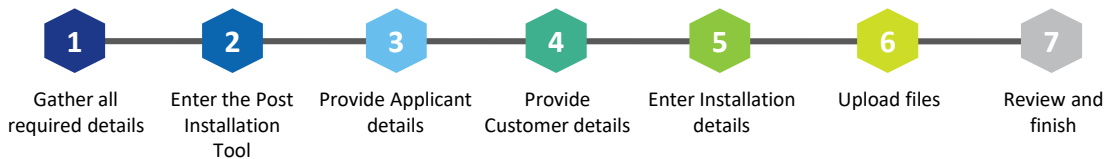


When do you use the Solar & Battery Post Installation Tool?

The AusNet Services Solar Post Installation Tool provides installers, on behalf of their customers, with an online tool to submit installation details for solar and battery systems connected to the AusNet Services distribution network, where an application has been approved by AusNet Services and a Reference Number has been provided.

Steps to input post installation details using the Tool



1 Gather all required details

Before accessing the Post Installation Tool, you should have the following information ready:

- National Metering Identifier (NMI) and Reference number. The NMI number can be usually found on page 2 of the electricity bill for the property. The Reference Number can be found in your application approval email.
- Applicant and Customer Details including contact details, address etc.
- Installation Details including inverter and device (panels and batteries) information
- EWR and CES forms and commissioning test results (if required) for upload

2 Enter the Post installation Tool

In order to gain access to the Post Installation Tool you will need to enter the details specific to your application (see Figure 1)

Entering the NMI and Reference Number

The NMI is the 10 or 11 digit number, usually found on page 2 of the electricity bill of the property.

The Reference Number is the unique AusNet Services number provided to you when your application was approved by pre-approval or manual assessment. It can be found in your application approval email.

Please ensure you enter the correct NMI and Reference number as any errors in data will mean you are unable to proceed.

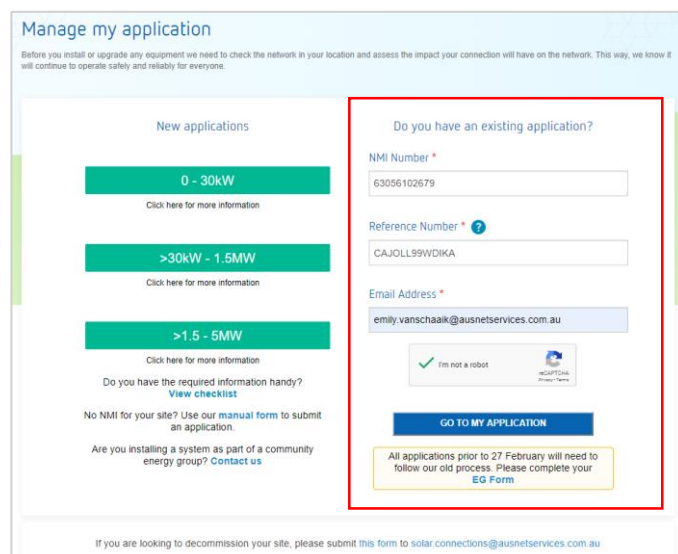
Entering your email

This should be the email address of the person managing the grid application, and should match the email address provided in the pre-approval application process.

Help us beat the bots

Help us beat the bots by checking the 'I'm not a robot' box and completing the verification. This helps us to ensure that the tool is used correctly and that all information entered is safely captured and protected.

Figure 1



3 Applicant Details

When you enter the tool, you will see the application details on the left and the application due date on the right (see Figure 2).

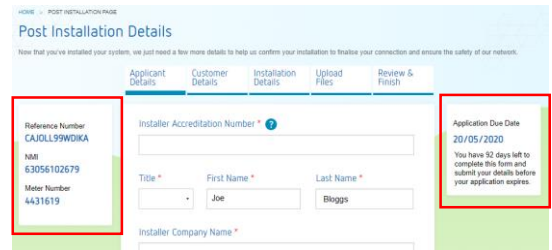
This is the first Post Installation Details page. You can navigate between pages using the “Next” button at the bottom of each page or by clicking on the tabs at the top.

