

SolCentre: How to sign-up as a Solar Installer or Asset Owner

vA4

Allume's online monitoring portal, called SolCentre, allows solar installers and asset owners to view real-time energy data associated with the SolShare solar allocations and loads for projects that they are involved in.

For this data to be available to view in the SolCentre portal, ensure that:

- Each SolShare is connected to a live grid connection
- Each SolShare is connected to a secure and stable internet connection
- Each SolShare has been commissioned
- The inverter/s and other solar equipment at site are operating correctly.

Due to the privacy concerns around a tenant having access to solar and load consumption data of other tenants, **do not provide the information in this document to individual tenants**. Instead, tenants can view their individual tenancy data via the SolCentre tenant view – consult the *0726_SolCentre - Signing up tenants* document for more information. This can be found on [Allume's Document Library](#).

Important links include:

- SolCentre Monitoring Portal: <https://portal.allumeenergy.com.au/login>
- SolShare Commissioning App: <https://commissioning.allumeenergy.com.au/>

Accessing SolShare data for a whole site is done by invitation-only.

Any user receiving an invitation will need to create a SolCentre login prior to or during this process. If a user wishes to create a SolCentre login ahead of time, they should go to <https://portal.allumeenergy.com.au/login>, click *Register*, and enter their details to create a login.

To provide monitoring access to a solar installer or asset manager and view energy data for their project on SolCentre, follow the steps below:

Step 1 – Invite the new user

Option A: SolShare Commissioning App during commissioning of SolShare

As one of the last steps of the SolShare commissioning process in the [SolShare Commissioning App](#), the person commissioning the SolShare will be asked if they want to invite an asset manager or other person who should receive whole site access (that is, not an individual tenant) on the SolCentre Monitoring Portal.

Enter the person’s email address in the field (1 email address at a time) and click *Invite*. You will be prompted to confirm that this is an officially-appointed person – click *Yes*.

Option B: SolShare Commissioning App after commissioning of SolShare

NOTE: This option is only available to the user who completed commissioning of this SolShare.

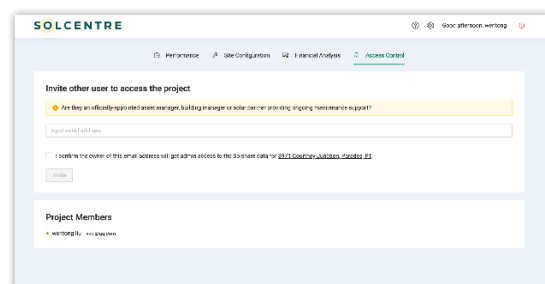
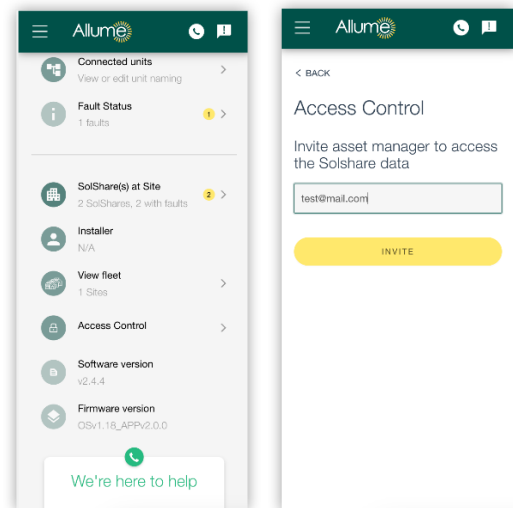
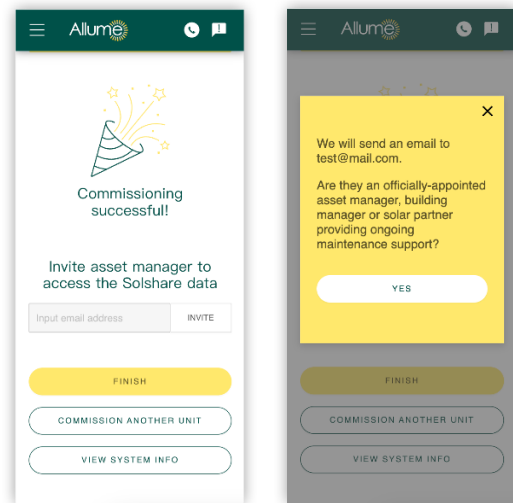
Once the SolShare is commissioned, you can navigate to *System Information* -> *Access Control* in the [SolShare Commissioning App](#).

Enter the person’s email address (1 email address at a time) in the field and click *Invite*. You may be prompted to confirm that this is an officially-appointed person – click *Yes*.

Option C: SolCentre Monitoring Portal after commissioning of SolShare

NOTE: This option is only available to users who already have whole site access.

In the [SolCentre Monitoring Portal](#), navigate to the *Access Control* tab. Enter the person’s email address (1 email address at a time) in the field, click the check box and click *Invite*.

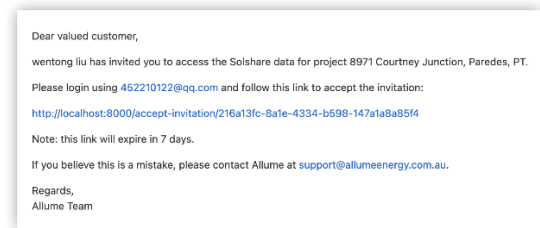


Step 2 – User receives invitation

The person who was invited to the SolCentre Monitoring Portal with whole site access will receive an email.

They should click the link and login with their email address to continue with the process.

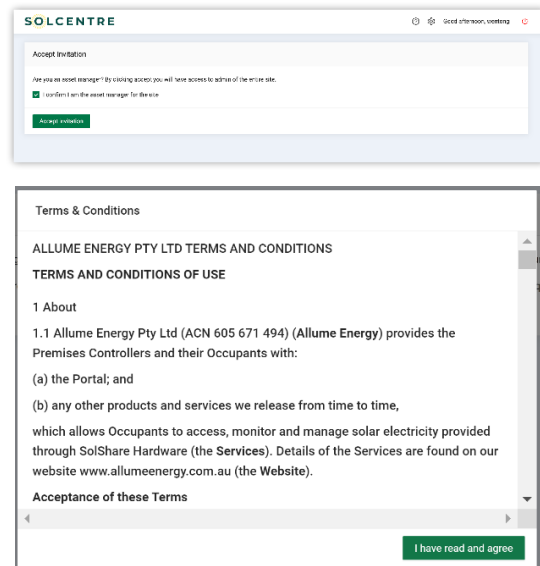
If the user does not yet have a SolCentre login, they will need to click *Register* on the login page and enter their details to create a login. They may then need to click the link in the email again.



Step 3 – User accepts invitation

The person will then be taken to this screen to accept the invitation by clicking the check box then clicking *Accept invitation*.

Note: The user must be signed in using the same email address that was used to invite them. They may be required to accept the Terms and Conditions if they have not previously logged in.



Step 4

The project associated with this SolShare will then show up in that person's list of projects. To view data, click on the site name of interest, and the energy data will be available to view. The user can choose to look at whole site data (default view) or use the dropdowns to see data for a particular tenancy. The date range can also be changed.

