



EEN_Under 30 kVA Initial Application Work Instruction

Under 30 kVA Initial Application

Purpose

This Work Instruction will assist you to accurately submit an Ergon Energy Network under 30 kVA initial application with the relevant supporting documentation attached.

Prerequisites

Access to the Electrical Partner's Portal.


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Explanation	Screenshot
<p>1. Click MyCONNECT</p>	<p>The screenshot shows the top navigation bar with 'Retail' and 'Network' tabs. The 'Network' tab is active. The main navigation menu includes 'MyHome', 'MyProfile', 'MyEWR', 'MyENQUIRY', 'MyCONNECT', 'MyCLAIM', 'Links', and 'Support'. 'MyCONNECT' is highlighted with a red box and a callout '1'.</p>
<p>2. Click New EG <=30kVA</p>	<p>The screenshot shows the 'MyCONNECT' dropdown menu open. The menu items are: 'New Permanent', 'New TBS', 'Change PoA', 'Increase Capacity', 'New EG <= 30kVA', 'Public Lighting', 'New Unmetered Supply', 'All Options', and 'Search'. 'New EG <= 30kVA' is highlighted with a red box and a callout '2'.</p>
<p>3. Select Embedded Generation - (Incl. Solar, Wind, etc)</p>	<p>The screenshot shows the 'Service Selection' page. The instruction is 'Select the CONNECT Service Type required'. A dropdown menu is open with the following options: 'Please Select...', 'New Connection', 'Change to an Existing Connection', 'Embedded Generation - (Incl. Solar, Wind, etc)', 'Public Lighting', and 'Unmetered Supply'. 'Embedded Generation - (Incl. Solar, Wind, etc)' is selected and highlighted with a red box and a callout '3'.</p>

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Explanation	Screenshot
<p>4. Select Initial Installation</p>	<p>The screenshot shows the 'Electrical Partners Portal' header with the ERGO ENERGY NETWORK logo and navigation links: MyHome, MyProfile, MyEWR, MyENQUIRY, MyCONNECT, MyCLAIM, Links, Support. Below the header is the 'Service Selection' section with the instruction 'Select the CONNECT Service Type required'. A dropdown menu is open for the first step, showing options: Please Select..., Initial Installation (highlighted), Increase Capacity, Replace Current Inverter (No Increase of Capacity), Increase Panel Capacity only, and Add Storage Batteries - DC Coupled Only. A blue 'Important!' banner at the bottom of the dropdown menu contains the text: 'Alternatively, our Basic solar and renewables application thresholds page provides simple guides regarding our current standards.' and a link to 'Network Capacity Map'.</p>
<p>5. Select Embedded Generation - 30kVA or less</p>	<p>The screenshot shows the 'Perimeter UAT Environment' header with the ERGO ENERGY NETWORK logo and navigation links. Below the header is the 'Service Selection' section. The dropdown menu for the second step is open, showing options: Please Select..., Embedded Generation - 30kVA or less (highlighted), and Embedded Generation - Greater than 30kVA. A blue 'Important!' banner at the bottom of the dropdown menu contains the text: 'For a preliminary query of available transformer capacity for an address, please use the Network Capacity Map. Alternatively, our Basic solar and renewables application thresholds page provides simple guides regarding our current standards.' A red box highlights an input field below the banner, with a yellow circle containing the number 5 pointing to it. At the bottom right, there are 'Cancel' and 'Next >>' buttons.</p>
<p> This message is new and directs you to check the Network Capacity Map and also provides a link to our Basic solar and renewables application thresholds.</p> <p>6. Select the Network Capacity Map link to check network capacity</p>	<p>The screenshot shows the 'Service Selection' section with the dropdown menu for the third step open, showing 'Embedded Generation - 30kVA or less' selected. Below the dropdown menu, there is a green checkmark icon and the text: 'A CONNECT application is required. Click Next to continue.' A blue 'Important!' banner at the bottom of the page contains the text: 'For a preliminary query of available transformer capacity for an address, please use the Network Capacity Map. Alternatively, our Basic solar and renewables application thresholds page provides simple guides regarding our current standards.' A red box highlights the 'Network Capacity Map' link in the banner, with a yellow circle containing the number 6 pointing to it. At the bottom right, there are 'Cancel' and 'Next >>' buttons.</p>

