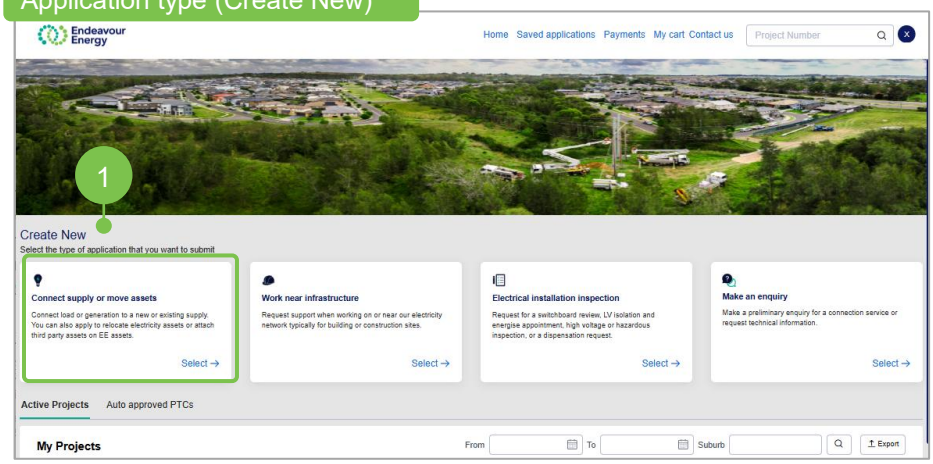
About this guide

This guide covers the steps to submit a generic generator application on the Connections Portal. Variations in fields may be applicable.

Application type (Create New)

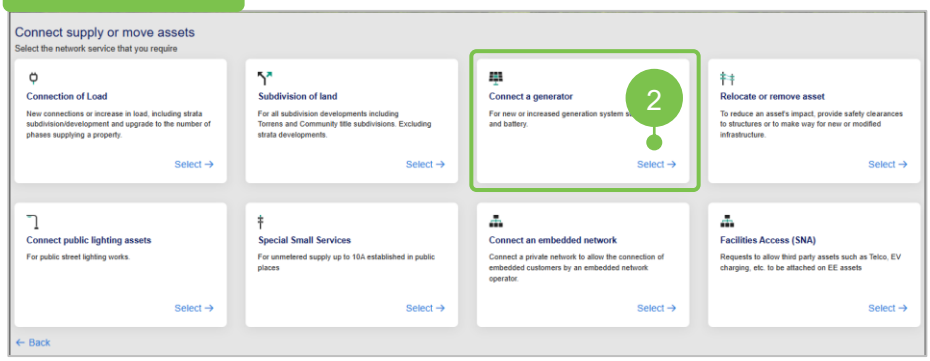


The first step to complete your application is to select the application type and the service type.

1. Click Select → to select the **Connect supply or move assets** tile

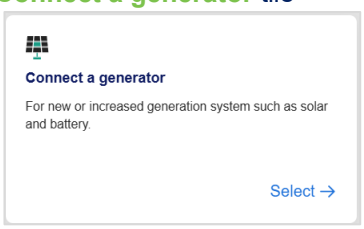


Network service



Each application type is split across different categories.

2. Click Select → to select the **Connect a generator** tile



or click ← Back to return to the Home screen

When you have selected Connect a Generator, the **Site Details** page displays

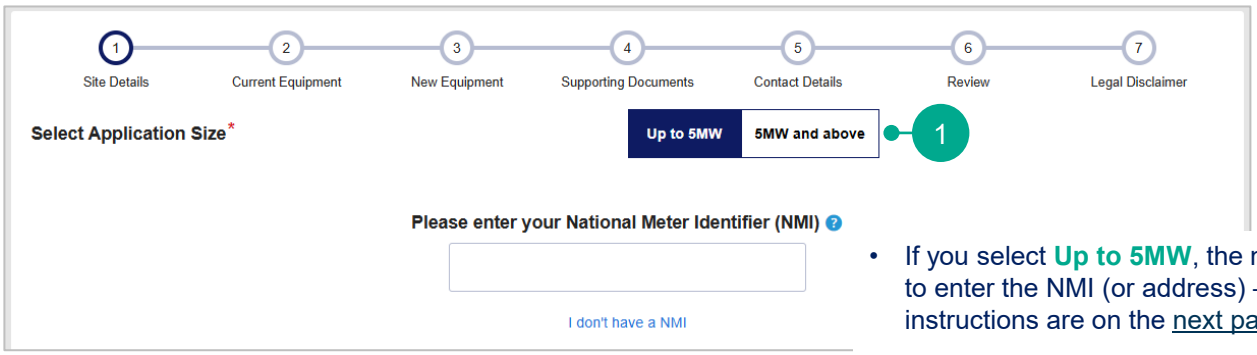
1 Site Details | 2 Current Equipment | 3 New Equipment | 4 Supporting Documents | 5 Contact Details | 6 Review | 7 Legal Disclaimer

1 Site Details

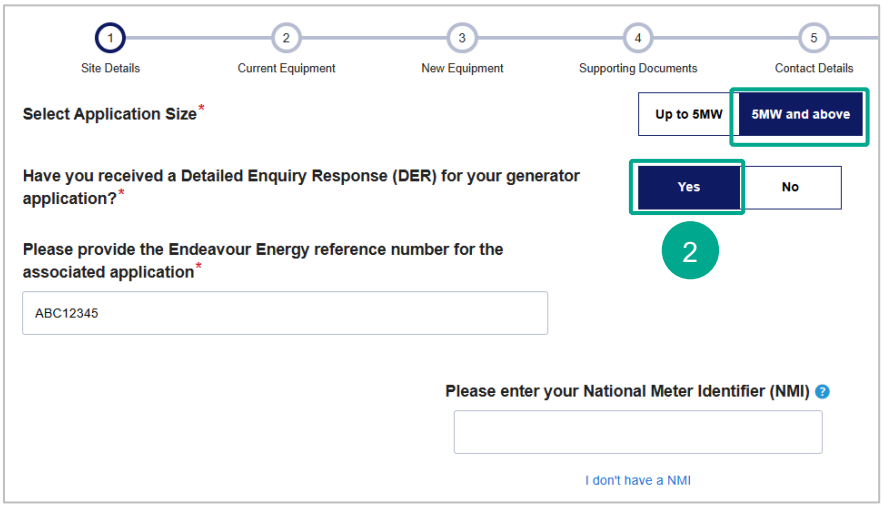
Click to jump to the instructions for a specific option

Select Application Size

1. For a **Generator** application (such as **solar** and **battery**), you are prompted to select the **Application Size**:



- If you select **Up to 5MW**, the next step is to enter the NMI (or address) – instructions are on the next page
- If you select **5MW and above** additional questions display (instructions below)



5MW and above

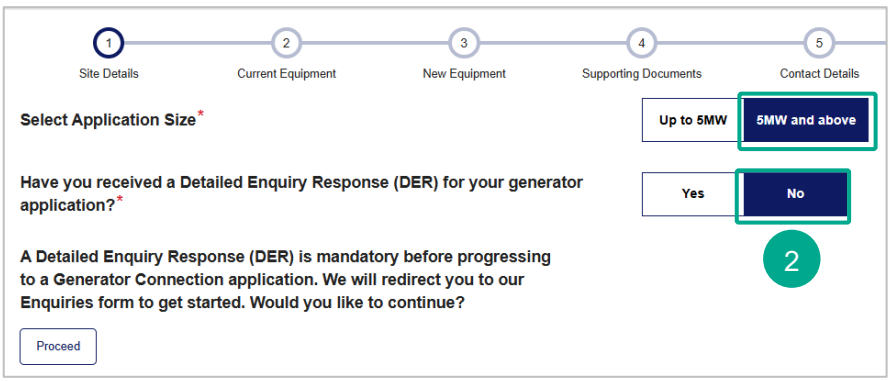
2. Have you received a Detailed Enquiry Response (DER) for your generator application – select the relevant option (**Yes** or **No**)

- If you select **YES** – you are prompted to **Please provide the Endeavour Energy Reference Number…** – enter the reference number.

The next step is to enter the NMI (or address) – instructions are on the next page

OR

OR

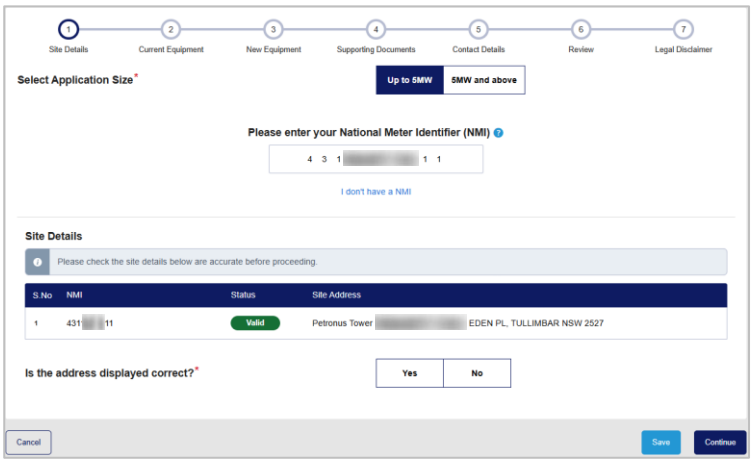


- If you select **NO** – you are advised that a Detailed Enquiry Response (DER) is required. Click **Proceed** to be redirected to the Enquiries form.

1 Site Details

Click to jump to the instructions for a specific option

Please enter your National Meter Identifier (NMI)



- If you **enter the NMI**, you are then prompted to select **Yes** or **No** to confirm if the address is correct. If you click:

➢ **Yes** (*the address is correct*), when you click **Continue**, you proceed to the **2 Current Equipment** screen

CONNECT A GENERATOR

Click the link to jump to the instructions

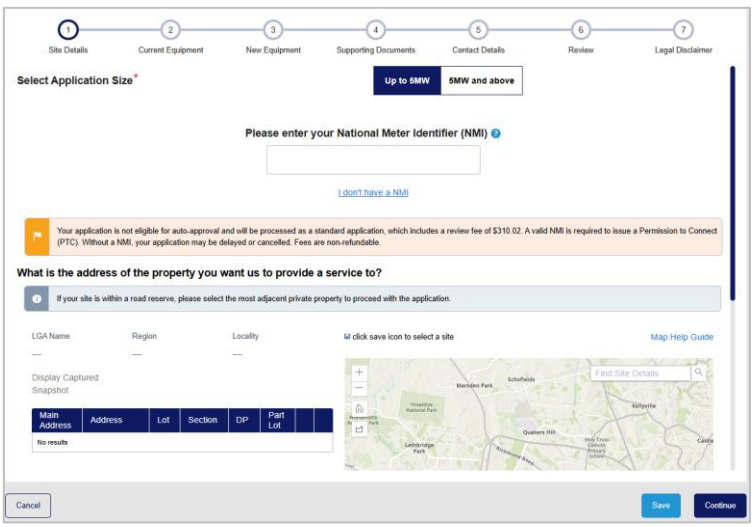
➢ **No** (*address is incorrect*), you are prompted to enter the correct address

ADDRESS IS NOT CORRECT

Click the link to jump to the instructions

OR

OR



- If you select **I don't have a NMI**, you are prompted to enter the **address** or plot the area on the map

FIND SITE DETAILS BY ADDRESS

SELECT SITE USING POLYGON FUNCTION

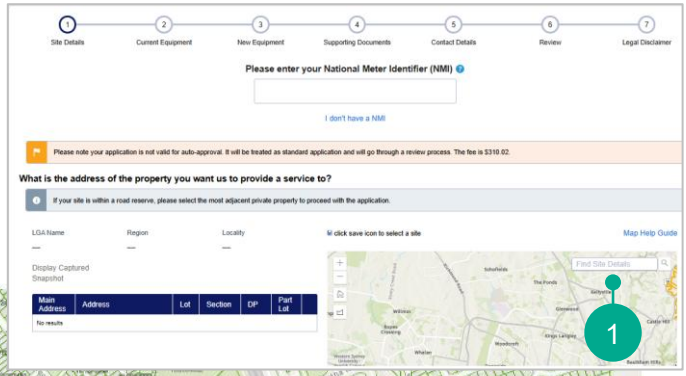
Click the link to jump to the instructions

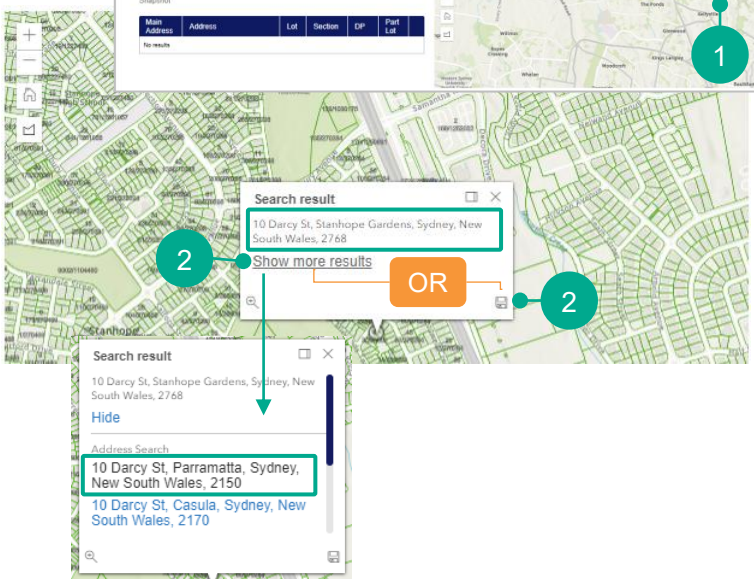
- Note: If the NMI is not entered, the standard application fee will apply.

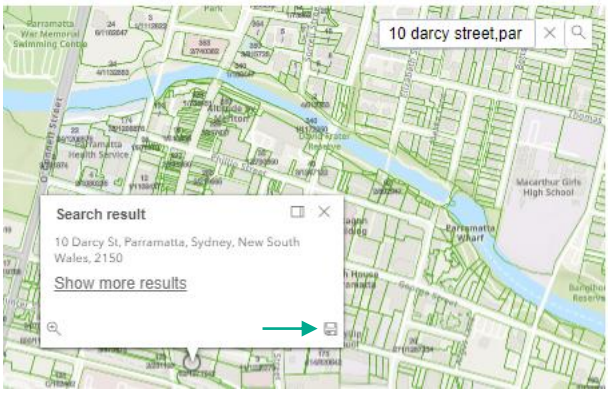
Click to jump to the instructions for a specific option

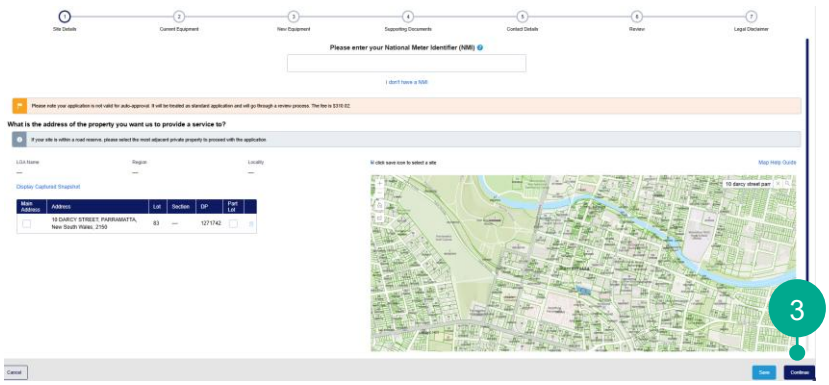
1 Site Details

FIND SITE DETAILS BY ADDRESS









1. Start to **enter the address** in the **Find Site Details** search field

Click the **search** button

2. Search result dialog box shows the matching address, and the address is shown on the map:

- If the address is correct, **click** to save *(hover text says Select asset)*

OR

- If the correct address is not shown, click **Show more results** > then **select the address** from the list > and click *(hover text says Select asset)*

Once the address is selected, the map will colour the property blue and display the address, Lot and DP number in the table on the left of the screen.

