



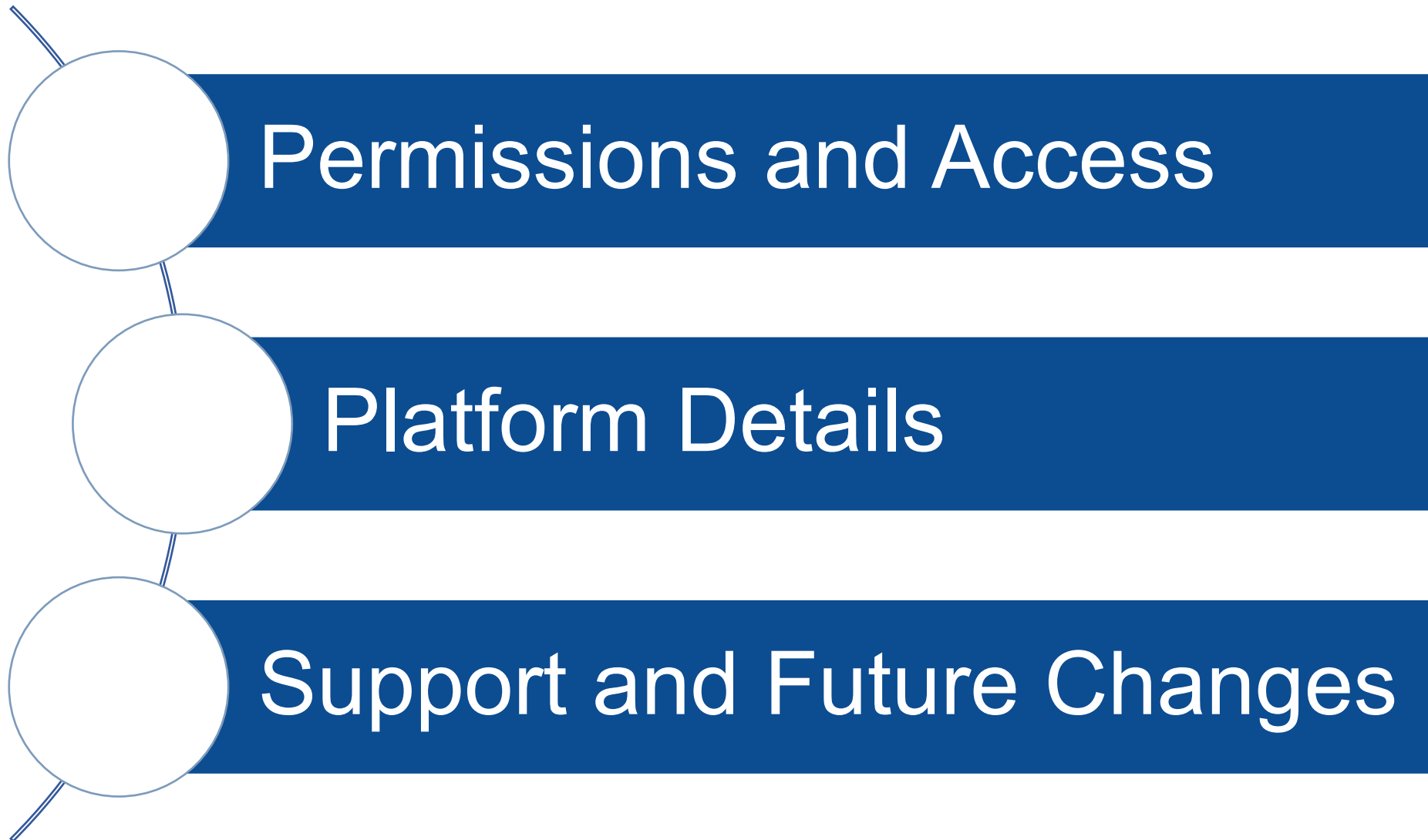
# **Intro to Align & the SEL**

**Tammy Thomas**  
**Align Program Coordinator and**  
**Enforcement Analyst**



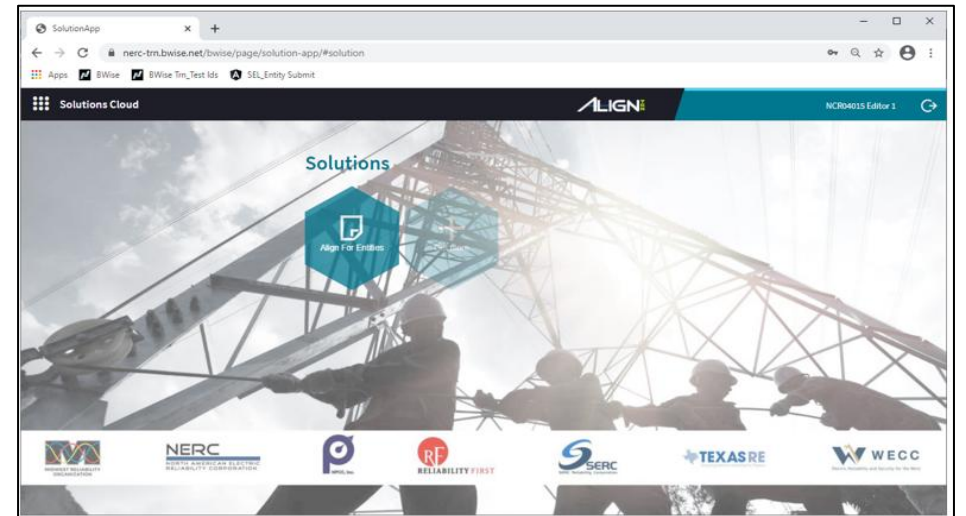
**Because this event brings together market participants who may be viewed as actual or potential competitors, we must be mindful to conduct it in a manner that is consistent with the antitrust and competition laws. Participants should not disclose non-public, proprietary, or competitively sensitive information.**

**Attendees should exercise independent judgment and avoid even the appearance of discussions of agreements or concerted actions that may be viewed as restraining competition. Any questions on Texas RE's Antitrust Compliance Corporate Policy may be directed to Texas RE's General Counsel.**



An ERO Enterprise common platform developed to support compliance monitoring and enforcement (CMEP) activities and business processes.

The tool provides a standardized and consistent interface for entities conducting CMEP activities.



## ERO Secure Evidence Locker (ERO SEL)

A highly secure, isolated, encrypted environment. It acts as a temporary repository to upload evidence which is subject to file destruction policies.

The screenshot shows the ERO SEL interface with logos for NERC, MRO, NERC, RF, SERC, and TEXAS. The main heading is "Secure Evidence Locker".

**Step 1 - Validation**  
Enter a Reference ID and click "Validate" to add new evidence to your submission.  
Input field: XXXXXXXX  
Button: Validate

**Step 2 - Upload Files**  
Click "Upload" to add evidence to your submission. Do NOT include any sensitive information in the file names that you are uploading.  
Button: Upload

**Step 3 - Submit Evidence**  
Verify all documents meet submission standards, then click "Submit" to complete.  
