

## How to Register to Participate in AEMO's Energy Markets

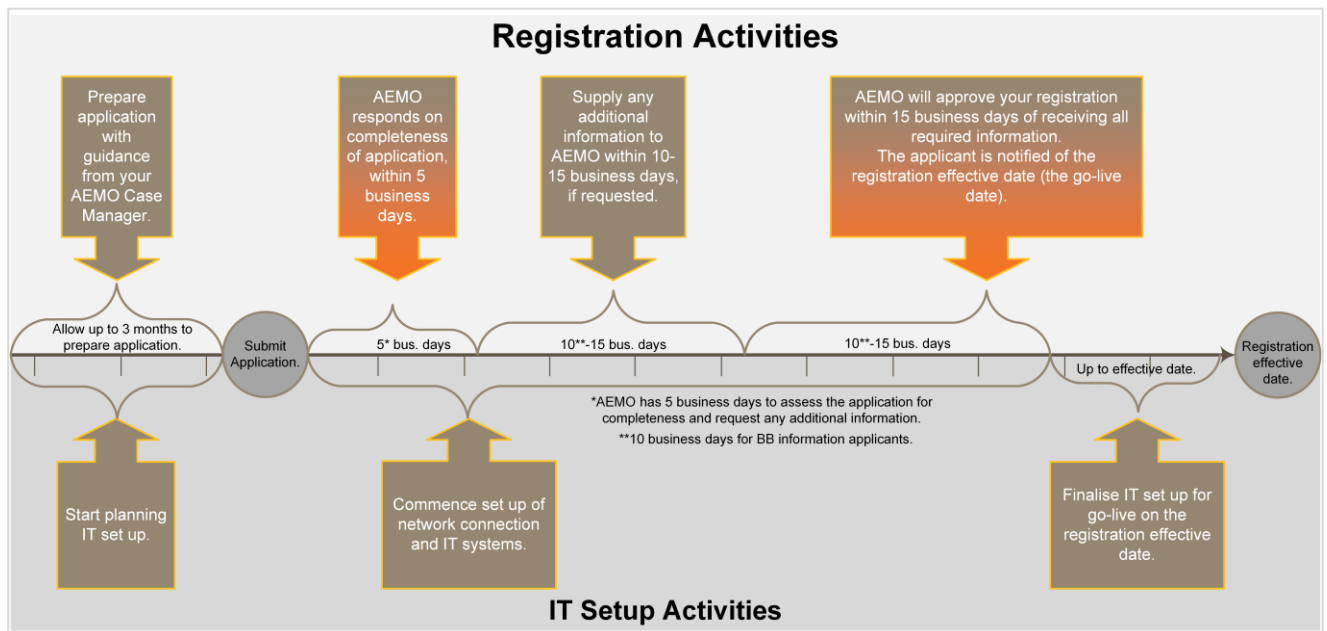
This guide provides an overview of the registration process for participating in the National Electricity Market (NEM), National Gas Markets and the Gas Supply Hub (GSH).

This information is for guidance only and is no substitute for reading and understanding the rules and procedures applicable to the relevant markets. All AEMO market participants must adhere to and familiarise themselves with the requirements set out in the [National Electricity Rules \(NER\)](#) and [National Gas Rules \(NGR\)](#).

- An AEMO Case Manager is available to assist with your registration preparation activities.

### Registration Process Overview:

The figure below summarises the process, timeline and steps involved in registering in AEMO's energy markets.



### Step 1: Prepare Application

Identify the [National Electricity Market](#) or [Gas Market](#) participant categories you intend to register in, and confirm if an [exemption](#) applies to your situation.

**Supporting Documentation:** Registration applications require various supporting documentation to demonstrate your organisation meets all applicable requirements and standards. Use the relevant checklist and application form to identify the necessary supporting documentation to prepare and submit with your application.

**Contact Details:** Communication between participants and AEMO is essential for registration and ongoing market operations. AEMO requires contact details of the individuals within your organisation responsible for general market operations, IT, emergency response, payment settlements and others. Use the relevant checklist and application form to identify the required contact details for your registration category.

**Fees and Charges:** Refer to [AEMO's Fees and Charges schedule](#) to determine if you need to pay an upfront registration or licence fee and attach the fee or proof of payment with your application.

Refer to AEMO's website: [Application Forms and Supporting Documentation](#)

Market Registration Checklists:

- [National Electricity Market \(NEM\)](#)
- [Victoria Declared Wholesale Gas Market \(DWGM\)](#),
- [Short Term Trading Market \(STTM\)](#)
- [Retail Gas Market](#)
- [Gas Bulletin Board](#)
- [Gas Supply Hub \(Wallumbilla QLD\)](#)

## Step 2: Submit Application

Submit your application form, contact details, supporting documents, and attachments. Please mail any originals of signed AEMO documents.

- Email to: [onboarding@aemo.com.au](mailto:onboarding@aemo.com.au)
- Mail to: AEMO Onboarding  
Australian Energy Market Operator Ltd  
Level 2, 20 Bond Street  
Sydney NSW 2000

## Step 3: AEMO Respond on Application Completeness

AEMO will provide an initial response within five business days of receiving your application and notify you if any omitted or additional information is required.

The requested additional information must be provided to AEMO within 15 business days (or 10 business days for Gas Bulletin Board registration), in order for your application to proceed to the approval stage.

## Step 4: AEMO Assessment and Approval

When AEMO has received all necessary information and documentation, your application will be assessed for approval within 15 business days (or within 10 business days for Gas Bulletin Board registration).

When approved, you will be notified of the upcoming "registration effective date", your go-live date for market participation. The date is determined by AEMO's internal processes and your IT and system configuration timelines.

Your notification may also include any conditions of registration that AEMO considers necessary.

## Step 5: Commence IT and Systems Set Up

AEMO's [Guide to Information Systems](#) and [Understanding Energy Market Information Systems](#) guides provide information about how to set up your IT systems to interface with AEMO's market systems.

AEMO recommends familiarising yourself with the necessary IT systems and requirements as early as possible and that an experienced IT team manage the set up process.

When you submit your application, AEMO will begin setting up your access to market systems. AEMO provide your primary IT security contact (or primary systems representative in GSH) with your IT access credentials.

- AEMO's [Information and Support Hub](#) will then contact you when your market system access is available in our pre-production testing and training environment.
- To access AEMO's market systems, participants require connection to AEMO's secure, private, data network MarketNet. If you are a new participant, without an existing MarketNet connection, please request this on your application form.

## Step 6: Finalise IT and Systems Set up

When your MarketNet connection is in place and you have received your IT access credentials, you must verify connectivity to AEMO's systems in our pre-production testing environment.

When your registration application is approved, AEMO will advise you of your "registration effective date", the go-live date for market participation. On this date, AEMO enable your access to its market systems in its live production environment, using the same access credentials already provided.

- Please allow at least four to eight weeks to complete the required set up tasks.
- If you require assistance, contact AEMO's [Information and Support Hub](#).

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