Member Maintenance User Guide

July 2025

Contents

Overview ***1***

Logging In to the Membership Management Community ***2***

Member Maintenance Dashboard ***3***

Adding or Removing Contact Manager(s) ***4***

Designating a Contact Manager 4

Removing a Contact Manager 6

Updating Your Affiliate Disclosure ***8***

Updating Your Voting Member ***26***

Requesting a Company Name Change ***27***

Managing Sub Accounts ***29***

Adding a Sub Account 29

Removing a Sub Account 31

Changing Related Parties for Your Company (Electric Distribution Sector Only) ***32***

Requesting To Update Market Participation Status in PJM Markets ***34***

Submitting a Market Participant Request 34

Adding, Editing or Removing Principals (MARKET PARTICIPANTS ONLY) ***36***

Adding a Principal 36

Removing a Principal 39

Editing a Principal 41

Requesting To Update Corporate Company Information ***43***

Adding or Removing Company Account Managers (CAMs) for Your Company ***50***

Designating a Company Account Manager 50
Removing a Company Account Manager 53
Withdrawal Request for Your Company 56
Risk Policy for Your Company – No Risk Policy on File 57
Risk Policy for Your Company – Risk Policy on File 58

Overview

The Member Maintenance feature in the Membership Management Community was designed to make it easier for Members to manage requests to update the company information that is required by PJM. The features within the community allow for easy maintenance of:

- Company Name Change
- Affiliate Disclosure
- Company Account Managers (CAMs)
- Withdrawal requests
- Changes to voting
- Corporate Company Information
- Management of Sub Accounts
- Contact Managers
- Principals
- Requests to update market participation

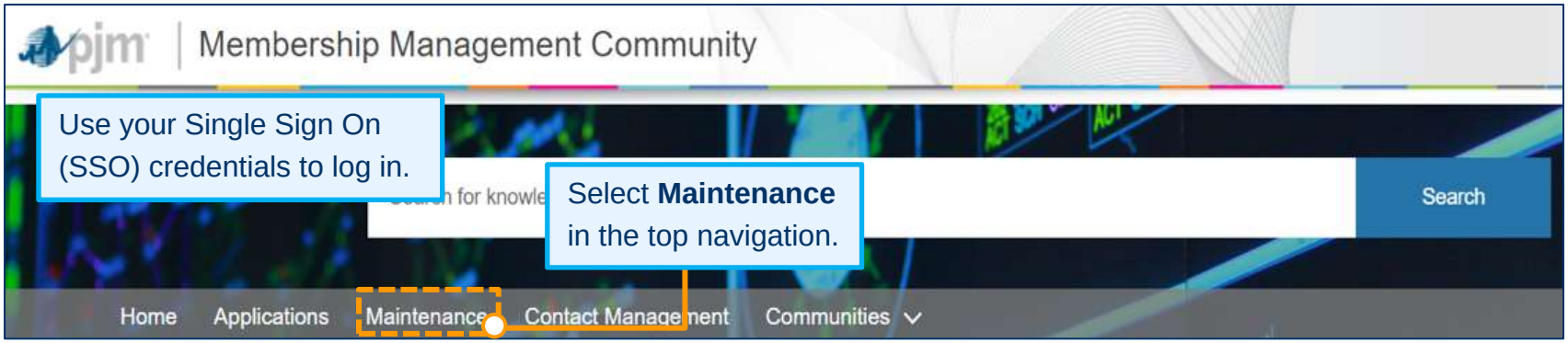
The Member Maintenance feature also provides transparent and centralized processes for improved data quality. It provides enhanced security by establishing officers, authorized representatives and maintenance managers who are responsible for maintaining the information required by PJM.

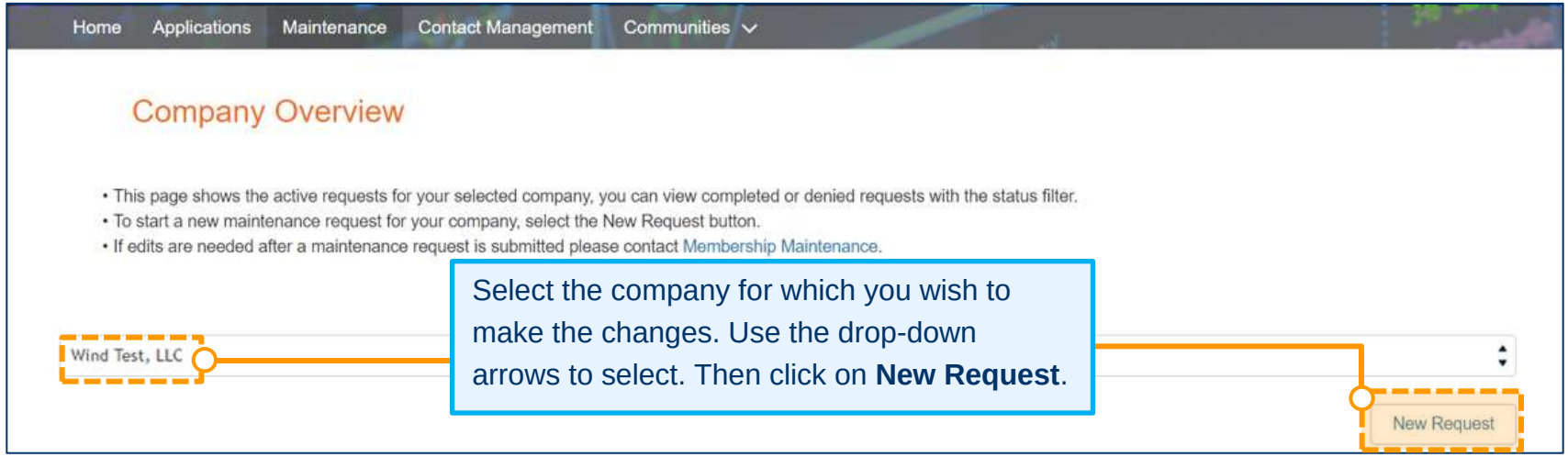
Please refer to Manual 33: Administrative Services for the PJM Interconnection Operating Agreement (PDF) for a complete description of all the processes contained in the Maintenance feature of the Membership Management Community.

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.

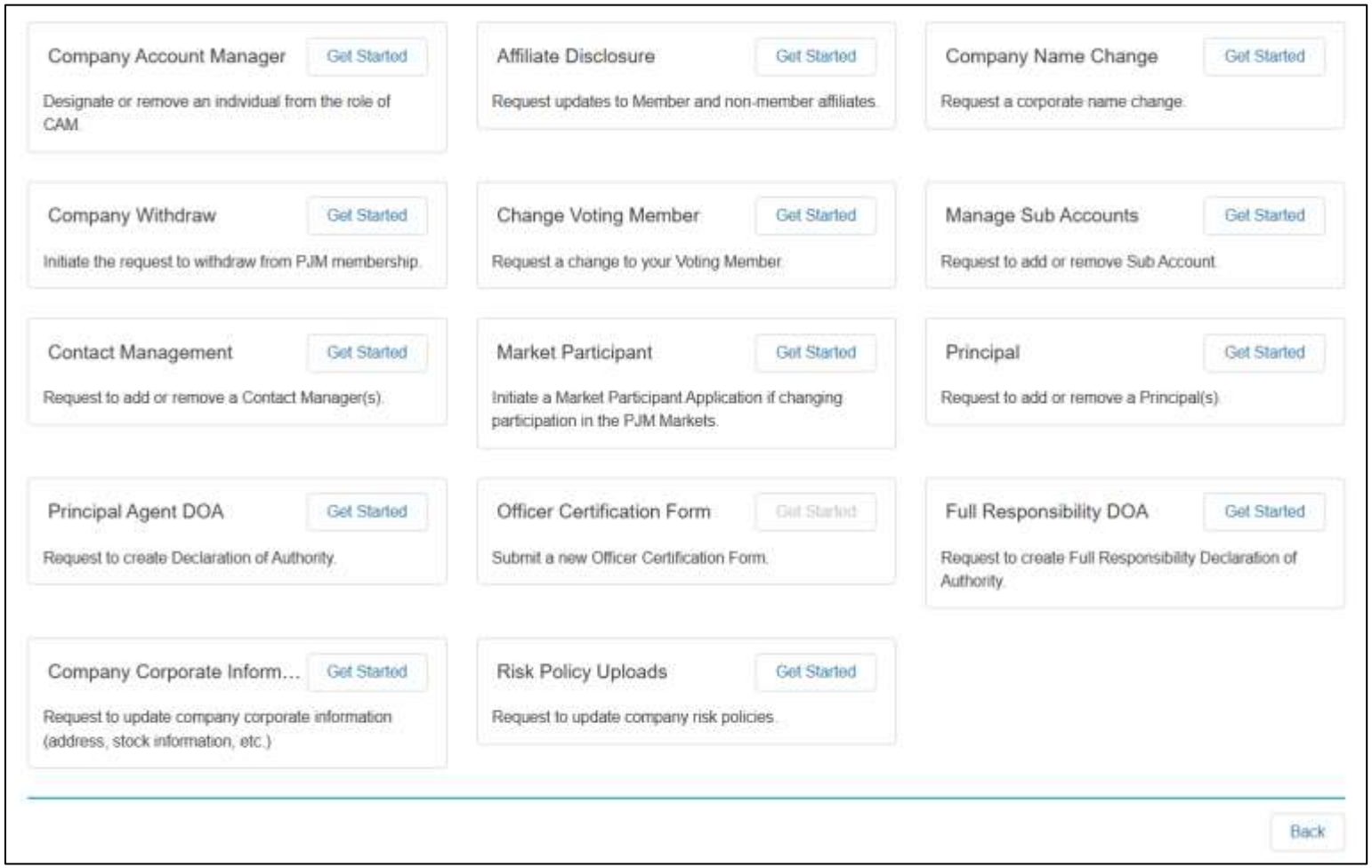
PJM.com homepage > Markets & Operations > PJM Tools > Membership Management Community





Member Maintenance Dashboard

The Member Maintenance dashboard allows officers, authorized representatives and maintenance managers to manage information for the companies they represent. This screen is the starting point for all change requests when you are logged in and have selected the company for which you would like to make changes.

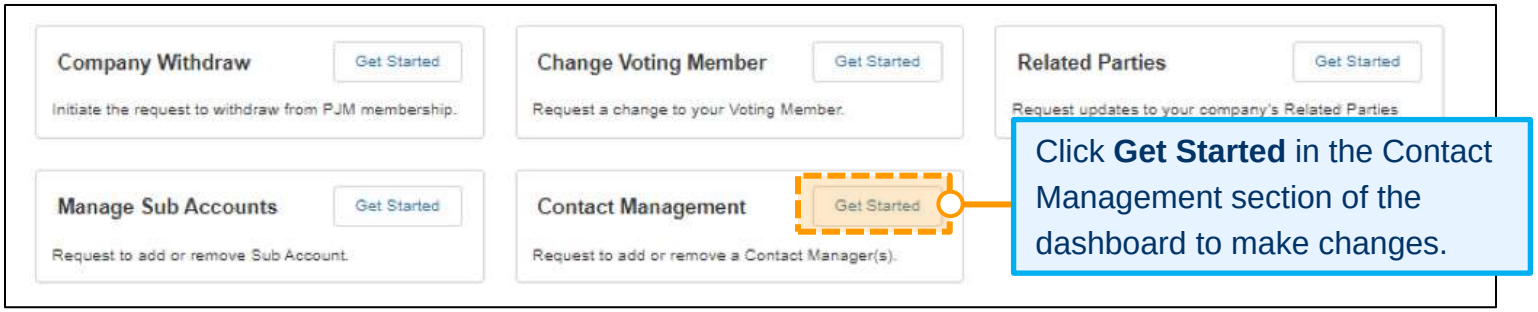


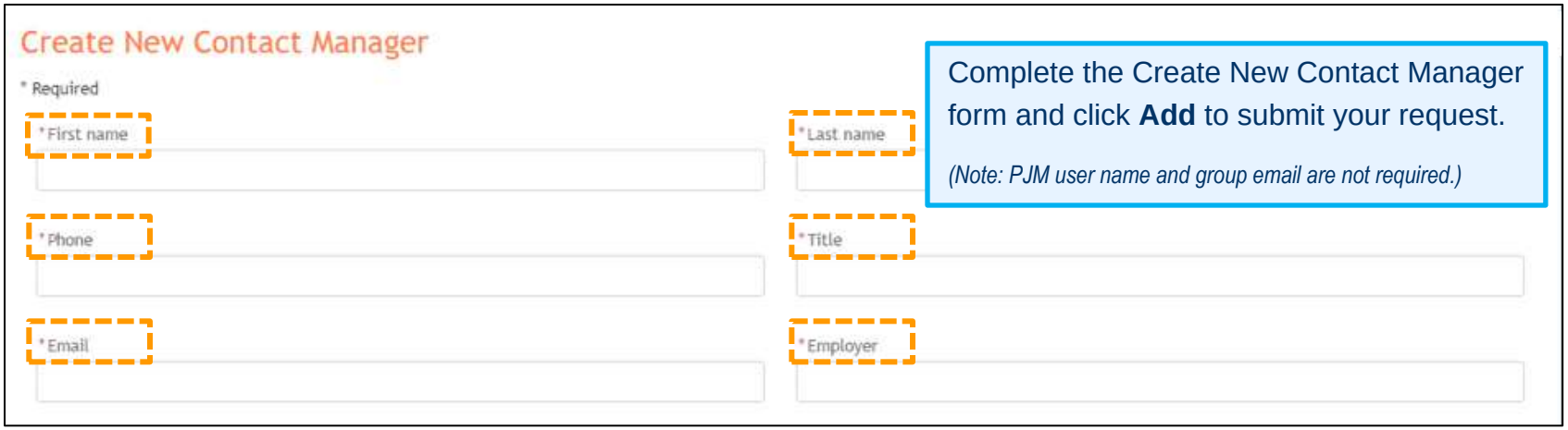
Adding or Removing Contact Manager(s)

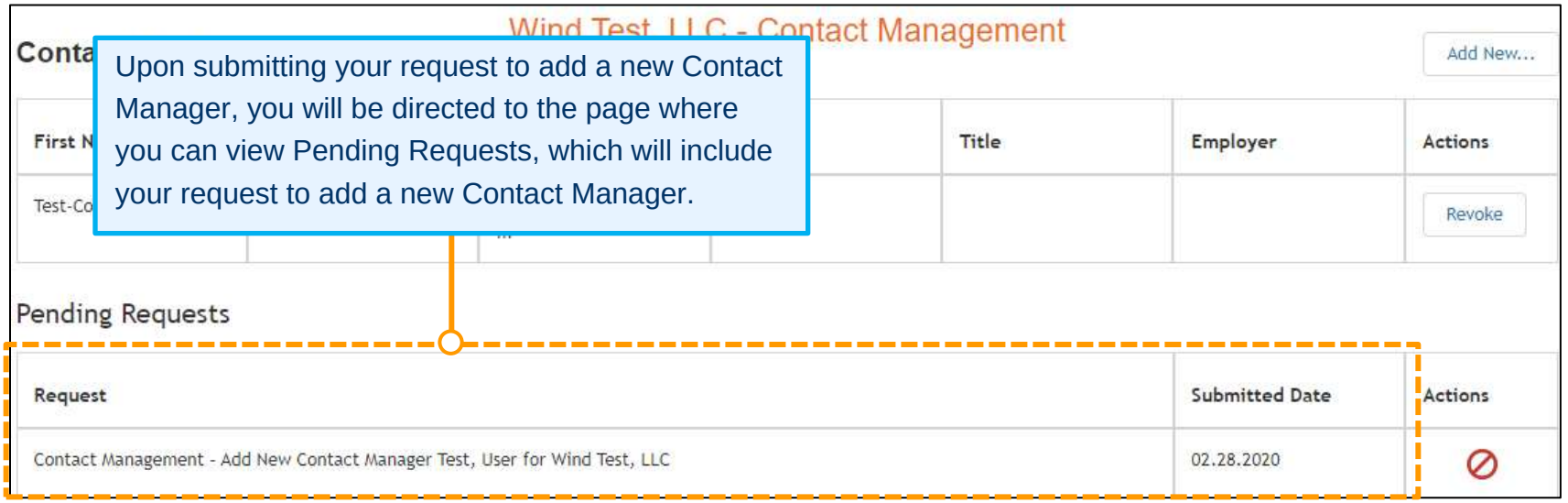
Members are required to designate a Contact Manager. The Contact Manager is an individual who is authorized to use the Contact Management feature of the Membership Management Community to provide PJM with the appropriate contact information for the roles PJM has identified as critical.

DESIGNATING A CONTACT MANAGER

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.

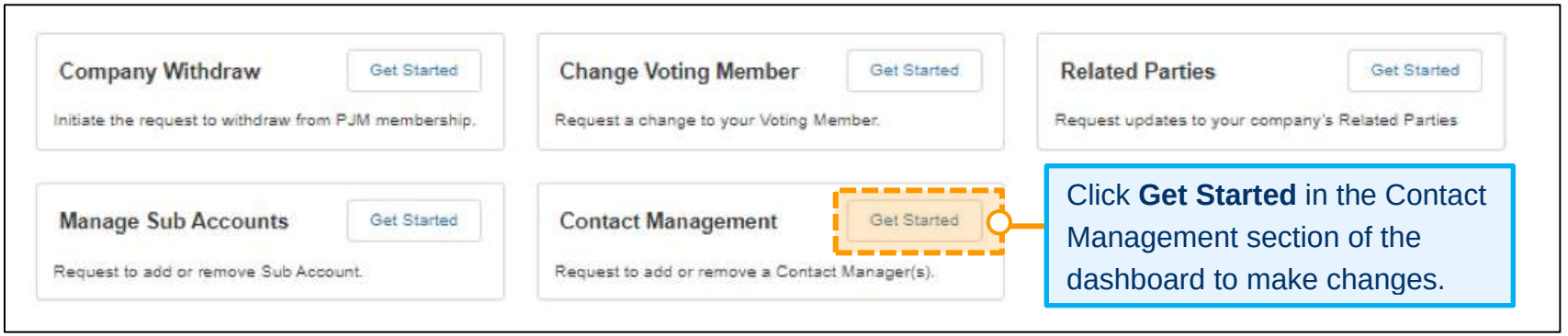


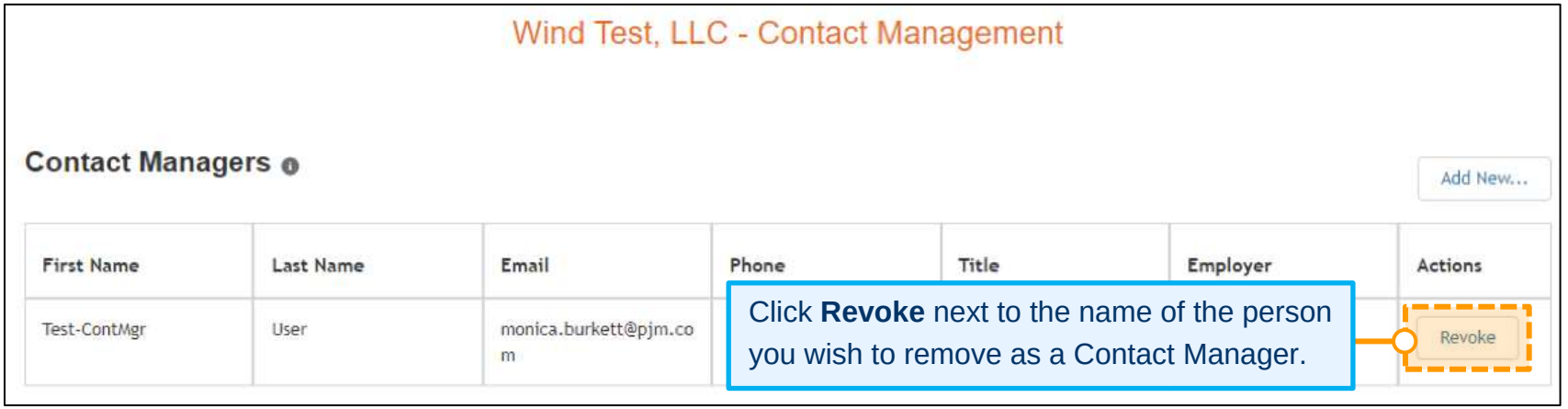

Create New Contact Manager
* Required
*First name
*Last name
*Phone
*Title
*Email
*Employer
Complete the Create New Contact Manager form and click **Add** to submit your request.
(Note: PJM user name and group email are not required.)


Upon submitting your request to add a new Contact Manager, you will be directed to the page where you can view Pending Requests, which will include your request to add a new Contact Manager.
Add New...
First N
Title
Employer
Actions
Revoke
Pending Requests
Request
Submitted Date
Actions
Contact Management - Add New Contact Manager Test, User for Wind Test, LLC
02.28.2020

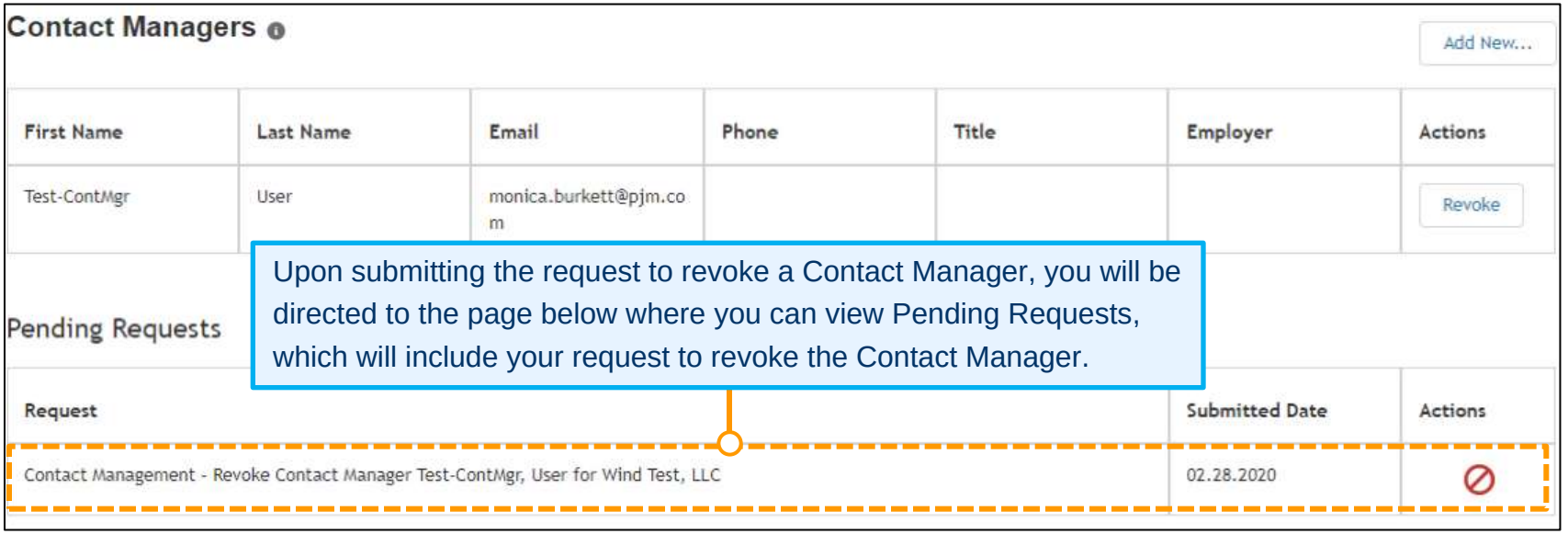
REMOVING A CONTACT MANAGER

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.





Click **Revoke** again to confirm that you want to remove the selected Contact Manager.

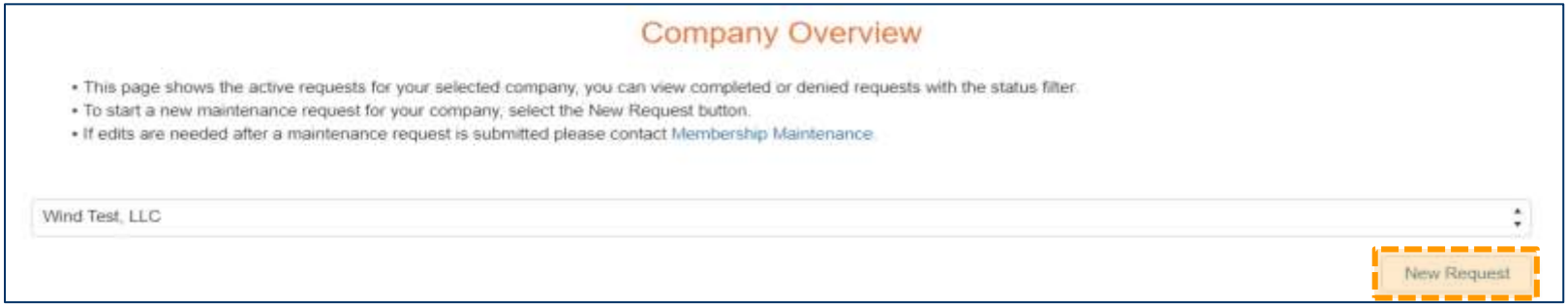


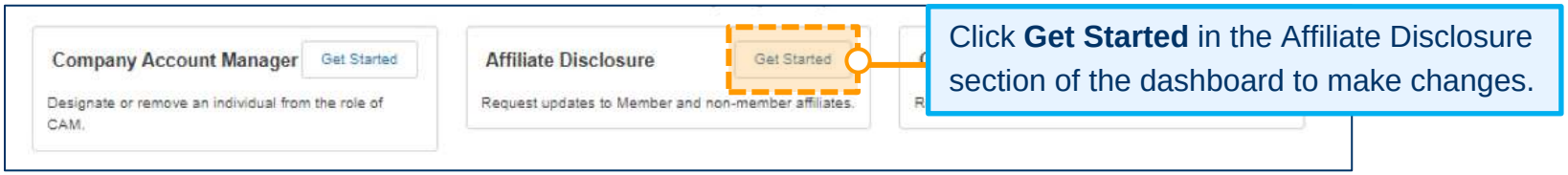
Upon submitting the request to revoke a Contact Manager, you will be directed to the page below where you can view Pending Requests, which will include your request to revoke the Contact Manager.

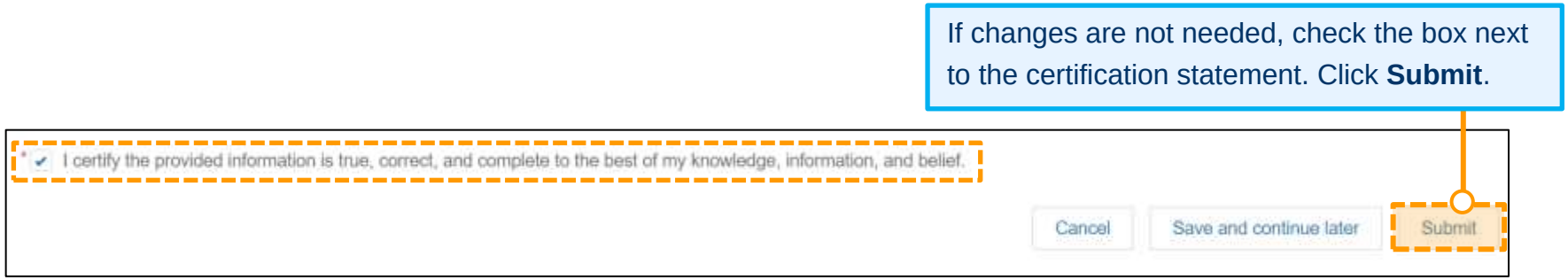
Updating Your Affiliate Disclosure

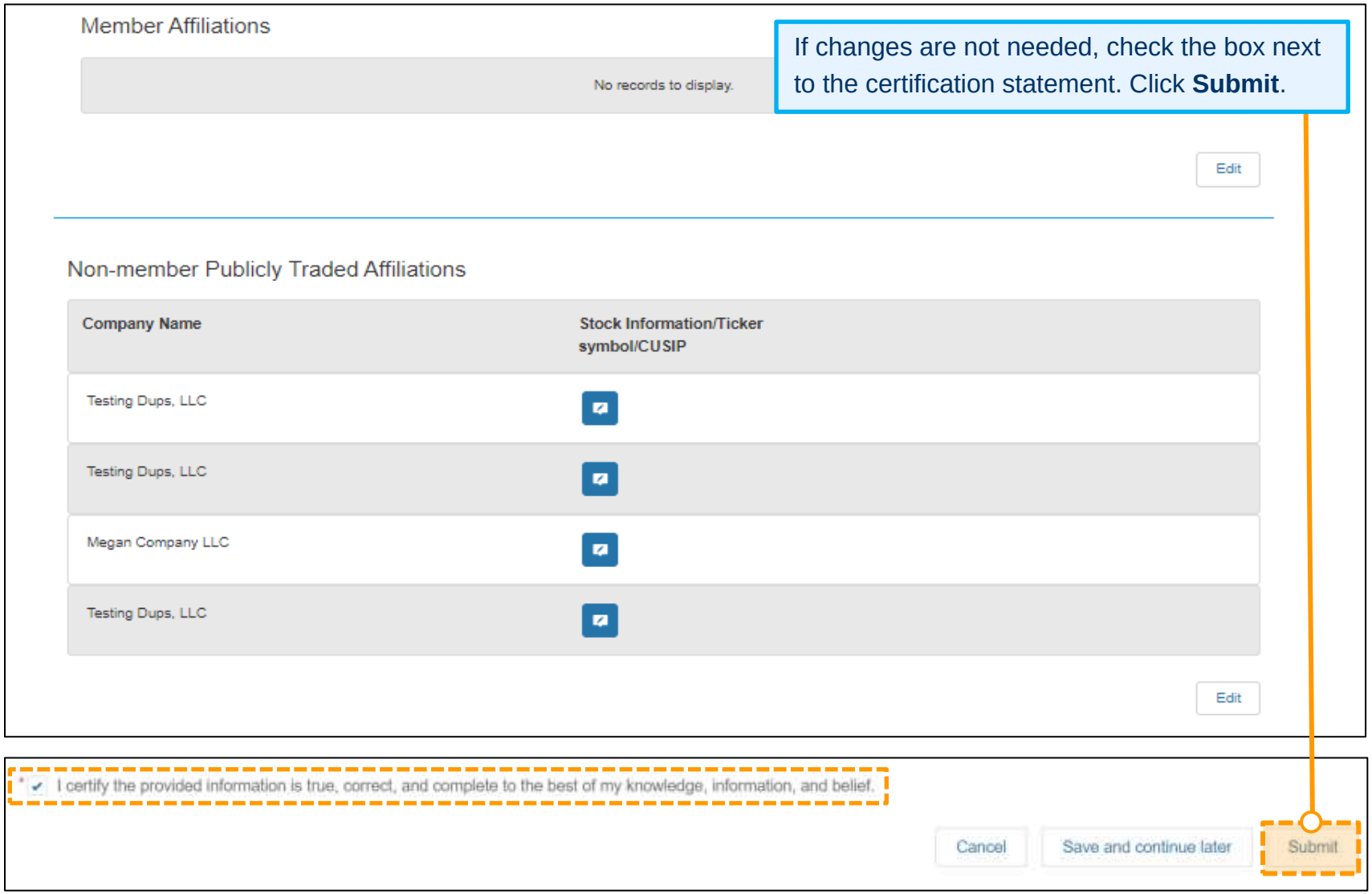
Affiliate Disclosure information is required by PJM to properly administer the PJM Operating Agreement, including, but not limited to, the proper listing of Member status in the PJM Members Committee and the facilitation of PJM employee compliance with the securities divestiture requirements of the PJM Code of Conduct.

