

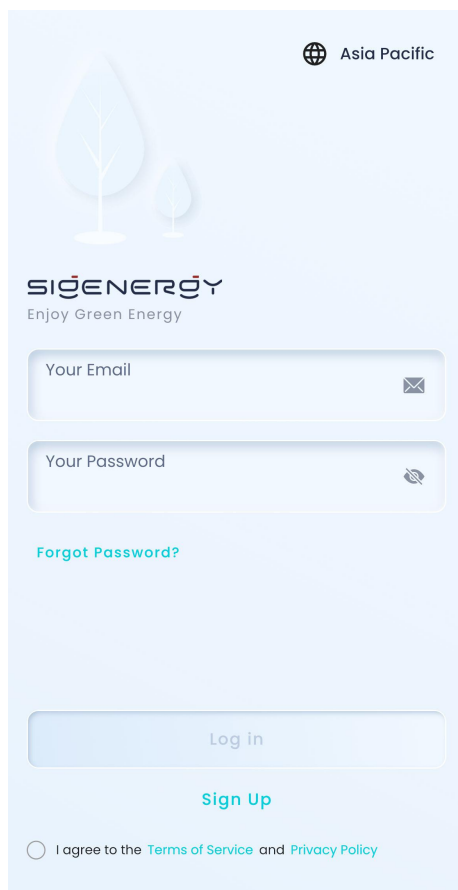
Sigen New installer registration process - Energy Spurt

What is the registration process? (**App first**)

Step 1. Download "mySigen" App (version 1.9 above).

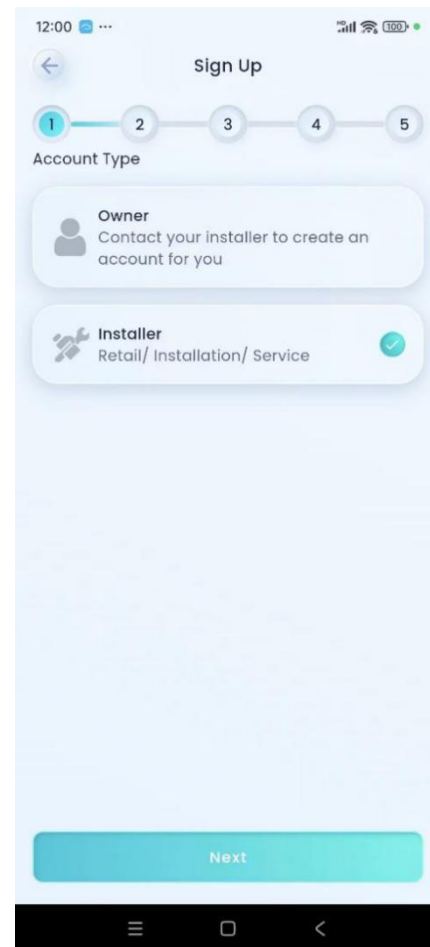


Step 2. Click on "Sign Up"



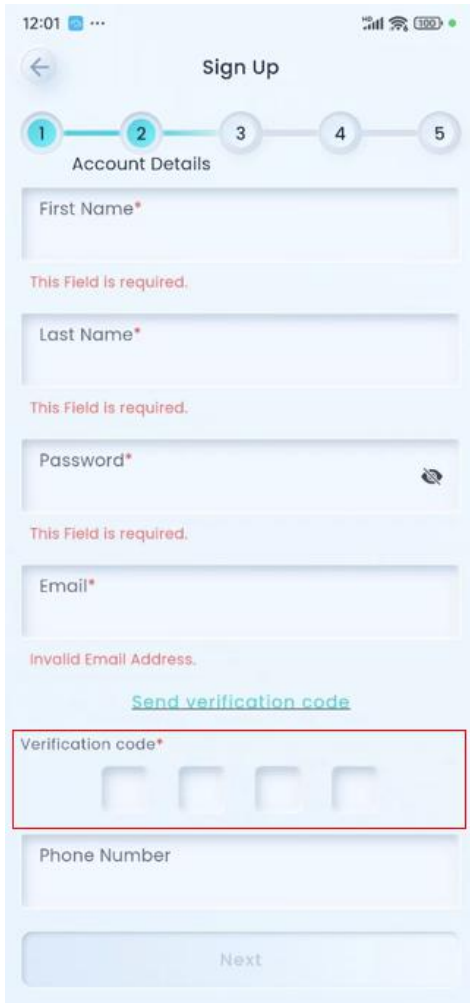
The image shows the Sigen Energy sign-up page. At the top right, it says "Asia Pacific". The Sigen Energy logo is in the center, with the tagline "Enjoy Green Energy". Below the logo are two input fields: "Your Email" and "Your Password". There is a "Forgot Password?" link below the password field. At the bottom, there is a "Log in" button and a "Sign Up" button. A checkbox at the very bottom says "I agree to the Terms of Service and Privacy Policy".

Step 3. Choose account type as "installer"



The image shows the "Sign Up" screen in the mySigen app. At the top, there is a progress bar with five steps, and the first step is highlighted. Below the progress bar is the "Account Type" section. There are two options: "Owner" (with a person icon) and "Installer" (with a wrench icon). The "Installer" option is selected, indicated by a green checkmark. Below the "Installer" option is the text "Retail/ Installation/ Service". At the bottom of the screen is a large blue "Next" button.

Step 4. Fill in account details.
Click “Get Code” to get the “Verification Code” by email. Email will be sent from sigenservice@notice.sigenergy.com (please check your spam mailbox or email interception rules if not received the code).



12:01 ...

Sign Up

1 2 3 4 5

Account Details

First Name*

This Field is required.

Last Name*

This Field is required.

Password*

This Field is required.

Email*

Invalid Email Address.

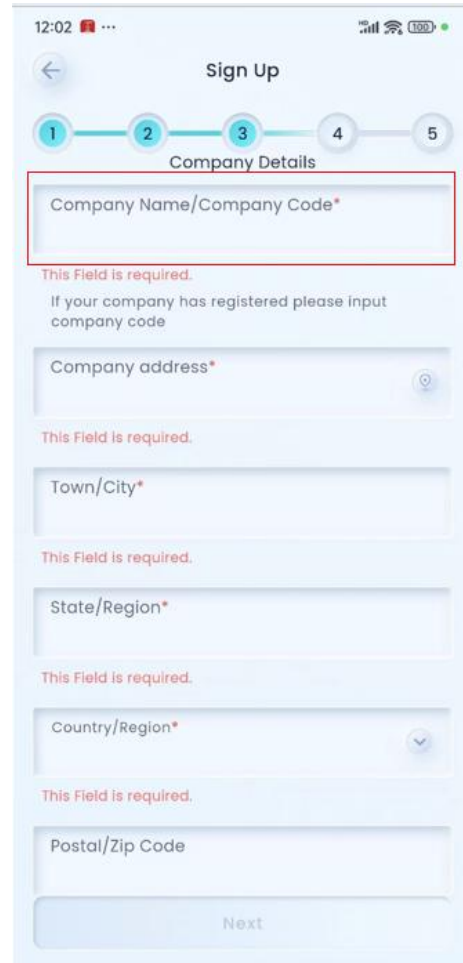
[Send verification code](#)

Verification code*

Phone Number

Next

Step 5. Fill in company details.



