

# Solar Victoria Retailer Portal – User Guide

## Uploading a quote

May 2025



## 1.

Go to the **Solar Victoria Portal** and enter your login details.

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

A screenshot of the Solar Victoria login page. At the top right is the Solar Victoria logo, which consists of a stylized sun icon made of orange and yellow geometric shapes, followed by the text "Solar Victoria". Below the logo is a login form with a white background and a thin grey border. The form contains the following elements: a "Username" label above a white text input field; a "Password" label above a white text input field with a black dot mask; an orange "Log In" button; a checkbox labeled "Remember me"; and a blue link "Forgot your Password?".

Solar Victoria

Username

Password

Log In

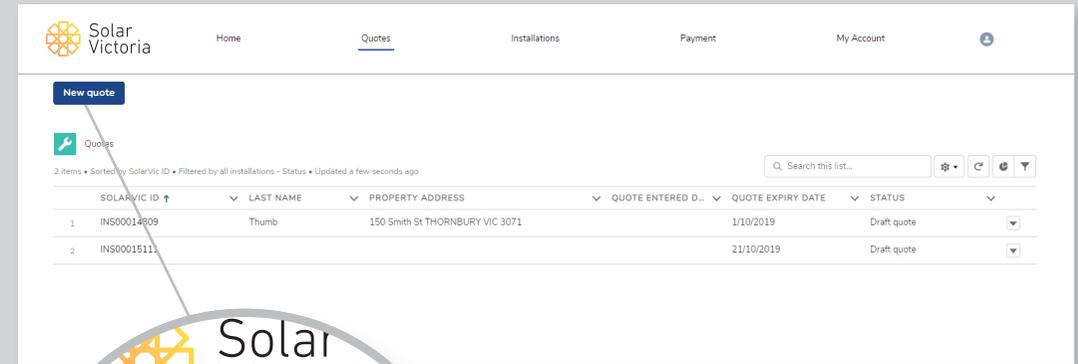
Remember me

[Forgot your Password?](#)

2.

Go to the **quotes page** of the Portal.

Click **New quote**



## 3.

### Confirm Conditions.

Read the Solar Provider Statement terms and conditions. You are required to confirm an acknowledgement of the conditions by checking  the box that reads:

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

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

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

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 loan contribution once you have submitted satisfactory proof of installation documentation.

As an Authorised Solar Provider, and in accordance with the Solar Homes Retailer Terms and Conditions that you have accepted, you are responsible for ensuring that the information you provide is accurate and complete, as this will affect the customer's eligibility. This includes population of this Solar Provider Statement to assess the eligibility of the proposed Solar System.

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

Cancel **Next**

## 4.

Complete all the **required fields** for the application.

- Rebate
- Contact Details

- Product Information
- Customer Benefits

- Quote Details

Note: **If the monthly release is filled**, you can save a draft quote here by clicking 'save and exit.' You can then go back into the quote and finishing submitting it when the next month's release opens.



**Solar Provider Statement** | Quote details | Confirm & submit

✓

▼ **Rebate or Loan**

\* Rebate or Loan Type  
Solar PV (landlord)

† Quote Effective date  
1 May 2025

▼ **Customer**

\* First Name  
Pranathi

† Last Name  
Aylli

\* Email  
pranathi.aylli@desca.vic.gov.au

Installation Address  
Example address

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, 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 enter all major equipment items (e.g. panels, inverters).

Exit Save and Exit Previous Next

**Solar Provider Statement** | Quote details | Confirm & submit

✓

▼ **Select Solar Products for Installation**  
Please enter all major equipment items (e.g. panels, inverters).

PRODUCT QUANTITY

ESYSUNHOME HMs (AS4 / /-2 2020)	1
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New Product

▼ **Customer Benefits**

In line with the CPC Code Of Conduct 2.1.6 (b), we have carried out a site-specific full system design.

**Performance estimate (PV Panels only)**

Estimated energy yield (annual performance in kWh):  
20.0

Estimated financial saving against current consumption (annual, \$):  
\$20,000.00

Exit Save and Exit Previous Next

**Solar Provider Statement** | Quote details | Confirm & submit

✓

▼ **Quote Details**

\* Your quote reference  
Q12345

\* Total price (inc GST) before STC or Solar Homes Program rebates  
\$20,002.00

† Less STC (incl GST)  
\$2,000.00

GST @ 10%  
\$3,818.36

Price before Solar Program rebates (inc GST)  
\$18,002.00

Has your customer indicated interest in Solar Homes Program interest free loan?

Estimated Solar Program Rebate (inc GST)  
\$1,400.00

Estimated Solar VIG Program interest free loan  
\$1,400.00

Estimated Net payable by customer (inc GST)  
\$15,202.00

\* Installed or Planned System Capacity – PV Panels (kilowatts)  
20.00

\* 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 a breach of Solar Victoria's retailer terms and conditions and may result in suspension or cancellation from the Solar Homes Program.

Quote Expiry Date  
15 May 2025

Upload Quote

Quote Quote.pdf

Uploads are subject to size limit of 6 MB

+ Additional Pages

Exit Save and Exit Previous Next

## 5.

Review and confirm the quote details by clicking

**Submit**

**Solar Provider Statement**

Confirm & submit

Please review and confirm

- Confirmation of the products installed
- Certificate of Electrical Safety
- The PV Small-Scale Technology Certificate (STC) Assignment Form
- Tax invoice including total cost of system installation, any discounts and rebates applied (e.g. STCs), and the amount paid by the customer.

**Declaration**

I declare as the Solar Provider that:

- The information I have given is correct
- Giving false or misleading information will render the applicant ineligible for the rebate or liable to reimburse Solar Victoria for the amount of rebated paid.
- I need to inform Solar Victoria of any changes to the information provided in this statement as soon as the change occurs.

I Mick41 Davies41, agree to this statement on behalf of MD Testing Retailer 41

Cancel Previous **Submit**