Activating an Enphase System

Overview

This guide is for the installers who are responsible for registering new Enphase solar installations (systems) in the Enphase Installer Portal monitoring system. System registrations are referred to as activations in the Enphase Installer Portal. This document highlights the tasks that must be performed so that each Enphase microinverter system is activated with correct access information in the Enphase Installer Portal.

Complete activation is required to associate an Enphase Installer Portal ID with the physical hardware installed. To complete the registration of a new system, you will:

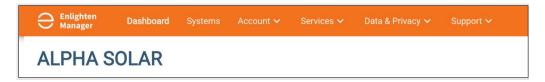
- Create activation
- Build virtual arrays

Create activation

Follow these steps to create the system activation.

Go to https://enlighten.enphaseenergy.com and log in with your email address and password.

Confirm that you are logged in to the correct branch office. If your branch office has not yet been set up in the Enphase Installer Portal, contact your installer portal administrator.



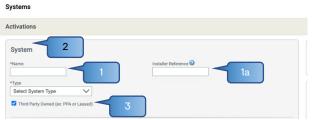
In your Dashboard, on the "Systems" widget, click "Add New System".

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Complete the activation form as shown in the following.

In the "System" section:

1. In the "System" section, enter a name and type for the system. The name is whatever your company has agreed to name the system.



1a. Enter an Installer Reference, if needed. For example, this could be the service contract name or number.

 If applicable, check the "Third Party Owned (ex: PPA or Leased)" checkbox.

If the system is a **PPA or leased system**, follow steps 3–10 below.

If your customer has access to MyEnphase, enter System Host information in this section. If the customer does not have access to the Enphase Installer Portal, skip to step 3a.

- In the "System Host" section, enter the first name, last name, email address, and phone number of the primary contact at the installation location (usually the homeowner).
 3a. In the "Owner" section, enter the email address for the lessor. This email address should be consistent across all Enphase systems owned by the lessor.
- 4. In the "Location" section, enter the installation site street address details.
- In the "Gateway" section, enter the Gateway connection method (if known) and IQ Gateway serial number. The Gateway serial number may also be added later.
- In the "PV System" and "Installation" sections, enter the total number of PV modules (panels) with microinverters and other details requested.
- 7. In the "Installation Map" section, upload an installation map to Enphase and enter a name (label) for the map. (The map will have been attached as a photo to an email from the install team.) Upload the site Summary Report and enter a name (label).
- 8. Do not enter data in the "Production Estimate" section unless you have been instructed to do so by the lessor.

| System Name Type Select System Type | Installer Reference |
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| Third Party Owned (ex: PPA or Leased) | |
| System Host The system host is the resident of the building where the system is installed. | Location *Street Address |
| First Name | Enter a location |
| 3 | Street Address 2 |
| Last Name | +City 4 |
| Email | |
| Phone | *State/Province |
| | *Zip/Postal Code |
| Host will receive MyEnphase for system performance monitoring. | |
| Change Enlighten Version | *Country United States |
| Owner | Latitude |
| The system owner is the contact at the Lease or PPA company. | |
| 3a | Longitude |
| | |
| 2 | |
| Gateway Grid Profile | |
| Factory Installed Settings | |
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| Add Another Gateway | |
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- 9. Do not enter data in the "System Access" section.
- 10. Submit the Activation form. Click the "Save" button to submit the form. You will receive a confirmation "Activation Created Successfully."

If the system is **not a PPA or leased system**, follow steps 3–10 below.

- 3. In the "Owner" section, enter the name and phone number of the system owner.
- 4. In the "Location" section, enter the installation site street address.
- 5. In the "Gateway" section, enter the Gateway connection method (if known) and IQ Gateway serial number (if known). The Gateway serial number can be added later.
- 6. In the "PV System" and "Installation" sections, enter the total number of PV modules (panels) with microinverters and other details requested. Having access to this information may prove valuable in future troubleshooting activities.
- In the "Installation Map" section, upload an installation map to Enphase and enter a name (label) for the map. Upload the site Summary Report. Enter a name (label) for the site Summary Report.
- 8. Complete the "Production Estimate" section if you wish to make this available to your customer.
- 9. If other Enphase Installer Portal users have access to the system, enter their email address in the "System Access" section.
- 10. Submit the Activation form. Click the "Save" button to submit the form. You will receive a confirmation "Activation Created Successfully."

| ctivations | |
|---|--|
| System | |
| Name | Installer Reference 😡 |
| | |
| *Type | |
| Select System Type | |
| Third Party Owned (ex: PPA or Leased) | |
| System Host | Location |
| The system host is the resident of the building where the system | |
| is installed. | *Street Address Enter a location |
| First Name | Street Address 2 |
| Last Name | |
| | *City |
| Email | |
| Phone | *State/Province |
| | *Zip/Postal Code |
| Host will receive MyEnphase for system performance monitoring. | |
| Change Enlighten Version | *Country |
| Owner | United States |
| The system owner is the contact at the Lease or PPA company. | |
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Build virtual arrays

Learn how to access the Array Builder at https://enphase.com/en-us/support/where-do-i-go-build-arrays.

To learn how to build virtual arrays, follow the steps in these videos:

- Build a simple array layout in the Enphase Installer Portal (formerly Enlighten Manager)
- Build a complex array layout in the Enphase Installer Portal (formerly Enlighten Manager)
- Assign microinverters to an array using Array Builder (for simple or complex arrays)

You will use the paper array map to complete this step, mapping the serial numbers on the map to their correct location in the virtual array.

Revision history

| Revision | Date | Description | | |
|-------------------|----------|---|--|--|
| USG-00012-1.0 | May 2023 | Updated the document for the new product naming convention. | | |
| Previous releases | | | | |

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