

## Overview of the ACA process for Product Providers

The ACA product submission process takes the form of submission rounds 4 times a year. Only products submitted during a particular submission round are considered for addition to the subsequently published ACA product list.

- Step 1.** The product provider checks to see if their products meet the relevant technology criteria (available on the ACA website under “ACA categories and Criteria”).
- Step 2.** The product provider creates an ACA account on the Product Providers section of the ACA website.
  - **Note:** The information provided during registration is automatically linked to any products that are published on the ACA product list.
- Step 3.** The product provider submits their eligible product’s basic details through the online submission process.
  - **Note:** No technical documentation is required for the initial basic product submission.
- Step 4.** At the end of the relevant submission round SEAI checks the submitted product’s details and then requests supporting documentation from the product provider which must be supplied within 5 working days.
  - **Note:** Details on what type of supporting documentation is required are contained in the appendix of the relevant technology criteria document and these should be understood before submitting any products.
- Step 5.** SEAI sends the list of successfully checked products to the Ministerial department for official sign-off.
- Step 6.** The Ministerial department, if they are in agreement with the list’s contents, issues an Order to finalise the ACA specified List of eligible equipment. SEAI updates and publishes the final Specified List of ACA eligible equipment on the ACA website.

The most up to date ACA list of eligible products can be accessed through the public ACA website, [www.seai.ie/aca](http://www.seai.ie/aca).