Scottish and Southern Electricity Networks maintain a Network Geographical Information System (GIS) also known as Electric Office (EO) which represents the assets on the network in a geographical form.

Electric Office provides a cross-technology end-to-end view of the electricity network, combining the fully connected electrical system with Google mapping systems. You must log in to use Electric Office.

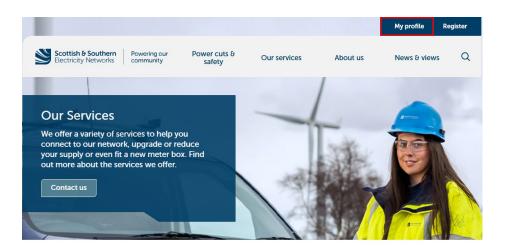
See below steps to request access to Electric Office (GIS).

Existing users

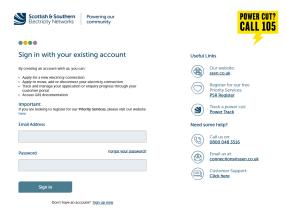
1. Go to below address.

Our services - SSEN

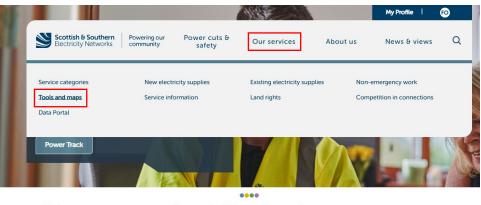
2. Select My profile in the top right corner



3. Log in to your profile using the customer portal log in details (use the log in details for the web site and not the log in details you where using for EO Web New)



4. Once logged in the Customer portal select Our services Option/ tools and maps



#### Welcome to your account, Fernando Olivares Serrano!

From here you can track, view or update any existing applications and send additional information

Select any of your applications from the list below by clicking on any of the details. Your application will open and from here you will be able to view the current progress and add further information if necessary



5. In Tools and maps select Electric Office (GIS)



#### Electric Office (GIS)

Electric Office provides a cross-technology endto-end view of the electricity network, combining the fully connected electrical system with Google mapping systems. You must log in to use Electric Office.

**Electric Office** 

6. Click in Access Electric Office (EO)



Scottish and Southern Electricity Networks / Our services / Competition in connections / Alternative Provider Network Information / Network Geographical Information System (GIS)

The Electric Office (GIS) tool will allow the identification of point of connections (POCs) using the network information.

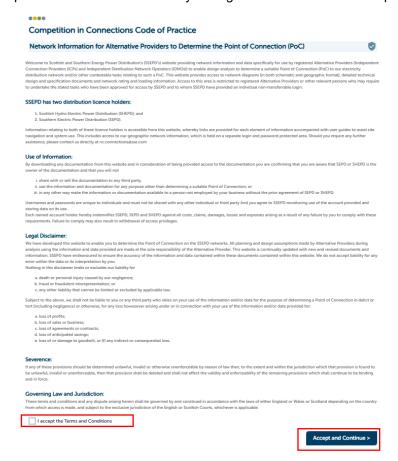
You can sign in or request access below to view both our network regions



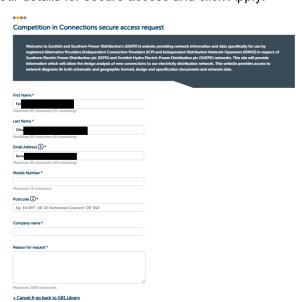
7. Log in with your customer portal details. If you get the following message after the log in, you will need to request access again by clicking in request access.



8. Accept the terms and conditions by ticking the box and click in Accept and Continue.



9. Insert your details for secure access and click Apply.





1. A request to access EO will be submitted for approval.

# **G81** Request Form completed

Competition and Connections Request Form Completed

Thanks!

Your request for EO access is successfully submitted

₹

You now have access to:

- The SSEN G81 Library
- · Cost apportionment register (ECCR)
- · Schematics for our high voltage network
- · Network loading and rating documents
- POC Design matrix

**Back to G81 Library** 

Once the request has been approved you should get an Email confirming your access has been granted for G81 Documents and EO access including the link to go to Electric Office (GIS).



**New Users** 

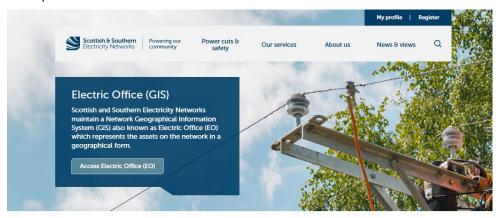
1. Go to below address.

