

Texas RE Extranet Instructions

January 16, 2018

Texas RE provides a web-based secure site to facilitate the transfer of files. The industry-standard practice allows the upload and download of information through an encrypted Transport Layer Security (TLS) session.

Logging in to Texas RE's Extranet

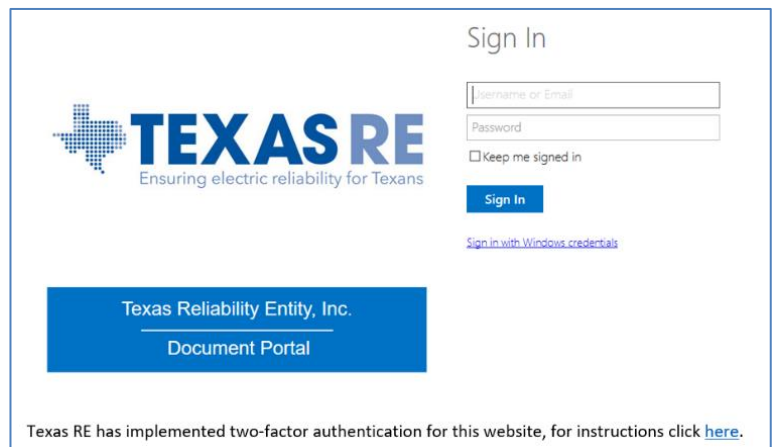
Step 1: Using any web browser, navigate to <https://docs.texasre.org>

Step 2: Enter the user's username and password. If this is the first time logging in, the user will be prompted to update their password*.

*Minimum Required Password Length: 8

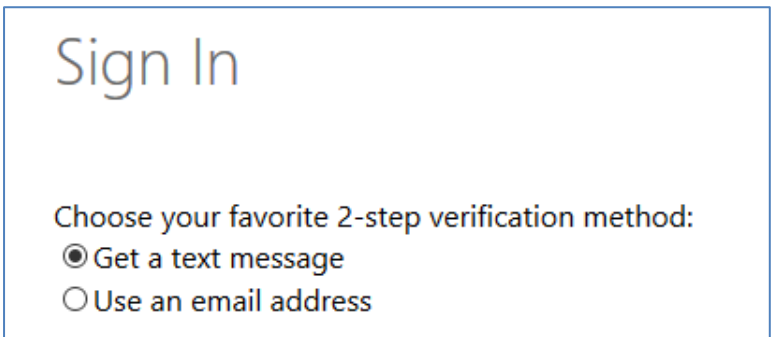
- Uppercase/Lowercase Mix Required
- Numeric Character Required

Please note that after 10 invalid login attempts, the account will be disabled.



The screenshot shows the Texas RE Sign In page. On the left is the Texas RE logo with the tagline "Ensuring electric reliability for Texans". On the right, under the heading "Sign In", there are two input fields: "Username or Email" and "Password". Below these fields is a checkbox labeled "Keep me signed in" and a blue "Sign In" button. A link "Sign in with Windows credentials" is visible below the button. At the bottom of the page, there is a blue banner that reads "Texas Reliability Entity, Inc. Document Portal". Below the banner, a note states: "Texas RE has implemented two-factor authentication for this website, for instructions click [here](#)."

Step 3: Select how the user would like to receive the two-step verification code: via email or text message, and enter the address or number.

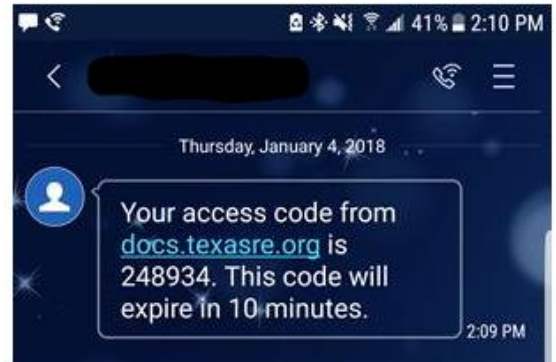


The screenshot shows the "Sign In" page with the heading "Sign In" in a large font. Below the heading, it says "Choose your favorite 2-step verification method:". There are two radio button options: "Get a text message" (which is selected) and "Use an email address".