On this page you need to enter the Applicant Details (see Figure 3):

- **Installer Accreditation Number:** is the Installer’s Clean Energy Council (CEC) accreditation number.
- **Company details:** including name, ABN and address details
- The **email address** provided for pre-approval will be pre-populated and will not be editable on the form. This is the address that all correspondence will be sent to. If this needs to be updated, contact us at preapprovals@ausnetservices.com.au.

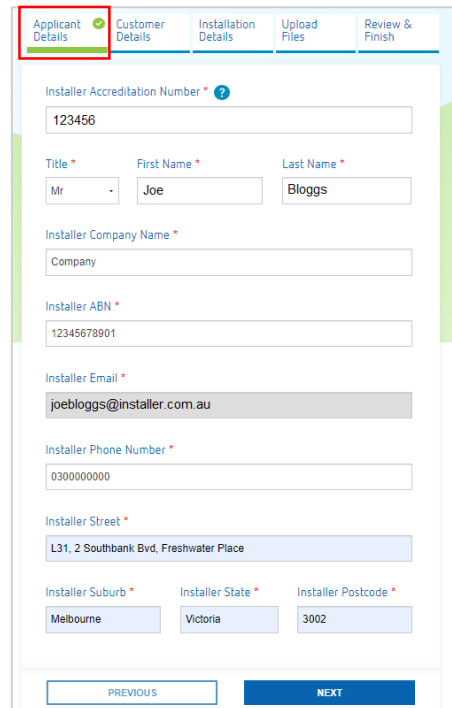
Once all details are entered as required a green tick will appear on the tab.

Figure 2



The screenshot shows the 'Post Installation Details' page with a navigation bar at the top containing tabs for 'Applicant Details', 'Customer Details', 'Installation Details', 'Upload Files', and 'Review & Finish'. The 'Applicant Details' tab is highlighted with a red box. On the left side, there is a box containing reference and meter numbers, also highlighted with a red box. On the right side, there is a box showing the application due date and a warning message, also highlighted with a red box.

Figure 3



The screenshot shows the 'Applicant Details' form. The 'Applicant Details' tab is highlighted with a green tick and a red box. The form contains the following fields: 'Installer Accreditation Number' (123456), 'Title' (Mr), 'First Name' (Joe), 'Last Name' (Bloggs), 'Installer Company Name' (Company), 'Installer ABN' (12345678901), 'Installer Email' (joebloggs@installer.com.au), 'Installer Phone Number' (030000000), 'Installer Street' (L31, 2 Southbank Blvd, Freshwater Place), 'Installer Suburb' (Melbourne), 'Installer State' (Victoria), and 'Installer Postcode' (3002). At the bottom, there are 'PREVIOUS' and 'NEXT' buttons.

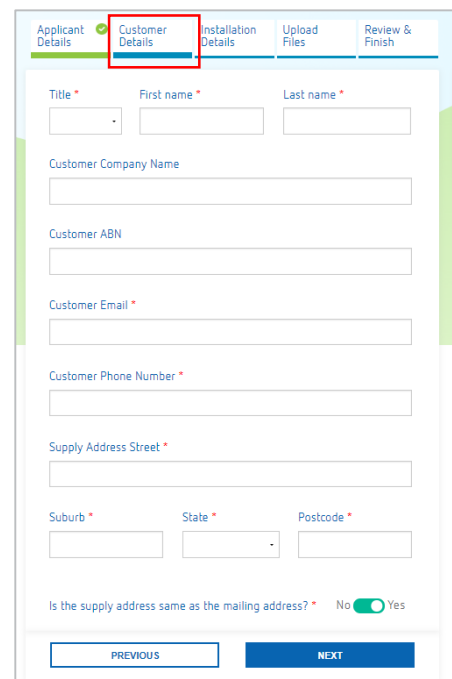
4 Customer Details

Enter the customer details as shown on the screen (see Figure 4).

This is important because the Connection Contract is created between us and the customer, who is the owner of the embedded generation system. We will use the contact details to send the final Connection Agreement and confirmation of meter reconfiguration to the customer at the end of the process.

