

WORK INSTRUCTION

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

<Document Id.>

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](#)

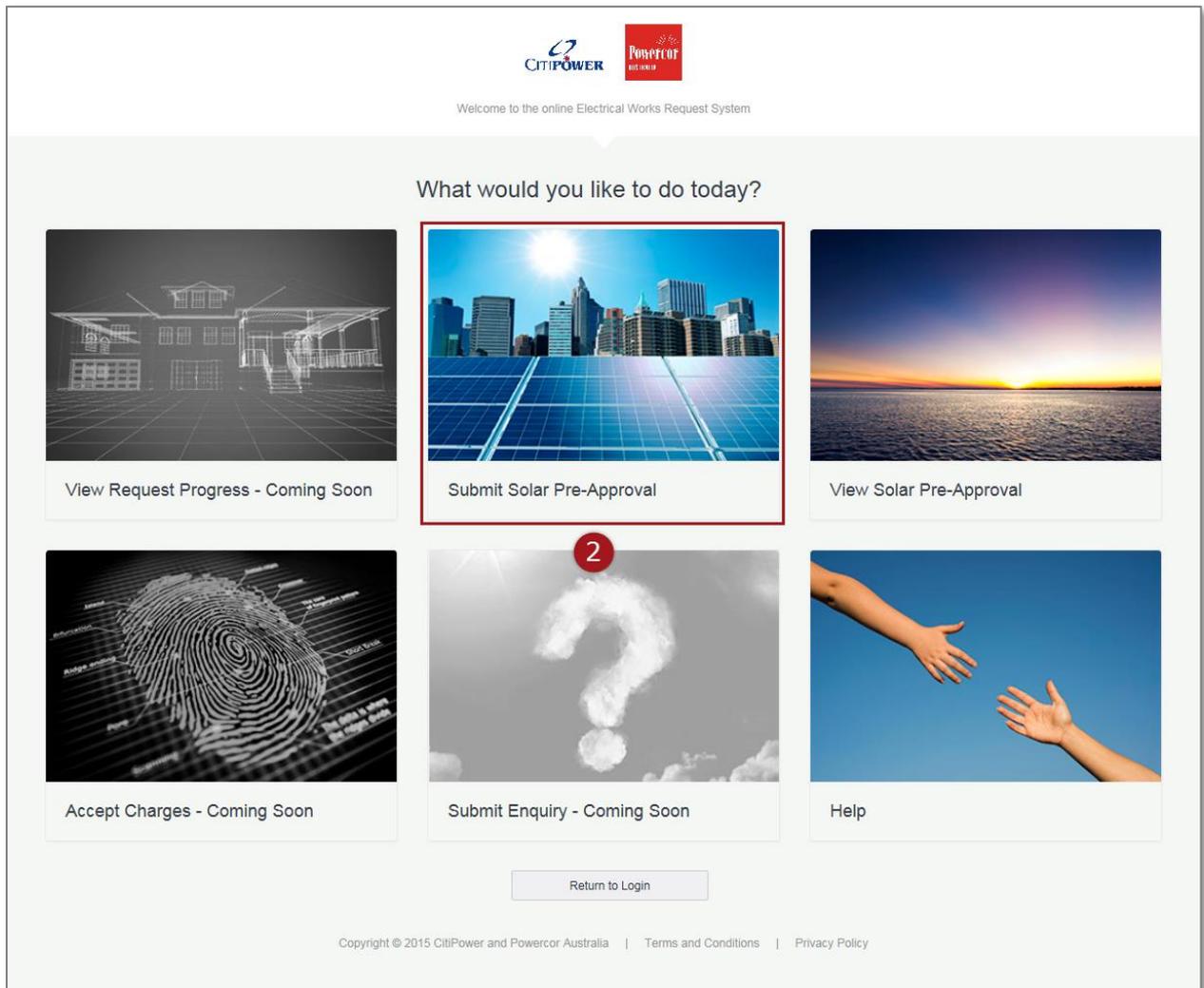
[Forgot your Password?](#)

[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' web interface. At the top, there is a breadcrumb trail: 'Dashboard / Solar Pre-Approval'. The main heading is 'Solar Pre-Approval'. Below the heading is a banner image of a person wearing a headset. The form is divided into sections:

- Request Details:** This section contains two radio button options:
 - Request Type:** New Solar (highlighted with a red box and a red circle containing the number 3) and Upgrade Existing Solar.
 - Is this request for an existing property:** Yes (highlighted with a red box and a red circle containing the number 4) and No.
- Please nominate the property:** This section contains two search fields:
 - NMI:** A text input field followed by a 'Search' button.
 - OR**
 - Meter Number:** A text input field followed by a 'Search' button.
- Solar Details:** A section with a hamburger menu icon and a yellow square icon.
- Contact Details:** A section with a person icon and a yellow square icon.
- Confirmation Details:** A section with a thumbs-up icon and a yellow square icon.

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".

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 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

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 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

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".

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 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.

