



# Annual Recertification, Contact Management and Member Data Requirements

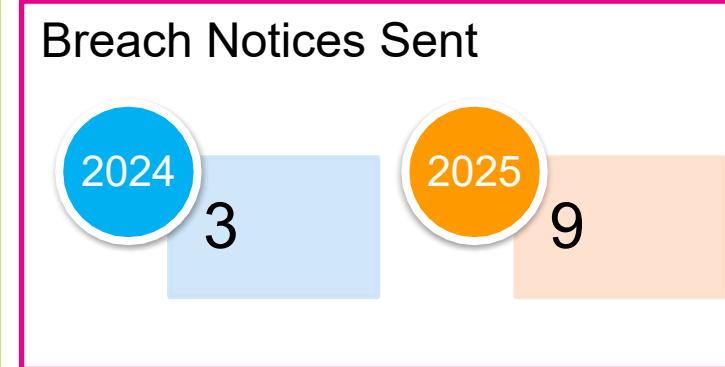
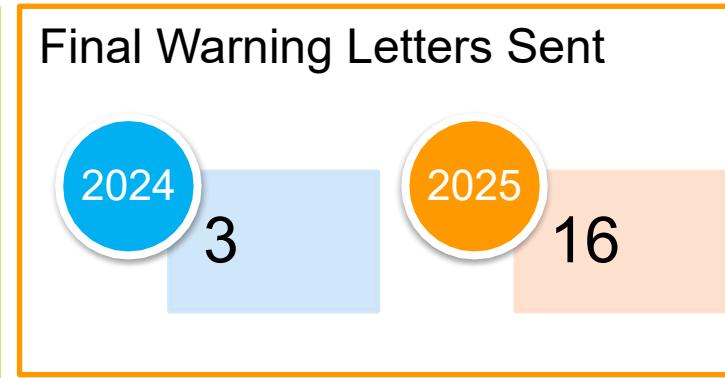
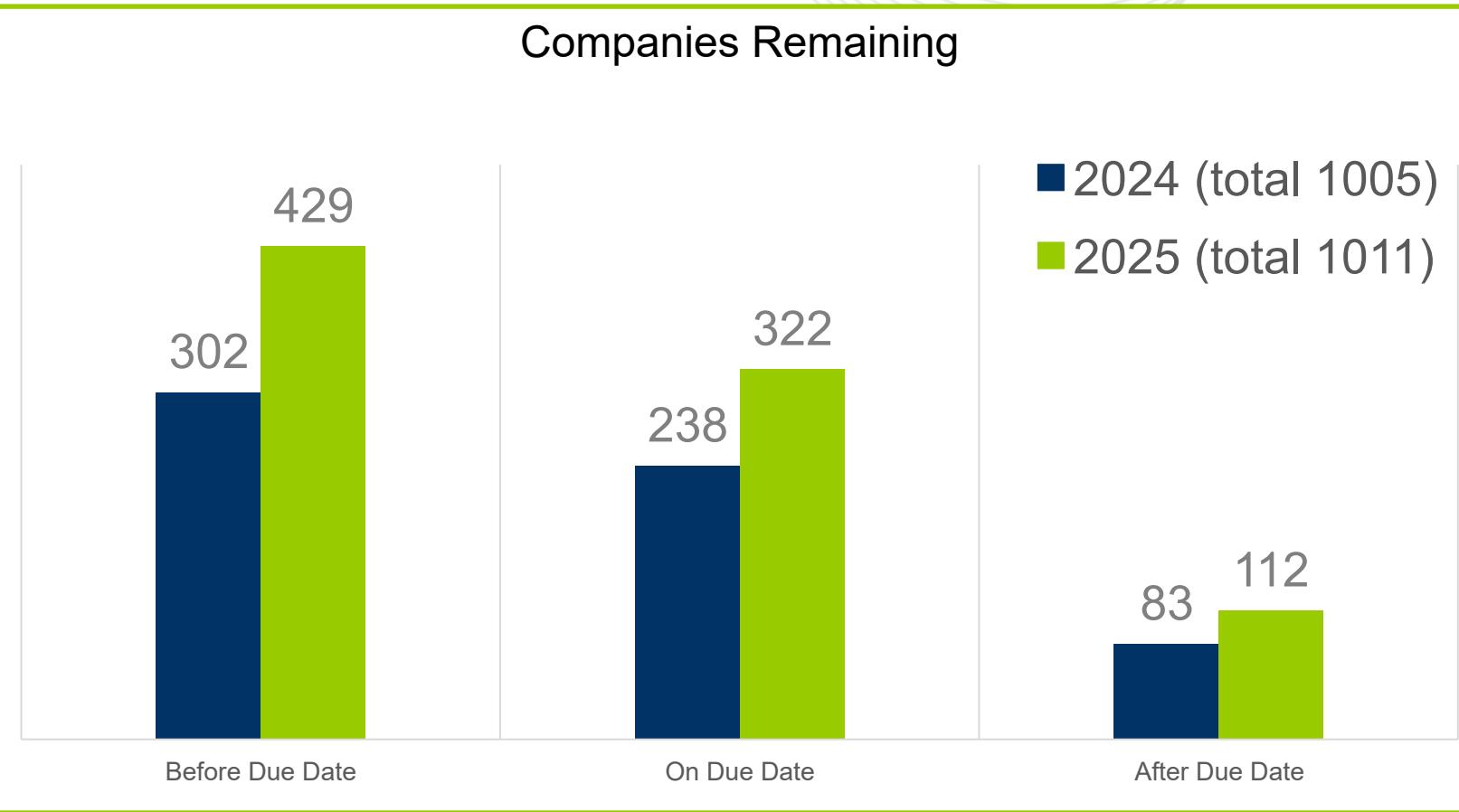
Amanda Egan, Sr. Lead Membership  
Process & Service Specialist  
Chad Wineland, Manager

