

Welcome to the Energy Savings Opportunity Scheme (ESOS) newsletter, keeping you updated with key information relating to the scheme. In this issue:

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## Pre-Onboarding exercise for the ESOS Phase 3 IT System

The Environment Agency recently sent out details for an [online survey](#) to gather details about Responsible Undertakings and contacts within these organisations. Thank you to those who have already carried out this exercise.

This data will be used to Pre-Register and Pre-Verify users and organisation accounts within the ESOS service.

Please find below additional guidance that may be helpful for Lead Assessors and Participants when providing these details.

- 1) The deadline for submission of the MS forms will be extended for at least another week, as this exercise will be of benefit to everyone, but would urge organisations to try and complete the submission(s) as soon as possible to allow time to process the upload of data into the system.
- 2) If data has been entered incorrectly in the form, participants can just resubmit the form again, and the most recently submitted details will be used.
- 3) Lead Assessors can bulk-upload the onboarding data on behalf of a large number of Responsible Undertakings. Please find attached a blank template that can be completed offline and sent to [esos@environment-agency.gov.uk](mailto:esos@environment-agency.gov.uk) This data will then be uploaded alongside data already received via the MS Form.

**[Important: Company Numbers must be 8 characters and includes zeros at beginning if necessary. Please precede the Company Number and SIC Code with an apostrophe (') so that the spreadsheet stores the zeros if they are present]**

4) The Environment Agency are asking for specific data to be submitted within this form to ensure our contact records are up to date.

5) The data in this form will allow us to streamline the verification process when creating the organisation account, guidance will follow as to how users will then be contacted to access the service. Lead Assessors will still need to be added to Accounts by the Responsible Undertaking once they have logged onto the service.

6) Organisations that do not qualify for Phase 3 of ESOS can use this form also to aid those submissions within the ESOS service when it becomes available.

We will provide further information on how to carry out the account creation in an additional webinar to support participants when the IT system goes live.

## ESOS Webinar Recording

Apologies for any difficulties you may have had accessing the link to the recording of the January webinar on changes to Phase 3 of ESOS. You should be able to view the recording [here](#).

## Contact us

If you have any queries relating to ESOS or if there is anything specific you would like to see in future ESOS newsletters, please consult the [ESOS Guidance](#) in the first instance or email [esos@environment-agency.gov.uk](mailto:esos@environment-agency.gov.uk).

The Environment Agency have been engaging with DESNZ where questions have been policy-related and to see if further information would help on areas where a number of questions have been raised.