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Explanation	Screenshot																																																												
<p>7. Select the Basic solar and renewables application thresholds link</p>	<p>3. Embedded Generation - 30kW or less</p> <p> A CONNECT application is required</p> <p>Click Next to continue.</p> <p>Important! For a preliminary query of available transformer capacity for an address, please use the Network Capacity Map. Alternatively, our Basic solar and renewables application thresholds page provides simple guides regarding our current standards.</p>																																																												
	<p>Basic Renewable Thresholds</p> <table border="1"> <thead> <tr> <th colspan="6">Fixed Export Arrangements - System Capacity ≤ 30kVA</th> </tr> <tr> <th></th> <th>Maximum Output Capacity</th> <th>Fixed Export Capacity</th> <th>Dynamic Export Capacity</th> <th>Fixed Import Capacity</th> <th>Dynamic Import Capacity</th> </tr> </thead> <tbody> <tr> <td>Single Phase</td> <td>≤ 10 kVA</td> <td>≤ 5 kW</td> <td>Not Enabled</td> <td>Not Enabled</td> <td>Not Enabled</td> </tr> <tr> <td>Two Phase</td> <td>≤ 5 kVA PV & ≤ 5 kVA ESS Per Phase*</td> <td>≤ 5 kW Per Phase</td> <td>Not Enabled</td> <td>Not Enabled</td> <td>Not Enabled</td> </tr> <tr> <td>Three Phase</td> <td>≤ 10 kVA Per Phase*</td> <td>≤ 5 kW Per Phase</td> <td>Not Enabled</td> <td>Not Enabled</td> <td>Not Enabled</td> </tr> <tr> <td>SWER Single Phase</td> <td>≤ 10 kVA</td> <td>≤ 2 kW</td> <td>Not Enabled</td> <td>Not Enabled</td> <td>Not Enabled</td> </tr> <tr> <td>SWER Split Phase</td> <td>≤ 5 kVA PV & ≤ 5 kVA ESS Per Phase*</td> <td>≤ 2 kW</td> <td>Not Enabled</td> <td>Not Enabled</td> <td>Not Enabled</td> </tr> </tbody> </table> <p>*See phase balancing requirements</p> <table border="1"> <thead> <tr> <th colspan="6">Fixed Export Arrangements - System Capacity > 30kVA</th> </tr> <tr> <th></th> <th>Maximum Output Capacity</th> <th>Fixed Export Capacity</th> <th>Dynamic Export Capacity</th> <th>Fixed Import Capacity</th> <th>Dynamic Import Capacity</th> </tr> </thead> <tbody> <tr> <td>Single Phase</td> <td>≤ Per Technical Spec.</td> <td>≤ Per Technical Spec.</td> <td>Not Enabled</td> <td>Not Enabled</td> <td>Not Enabled</td> </tr> </tbody> </table>	Fixed Export Arrangements - System Capacity ≤ 30kVA							Maximum Output Capacity	Fixed Export Capacity	Dynamic Export Capacity	Fixed Import Capacity	Dynamic Import Capacity	Single Phase	≤ 10 kVA	≤ 5 kW	Not Enabled	Not Enabled	Not Enabled	Two Phase	≤ 5 kVA PV & ≤ 5 kVA ESS Per Phase*	≤ 5 kW Per Phase	Not Enabled	Not Enabled	Not Enabled	Three Phase	≤ 10 kVA Per Phase*	≤ 5 kW Per Phase	Not Enabled	Not Enabled	Not Enabled	SWER Single Phase	≤ 10 kVA	≤ 2 kW	Not Enabled	Not Enabled	Not Enabled	SWER Split Phase	≤ 5 kVA PV & ≤ 5 kVA ESS Per Phase*	≤ 2 kW	Not Enabled	Not Enabled	Not Enabled	Fixed Export Arrangements - System Capacity > 30kVA							Maximum Output Capacity	Fixed Export Capacity	Dynamic Export Capacity	Fixed Import Capacity	Dynamic Import Capacity	Single Phase	≤ Per Technical Spec.	≤ Per Technical Spec.	Not Enabled	Not Enabled	Not Enabled
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Explanation	Screenshot
<p>8. Click Next</p>	
<p>9. Click NMI</p>	
<p> The National Meter Identifier (NMI) can be located on the front of the electricity bill or from the Retailer.</p> <p>10. Enter the NMI</p>	

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Explanation	Screenshot										
<p>11. Click Search</p>											
<p>12. Select the correct address</p>	<table border="1"> <thead> <tr> <th>NMI</th> <th>Address</th> <th>Nmi Status</th> <th>Connection Type</th> <th>Tariff</th> </tr> </thead> <tbody> <tr> <td>3</td> <td>F...</td> <td>ACTIVE</td> <td>PERMAN</td> <td>RTDEM VC</td> </tr> </tbody> </table>	NMI	Address	Nmi Status	Connection Type	Tariff	3	F...	ACTIVE	PERMAN	RTDEM VC
NMI	Address	Nmi Status	Connection Type	Tariff							
3	F...	ACTIVE	PERMAN	RTDEM VC							
<p>13. Click Yes</p>	<p>Confirmation ✕</p> <p>Ergon is not the meter provider (MPB).</p> <p>Are you sure you wish to select this premises?</p> <p>Click Yes to continue or No to select another premises.</p> <p>No Yes</p>										

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Explanation	Screenshot
<p>14. Enter any additional address details</p>	<p>Additional Address Details</p> <p>Provide extra information about the premises location. Maximum 70 characters.</p> <div style="border: 1px solid red; height: 40px; width: 100%;"></div> <p>Is electricity supply available to your property from the existing Ergon Energy network? <input type="radio"/> Yes <input checked="" type="radio"/> No 14 ?</p> <div style="background-color: #D9E1F2; padding: 10px; margin-top: 10px;"> <p>Important!</p> <p>By selecting Yes you are confirming that the required phases, fuses and voltage level are available at your proposed connection point. If unsure, please confirm with</p> </div>
<p>15. Select whether the electricity supply is available to the property from the existing Ergon Energy network</p>	<p>Additional Address Details</p> <p>Provide extra information about the premises location. Maximum 70 characters.</p> <div style="border: 1px solid #0070C0; padding: 5px; margin-bottom: 10px;">This is a battle axe block located behind the previous property.</div> <p>Is electricity supply available to your property from the existing Ergon Energy network? <input checked="" type="radio"/> Yes <input type="radio"/> No 15 ?</p> <div style="background-color: #D9E1F2; padding: 10px; margin-top: 10px;"> <p>Important!</p> <p>By selecting Yes you are confirming that the required phases, fuses and voltage level are available at your proposed connection point. If unsure, please confirm with</p> </div>

