

User Manual for Unified Web Portal for the State of Chhattisgarh

CONSUMER USER









SUSTAINABLE PARTNERSHIP FOR ROOFTOP SOLAR ACCELERATION IN BHARAT

(SUPRABHA)

Technical Assistance Program

User Manual for Solar Unified Web Portal for the State of Chhattisgarh

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About the Manual

Solar rooftop market is still at a nascent stage and numerous critical links are required for development of the market ecosystems for scaling of deployment. One such link is developing an online web-portal that will bring together all the stakeholders on a single platform and enable seamless communication among them. The Unified Web Portal provides that platform for all the stakeholders involved in the process of installation of grid connected solar rooftop plants. The portal aims to digitize the complete process of application, approval, and implementation of solar rooftop in the state of Chhattisgarh. This will avoid delays in seeking approvals and thus ensure faster installation of solar rooftop plants. Following are the main stakeholders of the solar rooftop program in Chhattisgarh:

- Chhattisgarh Renewable Energy Development Agency (CREDA)
- Chhattisgarh State Power Distribution Co., Ltd. (CSPDCL)
- Consumers of the Chhattisgarh State Power Distribution Company Limited
- Rooftop Solar System Installers / Empaneled vendors

The purpose of this User Manual is to provide an easy-to-follow, step-by-step, comprehensive guide to assist consumers to access the UWP to facilitate Interconnection in the State of Chhattisgarh. The manual will guide stakeholders regarding the use of the UWP and its functionalities. The functions and the processes to be followed are described in detail to aid the user in use of the portal for seamless navigation and processing. The Unified Web Portal (UWP) was developed with the support SUPRABHA- Technical Assistance (TA) Program.

Consumer Registration Process

Consumers shall register themselves on the portal to apply for installation and facilitate grid connectivity of the solar rooftop system.

The following steps shall be carried out by the Consumers to register on the portal

 Click on 'New User Registration' tab on the UWP website to access the registration page as shown in figure 1.

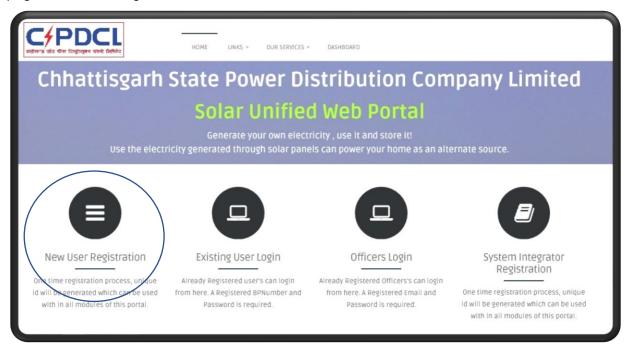


Figure 1 UWP Homepage

2. The consumer shall enter their BP number (mentioned on electricity bill) and click on "search tab" as shown in figure 2.



Figure 2 Search BP Number

3. After clicking on search, Consumer registration form will open as shown in figure 3. Verify your details in the form.

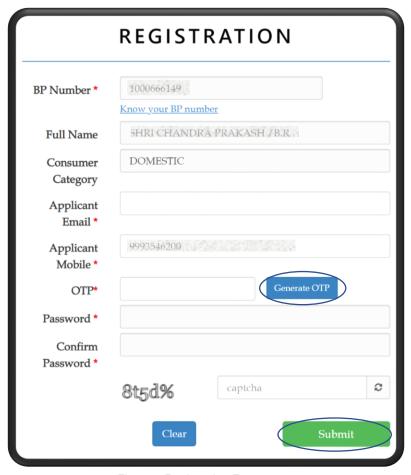


Figure 3 Registration Form

- 4. Click on generate OTP (One Time Password), and you shall receive the OTP via "Text SMS" on your mobile number and "Email" on your provided email id.
- 5. Enter the OTP you received.
- 6. Set the desired password for your application.
- 7. Enter the captcha (text) in the box and click on submit.

After successful registration, the applicant shall view the success message as shown in figure 4, indicating that the registration has been successfully completed and a confirmation shall be sent on the registered Email ID.



Figure 4 Registration Successful

The applicant shall login to the portal by clicking on "Return to Login" or "Existing User Login" from the registration page.

Stage 1: Rooftop Solar Application Process

The registered applicant shall login into the portal using their BP number and password chosen during registration and enter the captcha(text) in the box as shown in figure 5.



Figure 5 Consumer Login

Once logged in, the homepage shall appear as illustrated in Figure 6.

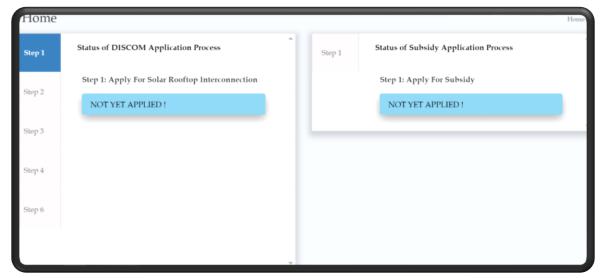


Figure 6 Consumer Dashboard

The "Dashboard" shall allow tracking of the 'Status of the DISCOM Application Process. The active steps shall appear 'in Blue color' and completed steps shall appear 'Green color'.

2.1 DISCOM Application Form 1(A)

Click on Step 1 to fill application for solar rooftop system connectivity.

The Application Form is developed under the heads of User Details, Technical Details, System Integrator Details and Attachment section as shown in figure 7.

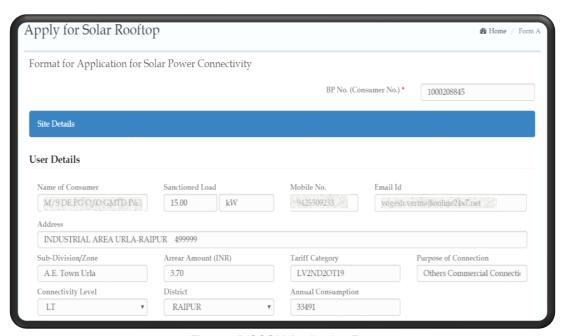


Figure 7 DISCOM Application Form

The steps to be followed while filling the application form are as follows:

- 2.1 The User details are auto fetched via BP number, in case of arrear alert will be shown. Clear all the arrears and then fill the application form.
- 3.1 Enter the technical details of rooftop solar plant you want to install as:
 - i. Enter the total area of Rooftop and Shadow free area.
 - ii. Select the preferred Business model.
 - iii. Select the option to install solar panel on Rooftop or Rooftop plus Ground.
 - iv. Enter the proposed plant capacity, expected date of Commissioning and meter provisions (In case if Meter is provided by CSPDCL, the meter would be provided within 45 days from the date of execution of agreement. Notification regarding this can be seen on saving the from)
 - v. In case consumer selects RESCO mode as business model, CSPDCL shall capture all such requests and consider the same in subsequent tendering process where CSPDCL shall tender out for installation of Solar PV in RESCO mode. After submission of the form, the consumer will not be allowed to process further.

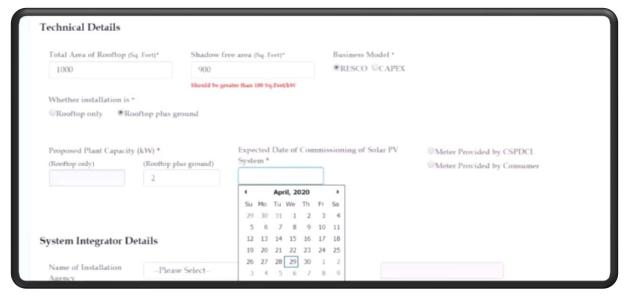


Figure 8 DISCOM Application Form Part-2 (Technical Details)

3. Enter the system integrator details by choosing the preferred vendor from the dropdown list for installation of rooftop solar system. In case preferred vendor name is not available in the drop-down list, select the Other option and fill the details of your preferred vendor for installation as shown in Figure 9.



Figure 9 System Integrator Selection

- 4. Upload the DISCOM Electricity bill. (.pdf file format and Max size is 1Mb)
- 5. Click save after clicking declaration checkbox as shown in figure 10.

NOTE: - Electricity bill is required only in case on non-subsidized consumer.

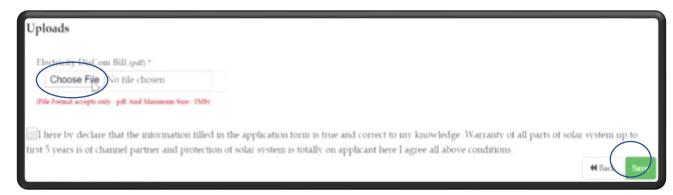


Figure 10 DISCOM Application Form Part -3

2.2 Downloading Rooftop Solar Application

After successful submission of the application form, the consumer can download the filled form from the Download Application Form button at bottom of form as shown in figure 11.



Figure 11 Downloading Application Form

2.3 Download LOA Letter

Consumer can download the Letter of Approval (LOA) (), from the Download LOA Letter button at bottom of application form(1A) as shown in figure 12.



