

WORK INSTRUCTION

View/Search All Solar Pre-Approval (SPA) Requests and Extend a SPA Request as a Registered User

<Document Id.>

Purpose

This Work Instruction describes the steps required to ensure a Registered Electrical Contractor (REC), Licensed Electrical Worker (LEW) and Non-Electrician (i.e. Solar Installer, Builder, Customer, Market Participant or Other) can perform the following SPA request actions:

1. View
 2. Search
 3. Extend
-

Task Detail: View/Search All Solar Pre-Approval (SPA) Requests and Extend a SPA Request as a Registered User.

Proceed to [Section 1](#) for **View all Solar Pre-Approval Requests** Instructions.

Proceed to [Section 2](#) for **Search Solar Pre-Approval Requests** Instructions.

Proceed to [Section 3](#) for **Extend a Solar Pre-Approval Request** Instructions.

Section 1: View all Solar Pre-Approval Requests.

Step 1a After logging in to eConnect, select "Solar Pre-Approvals".
Note: You can click on the picture or the text.

Step 1b Alternatively, you can select "Solar Pre-Approvals" from the sidebar menu on the left-hand side.

The screenshot displays the eConnect user interface for a user named 'Robbo Electrician'. On the left, a dark sidebar menu contains several options: 'Dashboard', 'My Connections', 'Connection Request', 'Solar Pre-Approvals' (highlighted with a red box and a red circle containing '1b'), 'Call to Action', 'Manage My Profile', and 'Enquiries'. The main content area features a grid of three cards: 'New Connection' (with a lightbulb icon), 'Alterations' (with a wireframe house icon), and 'Abolishments' (with a silhouette of workers). Below these is a 'Latest Requests' section with a search bar and a table. The table has columns for '#', 'Work Site Address', 'Type', 'Status', 'Update', 'Cancel', and 'Clone'. The first row of the table is highlighted with a red box and a red circle containing '1a', showing a 'Solar Pre-Approvals' request with a solar panel icon. Other cards in the grid include 'Enquiries' (with a question mark icon) and 'Help' (with an icon of hands). The footer of the page reads 'Copyright © 2015 CitiPower and Powercor Australia'.

Step 2

You will be directed to the Solar Pre-Approval Requests page with a list view of SPA request records you have submitted.

Note: The list of SPA records is sorted so that the most recently submitted record appears at the top.

Step 3

The description at the bottom left-hand corner of the page tells you how many requests are displayed out of the total number of requests submitted to date.

Step 4

This is the search bar which offers two options:

1. "Find" (basic search): This will filter for the correct SPA record from the default displayed list of the latest 50 records.
2. "Advanced Search": This allows you to query ALL the SPA records that you have submitted to date based on specific details e.g. Meter Number.

The screenshot shows the 'Solar Pre-Approval Requests' page for user Robbo Electrician. At the top right is a 'Log Out' link. Below the breadcrumb 'Dashboard / Solar Pre-Approval' is the page title 'Solar Pre-Approval Requests' and a blue button 'Submit New Solar Pre-Approval'. A search bar contains 'Find' and 'Advanced Search' options. Below the search bar is a dropdown for 'records per page' set to '10'. A table lists 12 SPA records with columns: #, Work Site Address, SPA Assessment Outcome, Approved Capacity, Expiry Date, Approved Date, and Extend. At the bottom left, a status bar shows 'Showing 1 to 10 of 20 entries'. Red circles with numbers 2, 3, and 4 highlight the search bar, the status bar, and the search bar again respectively.