Buttons: Submit, Cancel

The screenshot shows the ERO SEL interface with a confirmation message for a valid reference ID.

**Secure Evidence Locker**

**Step 1 - Validation**  
Enter a Reference ID and click "Validate" to add new evidence to your submission.  
Input field: TexasRE|NCR99999|TexasRE-2020-0005...  
Button: Validate

**Valid Reference ID**  
Region: TexasRE  
NCR: NCR99999  
CMEP Activity: TexasRE-2020-00055A  
Tags: TexasRE-2020-00055A

**Step 2 - Upload Files**  
Click "Upload" to add evidence to your submission. Do NOT include any sensitive information in the file names that you are uploading!  
Button: Upload

**Step 3 - Submit Evidence**  
Verify all documents meet submission standards, then click "Submit" to complete.  
Buttons: Submit, Cancel



**All Align/SEL users must have an active ERO Portal account prior to accessing**



**Primary compliance contacts (PCCs) will manage access for their organizations within the ERO Portal**



**Once the PCC approves the request to access Align, users will automatically be given access to SEL submitter role**



**New PCCs will automatically receive the SEL and Align submitter roles**

[Registered Entities: User Access Guide](#)



## <https://eroportal.nerc.net> Establish New Account

**NERC**  
NORTH AMERICAN ELECTRIC  
RELIABILITY CORPORATION

NERC Membership List Help Desk

Sign In Register Resend Registration Key

Sign in or recover your username or password

Sign In Forgot Password/Username

**Select Register: New Account**

**Select Sign In: Existing Account**

**Existing Account: Forgot Password/Username**

**NOTE: Submitter Access changes may take up to 24 hours to take effect!**

Home | Account Log-In/Register | Legal & Privacy Trademark Policy | Site Map | Careers | Contact Us

