

Solar Victoria Retailer Portal – User Guide

Uploading a quote for a solar
battery installation

May 2025



The purpose of this user guide is to walk you through completing a quote for a solar battery installation, as a Retailer participating in the Victorian Government's Solar Homes Program.

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To access the **Solar Victoria Portal**, enter your username and password. These are the details you provided when you were invited to join the portal. If you don't remember your password you can use the forgot password link to reset it.

Note: if you haven't previously registered for the Portal, check your email for an invitation or contact our customer experience team.



Solar Victoria

Username

Password

Log In

Remember me

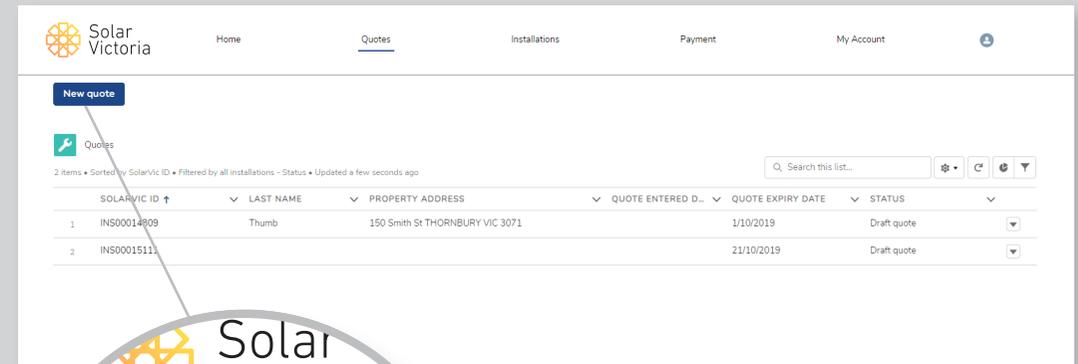
[Forgot your Password?](#)

2

In the portal you can create and keep track of quotes, manage installations, claim a payment, manage Installers, and edit your account details.

To create a new quote for a customer, go to the **quote page**.

Click [New quote](#)



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Review and confirm the Solar Provider Statement Terms & Conditions.

Once you've done this, tick the accept box, before clicking 'Next' to proceed to the quote details. This is required each time you create a new quote.

Solar Provider Statement

Terms & conditions | Quote details | Confirm & submit

Please review and confirm

This statement needs to be completed by you, the authorised solar retailer, to initiate your customer's application for a Solar Victoria rebate and loan if applicable.

You must complete this form in accordance with the Solar Victoria Retailer Terms and Conditions you accepted upon registering for a Solar Victoria Program.

Once submitted, your customer will be notified by email that they can start their application for a rebate and loan if applicable.

You will be notified when your customer's application is approved by Solar Victoria. If the customer subsequently accepts your quote, Solar Victoria will directly pay you the rebate and/or loan contribution once you have submitted satisfactory proof of installation documentation.

I confirm I have read my obligations in relation to the Solar Provider Statement

Archive Delete Exit Next

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Choose the **'Rebate or Loan Type'** based on your customer's quote.

For a solar battery installation, choose **'Battery'** from the drop-down menu.

Next, enter the date the quote is effective from as well as the customer's details (first name, last name, email address, and installation address).

Ensure all details are correct as these cannot be changed after quote submission.

The screenshot displays the 'Solar Provider Statement' form with the following sections:

- Rebate or Loan:** A dropdown menu is set to 'Battery'. A note states: '*Only batteries are offered through Solar Homes Program'. The 'Quote Effective date' is set to '1 May 2025'.
- Customer:** Fields for 'First Name' (Jenna), 'Last Name' (Coleman), and 'Email' (solarretailer@gmail.com).
- Installation Address:** '8 Hound Court, PAKENHAM VIC 3810'.
- Checkboxes:** 'Property is part of a Lifestyle Village' (checked) and a confirmation statement: 'In relation to the system and property identified in this Solar Provider Statement, I confirm that I have received a pre-approval to connect to the grid from the relevant DNSP, or do not require one. I have also discussed the pre-approval and any DNSP imposed restrictions on solar export with the customer.' (checked).
- Select Solar Products for Installation:** A table with columns 'BATTERY PRODUCT' and 'QUANTITY'. One product is listed: 'Maxeon Solar Technologies Ltd. RESERVE-BAT1-DC-10.1P-INT(x6) w/ Maxeon Solar Tec' with a quantity of '1'. A 'New Product' button is visible.