12:02 ...

Sign Up

1 2 3 4 5

Company Details

Company Name/Company Code*

This Field is required.
If your company has registered please input company code

Company address*

This Field is required.

Town/City*

This Field is required.

State/Region*

This Field is required.

Country/Region*

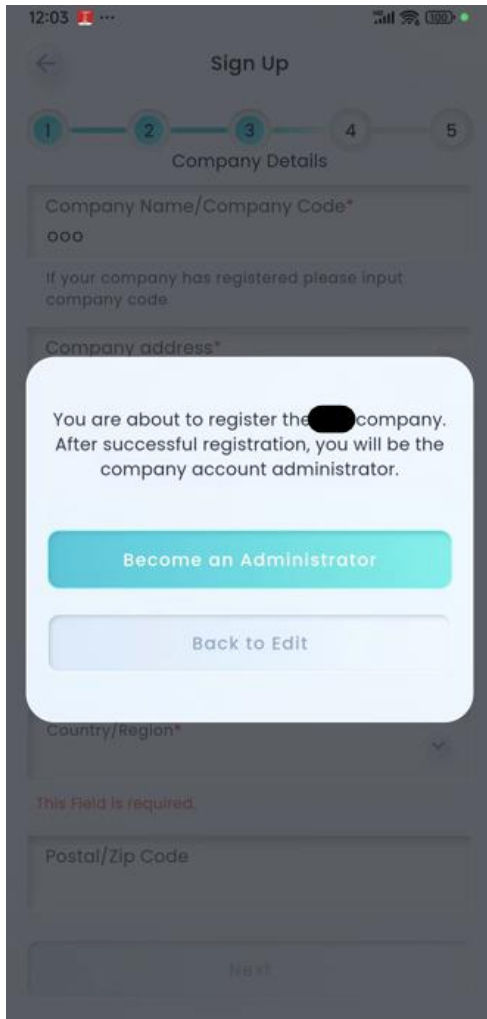
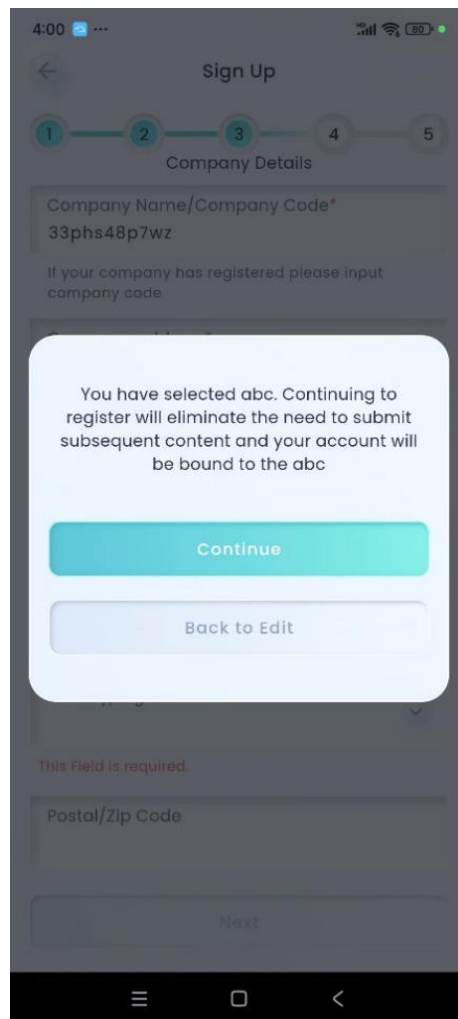
This Field is required.

Postal/Zip Code

Next

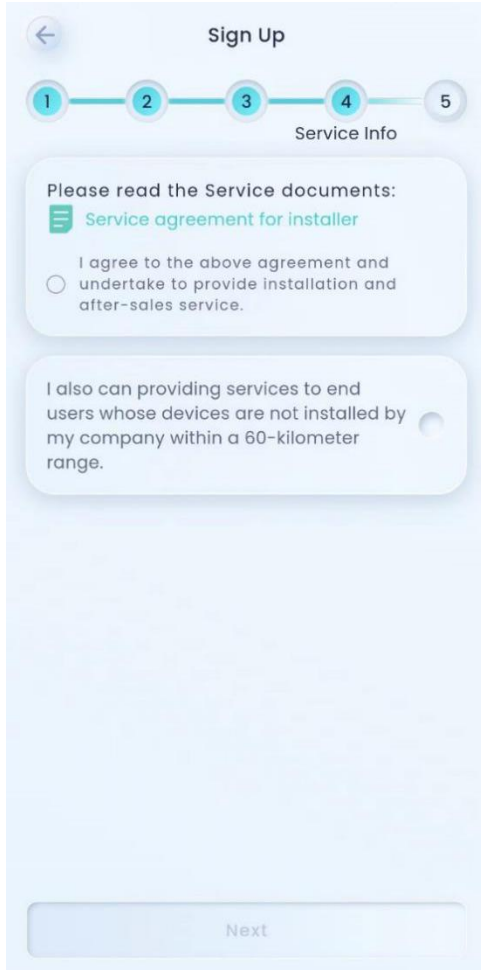
Input company's name if you represent the company for the first registration. The account you registered will be the administrator account* at company level.

* Administrator account is able to create company code for company's individual employees and view all power plants installed by the company.

Input company's code if you want to register as an individual employee of the registered company. The account you register will be bound to the administrator account as an individual account.

