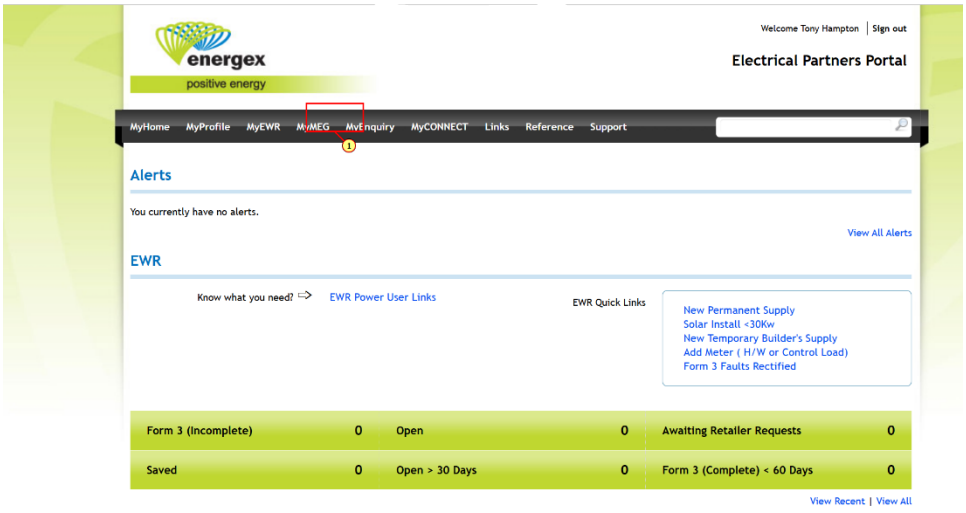
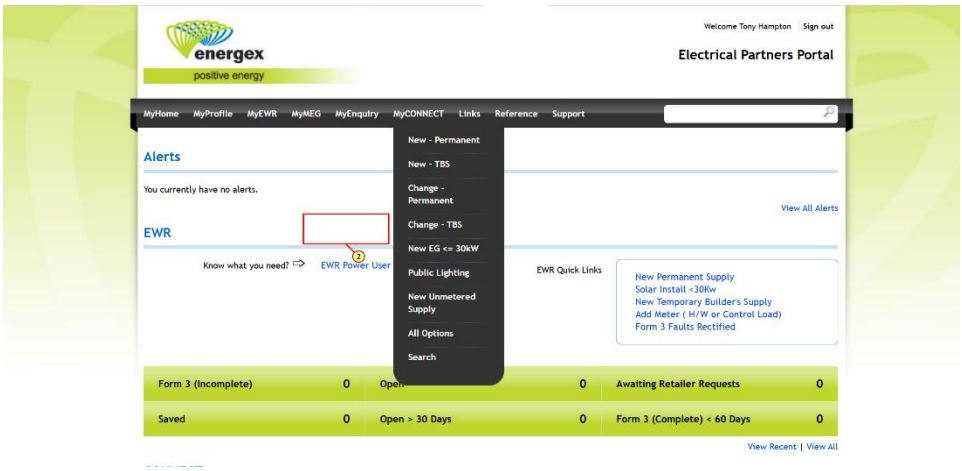
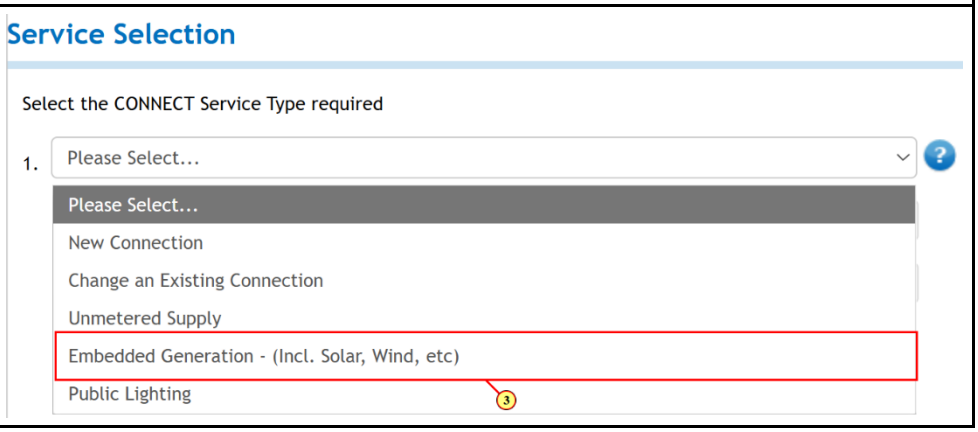
Under 30 kVA Initial Application

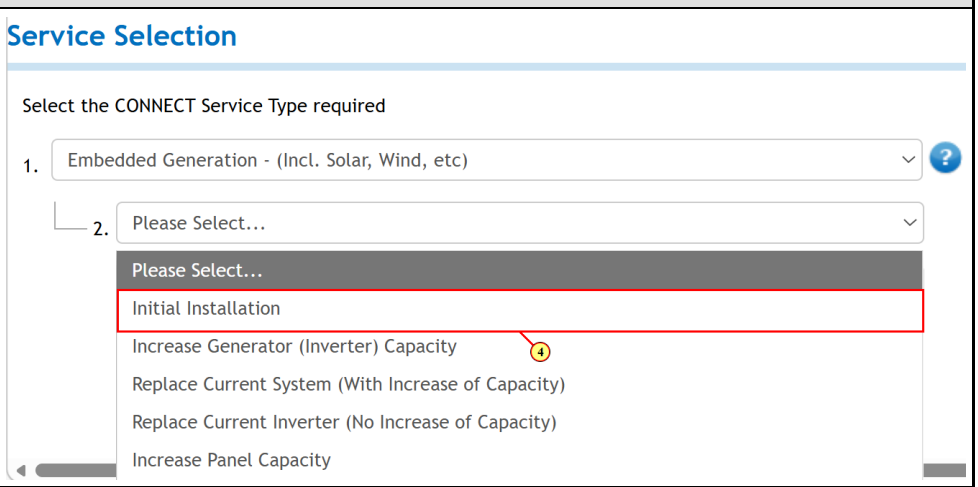
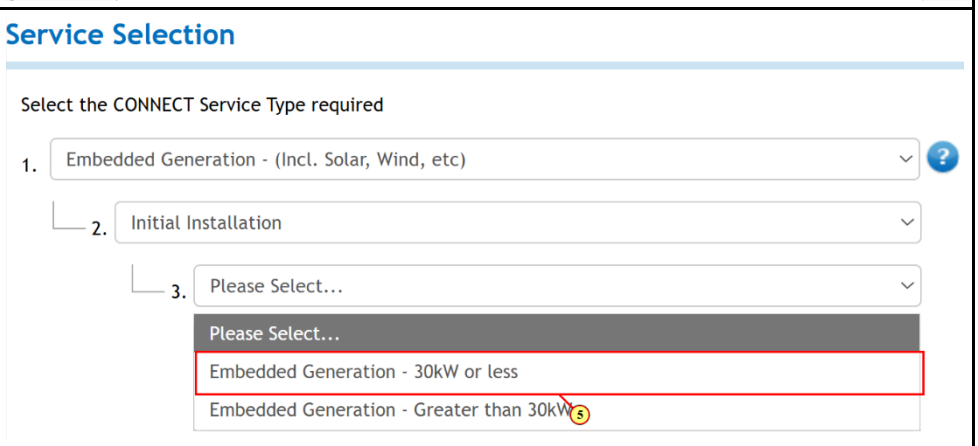
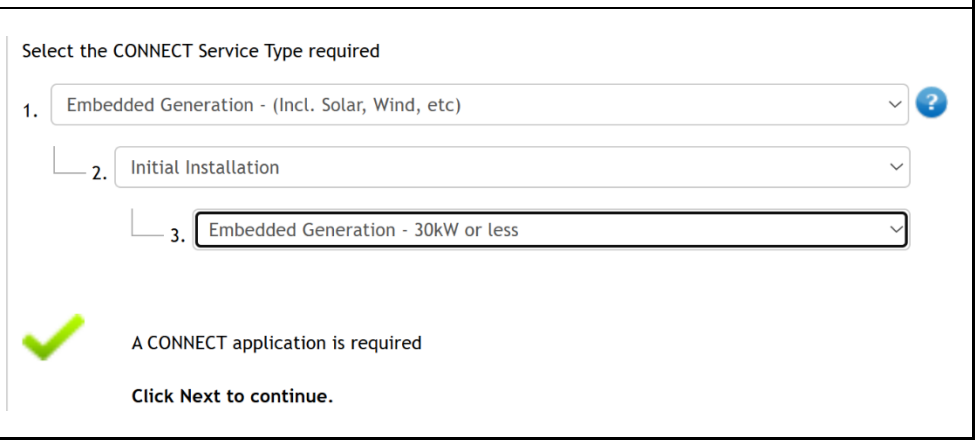
Purpose

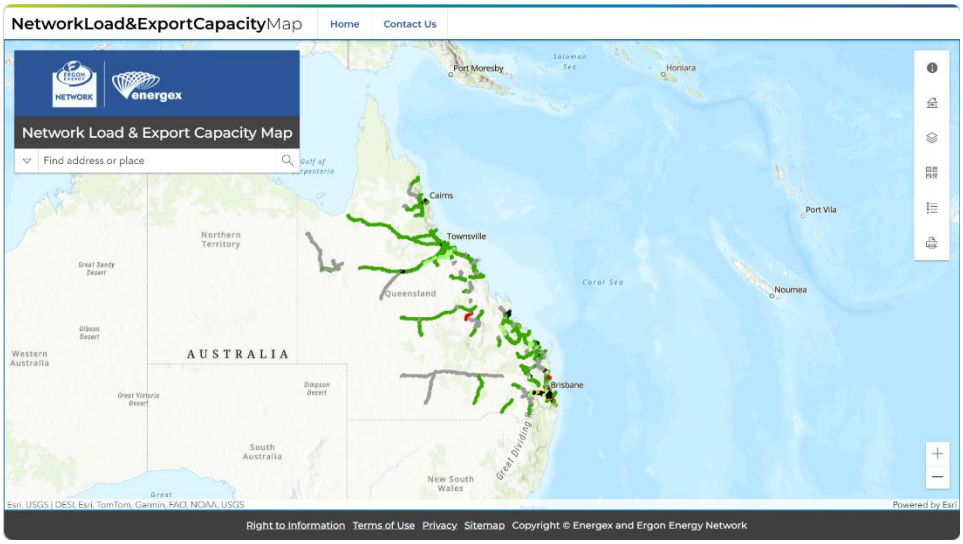
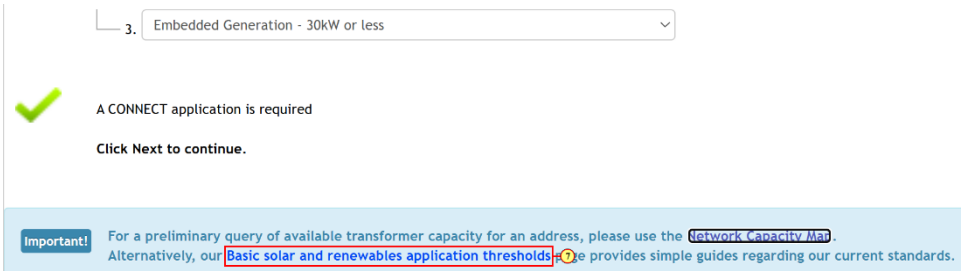
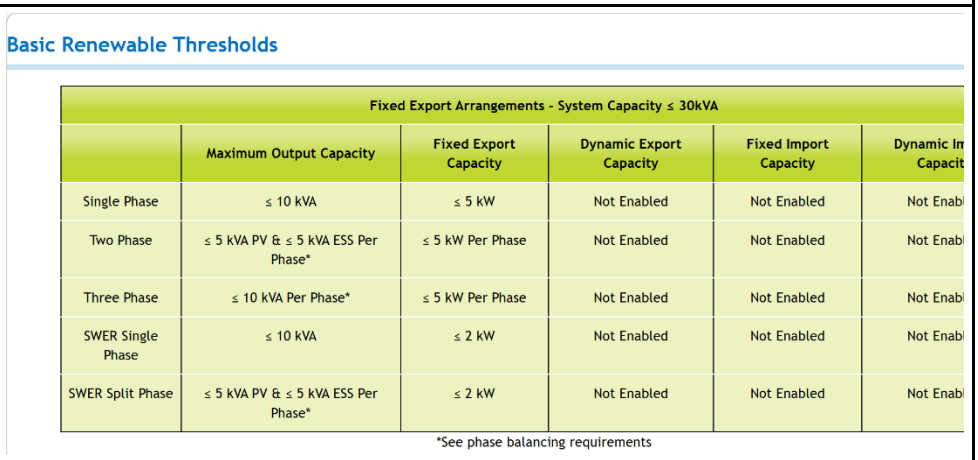
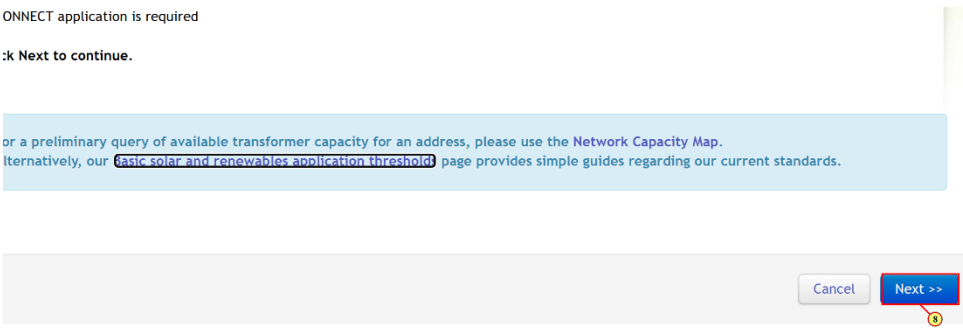
This Work Instruction will assist you to accurately submit an under 30 kVA initial application with the relevant supporting documentation attached.

