

WORK INSTRUCTION

Submit a Solar Pre-Approval (SPA) Request

Purpose

This Work Instruction describes the steps to submit a solar pre-approval request.

Under Victoria's emergency backstop mechanism for rooftop solar, sites with a total inverter rated output between 0-30kVA are required to use an internet-enabled communication device as the backstop mechanism only.

For a list of all approved devices see [Approved devices for solar installers](#) webpage.

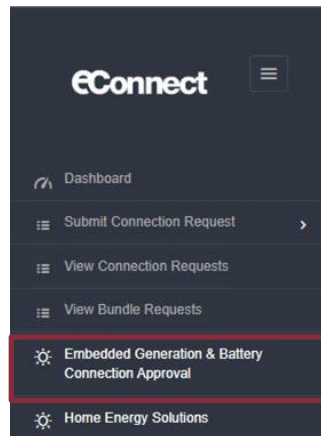
If internet connectivity is not available, the entire site installation will need to be setup as a zero-export.

Generator Monitor Meter (GMM) are an approved alternative to internet-enabled communication devices at sites with a total inverter rated output between 31-200kVA that cannot be practically connected to the internet.

Before proceeding with a GMM installation, we strongly encourage exploring all options for establishing internet connectivity first as under most circumstances use of an internet-enabled control device offers a lower overall installation cost.

Step 1 Sign in to **eConnect** as a registered user or as a Guest.

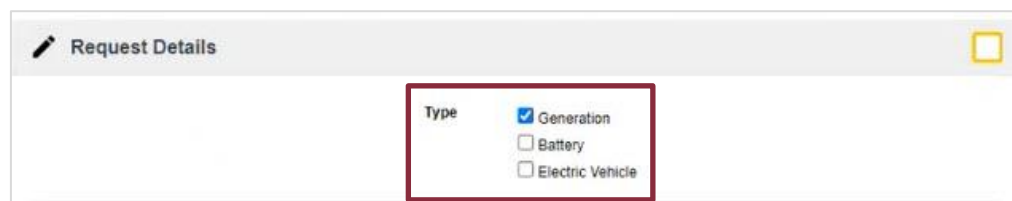
Step 2 On the **Dashboard**, select **Embedded Generation & Battery Connection Approval**.



Step 3 If you are a:

- registered user select **Submit New Request**.
- guest, go to **step 4**.

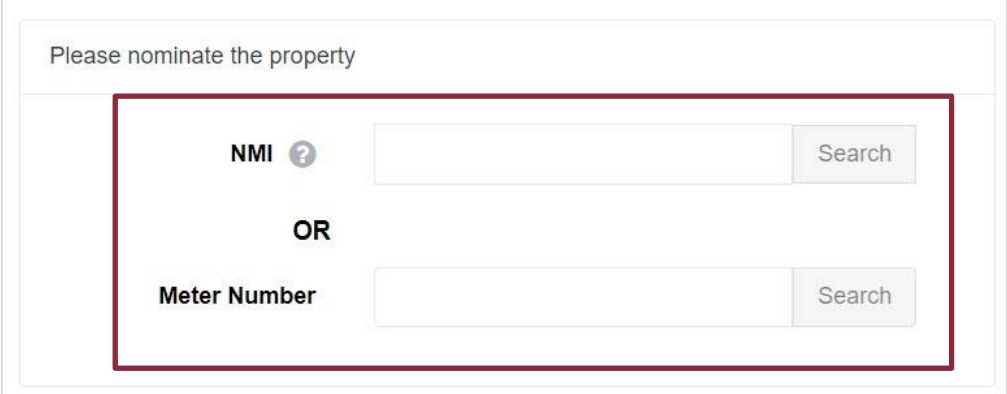
Step 4 On the **Request Details** tab, and then from the **Type** list, select the **Generation** checkbox.



Step 5

Go to the **Please nominate the property** box.

- If you have an 11-character National Metering Identifier (NMI), type it into the **NMI** box, and then select **Search**.
- If you have a Meter Number, type it into the **Meter Number** box, and then select **Search**.



Please nominate the property

NMI ? Search

OR

Meter Number Search

Step 6

If the displayed address is correct, select **Confirm**. Or if the address is incorrect, select **Search Again**.