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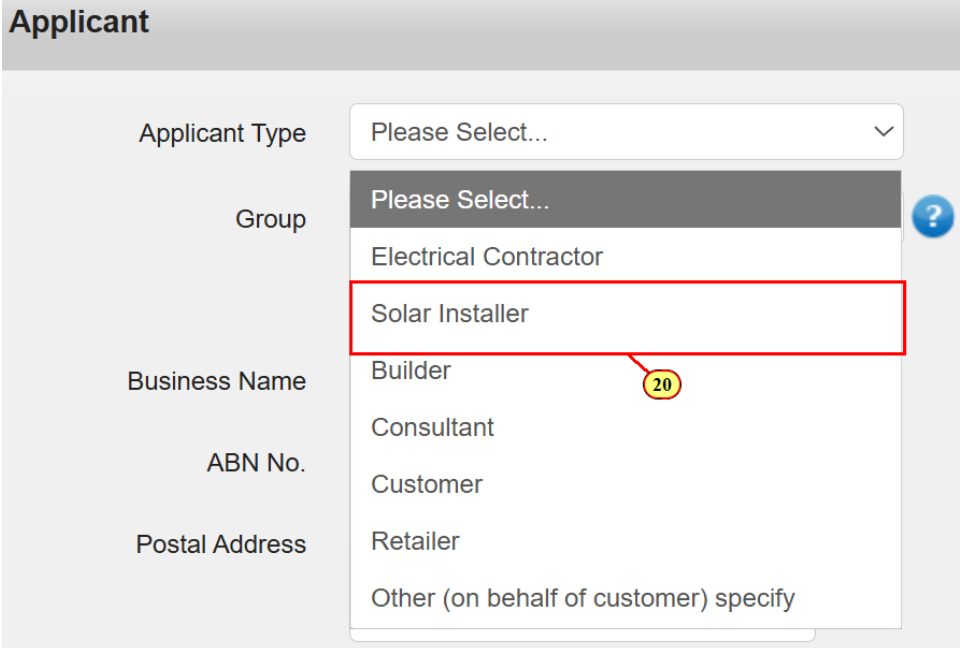
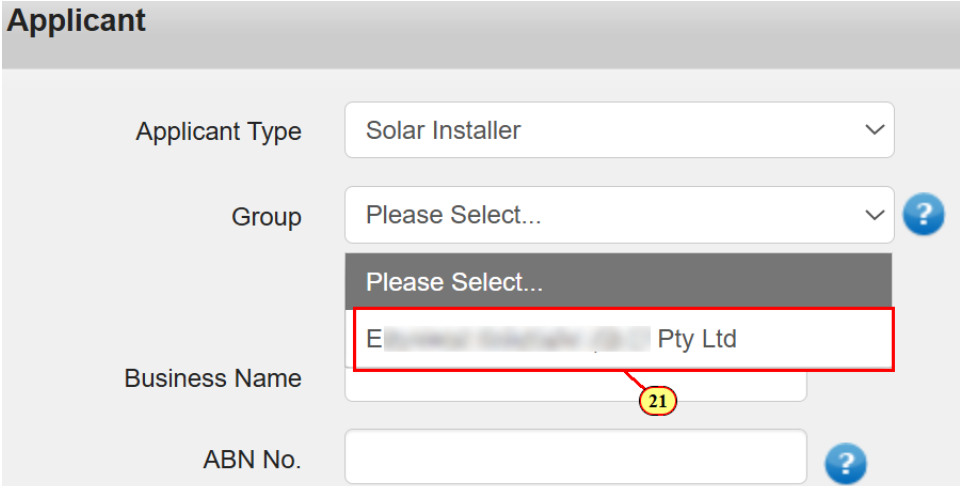


Explanation	Screenshot
<p>16. Enter any directions to access the main switchboard</p>	<div data-bbox="507 280 1358 689" style="border: 1px solid #add8e6; padding: 10px;"> <p>Important!</p> <p>By selecting Yes you are confirming that the required phases, fuses and voltage level are available at your proposed connection point. If unsure, please confirm with your Electrical Contractor, or select No.</p> <p>By selecting No you are confirming that your requested supply is Not Available. This job will be treated as a Negotiated Application and will undergo a desktop assessment. See website for more details.</p> </div> <p>Direction to access main switchboard</p> <div data-bbox="507 779 1390 882" style="border: 1px solid #ff0000; padding: 5px;"> <p>Located externally on the side of the ga</p> </div> <p>If this request is for a multiple-occupancy premises, how many requests will be submitted?</p> <input data-bbox="507 987 692 1043" type="text"/> <p>Do you anticipate vegetation control will be required to carry out request?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>17. Select if vegetation control will be required to carry out this request</p>	<div data-bbox="576 1187 1417 1361" style="border: 1px solid #add8e6; padding: 10px;"> <p>By selecting No you are confirming that your requested supply is Not Available. This job will be treated as a Negotiated Application and will undergo a desktop assessment. See website for more details.</p> </div> <p>Direction to access main switchboard</p> <div data-bbox="576 1451 1445 1541" style="border: 1px solid #add8e6; padding: 5px;"> <p>Located externally on garage wall</p> </div> <p>If this request is for a multiple-occupancy premises, how many requests will be submitted?</p> <input data-bbox="576 1653 761 1709" type="text"/> <p>Do you anticipate vegetation control will be required to carry out request?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No 17</p>

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Explanation	Screenshot
<p>18. Select if the Premises is on a Single Wire Earth Return (SWER) Network</p>	<p>Direction to access main switchboard</p> <p>Located externally on garage wall</p> <p>If this request is for a multiple-occupancy premises, how many requests will be submitted?</p> <p>Do you anticipate vegetation control will be required to carry out request?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is this Premises on a Single Wire Earth Return (SWER) Network?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No </p>
<p>19. Select if this application is for proposed EGS Site at a Multi-Tenancy installation</p>	<p>Direction to access main switchboard</p> <p>Located externally on garage wall</p> <p>If this request is for a multiple-occupancy premises, how many requests will be submitted?</p> <p>Do you anticipate vegetation control will be required to carry out request?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is this Premises on a Single Wire Earth Return (SWER) Network?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p>This Application is for proposed EGS Site at a Multi-Tenancy installation <input type="radio"/> Yes <input checked="" type="radio"/> No </p>

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Explanation	Screenshot
<p> Let's start by entering the applicant's (installer's) details.</p> <p>20. Select the Applicant Type</p>	 <p>Applicant</p> <p>Applicant Type: Please Select... (dropdown menu open)</p> <p>Group: Please Select... (dropdown menu open)</p> <p>Business Name: Builder (dropdown menu open)</p> <p>ABN No.:</p> <p>Postal Address:</p> <p>Other (on behalf of customer) specify:</p> <p>20</p>
<p>21. Select the Group</p>	 <p>Applicant</p> <p>Applicant Type: Solar Installer</p> <p>Group: Please Select... (dropdown menu open)</p> <p>Business Name: E... Pty Ltd (dropdown menu open)</p> <p>ABN No.:</p> <p>21</p>

