

Solar Victoria Portal Hot Water Retailer User Guide

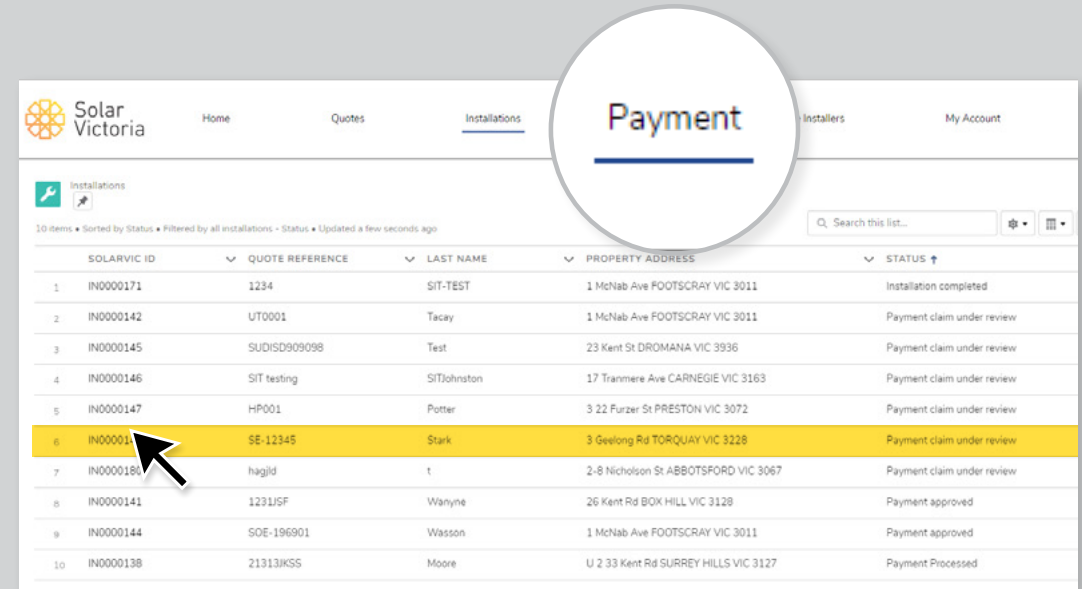
Claiming payment for an installation



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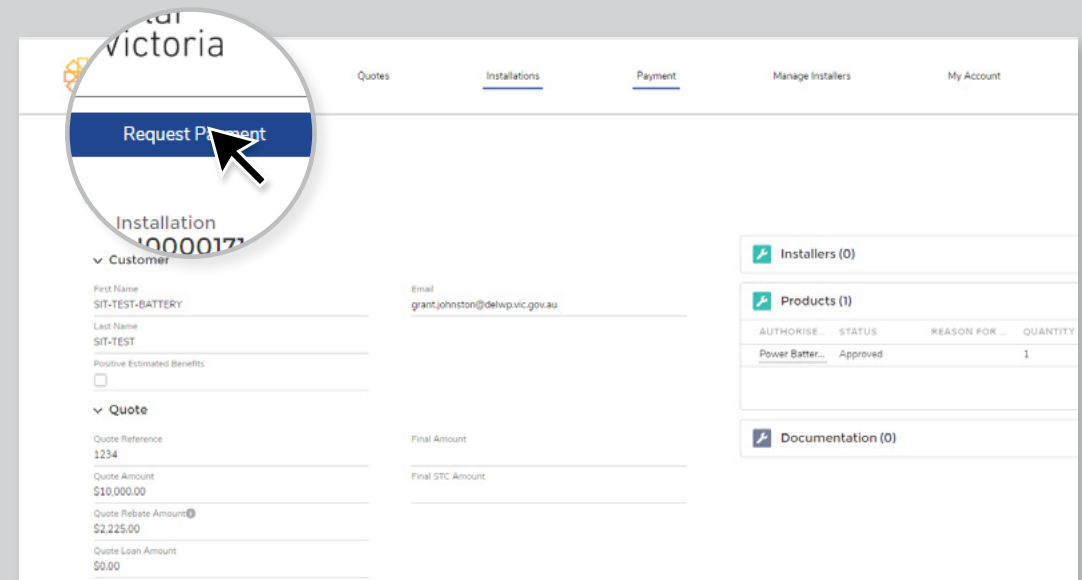
1

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



2

Click **Request Payment**



Claiming payment for an installation

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

Request Payment

Review Installed Products | Upload Documents | Submit Installation

* Electrical installation worker licence no. i
A45677

* Total installed system cost (inc GST) before STC/VEEC discount or Solar Homes Program rebates i
\$1,200.00

PRODUCT	QUANTITY	REASON FOR CHANGE
LG425N2W-L5 ×	1	

* Hot Water System Type
[Dropdown]

* I confirm that the hot water system installed meets the mandatory warranty requirements outlined in Solar Victoria's **Notice to Market**, including a minimum 5-year warranty on all major components.

