

# Member Maintenance User Guide



October 2021

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### OVERVIEW

The Member Maintenance feature in the Membership Management Community was designed to make it easier for members to manage requests to update the company information that is required by PJM. The features within the community allow for easy maintenance of:

- Company name changes
- Affiliate disclosures
- Company Account Managers (CAM)
- Withdrawal requests
- Changes to voting
- Management of subaccounts
- Contact Managers
- Principals
- Requests to update market participation
- Declaration of Authority requests

The Member Maintenance feature also provides transparent and centralized processes for improved data quality. It provides enhanced security by establishing officers, authorized representatives and maintenance managers who are responsible for maintaining the information required by PJM.

Please refer to [Manual 33: Administrative Services for the PJM Interconnection Operating Agreement](#) for a complete description of all the processes contained in the Maintenance feature of the Membership Management Community.

### LOGGING IN TO THE MEMBERSHIP MANAGEMENT COMMUNITY

Officers, authorized representatives and maintenance managers can sign in by navigating to the [Membership Management Community page](#) on [pjm.com](#) and clicking **Sign In**.

**PJM.com Home page > Markets & Operations > PJM Tools > [Membership Management Community](#)**

The screenshot shows the PJM Membership Management Community interface. The top navigation bar includes the PJM logo and the text 'Membership Management Community'. Below this is a search bar with the placeholder text 'Search for knowledge articles...' and a 'Search' button. The main navigation menu includes 'Home', 'Applications', 'Maintenance', 'Contact Management', and 'Communities'. The 'Maintenance' menu item is highlighted with a dashed orange box and a callout line pointing to it. A second callout line points to the 'Maintenance' menu item in the top navigation bar. The main content area is titled 'Company Overview' and contains a list of instructions: 'This page shows the active requests for your selected company, you can view completed or denied requests with the status filter.', 'To start a new maintenance request for your company, select the New Request button.', and 'If edits are needed after a maintenance request is submitted please contact Membership Maintenance.' Below this is a company selection dropdown menu with 'Wind Test, LLC' selected and highlighted with a dashed orange box. A third callout line points to this dropdown. To the right of the dropdown is a 'New Request' button, also highlighted with a dashed orange box and a callout line.

1. Use your Single Sign On (SSO) credentials to log in.
2. Select **Maintenance** in the top navigation.
3. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.

### MEMBER MAINTENANCE DASHBOARD

The Member Maintenance dashboard allows officers, authorized representatives and maintenance managers to manage information for the companies they represent. This screen is the starting point for all change requests when you are logged in and have selected the company for which you would like to make changes.

The screenshot displays the 'Wind Test, LLC - Company Requests' dashboard. At the top, a navigation bar includes links for Home, Applications, Maintenance, Contact Management, and Communities. The main content area is titled 'Wind Test, LLC - Company Requests' and features a grid of request categories, each with a 'Get Started' button:

- Company Account Manager**: Designate or remove an individual from the role of CAM.
- Affiliate Disclosure**: Request updates to Member and non-member affiliates.
- Company Name Change**: Request a corporate name change.
- Company Withdraw**: Initiate the request to withdraw from PJM membership.
- Change Voting Member**: Request a change to your Voting Member.
- Manage Sub Accounts**: Request to add or remove Sub Account.
- Contact Management**: Request to add or remove a Contact Manager(s).
- Market Participant**: Request to update market participation in PJM Markets.
- Principal**: Request to add or remove a Principal(s).
- Principal Agent DOA**: Request to create Declaration of Authority.

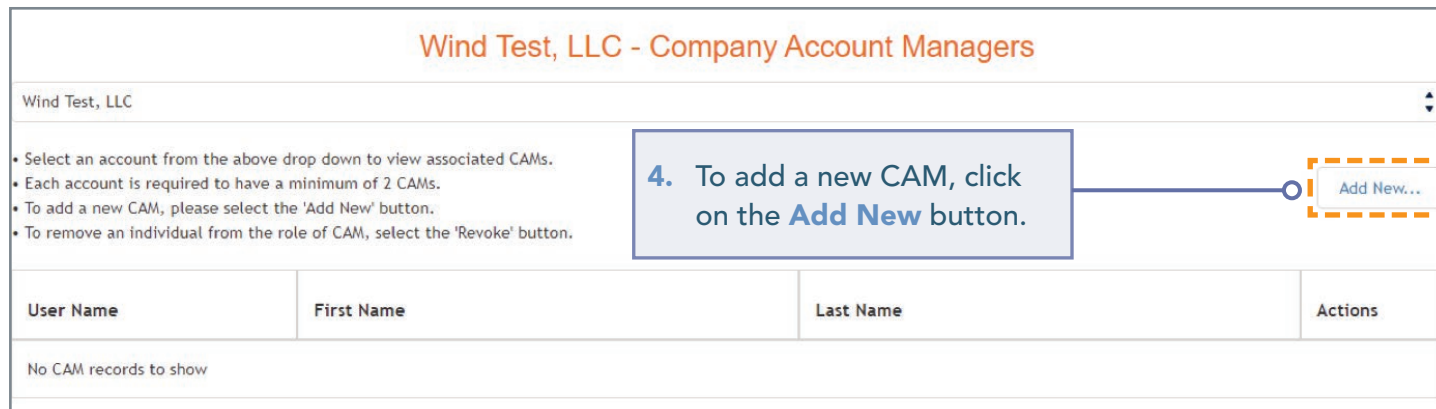
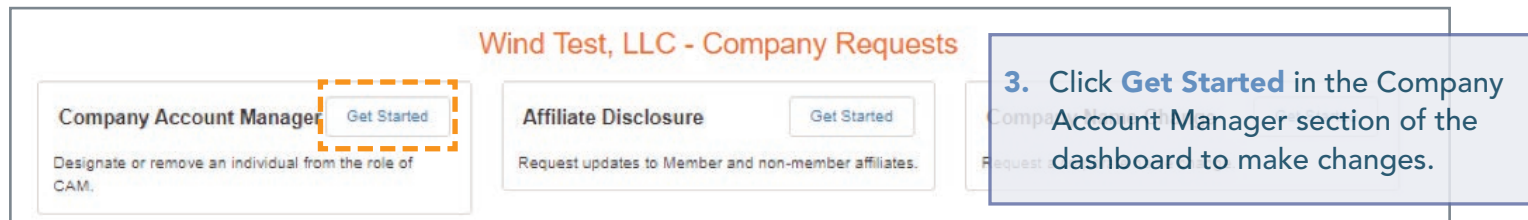
A 'Back' button is located at the bottom right of the dashboard.

### ADDING OR REMOVING COMPANY ACCOUNT MANAGER(S) (CAM)

To ensure security of confidential Member data accessed through PJM electronic tools, and the security of business transactions and operational actions conducted through PJM electronic tools, Members are required to designate Company Account Managers (CAMs). The designated CAMs manage user accounts for the Member in the Account Manager tool.

#### Designating a CAM

1. Sign in and select **Maintenance**. (See page 4 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.



### Create New Company Account Manager

**\* Required**  
A user must have an existing account in order to be designated as a CAM

**\* Username**

If the user does not have a username please have them visit [Account Manager](#) and create a new account.

**\* First name**

**\* Last name**

If new CAM should be added to all Member subaccounts, select the check box 'Add for all Accounts'

☐ Add for all Accounts

Cancel Add

**5.** Complete the information in the pop-up form and click **Add**. (Note: A person must have an existing Account Manager User Account to be designated as a CAM.)

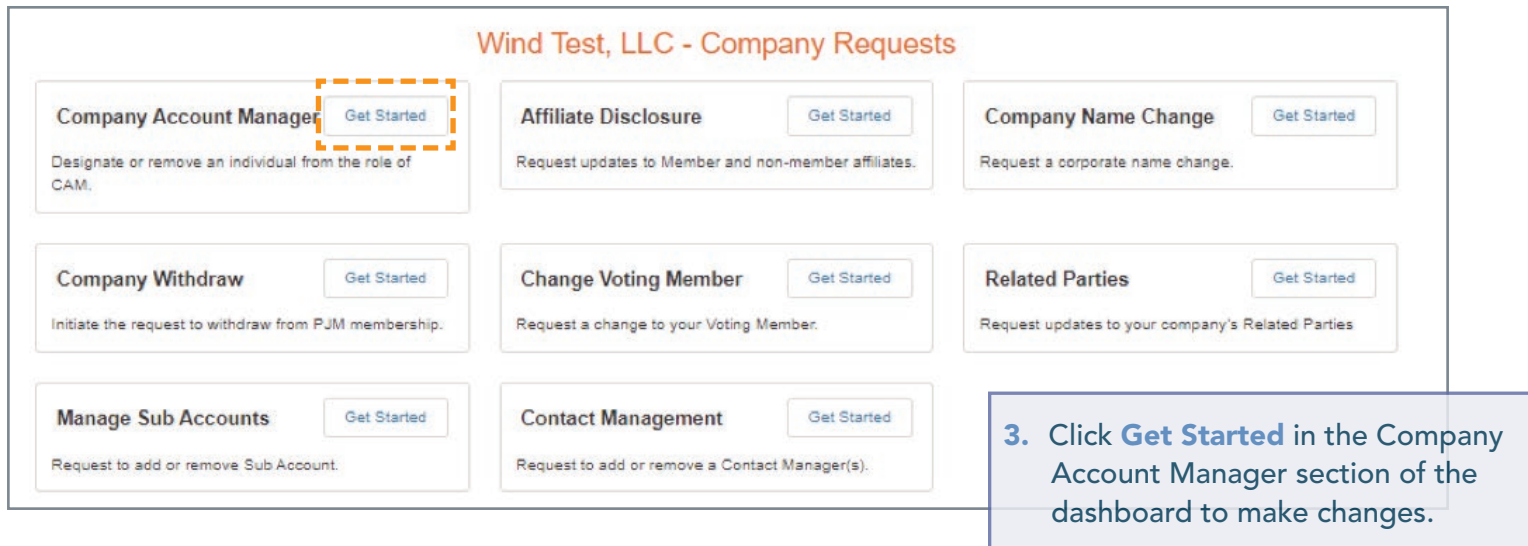
- 6.** After clicking Add on the previous screen, you will be directed to the page below. Under Pending Requests, you will see the request you submitted to add a new CAM for the account you selected.

### Pending Requests

Request	Submitted Date	Actions
CAM - Add New CAM User, Guide for Wind Test, LLC	02.28.2020	

### Removing a CAM

1. Sign in and select **Maintenance**. [\(See page 4 for details\)](#).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.



**Wind Test, LLC - Company Requests**

**Company Account Manager** [Get Started](#)  
Designate or remove an individual from the role of CAM.

**Affiliate Disclosure** [Get Started](#)  
Request updates to Member and non-member affiliates.

**Company Name Change** [Get Started](#)  
Request a corporate name change.

**Company Withdraw** [Get Started](#)  
Initiate the request to withdraw from PJM membership.

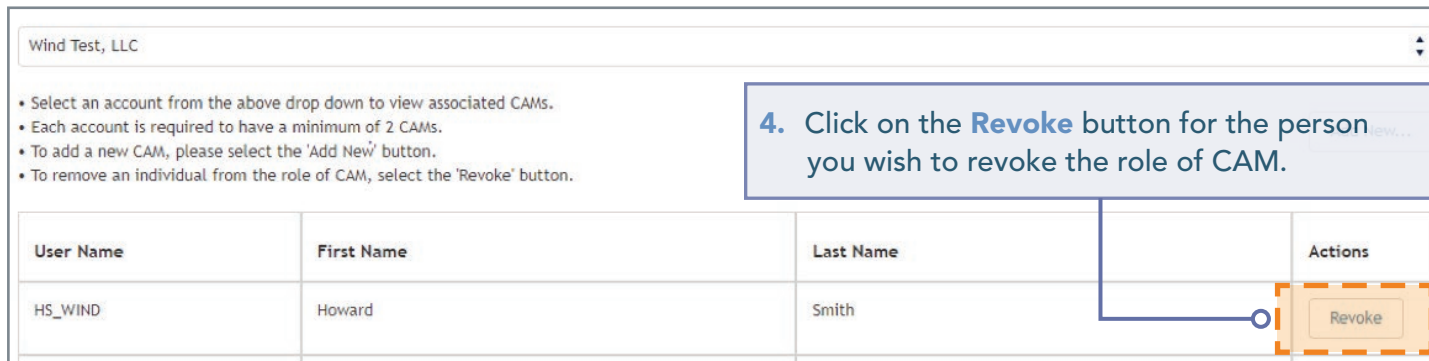
**Change Voting Member** [Get Started](#)  
Request a change to your Voting Member.

**Related Parties** [Get Started](#)  
Request updates to your company's Related Parties.

**Manage Sub Accounts** [Get Started](#)  
Request to add or remove Sub Account.

**Contact Management** [Get Started](#)  
Request to add or remove a Contact Manager(s).

3. Click **Get Started** in the Company Account Manager section of the dashboard to make changes.



Wind Test, LLC

- Select an account from the above drop down to view associated CAMs.
- Each account is required to have a minimum of 2 CAMs.
- To add a new CAM, please select the 'Add New' button.
- To remove an individual from the role of CAM, select the 'Revoke' button.

User Name	First Name	Last Name	Actions
HS_WIND	Howard	Smith	<a href="#">Revoke</a>

4. Click on the **Revoke** button for the person you wish to revoke the role of CAM.



### Revoke Access

Are you sure you want to remove this Company Account Manager?

