

Energex Electrical Partners Portal User Guide

Connect Applications



Version Control

Version	Date	Description
1.0	31/01/2020	Initial
1.1	11/11/2020	Updates to Service Selection and Online Payment section
1.2	11/03/2021	Updates to Premise Details SGA and EGS selections
1.3	01/02/2026	Updated to general enquiries opening times

Contact Energex

To report loss of supply:

13 62 62

For electricity emergencies:

13 19 62

For general enquiries:

energex.com.au

custserve@energex.com.au

13 12 53 (8:30am to 4:30pm, Monday to Friday)

Telephone interpreter service 13 14 50

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Basic and Negotiated Connections

Submitting a Connect Application

This document outlines how to submit a Connect Application. It covers Basic, Negotiated, Embedded Generation (including Solar), and Large Customer Connections (LCC). There are user guides available for the Electrical Partners Portal for: EWRs, Connect Application, and Enquiry.

Do You Need a Basic, Negotiated, or LCC Connect Application?

A **Basic Connect** Application relates to a connection with a maximum demand that is **under 100amps per phase**. If the request is for a New Connection or an Upgrade the network must also be considered "existing" to meet basic requirements.

A **Negotiated Connect** Application is required when submitting for **greater than 100amps per phase but less than 1400amps per phase**. To submit a Negotiated Connect directly you must know that the network supply you have requested is available.

A **Large Customer Connection** (LCC) Connect Application is required where the amps per phase required **exceed 1400amps per phase**. In this instance extra information is required in addition to a standard Negotiated Connect.

Does Your Application Require an Enquiry First?

In some cases, it is better or required to raise an Enquiry prior to submitting a Connect Application. If your request is for Embedded Generation over 30kW then you are **required** to submit an Enquiry first.

If you are unsure if 3 phase is available or the increase/connection amps you require may not exist at the site of the connection, you can submit an Enquiry first for investigation.

When Can You Submit a Negotiated Connect without an Enquiry?

If you are aware that the **supply is available already** at your premise (e.g. you have a 200amp connection and are simply replacing a property pole or moving a POA) you can move directly to a Negotiated Connect without previously submitting an Enquiry.

Progressing an Enquiry to an Application

If you did previously submit an Enquiry and the amount of supply you have requested has been approved. You will be given the opportunity to "Progress to Application"

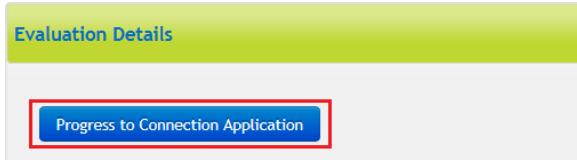
1. Locate your original Enquiry job using the address or reference (e.g. CX19ABC0000000Q) and confirm the status is at "Completed":

Reference	Service Type	Premises
CX [REDACTED] Completed	Enquiry Supply Availability	[REDACTED]

- Once you have found the job at the correct status, click the “view” button:

Reference	Service Type	Premises	Assigned To User (Group)	Date	Actions
CX [REDACTED] Completed	Enquiry Supply Availability	[REDACTED]	[REDACTED]	Submitted On 24/06/2019 2:21 PM	View

- Under the “Evaluation Details” banner there will be a new blue button “Progress to Application”:



- When you click the button a Connect will load with the below:

- Service Selection pre-populated
- Address search results showing your NMI
- AS3000 maximum demand and Phases populated
- Network availability pre-populated

Ensure you have selected the address given (as per below example) and complete the additional empty fields before submitting.

Premises/Address Search					
Search by NMI , Meter Number , Address or Lot and Plan					
Address Search Results (click to select the correct address)					
NMI	Address	Nmi Status	Connection Type	Tariff	
[REDACTED]	[REDACTED]	ACTIVE		8500	

Filling in Your Connect Application

To start a new Connect Application without putting an Enquiry in first, go to the MyConnect menu on the portal home bar and either: choose a type from the drop down options or pick “All Options” to manually select your service. If you think the work you want to do is missing, try going to MyEWR – your work may not require a Connect Application to complete.

Service Selection Types

New Connection

This service type should be used for a property that has never been connected to the network before or if you need to move a construction supply to a permanent location (and vice versa).

Under this service type you have two options:

- Temporary Builders Supply
- Permanent Supply

If you need to move a TBS to Permanent (or the reverse) you will need a new NMI. You can use the Connection Application as your indication one is required.

Change an Existing Connection

This service type should be used if you are making any changes to an existing supply (either Temporary or Permanent) including increase in phases or supply.

Under this service type you have two options:

- Relocate/Increase existing Permanent Connection
- Relocate/Increase existing Construction (TBS) Connection

Provision of Unmetered Supply

This service type should be used if you are contracted to do works for a company or Government body that requires unmetered supply (e.g. streetlights, NBN, etc).

Requesting Non-Domestic Load Control

An Electrical Contractor (EC) or applicant can lodge a request for non-domestic load control via the Electrical Partners portal by lodging either a New Connection or EWR, depending on the customers circumstances.

The following network tariffs are considered non-domestic load control tariffs:

- Small Business Primary Load Control (5700)
- Large Primary Load Control (5800)
- Large Secondary Load Control (5900)

When to submit an:

EWR	Connect Application
<p>Existing customers who wish to forfeit their existing Primary/General supply network tariff/s</p> <p>OR</p> <p>Existing customers wishing to request the Large Secondary load control tariff – 5900</p>	<p>Customers who wish to retain their existing Primary/General Supply network tariff/s</p> <p>AND</p> <p>add another connection to take advantage of the Primary Load Control tariff options.</p> <p>An EWR will also be required</p>

How to Lodge a New Connection Request for Non-Domestic Load Control

1. Select the relevant Service Selection:

- **New Connection**
 - Permanent Supply
- **Change to an Existing Connection**
 - Relocate/Increase an existing Permanent Connection

2. Complete the New Connect Form as required:

It is important that the **AS3000 Maximum demand** field is completed accurately to ensure the request is assessed appropriately.

Non-domestic load control is selected in the following sections:

- Connection Details section
 - Select **Yes** to request non-domestic load control (Primary load control or Large Secondary loadcontrol).
- 3. Complete the declaration and submit the Connect.

How to Lodge an EWR to Request Non-Domestic Load Control

1. Complete the EWR as required
2. The new non-domestic load control tariffs are only available to **Business** customers; therefore, non-domestic load control tariffs are only available if the **Installation Type = Business**
3. Select the button **Select Tariff Code(s)**:
Choose the desired tariff – a warning message will appear to confirm the applicant is aware of the tariff's constraints.

Search by NMI, Meter Number, **Address** or Lot and Plan

Enter Street and Suburb/Postcode

Street No.

Lot No.

Unit No.

remises Details

Wind

WIND FLOWER PL SPRINGFIELD QLD 4300
WINDABOUT RD BEECHMONT QLD 4211
WINDEMERE AVE MORNINGSIDE QLD 4504
WINDEMERE AVE NARANGBA QLD 4504
WINDEMERE RD ALEXANDRA HILLS QLD 4161
WINDEERA CT AROONA QLD 4551
WINDERMERE CRES CARINDALE QLD 4152
WINDERS AVE TUGUN QLD 4224
WINDEYER ST BALD HILLS QLD 4036
WINDJANA CT SHAILER PARK QLD 4128
WINDLASS ST DECEPTION BAY QLD 4508
WINDMILL ST SOUTHPORT QLD 4215
WINDON CL KOORALBYN QLD 4285
WINDORAH ST STAFFORD QLD 4053
WINDRED LANE CONONDALE QLD 4552

Notification

Important: Connection to a Primary Load Control tariff will result in the removal of all existing tariffs onsite (exclusive of Embedded Generation). Supply will be available for a minimum 18 hours per day, but times when supply is available is subject to variation at the absolute discretion of the distribution entity.

Close

4. Complete the remainder of the form and submit.

Embedded Generation (Including Solar)

This service type should be used when you are installing or changing an embedded generation device on a premise.

Under this service type you have a few options (refer to [Embedded Generation Service Selections](#) for more detail):

- Initial Installation
- Increase Generator (Inverter) Capacity
- Replace Current System (With Increase of Capacity)
- Replace Current Inverter (No Increase of Capacity)
- Increase Panel Capacity
- Add storage batteries

For some actions you may be asked to then choose if your installation is for ≤30kw or >30kw.

Premise/Address Search

The Premise/Address search is available via 4 different options:

Search by [NMI](#), [Meter Number](#), [Address](#) or [Lot and Plan](#)

Search on an Existing Premises

To search on a property that already exists, choose the method you want to search by and then click the button.

If you choose address as your search type, suggested properties will populate as you start to type. If you add more letters the suggestions will change.

When you see the address you're looking for, click it. This will cause the address to populate with a green tick.

Unable to find the premises? [Manually enter a new premises.](#) 1

Address Search Results (click to select the correct address)

NMI	Address	Nmi Status	Connection Type	Tariff
		ACTIVE		8500

2 [Request New NMI](#) [Search Again](#)

You can add a street or lot number or leave these fields blank and choose 'search for address'.

A list of all possible addresses that you could use for your Connect will appear, choose the correct one or search again.

Manually Enter a New Premises

WINDORAH ST STAFFORD QLD 4053 X ?

WINDON CL KOORALBYN QLD 4285

WINDORAH ST STAFFORD QLD 4053

WINDOW RD CANINA QLD 4570

Enter Street and Suburb/Postcode WINDORAH ST STAFFORD QLD 4053 ✓ ?

e.g. BANKSIA AVE NOOSA
BANKSIA AVE 4567

To refine the search, enter any of the following...

