

How to Register as a New Trade Partner User

EV Make-Ready – New York & Massachusetts

November 27, 2023



How to Register as a New Trade Partner User



Learning Objectives

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

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

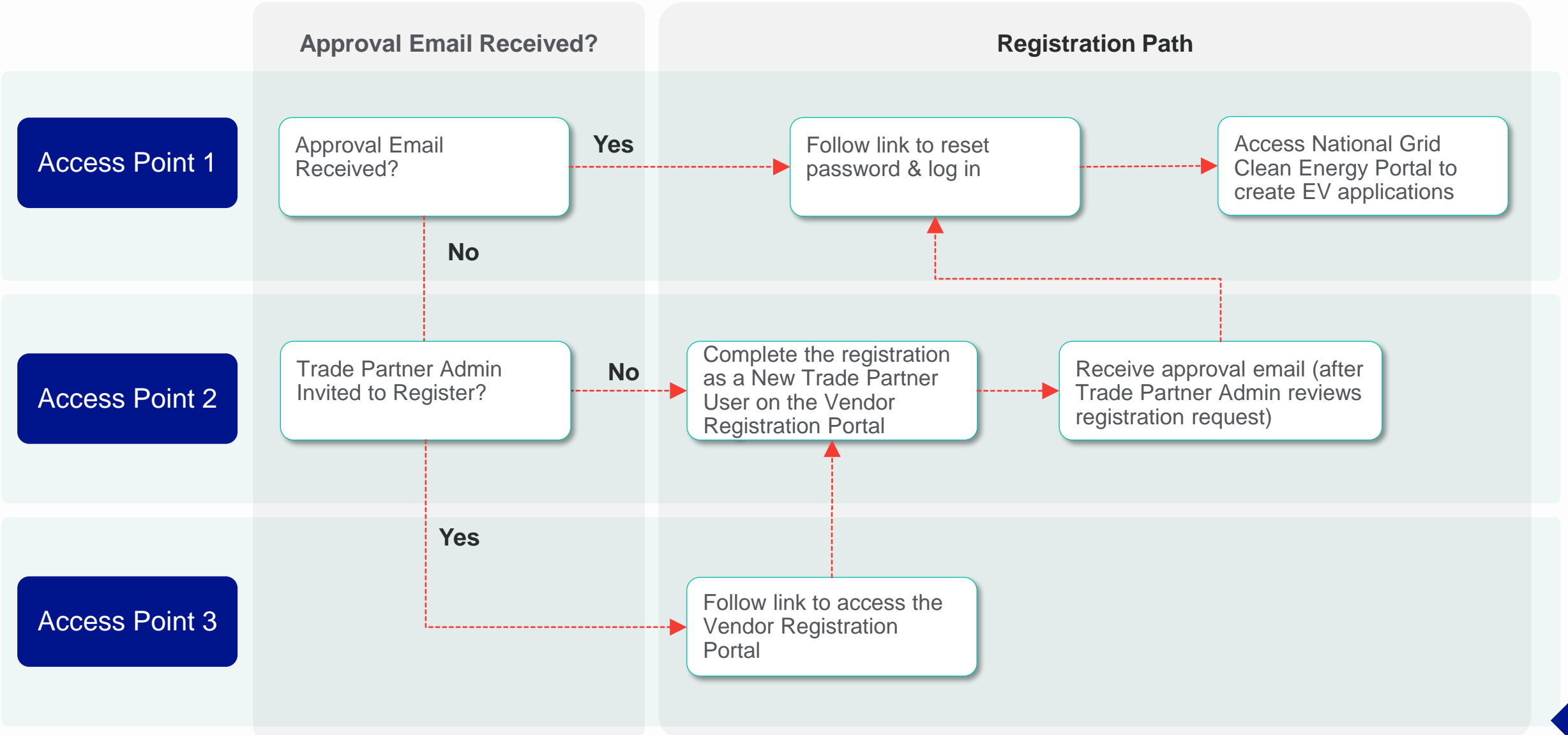
- EV TRADE PARTNER USER

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

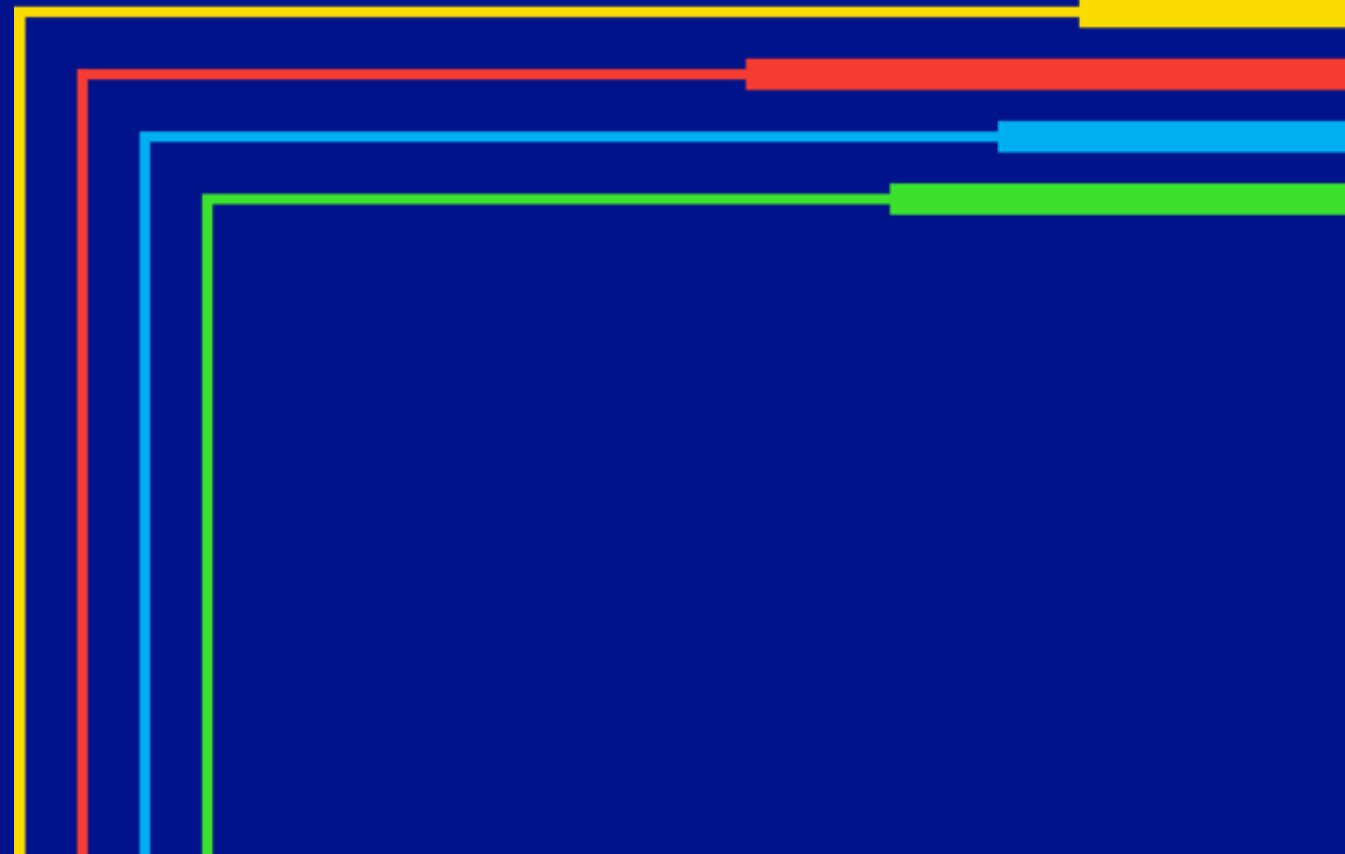
- Complete the new Trade Partner user registration under the following scenarios:
 - Begin registration at the EV Make-Ready Program approval email
 - Begin registration with their company's Clean Energy ID
