Submit a Solar Pre-Approval up to 200kVA

This instruction describes the steps to submit a solar pre-approval request. Pre-approvals can be requested by any user type in myEnergy if they have enough information for the proposed installation. A pre-approval can then be picked up and linked to a connection request by the party performing the installation.

Under Victoria's emergency backstop mechanism for rooftop solar, sites with a total inverter rated output between 0-30kVA are required to use an internet-enabled communication device as the backstop mechanism only.

For a list of all approved devices see Approved devices for solar installers webpage.

If internet connectivity is not available, the entire site installation will need to be setup as a zero-export.

Generator Monitoring Meters (GMM) are an approved alternative to internet-enabled communication devices at sites with a total inverter rated output between 31-200kVA that cannot be practically connected to the internet.

Before proceeding with a GMM installation, we strongly encourage exploring all options for establishing internet connectivity first as under most circumstances use of an internet enabled control device offers a lower overall installation cost.

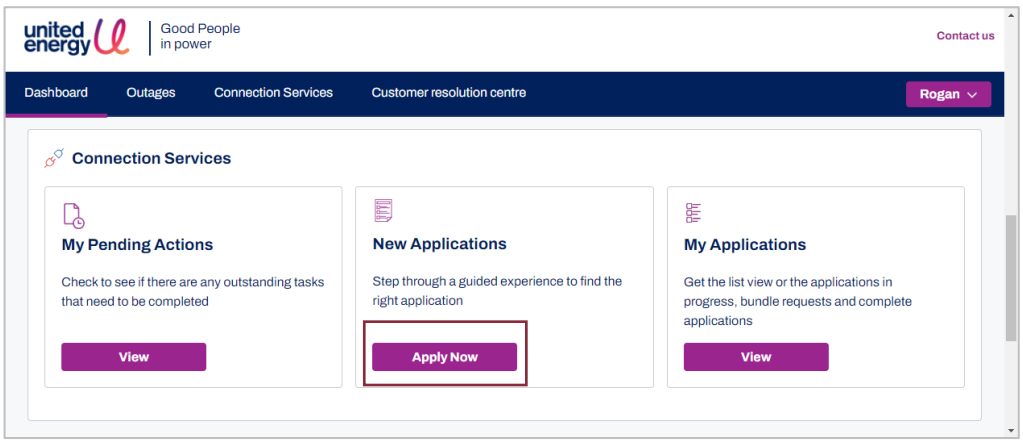
Before you get started

- Sites with multiple meters must have the meters consolidated before submitting the request.
- The site must belong to the UE distribution zone and have at least one smart meter at the site.

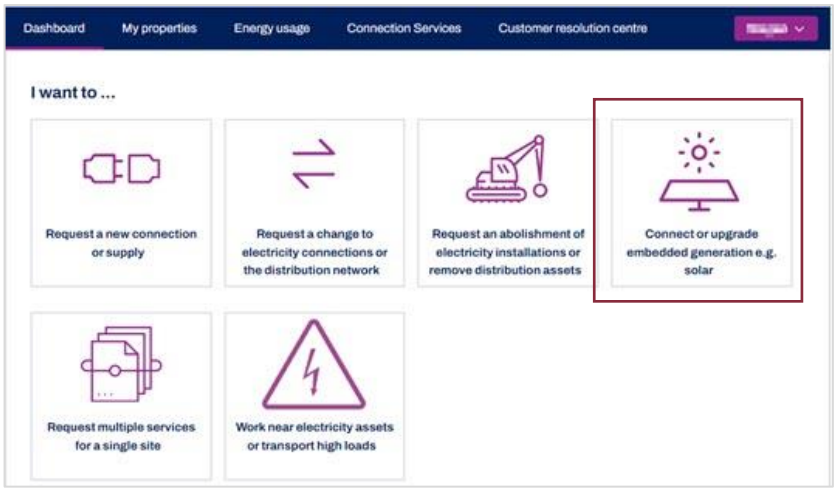
Instructions

Step 1 Sign in to **myEnergy**.

Step 2 On the **Dashboard**, select **New Applications,** and then **Apply Now**.



Step 3 Select **Connect or upgrade embedded generation e.g. solar**.



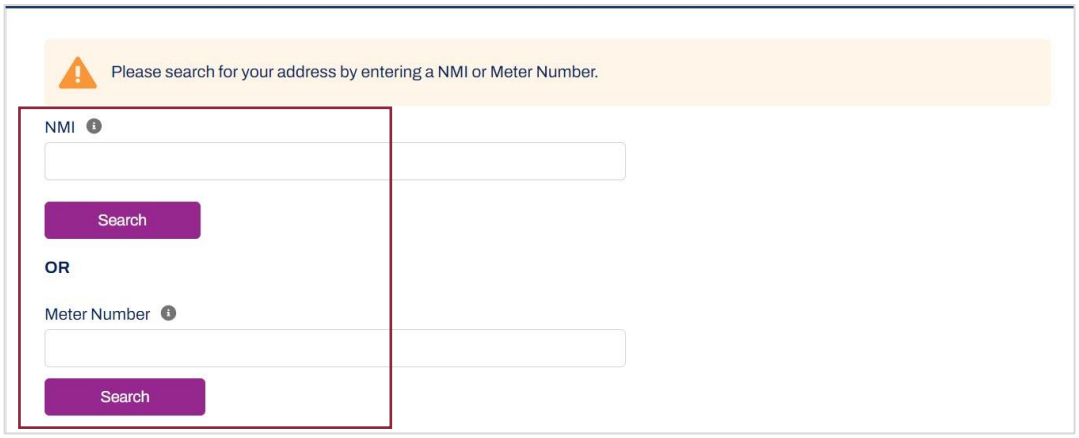
Step 4 Move down the page, select **Apply for pre-approval (up to 200kVA),** and then select **Get Started.**



Step 5 Read **Key information required** and **Next steps after application submitted**. Then select **Get Started Now**.

Step 6 Go to the **Work Site Address**.

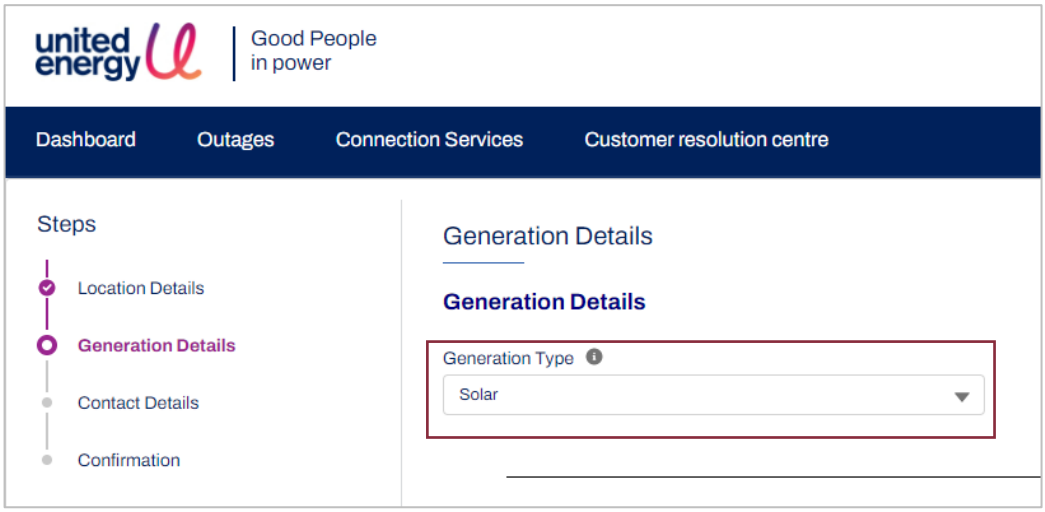
- If you have an 11-character National Metering Identifier (NMI), type it into the **NMI** box, and then select **Search**.
- If you have a Meter Number, type it into the Meter Number box, and then select **Search**.



Step 7 If the displayed address is correct, select **Confirm,** and then **Continue.**

Note: Once the address is confirmed it can't be changed. You'll need to submit a new application if the address is incorrect.

Step 8 On the **Generation Details** step, and then from the **Generation Type** dropdown, select **Solar**.



Step 9 Move down to **Total inverter details,** and then complete the following fields:

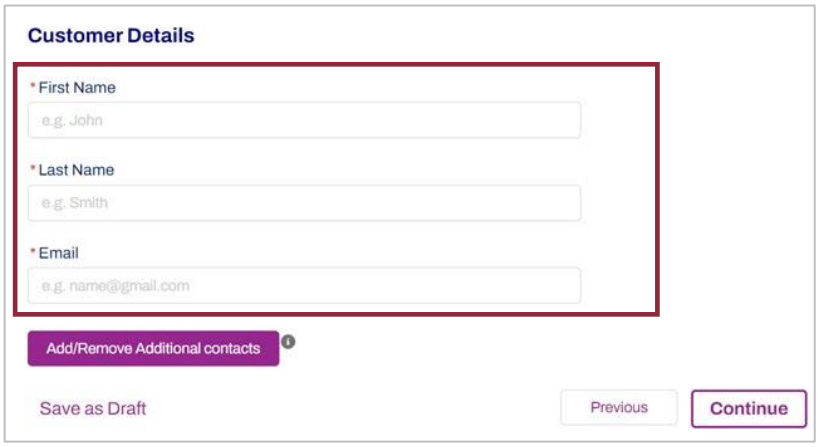
Field	Instruction
Proposed New Inverter Rated Output	Type the proposed rated output. **Note:** If you are increasing system size, type the inverter rated output after the increase. For example, if the current system is 5kva and you're adding 10kva the inverter rated output is 15kva.
Number of phases inverter/s will connect on	Pick from the options. **Note:** If the address only supports a single phase solar connection a message will display. You will not be able to select Two Phase or Three Phase.
Are you planning to export?	Pick from the options.
Proposed New Export Amount	Type the proposed amount. **Note:** This field displays if you pick yes from the 'Are you planning to export' options. If you are increasing the export amount, type the proposed export amount after the increase.
Will this Application be part of a Virtual Power Plant	Pick from the options.

Step 9a For rooftop solar systems 31-200kVA: On the **Victoria's Emergency Backstop Mechanism** box, pick from the backstop mechanism options.



Step 10 Select **Next**.

Step 11 On the **Contact Details** step, under **Customer Details**, type the customer's details, and then select **Continue**



Step 12 On the Confirmation Details step, read the **Terms and Conditions**. If you accept, select the checkbox next to **I accept the Terms and Conditions**. Then select **Submit**.

Result: A **Your Application has been received** pop-up window displays with your request reference number. Select **My Applications** to view draft, submitted and completed applications.

Frequently asked questions

What information will I get?

We'll email you a confirmation letter with:

- Your unique pre-approval reference number
- Your total approved inverter capacity and export amount
- A generator agreement (depending upon the proposed system size).

You'll need your pre-approval reference number to complete the alteration request before installation.

Why does my pre-approval say Further Assessment Required?

If we can't give you an automated answer, your solar pre-approval will need further assessment. You will be advised of the outcome once your application is fully assessed.

How long is the pre-approval valid?

The expiry date is outlined in your confirmation letter. If the system isn't installed by the expiry date, you'll need to apply again. The same solar export amount isn't guaranteed.