



NEPOOL GIS Account Registration User Guide

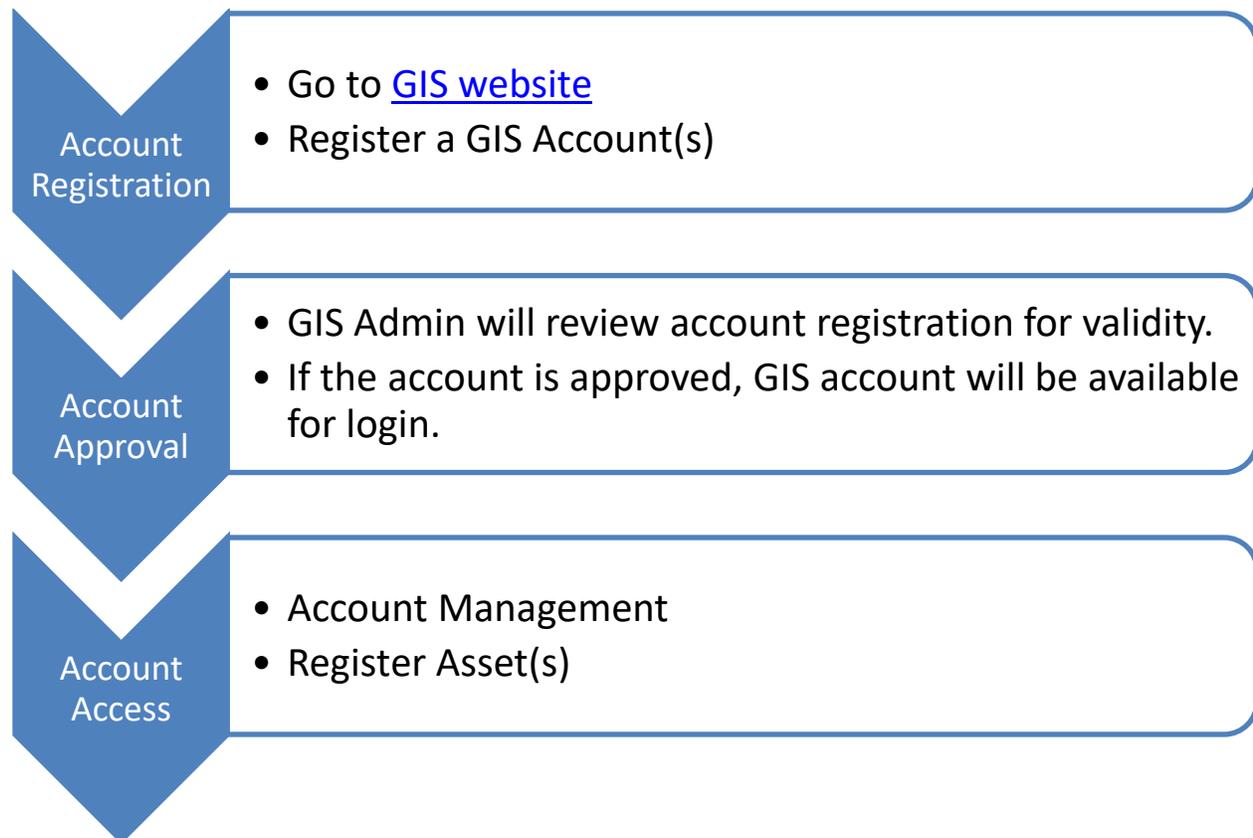
Account Registration is the first step to participate in NEPOOL GIS (GIS). Users must have an approved GIS account before registering assets and managing certificates in GIS. The Account Registration process for both NEPOOL Members and Non-NEPOOL Members is the same; however, the GIS requires some additional information for NEPOOL Members in the account registration process.

