

Public

Contracts for Difference Company Registration & User Guidance

Guidance Document

Version 2

August 2025

Public

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1. Purpose

Any company or organisation that wishes to apply for a Contract for Difference (CfD) must first register with the EMR Delivery Body. This is to ensure that an application is being made with the consent of an authorised person (usually a director or partner) from that organisation. This embeds a level of governance around the process to prevent unauthorised applications.

The aim of this guide is to explain the information required to complete the company registration form; and provide information on how to submit the EMR company registration form to the EMR Delivery Body for verification and to complete the company registration process.

2. Considerations

This document is accurate at the time of publishing and is based on the information provided in the draft Contract Allocation Framework. When the finalised Contract Allocation Framework is published in July 2025, any applicable elements of all guidance documents will be updated in line with applicable changes.

3. Scope

This guidance document is intended to be used by organisations considering whether to make an application to participate in the Contracts for Difference Scheme. This document outlines how to submit a company registration in the EMR Delivery Body Portal and how to manage user access.

4. Overview

The following information is required information to complete the EMR Company Registration form:

Company/Organisation details

The relevant details for the company or organisation wishing to register, including company name, registered address, and company registration number.

Authorised Person details

The authorised person should be named as an active company director or company secretary as registered with Companies House for UK registered companies (or an equivalent body for non-UK registered companies). If your organisation is not a limited company, please see further details in section 5.2.

An authorised person may nominate a person(s) to act as a main administrator (main admin) on their behalf, to carry out the necessary activities for their application and sealed bid submissions. A main admin can subsequently assign additional main admins to assist in this process and to receive notifications.

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Main Admin Details

- a) The main admin for each company should ordinarily be the person with managerial responsibility for the day-to-day participation in the Contracts for Difference mechanism.
- b) The main admin will initially be responsible for the registering, editing and removal of other users within their organisation, and for the creation of other companies (sub-companies) if required. They will also act as the main point of contact for any communications with the Delivery Body.
- c) Only main admins can edit user privileges on the EMR DB Portal for all the relevant users linked to their company. If a person leaves the company, it is the responsibility of the main admin to deactivate them on the EMR DB Portal. It is permissible for the main admin of a registered company or organisation to be the same person as the authorised person.

Registration Deadline

As the Delivery Body manually validates Company Registrations before an Application can be started, we would urge you to complete the process as early as possible. Therefore, please ensure your company registration is submitted no later than midday on the 27th of August 2025 to allow sufficient time before the closure application submission window.

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5. Company structure and sub-companies

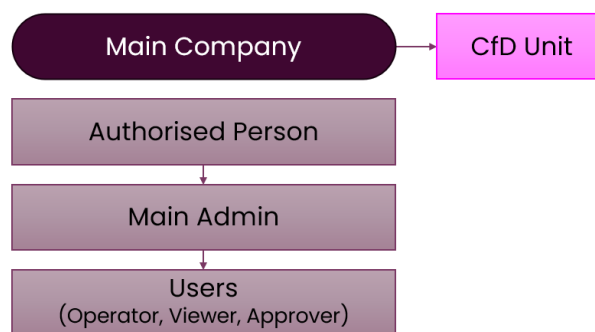
Each participant organisation can create a structure in the system to suit their governance and control requirements.

- The Main Company is established through the initial company registration process.
- A Sub-Company is a subsidiary company linked to the Main Company, created by the Main Administrator.

Typical structures are shown below.

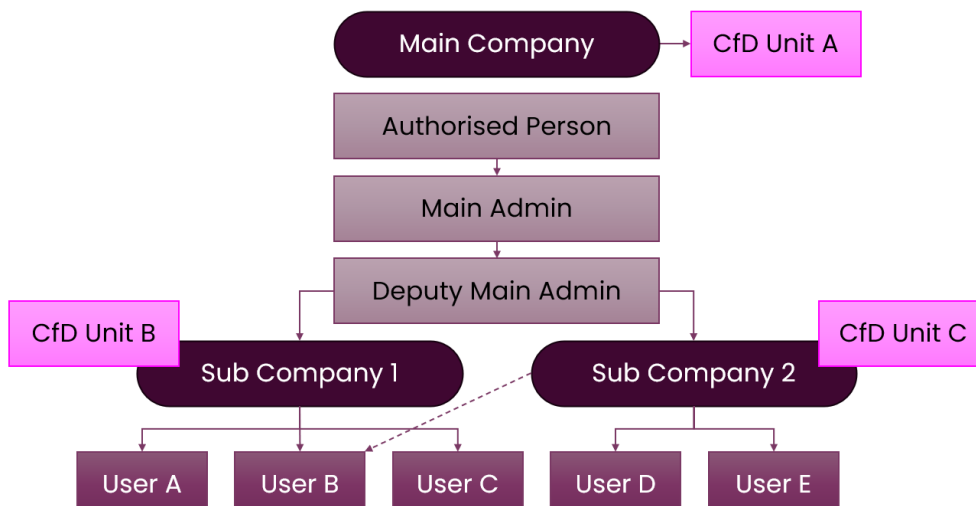
A standard structure can consist of a single Main Company linked to a CfD unit (or multiple CfD units), a Main Admin who can be the same person as the authorised person or a different person. The Main Admin can then setup multiple users linked to that organisation.

