Promotion to Production

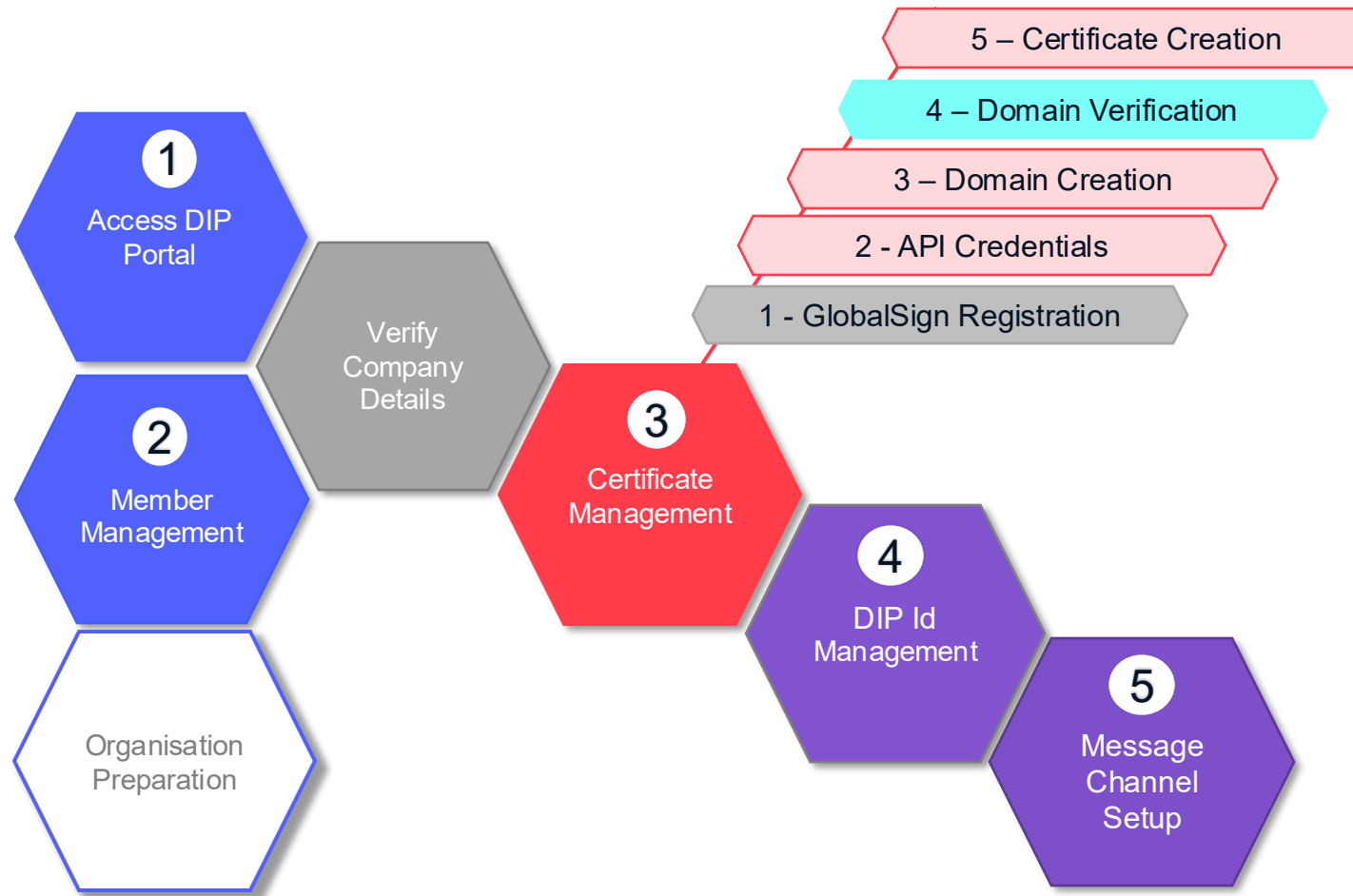# DIP Onboarding Overview – Promotion to Production

Promotion to Production phase of DIP on-boarding involves transferring parties from the DIP UIT environment to the DIP production environment once they receive their PAB qualification.

The set of activities that need to be undertaken is a reduced set of instructions when compared to the initial UIT on-boarding tasks. All of the 'heavy lifting' has already been done.

Important Notes

- This seminar is agnostic of qualification wave and only covers the technical aspects of onboarding to the Production DIP

- Timings – it is totally down to the Market Participant and their alignment of their in-house (and DCP partners) resources. There is no GlobalSign vetting carried out at this stage.

