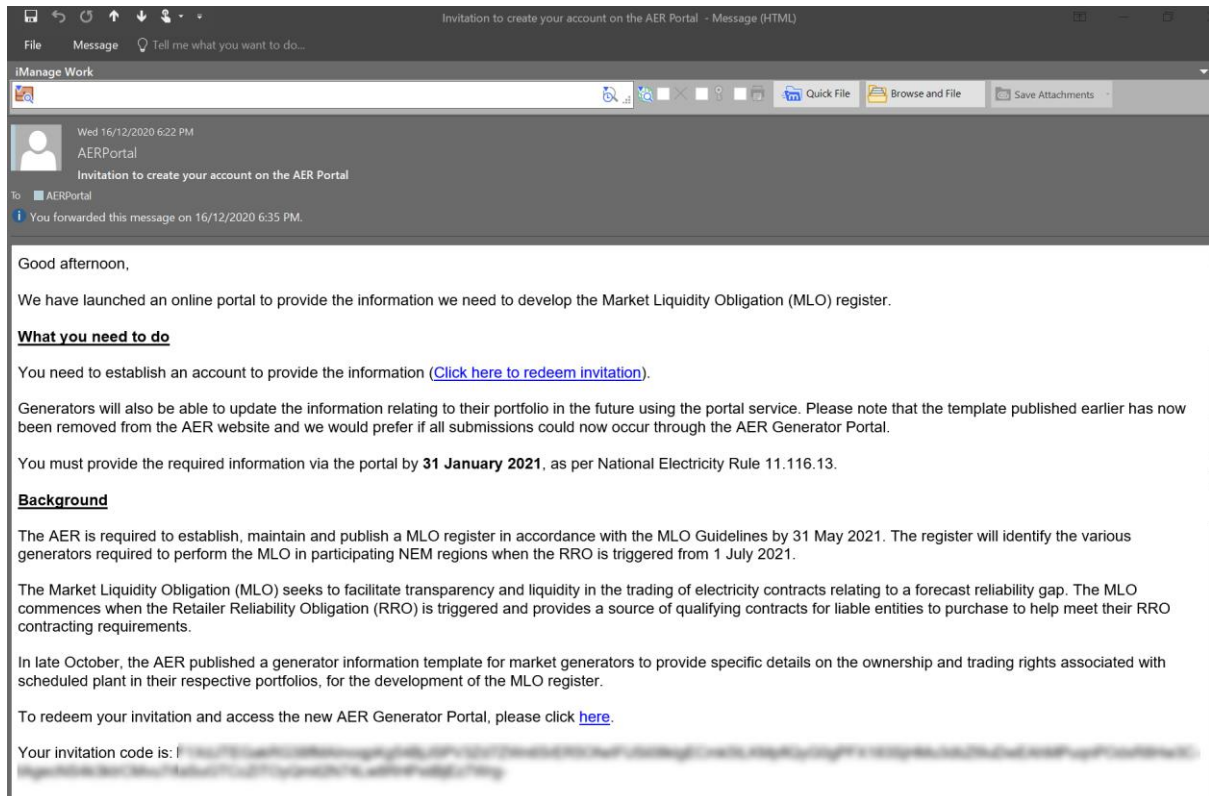


RRO Generator Portal User Guide

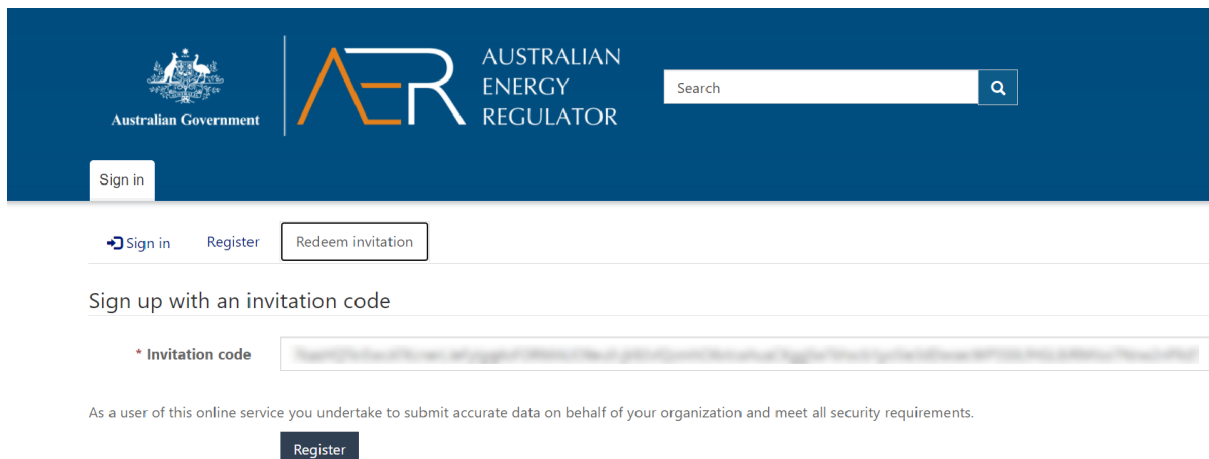
To assist generators in providing portfolio information required under the National Electricity Rules, the AER has developed the RRO Generator Portal to provide a streamlined method of submitting the necessary information. The portal will also assist