

SECAS Guidance Notes: DCC User Entry Process

All links to the Smart Energy Code (SEC) documents referenced in this Guidance Note are available via **CodeWorks – the Digital SEC**.

- **SEC Parties** can [register for CodeWorks access here](#) and view the [CodeWorks user guide here](#).
- **Non-SEC Parties** can access all publicly available SEC documents on the [SEC website](#).

Introduction

This Guidance Note explains how to complete the **User Entry Process (UEP)**, as outlined in **Section H1 of the SEC**.

Any SEC Party that wishes to become a **DCC User**—and access the services provided through the **DCC User Interface**—must successfully complete the UEP.

Who can complete the User Entry Process?

Once you [become a SEC Party](#), you are eligible to complete the UEP to become a DCC User. Certain [Ofgem licence holders](#) (licences visible below) are obligated to become DCC Users **for each licence they hold**. Gas Transporters are not required to become DCC Users:

Ofgem Licence Holders	Licence Condition	
	Must become a DCC User	Exempt from becoming DCC User
Electricity Supplier	• If a Party is a Domestic Supplier. • Set out in SLC Section C Condition 48.	• If the Party is a Non-Domestic Supplier and one or more clauses of Section C Condition 39 apply: 39.3, 39.4, 39.5, 39.6, 39.10, 39.11, 39.12, 39.13; • If the Party only installs Current Transformer Electricity Meters or Advanced Meters at Designated Premises (non-domestic premises at which a metering point falls within profile class 1, 2, 3 or 4 as defined in the Balancing and Settlement Code (BSC)). • Exemptions set out in Section C Condition 48.9
Gas Supplier	• If a Party is a Domestic Supplier. • Set out in SLC Section C Condition 42.	• If the Party is a Non-Domestic Supplier and one or more clauses of Section C Condition 33 apply: 33.3, 33.4, 33.5, 33.6, 33.10, 33.11, 33.12, 33.13;

		- If the Party only installs Large Gas Meters or Advanced Meters at Designated Premises (non-domestic premises at which the measured annual consumption of gas is 732,000 kWh or less). - Exemptions set out in Section C Condition 42.9
Electricity Distributor	- Parties who are Distribution Service Providers. - Set out in SLC Section A Condition 21A.	- Parties who are not a Distribution Service Provider. - Exemption set out in Section A Conditions 21A.5

Table 1: Those who are obligated to become a DCC User, and those who are exempt.

Once you become a DCC User, DCC Services will be available via Service Reference Variants (SRVs) which enables a Party to communicate with Devices. These are all described in [SEC Appendix E - DCC User Interface Services Schedule](#). More detailed information regarding these SRVs can found in [SEC Appendix AD - DCC User Interface Specification](#).

Other SEC Parties and the UEP: Accessing consumer Smart Meter data

Other SEC Parties can choose to become DCC Users. This will allow the use of DCC Services, including the ability to obtain the history of a consumer's SMETS consumption data, subject to the **customer's consent**. To access consumer Smart Meter data, Other SEC Parties will need **Appropriate Permission**. This is defined in [SEC Section I - Data Privacy](#) as:

Appropriate Permission means, in respect of a Communication Service or Local Command Service to be provided to a User in respect of a Smart Metering System at a premises that will result in the User obtaining Consumption Data:

*(b) (where that User is not the Import Supplier, Export Supplier, Gas Supplier, Electricity Distributor or Gas Transporter for that Smart Metering System) that the Energy Consumer has given the User **Unambiguous Consent** to obtain that Consumption Data and such consent has not been withdrawn.*

Unambiguous consent is defined as: *the explicit and informed consent of an Energy Consumer given to a User to undertake a specified action, and that consent shall not be treated as having been given explicitly unless the Energy Consumer has:*

- (a) of his or her own volition, communicated to the User a request for it to undertake that action; or*
- (b) in response to a specific request by the User for him or her to indicate consent to it undertaking that action, taken a positive step amounting to a clear communication of that consent.*

Live Other Users need to ensure they have appropriate consent to access consumer data which means the consumer should be signing up / opting into their services and providing relevant details (i.e. address, post code and (if possible) the Meter Point Administration Number (MPAN) / Meter Point Reference Number (MPRN)) and providing explicit consent for the Other User to access their data.