***Note**: A part of the address can be associated to the project by selecting the Part Lot checkbox.*

3. Click Continue to continue to the next screen Current Equipment

Click the link to jump to the instructions

1 Site Details

HINTS & TIPS!

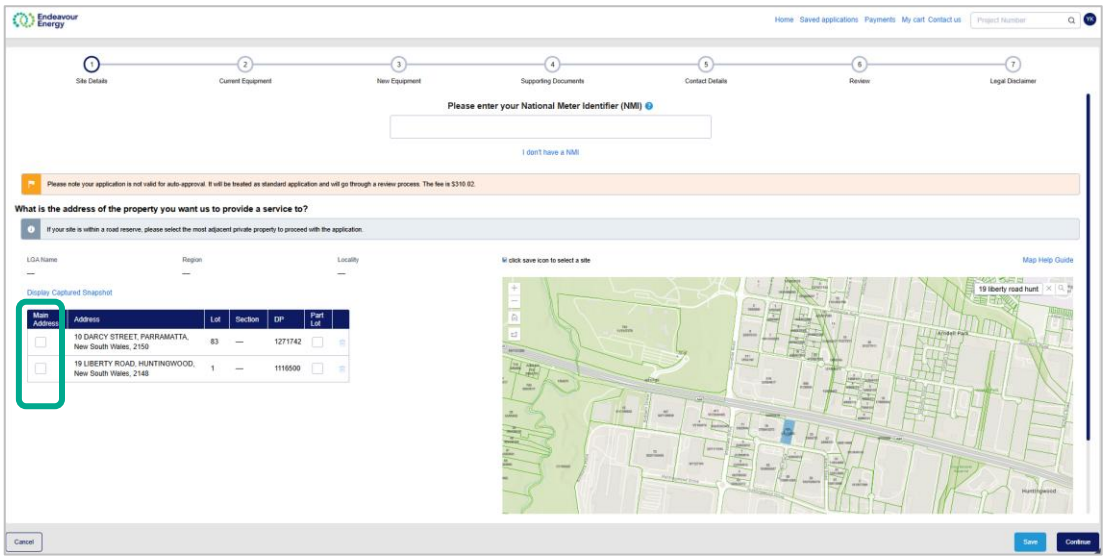
Site within a Road Reserve

When your work area is within a road reserve and not within a private property:

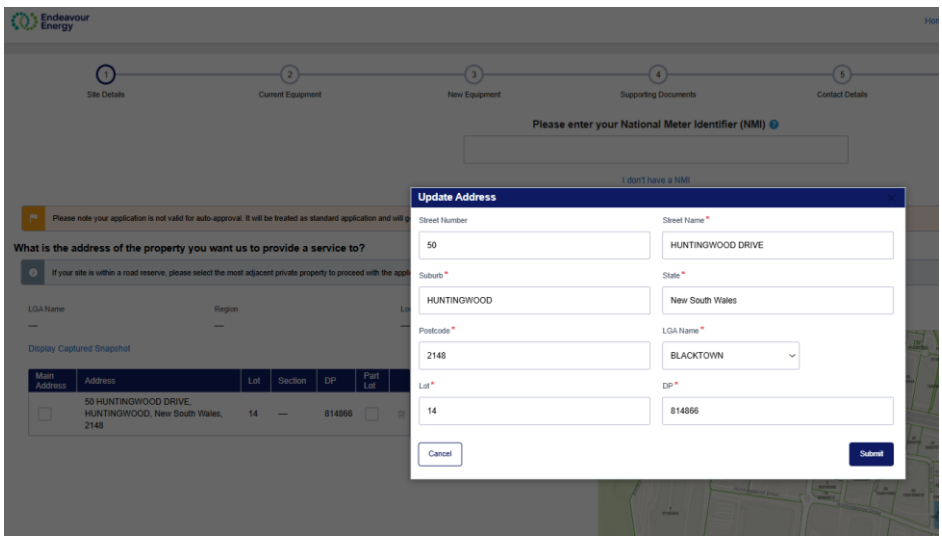
1. search for the address of a property which is closest or adjacent to your location *(this ensures we have the LGA for your application)*
2. enter the details of your actual site location in the **Detailed description** textbox when you continue to the next section (2 – Application Details).

Multiple Addresses

Repeat the address search steps if you have multiple addresses for the site. You can list multiple addresses, however at least one address must be marked as the Main Address (select the checkbox)

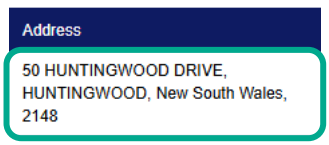


Manually update address



If you need to edit the address for any reason:

1. Click **Edit details** or click the **Address** (in the table) and a pop-up window will display



2. Edit the sections of the address that need to be updated *(all mandatory fields indicated with * need to be populated)*

3. Click **Submit** to save the address changes.

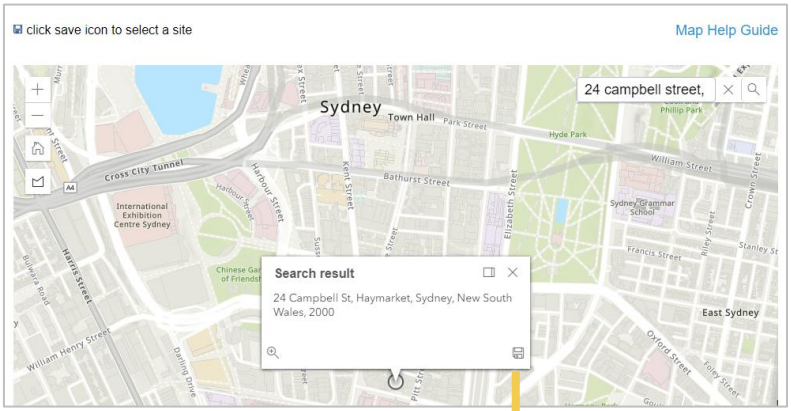
When you have selected the site address, click Continue to continue to the next screen Application Details

Click the link to jump to the instructions

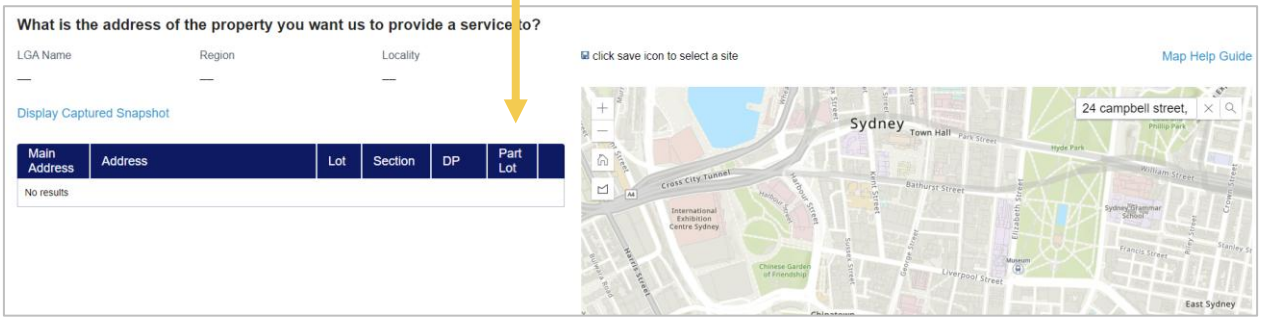
1 Site Details

HINTS & TIPS!

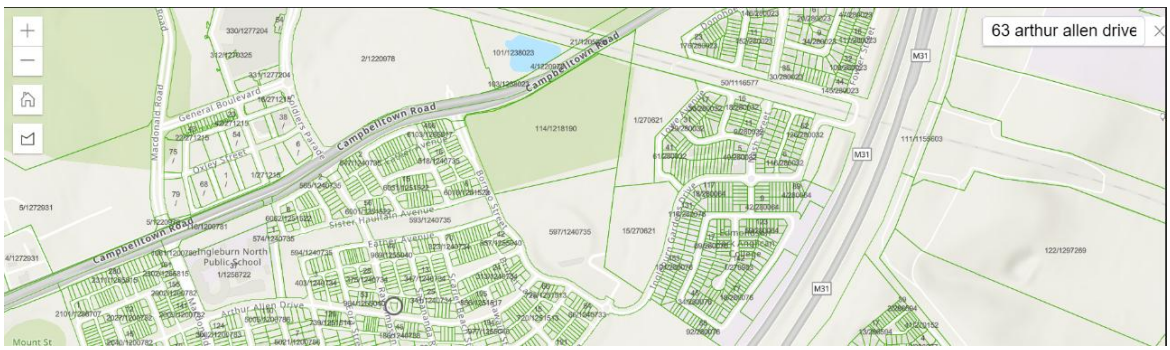
Site Address details don't display / Site Address not in Endeavour Energy Supply Area



If you click **Save** but the **address details do not display in the table on the left** and the site does not highlight in blue in the map area, this means the area is not covered by Endeavour Energy.

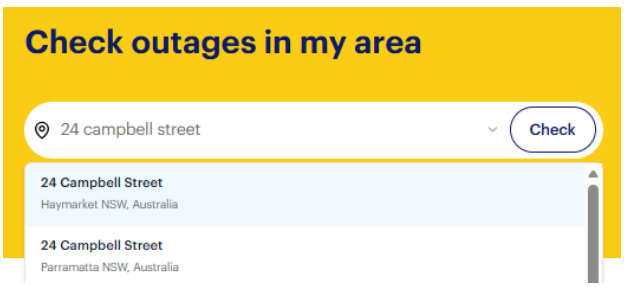


Note the difference in the map detail (green outlines) for an area (below) that **is** covered by Endeavour Energy



Another option to check if an address is covered by Endeavour Energy is to enter the address in **Check outages in my area** on our **website**

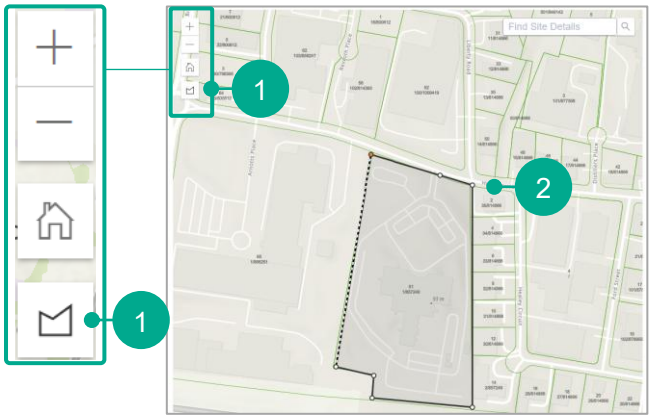
When **you select the address** from the search results and click Check, a message advises **you are viewing outside of the Endeavour Energy network** if Endeavour Energy does not supply the area.





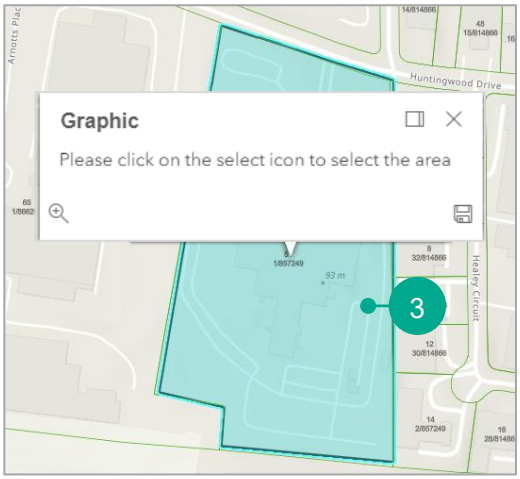
1 Site Details

SELECT SITE USING POLYGON FUNCTION

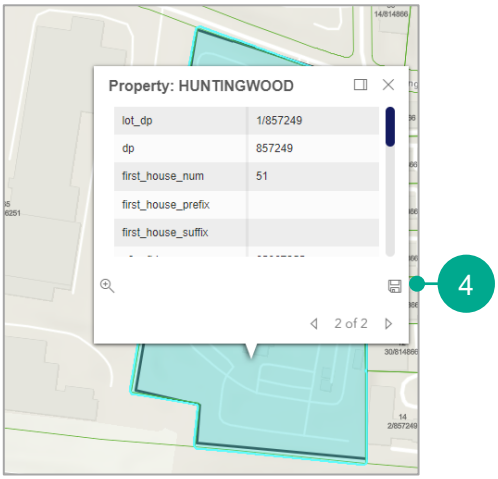


1. Click draw polygon

2. Outline the shape by **clicking once at each point** until you traverse all the lots you would like to select, then **close** the polygon with a **double click**

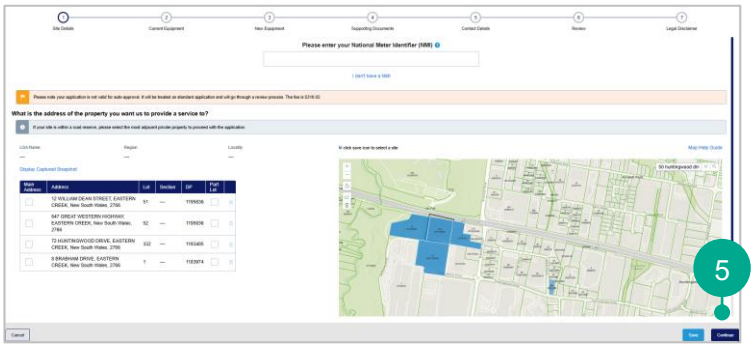


3. The selected area is highlighted. **Click once** to select this area.



The details display.

4. Click to save the address
(hover over text is "Select Asset").



Once the address is selected, the map colours the area blue and displays the address, Lot and DP number in the table on the left of the screen.

