

## Scheme participant enhancements

We have made new functionality available in Tessa for Scheme Participants. A Scheme Participant is now able to complete annual statements for ESS and PDRS and individual liable demand for PDRS.

The following will outline some of the key features you will see on the home screen and in the new forms. If you require further information, please refer to our Scheme Participant Compliance Guide using this [link](#) or access our TESSA knowledge articles.

When you log in to your Tessa account, you will now see three new forms on the Tessa account homepage.

<b>My Certificates</b>	<b>My Liabilities</b>	<b>My Products</b>
<b>Raise a Case</b>		
<b>Application for Product Acceptance</b> Apply to have products accepted under the ESS or PDRS schemes <a href="#">Raise a Case</a>	<b>Voluntary Surrender Certificates</b> Surrender certificates voluntarily under the ESS or PDRS schemes <a href="#">Raise a Case</a>	<b>Application for Accreditation</b> Apply to become an Accredited Certificate Provider <a href="#">Raise a Case</a>
<b>Individual Liable Demand</b> Submit early PDRS Peak Liability Data <a href="#">Raise a Case</a>	<b>PDRS Annual Statement</b> Submit PDRS Annual Statement <a href="#">Raise a Case</a>	<b>ESS Annual Statement</b> Submit ESS Annual Statement <a href="#">Raise a Case</a>
	<b>Transfer Certificates</b> Transfer certificates from your organisation to another <a href="#">Raise a Case</a>	 <b>New forms now available for scheme participants</b>

As you open each of the three forms, the following will occur:

- the requestor details on the form will prefill with your organisation details.
- a red Asterix will appear next to each mandatory field, and
- a required information panel will appear to the right, it outlines all the information that must be completed before the form can be submitted.

Individual Liable Demand

Appears next to mandatory fields

\* Indicates required

Requestor Details

\* Organisation Name  
Scheme Participant Test in Dev instance

Organisation ID  
ACCT0001497

\* Contact Name  
Scheme Participant Test in DEV instance

\* Choose your Liability Period ⓘ

Scheme  
PDRS

PDRS Liability Data Inputs

Submit

Required information

Choose your Liability Period

Select the auditor group who performed the work

Acknowledgment

Information must be provided before the form can be submitted

As you provide each of the mandatory items, it will automatically disappear from the required information panel.

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Audit Details

\* Was this submission audited?  
Yes

\* Select the auditor group who performed the work

\* Acknowledgment

Acknowledgment Text ⓘ  
I have uploaded to this case our signed Declaration of Liabile Acquisition and (if an audit was required) the Audit Report. ✕

Submit

Required information

Choose your Liability Period

Select the auditor group who performed the work

Once the acknowledgment is completed it will no longer appear in the required information panel

If you attempt to submit any of the three forms prior to providing all the required information a red validation error will appear at the top of the screen.

IPART Energy Sustainability Schemes

Some fields are incomplete: Choose your Liability Period, Select the auditor group who performed the work

My Cases Create Contact My Tasks & RFIs My Approvals

Home > Individual Liable Demand

All three forms contain informational text on most of the fields. If you see a question mark icon to the right of the field name, you can hover, click, or tap on the icon to display additional information.

\* Contact Name  
Scheme Participant Test in DEV instance

\* Choose your Liability Period ? Select the end year of the period, e.g. for the 2022-2023 year choose '2023'

Scheme PDRS

On all three forms, the **Choose your Liability Period** field will only contain a list of liability periods that are open for submission. If the liability period year does not appear in the drop down, then a submission cannot be made for that liability period.

\* Choose your Liability Period ?

2021	ESS
2022	ESS
2023	ESS

← Only liability periods open for submission will appear