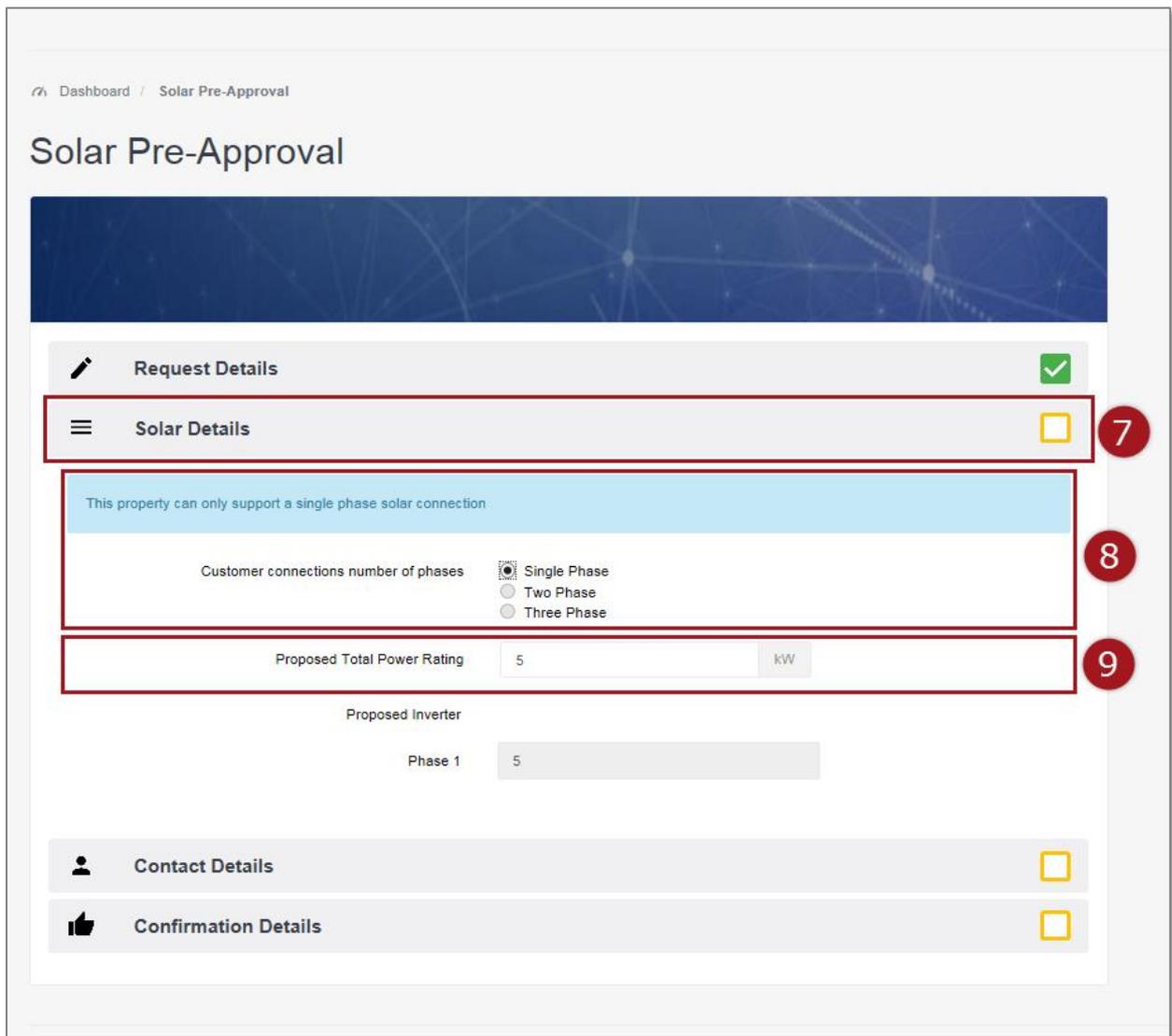
Step 8

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:

- Request Details:** Grey banner with a green checkmark icon.
- Solar Details:** Grey banner with a yellow square icon. This section is highlighted with a red box and a red circle containing the number 7. Below the banner is a blue message box: 'This property can only support a single phase solar connection.' Underneath, there is a radio button selection for 'Customer connections number of phases': 'Single Phase' (selected), 'Two Phase', and 'Three Phase'. This section is also highlighted with a red box and a red circle containing the number 8.
- Proposed Total Power Rating:** A text input field containing the number '5' and a 'kW' unit label. This field is highlighted with a red box and a red circle containing the number 9.
- Proposed Inverter:** A section with a 'Phase 1' label and a text input field containing the number '5'.
- Contact Details:** Grey banner with a yellow square icon.
- Confirmation Details:** Grey banner with a yellow square icon.

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 a web interface for "Solar Pre-Approval". At the top, there is a breadcrumb "Dashboard / Solar Pre-Approval" and a title "Solar Pre-Approval". Below the title is a blue header image. A navigation bar contains three items: "Request Details" with a pencil icon and a green checkmark, "Solar Details" with a hamburger menu icon and a green checkmark, and "Contact Details" with a person icon and a yellow square icon. A red box highlights the "Contact Details" item, with a red circle containing the number "10" next to it. Below the navigation bar is a form with a "Customer Name" field containing "Billy Jones", highlighted with a red box and a red circle containing the number "11". The form is divided into sections: "Solar Installer Details (optional)" with fields for Accreditation Number, Company Name, Email, Phone, and Mailing Address; and "Applicant Details" with fields for Applicant Name, Email, and Application Date (pre-filled with "07/10/2015"). At the bottom, there is a "Confirmation Details" section with a thumbs-up icon and a yellow square icon.

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

Solar Installer Details (optional)

Accreditation Number	<input type="text" value="12345"/>
Company Name	<input type="text" value="Sonny Solar Co"/>
Email	<input type="text" value="sonny@gmail.com"/>
Phone	<input type="text" value="0411234567"/>
Mailing Address	<input type="text" value="21 Elizabeth Street, Melbourne, 3000"/>

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Applicant Details

Applicant Name	<input type="text" value="Eddie Electrician"/>
Email	<input type="text" value="eddieelectrician@gmail.com"/>
Application Date	<input type="text" value="07/10/2015"/>

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-  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

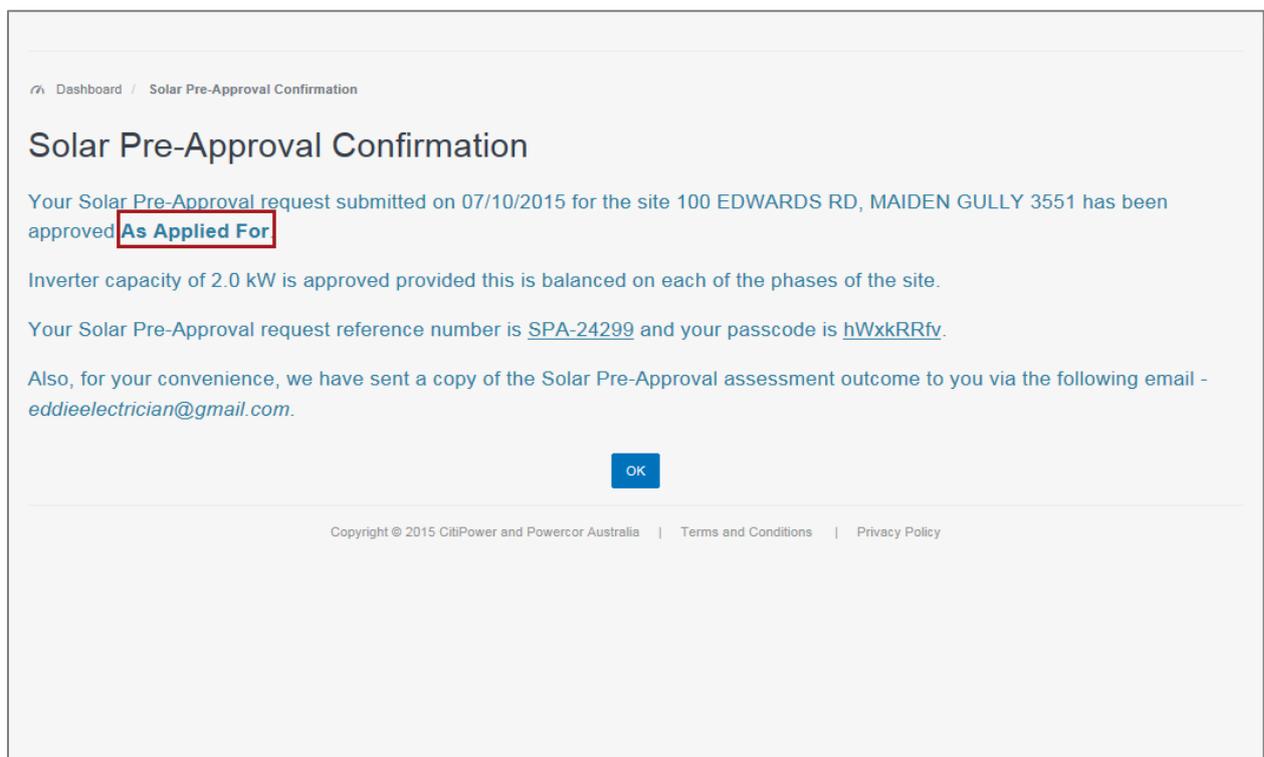
Submit

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.



