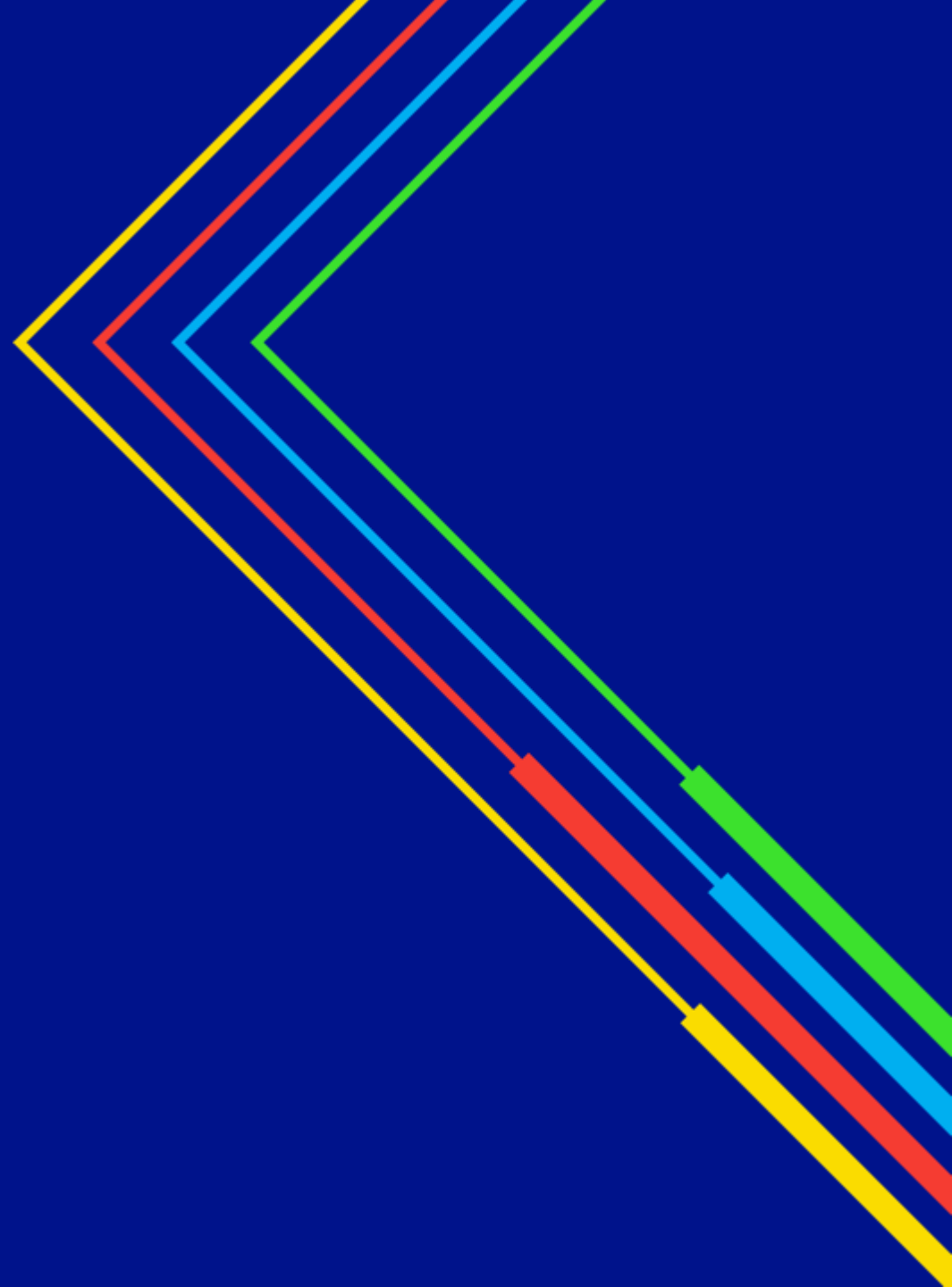


# How to Complete a New Company Registration & Manage Users (Part 1)

EV Make-Ready – New York & Massachusetts

November 27, 2023



# How to Complete a New Company Registration

## HOW TO COMPLETE A NEW COMPANY REGISTRATION



### Learning Objectives

This module outlines the steps for completing a new company registration on the Vendor Registration Portal.

The **intended audience** for this module is as follows:

- TRADE PARTNER ADMIN

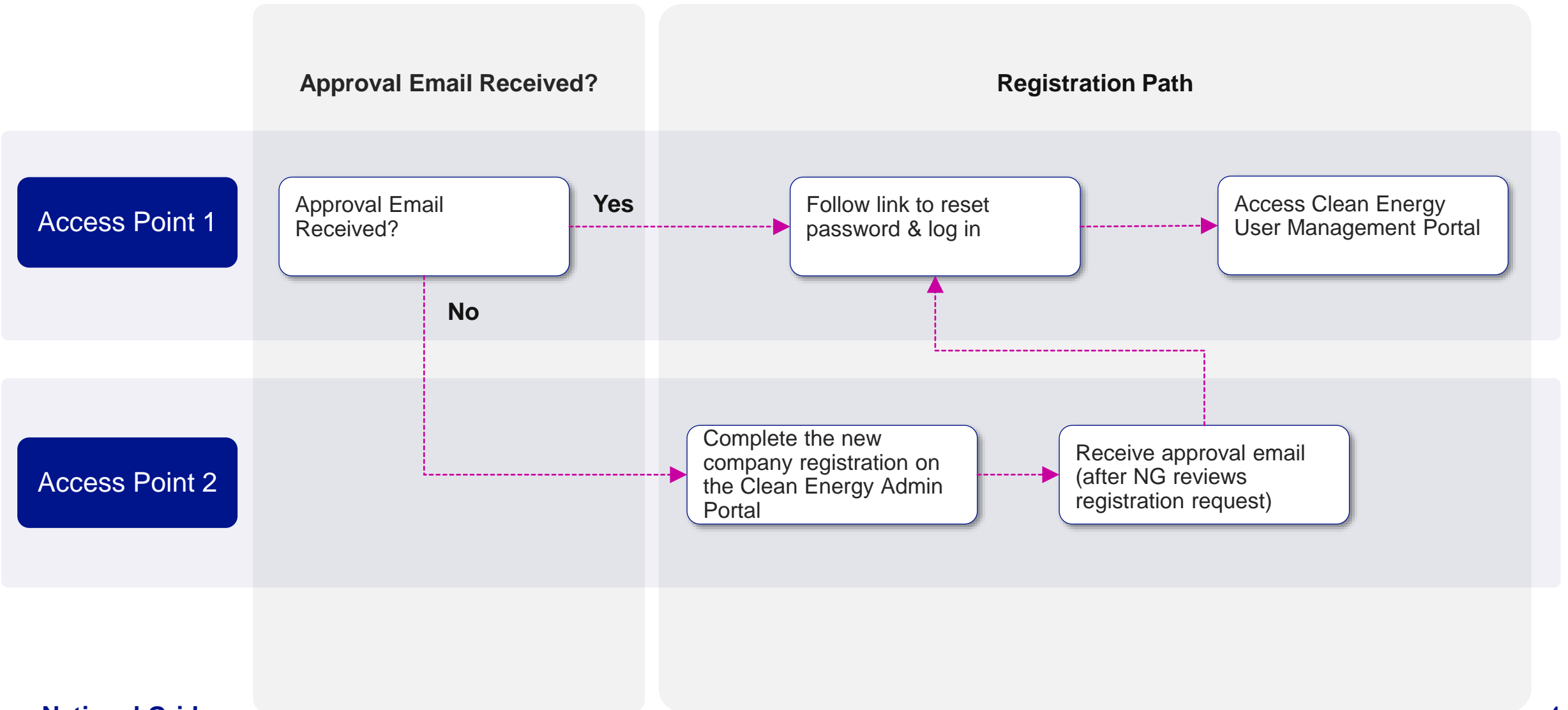
**By the end of this module, the user will be able to:**