At the bottom, there are 'Archive', 'Delete', 'Exit', 'Save and Exit', 'Previous', and 'Next' buttons.

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For solar battery installations, you must confirm that you have received pre-approval to connect to the grid from the relevant DNSP, and that you have discussed the pre-approval and any DNSP imposed restrictions on solar exports with your customer.

Solar Provider Statement

Quote details Confirm & submit

Rebate or Loan

*Rebate or Loan Type
Battery

***Only battery loans are offered through Solar Homes Program**

*Quote Effective date
1 May 2025

Customer

*First Name
Jenna

*Last Name
Coleman

*Email
solarretailer@gmail.com

Installation Address
8 Hound Court, PAKENHAM VIC 3810

Property is part of a Lifestyle Village

In relation to the system and property identified in this Solar Provider Statement, I confirm that I have received a pre-approval to connect to the grid from the relevant DNSP, or that I do not require one. I have also discussed the pre-approval and any DNSP imposed restrictions on solar export with the customer.

Select Solar Products for Installation

Please select equipment

***Total installed capacity for all batteries must be at least 6kWh**

New Product

BATTERY PRODUCT	QUANTITY
Maxeon Solar Technologies Ltd. RESERVE-BAT1-DC-10.1P-INT(x6) w/ Maxeon Solar Tec	1

Archive Delete Exit Save and Exit Previous Next

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Add the battery products you've quoted by clicking **'New Product'**. Then search for the product from the list. Include the quantity required.

Total installed capacity for all batteries must be at least 6kWh.

Solar Provider Statement

Quote details | Confirm & submit

▼ **Rebate or Loan**

* Rebate or Loan Type
Battery

*Only battery loans are offered through Solar Homes Program

* Quote Effective date
1 May 2025

▼ **Customer**

* First Name
Jenna

* Last Name
Coleman

* Email
solarretailer@gmail.com

Installation Address
8 Hound Court, PAKENHAM VIC 3810

Property is part of a Lifestyle Village

In relation to the system and property identified in this Solar Provider Statement, I confirm that I have received a pre-approval to connect to the grid from the relevant DNSP, or do not require one. I have also discussed the pre-approval and any DNSP imposed restrictions on solar export with the customer.

▼ **Select Solar Products for Installation**

Please select equipment

* Total installed capacity for all batteries must be at least 6kWh

BATTERY PRODUCT	QUANTITY
Maxeon Solar Technologies Ltd. RESERVE-BAT1-DC-10.1P-INT(x6) w/ Maxeon Solar Tec	1

New Product

Archive Delete | Exit Save and Exit | Previous Next

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Tick the check box to confirm you have provided this to your customer. Then tick the check box to confirm no solar battery has been previously installed at this address.

Enter your estimate of the benefits to the customer for solar panels (PV).

Note: You have a duty of care to perform a site-specific system design for the site in accordance with Clean Energy Council regulations.

Solar Provider Statement

Quote details

Confirm & submit

✓

▼ Select Solar Products for Installation

Please select equipment

* Total installed capacity for all batteries must be at least 6KwH

New Product

BATTERY PRODUCT	QUANTITY
Tesla Powerwall 2 AC wth Backup Gateway	1

▼ Customer Benefits

- In line with the CEC Code Of Conduct 2.1.6 (e), we have carried out a site-specific full system design.
- No solar battery system has been previously installed at this address.

Performance estimate (PV Panels only)

Estimated financial saving against current consumption (annual, \$):

10000

Archive Delete Exit Save and Exit Previous Next

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Enter your **quote reference number**.

Note: Your customer will use this reference number to find their quote in the portal when they apply for eligibility.

The quote reference can be letters or numbers and must be less than twenty characters long.

The screenshot displays the 'Solar Provider Statement' form, currently on the 'Quote details' step. The form includes the following fields and values:

- Year quote reference** (highlighted with a yellow circle): BLP2606
- Total price (inc GST) before Solar Home Program loan**: \$10,000.00
- Loan Amount**: \$8,800
- GST @ 10%**: \$909.09
- Price before Solar Program loan (inc GST)**: \$10,000.00
- Loan Term (months)**: 48
- Estimated Net payable by customer (inc GST)**: \$1,200.00
- Estimated monthly installments payable by customer**: \$183.33
- Installed or Planned System Capacity – PV Panels (kilowatts)**: 30.00

Navigation buttons at the bottom include: Archive, Delete, Exit, Save and Exit, Previous, and Next.

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Enter the **total cost of the battery supply and install** in the next field.

