

USER ACCOUNTS MANAGEMENT MANUAL

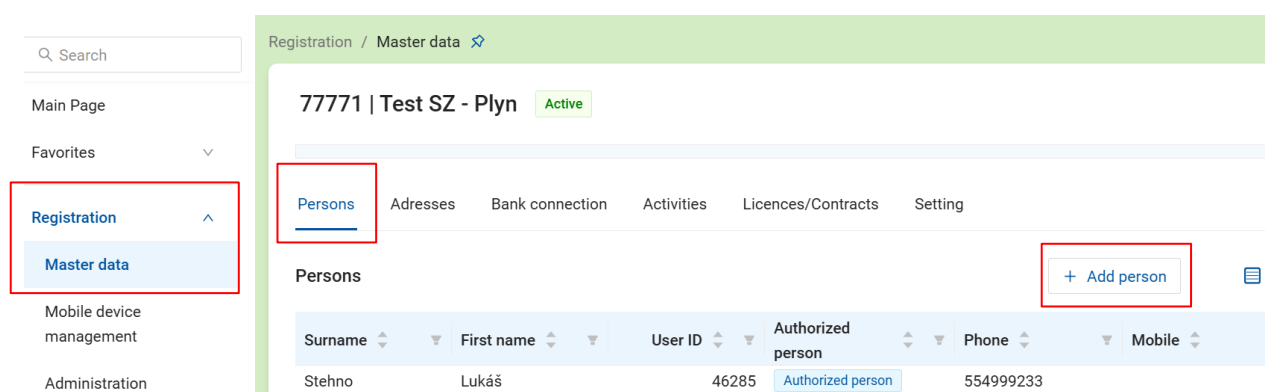
The following actions can be performed by logging into the OTE system (CS OTE) at the following link:
<https://portal.ote-cr.cz/>.

1. HOW TO ADD A NEW USER
2. HOW TO UPLOAD / DELETE CERTIFICATE
3. HOW TO ADD / EDIT ACTIVITIES AND ROLE
4. ACTIVITIES ACCORDING TO THE TYPE OF CONTRACT
5. HOW TO EDIT USER'S CONTACT INFORMATION
6. HOW TO ADD ROLE FOR IM LIMIT SETUP
7. OTE NEWS SETTING
8. HOW TO DELETE USER

1. HOW TO ADD A NEW USER

[Back to Content](#)

After going to the "Master Data" and "Persons" tab, click on the "Add person" icon on the right side.
 Fill in at least the mandatory fields that are marked with an asterisk. "User ID" is pre-populated; "RUT ID" is a non-editable field.



The screenshot shows the OTE system interface. On the left is a sidebar with a search bar and a menu. The menu has 'Registration' and 'Master data' highlighted with a red box. The main area shows the 'Persons' tab selected, also highlighted with a red box. The header of the main area displays '77771 | Test SZ - Plyn' and 'Active'. Below the header are tabs for 'Persons', 'Adresses', 'Bank connection', 'Activities', 'Licences/Contracts', and 'Setting'. The 'Persons' tab is active. In the top right corner of the 'Persons' tab, there is a '+ Add person' button highlighted with a red box. Below the tabs is a table with the following columns: Surname, First name, User ID, Authorized person, Phone, and Mobile. The table contains one row with the following data: Surname: Stehno, First name: Lukáš, User ID: 46285, Authorized person: Authorized person, Phone: 554999233.

Surname	First name	User ID	Authorized person	Phone	Mobile
Stehno	Lukáš	46285	Authorized person	554999233	

Create new user

×

* User ID

46306

* RMP ID

77771

Title before name

▼

* Name

* Surname

Title after name

▼

* Phone number

Mobile number

* E-mail

* Status

Active ▼

Back

Save

Once completed, press "Save" and sign the request with the certificate.

Create new user

×

⚠ Action requires signing a certificate.

Are you sure you want to perform this action?