Atlanta Office | 3353 Peachtree Road, NE Suite 600 North Tower, Atlanta, GA 30326 | 404-446-2560

Washington Office | 1325 G Street, NW Suite 600, Washington, DC 20005 | 202-400-3000

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## PCC or Admin Grants Account Access Levels

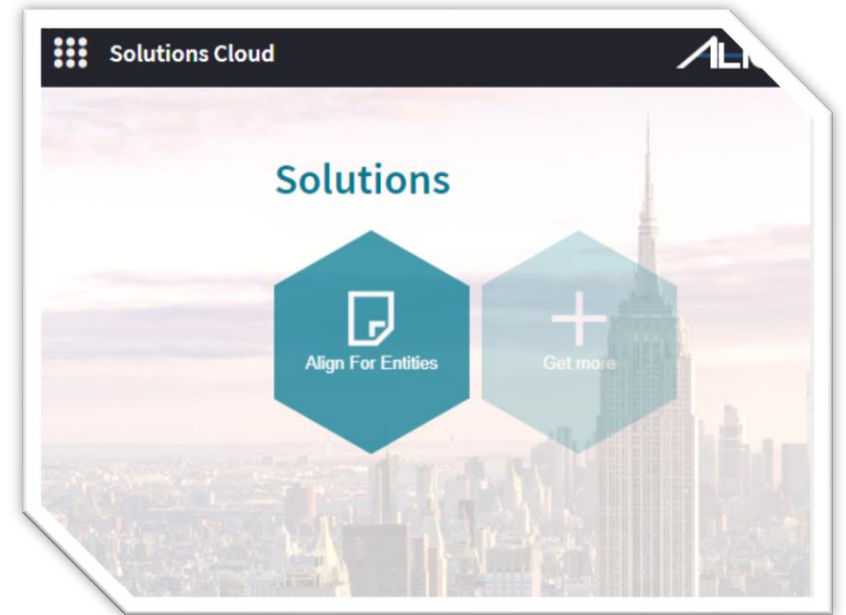
	View In Align	Edit Existing Items	Submit New Items
Align Registered Entity Reader	<b>X</b>		
Align Registered Entity Editor	<b>X</b>	<b>X</b>	
Align Registered Entity Submitter	<b>X</b>	<b>X</b>	<b>X</b>



# ERO SEL Submitter Role



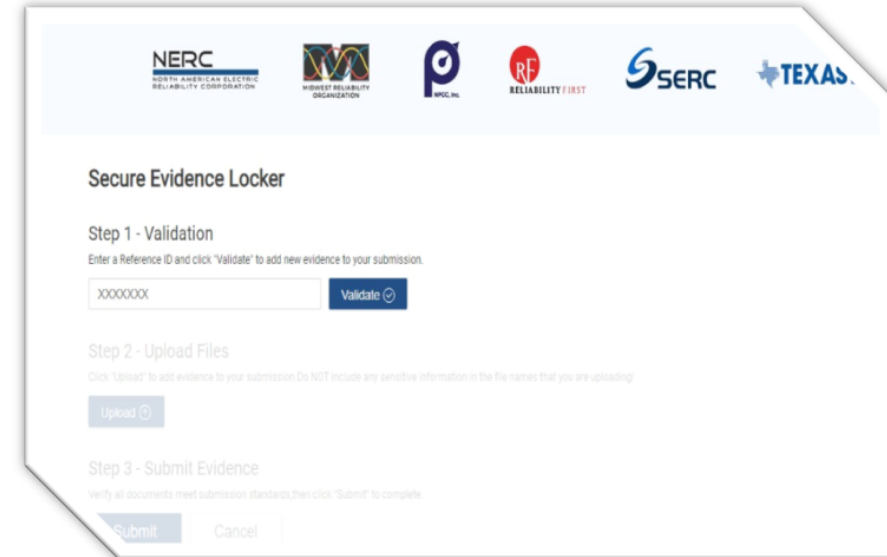
# Accessing Align



***\*Microsoft retired Internet Explorer in June 2022 and it is not a supported browser in Align***



## Registered Entities: SEL Portal User Guide v.1



***\*Microsoft retired Internet Explorer in June 2022 and it is not a supported browser in Align***



# Align: My Dashboard and Tasks Landing Page

The screenshot shows the 'My Align' dashboard. At the top left, a navigation menu is highlighted with a red box and a red arrow pointing to a detailed menu on the right. The main dashboard area includes a 'MY TASKS' table, a 'STATUS OF MY FINDINGS' chart, and a 'NEWS AND UPDATES' section. The navigation menu on the right lists various system features.

