

SUSTAINABLE PARTNERSHIP FOR  
ROOFTOP SOLAR ACCELERATION IN  
BHARAT  
**(SUPRABHA)**

Technical Assistance Program

Consumer User Manual  
for Rooftop Solar Unified Web  
Portal for the State of Meghalaya

## 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 Meghalaya. 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 Meghalaya:

- Meghalaya Energy Corporation Limited. (MeECL)
- Meghalaya Power Distribution Corporation Limited (MePDCL)
- Consumers of the Meghalaya Power Distribution Corporation 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 Meghalaya. 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.

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## 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

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

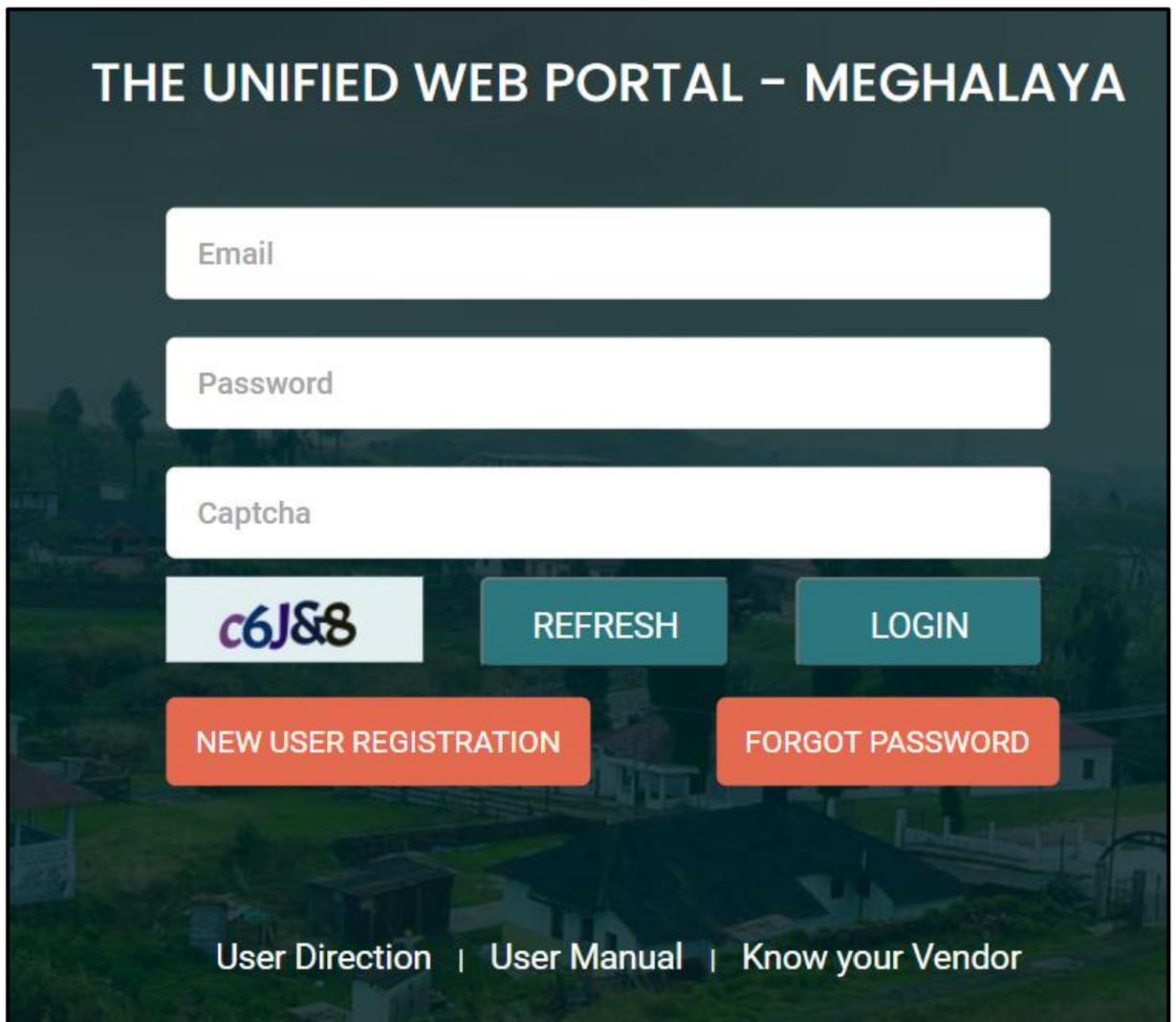
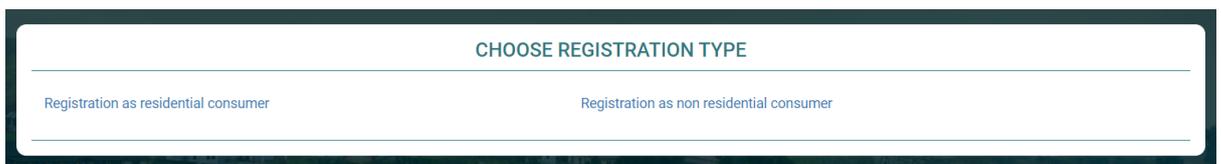
The image shows the homepage of 'THE UNIFIED WEB PORTAL - MEGHALAYA'. It features a dark background with a blurred image of a residential area. At the top, the title 'THE UNIFIED WEB PORTAL - MEGHALAYA' is displayed in white. Below the title are three white input fields for 'Email', 'Password', and 'Captcha'. Underneath these fields are three buttons: a white button with the 'c6J&8' logo, a teal 'REFRESH' button, and a teal 'LOGIN' button. Below these are two orange buttons: 'NEW USER REGISTRATION' and 'FORGOT PASSWORD'. At the bottom, there are three white links: 'User Direction | User Manual | Know your Vendor'.

