

MCS MID GUIDANCE DOCUMENT

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Certificate Creation Guide: Biomass

Introduction

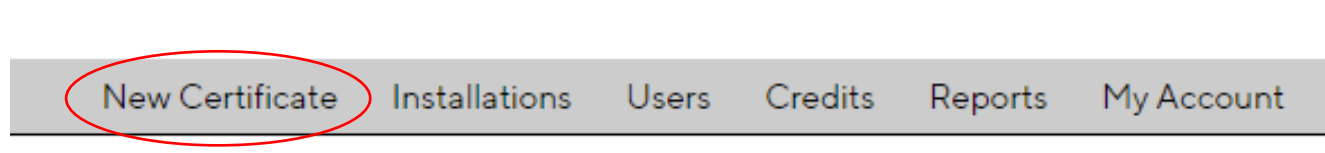
The purpose of this document is to guide the user through creating an MCS certificate for biomass on the MID. It includes a step-by-step guide on how to navigate this section.

You will need access to the MCS Installations Database (MID) as an MCS contractor.

1. Creating an MCS Certificate

MCS certificates can be created by MCS contractors on their MID accounts. To create a new certificate, select 'New Certificate' located at the top of the page on the MID (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).



1.1 Biomass technologies

The below section includes a step-by-step guide for creating biomass certificates, which have a specific certificate journey on the MID.

1.1.1 Installation Type

The screenshot shows a web form titled 'Installation Type' with the following fields and instructions:

- Is the installation domestic or commercial? ***: A dropdown menu with 'Domestic' selected.
- Technology Type ***: A dropdown menu with 'Solar Thermal' selected.
- Overall Cost of the Installation ***: A text input field containing '£ 5000'. Below it, a note states: 'The Overall Cost of the Installation is the full cost of the installation that is charged to the customer.'
- Consumer Email Address (Optional)**: A text input field. Below it, a note states: 'Enter a Consumer Email Address if you would like the MID to automatically email this certificate upon completion. If you do not want the certificate to be emailed to the consumer please leave this field blank.'
- Installer Project Reference Number (Optional)**: A text input field.

At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

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

- Is the installation domestic or commercial?
- Technology type
- 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 for this figure. There is a lower limit of £1000 and an upper limit of £50,000.

There is also the option to input the customer's email address if the contractor would like the certificate to be automatically sent to the relevant customer. If the contractor would prefer to provide the certificate to the customer directly, this field can be bypassed. An optional 'Installer Project Reference Number' field has also been added to this stage of the certificate, to allow installers to specify a project number that is associated with the installation.

Is the installation domestic or commercial? *

Domestic

Technology Type *

Solar Thermal

Overall Cost of the Installation *

£

5000

!

The Overall Cost of the Installation is the full cost of the installation that is charged to the customer.

Consumer Email Address (Optional)

!

Enter a Consumer Email Address if you would like the MID to automatically email this certificate upon completion. If you do not want the certificate to be emailed to the consumer please leave this field blank.

Installer Project Reference Number (Optional)

Cancel

Next

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 entered is correct. As detailed below, these details cannot be amended later, unless the contractor contacts the MCS helpdesk.

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Tims Friendly Installation Company

☐

Before progressing to generate the MCS certificate, please confirm that you have correctly selected that the installation is for either a domestic or a commercial property and that you have correctly input the total cost of the installation (this is the full amount that has been invoiced and includes VAT). You will not be able to edit this information once this certificate has been created.


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[Cancel](#)

[Next](#)

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), along with 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
<input checked="" type="checkbox"/>	MCS Certificate		£30.00
<input type="checkbox"/>	Insurance Backed Guarantee Provided by IWA	<div>Please select</div>	£0.00
		Total for options selected (exc: VAT):	£30.00

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Next

The range of IBGs with different length of terms 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 (as shown below). This IBG will be purchased at the same time as the MCS certificate, and the total will be added to the price column.