The Connection Agreement includes Terms and Conditions of the contract that govern installation, operation and maintenance

Figure 4



The screenshot shows the 'Customer Details' form. The 'Customer Details' tab is highlighted with a green tick and a red box. The form contains the following fields: 'Title', 'First name', 'Last name', 'Customer Company Name', 'Customer ABN', 'Customer Email', 'Customer Phone Number', 'Supply Address Street', 'Suburb', 'State', and 'Postcode'. At the bottom, there is a question 'Is the supply address same as the mailing address?' with a 'Yes' radio button selected. At the very bottom, there are 'PREVIOUS' and 'NEXT' buttons.

5 Installation Details

In the Installation Details page, you will see the Solar inverter details provided during the Pre-Approval process (see Figure 5).

Changing Solar/Hybrid Inverter or Battery Inverter

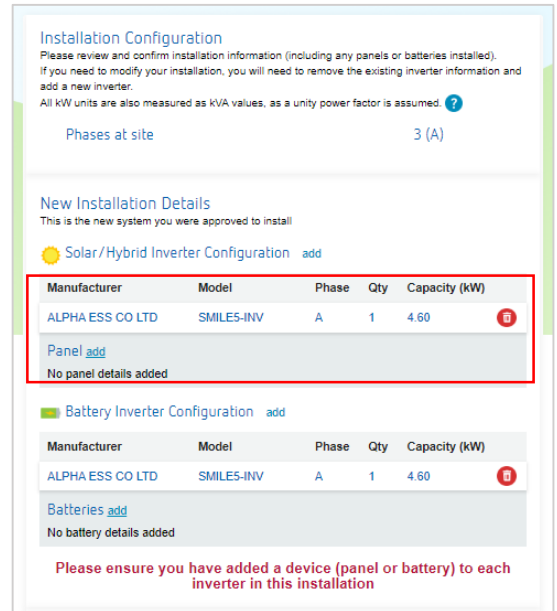
We understand that sometimes things change from pre-approval, so if you have received approval through instant online pre-approval tool you will be able to edit inverter information after installation, as long as it remains within the original capacity and export limits (see figure 6).

If approval was obtained through manual technical assessment, these details will not be editable. For any proposed changes you must contact the design engineer for further review, as the Connection Contract is based on this information.

What happens if changes I make from the approved application change my capacity or export amounts ?

If any changes result in your maximum limits for capacity or export being exceeded, you will need to cancel the application, which will take you back to the Pre-Approval Tool to submit a new application (see Figure 7)

Figure 5



Installation Configuration
Please review and confirm installation information (including any panels or batteries installed). If you need to modify your installation, you will need to remove the existing inverter information and add a new inverter.
All kW units are also measured as kVA values, as a unity power factor is assumed. ?

Phases at site 3 (A)

New Installation Details
This is the new system you were approved to install

Solar/Hybrid Inverter Configuration add

Manufacturer	Model	Phase	Qty	Capacity (kW)
ALPHA ESS CO LTD	SMILES-INV	A	1	4.60

Panel add
No panel details added

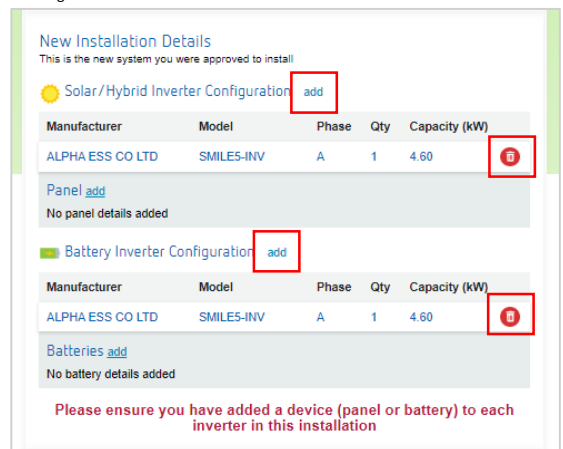
Battery Inverter Configuration add

Manufacturer	Model	Phase	Qty	Capacity (kW)
ALPHA ESS CO LTD	SMILES-INV	A	1	4.60

Batteries add
No battery details added

Please ensure you have added a device (panel or battery) to each inverter in this installation

