MCS MID GUIDANCE DOCUMENT

Certificate Creation Guide: Battery Storage

Introduction

The purpose of this document is to help the user through creating an MCS certificate for Battery Storage on the MID. It includes a step-by-step guide on how to navigate this section.

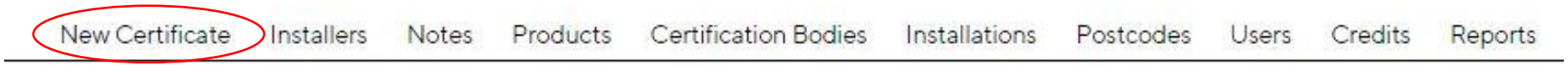
You will need access to the MCS Installations Database as an MCS contractor or administrator.

1. Creating an MCS Certificate

MCS certificates can either be created by MCS installers on their MID accounts, or by administrators in exceptional circumstances, where the MCS helpdesk create certificates on behalf of installers.

To access the certificate creation page, select 'New Certificate' at the top of the page on the database as shown below.

Please note: MCS Certificates should be created within 14 days of the system's commissioning, if you do not create the certificate within this commissioning window, the process of extended access needs to be followed (please see extended access guide).



- *Please be aware this is displayed from an administrator account, so the tab bar may appear in a different position on the relevant account (e.g., MID installer account, see below).*

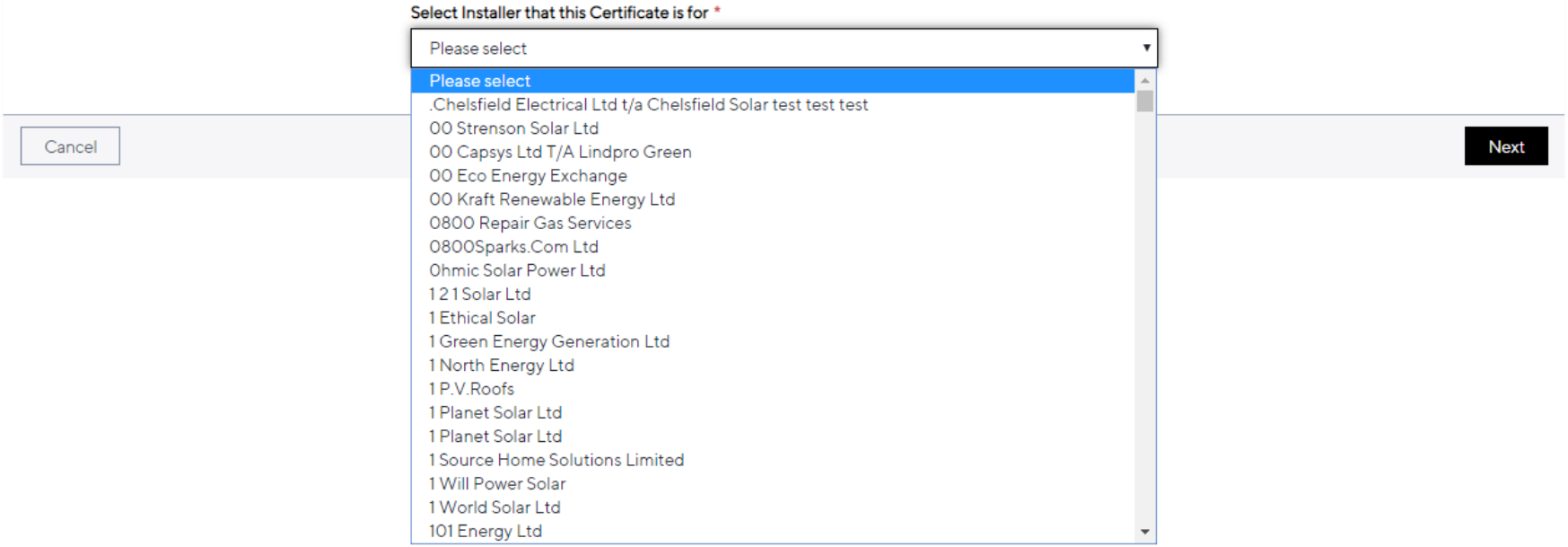
1.1 Battery Storage MCS Certificates

The below section includes a step-by-step guide for Battery Storage MCS certificates on the MID.

1.1.1 Installer selection

On an administrator account, after selecting 'New Certificate', the page below will appear where you are required to select the relevant installer from a drop-down menu:

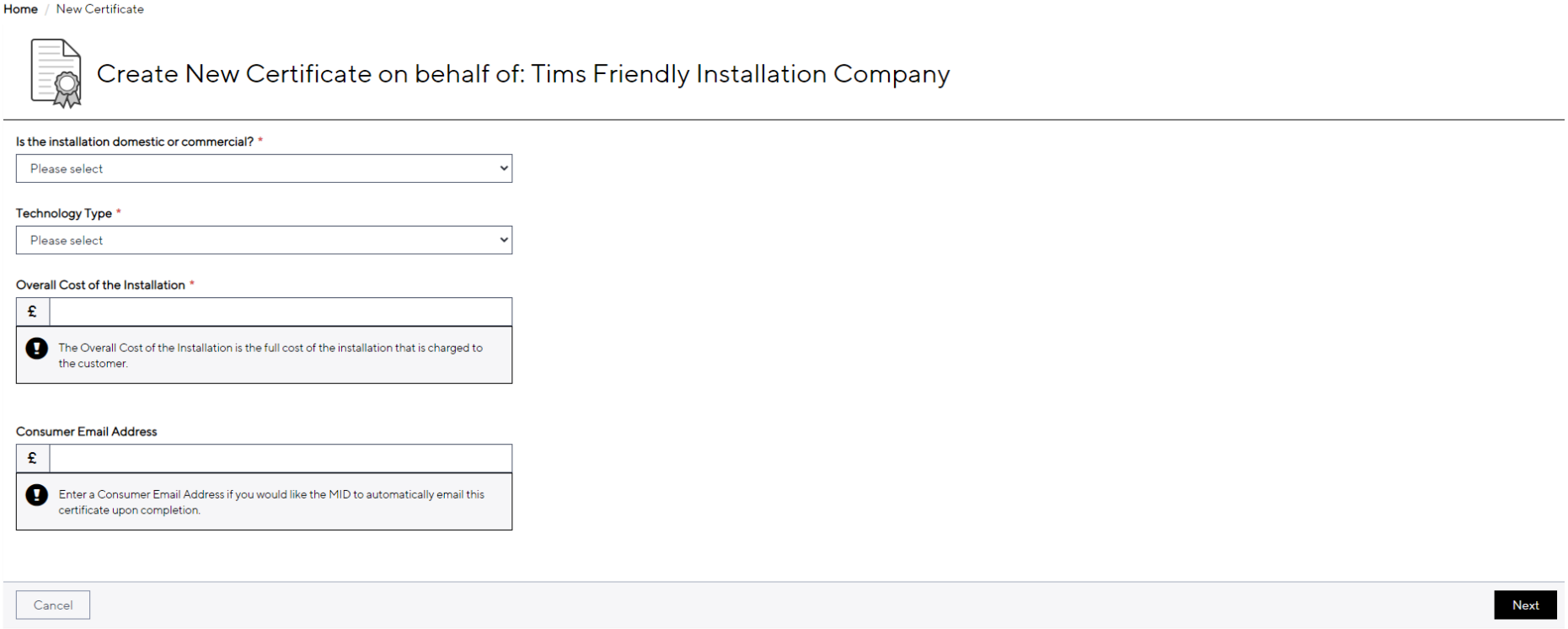
The drop-down menu of installers will show every installation company that has ever been listed as certified on the MID, you are required to select the installer that you would like listing as the installation company on the certificate.



