**Steps Necessary to Register a Company on NorthWestern Energy’s OASIS**

The first step a customer needs to go through is to obtain a software certificate from OATI (or similar vendor).  From other customer feedback the best way to start this process is to call OATI (763) 201-2020 and tell them you need the applications for a certificate. (There is a charge for this certificate from OATI)

Your certificate needs to do two things:

1). Allow you to register on EIR (Electric Industry Registry) this is a National registry that all Transmission users and owners nationwide are required to register in. There is roughly a $200.00 Credit Card Charge per year for this registry.

2). Enter Transmission Service Requests (TSR’s) on OASIS.

Below is a link to OATI –(OATI Help Desk phone (763) 201-2020)

<http://www.oaticerts.com/repository/>

While you are awaiting your certificate complete the following steps:

3). Contact our Manger of Credit Dennis Heinz (605) 353-7517 [dennis.heinz@northwestern](mailto:dennis.heinz@northwestern) he will give you a list of items he needs to establish credit.

4). Complete written application. Please look at section 17.2, 18.2 (For Point to Point ) and 29.2 (for Network) of our OATT to make sure all questions are answered and provide to NorthWestern Energyat the contact provided in item 6 below.

5). Fill out our Transmission Customer Contact Form and provide to NorthWestern energy at the contact provided in item 6 below.

6). Contact NorthWestern Electric Transmission Services so they can assist you and help you better understand the type of Service Agreement(s) you will need, such as Network or Point to Point etc. They can be reached at 406-497-4500 and Trans-Svcs@northwestern.com.

Upon Receipt of your certificate you can:

7). Register on the Electric Information Registry (EIR)  <https://www.naesbwry.oati.com/NAESBWRY/sys-index.wml> there is a cost associated with the registry that must be paid with a credit card (there also is a fee that must be paid online yearly after the initial registration).

8).Notify us you have successfully been set up in EIR and with the concurrence of our credit manager we will accept your entity as a customer on our OASIS At this point a customer is register on OASIS.

The next steps taken will depend on the type of Service you are taking Point to Point or Network. Contact NorthWestern Electric Transmission Services to talk through the next steps of getting service.