## INITIATING A DOA IN PJM'S MEMBERSHIP MAINTENANCE COMMUNITY

Full Responsibility and Principal Agent DOAs can only be requested through the Membership Maintenance Feature of the Membership Management Community site by officers authorized representatives and maintenance managers of member companies.

For the Full Responsibility DOA, the party requesting the DOA must be a PJM member company.

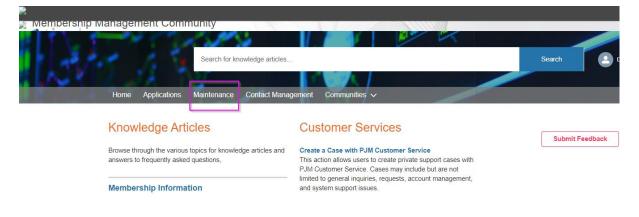
For the Principal Agent DOA, only the Principal party can request the DOA.

Sign in by navigating to the <u>Membership Management Community</u> page on pjm.com and clicking **Sign In**.

## PJM.com Home page > Markets & Operations > PJM Tools > Membership Management Community

Detailed instructions for logging into the Membership Management Community can be found in the <u>Member</u> <u>Maintenance User Guide</u>.

1. From Member Management Community - select Maintenance from top navigation bar.



2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.

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## **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.	
Test, LLC	



3. From the Member Maintenance Dashboard – select type of DOA

Applications V Maintenance Contact Management

Test Voting Member - Company Requests								
Company Account Manager Get Started Designate or remove an individual from the role of CAM.	Affiliate Disclosure Get Started Request updates to Member and non-member affiliates.	Company Name Change Get Started Request a corporate name change.						
Company Withdraw Get Started Initiate the request to withdraw from PJM membership.	Change Voting Member Get Started Request a change to your Voting Member.	Manage Sub Accounts Get Started Request to add or remove Sub Account.						
Contact Management Get Started Request to add or remove a Contact Manager(s).	Market Participant Get Started Initiate a Market Participant Application if changing participation in the PJM Markets.	Principal Get Started Request to add or remove a Principal(s).						
Principal Agent DOA Get Started Request to create Declaration of Authority.	Officer Certification Form Get Started Submit a new Officer Certification Form.	Full Responsibility DOA Get Started Request to create Full Responsibility Declaration of Authority.						
Company Corporate Inform Get Started Request to update company corporate information (address, stock information, etc.)	m							

- 4. Follow steps to complete DOA request in Member Maintenance.
- 5. Upon completion, PJM Client Management will review DOA request and reach out to the member if there are any questions.
- 6. The DOA will be sent out for electronic signature using Docusign and all parties will receive a copy of the fully executed document when complete.
- 7. Contact <u>Custsvc@pim.com</u> with any questions.