- Complete EV Make-Ready Program company registration under following scenarios:
  - Begin with Program Approval Email
  - Begin with Vendor Registration portal
- Provide necessary information about the company and the administrator
- Select the Clean Energy Initiatives to participate in
- Complete the new company registration

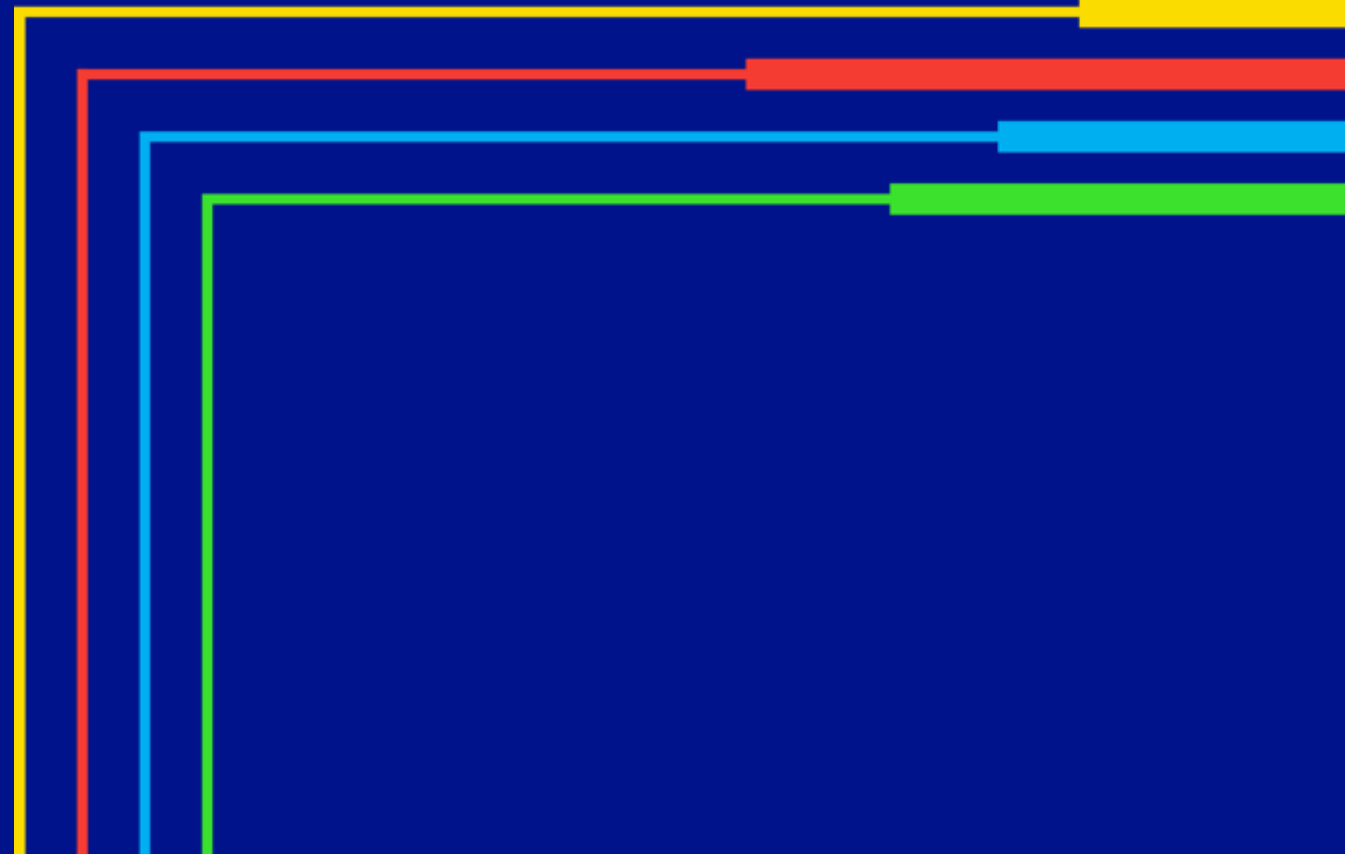
# Trade Partner Admin vs. Non-Admin Trade Partner User

Trade Partner Admin	Non-admin Trade Partner User	Permissions / Responsibilities
✓	✓	Create and submit EV Applications on the EV Make-Ready Portal
✓	✓	Access, read, and write private (individually created) EV applications
✓	✓	Ability to save an EV application as a "Draft" and edit/submit it at a later stage
✓	✓	Ability to view all of the EV applications that they have created and submitted
✓	✓	Ability to attach documents to an EV application that they individually submitted
✓	✗	View / edit / attach documents to all company EV Applications, in addition to their own*
✓	✗	Ability to view all submitted company EV applications, in addition to their own (view-only access available once submitted)
✓	✗	Participate in Annual Audit of Trade Partner employee users
✓	✗	Participate in Annual Audit of Necessary Compliance Documents
✓	✗	Approve new Trade Partner Employee requests to access the Clean Energy Application Portal
✓	✗	Access to view & manage a list of all registered Trade Partner Employees within the company
✓	✗	Manage off-boarding of Trade Partner Employees

# Portal Access: Trade Partner Admin



# Access Point 1: Admin Approval Email Received

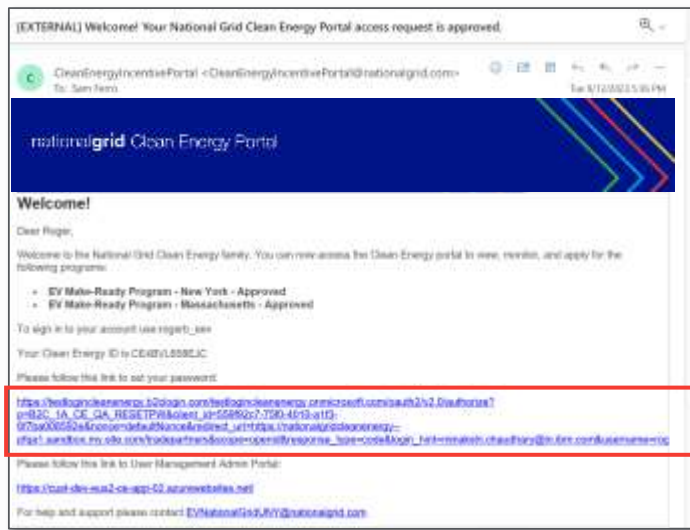


# Access Point 1: Receive Approval Email

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

An approval email was distributed to all partner admin users who were successfully registered by National Grid for the new National Grid Clean Energy Portal. Users who received this email should follow the steps below to set their password and access their account.

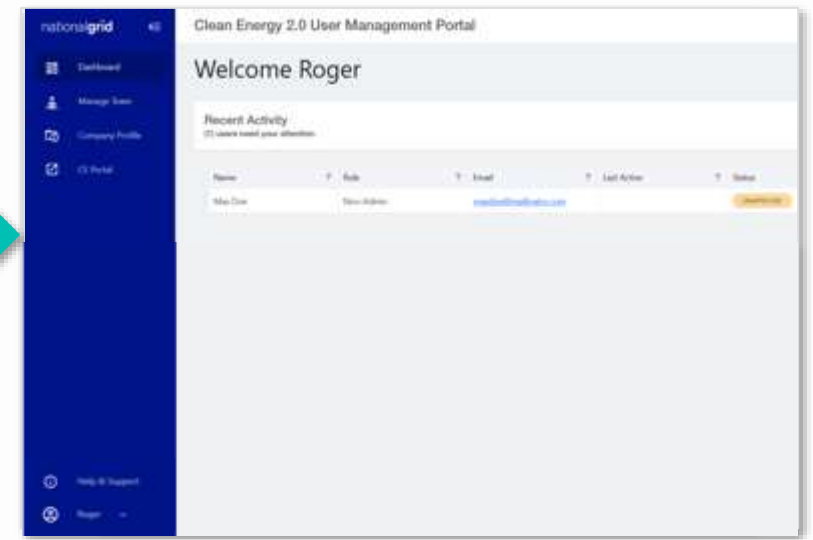
### 1 Receive Approval Email



### 2 Set Password



### 3 Access CE User Management Portal



The Trade Partner Admins receive an Approval email **IF** they were registered successfully by National Grid for the new National Grid Clean Energy Portal.

