Tech Change Forum Special Session: Principal Agent Declaration of Authority Request Process

May 6, 2020

Agenda

- History of Enhancement
- Overview of New Process
- User Guide
- Demonstration

History of Enhancements

History of Enhancement

- The process to request a Declaration of Authority has changed over the last three years
  - Received feedback that it became cumbersome to obtain
  - Bright Idea to improve review capabilities
  - Aligned with automation
- PJM reviewed current Principal Agent DOA over the last year
  - Updated responsibility language
  - Added/removed responsibilities

Overview of the New Process

Key Differences/Improvement

- Differences
  - Principal Agent DOA requests only through Member Community
  - Only Principal can fill out request
  - Logic built into automation process (required fields)
- Improvements
  - Ability to save request and come back to finish
  - Ability to preview document prior to submitting
  - Ability to add a Reviewer of the document prior to it be signed
  - Enhanced ease of use

- Principal Agent Information
  - Company name, address, state of incorporation, entity type
  - Notices name and address
- DocuSign Reviewer and Signer Information
  - Name, title and email address
- Responsibilities to be delegated
  - Separated into five areas (load, generator, billing, Transmission Owner and additional)
  - Click which ones apply to the arrangement

- Further Delegation of Responsibilities
  - Determine if any of the selected responsibilities can be further delegated to another party (in accordance with another DOA)
- Impacted Resources, Facilities or Accounts
  - List which resources, facilities or accounts pertain to the DOA
- Effective Date
  - Determine when the DOA becomes effective
  - PJM requests 10 business days to process after submittal
- Preview and Submittal
  - Preview the DOA prior to submitting

User Guide

- A User Guide has been created
  - Located next to the Principal Agent DOA on PJM.com
  - Link within Member Community
  - Pre-Request Checklist
  - Step by Step instructions

1) Member Community access
   - Initiating a Principal Agent DOA request is completed in the Member Community
   - Requesting access to the Member Community is on PJM.com
     - Markets & Operations > PJM Tools > Member Community
     - Ensure the tool is listed in your Account Manager profile first
2) Current company address
   - If the physical business location has moved within the last year, verify that PJM has the correct address
   - Email custsvc@pjm.com for confirmation

3) State of Incorporation and Type of Entity
   - Ensures that PJM has the correct and proper name as filed with your incorporated state
   - Email custsvc@pjm.com to verify that PJM has this documentation on file
4) Contact for Notices information
   - Obtain the individual or department name, along with the proper address to send the Notices

5) Authorized Signature information

- For Members
  - Drop-down box with Authorized Representative and Officer
  - Contact Managers update these roles within Contact Management
- For Nonmembers
  - Manually enter the individual name, title and email address
  - Documentation must be submitted showing that the individual listed is allowed to sign on behalf of that company (e.g. secretary's certificate, board resolution)

Demonstration