

Annual Member Recertification User Guide



January 2024

Contents

Overview	1
Logging In to the Membership Management Community – Maintenance	2
Annual Recertification	3
Recertify Company Account Managers (CAMs) for Your Company – Designate a CAM	4
Recertify CAMs for Your Company – Revoke a CAM	7
Recertify Contact Manager(s) for Your Company – Designate a Contact Manager	10
Recertify Contact Manager(s) for Your Company – Revoke a Contact Manager	13
Request To Update Your Affiliate Disclosure	17
Recertify Sector for Your Company – No Sector Change	33
Recertify Sector for Your Company – Change Sector Selection	35
Electric Distributor	37
End-Use Customer	38
Generation Owner	39
Other Supplier	40
Transmission Owner	41
Recertify Related Parties for Your Company (Electric Distributor Sector Only)	44
Recertify Principal Contacts for Your Company (Market Participants Only) – Adding a Principal	47
Recertify Principal Contacts for Your Company (Market Participants Only) – Removing a Principal	52
Recertify Principal Contacts for Your Company (Market Participants Only) – Editing a Principal	56
Recertify Corporate Company Information for Your Company	51
Recertification in Progress	60
Recertification Completion	69

Overview

As a requirement of Operating Agreement, section 11.3.1 (a), Members must maintain complete and accurate records. This includes the maintenance of correct and updated Member and Affiliate information, appropriate personnel contacts, organizational structure, and other information as reasonably requested by the Office of the Interconnection to ensure the accuracy and completeness of Member records. To ensure that PJM has the most accurate and up-to-date membership information on file, PJM requires that Members annually recertify the following:

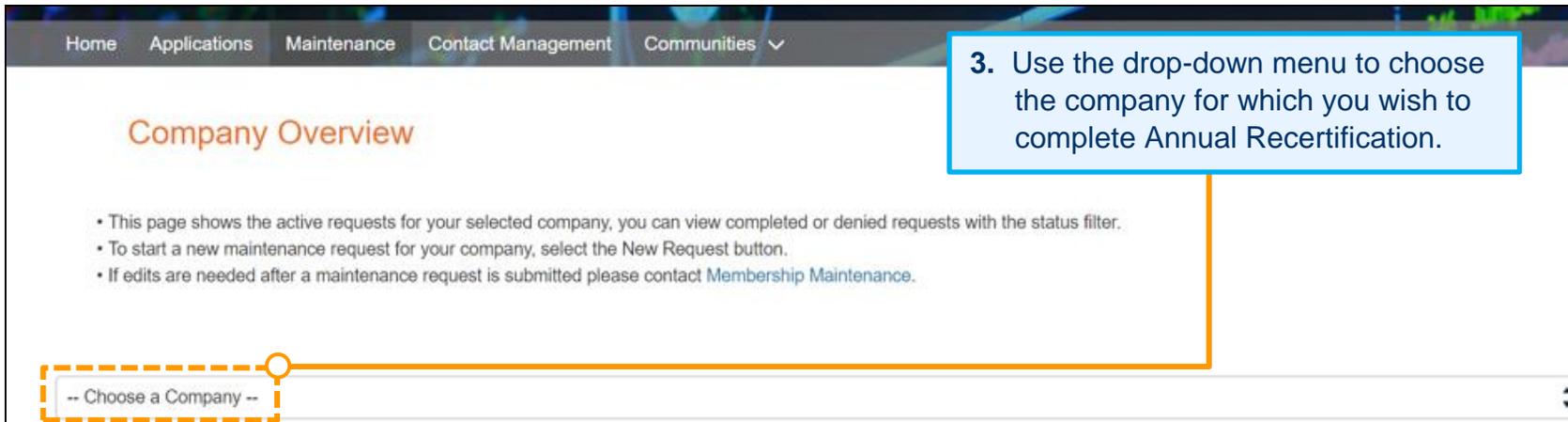
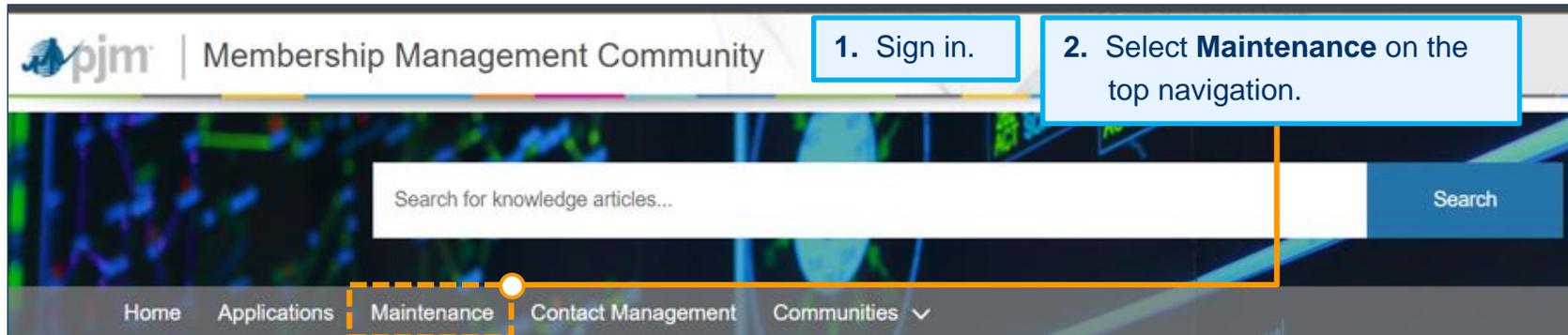
- Sector Selection
- Affiliate Disclosure information
- Related Party information
- Contact Manager designation
- Company Account Manager designations
- Corporate Company information

Members that are Market Participants must also recertify Principals. Additionally, officers of Market Participant companies must complete an Officer Certification form. The recertification of this information must be completed by an officer, authorized representative or maintenance manager.

The Member Maintenance feature in the Membership Management Community was designed to make it easier for Members to complete the Annual Recertification, including the maintenance of company name changes, Affiliate Disclosures, Company Account Managers (CAMs), withdrawal requests, changes to voting, management of subaccounts and maintenance of Contact Managers. It also provides transparent and centralized processes for improved data quality and provides enhanced security by establishing officers, authorized representatives and maintenance managers as responsible for maintaining the information required by PJM.

Logging In to the Membership Management Community – Maintenance

Officers, authorized representatives and maintenance managers can sign in by navigating to PJM.com > Markets and Operations > PJM Tools > [Membership Management Community](#).



Annual Recertification

The Member Maintenance functionality allows officers, authorized representatives and maintenance managers to complete Annual Recertification.

Home Applications Maintenance Contact Management Communities

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](#).

