

Texas RE Extranet Instructions

Texas RE provides a web-based secure site to facilitate the upload and download of certain information through an encrypted Transport Layer Security (TLS) session. If the ERO Enterprise Secure Evidence Locker is unavailable registered entities may be required to submit documents through the Texas RE Extranet. **Documents will be deleted within three business days of the document upload date.**

Logging in to Texas RE's Extranet

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

Step 2: Enter your username and password. If this is your first time logging in, you will be prompted to update your password. (Fig. 1)

- Must be at least 8 characters
- Must have both uppercase and lowercase
- Must have at least one number

Note: Account will be disabled after 10 invalid login attempts.

Step 3: Select how you would like to receive the two-step verification code (Fig. 2): via email (Fig. 3) or text message (Fig. 4), and enter the address or number.

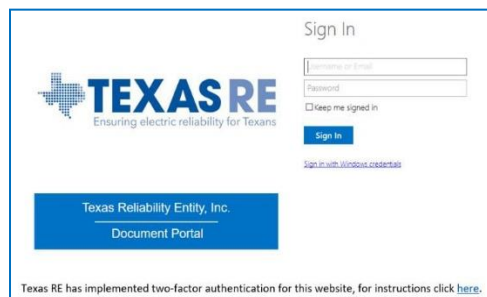


Figure 1: Texas RE Extranet login page

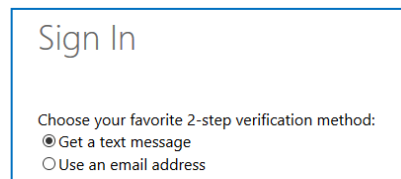


Figure 2: Select verification code delivery

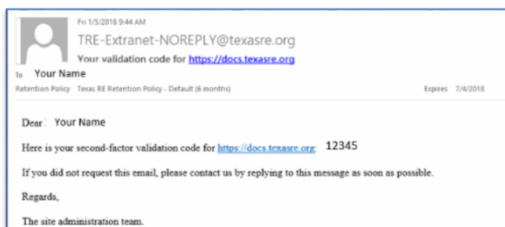


Figure 3: Email verification

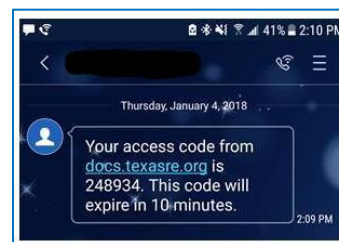


Figure 4: Text verification

Step 4: On the Extranet home page, enter the verification code you received. (Fig. 5)

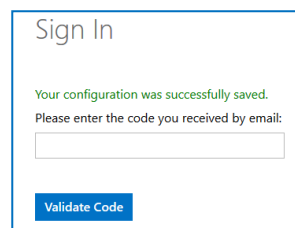


Figure 5: Enter verification code

Using the Texas RE Extranet

Once successfully logged in, you will be directed to the Extranet landing page (Fig. 6).

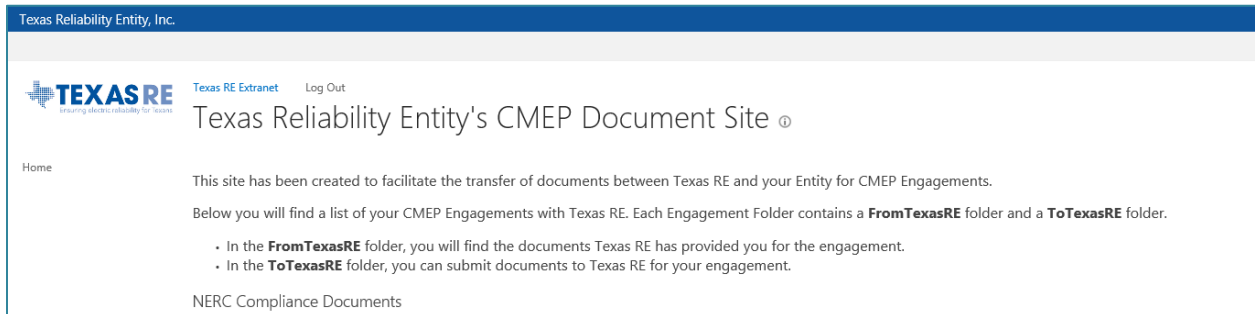


Figure 6: Extranet landing page

Your landing page is populated with folders for each activity being conducted with Texas RE. Some entities have more than one activity.

