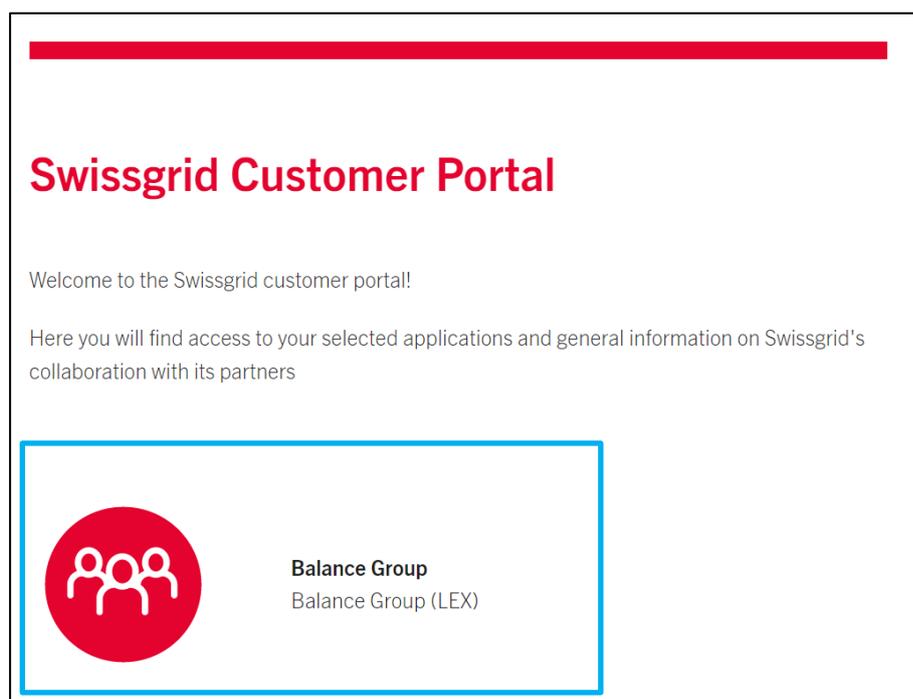


## Instruction for Energy Reserve (ER) Registration

**Author** Swissgrid AG  
**Version** 1 of 25. November 2022

### 1 Registering a new contact

Please log into the Swissgrid Customer Portal (the BGM of the balance group should have the login data). After successful login, click on the button "Balance Group".



#### 1.1 Home Page of the Balance Group Portal

You will then reach the Balance Group homepage:

[BALANCE GROUP](#)
[KONTAKTÜBERSICHT](#)
[SECURE DATA COMMUNICATION](#)
[KNOWLEDGE](#)
[KONTAKTIEREN SIE UNS](#)

## Welcome to the portal for Balance Groups

On this portal you can register a new balance group, edit data or register for secure data communication (ECP, sFTP).

**Registration of a balance group**  
 With the registration you designate your company details, the contact data and specify ECP as the standard connection and sFTP as backup connection. Details and requirements for the registration of a balance group can be found in our guideline on the right side under downloads.

To start the process, click the "register a new balance group" button on the right. The transmission via the "Submit for Approval" button is only possible once all fields have been filled in. **Tip:** Before entering data, consult Appendix 3: Registration form (on the right under downloads), it corresponds to the information in the portal.

**Edit data**  
 In the menu item "Knowledge" you will find a quick guide on how to edit your data. We recommend that you log in into the customer portal regularly to ensure that your data is up to date. Please notify Swissgrid of your changes in good time. Please note that Swissgrid sees a period of 10 working days before a change occurs.

**REGISTER A NEW BALANCE GROUP**

**Download**

Balance Group  
[Guideline for setting up a balance group](#)  
[Appendix 3: Registration form](#)  
[Documents for balance group registration](#)  
[Balance group contract and appendix](#)

Secure Data Communication  
[Instruction ECP sFTP registration](#)  
[ECP Specifications](#)

By clicking on the button "KONTAKTÜBERSICHT" you will be forwarded to a page where you can create new contacts for your Balance Group.

Here you see an overview of all your contacts and can also create new contact for your balance group, by clicking on the button "NEW CONTACT".

[BALANCE GROUP](#)
[KONTAKTÜBERSICHT](#)
[SECURE DATA COMMUNICATION](#)
[KNOWLEDGE](#)
[KONTAKTIEREN SIE UNS](#)

### PORTAL BG KONTAKTE / CONTACTS

**NEW CONTACT**

Name	Direct phone	Mobile	Contact Record Type
Contact BGV Contact BGV	+41 888888888888	+53553555533	BGV
Thomas Meier	+410800111	+410800222	BGV

[View All](#)

In the pop-up window you can fill in the necessary information and then click on "Save".

**Create new contact**

--None--

\* First Name

\* Last Name

Department

Language   
 --None--

\* Direct phone

\* Mobile

\* E-Mail Persönlich (BGV)

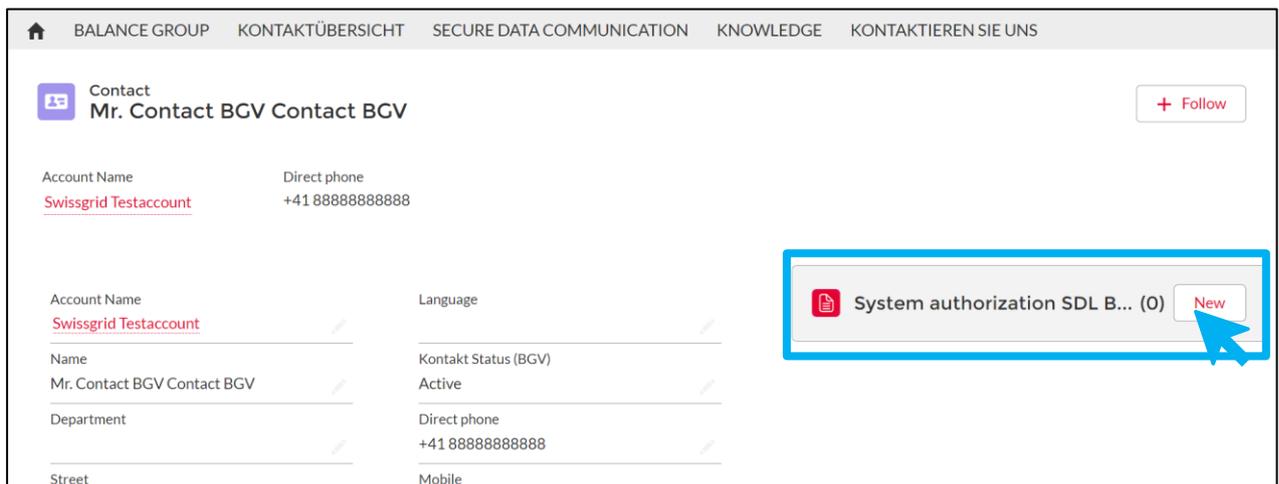
**Save**

## 2 Role Assignment and System Authorization

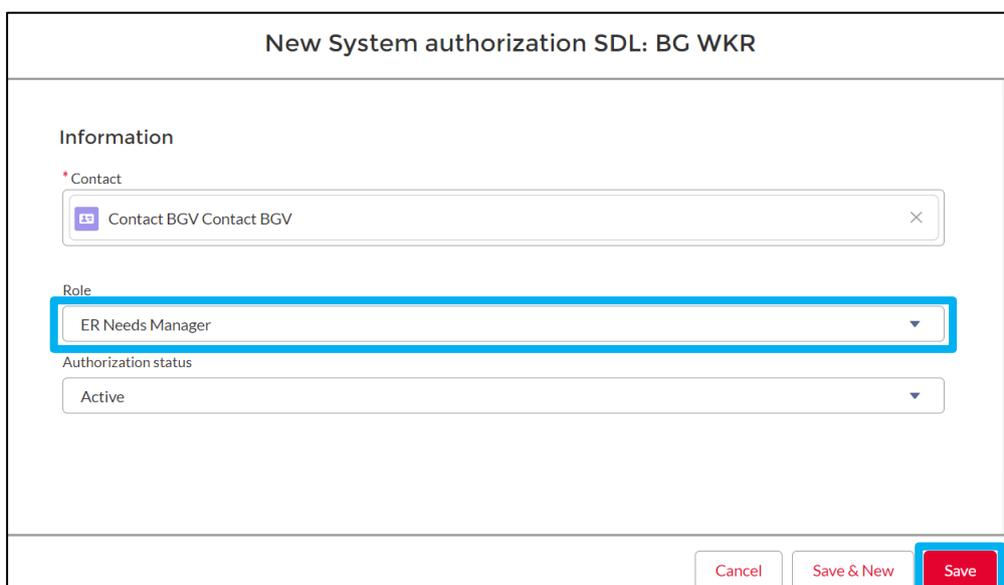
The Submission of demands for Energy Reserves is done on the Swissgrid platform “SDL B&E”. Only users that have the correct role and system authorization are allowed to log-in to the platform and submit demands for their balance group. To assign the corresponding role, go to the Contact Overview and click on the contact’s name.



On the new window find the box “System Authorization SDL B&E” and click on “New”.



In the next window you can choose the role “ER Needs Manager” and click on save.

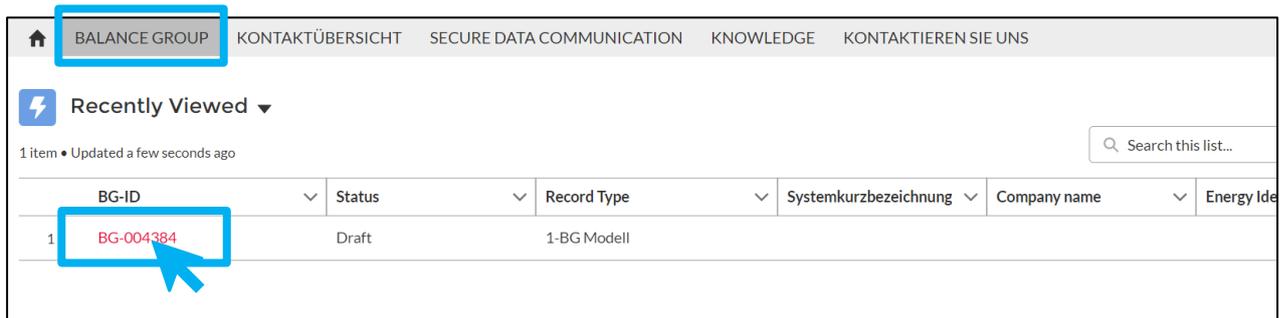


All the contacts, that have been assigned the role “ER Needs Manager” will receive their personal login data to the Platform SDL B&E, where they are then allowed to submit and manage the ER Needs for their Balance Group.

### 3 Information Schedule (INS)

Swissgrid sends an INS schedule (information schedule) in post scheduling to the BG whose demand has been fully or partially covered by the Energy Reserve (ER). The INS is a time series containing information about the demand covered by the ER. The INS is sent to an E-Mail Address, which is given by the BG.

The INS E-Mail Address can be configured in the BG Portal. To do that, click on the “BG-ID” of your balance group as shown below.



In the next window you can scroll down to Section 4.6, where you can add the INS E-Mail Address.

