

NERC

NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

Balancing Authority Submittal Site User Manual

Version 4

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RELIABILITY | RESILIENCE | SECURITY



3353 Peachtree Road NE
Suite 600, North Tower
Atlanta, GA 30326
404-446-2560 | www.nerc.com

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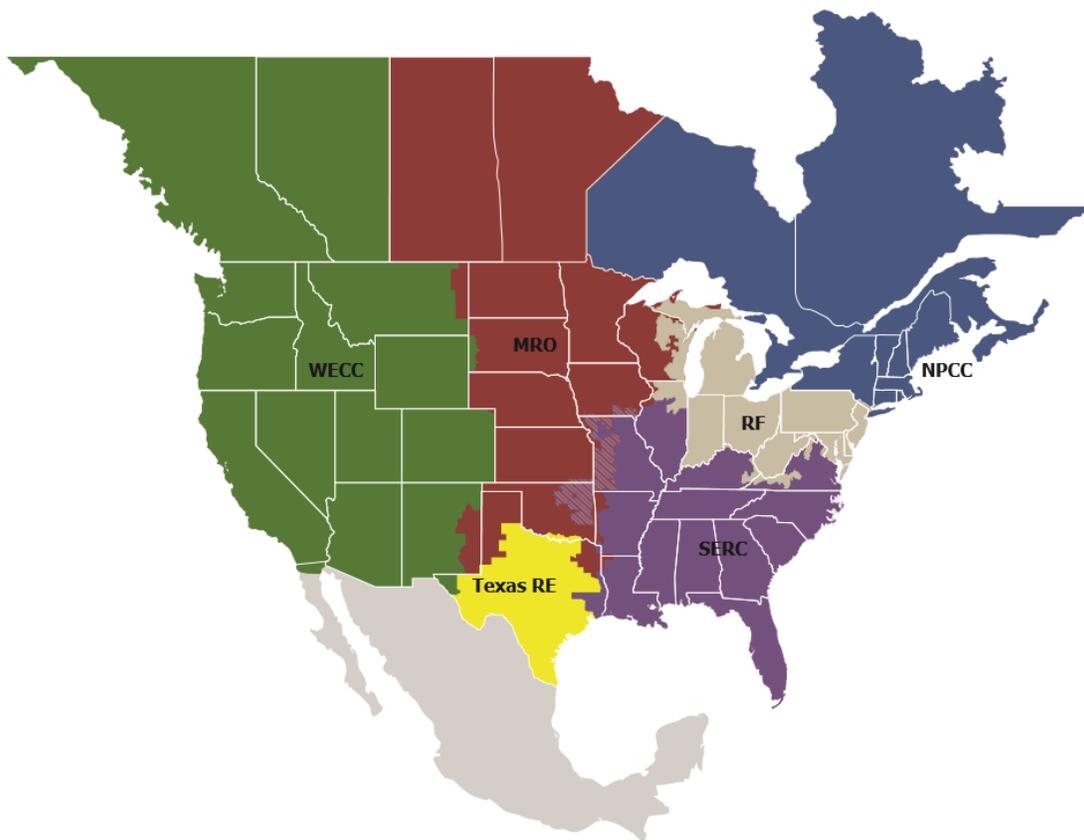
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Preface

Electricity is a key component of the fabric of modern society and the Electric Reliability Organization (ERO) Enterprise serves to strengthen that fabric. The vision for the ERO Enterprise, which is comprised of the North American Electric Reliability Corporation (NERC) and the six Regional Entities (REs), is a highly reliable and secure North American bulk power system (BPS). Our mission is to assure the effective and efficient reduction of risks to the reliability and security of the grid.

Reliability | Resilience | Security
Because nearly 400 million citizens in North America are counting on us

The North American BPS is divided into six RE boundaries as shown in the map and corresponding table below. The multicolored area denotes overlap as some load-serving entities participate in one Region while associated Transmission Owners/Operators participate in another.



MRO	Midwest Reliability Organization
NPCC	Northeast Power Coordinating Council
RF	ReliabilityFirst
SERC	SERC Reliability Corporation
Texas RE	Texas Reliability Entity
WECC	Western Electricity Coordinating Council

Introduction

NERC has created a private, secure SharePoint site for the submittal of data and forms associated with the BAL Standards. The Balancing Authority Submittal Site (BASS) is currently used for collecting Forms FR-1 and FR-2 associated with BAL-003-1. The site is set up with four levels of user permissions with various functionalities:

Administration

NERC staff will act as the administrator of the BAS Site. Regional Entity staff will assist data troubleshooting and support the Resources Subcommittee (RS) in their efforts. The administrator will perform the vetting functions for all BAS users. NERC and Regional Entity staff are subject to their respective codes of conduct concerning confidentiality of the data.

- Capabilities – Read, write, delete for all files. Complete administrative control of the Common Area files (forms and instructions).

Resources Subcommittee (RS) Members

Members of the NERC Frequency Working Group (FWG) and the RS who are signatories to the NERC Confidentiality Agreement for NERC RS.

- Capabilities – Read and download data from all files for analysis.

ERO Enterprise Permissions

Members of the ERO Enterprise who are subject to their respective codes of conduct concerning confidentiality of the data.

- Capabilities – Read and download data from all files for analysis.

Balancing Authority (BA) Users

Users from each BA will be able to download forms and upload their data and forms to their own exclusive area.

Capabilities – Read, write, delete for their Balancing Authority only. They are able to read and download forms from the common Forms area. These users cannot look at data from other BAs.

NOTE: There are some FWG/RS users who will be doing duties of BA users for their companies. They will need the capabilities of both RS and BA user types.

Access to the BAS site is controlled through the NERC My Account system ID. It is important that each user requests the appropriate user type for their My Account. If you do not already have a NERC My Account ID, you will need to create one. If you already have an ID, you will use it to register for the BAS Site. For additional details, refer to the **Creating a NERC My Account** section of this document.

Chapter 1: BAS Site Organization



Balancing Authority Submittal Site

- Forms
- FRCC
- MRO
- NPCC
- RFC
- SERC
- SPP
- TRE
- WECC



Welcome to the Balancing Authority Submittal Site

The site is set up with two basic areas:

- The Forms area contains blank forms and instructions for their use. Copies of the BAL-003 Standard and its associated reference materials, as well as links to other related material are contained here. All users will have the ability to download files from the Common Area. Those files will typically be Word, PDF, Excel, CSV, or MDB. Other file types may be included as necessary for users to download.
- Balancing Authority Areas – This area is organized by regional area, and then by the private upload sites for each BA. The BAs can upload completed forms for BAL-003 support, BAAL reporting, and CPS1 and CPS2 forms, as well as explanatory information when necessary. Data will be pulled from the site on the associated due dates.