generators in keeping their portfolio information up to date in the event circumstances change.

Invitation Email

Sample invitation email

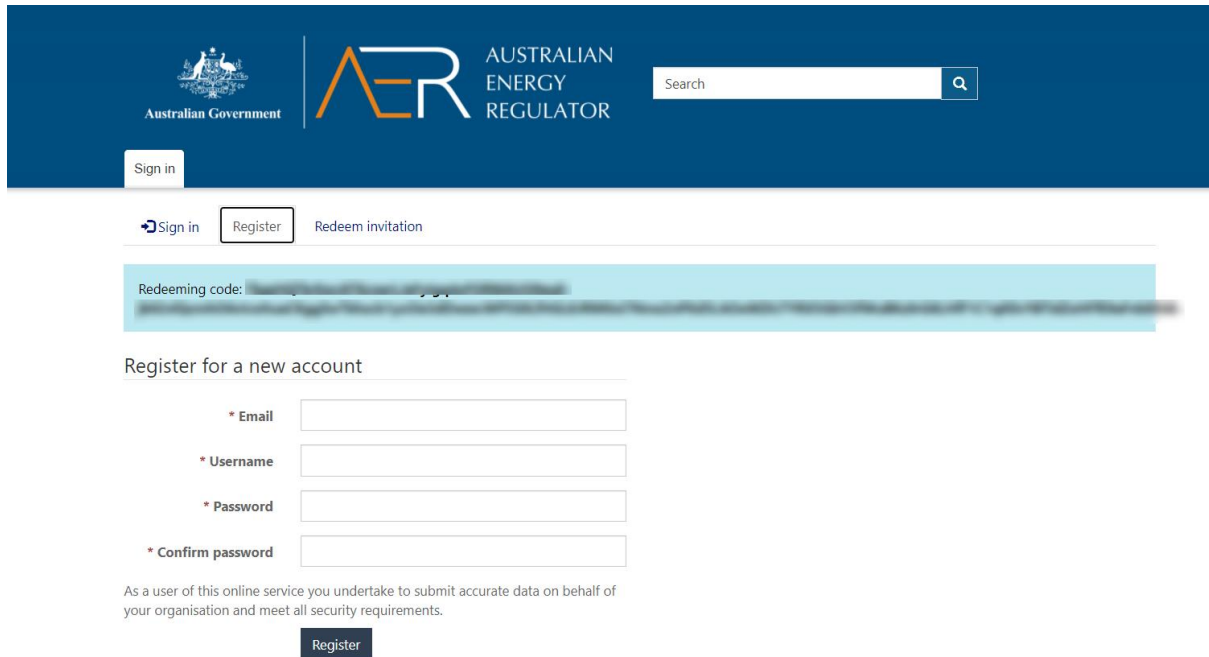


Click on the hyperlink in the invitation email and you will arrive at the redeem invitation screen. The code included with the email will auto-populate in the 'Invitation code' field.