Street No.

Lot No.

Unit No. Search for Address

If your search for an address shows all properties greyed out, you can either manually enter a new premise (1) or request a new NMI (2).

Address Search Results (click to select the correct address)				
NMI	Address	Nmi Status	Connection Type	Tariff
[REDACTED]	[REDACTED]	ACTIVE	[REDACTED]	8500
[REDACTED]	[REDACTED]	ACTIVE	[REDACTED]	8500
[REDACTED]	[REDACTED]	ACTIVE	[REDACTED]	8500
[REDACTED]	[REDACTED]	ACTIVE	[REDACTED]	8500

Search Again

Choosing either of these will take you to a free text option in the Premise Details section. You must enter either a Lot/Plan or Street Number to proceed. The Street Name, Street Type, and Suburb will auto populate from your previous search.

Premise Details – New Connections

Premises Details

NMI	<input type="text" value="XXXXXXXXXX"/>	Additional Location Information Provide extra information about the premises location. Maximum 70 characters. <input type="text" value=""/>
Property Title	<input type="text"/>	
Unit Type	<input type="text" value=""/>	
Unit No.	<input type="text"/>	
Lot No.	<input type="text" value="21"/>	
Plan No.	<input type="text" value="XXXXXXXXXX"/>	
Street No.	<input type="text" value="4"/>	
Street Name	<input type="text" value="XXXXXXXXXX"/>	
Street Type	<input type="text" value="Avenue"/>	
Suburb	<input type="text" value="XXXXXXXXXX"/>	
<input type="button" value="Edit Premises Details"/>		

This application is for a proposed SGA Site Yes No [?](#)

This application is for the following NMI Retail Customer SGA

Registered Market Participant

Other NMI Connected Yes No

Other NMI required to be created at same address Yes No

This Application is for a proposed SGA Site

Select Yes or No to advise if site is Small Generator Aggregator or not. This field is mandatory.

- No is the default selection, and other related fields will be not be visible
- If Yes is selected, the following field will appear:

This application is for the following NMI

- If selecting Retail Customer, go to Other NMI Connected
- If selecting SGA, go to Registered Market Participant

Registered Market Participant

From the drop-down list, Select the relevant registered SGA Market Participant for the site.

Other NMI Connected

This field is optional. Please enter the related NMI in the Additional Location Information field, just below the Suburb field.

Premise Details – Embedded Generation

Premises Details

NMI: 31141647529

Property Title: [REDACTED]

Unit Type: [REDACTED]

Unit No.: [REDACTED]

Lot No.: 0

Plan No.: [REDACTED]

Street No.: [REDACTED]

Street Name: DOGGETT

Street Type: Street

Suburb: NEWSTEAD QLD 4006

Additional Location Information
Provide extra information about the premises location. Maximum 70 characters.

This Application is for Yes No [?](#)

This proposed EGS Site at a Multi-Tenancy installation

The following NMIs at this address will be participating in the EGS scheme at this site.

Select your NMIs ...

- Select all
- 31141694448 - U/1 76 DOGGETT ST
- 31141694521 - U/2 76 DOGGETT ST
- 31141694614 - U/3 76 DOGGETT ST
- 31141694794 - U/4 76 DOGGETT ST
- 31141694877 - U/5 76 DOGGETT ST
- 31141694951 - U/6 76 DOGGETT ST

Applicant

For Embedded Generation applications Additional Address and Location Details are similar to a New Connection applications, except there is no option to select an SGA or Retailer NMI; However, there are new fields to advise if the premise is for Embedded Generation Sharing (EGS) at a Multi-Tenancy installation.

This Application is for proposed EGS Site at a Multi-Tenancy installation

If this is the primary NMI where the solar sharing device is installed, select Yes.

If you select Yes, drop down the NMIs related to the same multi-tenancy installation (these will auto-populate) and select the relevant NMIs, which are participating in the EGS scheme at this site. These can be selected individually, or via a Select All option.

Additional Premises Details

This section will appear as an additional request for information if you're applying for a New Connection on your Connect Application. It requests some basic information about the premises including: Property Purpose, Property Type, Council Authority, and the Preferred Supply Type.

Additional Premises Details

Property Purpose: Please Select
Business Residential

Property Type: Please Select
Commercial, Domestic Premises, High-rise, Multi-Unit Dwelling, Rural, Subdivision, Combined Commercial Residential, Industrial

Preferred Supply Type: Overhead Underground

Council Authority: Please Select
Brisbane City Council, Fraser Coast Regional Council, Gold Coast City Council, Gympie Regional Council, Ipswich City Council, Lockyer Valley Regional Council, Logan City Council, Moreton Bay Regional Council, Noosa Shire Council, Redland City Council, Scenic Rim Regional Council, Somerset Regional Council, Sunshine Coast Regional Council

Site Reference: [REDACTED]

Site Information (incl. Hazards, Traffic, Restrictions, Environmental, Cultural, etc.): [REDACTED]

Pumps and Equipment Section

If 'Yes' is selected for Non-domestic Equipment Required and Pumps Required, additional fields will display that need to be completed. Some fields for this section of the portal are mandatory and will prompt the applicant if they are not completed correctly.

Failure to add details in these sections when required will slow down the application assessment process.

Pumps and Equipment Portal Screen

The screenshot shows a web-based application interface for managing pumps and equipment. It consists of two main sections:

- Non-Domestic Equipment:** This section is titled "Non Domestic Equipment required?" and contains a table for entering equipment details. The table includes columns for Equipment Name, No., Size, Size Units, No. of Phases, New or Existing?, Type of Starter, Daily Usage (hours), No. of starts per hour, Avg. Annual Usage (days), Motors Running Simultaneously, Restart Method, Delay (mins), and Power Factor. A row for "Air Compressor" is shown with values: No. 1, Size 1 hp, 1 phase, Existing, Type of Starter Auto, Daily Usage 8, No. of starts per hour 1, Avg. Annual Usage 1, Motors Running 1, Restart Method Auto, Delay (mins) 1, and Power Factor 0.9. Buttons for "Add Equipment" and "Delete" are present.
- Pumps Required:** This section is titled "Pumps Required?" and contains a table for entering pump details. The table includes columns for Proposed Start Method, Size, Size Units, Running Current, Start-up Current, Starts per day, New or Existing?, Daily Usage (hours), Avg. Annual Usage (days), Restart Method, Delay (mins), and Power Factor. A row for "Please Select..." is shown with values: Proposed Start Method Manual, Size 2, Size Units hp, Running Current 2, Start-up Current 2, Starts per day 2, New or Existing? Existing, Daily Usage (hours) 2, Avg. Annual Usage (days) 2, Restart Method Manual, Delay (mins) 0.9, and Power Factor 0.9. Buttons for "Add Pump Details" and "Delete" are present.

The following table includes information on certain fields that require a considered response.

Field	Description
Size	<ul style="list-style-type: none"> Enter the Equipment or Pump size (numeric). This is a mandatory field.
Size Units	<ul style="list-style-type: none"> Select the appropriate unit of measure from the drop-down box: 'hp', 'kW' or 'kVA'. This is a mandatory field.
Restart Method	<ul style="list-style-type: none"> Select the relevant Restart Method from the drop-down box: Null, Manual or Automatic. If the "Restart Method" is 'Manual' or 'Null' the 'Delay (mins)' value is not required. If the Restart Method is "Automatic", please enter the Delay in minutes (use a value between 0 to 120). This is a mandatory field.
Delay (mins)	<ul style="list-style-type: none"> If the Restart Method is "Automatic", please enter the Delay in minutes (use a value between 0 to 120). 'Delay (mins)' only applies if the 'Restart Method' value selected is 'Automatic' – in which case the value must be in the range 1 to 120. If the "Restart Method" value selected is 'Manual' or 'Null' the 'Delay(mins)' value is not applicable and will default to 'Null' required'. This is not a mandatory field.

Field	Description
Power Factor	<ul style="list-style-type: none">• If the size of the Equipment or Pump was provided in 'kW' or horsepower(hp), please enter the 'Power Factor' of the Equipment or Pump with a value of 0 to 1 and up to 2 decimal places.• 'Power Factor' is a mandatory field if the if the 'Size Units' value selected is 'kW or hp'. The default value will be set to 0.9 if not updated. A 'Power Factor' is not required when the 'Equipment or Pump size is provided in 'kVA' and will default to 'Null'.

Connection Details

There are different levels of requirements for the Connection Details Section:

- **Red** – Compulsory Information
- **Blue** – Compulsory for New Connection only
- **Green** – Preferred, but not required information

Connection Details

AS3000 Maximum Demand amps per phase. A detailed load breakdown may be requested at a later date. 

Phases Required 1 2 3 

Network Availability Existing Required

Pole/Pillar No.

Number of Connections required at this point

If this is a bulk metering site, please respond with "1" to the Number of connections.

