ERO SEL Portal Guide

Welcome to the ERO Secure Evidence Locker (SEL) Portal User Guide specific to registered entity steps for uploading files to the ERO SEL portal. Along with the SEL instructional video, this user guide will help navigate the features of the ERO SEL portal. Click on a topic in the list below or in the ribbon above to begin.

1. Accessing ERO SEL Portal
2. Validating Reference IDs
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4. Uploading Files

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Accessing ERO SEL Portal

Navigate to the ERO SEL portal using a browser (recommend Edge or Chrome).

1 ERO SEL portal can be access from this link: https://eus.eroenterprise.com/nerc-infrastructure/

2 Login in with ERO portal credentials.

Notice: The user must have the "Align Registered Entity Submitter" role.

Using Firefox browser may result in failed uploads.
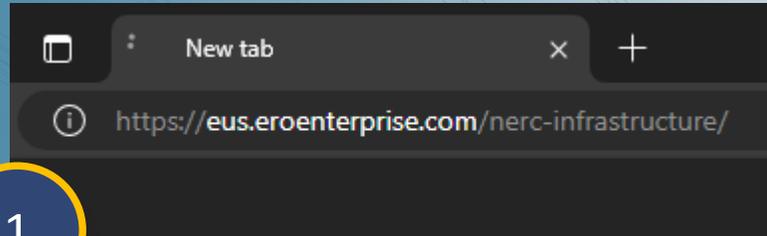
New tab

https://eus.eroenterprise.com/nerc-infrastructure/

1

2

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Sign in

Username

Password

Sign in

Legal Notice

Forgot username or password?

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Validating Reference IDs

To submit evidence, you will need to obtain a SEL Reference ID from the Align activity for **Step 1 - Validation**.

3 Paste the reference ID into the field on the ERO SEL portal.

4 Click the **Validate** button. The ERO SEL system will test the value to see if it is valid.

Notice: If the value is valid, the system will confirm it, as seen in the example (A). If an invalid Reference ID is used, the SEL input page will show an Invalid Reference ID Error (B).

Required Reference ID Information

The Align tool will provide the SEL Reference ID and include the Activity Number for the specific engagement. The Reference ID provided by Align will appear as the following (noting what information is required in the Reference ID):

<Region>|<NCR Number>|<Activity Number>|<Activity Number>,<RFI ID>|<Standard>| <Requirement>| <Part(s)>|

Required | **Optional**

Notice: For the referenced *Optional* information in an SEL Reference ID, the separator characters are required but data can be null between them. For example:

Region|NCRxxx|Activity-ID|Activity-ID|||

If you have questions, please work with your CEA.

Uploading Files

5 Continue to **Step 2- Upload Files**. Click the **Upload** button to add files for the submission specific to Reference ID validated in Step 1.

Multiple files can be uploaded in one upload, or uploads can be done in smaller groups of files over a period.

The ERO SEL system inspects uploaded files for malware or viruses. If you attempt to upload files with unacceptable file types (e.g., executables or zip files), the system will prevent the upload and show an error (A).

Secure Evidence Locker

Step 1 - Validation

Enter a Reference ID and click "Validate" to add new evidence to your submission.

| TexasRE|NCR99999|TexasRE-2020-0005... | Validate ⊘ |

✓ **Valid Reference ID**

Region: TexasRE
NCR: NCR99999
CMEP Activity: TexasRE-2020-00055A
Tags: TexasRE-2020-00055A

Step 2 - Upload Files

5 Click "Upload" to add evidence to your submission.Do NOT include any sensitive information in the file names that you are uploading!

Upload ⬆

Step 3 - Submit Evidence

Verify all documents meet submission standards,then click "Submit" to

Submit   Cancel

A ❗ **Upload Error**

Upload file format is invalid

Please upload valid file type and size.

Uploading Files - Tips

Uploading a folder is not possible, however collecting files into a single folder may make upload easier for an entity uploading multiple files to one Reference ID.

Once files are gathered into a single folder, the user can navigate to that folder from the SEL upload prompt (**Step 2**) and select all files within that folder, then select the "Open" button (A). Additionally, users can select all files in the folder to "drag and drop" for upload.