#	Work Site Address	SPA Assessment Outcome	Approved Capacity	Expiry Date	Approved Date	Extend
SPA-16670	121 THE SISTERS RD, GARVOC 3265	As Applied For	8.0 kW	08/12/2015	09/09/2015	⊕
SPA-16673	40 MARKET STREET, MELBOURNE 3000	In Progress	0 kW	08/12/2015		⊕
SPA-16671	290 BRYAN O-LYNN RD, PUNIM 3278	Further Assessment	0 kW	08/12/2015	09/09/2015	⊕
SPA-17053	5 BOURKE STREET, MELBOURNE, 3000	In Progress	0 kW	09/12/2015		⊕
SPA-17537	9/97 OSBORNE ST, SOUTH YARRA, 3141	As Applied For	2.0 kW	10/10/2015	14/09/2015	⊕
SPA-17489	2402 HOPKINS HWY, PURNIM, 3278	Reduced Capacity	5.0 kW	12/10/2015	11/09/2015	⊕
SPA-17052	215 THE SISTERS RD, GARVOC 3265	As Applied For	5.0 kW	12/10/2015	10/09/2015	⊕
SPA-19102	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	12/10/2015		⊕
SPA-22976	10 ALTYRE CT, ST ALBANS 3021	As Applied For	23.0 kW	13/10/2015	01/10/2015	⊕
SPA-24249	34 SMITH STREET, MELBOURNE, 3079	Reduced Capacity	18.2 kW	13/10/2015	06/10/2015	⊕

Step 5

Select the arrow to choose the number of records per page that are displayed. On selection of "All" from the drop-down list, the most recent 50 records will be displayed.

The screenshot shows a web interface for "Robbo Electrician" with a "Solar Pre-Approval" section. The main heading is "Solar Pre-Approval Requests" with a "Submit New Solar Pre-Approval" button. A search bar is present with "Find" and "Advanced Search" options. A dropdown menu for "records per page" is open, showing options 10, 20, 50, and All. The number 5 is highlighted in a red circle next to the dropdown. Below the dropdown is a table of requests with columns: Site Address, SPA Assessment Outcome, Approved Capacity, Expiry Date, Approved Date, and Extend. The table contains 10 rows of data. At the bottom, it says "Showing 1 to 10 of 20 entries" and has pagination controls for pages 1 and 2.

Site Address	SPA Assessment Outcome	Approved Capacity	Expiry Date	Approved Date	Extend
10 ALTYRE CT, ST ALBANS 3021	As Applied For	11.0 kW	05/01/2016	07/10/2015	
10 ALTYRE CT, ST ALBANS 3021	As Applied For	22.0 kW	05/01/2016	07/10/2015	
290 BRYAN O'LYNN RD, PURNIM 3278	As Applied For	4.0 kW	05/01/2016	07/10/2015	
21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	05/01/2016		
3/ 97 OSBORNE ST, SOUTH YARRA 3141	As Applied For	5.0 kW	14/10/2015	06/10/2015	
34 SMITH STREET, MELBOURNE, 3079	Reduced Capacity	18.2 kW	13/10/2015	06/10/2015	
10 ALTYRE CT, ST ALBANS 3021	As Applied For	23.0 kW	13/10/2015	01/10/2015	
40 MARKET STEET, MELBOURNE, 3000	In Progress	0 kW	17/12/2015		
35 SMITH STREET, COLLINGWOOD, 3079	In Progress	0 kW	14/10/2015		
21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	12/10/2015		

Step 6

Your view of the SPA records list can be arranged by any of the following fields:

1. # (SPA request ID)
2. Work Site Address
3. SPA Assessment Outcome
4. Approved Capacity
5. Expiry Date
6. Approved Date

In this example, they are arranged by "Expiry Date".