☐ Please remove CAM from all associated accounts.

Cancel


Revoke

5. Check the box to remove the CAM from all associated accounts/subaccounts if applicable or leave unchecked to remove them only from the selected account. Click **Revoke** again to confirm.

6. After clicking Revoke on the previous screen, you will be directed to this page. Under Pending Requests, you can review the requested change(s) for the selected account.

User Name	First Name	Last Name	Actions
HS_WIND	Howard	Smith	<a href="#">Revoke</a>
JJ_WIND	John	Jones	<a href="#">Revoke</a>

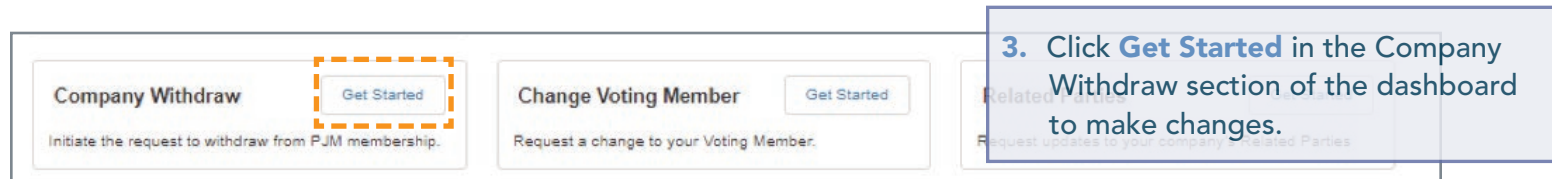
Pending Requests

Request	Submitted Date	Actions
CAM - Revoke CAM Howard, Smith for Wind Test, LLC	03.02.2020	

### INITIATING A REQUEST TO WITHDRAW FROM PJM MEMBERSHIP

A PJM member needing to withdraw from PJM must initiate the request following the steps below.

1. Sign in and select **Maintenance**. (See page 4 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.



**Company Withdraw** **Get Started**

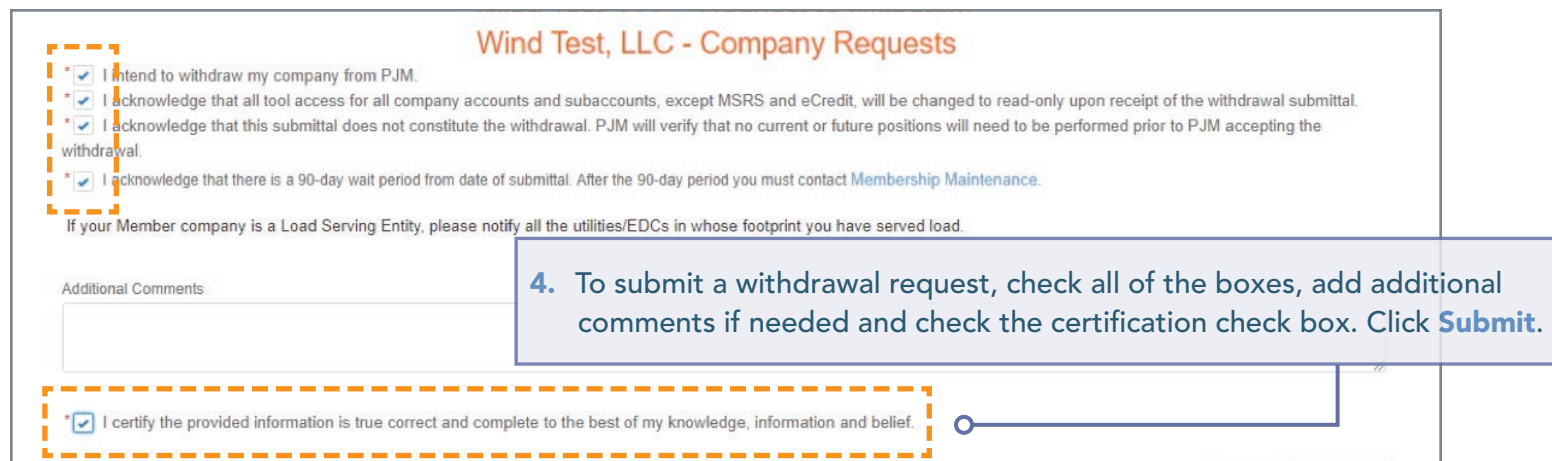
Initiate the request to withdraw from PJM membership.

**Change Voting Member** **Get Started**

Request a change to your Voting Member.

**Related**

Request updates to your company's Related Parties



### Wind Test, LLC - Company Requests

- ☒ I intend to withdraw my company from PJM.
- ☒ I acknowledge that all tool access for all company accounts and subaccounts, except MSRS and eCredit, will be changed to read-only upon receipt of the withdrawal submittal.
- ☒ I acknowledge that this submittal does not constitute the withdrawal. PJM will verify that no current or future positions will need to be performed prior to PJM accepting the withdrawal.
- ☒ I acknowledge that there is a 90-day wait period from date of submittal. After the 90-day period you must contact [Membership Maintenance](#).

If your Member company is a Load Serving Entity, please notify all the utilities/EDCs in whose footprint you have served load.

Additional Comments

☒ I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

**Submit**

5. Upon submitting your request to withdraw, you will be directed to the page below, where you can view the current status of the request.

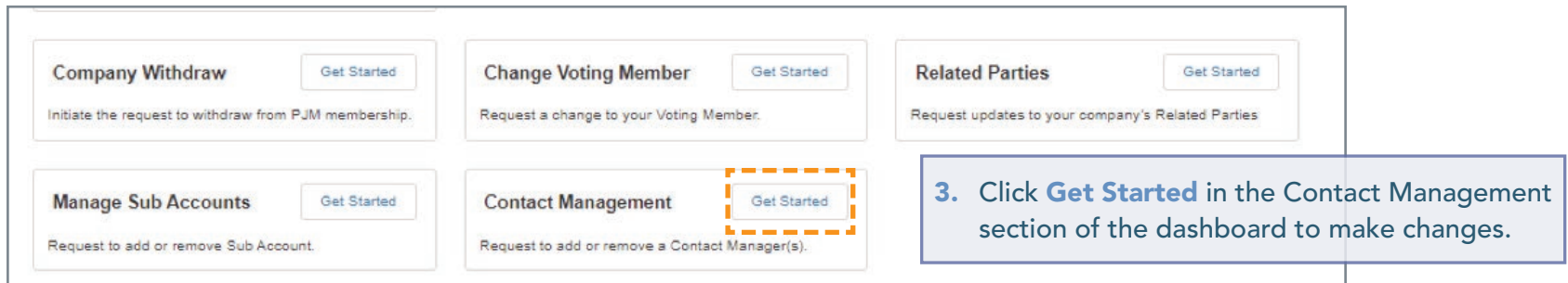
Requests	Status	Date Submitted	Due Date	Actions
All	All			
Withdrawal	Submitted	02.28.2020		

### ADDING OR REMOVING CONTACT MANAGER(S)

Members are required to designate a Contact Manager. The Contact Manager is an individual who is authorized to use the Contact Management feature of the Membership Management Community to provide PJM with the appropriate contact information for the roles PJM has identified as critical.

