

# WP22 – Applicant & Capacity Provider Registration

## EMRS Working Practice

Public

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## 1. Change Amendment Record

Version	Date	Description
11.0	22 December 2020	Updates relating EMR Registration & Amendment Form
12.0	1 June 2021	Updates for My EMRS
13.0	14 September 2022	Updates for the consolidation of My EMRS and the EMR Settlement Portal
14.0	10 October 2023	Updates for Authorised Contacts permissions

## 2. Introduction

In order to participate in the Capacity Market (CM), prospective Capacity Providers must prequalify. Those who have submitted or are entitled to submit an application for prequalification are known as Applicants.<sup>1</sup>

Subsequently the Delivery Body will hold the Capacity Auction, where all prequalified Applicants can bid for a Capacity Agreement. Where an Applicant is awarded a Capacity Agreement, it will have committed one or more CMUs to meet the Capacity Agreement, and consequently will be a Capacity Provider. All Capacity Providers will need to register with EMRS prior to the Delivery Year for its Capacity Agreement, to enable EMRS to administer Capacity Payments to Capacity Providers.

All parties involved in secondary trading or volume reallocation will need to register with EMRS prior to undertaking these activities.

### 2.1 Scope and Purpose of the Working Practice

The purpose of this Working Practice is to detail how Capacity Providers register their details with EMRS to enable efficient, effective and secure transfer of CM Settlement information in a timely manner.

### 2.2 Main Users of this Document and Responsibilities

This document is intended to be of use to Applicants and Capacity Providers. Table 1 summarises the roles and responsibilities of those parties involved in this procedure, with respect to this procedure only.

Name	Responsibilities
EMR Delivery Body	Provide prequalification and Capacity Auction results to EMRS
EMR Settlement Ltd (EMRS)	Validate and register details of relevant Applicants and Capacity Providers for use in CM Settlement
Capacity Provider	Provide and maintain accurate and timely registration details for use in CM Settlement

<sup>1</sup> The Electricity Capacity Regulations 2014 2 (1) - <http://www.legislation.gov.uk/uksi/2014/2043/contents>

## 2.3 Associated Documents

This working practice is based upon, but does not replace the regulations overseeing EMR and should be read in conjunction with the following:

Document
The Electricity Capacity Regulations, and all subsequent amendments <sup>2</sup>
Capacity Market Rules <sup>3</sup>
WP35 – CM Applicant Credit Cover Process <sup>4</sup>
G4 - EMR Settlement Authorisations Guidance <sup>5</sup>
G25 - My EMRS User Guide

<sup>2</sup> <http://www.legislation.gov.uk/uksi/2014/2043/contents> - Capacity Market Regulations

<sup>3</sup> <https://www.ofgem.gov.uk/publications/consolidated-version-capacity-market-rules> - Capacity Market Rules

<sup>4</sup> [https://emrsettlement.co.uk/publications/working\\_practice](https://emrsettlement.co.uk/publications/working_practice)

<sup>5</sup> <https://emrsettlement.co.uk/publications/guidance>

### 3. Required Applicant and Capacity Provider Information

It is the responsibility of the Capacity Provider to register with EMRS and keep details up to date. It is important that the timescales specified in this document are followed. **Failure to do so may result in delayed Capacity Payments.**

The Capacity Provider shall submit their details via [My EMRS](#). The information that must be registered with EMRS is:

- Company Information
- EMR Party ID
- Bank account information for Capacity Payments
- Interface method for receiving backing data (My EMRS, DTN, email)
- Authorised Contact Details for Authorised Persons

Each EMR Party must have at least three contacts in the roles of Primary Party Authority and Finance Authority – at least one of which must be a Primary Party Authority. An individual will only be able to hold one authorised role. All of this information is required prior to the first Delivery Year for which the Capacity Provider has a Capacity Agreement. Capacity Payments cannot be made without complete registration details.

The registration details will be shared with ESC in order for them to communicate with EMR Parties directly for key updates, events, and significant information<sup>6</sup>.

#### 3.1 My EMRS

[My EMRS](#) provides a secure and simple way for EMR Parties to:

- View, submit and amend the registration details that are used to support Settlement activities; and
- Download Party data such as invoices and backing data and Metered Data reports.

