

# G25 – My EMRS

## Registration User Guide

### User Guide for Party Registration

Public

**Version:** 1.0  
**Date:** 1 June 2021



## Table of Contents

Change Amendment Record .....	3
1. Introduction .....	4
2. Purpose .....	4
3. Who is this document for?.....	4
4. Associated Documents.....	4
5. Completing a New Registration .....	5
<i>How do I access My EMRS?.....</i>	5
<i>What happens if my reference code has expired or lost?.....</i>	6
<i>What is the step-by-step registration process via My EMRS? .....</i>	6
<i>What happens after I have submitted my Registration?.....</i>	11
<i>What do I do if I receive a request to review and approve a new registration? .....</i>	12
<i>What is the next step once the details have been approved by an authorised contact??</i> .....	13
<i>What happens if EMRS reject my Registration Details? .....</i>	13
6. Amending my Registration details .....	13
<i>How can I update my Registration Details? .....</i>	13
<i>How can I update the Authorised Contacts?.....</i>	14
<i>Restricted amendments.....</i>	14
<i>What happens after the amendments have been submitted?.....</i>	14
<i>What happens if your amendments have been rejected? .....</i>	15
7. Frequently asked Questions .....	15
<i>How can I see all my Party Registration Details once approved? .....</i>	15
<i>Who can make amendments via My EMRS? .....</i>	16
<i>How do I generate a new password if I have forgotten it?.....</i>	16
<i>What happens if my email address is not recognised? .....</i>	16
Need more information? .....	16
Acronyms and Definitions.....	16

## Change Amendment Record

Version	Date	Description
V1.0	1 June 2021	First User Guide

## 1. Introduction

All electricity Suppliers, Capacity Providers and CfD Generators must provide registration details using My EMRS to support EMRS in operating the Settlement System, to calculate and process payments for both the Contracts for Difference (CfD) and Capacity Market (CM) schemes. EMRS carries out these functions on behalf of The Low Carbon Contracts Company (LCCC) and Electricity Settlements Company (ESC).

My EMRS provides a secure and simple way for EMR Parties to register and amend their registration details. It is the responsibility of EMR Parties to make amendments to their registration details when information changes. This guidance provides instructions on how to use My EMRS for both new and existing EMR participants.

The Low Carbon Contracts Company (LCCC) and Electricity Settlements Company (ESC) have access to all registration details held by EMRS to be able to communicate with Electricity Suppliers, Capacity Providers and CfD Generators as needed to facilitate both schemes. Further details are available in our Privacy Policy<sup>1</sup>.

## 2. Purpose

The purpose of this document is to answer the following questions:

- How do I provide my registration details using My EMRS?
- How do I amend my registration details?
- How do I see my Party registration details?
- How do I review all Authorised contacts?
- Who can make amendments via My EMRS?
- How do I generate a new password?
- What happens if my email address is not recognised?

## 3. Who is this document for?

This document is for all EMR Parties including Suppliers, Capacity Providers and CfD Generators.

## 4. Associated Documents

This document should be read in conjunction with:

- WP1 – Overview of EMR Settlement<sup>2</sup>
- WP21 - Supplier Registration
- WP22 - Applicant and Capacity Provider Registration

<sup>1</sup> <https://www.emrsettlement.co.uk/privacy-policy/>

<sup>2</sup> <https://www.emrsettlement.co.uk/publications/working-practices/>

- WP24 - CfD Settlement Required Information

## 5. Completing a New Registration

### How do I access My EMRS?

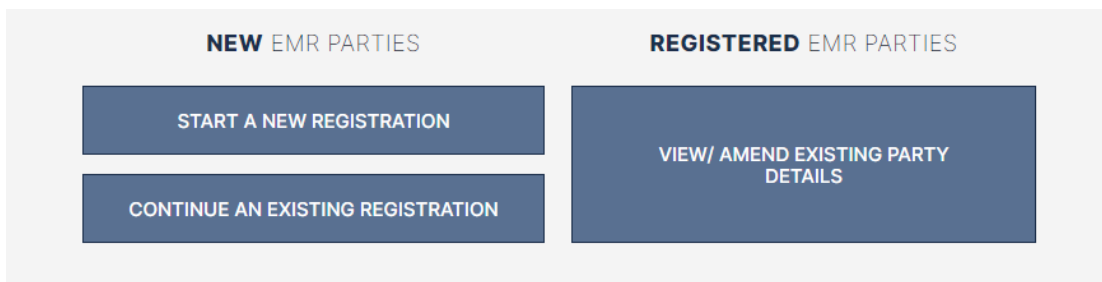
**Suppliers** and **CfD Generators** will be sent a welcome email by EMRS. This email will contain a link to My EMRS and a reference code to access the registration page. The link is only valid for 24 hours from receipt of the email. If you do not use the link within 24 hours, please contact the Service Desk<sup>3</sup>.

**Capacity Providers** are able to begin their registration once they have been awarded a Capacity agreement. Once you are ready to start your registration, please select My EMRS in the email, or navigate to <https://my.emrsettlement.co.uk> and select "Start a New Registration".

If you choose to begin your registration via the website, rather than using the link provided in the email, you will be presented with the following options:

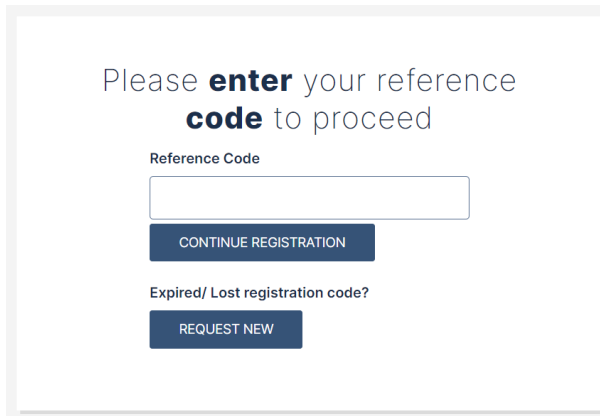
- **New EMR Parties**
  - **Start a New Registration** - Please select this option where you are a new Party and if you are a Capacity Provider only. Suppliers and CfD Generators will not be able to initiate a Registration without an EMRS reference code provided via a Welcome email.
  - **Continue an Existing Registration** – Please select this option where you have begun, but not yet completed your registration.
- **Registered EMR Parties**
  - **View/Amend Existing Party Details** – Please select this option if you are already an EMR Party and have completed your registration, but need to amend particular details.

As illustrated on the below screen:



Once you have accessed the registration page, you will need to enter your reference code to proceed as provided in your EMRS Welcome email:

<sup>3</sup> [contact@emrsettlement.co.uk](mailto:contact@emrsettlement.co.uk)



Please **enter** your reference **code** to proceed

Reference Code

CONTINUE REGISTRATION

Expired/ Lost registration code?

REQUEST NEW

As you progress through the registration process, you will be able to see which section you are currently at, via the progress bar at the top of the page; you will be able to navigate through these sections at any time to review or amend any details.

### **What happens if my reference code has expired or lost?**

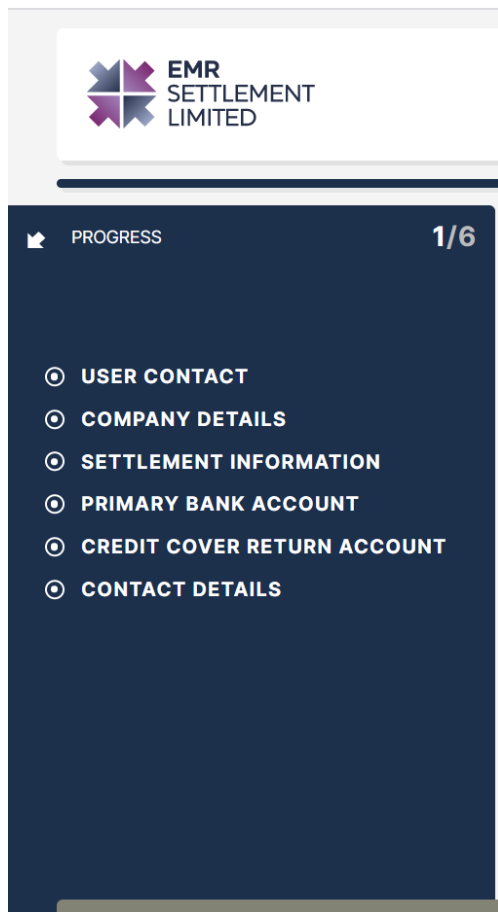
If the reference code has expired or been lost, you can request a new reference code by selecting "Request New" (this screen is illustrated above). You will need to enter your email address that your Welcome email was sent to and a new reference code will be sent to your email address.