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Explanation	Screenshot
<p>22. Select if it's a Business or Individual applicant</p>	<p>Applicant</p> <p>Applicant Type: Solar Installer</p> <p>Group: [Dropdown]</p> <p><input checked="" type="radio"/> Business <input type="radio"/> Individual</p> <p>Business Name: [Text Field]</p> <p>ABN No.: [Text Field]</p> <p>Postal Address: [Text Field]</p>
<p>23. Enter the Business Name</p>	<p>Applicant</p> <p>Applicant Type: Solar Installer</p> <p>Group: [Dropdown]</p> <p><input checked="" type="radio"/> Business <input type="radio"/> Individual</p> <p>Business Name: Electrical Solutions (QLD Pty Ltd)</p> <p>ABN No.: [Text Field]</p>

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Explanation	Screenshot
<p>24. Enter the 11 digit ABN or the 9 digit ACN with 00 at the front of the ACN to make an 11 digit number</p>	<p>Applicant</p> <p>Applicant Type: Solar Installer</p> <p>Group: [Empty]</p> <p><input checked="" type="radio"/> Business <input type="radio"/> Individual</p> <p>Business Name: [Empty]</p> <p>ABN No.: 76067420446</p> <p>Postal Address: [Empty]</p>
<p>25. Enter the postal address</p>	<p>Applicant</p> <p>Applicant Type: Solar Installer</p> <p>Group: [Empty]</p> <p><input checked="" type="radio"/> Business <input type="radio"/> Individual</p> <p>Business Name: Solar Stars Pty Ltd</p> <p>ABN No.: 1234567890</p> <p>Postal Address: [Empty]</p> <p>Postal Suburb: [Empty]</p>

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Explanation	Screenshot
26. Enter the postal suburb	<p>The screenshot shows the 'Applicant' section of a form. The fields are as follows:</p> <ul style="list-style-type: none">Applicant Type: Solar InstallerGroup: (empty)Business Type: <input checked="" type="radio"/> Business, <input type="radio"/> IndividualBusiness Name: Solar Stars Pty LtdABN No.: 12345678910Postal Address: 1290 Princes HighwayPostal Suburb: Mount Cotton (highlighted with a red box and a callout bubble with '26')Postal State: Queensland

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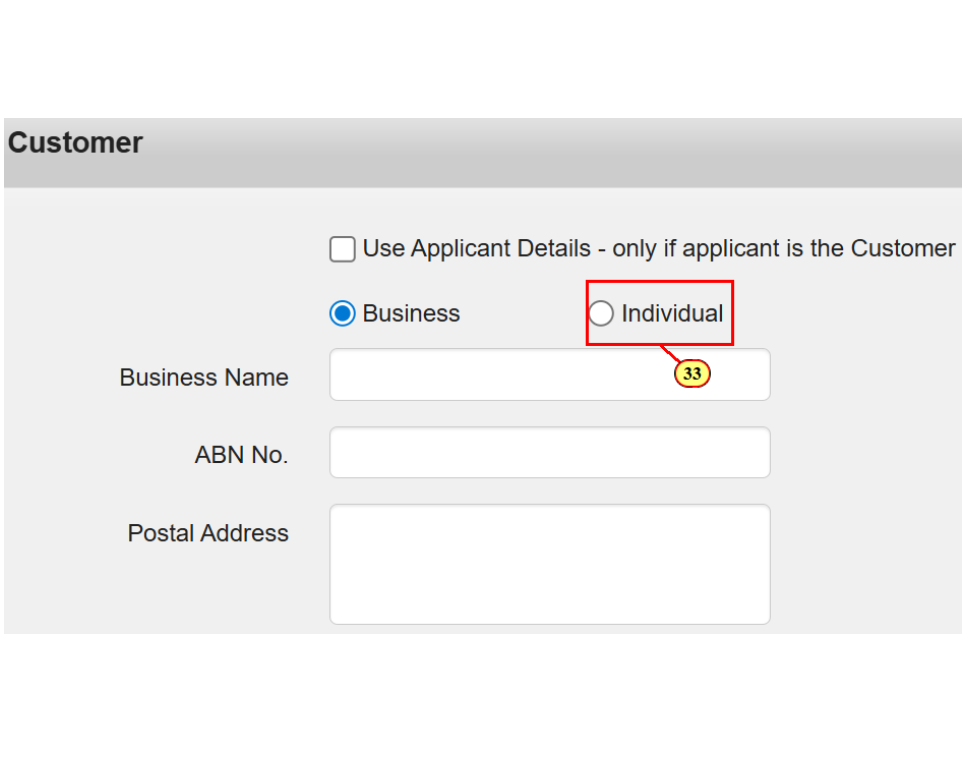