Create New Certificate

Step 2 of 9

Please Select	Item	Options	Price
<input checked="" type="checkbox"/>	MCS Certificate		£30.00
<input checked="" type="checkbox"/>	Insurance Backed Guarantee Provided by IWA*	<div>Please select Please select 2 year Insurance Backed Guarantee - £50.00 5 year Insurance Backed Guarantee - £80.00</div>	£0.00
			£30.00

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

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After selecting an IBG, the price will be added to the certificate price (£30 excl. VAT):

Please Select	Item	Options	Price
<input checked="" type="checkbox"/>	MCS Certificate		£30.00
<input checked="" type="checkbox"/>	Insurance Backed Guarantee Provided by IWA	<div>2 year Insurance Backed Guarantee - £50.00</div>	£50.00
		Total for options selected (exc: VAT):	£80.00

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The selection of IBG products shown above, only applies to domestic contracts, for commercial contracts, it will appear slightly different (please see below). 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 IBG is £500. The commercial policy always has a length of term of up to 10 years.

Please Select	Item	Options	Price
<input checked="" type="checkbox"/>	MCS Certificate		£30.00
<input type="checkbox"/>	Insurance Backed Guarantee Provided by IWA	10 year Insurance Backed Guarantee	£150.00
Total for options selected (exc: VAT):			£30.00

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Next

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

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Sharma Solar Thermal Limited 1

Step 2 of 9

☐

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 if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

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.For more information on the IBG product range offered by IWA, please contact the MCS helpdesk/IWA for more information or look at the MCS MID Payment Gateway guidance document (this can also be provided by the MCS helpdesk and is available on our website).

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’ style 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
<input checked="" type="checkbox"/>	MCS Certificate	<input type="checkbox"/> Use existing credit (2 remaining)	£30.00


Please Select	Item	Options	Price
<input checked="" type="checkbox"/>	MCS Certificate	<input checked="" type="checkbox"/> Use existing credit (1 remaining)	Free

1.1.2 What was installed and when?

The next stage of creating the certificate relates to what biomass product has been installed, along with the commissioning date of the installation.

What was installed and when?

Technology Type *
Biomass

Commissioning Date *
26/11/2020 

Which product was installed?

Manage Favourites

Select a licence holder and product☐ Only show my favourites

Licence Holder
Please select ▼

Products
Please select ▼ Add

Search for your product...☐ Only show my favourites

Search for product
Start typing your product... Add

Back

Next

Firstly, 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).

What was installed and when?

Technology Type *

Biomass

Commissioning Date *

18/11/2020

November 2020

Mo	Tu	We	Th	Fr	Sa	Su
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

26 November 2020

Which product was installed?

Manage Favourites

Select a licence holder and product

Licence Holder

Please select

Products

Please select

Only show my favourites

Add

Search for your product...

☐ Only show my favourites

Search for product

Start typing your product...

Add

Back

Next

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 described in the MCS Standards. To place the date further back than the 14-day window, the process of extended access needs to be followed.

The next step is to add the relevant products. To do this, there is a left-hand search function where the search can be refined by license holder/manufacturer, then by product:

Please select
Jaroslav Cankar a syn ATMOS
Froeling Heizkessel Und Behalterbau GES M.B.H
Arikazan a.s.
Arikazan a.s., distributed by Firepower
HKS Lazar
Central Boiler Inc.
CRANP-KOVO s.r.o, Distributed by ECO Angus Ltd.
CTC Division, Enertech Limited
Domusa Calefacción S.Coop.
Eco Engineering 2050 GmbH, distr. By Organic Energy (UK) Ltd.
ETA Heiztechnik GmbH
Extraflame SpA
Firebird Products Ltd.
Grant Engineering (IRE) Ltd
Grant Engineering (UK) Ltd
Greenwood Clean Energy, Inc.
Gren SP.J
Hargassner GesmbH, Distributed by Wood Energy Ltd.
HDG Bavaria GmbH distributed by Zero Ridge

Please select

Commissioning Date *

18/11/2020

☐ Only show my favourites

Please select

Add

Manage Favourites

Search for your product...

☐ Only show my favourites

Search for product

Start typing your product...

Add

Back

Next

What was installed and when?

Technology Type *
Biomass

Which product was installed?

