

G25 – My EMRS User Guide

Public

Contents

Contents	2
Change Amendment Record	4
1. Introduction	5
2. Purpose	5
3. Whom is this document for?	5
4. Associated Documents	5
5. Account Management	7
5.1. How do I access My EMRS for a new company?	7
5.2. How do I add additional accounts?	7
5.3. What happens if the Registration User leaves my company?	7
6. What information do I need to provide to register in My EMRS?	8
6.1. Company Details	8
6.2. CfD Generator Contract Details	8
6.3. Settlement Information	9
6.4. Primary Bank Account	9
6.5. Credit Cover Return Account	9
6.6. Contact Details	9
6.7. What happens if I need to complete some of my registration details later?	10
6.8. Registration Summary	10
6.9. What happens after I submit my Registration?	10
6.10. What do I do if I receive a request to review and approve a new registration?	10
6.11. What happens if my Authorised Contact rejects the Registration Details?	11
6.12. What happens once the details have been approved?	11
6.13. What happens if EMRS rejects my Registration Details?	11
7. Amending my Registration Details	12
7.1. How can I update my Registration details?	12
7.2. Restricted amendments	12
7.3. What happens after the amendments have been submitted?	12
7.4. What happens if your amendments have been rejected?	12
8. Organisation Data	13
8.1. Who can access Organisation Data?	13
8.2. How do I access my settlement files?	13
8.3. Capacity Provider Metered Data	13
9. CMVRNs	15
9.1. How do I submit CMVRNs?	15
9.2. Volume Reallocation Windows	15
9.3. Submit New CMVRN	15

G25 – My EMRS User Guide

9.4.	View Submissions	16
10.	Capacity Market Metering	17
10.1.	How do I view my CMU details?	17
10.2.	How do I manage my Metering Configurations?	18
10.3.	How do I manage my Metering Assessments?	20
10.4.	How do I manage my Metering Tests?	22
10.5.	Where can I view and download my Meter Test Certificate?	23
10.6.	How do I manage Component Reallocation?	23
10.7.	How do I view or submit a Change Request?	24
11.	Frequently Asked Questions	26
11.1.	How can I see all my organisation's registration details once approved?	26
11.2.	Who can make amendments via My EMRS?	26
11.3.	How do I generate a new password if I have forgotten it?	26
11.4.	What happens if my email address is not recognised?	26
11.5.	What browser should use for My EMRS?	26
12.	Need more information?	27
13.	Acronyms and Definitions	27

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
6.0	29 July 2024	Updates to reflect the new metering processes within My EMRS as part of CP373.
7.0	5 August 2024	House Keeping – for footnote updates
8.0	16 September 2024	Adding hyperlinks to My EMRS Metering Functionality Training Videos
9.0	21 May 2025	Updates to reflect new LCCC and EMRS visual identities and update to support changes with Metering Assessments for Interconnector CMUs
10.0	3 September 2025	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](#).

Capacity Providers are additionally obliged by the Capacity Market Rules¹ to provide the Settlement Body with information about their metering configuration, undertake Metering Assessments and obtain Metering Test Certificate's where necessary. [My EMRS](#) enables Capacity Providers to manage these processes online.

We have produced some short [training videos](#) on the Metering Functionality within [My EMRS](#) which can be used in conjunction with this document.

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?
- As a Capacity Provider, how do I manage my metering details?

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](#)

¹ <https://www.gov.uk/government/publications/capacity-market-rules>

G25 – My EMRS User Guide

- [WP22 - Applicant and Capacity Provider Registration](#)
- [WP24 - CfD Settlement Required Information](#)
- [WP25 - Aggregation Rules for Suppliers and CfD Generators](#)
- [WP26 – Capacity Provider Metering Configuration](#)
- [WP197 - CM Metering Test](#)
- [G1 - Capacity Market Metering](#)
- [G4 - EMR Settlement Authorisations](#)
- [G20 - Capacity Market Metering Statement](#)

5. Account Management

5.1. 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.

5.2. 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. 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.

5.3. 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 key 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.

i	Company Details	All organisations
	a) Contract Information	CfD Generators only
ii	Settlement Information	All organisations
iii	Primary Bank Account	All organisations
	b) Credit Cover Return Account	Capacity Providers and Suppliers only
iv	Contact Details	All organisations
v	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.

- 1 Company Details –
- 2 Settlement Information
- 3 Primary Bank Account
- 4 Credit Cover Return Account
- 5 Contact Details

6.1. 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 Party², the EMR Party ID should be your BSC Party ID).

6.2. CfD Generator Contract Details

CfD Generators will need to review and amend the 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.

² BSC Parties are listed on this webpage: <https://www.elexon.co.uk/about/elexon-key-contacts/bsc-signatories-qualified-persons/>

6.3. Settlement Information

EMRS requires the following settlement information:

- **Primary company email** – You can add up to six primary email addresses. They 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).

6.4. 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.

6.5. 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

6.6. 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.**

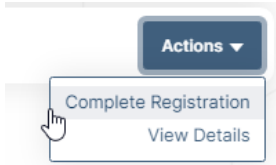
Approval from a Primary Party Authority or Finance Authority will be required to complete your registration.

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

6.7. What happens if I need to complete some of my registration details later?

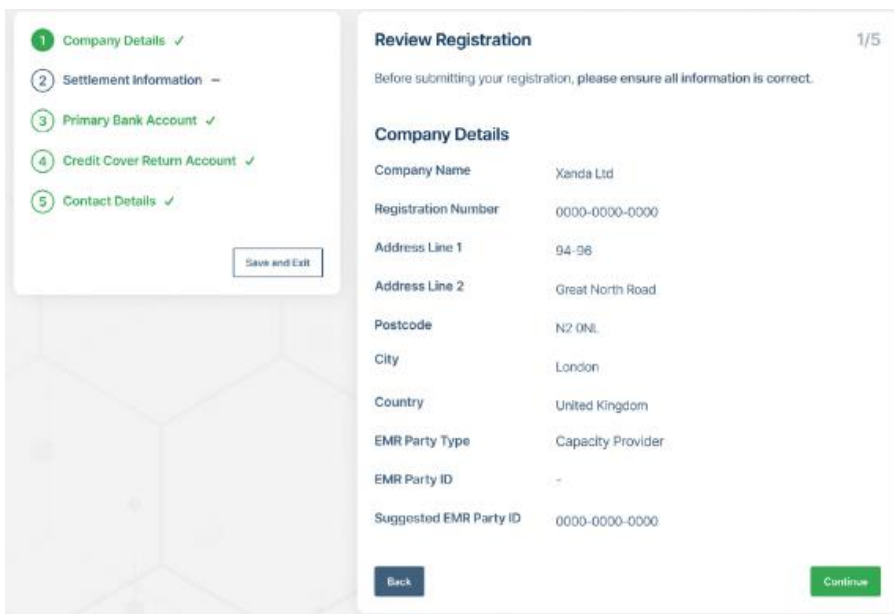
You are able to save your progress on [My EMRS](#) at any time during a registration. The 'Save and Exit' button is positioned at the bottom of the left-hand pane.

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



6.8. Registration Summary

Once you have completed entering your registration details, you will have the opportunity to verify the information provided on a summary page.

A screenshot of a 'Review Registration' page. On the left, a vertical progress bar shows five steps: 1. Company Details (checked), 2. Settlement Information (minus sign), 3. Primary Bank Account (checked), 4. Credit Cover Return Account (checked), and 5. Contact Details (checked). A 'Save and Exit' button is at the bottom of this list. The main content area is titled 'Review Registration' with a '1/5' indicator. Below the title is a warning: 'Before submitting your registration, please ensure all information is correct.' The 'Company Details' section lists: Company Name (Xanda Ltd), Registration Number (0000-0000-0000), Address Line 1 (94-96), Address Line 2 (Great North Road), Postcode (N2 0NL), City (London), Country (United Kingdom), EMR Party Type (Capacity Provider), EMR Party ID (-), and Suggested EMR Party ID (0000-0000-0000). At the bottom are 'Back' and 'Continue' buttons.

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.

6.9. What happens after I submit 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.

6.10. 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.

G25 – My EMRS User Guide

Party Name	Party Type	Status	Last Updated	Actions
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'.

Company Details

Approve All

Company Name	Xanda Ltd	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
Registration Number	0000-0000-0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
Address Line 1	94-96	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
Address Line 2	Great North Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
Postcode	N2 0NL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
City	London	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
Country	United Kingdom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
EMR Party Type	Capacity Provider	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
EMR Party ID	-	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
Suggested EMR Party ID	0000-0000-0000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	History
Sage ID	-			Add

Previous Page Next Page

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

6.11. 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.

