



APPLICATION GUIDE

Guide to Registering as a Network Service Provider in the NEM

This guide is to be used in conjunction with the Application for Registration as a – Network Service Provider in the NEM form and is not to be altered without the prior consent of AEMO.

Important notice

This guide to Registering as a Network Service Provider in the NEM (this Guide) is made available to you on the following basis:

Purpose	This Guide has been produced by the Australian Energy Market Operator Limited (AEMO) to provide information about the process of becoming a <i>Participant</i> in the <i>National Electricity Market (NEM)</i> as at the date of this publication.
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Rules terms

Terms defined in the *Rules* have the same meaning in this Guide unless otherwise specified. These terms are intended to be identified in this Guide by italicising them, but failure to italicise such a term does not affect its meaning.

Contents

1.	Introduction	1
1.1	Purpose of this guide	1
1.2	Requirement to register as a Network Service Provider	1
1.3	Exemptions	1
1.4	Registration as an intending participant	2
1.5	Fees	2
1.6	Other Documents to be submitted	2
1.7	Application Submission	3
2.	Registration Procedure	3
3.	Explanation of the Application for Registration Form	4
3.1	Section A. Participant Category	4
3.2	Section B. Application Details	4
3.3	Section C. Contact Details	5
3.4	Section D. Required Information	5
3.5	Section E. System Details	6
3.6	Section F. Local Black System Procedures	7
3.7	Section G. Market Network Service Details	7
3.8	Section H. Metering Requirements	8
3.9	Section I. IT Systems	11

1. Introduction

This Guide is used to help those completing an Application for Registration as a Network Service Provider in the NEM form (the Form).

1.1 Purpose of this guide

This Guide is used to help applicants applying to AEMO for registration as a Network Service Provider in the NEM using the Form available from the AEMO website.

This Guide summarises the processes and information required by the Form.

1.2 Requirement to register as a Network Service Provider

Section 11 of the NEL states that:

"A person must not engage in the activity of owning, controlling, or operating a transmission system or distribution system that forms part of the interconnected transmission and distribution system unless,

- a) the person is a Registered participant in relation to that activity; or
- b) the person is the subject of a derogation that exempts the person, or is otherwise exempted by the AER, from the requirement to be a Registered participant in relation to that activity under this Law and the *Rules*."

A body corporate that fails to register may be liable for a maximum penalty of \$100,000 and \$10,000 for every day during which the breach continues, and a natural person may be liable for a maximum penalty of \$20,000 and \$2,000 for every day during which the breach continues (section 58 National Electricity Law).

1.3 Exemptions

1.3.1 Applications for exemption and general exemption

Under clause 2.5.1(d) of the *Rules*, the Australian Energy Regulator (AER) may exempt any person or class of persons from the requirement to register as an NSP where an exemption is not inconsistent with the *market objective*. The National Electricity Code Administrator (NECA) issued 'Guidelines for exemption from the requirement to register as a network service provider' (Exemption Guidelines) that the AER has adopted. The Exemption Guidelines contain the principles that will be applied to assess each application for exemption made to the AER. NECA also issued 'General exemptions from the requirement to register as a network service provider' (General Exemptions) that the AER has adopted. The Exemption Guidelines and General Exemptions are available from the [AER website](#). Applicants seeking an exemption from registration as an NSP should contact the AER.

1.3.2 Intermediary Exemption

Clause 2.9.3 of the *Rules* provides that a person ordinarily required to register as an NSP may apply to the AER for an exemption from the requirement to register where it notifies the AER that an *intermediary* is to be registered instead.

The AER must allow the exemption where:

- the *intermediary* consents to act as *intermediary*, in a form reasonably acceptable to the AER; and
- AEMO is satisfied that, from a technical perspective, the *intermediary* can be treated for NER purposes as the applicant with respect to the relevant *distribution system* or *transmission system*.

If the AER grants an exemption on the basis that it has approved an *intermediary*, the *intermediary* is the party that must apply for registration as an NSP and satisfy AEMO that it meets all relevant requirements for registration in that category.

Evidence that the *intermediary* can be treated as the applicant should establish the *intermediary's* role in relation to the *transmission* or *distribution system*, and its appointment by all other parties who would otherwise need to register.