Select a licence holder and product

Licence Holder
Froeling Heizkessel Und Behälterbau GES M.B.H

Please select
HTAMCS2001/04 Fröling T4e 25 ESP
HTSMCS1005/01 Fröling P4 Pellet 8
HTSMCS1005/02 Fröling P4 Pellet 15
HTSMCS1005/03 Fröling P4 Pellet 20
HTSMCS1005/04 Fröling P4 Pellet 25
HTSMCS1005/05 Fröling P4 Pellet 32
HTSMCS1005/06 Fröling P4 Pellet 38
HTSMCS1005/07 Fröling S3 Turbo 18
HTSMCS1005/08 Fröling S3 Turbo 28
HTSMCS1005/09 Fröling S3 Turbo 36
HTSMCS1005/10 Fröling S3 Turbo 45
HTSMCS1005/11 Fröling S4 Turbo 15
HTSMCS1005/12 Fröling S4 Turbo 22
HTSMCS1005/13 Fröling S4 Turbo 28
HTSMCS1005/14 Fröling S4 Turbo 34
HTSMCS1005/15 Fröling S4 Turbo 40
HTSMCS1302/01 SP Dual 15
HTSMCS1302/02 SP Dual 22
HTSMCS1302/03 SP Dual 28
Please select

favourites

Add

Manage Favourites

Search for your product...
☐ Only show my favourites

Search for product
Start typing your product...
Add

Back

Next

Version 1.5.2.16

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Search for anything

10:16 25/11/2020

Once the correct product has been selected, select 'add' to add the product to the certificate (please see below):

What was installed and when?

Technology Type *

Biomass

Commissioning Date *

18/11/2020



Which product was installed?

Manage Favourites

Select a licence holder and product

☐ Only show my favourites

Licence Holder

Froeling Heizkessel Und Behälterbau GES M.B.H

Products

HTSMCS1005/04 Fröling P4 Pellet 25

Search for your product...

☐ Only show my favourites

Search for product

Start typing your product...

Back

Next



What was installed and when?

Technology Type *

Biomass

Commissioning Date *

18/11/2020



Which product was installed?

Manage Favourites

Code	Name	Number Installed
HTSMCS1005/04	Fröling P4 Pellet	1



X Delete

Select a licence holder and product

☐ Only show my favourites

Licence Holder

Froeling Heizkessel Und Behälterbau GES M.B.H

Products

Search for your product...

☐ Only show my favourites

Search for product

Start typing your product...

Back

Next

Alternatively, the right-hand search function can be used to add the product, which is a free text field that will require a product certification number/model number to be inputted (as shown below).

Which product was installed?

Manage Favourites

Select a licence holder and product☐ Only show my favourites

Licence Holder

Please select

Products

Please select

Add

Cancel

Search for your product...☐ Only show my favourites

Search for product

bba

Add

BBA 0121/01 6-26kW
BBA 0121/02 9-36kW
BBA 0120/03 4-16kW
BBA 0121/03 4-16kW
BBA 0120/04 5-18kW
BBA 0121/04 5-18kW

Next

Which product was installed?

Manage Favourites

Select a licence holder and product☐ Only show my favourites

Licence Holder

Please select

Products

Please select

Add

Search for your product...☐ Only show my favourites

Search for product

BBA 0121/01 6-26kW

Add

Which product was installed?

Manage Favourites

Code	Name	Number Installed	
BBA 0121/01	Grant Spira Biomass Boilers	1	★ ✕ Delete

Select a licence holder and product☐ Only show my favourites

Licence Holder

Please select

Products

Please select

Add

Search for your product...☐ Only show my favourites

Search for product

Start typing your product...

Add

Next to the product, it will list a 'number installed' field – this will usually be one but may be amended to a higher value e.g. if two biomass boilers are installed in one area zone/property. Either way, the total installed capacity field will indicate the size of the system.

Also, when adding products, there is an option for installers to use the 'product favourites' option – if you select 'only show my favourites' in the product search boxes, it will only display the products that have been selected by the installer as a favourite.

In addition, if an installer would like to manage their favourites – select 'manage favourites' on the right-hand side of the page. This will list all the favourite products currently listed.

