

ERO Portal

End User Guide: Portal Users

December 15, 2022

RELIABILITY | ACCOUNTABILITY



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Preface

The vision for the Electric Reliability Organization (ERO) Enterprise, which is comprised of the North American Electric Reliability Corporation (NERC) and the six Regional Entities (REs), is a highly reliable and secure North American bulk power system (BPS). Our mission is to assure the effective and efficient reduction of risks to the reliability and security of the grid.

The North American BPS is divided into six RE boundaries as shown in the map and corresponding table below. The multicolored area denotes overlap as some load-serving entities participate in one Region while associated Transmission Owners/Operators participate in another.



MRO	Midwest Reliability Organization
NPCC	Northeast Power Coordinating Council
RF	ReliabilityFirst
SERC	SERC Reliability Corporation
Texas RE	Texas Reliability Entity
WECC	Western Electricity Coordinating Council

Introduction

ERO Portal

The ERO Portal is a tool that provides a user with the ability to perform the following, once the user has registered for an ERO Portal Account:

- Change a user's ERO Portal Account password
- Change the Security Questions for a user's ERO Portal Account
- Request access to NERC Data Stores, Extranet Sites and Web Applications
- See which NERC Data Stores, Extranet Sites and Web Applications the user has access to
- See which NERC Email Distribution Lists the user currently subscribes to
- Update access permissions for ERO Portal Applications and external applications, such as Align

By default, registered entity Primary Compliance Contacts (PCC) are the system administrator for the ERO Portal, this responsibility can be delegated by the PCC at any time.

My Profile

My Profile is a self-service page for a user to change password, email address, security questions, phone number, and address. A user will also be able to see Contact Roles and turn on/off CFR notifications.

My Resources

My Resources provides the current list of Data Stores and Extranet Sites the user is associated with and provides access to select NERC applications that users have been granted access to. A user may **Request Access** and review **My Requests** via the drop down box.

My Applications

My Applications is the self-service feature for users to request application access and manage requests. Users may **Request Application Access** for Align, CORES, GMD, and MIDAS.

Application	Role	Role Description
All Applications	Entity Administrator	This person has read and write access to GMD data, MIDAS data, and CORES data. In addition this person can make others the Entity Administrator and give others access to Align, GMD, MIDAS and CORES or remove access to those system from others.
ALIGN	Align Registered Entity Editor	This person can create and edit items in Align for the Entity he/she is associated with.
ALIGN	Align Registered Entity Reader	This person can view items in Align for the Entity he/she is associated with.
ALIGN	Align Registered Entity Submitter	This person can create/edit and submit items in Align for the Entity he/she is associated with, and submit evidence to the Secure Evidence Locker.

CORES	CORES User	This person can create/edit registration information (including CFRs/JROs) and review data for the entity he/she is associated with
GMD	GMD User	This person can view and submit GMD data and run GMD reports for the entity he/she is associated with.
GMD	GMD Read-Only	This person can view GMD data and run GMD reports for the entity he/she is associated with.
MIDAS Portal	MIDAS User	This person can create/edit and submit MIDAS data and run MIDAS reports for the entity he/she is associated with.
MIDAS Portal	MIDAS Read-Only	This person can view MIDAS data and run MIDAS reports for the entity he/she is associated with.

Table of Contents

Application Access Requests

Below is the list of submitted application requests. To request access to an ERO Portal application, please use the link below to submit your access reques information. Your request will be submitted to the corresponding entity administrator for approval.					nit your access request	Menu		
						• Create New Appl	ication Access Request	Request Application Access Request access to an ERO Portal application (GMD, CFR Portal or MIDAS)
NERC Number (Entity)	Entity	Requested Application Role	Request Status	Approved By	Rejected By	Created On 🕇	Modified On	
There are no rec	cords to display.							

Entity Administrators are emailed a notification that there are pending requests and they may review and approve or reject the requests. This is the preferred method for granting access for entity colleagues to Align, CORES, GMD and MIDAS.

Research

Users interested in reviewing Geomagnetic Disturbance (GMD) Data Downloads may access them here.

My Groups

My Groups provides a list of NERC email distribution lists the user subscribed to.

Entity Registration Requests

A user may initiate a new request for registration on the NERC Compliance Registry. A separate user guide exists to assist users with registration and can be found on the NERC.com Organization Registration website. A registration request may be submitted by any user.

My Entity

A user may review the data that exists for their entity. The options include Manage Entity Users, CORES, Entity Application Requests and Section 1600 Reporting Confirmation.

NERC Membership List

NERC Membership provides the opportunity for companies to join one of 12 industry sectors. Please check the existing **NERC Membership List** to see if your company or Affiliate Company is already a member before submitting an application.

