



GRMS FTP Procedure Guide

For the SA and WA Gas Retail Markets

Version: 2.3

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Relevant documents:

Description	Document Name
AEMO Self-change password guide included in the Information Pack	Changing your AEMO FTP Password on the Participant Server v1.0.pdf
AEMO Self-change password guide included in the Information Pack	Changing your Password on the Participant Server v7.pdf

Document Release History

Version	Description/Amendments	Author	Date
0.1	Initial Draft	AL, IH	23 March 2004
1.0	Removed references to document versions and separated out references to the REMCo FTP Registration Form	DB	26 March 2004
2.0	Update for removal of the SSL requirement	ZG	11 May 2004
2.1	Generic changes to document, including the addition of preamble for the document to be applicable in the SA and WA gas retail markets.	ZG	15 August 2011
2.2	Update Logica to CGI Update password management to reflect the self-change password facility	RG	16 October 2015
2.3	Update for transition to AEMO	CS	31 October 2016

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Background and Purpose

Access to the Gas Retail Market Systems (GRMS) server by participants will be supported using File Transfer Protocol (FTP) client access. This requires participants to be issued with valid usernames and passwords.

The purpose of this document is to outline the processes for issuing and maintaining the usernames and passwords required by participants to connect to the GRMS FTP server.

Additional References

Refer to the:

- GRMS FTP User Guide for information regarding the technical requirements for connecting to the GRMS FTP Server
- FTP Registration Form

Summary of Process

1. Initial set-up of Usernames/Passwords
2. Market Operator provided access
3. Market Operator to liaise with Participants
4. Participants register with **AEMO**
5. Market Operator completes registration
6. Participants change their own password on a quarterly basis
7. Each of these process steps is detailed as follows

Detailed Process

1. Initial Set-up of Usernames/Passwords

CGI will generate a list of usernames and passwords for accessing the GRMS FTP Server. This list will be provided to AEMO.

Participants will be issued with a password self-change guide.

2. AEMO's Access

- AEMO has access to all FTP mailboxes

3. AEMO's to Liaise with Participants

When appropriate AEMO will:

- Advise participants that the GRMS FTP Server is available
- Issue the GRMS FTP User Guide
- Issue the GRMS FTP Procedure Guide (this document)
- Issue the GRMS FTP Registration Form

4. Participants Register with AEMO

- Participants will be required to complete the Registration form and return the form to AEMO (e-mail and fax details are on the form)

5. AEMO Completes Participant's Registration

- AEMO will complete the participant's registration and issue the participant with a Username and Password
- The participant will then be able to connect to the GRMS FTP Server with the allocated Username and Password

6. Participant changes their own password on a quarterly basis

- The participant will receive a notification to their registered email address 15 days before their password is due to expire.

The participant will use the relevant password change instructions provided in the Information Pack to change their password.

Participant Support

AEMO will initially broker support to participants for connecting to the GRMS FTP Server.

CGI will compile and forward a Frequently Asked Questions (FAQ) link to assist AEMO in this process.

Formal support provision will be finalised with AEMO/CGI when support agreements have been finalised.