Standard Structure



A more complex structure can also be created which may be beneficial for certain organisations where subsidiary companies who own CfD Units can be created all under the control of the parent (main) company. A Deputy Main Admin can also be introduced to provide contingency cover for the Main Admin during annual leave or other absences. Users can be assigned by the Main Admin or Deputy Main Admin to subsidiary companies

Complex Structure



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6. How To Register Your Company

The **main company** is established through the initial company registration process. When a user logs into the EMR DB Portal, it is this main company account that they are logging into.

After registering your main company a **sub-company** (a subsidiary company to the main company), can be created and managed by the main admin user.

Go to the [EMR CfD Portal](#) and click on the Register Company option. See below.

You will then be taken to the Contracts for Difference landing page /Company Section. See below.

If your company is registered at Companies House UK, there is an option to partially auto-populate the registration form by pulling through data from Companies House. If your company or organisation is not registered on Companies House, the form will need to be manually completed.

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6.1 Auto Populate Form: For Companies registered on Companies House

To auto populate your registration form, go to the 'Company Section' and select 'Yes'.

Enter your company registration number and press '**Fetch Company Data**'. See below.

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Delivery Body

Contracts for Difference

Company Section

Is this company registered at Companies House UK?* Yes
 No (If No, you will be required to fill in the form manually)

Please enter the Company Registration Number * : **Fetch Company Data**

The company registration form will appear with the "Company Section" populated using data taken from Companies House. See below.

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Company Section

Is this company registered at Companies House UK?* Yes
 No (If No, you will be required to fill in the form manually)

Please enter the Company Registration Number * : **Fetch Company Data**

Company Name *

Company Registration Type

Address 1 *

Address 2

Address 3

City/Town * Post code *

Country *

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Select an authorised person from the drop-down list. This section will also be partially populated. Enter the relevant mobile number and email address (when entering the mobile number please **DO NOT** include the '0' at the beginning). See below.

Authorised Person Section

Authorised Person Name *

Landline Number

Role/Position *

Country *

Mobile Number *

Email Address *

Address 1 *

Address 2

Address 3

City/Town *

Country Code *

Confirm Mobile Number *

Confirm Email Address *

Post Code *

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Fill out the “**Main Company Admin User Section**”. This can be the same person as the authorised person. If this is the case, select ‘**Copy Authorised Person Address**’. See below.

Main Company Admin User Section

First Name *	Last Name *
<input type="text"/>	<input type="text"/>
Landline Number	
<input type="text"/>	
Country *	Country Code *
<input type="text" value="v"/>	<input type="text"/>
Mobile Number *	Confirm Mobile Number *
<input type="text"/>	<input type="text"/>
Email Address *	Confirm Email Address *
<input type="text"/>	<input type="text"/>
Address 1 *	<input type="button" value="Copy Authorised Person Address"/>
<input type="text"/>	
Address 2	
<input type="text"/>	
Address 3	
<input type="text"/>	
City/Town *	Post Code *
<input type="text"/>	<input type="text"/>
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>	

Click ‘**Submit**’ – A ‘Confirmation’ pop up window with your details will appear. Click **OK** to continue. See below.

Confirmation

Please confirm if the below details are correct for Authorised Person:

Email Address: XXXXXXXXXX

Mobile Number: XXXXXXXXXX

Please ensure that you complete the process within **7 calendar days**. The company registration will be cancelled if no action is taken by **17/06/2025**.

Click OK to continue or Cancel to go back to the previous screen.

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6.2 Manual Completion: For Companies Not Registered on Companies House

To manually fill out the company registration form, go to the Company Section and select 'No'.

If you clicked 'No' on the "Company Section" page, you will be navigated to the company registration form and will need to complete the company registration form manually. See below.

NESO Electricity Market Reform
Delivery Body

Contracts for Difference

Company Section

Is this company registered at Companies House UK? * Yes
 No (If No, you will be required to fill in the form manually)

<p>Company Name * <input type="text"/></p> <p>Company Registration Type <input type="text" value="CFD"/></p> <p>Address 1 * <input type="text"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3 <input type="text"/></p> <p>City/Town * <input type="text"/></p> <p>Country * <input type="text" value="United Kingdom"/></p>	<p>Company Registration Number <input type="text"/></p> <p>Post code * <input type="text"/></p>
---	---

The form consists of three sub-sections: "Company Section" (as above), "Authorised Person Section" and the "Main Company Admin User Section" as shown below. Please complete these sections manually.

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Authorised Person Section

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Landline Number	<input type="text"/>		
Role/Position *	<input type="text"/>		
Country *	<input type="text" value="United Kingdom"/>	Country Code *	<input type="text" value="44"/>
Mobile Number *	<input type="text"/>	Confirm Mobile Number *	<input type="text"/>
Email Address *	<input type="text"/>	Confirm Email Address *	<input type="text"/>
Address 1 *	<input type="text"/>	<input type="button" value="Copy Company Address"/>	
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City/Town *	<input type="text"/>	Post Code *	<input type="text"/>

Main Company Admin User Section

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Landline Number	<input type="text"/>		
Country *	<input type="text" value="United Kingdom"/>	Country Code *	<input type="text" value="44"/>
Mobile Number *	<input type="text"/>	Confirm Mobile Number *	<input type="text"/>
Email Address *	<input type="text"/>	Confirm Email Address *	<input type="text"/>
Address 1 *	<input type="text"/>	<input type="button" value="Copy Authorised Person Address"/>	
Address 2	<input type="text"/>		
Address 3	<input type="text"/>		
City/Town *	<input type="text"/>	Post Code *	<input type="text"/>

Once you have completed all the cells, click the **Submit** button.

