GUIDE 1.0 (Installer/ System Responsible)

ECOEMSOLE Photovoltaic Modules Portal

By connecting to the https://www.ecoem.it/?lang=en website, you can access the ECOEMSOLE portal on the "ECOEMSOLE" page or directly to this link https://www.ecoem.it/ecoemsole-portale-moduli-fotovoltaici/?lang=en

The ECOEMSOLE Portal is intended for Installers and / or the System Responsibles who need the Supplementary Certificate for the registration of the photovoltaic modules to the Energy Service Manager Incentive Register.

1. The first step in accessing the ECOEMSOLE portal is registration by filling out the form on the web page indicated above.

2. Once the conditions have been accepted and the form has been sent, in a short time you will receive the login credentials at the e-mail address.

3. Once you have received your credentials, you will be able to access the ECOEMSOLE Portal by entering your login and password at the following address:
http://ecoem.bclab.it/login.aspx?ReturnUrl=%2fWebApp%2fDashboard%2fDashboard.aspx

4. Within the ECOEMSOLE Portal it is possible to create a new System by clicking on the **Systems List** and then on the **New** key. In order to allow the system to create correctly the System, it is necessary to fill in the required information fields and save the information by pressing the **SAVE** key.

5. Successively to the creation of the System it is necessary to connect the serial numbers of the photovoltaic panels that compose it, this procedure can be done (massively) in the **UPLOAD FILE** section, by downloading the appropriate **TEMPLATE** to be filled in and returned to the system; alternatively, it is possible to combine the system with every single module through **MANUAL UPLOAD**, typing the data related to each individual module, pressing the **ADD** key for each one. Please note that the pairing of the serial numbers is only possible by entering the **Manufacturer Code**, in other words the identification number that each Manufacturer associated with the Ecoem Consortium has.

6. Completed the **UPLOAD** of the serial numbers matched with the System becomes possible in the **SYSTEMS LIST** section to download the relevant **INTEGRATORY CERTIFICATE** by clicking on the **DOWNLOAD CERTIFICATE** icon. The Certificate is produced in PDF format and is released according to the regulation of the Energy Services Manager Joint Stock Company.