



NERC

NORTH AMERICAN ELECTRIC
RELIABILITY CORPORATION

**Registered Entity
Portal User Guide
for the
NERC Secure Evidence Locker (SEL)**

Version 1.0
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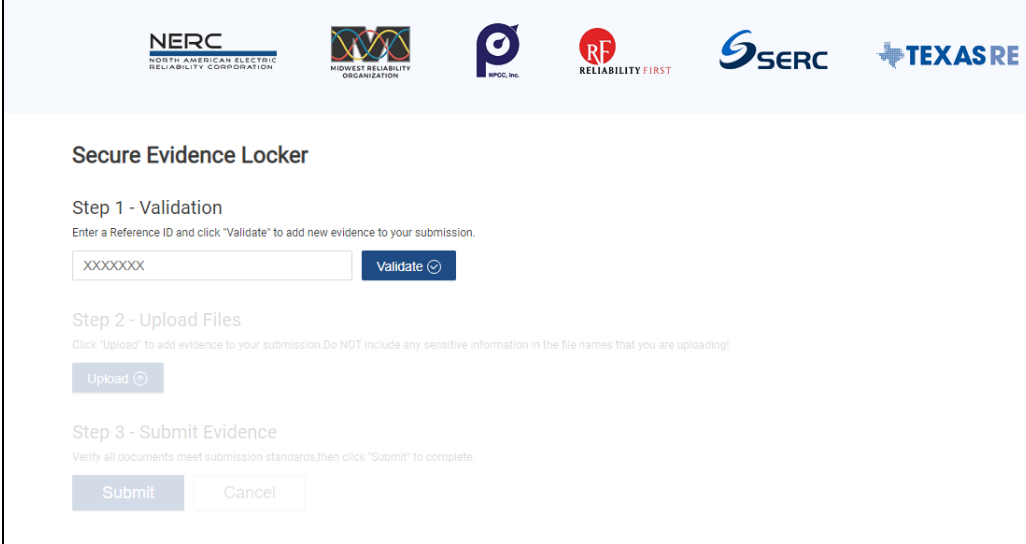
The NERC SEL Portal

NOTE: To submit evidence, you will need to obtain a reference ID from the Align system first.

1. Once you have obtained a reference ID for the activity, navigate to the NERC SEL portal.

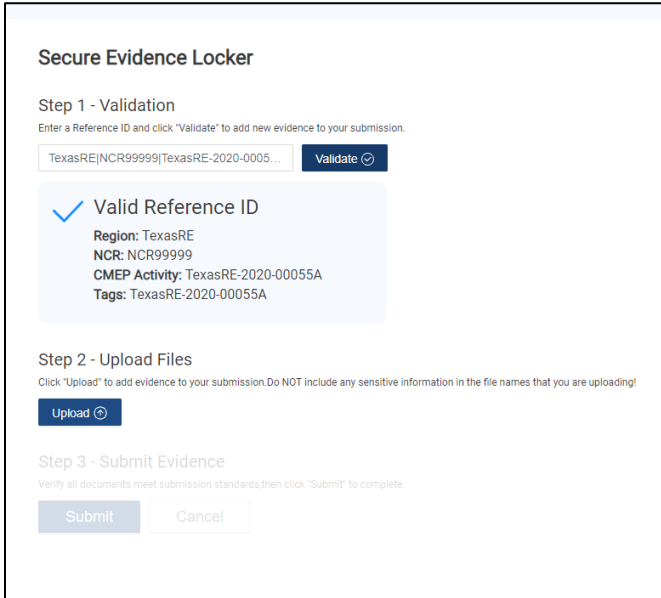
<https://eus.eroenterprise.com/nerc-infrastructure/>

2. Paste the reference ID into the field on the NERC SEL portal.



The screenshot shows the 'Secure Evidence Locker' interface. At the top, there are logos for NERC (North American Electric Reliability Corporation), Midwest Reliability Organization, NERC, Inc., Reliability First, SERC, and TexasRE. Below the logos, the title 'Secure Evidence Locker' is displayed. Underneath, 'Step 1 - Validation' is shown with the instruction: 'Enter a Reference ID and click "Validate" to add new evidence to your submission.' A text input field contains 'XXXXXXXX' and a 'Validate' button with a checkmark icon is to its right. Below this, 'Step 2 - Upload Files' is shown with the instruction: 'Click "Upload" to add evidence to your submission. Do NOT include any sensitive information in the file names that you are uploading!' and an 'Upload' button with a checkmark icon. Finally, 'Step 3 - Submit Evidence' is shown with the instruction: 'Verify all documents meet submission standards, then click "Submit" to complete.' and two buttons: 'Submit' and 'Cancel'.

3. Click the Validate button. The NERC SEL system will test the value to see if it is valid. If the value is valid, the system will confirm it, as seen in the sample below.



The screenshot shows the 'Secure Evidence Locker' interface after a successful validation. The 'Step 1 - Validation' section now shows a text input field containing 'TexasRE|NCR99999|TexasRE-2020-0005A...' and a 'Validate' button with a checkmark icon. Below this, a light blue box with a checkmark icon and the text 'Valid Reference ID' is displayed. Inside this box, the following details are listed: 'Region: TexasRE', 'NCR: NCR99999', 'CMEP Activity: TexasRE-2020-00055A', and 'Tags: TexasRE-2020-00055A'. The 'Step 2 - Upload Files' and 'Step 3 - Submit Evidence' sections remain the same as in the previous screenshot.

The NERC SEL Portal

- Continue to Step 2- Upload Files. You can upload multiple files at one time, or upload files then return to the portal to upload more files at a later time. The NERC SEL system inspects the uploaded files to check for malware or viruses. If you attempt to upload files with unacceptable file types, for example, executables or zip files, the system will prevent the upload and show an error.



Upload Error

Upload file format is invalid


Please upload valid file type and size.

- Once you have finished uploading files, continue to Step 3 to submit the evidence.



After the files are processed, you will receive a confirmation email.

The Regional Entity will also receive a notice that new evidence has been submitted:

New Submission files have arrived in the SEL for TexasRE and NCR99999 as of 11/05/2020 14:43:20

 do-not-reply@a-media.com
To: [Redacted]

 11-05-2020 Submitted CMEP Manifest144320964.csv
850 bytes

Files have been ingested into the SEL as of 11/05/2020 14:43:20

If you are a CEA custodian, please grant access to the appropriate Analysts, if you haven't done so already.

Attached is the submission manifest receipt for submission as of 11/05/2020 14:43:20