

# WEMS Token Request Form

This form is used to apply for an RSA token to provide a user with access to the Wholesale Electricity Market Systems (WEMS). The RSA token will be couriered to the new user at the address provided.

This form needs to be:

1. Completed by the user and signed by the Market Participant Administrator (MPA); and
2. Emailed to [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au)

The MPA must create a new user in the Market Participant Interface (MPI) prior to submitting this form:

(WEMS > Configuration > User Management > View Users > Add User).

User Details		
<b>Environment:</b>	<input type="checkbox"/> Production	<input type="checkbox"/> Market Trial <sup>1</sup>
<b>RSA Token Preference:</b> <i>Please select one</i>	<input type="checkbox"/> Hardware Token	<input type="checkbox"/> Hardware Token
	<input type="checkbox"/> Software Token <sup>2</sup>	<input type="checkbox"/> Software Token
<b>Participant Short Name:</b>		
<b>First Name:</b>		
<b>Surname:</b>		
<b>Username in WEMS:</b>		
<b>Address to Courier the RSA token and be signed for collection:</b>		
<b>Phone / Mobile:</b>		
<b>Email:</b>		

## Declaration:

I undertake to notify Market Operations (WA) immediately on 1300 989 797 should I no longer require WEMS access or my RSA token is lost or stolen.

<b>User Declaration:</b>	User Signature:	Date: / /
<b>MPA Endorsement:</b>	MPA Name:	Date: / /
	MPA Signature:	

Please call your MPA or Market Operations (WA) should you not have received your physical token within five business days from AEMO notifying you of the receipt of this form. If you need any help to complete this form, please contact Market Operations (WA) by phone on 1300 989 797 (option 1), or by email to [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au).

<sup>1</sup> Test environments can simulate the operation of the WEM, but actual market outcomes may vary in these environments due to testing activities of Market Participants and AEMO, differences in software versions, and the time since the last database snapshot. For more information on the details and build currently running in each environment and the latest database snapshot date, visit <http://aemo.com.au/Electricity/Wholesale-Electricity-Market-WEM/Dispatch-and-market-notices>.

<sup>2</sup> The 'RSA SecurID Software Token' app will need to be downloaded from the App Store onto the user's device.