NERC
NORTH AMERICAN ELECTRIC RELIABILITY CORPORATION

Standards Balloting and Commenting System (SBS)

Login, Registration, Validation, and Permissions

April 11, 2014

RELIABILITY | ACCOUNTABILITY

Register/Request Additional Permissions

Voter and Proxy

What is the ERO Platform?

- Container for services shared amongst the ERO Enterprise line of business applications
  - BESnet
  - SBS
- Authentication is the current service provided
  - Validation of registrant's account information

Who Needs an ERO Platform Account?

Role	ERO Platform Account Required	Additional Permissions Required?
Guest/ Anonymous User	No	No
Contributor	Yes	No
Proxy	Yes	Yes
Voter	Yes	Yes

Roles and Permissions

Certain roles require an ERO Platform account along with requesting additional permissions to perform Standards Balloting activities.

- **Guest:** view/read only access to SBS Dashboard links
- **Contributor:** individual who can comment on proposed Standards
- **Proxy:** individual authorized to cast a vote on behalf of the RBB Member and comment on proposed Standards
- **Voter:** Registered voting member of the NERC Registered Ballot Body for the purpose of casting votes and commenting on proposed Standards

Additional Information

Role	ERO Platform Account Required	Additional Permissions Required?
Contributor	**Yes**	**No**
Proxy	**Yes**	**Yes**
Voter	**Yes**	**Yes**

Roles and Permissions

- Once you have registered for the role of **Contributor** you can begin to comment via 'Take Survey' and use the 'Social Survey' tool.
- Once you have the role of Contributor, you can register to become a **Voter** or **Proxy.** You will be able to comment via 'Take Survey' and use the 'Social Survey' tool while your RBB request is being vetted by NERC staff.

Accessing SBS

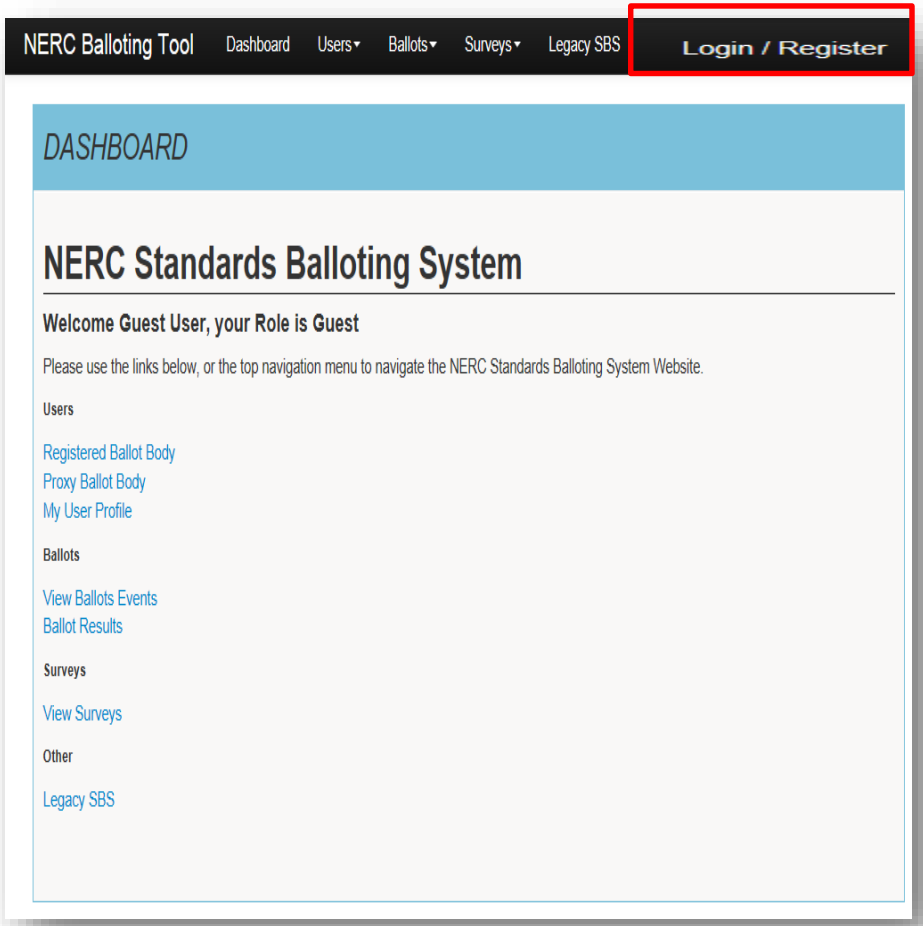
- SBS URL - https://sbs.nerc.net/
- Balloting and Commenting Page

  Casting a vote in the new SBS:

  - All current NERC Registered Ballot Body (RBB) members must go through a new registration process. If you have not registered or are a new member requesting membership in the RBB, please click here. Please access the Standards Balloting and Commenting System Tutorial below for instructions or the Frequently Asked Questions document for assistance.

