# 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.  |