This User Guide outlines the steps for how to register a new GIS Account and focuses on the following areas:

- Account Registration Process Overview
- Account Types
- Register New Account
- Activate Account

A. Account Registration Process Overview

Below is the Account Registration process overview:



B. Account Types

Below are the different GIS Account Types and functionality available for each account type:

- **Load Serving Entity (LSE)**
 - Ability to manage load assets and corresponding load obligation certificates
 - Can register new and manage existing generating assets
 - Can send and receive certificates
 - Can retire certificates in retail sub-account (RPS compliance purposes)
 - Can execute reserved transactions (general purpose retirements)
- **Generator**
 - Ability to register new and manage existing generating assets
 - Can send and receive certificates
 - Can execute reserved transactions (general purpose retirements)
 - Residential home owners and solar companies often apply for this account however, it is not limited to those individuals or groups.
- **Trader**
 - Ability to register new and manage existing generating assets
 - Can execute reserved transactions (general purpose retirements)
- **Independent Verifier**
 - Ability to upload generation data for GIS projects

C. Register New Account

NEPOOL Member

To Register a new NEPOOL Member GIS account, User takes the following steps:

1. Go to <http://www.nepoolgis.com/>
2. Under the Registry Login box, click the 'Register' button as shown below:





3. In the New Account Application page, enter data into all fields denoted with an asterisk.
 - a. **Account Type:** Select the account type checkbox(es) (See Section B for more information)
 - b. **NEPOOL Member:** Select checkbox.
 - c. **DUNS Number:** Enter DUNS number (9-13 alphanumeric).
 - d. **NEPOOL ID:** Enter NEPOOL ID.
 - e. **Parent Company Name and Company/Account Name:** Data entry for these fields are optional for NEPOOL Members.

Account Type: *	<input checked="" type="checkbox"/> Generator	<input type="checkbox"/> LSE
	<input type="checkbox"/> Trader	<input type="checkbox"/> Independent Verifier
NEPOOL Member:	<input checked="" type="checkbox"/>	(if checked, DUNS Number and NEPOOL ID are required)
Residential/Non-Corporate Account:	<input type="checkbox"/>	(check for Yes)
DUNS Number:	<input type="text" value="123456789012"/>	(9 - 13 alphanumeric)
NEPOOL ID:	<input type="text" value="123456789"/>	(1 - 9 numeric characters)
Parent Company Name:	<input type="text"/>	
Company/Account Name: *	<input type="text"/>	

4. In the GIS-Specific Contact Info section, enter data into all fields denoted with an asterisk.

GIS-Specific Contact Info

Contact Person*	<input type="text"/>	
Address1*	<input type="text"/>	
Address2:	<input type="text"/>	
City*	<input type="text"/>	
State/Province*	Select One ▼	
Country*	USA	
Zip or Postal Code*	<input type="text"/>	(format: US 12345 / Canadian a1b 2c3)
Phone Number*	<input type="text"/>	(format: 123-456-7890)
Fax Number:	<input type="text"/>	(format: 123-456-7890)
E-mail*	<input type="text"/>	(format: abc@apx.com)
Web Site:	<input type="text"/>	(format: www.apx.com)

Choose your Login Name and Password:

Login Name*	<input type="text"/>	(1 to 20 alphanumeric)
Password*	<input type="password"/>	(5 to 20 alphanumeric)
Confirm Password*	<input type="password"/>	
Security Question*	<input type="text"/>	
Security Answer*	<input type="text"/>	

* Required Field

5. Click the 'Submit for Approval' to register the new account.

* Required Field

[Privacy Policy](#)