Login/Register

Guest User Dashboard:



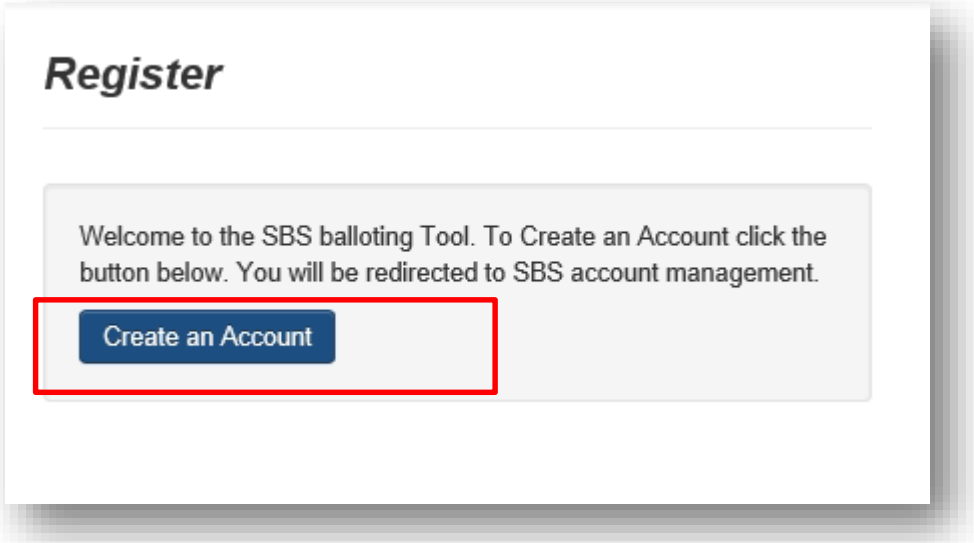
Registering for an ERO Platform Account

From the Standards Balloting System Dashboard, use the link in the upper right-hand corner of the top navigation to create a new ERO Platform account.

If you already have an existing ERO Platform account use your credentials to login.

Create an account first and login to request additional permissions to perform Standards Balloting activities.

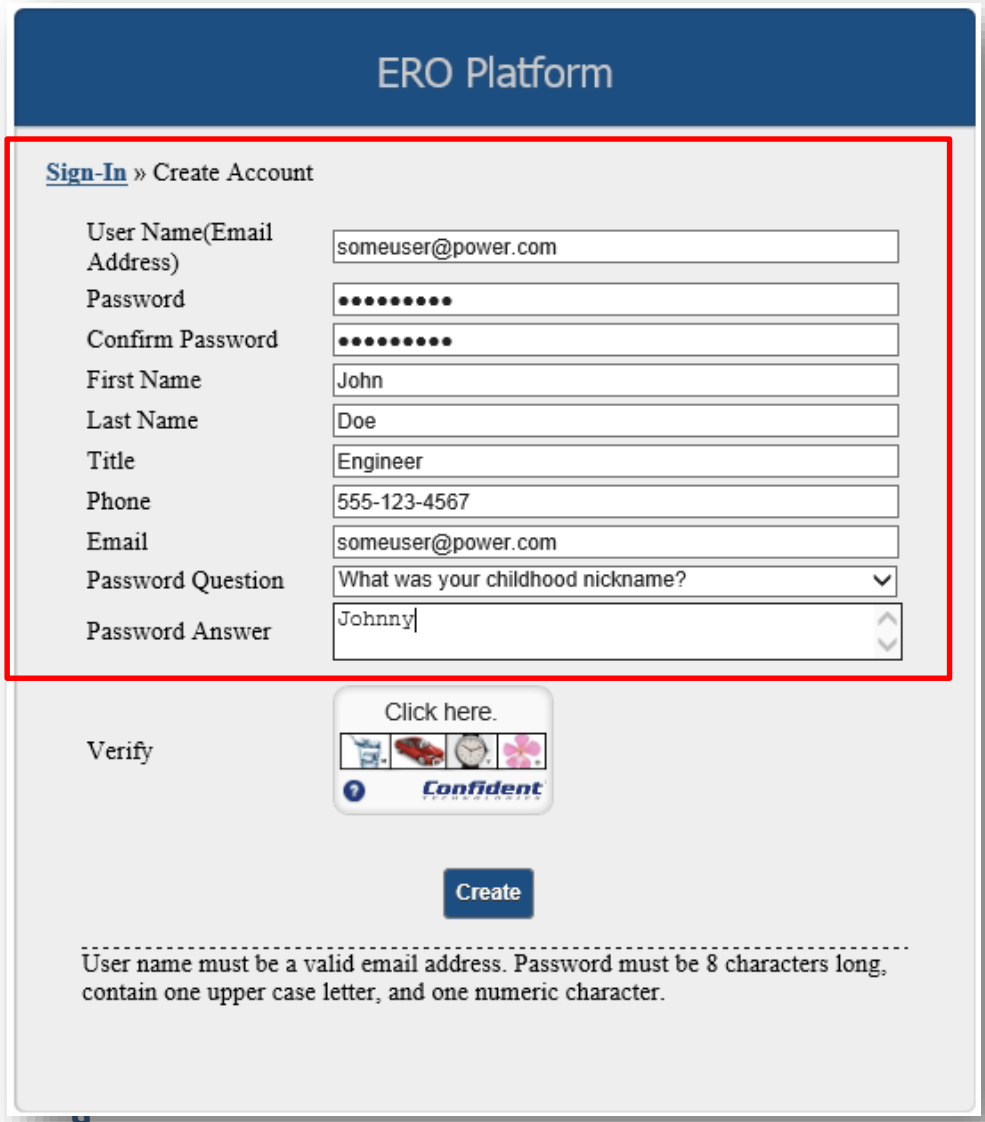
Create an Account



Register to Create an Account

Select “Create an Account” to request additional permissions to perform Standards Balloting activities.