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.

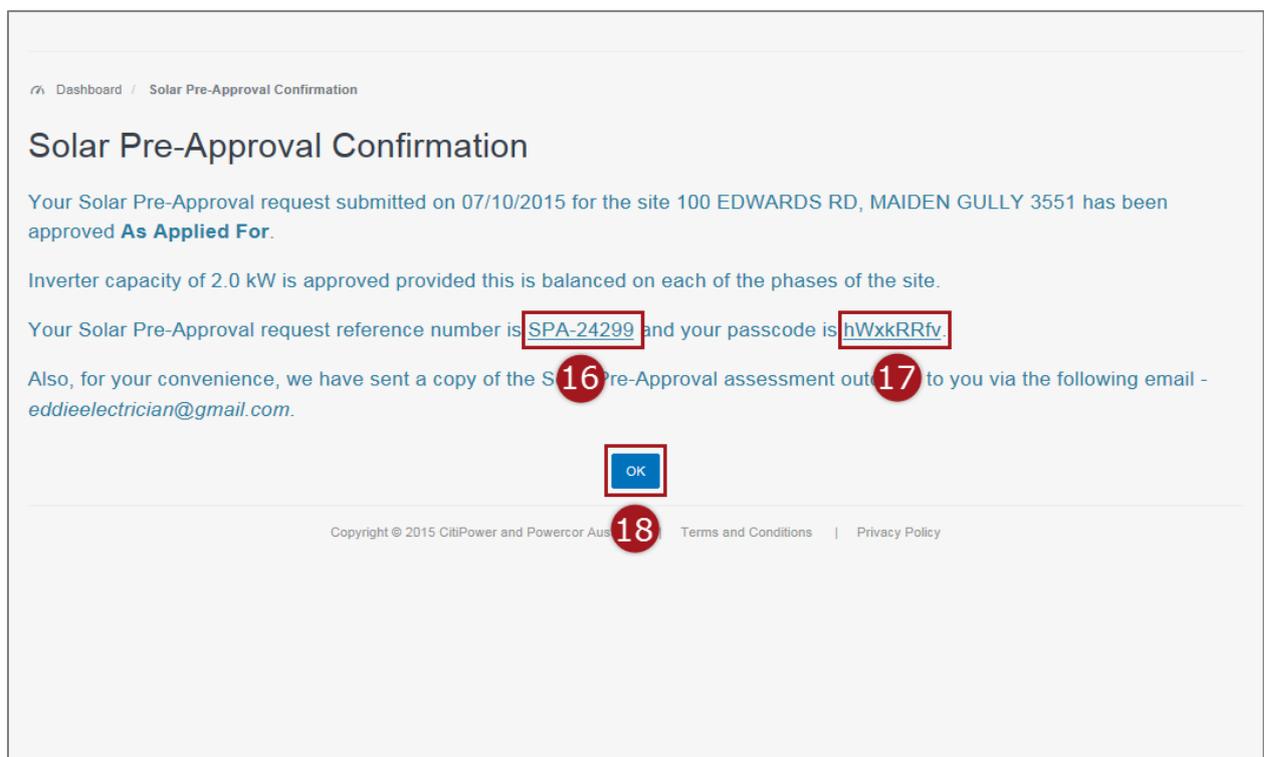
[OK](#)

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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.

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 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](#)

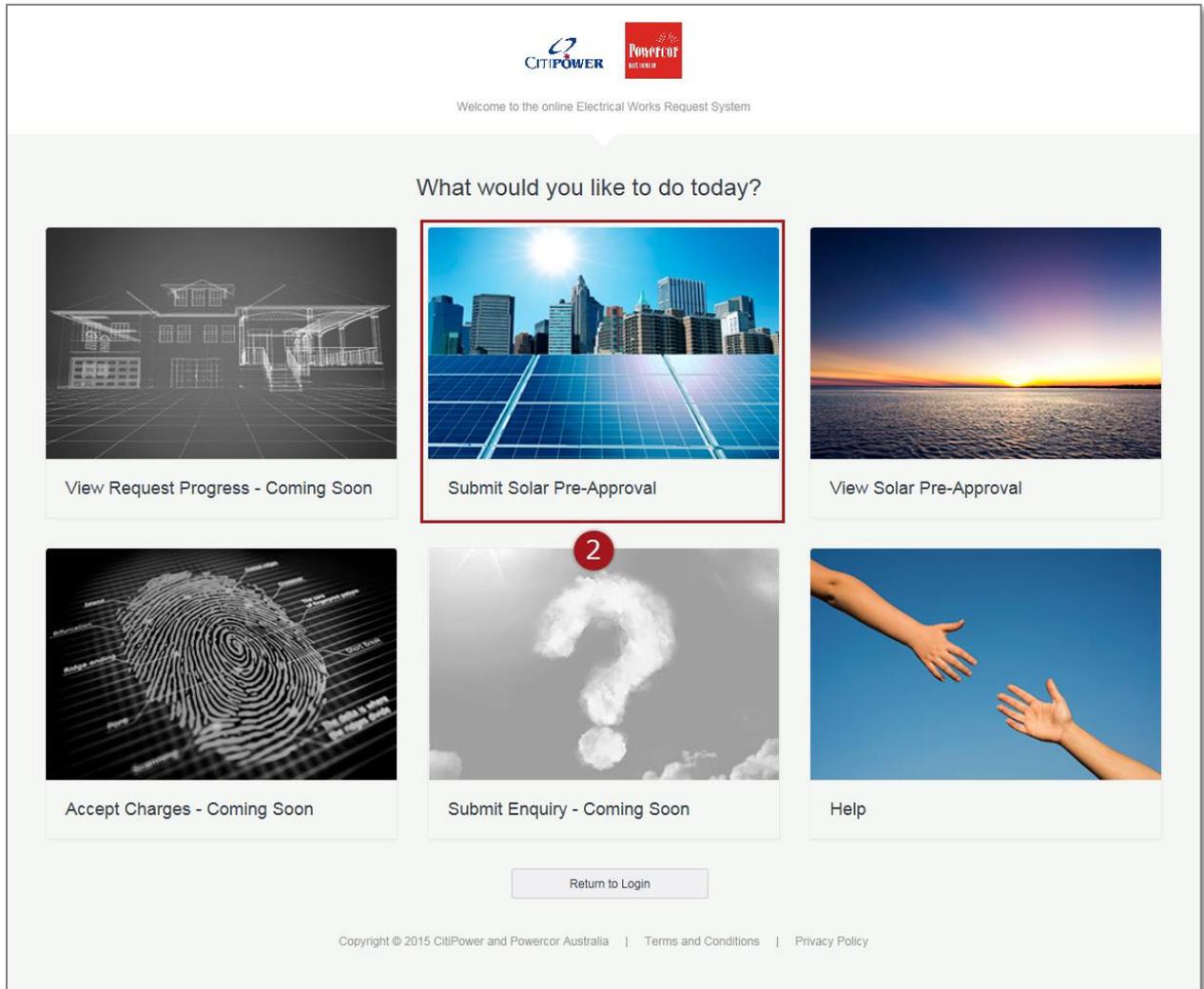
[Forgot your Password?](#)

[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".

