

NEPOOL GIS User Interface Navigation User Guide

This User Guide outlines the steps for how to navigate the GIS User Interface and focuses on the following areas:

- Navigate the Menu Bar and Account Dashboard
- Customize Account Dashboard
- Manage Account Logins (for GIS-Specific Contact)
- Update Login Password

A. Navigate Menu Bar and Account Dashboard

GIS Menu Bar

1. In the GIS Account Dashboard, locate the Menu Bar on the top right of the GIS screen.



2. User can access one of the following NEPOOL GIS options from the Menu Bar:
 - a. **Home (1)** – Takes User to Account Dashboard screen
 - b. **Transfer (2)** – Takes User to the Transfer screen to initiate Certificate transfers
 - c. **Reports (3)** – Allows User to select and view specific NEPOOL GIS Reports
 - i. Public Reports
 - ii. Account Holder Reports
 - iii. State Regulator Reports
 - d. **Registry Help (4)** – Displays GIS Administrator contact information
 - e. **My Options (5)** – Allows User to select from other GIS options
 - i. Customize Dashboard
 - ii. Change Password
 - iii. Logout

GIS Account Dashboard

In the GIS Account Dashboard, User can access various modules to access specific account management tools and reports. The modules displayed under Account Dashboard are based on account type.

1. The left column displays the following modules:
 - a. Registration
 - b. Account Management
 - c. Account Information
 - d. Inbox

e. Outbox

Registration ✕

- [Change Profile](#)
- [EMA Link Setup](#)

Account Management ✕

- [Login Management](#)
- [API Management](#)

Account Information ✕

Company ID: 18323
 Company Name: Test Account
 Account Administrator Email: emt-registry-test@apx.com
 Account Administrator Phone: 212-419-4847

Inbox ✕

Obligation				
From	Quantity	Status	Confirm	Reject
Empty				
Certificate				
Pending Certificates				0

Outbox ✕

Obligation			
To	Quantity	Status	Withdraw
Empty			
Certificate			
Pending Certificates			1

2. The right column displays the following modules:
 - a. Import
 - b. Account Status
 - c. Export
 - d. Message Notification
 - e. Asset Management
 - f. My Attached Document
 - g. Forward Certificate Inbox
 - h. Meter Setup

Asset Management

Unit ID	Plant - Unit	Renew Output to Register	Generator Type	Status	Modify Generation/Emission
NON107623 Test1 - Multi Fuel	Yes	Non-NEPOOL, Gen Approved JUL 2017			
NON107622 Test1 - Single Fuel	No	Non-NEPOOL, Gen Approved JUL 2017			
NON107620 Test2 - Multi Fuel	No	Non-NEPOOL, Gen Approved JUL 2017			
NON107621 Test3 - Multi Fuel	No	Non-NEPOOL, Gen Approved JUL 2017			
NON107622 Test4 - Multi Fuel	No	Non-NEPOOL, Gen Approved JUL 2017			
NON107623 Test5 - Multi Fuel	No	Non-NEPOOL, Gen Approved JUL 2017			
NON62051 Test61	Yes	Non-NEPOOL, Gen Approved JUL 2017			

View All Forward Certificates | Create Forward Certificate | View Emission Entry History

Register Non-NEPOOL Generator **W**
 Register C&I Generator (Admin Only)
 Register DR Generator (Dir Only)
 (New NEPOOL Generators will appear above after registration in MSS)

Message Notification - last 30 days

Message Type	Message	Created
My Messages	A Forward Certificate Transfer has been initia...	12/9/2017 10:20:19 AM
My Messages	The Transferee has accepted transfer under the...	12/8/2017 8:54:07 AM
My Messages	A Forward Certificate Transfer has been initia...	11/27/2017 11:13:16 AM
My Messages	A Forward Certificate Transfer has been initia...	11/24/2017 10:20:31 AM
My Messages	A Forward Certificate Transfer has been initia...	11/24/2017 10:20:31 AM

View more messages...