Access to complete the registration process can be initiated either directly by logging into [My EMRS](#) or by EMRS sending a registration link email to a nominated contact. Further contacts can be added by the nominated contact:

- Primary Authority
- Finance Authority
- Operating Authority
- Trading Contact
- User

<sup>6</sup> Further details on EMRS Privacy Policy can be found in <https://www.emrsettlement.co.uk/privacy-policy/>.

- Credit Contact

Please see [G4 – EMR Settlement Authorisations](#) for further guidance on Authorised roles.

Once EMRS has received and processed the submitted registration details for an EMR Party, any new Authorised Contacts will receive an email asking them to create an account on My EMRS.

It is the responsibility of the EMR Party to amend the registration details via My EMRS when an Authorised Contact(s) leaves their organisation and therefore should no longer have access to My EMRS as a registered user. Without the amendment of Party Details, existing registered users of My EMRS will retain access to it. Guidance on completing a registration is provided in [G25 - My EMRS User Guide](#).

### **3.2 EMR Party ID**

For EMRS to identify a Capacity Provider within the Settlement System an EMR Party ID is used. The EMR Party ID is a unique identifier for a legal entity. This supports effective management of the Party within CM Settlement. Where a Capacity Provider is a BSC Party, the EMR Party ID must match the BSC Party ID. For further information on BSC Party ID's, please refer to the BSC Website.<sup>7</sup>

Where a Capacity Provider does not have a BSC Party ID because it has not acceded to the BSC, an EMR Party ID will be agreed between EMRS and the Capacity Provider. The EMR Party ID will be the Capacity Provider's BSC Party ID if the Capacity Provider accedes to the BSC. If the legal entity already has an EMR Party ID through participating in the Contracts for Difference scheme or because it is a Licensed Supplier, then this ID is used for CM Settlement as well.

The EMR Party ID will be confirmed and issued by EMRS in conjunction with the Capacity Provider's request, but cannot be amended once in place.

### **3.3 EMR Party Data**

My EMRS also provides a safe and secure environment for EMR Parties to easily view, download, save and print their Settlement files.

<sup>7</sup> <https://www.elexon.co.uk/about/elexon-key-contacts/bsc-signatories-qualified-persons/>

## 4. Capacity Provider Registration

### 4.1 Submitting New Capacity Provider Registration

There are two triggers that require a Capacity Provider to register with EMRS:

- When a Capacity Provider is prequalified by the EMR Delivery Body and awarded a Capacity Agreement.
- When a Capacity Provider is prequalified, and intends to acquire a Capacity Agreement through secondary trading or participate in volume reallocation.

Ref	When	Action	From	To	Input Information Required	Method
4.1.1	On Auction Results Day	Issue Capacity Agreement Notices for each successful CMU	Delivery Body	Capacity Provider	Capacity Market Register <sup>8</sup>	Email notification
4.1.2	Following auction results day: At least six months prior to the first Delivery Year to which the Capacity Agreement relates <sup>9</sup>	Issue either: EMRS Issue Registration Invitation email; or Capacity Provider accesses <a href="#">My EMRS</a> to complete new registration.	EMRS/ EMR Party	EMR Party	Notification of a newly licenced Capacity Provider	Email
4.1.3	Following 4.1.2	Submit EMR Party Details via <a href="#">My EMRS.</a>	EMR Party	EMRS	EMR Party Details	My EMRS
4.1.4	Following 4.1.3	Issue Request to an Authorised Contact for approving party details <sup>10</sup> .	EMRS	EMR Party	EMR Party Details	My EMRS

<sup>8</sup> <https://www.emrdeliverybody.com>

<sup>9</sup> If you have previously registered with EMRS for a different Delivery Year or Capacity Agreement, please get in touch to confirm the details you need to register.