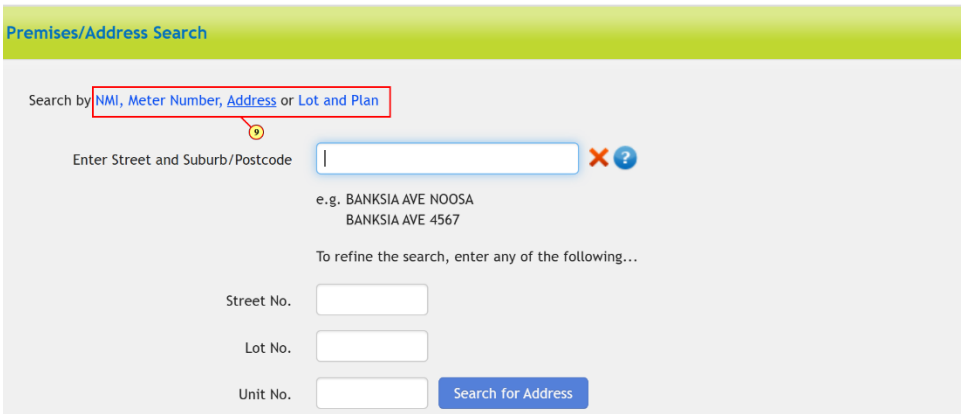
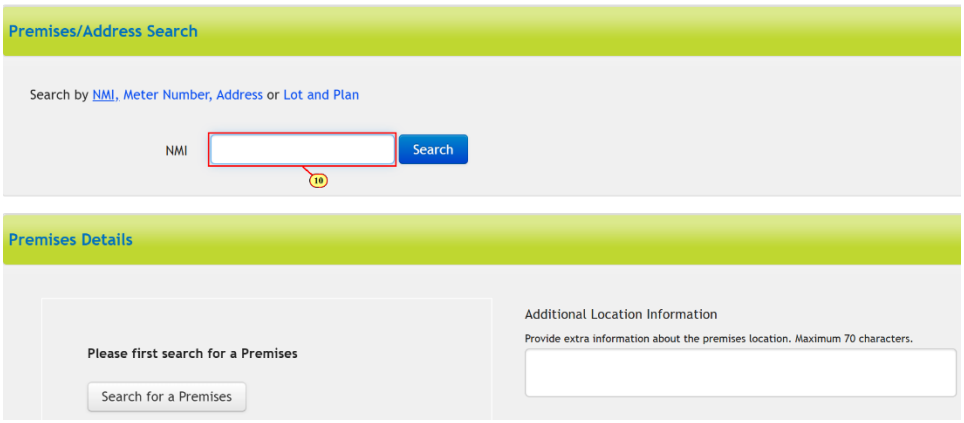
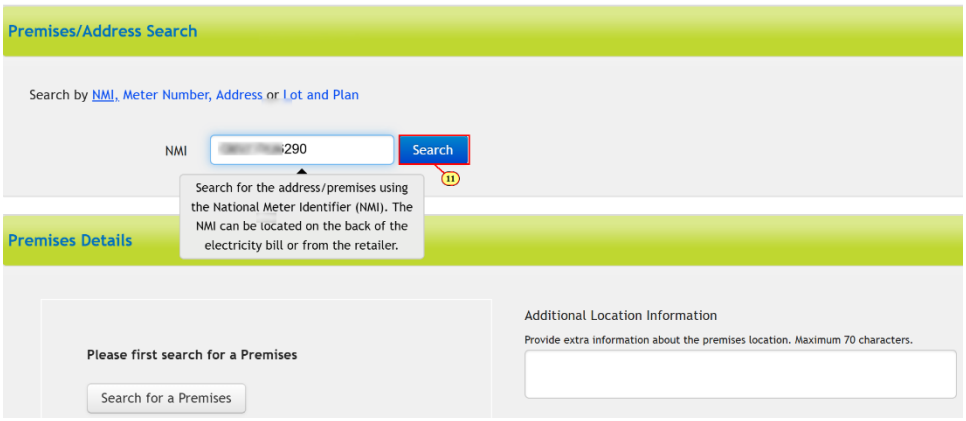
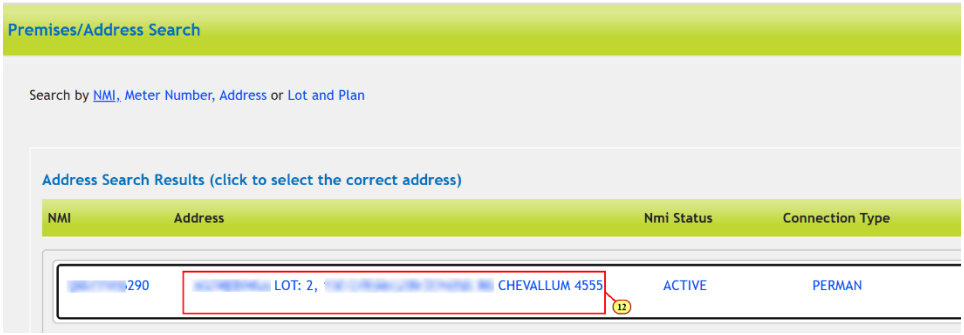
Prerequisites

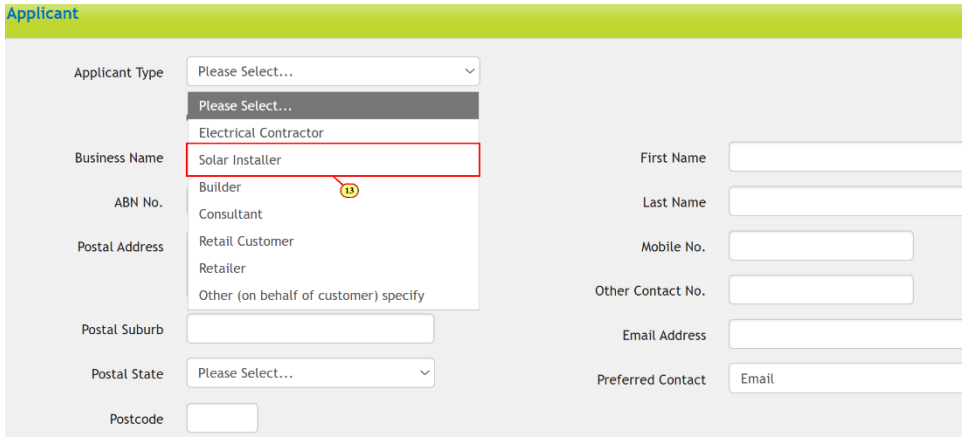
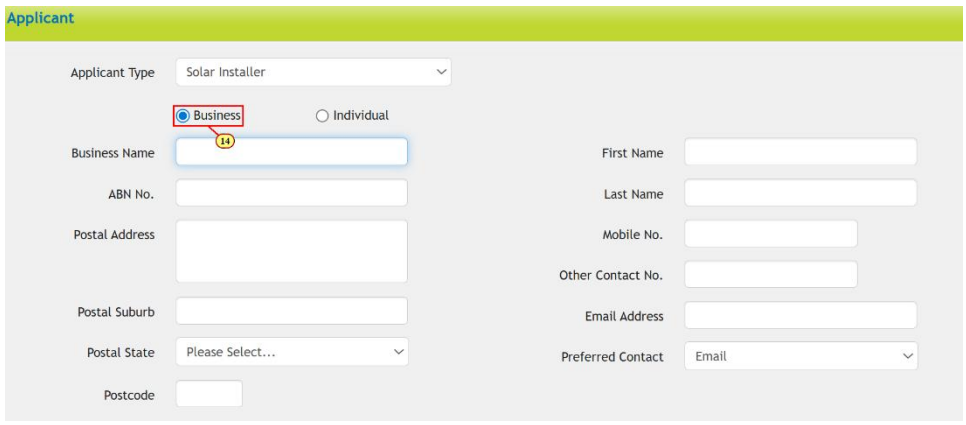
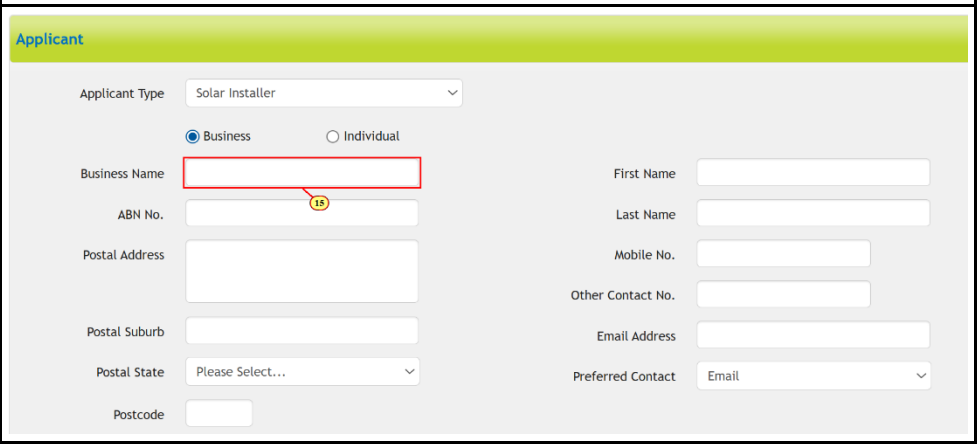
Access to the Electrical Partner's Portal.

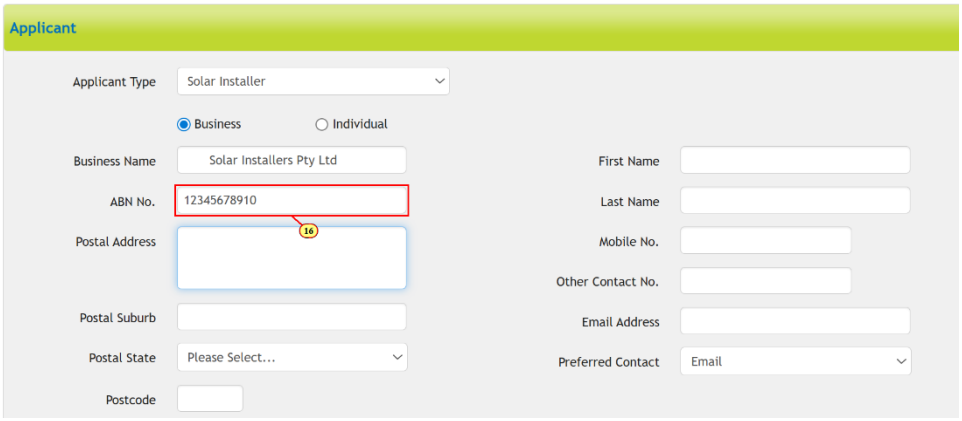
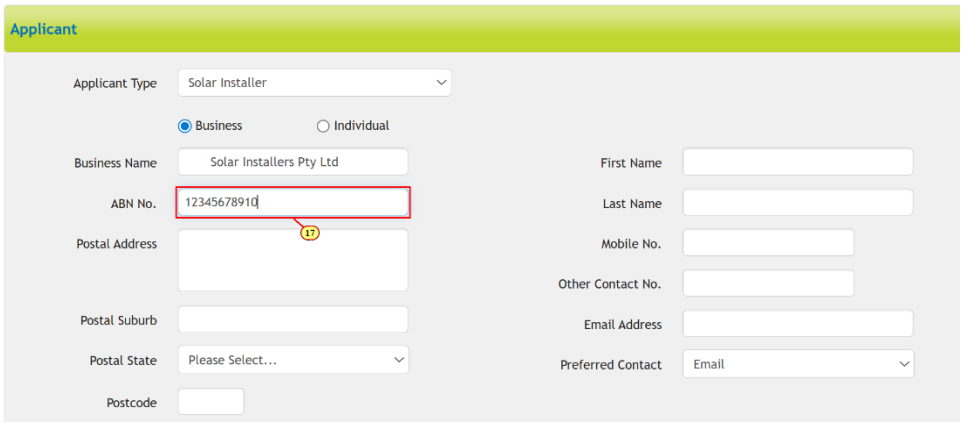
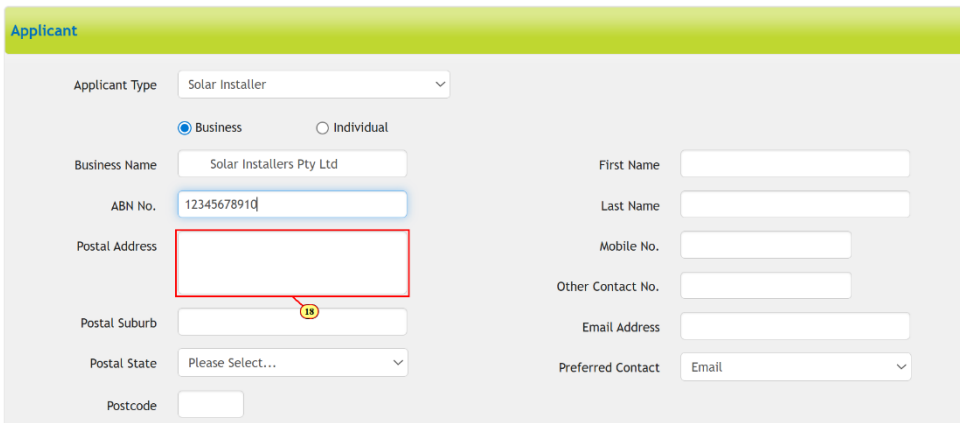
Explanation	Screenshot
1. Click **MyCONNECT**	
2. Click **New EG <=30kVA**	
3. Select **Embedded Generation - (Incl. Solar, Wind, etc)**	

