



# Principal Agent Declaration of Authority Request User Guide

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## Approval

### 1. Overview/Summary

This user guide is intended to help the Principal (Member) requesting a Principal Agent Declaration of Authority (DOA) from PJM. Each DOA request is unique and requires the PJM Member Relations and Client Management Project teams' involvement.

A Principal Agent DOA allows the Principal to select specific responsibilities to delegate to an Agent that are associated with doing business at PJM Interconnection, L.L.C. (PJM). The DOA is a representation of agreed upon authorities between Principal and Agent. PJM executes a DOA to ensure the proper authority is placed with the correct entity for each resource, facility or account.

Since the Principal is the only party required to be a Member, and is the one authorizing another to fulfill their responsibilities toward PJM, they will be required to fill out the information associated with both Principal and Agent for the DOA.

The following provides explanation for each item required to request a Principal Agent DOA from PJM. A sample document can be found on the Member Community site or <https://www.pjm.com/about-pjm/member-services.aspx> (***PJM.com > About PJM > Member Services***).

The automated request is only performed through the Member Community site. Only the Principal (Member) may fill out the request, because they are the entity delegating the responsibilities. Access to the Member Community site requires a login name and password. More information on the Member Community site and how to request access, if needed, can be found at <https://www.pjm.com/markets-and-operations/etools/member-community.aspx> (***PJM.com > Markets & Operations > PJM Tools > Member Community***).

## 2. Pre-Request Checklist

Completing these five (5) items prior to starting the request on the Member Community site will ensure a smooth process. This information should be obtained for both the Principal and Agent. Only the Principal may fill out the request for a Principal Agent DOA. PJM suggests that the Principal send the Agent [Appendix A](#) of this user guide, and have them return it to the Principal.

- 1. Member Community access
- 2. Current company address
- 3. State of Incorporation and Type of Entity reflected
- 4. Contact for Notices information obtained
- 5. Authorized Signature information obtained

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### 1. Member Community site access

Members may obtain access to the Member Community site by filling out the form located at <https://www.pjm.com/markets-and-operations/etools/member-community.aspx> (***PJM.com > Markets & Operations > PJM Tools > Member Community > Request Access***).

The Member Community tool must be listed in your Account Manager profile prior to an access request submittal. Since access is only granted one time per person, pick your most frequently used username to apply for registration. When logged in to Account Manager, click the Account Access tab in your profile to review if the tool is listed.

If the Member Community tool is listed in your profile, then you are ready to request access.

If the tool is not listed, access must be submitted through Account Manager. While in Account Manager, click on the Account Access tab, then the **Request Access** button. Scroll down the list and select Member Community. Click the **Next** button and then the **Submit** button. This request goes to your Company Account Manager (CAM), not PJM. When your CAM approves the request, then you are ready to request access.

When you have Member Community access in your profile, then return to ***PJM.com > Markets & Operations > PJM Tools > Member Community > Request Access*** to fill out the form. You must be logged in to pjm.com with the username you wish to use to register for the Member Community.

After the form is submitted, PJM will review to ensure all information aligns properly with your username. When approved, you will receive a Case Comment email acknowledging your registration, along with instructions on accessing the communities. PJM prioritizes these requests and typically approves within the same day. However, PJM encourages applicants to allow for two business days.

## 2. Current Company address

At the current time, the only way to know if the Principal and Agent (if another Member) have the correct address on file is to open a case through Member Community, or by emailing Member Relations at [custsvc@pjm.com](mailto:custsvc@pjm.com) and ask for verification for both the Principal and Agent.

If the Principal and/or Agent have an incorrect corporate company address, then they must send an email from an officer of the company or the company's Member Committee representative to [MembershipForms@pjm.com](mailto:MembershipForms@pjm.com) with the request to change the address, indicating the new address.

## 3. State of Incorporation and Type of Entity reflected

At the current time, the only way to know if the Principal and Agent (if another Member) have documentation for their State of Incorporation and Type of Entity is to open a case through Member Community or by emailing Member Relations at [custsvc@pjm.com](mailto:custsvc@pjm.com) and ask for verification for both the Principal and Agent.

If the Principal and/or Agent don't have this information on file with PJM, then documentation will need to be submitted to Member Relations prior to requesting a Principal Agent DOA.

PJM will accept any of the following to be submitted for the State of Incorporation and Type of Entity:

- Articles of Incorporation
- Certificate of Formation
- Certificate of Incorporation
- Certificate of Existence
- Certificate of Limited Partnership
- Certification of Organization
- Certificate of Filing
- Certificate in Good Standing

## 4. Contact for Notices information obtained

The Contact for Notices section of the DOA requests information of the individual or department that desires to receive notices associated with the DOA. The information listed below is required for both Principal and Agent.

- Individual name or department name
- Address (including city, state and postal code)

### 5. Authorized Signature information obtained

The Authorized Signature Information section of the DOA provides a drop-down box with only individuals that are assigned the role of Authorized Representative and Officer within Contact Management. Contact Management is a module within the Membership Management Community. Only Contact Managers have access to Contact Management to maintain the designated roles. Information associated with Contact Management can be found at <https://www.pjm.com/markets-and-operations/etools/membership-management-community.aspx> (**PJM.com > Markets & Operations > PJM Tools > Membership Management Community**).