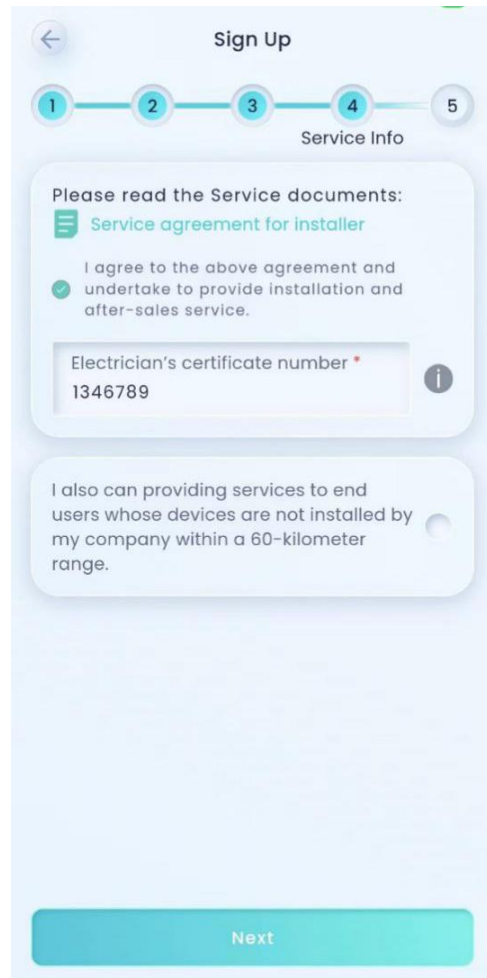
Step 6. View service agreement and confirm service options on “*Service Confirmation*” page*
 * You won't be able to see the “service confirmation” page if you register as an individual employee.



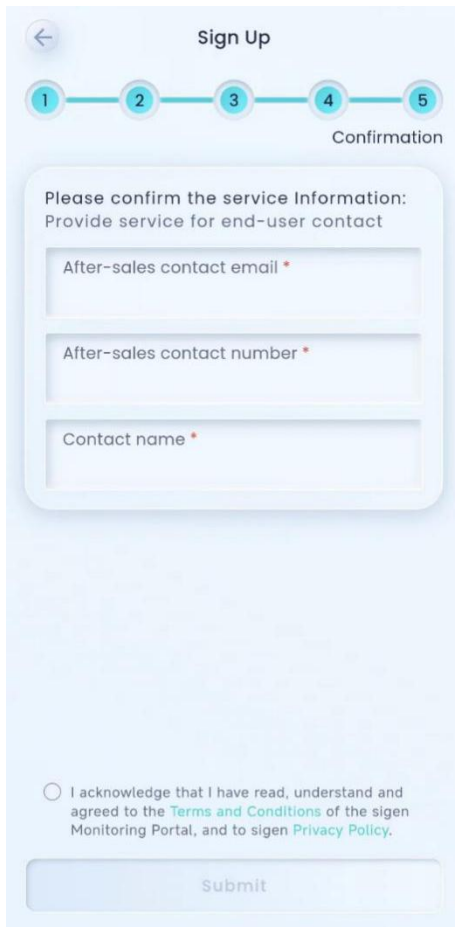
Open the PDF of service agreement online which may take 1-2 minutes.

It is mandatory to click to agree the service agreement which provide service for end-users whose device was installed by your company.

It is optional to click to agree to provide service for end-users within 60 KM whose original device was not installed by your company.



Input anyone of electrician licenses number in your company.



← Sign Up

1 2 3 4 5
Confirmation

Please confirm the service Information:
Provide service for end-user contact

After-sales contact email *

After-sales contact number *

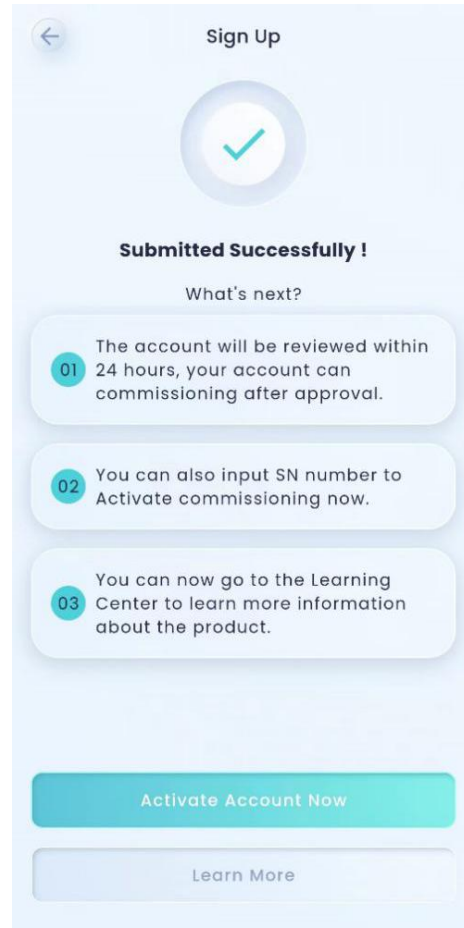
Contact name *

☐ I acknowledge that I have read, understand and agreed to the [Terms and Conditions](#) of the sign Monitoring Portal, and to sign [Privacy Policy](#).

Submit

Input service phone, service email, service name for end-user to contact.

Step 7. Complete registration.
Submitted successfully. Sigenergy's backend guys will review it to approve to activate your accounts in 1 working day.



← Sign Up

✓

Submitted Successfully !

What's next?