Apply for the correct User Roles

DCC Users are defined by their User Role. The User Role(s) that you will apply for will depend on the Ofgem licence(s) you hold. Those who do not hold Ofgem licences can complete the UEP as either Other Users or Registered Supplier Agents. Those wishing to become a DCC Adaptor Provider won't need to complete the UEP but will need to become a Shared Resource Provider (SRP). The User Roles are as follows:

User Role	Licence Required	Description
Import Supplier (electricity)	Electricity Supplier	Supplier that sells electricity to a consumer.
Export Supplier (electricity)	Electricity Supplier	Supplier purchasing electricity (e.g. through Feed in Tariff).
Gas Supplier	Gas Supplier	Supplier that sells gas to a consumer.
Electricity Distributor	Electricity Distribution	Network that transports electricity.
Gas Transporter	Gas Transportation	Network that transports gas.
Registered Supplier Agent	N/A	Party that wishes to conduct DCC services for Suppliers on their behalf.
Other User	N/A	Other SEC Party able to access historic consumer SMETS data if consent is granted.
Meter Data Retriever	N/A	Party that wishes to operate in the MHHS Market

Table 2: DCC User roles.

How to complete the UEP

You will work with SECAS and the DCC to complete the UEP. Both organisations will guide you through the various steps. You can view a flowchart of the steps and the estimated costs [here](#).

You can complete the steps with the DCC and SECAS at the same time.

Steps to complete with the DCC	Steps to complete with SECAS
1. Obtain a DCC Gateway Connection.	1. Complete the Full User Security Assessment (FUSA).
2. Build or buy a DCC User Interface (DUIS).	2. Complete the Privacy Assessment (only for Other Users).
3. Take the tests: SMKI & Repository Entry Process Testing (SREPT) & DCC Key infrastructure (DCCKI)	3. Once you have completed the required DCC and SECAS steps, you'll need to fill in a UEP Evidence Form .
4. Complete User Entry Process Testing (UEPT) for each applied User Role.	
5. DCC to confirm if the IDs from your Party EUI-64 Allocation range are accepted for each applied User Role.	
6. DCC to confirm if Credit Cover is required.	

Table 3: Steps to be completed with SECAS and the DCC.

Steps to complete with the DCC

If you have any questions regarding the required DCC steps below, please contact the [DCC Service Centre](#).

1. Obtain a DCC Gateway Connection and access the DCC SharePoint

To communicate securely with the DCC's Smart Metering systems and their Self Service Interface (SSI), you'll need to obtain a [DCC Gateway Connection](#). Guidance on ordering a DCC Gateway Connection can be found [here](#). Once you have read the guidance, you should complete the [SEC Party request form](#) and send it to servicedesk@smartdcc.co.uk.

2. Build or Buy a DCC User Interface

To start sending and receiving messages from Smart Metering systems and the DCC service, you'll need to use an XML web service known as the DCC User Interface Specification (DUIS).

All DCC Users will be required to use the DCC User Interface. To do this, you must either build your own User Interface (aligning with the clauses in SEC Appendix AD that are applicable to your applied User Role(s)) or buy a User Interface from a Third Party who has already created the software.

DCC's Boxed service can support your build to connect direct to DCC. You can find more information about DCC Boxed [here](#).

3. Take the tests: SMKI & Repository Entry Process Testing (SREPT) & DCC Key infrastructure (DCCKI)

The [SMKI](#) enables you to support secure end-to-end communications with Devices. Once you have built / bought a DCC User Interface, the DCC will provide you with SMKI RAPP forms which you'll need to fill out, sign and send back to the DCC.

