nationalgrid

EMR Company Registration and User Management

Guidance document for EMR participants

User Support Guide for EMR Company Registration and User Management

24th January 2017

Table of Contents

1.0 - Introduction	3
2.0 - How to Register your Company with the Delivery Body	4
3.0 - EMR Company Registration Verification	11
4.0 - Confirming User Registration details	13
5.0 - User Management and Privileges	17
6.0 - Creating Sub-companies	21
7.0 - Assigning Users to Companies and Sub-companies	24
8.0 - Managing passwords	26
9.0 - Contact details	

1.0 - Introduction

Any company or organisation that wishes to apply for a Contract for Difference (CfD) or participate in the Capacity Market (CM) must first register with the EMR Delivery Body. This is to ensure that an application is being made with consent from an Authorised Person (usually a Director or Partner) of that organisation and embeds a level of governance around the process to prevent unauthorised applications.

An Authorised person may nominate a person as a Main Administrator (herein called Main Admin) to act on their behalf to carry out the necessary activities for their Application/Prequalification. A Main Admin can subsequently assign additional authorised Users to assist with their Application/Prequalification and to receive notifications.

The aim of this guide is to:

- 1) Explain the information required to complete the Company Registration Form and,
- 2) Provide information on how to submit the EMR Company Registration Form to the EMR Delivery Body for verification and to complete the Company Registration process.

For 2015, the Registration process will be carried out using the Company Registration Form available on the EMR Delivery Body portal.

Note: Applicants should not use the CfD Registration Form to submit their Company Registrations until advised by the Delivery Body to do so. The Delivery Body will make an announcement on the EMR Delivery Body portal¹ on the commencement of Registration process for CfDs, when other CfD Round dates are formalised by the Department for Business, Energy & Industrial Strategy (BEIS), formerly known as the Department of Energy and Climate Change (DECC). In the meantime, if you have any queries regarding your CfD registration then please contact a member of the CfD Delivery Body Team on 01926 655300 or email box.emr.cfd@nationalgrid.com.

1.1 - Overview of information required for EMR Company Registration

The following information is required to complete the EMR Company Registration Form:

- Company / organisation details
- The relevant details for the company or organisation wishing to register.
- Authorised Person details

The relevant details for the 'Authorised Person' (AP) - The Authorised Person should be a person named at Companies House for UK registered Companies (or the equivalent body for non-UK registered companies) as related to the Company being registered. They will ordinarily be a Company Director or a Company Secretary.

• Main Administrator details

The Main Administrator details - The Main Administrator for each Company should ordinarily be the person with managerial responsibility for the day to day participation in the Capacity Market or Contracts for Difference mechanisms. The Main Company Administrator will initially be responsible for the creation of other companies (Sub companies) in the portal relating to the Main Company, and for registering other Users. They will also act as the main point of contact for the Main Company for any communications with the Delivery Body.

¹ https://www.emrdeliverybody.com

Please note that it is permissible for the Main Administrator for a registered company or organisation to be the same person as the Authorised Person

2.0 - How to Register your Company with the Delivery Body

2.1 - Accessing and completing the Registration Form - Instructions

1. Go to the EMR Delivery Body portal (<u>www.emrdeliverybody.com</u>) and depending on the regime you wish to participate in, click on Capacity Market or Contracts for Difference on the horizontal menu bar (highlighted in figure 2.1a below).

Note: Applicants, who wish to participate in both CfD and CM, will need to register their company for both schemes separately.



Figure 2.1a: EMR Delivery Body Portal Homepage

2. Depending on the option you chose in the previous step, you will navigate to either the Capacity Market or Contracts for Difference landing page shown in figures 2.1b and 2.1c below.

