The purpose of this training is to review the TO eTariff Filing Protocol and highlight the procedure to be followed and requirements necessary to make TO eTariff filings.

PJM’s objective is to use the TO eTariff Filing Protocol to help ensure we are able to meet TO objectives and deadlines.
TO sends Notice of a TO Filing to eTariff@pjm.com

TO sends Confirmation of Filing Date, Contents of Filing Package and TO eTariff Transmittal Form

TO sends final approval for filing

Occurs 2-3 weeks prior to anticipated Filing Date

Occurs at least 3 days prior to anticipated Filing Date

Occurs no later than 12:00 pm on the Filing Date

Within 3 days of TO Notice, PJM provides Tariff baseline (for Revised Tariff filings) or Service Agreement Number (for New Service Agreements)

PJM informs TO of any Filing Date issues and/or necessary changes to contents of Filing Package
Short Notice Filings
Short Notice Filings include filings without at least two-weeks’ notice and those submitted less than three business days from the requested filing date.

PJM Staff will make an effort to accommodate Short Notice Filing needs, if possible, based on limitations such as PJM filing volume, Legal Staff workload, etc. Short Notice Filings should not be a frequent occurrence.
AFTER MUCH OR LITTLE COMMUNICATION...

The filing is made!
Once the filing has been made, absent of any error codes, the TO will receive:

- An acceptance email notification with the Docket Number associated with the filing; and
- An email from PJM with the PDF of the filing.
GUIDELINES

Items Necessary to Make a Filing:

- **Transmittal Letter** should include the Order 714 Footnote. For TO Tariff Filings, transmittal letter should include PJM’s Service paragraph and footnotes. For TO Service Agreements, transmittal letter should include language stating that the TO is responsible for service.

- **Marked (Redlined) Word Version** of Tariff Section(s)/Service Agreement(s) (for revised Service Agreements and Tariff Sections, and new Tariff Sections)

- **Clean Word Version** of New Service Agreement

- **Cover Pages**

- **Additional Attachments** (Signature Pages, Exhibits, Excel Spreadsheets, etc.)
Revised Tariff Sections
Revised Service Agreements
New Tariff Sections

Transmittal Letter
Marked Word Version
Cover Pages
Additional Attachments

New Service Agreements

Transmittal Letter
Clean Word Version
Cover Pages
Additional Attachments
GUIDELINES

Tariff Record Requirements:

- Word Format
- Documents must be less than 10 MB per section
- No headers, footers, footnotes or endnotes
- No automatic generated styles, bullets, outlining, page numbering, section numbering, or Table of Contents
- No text boxes
- No Links to websites, etc.
- Images must be in .gif or .jpg format
- No italic language unless there is pending language
- For Service Agreements, SA No., printed names, signatures, dates and titles should be included on signature pages
Filing Summary/Blurb:

**Service Agreement Filings EXAMPLE**

On February 9, 2017, in Docket No. ER17-51-000, New England Patriots (Best Team Ever) submitted a Don’t Count Us Out Agreement (DCOUA) SA No. 5 among Best Team Ever, Atlanta Falcons (Ouch) and National Football League. Best Team Ever is submitting DCOUA to boast of their win over Ouch and to rub it in the faces of Ouch fans everywhere. Best Team Ever is requesting that the DCOUA be effective as of February 5, 2017.

**Tariff Filing EXAMPLE**

On February 9, 2017, in Docket No. ER17-51-000, Atlanta Falcons (Ouch) submitted revisions to Best NFL Teams Tariff, section Super Bowl Winners, Attachment 51 to remove any mention of Ouch because they did not win. Ouch is requesting that the revisions to Best NFL Teams Tariff be effective as of February 5, 2017.
GUIDELINES

TO eTariff Transmittal Form:

PJM Transmission Owner
eTariff Transmittal Form

Please provide the following information with the filing:

1. Filing Company name(s)/Applicant name(s) submitting as approved by the Commission: New England Patriots

2. The email address for the attorney(s) submitting the filing (ensure the attorney has been registered with FERC): RobertKraft@nepatriots.com

3. Short title of filing with maximum of 70 characters or PJM will create a short title form the Filing Summary: New England Patriots submit DCUOA SA No. 5

4. Requested filing date: February 9, 2017

5. Requested effective date: February 5, 2017

6. Filing Codes: A full list of the filing codes is available on the FERC Website. A few of the most common codes are:
   - Code 10: Rate Schedule Change other than Rate Increase/Compliance filing
   - Initial Section 205 tariff revisions filing
   - Code 50: Compliance Filing
   - Code 130: Amendment of Pending Tariff Filing (when filing with sections)
   - Code 150: Data Response/Supplement the Record (if no sections are being filed)

7. Advise of and list any information in the filing that is to be coded as CEII or confidential information: N/A

8. Filing summary (blurb) for use in posting filing to the PJM website and serving the PJM Members and States when applicable. Should be two or three sentences.

Blurb: On February 9, 2017, in Docket No. ER17-51-000, New England Patriots (Best Team Ever) submitted a Don’t Count Us Out Agreement (DCUOA) SA No. 5 among Best Team Ever, Atlanta Falcons (Ouch) and National Football League. Best Team Ever is submitting DCUOA to boast of their win over Ouch and to rub it in the faces of Ouch fans everywhere. Best Team Ever is requesting that the DCUOA be effective as of February 5, 2017.
For TO eTariff related questions, please contact us at the following:

Email: etariff@pjm.com
Phone: (610) 666-4756 (Taylor Martin Bilger)  
(610) 666-8937 (Jennifer Mills)
Any questions?