



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

MHHS Webinar: Non-SIT LDSO DIP Onboarding

MHHS Webinar

26 July 2024

MHHS-DEL2940

What we'll cover today



Welcome and introductions



Overview and timelines of DIP onboarding



DIP onboarding guidance



Q&A



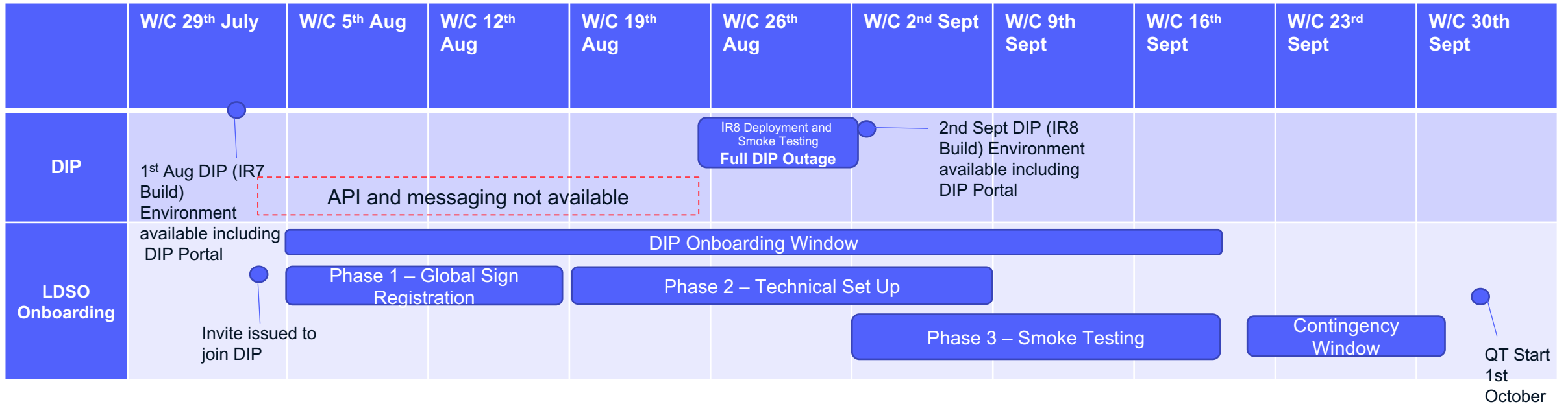
**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

Please send in your questions using
sli.do
#DIP

Questions will be answered at the end of the webinar.

A complete Q&A will be made available on the website.

Non-SIT LDSO DIP Onboarding timelines



DIP Onboarding has three high level stages:

- Phase 1 Login, GlobalSign Verification and Initial Setup
- Phase 2 Technical Setup
- Phase 3 Smoke Testing

LDSO can proceed through Phase 1 and 2 at their own pace. Please note: DIP Portal will not be available 23 August till 2nd September. If you are looking to set up URLs via API, this can only be done after 2nd September, Phase 3 would only look to commence once IR8 Deployment has taken place. We would look to agree a window to conduct smoke testing with each LDSO so that support can be provided.

Context

The MHHS Data Integration Platform (DIP) is provided by Elexon and developed by Avanade to allow the different Market Participants in the electricity market to exchange messages.

The onboarding guide provides a step-by-step instructions to enable a Market Participant (MP) to complete all tasks required to successfully onboard to the DIP.

Possible to delegate responsibility of these tasks to a Third-Party (DCP – DIP Connection Provider) , however, some of the initial key on-boarding steps **must** be undertaken by a full-time employee of the Parent MP.

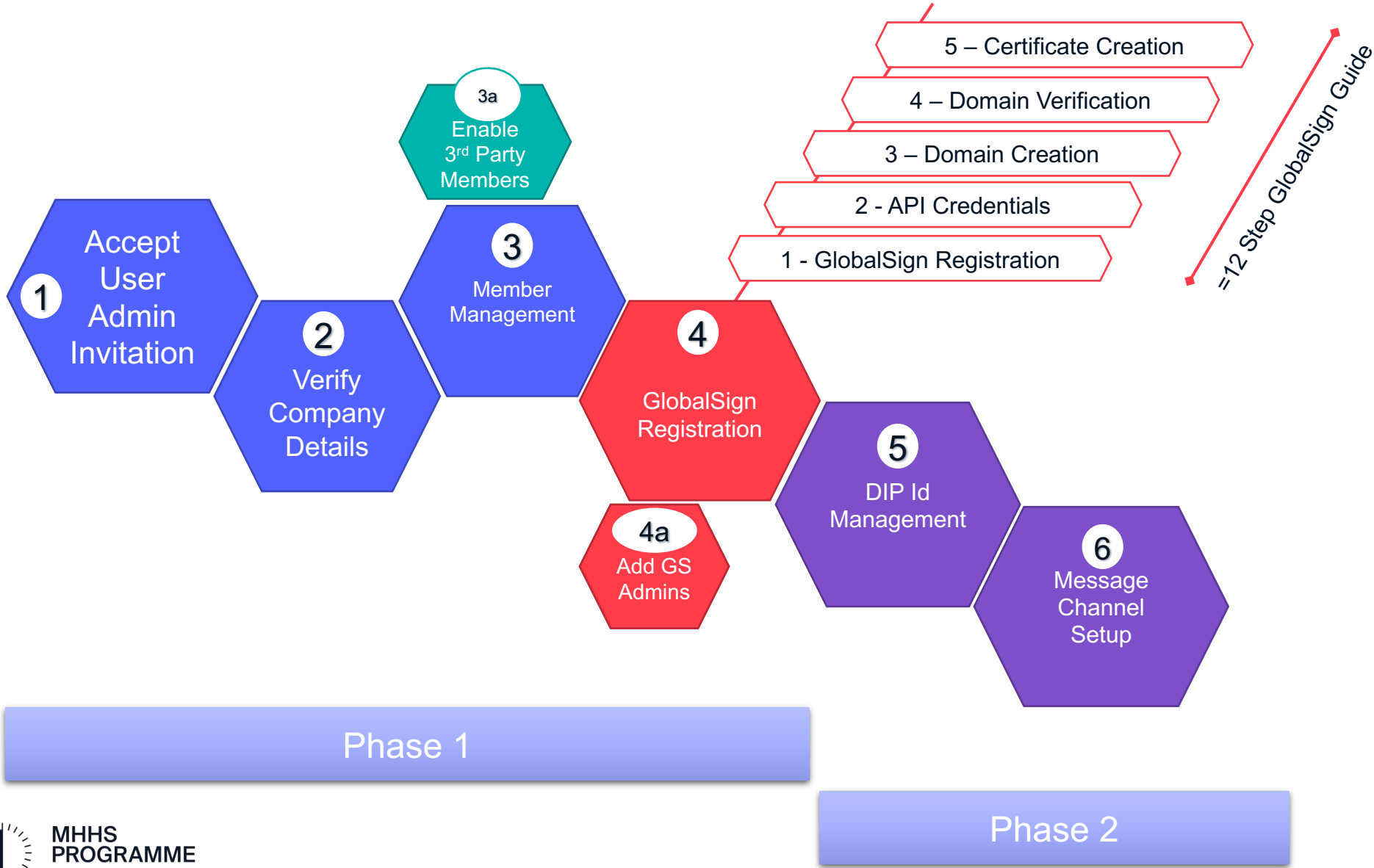
A full interactive demo of the on-boarding process can be found:

<https://www.youtube.com/watch?v=8K3fWSJFv0k>

DIP Member Roles

Within the DIP there are four Market Participant member roles which can be assigned. Any organisation member invited to the DIP can have either a single role or be assigned multiple roles (allowing all four assigned to one person).

| Role | Description |
|-------------------|--|
| User Admin | The User Admin is the person who will receive the invitation from the DIP Team to join the DIP. The User Admin role, when assigned to any member, provides the functions to add other DIP Members and manage DIPID's. |
| Certificate Admin | The Cert Admin is responsible for all certificate management, including registration, GlobalSign verification, completion of the certificate upload, and ongoing certificate maintenance. Given the scope of the role this may be multiple people at different parts of the process. |
| Message Admin | Will have the control and ownership of all activities relating to message processing, replay and management. |
| Analytics Reader | Will only have access to review the DIP Dashboard feature. |



MP Organisation

- User Admin
- Message Admin
- Certificate Admin
- non-DIP Role
- DNS Admin
- DIP Admin

Support and Assistance

The process to onboard to the DIP has many intricate steps. We fully believe that if prepared correctly, these steps should complete successfully and allow a smooth onboarding, however, we understand that sometimes things do not go as you expect, and a helping hand is needed.

If this situation arises, please send an email to DIP@mhhsprogramme.co.uk & LDSO_QT@mhhsprogramme.co.uk

with your contact details, description of the step/stage you have reached, a short description of the problem you have encountered and someone will respond as soon as possible.

Preparation Reminder

Before onboarding please complete the following actions:

1. Have ready the assigned Certificate Admin details
2. Have your registered Company Name, the associated Company Number and a brief company description
3. Have your DNS admin prepared and ready for the DNS activity (Section 4)
4. Have your Certificate Admin, with the ability to manage through the conversion of certificates, on hand to assist (Section 4 and 5)
5. Do not add additional Market Participants during onboarding: wait until onboarding completion. The User Admin can add new members or/and instigate a DIP Connection Provider (DCP) link after an ACTIVE Certificate has been uploaded

Post Onboarding

Ensure you have set up to optimise your DIP experience:

1. Read the DIP User Guides to understand the functions and features in detail
2. Ensure at least 2 each of User Admin, Certificate Admin and Message Admin are invited and joined the DIP to allow cover during holiday or absence situations
3. Remember that members can have multiple roles – use according to your needs
4. Try out the 'links' and supporting materials



Section 1 – Accept User Invitation



The Invitation to Join the DIP

The process for onboarding will commence with the Market Participant's (MP) nominated **MP User Admin** receiving an email from the Programme **DIP Manager/Team** inviting them to join the DIP: The Qualification Team will contact your organisation prior to your onboarding to receive the name of the MP User Admin.

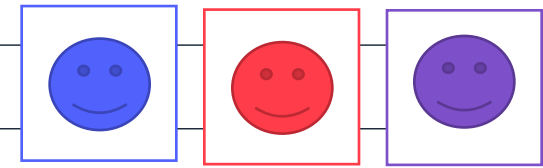
The email sent to the MP User Admin will contain a link to the DIP 'Sign in' home page which is shown in the forthcoming pages.

Multi-Factor Authentication (MFA) is a mandatory set up for all users who will be accessing the DIP. The MFA set up will initiate during the first sign in of each invited user and an MFA request will occur each time any user signs in thereafter.

Once the MP Admin has been set-up, they then have the control of sending out invites

Preparation

1. Have MS Authenticator available on your phone to enable MFA
2. Complete and return your **DIP Onboarding Preparation Pro-Forma** to LDSO_QT@mhhsprogramme.co.uk



Invitation to join the DIP

The invitation from the DIP Manager/Team will arrive to the **MP User Admin** email address provided. The process will begin with the MP User Admin clicking on the '[link to the DIP Portal Sign in](#)' within the email invitation they receive from the DIP Team.

These steps are the same for all MP Users after they have received the Invitation e-mail.

Example email>



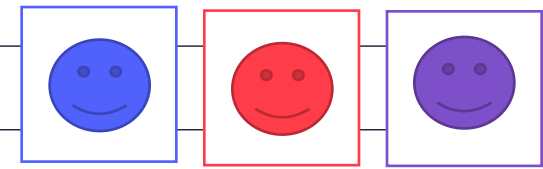
NOTE: The DIP has been designed to operate optimally on current or current-1 versions of Chrome or Edge browsers.

Other browsers may work but may not perform in an optimal way.

If you do not receive the invite, once you are advised it has been sent, please use this link to get started:

[Https://portal.uit.energydataintegrationplatform.co.uk](https://portal.uit.energydataintegrationplatform.co.uk)

You should ensure this is WHITE listed and is not subject to quarantine or a suspected phishing delay.



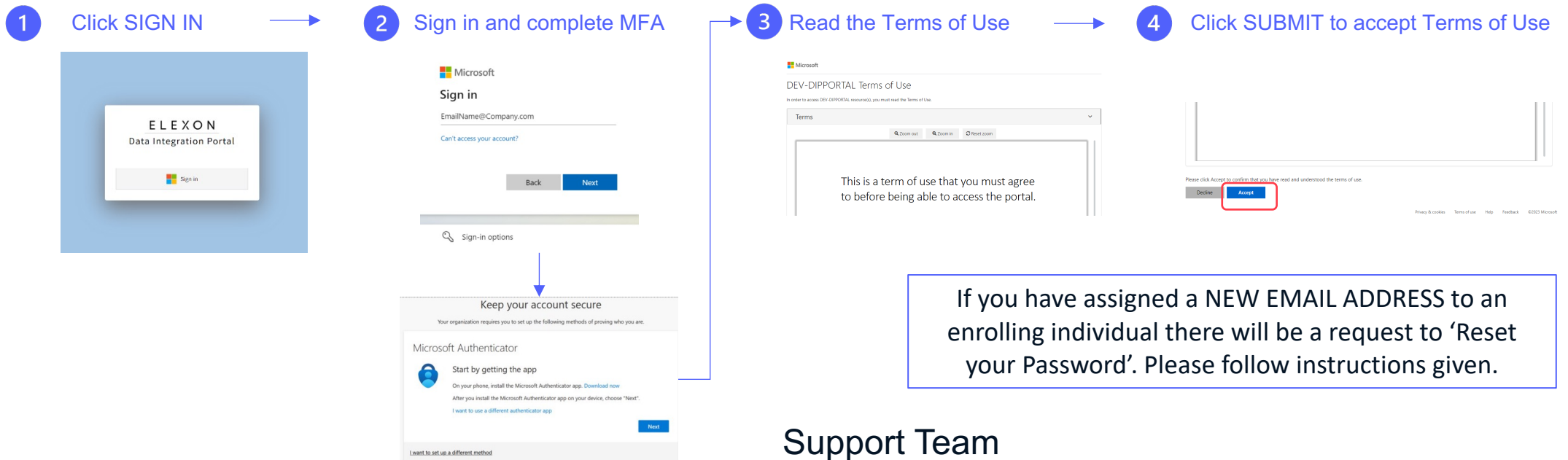
The initial Sign-in to the DIP

Sign in to DIP:

1. You will be able to use your own, current email address to sign in
2. Set up your authenticator tool on your mobile or secondary device in advance: Microsoft Authenticator is recommended

Sign-in to the DIP

Please follow steps 1-4 to complete the User.