Create an Account



Create an ERO Platform Account

Complete all of the required fields*

*User Name – enter valid business email address

*Password – password must be 8 characters long, contain one upper case letter, and one numeric character.

*Confirm Password – re-enter password

*First Name – enter first name

*Last Name – enter last name

*Title *(Optional)* – enter title

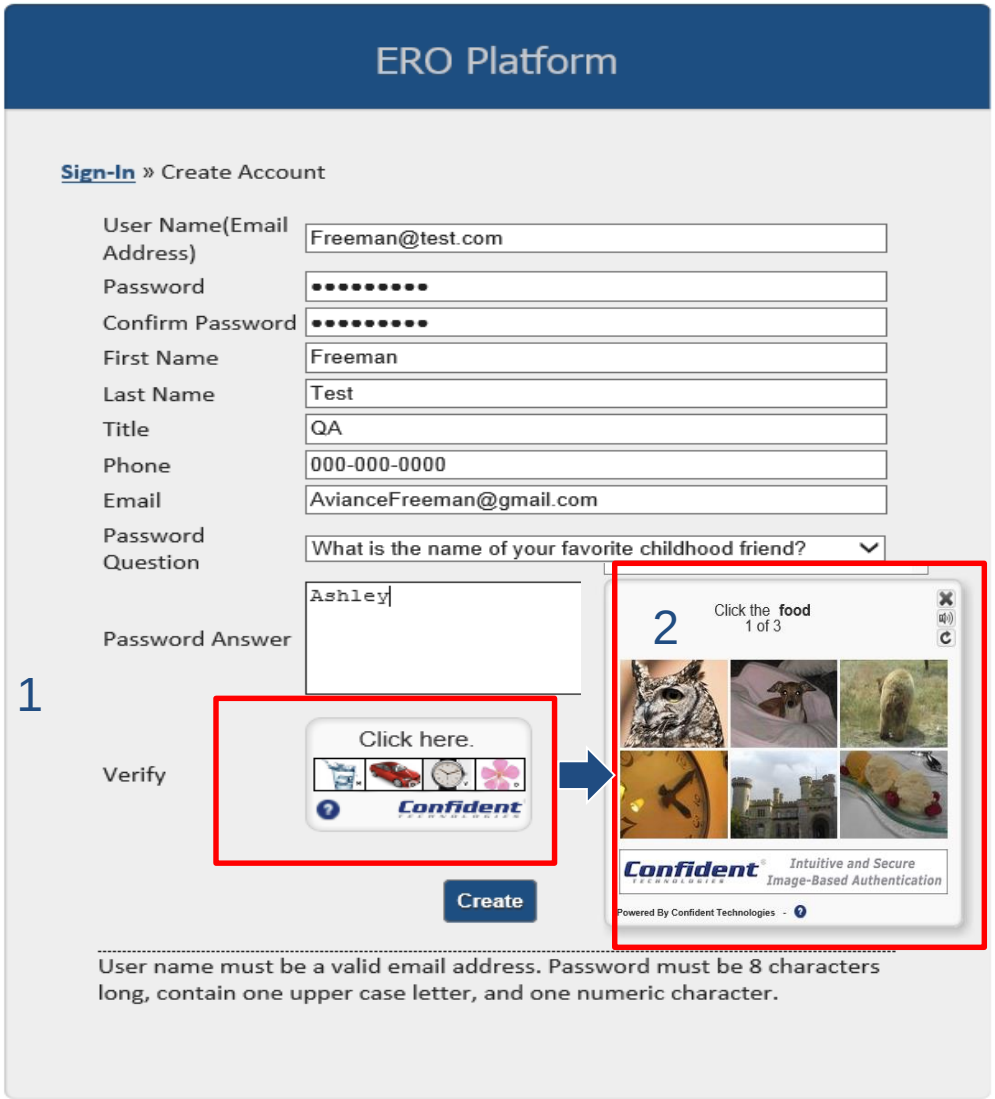
*Phone – enter phone number

*Email – enter valid *business* email address

*Password Question – select a security question

*Password Answer – enter password answer

Verify Account – Part I

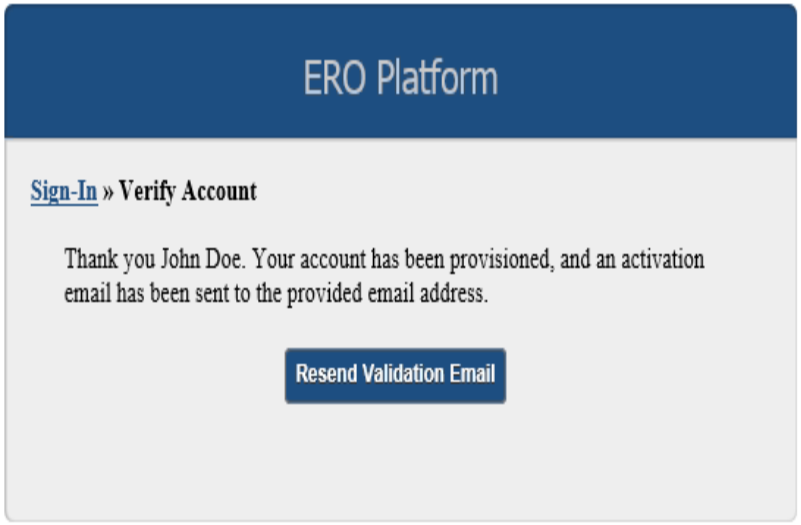


Verify Account – Part I

1. SELECT the Verify icon, several images display. SELECT the correct image of each description as instructed until all three pictures have been verified.

   Upon successful verification, SELECT “Create” to create your account.

Verify Account – Part II



Verify Account – Part II

Upon successful verification, a verification email will be sent to the email account used to create your user account. Upon verification you will be able to access your account with preliminary permissions.

IMPORTANT: The activation email provided for validation expires after 10 minutes if not used.