The Trade Partner Admins are directed to set their account password by following the link in the approval email.

The Trade Partner Admin log in to the Clean Energy User Management Portal with their username and newly set password.

# Access Point 1: Receive Approval Email

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The Approval Email distributed to successfully registered Trade Partner Admins contains the following information:

- A** Approval status for individual programs.
  - Any program not yet approved will be shown as **In Progress**
- B** The admin's **Username**
- C** The company's **Clean Energy ID**
- D** A link to set the admin's **password**
- E** A link to the **User Management Admin Portal**, where the Admin can log in and manage their company and users

**Welcome!**

Dear Roger,

Welcome to the National Grid Clean Energy family. You can now access the Clean Energy portal to view, monitor, and apply for the following programs:

- EV Make-Ready Program - New York - Approved
- EV Make-Ready Program - Massachusetts - Approved

To sign in to your account use `rogerb_eev`

Your Clean Energy ID is `CE4BVL658EJC`

Please follow this link to set your password:

[https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C\\_1A\\_CE\\_QA\\_RESETPW&client\\_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect\\_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response\\_type=code&login\\_hint=minakshi.chaudhary@in.ibm.com&username=rog](https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C_1A_CE_QA_RESETPW&client_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response_type=code&login_hint=minakshi.chaudhary@in.ibm.com&username=rog)

Please follow this link to User Management Admin Portal:

<https://cust-dev-eus2-ce-app-02.azurewebsites.net/>

For help and support please contact [EVNationalGridUNY@nationalgrid.com](mailto:EVNationalGridUNY@nationalgrid.com)

# Follow Approval Email Link to Set Password

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The Trade Partner Admin can use either of the links provided in Option **D** or **E** to set their password.

If the Admin chooses the link provided in Option **D**, they will follow **Steps 14.1+**, located in the Appendix of this training, to specify a new password.

Selecting the link provided in Option **E** will direct the admin to the **User Management Admin Portal** login page, where they can select the **“Forgot Password”** option to reset their password.

### Welcome!

Dear Roger,

Welcome to the National Grid Clean Energy family. You can now access the Clean Energy portal to view, monitor, and apply for the following programs:

- EV Make-Ready Program - New York - Approved
- EV Make-Ready Program - Massachusetts - Approved

To sign in to your account use: rogerb\_eev

Your Clean Energy ID is CE4BVL658EJC

Please follow this link to set your password: **D**

[https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C\\_1A\\_CE\\_QA\\_RESETPW&client\\_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect\\_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response\\_type=code&login\\_hint=minakshi.chaudhary@in.ibm.com&username=rog](https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C_1A_CE_QA_RESETPW&client_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response_type=code&login_hint=minakshi.chaudhary@in.ibm.com&username=rog)

Please follow this link to User Management Admin Portal:

<https://cust-dev-eus2-ce-app-02.azurewebsites.net/> **E**

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# Follow Approval Email Link to Set Password

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If the Admin chooses the link provided in Option **D**, they will follow **Steps 14.1+**, located in the Appendix of this training, to specify a new password.

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[https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C\\_1A\\_CE\\_QA\\_RESETPW&client\\_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect\\_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response\\_type=code&login\\_hint=minakshi.chaudhary@in.ibm.com&username=rog](https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C_1A_CE_QA_RESETPW&client_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response_type=code&login_hint=minakshi.chaudhary@in.ibm.com&username=rog)

Please follow this link to User Management Admin Portal:

<https://cust-dev-eus2-ce-app-02.azurewebsites.net/> **E**

For help and support please contact [EVNationalGridUNY@nationalgrid.com](mailto:EVNationalGridUNY@nationalgrid.com)

**1.1** Click the link to the **User Management Admin Portal** to reset the password.

# Reset Password via User Management Portal Link

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

Upon clicking link to the **User Management Admin Portal** (Option E), the login page will appear.

**i** Access Point 1 enables Partner Admin Users to begin at Step 14 in the standard registration process. As such, the proceeding steps will be numbered as 14+.

**14** Click the **Forgot Password** link to start resetting the password.

**nationalgrid**  
Clean Energy User Management Portal

**Sign In**

Username \*

Password

**Sign in**

Forgot **Password?**

Login as **NG Employee?**

Looking to **Looking for Clean Energy Portal??**

**New to National Grid?**

Register online to access the Clean Energy portal and apply for and manage program applications, track application progress, and coordinate program incentives.

**Register for Online Access**

**Still having trouble logging in?**

# Reset Password via User Management Portal Link (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

Upon selecting **Forgot Password** in Step 14, the **Reset Your Password** window will appear.

The screenshot displays the 'nationalgrid Clean Energy User Management Portal' interface. The main heading is 'Reset Your Password'. Below this, there is a 'Username \*' label and a text input field containing the text 'rogerb\_eev'. At the bottom of the form, there are two buttons: a grey 'Cancel' button and a dark blue 'Continue' button. Two callout boxes are present on the right side of the form. Callout 14.1 points to the username field with the instruction: 'Enter the Trade Partner Admin username in the Username field.' Callout 14.2 points to the 'Continue' button with the instruction: 'Click the Continue button.'

# Reset Password via the User Management Portal (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The **Email Address** of the Trade Partner Admin will appear.

14.3 Verify the email and then click the **Send verification code** button.

nationalgrid  
Clean Energy User Management Portal

Reset Your Password

Email Address \*

rogerbrown@mailinator.com

Send verification code


Cancel Continue

# Reset Password via User Management Portal Link (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The Trade Partner Admin will receive an email with the verification code.

The screenshot displays an email client interface. The header shows the recipient as 'rogerbrown', the sender as 'msonlineservicesteam@microsoftonline.com', the sending IP as '40.92.42.249', and the received time as '2023-08-09 19:53:48'. Below the header, there are tabs for 'HTML', 'JSON', 'RAW', 'LINKS', 'SMTP\_LOG', and 'ATTACHMENTS'. The main content area shows a blue header with the text 'Verify your email address'. Below this, it says 'Thanks for verifying your rogerbrown@mailinator.com account!'. A red box highlights the text 'Your code is: 434608'. At the bottom, it says 'Sincerely, NationalGrid Clean Energy'. A callout box on the left contains the text '14.4 Note down the code.' with a red arrow pointing to the highlighted code.

<b>To</b>	rogerbrown	 Delete
<b>From</b>	msonlineservicesteam@microsoftonline.com	
<b>Sending IP</b>	40.92.42.249	
<b>Received</b>	2023-08-09 19:53:48	

HTML    JSON    RAW    LINKS    SMTP\_LOG    ATTACHMENTS

**Verify your email address**

Thanks for verifying your rogerbrown@mailinator.com account!

**Your code is: 434608**

Sincerely,  
NationalGrid Clean Energy

14.4 Note down the code.

# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

14.5 Enter the code in the **Verification Code** field.

14.6 Click **Verify code**.

**nationalgrid**  
Clean Energy User Management Portal

## Reset Your Password

Verification code has been sent. Please copy it to the input box below.

