

Solar Victoria Retailer Portal – User Guide

Claiming payment for
an installation

May 2025



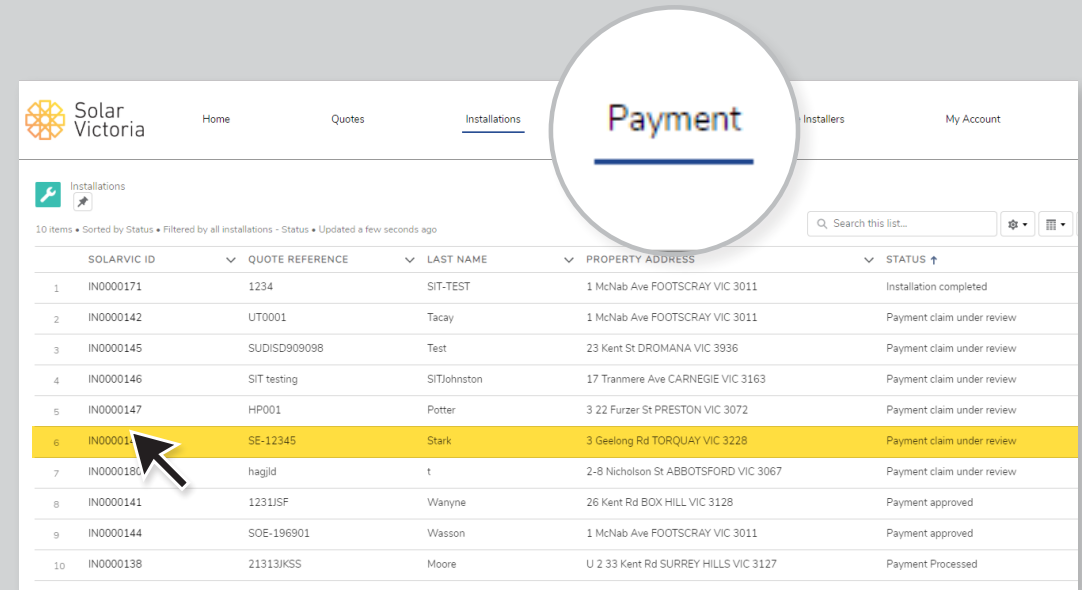
Solar
Victoria



Claiming payment for an installation

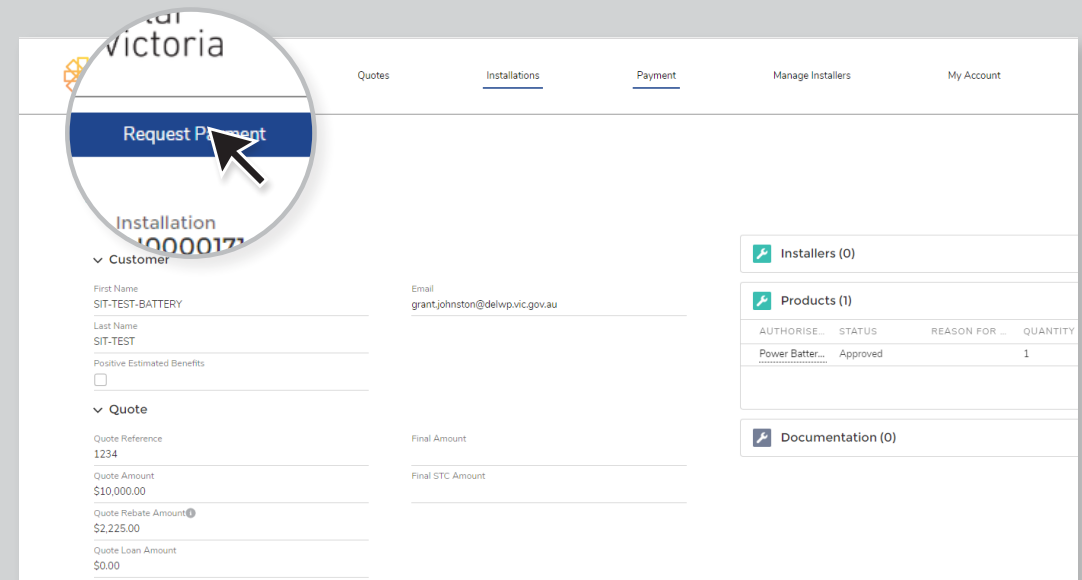
1

Go to the '**Payment**' tab on the portal and select an installation.