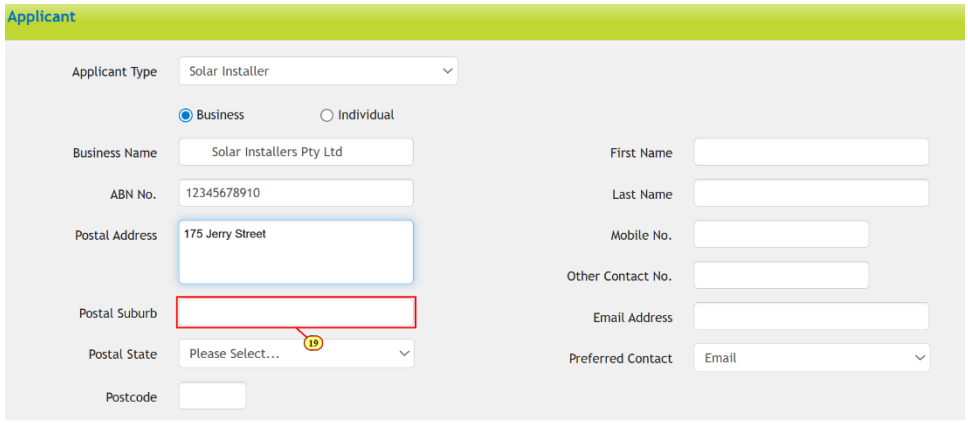
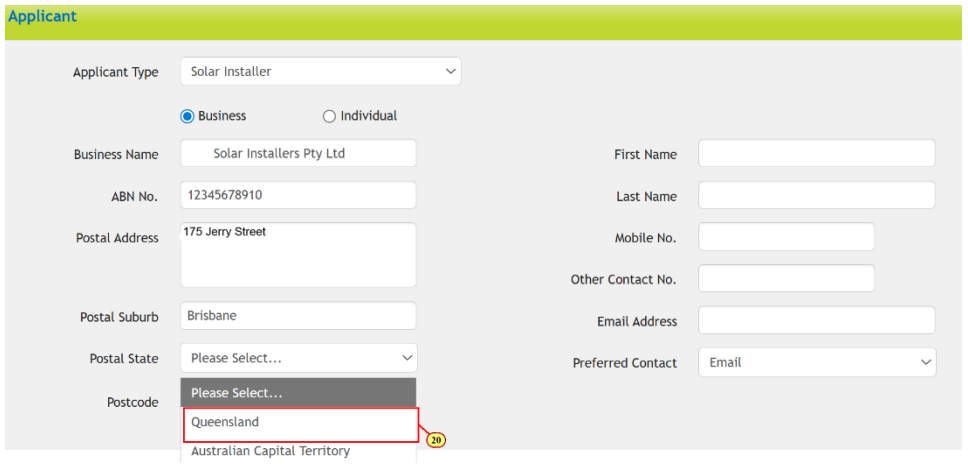
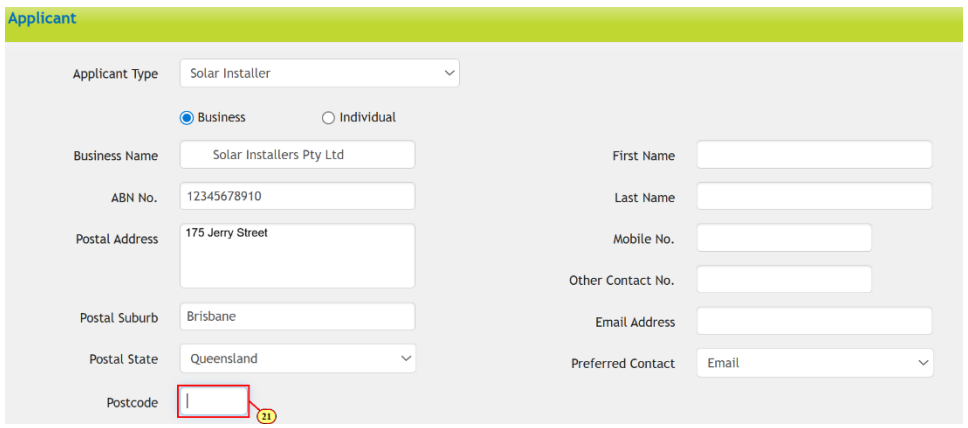
Explanation	Screenshot
4. Select **Initial Installation**	
5. Select **Embedded Generation - 30kW or less**	
This message is new and directs you to check the **Network Capacity Map** and also provides a link to our **Basic solar and renewables application thresholds.** 6. Select the **Network Capacity Map** link to check network capacity	

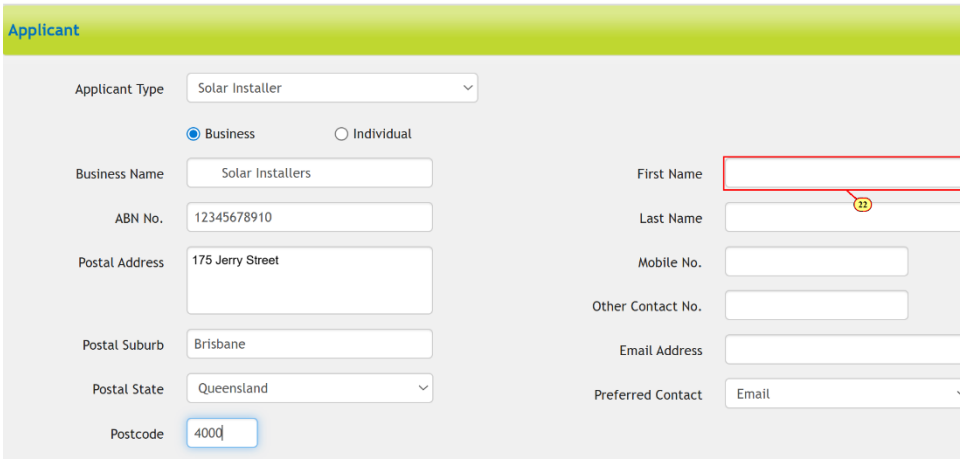
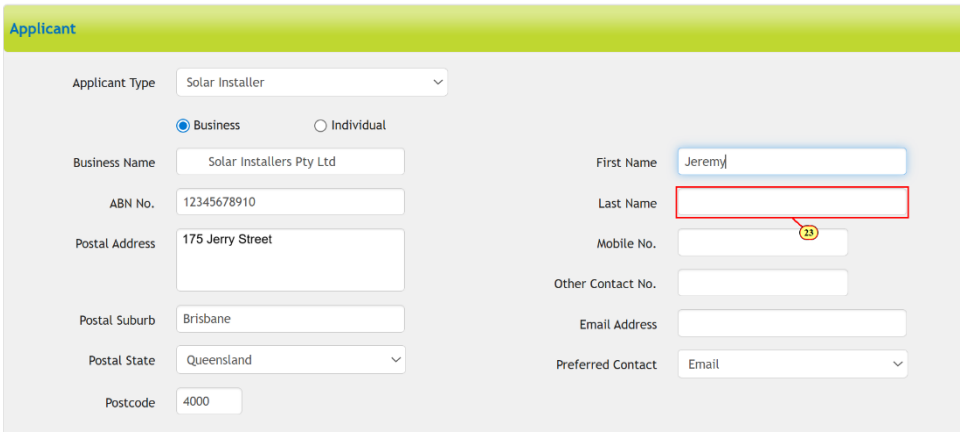
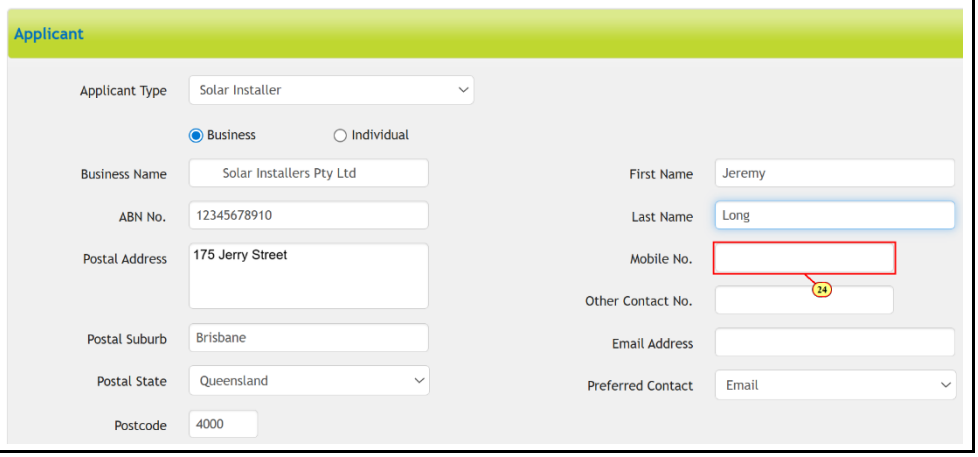
Explanation	Screenshot
	