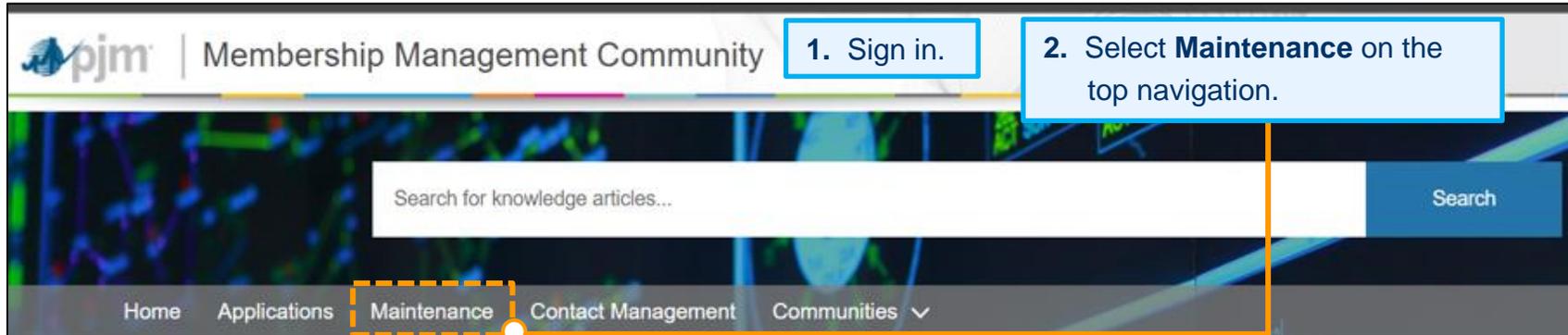
Wind Test, LLC

New Request

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started
Affiliate Disclosure (Recertification)	Recertification		12.15.2022	Get Started
Contact Management (Recertification)	Recertification		12.15.2022	Get Started
Sector Selection (Recertification)	Recertification		12.15.2022	Get Started

Recertify Company Account Managers (CAMs) for Your Company – Designate a CAM



- 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

3. Choose the company for which you are completing the Annual Recertification. The list of recertification items will appear in a table. Click **Get Started** for CAM (Recertification).

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started

Wind Test, LLC - Company Account Managers

4. To add a new Company Account Manager (CAM), click **Add New**.

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
-----------	------------	-----------	---------

Add New...

Create New Company Account Manager

* Required

A user must have an existing account in order to be designated as a CAM.

5. Complete the information in the pop-up form. Click **Add**.
(Note: A person must have an existing Account Manager user account 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

Wind Test, LLC - Company Account Managers

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.

[Add New...](#)

User Name	First Name	Last Name	Actions
HS_WIND	Howard		
JJ_WIND	John	Jones	Revoke

Pending Requests

Request	Submitted Date	Actions
CAM - Add New CAM Wind, Test for Wind Test, LLC	03.10.2020	<input type="checkbox"/>
CAM - Add New CAM User, Guide for Wind Test, LLC	02.28.2020	<input type="checkbox"/>
CAM - Revoke CAM Howard, Smith for Wind Test, LLC	03.02.2020	<input type="checkbox"/>

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

[Submit](#)

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. Check the box next to the certification statement and click **Submit**.

[MJM1]

Recertify CAMs for Your Company – Revoke a CAM

1. Sign in.

2. Select **Maintenance** on the top navigation.

3. Choose the company for which you are completing the Annual Recertification. The list of recertification items will appear in a table. Click **Get Started** for CAM (Recertification).

Wind Test, LLC

New Request

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started

Home Applications Maintenance Contact Management Communities ▾

Wind Test, LLC - Company Account Managers

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	Revoke

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

Revoke Access

5. Check the box by the removal confirmation statement to remove the CAM from all associated accounts (subaccounts) if applicable or leave unchecked. Click **Revoke**.

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

Please remove CAM from all associated accounts.

Cancel Revoke

Wind Test, LLC - Company Account Managers

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.

6. After clicking **Revoke**, a Pending Requests section will appear on the page where you can view your request to revoke the person from the CAM role. Check the box next to the certification statement and click **Submit**.

User Name	First Name	Last Name	Actions
HS_WIND	Howard	Smith	<input type="button" value="Revoke"/>
JJ_WIND	John	Jones	<input type="button" value="Revoke"/>

Pending Requests

Request	Submitted Date	Actions
CAM - Revoke CAM Howard, Smith for Wind Test, LLC	03.10.2020	<input type="checkbox"/>
CAM - Add New CAM Wind, Test for Wind Test, LLC	03.10.2020	<input type="checkbox"/>
CAM - Add New CAM User, Guide for Wind Test, LLC	02.28.2020	<input type="checkbox"/>
CAM - Revoke CAM Howard, Smith for Wind Test, LLC	03.02.2020	<input type="checkbox"/>

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

Recertify Contact Manager(s) for Your Company – Designate a Contact Manager

The screenshot shows the PJM Membership Management Community interface. At the top, there is a navigation bar with 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". A callout box labeled "1. Sign in." points to the top right corner. Another callout box labeled "2. Select **Maintenance** on the top navigation." points to the "Maintenance" menu item. Below the navigation bar, the user's company name "Wind Test, LLC" is displayed. A callout box labeled "3. Choose the company for which you are doing the Annual Recertification. The list of recertification items will appear in a table. Click **Get Started** for Contact Management (Recertification)." points to the "Get Started" button for the "Contact Management (Recertification)" row in the table below.

1. Sign in.

2. Select **Maintenance on the top navigation.**

Wind Test, LLC

3. Choose the company for which you are doing the Annual Recertification. The list of recertification items will appear in a table. Click **Get Started for Contact Management (Recertification).**

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started
Affiliate Disclosure (Recertification)	Recertification		12.15.2022	Get Started
Contact Management (Recertification)	Recertification		12.15.2022	Get Started

Annual Member Recertification User Guide

Hover over the “i” icon to see information about Contact Managers. Every time you see one of these icons, hover over it for more information about the related role or topic. These icons are available in this document for Contact Managers, Affiliate Disclosure, Related Parties and Principals.

Contact Managers

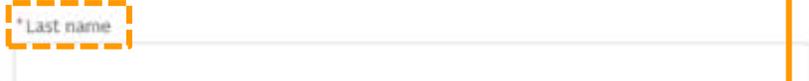
4. Click **Add New**.



First Name	Last Name	Email	Phone	Title	Employer	Actions
Test-ContMgr	User	monica.burkett@pjm.com				<input type="button" value="Revoke"/>

Create New Contact Manager

* Required



5. Complete the Create New Contact Manager form and click **Add**. (Note: PJM User Name and Group email are not required). Upon clicking **Add**, your request will be submitted.

Annual Member Recertification User Guide

- After submitting your request to add a new Contact Manager, you will be directed to the page below where you can view Pending Requests, which will include your request to add a new Contact Manager. Check the box next to the certification statement. Click **Submit**.

Home Applications Maintenance Contact Management Communities ▾

Wind Test, LLC - Contact Management Recertification

Contact Managers ⊕

Add New...

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

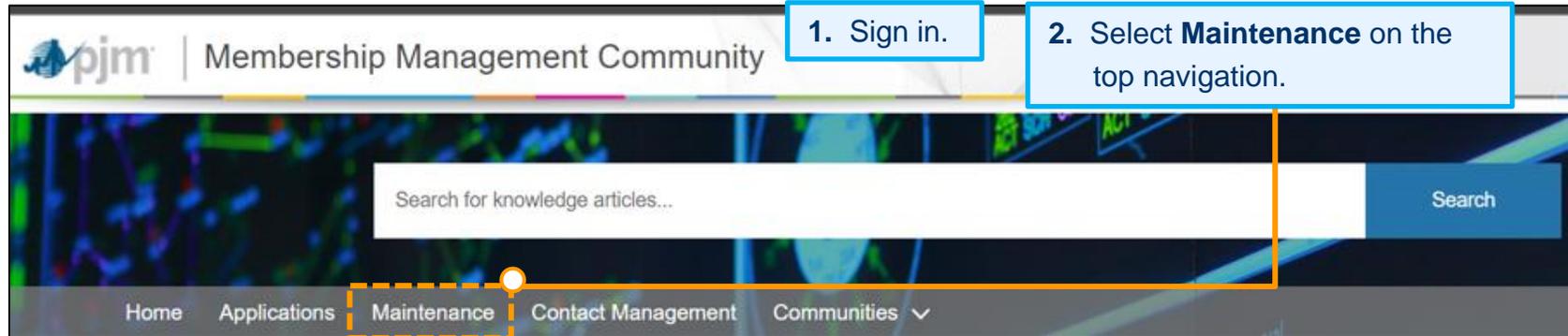
Pending Requests

Request	Submitted Date	Actions
Contact Management - Add New Contact Manager Wind, Tester for Wind Test, LLC	03.10.2020	<input type="checkbox"/>
Contact Management - Revoke Contact Manager Test-ContMgr, User for Wind Test, LLC	02.28.2020	<input type="checkbox"/>
Contact Management - Add New Contact Manager Test, User for Wind Test, LLC	02.28.2020	<input type="checkbox"/>