Account Status for 2017 - Q3

2017 - Q1
2017 - Q2
2017 - Q3
2017 - Q4

7/30/2017 to 10/16/2017
10/16/2017 to 12/16/2017
12/16/2017 to 3/16/2018
3/16/2018 to 6/16/2018

Account Summary

MSS Data & Manual Generation Totals

Supply MWh	Demand MWh
Generation: 0.000	Load: 0
Imports: 0	Exports: 0

Banked Certificates Available Next Trading Period

Certificates
Banked: 0

Subaccounts Summary

SubAccount ID	Subaccount	State	Obligations	Certificates
No Subaccounts Created				

[Create New Subaccount](#)
[View Subaccounts](#)
[Assign Obligations](#)

Import

Year Control Area Month Scheduled MWh Generated MWh Claimed MWh System MWh

No Records

Import Generators

Export

Year Month Control Area Total Energy (MWh) System Contract Unit Contracted

No Records

Forward Certificate Transfer Inbox

Transfer Name/No	Counterparty	Begin Vintage	Year Month	End Vintage	Year Month	Current Status	Accept	Reject	Initiation Date
1224	APX GIS Administrator	2015/11	2015/07	2017/12	2017/12	Pending	Accept	Reject	11/24/2017
FT1	ZK Generator	2017/04		2017/12		Pending	Accept	Reject	09/29/2017

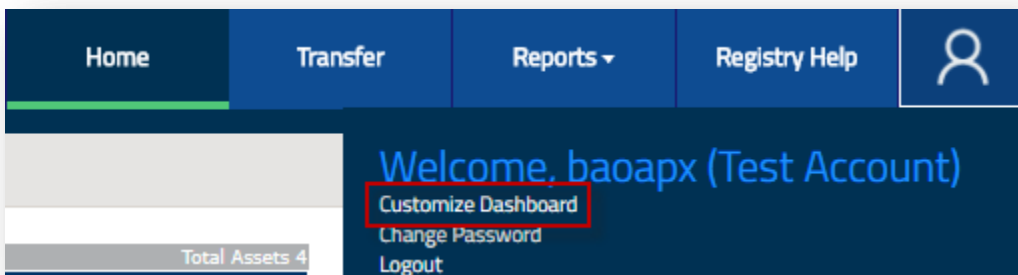
Meter Setup

Unit ID	Facility Name	Independent Verifier	Est. Last Uploaded	Vintage	Generation MWh	Upload Date
NON101508 Test1 - Multi Fuel	A. Quincy Vale	Est		0.000		
NON107628 Test1 - Single Fuel	A. Quincy Vale	Est	08/1 MAR 2017	20,300	7/26/2017 10:31:51 AM	
NON107623 Test1 - Multi Fuel	ABB	Est		0.000		
NON62051 Test61	A. Quincy Vale	Est		0.000		

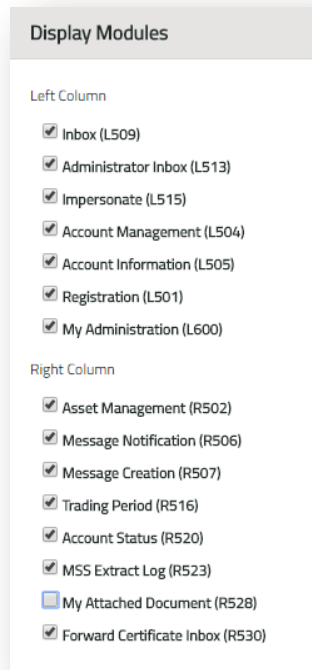
B. Customize Account Dashboard

The NEPOOL GIS Account Dashboard can be customized to move, add, or remove modules from a User's Account Dashboard.