6.12. 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.

6.13. 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

7.1. 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 Authorised 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

7.2. 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 Ofgem³.
- **Capacity Providers:** company name is validated against the information held by the EMR Delivery Body⁴.
- 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. Please ensure that the contact numbers of these authorities are correct as EMRS may contact them via phone call.

7.3. 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.

7.4. 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.

³ <https://www.ofgem.gov.uk/publications/list-all-electricity-licensees-including-suppliers>

⁴ <https://www.emrdeliverybody.com/CM/Registers.aspx>

8. Organisation Data

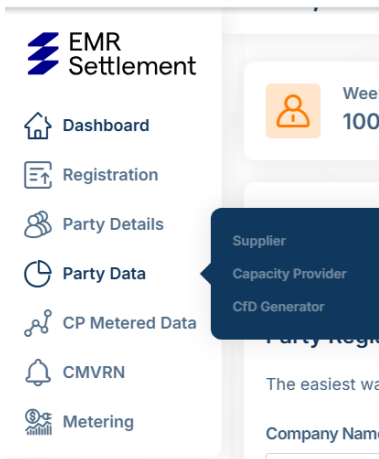
8.1. Who can access Organisation Data?

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.

8.2. 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.

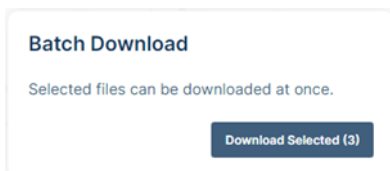
In calendar view, the days that have available data are highlighted in the calendar. You can select to view files for a specified date.

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.



8.3. 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

G25 – My EMRS User Guide

Stress Event, EMRS use the Scheduled Transfer data provided by NESO to determine if the Interconnector has met its obligation.

The period covered by the report is the latest settlement date 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.

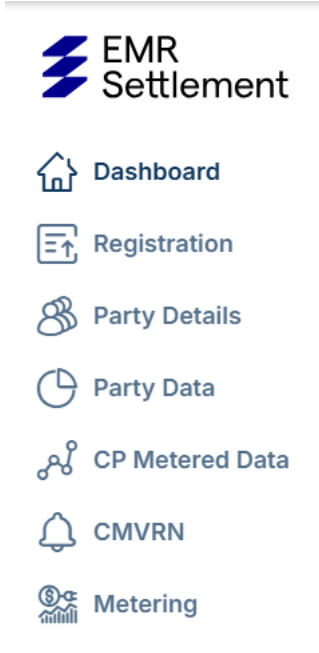
Where there are blanks in the report, this indicates missing or self-submitted data. In the event of missing data or issues downloading, please contact the Service Desk.

9. CMVRNs

9.1. How do I submit CMVRNs?

If a Stress Event occurs, Capacity Providers may wish to trade any shortfall in capacity to avoid penalties or any surplus to Capacity Providers with shortfall in capacity. 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.



9.2. 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.

9.3. Submit New CMVRN

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.

G25 – My EMRS User Guide

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.

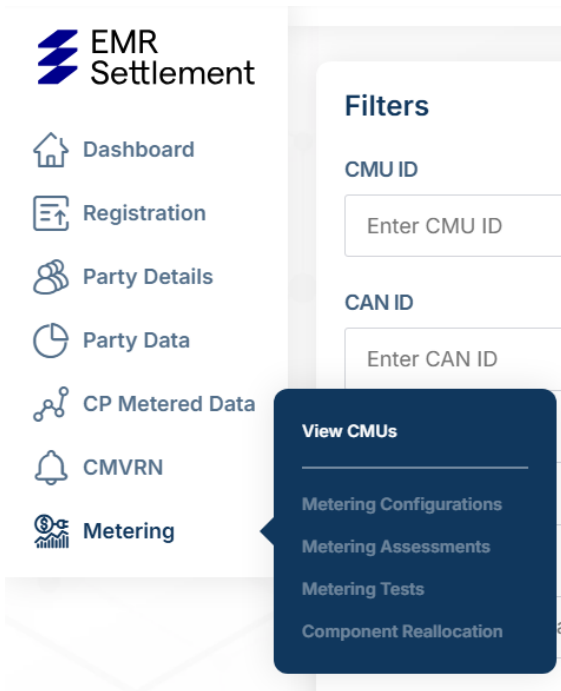
Further information on volume reallocation can be found in [WP48 – Volume Reallocation](#).