RF

Libraries

- Forms
- FRCC
- MRO
- NPCC
- RF**
- SERC
- SPP
- TRE
- WECC

new document or drag files here

All Documents ...

✓	ID	Name	...	Modified	Modified By
	1	MISO - Midwest Independent System Operator	...	March 18, 2014	<input type="checkbox"/> i:0#.f adprovider1 cummingr
	2	OVEC - Ohio Valley Electric Corporation	...	March 18, 2014	<input type="checkbox"/> i:0#.f adprovider1 cummingr
	3	PJM - PJM Interconnection	...	March 18, 2014	<input type="checkbox"/> i:0#.f adprovider1 cummingr

Each of the Regional Areas have folders for submittal of data for the specific BAL-003 Operating Year. For example, two folders are set up:

- Operating Year 2017 (for December 2016 through November 2017 data)
- Operating Year 2018 (for December 2017 through November 2018 data)

The screenshot shows the NERC SharePoint interface. At the top left is the NERC logo. The page title is "MISO - Midwest Independent System Operator - BAL-003 Submittals". Below the title is a navigation bar with "Balancing Authority Submittal Site", "BAS User Site Administration", and "BAS User Resource Subcommittee Site Administration". On the left is a "Libraries" sidebar with a list of regions: Forms, FRCC, MRO, NPCC, RF (highlighted), SERC, SPP, TRE, and WECC. The main content area shows a "new document or drag files here" button and a search bar. Below is a table of documents:

ID	Name	Modified	Modified By
175	Op Year 2016 - Dec 2015 through Nov 2016 data	January 12, 2018	princee
11	Op Year 2017 - Dec 2016 through Nov 2017 data	January 12, 2018	princee
301	Op Year 2018 - Dec 2017 through Nov 2018 data	February 12, 2019	princee
361	Op Year 2019 - Dec 2018 through Nov 2019 data	February 24	brad.gordon@nerc.net

At the beginning of the year the following steps need to be performed to create a new data folder for that year.

1. Click on the "Files" tab underneath the SharePoint row.
2. Click on your company name.
3. Click on the folder you want to update.
4. Select "New Folder" from the drop down menu.
5. Type in the folder name and click enter.

Using the BAS Site (BASS)

Logging In

The BAS site main login screen is located at:

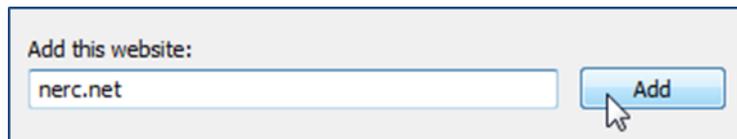
- <https://ero.nerc.net/co/bass>
 - It is best to copy and paste that URL into your browser.

Browsers

Internet Explorer is the preferred browser for the NERC BAS site. You can use **Google Chrome** but you may find that some buttons are grayed out or things do not display correctly.

If you are running Internet Explorer 11, you may need to add the portal to the compatibility view list to ensure the site runs correctly.

1. Go to your portal in I.E.
2. **Click the gear**  in the upper right corner of your I.E. window
3. Select **Compatibility View Settings**
4. Make sure **nerc.net** is in the “**Add this website:**” field



1. Click **Add**.
2. Click **Close**.

Technical Support

For technical support, please submit a ticket to:

- <http://support.nerc.net>

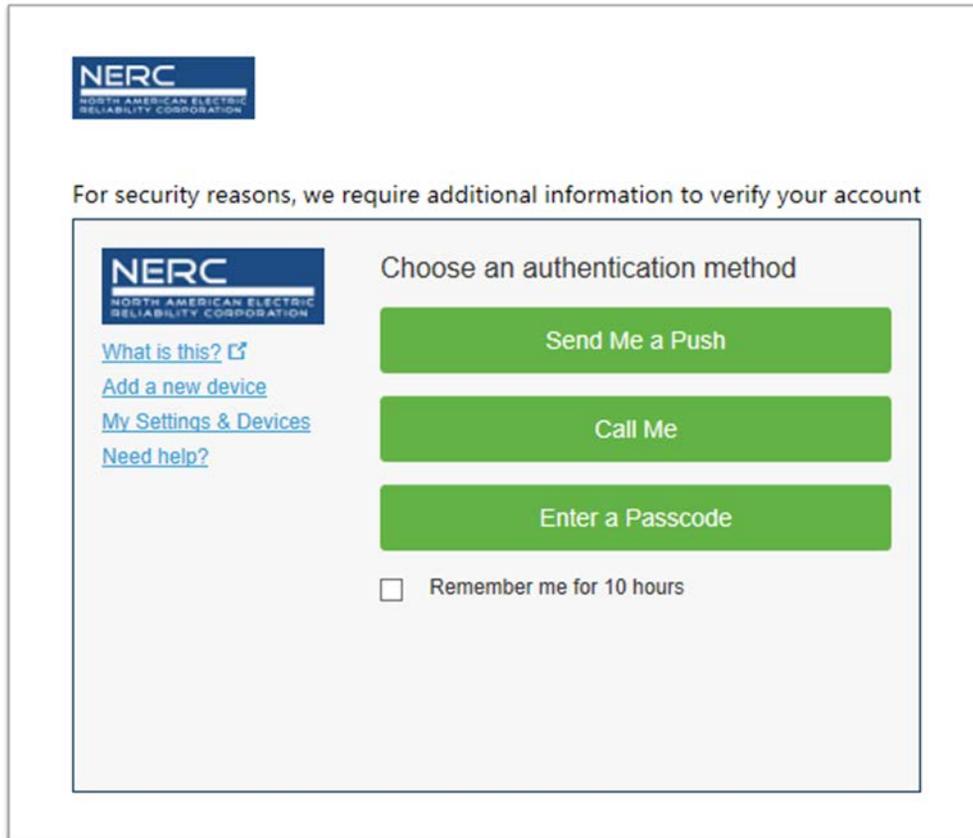
Login & Multi-Factor Authentication

The BAS site uses Multi-Factor Authentication via the Duo Mobile Application, which is available on the App Store for Apple devices and Google Play for phones using the Android operating system.

