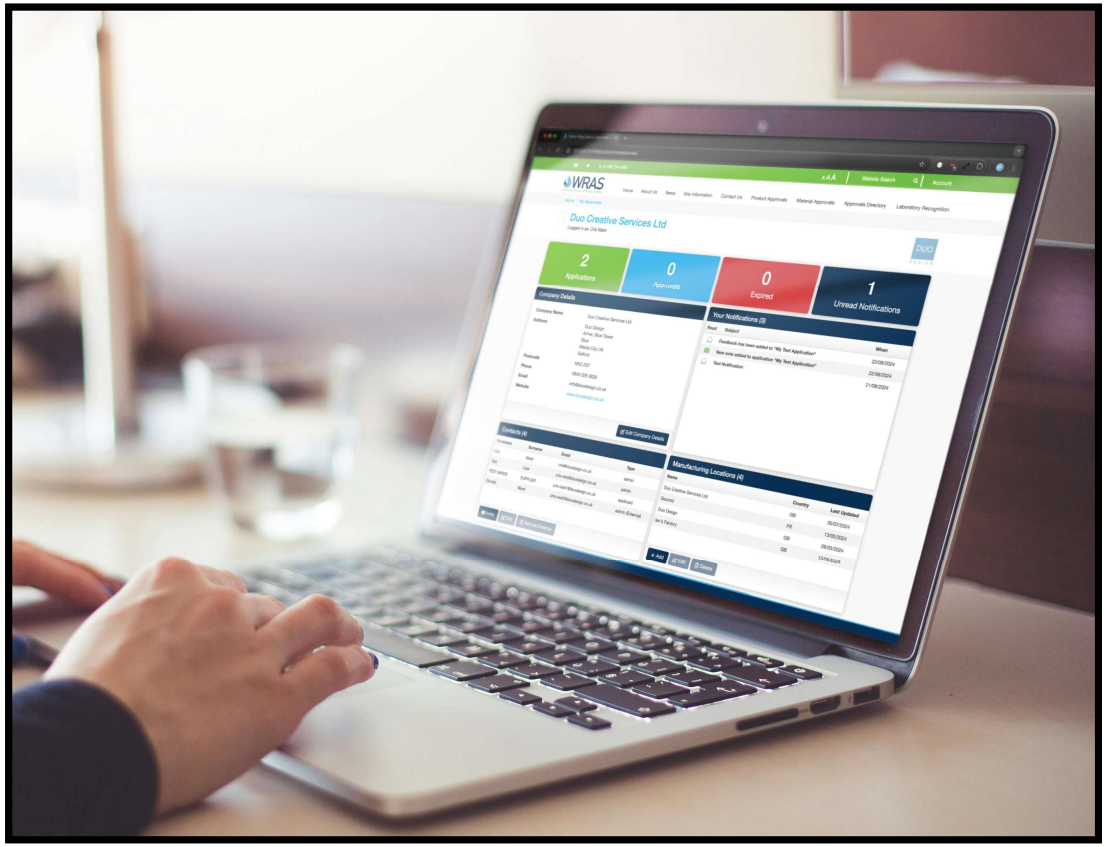
Online Portal & Submitting an Application



WRAS
WATER REGULATIONS APPROVAL SCHEME

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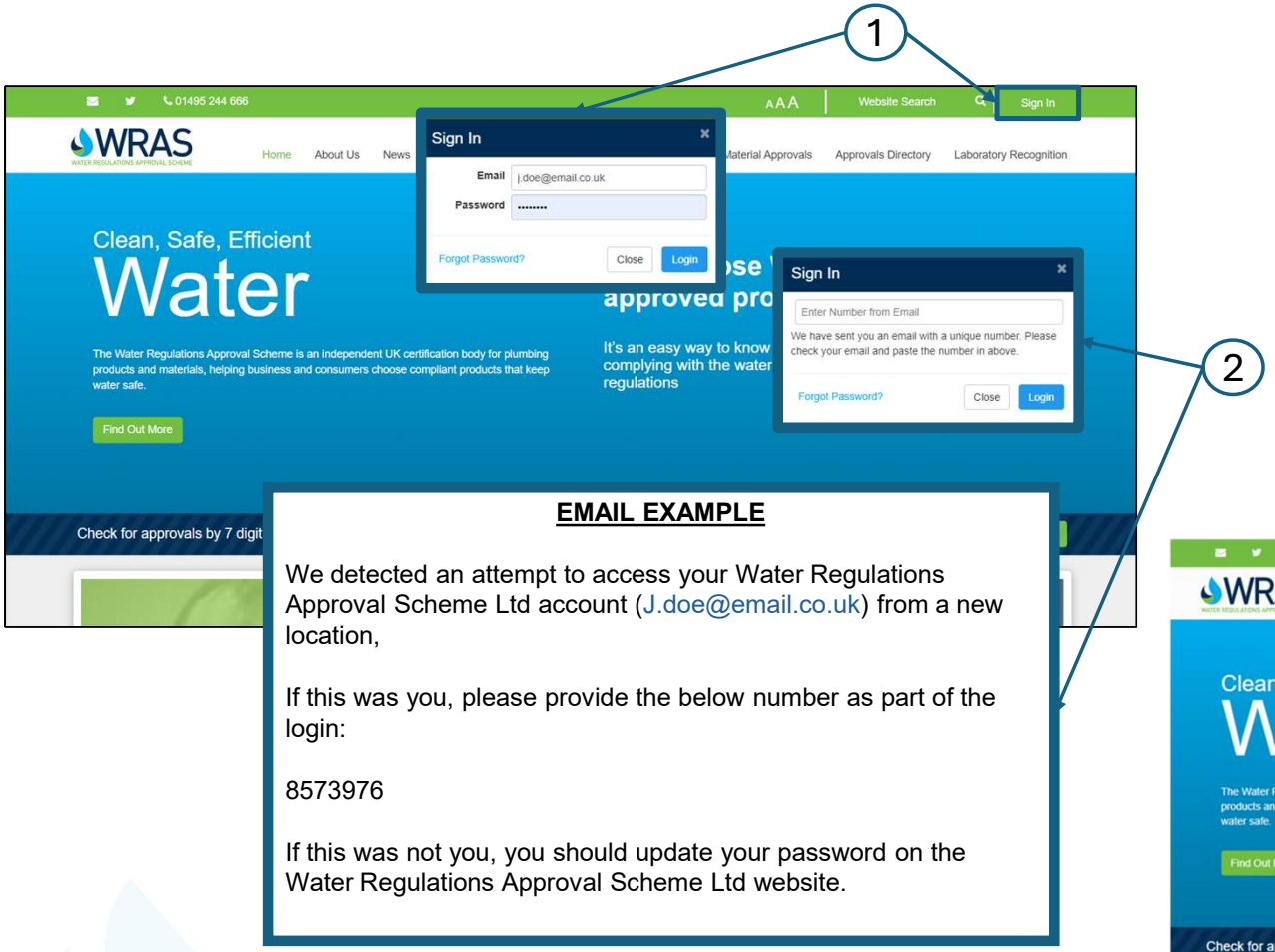
The Online Portal – Accessing Your Dashboard



EMAIL EXAMPLE

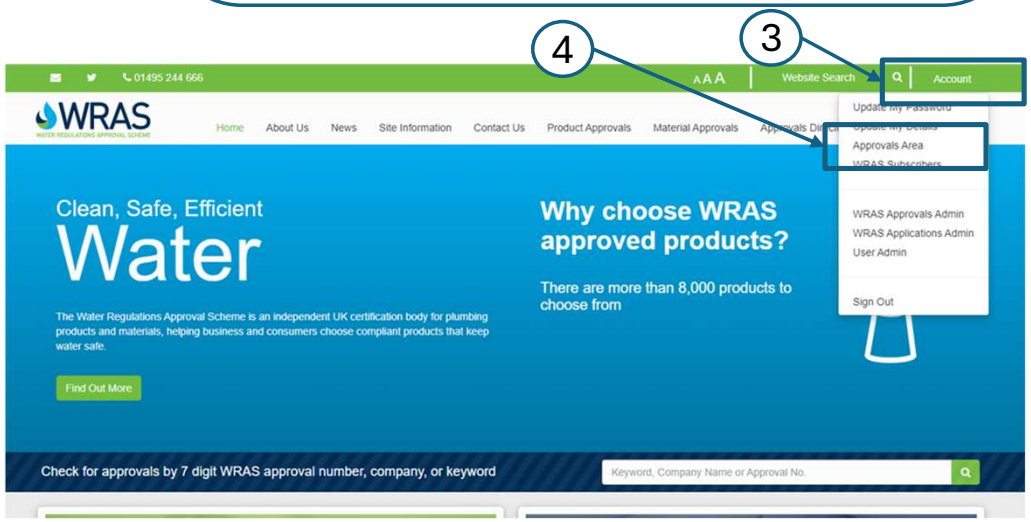
We detected an attempt to access your Water Regulations Approval Scheme Ltd account (J.doe@email.co.uk) from a new location,