5. Click Continue to continue to the next screen

Current Equipment

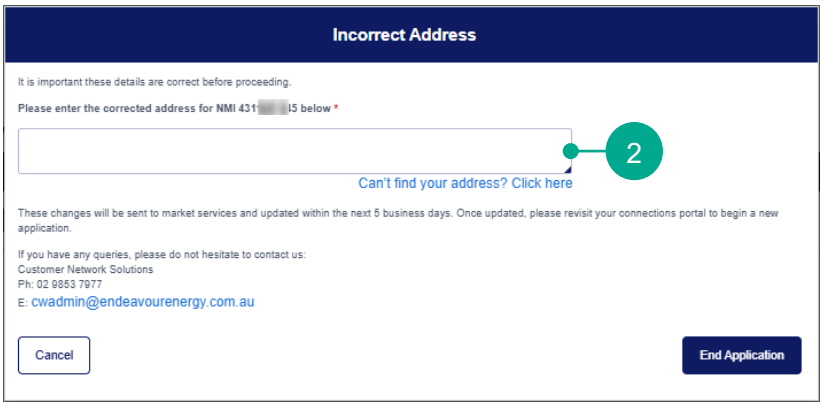
Click the link to jump to the instructions

1 Site Details

ADDRESS IS NOT CORRECT

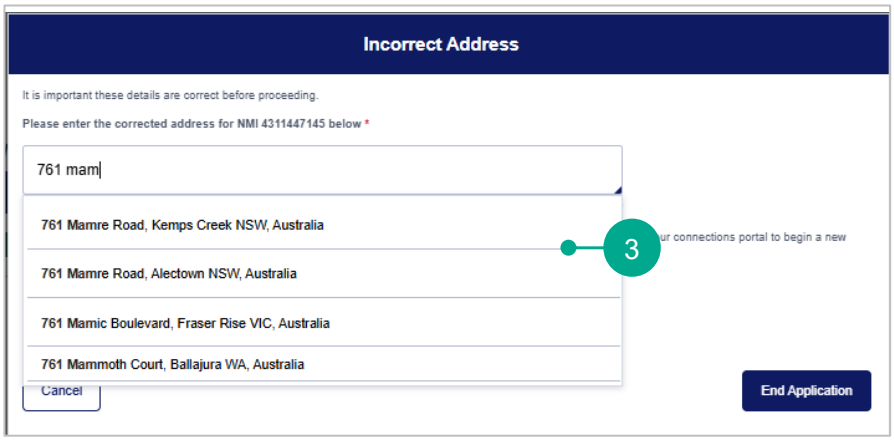
1. Click **No** if the address is not correct





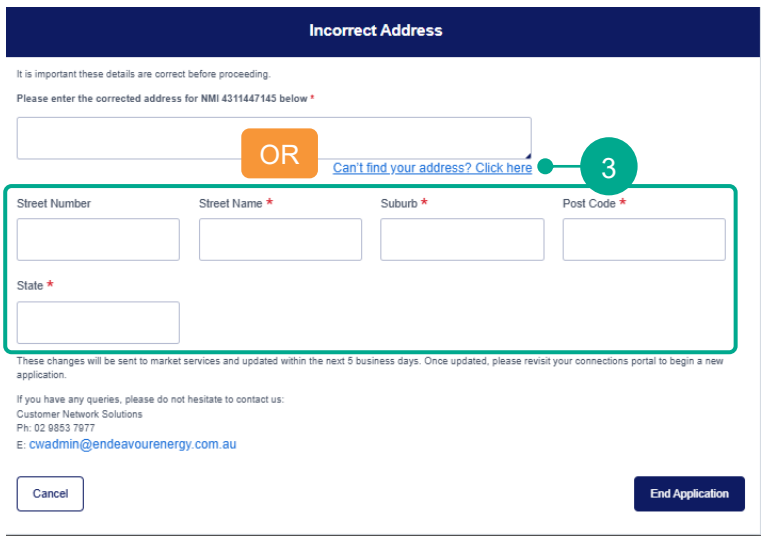
*When you click **No** to flag the address is not correct, the **Incorrect address** dialog box displays.*

2. Start to enter the correct address



3. Select the address from the list of matching addresses

OR



3. If the correct address is not listed, **click** Can't find your address? Click here and **enter the address manually**

4. Click End Application

You will receive an email confirming your address correction request.

Our Market Services team will update the address for the NMI.

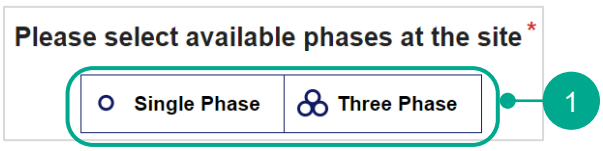
Connect supply or move assets | CONNECT A GENERATOR

Site Details (✓) | 2 Current Equipment | 3 New Equipment | 4 Contact Details | 5 Review | 6 Legal Disclaimer

2 Current Equipment

A red asterisk * denotes a mandatory field

*When you have entered the Site Details, the next screen is **Current Equipment***



1. Select whether there is a **Single Phase** or **Three Phase** at the site*

After selecting the phase at the site, our records will show that there is either:

- no existing equipment currently on site
- there is existing equipment on site

If our records are **incorrect** - show no existing equipment, but you have equipment on site	Follow the steps to **+ Add Existing Connection** below
If our records are **incorrect** - show an incorrect quantity or manufacturer, or equipment which is not on site	Follow the steps to **Edit** click here To **Remove Existing Connection**, click **Continue** and follow **decommission equipment** steps here
If our records are **correct**	Click **Continue** to continue to the **New Equipment** screen and choose the steps to follow here
If our records are **correct** and you are **replacing** the current inverter as part of this generator application	Click **Continue** to continue to the **New Equipment** screen and follow the replace steps here



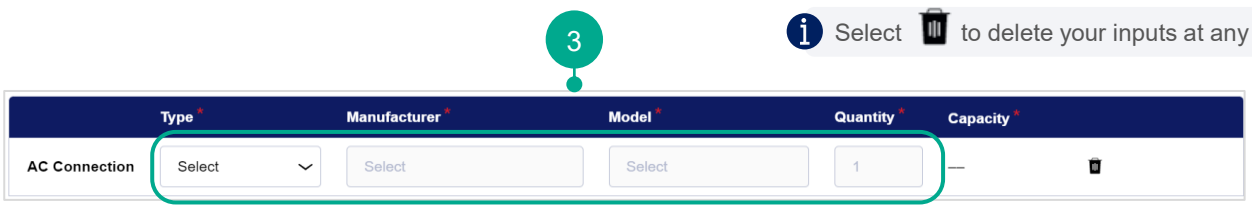
2. If our **records are incorrect** and **you have an existing connection at the site**, click **Add Existing Connection**

3. Select your connection information (**Type**, **Manufacturer**, **Model**), from the drop-down list

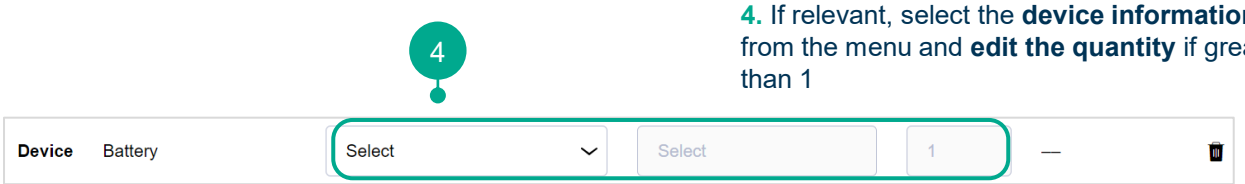
Edit the **quantity**, if relevant

Additional fields may display as you select responses

Select to delete your inputs at any time



4. If relevant, select the **device information** from the menu and **edit the quantity** if greater than 1





5. If relevant, **Add** further Existing Device information

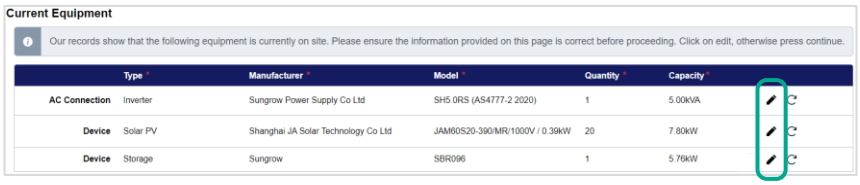
Click Continue when you have completed all required details

2 Current Equipment (*continued*)

Follow these steps **if our records are incorrect** and you need to **Edit**

Note: *You will be able to remove and decommission equipment in the next step "New Equipment"*

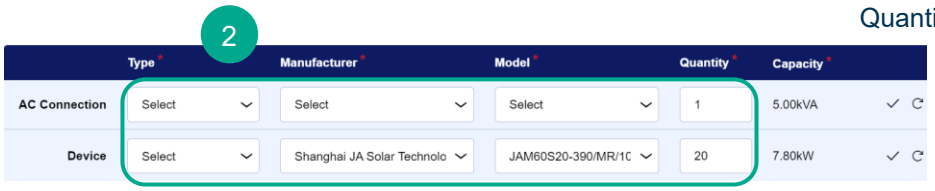
To **Edit Current Equipment** (Connections and/or Devices):



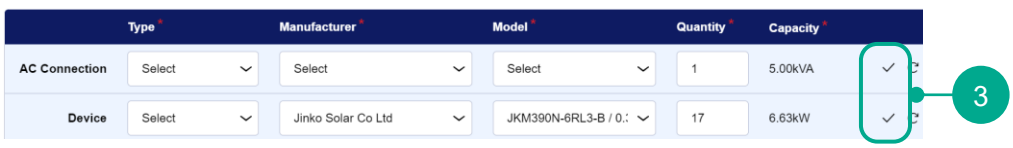
1. Click the pen icon to **edit existing equipment** (existing connection or device)

Click the ↻ symbol to reset changes made to the record

2. Edit connection and/or device fields, where relevant (Type, Manufacturer, Model, Quantity)



3. Click the ✓ icon to save the edits





4. Click **Continue**

CONNECT A GENERATOR *continued*

3 New Equipment

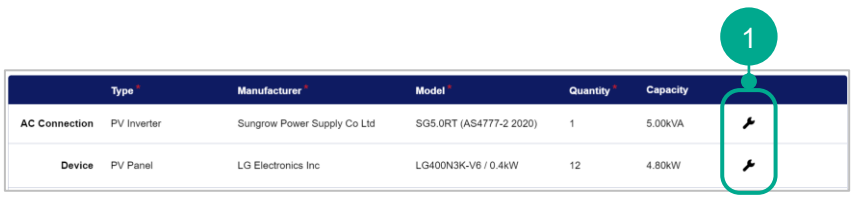
Site Details ✓ — Current Equipment ✓ — 3 New Equipment — 4 Supporting Documents — 5 Contact Details — 6 Review — 7 Legal Disclaimer

*When you have confirmed current equipment at the site, the next screen is **New Equipment***

To **replace the current inverter,** click here to follow the steps on the next page

To **add a new connection,** click here to follow the steps

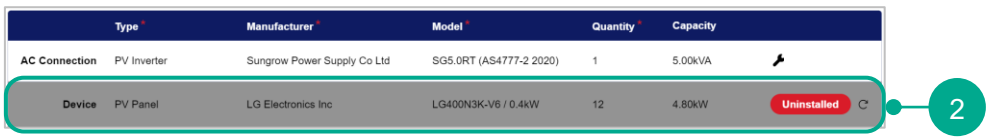
To **decommission equipment** at the site (connection(s) or device(s), follow the **steps below**



1. Click on the connection and/or device

Note: Clicking **uninstall** suggests the relevant equipment will be decommissioned as part of this new connection proposal

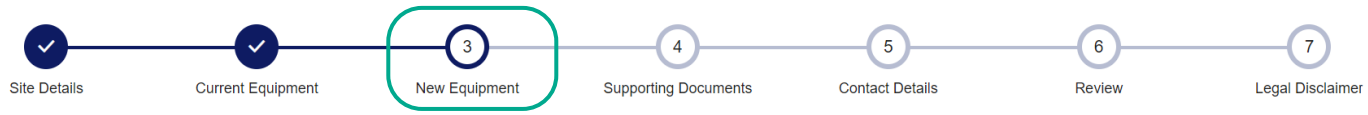
2. The relevant line(s) will appear greyed out and an **Uninstalled** icon will appear



Note: Undo edits by clicking the icon

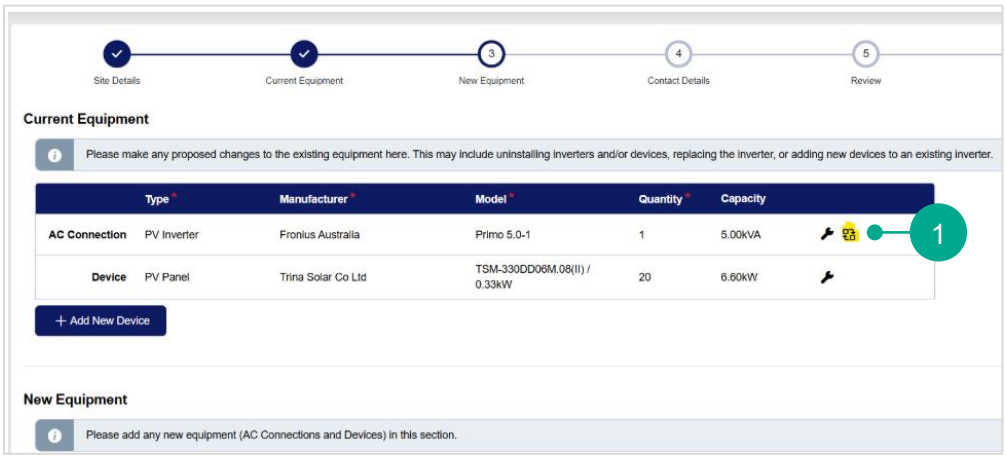
To **add a new connection,** click here to follow the steps

3 New Equipment

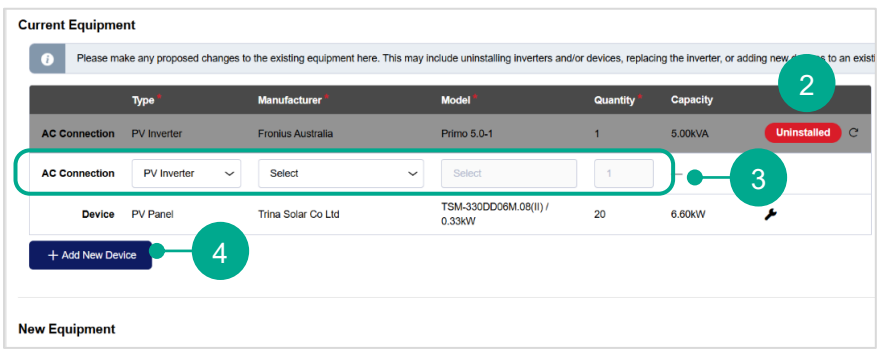


*When you have confirmed current equipment at the site, the next screen is **New Equipment***

To **replace** the current inverter, follow the steps below



1. Click the **Replace** icon on the connection

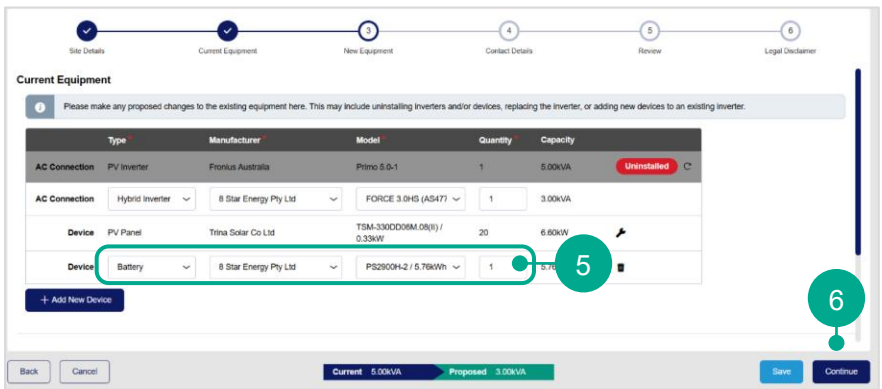


2. The Connection will appear greyed out and an **Uninstalled** icon will appear

3. Select your connection information (**Type**, **Manufacturer**, **Model**), from the drop-down list.

Edit the **Quantity,** if relevant

4. To add another device to this connection, click **+Add New Device**, if relevant

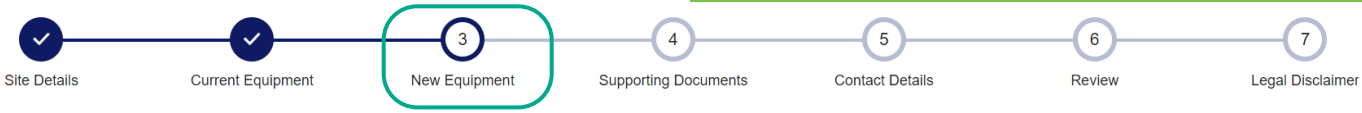


5. If you are adding another device, select your device information (**Type**, **Manufacturer**, **Model**), from the drop-down list.