Help Desk

A user may request help with a selection of services using this page. Alternatively, users may navigate to <u>https://support.nerc.net</u>.

NERC Membership

NERC Membership provides the opportunity for companies to join one of 12 industry sectors. A user may request membership using this page.

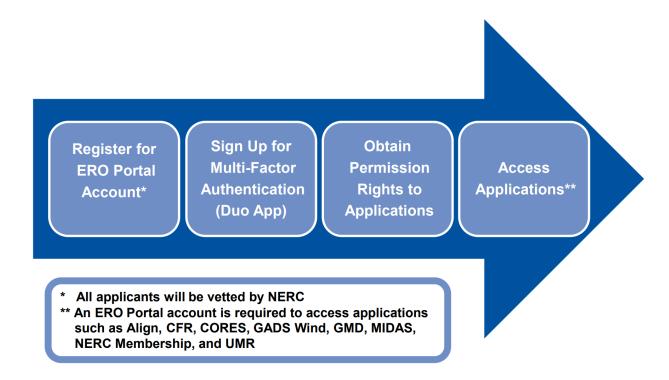
ERO Portal Actors

- Entities requesting registration in NERC Compliance Registry
- Registered Entity Administrators
- Regional Entities
- NERC

Chapter 1: Getting Started

Overview, Setup and Configuration

A web browser and an internet connection is needed to access the ERO Enterprise applications. The ERO Enterprise applications support the latest versions of Chrome, Internet Explorer 11, or later. Microsoft Excel, Microsoft Word, Microsoft Visio, or similar applications are required for opening and viewing documentation stored on these systems.



ERO Portal Registration

In order to access the ERO Portal users must first register for a portal account with NERC. Users will need to request access to the ERO Portal at <u>https://eroportal.nerc.net</u>. During registration the user will be prompted to set-up Multi-Factor Authentication.

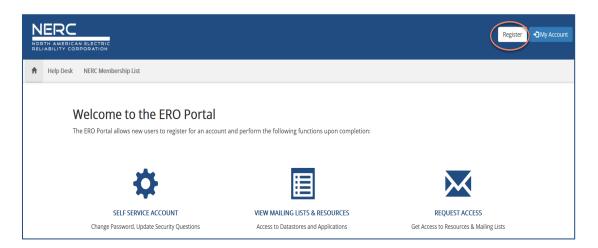
Register for ERO Portal Account

Initial Set-up

If you do not already have an ERO Portal account, you must first register for a new account. The ERO Portal can be found here: <u>https://eroportal.nerc.net.</u>

The following information walks through the process of a new user setting up an account.

1. Select the **REGISTER** button in the upper right hand corner.



2. Fill out the form below. Please use your email and contact information that is associated with the registered entity you represent.

NERC		Register •3 Sign In
A Help Desk NERC Membership List		
•3 Sign In Register Resend Registration Key		
Register for a new account		
* First Name	1	
* Last Name		
* Email		
* Confirm Email		
+ Username		
* Password		
	Minimum of 10 characters long. Must Contain at least 1 number, 1 lowercase letter, 1 uppercase letter, and 1 special character (I-0.4.5.5.N0.4.9)	
Confirm Password		
* Captcha		
	Submit	

3. Once you click **Submit** the system, a confirmation message similar to the one below will be automatically sent from the system.

NOR	ERC	I ELECTRIC DORATION	Register Disign In
A	Help Desk	NERC Membership List	
		Confirm Registration	
		You will receive an email shortly with instructions on how to complete the registration process. If you do not receive an email, please click <u>here</u> to resend. If the problem continues, please contact the NERC Helpdesk by opening a ticket at: <u>NERC Helpdesk</u> .) D

Login to your email inbox (the email address you entered above) to find the instructions on how to continue an example is shown below, click the **Confirm Your Email** link from the email to complete the registration process.

New Portal Registration Request
NERC North America Electric EELISALTY CORROBATION
Hi Stephen,
Thanks so much for registering for access to the ERO Portal. To continue with your registration, you just need to confirm that we got your email right.
Confirm Your Email
Link not working? Try pasting this link into your browser:
https://eroportal.dev.local/Account/Login/RegisterLocalPin?enctoken=7ZsOvK82Px7ZsOvK82Px7ZsOvK82Px4f4E7Bw664BrCjaoRkSGkLV8JYUv9kx
If you believe you received this email in error, please contact the NERC Helpdesk for assistance at: NERC Helpdesk
Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.
Thank You,
Customer Service

4. The system will inform you that your email has been confirmed, click **Continue** to complete your registration.

Email Confirmation	
Your email address was successfully confirmed. Please click 'Continue' to complete your registration!	
Continue	

5. The login page below will load, you will need to enter the username and password you used on the registration page then click the **Sign in** button to continue.

