

Renewables Obligation (RO)

www.ofgem.gov.uk/ro

How to Amend an Application

An area that often leads to delays in the accreditation process is where an application needs to be amended. To prevent this delay, please use the following step-by-step guide on how to amend your application once a query has been raised.

Step-by-step guide

1. You are likely to have queries raised on your application during the review process, some of which will require you to edit your application, for example the third query in Figure 1.
2. To edit the application, you will first need to provide answers to all the queries (see Figure 1).

TOP TIP:

Make sure you set up email notifications on your account so you get an email as soon as we raise a query on your application.

Figure 1

Home Page > Accreditation > Respond Ofgem Queries

Application Questions with Queries

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Question Number	Questions (i.e. the question provided on application form)	Applicants answer (i.e. the answer provided on application form)	Query raised by Ofgem	Date Query was raised	Link to a List of previous questions and answers	Link to page for Application to Respond
QB206	Postcode: <i>If not applicable, please enter N/A</i>	██████████	Please confirm your post code. Many thanks.	30/09/2016	Link	Answered
QB201	Address line 1:	██████████	Please confirm if there are any other previously accredited installations on site?	30/09/2016	Link	Answered
QF414	Serial Number :	██████████	Please edit your application to include the correct serial number. Many thanks.	30/09/2016	Link	Answered

3. Once all queries have been answered, two buttons will generate at the bottom of the list of queries, one saying 'Edit My Application' and one saying 'Submit Response' (see Figure 2). If these buttons have not generated, please click on any of the 'Answered' links, then click on 'Save', and they will appear. Make sure you keep a note of the query so you know which answers to edit in the application.

Figure 2

Question Number	Query raised by Ofgem	Answer
QB206	Please confirm your postcode. Many thanks.	OK
QB201	Please confirm if there are any other previously accredited installations on site?	OK
QF414	Please edit your application to include the correct serial number. Many thanks.	OK

If any of these answers are different to those provided on the application, please click on 'Edit My Application' and amend application.

- Click on 'Edit My Application' which will take you to your application. Click 'Next' to navigate to the question you wish to edit. Your current answer will be greyed out but you can edit your answer by clicking on the 'Edit' button (see Figure 3). If you have other answers to edit, use the 'Next' or 'Previous' buttons to find the relevant question and edit accordingly.

Figure 3

Serial Number : *

Does the metering conform to any metering standards and if so which?

What is the accuracy level of the metering?

- Once you have made the necessary amendments, please navigate to the end of the application, by clicking 'Next', where you should see the screen shown on Figure 4. Please click on 'Re-Submit your Application' which will send amendments and responses back to us to review.

Figure 4

Accreditation Registration

This application is now partially complete and the declarations will need to be signed by the SuperUser before submission.

Clicking the send button below will generate a task prompting the super user to sign the required declarations.