

## WORK INSTRUCTION

# Submit a Solar Pre-Approval (SPA) Request as a Guest User.

<Document Id.>

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### Purpose

This Work Instruction describes the steps required to ensure that a Guest User can submit an SPA request for:

1. New solar for an existing property
  2. New solar for a new property
  3. Upgrade existing solar
-

## **Task Detail: Submit a Solar Pre-Approval Request as a Guest User.**

Proceed to [Section 1](#) for a New Solar Request for an **Existing Property**.

Proceed to [Section 2](#) for a New Solar Request for a **New Property**.

Proceed to [Section 3](#) to **Upgrade Existing Solar**.

## Section 1: Request Details for a New Solar Request for an **Existing Property.**

**Step 1** On the Login Screen, select "Welcome Guest".

WELCOME TO THE ONLINE ELECTRICAL WORKS REQUEST SYSTEM

name@gmail.com

Password

Login

[Register Account](#)

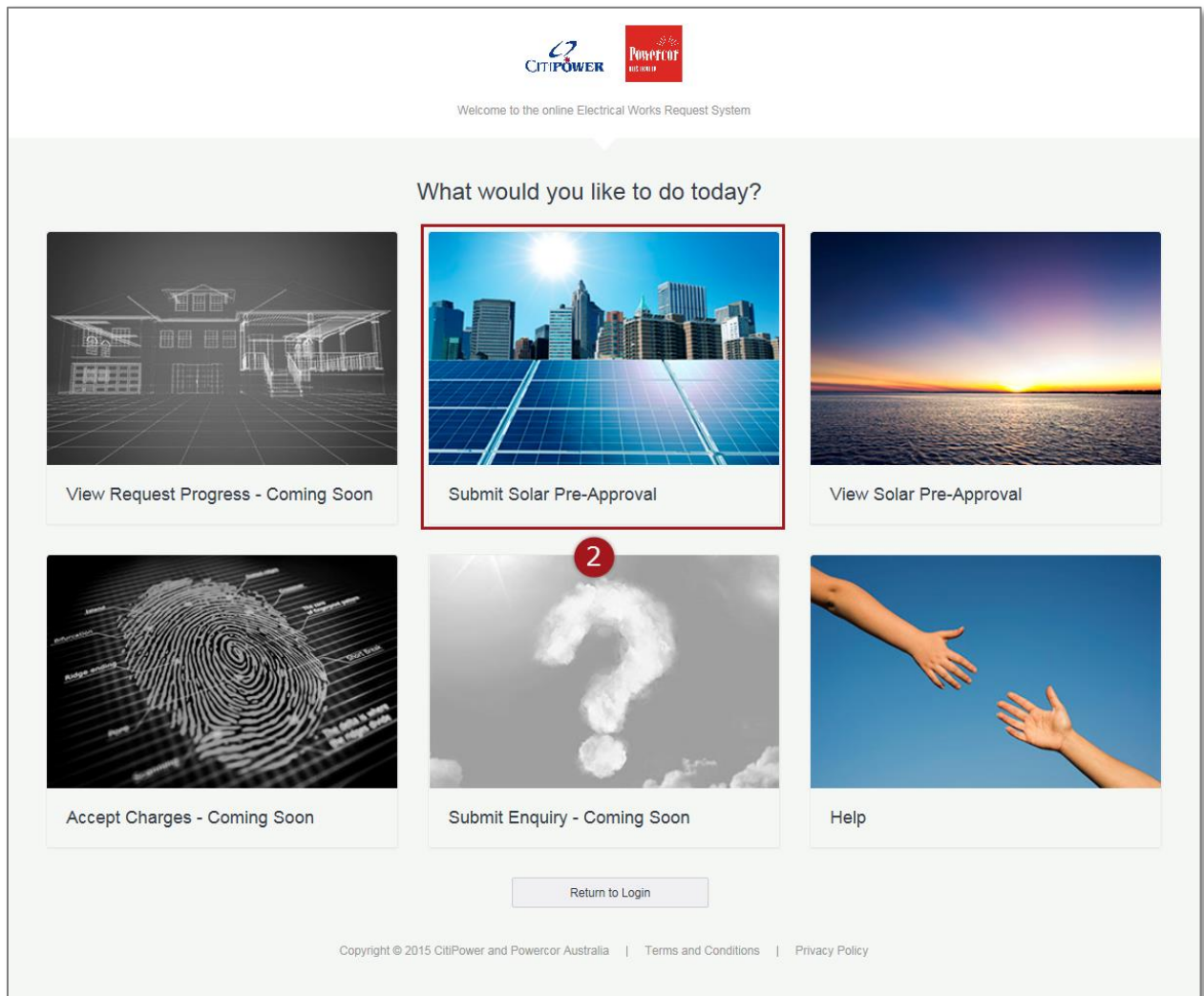
[Forgot your Password?](#)

[Welcome Guest](#) 1

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## Step 2

From the Guest Dashboard select "Submit Solar Pre-Approval".  
Note: You can click on the picture or the text.



**Step 3** Select "New Solar" as the type of SPA request.

**Step 4** Select "Yes" under "Is this request for an existing property".

The screenshot shows the 'Solar Pre-Approval' form. At the top, there is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. Below this is the title 'Solar Pre-Approval' and a header image of a person wearing a headset. The form is divided into sections. The first section is 'Request Details', which contains two radio button groups. The first group is 'Request Type' with options 'New Solar' (selected) and 'Upgrade Existing Solar'. A red circle with the number '3' is next to this group. The second group is 'Is this request for an existing property' with options 'Yes' (selected) and 'No'. A red circle with the number '4' is next to this group. Below these is a section titled 'Please nominate the property' which contains two search fields: 'NMI' and 'Meter Number', each with a 'Search' button. At the bottom of the form, there are three expandable sections: 'Solar Details', 'Contact Details', and 'Confirmation Details', each with a yellow square icon to its right.

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

Request Details

Request Type ☒ New Solar ☐ Upgrade Existing Solar **3**

Is this request for an existing property ☒ Yes ☐ No **4**

Please nominate the property

NMI

OR

Meter Number

Solar Details

Contact Details

Confirmation Details

- Step 5** Enter either the National Metering Identifier (NMI) or Meter Number of the nominated property and select "Search".  
Note: NMI must be 11 characters and can be located on your customer's electricity account.

- Step 6a** If the address displayed is the correct address associated with the NMI/Meter Number, select "Confirm".



The screenshot shows the 'Solar Pre-Approval' web form. At the top, there is a breadcrumb trail 'Dashboard / Solar Pre-Approval' and a title 'Solar Pre-Approval' with a blue header image. Below this is a 'Request Details' section with a pencil icon and a yellow square. The form contains two radio button groups: 'Type' with options 'New Solar' (selected) and 'Upgrade Existing Solar'; and 'Is this request for an existing property' with options 'Yes' (selected) and 'No'. A section titled 'Please nominate the property' contains two input fields: 'NMI' with the value '62034418122' and a 'Search' button, and 'Meter Number' with an empty field and a 'Search' button. A red box labeled '5' highlights these search fields. Below this, a text block states: 'Please confirm that the solar pre-approval is for the address below; or check your search criteria and [Search Again](#). Alternatively, you can nominate your address by clicking [here](#).' The address '100 EDWARDS RD, MAIDEN GULLY 3551' is displayed. At the bottom of this section are three buttons: 'Confirm' (highlighted with a red box and labeled '6a'), 'Search Again', and 'Enter Address'. The bottom of the form has a sidebar with three expandable sections: 'Solar Details', 'Contact Details', and 'Confirmation Details', each with a yellow square icon.

## Step 6b

If the address displayed is incorrect and you wish to search by a different NMI/Meter Number or there is a mistake in the data you entered, select "Search Again". Refer back to [Step 5](#).

[Dashboard](#) / [Solar Pre-Approval](#)

## Solar Pre-Approval

 Request Details 

Type

☒ New Solar  
☐ Upgrade Existing Solar

Is this request for an existing property

☒ Yes  
☐ No

Please nominate the property

NMI

62034418122

Search

OR

Meter Number

Search



Please confirm that the solar pre-approval is for the address below; or check your search criteria and [Search Again](#). Alternatively, you can nominate your address by clicking [here](#).



100 EDWARDS RD, MAIDEN GULLY 3551



Confirm

**6b** Search Again

Enter Address

 Solar Details 

 Contact Details 

 Confirmation Details 

## Step 6c

If the address associated with the NMI/Meter number is incorrect and you want to enter the address, select "Enter Address".

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

Request Details

Type

☒ New Solar

☐ Upgrade Existing Solar

Is this request for an existing property

☒ Yes

☐ No

Please nominate the property

NMI

62034418122

Search

OR

Meter Number

Search

Please confirm that the solar pre-approval is for the address below; or check your search criteria and [Search Again](#). Alternatively, you can nominate your address by clicking [here](#).