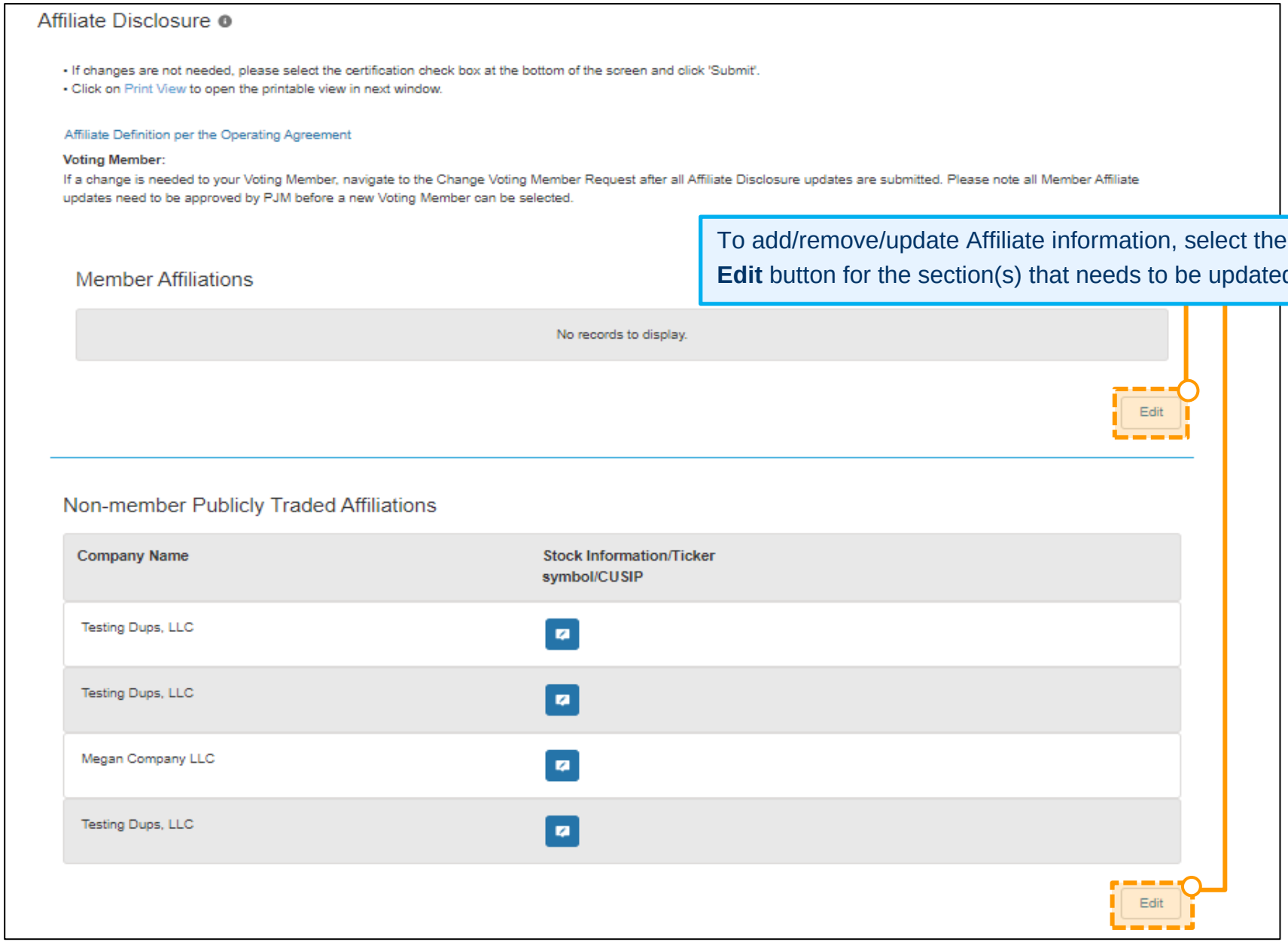
1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.

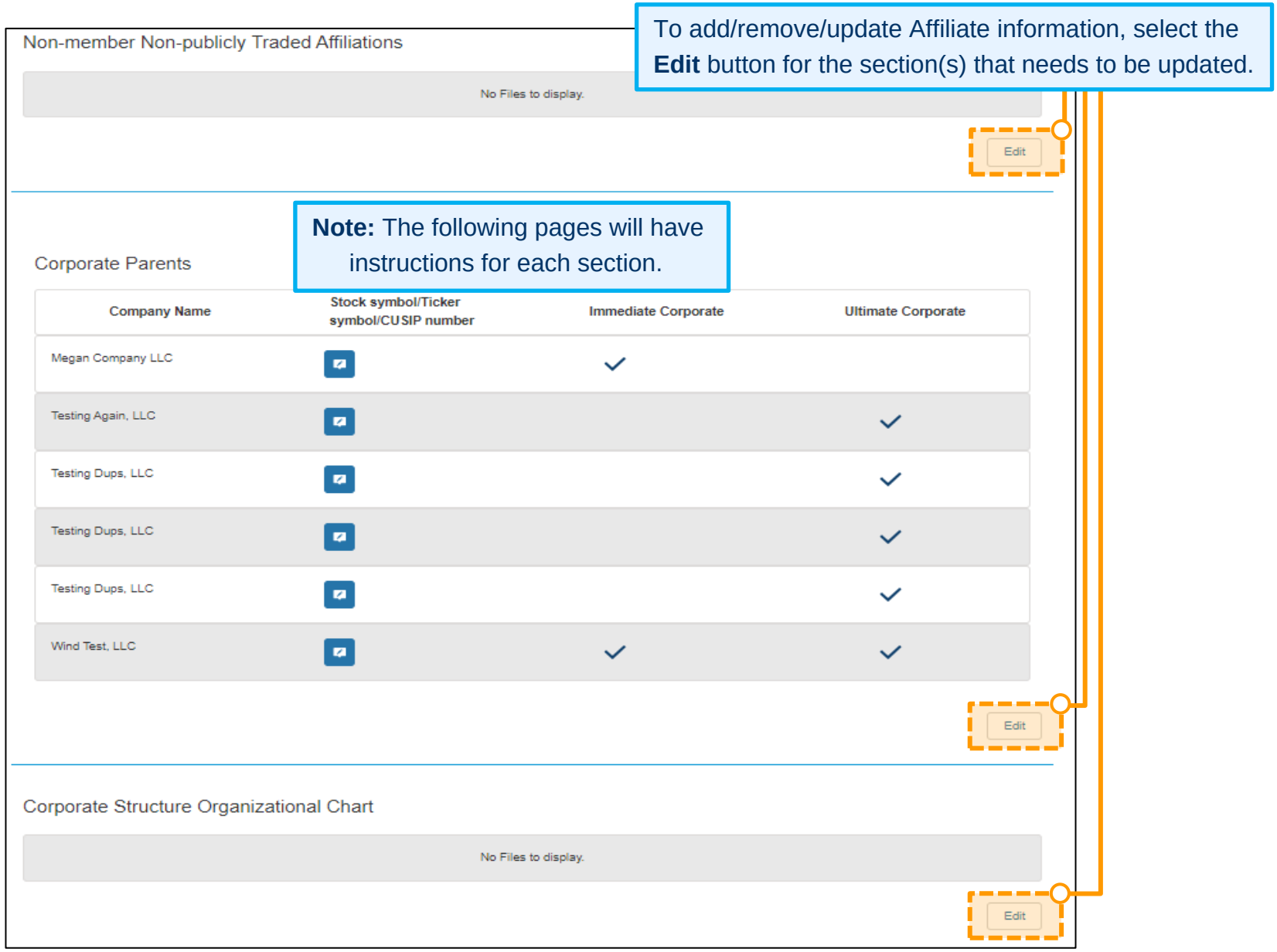


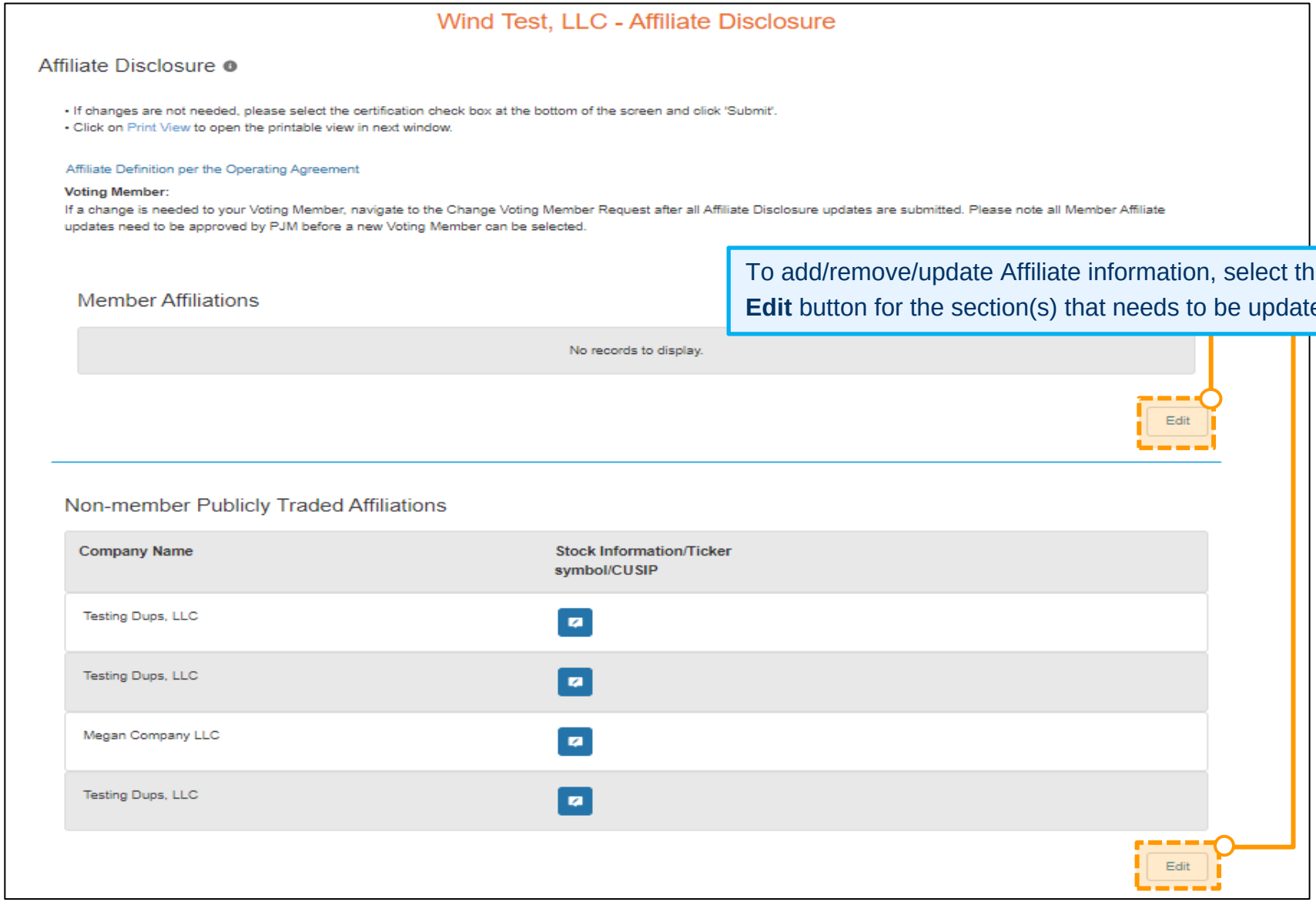




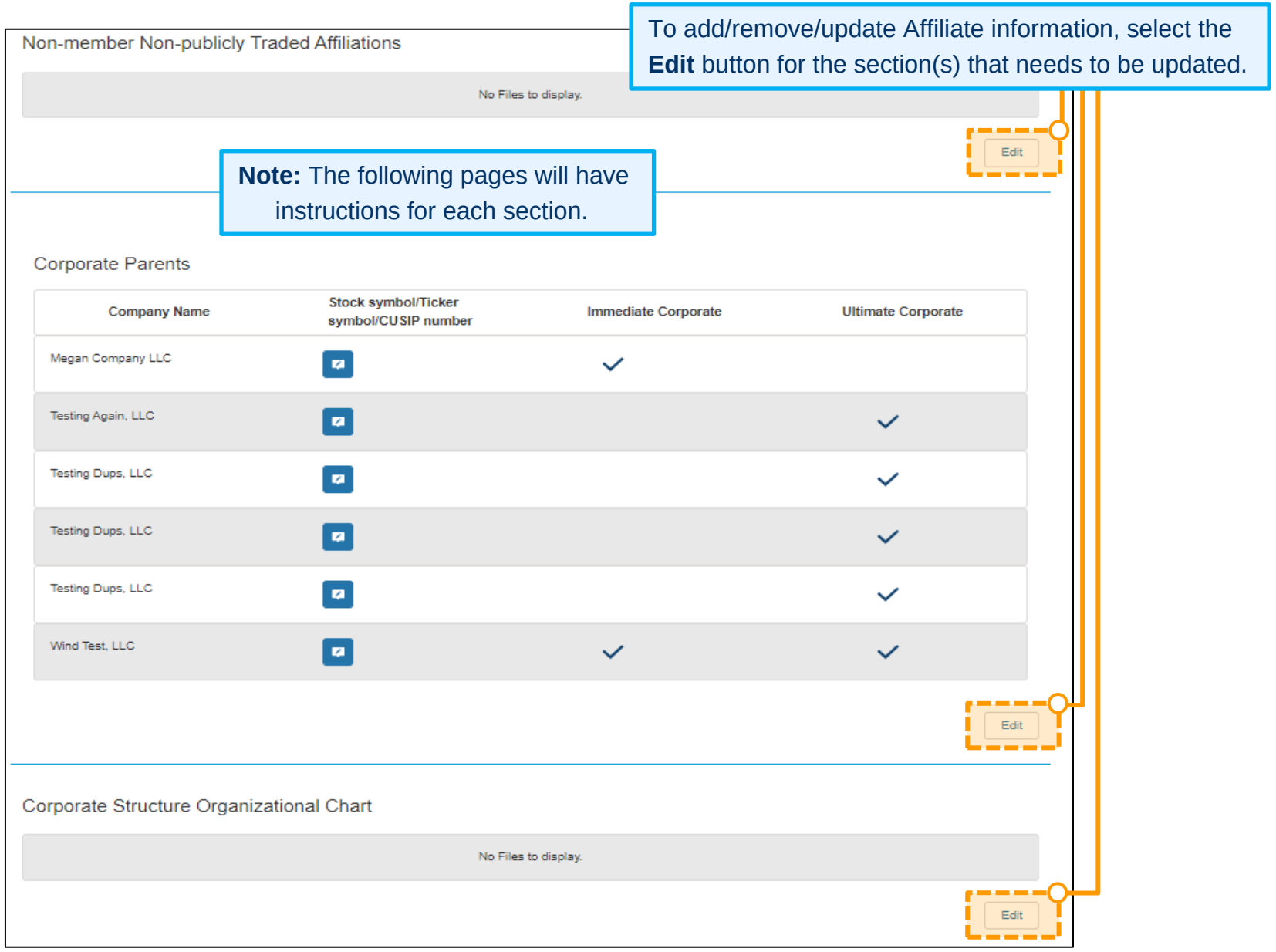

Member Affiliations
No records to display.
If changes are not needed, check the box next to the certification statement. Click **Submit**.
Edit
Non-member Publicly Traded Affiliations
Company Name
Stock Information/Ticker symbol/CUSIP
Testing Dups, LLC
Testing Dups, LLC
Megan Company LLC
Testing Dups, LLC
Edit
I certify the provided information is true, correct, and complete to the best of my knowledge, information, and belief.
Cancel
Save and continue later
Submit


Affiliate Disclosure
• If changes are not needed, please select the certification check box at the bottom of the screen and click 'Submit'.
• Click on Print View to open the printable view in next window.
Affiliate Definition per the Operating Agreement
Voting Member:
If a change is needed to your Voting Member, navigate to the Change Voting Member Request after all Affiliate Disclosure updates are submitted. Please note all Member Affiliate updates need to be approved by PJM before a new Voting Member can be selected.
To add/remove/update Affiliate information, select the Edit button for the section(s) that needs to be updated.
Member Affiliations
No records to display.
Edit
Non-member Publicly Traded Affiliations
Company Name
Stock Information/Ticker symbol/CUSIP
Testing Dups, LLC
Testing Dups, LLC
Megan Company LLC
Testing Dups, LLC
Edit


To add/remove/update Affiliate information, select the **Edit** button for the section(s) that needs to be updated.
Non-member Non-publicly Traded Affiliations
No Files to display.
Edit
Note: The following pages will have instructions for each section.
Corporate Parents
Company Name
Stock symbol/Ticker symbol/CUSIP number
Immediate Corporate
Ultimate Corporate
Megan Company LLC
Testing Again, LLC
Testing Dups, LLC
Testing Dups, LLC
Testing Dups, LLC
Wind Test, LLC
Edit
Corporate Structure Organizational Chart
No Files to display.
Edit



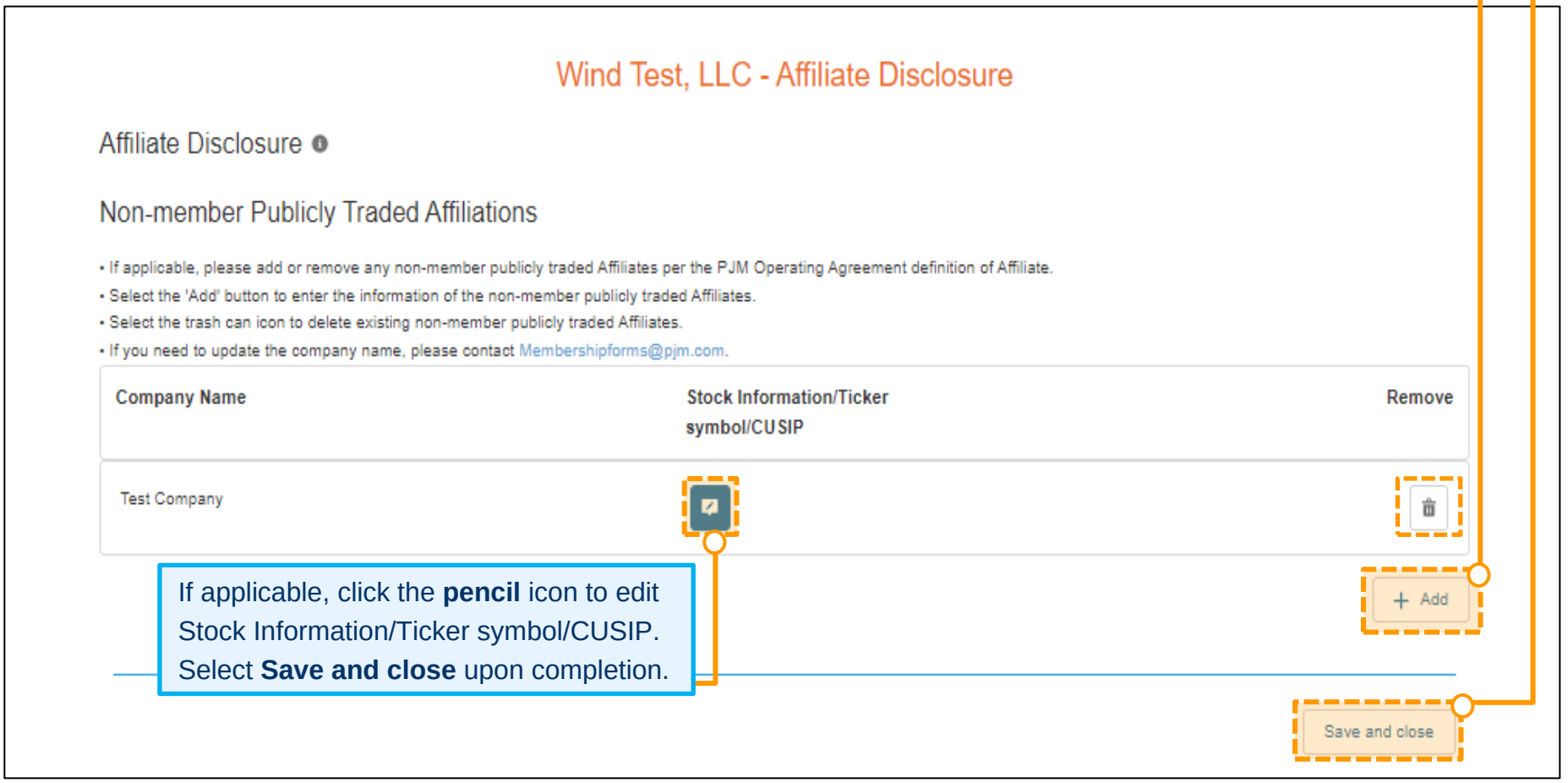
To add/remove/update Affiliate information, select the **Edit** button for the section(s) that needs to be updated.


To add/remove/update Affiliate information, select the **Edit** button for the section(s) that needs to be updated.
Non-member Non-publicly Traded Affiliations
No Files to display.
Edit
Note: The following pages will have instructions for each section.
Corporate Parents
Company Name
Stock symbol/Ticker symbol/CUSIP number
Immediate Corporate
Ultimate Corporate
Megan Company LLC
Testing Again, LLC
Testing Dups, LLC
Testing Dups, LLC
Testing Dups, LLC
Wind Test, LLC
Edit
Corporate Structure Organizational Chart
No Files to display.
Edit

Wind Test, LLC - Affiliate Disclosure
Affiliate Disclosure
Add or remove current Member Affiliations by using the arrows. Click **Save** when finished.
Member Affiliations
If applicable, add or remove current member affiliations by using 'arrows'.
Current PJM Members
527 Energy Inc.
7 Bridges Solar, LLC
AC Energy, LLC
Acciona Energy North America Corporation
ACT Commodities Inc.
Currently Affiliated Members
Cancel
Save

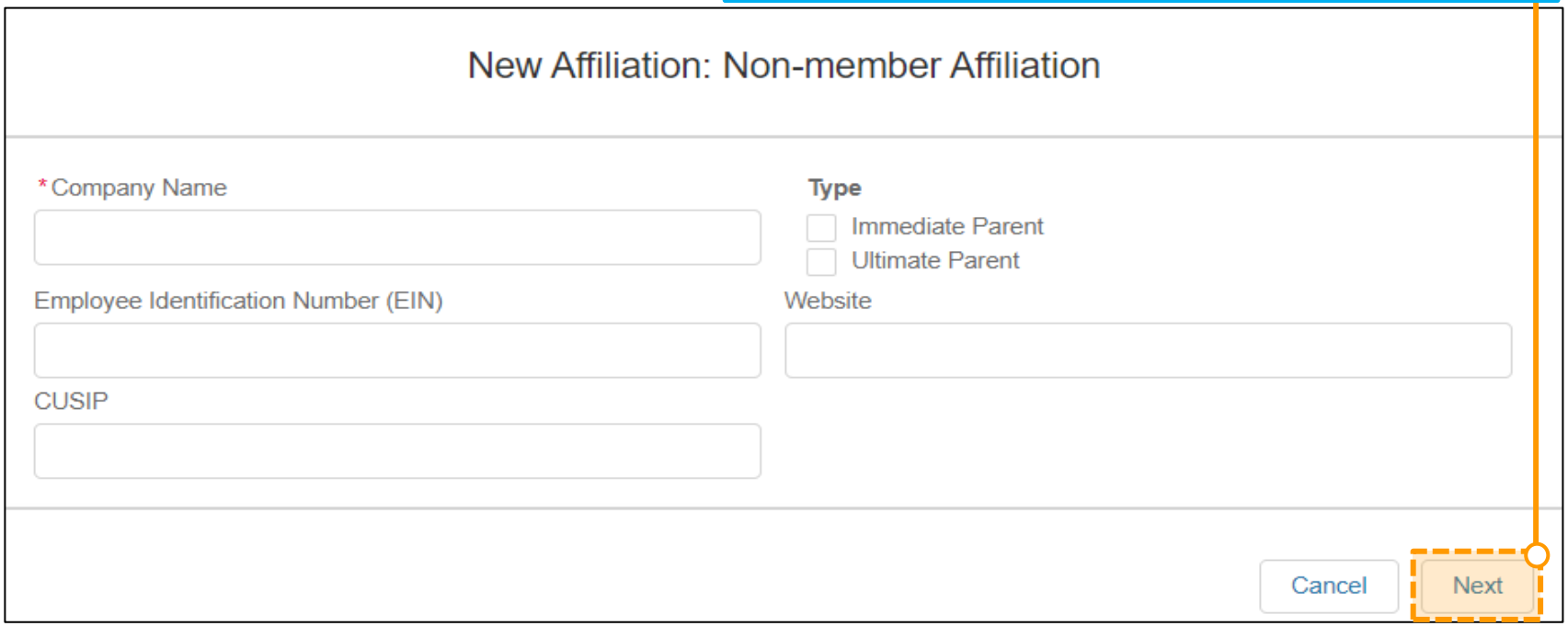
If applicable, add or remove any Non-member Publicly Traded Affiliations per the PJM Operating Agreement definition of Affiliate. Click **Save and close** when finished.

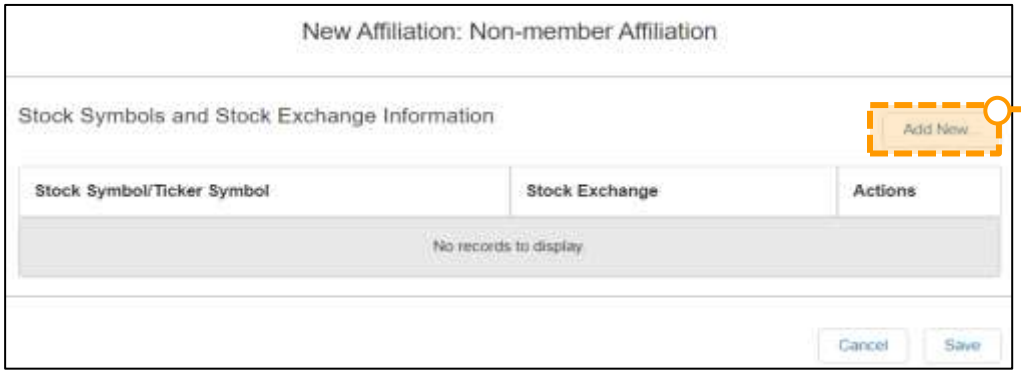
- Click **Add** to enter the information of the Non-member Publicly Traded Affiliation.
- Select the **trash can** icon to delete existing Non-member Publicly Traded Affiliation.



