MCS

MCS INSTALLATIONS DATABASE (MID) GUIDANCE DOCUMENT

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A guide to creating electricity generating certificates

Introduction

The MCS Installations Database (MID) is a central online database that holds the information of every MCS certified small scale, low carbon installation in the UK since 2010.

This is a step-by-step guide to help you create an MCS certificate for electricity generating technologies, including Solar PV, Wind & Micro CHP, which have a similar certificate journey on the MCS Installations Database (MID).

Your role in creating MCS certificates and building an accurate record in the MID is a critical part of certifying an installation and helping to raise standards across the sector.

The information you enter is used by governments to inform policy that shapes the small-scale renewable energy industry, such as the Boiler Upgrade Scheme (BUS), Home Energy Scotland Grant and Loan (HES), Smart Export Guarantee (SEG), and many more. Whether it's the type of system being installed, the number of installations that are delivered under a government scheme, or even the cost of renewable technology – this is all vital in deciding how the government can best support installers and consumers in the low-carbon transition.

The MCS Installations Database is also the source of data for the MCS Data Dashboard, an interactive online data dashboard tool that provides near-real-time updates on MCS certified installations.

When entering installation details to create an MCS certificate, you are making a declaration that the information is accurate, true, and adheres to MCS standards. Your certificates are a statement to your customers that their systems comply with MCS requirements. In short, they're a record of certification.

Contents

Step 1: Contract type

To create a new certificate, select 'New Certificate' located at the top of the page on the MID (as shown below).

MCS The MCS Installations Database

New Certificate   Invoices   Installations   Users   Credits   Reports   My Account

Once you click 'new certificate', you will be presented with some initial questions as per the below.

- *'What type of contract was entered into for this installation?'*

Guidance will appear on screen to help you determine the contract type, with the two options being either 'domestic' or 'commercial'.

What type of contract was entered into for this installation? *

Please select   ⌄

i   A domestic contract is held directly with a homeowner and is covered by the Consumer Protection Act and all associated scheme requirements. A commercial contract is held with a business and is subject to commercial practices (e.g., for an installation on a house that has been instructed by a social housing landlord). Please ensure this is entered correctly as you will not be able to edit this information once this certificate has been created

If *"Commercial"* is selected, the following mandatory question will appear, asking you to specify the commercial customer type:

Please select the commercial customer type *

Please select	⌄

Please select
Housing Developer
Social Landlord
Local Authority
Commercial Premises Owner
Other

- *Please select which project type best fits the installation*

Please select which project type best fits the installation *

Retrofit	⌄

i   Retrofit

We would define a retrofit project as an installation on/in a property/building that is, or has been previously, occupied.

Self-build

We would define a self-build project as an installation on/in a property/building that has or is being constructed to an individual's own specification (not by a business) and where the renewable technology is part of the original construction. One example would be a property being built by the owner for their own use. We would also define this as a conversion of a non-domestic property (that has never been used as a dwelling) into a domestic property.

New build

We would define a new build project as an installation on/in a property/building built from new foundations, and that hasn't been occupied before the installation and where the renewable technology is part of the original construction. These properties will be built, owned and/or resourced by a business during construction. This definition type excludes conversions as well as changes of use of an existing building.

The fields covered in this step of the certificate journey are:

- *Technology type*
- *Has the installation been funded or partially funded by a government incentive?*

If "*Yes*" is selected, the following dropdown will appear allowing you to choose the corresponding incentive:

Has the installation been funded or partially funded by a government incentive? *

| Yes | ⌄ |

Please select the government incentive *

| Please select | ⌄ |

| Please select |
| Warm Homes: Social Housing Fund |
| Home Energy Scotland (HES) Grant & Loan |
| Green Homes Wales |
| Warmer Homes Scotland |
| Optimised Retrofit Programme |
| Social Housing Net Zero Fund |
| Local funding |
| NISEP |
| Boiler Upgrade Scheme (BUS) |
| Energy Company Obligation (ECO4) |
| ECO Flex |
| Home Upgrade Grant (HUG) |
| Other |

If the corresponding government incentive is not in the list, select 'other' and there is a free text box you can enter the name of the incentive into.