When the relevant installer has been selected, please select 'Next' to proceed to the next stage of the certificate creation (as shown below).

- *Please be aware this installer selection will not be required on an installer MID account. After selecting 'New Certificate', the contractor will be redirected to the first page of the certificate creation process (please see section 1.1.2)*

1.1.2 Installation Type

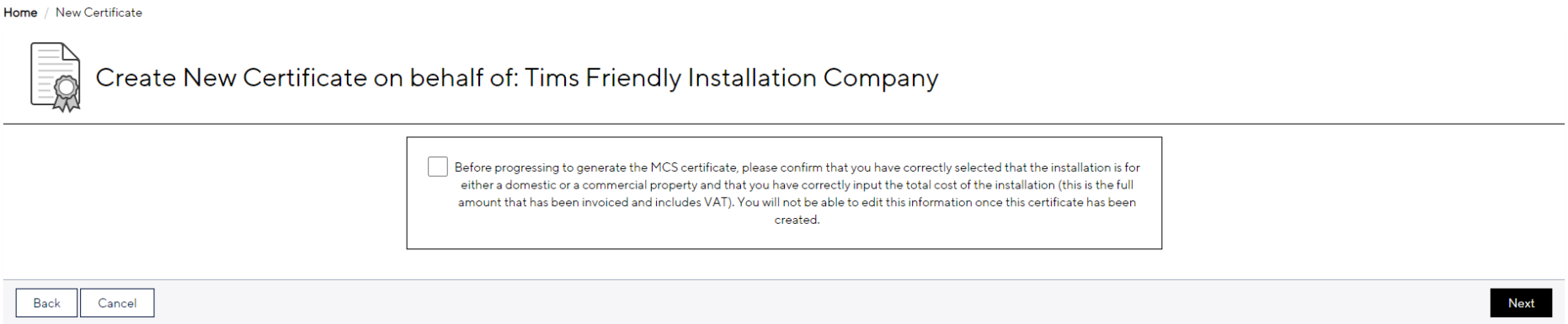


The first stage of the certificate creation, will involve populating the above fields with the relevant details, these fields are:

- Is the contract a domestic for example is the contract with the homeowner, or a commercial contract, i.e., with a housing association. Technology type – in this case Battery Storage
- Overall cost of the installation (which is the full cost of the installation that is charged to the customer, including VAT). We recommend inputting the invoice cost to the consumer as the figure. There is a lower limit of £1000 and an upper limit of £150,000.
- Consumer Email Address – The contractor can complete this field if they would like the MID to automatically email the certificate to the consumer upon completion.

After these fields have been populated, please select 'Next' in the bottom right-hand corner:

After selecting next, a confirmation box will appear, asking for confirmation that the information that has been inputted is correct. As detailed below, these details will not be able to be amended later, unless the contractor contacts the MCS helpdesk.



The following section is 'Step 2', in which the contractor can select whether they would like to purchase an Insurance Backed Guarantee (provided by IWA), alongside the MCS certificate (please see below).

Home / New Certificate

Create New Certificate on behalf of: Tims Friendly Installation Company

Step 2 of 9

Please Select	Item	Options	Price
☑	MCS Certificate		£30.00
☐	Insurance Backed Guarantee Provided by IWA*	5 year Insurance Backed Guarantee	£30.00
		Total for options selected (exc: VAT):	£30.00

*Note: This IBG product range provided by IWA is available for optional purchase

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The range of IBG's with different cover periods and premiums are displayed in the drop-down menu in the options column. The MCS contractor can choose which IBG product they would like to purchase, by selecting the tick box and selecting an IBG from the menu This IBG will be purchased at the same time as the MCS certificate, and the total will be added to the price column.

The selection of IBG products shown above, only applies to domestic contracts, for commercial contracts, it will appear slightly differently. For commercial contracts, the IBG contract fee is 1% of the total cost of the installation, subject to a minimum fee based on domestic policy values e.g., if the commercial installation is £50,000 then then IBG is £500. The commercial policy always has a length of term of up to 5 years.

Sourcing an IBG from IWA is optional, so MCS certified contractors are permitted to obtain IBG's from alternative IBG providers in the market (e.g., CPA, QANW). If an MCS certified contractor choses to do this, after 'Step 2', they are required to complete the below declaration, stating they will obtain an IBG from another provider.

Create New Certificate

Step 2 of 11

☐ Please note: You have opted to not purchase an IWA Insurance Backed Guarantee (IBG) via MCS. By ticking this box you are confirming that you understand that you must put an IBG in place with another provider.

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Additional Note:

the MCS contractor will still have the option to use any existing credits on their MID account before they completely move to the 'Pay as you go' PayPal purchase method. If a contractor chooses to use an existing credit, the price of the certificate will be listed as 'free', if the contractor chooses to use the new payment method (not using credits), the price of the certificate will default to £30 (excluding VAT) (please see below).

Create New Certificate on behalf of: 0800 Repair Gas Services

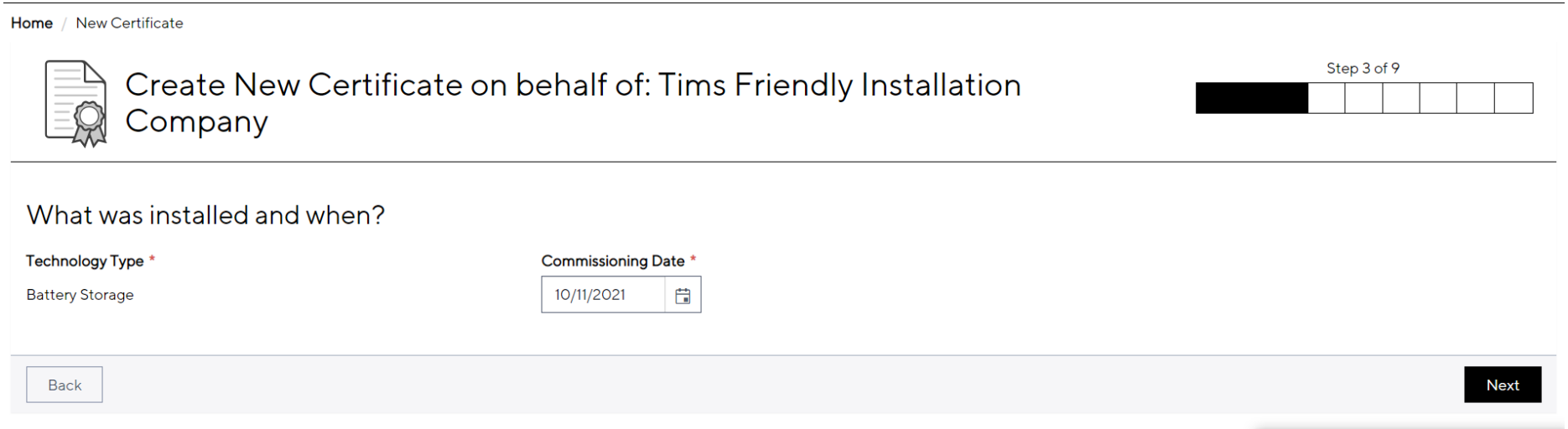
Step 2 of 9

Please Select	Item	Options	Price
✓	MCS Certificate	☐ Use existing credit (2 remaining)	£30.00