SELECT the Resend Validation Email to have the activation email sent to the email address provided.

Verify Account – Part II

Hello Freeman Test

You are almost done with your ERO registration. Please click the link below to validate your email address and complete the registration process.

https://nercbestestid.intellinet.local/UserSelfService/PinValidation/ValidatePin?PinValidationType=RegistrationVerification

You will also be asked to enter the following pin. Please follow the instructions provided at the website.

Your confirmation pin is 26817612

** Please note that the provided pin will expire shortly. It is important to complete this final step immediately.*

For more information or assistance, please contact the NERC ERO Support team. or call 404-446-2560.
3353 Peachtree Road NE
Suite 600, North Tower
Atlanta, GA 30326
404-446-2560 | www.nerc.com

Verify Account – Part II

Upon successful verification, a verification email will be sent to the email account used to create your user account. Upon verification you will be able to access your account with preliminary permissions.

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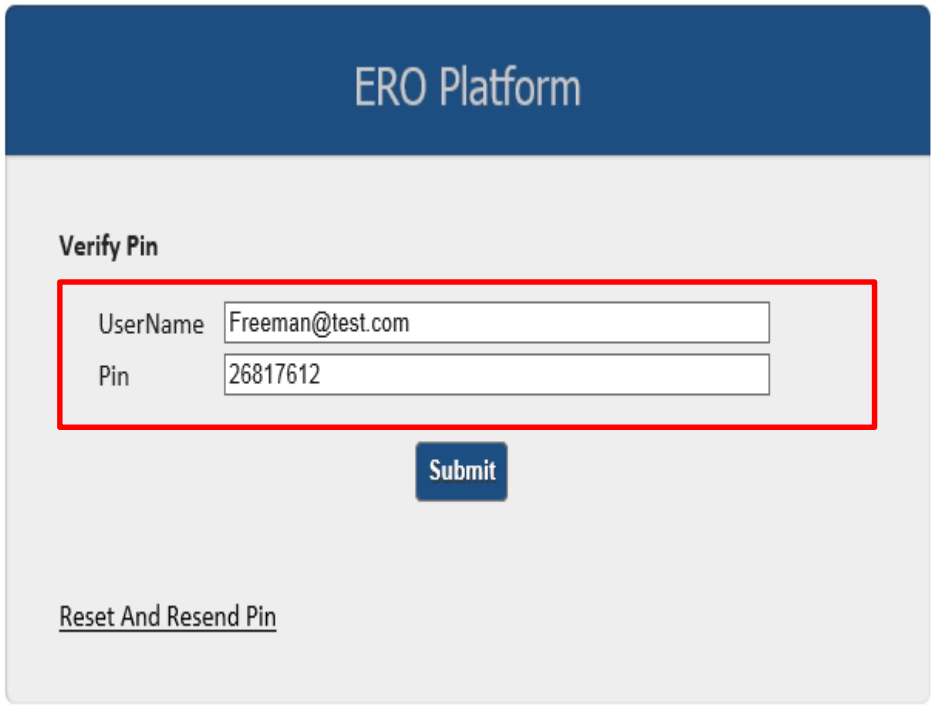
Verify Account – Part II



