

Under 30 kVA Initial Application Work Instruction

Under 30 kVA Initial Application

Purpose

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

Prerequisites

Access to the Electrical Partner's Portal.

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
1. Click MyCONNECT	The screenshot shows the 'Electrical Partners Portal' with the 'MyCONNECT' link highlighted in the top navigation bar. A red box and a circled '1' indicate the click point.
2. Click New EG <=30kVA	The screenshot shows the 'Electrical Partners Portal' with the 'MyCONNECT' dropdown menu open. The 'New EG <=30kVA' option is highlighted with a red box and a circled '2'.
3. Select Embedded Generation - (Incl. Solar, Wind, etc)	The screenshot shows the 'Service Selection' page with the dropdown menu open. The 'Embedded Generation - (Incl. Solar, Wind, etc)' option is highlighted with a red box and a circled '3'.

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
4. Select Initial Installation	Service Selection Select the CONNECT Service Type required 1. Embedded Generation - (Incl. Solar, Wind, etc) ? 2. Please Select... Please Select... Initial Installation Increase Generator (Inverter) Capacity 4 Replace Current System (With Increase of Capacity) Replace Current Inverter (No Increase of Capacity) Increase Panel Capacity
5. Select Embedded Generation - 30kW or less	Service Selection Select the CONNECT Service Type required 1. Embedded Generation - (Incl. Solar, Wind, etc) ? 2. Initial Installation 3. Please Select... Please Select... Embedded Generation - 30kW or less Embedded Generation - Greater than 30kW 5
 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. 6. Select the Network Capacity Map link to check network capacity	Select the CONNECT Service Type required 1. Embedded Generation - (Incl. Solar, Wind, etc) ? 2. Initial Installation 3. Embedded Generation - 30kW or less  A CONNECT application is required Click Next to continue.

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot								
9. Select your search criteria	Premises/Address Search Search by NMI, Meter Number, Address or Lot and Plan Enter Street and Suburb/Postcode 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								
10. Enter the NMI	Premises/Address Search Search by NMI, Meter Number, Address or Lot and Plan NMI Search Premises Details Please first search for a Premises Search for a Premises Additional Location Information Provide extra information about the premises location. Maximum 70 characters.								
11. Click Search	Premises/Address Search Search by NMI, Meter Number, Address or Lot and Plan NMI Search Premises Details Please first search for a Premises Search for a Premises Additional Location Information Provide extra information about the premises location. Maximum 70 characters.								
12. Select the premises address	Premises/Address Search Search by NMI, Meter Number, Address or Lot and Plan Address Search Results (click to select the correct address) <table><thead><tr><th>NMI</th><th>Address</th><th>Nmi Status</th><th>Connection Type</th></tr></thead><tbody><tr><td> </td><td> LOT: 2, CHEVALLUM 4555</td><td>ACTIVE</td><td>PERMAN</td></tr></tbody></table>	NMI	Address	Nmi Status	Connection Type		LOT: 2, CHEVALLUM 4555	ACTIVE	PERMAN
NMI	Address	Nmi Status	Connection Type						
	LOT: 2, CHEVALLUM 4555	ACTIVE	PERMAN						

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
13. Select the Applicant Type	The screenshot shows the 'Applicant' form. The 'Applicant Type' dropdown menu is open, displaying options: 'Please Select...', 'Electrical Contractor', 'Solar Installer' (highlighted with a red box), 'Builder', 'Consultant', 'Retail Customer', 'Retailer', and 'Other (on behalf of customer) specify'. A yellow callout bubble with the number '13' points to the 'Solar Installer' option. Other form fields like Business Name, ABN No., Postal Address, Postal Suburb, Postal State, Postcode, First Name, Last Name, Mobile No., Other Contact No., Email Address, and Preferred Contact are visible but not yet filled.
14. Select Business or Individual for the Applicant	The screenshot shows the 'Applicant' form. The 'Applicant Type' is set to 'Solar Installer'. Below it, the 'Business' radio button is selected (highlighted with a red box and a yellow callout bubble with the number '14'), and the 'Individual' radio button is unselected. The rest of the form fields are visible and empty.
15. Enter the Business Name	The screenshot shows the 'Applicant' form. The 'Business Name' text input field is highlighted with a red box, and a yellow callout bubble with the number '15' points to it. The 'Business' radio button remains selected. Other form fields are visible and empty.