If you have assigned a NEW EMAIL ADDRESS to an enrolling individual there will be a request to 'Reset your Password'. Please follow instructions given.

Support Team
<support@Energydataintegrationplatform.co.uk>



Section 2 – Verify Company Details



Verify Company Details

The User Admin must enter/check the company details and create a Certificate Admin user or assign Cert Admin role to themselves if operating in both roles.

 Optional

 Mandatory

Check/ amend Company Name if required **5**

Check/ amend Company Description if required **6**

Check/ amend Company Number if required **7**
(Click here if you are acting as a DCP in the DIP) →

Click the '+' to create a Cert Admin if the Pro-forma has not advised the User Admin is also the Cert Admin **8**

Please **DO NOT ADD** any Market Participants: This is not relevant to your company's onboarding **9**

Note for Step 8

Your first Cert Admin must be a permanent member of your organisation. Once vetting and registration is complete, you may now add more cert admins which may include technical contacts or 3rd parties

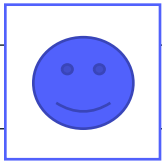
Enter full name and email of the user

If an error occurs, please review your entries in 5-9, rectify errors and click **SUBMIT** again.

Select the user role from the drop down (a user can have multiple roles)



Section 3 – Member Management



The User Admin Home Page

On completion of a successful submission of the required details the following screen will be displayed for the User Admin.

The User Admin will be provided the 'DIP IDs' and 'Members' tab, Cert Admin the 'Certificates' tab, and if you have both roles all three will appear.

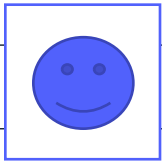
The screenshot shows the ELEXON Data Integration Portal interface. At the top is a dark blue header bar with the ELEXON logo and 'Data Integration Portal' text. Below this is a navigation menu with 'HOME' and 'MARKET PARTICIPANT ORGANISATION'. The main content area features a welcome message and a 'Quick Links' section with links like 'Explore tutorials, articles and help', 'How to use the DIP?', and 'Support'. A detailed view for 'Super Energy Co' is shown below, including a table of company details and a 'Members' tab at the bottom.

Portal Area Description

- 1 Identity of the logged in user
- 2 ELEXON Header Bar
- 3 Navigation/Menu options
- 4 Welcome Area
- 5 Common tools and functions

Further details of functions and features, by Portal Role Types, will be available in the **MHHS DIP Portal User Guide**

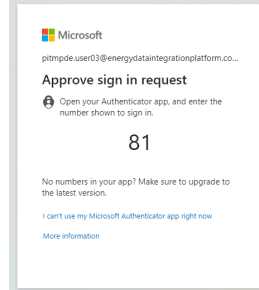
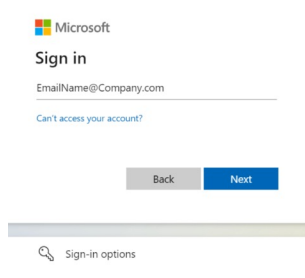
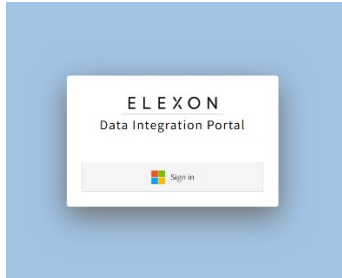
In the UIT environment the portal will have **Yellow banners/menus**



User Admin Management of User Roles

The User Admin will ‘Sign In’ to the DIP and add new members (users). It is advised that a Message Admin is added as a first task.

- 1 Click SIGN IN →
- 2 Sign in with email/password →
- 3 Complete MFA →
- 4 Review the Members list



Energy Demo Ltd
 Detailed information on the Market Participant, the constituent DIP IDs operating within the DIP and their members along with certificate functionality. [Nominate DIP Connection Provider](#)

| Company Type | Company Number | Role Codes | DIP Connection Provider |
|----------------------------|----------------|------------|-------------------------|
| None set | 1234567 | None Set | None set |
| Description Our company | | | |

DIP IDs Members [Create Member](#) [Filter](#)

| First Name | Last Name | Email ID | Role | Role Codes | Actions |
|------------|-----------|---|----------------------|------------|---|
| David | Gardiner | pitmpde.user03@energydataintegrationplatform.co.uk | MP User Admin | | Edit Offboard |
| David | Gardiner | pitmpde.certificate03@energydataintegrationplatform.co.uk | MP Certificate Admin | | Edit Offboard |

Showing Items 1 - 2 of 2 | Show 10 | All < 1 >



Adding the Message Admin and Additional Users

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

| First Name | Last Name | Email ID | Role | Role Codes | Actions |
|------------|-----------|---|----------------------|------------|---|
| David | Gardiner | pitmpde.user03@Energydataintegrationplatform.co.uk | MP User Admin | | Edit Offboard |
| David | Gardiner | pitmpde.certificate03@Energydataintegrationplatform.co.uk | MP Certificate Admin | | Edit Offboard |

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

Click **drop-down** to see available roles

Select 'MP Message Admin'

Create New User Profile

First Name:

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.



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, or undertake adding members before you've allocated a DCP, please contact the support helpdesk.

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

The screenshot shows the ELEXON Data Integration Portal interface. The top navigation bar includes the MHHS PROGRAMME logo, the ELEXON Data Integration Portal title, and a user profile icon labeled 'EB'. The main navigation menu contains 'HOME', 'MARKET PARTICIPANT ORGANISATION', 'MESSAGE CHANNELS', 'MESSAGES', 'PERFORMANCE', 'AUDIT', 'MPAN', and 'USERS'. The current page is titled 'Smart Energy' under 'Market Participants'. It displays organisation details: Company Number (232424), Role Codes (MSA), and DCP Status (Disabled). The 'Whitelisted Domains' section is highlighted with a red box and lists 'mailinator.com, pit.testmp.co.uk, dcporganisation.co.uk'. Below this, there are options to '+ Whitelist Domain', 'Webhook URL Configurations', 'Remove All Webhook URL Configurations', and '+ Add New Child Organisation'.



Section 4 – GlobalSign Registration & API Key Generation

Interface Code of Connection

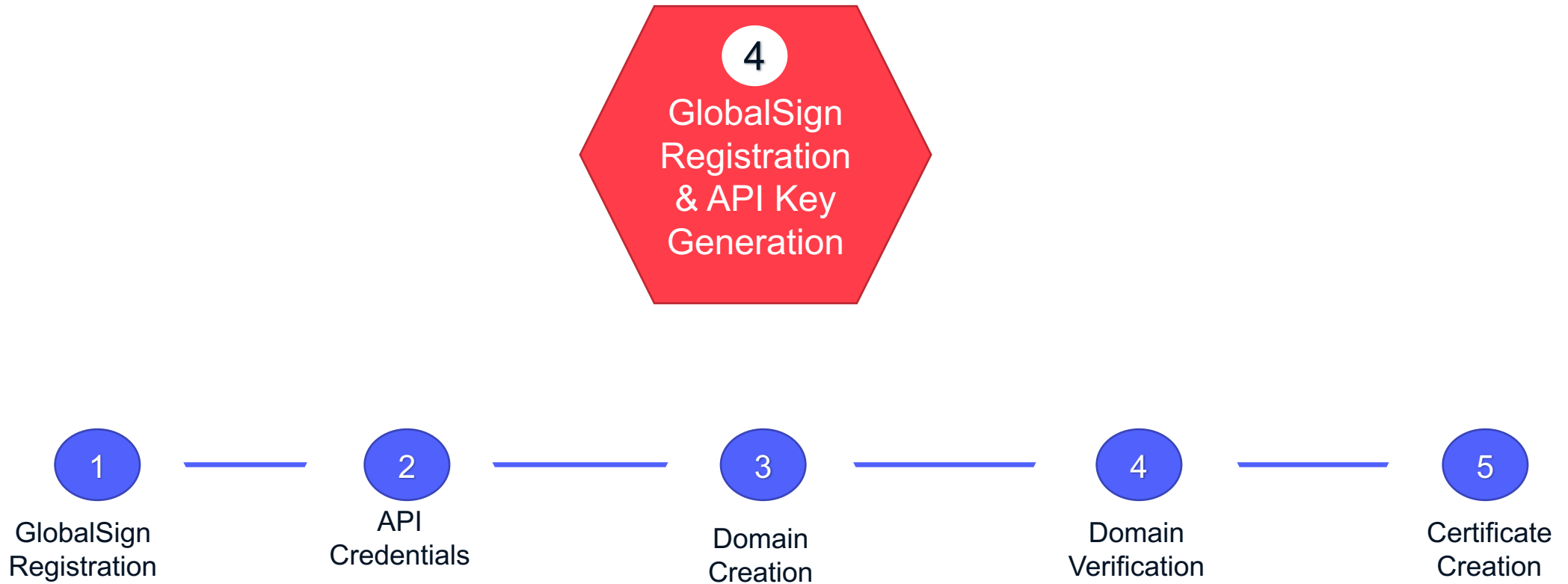
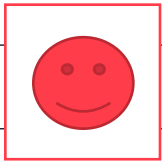
OFGEM have programme requirements around security and non-repudiation. This means:

1. All messages passing through the DIP must be digitally signed and authenticated by API keys
2. Connections between MPs, or their agents, to the DIP must be secured via an mTLS connection.

The Interface Code of Connection provides a description of how parties need to interact with the DIP.

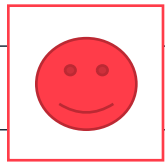
The DIP Certificate Authority (DCA) is managed by GlobalSign

- Each Market Participant is responsible for their own message signing, therefore, whether you are using a DCP or not, the Market Participant must complete the DNS and Certificate process for message signing.
- The DNS is validated by GlobalSign and therefore must belong to the Market Participant. The DNS can be the Market Participant's web domain or any other domain associated with the organisation.
- If using a DIP Connection Provider (DCP), the DCP should use their own mTLS certificate, and then use the MPs certificates for signing messages. The respective Market Participant's Signing certificate **must** be used to sign their messages.
- API keys used in message exchange must belong to the MP





Step 1 – GlobalSign Registration



The Certificate Admin must follow the following steps to initiate the GlobalSign Registration process:

- 1 Select 'Market Participant' from the navigation menu
- 2 Check details of MP Company Details are correct
- 3 Select 'Certificates' tab to show 5-stage GlobalSign Registration and onboarding screen
- 4 Click the 'link' to GlobalSign MHHS Services registration page

The screenshot shows the ELEXON Data Integration Portal interface. The navigation menu at the top has 'MARKET PARTICIPANT ORGANISATION' highlighted with a red box. Below, the 'Another test company' details are shown, including a table with columns for Company Type, Company ID, Role Codes, and Dip Connection Provider. The 'Certificates' tab is selected and highlighted with a red box. A 5-stage process flow is shown: 1 GLOBALSIGN REGISTRATION, 2 API CREDENTIALS, 3 DOMAIN CREATION, 4 DOMAIN VERIFICATION, 5 CERTIFICATE CREATION. The first stage is expanded to show the 'GlobalSign Registration' screen, which includes a link to <https://www.globalsign.com/en> and a 'Next' button.

IMPORTANT

DO NOT CLICK 'NEXT' until you complete GlobalSign Registration.

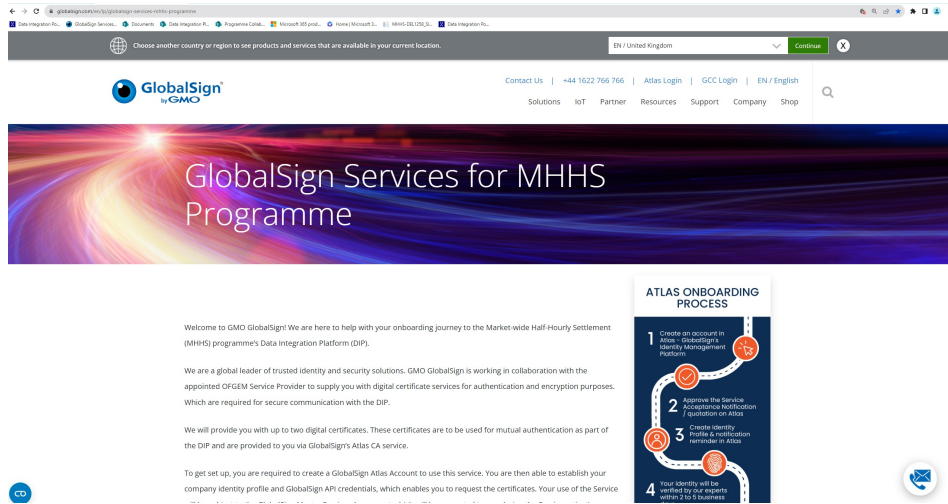


The GlobalSign Registration and Verification

After clicking the link to the GlobalSign Services for MHHS home page, the Certificate Admin must complete the following steps.



