

EMR company registration and user management guidance

Version 1.0

March 2019



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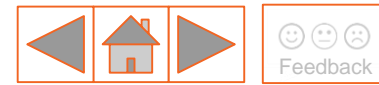
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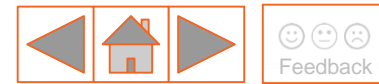
Version control



The table below will record the page numbers of any new changes to the document for each version. The new changes will be highlighted in yellow throughout the guidance document.

#	Changes	Page(s)	Date
1.0	Original document	-	08/03/19

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1. Introduction (1/3)

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 the consent of an authorised person (usually a Director or partner) from that organisation. This embeds a level of governance around the process to prevent unauthorised Applications.

An authorised person may nominate a person(s) to act as a main administrator (main admin) on their behalf, to carry out the necessary activities for their Application/Prequalification. A main admin can subsequently assign additional main admins to assist in this process 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.

Note: The CfD registration form, will only be made available following an announcement by the EMR Delivery Body website on the commencement of registration process for CfDs, when other CfD Round dates are formalised by the Department for Business, Energy & Industrial Strategy (BEIS).

In the meantime, if you have any queries regarding your CfD registration, please contact a member of the CfD Delivery Body Team on 01926 655300 or email box.emr.cfd@nationalgrid.com

1. Introduction (2/3)

1.1 Overview of information required for EMR company registration

The following information is required to complete the EMR company registration form:

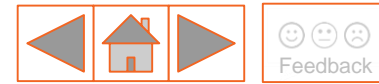
- **Company/organisation details**

The relevant details for the company or organisation wishing to register, including company name, registered address and company registration number.

- **Authorised person details**

The authorised person should be named as an active company Director or company secretary as registered with Companies House for UK registered companies (or an equivalent body for non-UK registered companies).

1. Introduction (3/3)



1.2 Main admin

The main admin 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.

1. The main admin will initially be responsible for the registering, editing and removal of other users within their organisation, and for the creation of other companies (sub-companies) if required. They will also act as the main point of contact for any communications with the Delivery Body.
2. Only main admins can edit user privileges on the EMR DB Portal for all of the relevant users linked to their company. If a person leaves the company, it is the responsibility of the main admin to deactivate them on the EMR DB Portal.
3. It is permissible for the main admin of a registered company or organisation to be the same person as the authorised person.

2. How to register your company (1/12)



2.1 Accessing and completing the registration form – Instructions

1. Go to the [EMR Delivery Body portal](#) and depending on the regime you wish to participate in, click on Capacity Market or Contracts for Difference (highlighted in figure 2.1a below).

Note: Applicants who wish to participate in both Contracts for Difference and Capacity Market will need to register their company for both schemes separately.

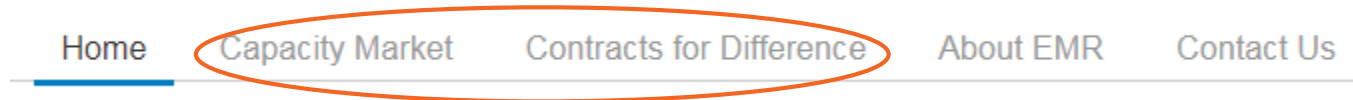
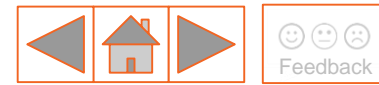


Figure 2.1a: EMR Delivery Body Portal homepage

2. How to register your company (2/12)



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.

Figure 2.1b: CM side bar menu

For Capacity Market registration: click on *Prequalification* → *Company Registration Form* on the left-hand menu on the Capacity Market screen.

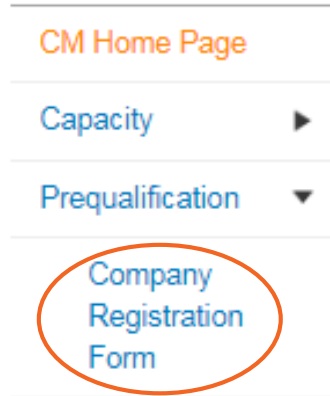
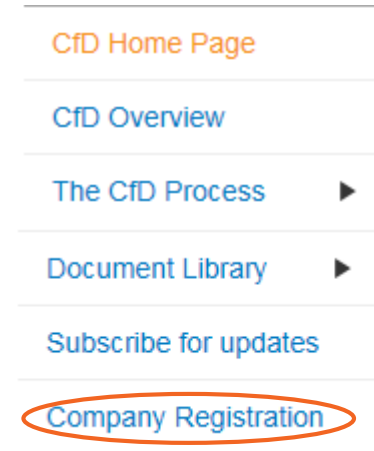
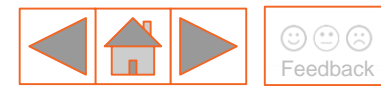


Figure 2.1c: CfD side bar menu

For CfD registration: click on *Company Registration* on the left-hand menu on the Contracts for Difference screen.



2. How to register your company (3/12)



3. 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

Figure 2.1d Company registration form (1/2)

The screenshot displays a two-column form for company registration. The top section, titled 'Company Section', includes fields for Company Name, Company Registration Type (with a 'CIN' dropdown), three address lines, City/Town, Country (with a dropdown set to 'United Kingdom'), Company Registration Number, and Post code. The bottom section, titled 'Authorised Person Section', includes fields for First Name, Last Name, Landline Number, Email Address, Role/Position, three address lines, City/Town, Country (with a dropdown set to 'United Kingdom'), and Post Code. A 'Copy Company Address' button is located between the two sections. The titles of both sections are circled in red in the original image.

2. How to register your company (4/12)

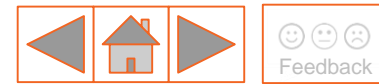


Figure 2.1d Company registration form (2/2)

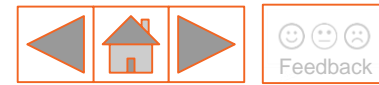
Main Company Admin User Section

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Landline Number	<input type="text"/>		
Country *	<input type="text" value="United Kingdom"/>	Country Code *	<input type="text" value="44"/>
Mobile Number *	<input type="text"/>	Confirm Mobile Number *	<input type="text"/>
Email Address *	<input type="text"/>	Confirm Email Address *	<input type="text"/>
Address 1 *	<input type="text"/>	<input type="button" value="Copy Authorized Person Address"/>	
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City/Town *	<input type="text"/>	Post Code *	<input type="text"/>

2. How to register your company (5/12)

4. All fields in the company registration form must be completed with the required information.
5. Fields marked with an asterisk are mandatory fields.
6. N.B. Company names should precisely match the description as held at Companies House or, for non-companies, on any relevant register. This includes abbreviations e.g. Limited as opposed to Ltd.
7. 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.
8. Where your company is located in the United Kingdom, your CRN will consist of eight numbers, or two letters followed by six numbers. It will be displayed on your Certificate of Incorporation and 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.

2. How to register your company (6/12)



9. 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) or 1 (one)
 - Scottish companies are given CRNs with the prefix 'SC'
 - Limited Liability Partnerships (LLPs) are issued with CRNs beginning with 'OC'
 - Scottish LLPs have CRNs beginning with 'SO'

2. How to register your company (7/12)

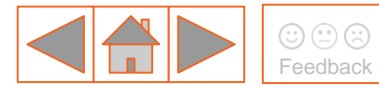
If you are a non-listed company for the following types, then you need to provide the relevant evidence as detailed below:

- 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 of the organisation on letter headed paper to state that he/she has the relevant decision making authority

N.B. Foreign companies who legally own or control a 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 a 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 registration form prior to upload. Alternatively, the Delivery Body may request it via an egress protected email.

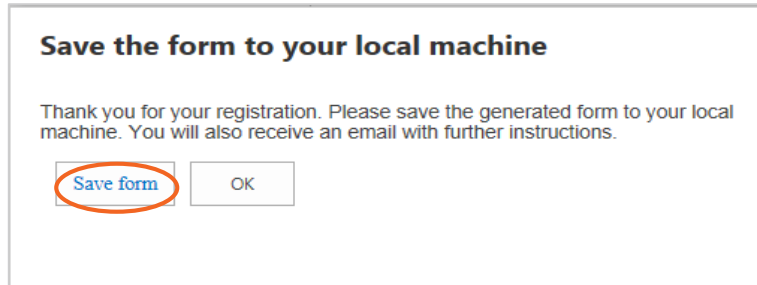
2. How to register your company (8/12)



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 to your local machine. Click the “Save Form” button. The main admin will be emailed at the email address specified on the registration form.

