

**Notice: This is a non-binding translation of the document “Anleitung zum Antragstellungsprozess” from IBB Business Team SolarPLUS portal. This is not a legal document. This is just an aid for non-German speakers.**

## Guidelines Portal Dashboard SolarPLUS

Note that there is a half hour login timeout for the Portal Dashboard.

Read the following important notes, which should make the application process easier for you. After registering and logging into the system, you will be taken to the Portal Dashboard, an overview for recording your data.

Please make your entries in the following steps listed. **If you try to start a step before the preceding step is complete, it will not work.**

1. In the green personal data section “Personendaten”, enter the person who is submitting the application. This can be an individual, a community or a company. If you want to submit an application for several different applicants (e.g. once as an individual and in another application as a married couple or company), please create a new contact for each applicant. Contact details do not have to be created more than once, e.g. if a married couple submits an application together, these can be entered in one contact.
2. Now create an object in the orange object database section (“Ihre Objekte”). Please note that with each new object checkbox, another object is created. Therefore, please make sure that the object check is completed in an existing object and do not start a new object check if the addition of data is not immediately apparent.
3. Check the object address and transfer the correct data from the database, if necessary. Then please complete the data on the investment object (construction method, roof shape, etc.)
4. In the "Persons" tab of the object database, you can now assign an applicant you have already created to the investment object. Several objects can be created for each applicant, but only one person can be selected for each object. If the person submitting the application cannot be selected at this point, please check the entry in the personal data (see 1). You can assign a person manually if this person cannot be selected or you have clicked the wrong way. Then please note the code / identifier given in the "Link" tab of the personal data and insert it in the "Persons" tab of the object database.
5. Please complete the creation of the object in the "Overview" tab of the object database. A new tab "Application" should now appear in the object database. In this tab you will find the links to the funding applications possible for the object.