

MCS MID GUIDANCE DOCUMENT



Certificate Creation Guide: Battery Storage

Introduction

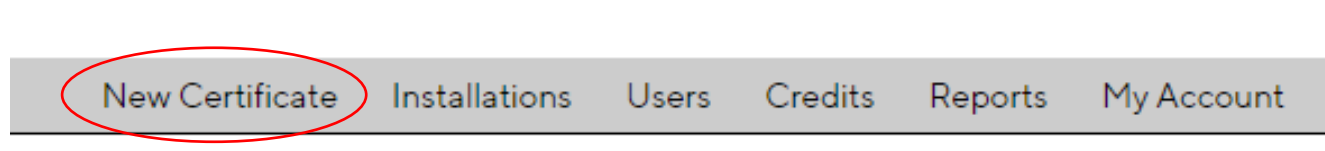
The purpose of this document is to help the user through the process of creating an MCS certificate for Battery Storage on the MID. It includes a step-by-step guide on how to navigate this section.

You will need access to the MCS Installations Database as an MCS contractor.

1. Creating an MCS Certificate

MCS certificates can be created by MCS installers on their MID accounts. To access the certificate creation page, select 'New Certificate' at the top of the page on the database as shown below.

Please note: MCS Certificates should be created within 14 days of the system's commissioning, if you do not create the certificate within this commissioning window, the process of extended access needs to be followed (please see extended access guide).



1.1 Battery Storage MCS Certificates

The below section includes a step-by-step guide for creating Battery Storage certificates on the MID.

1.1.1. Installation Type

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Tims Friendly Installation Company

Is the installation domestic or commercial? *

Please select

Technology Type *

Please select

Overall Cost of the Installation *

£



The Overall Cost of the Installation is the full cost of the installation that is charged to the customer.

Consumer Email Address

£



Enter a Consumer Email Address if you would like the MID to automatically email this certificate upon completion.

Cancel

Next

The first stage of the certificate creation, will involve populating the above fields with the relevant details, these fields are:

- Is the installation domestic or commercial?
- Technology type (e.g. battery storage)

- Overall cost of the installation (which is the full cost of the installation that is charged to the customer, including VAT). We recommend inputting the invoice cost to the consumer as the figure. There is a lower limit of £1000 and an upper limit of £50,000.

There is also the option to input the customer's email address if the contractor would like the certificate to be automatically sent to the relevant customer. If the contractor would prefer to provide the certificate to the customer directly, this field can be bypassed. An optional 'Installer Project Reference Number' field has also been added to this stage of the certificate, to allow installers to specify a project number that is associated with the installation.

After these fields have been populated, please select 'Next' in the bottom right-hand corner. After selecting next, a confirmation box will appear, asking for confirmation that the information that has been inputted is correct. As detailed below, these details will not be able to be amended later, unless the contractor contacts the MCS helpdesk.

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Tims Friendly Installation Company

☐ Before progressing to generate the MCS certificate, please confirm that you have correctly selected that the installation is for either a domestic or a commercial property and that you have correctly input the total cost of the installation (this is the full amount that has been invoiced and includes VAT). You will not be able to edit this information once this certificate has been created.

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[Cancel](#)

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The following section is 'Step 2', in which the contractor can select whether they would like to purchase an Insurance Backed Guarantee (provided by IWA), alongside the MCS certificate (please see below).

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Create New Certificate on behalf of: Tims Friendly Installation Company

Step 2 of 9

Please Select	Item	Options	Price
<input checked="" type="checkbox"/>	MCS Certificate		£30.00
<input type="checkbox"/>	Insurance Backed Guarantee Provided by IWA*	5 year Insurance Backed Guarantee	£30.00
Total for options selected (exc: VAT):			£30.00

*Note: This IBG product range provided by IWA is available for optional purchase

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The range of IBGs with different cover periods and premiums are displayed in the drop-down menu in the options column. The MCS contractor can choose which IBG product they would like to purchase, by selecting the tick box and selecting an IBG from the menu This IBG will be purchased at the same time as the MCS certificate, and the total will be added to the price column.

The selection of IBG products shown above, only applies to domestic contracts, for commercial contracts, it will appear slightly different. For commercial contracts, the IBG contract fee is 1% of the total cost of the installation, subject to a minimum fee based on domestic policy values e.g., if the commercial installation is £50,000 then IBG is £500. The commercial policy always has a length of term of up to 10 years.

Sourcing an IBG from IWA is optional, so MCS-certified contractors are permitted to obtain IBGs from alternative IBG providers in the market (e.g., CPA, QANW). If an MCS-certified contractor chooses to do this, after 'Step 2', they are required to complete the below declaration, stating they will obtain an IBG from another provider (unless the installation is commercial).