ationalgrid	Electricity Market Reform DELIVERY BODY	Search this site	p tushar singh+ Ø	national grid	Electricity Market Reform	Search this title 👻 🖉 Se
Home Capaci	ty Market Contracts for Difference About EMR Co	ontact Us My EMR		Home Capacit	y Market Contracts for Difference About EMR Contact Us	
M Home Page			Latest News	CfD Home Page		Latest News
ta riune Fage			C REFRESH	CfD Overview		O REFRESH
M Curryrw	Capacity Market		Ofteen Report on EMR Delivery B	CID Process	Contracts for Difference	UPDATED. New Latest News by Nisar published 26 Jan 2015
to CIM Process		450/7	2014 Capacity Market	Registration	Contracts for Difference (CIDs) is one of	TEST222
Repistration •	The Capacity Market (CM) is one of	V'JYY'	published 19 Jun 2015		the key mechanisms implemented by the DK-Government as part of the Decacity Mandar Reform to incentive service attractions	published 20 Jun 2015
	the key policies of the Electricity Market Reform programme. The CM		DECC Publish Capacity Market (A Rules 2015	NewRegistrati	annee low carbon generation technology	published 17 Jun 2015
Company Registration	aims to ensure the future security of our electricity supply at the lowest		published 4 Jun 2015	Application and Qualification		CID Only News
	cost to consumers.		National Grid publishes 2015 Cap. Operational Plan	Allocation		published 22 Jun 2015
			published 10 Apr 2015			Nisar Test CID Upland published 22 Jun 2015
Pre-Auction Submissions		.2 0:		CfD Notification		
				CFD Events		Useful Links
Auction			Useful Links	CID Document		DECC CFD Policy Paper
Post-Auction			DECC - CM	Ubrary	CFD Scheme	LCCC
Submissions	and a state of the		EMR SETTLEMENT LTD	Home2	Find out more about EMR Contracts for Difference regime.	OFGEM
Secondary Trading	The Capacity Market is open to all capacity providers including new and existing po voluntary demand reduction and, from 2015 onwards, interconnectors, It offers a sh		OFGEM - CM	Subscribe for updates	Delivering CFDs	LIAT Test by Nisar
	base their future investments. In return for Capacity Payments revenue, providers m penalties. Potential providers secure the right to receive capacity revenues by partic		ELECTRICITY CAPACITY	- opening	A high level overview on the Contracts for Difference allocation process starting from registration up to and	
Delivery	level of Capacity Payments. Capacity Auctions are held four years ahead of delivery. Capacity Auction took place in December 2014, for delivery obligations beginning in	with a subsequent auction held one year ahead. The first			including CID allocation	
scument Library 🕨	capacity Auction took pace in December 2014, for derivery obligations beginning a	octobe 2018.	CM RULES 2014		CFD Events	
ibscribe for	CM Overview	The CM Process			See our latest updates on upcoming events designed to prepare the energy industry to apply for CfD.	
dates	The Capacity Market is one of the key policies of the Electricity Market Reform Programme. This is a brief overview of the key elements of the Mechanism.	The Capacity Market Process guide outlines the key stages of the Capacity Market.			Document Library	
	risguerres, real a solar solariter so are key elements of the mechanism.	This guide should be read in conjuction with the			Download all our documents and material published	

Figure 2.1b: CM Landing Page

Figure 2.1c: CfD Landing Page

3. For CM Registration - Click on *The CM Process* → *Registration* → *Company Registration* on the left hand menu on the Capacity Market screen (highlighted in figure 2.1b above).

OR

- For CfD Registration Click on *The CfD Process* → *Registration* → *New Registration* on the left hand menu on the Contracts for Difference screen (highlighted in figure 2.1c above).
- 4. This will navigate to the Company Registration Form. The Form consists of three sub-sections-
 - Company Section
 - Authorised Person Section
 - Main Company Admin User Section

An example of the form is illustrated in figure 2.1d below.

	ectricity Market Reform		Search this sile • 🖉 Sign In
Home Capacity Ma	arket Contracts for Difference About EM	R Contact Us	
Overview -			Latest News
	Company registration form		© REFRESH
New Page2	Company Section		Subscription test - CM News A
Registration •	Company Name*	Company Registration Number	published 17 Jun 2015
CompaniesRegistration			HP is awarded the latest CfD Update published 16 Jun 2015
Prequalification	Company Registration Type		Testing long titles titles titles titles titles titles titles titles.
Pre-Auction Submission	CM		published 4 Jun 2015
Auction	Address 1 *		MORE NEWS (CM)
The CM Register	Address 2		published 12 Jun 2015
-			test published 8 Apr 2015
Delivery	Address 3		
Obligation Trading	City/Town *	Patt code *	Useful Links
Document Library •		+ dst code -	The Settlement Agent
TA	Country *		Otgem
Archive	United Kingdom		Electricity Capacity Regulations 2014
T-4 Auction 2014			Capacity Market Rules 2014
Presentations	Authorised Person Section		DECC CFD Policy Paper
	Autorised Person Section	Last Name *	LCCC
leon			OFGEM
BS Test	Landline Number	Email Address *	UAT Test by Nisar
New BS Page			Cont hest by hester
Gi's Page 🔹 👻	Role/Position *		
Gis Sub Page	Address 1 *		
New Page3		Copy Company Address	
Subscribe for updates	Address 2		
	Address 3		
	City/Town*	Post Code *	
	Country *		
	United Kingdom		
	Main Company Admin User Section	Last Name *	
		Less realize "	
	Landine Number		
	Country *	Country Code *	
	United Kingdom	44	
	Mobile Number *	Confirm Mobile Number *	
	Email Address *	Confirm Email Address *	
	Address 1 *	Copy Authorised Person Address	
	Address 2		
	P658903 2		
	Address 3	City/Town*	
	Post Code *		
	Post Code *		'Submit' button

Figure 2.1d: Company Registration Form

All fields in the Company Registration Form must be completed with the required information. Fields marked with an asterisk are mandatory fields. N.B. Company Names should precisely match the description as held on the relevant register, including any use of abbreviations E.g. Limited as opposed to Ltd.