Please Select	Item	Options	Price
✓	MCS Certificate	☑ Use existing credit (1 remaining)	Free

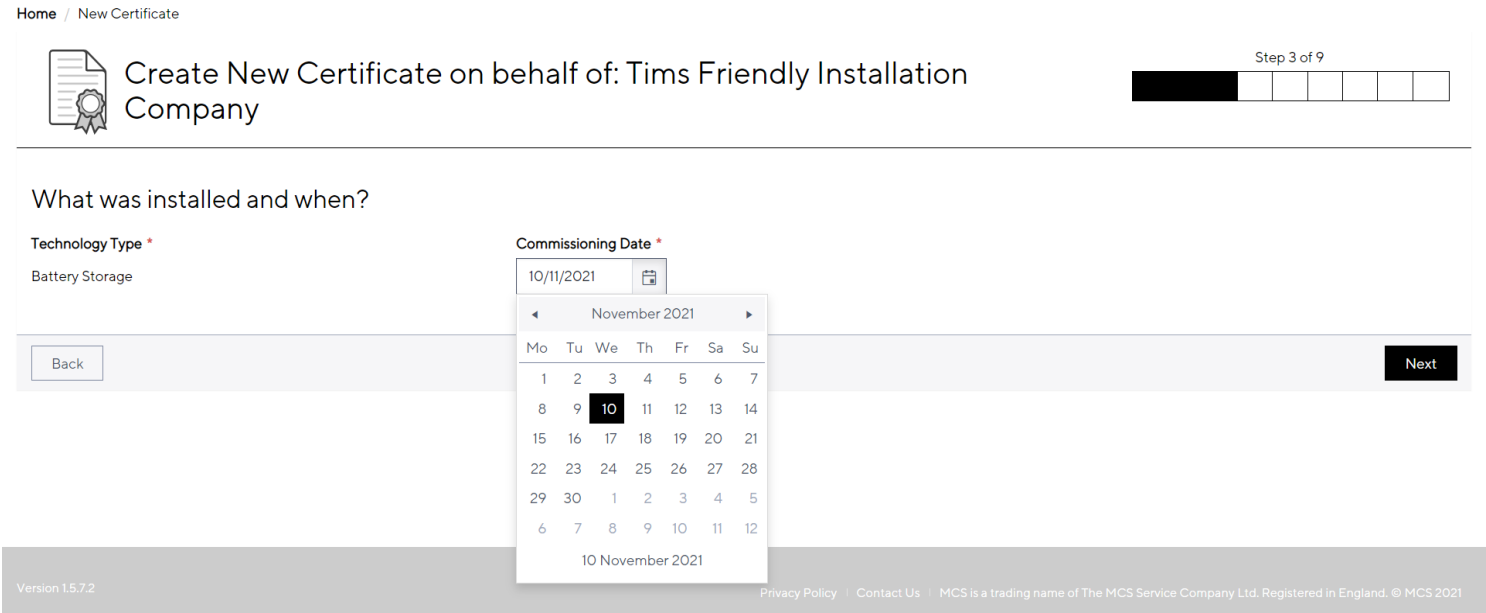
1.1.3 What was installed and when?

The next stage of creating the certificate relates to when the Battery Storage installation was commissioned



The next stage will be to select a 'commissioning date' for the installation, the commissioning date will automatically default to the day you are creating the certificate. To select a specific date, please select the calendar next to the commissioning date field (as displayed below).

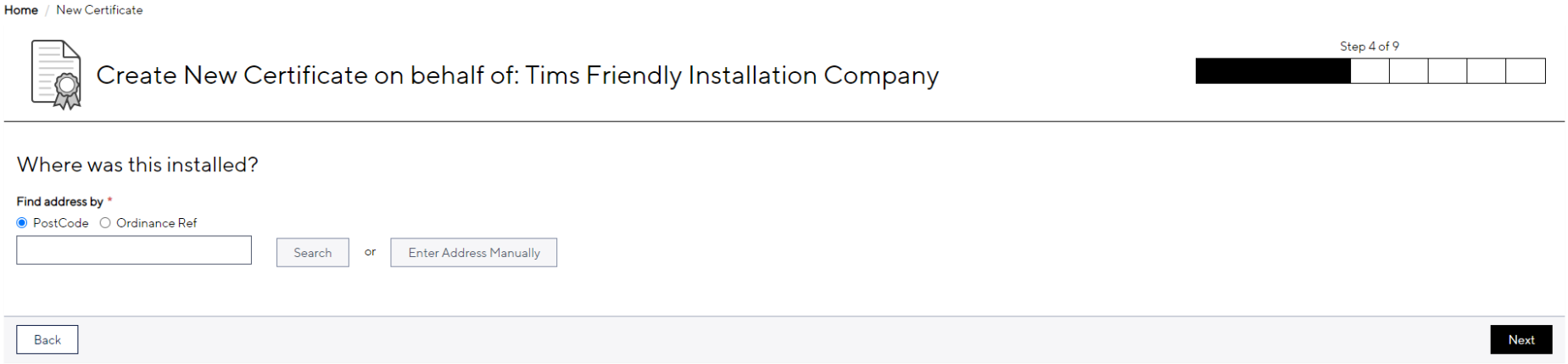
Please be aware that the MID will only allow you to place the commissioning date 14 days prior, due to the 14-day commissioning window. To place the date further back than the window, the process of extended access needs to be followed.



As you can see you do not select a product for this technology type you simply just enter the commissioning date of the installation.

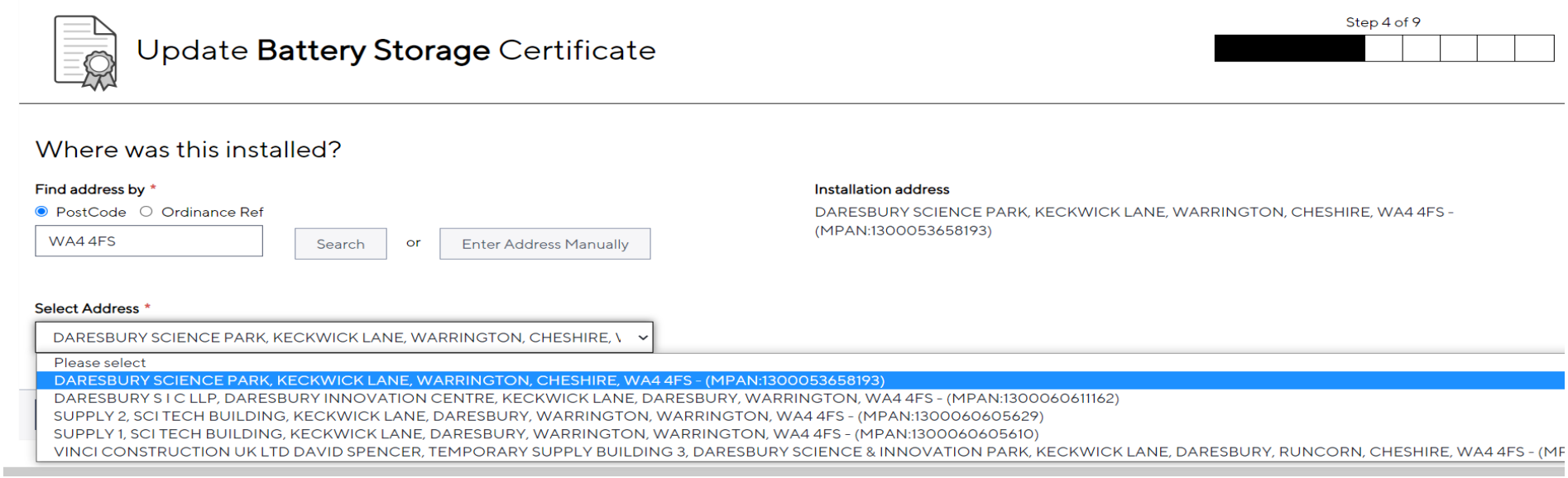
1.1.4 Address details

Upon selecting 'next' you will be directed to a page relating to the address of the installation:

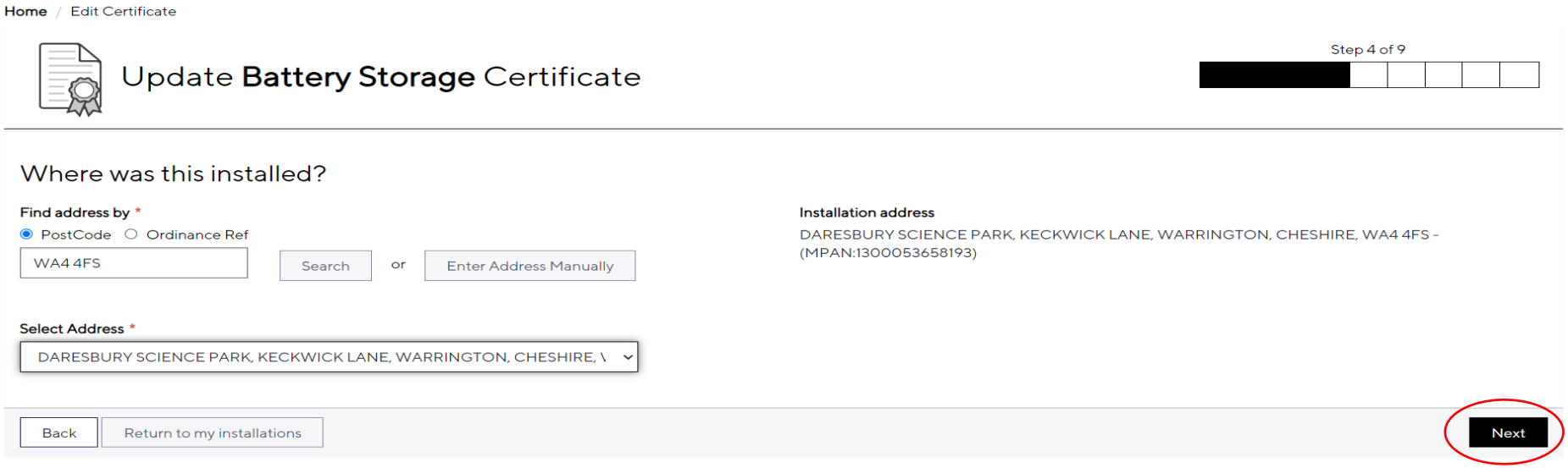


There are two ways to input the address details, either by selecting a postcode or ordinance ref initially and selecting an address from a drop-down menu, or there is an option to enter the address manually.

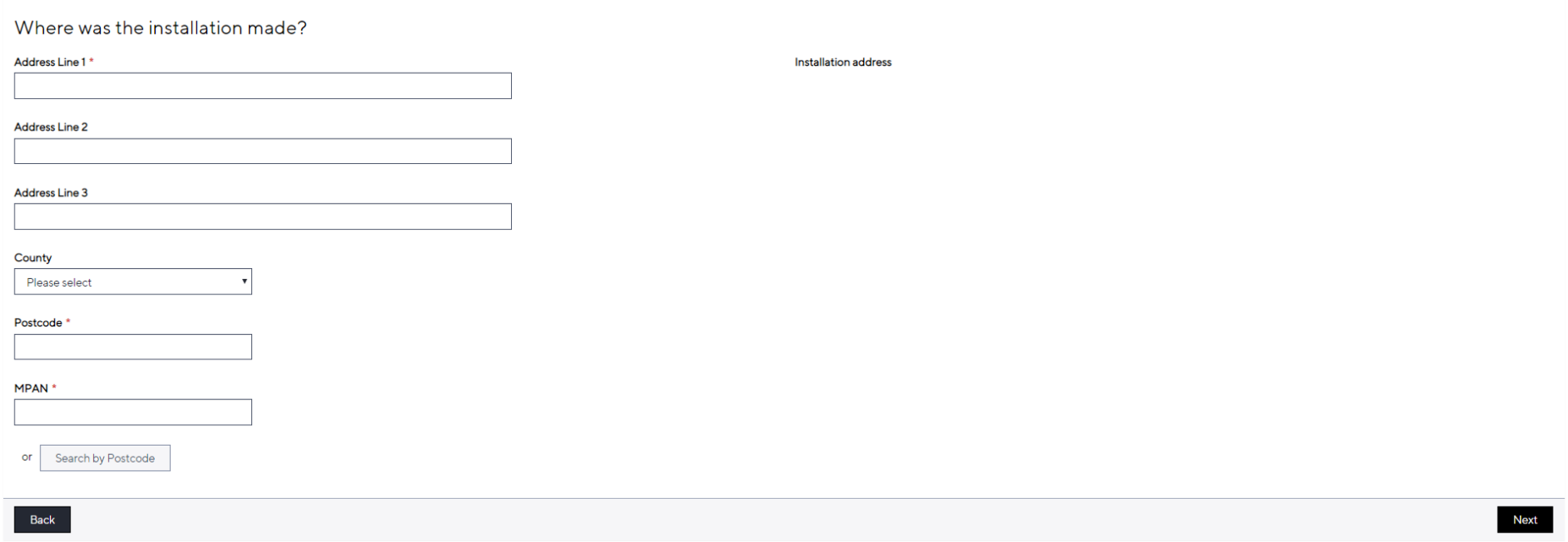
To input the address based off the postcode, input the postcode as shown below, this will then provide a list of addresses and corresponding MPANs, that fall under the inputted postcode.



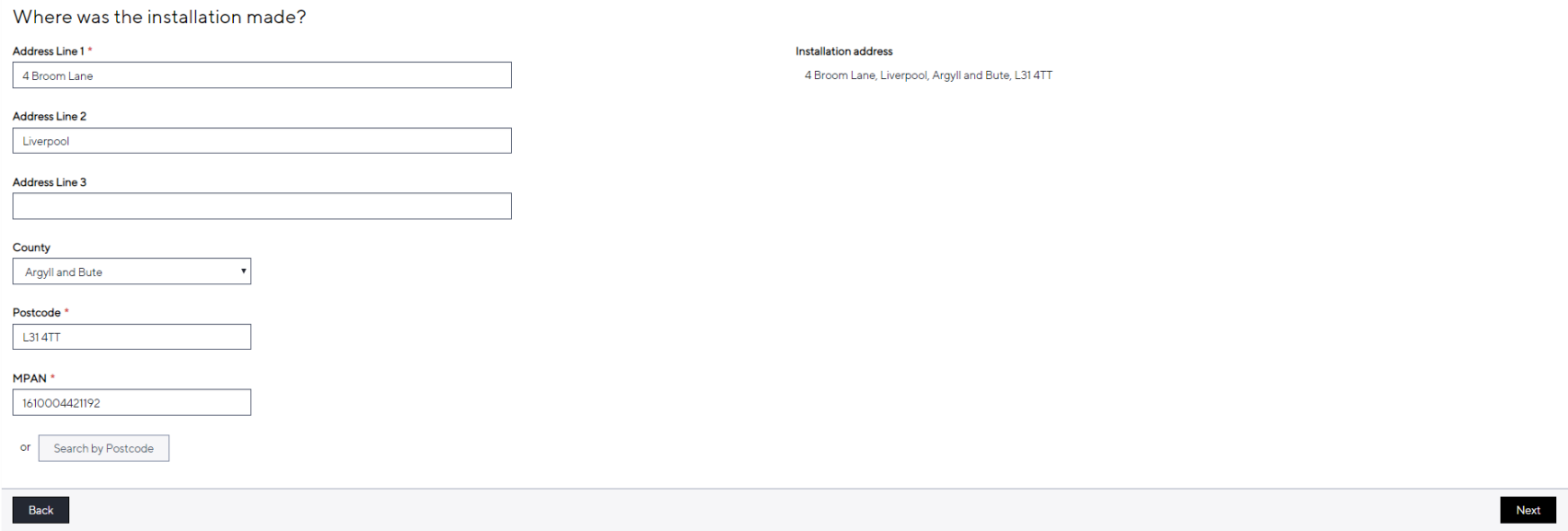
Once the address is selected, it will appear on the right-hand side under installation address, please click 'next' to proceed to the next stage:



To enter the address manually, select ‘Enter Address Manually, you will then be directed to the page below.



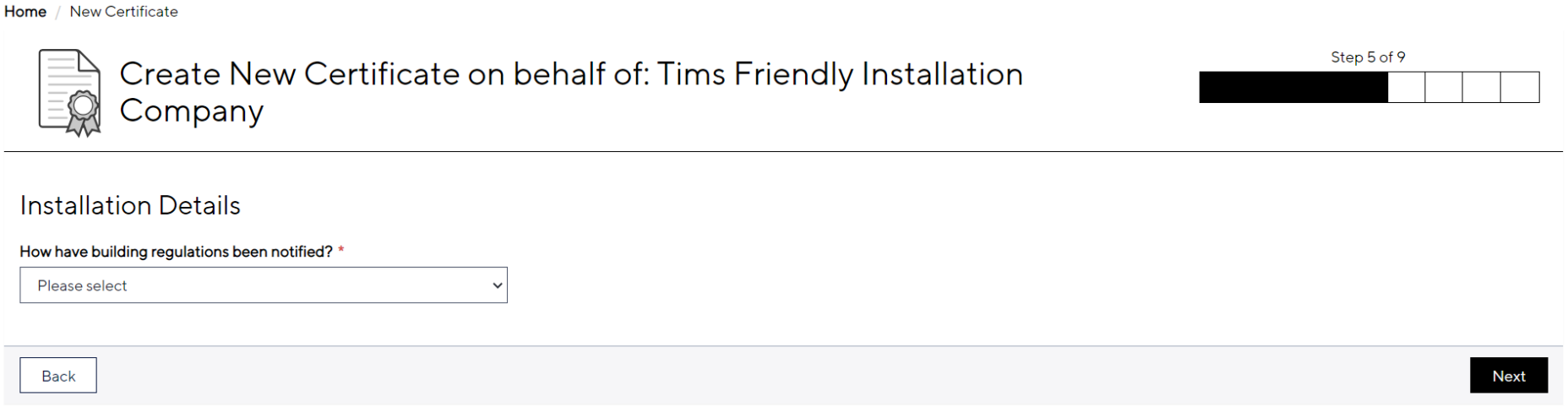
The MPAN (Meter Point Administration Number) will either be 13 digits or 11 digits for an MPRN (Meter Point Reference Number), applying to NI. If you do not have the MPAN at the point of creating the certificate e.g., if it applies to a new build, enter 13 space bars to proceed to the next stage. However, when you do obtain the MPAN, please update this field on the certificate.



Address Line 1, Postcode and MPAN (Meter Supply Number) are all mandatory fields, but we recommend filling in all the fields.

If you are attempting to create the certificate and do not have the meter supply number e.g., if the installation is on a new build, input 13 space bars into the MPAN field to proceed to the next stage. When you finally do obtain the MPAN number, you can input the correct MPAN number later once the certificate has been generated.

1.1.5 Installation Details

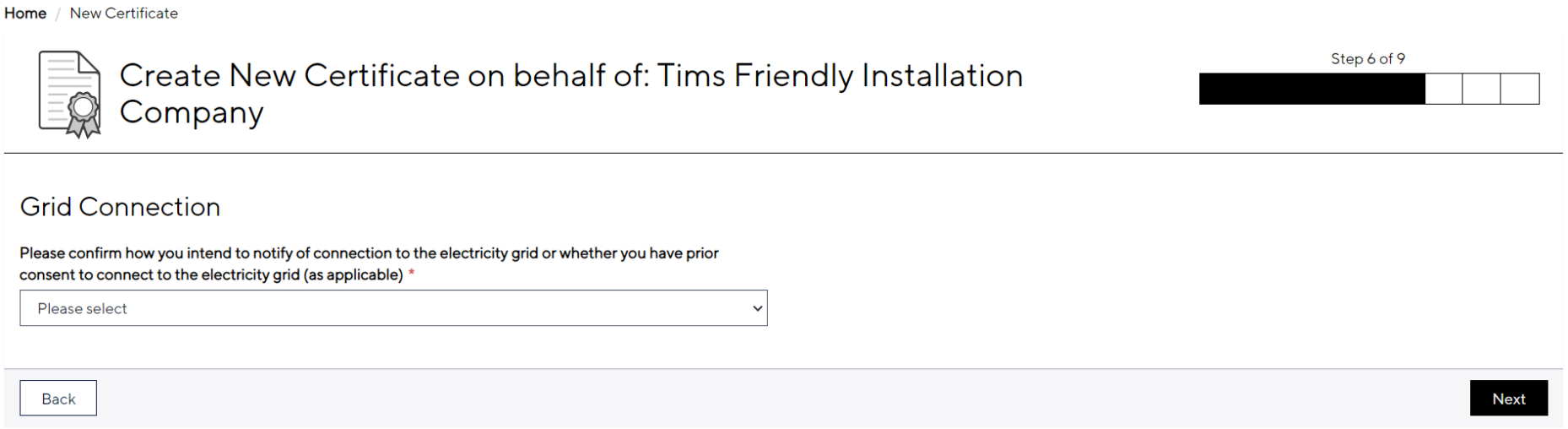


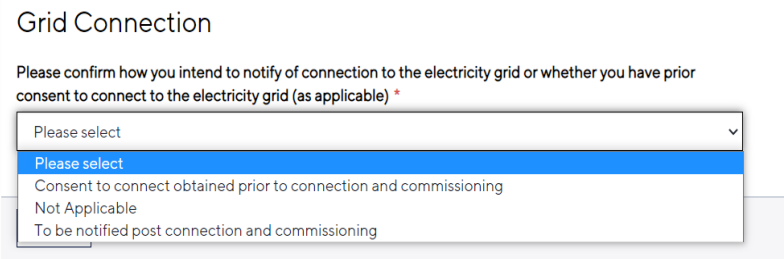
All the fields within this section are mandatory and will appear on the certificate (apart from the overall cost of the installations).

- The total installed capacity is required in kW – which is the peak capacity of the system, there is a limit of 50kW that can be inputted into this field for electricity generation.
- The estimated annual generation is required in kWh – which is the estimated generation that a system will achieve in a year.
- For planning and building regulations – these can be selected from a drop-down menu.