If the Agent is not a PJM Member, then documentation will be required that allows the individual entered as an authorized representative to sign on behalf of that company. This documentation may consist of a secretary's certificate, board resolution or similar documents with evidence of the authority of that individual. Either the Principal or Agent may submit this documentation to Member Relations at [custsvc@pjm.com](mailto:custsvc@pjm.com).

The Principal Agent DOA will not proceed past this section of the request, unless an individual is selected/inputted for both the Principal and Agent.

To confirm the proper individuals are associated as Authorized Representatives for both Principal and Agent (if a Member), open a case through Member Community or email Member Relations at [custsvc@pjm.com](mailto:custsvc@pjm.com) and ask for verification for both the Principal and Agent.

## 3. Principal Agent Declaration of Authority (DOA) Request

A Principal Agent DOA allows the Principal to select specific responsibilities to delegate to an Agent that are associated with doing business at PJM Interconnection, L.L.C. (PJM). The DOA is a representation of agreed upon authorities between Principal and Agent. PJM executes a DOA to ensure the proper authority is placed with the correct entity for each resource, facility or account.

Since the Principal is the only party required to be a Member, and is the one authorizing another to fulfill their responsibilities toward PJM, they will be required to fill out the information associated with both Principal and Agent for the DOA.

PJM Member Relations and Legal both request that a minimum of 10 business days be allowed to process the document after it is submitted. The request may be saved at any point during the process and continued at a later time for completion.

**Note:** Any errors in the information provided to PJM may delay the preparation of the DOA such that more than 10 days may be required to prepare the document.

## Starting a Request

### Log in to Member Community > Requests

This is the Request homepage for all requests made to Member Relations for legal documents and generation transfers. (The page is under construction and is only for Principal Agent DOA requests at the current time.)

On the Request homepage, Members will see any requests that have been saved and still need to be submitted. This is also where the Member will initiate a New Request.

Click the **New Request** button.



**Declaration of Authority (DOA)**

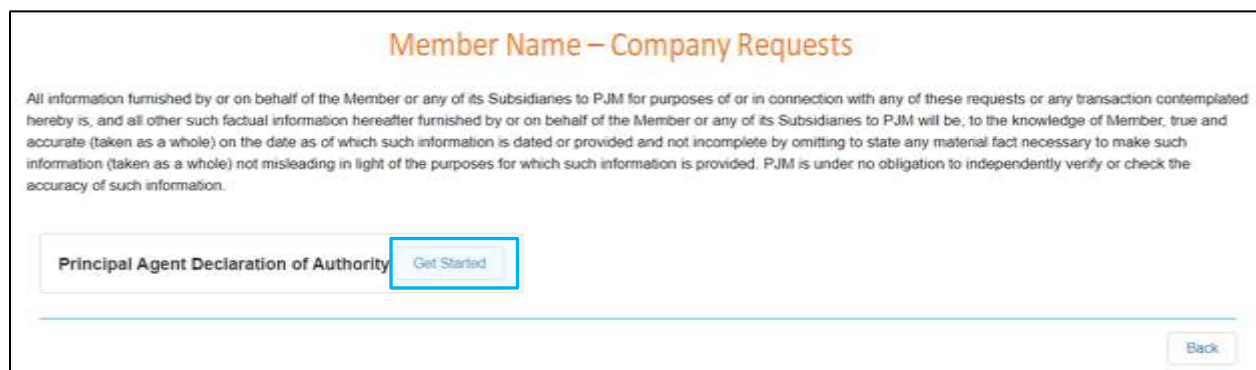
- This page shows the requests for Declaration of Authority (DOA) associated with your company that have not been submitted.
- To start a new request for a Declaration of Authority, select the New Request button
- Any questions may be submitted to Member Relations

Member Name

New Request

Case Number	Requests	Status	Date Submitted	Actions
	All	All		

After clicking the **New Request** button, another page will appear. This will house the different legal document and generation transfer request buttons. This page creates a one-stop location for these types of requests (still under construction and only Principal Agent DOA is available). To initiate the request for a Principal Agent DOA, click the **Get Started** button.



**Member Name – Company Requests**

All information furnished by or on behalf of the Member or any of its Subsidiaries to PJM for purposes of or in connection with any of these requests or any transaction contemplated hereby is, and all other such factual information hereafter furnished by or on behalf of the Member or any of its Subsidiaries to PJM will be, to the knowledge of Member, true and accurate (taken as a whole) on the date as of which such information is dated or provided and not incomplete by omitting to state any material fact necessary to make such information (taken as a whole) not misleading in light of the purposes for which such information is provided. PJM is under no obligation to independently verify or check the accuracy of such information.

Principal Agent Declaration of Authority Get Started

Back

After clicking on the **Get Started** button, another page will appear. This page describes the overall process for a Principal Agent DOA.



To start a Principal Agent DOA, click the **Start** button at the bottom-left of the page.

### Request a Principal/Agent Declaration of Authority (DOA)

A Principal / Agent Declaration of Authority (DOA) allows the Principal to select specific responsibilities to delegate to an Agent that are associated with doing business at PJM Interconnection, L.L.C. (PJM). This document is a representation of agreed upon authorities between Principal and Agent. PJM executes a DOA to ensure the proper authority is placed with the correct entity for each resource, substation or account.

