

Renewables and CHP Register

www.ofgem.gov.uk

Dec 2016



User Guide

How to agree declarations

About this guide

This guide will help you agree declarations on the Renewables and CHP Register, the online portal used to make applications under the Feed-in Tariffs (FIT), Renewables Obligation (RO) and Renewable Energy Guarantees of Origin (REGO) schemes.

Anything important before I begin?

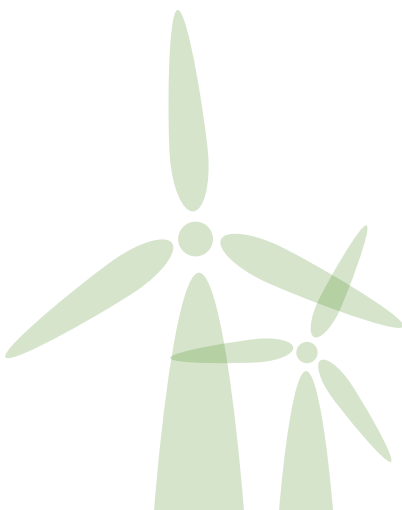
- 1 Declarations are made for two purposes on the Register:**
 - A.** When a new application is submitted under the FIT, RO or REGO schemes, declarations are made to confirm the information provided is true and accurate, and
 - B.** When an applicant submits data for Renewables Obligation Certificates (ROC) claims, declarations are made annually to confirm the ongoing information provided is true and accurate.
- 2 Only the superuser can agree declarations on the Register.**
- 3 If you are the superuser, read all the declarations and make sure you understand the implications of not complying with them.**

What is a superuser?

We use the term superuser throughout this guide. A superuser is the 'authorised signatory' of a user account. The superuser is the only user that can agree declarations, which are needed before an application will be reviewed by our team.

For the FIT scheme, the superuser must be the owner (or prospective owner for FIT preliminary accreditation applications).

For the RO scheme, the superuser should be either the operator of the generating station or a representative of the company that operates it.



How do I agree declarations?

- 1 Log in to your account on the Renewables and CHP Register www.renewablesandchp.ofgem.gov.uk
- 2 Select the 'Declaration' tab to open the declarations menu.
- 3 Select 'Agree Declarations'.
- 4 On the Agree Declarations page you will see a list of declarations you need to make. Select 'View' to read the declaration.
- 5 When you view the declaration, you can:
 - use the 'Print View' button to print off a copy of the declaration,
 - go back to the main 'Agree Declarations' page, or
 - submit a declaration.
- 6 Select the declaration you wish to agree by clicking on the checked box next to the declaration. You can also check the 'Select All' box, if you wish to agree all pending declarations.
- 7 Select 'Submit ticked declarations'.
- 8 Submitting a declaration indicates that you have read and agreed to the terms of that declaration.
- 9 To complete the process, enter your username and password.
- 10 You can read your submitted declarations by selecting the 'View Agreed Declarations' tab.



TOP TIP:

The task list on your account homepage will keep you updated of any declarations you need to make. Select on the task to go straight to the 'Agree Declaration' screen.



What if I don't agree to my declarations?

What if I don't agree to my declarations?

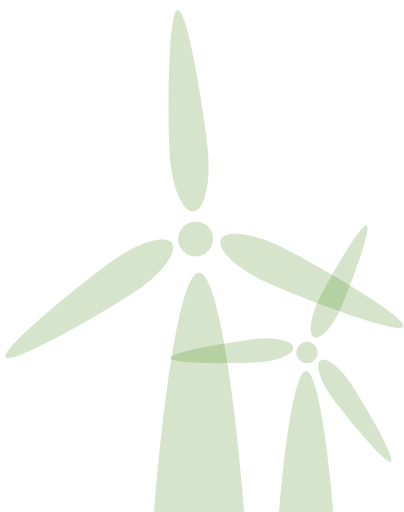
- 1 If you are submitting a new application for accreditation, your application will not be reviewed until the declarations are made.
- 2 If your application has received accreditation under the RO or REGO schemes, you will not receive certificates until any ongoing declarations have been made.
- 3 If you have applied for FIT accreditation, applications are queued for entry into the deployment caps queue based on the date and time the 'send' button is selected at the end of the application form. However, your application will not be reviewed until the declarations are made.



TOP TIP:

We will not receive an application for accreditation until the superuser has agreed the declarations. If you haven't heard anything from us:

1. If you are the superuser, check you have agreed the declarations, or
2. If you are not the superuser, speak to them to make sure they have done this.



Contact the team

If you need help with your application, contact the Ofgem E-Serve team related to the scheme you are applying to.

ROO-FIT

The ROO-FIT team can be contacted:

email: ROOFIT@Ofgem.gov.uk

telephone: 0207 901 7310 (option 1)

post: Ofgem 9 Millbank London SW1P 3GE

RO

The RO team can be contacted:

email: renewable@ofgem.gov.uk

telephone: 0207 901 7310 (option 2)

post: Ofgem 9 Millbank London SW1P 3GE

REGO

The REGO team can be contacted:

telephone: 0207 901 7310 (option 3)

email: cclandrego@ofgem.gov.uk

post: Ofgem 9 Millbank London SW1P 3GE



London

9 Millbank
London SW1P 3GE
Tel: 020 7901 7000

Scotland

Cornerstone
107 West Regent Street
Glasgow G2 2BA
Tel: 0141 331 2678

Wales

1 Caspian Point
Cardiff Bay
CF10 4DQ
Tel: 029 2044 4042

www.ofgem.gov.uk