Certificate

f5d1b429-e159-4a08-9976-cb6a4e771310 | Valid until: 31/07/2034 ▼

> Show certificate

Back

Sign

A new user account is created:

Registration / Master data

✕

← User detail

⬇ Export to imp

77771 | Test SZ - Plyn

46306 | James Cameron

Q Search

46285 Lukáš Stehno Authorized person

46286 Karel Voříšek

46304 Jakub Nejedlý

46303 Jan Novák Inactive

46305 Jan Novák Inactive

46302 Petra Králová

46301 Hana Svobodová

46306 James Cameron

Basic info

Edit basic info

User status

Active person

Deactivate

General

Person ID

Title before name

Firstname

Surname

Title after name

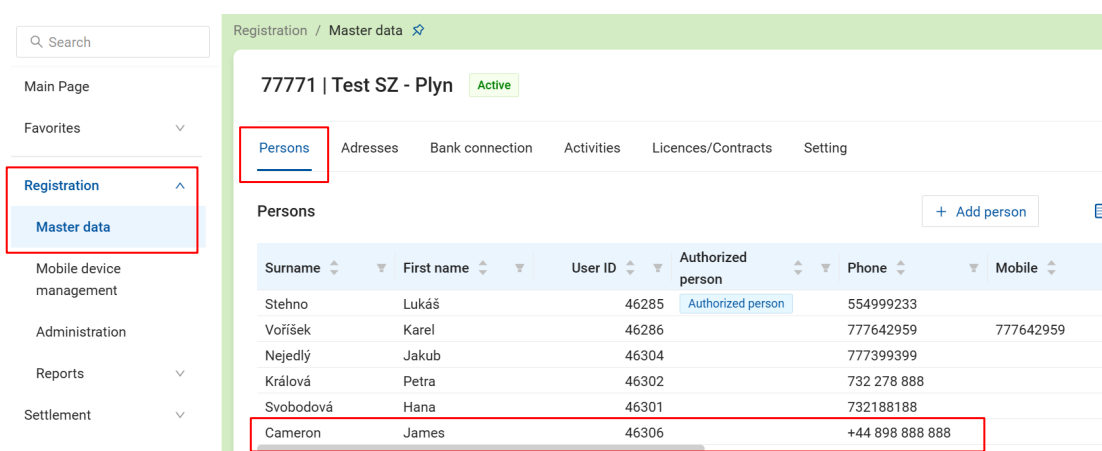
Phone number

After registering a person, upload certificates according to the chapter [UPLOADING / REDUCING CERTIFICATES](#) and assign activities and roles to the person according to the chapter [ADDING / EDITING ACTIVITIES AND ROLES](#). After the request has been processed in CS OTE, a confirmation message will be sent to the email address you have registered in the OTE system confirming the creation of the new person.

2. HOW TO UPLOAD / DELETE CERTIFICATE

[Back to Content](#)

After navigating to the "Master Data" and "Persons" tabs, click on the row with the name of the user you want to upload/delete the certificate.



