



**NORTH AMERICAN ENERGY  
STANDARDS BOARD**

# **NAESB EIR POWERED BY OATI WEBREGISTRY QUICK START GUIDE v3.0**

OCTOBER 2023

**PROPRIETARY AND CONFIDENTIAL**

## **The Smarter Future of Energy**



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## 1. Introduction

The Electric Industry Registry (EIR) serves as the central repository for information required to support commercial, scheduling, and transmission management operations in North America. The North American Energy Standards Board (NAESB) provided the requirements for the EIR. Open Access Technology International, Inc. (OATI) developed and hosts the webRegistry system to perform NAESB EIR functions. webRegistry is a web-based system that allows industry participants to register and maintain their company information used by industry participants in business operations. In addition, companies can register new data and modify existing data that are used in transmission and scheduling procedures.

This Quick Start Guide describes how to complete the registration process in webRegistry. Additional guides on use of the system are available once registration is complete.

## 2. Entity Registration

Companies will need to register their Entity in webRegistry. A registering party will need to select an entity code. An entity code is a three or four letter unique identifier to identify a company in the registry. It will be beneficial to have certain information readily available when registering: the company's DUNS number and 24-hour contact information including phone number and email address. In addition, registering parties will need to know the role (e.g., PSE, BA, TSP, etc.) they want to register. Users will then need to select a separate three to six letter identifier for the particular role to form a code role pair. Entities may register multiple code roles in webRegistry. Quick Start guides are available for role-specific registration.

### 2.1 Application for Registration

The first step in the registration process is filling out the application to register. When someone first visits webRegistry, they will view two links: "Registered user? Click here to login" and "Not a registered user? Click here to apply."



## Electric Industry Registry

[Registered user? Click here to login.](#)

[Not a registered user? Click here to apply.](#)

**Note:** If you already have a digital certificate you will not need to obtain an additional digital certificate in order to access the NAESB EIR system.



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Registered Users will click on the first link to log into the system. Non-registered users will click on the second link to fill out the Application for Registration. The Application for Registration includes limited information about the Entity and Applicant User.



## Electric Industry Registry

### Application for Registration

<b>Entity Details</b>	<b>Applicant Details</b>	<b>Manager Details</b>
Long Name* <input type="text"/>	First Name* <input type="text"/>	First Name* <input type="text"/>
Entity Code* <input type="text"/>	Middle Initial <input type="text"/>	Middle Initial <input type="text"/>
Address 1* <input type="text"/>	Last Name* <input type="text"/>	Last Name* <input type="text"/>
Address 2 <input type="text"/>	Title <input type="text"/>	Title <input type="text"/>
City* <input type="text"/>	Email* <input type="text"/>	Email* <input type="text"/>
State/Province* <input type="text" value="Please select a state or province..."/>	Phone* <input type="text"/>	Phone* <input type="text"/>
Zip Code* <input type="text"/>	User Name* <input type="text"/>	
Country* <input type="text" value="Please select a country..."/>		

Applicant's Purpose \* = required field

Please enter your reason for applying and any additional notes.

Terms and Conditions

Please read this document before you continue in NAESB EIR powered by webRegistry. Indicate acceptance by checking the "I accept the terms and conditions stated above" checkbox. By using the NAESB EIR services or accessing or using any of the Content available within NAESB EIR, you, and the organization that you, the user, and any company or business you are representing (collectively, "You" or "Your") agree to be bound by the

I accept the terms and conditions stated above. Print Terms and Conditions

In order to complete the registration process in the NAESB EIR, you will need to obtain a digital certificate from one of the following NAESB Authorized Certificate Authorities:

**OATI webCARES Certificate Authority** - <http://www.oaticerts.com/repository/>

**Note:** If you already have a digital certificate you will not need to obtain an additional digital certificate in order to access the NAESB EIR.

If you have technical questions on the NAESB EIR application service, please contact the system administrator OATI at support@oati.net or 763-201-2020.

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A digital certificate from a NAESB approved Certificate Authority (CA) is required to access the Application for Registration. If you do not have a certificate, you can reserve an entity code for up to 30 days. This will allow users to then obtain a certificate from an approved CA.



## Electric Industry Registry

Entity Code Reservation	
Entity Code	<input type="text"/>
Entity Name	<input type="text"/>
Email Address	<input type="text"/>
<input type="button" value="Submit Reservation"/>	

In order to complete the registration process in the NAESB EIR, you will need to obtain a digital certificate from one of the following NAESB Authorized Certificate Authorities:

**OATI webCARES Certificate Authority** - <http://www.oaticerts.com/repository/>

**Note:** If you already have a digital certificate you will not need to obtain an additional digital certificate in order to access the NAESB EIR.

If you have technical questions on the NAESB EIR application service, please contact the system administrator OATI at [support@oati.net](mailto:support@oati.net) or 763-201-2020.

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A digital certificate can be linked to only one user account.

## 2.2 Initial Registration

When the Application for Registration is approved, the user will receive two emails with their user credentials, one email with their username and one with a temporary password. The username will be the same as the username entered on the Application for Registration. The user will be an “Applicant User” and will have limited access to webRegistry.

The Applicant User can log into webRegistry with their login credentials and start filling out the Initial Registration. Initial Registration includes filling out the Entity Registration page and the Entity Code-Role page.

The Entity Registration page will include some of the information entered in the Application for Registration. The Applicant User should complete the Entity Registration page and create one Entity Code-Role. Click on the “Add Entity Code-Role” button to create the Code-Role. Initial Registration is completed only when both the Entity Registration and Entity Code-Role Registration have been submitted for review. (Please Note: Both forms must be entered/submitted individually).

Entity Registration

NERC ID: \_\_\_\_\_ Record ID: \_\_\_\_\_

Entity Code: CARP Entity Type: Please select one

Entity Name: CARP

Entity URL: \_\_\_\_\_

Entity Predecessor: Select if applicable

Effective Date: 09/20/2021 01/01/3000

Entity Code (Role): \_\_\_\_\_

Identifiers Locations Affiliates Contacts Everything

Identifiers

Type	Identifier
Please select one	_____

Locations

Type	Address	City	State	Country	Postal
Headquarter	704 6th avenue	Buffalo	MN	United States	55313

Affiliates

Type	Name	Phone	Fax	E-mail
Primary	CarTest Luong	(763)486-0845		carlan.luong@oati.net
Alternate 1	CarTest Luong	(763)486-0845		carlan.luong@oati.net

Buttons: Add Entity Code-Role Submit Close

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The Entity Code-Role Entry page is where the user enters their first Code-Role. Additional Code-Roles can be entered after the initial registration has been approved.