NB: Field only visible on New Connection Connect Applications

Additional Fields – Negotiated Connect

If you fill in your AS300 Maximum Demand as over 100amps additional fields will appear for you to fill as part of a 'Negotiated Connect Application'. Within the additional fields there are two requirements:

- **Red** – Compulsory Information
- **Green** – Preferred, but not required information

Estimated Energy Consumption	<input type="text"/>	MWh per annum
Existing Load	<input type="radio"/> Yes <input type="radio"/> No	
Maximum Demand	<input type="text"/> Please Select	<input checked="" type="checkbox"/>
Generator Onsite	<input type="text"/> Please Select	<input checked="" type="checkbox"/>
Estimate of Total Project Cost (million)	<input type="text"/>	
Attach preferred Substation map	<input type="button" value="Attach"/>	
Other Information/Comments	<input type="text"/>	
Bulk Metered Site	<input type="radio"/> Yes <input type="radio"/> No	

Connection Timings – Negotiated Connect

If you fill in your AS300 Maximum Demand as over 100amps the Connection Timings section will appear for you to fill as part of a 'Negotiated Connect Application'. Within the additional fields there are two requirements:

- **Red** – Compulsory Information
- **Green** – Preferred, but not required information

Multiple NMI Creation

If you fill in the 'Number of Connections' field in the **Connection Details** section, a new section for

Multiple NMI Creation will appear for you to fill as part of a 'Negotiated Connect Application'.

Additionally, next to the Number of Connections field a request for Max Demand for NMI & Site will become visible.

Within the additional fields there are two requirements:

- **Red** – Compulsory Information
- **Green** – Preferred, but not required information

Number of Connections required at this point	5	Max Demand for NMI	
If this is a bulk metering site, please respond with "1" to the Number of connections.		Max Demand for Site	

Multiple NMI Creation

Property Title	
Building Name	
Building Number	
Unit Type	<input type="button" value="▼"/>
Unit No. Range	
Floor No.	
Level No.	
Additional Information	
Provide extra information about the premises location, for example information on the mixture of shops and units etc. Maximum 70 characters.	
Lot No.	
Plan No.	
Street No.	
Street Name	
Street Type	<input type="button" value="Please Select..."/>
Suburb	
Contact Details	
Name	
Mobile No.	
Other Contact No.	
Email Address	

Applicant

The Applicant is an important field as the Connect Application details can only be discussed with the Applicant of the Connect due to privacy restrictions. Any actions or requests related to the Connect Application will also be sent to the details of the Applicant.

In this section you can choose the type of Applicant from the drop-down menu and select your group.

Applicant Type	Electrical Contractor
Group	<input type="button" value="Please Select..."/>
<input checked="" type="radio"/> Business	<input type="radio"/> Individual

Please Select

- Electrical Contractor
- Solar Installer
- Builder
- Consultant
- Retail Customer
- Retailer
- Other (on behalf of customer) specify

Group

This is the group the application will be associated to. If you are associated with multiple groups, please select the correct group.

If you are a member of multiple groups select the appropriate one for the job you are submitting.

Connection Timings

?

Detailed Staged Timeframe Attached
Attach

Temporary Building Supply Required? Yes No

Retail Customer

This section refers to the person who is responsible for the Electricity Account at the premises where the Connect Application is being submitted. It could be a Business, a Builder, or a residential customer.

There is an option to utilise the Applicant Details as the Retail Customer by ticking the provided box. Otherwise all fields are compulsory (with the exception of contact details where only a mobile or email needs to be provided)

Use Applicant Details - only if applicant is the Retail Customer

Attachments

It is not mandatory to submit an attachment on your Connect Application. If you do submit one you will need to 'Tag' it to identify the type of document it is. Below is an example of the drop down menu. If you're not sure what your document is – just choose other.

Attachments

Tag

Please Select
 Offer
 Signed contracts NCC and CSS
 Customer acceptance forms
 Easement documentation/certification
 Wayleave
 Civil Drawings / Conduit Layouts
 Construction Program / Gantt charts
 DA Conditions
 Site Plan
 Substation Layout
 PMT site drawings
 AS3000 demand calculations
 Energex Certificate of Supply
 Flood Report
 Appliance Retailer Receipt
 Contractor Receipt
 Business Tax Invoice
 Customer Financial Advice

Attach Documents

You currently have no attachments

Declarations

The different declarations on the Connect Application confirm the final legalities of the document and formalise the Application.

Expedite Application

The Expedite Application is only available for Basic or Standard Connect Applications, and the option is not available for Negotiated Agreements.

Expedite Application

I elect to expedite (at no additional cost), and certify that I am authorised by the Customer to accept the terms and conditions of the model standing offer, (viewable at energex.com.au by searching on "Model Standing offer") on behalf of the Customer, from the date of this application. If Energex determines that further evaluation or alteration is required to complete the connection, the option to expedite will no longer be available and Energex will advise you accordingly.

I elect to expedite this application and connection offer.

You only need to tick this if you want to expedite your application. This means that you accept that Model Standing Offer provided by Energex

Authority to Act

The statement below the Authority to Act confirms that you are authorised to act on your customers behalf. The Connect Application is a legal contract lodged against the premises.

Customer Privacy

To finalise the Connect Application you need to accept the terms and conditions of the Connect Application. This is the final confirmation that you have the authority to provide the given information to Energex on behalf of the customer, including any personal information (e.g. name and phone number).

Customer Privacy

The personal information of a customer is confidential and can only be disclosed to Energex if express permission is provided by the customer. Please confirm the customer agrees to have their personal information disclosed to Energex and their selected Retailer.

I have read and accept all terms and conditions. You must tick this box to proceed with the application

Save or Submit

Save

When you get to the end of your Connect Application there are two options available. If you aren't quite ready to lodge the Application you can choose to 'save'.

Save your CONNECT to submit later, it will be available from MyHome or Search. You will receive a reference number upon submission.

You will be given the option to add notes to your Connect when you save, but this is not mandatory. You will need to click 'OK' to proceed with your save.

Save Connect

Please provide optional details describing why this CONNECT can not be submitted at this time.

If you need to find your Connect Application again, go to your MyHome screen and look for the

[MyHome](#) [MyProfile](#) [MyEWR](#) [MyMEG](#) [MyEnquiry](#) [MyCONNECT](#)

CONNECT

Under Offer	0	Offer Accepted	0	EWR In Progress	0
Saved	0	Open Enquiries	0	Awaiting Energex	0

[View Recent](#) | [View All](#)

'Saved' section in your Connect Dashboard.

Submit

When you are ready to lodge your Connect Application, check that all your information is correct and choose 'Submit' at the end of the form.

Submit to lodge this application and receive your CONNECT reference number.

If your Connect lodges successfully you will receive a reference number.

Thank you for your CONNECT application.

The CONNECT reference is: CX [REDACTED]

You will be advised if your Connect has been expedited.

The CONNECT Offer has been Expedited

The CONNECT Offer has been automatically accepted as per the terms and conditions of the model standing offer (viewable at energex.com.au by searching on "Model Standing offer")

If Energex determines that further evaluation or alteration is required to complete the connection, the option to expedite will no longer be available and Energex will advise you accordingly.

You will also be advised if your Connect requires further evaluation (i.e. is a Negotiated Application).

The CONNECT requires further evaluation

Energex is unable to provide an Offer on this CONNECT as further investigation is required.

Upon completion of this investigation, Energex will either contact the Customer for further information, or will forward the Energex Network Contract.

Errors

If you miss a field that is compulsory for the submission of a Connect Application, when you attempt to submit the form will error and show you at the top of the screen what is missing.

CONNECT

Please correct the following errors before submitting the CONNECT:

- ⚠ Connection Details : Generator Onsite is required.**
- ⚠ Connection Details : Existing Load is required.**

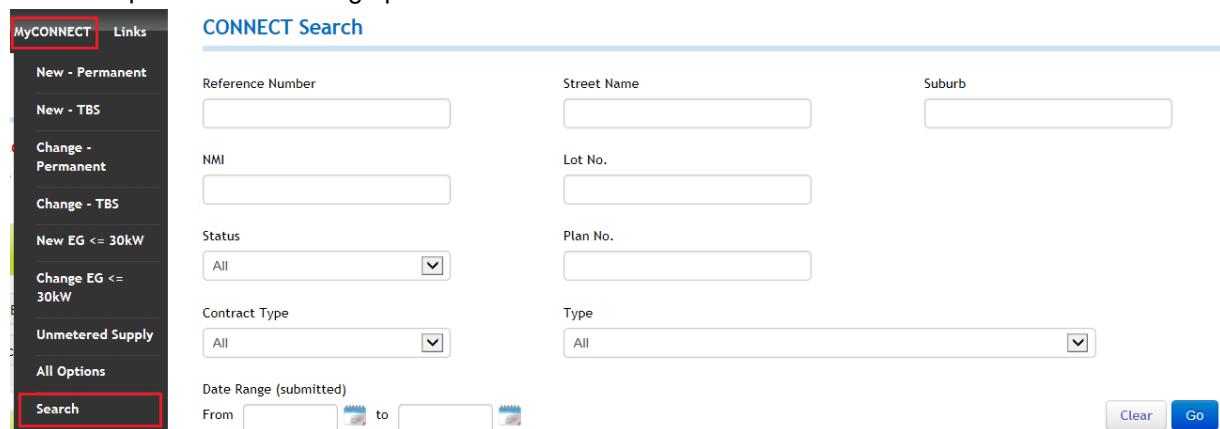
The missing fields will also be highlighted with either a hazard triangle or in red

Estimated Energy Consumption	<input type="text"/> MWh per annum
Existing Load	<input type="radio"/> Yes <input type="radio"/> No ⚠
Maximum Demand	<input type="text"/> Calculated ⚠
Generator Onsite	<input type="text"/> Please Select ⚠
Preferred Electrical Substation	<input type="text"/> Please Select ⚠

Any fields that are preferred (but not required) information will not error when you attempt to submit. This is visible in the above screen shot where 'Estimated Energy Consumption' and 'Preferred Electrical Substation' are not completed, but not showing errors.