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Create New Certificate on behalf of: Sharma Solar Thermal Limited 1

Step 2 of 9

☐

Please note: You have opted to not purchase an IWA Insurance Backed Guarantee (IBG) via MCS. By ticking this box you are confirming that you understand that you must put an IBG in place with another provider if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

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Additional Note:

the MCS contractor will still have the option to use any existing credits on their MID account before they completely move to the 'Pay as you go' PayPal purchase method. If a contractor chooses to use an existing credit, the price of the certificate will be listed as 'free', if the contractor chooses to use the new payment method (not using credits), the price of the certificate will default to £30 (excluding VAT) (please see below).



Create New Certificate on behalf of: 0800 Repair Gas Services

Step 2 of 9

Please Select	Item	Options	Price
<input checked="" type="checkbox"/>	MCS Certificate	<input type="checkbox"/> Use existing credit (2 remaining)	£30.00

Please Select	Item	Options	Price
<input checked="" type="checkbox"/>	MCS Certificate	<input checked="" type="checkbox"/> Use existing credit (1 remaining)	Free

1.1.2 What was installed and when?

The next stage of creating the certificate relates to when the Battery Storage installation was commissioned. The user must confirm the commissioning date of the battery storage installation, the date will automatically default to the day you are creating the certificate. To select a specific date, please select the calendar next to the commissioning date field (as displayed below).

Home / New Certificate



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 3 of 9



What was installed and when?

Technology Type *

Battery Storage

Commissioning Date *

10/11/2021



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Create New Certificate on behalf of: Tims Friendly Installation Company

Step 3 of 9

What was installed and when?

Technology Type *

Battery Storage

Commissioning Date *

10/11/2021



◀ November 2021 ▶

Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

10 November 2021

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Please be aware that the MID will only allow you to place the commissioning date 14 days prior, due to the 14-day commissioning window. To place the date further back than the window, the process of extended access needs to be followed (see extended access guide).

1.1.3 Address details

Upon selecting 'next' you will be directed to a page relating to the address of the installation:

Home / New Certificate

 Create New Certificate on behalf of: Tims Friendly Installation Company

Step 4 of 9

Where was this installed?

Find address by *

☒ PostCode ☐ Ordinance Ref

or

There are two ways to input the address details, either by selecting a postcode or ordinance ref initially and selecting an address from a drop-down menu, or there is an option to enter the address manually.

To input the address based on the postcode, input the postcode as shown below, this will then provide a list of addresses and corresponding MPANs, that fall under the inputted postcode.



Update Battery Storage Certificate

Step 4 of 9

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Where was this installed?

Find address by *

☒ PostCode ☐ Ordinance Ref

WA4 4FS

Search

or

Enter Address Manually

Installation address

DARESBURY SCIENCE PARK, KECKWICK LANE, WARRINGTON, CHESHIRE, WA4 4FS -
(MPAN:1300053658193)

Select Address *

DARESBURY SCIENCE PARK, KECKWICK LANE, WARRINGTON, CHESHIRE, \

Please select

DARESBURY SCIENCE PARK, KECKWICK LANE, WARRINGTON, CHESHIRE, WA4 4FS - (MPAN:1300053658193)

DARESBURY S I C LLP, DARES BURY INNOVATION CENTRE, KECKWICK LANE, DARES BURY, WARRINGTON, WA4 4FS - (MPAN:1300060611162)

SUPPLY 2, SCI TECH BUILDING, KECKWICK LANE, DARES BURY, WARRINGTON, WARRINGTON, WA4 4FS - (MPAN:1300060605629)

SUPPLY 1, SCI TECH BUILDING, KECKWICK LANE, DARES BURY, WARRINGTON, WARRINGTON, WA4 4FS - (MPAN:1300060605610)

VINCI CONSTRUCTION UK LTD DAVID SPENCER, TEMPORARY SUPPLY BUILDING 3, DARES BURY SCIENCE & INNOVATION PARK, KECKWICK LANE, DARES BURY, RUNCORN, CHESHIRE, WA4 4FS - (MPAN:1300060605610)

Once the address is selected, it will appear on the right-hand side under the installation address, please click 'next' to proceed to the next stage:

[Home](#) / [Edit Certificate](#)



Update Battery Storage Certificate

Step 4 of 9

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Where was this installed?