- Set their National Grid Clean Energy Portal password

Portal Access: Trade Partner User

HOW TO REGISTER AS A NEW TRADE PARTNER USER



Access Point 1: Trade Partner User Approval Email received



Access Point 1: Receive Approval Email

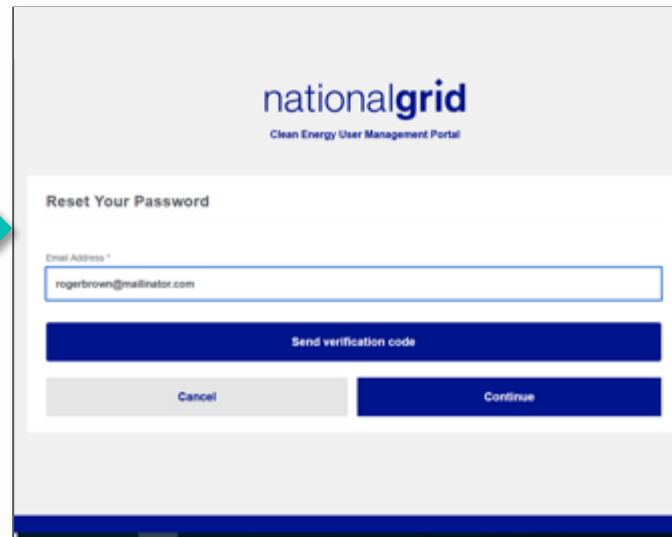
HOW TO REGISTER AS A NEW TRADE PARTNER USER

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

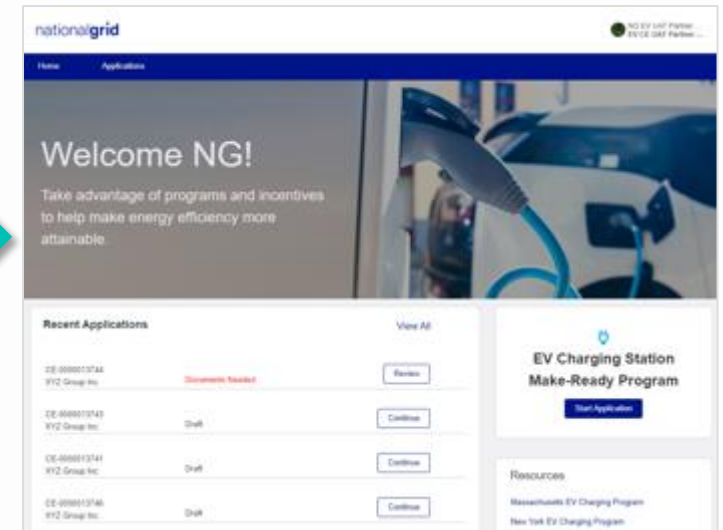
1 Receive Approval Email



2 Set Password



3 Access National Grid Clean Energy Portal



The Trade Partner Users received an approval email, **IF** they were registered successfully by National Grid for the new National Grid Clean Energy Portal.