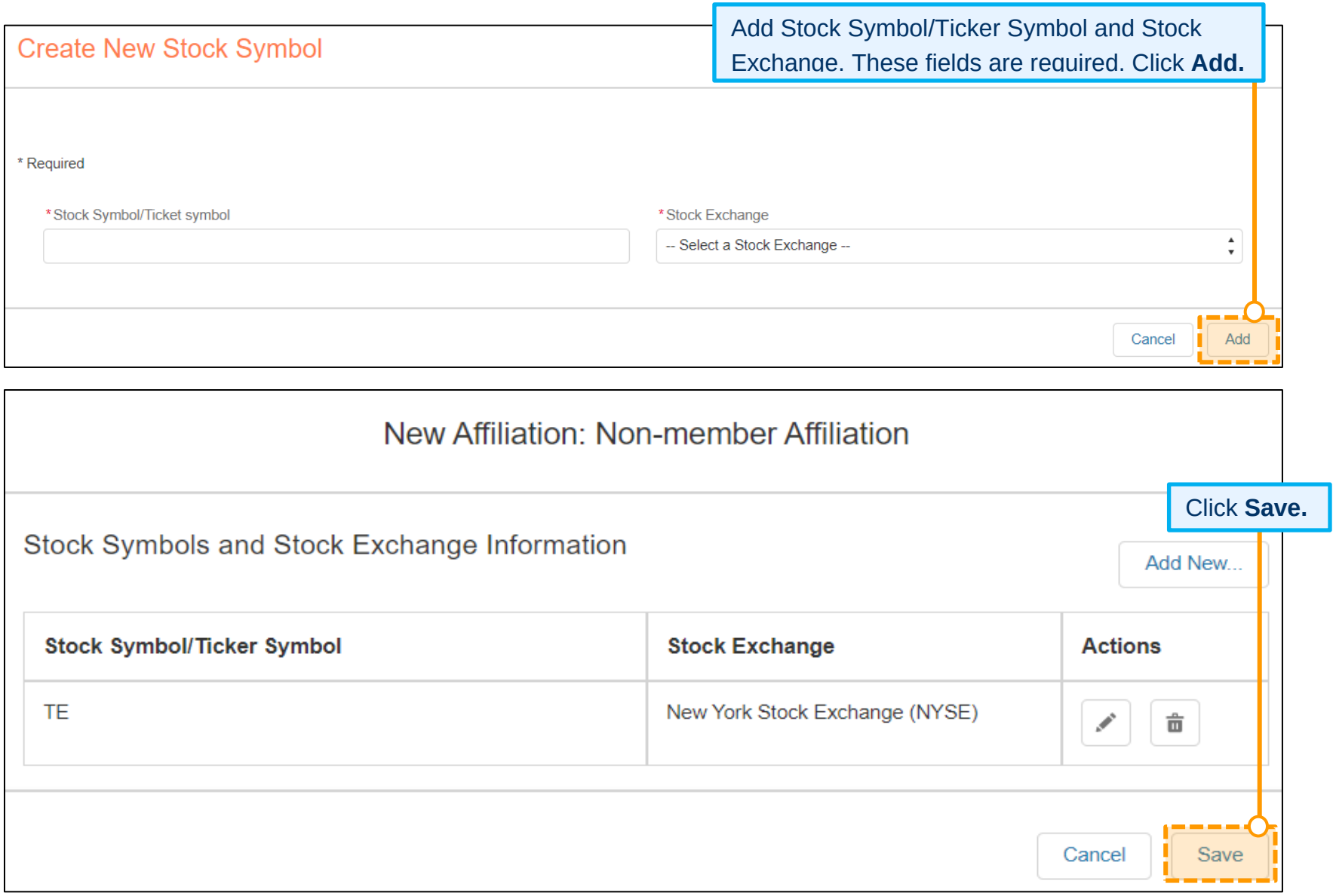
If applicable, click the **pencil** icon to edit Stock Information/Ticker symbol/CUSIP. Select **Save and close** upon completion.

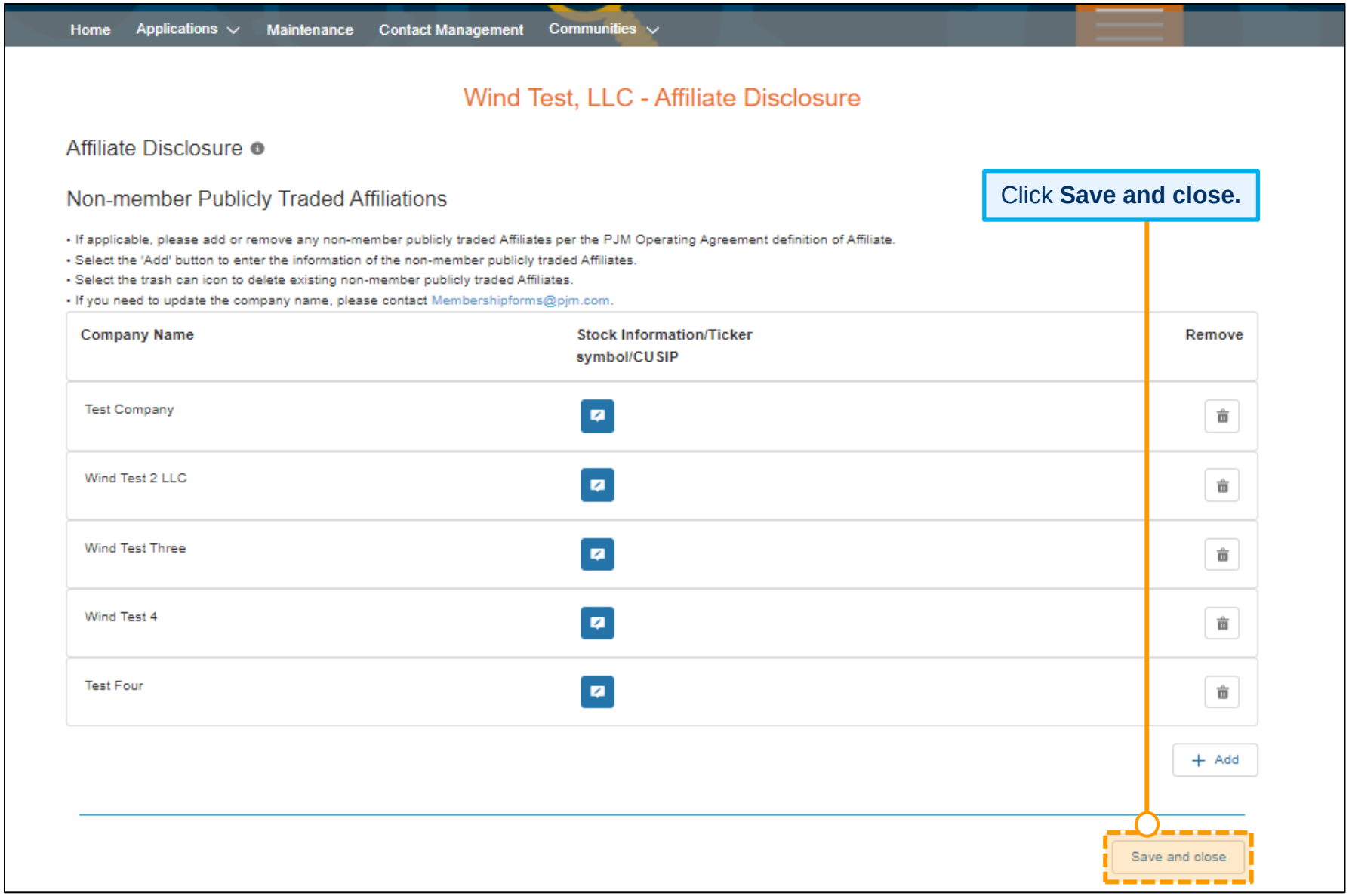
Enter the Company Name. Enter the Employee Identification Number (EIN) and website if available. Check the applicable corporate relationship type. Click **Next**.

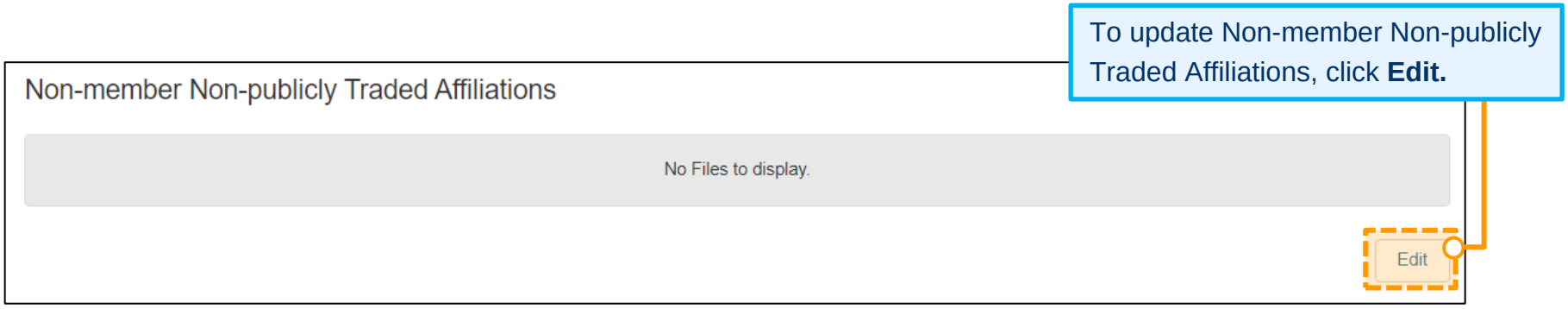


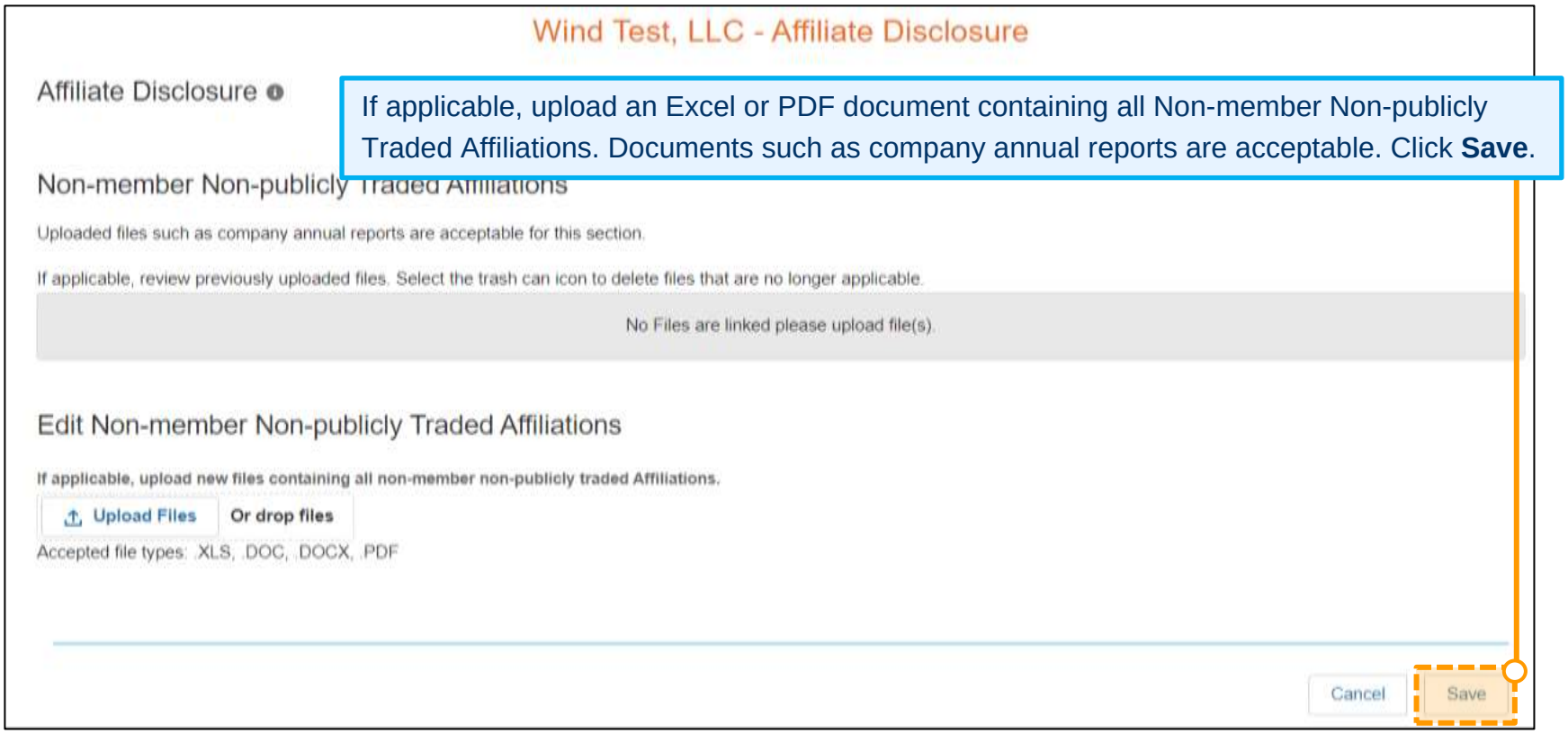


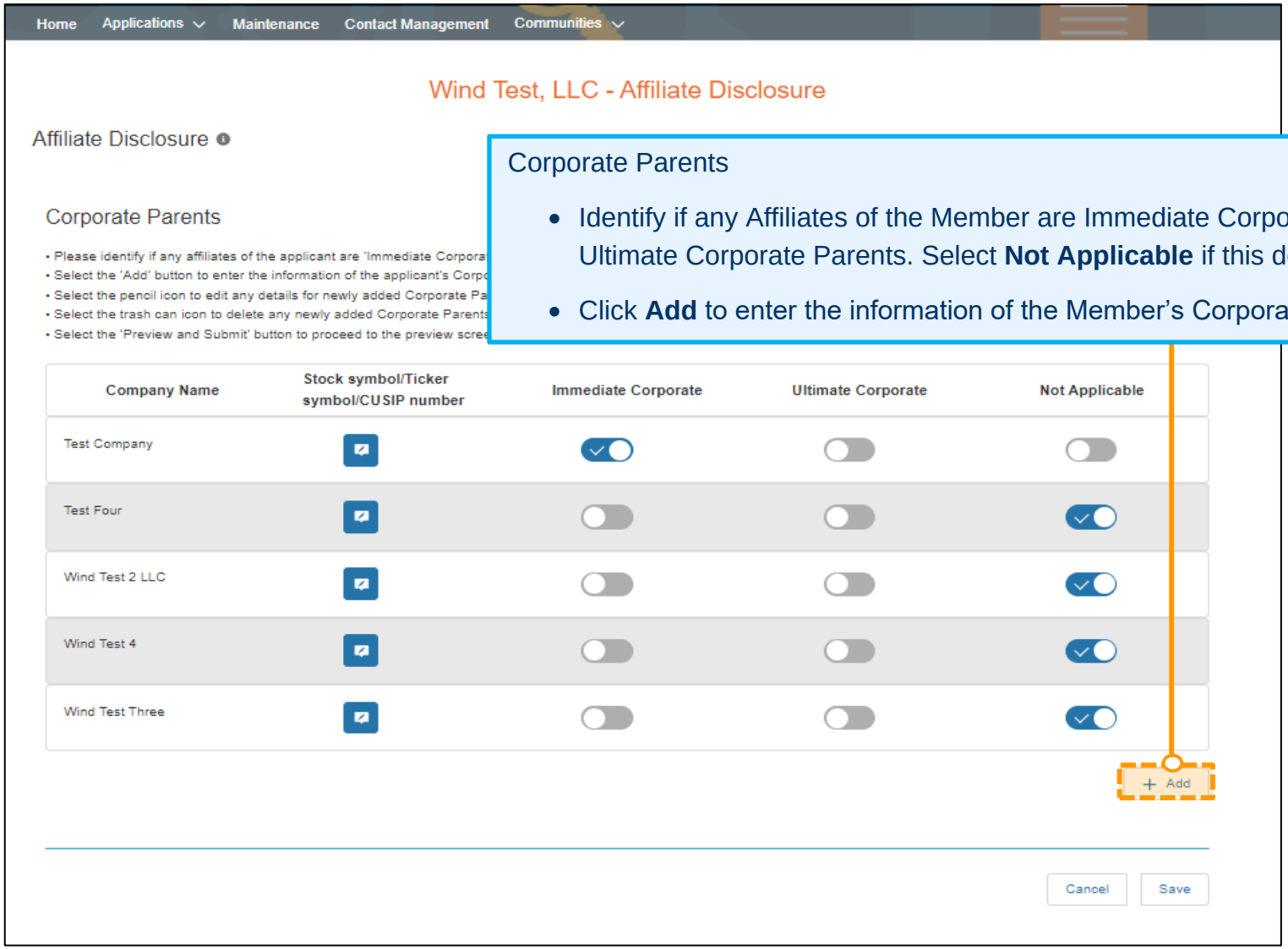
Click **Add New** to add Stock Symbol/Ticker Symbol and Stock Exchange. These fields are required.


Add Stock Symbol/Ticker Symbol and Stock Exchange. These fields are required. Click **Add.**
Create New Stock Symbol
* Required
*Stock Symbol/Ticket symbol
*Stock Exchange
-- Select a Stock Exchange --
Cancel
Add
New Affiliation: Non-member Affiliation
Click **Save.**
Stock Symbols and Stock Exchange Information
Add New...
Stock Symbol/Ticker Symbol
Stock Exchange
Actions
TE
New York Stock Exchange (NYSE)
Cancel
Save


Home
Applications
Maintenance
Contact Management
Communities
Wind Test, LLC - Affiliate Disclosure
Affiliate Disclosure
Non-member Publicly Traded Affiliations
Click Save and close.
• If applicable, please add or remove any non-member publicly traded Affiliates per the PJM Operating Agreement definition of Affiliate.
• Select the 'Add' button to enter the information of the non-member publicly traded Affiliates.
• Select the trash can icon to delete existing non-member publicly traded Affiliates.
• If you need to update the company name, please contact Membershipforms@pjm.com.
Company Name
Stock Information/Ticker symbol/CUSIP
Remove
Test Company
Wind Test 2 LLC
Wind Test Three
Wind Test 4
Test Four
Add
Save and close

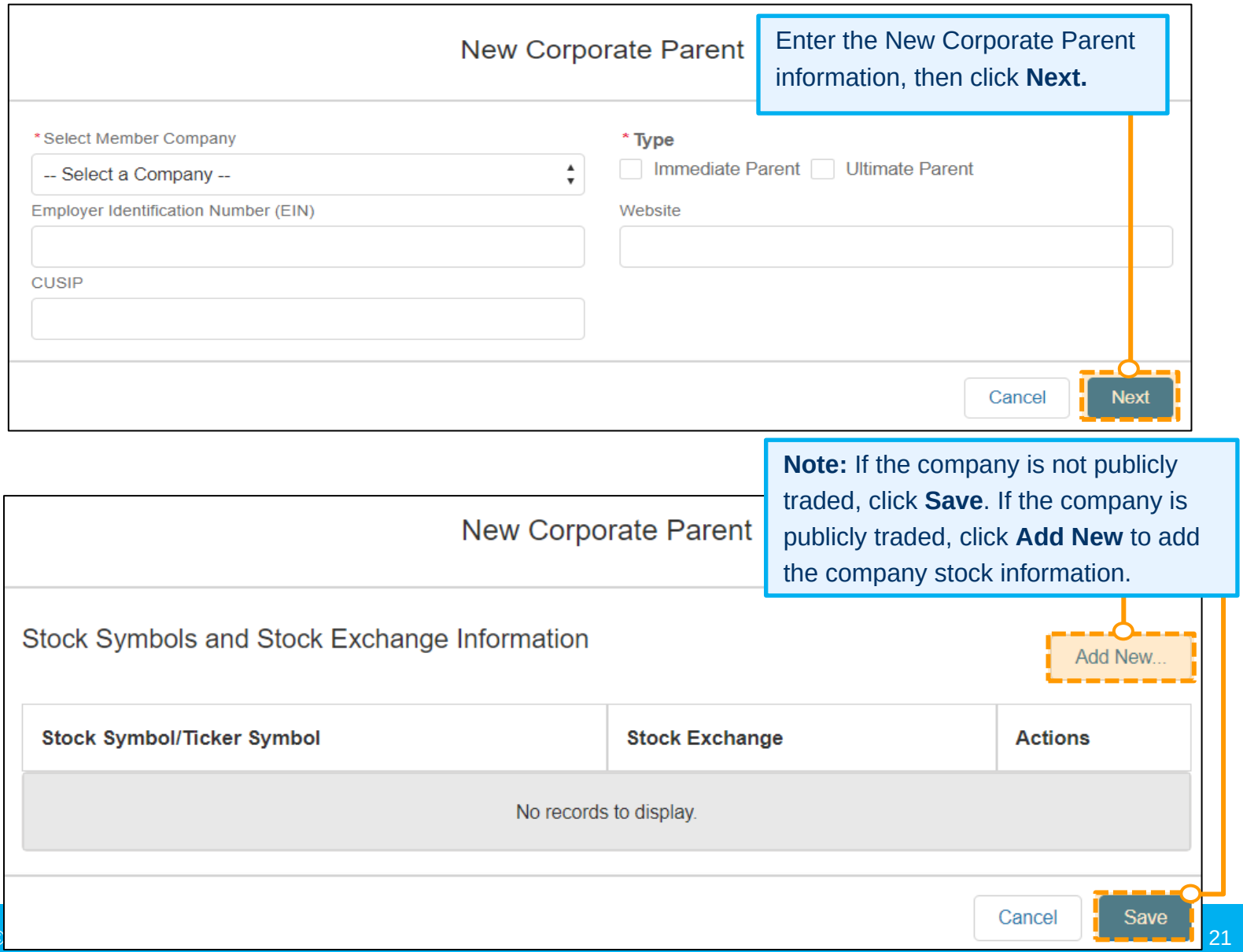

To update Non-member Non-publicly Traded Affiliations, click **Edit.**
Non-member Non-publicly Traded Affiliations
No Files to display.
Edit

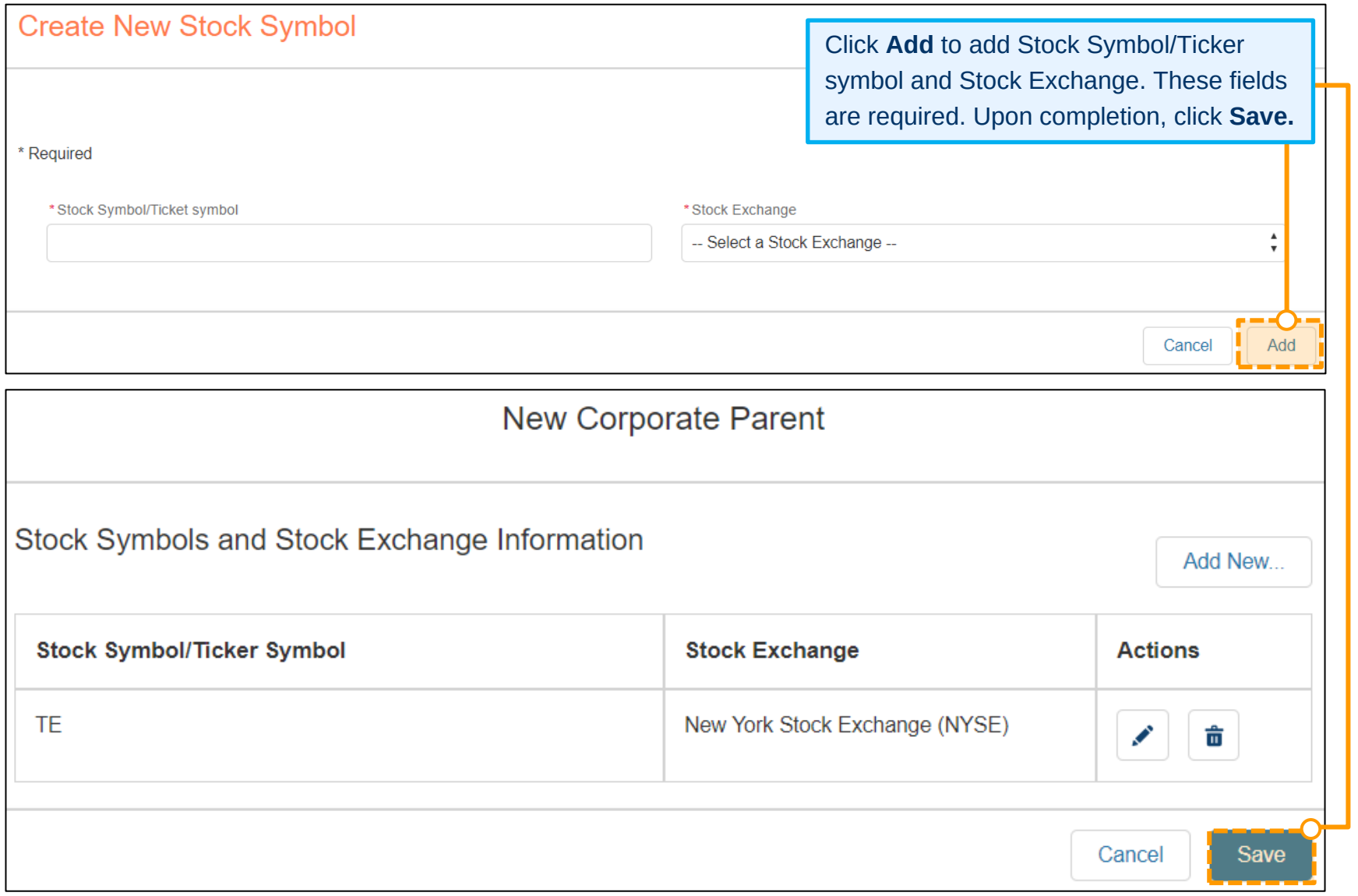

Wind Test, LLC - Affiliate Disclosure
Affiliate Disclosure
If applicable, upload an Excel or PDF document containing all Non-member Non-publicly Traded Affiliations. Documents such as company annual reports are acceptable. Click **Save**.
Non-member Non-publicly Traded Affiliations
Uploaded files such as company annual reports are acceptable for this section.
If applicable, review previously uploaded files. Select the trash can icon to delete files that are no longer applicable.
No Files are linked please upload file(s).
Edit Non-member Non-publicly Traded Affiliations
If applicable, upload new files containing all non-member non-publicly traded Affiliations.
Upload Files
Or drop files
Accepted file types: XLS, .DOC, .DOCX, .PDF
Cancel
Save

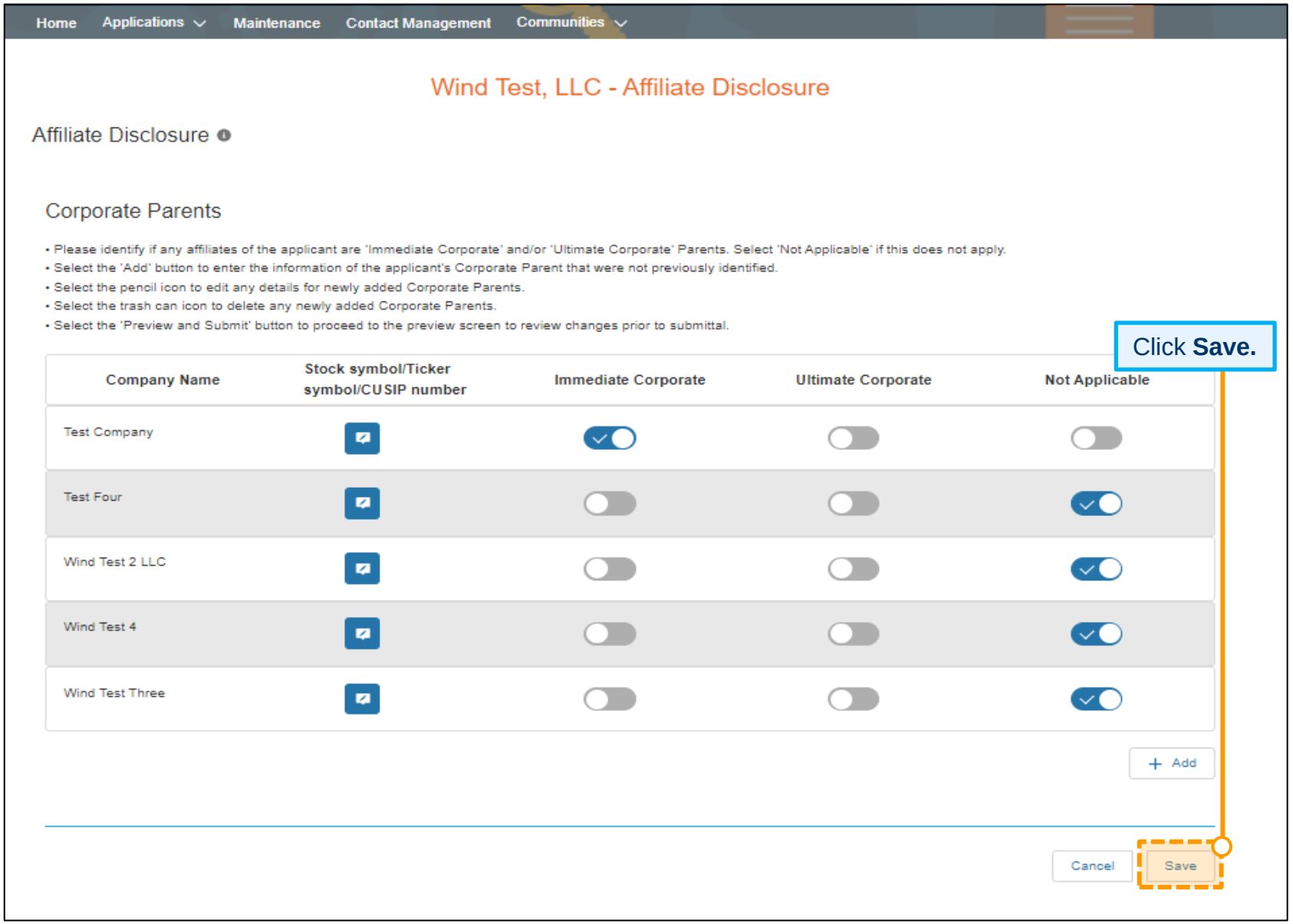


Corporate Parents

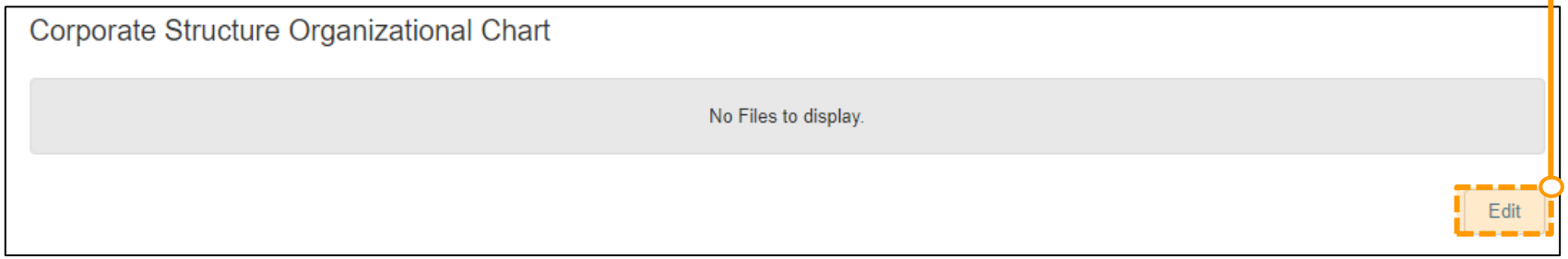
- Identify if any Affiliates of the Member are Immediate Corporate and/or Ultimate Corporate Parents. Select **Not Applicable** if this does not apply.
- Click **Add** to enter the information of the Member's Corporate Parent.