See the below for information about getting setup for Duo access to NERC web sites:

- <https://www.nerc.com/Support/Documents/Multi%20Factor%20Authentication%20End%20User%20Guide%20-%20NERC%20ERO%20Portal.pdf#search=duo%20mobile>

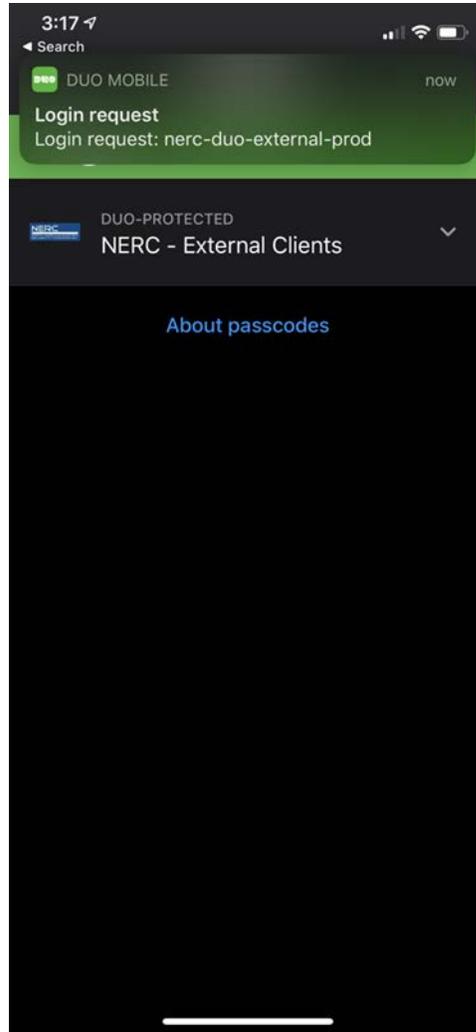
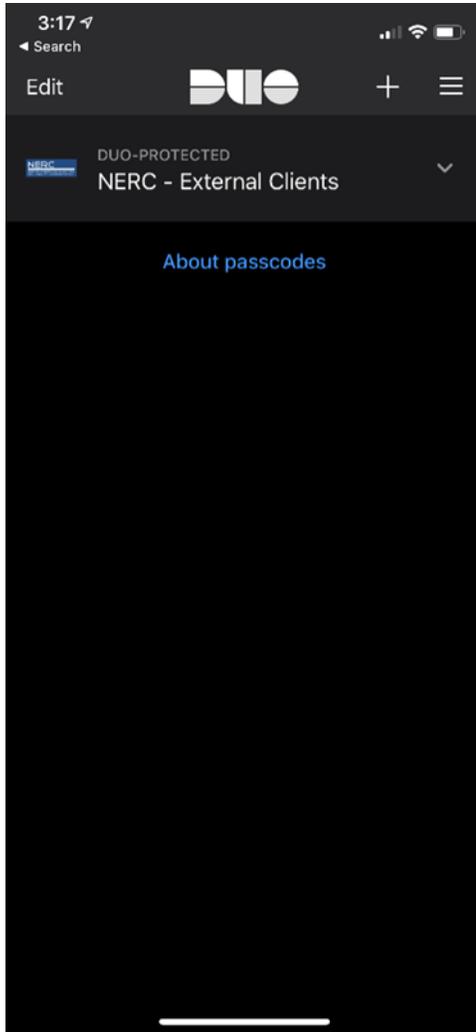
When you log into the BAS site you will get a screen with three alternatives for authentication:



The screenshot shows the NERC login page with a security prompt. At the top left is the NERC logo (North American Electric Reliability Corporation). Below it, the text reads: "For security reasons, we require additional information to verify your account". A central box contains the NERC logo again, followed by four links: "What is this?", "Add a new device", "My Settings & Devices", and "Need help?". To the right of these links, the heading "Choose an authentication method" is followed by three green buttons: "Send Me a Push", "Call Me", and "Enter a Passcode". Below the buttons is a checkbox labeled "Remember me for 10 hours".

Push notifications

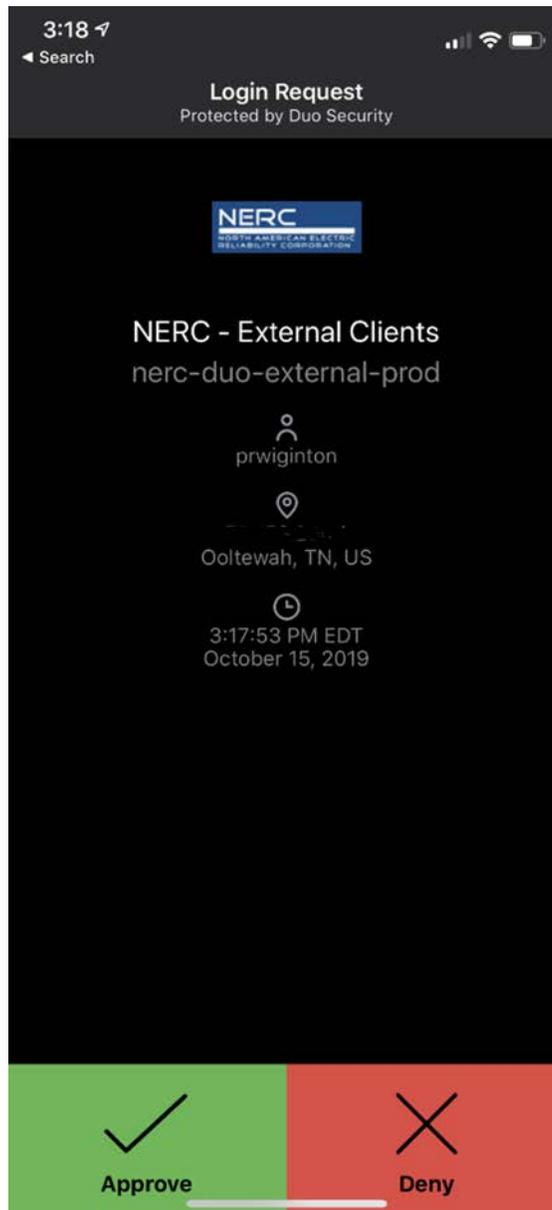
If you choose the “Send Me a Push” option using your cell phone, you will need to have Duo Mobile installed and setup for NERC access. Once you have Duo Mobile installed and setup the screen should look like the image on the left. After you press the Push button, you will receive a push notification like the screen on the right.



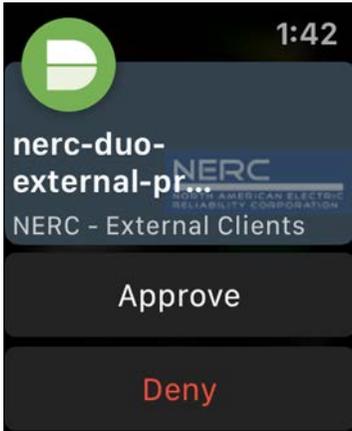
iPhone Approval Screen

Tap on the notification and you will be prompted with the following approval screen. Just press the Approve button and the website will automatically proceed with the login process.