100 EDWARDS RD, MAIDEN GULLY 3551

Confirm

Search Again

Enter Address

Solar Details

Contact Details

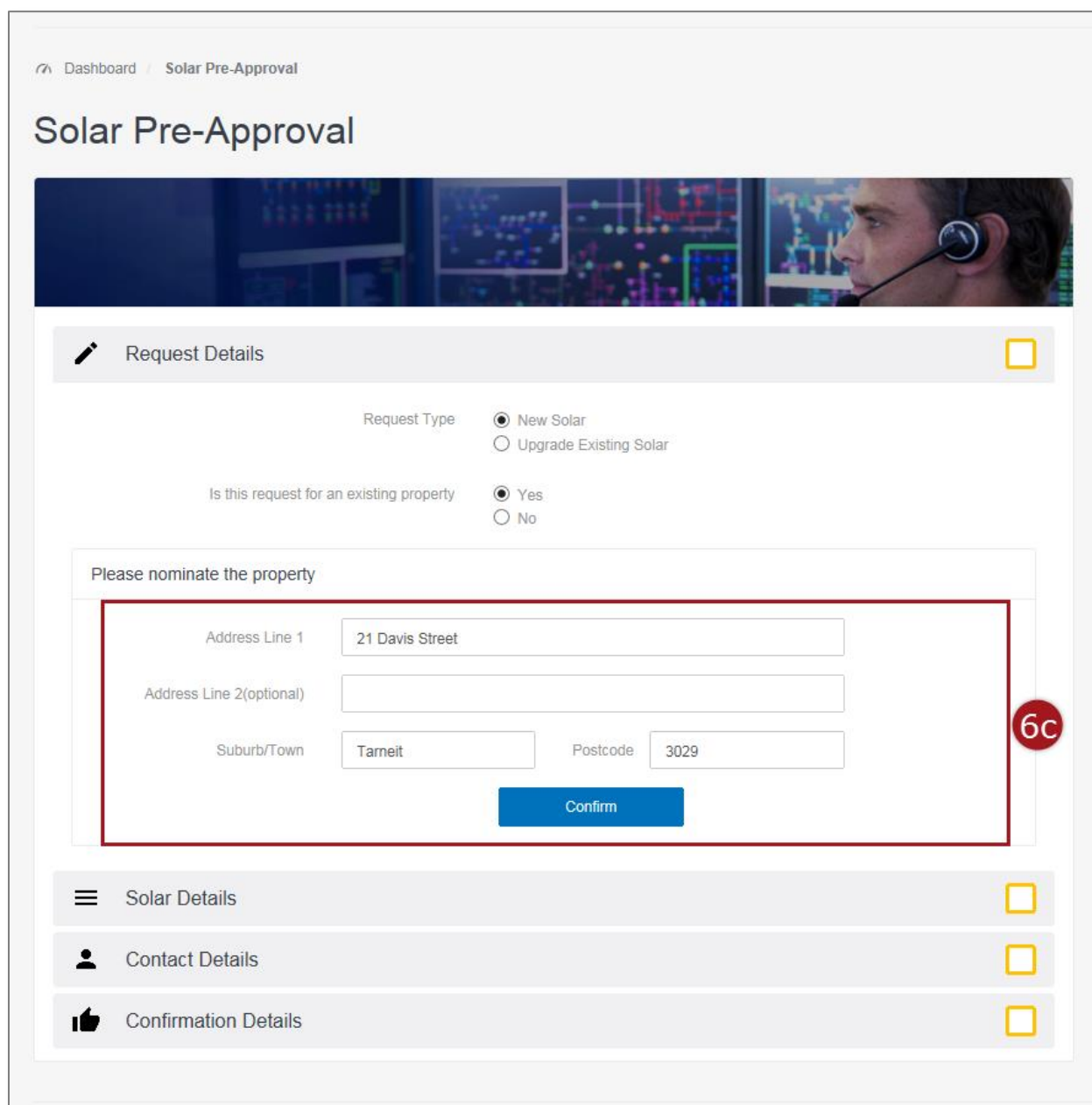
Confirmation Details

6c



**Step 6c**  
**cont.**

Enter the alternative address in the fields and select "Confirm".



The screenshot shows the 'Solar Pre-Approval' form. At the top, there is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. Below this is the title 'Solar Pre-Approval' and a header image of a person wearing a headset. The main section is titled 'Request Details' and contains the following fields:


- Request Type:** Radio buttons for 'New Solar' (selected) and 'Upgrade Existing Solar'.
- Is this request for an existing property:** Radio buttons for 'Yes' (selected) and 'No'.
- Please nominate the property:** A section containing:
  - Address Line 1:** Text box with '21 Davis Street'.
  - Address Line 2(optional):** Text box.
  - Suburb/Town:** Text box with 'Tareit'.
  - Postcode:** Text box with '3029'.
  - Confirm:** A blue button.

A red box highlights the address fields (Address Line 1, Address Line 2, Suburb/Town, Postcode, and the Confirm button). A red circle with the text '6c' is positioned to the right of the red box. At the bottom, there is a sidebar with three items: 'Solar Details', 'Contact Details', and 'Confirmation Details', each with a yellow square icon.

### Step 7

Select the "Solar Details" grey banner.

Note: There should be a green tick icon in the "Request Details"

banner. A red error icon  will appear on the grey banner if you have not completed the section or the data you have entered has a mistake. Review the section of the form if this icon appears.

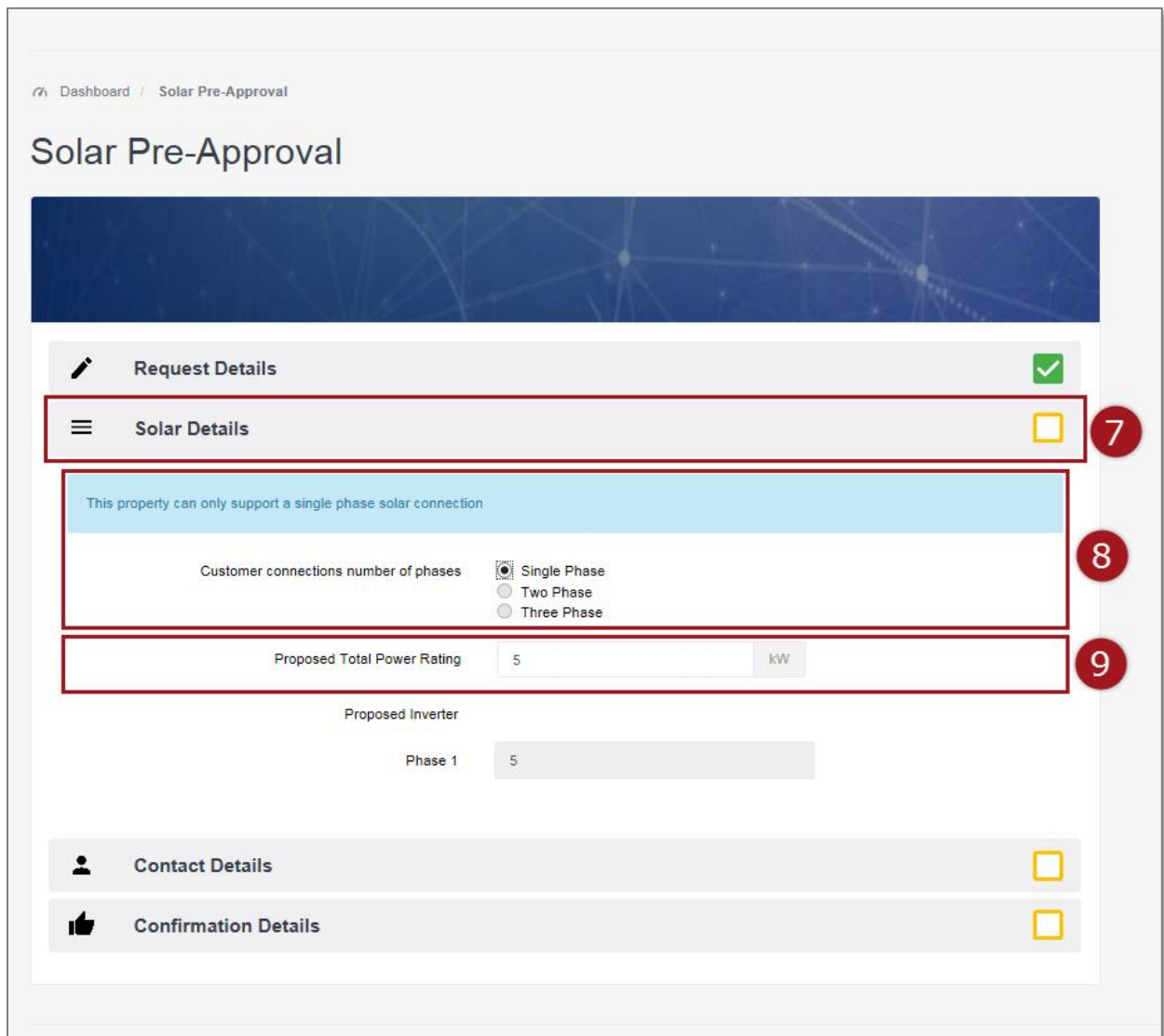
### Step 8

Select the number of phases for the customer connections.

Note: If the nominated property only supports a single phase solar connection you will see the following message in blue. You will not be able to select "Two Phase" or "Three Phase".

### Step 9

Enter the "Proposed Total Power Rating", this will auto-calculate the "Proposed Inverter" fields.