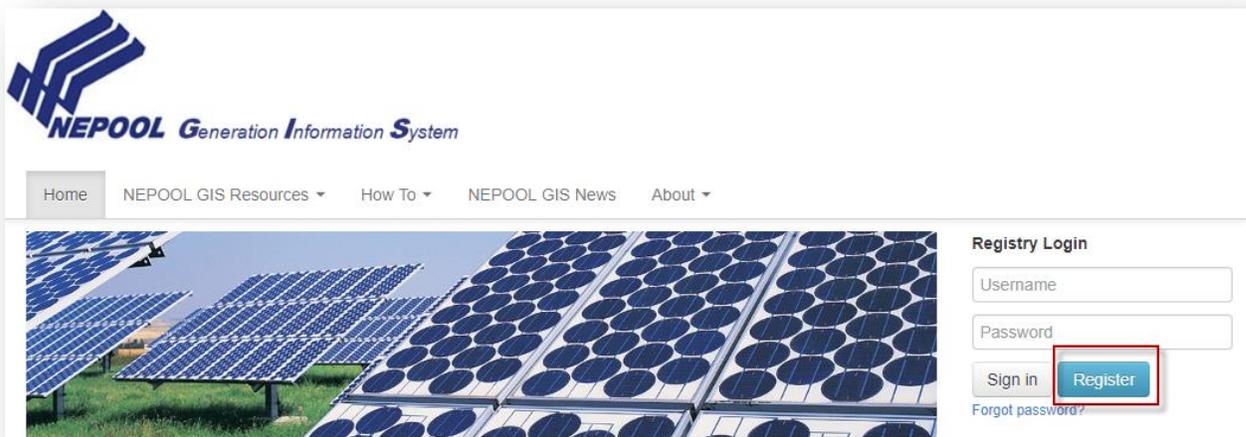


Note: An account activation email will be sent to the email registered under the GIS-Specific Contact Info section to Activate account. Please see Section D for instructions on how to activate a new GIS account.

Non-NEPOOL Member

To Register a new Non-NEPOOL GIS account, User takes the following steps:

1. Go to <http://www.nepoolgis.com/>
2. Under the Registry Login box, click the 'Register' button as shown below:



3. In the New Account Application page, enter data into all fields denoted with an asterisk.
 - a. **Account Type:** Select the account type checkbox(es). (See Section B for more information)
 - b. **Parent Company Name:** Data entry in this field is optional.
 - c. **Company/Account Name:** Enter the Company/Account Name

The screenshot shows the 'New Account Application' form. The 'Account Type' section has checkboxes for Generator (checked), LSE, Trader, and Independent Verifier. The 'NEPOOL Member' section has a checkbox (unchecked) with a note: '(if checked, DUNS Number and NEPOOL ID are required)'. The 'Residential/Non-Corporate Account' section has a checkbox (unchecked) with a note: '(check for Yes)'. The 'DUNS Number' field contains 'NA' with a note: '(9 - 13 alphanumeric)'. The 'NEPOOL ID' field contains 'NA' with a note: '(1 - 9 numeric characters)'. The 'Parent Company Name' field is empty. The 'Company/Account Name' field contains 'Test Account 2018' and is marked with an asterisk.

- In the GIS-Specific Contact Info section, enter data into all fields denoted with an asterisk.

GIS-Specific Contact Info

Contact Person*	<input type="text"/>
Address1*	<input type="text"/>
Address2:	<input type="text"/>
City*	<input type="text"/>
State/Province*	Select One ▼
Country*	USA
Zip or Postal Code*	<input type="text"/> (format: US 12345 / Canadian a1b 2c3)
Phone Number*	<input type="text"/> (format: 123-456-7890)
Fax Number:	<input type="text"/> (format: 123-456-7890)
E-mail*	<input type="text"/> (format: abc@apx.com)
Web Site:	<input type="text"/> (format: www.apx.com)

Choose your Login Name and Password:

Login Name*	<input type="text"/> (1 to 20 alphanumeric)
Password*	<input type="password"/> (5 to 20 alphanumeric)
Confirm Password*	<input type="password"/>
Security Question*	<input type="text"/>
Security Answer*	<input type="text"/>

* Required Field

- Click the 'Submit for Approval' button to register new account.

* Required Field

[Privacy Policy](#)

- Review Non-NEPOOL Participant Account Holder Agreement and check the 'I Agree' checkboxes.

Non-NEPOOL Participant Account Holder Agreement

Please review the **Non-NEPOOL Participant Account Holder Agreement** below. Fill out the first and last name as well as the title fields at the bottom of the form. Once the form is filled out the I Agree button will become enabled. Clicking I Agree will take you to the next step of the Account Registration process. Clicking Later will prompt the agreement to be accepted again at account activation. [Download the complete Non-NEPOOL Participant Account Holder Agreement](#)

I Agree

Non-NEPOOL Participant Account Holder Agreement
 By this Agreement dated 1/4/2018 11:36:42 AM, Test 2018 ("Non- NEPOOL Participant"), [a CALIFORNIA [corporation] with its principal office in San Jose, CALIFORNIA] [a person whose principal place of residence is _____] agrees to comply with all of the terms and conditions of the Generation Information System Development and Administration Agreement dated as of October 26, 2001, by and between the entities that are Participants from time to time in the New England Power Pool, a voluntary association, pursuant to the Restated New England Power Pool Agreement dated as of September 1, 1971, as amended and restated from time to time (the "NEPOOL Participants") and Automated Power Exchange, Inc. (the "GIS Agreement"), and the New England Power Pool Generation Information System Operating Rules (the "GIS Operating Rules"), each as amended, modified or restated from time to time, to the same extent as if the

I Agree IN WITNESS WHEREOF, the undersigned have caused this agreement to be executed as of the date above.

I have read the Non-NEPOOL Participant Account Holder Agreement and have the authority to bind my organization.

Non-NEPOOL Participant:

First and Last Name:

Title:

- Enter First and Last Name and Title and click the 'I Agree' button to submit the Non-NEPOOL Participant Account Holder Agreement.

Non-NEPOOL Participant Account Holder Agreement	
<p>Please review the Non-NEPOOL Participant Account Holder Agreement below. Fill out the first and last name as well as the title fields at the bottom of the form. Once the form is filled out the I Agree button will become enabled. Clicking I Agree will take you to the next step of the Account Registration process. Clicking Later will prompt the agreement to be accepted again at account activation. Download the complete Non-NEPOOL Participant Account Holder Agreement</p>	
I Agree: <input checked="" type="checkbox"/>	<p>Non-NEPOOL Participant Account Holder Agreement By this Agreement dated <u>1/4/2018 11:36:42 AM, Test 2018</u> ("Non- NEPOOL Participant"), [a <u>CALIFORNIA</u> [corporation] with its principal office in <u>San Jose, CALIFORNIA</u>] [a person whose principal place of residence is _____] agrees to comply with all of the terms and conditions of the Generation Information System Development and Administration Agreement dated as of October 26, 2001, by and between the entities that are Participants from time to time in the New England Power Pool, a voluntary association, pursuant to the Restated New England Power Pool Agreement dated as of September 1, 1971, as amended and restated from time to time (the "NEPOOL Participants") and Automated Power Exchange, Inc. (the "GIS Agreement"), and the New England Power Pool Generation Information System Operating Rules (the "GIS Operating Rules"), each as amended, modified or restated from time to time, to the same extent as if the</p>
I Agree: <input checked="" type="checkbox"/>	<p>IN WITNESS WHEREOF, the undersigned have caused this agreement to be executed as of the date above.</p>
<p>I have read the Non-NEPOOL Participant Account Holder Agreement and have the authority to bind my organization.</p>	
<p>Non-NEPOOL Participant: <input type="text" value="Test 2018"/></p> <p>First and Last Name: <input type="text" value="Bao Ngo"/></p> <p>Title: <input type="text" value="Registry Manager"/></p>	
<p><input style="border: 2px solid red;" type="button" value="I Agree"/> <input type="button" value="Later"/></p>	

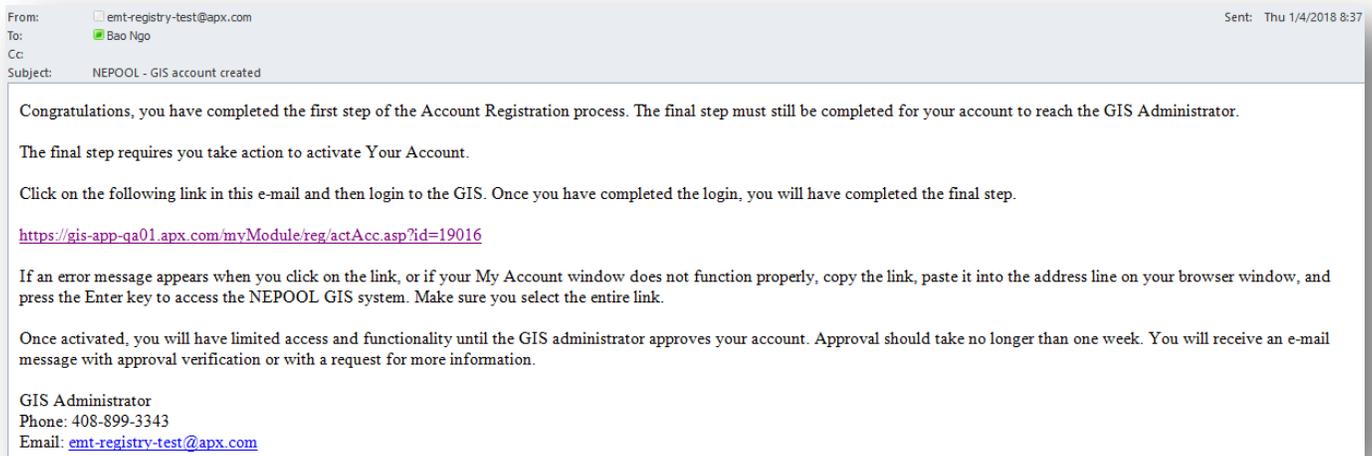
Note: An account activation email will be sent to the email registered under the GIS-Specific Contact Info section to Activate account. Please see Section D for instructions on how to activate a new GIS account.



