ERO Enterprise Entity Onboarding Checklist

The Electric Reliability Organization (ERO) Enterprise is looking forward to working with you to maintain the reliability and security of the bulk power system (BPS). Ensuring electric reliability is no small task. To help you get started, the ERO Enterprise has created a short checklist of action items that will help you get involved and keep you up to date on BPS reliability and security matters!

The purpose of this checklist is to help new Primary Compliance Contacts (PCCs), Primary Compliance Officers (PCOs), and Alternate Compliance Contacts (ACCs) with signing up for the applications and communications provided by the ERO Enterprise. To learn more specific details about initial steps for new entities and new entity contacts, please review the ERO Enterprise 101 Informational Package and the ERO Enterprise Registration Procedure.

Required Action Items for Registered Entity Contacts

☐ **Set up an ERO Portal account.** The ERO Portal is used to access the Centralized Organization Registration ERO System (CORES), which is used across the ERO Enterprise for all registration activities, as well as to access Align and the ERO Secure Evidence Locker (SEL), which are used for compliance and enforcement activities.

☐ **Update contact roles in CORES.** Review the CORES Video Library and Chapter 2 of the CORES User Guide.

☐ **Manage ERO Portal application permission rights in the ERO Portal.** Review Chapter 5 of the ERO Portal User Guide.

☐ **Submit Section 1600 Reporting based on NERC Function.** See Table 1.1.

Table 1.1: Section 1600 Reporting				
Reporting Type[1]	**Description**	**Required For**	**Access Needed**	**Contact E-mail**
Demand Response Availability Data System (DADS)	DADS reporting has been temporarily suspended. Data collection is still required. See DADS suspension notice.	Balancing Authority (BA), Distribution Provider (DP)	Application TBD	dads@nerc.net
Generation Availability Data System (GADS)	Mandatory quarterly reporting of generator performance and outage data for conventional generating units that are 20 MW and larger, including smaller units that are aggregated	GO	OATI NERC Web Portal	gads@nerc.net
Generation Availability Data System Wind (GADS Wind)	Mandatory quarterly reporting of generator performance data for wind plants that are 75 MW and larger	Generator Owner (GO)	OATI Digital Certificate	gadswind@nerc.net
Generation Availability Data System Solar (GADS Solar)	Mandatory quarterly reporting of generator performance data for solar plants that are 20 MW and larger	Generator Owner (GO)	OATI Digital Certificate	gadssolar@nerc.net
Geomagnetic Disturbance Data (GMD)	Mandatory annual reporting of GMD device information and GMD event data, or indicating that the entity does not have GMD equipment	GO, Transmission Owner (TO)	ERO Portal, GMD permission(s)	gmd@nerc.net
Misoperations Information Data Analysis System (MIDAS)	Mandatory quarterly reporting of protection system operation and misoperation data for Bulk Electric System (BES) elements or indicating that the entity does not have MIDAS equipment	DP, GO, TO	ERO Portal, MIDAS permission(s)	midas@nerc.net

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[1] Standalone BESS facilities not attached to wind and solar plants do not currently have GADS reporting obligations.

Table 1.1: Section 1600 Reporting				
Reporting Type[1]	Description	Required For	Access Needed	Contact E-mail
Transmission Availability Data System (TADS)	Mandatory quarterly reporting of transmission line and transformer outage data for BES elements 100 kV or greater	TO	OATI NERC Web Portal	tads@nerc.net

Required Action Items for Registered Entity Contacts (Continued)

☐ **Send an email to nerc.alert@nerc.net to sign up for NERC Alerts.** The email request should read: "*My name is _____, and I am the Primary Compliance Contact for _____ (NCR_____). I would like to register with the NERC Alert System. Please send an email to _____@.com or contact me at ___-___-____ when I have been registered, or if further information is needed."*

☐ **Submit Periodic Data Submittals based on NERC Function.** Review the ERO Enterprise Periodic Data Submittals Schedule located under the Compliance section on the One-Stop Shop (Compliance Monitoring & Enforcement Program) web page.

☐ **Provide reporting of system events and incidents** (EOP-004 | CIP-008 | Event Analysis Program).

Expected Action Item for All Registered Entities

☐ As a registered entity, it is important, and expected, that you will join the Electricity Information Sharing and Analysis Center (E-ISAC). Join the E-ISAC for free access to cyber and physical security bulletins, webinars, and events. **More information about E-ISAC is available on pages 3–4 of this document.**

Recommended Action Items for All Registered Entities

☐ **Participate in the biennial grid security exercise, GridEx, and the annual grid security conference, GridSecCon.**

☐ **Review past NERC announcements and newsletters on this page.**

☐ **Sign up for the weekly Standards, Compliance, and Enforcement Bulletin.[2]**

☐ **Attend free training events.** Check the NERC calendar to see what's coming up. For Regional Entity training, review the "Stay Informed | Training Opportunities" section in the ERO Enterprise 101 Informational Package.

☐ **Submit a NERC Helpdesk ticket for assistance with any ERO technical support.**

Additional Recommended Action Items Based on Regional Entity

Table 1.2: Region-Specific Applications	
Region	Application Names
MRO	**File Transfer Protocol (FTP) sites:** FTP1 - Reliability Analysis	FTP2 - Compliance	FTP3 - Risk Assessment and Mitigation (RAM)	FTP4: Enforcement
NPCC	
ReliabilityFirst	MK Insight
SERC	SERC Member Portal
Texas RE	Texas RE Extranet
WECC	British Columbia	Baja California, Mexico

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[2] **REGISTRATION:** If you would like to receive this bulletin or be added to a NERC distribution list, you must first register an account in the ERO Portal. Once you have registered your ERO Portal account, authenticated your credentials with DUO, and completed your profile, please submit a ticket through the Help Desk by selecting the "NERC Email Distribution List" option under the Applications menu. In the Description Box, please specify which lists you would like your email address to be added to. This bulletin is distributed to several lists, including the Standards distribution list (Standards-specific announcements) and the NERC-info distribution list.