Another option for grouping files together is considering the use of PDF portfolios, aggregating multiple files into one PDF file. Please confirm with your CEA if portfolios can be provided for your CMEP activity.

Notice: Do not include any sensitive information in the file names you are uploading.
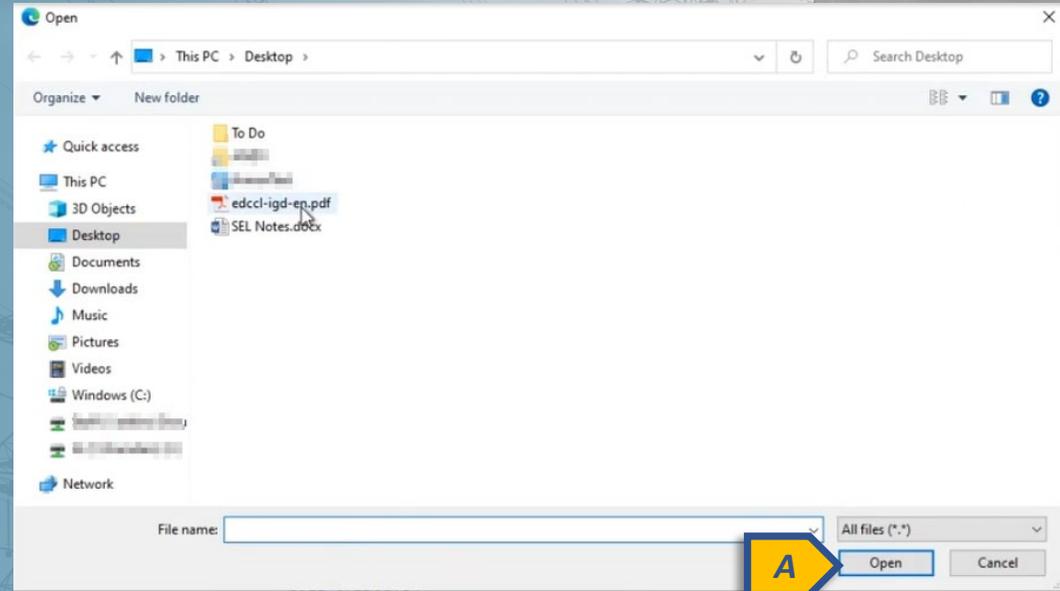
File Limitations

File Size

Individual file uploads are limited to 100 MB in size. Multiple file uploads are limited to 10GB in size.

Filename Characters

There is no known character limit number in place for file names. The ERO Enterprise has tested filenames with up to 100 characters and the system operated as designed. However, there is a known limitation on the use of the "%" within the file name. This will cause an upload failure.

File Types Allowed

Generally, most file types are allowed, however compressed files such as .zip and .7z are not allowed. In addition, executable files (.exe) and files with embedded macros are also not allowed to be uploaded into the ERO Enterprise SEL.

Submitting Evidence

6 Once you have finished uploading files, continue to **Step 3 – Submit Evidence** and click the **Submit** button.

After the files are processed, the user will receive a confirmation email (A) that includes the Reference ID of the submission.

When submitting files through the submission portal, the submitter should receive an email notification upon successful upload with a manifest receipt, or if the whole submission fails, the submitter will receive an email notification that an error occurred resulting in failed submission.

Notice: It is possible the email notification may not come through immediately for various reasons. If you do not receive the email confirmation within 5 minutes of submission, please verify with your CEA if files were submitted and wait 24 hours for the email.

6 Step 3 - Submit Evidence

Verify all documents meet submission standards, then click "Submit" to complete.

Submit   Cancel

Success!

Your evidence has been successfully submitted for processing. You will receive an eMail notification when the processing is complete.

OK

Submission Receipt 11/29/2023 15:01:10

do-not-reply@nerc.com
To ✓ Dan Chanda

Retention Policy 1 Year Delete (1 year)
Red category
(i) Follow up. Completed on Wednesday, December 6, 2023.