Registration / Master data

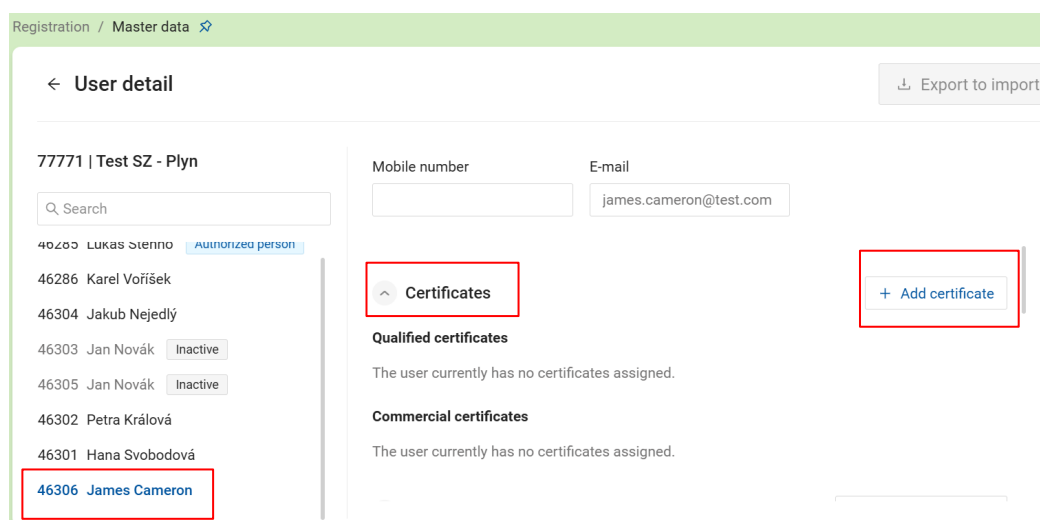
77771 | Test SZ - Plyn Active

Persons + Add person

Surname	First name	User ID	Authorized person	Phone	Mobile
Stehno	Lukáš	46285	Authorized person	554999233	
Voříšek	Karel	46286		777642959	777642959
Nejedlý	Jakub	46304		777399399	
Králová	Petra	46302		732 278 888	
Svobodová	Hana	46301		732188188	
Cameron	James	46306		+44 898 888 888	

2.1 Uploading a certificate

The edited user is marked in blue. Scroll down on the right side to the „Certificates“ section and click to "Add certificate" icon.



Registration / Master data

← User detail Export to import

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Mobile number E-mail

Certificates + Add certificate

Qualified certificates
The user currently has no certificates assigned.

Commercial certificates
The user currently has no certificates assigned.

"Select a file" from your repository and click to "Upload"

The system itself will recognize whether it is a qualified or commercial certificate.

Add certificate
X

Drag the certificate here
or

Select a file

Back
Upload

Add certificate
X

Drag the certificate here
or

Select a file

9999.cer

Back

Upload

Sign the request with your certificate.

Add new certificate
X

!
Action requires signing a certificate.
Are you sure you want to perform this action?

Certificate
f5d1b429-e159-4a08-9976-cb6a4e771310 | Valid until: 31/07/2034

> Show certificate

Back

Sign

A confirmation message appears:

^ Certificates
+ Add certificate

Commercial certificate was inserted successfully.
Qualified certificate was inserted successfully.

Only one commercial certificate per person can be designated as an Automatic Email Encryption Certificate. Marking this default certificate is via the "Use as default" button.

Registration / Master data

User detail

77771 | Test SZ - Plyn

Q Search

- 46285 Lukáš Stehno Authorized person
- 46286 Karel Voříšek
- 46304 Jakub Nejedlý
- 46303 Jan Novák Inactive
- 46305 Jan Novák Inactive
- 46302 Petra Králová
- 46301 Hana Svobodová
- 46306 James Cameron**

Commercial certificates

Certificate ID	Validity	Default	Trash
9999	12/10/2021 - 04/04/2027	Default	
9998	12/10/2021 - 04/04/2027		

9998
Validity 12/10/2021 - 04/04/2027

Certification authority C=CZ, O=OTE, a.s., OU=PKI, CN=OTECATEST

Validity 04/04/2027 09:47:07

DN 2.5.4.97=NTRCZ-42020110, C=CZ, O=OTE - testing oid AS, OU=Users, CN=9998

Serial number 00edb09d4e236f8e60b3a6

Assignment 02/04/2025 17:46:11

timestamp

Made the change 000046285

Operation type inserting by external participant through the tab "Secure access"

Use as default

2.2 Certificate Deletion

The edited user is marked in blue. In the right part, scroll down to the "Certificates" section.

