How should a GDA register to use Green Deal software and lodge Green Deal Advice Reports?

Before a Green Deal Advisor (GDA) can use the Domestic Green Deal Advice software at [https://www.gdsap.org.uk/](https://www.gdsap.org.uk/) to retrieve EPC data to create an occupancy assessment, or to lodge the finished occupancy assessment once completed, they need to register online on two different webpages. They cannot do this until they have registered with a Green Deal Advice Organisation, such as the GDAA (Green Deal Advisor Association) Consortium.

GDAA Consortium members cannot undertake live Green Deal Advice Reports until they have completed the formalities that allow them to work within the Consortium. This includes signing the GDAA’s Code of Conduct, completing some initial training on our Quality Management System, and registering online as described in this document.

The process at GDAA

Once you have applied to the GDAA consortium and been accepted, this process is used to provide your information to Landmark:

1. List of our GDAs is notified to our certification schemes (BRE and ECMK)
2. Our certification schemes notify the Green Deal Oversight and Registration Body (GD-ORB)
3. GD-ORB notifies Landmark that you registered with a Certificated GDAO

The process the GDA must carry out

There are three steps you must take to complete the registration process.

**Step 1 Registration as a qualified GDA with your DEA Accreditation Scheme**

Before Landmark can register you and provide access to the data transfers you need to retrieve EPC data to create an occupancy assessment, or to lodge the finished occupancy assessment, they need to record your status as a qualified GDA. Currently, only your EPBD (DEA) accreditation scheme is able to update your qualification on the EPC register.

Your first step is to contact your EPBD Accreditation Scheme, providing your GDA qualification certificate as proof of your GDA qualification, and to ask them to update the Landmark Register to show your status as Qualified GDA.
Step 2 Registration within GDSAP software

You don’t have to have completed Step 1 to take this step. It is completed in the Assessor details tab at

This page asks for information about you and your Green Deal Advice Organisation. The information you need to provide is below.

**Advisor details:**

These details relate to you:

- Advisor ID (insert a valid registration number) - this is your Energy Assessor ID as issued to you by your Accreditation Scheme, eg. BREC******
- Advisor’s name and address and other details relating to you, including your company name and website if appropriate
- You should remember to submit the address details that you gave to your Accreditation Scheme. For example, if your Accreditation Scheme holds a PO box or office address for you, then this is the address you need to use here, not your home address
Assessor details

These details relate to the Green Deal Advice Organisation that you have registered with. GD-ORB calls this organisation the Assessor, or sometimes the Assessor Organisation:

- Assessor Organisation ID (insert a valid registration number) – this is the GDAA’s own ID number as issued to us by our Certification Scheme. For BRE, this is BREA00001. There appears to be a short term problem with using our ECMK number, so we suggest using our BRE number for now.
- Name (insert your assessor organisation name) – this is the Green Deal Advisor Association
- Website – enter the GDAA website which is at http://www.gdaa.org.uk/

Insurance policy details:

These details relate to the Green Deal Advice Organisation’s Insurance. Our Insurer is the Royal and Sun Alliance Insurance plc

- 200903139
- Effective date 2012-08-01
- Expiry date 2013-07-31
- 5000000
Step 3 Registration with Landmark

This final step is needed to obtain the credentials requested by GDSAP when lodging a GDAR, or retrieving an EPC from which to prepare a GDAR. You MUST complete Step 1 before you can take this step. The lodgement page in GDSAP looks like this:

To register to receive the Landmark ID and Landmark Password (collectively referred to as the Landmark Credentials) you must go to the Landmark page at www.gdregisterregistration.com

Enter your own details under Personal Details, Billing Details and Contact Details.
At the foot of the page you will enter your Advisor ID and your Assessor Organisation ID. These are the same numbers that you used in Step 2:

Finally there is a CAPTCHA code to enter. CAPTCHA is a means used to ensure that the data is being provided by a human and not an automated ‘spam’ system or ‘bot’.

Once you have applied to Landmark using this system they will check your DEA record at Landmark to confirm that you are a qualified GDA who has registered with that GDAO. Once they have confirmed this, they will issue your credentials (Landmark ID and Landmark Password) via email.

You will not be able to use this process until Landmark has been informed that you are a qualified GDA and that you have registered with a Green Deal Advice Organisation.

We have not been advised how long this entire process may take, but think it is likely to take one to three weeks, depending on demand.

Once you have completed this process you should be able to gain access to retrieve EPCs from Landmark and to lodge completed GDARs. You must NOT use these credentials to undertake live Green Deal Advice Reports until you have completed the formalities that allow you to work within the Green Deal Advisor Association Consortium, including signing the GDAA’s Code of Conduct, and completing your initial training on our Quality Management System.