Figure 2.2a: Pop-up message



Note: The ‘OK’ button is currently disabled (figure 2.2a). **Do not press** this button as the registration form will be saved as a blank form to the EMR DB Portal, requiring you to restart the process.

2. How to register your company (9/12)



3. The email confirmation sent to the main admin (and copied to the authorised person) will notify them that the company registration process has commenced and that a signed registration form will need to be uploaded on the EMR DB Portal within 7 calendar days.
4. Importantly, the email will also contain a link to upload the form onto the EMR DB Portal (figure 2.2b below.) Keep this email safe until you are ready to upload your signed and completed registration form on company letter headed paper.

Figure 2.2b: Email confirmation – Company registration process has started

Dear AM AM,

Thank you for registering CfD test-07-02-19. 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 not uploaded within 7 calendar days

Please note that the form must be printed on company letter-headed notepaper.

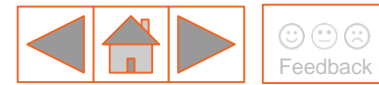
The company registration will be cancelled if no action is taken by 14/2/2019 12:39:46 .

Only use the link to upload a completed signed and dated registration form in the PDF format

2. How to register your company (10/12)

5. Prior to using the email link – the form must then be printed on a company letter headed paper.
6. Company headed paper should include as a minimum:
 - The full company name as registered with Companies House, with no abbreviated words unless specified on Companies House e.g. Companies with Limited in the title must not be abbreviated to Ltd., and vice versa.
 - Company registration number
 - Company registered office address
7. The registration form must be signed and dated by an active Director as registered with Companies House.
8. The form needs to be scanned and saved to your local machines in the PDF format.

2. How to register your company (11/12)



9. To upload the scanned form to the EMR DB Portal, click on the link provided in the email. This will navigate to the 'Upload Signed Company Registration Form' screen on the EMR DB Portal, shown in figure 2.2c below. Click on the 'Browse' button to select and upload the scanned registration form saved on your machine.

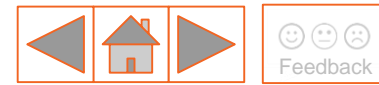
Figure 2.2c: 'Upload Signed Company Registration Form' screen

Upload Signed Company Registration Form

A screenshot of a web form. It features a text input field on the left, a 'Browse...' button in the middle, and a 'Submit' button on the right. The 'Browse...' button is highlighted with a blue border.

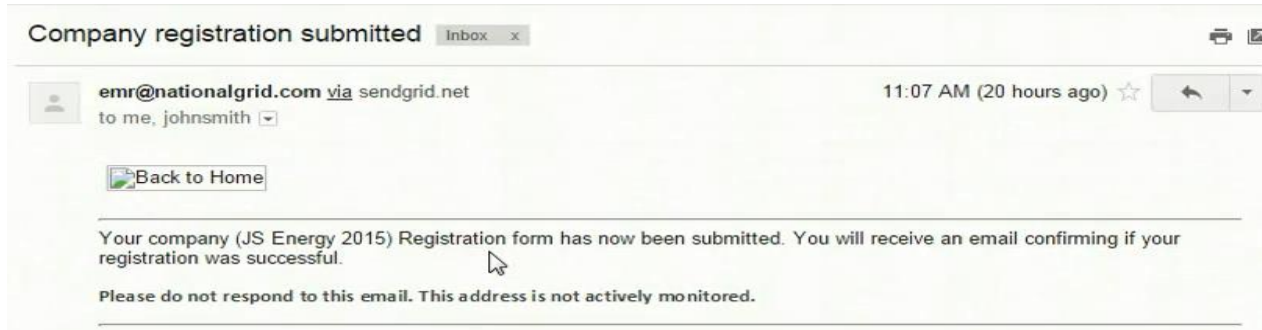
The maximum file size is 15 MB.

2. How to register your company (12/12)



10. 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.
11. After uploading the registration form, an email will be sent to the main admin (and copied to the authorised person) stating that a registration form has been submitted to the Delivery Body, who will verify the form and notify them of the outcome. An example of this email and is shown in figure 2.2d below.