7. Select the **Basic solar and renewables application thresholds** link	
	
8. Click **Next**	

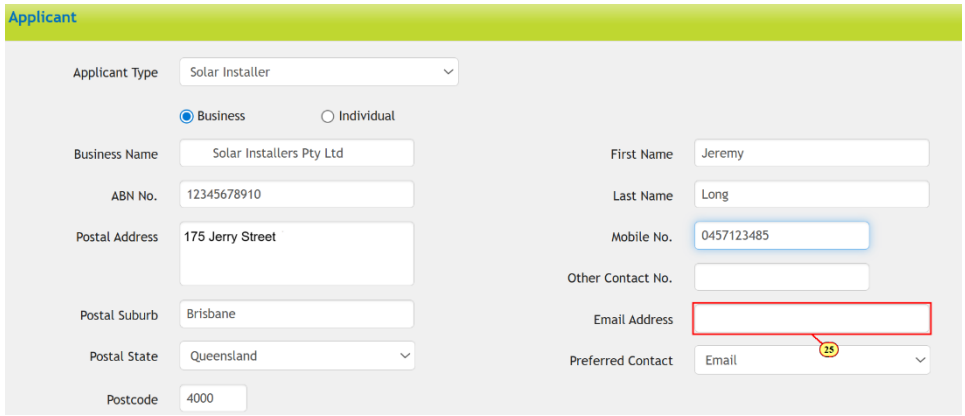
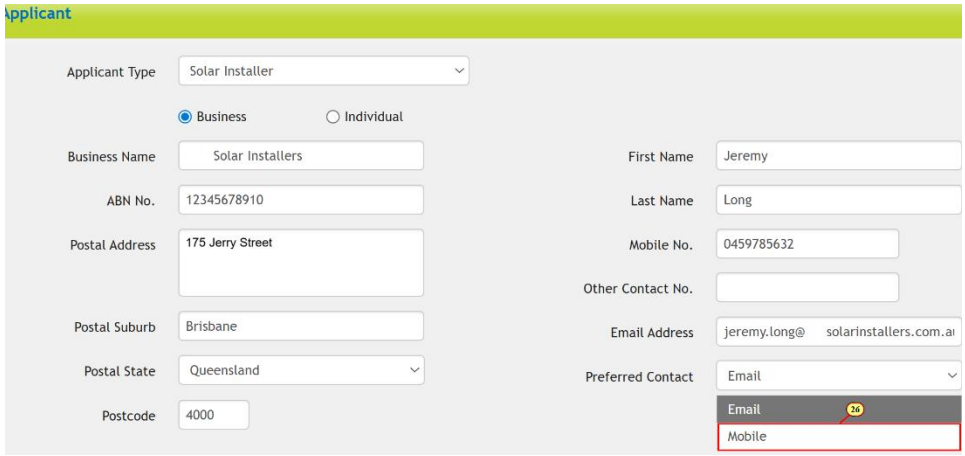
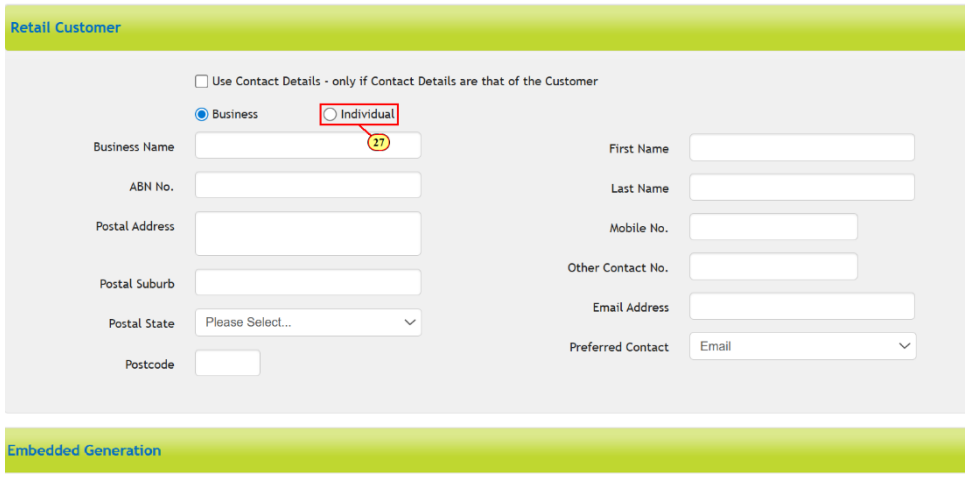
Explanation	Screenshot
9. Select your **search criteria**	
10. Enter the **NMI**	
11. Click Search	
12. Select the **premises address**	

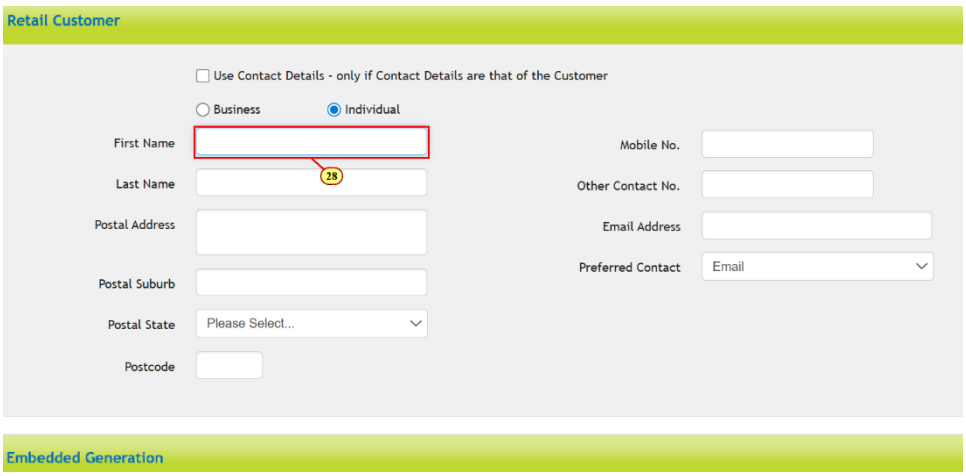
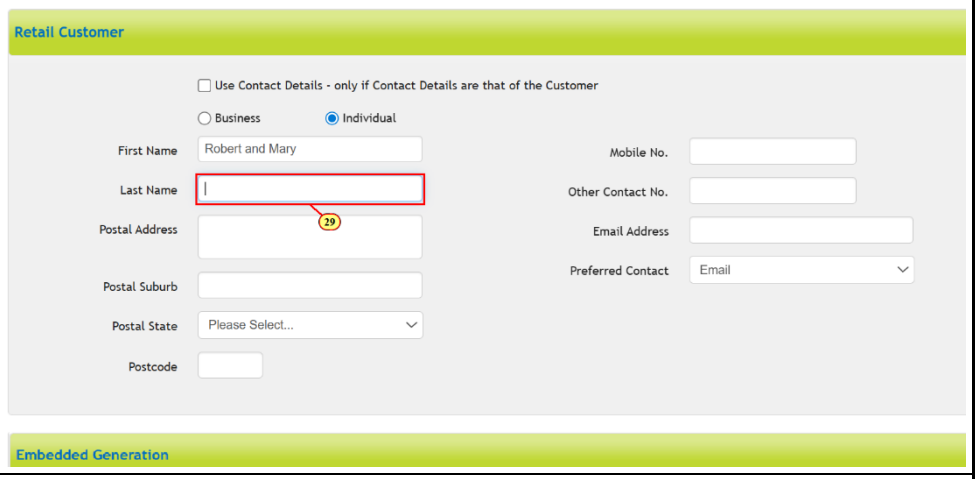
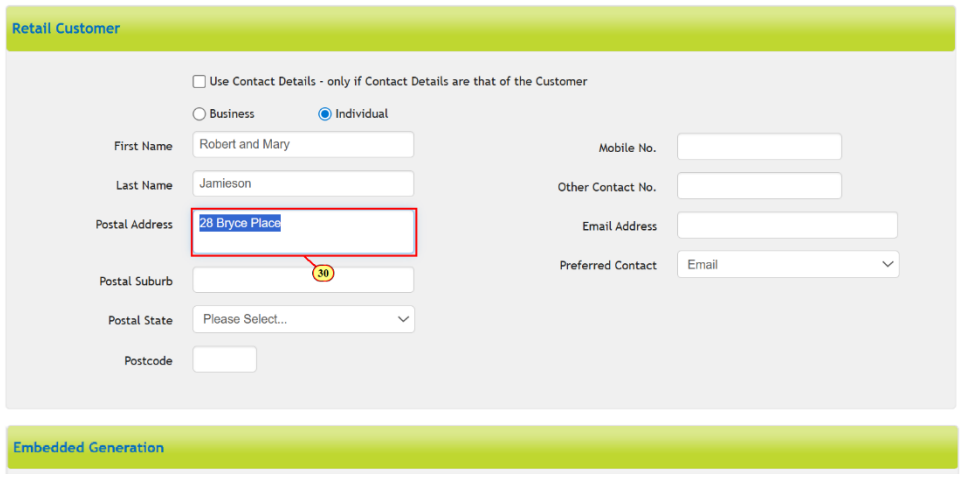
Explanation	Screenshot
13. Select the **Applicant Type**	
14. Select **Business** or **Individual** for the **Applicant**	
15. Enter the **Business Name**	

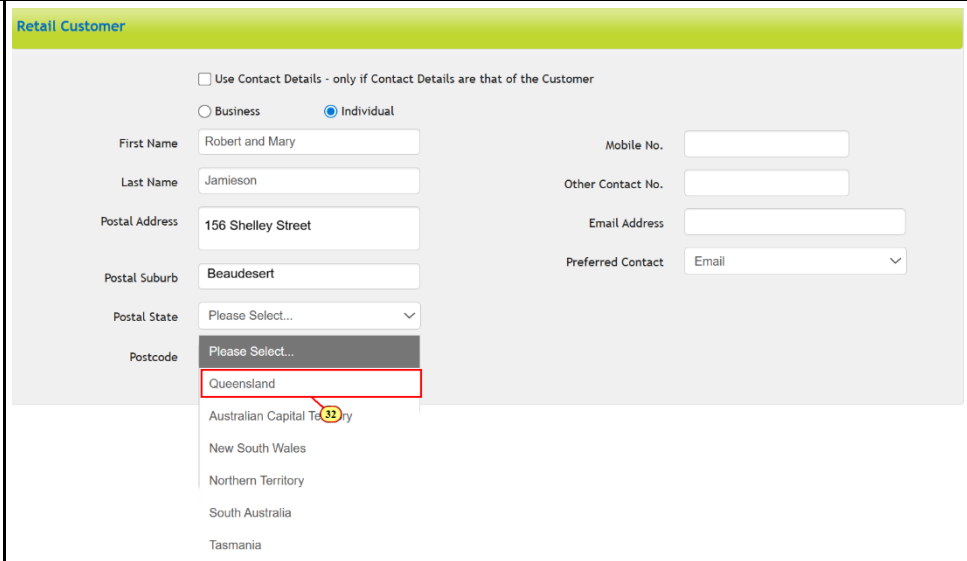
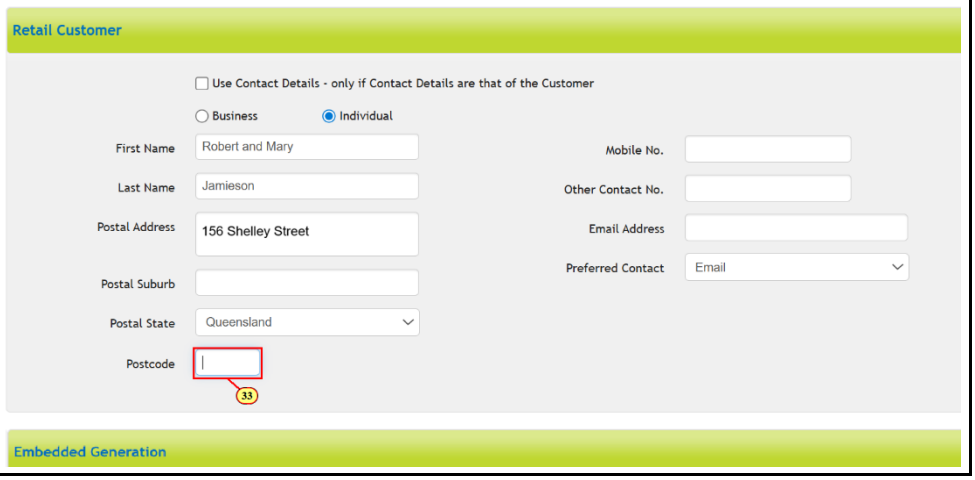
Explanation	Screenshot
16. Enter the 11 digit ABN or the 9 digit ACN with 00 at the front of the ACN to make an 11 digit number.	
17. Enter the **ABN No.**	
18. Enter the **Postal Address**	