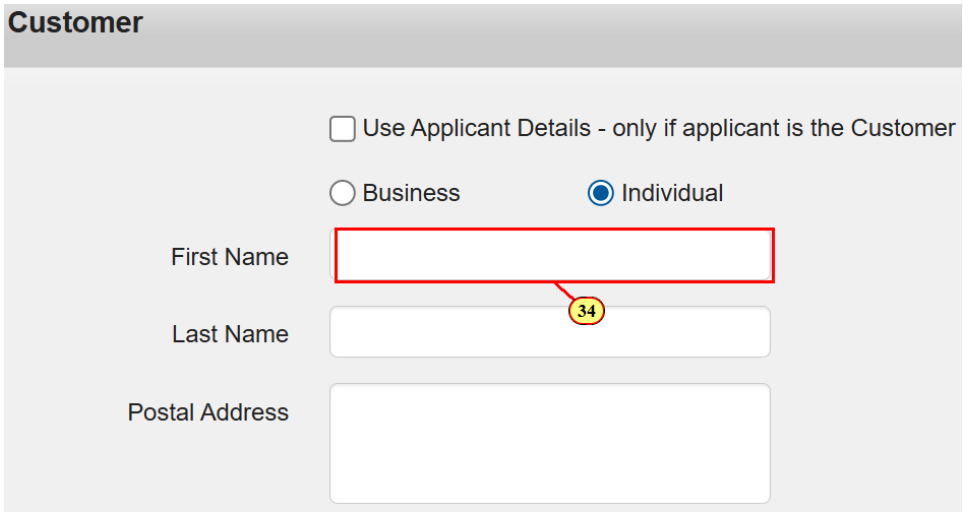
Explanation	Screenshot
<p>27. Enter the postcode</p>	<p>The screenshot shows the 'Applicant' section of a form. Fields include: Applicant Type (Solar Installer), Group (empty), Business/Individual radio buttons (Business selected), Business Name (Solar Stars Pty Ltd), ABN No. (12345678910), Postal Address (1290 Princes Highway), Postal Suburb (Brisbane), Postal State (Queensland), and Postcode (4000). The Postcode field is highlighted with a red box, and a yellow callout bubble with the number '27' points to it.</p>
<p>28. Enter the applicant's first name</p>	<p>This screenshot is similar to the previous one but includes the First Name and Last Name fields. The First Name field is highlighted with a red box, and a yellow callout bubble with the number '28' points to it. The Last Name field is currently empty.</p>
<p>29. Enter the applicant's last name</p>	<p>This screenshot shows the form with the Last Name field filled with 'Johanssen' and highlighted with a red box. A yellow callout bubble with the number '29' points to it. The First Name field is now filled with 'John'. The Mobile No. field is filled with '0447410411'.</p>

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Explanation	Screenshot
<p>30. Enter the applicant's mobile number</p>	<p>The screenshot shows the 'Applicant' form with the following details: Applicant Type: Solar Installer; Group: (empty); Business/Individual: Business selected; Business Name: Solar Stars Pty Ltd; ABN No: 12345678910; Postal Address: 1290 Princes Highway; First Name: John; Last Name: Johanssen; Mobile No: 9447410411 (highlighted with a red box and callout bubble 30); Other Contact No: (empty).</p>
<p>31. Enter the applicant's email address</p>	<p>The screenshot shows the 'Applicant' form with the following details: Applicant Type: Solar Installer; Group: (empty); Business/Individual: Business selected; Business Name: Solar Stars Pty Ltd; ABN No: 12345678910; Postal Address: 1290 Princes Highway; Postal Suburb: Brisbane; Postal State: Queensland; First Name: John; Last Name: Johanssen; Mobile No: 0444111555; Other Contact No: (empty); Email Address: michelle.galeazzi@gmail.com (highlighted with a red box and callout bubble 31); Preferred Contact: Email (selected).</p>
<p>32. Select the Preferred Contact method</p>	<p>The screenshot shows the 'Applicant' form with the following details: Applicant Type: Solar Installer; Group: (empty); Business/Individual: Business selected; Business Name: Solar Stars Pty Ltd; ABN No: 12345678910; Postal Address: 1290 Princes Highway; Postal Suburb: Brisbane; Postal State: Queensland; First Name: John; Last Name: Johanssen; Mobile No: 0444111555; Other Contact No: (empty); Email Address: jjohanssen@solarstars.com.au; Preferred Contact: Email (highlighted with a red box and callout bubble 32).</p>

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Explanation	Screenshot
<p> The Customer is the individual or organisation listed on the electricity account for the premise.</p> <p>All contact details provided must relate to this customer; not the spouse (unlisted on the electricity account), site owners, tenants, other third parties or managing rental agencies.</p> <p>If you select Business, ensure that the ABN and ACN are entered as 11 digit numbers. Add 00 in front of the 9 digit ACN.</p> <p>33. Select the customer type</p>	 <p>Customer</p> <p><input type="checkbox"/> Use Applicant Details - only if applicant is the Customer</p> <p><input checked="" type="radio"/> Business <input type="radio"/> Individual</p> <p>Business Name <input type="text"/></p> <p>ABN No. <input type="text"/></p> <p>Postal Address <input type="text"/></p>
<p> If there are two names on the electricity account enter them both in the First Name and Last Name fields</p> <p>34. Enter the electricity account holder's First Name</p>	 <p>Customer</p> <p><input type="checkbox"/> Use Applicant Details - only if applicant is the Customer</p> <p><input type="radio"/> Business <input checked="" type="radio"/> Individual</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Postal Address <input type="text"/></p>

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Explanation	Screenshot
<p>35. Enter the customer's last name</p>	<p>The screenshot shows the 'Customer' section of the application form. It includes a header 'Customer', a checkbox for 'Use Applicant Details - only if applicant is the Customer', and radio buttons for 'Business' and 'Individual' (selected). The 'First Name' field contains 'Timothy and Jenny'. The 'Last Name' field is empty and highlighted with a red box, with a callout bubble labeled '35' pointing to it. Below are fields for 'Postal Address', 'Postal Suburb', and 'Postal State' (set to 'Queensland').</p>
<p>36. Enter the postal address</p>	<p>This screenshot is similar to the previous one but shows the 'Postal Address' field highlighted with a red box and a callout bubble labeled '36'. The 'Last Name' field now contains 'Dalton'. The 'Postal Suburb' field is partially visible at the bottom.</p>

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Explanation	Screenshot
37. Enter the Postal Suburb	<p>The screenshot shows a web form titled "Customer". At the top, there is a checkbox labeled "Use Applicant Details - only if applicant is the" which is unchecked. Below this are two radio buttons: "Business" (unchecked) and "Individual" (checked). The form contains several text input fields: "First Name" with the value "Timothy and Jenny", "Last Name" with the value "Dalton", and "Postal Address" with the value "54 David Street". The "Postal Suburb" field is empty and is highlighted with a red rectangular border. A yellow callout bubble with the number "37" points to this field. Below the "Postal Suburb" field is a "Postal State" dropdown menu currently set to "Queensland".</p>