Edit the **Quantity,** if relevant

6. Click **Continue** when you have completed all required details

CONNECT A GENERATOR *continued*



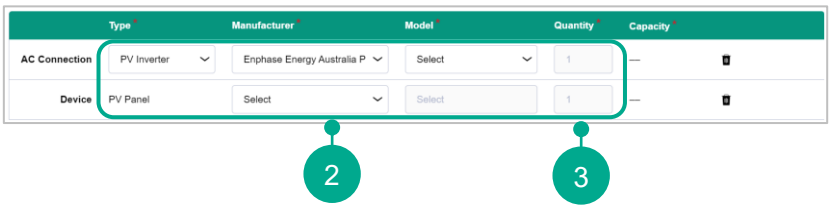
3 New Equipment *continued*

A red asterisk * denotes a mandatory field

To **add a new connection**, follow the steps below



1. Click **+ Add New Connection**

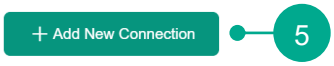


2. Select your connection information (**Type**, **Manufacturer**, **Model**), from the drop-down list

3. Edit the **quantity**, if relevant



4. To add another device to this connection, click **+Add New Device**, if relevant

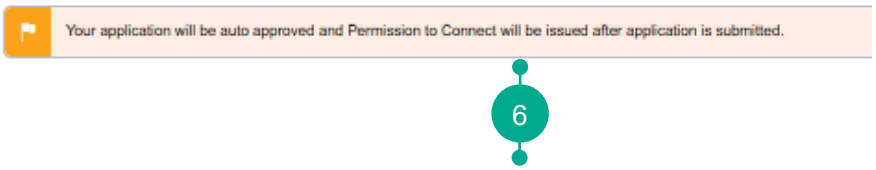


5. To add another device to this proposal, click **+Add New Connection**, if relevant

After new connection information has been added, you will be advised whether your proposal can be automatically approved based on the connection size. Applications that are automatically approved will not require an upfront payment. Applications that are not auto-approved will attract applicable fees, which must be paid before the application can be submitted. The auto-approval criteria are available on our website - Connect supply or relocate assets | Endeavour Energy

If you are installing bi-directional Electric Vehicle (EV) chargers for Vehicle-to-Grid (V2G) or Vehicle-to-Home (V2H) use, please select an approved inverter from one of the following options:

- *Hybrid inverter, with Electric Vehicle selected as the device, or*
- *EV V2G inverter.*



6. You will be advised if your application is auto-approved or not auto-approved, based on the connection size.

(instructions are continued on the next page)

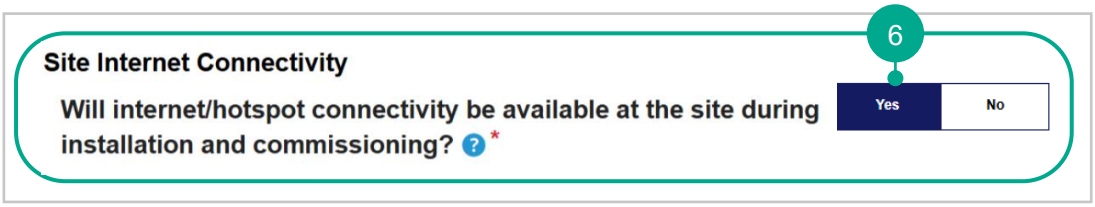
CONNECT A GENERATOR *continued*

Site Details ✓ | Current Equipment ✓ | 3 New Equipment | 4 Supporting Documents | 5 Contact Details | 6 Review | 7 Legal Disclaimer

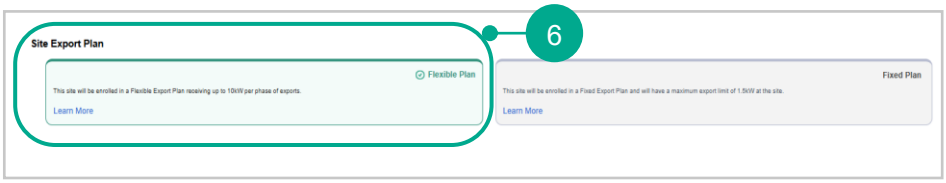
3 New Equipment *continued*

For field help – click the Tooltip icon

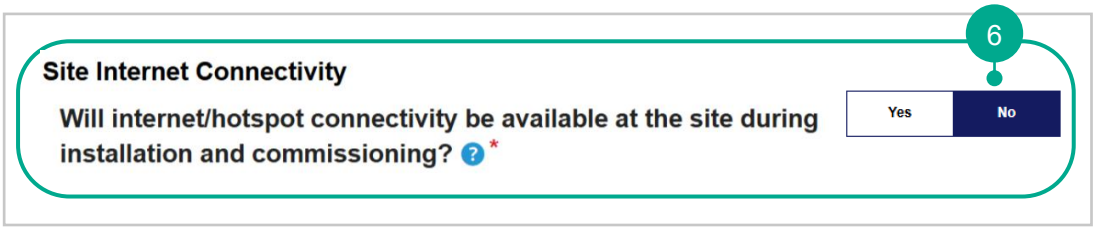
Next you will answer questions about Site Internet Connectivity, Flexible Exports and Fixed Exports Plans
*For more information on Flexible and Fixed Exports – click on **'Learn More'** in the Fixed and Flexible tiles on screen.*



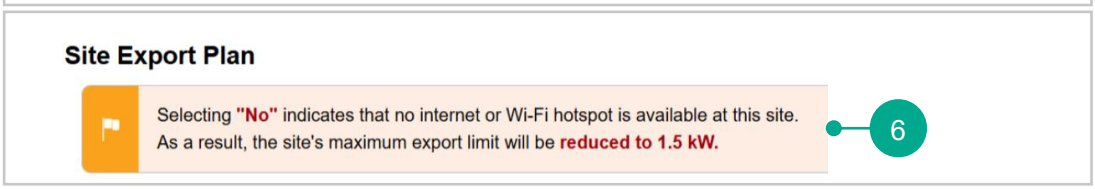
6. Is there Internet available at this site? – select either **Yes** or **No**



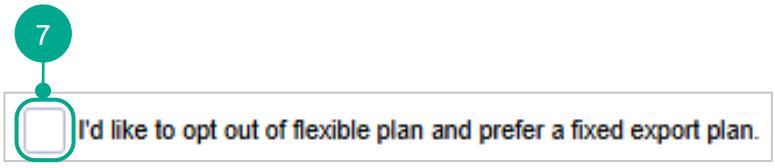
If 'Yes' is selected, the site will default to Flexible Plan



OR



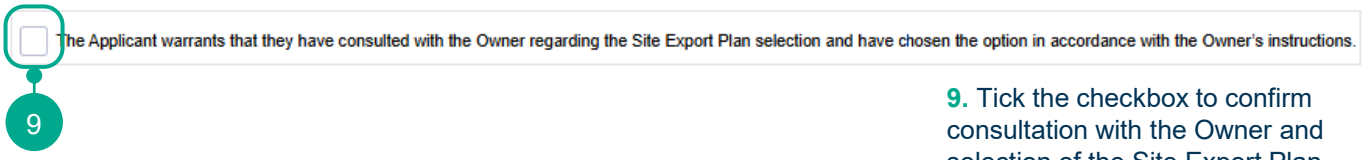
If 'No' is selected, the site will be CSIP-AUS exempt and exports will be limited to 1.5kW



7. Tick the checkbox if required to opt out of the Flexible Export Plan and change to the Fixed Export Plan

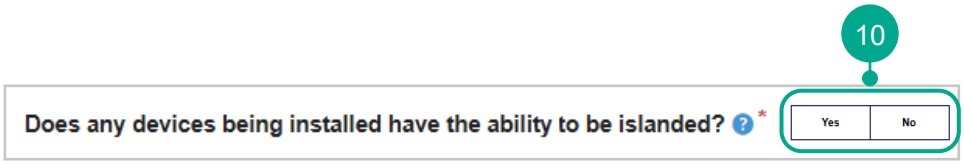


8. Site Communication Client
Choose the site software communication client from the drop-down list.



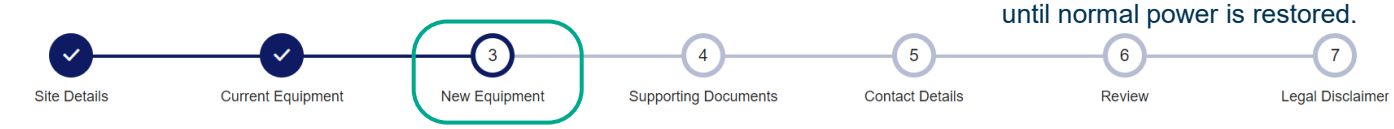
9. Tick the checkbox to confirm consultation with the Owner and selection of the Site Export Plan according to the Owner's instructions.

CONNECT A GENERATOR *continued*



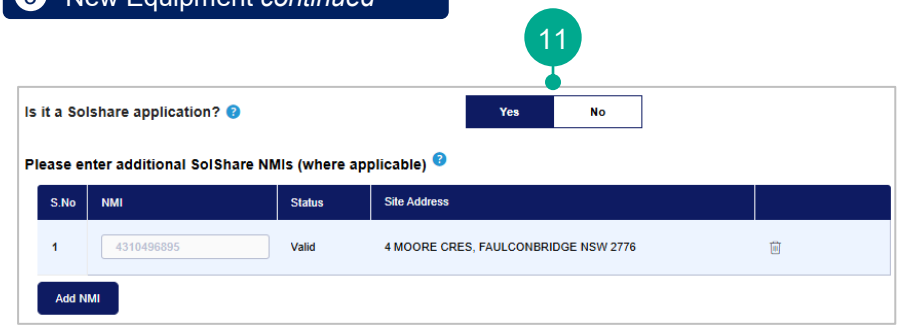
10. Can any device be islanded? – select either **Yes** or **No**

A device with islanding capability enables the solar and battery system to operate independently of the grid during a power outage until normal power is restored.



3 New Equipment *continued*

A red asterisk * denotes a mandatory field



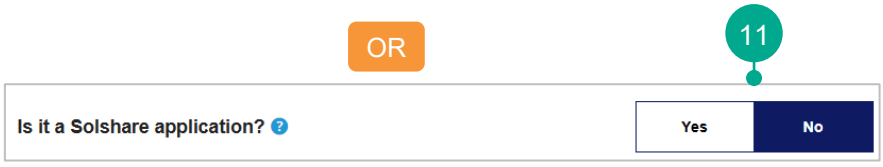
11. Is it a SolShare application – select either **Yes** or **No.**

(SolShare is when a single solar system is shared among multiple apartments or units)

If you select:

- **Yes**, you are prompted to enter the additional NMIs. Click **Add NMI** and enter the NMI. Repeat for each additional NMI.

OR



- **No**, no further prompt is displayed. Continue to the next question

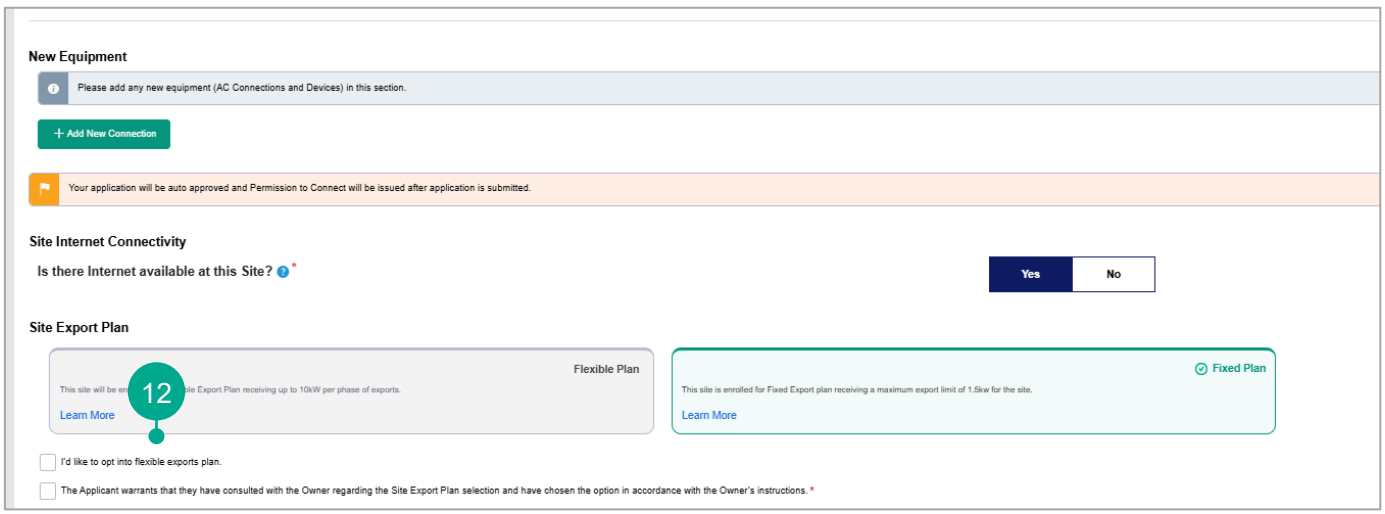
---

Note: In the case where a PTC has been previously issued OR there is a previous installation where **Fixed Export Plan** was chosen, the plan will default to Fixed.

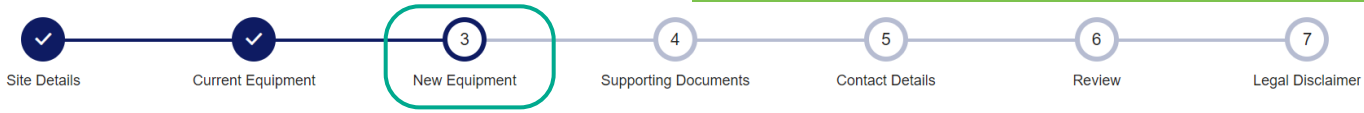
This can be changed to Flexible Export Plan if required, for the new connection.

12. To change new connection from Fixed Export Plan to Flexible Export Plan:

Tick the check box, 'I'd like to opt into Flexible Export Plan'. This will then change the selection from Fixed Export Plan to Flexible Export Plan.



CONNECT A GENERATOR *continued*



3 New Equipment *continued*

The next questions differ depending on your response to each question.