Since the Principal is the only party required to be a Member and is the one authorizing another to fulfill their responsibilities towards PJM, they will be required to fill out the information associated with both Principal and Agent for the DOA.

Here is a draft DOA that will allow the Principal to obtain all required information and see all potential responsible prior to submitting this form. Here is an instructional guide that will provide additional information associated with each part of the DOA.

The DOA is comprised of seven parts, as listed and described below:

**Part A: Principal / Agent Information**

- Input information for both the Principal and Agent needed to propagate the document

**Part B: DocuSign Reviewer and Signer Information**

- Input proper representatives for both Principal and Agent that may review the document prior to the Authorized Representative signing the document and the Authorized Representative signing the document

**Part C: Responsibilities to be delegated**

- Select the specific responsibilities in which the Principal will delegate its authority to the Agent to fulfill

**Part D: Further Delegation of Responsibilities**

- Determine if the Principal allows the Agent to further delegate its responsibilities to a third party via a separate Declaration of Authority between the Agent and that third party

**Part E: Impacted Resources, Facilities or Accounts**

- Indicate which generation resources, transmission facilities or accounts are impacted by the delegation

**Part F: Effective Date**

- Request the desired Effective Date for the document

**Part G: Preview and Submit**

- Provides the ability to preview the document prior to submitting to PJM Member Relations and initiating the DocuSign process for execution

**START**

## Part A: Principal Agent Information

Part A of the document has two different sections: Principal/Agent Information and Contact for Notices. As stated in the Pre-Request Checklist section, this information is needed for both the Principal and Agent. PJM suggests that the Principal send the Agent Appendix A of this user guide and have them return it to the Principal.

### Principal/Agent Information

When an individual logs in to the Member Community, the system recognizes the individual and their associated company. When that individual starts the request, the information associated with the Principal will be automatically filled in based on that individual. If any of the information is incorrect or not filled in, contact Member Relations immediately at [custsvc@pjm.com](mailto:custsvc@pjm.com). The request will not be able to proceed without this information.

**If the corporate address is incorrect**, please see Section 2 (Pre-Request Checklist), item 2 (Company address is current).

**If the State of Incorporation or Type of Entity is missing or incorrect**, please see section 2 (Pre-Request Checklist), item 3 (State of Incorporation or Type of Entity are reflected).

When selecting the Agent Legal Name, the Principal will have two options: Other or Member company.

**If Other is selected**, this indicates the Agent is not a current PJM Member.

The Principal will manually type in the proper information for each field.

**If another Member company is selected**, the information associated with that Member will be automatically populated. If any of the information is incorrect or missing, contact Member Relations immediately at [custsvc@pjm.com](mailto:custsvc@pjm.com).

- A Legal Name** – As indicated on official state incorporation or registration, including designation and proper use of commas, periods, etc.
- B Street Address 1 & 2** – Full street address of corporate office/place of business (P.O. box not accepted)
- C City** – City of the corporate office/place of business
- D State** – State of the corporate office/place of business
- E Postal code** – ZIP code of the corporate office/place of business
- F State of Incorporation** – State of incorporation (or registration if unincorporated). This may be different than the physical address (e.g., Delaware)
- G Type of Entity** – Will who provides the real-time telemetry change?

**Principal/Agent Information**

	Item	Principal	Agent
<b>A</b>	Legal Name ⓘ		* -- Select a Company --
<b>B</b>	Street Address 1 ⓘ		
	Street Address 2 ⓘ		
<b>C</b>	City ⓘ		
<b>D</b>	State ⓘ		
<b>E</b>	Postal code ⓘ		
<b>F</b>	State of Incorporation ⓘ		
<b>G</b>	Type of Entity ⓘ		

### Contact for Notices

The information being requested for this section is the individual or department that desires to receive Notices associated with this DOA. All fields will need to be manually completed for both Principal and Agent.

- A** **Legal Name** – Person or group who should receive any and all notices relevant to this document via postal mail
- B** **Street Address 1 and 2** – Full street address of contact person to receive any and all notices relevant to this document via postal mail
- C** **City** – City of contact person to receive any and all notices relevant to this document via postal mail
- D** **State** – State of contact person to receive any and all notices relevant to this document via postal mail
- E** **Postal Code** – ZIP code of contact person to receive any and all notices relevant to this document via postal mail

#### Contact for Notices

	Item	Principal	Agent
<b>A</b>	Contact Name *	*	*
<b>B</b>	Street Address 1 *	*	*
	Street Address 2 *		
<b>C</b>	City *	*	*
<b>D</b>	State *	*	*
<b>E</b>	Postal code *	*	*

[Save and Continue later](#)
[Continue to Part 19 of the DOA Document](#)

**NOTE:** PJM created the ability to **Save and Continue later**; however, Part A must be filled out completely before the system allows for the initial save.

## Part B: DocuSign Reviewer and Signer Information

Part B of the document is comprised of two different sections: Reviewer Contact Information and Authorized Signature Information.

The Reviewer Contact is an optional field and used only if a representative from the Principal and/or Agent require to have the document checked and initialed in DocuSign prior to the Authorized Representative executing the DOA.