Figure 2.2d: Email confirmation – Company registration form submitted



3. EMR company registration verification (1/4)



3.1 – Overview

Once the company registration form has been submitted, the Delivery Body receives an automated email notification. To complete the verification process, the Delivery Body will check:

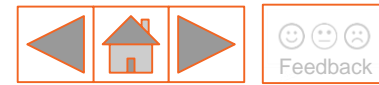
- a) Company details against public records such as Companies House.
- b) The authorised person is associated with the Company for which the registration form has been submitted.

Once the required verification checks have been completed by the Delivery Body, both the main admin and authorised person will receive email confirmation of the outcome.

If the details provided cannot be verified, both the main admin and the authorised person will receive email confirmation that the company's registration request has been rejected by the Delivery Body, with an outline of the reasons for the rejection.

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. EMR company registration verification (2/4)



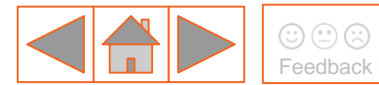
3.2 – Post Delivery Body assessment

1. After the Delivery Body has assessed the company registration form, the main admin will be notified of the outcome via email. The authorised person will also be copied into this email. Example of the email is shown in figure 3.2a below.

Figure 3.2a: Email confirmation – Company registration outcome

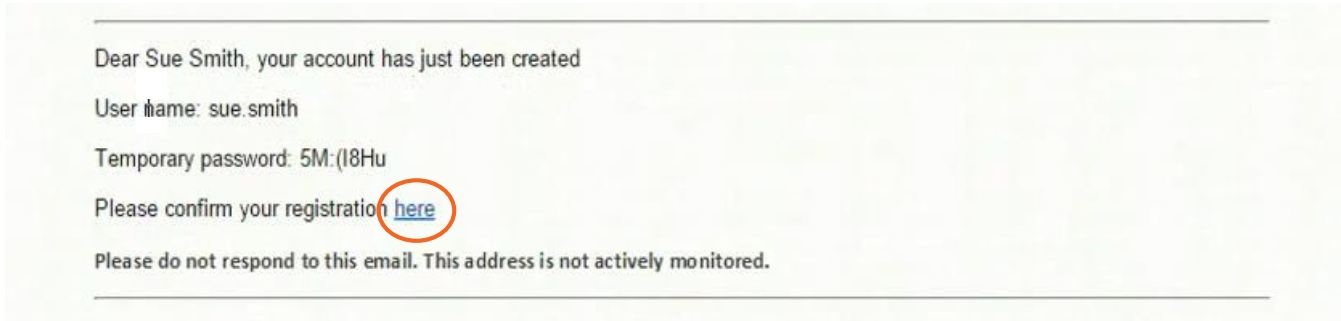


3. EMR company registration verification (3/4)

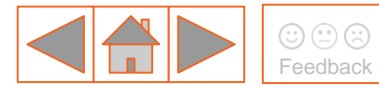


- Following approval of the company registration form by the Delivery Body, the main admin will receive an email with their user name and temporary password and the link to the portal where they can reset their password. An example of this email is shown in figure 3.2b below.

Figure 3.2b: Email – login details and link



3. EMR company registration verification (4/4)



3. The main admin should click on the link in the email 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 DB Portal. This screen is shown in figure 3.2c below.

Figure 3.2c: Confirm your registration screen

Confirm your registration

Please enter your username and temporary password received via Email

Next >

4. Confirming user registration details (1/4)



4.1 – Instructions

1. The main admin must then complete all of the following fields on the ‘Confirm your registration’ screen (shown in figure 4.1a below) in order to proceed further:
 - a) **User name** – Enter the user name that was provided in the email.
 - b) **Temporary password** – Enter the temporary password from the email.
 - c) **New password** – 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** – Re-enter the new password.
2. The main admin enters all the required information and clicks the ‘Next’ button highlighted in figure 4.1a.

Confirm your registration

Please enter your username and temporary password received via Email

sue.smith| I

Temporary password

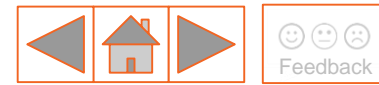
New password

Confirm password

Next >

Figure 4.1a: Confirm your registration screen

4. Confirming user registration details (2/4)



- 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.