NERC	
Sign in	
Password	
Sign in	
This is a North American Electric Reliability Corporation (NERC) information system restricted authorized individuals. You have no reasonable expectation of privacy regarding communication data transiting or stored on NERC's information system. At any time and for any lawful purpose, I may monitor, intercept, record, and search any communications or data transiting or stored on information system. At NERC's sole discretion, NERC may disclose pertinent information to the Government and its authorized representatives to protect the security of critical infrastructure key resources, ensure information security, or to comply with any applicable law, regulation, process, or enforceable governmental request. By continuing, you acknowledge that you unders and consent to the terms and conditions described in this notice. The actual or attern unauthorized access, use, or modification of this system is strictly prohibited and may su violators to criminal, civil, and/or administrative action.	ns or NERC n this e U.S. e and legal stand npted

Multi-Factor Authentication – Duo

6. The Multi-Factor explanation page below will load, you will need to click the **Start setup** button to continue. (Existing ERO Portal users, see NERC's Multi - Factor Authentication - End User Guide for instructions.)



7. The Add Device page below will load, you will need to select the radio button next to the type of device you are adding then click the **Continue** button to continue.

	What type of device are you
What is this?	adding?
Add a new device My Settings & Devices	Mobile phone RECOMMENDED
Need help?	Tablet (iPad, Nexus 7, etc.) Landline
Powered by Duo Security	
	Continue

8. The Enter Your Phone Number page below will load, you will need to enter a valid phone number, verify the number is correct by clicking the checkbox and then click the **Continue** button to continue.

For security reasons, we req	uire additional information to verify your account
NERC NORTH AMERICAN ELECTRIC RELIABLITY CORPORATION	Enter your phone number
<u>What is this?</u> 더 <u>Need help?</u>	United States
	 +1 48492431 Example: (201) 234-5678 ✓ You entered (404) 849-2431. Is this the correct number? Back Continue

9. Select the type of mobile device you are using by selecting the radio button next to your device type and select **Continue.**

r security reasons, we r	equire additional information to verify your a
	What type of phone is 404- 640-2876?
What is this? 더 Need help?	iPhone
Powered by Duo Security	Android
	Windows Phone
	Other (and cell phones)
	Back Continue

10. Follow the instructions to download the Duo app if you don't already have it installed.

NEDC	require additional information to verify your acco
What is this? C Need help? Powered by Duo Security	 Install Duo Mobile for iOS 1. Launch the App Store app and search for "Duo Mobile". 2. Tap "Get" and then "Install" to download the app.
	Back I have Duo Mobile

11. Once you have downloaded and installed the Duo Mobile app to your mobile device, or, if the Duo app is already installed on your device select the "I have Duo Mobile" button. The *Activate Duo Mobile* screen will appear with a QR code displayed.

NERC	Activate Duo Mobile for iOS
What is this?	1. Open Duo Mobile.
Add a new device	2. Tap the "+" button.
My Settings & Devices	3. Scan this barcode.
Need help?	Email me an activation link
Powered by Duo Security	instead.
	Back Continue

- 12. Follow the steps below to activate your mobile device for Multi-Factor Authentication (MFA) for the ERO Portal. You will only have to do this once.
 - Open the app and tap the "+" button in the app to add a new ERO Portal account to Duo Mobile
 - If you are prompted to allow Duo Mobile to send your notifications, select **OK or Allow.**

- If you are prompted to allow Duo Mobile access to your camera, select **Ok or Allow.**
- Point the camera so that the QR code presented on your monitor is visible on your mobile device's screen.
- Once the Duo Mobile app reads the QR Code, a large green check mark will appear over the QR code. Select **Continue.**

	Activate Duo Mobile for iOS
What is this? 더 Need help? Powered by Duo Security	 Open Duo Mobile. Tap the "+" button. Scan this barcode. Email me an activation link instead.
	Back Continue

13. Your Multi-Factor Authentication device is now setup, the *MFA Home Screen* will load. Select the check box next to **Remember Me for 1 Day** and select the method you would like to use to complete authentication into the ERO Portal.