01 The account will be reviewed within 24 hours, your account can commissioning after approval.

02 You can also input SN number to Activate commissioning now.

03 You can now go to the Learning Center to learn more information about the product.

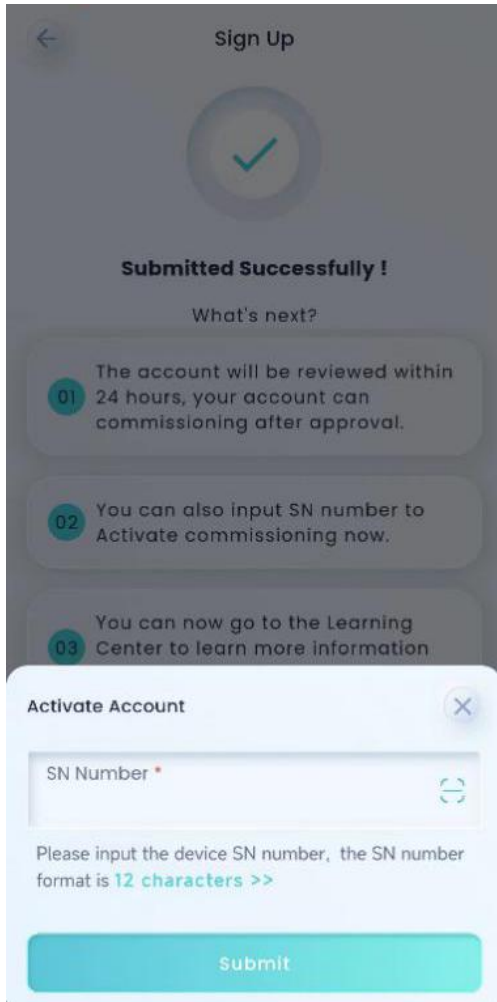
Activate Account Now

Learn More

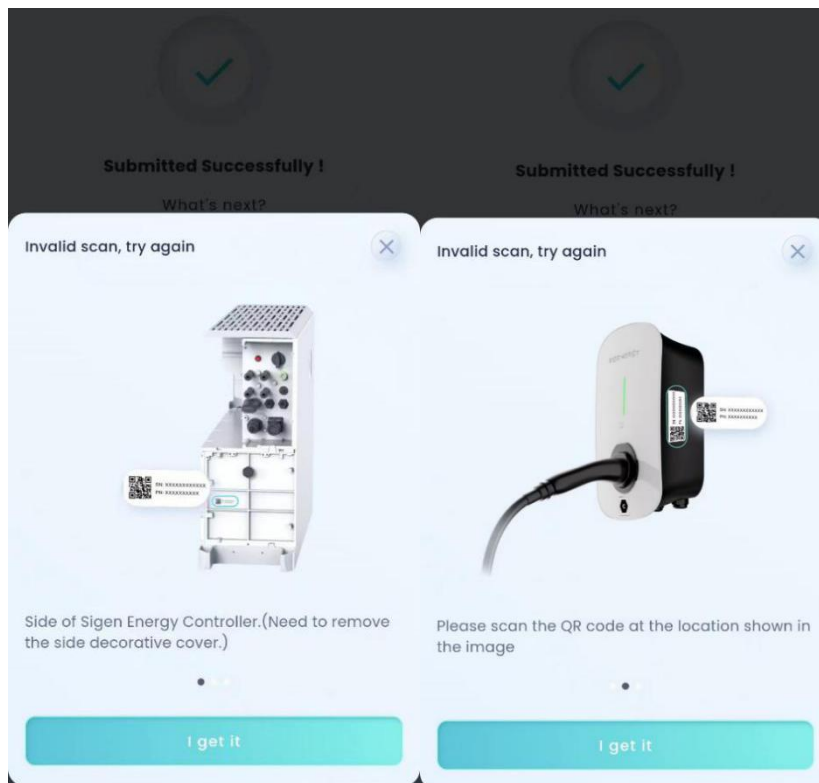
Step 8. Self-activate account

Installer can also self-activate accounts by entering a valid device serial number (SN). The SN of devices should have not been installed before.

1. Fill in the valid device serial number (inverter or battery etc)
2. Click "Activate"



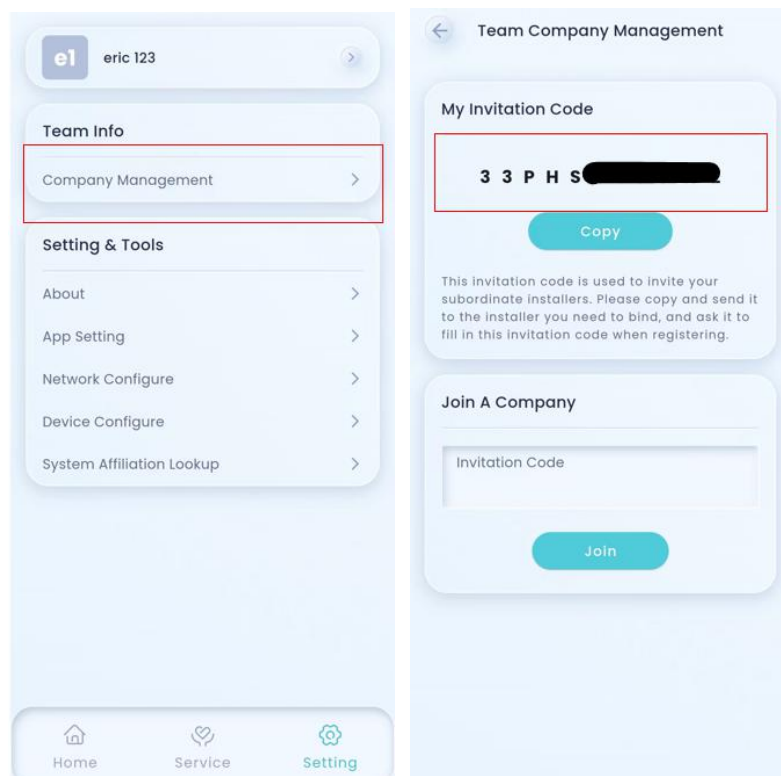
The screenshot shows a mobile application interface. At the top, there is a 'Sign Up' header with a back arrow. Below it is a large green checkmark icon. The text 'Submitted Successfully!' is displayed in bold. Underneath, it says 'What's next?' followed by three numbered steps: 01 'The account will be reviewed within 24 hours, your account can commissioning after approval.', 02 'You can also input SN number to Activate commissioning now.', and 03 'You can now go to the Learning Center to learn more information'. In the foreground, there is a white modal titled 'Activate Account' with a close button (X). It contains a text input field labeled 'SN Number' with a red asterisk and a green eye icon. Below the field, it says 'Please input the device SN number, the SN number format is 12 characters >>'. At the bottom of the modal is a green 'Submit' button.



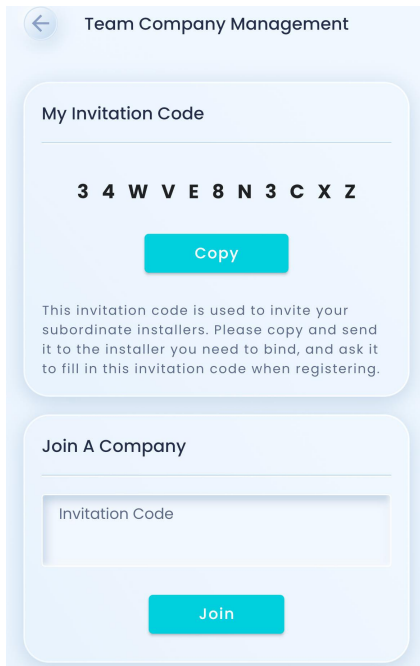
Installer could install and commissioning after the account been activated.

Where can I get company code?

Login mySigen with company account, check it via setting - company management



Step 9. Add **Energy Spurt** to be your distributor & claim annual rebate from Energy Spurt
Copy '**34WVE8N3CXZ**' & input into your account, click 'join'.



Team Company Management

My Invitation Code

3 4 W V E 8 N 3 C X Z

Copy

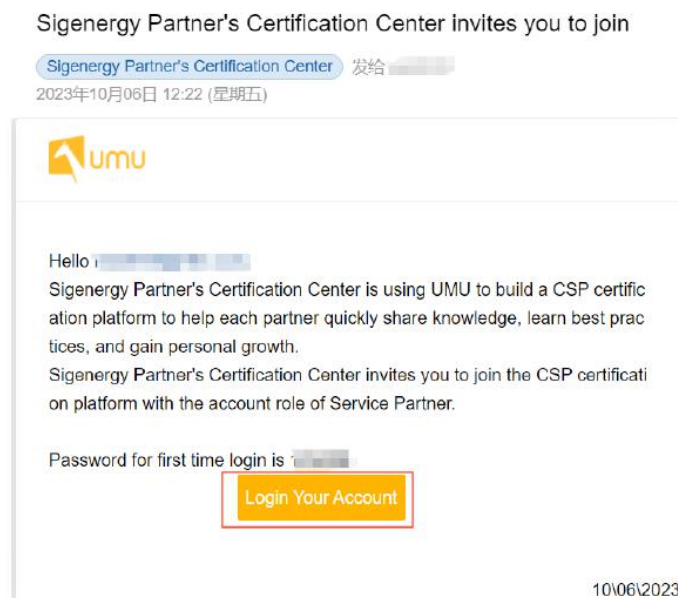
This invitation code is used to invite your subordinate installers. Please copy and send it to the installer you need to bind, and ask it to fill in this invitation code when registering.

