

## National Grid Standard Operating Procedure

### 1. Login Procedures

- Navigate to <https://webaccess.ngrid.com/>
- Enter Username and Password.
- Context: Login Screen
- Rule: Must use 6-digit token code.

### 2. GIS Updates

- Open Smallworld GIS.
- Context: GIS Editor
- Rule: Update all poles with Major Equipment.
- Rule: Do not update Cancelled Poles.

### 3. Help Desk

- For STORMS issues, call 1-877-373-1112.