A Company Registration Number (CRN) needs to be provided if you are an incorporated body. A CRN (sometimes referred to as a Companies House Number) is a unique number issued by Companies House when a limited company or Limited Liability Partnership (LLP) is incorporated. Where your Company is located in the United Kingdom, your CRN will consist of 8 numbers, 2 letters followed by 6 numbers². It will be displayed on your certificate of incorporation and any statutory company mail sent from Companies House. It will also appear on the public register next to your company details. Where your Company is not located in the United Kingdom, there is no specific format for the CRN but you must provide the relevant reference.

However if you are a non-listed company for the following types, then you need to provide the relevant evidence as detailed below:

- Joint Venture (JV) a JV agreement / structure chart or a letter signed by the Directors on letter headed paper to state that he/she is a Director for the organisation.
- Partnership a letter signed by the Partner on letter headed paper to state that he/she is a Partner/Owner of the organisation.
- Community Project/Charity a letter signed by the Head on letter headed paper to state that he/she has the relevant decision making authority.

Foreign companies who legally own or control the CfD Unit (which must be located in Great Britain) can apply for a CfD and therefore are eligible for registration.

To verify ownership or legal control of the CfD Unit, the foreign company can provide:-

- A valid tax certificate and/or
- A structure chart showing ownership or legal control of the holding company owning the CfD assets and/or
- Letter signed by the Directors of the Parent Company.

This information should be added to the scanned letter headed copy of the registration form when it is uploaded. Alternatively, the Delivery Body may request this information via Egress Switch.

2.2 - Saving and Submitting the Registration Form - Instructions

- 1. Once all the mandatory fields in the Registration Form have been completed, click on the 'Submit' button at the bottom of the form (illustrated in figure 2.1d above).
- 2. A pop-up message (illustrated in figure 2.2a below) will appear asking you to save the completed Registration Form on your local machine. The message also notifies that the person nominated as the Main Admin will receive an e-mail at the address specified as Main Admin e-mail address field on the Registration Form. This e-mail will provide further instructions on how to complete the Registration process

• Scottish LLPs have CRNs beginning with 'SO'.

² You cannot choose or change your CRN. It will be computer generated on a sequential basis depending on your country of incorporation and the type of company you set up:

[•] Companies formed in England and Wales have CRNs beginning with 0 (zero).

[•] Scottish companies are given CRNs with the prefix 'SC'.

[•] Limited Liability Partnerships (LLPs) are issued with CRNs beginning with 'OC'.

Save the form to your local machine					
Thank you for your registration. Please save the generated form to your local machine. You will also receive an email with further instructions.					
Save form OK					

Figure 2.2a: Pop-up message

3. Click on the 'Save Form' button in the pop-up message. This will allow the User to save a copy of the completed form to their machine.

Note: Please do not click on the 'OK' button in the pop-up message as this functionality is currently disabled. If you click on the 'OK' button in the pop-up message the Registration Form will be saved on the EMR Delivery Body portal without providing an option to save the form on your local machine and you will have to repeat all the steps described in section 2.1 above.

- 4. The form must then be printed on a Company letter headed paper and must be signed and dated by the Authorised Person.
- 5. An e-mail confirmation will be sent to the Main Admin (and copied to the Authorised Person) to notify them that the Company Registration process has commenced and that a signed Registration Form will need to be uploaded on the EMR portal within 7 calendar days. The e-mail will also contain a link to upload the form onto the portal. An example of this e-mail is shown in figure 2.2b below.

	0 0		▼ More ▼			
Com	pany Registration Inte	x x	÷ 2			
•	emr@nationalgrid.com <u>via</u> to me, johnsmith 💽	sendgrid.net	11:02 AM (20 hours ago) 📩 🔹 👻			
	national grid	Electricity Market Reform DELIVERY BODY	<u>n</u>			
	Dear Sue Smith,					
	Thank you for registering JS Energy 2015. To complete the registration process, please upload the signed form within 7 calendar days to this site:					
	Submit registration form					
	Please ensure that the registration form is signed and uploaded within 7 calendar days. The company registration will be cancelled if the completed form is a probaded within 7 calendar days Please note that the form must be printeed to pany letter-headed notepaper.					
	The company registration will be cancelled if no action a 9/6/2015 11:02:10					
	Please do not respond to this	email. This address is not actively monit	Link to upload signed			
	This e-mail, and any attachments are strictly confidential and intended for the addressee(s) only professional or other privileged information. If you are not the intended recipient, please notify delete the e-mail and any attachments. You should not disclose, copy or take any action in reliar Body portal					

Figure 2.2b: E-mail confirmation – Company Registration process has started

- 6. The Main Admin and the Authorised Person will receive a reminder e-mail to upload the signed Registration Form 48 hours prior to the 7 days deadline. This e-mail will also contain a link to upload the form onto the portal. If the Registration Form is not uploaded within the required timescales, the Company Registration will be rejected and the Applicant will need to restart the Registration process.
- 7. The signed Registration Form should be scanned and saved on your local machine. To upload the scanned form to the portal, click on the link provided in the e-mail. This will navigate to the 'Upload Signed Company Registration Form' screen on the EMR Delivery Body portal, shown in figure 2.2c below. Click on the 'Choose File' button to select and upload the scanned Registration Form saved on your machine.

ational	grid	Electrici DELIVERY B	ty Market Reform					Search this site	▼ P Sign I
lome	Capacity	Market	Contracts for Diff	erence	About EMR	Contact Us			
			Upload Signed	Company Reg	istration Form				
			Choose File	No fil chosen	Submit	t			
			The maximum f	le size is 15 ME	1.				
			Security	Cookie Policy	Privacy Policy	Terms and Conditions	Accessibility		

Figure 2.2c: 'Upload Signed Company Registration Form' screen

8. After uploading the Registration Form, an e-mail will be sent to the Main Admin (and copied to the Authorised Person) stating that a Registration Form has been submitted and that they will be notified of the outcome after the Delivery Body has verified the Registration details. An example of this e-mail is shown in figure 2.2d below.