Figure 4.1b: Confirm your registration screen – Enter PIN

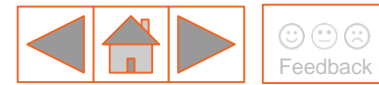
A screenshot of a web form titled 'Confirm your registration'. Below the title, it says 'Please enter the PIN received via SMS'. There is a text input field labeled 'PIN'. Below the input field are two buttons: 'Submit' and 'Resend PIN'. A mouse cursor is visible over the 'Submit' button.

- After the PIN is entered, the main admin gets a confirmation message stating: 'Your new credentials have been registered', see (figure 4.1c) below. A 'Log in' link appears on the screen through which the main admin can log into their account.

Figure 4.1c: New credentials registered

A screenshot of a web form titled 'Confirm your registration'. Below the title, it says 'Your new credentials have been registered'. Below this message is a link that says 'Go to Log in', which is circled in red. A mouse cursor is visible over the 'Go to Log in' link.

4. Confirming user registration details (3/4)



5. 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 4.1d below.
6. After entering the user name and password, the main admin will be navigated to the 'Submit PIN' screen as shown in figure 4.1e below.

Sign in please

Please sign in with credentials provided by your administrator.

UserName

Password

Sign In

[Forgot password](#) | [Forgot username](#) | [Forgot pin](#)

The screenshot shows a sign-in form with a title 'Sign in please' and a subtitle 'Please sign in with credentials provided by your administrator.' There are two input fields: 'UserName' and 'Password'. Below the fields is a blue 'Sign In' button. At the bottom, there are three links: 'Forgot password', 'Forgot username', and 'Forgot pin'.

Figure 4.1d: Sign in details

Sign in please

Please enter sms code.

PIN Code

Submit PIN

[Forgot pin](#)

The screenshot shows a submit PIN screen with a title 'Sign in please' and a subtitle 'Please enter sms code.' There is a single input field labeled 'PIN Code'. Below the field is a blue 'Submit PIN' button. At the bottom, there is a link: 'Forgot pin'.

Figure 4.1e: Submit PIN screen

4. Confirming user registration details (4/4)



- Once the PIN has been submitted, the main admin is successfully logged into the EMR DB Portal. The user name will appear on the top right hand side of this screen as shown in figure 4.1f 'My EMR' Screen (after successful registration) below.

Figure 4.1f 'My EMR' Screen (after successful registration)



Home Capacity Market Contracts for Difference About EMR Contact Us **My EMR**

User Management ▶	MY APPLICATIONS / OPT-OUTS	MY AGREEMENTS	MY CMUS
Companies ▶	MY DISPUTES	MY AUCTIONS	AUCTION UPLOAD
Manage Login Credentials	REPORTS	NOTIFICATIONS	TECHNOLOGY CLASS
My Profile			
Messaging ▶			
Capacity Market ▶			

5. User management and privileges (1/8)

5.1 – Overview

The main admin 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.

5.2 – The main admin can register the following types of EP users:

(1) Deputy main admin – The Deputy main admin has the same privileges as the main admin. They can create sub-companies, CMUs, other users and can 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.

5. User management and privileges (2/8)

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.

(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 in the Capacity Market Rules) will need to be uploaded in the 'Agent Nomination' field.

5. User management and privileges (3/8)

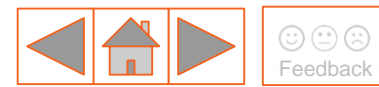
5.3 – Privileges

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 deputy main admin) can assign more privileges to an EP user by ticking the box next to the privilege.

5. User management and privileges (4/8)



5.4 – Managing your users

1. The main admin can view all of the relevant users linked to their company. To do this, click on 'My EMR'.
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 5.4a below.

Figure 5.4a: Users' grid on 'User Management' screen

The screenshot shows the 'User Management' interface. At the top, there is a navigation bar with links: Home, Capacity Market, Contracts for Difference, About EMR, Contact Us, and My EMR (circled in red). On the left, a sidebar menu includes 'User Management' (circled in red), 'Add New EP User', 'Companies', and 'Create New Subcompany'. The main content area is titled 'New User management' and features a search bar and a dropdown for 'Show 10 entries'. Below this is a table with columns: First name, Last name, User name, and User type. A single row is visible with the user 'Sue Smith' (User name: sue.smith, User type: External Party User). At the bottom right of the table, there are 'Manage' and 'Assign User' buttons. A pagination bar at the bottom shows 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.

