

# Solar Victoria Portal – Retailer User Guide

## Uploading a hot water quote

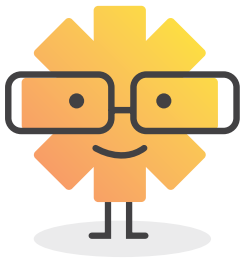
February 2023



## 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.



Username

Password

Log In

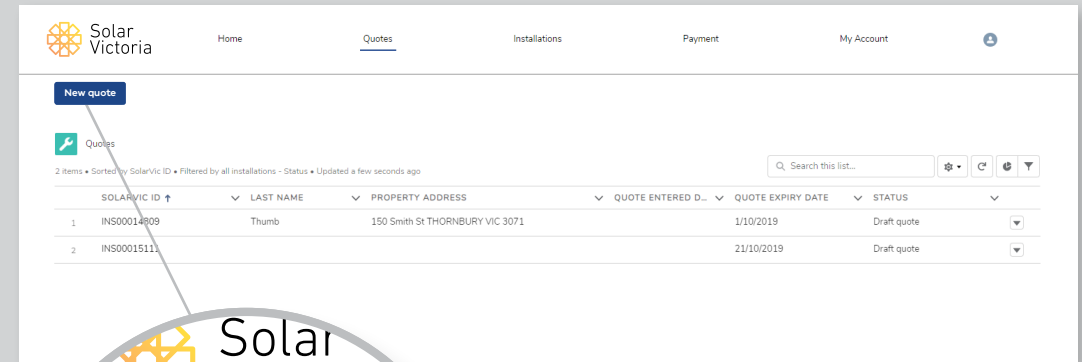
Remember me

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

As an Authorised Solar Provider, and in accordance with the Solar Victoria 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.

If your customer requests a change to the system, you will need to submit a new solar provider

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

Archive Delete Exit **Next**

## 4

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

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.



- Select the hot water rebate
- Enter contact details

- Select product information

- Enter quote details

**Solar Provider Statement**

Quote details | Confirm & submit

**Rebate**

- Rebate Type: Hot Water (Owner Occupier)
- Quote Effective date: 13/02/2023

**Customer**

- First Name: Jack
- Last Name: Smith
- Email: Jack.Smith@gmail.com
- Installation Address: Example Address
- Is this an emergency hot water system replacement?

**Select Solar Products for Installation**

Please select equipment

Archive Delete | Exit Save and Exit | Previous Next

**Solar Provider Statement**

Quote details | Confirm & submit

**Select Solar Products for Installation**

Please select equipment

PRODUCT	QUANTITY
AGIE-400-GL-MID-45	1

Hot Water System Type: Heat pump

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.

**Quote Details**

- Your quote reference: [Empty]
- Total price (inc GST) before STC/VEEC or Solar Homes Program rebates: 0
- Less STC (incl GST): \$0.00
- Less VEEC (incl GST): \$0.00
- GST @ 10%: \$0.00

Archive Delete | Exit Save and Exit | Previous Next

**Solar Provider Statement**

Quote details | Confirm & submit

\$909.09

Price Before Solar Program Rebates (inc GST): \$9,900.00

Estimated Solar Program Rebate (inc GST): \$1,000.00

Estimated Net payable by customer (inc GST): \$8,900.00

Quote Expiry Date: [Empty]

Upload Quote

Uploads are subject to size limit of 6 MB

Quote: Quote Q1234.jpg

+ Additional Pages

Archive Delete | Exit Save and Exit | Previous Next

## 5

Review and confirm the quote details by clicking

**Submit**

**Solar Provider Statement**

Progress bar: ✓ ✓ Confirm & submit

- Certificate of Electrical Safety
- Plumbing Compliance Certificate (where it's a hot water installation)
- Tax invoice including total cost of system installation, any discounts and rebates applied (e.g. Small-scale Technology Certificates), 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 rebate paid.
- I need to inform Solar Victoria of any changes to the information provided in this statement as soon as the change occurs.
- 

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

Archive Delete Exit Previous **Submit**