NERC	Choose an authentication method
What is this?	Send Me a Push
Add a new device My Settings & Devices Need help?	Call Me
Powered by Duo Security	Enter a Bypass Code
	Remember me for 1 day

- Selecting **Call Me** will place a phone call to your mobile device. Follow the voice prompts to complete the authentication process. You will be taken to the ERO Portal Profile where you can add the required information to complete your ERO Portal profile.
- Selecting **Send Me a Push** will activate the following prompt via the Duo Mobile app on your mobile device. Select **Approve** to complete the authentication process. You will be taken to the ERO Portal Profile where you can add the required information to complete your ERO Portal profile.



ERO Portal Profile Completion

14. Once you have returned to the ERO Portal profile page, you may populate the fields required to complete you ERO Portal profile.

Profile			
1 TOTILE			
	jay smoove	On this self service page, you can change your password, email address, or sect such as phone number and address. Please note. If you are the Primary Compliance Contact for an entity registered here. You must navigate to your regional compliance portal to update your info	for NERC compliance, you will not be able to change your profile information
	Profile Manage Entity	update. You must complete your profile before using the features of this website.	×
	Manage Entry		
	Security		×
	Change Password		
	Change Email	Personal	
	Change Security Questions	Salutation	First Name *
			jay
		Job Title	Middle Name
		Business Phone *	Last Name smoove
		Fax	Mobile Phone
		Next	

15. The Work Address page below will load, you will need to provide data for any field marked with a red asterisk then click **Next** to continue or **Previous** to return to the previous page.

My Work Address	City 🍬	
Street 2	State/Province *	Q
	ZIP/Postal Code *	~
	Country *	٩
Previous Next		~

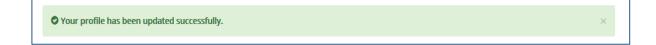
16. The company page below will load, you have the option to identify the company you are affiliated with; however, this information is not required. Click **Next** to continue or **Previous** to return to the previous page.

Company	
Company	
	۹
Did you find your company? O No Yes	
Previous Next	

17. The final step in the Registration Process is to provide Security Questions and Answers this information is used if you ever forget your password or username and need to reset your login information. The Security page below will load, you must provide 2 questions and answers for those questions in order to complete the process.

Security			
Security Question 1 *			
Security Answer 1 *			
Security Question 2 *			
Security Answer 2 *			
Previous Save			

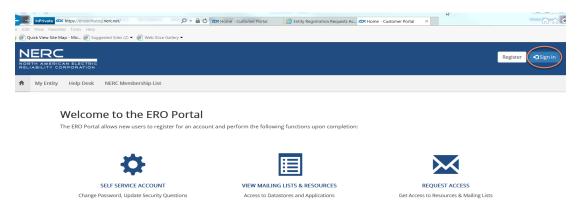
18. Once you click **Save** the system will let you know the process is complete (your ERO Portal registration is completed), see below.



Chapter 2: First Login for ERO Portal User Access

User Sign In

1. To log in to an ERO Portal account, click the **Sign In** button located in the upper right hand corner of the page.



- 2. Enter valid username and password.
- 3. Click Sign In.

NERC	RIC	<mark>gister</mark> +⊃ Sign In
Help Desk NERC I	Membership List	
*⊇Sign In R	Register Resend Registration Key Sign in with a local account Username Password Password Remember me? Sign in Forgot Password/Username	

Forgot Password/Username

When needed, users can retrieve their username and reset passwords through the portal.

- 1. Click Forgot Password/Username.
- 2. Provide the email associated with the account.

Forgot Password/User	rname
Email Address	
(Please enter your email address to continue.

- 3. Click Send.
- 4. The user receives an email with a link.
- 5. Click the link and provide answers to the security questions.
- 6. Click Submit, the user name is provided if the responses to the security questions are correct.

Please answer the following security questions to continue.
What was your childhood nickname?
What street did you live on in third grade?
Submit Important! Username for this accourt: [username]
You have successfully answered your security questions. If you would like to reset your password, click the 'Continue to Reset Password' button below. If you would to legin, click the 'Continue to Login Page' button below.
Continue to Reset Password Continue to Login Page

- 7. Click Continue to Login Page if the password is known.
- 8. To reset the password, click **Continue to Reset Password**.
- 9. Using the password criteria identified in section 4.2, enter and confirm the new password.
- 10. Click Reset.
- **11.** Return to login page and enter username and password.
- 12. Click Submit.

Request Access to Align

Chapter 3: ERO Portal Profile Management

Update Profile

Clicking on My Profile allows for users to access their complete profile.



The profile is a self service page where users can update their contact information and subscribe to CFR notifications. Users can also access pages to update their password, email address, and security questions. After changing contact information scroll to the bottom of the page and click **Update** to submit the changes.