The screenshot shows the 'Solar Pre-Approval' form interface. At the top, there is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. Below this is the title 'Solar Pre-Approval' and a blue header image. The form is divided into several sections, each with a grey banner and a status icon on the right. The sections are: 'Request Details' (green checkmark icon), 'Solar Details' (yellow square icon, highlighted with a red box and a red circle with the number 7), 'Contact Details' (yellow square icon), and 'Confirmation Details' (yellow square icon). The 'Solar Details' section is expanded, showing a blue message box that says 'This property can only support a single phase solar connection:'. Below this, there is a section for 'Customer connections number of phases' with three radio button options: 'Single Phase' (selected), 'Two Phase', and 'Three Phase'. Below this is a section for 'Proposed Total Power Rating' with a text input field containing the number '5' and a 'kW' unit button, highlighted with a red box and a red circle with the number 9. Below this is a section for 'Proposed Inverter' with a 'Phase 1' label and a text input field containing the number '5'. The 'Contact Details' and 'Confirmation Details' sections are partially visible at the bottom.

Note: An error message in red will appear if the power rating entered is too high.

[Dashboard](#) / [Solar Pre-Approval](#)

## Solar Pre-Approval

 Request Details 

 Solar Details 

This property can only support a single phase solar connection

Customer connections number of phases

☒ Single Phase  
☐ Two Phase  
☐ Three Phase

Proposed Total Power Rating



kW



Proposed total power rating must be <= 5 kW

Proposed Inverter

Phase 1

Please enter Phase A Capacity

 Contact Details 

 Confirmation Details 

## Step 10

Select the "Contact Details" grey banner.  
Note: There should be green tick icons in the "Request Details" and "Solar Details" banners.

## Step 11

Enter the name of the customer.

The screenshot shows the 'Solar Pre-Approval' form. At the top, there is a breadcrumb trail 'Dashboard / Solar Pre-Approval'. The main heading is 'Solar Pre-Approval'. Below this is a blue header image. The form is divided into several sections: 'Request Details', 'Solar Details', 'Contact Details', 'Solar Installer Details (optional)', 'Applicant Details', and 'Confirmation Details'. The 'Contact Details' section is highlighted with a red box and a red circle with the number '10'. The 'Customer Name' field is highlighted with a red box and a red circle with the number '11'. The 'Confirmation Details' section is also highlighted with a red box and a red circle with the number '10'. The 'Request Details' and 'Solar Details' sections have green checkmark icons, while 'Contact Details' and 'Confirmation Details' have yellow square icons.

Dashboard / Solar Pre-Approval

### Solar Pre-Approval

Request Details

Solar Details

Contact Details

11

Solar Installer Details (optional)

Accreditation Number

Company Name

Email

Phone

Mailing Address

Applicant Details

Applicant Name

Email

Application Date

07/10/2015

Confirmation Details


10


**Step 12** It is optional to enter the "Solar Installer Details".


**Step 13** Enter "Applicant Details".  
Note: "Application Date" date fixed to today's date.


Dashboard / Solar Pre-Approval


## Solar Pre-Approval


 Request Details



 Solar Details



 Contact Details



Customer Name

Billy Jones

Solar Installer Details (optional)

Accreditation Number

12345

Company Name

Sonny Solar Co

Email

sonny@gmail.com

Phone

0411234567

Mailing Address

21 Elizabeth Street, Melbourne, 3000

12

Applicant Details

Applicant Name

Eddie Electrician


Email


eddieelectrician@gmail.com

Application Date

07/10/2015

13

 Confirmation Details



- Step 14** Select the "Confirmation Details" grey banner.  
Note: There should be green tick icons in the "Request Details", "Solar Details" and "Contact Details" banners.

- Step 15** Read and accept "Terms and Conditions" then select "Submit".  
Note: The "Submit" button will only appear once the check box for "Terms and Conditions" has been selected.

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

- Request Details
- Solar Details
- Contact Details
- Confirmation Details **14**

Terms and Conditions

**Submission of Solar Pre-Approval**

It is the responsibility of those utilising the Solar Pre-Approval submission request to ensure information provided to CitiPower and Powercor is true and accurate. Failure to provide accurate information may result in cancellation of the Pre-Approval request or outcome.

Any Inverter installed must be on the Clean Energy Council Approved Grid-Connected Inverters list. Pre-Approval request outcomes remain valid for a period of 90 calendar days. Solar connections not completed within 90 calendar days of receiving approval will require another Solar Pre-Approval submission.

Once confirmation of the Solar Pre-Approval has been received, the Solar Connection should not exceed the approved size. In doing so, this may result in the disconnection of Electricity Supply to the property.

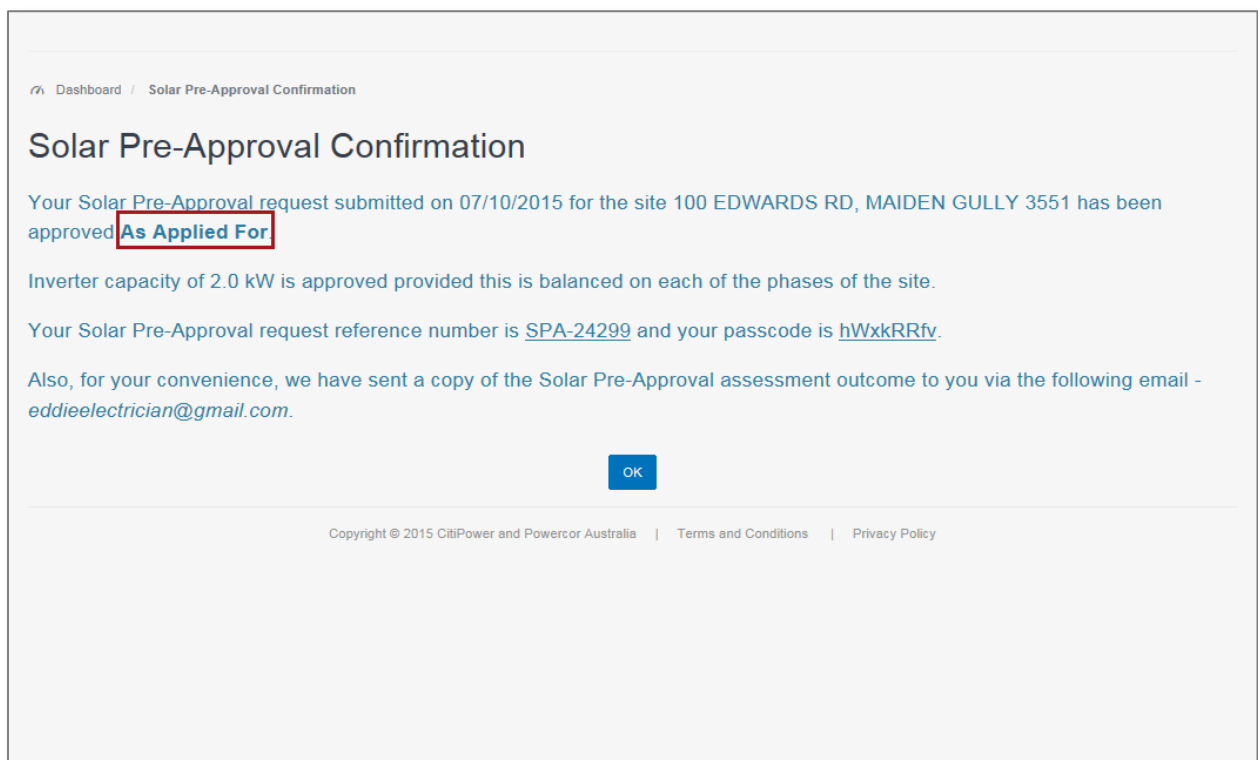
☒ I accept the Terms and Conditions **15**

Upon submission of the SPA Request form you will be taken to the confirmation page. You will see the outcome of your request on the page.

Your outcome will be one of the following:

1. As Applied For – your SPA assessment has been approved for the requested amount (kW).
2. Reduced Capacity – your SPA assessment has been approved for a lesser amount (kW) than requested
3. Offline – your SPA request has been taken offline for assessment by one of CitiPower and Powercor Connections Case Officers
4. Further Assessment – your SPA request requires further assessment by CitiPower and Powercor. Please view the "Additional Information" within your confirmation on how to request a Technical Assessment.

You will be emailed a copy of these details as well as a PDF version of your assessment.



Dashboard / Solar Pre-Approval Confirmation

## Solar Pre-Approval Confirmation

Your Solar Pre-Approval request submitted on 07/10/2015 for the site 100 EDWARDS RD, MAIDEN GULLY 3551 has been approved **As Applied For**

Inverter capacity of 2.0 kW is approved provided this is balanced on each of the phases of the site.

Your Solar Pre-Approval request reference number is [SPA-24299](#) and your passcode is [hWxkRRfv](#).

Also, for your convenience, we have sent a copy of the Solar Pre-Approval assessment outcome to you via the following email - [eddieelectrician@gmail.com](mailto:eddieelectrician@gmail.com).

[OK](#)

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**Step 16** This is your unique SPA reference number. If you click this link you will be taken to the SPA Guest Login Page.  
Note: This reference number is used to login to the Guest Login Page, along with the passcode.

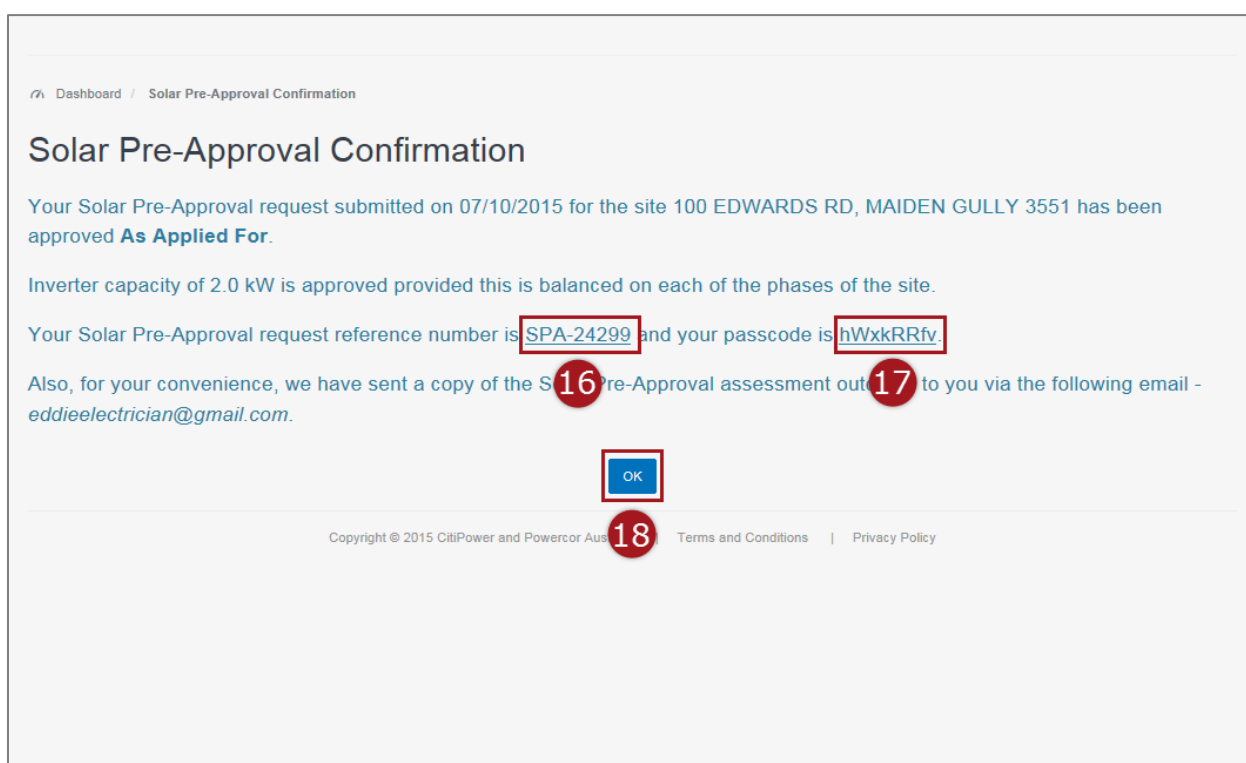
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**Step 17** This is your unique passcode. If you click this link you will be taken to the SPA Guest Login Page.  
Note: This passcode is used to login to the Guest Login Page, along with the reference number.

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**Step 18** Select "OK" to be taken to the Guest Dashboard.

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## Section 2: Request Details for a New Solar Request for a **New Property.**

**Step 1** On the Login Screen, select "Welcome Guest".

WELCOME TO THE ONLINE ELECTRICAL WORKS REQUEST SYSTEM

name@gmail.com

Password

Login

[Register Account](#)

[Forgot your Password?](#)

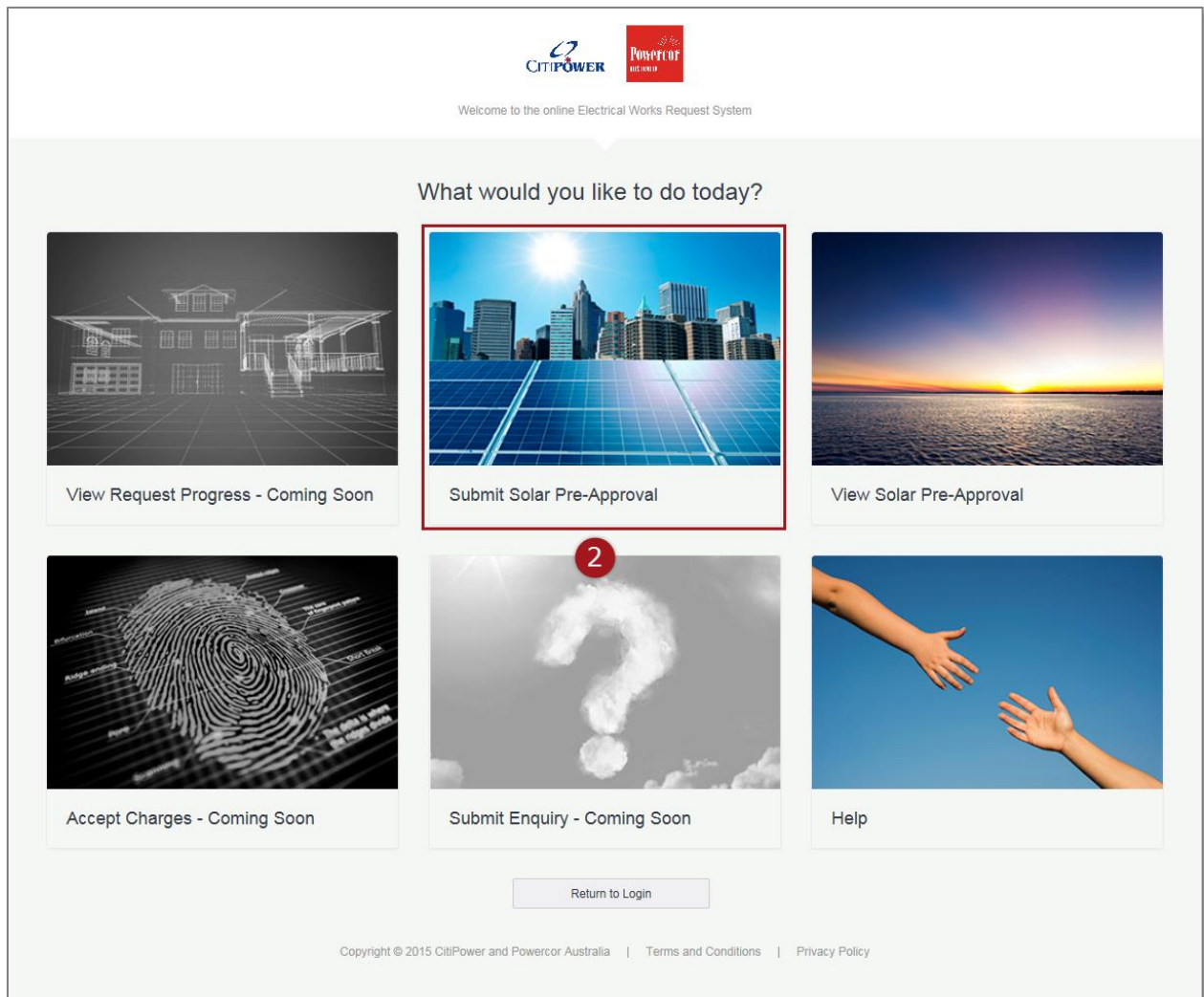
[Welcome Guest](#)

1

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## Step 2

From the Guest Dashboard select "Submit Solar Pre-Approval".  
Note: You can click on the picture or the text.



**Step 3** Select "New Solar" as the type of SPA request.

**Step 4** Select "No" under "Is this request for an existing property".

The screenshot shows the 'Solar Pre-Approval' form. At the top, there is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. Below this is the title 'Solar Pre-Approval' and a header image of a person wearing a headset. The main form area is titled 'Request Details' and contains two sections. The first section, 'Request Type', has two radio buttons: 'New Solar' (selected) and 'Upgrade Existing Solar'. A red box highlights this section, and a red circle with the number '3' is next to it. The second section, 'Is this request for an existing property', has two radio buttons: 'Yes' and 'No' (selected). A red box highlights this section, and a red circle with the number '4' is next to it. Below these sections is a section titled 'Please nominate the property' which contains three input fields: 'Address Line 1', 'Address Line 2(optional)', and 'Suburb/Town'. There is also a 'Postcode' input field. A blue 'Confirm' button is located at the bottom of this section. At the bottom of the form, there is a sidebar with three items: 'Solar Details', 'Contact Details', and 'Confirmation Details'. Each item has a yellow square icon next to it.

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

**Request Details**

Request Type

☒ New Solar

☐ Upgrade Existing Solar

Is this request for an existing property

☐ Yes

☒ No

Please nominate the property

Address Line 1

Address Line 2(optional)

Suburb/Town

Postcode

Confirm

Solar Details

Contact Details

Confirmation Details

## Step 5

Enter the address of the nominated property.

Note: The property must be in the CitiPower or Powercor distribution area.

## Step 6

Select "Confirm" to validate the address.

The screenshot shows the 'Solar Pre-Approval' form. At the top, there's a breadcrumb 'Dashboard / Solar Pre-Approval' and a title 'Solar Pre-Approval'. Below the title is a header image of a person wearing a headset. The main form area is titled 'Request Details' with an edit icon and a yellow square. The form contains the following fields and options:

- Request Type:** Radio buttons for 'New Solar' (selected) and 'Upgrade Existing Solar'.
- Is this request for an existing property:** Radio buttons for 'Yes' and 'No' (selected).
- Please nominate the property:** A section containing:
  - Address Line 1:** Text input with '21 Smith Street'.
  - Address Line 2(optional):** Text input.
  - Suburb/Town:** Text input with 'Melbourne'.
  - Postcode:** Text input with '3000'.
- Confirm:** A blue button.


Red callouts are present: a red circle with the number '5' points to the address input fields, and a red circle with the number '6' points to the 'Confirm' button.

At the bottom, there are three tabs: 'Solar Details' (selected), 'Contact Details', and 'Confirmation Details', each with a yellow square icon.

### Step 7

Select the "Solar Details" grey banner.

Note: There should be a green tick icon in the "Request Details"

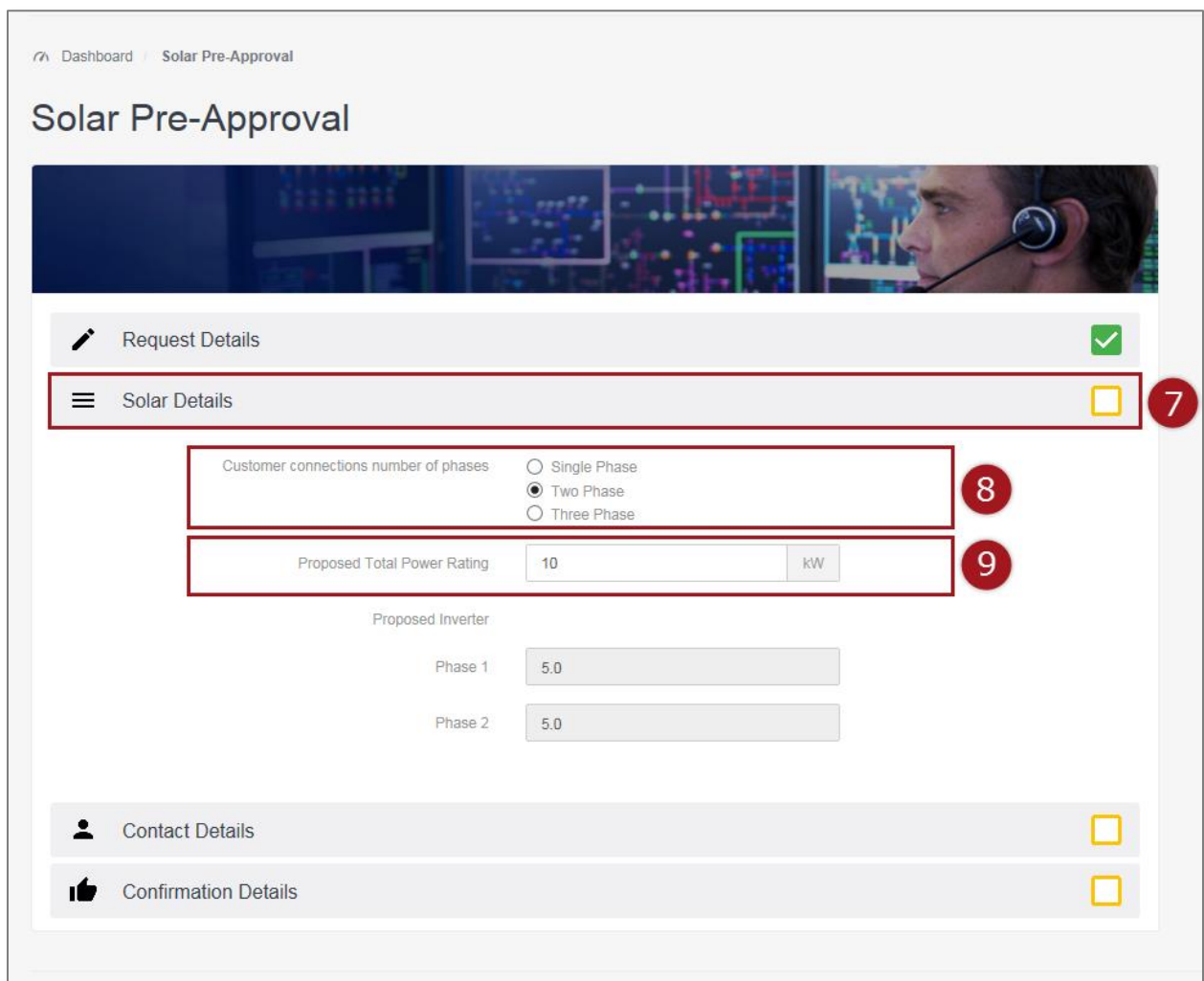
banner. A red error icon  will appear on the grey banner if you have not completed the section or the data you have entered has a mistake. Review the section of the form if this icon appears.

### Step 8

Select the number of phases for the customer's connection.

### Step 9



Enter the "Proposed Total Power Rating", this will auto-calculate in the "Proposed Inverter" fields.





The screenshot shows the 'Solar Pre-Approval' form interface. At the top, there is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. Below this is the title 'Solar Pre-Approval' and a header image of a person wearing a headset. The form is divided into several sections, each with a grey banner and a status icon (green tick for completed, yellow square for pending, red square for error). The 'Request Details' banner has a green tick icon. The 'Solar Details' banner has a yellow square icon and is highlighted with a red box and a red circle with the number 7. Below this banner, there are three main input areas: 1. 'Customer connections number of phases' with radio buttons for 'Single Phase', 'Two Phase' (selected), and 'Three Phase'. This area is highlighted with a red box and a red circle with the number 8. 2. 'Proposed Total Power Rating' with a text input field containing '10' and a 'kW' unit. This area is highlighted with a red box and a red circle with the number 9. 3. 'Proposed Inverter' section with two input fields for 'Phase 1' and 'Phase 2', both containing '5.0'. At the bottom, there are two more banners: 'Contact Details' and 'Confirmation Details', both with yellow square icons.

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

 Request Details 

 Solar Details  7



Customer connections number of phases ☐ Single Phase ☒ Two Phase ☐ Three Phase 8



Proposed Total Power Rating  kW 9

Proposed Inverter

Phase 1

Phase 2

 Contact Details 

 Confirmation Details 

## Step 10

Select the "Contact Details" grey banner.  
Note: There should be green tick icons in the "Request Details" and "Solar Details" banners.

## Step 11

Enter the name of the customer.

The screenshot shows the 'Solar Pre-Approval' form. At the top, there is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. Below this is the title 'Solar Pre-Approval'. The form is divided into several sections, each with a grey banner and a status icon (green checkmark or yellow square). The sections are: 'Request Details' (green checkmark), 'Solar Details' (green checkmark), 'Contact Details' (yellow square, highlighted with a red box and a red circle with the number 10), and 'Confirmation Details' (yellow square). The 'Contact Details' section contains a 'Customer Name' field with the value 'Billy Jones' (highlighted with a red box and a red circle with the number 11). Below this is a section for 'Solar Installer Details (optional)' with fields for 'Accreditation Number', 'Company Name', 'Email', 'Phone', and 'Mailing Address'. At the bottom is a section for 'Applicant Details' with fields for 'Applicant Name', 'Email', and 'Application Date' (which is pre-filled with '07/10/2015').

Dashboard / Solar Pre-Approval

### Solar Pre-Approval

**Request Details** ✓

**Solar Details** ✓

**Contact Details** □ 10

Customer Name Billy Jones x 11

Solar Installer Details (optional)

Accreditation Number

Company Name

Email

Phone

Mailing Address

Applicant Details

Applicant Name

Email

Application Date 07/10/2015


**Confirmation Details** □


**Step 12** It is optional to enter the "Solar Installer Details".


**Step 13** Enter "Applicant Details".  
Note: "Application Date" date fixed to today's date.


[Dashboard](#) / [Solar Pre-Approval](#)


## Solar Pre-Approval


 Request Details



 Solar Details



 Contact Details



Customer Name

Billy Jones

Solar Installer Details (optional)

Accreditation Number

12345

Company Name

Sonny Solar Co

Email

sonny@gmail.com

Phone

0411234567

Mailing Address

21 Elizabeth Street, Melbourne, 3000

12

Applicant Details

Applicant Name

Eddie Electrician


Email


eddieelectrician@gmail.com

Application Date

07/10/2015

13

 Confirmation Details



- Step 14** Select the "Confirmation Details" grey banner.  
Note: There should be green tick icons in the "Request Details", "Solar Details" and "Contact Details" banners.

- Step 15** Read and accept "Terms and Conditions" then select "Submit".  
Note: The "Submit" button will only appear once the check box for "Terms and Conditions" has been selected.

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

- Request Details
- Solar Details
- Contact Details
- Confirmation Details **14**

Terms and Conditions

**Submission of Solar Pre-Approval**

It is the responsibility of those utilising the Solar Pre-Approval submission request to ensure information provided to CitiPower and Powercor is true and accurate. Failure to provide accurate information may result in cancellation of the Pre-Approval request or outcome.

Any Inverter installed must be on the Clean Energy Council Approved Grid-Connected Inverters list. Pre-Approval request outcomes remain valid for a period of 90 calendar days. Solar connections not completed within 90 calendar days of receiving approval will require another Solar Pre-Approval submission.

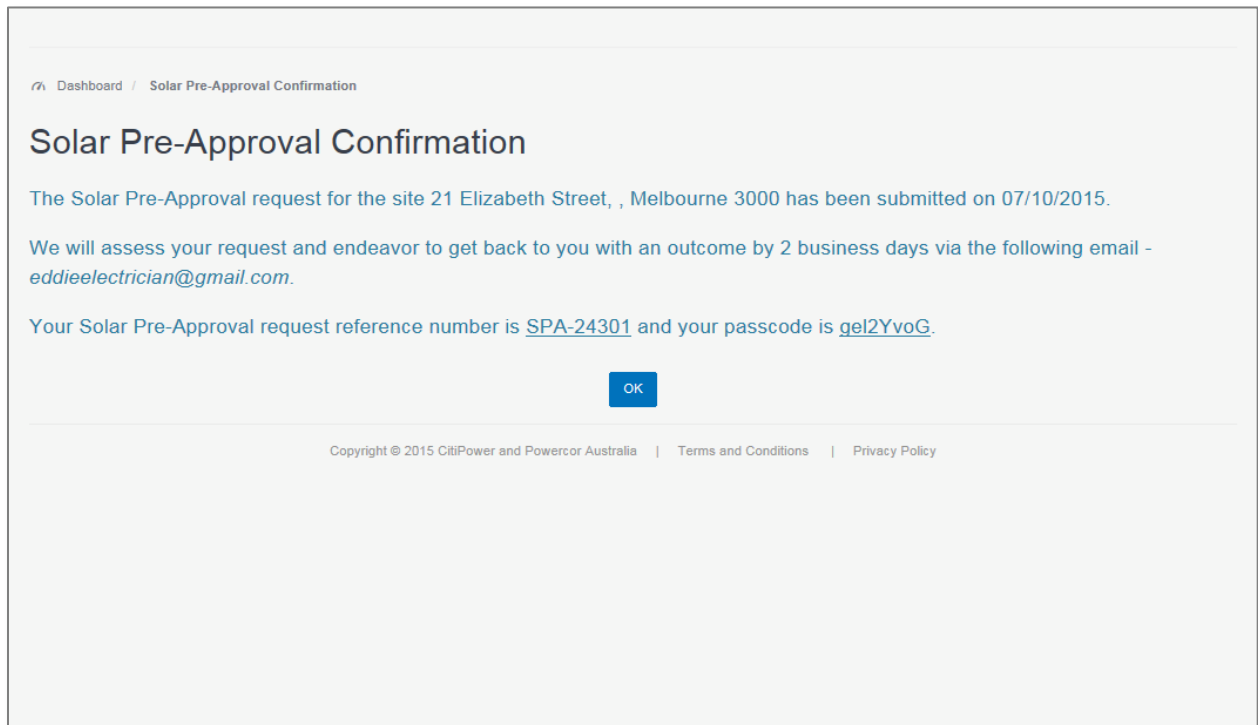
Once confirmation of the Solar Pre-Approval has been received, the Solar Connection should not exceed the approved size. In doing so, this may result in the disconnection of Electricity Supply to the property.

☒ I accept the Terms and Conditions **15**



Upon submission of the SPA Request form you will be taken to the confirmation page.

Your request outcome will always be taken offline for assessment since it is a new property. The CitiPower and Powercor team will endeavor to get back to you within 2 business days.



The screenshot shows a web page titled "Solar Pre-Approval Confirmation". At the top, there is a breadcrumb trail: "Dashboard / Solar Pre-Approval Confirmation". The main heading is "Solar Pre-Approval Confirmation". Below this, the text states: "The Solar Pre-Approval request for the site 21 Elizabeth Street, Melbourne 3000 has been submitted on 07/10/2015." It then says: "We will assess your request and endeavor to get back to you with an outcome by 2 business days via the following email - [eddieelectrician@gmail.com](mailto:eddieelectrician@gmail.com)." Below that, it says: "Your Solar Pre-Approval request reference number is [SPA-24301](#) and your passcode is [gel2YvoG](#)." There is a blue "OK" button in the center. At the bottom, there is a footer with the text: "Copyright © 2015 CitiPower and Powercor Australia | [Terms and Conditions](#) | [Privacy Policy](#)".

**Step 16** This is your unique SPA reference number. If you click this link you will be taken to the SPA Guest Login Page.  
Note: This reference number is used to login to the Guest Login Page, along with the passcode.

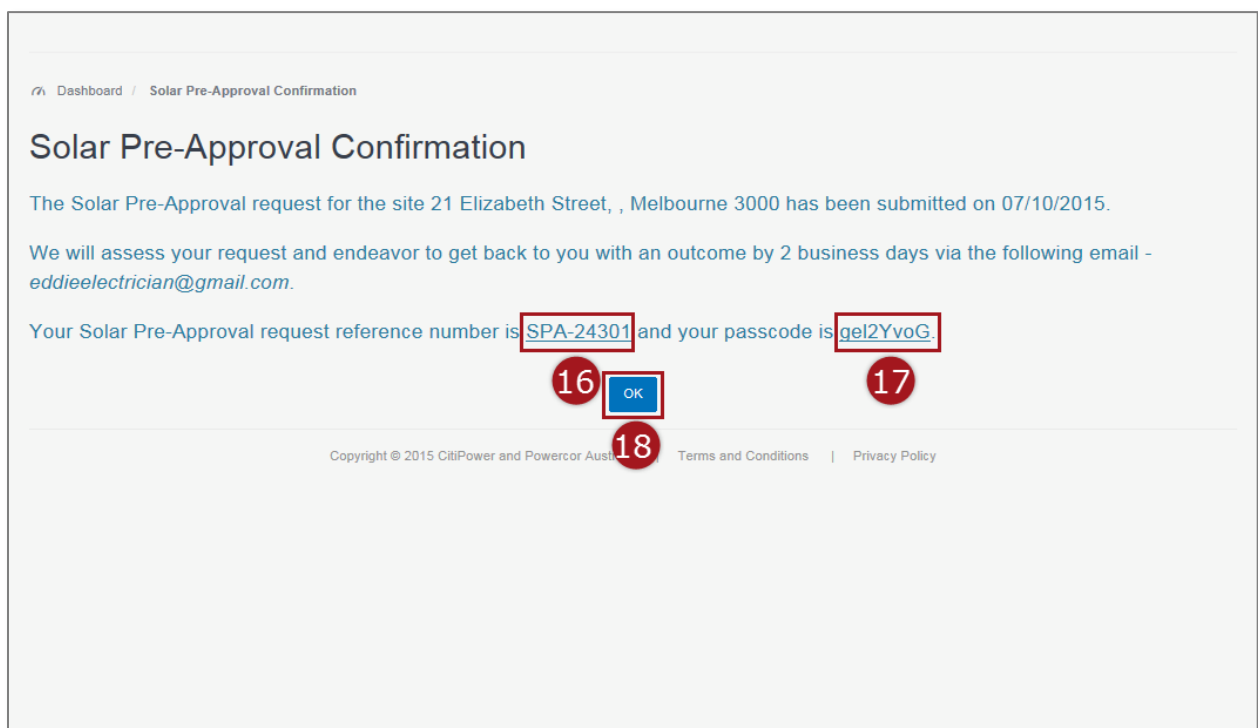
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**Step 17** This is your unique passcode. If you click this link you will be taken to the SPA Guest Login Page.  
Note: This passcode is used to login to the Guest Login Page, along with the reference number.

---

**Step 18** Select "OK" to be taken to the Guest Dashboard.

---



## Section 3: Request Details for a Request to **Upgrade Existing Solar.**

**Step 1** On the Login Screen, select "Welcome Guest".

Welcome to the online Electrical Works Request System

name@gmail.com

Password

Login

[Register Account](#)

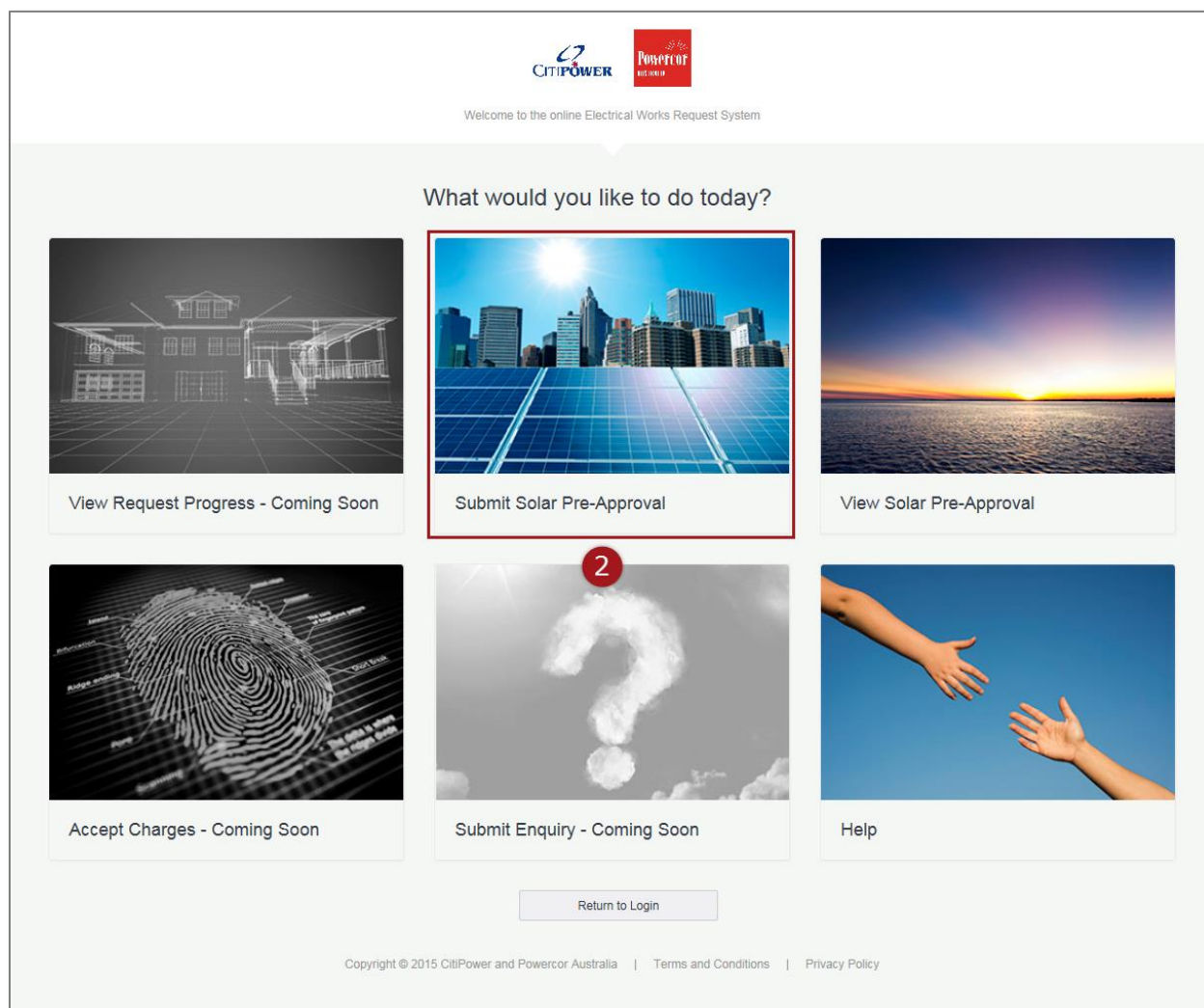
[Forgot your Password?](#)

[Welcome Guest](#)

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## Step 2



From the Guest Dashboard select "Submit Solar Pre-Approval".  
Note: You can click on the picture or the text.



### Step 3 Select "Upgrade Existing Solar" as the type of SPA request.

[Dashboard](#) / [Solar Pre-Approval](#)

## Solar Pre-Approval

 Request Details 

Request Type

☐ New Solar

☒ Upgrade Existing Solar

3

Please nominate the property



NMI



Search



OR

Meter Number

Search

 Solar Details 

 Contact Details 

 Confirmation Details 

- Step 4** Enter either the National Metering Identifier (NMI) or Meter Number of the nominated property and select "Search".  
Note: NMI must be 11 characters and can be located on your customer's electricity account.

- Step 5a** If the address displayed is the correct address associated with the NMI/Meter Number, select "Confirm".

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

**Request Details**

Type ☐ New Solar ☒ Upgrade Existing Solar

Please nominate the property

NMI

OR

Meter Number

Please confirm that the solar pre-approval is for the address below; or check your search criteria and [Search Again](#). Alternatively, you can nominate your address by clicking [here](#).

100 EDWARDS RD, MAIDEN GULLY 3551

**Solar Details**

**Contact Details**



**Confirmation Details**

## Step 5b

If the address displayed is incorrect and you wish to search by a different NMI/Meter Number or there is a mistake in the data you entered, select "Search Again". Refer back to [Step 4](#).

[Dashboard](#) / [Solar Pre-Approval](#)

## Solar Pre-Approval

 Request Details 

Type ☐ New Solar ☒ Upgrade Existing Solar

Please nominate the property



NMI



OR



Meter Number

Please confirm that the solar pre-approval is for the address below; or check your search criteria and [Search Again](#). Alternatively, you can nominate your address by clicking [here](#).

100 EDWARDS RD, MAIDEN GULLY 3551

 Solar Details 

 Contact Details 



 Confirmation Details 

## Step 5c

If the address associated with the NMI/Meter number is incorrect and you want to enter the address, select "Enter Address".

[Dashboard](#) / [Solar Pre-Approval](#)

## Solar Pre-Approval

 Request Details 

Type ☐ New Solar ☒ Upgrade Existing Solar

Please nominate the property



NMI



OR



Meter Number

Please confirm that the solar pre-approval is for the address below; or check your search criteria and [Search Again](#). Alternatively, you can nominate your address by clicking [here](#).

100 EDWARDS RD, MAIDEN GULLY 3551

 Solar Details 

 Contact Details 


 Confirmation Details 

5c





**Step 5c**  
**cont.**

Enter the alternative address in the fields and select "Confirm".

 Robbo Electrician

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

 Request Details 

Type ☐ New Solar ☒ Upgrade Existing Solar

Please nominate the property



Address line 121 Davis Street



Address line 2(optional)



Suburb/TownTarneitPostcode3029

Confirm

5c

 Solar Details 


 Contact Details 

 Confirmation Details 

## Step 6

Select the "Solar Details" grey banner.

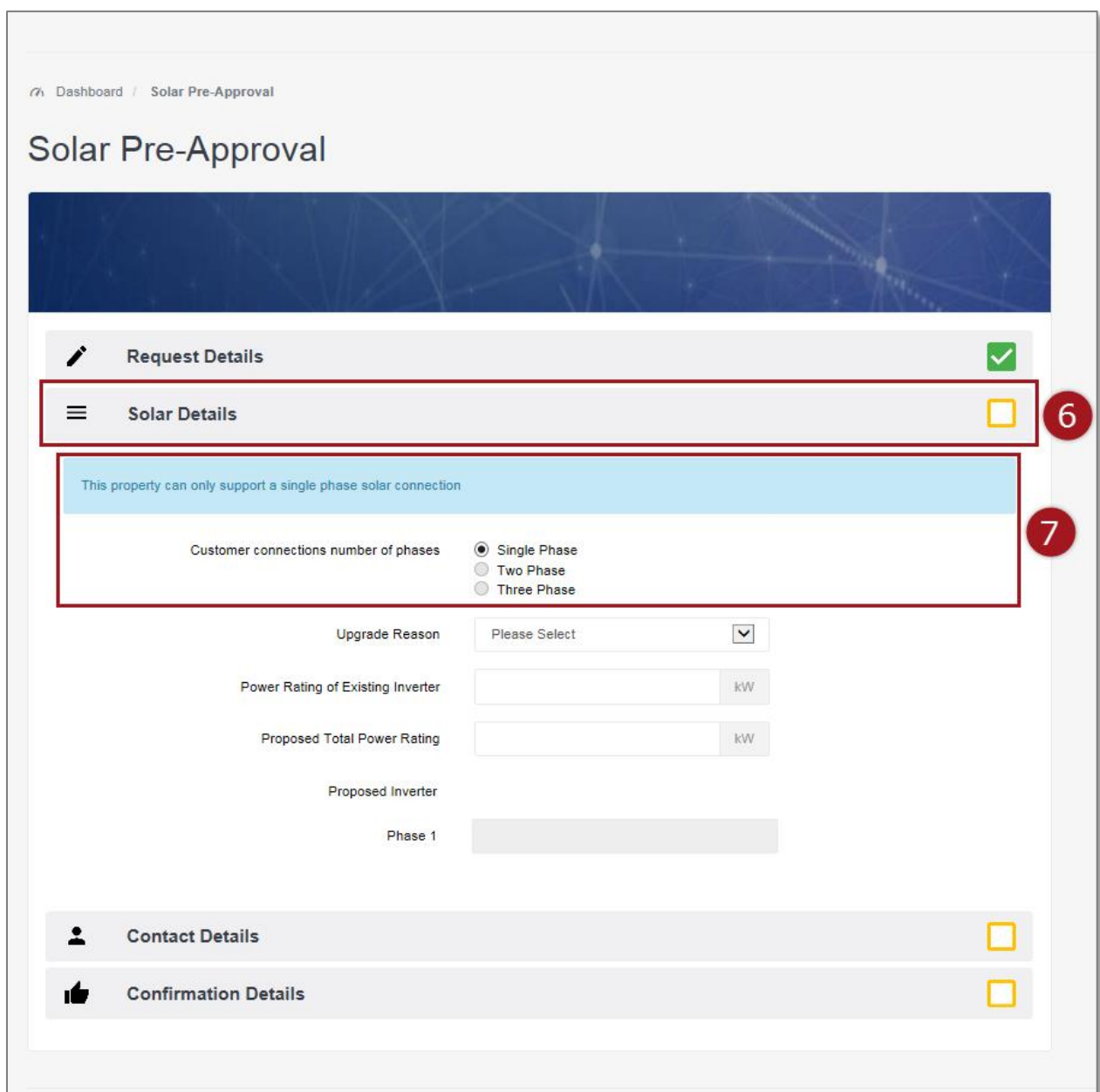
Note: There should be a green tick icon in the "Request Details"

banner. A red error icon  will appear on the grey banner if you have not completed the section or the data you have entered has a mistake. Review the section of the form if this icon appears.