These questions are for standard applications that are not auto-approved. Refer to the table below:

Will you be charging your battery or EV from the grid – select **Yes** or **No** This question and the next set of follow-up questions are only displayed if a Battery or Electric Vehicle device is included in the current or new equipment table.	
If you select **Yes**, the next question is: **Do you already have an approved PTC for the extra battery charging load needed to support the site's new total load** – select **Yes** or **No**	If you select **No:** A message advises that your Single Line Diagram must show the battery will not draw power from the grid for charging
If you select **Yes**, the next question is: **Provide Endeavour Energy reference number for the associated load application –** enter the reference number	
Provide Endeavour Energy asset number supplying to your electrical installation (Point of common coupling) – enter the asset number	
Is there an associated load application or technical enquiry with your generator application – select **Yes** or **No**	
If you select **Yes**, the next question is: **Please provide the Endeavour Energy reference number for the associated application** – enter the reference number	
When do you intend to commission your generator – enter a date or select from the calendar	
Please provide any further details regarding your application – this is free text field to enter any additional details for your application	

8. Click Continue when you have completed all required details

The next step in the application is **either** Supporting Documents **or** Contact Details



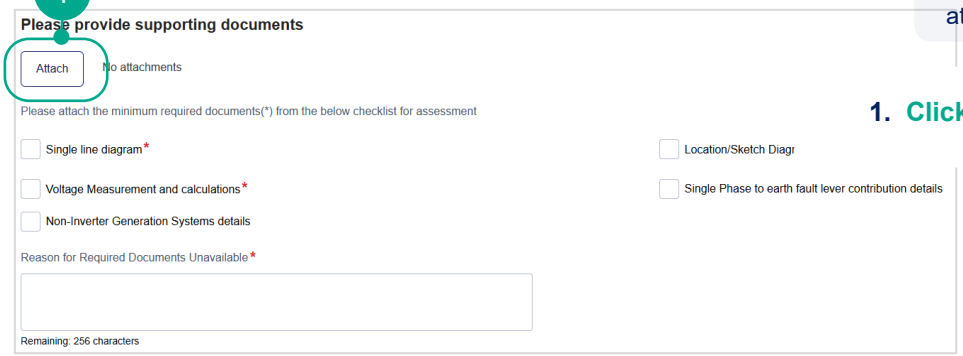
Mandatory and optional documents for this application type

Supporting documents for a Generator application		
Single line diagram (must include existing and new equipment)*	Mandatory	
Voltage Measurement and calculations	Mandatory	
Location/Sketch Diagram (showing connection point)	Mandatory	
Non-Inverter Generation Systems details	Optional	
Single Phase to earth fault lever contribution details	Optional	
PDI 5000 Part-A Checklist	Mandatory	For total proposed inverter capacity > 200kVA and < 1.5MVA
PDI 5000 Part-B Checklist	Mandatory	For total proposed inverter capacity >=1.5 MVA and < 5MVA
Protection Schematics	Mandatory	For total proposed inverter capacity > 200kVA
Embedded Network Retailer/Management Authority Approval Letter	Mandatory	This is when NMI is embedded network
SolShare Building Owner/Operator Letter	Mandatory	Only for Solshare applications
Solshare Letter of authority by participating account holders	Mandatory	Only for Solshare applications
Solshare device Test Results	Optional	Only for Solshare applications

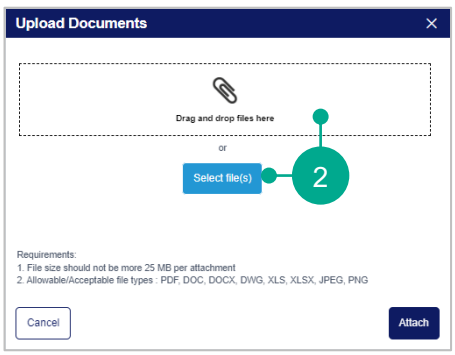
4 Supporting Documents

*When you have completed Application Details, the next step is **Supporting Documents***

A red asterisk * denotes a mandatory attachment or field



1. Click Attach



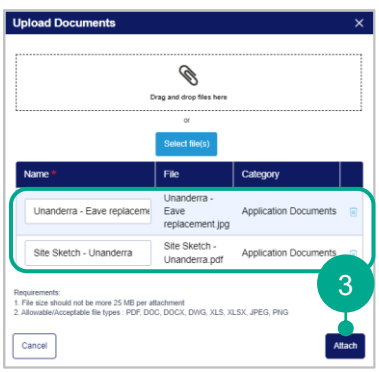
2. To upload the documents:

- **Drag and drop documents** into the box

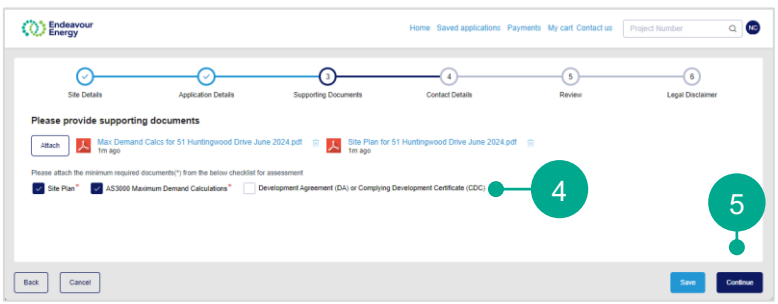
OR

- Click **Select files** to select the files from your drive.

The files are listed. Repeat step 2 if you have more files to attach.



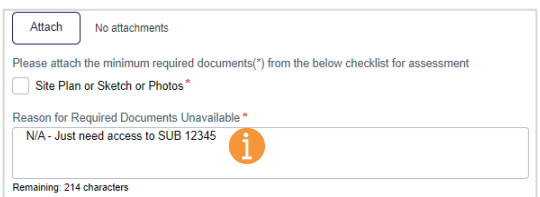
3. Click Attach when you have uploaded all relevant documents.



4. Select the checkbox for each document type you have attached.

5. Click Continue when you have completed all required details.

The next step in the application is **Contact Details**



No documents to attach?

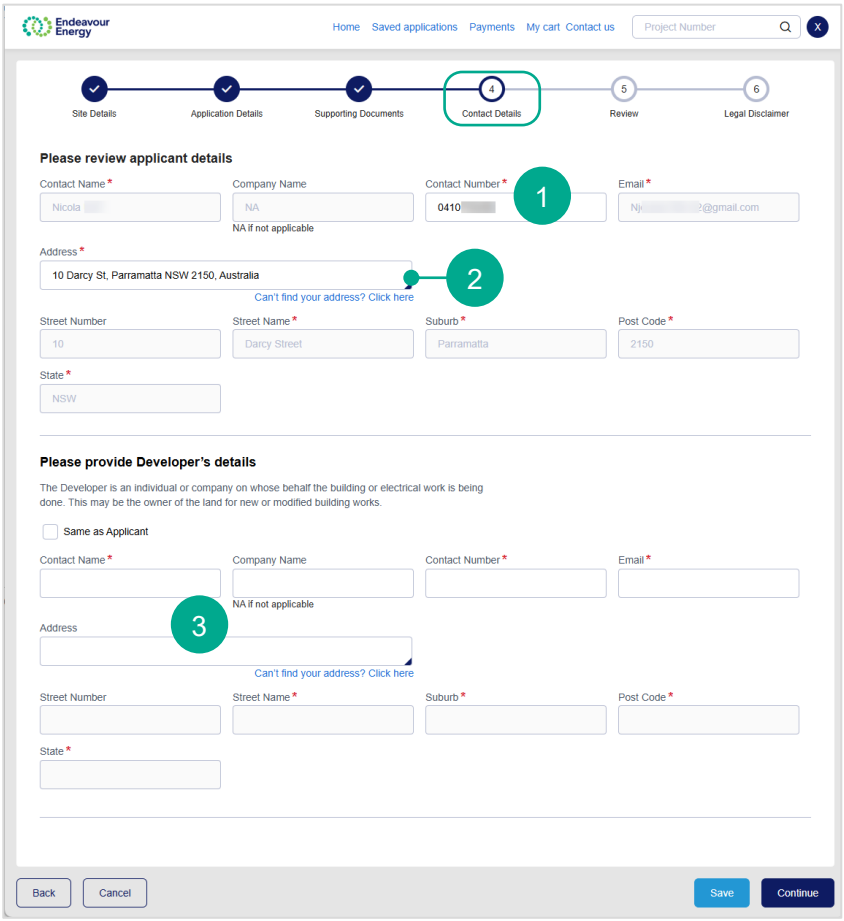
If you do not upload and attach the documents, you must populate the reason for not uploading the required documents.

Note: only standard applications require supporting documents

4 Contact Details

*When you have attached the Supporting Documents, the next step is **Contact Details***

Applicant details



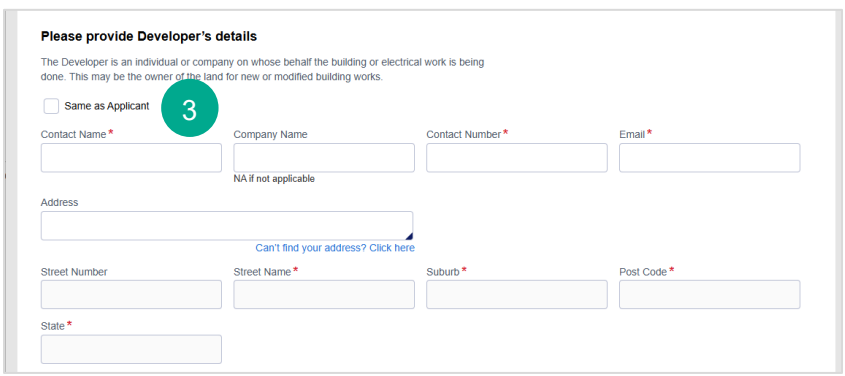
Your **Contact Name**, **Company Name**, **Contact Number**, **Email** and **Address** are prepopulated from your Customer Portal user profile

1. Contact Number – change, if required

2. Address – this can also be changed, if required

A red asterisk * denotes a mandatory field

Site Contact / Developer/ Property Owner details



3. If the **Site Contact** or **Developer** or **Property Owner** details **are the same** as the applicant details, select the **Same as Applicant** checkbox.

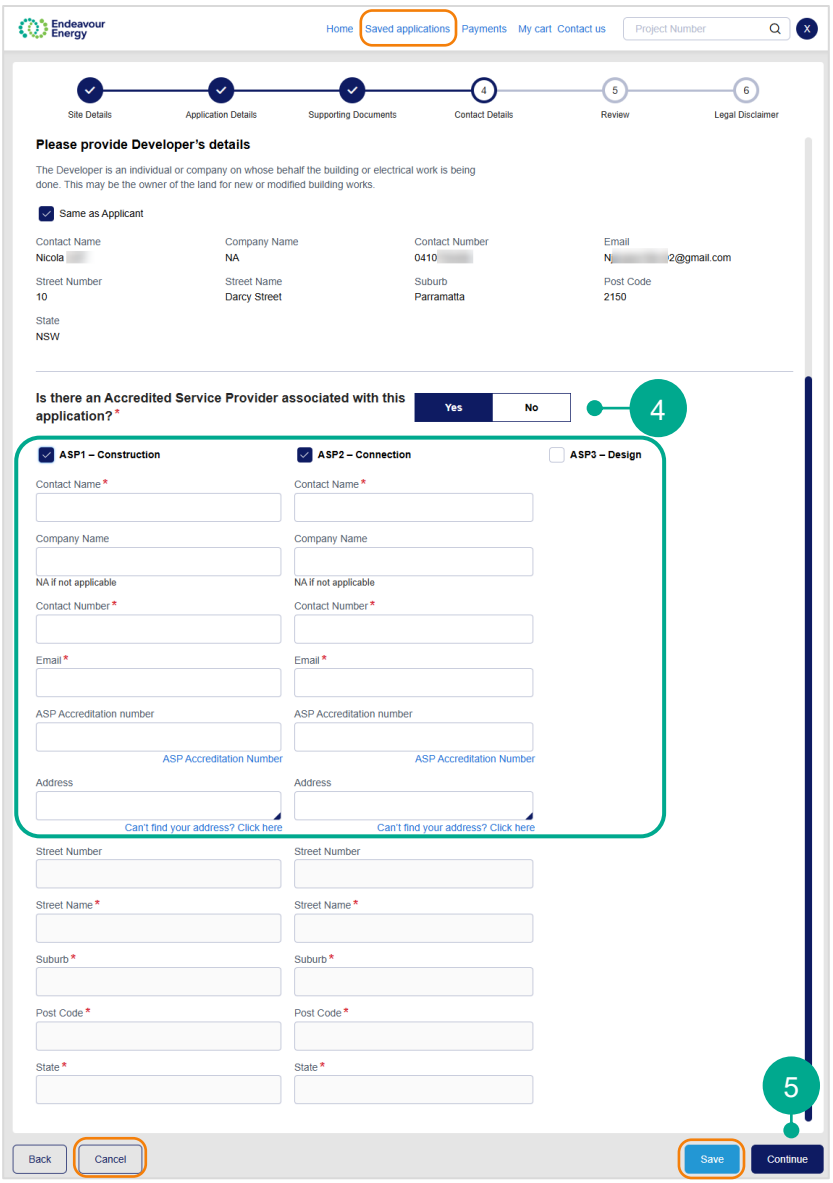
If the details **are not the same** as the Applicant details, you will need to manually enter the contact information.

(instructions are continued on the next page)

If your application type prompts you to enter a site contact, they will receive an email when you submit your application (the email advises that they have been nominated as a site contact for this project).

4 Contact Details *continued*

ASP details



***Note**: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications** (top of the screen)*

4. Is there an Accredited Service Provider... - if prompted, select the relevant response:

- If there is no ASP - select **NO** and go to step 5 below

OR

- If there is an ASP or ASPs, select **YES**

Select the checkbox for the relevant type or types:

- **ASP1 – Construction**
- **ASP2 – Connection**
- **ASP3 - Design**

Enter the details for the ASP or ASPs

5. Click Continue when you have completed all required details

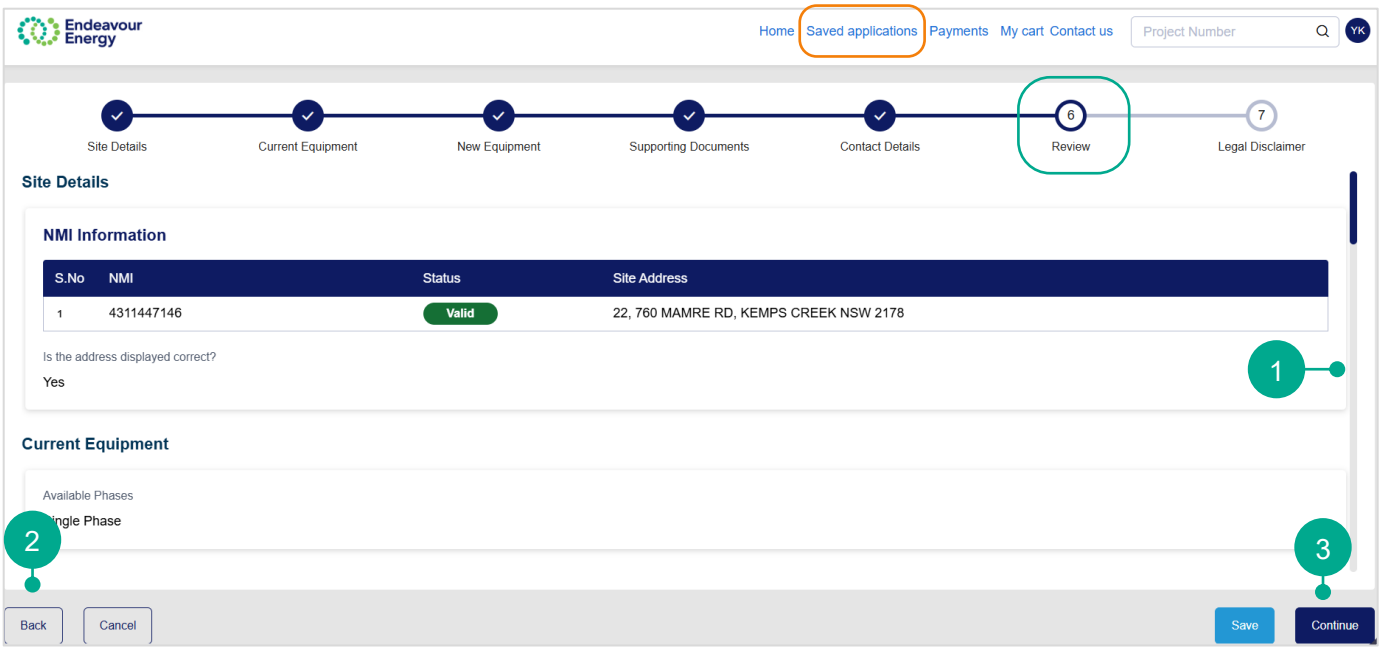
The next step in the application is Review