Home / Profile		
Profile		
james brown	On this self service page, you can chan your demographic information such as	ge your password, email address, or security questions. In addition you may also update phone number and address.
Profile	Your Information	
	Salutation	Company
Security		Q
Change Password		
Change Email	First Name *	Job Title
Change Security Questions	james	
	Middle Name	Business Phone *
		4045551212
	Last Name *	Mobile Phone
	brown	



Update

Change Password

- 1. Select **Change Password** from the Profile page.
- 2. Enter the current password.
- 3. Enter the new password and a confirmation of the new password.
- 4. Click Change Password.

Change Password	
Username	jamesbrown
Old Password	
ola rassivola	
	Password Requirements:
	Minimum of 8 characters long.
	Must Contain at least 1 number, 1 lowercase letter, 1 uppercase
	letter, and 1 special character (!,@,#,\$,%,^,&,*)
New Password	
Confirm Password	
commin rassword	
	Change Password

Change Email

Users may change there password in the ERO Portal as long as the domain remains the same. If, for instance, a registered entity changes their domain, the registered entity should contact NERC help desk for assitance.

- 1. Select **Change Email** from the Profile page.
- 2. Enter the new Email address.
- 3. Click Change Email.

Change Emai		
Email	victor.myers	@nerc.net
	🔀 Change Email	

Change Security Questions

- 1. Select Change Security Questions from the Profile page.
- 2. Enter new question(s).
- 3. Enter the new answer(s) to the question.
- 4. Click Update.

Change Security Questions

* Security Question 1

* Security Answer 1

* Security Question 2

* Security Answer 2

Update

Chapter 4: Basic System Functionality of the ERO Portal

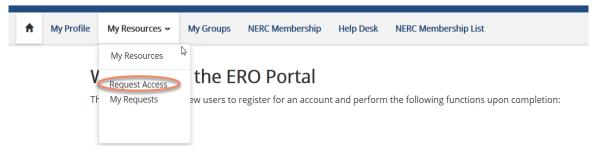
My Resources

My Resources provides the current list of Data Stores and Extranet Sites the user is associated with and provides access to select NERC applications that users have been granted access to.

Access to Resources

Individuals can request access to the list of Resources listed in the ERO Portal.

- 1. Click the down arrow My Resources on the top tool bar.
- 2. Click Request Access.



- 3. Select the resource and highlight the selected resource:
 - a. Scroll through the lists of resources (or),
 - b. Enter the name of the resource in the search box.
 - c. Highlight the application or group.
- 4. Click Next.

Request Access

The page allows you to request access to resources such as datastores and applications.

Show 5 v entries	Search
Name 📖	Description It
2016 CMEP-ORCP CCC Audit Admins	This account was used to share files between NERC staff and third-party auditors as well as
Audit Assurance - FRCC	Individuals interested in accessing any of NERC's secure web sites must first register for a N
Balancing Authority Submittal - Admins	Used for submitting BA data for multiple purposes
Balancing Authority Submittal - ERO Enterprise Permissions	Balancing Authority Submittal – ERO Enterprise Permissions
Balancing Authority Submittal - Resources Subcommittee	Used for submitting BA data for multiple purposes
Showing 1 to 5 of 42 entries	Previous 1 2 3 4 5 9 Next



- 5. Provide the general information about your manager.
- 6. Click **Next** to submit the request.

General		
esource *		
testtest	×	Q
Janager Full Name		
lanager Title		
1anager Email		
Aanager Phone Number		
comments		
Previous Next		13

7. Click My Requests to check the status of the submitted requests.

8. To remove a request:

- a. Click the **down arrow** to the right of the resource.
- b. Click Withdraw.

is page shows the applications or mailing lists that you have r	equested access to		
Resource	Request Date 🕇	Status Reason	
Fest	9/20/2018 7:00 AM	Approved	
MIDAS Portal	8/10/2018 9:02 PM	New	Withdraw
Balancing Authority Submittal - Users	12/6/2017 4:16 PM		•
Audit Assurance - FRCC	11/16/2017 7:10 PM		•
Area Interchange Error System	11/2/2017 6:18 PM	New	•
Standards Development Developers	8/22/2017 8:00 AM	Approved	•
Reliability Coordinator Information System (RCIS)	3/16/2017 7:14 PM	Rejected	•
SN Data - WECC Data Definition File	3/10/2017 12:29 PM	Rejected	•
Compliance Folder	2/27/2017 4:12 PM	Rejected	•
Compliance CVI Web Folder	2/17/2017 4:12 PM	Rejected	•

View Resources

Users can review all Resources they have access to through the ERO Portal. Click the **down arrow** beside My Resources to view all Resources on the top toolbar.