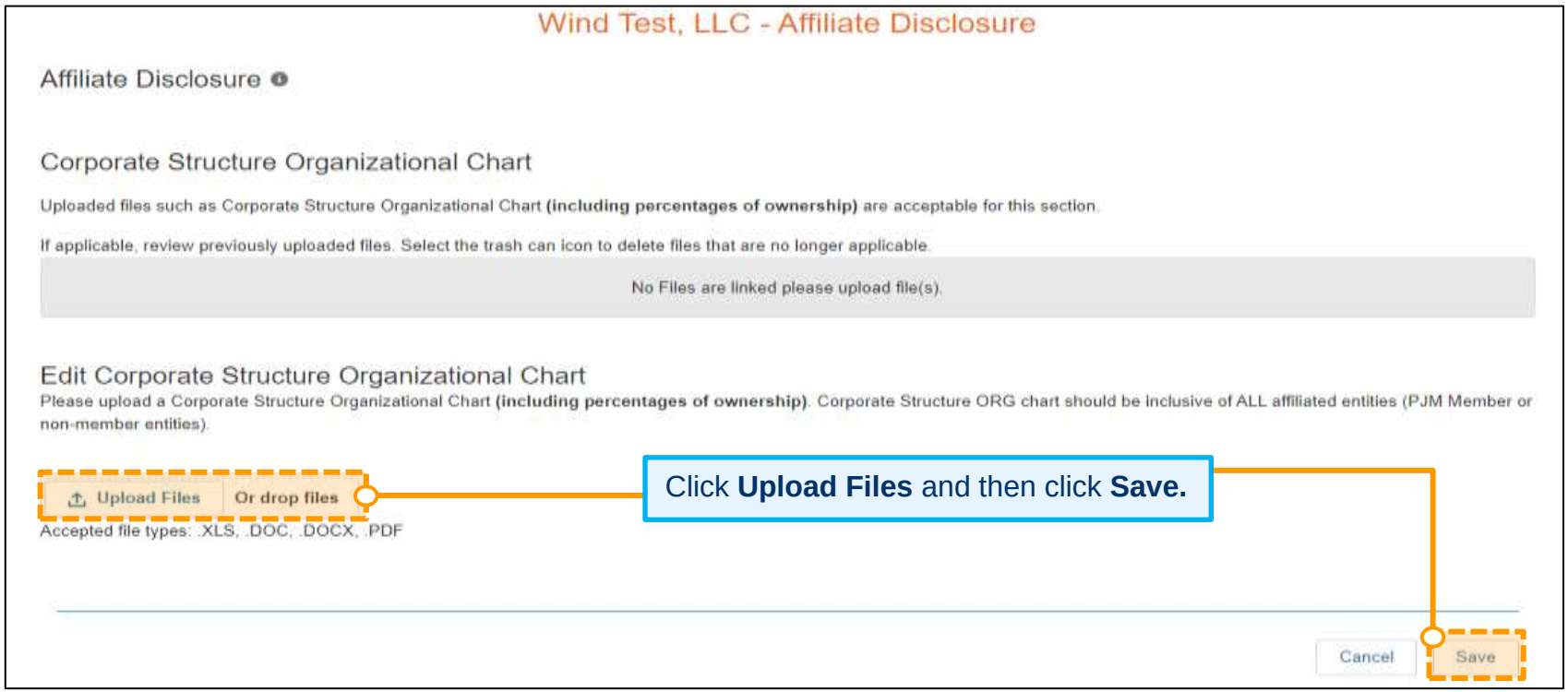

New Corporate Parent
Enter the New Corporate Parent information, then click **Next.**
* Select Member Company
-- Select a Company --
* Type
Immediate Parent
Ultimate Parent
Employer Identification Number (EIN)
Website
CUSIP
Cancel
Next
New Corporate Parent
Note: If the company is not publicly traded, click **Save**. If the company is publicly traded, click **Add New** to add the company stock information.
Stock Symbols and Stock Exchange Information
Add New...
Stock Symbol/Ticker Symbol
Stock Exchange
Actions
No records to display.
Cancel
Save


Create New Stock Symbol
Click **Add** to add Stock Symbol/Ticker symbol and Stock Exchange. These fields are required. Upon completion, click **Save.**
* Required
*Stock Symbol/Ticket symbol
*Stock Exchange
-- Select a Stock Exchange --
Cancel
Add
New Corporate Parent
Stock Symbols and Stock Exchange Information
Add New...
Stock Symbol/Ticker Symbol
Stock Exchange
Actions
TE
New York Stock Exchange (NYSE)
Cancel
Save


Home
Applications
Maintenance
Contact Management
Communities
Wind Test, LLC - Affiliate Disclosure
Affiliate Disclosure
Corporate Parents
• Please identify if any affiliates of the applicant are 'Immediate Corporate' and/or 'Ultimate Corporate' Parents. Select 'Not Applicable' if this does not apply.
• Select the 'Add' button to enter the information of the applicant's Corporate Parent that were not previously identified.
• Select the pencil icon to edit any details for newly added Corporate Parents.
• Select the trash can icon to delete any newly added Corporate Parents.
• Select the 'Preview and Submit' button to proceed to the preview screen to review changes prior to submittal.
Company Name
Stock symbol/Ticker symbol/CUSIP number
Immediate Corporate
Ultimate Corporate
Not Applicable
Test Company
Test Four
Wind Test 2 LLC
Wind Test 4
Wind Test Three
+ Add
Cancel
Save
Click Save.

Click **Edit** to add a Corporate Structure Organizational Chart showing the corporate ownership and affiliated company relationships. This document should include all Affiliates (PJM and non-members), the investors and shareholders with percentages of ownership of each.

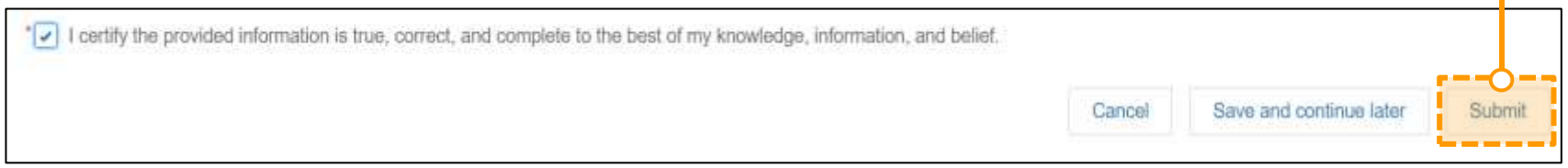




Click **Upload Files** and then click **Save.**

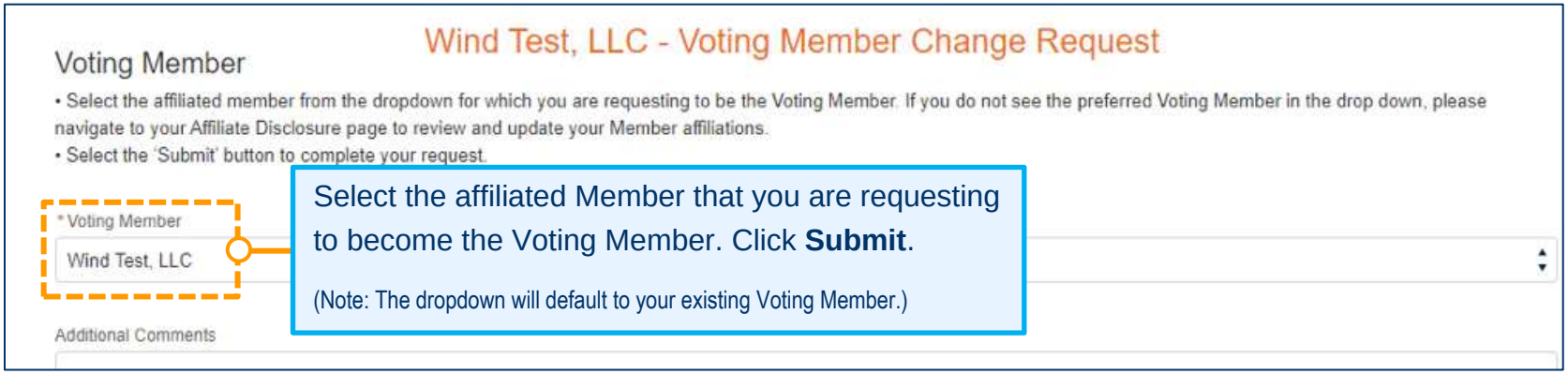
After all Affiliate Disclosure updates are saved, check the box next to the certification statement.

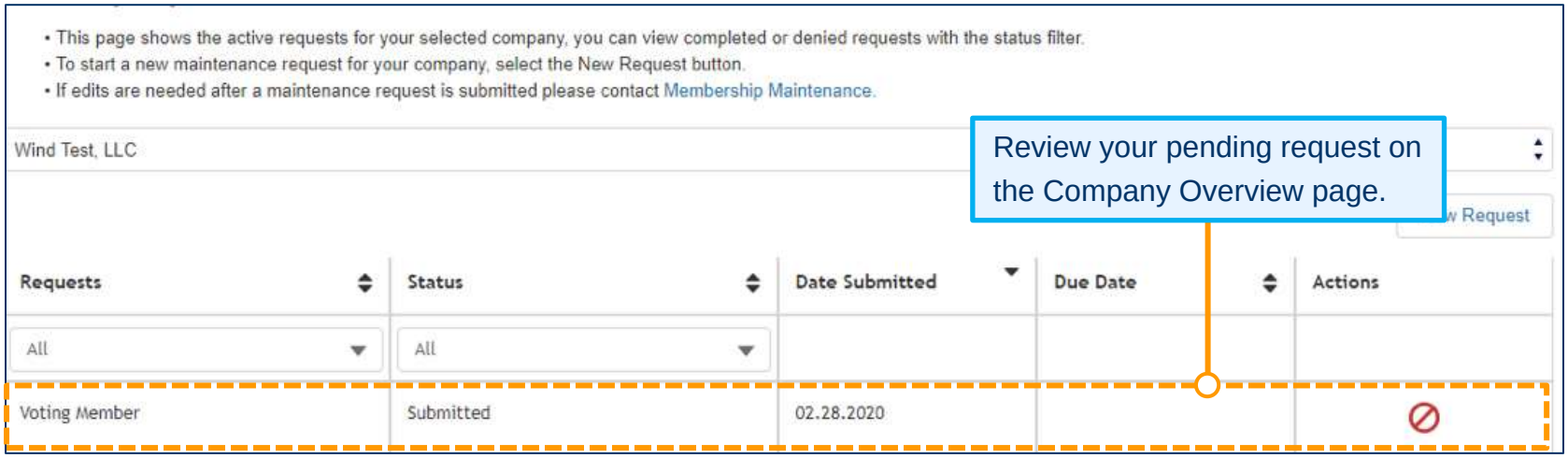
Click **Submit.**



Updating Your Voting Member

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Voting Member Change Request section of the dashboard to make changes.

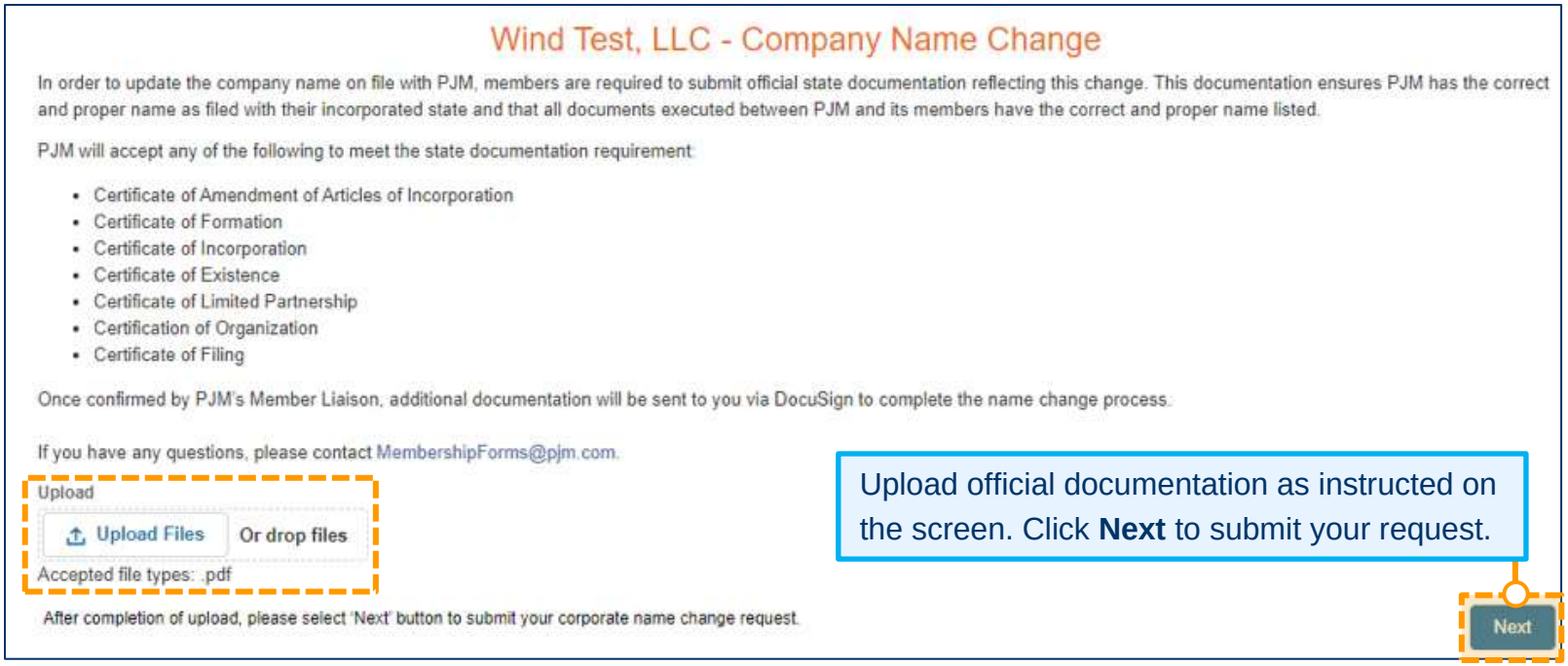


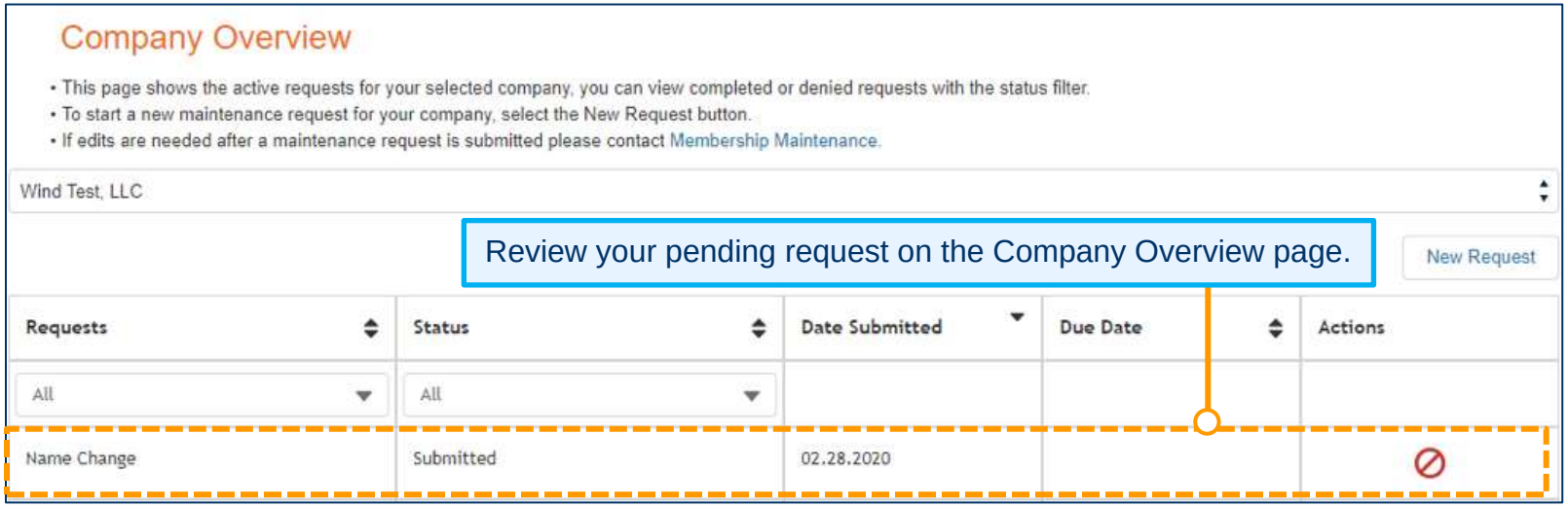


Requesting a Company Name Change

To change a Member name on PJM Interconnection agreements, an officer, authorized representative or maintenance manager must provide the appropriate state documentation to initiate this request.

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Company Name Change section of the dashboard to make changes.


Wind Test, LLC - Company Name Change
In order to update the company name on file with PJM, members are required to submit official state documentation reflecting this change. This documentation ensures PJM has the correct and proper name as filed with their incorporated state and that all documents executed between PJM and its members have the correct and proper name listed.
PJM will accept any of the following to meet the state documentation requirement:
Certificate of Amendment of Articles of Incorporation
Certificate of Formation
Certificate of Incorporation
Certificate of Existence
Certificate of Limited Partnership
Certification of Organization
Certificate of Filing
Once confirmed by PJM's Member Liaison, additional documentation will be sent to you via DocuSign to complete the name change process.
If you have any questions, please contact MembershipForms@pjm.com.
Upload
Upload Files
Or drop files
Accepted file types: .pdf
After completion of upload, please select 'Next' button to submit your corporate name change request.
Upload official documentation as instructed on the screen. Click Next to submit your request.
Next

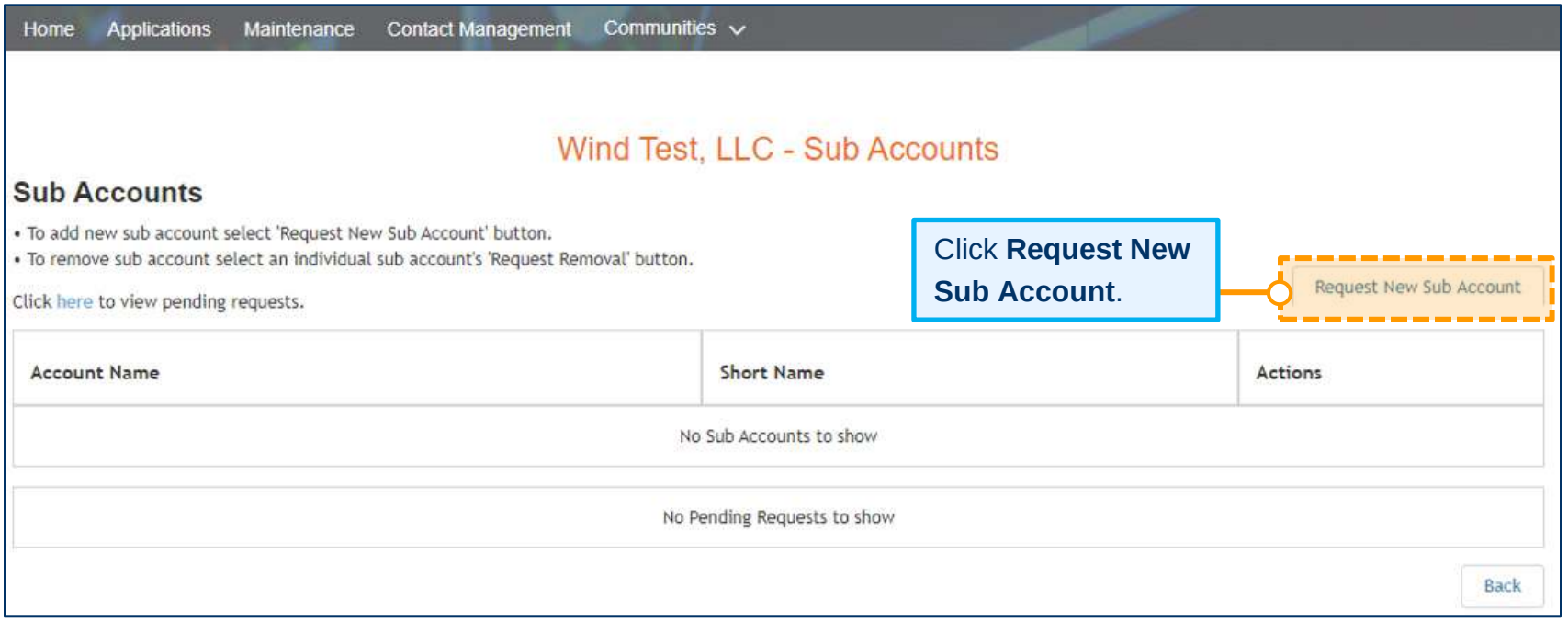

Company Overview
This page shows the active requests for your selected company, you can view completed or denied requests with the status filter.
To start a new maintenance request for your company, select the New Request button.
If edits are needed after a maintenance request is submitted please contact Membership Maintenance.
Wind Test, LLC
Review your pending request on the Company Overview page.
New Request
Requests
Status
Date Submitted
Due Date
Actions
All
All
Name Change
Submitted
02.28.2020

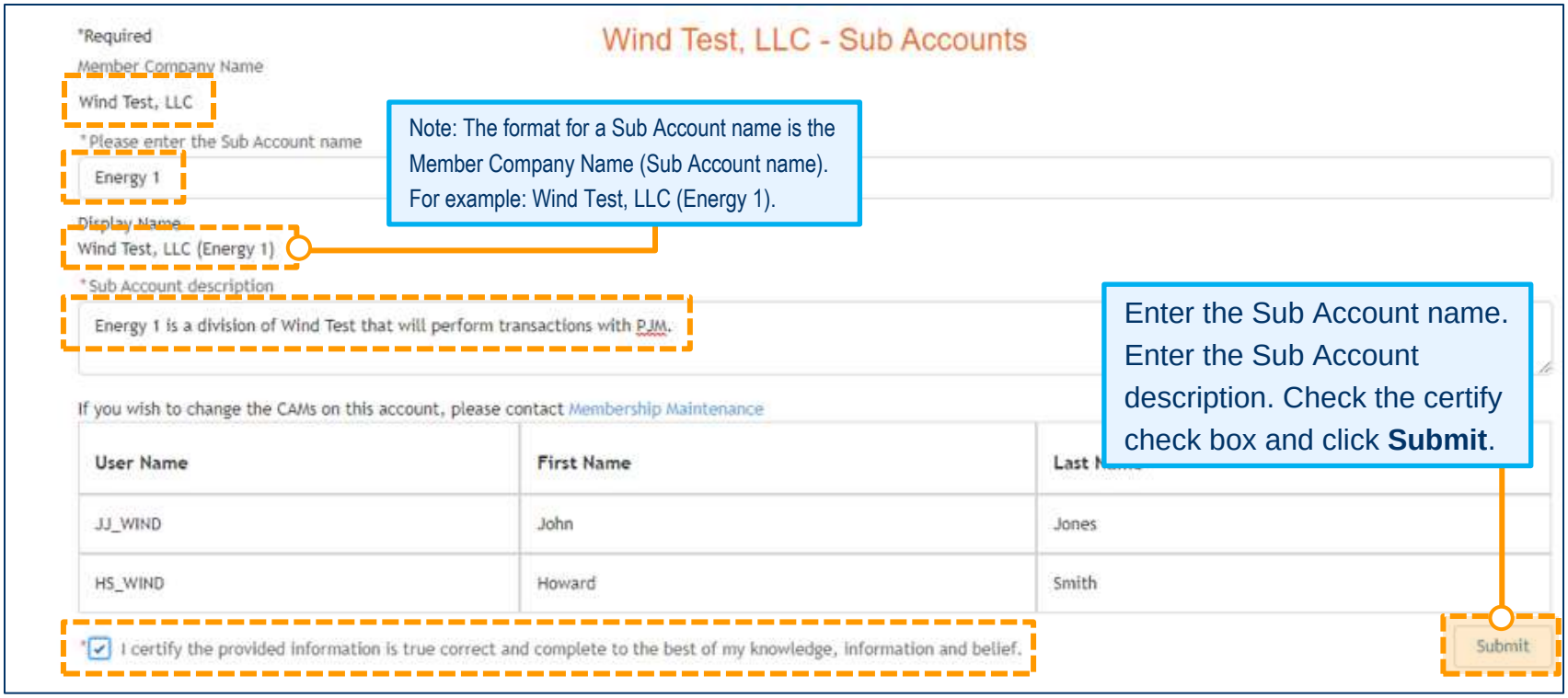
Managing Sub Accounts

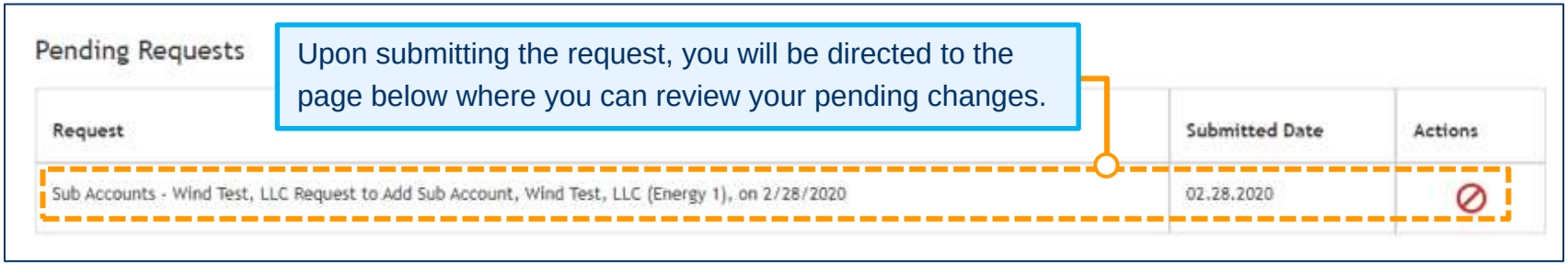
Members have the ability to establish more than one account, often referred to as Sub Accounts, needed for their business purposes.

ADDING A SUB ACCOUNT

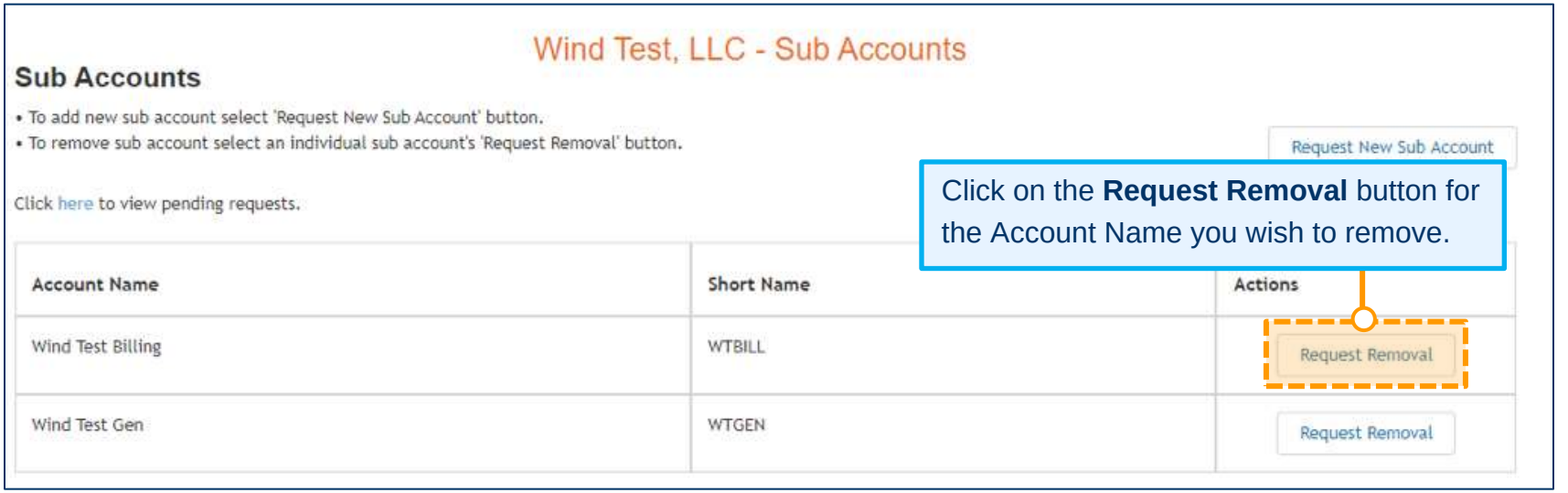
1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Sub Accounts section of the dashboard to make changes.