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

The Trade Partner User log in to the National Grid Clean Energy Portal with their username and newly set password to create EV applications.

Access Point 1: Receive Approval Email

HOW TO REGISTER AS A NEW TRADE PARTNER USER

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

- A** The partner user's **Username**
- B** The company's **Clean Energy ID**
- C** A link to set the user's **password**
- D** A link for help and support



Access Point 1: Select Link to Set Password

HOW TO REGISTER AS A NEW TRADE PARTNER USER

The Trade Partner User can set their password using the link in the email.



Welcome Trade Partner Employee!

Dear Max,

We invite you to join the National Grid Clean Energy family where you can view, monitor, and apply for Clean Energy programs.

To sign in to your account use: maxd_eev

Your company's 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=559f92c1-1a1a-4a1a-1a1a-1a1a1a1a1a1a//nationalgridcleanenergy--pfqa1.sandbox.my.site.com/tradepartners&scope=openid&response_type=code&login_hint=maxdoe@mailinator.com&username=...

For help and support please contact EVNationalGridUNY@nationalgrid.com

Thank you.

National Grid

1

Click the link to set the password.

Reset Password

HOW TO REGISTER AS A NEW TRADE PARTNER USER

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

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

The screenshot shows the 'nationalgrid Clean Energy Application Portal' interface. The main heading is 'Reset Your Password'. Below this is a form with the following elements:

- An 'Email Address *' label above a text input field containing 'minakshi.chaudhary@in.ibm.com'.
- A large blue button labeled 'Send verification code'.
- At the bottom, there are two buttons: a grey 'Cancel' button and a blue 'Continue' button.


Red boxes highlight the email input field and the 'Send verification code' button. A red arrow points from the text box on the left to the 'Send verification code' button.

Reset Password (cont.)

HOW TO REGISTER AS A NEW TRADE PARTNER USER






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


[EXTERNAL] NationalGrid Clean Energy account email verification code

 Microsoft on behalf of NationalGrid Clean Energy <msonlineservicesteam@microsoftonline.c...
To Minakshi Chaudhary

Retention Policy IBM Inbox (Never) Expires Never

Wed 9/13/2023 4:03 PM

  Reply  Reply All  Forward 

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

This Message Is From an External Sender
This message came from outside your organization. [Report Suspicious](#)

Verify your email address

Thanks for verifying your minakshi.chaudhary@in.ibm.com account!

Your code is: 173850

Sincerely,
NationalGrid Clean Energy

3 Note down the code.

Reset Password (cont.)

HOW TO REGISTER AS A NEW TRADE PARTNER USER

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

5 Click **Verify code**.

nationalgrid
Clean Energy Application Portal

Reset Your Password

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

Email Address *

minakshi.chaudhary@in.ibm.com

Verification Code *

173850

Verify code

Send new code

Cancel **Continue**

Reset Password (cont.)

HOW TO REGISTER AS A NEW TRADE PARTNER USER

A message will appear that the code has been verified.

nationalgrid
Clean Energy Application Portal

Reset Your Password

The code has been verified. You can now continue.

Email Address *

minakshi.chaudhary@in.ibm.com

Cancel Continue

6 Click **Continue**.

Reset Password (cont.)

HOW TO REGISTER AS A NEW TRADE PARTNER USER

Specify the new password and continue to log in to the Clean Energy Portal.

