



**NERC PORTAL
USER REGISTRATION GUIDE
v4.0**

OPEN ACCESS TECHNOLOGY INTERNATIONAL, INC.

OCTOBER 2020

PROPRIETARY AND CONFIDENTIAL

OPEN ACCESS TECHNOLOGY INTERNATIONAL, INC.

3660 Technology Drive NE | Minneapolis, MN 55418 | Phone 763.201.2000 | Fax 763.201.5333 | www.oati.com

©2020 Open Access Technology International, Inc.

TRADE SECRET

This document and attachments contain confidential and proprietary information of Open Access Technology International, Inc. This information is not to be used, disseminated, distributed, or otherwise transferred without the expressed written permission of Open Access Technology International, Inc.

PROPRIETARY NOTICE

OATI NERC Portal, webTADS, webE-GADS and webCARES are trademarks and service marks of Open Access Technology International, Inc. All rights reserved.

Table of Contents

1. Introduction	4
1.1 Transmission Availability Data System (TADS)	4
1.2 Generating Availability Data System (GADS)	4
1.3 Additional Information	5
1.3.1 TADS	5
1.3.2 GADS	5
1.4 Users	6
2. References	8
3. Who Should Register to access the NERC Portal?	9
4. Registration Process	10

1. Introduction

Owners and Operators of Transmission and Generation assets are required to report data related to the operation of their assets to North American Electric Reliability Corporation (NERC).

1.1 Transmission Availability Data System (TADS)

Reporting of transmission performance and inventory data is mandatory for all NERC registered Transmission Owners (TOs). TADS outage data is due 45 days after the end of each calendar quarter.

The following describe reporting requirements for different TO situations:

1. TOs that do not own any TADS Elements are not required to submit any other TADS data for the reporting calendar year even if they subsequently become owners of TADS Elements during that calendar year. However, a TO may voluntarily report data for the year that the TADS Elements are added.
2. TOs that register during a reporting calendar year are not subject to any TADS reporting requirements until the next calendar year. However, a TO may voluntarily report data for the year that it first becomes newly registered.
3. A non-reporting TO that becomes unregistered during a calendar year is no longer subject to any TADS reporting requirements. However, if a reporting TO becomes deregistered during a reporting calendar year, it has either (i) retired all its TADS Elements or (ii) sold all its TADS Elements. In case (ii), the new TO shall assume the reporting obligation of the unregistered TO for the entire calendar year. This will ensure that all TADS Elements continue to have their data reported.

1.2 Generating Availability Data System (GADS)

As of January 01, 2013, GADS became a mandatory industry program for conventional generating units 20 MW and larger. GADS remains open to all non-required participants in the Regional Entities (RE) and any other organization, domestic or international, that operate electric generating facilities willing to follow the GADS mandatory requirements.

Utility designers, operating engineers, and system planners developed GADS to meet the information needs of the electric utility industry. For this purpose, they established specific objectives for the GADS program: compilation and maintenance of an accurate, dependable,

and comprehensive database capable of monitoring the performance of electric generating units and major pieces of equipment. The objectives of the GADS program can be met through the collective effort of participating GADS members, the cooperation in reporting to GADS, and sharing information with the industry.

With the GADS mandatory program, participating organizations must be prepared to commit the necessary effort needed to provide timely, accurate, and complete data.

1.3 Additional Information

1.3.1 TADS

The TADS Data Reporting Instructions (DRI) detail the data elements collected by TADS, data identified by the industry as being vital to the understanding and interpretation of transmission elements performance. By following the strict guidelines set forth in these instructions, we have found that the industry analysts can best apply the data in the most beneficial manner.

The most recent version of the TADS DRI can be found at the NERC GADS website: <https://www.nerc.com/pa/RAPA/tads/Pages/default.aspx>

The name of the software developed to support submission of TADS data is webTADS. webTADS is a web-based application developed by Open Access Technology International Inc. (OATI) for NERC to facilitate the reporting, submission, and analysis of TADS data. Access to the webTADS application is handled through the NERC Portal.

1.3.2 GADS

The GADS Data Reporting Instructions (DRI) detail the data elements collected by GADS, data identified by the industry as being vital to the understanding and interpretation of generating unit and major equipment performance. By following the strict guidelines set forth in these instructions, we have found that the industry analysts can best apply the data in the most beneficial manner.