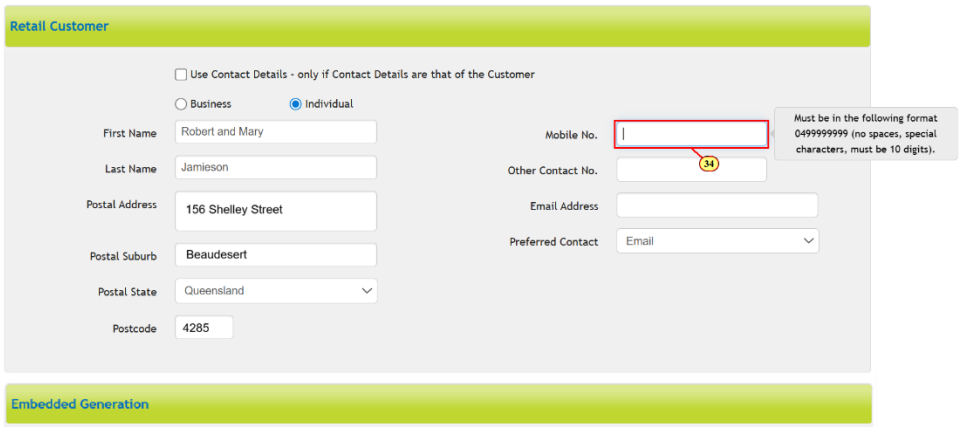
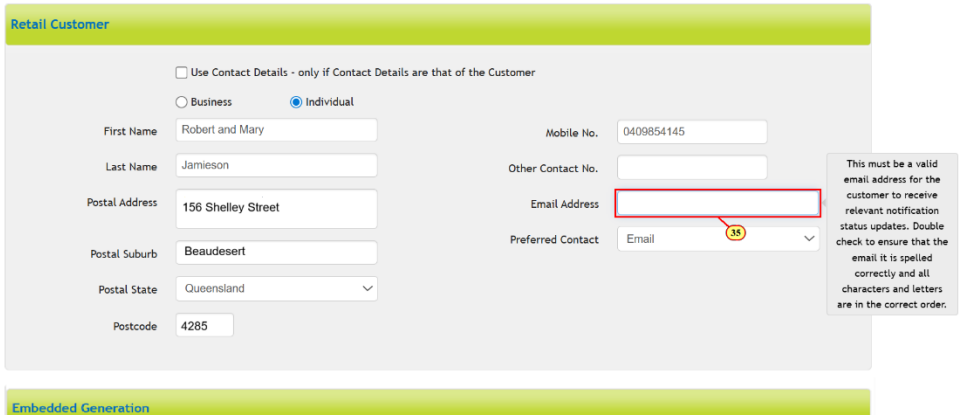
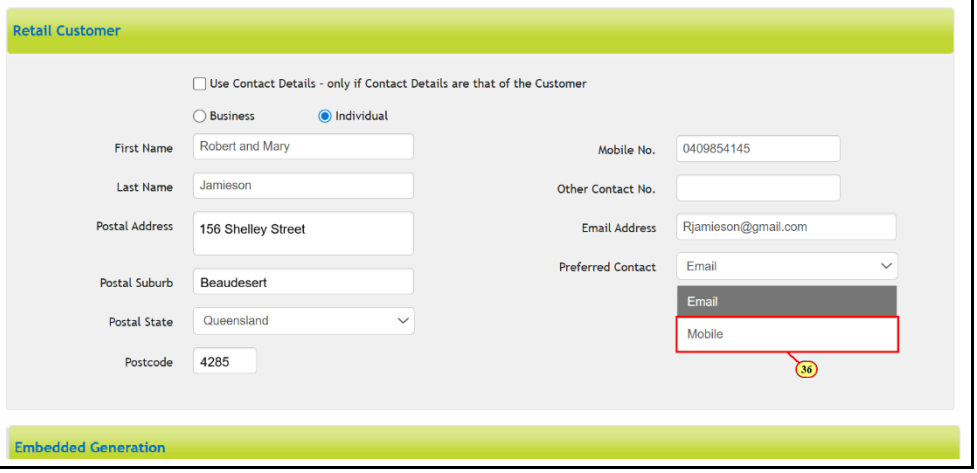
Explanation	Screenshot
19. Enter the **Postal Suburb**	
20. Select the **Postal State**	
21. Enter the **Postcode**	

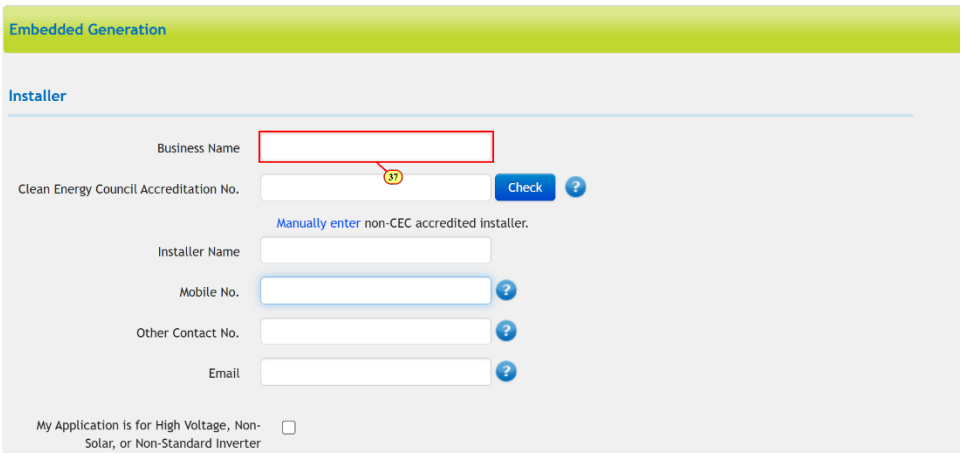
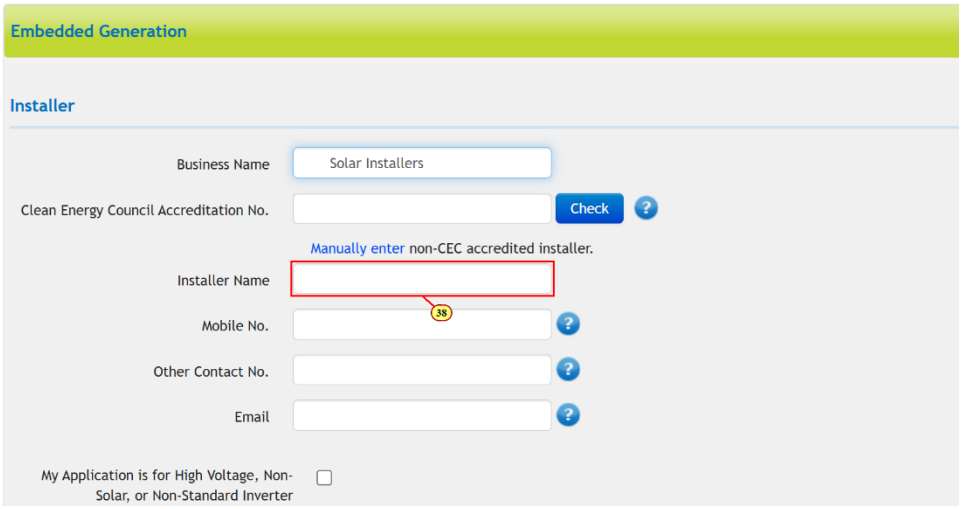
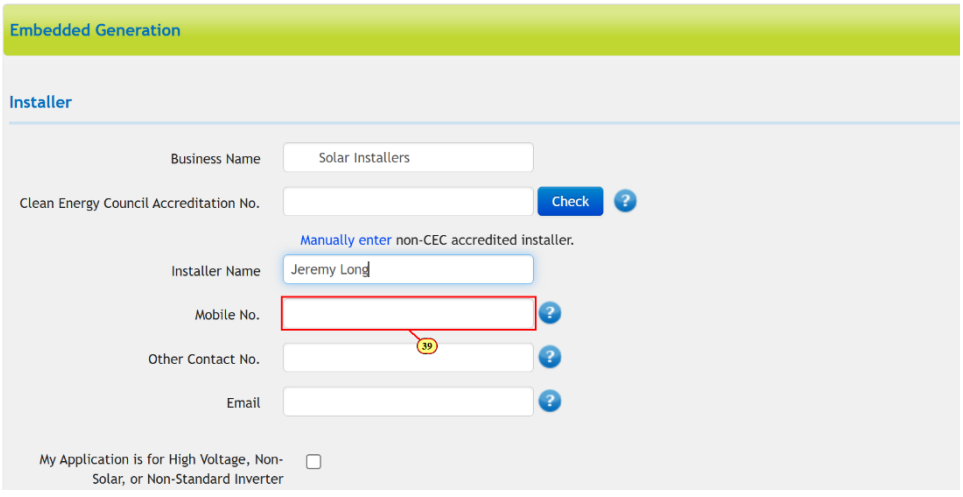
Explanation	Screenshot
22. Enter your **First Name**	
23. Enter the **Last Name**	
24. Enter the **Mobile No.**	

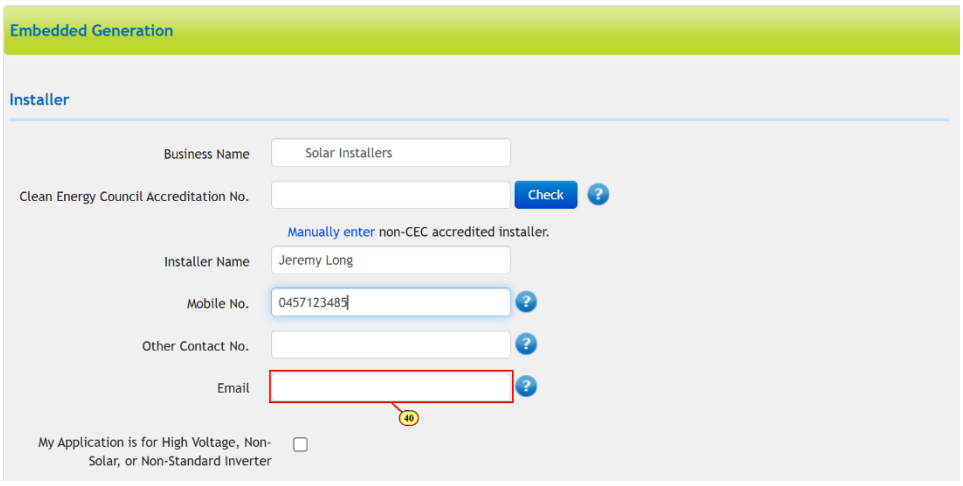
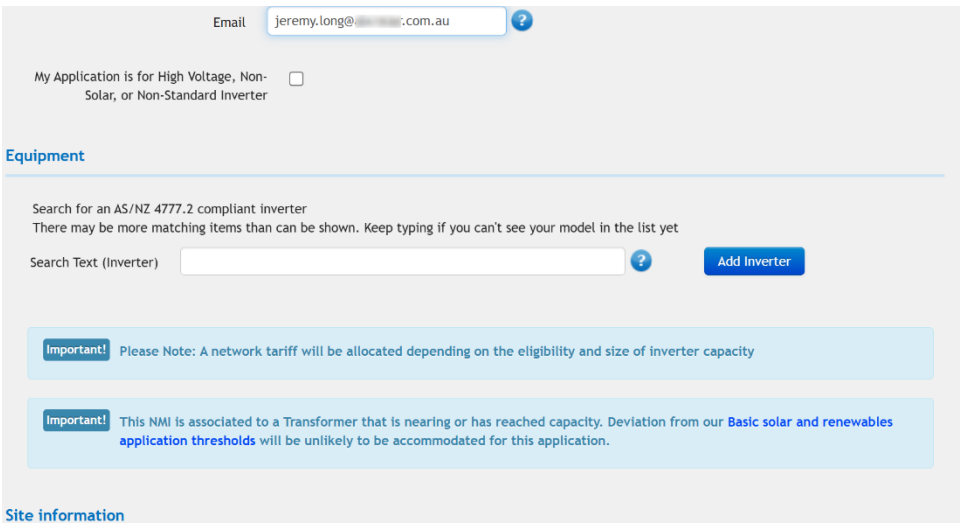
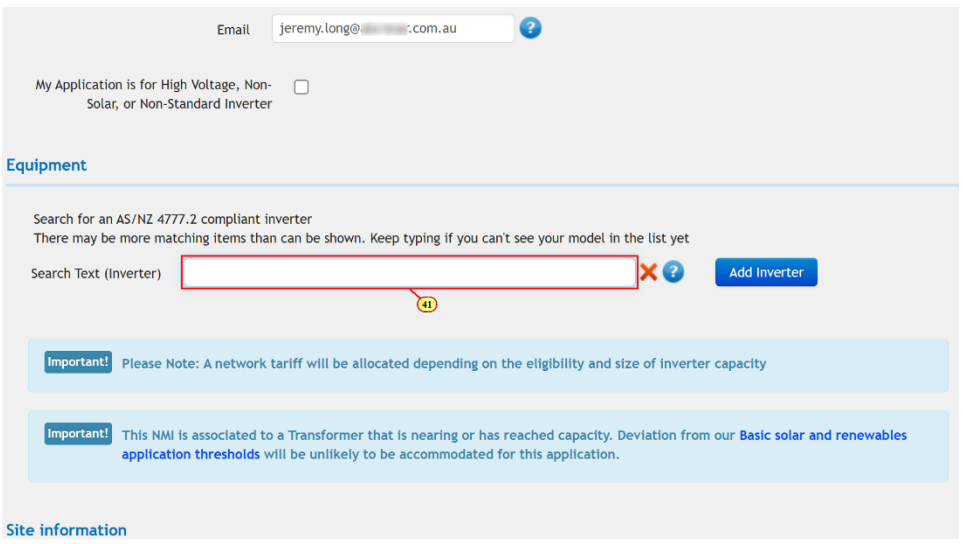
Explanation	Screenshot
25. Enter the **Email Address**	
26. Select the **Preferred Contact** method	
The **Retail Customer** is the individual or organisation listed on the electricity account for the premise. All contact details provided must relate to this customer; not the spouse (unless listed on 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.	