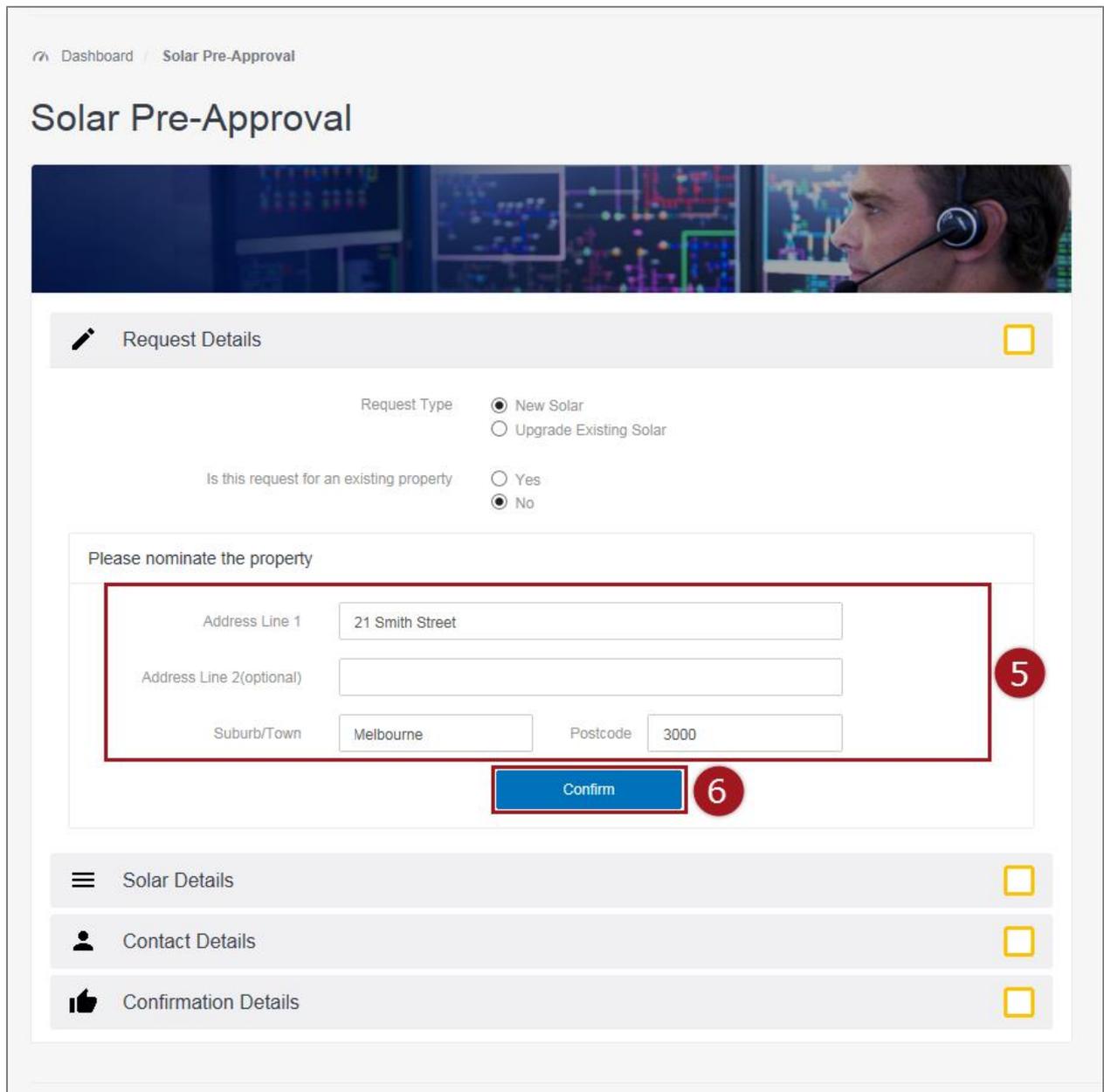
The screenshot shows a web interface for "Solar Pre-Approval". At the top, there is a breadcrumb trail: "Dashboard / Solar Pre-Approval". Below this is the main heading "Solar Pre-Approval" and a banner image of a person wearing a headset. The main content area is titled "Request Details" and contains two sections highlighted with red boxes and numbered circles:

- Section 3:** "Request Type" with radio buttons for "New Solar" (selected) and "Upgrade Existing Solar".
- Section 4:** "Is this request for an existing property" with radio buttons for "Yes" and "No" (selected).

Below these sections is a form titled "Please nominate the property" with input fields for "Address Line 1", "Address Line 2 (optional)", "Suburb/Town", and "Postcode", followed by a blue "Confirm" button. At the bottom, there is a sidebar with three menu items: "Solar Details", "Contact Details", and "Confirmation Details", each with a yellow square icon.

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.



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 Smith Street

Address Line 2(optional):