Which product was installed?

Select a licence holder and product

☐ Only show my favourites

Licence Holder

ETA Heiztechnik GmbH ▼

Products

▼ Add

[Manage Favourites](#)

Search for your product...

☐ Only show my favourites

Search for product

Start typing your product... ▼ Add

Select a licence holder and product

☐ Only show my favourites

Licence Holder

ETA Heiztechnik GmbH ▼

Products

▼ Add

Search for your product...

☒ Only show my favourites

Search for product

Start typing your product... ▼ Add

The MCS Installations Database

Home / New Certificate

Create New Certificate

What was installed and when?

Technology Type *

Biomass

Which product was installed?

Manage Favourites

Certification Number

HTSMCS1005/04

Manufacturer

Froeling Heizkessel Und Behälterbau GES M.B.H

Name

Fröling P4 Pellet

Model Number

Fröling P4 Pellet 25

Description

Automatic wood pellet fired boilers

Delete

Close

To add a product to the product favourite list, add the product to the certificate and then select the star button as shown below.

Which product was installed?

Manage Favourites

Code	Name		Number Installed	
BBA 0121/01	Grant Spira Biomass Boilers	★	1	✕ Delete

1.1.3 Address details

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

Where was the installation made?

Find address by *

☒ PostCode ☐ Ordinance Ref

Search

 or

Enter Address Manually

Back

Next

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 on 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.

Where was the installation made?

Find address by *

☒ PostCode ☐ Ordinance Ref

or

Select Address *

Please select

- 1, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821162)
- 3, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821171)
- 5, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821180)
- 7, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821190)
- 9, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821205)
- 11, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821214)
- 13, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821223)
- 15, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821232)
- 17, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821241)
- 19, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821250)
- 25, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821260)
- 27, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821279)
- 29, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821288)
- 31, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821297)
- 33, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821302)
- 35, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821311)
- 37, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821320)
- 39, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821330)
- 41, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821349)

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

Where was the installation made?

Find address by *

☒ PostCode ☐ Ordinance Ref

or

Select Address *

3, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821171)

Installation address

3, YORK ROAD, MAGHULL, LIVERPOOL, MERSEYSIDE, L31 5NL - (MPAN:1300003821171)

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

Where was the installation made?

Address Line 1 *

Address Line 2

Address Line 3

County

Postcode *

MPAN *

or

Installation address

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 the property is a new build), enter 13 space bars to proceed to the next stage. However, when you do obtain the MPAN, please return to the certificate on the MID and update this field.

Where was the installation made?

Address Line 1 *

4 Broom Lane

Address Line 2

Liverpool

Address Line 3

County

Argyll and Bute

Postcode *

L31 4TT

MPAN *

1610004421192

or

Search by Postcode

Installation address

4 Broom Lane, Liverpool, Argyll and Bute, L31 4TT

Back

Next

Address Line 1, Postcode, and MPAN (Meter Supply Number) are all mandatory fields, but we recommend filling in all the fields to ensure that all the address details are on the certificate.

1.1.4 Installation Details

Installation Details

Total installed capacity *

Estimated annual generation *

How have planning regulations been complied with? *

How have building regulations been notified? *

Is this a Green Deal installation? *

Back

Next

All the fields within this section are mandatory and will appear on the certificate.

- The total installed capacity is required in kilowatts (kW) – which is the peak capacity of the biomass system.
- The estimated annual generation is required in kilowatts per hour (kWh) – which is the estimated generation that the biomass system will achieve in a year.
- For planning and building regulations – the relevant option can be selected from a drop-down menu.
- For Green deal – you will need to select no or yes, depending on whether the installation was paid for through a green deal scheme.

1.1.5 Heating system

The next stage of the certificate creation focuses on the 'Heating system'. This section has references to the purpose and condition of the biomass system, how many MCS certificates are associated with the system, and if there are any other heating systems in the building.

Each question has a drop-down menu to select the correct answer from, apart from question 2, 'how many MCS certificates', which is a free text field.