The most recent version of the GADS DRI can be found at the NERC GADS website: [https://www.nerc.com/pa/RAPA/gads/Pages/GeneratingAvailabilityDataSystem-\(GADS\).aspx](https://www.nerc.com/pa/RAPA/gads/Pages/GeneratingAvailabilityDataSystem-(GADS).aspx).

The name of the software developed to support submission of GADS data is webE-GADS. webE-GADS is a web-based application developed by OATI for NERC to facilitate the reporting,

submission, and analysis of GADS data. Access to the webE-GADS application is handled through the NERC Portal.

1.4 Users

This “NERC Portal Registration Guide” defines the process for ensuring the security and confidentiality of the data contained within the NERC Portal. Security of information is extremely important and is recognized as a key function of the companies, the REs, and NERC. A company-designated individual may also be assigned the task of entering GADS and TADS data. However, the NERC Portal software allows separate company Administrator users and entry users to be established.

There are three types of entities using the NERC Portal:

- **Companies.** The Companies will access the NERC Portal to enter/submit the applicable GADS and TADS data. Company users will be provided access to, at a minimum the NERC Portal, but may also be granted access to the webE-GADS and/or webTADS systems to both report the data and run reports on their data. Both GADS and TADS reporting companies may delegate the reporting task to Delegated Reporting Entities (DRE). Company and DRE users may also perform statistical analysis and will run metric reports for only their information. Security of information is controlled by a logon, password, and digital certificate process for the Company users and, if applicable, its DRE. The necessary user access permissions are controlled by the Company Administrator.
- **RE.** RE representatives have been identified at each of the NERC RE. REs will be able to view and query data pertaining to its respective Region during the data submission period. REs will also be able to review and modify data during the RE Review Period. REs will perform statistical analysis and will run metric reports providing a Regional summary and individual company summaries within the Region. Security of Company and Regional information is controlled by the Regional logon, password, and digital certificate process for the RE user. The necessary RE user access permissions are controlled by an RE Administrator named by each RE.
- **NERC.** NERC will be able to view the data submitted by all the companies, query data during all periods and correct data errors during the NERC Data Review and Analysis period. NERC users will also perform statistical analysis and will run metric reports. Security of the

Company and Regional information is controlled by the NERC logon, password, and digital certificate process for the designated NERC User. These permissions are controlled by a single NERC Administrator.

Each one of these entities will have at least one User Administrator in the NERC Portal. The initial setup of this user in the NERC Portal will be conducted in conjunction with OATI Support personnel. Each Company Administrator as well as each user given NERC Portal access by that administrator needs a webCARES Digital Certificate to access the NERC Portal. A Digital Certificate is a file which must be loaded on the User's computer to authenticate the proper computer and user are attempting to logon. Group logon IDs (from multiple computers within a company, and/or multiple users) will not be permitted. NERC will allocate one Digital Certificate per Company for the Company Administrator. NERC may allocate more than one Digital Certificates to the entity as deemed appropriate by NERC.

Once the NERC Portal Company Administrator is properly registered and provided access to the NERC Portal, they will be able to create additional users (if any) within their company, as long as the users have their own webCARES Digital Certificates available.

Each NERC Portal user will have a set of credentials to access the NERC Portal. These include User Name, Password, and a webCARES Digital Certificate. NERC review and approval of company specified individuals assigned to each Digital Certificate is not necessary or appropriate. The company Security Officer (SO) has responsibility to approve each individual person to whom they issue a Digital Certificate.

This OATI User Registration process is developed to assist companies in the registration process of their company's User Administrator, and other users (if any).

2. References

The following documents will serve as reference to webTADS Users:

- TADS Data Reporting Instructions (DRI)
- GADS Data Reporting Instructions (DRI)

All these materials have been generated by NERC, and the latest versions for each document above can be found at the following URLs:

- <https://www.nerc.com/pa/RAPA/tads/Pages/default.aspx> (TADS DRI)
- [https://www.nerc.com/pa/RAPA/gads/Pages/GeneratingAvailabilityDataSystem-\(GADS\).aspx](https://www.nerc.com/pa/RAPA/gads/Pages/GeneratingAvailabilityDataSystem-(GADS).aspx) (GADS DRI)

3. Who Should Register to access the NERC Portal?

Each company that owns or operates equipment meet the criteria, defined in sections 1.1 and 1.2, are required to register.