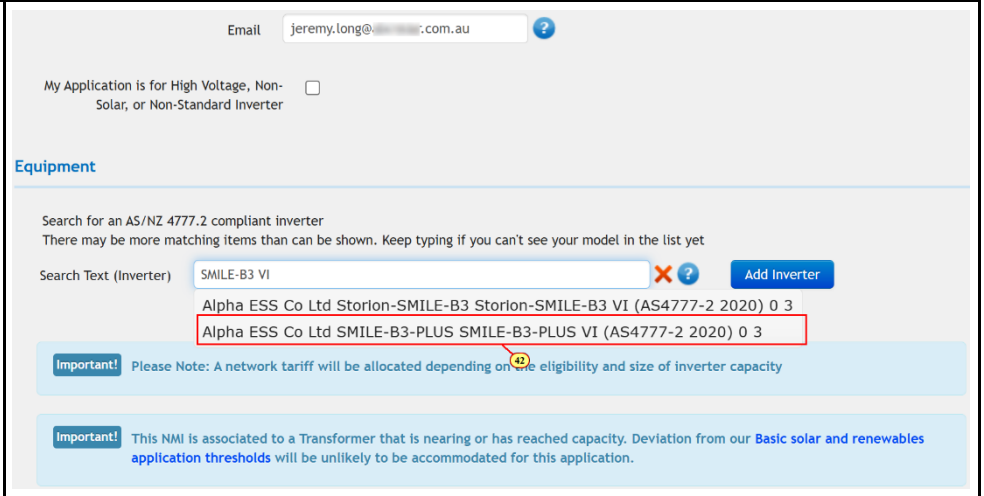
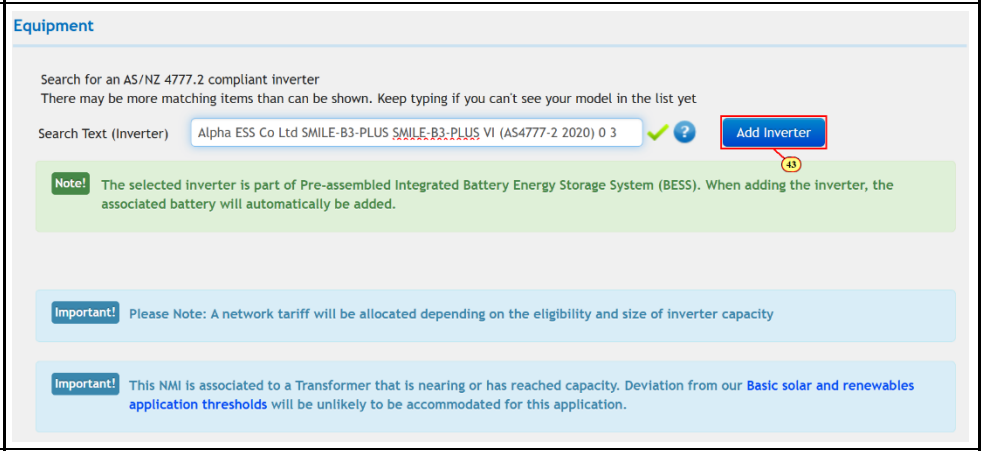
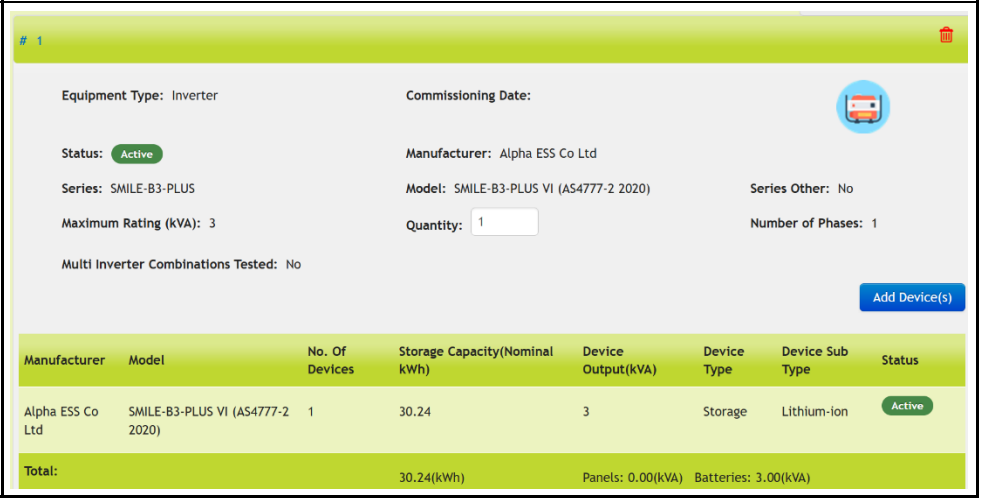
Explanation	Screenshot
27. Select the customer type	
If there are two names on the electricity account enter them both in the **First Name** and **Last Name** fields. 28. Enter the electricity account holder's **First Name**	
29. Enter the electricity account holder's **Last Name**	
30. Enter the **Postal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

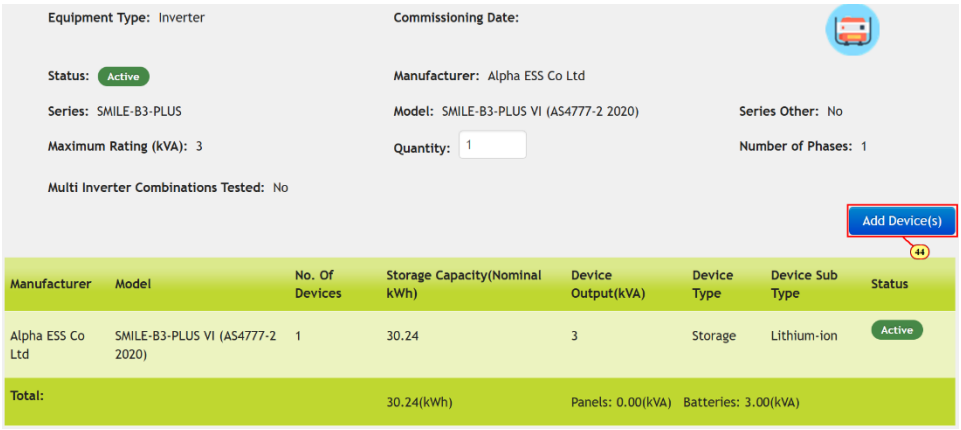
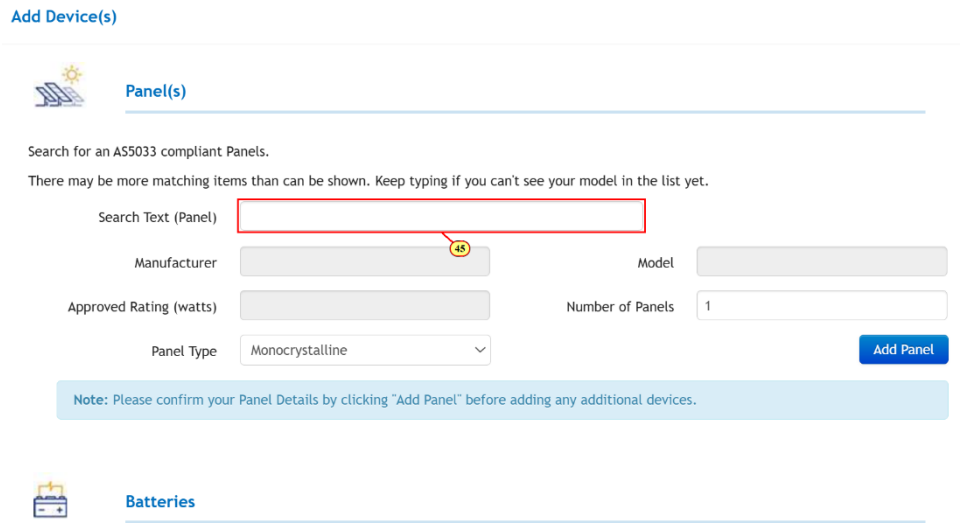
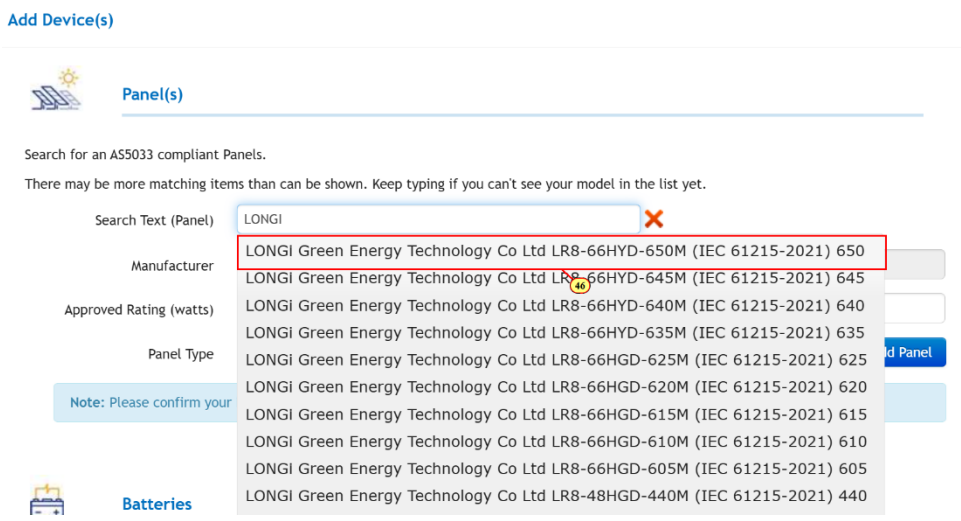
Explanation	Screenshot
31. Enter the **Postal Suburb**	
32. Select the **Postal State**	
33. Enter the **Postcode**	

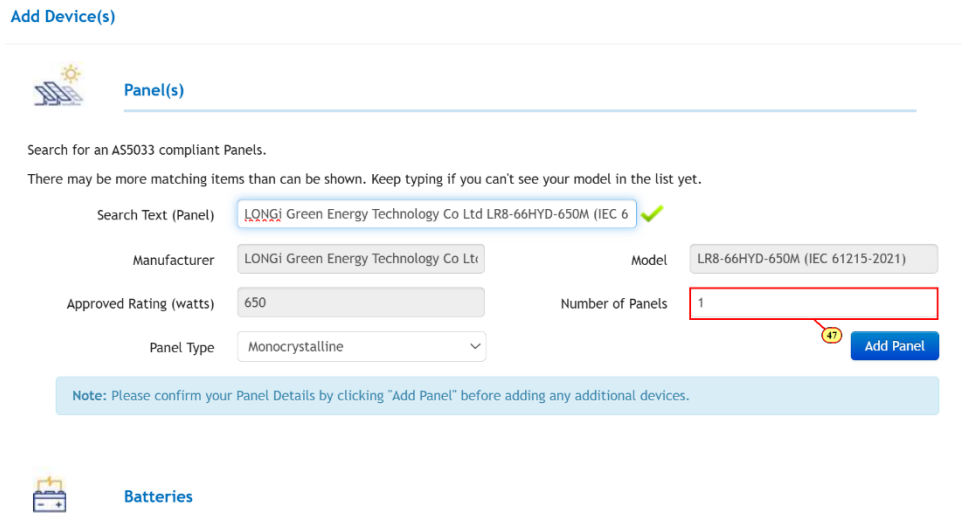
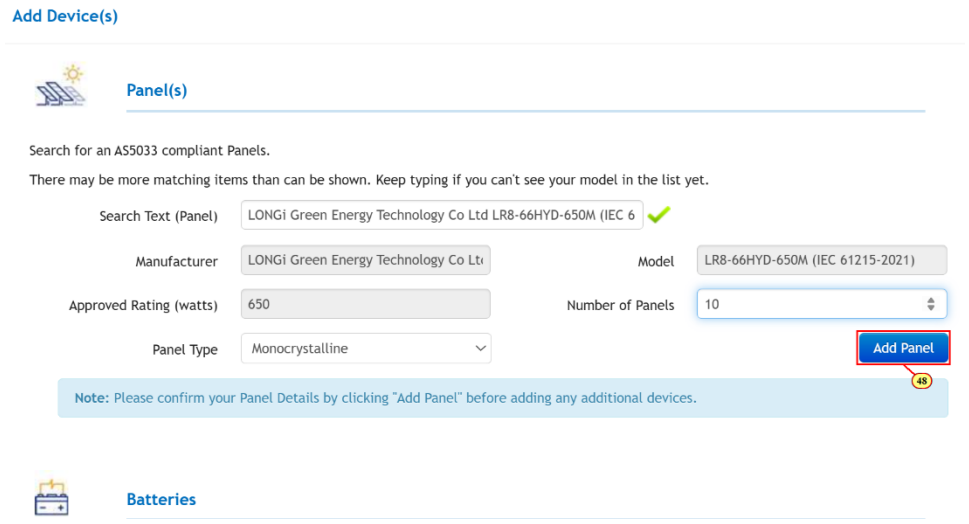
Explanation	Screenshot
34. Enter the **Mobile No.**	
35. Enter the **Email Address**	
36. Select the **Preferred Contact** method	