If this was you, please provide the below number as part of the login:

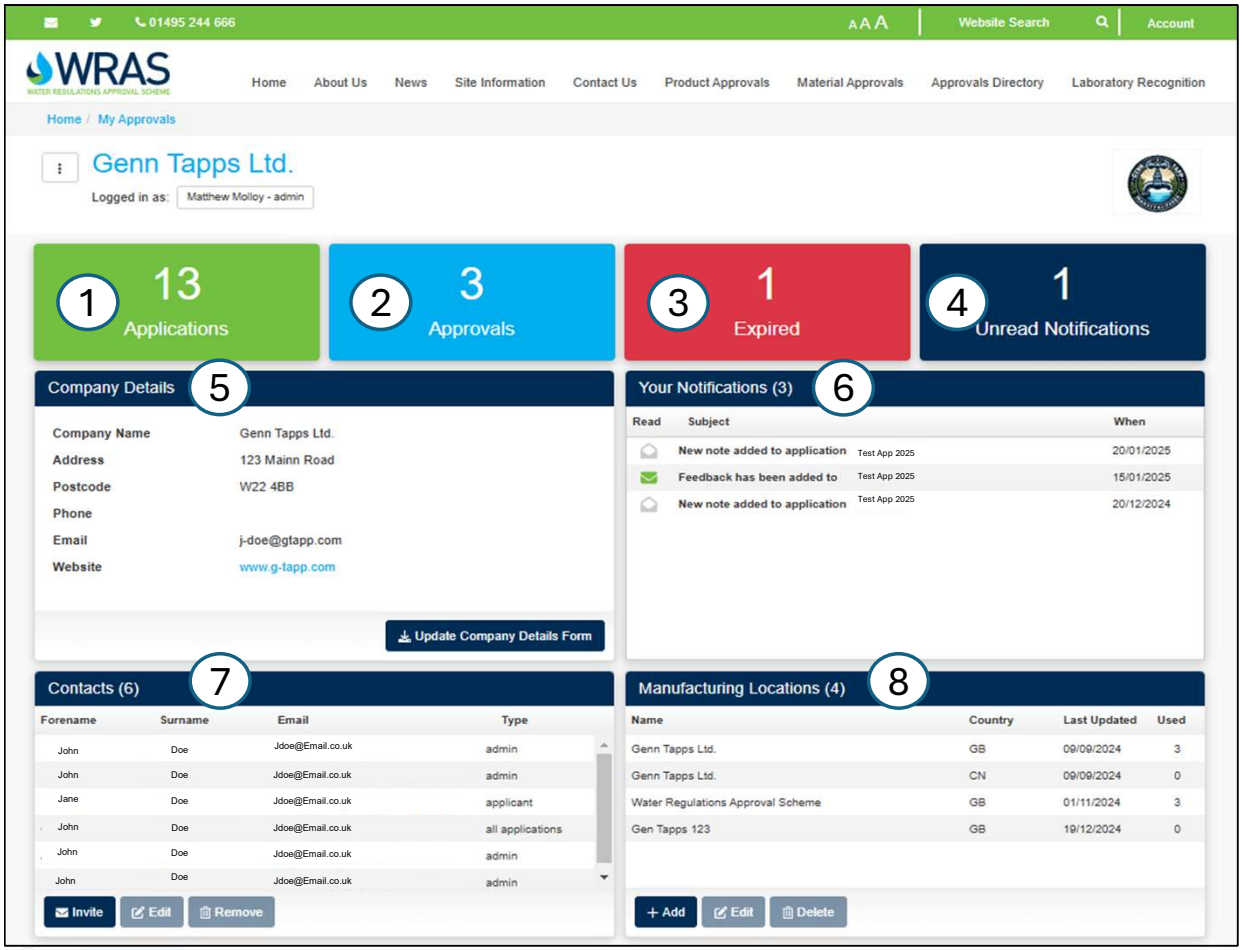
8573976

If this was not you, you should update your password on the Water Regulations Approval Scheme Ltd website.

1. **Log In** – Click 'Sign In' at the top of the page and enter your credentials.
2. **Two-Factor Authentication** – If logging in for the first time or from a new location, enter the code sent to your registered email.
3. **Access Your Account** – Click the 'Account' button at the top of the page.
4. **Open Approvals Area** – In the drop-down menu, select Approvals Area to access your Approvals Dashboard.