1.4 Registration as an intending participant

Clause 2.7 of the *NER* allows a person to register with AEMO as an *Intending Participant* if it can reasonably satisfy AEMO that it intends to carry out an activity in respect of which it must or may be registered as a *Registered Participant*. A person who intends to act as an NSP may elect to register with AEMO as an *Intending Participant* if that person can satisfy AEMO that the relevant requirements have been met.

Please see the [AEMO website](#) if you would like to register as an *Intending Participant*.

1.5 Fees

1.5.1 Registration Fee

All applicants for registration must pay a registration fee in accordance with AEMO's [currently published fee schedule](#).

After the initial receipt and processing of a Form, AEMO will send a tax invoice to the applicant for payment. The registration fee can be paid by cheque (payable to AEMO Limited) or by direct deposit. You should provide a remittance advice from your bank if you have paid by direct deposit.

1.5.2 Participant Fees

Clause 2.11.1(b)(2) of the *Rules* provides that *Participant fees* should recover the budgeted revenue requirements for AEMO. Clause 2.11.1(b)(3) provides that the components of *Participant fees* charged to each *Registered Participant* should be reflective of the extent to which the budgeted revenue requirements for AEMO involve that *Registered Participant*.

You should refer to the AEMO website for a summary of the [Participant fees](#) that are currently applicable to a *Guide to Registering as a Network Service Provider in the NEM*.

1.6 Other Documents to be submitted

All prospective *Network Service Providers* who will be required to make or receive payments to or from AEMO in the *spot market* must submit the following items with their registration application:

1.6.1 Recipient Created Tax Invoice Agreement

See Section 3.4.7 for details.

1.6.2 Austraclear

See Section 3.4.8 for details.

1.6.3 Other Documents

Applicants may need to submit other documents as evidence of their eligibility for registration. These are highlighted in the application form and may vary depending on the registration category and applicant circumstances.

1.7 Application Submission

Please return your completed Application together with all required attachments by email to: onboarding@aemo.com.au

For assistance, phone 1300 236 600 (International callers dial +61 3 9609 8000)

2. Registration Procedure

Chapter 2 of the *NER* deals with registration. Each prospective applicant must apply to *AEMO* for registration by using the relevant application form.

The registration process consists of the following steps:

- Step 1 You submit the application form along with all attachments required by the Form to the address shown in Section 1.7 above.
- Step 2 On receipt of your application, *AEMO* will send an invoice for payment by EFT.
For information regarding participant registration fees, see [Fees and Charges](#) on the *AEMO* website.
- Step 3 *AEMO* will review the application and respond to you within 5 *business days* of receipt of the application (Clause 2.9.1(b) of the *NER*).
- Step 3 *AEMO* may request additional information or clarification of the information contained in the application. If such a request is made, you must supply the additional information or clarification within 15 *business days* of *AEMO*'s request (Clause 2.9.1(c) of the *NER*).
- Step 4 Within 15 *business days* of receiving the application, or within 15 *business days* of receiving the requested additional information or clarification, *AEMO* will notify you of *AEMO*'s determination and, if *AEMO* rejects your application, the reasons for rejecting it (Clause 2.9.2(a) of the *Rules*).

Note: Regardless of outcome, application processing activities and timeframes are the same and carry the same overheads, so fees and charges are non-refundable.

3. Explanation of the Application for Registration Form

Information required by the Form is divided into the following sections:

- Section A. Participant Category
- Section B. Application Details
- Section C. Contact Details
- Section D. Required Information
- Section E. System Details
- Section F. Local Black System Procedures
- Section G. Market Network Service Details
- Section H. Metering Requirements
- Section I. IT Systems

3.1 Section A. Participant Category

In Section A, you must classify each of your *network systems* as either a *transmission system* or *distribution system*. You must provide details of the location and assets that make up the system.

- Transmission System

A transmission network, together with the connection assets associated with the transmission network, which is connected to another transmission or distribution system.

- Distribution System

A distribution network, together with the connection assets associated with the distribution network, which is connected to another transmission or distribution system.

3.2 Section B. Application Details

3.2.1 Section B.1. Applicant details

Provide your details in the fields provided.

Note: You can suggest a Participant ID for your organisation. AEMO will advise you of the suitability of this suggestion prior to the establishment of the registration record in AEMO's systems. **Please take care** in nominating the ID as AEMO's systems do not support changes once IDs have been allocated.