### Designating a Contact Manager

1. Sign in and select **Maintenance**. ([See page 4 for details](#)).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.



The screenshot shows a dashboard with five main sections, each with a 'Get Started' button:

- Company Withdraw**: Initiate the request to withdraw from PJM membership.
- Change Voting Member**: Request a change to your Voting Member.
- Related Parties**: Request updates to your company's Related Parties.
- Manage Sub Accounts**: Request to add or remove Sub Account.
- Contact Management**: Request to add or remove a Contact Manager(s). (This section is highlighted with a dashed orange box and a callout box indicating step 3.)



The screenshot shows the 'Wind Test, LLC - Contact Management' page. It features a section titled 'Contact Managers' with a table of existing managers and an 'Add New...' button (highlighted with a dashed orange box and a callout box indicating step 4).

First Name	Last Name	Email	Phone	Title	Employer	Actions
Test-ContMgr	User	monica.burkett@pjm.com				Revoke

**Create New Contact Manager**

\* Required

* First name	* Last name
* Phone	* Title
* Email	* Employer


**5.** Complete the Create New Contact Manager form and click **Add** to submit your request (Note: PJM User Name and Group Email are not required).

- 6.** Upon submitting your request to add a new Contact Manager, you will be directed to the page where you can view Pending Requests, which will include your request to add a new Contact Manager.

Contact Managers <span>Wind Test, LLC - Contact Management</span> <span>Add New...</span>						
First Name	Last Name	Email	Phone	Title	Employer	Actions
Test-ContMgr	User	monica.burkett@pjm.com				Revoke

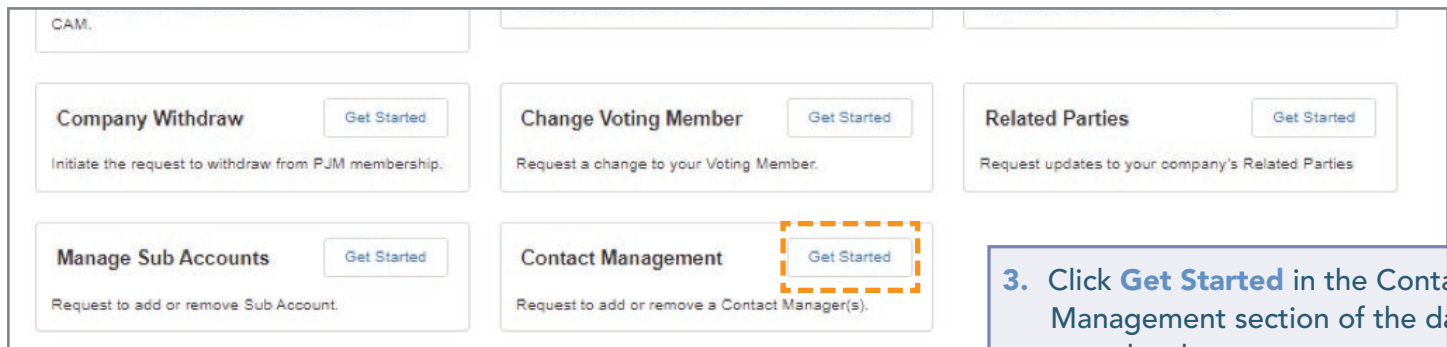
**Pending Requests**

Request	Submitted Date	Actions
Contact Management - Add New Contact Manager Test, User for Wind Test, LLC	02.28.2020	

### ADDING OR REMOVING CONTACT MANAGER(S)

#### Removing a Contact Manager

1. Sign in and select **Maintenance**. ([See page 4 for details](#)).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.



CAM.

**Company Withdraw** [Get Started](#)  
Initiate the request to withdraw from PJM membership.

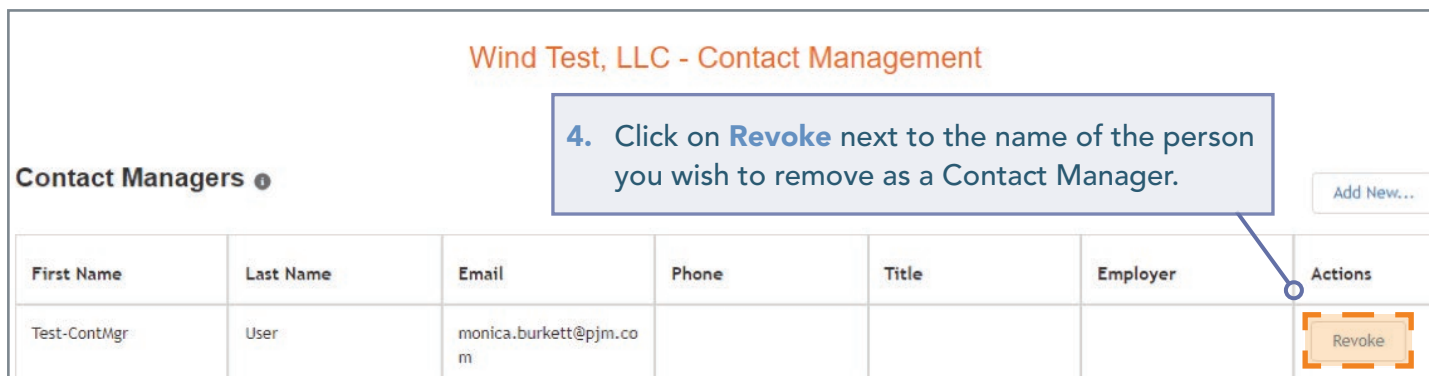
**Change Voting Member** [Get Started](#)  
Request a change to your Voting Member.

**Related Parties** [Get Started](#)  
Request updates to your company's Related Parties

**Manage Sub Accounts** [Get Started](#)  
Request to add or remove Sub Account.

**Contact Management** [Get Started](#)  
Request to add or remove a Contact Manager(s).

3. Click **Get Started** in the Contact Management section of the dashboard to make changes.



Wind Test, LLC - Contact Management

**Contact Managers** ⓘ [Add New...](#)

First Name	Last Name	Email	Phone	Title	Employer	Actions
Test-ContMgr	User	monica.burkett@pjm.com				<a href="#">Revoke</a>

4. Click on **Revoke** next to the name of the person you wish to remove as a Contact Manager.

**Revoke Access**

Are you sure you want to remove this Contact?