Tools and maps – SSEN https://www.ssen.co.uk/our-services/tools-and-maps/

2. Select Electric Office.



3. Click in Request access.



 $\underline{\mathsf{SSEN}} \ / \ \underline{\mathsf{Our}\,\mathsf{services}} \ / \ \underline{\mathsf{Tools}\,\mathsf{and}\,\mathsf{maps}} \ / \ \mathsf{Network}\,\mathsf{Geographical}\,\mathsf{Information}\,\mathsf{System}\,\mathsf{(GIS)}$ 

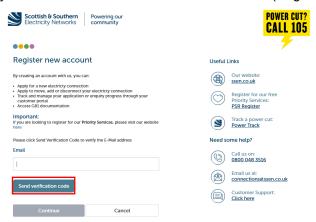
The Electric Office (GIS) tool will allow the identification of point of connections (POCs) using the network information.

You can sign in or request access below to view both our network regions.

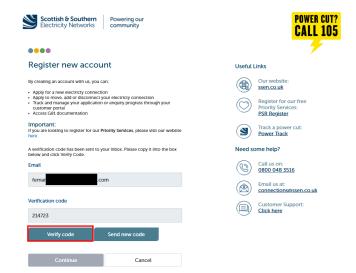




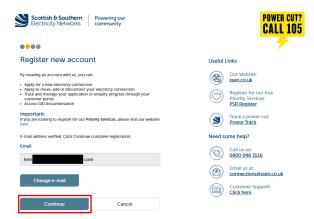
4. Insert your email and click in Send Verification code (Register).



5. Insert the verification code received on the email and click in Verify code.



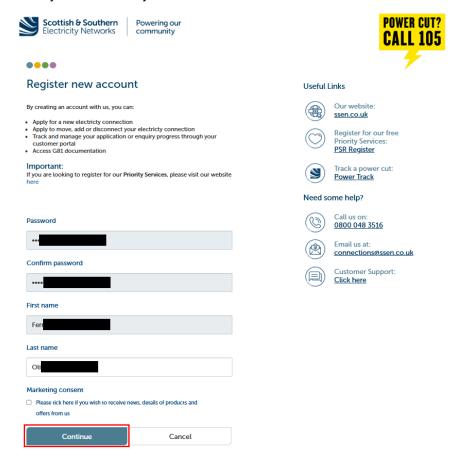
#### 6. Click in Continue.



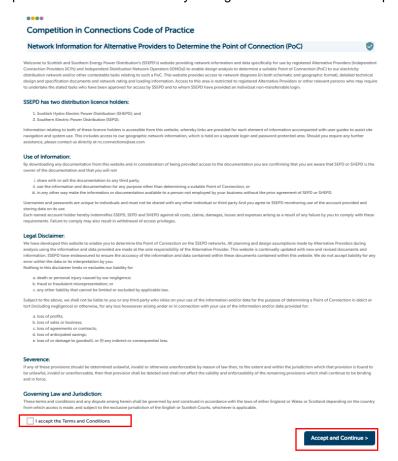
#### 7. Insert the New Password, confirm the Password.

(Password should be 8-30 characters long, must include an uppercase character and at least one numeric character, can include the following characters  $+=_@\#\$\%^k,.<>/\sim\[]()\{}?!|$  and is case sensitive).

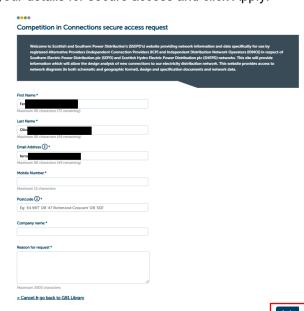
Insert your name and your Last name and click in Continue.



8. Accept the terms and conditions by ticking the box and click in Accept and Continue.



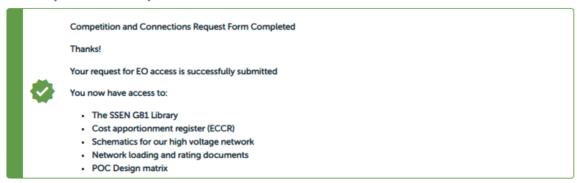
9. Insert your details for secure access and click Apply.





2. A request to access EO will be submitted for approval.

### **G81** Request Form completed



Back to G81 Library

Once the request has been approved you should get an Email confirming your access has been granted for G81 Documents and EO access including the link to go to Electric Office (GIS).

