How to find Auction Credentials

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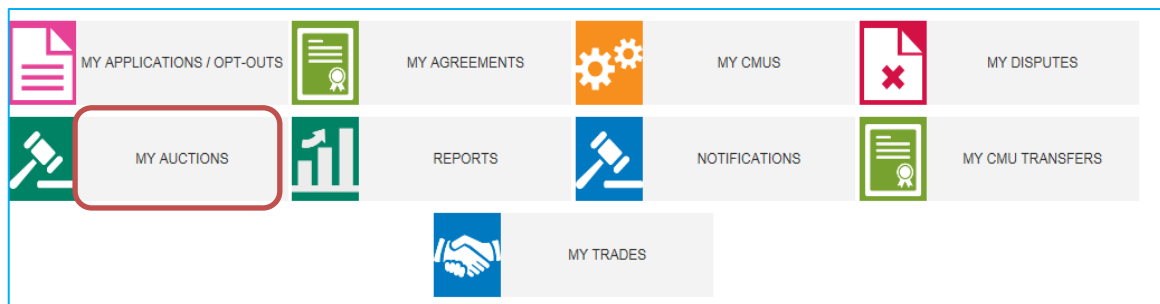**December 2017**

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.
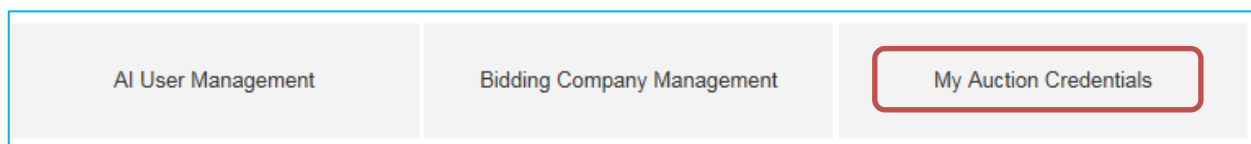
Please refer to "**Bidding Company and Authorised Individual Management Guidelines**" for support on managing bidding companies and Authorised Individuals.

Auction Credentials User Support Guide

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"
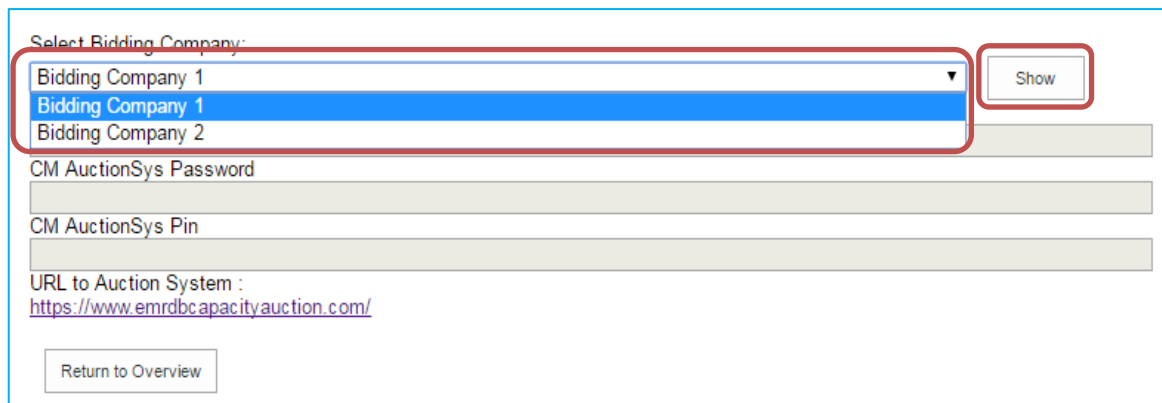

4. Select the relevant auction from the drop down list.

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

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.

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