

CIRCULAR

TYPE & NUMBER EMR Circular 231

Date 20 May 2021

Purpose For information

Launch of My EMRS is coming soon!

EMRS, on behalf of [Low Carbon Contracts Company](#) (LCCC) and [Electricity Settlements Company](#) (ESC) are excited to announce the launch of My EMRS on 1 June 2021.

This is a new digital solution for Capacity Providers, CfD Generator and electricity Suppliers to register and maintain their registration details. Moving these processes to a digitalised platform provides numerous benefits, such as a paperless registration process, reduction of manual processes and provides a real-time view of registration details.

We have produced a short video to show you My EMRS and highlight some of the key features in advance of the launch. You can preview this video on our new ['About My EMRS'](#) webpage.

This circular details the following:

- What is the last day EMRS will accept Registration and Amendment forms?
- When and who will be given access to My EMRS?
- Which Working Practices focus on the registration and amendment processes?
- Where can I locate further information?

What is the last day EMRS will accept Registration and Amendment forms?

EMRS will accept Registration and Amendment forms up until **24 May 2021**. This is to ensure these are processed before migrating all existing EMR Party Registration details. Any forms received after this date will be rejected unless deemed urgent for payment of invoices or credit notes.

When and who will be given access to My EMRS?

Authorised Contacts, during **1 June 2021 to 11 June 2021** will receive a **'Welcome to My EMRS'** email. This email will provide you with a unique link to register and once registered, you will be able to access your registration details by clicking on **'View/Amend Existing Party Details'**.

Authorised Contacts, which includes Primary Party Authority, Finance Authority, Operating Authority and Trading Contacts, will be able to access My EMRS. Please note the Credit Cover contact and User role contact will not have access.

Which Working Practices focus on the registration and amendment processes?

These are the Working Practices, focused on the registration and amendment processes, which will now be covered My EMRS:

- [WP21 – Supplier Registration](#)
- [WP22 – Applicant and Capacity Provider Registration](#)
- [WP24 – CfD Settlement Required Information](#)
- [WP31 – Amending EMR Party Details](#)

Note, **WP31 – Amending EMR Party Details** will become obsolete from 1 June 2021 as the amendment processes will be amalgamated into the registration Working Practices.

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Where can I locate further information?

You can locate further information and useful FAQs on our new '[About My EMRS](#)' webpage.

Next steps

Here is the summary of the key dates mentioned within this circular.

Date	Activity
24 May 2021	Last day EMRS will accept Registration and Amendment forms
1 June 2021	My EMRS go live
1 June – 11 June 2021	Authorised Contacts will receive a ' Welcome to My EMRS ' email to register

Further information

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