

## WORK INSTRUCTION

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

<Document Id.>

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### 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 contains a menu with 'Solar Pre-Approvals' highlighted in red. The main content area features a grid of service cards: 'New Connection' (lightbulb icon), 'Alterations' (blue wireframe house icon), and 'Abolishments' (silhouettes 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 border and contains a 'Solar Pre-Approvals' card with a solar panel icon. A red circle with '1a' is overlaid on the question mark icon in the 'Enquiries' card, and a red circle with '1b' is overlaid on the 'Solar Pre-Approvals' card in the sidebar.

#	Work Site Address	Type	Status	Update	Cancel	Clone
		Solar Pre-Approvals				

## 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 displays the 'Solar Pre-Approval Requests' interface. At the top, the user 'Robbo Electrician' is logged in. The page title is 'Solar Pre-Approval Requests' with a 'Submit New Solar Pre-Approval' button. A search bar is present with 'Find' and 'Advanced Search' options. Below the search bar, there is a 'records per page' dropdown set to '10'. The main content is a table with the following data:

#	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	⊙

At the bottom, a pagination bar shows 'Showing 1 to 10 of 20 entries' and navigation buttons for 1 and 2.

### 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.

Robbo Electrician Log Out

Dashboard | Solar Pre-Approval

## Solar Pre-Approval Requests

[Submit New Solar Pre-Approval](#)

Find  Advanced Search

records per page

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	
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/ 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-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		

Showing 1 to 10 of 20 entries < 1 2 >

### 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

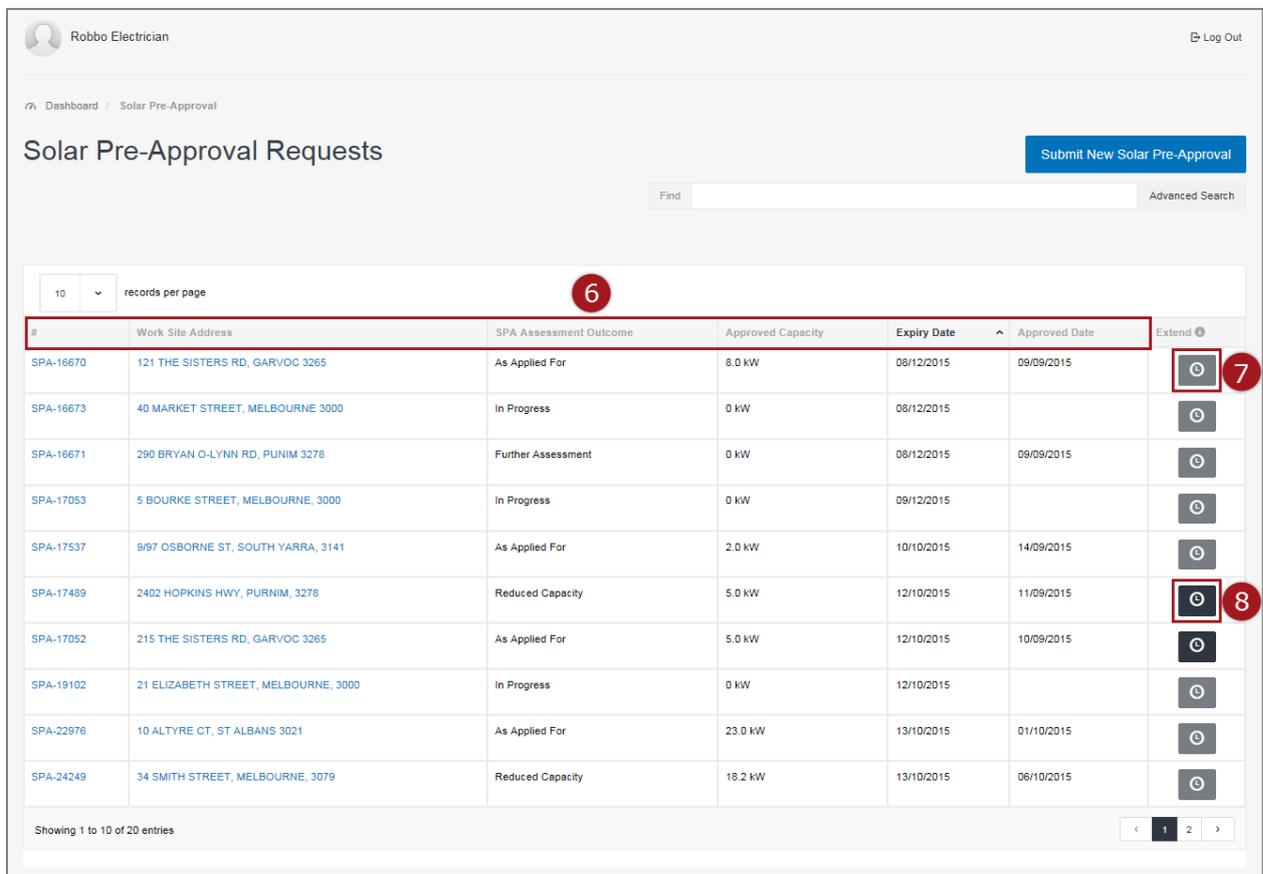
A dark grey clock icon  will be automatically available for those SPA requests that can be extended.