Figure 1 UWP Homepage

2. Select the registration type as residential or non-residential consumer as shown in figure 2.

The image shows a selection screen titled 'CHOOSE REGISTRATION TYPE'. It has a white background with a dark border. At the top, the title 'CHOOSE REGISTRATION TYPE' is centered. Below the title are two radio button options: 'Registration as residential consumer' and 'Registration as non residential consumer'.

3. Registration as Residential consumer
  - i. Click on 'Register as Residential Consumer'. The page as shown in Figure 3 shall

appear.

**REGISTRATION FORM - RESIDENTIAL**

Fields marked with asterisk (\*) are mandatory to fill in

**Consumer Category \***  
Domestic

**Consumer Sub Category \***  
Select Sub Category

**First Name \***  
First Name

**Last Name \***  
Last Name

**DISCOM Name \***  
MePDCL

**Email \***  
Enter your email id

**Mobile \***  
Mobile Number

**Password \***  
Password

**Confirm Password \***  
Confirm Password

[Password should atleast contain 1 upper case, 1 lower case, 1 number, 1 special character and minimum 8 character]

**Captcha \***  
Captcha qCYJG

RESET SUBMIT

- ii. The Consumers shall fill in basic information details and click on 'Submit' to register themselves on the portal.
- iii. During registration, the Consumer shall provide an Email ID and a Password of their choice. as this shall be an authentic Login ID and Password for the Consumer to access USRTP.
- iv. Click on return to Login after submitting the registration details as shown in figure below.

**UNIFIED SOLAR ROOFTOP TRANSACTION PORTAL(USRTP)**

You have successfully completed the registration process for USRTP portal. NOTICE: An email has been sent to the email address you provided in the previous form.

