

# Convert Non-Staged Project to Staged Project

Jersey

# Certificate Actions

You are now able to convert a non-staged project into a staged project without needing to contact SER.

By expanding the 'Certificates' section under 'Certifier Actions' you will be presented with the options shown to the right. Select 'Convert Non-staged Project to Staged Project'.

The screenshot displays a software interface with a dark blue header and a white content area. The header contains three main sections: 'Application Actions' with a plus sign, 'Account Actions' with a plus sign, and 'Certifier Actions' with a minus sign. The 'Certifier Actions' section is expanded, showing a sub-menu with 'Management' (plus sign) and 'Certificates' (minus sign). The 'Certificates' section is further expanded, revealing a list of actions: 'View Certificate Summary Report', 'View Certificate Status Report', 'Generate New Certificate', 'Generate Additional Stage(s) to an Existing Project', 'Convert Non-Staged Project to Staged Project', and 'View Schedule Information'. At the bottom of the interface, there is a 'CPD' section with a plus sign.

# Select Certificate

Once you have confirmed that you have adequate Professional Indemnity Insurance you will be presented with the screen to the right. The 'Filters' section will not be expanded as default. The certificates will be ordered from newest to oldest. You can also search using project reference, certificate number and project location.

Once you have located the relevant certificate, select it and then click 'Confirm Selection and Continue' at the bottom right of the screen.

## Select Certificate

ACC: SERJ-D-00000

### Filters

Certificate number

Project location

Project reference

[Apply Filters](#)

Hide / Show Columns ▶

Certificate Number	Project Reference	Project Title	Project Location	Project Risk Group
<input type="radio"/> J000000	000000	Project Title	Project Location	-
<input type="radio"/> J000000	000000	Project Title	Project Location	-
<input type="radio"/> J000000	000000	Project Title	Project Location	-

# General Project Information

This will bring up the 'General Project Information' screen which will be pre-populated with the information entered for the previous certificate . Any of the below that need amending can be changed here before continuing:

- Project reference number
- Permit number
- Project title
- Project location
- Project description - this should include descriptions of any New Build, Alteration and Material Change of Use elements to the project
- Project risk group
- Does the project contain material change of use? Please note : there is no longer a requirement to generate a separate certificate relating to a material change of use
- Body registration number – Please note: this cannot be changed from the previous certificate.
- Total project value – Please note : for staged projects this should be the estimated total value for the entire project rather than just the current stage(s)

<b>Project reference number *</b>
<input type="text" value="Project reference number"/>
<b>Permit number</b>
<input type="text"/>
<b>Project title *</b>
<input type="text" value="Project title"/>
<b>Project location *</b>
<input type="text" value="Project location"/>
<b>Project description *</b>
<input type="text" value="Project description"/>

# Stage Information

Next you will enter the stage information. You can edit, delete and add stages to the certificate as required. Once completed select 'Save and Continue'.

You will then be presented with each Schedule as when generating the previous certificate, and may make any changes as required

Once all sections are amended as appropriate you may proceed to payment.

## Stage Information

ACC: SERJ-D-00000

**1**

Stage type \*  SER  Non-SER

Stage description \*

*You have 2000 characters left*

[Save This Stage](#)

Do you expect this to be the last stage(s) for the project?

Yes  No

[Save and Continue](#)

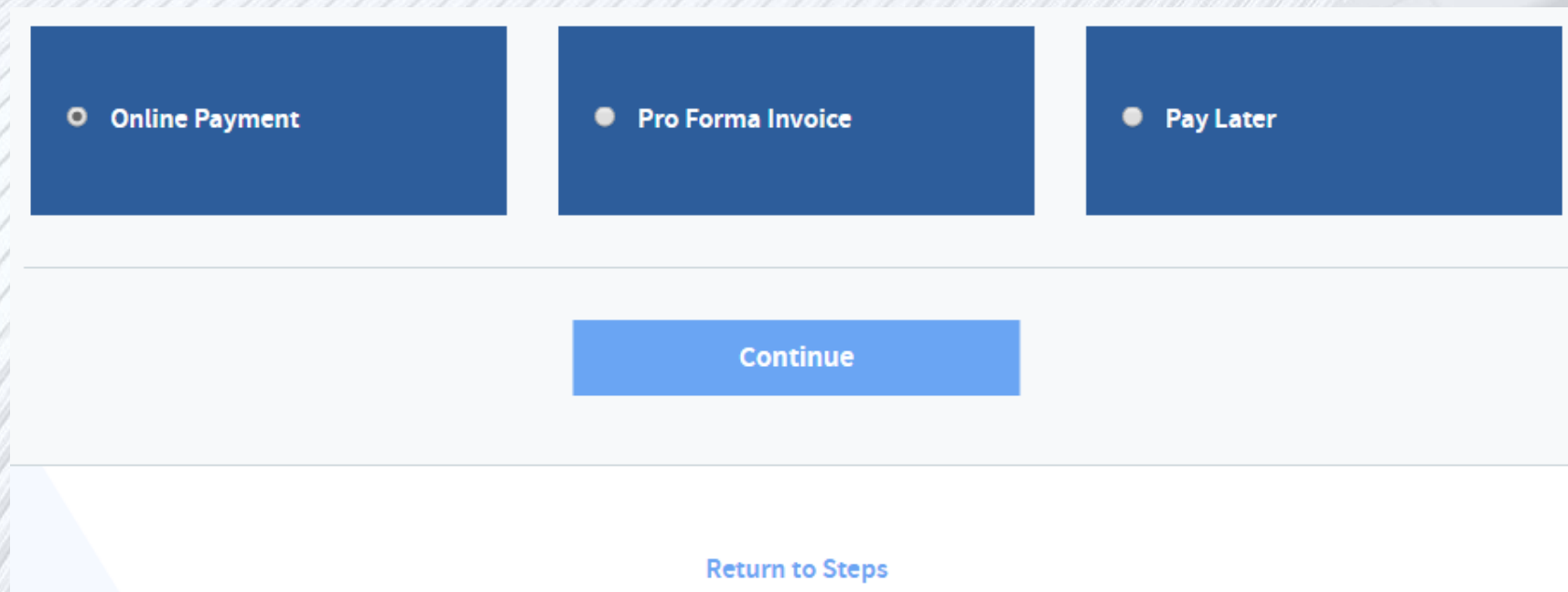
[Previous Step](#) [Return to Account](#)

# Complete Payment

In the payment section you will be presented with the screen to the right.

- Online Payment – secure payment using Credit/Debit card
- Pro Forma Invoice – this is if you want to pay by cheque; you will be able to select the billing address
- Pay Later – this saves all actions up to this section and returns you to your account home page. Note: the certificate isn't complete using this selection. The certificate will only be completed once payment has been received.

Upon completion of the certificate you will be sent a receipt of your payment. You will also be emailed a PDF copy of the certificate for printing and signing. This can be accessed again from the 'Certificate Information' page.



The screenshot shows a payment selection interface with three radio button options: 'Online Payment', 'Pro Forma Invoice', and 'Pay Later'. The 'Online Payment' option is selected. Below the options is a 'Continue' button, and at the bottom is a 'Return to Steps' link.

Online Payment

Pro Forma Invoice

Pay Later

[Continue](#)

[Return to Steps](#)