My Profile Home / My Resou	My Resources My Groups NERC Membership Help Desk NERC Membership List Ny Resources My Requests UITCES	
	This page shows the applications and mailing lists you are currently assigned to	
	Resource 🕇	Resource Path (Resource)
	All Regions Enforcement Group - Admins	https://www.nerc.net/data/allregionsenforcement
	Audit Assurance - FRCC	https://www.nerc.net/datastore/auditassurance/frcc
	Audit Observation Team (AOT)	https://www.nerc.net/datastore/aot/
	Balancing Authority Submittal - ERO Enterprise Permissions	https://extranet.nerc.net/sites/bass
	Balancing Authority Submittal - Users	https://extranet.nerc.net/sites/bass
	BESNet Extranet - Admins	https://extranet.nerc.net/sites/Besnet
	Board of Trustees	https://www.nerc.net/datastore/bot
	Board of Trustees Finance and Audit Committee	https://www.nerc.net/datastore/botfac
	Board of Trustees Governance Committee	https://www.nerc.net/datastore/botgovernance
	Board of Trustees Nominating Committee	https://www.nerc.net/datastore/botnominating
	< 1 2	3 4 5 6 >

My Applications

Currently there are four applications identified being supported by the ERO portal.

- Align
- CORES
- GMD
- MIDAS Portal

The preferred method for requesting access to four applications is to request the registered entity's ERO Portal administrator to grant access to the necessary application. Each registered entity is responsible for vetting the accesses being granted on behalf of their organization. Therefore the administrator can grant access without involving NERC. The administrator grants access per the steps provided in Chapter 5 of this guide.

All other requests are submitted through the ERO Portal itself. Requests submitted for the four applications through the portal are forwarded directly to the registered entity ERO Portal administrators for processing. Requests for access to NERC working groups and committees are processed by NERC.

My Groups

A list of NERC email distribution lists users are associated with are available by clicking My Groups on the top toolbar. Users can request removal from a distribution list by clicking the **down arrow** in the Actions column.

Home / My Grou	ps		
	My Groups		
		Search	٩
	Group 🕇	Role	Actions
	ce	Member	5
	cmep_core	Member	Request Removal From Group
	entity_registration	Member	~
	entity_registration_nerc_it	Member	~
	GADSWG	NERC Staff	•
	hpinfo	Member	•
	nerc_staff	Member	~
	nerc-info	Member	•
	nercroster	Member	•
	nercroster_plus	Member	•

NERC Membership

A list of all NERC Members is available through the ERO Portal. Click **NERC Membership List** for a complete list of NERC Members.

My Profile	My Resources - My Groups NERC Membership Help Dest NERC Membership List							
ne / NERC Merr	ibership List							
	NERC Membership List							
	This system is utilized by entities or individuals interested in becoming members of NERC or renewing their membership in NERC.							
		Search	Q Export					
	Sector 🕇	Entity						
	Cooperative utility	East Kentucky Power Coop.						
	Cooperative utility	McKenzie Electric Cooperatives						
	Cooperative utility	Piedmont EMC						
	Cooperative utility	Arkansas Electric Cooperative Corporation						
	Cooperative utility	Central Iowa Power Cooperative						
	Cooperative utility	Altamaha Electric Membership Corporation						
	Cooperative utility	Coos-Curry Electric Cooperative						
	Cooperative utility	Alger Delta Cooperative Electric Association						
	Cooperative utility	Allegheny Electric Cooperative, Inc.						
	Cooperative utility	Amicalola Electric Membership Corporation						

Organizations not listed as a NERC Member can request membership through the ERO Portal.

- 1. On the top toolbar Click NERC Membership.
- 2. Click Request Membership.

My Profile	My Resources 👻 My Gr	oups NERC Membership Help Desk	NERC Membership List				
Home / NERC Me	embership						
	NERC Mem	nbership					
	Check [Existing] NERC Mem	bership below to see if your organization is alre	ady a member, if not complet	te the online application form by clicking	; Request Membership		
	For steps on how to renew	your NERC Membership click on the instruction	link: NERC Membership Rene	wal Guide			
							Request Membership
	Company 🕇	Affiliate Company	Sector	Primary Contact	Alternate Contact	Membership Status	Verification all info is correct
	There are no records to o	display.					

- 3. Review the Membership Agreement
- 4. Click **Yes** to agree with them Membership Agreement.
- 5. Click Next.