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.



#	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	

## 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 shows a web interface for "Solar Pre-Approval Requests". At the top, there is a user profile for "Robbo Electrician" and a "Log Out" button. Below the navigation bar, the page title is "Solar Pre-Approval Requests" and there is a "Submit New Solar Pre-Approval" button. A search bar contains the text "elizabeth" and a red circle with the number "2" is next to it. Below the search bar, there is a table with columns: #, Work Site Address, SPA Assessment Outcome, Approved Capacity, Expiry Date, Approved Date, and Extend. The table shows two entries: SPA-24297 and SPA-19102, both with the address "21 ELIZABETH STREET, MELBOURNE, 3000" and "In Progress" status. At the bottom of the table, it says "Showing 1 to 2 of 2 entries (filtered from 20 total entries)".

#	Work Site Address	SPA Assessment Outcome	Approved Capacity	Expiry Date	Approved Date	Extend
SPA-24297	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	05/01/2016		
SPA-19102	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	12/10/2015		

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 user interface for 'Robbo Electrician' with a 'Log Out' button in the top right. The breadcrumb trail is 'Dashboard / Solar Pre-Approval'. The main heading is 'Solar Pre-Approval Requests', with a blue button '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 is a table with columns: '#', 'Work Site Address', 'SPA Assessment Outcome', 'Approved Capacity', 'Expiry Date', 'Approved Date', and 'Extend'. The table is currently empty, displaying 'No matching records found' and 'Showing 0 to 0 of 0 entries (filtered from 20 total entries)'. A pagination control shows left and right arrows. At the bottom, there is a footer with copyright information: '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 displays the 'Solar Pre-Approval Requests' page for a user named 'Robbo Electrician'. The page includes a search bar with a 'Find' input field and an 'Advanced Search' button. Below the search bar is a form with five input fields: SPA Request ID, Work Site Address, Meter Number, NMI, and Expiry Date. A red box highlights this form, and a red circle with the number '4' is placed over the search input field. The search results are displayed in 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 'Extend' column contains a circular icon for each row. The page also features 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".