RETURN TO LOGIN

## Consumer Application Process

### Application Form

1. Login to the portal by entering the registered credentials as shown in below figure.

# THE UNIFIED WEB PORTAL – MEGHALAYA



Email

Password

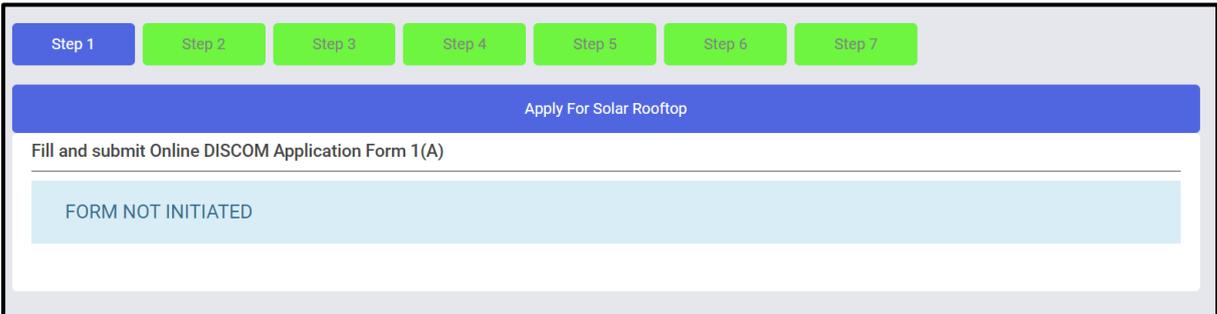
Captcha



**LOGIN**

[New User Registration](#)      [Forgot Password](#)

2. In the portal dashboard, click on Step 1, as shown in figure below to initiate the application.



Step 1   Step 2   Step 3   Step 4   Step 5   Step 6   Step 7

Apply For Solar Rooftop

Fill and submit Online DISCOM Application Form 1(A)

FORM NOT INITIATED

3. Fill the details in the application as shown in figure below and upload the following documents in the application:
  - a. Identity proof
  - b. Latest electricity bill
  - c. Recent Passport Size Photo

Application for Grid Connectivity of Roof Top SPV Power Plant

Fields marked with asterisk (\*) are mandatory to fill in

**Site Details**

Consumer Details

DISCOM Name\* MePDCL Phase Type\* Select Phase

Consumer Number\* Connected Load (kWp)\*

Details of The Site for Installation

Address Line 1\* Division Name\* Select Division

Address Line 2\* Service Type\* Select Service

District\* Select District Consumer Type\*  Subsidy  Nonsubsidy

Pin Code\* Installing Agency\* Select Agency

Plant Location (Latitude) (Longitude) Capacity Type\*  Rooftop Capacity  Rooftop plus ground Capacity

Proposed Solar PV Plant Capacity (kWp)\*

Attachment Section

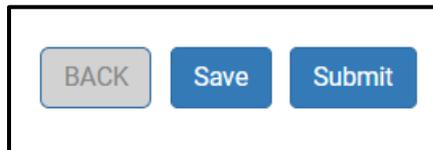
Type of ID Proof\* Select ID Proof Latest Electricity Bill\* Choose File No file chosen  
Max file size 1024 KB (.pdf)

(Self-Attested) ID Proof Upload\* Choose File No file chosen  
Max file size 1024 KB (.pdf)

Recent Passport Size Photo\* Choose File No file chosen  
Max file size 200 KB (.jpeg)

BACK Save Submit

4. After filling the application click on save button and review the details. Once all details are correct click on the submit button as shown in figure below.



## Application Payment

1. After submission of application, proceed to payment button will be shown as shown in figure below. Click on it.



2. Upload the payment receipt that you have received from the DISCOM after the offline payment of the application fees to the DISCOM office as shown in figure below.

Offline Payment

Fields marked with asterisk (\*) are mandatory to fill in

Upload Payment Receipt for Application Form:\* Choose File TestX006.pdf

BACK Submit

3. Acknowledgement receipt will be generated as shown in figure below. Download the receipt and keep it for future record purpose.

