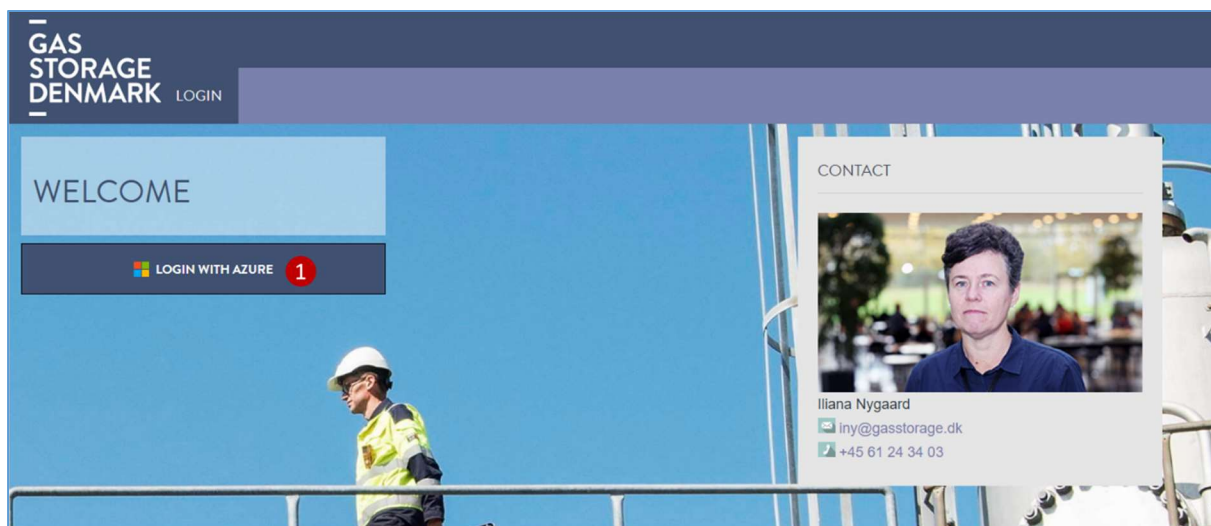


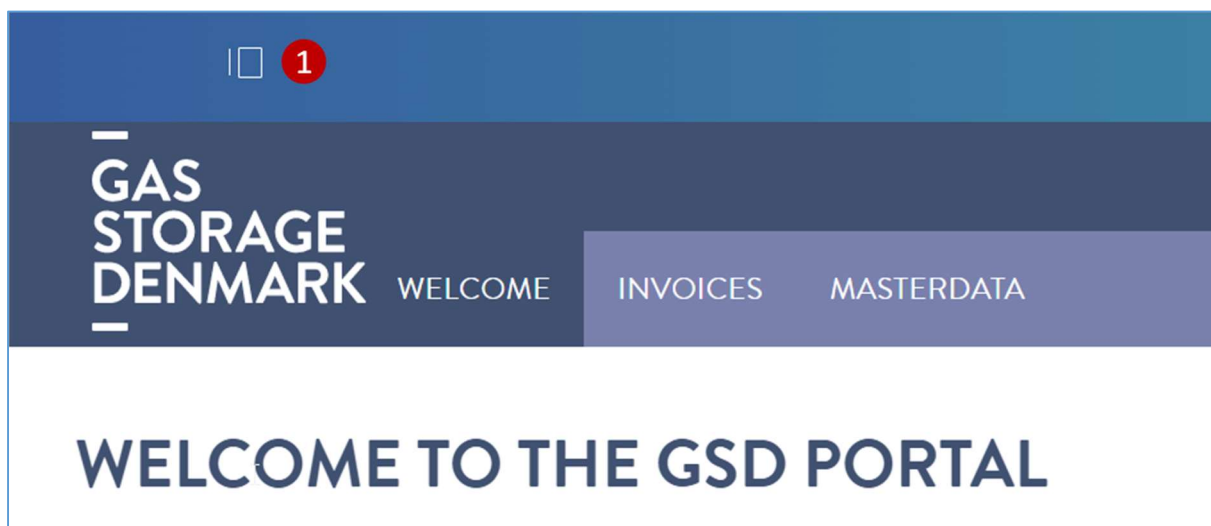


## Portal instructions for Storage Customer Administrators

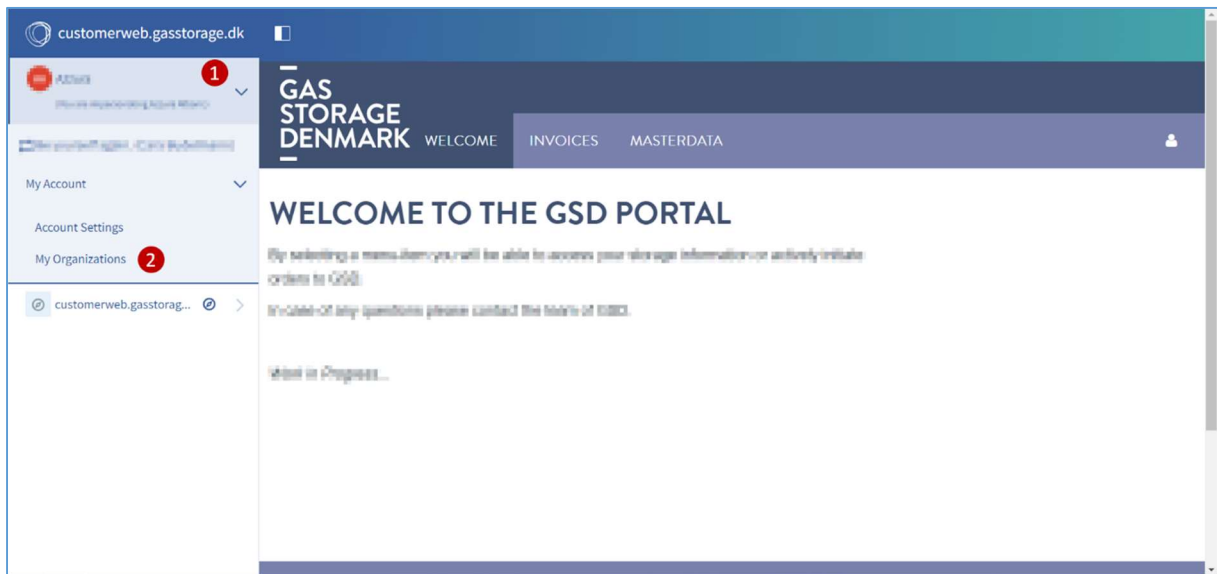
Open the Gas Storage Denmark Webportal: <https://customerweb.gasstorage.dk/>



To login, use your MS Azure AD credentials by clicking on the button on the left side (1).

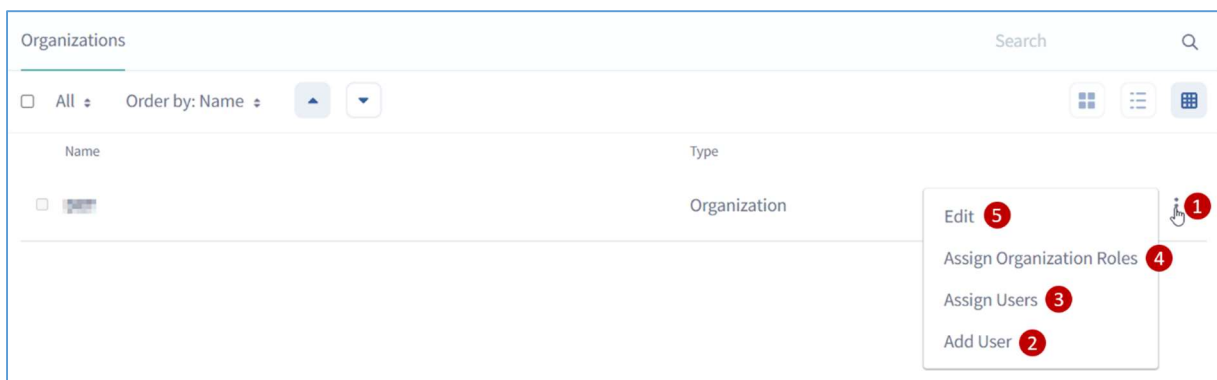


After logging-in, you will be able to administrate the users within your organization. If not already open, click on the menu icon (1) in the top left corner to open the menu.



In the menu, click on your profile (1) and select “My organizations” (2) under “My account”.

You will see all users already created for your organization and you are assigned as user administrator with rights to create/edit/deactivate users. You may also assign administrators rights to other users.



When clicking on the context menu of the organization (1), you will be able to:

(2) **Add User:** To create a new user to your organization. The first step is to create the user with filling in at least

- *Screen name:* To identify the user → must be unique. We can suggest that you use the name-convention already used for the creation of the existing users.

- *Email address:* email address to use for Azure AD login.

- *First and Last name*

After saving the created user, further options will become visible:

Password	>
Organizations	>
Sites	>
User Groups	>
Roles	>
Personal Site Template	>
Categorization	>

Expand (if not already done) the “User Groups” area. It is **important and necessary** to select at least one of the following user groups:

Name	Description	
Storage Customer Administrators	For administrators only. All menu items are visible.	<button>Choose</button>
Storage Customers	For storage customers. All menu items except nomination are visible.	<button>Choose</button>
Storage Nomination	For storage customers with the right to nominate. Only menu item "Nomination" is visible.	<button>Choose</button>

*Be aware: If you want to create a user with the right to nominate, please select “Storage Customer” and “Storage Nomination”.*

When creating an administrator, **additionally** the organization role must be selected in the “Roles” area. This role allows the user to create and edit users of their organization.

User Groups

Name

Storage Customer Administrators

×

Select

Roles

This user is not assigned any regular roles.

