

WORK INSTRUCTION

View Solar Pre-Approval (SPA) Request and Extend an SPA Request as a Guest User.

<Document Id.>

Purpose

This Work Instruction describes the steps required to ensure that a Guest User can:

1. View their SPA request
2. Extend their SPA request.

To complete this Work Instruction you must have your SPA reference number (b) and 8-digit passcode (b), refer to the confirmation email below for examples.

Hi Peter Power,

Your Solar Pre-Approval request submitted on 28/09/2015 for the site address - 100 EDWARDS RD, MAIDEN GULLY 3551 has reached the following outcome:

Approved with a **Reduced Capacity** of 5.0 kW.



Inverter Capacity of 5.0 kW is approved providing this is balanced on each of the phases on this site.

Your Solar Pre-Approval (SPA) reference number is SPA-20666 and passcode is WLYNFalz.

Attached is a PDF copy of your request details and outc a b

Thanks

CitiPower and Powercor



Task Detail: View Solar Pre-Approval (SPA) Request and Extend an SPA Request as a Guest User.

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

Welcome to the online Electrical Works Request System

name@gmail.com

Password

Login

[Register Account](#)

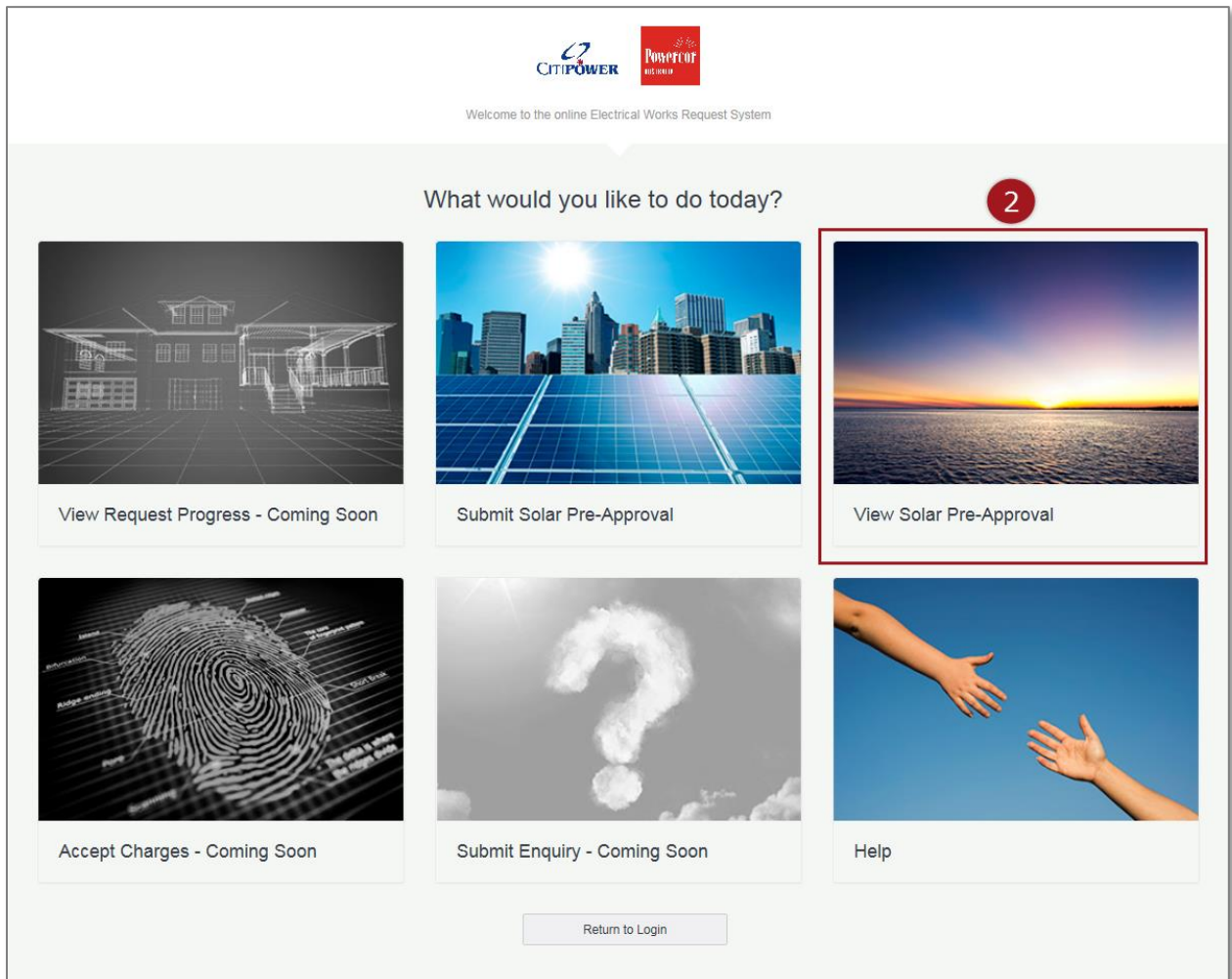
[Forgot your Password?](#)

