

# How to set up your ESVConnect account

## Guide for Lineworkers & Cable Jointers

Once you have successfully completed your registration for a Lineworker licence and received your licence number, you will receive an email inviting you to create an account in Energy Safe Victoria's (ESV's) online services portal, ESVConnect (please see email below).

You will need this ESVConnect account to keep your contact and training details up-to-date, update or renew your licence, and receive important communications from ESV.

**Note: if you already have an ESVConnect account, because you hold another qualification (such as an A-grade electrician), please disregard this guide and login to your account as you regularly do, using your existing login details.**

### Step 1:

You should have already received an email from ESVConnect, and clicked on the ESVConnect button. Go to Step 2.

Register for ESVConnect



ESVConnect - DEV | <ESVConnectNonProduction@energysafe.vic.gov.au>

Reply all | v

To: Tristan.Martin@gmail.com

Action Items

DearTristan

We recently emailed your new Lineworker licence details and a letter to confirm your approved status. Please keep the letter with you as proof of your status, until you receive your licence card in the mail in early 2021.

You are now ready to set up your profile in Energy Safe Victoria's online portal, ESVConnect.

ESVConnect is the primary system that facilitates the regulation of the electrical industry in Victoria and streamlines ESV's old paper-based processes into a more efficient online process.

In ESVConnect you can keep your details up-to-date and apply for a range of licences online. You can also renew your licence, track the progress of your applications, and request a licence card replacement.

To set up your new profile, please refer to the [Account Set Up User Guide](#) and click on the ESVConnect button below to get started.

ESVConnect

Please ensure that your email address in ESVConnect is always current, as your licence renewal and other important notifications will be sent to this address.

If you change your name or address, you must notify Energy Safe Victoria within 10 business days either through ESVConnect, email or phone. Failure to do so may incur penalties.

For more details about what you can do in ESVConnect, please go to [esv.vic.gov.au/esvconnect](http://esv.vic.gov.au/esvconnect). Should you have any further questions, please contact our Electrical Licensing and Registration Team on 1800 815 721 or email [licensing@energysafe.vic.gov.au](mailto:licensing@energysafe.vic.gov.au), quoting the reference number [your own reference number will appear here].

Regards  
Energy Safe Victoria

## Step 2:

1. Please enter your Lineworker licence number.
2. Enter your date of birth in the format DD/MM/YYYY.
3. Enter your email address.
4. Click on the orange 'Next' button.

The screenshot shows the 'Registered Lineworker Onboarding' form on the ESV Connect website. The form is titled 'Registered Lineworker Onboarding' and asks the user to 'Please enter the following details:'. There are three input fields: 'Lineworker licence number \*' with the value 'LW10174', 'Date of birth \*' with the value '12/12/1990', and 'Email address \*' with the value 'tristan.martin@gmail.com'. Below the fields are two buttons: a grey 'Cancel' button and an orange 'Next >>' button. Four green boxes with numbers 1 through 4 have arrows pointing to the respective fields and the 'Next >>' button.

**ESV Connect**

**Registered Lineworker Onboarding**

Please enter the following details:

Lineworker licence number \*  
LW10174

Date of birth \*  
12/12/1990

Email address \*  
tristan.martin@gmail.com

Cancel Next >>

### Step 3:

To keep your details secure, you will need to create a new password:

1. Enter a new password\*
2. Enter your password again in the 'confirm password' section to ensure there are no typos
3. Click the box to confirm you agree with the Terms of Use and Privacy Notice (click on the titles in blue text to read these documents)
4. Read the 'captcha' text and type it into the box below.
5. Click 'Register' to progress to the next webpage (this will also trigger an automated email to you with a verification code that you will need to enter into the next page).