### **What is the step-by-step registration process via My EMRS?**

This section steps through the initial registration process using My EMRS. We would like to highlight there are some slight differences in terms of registration information for the different roles, e.g. Supplier, Capacity Provider and CfD Generator.

1. User Contact Details
2. Company Details
  - a. Contract Information (CfD Generators only)
3. Settlement Information
4. Primary Bank Account
  - a. Credit Cover Return Account (For Capacity Providers and Suppliers only)
5. Contact Details (we require a minimum of two Authorised Contacts).
6. Summary Reference
7. Confirmation and End of the process

As you go through your registration process you will be able to see which section you are at in the following progress bar on the left hand side of your screen:



### **User Contact Details**

The first section requires the person submitting the registration details to provide their own contact details. This includes:

- First name
- Last name
- Telephone number
- Email address

### **Company Details**

This section requires verification of company details. In the scenario where the new EMR Party receives a Welcome Email, the following details are entered by EMRS to start the registration process and you are required to validate the information provided. This includes:

- Company name
- Company registration number
- Address
- Locality
- Country

## CfD Generator Contract Details

Only CfD Generators will be able to review and amend this section and view the following details:

- EMR Party ID: [if one has not already been provided please enter a suggested ID. Where you are a registered BSC Party<sup>4</sup>, the EMR Party ID should be your BSC Party ID.
- Project Name: [Pre-populated for you by EMRS]
- CfD ID: as per your contract details
- CfD Contract Signature Date: as per your contract details [Pre-populated for you by EMRS]

**Note:** The items are pre-populated for you by EMRS and must be reviewed. These are not amendable by CFD Generators therefore if they contain incorrect details, please contact EMRS to discuss.

## Settlement Information

The next section requires the confirmation of the following settlement information:

- Primary Company Email
- Telephone Number
- Channel for Backing Data (currently Email or via the Data Transfer Service<sup>5</sup> (DTS))

Below explains some further details of the items mentioned above.

### Primary Company Email

You are able to add up to six email addresses as Primary Company Email. The email addresses specified will receive all email communications, including invoices, backing data, notices, responses to queries and late payment advices, notifications for metered data submissions.

To add email address start typing the email address, when you have finished typing the email address, either select "Create [email address typed]" or press enter on the keyboard to add the email address to the list. This is illustrated as follows:

### Channel for Backing Data (currently email or DTN)

If DTN is selected as the 'Channel for Backing Data', please include your Market Participant ID (MPID).

### Primary Bank Account

All companies registering will be requested to enter their company's financial information:

- Account Number
- Sort Code
- Bank Name

<sup>4</sup> BSC Parties are listed on this webpage: <https://www.elexon.co.uk/bsc-and-codes/bsc-signatories-qualified-persons/>

<sup>5</sup> <https://www.electralink.co.uk/dts/>



- Bank Account Name

**EMRS will not be able to make payments to an EMR party until bank details have been provided.**

### **Credit Cover Return Account**

Only **Suppliers** and **Capacity Providers** have the ability to provide Credit Cover return account details for funds to be released into a nominated bank account. To add these details, please enter the following financial information:

- Account Number
- Sort Code
- Bank Name
- Bank Account Name

If the account you wish to nominate is different, Suppliers and Capacity Providers have the option to provide either a UK Bank Account or an International Bank Account.

### **UK Bank Account**

- Account Number
- Sort Code
- Bank Name
- Bank Account Name

### **International Bank Account**

If you wish to add an International Bank Account please tick the box on the screen.

Is this an international bank account?

If selected, you will need to populate the following fields:

- IBAN
- SWIFT/BIC

### **Contact Details**

In addition to your contact details, we also request you provide a number of Authorised Contacts who will have different levels of privileges. You will need to confirm the following details against each Authorised Contact:

- First name
- Last name
- Telephone
- Email

- Party Authorisation Role

You are requested, that each Authorised Contact is assigned a 'Party Authorisation Role'. [G4 - EMR Settlement Authorisations](#) provides details on the various roles, though here are the options available:

- Primary Party Authority (a minimum of one contact required)
- Finance Authority (a minimum of two contacts required)
- Operating Authority (optional)
- Credit Contact (optional)
- User (optional)
- Trading Contact (optional)

As a minimum, we recommend each EMR Party has **one Primary Party Authority** and at **least two Finance Authorities**. An **individual** will only be able to **hold one authorised role**.