Search

Searching for a Connect Application can be done by going to the MyConnect Menu and choosing the 'Search' option. This will bring up a Connect Search form.



MyCONNECT Links

CONNECT Search

New - Permanent

New - TBS

Change - Permanent

Change - TBS

New EG <= 30kW

Change EG <= 30kW

Unmetered Supply

All Options

Search

Reference Number

Street Name

Suburb

NMI

Lot No.

Status

Plan No.

Contract Type

Type

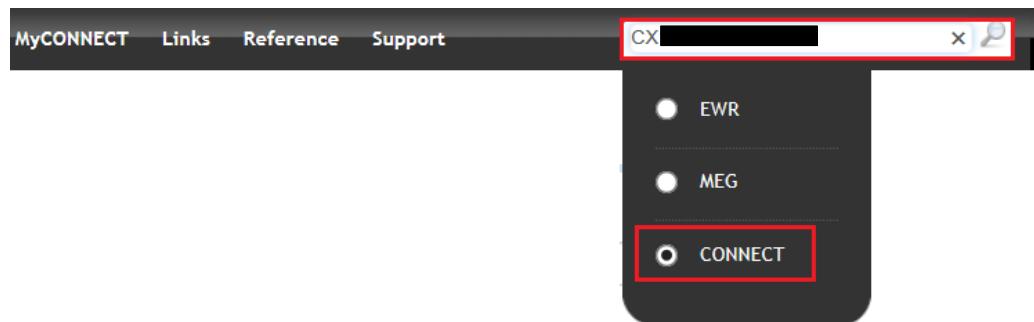
Date Range (submitted)

From to

Clear Go

Quick Search

Alternatively, if you know the Connect Reference number you can do a quick search using the toolbar. For this search, type the reference number into the box with the magnifying class and make sure the 'Connect' radio button is selected.



Search Within

If you've done a search using the Connect Search form, but there are too many results to manage you can search within those results.

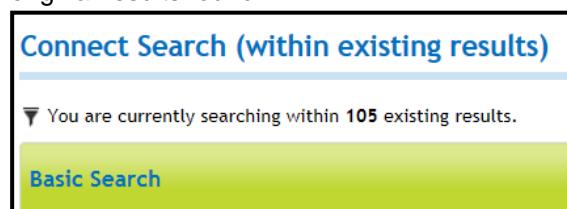
search within the results or start a [new search](#).' A red box highlights the 'search within' link." data-bbox="113 600 670 668"/>

Connect Search Results

Your search returned 105 results

Can't find what you want? [Refine](#) your current search. [search within](#) the results or start a [new search](#).

By choosing this option a new search form will appear to allow you to narrow the results within the original results found.

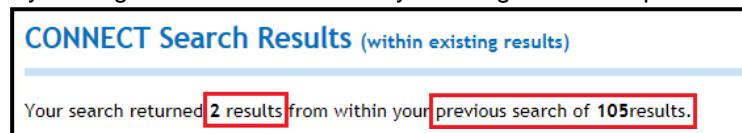


Connect Search (within existing results)

You are currently searching within 105 existing results.

Basic Search

By adding additional information you can get a more specific result.



CONNECT Search Results (within existing results)

Your search returned 2 results from within your previous search of 105 results.

Refine Your Search

Alternatively, if you believe you can better search criteria to your original search you can choose to 'Refine' the search you had just done.

Connect Search Results

Your search returned **105** results

Can't find what you want? [Refine](#) your current search, [search within the results](#) or start a [new search](#).

By choosing the option to refine you will be taken back to the original search form with your original information still populated. Here you can add more information to narrow the search or alter the initial information you provided.

Connect Search Results

Your search returned **6** results

Can't find what you want? [Refine](#) your current search, [search within the results](#) or start a [new search](#).

Negotiated Connect – Additional Info

When a Negotiated Connect is submitted there are some additional functions that are only relevant to the Negotiated Connect Application. These are outlined below.

Request for Further Information

When assessing your Connect Application Energex may determine they require more information in order to accurately evaluate the request. We may also need you to amend your request for us to continue processing the Application.

You will receive a notification advising there is a request for further information. The notification will include the relevant CX reference number. Bring up that job in the Portal and click "view":

Reference	Service Type	Premises	Assigned To User (Group)	Date	Actions
CX [REDACTED] Further Information Required Negotiated - AA - SC	Addition or Alteration to an Existing Connection more...	[REDACTED]		Submitted On 4/10/2019 1:34 PM	View

Edit Application

Once you've selected to view the application your Connect will open and display the current information that has been provided to Energex. The second section down will show 'Evaluation Details' and include the Further Information Required by Energex and an 'Edit Application' button:

Evaluation Details	
Further Information Required	Energex know this premises as 2 Phases, please amend for assessment and contract purposes.
Edit Application	

When you click the 'Edit Application' button the majority of the Connect Application will be able to be amended based on the request made by Energex.

You will not be able to edit the evaluation details, service selection, premises details, network availability, or connection required date on the Connect Application.

Resubmit Application

Once you have made any edits you require, you will need to leave a note summarising the changes you have made or if you haven't made any, explain why. Once you have done that, click the 'Submit Application' button at the bottom of the screen.

Further Information Notes	
Please leave a note summarising the changes you made before re-submitting your Application.	Updated number of phases to 2

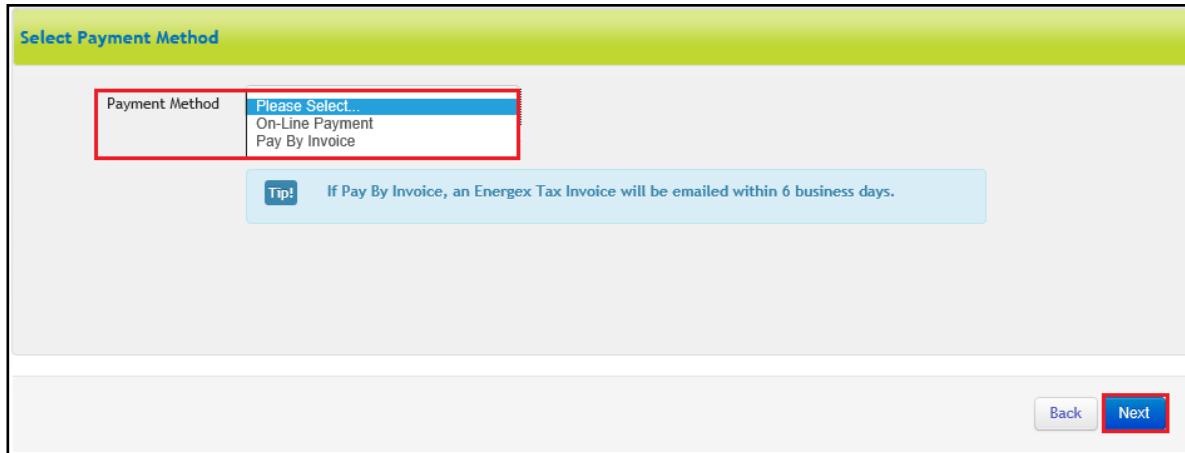
Fees and Payment

You will be notified if there is a fee/payment associated with your job. When you open and view your Connect Application in the Portal the 'Evaluation Details' section will have a button available to 'Pay Project Assessment Fee':



The screenshot shows a 'Evaluation Details' section with a 'Pay Project Assessment Fee' button.

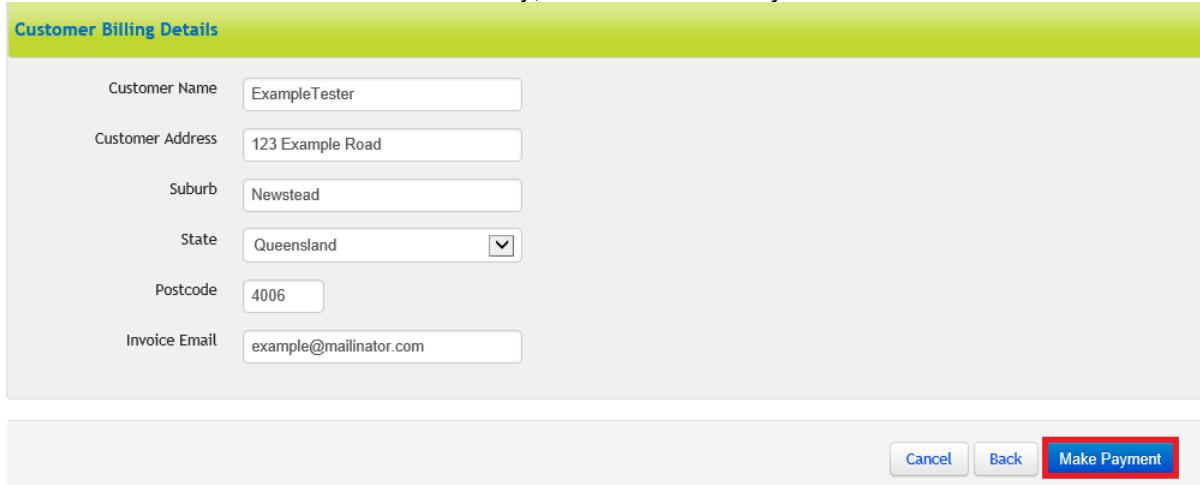
Payments can be made via credit card or via invoice. In order to ensure that the job continues progressing you will need to select Online Payment (credit card) or Pay by Invoice. Once you've selected, click 'Next':



The screenshot shows a 'Select Payment Method' screen with a 'Payment Method' dropdown menu containing 'Please Select...', 'On-Line Payment', and 'Pay By Invoice'. A tip message states: 'Tip! If Pay By Invoice, an Energex Tax Invoice will be emailed within 6 business days.' The 'Next' button is highlighted with a red box.