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

Submit

Recertify Contact Manager(s) for Your Company – Revoke a Contact Manager



Wind Test, LLC

3. Choose the company for which you are to certify. Click **Get Started** for Contact Management (Recertification).

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get started
Principal (Recertification)	Recertification		12.15.2022	Get started
CAM (Recertification)	Recertification		12.15.2022	Get started
Affiliate Disclosure (Recertification)	Recertification		12.15.2022	Get started
Contact Management (Recertification)	Recertification		12.15.2022	Get Started

[EG2]

Home Applications Maintenance Contact Management Communities ▾

Wind Test, LLC - Contact Management

4. Click Revoke.

Contact Managers ⓘ

Add New...

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

Back

Revoke Access

Are you sure you want to remove this Contact?

5. Click Revoke.

Cancel Revoke

Annual Member Recertification User Guide

- After submitting your 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. Check the box next to the certification statement. Click **Submit**.

Wind Test, LLC - Contact Management Recertification

Contact Managers ⓘ Add New...

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 - Revoke Contact Manager Test-ContMgr, User for Wind Test, LLC	03.10.2020	⊘
Contact Management - Revoke Contact Manager Test-ContMgr, User for Wind Test, LLC	02.28.2020	⊘
Contact Management - Add New Contact Manager Test, User for Wind Test, LLC	02.28.2020	⊘
Contact Management - Add New Contact Manager Wind, Tester for Wind Test, LLC	03.10.2020	⊘

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

Submit

Request To Update Your Affiliate Disclosure

1. Sign in.

2. Select **Maintenance on the top navigation.**

3. Choose the company for which you wish to certify or update your Affiliate Disclosure. Click **Get Started for Affiliate Disclosure (Recertification).**

Membership Management Community

Search for knowledge articles... Search

Home Applications **Maintenance** Contact Management Communities

Company Overview

- This page shows the active requests for your selected company, you can view complete details.
- 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 Services.

Wind Test, LLC

New Request

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
All	All			
Officer Certification (Recertification)	Recertification		04.15.2024	Get Started
Principal (Recertification)	Recertification		03.31.2024	Get Started
CAM (Recertification)	Recertification		03.31.2024	Get Started
Related Parties (Recertification)	Recertification		03.31.2024	Get Started
Affiliate Disclosure (Recertification)	Recertification		03.31.2024	Get Started

Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure

- If changes are not needed, please select the certification check box at the bottom of the screen and click 'Submit'.
- Click on [Print View](#) to open the printable view in next window.

Affiliate Definition per the Operating Agreement

Voting Member:

If a change is needed to your Voting Member, navigate to the Change Voting Member Request after all Affiliate Disclosure updates are submitted. Please note all Member Affiliate updates need to be approved by PJM before a new Voting Member can be selected.

Member Affiliations

No records to display.

Edit

Non-member Publicly Traded Affiliations

Company Name	Stock Information/Ticker symbol/CUSIP
Testing Dups, LLC	<input checked="" type="checkbox"/>
Testing Dups, LLC	<input checked="" type="checkbox"/>
Megan Company LLC	<input checked="" type="checkbox"/>
Testing Dups, LLC	<input checked="" type="checkbox"/>

Edit

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

Cancel

Save and continue later

Submit

4. If changes are not needed, check the box next to the certification statement. Click **Submit**.

Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure ⓘ

- If changes are not needed, please select the certification check box at the bottom of the screen and click 'Submit'.
- Click on [Print View](#) to open the printable view in next window.

Affiliate Definition per the Operating Agreement

Voting Member:

If a change is needed to your Voting Member, navigate to the Change Voting Member Request after all Affiliate Disclosure updates are submitted. Please note all Member Affiliate updates need to be approved by PJM before a new Voting Member can be selected.

Member Affiliations

No records to display.



5. To Add/Remove/Update Affiliate Information, select the Edit button for the section(s) that needs to be updated.

Non-member Publicly Traded Affiliations

Company Name	Stock Information/Ticker symbol/CUSIP
Testing Dups, LLC	
Testing Dups, LLC	
Megan Company LLC	
Testing Dups, LLC	



5a. To Add/Remove/Update Affiliate Information, select the **Edit** button for the section(s) that needs to be updated.

Non-member Non-publicly Traded Affiliations

No Files to display.

Edit

Corporate Parents

Company Name	Stock symbol/Ticker symbol/CUSIP number	Immediate Corporate	Ultimate Corporate
Megan Company LLC		✓	
Testing Again, LLC			✓
Testing Dups, LLC			✓
Testing Dups, LLC			✓
Testing Dups, LLC			✓
Wind Test, LLC		✓	✓

Edit

Corporate Structure Organizational Chart

No Files to display.

Edit

Note: The following pages will have instructions for each section.

Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure ⓘ

6. Add or remove current member affiliations by using the arrows. Click **Save** when finished.

Member Affiliations

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

Current PJM Members

- 527 Energy Inc.
- 7 Bridges Solar, LLC
- AC Energy, LLC
- Acciona Energy North America Corporation
- ACT Commodities Inc.

Currently Affiliated Members

-

Cancel

Save

7. If applicable, add or remove any non-member publicly traded Affiliates per the PJM Operating Agreement definition of Affiliate. Click **Save and close** when finished.

- Click **Add** to enter the information of the non-member publicly traded Affiliates.
- Select the **trash can** icon to delete existing non-member publicly traded Affiliates.

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 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.
- If you need to update the company name, please contact Membershipforms@pjm.com.

Company Name	Stock Information/Ticker symbol/CUSIP	Remove
Test Company		

7a. If applicable, click **pencil icon** to edit Stock Information/Ticker symbol/CUSIP. Select save and close upon completion.

8. Enter the Company Name. Enter the Employee Identification Number (EIN) and website if available. Check the applicable Corporate Relationship Type. Click **Next**.

New Affiliation: Non-member Affiliation

* Company Name

Employee Identification Number (EIN)

CUSIP

Type

Immediate Parent

Ultimate Parent

Website

New Affiliation: Non-member Affiliation

Stock Symbols and Stock Exchange Information

Stock Symbol/Ticker Symbol	Stock Exchange	Actions
No records to display.		

9. If the company is not publicly traded, click **Save** to save the company information you entered on the previous screen.

If the company is publicly traded, click **Add New** to add Stock Symbol/Ticker Symbol and Stock Exchange. These fields are required. Click **Save** when finished adding all stock information.

[EG3]

Create New Stock Symbol

10. Add Stock Symbol/Ticker Symbol and Stock Exchange. These fields are required. Click **Add**.

Home Applications Maintenance Contact Management Communities

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 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.
- If you need to update the company name, please contact Membershipforms@pjm.com.