Email Address \*

Verification Code \*

**Verify code**

**Send new code**

**Cancel** **Continue**

# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

A message appears that the code has been verified.

**nationalgrid**  
Clean Energy User Management Portal

**Reset Your Password**

The code has been verified. You can now continue.

Email Address \*

rogerbrown@mailinator.com

Cancel Continue

14.7 Click **Continue**.

# Reset Password via User Management Portal Link (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

Reset the password. Once directed to the User Management Login page (shown in step 14) proceed to log in with the newly set password and username (provided in approval email).

The screenshot shows the 'nationalgrid Clean Energy User Management Portal' interface. The main heading is 'Reset Your Password'. Below this, there are two password input fields: 'Enter Password \*' and 'Confirm Password \*'. Both fields contain masked characters (dots). A red box highlights both input fields, with a callout box labeled '14.8' pointing to them, containing the text: 'Enter a password in the Enter Password and Confirm Password fields.' Below the input fields are two buttons: a grey 'Cancel' button and a blue 'Continue' button. A red box highlights the 'Continue' button, with a callout box labeled '14.9' pointing to it, containing the text: 'Click Continue.'

**14.8** Enter a password in the **Enter Password** and **Confirm Password** fields.

**14.9** Click **Continue**.



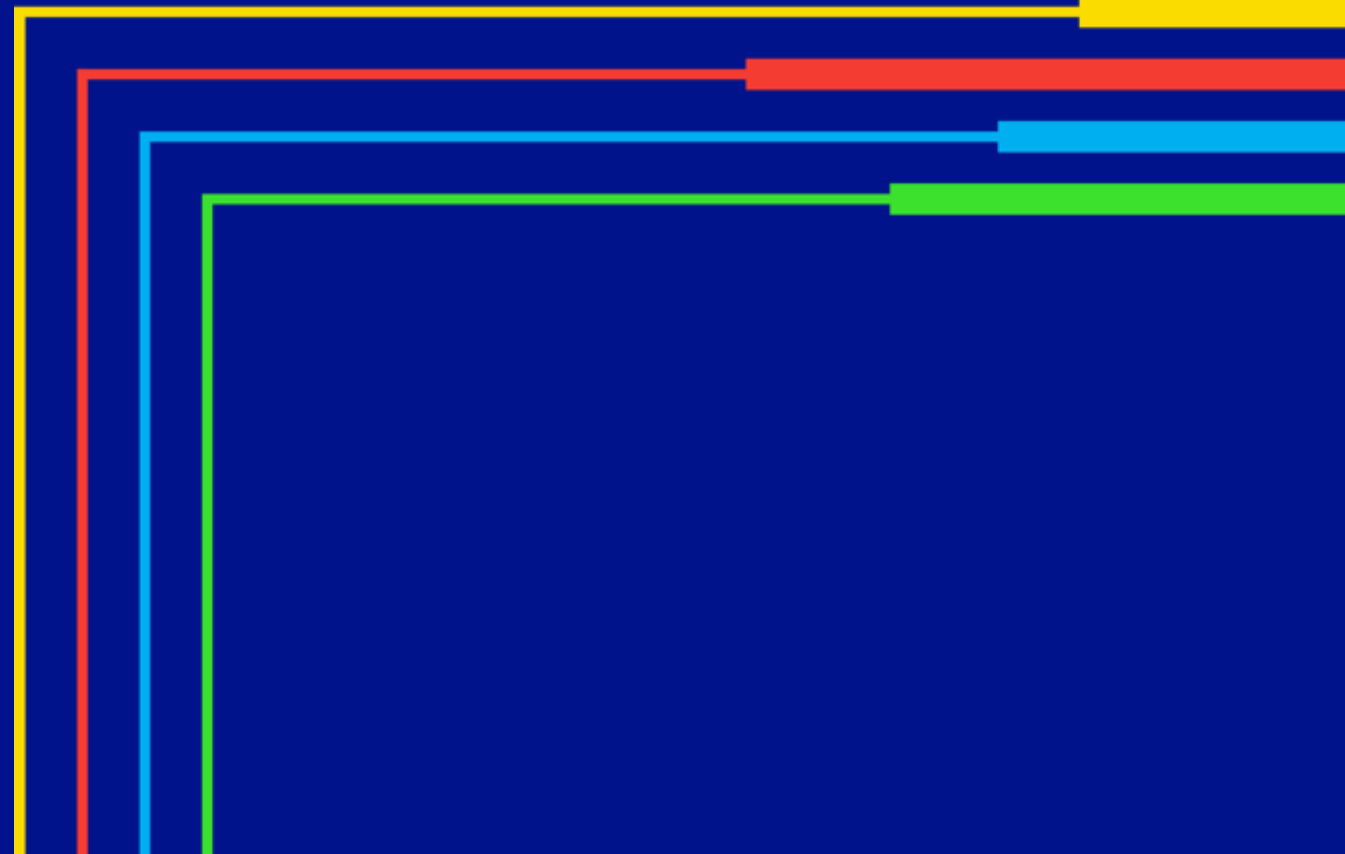
# Access the Clean Energy 2.0 User Management Portal

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The **Clean Energy 2.0 User Management Portal** screen will open. The Admin can manage the company details and other company users on this Portal.

The screenshot displays the 'Clean Energy 2.0 User Management Portal' interface. On the left is a dark blue sidebar with the 'nationalgrid' logo and a back arrow. The sidebar contains the following menu items: 'Dashboard' (grid icon), 'Manage Team' (person icon), 'Company Profile' (document icon), 'CE Portal' (document icon), 'Help & Support' (info icon), and 'Roger' (user profile icon with a dropdown arrow). The main content area has a white header with the title 'Clean Energy 2.0 User Management Portal'. Below the header, a large light blue banner says 'Welcome Roger'. Underneath is a 'Recent Activity' section with the text '(0) users need your attention' and a 'View All >' button. Below this is a table with columns: 'Name', 'Role', 'Email', 'Last Active', and 'Status'. The table body contains the text 'No records to display.'

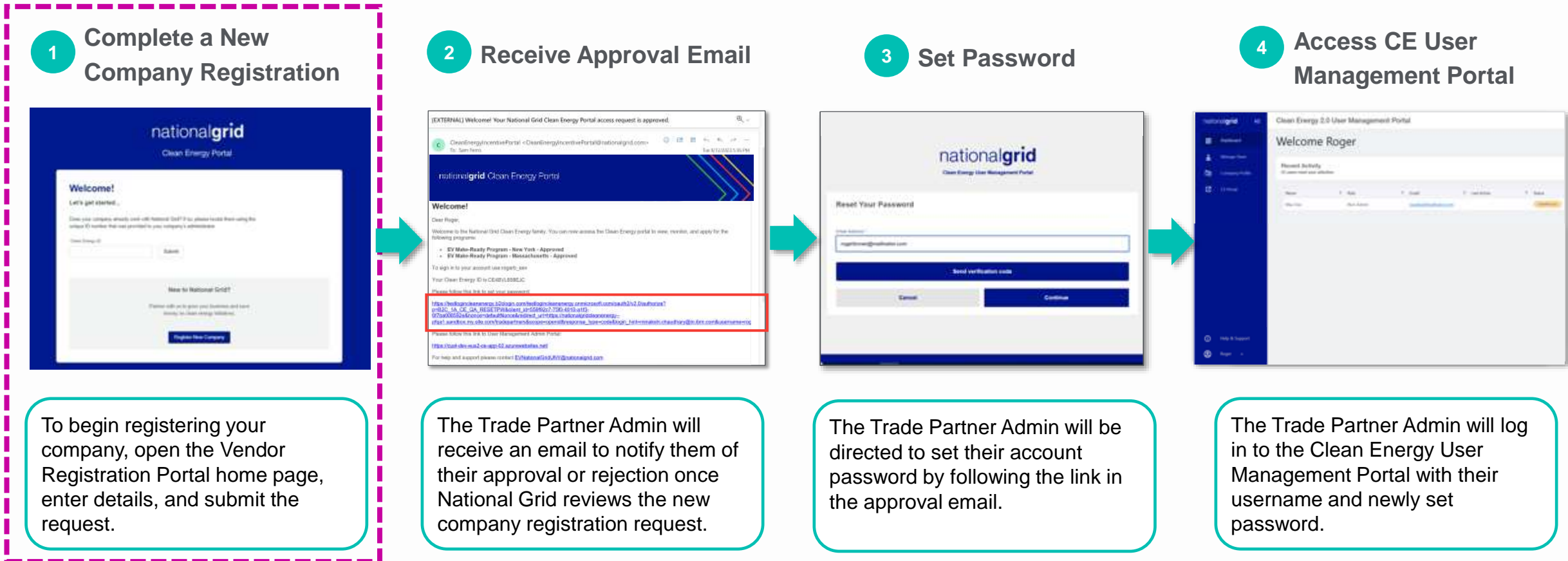
# Access Point 2: Complete a New Company Registration *(Approval email NOT received)*



