



DT Connect app quick facts guide

1.0 DT CONNECT APP

The DT Connect App is a web portal that automates the processes by which Contractors submit their requests for new transformer installations and commissioning.

Contractors no longer have to submit written applications (or any paper document) for new connection requests to IE offices. such requests can now be made via the DT Connect App in three easy steps:

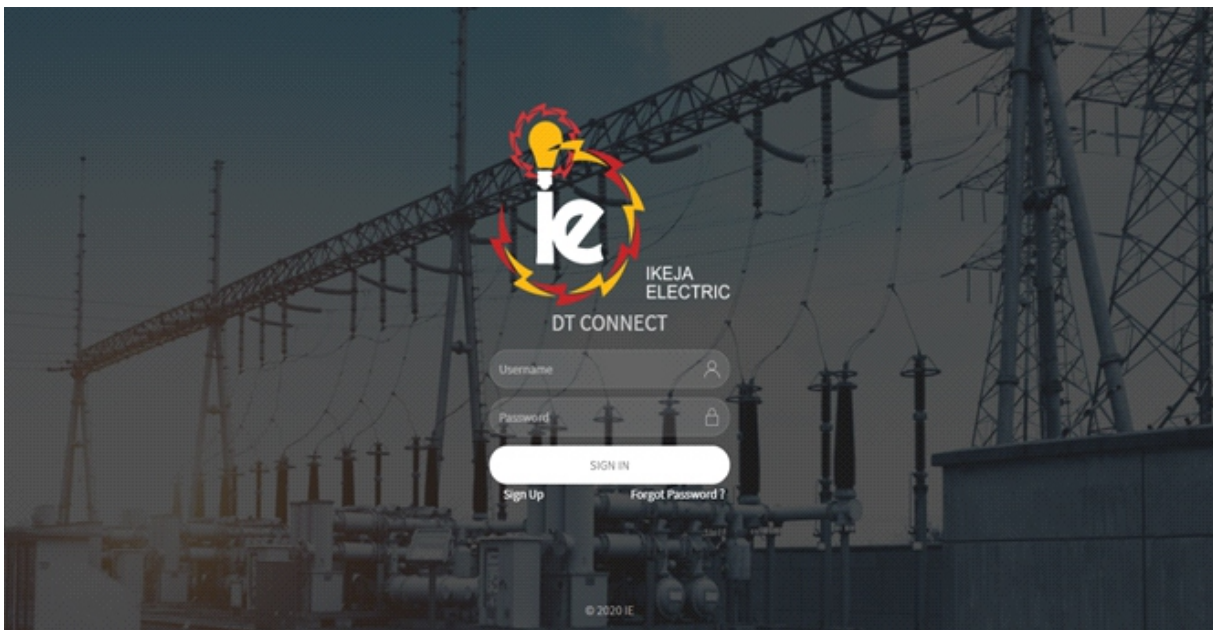
1. Log on to **<https://dtconnect.ikejaelectric.com>**
2. Sign up to create an account as a Contractor.
3. Make your transformer connection request from your profile.

2.0 CONTRACTOR REGISTRATION PROCESS

Before a new transformer connection request can be made, a Contractor must first create an account on the portal.

To create an account as a Contractor:

1. Log on to the DT Connect Portal via **<https://dtconnect.ikejaelectric.com>**
2. To create an account, click on “Sign Up”.



3. Follow the steps to fill correctly, the basic information about your company including Contact and Address and click Next”

Create New Contractor

New Profile

Profile

BASIC

CONTACT

ADDRESS

DOCUMENTS

CONFIRMATION

BASIC INFORMATION

Company Name:

Company Phone Line:

Company Email:

Year of Incorporation:

Staff Strength:

Brief Description:

Next

DT CONNECT

Create New Contractor

New Profile

Profile

BASIC

CONTACT

ADDRESS

DOCUMENTS

CONFIRMATION

CONTACT INFORMATION

First Name:

Last Name:

Contact Phone Line:

Contact Email:

Back

Next

DT CONNECT

Create New Contractor

New Profile

Profile

BASIC

CONTACT

ADDRESS

DOCUMENTS

CONFIRMATION

ADDRESS INFORMATION

Physical Address:

Landmark:

Back

Next

4. You will then be required to upload the following documents (in pdf or jpg format):
 - a. Your company's Certificate of Incorporation or Registration of Business Name with CAC
 - b. Electrical License Certificate of the Registered Engineer (COREN or NEMSA Category A.)
 - c. Ikeja Electric Safety Competence Certificate for three (3) employees of your company.
 - d. Your company's HSE Policy.

Be sure to click on the green “Upload” Button after selecting each document.