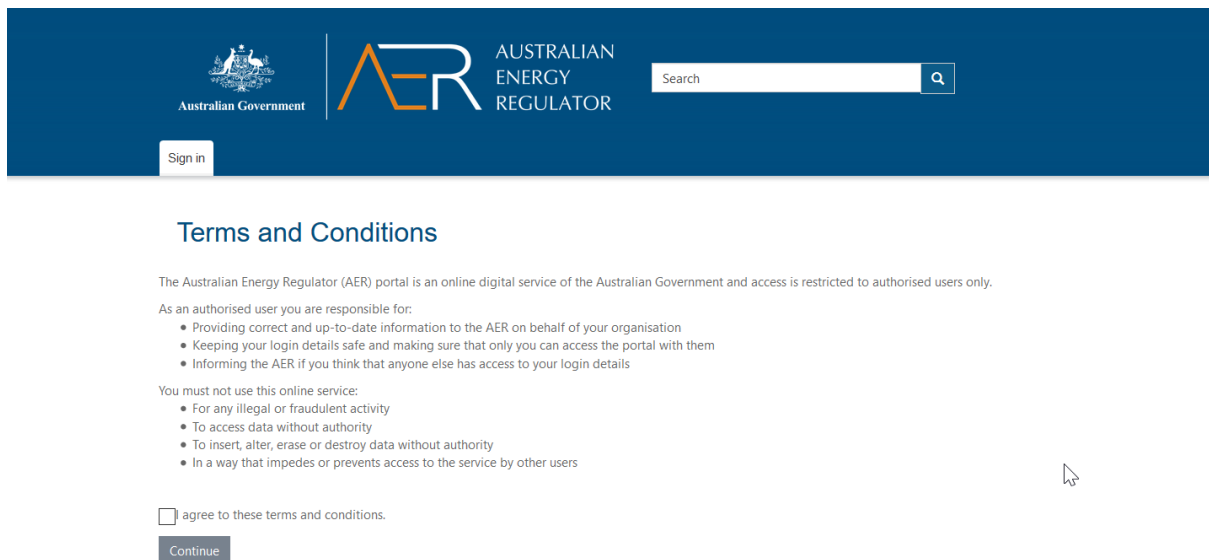
Click the 'Register' button which will take you to the registration screen. Please enter your email, username (at the user's discretion, but it is suggested that an email is used) and password to successfully register as an authenticated user.

Registration



The screenshot shows the top navigation bar of the AER website. On the left is the Australian Government logo. In the center is the AER logo with the text 'AUSTRALIAN ENERGY REGULATOR'. On the right is a search bar with a magnifying glass icon. Below the navigation bar, there are three buttons: 'Sign in', 'Register', and 'Redeem invitation'. The 'Register' button is highlighted. Below these buttons is a light blue banner with the text 'Redeeming code:' followed by a blurred area. Underneath is the section 'Register for a new account' with four input fields: '* Email', '* Username', '* Password', and '* Confirm password'. Below the fields is a disclaimer: 'As a user of this online service you undertake to submit accurate data on behalf of your organisation and meet all security requirements.' At the bottom of this section is a 'Register' button.

Please tick the checkbox to accept the terms and conditions.



The screenshot shows the 'Terms and Conditions' page of the AER website. The top navigation bar is identical to the registration page. Below the navigation bar is the section 'Terms and Conditions'. The text reads: 'The Australian Energy Regulator (AER) portal is an online digital service of the Australian Government and access is restricted to authorised users only. As an authorised user you are responsible for:' followed by a bulleted list: 'Providing correct and up-to-date information to the AER on behalf of your organisation', 'Keeping your login details safe and making sure that only you can access the portal with them', and 'Informing the AER if you think that anyone else has access to your login details'. Below this is another section: 'You must not use this online service:' followed by a bulleted list: 'For any illegal or fraudulent activity', 'To access data without authority', 'To insert, alter, erase or destroy data without authority', and 'In a way that impedes or prevents access to the service by other users'. At the bottom of the page is a checkbox labeled 'I agree to these terms and conditions.' and a 'Continue' button.

Navigation to Ownership and Control entries

The screenshot shows the AER website header with the Australian Government logo and the AER logo. A search bar is visible. The navigation menu includes 'Generators' which is highlighted with a yellow box. Below the header, the breadcrumb trail reads 'Home > Generators > Ownership and Control Updates'. On the left, a sidebar menu shows 'Generators' and 'Ownership and Control Updates'. The main content area is titled 'Generator Ownership and Control Updates' and features a 'New Update' button.