9.4. 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. Capacity Market Metering

Implementation of Ofgem CP373⁵ resulted in aggregation, metering and component reallocation processes transitioning from the CM Delivery Body to the CM Settlement Body (the EMR Metering Services Provider). This means that Capacity Providers are able to manage these activities within My EMRS, with the steps to access the functionality described in the sections below. We have produced some short training videos on the Metering Functionality within My EMRS which can be used in conjunction with this document.



10.1. How do I view my CMU details?

Once you have logged in and selected the 'Metering>View CMUs' option on the left-hand side, [My EMRS](#) will display your existing CMU details, including:

- CMU ID
- CMU Type
- Company Name
- Status
- Date and time the details were last updated

You can further restrict the results displayed by applying a filter on one, or a combination, of the following:

- CMU ID
- CAN ID
- Party ID
- Company Name
- Status

The 'Status' will be one of:

- Active
- Pending Ingress (loading in progress)
- Pending Metering Assessment
- Pending Metering Test

Depending on the Status of your CMU, the 'Actions' button to the right will display the options available to you, e.g., 'View Components', 'New Change Request', etc.

⁵ [CP373 - Aggregation, Metering and DSR Component Reallocation process transfer from Delivery Body to Settlement Body](#)

10.2. How do I manage my Metering Configurations?⁶

Once you have logged in and selected the 'Metering>Metering Configurations' option on the left-hand side, [My EMRS](#) will display your existing configurations, including:

- ID
- CMU ID
- Company Name
- Status
- Date and time the details were last updated

You can further restrict the results displayed by applying a filter on one, or a combination, of the following:

- CMU ID
- Company Name
- Status

The 'Status' will be one of:

- Draft
- Pending Approval
- Approved
- Rejected

From the 'Actions' button to the right, you will have an option to 'View Details' or 'Complete Metering Configuration'.

If you choose to 'Complete Metering Configuration', the screen will display which of your components are missing configuration, have partial configuration or are complete. Clicking on the 'eye' icon to the right of each status, as shown below, will allow you to filter your results further.

Components Missing Configuration: 1 


When you select the component that you wish to add configuration for, the following screen will be displayed:

Meter Configuration Type

 x | v

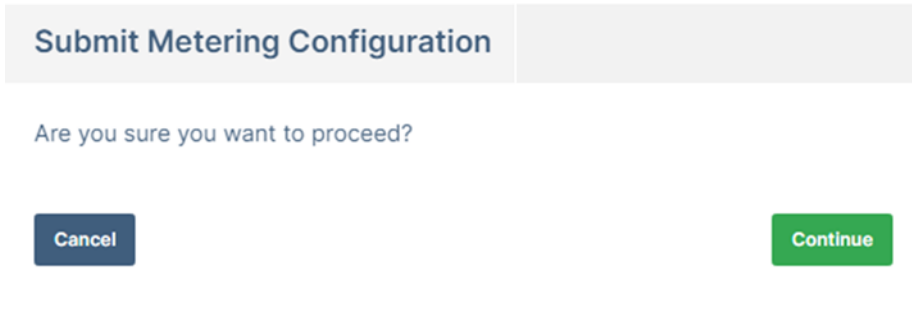
MPAN

[+ Add New Row \(Max 10\)](#)

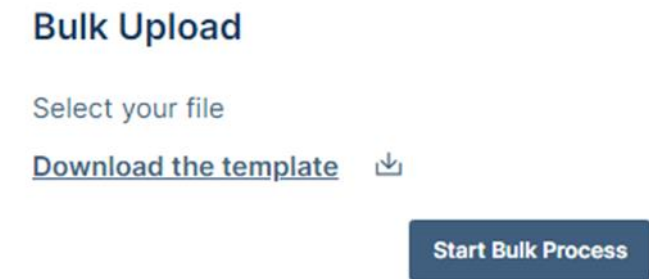
	MPAN	Meter Share/ Multiplier	
1	<input style="width: 95%;" type="text" value="1900000000031"/>	<input style="width: 95%;" type="text" value="1"/>	

You may enter and save details, and return to the saved details later. Once you are ready for the configuration details to be submitted for validation, [My EMRS](#) will ask you to confirm if you wish to proceed:

⁶ Click [here](#) to access a training video on submitting Metering Configurations via [My EMRS](#).



