



Annual Recertification, Contact Management and Member Data Requirements

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Process & Services

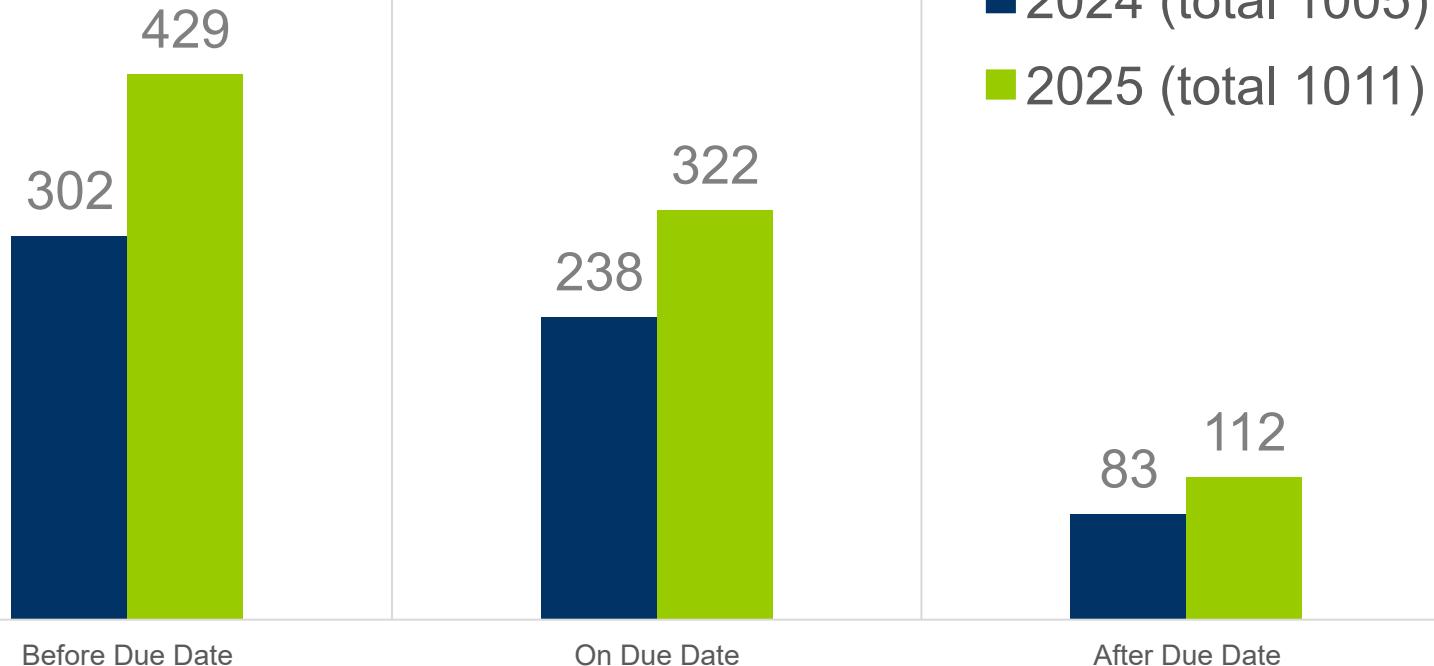
Chad Wineland, Manager, KYC

- Annual Recertification Updates
- Additional responsibilities of Authorized Representatives, Officers and Maintenance Managers regarding Contact Management
- Member Data Requirements regarding Applications and Annual Requirements

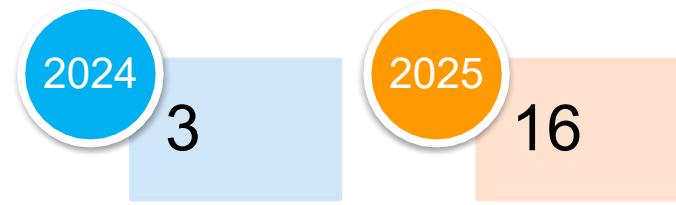


Annual Recertification

Companies Remaining

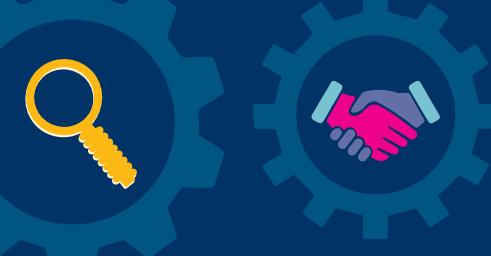


Final Warning Letters Sent



Breach Notices Sent





Annual Recertification in the Membership Management Community opens January 5, 2026

Only for PJM Voting and Affiliate Members

Due April 17

- Sector Selection
- Affiliate Disclosure
- Principals
(Market participants only)

Must be completed by:

- Authorized representative
- Maintenance manager
- Officer

Required Tasks

- Company Information
- Contact Managers
- CAMs
- Related Parties

Due April 30

Required Tasks

Market participants only

- **Officer Certification Form**

Initiate and complete in Membership Management Community by officer, authorized representative, or maintenance manager, or complete by officer certification role; review and sign in DocuSign by officer.

- **2025 Audited Financials**

submit via the Membership Management Community

Risk Policy

Current risk management policy(s) MUST be submitted

For more information, contact us at membershipforms@pjm.com.