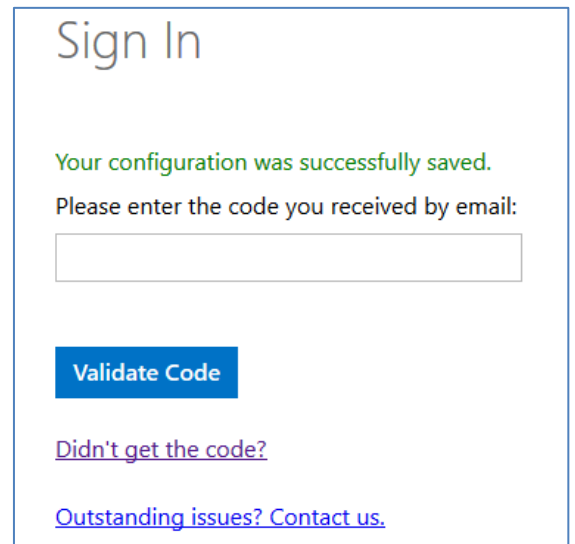
Email notification:



Text notification:

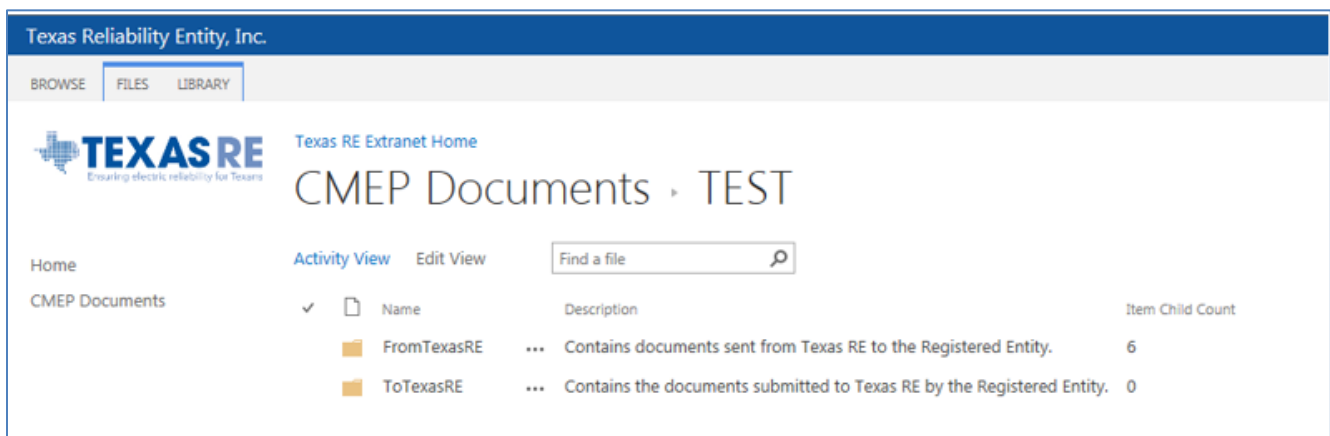


Step 4: On the Extranet home page, enter the verification code received. The verification code will expire after 10 minutes.



Using the Texas RE Extranet

Once successfully logged in, the user will be directed to their Extranet landing page.



With the *FromTexasRE* folder, a user:

- Can view and download files.
- Can request to delete files.