1 Read the GlobalSign MHHS introduction and scroll down screen



2 Complete the form in the lower half of the GlobalSign MHHS screen

Get Started with Atlas

About You


Tell us a bit about yourself

| | |
|--------------|----------------------|
| First Name * | Last Name * |
| Job Title * | Contact Phone Number |
| Email * | |

Your Organisation

Please provide the official registration details of your organisation

| | |
|--------------------|------------------|
| Company Name * | Website * |
| Address Line One * | Address Line Two |
| City * | Postal Code * |
| Country * | |

I'm not a robot 

[View our Privacy Policy](#) to understand how we collect and use your personal data.

IMPORTANT INSTRUCTIONS

1. The details entered in fields FIRST NAME, LAST NAME, JOB TITLE in the 'About You' section should be the person dealing with the certificate request (Cert Admin) and GlobalSign vetting. Global Sign will contact the named individual and verify they are a current full-time employee and authorised to create a signing certificate.
2. The EMAIL ADDRESS provided is where all Global Sign communications will be sent for vetting only.

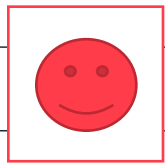
This should be the **Certificate Admin's** email address.

It is also acceptable to have a 'generic' email which is available to multiple people to monitor but must be accessible by the Cert Admin.

3. Please enter a direct contact number of the Cert Admin into 'Contact Phone Number': utilised to help in case the primary verification is unsuccessful
4. Click 'I am not a robot' then SUBMIT to conclude

GENERAL NOTES

1. Ensure you follow the GlobalSign steps as outlined in the Onboarding Guide. DO NOT skip any steps / follow steps out of sequence.
2. Always check your spam when you're stuck or expecting an email from GS.
3. Wait for confirmation that account binding is done from GS and API credential ready to use before using your credentials. Otherwise, your certificate will be created before the API Keys gets bound to your account, and you will run into problems with your certificate down the line.



The GlobalSign Registration and Verification

The email from GlobalSign will include their 12-step guide in the way of an itemised checklist – please follow as instructed.

After completing and submitting the GlobalSign Online Form an email will be received (as below) with a 12-step guide

Thank you for starting your GlobalSign onboarding process as part of your onboarding to the Market-wide Half-Hourly Settlement (MHHS) programme's Data Integration Platform (DIP).

To continue your journey, we have listed each of the GlobalSign Atlas Portal steps in the order they will need to be followed in. Please take a moment to read through all of the steps before starting.

Please note, you will not be able to continue your DIP registration until you have completed the GlobalSign onboarding process.

- 1 You will receive an email titled "New User Registration" from noreply@atlas.globalsign.com inviting you to join a GlobalSign Atlas Portal Account. Please follow the instructions in the email to proceed.
- 2 You will receive a email titled "Password Reset Code - GlobalSign Atlas". Please use this code to create a new password. You can now login using your email and new password.
- 3 You will be notified within 24 business hours by email from noreply-atlas@globalsign.com that your service quotation is ready for your approval. You will also receive an email from a representative of GlobalSign from firstname.lastname@globalsign.com with instructions
Log in to your Atlas Account and Approve the quotation
- 4 Select 'Identity Profile' tab and create a new Identity Profile for your IntranetSSL OV service
- 5 At this stage, your Organization Identity Profile will undergo Vetting. You will be notified once this process is complete, and you will be instructed to continue to the next step.
Once the vetting process has been completed, and only when instructed to do so, please login to your Atlas Account.
- 6 In the left menu, under the 'Access Credentials' tab, select 'API Credentials' and then click the 'Generate an API Credential' button in the top right corner
- 7 Select 'View and Copy' generation method
- 8 Select the service IntranetSSL (OV) to link your credentials to your vetted Atlas Organization profile
- 9 Input a familiar name - something to help you easily identify the service
- 10 GlobalSign will now configure your Atlas service to connect to the MHHS Programme PKI hierarchy.
- 11 Please wait for confirmation email from a representative of GlobalSign that the service can now be used
- 12 Once completed, continue to the next step of the DIP Onboarding Guide.

The following pages will provide guidance on the key steps of the GlobalSign ATLAS requirements. Steps 1-4 are self explanatory: note the 24hr window for Step 4.

Email arrival time:

within 30 minutes of completing the online form and receiving the 12-step email

Within 1 minute of clicking the 'New User Reg' link

Up to 24hrs

May arrive within 1hr of step 2 completion

1 You will receive an email titled "New User Registration" from noreply@atlas.globalsign.com inviting you to join a GlobalSign Atlas Portal Account. Please follow the instructions in the email to proceed.

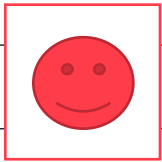
2 You will receive a email titled "Password Reset Code - GlobalSign Atlas". Please use this code to create a new password. You can now login using your email and new password.

3 You will be notified within 24 business hours by email from noreply-atlas@globalsign.com that your service quotation is ready for your approval. You will also receive an email from a representative of GlobalSign from firstname.lastname@globalsign.com with instructions

Log in to your Atlas Account and Approve the quotation

See next 2 pages for screens expected to complete your quotation in the Atlas account

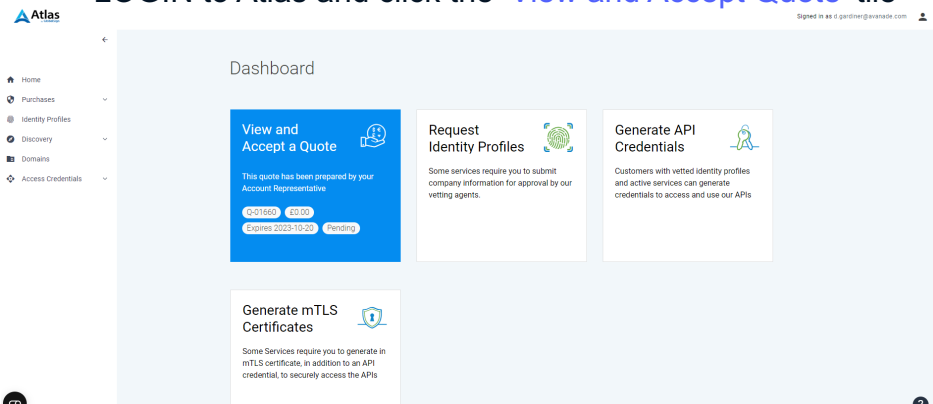
Step 1 – GlobalSign Registration



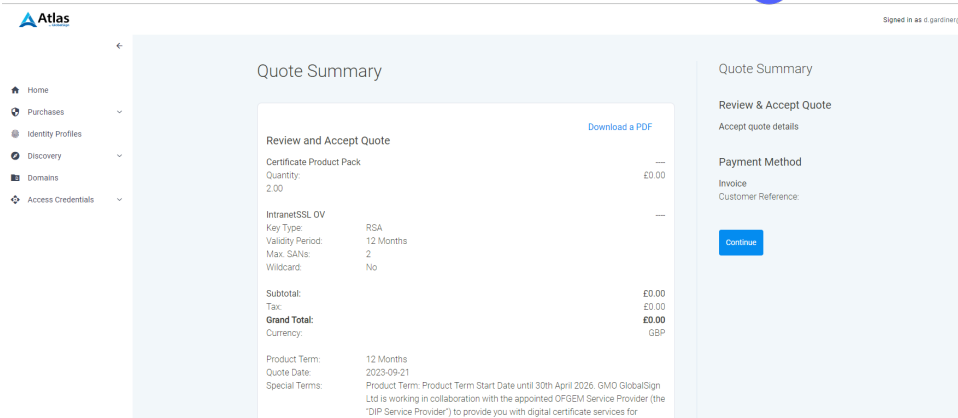
GS Step 3 - Approve the quotation (1 of 2)

NOTICE: Your quotation is ready', a BLUE TILE will appear in your dashboard. Click this to continue through the onboarding process.

1 On receiving the email advising you're your quotation is ready, LOGIN to Atlas and click the 'View and Accept Quote' tile

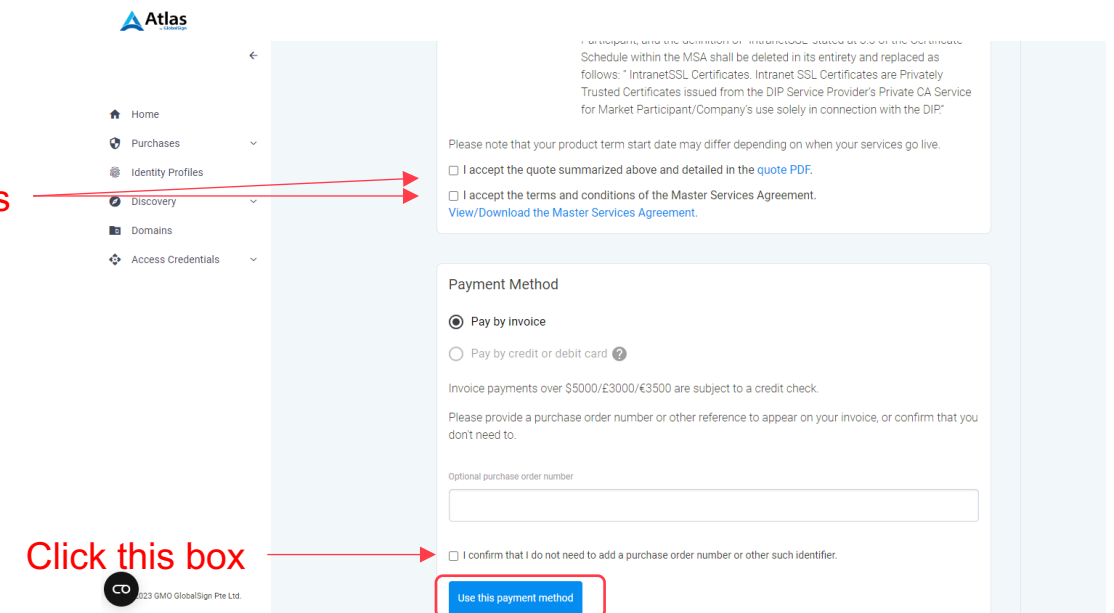


2 The £0 quotation will appear. Scroll down the page to complete the quotation acceptance see step 3



3 Follow the guidance in the email and complete the tick box selections shown

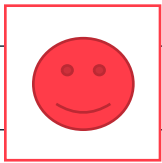
Click both boxes



Click this box

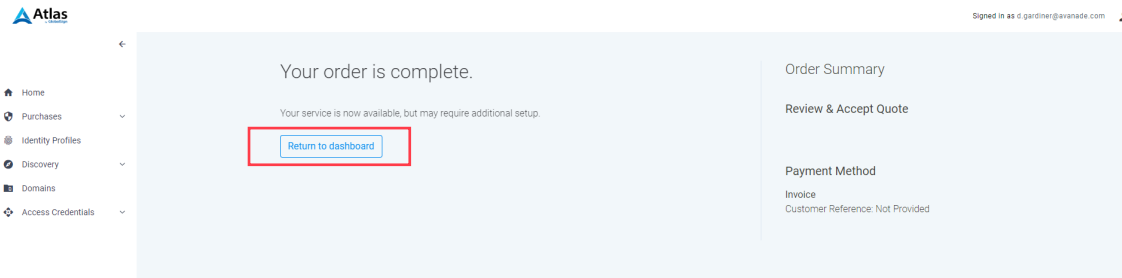
Complete quotation acceptance by clicking 'Use this payment method' button

Please find the link to the [GlobalSign MSA here](https://www.globalsign.com/en/repository/GlobalSign_Master_Services_Agreement.pdf):
https://www.globalsign.com/en/repository/GlobalSign_Master_Services_Agreement.pdf

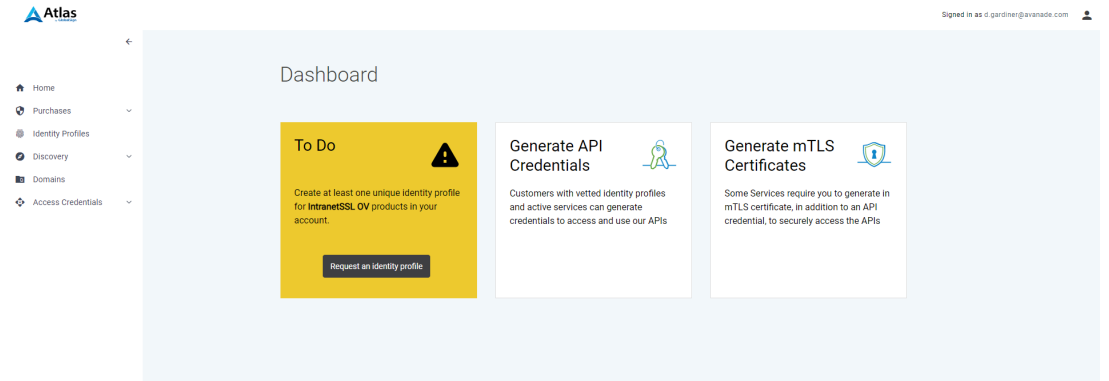


GS Step 3 -Approve the quotation (2 of 2)

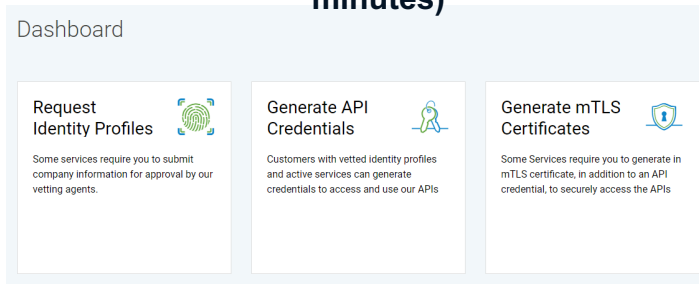
4 The following screen will appear when you accept the payment method – please click RETURN to DASHBOARD

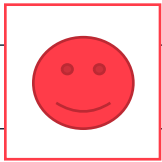


5 Start STEP 4 (of the 12-step guide on slide 19) by clicking the new mustard coloured tile.



The DASHBOARD will default to the below 3 tiles – please await the **MUSTARD TILE** in Step **5** before proceeding (up to 20-30 minutes)





GS Step - 4 Create the Identity Profile

This requires accuracy in completion of the Identity Profile. Each field will be used to verify the name provided is a known full-time employee of the company ORGANISATION NAME (O).

