Later

When an employee uses their view of the EWRB website portal to apply for renewal of their practising certificate, they have the option to pay the fee themselves, or to nominate you (their employer) to pay it.

An employee uses the following steps to elect that you, as their employer, will pay their fee. (Before they begin, you must be selected as their employer. See 'Add Employer Details' on page 29.)

<p>Employee logs in to the EWRB portal, using the RealMe login for their licenced electrical worker role.</p>	<p>Result: The EWRB website portal recognises the employee is an electrical worker role, and the Electrical Worker Home screen displays.</p>
<p>Employee selects Practising Licence Application / Renewal from the left-hand menu, and completes the first four steps of the process.</p>	 <p>Result: The Practising Licence Application / Renewal – Declaration and Payment screen (step 5) displays.</p>
<p>Employee reads the declaration and checks the box to make their declaration. Then they select the Employee to pay later option, and click on Continue.</p>	 <p>Result: A confirmation message displays.</p>



Employee checks your organisation name is shown correctly in the **Employer** area, then clicks on **Continue**.

Result: The **Confirmation Page** displays.

Note: If an incorrect employer is shown, they need to select the correct one promptly, to transfer the payment to the correct employer's list. See 'Add Employer Details' on page 29.

Employee reads the information displayed, then clicks on **Continue** to complete their application.

Result: The **Electrical Worker Home** screen displays.