	ABILITY COR	PORATION						
	My Profile	My Resources v	My Groups	NERC Membership	New Entity Registration Request	My Entity	Help Desk	NERC Membership List
m	e / NERC Mer	nbership						
		NER	C Men	nbership				
		This is the informatio		y entities or individuals i	interested in becoming members of NE	RC or renewing	their members	hip in NERC. Once your application has been :
					Membership in the Corporation is volu dition for membership in the Corporation		n to any persor	n or entity that has an interest in the reliable o
		Entities of account o	r individuals inte or ID as well as ac	rested in becoming men ccess to anything NERC n	nbers of NERC must apply using this app elated outside of MRC.	plication form. P	lease note that	becoming a member of NERC is for the purpo
		Review th	e application ste	eps below, then continue	below.			
		Member	ship Agreem	ent				
								prporation") or renewing that membership in a
		2. Agr	ee to hold all tru	istees, officers, employe	es, and agents of the Corporation, as we	ell as volunteers	participating i	ion as set forth in its Certificate of Incorporation n good faith in the activities of the Corporation of his or her duties on behalf of the Corporation
			ew the terms and	ree to the terms and co d conditions here.	nditions. Do you agree to the terms a	and conditions	? =	
		Next	1					
			1					
		e NERC Me	mbershi	o Application	Form.			
	AMERICAN ELECTRIC							
		Wy Groups NERC Members?	hip New Entity Registratio	n Request My Entity Help Desk N	ERC Membership List			
ne	/ NERC Membership							
		NERC Memb	pership					
		This is the system utilized by e Sector Information	ntities or individuals interested	in becoming members of NERC or renewing the	ir membership in NERC. Once your application has been submitted you will	I receive a confirmation messaj	ge. When your application is	approved or denied you will receive an email that provides you with t
		As stated in Article II, Section	4.b. of the Bylaws, a member m	ray elect to be assigned to any sector so long as	membership in that sector is consistent with the member's business or othe	er activities. A consultant, atto	rney, agent, vendor, trade or	industry association, state, provincial or local consumer advocate org
		Sector						
		Justification						
		Sector Confirmation						

6.

es, a corporation and its affliates are considered a single member. The corporation or one of its affliates may apply, but once apported as a member, no other corporate affliates will be considered for membership in any sector.

e from NERC. You may name yourself or someone else as the contact. A member who is not an incluidual must also name an alternate contact, other than themselves. The alternate contact will receive

nembershin co

who will receive

Primary Contact
Pussel Mountjoy
Alternate Contact

Submit

Actions Available for an Entity Administrator

The registered entity Administrator has the authority to grant rights to its systems to other ERO Portal users. The Entity Admin has overall rights to grant permissions for the registered entity. Administrator rights allow individuals to assign the administrator rights to other users and grant user, reporter and read-only permissions. Users and Reporters have permissions to submit data through the ERO Portal and Read-only allows for users to view the data only. The complete list of permissions available is:

- CFR Administrator
- CFR User
- MIDAS Entity Admin
- MIDAS Reporter
- MIDAS Read-only
- Entity Admin

Grant Permissions

Option 1 – Applications

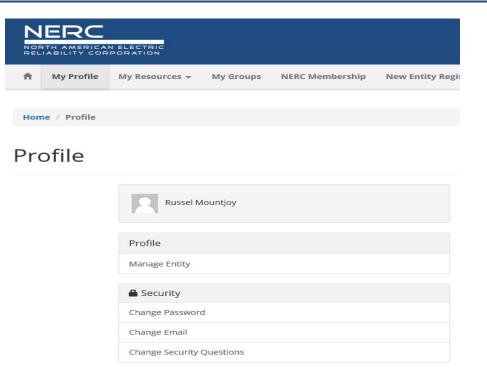
Any user may request rights for their organization from the Applications page.

- 1. Click My Applications on the upper toolbar
- 2. Click Request Application Access
- 3. Click Create New Application Access Request
- 4. Click Select Entity from the drop-down list
- 5. Click Application Role
- 6. Submit

Option 2 - Manage Entity Option

The Entity Admin and their delegates grant permissions from their Profile page.