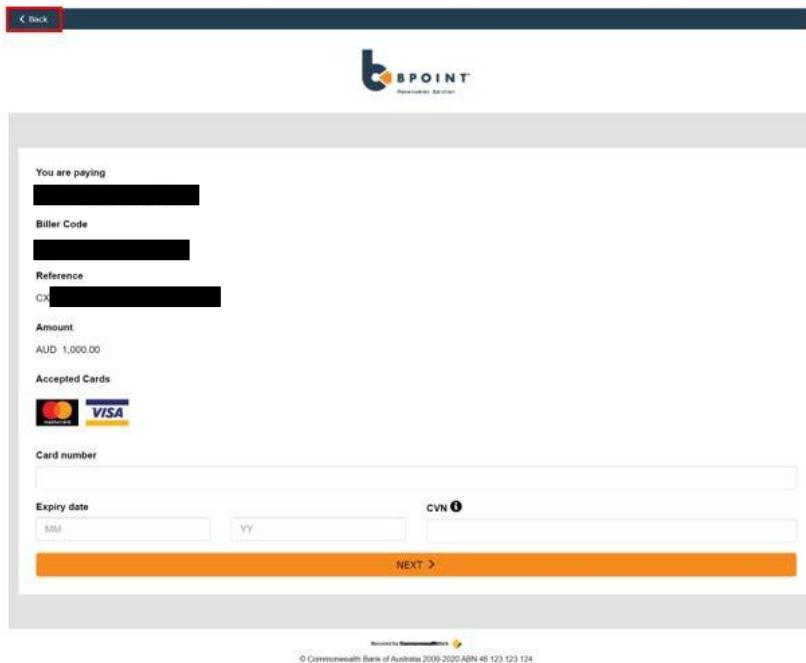
Online Payment

If you choose to pay via Online Payment you will be taken to a screen to confirm Customer Billing Details. Ensure all fields are filled in correctly, and click 'Make Payment':



The screenshot shows a 'Customer Billing Details' screen with fields for Customer Name (ExampleTester), Customer Address (123 Example Road), Suburb (Newstead), State (Queensland), Postcode (4006), and Invoice Email (example@mailinator.com). The 'Make Payment' button is highlighted with a red box.

You will be directed to the payment page which will present the payment amount and prompt you to enter your credit card details. If at this point you do not want to make a credit card payment, please close the BPOINT window and return to your Application to select Pay by Invoice'.

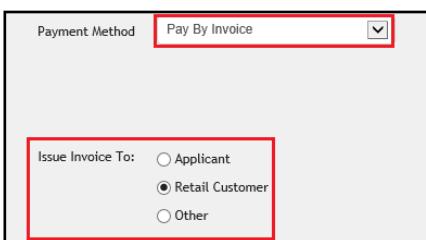


The screenshot shows a payment page from BPOINT. The top bar has a 'Back' button. The page displays the following information:

- You are paying [REDACTED]
- Biller Code [REDACTED]
- Reference CX [REDACTED]
- Amount AUD 1,000.00
- Accepted Cards: MasterCard, VISA
- Card number input field
- Expiry date (MM) and (YY) input fields
- CVN input field
- A large orange 'NEXT >' button

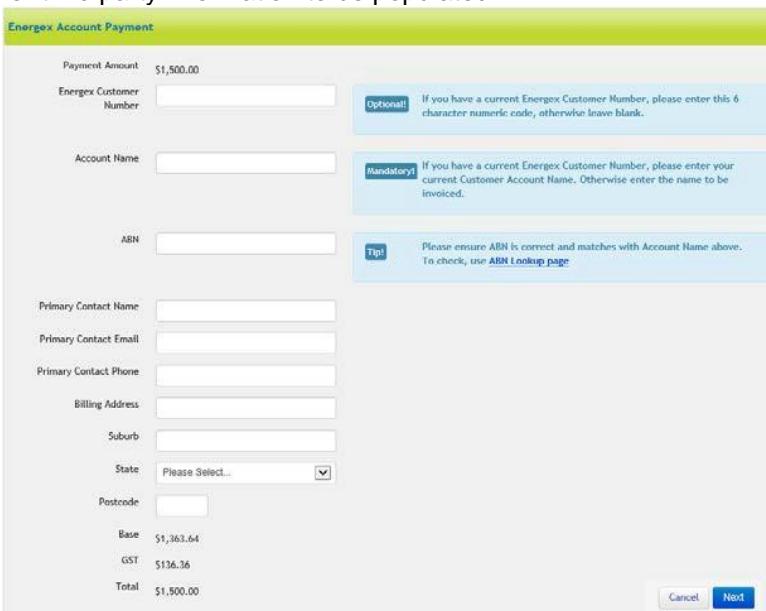
Pay by Invoice

If you choose to pay via the 'Pay by Invoice' another question will show requesting who the invoice should be issued to.



A dropdown menu titled 'Payment Method' with 'Pay By Invoice' selected. Below it, a question 'Issue Invoice To:' with three options: 'Applicant', 'Retail Customer' (selected), and 'Other'.

Once you've selected and clicked next, the Energex Account Payment screen will pre-populate any information the Portal already has. If you choose the option 'Other' the form will display blank to allow for third party information to be populated.



The screenshot shows the 'Energex Account Payment' form. It includes the following fields:

- Payment Amount: \$1,500.00
- Energex Customer Number: [REDACTED] (Optional note: If you have a current Energex Customer Number, please enter this 6 character numeric code, otherwise leave blank.)
- Account Name: [REDACTED] (Mandatory note: If you have a current Energex Customer Number, please enter your current Customer Account Name. Otherwise enter the name to be invoiced.)
- ABN: [REDACTED] (Note: Please ensure ABN is correct and matches with Account Name above. To check, use [ABN Lookup page](#).)
- Primary Contact Name: [REDACTED]
- Primary Contact Email: [REDACTED]
- Primary Contact Phone: [REDACTED]
- Billing Address: [REDACTED]
- Suburb: [REDACTED]
- State: Please Select... [REDACTED]
- Postcode: [REDACTED]
- Base: \$1,363.64
- GST: \$136.36
- Total: \$1,500.00

At the bottom are 'Cancel' and 'Next' buttons.

Withdraw Energex Account Payment

The 'Withdraw Energex Account Payment' button allows the Applicant to withdraw the requested invoice payment method. It will not withdraw the application, but instead allows the credit card option to be accessed or to alter the previously selected payee.

Evaluation Details
Withdraw Energex Account Payment

Energex Declines Account Payment

If Energex declines the request to pay by invoice an email will be received by the Applicant to advise this payment method cannot be accepted for the Connect Application, and the credit card option will be made available to select.

Energex Accepts Account Payment

A notification email will be sent to the nominated party to receive the invoice. The invoice will be attached to the email as well as instructions on how to pay the amount.

Accept Offer

If a Connect Application is not expedited and the offer automatically Accepted via the terms and conditions in the Portal, an offer will need to be made and accepted manually. When Energex is ready to provide an offer on a Connect Application, they will issue the Offer via the Portal where an Applicant can then View the offer made. The acceptance can be done online or via a print/sign method.

View Offer

When an offer is provided the Applicant will receive a notification that includes the relevant CX reference number. You can use this reference to search via the Portal and bring up the Connect Application.

On the drop-down menu (click the down arrow) select 'View Offer' (shown in the blue box) to bring up the issued offer from Energex:

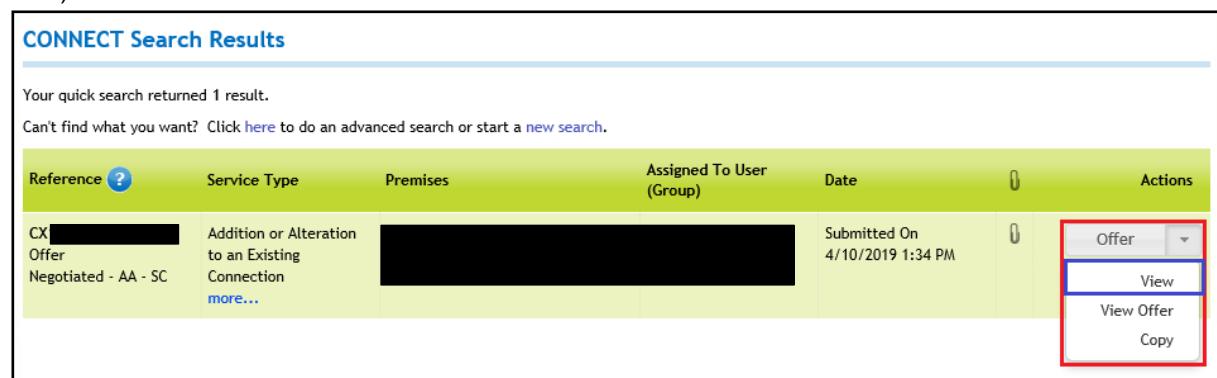
CONNECT Search Results						
Reference	Service Type	Premises	Assigned To User (Group)	Date	Actions	
CX [REDACTED] Offer Negotiated - AA - SC	Addition or Alteration to an Existing Connection more...	[REDACTED]		Submitted On 4/10/2019 1:34 PM	Offer View View Offer Copy	