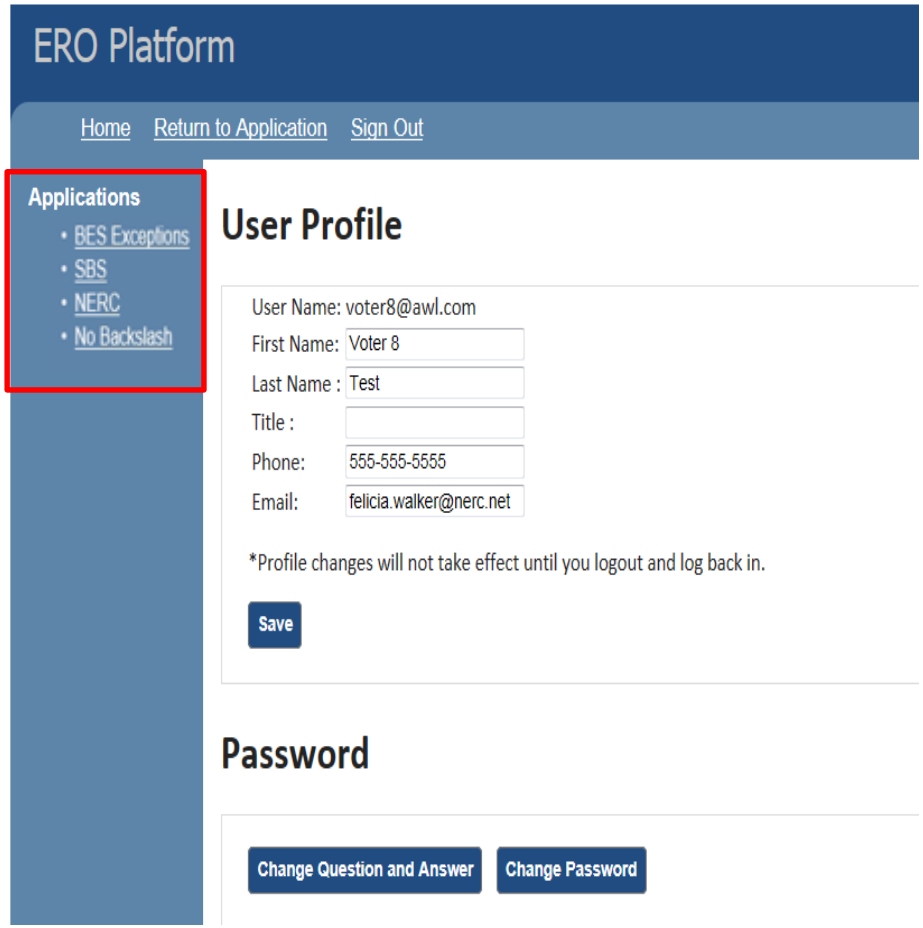
Verify Account – Part II

Enter your username and confirmation pin found in the system generated email.

SELECT Submit.

Upon verification you will be able to access your account with preliminary permissions.

ERO Platform - Applications

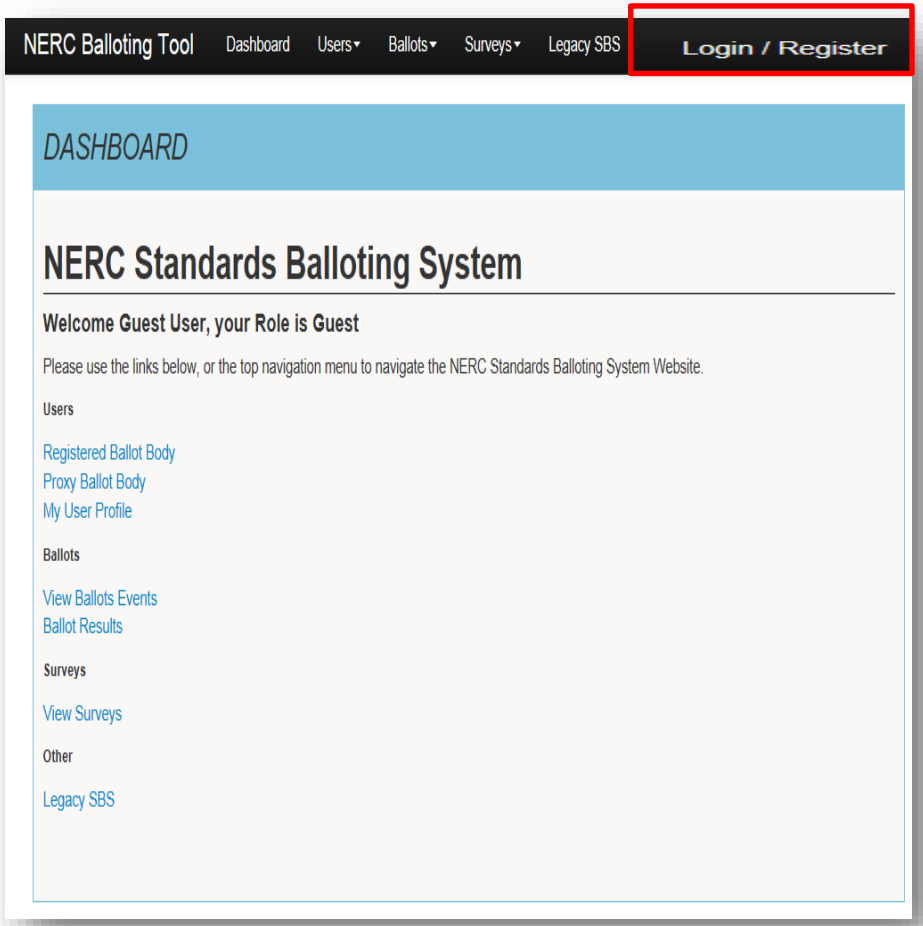


ERO Platform – Select Application

SELECT the application that you wish to access or request additional permissions.