# Access Point 2: Complete a New Company Registration

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

Trade Partner Admins who did not already receive an approval email will need to register their company by completing the new company registration on the Vendor Registration Portal Homepage.



# Access Point 2: Complete a New Company Registration

HOW TO COMPLETE A NEW COMPANY REGISTRATION

## Welcome!

Let's get started...

Does your company already work with National Grid? If so, please locate them using the unique ID number that was provided to your company's administrator.

Clean Energy ID

Submit

## New to National Grid?

Partner with us to grow your business and save money on clean energy initiatives.

Register New Company

1

To begin registering your company, open the **Vendor Registration Portal** home page.

2

Select **Register New Company**.

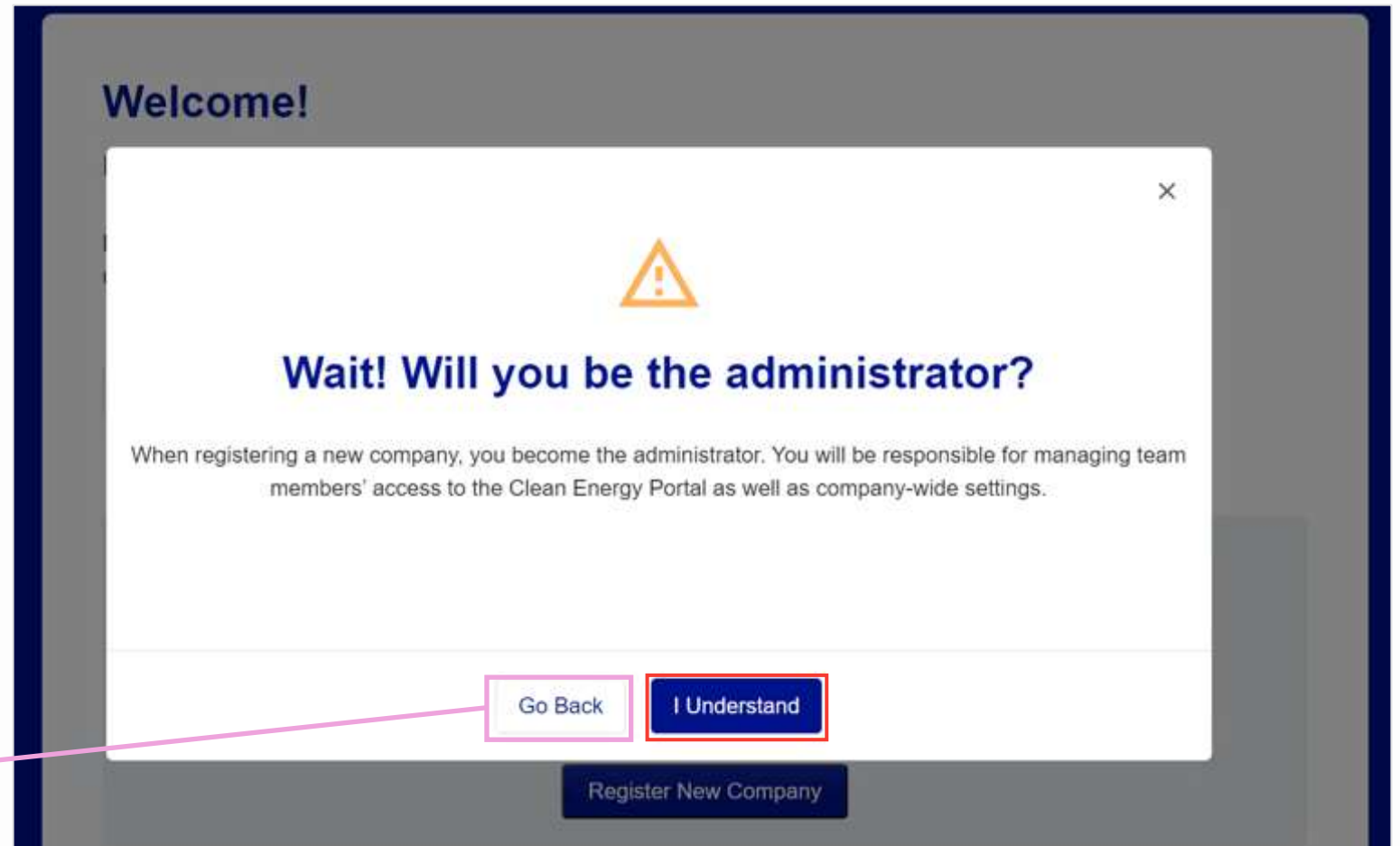
# Admin Confirmation Message

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

A pop-up message will appear asking the user if they will be the Trade Partner Company's administrator (also referred to as the "Trade Partner Admin" or "Admin" throughout this training).

3 Read the information related to the administrator role, and if it applies, select **I Understand** to continue registering the company as an administrator.

i Otherwise select **Go Back** and notify your company's appointed administrator that they must perform the company registration.



# Enter Company Details

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The **Company Detail** screen will appear, requesting the necessary company information. Fields with an asterisk (\*) are required fields that must be completed.

4

Enter the following details about the company:

- **Company Name**
- **Tax ID**
- **Email**
- **Phone Number**

## New Company Registration

We are excited to work with you!

1 Company Detail

2 Program Selection

3 Administrator

\* Required Fields

### Tell us about your company.

Company Name \*

Easy EVs Ltd

Tax ID \*

789567456

Email \*

rogerbrown@mailinator.com

Phone Number \*

5558884445

### Where is your company located?

Street Address \*

12 Maple Street

Building, Suite, etc (optional)

ABC Tower

City \*

Boston

State / Province \*

Massachusett

Zip / Postal Code \*

02108

Country \*

United States of America

5

Enter the address details of the company.

# Enter Company Details (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

6

If the mailing address is the same as the Company Street Address entered above, select the “**Mailing address same as company address**” check box.

Email \*  Phone Number \*

**Where is your company located?**

Street Address \*  Building, Suite, etc (optional)

City \*  State / Province \*  Zip / Postal Code \*  Country \*

**What is the best mailing address for your company?**

Mailing address same as company address

Street Address \*  Building, Suite, etc (optional)

City \*  State / Province \*  Zip / Postal Code \*  Country \*

i

If the mailing address is different than the Company Street Address, the user will need to enter the mailing address details.

7

Once finished, select **Continue** to proceed.

Go Back

Continue

# Select the Program

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

**A** Users can filter the list to view the appropriate programs based on **State**, **Product**, and / or **Segment**. For example, if a user wants to view **Commercial**, **Electrical Vehicle (EV)** programs for the **MA Jurisdiction (MA)**, they can select the **Commercial**, **Electrical Vehicle (EV)**, and **MA Jurisdiction (MA)** check boxes.