Cancel
Revoke

- Click **Revoke** again to confirm that you want to remove the selected Contact Manager.

- Upon submitting the request to revoke a Contact Manager, you will be directed to the page below where you can view Pending Requests, which will include your request to revoke the Contact Manager.

Contact Managers ⓘ						
<span>Add New..</span>						
First Name	Last Name	Email	Phone	Title	Employer	Actions
Test-ContMgr	User	monica.burkett@pjm.com				<span>Revoke</span>

Pending Requests		
Request	Submitted Date	Actions
Contact Management - Revoke Contact Manager Test-ContMgr, User for Wind Test, LLC	02.28.2020	<span>⊘</span>

### UPDATING YOUR AFFILIATE DISCLOSURE

Affiliate Disclosure information is required by PJM to properly administer the PJM Operating Agreement, including, but not limited to, the proper listing of Member status in the PJM Members Committee and the facilitation of PJM employee compliance with the securities divestiture requirements of the PJM Code of Conduct.

1. Sign in and select **Maintenance**. (See page 4 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.

**Wind Test, LLC - Company Requests**

**Company Account Manager** [Get Started](#)  
Designate or remove an individual from the role of CAM.

**Affiliate Disclosure** [Get Started](#)  
Request updates to Member and non-member affiliates.

**Company Name Change** [Get Started](#)  
Request a corporate name change.

3. Click **Get Started** in the Affiliate Disclosure section of the dashboard to make changes.

**Affiliate Disclosure** **Wind Test, LLC - Affiliate Disclosure**

- If changes are not needed, please select the certification check box and select 'Submit'.
- If changes are needed, please select the 'I want to change my affiliates' button to proceed.

**Member Affiliations**

No records to display.

**Non-member Publicly Traded Affiliations**

Generation, Inc.

**Corporate Parents**

Generation, Inc.

	Immediate Corporate	Ultimate Corporate
Generation, Inc.	✓	✓

☒ I certify the provided information is true correct and complete to the best of my knowledge, information and belief. [I want to change my affiliates](#) [Cancel](#) [Submit](#)

Complete this field.

4. If you are satisfied with the existing information please check the certification check box. If you need to make changes, click on the **I want to change my affiliates** button.

Affiliate Disclosure ⓘ
Wind Test, LLC - Affiliate Disclosure

### Member Affiliations

If applicable, add or remove current member affiliations by using 'arrows'.

Current PJM Members

- A.F. Mensah Inc.
- AAalytics Communications
- AC Energy, LLC
- Acadia Energy Partners, LLC
- Acciona Energy North America Corporation

Currently Affiliated Members


5. Add or remove Member Affiliations by using the arrows. Click **Next** when finished.

Affiliate Disclosure ⓘ
Wind Test, LLC - Affiliate Disclosure

### Non-member Publicly Traded Affiliations

- If applicable, please add or remove any non-member publicly traded Affiliates per the PJM Operating Agreement definition of Affiliate.
- Select the 'Add' button to enter the information of the non-member publicly traded Affiliates.
- Select the trash can icon to delete existing non-member publicly traded Affiliates.

Generation, Inc.



#### If applicable

- Please add or remove any non-member, publicly traded affiliates per the PJM Operating Agreement definition of affiliate.
- Select the **Add** button to enter the information of the non-member, publicly traded affiliates.
- Select the **Trash Can** icon to delete existing non-member, publicly traded affiliates.

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### New Affiliation: Non-member Affiliation

\*Company Name

Test Wind Test

\*Stock symbol

TWT

Employee Identification Number (EIN)

Website

Corporate Relationship Type

☐ Immediate Corporate
 ☐ Ultimate Corporate

6. Company Name and Stock Symbol are required fields. Enter the Employee Identification Number (EIN) and website if available. If applicable, check the Corporate Relationship Type. Click **Add**.

### Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure ⓘ

#### Non-member Publicly Traded Affiliations

- If applicable, please add or remove any non-member publicly traded Affiliates per the PJM Operating Agreement definition of Affiliates.
- Select the 'Add' button to enter the information of the non-member publicly traded Affiliates.
- Select the trash can icon to delete existing non-member publicly traded Affiliates.

Generation, Inc.

Test Wind Test

7. Continue to add non-member, publicly traded affiliates on this page as necessary. Click **Next** when all affiliates have been added.

### Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure ⓘ

#### Non-member Non Publicly Traded Affiliations

If applicable, please upload an excel or pdf document containing all non-member non-publicly traded Affiliations.

Uploaded attachments such as company annual reports are acceptable for this section.

Upload Files

Or drop files

Accepted file types: .XLS, .PDF

8. Click **Upload Files** if applicable (.xls and .pdf only), then click **Next**.

### UPDATING YOUR AFFILIATE DISCLOSURE

#### Corporate Parents

**Affiliate Disclosure** ⓘ

**Corporate Parents**

- Please identify if any affiliates of the Member are 'Immediate Corporate' and/or 'Ultimate Corporate' Parents. Select 'Not Applicable' if this does not apply.
- Select the 'Add' button to enter the information of the Member's Corporate Parent.
- Select the 'Preview and Submit' button to proceed to the preview screen to review changes prior to submittal.

	Immediate Corporate	Ultimate Corporate	Not Applicable
Generation, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Test Wind Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Click the **Add** button to enter the information of the Member's corporate parent.

3. Click the **Preview** and **Submit** button to review changes prior to submittal.

Previous Preview and Submit

**Corporate Parents**

	Immediate Corporate	Ultimate Corporate
Generation, Inc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. Check the certification acknowledgment if you are satisfied with the previewed selections. Click **Submit**. (Note: If you are not satisfied with the previewed selections and need to make changes, click the **I want to change my affiliates** button to make additional changes.)

☒ I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

### UPDATING YOUR VOTING MEMBER

1. Sign in and select **Maintenance**. ([See page 4 for details](#)).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Change Voting Member section of the dashboard to make changes.

#### Voting Member

- Select the affiliated member from the dropdown for which you are requesting to be the Voting Member. If you do not see the preferred Voting Member in the drop down, please navigate to your [Affiliate Disclosure](#) page to review and update your Member affiliations.
- Select the 'Submit' button to complete your request.

#### Wind Test, LLC - Voting Member Change Request

\* Voting Member

Wind Test, LLC

Additional Comments

4. Select the affiliated member that you are requesting to become the Voting Member. Click **Submit**. (Note: The dropdown will default to your existing Voting Member.)

- This page shows the active requests for your selected company, you can view completed or denied requests with the status filter.
- To start a new maintenance request for your company, select the [New Request](#) button.
- If edits are needed after a maintenance request is submitted please contact [Membership Maintenance](#).

