This form is used to apply for a RSA token to provide a user with access to the Wholesale Electricity Market Systems (WEMS).

Definitions and terms in this form

Terms defined in the Electricity Industry Act 2004 (WA), the WEM Regulations and the WEM Rules have the same meanings in this application form unless otherwise specified.

Actions required before submitting this form

The Market Participant Administrator (MPA) must create a new user in the Market Participant Interface (MPI) prior to submitting this form. This can be done by navigating in [WEMS MPI](https://wems.aemo.com.au/mpi) > Configuration > User Management > View Users > Add User.

If you require assistance identifying your Market Participant Administrator for your organisation or require guidance with completing the below fields please contact WA Energy Market Management by phone on 1300 989 797 (option 1), or by email to [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au)

###### User Details:

|  |  |  |
| --- | --- | --- |
| Environment: | Production[[1]](#footnote-2) | Pre-production[[2]](#footnote-3) |
| RSA Token Preference:  *Please select one* | Software Token[[3]](#footnote-4)  Hardware Token[[4]](#footnote-5) | Software Token  Hardware Token |
| Participant Short Name: | Click or tap here to enter text. | |
| First Name: | Click or tap here to enter text. | |
| Surname: | Click or tap here to enter text. | |
| Username in WEMS: | Click or tap here to enter text. | |
| Address to Courier if selecting Hardware Token and be signed for collection: | Click or tap here to enter text. | |
| Phone / Mobile: | Click or tap here to enter text. | |
| Email: | Click or tap here to enter text. | |

###### Declaration:

I confirm I will notify WA Energy Market Management at [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au) immediately or call on 1300 989 797 (Option 1) should I no longer require WEMS access, or if my RSA token is lost or stolen.

|  |  |  |
| --- | --- | --- |
| User Declaration: | User Signature: | Click or tap to enter a date. |
| MPA Endorsement: | MPA Name: Click or tap here to enter text.  MPA Signature: | Click or tap to enter a date. |

\*Please call your MPA or WA Energy Market Management should you not have received your Hardware Token within five business days from AEMO notifying you of the receipt of this form.

###### AEMO Contact Information

Assistance

If you need any help to complete this form, please contact WA Energy Market Management by phone on 1300 989 797 (option 1), or by email to [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au)

Submission

The information in this application form is not to be altered without the prior written consent of Australian Energy Market Operator Ltd (AEMO).

This application form and any supporting documents are to be submitted to the AEMO by sending an email with completed fields and signatures to [wa.operations@aemo.com.au](mailto:wa.operations@aemo.com.au)

The application form can be signed either manually or electronically.

1. Production is the live operational environment where a submission may affect the operation of the WEM (markets and dispatch outcomes) and result in financial consequences. [↑](#footnote-ref-2)
2. Test environments can simulate the operation of the WEM, but actual market outcomes may vary in these environments due to testing activities of Market Participants and AEMO, differences in software versions, and the time since the last database snapshot. For more information, visit <http://aemo.com.au/Electricity/Wholesale-Electricity-Market-WEM/Dispatch-and-market-notices>. [↑](#footnote-ref-3)
3. The ‘RSA SecurID Software Token’ app will need to be downloaded from the App Store onto the user’s device. [↑](#footnote-ref-4)
4. RSA Hardware tokens will be couriered to the new user at the address provided. **It is preferred that a user selects Software Token for security purposes.** [↑](#footnote-ref-5)