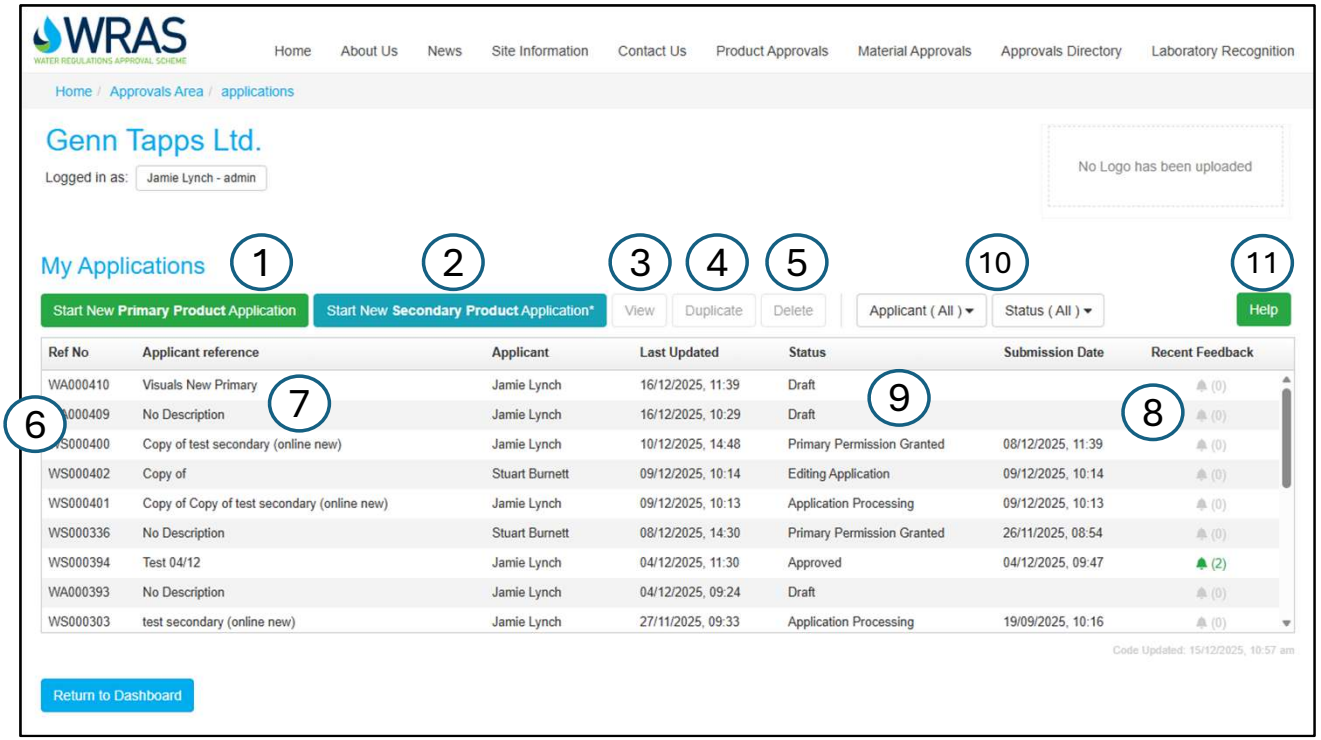
Approvals Dashboard



Key

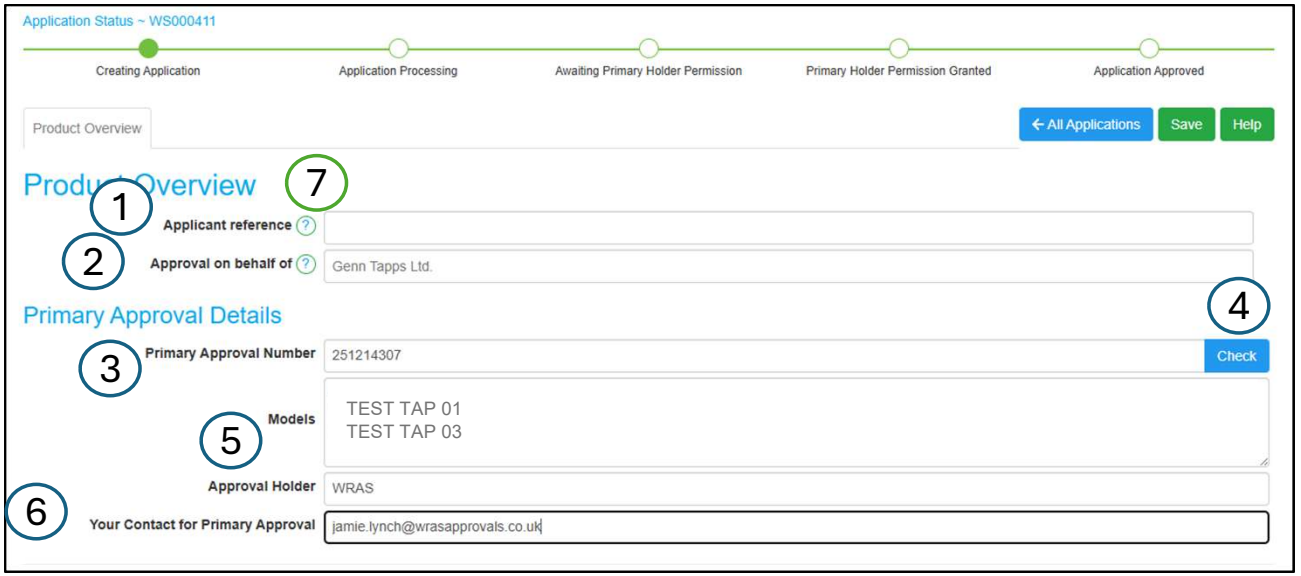
1. **Applications -** View all applications (Primary and Secondary)
2. **Approvals -** Access all the live approvals and approval documentation
3. **Expired -** View approvals that have expired in the previous six months
4. **Unread Notifications -** Count of unread notifications
5. **Company Details -** Details of company who will appear on the approval as approval holder.
6. **Your Notifications** - All messages from the approval system, including application comments and notifications regarding expiring approvals.
7. **Contacts** – all people who have access to the online portal for your company, Admins can edit this at any time.
8. **Manufacturing Locations –** All the manufacturing location the company uses on their approvals, click +Add button to add a new manufacturer.

My Applications



1. **Start New Primary Product Application -** Start a new direct primary product application.
2. **Start New Secondary Product Application -** Start a new direct secondary product application.
3. **View -** View the selected application.
4. **Duplicate -** Make a copy of the selected application.
5. **Delete -** Delete a **'Draft'** version of a selected application. Once an application is submitted you will be unable to delete.
6. **Ref No –** The unique auto generated number to be used on all communication and documentation when discussing the application.
7. **Applicant reference –** Applicants internal identification which will be entered during application submission.
8. **Recent Feedback –** The green bell highlights messages in the application.
9. **Status -** The status of the application
   - ***'Draft'** – Application has not been submitted.*
   - ***'Application Processing'** – WRAS is processing the application.*
   - ***'Editing Application'** – Comments made on the submission, applicant to review and re-submit once updated*
   - ***'Awaiting Sample'** – Applicant to supply requested samples.*
   - ***'Issue with Sample' – Issue with sample supplied***
   - ***'Awaiting Primary Permission'** – Primary approval holder has been contacted for approval of use of there approval.*
   - ***'Primary Permission Granted'** – Primary approval holder granted permission to use approval*
   - ***'Primary Permission Rejected'** - Primary approval holder has rejected the use of their approval in your secondary application.*
   - ***'Final Review'** – Your application has been submitted for Final review*
   - ***'Approved'** – Application has been approved and linked to the approval.*
10. **Filter Buttons -** Applicants can filter the between applicants and the status of applications
11. **Help –** Link to the 'Application Help' the guide to completing *the fields in the application.*

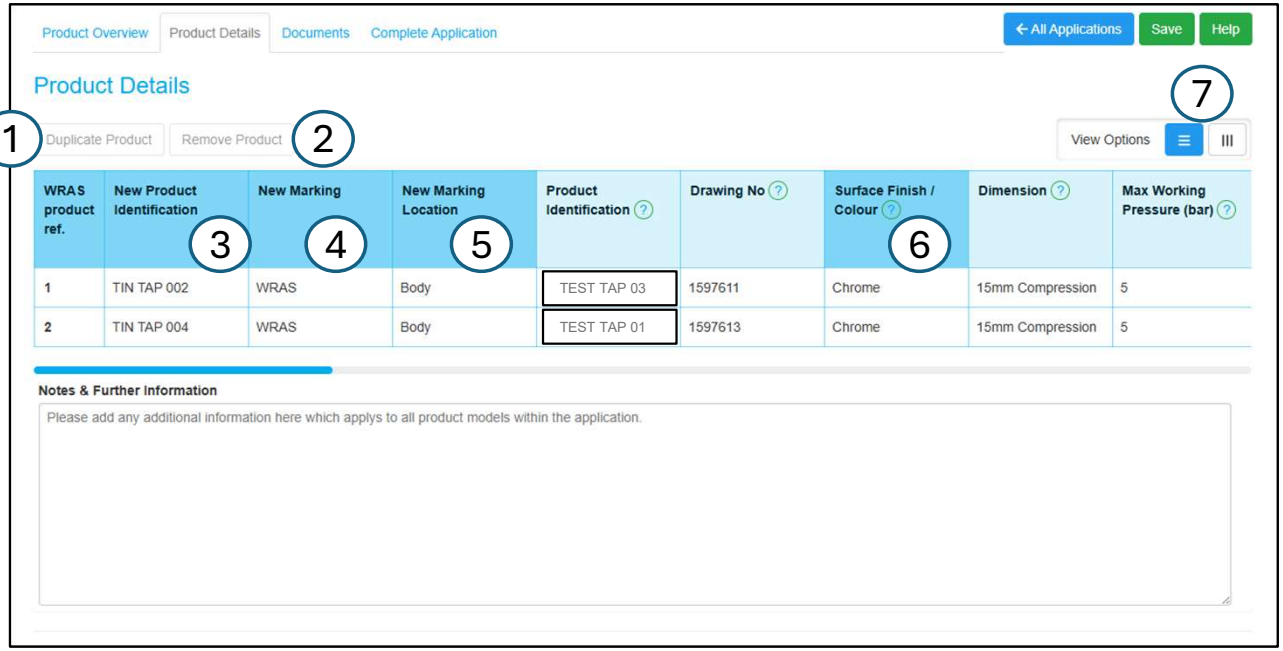
Secondary Application – Product Overview



Complete the Following:

1. **Applicant reference -** Enter your unique application identification number. This can be your customer reference number, job number, or work order.
2. **Approval on Behalf of** – This will automatically populate with the company you are logged in as. If you are submitting the application on behalf of another company, please enter the company you are representing and upload a letter of authorisation.
3. **Primary Approval Number** – Enter the approval number for which you are seeking a secondary approval.
4. **Check** – This button will confirm that your primary approval is valid for secondary applications and will automatically populate the models and approval holder.
5. **Models & Approval Holder –** Auto populated when check button is pressed
6. **Your Contact for Primary Approval –** Enter the contact details you have for the primary approval holder to obtain approval.
7. **? –** Hyperlink to the online 'Help Guide'.