- Company Information Module
 - If entity advises they are not publicly traded, additional question appears if entity is a wholly owned subsidiary
 - Fiscal Year End Date
 - Date of Incorporation
- Annual Audited Financials
 - [User Guide](#)



Contact Management

- Contact Management is a feature available in PJM's [Membership Management Community](#) which allows for easy maintenance of contacts and role assignments providing a transparent and centralized process for improved data quality
- The following roles manage who is representing their company for various key member-level roles at PJM

Authorized
Representatives

Officers

Maintenance
Managers

Contact Managers

- The *Roster Manager* role manages who can vote for your company

- Create contacts and assign these contacts to specific roles
- View the contacts and role assignments for their company on an annual basis
- Edit contact information and role assignments, as needed to comply with PJM governing documents

Required Roles via Notarized Forms

- Authorized Representative
- Maintenance Manager
- Officer

Required Roles

- Billing
- Contact Manager
- Credit
- Cybersecurity Senior Leader
- Information Technology
- Legal
- Officer Certification Form
- Risk
- Roster Manager*

Optional Roles

- Audit
- Communications/Public Relations
- Compliance
- Cybersecurity Liaison
- Cybersecurity Operations Center Point of Contact
- EDC Default Process
- Service Agreement Representative
- Treasury

*Roster Managers are further required to designate voters on the roster for your company.



Member Data Requirements

Member Affiliations

- If a change is needed to your Voting Member throughout the year or during the annual recertification period, navigate to the Change Voting Member Request after all Affiliate Disclosure updates are submitted to make the appropriate changes.

Non-member Publicly Traded Affiliations

- Must provide Stock Information per company

Non-member Non-publicly Traded Affiliations

- Must upload a file noting all company affiliations in this category

Corporate Parents

- For publicly traded parents, must provide Stock Information per company

Corporate Structure Organizational Chart

- Must show the corporate ownership and affiliated company relationships
- This document must include all Affiliates (PJM & non-members), the investors, and shareholders with percentages of ownership of each

Enhanced KYC Lookback Status

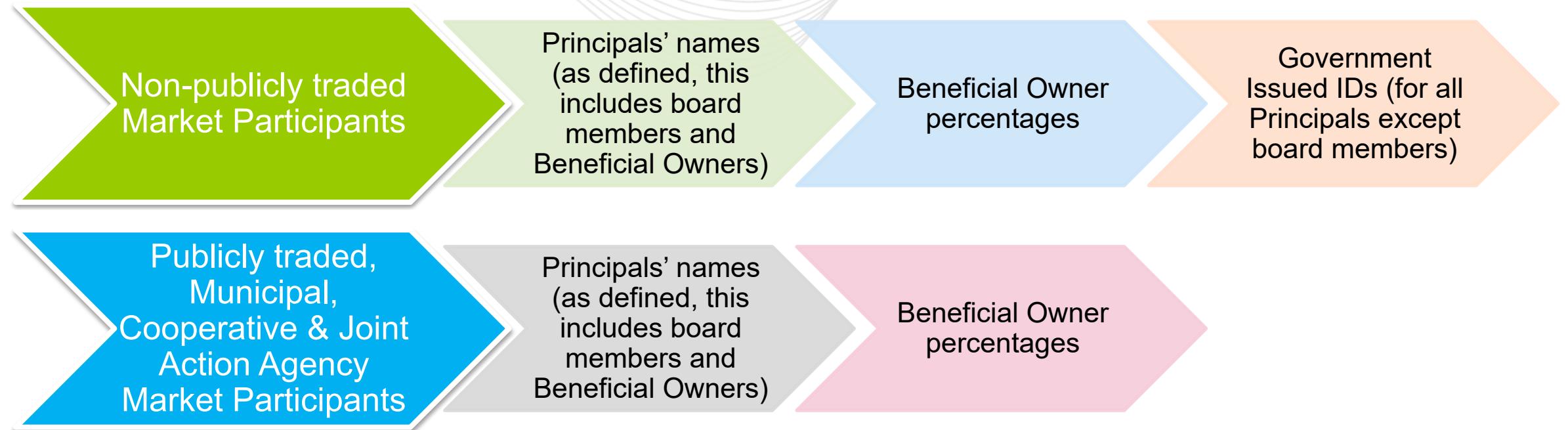
- Target completion March 2026
- Approximately 850 market participants reviewed
- Success stories

Enhanced KYC FAQs

- Remove irrelevant information
- Add parent definitions
 - Including examples for different organization types and ownership structures
- Add other FAQs to help promote consistency of information

2026 and Beyond

- Periodic KYC refreshes
- Outreach from KYC Department
 - Data validation and clean-up



Principals include Beneficial Owners and Board Members as defined in the [Tariff language](#)

For Principals for whom PJM is not systematically seeking IDs, PJM may ask for IDs on a case-by-case basis for verification purposes.

- Membership Management Community ([Info Page](#), [Sign In](#))
- [Contact Roles and Definitions](#)
- [Membership Application Process Workflow](#)
- [Information Requirement Checklist](#)
- [Enhanced Know Your Customer \(KYC\) FAQs](#)
- [PJM Security Protocols for Membership Management Community](#)
- [Principals User Guide](#)
- [Voting and Roster Manager Tools](#)

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**PROTECT THE
POWER GRID**
**THINK BEFORE
you CLICK!**



**BE ALERT TO
MALICIOUS PHISHING
EMAILS**



Report suspicious email activity to PJM.

Call (610) 666-2244 or email it_ops_ctr_shift@pjm.com