5 Review

*When you have reviewed or entered the Contact Details, the next screen is **Review***

1. Scroll down the page to review all the information you have entered and check the details are correct

Note**: If you click **Save** or **Cancel** on this page, your application can be edited and completed or deleted via **Saved Applications



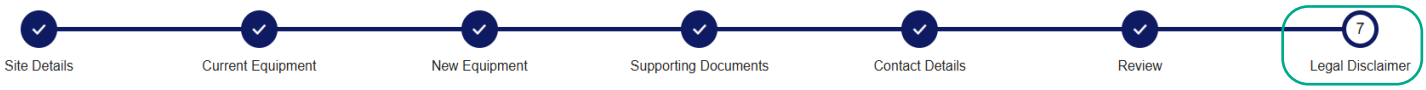
2. If you need to make any changes, **click** Back to go back to each previous screen

Alternatively, click on the step at the top of the page to jump to that page e.g. Site Details

Make the required changes and click Continue to save the changes and move through each page

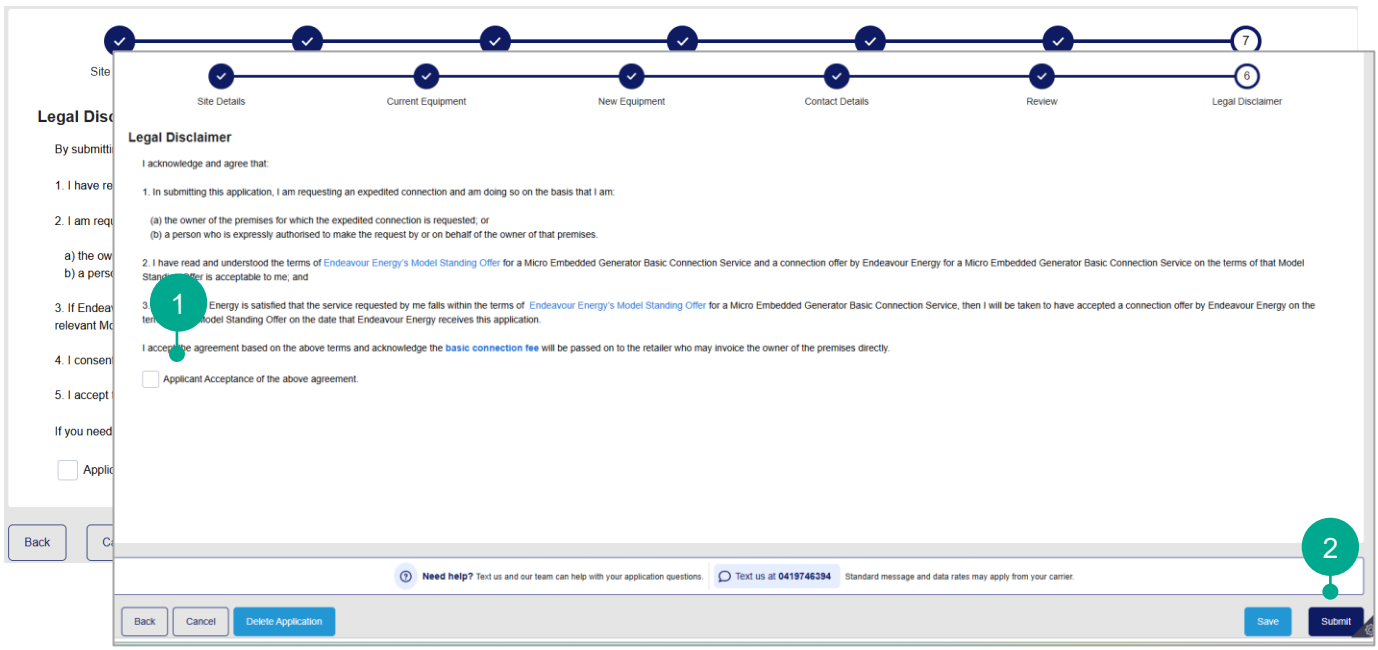
3. When you have reviewed the information, **click** Continue

The next step in the application is **either** Legal Disclaimer **or** Payment Lodgement

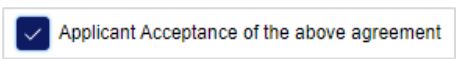


6 Legal Disclaimer

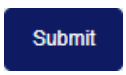
When you have reviewed the application, the next screen is ***Legal Disclaimer for either Basic Application or Standard Application***



Read the Legal Disclaimer

1. If you want to proceed with the application, **select** the 

checkbox

2. Click 

to proceed

For **standard applications**, the next step in the application is Payment Lodgement

For **basic applications**, the application will be automatically approved, and you do not need to do anything further
For both scenarios, continue to the *next page*

Note: If you do not want to proceed with the application, click **Delete Application**

Note: If you click **Save** > **Save and close** on this page, you can access your application via the Saved applications link at the top of the screen.

Thank you for your application submission OR Payment Lodgement

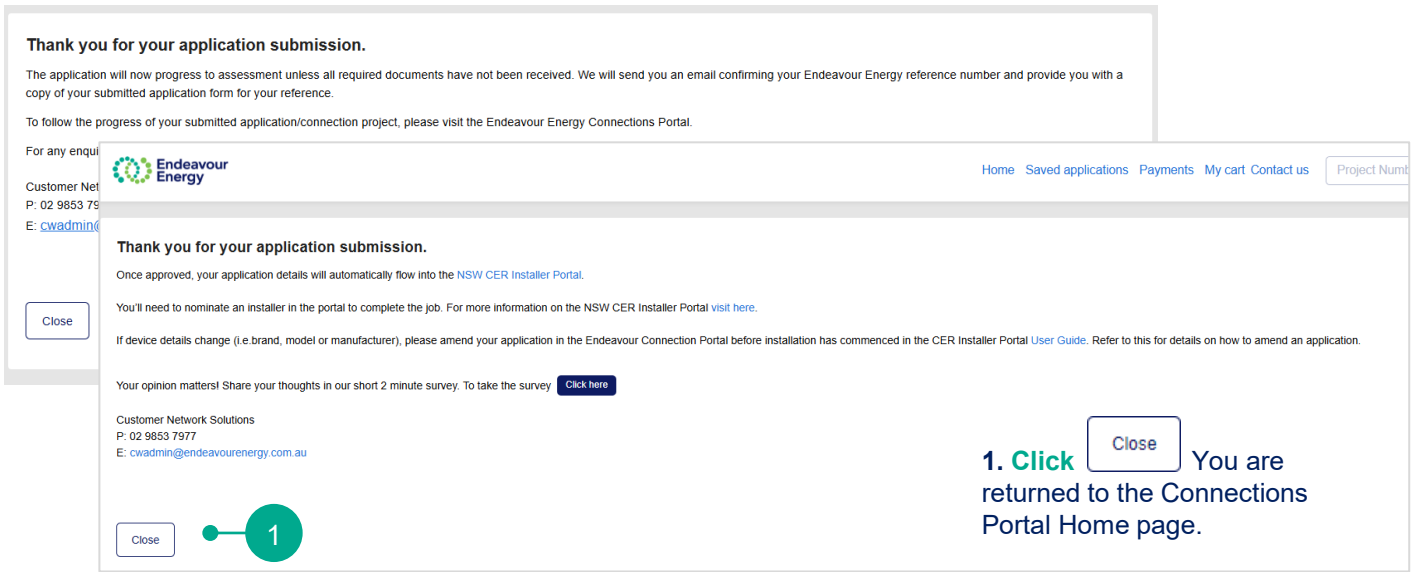
When you have read and accepted the Legal Disclaimer, the next screen is either:

- ***Thank you for your application submission*** *– if you're submitting or amending a basic application, there is no fee, so* ***no payment required***

OR

- ***Payment Lodgement*** *– if you're submitting or amending a standard application, there is a fee, so* ***payment is required***

Thank you for your application submission

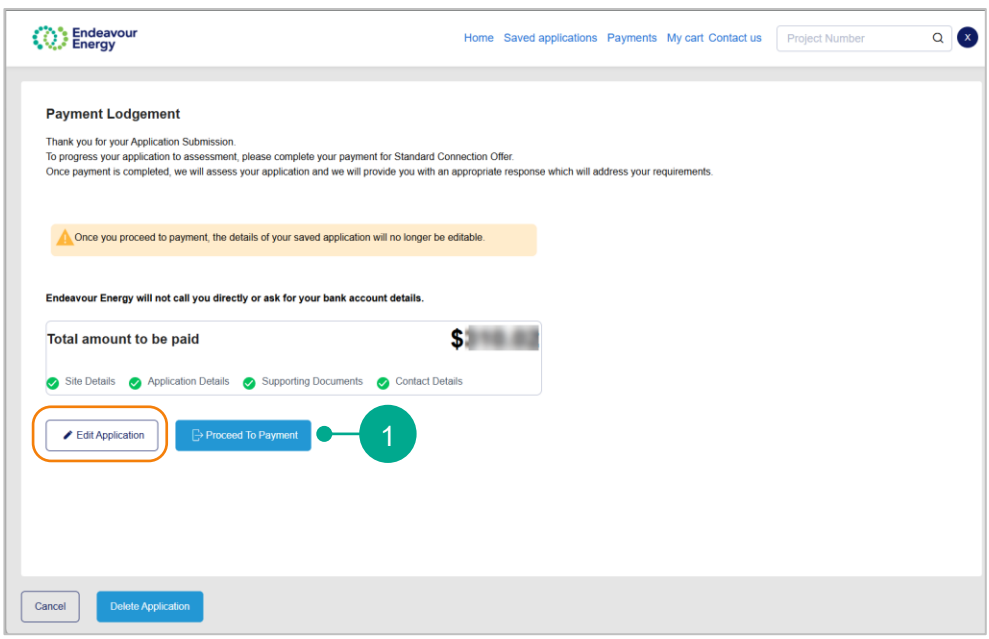


1. Click Close You are returned to the Connections Portal Home page.

OR

OR

Payment Lodgement

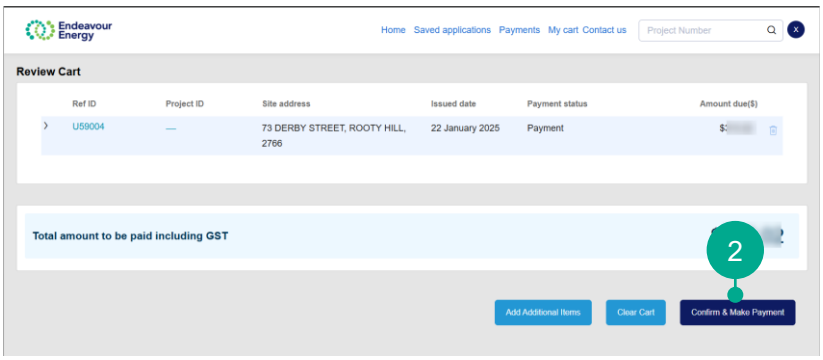


1. Click Proceed To Payment

(instructions are continued on the next page)

Note: Once you click Proceed to Payment you can no longer make any changes during this application process.

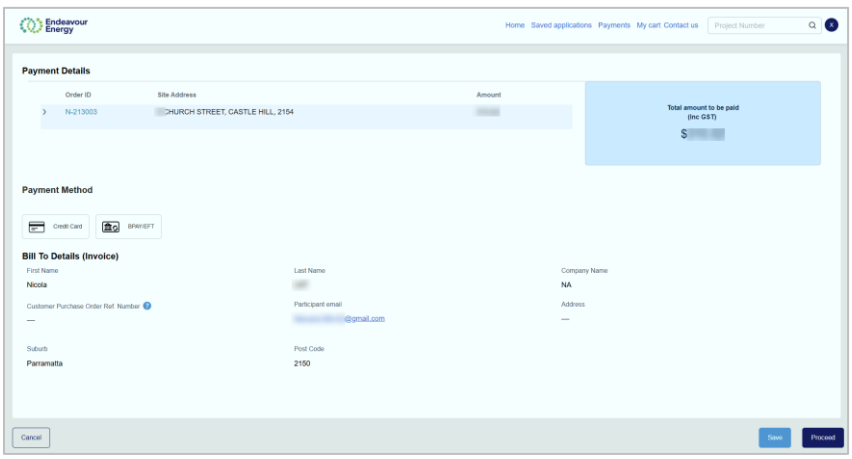
Review Cart



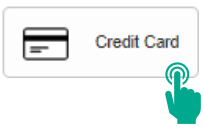
Click > to expand the row if you want to display additional details

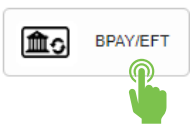
2. Click Confirm & Make Payment

Payment Details



Next steps - differ depending on the payment method you want to select



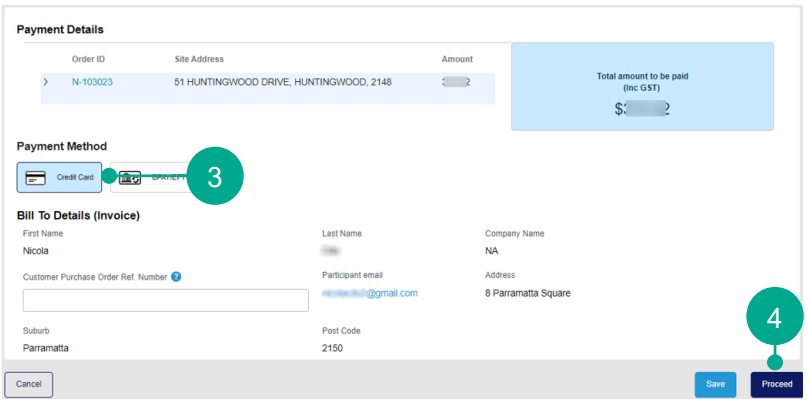


The next pages in this guide include a summary of the steps to pay via credit card, BPAY or EFT when you lodge your application.

For instructions on combining payments, nominating another billing party and paying at a later date, refer to the **Make a Payment user guide** or **how to video** on our **Portal Support** page

HOW TO PAY BY CREDIT CARD

Payment Details



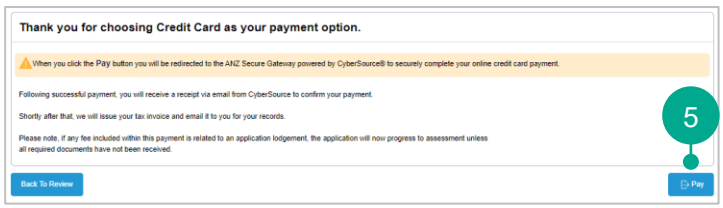
3. Click Credit Card

Only the account holder of the Connections Portal account can pay via credit card.

Note the Participant email address on this screen. All payment notifications are sent to the email address that the project fee has been issued to.