ADVICE – let your receptionist know an anonymous call may be received to avoid issue

1 You will receive an email titled "New User Registration" from noreply@atlas.globalsign.com inviting you to join a GlobalSign Atlas Portal Account. Please follow the instructions in the email to proceed.

2 You will receive a email titled "Password Reset Code - GlobalSign Atlas". Please use this code to create a new password. You can now login using your email and new password.

3 You will be notified within 24 business hours by email from noreply-atlas@globalsign.com that your service quotation is ready for your approval. You will also receive an email from a representative of GlobalSign from firstname.lastname@globalsign.com with instructions

[Log in to your Atlas Account and Approve the quotation](#)

4 Select 'Identity Profile' tab and create a new Identity Profile for your IntranetSSL OV service

Please note that the 'identity profile' tab is the MUSTARD TILE shown step **5** on the previous page



New IntranetSSL OV Identity Profile

Identity profiles are required to store verified identity and domain information. They are also used to create credentials and other system objects.

Profile Name
Give the profile a memorable name to help identify it later.

Profile Name

Registered Business Information
This must exactly match the information that is registered with national business authorities. Even small mistakes in punctuation can cause delays.

Country

Which county, region, province, territory, state (S) is it in?

Locality (L)

Organisation Name (O)

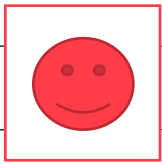
Create a profile name

Enter the COUNTY here

Enter the TOWN here

This must be the ACCURATE Registered Company Name and is used to locate and call the company HQ.

Click to start verification



GS Step 5 - GlobalSign Verification

Step 5 is the pause in the middle of the process where GlobalSign, through their own mechanisms, will conclude the vetting.

As shown below, there is a 72hr window for verification before you can proceed with steps 6-12.

Step 5 involves the original submitted name (Cert Admin) being vetted by telephone call, against the 'Organisation Name' entered in the Identity Profile

1 You will receive an email titled "New User Registration" from noreply@atlas.globalsign.com inviting you to join a GlobalSign Atlas Portal Account. Please follow the instructions in the email to proceed.

2 You will receive a email titled "Password Reset Code - GlobalSign Atlas". Please use this code to create a new password. You can now login using your email and new password.

3 You will be notified within 24 business hours by email from noreply-atlas@globalsign.com that your service quotation is ready for your approval. You will also receive an email from a representative of GlobalSign from firstname.lastname@globalsign.com with instructions

Log in to your Atlas Account and Approve the quotation

4 Select 'Identity Profile' tab and create a new Identity Profile for your IntranetSSL OV service

5 At this stage, your Organization Identity Profile will undergo Vetting. You will be notified once this process is complete, and you will be instructed to continue to the next step.



The completion of the IDENTITY PROFILE starts the 72hr verification process

The time taken for verification may take only a few hours however it should not exceed 72hrs after completing step 6

DO NOT PROCEED UNTIL A VERIFICATION EMAIL HAS BEEN RECEIVED!

Complete items 6-10 when verification is received. Step 11 – you must await the email confirming verification was successful before finishing the onboarding 12

Once the vetting process has been completed, and only when instructed to do so, please login to your Atlas Account.

6 In the left menu, under the 'Access Credentials' tab, select 'API Credentials' and then click the 'Generate an API Credential' button in the top right corner

7 Select 'View and Copy' generation method

8 Select the service IntranetSSL (OV) to link your credentials to your vetted Atlas Organization profile

9 Input a familiar name - something to help you easily identify the service

10 GlobalSign will now configure your Atlas service to connect to the MHHS Programme PKI hierarchy.

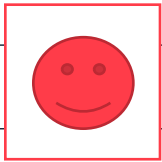
11 Please wait for confirmation email from a representative of GlobalSign that the service can now be used

12 Once completed, continue to the next step of the DIP Onboarding Guide.

See next pages for detailed screens for items 6-10

What happens during GlobalSign (GS) vetting?

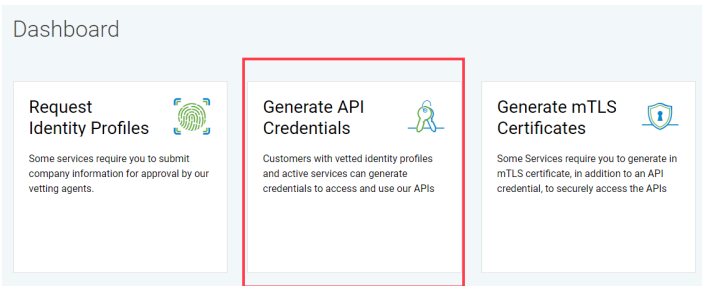
GS will call the HQ number that they have uncovered from their secure vetting process. It doesn't matter if the contact is located at the HQ, or not; what they seek is that the HQ either i) transfers their call to the contact so they can speak with them; or ii) gives them the contact's phone number (can be landline or mobile) or email address so they can contact them. If neither of the above happens, GS they will send a postal challenge letter for that contact, to the registered business address so that they (GS) can be contacted directly.



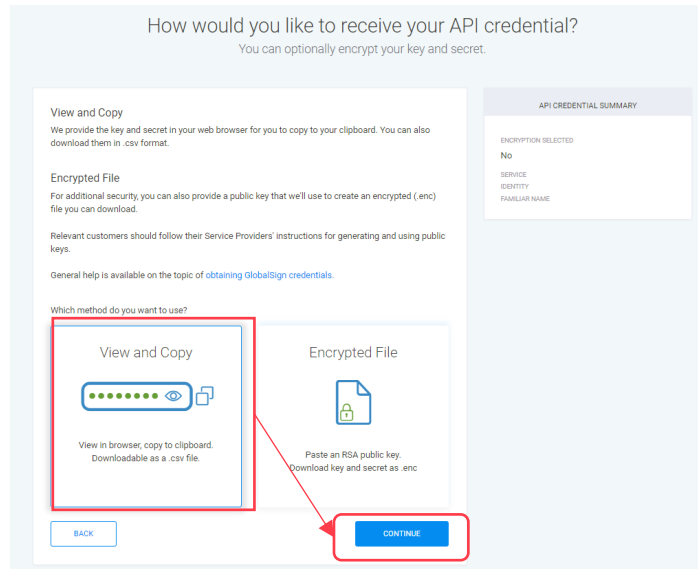
GS Steps 6-10 - Generating API credentials

The Certificate Admin must complete the API Certificate generation within the Global Sign Atlas system once 'Identity Validation' has been confirmed.

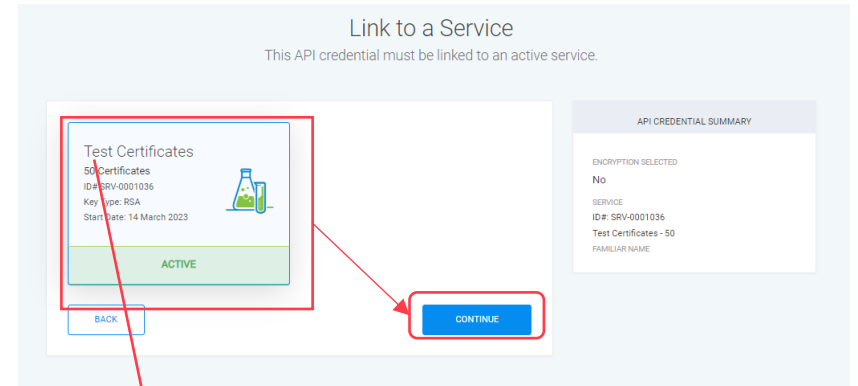
6 Login to GlobalSign Atlas.
Select 'Generate API Credentials' option



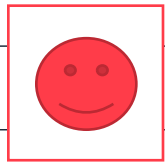
7 You must select 'View and Copy' in the 'How would you like to receive your API credentials' page, then Click CONTINUE



8 Select ACTIVE certificate to assign Internet SSL to your credentials, then Click CONTINUE



This will be titled differently
e.g. MHHS DIP Certificates



Generating API credentials with GlobalSign

Continued.....

9

Give the credential a familiar name (any text you wish) and record this safely and click 'CONTINUE'



10

Click 'Download key and secret as .csv' button and save file. Alternatively (and) click both the API Key and API Secret 'Copy Key to clipboard' and store in a .txt file for the next stage.

Enter and take a note of your 'familiar name' then click CONTINUE

PLEASE NOTE!
You must DOWNLOAD the .CSV.
Once you navigate away from this page you cannot return to access this content.



Generating API Credentials - PFX Certificate

GlobalSign provided the API Key and Secret. The DIP requires a validated certificate in PFX format together with these API credentials. The following will be conducted outside of the DIP **by someone with technical understanding of generating a certificate.**

Select a CSR generation tool and create a CSR Certificate: All examples shown are based on the use of **Azure Key Vault**. *See Addendum if using OpenSSL.*

1

Decide which tool you wish to use to create your CSR file

2

Create a CSR with any subject name. **YOU MUST select Key Size 4096** in Advanced Policy Config. Click **DOWNLOAD CSR** to save your CSR file.

3

Open the CSR to check structure is correct.

The CSR certificate can be generated using any suitable/preferred tool.

The example here is using **Azure Key Vault**

Please ensure you select **Key Size 4096**

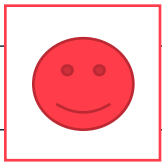
```

NOTES.PERL onboarding-key-GlobalSign-mTLS
File Edit View
-----BEGIN CERTIFICATE REQUEST-----
MIIEqTCCApECAQAwGEXMBGUA1UEAwOb25lb2FyZG1uZ19rZkxvZG11MA0GCsqGSIb3DQEBQAUA1ICDwAggTKAoICAQDAmCsXgshsHyKPSmHk8J
1Vweaaz19wZMTT46yepEY5TEXCpYZGNzmbjE0MAdhKzhgT0yuv+1UJtAyWp0PKdwd42+0F8DJdy5t33BA4L1F6pbXGTHmY8+26p2Dbt6ZU0Q+
7m5dukcV03R3rG88ucMMCLMlrN3IBjmvVjz3NS9/X/q/oSm1xE46AYDzhwcMlnB3nq84q18sDbjeBxJknJaeq05fZ1G8cGUUTU/1tuaQ89M9KP0
pYUuds/yZaDo76RvRqfyCR1ry4cKqTpnG9Z1Uu0F/GbFrYAaUpn4I151rkm0uL5141+C5SYmeH6Zr/zPyWC96gxIq3tH1TFAUJQJZm29mCb30K0F
rTQFrLpZmkKfAh0bnzkE0RLP0FvAa0u59eCM4yN77mpRCM2eg69hqw18RoC2z069R1XkqzQkTA7bpXrF5IC+gYV41s63w31YknW+TSxym3FmQFUVzQ
PcXrNh07+mcVmmIT3W61osNs3fJ1WJ+
9ZkvuaPG+R9J1Tsh0a12z8KFDLAXs+2w6urtkwrAN4d18rnZX1bRvMlQv8tVhMA1/1tLwZyFhSH+C9kFhxcRuhh+by0khdEQSM8BVkEmRnc6p8rVyk
9d2D/51ba4xTc1B5088dKIwCtFstUrhawILfyB52TPoaFOLRQCYJCsQIDAQABoEsvSQYJKoZlInvcNAQOMlwo3JA08gMh08BAF8EBAMCBaAHOQYDVR
01BBYwFAYIKuYB8QUHwEGCCsGAQUFBwMCAkGA1UdEwQCMAMwDQYJKoZIhvcNAQELBQADggIBAFnN177Y75051wa1R53o/5ccX8qL+HYzY34AxG+
86V8wizyDQdIG1jBkxHyN72VMtB120QEZ7Bj1RnXpHwvNj40zX651w818Xn1MeZ2nA358thoJ7RwQcZ7ysOqu/k43GmIv03UmsnrIntdGj3vAlapQ
ye4AmAZzenEluMe7k+ms1uITdc8v3dZcTvsf1CtsNF2AhmcRpltkjQVPVQ+
1WYeXb3e/H5MaQZG6CEZBTu0CBNE0zlu0e+N50BVZCb2Xsm11PEQ11apUcAE3RuyDqXDqr6t3fzNqq2NjYU6dG5XNcxBR/wIzccpcqUIAEzJUMBOQ
7cdUzvl+ZRtftaStpMbfS7u0E7P+s0ZQk+I32k/cZ71Y/ne8JfEvYzBj62aBcXvL/BLqGh7fpjUBw+DQD+iqIuIp7NIMXRX1Z1bdhHTCNktnAFODn3k1y5
hQpQ+7mpHfAm1gdy9y9x22VNYx45kyIXYDd8/AEAS3daMe4ksy2113tyNlg3t0khhS2M0T5
+Z3Kp84u7FL3fgPY/D4IPk/pXk+FvvtmNTAF+ECXq3k/j5rTKF3a9nYGB1Dk/uQba1EoLHuFPhaHfQpZILUqV6454Q0mK2hVOKL1v1p4cpcseJH+p2
0yJpVfOn31poxocumkLVtW1rbXRET4719pOKKPTSDtmZMP61A
-----END CERTIFICATE REQUEST-----
Ln 3, Col 34 100% Unix (LF) UTF-8

```

Please click 'YES' to Enable Cert Transparency

Certificate Type must be blank – no entry!