In this example, we want to view all Commercial, Electrical Vehicle (EV) programs.

**B** The **Program Selection** screen will appear with the list of available programs to participate in.

### New Company Registration

We are excited to work with you!

✔ Company Detail
 2 Program Selection
 3 Administrator

\* Required Fields

⚠ Please select at least one program to continue.

Please select the programs you are interested in participating in.

State	Product	Segment
<input type="checkbox"/> NY Jurisdiction (NY)	<input checked="" type="checkbox"/> Electric Vehicle (EV)	<input checked="" type="checkbox"/> Commercial
<input type="checkbox"/> MA Jurisdiction (MA)	<input type="checkbox"/> Energy Efficiency (EE)	<input type="checkbox"/> Residential

NEW YORK | ELECTRIC VEHICLES  
**EV Make-Ready Program - New York ( NY )**
Learn More ↗

MASSACHUSETTS | ELECTRIC VEHICLES  
**EV Make-Ready Program - Massachusetts ( MA )**
Learn More ↗



# Select the Program (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

## New Company Registration

We are excited to work with you!

1 Company Detail — 2 Program Selection — 3 Administrator

\* Required Fields

Please select the programs you are interested in participating in.

State

- NY Jurisdiction (NY)  
 MA Jurisdiction (MA)

Product

- Electric Vehicle (EV)  
 Energy Efficiency (EE)

Segment

- Commercial  
 Residential

NEW YORK | ELECTRIC VEHICLES  
**EV Make-Ready Program - New York ( NY )**

[Learn More ↗](#)

MASSACHUSETTS | ELECTRIC VEHICLES  
**EV Make-Ready Program - Massachusetts ( MA )**

[Learn More ↗](#)

Go Back

**Continue**

- 9 Select the program(s) in which the company will participate. In this example, we've selected both
- EV Make-Ready Program – New York (NY) and
  - EV Make-Ready Program – Massachusetts (MA).

8 Select the appropriate filters to view the desired programs.

10 Click **Continue** to proceed.

# Enter Administrator Details

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The **Administrator** screen will appear, which requests information about the Trade Partner Admin.

**A** The username created here will be the admin's username for this company only.

If an admin registers multiple companies, they will need to create different usernames for each company. Other information, such as the admin's email, can be reused for multiple companies.

**15** Enter the following details:

- **First Name**
- **Last Name**
- **Email**
- **Phone Number**
- **Username**

### New Company Registration

We are excited to work with you!

Company Detail
  Program

*\* Required Fields*  
Great! Let's set up your administrator profile.

First Name *	Last Name*
<input type="text" value="Roger"/>	<input type="text" value="Brown"/>
Email *	Phone Number *
<input type="text" value="rogerbrown@mailinator.com"/>	<input type="text" value="5554443338"/>
Username *	
<input type="text" value="rogerb_eev"/>	

The username you create will be the login for this company only

[Go Back](#)

**11** Click **Complete Registration** to proceed.

# Enter Administrator Details (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

A message will appear stating that the registration is submitted.

**New Company Registration**

**Registration Submitted!**

You will receive an email covering next steps once National Grid has approved your request for access.

Close Window

12 Click **Close Window** to exit the application.

Go Back Complete Registration

# Approval Email

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

When the registration request is approved by National Grid, the Trade Partner Admin will receive an email that contains the following:

- A** **Approval status** for individual programs.
  - Any program not yet approved will be shown as **In Progress**
- B** The admin's **Username**
- C** The company's **Clean Energy ID**
- D** A link to set the admin's **password**
- E** A link to the **User Management Admin Portal**, where the Admin can log in and manage their company and users

**Welcome!**

Dear Roger,

Welcome to the National Grid Clean Energy family. You can now access the Clean Energy portal to view, monitor, and apply for the following programs:

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For help and support please contact [EVNationalGridUNY@nationalgrid.com](mailto:EVNationalGridUNY@nationalgrid.com)

Similarly, if the request is denied, the Trade Partner Admin will receive a rejection email, and will need to resubmit the request after correcting the errors.

# Approval Email

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The Trade Partner Admin can use either of the links provided in Option **D** or **E** to set their password.

If the Admin chooses the link provided in Option **D**, they will follow **Steps 14.1+**, located in the Appendix of this training, to specify a new password.

Selecting the link provided in Option **E** will direct the admin to the **User Management Admin Portal** login page, where they can select the “**Forgot Password**” option to reset their password.

### Welcome!

Dear Roger,

Welcome to the National Grid Clean Energy family. You can now access the Clean Energy portal to view, monitor, and apply for the following programs:

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- EV Make-Ready Program - Massachusetts - Approved

To sign in to your account use: rogerb\_eev

Your Clean Energy ID is CE4BVL658EJC

Please follow this link to set your password: **D**

[https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C\\_1A\\_CE\\_QA\\_RESETPW&client\\_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect\\_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response\\_type=code&login\\_hint=minakshi.chaudhary@in.ibm.com&username=rog](https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C_1A_CE_QA_RESETPW&client_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response_type=code&login_hint=minakshi.chaudhary@in.ibm.com&username=rog)

Please follow this link to User Management Admin Portal:

<https://cust-dev-eus2-ce-app-02.azurewebsites.net/> **E**

For help and support please contact [EVNationalGridUNY@nationalgrid.com](mailto:EVNationalGridUNY@nationalgrid.com)



# Approval Email

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The Trade Partner Admin can use either of the links provided in Option **D** or **E** to set their password.

If the Admin chooses the link provided in Option **D**, they will follow **Steps 14.1+**, located in the Appendix of this training, to specify a new password.

Selecting the link provided in Option **E** will direct the admin to the **User Management Admin Portal** login page, where they can select the **“Forgot Password”** option to reset their password.

### Welcome!

Dear Roger,

Welcome to the National Grid Clean Energy family. You can now access the Clean Energy portal to view, monitor, and apply for the following programs:

- EV Make-Ready Program - New York - Approved
- EV Make-Ready Program - Massachusetts - Approved

To sign in to your account use: rogerb\_eev

Your Clean Energy ID is CE4BVL658EJC

Please follow this link to set your password: **D**

[https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C\\_1A\\_CE\\_QA\\_RESETPW&client\\_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect\\_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response\\_type=code&login\\_hint=minakshi.chaudhary@in.ibm.com&username=rog](https://testlogincleanenergy.b2clogin.com/testlogincleanenergy.onmicrosoft.com/oauth2/v2.0/authorize?p=B2C_1A_CE_QA_RESETPW&client_id=559f92c7-75f0-4010-a1f3-6f7ba008592e&nonce=defaultNonce&redirect_uri=https://nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response_type=code&login_hint=minakshi.chaudhary@in.ibm.com&username=rog)

Please follow this link to User Management Admin Portal:

<https://cust-dev-eus2-ce-app-02.azurewebsites.net/> **E**

For help and support please contact [EVNationalGridUNY@nationalgrid.com](mailto:EVNationalGridUNY@nationalgrid.com)

**13** Click the link to the **User Management Admin Portal** to reset the password.

# Reset Password via User Management Portal Link

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

Upon clicking link to the **User Management Admin Portal** (Option E), the login page will appear.

**nationalgrid**  
Clean Energy User Management Portal

**Sign In**

Username \*

Password

**Sign in**

Forgot **Password?**

Login as **NG Employee?**

Looking to **Looking for Clean Energy Portal??**

**New to National Grid?**

Register online to access the Clean Energy portal and apply for and manage program applications, track application progress, and coordinate program incentives.

**Register for Online Access**

**Still having trouble logging in?**

14 Click the **Forgot Password** link to start resetting the password.

# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

Upon selecting **Forgot Password** in Step 14, the **Reset Your Password** window will appear.