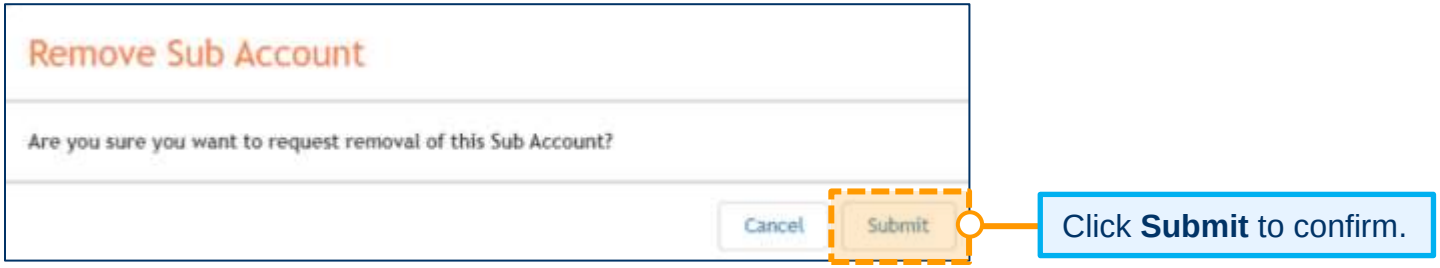


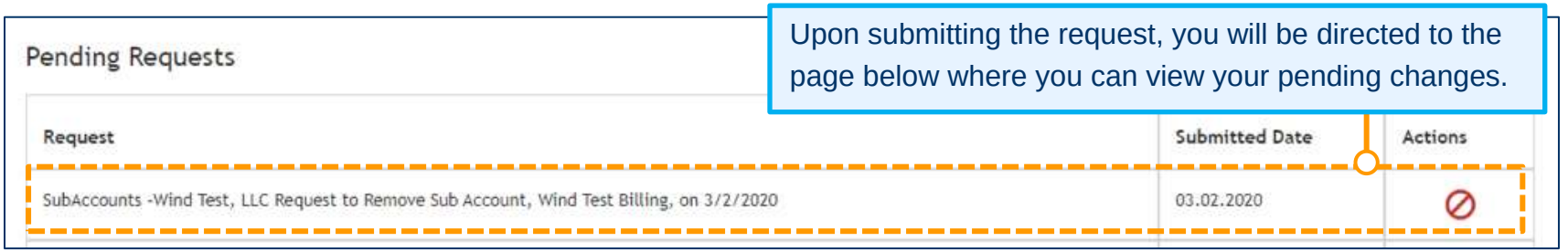

*Required
Wind Test, LLC - Sub Accounts
Member Company Name
Wind Test, LLC
*Please enter the Sub Account name
Energy 1
Note: The format for a Sub Account name is the Member Company Name (Sub Account name). For example: Wind Test, LLC (Energy 1).
Display Name
Wind Test, LLC (Energy 1)
*Sub Account description
Energy 1 is a division of Wind Test that will perform transactions with PJM.
Enter the Sub Account name. Enter the Sub Account description. Check the certify check box and click Submit.
If you wish to change the CAMs on this account, please contact Membership Maintenance
User Name
First Name
JJ_WIND
John
Jones
HS_WIND
Howard
Smith
I certify the provided information is true correct and complete to the best of my knowledge, information and belief.
Submit


Pending Requests
Upon submitting the request, you will be directed to the page below where you can review your pending changes.
Request
Submitted Date
Actions
Sub Accounts - Wind Test, LLC Request to Add Sub Account, Wind Test, LLC (Energy 1), on 2/28/2020
02.28.2020

REMOVING A SUB ACCOUNT



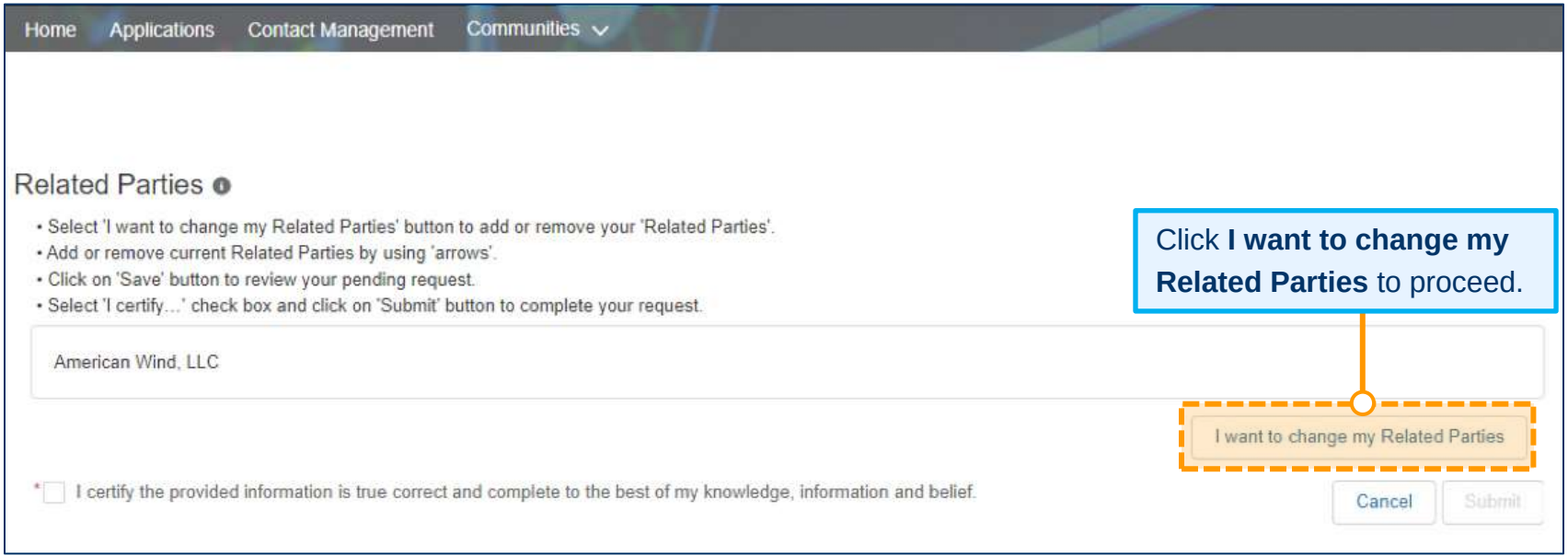


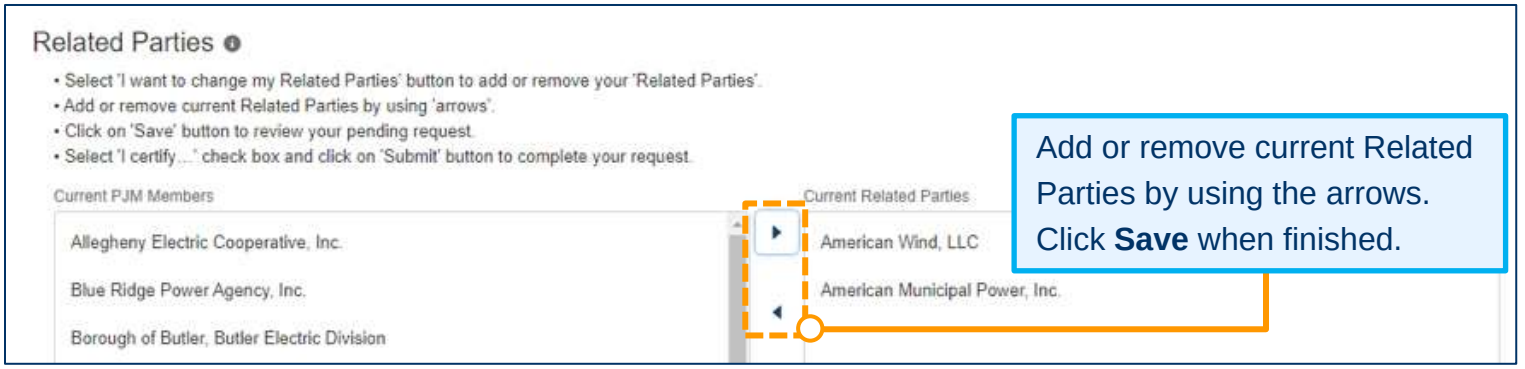


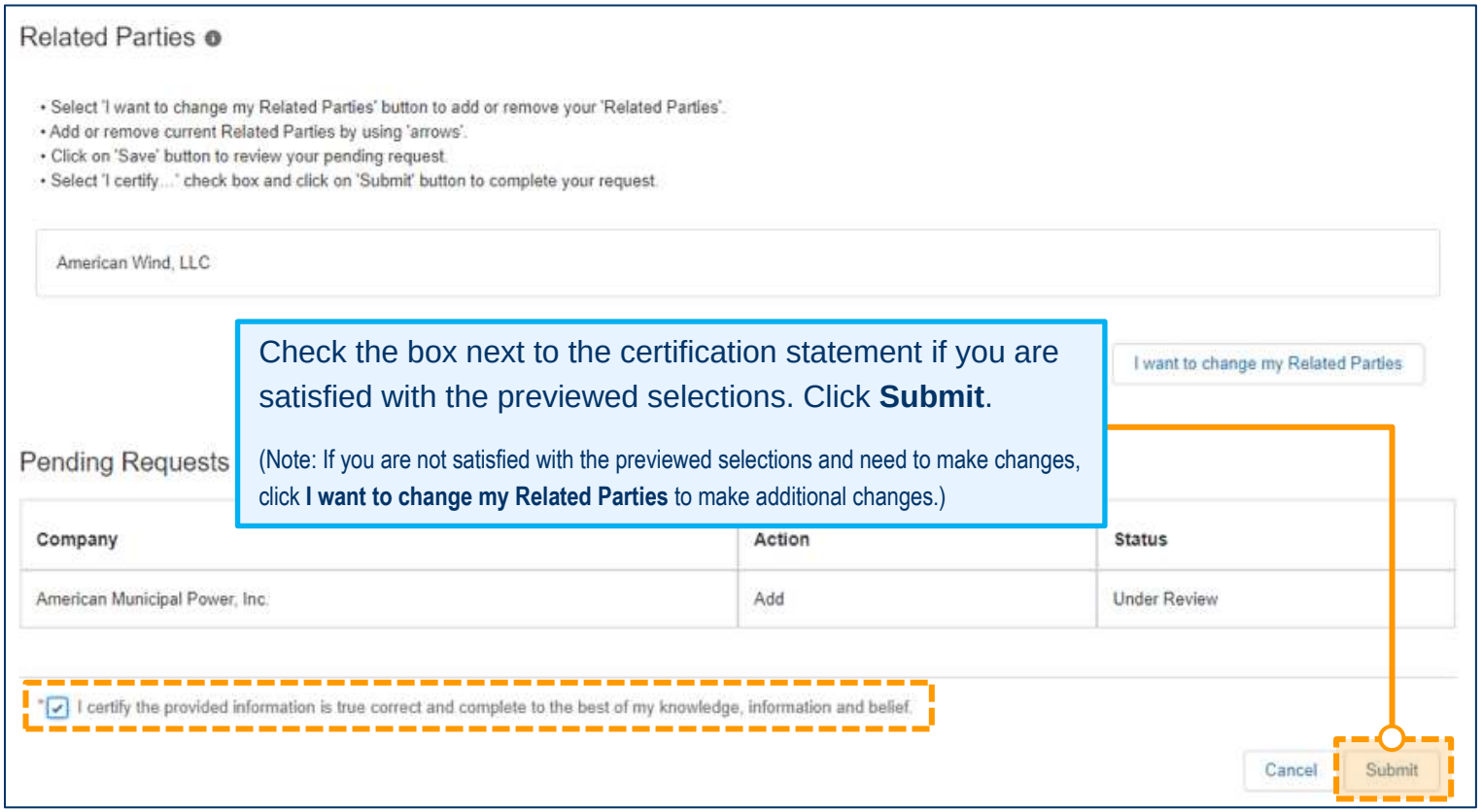
Changing Related Parties for Your Company (Electric Distribution Sector Only)

Note: This section only applies to Members in the Electric Distribution sector and will not appear in the dashboard for members of other sectors.

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Related Parties section of the dashboard to make changes.




Related Parties
• Select 'I want to change my Related Parties' button to add or remove your 'Related Parties'.
• Add or remove current Related Parties by using 'arrows'.
• Click on 'Save' button to review your pending request.
• Select 'I certify...' check box and click on 'Submit' button to complete your request.
Current PJM Members
Allegheny Electric Cooperative, Inc.
Blue Ridge Power Agency, Inc.
Borough of Butler, Butler Electric Division
Current Related Parties
American Wind, LLC
American Municipal Power, Inc.
Add or remove current Related Parties by using the arrows. Click Save when finished.

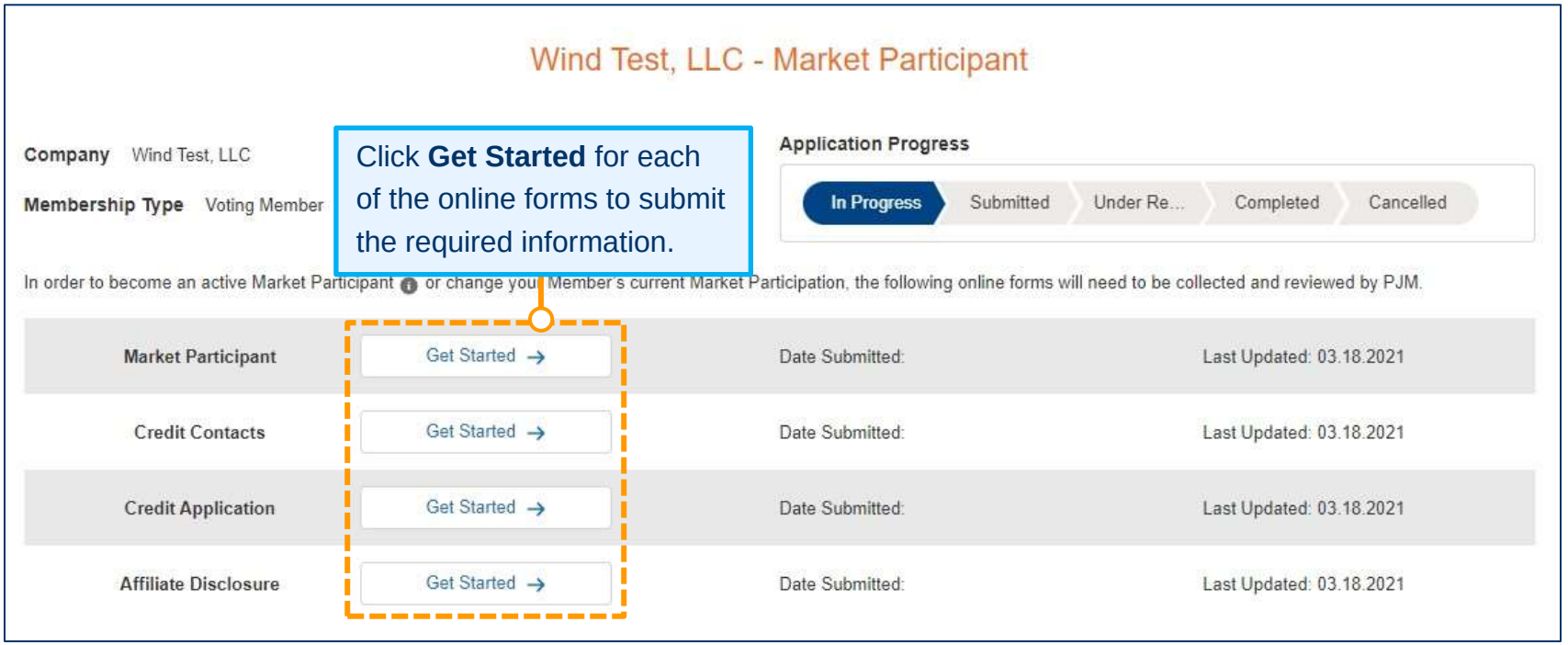

Related Parties
• Select 'I want to change my Related Parties' button to add or remove your 'Related Parties'.
• Add or remove current Related Parties by using 'arrows'.
• Click on 'Save' button to review your pending request.
• Select 'I certify...' check box and click on 'Submit' button to complete your request.
American Wind, LLC
I want to change my Related Parties
Check the box next to the certification statement if you are satisfied with the previewed selections. Click Submit.
(Note: If you are not satisfied with the previewed selections and need to make changes, click I want to change my Related Parties to make additional changes.)
Pending Requests
Company
Action
Status
American Municipal Power, Inc.
Add
Under Review
I certify the provided information is true correct and complete to the best of my knowledge, information and belief.
Cancel
Submit

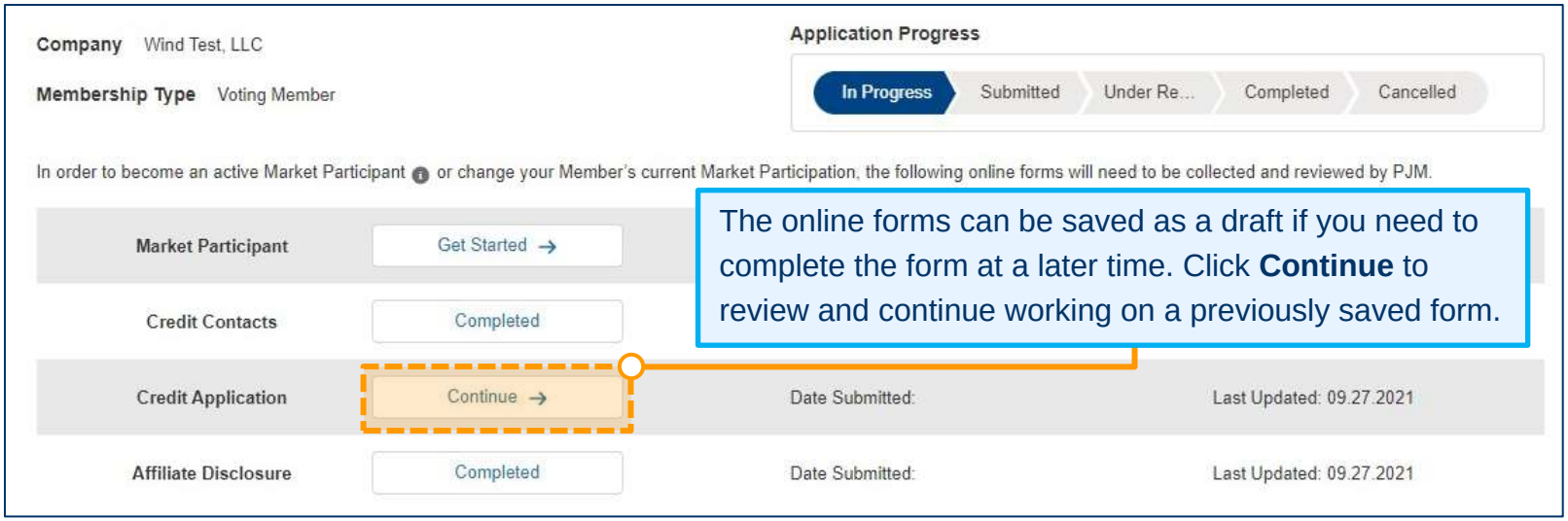
Requesting To Update Market Participation Status in PJM Markets

Members can submit a request to change how they participate in PJM's markets or submit a request to become an active Market Participant.

SUBMITTING A MARKET PARTICIPANT REQUEST

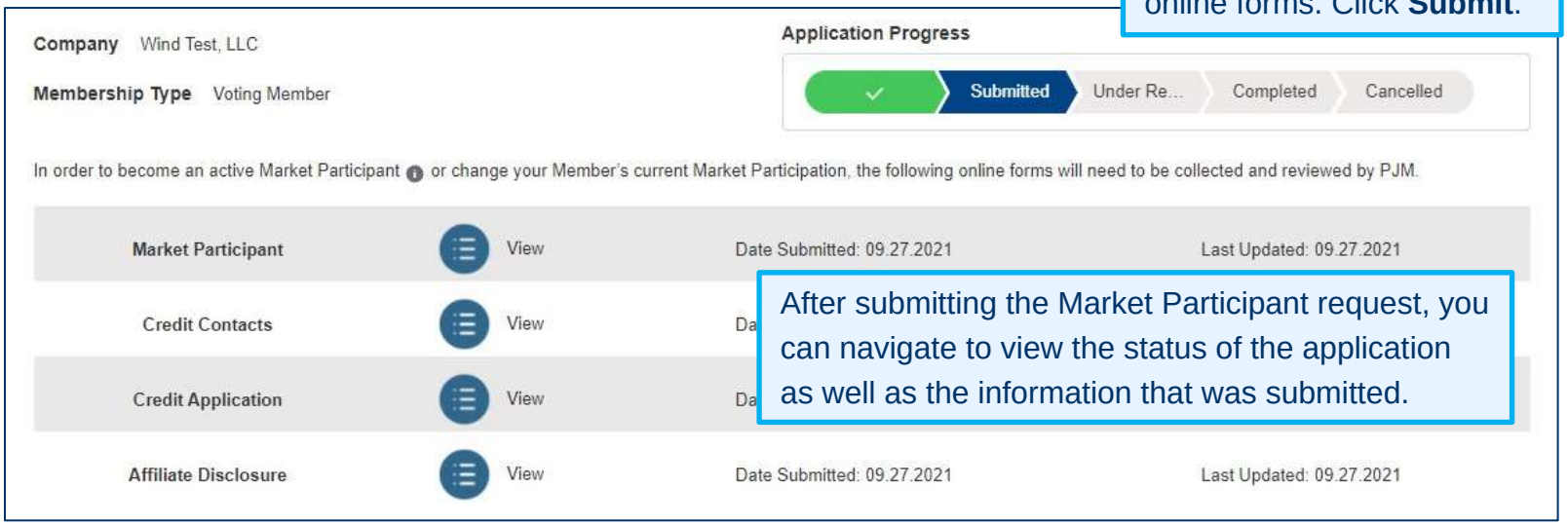
1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Market Participant section of the dashboard to submit the request.





The online forms can be saved as a draft if you need to complete the form at a later time. Click **Continue** to review and continue working on a previously saved form.

Check the box next to the certification statement when you have completed the online forms. Click **Submit**.



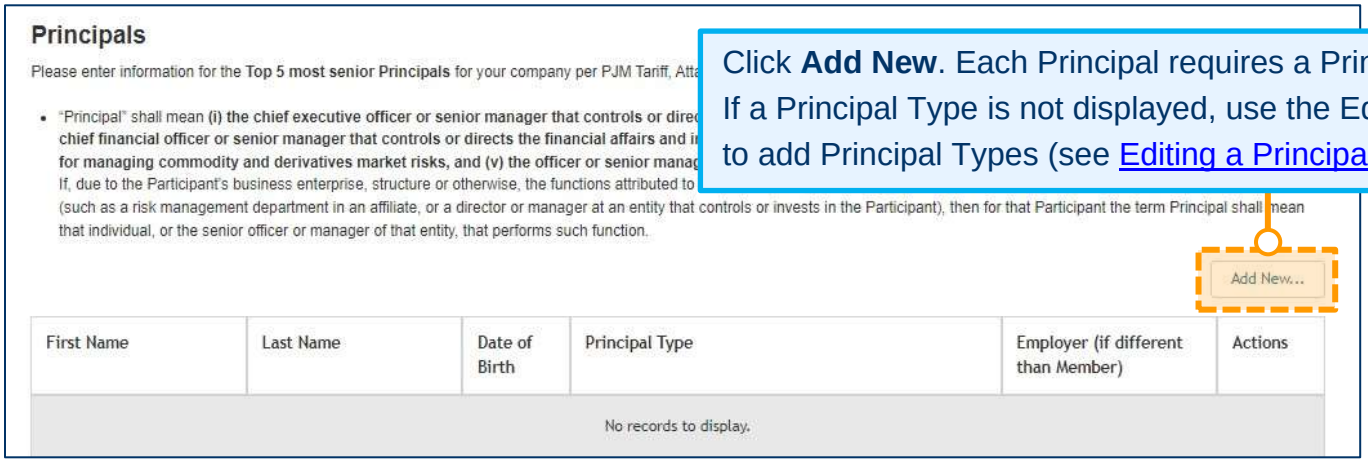
After submitting the Market Participant request, you can navigate to view the status of the application as well as the information that was submitted.

Adding, Editing or Removing Principals (MARKET PARTICIPANTS ONLY)

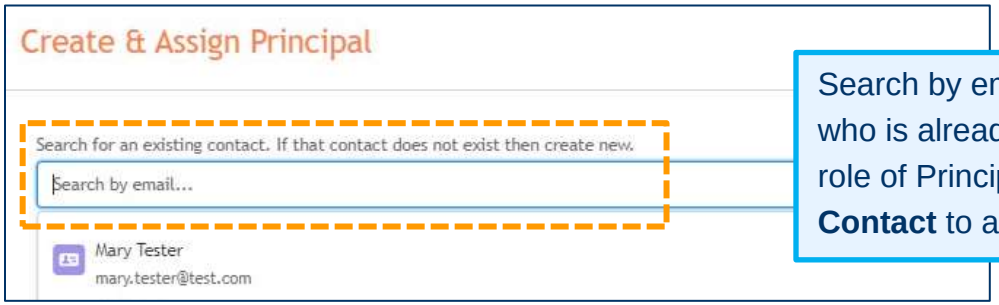
Members can add, edit or remove Principals for their company.

ADDING A PRINCIPAL

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Principal section of the dashboard to make changes.

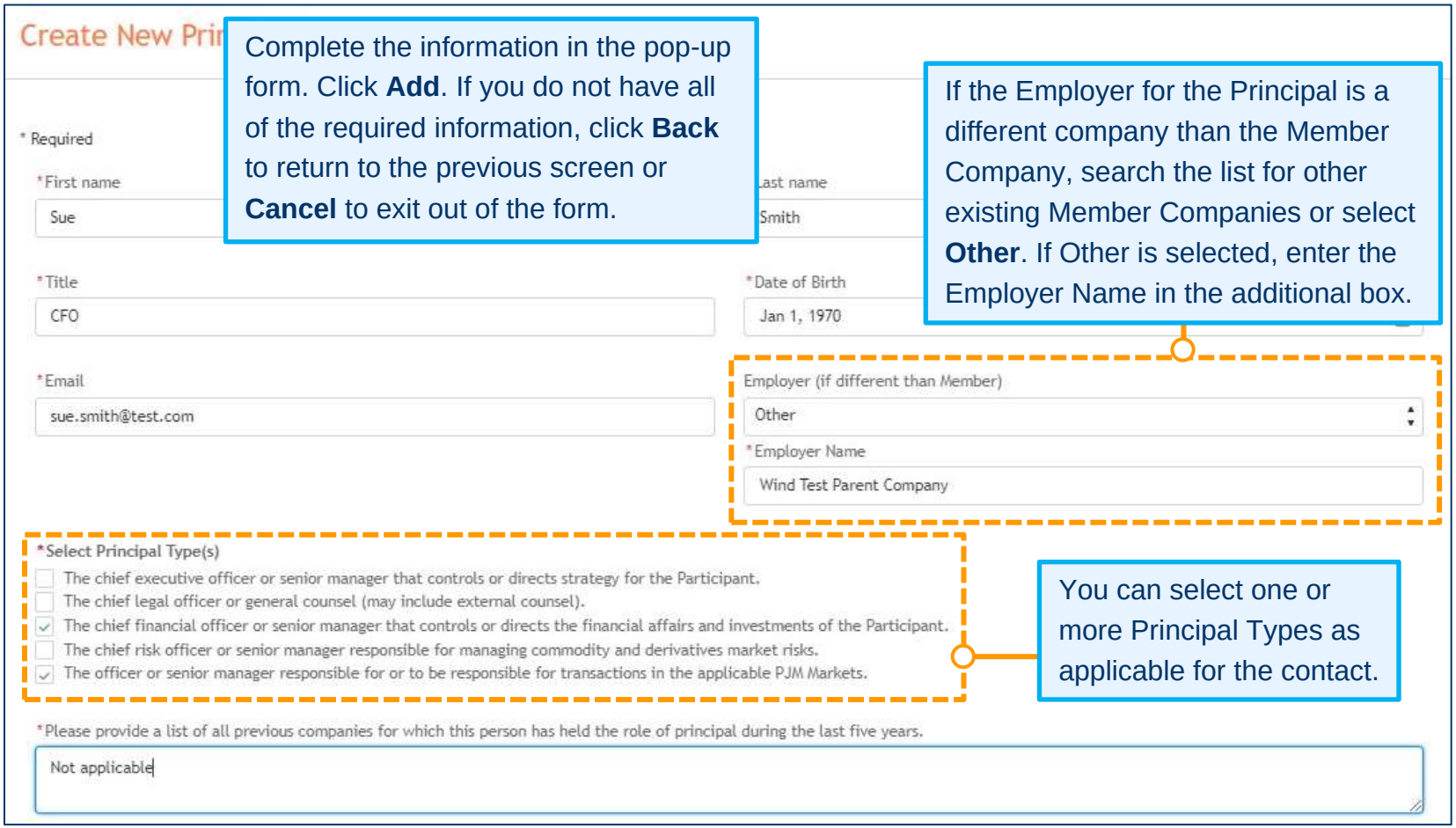


Click **Add New**. Each Principal requires a Principal Type. If a Principal Type is not displayed, use the Edit features to add Principal Types (see Editing a Principal section).



