# Checklist: how to prepare for the new Victorian Energy Upgrades Registry system

To ensure a smooth transition, we recommend all VEU account holders take the following steps before the new system goes live on 3 June 2025:

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| Preparation | Tasks |
| **Submit all applications and activities early** | Submit all activities, applications and updates in the current system as early as possible before the deadlines.  Ensure all activities completed in 2024 are submitted before 23 May 2025 to avoid substantial processing delays. |
| **Verify and update account information** | Check and update your contact details to ensure you receive important communications.  For activities 13, 14, 15, 17, 26 and 45 review all registered installers, ensuring their details (names and dates of birth) are accurate and complete. |
| **Back-up important data** | Extract and save a full copy of your activity and VEEC information and any relevant data needed for your operations. |
| **Be aware of system changes** | A new bulk upload process will be introduced and there may be a delay as your software application provider enables this feature (if you use a third party to manage your submissions).  Documents are available in the 'Resources' tab on the [project website page](https://www.esc.vic.gov.au/victorian-energy-upgrades/participating-veu-program/new-victorian-energy-upgrades-registry-system-project)to help accredited persons and their software developers understand how to submit bulk uploads efficiently and adapt their systems ahead of the new VEU Registry system launch.  If you use a bulk integration tool, make sure to watch the information session recording from 9 April to understand how the new integration function will work (also found in the ‘Resources’ tab).  Submit all activities as soon as possible, and ahead of the 23 May, deadline to reduce disruptions to creation and registration of VEECs following the system go live.  ☐ Certificate creation can only occur where your installers basic details have been registered. Please ensure you have accurate details and allow for time for this once-off registration of each installer as part of initial creations in the new system. If you are a large accredited person we may be able to support with a bulk upload of installer details, see the information sheet for more details. |
| Stay informed and up to date | Monitor all communications from the Essential Services Commission for important updates.  Attend the new Registry info session on 8 May  Bookmark the new [VEU Registry project](https://www.esc.vic.gov.au/victorian-energy-upgrades/participating-veu-program/new-victorian-energy-upgrades-registry-system-project) website page to stay updated on key changes and timelines. |