- Click “New Update” to create a new record.
- Enter Generator Portfolio and DUIDs
 - The portfolio name is not the name of the legal entity, rather a name that can be attributed to easily identify the broader portfolio (e.g. AGL, EnergyAustralia etc.)
- Click “Add Generator DUID” button to add DUIDs.

Generator Ownership and Control

The screenshot shows the 'Registered Scheduled Capacity' form. On the left is a sidebar menu with 'Registered Capacity' selected. The main form area has a light blue header with the text 'In order to progress, at least one DUID must be configured'. Below this is a text input field for 'Portfolio Name (e.g. AGL) *'. Underneath is a section for 'Scheduled Generator DUIDs' with an 'Add Generator DUID' button. A table below the button has columns for 'Name ↑', 'Registered Capacity (MW)', and 'Effective Date'. At the bottom of the form are 'Previous' and 'Next' buttons.

Effective Dates

If the trading rights of a DUID is split across more than one entity, the effective date for all trading right records of that DUID will be identical. The effective date entered in the first record will become the default effective date for the remaining records. If the user modifies the effective date of any subsequent entries, then the latest date entered will reflect as effective date for all trading rights record of that DUIDs in that particular generator and ownership record.

Edit Trading Right

DUID
BBTHREE1

Effective Date *
03/08/2012

Trading Rights Held (%) * **Trading Rights Held (MW) ***

Trading Right Holder Name *

When users add a value to the 'Trading Rights Held (%)' field, the portal will auto populate the 'Trading Rights Held (MW)' on the following screen, though it won't happen immediately while still on the page.

Alternatively, users could enter Trading Rights Held (MW) and let Trading Rights Held (%) be auto-populated with the corresponding percentage. Please **do not** enter both percentage and absolute value, as one will overwrite the other.

Trading Rights

To progress, each DUID must have at least one Trading Right record and the Rights Held % for each DUID must equal 100%

[Add Trading Right](#)

DUID ↑	Effective Date	Group Name	Holder Name ↑	Rights Held (MW)	Rights Held (%)	
BBTHREE1	03/08/2012			0.00	50.00	▼
BBTHREE1	03/08/2012			0.00	50.00	▼

Unit Closure

If a unit is decommissioned, then the value for that unit can be updated in the 'Generator and Ownership' record by creating a new entry and changing its registered capacity to zero. Users could add a new unit (DUID) if a new unit is operational after the closure of the previous unit.

If a unit is mothballed, the value should remain as the registered capacity, as the unit will be attributed to a portfolio for the purpose of calculating the respective share of generation in the region.

Editing of "Submitted" records

Generators should submit multiple records over a period of time to provide updates as their respective portfolios change (e.g. changes to trading rights/ownerships/DUIDs etc). There

will be provisions to edit these “Submitted” records irrespective of their historical or future effective dates (trading rights/DUID/Ownerships).

The edit operation enables the Generators to fix/rectify any inadvertent mistakes committed while submitting records. This operation shouldn’t be used to report new changes in trading rights/DUID/Ownerships arrangements for the generator.

All legitimate changes to trading rights/DUID/Ownerships arrangements should be reported by creating a new record by clicking on “**New Entry**” button.

Home > Generators > Ownership and Control Entries

Generators
Ownership and Control Entries

Generator Ownership and Control Entries

New Entry

ID ↓	Company ↑	User	Portfolio Name	Submission Date	Status
GOC-0001064					Draft
GOC-0001058				11/12/2020 10:51 AM	Submitted

Edit Entry
View Entry

When a “Submitted” record is edited, then the summary of the modification needs to be captured in the “Comments” section under the ‘Additional Information’ section of the web-form. The ‘Comments’ field is mandatory when a record is edited. Users are required to provide a comprehensive explanation of the changes in the “Comments” field.

User Details ✓
Registered Capacity ✓
Trading Rights ✓
Generator Ownership ✓
Supporting Files ✓
Additional Information

Additional Information

Additional Confirmation Email Address

Submission Notes

Revised submission with trading rights changes.

Comments

Fixed typo in registered capacity of DUID - KIATAWF1