With the *ToTexasRE* folder, a user:

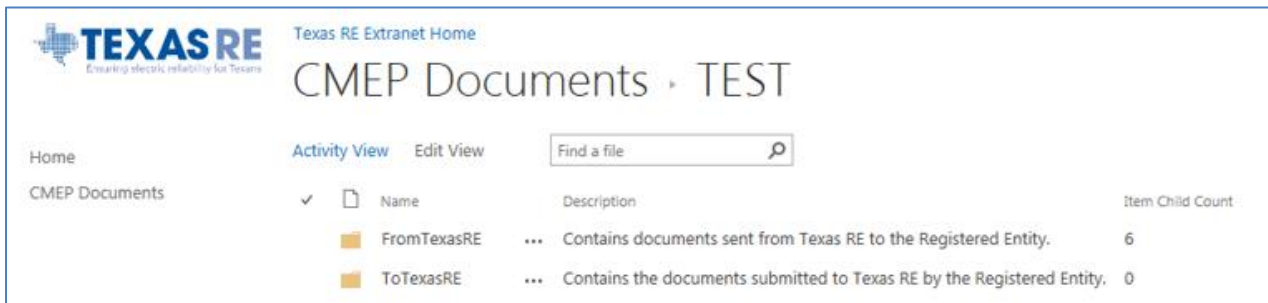
- Can upload files.
- Can view and download content.
- Can request to delete files.
- Can upload the same file multiple times. A version will be kept for each upload.

Entities are required to submit documents and evidence to the Texas RE Extranet by uploading them in the *ToTexasRE* folder described above. The maximum single file upload size is 250 MB.

Note: For a variety of reasons, larger batches of files may not upload completely. Please break up the upload into smaller batches. Zip files are not accepted.

Uploading Documents to the Extranet

- At the CMEP Documents landing page, select the appropriate activity folder for the document(s) being submitted.



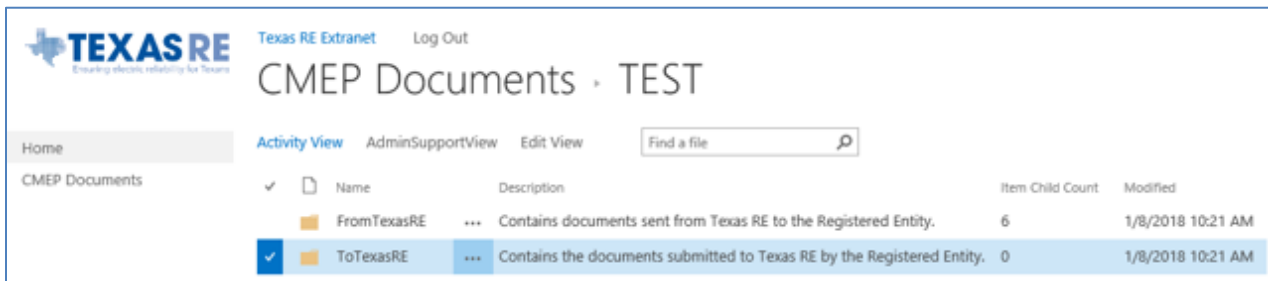
Texas RE Extranet Home

CMEP Documents - TEST

Home Activity View Edit View Find a file

✓	Name	Description	Item Child Count
	FromTexasRE	Contains documents sent from Texas RE to the Registered Entity.	6
	ToTexasRE	Contains the documents submitted to Texas RE by the Registered Entity.	0

- Click on ToTexasRE folder to open.



