

How to find Auction Credentials

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December 2017

Executive Summary

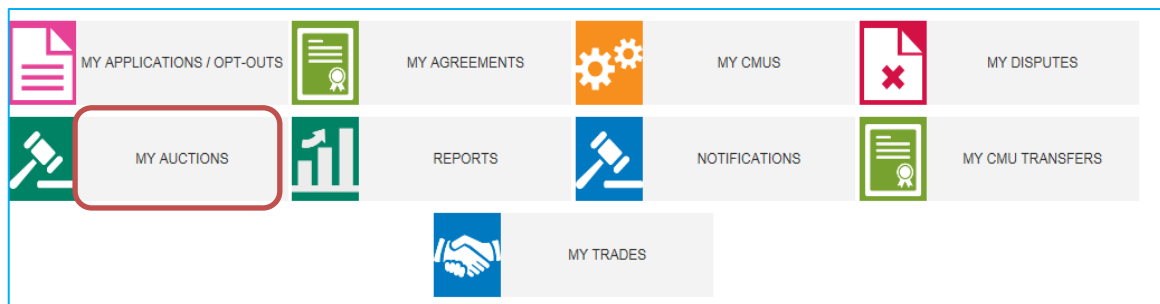
This user support guide will help participants who have qualified to take part in the Capacity Market Auction to locate their Auction Credentials for accessing the Capacity Market Auction System. These credentials will be available from 9 working days prior to the commencement of the first Bidding Window. All qualified participants will receive an email notice advising them about the release of auction credentials.

For auctions which are running concurrently (e.g. a T-1 and T-4 auction held one week apart), users entering both will have different login details for each auction.

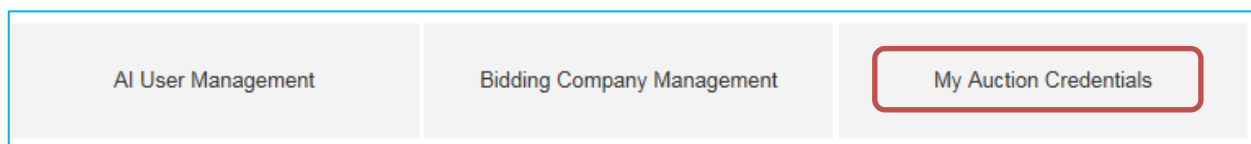
Please refer to "[Bidding Company and Authorised Individual Management Guidelines](#)" for support on managing bidding companies and Authorised Individuals.

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1. Login into the EMR Delivery Body portal (www.emrdeliverybody.com)
2. Click on tab “My Auctions” as below under “My EMR”.



3. Click on tab “My Auction Credentials”



4. Select the relevant auction from the drop down list.

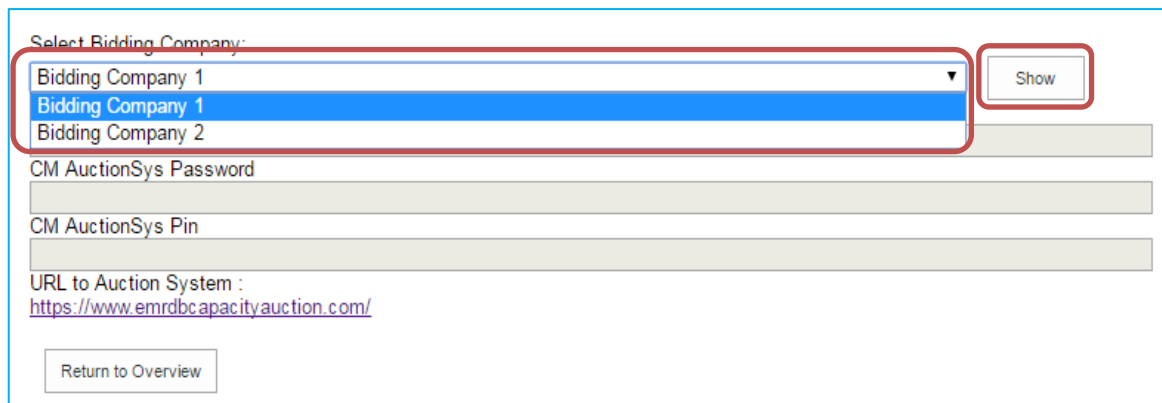
A screenshot of a web form titled 'Select Auction'. It features a dropdown menu with the text 'Select Auction' and an upward-pointing arrow. Below the dropdown is a text input field. At the bottom of the form, there is a label 'Active Auction' and an upward-pointing arrow.

5. The system will display the following screen on selection of an auction as per step 4

A screenshot of the auction selection screen. It contains a 'Select Bidding Company:' label above a dropdown menu showing 'Bidding Company 1' and a 'Show' button. Below this are four text input fields labeled 'Auction User Name', 'CM AuctionSys Password', and 'CM AuctionSys Pin'. At the bottom, there is a label 'URL to Auction System :' followed by the URL 'https://www.emrdbcapacityauction.com/'. A 'Return to Overview' button is located at the bottom left.

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6. Select the Bidding Company from the drop down list. The list will show all the Bidding Companies for which a participant is an Authorised Individual. Then click “Show” button and system will display the auction credentials to access the Auction System.



The screenshot shows a web form for selecting a bidding company. At the top, there is a label "Select Bidding Company:". Below it is a dropdown menu with three options: "Bidding Company 1", "Bidding Company 1", and "Bidding Company 2". The first two options are highlighted in blue. To the right of the dropdown menu is a button labeled "Show". Below the dropdown menu are three input fields: "CM AuctionSys Password", "CM AuctionSys Pin", and "URL to Auction System :". The URL field contains the text <https://www.emrdbcapacityauction.com/>. At the bottom left of the form is a button labeled "Return to Overview".

7. In the event you have any questions regarding Bidding Company management, please contact the Capacity Market Team :–

Telephone:- 01926 655 300

Email:- emr@nationalgrid.com