- 7. Click My Profile on the upper toolbar
- 8. Click Manage Entity

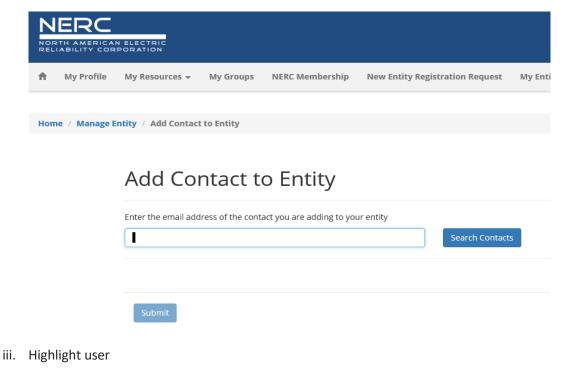


a. Grant permissions to new Entity User

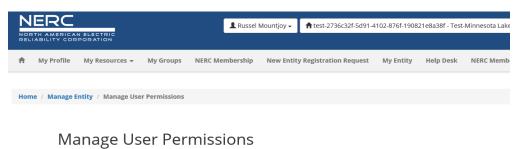
Image Entity Users Mine of Manage Entity Fitty Users Image Entity Image Entity Users Image Entity Users Image Entity Image Entity <th></th>											
Image Ny Resources - Ny Groups NERC Membership New Entity Registration Request Ny Entity Help Desk NERC Membership List Home / Manage Entity Finity Name NERC Membership List Entity Name NERC Membership List Entity Name NERC Number Test Minnesota Lakes Light & Power test-2736(32/5491-4102.876/519082168a38f) Entity Users Entity Users Test following users are associated with this entity:	NORTH AMERICAN	ELECTRIC							💄 Russel Mountjoy 🗸	test-2736c32f-5d91-4102-876f-	190821e8a38f - Test-Minne
Nome / Manage Entity Entity Name NERC Number Test-Minnesota Lakes Light & Power test-2736:325:591-4102.8766.190821e8a387 Entity Users test-2736:325:591-4102.8766.190821e8a387	RELIABILITY CORP	ORATION									
Manage Entity entity Name NERC Number Test-Minnesota Lakes Light & Power test-2736/32/5-591-4102.876/190821e8a38f Entity Users Entity Users The following users are associated with this entity: test-2736/32/5-391-4102.876/190821e8a38f		My Resources 🔻	My Groups	NERC Membership	New Entity Registration Request	My Entity	Help Desk	NERC Membership Li	t		
Manage Entity entity Name NERC Number Test-Minnesota Lakes Light & Power test-2736/32/5-591-4102.876/190821e8a38f Entity Users Entity Users The following users are associated with this entity: test-2736/32/5-391-4102.876/190821e8a38f											
Entity Name NERC Number Test. Minnesota Lakes Light & Power test-2736:325-591-1402.8766.190821e8a38f Entity Users The following users are associated with this entity:	Home / Manage Er	itity									
Entity Name NERC Number Test. Minnesota Lakes Light & Power test-2736:325-591-1402.8766.190821e8a38f Entity Users The following users are associated with this entity:											
Test-Minnesota Lakes Light & Power test-2736c32F.5d91-4102-876F.190821e8a38F Entity Users The following users are associated with this entity:		Manage	e Entity								
Entity Users The following users are associated with this entity: Add Contact		Entity Name				NER	C Number				
The following users are associated with this entity:		Test-Minnesota La	kes Light & Powe	r		test-	2736c32f-5d91	4102-876f-190821e8a38f			
The following users are associated with this entity:											
		Entity Users									
User City State Phone E-mail Address Action		The following use	rs are associated	I with this entity:							Add Contact
		User		City	State	Phone	E-mail Add	lress		Action	

i. Click Add Contact

ii. Enter email address of user being granted permission



- iv. Click Next
- v. Click Edit
- vi. Select permissions being granted to the individual
- vii. Submit
- b. Grant Permission to exiting Entity User
 - i. From Mange Entity page, click User
 - ii. Click Edit
 - iii. Select permission(s) being granted
 - iv. Submit
 - v. Select permission(s) being granted
 - vi. Submit



vii. Select permission(s) being granted

viii. Submit



User Permissions

	CFR Administrator
✓	CFR User
	MIDAS Entity Admin
	MIDAS Reporter
	MIDAS Read-Only
✓	Entity Admin
	MIDAS Entity Admin

Revoke Permissions

- 1. Click My Profile on the upper toolbar
- 2. Click Manage Entity
- 3. Locate Entity User and click Remove User

NERC NORTH AMERICAN ELECTRIC RELIABILITY CORPORATION		L Russel	Mountjoy -	ft test-2736c32f-5d91-4	102-876f-1908	21e8a38f - Test	Minnesota Lakes Lig		
ŧ	My Profile	My Resources 👻	My Groups	NERC Membership	New Entit	y Registration Request	My Entity	Help Desk	NERC Membersh

Manage Entity

Home / Manage Entity

Entity Name				NERC Number				
Test-Minnesota Lakes Light & Power			te	test-2736c32f-5d91-4102-876f-190821e8a38f				
Entity Users								
The following users are	associated with t	his entity:			S Add Contac			
User	City	State	Phone	E-mail Address	Action			
Russel Mountjoy	St. Paul	MN		russ.mountjoy@mro.net	Remove User			