G25 – My EMRS User Guide

A user guide for Capacity Providers, CfD Generators and electricity Suppliers

Public

Table of Contents

Change Amendment Record

Version	Date	Description
1.0	1 June 2021	First User Guide
2.0	14 September 2022	Updates for the consolidation of My EMRS and the EMR Settlement Portal
3.0	30 June 2023	Final changes for Nuclear RAB
4.0	10 October 2023	Update to Authorised contact permissions
5.0	3 January 2024	Housekeeping changes and Annual Review

1. Introduction

All electricity Suppliers, Capacity Providers and CfD Generators must provide registration details using My EMRS. EMRS operates the Settlement Systems on behalf of the Low Carbon Contracts Company Ltd (LCCC) and Electricity Settlements Company Ltd (ESC) and so requires registration data to carry out its functions in calculating and processing payments for the Contracts for Difference (CfD), Nuclear Regulated Asset Base (RAB) and Capacity Market (CM) schemes.

My EMRS provides a safe and secure environment for participants to easily download, save and print their settlement files. My EMRS holds all issued settlement files produced after April 2020. It is updated on a daily basis to include the latest files.

My EMRS provides a simple way to:

- Register and amend registration details;

- Access Party data (including invoices, credit notes, notices, credit cover reports, backing data and metered data); and

- Submit and monitor Capacity Market Volume Reallocation Notifications (CMVRNs).

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.

LCCC and 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 all schemes. Further details are available in our Privacy Policy.

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 view my Party/organisation registration details?
- How do I review all Authorised Contacts?
- How do I access my organisation/party's data?
- How do I submit CMVRNs?
- How do I generate a new password?
- What happens if my email address is not recognised?

3. Whom is this document for?

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

4. Associated Documents

This document should be read in conjunction with:

- [WP1 – Overview of EMR Settlement](#)
- [WP21 - Supplier Registration](#)
- [WP22 - Applicant and Capacity Provider Registration](#)
- [WP24 - CfD Settlement Required Information](#)
- [G4 - EMR Settlement Authorisations](#)

5. Account Management

How do I access My EMRS for a new company?

Suppliers and **CfD Generators** will be sent a welcome email by EMRS requesting you to set up a Registration User.

Capacity Providers are able to begin their registration once they have been awarded a Capacity agreement. Either follow the link in the email or navigate to https://my.emrsettlement.co.uk.

Before you can begin the registration process, you will need to create a 'Registration User' account. This is the account that will be the primary point of contact throughout the registration process.

If you are not able to complete the registration process in one go, your progress will be saved in the Registration User's account for you to come back to.

How do I add additional accounts?

My EMRS is only available to Authorised Contacts. These are initially created by the Registration User as part of the registration process. Once a Party is registered, My EMRS Users can be added or removed under the Party Details tab in the left hand menu. See G4 - EMR Settlement Authorisations for details of Authorised Roles.

When you add a new Authorised Contact to an existing Party/organisation, they will be sent an email with a link to set up their My EMRS account.

Note: It is not possible to amend the details of Authorised Contacts. If you need to change a name or email address, you need to delete the old user and create a new one with the amended details.

What happens if the Registration User leaves my company?

If the Registration User leaves your company before they have completed the registration process, you can contact the Service Desk to request that the Registration User details be changed. To facilitate this, EMRS may verify the new Registration User with data held by Ofgem, LCCC, ESC or the EMR Delivery Body.

6. What information do I need to provide to register in My EMRS?

This section provides a high-level overview of the keys steps in the registration process and the information you will be required to provide. There are some slight differences in registration information for the different roles.

1. Company Details   All organisations
   a. Contract Information   CfD Generators only
2. Settlement Information   All organisations
3. Primary Bank Account   All organisations
   a. Credit Cover Return Account   Capacity Providers and Suppliers only
4. Contact Details   All organisations
5. Summary Reference   All organisations

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 the screen.

Company Details

EMRS requires some company details. If the registration has been initiated by EMRS and you receive a Welcome Email, these details will be pre populated; you are required to validate the information provided. This includes:

- Company name;

- Company registration number;

- Address;

- Locality;

- Country; and

- EMR Party ID: [if one has not already been provided, please enter a suggested ID. Where you are a registered BSC Party[1], the EMR Party ID should be your BSC Party ID.