IMPORTANT NOTE: The application only allows a few seconds to approve the notification. You will need to select the notification push message and the approval option very quickly to successfully approve access prior the request timing out. You may need to have your phone in your hand and unlocked in order to approve access before it times out. This is especially true if your internet connection is slow.

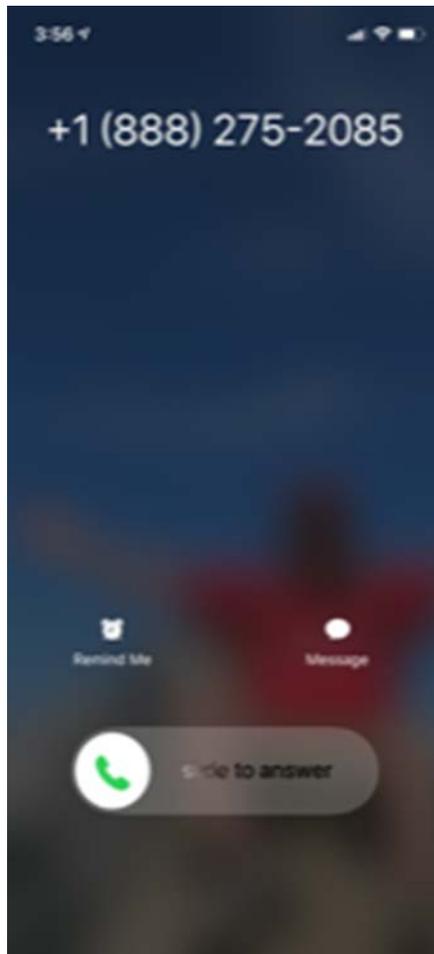


Apple Watch Approval Screen



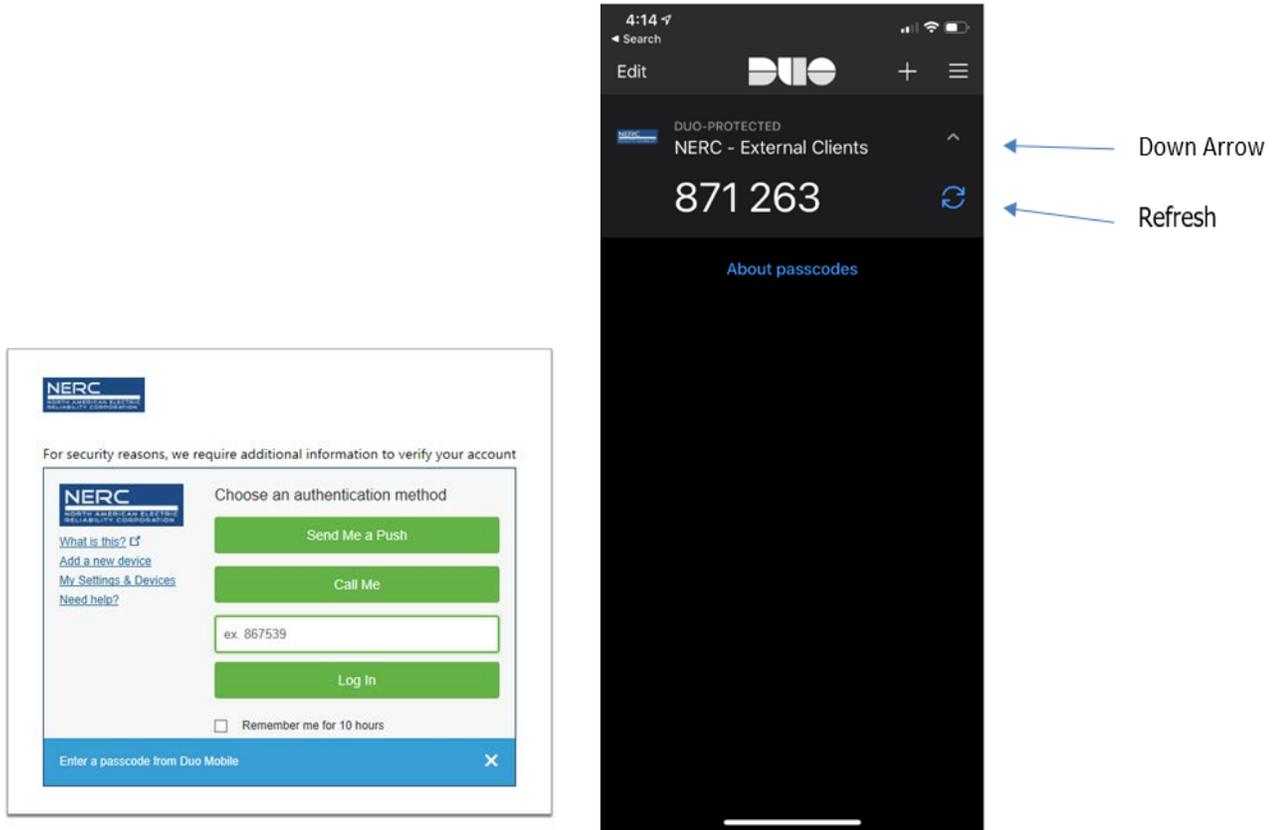
Call Me Option

If you select the Call Me option, you will get a phone call from the number in the screen shot below. The system will simply ask you to press any key to continue and it will automatically complete the login process after you press a key.



Enter a Code Option

If you select the Enter a Passcode, option the screen will change to the view on the left below. Once you get this screen open Duo Mobile on your phone, push the down arrow on the right and enter the 6-digit number from the screen. The number changes every 30 seconds so either enter it right away or click the refresh symbol when you are ready to enter the number.