To complete your registration, we will send a request for approval of your registration to your nominated **Primary Party Authority** and **Finance Authorities**;

**Approval from one of these Authorised Contacts: Primary Party Authority and Finance Authority will be required to complete your registration.**

The Authorised Contacts entered will receive an email invitation to create login details for My EMRS once the registration process has been successfully approved.

### **What happens if I need to complete some of my registration details later?**

You are able to save your progress on My EMRS at any time. The "Save and Log Out" button is positioned on the top right corner of the screen.

To come back to an existing, part-completed registration, you will need to go to the main page and select "Continue an Existing Registration".

### **Registration Summary**

Once you have completed entering your registration details, a 'Summary Registration' will display. This provides an opportunity to verify the information provided.

**SUMMARY REGISTRATION**

BEFORE SENDING ALL THE INFORMATION, MAKE SURE IT IS ALL CORRECT.

USER CONTACT:	
First Name	Not answered
Last Name	Not answered
Telephone	Not answered
Email	monika@xanda.net

COMPANY:	
Name	SYSEXCEL TECH LTD
Registration	12369201
Address Line 1	Belmont Street
Address Line 2	Heaton Norris
Locality	Stockport
Country	United Kingdom
Postcode	SK4 1LX
Emails	monika@xanda.net,b@b.net,c@c.net,d@d.net,f@f.net,z@z.net
BSC ID or EMR Party ID	Not answered

1/5

[CONTINUE](#)

Once all sections are reviewed and any further amendments made, you can proceed to submit your registration form.

Upon selecting the "Continue" button, any missing or invalid entries will be shown. Your registration will not proceed until these entries are added or amended as needed:

**Are you sure you want to submit this registration?**

[BACK](#) [CONTINUE](#)

You have now successfully completed your registration and you will receive an email immediately to confirm submission of your registration:

**REGISTRATION SENT SUCCESSFULLY.**

Your submitted party authority contacts have been emailed to review the registration and continue the registration process.  
Email status updates will be sent to you during the registration process.

[EMAIL EXAMPLE](#)

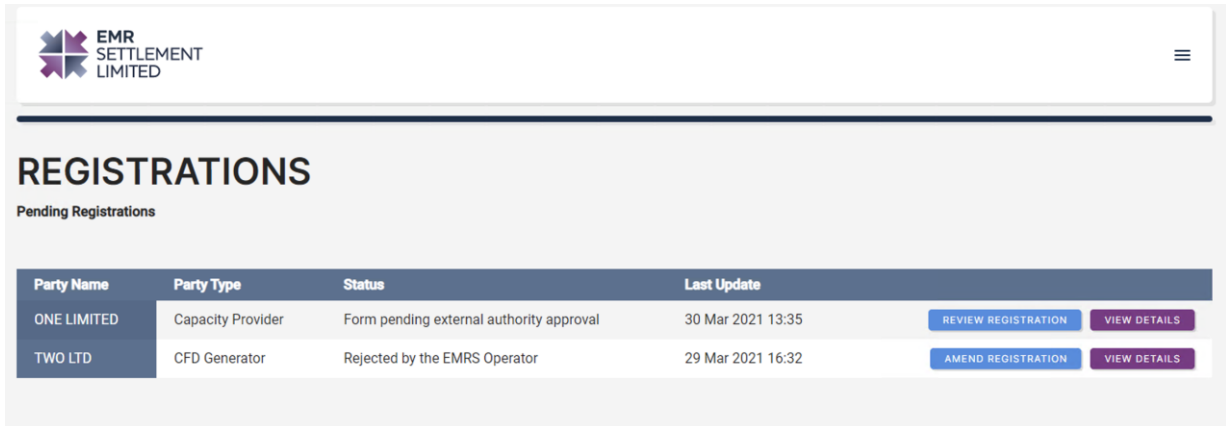
**What happens after I have submitted my Registration?**

Once you have completed your registration and submitted your details, your Primary Party Authority and Finance Authorities will receive an email asking them to review and approve your registration. Once we have received their approval, we will review your registration and provide final approval or rejection via email.