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
16. Enter the 11 digit ABN or the 9 digit ACN with 00 at the front of the ACN to make an 11 digit number.	The screenshot shows the 'Applicant' form with the following fields: Applicant Type (Solar Installer), Business Name (Solar Installers Pty Ltd), ABN No. (12345678910), Postal Address, Postal Suburb, Postal State (Please Select...), Postcode, First Name, Last Name, Mobile No., Other Contact No., Email Address, and Preferred Contact (Email). The ABN No. field is highlighted with a red box, and a yellow callout bubble labeled '16' points to it.
17. Enter the ABN No.	The screenshot shows the 'Applicant' form with the following fields: Applicant Type (Solar Installer), Business Name (Solar Installers Pty Ltd), ABN No. (12345678910), Postal Address, Postal Suburb, Postal State (Please Select...), Postcode, First Name, Last Name, Mobile No., Other Contact No., Email Address, and Preferred Contact (Email). The ABN No. field is highlighted with a red box, and a yellow callout bubble labeled '17' points to it.
18. Enter the Postal Address	The screenshot shows the 'Applicant' form with the following fields: Applicant Type (Solar Installer), Business Name (Solar Installers Pty Ltd), ABN No. (12345678910), Postal Address, Postal Suburb, Postal State (Please Select...), Postcode, First Name, Last Name, Mobile No., Other Contact No., Email Address, and Preferred Contact (Email). The Postal Address field is highlighted with a red box, and a yellow callout bubble labeled '18' points to it.

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
19. Enter the Postal Suburb	The screenshot shows the 'Applicant' form. The 'Postal Suburb' field is highlighted with a red box. A yellow callout bubble with the number 19 points to the field. The form includes fields for Applicant Type (Solar Installer), Business Name (Solar Installers Pty Ltd), ABN No. (12345678910), Postal Address (175 Jerry Street), Postal State (Please Select...), and Postcode. There are also fields for First Name, Last Name, Mobile No., Other Contact No., Email Address, and Preferred Contact (Email).
20. Select the Postal State	The screenshot shows the 'Applicant' form. The 'Postal State' dropdown menu is open, and 'Queensland' is selected. The dropdown menu is highlighted with a red box. A yellow callout bubble with the number 20 points to the dropdown. The form includes fields for Applicant Type (Solar Installer), Business Name (Solar Installers Pty Ltd), ABN No. (12345678910), Postal Address (175 Jerry Street), Postal Suburb (Brisbane), Postal State (Please Select...), and Postcode. There are also fields for First Name, Last Name, Mobile No., Other Contact No., Email Address, and Preferred Contact (Email).
21. Enter the Postcode	The screenshot shows the 'Applicant' form. The 'Postcode' field is highlighted with a red box. A yellow callout bubble with the number 21 points to the field. The form includes fields for Applicant Type (Solar Installer), Business Name (Solar Installers Pty Ltd), ABN No. (12345678910), Postal Address (175 Jerry Street), Postal Suburb (Brisbane), Postal State (Queensland), and Postcode. There are also fields for First Name, Last Name, Mobile No., Other Contact No., Email Address, and Preferred Contact (Email).