The Offer will start with a letter explaining what is contained in the document (example below):

Application Reference – CX19EXA0031244A WR: 123456	 positive energy
Applicant 123 EXAMPLE RD HOLLAND PARK QUEENSLAND 4121	
2019-10-08	
Dear Applicant, Offer to connect small metered load Thank you for your application to connect your small metered load at QB123456789 LOT: 74 456 EXAMPLE ROAD NEWSTEAD to the distribution system owned and operated by Energex Limited (Energex). Based on the information you provided, together with relevant negotiations, we attach a connection offer comprising the attached: Part A – Premises-specific details Part B – General terms & conditions	

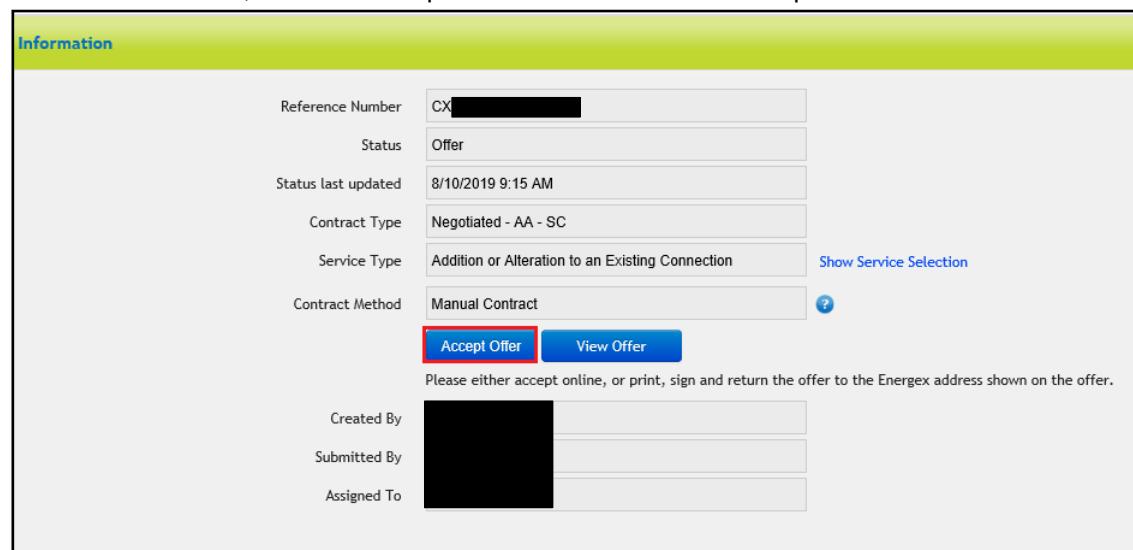
Online Acceptance

In order to accept the offer issued online, in the drop-down menu select the option 'View' (outlined in blue):



Reference	Service Type	Premises	Assigned To User (Group)	Date	Actions
CX [REDACTED] Offer Negotiated - AA - SC	Addition or Alteration to an Existing Connection more...	[REDACTED]	[REDACTED]	Submitted On 4/10/2019 1:34 PM	<ul style="list-style-type: none">OfferViewView OfferCopy

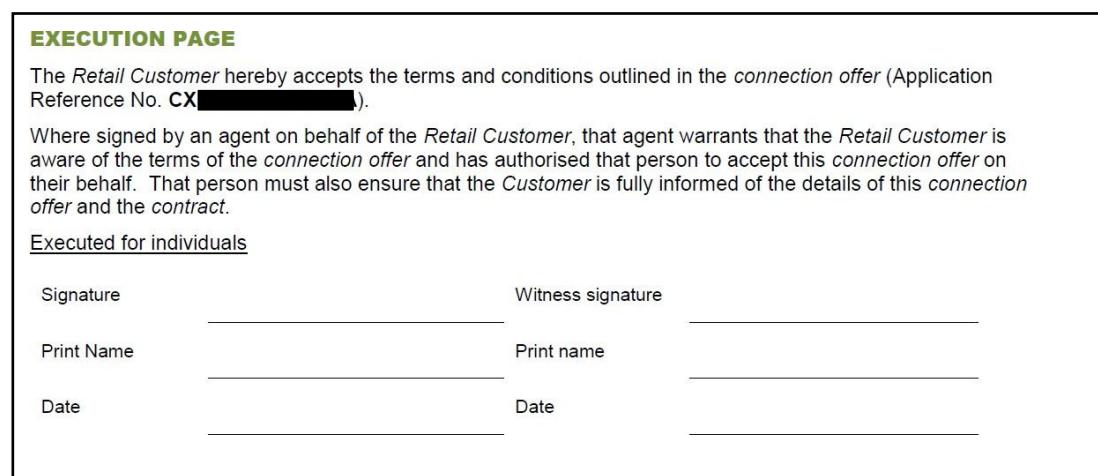
The Connect Application will load and visible in the Information section will be the 'Accept Offer' and 'View Offer' Buttons, click the 'Accept Offer' button in order to accept the offer issued online:



Information	
Reference Number	CX [REDACTED]
Status	Offer
Status last updated	8/10/2019 9:15 AM
Contract Type	Negotiated - AA - SC
Service Type	Addition or Alteration to an Existing Connection
Contract Method	Manual Contract
Accept Offer View Offer	
Please either accept online, or print, sign and return the offer to the Energex address shown on the offer.	
Created By	[REDACTED]
Submitted By	[REDACTED]
Assigned To	[REDACTED]

Print and Sign Acceptance

If you do not wish to accept the offer online (i.e. digitally) you have the option to print, sign, and return the offer physically to Energex. Below is a snippet example of the Execution Page of the issued offer for use when printing and signing the document physically.



EXECUTION PAGE

The *Retail Customer* hereby accepts the terms and conditions outlined in the *connection offer* (Application Reference No. CX [REDACTED]).

Where signed by an agent on behalf of the *Retail Customer*, that agent warrants that the *Retail Customer* is aware of the terms of the *connection offer* and has authorised that person to accept this *connection offer* on their behalf. That person must also ensure that the *Customer* is fully informed of the details of this *connection offer* and the *contract*.

Executed for individuals

Signature	Witness signature
Print Name	Print name
Date	Date

Large Customer Connection (LCC)

Extra Information for LCC

When an LCC is submitted there are some additional functions that are only relevant to the LCC Connect Application. These are outlined below.

Ongoing Operation Contact

When a request exceeds a maximum demand of 1400amps per phase, additional application requirements apply. The Applicant is required to provide a Primary and Secondary Contact for the application, including address and contact information as outlined in the screen shot below:

The screenshot shows a form titled 'Ongoing Operational Contact'. It is divided into two main sections: 'Primary Contact' and 'Secondary Contact', each with six input fields: Name, Position, Address, Mobile, Other Contact Number, and Email. The 'Primary Contact' section is on the left, and the 'Secondary Contact' section is on the right. Each field has a small blue question mark icon in the top right corner.

Load Details

Additional questions for load details will load when answering "Yes" to the question 'Significant or Distributing Loads?'

The questions asked (as per below screen shot) are preferred but not mandatory information in order to submit the LCC Application.

The screenshot shows a form titled 'LCC - Load Details'. At the top, it asks 'Significant or Disturbing Loads?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a section titled 'Significant or Disturbing Loads' with a table. The table has columns for 'Type of Load', 'Details', 'Size', 'Units', and 'Action'. A note says 'No significant or disturbing currently added.' At the bottom, there are buttons for 'Add Load' and 'Attach'.

Once you have completed the additional fields you would click the 'Add Load' button to link the significant/disturbing load to the Application. You can then remove the load by clicking 'Delete' if an error was made and add a different or modified load.

Type of Load	Details	Size	Units	Action
Significant	Compressor	5	MW	Delete

Additional Fields Required

As part of the LCC application there are also five additional fields that are required in order to successfully submit the application:

Authorised Demand

- Enter the highest 30-minute average demand expected after diversity for a 12 month period
- Select the correct demand measurement. The selection includes:
 - kVA
 - MVA

Energy Consumption

- Enter the estimated energy consumption per annum – for generators enter the estimated energy production per annum in this field.
- Select the correct measurement. The selection includes:
 - kWh
 - MWh
 - GWh

Anticipated Average Monthly Maximum Demand

- Enter the anticipated average monthly maximum demand
- Select the correct demand measurement. The selection includes:
 - kVA
 - MVA

The Peak Energy as a Proportion of Total (%)

- Enter the percentage of total energy consumption that will relate to peak energy usage.

Retailer Name

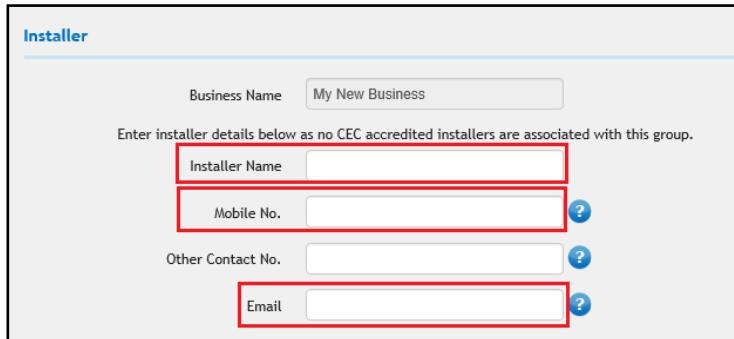
- Select the customer's Retailer from the drop-down box.

