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 outcome. (a) (b)

Thanks

CitiPower and Powercor

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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".

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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.

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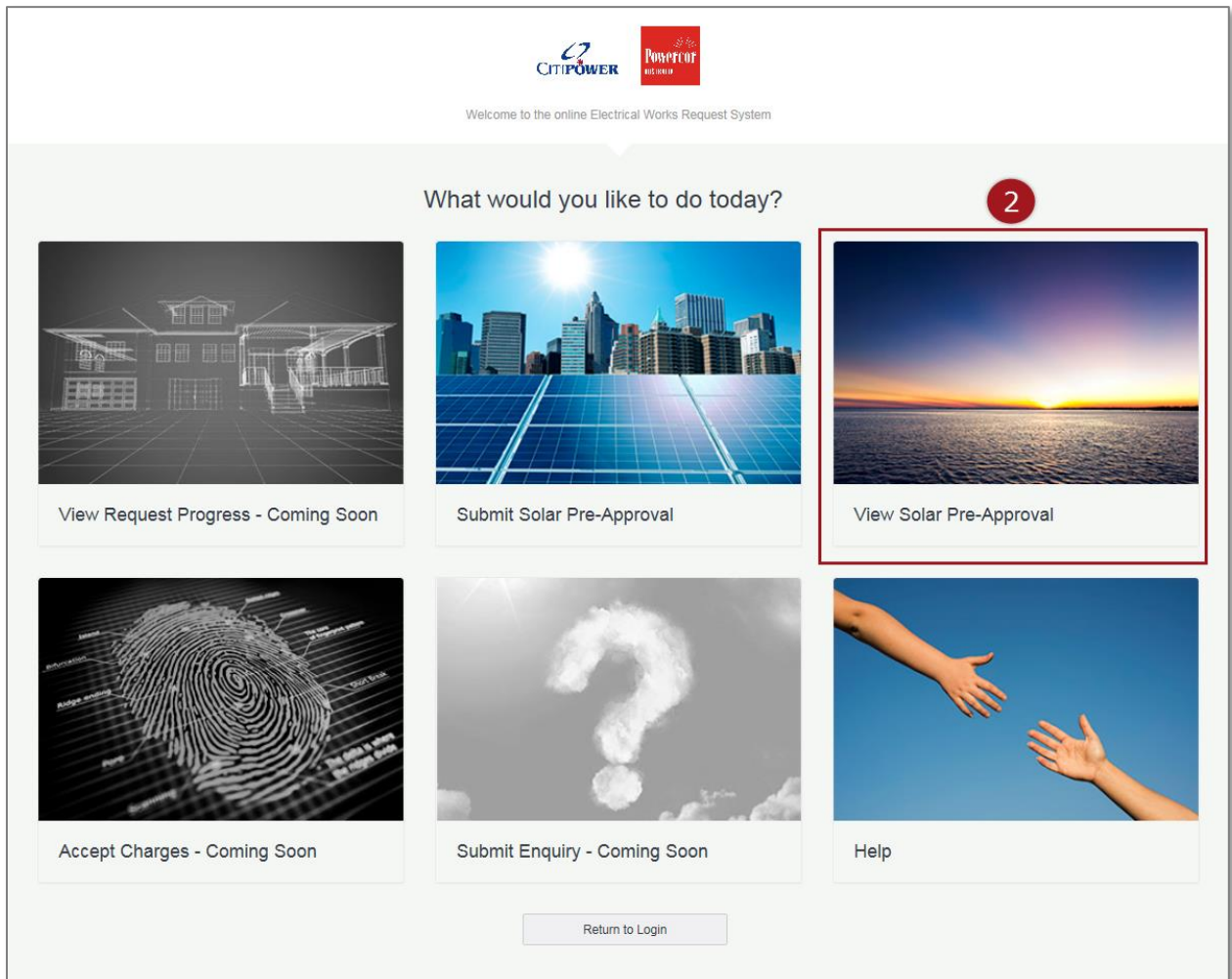
Step 3   Enter your unique SPA reference number and 8-digit passcode.
Note: This information can be found on:
1. The confirmation screen after you submitted your SPA request
2. The confirmation email sent to your nominated email address