Under 30 kVA Initial Application Work Instruction

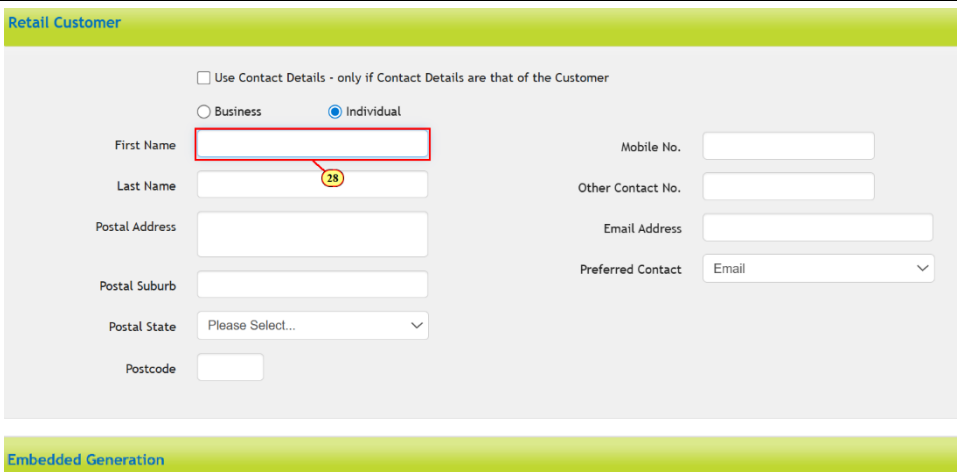
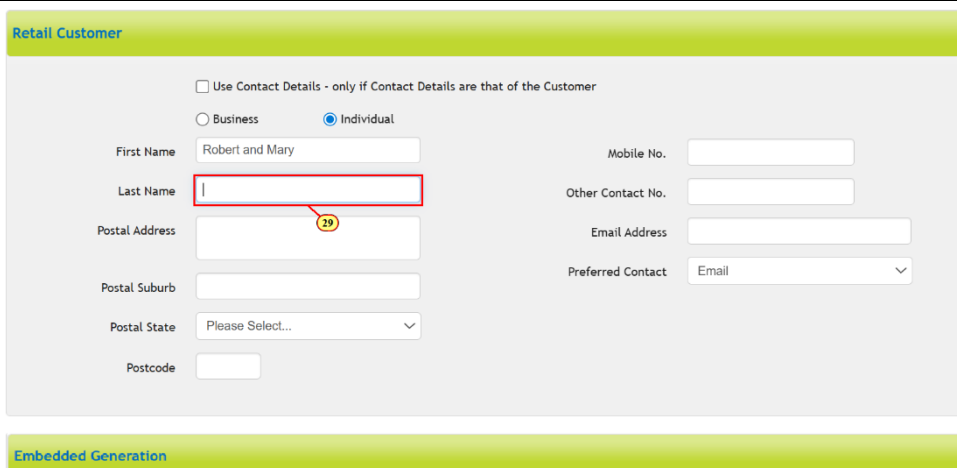
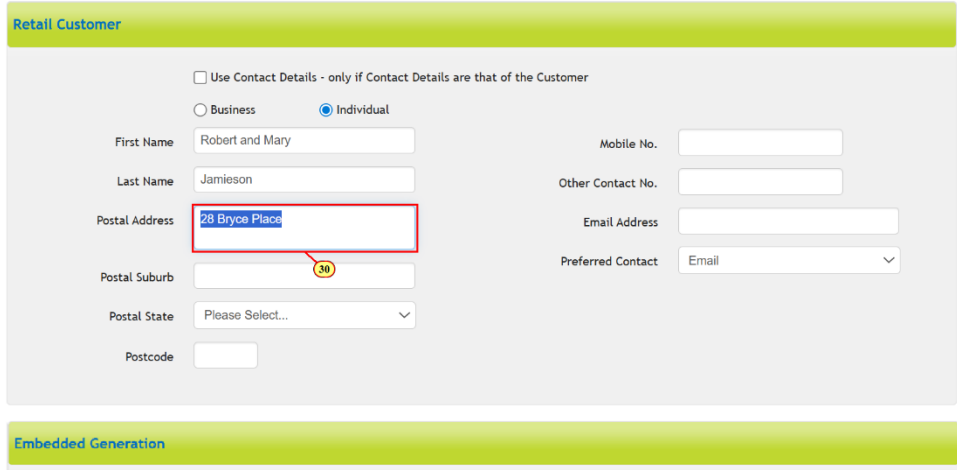


Explanation	Screenshot
22. Enter your First Name	The screenshot shows the 'Applicant' form with the following details: Applicant Type: Solar Installer; Business Name: Solar Installers; ABN No.: 12345678910; Postal Address: 175 Jerry Street; Postal Suburb: Brisbane; Postal State: Queensland; Postcode: 4000. The 'First Name' field is highlighted with a red box, and a yellow callout bubble labeled '22' points to it.
23. Enter the Last Name	The screenshot shows the 'Applicant' form with the following details: Applicant Type: Solar Installer; Business Name: Solar Installers Pty Ltd; ABN No.: 12345678910; Postal Address: 175 Jerry Street; Postal Suburb: Brisbane; Postal State: Queensland; Postcode: 4000. The 'Last Name' field is highlighted with a red box, and a yellow callout bubble labeled '23' points to it.
24. Enter the Mobile No.	The screenshot shows the 'Applicant' form with the following details: Applicant Type: Solar Installer; Business Name: Solar Installers Pty Ltd; ABN No.: 12345678910; Postal Address: 175 Jerry Street; Postal Suburb: Brisbane; Postal State: Queensland; Postcode: 4000. The 'Mobile No.' field is highlighted with a red box, and a yellow callout bubble labeled '24' points to it.

