DER Register Installer Portal - Quick Start Guide

Accessing the DER Register Installer Portal

AEMO website; https://www.aemo.com.au/energy-systems/electricity/der-register/der-register-portal

Sign-up

Create a DER Register Account

Verification is necessary. Please click Send button.

my.email@gmail.com

Send verification code

All fields are mandatory. Complete all fields and click sign up. Please note that a current Job Number must be used for account creation.

New Password *

Confirm New Password *

Given Name *

Surname *

Job Number *

NMI *

Sign Up

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❶ Enter your email then click on 'Send verification code'

❷ You can then enter the code and click 'Verify Code'

Verification code

Verification code

Verify code

Send new code

❸ If you don't receive the email, check your "Junk mail" folder.

❹ Your password must be at least 8 characters and contain Uppercase or lowercase letters, numbers & special characters

❺ You will need the Job Number and NMI from an Active Job – these can be found in the notification letter/ connection agreement provided by your Network Service Provider ie. 52123456, BNC12345, 11118765-0123456

❻ Click on 'Sign-up'
- Errors are displayed at the top of the screen (if you are using a laptop you may need to scroll-up)
- There is a timeout, if you receive a 'system error', try closing the window and starting a new session
- Don't forget – you MUST use Google Chrome!

Access a Job

Connections & Devices

Connection Agreement

DER Installation Details   **Connections & Devices** 2

Connections & Devices 2

[+ Add AC Connection]   [+ Add DER Device]

AC Connection-1   ○ Validation status:Initial   [Edit] [Remove]
ID:200000004783503   Type: Inverter   Connection status:

DER Device   ○ Validation status:Initial   **Parent** [AC Connection 1 ▾]   [Edit] [Remove]
ID:200000004812881   Type: Solar PV   Device status:

AC Connection-2   ○ Validation status:Initial   [Edit] [Remove]
ID:200000004783504   Type: Inverter   Connection status:

DER Device   ○ Validation status:Initial   **Parent** [AC Connection 2 ▾]   [Edit] [Remove]
ID:200000004812882   Type: Solar PV   Device status:

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❶ Click on Edit to update the details of the Connection

If you physically remove or disconnect a connection/device you should edit the record and set the status to 'Decommissioned'.
If you decommission a connection you must also decommission the attached devices.

The Validation Status can be;
- Initial: New DER System to be installed
- Confirmed: Existing DER System (only update if the DER System is being modified or decommissioned)

The Connection/Device status can be;
- Blank/Inactive: record has been created, but NOT physically installed or operating
- Active: Already Installed & operating
- Decommissioned: Used to operate but is not Operating anymore

AC Connection Details

① The commissioning date of the Inverter(s)
Use the date picker or enter in dd mmm yyyy format

② The number of Inverters of the same type
If this is an installation with micro inverters or string inverters, enter the total number of inverters here

③ Set the connection to Active

④ Select Yes if DRED enabled in the installation

⑤ Select from CEC List of Inverter Manufacturers (or select Other and specify)

⑥ Select from CEC List of Models for the selected Manufacturer (or select Other and specify)

⑦ Select from CEC List of Series for the Selected Model (or select Other and specify)

⑨ Scroll down to see the Stan Inverter Response settings – th should be pre-populat

⑩ Click on 'Done' and you will return to the Connections & Devices Screen

Equipment type
Inverter

Commissioning date
dd mmm yyyy
Clear Commissioning Date

Number of AC Connections
1

Status
Active

DRED interaction enabled
No

Manufacturer
Fronius International GmbH

Model Number
5.5-3-M

Series
Symo

Serial Number
XXXXXXX
The serial number of the device(s)

al number for each Inverter. tion with micro inverters or number of text boxes (equal er of inverters you entered ear. All serial numbers must e entered.

What standard applies to the inverter
AS 4777.2 2005; AS/NZS 3100:2009; IEC 62109.1; AS 47.