Heating System

The renewable system has been designed and installed to provide *

Please select



How many MCS certificates are or will be associated with this installation? *

What (if any) alternative heating system/appliance is present in the building? *

Please select



What fuel does any alternative heating system/appliance use? *

Please select



Back

Next

Note: all these fields are mandatory in this section.

The renewable system has been designed and installed to provide *

Space Heat, DHW and another purpose ▼

Please select

- Space Heat, DHW and another purpose
- Space Heat and another purpose
- DHW and another purpose
- Space heat and DHW
- Space heat only
- DHW only
- Another purpose only

What fuel does any alternative heating system/appliance use? *

Coal ▼

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Next

- Please note that on the drop-down menu for “The renewable system has been designed and installed to provide”, “DHW” is an abbreviation for Domestic Hot Water.

1.1.6 Space and Water

The next section 'Space and Water' requires details about the space/water heating supply and demand. Please ensure that the figures entered are given in the unit of kilowatt per hour (kWh)

Space and Water

State the annual space heating requirement for the building - i.e. the annual space heating demand in kWh/annum as calculated based on MIS *

kWh	
-----	--

State the annual water heating (DHW) requirement for the building/occupancy - i.e. the water heating demand in kWh/annum as calculated based on MIS *

kWh	
-----	--

State the annual space heating to be supplied by the installed renewable heating technology - i.e. the amount of annual space heat demand in kWh/annum supplied by the renewable heating system (excluding any auxiliary heating supplied by auxiliary / immersion heaters) as calculated based on MIS *

kWh	
-----	--

State the annual water heating (DWH) to be supplied by the installed renewable heating technology - i.e. the amount of water heating (DWH) demand in kWh/annum supplied by the renewable heating system (excluding any auxiliary heating supplied by auxiliary / immersion heaters) as calculated based on MIS *

kWh	
-----	--

Back

Next

Please select 'next' to proceed to the next stage:

1.1.7 IBG Policy Owner

Step 10 of the certificate is the 'Insurance Backed Guarantee Policy Owner' section, this page will request 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 regularly by MCS. The information is required so that IWA is aware of who to send the IBG details.

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

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

23, YORK ROAD, MAGHULL, LIVERPOOL, Merseyside, L31 5NL

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Next

Note: this page will only appear if an IWA IBG has been selected by the contractor, through the MID.

System Owner Name *

Joe Bloggs

System Owner Email Address

Joe.bloggs@yahoo.co.uk



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

Installation Address

23, YORK ROAD, MAGHULL, LIVERPOOL, Merseyside, L31 5NL

Back

Next

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

If an IBG has not been purchased via the MID, you will need to declare that you will raise an IBG with an alternative provider by selecting the box below:

[Home](#) / [New Certificate](#)



Create New Certificate

Step 10 of 11

Insurance Backed Guarantee Policy Owner

☐

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 if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

Back

Next

Upon selecting the box, an Insurance Backed Guarantee Provider drop-down menu will appear where you must specify the alternative provider:



Create New Certificate

Step 10 of 11

Insurance Backed Guarantee Policy Owner

☒ 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 if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

Insurance Backed Guarantee Provider *

Please select

Please select

CPA
GGFi
HIES
HIP
Homepro
IWA
QANW
Qualitymark Protection/GDGC
Other

Back

Next

If the IBG provider you are raising the policy with is not in the drop-down menu, you can select 'other' and a free text field will appear where you can enter the name of the IBG provider:



Create New Certificate

Step 10 of 11

Insurance Backed Guarantee Policy Owner

☒ 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 if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

Insurance Backed Guarantee Provider *

Other

Please enter your Insurance Backed Guarantee Provider *

Once you have entered the correct details, select 'next':

[Home](#) / [New Certificate](#)



Create New Certificate

Step 10 of 11

Insurance Backed Guarantee Policy Owner

☒ 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 if this installation is for a Domestic Consumer or the installation does not need an IBG, for example if it is a Commercial Installation or for a New Build.