2

Click **Request Payment**



Claiming payment for an installation

3

Input the relevant details and confirm the installed product(s).

Request Payment

Review Installed ProductsUpload DocumentsSubmit Installation

Electrical installation worker licence no. ⓘ

a1234

Inspector/Certifier of the electrical installation work ⓘ

JA

Joan Hendrix

NMI ⓘ

1234571235

Total installed system cost (inc GST) before Solar Homes Program loan ⓘ

\$12,000.00

Total cost to customer after ALL discounts (including STCs and any discounts offered by the retailer) are applied

8,000.00

☒ I confirm the quote amount includes all price reductions including any sales, promotional or early payment discounts offered by my business. I am aware that failure to report all discounts is in breach of Solar Victoria's retailer terms and conditions and may result in suspension or cancellation from the Solar Homes Program

New Product

Select Products

PRODUCT	QUANTITY	REASON FOR CHANGE
<div><div>MS</div>Maxeon Solar Technologies Ltd. RESERVE-BAT1-DC-10.1P-INT(x6) w/ Maxeon S</div>	1	

Have any of the Installation Products changed? ☒

GST @ 10%

\$1,090.91

Loan Amount ⓘ

\$2,000.00

Loan Term (months)

48

Estimated monthly installments payable by customer ⓘ

\$41.67

Net payable by Customer ⓘ

\$10,000.00

Revised Installed System Capacity (kW)

20.000

Next

Claiming payment for an installation

4

Enter the name of the **Licensed Electrical Inspector (LEI)** that signed the Certificate of Electrical Safety for the installation.

Request Payment

[Review Installed Products](#) [Upload](#)

* Electrical installation worker licence no. ?

* Inspector/Certifier of the electrical installation work ?

gd

- BRADLEY GORDON NEIL
- GRAHAM GORDON OLIVER
- GORDON SZEGI

Complete this field.

PRODUCT	QUANTITY	REASON FOR CHANGE
YC600	10	

[Next](#)

The Licensed Electrical Inspector (LEI) is the individual named on the Certificate of Electrical Safety who has certified that the prescribed electrical installation work carried out, or supervised, by the licensed electrician meets all the requirements of the legislation and regulations.

Claiming payment for an installation

5

Upload the relevant supporting documents.

Request Payment

✓ Upload Documents Submit Installation

Tax Invoice	Tax Invoice.pdf	🗑️
STC Assignment Form	STC Assignment Form.pdf	🗑️
Certificate of Electrical Safety		
* Certificate of Electrical Safety Number ⓘ		
<input type="text" value="00000000"/>		
* Responsible person REC reg./licence no. ⓘ		
<input type="text" value="00000000"/>	Certificate of Electrical Safety.pdf	🗑️
Does not match the required format		
Quote	006-call-center-2.png	🗑️

Select Documentation Type

+ Additional Pages

Previous **Next**

Claiming payment for an installation

6

Confirm installation details.

Click **Submit**

The screenshot shows a 'Request Payment' form with a progress bar at the top indicating three steps, with the third step 'Submit Installation' being the active one. The form is divided into three main sections: 'Installed Products', 'Financial Information', and 'Uploaded Documents'.

Installed Products

PRODUCT	QUANTITY	REASON FOR CHANGE
Power Battery 1	1	

Financial Information

Net Benefit Realisation Amount	\$500.00
Loan Amount	\$0.00
Net Payable Amount Customer	\$0.00