The upload and download of information takes place in the *FromTexasRE* and *ToTexasRE* sub-folders within the selected activity (Fig. 7):

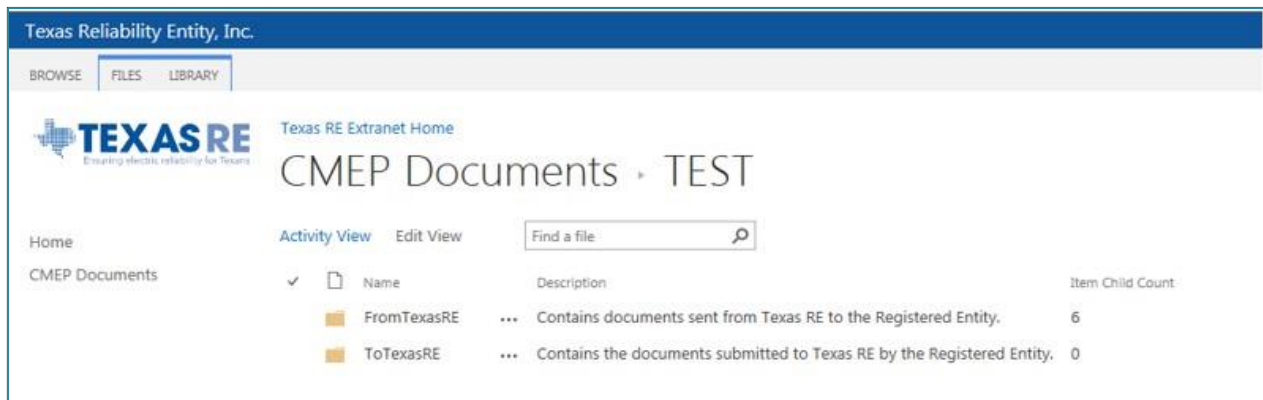


Figure 7: Sub-folders inside selected activity

Capabilities within each sub-folder vary:

	FromTexasRE	ToTexasRE
Upload files.	X	✓
View and download content.	✓	✓

The following specifications apply for Extranet submissions. **Any submissions not adhering to these specifications may require resubmittal in a different manner. Documents will be deleted within three business days of the document upload date.** You may request to have documents deleted by selecting the ellipses next to the file name, and selecting Request Delete.

- The maximum single file upload size is 250 MB.
- Larger batches of files may not upload completely. Please submit files in smaller batches.
- **Do not provide zip files.**

- **Do not provide files with embedded flash due to security concerns. Embedding files within other files is not recommended.**
- Do not create sub-folders.
- 255-character maximum limit for a document title.
- Special characters in document titles are not accepted (& ~ # % + [] / : < > ? | “).

Submitting Documents: Risk, Registration, Certification, and Enforcement Activities

- From your landing page (*Fig. 8*), select the appropriate activity folder for the document(s) being submitted.
- Click the *ToTexasRE* sub-folder (*Fig. 9*).

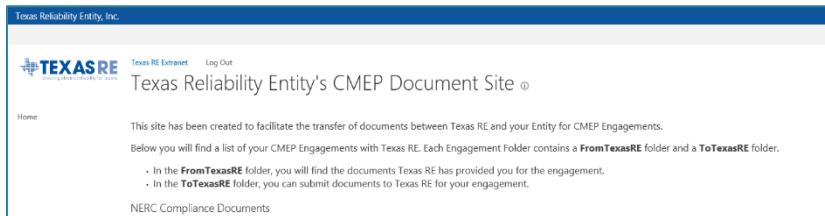


Figure 8: Extranet landing page

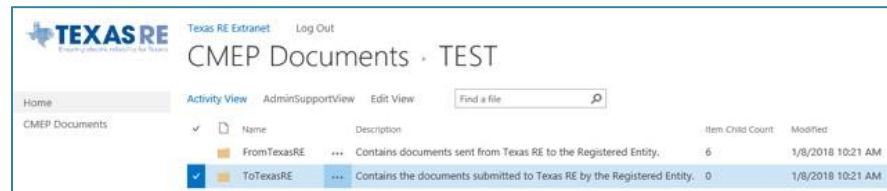


Figure 9: Sub-folders inside selected activity

- From your local source folder, select the document(s) to be moved into the Extranet (*Fig. 10*).

