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

We recommend all Victorian Energy Upgrades (VEU) account holders take these steps before the new VEU Registry system goes live on 3 June 2025, to ensure a smooth transition:

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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 processing delays. |
| **Verify and update account information** | [ ]  Check and update your contact details to ensure you receive important communications. [ ]  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 account 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). [ ]  If you use a bulk integration tool, make sure to attend information sessions and understand how the new integration function will work.[ ]  Plan for possible disruptions to registration of Victorian energy efficiency certificates following the system go live.  |
| Stay informed and up to date | [ ]  Monitor all communications from the Essential Services Commission for important updates.[ ]  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.  |