Company Name	Stock Information/Ticker symbol/CU SIP	Remove
Test Company		
Wind Test 2 LLC		
Wind Test Three		
Wind Test 4		
Test Four		

+ Add

Save and close

Save.

12. Click **Save and close.**



13. To update Non-member Non-publicly Traded Affiliations, click **Edit**.

Non-member Non-publicly Traded Affiliations

No Files to display.

Edit

Home Applications Maintenance Contact Management Communities

Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure ⓘ

14. If applicable, upload an Excel or PDF document containing all non-member non-publicly traded affiliations. Documents such as company annual reports are acceptable. Click **Save**.

Non-member Non-publicly Traded Affiliations

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

If applicable, review previously uploaded files. Select the trash can icon to delete files that are no longer applicable.

No Files are linked please upload file(s).

Edit Non-member Non-publicly Traded Affiliations

If applicable, upload new files containing all non-member non-publicly traded Affiliations.

Upload Files Or drop files

Accepted file types: .XLS, .DOC, .DOCX, .PDF

Cancel Save

Home Applications Maintenance Contact Management Communities

Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure

Corporate Parents

- Please identify if any affiliates of the applicant 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 applicant.
- Select the pencil icon to edit any details for newly added Corporate Parents.
- Select the trash can icon to delete any newly added Corporate Parents.
- Select the 'Preview and Submit' button to proceed to the preview screen to review changes prior to submittal.

Company Name	Stock symbol/Ticker symbol/CUSIP number	Immediate Corporate	Ultimate Corporate	Not Applicable
Test Company		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Four		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wind Test 2 LLC		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wind Test 4		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wind Test Three		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ Add

Cancel Save

Wind Test, LLC - Affiliate Disclosure

15. Corporate Parents

- Identify if any Affiliates of the Member are 'Immediate Corporate' and/or 'Ultimate Corporate' Parents. Select **Not Applicable** if this does not apply.
- Click **Add** to enter the information of the Member's Corporate Parent.

New Corporate Parent

16. Enter the New Corporate Parent information, then click next.

* Select Member Company
-- Select a Company --

Employer Identification Number (EIN)

CUSIP

* Type
 Immediate Parent Ultimate Parent

Website

New Corporate Parent

Note: If the company is not publicly traded, click Save. If the company is publicly traded, click Add New to add the company stock information.

Stock Symbols and Stock Exchange Information

Stock Symbol/Ticker Symbol	Stock Exchange	Actions
No records to display.		

Create New Stock Symbol

* Required

* Stock Symbol/Ticket symbol

* Stock Exchange

-- Select a Stock Exchange --

Cancel

Add

17. If the company is not publicly traded, click **Save** to save the company information you entered on the previous screen.

If the company is publicly traded, click **Add New** to add Stock Symbol/Ticker Symbol and Stock Exchange. These fields are required. Click **Save** when finished adding all stock information.

New Corporate Parent

Stock Symbols and Stock Exchange Information

Add New...

Stock Symbol/Ticker Symbol	Stock Exchange	Actions
TE	New York Stock Exchange (NYSE)	 

Cancel

Save

Home Applications Maintenance Contact Management Communities

Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure

Corporate Parents

- Please identify if any affiliates of the applicant 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 applicant's Corporate Parent that were not previously identified.
- Select the pencil icon to edit any details for newly added Corporate Parents.
- Select the trash can icon to delete any newly added Corporate Parents.
- Select the 'Preview and Submit' button to proceed to the preview screen to review changes prior to submittal.

Company Name	Stock symbol/Ticker symbol/CUSIP number	Immediate Corporate	Ultimate Corporate	Not Applicable
Test Company		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Test Four		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wind Test 2 LLC		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wind Test 4		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wind Test Three		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[+ Add](#)

[Cancel](#) [Save](#)

18. Click Save.

19. Click **Edit** to add an organizational structure chart showing the corporate ownership and affiliated company relationships. This document should include all Affiliates (PJM & non-members), the investors, and shareholders with percentages of ownership of each.

Corporate Structure Organizational Chart

No Files to display.

Edit

Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure ⓘ

Corporate Structure Organizational Chart

Uploaded files such as Corporate Structure Organizational Chart (including percentages of ownership) are acceptable for this section.

If applicable, review previously uploaded files. Select the trash can icon to delete files that are no longer applicable.

No Files are linked please upload file(s).

Edit Corporate Structure Organizational Chart

Please upload a Corporate Structure Organizational Chart (including percentages of ownership). Corporate Structure ORG chart should be inclusive of ALL affiliated entities (PJM Member or non-member entities).

Upload Files Or drop files

Accepted file types: .XLS, .DOC, .DOCX, .PDF

20. Click **Upload Files** and then click **Save**.

Cancel Save

Annual Member Recertification User Guide

21. After all Affiliate Disclosure updates are saved, please click the **I certify check box** to enable the Submit button to submit your updates.

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

Cancel Save and continue later Submit

22. Click **Submit**.

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

Cancel Save and continue later Submit

Recertify Sector for Your Company – No Sector Change

The screenshot shows the PJM Membership Management Community interface. At the top, the PJM logo and 'Membership Management Community' are visible. A search bar is present with the placeholder text 'Search for knowledge articles...'. Below the search bar is a navigation menu with items: Home, Applications, Maintenance, Contact management, and Communities. A callout box labeled '1. Sign in.' points to the top right area. Another callout box labeled '2. Select Maintenance on the top navigation.' points to the 'Maintenance' menu item. Below the navigation menu, the user's company name 'Wind Test, LLC' is displayed. A callout box labeled '3. Choose the company for which you wish to certify. Click Get Started for Sector Selection (Recertification).' points to the 'Get Started' button in the 'Sector Selection (Recertification)' row of the table below.

1. Sign in.

2. Select Maintenance on the top navigation.

3. Choose the company for which you wish to certify. Click Get Started for Sector Selection (Recertification).

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started
Affiliate Disclosure (Recertification)	Recertification		12.15.2022	Get Started
Contact Management (Recertification)	Recertification		12.15.2022	Get Started
Sector Selection (Recertification)	Recertification		12.15.2022	Get Started

Wind Test, LLC - Sector Selection

From the sector options below, based on your intended participation in PJM's electricity market and your organization's line of business, determine your company's eligibility for membership in one of the following sectors. Note that you should select the sector that best represents your Active and Significant Business interest as defined by the Operating Agreement excerpted below.

Current Sector: Electric Distributor

* Is the Applicant/Member changing sectors?

Yes No

Expand/Collapse All

- ▶ Electric Distributor
- ▶ End-Use Customer
- ▶ Generation Owner
- ▶ Other Supplier
- ▶ Transmission Owner

* Does the Applicant/Member qualify for any other sectors?