**Navigation Menu:**

- My Align
- Risk and Planning
- Self Reports and Logs
- Periodic Data Submittals
- Self Certifications
- Audits and Spot Checks
- IRA and COP
- Enforcement Processing
- Mitigation Management
- Technical Feasibility Exception
- ations

**Dashboard Content:**

**MY TASKS**

TYPE	UNIQUE ID	REGION OR LRE	STATUS	NCR	REGIST...	STANDA...	REQ	DUE DATE
------	-----------	---------------	--------	-----	-----------	-----------	-----	----------

**STATUS OF MY FINDINGS**

**NEWS AND UPDATES**

Welcome to Release 1 of the **Align** system! This is your **Dashboard** screen. Navigate the system by selecting activities above. You can create Self Reports and Self Logs from the **Compliance Monitoring** section. In the **Enforcement Processing** section, you see the status of Findings (both those you created and those created by your Regions). In the **Mitigation Management** section, you can edit and manage Mitigating Activities and Mitigation Plans.

Page 0 of 0



# Self-Reports and Self-Logs

Self-Reports and Logs

Create New Self-Report or Log

### MY REGISTRATIONS

REGISTRATION	APPLICABLE REQUIREMENTS
NCR9999999 - TXRE - Training Energy Corp. TXRE in TXRE	<a href="#">Create Finding</a>

Page 1 of 1

### MY DRAFTS

TYPE	UNIQUE ID	REGISTRATION	STANDARD AND REQUIREMENT	APPLIC. FUNCTI
<input type="checkbox"/> Self-Report	2022-00026	NCR9999999 - TXRE - Training Energy Corp. TXRE in TXRE	BAL-001-TRE-2 R6.	GO

### Create Finding 2.0

#### SELECT APPLICABLE REQUIREMENT

STANDARD	REQ	CREATE SELF-REPORT	CREATE SELF-LOG
BAL-001-TRE-2	R10.	<input type="checkbox"/>	<input type="checkbox"/>
BAL-001-TRE-2	R6.	<input type="checkbox"/>	<input type="checkbox"/>
BAL-001-TRE-2	R7.	<input type="checkbox"/>	<input type="checkbox"/>
BAL-001-TRE-2	R9.	<input type="checkbox"/>	<input type="checkbox"/>
BAL-001-TRE-2	R8.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-002-5.1a	R1.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-002-5.1a	R2.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-003-8	R1.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-003-8	R2.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-003-8	R3.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-003-8	R4.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-004-6	R1.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-004-6	R2.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-004-6	R3.	<input type="checkbox"/>	<input type="checkbox"/>
CIP-004-6	R4.	<input type="checkbox"/>	<input type="checkbox"/>





# Requests for Information

2022-00031-P | RF24-010175

### Request for Information

Parent Source	2022-00031-P	Respondent Comments* <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Applicable Standard/Requirement	PRC-004-6 R6.	
Related Registration	NCR9999999 - TXRE - Training Energy Corp. TXRE in TXRE	
Requestor	TRE Editor 2	
Requestor Comments	Texas RE questions	
Requestor Attachments		
Request Sent On	May 22, 2024	
Response Due By	June 27, 2024	Note: You cannot proceed in the workflow until the Respondent Comments are filed in. If evidence is submitted to the SEL, please check the box for Upload to SEL. Upload to SEL <input type="checkbox"/>

### Evidence

Secure Evidence Locker Instructions

Submit Evidence or Attachments related to this item via ERO Secure Evidence Locker (SEL) located at <https://eusstg.eroenterprise.com/nerc-infrastructure> with the following reference number:

**For evidence related to PRC-004-6 R6. use: TXRE|NCR9999999 - TXRE|VI2022-00031|VI2022-00031,RF24-010175|PRC-004-6|R6.**

If you are hosting your own SEL, please provide a hyperlink to your locker in the comment section above.