As stated in the Pre-Request Checklist section, the Authorized Signature Information section is populated with only those individuals assigned the role of Authorized Representative or Officer within Contact Management, or inputted for PJM non-members. Ensure that proper documentation is submitted for PJM non-members documenting that the individual is authorized to sign on behalf of that company. If multiple Authorized Representatives are associated with a Member, the Principal will need to know which one should be selected to sign the document. The same is true for the Agent information.

Authorized Representatives cannot be changed once the document is submitted to PJM. If a change is needed, a new document submittal is required. PJM suggests that the Principal send the Agent Appendix A of this user guide and have them send it back to the Principal.

### Reviewer Contact Information (Optional)

- A** **Contact Name** – Person or group who will review the DOA prior to document going to Authorized Representative for signature
- B** **Email Address** – Email address of the contact person responsible for reviewing DOA

#### Reviewer Contact Information (optional)

Item	Principal	Agent
<b>A</b> Contact Name ⓘ	Principal Contact Name	
<b>B</b> Email Address ⓘ	*	

## Authorized Signature Information

- C** **Contact Name** – Name of Authorized Representative who will sign the document
  - D** **Title** – Title of Authorized Representative
  - E** **Email Address** – Email address of Authorized Representative
- 

**Authorized Signature Information**

Item	Principal	Agent
<b>C</b> Contact Name 	* – Select a Contact – 	* – Select a Contact – 
<b>D</b> Title 	* <input type="text"/>	* <input type="text"/>
<b>E</b> Email Address 	* <input type="text"/>	* <input type="text"/>

[Save and Continue later](#)   [Previous Page](#)   [Continue to Part C of the DOA document](#)

## Part C: Responsibilities to Be Delegated

Part C of the document determines which responsibilities will be delegated from the Principal to the Agent. There are five different areas – Load, Generator, Billing, Transmission Owner and Additional. The Principal will check which responsibilities apply to the agreement with their Agent. Appendix B of this user guide lists all of the potential responsibilities associated with the Principal Agent DOA.

If a responsibility is not listed in the pre-defined language within Load, Generator, Billing or Transmission Owner, then language may be added to the Additional Responsibilities section, which appears after the Transmission Owner section. Additional Responsibilities language must be approved by PJM prior to submitting. Coordination should be conducted through Member Relations.

- A Additional Responsibilities** – Select **Yes** if a responsibility is not seen in the pre-defined language, and additional language is needed to capture what is to be delegated to the Agent.
- B Not Contacting PJM Member Relations** – If Additional Responsibilities are needed and the Principal has not contacted Member Relations for approval of the language, the Principal will not be able to move forward with the DOA. Contact Member Relations at [custsvc@pjm.com](mailto:custsvc@pjm.com) immediately.
- C Contacting PJM Member Relations** – If Additional Responsibilities are needed and the Principal has contacted Member Relations for approval of the language, continue to manually type in the agreed upon language.

### Additional Responsibilities

**A** Do you have an additional responsibility?

Yes

No

Have you contacted PJM Member Relations regarding this responsibility?

Yes

**B**  No

Please contact PJM Member Relations regarding this responsibility.

Save and Continue later Previous Page Continue to Part D of the DOA document

### Additional Responsibilities

**C** Do you have an additional responsibility?

Yes

No

Have you contacted PJM Member Relations regarding this responsibility?

Yes

No

\*

Save and Continue later Previous Page Continue to Part D of the DOA document

## Part D: Further Delegation of Responsibilities

Part D of the document allows the Principal to determine if any of the responsibilities delegated to the Agent can be further delegated to a third party using another valid DOA between the Agent and that third party.

PJM allows three options to further delegate: None, All or Some. The Principal decides which option is selected.

### No responsibilities are allowed to be further delegated

Selecting the first radio button denies further delegation of any of the responsibilities selected in Part C of this request. The language in **bold**: “Principal hereby does not authorize Agent to assign any of these responsibilities to another third party agent or assign pursuant to a separate and valid DOA between agent and that third party” will appear in the DOA document under section 6 (Further Delegation).

Principal **denies** and does not authorize that the Agent may further delegate **ANY** of the responsibilities agreed upon through this Declaration of Authority to another third party

Principal **confirms** and authorizes that the Agent may further delegate **ALL** of the responsibilities agreed upon through this Declaration of Authority to another third party

Principal **confirms** and authorizes that the Agent may further delegate **SOME** of the responsibilities agreed upon through this Declaration of Authority to another third party

Principal hereby **does not authorize** Agent to assign any of these responsibilities to another third party agent or assign pursuant to a separate and valid DOA between agent and that third party.

### All responsibilities are allowed to be further delegated

Selecting the second radio button confirms that all responsibilities selected in Part C of this request may be further delegated to a third party. All responsibilities are automatically selected. The language in **bold**: “Principal hereby authorizes Agent to assign any of these responsibilities listed below to another third party agent or assign pursuant to a separate and valid DOA between agent and that third party” will appear in the DOA document under section 6 (Further Delegation), along with all of the responsibilities.

Principal **denies** and does not authorize that the Agent may further delegate **ANY** of the responsibilities agreed upon through this Declaration of Authority to another third party.

Principal **confirms** and authorizes that the Agent may further delegate **ALL** of the responsibilities agreed upon through this Declaration of Authority to another third party.

Principal **confirms** and authorizes that the Agent may further delegate **SOME** of the responsibilities agreed upon through this Declaration of Authority to another third party.