The screenshot shows the registration page for ESVConnect. At the top, the logo 'ESVConnect' is displayed. Below it, a light blue box contains introductory text about the account creation process. The main form area is titled 'Please fill the required information below.' and contains several fields: 'Email address (ESVConnect Login ID)' with the value 'tristan.martin@gmail.com', 'First name' with 'Tristan', 'Last name' with 'Martin', and 'Date of birth' with '12/12/1990'. There are two password fields: 'Password' and 'Confirm password'. Below these is a checkbox for 'I agree to your Conditions of Use and Privacy Notice'. A CAPTCHA section shows a grid of characters 'kpk5hw' and a refresh icon, with a text input field below it labeled 'Enter CAPTCHA'. At the bottom, there are 'Cancel' and 'Register' buttons, and a link for 'Already have an account? Sign in'. Five green boxes with numbers 1-5 are on the left, with arrows pointing to the password field, confirm password field, terms agreement checkbox, CAPTCHA input field, and the Register button respectively.

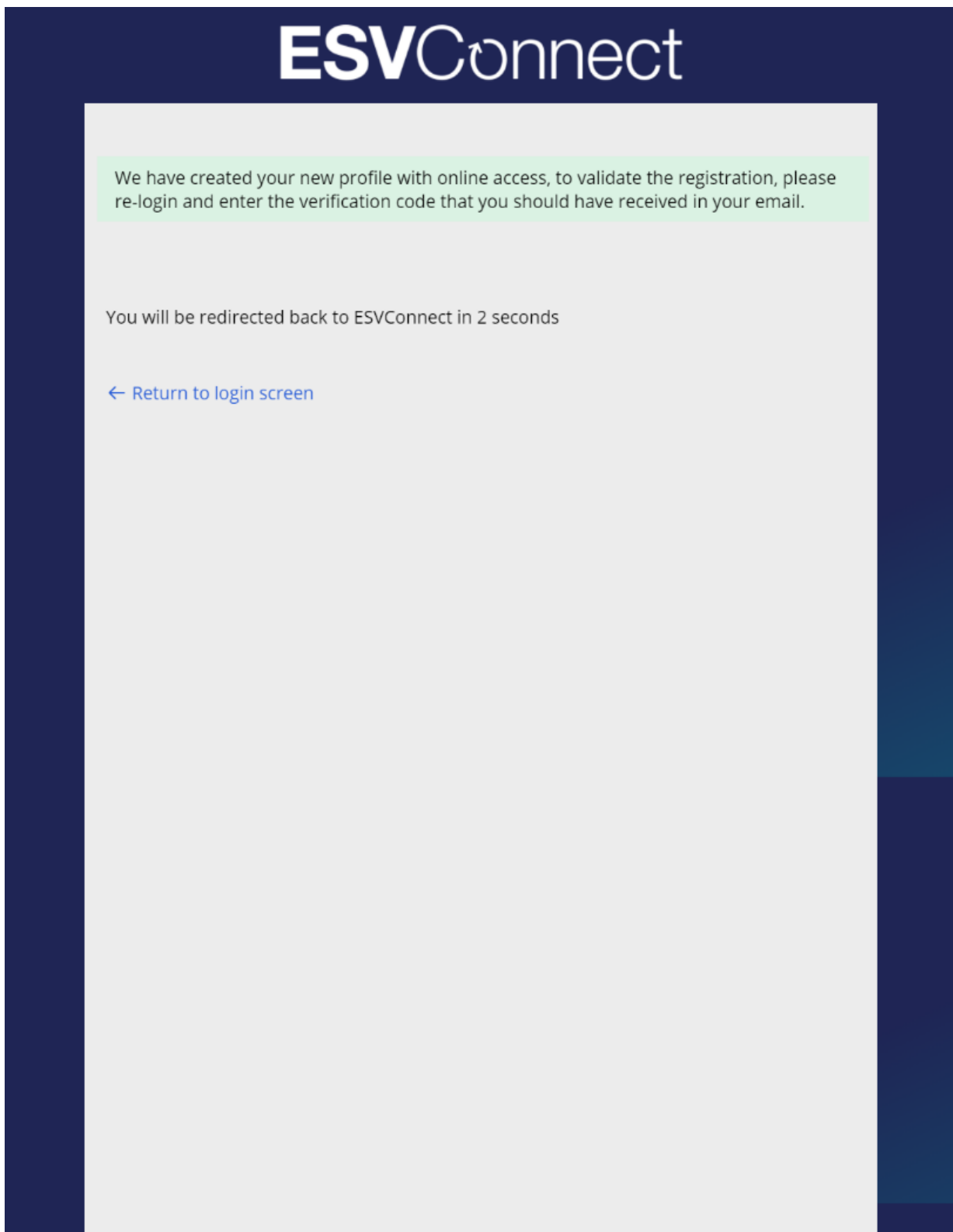
#### Please make sure your password includes:

- Eight characters or more
- Must contain at least one number between 0-9
- Must contain one uppercase letter

**Example:** Future25

Step 4:

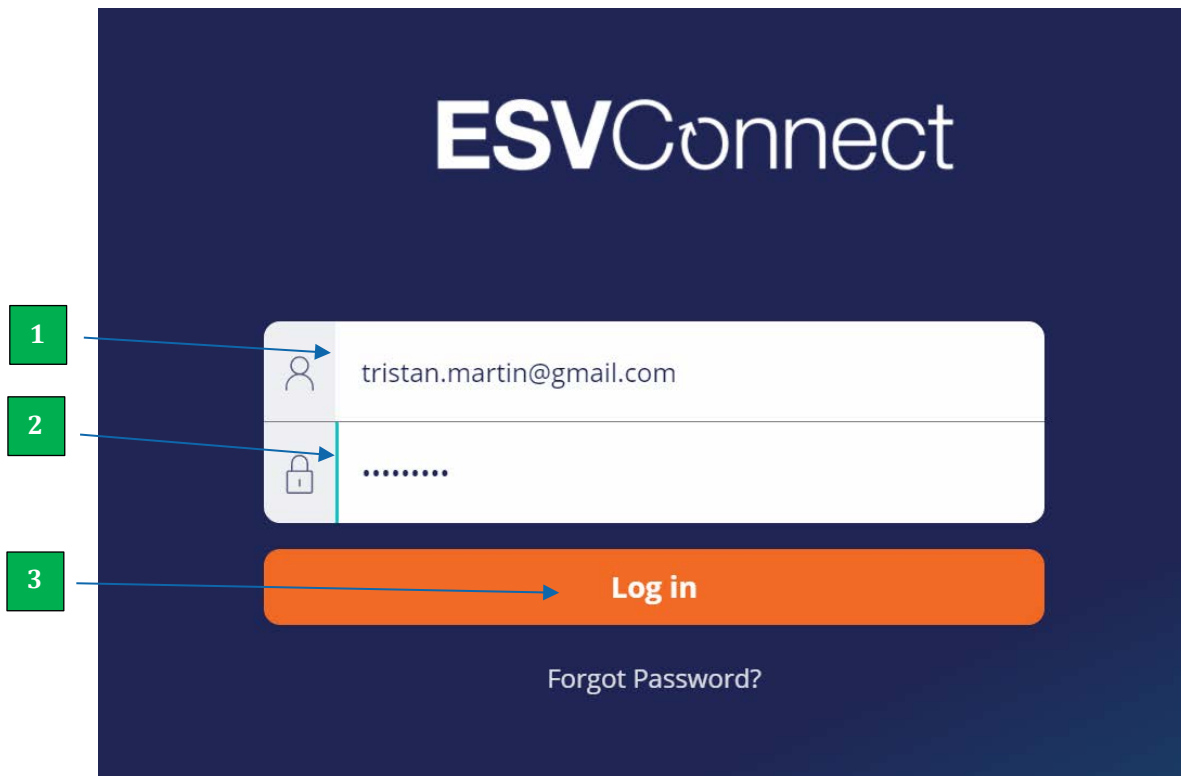
You will receive a notification that you will be redirected to the ESVConnect login screen.



## Step 5:

You should now be on the ESVConnect login screen.

1. Enter your email address.
2. Enter the password you created in Step 3.
3. Click 'Log in'.



## Step 6:

You will be asked to validate your password.

1. Check your email inbox for an email from 'ESVConnect'. The email contains a verification code (example below).
2. Enter the verification code into the web form below.
3. Click 'Verify my account'.

## Email example:

If the verification code email doesn't appear in your email inbox, please check your spam folder.