3.2.2 Section B.2. Applicant association

Confirm all relationships between the Applicant and the transmission or distribution system by checking the appropriate checkboxes to indicate if you are an Owner, Controller and/or Operator with your network systems, and advise whether you will be acting as an *intermediary* for a third party.

3.2.3 Section B.3. Consent to act as an intermediary

If you are to act as an *intermediary* on behalf of other parties, you must identify those parties and provide consent.

3.2.4 Section B.4. Evidence of nomination and AER exemption

To expedite the application, the application must include details of the AER exemption applied for (or granted) for each nominating owner, controller or operator of the relevant *transmission system* or *distribution system*.

3.2.5 Section B.5. Declaration

The application must be signed by an authorised representative as a declaration which formally applies for registration and authorises AEMO to contact other parties, if necessary, to verify the information that you have provided with your application.

3.3 Section C. Contact Details

3.3.1 Section C.1. Registration contact

Add details of the primary contact point in your organisation in relation to this application.

3.3.2 Section C.2. Head office and branch contact details

In this section you must provide contact details to assist with communication between *AEMO* and your organisation. You must provide contact details for your head office and any branch offices along with the details of all relevant personnel.

3.3.3 Section C.3. Personnel contacts

Mandatory and additional contact details are required. These contacts vary depending on whether you are applying to classify a market network service or not. For additional information please contact the [AEMO registration team](#).

You will need to submit additional pages to include all contact details. Please clearly mark these as 'Attachment to Section C' and number each page consecutively.

When you have attached the appropriate contact details, confirm this by checking the associated checkbox in the list.

3.4 Section D. Required Information

3.4.1 Section D.1. Partnership status

You must nominate if you are applying for registration on behalf of a partnership. If so, you must provide evidence of the legitimacy of the partnership, such as a partnership agreement.

3.4.2 Section D.2. Trust status

Indicate if the Applicant is applying on behalf of a Trust. If so, provide a Trustee Deed poll in favour of AEMO.

3.4.3 Section D.3. Organisation capability

You must also show that you are in a position to control the design, construction, maintenance, operation, business and administrative processes applicable to your network systems and that responsible officers within your organisation are in a position to establish, or have already established, resources, processes, and procedures to ensure compliance with the *Rules*. You should enclose:

- a copy of your current organisation chart or other evidence of access to necessary expertise to carry out electricity industry operations, including operations management, settlements and risk management;
- a brief résumé of key managers and information about their responsibilities (if this is not included in the organisation chart);
- demonstrate that *NEM*-related policies and procedures are in place or under development (do not submit the documents to *AEMO*, simply advise that they exist or are being developed);
- evidence that you have IT systems to support *NEM* activities;

- if you have not participated in the *NEM* before, copies of electricity licences held in related markets, details of any regulatory non-compliances, and sales volumes and number of customers if you have participated in another relevant market; and
- a corporate structure chart explaining arrangements with parent or other organisations that impact on, or improve, your ability to comply with the Rules.

3.4.4 Section D.4. Financial viability

Note: This is for Market NSP Applicants only.

You must be able to meet your financial obligations to *AEMO* and satisfy any prudential requirements as set out in clause 3.3 of the *NER* that might be applicable to you.

Provide copies of recently audited financial statements and provide the details of any links to parent or other organisations that may improve your financial viability as an applicant.

3.4.5 Section D.5. Regulatory compliance

You must show that you comply with all applicable requirements currently imposed by the jurisdictional body or agency responsible for licensing or regulating electricity supply activities in the region(s) in which your network assets are located.

You must confirm that you have either met your jurisdictional requirements, are exempt from jurisdictional requirements, or that no requirements apply. You should provide:

- a copy of your current electricity licence or authorisation in each relevant jurisdiction(s), or a copy of the instrument of exemption or derogation, and
- details of any outstanding non-compliance with regulatory obligations.

3.4.6 Section D.6. Credit support

Market participants not meeting the criteria stated in *NER* Section 3.3.3 must provide a financial guarantee using the [AEMO Guarantee Pro Forma](#) format available on the *AEMO* website.

For further assistance with financial guarantees, see the [Credit Support Management Guide](#).

3.4.7 Section D.7. Recipient Created Tax Invoice

If your company (having the same ABN as this application) has signed a current version of the Recipient Created Tax Invoice Agreement (RCTI), you do not need to complete a new one.

If you do not have a current RCTI, you must submit your application with a completed RCTI available on the [AEMO website](#).

