



## ESOS Newsletter

Issue 37

June 2025

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

### **MESOS Reporting System Update**

We can now confirm that the Progress Update 1 functionality has now gone live within the MESOS system, allowing all advanced users to submit accordingly. To confirm, in order to carry out this action you must have registered an organisation account within the MESOS system.

In order to initiate and submit your Progress Update 1 please follow the steps below:

- Login at <https://manage-energy-saving-opportunities-reporting.service.gov.uk/>
- Select 'Accounts' section
- Select your organisation account and 'start a new task'
- Click the green button under 'Phase 3 Progress Update 1' titled 'Start'
- This starts the Progress Update 1 workflow

Once the Progress Update 1 is started you can access it as a task in your dashboard and submit this to the regulator once complete.

As communicated in the May 2025 newsletter (issue 36), for organisations qualifying for Phase 3 of ESOS, the deadline for submitting your ESOS Progress Update 1 is the 5 December 2025.

### **Submission of Initial Progress Updates**

To support ESOS participants to prepare the information needed for the initial progress update, we are providing the following documents with this newsletter:

- an [Initial Progress Update \(PU1\) template](#)
- a [Q&A](#) containing regularly asked questions on Progress Updates
- detailed [Progress Update guidance](#)

The template, which may be shared with lead assessors and is optional to use, shows the questions that will appear in MESOS and enables collection of all the necessary data. Now that the functionality to enable submission of the initial progress update is available in MESOS, the data must be transferred manually into MESOS as the template itself cannot be uploaded. Although lead assessors can assist with gathering information and completing the template for the initial progress update, only the responsible undertaking can enter and submit the data in MESOS.



Disaggregated undertakings, i.e. undertakings which have left their highest parent group / participant since it submitted an action plan, are required to submit an initial progress update on their own behalf if they have not agreed to do so with either their old group / participant or new group. This will require the creation of an account in MESOS, and the Q&A explains how to do this. The Q&A, guidance and template explain how to complete the information requirements.

Any late or non-submission of the initial progress update could be subject to enforcement action by the regulator.

### **MESOS User Management**

When a new user has been added to an existing organisation account on MESOS, their user account must be activated by an existing Advanced User for that organisation account for them to gain full access to the service.

The existing Advanced User must log in to MESOS, select 'Accounts' at the top of the screen, and then select the relevant organisation account. They can then select the Users and Contacts tab where they will see all the users on that account. They must then change the Account status of the relevant user from Accepted to Active, and click Save.

In addition, within the Users and Contacts tab the Advanced user can reset the two-factor authentication of any other user (Advanced or Restricted) should the need arise. To carry out this action the Advanced User should click on the username of any of the other contacts, scroll down to the bottom and select 'Reset two-factor authentication'. An automated email will then be sent to the user who has had their 'two-factor authentication' reset allow them to rescan their QR code again and proceed to login.

### **Contact us**

For any IT specific queries relating to the MESOS Reporting System, please contact our [ESOS IT helpdesk](#).

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 our [ESOS Technical Helpdesk](#).