Energy Local

Welcome to the Club Portal

The Portal lets you to find out information about Energy Local and its Clubs near you. You can also register interest in joining a Club.

To find the portal on the web, simply enter the following address into your web browser, or click on the following link which takes you to the Energy Local Portal Home Page: https://energylocal.org.uk/

Step 1
Choose your language

Step 2
Browse Clubs

Step 3
Find out more information

Step 4
Register your interest

Step 1   Click on your preferred language

Step 2   Click on a Club near you and this will take you to the Club's own home page.

Step 3   More information about Energy Local and Frequently Asked Questions (FAQs) can be found by clicking on these links.

Step 4   Register your interest in joining a Club by clicking the green *I am interested* button.
You can also visit FAQs by clicking *Frequently Asked Questions* or email us using the *Contact* button at the base of the page.

Register with Energy Local

Once you have clicked on the ***I am interested*** button, you will see the following page which is asking you to register so that you can login to the Portal.

The first part asks you to input your contact details. Simply fill in your contact details as requested.

If you do not have an email address, you cannot register using this page.

Simply go back to the Home Page by clicking the Home button.

You can then click on the Club that you are interested in and contact the Club contact at the bottom of the page by telephone.
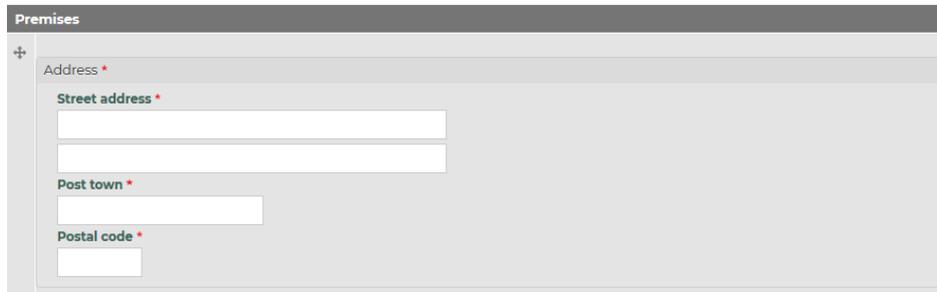
Enter Your Details

Further down this page, you will be asked for details about your household so that we can see where you live and whether you generate any electricity at home.
Please enter your address in the relevant boxes.

Premises

Address *

Street address *

Post town *

Postal code *

If you live in a house that generates its own electricity, tick the white box "Premises has generation".
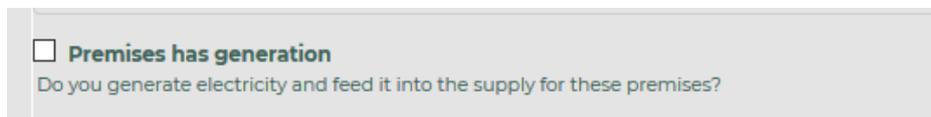
☐ **Premises has generation**
Do you generate electricity and feed it into the supply for these premises?

Click on the white radio button to tell us which club you are interested in and might like to join. If you do not have a preference for a listed Club, you can still register to receive information and get to know when a Club is being set up near to you by choosing N/A.
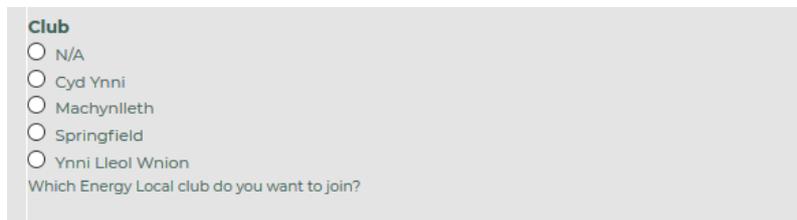
Club
○ N/A
○ Cyd Ynni
○ Machynlleth
○ Springfield
○ Ynni Lleol Wnion
Which Energy Local club do you want to join?

If you have two or more premises, please just continue with these registration steps and complete your registration for one property first. You will be given the opportunity to add another after you have completed the registration.

Click on the white box to show that you have read the information on how we use your data and agree to us using it for Energy Local purposes.

☐ **I consent to my data being used** *
I consent to my contact details and other information being stored and dealt with by Energy Local CIC in accordance with the Data Protection Act 1998 and other applicable legal and regulatory requirements. I also consent to the transfer of such information to, and its use by, the Energy Local club and other parties working with Energy Local CIC and the club ("Energy Local Partners") only for the purpose of assisting with the establishment and operation of the club. I consent to receiving e-mail and other communications from Energy Local CIC and the Energy Local Partners.

Finally, click on the **Submit your details** button to complete your registration.

You will then be returned to the Energy Local Portal Home Page and the message below will confirm that your registration has been successful.

