

## **CIRT Registration Process**

1. Registration is available at one or more of 3 levels:
  - 1.1. Company Level
  - 1.2. Organisation Unit Level
  - 1.3. Individual Level
2. There must be a Company registration and Organisation Unit registration (which can be the same) in order for an Individual to register.
3. Individual registration requires indication of the permissions level.
4. Registration is initiated by submission of the attached forms to WPD New Supplies Team at Tipton:
  - 4.1. Email: [wpdnewsuppliesmids@westernpower.co.uk](mailto:wpdnewsuppliesmids@westernpower.co.uk)
  - 4.2. In writing to:  
  
Western Power Distribution  
New Supplies Team  
6<sup>th</sup> Floor  
Toll End Road  
Tipton, DY4 0HH
5. New Supplies Team will check the application for acceptability and arrange for:
  - 5.1. the details to be entered into CROWN
  - 5.2. access to be enabled
  - 5.3. a User Name assigned
6. The New Supplies Team will issue the applicant with the User Name
7. The applicant will then be able to register an individual password via CIRT logon screen and access CIRT.

### **CIRT Company Application**

**Company Name:**  
**Industry Role (IDNO or ICP or both)**  
**Correspondence Address:**

**Contact Name:**  
**Email Address:**  
**Phone Number:**  
**Static ISP Address:**

### **CIRT Organisation Unit Application**

**Company Name:**  
**Unit Name:**  
**Correspondence Address:**

**Contact Name:**  
**Email Address:**  
**Phone Number:**  
**Static ISP Address:**

### **CIRT Individual Application**

**Company Name:**  
**Unit name:**  
**Applicant Name:**  
**Correspondence Address:**

**Email Address:**  
**Phone Number:**  
**National Insurance Number:**  
**Permissions Level: Normal or Manager**