

Getting Started Guide: Activating an Enphase System

This guide is for the team member who is responsible for registering new Enphase Microinverter™ solar installations (systems) in the Enphase Enlighten® monitoring system. System registrations are referred to as *activations* in Enlighten. This document highlights the tasks that must be performed so that each Enphase microinverter system is activated with correct access information in the Enlighten software.

A complete activation is required to associate an Enlighten site ID to the physical hardware installed. To complete the registration of a new system, you will:

- Create the Activation
- Build Virtual Arrays

Create the Activation

Follow these steps to create the system activation.

Go to <http://enlighten.enphaseenergy.com> and log in with your username (email) and password.

Confirm that you are logged into the correct branch office. If your branch office has not yet been set up in Enlighten, please contact your Enlighten administrator.



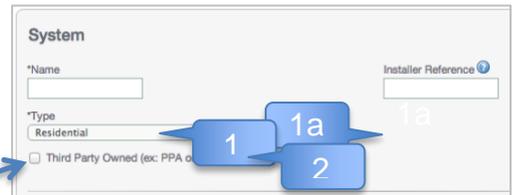
In your Enlighten Dashboard, on the Activations widget, click **Add a New System**.



Complete the activation form as shown in the following.

In the **System** section:

1. Enter a *Name* and *Type* for the system. *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.

The screenshot shows the 'System' form. It has fields for '*Name', '*Type', and 'Installer Reference'. The '*Type' field is set to 'Residential'. There is a checkbox for 'Third Party Owned (ex: PPA or Leased)'. Annotations are present: '1' points to the '*Name' field, '1a' points to the 'Installer Reference' field, and '2' points to the 'Third Party Owned' checkbox.

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

If system is a **PPA or leased system**, follow steps 3-10 on this page.

If your customer will have access to MyEnlighten, enter System Host information in this section. If your customer will not have access to the Enlighten monitoring system, skip to step 3a.

3. In **System Host** section, enter the first name, last name, email and phone number of the primary contact at the installation location (usually the homeowner).
- 3a. In the **Owner** email field, enter 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.
5. In the **Envoy** section, enter the Envoy connection method (if known) and Envoy serial number. The Envoy serial number may also be added later.
6. In the **Modules** 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.
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".

The screenshot shows the 'System' activation form in the Enlighten Manager interface. The form is divided into several sections, each with numbered callouts corresponding to the instructions:

- System:** Includes fields for Name, Installer Reference, Type (Residential), and a checked checkbox for 'Third Party Owned (ex: PPA or Leased)'.
- System Host:** Fields for First Name (3), Last Name, Email, and Phone.
- Location:** Fields for Country (United States), Street Address (4), Street Address 2, City, State/Province, and Zip/Postal Code.
- Owner:** Email field (3a) for the lessor.
- Envoy:** Internet Connection dropdown, Envoy Serial Number (5), and Envoy Status (N/A).
- Modules:** Total Number of PV Modules (Panels) (6), PV Module dropdown, and Select a Manufacturer dropdown.
- Installation:** Microinverter Attachment Type dropdown, Array Type dropdown, and a note to enter array-level details on the system settings page.
- Installation Map:** Upload A File section with a 'Choose File' button (7) and an 'Install Map Label' field with an example: 'e.g. Branch Circuit 1, South Roof Face'.
- Production Estimate:** Radio buttons for 'Array-level production estimates (enter on the system settings page)' (8) and 'System-level production estimate'. Includes an Annual Degradation Factor field set to 0.5%.
- System Access:** Email Address field (9) for company access.
- Footer:** A yellow informational box and a 'Save' button (10).

If system is **not a PPA or leased system**, follow steps 3-10 on this page.

3. In the **Owner** section, enter name and phone number for the system owner.
4. In the **Location** section, enter the installation site street address.
5. In the **Envoy** section, enter the Envoy connection method (if known) and Envoy serial number (if known). The Envoy serial number can be added a later time.
6. In the **Modules** 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.
7. 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 there are other Enlighten users who will 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".

Enlighten Manager
DASHBOARD
SYSTEMS
ACCOUNT
SUPPORT

Systems

Activations

System

*Name

*Type Residential

Third Party Owned (ex: PPA or Leased)

Installer Reference

Owner

First Name 3

Last Name

Email

Phone

Owner will receive MyEnlighten for system performance monitoring.

Change Enlighten Version ▼

Location

*Country United States

*Street Address 4

Street Address 2

*City

*State/Province ▼

*Zip/Postal Code

Envoy

*Internet Connection Select one

Envoy Serial Number 5

[Add Another Envoy](#)

Envoy Status
N/A

Modules

*Total Number of PV Modules (Panels) 6

PV Module Select a Manufacturer

Installation

Microinverter Attachment Type Select one

Array Type Select one

Enter array-level details on the system settings page.

Installation Map

Scan or photograph the system's installation map and upload the file(s) here.

Upload A File: 7

Must be PNG, JPG, GIF, OR PDF files under 2MB in size.

Install Map Label:

e.g. Branch Circuit 1, South Roof Face

Production Estimate

Provide estimated system production data to enable production threshold and compare estimated to actual system performance. You may enter estimated production values for each array individually or for the system as a whole.

Array-level production estimates (enter on the system settings page) 8

System-level production estimate

Annual Degradation Factor

Percentage to reduce estimate each year to account for aging of PV modules.

%

System Access

Provide another company access to this system by entering the email address of an Enlighten user from that company.

Email Address 9

[Add Another](#)

Enphase provides guidance and resources to assist installers in designing a system within appropriate parameters. The installer and qualified electrician are responsible for final design and implementation.

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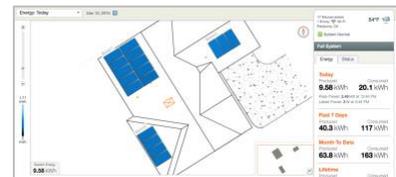
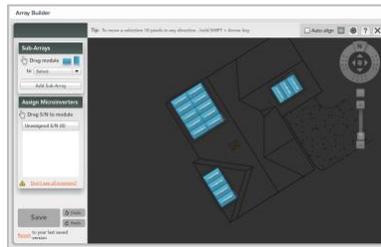
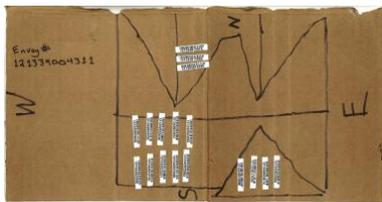
Build Virtual Array(s)

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, please follow the steps in the videos found here:

<http://www2.enphase.com/support-north-america/videos/array-builder/>

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.



Images from left to right: Array Map, Enlighten Array Builder, Enlighten Manager (Today's Energy view)