Product Details – Online Primary Approval



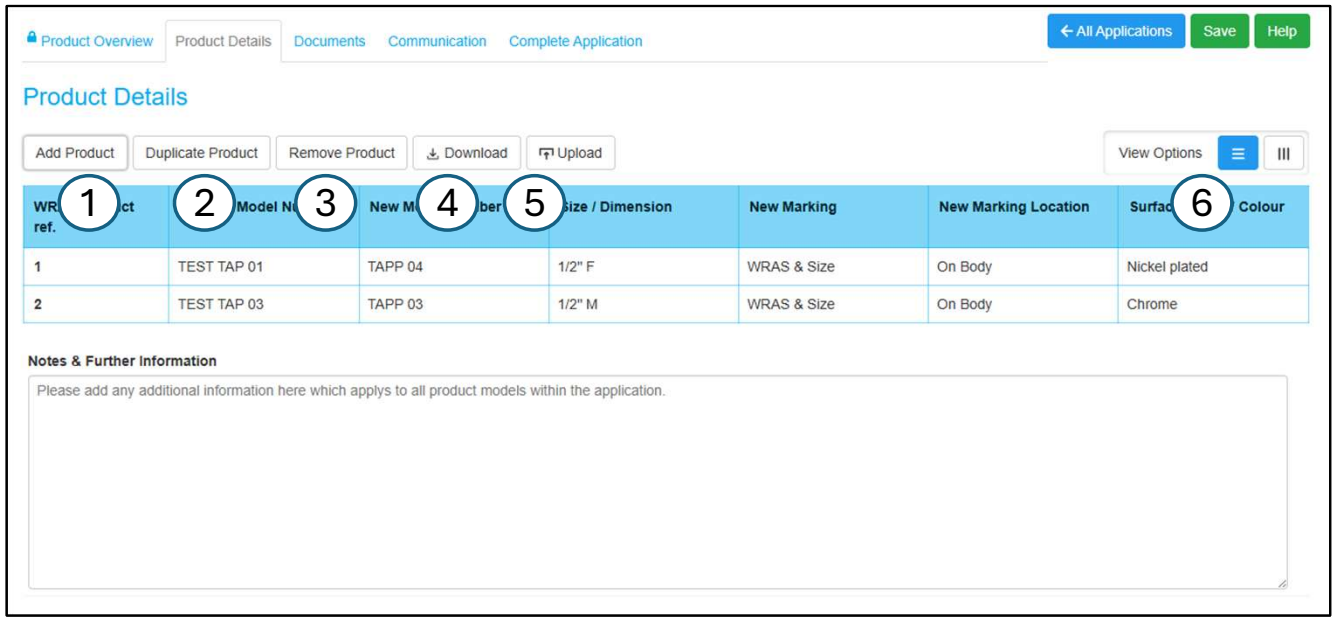
Product Details

- The table will be pre-filled with information from the primary approval.
- You will need to complete the additional fields listed below.
- Products can be added following the instructions provided.

Key

1. **Duplicate Product –** Duplicate the product details of the selected product.
2. **Remove Product –** Delete any unwanted products added to the listing.
3. **New Product Identification –** Please input each model name or code. Each product in the model range(s), should have a unique, non-generic model name or model code (sometimes known as product code or Stock Keeping Unit [SKU] code). The Product code could have a suffix that relates to a variable property (for example a 3-digit code that represents colour or finish), in this instance it is permitted to replace the various codes with XXX where XXX is a colour reference. The detail for this should be recorded in the 'Notes & Further Information' located below the product details table.
4. **New Marking –** Every product seeking WRAS approval must be marked in an appropriate manner, to allow the product to be identified after installation. Please provide details of how the marking(s) look(s)'.
5. **New Marking Location** - Please provide details of where the product identification marking(s) are located on the product. For example, 'body of tap' or 'operating member'. You can detail multiple locations if appropriate.
6. **Surface Finish / Colour -** If the model has a choice of surface finishes, such as chromium, matt black and so on, please detail this here. If various please write various and add more details in the notes and further information section below the table.
7. **View Options –** Toggle between horizontal and vertical view of the product details.

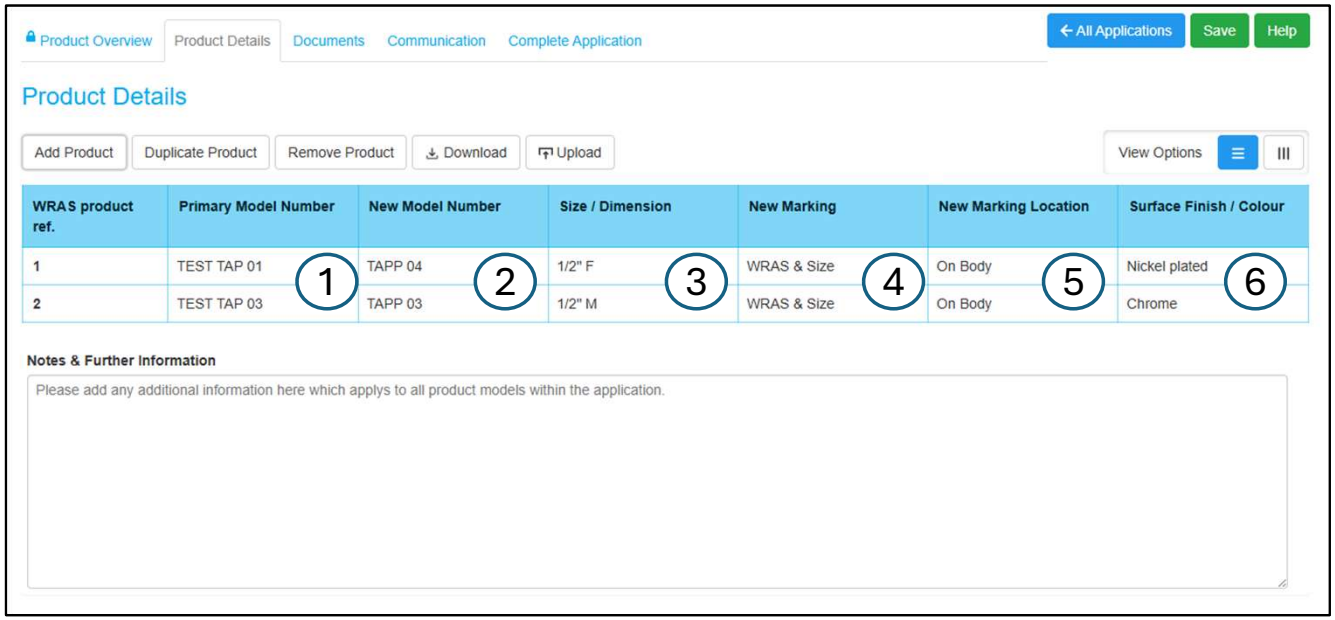
Product Details – Traditional Primary Approval



Key

1. **Add Product –** Generates a new column to add the products to be listed on the approval.
2. **Duplicate Product –** Duplicate the product details of the adjacent product.
3. **Remove Product –** Delete any unwanted products added to the listing.
4. **Download –** Download an excel file to complete product details
5. **Upload –** Upload the excel file with completed product details, ensure the formatting stays the same or the file will be rejected.
6. **View Options –** Toggle between horizontal and vertical view of the product details.

Product Details – Traditional Primary Approval



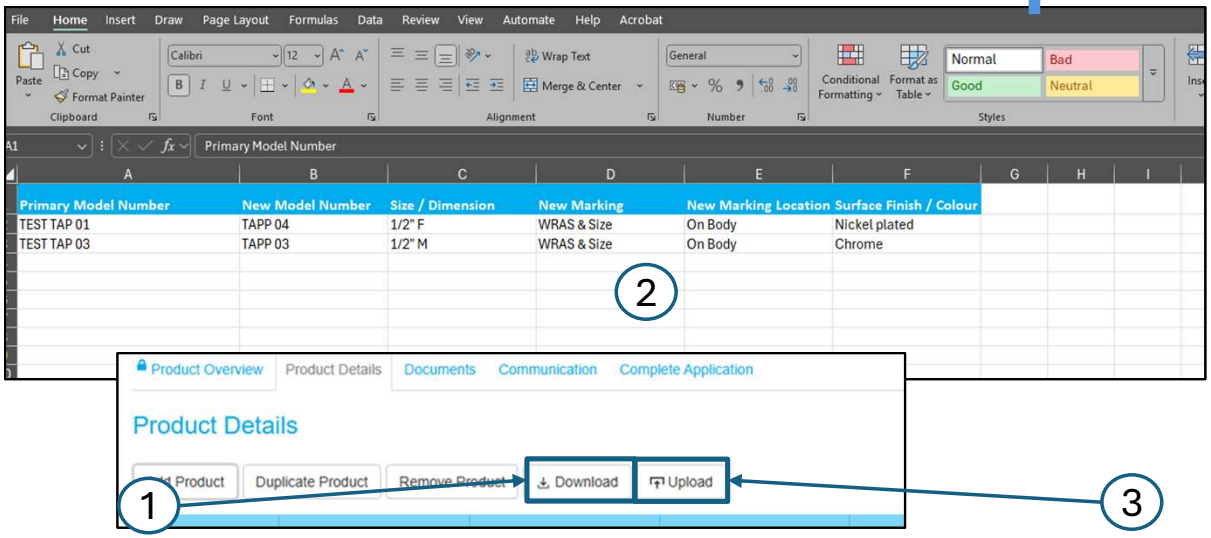
Top Tip

If products are similar, complete the details of the first product and then use the duplicate button.