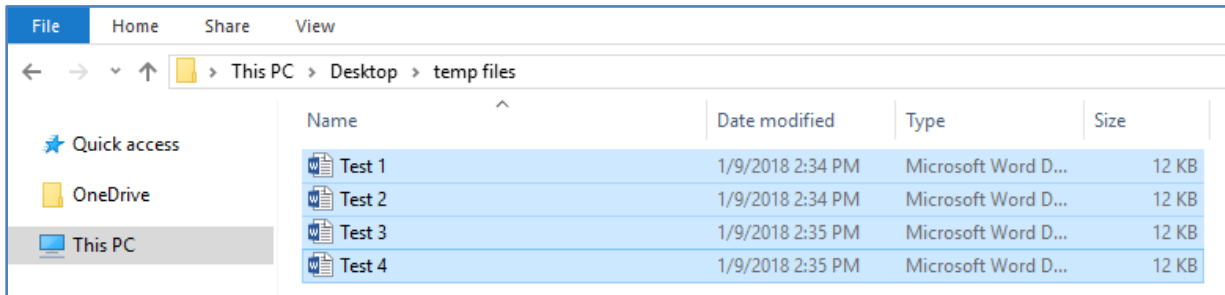
Texas RE Extranet Log Out

CMEP Documents - TEST

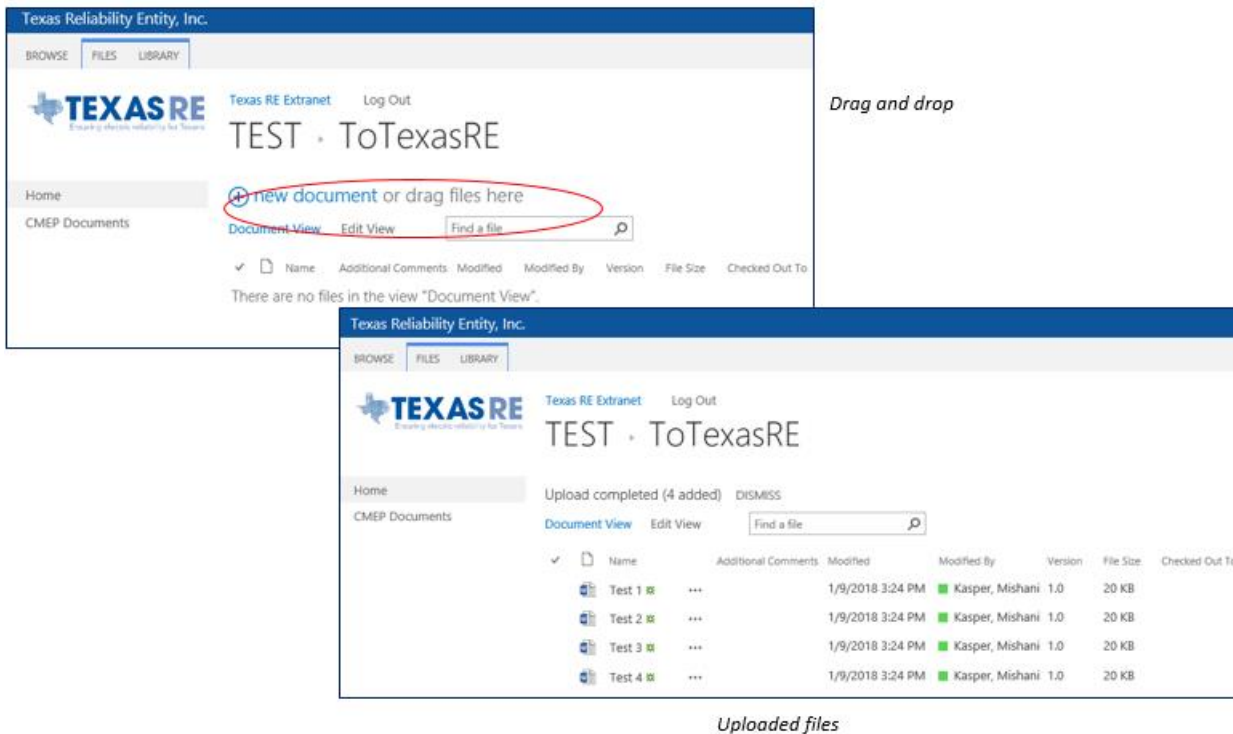
Home Activity View AdminSupportView Edit View Find a file

✓	Name	Description	Item Child Count	Modified
	FromTexasRE	Contains documents sent from Texas RE to the Registered Entity.	6	1/8/2018 10:21 AM
✓	ToTexasRE	Contains the documents submitted to Texas RE by the Registered Entity.	0	1/8/2018 10:21 AM

- From the source folder, click on the specific document(s) to be moved into the Extranet.



- Once the document(s) are selected/highlighted, drag and drop into the Extranet.



All evidence (initial and subsequent rounds of documentation submittals) is to be uploaded to the *ToTexasRE* folder along with an updated Evidence Index.

Please contact Texas RE at compliance@texasre.org with any questions about using the Extranet and/or to change who from your entity may access the Texas RE Extranet.