

WORK INSTRUCTION

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

<Document Id.>

Purpose

This Work Instruction describes the steps required to ensure that a Registered Electrical Contractor (REC)/Licensed Electrical Worker (LEW)/ Non-Electrician can submit an SPA request as a Registered User for:

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

Task Detail: Submit a Solar Pre-Approval Request as a Registered User.

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

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

Proceed to [Section 3](#) for Submitting an **Upgrade Existing Solar Request** Instruction.

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

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.

The screenshot displays the user interface for Robbo Electrician. On the left is a dark sidebar with navigation links: Dashboard, Submit Connection Request, View Connection Requests, Solar Pre-Approvals (highlighted with a red circle and '1b'), Manage My Profile, Enquiries, and View My Call to Actions. The main content area features a top navigation bar with the user's name and a Log Out button. Below this is a grid of six service tiles: 'New Connections' (lightbulb icon), 'Alterations' (house wireframe icon, 'Coming Soon'), 'Abolishments' (silhouettes of workers icon, 'Coming Soon'), 'Solar Pre-Approvals' (solar panels icon, highlighted with a red circle and '1a'), 'Enquiries' (question mark icon, 'Coming Soon'), and 'Help' (hands icon). Below the grid is a 'Latest Requests' section with a search bar and a table with columns: #, Work Site Address, Type, Status, Update, Cancel, and Clone.

Step 2

From the SPA List View page select "Submit New Solar Pre-Approval".

Robbo REC Log Out

Dashboard / Solar Pre-Approval

Solar Pre-Approval Requests

2
Submit New Solar Pre-Approval

Find Advanced Search

10 records per page

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

Showing 0 to 0 of 0 entries < >

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

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

Robbo Electrician

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 Search

OR

Meter Number Search

Solar Details

Contact Details

Confirmation Details

Step 5 Enter either the National Meter 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".

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

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 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 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

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

6b

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

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

6c

Solar Details

Contact Details

Confirmation Details

Step 6c
cont.

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

Robbo Electrician

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: 21 Davis Street

Address Line 2 (optional):

Suburb/Town: Tarneit Postcode: 3029

Confirm

6c

Solar Details

Contact Details

Confirmation Details

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.

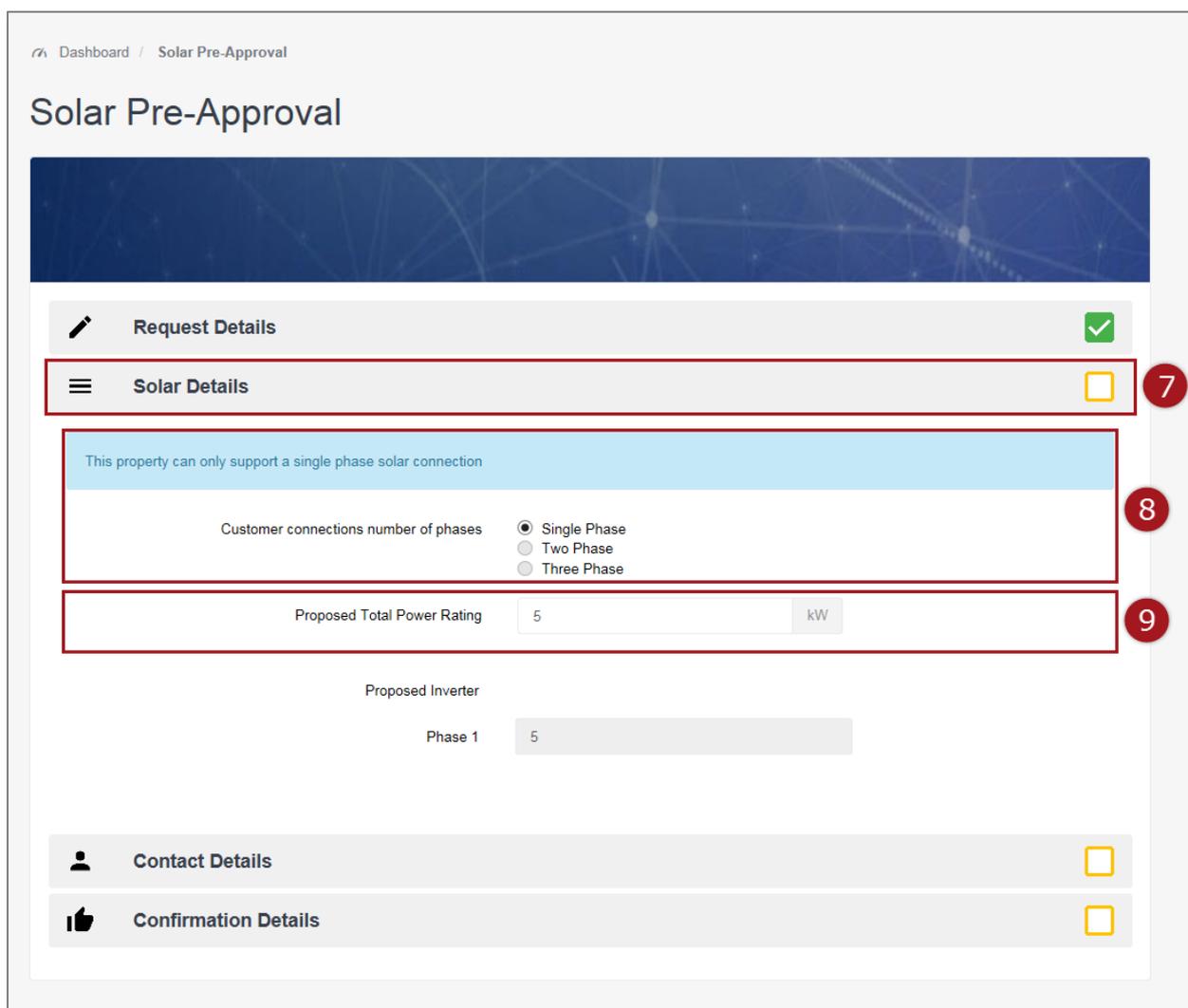
Step 8

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 below 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.