For each product, the following MUST be completed:

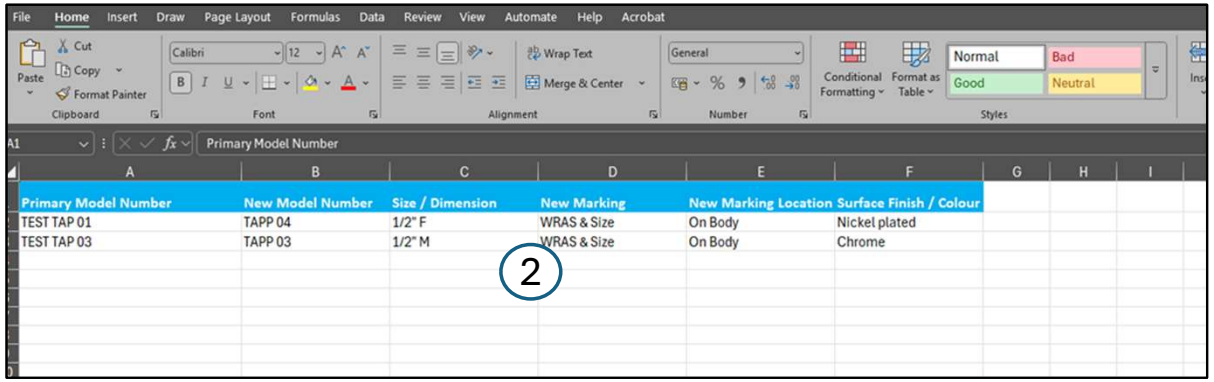
1. **Primary Model Number** – Enter Model number from the primary approval
2. **New Model Number –** Please input each model name or code. Each product in the model range(s), should have a unique, non-generic model name or model code (sometimes known as product code or Stock Keeping Unit [SKU] code). The Product code could have a suffix that relates to a variable property (for example a 3-digit code that represents colour or finish), in this instance it is permitted to replace the various codes with XXX where XXX is a colour reference. The detail for this should be recorded in the 'Notes & Further Information' located below the product details table.
3. **Size / Dimension –** Please detail the one of the following: inlet dimension and connection type for each model here. For example, 1/2" BSP (M), 15mm compression, 12mm push-fit or Specific model size for connection.
4. **New Marking –** Every product seeking WRAS approval must be marked in an appropriate manner, to allow the product to be identified after installation. Please provide details of how the marking(s) look(s)'.
5. **New Marking Location** - Please provide details of where the product identification marking(s) are located on the product. For example, 'body of tap' or 'operating member'. You can detail multiple locations if appropriate.
6. **Surface Finish / Colour -** If the model has a choice of surface finishes, such as chromium, matt black and so on, please detail this here. If various please write various and add more details in the notes and further information section below the table.

Product Details – Offline Upload

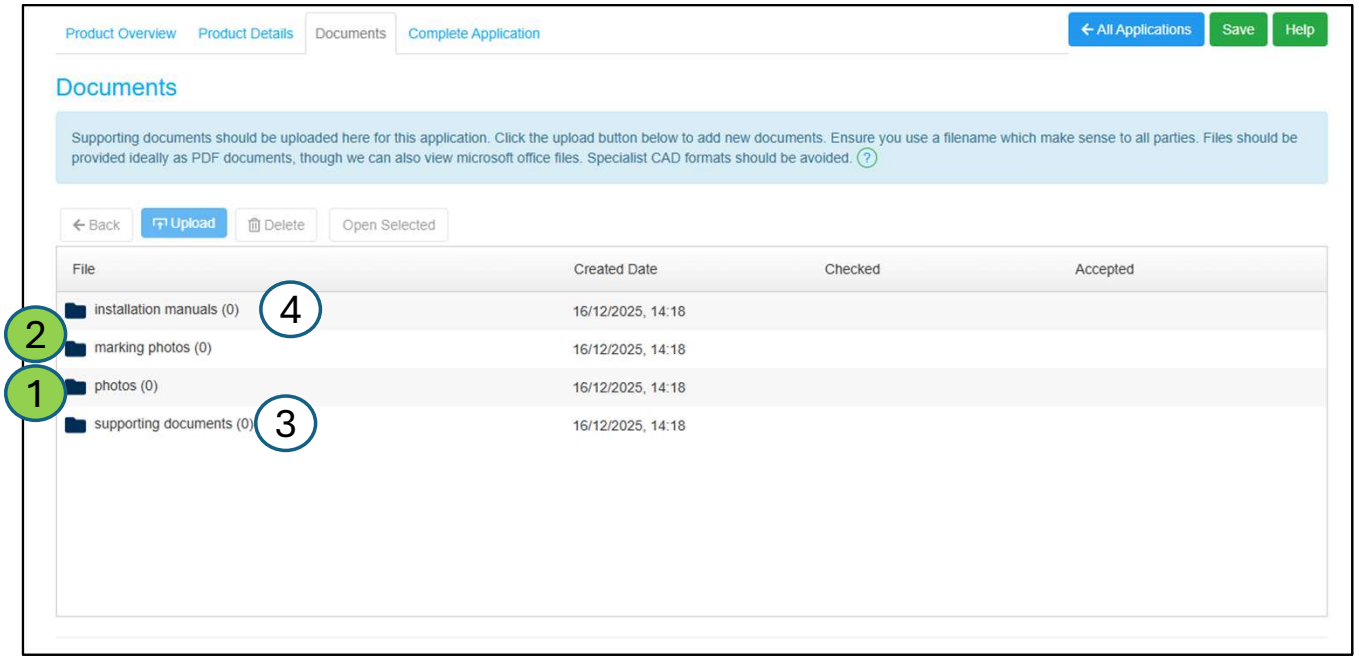


Follow the steps

1. **Download** the Excel spreadsheet
2. **Complete excel spreadsheet**
   Ensure the Excel sheet matches the structure and content of the manual entry version 'Traditional Primary Approval' Version as a Reference on page 9.
   All required fields must be completed as they would be in the manual system.
   Ensure Data Completeness, every required field must have a value. Double-check that no mandatory fields are left empty unless specified.
3. **Upload** the excel spreadsheet.



Documents



Documents

The document page contains multiple folders. Some documents are mandatory for submission, while optional ones may assist the assessor in processing your application.

Mandatory Documentation

1. **Photos** – Product photos, must show all items included 'in the box'.
2. **Marking Photos** – Clear images or drawings of product markings and location.
   (accepted formats: JPEG, PNG, PDF).

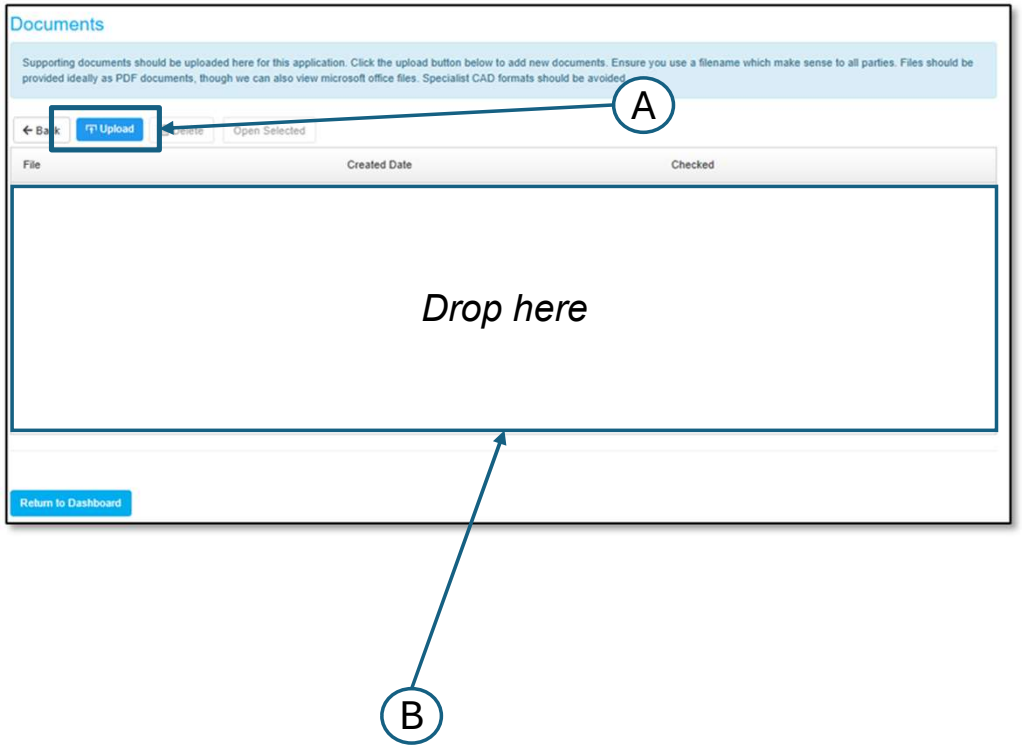
Additional Documentation

3. **Supporting Documents** – Any files that help with the assessment. This is where you would upload authorisation to represent an approval holder
4. **Installation Manuals** – Must be specific to the models in the application.