Com	npany registration submitted Inbox x	ē				
1+	emr@nationalgrid.com <u>via</u> sendgrid.net to me, johnsmith 🖃	11:07 AM (20 hours ago) 🖄 🔦				
	Back to Home					
	Your company (JS Energy 2015) Registration form has now been submitted. You will receive an email confirming if your registration was successful.					
	Please do not respond to this email. This address is not actively monitored.					
	This e-mail, and any attachments are strictly confidential and intended for professional or other privileged information. If you are not the intended re delete the e-mail and any attachments. You should not disclose, copy or ta	cipient, please notify the sender immediately and then				
	professional or other privileged information. If you are not the intended re	cipient, please notify the sender immediately and then ke any action in reliance on this transmission.				
	professional or other privileged information. If you are not the intended re delete the e-mail and any attachments. You should not disclose, copy or ta You may report the matter by contacting us via our <u>UK Contacts Page</u> or ou	cipient, please notify the sender immediately and then ke any action in reliance on this transmission. In <u>US Contacts Page</u> (accessed by clicking on the ch any documents from this transmission. National Grid				

Figure 2.2d: E-mail Confirmation – Company Registration Form has been submitted

3.0 - EMR Company Registration Verification

3.1 – Overview

Following the receipt of the Company Registration Form, the EMR Delivery Body will carry out the verification process. When the User submits a signed Registration Form to the EMR Delivery Body portal, the Delivery Body receives an automatic notification that the Company Registration Form has been submitted.

The Delivery Body will then carry out checks against public records, such as Companies House, to complete the verification process. The Delivery Body will check -

- a. Company details
- b. The Authorised Person is associated with the Company for which the Registration Form has been submitted.

Once the required verification checks have been completed by the Delivery Body, both the Main Admin and Authorised Person will receive e-mail confirmation of the outcome.

If the details provided cannot be verified, both the Main Admin and the Authorised Person will receive e-mail confirmation that the Company's Registration request has been refused with an outline of the reasons for the refusal by the Delivery Body.

If there are any issues that arise during the examination of the Registration request the Delivery Body will contact the Main Company Administrator in the first instance.

3.2 – Post Delivery Body Assessment

1. After the Delivery Body has assessed the Company Registration Form, the Main Admin will be notified of the outcome via e-mail. The Authorised Person will also be copied in this e-mail. Example of this e-mail is shown in figure 3.2a below.



Figure 3.2a: E-mail Confirmation – Company Registration outcome

2. Following Approval of the Company Registration Form by the Delivery Body, the Main Admin will receive a further e-mail with their User name and temporary password and the link to the portal where they can reset their password. An example of this e-mail is shown in figure 3.2b below.



Figure 3.2b: E-mail – Log-in Details and link

- 3. The Main Admin should click on the link in the e-mail to confirm Registration. This link is highlighted in figure 3.2b above.
- 4. This navigates the Main Admin to the 'Confirm your Registration' screen on the EMR Delivery Body portal. This screen is shown in figure 3.2c below.

nationalgrid Electricity Market Reform	Search this site
Home Capacity Market Contracts for Difference About EMR Contact Us	
Confirm your registration	
Please enter your username and temporary password received via Email	
sue.smith I	
Temporary password New password	
Confirm password	
Next >	

Figure 3.2c: Confirm your registration screen

4.0 - Confirming User Registration details

4.1 - Instructions

- 1. The Main Admin must then complete all the following fields on the 'Confirm your Registration' screen (illustrated in figure 4.1a below) in order to proceed further
 - a. User name Please enter the User name that was provided in the e-mail
 - b. Temporary password Please enter the temporary password from the e-mail
 - c. **New password** Please choose a new password, which should have at least 8 characters including one upper case character, one lower case character and one numeric or special character (!\$#%?=.*[-^&*()_+|~=`{}[:";'<>,./])
 - Note: Please do not use any special characters other than the ones listed above.
 - d. **Confirm password** Please re-enter the new password

national grid Electric	i ty Market Reform BODY	Search this site 👻 👂 Sign In
Home Capacity Market	Contracts for Difference About EMR Contact Us	
	Confirm your registration	
	Please enter your username and temporary password received via Email	
	sue.smith	
	New password	
	Confirm password	