Yes No

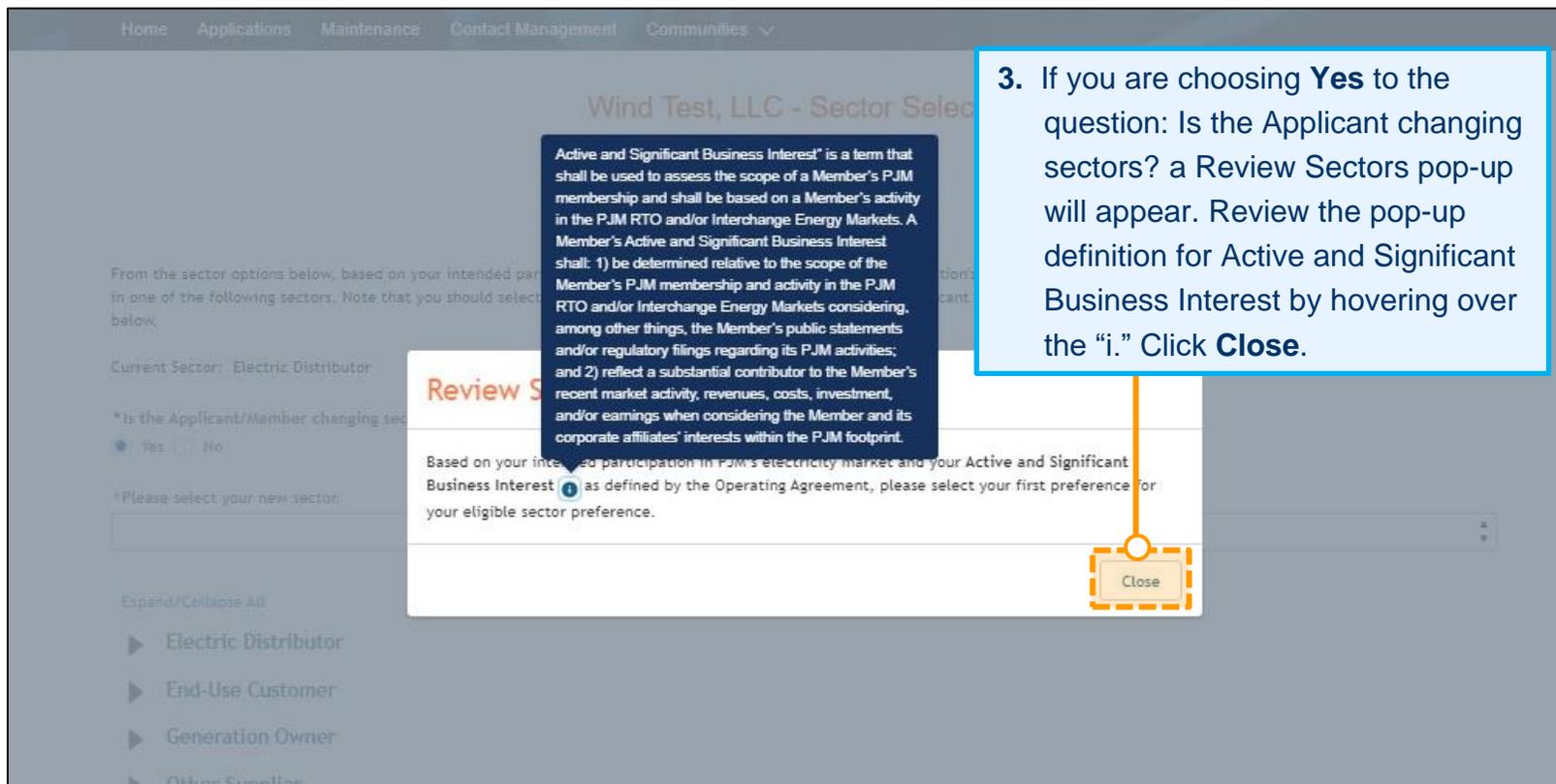
* I certify the provided information is true correct and complete to the best of my knowledge, information and belief.

Cancel

Submit

4. If you are not changing sectors, choose **No** to the question: Is the Applicant/Member changing sectors? If you do not qualify for any other sectors, choose **No** to the question: Does the Applicant/Member qualify for any other sectors? Check the box next to the certification statement if you are satisfied with your selections. Click **Submit**.

Recertify Sector for Your Company – Change Sector Selection



4. A drop-down list of the sectors will appear.

Wind Test, LLC - Sector Selection

From the sector options below, based on your intended participation in PJM's electricity market and your organization's line of business, determine your company's eligibility for membership in one of the following sectors. Note that you should select the sector that best represents your Active and Significant Business interest as defined by the Operating Agreement excerpted below.

Current Sector: Electric Distributor

*Is the Applicant/Member changing sectors?
 Yes No

*Please select your new sector.

Electric Distributor
End-Use Customer
Generation Owner
Other Supplier
Transmission Owner

- ▶ End-Use Customer
- ▶ Generation Owner
- ▶ Other Supplier
- ▶ Transmission Owner

ELECTRIC DISTRIBUTOR

*Please select your new sector.

Electric Distributor

Expand/Collapse All

- ▶ Electric Distributor
- ▶ End-Use Customer
- ▶ Generation Owner
- ▶ Other Supplier
- ▶ Transmission Owner

*Does the Applicant/Member own or lease with rights equivalent to ownership electric distribution facilities that are used to provide electric distribution service to electric load within the PJM Region?

Yes No

*Is the Applicant/Member a generation and transmission cooperative or a joint municipal agency that has a member that owns electric distribution facilities used to provide electric distribution service to electric load within the PJM Region?

Yes No

Provide supporting documentation.

Or drop files

Accepted file types: doc, docx, pdf.

Provide state commission authorization as applicable.

Or drop files

Accepted file types: doc, docx, pdf.

*Does the Applicant/Member qualify for any other sectors?

Yes No

Use this space to provide additional notes, answers, or responses based on the Applicant's/Member's selections above.

*Explain the reason/justification for the sector change.

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

5. Answer the questions specific to the sector you selected. You may only choose one selection as your primary sector. Click **Submit** when you are done. The following pages include screenshots of the questions for each sector.

END-USE CUSTOMER^[EG4]

*Please select your new sector.

End-Use Customer

Expand/Collapse All

- ▶ Electric Distributor
- ▶ End-Use Customer
- ▶ Generation Owner
- ▶ Other Supplier
- ▶ Transmission Owner

*Is the Applicant/Member a retail end-user of electricity within the PJM Region?
 Yes No

*Does the Applicant/Member own generation?
 Yes No

*Does the Applicant/Member qualify for any other sectors?
 Yes No

Use this space to provide additional notes, answers, or responses based on the Applicant's/Member's selections above.

*Explain the reason/justification for the sector change.

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

Cancel Submit

GENERATION OWNER

*Please select your new sector.

Generation Owner

Expand/Collapse All

- ▶ Electric Distributor
- ▶ End-Use Customer
- ▶ Generation Owner
- ▶ Other Supplier
- ▶ Transmission Owner

Can the Applicant/Member provide information that shows evidence for ownership, lease or operation of one or more generation resources located in the PJM Region. This may include an ISA or WMPA with PJM or evidence that a planned generation resource is in the PJM interconnection queue.

Or drop files

Accepted file types: doc, docx, pdf.

*For a planned generation resource, has the Applicant/Member cleared an RPM auction?

Yes No

*Is the Applicant/Member primarily a retail end-user of electricity that owns generation?

Yes No

*Does the Applicant/Member qualify for any other sectors?

Yes No

Use this space to provide additional notes, answers, or responses based on the Applicant's/Member's selections above.

*Explain the reason/justification for the sector change.

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

OTHER SUPPLIER

*Please select your new sector.

Other Supplier

Expand/Collapse All

- ▶ Electric Distributor
- ▶ End-Use Customer
- ▶ Generation Owner
- ▶ Other Supplier
- ▶ Transmission Owner

*Is the Applicant/Member engaged in buying, selling or transmitting electric energy, capacity, ancillary services, financial transmission rights or other services available under PJM's governing documents in or through PJM or has a good faith intent to do so?