1.1.6 Grid Connection

The next step of the certificate refers to connection to the national grid, the correct option can be selected from the drop-down menu as shown below. If you cannot provide an answer, Not Applicable can be selected. Please click 'next' to proceed to the next stage of the certificate:





1.1.7 Battery Storage System: All the fields within this section are mandatory and will appear on the certificate:

Battery Storage System

Connection type *

AC connected (dedicated inverter)

Co-located with microgen *

No

Max AC power output *

kW 41.00

Nominal storage capacity *

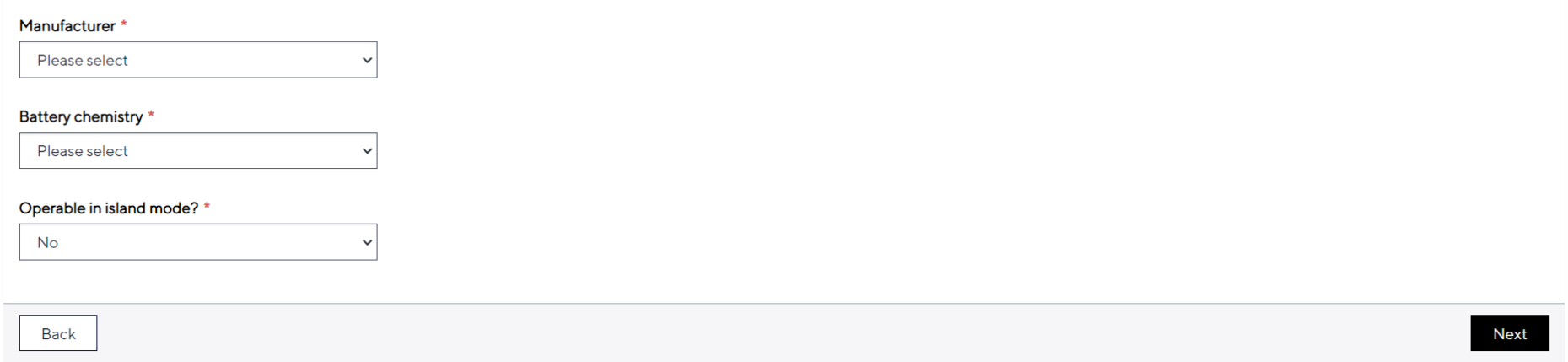
kWh 124.00

Useable capacity *

kWh 124.00

Battery Classification Type *

Class 1



Connection Type: Please select an option from the drop-down list of either an AC Connected (dedicated inverter) or DC Shared/Hybrid inverter

Co-Located with Microgen: Please select from the options or yes or no within the drop-down list

Max AC power output: Please enter the Max AC power output of the installation

Nominal Storage Capacity: Please enter the Nominal Storage Capacity of the installation

Useable Capacity: Please enter the Useable capacity of the installation

Battery Classification Type: Please select which classification of battery you have installed

Manufacturer: Please input the Manufacturer details of the battery storage product you have installed

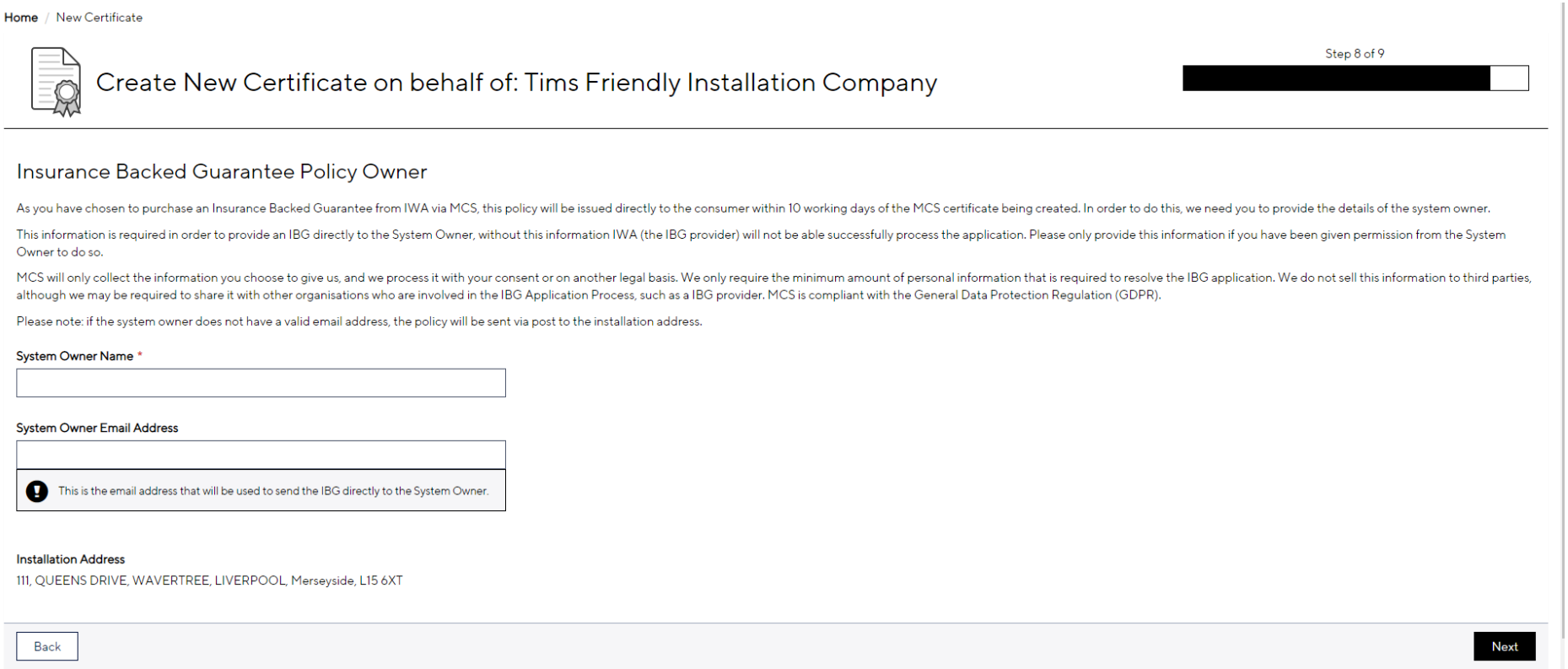
Battery Chemistry: Please select from the drop-down options of Lead Acid, Lithium Ion or other

Operable in island mode: Please select yes or no from the drop-down list provided.

1.1.8 IBG Policy Owner

The next step of the certificate is the 'Insurance Backed Guarantee Policy Owner' section, this page will request for the system owner's name and email address. These details will not appear on the MCS certificate itself, but rather this information will be held in a report that will be sent to IWA on a regular basis by MCS. The information is required so that IWA are aware of who to send the IBG details to.

The installation address of the policy owner will already be pre-populated (please see below):



Home / New Certificate

Create New Certificate on behalf of: Tims Friendly Installation Company

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Insurance Backed Guarantee Policy Owner

As you have chosen to purchase an Insurance Backed Guarantee from IWA via MCS, this policy will be issued directly to the consumer within 10 working days of the MCS certificate being created. In order to do this, we need you to provide the details of the system owner.

This information is required in order to provide an IBG directly to the System Owner, without this information IWA (the IBG provider) will not be able successfully process the application. Please only provide this information if you have been given permission from the System Owner to do so.