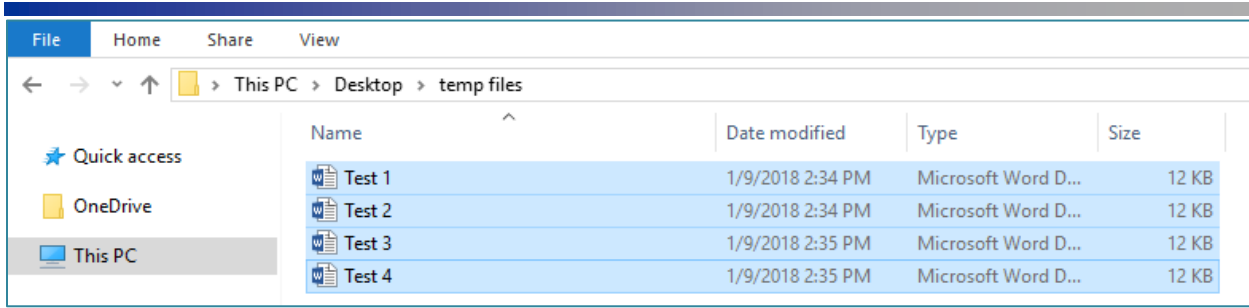


Figure 10: Sample source file in Windows Explorer

- Drag and drop the selected documents to the *ToTexasRE* sub-folder (Fig. 11).

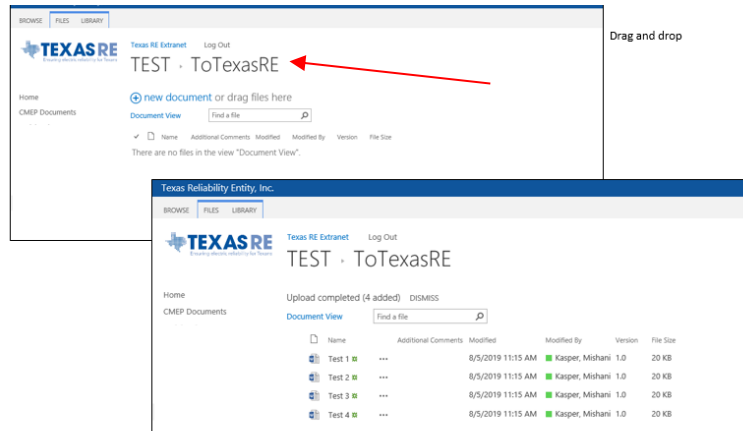


Figure 11: Drag and drop files

Submitting Documents: Engagement Activities

Only used in the event the ERO Enterprise Secure Evidence Locker (SEL) is unavailable, and direction is provided by Texas RE staff.

- On your landing page (Fig. 12), select the appropriate activity folder for the document(s) being submitted.
- Click the *ToTexasRE* sub-folder (Fig. 13).