Yes No

*Does the Applicant/Member qualify for the Generation Owner, Electric Distributor, Transmission Owner or End-Use Customer sectors?

Yes No

*Can the Applicant/Member provide documents such as a FERC order granting Market-Based Rate Authority?

Yes No

Please provide a written statement to demonstrate meeting the qualifications for the Other Supplier Sector:

Or drop files

Accepted file types: doc, docx, pdf.

*Does the Applicant/Member qualify for any other sectors?

Yes No

Use this space to provide additional notes, answers, or responses based on the Applicant's/Member's selections above.

*Explain the reason/justification for the sector change.

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

TRANSMISSION OWNER

*Please select your new sector.

Transmission Owner

Expand/Collapse All

- ▶ Electric Distributor
- ▶ End-Use Customer
- ▶ Generation Owner
- ▶ Other Supplier
- ▶ Transmission Owner

*Does the Applicant/Member own facilities that:

- (i) are within the PJM Region;
- (ii) meet the definition of transmission facilities pursuant to FERC's Uniform System of Accounts or have been classified as transmission facilities in a ruling by FERC addressing such facilities; and
- (iii) have been demonstrated to the satisfaction of the Office of the Interconnection to be integrated with the PJM Region transmission system and integrated into the planning and operation of the PJM Region to serve all of the power and transmission customers within the PJM Region?

*Is the Applicant/Member currently a signatory of the CTOA or will sign the CTOA prior to the effective date of membership?

Yes No

*If the Applicant/Member qualifies for the TO Sector, please state whether they may qualify for an alternative sector.

Yes No

*Does the Applicant/Member qualify for any other sectors?

Yes No

Use this space to provide additional notes, answers, or responses based on the Applicant's/Member's selections above.

*Explain the reason/justification for the sector change.

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

Cancel Submit

6. If you qualify for other sectors, choose **Yes** to the question: Do you qualify for any other sectors? Follow the instructions on the page for ranking any additional sector(s). Answer the questions below the ranking. Check the box next to the certification statement and click **Submit**.

*Do you qualify for any other sectors?
 Yes No

Please rank the additional sector(s) your entity qualifies for starting with 2= second preference, 3= third preference, etc. Note: Please leave sectors blank if you do not qualify for them.

1 :

2 :

3 :

4 :

5 :

Use this space to provide additional notes, answers, or responses based on your selections above.

Please explain the reason/justification for the sector change.

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

[EG5]

Annual Member Recertification User Guide

Home Applications Maintenance Contact Management Communities

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

New Request

7. Sector Selection (Recertification) will show a status of Under Review.

Requests	Status	Date Submitted	Due Date	Actions
All	All			
Contact Management (Recertification)	Recertification		02.19.2021	Get Started
Sector Selection (Recertification)	Under Review	02.16.2021	02.19.2021	
CAM (Recertification)	Recertification		02.19.2021	Get Started
Affiliate Disclosure (Recertification)	Recertification		02.19.2021	Get Started
Contact Management (Recertification)	Recertification		02.19.2021	Get Started

Showing results 6 - 10 of 13

Previous Next

Page 2 of 3

Recertify Related Parties for Your Company (Electric Distributor^[EG6] Sector Only)

Note: This section only applies to Members in the Electric Distributor sector. You will only see an option for Related Parties if you are in the Electric Distributor sector.

The screenshot displays the PJM Membership Management Community interface. At the top, the PJM logo and 'Membership Management Community' are visible. A search bar is present with the placeholder text 'Search for knowledge articles...'. Below the search bar is a navigation menu with options: Home, Applications, Maintenance, Contact Management, and Communities. A callout box labeled '1. Sign in.' points to the top right area. Another callout box labeled '2. Select Maintenance on the top navigation.' points to the 'Maintenance' menu item. Below the navigation menu, the user's company name 'Wind Test, LLC' is displayed. A callout box labeled '3. Choose the company for which you wish to certify. Click Get Started for Related Parties Selection (Recertification).' points to the 'Get Started' button in the 'Related Parties (Recertification)' row of the table below.

1. Sign in.

2. Select **Maintenance on the top navigation.**

3. Choose the company for which you wish to certify. Click **Get Started for Related Parties Selection (Recertification).**

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started
Related Parties (Recertification)	Recertification		12.15.2022	Get Started
Affiliate Disclosure (Recertification)	Recertification		12.15.2022	Get Started

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 want to change my Related Parties

4. If changes are needed, click **I want to change my Related Parties**.

Current PJM Members

- Allegheny Electric Cooperative, Inc.
- Blue Ridge Power Agency, Inc.
- Borough of Butler, Butler Electric Division
- Borough of Chambersburg
- Borough of Lavallette, New Jersey
- Borough of Madison, New Jersey
- Borough of Milltown, New Jersey
- Borough of Mont Alto, Pennsylvania
- Borough of Park Ridge, New Jersey
- Borough of Pemberton, New Jersey
- Borough of Pitcairn, Pennsylvania
- Borough of Seaside Heights, New Jersey

Current Related Parties

- American Wind, LLC
- American Municipal Power, Inc.

Cancel Save

5. Add or remove current Member affiliations by using the arrows. Click **Save** when finished.

6. Check the box next to the certification statement 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.**)

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 want to change my Related Parties

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

Recertify Principal Contacts for Your Company (Market Participants Only) – Adding a Principal^[EG7]

The screenshot displays the PJM Membership Management Community interface. At the top, the navigation bar includes 'Home', 'Applications', 'Maintenance', 'Contact Management', and 'Communities'. A search bar is located below the navigation. The 'Maintenance' menu item is highlighted with a dashed orange box. A callout box labeled '2. Select Maintenance on the top navigation.' points to this menu item. Below the navigation, the user's company name 'Wind Test, LLC' is displayed in a dashed orange box. A callout box labeled '3. Choose the company for which you wish to certify. Click Get Started for Principal (Recertification).' points to the 'Get Started' button in the 'Principal (Recertification)' row of the table below.

1. Sign in.

2. Select Maintenance on the top navigation.

3. Choose the company for which you wish to certify. Click Get Started for Principal (Recertification).

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started
Related Parties (Recertification)	Recertification		12.15.2022	Get Started
Affiliate Disclosure (Recertification)	Recertification		12.15.2022	Get Started

4. If the listed Principals have not changed, navigate to the bottom of the page to certify and submit the form (see Step 13). 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).

Principals

Please enter information for the Top 5 most senior Principals for your company per PJM Tariff, Attachment Q, sections II.A.7 and II.E.7. (See definition below)

5. Click Add New.

- "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
No records to display.					

Pending New/Update Requests

First Name	Last Name	Date of Birth	Principal Type	Employer (if different than Member)	Actions
No pending new/update requests to display.					

Pending Remove Requests

No pending remove requests 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.tester@test.com
- Monica Tester
monica.tester@test.com
- William Wind
williamwind@test.com

6. 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.

Cancel

Create Contact

Create & Assign Principal

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

William Wind - williamwind@test.com

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

Cancel

View Contact

Create New Principal

8. 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.

9. 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.

* Required
* First name
Colin
* Last name
Smith
* Date of Birth
Apr 13, 1985
Employer (if different than Member)
-- Select a Company --
* Is this principal located in the USA or Canada?
 Yes
 No

- * 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.

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

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

Or drop files
Accepted file types: doc,xlsx,pdf. Max No. of files to be uploaded is 5

There are two options when providing a list of previous companies: **Upload** or **Write-in**.

