ECS Employer Portal: Information and Application

Non-Member Application Form

The ECS Employer Portal allows companies to make online ECS card applications for initial and renewed ECS cards.

The online system highlights the ECS cards registered to a company's employees and when they are due to expire. Companies can make electronic applications through the portal, with the facility to upload documents directly as part of the application process. Once an application has been made, the company can monitor the application progress through to the card being issued.

Organisations that meet the licensing requirement can apply to the JIB for an Employer Portal licence to manage ECS card applications for their directly employed staff.

To provide flexibility in the way a company uses the Employer Portal, an office structure can be setup that reflects company structure. This may be a single head office, or a more complicated regional office structure. The company can then allocate staff to their place of work and setup local manager/s for the regional structure, or provide access to administration staff as required. Permissions for managers and other users of the system are provided within the portal once the licence manager has logged in.

Organisation Licence Requirements

The JIB will consider licence applications from organisations that are a member of the Joint Industry Board (JIB) or the Electrical Contractors' Association (ECA).

The JIB may also consider applications from other organisations that apply for ECS cards on behalf of their directly employed staff. As a guide, typically applications for an employer portal licence would be received from organisations with approximately 10 ECS cardholders. Non-members must apply using the non-member application form and include their last financial year's consolidated accounts.

Licensed organisations must ensure the security of the system at all times. Access is granted to the company appointed staff through a two-factor login using a website login and a mobile phone verification code.

The licensed organisation must also ensure that each member of staff that they register with the portal has given their permission to the company to make an ECS card application on their behalf.

Equipment

The employer portal is web-based system requiring standard office computer equipment with an internet connection and current web browser (with JavaScript enabled). Details of the minimum equipment specification is available in the "IT Supported Systems" document that can be found in the policies and documents section in the footer of the ECS card website.

Employer Portal Fees

There is no charge made by the JIB for access to the Employer Portal. ECS card applications are charged at the normal published rates.

All fees for ECS applications are due at the time of purchase and must be paid in full to the JIB. This may be made by the company with an advance payment that the JIB hold on account, alternatively a BACS payment (minimum payment £250) or a card payment can be made when applications are completed.

Application process for an Employer Portal licence

Companies interested in using the ECS Employer Portal must make an application to the JIB using the application form below. Non-member companies must apply using the Non-Member Application Form and include their last financial year's consolidated accounts.

The licence manager will be responsible for administering the security of the system access for their company. The application should be signed by the CEO, a Director, Company Secretary or other company representative with senior authority.

The licence manager must nominate a member of staff that will be the primary user of the system. The primary user will manage ECS card applications and add staff administrators as required by the company. Typically, they will be the HR manager or senior administrator.

All users will be provided with their own login to access the ECS systems. Login is verified by a security code sent to the users mobile phone.

The JIB will carry out checks on the company application and licence manager to verify the validity of the application. By making an application, the applicant agrees to the JIB carrying out such checks it deems necessary to process the application.

Access to the Employer Portal will be provided to licensed companies after a successful application has been processed and approved.

Employer Portal License Application
For companies who are not a member of the JIB or ECA

The Licence Manager will be responsible for the administration and security of the system:

Names of Business Directors/Partners:	
Business Name:	
Business Address:	
	Postcode:
Business Telephone Number:	

I, the undersigned, wish to apply for a licence to administer the ECS Employer Portal for the company named and I have read, and agree to comply with, the Employer Portal terms and conditions.

Name of Signatory:	Position: CEO / Director / Company Secretary
Job Title:	
Signature:	Date:
Date of company end of financial year:	
Turnover last financial year:	
Number of directly employed operatives:	

Please include your last financial year's consolidated accounts with your application

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Details of the Primary User
The Primary User will manage ECS card applications and employer portal system.
 Typically this will be the HR manager or senior administrator appointed by the Licence Manager.

 The Primary User will have administration rights to manage those company staff with access to the system. This person will be the main contact between the JIB and the company for Employer Portal administration. A mobile phone number is required for the two factor login.

Title:	Mr /Mrs /Ms /Miss / __
Forename:	
Surname:	
Email:	
Primary user Telephone:	
Mobile Phone Number:*	

 * A personal mobile number for the primary user must be provided

Please return completed form to guidance.portal@ecscard.org.uk