Step 7

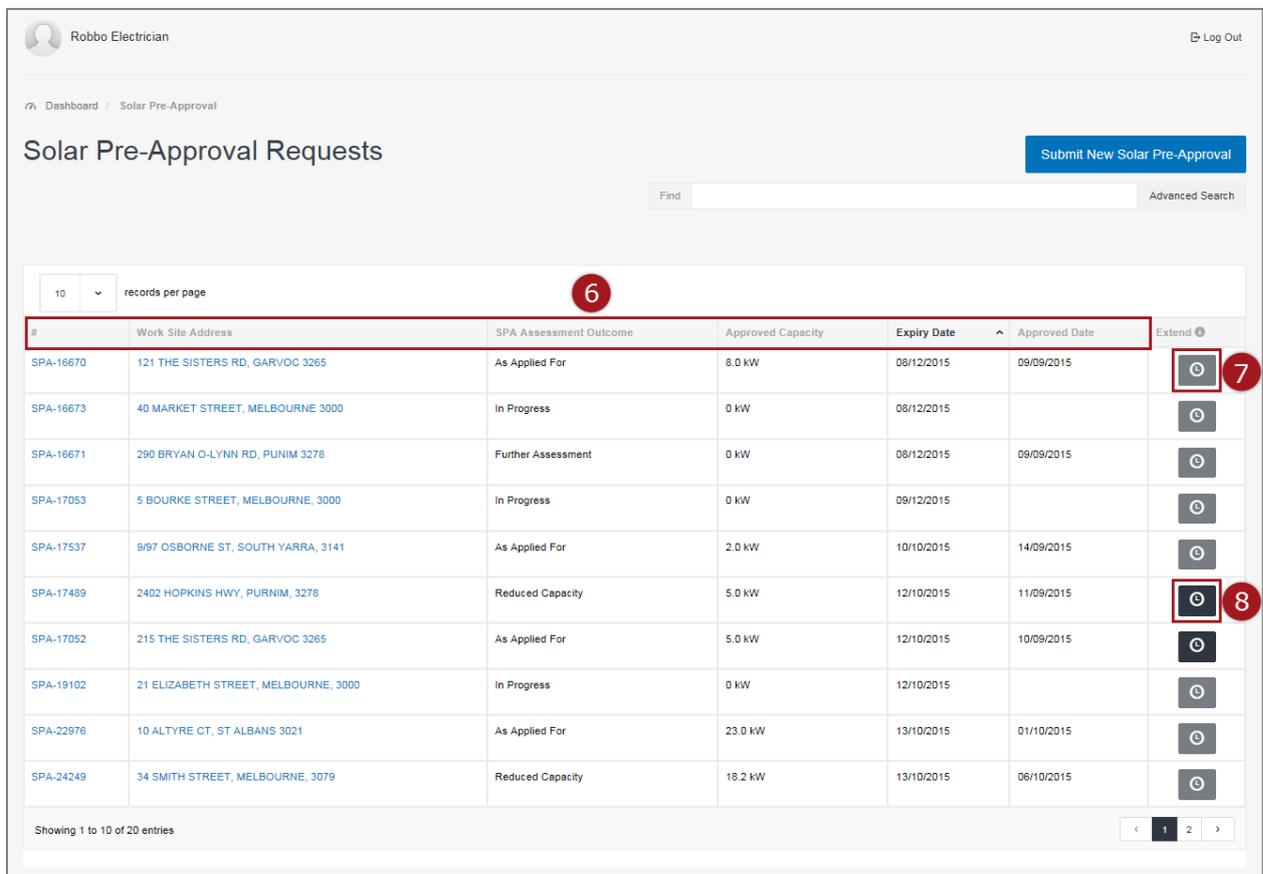
A dark grey clock icon  will be automatically available for those SPA requests that can be extended.

The conditions for expiry date extension are:

1. Can only be requested once
2. Only available 14 days prior to your SPA being expired.

Step 8

The "Extend" column shows greyed out icons  for requests that do not meet the extension conditions.



Robbo Electrician Log Out

Dashboard / Solar Pre-Approval

Solar Pre-Approval Requests

[Submit New Solar Pre-Approval](#)

Find [Advanced Search](#)

10 records per page

#	Work Site Address	SPA Assessment Outcome	Approved Capacity	Expiry Date	Approved Date	Extend
SPA-16670	121 THE SISTERS RD, GARVOC 3265	As Applied For	8.0 kW	08/12/2015	09/09/2015	
SPA-16673	40 MARKET STREET, MELBOURNE 3000	In Progress	0 kW	08/12/2015		
SPA-16671	290 BRYAN O-LYNN RD, PUNIM 3278	Further Assessment	0 kW	08/12/2015	09/09/2015	
SPA-17053	5 BOURKE STREET, MELBOURNE, 3000	In Progress	0 kW	09/12/2015		
SPA-17537	9/97 OSBORNE ST, SOUTH YARRA, 3141	As Applied For	2.0 kW	10/10/2015	14/09/2015	
SPA-17489	2402 HOPKINS HWY, PURNIM, 3278	Reduced Capacity	5.0 kW	12/10/2015	11/09/2015	
SPA-17052	215 THE SISTERS RD, GARVOC 3265	As Applied For	5.0 kW	12/10/2015	10/09/2015	
SPA-19102	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	12/10/2015		
SPA-22976	10 ALTYRE CT, ST ALBANS 3021	As Applied For	23.0 kW	13/10/2015	01/10/2015	
SPA-24249	34 SMITH STREET, MELBOURNE, 3079	Reduced Capacity	18.2 kW	13/10/2015	06/10/2015	

Showing 1 to 10 of 20 entries < 1 2 >

Section 2: Search Solar Pre-Approval Requests.