Search by email and select a person at your company who is already a contact with PJM to be assigned the role of Principal contact. Alternatively, click **Create Contact** to add a completely new Principal contact.

In this case, an existing contact has been selected. Click on **View Contact**.

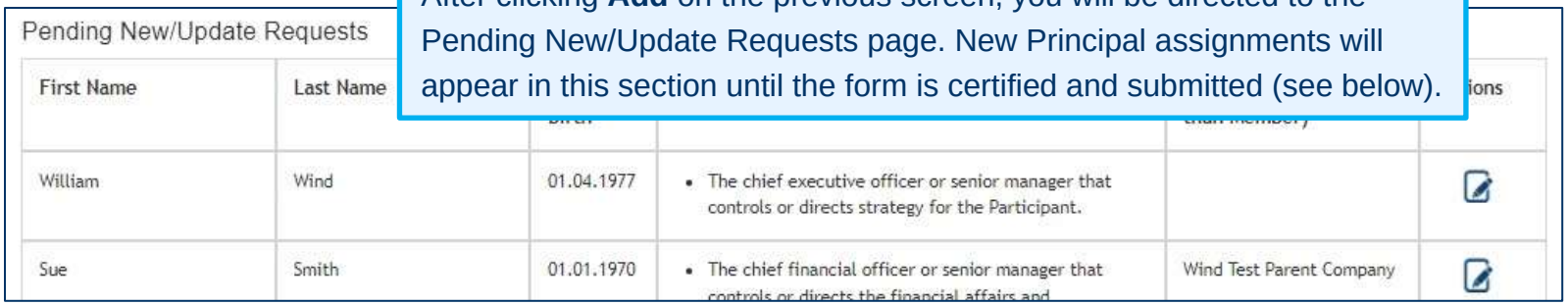


Complete the information in the pop-up form. Click **Add**. If you do not have all of the required information, click **Back** to return to the previous screen or **Cancel** to exit out of the form.

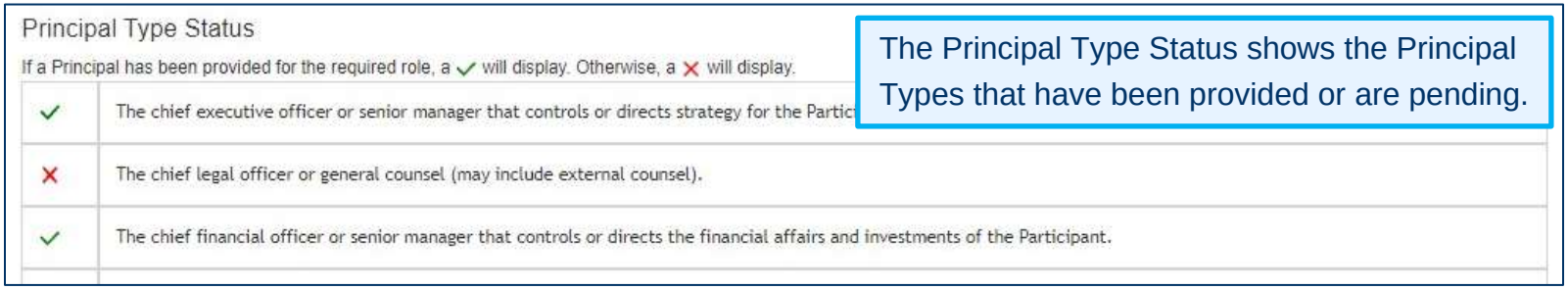
If the Employer for the Principal is a different company than the Member Company, search the list for other existing Member Companies or select **Other**. If Other is selected, enter the Employer Name in the additional box.

You can select one or more Principal Types as applicable for the contact.

After clicking **Add** on the previous screen, you will be directed to the Pending New/Update Requests page. New Principal assignments will appear in this section until the form is certified and submitted (see below).



The Principal Type Status shows the Principal Types that have been provided or are pending.

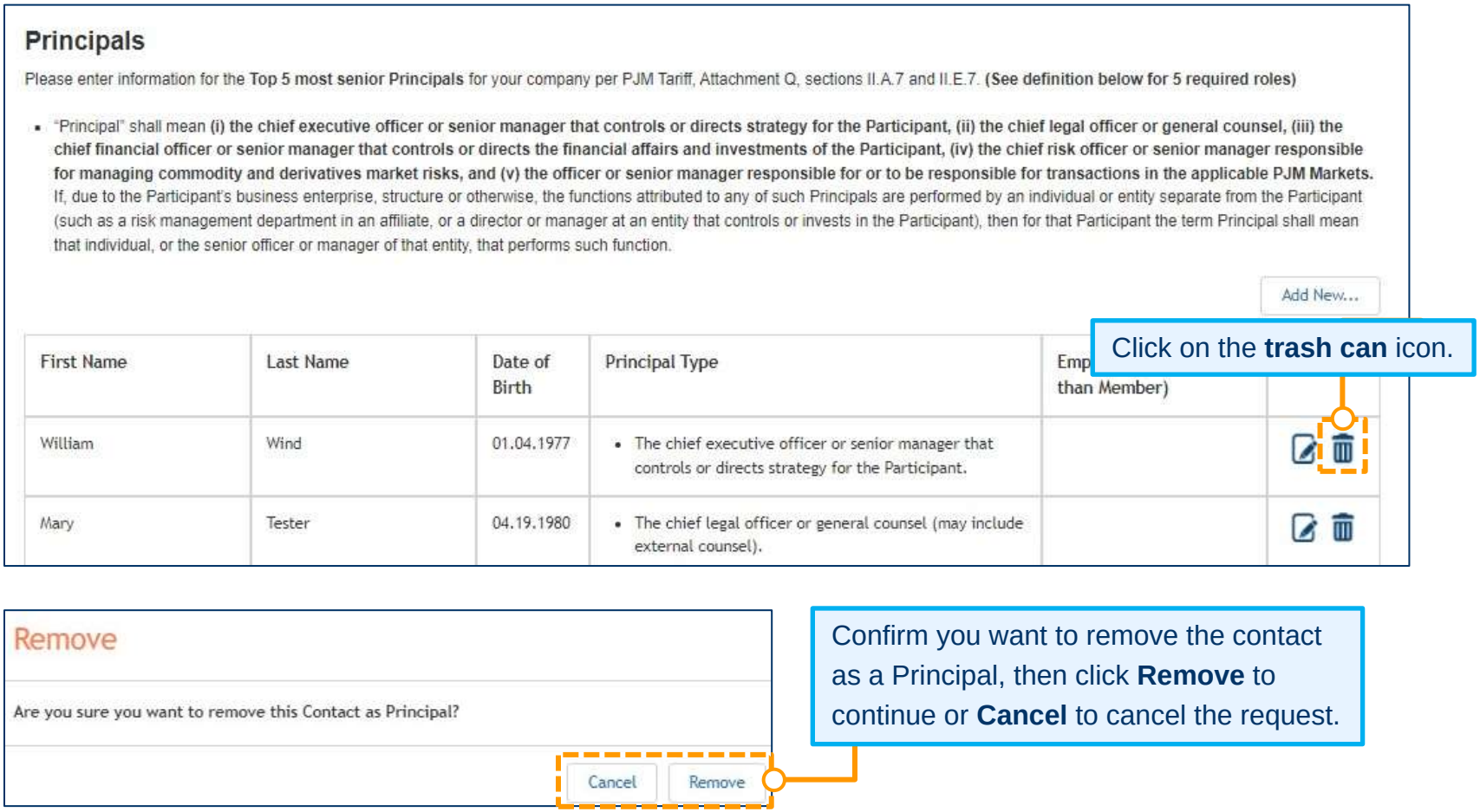


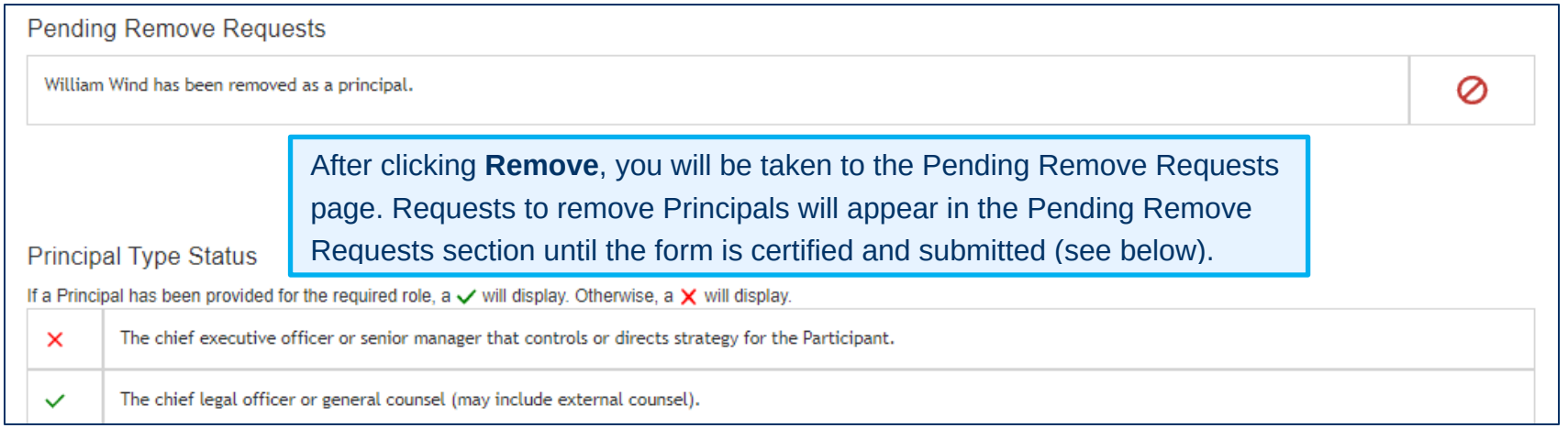
Once individuals for all Principal Types have been provided, check the box next to the certification statement and click **Submit**.

You will not be able to submit the form until all Principal Types are provided. You can exit out of the form to continue updating information at a later time. All information will remain in the Pending New/Update Requests status until you certify and click **Submit**.

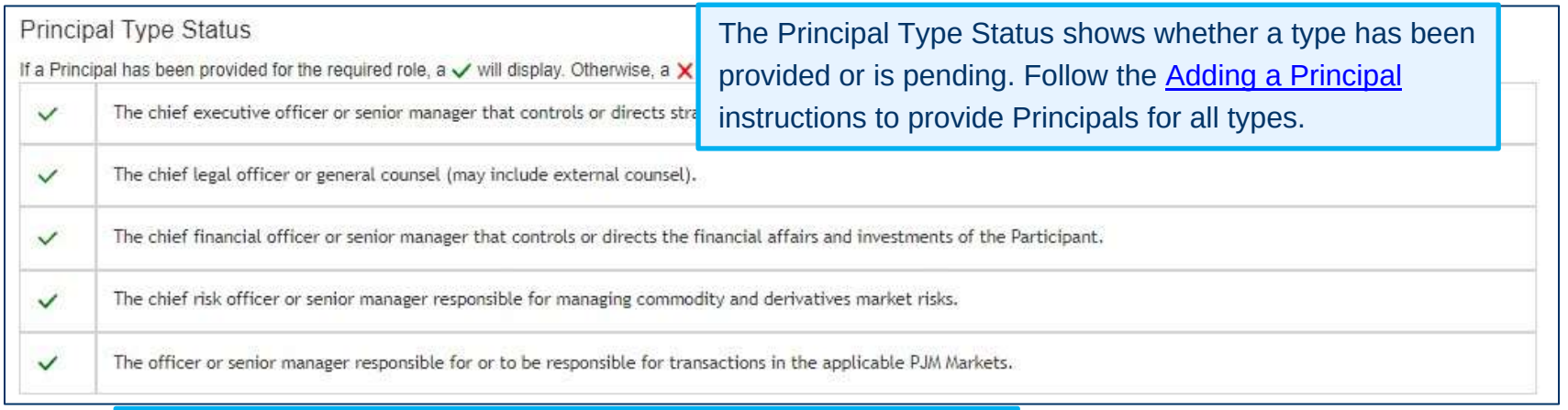
REMOVING A PRINCIPAL

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Principal section of the dashboard to make changes.

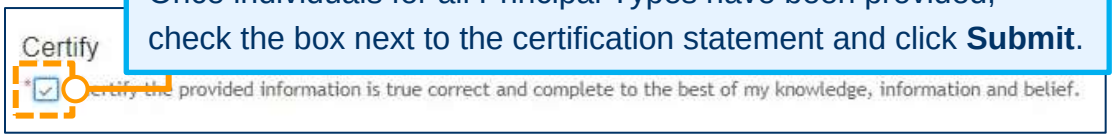




After clicking **Remove**, you will be taken to the Pending Remove Requests page. Requests to remove Principals will appear in the Pending Remove Requests section until the form is certified and submitted (see below).



The Principal Type Status shows whether a type has been provided or is pending. Follow the Adding a Principal instructions to provide Principals for all types.

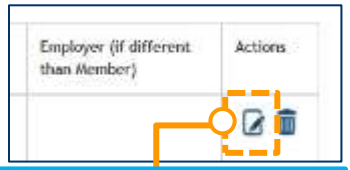


Once individuals for all Principal Types have been provided, check the box next to the certification statement and click **Submit**.

You will not be able to submit the form until all Principal Types are provided. You can exit out of the form to continue at a later time. All information will remain in the Pending New/Update Requests or Pending Remove Requests status.

EDITING A PRINCIPAL

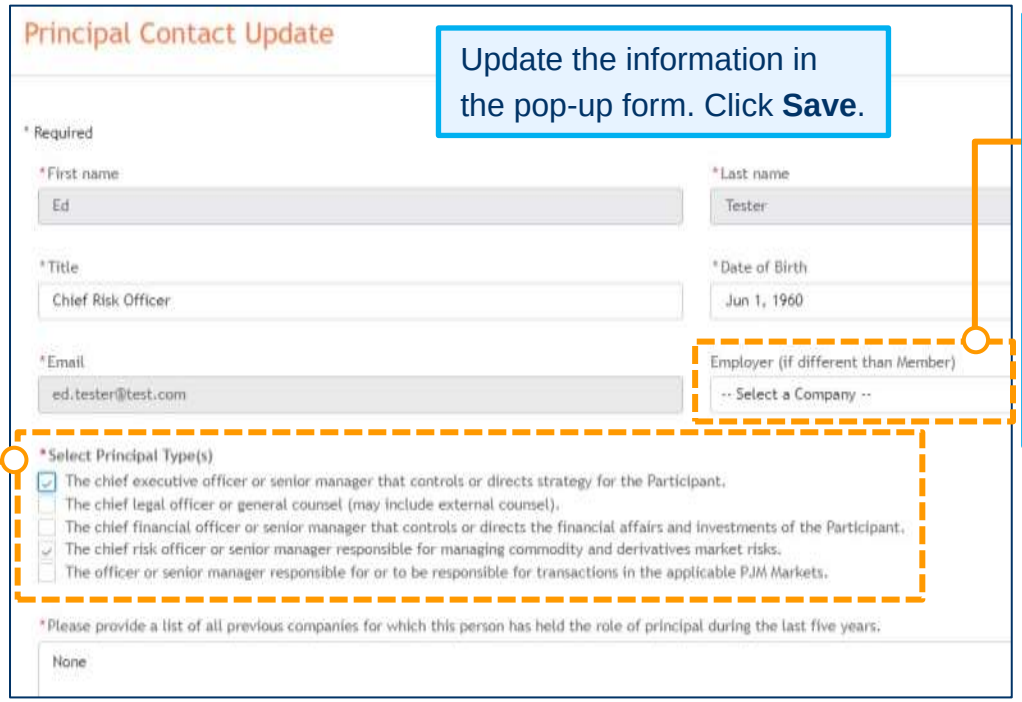
1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Principal section of the dashboard to make changes.



Click on the **edit** icon.

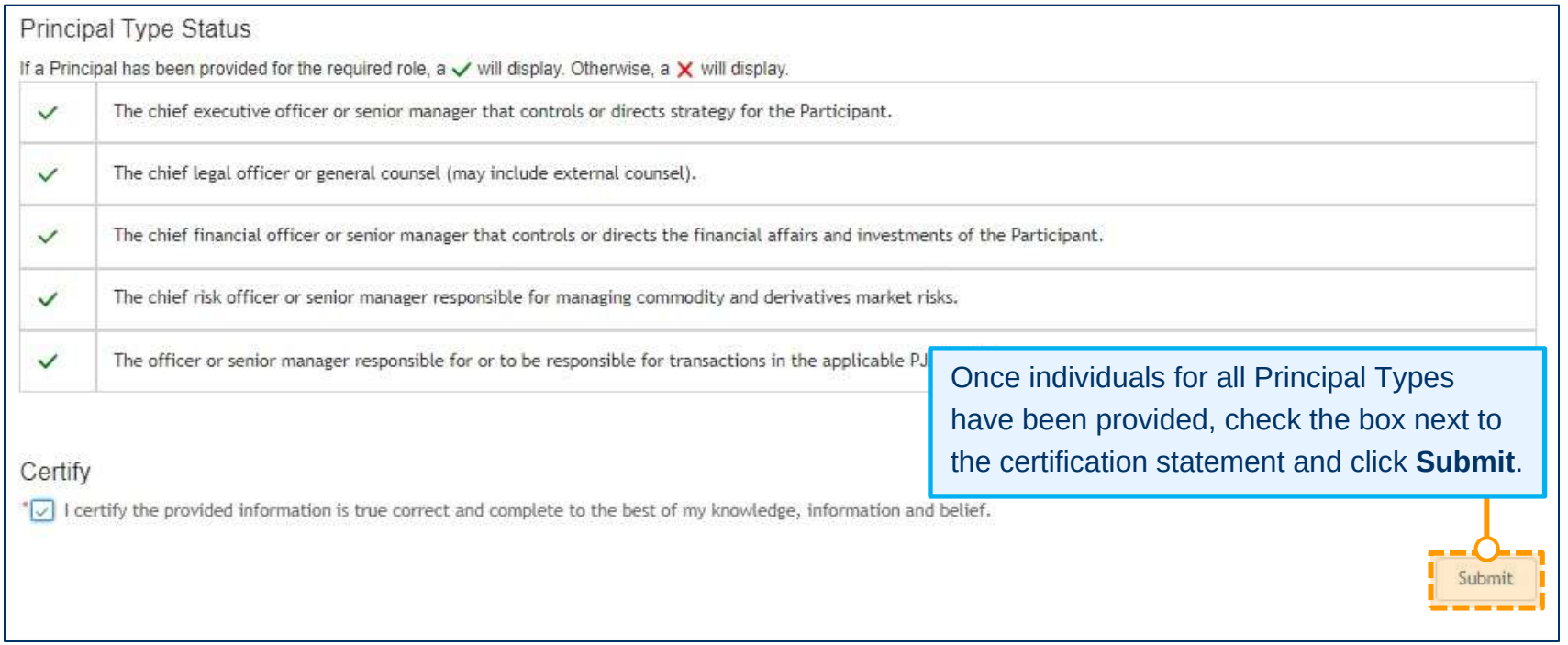
You can select one or more Principal Types as applicable for the contact.

After clicking **Save**, you will be taken to the Pending New/Update Requests page. Updates will appear in this section until the form is certified and submitted (see on next page).



If the Employer for the Principal is a different company than the Member Company, search the list for other existing Member Companies or select **Other**. If Other is selected, enter the Employer Name in the additional box.

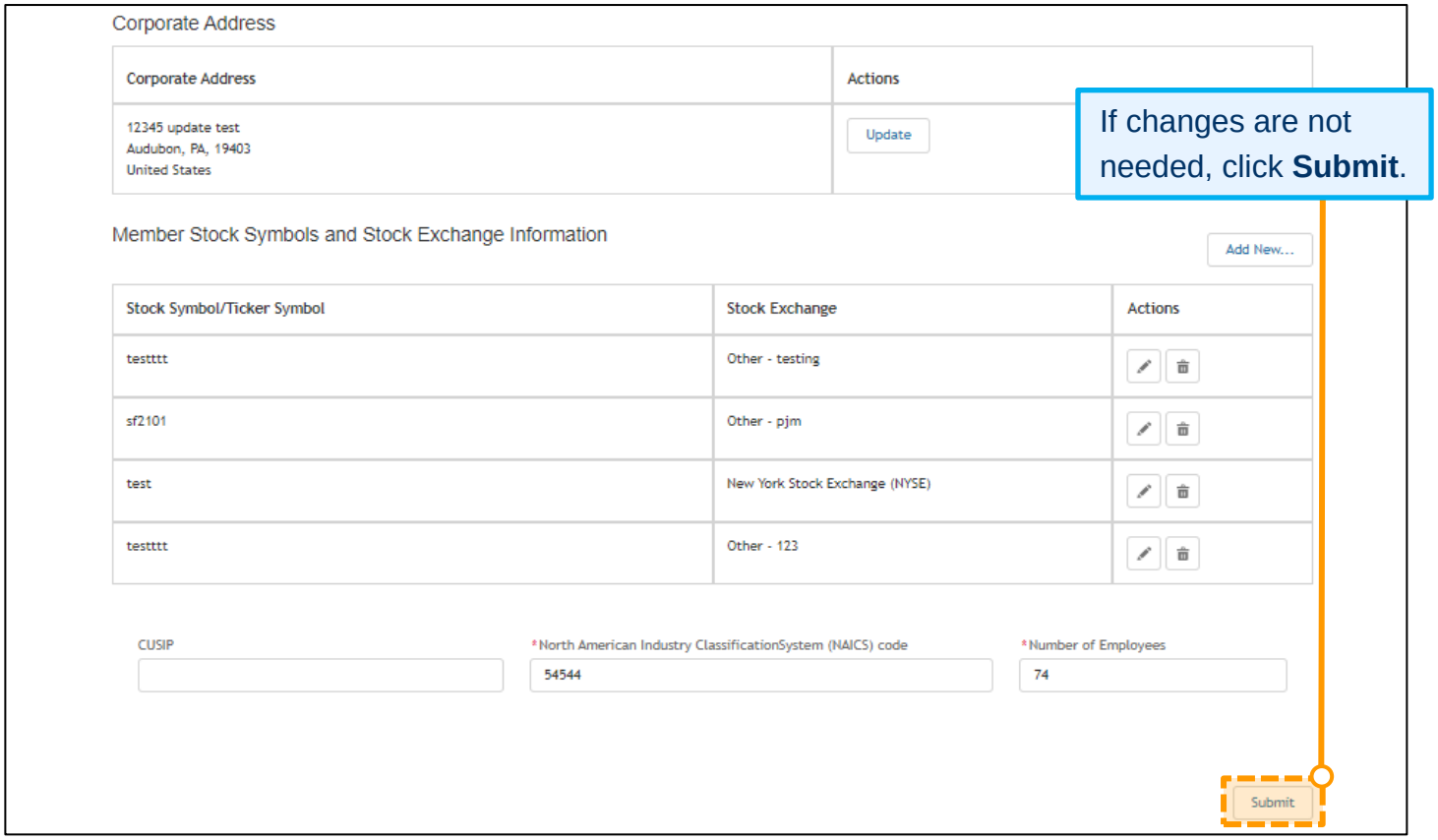
You will not be able to submit the form until all Principal Types are provided. You can exit out of the form to continue at a later time. All information will remain in the Pending New/Update Requests or Pending Remove Requests status.

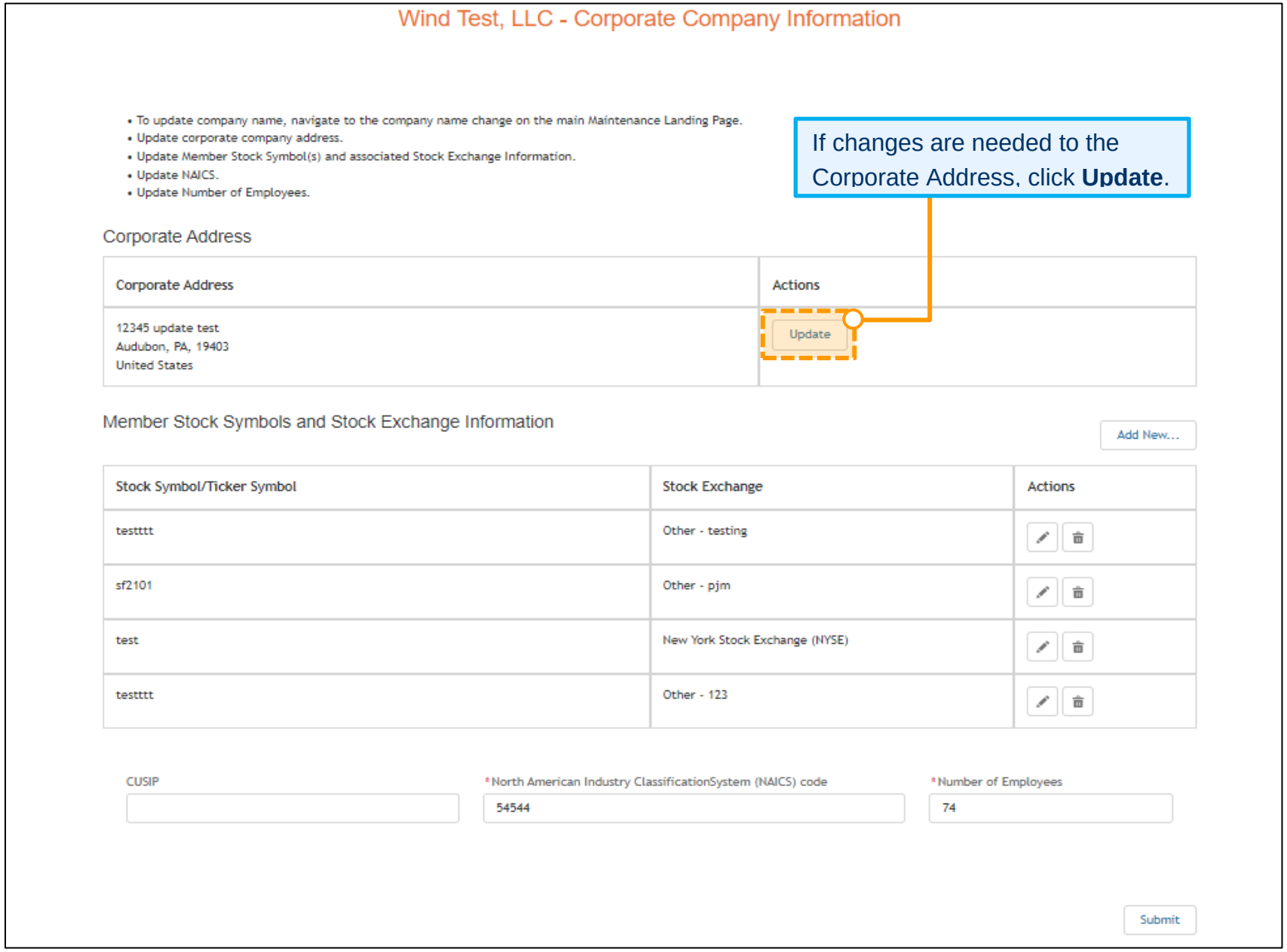


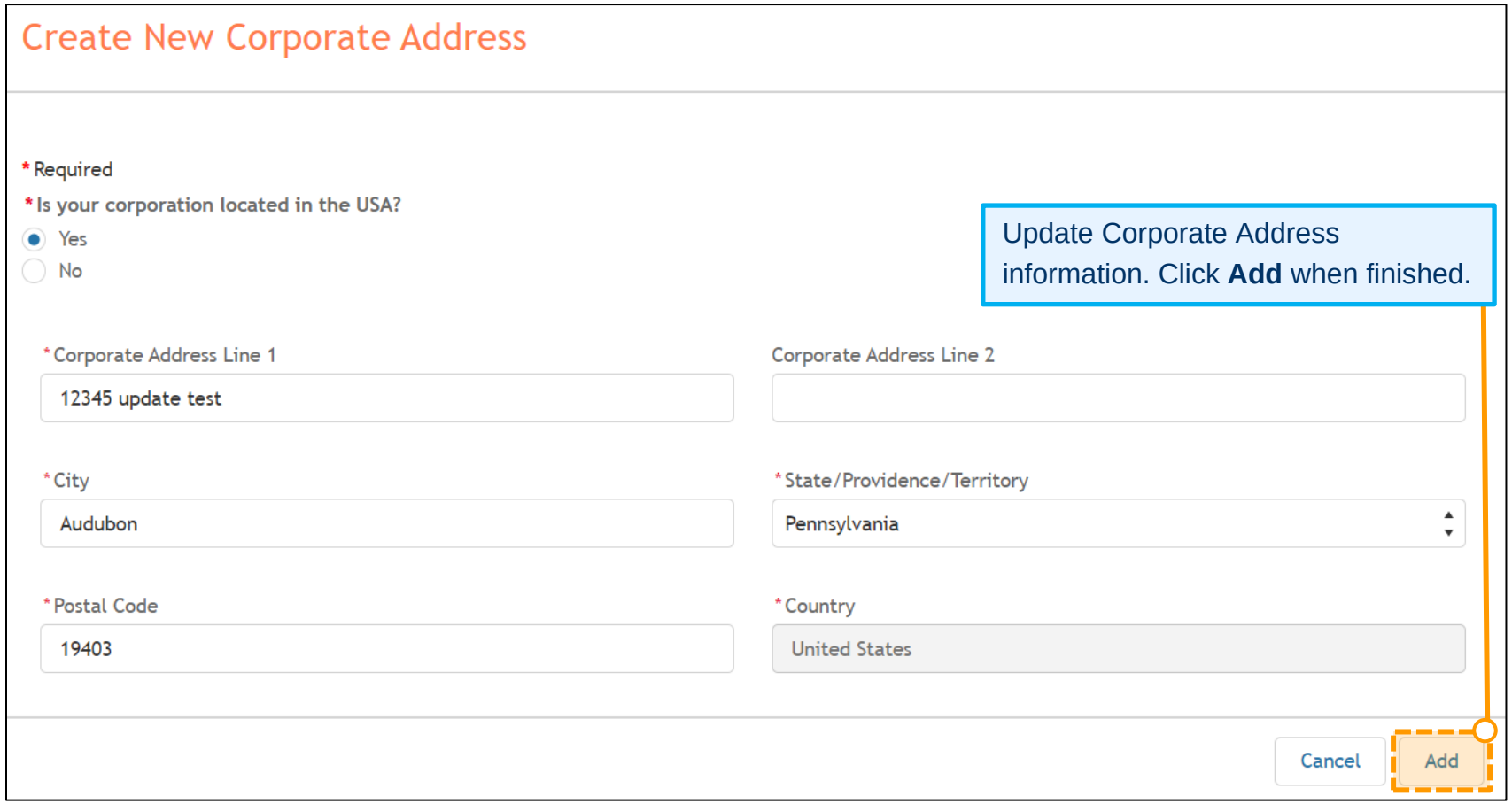
Once individuals for all Principal Types have been provided, check the box next to the certification statement and click **Submit**.

