

Financial Automation User Guide

For Annual Audited and Quarterly Unaudited Financial Reporting



June 2026

Contents

Overview 1

Logging In to the Membership Management Community 2

Locating the Annual Audited Financials or Quarterly Unaudited Financials 3

Company has Audited Financials to Submit 4

Company does NOT have Audited Financials to Submit 5

Audited Financials to Submit – Company has Guarantor 6

Company has Unaudited Financials to Submit..... 7

Company does NOT have Unaudited Financials to Submit 8

Unaudited Financials to Submit – Company has Guarantor..... 9

Add Guarantor 10

Update Guarantor Financials..... 11

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 Financials 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. PJM may, upon request, grant an extension if the financial statements are not available within the required timeframe.

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.

All communications, inquiries, or submissions pertaining to this matter, shall be directed to credit_hotline@pjm.com

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](#)

Please reach out to membershipforms@pjm.com for questions regarding Authorized Reps, Officer, and Maintenance Managers.

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.



Locating the Annual Audited Financials or Quarterly Unaudited Financials

The screenshot shows the top navigation bar with the following items: Home, Applications, Maintenance, Contact Management, Communities, and Financials. The Financials dropdown menu is open, showing two options: Annual Audited Financials and Quarterly Unaudited Financials. A callout box points to these options with the text: "Select **Financials > Annual Audited Financials** or **Quarterly Unaudited Financials** in the top navigation."

Home Applications Maintenance Contact Management Communities Financials

Annual Audited Financials

Quarterly Unaudited Financials

Select **Financials > Annual Audited Financials** or **Quarterly Unaudited Financials** in the top navigation.

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**.

Quarterly Unaudited Financials

Company	Case Subject	Process Status	Due Date	Submitted Date	Actions
USER GUIDE TEST COMPANY	First Quarter Unaudited Financials for USER GUIDE TEST COMPANY	Initiated	Oct 4, 2025		Get Started

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

Company has Audited Financials to Submit

Annual Audited Financials for

* Does your company have annual audited financials to submit?

☒ Yes
☐ No

* Please provide your Annual Audited Financials

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

<https://InputAnnualAuditedFinancialsLink.com>

OR

Upload your annual audited financial statements directly.

[Upload Files](#) Or drop files

Uploaded Files:

Compliance Audited Financials Automation - Ann...

* Do you want to upload financials for your 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 their own financials to submit, you will be required to provide a link to the page on their website or another online service source where the relevant financial information can be found, **OR** you can upload the financial documents directly. *If financials can be accessed via a URL, replace the prepopulated URL with the correct one.*

“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**.

Company does NOT have Audited Financials to Submit

Annual Audited Financials for

* Does your company have annual audited financials to submit?

☐ Yes

☒ No

If your company does NOT have their own financials to submit, you will be required to add a Guarantor. *instructions on can be found in the **Add Guarantor** section.*

* Please add Guarantors (required).

Add Guarantor

Guarantor	Financial Information Link	Uploaded Files	Action
User Guide Test Company	https://www.pjm.com	Compliance Audited Financials ...	 

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

Submit

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**.

Audited Financials to Submit – Company has Guarantor

Annual Audited Financials for

* Does your company have annual audited financials to submit?

☐ Yes

☒ No

* Please add Guarantors (required).

Add Guarantor

Guarantor	Financial Information Link	Uploaded Files	Action
User Guide Test Company	https://www.pjm.com	Compliance Audited Financials ...	 

☒ 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 are required to update the Guarantor's financial information. This can be done by selecting the **pencil icon**.

Select the pencil icon to confirm or edit the Guarantor details. – *instructions can be found in the **Add Guarantor** section.*

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**.

Company has Unaudited Financials to Submit

Quarterly Unaudited Financials for

* Does your company have quarterly unaudited financials to submit?

☒ Yes
☐ No

* Please provide your Quarterly Unaudited Financials

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

<https://yourcompany.com/financials>

OR

Upload your quarterly unaudited financial statements directly.

[Upload Files](#) Or drop files

Uploaded Files:

* Do you want to upload financials for your 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 their own financials to submit, you will be required to provide a link to the page on their website or another online service source where the relevant financial information can be found, **OR** you can upload the financial documents directly. *If financials can be accessed via a URL, replace the prepopulated URL with the correct one.*

“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**.

Company does NOT have Unaudited Financials to Submit

Quarterly Unaudited Financials for

* Does your company have quarterly unaudited financials to submit?

☐ Yes
☒ No

If your company does NOT have their own financials to submit, you will be required to add Guarantor. – *instructions on can be found in the **Add Guarantor** section.*

* Please add Guarantors (required).

Add Guarantor

Guarantor	Financial Information Link	Uploaded Files	Action
User Guide Test Company	https://www.UserGuideTestCompany.com	Quarterly Unaudited Financials ...	 

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

Submit

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**.

Unaudited Financials to Submit – Company has Guarantor

Quarterly Unaudited Financials for

* Does your company have quarterly unaudited financials to submit?

☐ Yes
☒ No

* Please add Guarantors (required).

Add Guarantor

Guarantor	Financial Information Link	Uploaded Files	Action
User Guide Test Company	https://www.UserGuideTestCompany.com	Quarterly Unaudited Financials ...	 

☒ 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 are required to update the Guarantor's financial information. This can be done by selecting the **pencil icon**.

Select the pencil icon to confirm or edit the Guarantor details. – *instructions can be found in the **Add Guarantor section**.*

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

Edit Guarantor

• Guarantor Name

User Guide Test Company

Please provide either a financial link or upload financial documents (at least one is required):

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

https://www.UserGuideTestCompany.com

OR

Upload financial documents directly.

Upload Files

 Or drop files

Uploaded Files:

Quarterly Unaudited Financials User Guide.pdf

Close

Save

Enter the Guarantor Name

For the **Guarantor**, you will be required to provide a link to the page on their website or another online service source where the relevant financial information can be found, **OR** you can upload the financial documents directly. *If financials can be accessed via a URL, replace the prepopulated URL with the correct one.*

Once the Guarantor's info has been added, verify the information is correct. If correct, click **Save**

Update Guarantor Financials

Annual Audited Financials for

* Does your company have annual audited financials to submit?

- ☒ Yes
☐ No

* Please provide your Annual Audited Financials

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

<https://www.SubmitAnnualFinancials.com>

OR

Upload your annual audited financial statements directly.

 Or drop files

Uploaded Files:

 Compliance Audited Financials Automation - Ann...

Once the Guarantor information has been verified, you can select the **pencil icon** to edit the details, or the **trash can icon** to delete the entered information.

* Do you want to upload financials for your Guarantor?

- ☒ Yes
☐ No

Add Guarantor

Guarantor	Financial Information Link	Uploaded Files	Action
User Guide Test Company	https://www.pjm.com	Compliance Audited Financials ...	 

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

Submit

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**.

Delete Guarantor

Are you sure you want to delete this Guarantor?

Cancel **Delete**

If the trash can icon is selected, you will be prompted to confirm the deletion of the Guarantor.