



NAESB EIR POWERED BY OATI WEBREGISTRY QUICK START GUIDE v1.1

OPEN ACCESS TECHNOLOGY INTERNATIONAL, INC.

NOVEMBER 2018

PROPRIETARY AND CONFIDENTIAL

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Table of Contents

1.	Introduction			
2.	Entity Registration			
	2.1	Application for Registration	5	
	2.2	Initial Registration	7	

1. Introduction

The Electric Industry Registry (EIR) serves as the central repository for information required to support commercial, scheduling, and transmission management operations in North America. The North American Energy Standards Board (NAESB) provided the requirements for the EIR. Open Access Technology International, Inc. (OATI) developed and hosts the webRegistry system to perform NAESB EIR functions. webRegistry is a web-based system that allows industry participants to register and maintain their company information used by industry participants in business operations. In addition, companies can register new data and modify existing data that are used in transmission and scheduling procedures.

This Quick Start Guide describes how to complete the registration process in webRegistry. Additional guides on use of the system are available once registration is complete.

2. Entity Registration

Companies will need to register their Entity in webRegistry. A registering party will need to select an entity code. An entity code is a three or four letter unique identifier to identify a company in the registry. It will be beneficial to have certain information readily available when registering: the company's DUNS number and 24-hour contact information including phone number and email address. In addition, registering parties will need to know the role (e.g., PSE, BA, TSP) they want to register. Users will then need to select a separate three to six letter identifier for the particular role to form a code role pair. Entities may register multiple code roles in webRegistry. Quick Start guides are available for role-specific registration.

2.1 Application for Registration

The first step in the registration process is filling out the application to register. When someone first visits webRegistry, they will view two links: "Registered user? Click here to login" and "Not a registered user? Click here to apply."



Electric Industry Registry

Registered user? Click here to login.

Not a registered user? Click here to apply.

Note: If you already have a digital certificate you will not need to obtain an additional digital certificate in order to access the NAESB EIR system.



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Registered Users can click on the first link and log into the system. Non-registered users can click on the second link and fill out the Application for Registration. The Application for Registration includes limited information about the Entity and Applicant User.



Electric Industry Registry

	Applicat	tion for Registration	
Zip Code*	Rease select a state or province V	Applicant Details First Name* Middle Initial Last Name* Title Email* Phone* User Name*	Manager Details First Name* Niddle Initial Last Name* Title Email* PRone*
Applicant's Purpose Please enter y Terms and Conditio	our reason for applying and any	y additional notes.	* = required field
scoeptance by NAISS EIR serv the organization	is document before you continue thecking the "I scoopt the term less or scoessing or using any on that you, the user, and any erms and conditions stated above.	of the Content symilab	i above" checkbox. By using the Cle within NAISE EIR, you, and

In order to complete the registration process in the NAESB EIR, you will need to obtain a digital certificate from one of the following NAESB Authorized Certificate Authorities:

GMO GlobalSign Inc. - http://www.globalsign.com/digital-certificates-for-naesb/
OATI webCARES Certificate Authority - https://www.ssl.com/repository/
SSL.com - https://www.ssl.com/repository/

Note: If you already have a digital certificate you will not need to obtain an additional digital certificate in order to access the NAESB EIR.

If you have technical questions on the NAESB EIR application service, please contact the system administrator OATI at support@oati.net or 763-201-2020.

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A digital certificate from a NAESB approved Certificate Authority (CA) is required to access the Application for Registration. If you do not have a certificate, you can reserve an entity code for 30 days. This will allow users to then obtain a certificate from an approved CA.



Electric Industry Registry

Entit	y Code Reservation
Entity Code	
Entity Name	
Email Address	
	Submit Reservation

In order to complete the registration process in the NAESB EIR, you will need to obtain a digital certificate from one of the following NAESB Authorized Certificate Authorities:

GMO GlobalSign Inc.

http://www.globalsign.com/digital-certificates-for-naesb/

OATI webCARES Certificate Authority - http://www.oaticerts.com/repository/ SSL.com

- https://www.ssl.com

Note: If you already have a digital certificate you will not need to obtain an additional digital certificate in order to access the NAESB EIR.

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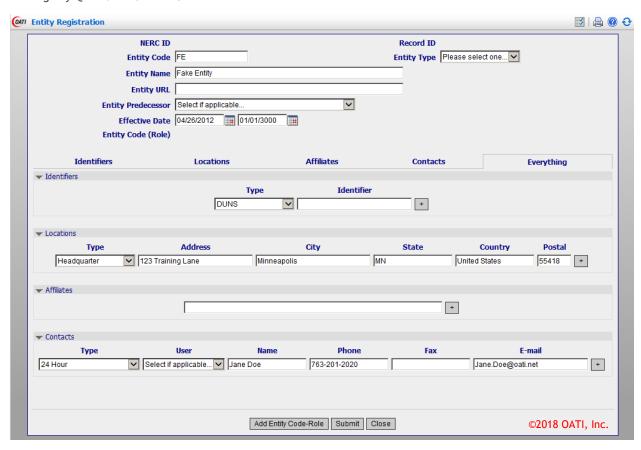
A digital certificate can be linked to only one user account.

2.2 Initial Registration

When the Application for Registration is approved, the user will receive two emails containing their user credentials. The username will be the same as the username entered on the Application for Registration. The user will be an "Applicant User" and will have limited access to webRegistry.

The Applicant User can log into webRegistry with their login credentials and start filling out the Initial Registration. Initial Registration includes filling out the Entity Registration page and the Entity Code-Role page.

The Entity Registration page will include some of the information entered in the Application for Registration. The Applicant User should complete the Entity Registration page and create one Entity Code-Role. Click on the "Add Entity Code-Role" button to create the Code-Role. Initial Registration is completed only when both the Entity Registration and Entity Code-Role Registration have been submitted for review. (Please Note: Both forms must be entered/submitted individually).



The Entity Code-Role Entry page is where the user enters their first Code-Role. Additional Code-Roles can be entered after the initial registration has been approved.