Dashboard / Solar Pre-Approval

Solar Pre-Approval

 Request Details 

 Solar Details  7

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 9

Proposed Inverter

Phase 1

 Contact Details 

 Confirmation Details 

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

 Robbo Electrician

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** 

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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 a web interface with a sidebar on the left containing three menu items: "Request Details" (with a pencil icon and a green checkmark), "Solar Details" (with a hamburger icon and a green checkmark), and "Contact Details" (with a person icon and a yellow square). A red box highlights the "Contact Details" banner. Below the sidebar, the "Customer Name" input field contains the text "Billy Smith" and is also highlighted with a red box. A red circle with the number "10" is positioned above the "Solar Details" banner, and a red circle with the number "11" is positioned above the "Customer Name" input field. Below the customer name, there is a section titled "Solar Installer Details (optional)" with several input fields: "Accreditation Number", "Company Name", "Email", "Phone", and "Mailing Address". Below this is a section titled "Applicant Details" with input fields for "Applicant Name" (containing "Robbo REC"), "Email" (containing "side@grr.la"), a checkbox for "Do you want a copy of the Solar pre approval request outcome to be emailed for reference" (which is unchecked), and "Application Date" (containing "22/09/2015"). At the bottom of the page, there is a "Confirmation Details" banner with a thumbs-up icon and a yellow square.

Step 12 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 13 "Applicant Detail" will be auto-populated with your details.
Note: You will be able to change the email if you want to.

Step 14 Check the box if you want to receive the outcome of the Solar Pre-Approval request emailed to you.

Request Details

Solar Details

Contact Details

Customer Name

Solar Installer Details (optional)

Accreditation Number

Company Name

Email

Phone

Mailing Address

Applicant Details

Applicant Name

Email

Do you want a copy of the Solar pre approval request outcome to be emailed for reference

Application Date

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.

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

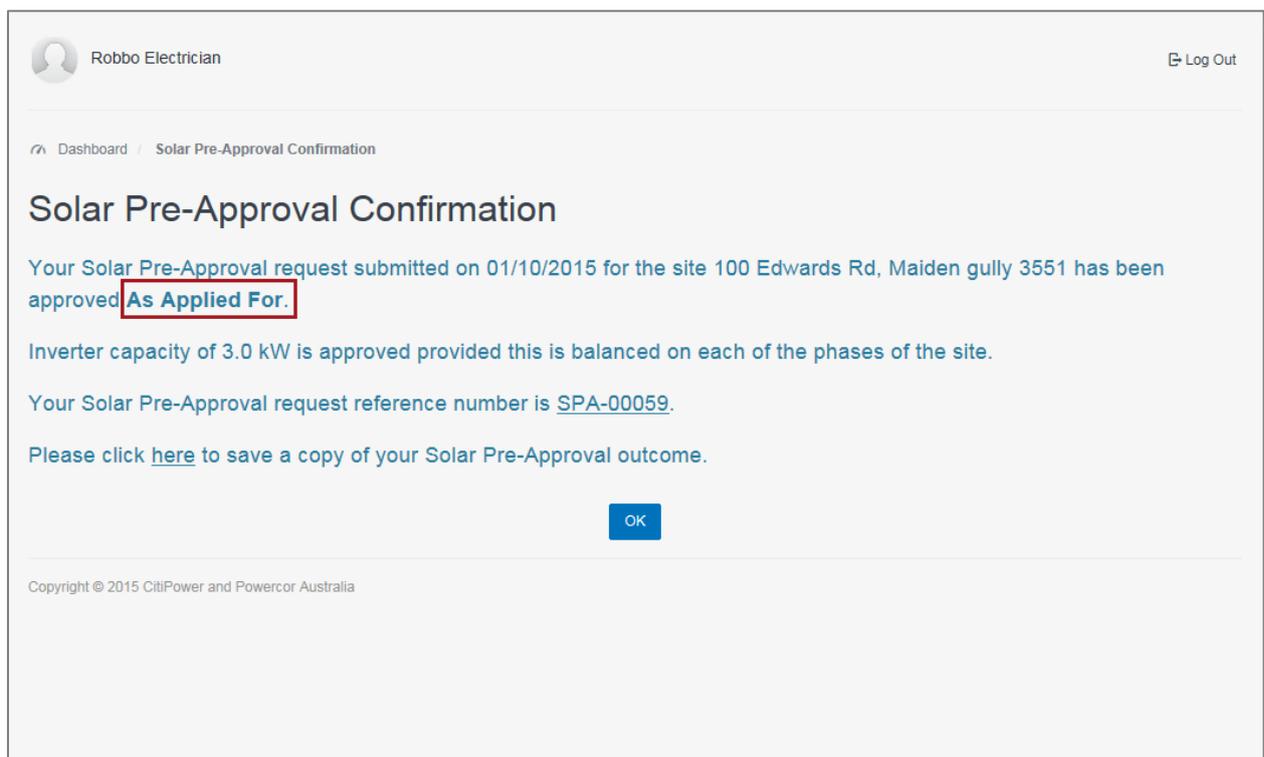
Submit

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, if you checked the box in **Step 14**.