User detail

77771 | Test SZ - Plyn

Q Search

- 46285 Lukáš Stehno Authorized person
- 46286 Karel Voříšek
- 46304 Jakub Nejedlý
- 46303 Jan Novák Inactive
- 46305 Jan Novák Inactive
- 46302 Petra Králová
- 46301 Hana Svobodová
- 46306 James Cameron**

Qualified certificates

Certificate ID	Validity	Trash
9999	12/10/2021 - 04/04/2027	

Commercial certificates

Certificate ID	Validity	Default	Trash
9999	12/10/2021 - 04/04/2027	Default	

Click on the "Trash" icon and then on the "Confirm" icon.

Registration / Master data

77771 | Test SZ - Plyn Active

[Persons](#) [Adresses](#) [Bank connection](#) [Activities](#) [Licences/Contracts](#) [Setting](#)

Persons + Add person

Surname	First name	User ID	Authorized person	Phone	Mobile
Stehno	Lukáš	46285	Authorized person	554999233	
Voríšek	Karel	46286		777642959	777642959
Nejedlý	Jakub	46304		777399399	
Králová	Petra	46302		732 278 888	
Svobodová	Hana	46301		732188188	
Cameron	James	46306		+44 898 888 888	

The edited user is marked in blue. Scroll down on the right side to the "Activities and roles" section.

Q Search

Main Page

Favorites

Registration

Master data

Mobile device management

Administration

Reports

Settlement

CDS

GO

Registration / Master data

< User detail

Export to import

77771 | Test SZ - Plyn

Q Search

46285 Lukáš StehnoAuthorized person

46286 Karel Voříšek

46304 Jakub Nejedlý

46303 Jan NovákInactive

46305 Jan NovákInactive

46302 Petra Králová

46301 Hana Svobodová

46306 James Cameron

Certificates

+ Add certificate

Qualified certificates

The user currently has no certificates assigned.

Commercial certificates

The user currently has no certificates assigned.

Activities and roles

Edit activities/roles

Active activities

The user currently has no active activities.

Active roles

The user currently has no active roles.

You can assign activities in bulk by clicking on the "Activities" icon or check /uncheck them individually. For some activities you can select the Authorization type "Write" or "Read". The rest are marked as "Not distinguished". Select/unselect the roles in the right column and click on the "Save" button.

Edit activities/roles

Search activity

Activities

Authorization

Balance Responsible Party - Gas

Write

Claims

Not disting...

Distribution System Operator - Gas

Read

Imbalance Responsibility Transfer

Write

Intraday Market - Gas

Write

Load Profiles Clearing - Gas

Not disting...

REMIT Reporting - Gas

Not disting...

Solidarity - Gas

Not disting...

State of Emergency - Gas

Not disting...

Search role

Role

Modification of data for IM gas via mobile application

Notification bar for extraordinary events

Option to select default certificate when signing

Registration of own certificate

Setting IM limit gas

Back

Save

Sign the request to add /remove activities and roles with your certificate.

Edit activities/roles

×

!

Action requires signing a certificate.

Are you sure you want to perform this action?

Certificate

oddeleni_services | Valid until: 04/07/2027

▼

> Show certificate

Back

Sign

A green message appears after successful creation /editing:

← User detail

Export to import

77771 | Test SZ - Plyn

Q Search

47881 Lukáš Stehno

Authorized person

47938 James Cameron

47914 Petra Králová

47913 Klára Dvořáková

47882 Karel Voříšek

The user currently has no certificates assigned.

Commercial certificates

The user currently has no certificates assigned.

Activities and roles

Edit activities/roles

Activities and roles have been successfully changed.