MCS will only collect the information you choose to give us, and we process it with your consent or on another legal basis. We only require the minimum amount of personal information that is required to resolve the IBG application. We do not sell this information to third parties, although we may be required to share it with other organisations who are involved in the IBG Application Process, such as a IBG provider. MCS is compliant with the General Data Protection Regulation (GDPR).

Please note: if the system owner does not have a valid email address, the policy will be sent via post to the installation address.

System Owner Name *

System Owner Email Address

This is the email address that will be used to send the IBG directly to the System Owner.

Installation Address

111, QUEENS DRIVE, WAVERTREE, LIVERPOOL, Merseyside, L15 6XT

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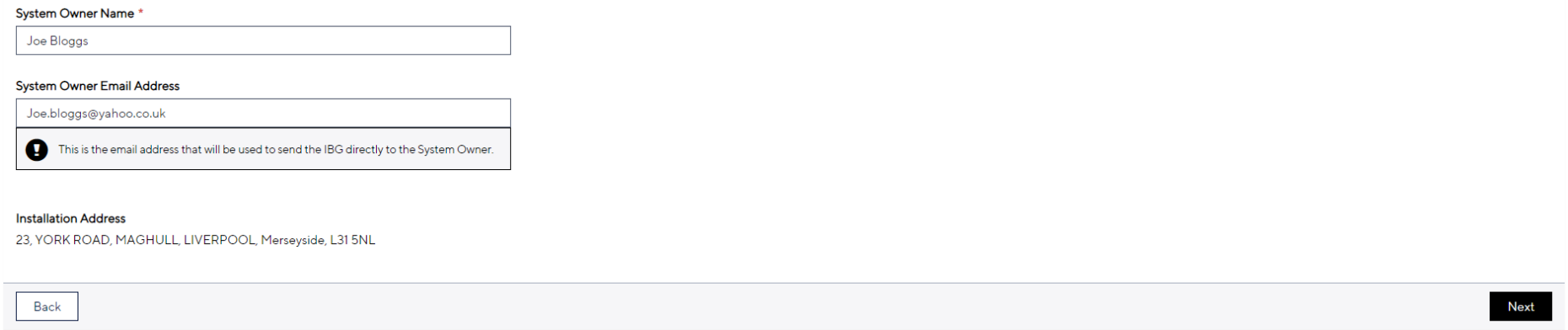
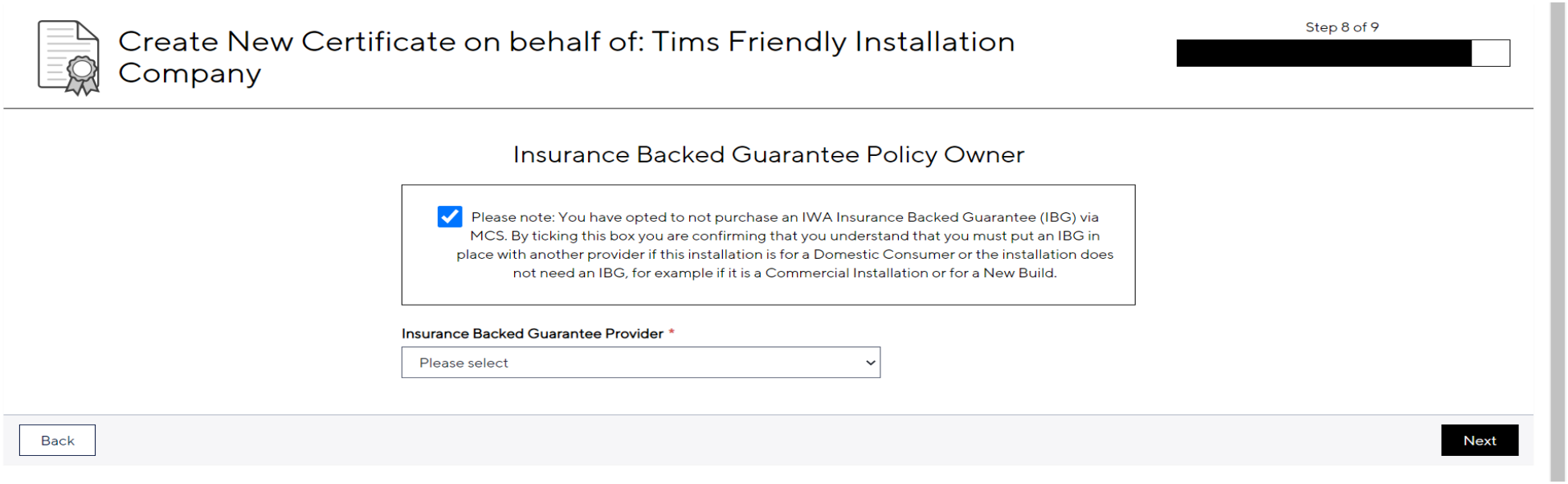


Once the correct details have been entered, please select 'Next' to proceed to the payment stage.

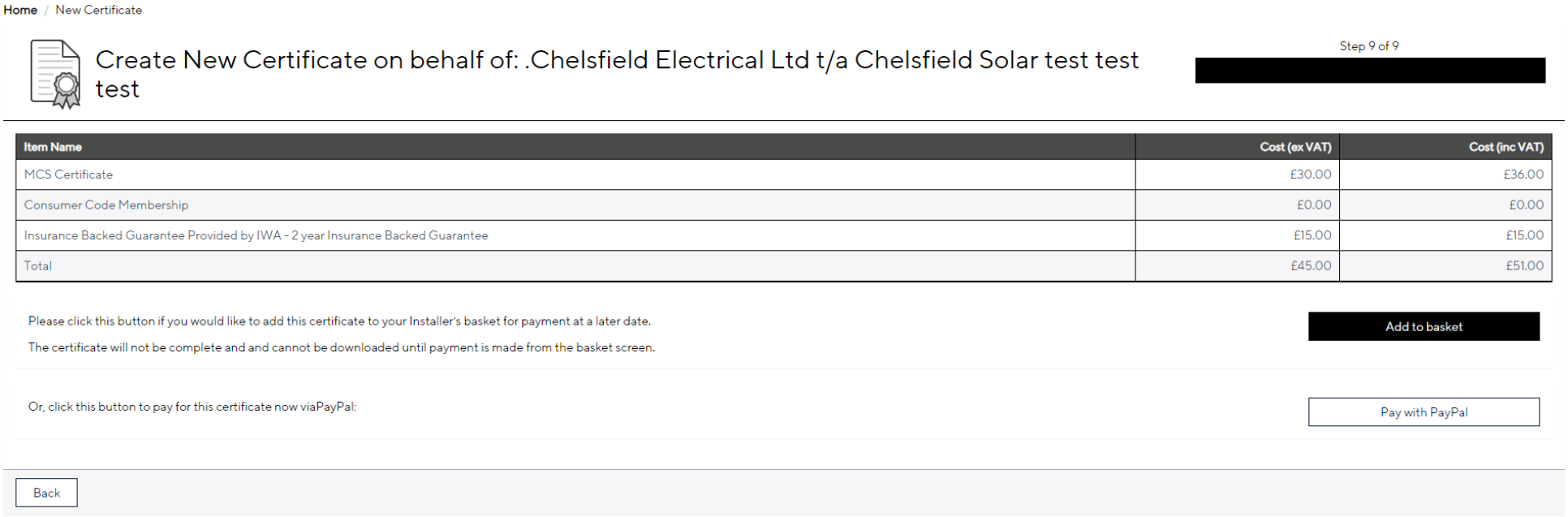
They contractor does not have to provide an IBG via MCS this is an optional extra within the MID. However, if the installer chooses not to provide an IBG via MCS they must provide one to the customer through another provider. They will get a slightly different message as seen below:



1.1.9 Payment

The next and final section of the certificate creation is the payment stage, where the contractor can pay for the MCS certificate and IBG in one transaction or you have the option to add the certificate to your basket.