Robbo Electrician Log Out

Dashboard / Solar Pre-Approval Confirmation

Solar Pre-Approval Confirmation

Your Solar Pre-Approval request submitted on 01/10/2015 for the site 100 Edwards Rd, Maiden gully 3551 has been approved **As Applied For**.

Inverter capacity of 3.0 kW is approved provided this is balanced on each of the phases of the site.

Your Solar Pre-Approval request reference number is [SPA-00059](#).

Please click [here](#) to save a copy of your Solar Pre-Approval outcome.

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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 assessment details page, refer to [Steps 20-22](#).

Step 18 Click this link to be taken to a print-friendly version of your SPA, which you can either print or save, continue to [Step 23 and 24](#).

Step 19 Select "OK" to be taken to the SPA List View page.

Robbo Electrician Log Out

Dashboard / Solar Pre-Approval Confirmation

Solar Pre-Approval Confirmation

Your Solar Pre-Approval request submitted on 01/10/2015 for the site 100 Edwards Rd, Maiden gully 3551 has been approved **As Applied For**.

Inverter capacity of 3.0 kW is approved provided this is balanced on each of the phases of the site.

Your Solar Pre-Approval request reference number is [SPA-00059](#).

Please click [here](#) to save a copy of your Solar Pre-Approval outcome.

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Step 20 Select "Extend" to extend your SPA assessment for 30 days.
Note: You will only be able to extend your SPA assessment within 14 days of its expiry and only once.

Step 21 Select "Back" to be taken to the list view of all SPA requests you have submitted.

Step 22 Select "Print" to view a print-friendly version which you can either print or save, continue to [Steps 23 and 24](#).

Robbo Electrician Log Out

Dashboard / Solar Pre-Approval / SPA-00059

SPA-00059

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 | 3 kW |
| Approved Capacity Per Phase | |
| Phase 1 | 3 kW |
| Approved Date | 01/10/2015 |
| Expiry Date | 30/12/2015 |

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 | 3 kW |
| Proposed Total Power Rating | 3 kW |
| Proposed Inverter | |
| Phase 1 | 3 kW |

Proposed Installer Details

| | |
|----------------------|--------------------------------------|
| Accreditation Number | 12345 |
| Company Name | Sonny Solar Co |
| Email | robbo.the.rec@gmail.com |
| Phone | 0400123456 |
| Mailing Address | 21 Elizabeth Street, Melbourne, 3000 |

20 Extend

21 Back

22 Print

Step 23 Select the save icon to save a copy to your computer.

Step 24 Select the print icon to print a copy.



Solar Photovoltaic (PV) Embedded Generator - (Solar Pre-Approval)

SPA-00059

| Citipower and Powercor Solar Pre-Approval Assessment | |
|--|----------------|
| <p>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.</p> | |
| Solar Pre-Approval Assessment Outcome | As Applied For |
| Approved Capacity | 3 kW |
| Approved Capacity Per Phase | |
| Phase 1 | 3 kW |
| Approved Date | 01/10/2015 |
| Expiry Date | 30/12/2015 |
| <p>Approval is valid for 90 days from this date. If not installed within 90 days re approval is required*.</p> <p><small>*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.</small></p> | |

| Proposed Generator Installation Details | |
|---|-----------------------------|
| Upgrade Reason | Adding to existing inverter |
| Power Rating of Existing Inverter | 3 kW |
| Proposed Total Power Rating | 3 kW |
| Proposed Inverter | |
| Phase 1 | 3 kW |

| Proposed Installer Details | |
|----------------------------|--------------------------------------|
| Accreditation Number | 12345 |
| Company Name | Sonny Solar Co |
| Email | robbo.the.rec@gmail.com |
| Phone | 0400123456 |
| Mailing Address | 21 Elizabeth Street, Melbourne, 3000 |

| Generator Owner Details | |
|-------------------------|-----------------------------------|
| Customer Name | Billy Jones |
| Supply Address | 100 Edwards Rd, Maiden gully 3551 |
| Customer NMI | 62034418122 |
| Meter Number | CZ214146 |

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

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.

The screenshot displays the CitiPower user interface. On the left is a dark sidebar menu with the following items: Dashboard, Submit Connection Request, View Connection Requests, Solar Pre-Approvals (highlighted with a red circle and '1b'), Manage My Profile, Enquiries, and View My Call to Actions. The main content area shows the user profile 'Robbo Electrician' and a 'Log Out' button. Below this are three cards: 'New Connections' (lightbulb icon), 'Alterations' (wireframe house icon, marked 'Coming Soon'), and 'Abolishments' (silhouettes of workers icon, marked 'Coming Soon'). A search bar for 'Connection Request ID' is present. Below the search bar is a table with columns: #, Work Site Address, Type, Status, Update, Cancel, and Clone. The table contains three rows: 'Solar Pre-Approvals' (solar panels icon, highlighted with a red box and '1a'), 'Enquiries' (question mark icon, marked 'Coming Soon'), and 'Help' (hands icon).

Step 2

From the SPA List View page select "Submit New Solar Pre-Approval".

Robbo REC Log Out

Dashboard / Solar Pre-Approval

Solar Pre-Approval Requests

Submit New Solar Pre-Approval

Find Advanced Search

10 records per page

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

Showing 0 to 0 of 0 entries

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

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

Robbo Electrician

Dashboard / Solar Pre-Approval

Solar Pre-Approval

Request Details

Request Type New Solar 3
 Upgrade Existing Solar

Is this request for an existing property Yes 4
 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 a user interface for a 'Solar Pre-Approval' form. At the top left, there is a user profile for 'Robbo Electrician'. Below this is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. The main heading is 'Solar Pre-Approval'. A banner image shows a person wearing a headset. Below the banner is a 'Request Details' section with a pencil 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 field containing '21 Smith Street'.
 - Address Line 2 (optional):** Text input field.
 - Suburb/Town:** Text input field containing 'Melbourne'.
 - Postcode:** Text input field containing '3000'.
- Confirm:** A blue button with the text 'Confirm'.