×

Active activities

Active roles

Balance Responsible Party - Gas

Write

Notification bar for extraordinary events

Claims

Not distinguished

Option to select default certificate when signing

Distribution System Operator - Gas

Write

4. ACTIVITIES ACCORDING TO THE TYPE OF CONTRACT

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Relevant activities by user accounts according to the type of contract:

4.1 ELECTRICITY

A – Agreement on Settlement of Imbalances

Activities in CSOTE	Master data, user and certificate lists	Own certificate management	Access to CDS (measured data, change of supplier)	Financial reports	Settlement reports	Bilateral contracts (realisation diagrams record, reports)	Imbalance transfer to another BRP	Claims
Settlement of imbalances – electricity	X		X	X	X			
Access on RRD – electricity	X			X	X	X		
Claims	X	X	X					X
Handover deviation responsibility registration							X	

B - Agreement on Access to the Organized Short-Term Electricity Market

Activities in CSOTE	Master data, user and certificate lists	Access to Day-Ahead Market screen	Access to Intra-Day Market screen	Financial reports	Settlement reports
Day-ahead Market	X	X		X	X
Access on IM market – electricity	X		X	X	X

C – Agreement on data handing over

Activities in CSOTE	Master data, user and certificate lists	Own certificate management	Access to CDS (measured data, change of supplier)	Claims	Access for DSO/TSO to Renewables
Metering data provider – electricity	X		X		X
Claims	X	X	X	X	

CP – Agreement on data handing over

Activities in CSOTE	Master data, user and certificate lists	Own certificate management	Access to CDS (measured data, change of supplier)	Claims	Access for DSO/TSO to Renewables
Distribution system operator - Gas	X		X		X
Claims	X	X	X	X	

UP – Agreement on access to CS OTE

Activities in CSOTE	Master data, user and certificate lists	Own certificate management	Access to CDS (measured data, change of supplier)	Claims
Metering data access - Gas	X		X	
Claims	X	X	X	X

5. HOW TO EDIT USER'S CONTACT INFORMATION

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Go to the “Master data”, click on the “Persons” tab and the name of the user whose data you will edit.

Registration
Master data
Mobile device management
Reports
Settlement
CDS
GO
Risk Manag.
Claims
REMIT

General info
Edit basic info
RMP ID 77771
Company name Test SZ - Plyn
Short name Test SZ - Plyn
EAN 8591824777176
EIC 21X-11111222244J
ACER code A9009999.CZ
TAX 27139239
Reg number CZ27139239
E-mail blabla@volny.cz
Profil RMP
Other participants
Creation date 04/04/2025

Persons
Add person
Surname First name User ID Authorized person Phone Mobile E-mail Status Activities
Stehno Lukáš 47881 Authorized person 554999233 stheno@sezna.cz Active State of Em
Cameron James 47938 +441223446177 james.cameron@gmail.com Active Distribution S
Kralova Petra 47914 788888777 p.kralova@test.cz Active State of Em

Click on the "Edit basic info" icon.

To edit a user's name, please contact the Contractual Relations and Emission Allowances Department:
services@ote-cr.cz

← User detail ↓ Export to imp

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Q Search

47881 Lukáš Stehno Authorized person

47938 James Cameron

47914 Petra Králová

47913 Klára Dvořáková

47882 Karel Voříšek

47938 | James Cameron

Basic info

User status

Active person Deactivate

General

Person ID Title before name First name

47938 Surname Title after name Phone number

Cameron +441223446177

Mobile number E-mail

Edit basic info

After editing the data, click on the "Save" icon.

77771 | Test SZ - Plyn

Q Search

47881 Lukáš Stehno Authorized person

47938 James Cameron

47914 Petra Králová

47913 Klára Dvořáková

47882 Karel Voříšek

47938 | James Cameron

Basic info

User status

Active person Deactivate

General

* Person ID Title before name * First name

47938 Surname Title after name * Phone number

Cameron +441223446177

Mobile number * E-mail

james.cameron@gmail.com

Cancel Save

Sign the request with your certificate.

Edit general informations X

⚠ Action requires signing a certificate.
Are you sure you want to perform this action?

Certificate

oddeleni_services | Valid until: 04/07/2027

> Show certificate

Back Sign

After successful signing, the following message appears:

Information changed successfully.

6. HOW TO ADD ROLE FOR IM LIMIT SETUP

[Back to Content](#)

After navigating to the "Master Data" and "Persons" tabs, click the row with the name of the user to whom you will assign the role.