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
25. Enter the Email Address	The screenshot shows the 'Applicant' form. The 'Email Address' field is highlighted with a red box, and a yellow callout bubble with the number 25 points to it. The form includes fields for Applicant Type (Solar Installer), Business Name (Solar Installers Pty Ltd), ABN No. (12345678910), Postal Address (175 Jerry Street), Postal Suburb (Brisbane), Postal State (Queensland), Postcode (4000), First Name (Jeremy), Last Name (Long), Mobile No. (0457123485), Other Contact No., and Preferred Contact (Email).
26. Select the Preferred Contact method	The screenshot shows the 'Applicant' form with the 'Preferred Contact' dropdown menu open. The 'Email' and 'Mobile' options are visible, and a yellow callout bubble with the number 26 points to the 'Mobile' option. The form includes fields for Applicant Type (Solar Installer), Business Name (Solar Installers), ABN No. (12345678910), Postal Address (175 Jerry Street), Postal Suburb (Brisbane), Postal State (Queensland), Postcode (4000), First Name (Jeremy), Last Name (Long), Mobile No. (0459785632), Other Contact No., Email Address (jeremy.long@ solarinstallers.com.au), and Preferred Contact (Email).
The Retail Customer is the individual or organisation listed on the electricity account for the premise. All contact details provided must relate to this customer; not the spouse (unless listed on the electricity account), site owners, tenants, other third parties or managing rental agencies. If you select Business, ensure that the ABN and ACN are entered as 11 digit numbers. Remember to add 00 in front of the 9 digit ACN.	The screenshot shows the 'Retail Customer' form. The 'Individual' radio button is selected and highlighted with a red box, and a yellow callout bubble with the number 27 points to it. The form includes a checkbox for 'Use Contact Details - only if Contact Details are that of the Customer', fields for Business Name, ABN No., Postal Address, Postal Suburb, Postal State (Please Select...), Postcode, First Name, Last Name, Mobile No., Other Contact No., Email Address, and Preferred Contact (Email). Embedded Generation

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
27. Select the customer type	
 If there are two names on the electricity account enter them both in the First Name and Last Name fields. 28. Enter the electricity account holder's First Name	
29. Enter the electricity account holder's Last Name	
30. Enter the Postal Address	

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
31. Enter the Postal Suburb	The screenshot shows the 'Retail Customer' form. The 'Postal Suburb' field is highlighted with a red box, and a yellow callout bubble with the number '31' points to it. The form includes fields for First Name, Last Name, Postal Address, Postal State, Postcode, Mobile No., Other Contact No., Email Address, and Preferred Contact. The 'Postal State' dropdown is set to 'Please Select...'. The 'Preferred Contact' dropdown is set to 'Email'.
32. Select the Postal State	The screenshot shows the 'Retail Customer' form with the 'Postal State' dropdown menu open. The 'Queensland' option is selected and highlighted with a red box, and a yellow callout bubble with the number '32' points to it. The form includes fields for First Name, Last Name, Postal Address, Postal Suburb, Postcode, Mobile No., Other Contact No., Email Address, and Preferred Contact. The 'Postal Suburb' field is set to 'Beaudesert'. The 'Preferred Contact' dropdown is set to 'Email'.
33. Enter the Postcode	The screenshot shows the 'Retail Customer' form. The 'Postcode' field is highlighted with a red box, and a yellow callout bubble with the number '33' points to it. The form includes fields for First Name, Last Name, Postal Address, Postal State, Postal Suburb, Postcode, Mobile No., Other Contact No., Email Address, and Preferred Contact. The 'Postal State' dropdown is set to 'Queensland'. The 'Preferred Contact' dropdown is set to 'Email'.