The "Find" function is useful if you are trying to find an SPA request using data from one of the column fields. This will filter for the correct SPA record from the SPA requests displayed on the screen.

For "Find" function instructions continue to [Step 2](#).

The "Advanced Search" function is useful if:

1. You are trying to find a historical SPA request
2. You are trying to search with data that is in not one of the default column fields (e.g. Meter Number)
3. Your "Find" search was not successful.

The result will return 50 records per screen.

For "Advanced Search" instructions continue to [Step 3](#).

Step 2

You can search by any of the following fields (as per column headings):

1. # (SPA request ID)
2. Work Site Address
3. SPA Assessment Outcome
4. Approved Capacity
5. Expiry Date
6. Approved Date

Enter details into the search bar and the records will automatically filter.

The screenshot displays a web application interface for "Solar Pre-Approval Requests". At the top left, the user is identified as "Robbo Electrician" with a "Log Out" link. The breadcrumb trail shows "Dashboard / Solar Pre-Approval". The main heading is "Solar Pre-Approval Requests", with a "Submit New Solar Pre-Approval" button to the right. A search bar contains the text "elizabeth" and is highlighted with a red circle containing the number "2". Below the search bar, there is a "records per page" dropdown set to "10". The table below has columns: "#", "Work Site Address", "SPA Assessment Outcome", "Approved Capacity", "Expiry Date", "Approved Date", and "Extend". Two records are shown, both for "21 ELIZABETH STREET, MELBOURNE, 3000" and "In Progress" status. The first record has an expiry date of "05/01/2016" and the second has "12/10/2015". At the bottom of the table, it says "Showing 1 to 2 of 2 entries (filtered from 20 total entries)". The footer contains copyright information for 2015 CitiPower and Powercor Australia, along with links for "Terms and Conditions" and "Privacy Policy".

If your search returns zero records, check the data that you have entered and try the search again. Alternatively, you can try the "Advanced Search".

The screenshot shows a web application interface for 'Solar Pre-Approval Requests'. At the top left, the user is identified as 'Robbo Electrician' with a profile icon. A 'Log Out' link is in the top right. Below the user information, the breadcrumb trail reads 'Dashboard / Solar Pre-Approval'. The main heading is 'Solar Pre-Approval Requests', with a blue button labeled 'Submit New Solar Pre-Approval' to its right. A search bar contains the text 'queen st' and an 'Advanced Search' button. Below the search bar, a table is displayed with a red border. The table has a header row with columns: '#', 'Work Site Address', 'SPA Assessment Outcome', 'Approved Capacity', 'Expiry Date', 'Approved Date', and 'Extend'. Below the header, the text 'No matching records found' is shown, followed by 'Showing 0 to 0 of 0 entries (filtered from 20 total entries)'. A pagination control with left and right arrows is at the bottom right of the table area. At the bottom of the page, there is a footer with the text 'Copyright © 2015 CitiPower and Powercor Australia | Terms and Conditions | Privacy Policy'.

Step 3 To begin your search, select "Advanced Search".

Step 4 You can search by one or more of the following fields:

1. SPA Request ID
2. Work Site Address
3. Meter Number
4. NMI
5. Expiry Date

Note: If you are entering an expiry date continue to [Step 5](#), otherwise continue to [Step 6](#).

