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To	EMR Circular list
From	EMR Settlement Ltd
Purpose	For information

EMR Settlement Portal launching soon

In response to the feedback received from our stakeholders, EMRS, along with [Low Carbon Contracts Company](#), will be launching the EMR Settlement Portal. We will be doing a phased rollout to EMR Parties over the next month, with the intention that all parties will have access by the end of the year.

The portal will provide a secure and simple way for EMR Parties to access all their current and historic settlement related files and backing data.

Who does this impact?

All EMR Parties (Suppliers, CFD Generators and Capacity Providers) will have access to the portal.

What information will be available on the portal?

The portal will hold all issued settlement files produced after October 2015, i.e. invoices, credit notes, notices, credit cover reports and backing data.

The portal will be updated on a daily basis to include the latest available settlement files.

Who will have access from an EMR Party?

In accordance with [Guidance G4 - EMR Settlement Authorisations](#) and due to the nature of the files available, access will be restricted to the following registered EMR Authorised Contacts:

- Finance Authority
- Primary Authority
- Finance contacts
- Operating Authority

Where a user is a registered and designated the authorised contact for more than one EMR Party, they will be able to access the files for all relevant EMR Party data with a single set of login details.

When the portal is launched, these contacts will receive an email inviting them to register.

To add a new authorised contact for your organisation, please follow the process set out in [WP31 – Amending EMR Party Details](#).

Will Parties still receive invoices by email?

Yes, invoices will be still be sent by email and backing data across the DTN (if applicable). The portal is an additional channel for accessing settlement files, but does not replacing any existing channels.

Where can I get more information?

If you have any questions about this circular, please email contact@emrsettlement.co.uk.