Log in

Engli
Wels

✓ A welcome message with further instructions has been sent to your email address.
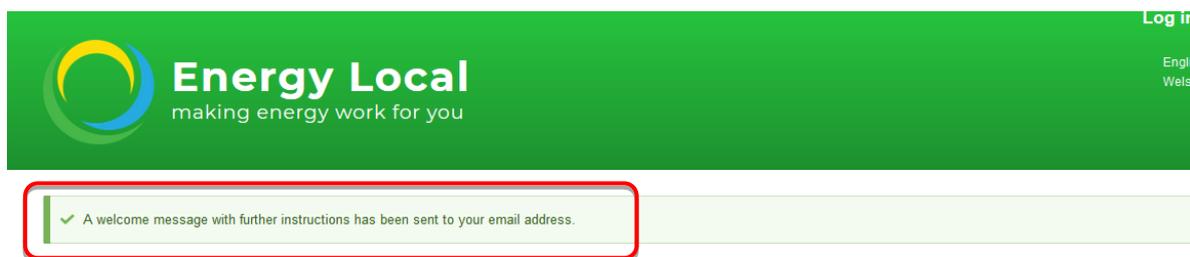
Welcome to Energy Local

Energy Local is a new way to enable local communities to work together to pool their locally owned generation and manage local demand to reduce bills and carbon emissions. Energy Local believes that communities should be able to benefit from moving their use of energy to cheaper times of day and matching it to local generation. You can read more about Energy Local at www.energylocal.co.uk.

This portal tells you about the Energy Local clubs that are operating or being set up. You can register your interest here and keep up to date with developments. Click the 'I am interested' at the bottom to register your interest.

For more detailed information, see our Frequently Asked Questions.

Clubs

Springfield
Springfield and the Greendown Hills

Creating a Password

You will receive an email which has been sent to the address that you entered in your details during registration.

Click on the blue link to take you to an online page where you can choose a password. This link only works one time.

Many thanks for your expression of interest in being a member of an Energy Local Club. Please use the following link to set up a password for your account:

https://energylocal.org.uk/user/reset/63/1510570204/YqnfkviWlrIUMfyNbvqwhIJeWRD7nVIQIvZ

After setting your password, you can log in at https://energylocal.org.uk/user in the future using:

email: PUT YOUR EMAIL ADDRESS IS HERE
password: The password you set

Once you've logged in, you can update any of your details by clicking the Edit tab. If you have more than one premises, you can add the details by scrolling down and clicking the "Add Another Premises" button.

We will be in touch in the near future with more information about the Energy Local Club.

In the meantime, if you have any questions please get in touch. You can find the contact details for your Energy Local club on the club's page on https://energylocal.org.uk/.

Best wishes
the Energy Local team

The following page appears:

Click on the green **Log in** button which will take you to a screen where you can set up your password.

You can now choose a password and enter it in both of the boxes. For security purposes, it is a good idea to enter something that you will remember easily and which consists of a mix of numbers, punctuation marks, lower case and capital letters. If your password is too simple, you might see the following text near to the Password strength under the first box: "Password strength: Weak".

Try and enter a mix of at least 8 letters and numbers (or punctuation marks). You will then see text appearing to say that the passwords match (which means that they have been typed in correctly).

You can then press the green **Save** button.

If you make a mistake and try to use the one-time link again, you will see the following:

❌ You have tried to use a one-time login link that has expired. Please request a new one using the form below.

Home

Reset your password

| Log in | Create new account | Reset your password |

E-mail *

Password reset instructions will be sent to your registered email address.

Submit

In this case, you will need to reset your password by entering your email address again and clicking the submit button. A new email with a new link will be sent to you and you can revisit the above steps to set up your password.

Your Account

Your account is now set up and you can log in at any time by clicking on the "Log in" at the top right-hand side of the Home Page as shown in the next section.

Your account contains your personal details and details that Energy Local need to help you become a member of a Club.

You can view these details when you are logged in. You can also edit these details if you change your address for example and you can log out by clicking the white **Log out** button that appears on the top right-hand side of the screen once you are logged in.

Log in

Click the white ***Log in*** text at the top right-hand side of the screen.

The log in screen will then appear.

Enter your email address and password and click the green ***Login*** button.

Viewing Your Details

Personal Details

You will see the details that you have registered with us. You can edit these at any time by clicking the "**Edit**" tab.

You can change other personal details here too as well as add or remove a residence or premises. If you get some home electricity generation whilst you are a member (e.g., solar panels), you can always tick the white '*premises has generation*' box.

MPAN Number

The next section contains space for you to enter something called your MPAN number – You can find this number on your electricity bill (shown here in white):

The next part gives your information about which club you are interested in and the status of whether we have been able to match you with the appropriate club.

Adding more than one premises

If your electricity is supplied to different parts of your premises through separate meters (e.g. to a flat, annex or outbuilding), please click the green ***Add another premises*** button. You now see a section where you can enter the details of your second premises.

In the future, you can always remove a premises by using the green ***Remove*** button.

Correspondence Address

If this is different from your home address, you can change it by clicking on the grey area below:

If you would like to use an address for correspondence that is different from above, please click below and enter it.

Correspondence Address

Enter your country and boxes will appear for you to enter the address details.

All correspondence will then be sent to this address.

Language

You can choose your default language by clicking on the arrow and selecting your language.

Data consent

This white box MUST be ticked in order to save your amended details.

Press the green *Save* button to save your amended details.

You can log out by clicking   **Log out**   the button at the bottom of the page.

Forgotten Password?

If you forget your password or enter an incorrect password, you will get this screen.

You can click on *Forgot your password?*

❌ Unrecognized username or password. Forgot your password?

Home

Log in

| Log in | Create new account | Reset your password |

E-mail or username *

your email address here

Enter your e-mail address or username.

Password *

Enter the password that accompanies your e-mail.

[Log in]

You will then see a 'Reset your password' screen.

Reset your password

| Log in | Create new account | Reset your password |

E-mail *

your@emailaddress

Password reset instructions will be sent to your registered email address.

[Submit]

Press the green **Submit** button and instructions on how to reset your password will be sent by email to your email address.