Principal hereby **authorizes** Agent to assign any of these responsibilities listed below to another third party agent or assign pursuant to a separate and valid DOA between agent and that third party.

#### Generator Responsibilities

	Description
<input checked="" type="checkbox"/>	<b>Generator – Energy Dispatching:</b> Agent is authorized to operate or to direct the operations of the Principal’s generation resource(s), listed below, in all events, including, without limitation, to emergencies, and shall operate such resource(s) in a manner that is consistent with the standards, requirements, or directions of PJM and that will permit PJM to perform its obligations under the PJM Agreements.
<input checked="" type="checkbox"/>	<b>Generator – Energy Scheduling:</b> Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the provision of Energy and Ancillary Services, excluding Black Start Service, from the Principal’s generation resource(s), listed below, in accordance with the PJM Agreements.
<input checked="" type="checkbox"/>	<b>Generator – Capacity:</b> Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the provision of capacity from the Principal’s generation resource(s), listed below in accordance with the PJM Agreements, including, without limitation, to satisfying the qualification requirements of a capacity resource, transacting capacity bilaterally, specifying replacement capacity, satisfying the delivery year requirements of a committed resource, offering qualified capacity into Reliability Pricing Model (RPM) Auctions or committing qualified capacity to a Fixed Resource Requirement (FRR) plan.

#### Billing Responsibilities

	Description
<input checked="" type="checkbox"/>	<b>Billing – Using Agent’s Account:</b> In connection with all rights and responsibilities as specified by Principal and Agent in any and all sections, Agent shall be billed, make payment or receive payment through PJM Settlement Inc, in Agent’s account established within PJM’s system, for all charges, credits, penalties, costs and fees, in accordance with the PJM Agreements.

### Some responsibilities are allowed to be further delegated

Selecting the third radio button confirms that some responsibilities selected in Part C of this request may be further delegated to a third party. None of the responsibilities are selected, and the Principal must manually select which ones that may be further delegated. The language in **bold**: “Principal hereby authorizes Agent to assign any of these responsibilities listed below to another third party agent or assign pursuant to a separate and valid DOA between agent and that third party” will appear in the DOA document under section 6 (Further Delegation), along with only the selected responsibilities.

- Principal denies and does not authorize that the Agent may further delegate ANY of the responsibilities agreed upon through this Declaration of Authority to another third party
- Principal confirms and authorizes that the Agent may further delegate ALL of the responsibilities agreed upon through this Declaration of Authority to another third party
- Principal confirms and authorizes that the Agent may further delegate SOME of the responsibilities agreed upon through this Declaration of Authority to another third party

Principal hereby authorizes Agent to assign any of these responsibilities listed below to another third party agent or assign pursuant to a separate and valid DOA between agent and that third party.

#### Generator Responsibilities

<input type="checkbox"/>	Description
<input checked="" type="checkbox"/>	<b>Generator – Energy Dispatching:</b> Agent is authorized to operate or to direct the operations of the Principal's generation resource(s), listed below, in all events, including, without limitation, in emergencies, and shall operate such resource(s) in a manner that is consistent with the standards, requirements, or directions of PJM and that will permit PJM to perform its obligations under the PJM Agreements.
<input checked="" type="checkbox"/>	<b>Generator – Energy Scheduling:</b> Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the provision of Energy and Ancillary Services, excluding Black Start Service, from the Principal's generation resource(s), listed below, in accordance with the PJM Agreements.
<input type="checkbox"/>	<b>Generator – Capacity:</b> Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the provision of capacity from the Principal's generation resource(s), listed below in accordance with the PJM Agreements, including, without limitation, to satisfying the qualification requirements of a capacity resource, transacting capacity bilaterally, specifying replacement capacity, satisfying the delivery year requirements of a committed resource, offering qualified capacity into Reliability Pricing Model (RPM) Auctions or committing qualified capacity to a Fixed Resource Requirement (FRR) plan

#### Billing Responsibilities

<input type="checkbox"/>	Description
<input type="checkbox"/>	<b>Billing – Using Agent's Account:</b> In connection with all rights and responsibilities as specified by Principal and Agent in any and all sections, Agent shall be billed, make payment or receive payment through PJM Settlement Inc. in Agent's account established within PJM's system, for all charges, credits, penalties, costs and fees, in accordance with the PJM Agreements.



## Part E: Impacted Resources, Facilities or Accounts

Part E of the document determines which impacted resources, facilities or accounts are associated with the responsibilities being delegated. Specific information is needed for generator resources, transmission facilities or load accounts.

### Generator Resources

Each generator resource associated with the responsibilities delegated to the Agent must be added. To add a resource, click the **Add Generator Resource** button. An additional box will appear, and all fields are required to save the resource. There is no limit to the number of resources that may be added to a DOA.

Generator Resources Add Generator Resource

Actions	Generator Name (ISA/WMPA/CSA)	Resource Name (Capacity Exchange)	Resource ID (Capacity Exchange)	Unit Name (Markets Gateway)	Unit ID (Markets Gateway)	PJM Queue Number
---------	-------------------------------	-----------------------------------	---------------------------------	-----------------------------	---------------------------	------------------

**A Generator Name (ISA/WMPA/CSA)** – Type the name as listed on the Interconnection Service Agreement (ISA)/Wholesale Market Participation Agreement (WMPA)/Construction Service Agreement (CSA).