Figure 12 Downloading LOA

2.4 Cancel the Application

Consumer can also cancel the application request and reapply for the installation of rooftop solar system. To do that kindly click on the cancel request button at the bottom of page as shown in figure 13 to cancel the application.



Figure 13 Cancel the Application

Stage 2: PPA Form

After the submission of DISCOM Interconnection form (1A), next step is to verify and executes the Power Purchase Agreement (PPA) and steps for signing and executing the PPA are as follow:

- 2.1 Go to Consumer Application dashboard.
- 3.1 Click on Stage 2.
- 4.1 Power Purchase Agreement will open as shown in figure 14.
- 5.1 Verify your details and go through the terms and conditions of the agreement.
- 6.1 Click on agreeing to the terms and conditions of PPA and Submit it.



Figure 14 PPA form

6. Download the agreement by clicking the download PPA button after submission.



Figure 15 Download PPA Form

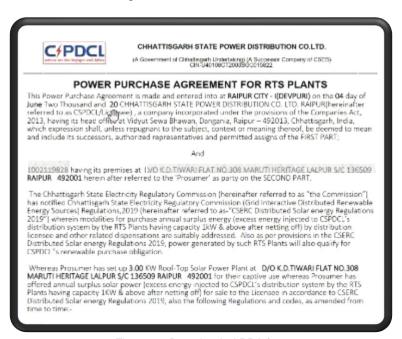


Figure 16 Downloaded PPA form

7. Take the printout of PPA form and sign the PPA along with signature of a witness in the given space on a Rs. 300 Stamp Paper and submit a copy to CSPDCL Office.

Stage 3: Work Completion Report

3.1 Work Completion report Verification

After the installation of solar rooftop system and completion of work, vendor will submit the work completion report having the details of the work carried. Vendor shall also mention the total cost incurred for the installation in the work completion report.

After vendor submits the work completion report, it shall be verified by the consumer as per the following steps:

1. Click on step 3 in the main dashboard after logging in.

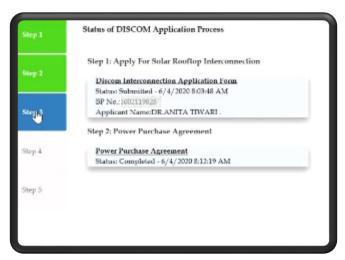


Figure 17 Consumer's Dashboard - Work Completion Report

- 2. Work completion report will open and it is divided into 5 sub headers:
 - i. Details PV Module
 - ii. Module Mounting Structure
 - iii. DC Distribution Box
 - iv. Earthing
 - v. Solar Meter Details
- 3. Verify all the details entered by the vendor.
- 4. Download the reports uploaded by vendor and verify them as shown in figure 18.



Figure 18 Work Completion Report Verification

- 5. After verifying the details, select the declaration declaring that the information provided in the report is true and correct to your knowledge and agreeing to all the above conditions.
- 6. Click on save and download the work completion report as shown in figure 19.



Figure 19 Download Work Completion Report

3.2 Filling Work Completion Report

In case 'other' vendor was selected during the solar rooftop connectivity application, consumer shall be liable to fill in the work completion report using following steps:

1. Click on step 3 in the main dashboard after logging in as shown in figure 20.



Figure 20 Consumer's Dashboard - Work Completion Report

- 2. Work completion report will open and it is divided into 5 sub headers as shown in figure 21:
 - vi. Details PV Module
 - vii. Module Mounting Structure
 - viii. DC Distribution Box
 - ix. Earthing
 - x. Solar Meter Details
- 3. Fill the details required in each of these columns and upload:
 - i. Meter testing report
 - ii. Undertaking for DCR content of PV module (PDF format max. size 500 kB)
 - iii. Module make and serial nos. of module capacity/power (Wp)

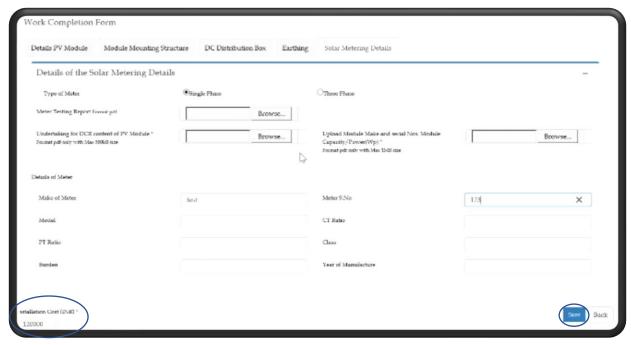


Figure 21 Work Completion Report Part -B

- 4. Enter the total cost of installation.
- 5. Click on save after entering all the details.
- 6. Work Completion Report Modification:

In case the Work Completion Report gets rejected, Vendor or Consumer shall again receive the work completion report for resolving the discrepancies and shall again send it for verification and approval to DISCOM using following steps:

- i. In the dashboard, click on the Work Completion Report Step-3 again.
- ii. View modification details popup window will open, check the modifications required as mentioned in the window and click on "Close" button as shown in figure 22.