Red circles with numbers '5' and '6' are overlaid on the form. Circle '5' is positioned to the right of the address input fields, and circle '6' is positioned to the right of the 'Confirm' button.

At the bottom of the form, there is a sidebar with three menu items, each with a yellow square icon:

- Solar Details
- Contact Details
- Confirmation Details

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.

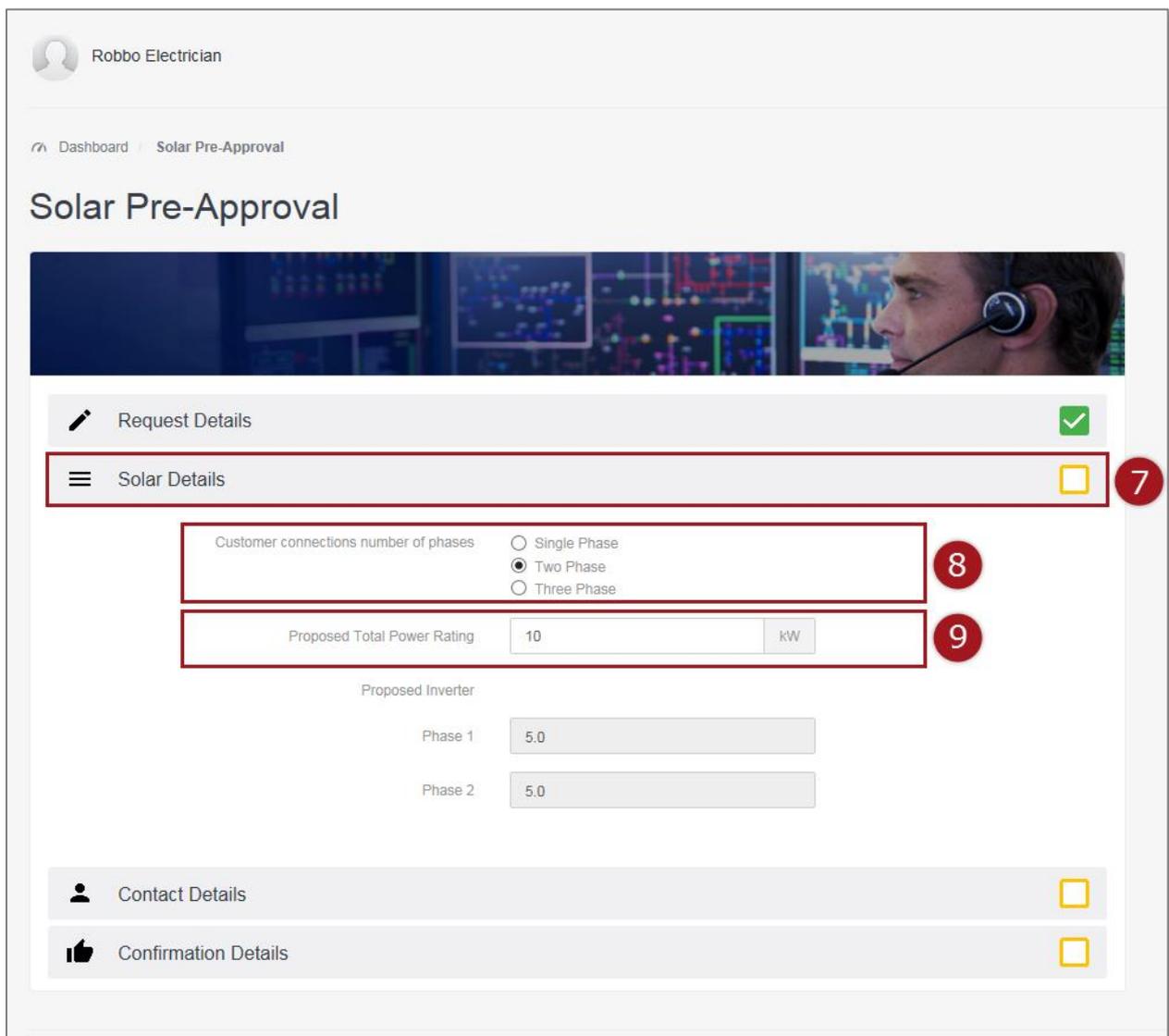
Step 8

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 below 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.



Robbo Electrician

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

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

 Robbo Electrician

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** 

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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 your customer.

The screenshot shows a web interface with a sidebar on the left containing three menu items: "Request Details" (with a pencil icon and a green checkmark), "Solar Details" (with a hamburger icon and a green checkmark), and "Contact Details" (with a person icon, a yellow square icon, and a red circle containing the number 10). The "Contact Details" section is highlighted with a red border. Below this, the "Customer Name" input field contains the text "Billy Jones" and is highlighted with a red box, with a red circle containing the number 11 next to it. Below the customer name is a section titled "Solar Installer Details (optional)" with five input fields: "Accreditation Number", "Company Name", "Email", "Phone", and "Mailing Address". Below that is the "Applicant Details" section with three input fields: "Applicant Name" (containing "Robbo Electrician"), "Email" (containing "robboelectrician@gmail.com" and a close icon), and "Application Date" (containing "05/10/2015"). There is also a checkbox labeled "Do you want a copy of the Solar pre approval request outcome to be emailed for reference" which is currently unchecked. At the bottom of the sidebar, there is a "Confirmation Details" item with a thumbs-up icon and a yellow square icon.