The screenshot shows the 'Solar Pre-Approval Requests' page for a user named 'Robbo Electrician'. The page includes a search form with the following fields: SPA Request ID, Work Site Address, Meter Number, NMI, and Expiry Date. There is also a checkbox for 'Include all requests'. A red box highlights the search form, and a red circle with the number 4 is placed over the search input field. Below the search form is a table with the following columns: #, Work Site Address, SPA Assessment Outcome, Approved Capacity, Expiry Date, Approved Date, and Extend. The table contains 20 entries, with the first 10 visible. The first entry is SPA-24305, 10 ALTYRE CT, ST ALBANS 3021, As Applied For, 11.0 kW, 05/01/2016, 07/10/2015. The last entry is SPA-19102, 21 ELIZABETH STREET, MELBOURNE, 3000, In Progress, 0 kW, 12/10/2015. The page also has a 'Submit New Solar Pre-Approval' button and a 'Log Out' link.

#	Work Site Address	SPA Assessment Outcome	Approved Capacity	Expiry Date	Approved Date	Extend
SPA-24305	10 ALTYRE CT, ST ALBANS 3021	As Applied For	11.0 kW	05/01/2016	07/10/2015	⊙
SPA-24304	10 ALTYRE CT, ST ALBANS 3021	As Applied For	22.0 kW	05/01/2016	07/10/2015	⊙
SPA-24298	290 BRYAN O'LYNN RD, PURNIM 3278	As Applied For	4.0 kW	05/01/2016	07/10/2015	⊙
SPA-24297	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	05/01/2016		⊙
SPA-24251	3/ 87 OSBORNE ST, SOUTH YARRA 3141	As Applied For	5.0 kW	14/10/2015	06/10/2015	⊙
SPA-24249	34 SMITH STREET, MELBOURNE, 3079	Reduced Capacity	18.2 kW	13/10/2015	06/10/2015	⊙
SPA-22976	10 ALTYRE CT, ST ALBANS 3021	As Applied For	23.0 kW	13/10/2015	01/10/2015	⊙
SPA-19475	40 MARKET STEET, MELBOURNE, 3000	In Progress	0 kW	17/12/2015		⊙
SPA-19474	35 SMITH STREET, COLLINGWOOD, 3079	In Progress	0 kW	14/10/2015		⊙
SPA-19102	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	12/10/2015		⊙

Step 5

You can select a range of expiry dates using the calendar tool. Either find and select the dates on the calendar or enter the dates into the boxes on the left-hand side.

Select "Apply" once you have chosen your date range.

Step 6

Check the "Include all requests" box if you are searching for historical SPA request including those that have been expired or installed.

Step 7

Select "Search".

The screenshot displays the 'Solar Pre-Approval Requests' interface. At the top, there's a user profile for 'Robbo Electrician' and a 'Log Out' link. Below that, a breadcrumb trail shows 'Dashboard / Solar Pre-Approval'. The main heading is 'Solar Pre-Approval Requests' with a 'Submit New Solar Pre-Approval' button. A search bar is present with a 'Find' input and an 'Advanced Search' button. The search form includes fields for 'SPA Request ID', 'Work Site Address' (pre-filled with 'Queen Street'), 'Meter Number', and 'NMI'. A 'Search' button is highlighted with a red circle '7'. Below the search form, there's a 'records per page' dropdown set to '10'. The 'Expiry Date' section is expanded, showing a calendar for May 2015 and October 2015. The 'FROM' date is '13/05/2015' and the 'TO' date is '08/10/2015'. The 'Apply' button is highlighted with a red circle '5'. To the right of the calendar, the 'Include all requests' checkbox is checked and highlighted with a red circle '6'. Below the search form, a table lists 20 SPA requests. The table has columns for '#', 'Work Site Address', 'Status', 'kW', 'Date', 'Approved Date', and 'Extend'. The first row is SPA-24305 at 10 ALTYRE CT, ST ALBANS 3021. The table shows various statuses like 'As Applied For', 'In Progress', and 'Reduced Capacity'. At the bottom, it says 'Showing 1 to 10 of 20 entries' and has a pagination control showing '1' and '2'.

If your search returns zero records, check the data that you have entered and try the search again.

Robbo Electrician Log Out

Dashboard / Solar Pre-Approval

Solar Pre-Approval Requests

[Submit New Solar Pre-Approval](#)

Find Advanced Search

SPA Request ID

Work Site Address

Meter Number

NMI

Expiry Date

Include all requests

[Search](#) [Reset](#)

Your search has returned 0 records. Please refine your search criteria.