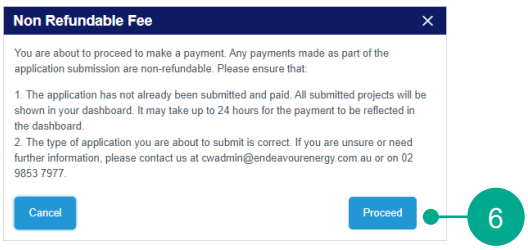
4. Click Proceed

Thank you for choosing Credit Card as your payment option



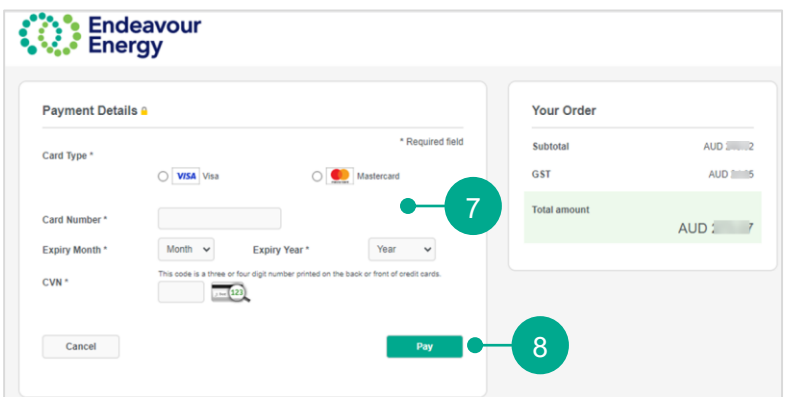
5. Click Pay

Non Refundable Fee



6. Click Proceed if you are happy to continue

Payment Details

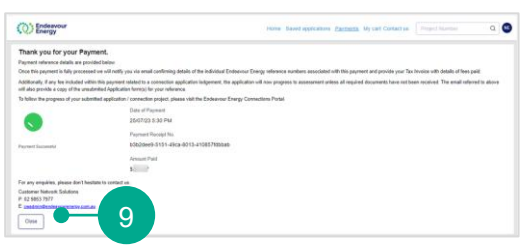


7. Select the **Card Type**, enter your **Card Number**, select the **Expiry Month**, **Expiry Year** and enter the **CVN**.

***Note**: If you click **Cancel** at this step, the application will be available under Payments > Pending Payments on the Home page.*

8. Click Pay to complete the payment

Thank you for your payment

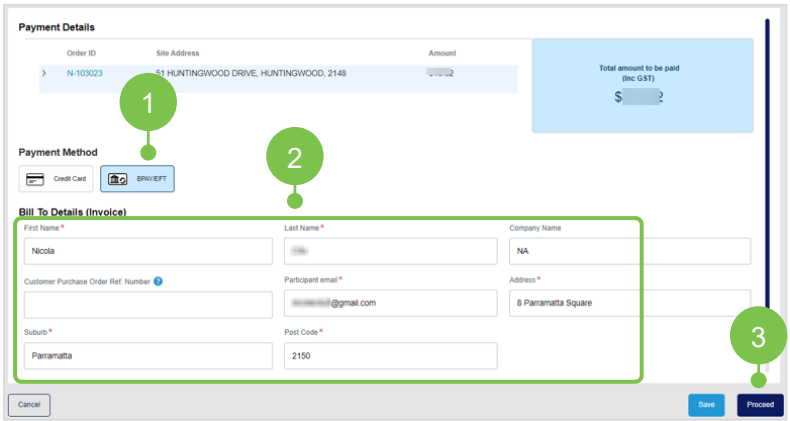


9. Click Close

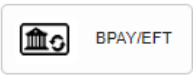
You are returned to the Connections Portal Home page. Your application is listed in the **My Projects** section (*it may take a few minutes for it to be listed).*

HOW TO PAY BY BPAY / EFT

Payment Details



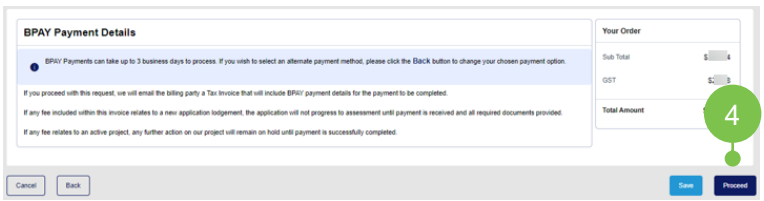
***Note**: If you **Save** at this step, the application will be available under Payments > Pending Payments on the Home page.*

1. Click 

2. Bill To Details (Invoice) – your details default. If another party is going to pay the application fee via BPAY or EFT, enter their details. Ensure the email address is accurate

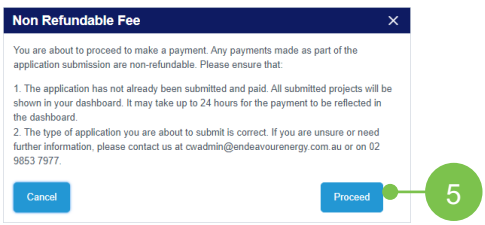
3. Click 

BPAY Payment Details



4. Click 

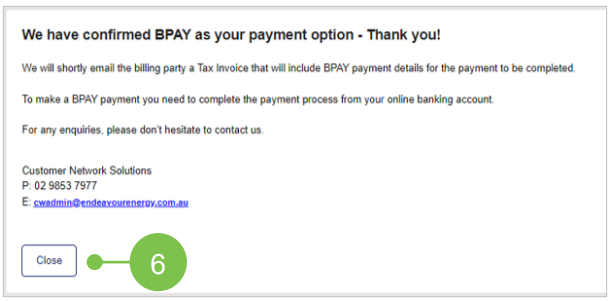
Non Refundable Fee

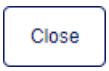


5. Click 

if you are happy to continue

We have confirmed BPAY as your payment option – Thank you!



6. Click 

An email will be sent to the nominated **billing party** with the BPAY and EFT details to use for the payment.

You are returned to the Connections Portal Home page. Your application is **not listed** in the **My Projects** section as the fee has not yet been paid.

Email Notifications and Tax Invoices

The billing party receives the BPAY Payment Pending email notification. The tax invoice is attached.

Important!

When you are making the BPAY or EFT payment, please quote the **Reference Number** displayed in the Payment Options in the tax invoice. **The reference number only applies to this application**. A different BPAY and EFT reference number is generated for other applications / fee payments.

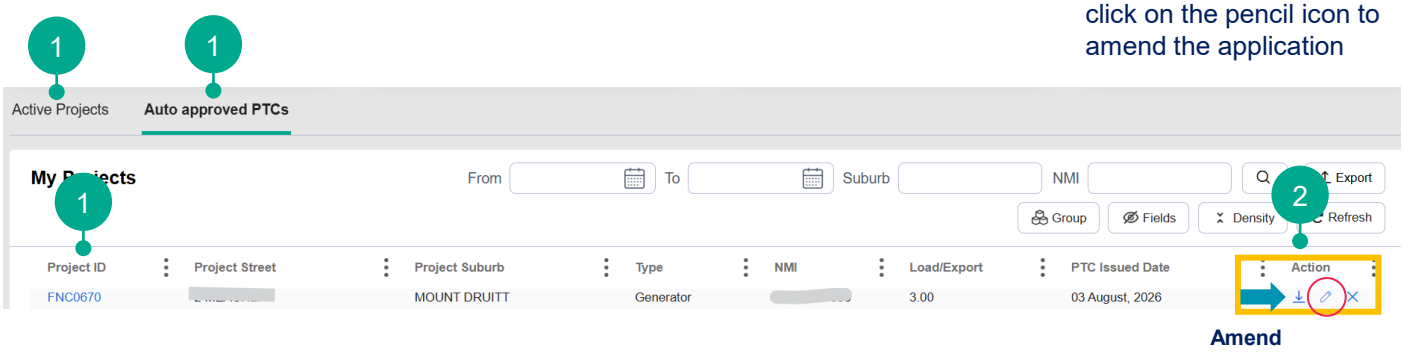
HOW TO AMEND AN APPLICATION

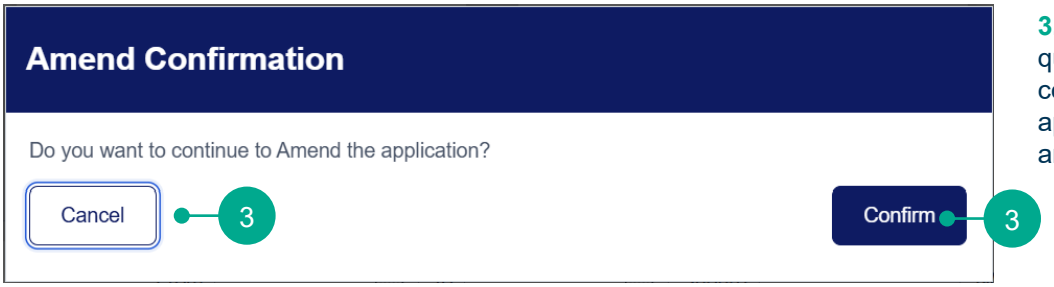
***Notes**:*

- *BASIC (only) Applications can be amended for the equipment to be installed at the site, provided installation has not yet commenced in the CER Installer Portal..*
- *The application must first be approved in the Connections Portal and received in the CER Installer Portal for amend function to be available .*
- *Amendments can only be made while the application is in the 'Awaiting Installation' status in the CER Installer Portal and **before installation has commenced**.*
- *Changes made in the Connections Portal will automatically flow through to the CER Installer Portal.*
- *Use the Amend Application function to correct or update equipment details if any discrepancies are identified prior to installation.*

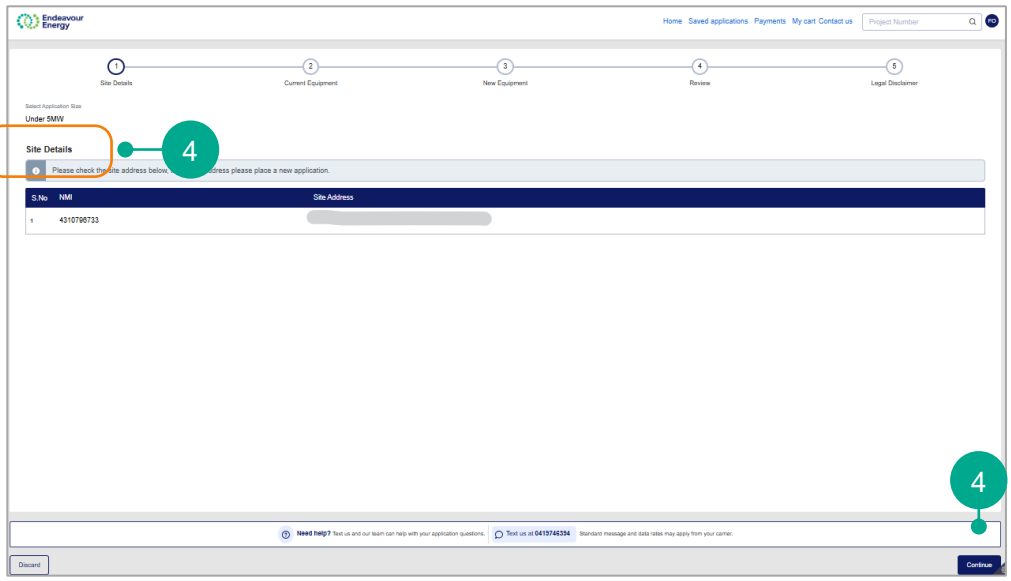
1. From the HOME page – click on 'Active Projects' or 'Auto Approved PTCS. Locate the Project under 'Project ID' column (Look for the relevant 'FNC' application number)

2. Under 'Action' column click on the pencil icon to amend the application





3. Next there will be a question "Do you want to continue to Amend the application? The options are 'Cancel' or 'Confirm'



4. If Confirm is selected, the next screen is **'Site Details'** – where it will be required to check the site address details.

The address is unable to be amended. To change the address a **new** application is required.

Select continue to go to the next screen.

AMEND AN APPLICATION

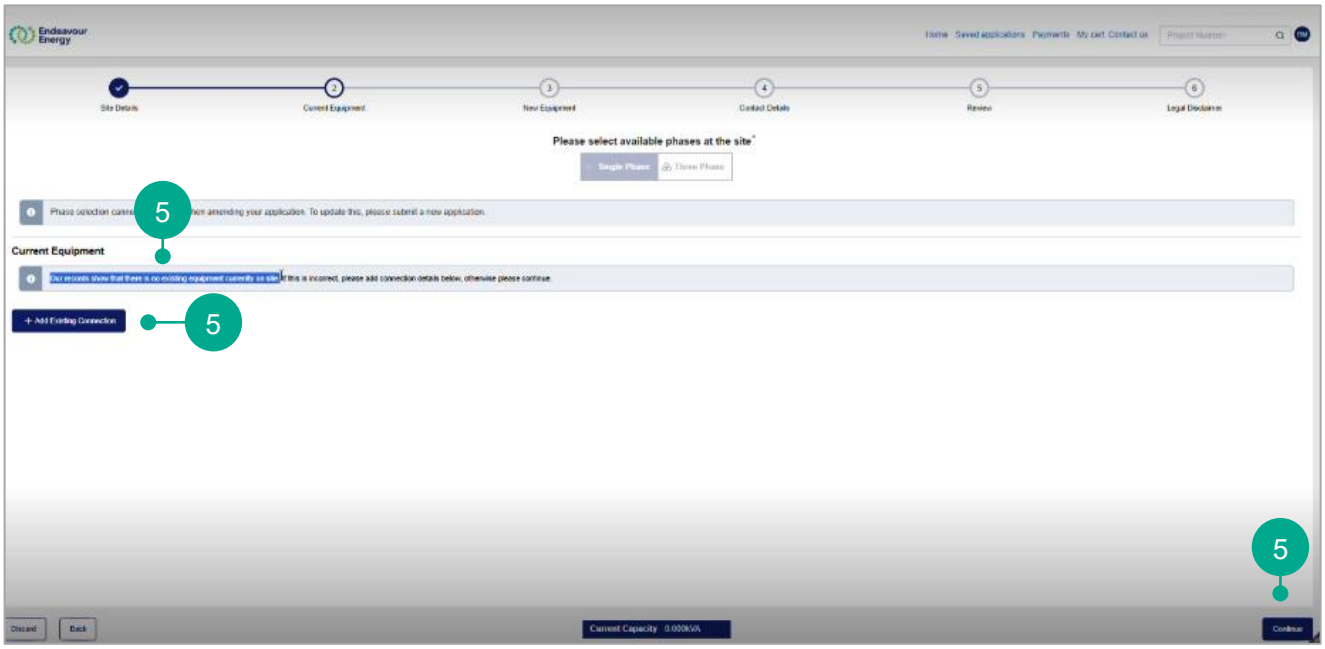
The next screen is the ‘Current Equipment’ Screen.