Figure 4.1a: Confirm your registration screen – Reset password

- 2. The Main Admin enters all the required information and clicks the 'Next' button highlighted in figure 4.1a above.
- 3. This navigates the Main Admin to the next screen, where they will then be asked to enter their PIN. This screen is illustrated in figure 4.1b below. This PIN will be sent to the mobile number which the Main Admin provided in the Company Registration Form.

nationalgrid Electricity Market Reform	Search this site • P Sign In
Home Capacity Market Contracts for Difference About EMR Contact Us	
Confirm your registration	
Please enter the PIN received via SMS	
PIN	
Submit Resend PIN	
Security Cookie Policy Privacy Policy Terms and Conditions Access	ibility

Figure 4.1b: Confirm your registration screen – Enter PIN

4. After the PIN is entered, the Main Admin gets a confirmation message stating 'Your new credentials have been registered' on the 'Confirm your Registration' screen. This is illustrated in figure 4.1c below.

tricity Market Reform ERY BODY		Search this site	ד אָ Sign In
et Contracts for Difference About EMR	Contact Us		
Confirm your reg	istration		
en registered			
Security Cookie Policy Privacy Poli	cy Terms and Conditions	Accessibility	
	RERY BODY Ket Contracts for Difference About EMR Confirm your reg sen registered	Ket Contracts for Difference About EMR Contact Us Confirm your registration sen registered	Ket Contracts for Difference About EMR Contact Us Confirm your registration sen registered

Figure 4.1c: Confirm your registration screen – Credentials have been registered

5. At this point the Main Admin is set as a Registered User on the EMR Delivery Body portal and a 'Log-in' link appears on the screen through which the Main Admin can log into their account. This is illustrated in figure 4.1d below.

nationalgrid Electricity Market Reform DELIVERY BODY	Search this site	ע א β Sign In
Home Capacity Market Contracts for Difference About EMR Contact Us		
Confirm your registration		
Your new credentials have been registered		
Go t <mark>u Log in</mark>		
Security Cookie Policy Privacy Policy Terms and Conditions Accessit	bility	

Figure 4.1d: Confirm your registration screen - Log in

6. After clicking on the 'Log in' link, the Main Admin will navigate to a Sign in screen, where they will need to enter their User name and Password (which they have reset previously in step 2 above). The Sign-in screen is illustrated in figure 4.1e below.

national grid Electricity Market Reform
Sign in please Please sign in with credentials provided by your administrator.
UserName
Sign In Forgot password Forgot usemame Forgot pin

Figure 4.1e: Sign-in screen – Enter User name and Password

7. After entering the User name and Password, the Main Admin will be navigated to the 'Enter PIN' screen as shown in figure 4.1f below.

national grid Electricity Market Reform
Sign in please Please enter sms code.
•••••• Submit PIN Forgot pin

Figure 4.1f: Sign-in screen – Enter PIN

8. Once the PIN has been entered and submitted, the Main Admin is successfully logged into the EMR Delivery Body portal. The User name will appear on the top right hand side of this screen. This shown in figure 4.1g below.

	_					_		
national grid	Electricity N DELIVERY BODY	larket Reform				Sea	rch this site	Sue Smith
Home Capacity	Market C	ontracts for Diff	ference About EN	IR Cont	act Us My EM	R		
User Management 🔻								
Add New EP User			IY APPLICATIONS / OPT-OUT		MY AGREEMENTS		MY CMUS	
Companies •			IY APPLICATIONS / OP1-001	s R	MY AGREEMENTS	10.0	MY CMUS	
Create New Subcompany			MY DISPUTES		MY COMPANIES	1	MY AUCTIONS	
Manage Login Credentials				num			<u>(h)</u>	- / \
Messaging 🔹		70	REPORTS	70	NOTIFICATIONS	1	TECHNOLOGY CLASS	
Create New								
Enquiry								
Sent Messages								ser name
СМАрр 🗸								ears on the p-right of
My CMUs								screen
								screen

Figure 4.1g: 'My EMR' screen after Registered User successfully logs in

5.0 - User Management and Privileges

5.1 – Overview

The Main Administrator can register additional Users called EP Users (External Party Users) who are able to log-in to their Company's area of the Admin System and carry out specific "roles". Each of these EP Users must be given privileges to carry out specific roles. The Roles and Privileges are illustrated in figure 5.4c of section 5.4 – Managing your Users.

5.2 - The Main Administrator can register following types of EP Users –

(1) **Deputy Main Administrator** - The Deputy Main Administrator has the same privileges as a Main Administrator. They may create Sub companies, CMUs, other Users. They may also make amendments to existing data.

(2) Other EP Users – These Users are able to act on behalf of the Main or Sub companies that they have been assigned privileges for. Unlike the Main Admin or Deputy Main Admin they cannot create, amend or delete any companies or log-in IDs.

Additional Roles which can be added to any User (This functionality is not applicable for CfD Users) -

There are two additional roles which can be assigned to any kind of EP User (whether they are a Deputy Main Admin or other User). These additional roles can be assigned to the EP Users by checking the box next to the role on New User Management screen illustrated in figure 5.4c of section 5.4 – Managing your Users.