Generating the correct key format for upload to the DIP

The Certificate Admin must return to the [GlobalSign Atlas](#) system to complete the next stage of certificate preparation for the DIP.

NOTE: If you have appointed a new Cert Admin into the Atlas account, they can complete the following steps.

1



2



3



4

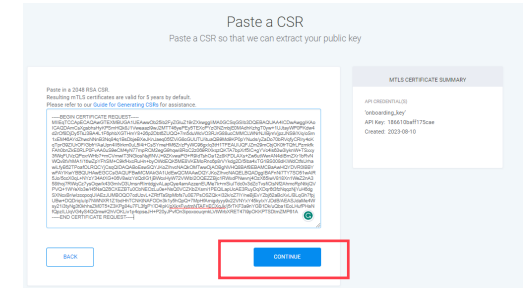
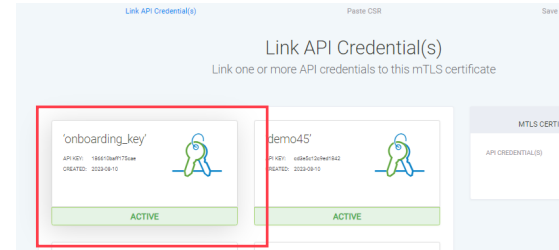
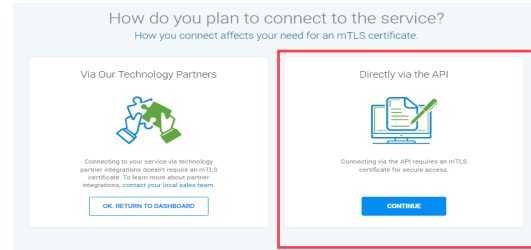
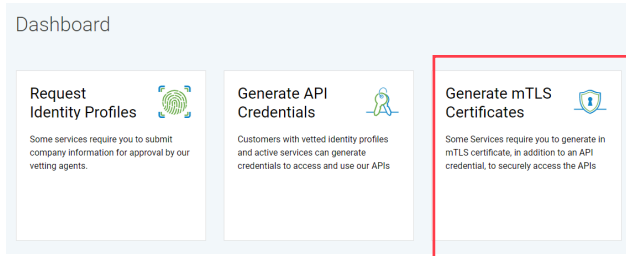


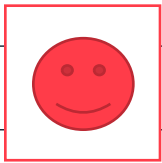
Sign in to the Atlas system.
Open your Dashboard.
Select 'Generate mTLS Certificates'.

On the subsequent screen, select the option
'Directly via the API'

Select the API Credentials just made
using the 'Familiar Name'

Paste the CSR generated into the
space provide then
click **CONTINUE**





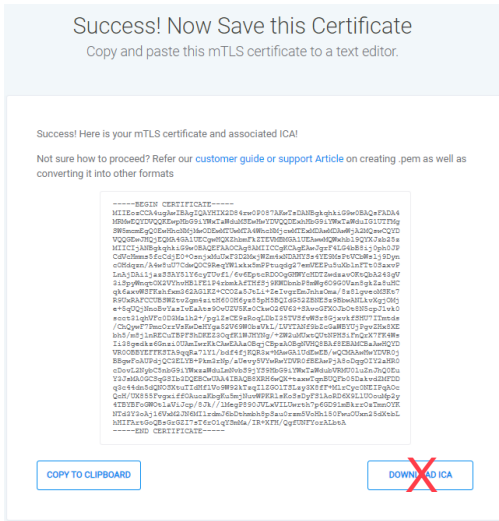
Create a PFX Certificate for Upload to the DIP

The output from the GlobalSign system requires the key to be converted to PFX format. This is completed using Azure Key Vault:

This section is OUTSIDE DIP and GlobalSign

5

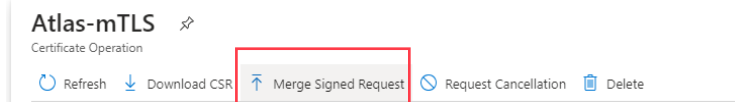
If successful the following screen appears. You must now Copy to Clipboard (or Cut-n-paste) the certificate into a **Notepad file**. Save the Notepad file as a **.cer** e.g. 'certname.cer'



6

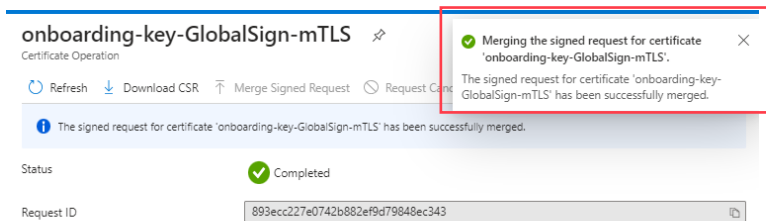
Re-open the certificate generation tool (example shown is Azure Key Vault)

Select 'Merge Signing Request', or similar option, from the menu to merge the private key and public key



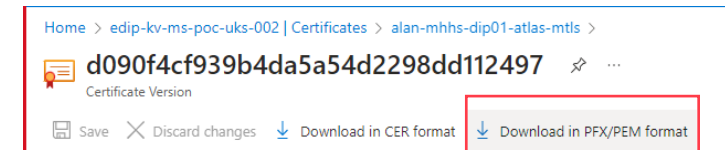
Select the file created in Step 5, e.g. certname.cer

A 'toast' pop-up will confirm the merge was successful

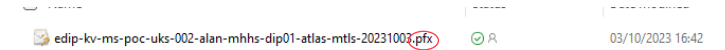


7

Download the certificate as a PFX file, ensuring no password is specified. (Example shown is Azure Key Vault)

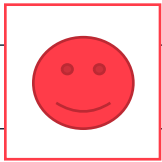


The resulting PFX format file will be listed in a download area ready for the next step





Step 2 – API Credentials



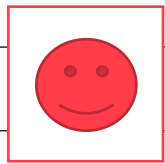
Return to the DIP to start the next phase - API Credentials

The Certificate Admin will return to the 'Certificates' tab as below and click the **NEXT** button to proceed:

The screenshot shows the ELEXON Data Integration Portal interface. At the top, the navigation bar includes 'HOME' and 'MARKET PARTICIPANT ORGANISATION'. A red box highlights the 'MARKET PARTICIPANT ORGANISATION' menu item, with a '1' in a blue circle next to it. Below the navigation bar, the main content area shows 'Another test company' details. At the bottom of this section, there are three tabs: 'DIP IDs', 'Members', and 'Certificates'. A red box highlights the 'Certificates' tab, with a red arrow pointing to it from a '2' in a blue circle. Below the main content, a 'GlobalSign Registration' instruction card is shown. It contains the following text: 'Please visit the GlobalSign registration page at <https://www.globalsign.com/en> and complete information requested to register. GlobalSign will then carry out verification and may contact your head office to verify the Nominating Officer. Once verified, the user will be notified via e-mail and access to GlobalSign portal provisioned. In the GlobalSign portal please create API credentials and authentication certificate. Once created press Next to upload them into the DIP.' At the bottom right of this card, there is a '3' in a blue circle and a 'Next' button highlighted with a red box.

Click 'NEXT' to move to on to 'API Credentials' entry

Step 2 – API Credentials

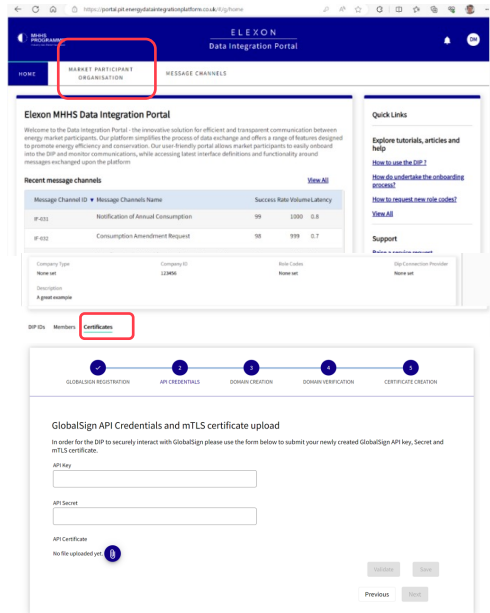


Upload API Credentials

The Certificate Admin must now upload the GlobalSign API Key & Secret, together with the PFX Certificate, to the DIP.

1

Certificate Admin will Sign In to DIP and click the 'Market Participant' and select 'Certificates' tab to display the process page

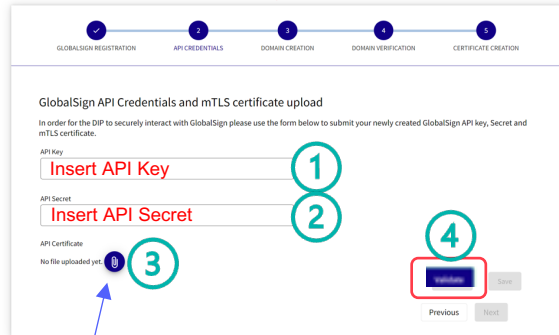


2

The process will have moved to STEP 2 'API Credentials'

Add the Global Sign generated information:

1. Insert the API Key (1)
2. Insert the API Secret (2)
3. Click to upload the PFX Certificate (3)
4. Click 'Validate' button (4)



Click and select your PFX version of the API Certificate

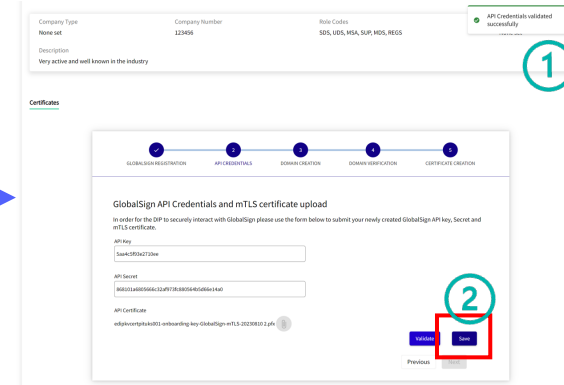


If this error repeats please contact DIP@MHHSprogramme.co.uk

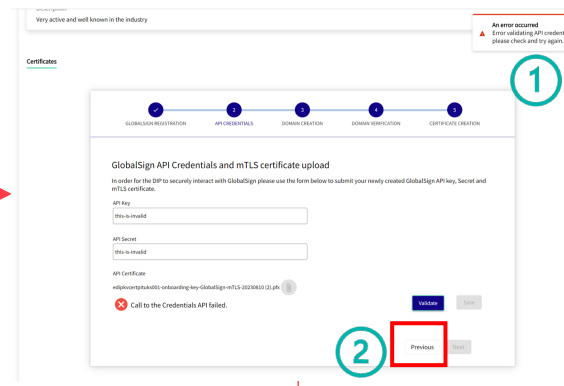
Please review API fields for completeness to continue

3

If the API entries are confirmed, A pop-up 'Added successfully' appears (1) click 'Save' to continue (2)

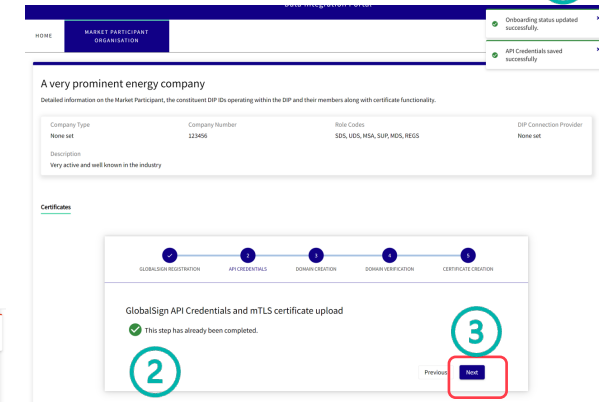


If the message is 'An error has occurred' (1), click 'Previous' (2) and restart upload



4

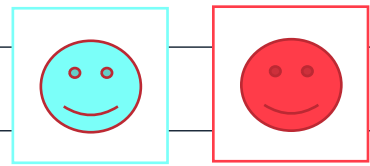
The following screen will appear 'Onboarding status updated successfully'.
1. Confirmation with 'Toast' Pop-up (1)
2. Confirmation onscreen message (2)
3. Click 'Next' to progress to DNS set up (3)





Step 3 & 4 – Domain Creation & Verification

Step 3 & 4 – Domain Creation & Verification

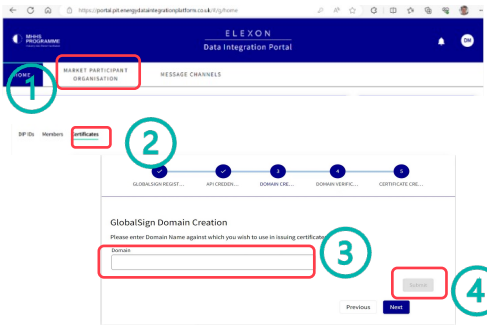


Register the Domain in DNS and validate in the DIP Portal

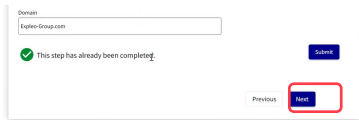
The Certificate Admin will work with a DNS domain admin to complete the Domain registration in DNS.