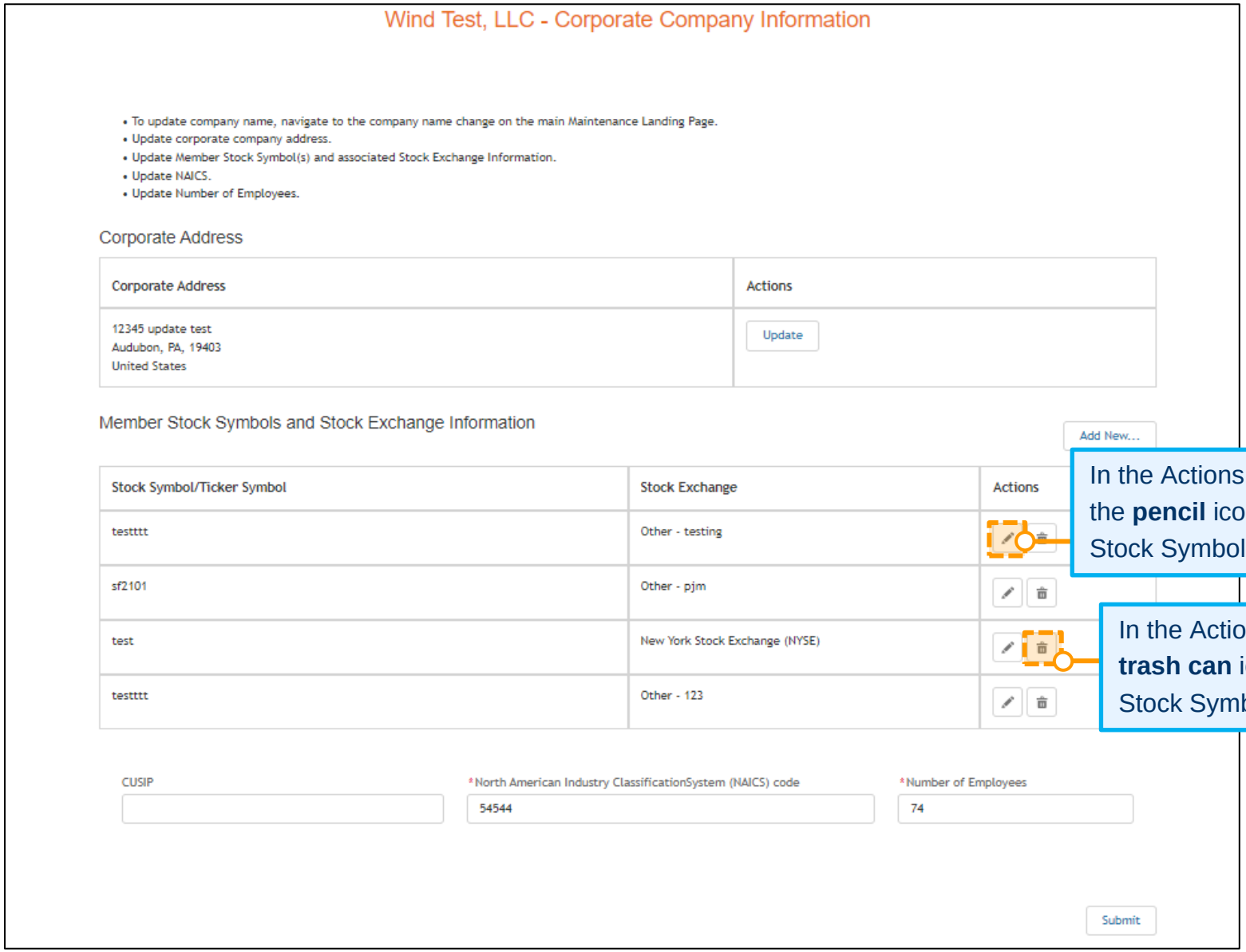
Requesting To Update Corporate Company Information

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to submit the request. Use the drop-down arrows to select. Then click **New Request**.
3. Click **Get Started** in the Corporate Company Information section of the dashboard to make changes.



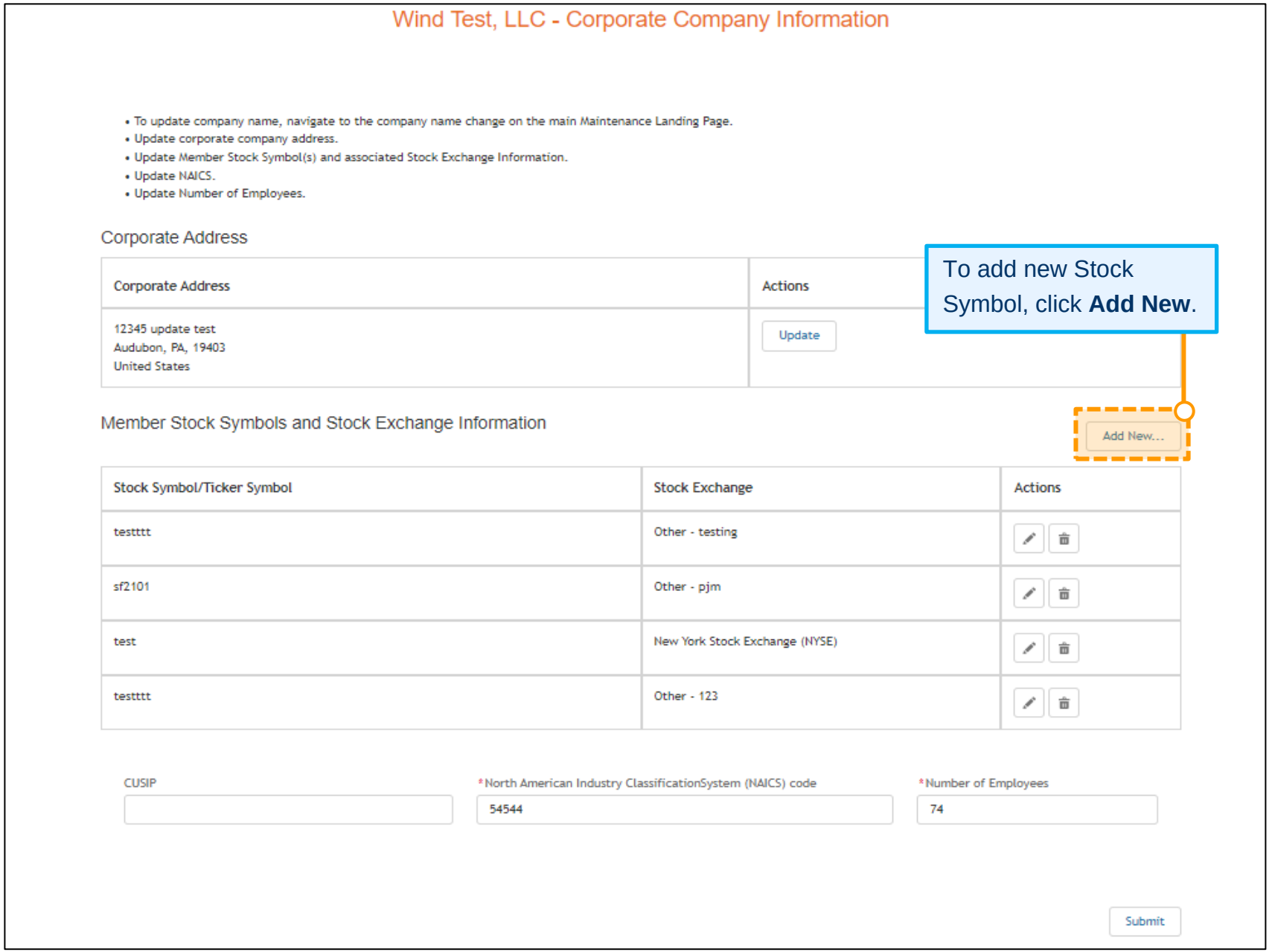

Wind Test, LLC - Corporate Company Information
• To update company name, navigate to the company name change on the main Maintenance Landing Page.
• Update corporate company address.
• Update Member Stock Symbol(s) and associated Stock Exchange Information.
• Update NAICS.
• Update Number of Employees.
If changes are needed to the Corporate Address, click **Update**.
Corporate Address
Corporate Address
Actions
12345 update test
Audubon, PA, 19403
United States
Update
Member Stock Symbols and Stock Exchange Information
Add New...
Stock Symbol/Ticker Symbol
Stock Exchange
Actions
testttt
Other - testing
sf2101
Other - pjm
test
New York Stock Exchange (NYSE)
testttt
Other - 123
CUSIP
*North American Industry ClassificationSystem (NAICS) code
54544
*Number of Employees
74
Submit

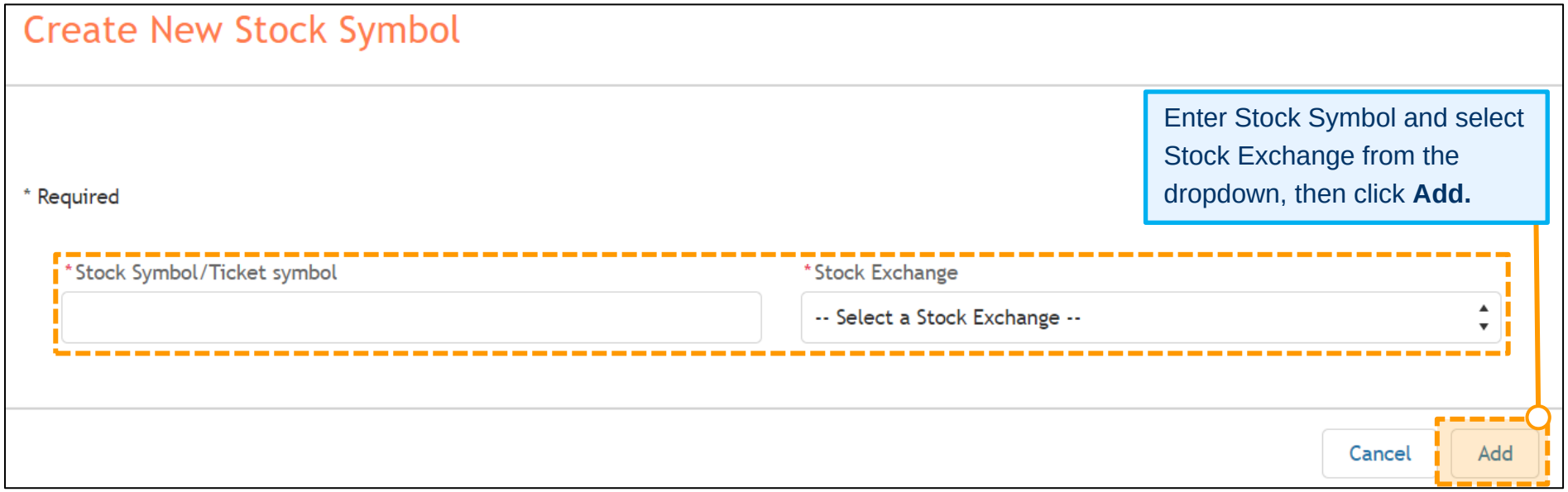

Create New Corporate Address
* Required
* Is your corporation located in the USA?
Yes
No
Update Corporate Address information. Click **Add** when finished.
* Corporate Address Line 1
12345 update test
Corporate Address Line 2
* City
Audubon
* State/Providence/Territory
Pennsylvania
* Postal Code
19403
* Country
United States
Cancel
Add

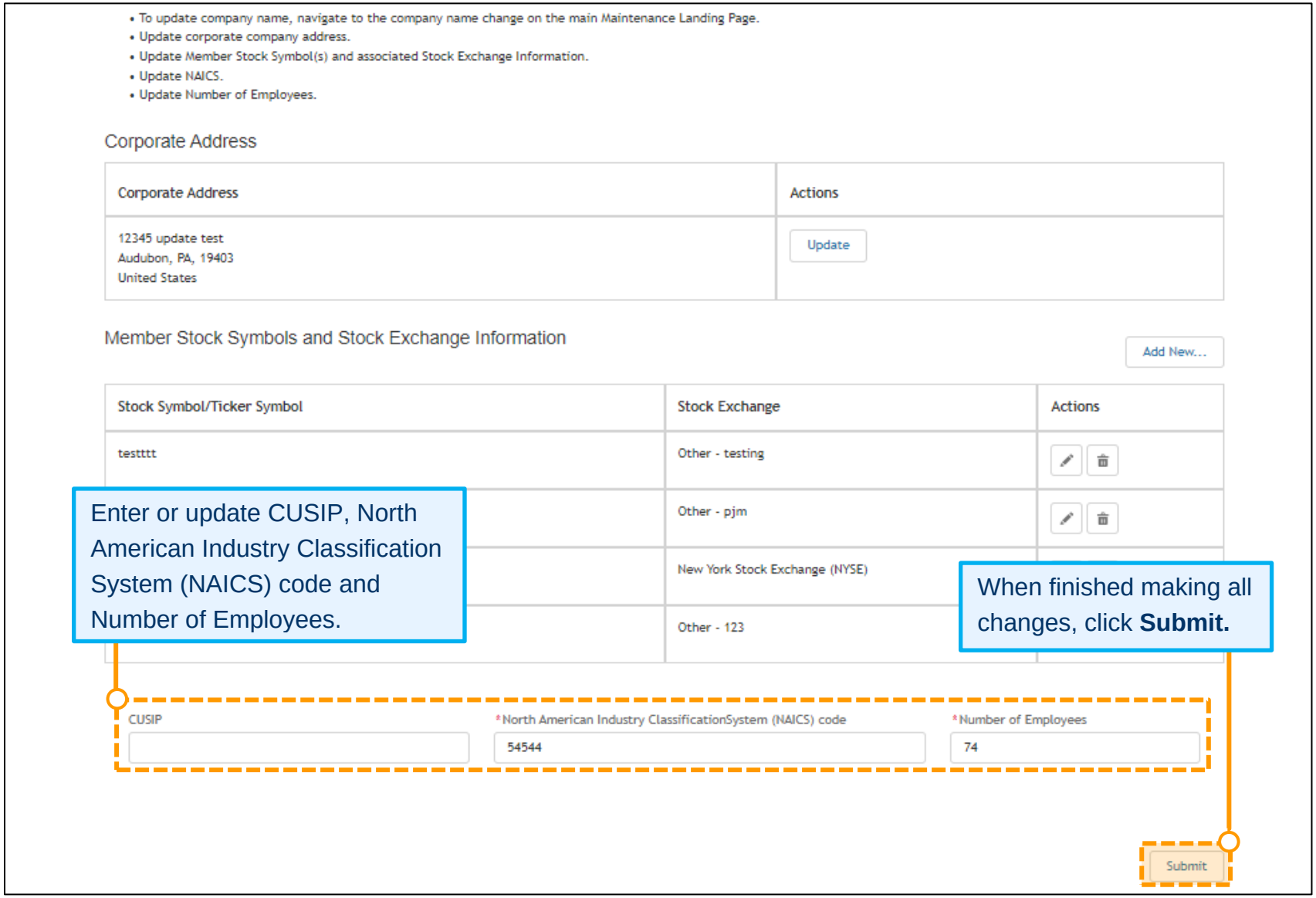


In the Actions column, click the **pencil** icon to edit the Stock Symbol information.

In the Actions column, click the **trash can** icon to delete the Stock Symbol information.


Wind Test, LLC - Corporate Company Information
• To update company name, navigate to the company name change on the main Maintenance Landing Page.
• Update corporate company address.
• Update Member Stock Symbol(s) and associated Stock Exchange Information.
• Update NAICS.
• Update Number of Employees.
Corporate Address
Corporate Address
Actions
12345 update test
Audubon, PA, 19403
United States
Update
To add new Stock Symbol, click Add New.
Member Stock Symbols and Stock Exchange Information
Add New...
Stock Symbol/Ticker Symbol
Stock Exchange
Actions
testttt
Other - testing
sf2101
Other - pjm
test
New York Stock Exchange (NYSE)
testttt
Other - 123
CUSIP
*North American Industry ClassificationSystem (NAICS) code
54544
*Number of Employees
74
Submit

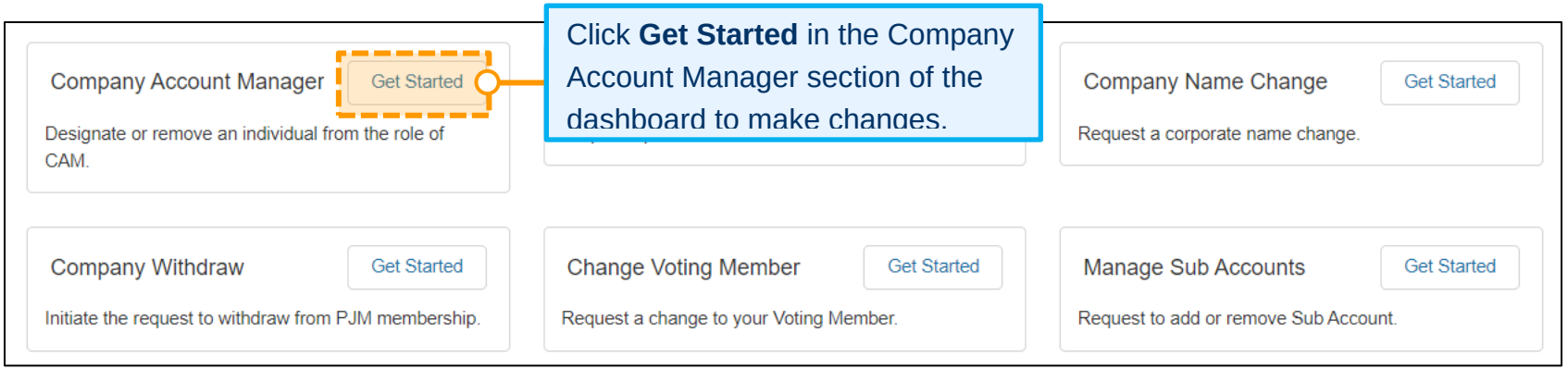

Create New Stock Symbol
Enter Stock Symbol and select Stock Exchange from the dropdown, then click **Add.**
* Required
*Stock Symbol/Ticket symbol
*Stock Exchange
-- Select a Stock Exchange --
Cancel
Add

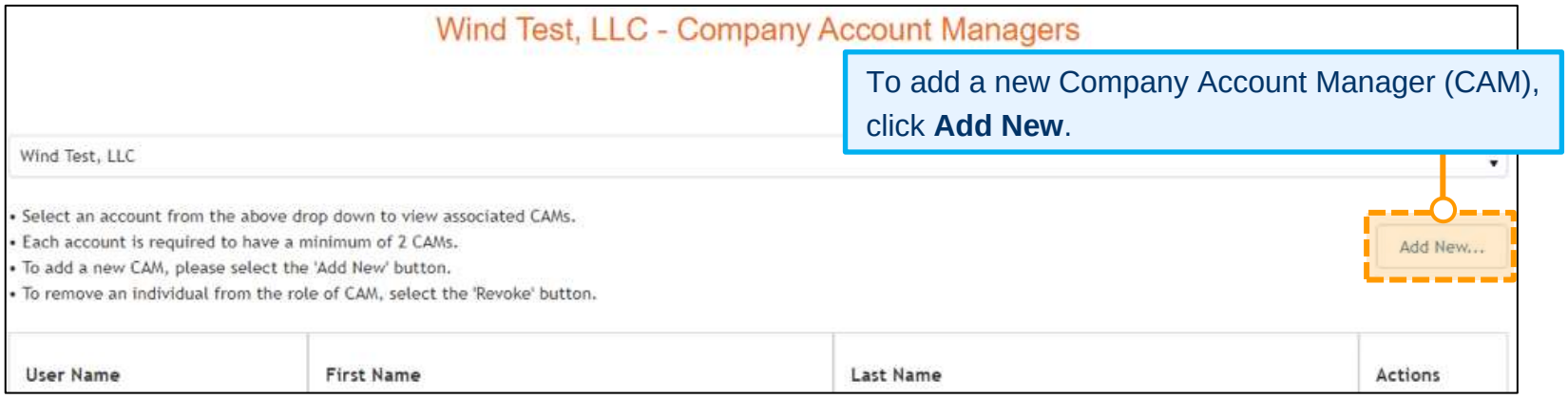

• To update company name, navigate to the company name change on the main Maintenance Landing Page.
• Update corporate company address.
• Update Member Stock Symbol(s) and associated Stock Exchange Information.
• Update NAICS.
• Update Number of Employees.
Corporate Address
Corporate Address
Actions
12345 update test
Audubon, PA, 19403
United States
Update
Member Stock Symbols and Stock Exchange Information
Add New...
Stock Symbol/Ticker Symbol
Stock Exchange
Actions
testttt
Other - testing
Other - pjm
New York Stock Exchange (NYSE)
Other - 123
Enter or update CUSIP, North American Industry Classification System (NAICS) code and Number of Employees.
When finished making all changes, click Submit.
CUSIP
*North American Industry ClassificationSystem (NAICS) code
54544
*Number of Employees
74
Submit

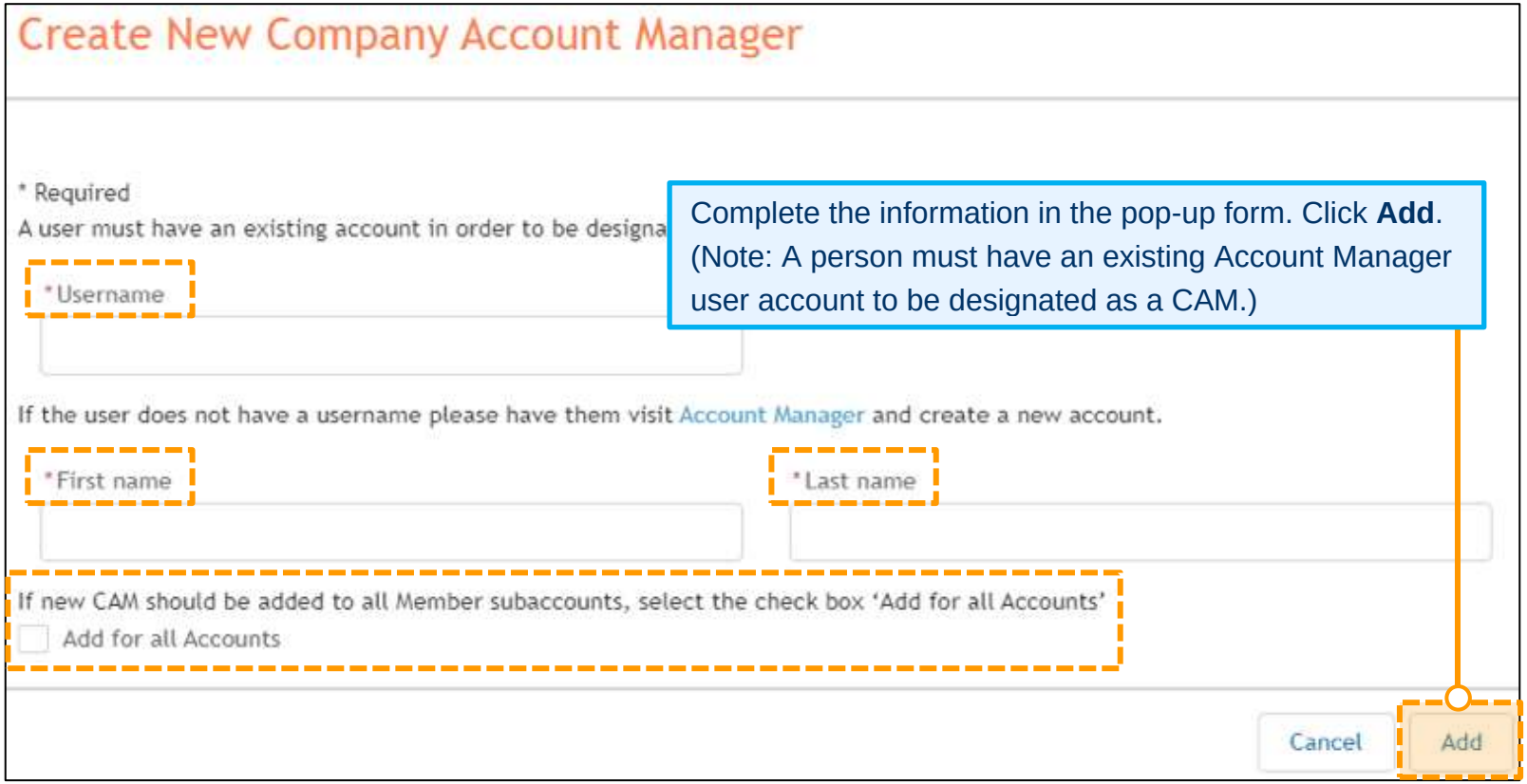
Adding or Removing Company Account Managers (CAMs) for Your Company

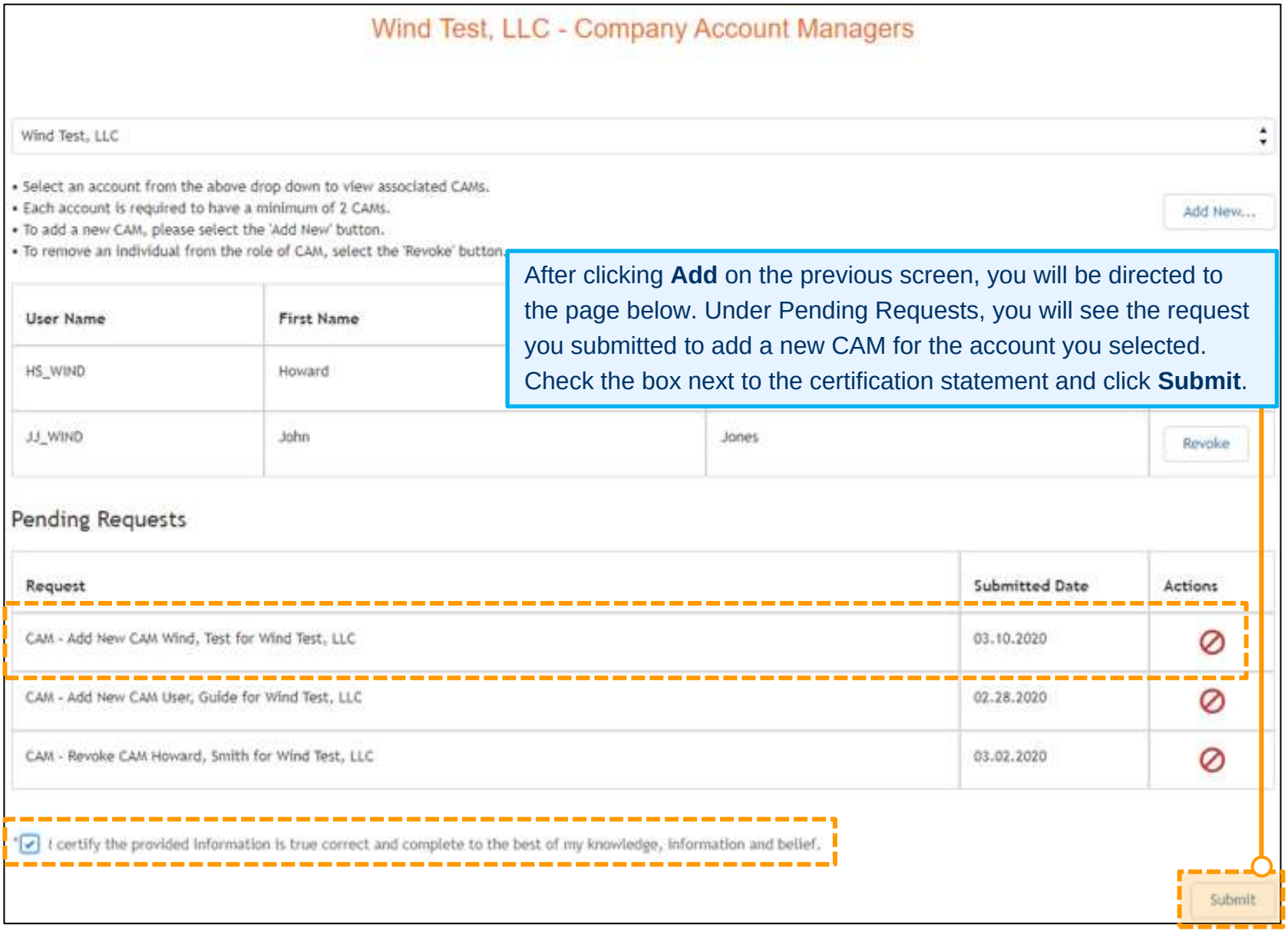
DESIGNATING A COMPANY ACCOUNT MANAGER

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**





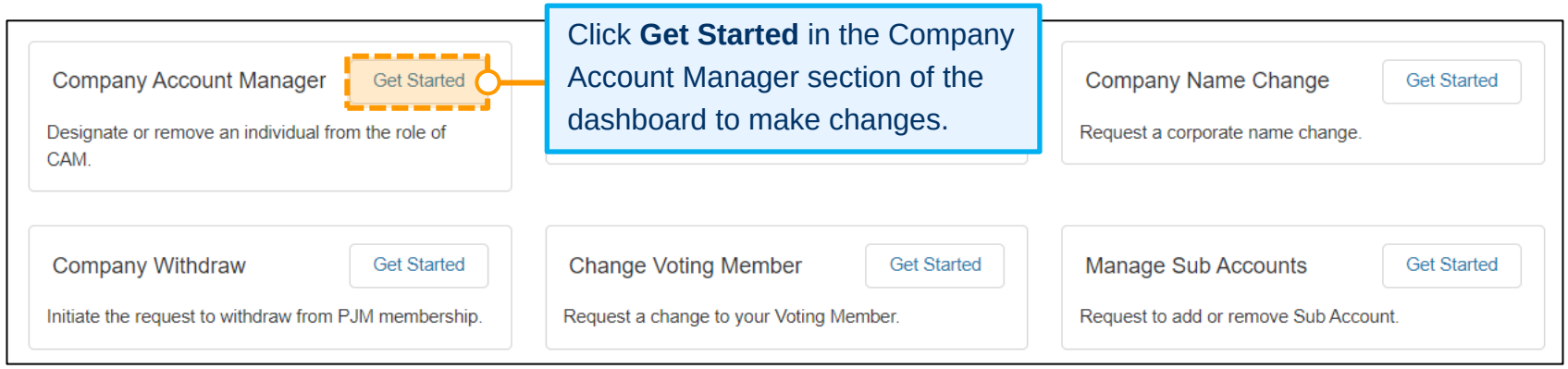

Create New Company Account Manager
* Required
A user must have an existing account in order to be designa
*Username
If the user does not have a username please have them visit Account Manager and create a new account.
*First name
*Last name
If new CAM should be added to all Member subaccounts, select the check box 'Add for all Accounts'
Add for all Accounts
Cancel
Add
Complete the information in the pop-up form. Click **Add**. (Note: A person must have an existing Account Manager user account to be designated as a CAM.)

