

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:

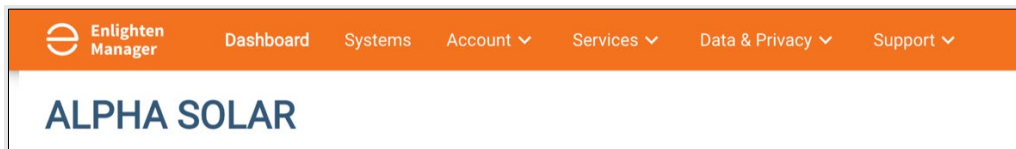
- Create activation
- Build virtual arrays

Create activation

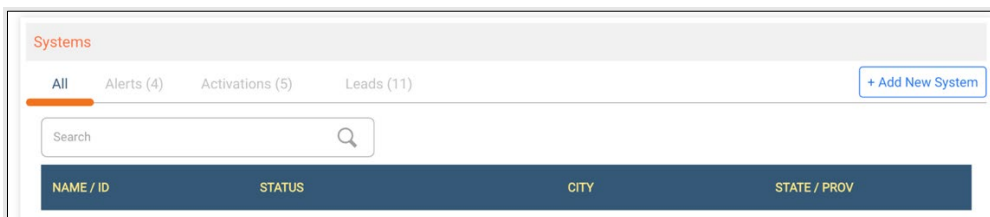
Follow these steps to create the system activation.

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.



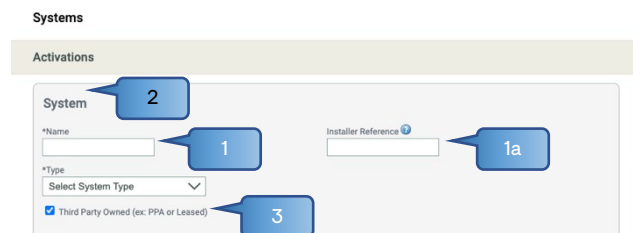
In your Dashboard, on the “Systems” widget, click “Add New System”.



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.


 A screenshot of the 'Activations' form. The form is titled 'System' and contains several fields:

- *Name: A text input field with callout 1.
- Installer Reference: A text input field with callout 1a.
- *Type: A dropdown menu with 'Select System Type' and callout 2.
- Third Party Owned (ex: PPA or Leased): A checked checkbox with callout 3.

- 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).
 - 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.
- 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.
- 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).
- Do not enter data in the “Production Estimate” section unless you have been instructed to do so by the lessor.

Systems

Activations

System

*Name Installer Reference

*Type

Third Party Owned (ex: PPA or Leased)

System Host

The system host is the resident of the building where the system is installed.

First Name **3**

Last Name

Email

Phone

Host will receive MyEnphase for system performance monitoring.

Change Enlighten Version

Owner

The system owner is the contact at the Lease or PPA company.

Email **3a**

Location

*Street Address

Street Address 2 **4**

*City

*State/Province

*Zip/Postal Code

*Country

Latitude

Longitude

Gateway

Grid Profile

5 N/A

Add Another Gateway

PV System

Installing third party String Inverter? **6**

*Total Number of Enphase Microinverters **6**

*PV Module

Select a Manufacturer

Select a Model

Don't see your manufacturer/model? [Let us know](#)

Installation

Microinverter Attachment Type

Array Type

Enter array-level details on the system settings page.

Installation Map

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

Upload A File: No file chosen **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.

I confirm the following:

- I am authorized to register for Enlighten on behalf of the system owner/host, who has given me permission to submit this information to Enphase on their behalf.
- I have read and understand Enphase's Privacy Policy and Terms of Service (the "Policies").
- The system owner/host has acknowledged that they have read and understand the Policies.
- I have informed the system owner/host that my company will be able to monitor their energy consumption amounts and times of usage and that they may revoke this permission at any time.
- I have read the [Quick Install Guide \(QIG\)](#) and understand that the Enphase limited warranty does not apply if the product is not installed, operated, handled, or used in accordance with the QIG

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ENPHA: Third Party Owned (ex: PPA or Leased)

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.
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 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.”

The screenshot shows the 'Systems' activation form with the following sections and callouts:

- System:** Fields for Name, Installer Reference, Type (dropdown), and a checked box for 'Third Party Owned (ex: PPA or Leased)'.
- System Host:** Fields for First Name (3), Last Name, Email, and Phone.
- Location:** Fields for Street Address, Street Address 2, City (4), State/Province (dropdown), Zip/Postal Code, and Country (dropdown).
- Owner:** Field for Email.
- Gateway:** Grid Profile dropdown, a text field (5), and an 'Add Another Gateway' link.
- PV System:** Checkboxes for 'Installing third party String Inverter?' and 'Total Number of Enphase Microinverters' (6), and dropdowns for 'PV Module' and 'Select a Manufacturer' (6).
- Installation:** Dropdowns for 'Microinverter Attachment Type' and 'Array Type', and a note to 'Enter array-level details on the system settings page.'
- Installation Map:** 'Upload A File' button (7) and 'Install Map Label' text field.
- Production Estimate:** Radio buttons for 'Array-level production estimates' (8) and 'System-level production estimate', and an 'Annual Degradation Factor' field.
- System Access:** 'Email Address' field (9) and an 'Add Another' link.
- Footer:** A 'Save' button (10) and a disclaimer box.

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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