### Action

Action Respond

Save and Action will acknowledge receipt of this Request and send back any response you have provided. Save will store any response you have provided, but will neither acknowledge receipt of this Request nor send any response.

[click here to print](#)

2024-05-23 10:06:39 AM EDT

Under Enforcement Processing

OR

Under Request for Information



### Entity submits evidence: system auto classifies, secures, creates subfolders, and metadata

- Receive notification of submission
- After upload, files are not editable by the entity

### Option for registered entity self-built SEL

- See [NERC's Align and SEL Page](#) for more information
- Contact Texas RE's Align Program Coordinator if interested



## File Types

- Allowed: .docx, .xlxs, .pdf, .jpeg, .ppt, etc.
- Not allowed: ajr, gz, tar, zip, zipx, sit, 7z, 7zx

## File Size

- Single file: up to 2 GB
- Multiple files: up to 10 GB
- Up to 20 files per upload

## Reference ID Format

- TXRE | NCR01234 | TEST202101 | TEST202101 | CI  
P-005-6 | R1 | 1.1 |

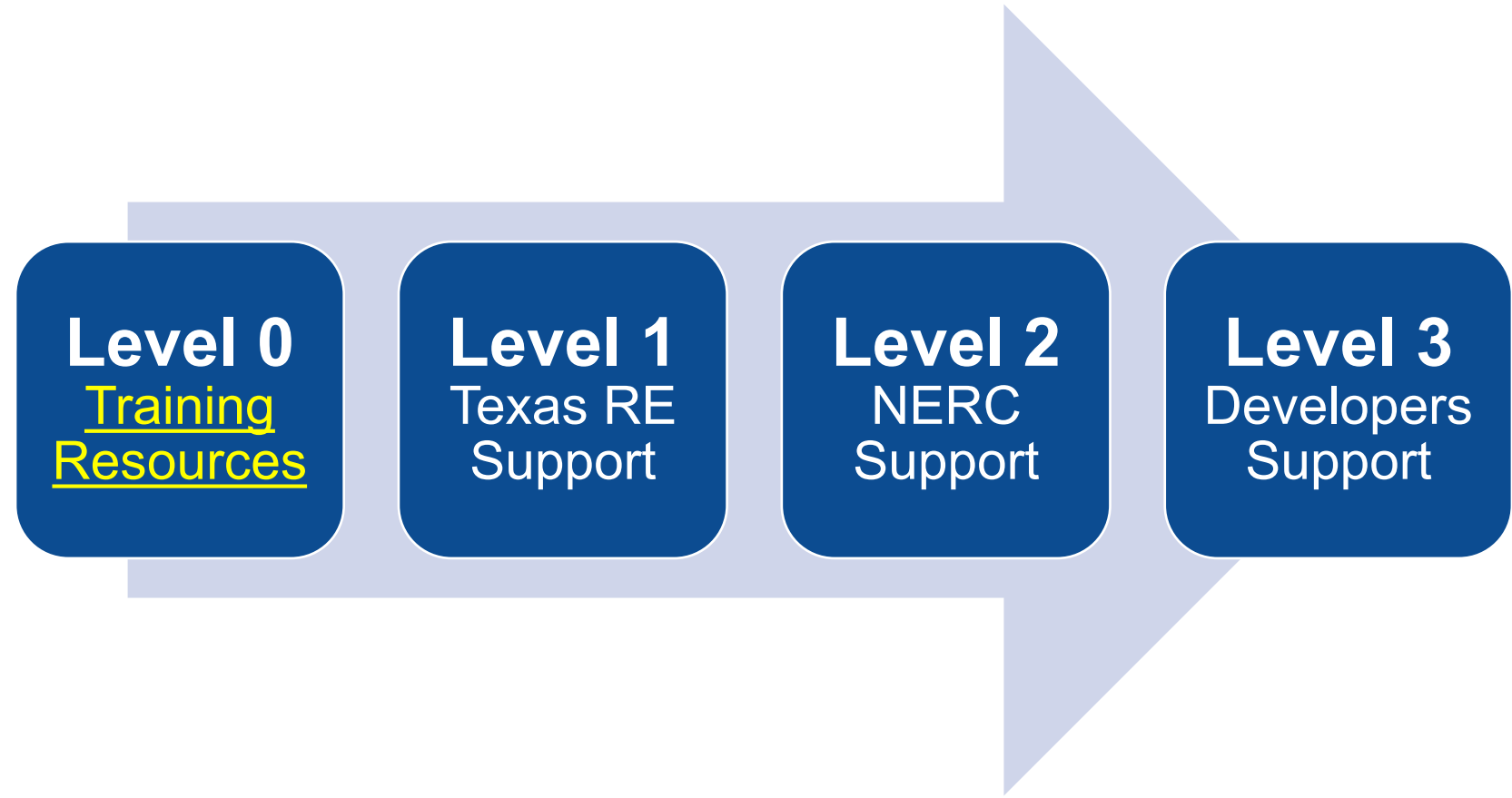
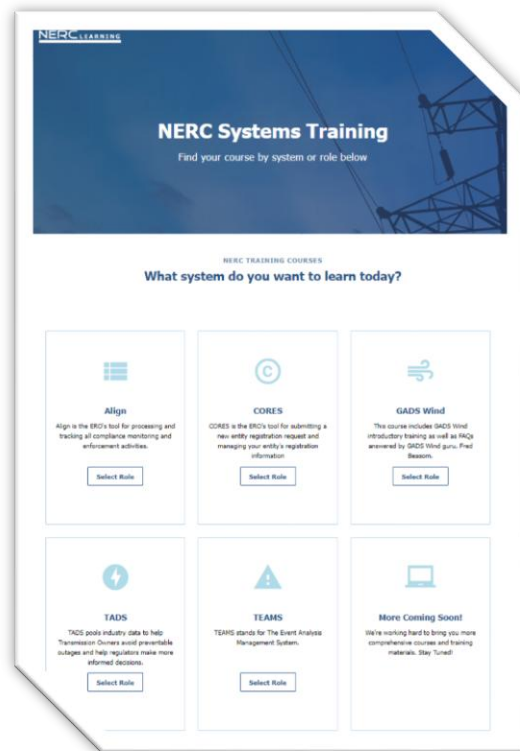
## Email Manifest