(1) Authorised Individual – The Main Admin (or the Deputy Main Admin) can create up to four Users as Authorised Individuals. Authorised Individuals can participate in the Bidding rounds during the Capacity Market Auction. This Role set up is not required at the time of Registration and can be selected and/or edited if required later.

(2) Agent – The Main Admin (or the Deputy Main Admin) can assign any User as an Agent by ticking the box next to the Agent field and populating the 'Agency' field. A signed Agent Nomination Form (Exhibit E of The Capacity Market Rules) will need to be uploaded next to the 'Agent Nomination' field.

5.3 - Privileges

Privileges can be assigned to EP Users to enable them to carry out specific tasks for a company or multiple sub-companies. The different privileges are:-

Privileges	Meaning
Viewer	The User can only view data and information
Operator	The User can create and edit data including applications
Approver	The User can approve data and applications

Viewer is the basic or default level of privilege which is applicable to all EP Users. The Main Admin (or the Deputy Main Admin) can assign more privileges to an EP User by ticking the box next to the privilege.

5.4 - Managing your Users

1. The Main Admin will be able to view all of the relevant Users linked to their company. To do this click on the 'My EMR' section on the horizontal menu towards the top after logging in. This is illustrated in figure 5.4a below.

	tricity Market Reform			Search this si	te 👻 🗸	
Home Capacity Mar	et Contracts for Diff	erence About EMR	Contact Us My EN	/IR		
Jser Management 🔻						
Add New EP User		APPLICATIONS / OPT-OUTS	MY AGREEMENTS	\$ *	MY CMUS	
Companies Create New Subcompany	×	MY DISPUTES	MY COMPANIES	120	MY AUCTIONS	
Manage Login Credentials	3	REPORTS	NOTIFICATIONS	<u>/~</u>	TECHNOLOGY CLASS	
My Profile						
Create New Enquiry						
Sent Messages						
СМАрр 👻						
My CMUs						
My Applications / Opt-Outs						
My Disputes						
Notifications						
	Security	Cookie Policy Privacy Polic	v Terms and Conditions A	ccessibility		

Figure 5.4a: 'My EMR' screen

2. Next click on 'User Management' in the left hand side menu. At this stage, because the Main Admin has not set up any additional Users, only one User is visible in the Users grid. This is shown in figure 5.4b below.

national grid	Electricity Market Refo	vrm		Search this site	Sue Smith
Home Capacity	Market Contracts fo	r Difference About E	MR Contact Us My	EMR	
User Management	New User managem	ent			
Add New EP User	Show 10 • entries	Last name	User name	User type	Search:
Companies •	Sue	Smith	sue smith	External Party User	Manage Assign
Create New Subcompany	Showing 1 to 1 of 1 entries				Previous 1 Nex
Manage Login Credentials					
Messaging 🔹 🔻					
Create New					
		Ċ			
Create New		ſ	Users Grid		
Create New Enquiry		Ì	Users Grid showing one U		

Figure 5.4b: Users grid on User Management screen

3. To create more Users, click on 'Add New EP User' under 'User Management' on the left hand side menu. This will bring up the New User management screen as shown in figure 5.4c below.

national grid	Electricity Market	Reform				Search this site 🔹	₽ Sue Smith -
Home Capacity	/ Market Contrac	ts for Difference A	About EMR	Contact Us	My EMR		
User Management 💌	New User manag	jement					
Add New EP User	Team* First Name*	CM •	_		Last Name*	Smith	La .
Companies	Email address*	sueenergy2015@gmail.c	tor		Confirm email address*	sueenergy2015@gmail.cor	
Create New Subcompany	Country* Mobile number*	United Kingdom 1163470786	•		Country code Confirm mobile number*	44	
Manage Login Credentials	Role* Authorised Individual	Main Admin •			Commit mobile number	1165470766	
Messaging •	Agent	0					
Create New Enquiry	Agency Agent Nomination:	Choose File No file ch	nosen				
Sent Messages	Privileges	Operator 🗹 Approver 🗹					
СМАрр 🗸	Privileges	Viewer 🗹					
My CMUs	Status * Required field	Active					
My Applications /	Save Changes						

Figure 5.4c: New User Management screen

- Enter contact details for EP Users and assign roles and privileges to them by selecting drop down menus and checking boxes.
 Note: A Main Admin cannot create another Main Admin as there is a restriction of one Main Admin per company.
- 5. Once an EP User is created, the User details will be visible in the Users grid. To view the Users click on 'User Management' in the left hand side menu. The Main Admin and another User created by Main Admin is visible on the screen as shown in figure 5.4d below.

