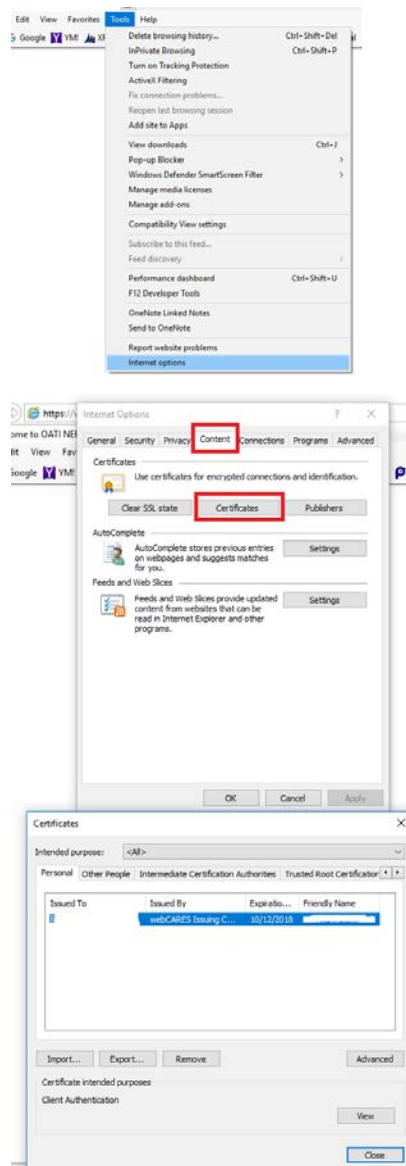


DRAFT- INSTRUCTIONS FOR ACQUIRING A NEW ACCOUNT FOR AN EXISTING COMPANY IN THE OATI NERC WEBPORTAL

Step 1: Acquiring a digital certificate from OATI.

- A. Verify that you do not already have an OATI digital certificate for use with another OATI product.
 - a. In Internet Explorer, go to “Tools”, “Internet Options”, “Content”, “Certificates”. Under “Issued By”, look for “webCARES Issuing...”. If you have the webCARES certificate, verify it has not expired by checking the “Expiration Date”.



- B. If you already have an OATI digital certificate, go to **Step 2**
- C. If you do not have an OATI digital certificate, you will need to acquire one by following these steps.
 - a. If your company has a webCARES Security Officer 1, contact this person because he/she has the abilities to get you an OATI digital certificate.
A Security Officer is responsible for identity verification, creating, distributing, revoking, renewing, and archiving digital certificates across the organization.
 - b. If you are not sure who the Security Officer is for your company contact support@oati.net or OATI Help Desk Phone: (763) 201-2020
 - c. If your company does not have a webCARES Security Officer, complete the PDF Form, **“OATI WEBCARES BUSINESS REPRESENTATIVE APPLICATION FORM”**.
 - i. Mail the completed original form to:
**OATI webCARES Support
3660 Technology Drive NE
Minneapolis, MN 55418**
 - ii. OATI will send you your digital certificate and instructions for installing it.

Step 2: Acquiring an account in the OATI NERC webPortal

- A. Send the completed “WebPortal Registered Entity User Admin Registration Form” (The Form is provided on page 3) to gads@nerc.net **be sure to mark on the form that you have an OATI digital certificate**

WebPortal Registered Entity User Admin Registration Form

Email the completed form to gads@nerc.net , support@oati.net and the Regional contact

NEW OWNER COMPANY INFORMATION

NERC Compliance Registry ID (NCR):	
To search for number: http://www.nerc.com/pa/comp/Pages/Registration-and-Certification.aspx (Compliance Registry Files > NERC Active Compliance Registry)	
Company Name:	
Region Name:	
SubRegion Name:	
Country Name:	

USER ADMIN REGISTRATION INFORMATION

User Admin is the individual who will administer users, unit and contact information in NERC's webPortal

Desired User Name: <i>case sensitive, suggestion lastnamefirstname</i>	
First name:	
Last Name:	
Middle Initial:	
Email:	
Phone:	

NERC PRODUCTS

Which applications do you need access to?

	Yes	No
webGADS -an interactive web interface for GOs and GOPs to submit their GADS data to NERC		
webTADS - an interactive web interface for TOs to submit their TADS data to NERC		
WebDADS - an interactive web interface for BAs to submit their DADS data to NERC		

DIGITAL CERTIFICATE INFORMATION

Please answer the questions below, mark yes/no as appropriate. You may need to contact your company's webCARES Security Officer for information.

1. Does your company have a webCARES account with OATI? (YES___ NO___)
 - If NO, your company will need to set up a contract with OATI webCARES to obtain Digital Certificates by emailing this form to support@oati.net
 - If YES, does the User Admin have an OATI digital certificate? (YES___ NO___)
 - If NO, contact your company's webCARES Security Officer to issue a digital certificate for the webPortal user admin.

Please be aware that OATI Help Desk personnel may call you at the contact phone number that you provided to NERC to validate and verify the data above in order to continue with the webPortal User Admin registration process.