10 records per page

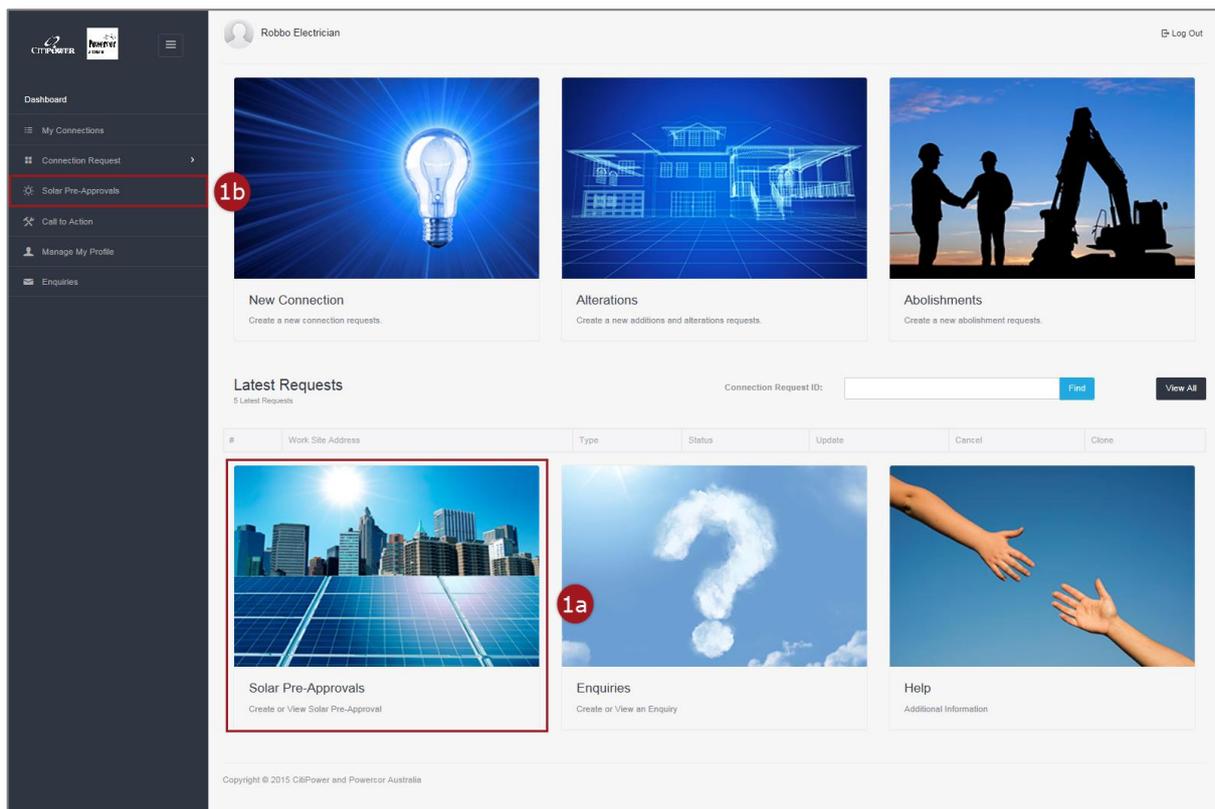
#	Work Site Address	SPA Assessment Outcome	Approved Capacity	Expiry Date	Approved Date	Extend
No data available in table						

Showing 0 to 0 of 0 entries

Section 3: Extend a Solar Pre-Approval Request.

Step 1a After logging in, select "Solar Pre-Approvals".
Note: You can click on the picture or the text.

Step 1b Alternatively, you can select "Solar Pre-Approvals" from the sidebar menu on the left-hand side.