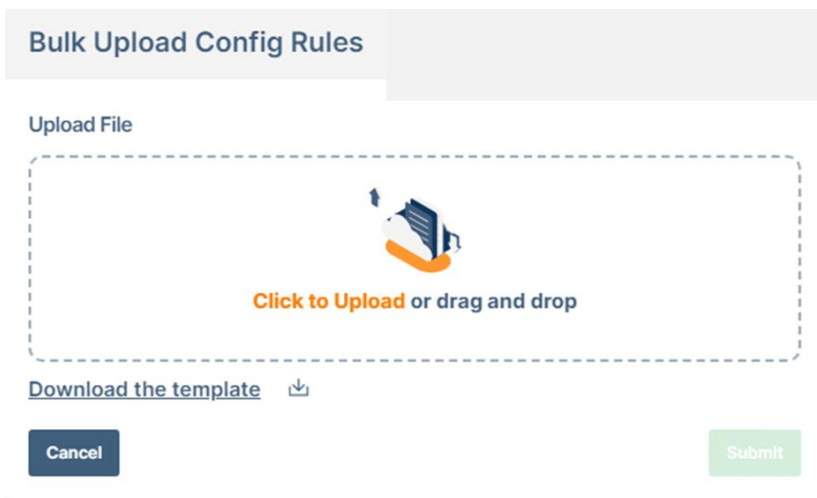
If you need to add configuration details for multiple components, select the 'Download the template' option from the Bulk Upload area of the screen.



This will provide a Microsoft Excel file for you to enter the following details (where applicable):

- CMU ID
- Component ID
- Meter configuration
- BME ID
- BMU ID
- Interconnector ID
- LDSO ID
- LLFC ID
- Meter Share/Multiplier
- MPAN
- MS ID
- Boundary MPAN
- Boundary BMUID (MSID)

Once you have completed entering your details, you can upload/drag and drop the file ready for submission:



[My EMRS](#) will then ask you to confirm if you wish to submit the file, ready for validation:

Bulk Upload Config Rules

You have selected this file, please confirm

 My bulk upload v0.1.xlsx



Cancel

Submit

10.3. How do I manage my Metering Assessments?⁷

Once you have logged in and selected the 'Metering>Metering Assessments' option on the left-hand side, [My EMRS](#) will display your existing assessment status, including:

- ID
- CMU ID
- Company Name
- Status
- Metering Test
- Date and time the details were last updated

You can further restrict the results displayed by applying a filter on one, or a combination, of the following:

- CMU ID
- Party ID
- Company Name
- Status.

The 'Status' will show one of:

- Required
- Pending
- Complete.

Depending on the Status of your Metering Assessment, the 'Actions' button to the right will display a number of options available to you, e.g. 'Complete Metering Assessment', 'View Metering Tests' or 'Request Certificate'.

Selecting 'Complete Metering Assessment' will require responses to the Metering Assessment questionnaire, to determine whether a metering test is required:

⁷ Click [here](#) to access a training video on completing Metering Assessments via [My EMRS](#).

Select which of the four metering pathways is to be used to monitor the performance of the proposed CMU Component.

Select which of the four metering pathways is to be used to monitor the performance of the proposed CMU Component.

Description of Metering Arrangements

Provide a brief description of the metering arrangements including their main intended purpose (for example Operational, STOR, Landlord/Tenant billing etc) and any standards / specification which are applicable)

Where you have an approved Metering Dispensation under the BSC please provide the reference number (D/###)?

The purpose of the question is to be able to confirm that a valid Metering Dispensation is in place if applicable. Can be left blank. Answer has no impact on requirement for Metering Test

Do you have any connections to the CMU Component that are not part of the Metered Entity Identifiers (MEID) list provided to be used in the aggregation rule for the CMU?

Do you have any ineligible generation behind a Meter Point (i.e. would be included in the metered data of a Metered Entity Identifier used by the CMU Component)?

Meter Used for other Purposes

Are your meters used for any other purposes. Select Yes or No If Yes is selected, provide further information specifying why the meter is used for other purposes.

Are you using a BSC Settlement submission route (i.e. D0357 MPAN flow or BMU) for all your CMU metered data?