Step 12 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 13 "Applicant Detail" will be auto-populated with your details.
Note: You will be able to change the email if you want to.

Step 14 Check the box if you want to receive the outcome of the Solar Pre-Approval request emailed to you.

Request Details

Solar Details

Contact Details

Customer Name

Solar Installer Details (optional)

Accreditation Number

Company Name

Email **12**

Phone

Mailing Address

Applicant Details

Applicant Name

Email **13**

Do you want a copy of the Solar pre approval request outcome to be emailed for reference **14**

Application Date

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.

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.

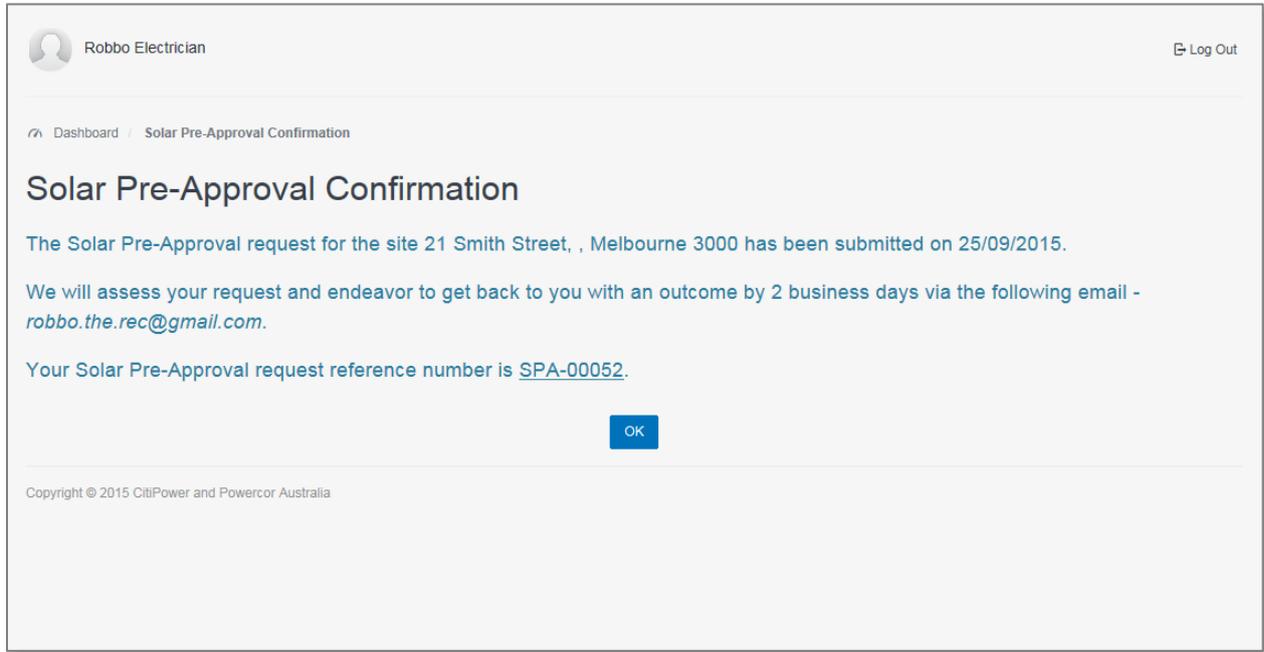
Once confirmation of the Solar Pre-Approval has been received, the Solar Connection should not exceed the approved size. In doing so, this may result in the disconnection of Electricity Supply to the property.

I accept the Terms and Conditions 16

Submit

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

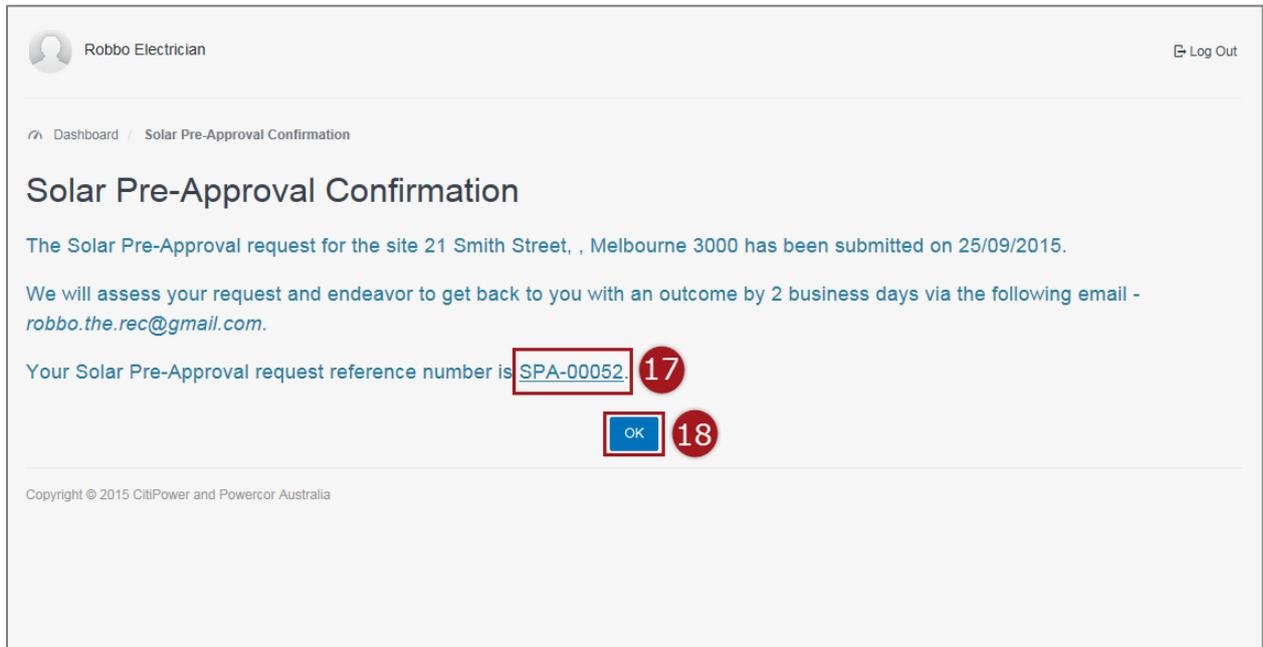
Your request outcome will always be taken offline for assessment since it is a new property. The CitiPower and Powercor team will endeavor to get back to you within 2 business days.