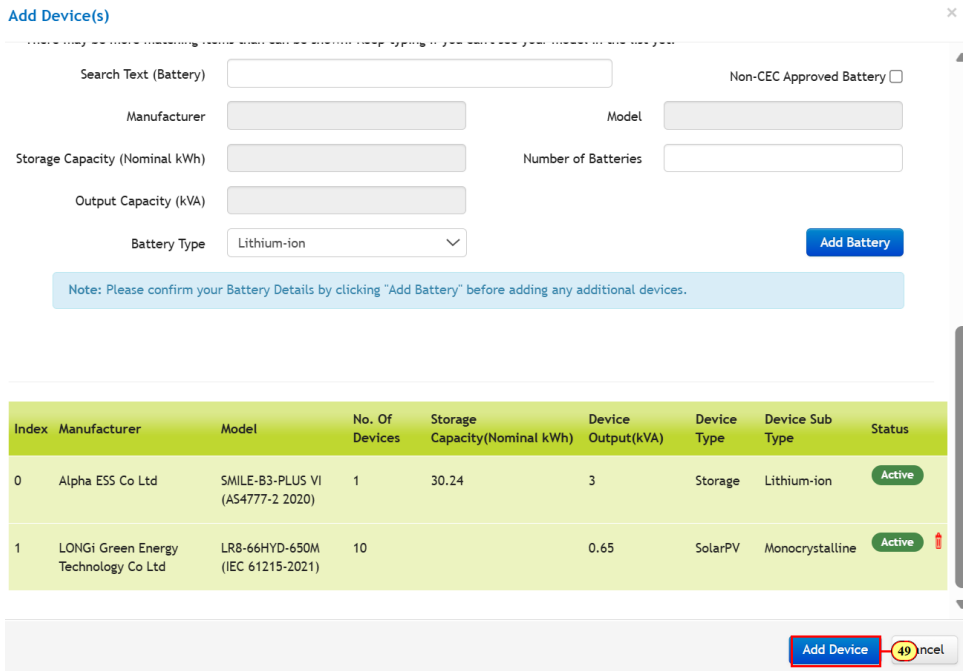
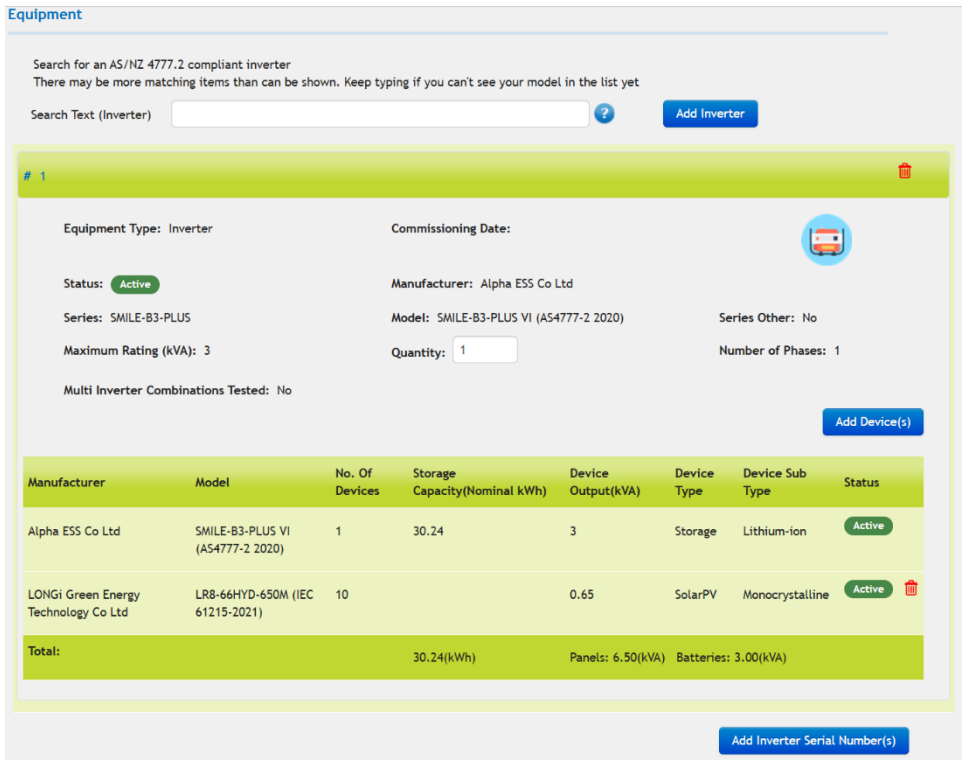
Explanation	Screenshot
37. Enter the **Business Name**	
Where you have a SAA number, and you are prompted to submit your **Clean Energy Council Accreditation Number**... 38. Click **Manually enter non-CEC accredited installer**	
39. Enter the **Mobile No.**	

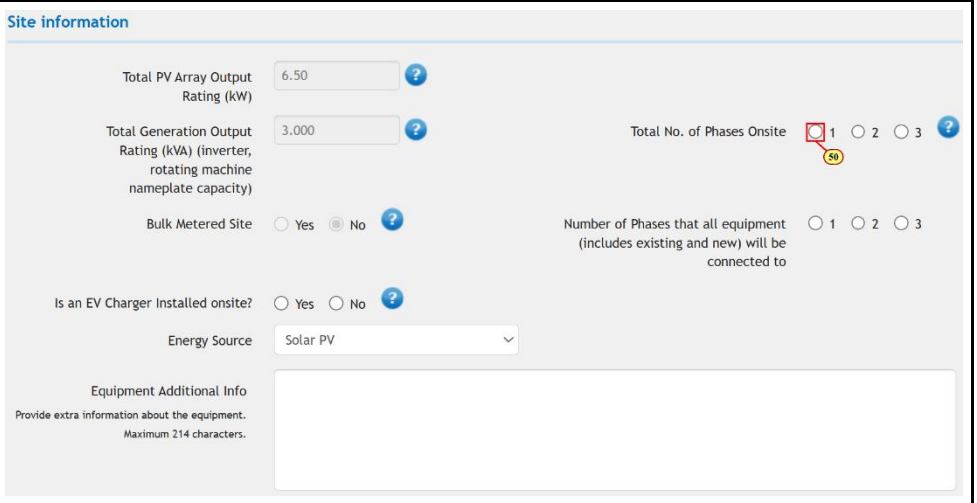
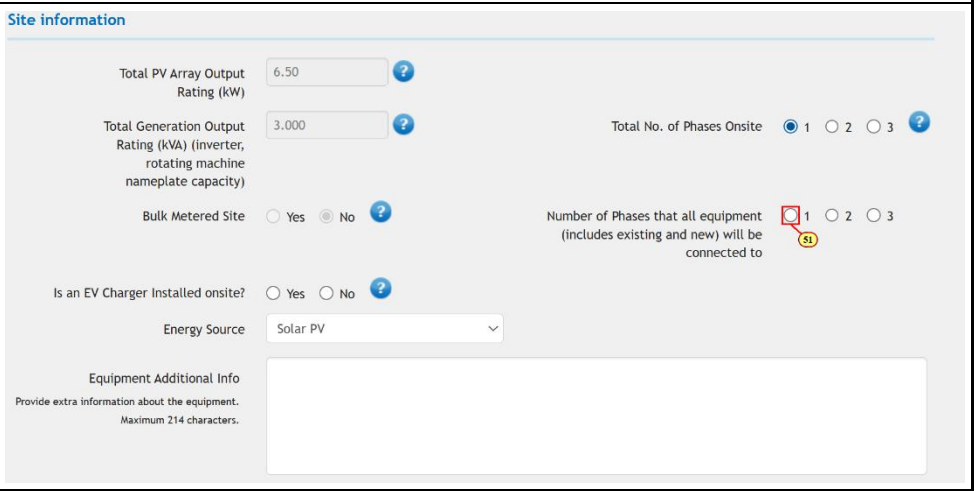
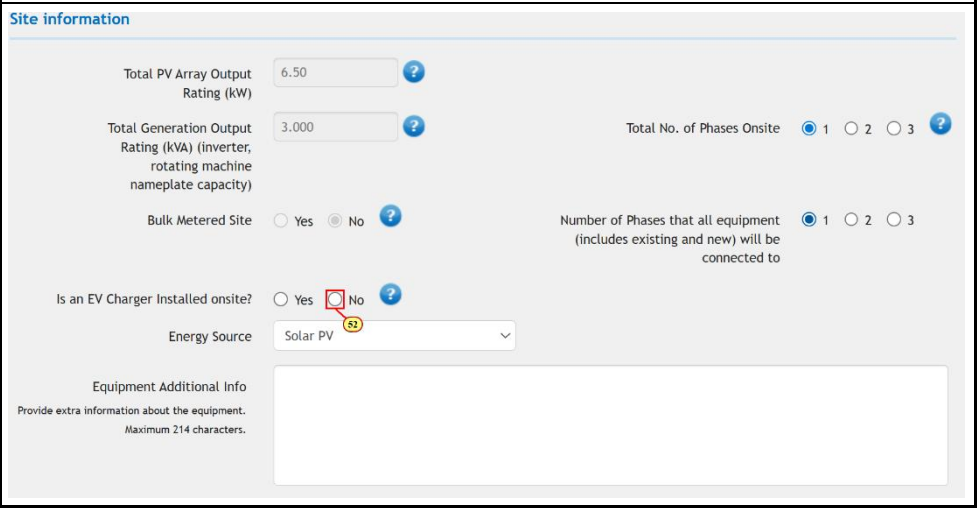
Explanation	Screenshot
40. Enter the **Email** address	
A warning will display if the NMI is associated with a transformer nearing, or which has reached capacity if it's applicable. There is a link to the Basic solar and renewables application thresholds which can be reviewed.	
When searching by brand, 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)**	

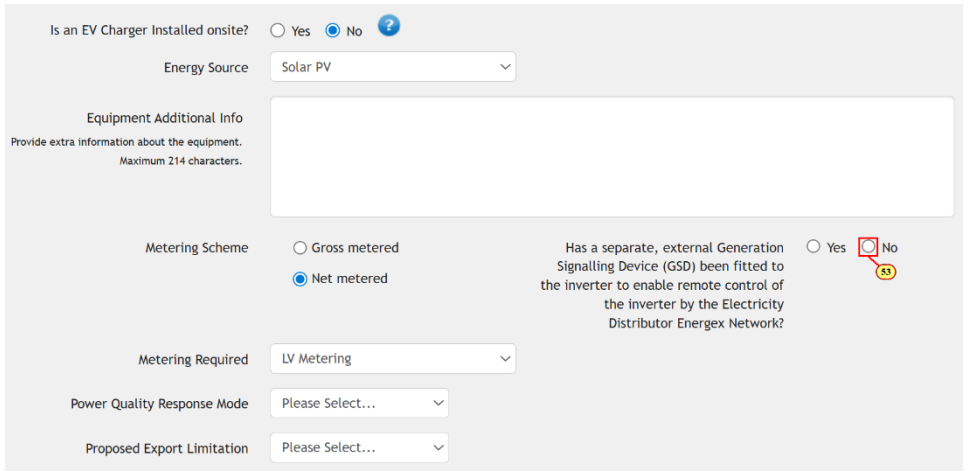
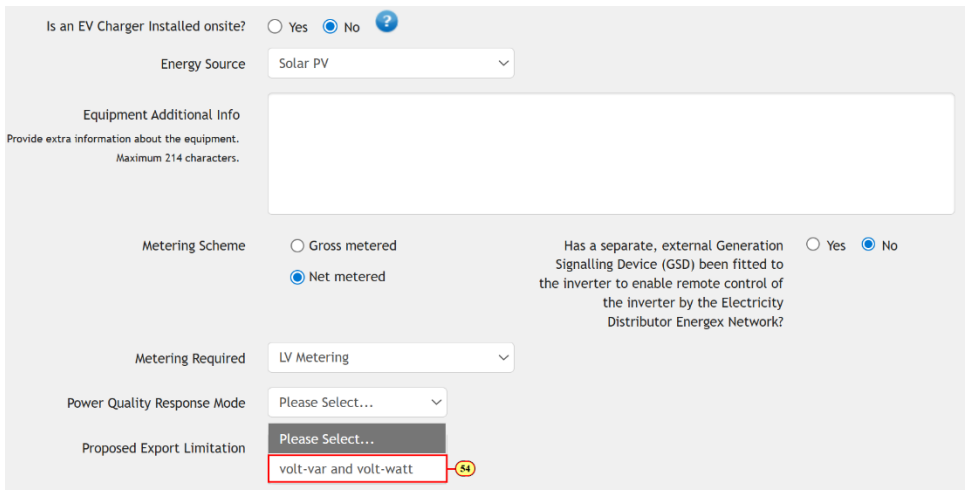
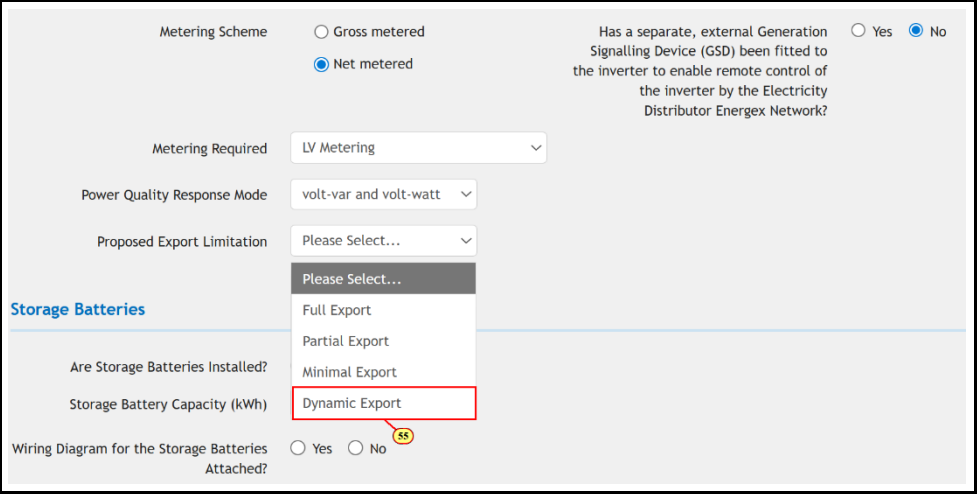
Explanation	Screenshot
42. Select the correct inverter from the displayed results	
43. Click **Add Inverter**	
If the inverter is part of a Battery Energy Storage System (BESS) system the storage device will be added as well.	