**From:** ESVConnect <ESVConnect @energysafe.vic.gov.au>  
**Sent:** Tuesday, December 1, 2020 11:56 AM  
**To:** tristan.martin@gmail.com  
**Subject:** Activate your registration with ESVConnect

Dear Tristan

You're almost done!

To complete the registration process and activate your ESVConnect login:

Log in to [ESVConnect](#) with your email address and password you used to create your account. It will prompt you to enter the verification code. Please enter the verification code provided below.

Your verification code is **C3RHBI**

Having trouble with the link?

Copy and paste this URL into your browser's address bar:

<https://energysafe.vic.gov.au/home/app/ESVConnect>

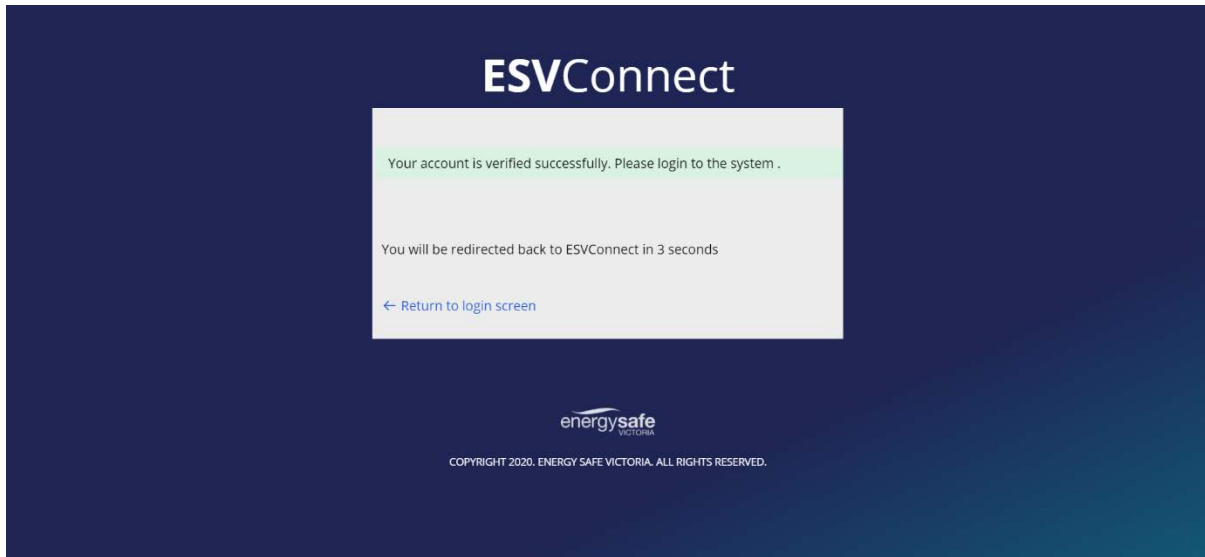
If you have any issues accessing or using ESVConnect, contact ESV on 1800 800 158 or email us at [ESVConnect@energysafe.vic.gov.au](mailto:ESVConnect@energysafe.vic.gov.au).

Regards,

The **ESVConnect** Team

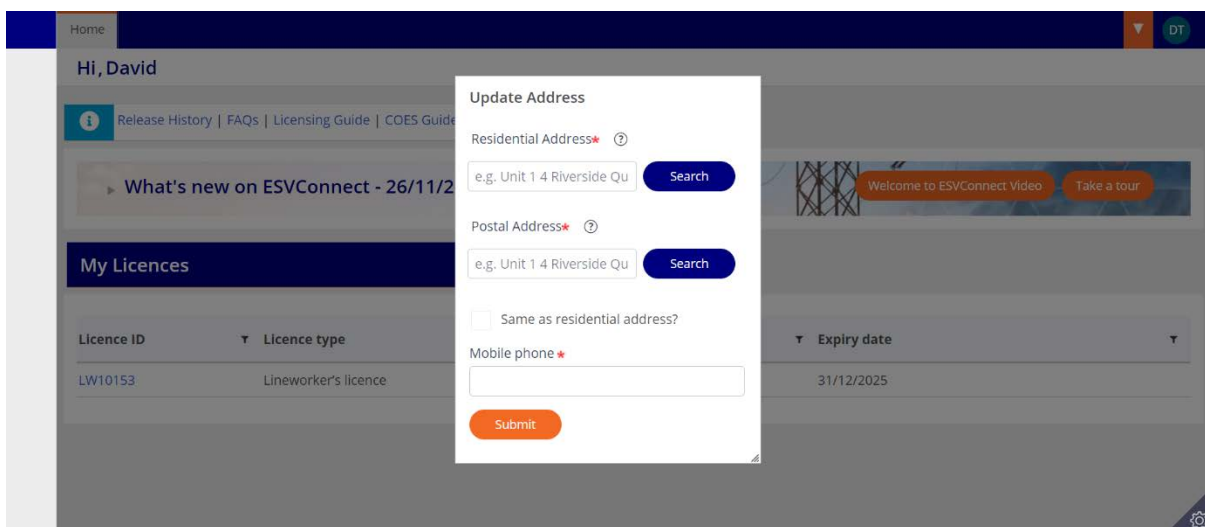
### Step 7:

A confirmation screen will display once your account has been verified. You will be redirected to the ESVConnect login screen once again.



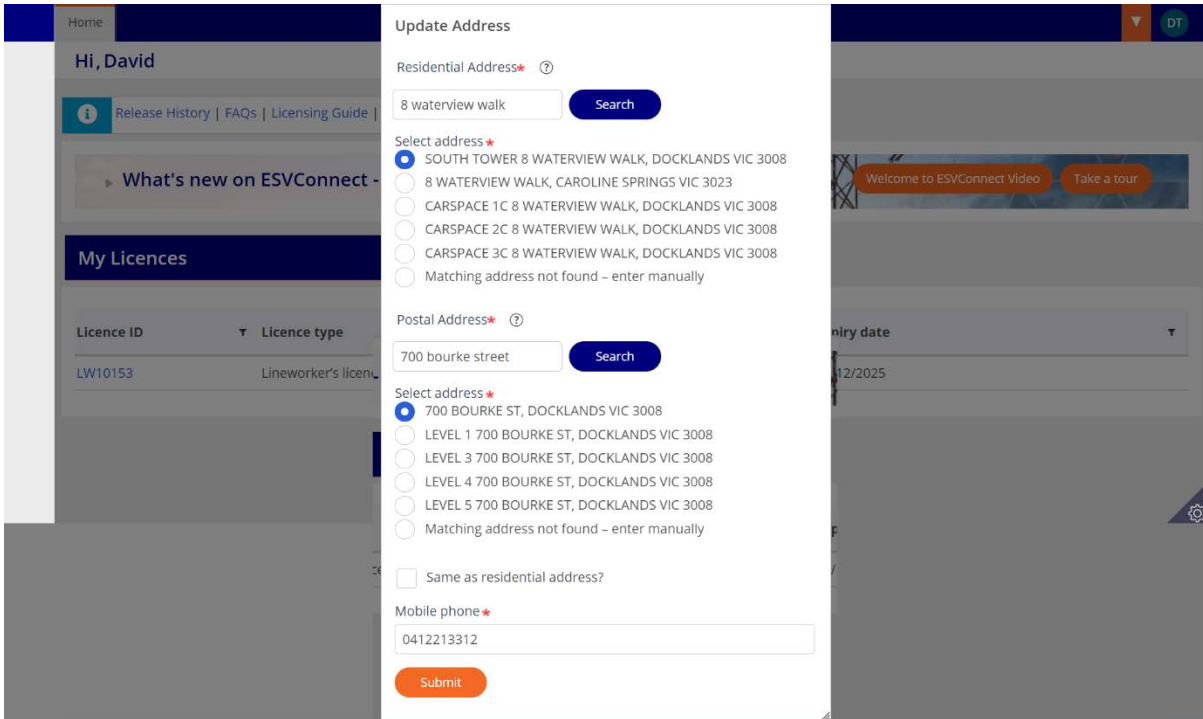
### Step 8:

Enter your address details and select the correct address from the options that appear (see next screen).



### Step 9:

Select your own address from the options that appear.



### Step 10:

You will land on the ESVConnect homepage, where you will see your licence details displayed. You have now set up your account.