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

7

10 records per page

Expiry Date

FROM

TO

Include all requests 6

5

#	Work Site Address	Status	kW	Date	Approved Date	Extend
SPA-24305	10 ALTYRE CT, ST ALBANS 3021			116	07/10/2015	<input type="button" value="⊙"/>
SPA-24304	10 ALTYRE CT, ST ALBANS 3021	As Applied For	22.0 kW	05/01/2016	07/10/2015	<input type="button" value="⊙"/>
SPA-24298	280 BRYAN O'LYNN RD, PURNIM 3278	As Applied For	4.0 kW	05/01/2016	07/10/2015	<input type="button" value="⊙"/>
SPA-24297	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	05/01/2016		<input type="button" value="⊙"/>
SPA-24251	3/ 97 OSBORNE ST, SOUTH YARRA 3141	As Applied For	5.0 kW	14/10/2015	06/10/2015	<input type="button" value="⊙"/>
SPA-24249	34 SMITH STREET, MELBOURNE, 3079	Reduced Capacity	18.2 kW	13/10/2015	06/10/2015	<input type="button" value="⊙"/>
SPA-22976	10 ALTYRE CT, ST ALBANS 3021	As Applied For	23.0 kW	13/10/2015	01/10/2015	<input type="button" value="⊙"/>
SPA-19475	40 MARKET STEET, MELBOURNE, 3000	In Progress	0 kW	17/12/2015		<input type="button" value="⊙"/>
SPA-19474	35 SMITH STREET, COLLINGWOOD, 3079	In Progress	0 kW	14/10/2015		<input type="button" value="⊙"/>
SPA-19102	21 ELIZABETH STREET, MELBOURNE, 3000	In Progress	0 kW	12/10/2015		<input type="button" value="⊙"/>

Showing 1 to 10 of 20 entries < 1 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

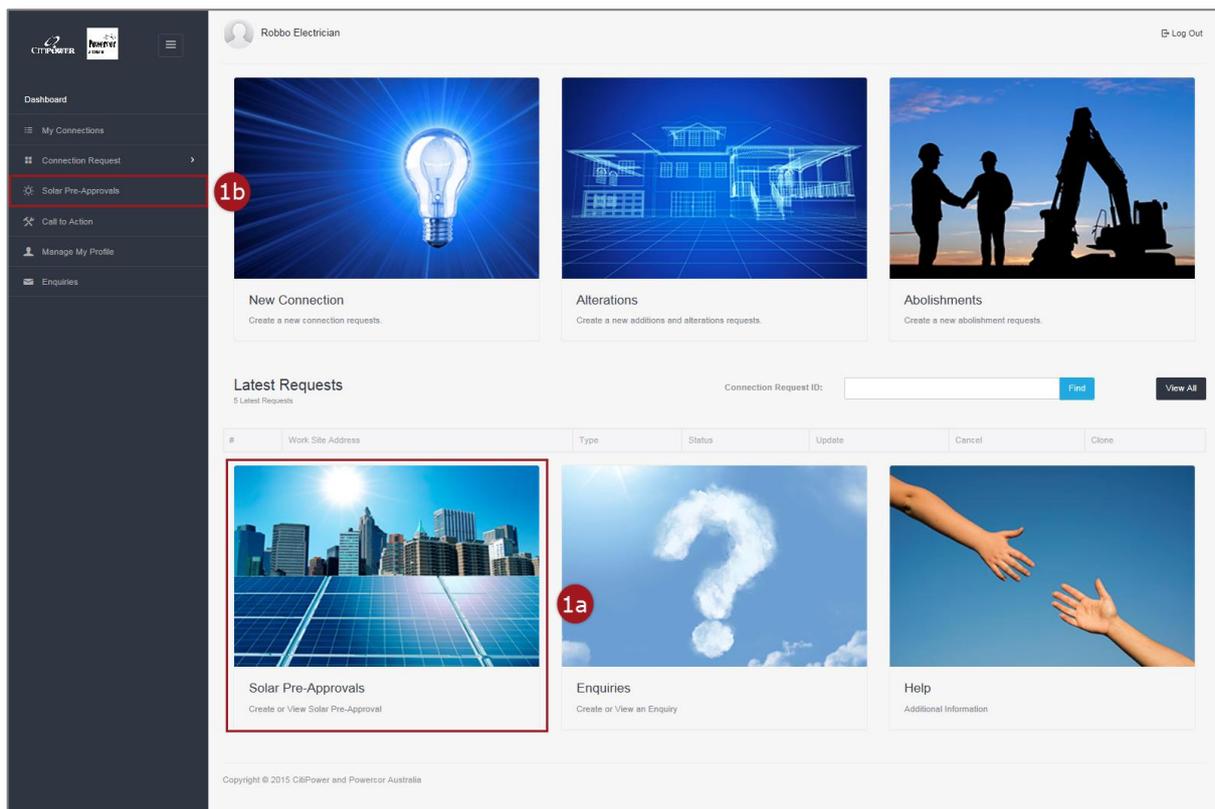
#	Work Site Address	SPA Assessment Outcome	Approved Capacity	Expiry Date	Approved Date	Extend
No data available in table						

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.