Acknowledgement Receipt	
Your Application for setting up of grid connected solar rooftop has been received by MePDCL. The following Rooftop Solar Application Number has been allotted to your application.	
Name	Sidhant Sharma
Date	17/02/2021
UWP Application Number	MEC/000051
Service Connection Number	121
Solar Plant Capacity	5

[↓ DOWNLOAD](#)

## Technical Feasibility Assessment by Discom

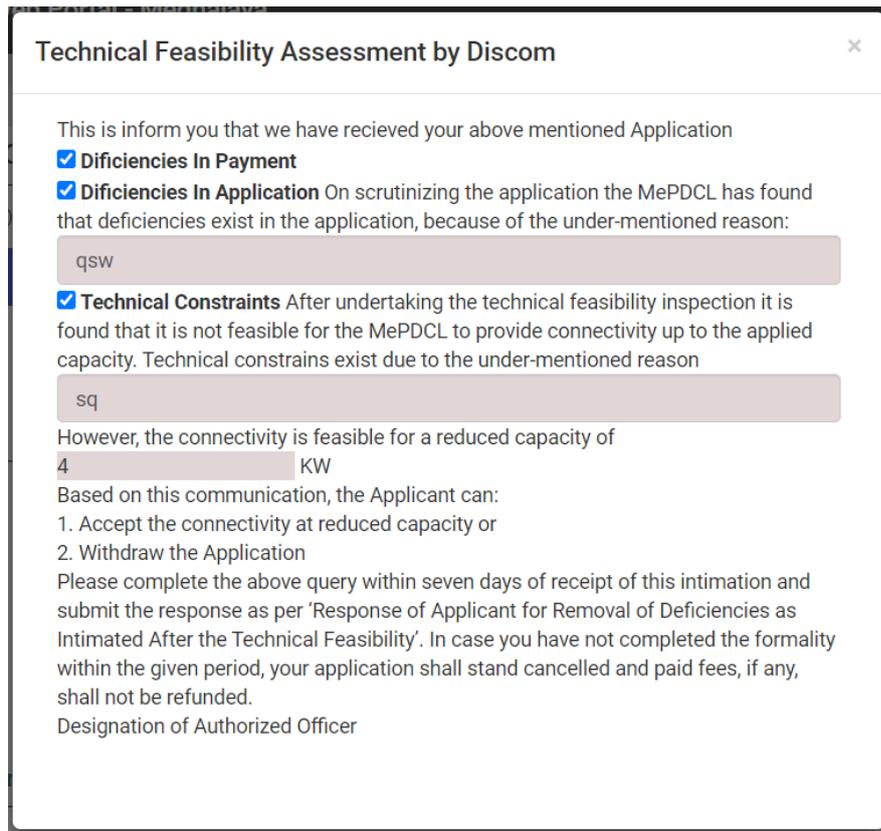
Based on the technical feasibility review by DISCOM, the dashboard shall be updated and in case of any deficiencies/technical constraints in the application submitted, DISCOM shall communicate the same to the Registered Applicant via the portal and the Consumer dashboard shall be updated automatically. Follow the below steps to resolve, if there are any deficiencies in the application:

1. Click on Step 3, and application tracking window will open. Click on blue arrow next to Technical Feasibility Assessment by Discom as shown in figure below.

### Application Tracking

Process Description	Responsibilities	Name	Approval Status	Form/Formats	Documents Attached	Action
Application Initiated	Applicant	Sid SHamra	Initiated			
Offline Payment of Application	Applicant	Sid SHamra	Uploaded		Payment Receipt	
Technical Feasibility Assessment by Discom	AEE	AEE Shillong East	Deficiencies & Technical Constraints			<a href="#">→</a>

2. Details on the deficiency will be shown in the popup window as shown in below figure. Check the details and close the popup.



3. Update the deficiencies the application form again and submit the application to DISCOM.

## Uploading of PPA & Test Reports of meters

After the DISCOM submits the technical feasibility of the application, consumer shall conduct the testing of the meter and sign the PPA. The Meter test reports and copy of PPA needs to be uploaded in the portal using the below steps:

1. Click on Step 3, and application tracking window will open. Click on blue arrow next to Uploading of PPA & Test Reports of meters as shown in figure below.