<sup>10</sup> One of the Primary Party Authority or Finance Authority (other than the person submitting the Party Details) must review and approve the Party Details



Ref	When	Action	From	To	Input Information Required	Method
4.1.5	Following 4.1.4	The Authorised Contact must validate the submitted EMR Party Details and approve them on My EMRS.	EMR Party	EMRS	EMR Party Details	My EMRS
4.1.6	Within 8 WD of	Validate: Accuracy of Party details; and That Bank details have been approved by a Primary Party Authority or Finance Authority, and EMRS to contact a second Authority to confirm the Bank details provided. If the request fails validation, go to 4.1.7. If the request passes validation, go to 4.1.9.	EMRS			My EMRS/ Phone
4.1.7	Following 4.1.6	Where request has not passed validation checks, issue notification of Registration rejection.	EMRS	EMR Party	Rationale for rejection	My EMRS
4.1.8	Following 4.1.7	Review rejection rational and correct details. <b>End of process</b>	EMR Party	EMRS	Corrected details via My EMRS	My EMRS
4.1.9	Within 1 WD of 4.1.6	Issue: Confirmation of EMRS Registration Details Approved; and Registration Approval Email for My EMRS to Authorised Contacts added. <b>End of process</b>	EMRS	EMR Party	Approved Registration details EMR Party Authorised Contacts	My EMRS

## 5. Amending Party Details/ Adding New Contacts

To enable parties to manage their information, details and authorised contacts can be amended and added any time via [My EMRS](#).

Any amendments made on [My EMRS](#) will require approval and validation by EMRS to ensure EMR settlements are based on accurate and valid data, checking that:

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

For amendments to bank information, EMRS will contact a relevant authority (either a Primary Party Authority or a Finance Authority) to confirm the bank details. The authority who confirms the bank details must be a different user from the one who made the amendments.

For amendments to any other details, EMRS will contact a relevant authority (all contacts listed as Primary Party Authority or a Finance Authority) to request approval of the amendments. The authority who approves the amendments must be a different user from the one who made the amendments.

Please note that the Registration User will not be able to amend any details unless they are listed as a relevant authority.

It is the responsibility of the Capacity Provider to maintain the EMR Party Details to ensure the Company information, Bank information and Contact information for Authorised Persons are up-to-date to support the Settlement activities.

The Capacity Provider should amend the Party Details via My EMRS when any of the submitted information has changed.

### 5.1 Restricted amendments

Each Capacity Provider's company name is maintained by Ofgem and National Grid, and any requested amendments will be validated with these organisations.

### 5.2 Amendment process timeline

Ref	When	Action	From	To	Input Information Required	Method
5.2.1	EMR Party Details have changed	Submit updated EMR Party Details via <a href="#">My EMRS</a>	EMR Party	EMRS	New/amended details via My EMRS	My EMRS
5.2.2	Within 5 WD of 5.2.1 if the amendment does <b>not</b> include Bank information; or within 8 WD of 5.2.1 if the amendment includes Bank information	Validate:  Accuracy of amended information; Any amended information that are restricted against details held by Ofgem and National Grid;  Any Bank detail amendments have been approved by a Primary Party Authority or Finance Authority; and  Any amendments, except Bank details amendments, have been approved by a Primary Party Authority or Finance Authority.  If the request fails validation go to 5.2.3. For validating bank information, go to 5.2.5 and for all other validated amendments, go to 5.2.6.	EMRS	-	Review EMR Party Details Amendments; EMR Party Authorised Contacts	My EMRS
5.2.3	Following 5.2.2	Where request has not passed validation checks, issue notification of amendment rejection.	EMRS	EMR Party	Rationale for rejection	My EMRS
5.2.4	Following 5.2.3	Review rejection rationale and correct details.  <b>End of process</b>	EMR Party	EMRS	Corrected details via My EMRS	My EMRS
5.2.5	Following 5.2.2	If bank information is being amended, validate that relevant Authorised Contacts have approved amendment request and contact a	EMRS	EMR Party	EMR Party Authorised Contacts	Phone call

Ref	When	Action	From	To	Input Information Required	Method
		second Authority to complete a Bank details amendment confirmation.				
5.2.6	Within 1 WD of 5.2.2 or following 5.2.5	<p>For any other details being amended, except Bank details, validate that relevant Authorised Contacts have approved the amendment request.</p> <p>Any newly added Authorised Contacts will receive Registration Approval Email for My EMRS.</p> <p><b>End of process</b></p>	EMRS	EMR Party	<p>Approved Amendment details</p> <p>EMR Party Authorised Contacts</p>	My EMRS

## **6. Need more information?**

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

## **7. Acronyms and Definitions**

A list of acronyms and definitions can be found in the Glossary<sup>11</sup> on the EMRS website.

<sup>11</sup> <https://www.emrsettlement.co.uk/glossary/>



EMR  
SETTLEMENT  
LIMITED