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DIP Onboarding Overview – Promotion to Production

1 – Access DIP Portal

2 – Member Management

Organisation Preparation

Verify Company Details

3 – Certificate Management

4 – DIP Id Management

5 – Message Channel Setup

5 – Certificate Creation

4 – Domain Verification

3 – Domain Creation

2 - API Credentials

1 - GlobalSign Registration

Promotion to Production phase of DIP on-boarding involves transferring parties from the DIP UIT environment to the DIP production environment once they receive their PAB qualification.

The DIP manager has three tasks to perform:
1. Extract Company Setup from UIT
2. Import extract into Production
3. Send out invite to the Primary User Admin

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Promotion to Production – Summary of Tasks

1. Access DIP Portal

- DIP Manager will send out the invite to on-board to the Production once they receive confirmation of PAB approval

2. Member Management

- The user base from each organisation is NOT copied from UIT. It is recognised that many companies will have different user bases between Production and non-Production environments

3. Certificate Management

- No requirement to on-board to GlobalSign
- New Globalsign signing certs and DIP MTLS/Signing certs are required

4. DIP Id Management

- MPIDs/DIP Ids/DCP Ids are copied over from UIT by DIP Manager
- DIP Manager updates the effective from time for each DIP Id according to the PAB guidance
- Qualified Party needs to download the pertinent API keys for each production DIP Id

5. Message Channel Setup

- Updated webhook configuration is required as the transfer of data from UIT to Production does NOT include the webhook config

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1. Access DIP Portal

- DIP Manager will send out the invite to on-board to the Production once they receive confirmation of PAB approval

2. Member Management

- The user base from each organisation is NOT copied from UIT. It is recognised that many companies will have different user bases between Production and non-Production
- Set up Users as per advice (slides 17-21)

Member management is accessible from the Members sub-tab from the main Market Participant Organisation page

A Cert Admin and a Message Admin need to be added as a first task to enable the on-boarding process

Inviting users from outside your organisation

You are only able to add members to your organisation who have e-mail addresses featuring whitelisted domains, assuming you checked the 'Whitelist DCP's domains' option when nominating a DCP, you should see that organisations domains listed. If not, or you need additional domains whitelisted, please contact the DIP Manager.

Once verifying the desired domain is present, navigate to the member tab

Adding New Users / Editing Existing Uers

The User Admin should sign in, access the Members tab in Market Participants, and create the **Message Admin** using 'Create Member':

1 Click 'Create Member' in the Members tab

DIP IDs **Members** Certificates

You can view the details of your members and roles below. Please ensure that you keep this information accurate and up-to-date.

⊕ Create Member | ▼ Filter 🔍 Search

First Name ▼	Last Name	Email ID	Role	Expiry Date	Actions
Ayi	Edet	ayi.edet@elexon-flex.com	MP User Admin MP Message Admin MP Certificate Admin MP Analytics Reader	2026-07-23	✏ Edit ↻ Extend 🗑 Offboard
Egidio	Zindato	Egidio.Zindato@elexon-flex.com	MP User Admin MP Message Admin MP Certificate Admin	2025-07-24	✏ Edit ↻ Extend 🗑 Offboard

2 Add First Name, LAST Name and a valid Email Address

Click @ to view list of whitelisted domains

Click drop-down to see available roles and select the appropriate organisational roles required for the user

Create New User Profile

First Name
_____
First Name is required.

Last Name
_____

Email Address
_____

@
_____ ▾

☑ Member of All DIP IDs

Select Organisation Role
_____ ▾

Note: If you require a domain which isn't listed, please contact the DIP Admin for it to be whitelisted.

Cancel   Confirm

3 Click 'Confirm' to send the invitation

Select Organisation Role
_____ ▾

This field is required

Cancel   Confirm

4 **Recommended Action:**

It is advised that each Market Participant has at least 2 User Admin, 2 Certificate Admin and 2 Message Admin's to ensure cover is provided during potential situations of absence.

It is also acceptable for one person to hold multiple roles.

Please ensure you have cover for all potential access needs.

To Edit a members role, click the Edit button against that members name.