You will need to complete the SREPT to become an Authorised Subscriber for the purpose of DCC Certificate Policies and to access the SMKI Repository.

Completing the SREPT demonstrates that systems will be able to connect to the SMKI Services and the SMKI Repository interfaces. Once passed, you'll be issued with a SMKI Certificate for use when a live User.

Please email testing.notices@smartdcc.co.uk **60 days in advance** of your requested testing start date.

Once you complete the SREPT, the DCC will help you to go through the DCCKI RAPPs. The [DCCKI](#) provides you with the ability to establish secure connections to the DCC User Gateway and Registration Data Interface.

4. Complete the User Entry Process Testing (UEPT) for each User Role

UEPT proves that you are able to successfully execute the required Service Requests (SRs) against the User roles which you have applied for. The UEPT process is set out in [SEC Appendix R - Common Test Scenarios Document](#) (CTSD) Section 5 and includes the following:

- Install and Commission - to test your ability to install and commission Devices;
- DUIS Service Requests - to test your ability to process Service Requests relevant to your applied User Role(s); and
- Self-Service Interface (SSI) - to test your ability to access the SSI and process Alerts and Response Codes.

Please email testing.notices@smartdcc.co.uk **60 days in advance** of your requested testing start date.

4.1 UEPT Costs

There are no costs associated with the UEPT.

4.2 Criteria to follow to begin the UEPT

To undertake the UEPT, you must comply with the following criteria:

- Obtain verification from the DCC that you are a SEC Party and have completed the SREPT;
- Identify the User Role(s) that you wish to undertake UEPT;
- Produce all relevant test artefacts (CTSD 5.6.1.5) and have these approved by the DCC;

- Provide evidence that a test environment capable of supporting the planned testing has been established and is available;
- Provide evidence that the appropriate level of resources is available to support the UEPT process; and
- Meet the security requirements set out in [SEC Appendix J: Enduring Testing Approach Document](#) (ETAD).

4.3 UEPT Completion

The following three steps which are set out in in SEC Appendix R CTSD 5.17 must be undertaken once the DCC or approved Relevant Party (a SEC Party which is an authorised DCC Testing Provider) has completed testing:

- Within **2 WDs** of receipt of your UEPT Completion report, the DCC must confirm receipt;
- Within **5 WDs** of receipt of the above notification, the DCC must review the report and confirm to you if the UEPT is concluded, or if further testing is required; and
- Within **2 WDs** of a successful Quality Gate Review meeting, the DCC must issue you with a Test Completion Certificate for your applied User Role(s).

Once the above criteria has been met, you will have completed the UEPT. For further details of the UEPT Exit Criteria, please see CTSD 5.19.

5. DCC to confirm if your EUI-64 IDs are accepted for each User Role

You will need to inform the DCC of the User IDs that you would like to use for each User Role (one per role) that you wish to operate in. Once you have completed the UEPT, the DCC will provide you with an ID Acceptance Request form where you can choose the ID(s) for your applied User Role(s).

You will obtain an [EUI-64 Compliant Identifier range](#) once you become a SEC Party. These ID numbers can be found in the [ID Allocation spreadsheet](#) (accessed once you have [logged in](#)).

[SEC Section H1.5](#) states that the same User ID can be used for either the 'Import Supplier and Gas Supplier User Roles', or 'Import Supplier, Gas Supplier and Export Supplier User Roles'.

6. DCC to confirm if Credit Cover is required

If your Credit Cover Requirement is above the current Credit Cover Threshold (calculated by the DCC), you are required to put in place a form of Credit Cover in accordance with [SEC Section J3](#) (a Bank Guarantee, a letter of credit and / or a Cash Deposit). Once you have completed the UEPT, the DCC will notify you if you are required to provide Credit Cover. Guidance on Credit Cover can be found [here](#).

How to become a DCC Adaptor Provider?

