Installer User Guide

How to Create a Approve My Solar Generation or Battery Storage Application in My Portal

This guide explains how installers can create and submit a **Solar Connection Application For small installations in residential homes or small businesses (0–30 kVA)** in **My Portal**, prior to installing and commissioning a solar system.

It is intended to be used as:

- an installer reference guide
- a support article
- onboarding / training material

Before you start

Make sure you have:

- A **My Portal account**
- Customer (property owner) details
- The **site address** or **National Meter Identifier (NMI)**

Step 1: Log in to My Portal

1. Go to **My Portal**
2. Enter your email address and password
3. Click **Log in**

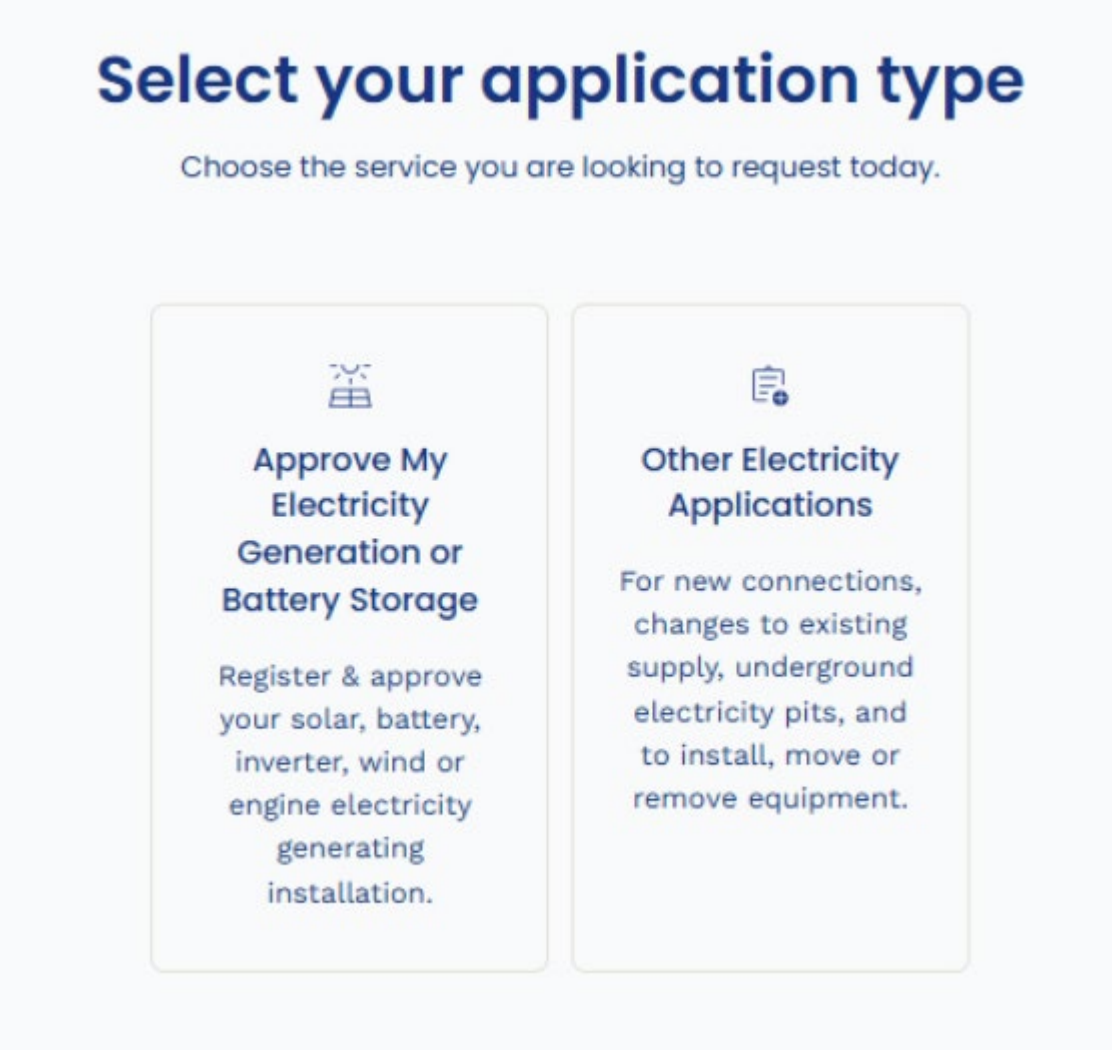
Step 2: Start a new Electricity application

1. From your dashboard, click **New application**
    a. (available in the centre of the dashboard or top-right menu)
2. Select **Electricity**

Step 3: Select application type

1. On the *Select your application type* screen
2. Choose **Approve my electricity generation or battery storage**

This starts a solar connection application.



Step 4: Select system size (Basic application)

For a basic solar installation:

- Select **Homes, townhouses and small retail stores (0–30 kVA)**



Step 5: Confirm the site address

1. When asked **"Do you have a National Meter Identifier (NMI)?"**:
    a. Select **Yes** if you have one and enter it to verify the address
    b. Select **No** if you don't, and manually enter the address
2. Confirm the correct site address to continue

Step 6: Review the application summary

1. Review the summary of details entered so far
2. If required, use **Back** to make changes
3. Click **Acknowledge & Proceed**

✅ Your application is saved as a **draft**, so you can return at any time.

Step 7: Understand the application layout

As you move through the form:

- The **left-hand menu** shows your progress
- The **main section** is where you enter information
- **Save and Continue** allows you to move between steps

Step 8: Enter party details

Customer details

- The **customer** is the person who owns the property and will use the solar system

Electrician details

- Enter the Registered Electrical Contractor (REC) details
- You can:
    - Search by **business name or ABN**, or
    - Enter the details manually

✅ You can save progress and return later if needed.