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Explanation	Screenshot
38. Enter the Postcode	<p>Customer</p> <p><input type="checkbox"/> Use Applicant Details - only if applicant is the Customer</p> <p><input type="radio"/> Business <input checked="" type="radio"/> Individual</p> <p>First Name: Timothy and Jenny</p> <p>Last Name: Dalton</p> <p>Postal Address: 54 David Street</p> <p>Postal Suburb: Beaudesert</p> <p>Postal State: Queensland</p> <p>Postcode: <input type="text"/></p> <p><input type="checkbox"/> The Customer will be responsible for any related charges</p>

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Explanation	Screenshot
<p>39. Select if the customer will be responsible for any related charges</p>	<p>Customer</p> <p><input type="checkbox"/> Use Applicant Details - only if applicant is the Customer</p> <p><input type="radio"/> Business <input checked="" type="radio"/> Individual</p> <p>First Name: Timothy and Jenny</p> <p>Last Name: Dalton</p> <p>Postal Address: 54 David Street</p> <p>Postal Suburb: Beaudesert</p> <p>Postal State: Queensland</p> <p>Postcode: 4185</p> <p>The Customer will be responsible for any related charges <input type="checkbox"/> 39</p>
<p>40. Enter the Mobile No.</p>	<p>Customer</p> <p><input type="checkbox"/> Use Applicant Details - only if applicant is the Customer</p> <p><input type="radio"/> Business <input checked="" type="radio"/> Individual</p> <p>First Name: Timothy and Jenny</p> <p>Last Name: Dalton</p> <p>Postal Address: 54 David Street</p> <p>Mobile No.: <input style="border: 1px solid red;" type="text"/> 40</p> <p>Other Contact No. <input type="text"/></p> <p>Email Address <input type="text"/></p> <p>Preferred Contact: Email</p> <p><small>Must be in the following format 0499999999 (no spaces, special characters, must be 10 digits).</small></p>
<p>41. Enter the customer's Email Address</p>	<p>Customer</p> <p><input type="checkbox"/> Use Applicant Details - only if applicant is the Customer</p> <p><input type="radio"/> Business <input checked="" type="radio"/> Individual</p> <p>First Name: Timothy and Jenny</p> <p>Last Name: Dalton</p> <p>Postal Address: 54 David Street</p> <p>Mobile No.: 0499888555</p> <p>Other Contact No. <input type="text"/></p> <p>Email Address: <input style="border: 1px solid red;" type="text"/> 41</p> <p>Preferred Contact: Email</p>


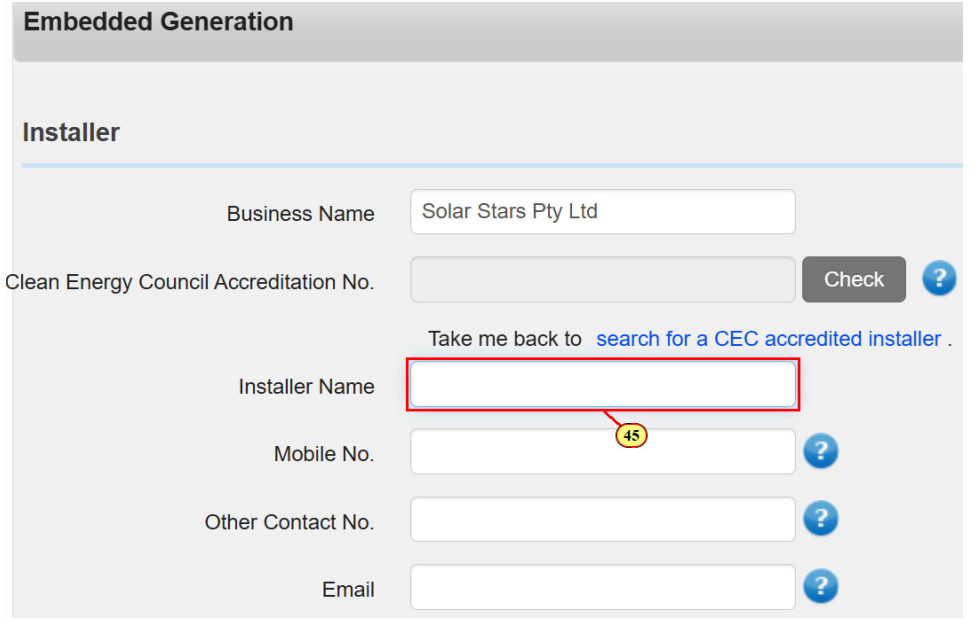
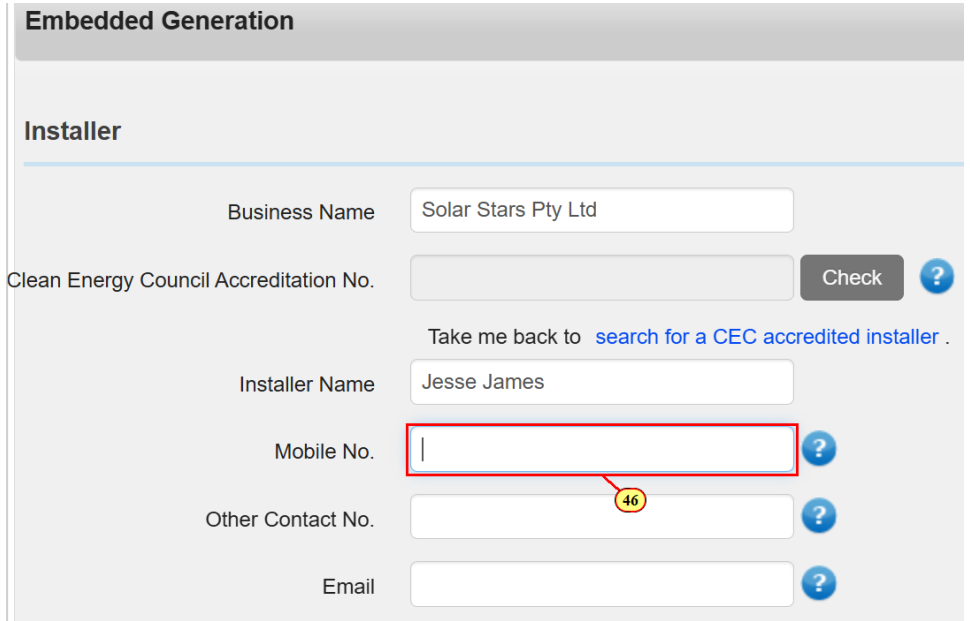
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Explanation	Screenshot
<p>42. Select the Preferred Contact method</p>	
<p>43. Enter the Installer Business Name</p>	
<p>44. Where you now have a SAA number and you are prompted to submit your Clean Energy Council Accreditation Number, click on Manually enter non-CEC accredited installer.</p>	