Type of replaced existing hot water system
Electric storage (resistive element) [Dropdown]

Have any of the Installation Products changed? No

Next

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You can update any installed products if there is a change by moving the toggle on the screen.

The type of hot water system that will be installed and the type of hot water system that is being replaced can be selected in the drop down boxes.

Request Payment

Review Installed Products | Upload Documents | Submit Installation

\$1,200.00

PRODUCT	QUANTITY	REASON FOR CHANGE
LG425N2W-L5	1	

*Hot Water System Type

I confirm that the hot water system installed meets the mandatory warranty requirements outlined in Solar Victoria's [Notice to Market](#), including a minimum 5-year warranty on all major components.

Type of replaced existing hot water system

Electric storage (resistive element)

Have any of the Installation Products changed?

GST @ 10%
\$109.09

STC Rebate Amount
\$123.00

VEEC Rebate Amount
\$0.00

Rebate Amount
\$538.50

Net Payable by Customer
\$538.50

Next

* Hot Water System Type

Heat pump

Heat pump

Electric-boosted solar hot water

Please select warranty check box

Type of replaced existing hot water system

Electric storage (resistive element)

Electric storage (resistive element)

Gas instantaneous/continuous

Gas storage

Heat pump

Gas-boosted solar hot water

Electric-boosted solar hot water

\$123.00

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Upload the relevant supporting documents.

The screenshot displays a web interface for 'Request Payment'. At the top, a progress bar shows three steps: a completed step with a checkmark, the current step 'Upload Documents' in a dark blue box, and a final step 'Submit Installation' in a light grey box. Below the progress bar, a note states 'Uploads are subject to size limit of 6 MB'. The main area contains four rows, each for a different document type: 'VEEC Assignment Form', 'Tax Invoice', 'STC Assignment Form', and 'Plumbing Compliance Certificate'. Each row features a dashed-line box with an 'Upload Files' button (containing an upload icon) and the text 'Or drop files'. To the right of each dashed box is a trash can icon. The 'Plumbing Compliance Certificate' row includes a red asterisk and the label '*Plumbing Compliance Certificate no.' above an empty text input field. At the bottom right of the form, there are two buttons: 'Previous' and 'Next'.

Claiming payment for an installation

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Confirm installation details.

Click **Submit**

Request Payment

✓ Upload Documents Submit Installation

* VBA Plumbing Licence no.

Certificate of Electrical Safety

* Certificate of Electrical Safety Number

* Responsible person REC reg./licence no.

Upload Files Or drop files

Select Documentation Type

Certificate of Electrical Safety

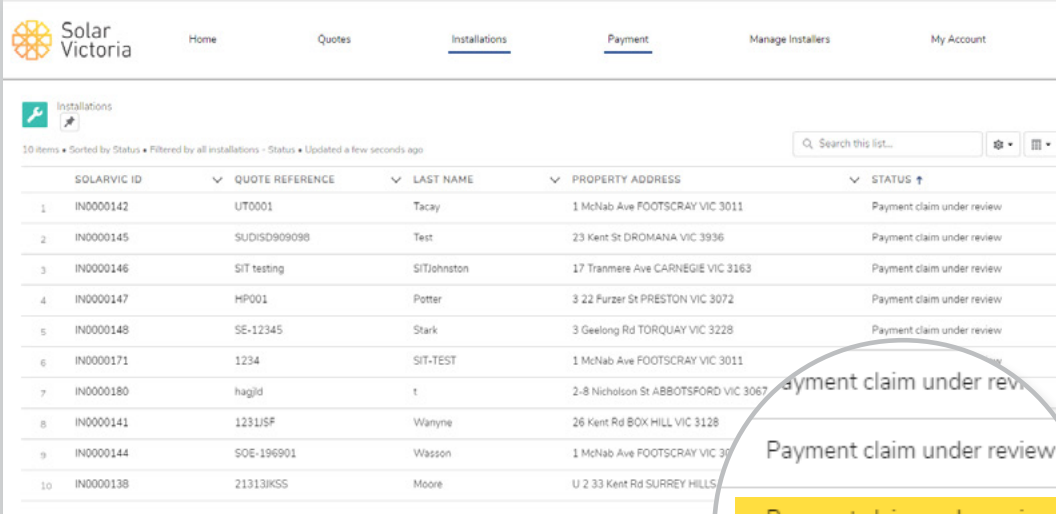
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Your payment claim for the installation will now appear as 'under review' until payment is approved.



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 Trannere 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	hagid	t	2-8 Nicholson St ABBOTSFORD VIC 3067	Payment claim under review
8 IN0000141	123LJ5F	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	21313IKSS	Moore	U 2 33 Kent Rd SURREY HILLS	Payment approved