Step 9: Enter solar connection details

Provide high-level installation details, including:

- Embedded generation type (Solar PV)
- Total proposed system capacity
- Number of phases available
- Number of phases with solar installed
- Whether inverter power sharing devices are used
- Whether the inverter will be connected to the internet

Step 10: Equipment details (not required yet)

For a **basic solar application**:

- Detailed inverter and panel information **is not required at this stage**
- You can return later to add full equipment details once installation is complete

Step 11: Documents

- No documents are required for most basic applications
- If documents are requested, these can be uploaded before submission
- Click **Save and Review** to continue

Step 12: Review and submit the application

1. Review all application details
2. Use the **edit (pencil)** icons if changes are required
3. Click **Continue to Acknowledgement**
4. Read and accept the **Acknowledgement and Authority**
5. Click **Submit**

Step 13: Confirmation and next steps

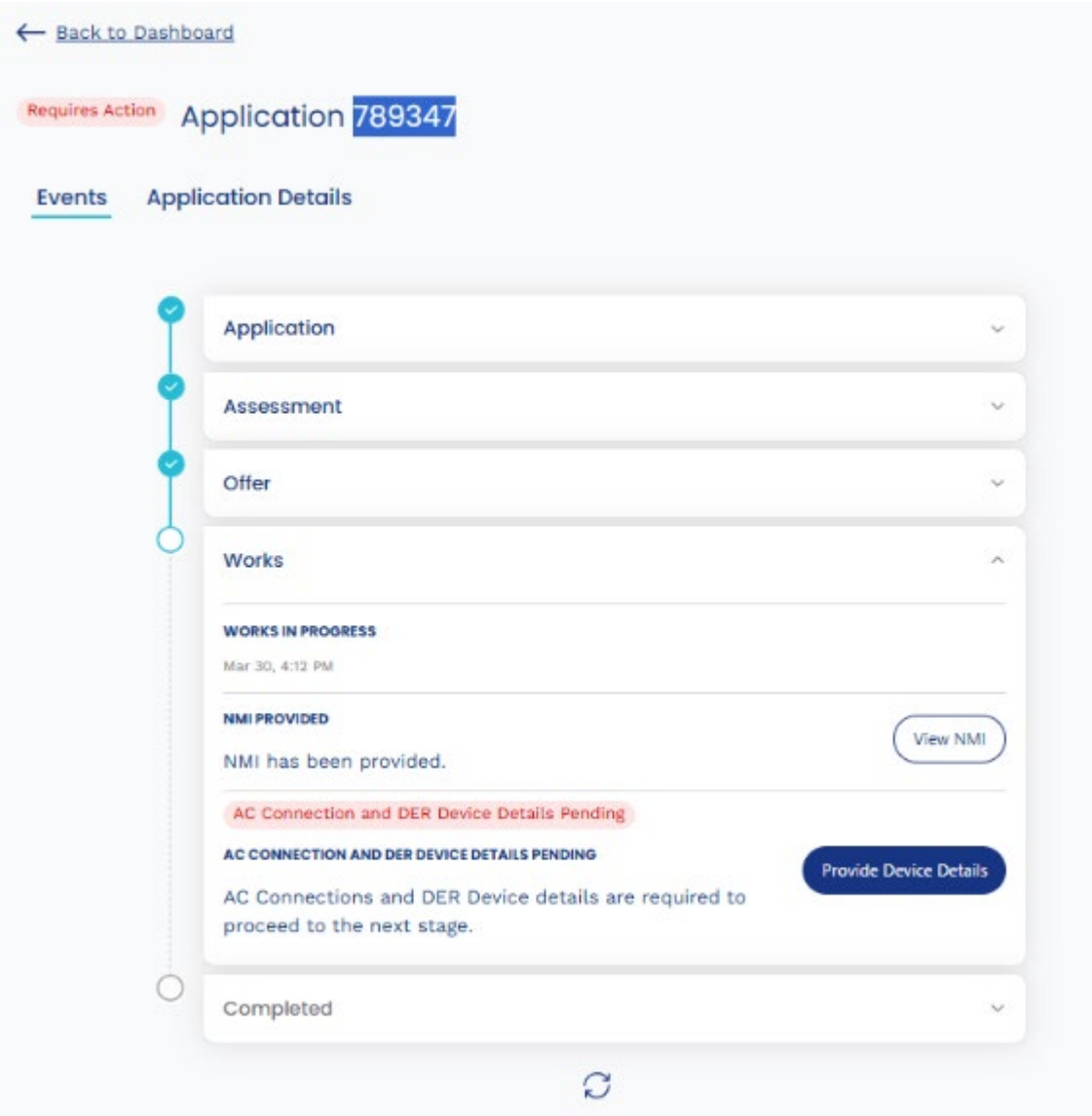
✅ Your application has been submitted successfully.

- You'll receive an email confirming submission
- You can track progress from your **My Portal dashboard**
- When the offer is ready:
    - Review and accept it in My Portal
    - Install the system
    - Return to My Portal to add equipment details
    - Continue through to **inverter commissioning**

Step 13: Update Device Details

Once the devices have been installed at the property

- Return to My Portal
- Open the application from the application dashboard.
- Follow the application prompts to add device details



Step 14: Continue through to inverter commissioning

Once the device details have been added to the application,

- Follow the on-screen prompts to continue through to the inverter commissioning capability test to confirm the inverter is connecting to the network and the emergency backstop mechanism can be enabled.

What happens next?

- After the commissioning steps are completed, this application will automatically complete.

Need help?

follow the on-screen prompts to contact your device manufacturer or Jemena for help.