The screenshot shows a web dashboard for a user named "Robbo Electrician". The page title is "Solar Pre-Approval Confirmation". The main content area contains the following text: "The Solar Pre-Approval request for the site 21 Smith Street, , Melbourne 3000 has been submitted on 25/09/2015. We will assess your request and endeavor to get back to you with an outcome by 2 business days via the following email - robbo.the.rec@gmail.com. Your Solar Pre-Approval request reference number is [SPA-00052](#)." Below the text is a blue "OK" button. At the bottom left, there is a copyright notice: "Copyright © 2015 CitiPower and Powercor Australia".

Step 17 Upon submission of the SPA Request form you will be taken to the confirmation page.
This is your unique SPA reference number. If you click this link you will be taken to the SPA assessment details page, refer to [Steps 19-21](#).

Step 18 Select "OK" to be taken to the SPA List View Page.



Step 19 Select "Extend" to extend your SPA assessment for 30 days.
Note: You will only be able to extend your SPA assessment within 14 days of its expiry and only once.

Step 20 Select "Back" to be taken to the list view of all SPA requests you have submitted.

Step 21 Select "Print" to view a print-friendly version which you can either print or save, continue to [Step 22 and 23](#).

SPA-00052

Citipower and Powercor Solar Pre-Approval Assessment

Your Solar Photovoltaic (PV) Pre-Approval Assessment is being completed **offline** by one of our Connections Officers.

You will receive your assessment outcome via email within the next 2 business days.

CitiPower and Powercor

Proposed Generator Installation Details

| | |
|--------------------------------------|-------|
| Inverter Power Rating | 10 kW |
| Proposed Inverter Capacity per phase | |
| Phase 1 | 5 kW |
| Phase 2 | 5 kW |

Proposed Installer Details

Generator Owner Details

| | |
|----------------|-----------------------------------|
| Customer Name | Billy Jones |
| Supply Address | 21 Smith Street, , Melbourne 3000 |
| Customer NMI | |
| Meter Number | |

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19 Extend

20 Back

21 Print

Step 22 Select the save icon to save a copy to your computer.

Step 23 Select the print icon to print a copy.

CITIPOWER **Powercor AUSTRALIA**

Solar Photovoltaic (PV) Embedded Generator - (Solar Pre-Approval)

SPA-00052

CitiPower and Powercor Solar Pre-Approval Assessment

Your Solar Photovoltaic (PV) Pre-Approval Assessment is being completed **offline** by one of our Connection Officers.

You will receive your assessment outcome via email within the next 2 business days.

CitiPower and Powercor

Proposed Generator Installation Details

| | |
|--------------------------------------|-------|
| Inverter Power Rating | 10 kW |
| Proposed Inverter Capacity per phase | |
| Phase 1 | 5 kW |
| Phase 2 | 5 kW |

Proposed Installer Details

Generator Owner Details

| | |
|----------------|-----------------------------------|
| Customer Name | Billy Jones |
| Supply Address | 21 Smith Street, , Melbourne 3000 |

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Save Print Up Down 1 / 1 - + PDF

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

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.

The screenshot displays the CitiPower user interface for a user named Robbo Electrician. On the left is a dark sidebar menu with the following items: Dashboard, Submit Connection Request, View Connection Requests, Solar Pre-Approvals (highlighted with a red box and a red circle containing '1b'), Manage My Profile, Enquiries, and View My Call to Actions. The main content area shows three categories: 'New Connections' (lightbulb icon), 'Alterations' (wireframe house icon, marked 'Coming Soon'), and 'Abolishments' (silhouettes of workers icon, marked 'Coming Soon'). Below these is a 'Latest Requests' section with a search bar for 'Connection Request ID' and a 'View All' button. A table header is visible with columns: #, Work Site Address, Type, Status, Update, Cancel, and Clone. The table contains three items: 'Solar Pre-Approvals' (solar panels icon, highlighted with a red box and a red circle containing '1a'), 'Enquiries' (question mark icon, marked 'Coming Soon'), and 'Help' (hands icon).

Step 2

From the SPA List View page select "Submit New Solar Pre-Approval".

Robbo REC Log Out

Dashboard / Solar Pre-Approval

Solar Pre-Approval Requests

2
Submit New Solar Pre-Approval

Find Advanced Search

10 records per page

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

Showing 0 to 0 of 0 entries < >

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

Robbo Electrician

Dashboard / Solar Pre-Approval

Solar Pre-Approval

Request Details

Request Type

New Solar

Upgrade Existing Solar

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 associated with the NMI/Meter number is correct, select "Confirm".

Robbo Electrician

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 to [Step 4](#).

Robbo Electrician

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

5b

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".

