

Renewables and CHP Register

www.ofgem.gov.uk

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User Guide

How to create an account

About this guide

This guide will help you set up an account on the Renewables and CHP Register, the online portal used to make applications under the Feed-in Tariffs (FIT), Renewables Obligation (RO) and Renewable Energy Guarantees of Origin (REGO) schemes.

The guide sets out the process for Generators (pg.4), Agents (pg.5), Suppliers (pg.5) and Participants (pg.6).



TOP TIP:

When you set up an account and access the Register, you accept to do so in line with the terms and conditions of the site. These set out your responsibilities, including that you must not share log in details with others. These are updated from time to time, so please check them regularly.

Do I need anything before I set up my account

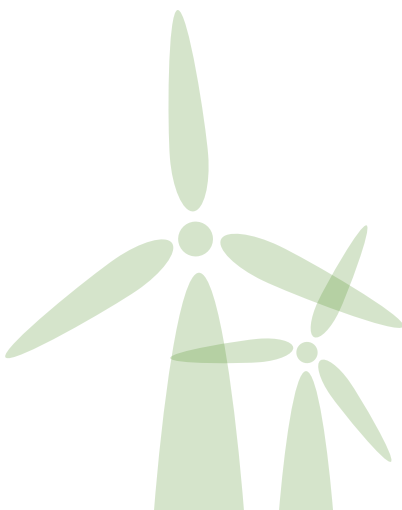
- 1 You need to decide what type of account to use – the 'Organisation type'. There are four types of account:

Generator: You are or will be the owner and/or operator of a renewable generating station. With a generator account, you can apply for accreditation. If you receive accreditation under the RO or REGO schemes, you will also be able to submit/manage electricity generation data and receive/transfer renewable certificates from this account. This type of account is the only account that should be used by FIT applicants.

Agent: You intend to act as an agent. An agent can be appointed to carry out duties on behalf of small generating stations with a declared net capacity (DNC) of 50kW or less who intend to apply for accreditation under the RO scheme. This type of account is for agents only.

Supplier: You are an electricity supplier. A supplier account will enable you to meet your compliance obligations under the FIT, RO and REGO schemes. You should not set up this type of account if you wish to apply for accreditation under any of the schemes we administer.

Participant: Participant accounts are used to transfer Renewables Obligation Certificates (ROCs) or REGO certificates by individuals or companies that are not a generator or a supplier. They are also used to view reports. You should not set up this type of account if you wish to apply for accreditation under any of the schemes we administer.



- 2 You need to decide what type of 'Generator Organisation' to use. There are three options:
- Choose the 'Individual' option if you're applying under your own name,
 - the 'Company' option if you are applying under a limited company name and
 - the 'Other' option if you are a business but aren't a limited company, such as a partnership or charity.
- 3 If you are registering as a company you need to submit a [letter of authorisation](#). This should be completed on company headed paper and signed by an authorised signatory for the company – it can be a CEO, Director or Company Secretary. We have included a 'Letter of authorisation' template at the end of this guide.

What is a superuser?

We use the term superuser throughout this guide. A superuser is the 'authorised signatory' of a user account. The superuser is the only user that can agree declarations, which are needed before an application will be reviewed by our team.

For the FIT scheme, the superuser must be the owner (or prospective owner for FIT preliminary accreditation applications).

For the RO scheme, the superuser should be either the operator of the generating station or a representative of the company that operates it.



Creating your account

- 1 Go to www.renewablesandchp.ofgem.gov.uk
- 2 From the home page, click on the 'Register' button and then click 'continue'.
- 3 You will be given a choice of the four accounts – 'Organisation type' - we described earlier: Generator, Agent, Supplier and Participant.



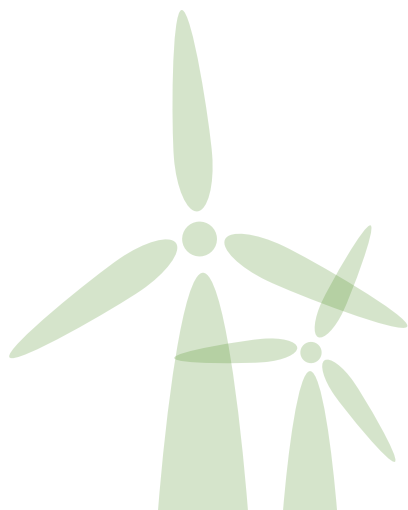
TOP TIP:

Creating an account is not the same as applying for accreditation. You will need an account before you can apply for accreditation.



TOP TIP:

If you intend to apply for FIT accreditation, the first line of the address provided in your account must match exactly with the Royal Mail Database. This will help speed up the process later when you request FIT payments from your chosen FIT Licensee. You can check your address by entering your postcode into the [Royal Mail Postcode Finder](#). If the address is not registered with Royal Mail, you must get it registered. You can do this while your application is being processed, or use a registered address instead.