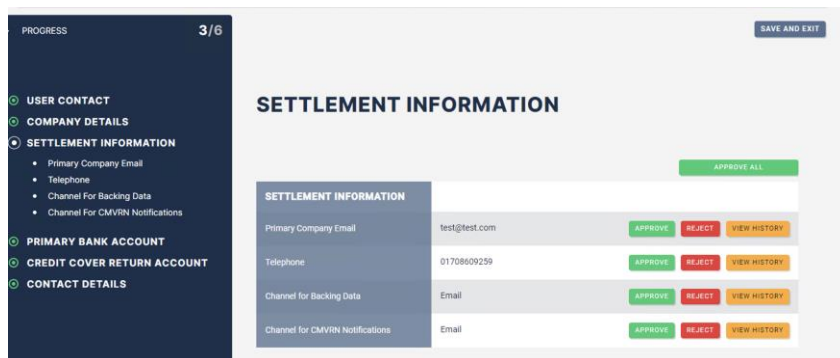
## What do I do if I receive a request to review and approve a new registration?

If you have been sent a request to review and approve a new registration for a newly registered EMR Party, you will be sent a 'Welcome Email'. In the email it will contain a link to My EMRS, upon selecting this link, you will be asked to create a password. Once you have created a password you will automatically have access to the registration details you have been nominated to approve.

By selecting 'Review Registration', you will be taken to your Party Registration Details summary page, where you will be able to review all details provided by your party registration contact.



Each entry will require your Approval or Rejection. You will also be able to review any historical data by selecting "VIEW HISTORY". Data in this section will only appear if previous data has been approved.



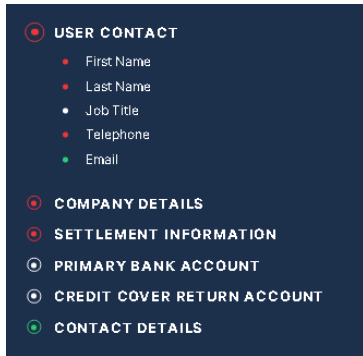
If you have incorrectly rejected or approved information you can select 'reset' which will allow you to reselect the correct option. Once you have reviewed each entry, please select 'submit'. If you approve all data entries, you will see a prompt to ask you to cancel or confirm the approval of the registration.

## What happens if my Authorised Contact rejects the Registration Details?

If any registration details are rejected, you will see a prompt asking you to confirm you would like to notify the user contact to update the rejected registration details. The user contact will receive an email containing a new reference code to access the registration and make the required updates.

## How do I amend information following a rejection by my Authorised Contact?

Sections with missing or invalid data will be shown in a summary:



To amend or correct any missing or invalid fields select the sections highlighted in Red, this will take you to the related page and allow you to amend or add information as needed. Once the updates have been made and submitted, an Authorised Contact will be asked to review and approve or reject again.

## What is the next step once the details have been approved by an authorised contact??

Once all details have been reviewed and approved by an Authorised Contact, EMRS will review your registration. EMRS will confirm if your registration has been approved or rejected by email to the contact completing the registration, thereafter Welcome emails will be sent to all nominated users to create an account and password.

## What happens if EMRS reject my Registration Details?

If your registration has been rejected by EMRS you will be notified via email with details of why your registration has been rejected, and EMRS will ask for additional data or request details provided on the registration are corrected. You will be asked to login to My EMRS and amend any details required.

## 6. Amending my Registration details

### How can I update my Registration Details?

Upon entering any amendments to registration details, you can then submit these by selecting 'Submit' on the final page and a prompt will appear detailing the amended fields to be submitted. If any of the data is not valid a prompt will appear detailing which fields have not been correctly completed; you will need to go back and enter the correct information.