Enter the **loan amount** for the customer.

The total installed system cost must be equal to or greater than the Loan Amount. The loan amount cannot be less than \$1,000 or exceed \$8,800.

The screenshot displays the 'Solar Provider Statement' form. At the top, there are three tabs: a checkmark icon, 'Quote details' (which is active and highlighted in blue), and 'Confirm & submit'. Below the tabs is a section titled 'Quote Details' with a dropdown arrow. The form contains several input fields and labels:

- '* Your quote reference' with an information icon (i) and a text input field containing 'BLP2606'.
- '* Total price (inc GST) before Solar Home Program loan' with a text input field containing '\$10,000.00', which is circled in orange.
- '* Loan Amount' with an information icon (i) and a text input field containing '\$8,800', which is circled in orange.
- 'GST @ 10%' with a value of '\$909.09'.
- 'Price before Solar Program loan (inc GST)' with a value of '\$10,000.00'.
- 'Loan Term (months)' with a value of '48'.
- 'Estimated Net payable by customer (inc GST)' with an information icon (i) and a value of '\$1,200.00'.
- 'Estimated monthly installments payable by customer' with an information icon (i) and a value of '\$183.33'.
- '* Installed or Planned System Capacity - PV Panels (kilowatts)' with a text input field containing '30.00'.

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Please enter the '**Installed or Planned System Capacity for the PV Panels (kilowatts)**'. The capacity must be equal to, or greater than, 5kW.

Next, add a '**Quote Expiry Date**'. You can leave this blank, and it will automatically set the expiry date three months from the date you raise the quote, or you can change this to an earlier date if you choose to. Finally, **upload a copy of the quote**. Note that the quote document cannot exceed 6mb in size.

Click '**Next**' to proceed to the confirmation page, or click '**Save and exit**' to save a draft.

The screenshot displays the 'Solar Provider Statement' form with the following details:

- Quote details** (selected step)
- Loan Term (months)**: 48
- Estimated Net payable by customer (inc GST)**: \$1,200.00
- Estimated monthly installments payable by customer**: \$183.33
- * Installed or Planned System Capacity - PV Panels (kilowatts)**: 30.00
- Quote Expiry Date**: (blank)
- Upload Quote**: Uploads are subject to size limit of 6 MB. Includes a file upload area with 'Upload Files' and 'Or drop files' options, and a '+ Additional Pages' button.

Navigation buttons at the bottom: Archive, Delete, Exit, Save and Exit, Previous, Next.

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Review and confirm the 'Solar Provider Statement', ticking the declaration box at the bottom of the statement before clicking 'Submit' to finalise this statement.

The screenshot shows a web interface for a 'Solar Provider Statement'. At the top, there is a progress bar with three steps: the first two are marked with checkmarks, and the third is labeled 'Confirm & submit'. Below the progress bar, the text 'Please review and confirm' is centered. The main content area is titled 'Safety' and contains a paragraph about the Solar Homes program's priority on safety and compliance. It lists four requirements for the installation: being conducted by a CEC accredited installer, having a current Class A Electrical Licence, having no prosecutions in the past 3 years, and ensuring safe work methods. At the bottom of the content area, there is a checkbox labeled 'I, Solar Retailer, agree to this statement on behalf of Solar Retailer', which is checked and circled in orange. Below the content area, there are buttons for 'Archive', 'Delete', 'Exit', 'Previous', and 'Submit'. The 'Submit' button is also circled in orange.

Solar Provider Statement

Confirm & submit

Please review and confirm

Safety

Safety, compliance and the integrity of the Solar Homes program is of the highest priority for Solar Victoria. We will conduct regular auditing of compliance requirements and installations to ensure the integrity of the program and safety of installers and householders is achieved.

By providing this statement, you agree as the Solar Provider that the installation detailed above, will:

- Be conducted by a Clean Energy Council (CEC) accredited installer.
- Be conducted by an installer that holds a current unrestricted Class A Electrical Licence registered with Energy Safe Victoria, or an equivalent Australian interstate licence with mutual recognition by Energy Safe Victoria.
- Be conducted by an installer that has no prosecutions registered with Worksafe Victoria or an equivalent authority in Australia in the past 3 years.
- Be conducted by an installer that ensures safe work methods and fall prevention measures are in place as per the Occupational Health and Safety Regulations 2017 (S.R. No. 22/17) and

I, Solar Retailer, agree to this statement on behalf of Solar Retailer

Archive Delete Exit Previous **Submit**