First name	Last name	User name	User type	Manage	Assign User
Sue	Smith	sue.smith	External Party User		

5. User management and privileges (5/8)



- To create more users, click on 'Add New EP User' under 'User Management' on the left-hand side menu. This will bring up a new user management screen as shown in figure 5.4b: see below.

User Management ▼

- Add New EP User**
- Companies ▶
- Manage Login Credentials
- My Profile
- Messaging ▶
- Capacity Market ▶
- WhiteList Management

User management

Team*

First Name*

Last Name*

Email address*

Confirm email address*

Country*

Country code*

Mobile number*

Confirm mobile number*

Landline number

Role*

Authorised Individual

Agent

Operator

Approver

Viewer

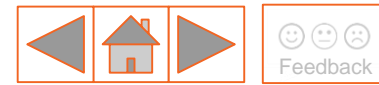
Privileges

Status

Figure 5.4b: 'New User Management' screen

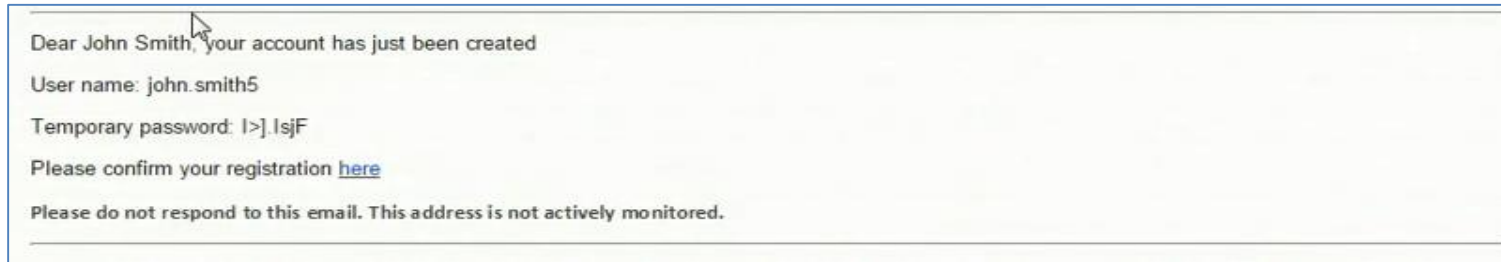
- Enter contact details for EP users and assign roles and privileges to them by selecting drop down menus and checking boxes.
- Click on 'User Management' in the left-hand side menu. The newly created user will now be visible in the table.

5. User management and privileges (6/8)

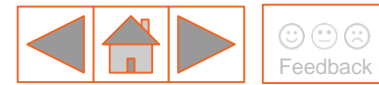


6. Once the main admin has successfully registered a new EP user, this new EP user will receive a registration confirmation email. The email will contain their user name and temporary password, similar to the email received by the main admin after company registration. An example of this email is shown in figure 5.4c below.

Figure 5.4c: Registration confirmation email to new EP user



5. User management and privileges (7/8)



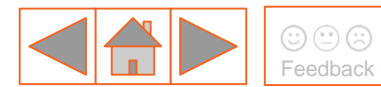
5.5 – Editing users on the EMR DB Portal

1. Only main admins can edit user privileges on the EMR DB Portal for all of the relevant users linked to their company. If a user leaves the company, it is the responsibility of the main admin to deactivate the person on the EMR DB Portal.
2. Click on ‘User Management’ in the left-hand side menu of the EMR DB Portal. Then click ‘Manage’ on the person’s name that you wish to edit (shown in figure 5.5a below).

Figure 5.5a: Users’ grid on ‘User Management’ screen

First name	Last name	User name	User type	
c	epmainadmin	c.epmainadmin	Main Admin	Manage

5. User management and privileges (8/8)



3. Here you can amend the following:

- **Personal details:** name, telephone numbers, email address
- **Role:** main admin, deputy main admin, user
- **Privileges:** operator, approver, viewer
- **Status:** active or deactivated

4. Once the relevant changes have been made, click 'Save Changes' shown in figure 5.5b.

User management

Team*	CM ▼
First Name*	test
Email address*	test@nationalgrid.com
Country*	United Kingdom ▼
Mobile number*	1234567890
Landline number	
Role*	Main Admin ▼
Authorised Individual	<input type="checkbox"/>
Agent	<input type="checkbox"/>
Privileges	Operator <input checked="" type="checkbox"/> Approver <input checked="" type="checkbox"/> Viewer <input checked="" type="checkbox"/>
Status	Active ▼

* Required field

5. A main admin is able to deactivate their own account in the EMR DB Portal but they cannot reactivate it themselves and neither can the authorised person. Another main admin would be required to reactivate it if necessary.