Step 7

Go to the **Generation Details** tab, and then from the **Generation Type** dropdown, select **Solar**.



☰ Generation Details ☐

Generation Type Solar ▼

Step 8

For rooftop solar systems 0-200kVA: Go to the **Total Inverter Details** box, and then complete the following fields:

Field	Instruction
Inverter Rated Output	Type the inverter rated output. Note: If you are increasing system size, type the inverter rated output after the increase. For example, if the current system is 5kva and you're adding 10kva the inverter rated output is 15kva.
Number of phases inverter/s will connect on	Pick from the options. Note: If the address only supports a single phase solar connection a message will display. You will not be able to select Two Phase or Three Phase.
Are you planning to Export?	Pick from the options in the dropdown list.
Current Export Amount	Type current export amount.
Proposed Export Amount	Type proposed export amount. Note: If you are increasing the export amount, type the proposed export amount after the increase.
Upgrade reason	Pick from the options in the dropdown list.
Will this Application be part of a Virtual Power Plant	Pick from the options in the dropdown list.
Enter the retailer of the VPP	Type the retailer's name. Optional: Required if this application is part of a Virtual Power Plant.

Step 8a

For rooftop solar systems 31-200kVA: On the **Victoria's Emergency Backstop Mechanism** box, pick from the backstop mechanism options.

Victoria's Emergency Backstop Mechanism

Under Victoria's emergency backstop mechanism for rooftop solar, sites receiving new or upgraded embedded generation total Inverter Rated Output between 0 to 200kVA must have an approved backstop mechanism installed. For more information, click here.

What backstop mechanism will be utilised at this site?

☐ Internet-enabled communication device
☐ Generator Monitoring Meter

Step 9

Go to the **Contact Details** tab, and then from the **Are you the customer of this application** list, pick from the options.

Step 10

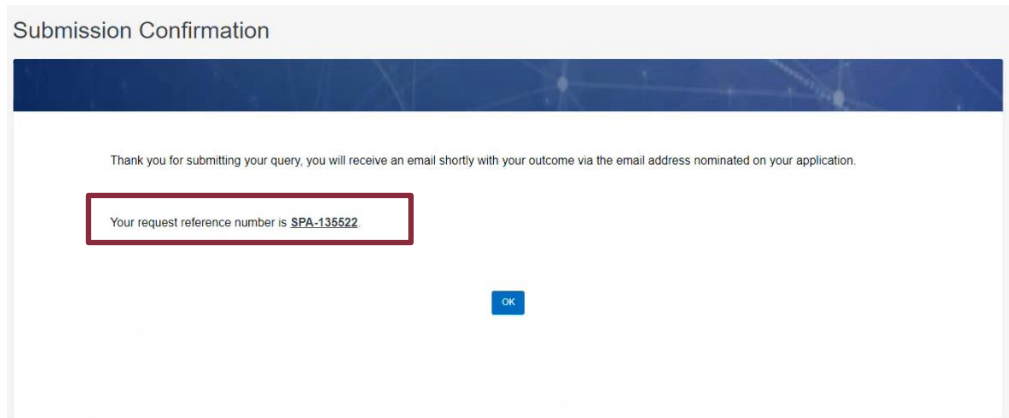
On the **Applicant Details** box, in the **Applicant Name** box type your name, and then in the **Email box** type your email address.

Note: This information will be prepopulated if you are a registered user.

Step 11

Go to the **Confirmation Details** tab and read the Terms and Conditions. If you accept, select the checkbox next to **I accept the Terms and Conditions**. Then select **Submit**.

Result: A **Submission Confirmation** box with your request reference number displays. Select the SPA reference number to view, print or save the SPA



Step 12

Select **OK** to finish.

Frequently asked questions

What information will I get?

We'll email you a confirmation letter with:

- Your unique pre-approval reference number
- Your total approved inverter capacity and export amount
- A generator agreement (depending upon the proposed system size).

You'll need your pre-approval reference number to complete the alteration request before installation.

Why does my pre-approval say Further Assessment Required?

If we can't give you an automated answer, your solar pre-approval will need further assessment. You will be advised of the outcome once your application is fully assessed.

How long is the pre-approval valid?

The expiry date is outlined in your confirmation letter. If the system isn't installed by the expiry date, you'll need to apply again. The same solar export amount isn't guaranteed.