11-29-2023 Submitted CMEP Manifest150110043.csv
678 bytes

This sender might be impersonating a domain that's associated with your organization. Learn why this could be a risk

NERC   MRO   PCC   RF RELIABILITY FIRST   SERC   TEXAS RE   WECC

The SEL Submission Portal is available Monday through Friday from 0800-2300 EST.
Individual File Uploads are currently limited to 40MB in size. Multiple File Uploads are limited to 10GB in total.

Attached is the submission manifest receipt for your submission as of 11/29/2023 15:01:10

A Validation Reference ID for your submission is: WECC|WCR0003|VI2023-00246|VI2023-00246|VAR-501-WECC-3.1 (British Columbia)|R1.|

Submitting Evidence

With successful submission, the manifest attached to the email should be reviewed to ensure there were no errors in the final processing of files.

Open the manifest and review the "Pass/Fail" column to verify no files failed after the submission and that all files were successfully uploaded into the ERO SEL.

Only if the whole submission fails will the submitter will receive an email notification that an error occurred resulting in failed submission (B) and include the Reference ID.

Submission Receipt 11/29/2023 15:01:10

do-not-reply@nerc.com
To   Dan Chanda
Wed 11/29/2023 3:01 PM
Retention Policy   1 Year Delete (1 year)   Expires   11/28/2024
Red category
Follow up. Completed on Wednesday, December 6, 2023.

A 📊 11-29-2023 Submitted CMEP Manifest150110043.csv
        678 bytes

This sender might be impers

	A	B	C	D	E	F	G	H	I
1	Reference ID	File Name	Standard I	Requirem	SEL ID	SHA3-512 S	Pass/Fail	ailure Reason	
2		edccl-igd-en.pdf			0902f2cf80032c14	4cRiD2Uw6	Pass		

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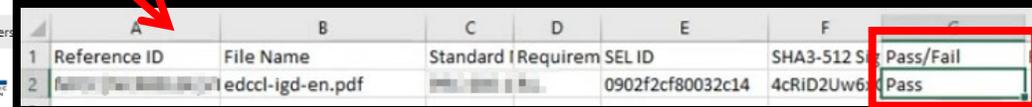
Submission Failed 11/29/2023 14:32:00

do-not-reply@nerc.com
To   Dan Chanda
Wed 11/29/2023 2:32 PM
Retention Policy   1 Year Delete (1 year)   Expires   11/28/2024
Red category
Follow up. Completed on Wednesday, December 6, 2023.

This sender might be impersonating a domain that's associated with your organization. Learn why this could be a risk

NERC   MRO   P   RF   SSERC   TEXAS RE   WECC
NORTH AMERICAN ELECTRIC   MIDWEST RELIABILITY   MPO, Inc.   RELIABILITY FIRST
RELIABILITY CORPORATION   ORGANIZATION

The SEL Submission Portal is available Monday through Friday from 0800-2300 EST.
Individual File Uploads are currently limited to 40MB in size. Multiple File Uploads are limited to 10GB in total.

An error occurred for your submission as of 11/29/2023 14:32:00

Error Information: An error occurred when submitting files.

B Validation Reference ID for your **FAILED SUBMISSION** is: WECC|WCR0003|VI2023-00246|VI2023-00246|VAR-501-WECC-3.1 (British Columbia)|R1.|

Submitting Evidence

Once files are submitted to the SEL, if successful, they are not deleted by the CEA prematurely. All files uploaded to the ERO SEL are subject to ERO Enterprise retention guidance and will vary based on the activity and outcome. Please work with your CEA if you have specific questions.

In the rare event an uploaded file is inaccessible or rendered corrupt, the CEA may request re-submission of the file.

ERO SEL Resources

Registered entities may reference the [Data Handling in Align and the SEL](#) for additional guidance on general principles to support ERO Enterprise program alignment and collecting, assessing, and temporarily storing registered entity-provided artifacts in the ERO SEL.

For general questions or to suggest potential enhancements: askalign@nerc.net

For SEL technical support: http://support.nerc.net

Appendix: Revision History

Revision Date	Brief Description of Updates
03/17/2021	Initial release of Registered Entity Portal User Guide for the NERC Secure Evidence Locker
September 2024	Transitioned user guide to new template Corrected typos Updated steps and screenshots to incorporate recent updates and information from SEL Cheat Sheet