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
34. Enter the Mobile No.	
35. Enter the Email Address	
36. Select the Preferred Contact method	

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
37. Enter the Business Name	The screenshot shows the 'Embedded Generation' section with the 'Installer' sub-section. The 'Business Name' field is highlighted with a red box, and a yellow callout bubble with the number 37 points to it. Other fields include 'Clean Energy Council Accreditation No.', 'Installer Name', 'Mobile No.', 'Other Contact No.', and 'Email'. A 'Check' button and a help icon are next to the accreditation number field. A link 'Manually enter non-CEC accredited installer.' is also present. At the bottom, there is a checkbox for 'My Application is for High Voltage, Non-Solar, or Non-Standard Inverter'.
Where you have a SAA number, and you are prompted to submit your Clean Energy Council Accreditation Number... 38. Click Manually enter non-CEC accredited installer	This screenshot is similar to the previous one, but the 'Clean Energy Council Accreditation No.' field is now populated with 'Solar Installers'. The 'Manually enter non-CEC accredited installer.' link is highlighted with a red box, and a yellow callout bubble with the number 38 points to it. The 'Business Name' field is also populated with 'Solar Installers'.
39. Enter the Mobile No.	This screenshot shows the 'Mobile No.' field highlighted with a red box, and a yellow callout bubble with the number 39 points to it. The 'Clean Energy Council Accreditation No.' field is now populated with 'Jeremy Long'. The 'Business Name' field remains 'Solar Installers'.

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
40. Enter the Email address	
A warning will display if the NMI is associated with a transformer nearing, or which has reached capacity if it's applicable. There is a link to the Basic solar and renewables application thresholds which can be reviewed.	
When searching by brand, note that only the first 20 inverters will display for that brand. Using the model of the inverter will result in more accurate search results. 41. Enter the Search Text (Inverter)	

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot																								
42. Select the correct inverter from the displayed results	Email: jeremy.long@...com.au My Application is for High Voltage, Non-Solar, or Non-Standard Inverter ☐ 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): SMILE-B3 VI Alpha ESS Co Ltd Storion-SMILE-B3 Storion-SMILE-B3 VI (AS4777-2 2020) 0 3 Alpha ESS Co Ltd SMILE-B3-PLUS SMILE-B3-PLUS VI (AS4777-2 2020) 0 3 Important! Please Note: A network tariff will be allocated depending on the eligibility and size of inverter capacity Important! This NMI is associated to a Transformer that is nearing or has reached capacity. Deviation from our Basic solar and renewables application thresholds will be unlikely to be accommodated for this application.																								
43. Click Add Inverter	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): Alpha ESS Co Ltd SMILE-B3-PLUS SMILE-B3-PLUS VI (AS4777-2 2020) 0 3 Note! The selected inverter is part of Pre-assembled Integrated Battery Energy Storage System (BESS). When adding the inverter, the associated battery will automatically be added. Important! Please Note: A network tariff will be allocated depending on the eligibility and size of inverter capacity Important! This NMI is associated to a Transformer that is nearing or has reached capacity. Deviation from our Basic solar and renewables application thresholds will be unlikely to be accommodated for this application.																								
If the inverter is part of a Battery Energy Storage System (BESS) system the storage device will be added as well.	# 1 Equipment Type: Inverter Commissioning Date: Status: Active Manufacturer: Alpha ESS Co Ltd Series: SMILE-B3-PLUS Model: SMILE-B3-PLUS VI (AS4777-2 2020) Series Other: No Maximum Rating (kVA): 3 Quantity: 1 Number of Phases: 1 Multi Inverter Combinations Tested: No Add Device(s) <table><tr><th>Manufacturer</th><th>Model</th><th>No. Of Devices</th><th>Storage Capacity(Nominal kWh)</th><th>Device Output(kVA)</th><th>Device Type</th><th>Device Sub Type</th><th>Status</th></tr><tr><td>Alpha ESS Co Ltd</td><td>SMILE-B3-PLUS VI (AS4777-2 2020)</td><td>1</td><td>30.24</td><td>3</td><td>Storage</td><td>Lithium-ion</td><td>Active</td></tr><tr><td colspan="3">Total:</td><td>30.24(kWh)</td><td colspan="4">Panels: 0.00(kVA) Batteries: 3.00(kVA)</td></tr></table>	Manufacturer	Model	No. Of Devices	Storage Capacity(Nominal kWh)	Device Output(kVA)	Device Type	Device Sub Type	Status	Alpha ESS Co Ltd	SMILE-B3-PLUS VI (AS4777-2 2020)	1	30.24	3	Storage	Lithium-ion	Active	Total:			30.24(kWh)	Panels: 0.00(kVA) Batteries: 3.00(kVA)			
Manufacturer	Model	No. Of Devices	Storage Capacity(Nominal kWh)	Device Output(kVA)	Device Type	Device Sub Type	Status																		
Alpha ESS Co Ltd	SMILE-B3-PLUS VI (AS4777-2 2020)	1	30.24	3	Storage	Lithium-ion	Active																		
Total:			30.24(kWh)	Panels: 0.00(kVA) Batteries: 3.00(kVA)																					

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
44. To add the panels, click Add Device(s)	
45. Enter the Search Text (Panel)	
46. Select the correct panel type	

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
47. Enter the Number of Panels	Add Device(s) 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) LONGi Green Energy Technology Co Ltd LR8-66HYD-650M (IEC 6) ✓ Manufacturer LONGi Green Energy Technology Co Ltd Model LR8-66HYD-650M (IEC 61215-2021) Approved Rating (watts) 650 Number of Panels 1 Panel Type Monocrystalline Add Panel Note: Please confirm your Panel Details by clicking "Add Panel" before adding any additional devices. Batteries
48. Click Add Panel	Add Device(s) 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) LONGi Green Energy Technology Co Ltd LR8-66HYD-650M (IEC 6) ✓ Manufacturer LONGi Green Energy Technology Co Ltd Model LR8-66HYD-650M (IEC 61215-2021) Approved Rating (watts) 650 Number of Panels 10 Panel Type Monocrystalline Add Panel Note: Please confirm your Panel Details by clicking "Add Panel" before adding any additional devices. Batteries

Under 30 kVA Initial Application Work Instruction

</

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
50. Select the number of phases onsite	The screenshot shows the 'Site information' form. The 'Total No. of Phases Onsite' field has three radio buttons: 1, 2, and 3. The '1' radio button is selected and highlighted with a red box and a yellow callout bubble containing the number 50. Other fields include 'Total PV Array Output Rating (kW)' (6.50), 'Total Generation Output Rating (kVA)' (3.000), 'Bulk Metered Site' (No), 'Is an EV Charger Installed onsite?' (No), 'Energy Source' (Solar PV), and 'Equipment Additional Info'.
51. Select the number of phases that all equipment will be connected to	The screenshot shows the 'Site information' form. The 'Number of Phases that all equipment (includes existing and new) will be connected to' field has three radio buttons: 1, 2, and 3. The '1' radio button is selected and highlighted with a red box and a yellow callout bubble containing the number 51. Other fields are the same as in the previous screenshot.
52. Select if an EV Charger is installed onsite	The screenshot shows the 'Site information' form. The 'Is an EV Charger Installed onsite?' field has two radio buttons: Yes and No. The 'No' radio button is selected and highlighted with a red box and a yellow callout bubble containing the number 52. Other fields are the same as in the previous screenshots.

Under 30 kVA Initial Application Work Instruction



Explanation	Screenshot
53. Select if an external Generation Signalling Device (GSD) has been fitted	
54. Select the Power Quality Response Mode	
55. Select the Proposed Export Limitation	

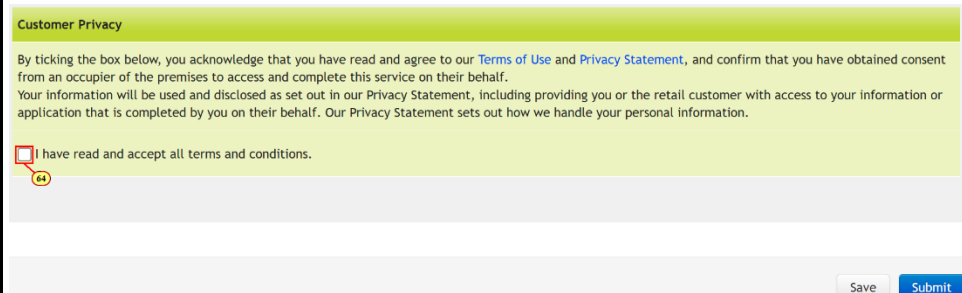
Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
If SEP2 details are unknown, they can be provided once the application is completed by selecting Update SEP2 Details from the Actions menu. 56. Select to provide SEP2 details, if known	
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. 57. Select the SEP2 Client Provider	
58. Click to advise if the Wiring Diagram for the Storage Battery is Attached	

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
59. Click to advise if the Storage Batteries were designed by an accredited designer	
60. Read the acknowledgement and click to confirm	
61. Read the acknowledgement and click to confirm	
62. Read the acknowledgement and click to confirm	
63. Read the acknowledgement and click to confirm	

Under 30 kVA Initial Application Work Instruction

Explanation	Screenshot
64. Read the acknowledgement and click to confirm	
65. Click Submit	