Suburb/Town: Melbourne Postcode: 3000

Confirm

Solar Details

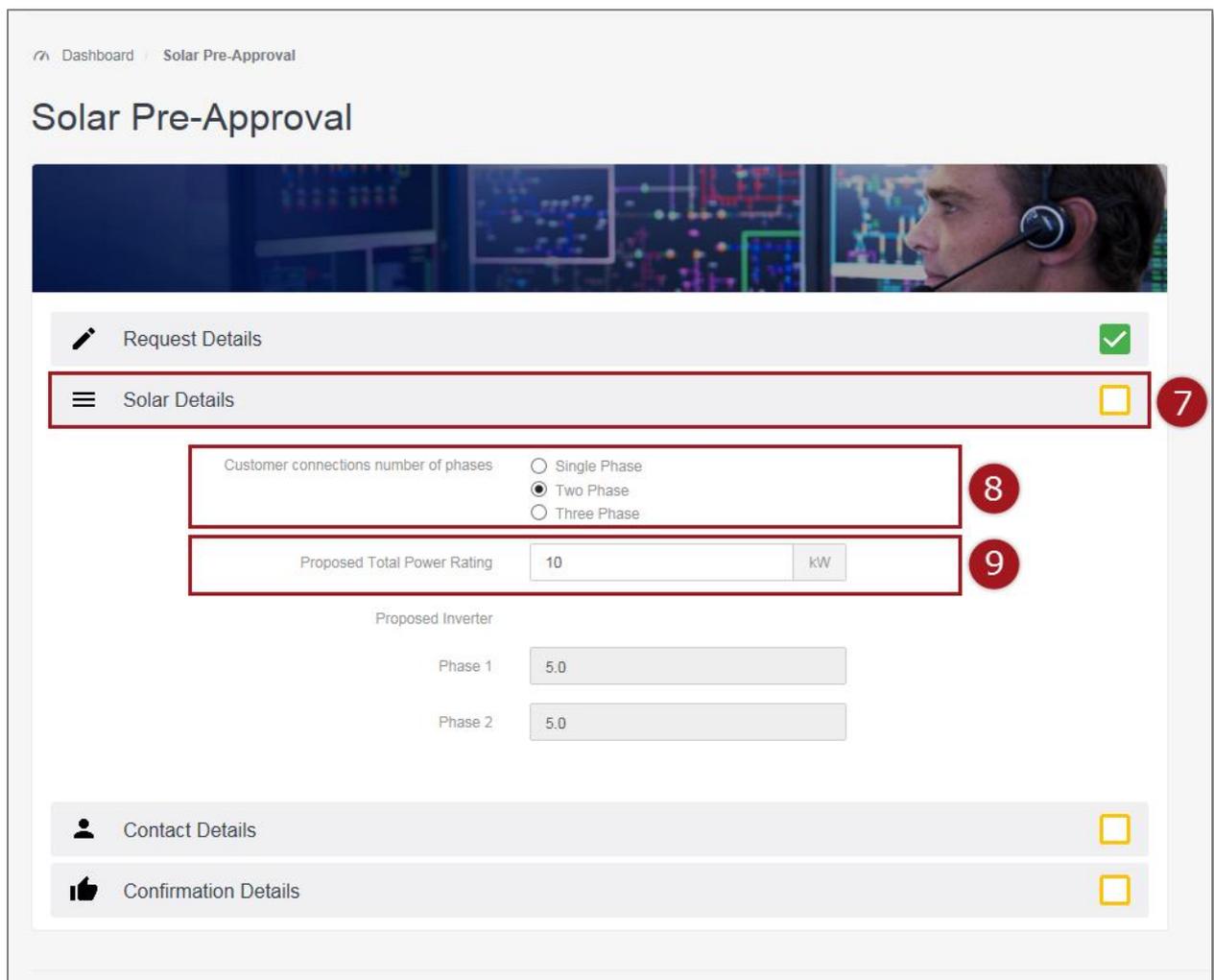
Contact Details

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'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'. The main heading is 'Solar Pre-Approval'. Below this is a navigation bar with four items: 'Request Details' (with a green checkmark icon), 'Solar Details' (with a yellow square icon and a red circle containing the number 7), 'Contact Details' (with a yellow square icon), and 'Confirmation Details' (with a yellow square icon). The 'Solar Details' section is highlighted with a red border. Inside this section, there are three main areas: 1. 'Customer connections number of phases' with three radio button options: 'Single Phase', 'Two Phase' (which is selected), and 'Three Phase'. A red circle with the number 8 is next to the 'Two Phase' option. 2. 'Proposed Total Power Rating' with a text input field containing '10' and a 'kW' unit button. A red circle with the number 9 is next to the input field. 3. 'Proposed Inverter' section with two input fields: 'Phase 1' containing '5.0' and 'Phase 2' containing '5.0'.

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 for "Solar Pre-Approval". At the top, there is a breadcrumb "Dashboard / Solar Pre-Approval" and a title "Solar Pre-Approval". Below the title is a blue decorative banner. A navigation menu contains four items: "Request Details" with a pencil icon and a green checkmark; "Solar Details" with a hamburger icon and a green checkmark; "Contact Details" with a person icon, a yellow square, and a red circle containing the number "10"; and "Confirmation Details" with a thumbs-up icon and a yellow square. The "Contact Details" section is highlighted with a red border. Inside this section, the "Customer Name" field contains "Billy Jones" and is annotated with a red circle containing the number "11". Below this are sections for "Solar Installer Details (optional)" and "Applicant Details", each with several input fields. The "Applicant Details" section shows "Applicant Name" and "Email" as empty fields, and "Application Date" as "07/10/2015".

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

Solar Installer Details (optional)

Accreditation Number	<input type="text" value="12345"/>
Company Name	<input type="text" value="Sonny Solar Co"/>
Email	<input type="text" value="sonny@gmail.com"/>
Phone	<input type="text" value="0411234567"/>
Mailing Address	<input type="text" value="21 Elizabeth Street, Melbourne, 3000"/>

12

Applicant Details

Applicant Name	<input type="text" value="Eddie Electrician"/>
Email	<input type="text" value="eddieelectrician@gmail.com"/>
Application Date	<input type="text" value="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.

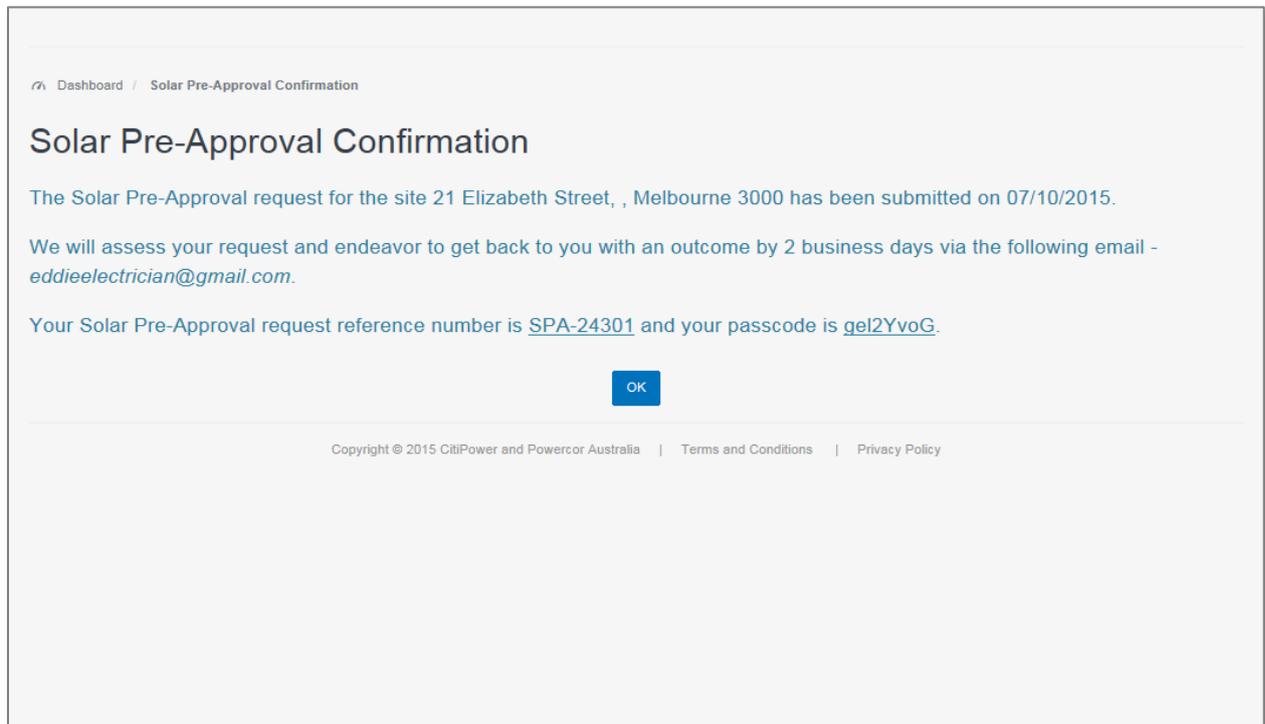
Once confirmation of the Solar Pre-Approval has been received, the Solar Connection should not exceed the approved size. In doing so, this may result in the disconnection of Electricity Supply to the property.

I accept the Terms and Conditions 15

Submit

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

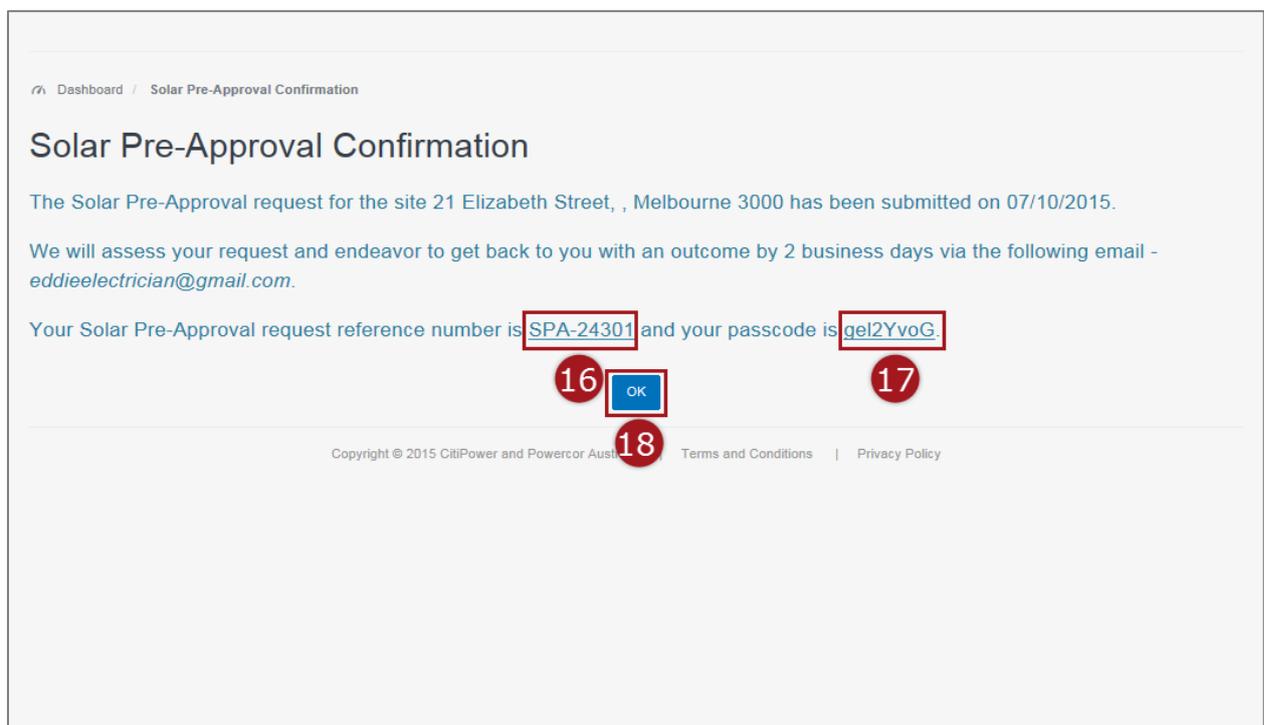
Your request outcome will always be taken offline for assessment since it is a new property. The CitiPower and Powercor team will endeavor to get back to you within 2 business days.



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.

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](#)

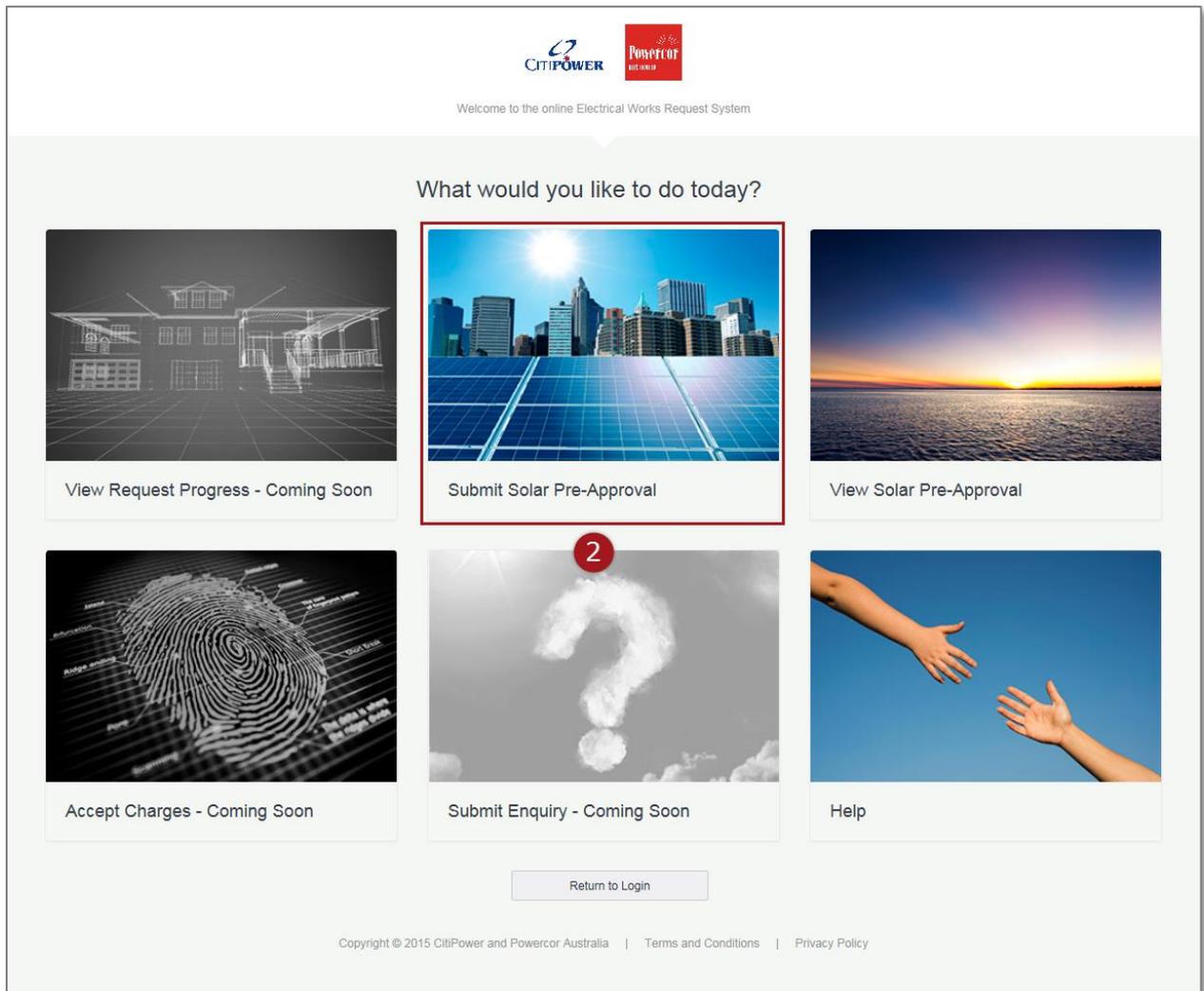
[Forgot your Password?](#)

[Welcome Guest](#) 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 "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

OR

Meter Number

- 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

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".

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

5c

Solar Details

Contact Details

Confirmation Details

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. 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.

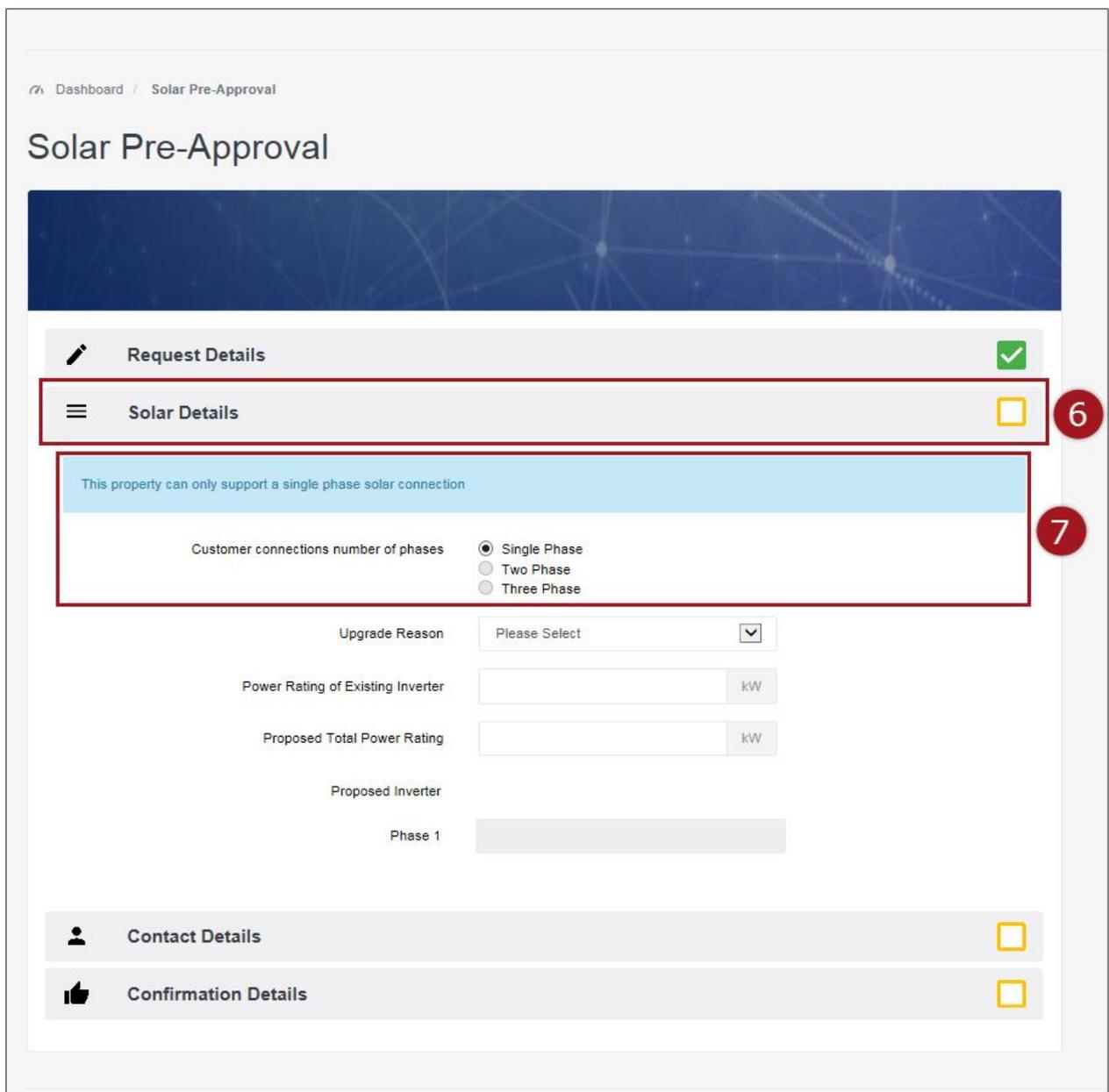
Note: There should be a green tick icon in the "Request Details"