Join A Company

Invitation Code

Join

Step 10. Open your Email, to get the account and password of Certification Center
Use that as your Web account login

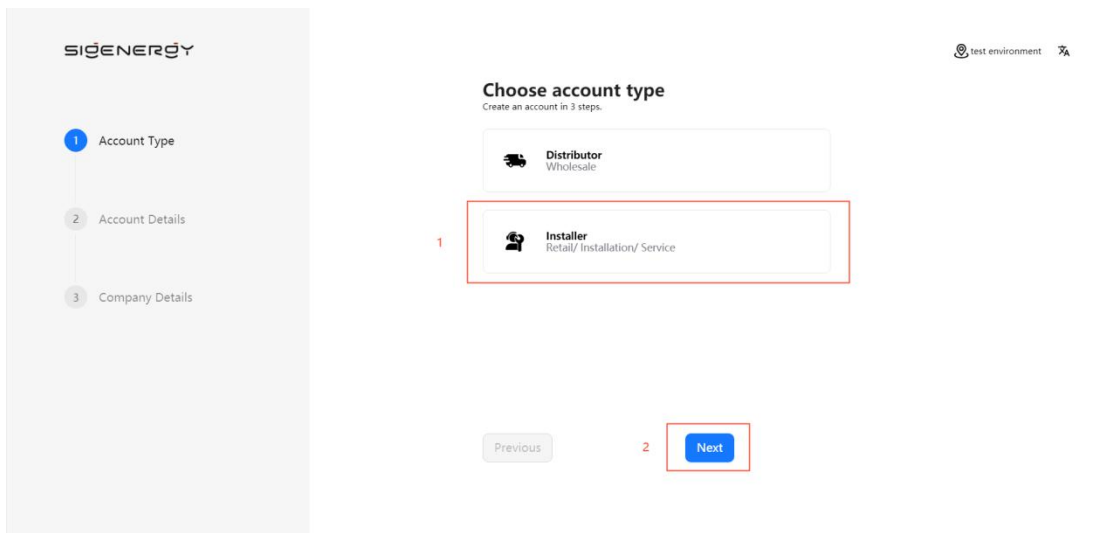


What is the registration process? (Web - if no web account auto created after the App registration)

Step 1. Click "Register now" on "partner" page on website.

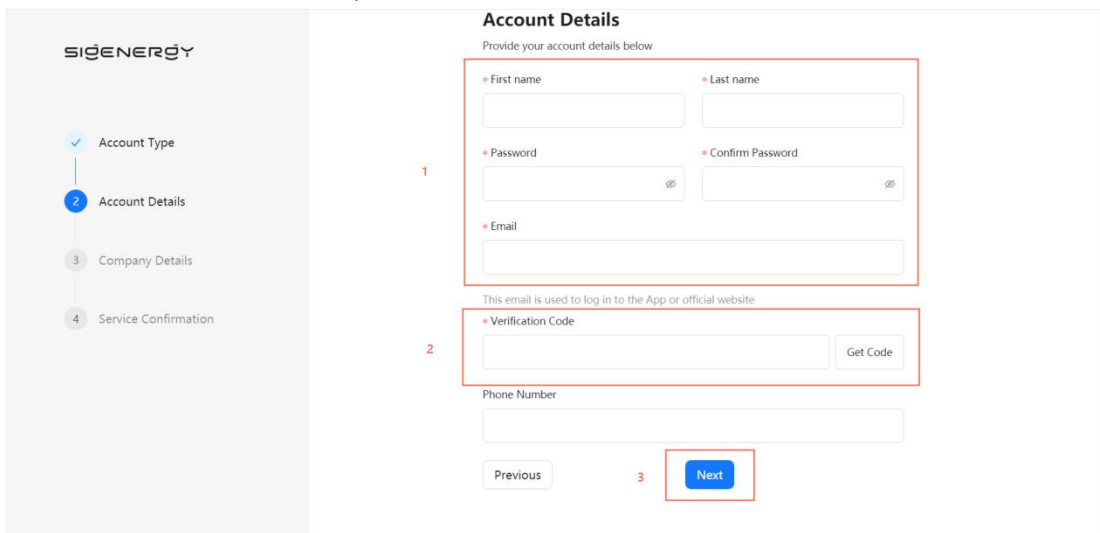
<https://web-eu.sigencloud.com/user/business/register>

Step 2. Choose account type as "installer".

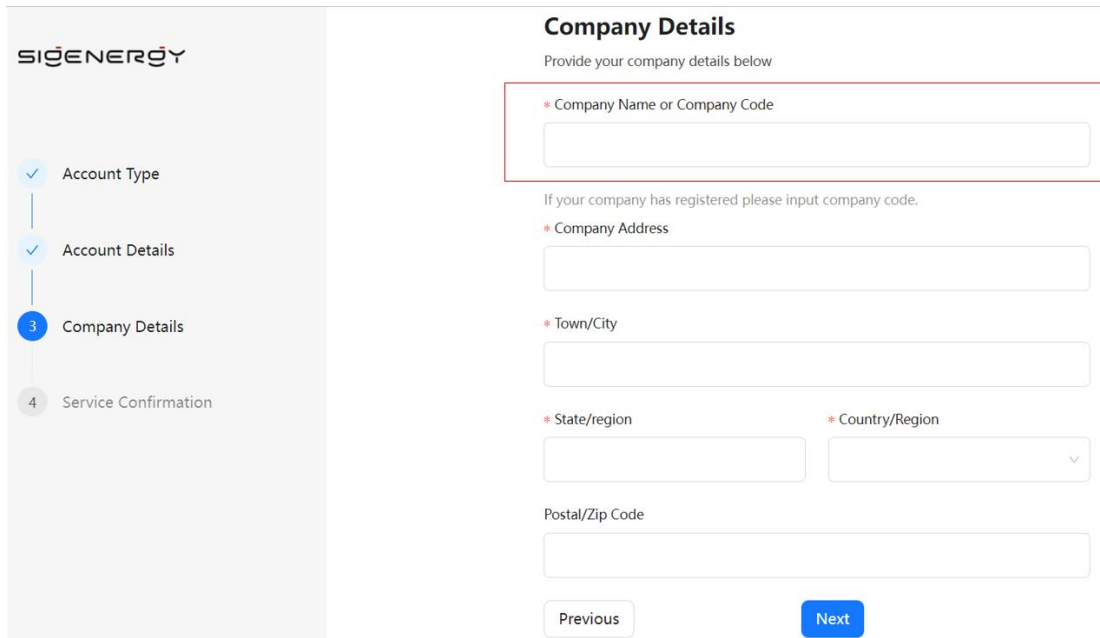


Step 3. Fill in account details.

Click "Get Code" to get the "Verification Code" by email. Email will be sent from sigenservice@notice.sigenergy.com. (please check your spam mailbox or email interception rules if not received the code).

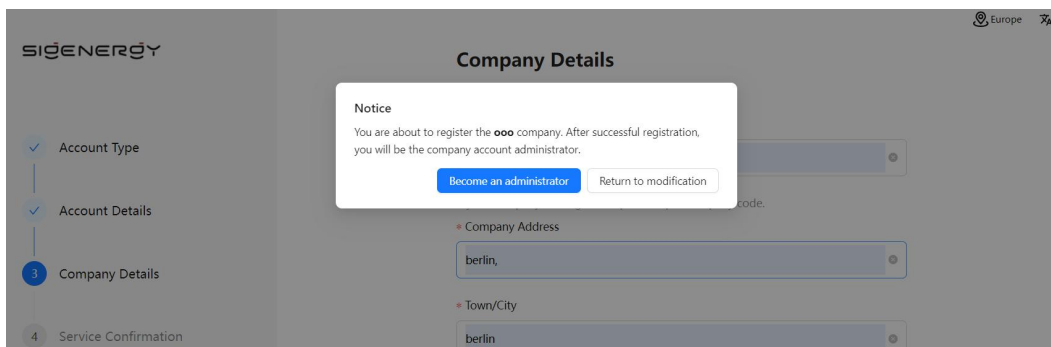


Step 4. Fill in company details.

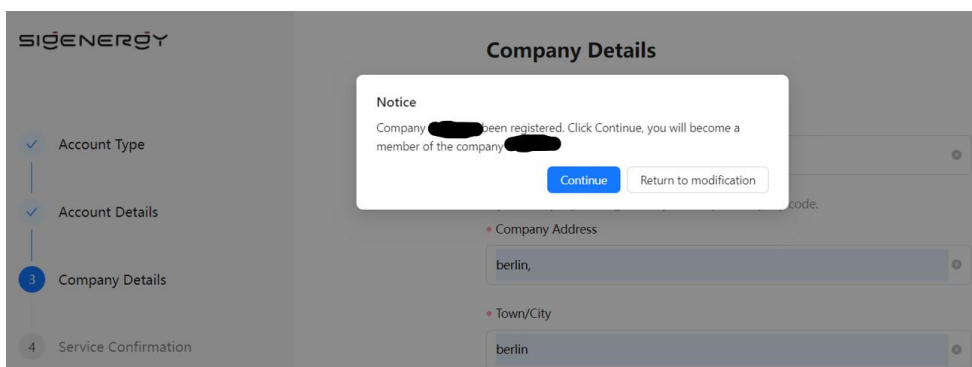


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* Administrator account is able to create company code for other company's employees and view all power plants installed by the company.

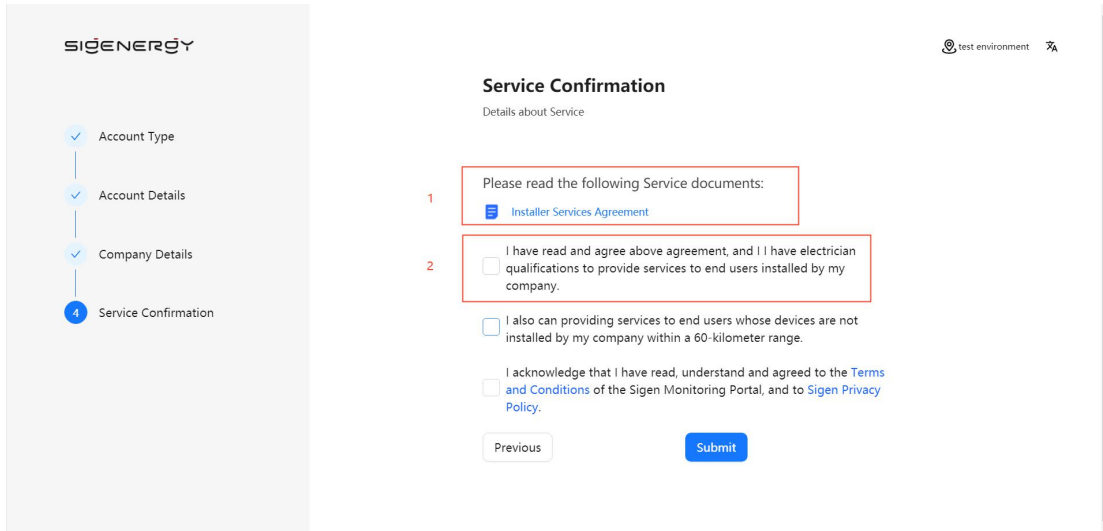


Input company's code if you want to register as an individual employee of the registered company. The account you register will be bound to the administrator account as an individual account.



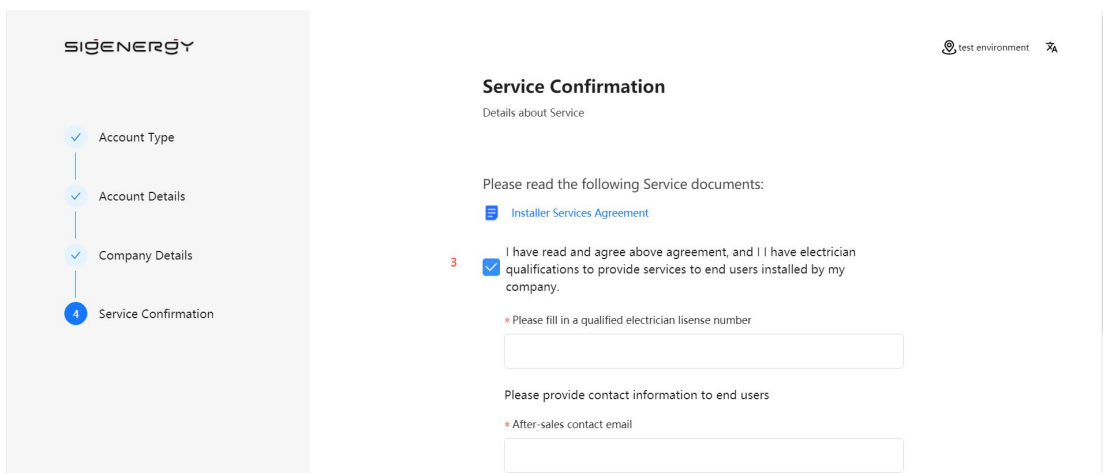
Step 5. View service agreement and confirm service options on “*Service Confirmation*” page*

* You won't be able to see the “service confirmation” page if you register as an individual employee of a registered company.