Insurance Backed Guarantee Provider *

Other ▼

Please enter your Insurance Backed Guarantee Provider *

Provider

[Back](#)


[Next](#)

1.1.8 Payment

When the MCS contractor reaches the final stage in creating their MCS certificate, the below page will show a breakdown of the certificate and IBG costs (if applicable). Two cost totals will be listed, a total including VAT and a total excluding VAT.

To process the payment, the contractor will have two options they can now choose from:

- 1) Select 'Pay with PayPal' to pay for the certificate/IBG immediately as a one-off payment, or
- 2) Add the certificate/IBG to the basket, to be purchased at a later time, perhaps with multiple MCS certificates



Create New Certificate

Step 9 of 9

Item Name	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	£30.00	£36.00
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 cannot be downloaded until payment is made from the basket screen.

Add to basket

Or, click this button to pay for this certificate now via PayPal:

Pay with PayPal

Back

Both processes are outlined in the following two sections.

Pay as You Go Option

If the contractor would like to pay for the certificate immediately, the contractor will need to select 'Pay with PayPal' (see below). This will redirect the contractor to the PayPal portal in which they can either log in to their own PayPal account to pay from a PayPal balance or can pay with a debit/credit card. The contractor has the option to save their payment details on PayPal this will allow for the one-click payment system.

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 11 of 11

Item Name	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	£30.00	£36.00
Insurance Backed Guarantee Provided by IWA - 2 year Insurance Backed Guarantee	£50.00	£50.00
Total	£80.00	£86.00

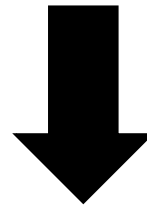
Please click this button if you would like to add this certificate to your Installer's basket for payment at a later date.
The certificate will not be complete and cannot be downloaded until payment is made from the basket screen.

Add to basket

Or, click this button to pay for this certificate now via PayPal:

Pay with PayPal

[Back](#)





Log in to PayPal

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

Next

or

Pay by Debit or Credit Card

[Cancel and return to Jagjit Dosanjh-Elton's Test Store](#)



£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.

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 11 of 11

Item Name	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	£30.00	£36.00
Insurance Backed Guarantee Provided by IWA - 2 year Insurance Backed Guarantee	£50.00	£50.00
Total	£80.00	£86.00

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 cannot be downloaded until payment is made from the basket screen.

Add to basket

Or, click this button to pay for this certificate now via PayPal:

Pay with PayPal

[Back](#)

Upon selecting the 'confirm and make payment' button, the certificate will be available to download in PDF format and can be accessed in the installations tab. A copy of the certificate should be sent to the system owner upon completion (if the contractor has not requested the MID send the certificate automatically).



Create New Certificate

Step 9 of 9

Installation Complete

Certificate Number: MCS-01239090-H

Installation Address: 5
YORK ROAD
MAGHULL, LIVERPOOL
Merseyside
L31 5NL

Products Installed:

- BABT8767-10-03-415W/ CS3W-415P



Download Certificate

Insurance Backed Guarantee Policy Purchased

Thank you for purchasing an IWA Insurance Backed Guarantee via MCS. These details have now been passed on to IWA to raise the policy. This policy will be issued directly to the system owner within 10 working days.

[Return to Home page](#)

[Return to My Installations](#)

Note: Payment receipts for the MID purchases will be sent to the email listed on the contractor's MID account. This receipt will include a breakdown of the products purchased, and a VAT breakdown and will also contain the relevant VAT registration number.

Using the Installer Basket

If the contractor would prefer to pay for the certificate and IBG (if applicable), later or with other MCS certificates, the contractor can select 'add to basket' to add the MID products to the installer basket.

[Home](#) / [New Certificate](#)



Create New Certificate on behalf of: Tims Friendly Installation Company

Step 11 of 11

Item Name	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	£30.00	£36.00
Insurance Backed Guarantee Provided by IWA - 2 year Insurance Backed Guarantee	£50.00	£50.00
Total	£80.00	£86.00

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 cannot be downloaded until payment is made from the basket screen.