Embedded Generation (Incl. Solar)

When an Embedded Generation (incl. Solar) request is submitted there are some additional functions that are only relevant to that type of Connect Application. These are outlined below.

Installer

If you are not an accredited solar installer you will be required to enter the appropriate information in the Installer section (shown below):



Business Name

Enter installer details below as no CEC accredited installers are associated with this group.

Installer Name

Mobile No.

Other Contact No.

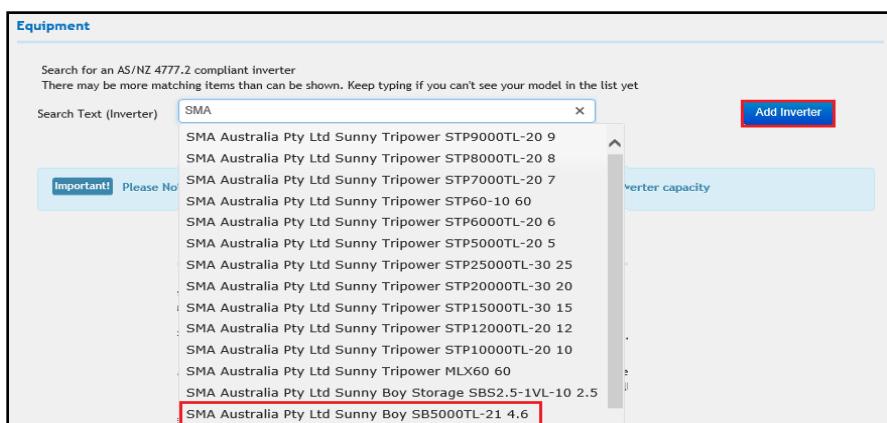
Email

Equipment

The Equipment and Site information details provided within an Embedded Generation Application includes data required by the AEMO Distributed Energy Resource (DER) Register. As part of submitting your application via the Electrical Partners Portal, Energex will consolidate a DER record and provide it to AEMO on your behalf.

Adding an Inverter

Start by searching for an Inverter and selecting the appropriate inverter for your site and clicking the 'add inverter' button.



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

Search Text (Inverter)

Important! Please Note:

Add Inverter

- SMA Australia Pty Ltd Sunny Tripower STP9000TL-20 9
- SMA Australia Pty Ltd Sunny Tripower STP8000TL-20 8
- SMA Australia Pty Ltd Sunny Tripower STP7000TL-20 7
- SMA Australia Pty Ltd Sunny Tripower STP60-10 60
- SMA Australia Pty Ltd Sunny Tripower STP6000TL-20 6
- SMA Australia Pty Ltd Sunny Tripower STP5000TL-20 5
- SMA Australia Pty Ltd Sunny Tripower STP25000TL-30 25
- SMA Australia Pty Ltd Sunny Tripower STP20000TL-30 20
- SMA Australia Pty Ltd Sunny Tripower STP15000TL-30 15
- SMA Australia Pty Ltd Sunny Tripower STP12000TL-20 12
- SMA Australia Pty Ltd Sunny Tripower STP10000TL-20 10
- SMA Australia Pty Ltd Sunny Tripower MLX60 60
- SMA Australia Pty Ltd Sunny Boy Storage SBS2.5-1VL-10 2.5
- SMA Australia Pty Ltd Sunny Boy SB5000TL-21 4.6

Once you have added an inverter the record will display below the search bar where you can amend the quantity of the inverter (as below):



Sr. No	1
Equipment Type:	Inverter
Commissioning Date:	<input type="text"/>
Status:	Active
Series:	Sunny Boy
Model:	SB5000TL-21
Maximum Rating:	4.6
Quantity:	<input type="text" value="1"/>
Add Device(s)	

Adding a Device

Adding Panels

Once you have an inverter added you will need to add your panels. To do this, click the 'Add Device' button on the associated inverter. A new window will pop up and request your panel information.

The panel search functions the same way as an inverter search and uses an accredited CEC list of panels.

Search for an AS5033 compliant Panels
There may be more matching items than can be shown. Keep typing if you can't see your model in the list yet

Search Text (Panel)

Once you have found the correct panel that you are/have installed, click it and the rest of the fields will auto-populate. You then just need to complete the number of panels field (as indicated below) and click the 'Add Panel' button.

 **Panel(s)**

Search for an AS5033 compliant Panels
There may be more matching items than can be shown. Keep typing if you can't see your model in the list yet

Search Text (Panel) 

Manufacturer	<input type="text" value="Zhongli Talesun Solar Co Ltd"/>	Model	<input type="text" value="TP672P-315"/>
Approved Rating	<input type="text" value="315"/>	Number of Panels	<input type="text" value="2"/>
Panel Type	<input type="text" value="Monocrystalline"/> 	Add Panel	

Note: Please confirm your Panel Details by clicking "Add Panel" before adding any additional devices.

After you have added your panels scroll down to see a summary of the panels added to your equipment. Confirm you have them correct and click 'Add Device':

Index	Manufacturer	Model	No. Of Devices	Storage Capacity	Export Capacity	Device Type	Device Sub Type	Status	
0	Zhongli Talesun Solar Co Ltd	TP672P-315	2	315	SolarPV	Monocrystalline	Active		

Add Device **Cancel**

At this point you will be returned to your Connect Application and your equipment section will reflect the inverter and associated panels you have added.

Sr. No. 1																									
Equipment Type: Inverter Commissioning Date: 																									
Status: Active	Manufacturer: SMA Australia Pty Ltd																								
Series: Sunny Boy	Model: SB5000TL-21																								
Maximum Rating: 4.6	Quantity: <input type="text" value="1"/> Add Device(s)																								
<table border="1"> <thead> <tr> <th>Manufacturer</th> <th>Model</th> <th>No. Of Devices</th> <th>Storage Capacity</th> <th>Export Capacity</th> <th>Device Type</th> <th>Device Sub Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Zhongli Talesun Solar Co Ltd</td> <td>TP672P-315</td> <td>2</td> <td>315</td> <td>SolarPV</td> <td>Monocrystalline</td> <td>Active</td> <td></td> </tr> <tr> <td colspan="2">Total:</td> <td></td> <td>0.63(KW)</td> <td>0.70(kVA)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Manufacturer	Model	No. Of Devices	Storage Capacity	Export Capacity	Device Type	Device Sub Type	Status	Zhongli Talesun Solar Co Ltd	TP672P-315	2	315	SolarPV	Monocrystalline	Active		Total:			0.63(KW)	0.70(kVA)			
Manufacturer	Model	No. Of Devices	Storage Capacity	Export Capacity	Device Type	Device Sub Type	Status																		
Zhongli Talesun Solar Co Ltd	TP672P-315	2	315	SolarPV	Monocrystalline	Active																			
Total:			0.63(KW)	0.70(kVA)																					

Adding Batteries

If your embedded generation installation also has batteries being installed on site, you will need to add these as well. Do so by clicking the 'Add Device' button on the relevant inverter.

If you are adding an AC Integrated Battery you will need to ensure the specific inverter associated with that battery is added prior to adding the device.

Once you have clicked 'Add Device' a pop-up window will display where you can scroll to the battery heading. There is currently no comprehensive industry accredited list of batteries that we can draw on for this information. As such all fields are free text for you to complete. To ensure the DER Record is accurate all 5 fields of information are mandatory.

Once you have filled in the information, click 'Add Battery' and it will display under the inverter (as shown below). Then click 'Add Device' to confirm the battery is added. You will then be returned to the Equipment section of your Connect Application.

	Batteries																												
Manufacturer	<input type="text" value="Tesla"/>	Model	<input type="text" value="X"/>																										
Number of Batteries	<input type="text" value="1"/>	Storage Capacity	<input type="text" value="10"/>																										
Battery Type	<input type="text" value="Lithium-ion"/>	Add Battery																											
<small>Note: Please confirm your Battery Details by clicking "Add Battery" before adding any additional devices.</small>																													
<table border="1"> <thead> <tr> <th>Index</th> <th>Manufacturer</th> <th>Model</th> <th>No. Of Devices</th> <th>Storage Capacity</th> <th>Export Capacity</th> <th>Device Type</th> <th>Device Sub Type</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Zhongli Talesun Solar Co Ltd</td> <td>TP672P-315</td> <td>2</td> <td>315</td> <td>SolarPV</td> <td>Monocrystalline</td> <td>Active</td> </tr> <tr> <td>1</td> <td>Tesla</td> <td>X</td> <td>1</td> <td>10</td> <td>Storage</td> <td>Lithium-ion</td> <td>Active</td> <td></td> </tr> </tbody> </table>				Index	Manufacturer	Model	No. Of Devices	Storage Capacity	Export Capacity	Device Type	Device Sub Type	Status	0	Zhongli Talesun Solar Co Ltd	TP672P-315	2	315	SolarPV	Monocrystalline	Active	1	Tesla	X	1	10	Storage	Lithium-ion	Active	
Index	Manufacturer	Model	No. Of Devices	Storage Capacity	Export Capacity	Device Type	Device Sub Type	Status																					
0	Zhongli Talesun Solar Co Ltd	TP672P-315	2	315	SolarPV	Monocrystalline	Active																						
1	Tesla	X	1	10	Storage	Lithium-ion	Active																						
Add Device Cancel																													

Adding an Inverter Serial Number

There are two places you can add an inverter serial number.

If you know which inverter will be utilised at the premise you are applying for Embedded Generation on, you can add it during the Application phase once you've selected an inverter in the Equipment section.