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6.3 Further Information

All fields in the company registration form must be completed with the required information. Fields marked with an asterisk are mandatory fields

Company names should precisely match the description as held at Companies House or, for non-companies, on any relevant register. This includes abbreviations, e.g. Limited as opposed to Ltd.

A Company Registration Number (CRN) needs to be provided if you are an incorporated body. A CRN (sometimes referred to as a Companies House Number in the UK) is a unique number issued by Companies House when a limited company or Limited Liability Partnership (LLP) is incorporated.

Where your company is located in the United Kingdom, your CRN will consist of eight numbers, or two letters followed by six numbers. It will be displayed on your Certificate of Incorporation, and it will also appear on the public register next to your company details.

Where your company is not located in the United Kingdom, there is no specific format for the CRN but you must provide the relevant reference.

You cannot choose or change your CRN. It will be generated by Companies House on a sequential basis depending on your country of incorporation and the type of company you are setting up:

- Companies formed in England and Wales have CRNs beginning with 0 (zero) or 1 (one)
- Scottish companies are given CRNs with the prefix 'SC'
- Limited Liability Partnerships (LLPs) are issued with CRNs beginning with 'OC'
- Scottish LLPs have CRNs beginning with 'SO'

If you are a non-listed company for the following types, then you need to provide the relevant evidence as detailed below:

- a) **Joint Venture (JV)** – a JV agreement/structure chart or a letter signed by the directors on letter headed paper to state that he/she is a director for the organization;
- b) **Partnership** – a letter signed by the partner on letter headed paper to state that he/she is a partner/owner of the organization;
- c) **Community Project/Charity** – a letter signed by the head of the organisation on letter headed paper to state that he/she has the relevant decision-making authority.

Foreign companies that legally own or control a CfD Unit (which must be located in Great Britain) can apply for a CfD and are therefore eligible for registration. To verify ownership or legal control of a CfD Unit, the foreign company can provide:

- a) A valid tax certificate (if providing a group certificate, the Applicant company name must be included) and/or
- b) A structure chart showing ownership or legal control of the holding company owning the CfD assets; and/or
- c) Letter signed by the directors of the parent company;

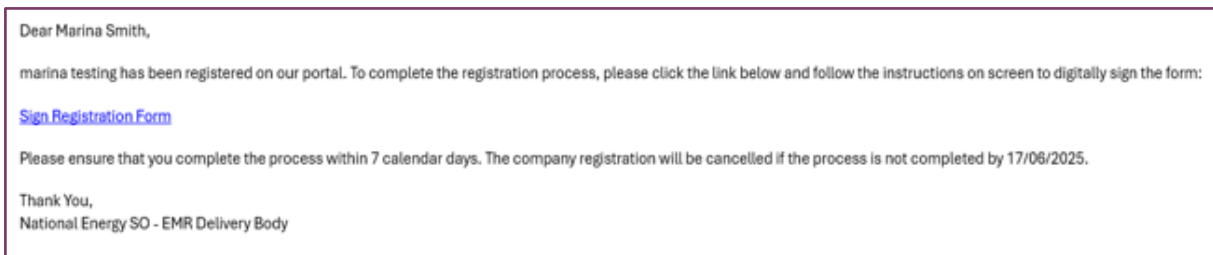
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This information should be added to the scanned registration form prior to upload.

Alternatively, the Delivery Body may request it via email.

6.4 Signing the Registration Form

An email will be sent to the **authorised person** and an acknowledgement email to the main admin requesting for the authorised person to 'sign' the registration form, i.e. authorise the registration request. Click the 'Sign Registration Form' link contained in the email. See below.



Please Note: It is the **Authorised Person who needs to sign the Registration form**. This cannot be completed by the Main Admin.

Click the '**Generate/Resend OTP**' button. See below.

NESO Electricity Market Reform
Delivery Body

Contracts for Difference

Please Verify Your One-Time Password (OTP)

Please click on the Generate/Resend OTP button to generate OTP for verification. An OTP will be sent to your mobile number and you will need to enter the OTP in the text-box and click on Submit OTP button.

Please fill the OTP(One-Time Password) received on your Mobile Number (+44 XXXXXXXX35):

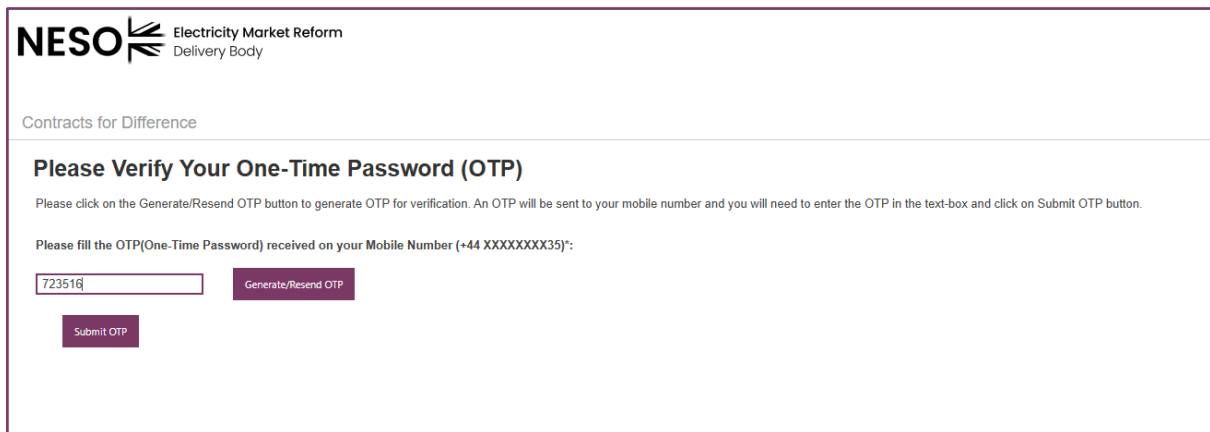
[Generate/Resend OTP](#)