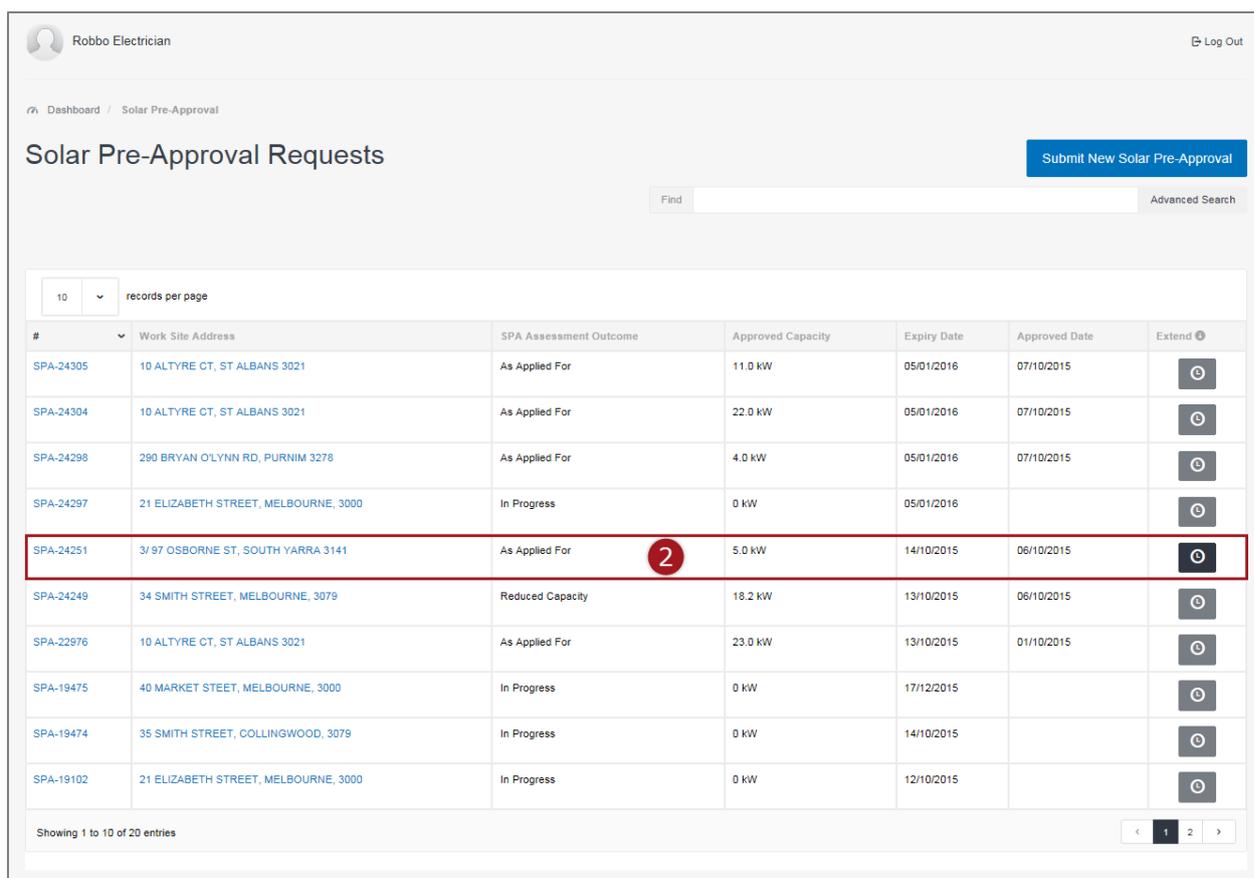


Step 2

The "Extend" column shows dark grey clock icons  for SPA requests that can be extended. Requests with the greyed-out clock icons  do not meet the extension conditions.

Select a record that can be extended.

Note: You can click on any text in blue or the dark grey clock icon.