## Step 7



Select the number of phases for the customer connections.



Note: If the nominated property only supports a single phase solar connection you will see the following message in blue. You will not be able to select "Two Phase" or "Three Phase".



Dashboard / Solar Pre-Approval

### Solar Pre-Approval

 Request Details 

 Solar Details  6

This property can only support a single phase solar connection

Customer connections number of phases

☒ Single Phase

☐ Two Phase

☐ Three Phase

7



Upgrade Reason



Power Rating of Existing Inverter  kW

Proposed Total Power Rating  kW

Proposed Inverter

Phase 1

 Contact Details 

 Confirmation Details 

- Step 8** Select the reason for the solar upgrade. You can choose from:
- Adding to existing inverter
  - Replacing existing inverter
  - Adding panels only

**Step 9** Enter the existing inverter power rating.

**Step 10** Enter the "Proposed Total Power Rating", this will auto-calculate the "Proposed Inverter" fields.

The screenshot shows the 'Solar Pre-Approval' form interface. At the top, there's a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. Below this is the title 'Solar Pre-Approval' and a header image of a person wearing a headset. A sidebar on the left contains navigation items: 'Request Details' (with a green checkmark icon) and 'Solar Details' (with a yellow square icon). A light blue message box states: 'This property can only support a single phase solar connection'. Under 'Customer connections number of phases', there are three radio buttons: 'Single Phase' (selected), 'Two Phase', and 'Three Phase'. The main form area contains several input fields. A red box highlights three specific fields, each with a red circle containing a number to its right: 'Upgrade Reason' (dropdown menu showing 'Adding to existing inverter', labeled 8), 'Power Rating of Existing Inverter' (text input with '3' and 'kW' unit, labeled 9), and 'Proposed Total Power Rating' (text input with '5' and 'kW' unit, labeled 10). Below these, there are fields for 'Proposed Inverter' and 'Phase 1' (text input with '5'). At the bottom, there are two more navigation items: 'Contact Details' and 'Confirmation Details', both with yellow square icons.

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

Request Details

Solar Details

This property can only support a single phase solar connection

Customer connections number of phases

☒ Single Phase  
☐ Two Phase  
☐ Three Phase

Upgrade Reason: Adding to existing inverter **8**

Power Rating of Existing Inverter: 3 kW **9**

Proposed Total Power Rating: 5 kW **10**

Proposed Inverter

Phase 1: 5



Contact Details



Confirmation Details

Note: An error message will appear if the proposed total power rating is less than the existing inverter power rating, or if the proposed inverter rating is too high.

[Dashboard](#) / [Solar Pre-Approval](#)

## Solar Pre-Approval

 Request Details 


 Solar Details 

This property can only support a single phase solar connection

Customer connections number of phases

☒ Single Phase  
☐ Two Phase  
☐ Three Phase

Upgrade Reason

Adding to existing inverter 

Power Rating of Existing Inverter

11 kW

Proposed Total Power Rating

10 kW



Proposed total power rating must be greater than Existing Inverter



Proposed Inverter

Phase 1

10

Please enter a value less than or equal to 5.

 Contact Details 

 Confirmation Details 

- Step 11** Select the "Contact Details" grey banner.  
Note: There should be green tick icons in the "Request Details" and "Solar Details" banners.

- Step 12** Enter the name of the customer.

The screenshot shows the 'Solar Pre-Approval' form. At the top, there is a breadcrumb trail 'Dashboard / Solar Pre-Approval' and a title 'Solar Pre-Approval'. Below the title is a blue header image. The form is divided into several sections. The first section contains three tabs: 'Request Details' (with a green checkmark), 'Solar Details' (with a green checkmark), and 'Contact Details' (with a yellow square icon and a red circle '11' annotation). The 'Contact Details' tab is highlighted with a red border. Below the tabs is a 'Customer Name' field with the value 'Billy Jones' and a red circle '12' annotation. Below this is a 'Solar Installer Details (optional)' section with fields for 'Accreditation Number', 'Company Name', 'Email', 'Phone', and 'Mailing Address'. Below that is an 'Applicant Details' section with fields for 'Applicant Name', 'Email', and 'Application Date' (which is pre-filled with '07/10/2015'). At the bottom is a 'Confirmation Details' section with a yellow square icon.

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

**Request Details** ✓

**Solar Details** ✓

**Contact Details** □ 11

Customer Name Billy Jones × 12

Solar Installer Details (optional)

Accreditation Number

Company Name

Email

Phone

Mailing Address

Applicant Details

Applicant Name

Email

Application Date 07/10/2015

**Confirmation Details** □

### Step 13



It is optional to enter the "Solar Installer Details".  
Note: The data will be pre-populated for a user that is registered as a Solar Installer.



### Step 14



Enter "Applicant Details".  
Note: "Application Date" date fixed to today's date.

[Dashboard](#) / [Solar Pre-Approval](#)

## Solar Pre-Approval

 Request Details 

 Solar Details 

 Contact Details 

Customer Name

Billy Jones

Solar Installer Details (optional)

Accreditation Number

12345

Company Name

Sonny Solar Co

Email

sonny@gmail.com

Phone

0411234567

Mailing Address

21 Elizabeth Street, Melbourne, 3000

Applicant Details

Applicant Name



Eddie Electrician

Email

eddieelectrician@gmail.com

Application Date

07/10/2015

 Confirmation Details 

- Step 15** Select the "Confirmation Details" grey banner.  
Note: There should be green tick icons in the "Request Details", "Solar Details" and "Contact Details" banners.

- Step 16** Read and accept "Terms and Conditions" then select "Submit".  
Note: The "Submit" button will only appear once the check box for "Terms and Conditions" has been selected.

Robbo Electrician

Dashboard / Solar Pre-Approval

## Solar Pre-Approval

- Request Details
- Solar Details
- Contact Details
- Confirmation Details **15**

Terms and Conditions

**Submission of Solar Pre-Approval**

It is the responsibility of those utilising the Solar Pre-Approval submission request to ensure information provided to CitiPower and Powercor is true and accurate. Failure to provide accurate information may result in cancellation of the Pre-Approval request or outcome.

Any Inverter installed must be on the Clean Energy Council Approved Grid-Connected Inverters list. Pre-Approval request outcomes remain valid for a period of 90 calendar days. Solar connections not completed within 90 calendar days of receiving approval will require another Solar Pre-Approval submission.

Once confirmation of the Solar Pre-Approval has been received, the Solar Connection should not exceed the approved size. In doing so, this may result in the disconnection of Electricity Supply to the property.

☒ I accept the Terms and Conditions **16**

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Upon submission of the SPA Request form you will be taken to the confirmation page. You will see the outcome of your request on the page.

Your outcome will be one of the following:

5. As Applied For – your SPA assessment has been approved for the requested amount (kW).
6. Reduced Capacity – your SPA assessment has been approved for a lesser amount (kW) than requested
7. Offline – your SPA request has been taken offline for assessment by one of CitiPower and Powercor Connections Case Officers
8. Further Assessment – your SPA request requires further assessment by CitiPower and Powercor. Please view the "Additional Information" within your confirmation on how to request a Technical Assessment.

You will be emailed a copy of these details as well as a PDF version of your assessment.

Dashboard / Solar Pre-Approval Confirmation

## Solar Pre-Approval Confirmation

Your Solar Pre-Approval request submitted on 07/10/2015 for the site 100 EDWARDS RD, MAIDEN GULLY 3551 has been approved **As Applied For**.

Inverter capacity of 5.0 kW is approved provided this is balanced on each of the phases of the site.

Your Solar Pre-Approval request reference number is [SPA-24302](#) and your passcode is [MUjmiAx4](#).

Also, for your convenience, we have sent a copy of the Solar Pre-Approval assessment outcome to you via the following email - [eddieelectrican@gmail.com](mailto:eddieelectrican@gmail.com).

OK

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**Step 17** This is your unique SPA reference number. If you click this link you will be taken to the SPA Guest Login Page.  
Note: This reference number is used to login to the Guest Login Page, along with the passcode.

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**Step 18** This is your unique passcode. If you click this link you will be taken to the SPA Guest Login Page.  
Note: This passcode is used to login to the Guest Login Page, along with the reference number.

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**Step 19** Select "OK" to be taken to the Guest Dashboard.

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