[Welcome Guest](#) 1

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Step 2

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



Step 3

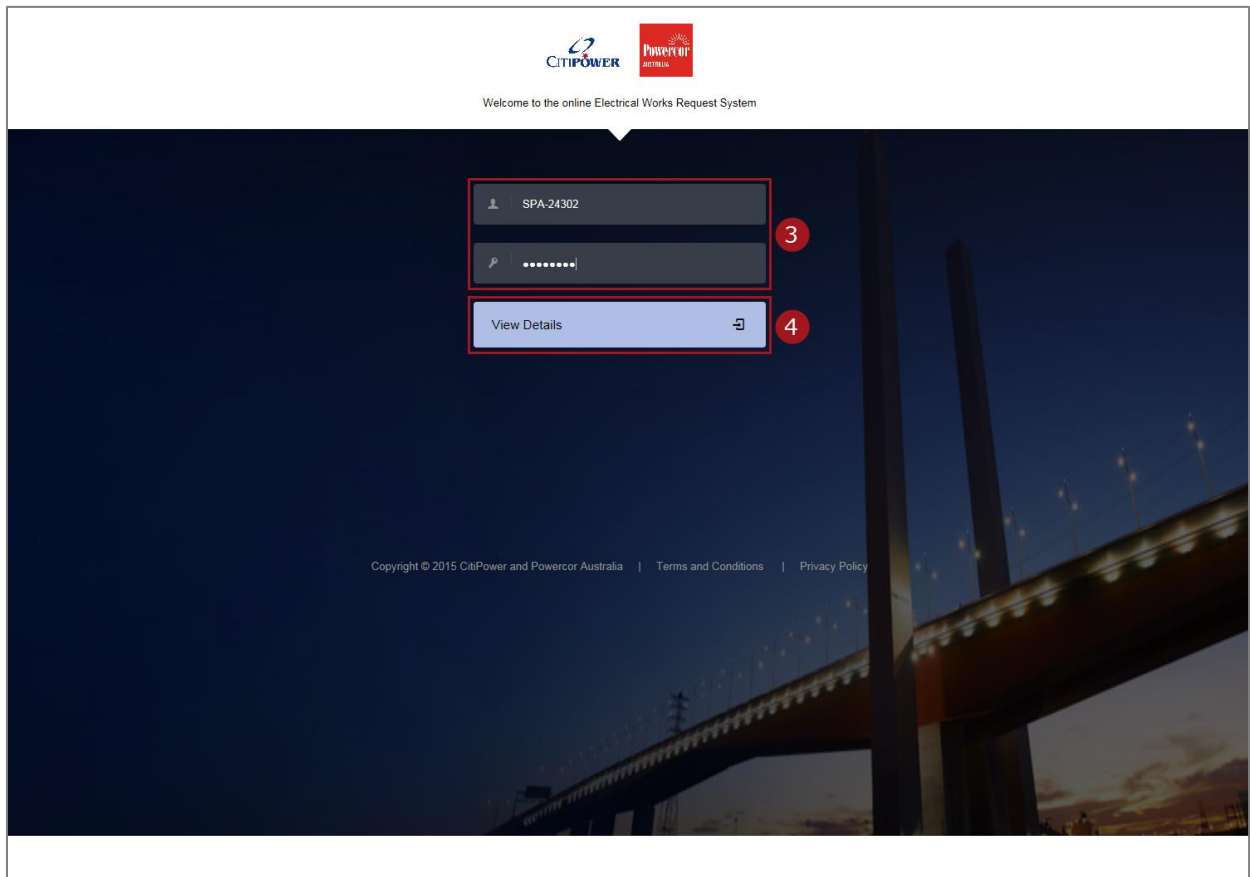
Enter your unique SPA reference number and 8-digit passcode.