Solar Pre-Approval Requests

10 records per page

#	Work Site Address	SPA Assessment Outcome	Approved Capacity	Expiry Date	Approved Date	Extend
SPA-24305	10 ALTYRE CT, ST ALBANS 3021	As Applied For	11.0 kW	05/01/2016	07/10/2015	
SPA-24304	10 ALTYRE CT, ST ALBANS 3021	As Applied For	22.0 kW	05/01/2016	07/10/2015	
SPA-24298	280 BRYAN O'LYNN RD, PURNIM 3278	As Applied For	4.0 kW	05/01/2016	07/10/2015	
SPA-24297	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	05/01/2016		
SPA-24251	3/ 97 OSBORNE ST, SOUTH YARRA 3141	As Applied For	5.0 kW	14/10/2015	06/10/2015	
SPA-24249	34 SMITH STREET, MELBOURNE, 3079	Reduced Capacity	18.2 kW	13/10/2015	06/10/2015	
SPA-22876	10 ALTYRE CT, ST ALBANS 3021	As Applied For	23.0 kW	13/10/2015	01/10/2015	
SPA-19475	40 MARKET STEET, MELBOURNE, 3000	In Progress	0 kW	17/12/2015		
SPA-19474	35 SMITH STREET, COLLINGWOOD, 3079	In Progress	0 kW	14/10/2015		
SPA-19102	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	12/10/2015		

Showing 1 to 10 of 20 entries

Step 3

If your SPA request meets the extension conditions, Select "Extend".

The conditions for the expiry date extension are:

1. Can only be requested once
2. Is only available 14 days prior to your SPA being expired

Note: If your SPA does not meet extension conditions it will be greyed out.

Robbo Electrician Log Out

Dashboard / Solar Pre-Approval / SPA-24251

SPA-24251

CitiPower and Powercor Solar Pre-Approval Assessment 3

The assessment only considers the impact of the size of the inverter and the amount of electricity exported to the grid. It does not consider the wiring of your premises as to its suitability for the proposed PV system, or the configuration of panels used in the PV system. The Pre-Approval only applies to the capacity of the inverter that can be connected to the grid. Any inverter installed must be on the Clean Energy Council Approved Grid-Connected Inverters list.

Solar Pre-Approval Assessment Outcome	As Applied For
Approved Capacity	5 kW
Approved Capacity Per Phase	
Phase 1	5 kW
Approved Date	06/10/2015
Expiry Date	14/10/2015

Approval is valid for 90 days from this date. If not installed within 90 days re approval is required*.
*Approved Solar Pre-approvals can be extended as a once off for a period of 30 days within 14 days from the original approved Solar Pre-approval expiring.

Proposed Generator Installation Details

Upgrade Reason	Adding to existing inverter
Power Rating of Existing Inverter	4 kW
Proposed Total Power Rating	5 kW
Proposed Inverter	
Phase 1	5 kW

Proposed Installer Details

Generator Owner Details

Customer Name	hihi
Supply Address	3/ 97 OSBORNE ST, SOUTH YARRA 3141
Customer NMI	61023404623
Meter Number	A6560937

Extend
Back
Print

You will see this message of confirmation that your SPA assessment has been extended. It will provide you with the new expiry date which will be 30 days after the original expiry date.

Robbo Electrician Log Out

Dashboard / Solar Pre-Approval / SPA-24251

SPA-24251

You have successfully extended your Solar Pre-Approval assessment. The new Expiry Date is 11/12/2015

Citipower and Powercor Solar Pre-Approval Assessment

The assessment only considers the impact of the size of the inverter and the amount of electricity exported to the grid. It does not consider the wiring of your premises as to its suitability for the proposed PV system, or the configuration of panels used in the PV system. The Pre-Approval only applies to the capacity of the inverter that can be connected to the grid. Any inverter installed must be on the Clean Energy Council Approved Grid-Connected Inverters list.

Solar Pre-Approval Assessment Outcome	As Applied For
Approved Capacity	5 kW
Approved Capacity Per Phase	
Phase 1	5 kW
Approved Date	09/10/2015
Expiry Date	11/12/2015

Approval is valid for 90 days from this date. If not installed within 90 days re approval is required*.
*Approved Solar Pre-approvals can be extended as a once off for a period of 30 days within 14 days from the original approved Solar Pre-approval expiring.

Extend

Back

Print

Proposed Generator Installation Details

Upgrade Reason	Adding to existing inverter
Power Rating of Existing Inverter	4 kW
Proposed Total Power Rating	5 kW
Proposed Inverter	
Phase 1	5 kW

Proposed Installer Details

Generator Owner Details

Customer Name	hihi
Supply Address	3/ 97 OSBORNE ST, SOUTH YARRA 3141
Customer NMI	61023404623
Meter Number	A6560937