Pending New/Update Requests

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"> The chief executive officer or senior manager that controls or directs strategy for the Participant. 		
Sue	Smith	01.01.1970	<ul style="list-style-type: none"> The chief financial officer or senior manager that controls or directs the financial affairs and operations of the Participant. The chief risk officer or senior manager responsible for or to be responsible for transactions in the applicable PJM 	Wind Test Parent Company	

11. After clicking **Add**, 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 13).

Pending Remove Requests

No pending remove requests to display.

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 operations of the Participant.
✓	The chief risk officer or senior manager responsible for managing commodity and energy risk for the Participant.
✓	The officer or senior manager responsible for or to be responsible for transactions in the applicable PJM.

12. The Principal Type Status displays the types that have been provided or are pending.

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

14. 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**.

Certify

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

Submit

Recertify Principal Contacts for Your Company (Market Participants Only) – Removing a Principal

The screenshot shows the PJM Membership Management Community interface. At the top, there is a navigation bar with 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. A callout box with the text "1. Sign in." points to the "Maintenance" menu item. Another callout box with the text "2. Select **Maintenance** on the top navigation." points to the "Maintenance" menu item. Below the navigation bar, there is a section for "Wind Test, LLC" which is also highlighted with a dashed orange box. A callout box with the text "3. Choose the company for which you wish to certify. Click **Get Started** for Principal (Recertification)." points to the "Get Started" button in the "Principal (Recertification)" row of the table below.

1. Sign in.

2. Select **Maintenance on the top navigation.**

3. Choose the company for which you wish to certify. Click **Get Started for Principal (Recertification).**

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started
Related Parties (Recertification)	Recertification		12.15.2022	Get Started
Affiliate Disclosure (Recertification)	Recertification		12.15.2022	Get Started

Principals

Please enter information for the Top 5 most senior

- "Principal" shall mean (i) the chief executive officer or chief financial officer or senior manager that controls or directs strategy for managing commodity and derivatives market risks. If, due to the Participant's business enterprise, (such as a risk management department in an entity), that individual, or the senior officer or manager

4. If the listed Principals have not changed, navigate to the bottom of the page to certify and submit the form (see Step 9). 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).
5. Click the **trash can/delete** icon.

roles)
counsel, (iii) the
ger responsible
ble PJM Markets.
in the Participant
cipal shall mean

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"> The chief executive officer or senior manager that controls or directs strategy for the Participant. 		 
Mary	Tester	04.19.1980	<ul style="list-style-type: none"> The chief legal officer or general counsel (may include external counsel). 		 
Sue	Smith	01.01.1970	<ul style="list-style-type: none"> The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant. The officer or senior manager responsible for or to be 	Wind Test Parent Company	 
Ed	Tester		for managing commodity and derivatives market risks.		 

6. Confirm you want to remove the Contact as a Principal and click **Remove** to continue or **Cancel** to cancel the request.

Remove

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

7. After clicking **Remove**, you will be taken to the Pending Remove Requests page. Requests to remove Principals will appear in this section until the form is certified and submitted (see Step 9).
8. The Principal Type Status displays whether a type has been provided or is pending. Follow the Adding a Principal instructions on page 40 to provide Principals for all types.

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).
	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.

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

Submit

Recertify Principal Contacts for Your Company (Market Participants Only) – Editing a Principal

The screenshot shows the PJM Membership Management Community interface. The top navigation bar includes 'Home', 'Applications', 'Maintenance', 'Contact Management', and 'Communities'. A search bar is located below the navigation. The 'Maintenance' tab is highlighted with a dashed orange box. A callout box points to the 'Maintenance' tab with the text: '2. Select **Maintenance** on the top navigation.' Below the navigation, the company name 'Wind Test, LLC' is displayed in a dashed orange box. A callout box points to this company name with the text: '3. Choose the company for which you wish to certify. Click **Get Started** for Principal (Recertification).' Below the company name, the 'Recertification Requests' section is shown, containing a table with columns for Requests, Status, Date Submitted, Due Date, and Actions. The 'Principal (Recertification)' row has a 'Get Started' button highlighted with a dashed orange box.

1. Sign in.

2. Select **Maintenance** on the top navigation.

3. Choose the company for which you wish to certify. Click **Get Started** for Principal (Recertification).

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Officer Certification (Recertification)	Recertification		12.30.2022	Get Started
Principal (Recertification)	Recertification		12.15.2022	Get Started
CAM (Recertification)	Recertification		12.15.2022	Get Started
Related Parties (Recertification)	Recertification		12.15.2022	Get Started
Affiliate Disclosure (Recertification)	Recertification		12.15.2022	Get Started

Annual Member Recertification User Guide

4. If the listed Principals have not changed, navigate to the bottom of the page to certify and submit the form (see Step 11). Each Principal requires a Principal Type. If a Principal Type is not displayed or other edits are required, use the Edit features to update.

Principals

Please enter information for the Top 5 most senior Principals for your company per PJM Tariff, Attachment 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 that individual, or the senior officer or manager of that entity, that performs such function.

5. Click the Edit icon.

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">• The chief executive officer or senior manager that controls or directs strategy for the Participant.		 
Mary	Tester	04.19.1980	<ul style="list-style-type: none">• The chief legal officer or general counsel (may include external counsel).		 
Sue	Smith	01.01.1970	<ul style="list-style-type: none">• The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant.• The officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets.	Wind Test Parent Company	 
Ed	Tester	06.01.1960	<ul style="list-style-type: none">• The chief risk officer or senior manager responsible for managing commodity and derivatives market risks.		 

Annual Member Recertification User Guide

Principal Contact Update

6. Update the information in the pop-up form. Click **Save**.
7. 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.
8. You can select one or more Principal Types as applicable for the contact.

* Required

* First name
Monica-test

* Title
cfo

Jun 1, 2000

* Email
monica.burkett@pjm.com

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

* Is this principal located in the USA or Canada?
 Yes
 No

* Provide the Principal's business address
123 Main St.
Montreal, QB H32 2YZ

* 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.

Uploads Write-in

Upload Files Or drop files

Accepted file types: doc,xlsx,pdf. Max No. of files to be uploaded is 5

Test Company, LLC

Cancel Save

There are two options when providing a list of previous companies: Upload or Write-in.

Annual Member Recertification User Guide

9. After clicking **Save** on the previous screen, you will be directed to the page below. Updates will appear in the Pending New/Update Requests section until the form is certified and submitted (see Step 11).

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">The chief executive officer or senior manager that controls or directs strategy for the Participant.The chief risk officer or senior manager responsible for managing commodity and derivatives market risks.		

10. 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.

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

Principal Type Status	
<input checked="" type="checkbox"/>	The chief executive officer or senior manager that controls or directs strategy for the Participant.
<input checked="" type="checkbox"/>	The chief legal officer or general counsel (may include external counsel).
<input checked="" type="checkbox"/>	The chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant.
<input checked="" type="checkbox"/>	The chief risk officer or senior manager responsible for managing commodity and derivatives market risks.
<input checked="" type="checkbox"/>	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.

Recertify Corporate Company Information for Your Company

The screenshot shows the 'Membership Management Community' website. The navigation menu includes 'Home', 'Applications', 'Maintenance', 'Contact Management', and 'Communities'. The 'Maintenance' menu item is highlighted with a dashed orange box. A search bar is located above the navigation menu. Below the navigation menu, there are instructions for using the page and a list of active requests for 'Wind Test, LLC'. The 'Recertification Requests' table is shown below, with a 'Get Started' button highlighted for the 'Company Information (Recertification)' request.