In the NERC Portal, NERC will establish the Company record and provide OATI the following information for each TO:

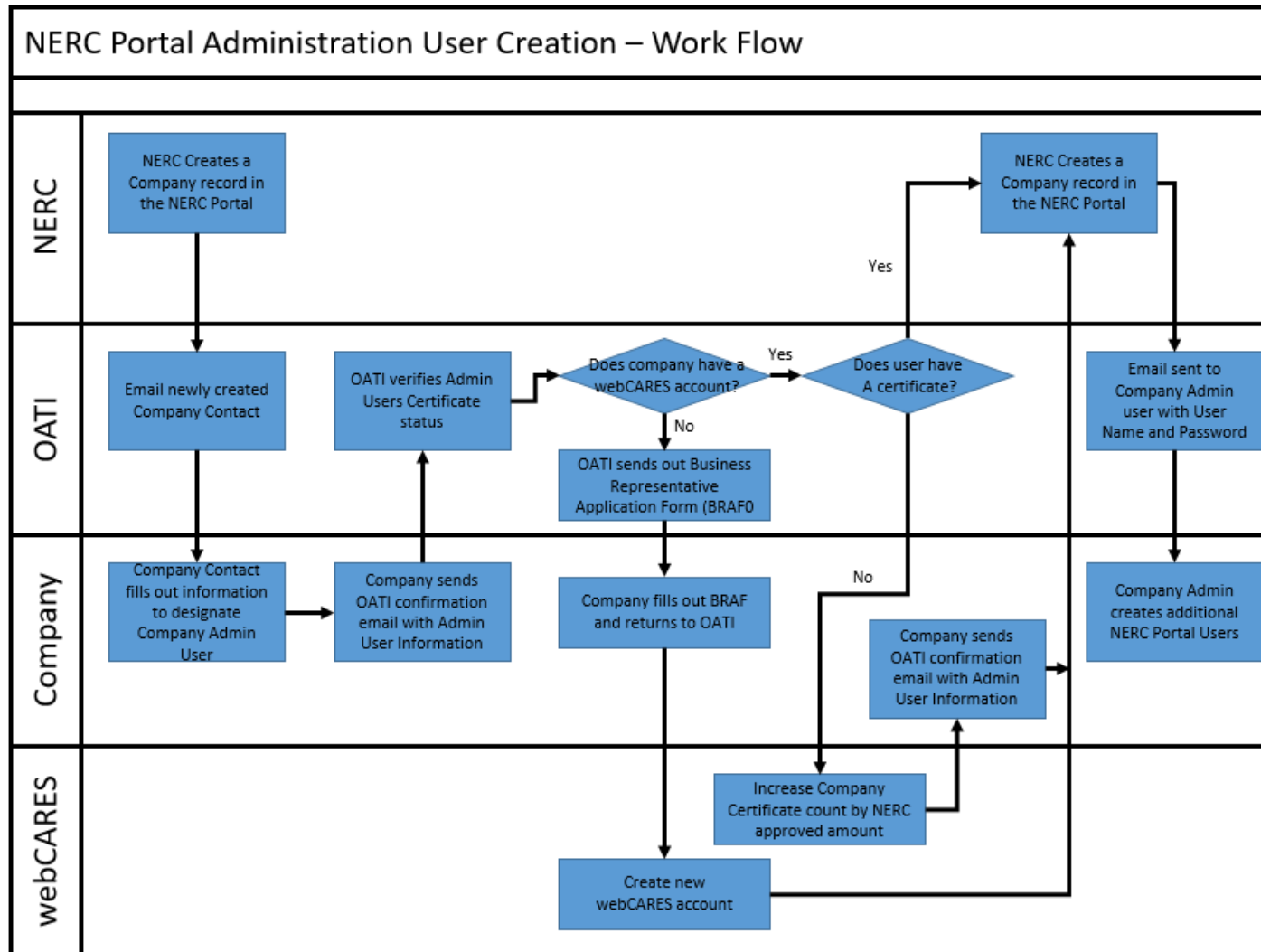
- **NERC ID.** A unique NERC identifier, the same identifier used in the NERC Compliance Registry.
- **Entity Name.**
- **Region Name.** This is the NERC RE where the company is located and within which the company has a reporting obligation.
- **Country Name.** The country associated with the reporting facilities (Canada, Mexico, or the US).
- **Contact Name.** This is the name of the person OATI will contact for the initial set up of the User Administrator for the company. If the company Entity has generation/transmission assets that do not meet the reporting criteria and thus the company is designated a non-Reporting company, OATI Support will not contact the company and this company will not have access to the NERC Portal.
- **Contact Phone.** Phone number of contact person.
- **Contact Email.** Email address of the contact person.