6. If a main admin attempts to deactivate themselves, a warning message would appear asking them to confirm that they definitely wish to proceed as this function will change all relevant CANs.

Figure 5.5b: 'User Management' screen

6. Creating sub-companies (1/3)

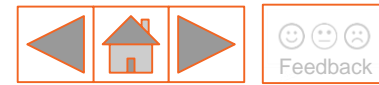
6.1 – Overview

An Applicant company for a CMU may be either the main company or a sub-company.

N.B. The Capacity Market is based on Capacity Market Units (CMUs) which represent physical sources of capacity. Each CMU is associated with an Applicant Company.

1. 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.
2. A **sub-company** is a subsidiary company to the main company, created by the main admin. 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.

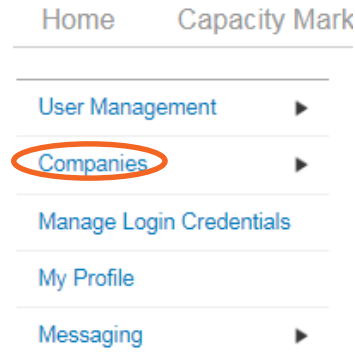
6. Creating sub-companies (2/3)



6.2 – Instructions

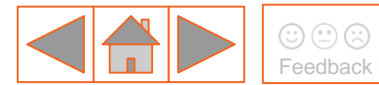
1. After logging in, click on ‘My EMR’ and then click on ‘Companies’ in the left-hand side menu (see figure 6.2a below).

Figure 6.2a: ‘My EMR’ screen



2. This will navigate to the next screen displaying a list of all existing sub-companies.

6. Creating sub-companies (3/3)



- To create a new sub-company, click on 'Create New Sub-company' in the left-hand side menu highlighted in figure 6.2b below. This navigates to a web form to create a new sub-company.
- Complete all mandatory fields and click on the 'Submit' button. This will give a confirmation that the new sub-company has been created successfully.

Figure 6.2b: Sub-company form

User Management	Subcompany form
Companies	Company name* <input type="text"/>
Create New Subcompany	Related Main Company CFD Test
Manage Login Credentials	Sub-company Address line 1* <input type="text"/>
My Profile	Sub-company Address line 2 <input type="text"/>
Messaging	Sub-company Address line 3 <input type="text"/>
Contracts for Difference	Post Code* <input type="text"/>
	Country <input type="text" value="United Kingdom"/>
	Company Type CFD
	<i>* Required field</i>
	Company Registration Number <input type="text"/>
	Authorised Person cfd epmainadmin
	City* <input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

7. Assigning users to companies (1/2)

1. After logging in, click on 'My EMR' and then click on 'User Management' in the left-hand side menu. This will display all of the users which have been created as illustrated in figure 7.1a below.
2. Click on 'Assign User' on the right-hand side of the screen for the user you want to associate with a company or sub-company.

Figure 7.1a: 'User management' screen



User management

Show entries

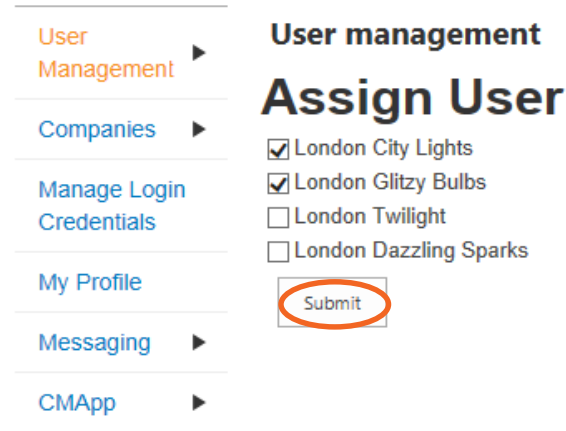
First name	Last name	User name	User type	Manage	Assign User
John	Smith	john.smith2	External Party User	Manage	Assign User
Sue	Smith	sue.smith	External Party User	Manage	Assign User

7. Assigning users to companies (2/2)



3. This will navigate to the 'Assign User' screen with a list of companies as illustrated in figure 7.1b below.
4. Select the companies for which the new EP user should be associated with and select 'Submit'.

