

INITIATING A DOA IN PJM'S MEMBERSHIP MAINTENANCE COMMUNITY

Full Responsibility and Principal Agent DOAs can only be requested through the Membership Maintenance Feature of the Membership Management Community site by officers authorized representatives and maintenance managers of member companies.

For the Full Responsibility DOA, the party requesting the DOA must be a PJM member company.

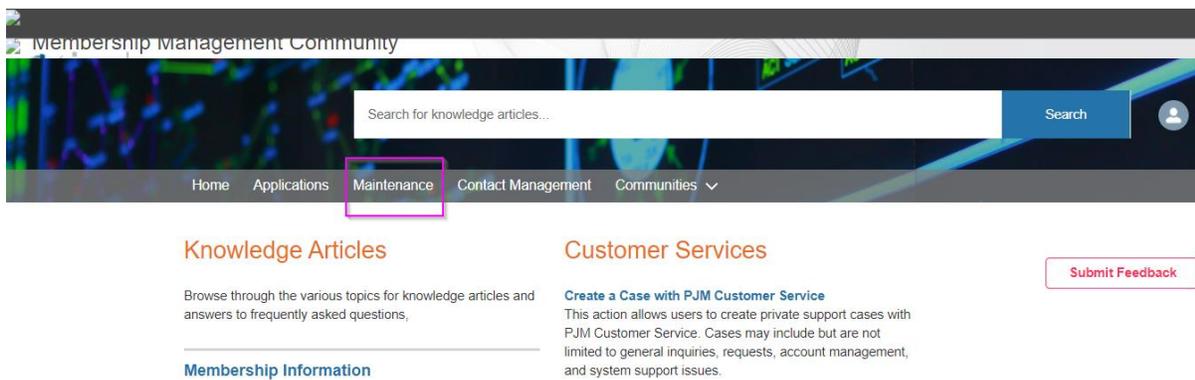
For the Principal Agent DOA, only the Principal party can request the DOA.

Sign in by navigating to the [Membership Management Community](#) page on pjm.com and clicking **Sign In**.

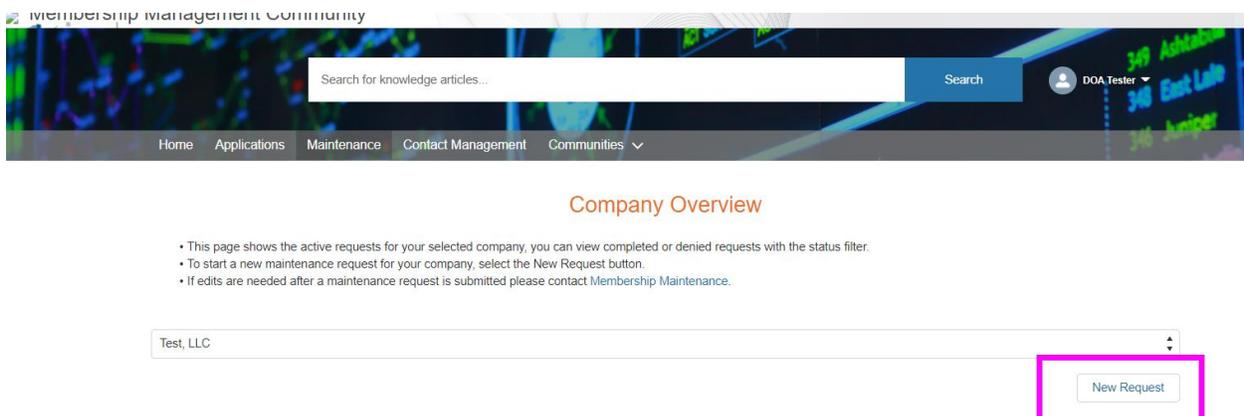
PJM.com Home page > Markets & Operations > PJM Tools > Membership Management Community

Detailed instructions for logging into the Membership Management Community can be found in the [Member Maintenance User Guide](#).

1. From Member Management Community – select **Maintenance** from top navigation bar.



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. From the Member Maintenance Dashboard – select type of DOA

The screenshot displays the 'Test Voting Member - Company Requests' dashboard. At the top, there is a navigation bar with links for Home, Applications, Maintenance, Contact Management, and Communities. Below the navigation bar, the title 'Test Voting Member - Company Requests' is centered. The dashboard contains several request cards, each with a title, a description, and a 'Get Started' button. Two cards are highlighted with purple boxes: 'Principal Agent DOA' and 'Full Responsibility DOA'. The 'Principal Agent DOA' card has the text 'Request to create Declaration of Authority.' and the 'Full Responsibility DOA' card has the text 'Request to create Full Responsibility Declaration of Authority.' Other cards include 'Company Account Manager', 'Affiliate Disclosure', 'Company Name Change', 'Company Withdraw', 'Change Voting Member', 'Manage Sub Accounts', 'Contact Management', 'Market Participant', 'Principal', and 'Company Corporate Inform...'. Each card also includes a brief description of the request.

4. Follow steps to complete DOA request in Member Maintenance.
5. Upon completion, PJM Client Management will review DOA request and reach out to the member if there are any questions.
6. The DOA will be sent out for electronic signature using DocuSign and all parties will receive a copy of the fully executed document when complete.
7. Contact Custsvc@pjm.com with any questions.