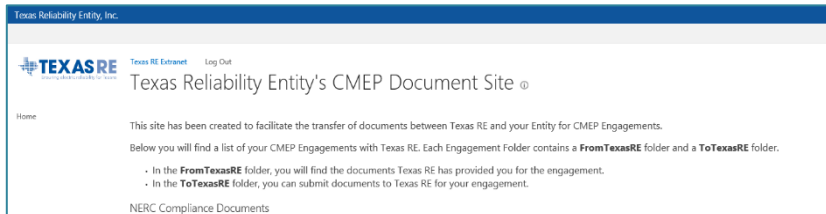


Figure 12: Extranet landing page

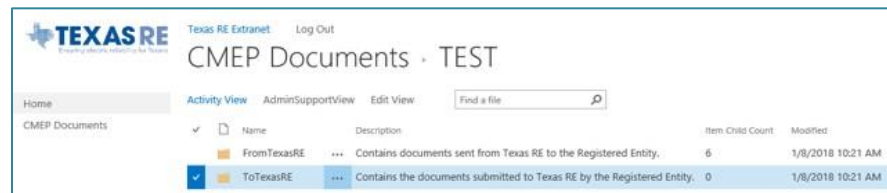


Figure 13: Sub-folders inside selected activity

- Inside the *ToTexasRE* sub-folder, there are two sub-folders (Fig. 14):
 - **Evidence**: Contains sub-folder(s) for the NERC Standard(s) and Requirement(s) included in the scope of the engagement.
 - **RSAWs**: Houses all RSAW documents completed by the registered entity. **Please do not submit RSAW documents as PDFs.**

Note: The entity can upload the same file multiple times within a sub-folder. A separate version of the file will be kept for each upload.

- Based on the evidence submitted, upload to either the Evidence or RSAWs sub-folder.

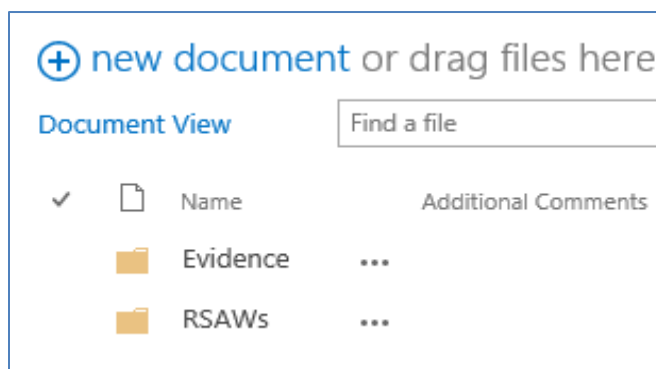


Figure 14: Evidence and RSAWs folders

All RSAW documents can be uploaded directly in the RSAWs sub-folder. The RSAWs sub-folder

does not contain sub-folders.

Uploading Files Applicable to Multiple NERC Standards and Requirements

There are two options to upload documents that are applicable to more than one Standard and Requirement.

Option 1: Documents can be uploaded to each applicable Standard and Requirement sub-folder.

Option 2: Documents can be uploaded in the *ToTexasRE* sub-folder with additional comments to indicate the applicable Standards and Requirements.

Evidence Sub-folder

To upload evidence, follow the steps below using this **example**: Upload evidence for the applicable NERC Standard and Requirement PRC-004-5(i), R1.

- Click on the PRC-004-5(i) R1 sub-folder (*Fig. 15*).

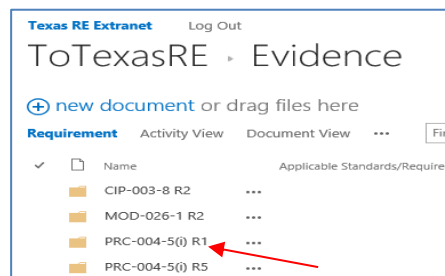


Figure 15: Example - Select PRC-005(i) R1

Inside, you will see “new document or drag files here” to upload individual or multiple documents for PRC-004-5(i) R1 (*Fig. 16*).

Evidence can be dragged and dropped directly into the appropriate sub-folder.

- Select the evidence you wish to upload from your local source folder and drag it until it is hovering inside the R1 Extranet sub-folder (*Fig. 16*). A blue area will be highlighted to indicate the correct area to drop the files.
- Drop the PRC-004-5(i) R1 evidence into the box. Multiple documents may be uploaded with a single drag and drop.

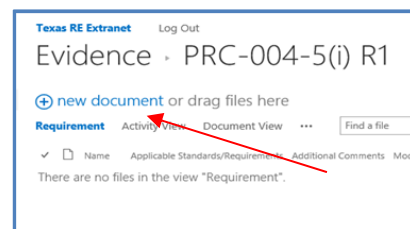


Figure 16: Example - Drag and drop evidence

Utilize this process to migrate all evidence into the applicable Requirement sub-folders. This **example** is based on PRC-004-5(i) R1, but the process is applicable for uploading evidence across all Standards and Requirements.