Add to basket

Or, click this button to pay for this certificate now via PayPal:

Pay with PayPal

Back

The MID will then direct the contractor to the 'Basket for installer' area (see below):

[Home](#) / [Basket](#)



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
<input checked="" type="checkbox"/>	Edit	Biomass	17/03/2021 13:21	66	L31 5NN	£116.00
					Total (inc: VAT)	£116.00

The basket will now list the technology type of the certificate added, the date and time the certificate was created, along with the address details and the total spend. The certificate will remain in the basket until the contractor selects 'Purchase selected'.

There is also the option to edit the certificate while it remains in the basket, by selecting 'edit' (see above). Upon clicking edit, a new tab will open on the edit page of the relevant certificate.

Note: the certificate's status will remain as 'in basket' and will not be officially generated until the payment has been made.

Contractors are also able to add several other certificates to the basket if they would like to pay for several certificates in one transaction (example below):

[Home](#) / [Basket](#)



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
<input checked="" type="checkbox"/>	Edit	Solar Photovoltaic	17/03/2021 09:14	7	L31 5NL	£81.00
<input checked="" type="checkbox"/>	Edit	Air Source Heat Pump	17/03/2021 13:15	36	L31 5NL	£76.00
<input checked="" type="checkbox"/>	Edit	Biomass	17/03/2021 13:21	66	L31 5NN	£116.00
<input checked="" type="checkbox"/>	Edit	Solar Thermal	17/03/2021 13:31	3	L31 5NL	£66.00
					Total (inc: VAT)	£339.00

Once 'purchase selected has been selected, the below screen will appear, providing a breakdown of the MID purchases. To complete the payment, the contractor must select 'Pay with PayPal'. This will direct the contractor to the PayPal portal, in which they can either log in to their own PayPal account to pay from a PayPal balance or can pay with a debit/credit card.

[Home](#) / [Basket](#) / Payment



Basket Payment (Tims Friendly Installation Company)

Item Name	Postcode	Address	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	L31 5NL	1	£30.00	£36.00
Insurance Backed Guarantee Provided by IWA - 2 year Insurance Backed Guarantee	L31 5NL	1	£15.00	£15.00
Total			£45.00	£51.00

Please [click the button](#) to authorise payment using PayPal:

Pay with PayPal

Cancel

To complete the payment, select 'Confirm and make payment':

[Home](#) / [Basket](#) / Payment



Basket Payment (Tims Friendly Installation Company)

Item Name	Postcode	Address	Cost (ex VAT)	Cost (inc VAT)
MCS Certificate	L31 5NL	1	£30.00	£36.00
Insurance Backed Guarantee Provided by IWA - 2 year Insurance Backed Guarantee	L31 5NL	1	£15.00	£15.00
Total			£45.00	£51.00

Thanks for authorising payment with PayPal. Please check the details above and, if you're happy, click the button below to complete payment.

Confirm and Make Payment


Once the payment is complete, the below page will appear showing the basket is now empty and the certificate/certificates will now be available to be downloaded in the installations tab. Any IBGs purchased will be sent over to IWA every week and the system owners should receive the policies within 10 working days.

Note: Again, like the Pay as You Go method payment receipts for the MID purchases will be sent to the email listed on the contractor's MID account. This receipt will include a breakdown of the products purchased in the one transaction, and a VAT breakdown, and will also contain the relevant VAT registration number.

1.1.9 Download MCS Certificate

After the certificate and payment are 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:

[Home](#) / [New Certificate](#)

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

Step 9 of 9

Installation Complete

Certificate Number: MCS-01238916-Y

Installation Address: [REDACTED]

Products Installed: • BABT8767-10-03-425W/ CS3W-425P

Insurance Backed Guarantee Policy Purchased


Thank you for purchasing an IWA Insurance Backed Guarantee via MCS. These details have now been passed on to IWA to raise the policy. This policy will be issued directly to the system owner within 10 working days.

[Return to Home page](#) [Return to My Installations](#)

 Download Certificate

Version 1.5.2.16

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 MCS Installation Database
Payment complete. We have charged you £51.00.

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	4/12/2020
1.1	Approved by MCS Operations Team	Installer Basket Amendments	6/4/2021
1.2	Approved by MCS Operations Team	RHI Closure Amendments	1/4/2022