3.4.8 Section D.8. Austraclear

Austraclear is required for market settlements and is generally only required for *Market Network Service Providers* or *interconnectors*.

If required, an Austraclear membership number is obtained direct from the [ASX](#). If you do not currently have one, you will need to obtain one before applying for registration. This can take up to five weeks to process and all charges are directly payable to Austraclear so you will need to plan accordingly to avoid delays in processing this application.

Once you have the membership number, enter it in the field provided.

3.5 Section E. System Details

Please provide details of the transmission or distribution network.

3.6 Section F. Local Black System Procedures

Network Service Providers must develop *local black system procedures* in accordance with guidelines referred to in NER clause 4.8.12(f). Each *Network Service Provider* must submit its *local black system procedures* to AEMO for approval.

This information is required to allow AEMO to confirm there are no inconsistencies between your *local black system procedure* and AEMO's own system restart procedure. Accordingly, you must provide AEMO with any relevant technical information that may affect the system restart capability of your *network elements* to enable AEMO to manage a system restart condition.

You must submit a copy of those procedures. Please provide details of an appropriate person to contact about the *local black system procedure*.

3.7 Section G. Market Network Service Details

3.7.1 Section G.1. Registration as a Market Network Service Provider

You must indicate whether you are seeking to classify any of your *network services* as *market network services* to earn revenue from the *spot market* rather than receive a regulated income.

If so, complete the remainder of the application form.

If not, the form is complete and can be submitted.

3.7.2 Section G.2. Market network service

You must indicate that your service satisfies each of the conditions in clause 2.5.2(a) of the NER.

All conditions must be satisfied or have a *participant derogation* from the AEMC for the application to be approved. The evidence that conditions have been satisfied should include relevant documentation from government authorities and the NSPs whose *network services* are connected to the *two-terminal link* on the *market network services*.

An existing NSP that wishes to register a new asset as a *market network service* needs to submit a fresh application so that AEMO can formally classify the new asset as a scheduled *market network service*. A new regulated asset that connects to existing assets does not require a new application, as it does not need to be separately classified.

You should also note that you might be required to provide *credit support* to cover the value of electricity consumed during construction and commissioning of your *network* (see Section 3.4.6).

Further information about this area is available from the AEMO website under [Prudentials and Payments](#).

3.7.3 Section G.3. Market network service information

If you are applying to be a *Market Network Service Provider*, you must provide details of your *market network service*. The NER require that a *market network service* must also be classified as a *scheduled network service* and participate in *central dispatch*. You must also provide information required in Schedule 3.1 of the NER in this Section.

3.7.4 Section G.4. Conditions for connection

You must establish that your *network elements* comply with the technical requirements of Chapter 5 and Schedule 5.3a of the NER. To do this, you need to complete the table included to demonstrate your compliance.

Please note that shaded areas in the table do not require completion and are included for ease of reading or for the information of Applicants who will need to comply as applicable.

3.8 Section H. Metering Requirements

You must confirm that the proposed *metering installation* will be able to meet the requirements of Chapter 7 of the *NER*.

Under *NER* Clause 5.3.7(g), a *Network Service Provider* and the *Registered Participant* must jointly notify *AEMO* that a connection *agreement* has been entered into between them and forward to *AEMO* relevant technical details of the proposed *plant* and *connection*, including the proposed metering installation. Clause 7.3.2(e) of the *NER* requires metering to be installed and operational prior to participation in the market in respect of the relevant connection point.

3.8.1 Section H.1. Connection point checklist

The connection point checklist is to be completed to satisfy the minimum requirements for the registration of Metering Connection Points as required under Chapters 5 and 7 of the *Rules*.

- Ensure Metering – Technical contact details have been completed and attached.
- Ensure all fields in the following table are completed for *AEMO* to be able to conduct a full technical assessment (except where indicated below). Clarification of the information required on the connection point checklist is shown in the table below:

Connection point checklist field	Details
Connection Point Registration Type	Confirm whether the registration is for a new Wholesale <i>connection point</i> or for changes to an existing Wholesale <i>connection point</i>
Expected Commissioning Date	Expected date for commissioning of the <i>connection point</i>
Connection Point NMI(s)	National Metering Identifier (<i>NMI</i>) that will be or is assigned to the Wholesale <i>connection point</i>
Logical NMI – Algorithm	Refer to the <i>NER</i> Clause 7.2.4A - Special Site or Technology Related Conditions. If the registration relates to a site where an algorithm is required or already exists, then provide a copy of the algorithm as an attachment to the checklist
Transmission Node ID (TNI)	The <i>Transmission</i> Node Identity Code, which identifies the Transmission Loss Factor assigned by the <i>Network Service Provider</i>
Single Line (Schematic) drawing	Single Line (Schematic) drawing of the <i>Connection Point</i> showing <i>metering installation</i> location details. Please identify the drawing number and provide the drawing as an attachment. (Drawings need to re-size with clarity and accuracy)
Detailed Wiring diagram of the Metering Installation	Detailed Wiring diagram of the <i>Metering Installation</i> which must clearly identify: <ul style="list-style-type: none"> • Revenue Metering • Check Metering (when installed) • Meter Class Accuracy • Meter Make and Type • CT Class • CT Ratio • VT Class

Connection point checklist field	Details
	<ul style="list-style-type: none"> • VT Ratio • CT (Burden Rating) • VT (Burden Rated) <p>Please identify the drawing number and provide the drawing as an attachment. (Drawings need to re-size with clarity and accuracy).</p>
Transmission area drawing	Drawing showing the <i>transmission connection point</i> relativity. Please identify the drawing number and provide the drawing as an attachment. (Drawings need to re-size with clarity and accuracy).
Person Responsible for Connection Point	The contact details for the person taking on the role of the Responsible Person as defined in 7.2.1 of the <i>NER</i> .
Physical Address of Connection Point	Physical address of where the <i>connection point</i> is situated including street, suburb/town and postcode.
Physical Location of Connection Point	A specific statement that clearly details the physical locality of where the <i>connection point</i> is situated as per the participant connection agreement. (e.g. At 66KV Circuit Breaker 12345 on the low voltage side of Transformer 1 at Substation XYZ). <i>AEMO</i> needs to understand where the <i>connection point</i> is in relation to the metering.
Feeder Capacity	Capacity of the feeder in MVA or Amps
Transformer Capacity	Capacity of the transformer in MVA
Generator Capacity	Capacity of the Generator. Please provide MVA, MW and power factor
Energy Pattern	<p>Data required to calculate MLF:</p> <p><i>AEMO</i> requires a year of data on a half hour resolution for the expected active and reactive power generated or consumed at the new <i>connection point</i>.</p> <p>In the cases of load <i>connection points</i>, <i>AEMO</i> also requires clarification if the load supplied by the new <i>connection point</i> is an existing load transferred from an existing <i>connection point</i>, or if it is a new load.</p>
Participant Relationships In MSATS	<p>Participant ID and Participant Names are to be provided for each of the roles to be assigned in MSATS.</p> <p>Note: This is not mandatory for Retailer of Last Resort (RoLR).</p>

3.8.2 Section H.2. Meter installation checklist

Clarification of the information required on the Meter Installation checklist is shown in the table below:

Meter Installation checklist field	Details
Meter Serial No.	Serial Number which identifies the meter installed. (Please add additional rows if required).
Meter Make & Model	Name of company who make the meter and the model of the meter installed
Pattern Approval Cert No.	The National Measurement Institute of Australia issues a certificate of approval when an electricity meter is pattern approved. Provide the Pattern Approval Cert No.