RSAWs Sub-folder

The RSAWs sub-folder will house all RSAW documents completed by the registered entity. **Please do not submit RSAW documents as PDFs.**

- Select the RSAWs sub-folder (*Fig. 17*).

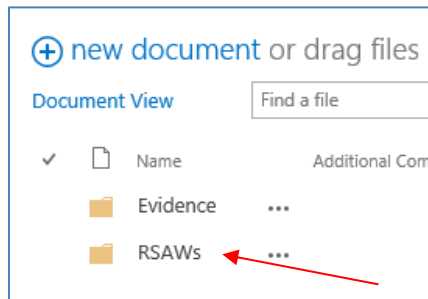


Figure 17: RSAWs folder

Documents can be dragged and dropped directly into the appropriate sub-folder.

- Select the documents you wish to upload and drag them into the “new document” section (*Fig. 18*). A blue area will be highlighted to indicate the correct area to drop the files.
- Drop the documents into the sub-folder.
- Multiple documents may be uploaded with a single drag and drop.

Utilize this process to migrate all RSAWs.

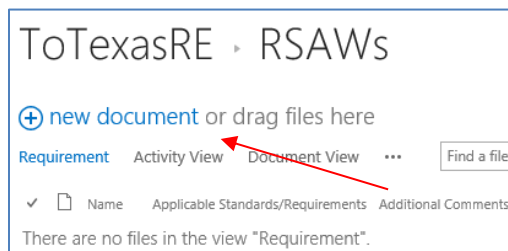


Figure 18: Drag and drop RSAWs

Individual engagement document uploads which are neither Evidence nor RSAWs

Texas RE requests registered entities provide a brief comment (255-character maximum) for each individual document uploaded to provide context for the engagement team.

- On your landing page, select the appropriate activity folder for the document(s) being submitted (*Fig. 19*).
- Click the *ToTexasRE* sub-folder (*Fig. 20*).

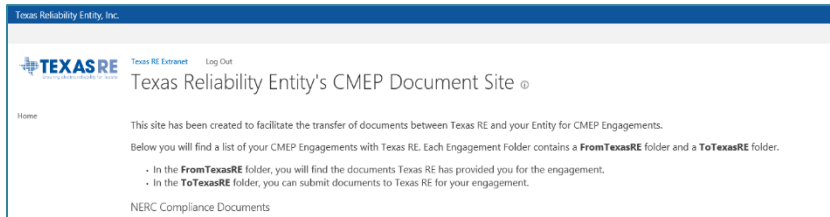


Figure 19: Extranet landing page

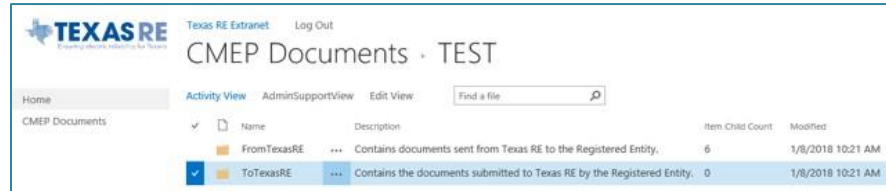


Figure 20: Select ToTexasRE folder

Documents can be dragged and dropped directly into the *ToTexasRE* sub-folder.

- From your source folder, select the documents you wish to upload. (*Fig. 21*).

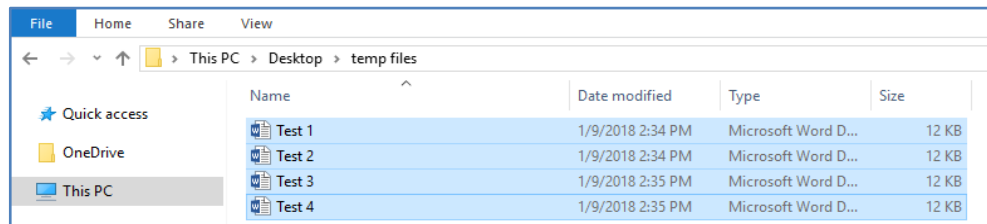


Figure 21: Sample source file in Windows Explorer

- Drag the documents into the “new document” section in the *ToTexasRE* sub-folder. A blue area will be highlighted to indicate the correct area to drop the files. Multiple documents may be uploaded with a single drag and drop.

