



# 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

The screenshot shows the Energy Local Registration Portal interface. At the top, there is a green header with the Energy Local logo and the tagline 'making energy work for you'. On the right side of the header, there is a 'Log in' button with a dropdown menu showing 'English' and 'Cymraeg'. Below the header, the main content area has a 'Welcome to the Energy Local Registration Portal' heading. The text below explains that 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. It mentions that Energy Local believes that communities can benefit from moving their use of energy to cheaper times of day and matching it to local generation. A link to 'www.energylocal.co.uk' is provided. Below this, there is a section titled 'Clubs' with a list of club names: Wnion, Wnion and Mawddach Valleys, Bala to Barmouth, Cyd Ynol, Bethesda, Cerlan, Tregarth, Rechub, Mynydd Llandegai, Crickhowell, Crickhowell, Llangattock, Llanbedr, Tretower, Cwm Du, Llangynidr, Bwlch. At the bottom of the page, there is a green button labeled 'I am interested'. Annotations with arrows point to these elements: 'Step 1' points to the language dropdown, 'Step 2' points to the 'Clubs' list, 'Step 3' points to the 'Frequently Asked Questions and FAQs about registering' link, and 'Step 4' points to the 'I am interested' button.

**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

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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.



**Energy Local**  
making energy work for you

[Log in](#)

English  
Welsh

[Home](#)

### I'm interested in Energy Local

If you like the sound of Energy Local, and think you might like to join an Energy Local club where you are, please give us your details below. We'll check that your address falls within the area of one of our clubs, and send you more information about joining. You're under no obligation.

**E-mail \***

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

**Forename \***

**Surname \***

**Home Telephone**

**Mobile Telephone**

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.

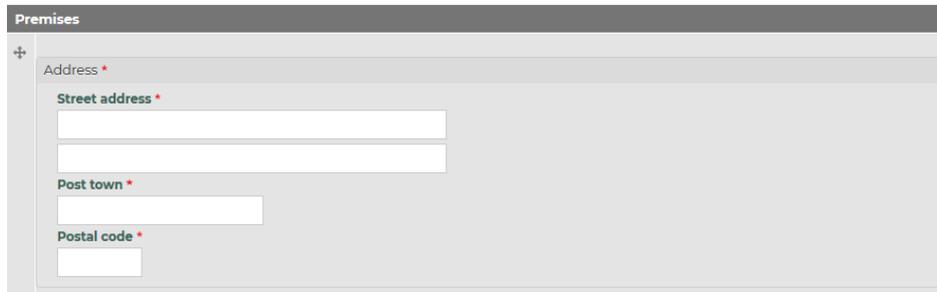
[Home](#) | [Frequently Asked Questions](#) | [Contact](#)

## Enter Your Details

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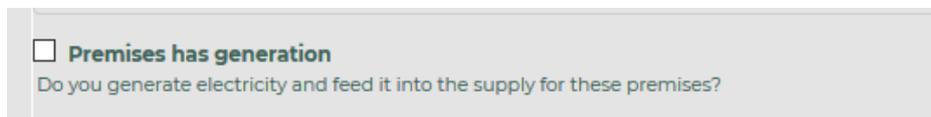
Further down this page, you will be asked for details about your household so that we can see where you live and whether you generate any electricity at home.

Please enter your address in the relevant boxes.



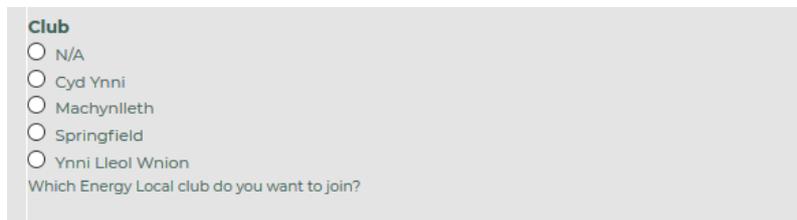
The screenshot shows a form titled "Premises" with a plus icon in the top left corner. Below the title, there is a section labeled "Address" with a red asterisk. Underneath, there are three sub-sections: "Street address" with two input fields, "Post town" with one input field, and "Postal code" with one input field. All sub-sections have a red asterisk next to their labels.

If you live in a house that generates its own electricity, tick the white box "Premises has generation".



The screenshot shows a checkbox labeled "Premises has generation" with a red asterisk. Below the checkbox is the question "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.



The screenshot shows a form titled "Club" with a red asterisk. Below the title, there are five radio button options: "N/A", "Cyd Ynni", "Machynlleth", "Springfield", and "Ynni Lleol Wnion". Below the options is the question "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.

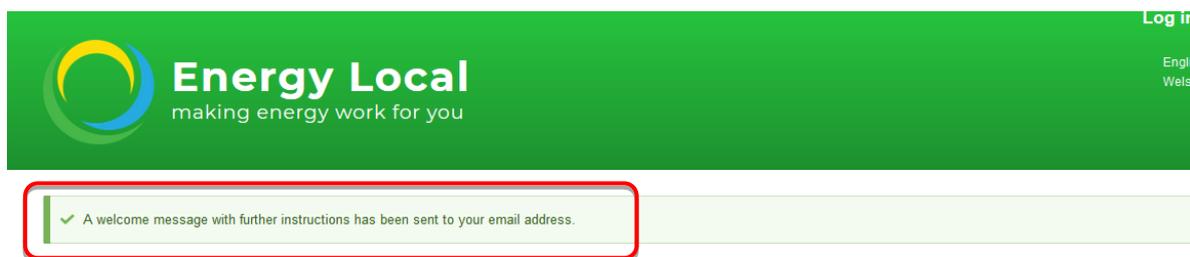
Click on the white box to show that you have read the information on how we use your data and agree to us using it for Energy Local purposes.

**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  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.



## 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](http://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/YqnfkviWlrIUmfyNbvqwhIJeWRD7nVlQlvZ>

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:



[Home](#)

## Reset password

This is a one-time login for *l.hilton169* and will expire on *Tue, 11/14/2017 - 10:50*.

Click on this button to log in to the site and change your password.

This login can be used only once.

[Log in](#)

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.

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

[Home](#) > [info](#)

### info

[View](#) [Edit](#)

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Use this form to set your password.

**Password**

Password strength:

**Confirm password**

Passwords match:  
Enter your new password in both fields

[Save](#)

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

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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

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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.

Log in

[Log in](#) [Create new account](#) [Reset your password](#)

**E-mail or username \***

Enter your e-mail address or username.

**Password \***

Enter the password that accompanies your e-mail.

[Log in](#)

## Viewing Your Details

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[View](#) [Edit](#)

Here are the details we have for you. To make amendments or additions, click the *Edit* tab.

**Forename**  
Linda

**Surname**  
Littles

## 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.

Forename \*  
Linda

Surname \*  
Test

Home Telephone  
[ ]

Mobile Telephone  
[ ]

**Premises**

+ Premises Add

Short Name \*  
Home  
A short name to identify these premises, e.g. "Home", or "Granny Flat"

Address \*

Street address \*  
[ ]

Post town \*  
[ ]

Postal code \*  
[ ]

Premises has generation  
Do you generate electricity and feed it into the supply for these premises?

## 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):

S	01	234	567
	89	0123	4567 890

**Meter Point Administration Number (MPAN)**

[ ]

The 13-digit supply number for the premises. (This is the lower part of the reference number beginning with a large S, shown on your electricity bill).

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  the button at the bottom of the page.

## Forgotten Password?

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

You can click on ***Forgot your password?***

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✘ 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.