Confidential Information

If you require your component manufacturer to submit confidential information, it must be sent directly to info@wrasapprovals.co.uk, clearly quoting the relevant WRAS application reference number (WA******) once the application has been submitted.

Documents - Uploading files



Uploading Documents

1. Open the required Folder
2. Before uploading, navigate to and open the folder where you want to store the documents.
3. Uploading is only possible once the correct folder has been selected and opened.

Uploading Methods

Once your folder is open, you have two options to upload your files:

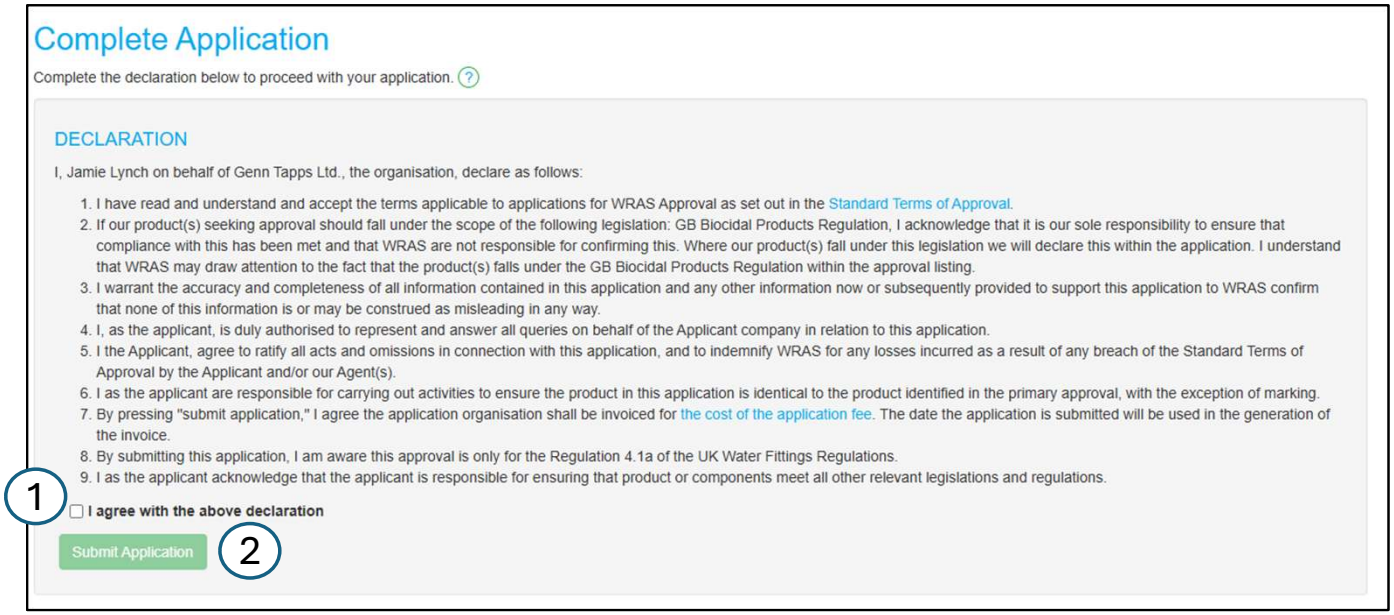
A. Upload Button

- Click the Upload button.
- This will open your file explorer.
- Locate and select the files you wish to upload.
- Click Upload to add them to the folder.

B. Drag & Drop

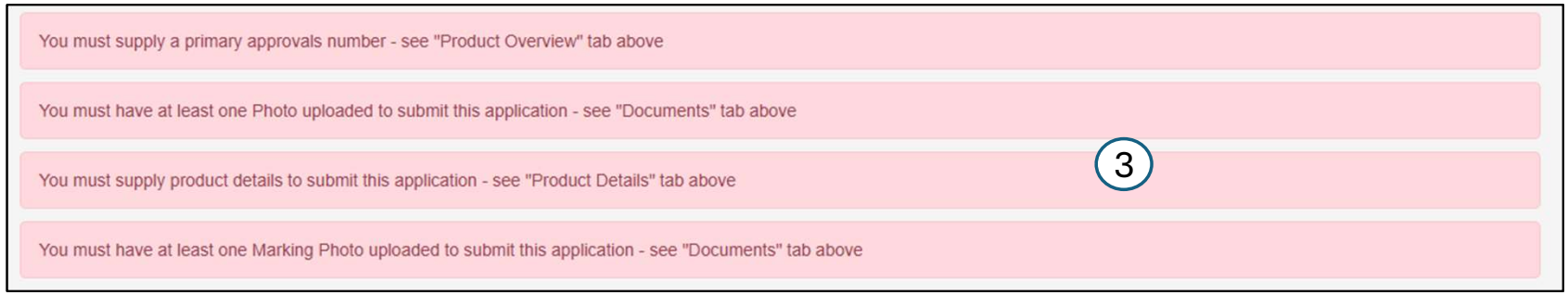
- Simply drag the files from your computer.
- Drop them into the designated upload area.
- The files will be added to the folder automatically.

Complete Application

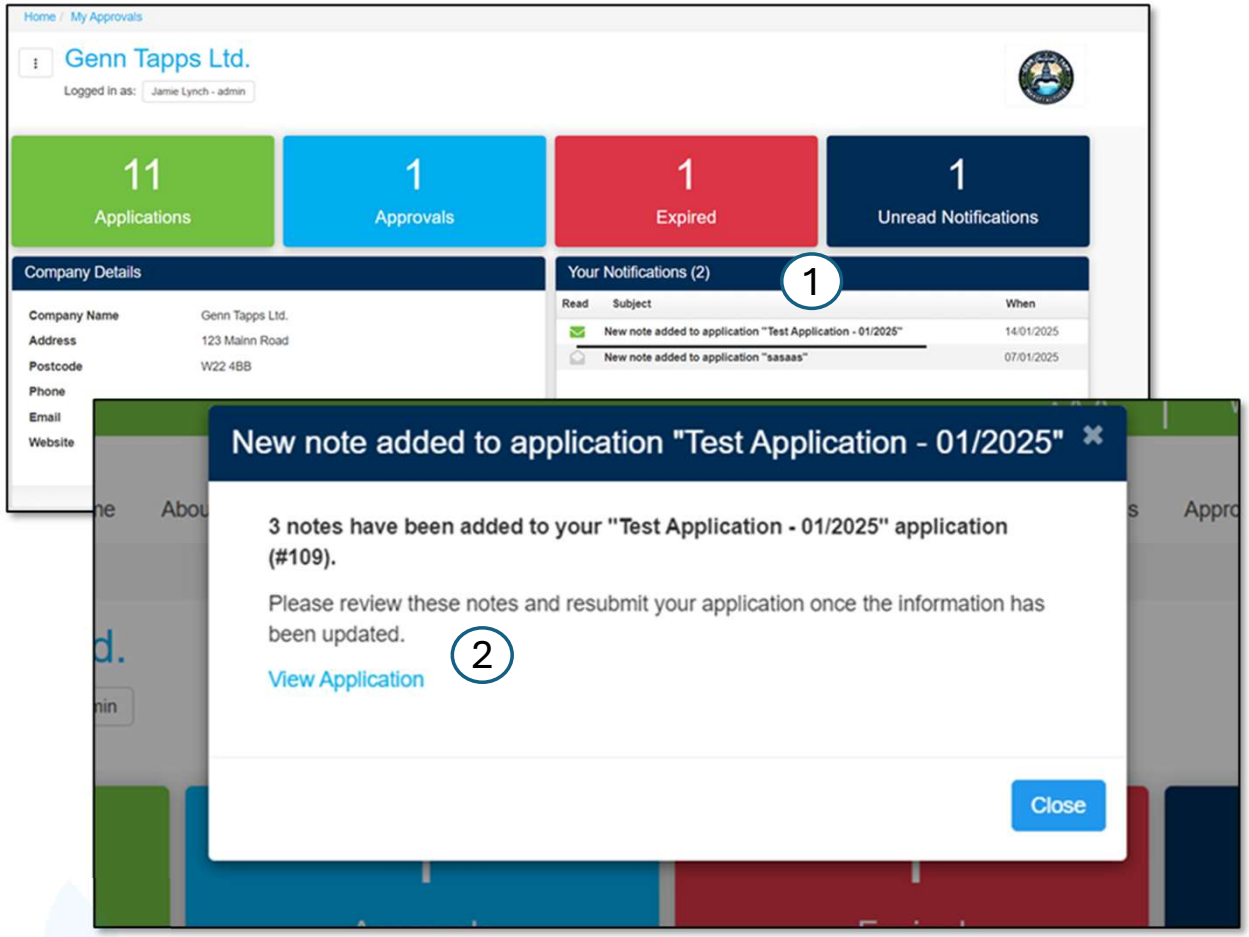


Completing the Application

1. **Review & Agree –** Tick the box to confirm your agreement with the declaration.
2. **Submit Application –** Click the "Submit" button to finalise your application.
3. **Error Message –** If any issues are detected before submission, they must be corrected before the application can be successfully submitted.