Figure 22 WCR Modification details

iii. Update the Work Completion Report as per the modifications mentioned and click on "Update Record" button as shown in figure 23.

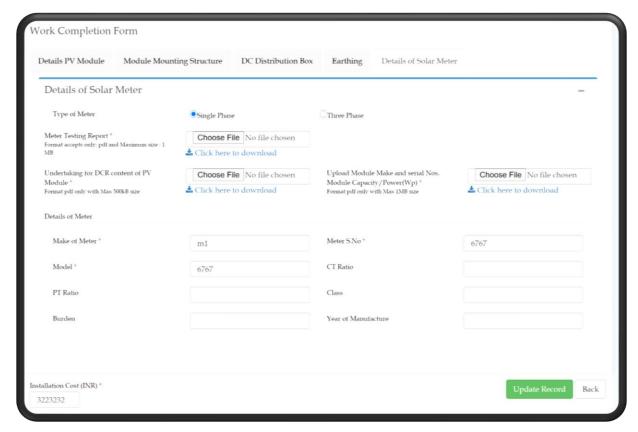


Figure 23 Update WCR

iv. Work completion report will be then sent again to DISCOM for verification.

Stage 4: Intimate for System Readiness

After the installation of system and when system is ready to be synchronized with the grid, intimation to DISCOM needs to be sent informing the readiness of installed solar plant by following the steps:

- Go to Consumer dashboard after logging into the portal using your registered email id and password.
- 2. Click on STEP 4 as shown in figure 22.

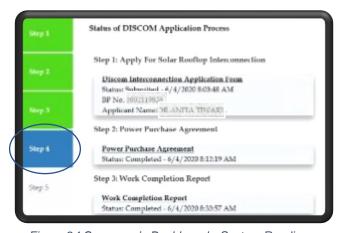


Figure 24 Consumer's Dashboard - System Readiness

- Draft letter to DISCOM for readiness of the system for system checks, synchronization with the DISCOM Grid and Installation of Meters will open.
- 4. Select the systems that are installed using the check box as shown in figure 23.

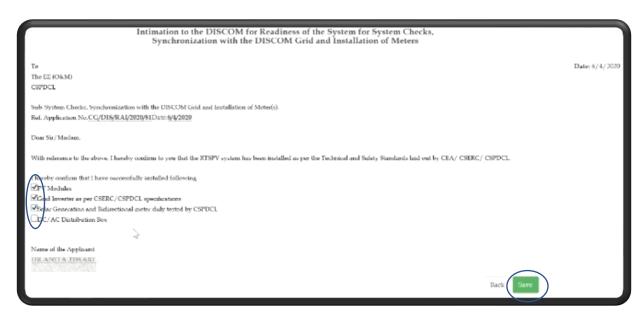


Figure 25 System Readiness Intimation

- 5. Click on save after confirming the details and systems installed.
- 6. Consumer may download and save the letter.

Stage 5: Synchronization Letter

Once the DISCOM approves the application and Work Completion Report, Synchronization letter is issued which completes the process of installation of rooftop solar and system is connected and synchronized with the power grid. Synchronization letter can be checked by following steps:

In the dashboard, click on step 6 as shown in figure 24.