- *Overall cost of the installation*

Overall Cost of the Installation *

£	0

i	The overall cost of the installation is the full cost of the installation and includes VAT. In cases where a government grant or incentive is being used to subsidise the installation cost, please enter the full cost inclusive of this amount. Please ensure this is entered accurately as you will not be able to edit this information once this certificate has been created.

The overall cost of the installation is the full cost of the installation and includes any VAT. In cases where a government grant or incentive is being used to subsidise the installation cost, please enter the full cost including this amount. Please ensure this is entered accurately as you will not be able to edit this information once this certificate has been created. There is a lower limit of £1,000 and an upper limit of £150,000.

- *Consumer Email Address (Optional)*

Enter a Consumer Email Address if you would like the MID to automatically email this certificate upon completion. If you do not want the certificate to be emailed to the consumer, please leave this field blank.

- *'Installer Project Reference Number (Optional)*

Step 2: Payment Summary

At the second step, you'll see a summary of the cost to raise the certificate. You can choose to pay for each individually, or if you are raising certificates for several installations, you can add them into your basket so that you can pay for them altogether. If you choose to pay individually, you will need to do so at the end of this process.

You have the option to use any existing credits on your MID account to pay for your certificate. If you choose to use an existing credit, the price of the certificate will be listed as 'free', if you choose to use the new payment method (not using credits), the price of the certificate will default to £30 (excluding VAT).

Create New Certificate on behalf of: Certificate Test Account 1

Please Select	Item	Options	Price
⊘	MCS Certificate	☐ Use existing credit (89 remaining)	£30.00
		Total for options selected (exc: VAT):	£30.00

Back   Next

Step 3: What was installed and when?

Add the details on what electricity generating product has been installed, along with the commissioning date of the installation.

- *Commissioning Date*

The commissioning date will automatically default to the day you are creating the certificate. To select a specific date, please select the calendar next to the commissioning date field (as displayed below).

What was installed and when?

Technology Type *

Solar Photovoltaic

Commissioning Date *

09/07/2025 📅

Mo	Tu	We	Th	Fr	Sa	Su
30	1	2	3	4	5	6
7	8	**9**	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

◄ July 2025 ►

09 July 2025

Was it fitted to a pitched roof? (≥10 degrees; and ≤70 degrees) *

Please select

Which product was installed?

Manage Favourites

Select a licence holder and product ☐ Only show favourites

Search for your product... ☐ Only show Solar Mounting Kits ☐ Only show favourites

Licence Holder

Please select

Products

Please select | Add

Search for product

Start typing your product... | Add

Back

Next

Scheme requirements stipulate that MCS certificates must be created within 14 days of commissioning, if you are creating a certificate outside of this window, you will need to complete the following drop-down declaration:

As an MCS certified installer, you are required to raise MCS certificates within 14 days from commissioning. As you are raising this certificate outside of this period, please select the reason why. *

Please select

> Please select
> Delay with certificate admin
> Issues with MID access
> Other

Please note that all late certificates will be filed into a report that MCS and Certification Bodies have access to, to monitor late creations.

A further question will drop down beneath asking whether the installation was fitted to a pitched roof.

Technology Type *

Solar Photovoltaic

Commissioning Date *

| 01/07/2025 | 📅 |

Was it fitted to a pitched roof? (≥10 degrees; and ≤70 degrees) *

| Please select | ⌄ |

| Please select |
| Not applicable |
| Yes – above roof |
| Yes – in roof |

The options include "Not Applicable", "Yes (above roof)" or "Yes (in roof)".

When selecting one of the yes options, this will require you to add a pitched roof product to the certificate, as well as the solar PV product.

Was it fitted to a pitched roof? (≥10 degrees; and ≤70 degrees) *

| Yes – above roof | ⌄ |

> **i**   When selecting the products installed below, you must ensure that you enter all components of the roof mounting system separately.

If 'Not Applicable' is selected, you will not be required to add in a pitched roof kit as a product.

- *Which product was installed?*

Add the relevant product(s) that have been installed.