**nationalgrid**  
Clean Energy User Management Portal

**Reset Your Password**

Username \*

rogerb\_eev

Cancel Continue

14.1 Enter the Trade Partner Admin username in the **Username** field.

14.2 Click the **Continue** button.



# Reset Password via the User Management Portal (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The **Email Address** of the Trade Partner Admin will appear.

14.3 Verify the email and then click the **Send verification code** button.

nationalgrid  
Clean Energy User Management Portal

Reset Your Password

Email Address \*

rogerbrown@mailinator.com

Send verification code


Cancel Continue

# Reset Password via User Management Portal Link (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The Trade Partner Admin will receive an email with the verification code.

The screenshot displays an email interface. The header shows the recipient as 'rogerbrown' and the sender as 'msonlineservicesteam@microsoftonline.com'. The email content is a verification message from Microsoft. A blue banner at the top of the message reads 'Verify your email address'. Below this, the text says 'Thanks for verifying your rogerbrown@mailinator.com account!'. A red box highlights the verification code: 'Your code is: 434608'. Below the code, it says 'Sincerely, NationalGrid Clean Energy'. A callout box on the left points to the code with the text '14.4 Note down the code.'.

<b>To</b>	rogerbrown	 Delete
<b>From</b>	msonlineservicesteam@microsoftonline.com	
<b>Sending IP</b>	40.92.42.249	
<b>Received</b>	2023-08-09 19:53:48	

HTML    JSON    RAW    LINKS    SMTP\_LOG    ATTACHMENTS

**Verify your email address**

Thanks for verifying your rogerbrown@mailinator.com account!

**Your code is: 434608**

Sincerely,  
NationalGrid Clean Energy

14.4 Note down the code.

# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

14.5 Enter the code in the **Verification Code** field.

14.6 Click **Verify code**.

**nationalgrid**  
Clean Energy User Management Portal

### Reset Your Password

Verification code has been sent. Please copy it to the input box below.

Email Address \*

rogerbrown@mailinator.com

Verification Code \*

434608

**Verify code**

**Send new code**

Cancel **Continue**

# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

A message appears that the code has been verified.

**nationalgrid**  
Clean Energy User Management Portal

### Reset Your Password

The code has been verified. You can now continue.

Email Address \*

rogerbrown@mailinator.com

Cancel Continue

14.7 Click **Continue**.

# Reset Password via User Management Portal Link (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

Reset the password. Once directed to the User Management Login page (shown in step 14) proceed to log in with the newly set password and username (provided in approval email).

**nationalgrid**  
Clean Energy User Management Portal

### Reset Your Password

Enter Password \*

Confirm Password \*

Cancel Continue

14.8 Enter a password in the **Enter Password** and **Confirm Password** fields.

14.9 Click **Continue**.

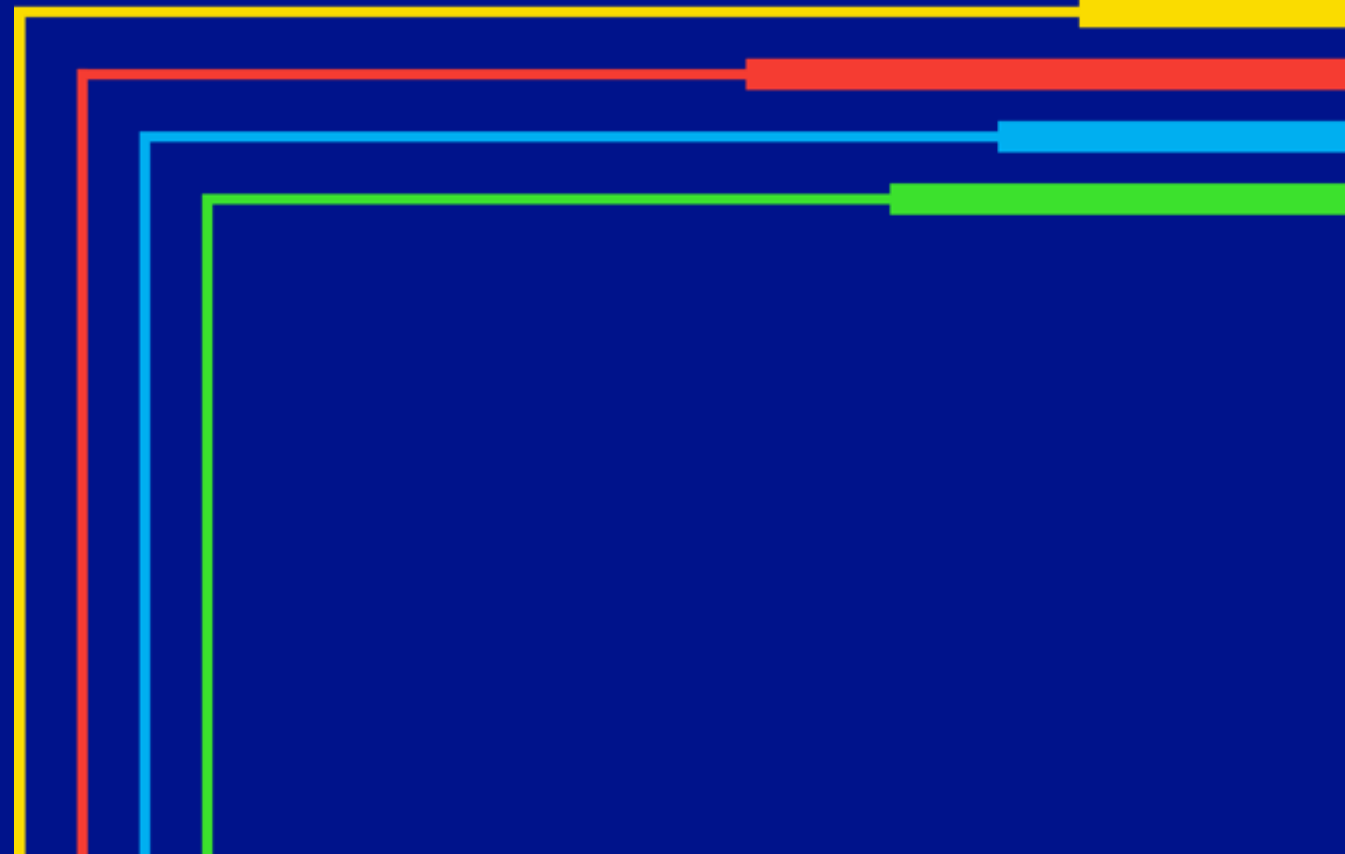
# Access the Clean Energy 2.0 User Management Portal

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The **Clean Energy 2.0 User Management Portal** screen will open. The Admin can manage the company details and other company users on this Portal.

The screenshot displays the 'Clean Energy 2.0 User Management Portal' interface. On the left is a dark blue sidebar with the 'nationalgrid' logo and a back arrow. The sidebar contains the following menu items: 'Dashboard' (with a grid icon), 'Manage Team' (with a person icon), 'Company Profile' (with a document icon), 'CE Portal' (with a document icon), 'Help & Support' (with an information icon), and 'Roger' (with a user profile icon and a dropdown arrow). The main content area has a white header with the title 'Clean Energy 2.0 User Management Portal'. Below the header, it says 'Welcome Roger'. A 'Recent Activity' section shows '(0) users need your attention' with a 'View All >' button. Below this is a table with columns: 'Name', 'Role', 'Email', 'Last Active', and 'Status'. The table content area displays 'No records to display.'

# Appendix



# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

Upon selecting **Forgot Password** in Step 14, the **Reset Your Password** window will appear.