WSE PAGE					
national grid	Electricity Market Refo	rm		Search this site	✓ Ø Sue Smith ✓
Home Capacity	Market Contracts for	Difference About EM	R Contact Us	My EMR	
User Management	New User manageme Show 10 • entries First name	Last name	🌢 User name	User type	Search:
Companies •	John	Smith	john.smith5	External Party User	Manage Assign User
Subcompany	Sue	Smith	sue.smith	External Party User	Manage Assign User
Manage Login Credentials Messaging	Showing 1 to 2 of 2 entries				Previous 1 Next
Create New Enquiry					
Sent Messages				oh ouvin a	
СМАрр 👻		100 C	Users Grid two Us		
My CMUs				sers	
My Applications / Opt-Outs		-			

Figure 5.4d: Users grid on User Management screen

6. Once the Main Admin has successfully registered a New EP User, this New EP User will receive a Registration confirmation e-mail. The e-mail will contain their User name and temporary password, similar to the e-mail received by the Main Admin after Company Registration. An example of this e-mail is shown in figure 5.4e below.

-	emr@nationalgrid.com via to me 💽	sendgrid.net 5:01 PM (1 minute ago)	₫ *	
	nationalgrid	Electricity Market Reform DELIVERY BODY		
	Dear John Smith, your accou	int has just been created		-
	User name: john.smith5			
	Temporary password: I>].IsjF			
	Please confirm your registrati	ion here		
	Please do not respond to this	email. This address is not actively monitored.		
	privileged information. If you a	nts are strictly confidential and intended for the addressee(s) only. The content may also contain legal, professional o are not the intended recipient, please notify the sender immediately and then delete the e-mail and any attachments action in reliance on this transmission.		d
	You may report the matter by	contacting us via our <u>UK Contacts Page</u> or our <u>US Contacts Page</u> (accessed by clicking on the appropriate link)		
		ate virus protection before you open or detach any documents from this transmission. National Grid plc and its affilia An e-mail reply to this address may be subject to monitoring for operational reasons or lawful business practices.	ites do not	
	For the registered information corporate/legal/registeredoffic	on the UK operating companies within the National Grid group please use the attached link: <u>http://www.nationalgri</u> ces.htm	d.com/	
•	Click here to Reply or Forw	vard		

National Grid Electricity Transmission

6.0 - Creating Sub companies

6.1 – Overview

The Capacity Market is based on Capacity Market Units (CMUs) which represent physical sources of capacity. Each CMU is associated with an Applicant Company. The Applicant Company for a CMU may be either the Main Company or a Sub company.

- The **Main Company** is established through the initial Company Registration process. This is the name of the main "account" set up in the system. When any user logs into the system it is this "Main Company" account that they are logging into.
- A **Sub company** is a subsidiary company to the Main Company, created by the Main Administrator. These are the names of additional companies in the system which may be used to identify the Applicants for a Capacity Market Prequalification Application where the Applicant is not the Main Company.

6.2 - Instructions

1. After logging in, click on 'My EMR' section on the horizontal menu on the top as shown in figure 6.2a.

national grid	Electricity DELIVERY BC	/ Market Reform				Search this :	site 👻 🔊	
Home Capacity	Market	Contracts for Diff	erence Abo	ut EMR Co	ontact Us My EN	/IR		
Jser Management 🔻								
Add New EP User			APPLICATIONS / OPT		MY AGREEMENTS	¢*	MY CMUS	
Create New Subcompany		×	MY DISPUTES	FIIII	MY COMPANIES	34	MY AUCTIONS	
Manage Login Credentials		<u>></u>	REPORTS	34	NOTIFICATIONS	34	TECHNOLOGY CLASS	
Ay Profile								
Create New Enquiry								
Sent Messages								
СМАрр 🗸								
My CMUs								
My Applications / Opt-Outs								
My Disputes								
Notifications								
		Security	Cookie Policy	Privacy Policy T	erms and Conditions A	ccessibility		

Figure 6.2a: My EMR screen

2. Then click on 'Companies' in the left hand side menu or 'My Companies' on the main screen. These options are illustrated in figure 6.2b below.

	tricity Market Reform			Search this site	م -
Home Capacity Mark	et Contracts for Difference	About EMR Con	tact Us My EMR		
ser Management 🔻					
Add New EP User			MY AGREEMENTS	¢*	MY CMUS
Ompanies Create New Subcompany			MY COMPANIES	<u>}</u> •	IY AUCTIONS
lanage Login redentials	REPOR	ITS	NOTIFICATIONS	тесн	HNOLOGY CLASS
ly Profile					
Create New Enquiry					
Sent Messages					
My CMUs					
My Applications / Opt-Outs					
My Disputes					
Notifications					
	Security Cookie Poli	cy Privacy Policy Ter	ms and Conditions Acce	ssibility	

Figure 6.2b: My EMR screen – options to view Company and Sub companies

3. This will navigate to the next screen displaying a list of all existing Sub companies as shown in figure 6.2c below.

national grid	Electricity Market Reform			Si	earch this site 🔹	cm mainadmin
Home Capacity		erence About EMF	R Contact Us My EMR			
	Company List Show 10 • entries				Search	h:
Add New EP User	Company name	Company ID	Authorised Person	♦ Status ♦	Additional info	🔶 Detail
	fweff	NGRID-129-2	Ginny Rometty		Additional info	Details
Create New Subcompany	IBM	NGRID-129	GinnyRometty	Approved	Additional info	Details
Manage Login	IBM Client Inovation Center	NGRID-129-1	Ginny Rometty		Additional info	Details
Credentials	IBM DelveryCenter	NGRID-129-1	Ginny Rometty		Additional info	Details
Messaging	IBM Subcompany	NGRID-129-1	Ginny Rometty		Additional info	Details
Create New	NFR Subcompany1	NGRID-129-1	Ginny Rometty		Additional info	Details
Sent	test	NGRID-129-1	Ginny Rometty		Additional info	Details
СМАрр	Showing 1 to 7 of 7 entries				Ρ	revious 1 Nex
My CMUs						
My Applications / Opt-Outs						