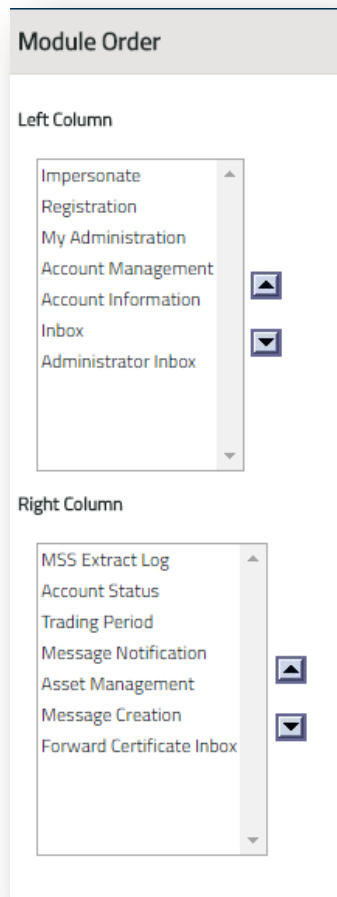
1. In the Account Dashboard, click on the 'My Options' icon on the menu bar at the top right and click on the Customize Dashboard link.



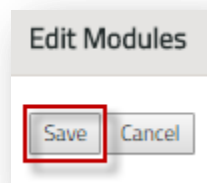
2. In the Display Modules section of the screen, check or uncheck the modules that are displayed on the User's Account Dashboard.



3. In the Module Order section of the screen, User can reorder how modules are displayed in the Account Dashboard by clicking the arrows to reorder the modules.



4. Click the 'Save' button to save the changes to the Account Dashboard.



Note: Modules can only be reordered within the columns and cannot be moved from left to right or right to left.

C. Manage Account Logins

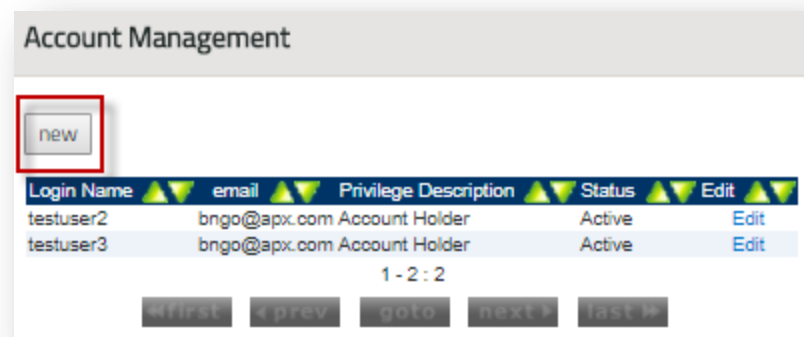
The GIS-Specific Contact (Account Manager) for a GIS account manages Logins for all users in their account. The GIS-Specific Contact can add new logins, edit existing logins, and deactivate logins from their account.

Add New Logins

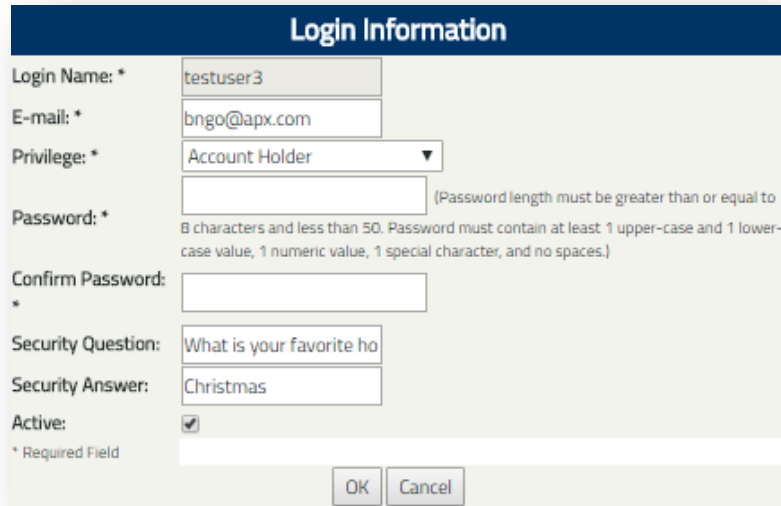
1. In the Account Dashboard, go to the **Account Management** module and click the 'Login Management' hyperlink as shown below:



2. In the Account Management screen, click the 'new' button.



3. In the Login Information screen, enter data into the fields on the form and designate login privilege for additional users.
 - a. Privilege Description
 - b. Account Holder – User is permitted to register projects and manage certificates.
 - c. Account Holder - View Only – User is only permitted to view account reports.