Login/Register

User Dashboard:

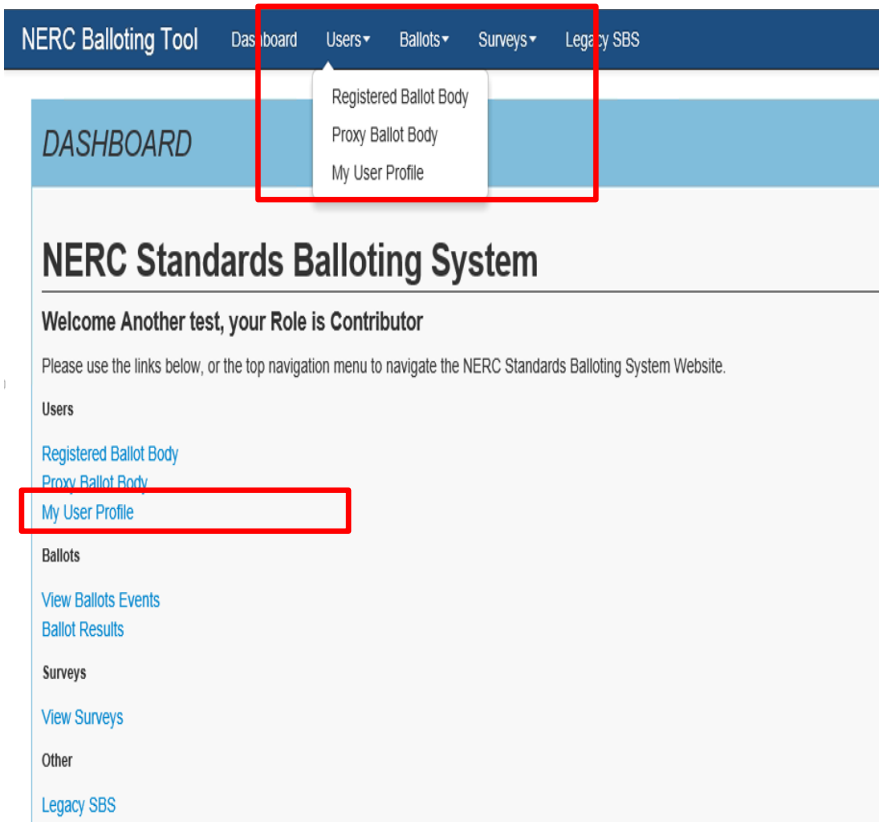


After selecting SBS in ERO Platform

After you have selected SBS in the ERO Platform (see previous slide) the SBS Dashboard will be viewable.

Select ‘Login’ and your User Name and Role will automatically display.

SBS Dashboard – Request Permissions



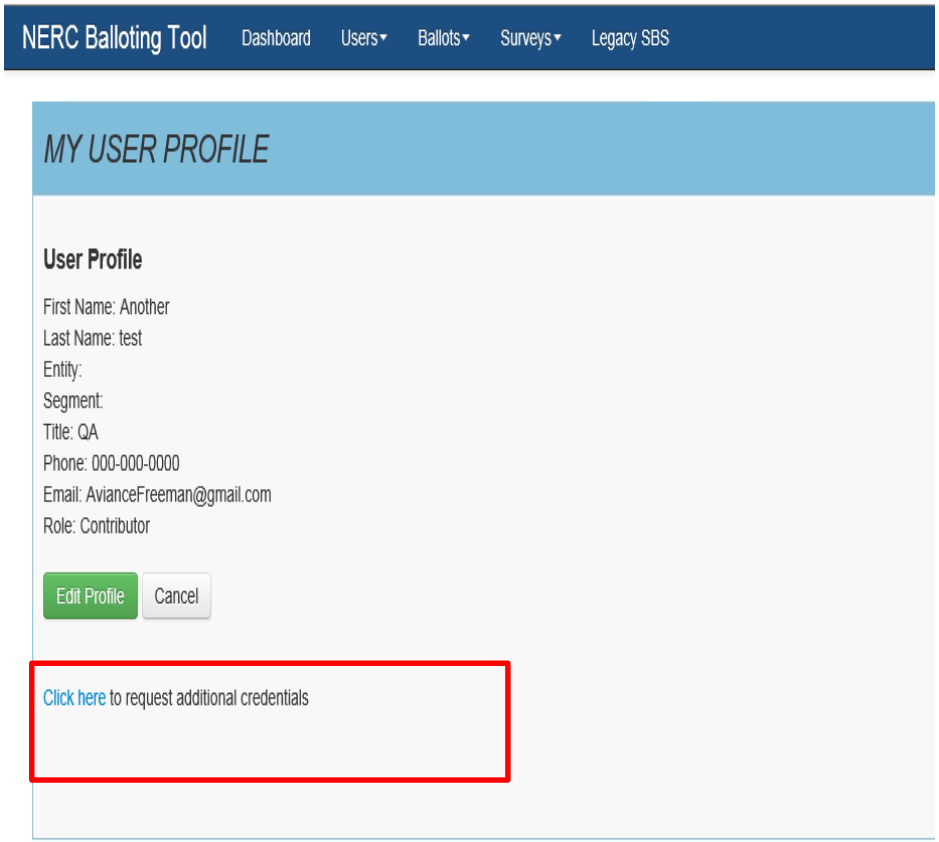
SBS Dashboard– Request Additional Permissions

After creating an account, logging in and navigating to the SBS Dashboard, your role will be set to default to Contributor role permissions.