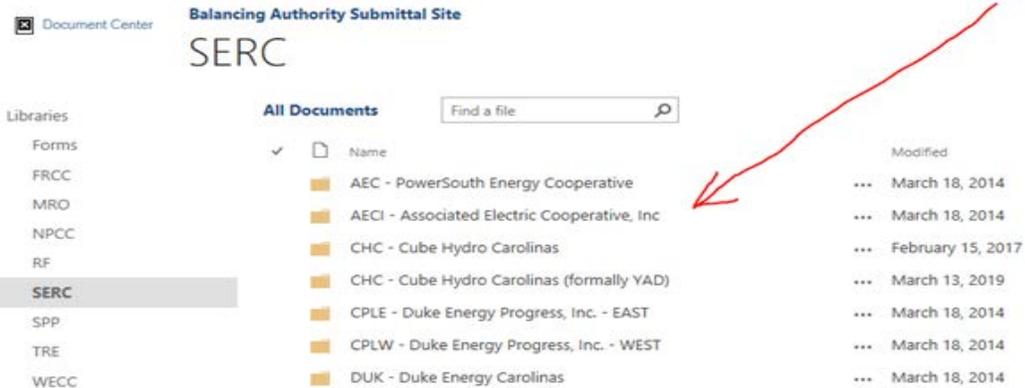
Uploading Data

When you log into BASS you will see the screen below. On the left side of the screen you will see the regions where there the entities you have access to reside. Simply select the region and then the entity for whom you are planning to upload data. Step by step, instructions are listed below:

1. **Login** to the BAS site.
2. Select the Region linked on the left. Click on the sub

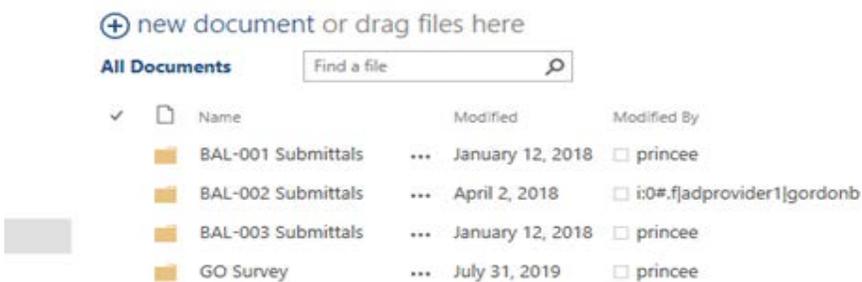


3. Select the appropriate entity's folder.

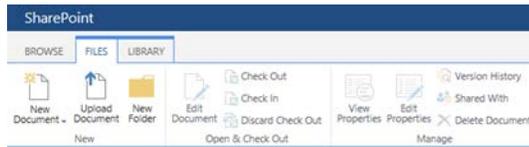


4. **Click the folder** into which you want to upload your document.

SERC • TVA - Tennessee Valley Authority



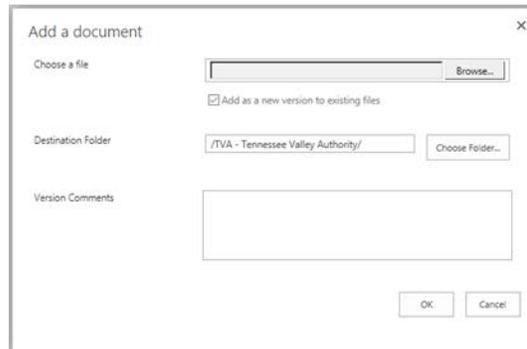
- At the top of the screen, you will see a FILES button. Click that and it will reveal a menu, which has the option for uploading, files to the active folder you selected above.



- Click on the **Upload Document** button



- Click Browse to locate the file to be uploaded on your computer.



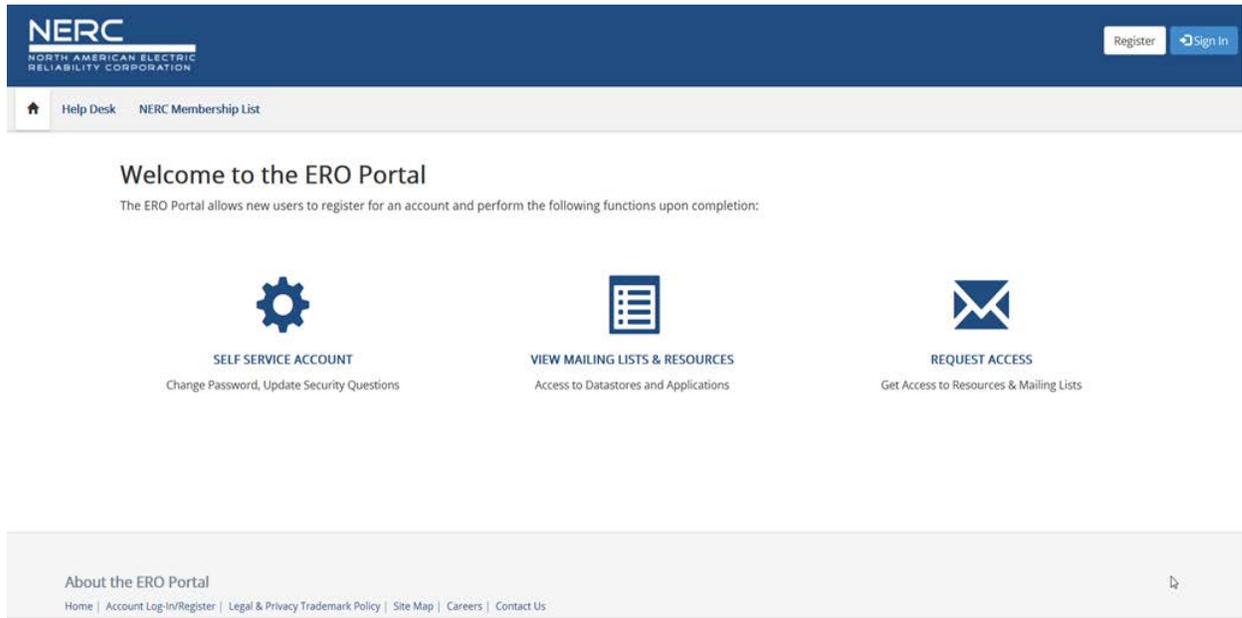
- Select the file and click Open.
- Then click OK.

Chapter 2: Managing Your Account

Requesting BA User access to the BAS Site

In order to request access to the BAS Site you must first register for a NERC Account. In order to do so please follow the following steps (if you already have a NERC account skip this section).

1. Enter the following URL into your web browser: <https://eroportal.nerc.net> and this page will be displayed.



2. Select the option to **Register** and the following page will be displayed.

The screenshot shows the 'Register for a new local account' form. It has a blue header with the text 'Register for a new local account'. The form contains several input fields, each with a red asterisk indicating a required field: 'First Name', 'Last Name', 'Email', 'Username', 'Password', and 'Confirm Password'. Below these fields is a CAPTCHA image showing the text 'RCD904' with a refresh button and a mouse cursor. Below the CAPTCHA is a 'Captcha' input field. At the bottom of the form is a blue 'Register' button.

