

## Membership Application Process Workflow

### Overview



### Enrollment



Applicants provide PJM with basic company information to initiate a membership application via [pjm.com enrollment form](http://pjm.com/enrollment-form).

PJM receives notification of new enrollment and follows up to initiate user access for officers, authorized representatives and maintenance managers.

### Application



Documentation is collected via the online application in the Membership Management Community, a DocuSign packet, and additional documents that are needed outside of these formats.

#### PJM

- Completes user setup of officers and authorized representatives and provides applicant with instructions to complete online application
- Sends DocuSign packet and additional forms to applicant for completion

#### Applicant

- Completes application via the Membership Management Community
- Completes DocuSign packet, provides additional required documents, submits application/risk policy fee (if required)

## Triage



Once all application documents are completed and submitted, PJM will triage the application to determine if additional documentation/clarification is needed before the underwriting phase, risk policy review and background checks can begin.

### KYC Review:

Review of the background check information of top Principals, beneficial owners and entity

**PJM** will work with applicant if/when additional documents or clarification is needed.

### Per PJM's Operating Agreement:

The determination whether an application for membership is approved shall be made within ninety (90) days after receipt of all documentation and information required by the agreements and/or requested by PJM and/or PJM Settlement in the consideration of the application for membership.

If additional information is needed during the review process, please note this could push back the 90-day determination date.

## Review Process



### Credit Review:

Review and underwriting of the application documents to determine collateral, if required

### Risk Review:

Review of the risk policy and associated documentation

### Per PJM's Operating Agreement:

The determination whether an application for membership is approved shall be made within ninety (90) days after receipt of all documentation and information required by the agreements and/or requested by PJM and/or PJM Settlement in the consideration of the application for membership.

If additional information is needed during the review process, please note this could push back the 90-day determination date.

## Approval



**PJM receives** all required approvals, membership fee (if required), and collateral (if required) before taking the application for review and signature by our senior vice president of Governmental & Member Services.

**PJM will send** a welcome email to applicant and include countersigned copies of the member agreements.

*Tool access is provided.*