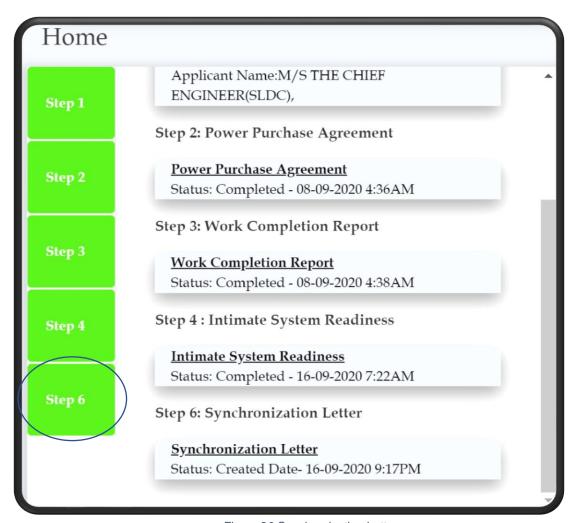


Figure 26 Synchronization Letter

2. Synchronization letter will open as shown in figure 25, verify the details and save it for your reference purposes.

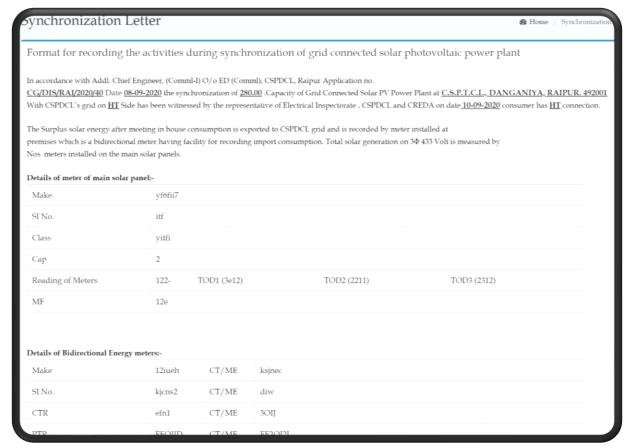


Figure 27 Synchronization Letter Copy

Stage 5: Subsidy Application Process

After the DISCOM approves the application and synchronization letter is created, Consumer shall apply for the subsidy application process using the following steps:

- 7. Go to Consumer dashboard after logging into the portal using your registered email id and password.
- 8. On the right side of dashboard, click on Step1 as shown in figure 28.

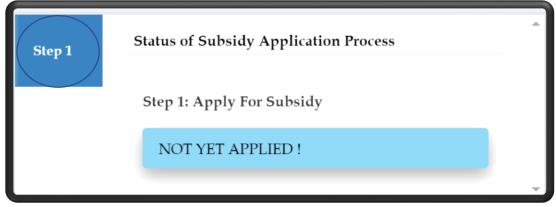


Figure 28 Subsidy Application-Step1

Subsidy application will open, verify the details and select the "Yes" or "No" checkbox confirming if the solar meter has been installed as shown in figure 29.



Figure 29 Solar meter installation status

10. After selecting option, click on green arrow or upload section present at the top of application as shown in figure 30.

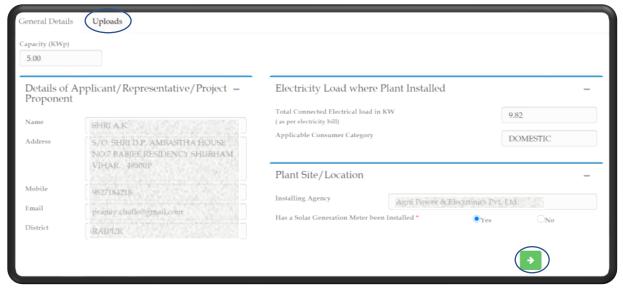


Figure 30 Upload Section Tab

- 11. In the Upload section as shown in figure 31, upload the following documents and photos as per the format mentioned below within the size limit:
 - Photo of Installed Plant. (Format JPG only with Max 2MB size)
 - Photo of the beneficiary. (Format JPEG only with Max 200kB size)
 - Invoices Format accepts only: pdf and Maximum size: 1 MB
 - Payment Receipt Format accepts only: pdf and Maximum size: 1 MB

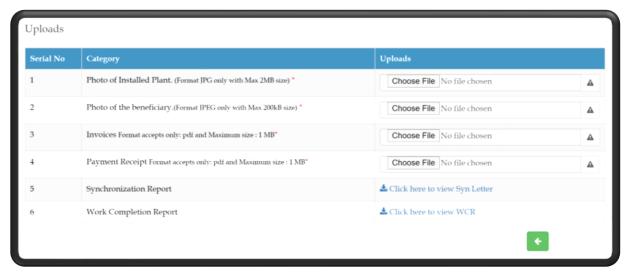


Figure 31 Document Upload section

12. After uploading all the documents, select on the deceleration at the bottom of the application and click on "Save" button as shown in figure 32



Figure 32 Save the subsidy application

13. After successful submission of the subsidy application, status of the application will be shown as "Completed" along with the time when its saved as shown in figure 33.



Figure 33 Subsidy Application completion status

14. Once the DISCOM approves and submits the project completion report, status will be updated as "PCR - Status: Completed" as shown in figure 34.

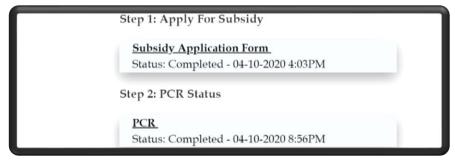


Figure 34 PCR Completion Status