Registration

Master data

Mobile device management

Reports

Settlement

CDS

GO

Risk Manag.

Claims

REMIT

General info

Persons

Adresses

Bank connection

Activities

Licences/Contracts

Settings

RMP ID

77771

EAN

8591824777176

TAX

27139239

Profil RMP

Other participants

Company name

Test SZ - Plyn

EIC

21X-11111222244J

Reg number

CZ27139239

Creation date

04/04/2025

Short name

Test SZ - Plyn

ACER code

A9009999.CZ

E-mail

blabla@volny.cz

Persons

+ Add person

Surname

First name

User ID

Authorized person

Phone

Mobile

E-mail

Status

Activities

Stehno

Lukáš

47881

Authorized person

554999233

sthen@sezna.cz

Active

State of Em

Cameron

James

47938

+441223446177

james.cameron@gmail.com

Active

Distribution

Králová

Petra

47914

788888777

p.kralova@test.cz

Active

State of Em

The edited user is marked in blue. Scroll down on the right side to the "Edit activities/roles" icon.

User detail

Export to import

77771 | Test SZ - Plyn

Search

47881 Lukáš Stehno

47938 James Cameron

47914 Petra Králová

47913 Klára Dvořáková

47882 Karel Voříšek

Activities and roles

Active activities

Balance Responsible Party - Gas

Write

Claims

Not distinguished

Distribution System Operator - Gas

Write

Imbalance Responsibility Transfer

Not distinguished

Active roles

Notification bar for extraordinary events

Option to select default certificate when signing

Edit activities/roles

In the right column "Role" select the role "Setting IM limit gas" or "Setting IM limit electricity" according to the desired commodity.

The prerequisite for adding the role "Setting IM limit gas / electricity" is that the user has set at least one of the activities "Intraday Market - Gas" or "Intraday Market - Electricity" with the Authorization "Write".

Edit activities/roles

Search activity

Search role

Activities

Authorization

Balance Responsible Party - Gas

Write

Claims

Not disting...

Distribution System Operator - Gas

Write

Imbalance Responsibility Transfer

Not disting...

Intraday Market - Gas

Write

Load Profiles Clearing - Gas

Not disting...

REMIT Reporting - Gas

Not disting...

Solidarity - Gas

Not disting...

State of Emergency – Gas

Not disting...

Role

☐ Modification of data for IM gas via mobile application

☒ Notification bar for extraordinary events

☒ Option to select default certificate when signing

☐ Registration of own certificate

☒ Setting IM limit gas

Back

Save

Sign the request to add the role with a certificate.

Edit activities/roles

!

Action requires signing a certificate.

Are you sure you want to perform this action?

Certificate

>

Show certificate

Back

Sign

After successful signing, a confirmation message appears:

Activities and roles

Edit activities/roles

●

Activities and roles have been successfully changed.

Active activities

Active roles

7. OTE NEWS SETTING

[Back to Content](#)

The Authorised person can change the OTE message subscription settings for other users (and the user with standard rights to himself).

After navigating to the "Master Data" tab, click on the "Users" tab and the name of the user for whom you want to set the message subscription.

Registration
Master data
Mobile device management
Reports
Settlement
CDS
GO
Risk Manag.
Claims
REMIT

General info
Persons
Adresses
Bank connection
Activities
Licences/Contracts
Settings

RMP ID	77771	EAN	8591824777176	TAX	27139239	Profil RMP	Other participants
Company name	Test SZ - Plyn	EIC	21X-11111222244J	Reg number	CZ27139239	Creation date	04/04/2025
Short name	Test SZ - Plyn	ACER code	A9009999.CZ	E-mail	blabla@volny.cz		

Surname	First name	User ID	Authorized person	Phone	Mobile	E-mail	Status	Activities
Stehno	Lukáš	47881	Authorized person	554999233		sthen@sezna.cz	Active	State of Em
Cameron	James	47938		+441223446177		james.cameron@gmail.com	Active	Distribution S
Kralová	Petra	47914		788888777		p.kralova@test.cz	Active	State of Em

Scroll down to the " OTE news" section and click on "Edit OTE news".