Those wishing to become DCC Adaptor Providers will need to go through the same steps above up to completing the UEPT as a [Shared Resource Provider](#) (SRP). DCC Adaptor Providers do not need to complete the UEP, but do need to complete a Full User Security Assessment (FUSA) in the SRP User Role. If you have any questions about become an Adaptor Provider, please contact the [DCC](#).

Steps to take with SECAS

The SECAS Security Team are available to discuss your Privacy and Security Assessments. You can contact them on SSC@talan.com. The steps below provide a helpful guide for how each process works.

1. Complete the Full User Security Assessment

All SEC Parties are required to complete a [Full User Security Assessment](#) (FUSA) as part of the UEP. You will need to undertake this Security Assessment to have access to DCC Systems. You can book your FUSA by using the [online Booking Form](#) once you become a SEC Party. In regards to estimated costs, SEC Parties can access the [Security Assessment Rate Card](#) once [logged in](#).

The estimated timescales to complete the FUSA can be found [here](#). There is a **12-week advance notice period** and the duration of the FUSA will depend on the system being assessed and how prepared you are for it.

You will be assessed by the User Competent Independent Organisation (CIO), Deloitte, who has been appointed by the SEC Panel to undertake security assessments on its behalf.

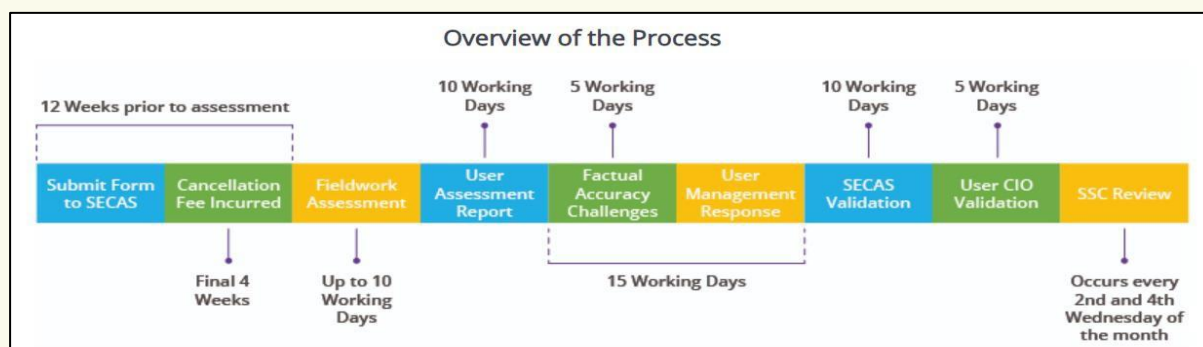
The assessment type and cycle vary by User Role in both their approach and coverage of SEC obligations.

Guidance to the Security Assessment

The [Security Controls Framework](#) (SCF) documents provide a complete guide to the security assessment process and will support you. These documents can be accessed once logged in:

- [SCF Part 1 - User Assessment Methodology](#)
- [SCF Part 2 - User Assessment Guidance](#)

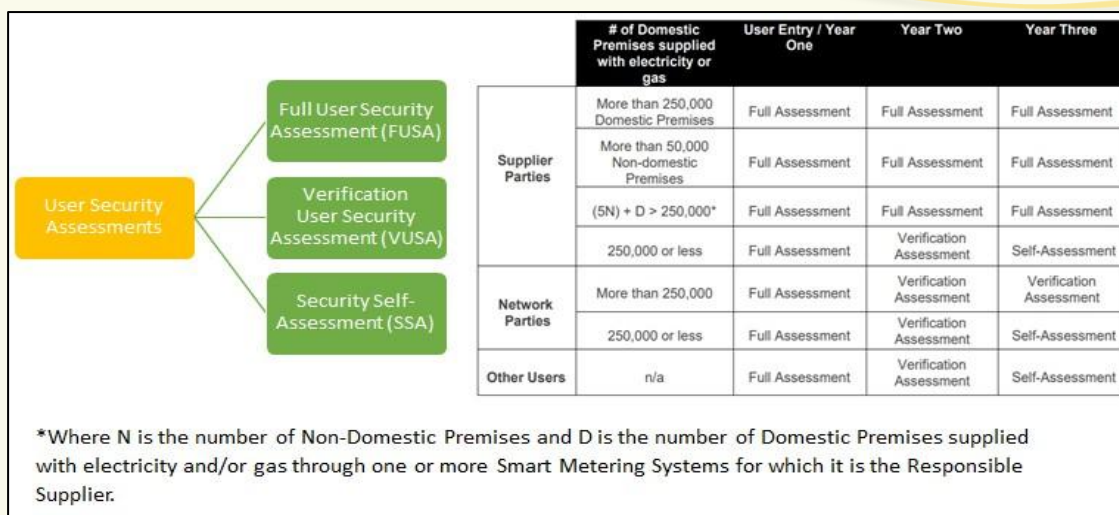
An overview of the Security Assessment process is below:



If you are required to provide a Director's Letter as part of the assessment, guidance can be found [here](#).

Once you have completed your FUSA, the [Security Sub-Committee](#) (SSC) will provide you with an assurance status of either **Approved** or **Approved, subject to steps, Deferred or Rejected**.

Once you have been granted your assurance status, you will be required to take annual assessments to ensure security and SEC compliance. An overview of the assessment cycle can be found below:



2. How do Other Users complete the Privacy Assessment?

If you wish to operate in the **Other User** role, you are required to complete both a FUSA and a [Full User Privacy Assessment](#) (FUPA).

The Privacy Assessment is carried out by the same User CIO as the Security Assessment, Deloitte. You can book your assessment [here](#). You should provide **12 weeks' notice**, and the Security and Privacy Assessments can **be performed in parallel**.

The estimated timescales for the Privacy Assessment are [here](#). The duration of the assessment will depend on the system being assessed and how prepared you are for it. In terms of estimated costs, the Privacy Assessment Rate Card can be found [here](#) once logged in.

Guidance to the Privacy Assessment

The [Privacy Controls Framework](#) (PCF) will guide and support you through the privacy assessment process. The latest version of the PCF can be found [here](#) once logged in.

Once you have completed your Privacy Assessment, the SSC will provide you with an assurance status of either **Approved** or **Approved, subject to steps**, **Deferred** or **Rejected**.

How do you inform SECAS of your UEP Completion?

Once you have completed all the required steps with the DCC and SECAS above, you will need to fill out the [UEP Evidence Form](#) and attach all the required evidence to the email. The evidence required is explained in the UEP Evidence Form.

Any questions reach out to the [SECAS Helpdesk](#).

Once SECAS has reviewed and verified the evidence, SECAS will notify you, the DCC, Ofgem and the SEC Panel that you have successfully completed the UEP for the relevant User Role(s).

Meter Data Retrieval (MDR) User Role

The Meter Data Retrieval (MDR) User is a key market participant role that will become active from late 2025. MDR Users are responsible for accessing and retrieving half-hourly electricity consumption data from meters, typically on behalf of a supplier or customer. This role supports accurate and timely data for settlement, billing, and energy management, and may involve interaction with the Data Communications Company (DCC) where smart metering is involved.

To become an MDR User, a Party must first contact Elexon to register and obtain a Market Participant Identifier (MPID). You can register an [Expression of Interest](#) to reserve an MPID for

MDR's. The Party must also engage with the DCC to begin the testing process as part of the DCC User Entry journey.

In line with the Smart Metering Sub-Committee (SSC) decision, the route to becoming an MDR User is through a Material Change Notification. Parties must complete the relevant form—available on the website [here](#)—and submit it to the SSC. The SSC will review the notification and confirm whether further assessment is required. Where applicable, additional steps such as system testing or code compliance checks may follow. This process ensures all MDR Users meet the necessary operational and security standards before the role becomes active.

If you have any questions or would like further information, please either call 020 7090 7755 or email the [SECAS Helpdesk](#). Defined terms can be found in the [SEC Glossary](#).