1

Follow steps 1-3 to enter the MP's **Domain Name** being used for **GlobalSign** verification into the **GlobalSign Domain Creation** field **DOMAIN**, then click **'SUBMIT'** (4)

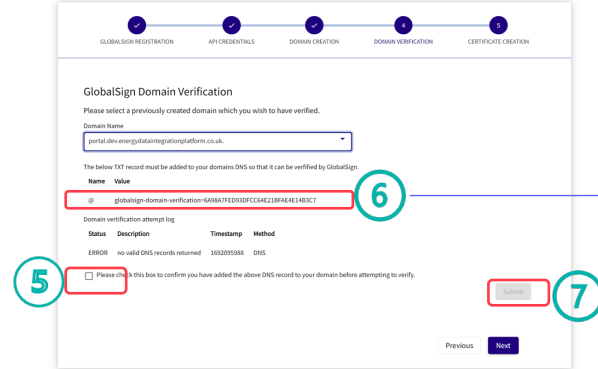


You should get a green tick and message 'This step has already been completed' Click **NEXT** Button (4)



2

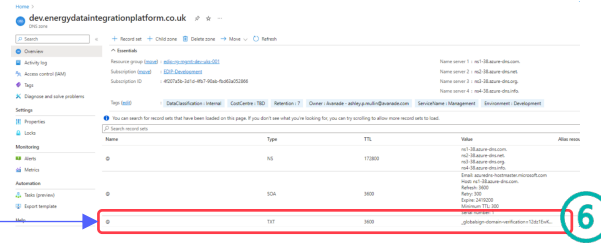
Once you have clicked next, you will be asked to **reselect the DOMAIN Name from the dropdown** and a **TXT Record** will appear (6)
NOTE that a **'.'** may appear after the Domain Name – this is not an issue and you should proceed



Please take a note of the **'Name'** = '@' and the **VALUE is a 'txt'**, and pass both to **DNS Admin** for insertion into the DNS **BEFORE** clicking (5).

3

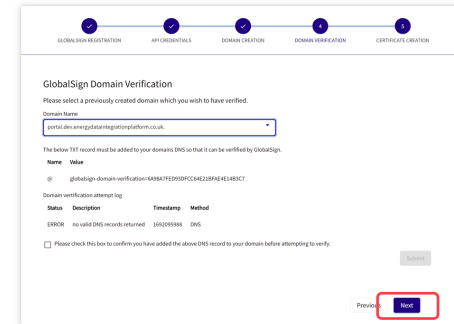
DNS Admin should add the record details into the DNS (6) with the values specified = '@' and the txt into VALUE



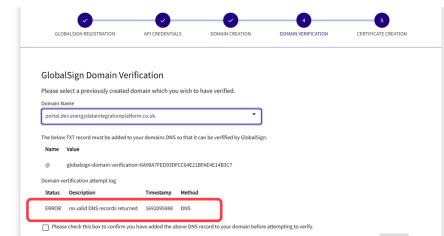
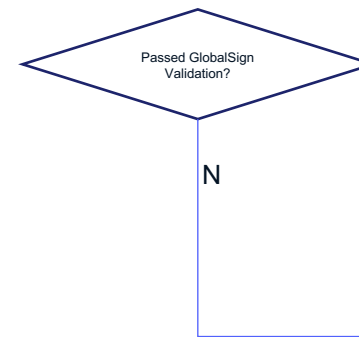
Certificate Admin, on confirmation DNS Record has been added (can be up to 1Hr), will click the Check box (5) and then click the **SUBMIT** button (7)

4

Certificate Admin can check **SUCCESS** or **FAIL** of verification: If Successful click **'Next'**



Domain Validation Successful
The DNS entry should not be removed as it is used for renewals

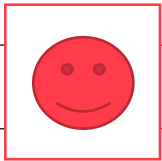


Domain Validation Failed!
Return to Step 2 and repeat DNS verification process



Step 5 – Certificate Creation

Step 5 – Certificate Creation



Generate mTLS & Signing Certificate

1

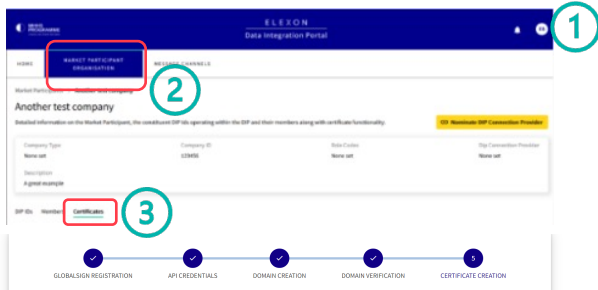
2

3

Login to the DIP as Certificate Admin (1)

Select MP MENU (2) then 'Certificates' Tab (3)

1. Enter the required Host Name & Domain (4)
2. Select 'Certificate Purpose' to choose a "mTLS" (for DCPs), "Signing" (for MPs) or "mTLS & Signing" certificates (both) (5)
3. SUBJECT NAME is pre-set – CLICK 'COPY' (6)



Certificate Signing Request Form

This form is used to submit your certificate signing request (csr) to be signed by the DIP certificate authority (Global Sign). You will then be able to download the signed public key (cer) which you will then bind with private key you used to create your csr and thus creating your mTLS certificate, active for use when integrating with the DIP.

Before making a signing request, please ensure you have completed the necessary GlobalSign onboarding and domain verification process, more details can be found on the [globalsign website](#).

Please ensure that the details entered match those used during the organisation onboarding, vetting and verification process.

Host Name Domain

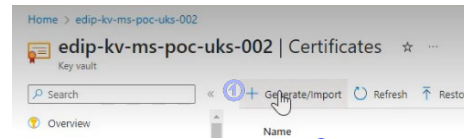
Certificate Purpose

Subject Name Copy

It is critical that a new CSR is generated using the details from the previous step

Open the Certificate Creation Tool (e.g. Azure Key Vault)

1. Click (select) to generate a certificate (in AKV click [Generate/Import](#))
2. Give the certificate a name (no spaces)
3. Choose 'Certificate used by non-integrated CA' from drop down
4. Enter 'cn=' then paste the SUBJECT NAME copied in STEP 1 (6)
5. IMPORTANT – click 'DNS Names' and complete the 2 entries
6. Click 'Not configured' next and ensure Key Size is 4096



Create a certificate

Method of Certificate Creation:

Certificate Name *:

Type of Certificate Authority (CA):

Subject *:

DNS Names:

Validity Period (in months) *:

Content Type: PKCS #12 PEM

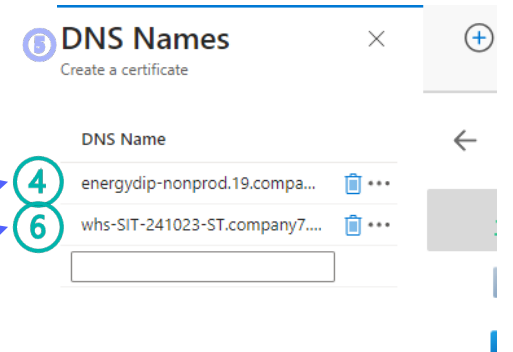
Lifetime Action Type:

Percentage Lifetime:

Advanced Policy Configuration:

Tags:

You must add DNS Name entries as advised from 4 and 6



Advanced Policy Configuration

Extended Key Usages (EKU):

X.509 Key Usage Flags:

Reuse Key on Renewal: Yes No

Exportable Private Key?: Yes No

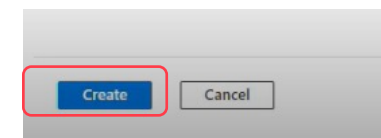
Key Type: RSA EC

Key Size: 2048 3072 4096

Enable Certificate Transparency?: Yes No

Certificate Type:

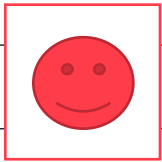
To complete the certificate creation click 'Create' button



Enter both fields: overall this should make up the address you want to receive messages on from the DIP (e.g. sit-dipwebhook.testmp.co.uk) where First part is Host Name and second is Domain Name. Field can be left blank if Signing Certificate



Step 5 – Certificate Creation

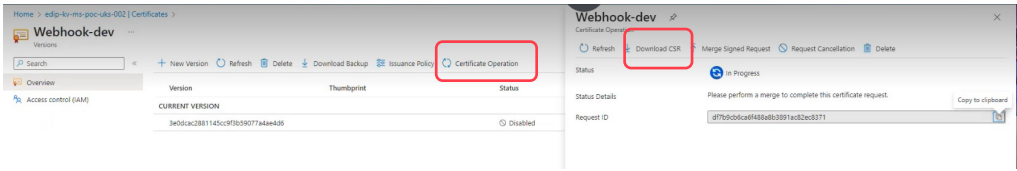


Generate mTLS & Signing Cert within the DIP

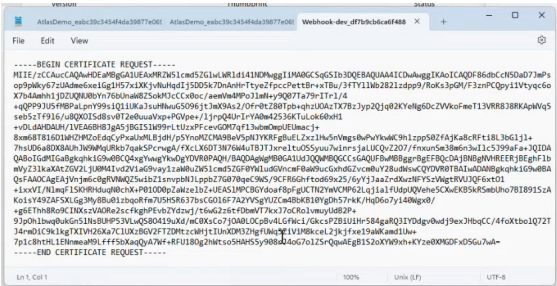
1

Open the generated CSR and download – example here is Azure Key Vault

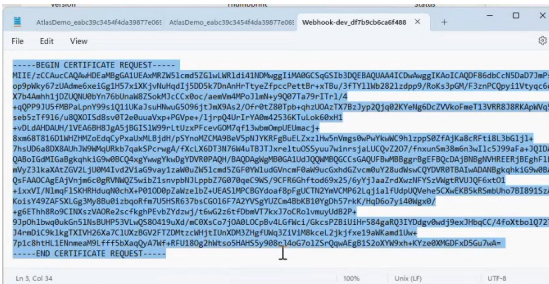
1. Select 'Certificate Operations'
2. Select 'Download CSR'



3. Open the downloaded file in a text editor



4. Select the Certificate Text



2

5. PASTE the Certificate Text into the CSR field in DIP (7)

6. Click 'Create Certificate' (8)

Certificate Signing Request Form

This form is used to submit your certificate signing request (csr) to be signed by the DIP certificate authority (Global Sign). You will then be able to download the signed public key (cert) which you will then bind with private key you used to create your csr and thus creating your mTLS certificate, active for use when integrating with the DIP.

Before making a signing request, please ensure you have completed the necessary GlobalSign onboarding and domain verification process, more details can be found on the [GlobalSign website](#).

Please ensure that the details entered match those used during the organisation onboarding, vetting and verification process.

Host Name: Domain:

Certificate Purpose:

Subject Name:

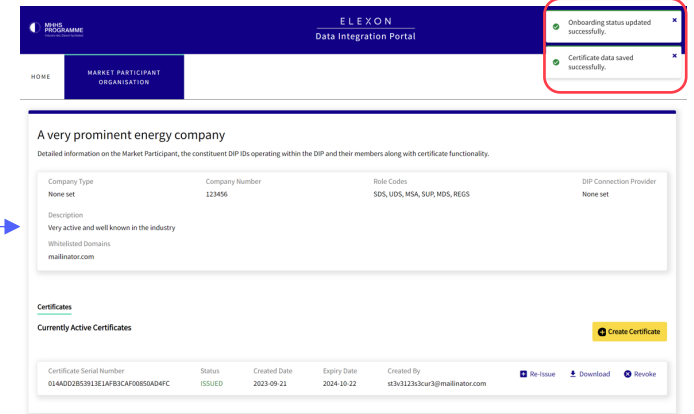
CSR:

7

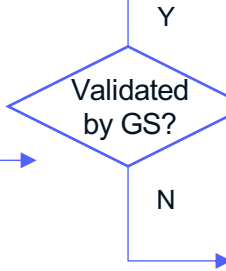
8

3

Certificate Signing Completion
PROCEED if 'Toast' advises 'Successful' (9)



9



If an ERROR appears (10) please repeat steps 1-6 from previous page and this page again



Error creating certificate. (10)

Create Certificate

Step 5 - Certificate Creation



Certificate Admin will check certificate is now ACTIVE within the DIP

The Certificate Admin will be presented with a list of certificates associated with the organisation and can DOWNLOAD the ACTIVE certificate.

- 1 The list of your available certificates are displayed within Market Participant menu (1)
- 2 Click 'Certificates' tab (2) and check certificate is ACTIVE (3).
- 3 Click Download (4) to utilise the new ACTIVE certificate.

MARKET PARTICIPANT ORGANISATION

Another test company

Company Type: None set, Company ID: 123456, Role Codes: None set, Dip Connection Provider: None set

Company Description: A great example

Currently Active Certificates: This certificate is expiring in 11 days

| Certificate Serial Number | Status | Date Created | Expiry Date | Created By | Actions |
|---------------------------|--------|--------------------------|--------------------------|-----------------|-------------------|
| 7348000010 | Active | 2022-11-15T15:12:00.147Z | 2023-11-15T15:12:00.147Z | Peter Macintosh | Re-issue Download |

Certificates

| Certificate Serial Number | Status | Created | Expiry Date | Created By | Actions |
|---------------------------|---------|--------------------------|--------------------------|------------------------|----------|
| 7348000009 | Active | 2022-10-15T12:12:00.147Z | 2023-10-15T12:12:00.147Z | Rodrigues M. Washinton | Download |
| 7348000008 | Expired | 2021-11-20T10:12:00.147Z | 2022-11-20T10:12:00.147Z | Peter Macintosh | Download |

- 2 Open the downloaded Certificate file and Click 'Details' Tab.
- 3 Check validity by comparing **Serial Number** matches.
- 4 Check **Subject** is as expected.

Certificate Information

Windows does not have enough information to verify this certificate.

