Solar Victoria Portal – Retailer User Guide

Registering as a retailer







1

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 Recaller 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



2

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.	
© 2019 salesforce.com. All rights reserved.	

3

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:
 - a. using an Installer identified by Solar Victoria as having unacceptable levels of compliance as part of 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;
 - 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;
 - 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

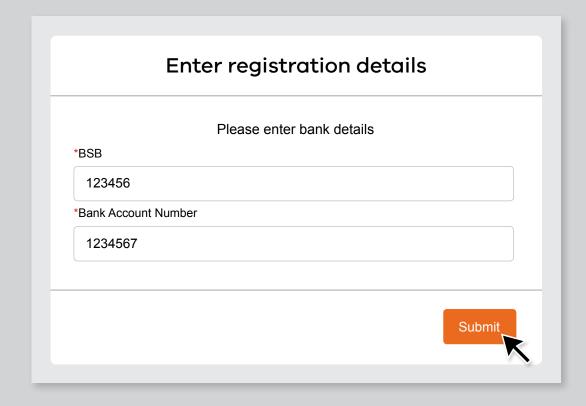
Confirm that I am authorised to accept these terms and conditions on behalf of my organisation

Next

4

Add bank account details.

Enter BSB and bank account number into relevant fields.



5

Portal log in.

