

## How to – Update Certificate Details Following Renewal

### 1. Sign-in to Web Instance

a. Go to <https://moc.gen4.info/>

b. Select “Sign In”

CS

Sign In

Email Address  
cindy.james@coalservices.com.au  
email is required

Password

Forgot Password?

Sign in

NOTE: if you have forgotten your password select “Forgot Password” and enter your email address

gen<sup>4</sup> passport

Forgot your password?  
Enter your email below to get a reset link.

Email Address

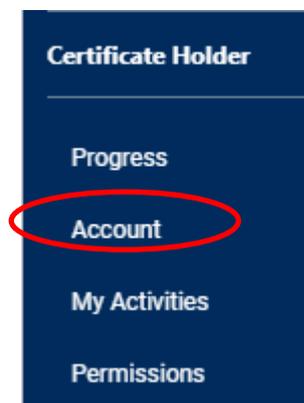
Submit

Back to Login

### 2. Update Certificate Details

Note: This can also be done following the same process on the Phone App – it will look slightly different – preference is to update on the web

a. Select the “Account” Tab from the Left Menu



**b. Scroll down to “Your Roles” and select the pencil  icon to edit**

Your Roles +

Industry: Underground coal mines	
Role: Deputy	
Start Date: 01-11-2017	

**c. Enter the new certificate start date**

Your Roles +

Please Select Industry Underground coal mines ▾	Please Select Role Deputy ▾	<a href="#">Edit Role</a>
Please select start date 01/11/2017 		

**d. Select the “Edit” button to save**

**Your progress will now have been reset.**

NOTE: If for any reason you need to download the information from the previous period you will need to change the date on your role back to the original certificate date.