The screenshot shows a web interface for a user named 'Robbo Electrician'. The page title is 'Solar Pre-Approval'. Under the 'Request Details' section, there are radio buttons for 'Type' with 'New Solar' and 'Upgrade Existing Solar' (selected). Below this are search fields for 'NMI' (containing '62034418122') and 'Meter Number'. A confirmation box displays the address '100 EDWARDS RD, MAIDEN GULLY 3551' and contains three buttons: 'Confirm', 'Search Again', and 'Enter Address'. The 'Enter Address' button is highlighted with a red box and a red circle containing '5c'. A sidebar at the bottom contains 'Solar Details', 'Contact Details', and 'Confirmation Details' sections.

Step 5c
cont.

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

The screenshot shows a web interface for a 'Solar Pre-Approval' request. At the top left, the user is identified as 'Robbo Electrician'. Below this is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. The main heading is 'Solar Pre-Approval'. A dark blue banner with a network diagram is positioned below the heading. The 'Request Details' section is highlighted with a grey bar and contains a pencil icon and a yellow square. Underneath, the 'Type' section has two radio buttons: 'New Solar' (unselected) and 'Upgrade Existing Solar' (selected). A text prompt 'Please nominate the property' is followed by a form area. This area contains three input fields: 'Address line 1' with the value '21 Davis Street', 'Address line 2 (optional)' which is empty, and 'Suburb/Town' with the value 'Tarneit'. To the right of these fields is a 'Postcode' field with the value '3029' and a clear 'x' button. A blue 'Confirm' button is centered below the form fields. A red circle with the text '5c' is placed to the right of the form area, indicating the current step. Below the form are three menu items: 'Solar Details', 'Contact Details', and 'Confirmation Details', each with a hamburger icon on the left and a yellow square on the right.

Step 6 Select the "Solar Details" grey banner.
Note: There should be a green tick icon in the "Request Details" banner.

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 below message in blue. You will not be able to select "Two Phase" or "Three Phase".

Robbo Electrician

Dashboard / Solar Pre-Approval

Solar Pre-Approval

Request Details 6 ✔

Solar Details 7

This property can only support a single phase solar connection

Customer connections number of phases

- Single Phase
- Two Phase
- Three Phase

Upgrade Reason

Power Rating of Existing Inverter kW

Proposed Total Power Rating kW
Please enter the Proposed rating

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.

Robbo Electrician

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.

 Robbo Electrician

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 

Power Rating of Existing Inverter kW

Proposed Total Power Rating kW
Proposed total power rating must be greater than Existing Inverter

Proposed Inverter

Phase 1
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.

Robbo Electrician

Dashboard / Solar Pre-Approval

Solar Pre-Approval

Request Details

Solar Details 11

Contact Details 11

Customer Name 12

Solar Installer Details (optional)

Accreditation Number

Company Name

Email

Phone

Mailing Address

Applicant Details

Applicant Name

Email

Do you want a copy of the Solar pre approval request outcome to be emailed for reference

Application Date

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 "Applicant Detail" will be auto-populated with your details
Note: You will be able to change the email if you want to.

Step 15 Check the box if you want to receive the outcome of the Solar Pre-Approval request emailed to you.

Request Details

Solar Details

Contact Details

Customer Name

Solar Installer Details (optional)

Accreditation Number

Company Name

Email

Phone

Mailing Address

Applicant Details

Applicant Name

Email

Do you want a copy of the Solar pre approval request outcome to be emailed for reference

Application Date

Confirmation Details

Step 16 Select the "Confirmation Details" grey banner.
Note: There should be green tick icons in the "Request Details", "Solar Details" and "Contact Details" banners.

Step 17 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 ✓** 16

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 17

Submit

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.

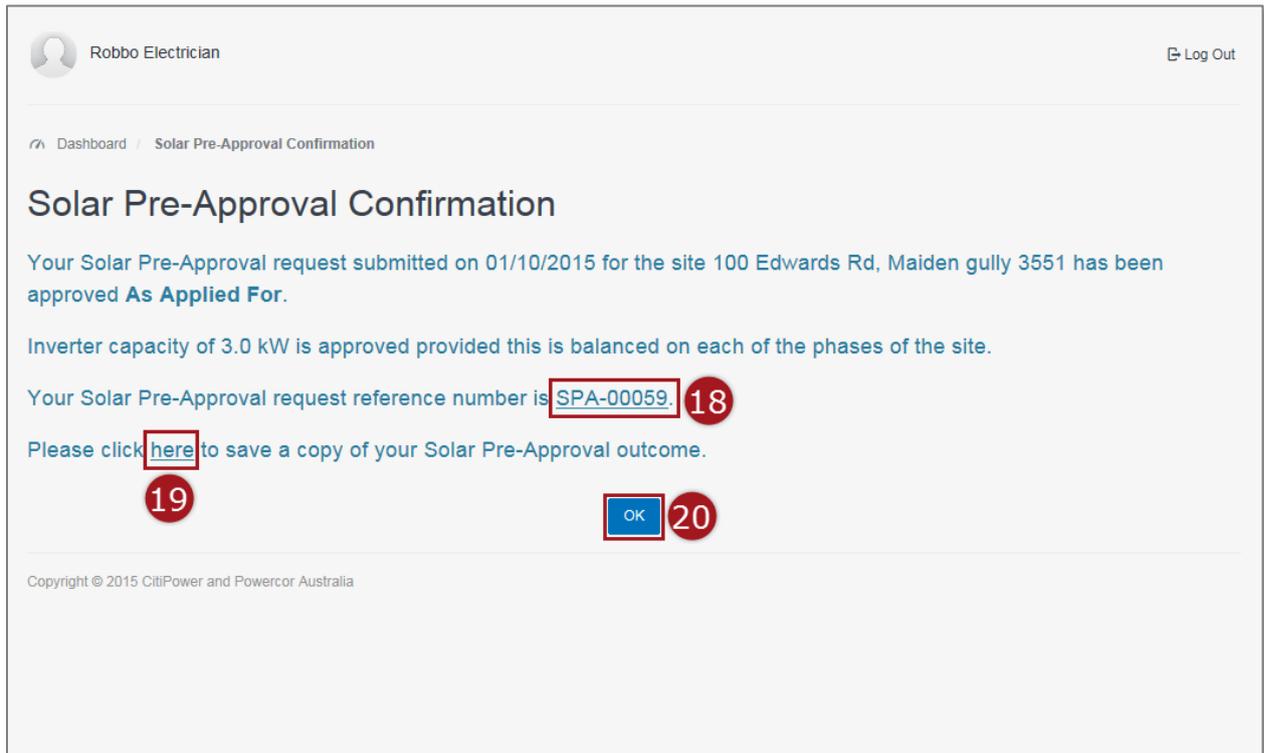
You will be emailed a copy of these details as well as a PDF version of your assessment, if you checked the box in **Step 15**.