Figure 6.2c: Company List displaying the Main Company and all associated Sub companies

- 4. To create a new Sub company, click on 'Create New Subcompany' in the left hand side menu highlighted in figure 6.2c above.
- 5. This navigates to a web form for creating a new Sub company. This is illustrated in figure 6.2d below.

	Electricity Market Reforn DELIVERY BODY	ņ		Search this site • • •
Home Capacity	Varket Contracts for D	ifference About EMR Contact Us	My EMR	
User Management	Subcompany form			
Add New EP User	Company name*		Company Registration Number	
Companies •	Related Main Company	IBM	Authorised Person	Ginny Rometty
Create New	Sub-company Address line 1*			
Subcompany	Sub-company Address line 2			
Manage Login	Sub-company Address line 3			
Credentials	Post Code*		City*	
Messaging •	Country	United Kingdom		
Create New	Company Type	CM		
Sent	* Required field			
СМАрр				Submit
My CMUs				
My Applications / Opt-Outs				

Figure 6.2d: Sub company form

6. Complete all mandatory fields and click on the 'Submit' button highlighted in figure 6.2d above. This will give a confirmation that the new Sub company has been created successfully.

7.0 - Assigning Users to Companies and Sub companies

7.1 - Instructions

1. After logging in, click on the 'My EMR' section towards the top of the screen and then click on 'User Management' in the left hand side menu. This will display all of the Users which have been created. This is illustrated in figure 7.1a below.

Dationalgrid Electricity Market Reform DELIVERY BODY				Search this site	۹ +	Sue Smith
Home Capacity	/ Market Contracts for Diffe	erence About EMR	Contact Us My EMR			
Jser Management Add New EP User	New User management Show 10 • entries		441-0-12-01		Search,	
Companies 🔹	First name *	Last name	User name	User type		
Greate New	John	Smith	John.smith2	External Party User	Manage	Assign User
Subcompany	Sue	Smith	sue smith	External Party User	Manage	Assign User
Manage Login Credentials	Showing 1 to 2 of 2 entries	-			Previous	1 Nex
Messaging 🔹						
Create New						
Sent						
СМАрр •						
My CMUs						
My Applications / Opt-Outs						
My Disputes						

Figure 7.1a: Users grid on User Management screen

- 2. Click on 'Assign User' on the right hand side of the screen (highlighted in the figure 7.1a above) for the User you want to associate with a Company or Sub company.
- 3. This will navigate to the 'Assign User' screen with a list of Companies. This is illustrated in figure 7.1b below.

national g i	Electricity Market Reform	Search	h this site	م •
Home Ca	pacity Market Contracts for Difference	About EMR	Contact Us	My EMR
User Management	User management Assign User			
Companies Manage Login Credentials	☑ London City Lights ☑ London Glitzy Bulbs □ London Twilight			
My Profile Messaging	London Dazzling Sparks			
СМАрр 🕨				

Figure 7.1b: Assign User screen

4. Select the companies for which the New EP User should be associated with and click 'Submit'. The 'Submit' button is highlighted in figure 7.1b above.

8.0 - Managing Passwords

Once a User is active on the system, this section will describe how they may change their password.

8.1 - Instructions

- 1. User should log in to the portal and navigate to 'My EMR'.
- 2. Click on 'Manage Login Credentials' in the menu on the left hand side (highlighted in figure 8.1a below).



Figure 8.1a: My EMR screen – Manage Login Credentials

3. This navigates to a form for changing password as illustrated in figure 8.1b below.

national grid	Electricity Market Reform DELIVERY BODY
Home Capacity	/ Market Contracts for Difference About EMR Contact Us My EMR
Companies	User Management
Manage Login Credentials	Change your password
My Profile	User name terry.approver
Messaging	Current password New password
СМАрр 🕨	Confirm password
	Next >

Figure 8.1b: Change your password screen

- 4. To change password, enter current password, and the desired new password under both 'New password' and 'Confirm password' (ensuring these match).
- 5. Click on 'Submit'. This will give a message confirming that the password has been changed.

9.0 - Contact Details

In the event you have any questions regarding the Company Registration and User Management process you can contact us through -

9.1 - Contracts for Difference Team

Telephone: 01926 655300 Extension 1 E-mail: .box.emr.cfd@nationalgrid.com

9.2 - Capacity Market Team

Telephone: 01926 655300 Extension 2 E-mail: <u>emr@nationalgrid.com</u>