

CIRCULAR

TYPE & NUMBER EMR Circular 216

Date 29 June 2020

Purpose For information

Changes to EMRS Authorised Contacts now implemented

EMRS, on behalf of [Low Carbon Contracts Company](#) (LCCC) and [Electricity Settlements Company](#) (ESC) would like to inform **Capacity Providers, CFD Generators** and **Suppliers** that the changes to EMRS Authorised Contacts have been successfully implemented.

We initially contacted EMRS Authorised Contacts in early March 2020 to seek feedback on the proposed changes to the EMRS Authorised Contacts. Where possible we have made sure the changes are fit for purpose for EMR Parties whilst ensuring they support the implementation of our new Finance System. Further details of the confirmed changes are available in '[Changes to EMRS Authorised Contacts now implemented](#)'.

This circular also provides details of the changes made to EMRS Authorised Contacts.

What changes will be implemented to EMRS Authorised Contacts?

These are the following changes to the EMRS Authorised Contacts:

- Update the existing hierarchy to include **only**:
 - Company Emails
 - Primary Party Authority
 - Finance Authority
 - Operating Authority
 - Credit Cover Contact
 - User
 - Trading Contact (to be used in the event of a Stress Event or Mock Stress Event)
- The **removal** of:
 - Finance Contact
 - Aggregation Rule Contact
 - Meter Contact

[G4 – EMR Settlement Authorisations](#) has been updated to reflect these changes. We'd suggest you viewing the following:

- Table 1: Authorised roles and privileges available to a Party
- Table 4: Authorised roles available to a Party

Please note:

An EMRS Authorised Contact will only be able to **hold one role**.

We have identified a small number of EMRS Authorised Contacts currently holding both **Operating Authority** and **Credit Contact** roles will lose some privileges as it is our intention to map these contacts to **Operating Authority**. If this affects you and you wish to be mapped to **Credit Contact**, then please let us know.

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How will this impact EMR Parties with existing Authorised Contacts being removed?

Finance Contacts, Aggregation Rule Contacts and **Metering Contacts** will be changed to **Users**. This will provide those with the following privileges:

- Gain access to the EMR Portal
- Receive Aggregation Rule updates
- Receive information, including Late Payment Advice, Non-Payment Notice, Mutualisation Notice and Credit Default Notice.

For those who are **Metering Contacts**, we see no effect to Metering activities as you will still be able to interact with the EMRS Metering Team through metering@emrsettlement.co.uk and the ESO Portal.

Who now has access to the EMRS Portal?

Following these changes access to the [EMRS Portal](#) will be restricted to these Authorised Contacts:

- Primary Authority
- Finance Authority
- Operating Authority
- Users
- Company Email

How do you update your EMRS Authorised Contacts?

You can update your EMRS Authorised Contacts through the existing process in [WP31 – Amending EMR Party Details](#) available on the [EMRS website](#).

What associated documents have been updated?

The associated documents have been updated to reflect these changes. The following Working Practices and Guidance's documents are:

- WP21 - Supplier Registration and Form
- WP22 - Applicant & Capacity Provider Registration and Form
- WP24 - CFD Settlement Required Information
- WP31 - Amending EMR Party Details and Form
- G4 – EMR Settlement Authorisations
- G19 – EMRS Web Portal User Guide

These are available on the [Working Practice](#) and [Guidance](#) webpages on the [EMRS website](#).

Further information

If you have any questions about this circular, please email contact@emrsettlement.co.uk or call 020 7380 4333.