There are two ways that you can search for and add a product to your certificate. Both search functions are directly linked to our Product Directory managed by Certification Bodies.
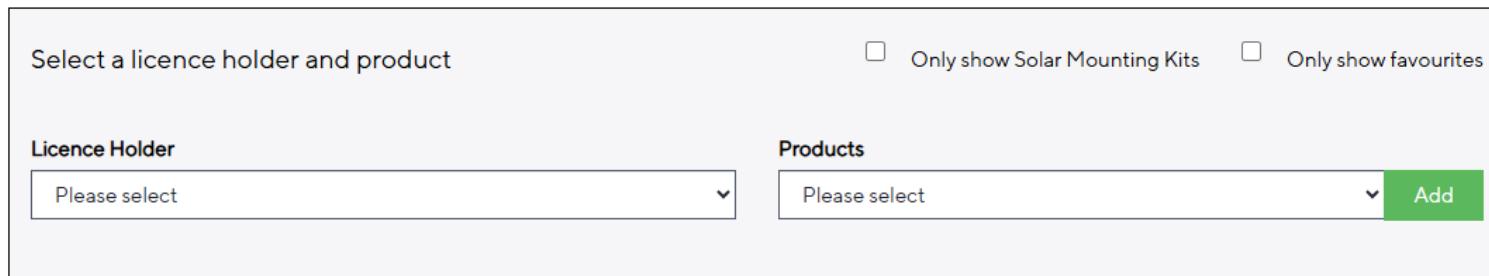
1. The first is the search function on the left side of the page, which can be refined by licence holder/manufacturer, and then by product, as per the below image:

2. Alternatively, the right-hand search function can be used to search for and add the product, which is a free text field that allows you to search by typing the certification number or model name/number of the product, as per the below image:
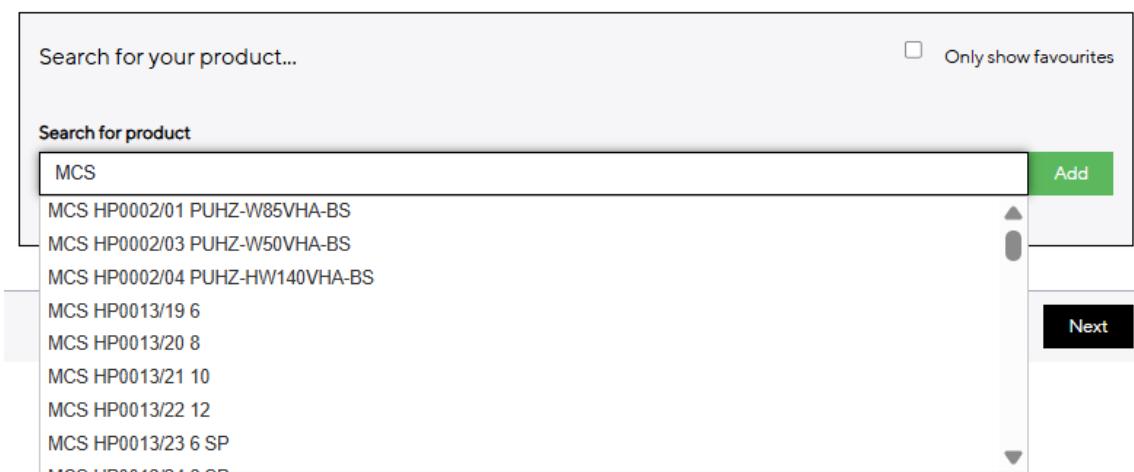
Once the correct product has been located, select 'add' to add the product to the certificate. Once added, it will appear as below:

Which product was installed?   Manage Favourites

Code	Name	Number Installed	
MCS PV0271/02	AS-M605B-300 1640x992x35	★ 1	✕ Delete

Select a licence holder and product   ☐ Only show Solar Mounting Kits   ☐ Only show favourites   Search for your product...   ☐ Only show Solar Mounting Kits   ☐ Only show favourites

Licence Holder   Products   Search for product

Please select ▾   Please select ▾   Add   Start typing your product...   Add

Back   Next

- *Number installed*

If you have installed more than one product as part of the installation, you will need to ensure they are all listed on the certificate. If you have used multiple of the same product, you can simply amend the 'Number Installed' field which will duplicate your product based on the value you input. If you have used different electricity generating products, you will need to add them individually as per the process above.

- *Manage your favourite products*

The 'Product Favourites' feature allows you to save products that you are likely to input again on a future certificate. To use this feature, click the star on the product entry when you have added it, and it will save to your favourites. You can then locate these products quickly next time via the 'Manage Favourites' button.

Step 4: Where was this installed?

- *Enter address*

Next, you will be directed to a page asking for the address of the installation.