Wind Test, LLC

New Request

Requests	Status	Date Submitted	Due Date	Actions
All	All			
Voting Member	Submitted	02.28.2020		

5. Review your pending request on the Company Overview page.

### REQUESTING A COMPANY NAME CHANGE

To change a Member name on PJM Interconnection agreements, an officer, authorized representative or maintenance manager must provide the appropriate state documentation to initiate this request.

1. Sign in and select **Maintenance**. ([See page 4 for details](#)).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Company Name Change section of the dashboard to make changes.

Current Company Name  
Wind Test, LLC

Wind Test, LLC - Company Name Change

- Enter your new company name along with the effective date of this change.
- Additional documentation will be required for this process on the next page.

\* New Company Name

\* Effective Date  
Feb 28, 2020

4. Enter the new Company Name and the effective date of the change. Click **Next**.

Next

### Wind Test, LLC - Company Name Change

In order to update the company name on file with PJM, members are required to submit official state documentation reflecting this change. This documentation ensures PJM has the correct and proper name as filed with their incorporated state and that all documents executed between PJM and its members have the correct and proper name listed.


PJM will accept any of the following to meet the state documentation requirement:

- Certificate of Amendment of Articles of Incorporation
- Certificate of Formation
- Certificate of Incorporation
- Certificate of Existence
- Certificate of Limited Partnership
- Certification of Organization
- Certificate of Filing

Once confirmed by PJM's Member Liaison, additional documentation will be sent to you via DocuSign to complete the name change process.

If you have any questions, please contact [MembershipForms@pjm.com](mailto:MembershipForms@pjm.com).

Upload

 **Upload Files**

Or drop files

Accepted file types: .pdf

After completion of upload, please select 'Next' button to submit your corporate name change request.


Next

5. Upload official documentation as instructed on the screen. Click **Next** to submit your request.

### Company Overview

- This page shows the active requests for your selected company, you can view completed or denied requests with the status filter.
- To start a new maintenance request for your company, select the New Request button.
- If edits are needed after a maintenance request is submitted please contact [Membership Maintenance](#).

Wind Test, LLC

Requests	Status	Date Submitted	Due Date	Actions
All	All			
Name Change	Submitted	02.28.2020		

6. Review your pending request on the Company Overview page.

### MANAGING SUBACCOUNTS

Members have the ability to establish more than one account, often referred to as subaccounts, needed for their business purposes.

### Adding a Subaccount

1. Sign in and select **Maintenance**. ([See page 4 for details](#)).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Manage Subaccounts section of the dashboard to make changes.

Home Applications Maintenance Contact Management Communities ▾

### Wind Test, LLC - Sub Accounts

#### Sub Accounts

- To add new sub account select 'Request New Sub Account' button.
- To remove sub account select an individual sub account's 'Request Removal' button.

Click [here](#) to view pending requests.

Account Name	Short Name	Actions
No Sub Accounts to show		

No Pending Requests to show		
-----------------------------	--	--

[Back](#)

**Wind Test, LLC - Sub Accounts**

\*Required

Member Company Name  
Wind Test, LLC

\* Please enter the Sub Account name  
Energy 1

\*Display Name  
Wind Test, LLC (Energy 1)

\*Sub Account description  
Energy 1 is a division of Wind Test that will perform transactions with PJM.

Note: The format for a Subaccount name is the Member Company Name (Subaccount Name).  
For example: Wind Test, LLC (Energy 1).

**5. Enter the Subaccount Name. Enter the Subaccount description. Check the certify check box and click **Submit**.**

If you wish to change the CAMs on this account, please contact [Membership Maintenance](#)

User Name	First Name	Last Name
JJ_WIND	John	Jones
HS_WIND	Howard	Smith

☒ I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

**Submit**

**6. Upon submitting the request, you will be directed to the page below, where you can review your pending changes.**

**Pending Requests**

Request	Submitted Date	Actions
Sub Accounts - Wind Test, LLC Request to Add Sub Account, Wind Test, LLC (Energy 1), on 2/28/2020	02.28.2020	

### Removing a Subaccount

Wind Test, LLC - Sub Accounts

#### Sub Accounts

- To add new sub account select 'Request New Sub Account' button.
- To remove sub account select an individual sub account's 'Request Removal' button.

Click [here](#) to view pending requests.

[Request New Sub Account](#)

Account Name	Short Name	Actions
Wind Test Billing	WTBILL	<div style="border: 2px dashed orange; padding: 2px;">Request Removal</div>
Wind Test Gen	WTGEN	<div style="border: 1px solid #ccc; padding: 2px;">Request Removal</div>

**1.** Click on the **Request Removal** button for the Account Name you wish to remove.

Remove Sub Account

---

Are you sure you want to request removal of this Sub Account?

---

Cancel

Submit

**2.** Click **Submit** to confirm.

Pending Requests

Request	Submitted Date	Actions
SubAccounts -Wind Test, LLC Request to Remove Sub Account, Wind Test Billing, on 3/2/2020	03.02.2020	

**3.** Upon submitting the request, you will be directed to the page below, where you can view your pending changes.



### CHANGING RELATED PARTIES FOR YOUR COMPANY (Electric Distribution Sector Only)

Note: This section only applies to Members in the Electric Distribution Sector and will not appear in the dashboard for members of other sectors.

1. Sign in and select **Maintenance**. ([See page 4 for details](#)).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Related Parties section of the dashboard to make changes.

Home Applications Contact Management Communities ▾

#### Related Parties ⓘ

- Select 'I want to change my Related Parties' button to add or remove your 'Related Parties'.
- Add or remove current Related Parties by using 'arrows'.
- Click on 'Save' button to review your pending request.
- Select 'I certify...' check box and click on 'Submit' button to complete your request.

American Wind, LLC

☐ I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

**4. Click the I want to change my Related Parties button to proceed.**

I want to change my Related Parties

Cancel Submit

### Related Parties ⓘ

- Select 'I want to change my Related Parties' button to add or remove your 'Related Parties'.
- Add or remove current Related Parties by using 'arrows'.
- Click on 'Save' button to review your pending request.
- Select 'I certify...' check box and click on 'Submit' button to complete your request.

Current PJM Members

Allegheny Electric Cooperative, Inc.

Blue Ridge Power Agency, Inc.

Borough of Butler, Butler Electric Division

Current Related Parties

American Wind, LLC

American Municipal Power, Inc.

5. Add or remove Current Related Parties by using the arrows. Click **Save** when finished.

### Related Parties ⓘ

- Select 'I want to change my Related Parties' button to add or remove your 'Related Parties'.
- Add or remove current Related Parties by using 'arrows'.
- Click on 'Save' button to review your pending request.
- Select 'I certify...' check box and click on 'Submit' button to complete your request.