This section which will show a breakdown of all the products they have added. Two totals will be listed, a total including VAT and a total excluding VAT. To process the payment, the contractor must select 'Pay with PayPal'. This will re direct the contractor to the PayPal portal in which they can either log into their own PayPal account or pay with a debit/credit card.



Home / New Certificate

Create New Certificate on behalf of: .Chelsfield Electrical Ltd t/a Chelsfield Solar test test test

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Item Name	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	£30.00	£36.00
Consumer Code Membership	£0.00	£0.00
Insurance Backed Guarantee Provided by IWA - 2 year Insurance Backed Guarantee	£15.00	£15.00
Total	£45.00	£51.00

Please click this button if you would like to add this certificate to your Installer's basket for payment at a later date.

The certificate will not be complete and and cannot be downloaded until payment is made from the basket screen.

Add to basket

Or, click this button to pay for this certificate now viaPayPal:

Pay with PayPal

Back

Basket (1) | Logout

Basket for Installer (Tims Friendly Installation Company)

Purchase selected

Select all | Un-select all | Remove selected

Please Select	Edit Certificate	Technology Type	Created Date	Address	Postcode	Total Spend
☑	Edit	Air Source Heat Pump	01/06/2021 14:37	DARESBURY S I C LLP, DARESBURY INNOVATION CENTRE	WA4 4FS	£36.00
☑	Edit	Battery Storage	10/11/2021 10:07	DARESBURY SCIENCE PARK	WA4 4FS	£36.00
					Total (inc: VAT)	£72.00

Basket for Installer (Tims Friendly Installation Company)

Purchase selected

Select all | Un-select all | Remove selected

Please Select	Edit Certificate	Technology Type	Created Date	Address	Postcode	Total Spend
☐	Edit	Air Source Heat Pump	01/06/2021 14:37	DARESBURY S I C LLP, DARESBURY INNOVATION CENTRE	WA4 4FS	£36.00
☑	Edit	Battery Storage	10/11/2021 10:07	DARESBURY SCIENCE PARK	WA4 4FS	£36.00
					Total (inc: VAT)	£36.00

Home / Basket / Payment

Basket Payment (Tims Friendly Installation Company)

Item Name	Postcode	Address	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	WA4 4FS	DARESBURY S I C LLP, DARESBURY INNOVATION CENTRE	£30.00	£36.00
MCS Certificate	WA4 4FS	DARESBURY SCIENCE PARK	£30.00	£36.00
Total			£60.00	£72.00

Please click the button to authorise payment using PayPal:

Pay with PayPal

Cancel

PayPal

Log in to PayPal

Enter your email address or mobile phone number to get started.

Email address or mobile number

Next

or

Pay by Debit or Credit Card

Cancel and return to Jagjit Dosanjh-Elton's Test Store

seller and agree to the Privacy Statement. No PayPal account required.

Continue

PayPal £51.00 GBP

PayPal Guest Checkout

Your financial details won't be shared with the merchant.

Country/region
United Kingdom

Card type

Card number

Expiry date

Security code

First name

Last name

Billing Address

Address line 1

Address line 2 (optional)

Town/City

County (optional)

Postcode

Send to my billing address

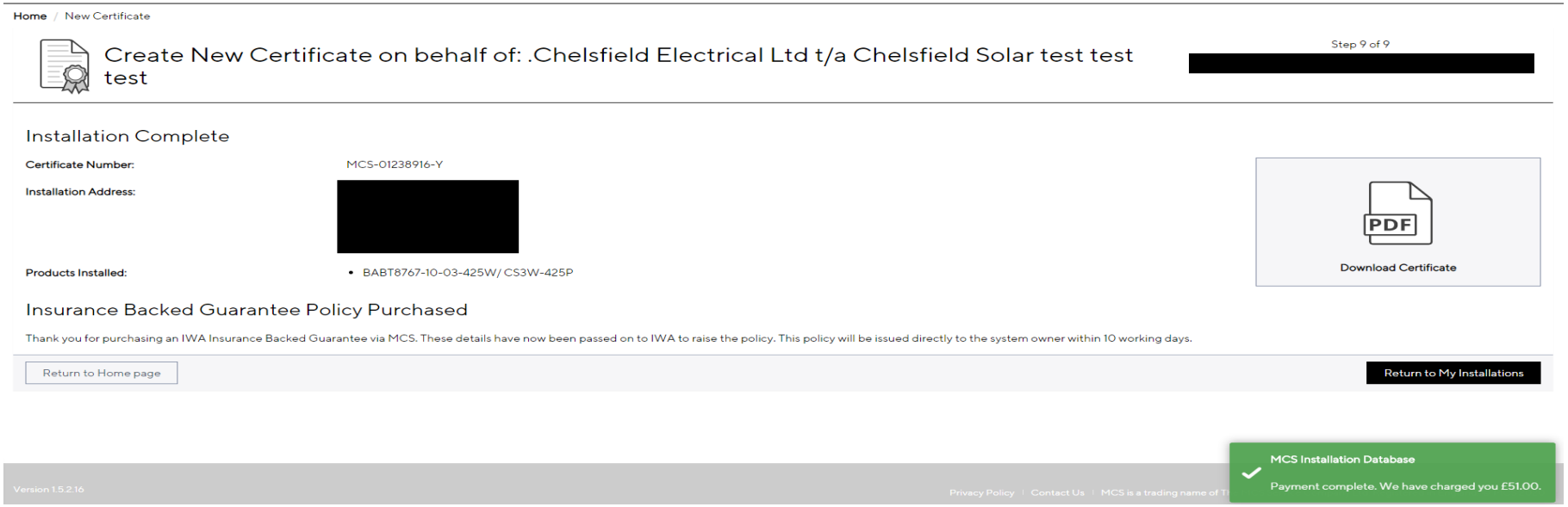
PayPal is the safer, easier way to pay

No matter where you shop, we help keep your financial information more secure.

Once the payment has been approved the contractor should see confirm and make payment by clicking you are confirming that the payment is complete and that the amount has been charged to their chosen card. Secondly on this page the certificate will be available to download, and a copy should be sent to the system owner.

1.1.10 Download MCS Certificate

After the certificate and payment is complete, the certificate is then available for download in PDF format and will now appear in the 'installations' section of the MID, under the MCS certificate number it has been assigned:



The contractor can select 'Return to My Installations' to view the certificate in the installations tab. The contractor is then required to provide the MCS certificate to the consumer once generated.

Note: In terms of the IBG policy that has been purchased, the details are passed on to IWA by MCS to raise the policy. This policy will be issued directly to the customer within 10 working days.

2. What to Do If There Is a Problem?

If you have difficulty resolving an issue with the certificate creation section, please email MCS Helpdesk at mcshelpdesk@mcscertified.com

For more information about IWA, please visit www.iwa.biz.

AMENDMENTS ISSUED SINCE PUBLICATION

Document Number	Approval	Amendment Details	Date
1.0	Approved by MCS Operations Team	First Issue	10/11/2021