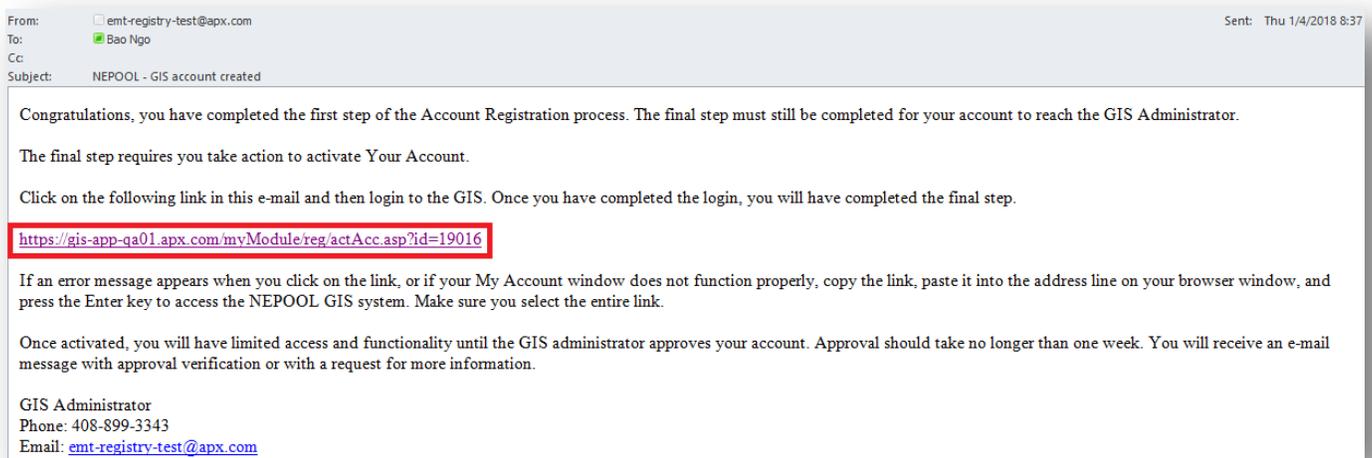
D. Activate Account

After User registers a GIS account, the User identified as the GIS-Specific Contact takes the following steps to activate a new GIS Account.

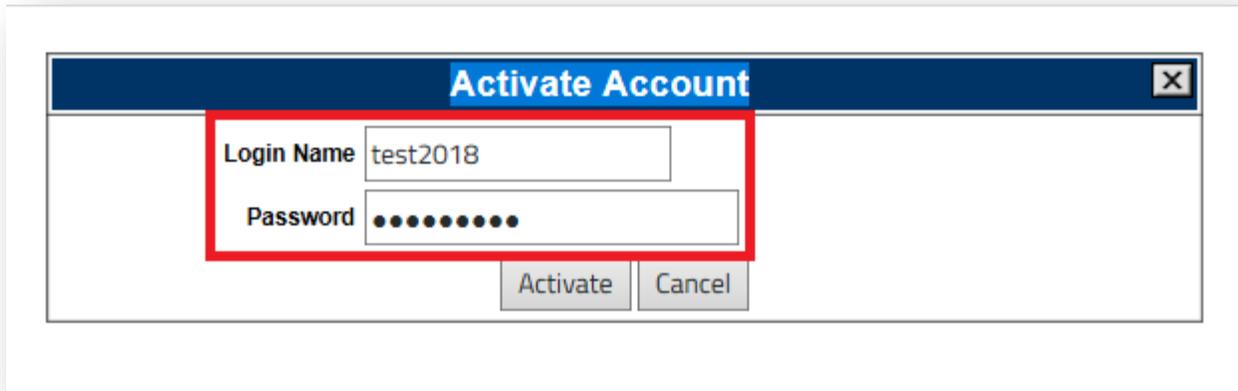
1. Check for an email with the subject 'NEPOOL – GIS Account created'