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[1] BSC Parties are listed on this webpage: https://www.elexon.co.uk/about/elexon-key-contacts/bsc-signatories-qualified-persons/

CfD Generator Contract Details

CfD Generators will need to review and amend following details:

- 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: These 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.

Settlement Information

EMRS requires the following settlement information:

- **Primary company email** – You can add up to six primary email addresses. These addresses will receive all email communications including invoices, backing data, notices, responses to late payment advices and metered data submission notifications.

- **Telephone number**

- **Channel for backing data** (Email or Data Transfer Network (DTN)) – If you choose to use the DTN, please also include your Market Participant ID (MPID).

Primary Bank Account

All companies are required to enter their company's financial information:

- Account number

- Sort code

- Bank name

- Bank account name

Note: 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 Credit Cover. EMRS requires bank account details for funds to be released into when Credit Cover is returned. You can 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 select the box for an International Bank Account, you will need to populate the following fields:

- IBAN
- SWIFT/BIC

Contact Details

In addition to your contact details, EMRS also requires a number of Authorised Contacts who will have different levels of privilege. You will need to confirm the following details against each Authorised Contact:

- First name
- Last name
- Telephone
- Email
- Party Authorisation Role

Details of Authorisation Roles can be found in G4 - EMR Settlement Authorisations.

Each organisation must provide at least three contacts in the roles of Primary Party Authority or Finance Authority, at least one of which must be a Primary Party Authority. **An individual will only be able to hold one authorised role**.

Approval from a Primary Party Authority or 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 during a registration. The 'Save and Exit' button is positioned at the bottom of the left hand pane.

To come back to a partially complete registration, you will need search for the company under 'Party Registrations' on the main dashboard and select 'Complete Registration' from the 'Actions' drop down.
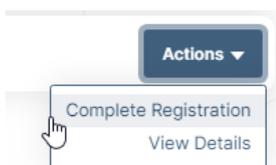
Registration Summary

Once you have completed entering your registration details, you will have the opportunity to verify the information provided on a summary page.
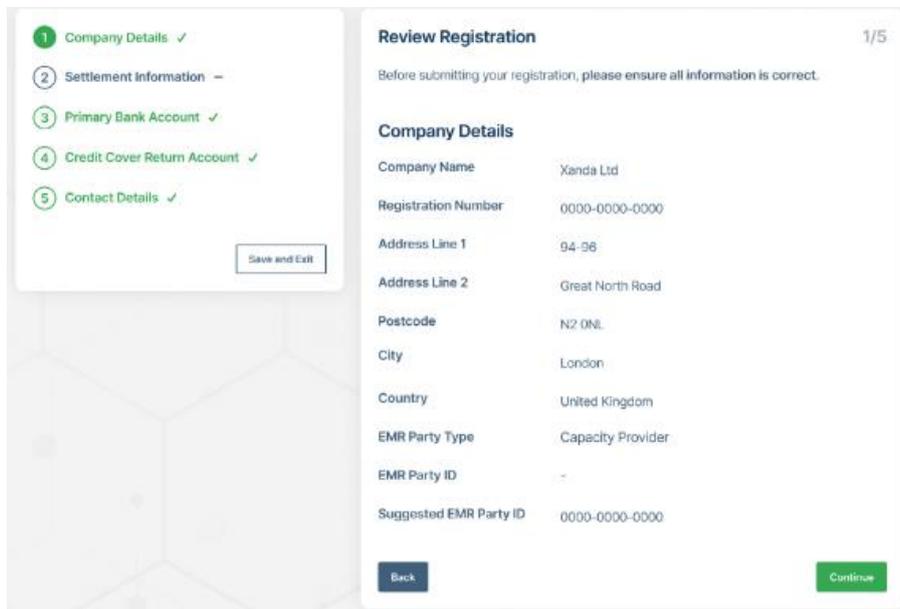
You will be prompted to complete any flagged missing or invalid entries before submitting your registration.

When you have completed your registration, you will receive an email to confirm submission.

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 organisation, you will be sent a 'Welcome Email'. In the email it will contain a link to My EMRS, upon opening 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.