Any amendments made on My EMRS will require validation and approval EMRS checking that:

- Details are correctly completed
- Requested amendments are accurate and reliable for settlement purposes

### How can I update the Authorised Contacts?

Authorised Contacts can be amended by selecting 'View/Amend Existing Party Details' and head to the Contact Details section. Authorised Contacts can be removed, updated and added as shown below:

FIRST NAME	LAST NAME	TELEPHONE	EMAIL	ROLE	
Harry	Juggins	01708609259	harry.juggins@gmail.com	Primary Party Authority	REMOVE
Harry New	Juggins	01708609259	hrjuggins@gmail.com	Finance Authority	REMOVE
Harry New	Juggins	01708609259	harry+1@xanda.net	Finance Authority	REMOVE

ADD (button)

RESET (button)

### Restricted amendments

- **CfD Generators:** Your Company Name, Company Number, CfD ID, Project Name and Address are maintained by LCCC as part of the contract and requests to amend this information should be made to them.
- **Suppliers:** Company Name and Company Number changes are validated against the information held by Ofgem<sup>6</sup>.
- **Capacity Providers:** Company Name is validated against the information held by the EMR Delivery Body<sup>7</sup>.

Bank Account Details: amendments to bank information will need to be verified and EMRS will contact a relevant authority (either a Primary Party Authority or a Finance Authority) to verbally confirm bank details.

### What happens after the amendments have been submitted?

After an Authorised Contact has reviewed and approved the details, EMRS will review your updated registration details and confirm if your updates have been approved or rejected by email.

<sup>6</sup> <https://www.ofgem.gov.uk/publications-and-updates/list-all-electricity-licensees-including-suppliers>

<sup>7</sup> <https://www.emrdeliverybody.com/CM/Registers.aspx>

## What happens if your amendments have been rejected?

If your updated registration details have been rejected you will be notified by email, with details of why your registration has been rejected and EMRS may ask for additional information or request details provided on My EMRS are corrected. When you login to My EMRS, you will see the registration’s status has been updated to reflect that it has been rejected.

Once you select on “Amend Registration” you will be able to see the rejected fields which will be highlighted in the progress menu and the field itself will also contain the rejection reason, if provided.

## 7. Frequently asked Questions

There are a number of frequently asked questions below, which provide information on how to use My EMRS and how to find additional information.

### How can I see all my Party Registration Details once approved?

Once you have completed your registration, your company details and authorised contacts can be amended or added to at any time. You will be able to view all the EMR Parties you are associated with upon logging in to your account:

Party Name	Party Type	Status	Last Update	Actions
OCTOPUS ENERGY LIMITED	Capacity Provider	Form pending external authority approval	23 Mar 2021 09:29	REVIEW REGISTRATION VIEW DETAILS
XANDA LIMITED	CFD Generator	Form pending external authority approval	23 Mar 2021 13:38	VIEW DETAILS
SWE CONSTRUCTION LIMITED	CFD Generator	Form pending external authority approval	24 Mar 2021 15:19	REVIEW REGISTRATION VIEW DETAILS
CON LIMITED	Capacity Provider	Form in draft	25 Mar 2021 08:51	
SWET LTD	Capacity Provider	Form pending external authority approval	26 Mar 2021 14:22	REVIEW REGISTRATION VIEW DETAILS
SWETALY LTD	Capacity Provider	Approved by external authority	26 Mar 2021 15:10	VIEW DETAILS

You will be able to select each EMR Party by selecting ‘View Details’.

If you are a Primary Party Authority or Finance Authority and have received an email to review your registration details, please select ‘Review Registration’.

## **Who can make amendments via My EMRS?**

Primary Party Authority, Finance Authority and Operating Authority can make amendments. The Trading Contact can amend the channel for CMVRN notifications preference. The same privileges still apply to what each authority can amend and this is confirmed within G4 – EMR Settlement Authorisations in Appendix 2.

## **How do I generate a new password if I have forgotten it?**

You can generate a password at any time by clicking on Forgot password?. An email is generated containing a reset password link and upon receipt click on the link to reset your password.

## **What happens if my email address is not recognised?**

If your email address is not recognised, please check that the email address you have entered is the same as the email address on the welcome email sent to you by EMRS, alternatively you will need to contact the Service Desk for assistance.

## **Need more information?**

If you would like any additional information or support with My EMRS, please email us at [contact@emrsettlement.co.uk](mailto:contact@emrsettlement.co.uk) or call us on 020 7380 4333.

## **Acronyms and Definitions**

A list of acronyms and definitions can be found in the '[Acronyms and Definitions](#)' document on our website<sup>8</sup>

<sup>8</sup> Acronyms and Definition available on the EMRS website: <https://emrsettlement.co.uk/publications/>