Step 4   Select "View Details".
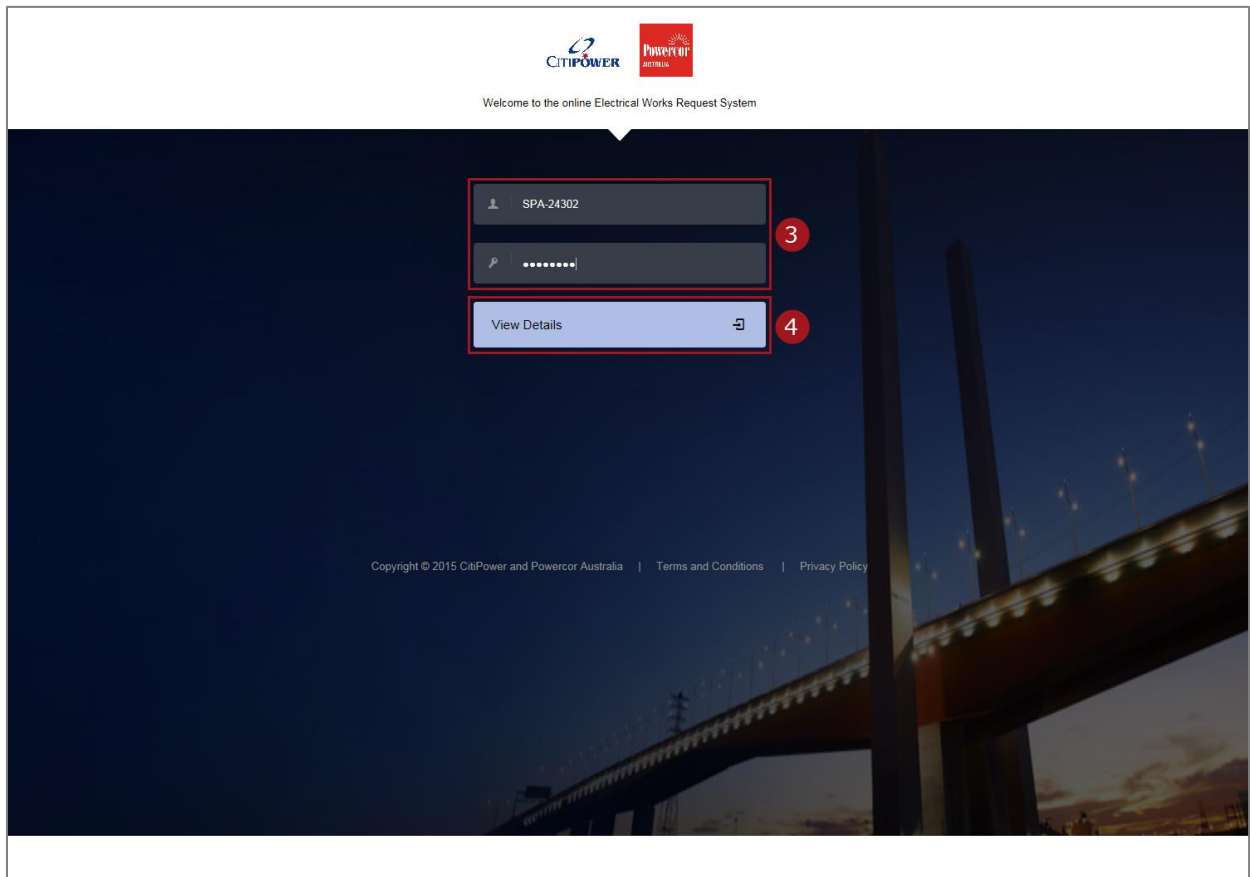
The following error will appear if your login information is not recognised.