**B Resource Name (Capacity Exchange)** – Log in to the Capacity Exchange account that contains the resource. Access the information under **Resource Position > Generation Resources > Position Details**.

The screenshot shows a navigation menu on the left with 'Generation Resources' selected. The main area has tabs for 'Position Details', 'EFOR Values', and 'ICAP Ratings'. Below the tabs is a table with columns: Resource ID, Resource Name, Zone, LDA, and CP Eligible. The 'Resource Name' column header and the 'Show All' dropdown below it are highlighted with a blue box.

Resource ID	Resource Name	Zone	LDA	CP Eligible
Show All	Show All	Show All	Show All	Show All
ID	NAME			

**C Resource ID (Capacity Exchange)** – Log in to the Capacity Exchange account that contains the resource. Access the information under **Resource Position > Generation Resources > Position Details**.

The screenshot is identical to the previous one, but the 'Resource ID' column header and the 'Show All' dropdown below it are highlighted with a blue box.

Resource ID	Resource Name	Zone	LDA	CP Eligible
Show All	Show All	Show All	Show All	Show All
ID	NAME			

**D Unit Name (Markets Gateway)** – Log in to the Markets Gateway account that contains the resource. Access the information under **Generator > Unit > Detail**.



**E Unit ID (Markets Gateway)** – Log in to the Markets Gateway account that contains the resource. Access the information under **Generator > Unit > Detail**.



**F PJM Queue Number** – The number may be found on <https://www.pjm.com/planning/services-requests/interconnection-queues.aspx> (**PJM.com > Planning > Services & Requests > New Services Queue**). If there is not a queue number associated with the resource, type “N/A.”

\* Required

<b>A</b>	Generator Name (ISA/WMPA/CSA)	<b>B</b>	Resource Name (Capacity Exchange)
<b>C</b>	Resource ID (Capacity Exchange)	<b>D</b>	Unit Name (Markets Gateway)
<b>E</b>	Unit ID (Markets Gateway)	<b>F</b>	PJM Queue Number

Click the **Save** button.

After a generator resource is added, the Principal will have the ability to edit or delete the resource.

- The paper/pen icon allows edits to be made to the resource.
- The trash can icon will delete the resource.

Actions	Generator Name (ISA/WMPA/CSA)	Resource Name (Capacity Exchange)	Resource ID (Capacity Exchange)	Unit Name (Markets Gateway)	Unit ID (Markets Gateway)	PJM Queue Number
	Test Name	Capacity Name	Capacity ID	Test Name	Markets Name	XX-XXX

## Transmission Facilities

Each transmission facility associated with the responsibilities delegated to the Agent must be added. To add a facility, click the **Add Transmission Facility** button. An additional box will appear, and all fields are required to save the substation. There is no limit to the number of substations that may be added to a DOA.

Transmission Facilities

Add Transmission Facility

Actions	Transmission Substation Name	B2 - Voltage Level
---------	------------------------------	--------------------

**A** **Transmission Substation Name** – Access the Transmission Facilities page at <https://www.pjm.com/markets-and-operations/ops-analysis/transmission-facilities.aspx>. This page is CEII protected and will need to obtain appropriate access. Contact Member Relations for assistance.

**B** **B2 – Voltage Level** – Access the Transmission Facilities page at <https://www.pjm.com/markets-and-operations/ops-analysis/transmission-facilities.aspx>. This page is CEII protected and will need to obtain appropriate access. Contact Member Relations for assistance.

\* Required

A \*Transmission Substation Name
 
B \*B2 - Voltage Level

Cancel Save

Click the **Save** button

After a substation is added, the Principal will have the ability to edit or delete the substation.

- The paper/pen icon allows edits to be made to the substation.
- The trash can icon will delete the substation.

Actions	Transmission Substation Name	B2 - Voltage Level
	Substation Name	XXX kV

### Load Accounts

Each load account associated with the responsibilities delegated to the Agent must be added. To add an account, click the **Add Account** button. An additional box will appear, and all fields are required to save the account. There is no limit to the number of accounts that may be added to a DOA. To ensure accurate and proper information is associated with the correct accounts, contact Member Relations to discuss the information.

Accounts Add Account

Actions	PJM Org. ID	PJM Short Name	Current PJM Long Name	New PJM Long Name
<span style="margin-right: 20px;">Save and Continue later</span> <span style="margin-right: 20px;">Previous Page</span> <span>Continue to Part F of the DOA document</span>				

- A** **PJM Org. ID** – Contact Member Relations to ensure accurate and proper information is entered.
- B** **PJM Short Name** – Contact Member Relations to ensure accurate and proper information is entered.
- C** **Current PJM Long Name** – Contact Member Relations to ensure accurate and proper information is entered.
- D** **New PJM Long Name** – Contact Member Relations to ensure accurate and proper information is entered.

\* Required

**A** PJM Org. ID

**B** PJM Short Name

**C** Current PJM Long Name

**D** New PJM Long Name

Cancel
Save

Click the **Save** button

After a load account is added, the Principal will have the ability to edit or delete the account.

- The paper/pen icon allows edits to be made to the account.
- The trash can icon will delete the account.

