

Instructions



Transfer Compliance Certificate

Plumbing Practitioners (Licensed) may transfer **Purchased Compliance Certificates** to another **Plumbing Practitioner** (Licensed) with a status of **Purchased**. Certificates may only be transferred if the **Practitioner** has one or more certificates created in **eToolbox**.

1. From the Plumbing home page, click onto the **Transfer Certificates** button. This button only becomes active if you have a certificate with the status of **Purchased**.

Home > Plumbing > Compliance Certificates

New Compliance Certificate **Transfer Certificates** **Download Statement**

Certificate Number:

Certificate Status:

Purchased From Date:

Purchased To Date:

Site Address:

Chassis Number:

Search **Clear**

| Certificate No | Pin | Status | Purchased | Lodged | Site Address | Gas | Drain | Actions |
|----------------|------|-----------|-----------|--------|--------------|-----|-------|----------|
| 10000903 | 7383 | Purchased | | | | | | Bookings |

Purchased certificates can be transferred

You will be taken to the **Transfer Compliance Certificates** screen

Home > Plumbing > Compliance Certificates > Transfer Compliance Certificates

Transfer Compliance Certificate

Certificates To Transfer:

Purchased Certificates

Selected to Transfer:

Click the arrow buttons to move selected certificates to either side

2. To **transfer** one or more **Compliance Certificates**, in the **Purchased Certificates List**, click onto click onto a **Purchased Certificate number** (hold down **CTRL** key if you want to select more than one number)

Certificates To Transfer:

Purchased Certificates


10000903

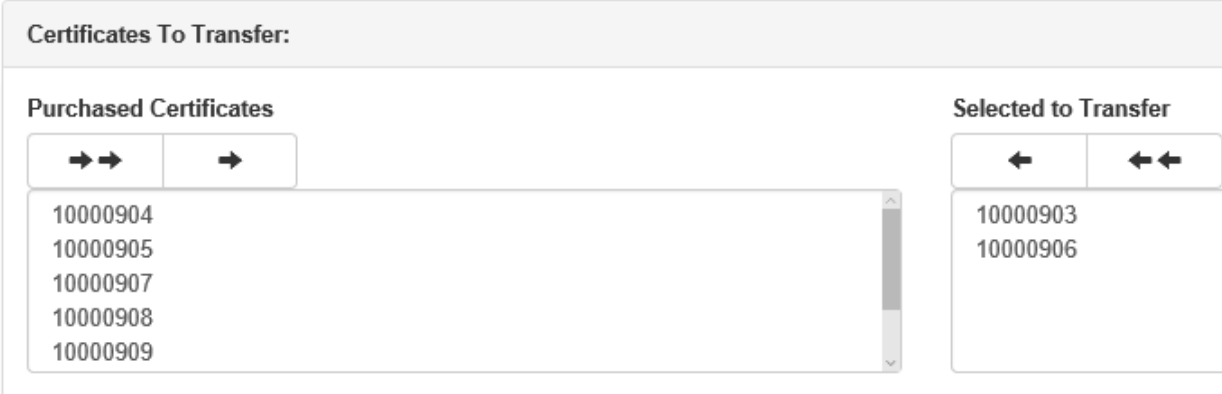
10000904

10000905

10000906

10000907

Click onto the  button to transfer the selected certificate numbers to the **Selected to Transfer** list



Certificates To Transfer:

Purchased Certificates


→ → →

10000904
10000905
10000907
10000908
10000909

Selected to Transfer

← ← ←

10000903
10000906

3. To transfer **ALL Compliance Certificates**, click onto the  button to transfer all purchased certificates to the **Selected to Transfer** list



Certificates To Transfer:

Purchased Certificates

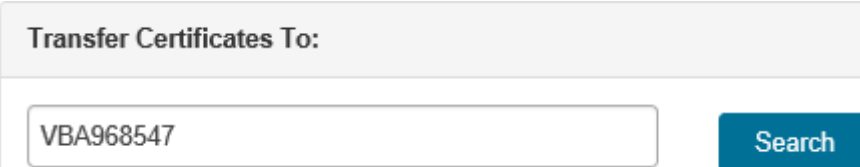
→ → →

Selected to Transfer

← ← ←

10000903
10000904
10000905
10000906
10000907

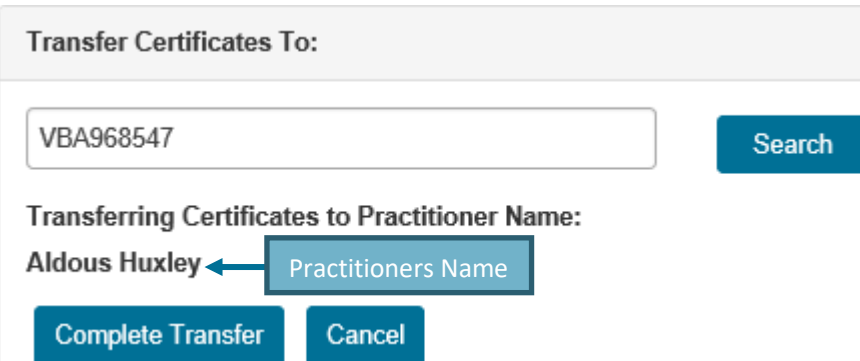
4. One you have selected certificates to transfer, type a **Licensed Practitioner Number** under **Transfer Certificates To**



Transfer Certificates To:

VBA968547 Search

5. Click the  button to look up the **Practitioner**



Transfer Certificates To:

VBA968547 Search

Transferring Certificates to Practitioner Name:
Aldous Huxley ← Practitioners Name

Complete Transfer Cancel

Ensure that you confirm that the **Practitioners Name** is correct

6. Once you have confirmed the **Practitioners Name**, click onto the button to transfer the certificate to the nominated **Practitioner**

Complete Transfer

A transfer confirmation message is displayed

[Home](#) > [Plumbing](#) > [Compliance Certificates](#) > Transfer Compliance Certificates

Thank you, your certificates are being transferred to your nominated practitioner. Please check your email for confirmation.

Compliance Certificates List

Notice that the certificate recently transferred is no longer in your list. An Email will be sent to you and the Certificates new owner

7. Click onto the **Compliance Certificates List** to return to the **Plumbing home page**