Find address by *

☒ PostCode ☐ Ordinance Ref

WA4 4FS

Search

or

Enter Address Manually

Installation address

DARESBURY SCIENCE PARK, KECKWICK LANE, WARRINGTON, CHESHIRE, WA4 4FS -
(MPAN:1300053658193)

Select Address *

DARESBURY SCIENCE PARK, KECKWICK LANE, WARRINGTON, CHESHIRE, \

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[Return to my installations](#)

[Next](#)

To enter the address manually, select 'Enter Address Manually, you will then be directed to the page below.

Where was the installation made?

Address Line 1 *

Installation address

Address Line 2

Address Line 3

County

Postcode *

MPAN *

or

Search by Postcode

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Next

The MPAN (Meter Point Administration Number) will either be 13 digits or 11 digits for an MPRN (Meter Point Reference Number), applying to NI. If you do not have the MPAN at the point of creating the certificate e.g., if it applies to a new build, enter 13 space bars to proceed to the next stage. However, when you do obtain the MPAN, please update this field on the certificate.

Where was the installation made?

Address Line 1 *

4 Broom Lane

Address Line 2

Liverpool

Address Line 3

County

Argyll and Bute

Postcode *

L31 4TT

MPAN *

1610004421192

or

Search by Postcode

Installation address

4 Broom Lane, Liverpool, Argyll and Bute, L31 4TT

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Next

Address Line 1, Postcode, and MPAN (Meter Supply Number) are all mandatory fields, but we recommend filling in all the fields.

If you are attempting to create the certificate and do not have the meter supply number e.g. if the installation is on a new build, input 13 space bars into the MPAN field to proceed to the next stage. When you finally do obtain the MPAN number, you can input the correct MPAN number later once the certificate has been generated.

1.1.4 Installation Details

Home / New Certificate



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 5 of 9

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Installation Details

How have building regulations been notified? *

Please select ▼

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Next



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 5 of 9

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Installation Details

How have building regulations been notified? *

Please select ▼

Please select

- Before the installation through a full planned building notice with the local area building control office (For Scotland this would be the Verifier)
- Before the installation through an independent building control officer making the application
- Is exempt under Schedule 1 Section O of the Technical Handbook in Scotland only
- Is exempt under Schedule 2 of the Building Regulations 2010 in England and Wales only
- Is exempt under Schedule 1 of Building Regulations (Northern Ireland) 2000 in Northern Ireland only
- After the installation through a self certification Competent Persons Scheme (CPS)

Next

All the fields within this section are mandatory and will appear on the certificate (apart from the overall cost of the installations).

- The total installed capacity is required in kW – which is the peak capacity of the system, there is a limit of 50kW that can be inputted into this field for electricity generation.
- The estimated annual generation is required in kWh – which is essentially the estimated generation that a system will achieve in a year.
- For planning and building regulations – these can be selected from a drop-down menu.

1.1.5 Grid Connection

The next step of the certificate refers to the connection to the national grid, the correct option can be selected from the drop-down menu as shown below. If you cannot provide an answer, Not Applicable can be selected. Please click 'next' to proceed to the next stage of the certificate:

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 6 of 9

Grid Connection

Please confirm how you intend to notify of connection to the electricity grid or whether you have prior consent to connect to the electricity grid (as applicable) *

Please select

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Grid Connection

Please confirm how you intend to notify of connection to the electricity grid or whether you have prior consent to connect to the electricity grid (as applicable) *

Please select

Please select

Consent to connect obtained prior to connection and commissioning

Not Applicable

To be notified post connection and commissioning

1.1.6 Battery Storage System

All the fields within this section are mandatory and will appear on the certificate:



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 7 of 9

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Battery Storage System

Connection type *

Please select	▼
---------------	---

Co-located with microgen *

No	▼
----	---

Max AC power output *

kW	
----	--

Nominal storage capacity *

kWh	
-----	--

Useable capacity *

kWh	
-----	--

DNO notification or permission *

Please select	▼
---------------	---

Manufacturer *

Battery chemistry *

Operable in island mode? *

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Next

Connection Type: Please select an option from the drop-down list of either an AC Connected (dedicated inverter) or DC Shared/Hybrid inverter

Co-Located with Microgen: Please select from the options yes or no within the drop-down list

Max AC power output: Please enter the Max AC power output of the installation

Nominal Storage Capacity: Please enter the Nominal Storage Capacity of the installation

Useable Capacity: Please enter the Useable capacity of the installation

DNO notification or permission: Please select from the drop-down list either G98 (DNO notification after installation) or G99 (DNO permission already granted)

Manufacturer: Please input the Manufacturer details of the battery storage product you have installed

Battery Chemistry: Please select from the drop-down options Lead Acid, Lithium-Ion, or other

Operable in island mode: Please select yes or no from the drop-down list provided.