Meter Installation checklist field	Details
	Pattern approval (and verification) is mandatory for electricity meters installed on or after 1 st January 2013, and where the meter measures less than 750 MWh per year. Meters measuring greater than (or equal to) 750 MWh per year are exempt, therefore Type 1, 2 and 3 as described in NER S7.2.3.1 are exempt from this requirement.
Meter Class Accuracy	Meter class accuracy must meet the minimum acceptable class of components as outlined in S7.2.3 of the <i>Rules</i> .
Is Meter Bi-Directional	<i>A metering installation</i> must be capable of separately recording energy data for energy flows in each direction where bi-directional active energy flows occur or could occur.
Current Rating	The operating range of the meter in Amps.
Meter Test Results	Copies of the most recent meter test results conducted in accordance with S7.3.2 of the <i>Rules</i> . These results must show compliance with the relevant Australian Standard. All reference/calibration equipment for the purpose of meeting test or inspection obligations must be tested to ensure full traceability to test certificates issued by a NATA accredited body or a body recognised by NATA under the International Laboratory Accreditation Corporation (ILAC) mutual recognition scheme as per S7.3.2(b) of the <i>Rules</i> . Please provide the Meter Test Results as an attachment.
CT Serial No.	Serial Number which identifies the <i>current transformer</i> installed. (Please add additional rows if required).
CT Ratio's Available	Please provide the range of <i>current transformer</i> tap ratios available.
CT Connected Ratio	Please provide the connected ratio of the <i>current transformer</i> .
CT Burden (Rated)	Please provide the name plate burden rating of the <i>current transformer</i> in VA.
CT Class Accuracy	<i>Current Transformer</i> class accuracy must meet the minimum acceptable class of components as outlined in S7.2.3 of the <i>Rules</i> .
CT Test Results:	Copies of the most recent <i>current transformer</i> test results conducted in accordance with S7.3.2 of the <i>Rules</i> . These results must show compliance with the relevant Australian Standard. All reference/calibration equipment for the purpose of meeting test or inspection obligations must be tested to ensure full traceability to test certificates issued by a NATA accredited body or a body recognised by NATA under the International Laboratory Accreditation Corporation (ILAC) mutual recognition scheme as per S7.3.2(b) of the <i>Rules</i> . Please provide the Meter Test Results as an attachment.
VT Arrangement	Please advise if the <i>voltage transformer</i> is a 3 x Single Phase voltage transformer or a Three Phase <i>voltage transformer</i> .
VT Serial No.:	Serial Number which identifies the <i>voltage transformer</i> installed. (Please add additional rows if required).
VT Ratio:	Please provide the ratio that the <i>voltage transformer</i> is connected at.
VT Burden (Rated)	Please provide the name plate burden rating of the <i>voltage transformer</i> .
VT Class Accuracy:	<i>Voltage Transformer</i> class accuracy must meet the minimum acceptable class of components as outlined in S7.2.3 of the <i>Rules</i> .

Meter Installation checklist field**Details**

VT Test Results:

Copies of the most recent *voltage transformer* test results conducted in accordance with S7.3.2 of the *Rules*. These results must show compliance with the relevant Australian Standard. All reference/calibration equipment for the purpose of meeting test or inspection obligations must be tested to ensure full traceability to test certificates issued by a NATA accredited body or a body recognised by NATA under the International Laboratory Accreditation Corporation (ILAC) mutual recognition scheme as per S7.3.2(b) of the *Rules*. Please provide the Meter Test Results as an attachment.

3.9 Section I. IT Systems

When appropriate, Applicants need to provide AEMO with IT system information.

3.9.1 MarketNet connection

All participants requiring access to AEMO's IT market systems must have access to AEMO's private network called MarketNet. As part of processing an application, AEMO's network specialist will liaise with your IT Technical Network Contact (or third party as organised by you) to setup a primary and secondary connection according to your request.

In this section, you need to select 'Yes' if you require a new MarketNet connection and provide the information requested or select 'No' if you have access to an existing connection or do not require one.

For details regarding MarketNet options and entitlements, see the [Guide to Information Systems](#) on the AEMO website.

3.9.2 IT Notifications email address

It is important to receive AEMO notifications regarding IT changes or outages that may impact your business.

Please have your IT staff set up and maintain a group email address with an appropriate distribution list for this to occur (individual email addresses are not accepted).

Once established, enter your organisation's email address in the space provided.

3.9.3 e-Hub access

AEMO has a private communication platform called e-Hub which supports the exchange of information between participants and AEMO using APIs. The e-Hub is accessible over MarketNet or the internet.

The e-Hub includes:

- An API Developer portal
- An API Gateway

Not all applicants require e-Hub access and access may be optional or mandatory. If you require e-Hub access, select 'Yes' then fill in the appropriate fields, or select 'No' if you do not.

Your IT Security Contact will need to provide or obtain an AEMO certificate. e-Hub access cannot be finalised until an AEMO certificate is provided.

To obtain an AEMO certificate, you will be required to submit a Certificate Signing Request (CSR) to apiportal@aemo.com.au, refer to Section 4.2 'Obtain a new certificate' in the [Guide to AEMO's e-Hub APIs](#).

Note: When attaching a CSR file, please change the '.csr' filename extension to '.txt' to avoid email rejection of the attached file.

AEMO's IT specialist will liaise with your IT Security Contact to obtain this and to set up e-Hub access.