Equipment

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

Search Text (Inverter) [?](#) [Add Inverter](#)

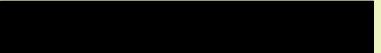
Equipment 1 [Delete](#)

Equipment Type: Inverter	Commissioning Date: 
Status: Active	Manufacturer: SMA Australia Pty Ltd
Series: Sunny Tripower	Model: STP7000TL-20
Maximum Rating (kVA): 7	Series Other: No
Quantity: 1	Add Device(s)

[Add Inverter Serial Number\(s\)](#)

Confirm that you have selected the correct Connect Application to update, complete the Serial Number field and then click the blue “Add/Update Serial Number”:

Add/Update Inverter Serial Number(s)

Reference	Service Type	Premises
Saved	Embedded Generation - (Incl. Solar, Wind, etc) Initial Installation Embedded Generation - 30kW or less	

Equipment

Manufacturer	Series	Model	Max Approved Rating	Status	Serial Number
SMA Australia Pty Ltd	Sunny Tripower	STP7000TL-20	7	Active	<input type="text"/>

[Cancel](#) [Add/Update Serial Number\(s\)](#)

If you aren't sure which inverter will be utilised at the premise you can review your Connect Applications missing a Serial Number on your MyHome Dashboard and provide it later:

CONNECT

Serial Number(s) Required 2		
Under Offer 8	Offer Accepted 51	EWR In Progress 1017
Saved 0	Open Enquiries 36	Awaiting Energex 82

Once you click the hyperlink to how many Connects are awaiting a Serial Number you will see a search screen where you can select a drop down to choose which action you want to take:

CONNECT Search Results

Your search returned 2 results
Can't find what you want? Refine your current search, search within the results or start a new search.

Reference	Service Type	Premises	Assigned To User (Group)	Date	Actions
CX [REDACTED] Completed Basic - MEG - CD	Embedded Generation (inc. Solar) of 30kW or less more...	[REDACTED]	[REDACTED]	Submitted On 13/01/2020 10:04 AM	View 1 1 View Update Serial# 2 Copy
CX [REDACTED] Completed Basic - MEG - CD	Embedded Generation (inc. Solar) of 30kW or less more...	[REDACTED]	[REDACTED]	Submitted On 30/12/2019 10:20 AM	

Confirm that you have selected the correct Connect Application to update, complete the Serial Number field and then click the blue “Add/Update Serial Number”.

Add/Update Inverter Serial Number(s)

Reference	Service Type	Premises
CX [REDACTED] Completed Basic - MEG - CD	Embedded Generation - (Incl. Solar, Wind, etc) Initial Installation Embedded Generation - 30kW or less	[REDACTED]

Equipment

Manufacturer	Series	Model	Max Approved Rating	Status	Serial Number
Sunverge Energy Australia Pty Ltd	SIS	SIS7048-230-ACF-19.40	5	Active	[REDACTED]

[Cancel](#) Add/Update Serial Number(s)

Site Information

The site information section will pre-populate certain fields based on the equipment information supplied. All the site information questions must be completed to ensure Energex can supply an accurate DER Record to AEMO.

Site information

PV array/generator rated output (kVA)	0.70	?
Max Output Rating (kW)	4.60	?
Total No. of Phases Onsite		
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 ?		
Bulk Metered Site	<input type="radio"/> Yes <input type="radio"/> No ?	Number of Phases the proposed system will be connected to
<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3		
Energy Source	Solar PV ?	
Equipment Additional Info <small>Provide extra information about the equipment. Maximum 256 characters.</small>		
<small>Metering Scheme</small> <input type="radio"/> Gross metered <input checked="" type="radio"/> Net metered <small>Has a Demand Response Enabling Device (DRED) been fitted?</small> <input type="radio"/> Yes <input type="radio"/> No		
Metering Required	Please Select... ?	
Power Quality Response Mode	Please Select... ?	
Proposed Export Limitation	Please Select... ?	

The Power Quality Response Mode is required by Energex standards to be set only to Volt-Var / Volt-Watt Voltage Response mode and the Portal only offers this in the relevant drop down:

The Proposed Export Limitation provides different options depending on whether the installation is greater or less than 30kW.

Less than or Equal to 30kW

- Full Export
- Partial Export
- Minimal Export

Greater than 30kW

- Partial Export
- Minimal Export
- Non Export

If either 'Partial Export', 'Minimal Export', or 'Non Export' are selected two more mandatory questions will display:

The 'Method of Export Control' also provides a drop-down menu to select from as shown below:

Storage Batteries

The information requested here will partially pre-populate based on the device information provided in the Equipment section.

If you have not added a battery it will default to 'No'

If you have added a battery, it will default to 'Yes' and more information about the device is requested as shown below (LHS screen shot). If you indicate the batteries were designed by an accredited designer further information about the designer is requested:

Embedded Generation Service Selection

Use the table below to determine which type of Embedded Generation (Incl. Solar) Connect to submit.

If your installation is made up of several devices (For example: Inverter, Panels and Batteries), only one Connect application is required but please use the service selection that represents **the largest component of the installation**.

Service Selection	Description
Initial Installation	<p>Use this service selection where the premises currently doesn't/ never previously had an Embedded Generation/Solar installation onsite.</p> <p>The Connect application for an initial install must include all devices connected (if any) including Panels, Storage Batteries etc.</p>
Increase Generator (Inverter) Capacity	<p>Use this service selection when:</p> <ol style="list-style-type: none"> 1) Embedded Generation/Solar already exists on the premises, AND an additional Generator/Inverter is being added to the premises. <p>Use this service selection when adding an AC Integrated Battery to an existing system.</p> <p>For example: Use this Service Selection when installing -</p> <ul style="list-style-type: none"> • Tesla Powerwall 2 (AC Integrated Battery) • a 5kW Solar Inverter exists onsite and an additional 2kW Solar Inverter is being added.
Replace Current System (with Increase of Capacity)	<p>Use this service selection in either of the following scenarios:</p> <ol style="list-style-type: none"> 1) Where Embedded Generation/Solar already exists on the premises, AND the existing system is to be replaced. AND results in an increase to the previously approved maximum capacity. 2) When you are required to RESUBMIT an application: If a previous Connect application has been submitted but minor details re. the installation, devices connected, or the installer or customers contact details have changed.
Replace Current Inverter (No Increase of Capacity)	<p>Use this service selection in either of the following scenarios:</p> <ol style="list-style-type: none"> 1) Where Embedded Generation/Solar already exists on the premises, AND the existing system is to be replaced. AND the replaced inverter is either the same capacity or smaller. OR The replaced inverter does NOT increase the previously approved maximum capacity.
Increase Panel Capacity	Use this service selection when additional panels are to be added to the existing system only.
Add Storage Batteries	<p>Use this service selection when:</p> <ol style="list-style-type: none"> 1) Adding an additional DC Battery/ies to an existing Hybrid Inverter or Multi-mode system.

Connect/Enquiry Status Definitions

CONNECT AGREEMENT AND/OR ENQUIRY (CX)	
Electrical Partners Portal Status	Status Description
Accepted	Offer is accepted and an EWR is now able to be submitted. The status will remain at Accepted waiting for an EWR to link.
Cancelled	The Connect Application has been cancelled either by external or internal request
Closed	The request has been closed either through resolution or a new submission superseding this one
Enquiry Under Evaluation	The Enquiry was submitted successfully and is under evaluation by the relevant team.
Expired	The Connect Offer was not accepted within the required timeframe. A new Network Connection Application is necessary
Offer	A Connect Offer is waiting for Acceptance.
Offer Withdrawn	Due to incorrect information provided on the Offer the DNSP has withdrawn the offer and will review required work. A new Connect Offer for the external user's acceptance will be issued.
Completed Application Submitted	The external party will be advised that their complete application has been submitted. A Connect Offer for the external user's acceptance will be issued.
Negotiation Requested	The DNSP has provided an Offer and the external user has elected to negotiate the terms and conditions of this set Offer. The DNSP will review the negotiation and will be in contact with the Applicant within 65 business days.
Saved	The external user has chosen to save rather than submit their Connect.
Submitted	The external user has submitted the required information and has received a reference number. The DNSP will evaluate and progress through the standard process.
Under Evaluation	The DNSP has determined further investigation is required before an Offer can be provided. The DNSP will be in contact with the external user if required.

Electrical Partners Portal Status	Status Description
Superseded	A new Connect has been submitted which takes precedence over this one.
Further Information Required	The DNSP requires more information before they can proceed with investigating the Connect or Enquiry request. The job has been 'unlocked' and returned to the external user requesting more information.
Reminder – Further Information Required	Status updated by the internal user when they want to prompt the external user to provide information.
Enquiry Reset On Hold	Status updated by the internal user when they want to reset the Enquiry On Hold time.
Incomplete Connect	The external user has accepted the offer but has not taken further action to link the Connect to an EWR within 12 months of acceptance.
EWR in Progress	<p>The Connect has been linked to an EWR and will progress through the standard process from here.</p> <p>All relevant job updates will be provided on the EWR.</p>
Awaiting Energex Account Validation	Job is on hold awaiting confirmation of the account with the DNSP.
Awaiting Enquiry Fee Payment	Job is pending the payment of a nominated Fee.
Awaiting Construction Completion	Job is on hold pending nominated construction regarding the Network.
Awaiting Initial Construction Fee Payment	Job is pending the payment of a nominated Fee.
Validation Required	<p>Final validation of the NMI is required.</p> <p>The system and/or a user will conduct necessary checks.</p>