The screenshot shows a user interface for 'Robbo Electrician'. The page title is 'Solar Pre-Approval Confirmation'. The main message reads: 'Your Solar Pre-Approval request submitted on 01/10/2015 for the site 100 Edwards Rd, Maiden gully 3551 has been approved **As Applied For**'. Below this, it states: 'Inverter capacity of 3.0 kW is approved provided this is balanced on each of the phases of the site.' and 'Your Solar Pre-Approval request reference number is [SPA-00059](#)'. A link is provided: 'Please click [here](#) to save a copy of your Solar Pre-Approval outcome.' There is a blue 'OK' button. The footer contains the text: 'Copyright © 2015 CitiPower and Powercor Australia'.

Step 18 This is your unique SPA reference number. If you click this link you will be taken to the SPA assessment details page, refer to [Step 21](#).

Step 19 Click this link to be taken to a print-friendly version which you can either print or save, continue to [Step 24](#).

Step 20 Select "OK" to be taken to the SPA list view page.



Step 21 Select "Extend" to extend your SPA assessment for 30 days.
Note: Note: You will only be able to extend your SPA assessment within 14 days of its expiry and only once.

Step 22 Select "Back" to be taken to the list view of all SPA requests you have completed.

Step 23 Select "Print" to view a print-friendly version which you can either print or save, continue to [Step 24](#).

The screenshot shows a web application interface for Robbo Electrician. At the top, there is a user profile for Robbo Electrician and a Log Out button. Below the header, there is a breadcrumb trail: Dashboard > Solar Pre-Approval > SPA-00059. The main content area is titled "SPA-00059" and contains a section for "Citipower and Powercor Solar Pre-Approval Assessment". This section includes a paragraph of text explaining the assessment's scope and a table of assessment outcomes. To the right of this section, there are three action buttons: "Extend" (blue), "Back" (green), and "Print" (blue). Red circles with numbers 21, 22, and 23 are overlaid on these buttons. Below the assessment section, there are two more sections: "Proposed Generator Installation Details" and "Proposed Installer Details", each containing a table of information.

Robbo Electrician Log Out

Dashboard > Solar Pre-Approval > SPA-00059

SPA-00059

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 | 3 kW |
| Approved Capacity Per Phase | |
| Phase 1 | 3 kW |
| Approved Date | 01/10/2015 |
| Expiry Date | 30/12/2015 |

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 | 3 kW |
| Proposed Total Power Rating | 3 kW |
| Proposed Inverter | |
| Phase 1 | 3 kW |

Proposed Installer Details

| | |
|----------------------|--------------------------------------|
| Accreditation Number | 12345 |
| Company Name | Sonny Solar Co |
| Email | robbo.the.rec@gmail.com |
| Phone | 0400123456 |
| Mailing Address | 21 Elizabeth Street, Melbourne, 3000 |

21 Extend

22 Back

23 Print

Step 24 Select the save icon to save a copy to your computer.

Step 25 Select the print icon to print a copy.



Solar Photovoltaic (PV) Embedded Generator - (Solar Pre-Approval)

SPA-00059

| Citipower and Powercor Solar Pre-Approval Assessment | |
|--|----------------|
| <p>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.</p> | |
| Solar Pre-Approval Assessment Outcome | As Applied For |
| Approved Capacity | 3 kW |
| Approved Capacity Per Phase | |
| Phase 1 | 3 kW |
| Approved Date | 01/10/2015 |
| Expiry Date | 30/12/2015 |
| <p>Approval is valid for 90 days from this date. If not installed within 90 days re approval is required*.</p> <p><small>*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.</small></p> | |

| Proposed Generator Installation Details | |
|---|-----------------------------|
| Upgrade Reason | Adding to existing inverter |
| Power Rating of Existing Inverter | 3 kW |
| Proposed Total Power Rating | 3 kW |
| Proposed Inverter | |
| Phase 1 | 3 kW |

| Proposed Installer Details | |
|----------------------------|--------------------------------------|
| Accreditation Number | 12345 |
| Company Name | Sonny Solar Co |
| Email | robbo.the.rec@gmail.com |
| Phone | 0400123456 |
| Mailing Address | 21 Elizabeth Street, Melbourne, 3000 |

| Generator Owner Details | |
|-------------------------|-----------------------------------|
| Customer Name | Billy Jones |
| Supply Address | 100 Edwards Rd, Maiden gully 3551 |
| Customer NMI | 62034418122 |
| Meter Number | CZ214146 |

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