

Solar Victoria Portal – Retailer User Guide

Registering as a retailer

August 2019



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Automated welcome email.

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



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

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Portal log in page.

Create a password that conforms to the password rules.



Change your password

Enter a new password for
john.smith@sampleuser.com.au
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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Accept terms and conditions.

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 the T&Cs.

Enter registration details

Change to the Retailer's installation practices

25. At Solar Victoria's direction, a Retailer must stop, either temporarily or permanently:
- using an Installer identified by Solar Victoria as having unacceptable levels of compliance as part of Compliance Audit; or
 - 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:
- 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;
 - Solar Victoria may publish a publicity from time to time, the compliance performance of Retailers or their nominated Installers based on results from the Compliance Audit;
 - Solar Victoria may produce a public notice advising of the suspension or permanent removal of a Retailer from the Solar Homes Program;
 - 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;
 - 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

4

Add bank account details.

Enter BSB and bank account number into relevant fields.

Enter registration details

Please enter bank details


*BSB

*Bank Account Number

Submit

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Portal log in.



The screenshot shows the Solar Victoria Portal login interface. At the top right is the Solar Victoria logo, consisting of a stylized orange and yellow geometric pattern next to the text "Solar Victoria". Below the logo is a login form with the following elements:

- A "Username" label above a text input field.
- A "Password" label above a text input field.
- An orange button labeled "Log In to Sandbox".
- A checkbox labeled "Remember me".
- A horizontal line below the checkbox.
- A blue link labeled "Forgot your Password?".

At the bottom of the page, there is a copyright notice: "© 2019 www.solar.vic.gov.au. All rights reserved."