1.1.7 IBG Policy Owner

The next step of the certificate is the 'Insurance Backed Guarantee Policy Owner' section, this page will request the system owner's name and email address. These details will not appear on the MCS certificate itself, but rather this information will be held in a report that will be sent to IWA regularly by MCS. The information is required so that IWA is aware of who to send the IBG details.

The installation address of the policy owner will already be pre-populated (please see below):

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 8 of 9

Insurance Backed Guarantee Policy Owner

As you have chosen to purchase an Insurance Backed Guarantee from IWA via MCS, this policy will be issued directly to the consumer within 10 working days of the MCS certificate being created. In order to do this, we need you to provide the details of the system owner.


This information is required in order to provide an IBG directly to the System Owner, without this information IWA (the IBG provider) will not be able successfully process the application. Please only provide this information if you have been given permission from the System Owner to do so.

MCS will only collect the information you choose to give us, and we process it with your consent or on another legal basis. We only require the minimum amount of personal information that is required to resolve the IBG application. We do not sell this information to third parties, although we may be required to share it with other organisations who are involved in the IBG Application Process, such as a IBG provider. MCS is compliant with the General Data Protection Regulation (GDPR).

Please note: if the system owner does not have a valid email address, the policy will be sent via post to the installation address.

System Owner Name *

System Owner Email Address

 This is the email address that will be used to send the IBG directly to the System Owner.

Installation Address

111, QUEENS DRIVE, WAVERTREE, LIVERPOOL, Merseyside, L15 6XT

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System Owner Name *

Joe Bloggs

System Owner Email Address

Joe.bloggs@yahoo.co.uk



This is the email address that will be used to send the IBG directly to the System Owner.

Installation Address

23, YORK ROAD, MAGHULL, LIVERPOOL, Merseyside, L31 5NL

Back

Next

Once the correct details have been entered, please select 'Next' to proceed to the payment stage.

If an IBG has not been purchased via the MID, you will need to declare that you will raise an IBG with an alternative provider by selecting the box below:

[Home](#) / [New Certificate](#)



Create New Certificate

Step 10 of 11

Insurance Backed Guarantee Policy Owner

☐

Please note: You have opted to not purchase an IWA Insurance Backed Guarantee (IBG) via MCS. By ticking this box you are confirming that you understand that you must put an IBG in place with another provider if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

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Next

Upon selecting the box, an Insurance Backed Guarantee Provider drop-down menu will appear where you must specify the alternative provider:



Create New Certificate

Step 10 of 11

Insurance Backed Guarantee Policy Owner

☒ Please note: You have opted to not purchase an IWA Insurance Backed Guarantee (IBG) via MCS. By ticking this box you are confirming that you understand that you must put an IBG in place with another provider if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

Insurance Backed Guarantee Provider *

Please select

Please select

CPA
GGFi
HIES
HIP
Homepro
IWA
QANW
Qualitymark Protection/GDGC
Other

Back

Next

If the IBG provider you are raising the policy with is not in the drop-down menu, you can select 'other' and a free text field will appear where you can enter the name of the IBG provider:



Create New Certificate

Step 10 of 11

Insurance Backed Guarantee Policy Owner

☒ Please note: You have opted to not purchase an IWA Insurance Backed Guarantee (IBG) via MCS. By ticking this box you are confirming that you understand that you must put an IBG in place with another provider if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

Insurance Backed Guarantee Provider *

Other

Please enter your Insurance Backed Guarantee Provider *

Once you have entered the correct details, select 'next':

[Home](#) / [New Certificate](#)



Create New Certificate

Step 10 of 11

Insurance Backed Guarantee Policy Owner

☒ Please note: You have opted to not purchase an IWA Insurance Backed Guarantee (IBG) via MCS. By ticking this box you are confirming that you understand that you must put an IBG in place with another provider if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

Insurance Backed Guarantee Provider *

Other ▼

Please enter your Insurance Backed Guarantee Provider *

Provider

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[Next](#)

1.1.8 Payment

The next and final section of the certificate creation is the payment stage, where the contractor can pay for the MCS certificate and IBG in one transaction or you have the option to add the certificate to your basket.

This section will show a breakdown of all the products they have added. Two totals will be listed, a total including VAT and a total excluding VAT. To process the payment, the contractor must select 'Pay with PayPal'. This will redirect the contractor to the PayPal portal in which they can either log in to their own PayPal account or pay with a debit/credit card.

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: .Chelsfield Electrical Ltd t/a Chelsfield Solar test test

Step 9 of 9

Item Name	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	£30.00	£36.00
Consumer Code Membership	£0.00	£0.00
Insurance Backed Guarantee Provided by IWA - 2 year Insurance Backed Guarantee	£15.00	£15.00
Total	£45.00	£51.00

Please click this button if you would like to add this certificate to your Installer's basket for payment at a later date.

