



New EPC register guidance notes

From Monday 21st September, all EPCs will be lodged at the new MHCLG central register

Attached is a guidance document to assist with the change over

Domestic EPCs

The assessment process and starting a job will remain unchanged.

If you require to add a new address, please follow the simple instructions from the attached video;

<https://vimeo.com/456893967>

If the address is not listed, please follow these steps on Assessor Hub;

1. Add a false or incorrect postcode
2. The address will not be listed so the software will prompt for the assessor to 'add the address'
3. Complete the details for the missing address, ensuring spelling and grammar are correct as these cannot be changed once lodged without further cost
4. Select 'start assessment' and the report is ready to complete

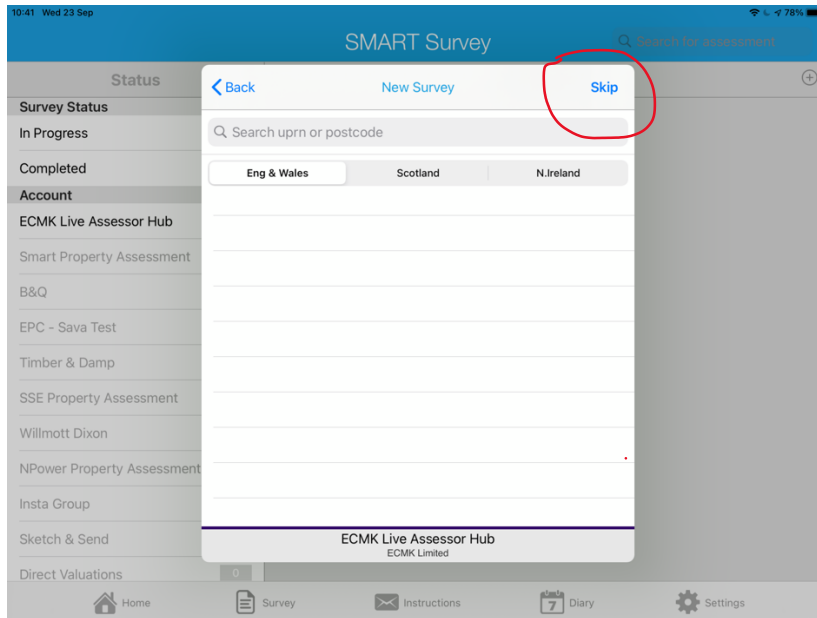
The new register to obtain lodged EPCs is;

<https://find-energy-certificate.digital.communities.gov.uk/>

We will be adding a link to the lodged EPC in Assessor Hub in a future software release

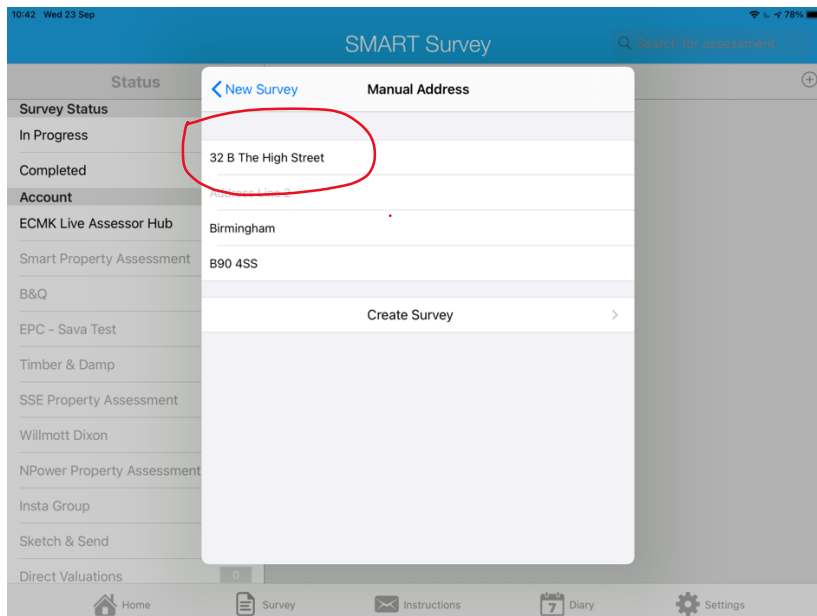
If you are using the iPad, the same instructions apply

If the address is not listed, select 'skip'



Now enter the new address you require

NB Please check your spelling and grammar



Non-Domestic and DEC EPCS

Please download the new version of iSBEM, Version 5.6b , from <https://www.uk-ncm.org.uk> on Monday 21st September 2020.

Assessors must obtain the UPRN for non-domestic and DEC reports from Assessor Hub and enter the UPRN into the software file

NB Please select 'Domestic' as there is only one register now. The Non-Domestic option has been de activated and will be removed on the next software update

The screenshot displays the ecmk software interface. On the left is a blue sidebar with a menu containing: Home, Members, Accounts, Companies, Assessments, ECO Reports, Address Search (highlighted with a red circle), Scheme Audit, Send User Message, Admin Dashboards, and Administration. The main content area is titled 'Search' and includes a search bar. Below the search bar, the 'Search Details' section contains fields for 'House Number', 'Postcode' (filled with 'B90 4SS'), 'Region' (radio buttons for 'England & Wales' (selected), 'Northern Ireland', and 'Scotland'), and 'Address Type' (radio buttons for 'Domestic' (selected and circled in red) and 'Non Domestic'). The 'Address Results' section lists several addresses, with the first two highlighted in blue boxes. The first result is for 'E C M K Ltd' with UPRN '783211010000'. The second result is for 'DEVELOPER ROOM DEVELOPER ROOM' with UPRN '783211010001'. Both results list the address as 'E C M K Ltd, 2 Huskisson Way, Shirley, SOLIHULL, B90 4SS'.

If the address is not listed, the assessor must add the address they require into the software file and leave the UPRN box as displayed with '0'

The screenshot shows the iSBEM v5.6.a software interface. The title bar reads 'iSBEM v5.6.a - General - Accreditation test 1'. The main menu includes 'General', 'Project Database', 'Geometry', 'Building Services', 'Ratings', 'Building Navigation', and 'About iSBEM'. The 'General' tab is selected, and within it, the 'General Information' sub-tab is active. The 'Basic information about Project, Owner and Energy Assessor' section is displayed, with a 'Project details' sub-tab selected. The 'Building details' section contains the following fields: 'Building type' (B1 Offices and Workshop businesses), 'Name of the project' (Accreditation test 1), 'UPRN' (000000000000, highlighted with a red circle), 'Building address' (Server room, ecmk Ltd), 'City' (Solihull), 'Postal Code' (B90 4SS), 'Location Description', and 'Inspection date' (04/02/2008). A checkbox for 'Tick if the building is of special conservation status.' is also present.

Assessors must check the spelling and grammar when adding an address, as there will no way to alter the address once lodged, unless another certificate is lodged with the correct address on at cost to the member.

Please note: assessors should not be looking up previous EPCs to find an RRN on the new version of iSBEM. Any numbers put into these fields - the UPRN or "previous EPC RRN" field should be taken directly from the Assessor Hub address search.

The xml file is then uploaded into Assessor Hub in the usual manner and lodged

The new register to obtain lodged EPCs is;

<https://find-energy-certificate.digital.communities.gov.uk/>

For DEC reports, the new versions of ORCalc and the CIP files will be uploaded to Assessor Hub portal>scheme documents once we obtain them

Please do contact us on;

Telephone: 0333 123 1418
Email: support@ecmk.co.uk

If you are encountering any issues