Application Tracking						
Process Description	Responsibilities	Name	Approval Status	Form/Formats	Documents Attached	Action
Application Initiated	Applicant	Sidhant Sharma	Initiated			
Offline Payment of Application	Applicant	Sidhant Sharma	Uploaded		<a href="#">Payment Receipt</a>	
Technical Feasibility Assessment by Discom	AEE	AEE Shillong East	Accepted		<a href="#">Sanction letter</a>	
Uploading of PPA & Test Reports of meters	AEE					<a href="#">→</a>

2. Upload the PPA document and Test report of meters in the window as shown in figure below.

**Uploading of PPA & Test Reports of meters**

Fields marked with asterisk (\*) are mandatory to fill in

PPA Document:\*  No file chosen

Test Report of Meter:\*  No file chosen

3. Click on submit button after upload the documents.

## Work Completion Report

Consumer shall fill in the details of components/materials used in the work completion report once the work is completed and shall upload the necessary documents such as Post plant Photograph, Undertaking for DCR content etc. Steps to submit the work completion report are:

1. Click on Step 4 in consumer dashboard, and application tracking window will open. Click on blue arrow next to Submit the Work Completion Report to DISCOM as shown in figure below.

Process Description	Responsibilities	Name	Approval Status	Form/Formats	Documents Attached	Action
Application Initiated	Applicant	Sidhant Sharma	Initiated			
Offline Payment of Application	Applicant	Sidhant Sharma	Uploaded		Payment Receipt	
Technical Feasibility Assessment by Discom	AEE	AEE Shillong East	Accepted		Sanction letter	
Uploading of PPA & Test Reports of meters	AEE	AEE Shillong East	Uplojed		PPA Test Report of Meter	
Submit the Work Completion Report to DISCOM	Applicant	Sidhant Sharma	Uplojed			<a href="#">→</a>

2. Work Completion Report form will open as shown in figure below. Fill in the details in the form and upload the following documents in it:
  - a. Photo of plant
  - b. Module Make and serial Nos
  - c. Undertaking for DCR Content

**Work Completion Report**  
(To Be Submitted by the Applicant for System Inspection)

**A. Details of Inverter & PV modules**

1. **Inverter and PV Module Details**

Inverter capacity(kW):	Inverter make:	Module capacity(Wp):	Number of module :
<input type="text"/>	Select Inverter Make	<input type="text"/>	<input type="text"/>

2. Date of Installation

3. Applicable Standard (BIS/IEC)

4. Is anti-islanding protection provided?  Yes  NO

**B. Module Mounting Structure**

1. Does the module mounting structure withstand wind capacity up to 150 kmph?  Yes  NO

2. Is total load of the structure +panel less than 60 kg/m2?  Yes  NO

3. Applicable Standard (BIS/IEC)

C. Details of the Cables: DC		
1.	Make/Name of manufacturer	<input type="text"/>
2.	Size and type	<input type="text"/>
3.	Applicable standard (IEC)	<input type="text"/>
D. Details of the AC Wiring		
1.	Make/Name of manufacturer	<input type="text"/>
2.	Size and type	<input type="text"/>
3.	Applicable standard (IEC)	<input type="text"/>
E. Details of the DC Distribution Box		
1.	Make/Name of manufacturer	<input type="text"/>
2.	Sl. No.	<input type="text"/>
3.	High quality suitable capacity MOVs/SPDs along with suitable reverse blocking diodes	<input type="text"/>
4.	MCB/Isolator quantity and capacity	<input type="text"/>
5.	Size and type	<input type="text"/>
6.	Applicable standard (IEC)	<input type="text"/>