**EEN_Under 30 kVA Initial Application
Work Instruction**



Explanation	Screenshot
<p> Manually enter ALL accredited installers - CEC and non-CEC.</p> <p>45. Enter the Installer Name</p>	
<p>46. Enter the Mobile No.</p>	

EEN_Under 30 kVA Initial Application Work Instruction


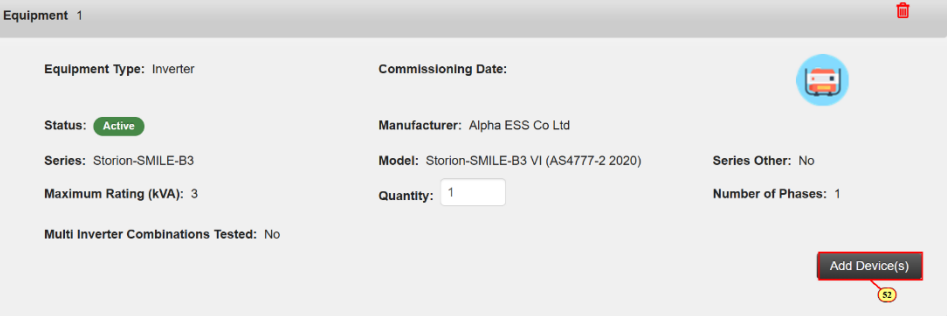
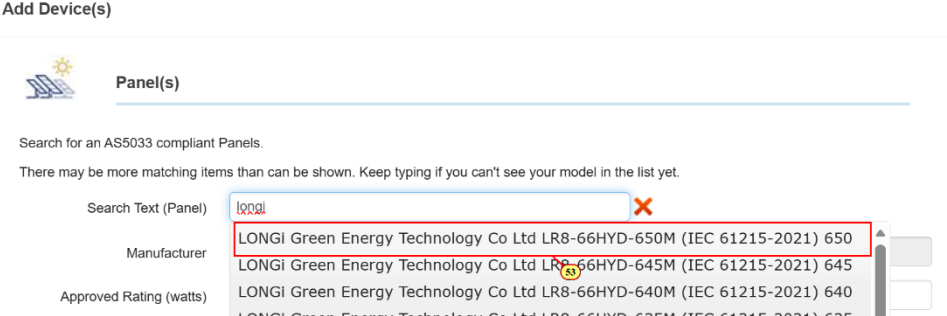
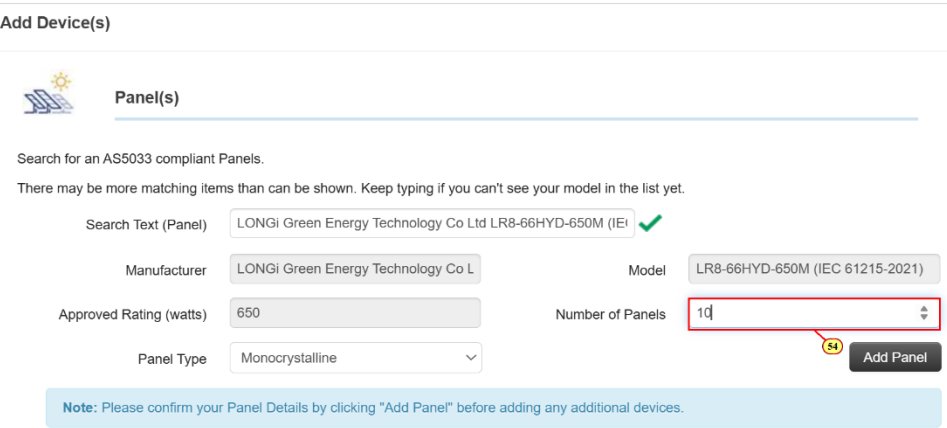
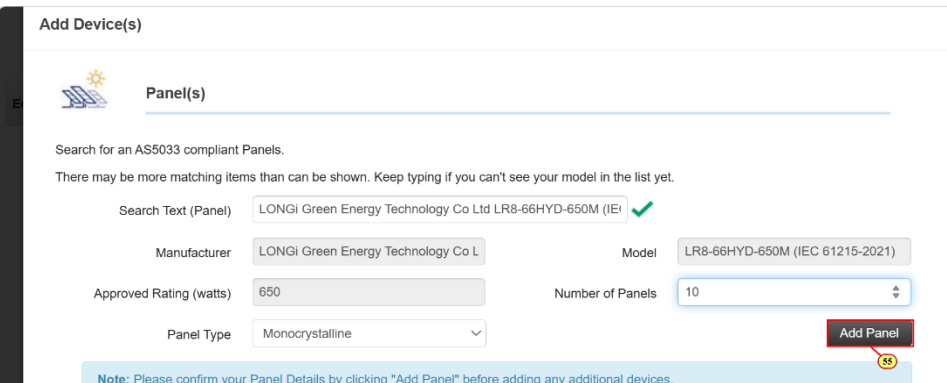


Explanation	Screenshot
<p>47. Enter the Email address</p>	
<p>48. Select if the application is for high voltage, non-solar or non-standard inverter</p>	