3. Provide a value in each field marked with a red asterisk; in the field labelled captcha you are simply entering the exact value you see displayed in the box.

- 4. Click the Register button and the system will send a 6-digit pin to the email address you just provided, this is used to verify you have provided a valid email address. Now enter the 6-digit pin on the page displayed below.

Account Confirmation

Account Confirmation

Please verify your account by entering the PIN that was sent to the email address: vlm@me.com

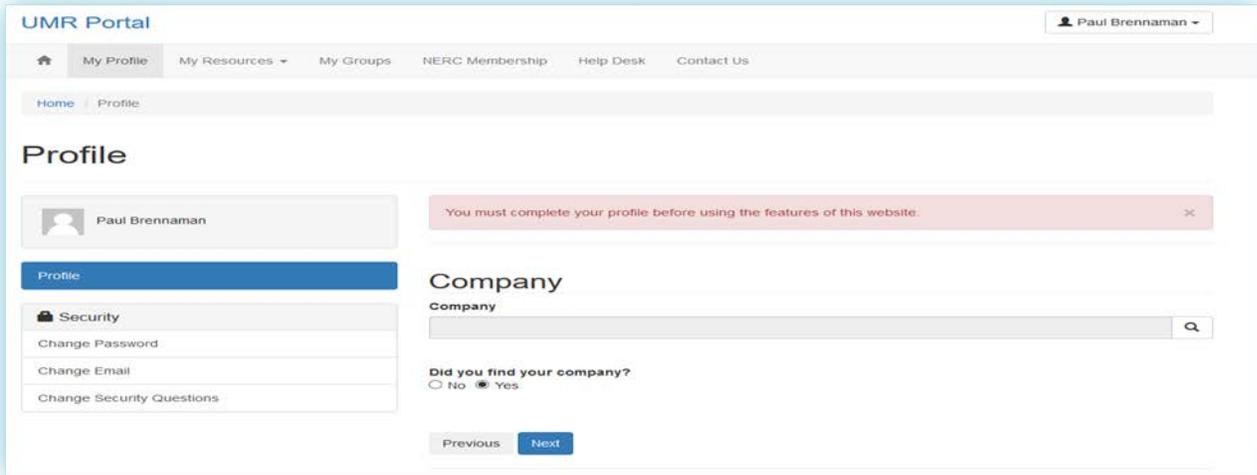
- 5. Once you enter the pin and hit the submit button, the following page will be displayed.

The screenshot shows the UMR Portal Profile page for Paul Brenneman. A red message bar at the top states: "You must complete your profile before using the features of this website." The "Personal" section contains the following fields: Salutation (dropdown), First Name (text), Job Title (text), Middle Name (text), Business Phone (text), Last Name (text), Fax (text), and Mobile Phone (text). A "Next" button is located at the bottom of the form.

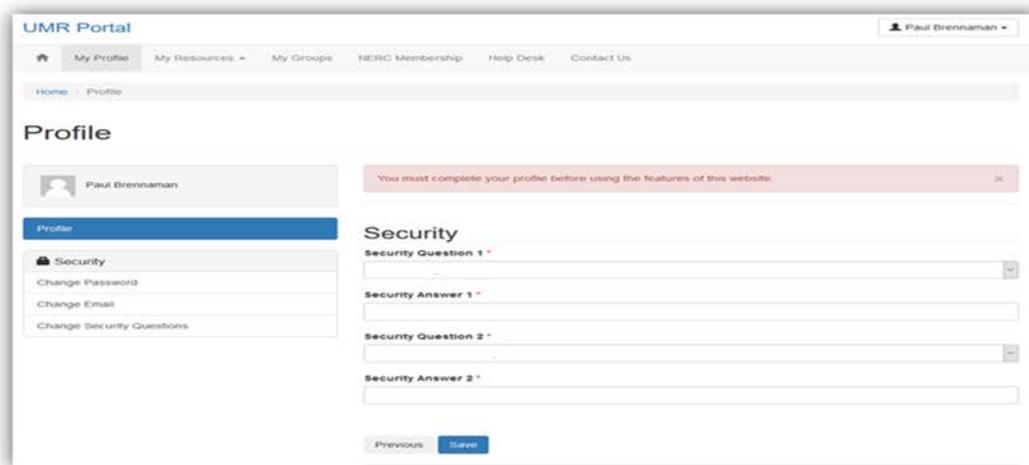
- 6. First and Last Name will be pre-populated with the information you entered on a previous page, you have the option to provide information for the other fields displayed. Click the next button when finished and the following page will be displayed.

The screenshot shows the UMR Portal Profile page for Paul Brenneman, now displaying the "My Work" section. A red message bar at the top states: "You must complete your profile before using the features of this website." The "My Work" section contains the following fields: Address Street 1 (text, pre-populated with "123 Main St."), Address Street 2 (text, pre-populated with "Suite 100"), Country (dropdown, pre-populated with "USA"), City (text, pre-populated with "Atlanta"), State/Province (dropdown, pre-populated with "Georgia"), and ZIP/Postal Code (text, pre-populated with "31032"). "Previous" and "Next" buttons are located at the bottom of the form.

7. You have the option to provide your work address, when the next button is clicked, the following page will be displayed.



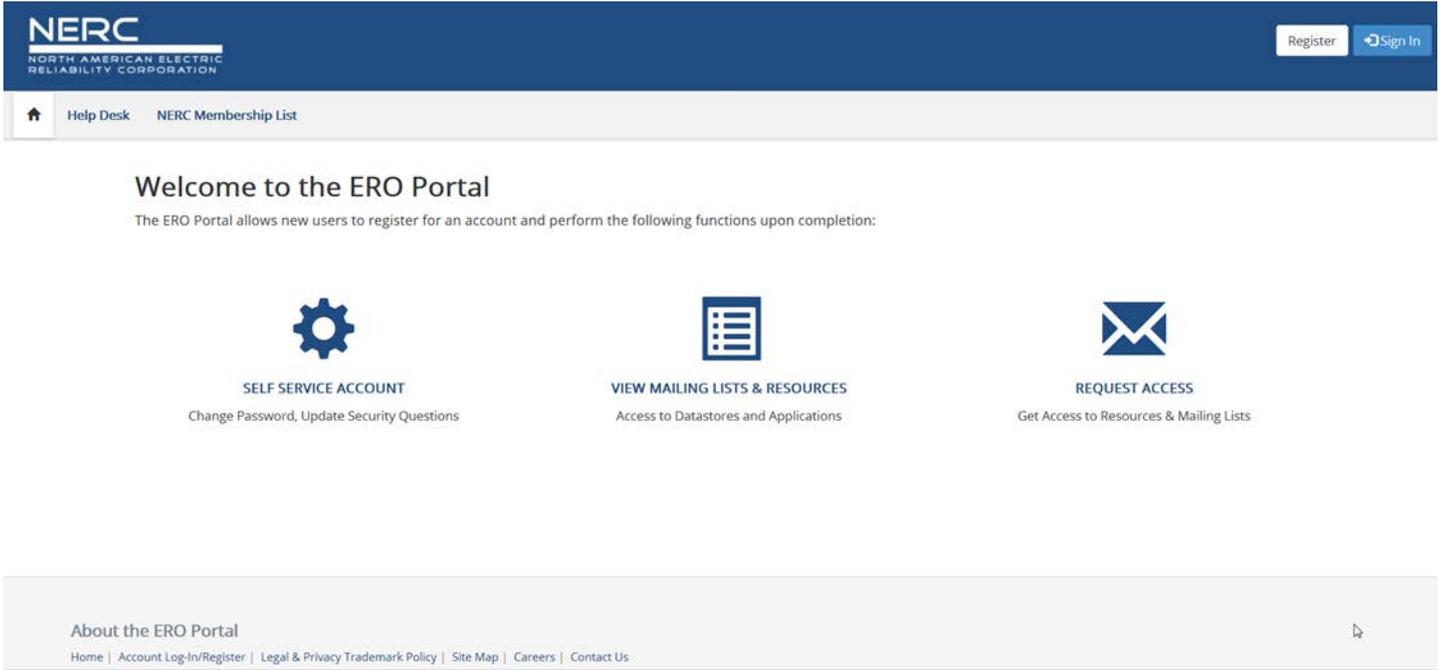
8. You have the option to provide the name of the company you work for, click next when finished and the following page will be displayed.



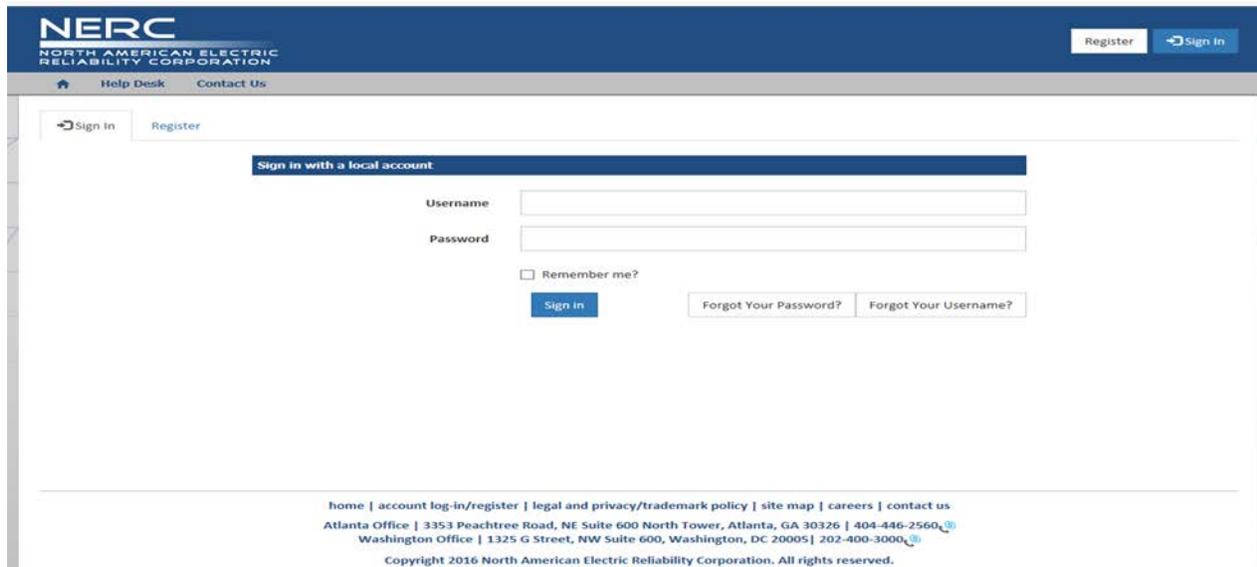
9. You are required to select two security questions and provide answers to those questions, once done click save and you have successfully created your NERC account.

Now you can login and request access to the BAS site

1. Enter the following URL into your web browser: <https://eroportal.nerc.net> and this page will be displayed.



2. Select the option to sign in and the following page will be displayed.



- Enter your username and password and click sign in. Once you are logged in, you are able to request access. by clicking the My Resources tab, then selecting Request Access, a listing of available choices will be displayed. Search for: **Balancing Authority Users** or **Balancing Authority Resources Subcommittee** click the appropriate choice and then click submit request (see screenshot below for an example of what this will look like). NERC will receive your request and process accordingly.

Below are a list of applications or mailing lists that you can request access to

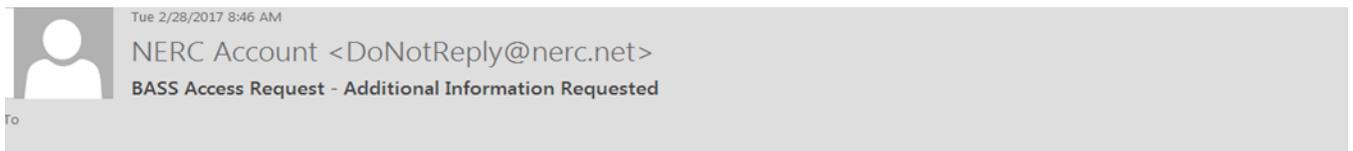
Show entries Search:

Name	Description
2016 CMEP-ORCP CCC Audit Admins	This account was used to share files between NERC staff and third-party auditors as well as industry observers of the audit.
Area Interchange Error System	Individuals interested in accessing any of NERC's secure web sites must first register for a NERC account. Review the registration steps below, then click Continue .
Audit Assurance - FRCC	Individuals interested in accessing any of NERC's secure web sites must first register for a NERC account. Review the registration steps below, then click Continue .
Balancing Authority Submission - Admins	Used for submitting BA data for multiple purposes
Balancing Authority Submission - Resources Subcommittee	Used for submitting BA data for multiple purposes

Showing 1 to 5 of 59 entries Previous **1** 2 3 4 5 ... 12 Next

[Submit Request](#)

- You will receive the following email generated from NERC that will ask you to provide information so you can be verified and provided access:



Hello

You have just requested access to "Balancing Authority Submission - Users". In order to process this request, we need to know the following:

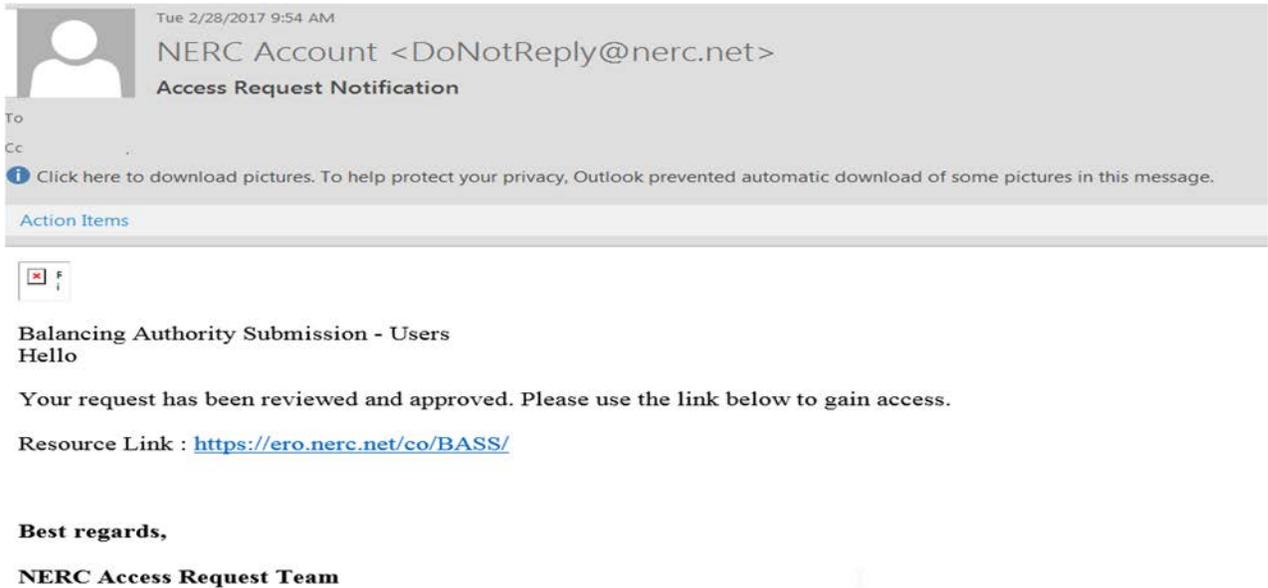
- Your Manager's Name
- Your Manager's Title
- Your Manager's Phone Number
- Your Manager's Department
- The Balancing Authority you are requesting BASS on behalf of

Please provide the above information to the following people at NERC: elsa.prince@nerc.net, brad.gordon@nerc.net, bob.cummings@nerc.net.

Regards,

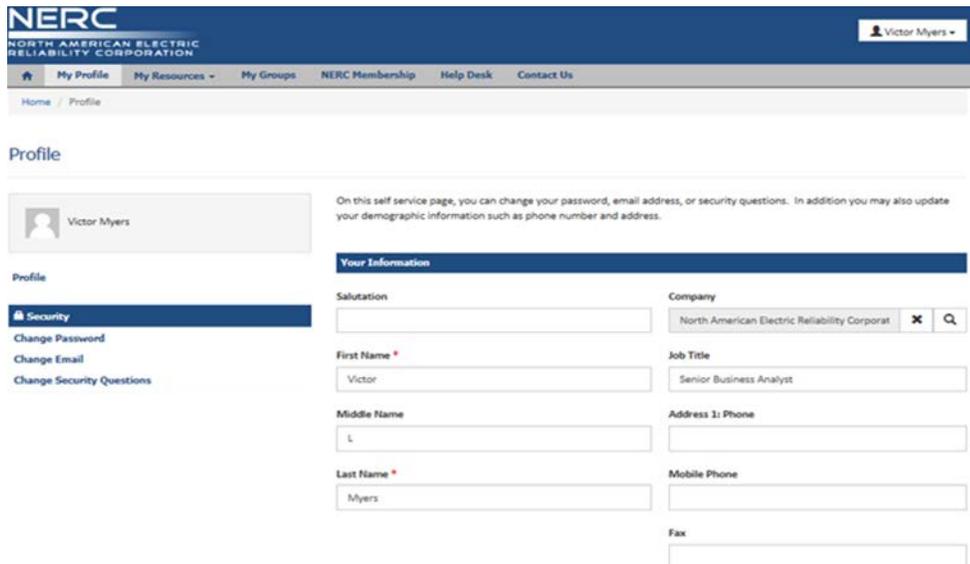
NERC Access Request Team

- Once you provide the information via email to the persons identified above, your request will be approved and you will receive the following email:



Managing Your Account, Password, and Personal Information

- Go to <https://eroportal.nerc.net> then click the sign in button.
- Forgot user name and Forgot Password are listed.
- Enter a valid username and password and sign in:
 - Click My Profile in order to change your password, user information, or security questions



- Click My Resources, then the My Resources sub menu in order to see the NERC SharePoint sites and applications you have access to

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Victor Myers

My Profile My Resources My Groups NERC Membership Help Desk Contact Us

Home / My Resources

My Resources

This page shows the applications and mailing lists you are currently assigned to

Name ↑	Resource Link
ERO Collaboration Admins	https://ero.nerc.net/co/nre/
ERO PAS Contrib	https://ero.nerc.net/co/PAS
BRAv-Team-Working-Browsers	https://www.nerc.net/data/BRAv/BRAv_Team_Working/
Audit Assurance - FRCC	https://www.nerc.net/datastore/auditassurance/frcc
Balancing Authority Submission - Users	https://ero.nerc.net/co/BASS/
DADS Working Group Web Folder	https://www.nerc.net/DataStore/DADSWorking/
Enterprise Reporting Datasets	https://www.nerc.net/datastore/EntRptDatasets
Event Analysis Management System (TEAMS)	
Misoperation Information Data Analysis System (MIDAS)	
_NERC My Account	

< 1 2 >

- Click My Groups to see the NERC distribution lists you are a part of and for each list you have the option to remove yourself if you no longer wish to receive correspondence

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My Profile My Resources My Groups NERC Membership Help Desk Contact Us

Home / My Groups

My Groups

Search

Group ↑	Role	Actions
	Member	▼
GADSWG	Observer	▼
hpinfo	Member	▼
NERC	Member	▼
necroster	Member	▼
necroster_plus	Member	▼
TADSWG	NERC Staff	▼
template	Member	▼