Note: This information can be found on:

1. The confirmation screen after you submitted your SPA request
2. The confirmation email sent to your nominated email address

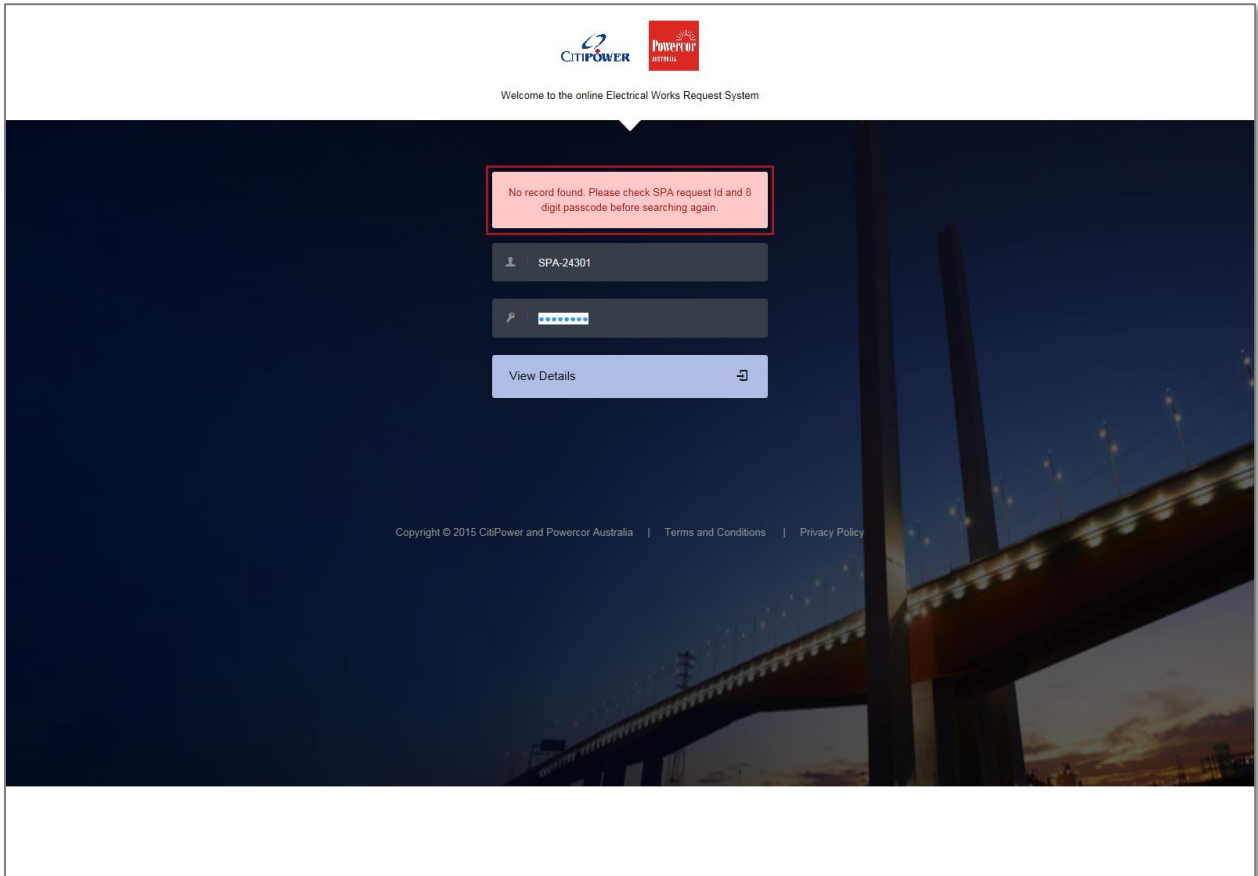
Step 4

Select "View Details".



The following error will appear if your login information is not recognised.

Note: Copying the 8-digit passcode directly from the email or confirmation screen is suggested if this occurs.



Step 5 If your SPA request meets the extension conditions, Select "Extend".

The conditions for the expiry date extension are:

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

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

Step 6 Select "Back" to be taken to the Guest Dashboard.

Step 7 Select "Print" to view a print-friendly version which you can either print or save, continue to [Step 8](#).

Dashboard / Solar Pre-Approval / SPA-24251

SPA-24251

Citipower and Powercor Solar Pre-Approval Assessment

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

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

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

Proposed Generator Installation Details

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

Proposed Installer Details

Generator Owner Details

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

5 Extend
6 Back
7 Print

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

Dashboard / Solar Pre-Approval / SPA-24251

SPA-24251

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

CitiPower and Powercor Solar Pre-Approval Assessment

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

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

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

Proposed Generator Installation Details

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

Proposed Installer Details

Generator Owner Details

Customer Name	hhi
Supply Address	3/ 97 OSBORNE ST, SOUTH YARRA 3141
Customer NMI	61023404623
Meter Number	A8560937



Extend

Back

Print

Step 8 Select the save icon to save a copy to your computer.

Step 9 Select the print icon to print a copy.



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

SPA-24299

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	2 kW
Approved Capacity Per Phase	
Phase 1	2 kW
Approved Date	11/09/2015
Expiry Date	12/10/2016

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

Inverter Power Rating	2 kW
Proposed Inverter Capacity per phase	
Phase 1	2 kW

Proposed Installer Details

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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