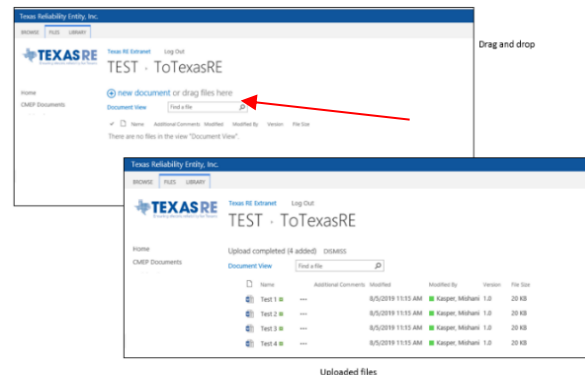


Figure 22: Drag and drop files

After uploading the documents, populate the Additional Comments section for each document.

- Select the ellipses to the right of the document name (*Fig. 23*).

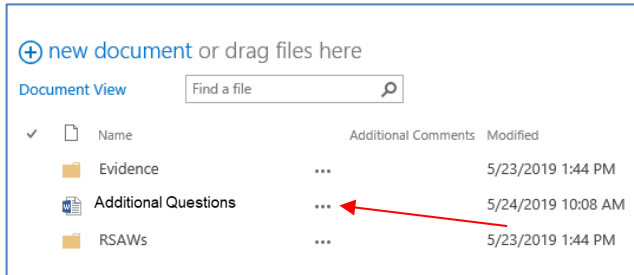


Figure 23: Select ellipses to access options

- Select the ellipses again on the pop-up screen that appears.
- Select Edit Properties from the menu options that appear (*Fig. 24*).

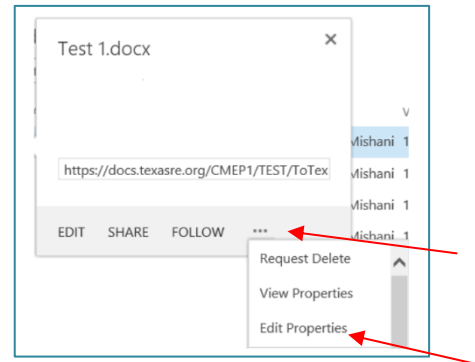
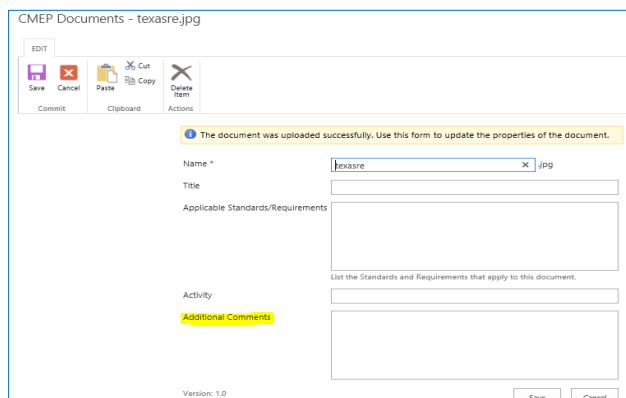


Figure 24: Selecting "Edit Properties"



CMEP Documents - texasre.jpg

EDIT

Save Cancel Paste Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully. Use this form to update the properties of the document.

Name *

Title

Applicable Standards/Requirements

List the Standards and Requirements that apply to this document.

Activity

Additional Comments

Version: 1.0

Save Cancel

Figure 25: Adding additional comments

- The Name field will be auto-populated with the document name. Enter Additional Comments in the Additional Comments field (*Fig. 25*).
- Choose Save to close.

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