Uploaded Documents

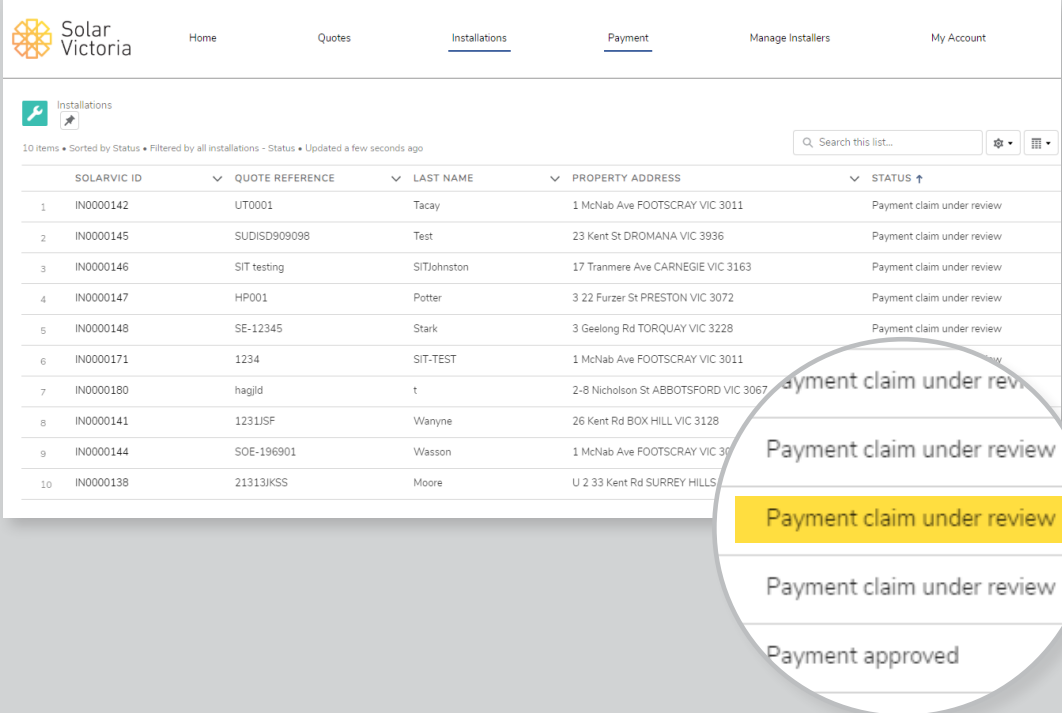
STC Assignment Form	STC Assignment Form.pdf
Certificate of Electrical Safety	Certificate of Electrical Safety.pdf
Tax Invoice	Tax Invoice.pdf

At the bottom right of the form, there are two buttons: 'Previous' and 'Submit'.

Claiming payment for an installation

7

Your payment claim for the installation will now appear as 'under review' until payment is approved.



The screenshot shows the Solar Victoria Retailer Portal interface. The top navigation bar includes links for Home, Quotes, Installations, Payment, Manage Installers, and My Account. The 'Installations' tab is active, displaying a table of 10 items. The table columns are SOLARVIC ID, QUOTE REFERENCE, LAST NAME, PROPERTY ADDRESS, and STATUS. All items in the table have a status of 'Payment claim under review'. A circular callout on the right side of the table highlights the 'Payment claim under review' status, showing a yellow button labeled 'Payment claim under review' and a 'Payment approved' button below it.

	SOLARVIC ID	QUOTE REFERENCE	LAST NAME	PROPERTY ADDRESS	STATUS
1	IN0000142	UT0001	Tacay	1 McNab Ave FOOTSCRAY VIC 3011	Payment claim under review
2	IN0000145	SUDISD909098	Test	23 Kent St DROMANA VIC 3936	Payment claim under review
3	IN0000146	SIT testing	SiTJohnston	17 Trammere Ave CARNEGIE VIC 3163	Payment claim under review
4	IN0000147	HP001	Potter	3 22 Furzer St PRESTON VIC 3072	Payment claim under review
5	IN0000148	SE-12345	Stark	3 Geelong Rd TORQUAY VIC 3228	Payment claim under review
6	IN0000171	1234	SIT-TEST	1 McNab Ave FOOTSCRAY VIC 3011	Payment claim under review
7	IN0000180	haglid	t	2-8 Nicholson St ABBOTSFORD VIC 3067	Payment claim under review
8	IN0000141	1231JSF	Wanyne	26 Kent Rd BOX HILL VIC 3128	Payment claim under review
9	IN0000144	SOE-196901	Wasson	1 McNab Ave FOOTSCRAY VIC 3011	Payment claim under review
10	IN0000138	21313KSS	Moore	U 2 33 Kent Rd SURREY HILLS	Payment claim under review