nationalgrid
Clean Energy Application Portal

Reset Your Password

Enter Password *

confirm Password *

Cancel Continue

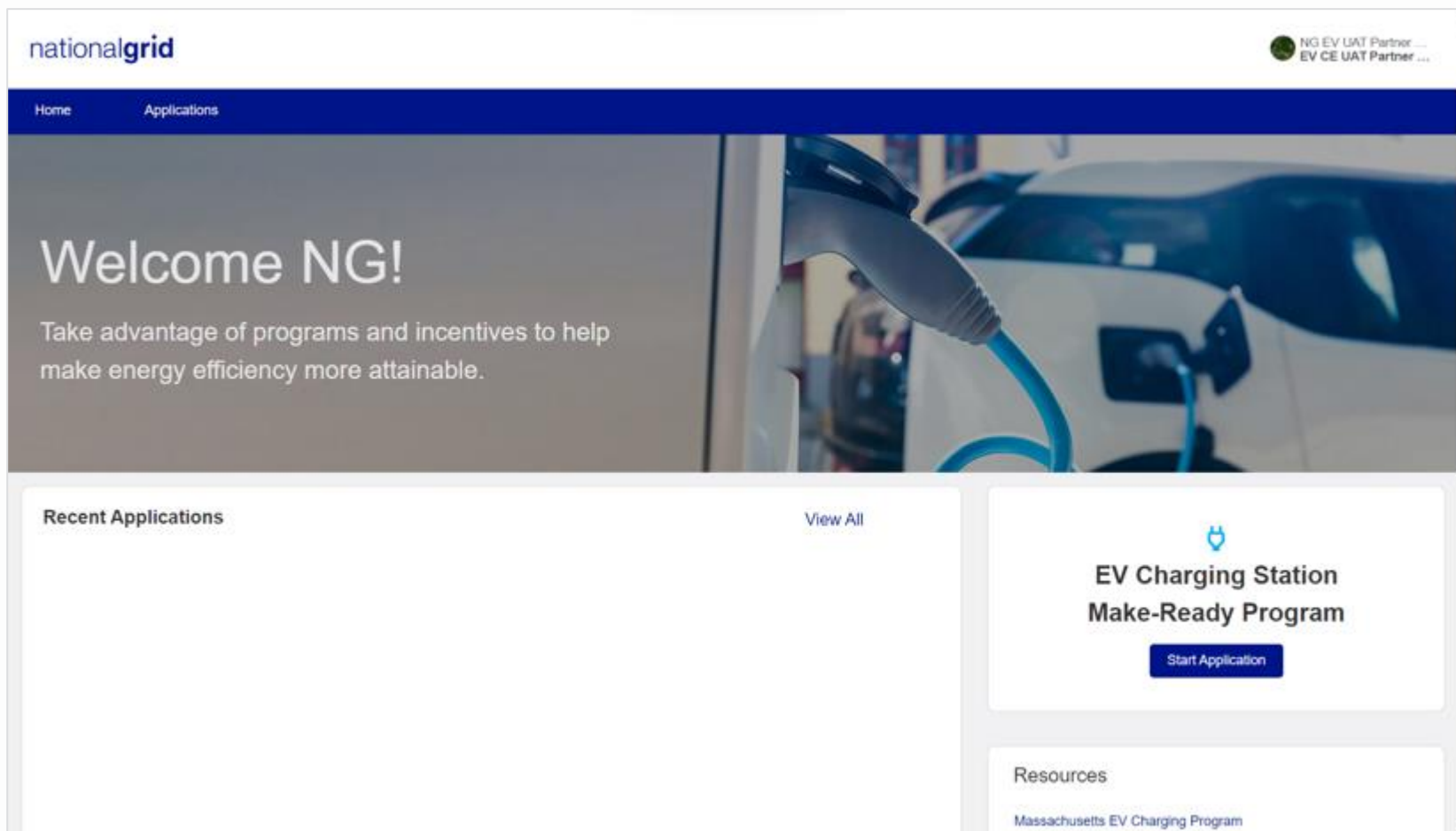
7 Enter a password in the **Enter Password** and **Confirm Password** fields.

8 Click **Continue**.

Access the Clean Energy Portal

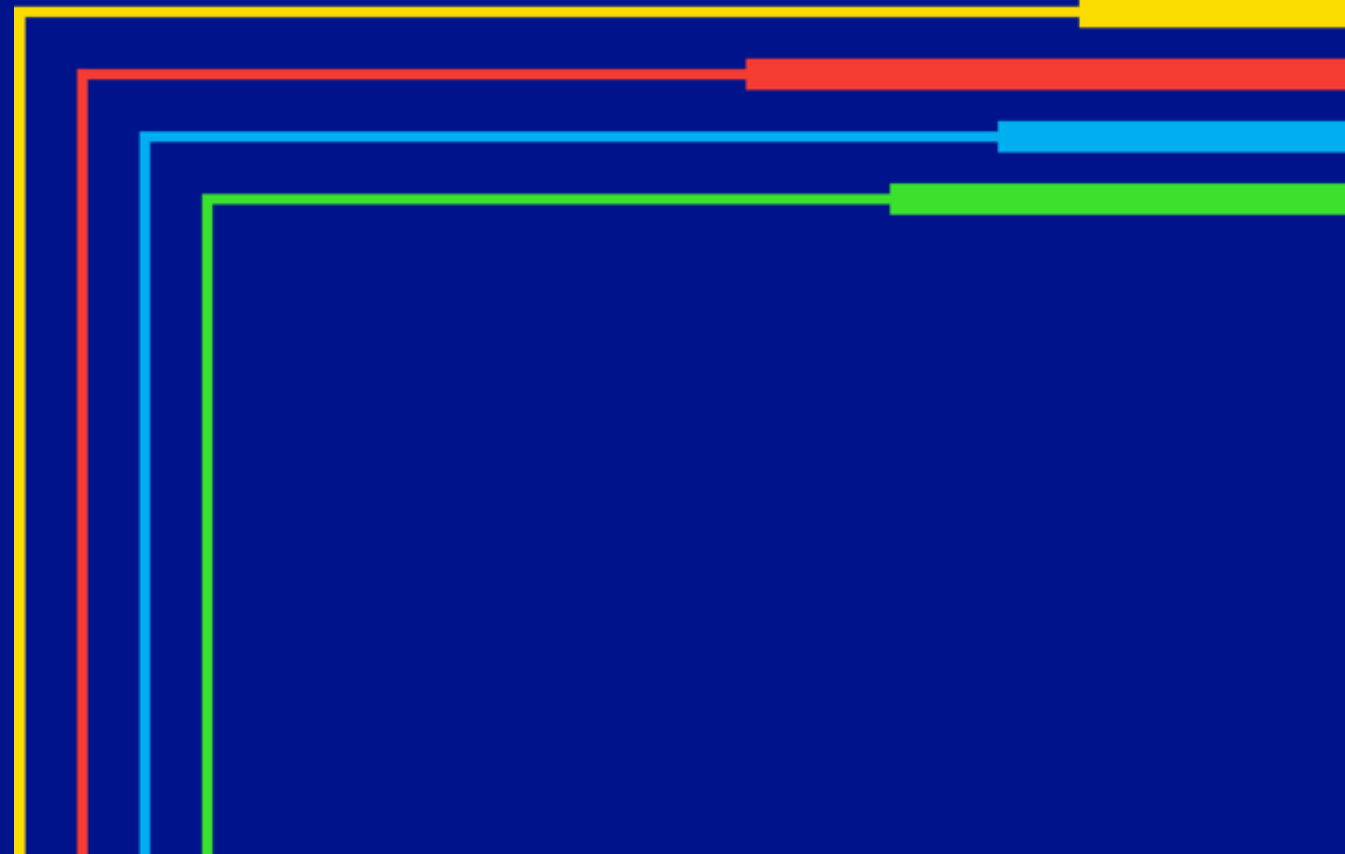
HOW TO REGISTER AS A NEW TRADE PARTNER USER