Actions	PJM Org. ID	PJM Short Name	Current PJM Long Name	New PJM Long Name
	XXX	PJMT	PJM Test (DOA)	PJM Test2 (DOA)

## Part F: Effective Date

Part F of the document determines the proposed effective date for the document. There are two options: “Effective Immediately when fully executed by Principal and Agent” or “Effective after when fully executed by Principal and Agent.” PJM Member Relations and Legal both request that a minimum of 10 business days be allowed to process the document after it is submitted.

### Immediate upon fully executed

Section 5 (Effective Date(s)) in the DOA document provides the language regarding when the document becomes effective. If the Principal prefers to have an Effective Date immediately upon the DOA document being fully executed by both the Principal and Agent, then the Principal will select the first radio button.

When is the desired Requested Effective Date?

Effective immediately when fully executed by Principal and Agent

Effective after when fully executed by Principal and Agent

[Save and Continue later](#) [Previous Page](#) [Continue to Part G of the DOA document](#)

### Selected date after fully executed

Section 5 (Effective Date(s)) in the DOA document provides the language regarding when the document becomes effective. If the Principal and Agent prefer to have a specific date as the Effective Date, then the Principal will select the second radio button.

**Pick a date from the calendar.** Ensure the date is at least 10 business days after the current date or an error will appear.

When is the desired Requested Effective Date?

Effective immediately when fully executed by Principal and Agent

Effective after when fully executed by Principal and Agent

Please select an effective date to apply DOA :

[Save and Continue later](#) [Previous Page](#) [Continue to Part G of the DOA document](#)

## Part G: Preview and Submittal

Part G of the document determines which impacted resource, facilities or accounts are associated with the responsibilities being delegated. Specific information is needed for generator resources, transmission facilities or load accounts.

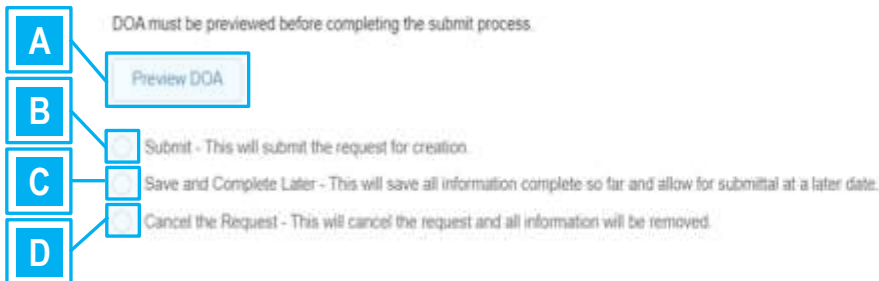
- A Preview DOA** – Previewing the document is required prior to having the ability to select which action is desired – submit, save or cancel. This allows the Principal to see the final product and determine if any changes are needed.
- B Submit** – This will submit the previewed DOA document to PJM Member Relations for review and execution.
- C Save and Complete Later** – This will save the previewed DOA and allow the Principal to come back at a later time to change or submit.
- D Cancel the Request** – This will cancel the entire DOA document and no draft is saved.

### Part G: Preview and Submittal

The process for creating a Principal Agent Declaration of Authority (DOA) is almost complete. Preview the document first prior to proceeding the final step. The preview document will open in another internet tab. In the final step, the Principal may

- (1) Submit for creation.
- (2) Save the request and complete later.
- (3) Cancel the request.

DOA must be previewed before completing the submit process.



Previous Page

Submit

## Appendix A:

### Part A: Principal/Agent Information

Information	Principal	Agent
Legal Name		
Street Address		
City		
State		
Postal Code		
State of Incorporation		
Type of Entity		

### Part A: Contact or Notices

Information	Principal	Agent
Contact Name		
Street Address		
City		
State		
Postal Code		

**Part B: Reviewer Contact Information**

Information	Principal	Agent
Contact Name		
Email Address		

**Part B: Authorized Signature Information**

Information	Principal	Agent
Contact Name		
Title		
Email Address		



## Appendix B: Responsibilities

### Load Server Responsibilities

**Load – Energy, Ancillary Service and Capacity in Principal’s Account:** Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the energy, ancillary service and capacity obligations of a Load Serving Entity under the PJM Agreements, in Principal’s account established within PJM’s system, including, without limitation, fulfilling obligations associated with managing energy supply requirements, Black Start Service, Non-Retail Behind the Meter Generation, Self-Supply, Fixed Resource Requirement (FRR) Capacity Plan, RPM and overall capacity Delivery year requirements.

**Load – Energy, Ancillary Service and Capacity in Agent’s Account:** Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the energy, ancillary service and capacity obligations of a Load Serving Entity under the PJM Agreements, in Agent’s account established within PJM’s system, including, without limitation, fulfilling obligations associated with managing energy supply requirements, Black Start Service, Non-Retail Behind the Meter Generation, Self-Supply, Fixed Resource Requirement (FRR) Capacity Plan, RPM and overall capacity Delivery year requirements.

**Load – ARR/FTR:** Agent is authorized to satisfy Principal’s rights and obligations under the PJM Agreements to submit offers, bids, obtain, administer for Auction Revenue Rights (ARRs) or Financial Transmission Rights (FTRs) with respect to service of Principal’s load.