2. Review the email and click on the hyperlink provided in the email.



3. In the Activate Account page, enter the account Login Name and Password for the new account.



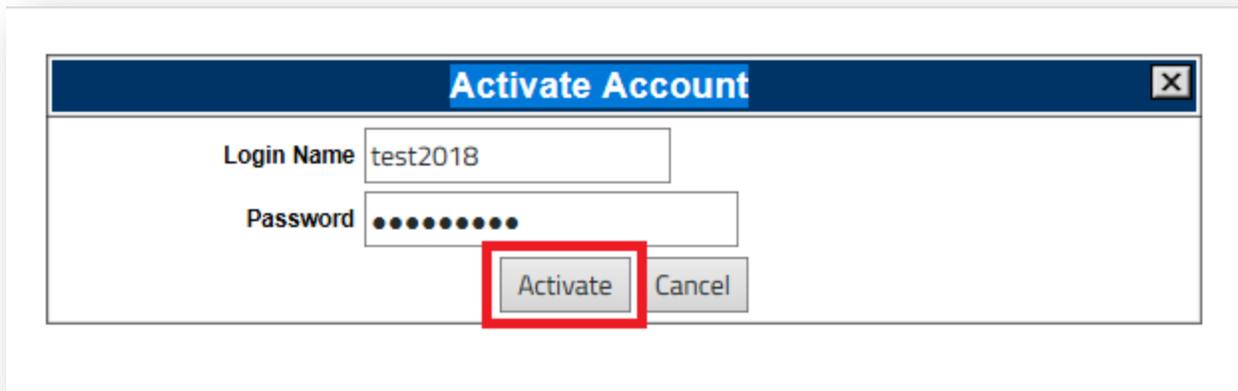
Activate Account

Login Name test2018

Password ●●●●●●●●

Activate Cancel

4. Click the 'Activate' button to activate the account.



Activate Account

Login Name test2018

Password ●●●●●●●●

Activate Cancel

Note: GIS Administrator will be notified after an Account Registration has been activated. GIS Administrator verifies the GIS account registration and approves the GIS account. Users cannot log into NEPOOL GIS until account has been approved by a GIS Administrator.

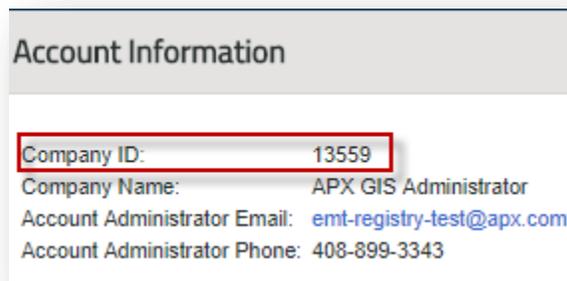
E. Frequently Asked Questions

1. Where can I check to see if my company is a NEPOOL Member?

- Users may refer to the link below to determine if their company is a NEPOOL member.
http://www.nepool.com/Existing_Members.php

2. Where can I find my Account/Company ID?

- Under the Account Information module, Users can see the Company ID/Account ID.



Account Information

Company ID:	13559
Company Name:	APX GIS Administrator
Account Administrator Email:	emt-registry-test@apx.com
Account Administrator Phone:	408-899-3343

3. I just activated my account. Why am I having issues logging into my account?

- Users will not be able to log into their GIS account until the GIS Administrator reviews and approves the GIS account.

4. Where is my activation email?

- Activation emails are sent to the email address entered in the GIS-Specific Contact Info section of account registration. Additionally, please check in the spam folder. Lastly, contact the GIS administrator if the issue persists.