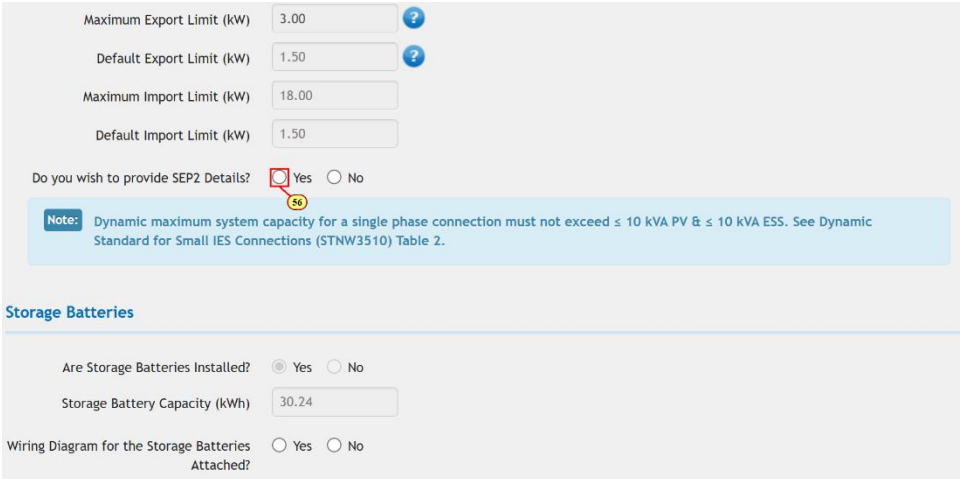
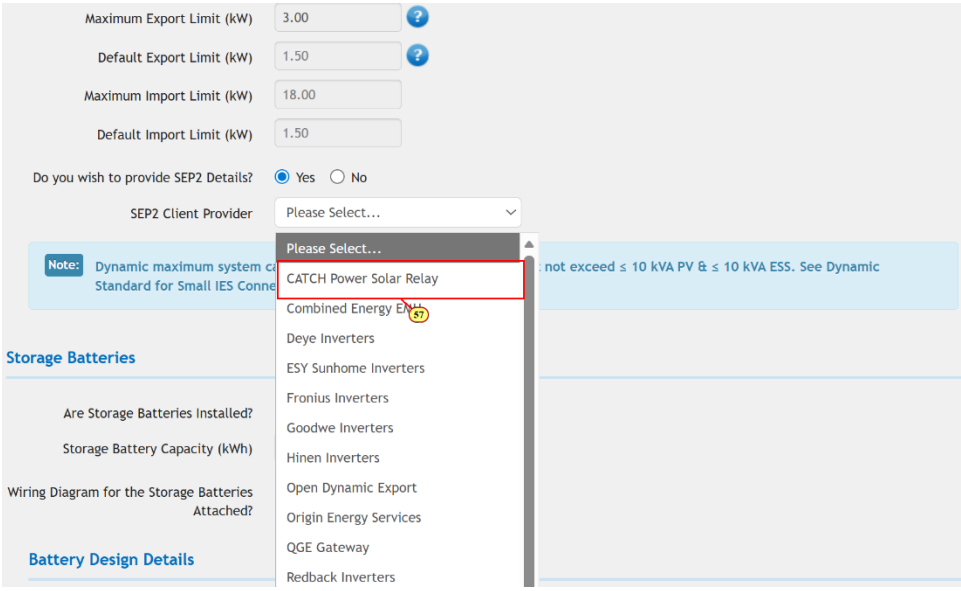
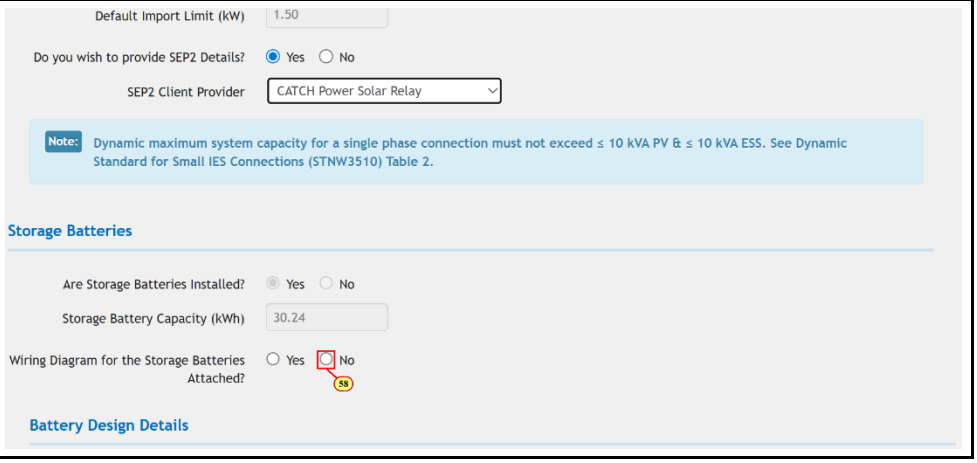
Explanation	Screenshot
44. To add the panels, click **Add Device(s)**	
45. Enter the **Search Text (Panel)**	
46. Select the correct panel type	

Explanation	Screenshot
47. Enter the **Number of Panels**	
48. Click **Add Panel**	

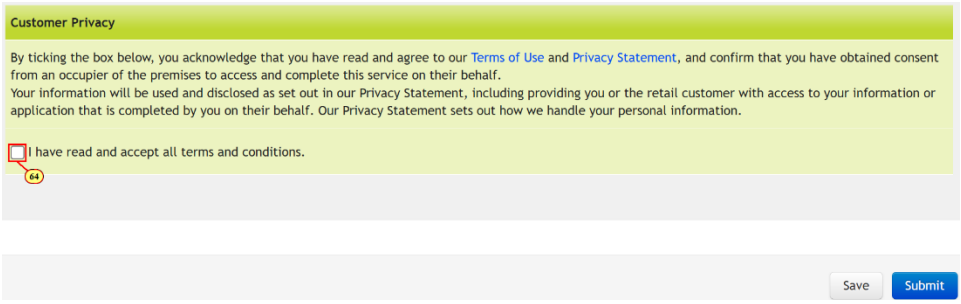
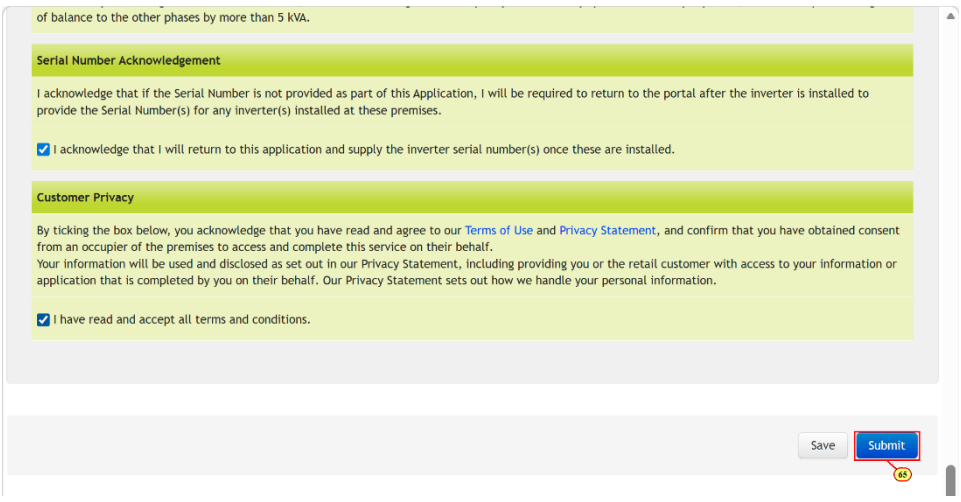
Explanation	Screenshot
Ensure you click **Add Device** to save the addition of the panels. 49. Click **Add Device**	
	

Explanation	Screenshot
50. Select the **number of phases onsite**	
51. Select the **number of phases that all equipment will be connected to**	
52. Select if an **EV Charger is installed onsite**	

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**	

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**	

Explanation	Screenshot
59. Click to advise if the **Storage Batteries were designed by an accredited designer**	Do you wish to provide SEP2 Details? (•) Yes ( ) No SEP2 Client Provider: CATCH Power Solar Relay Note: Dynamic maximum system capacity for a single phase connection must not exceed ≤ 10 kVA PV & ≤ 10 kVA ESS. See Dynamic Standard for Small IES Connections (STNW3510) Table 2. **Storage Batteries** Are Storage Batteries Installed? (•) Yes ( ) No Storage Battery Capacity (kWh): 30.24 Wiring Diagram for the Storage Batteries Attached? ( ) Yes (•) No **Battery Design Details** Storage Batteries designed by accredited designer? ( ) Yes [ ] No (59)
60. Read the acknowledgement and click to confirm	**Emergency Backstop Mechanism Acknowledgement** This connection requires Emergency Backstop Mechanism enabled in line with the Connection Standards. **Please Note:** Emergency Backstop Mechanism is delivered by a Generation Signalling Device (GSD) or as part of the SEP2 protocol of a registered Dynamic Connection. The requirement to enable the Emergency Backstop Mechanism applies to all new and selected upgraded solar systems with inverter capacity of greater than or equal to 10 kVA, refer Emergency backstop mechanism | Energex [ ] I confirm that the installation complies with the Emergency Backstop Mechanism requirements or that the configuration satisfies the applicable exclusion criteria. (60) **Design and Commissioning Acknowledgement** If my application is deemed Negotiated under STNW1174, I declare the design & commissioning for the EG installation has or will be carried out under engineering
61. Read the acknowledgement and click to confirm	**Design and Commissioning Acknowledgement** If my application is deemed Negotiated under STNW1174, I declare the design & commissioning for the EG installation has or will be carried out under engineering supervision by a Registered Professional Engineering of Queensland (RPEQ). The installation complies with the requirements of STNW1174. [ ] I acknowledge the installation complies with the requirements of STNW1174. (61) **SEP2 Client Provider** I acknowledge that if this Application is for a Dynamic Export arrangement and I have not provided SEP2 and LFDI Details, the premises will be export limited to 1.5kW until these details are updated in the Portal.
62. Read the acknowledgement and click to confirm	**SEP2 Client Provider** I acknowledge that if this Application is for a Dynamic Export arrangement and I have not provided SEP2 and LFDI Details, the premises will be export limited to 1.5kW until these details are updated in the Portal. [ ] I acknowledge SEP2 client provider conditions. (62) **Authority to Act**
63. Read the acknowledgement and click to confirm	**Serial Number Acknowledgement** I acknowledge that if the Serial Number is not provided as part of this Application, I will be required to return to the portal after the inverter is installed to provide the Serial Number(s) for any inverter(s) installed at these premises. [ ] I acknowledge that I will return to this application and supply the inverter serial number(s) once these are installed. (63) **Customer Privacy**

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