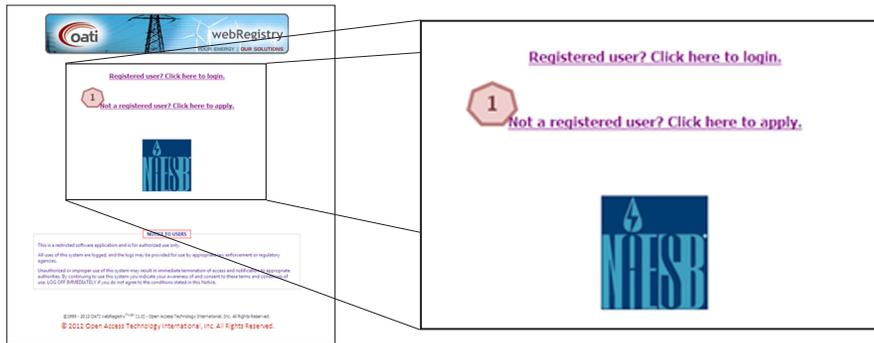


## Step 1

To apply for webRegistry access, go to [www.naesbwry.oati.com](http://www.naesbwry.oati.com). The following screen will open.



1 Click on the “Not a registered user? Click here to apply.” link. The Application for Registration will open.

Please remember:

An asterisk (\*) means the field is required. Applications cannot be submitted with information missing from fields that are indicated with an asterisk (\*).

Applications will not be able to be submitted until the “I accept the terms and conditions stated above” box is checked. Once this box is checked, the “Submit Application” button will be able to be clicked.

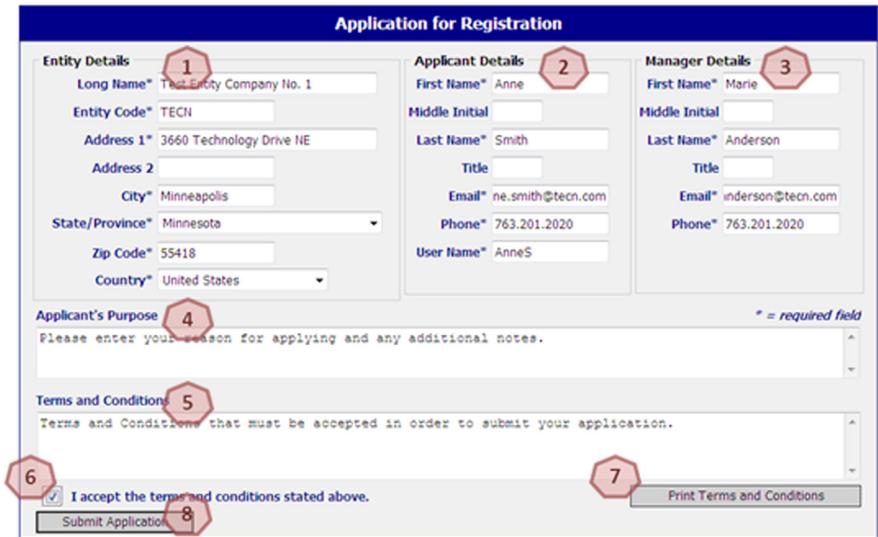
Once an application is submitted, NAESB will need to approve it before further registration of data can take place.

If you do not have a valid Digital Certificate, the following page will display.



Any questions? Please contact [support@oati.net](mailto:support@oati.net).

## Step 2



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- 1 Enter Entity Details. Information with an asterisk (\*) is required. Enter information about your company, including the long name, NERC Entity Code, and address. If you do not know your NERC Entity Code, but have previously registered with the NERC TSIN Registry, visit <http://reg.tsin.com/query/default.asp> and search for your company's name. Note: Selecting “Starts With” under Advanced Search options will ease your search.
- 2 Enter Applicant's Details. Enter details about the person completing this application. This will be the person who is using OATI webRegistry, and entering information in the system. The “User Name” field will become the user's Login ID when they are approved to access the system.
- 3 Enter Manager's Details. Enter information of the applicant's manager.
- 4 Enter the Applicant's Purpose. This is not a required field. To complete this field, however, enter the company or applicant's reason for applying to the webRegistry. This information will assist NAESB in reviewing the application.
- 5 Terms and Conditions. Terms and conditions must be reviewed and accepted in order to submit your application.
- 6 Click in this box to accept the terms and conditions.
- 7 Click on the “Print Terms and Conditions” button to print the terms and conditions for review, if desired.
- 8 Click on the “Submit Application” button to submit your application. The application will be sent to NAESB and be pending NAESB approval.