Party Name ‡	Party Type ‡	Status ‡	Last Updated ‡	
Waaree	CfD Generator	In Draft	25 Dec 19, 00:00	Actions ▾
Havells	Capacity Provider	Approved (External)	01 Jul 2021, 15:00	Actions ▾
Apple	Electricity Supplier	Pending Approval (External)	30 Mar 2022, 08:03	Actions ▾

Each entry will require your Approval or Rejection. You will also be able to review any historical data by selecting 'History'.

To approve or reject details, select the appropriate option for each field. When you are satisfied, click submit to save the approvals.

What happens if my Authorised Contact rejects the Registration Details?

If any registration details are rejected, the Registration User will receive an email containing a rejection reason and be required to make the relevant updates.

Missing or invalid fields will be highlighted in red. Once the updates have been made and submitted, an Authorised Contact will be asked to review and approve or reject again.

What happens once the details have been approved?

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 Registration User. Welcome emails will then be sent to all nominated users to create an account.

What happens if EMRS rejects my Registration Details?

If your registration is rejected by EMRS, you will be notified via email with details of why your registration has been rejected, EMRS may ask for additional data or request that details provided on the registration are corrected.

7. Amending my Registration Details

How can I update my Registration details?

Primary Party Authority, Finance Authority, Operating Authority and Trading Contacts can amend registration details at any time. If any amendments are invalid, 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 approval and validation by an Authoirsed Contact listed on the company's account and EMRS to ensure settlements are based on accurate and valid data, checking that:

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

Restricted amendments

- **CfD Generators**: 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[2].
- **Capacity Providers**: company came is validated against the information held by the EMR Delivery Body[3].

To verify amendments to banking information, EMRS will contact another relevant authority (either a Primary Party Authority or a Finance Authority) to 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.

What happens if your amendments have been rejected?

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

Select 'Amend Registration' to see the highlighted rejected fields in the progress menu. The fields will also contain the rejection reason, if provided.

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[2] https://www.ofgem.gov.uk/publications/list-all-electricity-licensees-including-suppliers
[3] https://www.emrdeliverybody.com/CM/Registers.aspx

8. Organisation Data

Who can access Organisation Data?

All Authorised Contacts for organisations (apart from Trading Contacts) can access their settlement data on My EMRS. Capacity Providers can also access their daily metered data report.

How do I access my settlement files?

My EMRS holds all issued settlement files produced since April 2020. (i.e., invoices, credit notes, notices, Credit Cover reports and backing data). It is updated on a daily basis with the latest files. If you require access to files issued before April 2020, please contact the Service Desk.

To access your settlement files, select the relevant party type under 'Party Data' in the side menu.

There are two different views – calendar and filter – which allow you to search for files in different ways. You can switch between the views using the tab at the top of the filter box.

In calendar view, the days that have available data are highlighted in the calendar. You can select to view files for a specified date.

In filter view, you can select a range of dates to search for available files.

In both views, you can further refine your search by using the following fields:

- Party ID – view files for only a certain Party ID your account is associated with
- File Type – view only files of a certain type (e.g., daily invoices, Credit Cover report etc.)
- Periodicity – view only files issued with a certain frequency (e.g., daily, monthly, annually)

Desired files can be downloaded individually or grouped into a .ZIP file using the 'Batch download' feature.
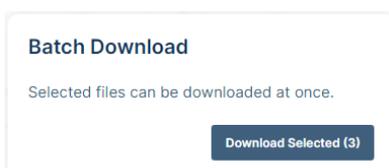
Capacity Provider Metered Data

Metered data reports are updated each day with the latest available data. It can be used to validate data, identify missing periods that could impact performance in a Stress Event, view data used for Satisfactory Performance Day (SPD) and Demand Side Response (DSR) tests, and validate payments. It is recommended that Capacity Providers check all the data they require is available before they start the SPD or DSR processes with the EMR Delivery Body.

Metered data for Interconnectors will only be included in these reports when there has been a Stress Event (Interconnectors receive Capacity Payments based on their Awarded Auction Capacity Obligation (AACO)). During a Stress Event, EMRS use the Scheduled Transfer data provided by National Grid ESO to determine if the Interconnector has met its obligation.

The period covered by the report is the latest settlement data with available data for the current delivery year and the three months prior to that. This report is overwritten each day with the latest available data by 11am for each Capacity Provider. The metered data for each settlement date will be:

- The latest settlement run available (between II and RF) for that settlement date; or

- The most recently received data where the data has been provided via self-submission.