The **Clean Energy Portal** will open. The user can create new EV applications or manage their existing EV applications on this Portal.



Access Point 2: Register as a New User

(Approval email NOT received)



Access Point 2: Register as a New User (Non-Admin)

HOW TO REGISTER AS A NEW TRADE PARTNER USER

Trade Partner Users who did not receive an approval email will need to register by completing the new user registration request on the Vendor Registration Portal Homepage.

1 Register as a New User

To begin registering as a user, open the Vendor Registration Portal home page, complete the details, and then submit the request.

2 Receive Approval Email

The Trade Partner User will receive an email to notify them of the approval or rejection once the Trade Partner Admin reviews the new user registration request.

3 Set Password

The Trade Partner User will be directed to set their account password by following the link in the approval email.

4 Access National Grid Clean Energy Portal

The Trade Partner User will log in to the National Grid Clean Energy Portal with their username and newly set password to create EV applications.

Vendor Registration Portal Home Page

HOW TO REGISTER AS A NEW TRADE PARTNER USER

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

CE4BVL658EJC

Submit

1

To begin registering as a new user, open the **Vendor Registration Portal** home page.

2

Enter the **Clean Energy ID** of your company. In this example, it is **CE4BVL658EJC**.

3

Click **Submit**.



If your company has already been registered, contact your company's designated administrator to receive your company's **Clean Energy ID**.

New to National Grid?

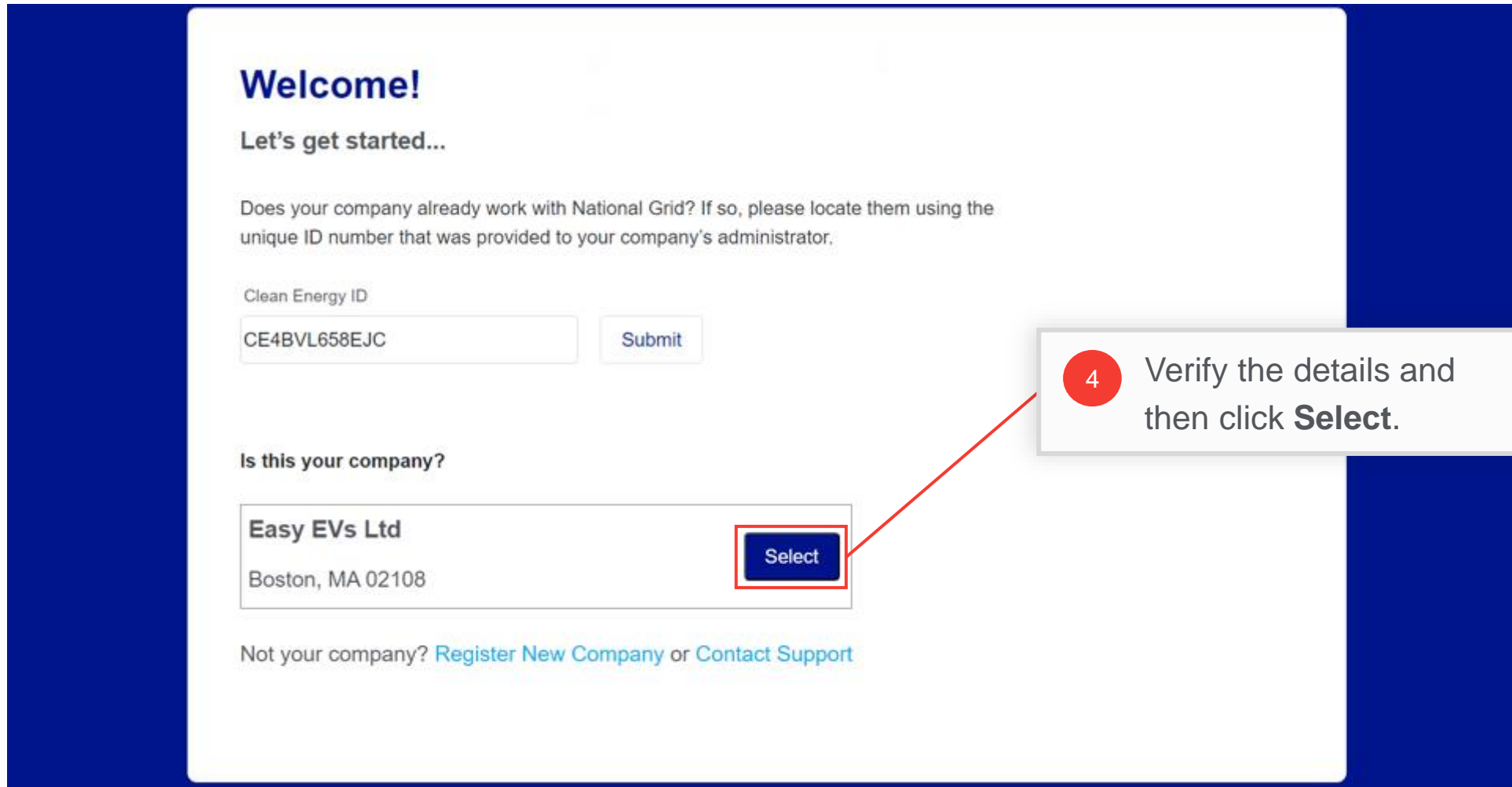
Partner with us to grow your business and save money on clean energy initiatives.

Register New Company

Pop-up Message

HOW TO REGISTER AS A NEW TRADE PARTNER USER

A message will appear with the details of the company, asking if this is your company.



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

Is this your company?

Easy EVs Ltd

Boston, MA 02108

Not your company? [Register New Company](#) or [Contact Support](#)

4 Verify the details and then click **Select**.

Enter User Details

HOW TO REGISTER AS A NEW TRADE PARTNER USER

The **Welcome** page will appear with fields to enter your details.

Welcome Easy EVs Ltd

Thank you for partnering with National Grid

Next, we will need some registration details.

First Name *	Last Name*
<input type="text" value="Max"/>	<input type="text" value="Doe"/>
Email *	Phone Number *
<input type="text" value="maxdoe@mailinator.com"/>	<input type="text" value="4445556667"/>
Username *	
<input type="text" value="maxd_eev"/>	

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

- 5 Enter your:
- First Name
 - Last Name
 - Email
 - Phone Number
 - Username

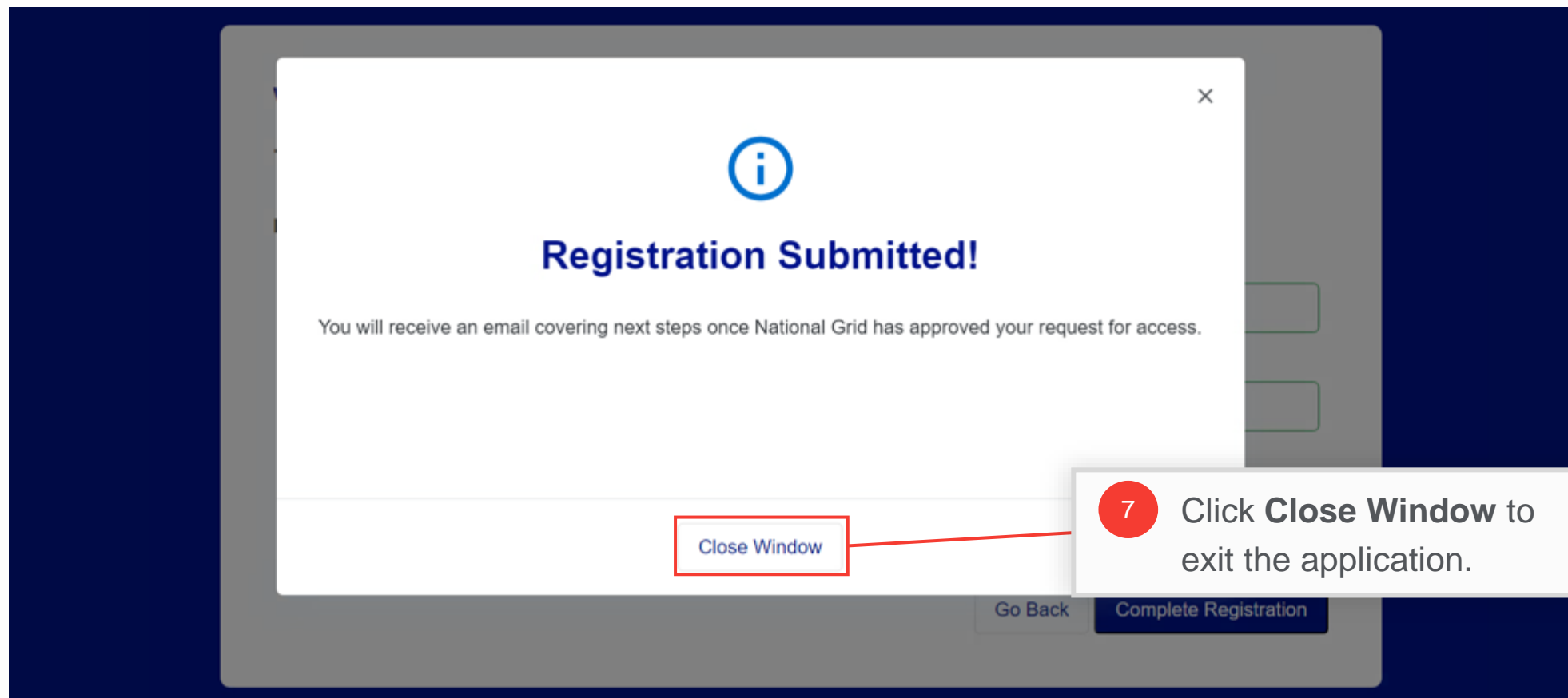
i The username you create will be your login for this company only. If you register with another company, you create a different username.

6 Click **Complete Registration** to submit the request.

Registration Submitted

HOW TO REGISTER AS A NEW TRADE PARTNER USER

A message will appear stating that the registration is submitted. Next, the Trade Partner Admin will approve the registration.



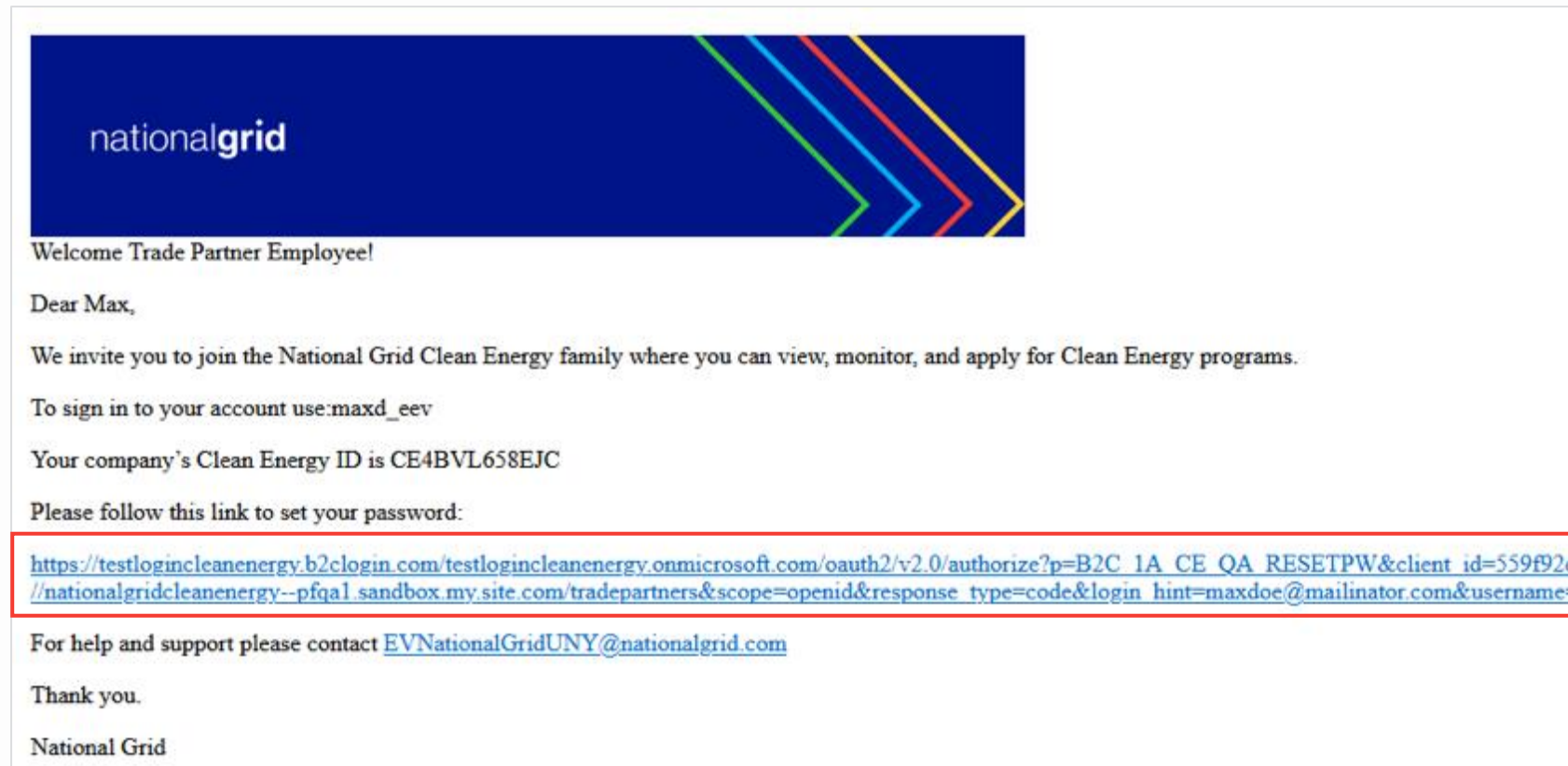
Approval Email

HOW TO REGISTER AS A NEW TRADE PARTNER USER

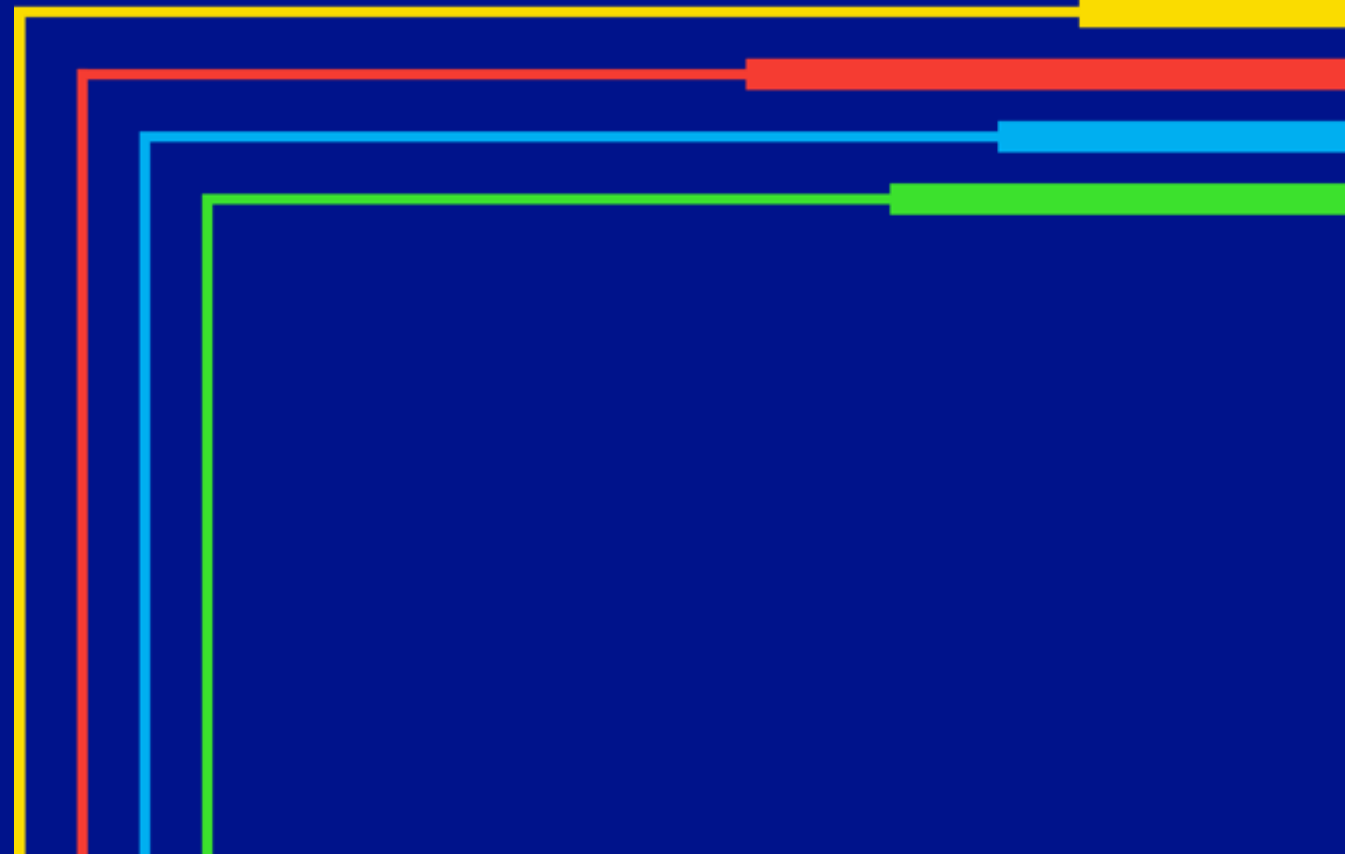
When the registration request is approved by the Trade Partner Administrator, you will receive an email containing the approval of the request and a link to set your password. Follow **steps 1-8 from Access Point 1** (slides 9-14) to set your password.

Note: You will receive access to the partner programs that have been approved for your company.

Similarly, if the Trade Partner Administrator denies the request, you will get a rejection email and you will need to resubmit the request after correcting the errors.



Access Point 3: Register as a New User using the Invite from Admin



Invite from Trade Partner Admin

HOW TO REGISTER AS A NEW TRADE PARTNER USER


If the Trade Partner Admin invites a Trade Partner user, the user will receive an email invite to register on the Vendor Registration Portal.

They can click the Vendor Registration Portal link given in the email and follow the steps as explained in **Access Point 2: Register as a New User.**

End of Procedure

To	jlarsen
From	CleanEnergyIncentivePortal@nationalgrid.com
Sending IP	205.220.172.89
Received	2023-08-10 15:29:53

HTML TEXT JSON RAW LINKS SMTP_LOG ATTACHMENTS



Welcome Trade Partner Employee!

Dear jlarsen@mailinator.com,

We invite you to join the National Grid Clean Energy family where you can view, monitor, and apply for Clean Energy programs.

Your company's Clean Energy ID is CE4BVL658EJC

Please follow this link to register:

<https://cust-dev-eus2-ce-app-01.azurewebsites.net/>

For help and support please contact EVNationalGridUNY@nationalgrid.com

Thank you.

National Grid