G. Details of the Earthing		
1.	Earth resistance (shall be less than 5 ohms)	<input type="text"/>
2.	Size of the earth wire/flat*	<input type="text"/>
3.1	Three separate earthing points	<input type="radio"/> Yes <input checked="" type="radio"/> NO
3.2	Modules, mounting structure and DC surge protection device	<input type="radio"/> Yes <input checked="" type="radio"/> NO
3.3	Inverter, AC surge protection device Lightning arrester	<input type="radio"/> Yes <input checked="" type="radio"/> NO
4.	Size and type	<input type="text"/>
5.	Applicable standard (BIS/IEC)	<input type="text"/>
<p>Note: *Earthing shall be done in accordance IS 3043-1986, provided that earthing conductors shall have a minimum size of 4 mm<sup>2</sup> copper wire or 10 mm<sup>2</sup> aluminium wire or 3 mm<sup>2</sup> X 70 mm<sup>2</sup> hot dip galvanized iron flat strip.</p>		
H. Details of the Net Meter Details, If Purchased by Consumer (Please Enclose the Test Report of the Net Meter Tested at the Laboratory of the DISCOM/Designated Agency)		
1.	Make	<input type="text"/>
2.	Serial No.	<input type="text"/>
3.	Procured from DISCOM/outside agency	<input type="text"/>
4.	Manufacturer's Name	<input type="text"/>
5.	Capacity	<input type="text"/>
6.	Type/Model	<input type="text"/>
7.	Single ph./three ph.	<input type="text"/>
8.	Rated current and CT ratio	<input type="text"/>
9.	Reference voltage and PT ratio	<input type="text"/>
10.	Date of test by MT, DISCOM	dd-mm-yyyy
11.	Applicable standard (BIS/IEC)	<input type="text"/>
12.	Month and year of manufacture	<input type="text"/>
13.	Class of meter	<input type="text"/>

**I. Provision of Manual and Automatic Switches: Yes/No**

3.1 Three separate earthing points  Yes  NO

**J. G.P.S. Co-ordinates of the RTSPV System Installation**

i. Latitude:

ii. Longitude:

**K. Whether Operation and Maintenance Manual Provided to the Consumer: Yes/ No**

Three separate earthing points  Yes  NO

**L. Project Model**

Project Model  Capex  RESCO

Solar Tariff

Total Cost

**M. Uploads**

Photo of plant\*  No file chosen

Module Make and serial Nos.\*  No file chosen

Undertaking for DCR Content\*  No file chosen

- After entering the details and uploading the documents, click on the submit button.

## Selection of time slot

DISCOM shall share 3 time slots to consumer for the inspection and synchronization of the rooftop solar plant with the grid. Consumer shall select the preferable 1 slot from the list using the below process:

- Click on Step 5 in consumer dashboard, and application tracking window will open. Click on blue arrow next to Selection of a time slot by Applicant to DISCOM as shown in figure below.

Process Description	Responsibilities	Name	Approval Status	Form/Formats	Documents Attached	Action
Application Initiated	Applicant	Sidhant Sharma				
Offline Payment of Application	Applicant	Sidhant Sharma			Payment Receipt	
Technical Feasibility Assessment by Discom	AEE	AEE Shillong East			Sanction letter	
Uploading of PPA & Test Reports of meters	AEE	AEE Shillong East	Uploded		PPA Test Report of Meter	
Submit the Work Completion Report to DISCOM	Applicant	Sidhant Sharma			Photo of plant Module Make and serial Nos Undertaking for DCR Content	
Allotment of time slot for Inspection	Applicant	Sidhant Sharma				
Selection of a time slot by Applicant	AEE	AEE Shillong East				

- Selection of a time slot by Applicant window will open, from the list of 3 time slots, select the preferred time slot for inspection.

**Selection of a time slot by Applicant**

Fields marked with asterisk ( \*) are mandatory to fill in

**Select a time slot \***

2021-02-11 01:25:00

2021-02-19 01:25:00

2021-02-22 01:25:00

- Click on submit button after selecting the preferred time slot.