Issued to: GLOBALSIGN TEST CERTIFICATE - FOR TESTING PURPOSES ONLY

Issued by: GlobalSign Non-Public HVCA Demo

Valid from: 07/09/2023 to 06/12/2023

Certificate Details

| Field | Value |
|--------------------------|---------------------------------|
| Serial number | 01915bbfc28504de8036f8116... |
| Signature algorithm | sha256RSA |
| Signature hash algorithm | sha256 |
| Issuer | GlobalSign Non-Public HVCA D... |
| Valid from | 07 September 2023 12:53:58 |
| Valid to | 06 December 2023 12:53:58 |
| Subject | GLOBALSIGN TEST CERTIFICA... |
| Public key | RSA (2048 bits) |

Step 5 – Certificate Creation

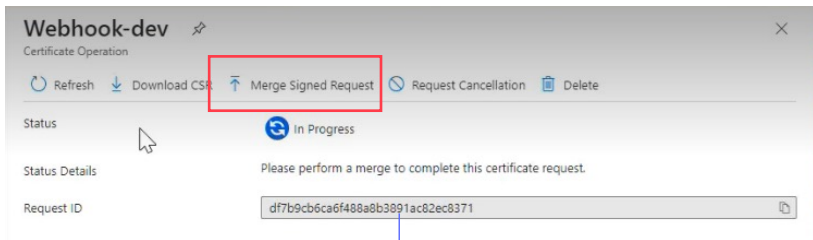
Merge the signed certificate

Final stage of the process must be conducted within the Certificate Generation tool chosen earlier (e.g. Azure Key Vault)

3

At this stage you must **re-open the tool you generated your certificate** from (e.g. Azure Key Vault)

Select menu option **'Merge Signing Request'** (or similar option)

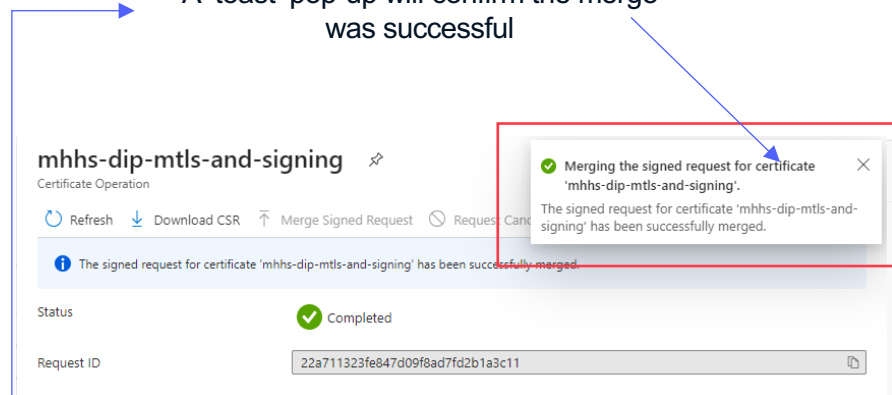


Select the **FILE** downloaded from the DIP Portal
(a .cer file – example shown below)

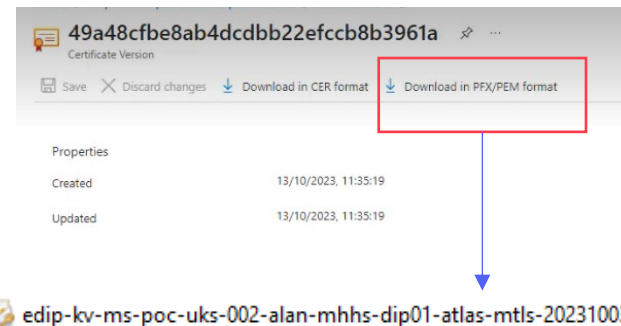
✓ MHHS-DIP-Certificate-01F7C0143456CD7A0CFDA138A616B44F.cer

4

A 'toast' pop-up will confirm the merge was successful



The certificate must now be downloaded as a PFX **WITHOUT** Password
Select the certificate and choose 'Download in PFX/PEM Format'



edip-kv-ms-poc-uks-002-alan-mhhs-dip01-atlas-mtls-20231003.pfx

5

This certificate is now available to be used for mTLS and signing when sending messages to the DIP

If you are using a DCP you must give this to your DCP. Use certificate to sign messages (See CoCo for how to sign a message)

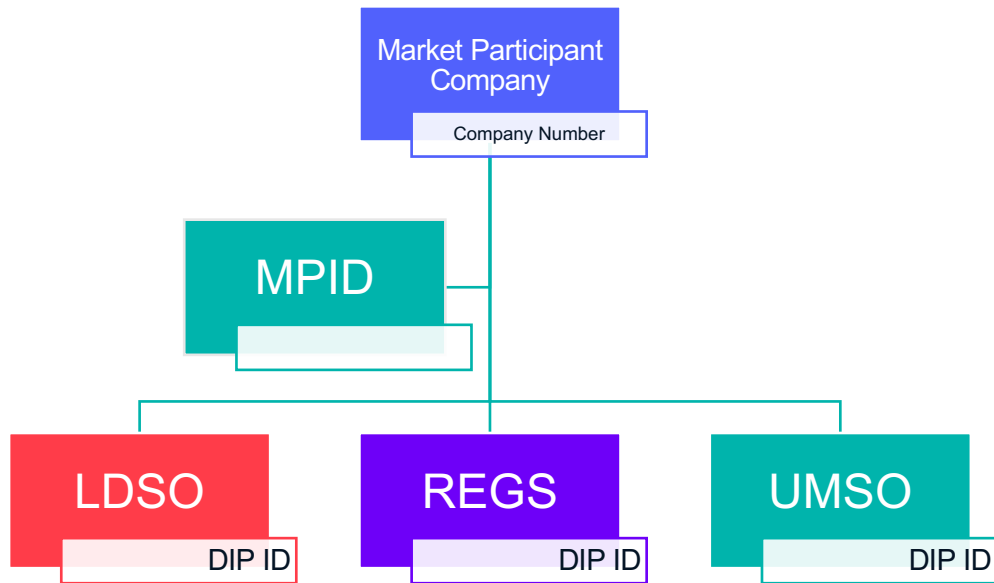


You have successfully onboarded
to the DIP



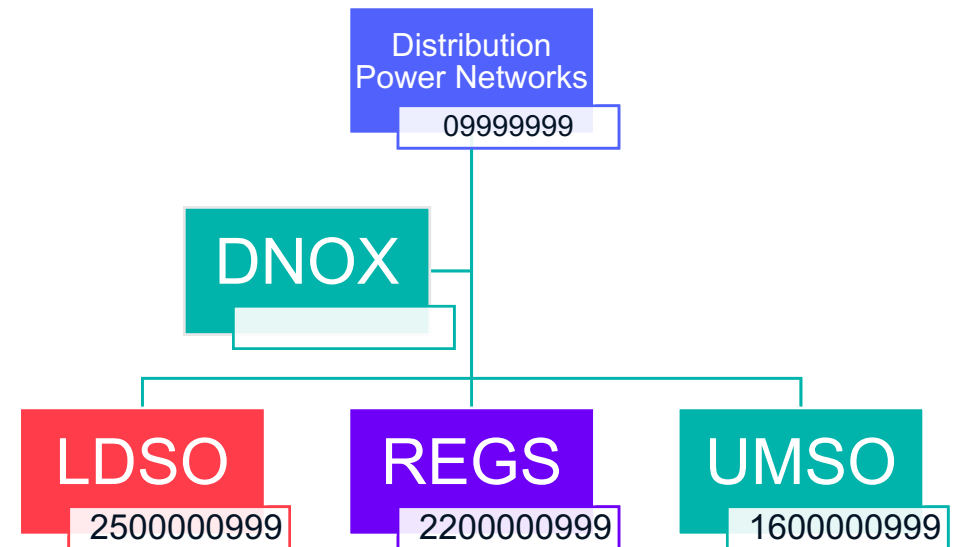
Step 5- Setting up DIP IDs

Market Participant Data Setup



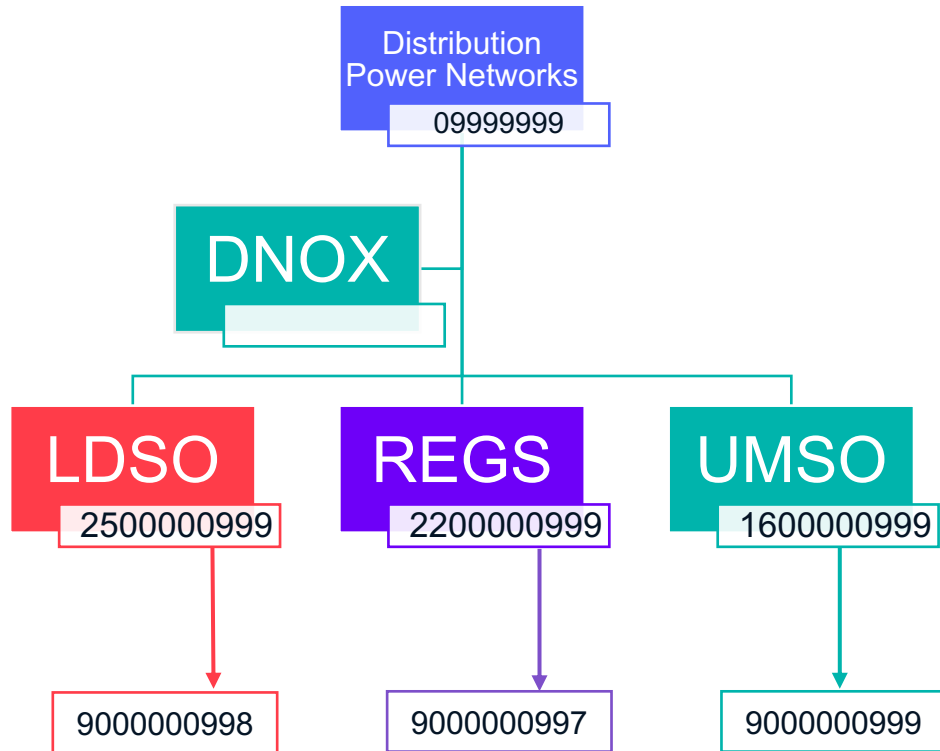
All the data required for on-SIT LDSO has been set-up in advance in terms of DIP IDs & DCP IDs

Distribution Power Networks Company



Market Participant Data Setup – include DCP setup

Example Distribution Company



With a Market Participant Organisation using a DCP, you can assign a particular role to your chosen DCP.

To assign one of your company roles to a DCP, the DCP MUST already have


- 1) Completed their onboarding in advance
- 2) Requested and approved DCP Status and
- 3) Created and shared a DCP ID with you.

This process needs to be repeated for each role you wish to use a DCP for, requiring a new DCP ID for each.

DIP Id and DCP ID have a strict 1:1 mapping



Select DIP ID to administer:



ELEXON
 Data Integration Portal

UU

HOME | **MARKET PARTICIPANT ORGANISATION** | MESSAGE CHANNELS | MESSAGES | PERFORMANCE

Big Energy Company

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

| | | |
|---|-------------------------------|-----------------------------|
| Company Number 2242424 | Role Codes SUP, VAS | DCP Status Active |
| Description new one | | |
| Whitelisted Domains sit.testmp.co.uk, live.co.uk, esgglobal.com | | |

DIP IDs | Members | Certificates

+ Create New DIP ID | ▼ Filter |

You can view the status of your DIP IDs below. Please ensure that you keep this information accurate and up-to-date.

| DIP ID ▼ | DIP Role Code | MPID | MP Role Code | Effective From Date (MPR) | Effective To Date (MPR) | Actions |
|------------|---------------|------|--------------|---------------------------|-------------------------|---|
| 1086576131 | VAS | ABCD | n/a | 2024-07-15 | 2025-07-15 | Edit Delete |
| 1494431682 | SUP | RDG1 | X | 2024-07-04 | 2025-07-04 | Edit Delete |

Showing items 1 - 2 of 2 | Show 10 | All

< 1 >



- 1. Nominate DCP
- 2. API Keys
- 3. Add Member

MHHS PROGRAMME | **ELEXON** Data Integration Portal

HOME | MARKET PARTICIPANT ORGANISATION | MESSAGE CHANNELS | MESSAGES | PERFORMANCE

Market Participants > Big Energy Company > DIP ID 1494431682

DIP ID: 1494431682

[N Nominate DIP Connection Provider](#)

Details

| Company Number | MPID | Market Participant Role Code | DIP Role Code | DIP ID | Effective From Date (MPR) | Effective To Date (MPR) |
|----------------|------|------------------------------|---------------|------------|---------------------------|-------------------------|
| 2242424 | RDG1 | X | SUP | 1494431682 | 2024-07-04 | 2025-07-04 |

API Keys

Primary Key

[Show](#) [Copy](#) [Regenerate](#)

Secondary Key

[Show](#) [Copy](#) [Regenerate](#)

Interface Configuration

Please select an interface to configure for this DIP ID

Interface:

[+ Add Member](#) [Filter](#)

Members

| First Name | Last Name | Email | Role | Actions |
|------------|-----------|--------------------------|--|--------------------------|
| Edward | Bowyer | edwardkbowyer@live.co.uk | MP User Admin MP Message Admin MP Certificate Admin MP Analytics Reader | Offboard |
| User | Eleven | user11@sit.testmp.co.uk | MP User Admin MP Message Admin MP Certificate Admin MP Analytics Reader | Offboard |

Showing items 1 - 2 of 2 | Show 10 | All



- 1. Nominate DCP
- 2. API Keys
- 3. Add Member

MHHS PROGRAMME | **ELEXON** Data Integration Portal

HOME | MARKET PARTICIPANT ORGANISATION | MESSAGE CHANNELS | MESSAGES | PERFORMANCE

Market Participants > Big Energy Company > DIP ID 1494431682

DIP ID: 1494431682

[Nominate DIP Connection Provider](#)

Details

| Company Number | MPID | Market Participant Role Code | DIP Role Code | DIP ID | Effective From Date (MPR) | Effective To Date (MPR) |
|----------------|------|------------------------------|---------------|------------|---------------------------|-------------------------|
| 2242424 | RDG1 | X | SUP | 1494431682 | 2024-07-04 | 2025-07-04 |

API Keys

Primary Key: [Show](#) [Copy](#) [Regenerate](#)

Secondary Key: [Show](#) [Copy](#) [Regenerate](#)

Interface Configuration

Please select an interface to configure for this DIP ID

Interface:

[Add Member](#) [Filter](#)

Members

| First Name | Last Name | Email | Role | Actions |
|------------|-----------|--------------------------|--|--------------------------|
| Edward | Bowyer | edwardkbowyer@live.co.uk | MP User Admin MP Message Admin MP Certificate Admin MP Analytics Reader | Offboard |
| User | Eleven | user11@sit.testmp.co.uk | MP User Admin MP Message Admin MP Certificate Admin MP Analytics Reader | Offboard |

Showing items 1 - 2 of 2 | Show 10 | All

Step 5 – Nominate a DCP for a DIP ID

Select DIP ID to nominate a DCP for

Identify the DIP ID you wish to nominate a DCP for and click it

This will take you to the DIP ID details view.