User detail
Export to import

77771 | Test SZ - Plyn

Search
47881 Lukáš Stehno Authorized person
47938 James Cameron
47914 Petra Králová
47913 Klára Dvořáková
47882 Karel Voříšek

Automatic communication POZE
Edit automatic communication

Delivery method
E-mail
Server-server
Client-server

Message encryption
On

OTE news
Edit OTE news

☐ POZE
☐ CDS - electricity
☒ CDS - gas
☐ Markets - electricity
☒ Markets - gas

Check /uncheck the desired news and confirm the changes with the "Save" button.

77771 | Test SZ - Plyn

Q Search

47881 Lukáš Stehno Authorized person

47938 James Cameron

47914 Petra Králová

47913 Klára Dvořáková

47882 Karel Voříšek

Delivery method

☒ E-mail

☐ Server-server

☐ Client-server

Message encryption

☒ On

OTE news

☐ POZE

☒ CDS - electricity

☒ CDS - gas

☒ Markets - electricity

☒ Markets - gas

You have unsaved changes

Cancel

Save

Sign the request with the certificate.

Edit news subscription

!

Action requires signing a certificate.

Are you sure you want to perform this action?

Certificate

oddeleni_services | Valid until: 04/07/2027

▼

> Show certificate

Back

Sign

After successful signing, the following message appears:

OTE news

Edit OTE news

✔ Settings were saved successfully.

×

8. HOW TO DELETE USER

[Back to Content](#)

After navigating to the "Master Data" tab, click on the "Persons" tab and the name of the user you want to deactivate.

Registration
Master data
Mobile device management
Reports
Settlement
CDS
GO
Risk Manag.
Claims
REMIT

General info
Persons
Adresses
Bank connection
Activities
Licences/Contracts
Settings

RMP ID: 77771
Company name: Test SZ - Plyn
Short name: Test SZ - Plyn
EAN: 8591824777176
EIC: 21X-11111222244J
ACER code: A9009999.CZ
TAX: 27139239
Reg number: CZ27139239
E-mail: blabla@volny.cz

Edit basic info

Surname	First name	User ID	Authorized person	Phone	Mobile	E-mail	Status	Activities
Stehno	Lukáš	47881	Authorized person	554999233		sthenos@sezna.cz	Active	State of Erme
Cameron	James	47938		+441223446177		james.cameron@gmail.com	Active	Distribution
Kralova	Petra	47914		788888777		p.kralova@test.cz	Active	State of Erme

Click on the "Deactivate" icon.

User detail
Export to impo

77771 | Test SZ - Plyn
Search
47881 Lukáš Stehno Authorized person
47938 James Cameron
47914 Petra Králková
47913 Klára Dvořáková
47882 Karel Vorišek

47938 | James Cameron
Basic info
Edit basic info

User status
Active person
Deactivate

General
Person ID: 47938
Title before name:
First name: James

Confirm the request by clicking on the "Deactivate" icon.

Deactivate user

Are you sure you want to perform this action?
Along with deactivating user, their certificates will also be irreversibly deleted.

Back
Deactivate

Sign the request with the certificate.

User deactivation

×

!

Action requires signing a certificate.

Are you sure you want to perform this action?

Certificate

oddeleni_services | Valid until: 04/07/2027

▼

> Show certificate

Back

Sign

After successful signing, the following message appears:

← User detail

⬇ Export to import

77771 | Test SZ - Plyn

Q Search

47881 Lukáš Stehno

Authorized person

47938 James Cameron

Inactive

47914 Petra Králová

47913 Klára Dvořáková

47882 Karel Voříšek

47938 | James Cameron

^ Basic info

● Information changed successfully.

×

User status

⊙ Inactive person

Activate

The user account will now have the "Inactive" flag. It cannot be removed completely.