Application Review - Notifications

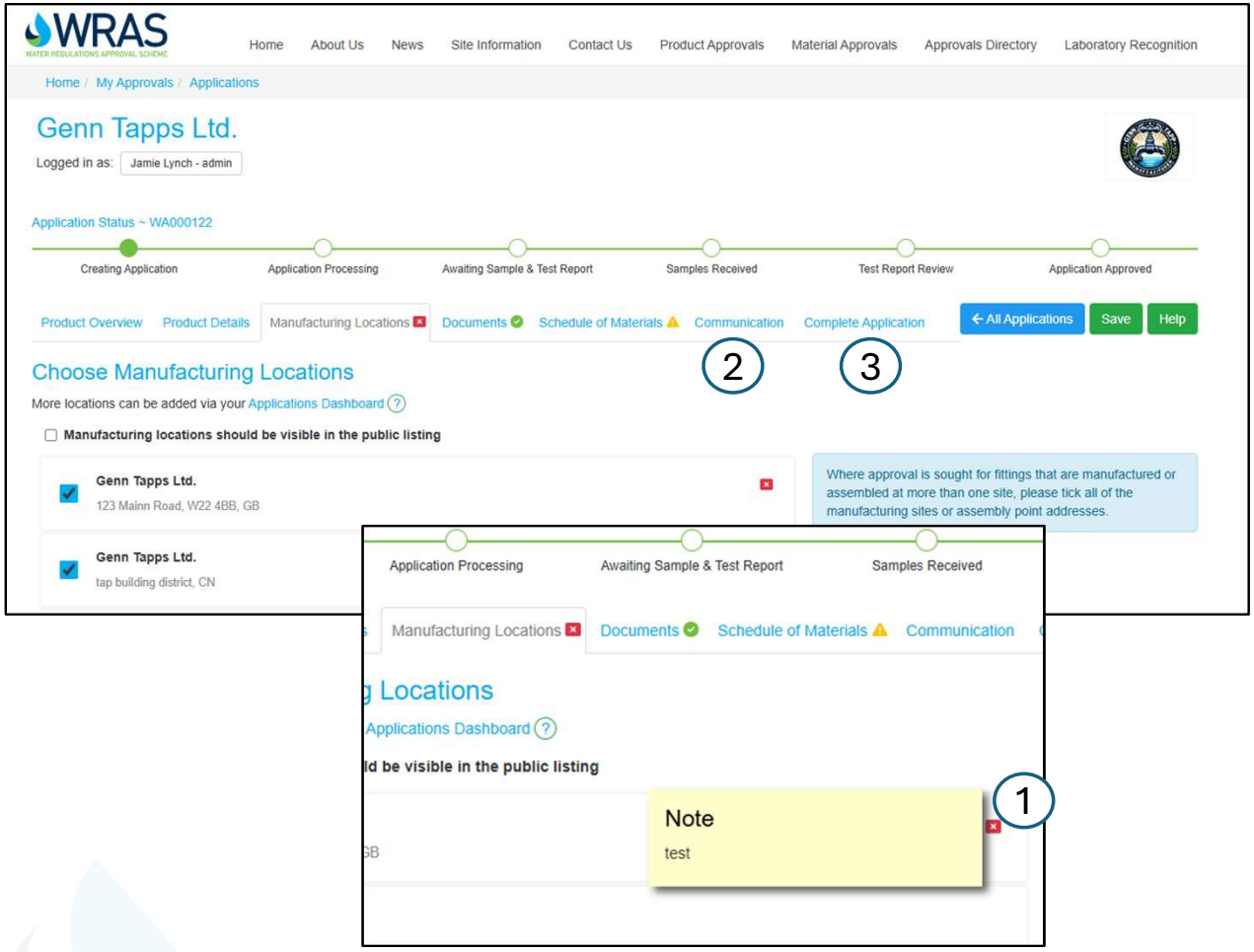


Reviewed Application

Once the application has been reviewed, any queries or issues will be highlighted for your attention.

1. **Your Notifications –** Available on your **Approvals Dashboard**, notifications related to your application will appear.
2. **New Note -** Selecting a notification will open a New Note window, which includes a link to the application for further review and action.

Application Review - Assessor Feedback



Reviewing Assessor Feedback

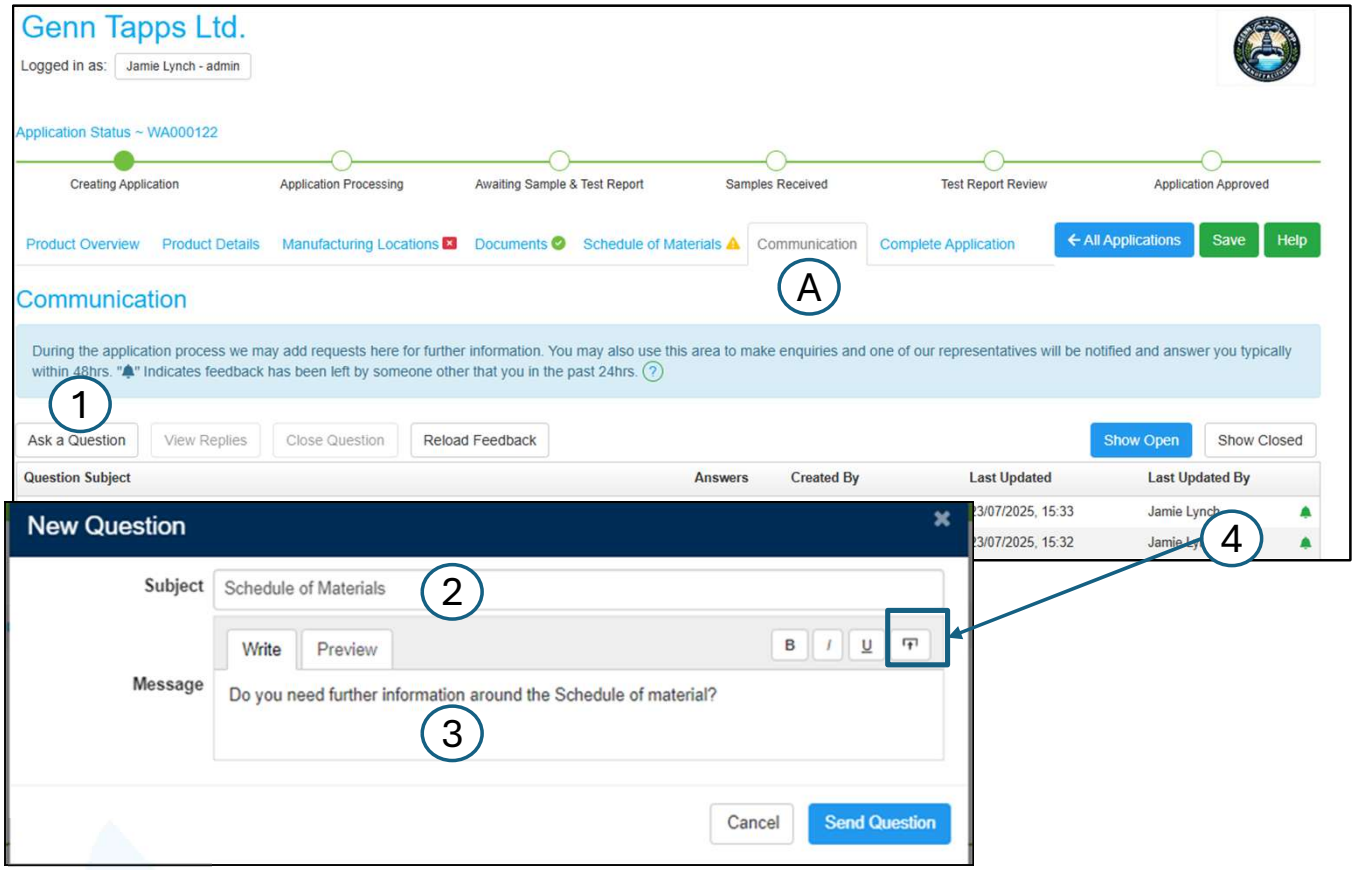
After clicking the link in the '**New Note'** box, you will be directed to the relevant approval.
Throughout the application, you will see **coloured shapes** indicating different statuses:
***Red Box** – A query or issue has been raised by the assessor.
***Amber Triangle**– You have responded to the query or issue.
***Green Circle** – The assessor has reviewed your response and marked the issue as resolved.
🔒 – No issues were found in this section, and it is locked from editing.