The phases cannot be changed, and the screen message states: **The Phase Selection cannot be changed when amending your application. If phase needs to be changed, you will need to submit a new application.**

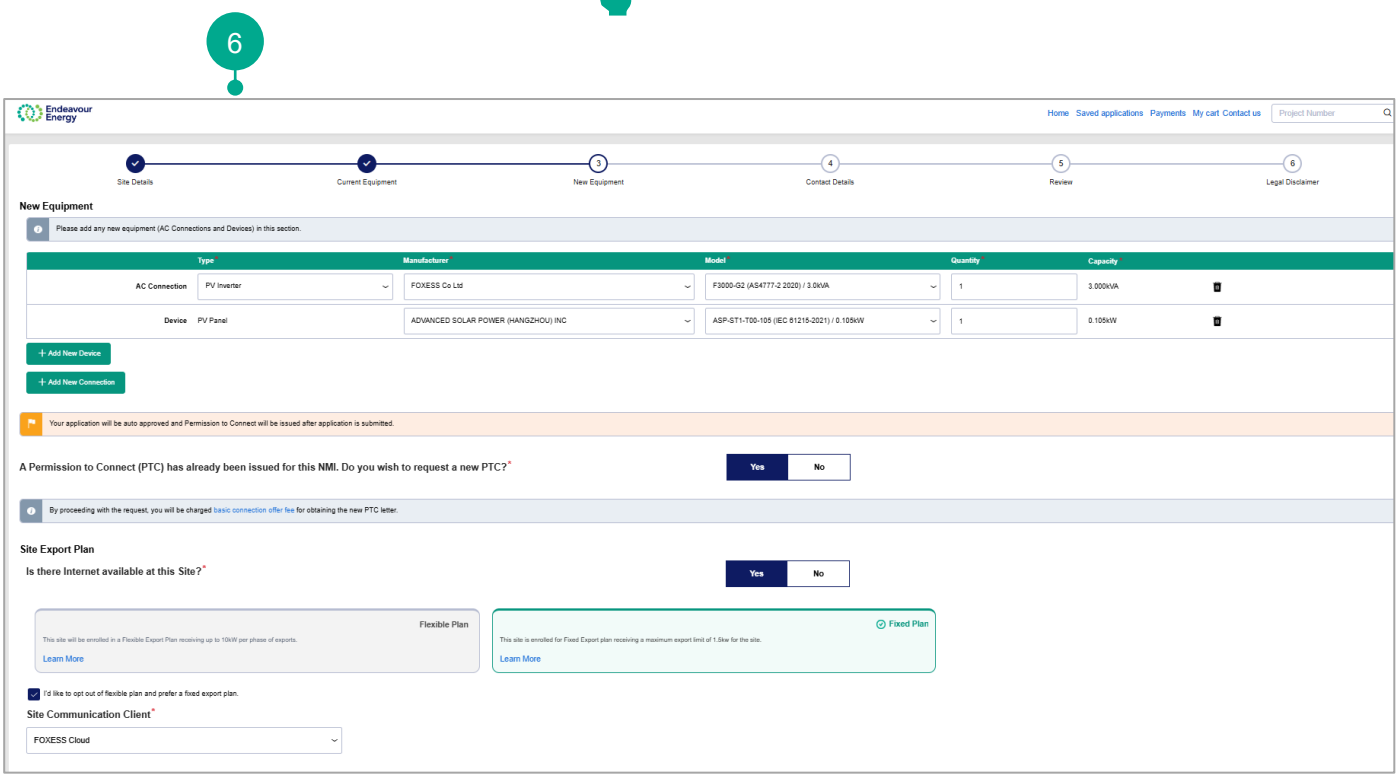
5. If there is existing ‘current equipment’, then that will require validating. Confirm the current equipment from the original application and what is actually installed at site.

- **If the ‘current equipment’ has changed, it can be updated on this screen**
- **If new equipment needs to be added, click ‘Add New Connection’ and follow the steps on page 14**

After completing this screen, click confirm in the bottom right corner.

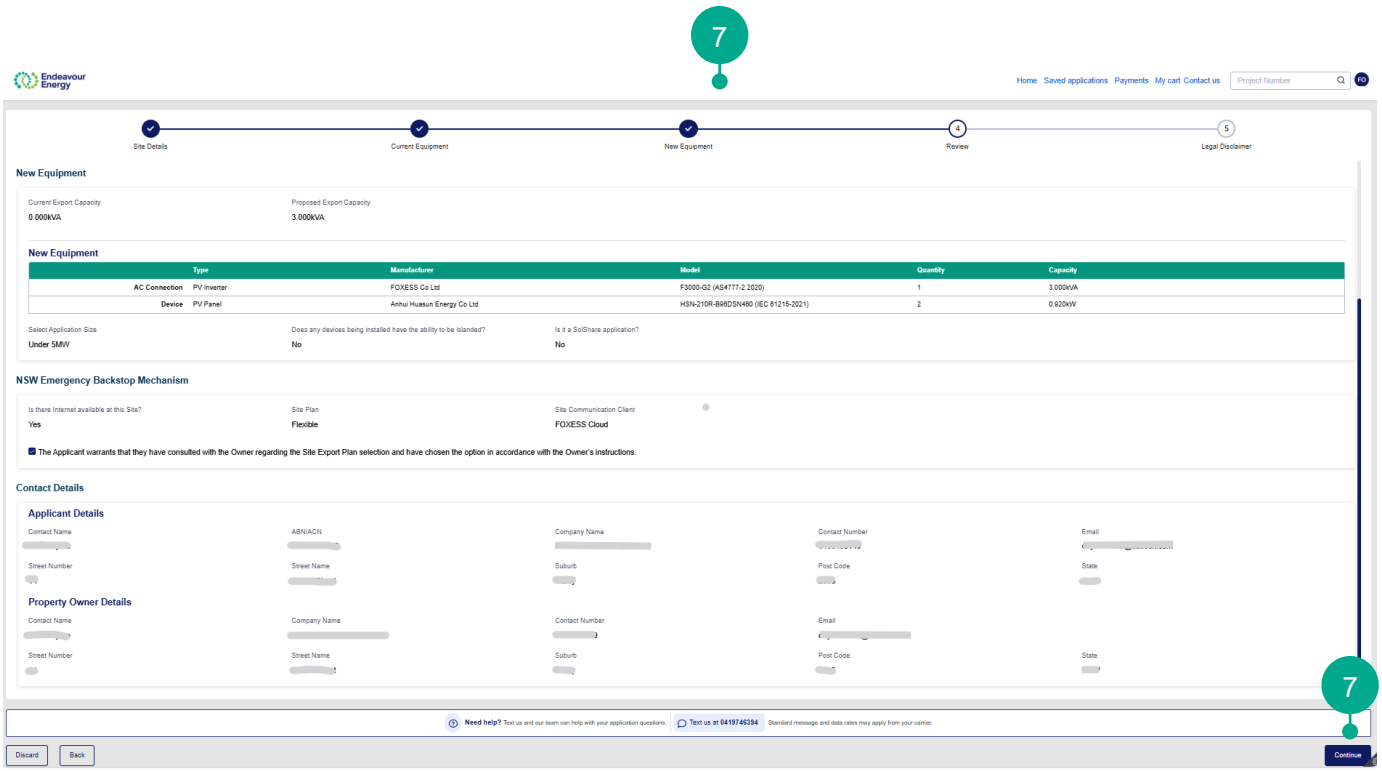


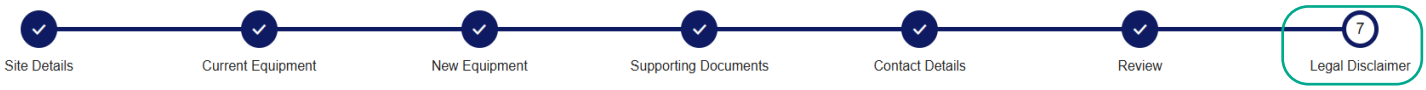
6. The next page displays the information from the original application. All the fields are editable, devices can be amended or added, and updates can be made to Site Export Plan, Site Communication Client etc. Follow the steps on page 14 if adding new equipment.



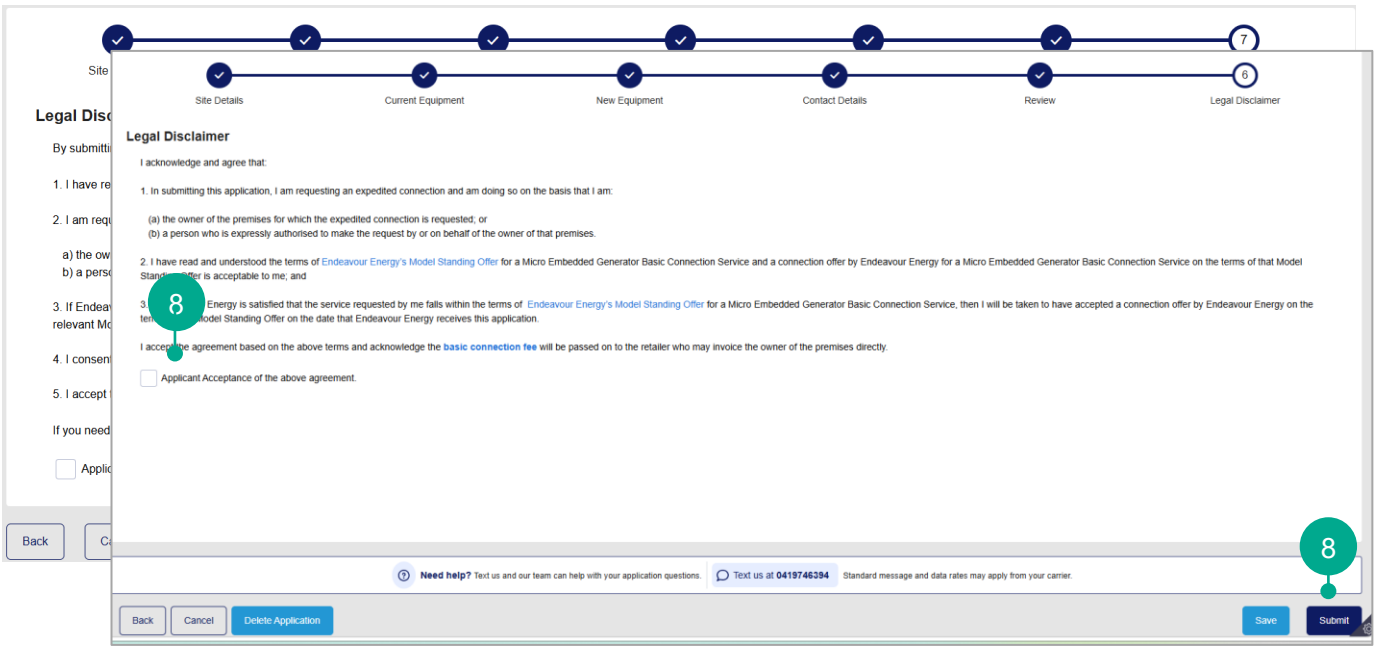
AMEND AN APPLICATION

7. The next screen is Contact Details. These details cannot be amended. If required to change these, a new application must be submitted. Click continue to proceed.

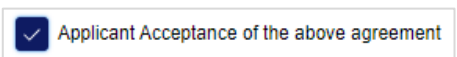




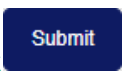
*When you have amended or reviewed the application, the next screen is **Legal Disclaimer***



Read the Legal Disclaimer

8. If you want to proceed with the amended application, **select** the 

checkbox

8. **Click** 

to proceed

For **standard applications**, the next step in the application is Payment Lodgement

For **basic applications**, the application will be automatically approved, and you do not need to do anything further
For both scenarios, refer to page 23.

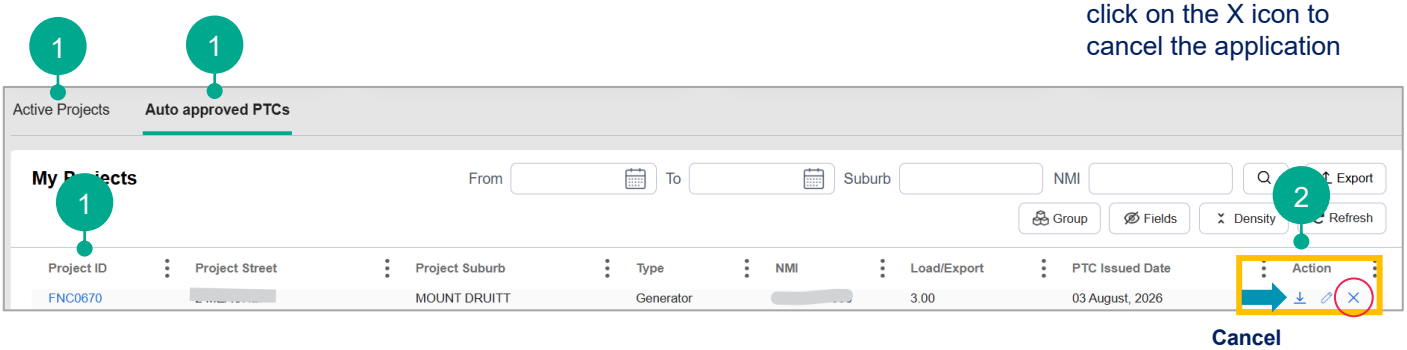
Note: If you do not want to proceed with the amendment, click **Cancel**

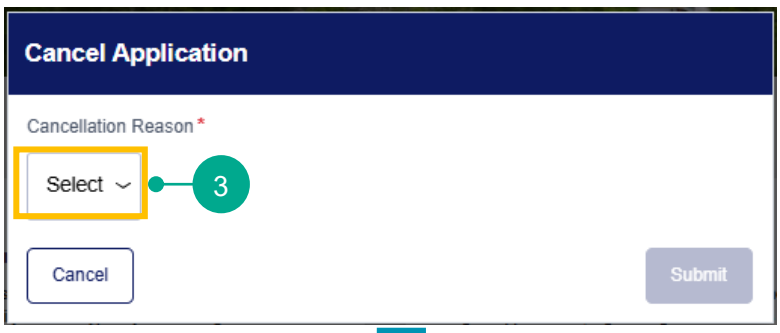
CANCEL AN APPLICATION

- *Applications can be cancelled, provided installation has not yet commenced in the CER Installer Portal..*
- *The application must first be approved in the Connections Portal and received in the CER Installer Portal for cancel function to be available .*
- *Cancellations can only be made while the application is in the 'Awaiting Installation' status in the CER Installer Portal and **before installation has commenced**.*
- *This will also cancel the application in the NSW CER Installer Portal*

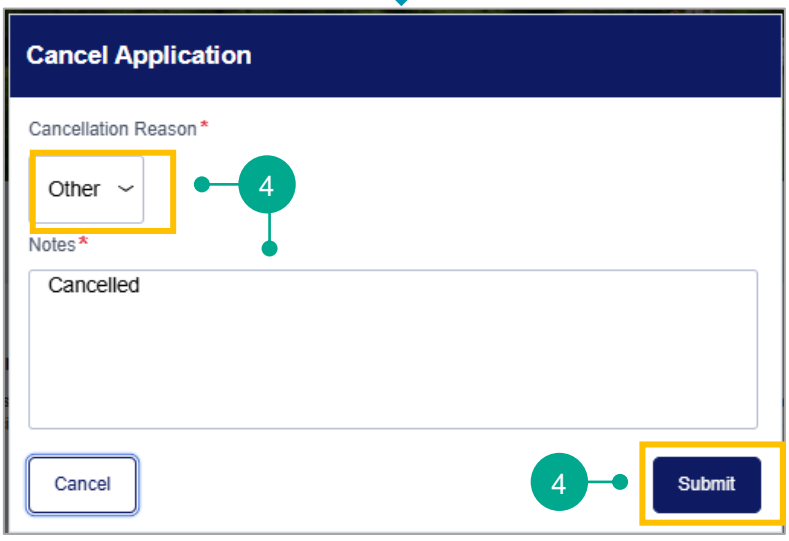
1. From the HOME page – click on 'Active Projects' or 'Auto Approved PTCS. Locate the Project under 'Project ID' column (Look for the relevant 'FNC' application number)

2. Under 'Action' column click on the X icon to cancel the application





3. Select a cancellation reason from the drop-down list



4. If 'Other' is selected, add a cancellation reason in 'Notes' section, then click submit.