Inverter rated capacity (kVA)
5.5

Sustained operation over-voltage limit (Vnom-max)
258

Over-frequency limit (Fstop
52

Under-frequency limit (Fstop-CH)
47

Voltage response mode: volt-watt response
Enabled

V1
207

Power limit at V1
100

V2
220

Power limit at V2
100

V3
248

Power limit at V3
100

V4
258

Power limit at V4
20

Power response mode: power factor curve
Not Enabled

Power response mode: power rate limit
Not Enabled

Additional protection and control modes
No

Cancel   Done

OPERATOR

Device Details

Connection Agreement

DER Installation Details Connections & Devices ❷

Connections & Devices ❷   + Add AC Connection   + Add DER Device

❶ Click Edit to update the details of the device

Edit Remove

DER Device   ○ Validation status:Initial   Parent AC Connection 1   Edit Remove
ID:200000004812881   Type: Solar PV   Device status:

← Connection Agreement

Edit DER Device

Device type
Solar PV

Device sub-type
Crystalline

❷ Select the Sub-type from the drop down list (or select Other and Specify)

Number of devices
11

Status
Active

❸ Enter the number of Devices (ie. the number of Panels)

❹ Set status to Active

Manufacturer
Jinko Solar Co Ltd

Model Number
JKM400M-72H

❺ Select from CEC List of Manufacturers (or select Other and specify)

❻ Select from CEC List of Models for the selected Manufacturer (or select Other and specify)

Rated capacity (kW or kVA)
0.4

❼ The capacity will default if the Manufacturer & Model were selected, otherwise enter the capacity for a single Device in kW or kVA.

❽ Click on done to return to the Connections & Devices Screen

Cancel Done

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Validation & Submission

Connection Agreement

DER Installation Details   Connections & Devices ❷

Connections & Devices ❷

[+ Add AC Connection]   [+ Add DER Device]

AC Connection-1   ○ Validation status:Pending Submission   [Edit] [Remove]
ID:200000004783503   Type: Inverter   Connection status: Active

DER Device   ○ Validation status:Pending Submission   Parent [AC Connection 1 ▾]   [Edit] [Remove]
ID:200000004812881   Type: Solar PV   Device status: Active

AC Connection-2   ○ Validation status:Pending Submission   [Edit] [Remove]
ID:200000004783504   Type: Inverter   Connection status: Active

DER Device   ○ Validation status:Pending Submission   Parent [AC Connection 2 ▾]   [Edit] [Rem...]
ID:200000004812882   Type: Solar PV   Device status: Active

❶ Once you have entered the details for all Connections & Devices in the Job, click on 'DER Installation Details'

Connection Agreement

DER Installation Details   Connections & Devices ❷

👍 Application has been validated. You are free to submit

DER Installation

NMI (National Metering Identifier)
4103251911

Connection Agreement 'Job Number'   Installer identification
484186-0100222   InstallerID

Approved Capacity (KVA)   Number of phases available
30   3

For assistance with data entry, please refer to User Guide and How To Video found here or the Frequently Asked Questions page found here
For any further assistance please contact SupportHub@aemo.com.au or call 1300236600

[VALIDATE]   [SUBMIT]

❷ Enter installer ID

❸ Errors will be displayed at the top of the screen;
• Level 1 Exceptions – these must be corrected before the record can be submitted
• Level 2 Exceptions – these are warnings, if the values entered are as installed, you can submit the record and it will be reviewed by the NSP
You should update the details in the relevant connection/device to correct any errors and then click on 'Validate' to confirm.

❸ Click on 'Validate' – and observe the messages displayed

❹ If there are no errors, click on 'Submit'

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Downloading Receipts

More information:

- [FAQs](#)

- [DER Register Installer Portal User Guide](#)

- [DER Register web page](#)

- [Your local Network Service Provider](#)

- [AEMO's SupportHub](#)

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