Save and Exit

N.B for Interconnector CMUs the question will be as follows:

Interconnector Associated Load

Does the interconnector CMU have associated load?

The responses to the questions above will be made publicly available within 5 working days of completion, as part of the Capacity Market Metering Register⁸.

⁸ Please select the 'Capacity Market Metering Register' option on this webpage: <https://www.emrsettlement.co.uk/settlement-data/settlement-data-capacity-providers/>

G25 – My EMRS User Guide

Note that if your Metering Test has failed, and you wish to dispute the outcome of that test, you can initiate the formal dispute process by entering your reason for rejection in [My EMRS](#).

If a metering test has been previously submitted you can download all associated documents by clicking the 'Download All Attachments' button:



10.5. Where can I view and download my Meter Test Certificate?

Once you have logged in and selected the 'Metering>Certificate Requests' option on the left-hand side, [My EMRS](#) will display your existing Metering Test Certificate status, including:

- ID
- CMU ID
- Company Name
- Status
- Submitted
- Date and time the details were last updated

You can further restrict the results displayed by applying a filter on one, or a combination, of the following:

- CMU ID
- Company Name
- Status

The 'Status' will show one of:

- Approved
- Rejected

Depending on the Status of your Metering Test, the 'Actions' button to the right will provide an option for you to either 'View Details' or 'Download Certificate'.

10.6. How do I manage Component Reallocation?¹⁰

Once you have logged in and selected the 'Metering>Component Reallocation' option on the left-hand side, [My EMRS](#) will display your existing Metering Test Certificate status, including:

- ID
- Company Name
- CMU ID
- Status
- Date and time the details were last updated

You can further restrict the results displayed by applying a filter on one, or a combination, of the following:

- CMU ID
- CAN ID
- Party ID
- Company Name
- Status

¹⁰ Click [here](#) to access a training video on submitting Component Reallocations via [My EMRS](#).

G25 – My EMRS User Guide

The 'Status' will show one of:

- Draft
- Pending Approval
- Approved
- Rejected

Depending on the Status of your Component Reallocation, the 'Actions' button to the right will provide an option for you to either 'View Details' or 'Complete Component Reallocation'.

From this screen, you can request a new Component Reallocation:

New Reallocation

We have provided supplementary information in [G1-Capacity Market Metering](#) to aid you in completing this process.

Notify Reallocation

Selecting 'Notify Reallocation' will take you to the following screen, where you can enter the details of the CMU to be tested:

New Component Reallocation

To start a new component reallocation please start by selecting the Company and then the DSR CMUs you wish to notify.

Company

Select Company

DSR CMU's

Search by CMU Ref

Close

Create Notification (0 Selected)

10.7. How do I view or submit a Change Request?¹¹

Once you have logged in and selected the 'Metering>Change Requests' option on the left-hand side, [My EMRS](#) will display your existing change request history, including:

- ID
- CMU ID
- Company Name
- Status
- Date and time the details were last updated

You can further restrict the results displayed by applying a filter on one, or a combination, of the following:

- CMU ID
- Company Name
- Status

The 'Status' will show one of:

- Draft
- Pending

¹¹ Click [here](#) to access a training video on submitting Change Requests via [My EMRS](#).

G25 – My EMRS User Guide

- Additional Details
- Approved

Depending on the Status of your Change Request, the 'Actions' button to the right will display options to 'View Details', 'Amend Change Request' or 'Withdraw Change Request'.

Alternatively, you can tell us about a new change by selecting the 'Change Request' option.

This will enable you to select your CMU, the type of change (either 'Equipment' or 'Configuration') and include the details of the change together with any supporting documentation.

Change Request

CMU

Type of Change

Details of the change

Supporting Documents



Click to Upload or drag and drop

Back

Save and Exit

Submit

11. Frequently Asked Questions

11.1. How can I see all my organisation's registration details once approved?

Once you have completed your registration, 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.

11.2. 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](#).

11.3. 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.

11.4. 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.

11.5. 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.

12. Need more information?

We have produced some short [training videos](#) on the Metering functionality within [My EMRS](#). They can be used in conjunction with this document and will provide a visual demonstration of navigating the functionality.

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.

13. Acronyms and Definitions

A list of acronyms and definitions can be found in the Glossary¹² on the EMRS website.

¹² <https://www.emrsettlement.co.uk/glossary/>