- Shows reference ID and date stamp

*\*Embedded files not recommended due to manifest limitations*

# Support System: Assist Me/NERC Helpdesk

To submit ticket use: <https://support.nerc.net/> or go through the ERO Portal



- ❑ Login using your ERO Portal information
- ❑ Select from the three options:
  - I Need Something
  - Something is Wrong
  - What's my Status
- ❑ Follow and answer all prompts

The screenshot shows the 'Assist Me ERO' website. At the top, there is a navigation bar with the 'Assist Me ERO' logo, a home icon, and a user profile icon. Below this is a dark blue banner with the text 'News | Nothing new to report.' and a search bar. The search bar contains the text 'SEARCH' and a placeholder 'Enter a keyword to search for relevant Ticket Categories and News Articles:'. Below the search bar are three main content cards:

- I NEED SOMETHING...** (Green card with a plus icon): 'Need us to install something? Give access? Provide training? Send you something? Just ask!' with an 'ASK US' button.
- SOMETHING IS WRONG!** (Teal card with a warning icon): 'Error Message? Blank screen? No green lights? Don't worry - we'll get you taken care of.' with a 'TELL US' button.
- WHAT'S MY STATUS?** (Dark blue card with an eye icon): 'See your tickets and their status. Give us more information. Tell us how we did.' with a 'SHOW ME' button.

Below the cards is a text prompt: 'Are you looking to get access to an **ERO Enterprise Application** (like CORES or Align or MIDAS), or an Extranet Site? Please make your request using the [ERO Portal](#).' Below this is a 'Quick Links:' section with three buttons: 'Mailing List Requests', 'ERO Application Requests', and 'ERO Application Incidents'.



# Assist Me Ticket Notification

Assist Me ticket system will generate a ticket number

Ticket numbers will be in the format of  
SYMMDD-  
UniqueID

An Assist Me ticket notification will be generated and sent to your email address

Reply to the notifications to communicate with your technician



## Training Resources

### Registered Entity Training Materials

#### Registered entity videos

- Align Release 1, 2, 3, 4, 4.5 and ERO SEL

#### User Guides

- Align Release 1, 2, 3, 4, 4.5, ERO SEL, ERO Portal, Post Support Process, MFA, Harmonization Process, etc.