NERC IDs are unique within the NERC Portal. If a company reports generation and transmission information in more than one Region or in more than one country, it will have a separate NERC ID in for each region and country. Companies having multiple NERC IDs in TADS will have to register in the NERC Portal multiple times. However, the same individual may be named as the Administrator for each of the NERC IDs if desired.

OATI Support will facilitate the registration of user(s) for each entity.

4. Registration Process

The flow chart diagram in the picture summarizes the process for the registration and initialization of the Company Administrator in the NERC Portal.



Once NERC creates a Company in the NERC Portal application, the NERC Portal application will automatically send an e-mail to the company Contact. The objective of this e-mail is for the company Contact to fill out a form containing the NERC Portal Company Administrator information that is required for their registration in the NERC Portal.

It should be noted that the company Contact in the NERC Portal is not necessarily the person that needs to be registered in NERC Portal or its client modules webE-GADS or webTADS as the company Administrator. The company Contact may provide another person's name on the company Administrator Registration Form. If another person is named, they will become the company Administrator for that company. The registration form contains the following information:

Company Admin Registration Form.

Reporting Entity and Period Information (for OATI use only):

- NERC ID: (Pre-populated).
- Company Name: (Pre-populated).
- Region Name: (Pre-populated).
- Country Name: (Pre-populated).
- Reporting Period: (Pre-populated).

User Administrator for Company [XXXXXXXX] -- Personal Information.

Desired NERC Portal "User Name": XXXXXXXXXXXXXXXXX

First name: XXXXXXXXXXXXXXXXX

Last Name: XXXXXXXXXXXXXXXXX

Middle Initial: X

Email: XXXX@ XXXXXXXXXXXXXXXXX. XXX

Phone: (XXX) XXX-XXXX

Digital Certificates Information (mark YES/NO as appropriate below):

- Does your company have a webCARES account with OATI?
 - YES

- If YES you may need to contact your OATI webCARES Security Officer. Does the User Admin have an OATI Digital Certificate?
 - YES
- NO (Contact your webCARES Security Officer to issue a Digital Certificate for the NERC Portal user admin.
- NO Your company needs to set up a contract with OATI webCARES to obtain Digital Certificates. OATI Support will contact you. NERC is providing 1 Digital Certificate on behalf of NERC to the company.

The NERC Company Contact will submit this information back to support@oati.net.

Once the e-mail with the information is received by OATI, OATI Support will communicate with the company Administrator to validate the information. OATI Support will also verify if the company is currently an OATI webCARES customer or not.

If the company is not a webCARES customer:

- An OATI webCARES Business Representative Application Form (BRAAF) will be sent to the company Contact.
- Once the form is received by OATI at Support@oati.com, OATI will create a webCARES account for the company. Note that in the BRAAF the company Administrator will designate the Security Officer of webCARES. It may be the same person being the company Administrator for the NERC Portal.
- OATI will create the new account for the company in webCARES and will create a Digital Certificate for the company Administrator.

If the company has a webCARES account and does not have a Digital Certificate for the company Administrator:

- The company Digital Certificate count will be increased by 1 per NERC issued Digital Certificates.
- The Security Officer will create a Digital Certificate for the company Administrator.

NERC will then create the company Administrator account in the NERC Portal and then a Digital Certificate will be linked to it.

To finalize the registration process two e-mails will be sent to the company Administrator to confirm the creation of the account. The first will contain their user name and the second will contain the password. With these credentials and the Digital Certificate the user will have access to the NERC Portal.