SELECT the My User Profile link from the Dashboard or top navigation to request additional Standards Balloting System permissions.

Additional permissions must be requested prior to being granted access for the roles of Voter and Proxy.

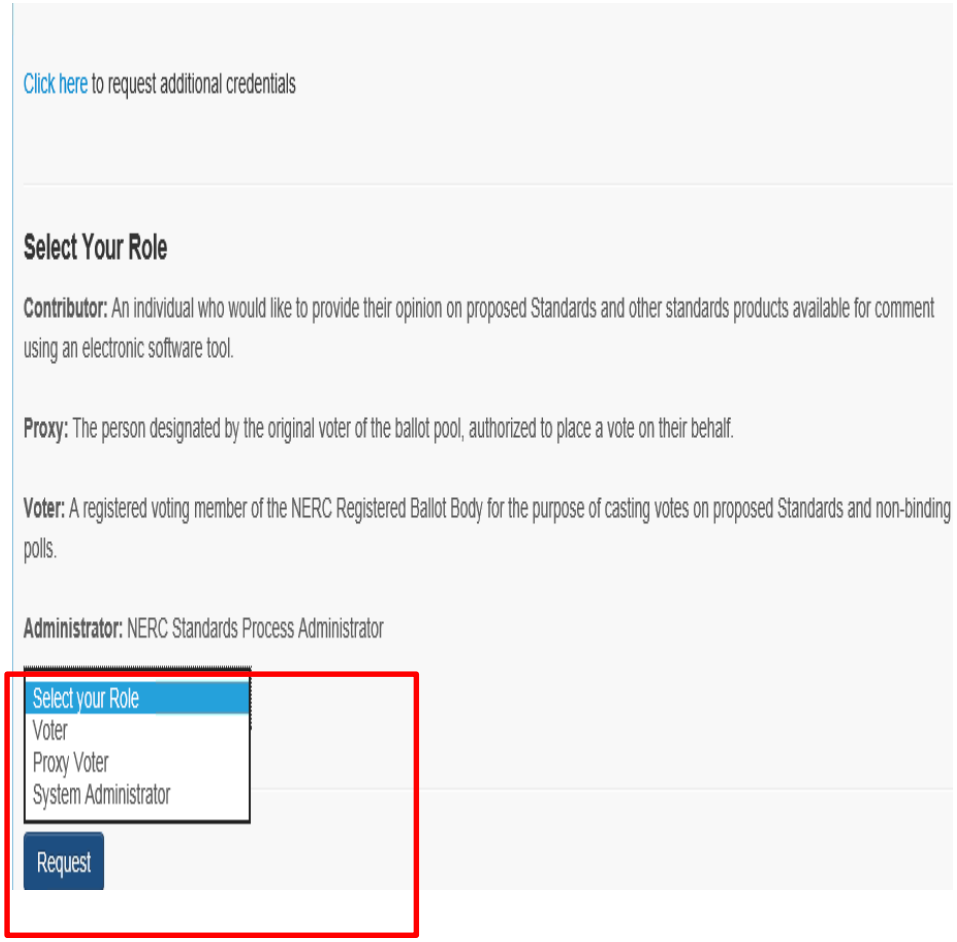
Request Permissions



Request Permissions

SELECT the Click here link to request additional credentials.