Where there are blanks in the report, this indicates missing or self-submitted data. In the event of missing data or issues downloading, please contact the Service Desk.

9. How do I submit CMVRNs?

If a Stress Event occurs, Capacity Providers may wish to trade any surplus or shortfall in capacity to avoid penalties. For any trades, Capacity Providers must submit CMVRNs through My EMRS.

New and previous CMVRNs are accessed through the 'CMVRN' tab on the side menu.
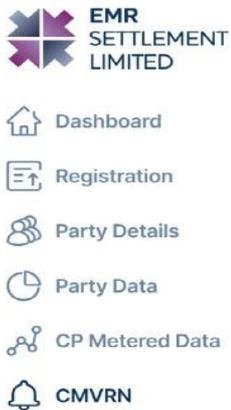
Volume Reallocation Windows

When a Stress Event occurs, My EMRS will email Capacity Provider Authorised contacts in the following roles:

- Primary Party Authority

- Finance Authority

- Operating Authority

- Trading Contact

This is to notify that a Stress Event has occurred and advise when the associated volume reallocation window for CMVRN submission will be.

Submit New

When a Stress Event occurs, new CMVRNs can be submitted by Capacity Provider users in the following Authorised Roles:

- Primary Party Authority

- Finance Authority

- Operating Authority

- Trading Contact

Outside of a volume reallocation window, the CMVRN submission form will not be accessible.

The form will request you to populate details of both your CMU and the CMU you are trading volumes with as well as the Settlement Period and volumes you are trading. If you wish to trade over multiple Settlement Periods, the 'Add Period' button can be used to add additional rows.

In order to be processed, EMRS will need to receive matching CMVRNs from both the transferor and transferee. My EMRS will validate some of the fields on the submission form and prompt the user to correct any errors if a field fails validation.

Note: The volume to be transferred in the notifications from each Party must be equal but of opposite signs; negative for the transferor and positive for the transferee. Capacity Providers cannot use both positive or both negative volumes in the same CMVRN.

Further information on volume reallocation can be found in WP48 – Volume Reallocation.

View Submissions

My EMRS will display all previous CMVRN submissions in the view tab. This can be used to monitor the status of submitted CMVRNs. My EMRS will send a notification email when the status of one of your CMVRNs changes. A list of statuses and associated descriptions can be found in WP48 – Volume Reallocation.

10.   Frequently asked Questions

How can I see all my Organsiation's Registration Details once approved?

Once you have completed your registration, your company details and Authorised Contacts can be amended at any time. You will be able to view all the organisations you are associated with upon logging in to your account:

Party Name ⇕	Type ⇕	Status ⇕	Updated ⇕	
Jakson	Capacity Provider	In Draft	16 Jul 2021, 13:00	Actions ▾
Photon	CFD Generator	Approved (Internal)	16 Jul 2021, 13:00	Actions ▾
Xanda Ltd	Capacity Provider	Pending Approval (External)	16 Jul 2021, 13:00	Actions ▾
Waaree	CFD Generator	Approved (External)	16 Jul 2021, 13:00	Actions ▾

You will be able to select each Party by selecting 'View Details' under the action list.

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

Who can make amendments via My EMRS?

Primary Party Authority, Finance Authority, Operating Authority and Trading Contacts can make amendments. All amendments will require approval by either a Primary Party Authority or Finance Authority before EMRS complete their review. The same privileges still apply to what each authority can amend as detailed in G4 – EMR Settlement Authorisations.

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

You can generate a password at any time by clicking 'Forgot password'. You will receive an email with a link to reset your password.

What happens if my email address is not recognised?

If your email address is not recognised, please check what you have entered is the same as the email address on the welcome email sent to you by EMRS. For further assistance, contact the Service Desk.

What browser should use for My EMRS?

My EMRS is optimised for the latest versions of Chrome, Firefox and Edge. My EMRS is restricted for other browser types.

11.   Need more information?

If you would like any additional information or support with My EMRS, please email contact@emrsettlement.co.uk or call us on 020 7380 4333.

12.   Acronyms and Definitions

A list of acronyms and definitions can be found in the Glossary[4] on the EMRS website.

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[4] https://www.emrsettlement.co.uk/glossary/