EEN_Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
<p>Next, we'll search for the proposed inverter.</p> <p>When searching by brand, note that only the first 20 inverters will display for that brand.</p> <p>Using the model of the inverter will result in more accurate search results.</p> <p>49. Search for the proposed inverter</p>	<p>Take me back to search for a CEC accredited installer .</p> <p>Installer Name: Jesse James</p> <p>Mobile No.: 0499777555</p> <p>Other Contact No.:</p> <p>Email: Jjames@solarstars.com.au</p> <p>My Application is for High Voltage, Non-Solar, or Non-Standard Inverter <input type="checkbox"/></p> <p>Equipment</p> <p>Search for an AS/NZ 4777.2 compliant inverter There may be more matching items than can be shown. Keep typing if you can't see your model in the list yet</p> <p>Search Text (Inverter): smile-b3 v</p> <p>Alpha ESS Co Ltd Storion-SMILE-B3 Storion-SMILE-B3 VI (AS4777-2 2020) 0 3</p> <p>Alpha ESS Co Ltd SMILE-B3-PLUS SMILE-B3-PLUS VI (AS4777-2 2020) 0 3</p>
<p>50. Select the proposed inverter</p>	<p>My Application is for High Voltage, Non-Solar, or Non-Standard Inverter <input type="checkbox"/></p> <p>Equipment</p> <p>Search for an AS/NZ 4777.2 compliant inverter There may be more matching items than can be shown. Keep typing if you can't see your model in the list yet</p> <p>Search Text (Inverter): smile-b3 v</p> <p>Alpha ESS Co Ltd Storion-SMILE-B3 Storion-SMILE-B3 VI (AS4777-2 2020) 0 3</p> <p>Alpha ESS Co Ltd SMILE-B3-PLUS SMILE-B3-PLUS VI (AS4777-2 2020) 0 3</p> <p>Add Inverter</p>
<p>51. Click Add Inverter</p>	<p>Other Contact No.:</p> <p>Email: Jjames@solarstars.com.au</p> <p>My Application is for High Voltage, Non-Solar, or Non-Standard Inverter <input type="checkbox"/></p> <p>Equipment</p> <p>Search for an AS/NZ 4777.2 compliant inverter There may be more matching items than can be shown. Keep typing if you can't see your model in the list yet</p> <p>Search Text (Inverter): Alpha ESS Co Ltd Storion-SMILE-B3 Storion-SMILE-B3 VI (AS4777-2 2020)</p> <p>Add Inverter</p> <p>Important! Please Note: A network tariff will be allocated depending on the eligibility and size of inverter capacity</p>

EEN_Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
<p> If the inverter is part of a Battery Energy Storage System (BESS) system the storage device will be added as well.</p> <p>52. Click Add Device(s)</p>	
<p>53. Search for the proposed panels by entering key search terms</p>	
<p>54. Enter the number of panels</p>	
<p>55. Click Add Panel</p>	

EEN_Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
<p>56. Select the total number of phases</p>	
<p>57. Select the number of phases that all equipment (includes existing and new) will be connected to</p>	
<p>58. Select if an EV charger is installed onsite</p>	
<p>59. Enter any additional equipment information that's relevant</p>	

EEN_Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
<p>60. Select the Metering Scheme</p>	
<p>61. Select if a separate, external Generation Signalling Device (GSD) has been fitted to the inverter</p>	
<p>62. Select the Power Quality Response Mode</p>	

EEN_Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
<p>63. Select the Proposed Export Limitation</p>	<p>Metering Scheme <input type="radio"/> Gross metered <input checked="" type="radio"/> Net metered</p> <p>Power Quality Response Mode: volt-var and volt-watt</p> <p>Proposed Export Limitation: Please Select... (Dropdown menu open with options: Full Export, Partial Export, Minimal Export, Dynamic Export)</p> <p>Is this Premises in a Retirement Village or Gated Community? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Storage Batteries</p> <p>Are Storage Batteries Installed? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>
<p>If SEP2 details are unknown, they can be provided once the application is completed by selecting Update SEP2 Details from the Actions menu.</p> <p>64. Select to provide SEP2 details, if known</p>	<p>Proposed Export Limitation: Dynamic Export</p> <p>Maximum Export Limit (kW): 3.00</p> <p>Default Export Limit (kW): 1.50</p> <p>Maximum Import Limit (kW): 18.00</p> <p>Default Import Limit (kW): 1.50</p> <p>Do you wish to provide SEP2 Details? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Note: Dynamic maximum system capacity for a single phase connection must not exceed ≤ 10 kVA PV & ≤ 10 kVA ESS. See Dynamic Standard for Small IES Connections (STNW3510) Table 2.</p> <p>Is this Premises in a Retirement Village or Gated Community? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Storage Batteries</p>
<p>Some SEP2 Providers will require the LFDI details. If they are required, once the SEP2 Client Provider is selected an additional field will display to capture them.</p> <p>65. Select the SEP2 Client Provider</p>	<p>Default Import Limit (kW): 1.50</p> <p>Do you wish to provide SEP2 Details? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>SEP2 Client Provider: Please Select... (Dropdown menu open with options: CATCH Power Solar Relay, Combined Energy E..., Deye Inverters, ESY Sunhome Inverters, Fronius Inverters, Goodwe Inverters, Hinen Inverters, Open Dynamic Export, Origin Energy Services)</p> <p>Note: Dynamic maximum system capacity for a single phase connection must not exceed ≤ 10 kVA PV & ≤ 10 kVA ESS. See Dynamic Standard for Small IES Connections (STNW3510) Table 2.</p> <p>Is this Premises in a Retirement Village or Gated Community? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Storage Batteries</p> <p>Are Storage Batteries Installed? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Attachments</p>

EEN_Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
<p>66. Select if the install is in a retirement village or gated community</p>	
<p>67. Select if there are storage batteries installed</p>	
<p>68. Click to accept the Expedite Application Declaration</p>	
<p>69. Click to accept the Design and Commissioning Acknowledgement</p>	

EEN_Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
<p>70. Click to acknowledge the SEP2 client provider conditions</p>	
<p>71. Click to accept the serial number acknowledgement</p>	
<p>72. Click to acknowledge you have read the Terms and Conditions</p>	
<p>73. Click Submit</p>	