The screenshot displays the 'nationalgrid Clean Energy User Management Portal' interface. The main heading is 'Reset Your Password'. Below this, there is a 'Username \*' label and a text input field containing the text 'rogerb\_eev'. At the bottom of the form, there are two buttons: a grey 'Cancel' button and a blue 'Continue' button. Two callout boxes are present on the right side of the form. Callout 14.1 points to the username field with the instruction: 'Enter the Trade Partner Admin username in the Username field.' Callout 14.2 points to the 'Continue' button with the instruction: 'Click the Continue button.'



# Reset Password via the User Management Portal (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The **Email Address** of the Trade Partner Admin will appear.

14.3 Verify the email and then click the **Send verification code** button.

nationalgrid  
Clean Energy User Management Portal

Reset Your Password

Email Address \*

rogerbrown@mailinator.com

Send verification code


Cancel Continue

# Reset Password via User Management Portal Link (cont.)

## HOW TO COMPLETE A NEW COMPANY REGISTRATION

The Trade Partner Admin will receive an email with the verification code.

The screenshot displays an email interface. The header shows the recipient as 'rogerbrown', the sender as 'msonlineservicesteam@microsoftonline.com', the sending IP as '40.92.42.249', and the received time as '2023-08-09 19:53:48'. Below the header, there are tabs for 'HTML', 'JSON', 'RAW', 'LINKS', 'SMTP\_LOG', and 'ATTACHMENTS'. The main content of the email is a verification message with a blue header that says 'Verify your email address'. The body of the email says 'Thanks for verifying your rogerbrown@mailinator.com account!' and 'Your code is: 434608'. The code is highlighted with a red box. Below the code, it says 'Sincerely, NationalGrid Clean Energy'. A callout box on the left side of the email content says '14.4 Note down the code.' with a red arrow pointing to the code box.

<b>To</b>	rogerbrown	 Delete
<b>From</b>	msonlineservicesteam@microsoftonline.com	
<b>Sending IP</b>	40.92.42.249	
<b>Received</b>	2023-08-09 19:53:48	

HTML    JSON    RAW    LINKS    SMTP\_LOG    ATTACHMENTS

**Verify your email address**

Thanks for verifying your rogerbrown@mailinator.com account!

**Your code is: 434608**

Sincerely,  
NationalGrid Clean Energy

14.4 Note down the code.

# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

14.5 Enter the code in the **Verification Code** field.

14.6 Click **Verify code**.

**nationalgrid**  
Clean Energy User Management Portal

### Reset Your Password

Verification code has been sent. Please copy it to the input box below.

Email Address \*

rogerbrown@mailinator.com

Verification Code \*

434608

**Verify code**

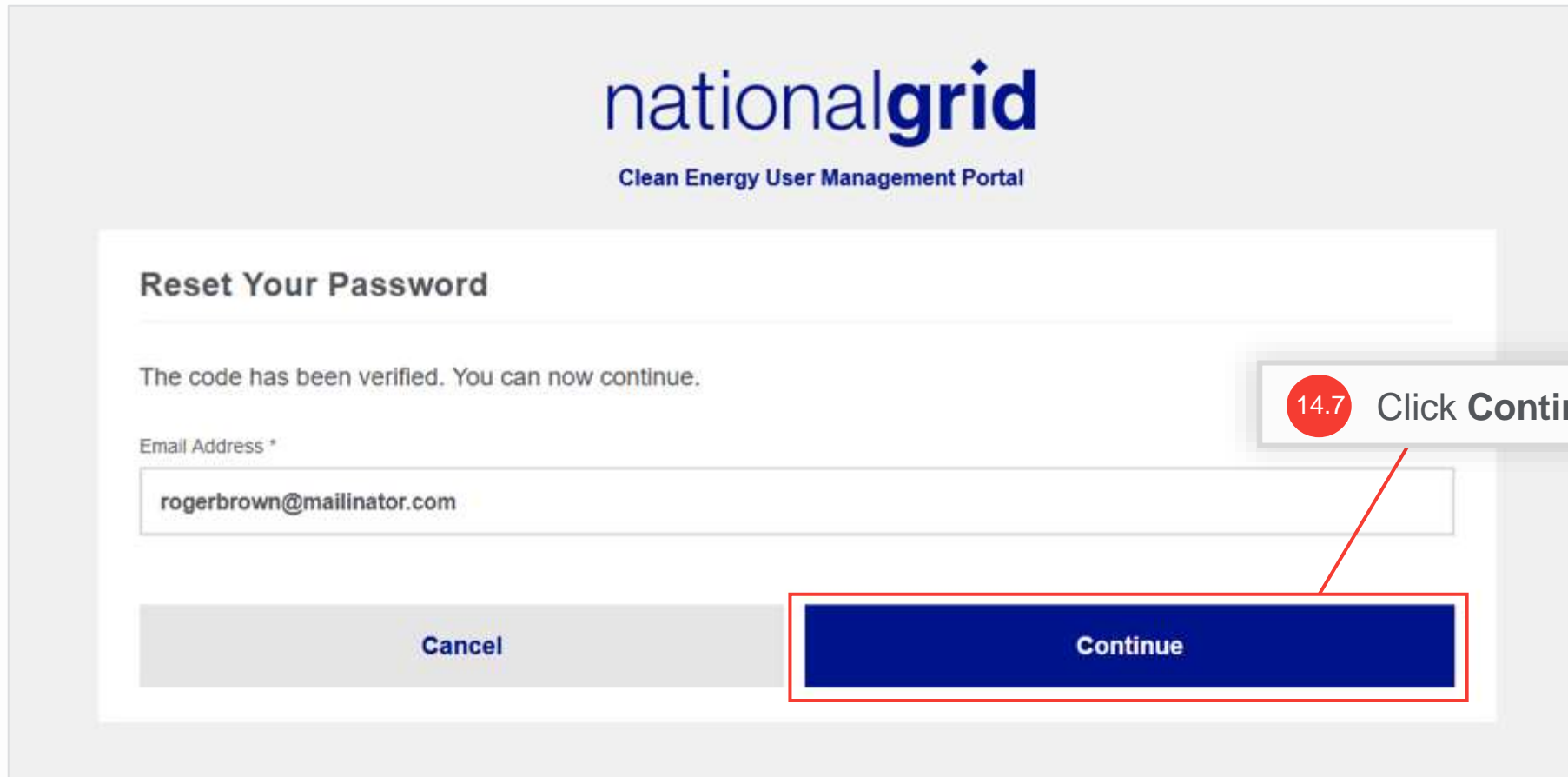
**Send new code**

Cancel **Continue**

# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

A message appears that the code has been verified.



The screenshot displays the National Grid Clean Energy User Management Portal. At the top, the logo "nationalgrid" is shown in blue, with "Clean Energy User Management Portal" underneath. The main heading is "Reset Your Password". Below this, a message states: "The code has been verified. You can now continue." There is a text input field labeled "Email Address \*" containing the email address "rogerbrown@mailinator.com". At the bottom of the form, there are two buttons: a grey "Cancel" button and a blue "Continue" button. A red box highlights the "Continue" button, and a callout box with a red circle containing "14.7" and the text "Click Continue." points to it.

# Reset Password via User Management Portal Link (cont.)

HOW TO COMPLETE A NEW COMPANY REGISTRATION

The screenshot shows the 'nationalgrid Clean Energy User Management Portal' interface. The main heading is 'Reset Your Password'. There are two password input fields: 'Enter Password \*' and 'Confirm Password \*'. Both fields contain masked characters (dots). A red box highlights both input fields, with a callout box (14.8) pointing to them. Below the input fields are two buttons: 'Cancel' (grey) and 'Continue' (blue). A red box highlights the 'Continue' button, with a callout box (14.9) pointing to it.

**14.8** Enter a password in the **Enter Password** and **Confirm Password** fields.

**14.9** Click **Continue**.