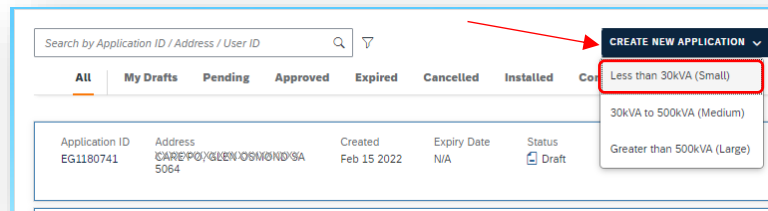# How do I create a SEG application in SmartApply?

If you have already checked the options available and saved your application, you will need to find it on your dashboard and click "edit" to proceed. In that case start from step **5**, otherwise start at the beginning.

1. Click the "Create new application" button on the dashboard and select the size of the EG

2. If there is an existing supply enter the NMI and Meter number for the site, then click verify to check the address

If there is there no existing electricity supply. You will be prompted to enter the NMI and REX number

Note that if the NMI is part of a group (cluster) then the application will apply to all NMIs in the group. The group will be displayed as follows. For SEG applications you cannot modify the group, contact newenergyservices@sapowernetworks.com.au if you need assistance.

3. If you entered the NMI and meter instead of address, the address will be displayed. Click Next if the address is correct

4. The export options available for the NMI are displayed. If more than one option is available, click the "send" button to receive the options by email, then click "save" so you can continue the application after discussing the options with your customer. If only one option is displayed, click "next" to continue.

5. Enter the customer details and indicate whether it is a single, two or three phase connection type. If it is a single-phase connection type, you will also need to indicate whether it is a SWER line or not. Click "next" to proceed

6. Any existing equipment (either installed or approved) located at the site will be displayed. If the information is correct, you can simply proceed by clicking next. If it is incorrect, click "No" to be able to edit the information. Note: if the application relates to a group of NMIs this information will be repeated for each NMI in the group or cluster.

7. If there is no existing equipment the "Proposed installation" page will be displayed. Click "Add inverter"

8. Select the inverter type from the drop-down box

9. If the site is in a constrained area, you may be prompted, depending on the choice you have selected, to choose an export option. Notice that this choice may be prompted at other times, depending on the order in which you enter the data.

10. Select the manufacturer from the drop-down box, then select the model

11. The form will automatically populate the kVa for the inverter. Next, select the manufacturer and model of the PV panels

12. You can continue to add devices or inverters, as required. You are required to select a relevant agent from the drop-down list if you have not opted for flexible exports.

13. Once you have entered all devices for the AC Connection or inverter, enter the export limiting device, and click next.

14. Once you have entered the minimum required information a green banner message will let you know that the application is ready for auto approval. Note that you may need to select an export limiting device if you have opted for Flexible Exports. Click "Next" to review.

15. The entire application is displayed. You can review, add supporting information. Agree to the terms displayed, and then click submit when ready.

16. The approved application will be displayed on your dashboard. An approval email will be sent to your email address and the customer address that you entered in step 5