Login Information

Login Name: * testuser3

E-mail: * bngo@apx.com

Privilege: * Account Holder

Password: * (Password length must be greater than or equal to 8 characters and less than 50. Password must contain at least 1 upper-case and 1 lower-case value, 1 numeric value, 1 special character, and no spaces.)

Confirm Password: *

Security Question: What is your favorite ho

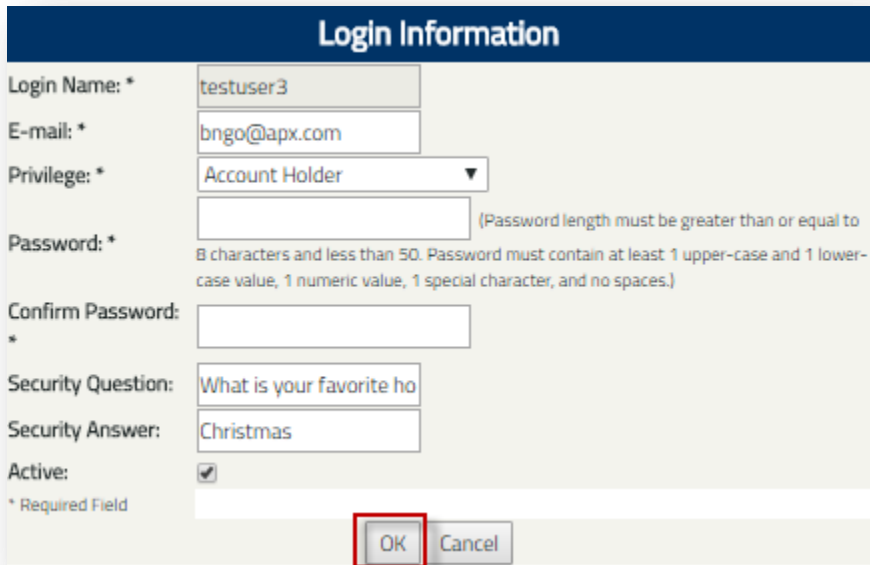
Security Answer: Christmas

Active:

* Required Field

OK Cancel

4. Click the OK button to create new login.



Login Information

Login Name: * testuser3

E-mail: * bngo@apx.com

Privilege: * Account Holder

Password: * (Password length must be greater than or equal to 8 characters and less than 50. Password must contain at least 1 upper-case and 1 lower-case value, 1 numeric value, 1 special character, and no spaces.)

Confirm Password: *

Security Question: What is your favorite ho

Security Answer: Christmas

Active:

* Required Field

OK Cancel

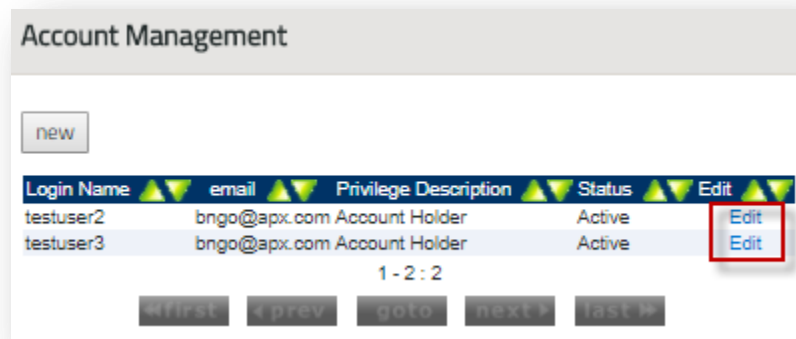
Note: New users will be prompted to change the password after initial login after logging in with the password provided by the GIS-Specific Contact.