Click the 'Nominate DIP Connection Provider' button.

Nominate DIP Connection Provider for DIP ID 1252210018

Market Participant

DIP ID

Whitelist DCP's domains?

This will allow you to invite members of the DCP organisation into yours and assign them roles

[Cancel](#) [Nominate](#)

| DIP ID | DIP Role Code | MPID | MP Role Code | Effective From Date (MPR) | Effective To Date (MPR) | Actions |
|------------|---------------|------|--------------|---------------------------|-------------------------|---|
| 1252210018 | MSA | QAWD | T | 2024-06-24 | 2025-06-24 | Edit Delete |

ELEXON
Data Integration Portal

HOME MARKET PARTICIPANT ORGANISATION MESSAGE CHANNELS MESSAGES PERFORMANCE AUDIT MPAN USERS

Market Participants > Smart Energy > DIP ID 1252210018

DIP ID: 1252210018

[Nominate DIP Connection Provider](#)

Details

| Company Number | MPID | Market Participant Role Code | DIP Role Code | DIP ID | Effective From Date (MPR) | Effective To Date (MPR) |
|----------------|------|------------------------------|---------------|------------|---------------------------|-------------------------|
| 232424 | QAWD | T | MSA | 1252210018 | 2024-06-24 | 2025-06-24 |

Interface Configuration

Please select an interface to configure for this DIP ID

Interface

[Add Member](#) [Filter](#)

Members

| First Name | Last Name | Email | Role | Actions |
|------------|-----------|---------------------------|----------------------|--------------------------|
| Cert | Admin | certadm@mailinator.com | MP Certificate Admin | Offboard |
| User | Admin | useradmin1@mailinator.com | MP User Admin | Offboard |

Showing items 1 - 2 of 2 Show 10 All

Step 5 – Nominate a DCP for a DIP ID

Select correct DCP ID to nominate

Your desired DCP should have already created a DCP ID in the portal and shared it with you. Select your desired DCP from the Market Participant field and then the DCP ID they have shared with you.

You must also tick the 'Whitelist DCP's domains' if you intend to add DCP users as members of your organisation to allow them to perform administration tasks, for example create certificates or generate API Keys. Please note, if you do not see your desired DCP listed, please ask them to create a new DCP ID for you.

Once happy with the nomination details, click the nominate button.

Nominate DIP Connection Provider for DIP ID 1252210018

Market Participant

Example DCP Organisation

DIP ID

1972356907

Whitelist DCP's domains?

This will allow you to invite members of the DCP organisation into yours and assign them roles

1

ELEXON
Data Integration Portal

DCP nominated successfully

HOME MARKET PARTICIPANT ORGANISATION MESSAGE CHANNELS MESSAGES PERFORMANCE AUDIT MPAN USERS

Market Participants > Smart Energy > DIP ID 1252210018

DIP ID: 1252210018

Details

| Company Number | MPID | Market Participant Role Code | DIP Role Code | DIP ID | Effective From Date (MPR) | Effective To Date (MPR) |
|----------------|------|------------------------------|---------------|------------|---------------------------|-------------------------|
| 232424 | QAWD | T | MSA | 1252210018 | 2024-06-24 | 2025-06-24 |


DIP Connection Provider: Example DCP Organisation
DIP Connection Provider DIP ID: 1972356907

2



Section 6- Message Channel Set-up

Section 6 – Message Channel Setup

ELEXON
Data Integration PortalUU

HOME **MARKET PARTICIPANT ORGANISATION** MESSAGE CHANNELS MESSAGES PERFORMANCE

Market Participants > Big Energy Company > DIP ID 1494431682

DIP ID: 1494431682

➔ Nominate DIP Connection Provider

Details

| Company Number | MPID | Market Participant Role Code | DIP Role Code | DIP ID | Effective From Date (MPR) | Effective To Date (MPR) |
|----------------|------|------------------------------|---------------|------------|---------------------------|-------------------------|
| 2242424 | RDG1 | X | SUP | 1494431682 | 2024-07-04 | 2025-07-04 |

API Keys

Primary Key

 Show Copy Regenerate

Secondary Key

 Show Copy Regenerate

Interface Configuration

Please select an interface to configure for this DIP ID

Interfaces

- IF-001 - Not configured
- IF-002 - Not configured
- IF-003 - Not configured
- IF-004 - Not configured
- IF-006 - Not configured

➕ Add Member ▼ Filter

| Email | Role | Actions | |
|--------------------------|--|--|----------|
| edwardkbowyer@live.co.uk | MP User Admin MP Message Admin MP Certificate Admin MP Analytics Reader | Offboard | |
| User | Eleven user11@sit.testmp.co.uk | MP User Admin MP Message Admin MP Certificate Admin MP Analytics Reader | Offboard |

Showing items 1 - 2 of 2 Show 10 All

< 1 >

Section 6 – Message Channel Setup

MHHS PROGRAMME ELEXON Data Integration Portal UU

HOME MARKET PARTICIPANT ORGANISATION MESSAGE CHANNELS MESSAGES PERFORMANCE

Market Participants > Big Energy Company > DIP ID 1494431682

DIP ID: 1494431682

[Nominate DIP Connection Provider](#)

Details

| Company Number | MPID | Market Participant Role Code | DIP Role Code | DIP ID | Effective From Date (MPR) | Effective To Date (MPR) |
|----------------|------|------------------------------|---------------|------------|---------------------------|-------------------------|
| 2242424 | RDG1 | X | SUP | 1494431682 | 2024-07-04 | 2025-07-04 |

API Keys

Primary Key

[Show](#) [Copy](#) [Regenerate](#)

Secondary Key

[Show](#) [Copy](#) [Regenerate](#)

Interface Configuration

Please select an interface to configure for this DIP ID

Interface:

Publication Configuration

The Publication endpoint is where you receive messages sent to you from the DIP and is configured specific to each DIP ID

Publication URL:

Max Message Count:

Max Payload Size Kb:

Opt Out Preferences

Providing the ability to selectively Opt-Out of receiving messages for specific Event Codes on Interface IF-001 for this DIP ID

Select Event code:

| Event Code | Preference | Time Range | Description |
|-----------------------|--------------------------|------------|-------------|
| [InitialRegistration] | <input type="checkbox"/> | N/A | N/A |

It is not currently possible to Opt Out of [InitialRegistration] on interface IF-001 for SUP DIP IDs.

Section 6 – Message Channel Setup

MHHS PROGRAMME **ELEXON**
Data Integration Portal UU

HOME **MARKET PARTICIPANT ORGANISATION** MESSAGE CHANNELS MESSAGES PERFORMANCE

Market Participants > Big Energy Company > DIP ID 1494431682

DIP ID: 1494431682 N Nominate DIP Connection Provider

Details

| Company Number | MPID | Market Participant Role Code | DIP Role Code | DIP ID | Effective From Date (MPR) | Effective To Date (MPR) |
|----------------|------|------------------------------|---------------|------------|---------------------------|-------------------------|
| 2242424 | RDG1 | X | SUP | 1494431682 | 2024-07-04 | 2025-07-04 |

API Keys

Primary Key

Show Copy Regenerate

Secondary Key

Show Copy Regenerate

Interface Configuration

Please select an interface to configure for this DIP ID

Interface:

Publication Configuration

The Publication endpoint is where you receive messages sent to you from the DIP and is configured specific to each DIP ID

Publication URL: Edit Clear

Max Message Count:

Max Payload Size Kb:

Opt Out Preferences

Providing the ability to selectively Opt-Out of receiving messages for specific Event Codes on Interface IF-001 for this DIP ID

Select Event code:

| Event Code | Preference | Time Range | Description |
|-----------------------|--------------------------|------------|-------------|
| [InitialRegistration] | <input type="checkbox"/> | N/A | N/A |

It is not currently possible to Opt Out of [InitialRegistration] on interface IF-001 for SUP DIP IDs.



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

Advice for OpenSSL users

OpenSSL Commands required during onboarding

API Credential Certificate

To generate the CSR and Private Key:

```
openssl req -new -newkey rsa:4096 -nodes -keyout apicert.key -out apicert.csr -subj "/CN=<enter API credential Subject Name Here>"
```

To merge the Private Key and Certificate into a PFX:

```
openssl pkcs12 -export -out apicert.pfx -inkey apicert.key -in apicert.cer -password pass:
```

mTLS/Signing Certificate

To generate the CSR and Private Key:

```
openssl req -new -newkey rsa:4096 -nodes -keyout mtls-cert.key -out mtls-cert.csr -subj "/CN=<enter Subject Name here>" -addext "subjectAltName = DNS:<enter Subject Name here>, DNS:<enter Hostname plus Domain here>"
```

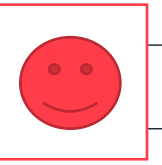
To merge the Private Key and Certificate into a PFX:

```
openssl pkcs12 -export -out mtls-cert.pfx -inkey mtls-cert.key -in mtls-cert.cer -password pass:
```



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

Adding GlobalSign Admins



Guidance for Certificate Admin

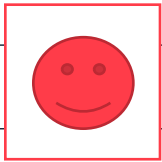
Up to this point in the process, the Certificate Admin has been responsible for the vetting process and completion.

At this point of the process you may wish to assign additional Cert Admins to complete the upcoming sections as more technical knowledge is required to complete the next onboarding steps. Please note, this could be someone from the DCP or a 3rd Party technical Person.

As well as adding the Cert Admin to the DIP they should also be added as a new User Admin within GlobalSign. See next page for details.

Please Note:

Additional Cert Admins are not mandatory at this point – you can continue through the process should you wish. If you decide to not add a new Cert Admin please ignore the next slide.



Assigning a new Cert Admin to GlobalSign Atlas account

Signed in as d.gardiner@avanade.com

Account Settings

Account Users Email History

Hide my disabled users [ADD AN ATLAS ADMIN USER](#)

| First Name | Last Name | User Type | User Status | Email Address | Mobile Phone N... | Primary Contact | Actions |
|------------|-----------|-----------|---|------------------------|-------------------|-----------------------|---------|
| David | Gardiner | Admin | <input checked="" type="checkbox"/> Enabled | d.gardiner@avanade.com | 0044 7789 6462... | <input type="radio"/> | |

Rows per page: 10 1-1 of 1

Click the profile icon in the top-right corner. Select 'Account Settings' and then 'Users' to obtain the new user ADD screen

Signed in as d.gardiner@avanade.com

Account Settings

Account Users Email History

Hide my disabled users [ADD AN ATLAS ADMIN USER](#)

| First Name | Last Name | User Type | User Status | Email Address | Mobile Phone N... | Primary Contact | Actions |
|------------|-----------|-----------|---|------------------------|-------------------|-----------------------|---------|
| David | Gardiner | Admin | <input checked="" type="checkbox"/> Enabled | d.gardiner@avanade.com | 0044 7789 6462... | <input type="radio"/> | |

Rows per page: 10 1-1 of 1

Select 'Add an Atlas Admin User' and add your new Cert Admin to the account.

This will result in a 'New User Registration' email being sent to that person.



**MHHS
PROGRAMME**
Industry-led, Elexon facilitated

Please send in your questions using
sli.do
#DIP

Questions will be answered at the end of the webinar.

A complete Q&A will be made available on the website.

DIP Queries & Technical Support

- For DIP queries, please contact the DIP mailbox: DIP@mhhsprogramme.co.uk
- For LDSO QT queries, please contact the mailbox: LDSO_QT@mhhsprogramme.co.uk
- For technical support, including access to the Collaboration Base, please contact our IT Helpdesk at ITHelp@mhhsprogramme.co.uk

PPC Bilaterals

- The PPC Team is available for monthly bilateral sessions with all Programme participants
- The sessions are used to enable a two-way conversation between the participants and the Programme – wider Programme team members can join these sessions as requested
- Contact PPC@mhhsprogramme.co.uk to schedule your next meeting

MHHS Website

- The [MHHS website](#) provides access to publicly available information on the Programme. It includes the latest information on the Programme workstreams, governance, news and upcoming events.
- There is a dedicated page for DIP information to support participants with onboarding: <https://www.mhhsprogramme.co.uk/dip/dip-guidance-documents>
- You can find the DIP Onboarding FAQ on the DIP guidance page. We recommend all participants use this while completing DIP Onboarding.

The Collaboration Base

- The Collaboration Base is the window to the Programme, providing access to documents for information, collaboration and review
- There is a dedicated page for DIP information to support participants with onboarding: <https://mhhsprogramme.sharepoint.com/sites/Market-wideHalfHourlySettlement/SitePages/DIP-Guidance-Documents.aspx>
- You can find the DIP Onboarding FAQ on the DIP guidance page. We recommend all participants use this while completing DIP Onboarding.

Newsletter

- The Clock is the Programme's weekly newsletter
- It provides you with updates and key information to support delivery of the Programme
- It signposts events, plans, reporting, and documents to assist in planning, design, development, testing and delivery
- To sign up, please contact the PPC team PPC@mhhsprogramme.co.uk or register by clicking in the footer of any page on the [MHHS website](#)

Thank you