**User Entry Process Evidence Form**

Your Party will be eligible to become a Live DCC User once you have completed the [User Entry Process](https://smartenergycodecompany.co.uk/becoming-a-dcc-user/) (UEP) for a particular User Role. SECAS will need to review and verify that your UEP evidence meets the requirements of [SEC Section H1.10](https://codeworks.energy/portal/document/b9f68d29-e8cf-4bb4-874b-2f61d852349c?paragraph=52eb4712-4258-4819-a26f-43ba689dc365). For more information on how to complete the UEP, please find our [UEP Guidance Notes](https://smartenergycodecompany.co.uk/download/2019/).

You must fill in the required evidence in *Table 3: SEC Party UEP Evidence* on **page 2**.

Please send your completed evidence form, along with the required evidence (confirmation emails and Testing Certificates) as attachments, to the SECAS Helpdesk.

SECAS will notify you, the SEC Panel, Ofgem and the DCC once you have completed the UEP.

Your SEC Signifier and ID Allocation Range can be found in the [ID Allocation spreadsheet](https://smartenergycodecompany.co.uk/download/2056/) once you have [logged in](https://smartenergycodecompany.co.uk/login/).

|  |  |
| --- | --- |
| **SEC Party Name** |  |
| **Signifier** |  |

|  |  |  |
| --- | --- | --- |
| **Licence Required** | **User Role** | **User Role(s)****applied for** |
| Electricity Supplier | **Import Supplier** | [ ]  |
| Electricity Supplier | **Export Supplier** | [ ]  |
| Gas Supplier | **Gas Supplier** | [ ]  |
| Electricity Distribution | **Electricity Distributor** | [ ]  |
| Gas Transporter | **Gas Transporter** | [ ]  |
| N/A | **Registered Supplier Agent** | [ ]  |
| N/A | **Other User** | [ ]  |

Please state each User Role that you are applying for:

*Table 1: User Role(s) Applied for*

|  |  |  |
| --- | --- | --- |
| **Please provide SECAS with the following evidence:** | **Responsible Body** | **SEC Section** |
| A confirmation email from the DCC that a User ID from your [ID Allocation Range](https://smartenergycodecompany.co.uk/id-allocation/) has been accepted **for each applied** **User Role.** The same User ID can be used for the Import Supplier, Export Supplier and Gas Supplier User Roles. | DCC | [SEC Section H1.10 (a)](https://codeworks.energy/portal/document/b9f68d29-e8cf-4bb4-874b-2f61d852349c?paragraph=9744f6d7-a24c-4ff8-a511-12ff66cc4ce7) |
| Test Completion Certificates demonstrating that you have successfully completed User Entry Process Testing (UEPT) **for each applied User Role**. There must be no testing issues or deviations.  | DCC | [SEC Section H1.10 (b)](https://codeworks.energy/portal/document/b9f68d29-e8cf-4bb4-874b-2f61d852349c?paragraph=9dcba95f-02fe-44be-849f-b9907594b900) |
| N/A - SECAS will retain a report from the [Security Sub-Committee](https://smartenergycodecompany.co.uk/security-sub-committee/) (SSC) to inform us if you have received a [Security assurance](https://smartenergycodecompany.co.uk/assessment-process/) status of either **Approved** or **Approved, subject to steps**. | SSC | [SEC Section H1.10 (c)](https://codeworks.energy/portal/document/b9f68d29-e8cf-4bb4-874b-2f61d852349c?paragraph=ab475573-85ab-4a64-9165-ad22f4492e5f) |
| N/A - Only required for the **Other User Role**. SECAS will retain a report from the SSC to inform us if you have received a [Privacy assurance](https://smartenergycodecompany.co.uk/assessment-process-2/) status of either **Approved** or **Approved, subject to steps**. | SSC | [SEC Section H1.10 (d)](https://codeworks.energy/portal/document/b9f68d29-e8cf-4bb4-874b-2f61d852349c?paragraph=8996aa21-b493-4677-b461-99dbc4968276) (ifapplicable) |
| A confirmation email from the DCC if you are required to put a form of [Credit Cover](https://codeworks.energy/portal/document/ec95f97b-da48-47fc-8d33-4bd74a399733?paragraph=97215e1b-5f77-4521-bf7f-669462c6d8f3) in place. The DCC will need to confirm if you are compliant with your Credit Cover obligations. Guidance on Credit Cover can be found [here](https://smartenergycodecompany.co.uk/download/32811/).  | DCC | [SEC Section H1.10 (e)](https://codeworks.energy/portal/document/b9f68d29-e8cf-4bb4-874b-2f61d852349c?paragraph=56a6d3e1-cd5c-4dfc-be7e-23c0d53d575b) |

*Table 2: Evidence required*

Please complete *Table 3* on the next page with the date of completion for each of the requirements above, and what form the evidence takes.

If completing the form for more than one User Role, you must provide the UEPT Certificates and DCC ID acceptance email for **each applied User Role**. Additionally, the SSC must provide you an assurance status for **each applied User Role**.

|  |  |  |
| --- | --- | --- |
| **SEC Section H1.10 Clauses** | **Date Received** | **Evidence** |
| SEC Section H1.10 (a)*Receive a confirmation email from the DCC that a User ID has been accepted for each applied User Role.* |  |  |
| SEC Section H1.10 (b)*Receive UEPT Testing Certificates for each applied User Role. There should be no testing issues / deviations.* |  |  |
| SEC Section H1.10 (c)*Receive a Security assurance status of either* ***Approved*** *or* ***Approved, subject to steps****.* | **SECAS to retain evidence.** | **SECAS to retain evidence.** |
| SEC Section H1.10 (d)*If applying for the* ***Other User role****, receive a Privacy assurance status of either* ***Approved*** *or* ***Approved, subject to steps****.* | **SECAS to retain evidence.** | **SECAS to retain evidence.** |
| SEC Section H1.10 (e)*Receive a confirmation email from the DCC if you are required to put Credit Cover in place and are compliant with your Credit Cover obligations.* |  |  |

*Table 3: SEC Party UEP Evidence*

If you have any questions about your UEP completion, please contact the SECAS Helpdesk.