Wherever you see a **Red Box**, there is a comment from the assessor.

1. Clicking on the asterisk will open a 'sticky note' style message.
2. If you need further clarification or wish to respond, you can do so via the communication window.
3. Once you've addressed all comments and made the necessary updates, you must resubmit your application using the 'Complete Application' tab. Your assessor will not be notified to review your changes unless you do this.

If you make changes to a section where a note was placed, the **Red Box** will change to an **Amber Triangle**.

Application Review - Communication



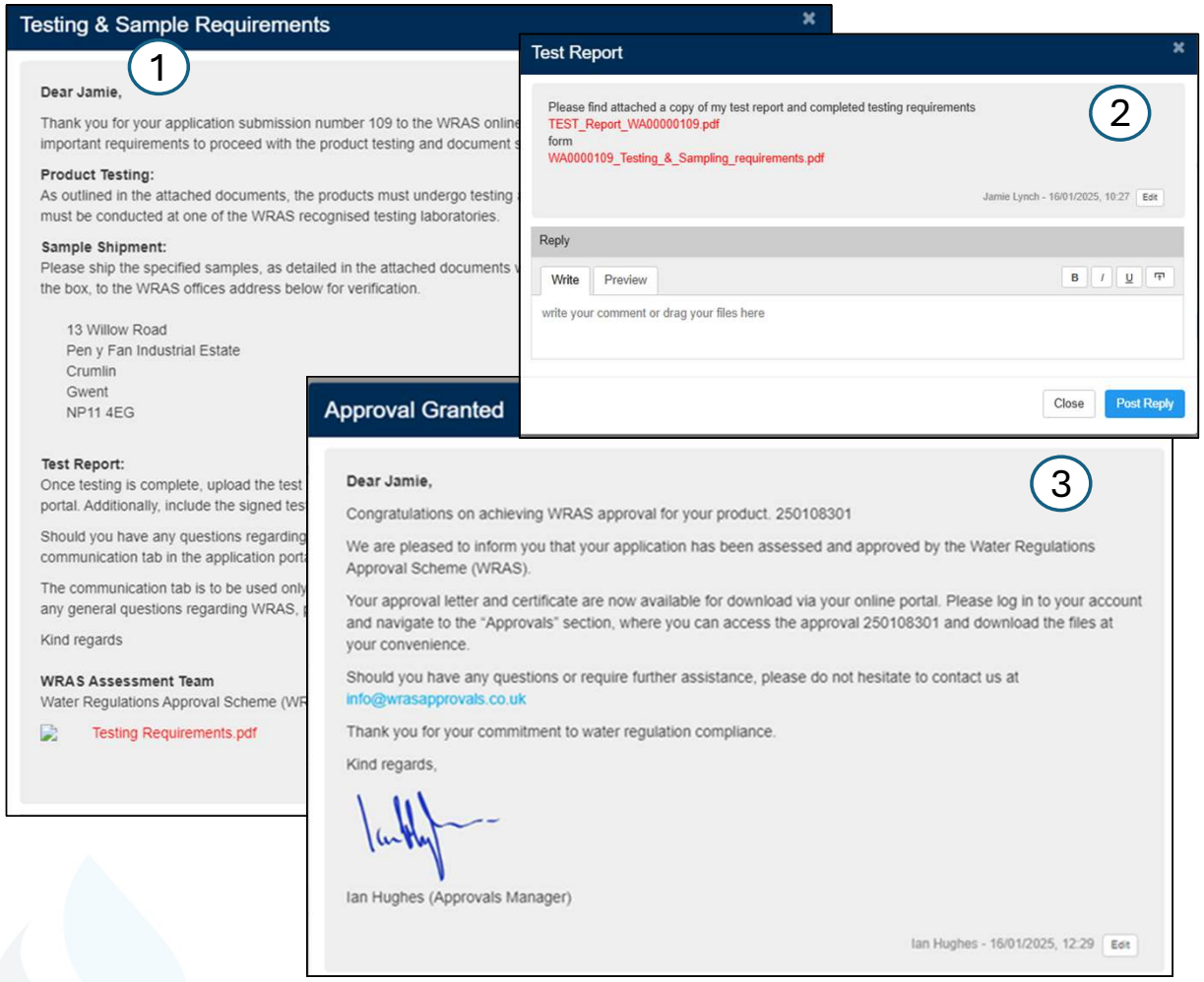
Communication

A. Communications Tab - will only become available once the application has been assigned to an assessor.

Contacting the Assessor

1. **Ask a Question** – can be used to contact the WRAS assessor responsible for your application.
2. **Subject -** messages are required to have a title to enable sending a communication.
3. **Message -** the subject must be relevant to the application and comply with WRAS impartiality guidelines.
4. **Upload –** documents can be uploaded when you ask a question

Application Review - Communication



Important Communication

Throughout the WRAS application process, several key types of communication will be used to keep you informed and guide you through each stage:

1.Testing & Sample Requirements

a) Once your application has been reviewed and any queries resolved, you will receive communication detailing the testing and sample requirements.
b) The document outline sample to be tested at a WRAS recognised laboratory.
c) You must send requested samples to WRAS
d) A response is required to confirm whether you will collect the samples after approval or if WRAS should dispose of them on your behalf.

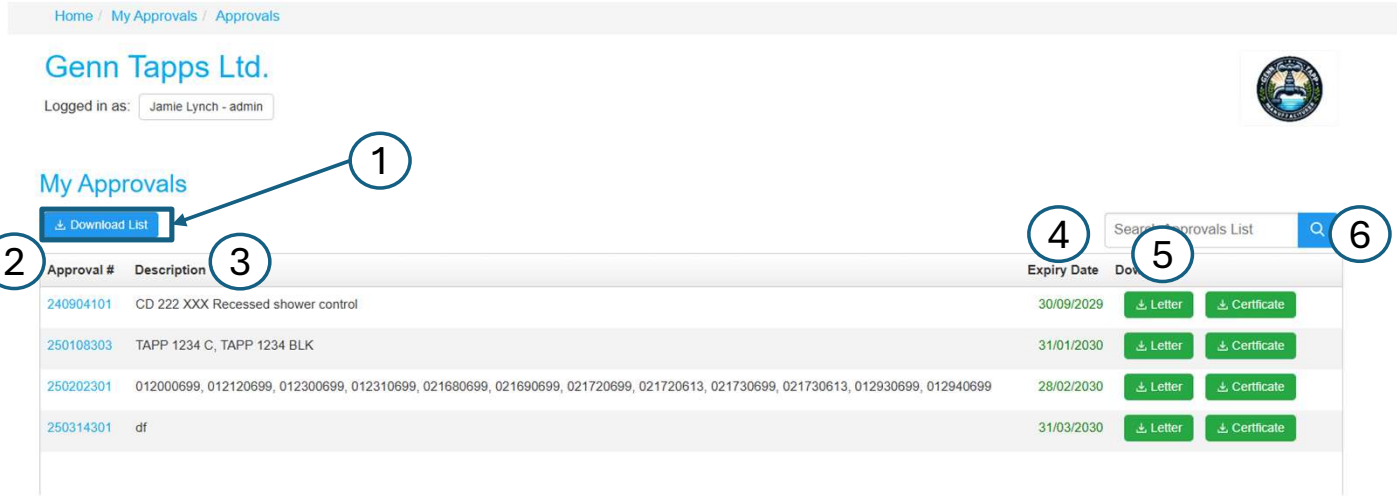
2.Submitting Test Reports

a) After testing is complete at your chosen recognised laboratory, you must communicate your results by uploading the test report via the communication function.
b) Once reviewed, the assessor will confirm completion and move the report to the test report folder.

3.Decision & Approval Notification

a) Once the test report has been reviewed, the assessor will identify the next steps and submit the application to a decision maker if appropriate.
b) You will receive a final approval notification once the decision maker confirms that all WRAS criteria have been met.
c) You will be able to view and download your approval documents in my approvals section on the portal.

My Approvals



Key

1. **Download List -** Export all approval into an Excel document.
2. **Approval # -** list of all your approval numbers, click on the number to take you to the online listing.
3. **Description –** the model number as displayed on the certificate.
4. **Expiry date –** the date which the approvals expire, colour coded
   Red – Expires within 3 months
   Amber – Expires with 9 months
   Green – All other valid approvals
5. **Letter –** Download your approval letter
6. **Certificate** – Download your certificate