American Wind, LLC

6. Check the certification check box if you are satisfied with the previewed selections. Click **Submit**. (Note: If you are not satisfied with the previewed selections and need to make changes, click I want to change my Related Parties button to make additional changes.)

### Pending Requests

Company	Action	Status
American Municipal Power, Inc.	Add	Under Review

☒ I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

Cancel Submit

### REQUESTING TO UPDATE MARKET PARTICIPATION STATUS IN PJM MARKETS

Members can submit a request to change how they participate in PJM's markets or submit a request to become an active Market Participant.

#### Submitting a Market Participant Request

1. Sign in and select **Maintenance**. ([See page 4 for details](#)).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Market Participant section of the dashboard to submit the request.

4. Click **Get Started** for each of the online forms to submit the required information.

Wind Test, LLC - Market Participant

**Company** Wind Test, LLC

**Membership Type** Voting Member

**Application Progress**

In Progress

Submitted

Under Re...

Completed

Cancelled

In order to become an active Market Participant ⓘ or change your Member's current Market Participation, the following online forms will need to be collected and reviewed by PJM.

<b>Market Participant</b>	Get Started →	Date Submitted:	Last Updated: 03.18.2021
Credit Contacts	Get Started →	Date Submitted:	Last Updated: 03.18.2021
Credit Application	Get Started →	Date Submitted:	Last Updated: 03.18.2021
Affiliate Disclosure	Get Started →	Date Submitted:	Last Updated: 03.18.2021

**Company** Wind Test, LLC

**Membership Type** Voting Member

**Application Progress**

In Progress
Submitted
Under Re...
Completed
Cancelled

In order to become an active Market Participant <sup>1</sup> or change your Member's current Market Participation, the following online forms will need to be collected and reviewed by PJM.

Market Participant	Get Started →	Date Submitted:	Last Updated: 03.18.2021
Credit Contacts	Completed	Date Submitted:	Last Updated: 09.27.2021
Credit Application	Continue →	Date Submitted:	Last Updated: 09.27.2021
Affiliate Disclosure	Completed	Date Submitted:	Last Updated: 09.27.2021

5. The online forms can be saved as a draft if you need to complete the form at a later time. Click **Continue** to review and continue working on a previously saved form.

☐

I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

6. Check the certification acknowledgment when you have completed the online forms. Click **Submit**.

**Company** Wind Test, LLC

**Membership Type** Voting Member

**Application Progress**

☒
Submitted
Under Re...
Completed
Cancelled

In order to become an active Market Participant <sup>1</sup> or change your Member's current Market Participation, the following online forms will need to be collected and reviewed by PJM.

Market Participant	View	Date Submitted: 09.27.2021	Last Updated: 09.27.2021
Credit Contacts	View	Date Submitted: 09.27.2021	Last Updated: 09.27.2021
Credit Application	View	Date Submitted: 09.27.2021	Last Updated: 09.27.2021
Affiliate Disclosure	View	Date Submitted: 09.27.2021	Last Updated: 09.27.2021

7. After submitting the Market Participant request, you can navigate to view the status of the application as well as the information that was submitted.

### ADDING, EDITING OR REMOVING PRINCIPALS (Market Participants Only)

Members can add, edit or remove Principals for their company.

#### Adding a Principal

1. Sign in and select **Maintenance**. (See page 4 for details).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Principal section of the dashboard to make changes.

#### Principals

Please enter information for the Top 5 most senior Principals at your company per BATS CFTC Rule 1.5(a)(1) and Q, sections II.A.7 and II.E.7. (See definition below for 5 required roles)

- "Principal" shall mean (i) the chief executive officer or senior manager that controls or directs strategy for the Participant, (ii) the chief legal officer or general counsel, (iii) the chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant, (iv) the chief risk officer or senior manager responsible for managing commodity and derivatives market risks, and (v) the officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets. If, due to the Participant's business enterprise, structure or otherwise, the functions attributed to any of such Principals are performed by an individual or entity separate from the Participant (such as a risk management department in an affiliate, or a director or manager at an entity that controls or invests in the Participant), then for that Participant the term Principal shall mean that individual, or the senior officer or manager of that entity, that performs such function.

4. Click on the **Add New** button. Each Principal requires a Principal Type. If a Principal Type is not displayed, use the Edit features to add Principal Types (See [Editing a Principal Section](#)).

First Name	Last Name	Date of Birth	Principal Type	Employer (if different than Member)	Actions
No records to display.					

#### Create & Assign Principal

Search for an existing contact. If that contact does not exist then create new.

Search by email...

Mary Tester  
mary.test@test.com

5. Search by email and select a person at your company who is already a contact with PJM to be assigned the role of Principal contact. Alternatively, click **Create Contact** to add a completely new Principal contact.

Search for an existing contact. If that contact does not exist then create new.

William Wind - williamwind@test.com

Cancel View Contact

6. In this case, an existing contact has been selected. Click on **View Contact**.

7. Complete the information in the pop-up form. Click **Add**. If you do not have all of the required information, click **Back** to return to the previous screen or **Cancel** to exit out of the form.

8. If the Employer for the Principal is a different company than the member company, search the list for other existing Member Companies or select **Other**. If Other is selected, enter the Employer Name in the additional box.

9. You can select one or more Principal Types as applicable for the contact.

### Create New Principal

\* Required

\* First name  
Sue

\* Last name  
Smith

\* Title  
CFO

\* Date of Birth  
Jan 1, 1970

\* Email  
sue.smith@test.com

Employer (if different than Member)  
Other

\* Employer Name  
Wind Test Parent Company

\* Select Principal Type(s)

- ☐ The chief executive officer or senior manager that controls or directs strategy for the Participant.
- ☐ The chief legal officer or general counsel (may include external counsel).
- ☒ The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant.
- ☐ The chief risk officer or senior manager responsible for managing commodity and derivatives market risks.
- ☒ The officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets.

\* Please provide a list of all previous companies for which this person has held the role of principal during the last five years.

Not applicable



- After clicking Add on the previous screen, you will be directed to the Pending New/Update Requests page. New Principal assignments will appear in this section until the form is certified and submitted (see Step 12).

First Name	Last Name	Date of Birth	Principal Type	Employer (if different than Member)	Actions
William	Wind	01.04.1977	<ul style="list-style-type: none"> <li>The chief executive officer or senior manager that controls or directs strategy for the Participant.</li> </ul>		
Sue	Smith	01.01.1970	<ul style="list-style-type: none"> <li>The chief financial officer or senior manager that</li> </ul>	Wind Test Parent Company	

If a Principal has been provided for the required role, a  will display. Otherwise, a  will display.	
	The chief executive officer or senior manager that controls or directs strategy for the Participant.
	The chief legal officer or general counsel (may include external counsel).
	The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant.

- The Principal Type Status shows the Principal Types that have been provided or are pending.