[Submit OTP](#)

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An OTP (One Time Password) will be sent to the authorised person's mobile phone number as registered in the form and a confirmation pop up message will appear in green text.

Enter your OTP into the cell and click the 'Submit OTP' button which will now be shaded in purple. See below.



NESO Electricity Market Reform Delivery Body

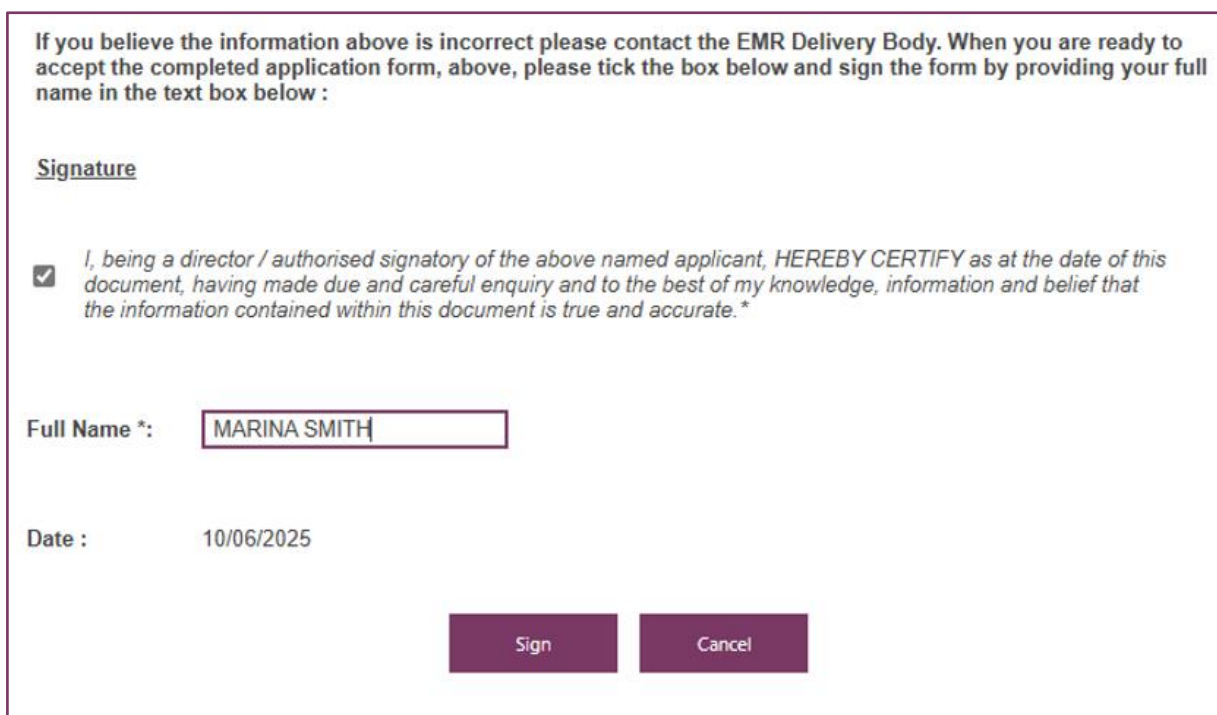
Contracts for Difference

Please Verify Your One-Time Password (OTP)

Please click on the Generate/Resend OTP button to generate OTP for verification. An OTP will be sent to your mobile number and you will need to enter the OTP in the text-box and click on Submit OTP button.

Please fill the OTP(One-Time Password) received on your Mobile Number (+44 XXXXXXXX35):

The authorised person is required to tick the declaration and enter their full name. Click the 'Sign' button. See below.



If you believe the information above is incorrect please contact the EMR Delivery Body. When you are ready to accept the completed application form, above, please tick the box below and sign the form by providing your full name in the text box below :

Signature

I, being a director / authorised signatory of the above named applicant, HEREBY CERTIFY as at the date of this document, having made due and careful enquiry and to the best of my knowledge, information and belief that the information contained within this document is true and accurate.*

Full Name *:

Date : 10/06/2025

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A confirmation message will appear "Are you sure you want to sign the Company Registration Form?" Click "OK". See below.

Confirmation ✕

Are you sure you want to sign the Company Registration Form?

Click "OK" to continue or
Click "Cancel" to go back to the previous screen.

The completed form including date and signature will be displayed. Three option buttons will also appear. If you wish to proceed, click 'Submit'. See below.

Submit Company Registration Form

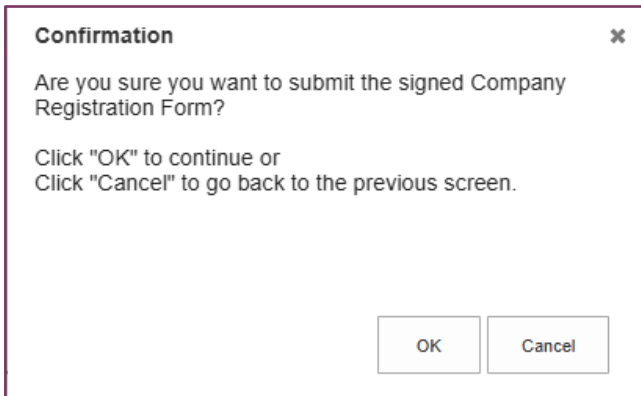
Please do not click on the previous or next buttons on your browser. Your session will end if you click on these buttons. You will need to restart the process by clicking on

Main Company Admin User	
First Name:	Marina
Last Name:	Kranyez
Landline Number:	
Country:	United Kingdom
Country Code:	44
Mobile Number:	7472869035
Email Address:	marina.kranyez@neso.energy
Address 1:	Southbar House
Address 2:	6 Oxford Road
Address 3:	
City/Town:	8120476bdb3feb486f792418489619b1
Post Code:	OX16 9AD

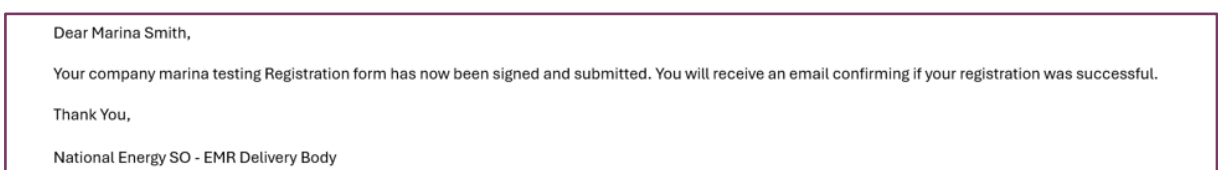
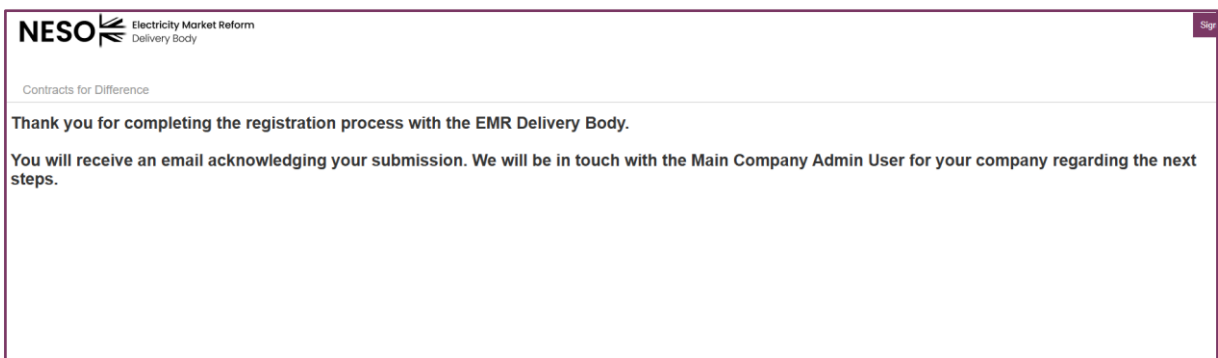
When you submit this form, the details will be sent to the EMR Delivery Body for review.

Public

A confirmation message will appear "Are you sure you want to submit the signed Company Registration Form? Click "OK" to confirm.



A completion message will appear, and an email will be sent confirming your signed registration request, see below.



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7. CfD company registration verification

7.1 Delivery Body Assessment

Once the company registration form has been submitted, the Delivery Body receives an automated email notification. To complete the verification process, the Delivery Body will check:

- a) Company details against public records such as Companies House
- b) The authorised person is associated with the company for which the registration form has been submitted.

Once the required verification checks have been completed by the Delivery Body, both the main admin and authorised person will receive an email confirmation of the outcome.

If the details provided cannot be verified, both the main admin and the authorised person will receive an email that the company's registration request has been rejected by the Delivery Body, with an outline of the reasons for the rejection.

If there are any issues that arise during the examination of the registration request, the Delivery Body will contact the main admin in the first instance.

7.2 Post Delivery Body Assessment

After the Delivery Body has assessed the company registration form (within the 5 day SLA), the main admin will be notified of the outcome via email. The authorised person will also be copied into this email.

Dear MARINA SMITH,

Company [REDACTED] has been Approved.

Comment:

Registration Approved 12/06/2025

Thank You,

National Energy SO - EMR Delivery Body

Please note: This is an automated email which cannot be replied to. If the company registration is rejected, the reason(s) for rejection will be in the comment section.

If you require further information, please contact box.emr.cfd@neso.energy.

Following approval of the company registration form by the Delivery Body, the main admin will receive an email containing their username and temporary password, as well as a link to the portal where they can reset their password.

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The main admin should click on the link in the email to confirm registration. See below.

Dear MARINA SMITH,

Your account has just been created

User name: marina.smith

Temporary password: [REDACTED]

Please confirm your registration [here](#)

This navigates the main admin to the 'Confirm your registration' screen on the EMR Portal. See below.

Confirm your registration

Please enter your username and temporary password received via Email

Public

8. Confirming user registration details

To proceed, the main admin must then complete all of the following fields on the 'Confirm your registration' screen.

Username – Enter the username provided in the email.

Temporary password – Enter the temporary password provided in the email.

New password – Choose a new password which should have at least 12 characters including one upper case character, one lower case character and one numeric or special character (!\$#%?=. *[-^&*()_+|~=`{[]}:"';<>.,/)).

Please do not use any special characters other than those listed above.

Confirm password – Re-enter the new password. See below.

The main admin enters all the required information and clicks the 'Next' button.

This navigates the main admin to the next screen where they will then be asked to enter their PIN. This PIN will be sent to the mobile number which the main admin provided in the company registration form. See below.

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After the PIN is entered, the main admin will receive a confirmation message stating:

'Your new credentials have been registered'. A **'Go to Log in'** link appears on the screen through which the main admin can log into their account. See below.

The screenshot shows the NESO logo and 'Electricity Market Reform Delivery Body' at the top. Below the logo are two links: 'Contracts for Difference' and 'My EMR'. The main heading is 'Confirm your registration'. Below this, it says 'Your new credentials have been registered' and provides a 'Go to Log in' link.

After clicking on the **'Log in'** link, the main admin will be navigated to a **'Sign in'** screen where they will need to enter their username and password. See below.

The screenshot shows the NESO logo and 'National Energy System Operator' at the top. Below the logo is 'Contracts for Difference Delivery Body'. The heading is 'Sign in please' with the instruction 'Please sign in with credentials provided by your administrator.' There are two input fields: 'UserName' and 'Password'. Below the fields are two buttons: 'Sign In' and 'Register Company'. At the bottom, there are links for 'Forgot password', 'Forgot username', and 'Forgot pin'.

After entering the username and password, the main admin will be navigated to the **'Submit PIN'** screen. See below.

The screenshot shows the NESO logo and 'National Energy System Operator' at the top. Below the logo is 'Contracts for Difference Delivery Body'. The heading is 'Sign in please' with the instruction 'Please enter sms code.' There is one input field labeled 'PIN Code'. Below the field is a 'Submit PIN' button. At the bottom, there is a link for 'Forgot pin'.

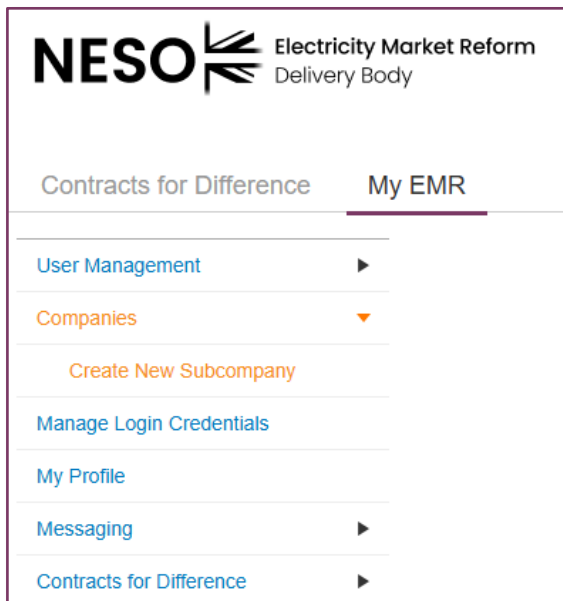
Once the PIN has been submitted, the main admin is successfully logged into the EMR Portal. The username will appear on the top right-hand side of this screen.

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9. Creating sub-companies

Log in to the EMR DB Portal and click on **My EMR**

Click on **Companies** in the left-hand menu. See below.



Click on **Create New Subcompany**

Complete all mandatory fields. See below.

The screenshot shows the 'Subcompany form' under the 'My EMR' tab. The form title is 'Subcompany form'. Below the title is a question: 'Is this company registered at Companies House UK?' with radio buttons for 'Yes' and 'No (if No, you will be required to fill in the form manually)'. The 'No' option is selected. The form contains several input fields: 'Company Name*' (filled with 'MARINA SUB COMPANY'), 'Company Registration Number:' (filled with '11111111'), 'Related Main Company:' (blacked out), 'Authorised Person:' (blacked out), 'Sub-company Address line 1*:' (filled with 'Southbar House'), 'Sub-company Address line 2:' (filled with '6 Oxford Road'), 'Sub-company Address line 3:' (empty), 'City*:' (filled with 'Banbury'), 'Post Code*:' (filled with 'OX16 9TR'), and 'Country*:' (dropdown menu with 'United Kingdom' selected). The 'Company Type:' is 'CFD'. A note at the bottom left says '* Required field'. At the bottom right are 'Cancel' and 'Submit' buttons.

Click **Submit**. A pop-up message will appear confirming that the sub-company has been created successfully.

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10. User management and privileges

10.1 Overview

The main admin can register additional users called EP users (external party users) who are able to log in to their company's area of the admin system and carry out specific 'roles'.

The main admin can register the following types of EP users:

Deputy Main Admin – The deputy main admin has the same privileges as the main admin. They can create CfD applications and add other users and can also make amendments to existing data.

Other EP users – These users can act on behalf of a main company or sub-companies where they have been assigned the relevant privileges. Unlike the main admin or deputy main admin, they cannot create, amend or delete any companies or login IDs.

10.2 Privileges

Privileges can be assigned to EP users to enable them to carry out specific tasks for a company or multiple sub-companies. The different privileges are:

Privilege	Meaning
Viewer	The user can only view data and information
Operator	The user can create and edit data including Applications, but cannot Submit
Approver	The user can approve and Submit data and Applications

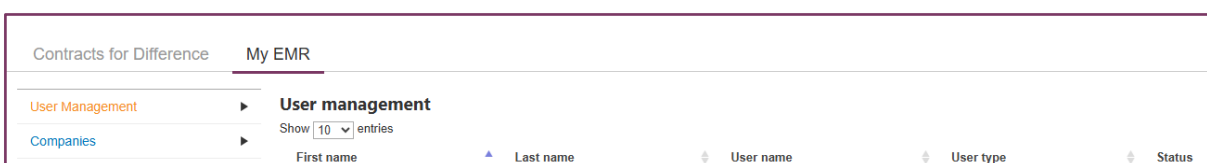
Viewer is the basic or default level of privilege which is applicable to all EP users.

The main admin or deputy main admin can assign more privileges to an EP user by ticking the box next to the privilege.

10.3 Managing your users

The main admin can view all of the relevant users linked to their company. To do this, click on 'My EMR'.

Next click on 'User Management' in the left-hand side menu. See below.



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To create more users, click on 'Add New EP User' under 'User Management' on the left-hand side menu. This will bring up a new user management screen. See below.

Contracts for Difference My EMR

User Management ▾ **User management**

Add New EP User

Companies ▸

Manage Login Credentials

My Profile

Messaging ▸

Contracts for Difference ▸

Team* CFD ▾

First Name*

Last Name*

Email address*

Confirm email address*

Country* United Kingdom ▾

Country code* 44

Mobile number*

Confirm mobile number*

Landline number

Role* User ▾

Privileges

Operator

Approver

Viewer

Status Active ▾

* Required field

Cancel Submit

Enter contact details for EP users and assign roles and privileges to them by selecting drop-down menus and checking boxes. Click "Submit" see below.

Contracts for Difference My EMR

User Management ▸ **User management**

Companies ▸

Manage Login Credentials

My Profile

Messaging ▸

Contracts for Difference ▸

Team* CFD ▾

First Name* MARIE

Last Name* CHAMPION

Email address* mariechampion@gmail.com

Confirm email address* mariechampion@gmail.com

Country* United Kingdom ▾

Country code* 44

Mobile number* 7582936422

Confirm mobile number* 7582936422

Landline number 01010383838

Role* Deputy Main Admin ▾

Privileges

Operator

Approver

Viewer

Status Active ▾

* Required field

Cancel Submit

Click on 'User Management' in the left-hand side menu. The newly created user will now be visible in the table. (see image below).

Contracts for Difference My EMR

User Management ▸ **User management**

Show 10 ▾ entries

First name	Last name	User name	User type	Status	
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Activated	Manage
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Activated	Manage
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Activated	Manage
MARIE	CHAMPION	marie champion	Deputy Main Admin	Activated	Manage

Showing 1 to 4 of 4 entries

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Once the main admin has successfully registered a new EP user, this new EP user will receive a registration confirmation email. The email will contain their username and temporary password, similar to the email received by the main admin after company registration. See [Section 7.2; Post Delivery Body Assessment](#).

10.4 Editing users on the EMR Portal

Only main admins can edit user privileges on the EMR DB Portal for all the relevant users linked to their company. If a user leaves the company, it is the responsibility of the main admin to deactivate the person on the EMR DB Portal.

Click on **'User Management'** in the left-hand side menu of the EMR Portal. Then click **'Manage'** on the person's name that you wish to edit

The screenshot shows a 'User management' interface. At the top, it says 'Show 10 entries'. Below is a table with the following columns: First name, Last name, User name, User type, Status, and a 'Manage' button. The first three columns are redacted with a black box. The table contains three rows of data:

First name	Last name	User name	User type	Status	Manage
[Redacted]	[Redacted]	[Redacted]	Main Admin	Activated	Manage
[Redacted]	[Redacted]	[Redacted]	User	Activated	Manage
[Redacted]	[Redacted]	[Redacted]	Main Admin	Activated	Manage

At the bottom of the table, there is a dropdown menu set to 'Any' and a footer that says 'Showing 1 to 3 of 3 entries'.

Here you can amend the following:

- **Personal details:** name, telephone numbers, email address
- **Role:** Main Admin, Deputy Main Admin, user
- **Privileges:** operator, approver, viewer
- **Status:** active or deactivated

Once the relevant changes have been made, click **'Save Changes'**

A main admin is able to deactivate their own account in the EMR DB Portal but they cannot reactivate it themselves and neither can the authorised person. Another main admin would be required to reactivate it if necessary.

If a main admin attempts to deactivate themselves, a warning message would appear asking them to confirm that they wish to proceed.

Public

10.5 Updating an Authorised Person

10.5.1 Changing the Authorised Person

A main admin does not have the privileges to change an authorised person in the EMR Portal. To do this, the proposed new authorised person must send an email to the Delivery Body at box.emr.cfd@neso.energy, with the current authorised person and a main admin copied in, requesting the change and providing full details of the new authorised person as follows:

- First Name and Last Name
- Role/Position
- Mobile Number
- Email address
- Address

The new authorised person should be named as an active company director or company secretary as registered with Companies House for UK registered companies (or an equivalent body for non- UK registered companies).

10.5.2 Updating the Authorised Persons Details

If the Authorised Person is not changing, but their contact details need to be updated, the main admin or Authorised Person must send an email to the Delivery Body at box.emr.cfd@neso.energy requesting the change and providing full details of the new authorised person as follows:

- First Name and Last Name
- Role/Position
- Mobile Number
- Email address
- Address

These details should match those (where available) on Companies House, and the Authorised Person must be copied into the email to the Delivery Body requesting the change.

Public

10.6 How to assign a new Main Admin

If you need to deactivate a current main admin on your CfD Company Section of the EMR Portal. Please ensure that there are at least two User accounts assigned the company you are wishing to amend (if you are unsure how to do this, please refer to the previous [Section 10.4; Editing Users](#) of this guidance.

Assign all 3 privileges to the user that is looking to take over as main admin (the three privileges are: Operator, Approver and Viewer) and click save. See below.

Once these privileges have been assigned to the desired user you can de-activate the current Main Admin.

This account will now default the main admin to the next user with all three privilege permissions assigned.

Contracts for Difference
My EMR

- User Management ▶
- Companies ▶
- Manage Login Credentials
- My Profile
- Messaging ▶
- Contracts for Difference ▶

User management

Team*

First Name*

Email address*

Country*

Mobile number*

Landline number

Role*

Privileges
 Operator
 Approver
 Viewer

Status

* Required field

Public

10.7 Managing Passwords

User should log into the portal and navigate to **'My EMR'**.

Click on **'Manage Login Credentials'** in the menu on the left-hand side This navigates to a form for changing your password.

The screenshot shows the 'My EMR' interface. On the left, a navigation menu includes 'User Management', 'Companies', 'Manage Login Credentials' (circled in blue), 'My Profile', 'Messaging', and 'Contracts for Difference'. The main content area is titled 'User management' and contains a 'Change your password' link. Below the link are four input fields: 'User name' (with a blacked-out value), 'Current password', 'New password', and 'Confirm password'. A 'Next >' button is located at the bottom of the form.

To change your password, enter your current password and the desired new password under both **'New password'** and **'Confirm password'** (ensuring these match).

Click on **'Submit'**. This will send a message confirming that the password has been changed.

10.8 Change of Company Name

Once your company is registered in the EMR Portal, you can change the name of the company by sending an email to the Delivery Body from the main admin.

- a) You must include the old company name with the NGRID number (NGRID-XXXX) which can be found on the original registration form on the EMR Delivery Body Portal and the new company name you want to change it to.
- b) The new company name must be registered on Companies House
- c) The company director must be active on Companies House and must be copied into the request email.
- d) A 'Certificate of Incorporation of Change of Name' showing the name change must be attached to the email. See Below.

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Please make sure the company registration number on this document matches exactly with the company registration number on Companies House.

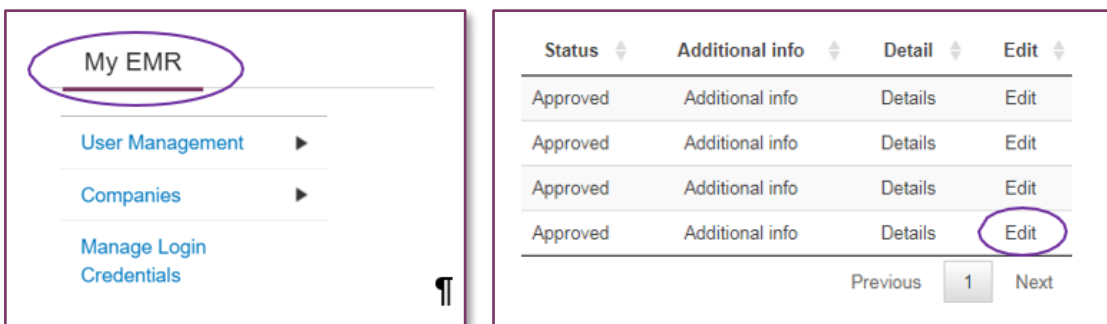
Once the Delivery Body receives the email, the system will be updated to reflect the new company name and you will be advised when it has been done.

10.9 Change of company address

Once you have registered your company, you are able to change the address details.

Only main admins can complete this step.

The user should log in to the EMR Portal and navigate to **'My EMR'**.



Click on **'Companies'** in the menu on the left-hand side. See below.

Find the relevant company under **'Company List'** and select **'Edit'**. Amend the address details and then select **'Submit'**.

Public

10.10 Change of Preferred Contact Email Address

During the application window you will be unable to change any details of your application up until the auction has finished, this includes the 'Preferred Contact Email'. In the event that the CfD Unit changes ownership during this window and to ensure that the CfD Contracts are distributed to the correct administrators of the account please follow the steps below:

- a) If there is a change of personnel on the CfD Account, please refer to '[Section 10.5; Updating an Authorised Person](#)' and '[Section 10.6; Assign a new Main Admin](#)' Sections of this guidance document.
- b) If you need to change the 'Preferred Contact Email Address', the main admin will need to email the NESO CfD Shared Mailbox: box.emr.cfd@neso.energy and copy in LCCC's shared mailbox: Enquiries@CFDAllocationround.uk informing both parties of the Change in Preferred Email contact with the authorised person cc'd into the email. The email must also include a preferred name and contact number.

Once received NESO and LCCC will make a note of the change and update the Notification Report which is sent to LCCC once the Auction has been finalised. This will then inform LCCC of who to contact in order to accept a valid CfD offer.

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