**Texas RE Align training: presentation and recording on the [Align Page](#)**

## Stay Informed

**Texas RE website: [Align page](#)**

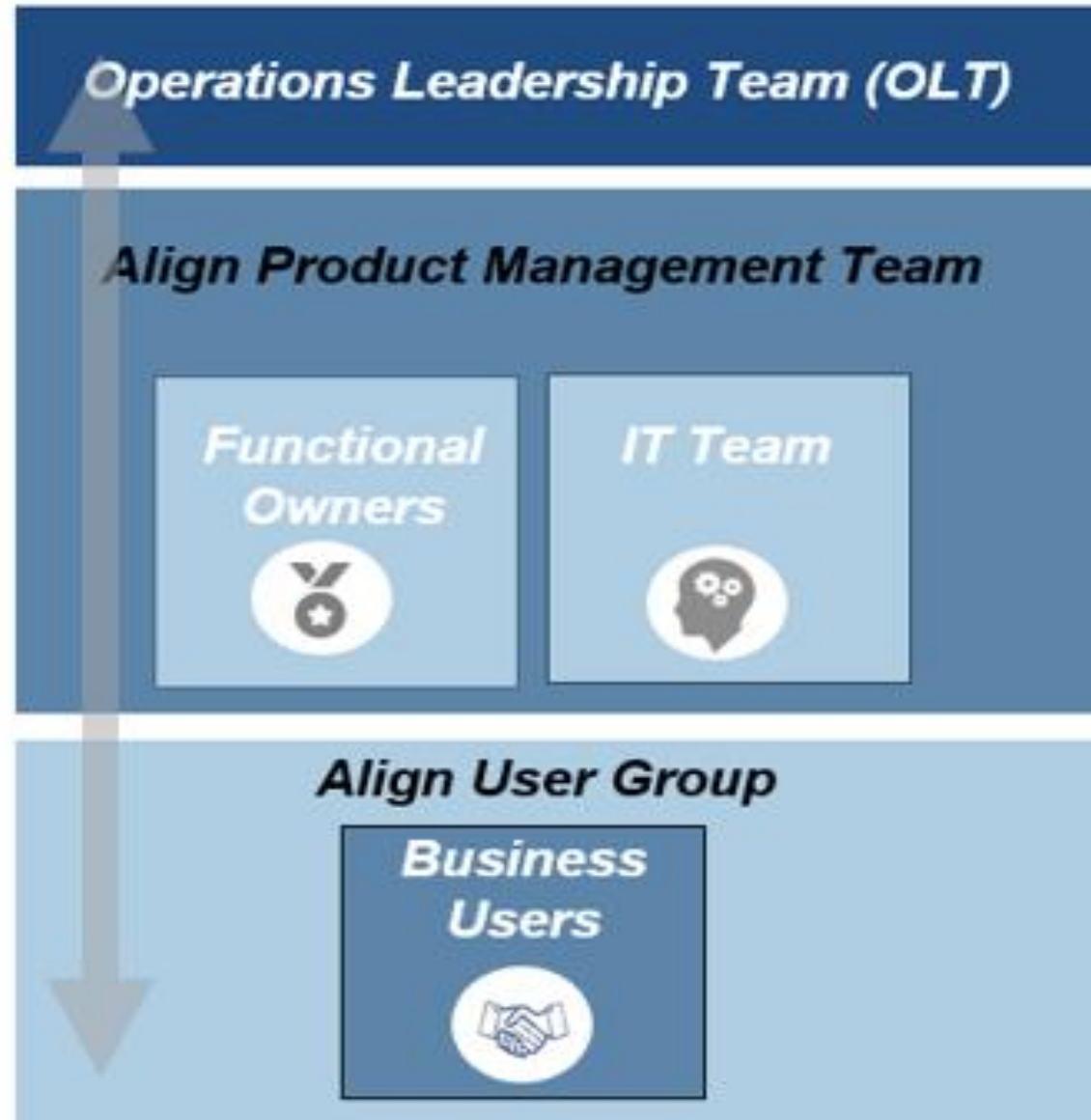
**Texas REview, Align newsletters, announcements, and social media**

**Visit NERC's [Align and SEL page](#)**

**Join Talk with Texas RE meetings and workshops for Align/SEL updates**



# Align Going Forward: Governance Model





[Risk@TexasRE.org](mailto:Risk@TexasRE.org)

[Compliance@TexasRE.org](mailto:Compliance@TexasRE.org)

[Enforcement@TexasRE.org](mailto:Enforcement@TexasRE.org)