

## **GREEN STAR SA – EXISTING BUILDING PERFORMANCE**

### **CERTIFICATION ENGINE**

*13 Aug 2014*

The GBCSA is proud to announce that it's online 'Certification Engine' is now available for Pilot testing. As such the GBCSA would like to make Pilot projects aware of the following:

- **All Pilot Projects are required to register their project on the system** (see simple registration steps below) by 25 August 2014.
- **Pilot projects are encouraged to use the online platform for Pilot submission.** Live demonstration sessions will be scheduled for the month of August for those interested.

### **3 EASY STEPS**

#### **TO REGISTERING YOUR PROJECT ON THE CERTIFICATION ENGINE**

**1. GO TO [www.certificationengine.org](http://www.certificationengine.org)**

**2. CREATE A NEW ACCOUNT**

- Note that the person registering the project will be the primary contact for the submission. Often this is the person responsible for the submission and not necessarily the owner themselves.
- Note that once registered, other members of the team can be added to the project as well.

**3. REGISTER YOUR PROJECT ON THE SYSTEM**

- Complete the brief registration form
- Be sure to check the 'eligibility checkbox'
- Choose 'Existing Building Performance Pilot' under the rating tool field
- Where asked to choose your fee bracket, this is your estimated rating. Note – when registering the system will automatically send you a pro-forma invoice. Please ignore this if you have already been invoiced for your project.

*That's it. The GBCSA will now activate your registration.*