



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

**OPEN ACCESS TECHNOLOGY INTERNATIONAL, INC.**

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**PROPRIETARY AND CONFIDENTIAL**

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## 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

**Application for Registration**

Entity Details	Applicant Details	Manager Details
Long Name*	First Name*	First Name*
Entity Code*	Middle Initial	Middle Initial
Address 1*	Last Name*	Last Name*
Address 2	Title	Title
City*	Email*	Email*
State/Province* <small>Please select a state or province...</small>	Phone*	Phone*
Zip Code*	User Name*	
Country* <small>Please select a country...</small>		

**Applicant's Purpose** \* = required field  
Please enter your reason for applying and any additional notes.

**Terms and Conditions**  
Please read this document before you continue in NAESB EIR powered by webRegistry. Indicate acceptance by checking the "I accept the terms and conditions stated above" checkbox. By using the NAESB EIR services or accessing or using any of the Content available within NAESB EIR, you, and the organization that you, the user, and any company or business you are representing.

I accept the terms and conditions stated above. [Print Terms and Conditions](#)

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.

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

Entity Code Reservation

Entity Code

Entity Name

Email Address

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.	- <a href="http://www.globalsign.com/digital-certificates-for-naesb/">http://www.globalsign.com/digital-certificates-for-naesb/</a>
OATI webCARES Certificate Authority	- <a href="http://www.oaticerts.com/repository/">http://www.oaticerts.com/repository/</a>
SSL.com	- <a href="https://www.ssl.com">https://www.ssl.com</a>

**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).

NERC ID  
Entity Code: FE

Record ID  
Entity Type: Please select one...

Entity Name: Fake Entity

Entity URL:

Entity Predecessor: Select if applicable...

Effective Date: 04/26/2012 to 01/01/3000

Entity Code (Role)

Identifiers    Locations    Affiliates    Contacts    Everything

Identifiers

Type	Identifier
DUNS	

Locations

Type	Address	City	State	Country	Postal
Headquarter	123 Training Lane	Minneapolis	MN	United States	55418

Affiliates

Type	User	Name	Phone	Fax	E-mail
24 Hour	Select if applicable...	Jane Doe	763-201-2020		Jane.Doe@oati.net

Buttons: Add Entity Code-Role, Submit, Close

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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.