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3. Certificate Management

- No requirement to on-board to GlobalSign
- New Globalsign signing certs and DIP MTLS/Signing certs are required

Promotion to Production – Certificate Management -GlobalSign

Atlas by GlobalSign

Signed in as robert.golding@elexon-flex.com

Identity Profiles ❓

Request an Identity ⊕

📊 COLUMNS　▽ FILTERS　☰ DENSITY　⬇ EXPORT

Profile Name	Status	Date Created	Org. Name (O)	
ELEXON-FLEX	Active	12/17/2024	Elexon Flex	
ELEXON-CLEAR	Active	6/17/2025	ELEXON CLEAR LIMITED	

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Sidebar:
- 🏠 Home
- 🛡 Purchases ▽
- Identity Profiles
- 🧭 Discovery ▽
- 📄 Certificates ▽
- ✛ Access Credentials ⌃
  - API Credentials
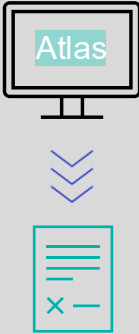 - mTLS Certificate
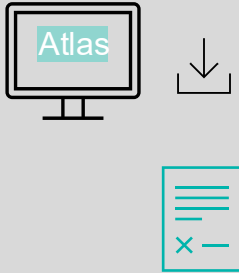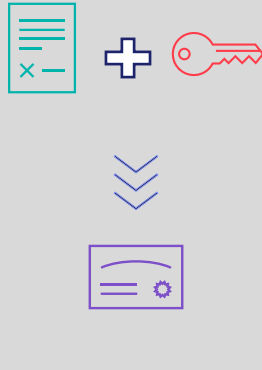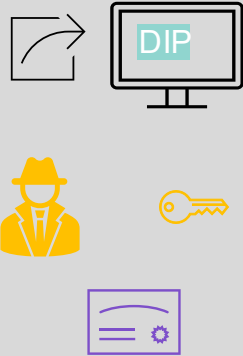
2025 GMO GlobalSign Pte Ltd.
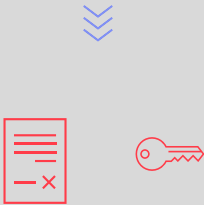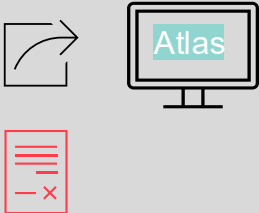
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Promotion to Production – Certificate Management -GlobalSign

# Promotion to Production – Certificate Management

For each Company promoted into Production a new set of API Credentials and PFX mTLS/Signing Certificate need to be produced for upload into the DIP – Step 4.2 from the Full On-Boarding Guide.

1	2.	3.	4.	5.	6.	7.
Create API Credentials (Secret & API key)	Generate CSR & KEY file	Load CSR file into GlobalSign Portal	Generate CER file	Download CER file from Global Sign Portal	Merge CER & KEY file to generate PFX certificate	Upload the GS API Key & Secret, with the PFX Certificate, to the DIP

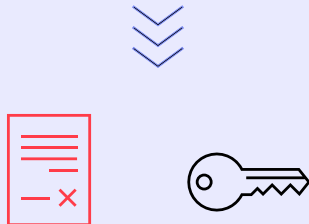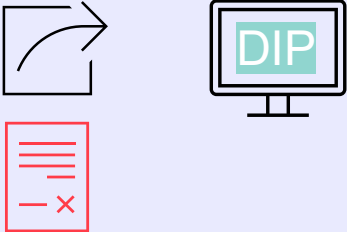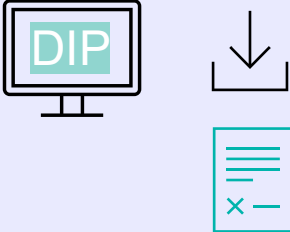The steps taken are exactly the same as for UIT onboarding – see slides 37-48
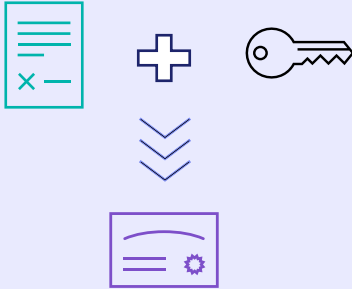
The end result is a PFX file loaded into the DIP