1. Sign in.

2. Select **Maintenance** on the top navigation.

- 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 Me

3. Choose the company for which you are to certify. Click **Get Started** for Company Information (Recertification).

Wind Test, LLC

New Request

Recertification Requests

Requests	Status	Date Submitted	Due Date	Actions
Select a Request(s)...	Select a Status option(s)...			
Company Information (Recertification)	Recertification		12.31.2023	Get Started
Officer Certification (Recertification)	Recertification		12.31.2023	Get Started
Principal (Recertification)	Recertification		12.31.2023	Get Started

Wind Test, LLC - Corporate Company Information

- To update company name, navigate to the company name change on the main Maintenance Landing Page.
- Update corporate company address.
- Update Member Stock Symbol(s) and associated Stock Exchange Information.
- Update NAICS.
- Update Number of Employees.

4. If changes are not needed, click **Submit**.

Corporate Address

Corporate Address	Actions
12345 update test Audubon, PA, 19403 United States	<input type="button" value="Update"/>

Member Stock Symbols and Stock Exchange Information

Stock Symbol/Ticker Symbol	Stock Exchange	Actions
testttt	Other - testing	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
sf2101	Other - pjn	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
test	New York Stock Exchange (NYSE)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
testttt	Other - 123	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

CUSIP

^aNorth American Industry ClassificationSystem (NAICS) code

^aNumber of Employees

Wind Test, LLC - Corporate Company Information

- To update company name, navigate to the company name change on the main Maintenance Landing Page.
- Update corporate company address.
- Update Member Stock Symbol(s) and associated Stock Exchange Information.
- Update NAICS.
- Update Number of Employees.

5. If changes are needed to the Corporate Address, click **Update**.

Corporate Address

Corporate Address	Actions
12345 update test Audubon, PA, 19403 United States	<input type="button" value="Update"/>

Member Stock Symbols and Stock Exchange Information

Stock Symbol/Ticker Symbol	Stock Exchange	Actions
testttt	Other - testing	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
sf2101	Other - pjm	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
test	New York Stock Exchange (NYSE)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
testttt	Other - 123	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

CUSIP

* North American Industry ClassificationSystem (NAICS) code

* Number of Employees

Create New Corporate Address

6. Update Corporate Address information. Click **Add** when finished.

* Required

* Is your corporation located in the USA?

- Yes
- No

* Corporate Address Line 1

12345 update test

Corporate Address Line 2

* City

Audubon

* State/Province/Territory

Pennsylvania

* Postal Code

19403

* Country

United States

Cancel

Add

Wind Test, LLC - Corporate Company Information

- To update company name, navigate to the company name change on the main Maintenance Landing Page.
- Update corporate company address.
- Update Member Stock Symbol(s) and associated Stock Exchange Information.
- Update NAICS.
- Update Number of Employees.

Corporate Address

Corporate Address	Actions
12345 update test Audubon, PA, 19403 United States	<input type="button" value="Update"/>

Member Stock Symbols and Stock Exchange Information

Stock Symbol/Ticker Symbol	Stock Exchange	Actions
testttt	Other - testing	 
sf2101	Other - pjn	 
test	New York Stock Exchange (NYSE)	 
testttt	Other - 123	 

7. In the actions column, click the **pencil icon** to edit the symbol information.

8. In the actions column, click the **trash icon** to delete the symbol information.

CUSIP

^{*}North American Industry ClassificationSystem (NAICS) code

^{*}Number of Employees

Wind Test, LLC - Corporate Company Information

- To update company name, navigate to the company name change on the main Maintenance Landing Page.
- Update corporate company address.
- Update Member Stock Symbol(s) and associated Stock Exchange Information.
- Update NAICS.
- Update Number of Employees.

9. To add new stock symbol, click **Add New.**

Corporate Address

Corporate Address	Actions
12345 update test Audubon, PA, 19403 United States	<input type="button" value="Update"/>

Member Stock Symbols and Stock Exchange Information

Add New...

Stock Symbol/Ticker Symbol	Stock Exchange	Actions
testttt	Other - testing	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
sf2101	Other - pjn	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
test	New York Stock Exchange (NYSE)	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
testttt	Other - 123	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

CUSIP

*North American Industry ClassificationSystem (NAICS) code

54544

*Number of Employees

74

Create New Stock Symbol

10. Enter stock symbol and select stock exchange from dropdown, then click **Add**.

* Required

* Stock Symbol/Ticket symbol

* Stock Exchange

Cancel

Add

Wind Test, LLC - Corporate Company Information

- To update company name, navigate to the company name change on the main Maintenance Landing Page.
- Update corporate company address.
- Update Member Stock Symbol(s) and associated Stock Exchange Information.
- Update NAICS.
- Update Number of Employees.

Corporate Address

Corporate Address	Actions
	<input type="button" value="Update"/>

11. Enter or update CUSIP, North American Industry Classification System (NAICS) code and Number of Employees.

Change Information

	Stock Exchange	Actions
estttt	Other - testing	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
sf2101	Other - pjn	
test	New York Stock Exchange (NYSE)	
estttt	Other - 123	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

12. When finished making all changes, click **Submit**.

CUSIP	^a North American Industry Classification System (NAICS) code	^a Number of Employees
<input type="text"/>	<input type="text" value="54544"/>	<input type="text" value="74"/>

Recertification in Progress

After submitting each of the required recertification sections except for the Officer Certification form, the status on the Company Overview page will be updated. Some requests move immediately to Approved, while others are updated to Under Review, pending PJM action to approve the request. For Officer Certification form requests, upon completion of the DocuSign document, the status will remain as Recertification until the electronic form is received and reviewed by PJM. PJM will then change the status to Approved.

In this example below:

- CAM, Contact Management and Officer Certification are in Recertification status and need to be acted upon by clicking **Get Started**.
- Related Parties and Principal recertifications have been completed and approved.
- Affiliate Disclosure and Sector Selection recertifications have been submitted and are Under Review by PJM to approve.

Recertification Requests				
Select a Request				
Officer Certification (Recertification)	Recertification		03.09.2023	Get Started
Principal (Recertification)	Approved	01.10.2023	02.22.2023	
CAM (Recertification)	Recertification		02.22.2023	Get Started
Related Parties (Recertification)	Approved	01.10.2023	02.22.2023	
Affiliate Disclosure (Recertification)	Under Review	01.10.2023	02.22.2023	View
Contact Management (Recertification)	Recertification		02.22.2023	Get Started
Sector Selection (Recertification)	Under Review		02.22.2023	

Recertification Completion

Recertification is complete when all requests have a status of Approved.

The screenshot displays the 'Company Overview' page for 'Wind Test, LLC'. It includes a navigation bar with 'Home', 'Applications', 'Maintenance', 'Contact Management', and 'Communities'. Below the navigation is a title 'Company Overview' and a list of instructions. A dropdown menu shows 'Wind Test, LLC' and a 'New Request' button. A table lists four recertification requests, all with a status of 'Approved'.

Requests	Status	Date Submitted	Due Date	Actions
All	All			
CAM (Recertification)	Approved	03.25.2020	04.30.2020	
Affiliate Disclosure (Recertification)	Approved	03.25.2020	04.30.2020	
Contact Management (Recertification)	Approved	03.25.2020	04.30.2020	
Sector Selection (Recertification)	Approved	03.25.2020	04.30.2020	