It is mandatory to click to agree the service agreement. Provide service for end-users whose device was installed by your company.

It is optional to click to provide service for end-users within 60 KM whose original device was not installed by your company.

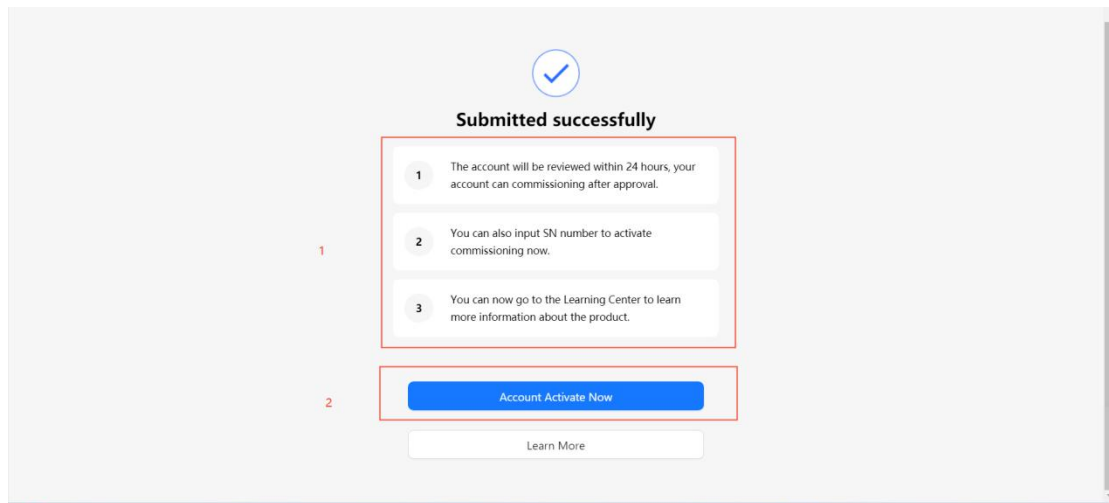


Input anyone of electrician license number in your company.

Input service information for end-user to contact.

Step 6. Complete registration.

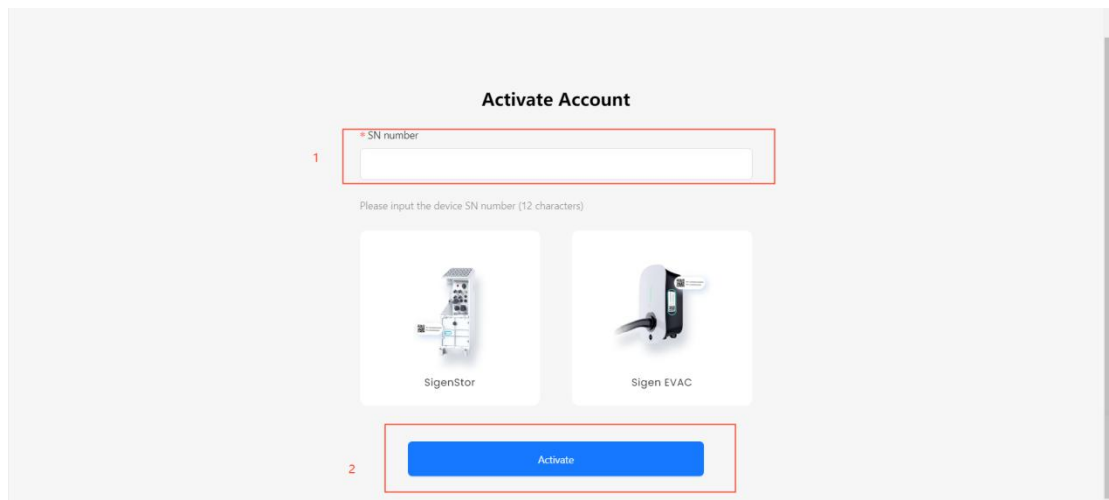
Submitted successfully. Sigenergy's backend guys will review it to approve to activate your accounts in 1 working day.



Step 7. Self-activate account

Installers can also self-activate accounts by entering a valid device serial number (SN). The SN of devices should have not been installed before.

1. Fill in the valid device serial number (inverter or battery etc.)
2. Click "Activate"

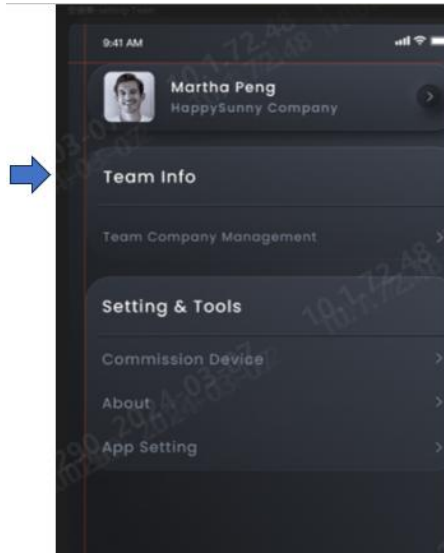


Installer could install and commissioning after the account been activated.

How to set up an association between upper and sub installers

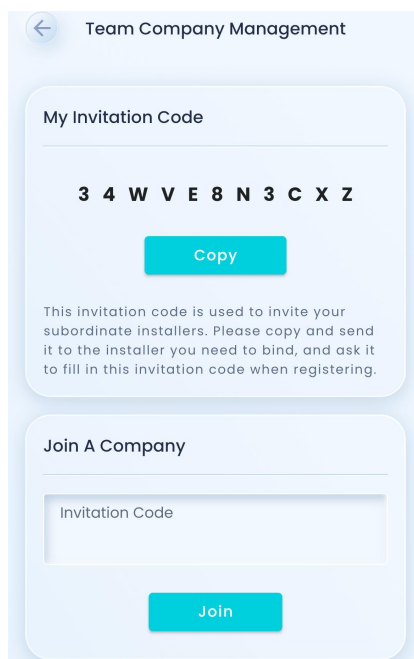
For upper level installer:

1. mySigen version 1.7 and above
2. Setting-Team info

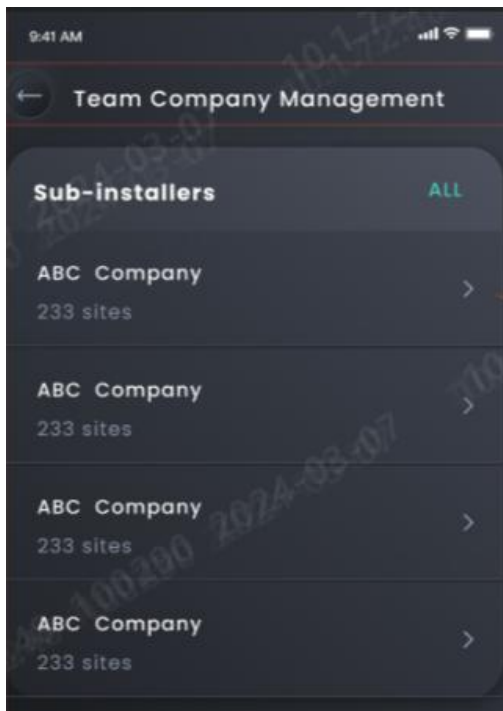


3. Copy the "company invitation code" in "Add sub installer" and send the code separately to the sub installer, such as by email, etc

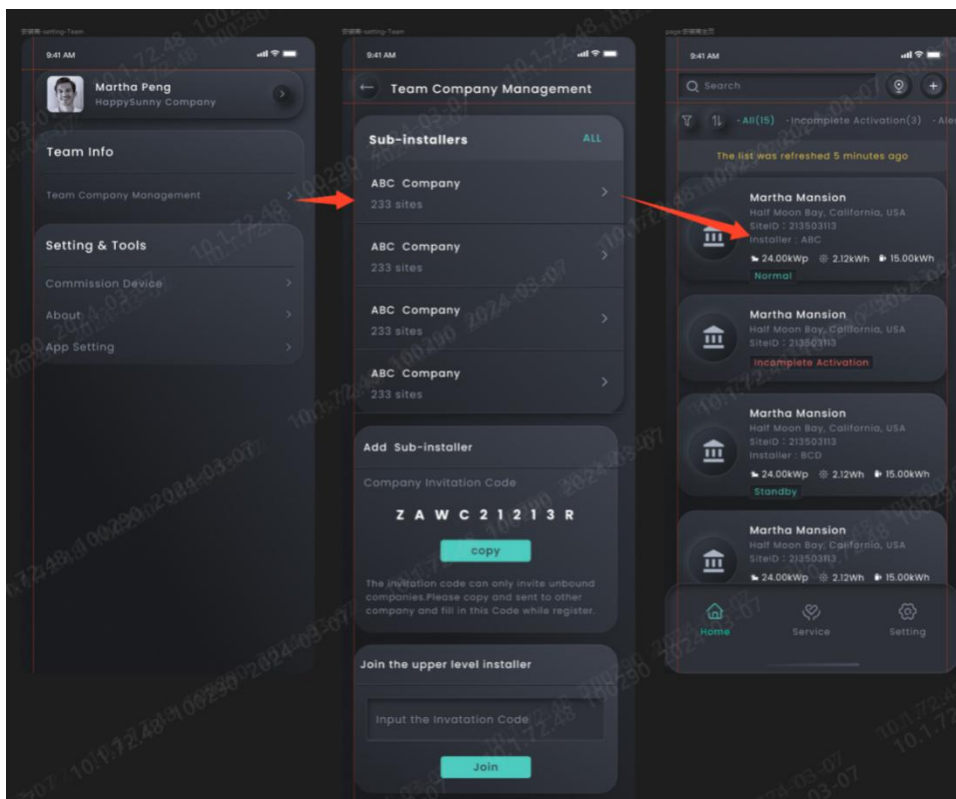
*Add Energy Spurt to be your distributor & claim annual rebate from Energy Spurt
Copy **'34WVE8N3CXZ'** & input into your account, click 'join'.



- After submitting the "Join the upper level installer", the sub installer will automatically display it in the account of upper level installer

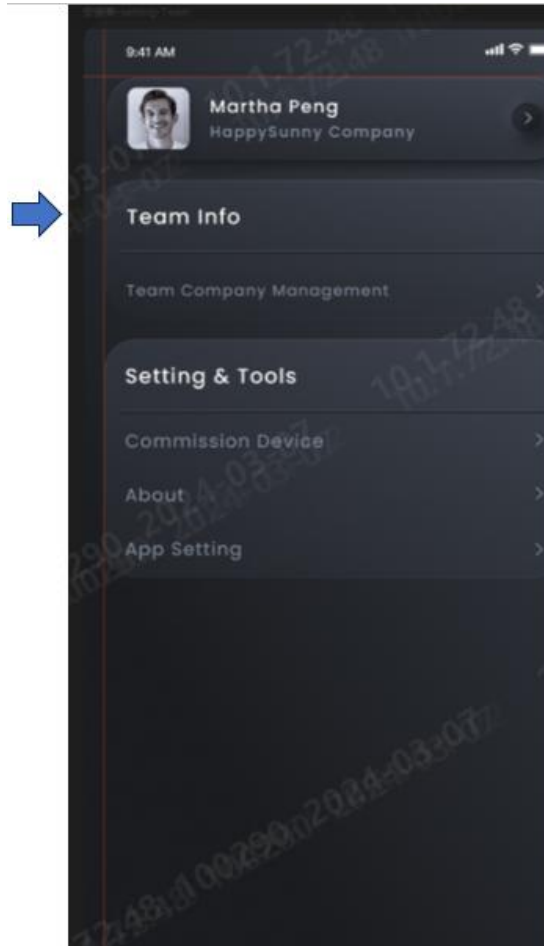


- The power system of sub installer can also be viewed by upper level installer

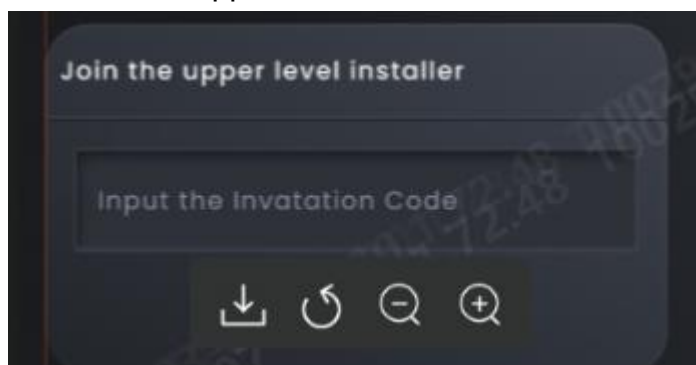


For sub installer:

1. mySigen version 1.7 and above
2. Setting-Team info



3. Fill the "Company Invitation Code" obtained from the upper installer in the "Join the upper level installer" and save



4. Automatically associate with upper level installers
5. The power system of sub installer can also be viewed by upper level installer