The certificate will not be complete and cannot be downloaded until payment is made from the basket screen.

Add to basket

Or, click this button to pay for this certificate now via PayPal:

Pay with PayPal

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Basket for Installer (Tims Friendly Installation Company)

Purchase selected

[Select all](#)[Un-select all](#)[Remove selected](#)

Please Select	Edit Certificate	Technology Type	Created Date	Address	Postcode	Total Spend
<input checked="" type="checkbox"/>	Edit	Air Source Heat Pump	01/06/2021 14:37	DARESBUY S I C LLP, DARESBUY INNOVATION CENTRE	WA4 4FS	£36.00
<input checked="" type="checkbox"/>	Edit	Battery Storage	10/11/2021 10:07	DARESBUY SCIENCE PARK	WA4 4FS	£36.00
					Total (inc: VAT)	£72.00



Basket for Installer (Tims Friendly Installation Company)

Purchase selected

Select all

Un-select all

Remove selected

Please Select	Edit Certificate	Technology Type	Created Date	Address	Postcode	Total Spend
<input type="checkbox"/>	Edit	Air Source Heat Pump	01/06/2021 14:37	DARESBUY S I C LLP, DARESBUY INNOVATION CENTRE	WA4 4FS	£36.00
<input checked="" type="checkbox"/>	Edit	Battery Storage	10/11/2021 10:07	DARESBUY SCIENCE PARK	WA4 4FS	£36.00
					Total (inc: VAT)	£36.00



Basket Payment (Tims Friendly Installation Company)

Item Name	Postcode	Address	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	WA4 4FS	DARESBURY S I C LLP, DARESBURY INNOVATION CENTRE	£30.00	£36.00
MCS Certificate	WA4 4FS	DARESBURY SCIENCE PARK	£30.00	£36.00
Total			£60.00	£72.00

Please click the button to authorise payment using PayPal:

Pay with PayPal

Cancel





Log in to PayPal

Enter your email address or mobile phone number to get started.

Next

or

Pay by Debit or Credit Card

[Cancel and return to Jagjit Dosanjh-Elton's Test Store](#)

seller and agree to the [Privacy Statement](#). No PayPal account required.

Continue



£51.00 GBP

PayPal Guest Checkout

Your financial details won't be shared with the merchant.

Country/region
United Kingdom

Card type

Card number

Expiry date

Security code

First name

Last name

Billing Address

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

☒ Send to my billing address



PayPal is the safer, easier way to pay


No matter where you shop, we help keep your financial information more secure.

Once the payment has been approved the contractor should see confirm and make payment by clicking you are confirming that the payment is complete and that the amount has been charged to their chosen card. Secondly, on this page, the certificate will be available to download, and a copy should be sent to the system owner.

1.1.9 Download MCS Certificate

After the certificate and payment are complete, the certificate is then available for download in PDF format and will now appear in the 'installations' section of the MID, under the MCS certificate number it has been assigned:


[Home](#) / [New Certificate](#)

 **Create New Certificate on behalf of: .Chelsfield Electrical Ltd t/a Chelsfield Solar test test**

Step 9 of 9

Installation Complete

Certificate Number: MCS-01238916-Y

Installation Address: 

Products Installed:


- BABT8767-10-03-425W/ CS3W-425P

Insurance Backed Guarantee Policy Purchased

Thank you for purchasing an IWA Insurance Backed Guarantee via MCS. These details have now been passed on to IWA to raise the policy. This policy will be issued directly to the system owner within 10 working days.


[Return to Home page](#)

[Return to My Installations](#)

 **Download Certificate**

Version 1.5.2.16

[Privacy Policy](#) · [Contact Us](#) · MCS is a trading name of T

 **MCS Installation Database**
Payment complete. We have charged you £51.00.

The contractor can select 'Return to My Installations' to view the certificate in the installations tab. The contractor is then required to provide the MCS certificate to the consumer once generated.

Note: In terms of the IBG policy that has been purchased, the details are passed on to IWA by MCS to raise the policy. This policy will be issued directly to the customer within 10 working days.

2. What to Do If There Is a Problem?

If you have difficulty resolving an issue with the certificate creation section, please email MCS Helpdesk at mcshelpdesk@mcscertified.com

For more information about IWA, please visit www.iwa.biz.

AMENDMENTS ISSUED SINCE PUBLICATION

Document Number	Approval	Amendment Details	Date
1.0	Approved by MCS Operations Team	First Issue	10/11/2021