Deactivate Login

1. In the Account Dashboard, go to the **Account Management** module and clicks the 'Login Management' hyperlink as shown below:



2. In the Login Management, click the 'Edit' hyperlink for a login.



3. In the Login Information screen, uncheck the 'Active' checkbox.

Login Information

Login Name: * testuser3

E-mail: * bngo@apx.com

Privilege: * Account Holder ▼

Password: * (Password length must be greater than or equal to 8 characters and less than 50. Password must contain at least 1 upper-case and 1 lower-case value, 1 numeric value, 1 special character, and no spaces.)

Confirm Password: *

Security Question: What is your favorite ho

Security Answer: Christmas

Active:

* Required Field

OK Cancel

4. Click the 'OK' button to deactivate login.

Login Information

Login Name: * testuser3

E-mail: * bngo@apx.com

Privilege: * Account Holder ▼

Password: * (Password length must be greater than or equal to 8 characters and less than 50. Password must contain at least 1 upper-case and 1 lower-case value, 1 numeric value, 1 special character, and no spaces.)

Confirm Password: *

Security Question: What is your favorite ho

Security Answer: Christmas

Active:

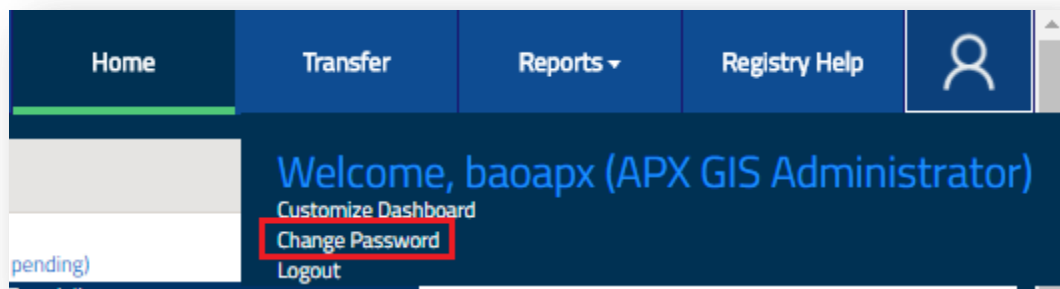
* Required Field

OK Cancel

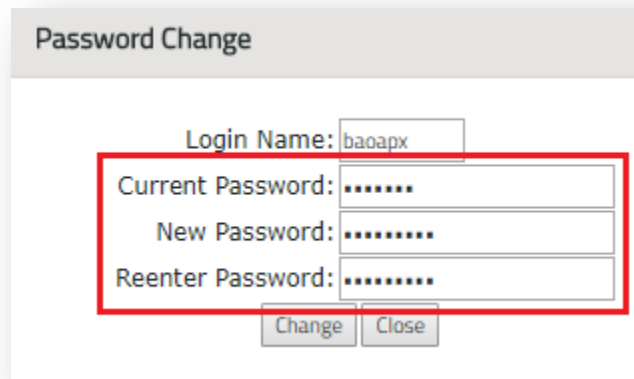
D. Change Password

The User can change their login password in GIS Account Dashboard.

1. In the Account Dashboard, click on the 'My Options' icon on the menu bar at the top right and click on the 'Change Password' link.



2. In the Password Change screen, enter password in all the fields on the Password Change screen.



The screenshot shows a 'Password Change' dialog box. It contains the following fields and buttons:

- Login Name: baoapx
- Current Password: [masked with dots]
- New Password: [masked with dots]
- Reenter Password: [masked with dots]
- Change button
- Close button

The entire form area is enclosed in a red rectangular box.

3. Click the 'Change' button to change the password for the Login Name.

Password Change

Login Name:

Current Password:

New Password:

Reenter Password: