

Generating an Amendment to Warrant

Scotland

Certificate Actions

By expanding the 'Certificates' section under 'Certifier Actions' you will have the options shown to the right.

Select 'Generate Amendment to Warrant'

The screenshot displays a software interface with a dark blue header and a light blue background. The main menu is organized into several sections:

- Application Actions** (+)
- Account Actions** (+)
- Certifier Actions** (-)
 - Management** (+)
 - Certificates** (-)
 - [View Certificate Summary Report ▶](#)
 - [View Certificate Status Report ▶](#)
 - [Generate New Certificate ▶](#)
 - [Generate Additional Stage\(s\) to an Existing Project ▶](#)
 - [Generate Amendment to Warrant ▶](#)
 - [Generate Structural Change to Certificate Issued to Local Authority \(Warrant Not Yet Granted\) ▶](#)
 - [Convert Non-Staged Project to Staged Project ▶](#)
 - [View Schedule Information ▶](#)
- CPD** (+)

Initial Steps

Once you have confirmed that you have adequate Professional Indemnity Insurance you will be presented with an overview screen, containing this tutorial.

The following screen asks you to confirm whether the current certificate is for a staged or non-staged project.

Depending on your answer, the system will then display a list of all your certificates (staged or non-staged) that you are able to generate a new certificate for. The filters can be used to narrow your search if there are too many certificates to easily find the one that is required.

Select the relevant certificate and continue.

Select Certificate

ACC: SER1-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"/> 000000	000000	Project Title	Project Location	-
<input type="radio"/> 000000	000000	Project Title	Project Location	-
<input type="radio"/> 000000	000000	Project Title	Project Location	-

General Project Information

You will then enter your project information as outlined below:

- Project reference number
- Warrant number
- Project title
- Project location
- Project description - this should include descriptions of any New Build, Alteration and Conversion elements to the project
- Project risk group
- Does the project contain conversion work? Please note : there is no longer a requirement to generate a separate conversion certificate
- Local Authority
- 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)

Select 'Save and Continue' to progress to the next step

Project reference *

Warrant number

Project title *

Project location *

Project description *

You have 1892 characters left

Project risk group *

Stages (If Applicable)

If the project is staged you will then be presented with the screen to the right. Here you can edit, delete and add stages to the certificate as required. Once completed select 'Save and Continue'.

You will then go through each Schedule as you would have in the initial certificate creation, amending any section required.

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

Please note: You will no longer need to contact SER Admin to link the amendment to the original certificate. By selecting the project in the first steps of amendment they are linked by the system.

Stage Information

ACC: SER1-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](#)

Legacy Stages

If you are creating an amendment to a stage 2 or later certificate generated in the old system, you will see the screen to the right. Note how stage 1 is missing. There will be more stages missing if this is an amendment to a stage later than 2.

In this instance what you need to do is to delete all the stages showing on the screen, in this case stage 2 only and enter all the stages from stage 1. This will preserve the link to the previous certificates but will ensure that the current certificate covers all the stages of the project that have been issued so far.

This certificate will supersede all previous certificates that have been linked in the project, including earlier stages of the project and any amendments already issued.

Stage Information

ACC: SER1-D-00000

2

Stage type SER

Stage description *

Stage 2 comprises the full works to completion.

Edit

Delete

3

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

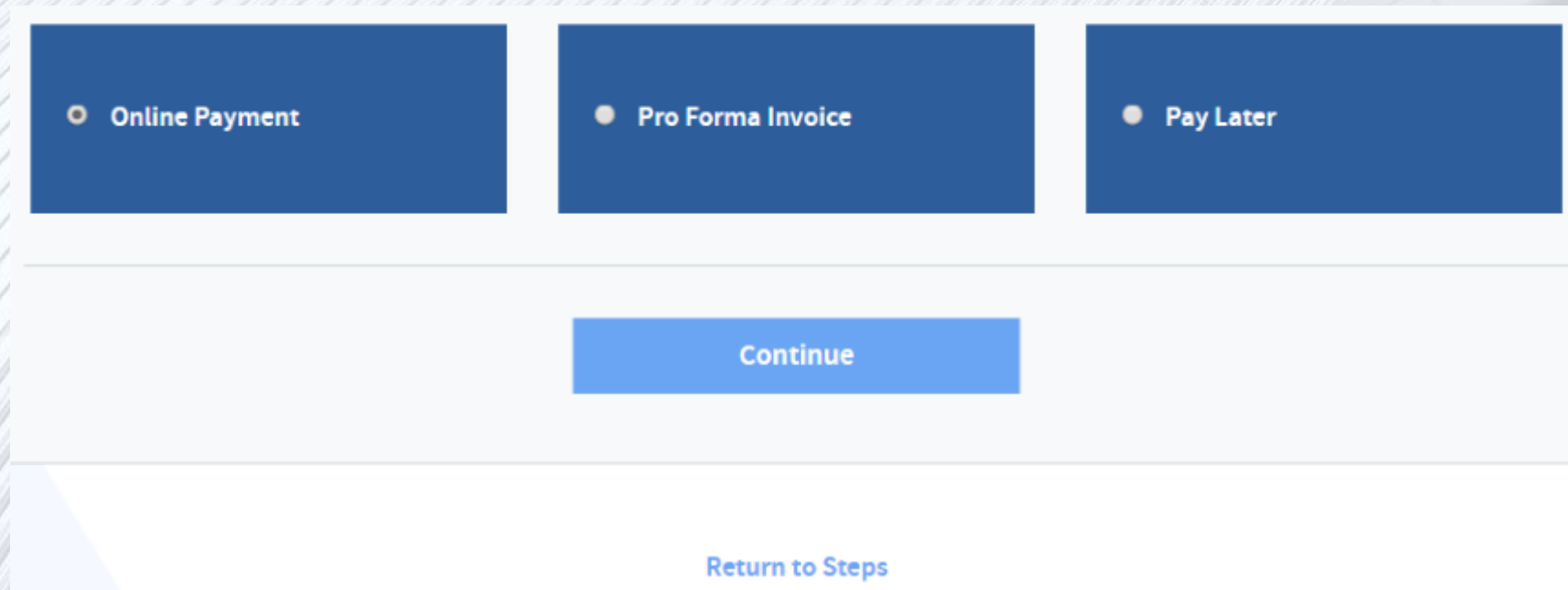
Return to Account

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 blue buttons: 'Online Payment', 'Pro Forma Invoice', and 'Pay Later'. Each button has a white radio button icon to its left. Below the buttons is a white 'Continue' button. At the bottom of the screen is a blue 'Return to Steps' link.