Monthly Returns
Information Sheet

The implementation of the EzyReg Online Bookings has simplified monthly returns, however some are still having difficulty providing the correct information. The following information has been prepared to assist you complete your monthly returns. This includes information on:

- Accessing your EzyReg account and printing the monthly Bookings Result
- What to check on your monthly Bookings Result
- Certifying your monthly Bookings Result, and
- Attaching Certificates of Competency, VORT recording and or Task 30 sheets

Only the Booking Result downloaded and printed from your EzyReg Account will be accepted with your Monthly Returns. Monthly Returns submitted with the incorrect cover sheets, or with incorrect results or incomplete paperwork attached may be returned for correction.

1) Access the EzyReg Account page via https://account.ezyreg.sa.gov.au

2) Click on the Login button.

3) You will need to enter your email address and password, and then click on the "Log in" button.

4) The following screen will appear. Select "Licence Test Bookings"

5) The Licence Test Bookings screen will appear. Click on "Previous Month" and double check the dates "From" and "To" include the correct month in its entirety.

6) Once you've double checked the dates and they are correct. Click on "Download PDF".

7) **This message box will appear. Select "Open With" and click on the "OK" button.**
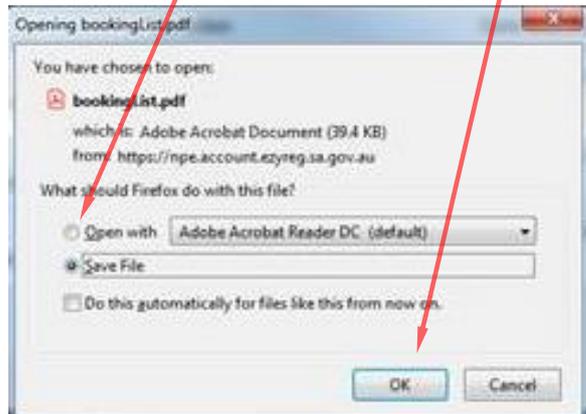
8) The Bookings Result page will appear showing all of the bookings made for the selected dates.

If your printer has already been setup correctly, you can quick print by clicking the print icon in the toolbar

If you need to adjust your printer settings, click on "File" menu and select "Print" from the drop down box

Print off in A4 portrait, you may need to adjust your printer settings as each brand of printer can be slightly different but common settings include - "100%" or "Actual" to get the right size for an A4 page.

A AE Name and Number appear

B The correct and entire month

Examiner : V34114 - TREVOR W UMLAUF

From : 01/10/2018 To : 31/10/2018

C Applicant's details and client numbers are correct

Applicant	Client Number	Test	Location	Date and Time	Plate No	result
ARDIELLE YOUNG	A62678	VORT HEAVY COMBINATION	BR51-BERRI	26/10/2018 08:00		Canceled
ARDIELLE YOUNG	A62678	VORT HEAVY RIGID	ARF1-ARDROSSAN			
DARCY CLARK	FH4524	VORT HEAVY COMBINATION		2018 08:00	1EHT175	Pass

F Correct date and time for each assessment

E Location is correct

H Correct Result

D Correct Test and Vehicle Class

G Plate number of the vehicle used for assessment

Examiner Signature :

I Sign and Date the report

9) Once you have printed out the Bookings Result page, you need to check all of the test booking details and results are showing correctly, this includes:

A. Your Authorised Examiner number and your name has printed – if not write it clearly on the report when it's printed.

   Note: *A NIL return will not automatically show your Examiner details, you must enter these in manually.*

B. The dates are for the required month only and span the whole month, from the 1st to the last day of the month to the last day of the month.

C. Regardless of the result, <u>all</u> applicants that have undertaken an assessment (LTS or VORT) should appear. Their names and client numbers should be checked for accuracy.

D. All tests undertaken are showing on the Bookings Result and
   a. The details for the type of test undertaken, and
   b. The class of vehicle are correct and match the assessment paperwork and all Certificates of Competency issued.

E. Location of where the assessment was undertaken is recorded correctly on the Bookings Result.

F. Correct date and time for each assessment undertaken is recorded (LTS or VORT) is shown on the Bookings Result.

   Note: *The test may have been booked for 10:15 but may not have commenced until 10:22, this is within the Rules Governing and the booked time does not need to be amended.*

G. Details of the vehicle utilised for that assessment have been recorded accurately. The plate number should appear on the Booking Result.

H. The "Result" of assessment has been correctly recorded and match the assessment paperwork and all Certificates of Competency issued.

I. You will need to sign and date the printed Bookings Result page.

<u>Remember</u>: Check that all of your booked tests appear, all of the details are correct, including the results, and if there are errors or omissions, write on the printed Bookings Result and correct or add the missing information.

10) With the Bookings Result page completed, attach all of the required documentation as per the Rules Governing. This includes:

- Attach all of the pink duplicate copies of the Certificates of Competency (CBT&A and VORT) issued during the month to the Bookings Result.

- Attach any cancelled Certificates of Competency (pink and white copies) to the Bookings Result.

  Notes:
  1. *Certificates of Competency must be used in sequence. If a Certificate of Competency has been has been skipped or missed it must be cancelled. This cancelled certificate must be included in the Monthly Return.*

  2. *For a heavy vehicle VORT –*
     a. *the original copy is kept by the examiner,*
     b. *2nd copy is sent to DPTI and*
     c. *3rd copy is given to the client*

  3. *Include any CBT&A fail sheets or additional Task 30 sheets if a fresh primary assessment was conducted with a client*

To simplify processing please prepare your returns in the following order:

- Place any cancelled Certificates of Competency on top

- Provide in date order 1st to end of the month all completed Certificates of Competence and attached to the relevant Certificate of Competence
  - The pink VORT Recording Sheet regardless of pass or fail or
  - The pink Task 30 sheet or
  - For heavy vehicles the summary pages in date order.

11) With all of the paperwork compiled, either staple the documents (one staple in the top left hand corner if possible please) or bull dog clip so your paperwork doesn't get separated and post to:

> Monthly Returns Officer
> Compliance, Investigations and Prosecutions
> PO Box 1533
> Adelaide SA 5000

Remember: Even if no bookings have been made for the month, a Monthly Return must be submitted within seven (7) days after the month to which they apply, as per the Rules Governing. Please make sure you check your details and licence number are on the Bookings Result page, write "Nil Return" and sign the page before posting.