Figure 7.1b:
'Assign User' screen



8. Managing passwords (1/2)

Once a user is active in the system, their password can then be changed.

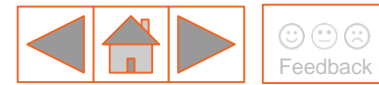
8.1 – Instructions

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’



8. Managing passwords (2/2)



3. This navigates to a form for changing your password as illustrated in figure 8.1b below.
4. To change your password, enter your 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.

Figure 8.1b:
Change your password
screen

User Management

Change your password

User name terry.approver

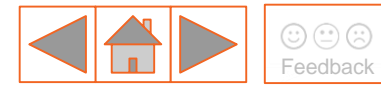
Current password

New password

Confirm password

Next >

9. Change of company name



Once your company is registered in the EMR DB Portal, you can change the name of the company by sending an email to the Delivery Body from the main admin.

- You must include the old company name with the NGRID number (NGRID-XXXX) and the new company name you want to change it to.
- The new company name must be registered on [Companies House](#).
- The company Director must be copied into the email who must also be active on Companies House.
- A 'Certificate of Incorporation on Change of Name' (see figure 9.1a) showing the name change must be attached to the email. Please make sure the company registration number on this document matches exactly with the company registration number on Companies House.

Once the Delivery Body receives the email, the system will be updated to reflect the new company name.



Figure 9.1a:
Certificate of
Incorporation on
Change of Name

10. Change of company address

Once you have registered your company, you are able to change the address details.

Note – only main admins can complete this step.

1. User should log in to the EMR DB Portal and navigate to ‘My EMR’.
2. Click on ‘Companies’ in the menu on the left-hand side (highlighted in figure 10.1a below).
3. Find the relevant company under ‘Company List’ and select ‘Edit’ (see figure 10.1b).
4. Amend the address details and then select ‘Submit’.

Figure 10.1a:
‘My EMR’
screen –
‘Companies’

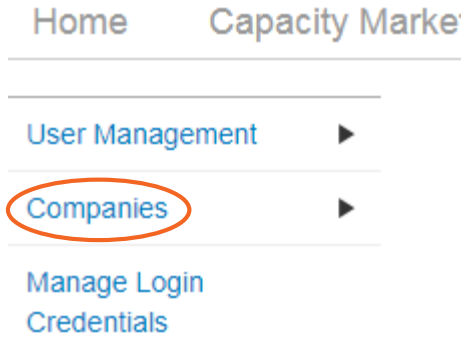
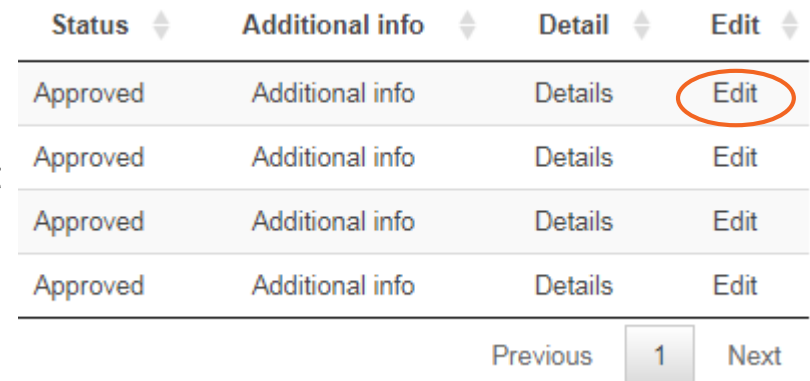


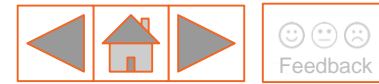
Figure 10.1b:
Company List



Status	Additional info	Detail	Edit
Approved	Additional info	Details	Edit
Approved	Additional info	Details	Edit
Approved	Additional info	Details	Edit
Approved	Additional info	Details	Edit

Navigation: Previous | 1 | Next

11. 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

Email: .box.emr.cfd@nationalgrid.com

9.2 – Capacity Market team

Telephone: 01926 655300 - Extension 2

Email: emr@nationalgrid.com



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Gallows Hill, Warwick, CV346DA

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