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Promotion to Production – Certificate Management
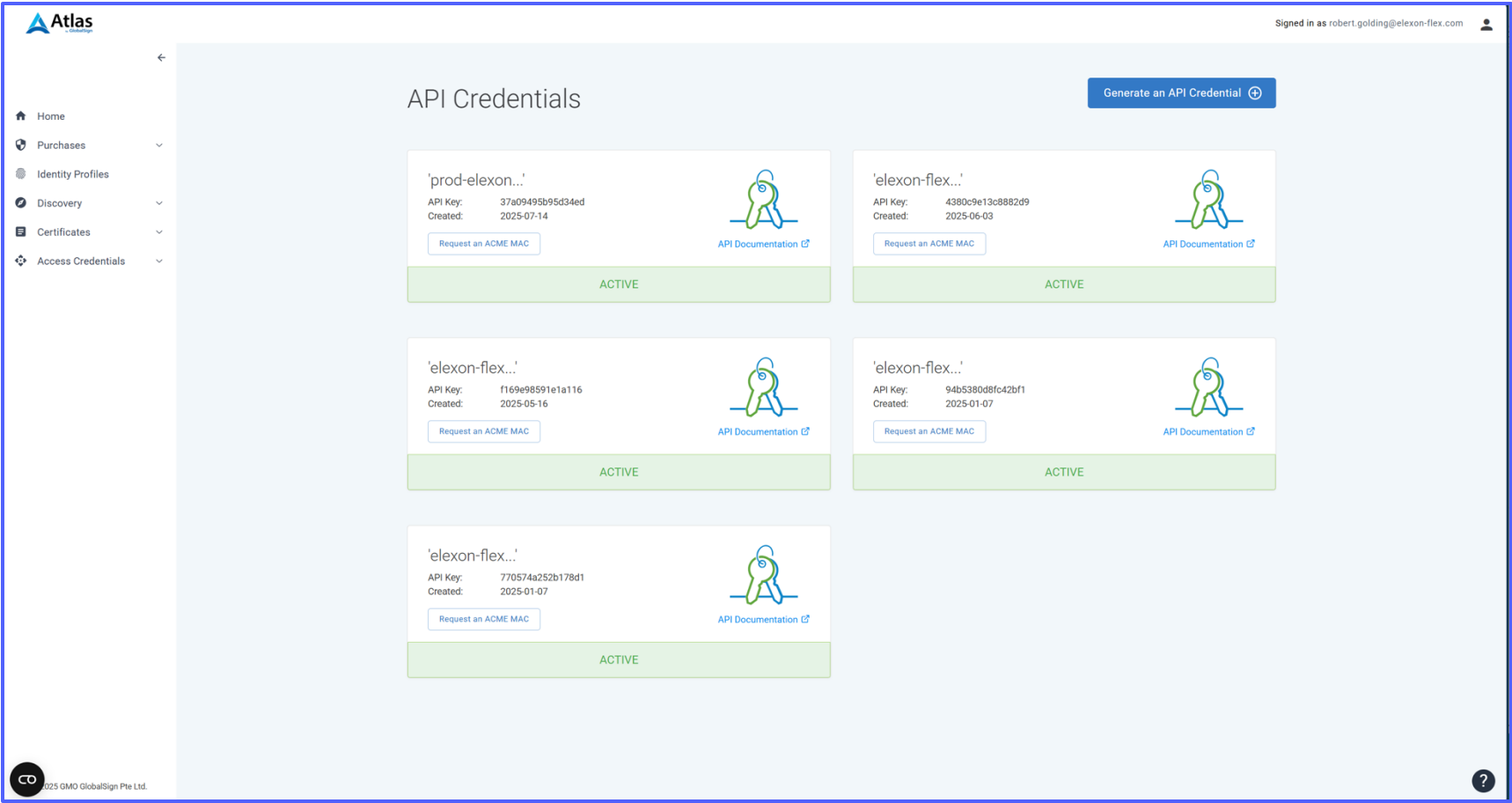
Typically have 2 sets of credentials for each company: one for UIT, one for Prod

To generate a mTLS or a signing or a combined mTLS/signing certificate follow the steps below – Step 4.5 from the Full On-Boarding Guide.

1.	2.	3.	4.	5.
Generate CSR & KEY file	Load CSR file into DIP	Generate CER file	Download CER file from the DIP	Merge CER & KEY file to generate PFX certificate

The steps taken are exactly the same as for UIT onboarding – see slides 50-57 in the Full Onboarding guide

The end result is a PFX file used in when signing messages /MTLS connections with the DIP

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Promotion to Production – DIP Id Management

4. DIP Id Management

- MPIDs/DIP Ids/DCP Ids are copied over from UIT by DIP Manager
- DIP Manager updates the effective from time for each DIP Id according to the PAB guidance
- Qualified Party needs to download the pertinent API keys for each production DIP Id

The steps taken to generate the API keys are exactly the same as those provided earlier – see slide 64

Promotion to Production – Certificate Management

5. Message Channel Set-up DIP Id

- MPIDs/DIP Ids/DCP Ids are copied over from UIT whilst the webhook links are not as Production URLs need to be defined
- It is recommended that the API is used to set the webhook URLs is used instead of the DIP Portal
- API to use is: https://app.swaggerhub.com/apis/MHHSPROGRAMME/SubmitEvents/1.8.3#/DIP%20Channel%20Publication%20Configuration/configurePublication
- Using the API means that Production Certificates (generated and uploaded in the previous step) can be tested before any actual message exchange has been initiated.

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Thank you

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