Select

Organization Roles

Title

Storage Customer Administrator

Organization

×

Select

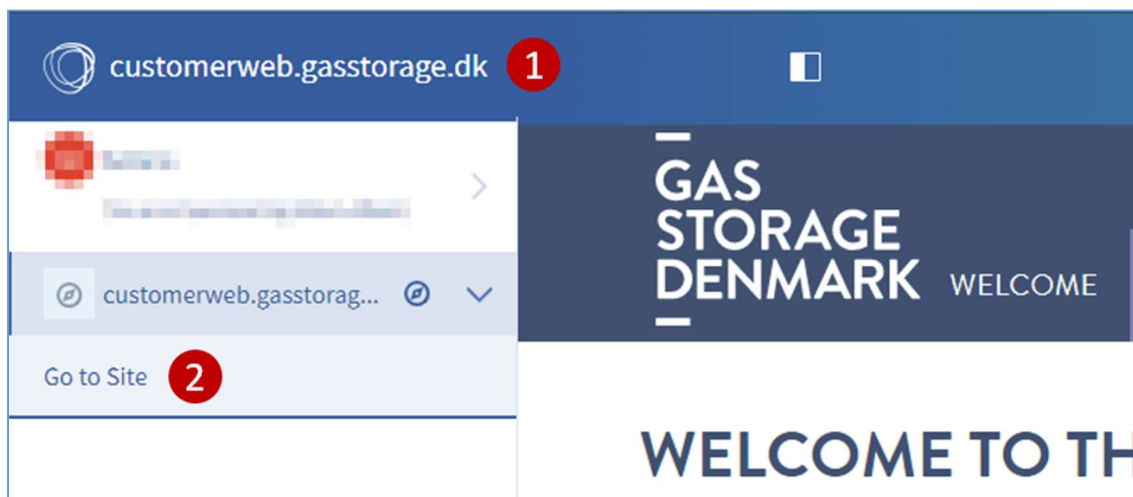
(3) **Assign Users:** To assign/unassign users to your organization.

*Be aware: If you unassign users, you will not be able to reassign them. If you have unassigned a user by mistake, please contact GSD.*

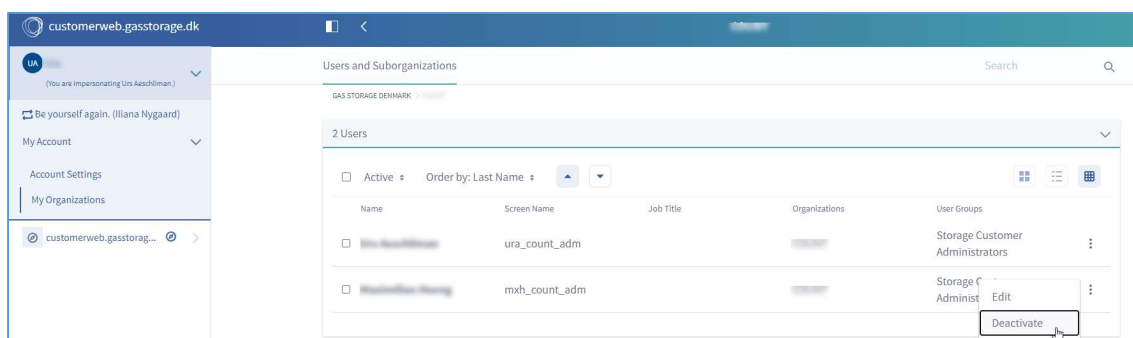
(4) **Assign Organization Roles:** You can assign available users to the organization role “Storage Customer Administrator”. All users with this role will be able to create and edit users of their organization.

(5) **Edit:** To edit data of the organization itself.

*Be aware: Edited data does not have any effect in GSD’s operational storage system “ESMS”, Energy Storage Management System. It affects the portal only. If you wish to change, create some master data for your organization, you will need to contact GSD by using the contact data on the front page of the portal.*



(6) **Delete user:** You cannot delete a user, but you can deactivate the user. The effect will be the same as the user will not be allowed to access the portal after deactivation.



To return to the Portal, click on the URL either at the top left (1) or in the menu (2).

**IN ADDITION, PLEASE NOTE THE FOLLOWING:**

- The portal is still in process of setup and the administrators are the first users that have been invited to make themselves familiar with specifically the user administration.
- The remaining users will be invited per 26<sup>th</sup> September to access the nomination functionality to nominate starting from gas day 1<sup>st</sup> October. The invitation will be followed by guidelines to all users for how to use the portal.
- More functionalities will be added to the portal on later stage – e.g. view master data and invoices, view storage positions on daily and monthly basis, initiate transfer in storage etc.
- The old portal that can be accessed today on <https://www.gaslager.dk/> will be available for limited period beyond September 30<sup>th</sup>, so that all relevant data for the period until September 30<sup>th</sup> should be downloaded by our storage customers if relevant.
- If you have any questions, please do not hesitate to contact us: [contact@gasstorage.dk](mailto:contact@gasstorage.dk)