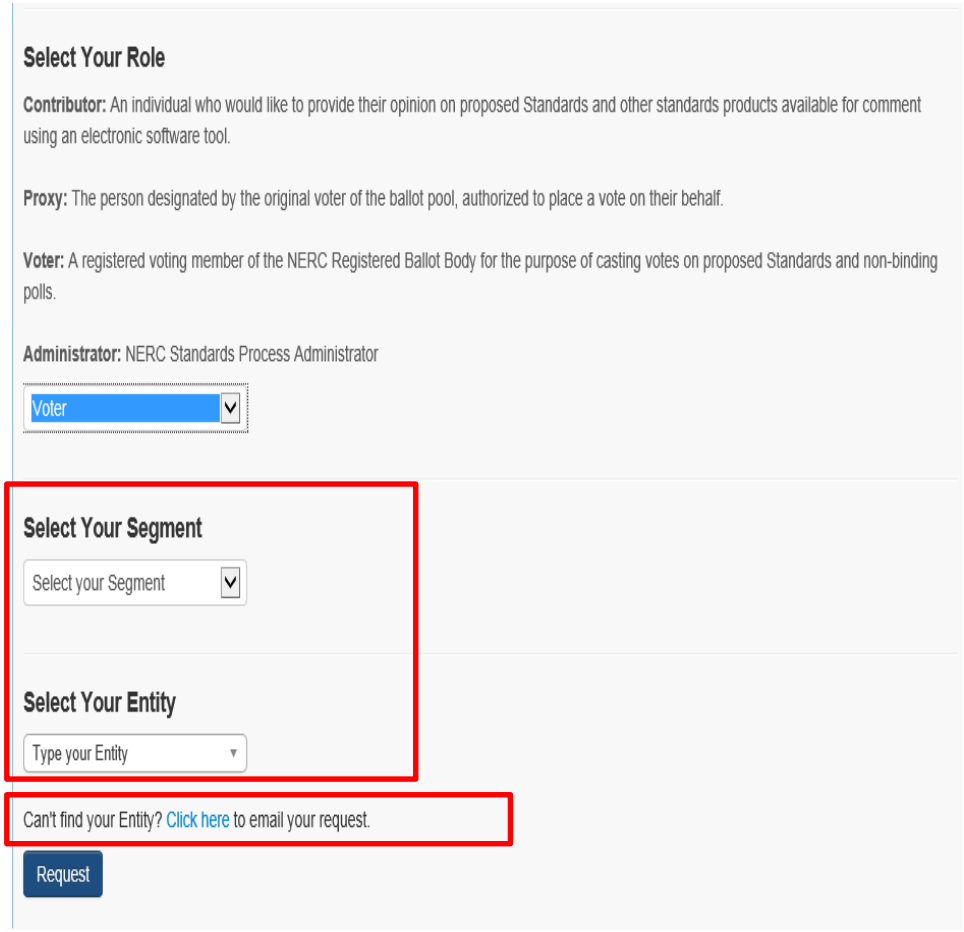
Request Permissions



Request permissions

After making the selection of your role (Voter, Proxy or Contributor) SELECT Request.

Request Permissions



ERO Platform – Select Application

Voter Request for Permissions:

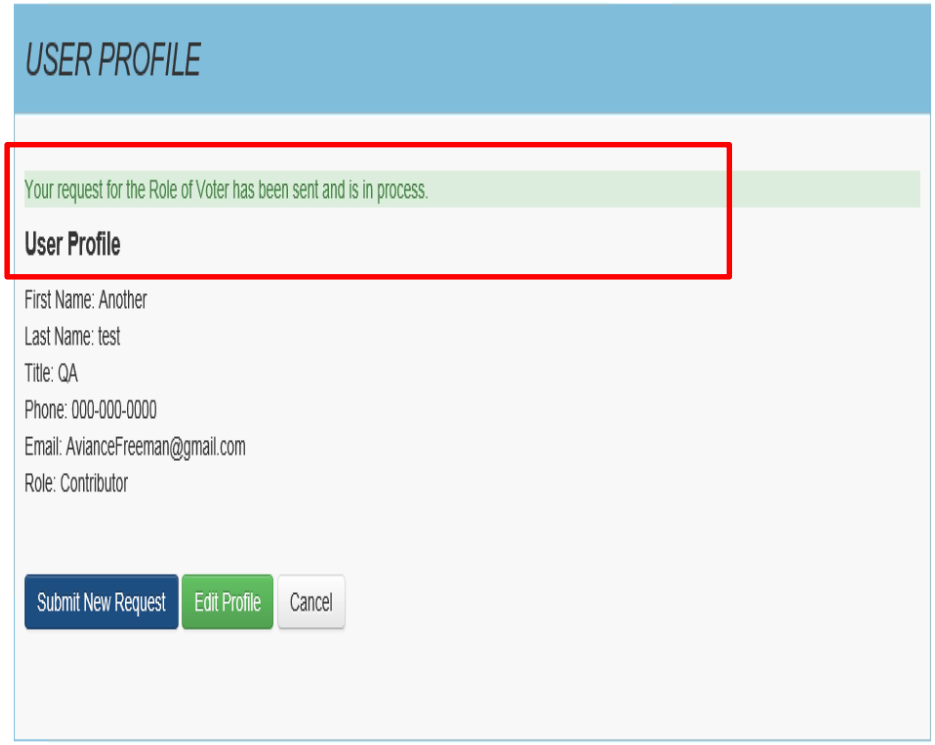
1. Select Your Segment
2. Select Your Entity (Parent/Affiliate Listing)
3. Request permission

If you can't find your Entity name in the Entity listing, select the Click here link to send an email request to the Standards administrator to request to have your Entity name added.

Proxy Request for Permissions:

- Request permission

Request Permissions



Vetting Request Pending

Voter and Proxy requests requires further vetting by NERC Standards Staff.

Within three business days, you will receive notification approving or denying your request to join the Registered Ballot Body.

ERO Platform Validation

Validation Process

Scenarios that require the validation process

- Initial validation
- Subsequent validations when users log in
  - On a different computer or device (work, home, iPad, iPhone, etc.)
  - On a different browser (IE, Chrome, Firefox, Safari)
  - User changes their user name
- Every 180 days
  - Validation will be required
  - Password change will be required
- Validation issues not related to above scenarios
  - Support is investigating

Validation Emails

Validation emails from DoNotReply@nerc.net – Please validate your NERC ERO Account Information

- You should receive the validation email within a couple of minutes
- If you did not receive the validation email, check 'spam' or 'junk' folders
- If validation email is not in 'spam' or 'junk' folders - check with your IT department to verify if the email is blocked
- If your IT department did not block the validation email contact ballotadmin@nerc.net

Standards Information

- Standards
  - Program News
    - Weekly Standards Bulletin
- Standards Processes Manual
- Resources
- SBS questions/feedback - ballotadmin@nerc.net

Questions and Answers