



Solar
Victoria

Solar Homes Program Solar Victoria Portal – Retailer Registration Guide



Registering for SVP (1/2)



Automated Welcome Email

Register now to become a Solar Retailer in the Solar Homes Program



Please take a moment to register on the new Solar Victoria Portal.

If you haven't done so already, you need to achieve CEC Code of Conduct Approved Solar Retailer status by the notified dates and register on the Solar Victoria Portal in order to participate in the Solar Homes program.

[Click here to register](#)

To find out more information about why you need to register and some basic instructions please visit www.solar.vic.gov.au

1. Click the **link** in the welcome email to begin registration process.

SVP Login Page

salesforce

Change Your Password

Enter a new password for **mick.w.davies+14@pwc.com**. Make sure to include at least:

- 8 characters
- 1 letter
- 1 number

* New Password

* Confirm New Password

Change Password

Password was last changed on 6/05/2019 3:52 PM.

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2. Create a **password** that conforms to the password rules.

Registering for SVP (2/2)



Accept the Terms and Conditions

Enter registration details

respond (as applicable):

Change to the Retailer's installation practices

25. At Solar Victoria's direction, a Retailer must stop, either temporarily or permanently:

- a. using an Installer identified by Solar Victoria as having unacceptable levels of compliance as part of any Compliance Audit; or
- b. an Installer from using a licensed electrical inspector

Retailer acknowledgments

26. Each Retailer acknowledges and agrees to the following as part of its participation in the Solar Homes Program:

- a. That the Payment claimed under the Solar Homes program has been used by the Retailer to exclusively fund the installation required to install the Solar System;
- b. Solar Victoria may publish publicly from time to time, the compliance performance of Retailers or their nominated Installers based on results from the Compliance Audit;
- c. Solar Victoria may produce a public notice advising of the suspension or permanent removal of a Retailer from the Solar Homes Program;
- d. Any information provided to Solar Victoria in connection with compliance, rectification or adverse Compliance Audit findings may also be provided to relevant regulators and the CEC;
- e. Solar Victoria may refuse to pay, or recover (independently or as part of subsequent Payment claims) any amount claimed for a Solar System installed at a Property which is found to be unsafe as part of a Compliance Audit.

Yes, I have confirmed that our organisation agrees to abide by the terms and conditions of participation in the Solar Homes Program

I confirm that I am authorised to accept these terms and conditions on behalf of my organisation

Next

Add Bank Account Details

Enter registration details

Please enter bank details

* BSB
129821

* Bank Account Number
1930272

Submit

3. Check the **tick boxes** to acknowledge acceptance of terms and conditions.

After completing this step an email will be sent to you containing a PDF version of T&C's.

4. Enter **BSB** and **Bank Account Number** into the relevant fields.

After completing this step an email will be sent to you confirming your registration.

Logging into SVP (1/2)

URL:

<https://solarvic.force.com/industry/login>



SVP Login page

Solar Victoria

Username

Password

Log In to Sandbox

Remember me

[Forgot Your Password?](#)

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1. Once registered, you will need to log into the SVP with your **Username** and **Password**.

2. If you have forgotten your password, click the **Forgot Your Password** button and submit your **Username**.

Logging into SVP (2/2)



The following page will be displayed upon logging in:

Login page - Details tab

Solar Victoria

Account: MD Testing Retailer 14

Status: Registered | CoC Accepted Date: 6/05/2019 3:56 PM | Bank BSB Number: 124334 | Bank Account Number: 234351234

DETAILS | RELATED

Account Name: MD Testing Retailer 14 | Parent Account: [Blank]

Phone: [Blank]

Website: www.solar.vic.gov.au/

Registration Information

Status: Registered

Bank BSB Number: 124334 | Code of Conduct:

Bank Account Number: 234351234 | CoC Accepted Date: 6/05/2019 3:56 PM

CoC Accepted By: Mick14 Davies14

Address Information

Shipping Address: 130 South St, Melbourne Victoria 3000

The “Details” tab contains information relating to your organisation, such as company name, banking details and address.

Details page - Related tab

Solar Victoria

Account: MD Testing Retailer 14

Status: Registered | CoC Accepted Date: 6/05/2019 3:56 PM | Bank BSB Number: 124334 | Bank Account Number: 234351234

DETAILS | **RELATED**

Contacts (1)

CONTACT NAME	EMAIL
Mick14 Davies14	mick.w.davies+14@pvc.com

MD Testing Retailer 14 — Mick14 Davies14 (Customer) updated this record. Just now

Bank Account Number: A blank value to 234351234

Bank BSB Number: A blank value to 124334

Show All Updates

Like Comment

Write a comment...

MD Testing Retailer 14 — Mick14 Davies14 (Customer) updated this record. 1h ago

Status: Invited to Signed Up

- The “Related” tab contains information relating to the users for your organisation.
- Management of a user’s permissions and their details is accessed through this tab.

Adding a new user in SVP



User accounts allow for separate accounts for individuals within your organisation.

New User Pop-Up Screen

New User

*Name

Salutation
--None--

First Name

Middle Name

*Last Name

Suffix

*Email

*Access Type
--None--

Notify me of new installations

Cancel Save

1. Click the **New User** button found on the Home Page.

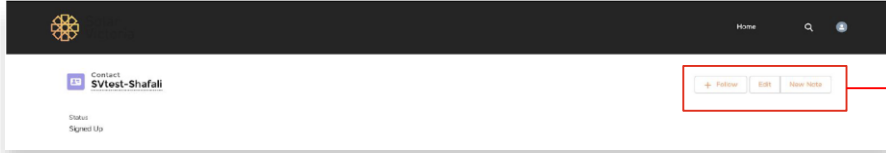
2. Complete each of the **mandatory fields**.

3. Select **Access Type** for new user.

Editing a user in SVP (Admins only)



Contact Page



1. Click the **Edit** button in the top right-hand corner.

Edit Contact Page

2. As part of editing, you are able to modify the following three things:

2a. Enter / edit the personal details of the user.

2b. Modify access type to admin / standard.

2c. Activate / deactivate a user.

3. Click **Save** to apply the changes.

A user cannot update their own access type. This will only display an error on their screen.

Editing Banking Details (Admins Only)

Contact Page

DETAILS RELATED

Account Name
MD Testing Retailer 15

Phone

Website
https://www.solar.vic.gov.au/

Parent Account

▼ Registration Information

Status
Registered

Bank BSB Number
129821

Bank Account Number
1930272

Terms & Conditions

T&C Accepted Date
7/05/2019 12:08 PM

T&C Accepted By
Mick15 Davies15

▼ Address Information

1. Navigate to the **Details** Tab of your organisation's account

2. Click the **Pencil** icon

3. Enter in BSB and Bank Account Number

4. Click the **Save** button to apply the changes