

**Submission of schedules  
for Access to the ELIA-grid**

**User ID and Password Procedure for  
Nominations**

**Table of contents**

1. Introduction .....	2
2. Procedures .....	2
2.1. Standard provided User IDs .....	2
2.2. Requests for extra User IDs.....	2
2.2.1 Read & Write.....	2
2.2.2 Read Only.....	2
2.3. Changing password, Expiration and Lock-out .....	3
2.4. Request for new password.....	3
3. Annexes .....	3

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## **1. Introduction**

A connection to ELIA's scheduling servers via Secured Internet (HTTPS) is enabled through ELIA's scheduling system (Nominations Website).

- For the Nomination Website two environments are available:
  - The "Business to Business" interface (B2B): XML message transfers between ELIA's scheduling servers and the user's IT infrastructure;
  - The "Business to Customer" interface (B2C): a web browser interface to/from ELIA's scheduling servers.

Both systems allow submission, modification and consultation of nominations.

Access to this website is only possible with a valid user identification (User ID) and password.

The object of this document is to define the procedures related to the user identification.

## **2. Procedures**

### **2.1. Standard provided User IDs**

Within 5 days after reception of the signed "Access Responsibility Party" contract, ELIA's Customer Services will automatically provide the ARP by fax with 2 read & write user IDs. The corresponding passwords will be transmitted by sealed DHL letter to the contractual contact specified in the annex 6 of the ARP contract.

Both User IDs allow a connection to ELIA's nominations website.

### **2.2. Requests for extra User IDs**

#### **2.2.1 Read & Write**

As a total of maximum 4 read & write User IDs is allowed, 2 complementary User IDs can be requested by sending a fax to ELIA's Customer Services (+32.2.382.21.07 - fax form in Annex 1 of this procedure).

#### **2.2.2 Read Only**

It is also possible to request maximum 2 "read only" User IDs. These User IDs allow the consultation of the nominations and capacity requests of the ARP, but not the submission or modification.

These User IDs should also be requested by sending a fax to ELIA's Customer Services (+32.2.382.21.07 - fax form available in Annex 1 of this procedure).

Requests for User IDs always have to be signed by one of the contractual contacts.

### 2.3. Changing password, Expiration and Lock-out

- The communicated ‘original’ passwords can be changed by the ARP on ELIA’s website. New passwords will have to respect following policy:
  - Minimum Password Length: 6 characters
  - Minimum number of passwords before possibility to use the same one: 3
  - Condition on the number of character types used: None
- Passwords will automatically expire after 120 days. 9 days before expiration, a pop-up will appear on the website, asking the ARP to change the password.
- In case of forgotten password or lock-out (after 5 attempts with the wrong password), the ARP will inform ELIA’s Customer Services by phone (+32.2.382.21.33). Customer Services will then propose to activate the last password used by the ARP or, in case the ARP doesn’t remember this password, the original password sent by sealed mail. If the ARP has lost the original password, a new one must be requested as explained under 2.4.

### 2.4. Request for new password

In case the ARP does not have the original password any more, a new password will have to be asked for.

The request form for a new password must be signed by one of the contractual contacts and sent by fax (+32.2.382.21.07 - Form available in Annex 2 of this procedure).

The new password will be transmitted by ELIA to the ARP (contractual address) by sealed letter with DHL mail.

## **3. Annexes**

Annex 1: request form for extra User ID(s) and password(s).

Annex 2: request form for a new password.



**Energy Scheduling Office**  
Tel : +32 2 382 21 33  
Fax : +32 2 382 21 07  
e-mail : dngridaccess@elia.be

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F A X		31 July 2015
To the attention of	: ELIA – Customer Services	Fax : +32.2.382.21.07
From	:	
Address	:	
Phone	:	Fax :
Number of pages	: 1 (this page included)	
Subject	: Request for a User ID and password	

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According to ELIA's procedures, you will find below our request for a User ID(s) and Password(s) to access ELIA's scheduling servers.

Mandatory information:

ARP Name :  
ARP Contract Reference :  
Number of requested user IDs (max. 5) :  
Email address (\*) :

(\*) This address has to be one of the contractual addresses (see Annex 6 of ARP Contract)

DISCLAIMER

The ARP undertakes all necessary measures to prevent any abuse or misuse of the user ID provided by ELIA. In case of abuse or misuse of the said user ID, ELIA shall have no liability. The ARP shall indemnify ELIA for any loss, costs and damages whatsoever incurred resulting from the said abuse or misuse of the user ID and will hold ELIA harmless against any claims from third parties related to the abuse or misuse of the user ID.

Name :

Date:

Signature:



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Tel : +32 2 382 21 33  
Fax : +32 2 382 21 07  
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From	:	
Address	:	
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Number of pages	: 1 (this page included)	
Subject	: Request for new password	

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According to ELIA's procedures, you will find below our request for a new password to access ELIA's scheduling servers.

Mandatory information:

ARP Name :  
ARP Contract Reference :  
User ID :

DISCLAIMER

The ARP undertakes all necessary measures to prevent any abuse or misuse of the user ID provided by ELIA. In case of abuse or misuse of the said user ID, ELIA shall have no liability. The ARP shall indemnify ELIA for any loss, costs and damages whatsoever incurred resulting from the said abuse or misuse of the user ID and will hold ELIA harmless against any claims from third parties related to the abuse or misuse of the user ID.

Date: Name :

Signature: