Capacity Market

Capacity Market Participant Administrator (CMPA) User Guide

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1. Purpose of this Guide

This guide intends to provide Administrator Users with the steps required to add, amend and/or delete users on the Capacity Market Platform (CMP). It also gives guidance on how to change your password.

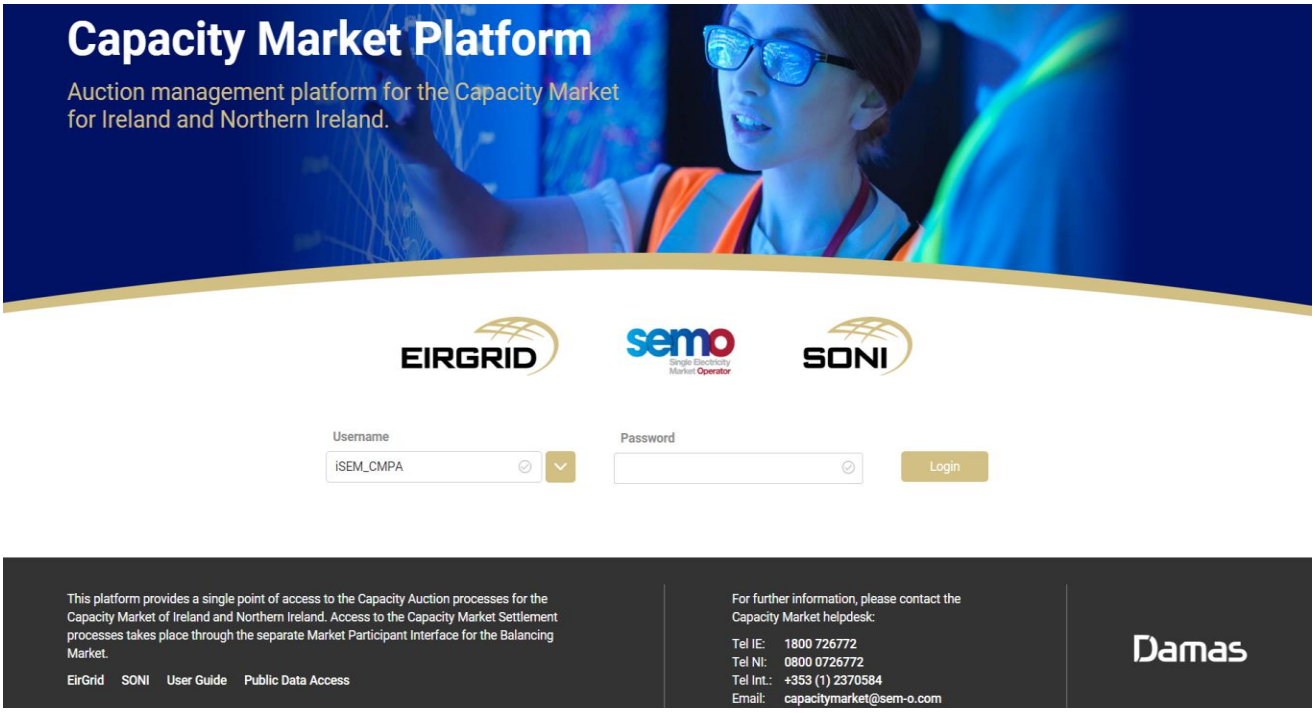
2. Guidelines

Each CMPA User is responsible for creating and maintaining user access as required on behalf of the Party.

The System Operators have no obligation to follow up on user access where a user has been created within the CMP by the CMPA.

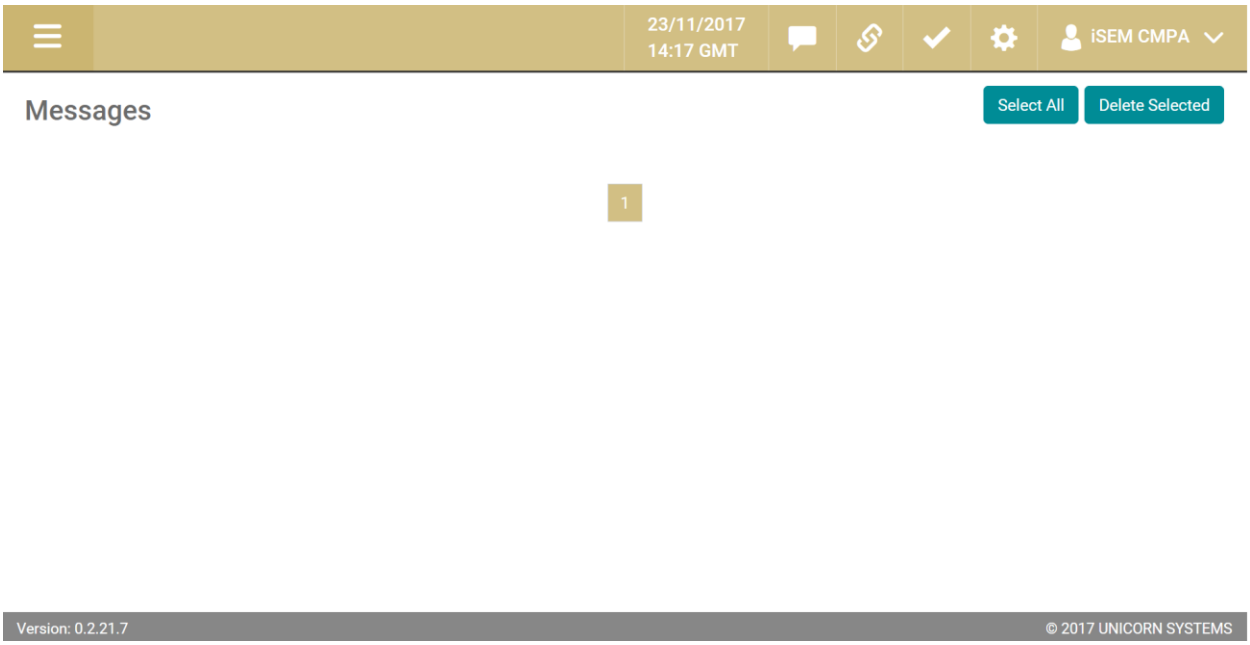
3. Log in as Capacity Market Participant Administrator (CMPA) User

- Navigate to https://cmp.eirgrid.com/
- Select your digital certificate.
- CMPA user logs in using Username and Password provided by the Capacity Market Operator.
- **Note:** Username will be prepopulated. You must type in your own password. If your username does not prepopulate, then you have not correctly selected or installed your digital certificate.



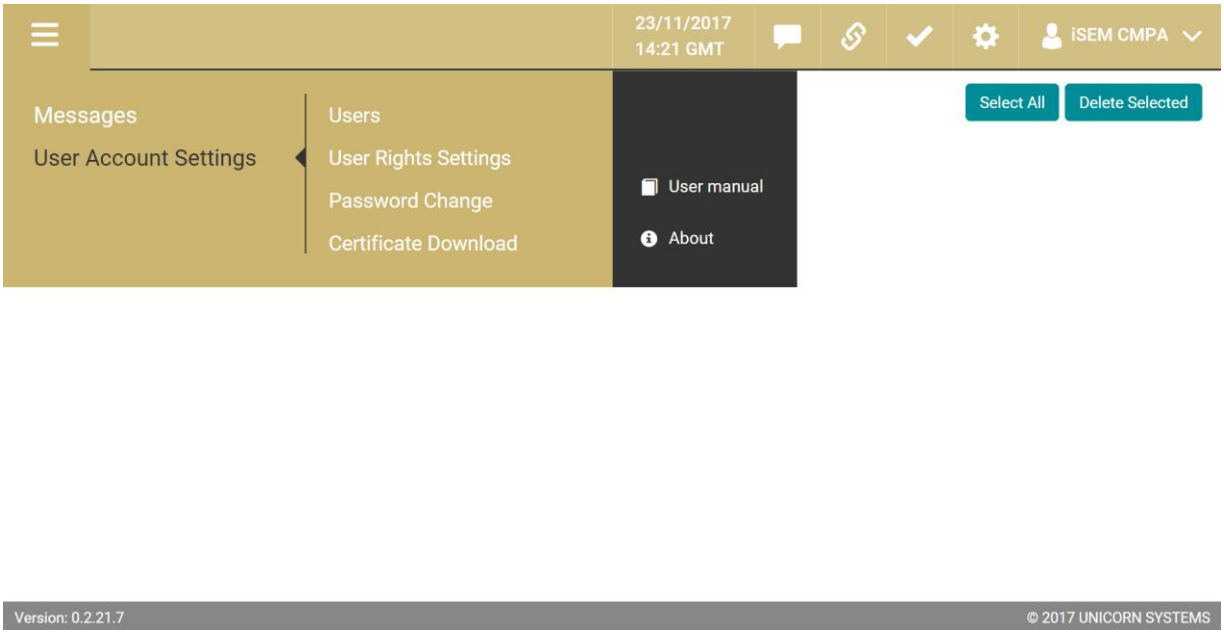
4. Messages

- User will be shown the **Messages** screen.



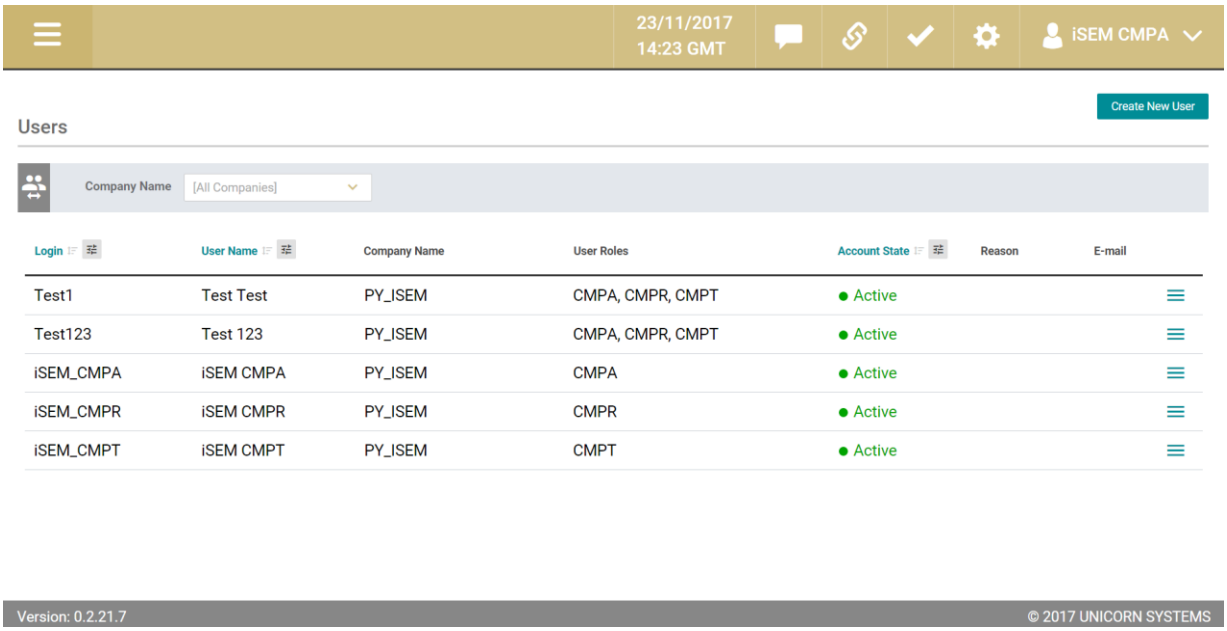
5. Users

- CMPA user navigates to **Menu** > **User Account Settings** > **Users** to perform user administration.

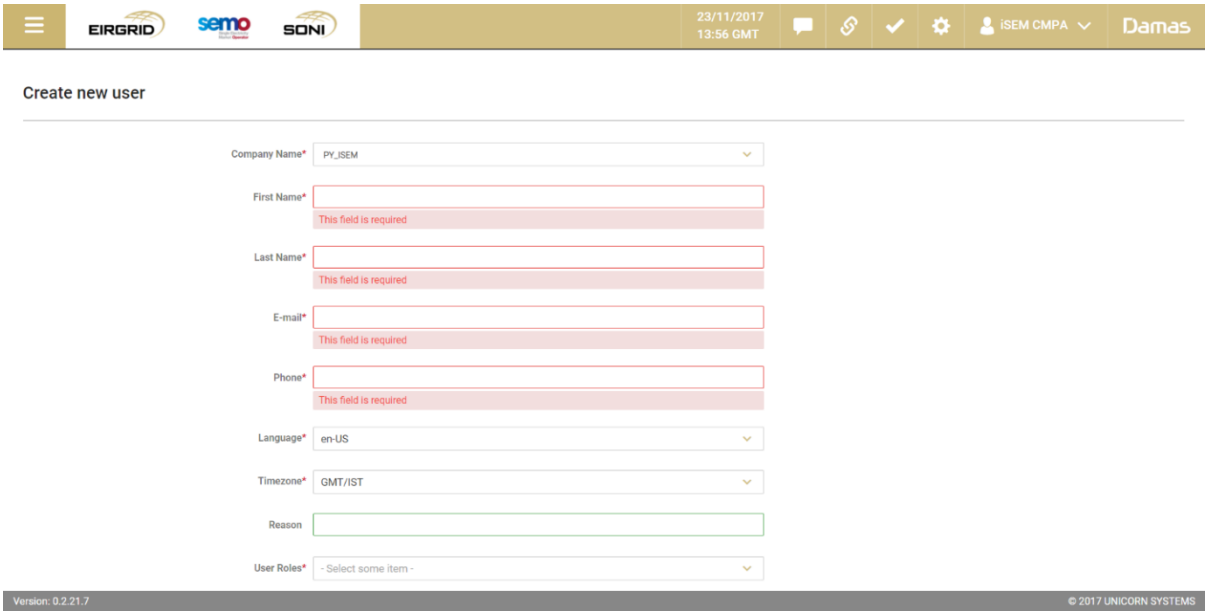


6. Create New User

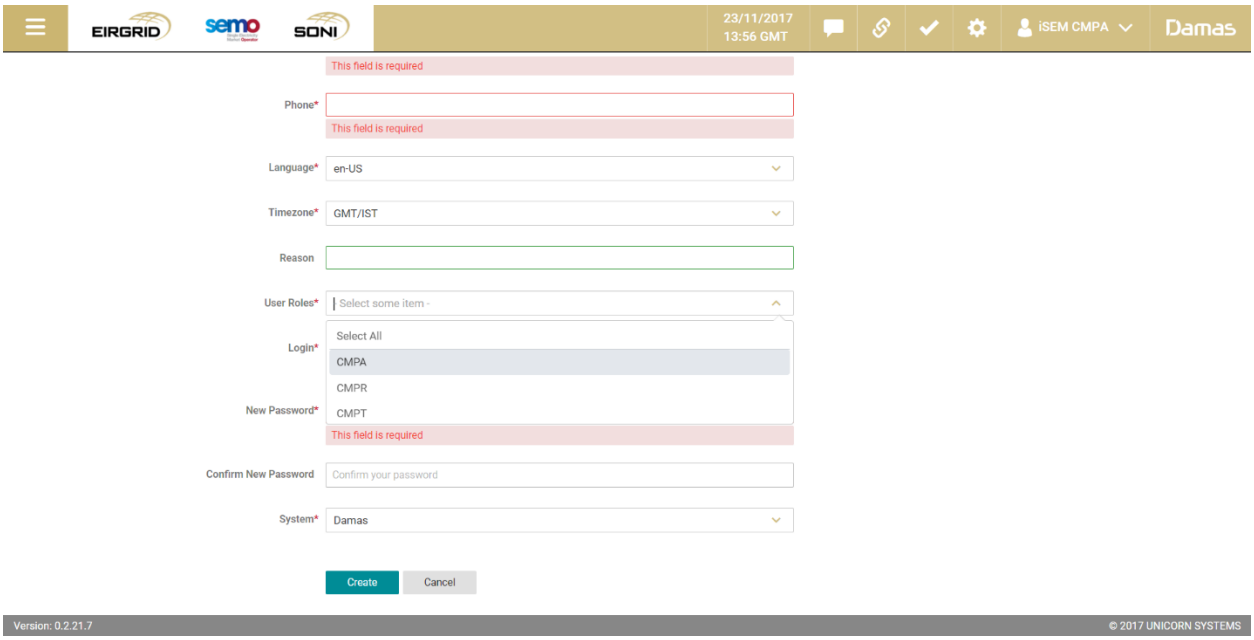
- Click on **Create New User** button.



- The CMPA user must complete the **Create new user** form when setting up a new user.
- The CMPA user can setup an unlimited amount of users in CMP including Capacity Market Platform Administrative (CMPA) users, Capacity Market Platform Reporting (CMPR) users and Capacity Market Platform Trading (CMPT) users.
- **Notes:**
  - These user roles are additive so a single user could have rights to one or all three user roles.
  - Recommended Login ID format is "SURNAME_N@000" (replace 000 with the last three digits of your Party_ID).

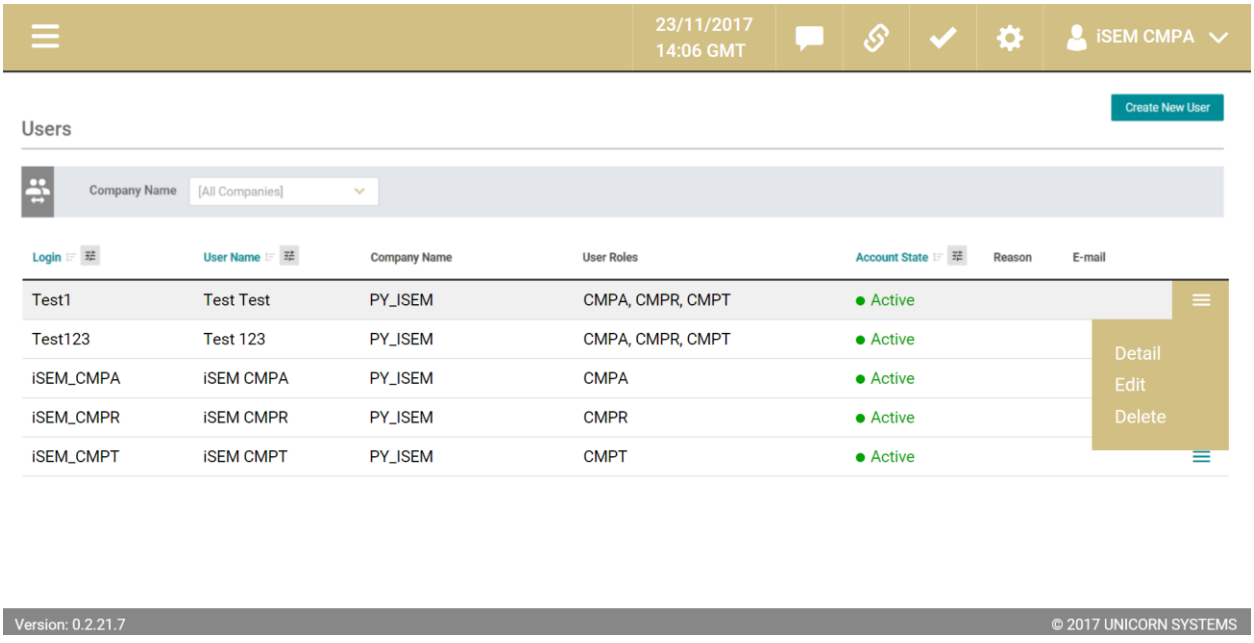


- Click the **Create** button to save all amendments.

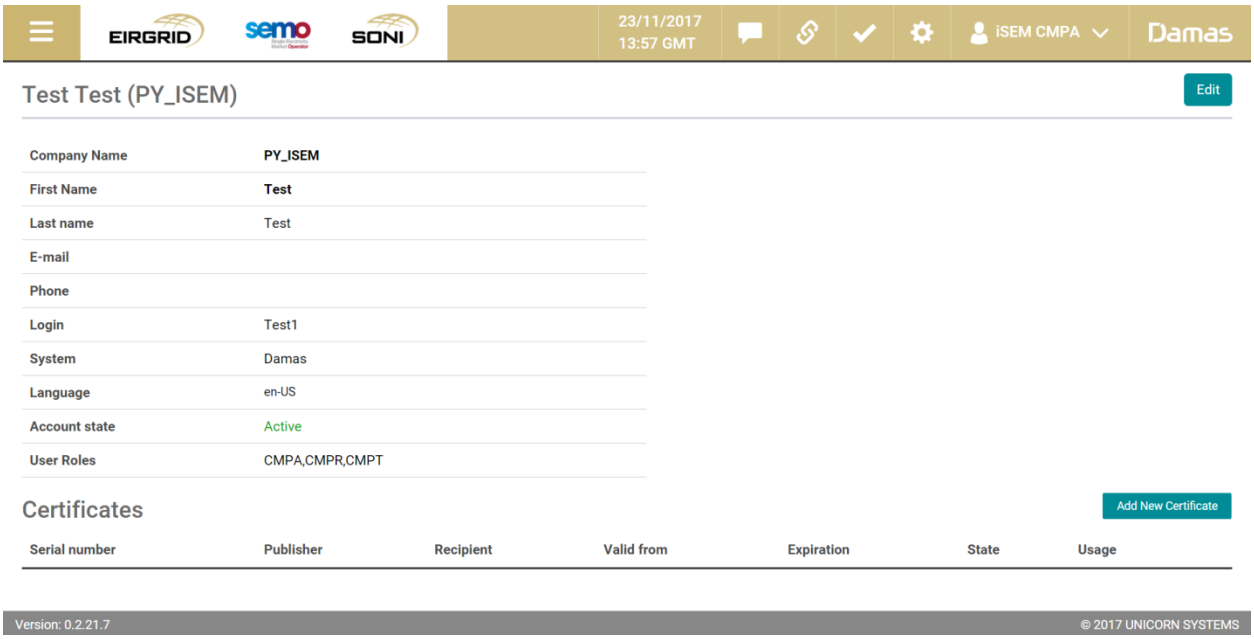


7. Adding Certificate details to the User

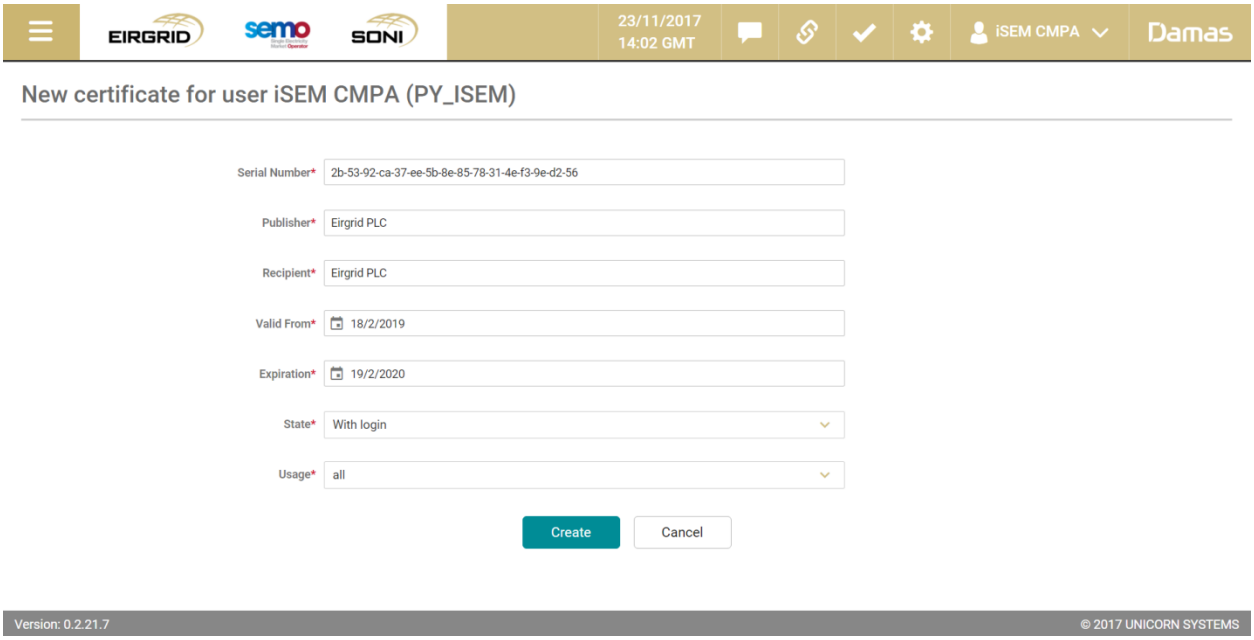
- The CMPA user must request a certificate for each new user via CapacityMarket@sem-o.com. The CMPA will receive the user's certificate within approximately 5 working days. The individual user must download and install their certificate to their workstation.
- Once the individual user has downloaded and installed their certificate, the CMPA will then need to add the Certificate details to the users profile by pressing the **Detail** button.



- Click on **Add New Certificate**.

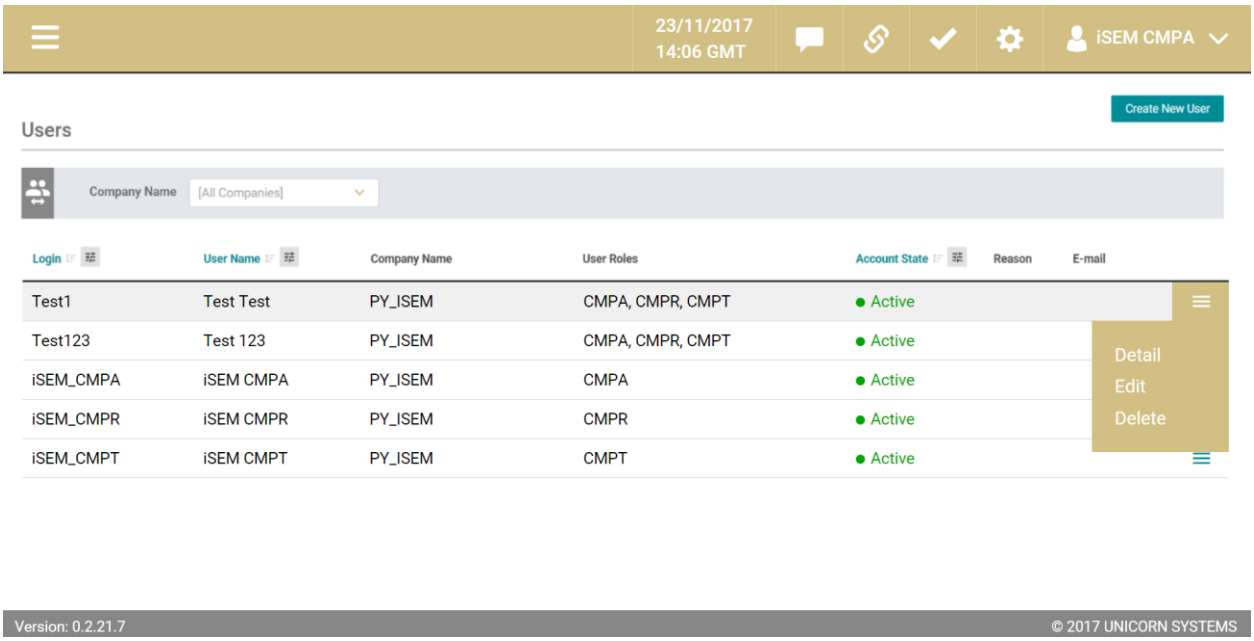


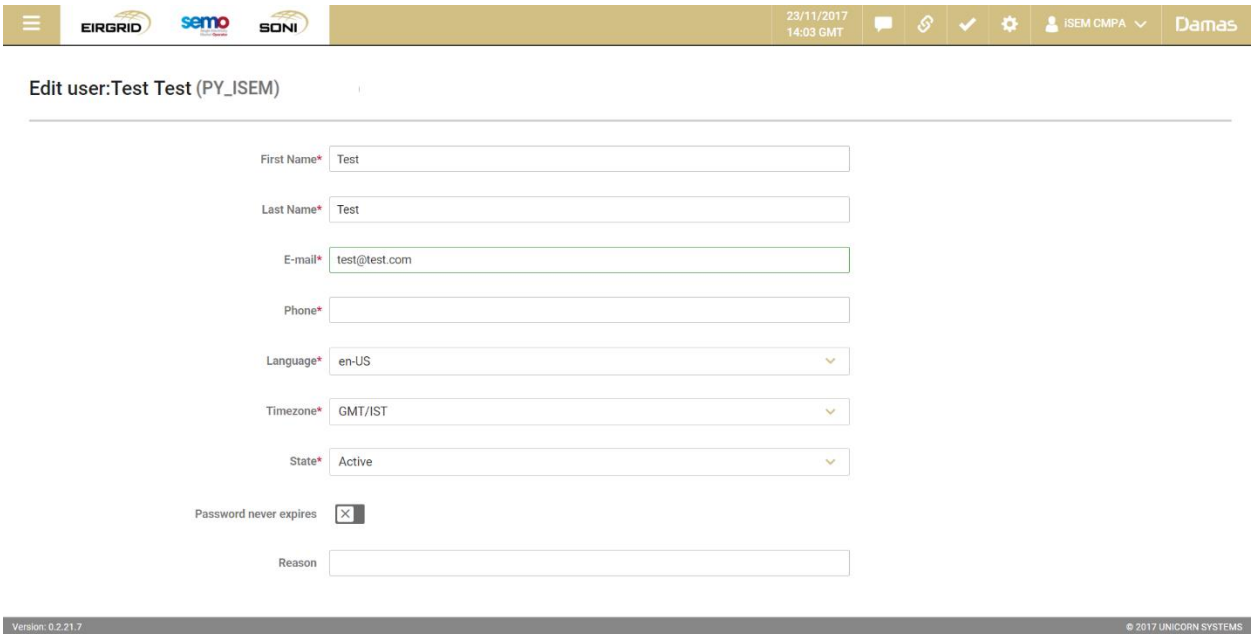
- Add the serial number and other certificate details as follows:
  - Use dashes (not spaces) when entering the serial number.
  - Publisher: Eirgrid PLC (case sensitive)
  - Recipient: Eirgrid PLC (case sensitive)
  - State: With login
  - Usage: all
- Click the **Create** button to save all amendments.



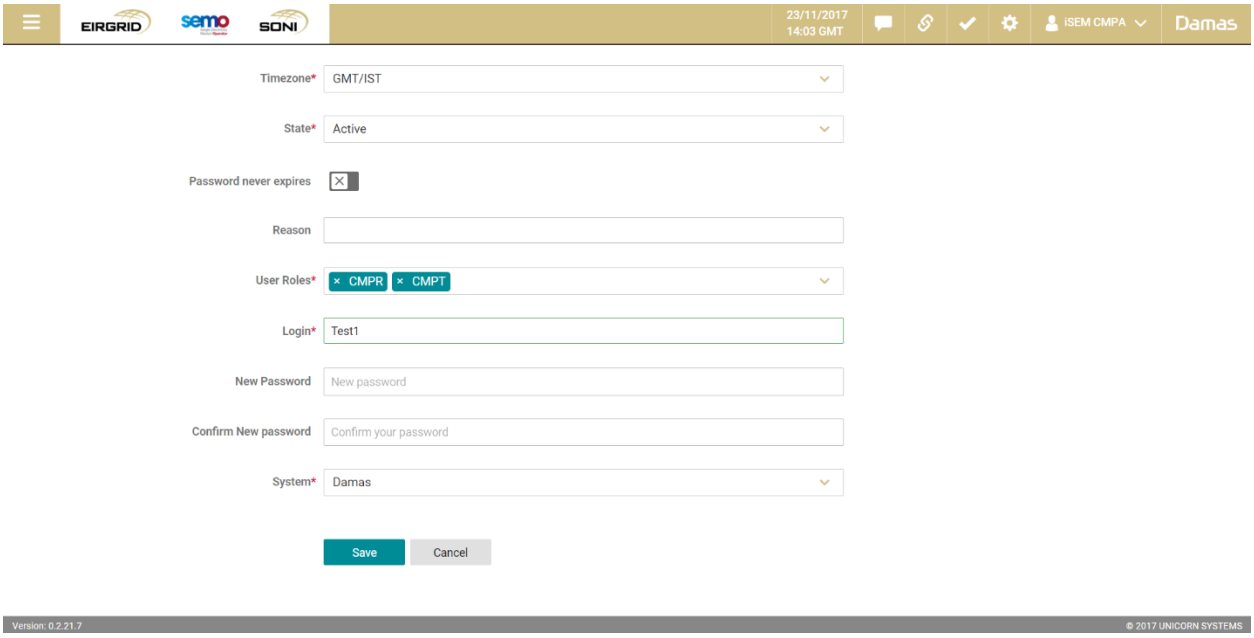
8. Editing User details

- Edit user details by clicking the **Edit** button.



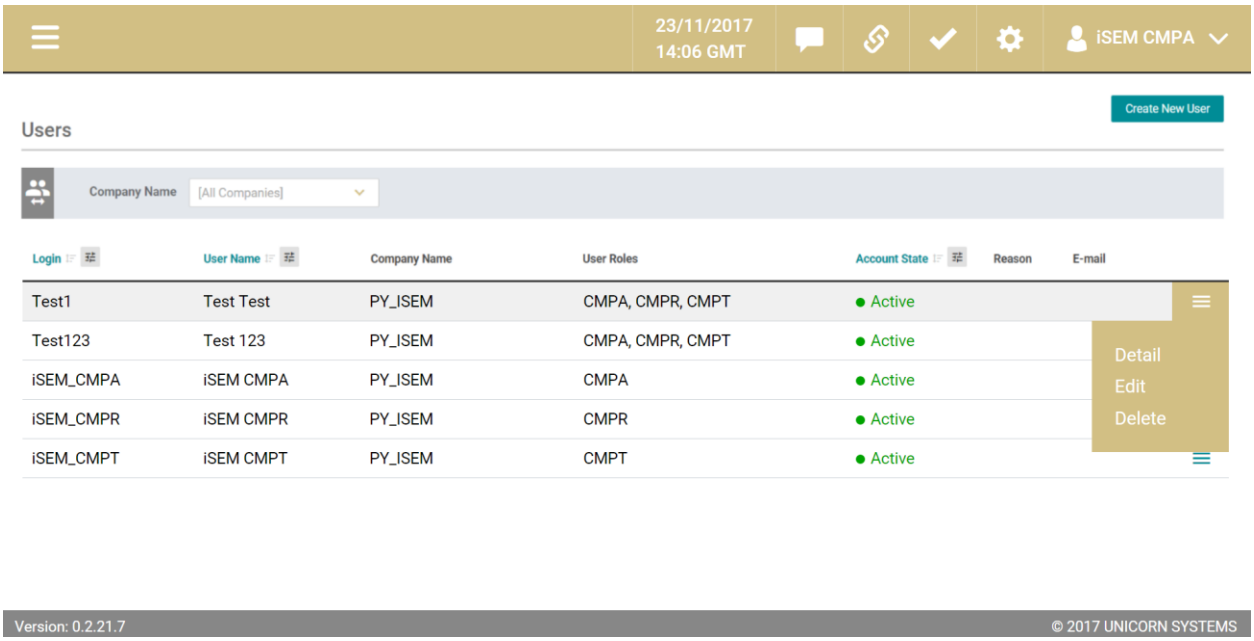


- User roles are additive so a single user could have rights to one, two or for all three user roles.
- Click the **Save** button to save your amendments.

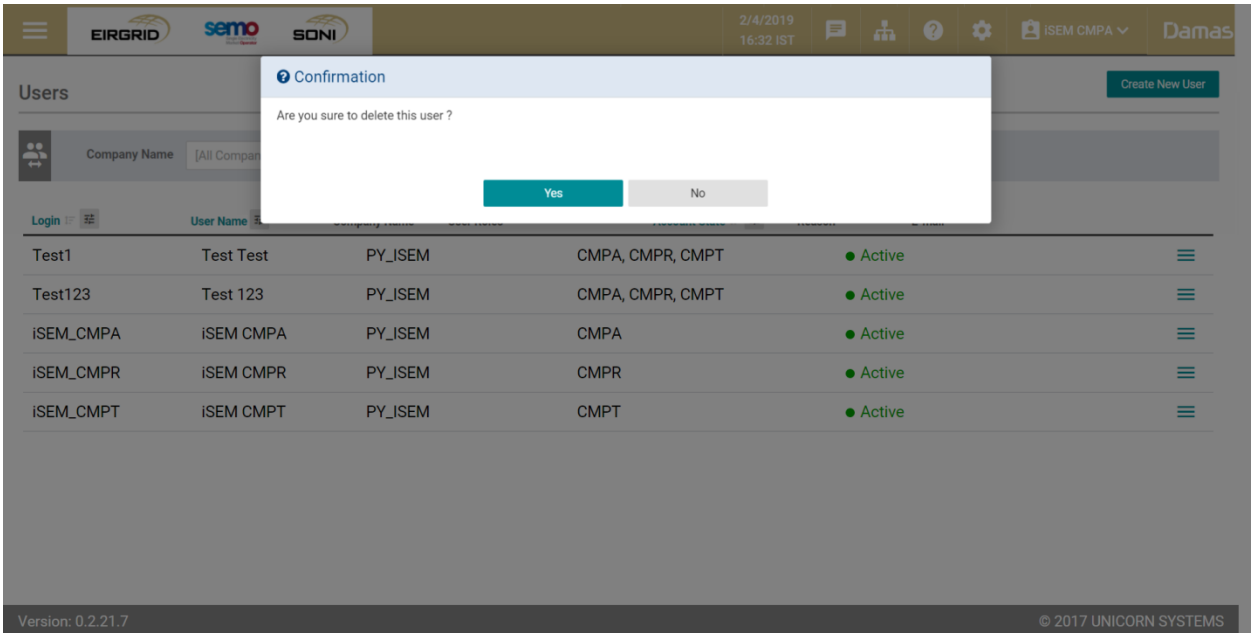


9. Removing Users

- Remove users by clicking the **Delete** button.



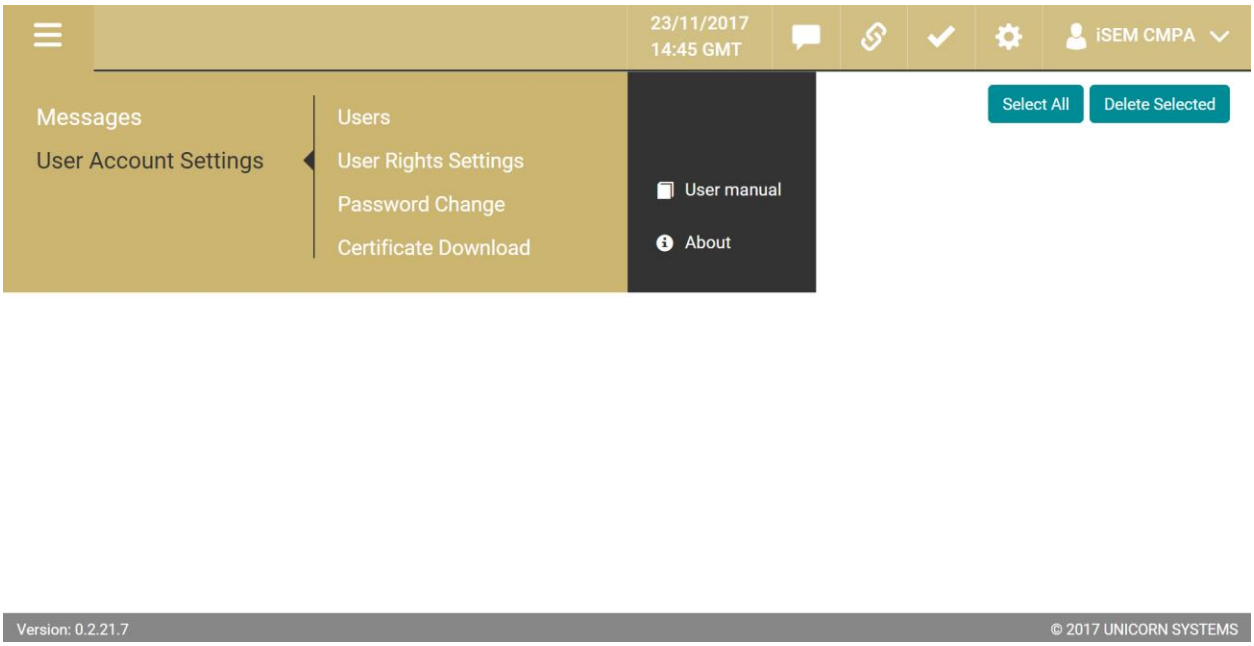
- Confirm removal by clicking **Yes.**



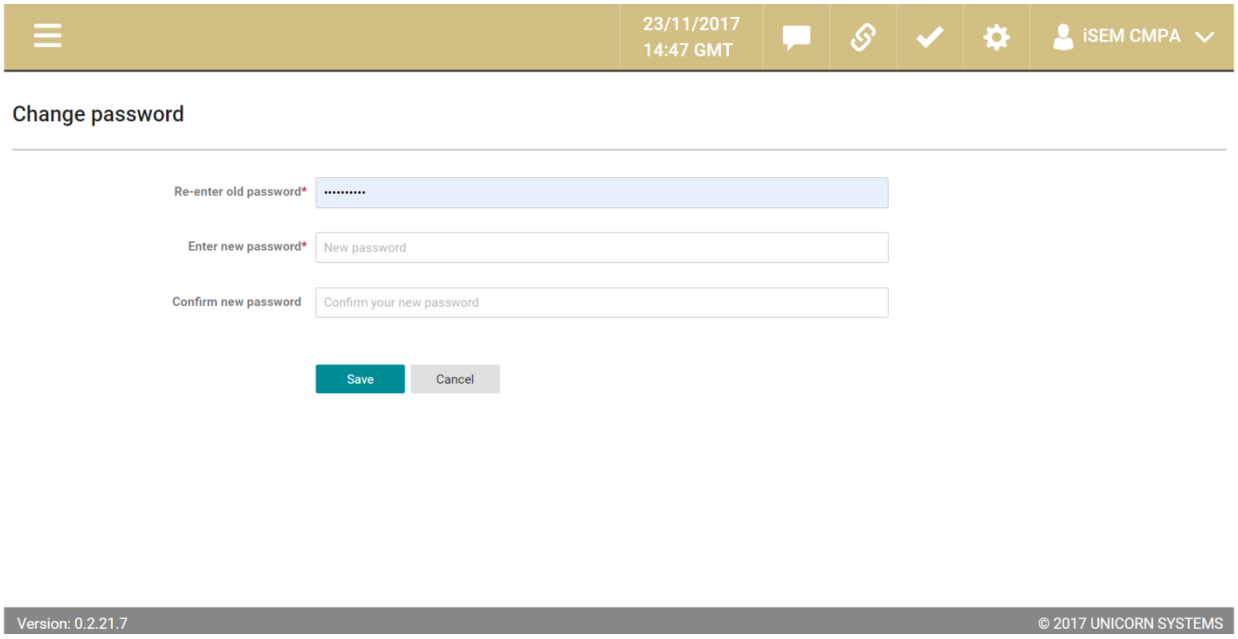
10. Password Change

- Navigate to **Menu** > **User Account Settings** > **Password Change** if you wish to change your password.

- CMPA users can also reset/amend/unblock the passwords of other users within their organisation in the event of a forgotten or blocked password during Editing of User details. (Section 8)

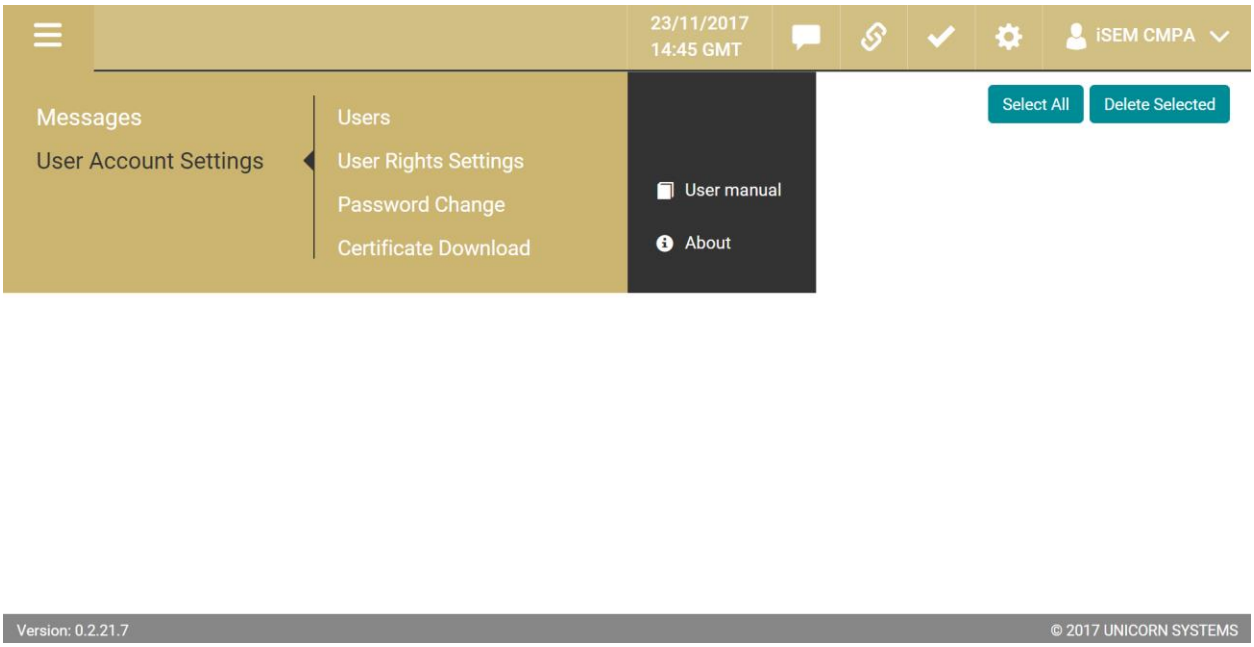


- Enter your new password and click **Save**.

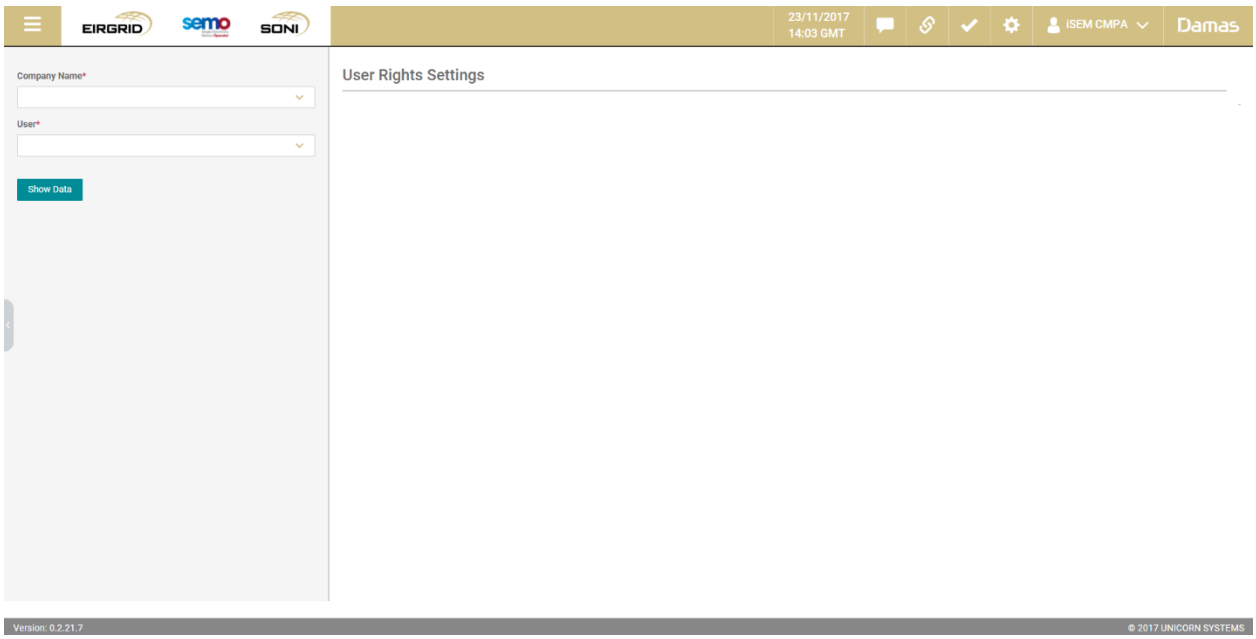


11. User Rights Settings

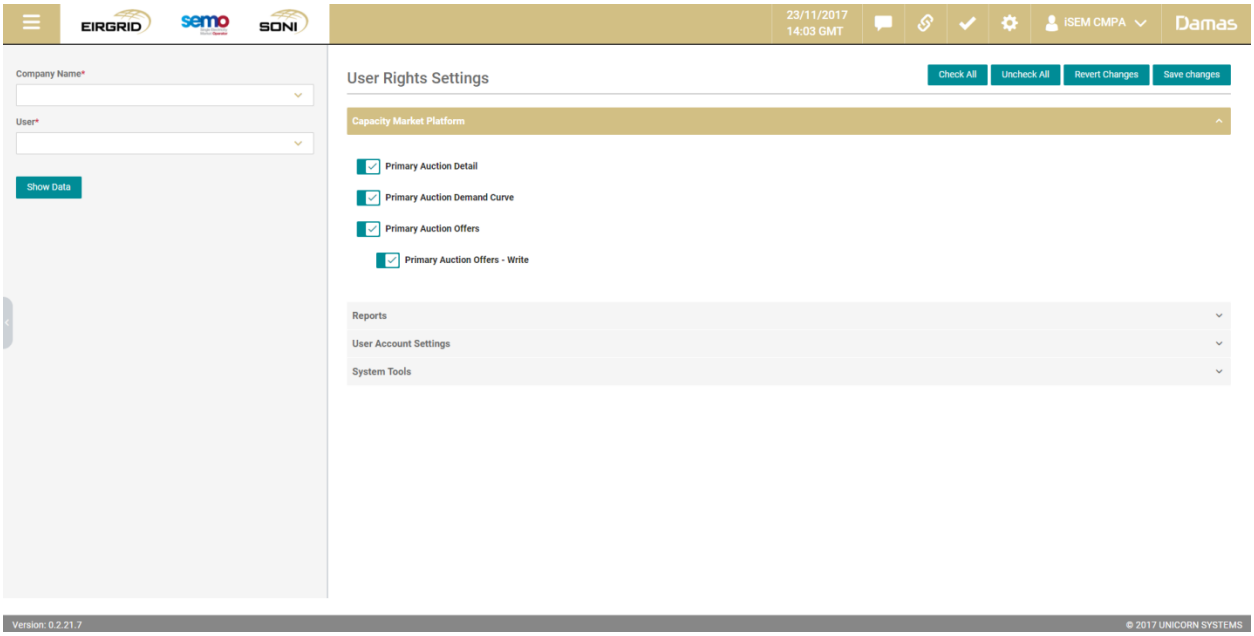
- Navigate to **Menu** > **User Account Settings** > **User Rights Settings** if you wish to limit User Rights for any User Role to less screens than the default set of screens for the User Role is.



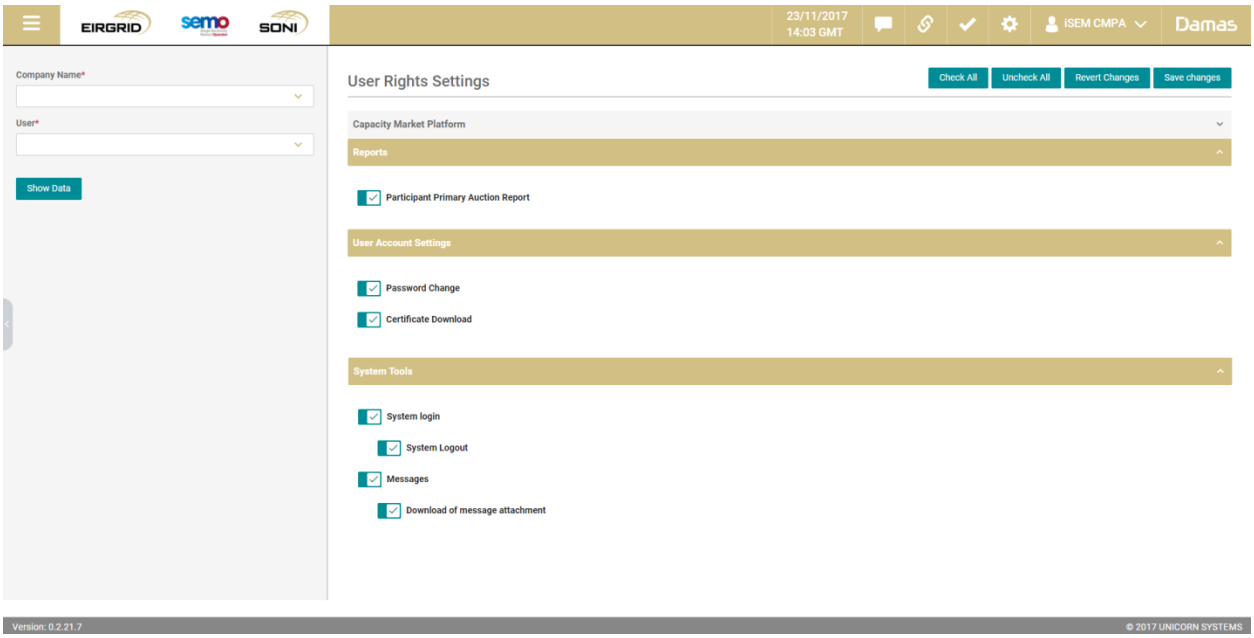
- Filter the **User Rights Settings** using two dropdowns which are shown on the left hand side of the screen.
- Select **Company Name** in the first dropdown.
- Select **User** in the second dropdown.
- Click on the **Show data** button to display the form according to the parameters selected.



- Below you can find **CMPT** user full set of rights which you are able to reduce on this screen.
- You can expand one of the four sections clicking the row which represents the section of the main menu. By unchecking the option you can disable the screen for the selected user.

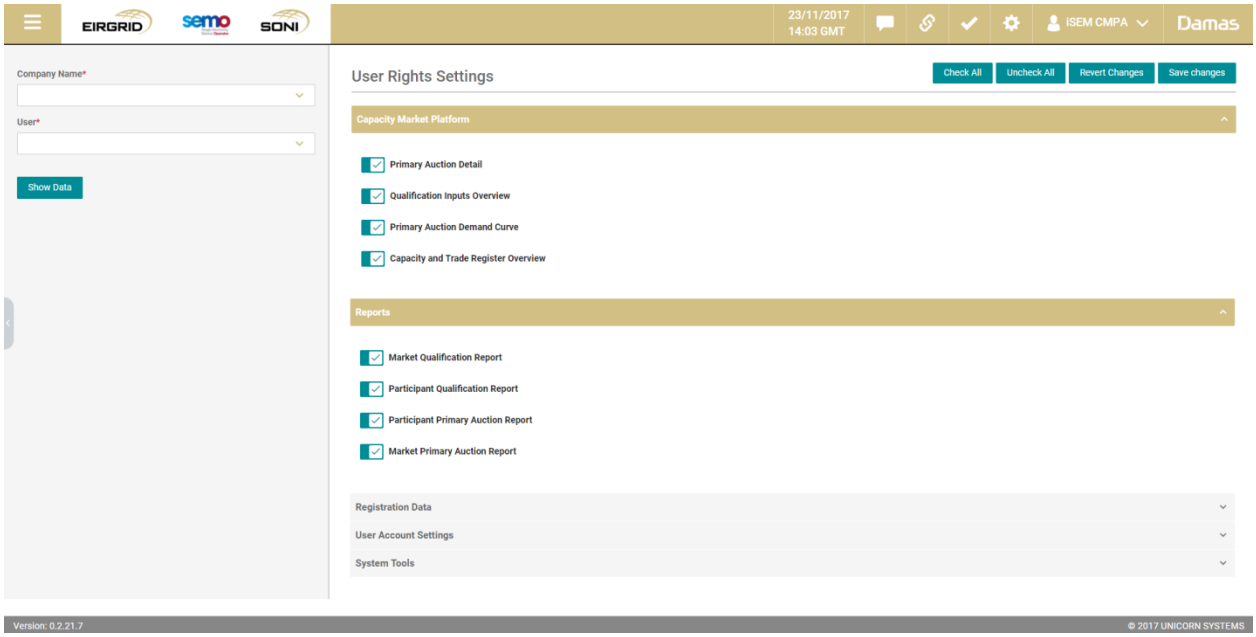


- Click the **Save changes** button to save your amendments.

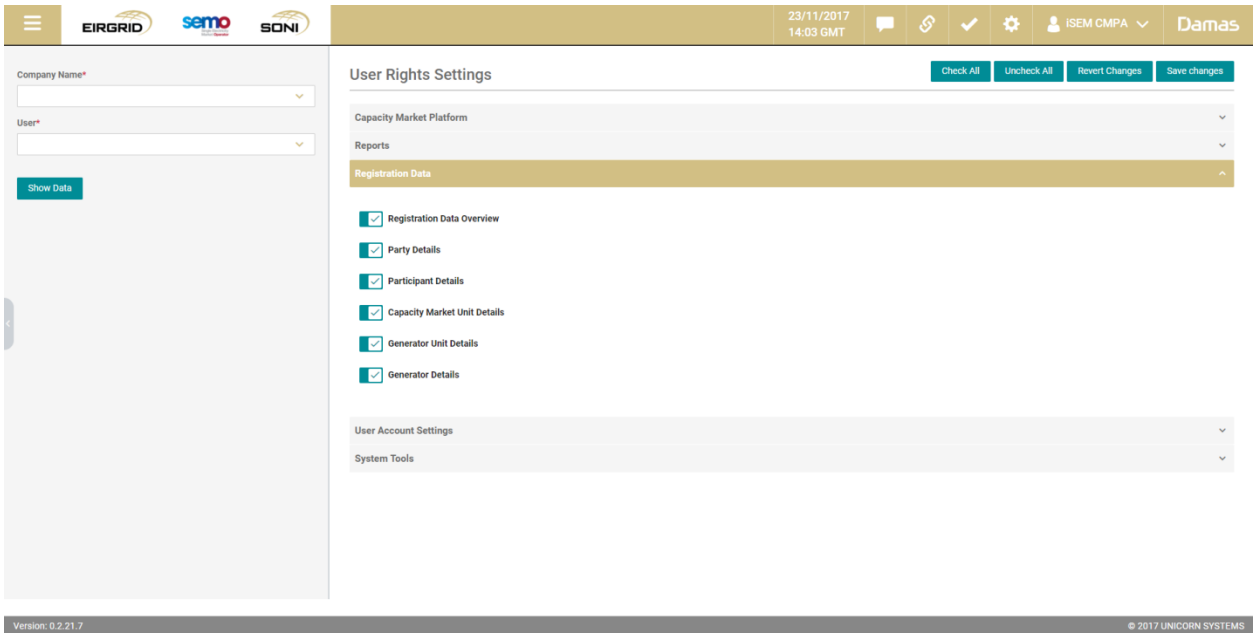


- **Note:** User Rights for any User Role can be limited to less screens than the default set of screens for the User Role is.

- Below you can find **CMPR** user full set of rights.

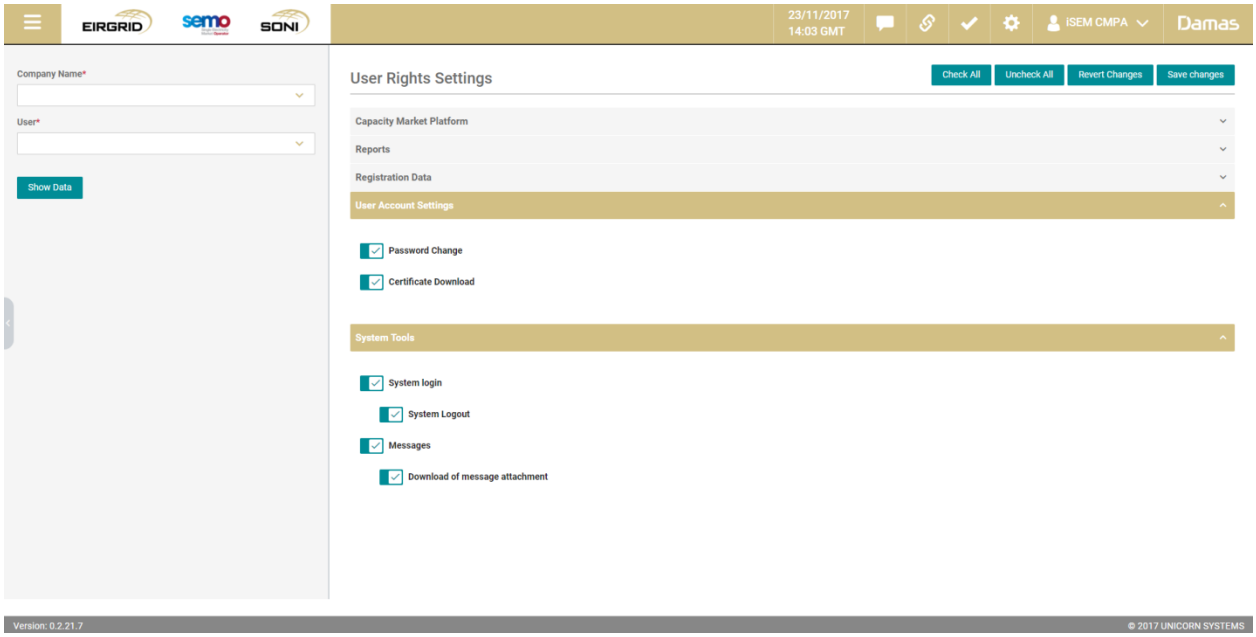


- You can expand one of the five sections clicking the row which represents the section of the main menu. By unchecking the option you can disable the screen for the selected user.

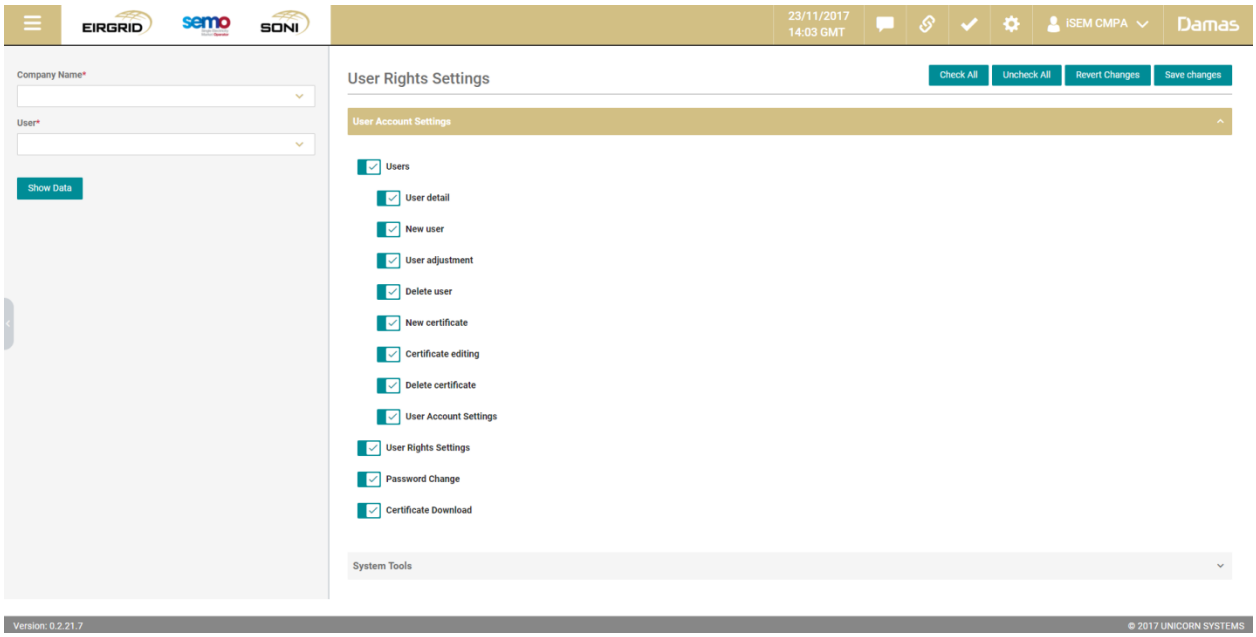


- **Note:** User Rights for any User Role can be limited to less screens than the default set of screens for the User Role is.

- Click the **Save changes** button to save your amendments.

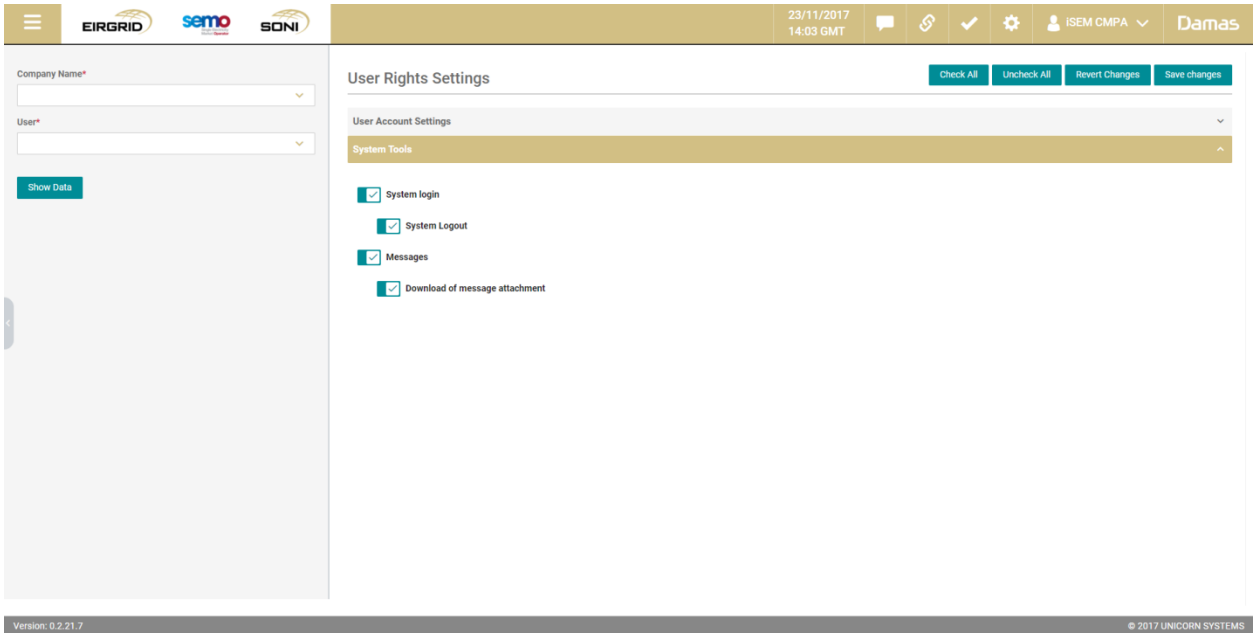


- Below you can find **CMPA** user full set of rights.



- You can expand one of the two sections clicking the row which represents the section of the main menu. By unchecking the option you can disable the screen for the selected user.

- Click the **Save changes** button to save your amendments.



- **Note:** User Rights for any User Role can be limited to less screens than the default set of screens for the User Role is.

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