There are two ways to input the address details, either by selecting a postcode or ordinance ref, and then selecting an address from a drop-down menu. Alternatively, you can enter the address manually.

To input the address using the postcode, input the postcode and this will then provide a list of addresses and corresponding MPANs that fall under that postcode. You should crosscheck address details and information to ensure accuracy.

Once the address is selected, it will appear on the right-hand side under installation address.

If you are entering the address manually, you will need to fill in the MPAN number. The MPAN (Meter Point Administration Number) will either be 13 digits or 11 digits for an MPRN (Meter Point Reference Number) if the installation is in Northern Ireland.

Step 5: Installation Details

All the fields within this section are mandatory and will appear on the certificate that your customer will receive.

- *Total installed capacity*

This is the peak capacity of the electricity generating system, to be provided in kW. You'll need to enter the total installed capacity of the unit(s).

- Estimated annual generation

This is to be provided in kWh – it is essentially the estimated generation that the electricity generating system will achieve in a year.

- *How have planning regulations been complied with?*

To detail how planning regulations have been complied with for the installation, you will need to confirm that the installation falls under permitted development rights or that a planning application has been approved for the installation.

- *How have building regulations been notified?*

How have building regulations been notified? *

Please select ∨

Please select
Before the installation through a full planned building notice with the local area building control office (For Scotland this would be the Verifier)
Before the installation through an independent building control officer making the application
Is exempt under Schedule 1 Section 0 of the Technical Handbook in Scotland only
Is exempt under Schedule 2 of the Building Regulations 2010 in England and Wales only
Is exempt under Schedule 1 of Building Regulations (Northern Ireland) 2000 in Northern Ireland only
After the installation through a self certification Competent Persons Scheme (CPS)

To detail how building regulations have been complied with for the installation, you will need to confirm whether the installation will be notified post-commissioning through a self-certification competent persons scheme, pre-installation through a building control office application/notification, or whether it is exempt, and why this is the case.

Step 6: Grid Connection

Please confirm how you intend to notify of connection to the electricity grid or whether you have prior consent to connect to the electricity grid (as applicable) *

Please select ∨

Please select
Consent to connect obtained prior to connection and commissioning
Not Applicable
To be notified post connection and commissioning

You will need to input how you have connected the installation to the National Grid. The correct option can be selected from the drop-down menu. This is a mandatory question, however if you cannot provide an answer, 'Not Applicable' can be selected.

Step 7: Electricity

All of the fields in this section are mandatory.

Electricity

Declared net capacity in kW *

| kW | |

- The Declared Net Capacity is required in kilowatts (kW), this is similar to TIC in that it reflects the capacity of the system, however it considers factors that may reduce the capacity (e.g., shading). The MID will not allow you to input a DNC value higher than the TIC as the DNC can never be higher than the peak capacity value.

Is a Standalone installation? *

Please select ▾

- Standalone Installation: Standalone means that the installation is essentially not connected to a building and is off grid. Non-Standalone means that the installation is connected to a building. The latter will be the most likely option for domestic installations. This can be selected from the drop-down menu.

Generation meter serial number *

Generation meter reading *

| kWh | |

- Generation Meter Details: A generation meter has always been an MCS technical requirement, we require the meter serial number, model number, make and meter reading (at commissioning) to be listed. This information can be selected from a free text field.

Generation meter make *

Generation meter model number *

Step 8: Insurance Backed Guarantee Provider (IBG)

If this is a certificate for a domestic installation (as indicated by contract type you selected), you'll need to provide the name of the IBG provider who offers the IBG you have purchased. This is a mandatory field. Providers are listed in a drop-down menu however if your provider isn't listed, you can select 'other' and provide the details in a free text box.

If this is a certificate for a commercial installation you will not be asked for this information.

Step 9: Declaration

Generating an MCS certificate is an installer's declaration of compliance to MCS requirements. The certificate must reflect the correct details of the installation and therefore, it is important at this point to ensure that all information has been entered correctly. Steps can be reviewed by using the 'back' button.

Step 10: Payment

Following this stage, you can proceed to payment, or the certificate will generate if you have paid using credits.

Further support

If you need any further support or guidance that isn't covered in this document, please contact the MCS Customer Support Helpdesk on 0333 103 8130, email: hello@mcscertified.com, or go to https://mcscertified.com/about-us/contact-us/