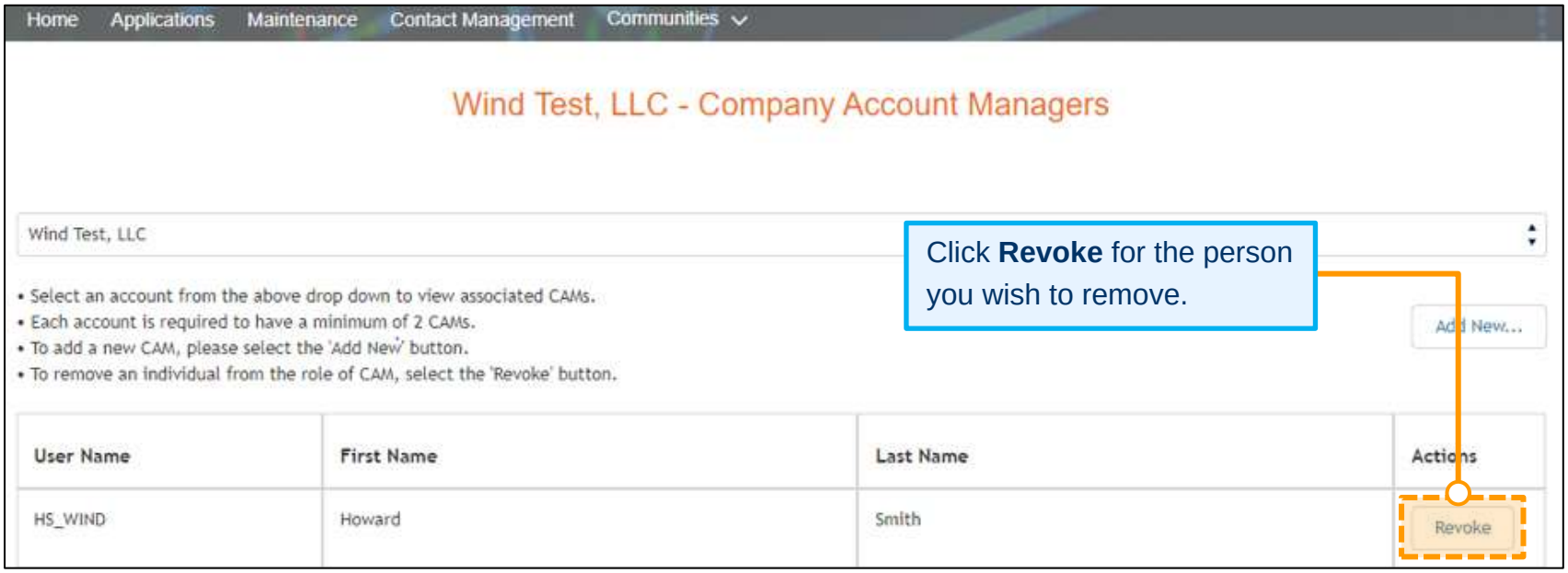


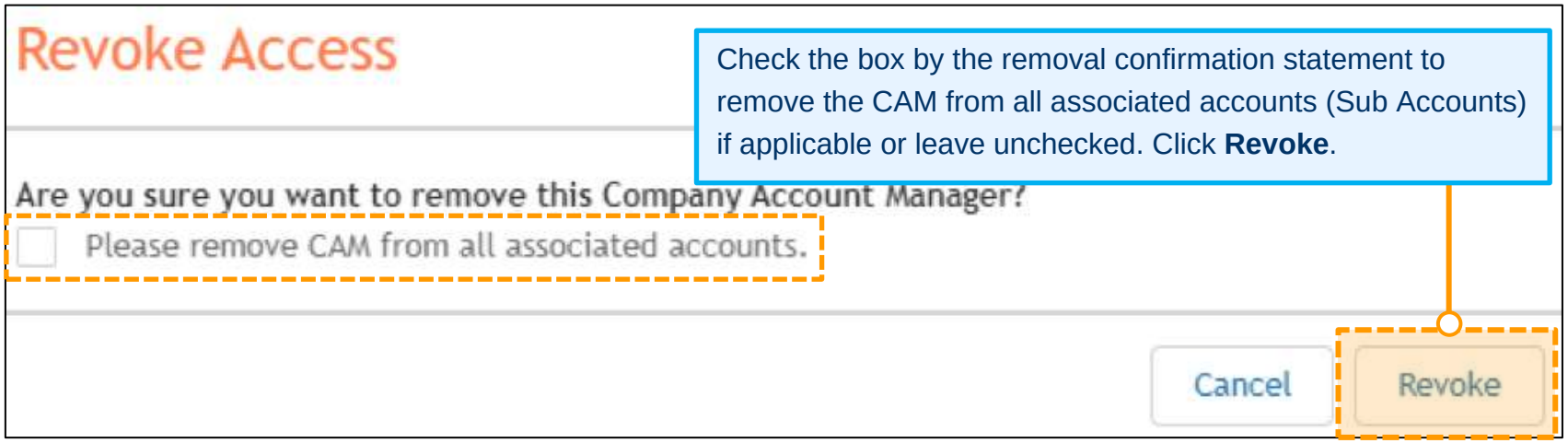
After clicking **Add** on the previous screen, you will be directed to the page below. Under Pending Requests, you will see the request you submitted to add a new CAM for the account you selected. Check the box next to the certification statement and click **Submit**.

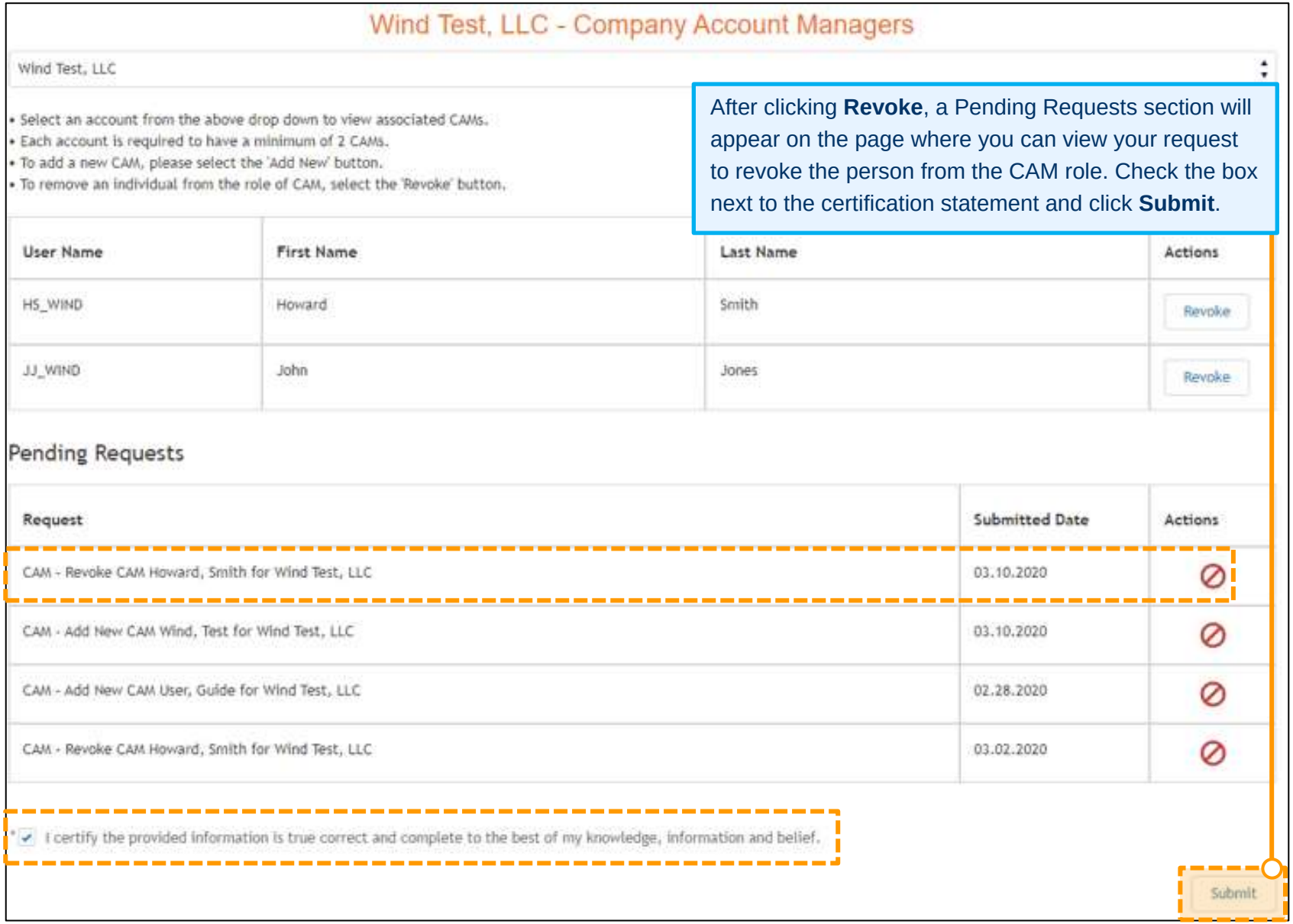
REMOVING A COMPANY ACCOUNT MANAGER

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.





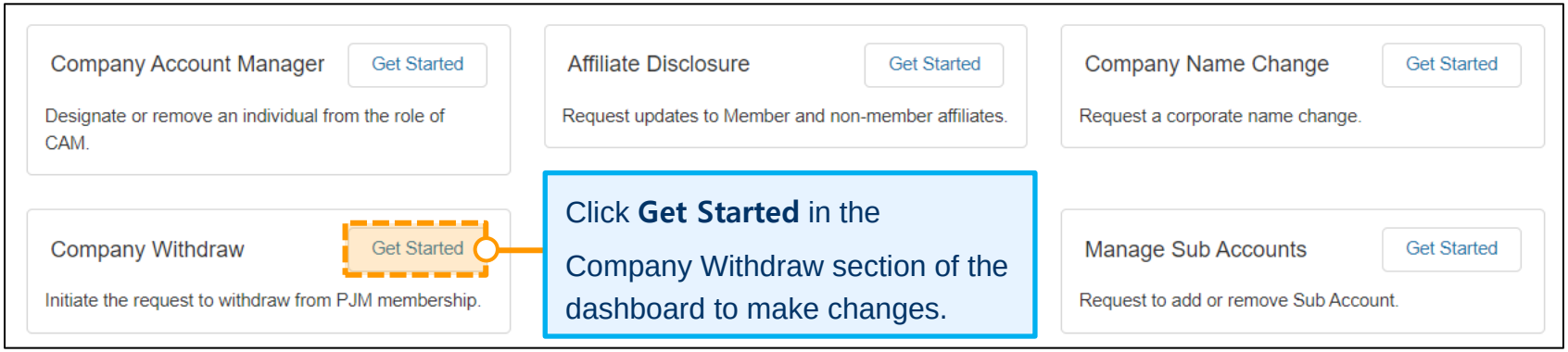

Revoke Access
Check the box by the removal confirmation statement to remove the CAM from all associated accounts (Sub Accounts) if applicable or leave unchecked. Click **Revoke**.
Are you sure you want to remove this Company Account Manager?
Please remove CAM from all associated accounts.
Cancel
Revoke

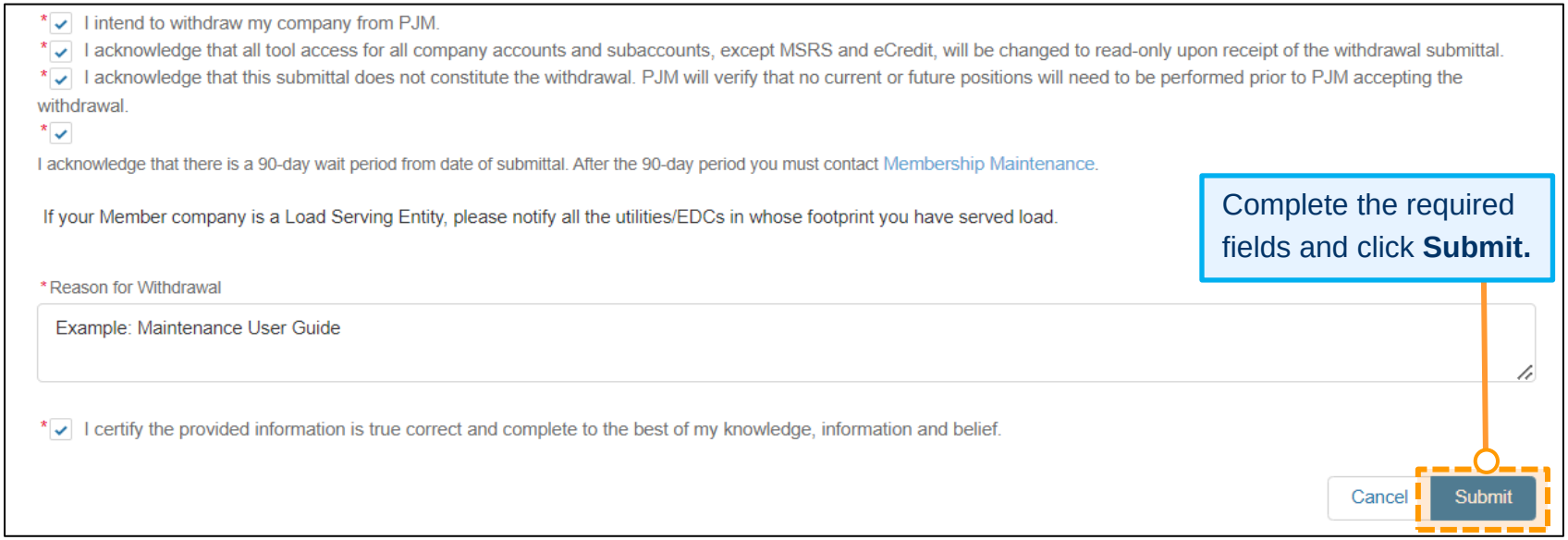


After clicking **Revoke**, a Pending Requests section will appear on the page where you can view your request to revoke the person from the CAM role. Check the box next to the certification statement and click **Submit**.

Withdrawal Request for Your Company

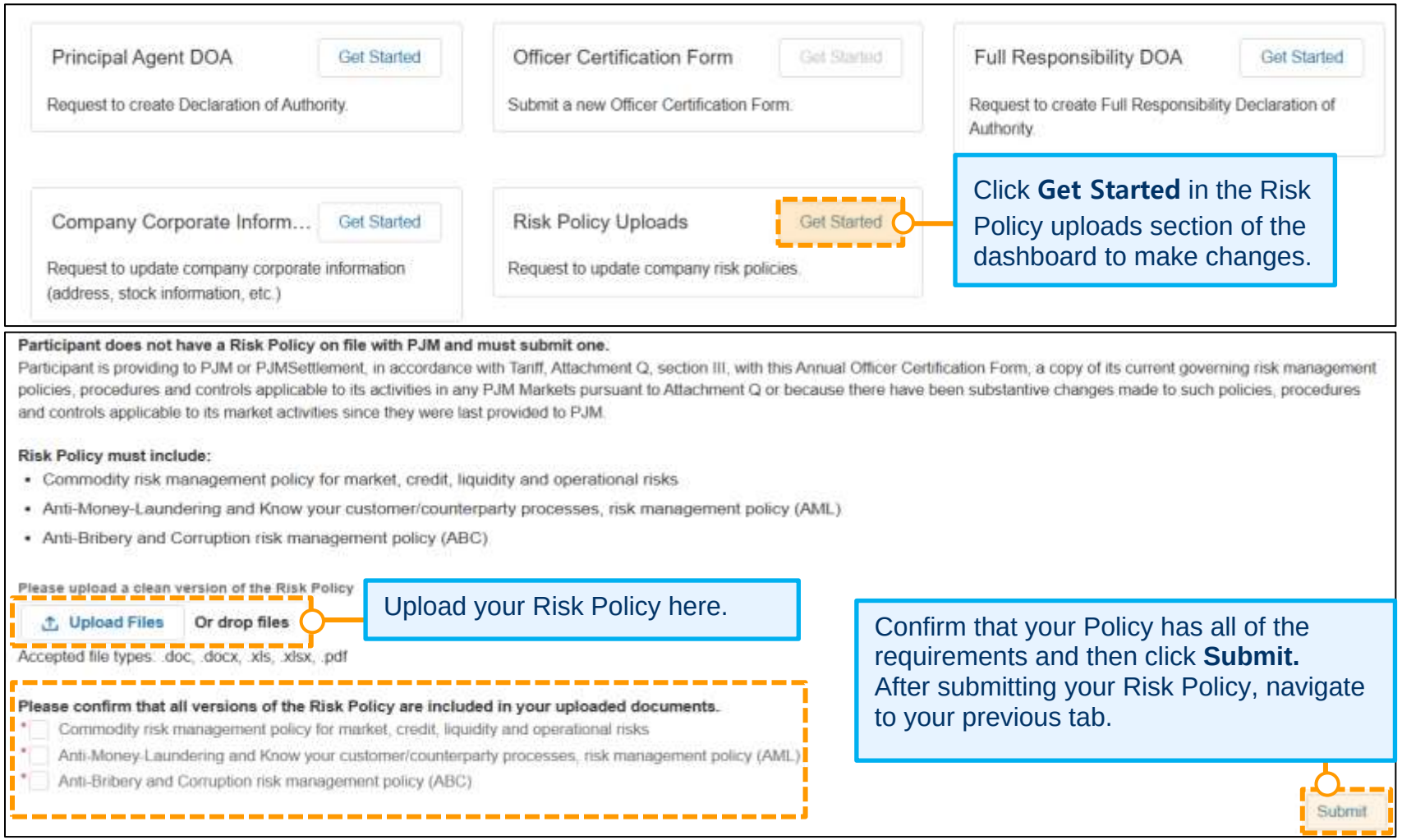
1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.





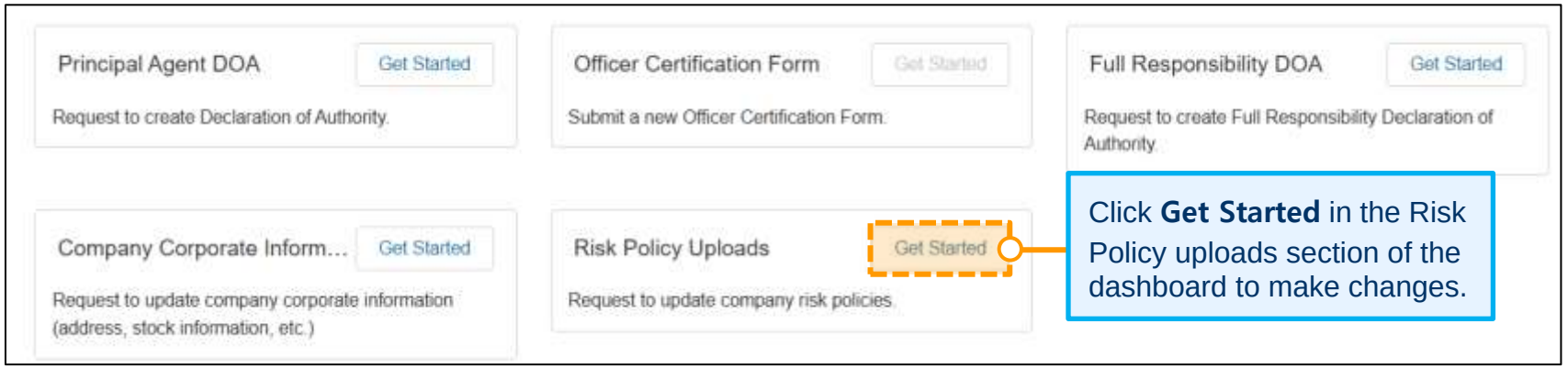
Risk Policy for Your Company – No Risk Policy on File

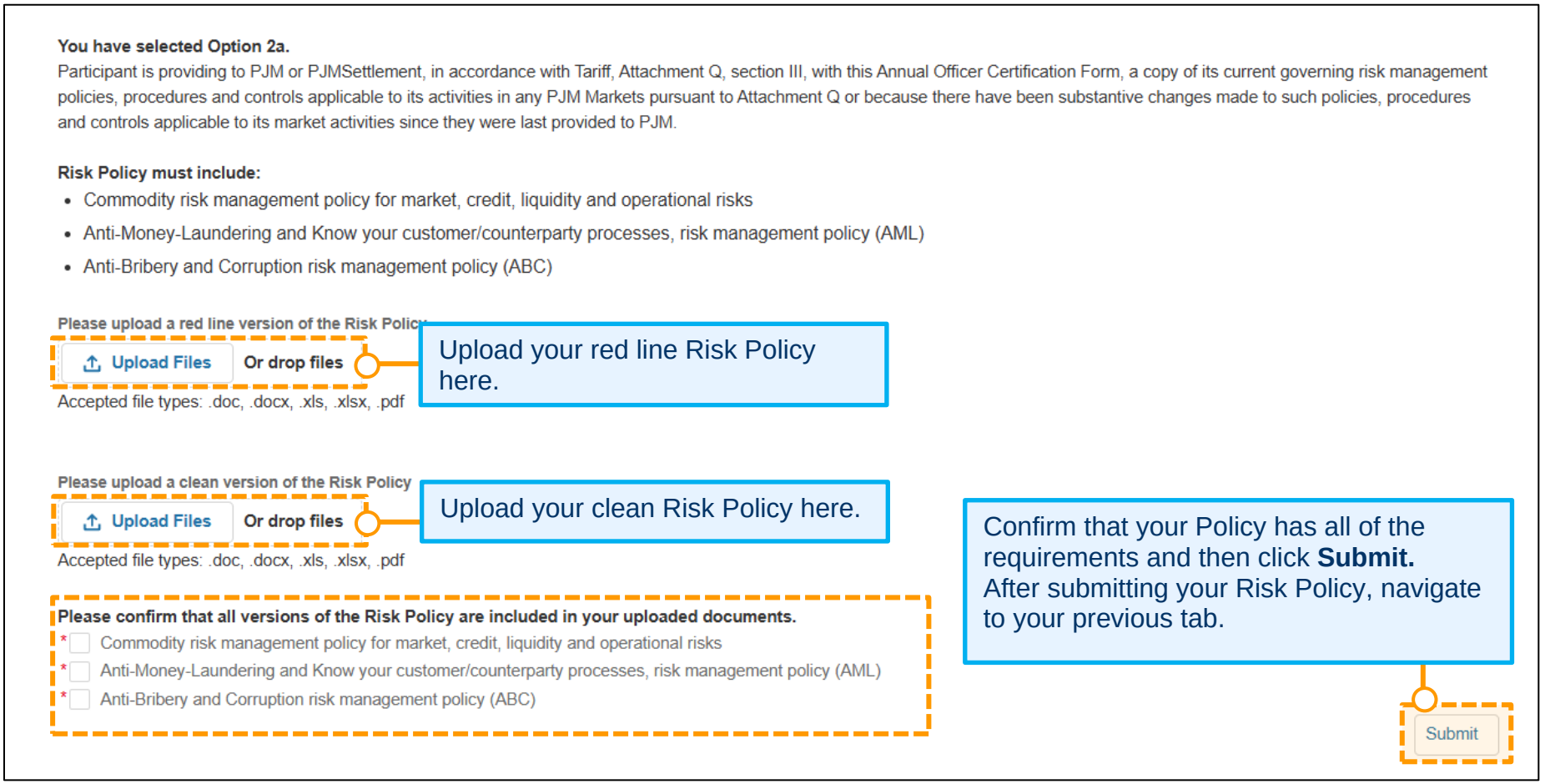
1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.



Risk Policy for Your Company – Risk Policy on File

1. Sign in and select **Maintenance** (see page 2 for details).
2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click **New Request**.




You have selected Option 2a.
Participant is providing to PJM or PJMSettlement, in accordance with Tariff, Attachment Q, section III, with this Annual Officer Certification Form, a copy of its current governing risk management policies, procedures and controls applicable to its activities in any PJM Markets pursuant to Attachment Q or because there have been substantive changes made to such policies, procedures and controls applicable to its market activities since they were last provided to PJM.
Risk Policy must include:
Commodity risk management policy for market, credit, liquidity and operational risks
Anti-Money-Laundering and Know your customer/counterparty processes, risk management policy (AML)
Anti-Bribery and Corruption risk management policy (ABC)
Please upload a red line version of the Risk Policy
Upload Files
Or drop files
Accepted file types: .doc, .docx, .xls, .xlsx, .pdf
Upload your red line Risk Policy here.
Please upload a clean version of the Risk Policy
Upload Files
Or drop files
Accepted file types: .doc, .docx, .xls, .xlsx, .pdf
Upload your clean Risk Policy here.
Please confirm that all versions of the Risk Policy are included in your uploaded documents.
Commodity risk management policy for market, credit, liquidity and operational risks
Anti-Money-Laundering and Know your customer/counterparty processes, risk management policy (AML)
Anti-Bribery and Corruption risk management policy (ABC)
Confirm that your Policy has all of the requirements and then click Submit. After submitting your Risk Policy, navigate to your previous tab.
Submit