Generators

1. After selecting the type of organisation, select 'Add generator organisation'.
2. Enter the details of a superuser for the account.
3. When you select 'Add authorised signatory contact', you will be asked to confirm the email address provided.
4. If you are registering as a company you should submit a letter of authorisation.
5. Once you have completed the form, select 'Confirm' and your registration will be complete.
6. You will receive an automated email confirming your username. Within one working day we will approve the account or request further information. Once the account has been approved you'll receive an email containing the password and you can begin using the Register.

Agents

1. After selecting the type of organisation, enter details for the superuser of the account.
2. When you select 'Add authorised signatory contact', you will be asked to confirm the email address provided.
3. Enter the contact details for the generator you are representing and select 'Submit agent generator details'. If you represent more than one generator, select the 'Add another generator' button to enter contact details for another generator.
4. We'll need written notification from the generator you are representing, authorising you to act on its behalf.
5. You can download a copy of the Agent Appointment form on our website. The generator should complete the form and then you will need to upload it to the Register. If this is not possible, you can post the form with a covering letter directly to Ofgem E-Serve. Contact details are available at the end of this document.
6. You will be able to apply for accreditation, submit output data and manage certificate issue on behalf of a generator once Ofgem E-Serve receives and checks the Agent Appointment form.

Suppliers

1. After selecting the type of organisation and completing the fields for Supplier Registration, enter details for the superuser of the account.
2. When you select the 'Add authorised signatory contact' button, you will be asked to confirm the email address provided.
3. Once you've completed the form, select 'Confirm' and your registration will be complete.
4. You'll receive an automated email confirming your username. Within one working day we will approve the account or request further information. Once the account has been approved you'll receive an email containing the password and you can begin using the Register.

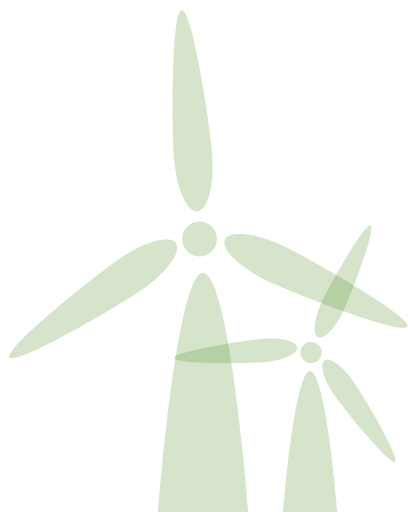


Participant

1. After selecting the type of organisation, enter details for the superuser of the account.
2. Select the schemes you wish to participate in by selecting one or more of the check boxes.
3. Once you've completed the form, select 'Confirm' and your registration will be complete.
4. You will receive an automated email confirming your username. Within one working day we will approve the account or request further information. Once the account has been approved you will receive an email containing the password.

Your account's been approved, what's next?

1. You can log into the Register using the username and password provided in the registration email.
2. After logging in, you will see the Register home page where we post notices about system downtime and other important messages.
3. Once you've logged in, you can start using the Register. On the homepage, you will be able to access:
 - My Account (available to all users) – here you can make changes to your personal details and add other users onto your account.
 - Accreditation (available to Generators and Agents) – here you can create, submit and amend applications for accreditation under the FIT, RO and REGO schemes. See our 'How to submit an application' guide for more information.
 - Declarations (available to superusers of accounts only) – here you can agree declarations linked to submitting an application for accreditation or RO/REGO certificate issue. See our 'How to agree declarations' guide for more information.
 - Output Data (available to Generators and Agents) – here you can enter data for ROC and REGO certificate claims.
 - Certificates (available to all users) – here you can view and transfer ROC and REGO certificates.
 - Compliance (available to suppliers) – here you can submit information relating to your supplier compliance obligations.
 - Reports (available to all users) – here you can view a number of reports from our Register.



Contact the team

If you need help setting up an account, contact the Ofgem E-Serve renewables team at renewable@ofgem.gov.uk.

ROO-FIT

The ROO-FIT team can be contacted:

email: ROOFIT@Ofgem.gov.uk

telephone: 0207 901 7310 (option 1)

post: Ofgem 9 Millbank London SW1P 3GE

RO

The RO team can be contacted:

email: renewable@ofgem.gov.uk

telephone: 0207 901 7310 (option 2)

post: Ofgem 9 Millbank London SW1P 3GE

REGO

The REGO team can be contacted:

telephone: 0207 901 7310 (option 3)

email: cclandrego@ofgem.gov.uk

post: Ofgem 9 Millbank London SW1P 3GE



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