

How to:

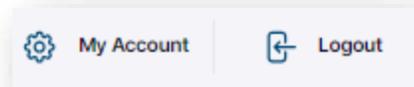


Update Certificate details following renewal (Certificate Holder)

How to update your Practising Certificate details following renewal with the Resources Regulator using Coal Services Maintenance of Competence (MoC) Portal.

Login at <https://moc.coalservices.com.au>

1. Select “My Account”
 - Mobile Device – select the 3 lines – at bottom
 - PC – left menu – bottom left



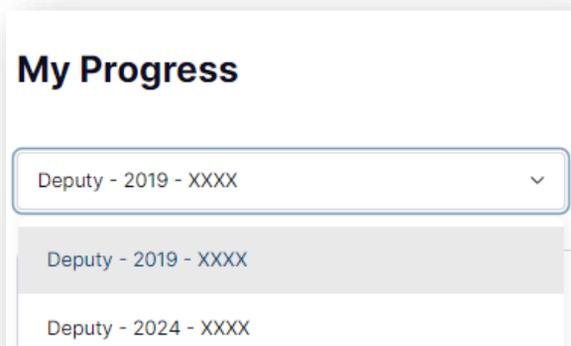
2. Scroll down and select “Add Certificate”



3. Add New Certificate details and select “Save Certificate”
Note: ensure the year is included for the Certificate ID to easily track each period.



4. Return to the Progress page and select the new Certificate



You are now ready to track your new certificate compliance.