DT CONNECT

Create New Contractor

New Profile

Profile

BASIC CONTACT ADDRESS DOCUMENTS CONFIRMATION

COMPANY DOCUMENTS

Certificate of Incorporation

Name of Certificate Owner:

Certificate Number:

Issued Date:

Expiry Date:

Browse:

Upload Cancel

Uploaded Certificate:

5. Click “Submit”

DT CONNECT

Create New Contractor

New Profile

Profile

BASIC CONTACT ADDRESS DOCUMENTS CONFIRMATION

COMMIT CHANGES

Submit

Back

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Upon submission, your entry will be reviewed internally by Ikeja Electric within 48 hours, after which you will be contacted via your email address with your new account information (Username and default password) to log in to your profile.

Vendor details entry succssfully created! You will be contacted within 48hrs via your contact email once your profile request has been approved

NOTE:

The Contractor registration process occurs only once for a Contractor. After a profile has been successfully created, Contractors can make all subsequent new connection requests on behalf of their clients via their registered profile.

3.0 NEW TRANSFORMER INSTALLATION PROCESS

Only Contractors who have a registered account can make a new transformer connection request. To submit a new transformer installation request:

1. Log on to **<https://dtconnect.ikejaelectric.com>** and sign in with your Username and Password.
2. This will load your (Contractor's) profile page.
3. On the profile page, click on "New Request"
4. Fill the online form appropriately giving accurate information about the project description.

The screenshot displays the DT Connect app interface. At the top, a black header bar contains the text "DT CONNECT". Below this, a navigation menu on the left lists several options: "My Account", "Requests", "Commission", and "Session". The "Requests" option is highlighted with a red circle. To the right of the navigation menu, the main content area is titled "Create New Project Request". This area contains a form with three tabs: "BASIC", "DOCUMENTS", and "CONFIRMATION". The "BASIC" tab is active, showing a form titled "BASIC INFORMATION". The form includes the following fields: "Project Name:", "Address of the proposed site:", "Premise Type:" (a dropdown menu), "Specify premise type details:" (a text input field), "Use of Premises:" (a dropdown menu), "Specify premise use additional details:" (a text input field), "Means of identification:" (a dropdown menu), "ID Number:" (a text input field), "Nature of property:" (a dropdown menu), "Type of request:" (a dropdown menu), "Capacity value:" (a text input field), "Voltage ratio value:" (a dropdown menu), and "Anticipated load value:" (a text input field). A blue "Next" button is located at the bottom right of the form.

5. You will be required to upload the following documents (in pdf or jpg formats only):
- Letter of Authorization from the client (authorizing the Contractor to carry out the project on their behalf)
 - Valid ID Card of the Customer
 - Property ownership document (of the location where the transformer is to be installed).

DT CONNECT

Create New Project Request

My Account

Requests

New

Pending

Approved

Rejected

Commission

Session

BASICDOCUMENTSCONFIRMATION

REQUIRED DOCUMENTS

Signed Letter of Authorization

Browse:

+ Browse

Upload

Cancel

Uploaded Signed Letter of Authorization :

Valid ID Card

Browse:

+ Browse

Upload

Cancel

Uploaded ID card :

Property Ownership Document (Deed of Assignment, C of O, Lease Agreement, at least 10 years)

Browse:

+ Browse

Upload

Cancel

Uploaded Property ownership document :

Proposed Site Image

Browse:

+ Browse

Upload

Cancel

Uploaded Proposed site image :

Back

Next

6. “Submit” the request

After submission, a notification will be sent to your email address confirming successful submission of the application. Subsequent updates about the request can be viewed from your profile page and a notification will be forwarded to your email about the final status of the request (i.e. Approved or Rejected) and the next steps to be taken.

4.0 NEW TRANSFORMER COMMISSIONING PROCESS

Contractors can see the status of all their project requests via their profile page.

When an approved transformer installation request has been completed and the project is ready for commissioning, the contractor should take the following steps:

1. Log on to **dtconnect.ikejaelectric.com** and sign in with your Username and Password.
2. On your profile page, select the approved project to be commissioned and click on “Request Commissioning”
3. Fill the online form appropriately, giving accurate information about the project as required.
4. You will be required to upload the following documents (in pdf or jpg formats only):
 - a. Receipt of Purchase for all materials used (Transformer, Substation Accessories, Line Materials, Cable Materials).
 - b. Technical documentation for the Transformer & Manufacturer’s Test Report.
 - c. NEMSA Inspection Report.
 - d. Certification of Incorporation/Registration of Business Name.
 - e. CAC Form CO2 and Form CO7 [if available]
5. “Submit” the request
6. After submission, a notification will be sent to your email address confirming successful submission of the request. Subsequent updates about the request can be viewed from your profile page and a notification will be forwarded to your email about the status of the commissioning request.



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