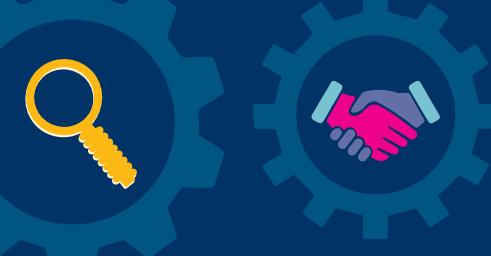
Operating Committee  
January 06, 2026

- 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





# 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](mailto: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

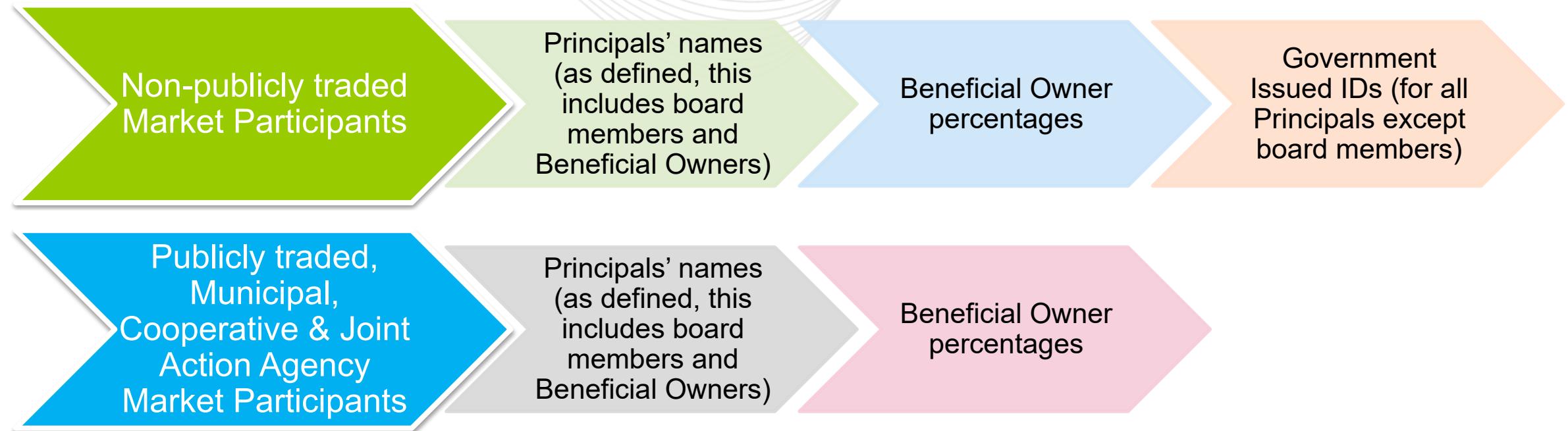
- Target completion March 2026
- Approximately 850 market participants reviewed
- Success stories

## 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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**Annual Recertification, Contact Management and Member Data Requirements**



Member Hotline  
(610) 666 – 8980  
(866) 400 – 8980  
[custsvc@pjm.com](mailto:custsvc@pjm.com)

**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](mailto:it_ops_ctr_shift@pjm.com)