Figure 6



New Installation Details
This is the new system you were approved to install

Solar/Hybrid Inverter Configuration add

Manufacturer	Model	Phase	Qty	Capacity (kW)
ALPHA ESS CO LTD	SMILES-INV	A	1	4.60

Panel add
No panel details added

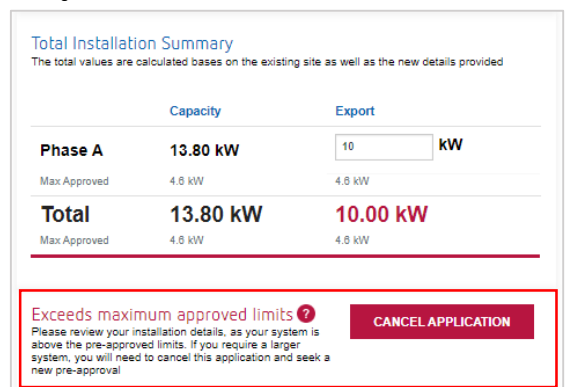
Battery Inverter Configuration add

Manufacturer	Model	Phase	Qty	Capacity (kW)
ALPHA ESS CO LTD	SMILES-INV	A	1	4.60

Batteries add
No battery details added

Please ensure you have added a device (panel or battery) to each inverter in this installation

Figure 7



Total Installation Summary
The total values are calculated bases on the existing site as well as the new details provided

	Capacity	Export
Phase A	13.80 kW	<input type="text" value="10"/> kW
Max Approved	4.6 kW	4.6 kW
Total	13.80 kW	10.00 kW
Max Approved	4.6 kW	4.6 kW

Exceeds maximum approved limits ?
Please review your installation details, as your system is above the pre-approved limits. If you require a larger system, you will need to cancel this application and seek a new pre-approval

CANCEL APPLICATION

5 Installation Details (cont.)

Adding Panels and / or Batteries

We need to collect information about the devices linked to each inverter, so for each inverter you have installed, select 'add' next to Panels or Batteries to input the device details. (see Figure 8).

A new window will open (see Figure 9) that requires you to enter in this detail. Select the correct device type from the drop down menu and then enter the additional details into the free text fields.

Note: The panel details are required for the DER Register but do not impact the total Capacity or Export values.

Compliance confirmation

When the system export is less than the system capacity this means the system is export limited.

You must confirm that the installation is compliant with SOP 33-06 Procedures (see Figure 10).

This Standard Operating Procedure can be found on the AusNet Services website and outlines the minimum requirements that must be met by customers to connect an embedded generator to AusNet Services' low voltage electricity distribution network.

6 Upload Files

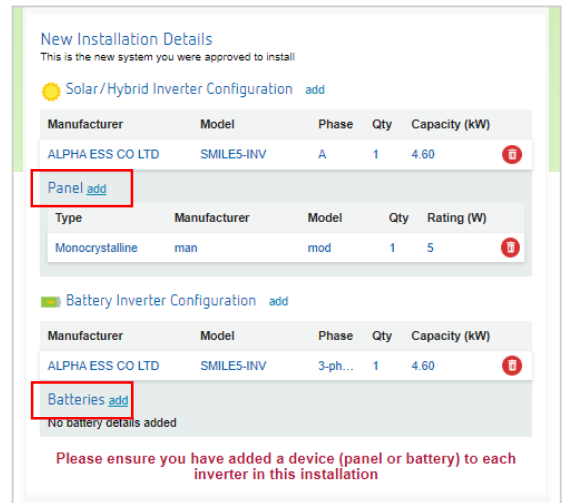
Upload the Certificate of Electrical Safety (CES) and the Electrical Works Request (EWR) here.

If you have any additional documents to upload – such as a Single Line Diagram (SLD) or commissioning test results, click on Attach more documents and then upload the document as above (see Figure 11).

Attachments must be of the following types: .doc, .docx, .xlsx, .pdf, .png, .jpeg, .jpg, .csv, .pptx, .txt and .gif. You can add up to six documents with a size of 3MB per attachment.

Note: You also need to submit these documents to the Retailer

Figure 8



New Installation Details
This is the new system you were approved to install

Solar/Hybrid Inverter Configuration add

Manufacturer	Model	Phase	Qty	Capacity (kW)	
ALPHA ESS CO LTD	SMILES-INV	A	1	4.60	add

[Panel add](#)

Type	Manufacturer	Model	Qty	Rating (W)	
Monocrystalline	man	mod	1	5	add

Battery Inverter Configuration add

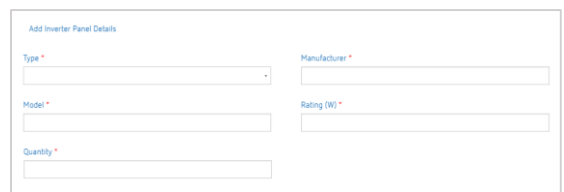
Manufacturer	Model	Phase	Qty	Capacity (kW)	
ALPHA ESS CO LTD	SMILES-INV	3-ph...	1	4.60	add

[Batteries add](#)

No battery details added

Please ensure you have added a device (panel or battery) to each inverter in this installation

Figure 9



Add Inverter Panel Details

Type *

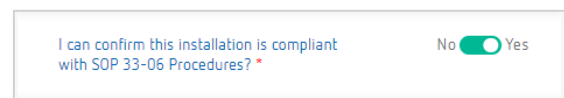
Manufacturer *

Model *

Rating (W) *

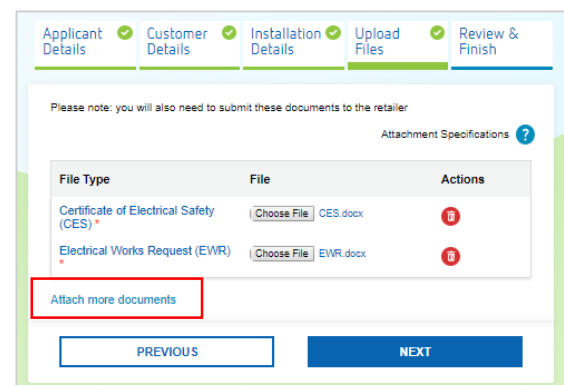
Quantity *

Figure 10



I can confirm this installation is compliant with SOP 33-06 Procedures? * No Yes

Figure 11



Applicant Details Customer Details Installation Details Upload Files Review & Finish

Please note: you will also need to submit these documents to the retailer

Attachment Specifications ?

File Type	File	Actions
Certificate of Electrical Safety (CES) *	<input type="button" value="Choose File"/> CES.docx	add
Electrical Works Request (EWR) *	<input type="button" value="Choose File"/> EWR.docx	add

[Attach more documents](#)

Solar & Battery Post Installation Tool

Reference Guide

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7 Review the post installation details

The Review and Finish page provides you an overview of the details provided and indicates whether you have entered all required details. If all details on the overview page are green, and you agree to the terms and conditions below, you can then submit your post installation details (see Figure 12).

If any details on this page are red, those details are still required. Return to the relevant page and complete the necessary details (see Figure 13)

What happens next?

Once you have submitted the post installation details you will receive an email confirming the submitted information has been received, and providing you with a pdf copy of the post installation details.

We send a record of this installation to the national Distributed Energy Resources Register that is administered by the Australian Energy Market Operator (AEMO).

You can now submit the relevant paperwork to your customers' energy retailer. You will need to send the two forms below to your customer's energy retailer:

- [Electrical Works Request \(EWR\)](#) form, available from the Victorian SIR website
- Certificate of Electrical Safety (CES), which your electrical inspector will purchase from Energy Safe Victoria.

The Retailer may also ask you to provide a copy of the post installation details. If so, you can send the pdf summary you received.

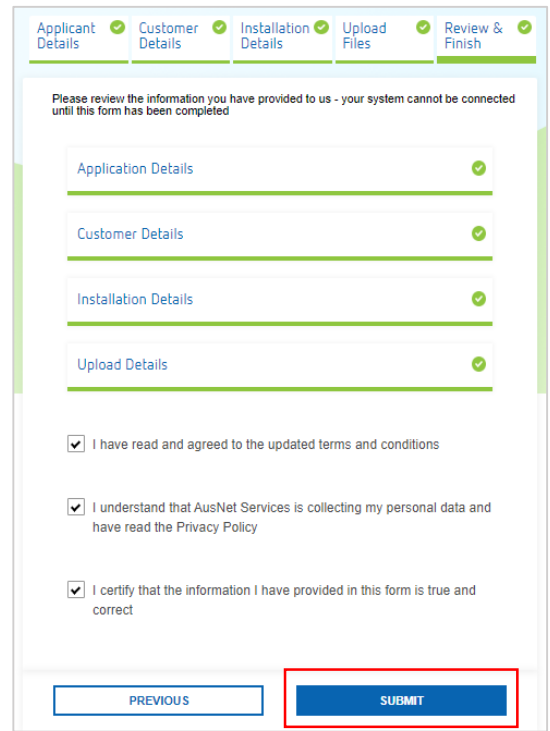
If required, after we receive and approve the paperwork from the customer's retailer, we will reconfigure the meter so that data is recorded for energy generation well as consumption. Once this has happened, an email will be sent to the applicant confirming they can switch the system on. The customer will also receive an email containing a copy of the Connection Agreement, including the terms and conditions of the contract that govern installation, operation and maintenance.

Please note: Once reconfiguration is complete, the customer will be transferred to a Time of Use tariff. It is important that customers are informed of this.

For further help

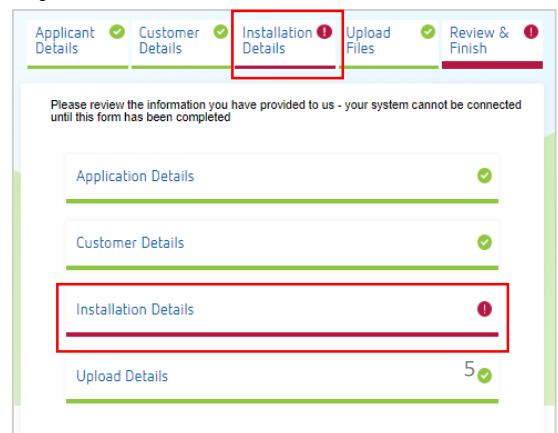
If you require further assistance with completing the Solar Post Installation Tool, please don't hesitate to contact the AusNet Services Contact Centre on 1300 360 795 or preapprovals@ausnetservices.com.au.

Figure 12



The screenshot shows the 'Review & Finish' step of the installation tool. At the top, a progress bar indicates that 'Applicant Details', 'Customer Details', 'Installation Details', 'Upload Files', and 'Review & Finish' are all completed, each with a green checkmark. Below this, a message states: 'Please review the information you have provided to us - your system cannot be connected until this form has been completed'. A list of details follows: 'Application Details', 'Customer Details', 'Installation Details', and 'Upload Details', each with a green checkmark. Three checkboxes are present, all checked: 'I have read and agreed to the updated terms and conditions', 'I understand that AusNet Services is collecting my personal data and have read the Privacy Policy', and 'I certify that the information I have provided in this form is true and correct'. At the bottom, there are two buttons: 'PREVIOUS' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.

Figure 13



The screenshot shows the 'Review & Finish' step of the installation tool. At the top, the progress bar shows 'Applicant Details', 'Customer Details', 'Installation Details', 'Upload Files', and 'Review & Finish'. 'Applicant Details', 'Customer Details', 'Upload Files', and 'Review & Finish' have green checkmarks, but 'Installation Details' has a red circle with an exclamation mark. Below this, the same message as in Figure 12 is present. The list of details shows 'Application Details', 'Customer Details', 'Installation Details', and 'Upload Details'. 'Application Details', 'Customer Details', and 'Upload Details' have green checkmarks, but 'Installation Details' has a red circle with an exclamation mark. The 'Upload Details' item also has a '5' and a green checkmark next to it. At the bottom, there are two buttons: 'PREVIOUS' and 'SUBMIT'. The 'SUBMIT' button is highlighted with a red box.