

**Compliance Audited Financials
Automation-Annual
User Guide**



April 2025

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Overview

Pursuant to Attachment Q, section II.E.2, of the PJM Tariff, all Market Participants and/or their guarantors must submit audited annual and unaudited quarterly financial statements on an ongoing basis. Compliance with this requirement is necessary to remain eligible to participate in PJM Markets. The financial statements, together with other required information, are reviewed and evaluated by PJM to determine a Market Participant's creditworthiness.

Officers, Authorized Representatives and Maintenance Managers are responsible for uploading the financial statements in the Member Maintenance feature of the Membership Management Community. This platform provides a transparent, secure, and centralized process for submission of the financial statements required by PJM.

Annual audited financial statements must be received by PJM no later than 120 days after each fiscal year end. Quarterly financial statements, which may be unaudited, must be received by PJM no later than 60 days after the end of each fiscal quarter. PJM may, upon request, grant an extension if the financial statements are not available within the required timeframe.

If the financial statements are not received by PJM by the required deadlines, PJM may issue a written notice of breach pursuant to PJM Operating Agreement, section 15.1.4. Failure to cure the breach by the required date and time will result in a Default, and PJM may terminate the Market Participant's market access pursuant to section 15.1.5. of the PJM Operating Agreement.

Reference Materials

- [Attachment Q; PJM Credit Risk Management Policy](#)
- [PJM Operating Agreement](#)
- [Membership Management Community](#)

Logging In to the Membership Management Community

Officers, authorized representatives, and maintenance managers can sign in by navigating to the [Membership Management Community page](#) on PJM.com and clicking Sign In.

PJM.com homepage > Markets & Operations > PJM Tools > [Membership Management Community](#)

Membership Management Community

Applications

Through the Applications feature in the Membership Management Community, users are able to view and take action on their membership application process and request authorization for other users in the application process, as well as access knowledge articles to assist users in the process. Our goal is to streamline interactions with PJM's Member Support Services to save you time and better serve your needs.

[Sign In](#)

Use your Single Sign On (SSO) credentials to log in.

Locating the Annual Audited Financials



Annual Audited Financials

Company	Case Subject	Process Status	Due Date	Submitted Date	Actions
USER GUIDE TEST COMPANY	Annual Audited Financials for USER GUIDE TEST COMPANY	Initiated	Jul 24, 2025		Get Started

Verify the company for which you wish to Submit for. Then click on **Get Started**.

Users of the PJM communities recognize and acknowledge the content of this information is provided in such cloud environment. Additionally, users should not share any confidential information, including information that might signal a membership or otherwise providing information or data through the PJM communities. Users accessing and/or relying on the information contained herein do so at their own risk. In no event shall PJM be liable for any damages of any kind, including, but not limited to, direct, indirect, general, special, incidental or consequential damages arising out of any use of the information contained herein.

Audited Financials to Submit – YES

Annual Audited Financials for USER GUIDE TEST COMPANY

* Does your company have your own audited financials to submit?

Yes
 No

If your company is **Publicly Traded** and has their own financials to submit, you will be required to provide a link to the page on your website or another online service source where the relevant financial information can be found.

* Please provide a link to the page on your website or another online source where the relevant financial information can be found.

* Does your company have your own audited financials to submit?

Yes
 No

If your company is **NOT Publicly Traded**, you will be required to upload your **Annual Audited Financials**.

* Please upload Annual Audited Financials

Or drop files

Compliance Audited Financials Automation- Annual User Guide

Annual Audited Financials for USER GUIDE TEST COMPANY

* Does your company have your own audited financials to submit?

- Yes
- No

* Please provide a link to the page on your website or another online source where the relevant financial information can be found.

* Does your company have Guarantor?

- Yes
- No

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

Submit

If your company has a Guarantor, you will be prompted to provide the details in addition to your own audited financials – **instructions can be found in the Guarantor section of the user guide.**

“Certify that the provided information is true, correct, and complete to the best of your knowledge, information, and belief.” Once certified, please remember to **submit**.

Audited Financials to Submit – NO

Annual Audited Financials for USER GUIDE TEST COMPANY

* Does your company have your own audited financials to submit?

Yes
 No

* Please add Guarantors (required).

Add Guarantor

Guarantor	Publicly traded	Financial Information Link	Uploaded Files	Action
PJM Test	Yes	www.PJMtest.com		 

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

Submit

If your company does NOT have their own financials to submit, you will be required add Guarantor. **Instructions can be found in Guarantor section of the user guide.**

Once the Guarantor’s info has been added, you will need to: “Certify that the provided information is true, correct, and complete to the best of your knowledge, information, and belief.” Once certified, please remember to **submit**.

Add Guarantor – Publicly Traded

Guarantor Details

* Guarantor Name

* Is the Guarantor Publicly Traded?

Yes

No

If the Guarantor is Publicly Traded, you will be required to provide a link to the page on your website or another online source where the relevant financial information can be found.

* Please provide a link to the page on your website or another online source where the relevant financial information can be found.

Once all the required fields have been filled, please click **save**.

Add Guarantor – NOT Publicly Traded

Guarantor Details

* Guarantor Name

* Is the Guarantor Publicly Traded?

Yes

No

If the Guarantor is **NOT** Publicly Traded, you will be required to upload Annual Audited Financials

* Please upload Annual Audited Financials

Or drop files

Once all the required fields have been filled, please click **save**.