Note: Copying the 8-digit passcode directly from the email or confirmation screen is suggested if this occurs.
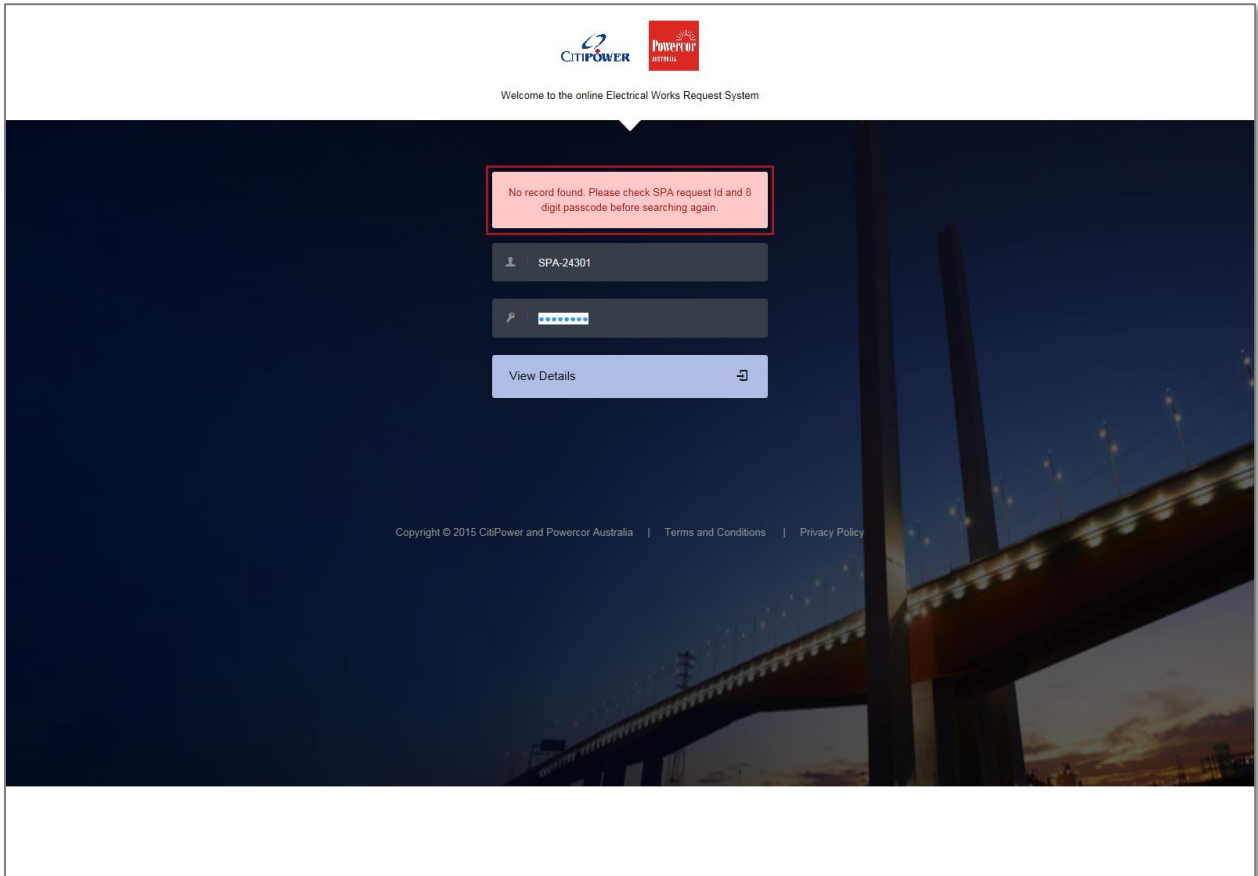
Step 5   If your SPA request meets the extension conditions, Select "Extend".

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.**

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.

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

Step 9   Select the print icon to print a copy.

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