banner. 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

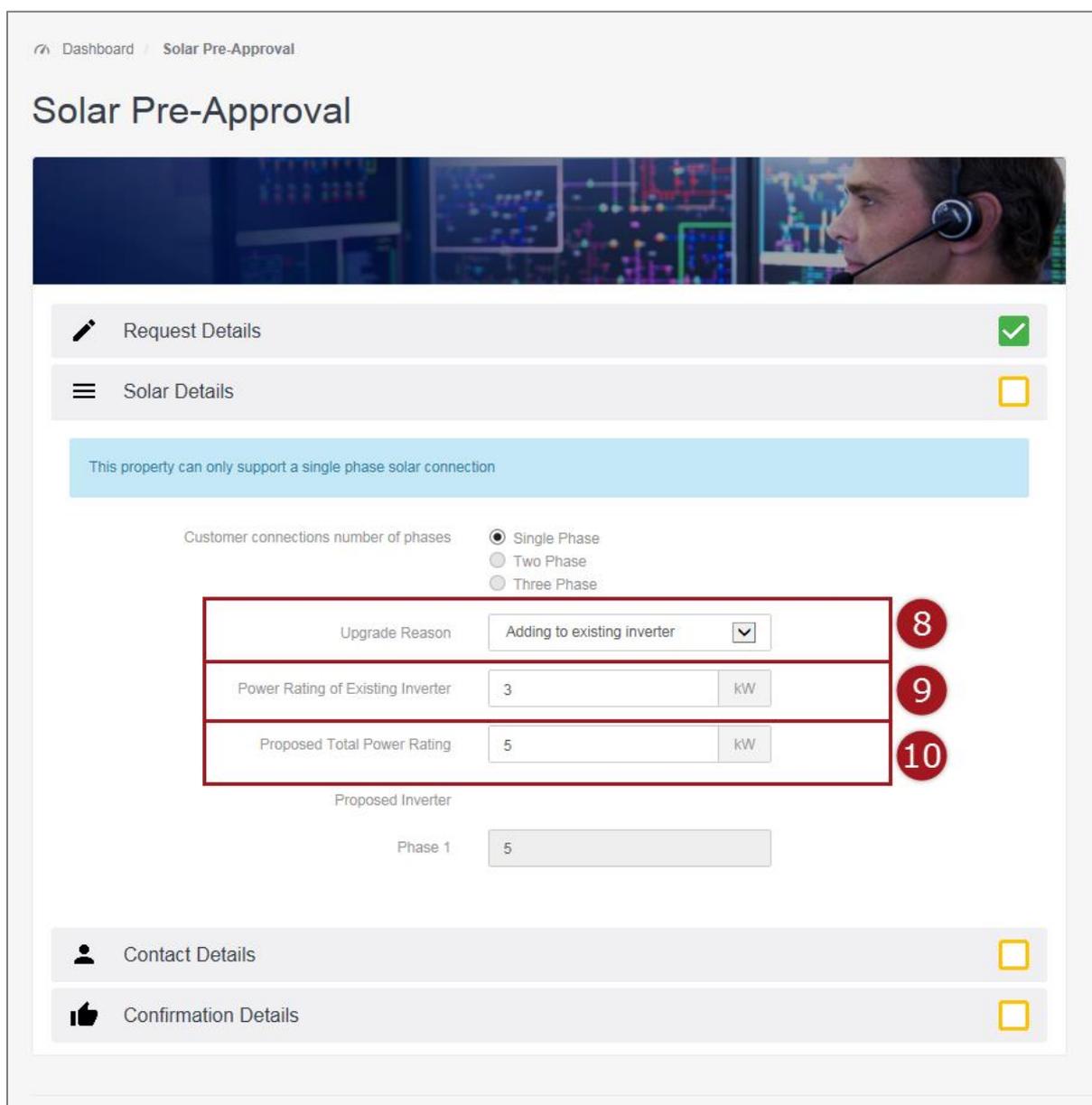
Contact Details 

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.



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: 3 kW

Proposed Total Power Rating: 5 kW

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

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.

The screenshot shows a web interface for "Solar Pre-Approval". At the top, there is a breadcrumb trail: "Dashboard / Solar Pre-Approval". Below this is the main heading "Solar Pre-Approval" and a blue decorative banner. A vertical sidebar on the left contains four menu items: "Request Details" (with a pencil icon and a green checkmark), "Solar Details" (with a hamburger menu icon and a green checkmark), "Contact Details" (with a person icon, a yellow square icon, and a red circle containing the number 11), and "Confirmation Details" (with a thumbs-up icon and a yellow square icon). The "Contact Details" section is highlighted with a red border. Below the sidebar, there is a "Customer Name" input field containing "Billy Jones", with a red circle containing the number 12 next to it. Below this is a section titled "Solar Installer Details (optional)" with five input fields: "Accreditation Number", "Company Name", "Email", "Phone", and "Mailing Address". Below that is a section titled "Applicant Details" with three input fields: "Applicant Name", "Email", and "Application Date" (which is pre-filled with "07/10/2015").

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.

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

Submit

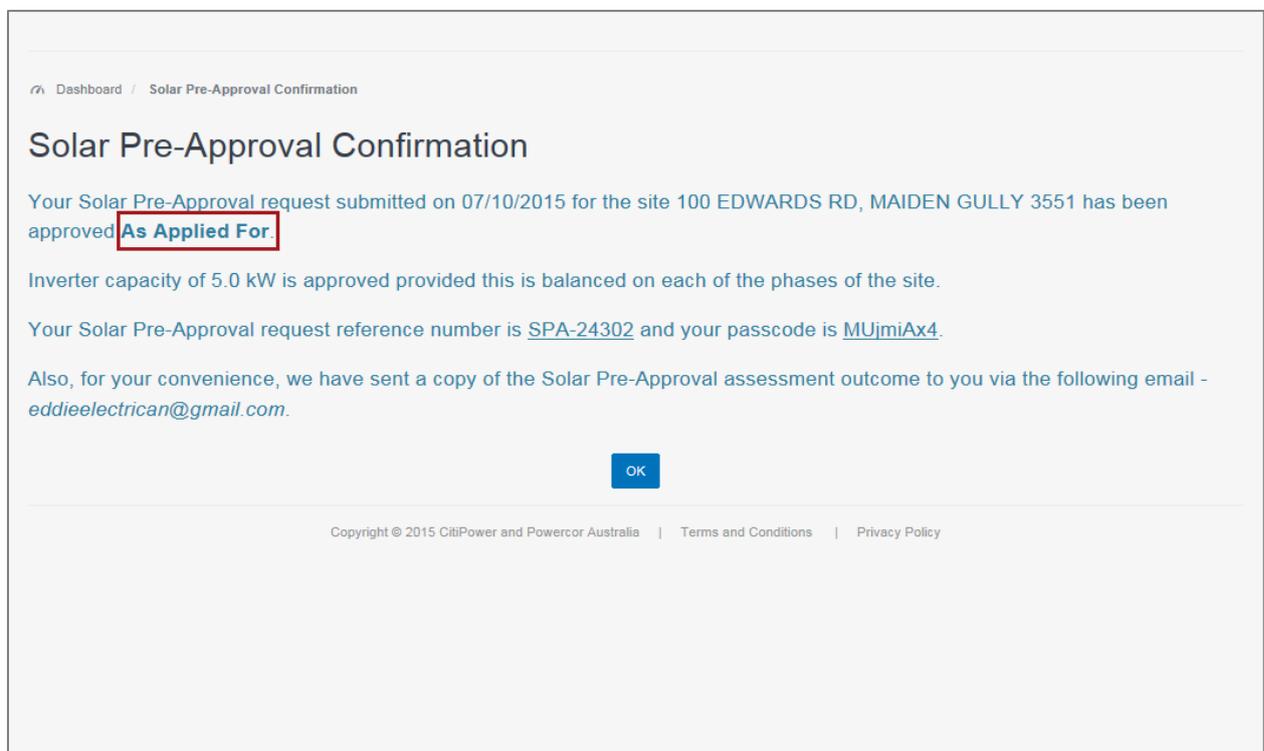
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Upon submission of the SPA Request form you will be taken to the confirmation page. You will see the outcome of your request on the page.

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 - eddieelectican@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.

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.

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