If a Principal has been provided for the required role, a  will display. Otherwise, a  will display.	
	The chief executive officer or senior manager that controls or directs strategy for the Participant.
	The chief legal officer or general counsel (may include external counsel).
	The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant.
	The chief risk officer or senior manager responsible for managing commodity and derivatives market risks.
	The officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets.

Certify

☒ I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

- Once individuals for all Principal Types have been provided, check the box next to the certification statement and click **Submit**.

- You will not be able to submit the form until all Principal Types are provided. You can exit out of the form to continue updating information at a later time. All information will remain in the Pending New/Update Requests status until you certify and click **Submit**.

### Removing a Principal

1. Sign in and select **Maintenance**. (See page 4 for details).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Principal section of the dashboard to make changes.

#### Principals

Please enter information for the Top 5 most senior Principals for your company per PJM Tariff, Attachment 2, sections III.C.7 and III.E.7. (See definition below for 5 required roles)

- "Principal" shall mean (i) the chief executive officer or senior manager that controls or directs strategy for the Participant, (ii) the chief legal officer or general counsel, (iii) the chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant, (iv) the chief risk officer or senior manager responsible for managing commodity and derivatives market risks, and (v) the officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets. If, due to the Participant's business enterprise, structure or otherwise, the functions attributed to any of such Principals are performed by an individual or entity separate from the Participant (such as a risk management department in an affiliate, or a director or manager at an entity that controls or invests in the Participant), then for that Participant the term Principal shall mean that individual, or the senior officer or manager of that entity, that performs such function.

Add New...

First Name	Last Name	Date of Birth	Principal Type	Employer (if different than Member)	Actions
William	Wind	01.04.1977	<ul style="list-style-type: none"> <li>The chief executive officer or senior manager that controls or directs strategy for the Participant.</li> </ul>		
Mary	Tester	04.19.1980	<ul style="list-style-type: none"> <li>The chief legal officer or general counsel (may include external counsel).</li> </ul>		

#### Remove

Are you sure you want to remove this Contact as Principal?

Cancel Remove

4. Click on the **Trash Can/Delete** icon.

5. Confirm you want to remove the contact as a Principal, then click **Remove** to continue or **Cancel** to cancel the request.



6. After clicking Remove, you will be taken to the Pending Remove Requests page. Requests to remove Principals will appear in the **Pending Remove Requests** section until the form is certified and submitted (see Step 8).

### Pending Remove Requests

William Wind has been removed as a principal.

### Principal Type Status

If a Principal has been provided for the required role, a ✓ will display. Otherwise, a ✗ will display.

✗	The chief executive officer or senior manager that controls or directs strategy for the Participant.
✓	The chief legal officer or general counsel (may include external counsel).

### Principal Type Status

If a Principal has been provided for the required role, a ✓ will display. Otherwise, a ✗ will display.

✓	The chief executive officer or senior manager that controls or directs strategy for the Participant.
✓	The chief legal officer or general counsel (may include external counsel).
✓	The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant.
✓	The chief risk officer or senior manager responsible for managing commodity and derivatives market risks.
✓	The officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets.

### Certify

☒ I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

7. The **Principal Type Status** shows whether a type has been provided or is pending. Follow the [Adding a Principal instructions](#) to provide Principals for all types.


8. Once individuals for all Principal Types have been provided, check the box next to the certification statement and click **Submit**.

9. You will not be able to submit the form until all Principal Types are provided. You can exit out of the form to continue at a later time. All information will remain in the **Pending New/Update Requests** or **Pending Remove Requests** status.

### Editing a Principal

1. Sign in and select **Maintenance**. (See page 4 for details).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Principal section of the dashboard to make changes.

4. Click on the **Edit** icon.

Employer (if different than Member)	Actions
that	

5. Update the information in the pop-up form. Click **Save**.

### Principal Contact Update

\* Required

\* First name: Ed

\* Last name: Tester

\* Title: Chief Risk Officer

\* Date of Birth: Jun 1, 1960

\* Email: ed.test@test.com

Employer (if different than Member): -- Select a Company --

\* Select Principal Type(s)

- ☒ The chief executive officer or senior manager that controls or directs strategy for the Participant.
- ☐ The chief legal officer or general counsel (may include external counsel).
- ☐ The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant.
- ☒ The chief risk officer or senior manager responsible for managing commodity and derivatives market risks.
- ☐ The officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets.


\* Please provide a list of all previous companies for which this person has held the role of principal during the last five years.

None

6. If the Employer for the Principal is a different company than the member company, search the list for other existing Member Companies or select **Other**. If Other is selected, enter the Employer Name in the additional box.

7. You can select one or more Principal Types as applicable for the contact.

8. After clicking Save, you will be taken to the Pending New/Update Requests page. Updates will appear in this section until the form is certified and submitted (see Step 10).

Pending New/Update Requests					
First Name	Last Name	Date of Birth	Principal Type	Employer (if different than Member)	Actions
Ed	Tester	06.01.1960	<ul style="list-style-type: none"> <li>The chief executive officer or senior manager that controls or directs strategy for the Participant.</li> <li>The chief risk officer or senior manager responsible for managing commodity and derivatives market risks.</li> </ul>		

9. You will not be able to submit the form until all Principal Types are provided. You can exit out of the form to continue at a later time. All information will remain in the Pending New/Update Requests or Pending Remove Requests status.

### Principal Type Status

If a Principal has been provided for the required role, a ✓ will display. Otherwise, a ✗ will display.

✓	The chief executive officer or senior manager that controls or directs strategy for the Participant.
✓	The chief legal officer or general counsel (may include external counsel).
✓	The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant.
✓	The chief risk officer or senior manager responsible for managing commodity and derivatives markets.
✓	The officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets.

### Certify

☒ I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

Submit

10. Once individuals for all Principal Types have been provided, check the box next to the certification statement and click **Submit**.

### REQUESTING TO CREATE A PRINCIPAL AGENT DECLARATION OF AUTHORITY (DOA)

1. Sign in and select **Maintenance**. ([See page 4 for details](#)).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click on the **New Request** button.
3. Click **Get Started** in the Principal Agent DOA section of the dashboard to make changes.

Have you communicated with a PJM Client Manager to discuss the specifics of this Principal Agent DOA request?  
Note: This will expedite the DOA process and help to ensure the request is processed properly.

4. Confirm you have communicated with a PJM Client Manager and click **Yes** to continue.

5. If you have not communicated with a PJM Client Manager, click **No** and provide additional information. A case with your Client Manager will be created.

Have you communicated with a PJM Client Manager to discuss the specifics of this Principal Agent DOA request?  
Note: This will expedite the DOA process and help to ensure the request is processed properly.

\* Additional Information

6. Refer to the [Principal Agent Declaration of Authority User Guide](#) for detailed information on the form.