**Load – Transmission Service:** Agent is authorized to satisfy Principal’s obligations under the PJM Agreements, including, without limitation, providing or arranging for Transmission Service to the Principal’s load(s) requesting changes to Transmission Service required for serving the Principal’s load(s), and submitting Interchange Schedules on the Principal’s behalf.

## Generator Responsibilities

**Generator – Energy Dispatching:** Agent is authorized to operate or to direct the operations of the Principal's generation resource(s), listed below, in all events, including, without limitation, to emergencies, and shall operate such resource(s) in a manner that is consistent with the standards, requirements, or directions of PJM and that will permit PJM to perform its obligations under the PJM Agreements.

**Generator – Telemetry Using Principal's Link:** Agent is authorized to communicate electronically on behalf of Principal with PJM while using Principal's telemetry communication link provided by PJM to Principal, including, without limitation, real-time data, monitoring data and dispatch instructions with PJM during normal and emergency conditions.

**Generator – Telemetry Using Agent's Link:** Agent is authorized to communicate electronically on behalf of Principal with PJM while using Agent's telemetry communication link provided by PJM to Agent, including, without limitation, real-time data, monitoring data and dispatch instructions with PJM during normal and emergency conditions.

**Generator – Energy Scheduling:** Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the provision of energy and ancillary services, excluding Black Start Service, from the Principal's generation resource(s), listed below, in accordance with the PJM Agreements.

**Generator – Capacity:** Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the provision of capacity from Principal's generation resource(s) listed below in accordance with the PJM Agreements, including, without limitation, to satisfying the qualification requirements of a capacity resource, transacting capacity bilaterally, specifying replacement capacity, satisfying the delivery year requirements of a committed resource, offering qualified capacity into Reliability Pricing Model (RPM) Auctions or committing qualified capacity to a Fixed Resource Requirement (FRR) plan.

**Generator – eDART:** Agent is authorized to communicate electronically and/or verbally on behalf of Principal with PJM related to Principal's generation resource(s), listed below, in accordance with the PJM Agreements, including, but not limited to, generator outage tickets, equipment and/or facility parameters, reactive power capacity, Instantaneous Reserve Check (IRC), and GO Survey.

**Generator – ARR/FTR:** Agent is authorized to satisfy Principal's rights and obligations under the PJM Agreements to submit offers and bids for and obtain and administer Auction Revenue Rights (ARRs) and Financial Transmission Rights (FTRs) with respect to the Principal's generation resource(s), listed below.

**Generator – Black Start:** Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the provision of Black Start Service from the Principal's generation resource(s), listed below, in accordance with the PJM Agreements.

**Generator – Fuel Cost Policy:** Agent is authorized to communicate and act on behalf of Principal with PJM in all matters concerning the provision of its Fuel Cost Policy, from the Principal's generation resource(s), listed below, in accordance with the PJM Agreements.

## Billing Responsibilities

**Billing – Using Principal’s Account:** In connection with all rights and responsibilities as specified by Principal and Agent in any and all sections, Principal shall be billed, make payment or receive payment through PJM Settlement, Inc. in Principal’s account established within PJM’s system, for all charges, credits, penalties, costs and fees, in accordance with the PJM Agreements.

**Billing – Using Agent’s Account:** In connection with all rights and responsibilities as specified by Principal and Agent in any and all sections, Agent shall be billed, make payment or receive payment through PJM Settlement, Inc. in Agent’s account established within PJM’s system, for all charges, credits, penalties, costs and fees, in accordance with the PJM Agreements.

**Billing – Schedule 2, Reactive Supply in Principal’s Account:** Agent is authorized to receive or pay Principal’s Reactive Supply and Voltage Control from Generation or Other Sources Service, Schedule 2 in Tariff, in Principal’s account established within PJM’s system.

**Billing – Schedule 2, Reactive Supply in Agent’s Account:** Agent is authorized to receive or pay Principal’s Reactive Supply and Voltage Control from Generation or Other Sources Service, Schedule 2 in Tariff, in Agent’s account established within PJM’s system.

## Transmission Owner Responsibilities

**Transmission Owner – All Responsibilities:** Agent is authorized to satisfy Principal’s rights and responsibilities as a Transmission Owner under the PJM Agreements and Consolidated Transmission Owners Agreement, including, without limitation, communicating with PJM regarding all matters relating to Principal’s Transmission Owner responsibilities within PJM, and operating Principal’s Transmission Facilities in a manner that is consistent with the standards, requirements, or directions of PJM and that will permit PJM to perform its obligations under the PJM Agreements and applicable NERC standards, for the Principal owned Transmission Facilities at the substations listed below.

**Transmission Owner – Transmission Service:** Agent is authorized to satisfy Principal’s rights and responsibilities under the PJM Agreements, including, without limitations, providing or arranging for Transmission Service to the Principal’s load(s), requesting changes to Transmission Service required for serving the Principal’s load(s), and submitting Interchange Schedules on the Principal’s behalf.

**Transmission Owner – eDART:** Agent is authorized to communicate electronically and/or verbal on behalf of Principal with PJM related to all Principal’s transmission facilities in accordance with the PJM Agreements, including, but not limited to, transmission outage tickets, transmission facility parameters and system model information.

## Revision History

Revision: 01

Effective Date: 05/01/2020