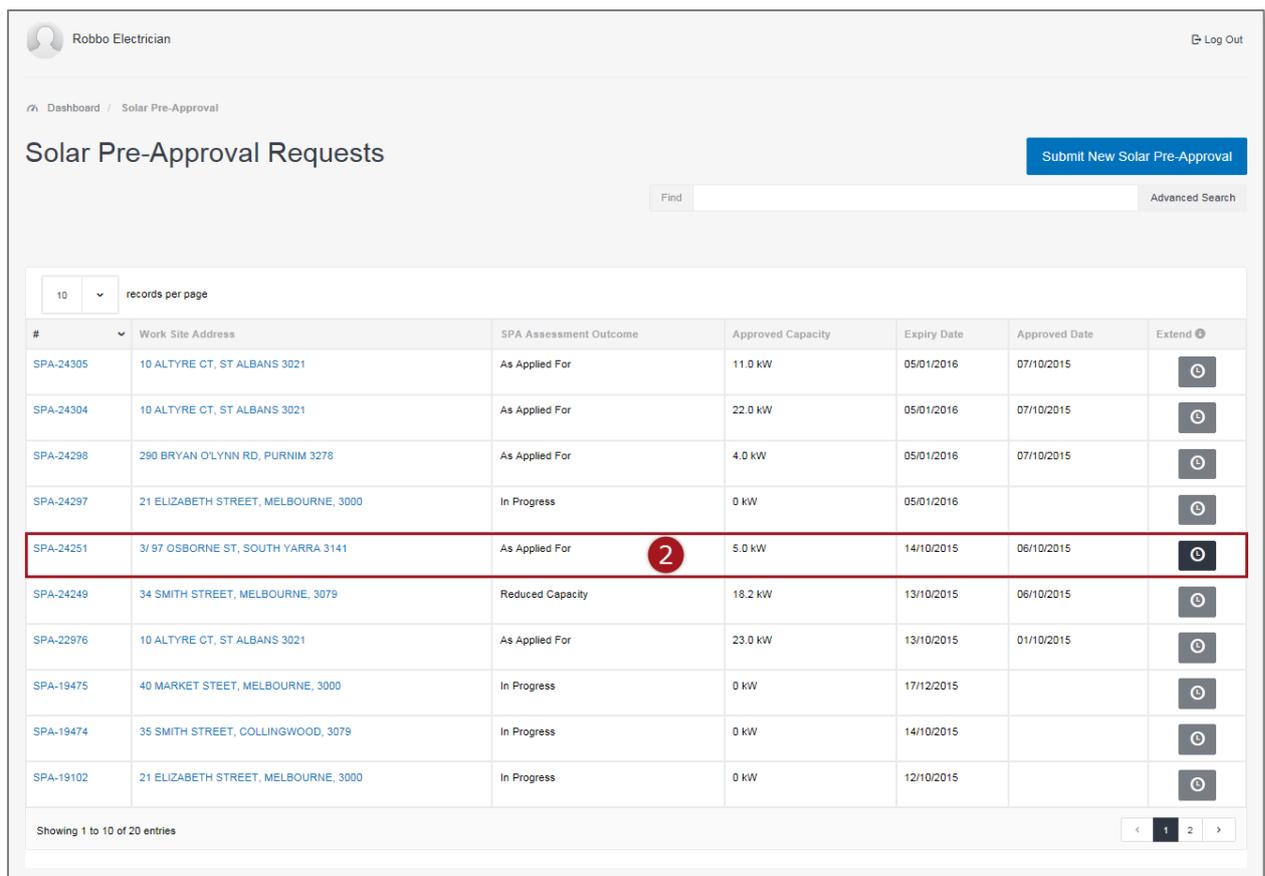


## Step 2

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.



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-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 < 1 2 >

### 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

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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.

### 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

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Print

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