This form is used to designate a new or additional Market Participant Administrator (MPA) for a Rule Participant in the Wholesale Energy Market System (WEMS) Market Participant Interface (MPI).

Definitions and terms in this form

Terms defined in the Electricity Industry Act 2004 (WA), the WEM Regulations and the WEM Rules have the same meanings in this application form unless otherwise specified.

**Important Information**

Please note the following:

* The **Authorised Person** is a person within the entity who has signing authority for agreements and contracts and should match the Authorised Person as stated in the WEMS Market Participant Interface (WEMS MPI[[1]](#footnote-2)).
* The **Main Contact** is the person within your organisation for which all correspondence will be sent to from AEMO and should match the Main Contact stated in the WEMS MPI.
* The **Market Participant Administrator** will be granted administrator rights to act on behalf of the Rule Participant within the Wholesale Energy Market System (WEMS). The MPA will be responsible for managing all details of user access in WEMS, including creating new users, RSA token management, and assigning user access roles (write access, read-only access, or no access).
* This form must be completed and signed by the nominated **Authorised Person** or **Main Contact** and the designated Market Participant Administrator.

###### Participant Details

|  |  |
| --- | --- |
| Participant Short Name | Click or tap here to enter text. |

###### Authorised Person Details

|  |  |  |
| --- | --- | --- |
| Authorised Person or Main Contact | **Given Name:** | Click or tap here to enter text. |
| **Surname:** | Click or tap here to enter text. |
| **Role/Position in entity:** | Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. |

###### Market Participant Administrator Details

|  |  |  |
| --- | --- | --- |
| Designated MPA: | **Given Name:** | Click or tap here to enter text. |
| **Surname:** | Click or tap here to enter text. |
| **Username in WEMSD:** | Click or tap here to enter text. |
| **Email Address:** | Click or tap here to enter text. |
| **RSA Token Preference:** | Software token[[2]](#footnote-3) Hardware token[[3]](#footnote-4) |
| **Address to courier RSA Hardware token, if applicable** | Click or tap here to enter text. |

**Declaration**

As the Authorised Person or Main Contact, I consent to the designated MPA being given administrator rights for managing my organisation's user access in WEMS for my entity. I undertake to notify WA Energy Market Management team immediately at [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au) or to call 1300 989 797 (Option 1) should the designated MPA details change.

|  |  |  |
| --- | --- | --- |
| Authorised Person or Main Contact Declaration: | **Authorised Person or Main Contact Signature** | **Date:**  Click or tap to enter a date. |

As the designated MPA, I will be responsible for managing all details of user access in WEMS, including creating new users, RSA token management and assigning user access roles.

|  |  |  |
| --- | --- | --- |
| MPA Declaration: | **Designated MPA Signature:** | **Date:**  Click or tap to enter a date. |

###### AEMO Contact Information

Assistance

If you need any help to complete this form, please contact WA Energy Market Management by phone on 1300 989 797 (option 1), or by email to [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au)

Submission

The information in this application form is not to be altered without the prior written consent of Australian Energy Market Operator Ltd (AEMO).

This application form and any supporting documents are to be submitted to the AEMO by sending an email with completed fields and signatures to [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au)

The application form can be signed either manually or electronically.

1. Website for WEMS Market Participant Interface is at <https://wems.aemo.com.au/mpi/> [↑](#footnote-ref-2)
2. The ‘RSA SecurID Software Token’ app will need to be downloaded from the App Store or Google Play Store onto the user’s device. [↑](#footnote-ref-3)
3. RSA Hardware tokens will be couriered to the new user at the address provided. **It is preferred that a user selects Software Token for security purposes.** [↑](#footnote-ref-4)