Member Maintenance User Guide



June 2024

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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
- Request to create Principal Agent DOA
- Request to create Full Responsibility DOA

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 <u>Manual 33</u>: <u>Administrative Services for the PJM Interconnection Operating Agreement</u> (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 <u>Membership</u> <u>Management Community page</u> on PJM.com and clicking Sign In.

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



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.

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

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**.

Company Withdraw	Get Started	Change Voting Member	Get Started	Related Parties	Get Started
Initiate the request to withdraw from	PJM membership.	Request a change to your Voting Me	ember.	Request updates to your comp	any's Related Parties
				Click Get Star	ted in the Contac
Manage Sub Accounts	Get Started	Contact Management	Get Started	Management :	section of the
Request to add or remove Sub Aco	ount	Request to add or remove a Contac	t Manager(s).	dashboard to I	make changes.

		Wind Test, LL	C - Contact	Management		
Contact Mana	agers o			Cli	ck on Add New .	Add New
First Name	Last Name	Email	Phone	Title	Employer	Actions
Test-Cont/Mgr	User	monica.burkett@pjm.co m				Revoke

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

Conta	Wind Test LLC - Conta Upon submitting your request to add a new Contact	act Management		Add New
First N Test-Co	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.	Title	Employer	Actions Revoke
Pendin	g Requests			
Reques			Submitted Date	Actions
Contact	Management - Add New Contact Manager Test, User for Wind Test, LLC		02.28.2020	0

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**.

Company Withdraw	Get Started	Change Voting Member	Get Started	Related Parties	Get Started
nitiate the request to withdraw from	PJM membership.	Request a change to your Voting Mem	ber.	Request updates to your comp	any's Related Parties
		a construction and a second se		Click Get Started	I in the Contact
Manage Sub Accounts	Get Started	Contact Management	Get Started	Click Get Started Management sec	I in the Contact tion of the

Last Name	Email	Phone Click Rev	Title Yoke next to the r	Employer name of the person	Actions
	Last Name	Last Name Email	Last Name Email Phone Click Rev	Last Name Email Phone Title Click Revoke next to the r	Last Name Email Phone Title Employer Click Revoke next to the name of the person

Revoke Access	
Are you sure you want to remove this Contact?	Click Revoke again to confirm
Cancel	selected Contact Manager.

Contact Manager	'S 🕕					Add New	
First Name	Last Name	Last Name Email Phone Title Employ					
Test-Cont/Mgr	User monica.burkett@pjm.co m					Revoke	
Pending Requests	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.						
Request		Submitted D	ate Actions				
Contact Management - Rev	voke Contact Manager	Test-ContMgr, User for Wind Test, L	LC		02.28.2020	0	

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**.

	Company Overview				
 This page shows the active requests for your se To start a new maintenance request for your con If edits are needed after a maintenance request 	elected company, you can view completed or denied requests mpany, select the New Request button. t is submitted please contact Membership Maintenance.	vith the status filter.			
Wind Test, LLC				↓ New Request	
Company Account Manager Get Started Designate or remove an individual from the role of CAM.	Affiliate Disclosure Request updates to Member and non-member affiliates.	Click Get Star section of the o	ted in the Affilia dashboard to n	ate Disclosure nake changes.	
		If change to the ce	es are not need ertification state	ded, check the b ement. Click Sub	ox next omit.
* I certify the provided information is true, cor	rect, and complete to the best of my knowledge, inform	tion, and belief.	Cancel Save ar	nd continue later	ubmit

	Member Affiliations	No records to display.	If changes are not nee to the certification state	ded, check the box ement. Click Subm	anext iit.
				Edit	
I	Non-member Publicly Traded Affiliations				
	Company Name	Stock Information/Ticker symbol/CUSIP			
	Testing Dups, LLC	2			
	Testing Dups, LLC				
	Megan Company LLC	2			
	Testing Dups, LLC	•			
				Edit	
* ~ I c	ertify the provided information is true, correct, and complete to the be	est of my knowledge, informati	on, and belief.		
			Cancel	Save and continue later	Submit

Affiliate Disclosure 0

. 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.

Member Affiliations

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

	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

Non-member Non-publicly Trade	ed Affiliations		To add/re Edit butto	move/update Affiliate info n for the section(s) that n	rmation, select the eeds to be updated.
	No Files	s to display.		Edit	
Corporate Parents	Note: The following instructions for e	g pages will each sectior	have n.		
Company Name	Stock symbol/Ticker symbol/CUSIP number	Immediate	e Corporate	Ultimate Corporate	
Megan Company LLC	•	~			
Testing Again, LLC				~	
Testing Dups, LLC	2			~	
Testing Dups, LLC				~	
Testing Dups, LLC	2			~	
Wind Test, LLC	2	~		~	
				Edit	
Corporate Structure Organizatio	onal Chart				
	No Files	s to display.			
				Edit	

Wind Test, LLC - Affiliate Disclosure			
filiate Disclosure o			
 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 updates need to be approved by PJM before a new Voting Member can be so	Member Request after all Affil elected.	iate Disclosure updates are submitted. Please note all Member Affiliate	
Member Affiliations		To add/remove/update Affiliate information, select the Edit button for the section(s) that needs to be update	
	No records to display.		
Non-member Publicly Traded Affiliations	Stock Information/Ticke symbol/CUSIP	r	
Testing Dups, LLC			
Testing Dups, LLC	2		
Megan Company LLC	2		
Testing Dups, LLC			
		Edit	

Non-member Non-publicly	Traded Affiliations	To add/remo Edit button	ove/update Affiliate info for the section(s) that ne	rmation, select the eeds to be updated
	No Files to Note: The following pages instructions for each see	will have	Edit	
Corporate Parents	Stock symbol/Ticker	Immediate Corporate	Ultimate Corporate	
Megan Company LLC	symbol/CUSIP number	 ✓ 		
Testing Again, LLC			~	
Testing Dups, LLC	2		~	
Testing Dups, LLC			~	
Testing Dups, LLC			~	
Wind Test, LLC		~	~	
			Edit	
Corporate Structure Organ	nizational Chart			
	No Files t	o display.		
			Edit	

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

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.



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

	New Affiliation: N	on-member	Affiliation
*Company Name Employee Identification Number (EIN) CUSIP		Type Immediat Ultimate I Website	e Parent Parent
			Cancel
New Affiliation: Nor	n-member Affiliation		
Stock Symbols and Stock Exchange Information		Add New	Click Add New to add Stock Symbol/Ticker Symbol and Stock Exchange. These fields are required
Stock Symbol/Ticker Symbol	Stock Exchange	Actions	Exchange. These helds are required.
No records	s to display.		
		Cancel Save	

Create New Stock Symbol	Add Stock Symbol/Ticker Symbol and Stock Exchange. These fields are required. Click Add.
* Required	
* Stock Symbol/Ticket symbol	* Stock Exchange Select a Stock Exchange
	Cancel

New Affiliation: Non-member Affiliation		
Stock Symbols and Stock Exchange Information Add New		Click Save.
Stock Symbol/Ticker Symbol	Stock Exchange	Actions
TE New York Stock Exchange (NYSE)		✓
		Cancel Save

Home Applications V Maintenance Contact	Management Communities 🗸	
	Wind Test, LLC - Affiliate Disclosure	
Affiliate Disclosure o		
Non-member Publicly Traded Affiliation	s	Click Save and close.
If applicable, please add or remove any non-member publi Select the 'Add' button to enter the information of the non- Select the trash can icon to delete existing non-member pu- If you need to update the company name, please contact I	oly traded Affiliates per the PJM Operating Agreement definition of Affiliate. nember publicly traded Affiliates. Jblicly traded Affiliates. <u>Membershipforms@pjm.com.</u>	
Company Name	Stock Information/Ticker symbol/CUSIP	Remove
Test Company		a
Wind Test 2 LLC		a
Wind Test Three		a
Wind Test 4		a
Test Four	2	â
		+ Add
		Save and close

Non-member Non-publicly Traded Affiliations	To update Non-member Non-publicly Traded Affiliations, click Edit.
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-public	y Traded Amiliations		
Uploaded files such as company annua	al reports are acceptable for this section.		
If applicable, review previously uploade	ed 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-pu	Iblicly Traded Affiliations Ig all non-member non-publicly traded Affiliations.		
Accepted file types: .XLS, .DOC, .DOC	X, PDF		
Cancel Save			

Home Applications V Maintenance Contact Management							
Affiliate Disclosure							
	Corporate Parents						
Corporate Parents	 Identify if any Affiliates of the Member are Immediate Corporate and/or 						
 Please identify if any affiliates of the applicant are 'Immediate Corporate Select the 'Add' button to enter the information of the applicant's Corporate Parents. Select Not Applicable if this does not a 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. Click Add to enter the information of the Member's Corporate Parent 							
Select the 'Preview and Submit' button to proceed to the preview scree							

Company Name	Stock symbol/Ticker symbol/CUSIP number	Immediate Corporate	Ultimate Corporate	Not Applicable
Test Company	2			
Test Four				
Wind Test 2 LLC	•			
Wind Test 4				
Wind Test Three	2			
				+ Ac
				Cancel Sav

PJM @

New Corpo	orate Parent	Enter the New Corp information, then clie	orate Parent ck Next.
Select Member Company Select a Company Employer Identification Number (EIN) CUSIP	* Type	arent 🗌 Ultimate Parent	Cancel
New Corp	orate Parent	Note: If the compar- traded, click Save. publicly traded, clic the company stock	ny is not publicly If the company is k Add New to add information.
Stock Symbols and Stock Exchange Information			Add New
Stock Symbol/Ticker Symbol	Stock Exchan	ge	Actions
No record	ds to display.		
			Cancel Save

Create New Stock Symbol * Required		Click Add to add Stock Sy symbol and Stock Exchan are required. Upon comple	/mbol/Ticker ge. These fields etion, click Save.			
* Stock Symbol/Ticket symbol	* Stock Exchange	Exchange	¢ Cancel Add			
New Corporate Parent						
Stock Symbols and Stock Exchange Information			Add New			
Stock Symbol/Ticker Symbol	Stock Exch	ange	Actions			
TE	New York Sto	ock Exchange (NYSE)	× 💼			
		C	ancel Save			



Member Maintenance User Guide

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.

Corporate Structure Organizational Chart

No Files to display.

Wind Test, LLC - Affiliate Disclosure

Affiliate Disclosure 0

Corporate Structure Organizational Chart

Uploaded files such as Corporate Structure Organizational Chart (including percentages of ownership) 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 Corporate Structure Organizational Chart

Please upload a Corporate Structure Organizational Chart (including percentages of ownership). Corporate Structure ORG chart should be inclusive of ALL affiliated entities (PJM Member or non-member entities).

	Click Upload Files and then click Save.		
Accepted file types: .XLS, .DOC, .DOCX, .PDF			
		Cancel	Save

Edit

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

* 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

		CI	ck Submit.
* I certify the provided information is true, correct, and complete to the best of my knowledge, information, and belief.			
	Cancel	Save and continue I	ater 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.

Voting Member	Wind Test, LLC - Voting Member Change	Request
 Select the affiliated member navigate to your Affiliate Discletered on the Select the 'Submit' button to 	from the dropdown for which you are requesting to be the Voting Member. If you do not se osure page to review and update your Member affiliations. complete your request.	e the preferred Voting Member in the drop down, please
* Voting Member Wind Test, LLC	Select the affiliated Member that you are requesting to become the Voting Member. Click Submit .	

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 of the Company Overview page.			equest on v page.	* w Request			
Requests 🗢	Status 🗘	Date Submitted	•	Due Date	¢	Actions	
All	All						
Voting Member	Submitted	02.28.2020				0	

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.

Current Company Name Wind Test, LLC	Wind Test, LLC - Company Name Change	9
Enter your new company name all Additional documentation will be re	ong with the effective date of this change. equired for this process on the next page.	
		Enter the New Company
* New Company Name		Name and the Effective Date
		of the change. Click Next .
* Effective Date		
Feb 28, 2020	tite	
		I Next

Wind Test, LLC - Comp	bany Name Change
In order to update the company name on file with PJM, members are required to submit official sta and proper name as filed with their incorporated state and that all documents executed between F	ate documentation reflecting this change. This documentation ensures PJM has the correct 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 Docustion	Sign to complete the name change process.
Upload	Upload official documentation as instructed on
1 Upload Files Or drop files	the screen. Click Next to submit your request.
Accepted file types: .pdf After completion of upload, please select 'Next' button to submit your corporate name change 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.					
Requests \$	Status 🗢	Date Submitted	Due Date	Actions	
All	All				
Name Change	Submitted	02.28.2020		0	

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.

Home Applications Maintenance Contact Management Communitie	es 🗸		
Wind Test Sub Accounts • To add new sub account select 'Request New Sub Account' button.	, LLC - Sub Acc	click Request New	
• To remove sub account select an individual sub account's 'Request Removal' button.		Click Request New	Request New Sub Account
Click here to view pending requests.		Sub Account.	nequest new sub Account
Account Name	Short Name		Actions
No	Sub Accounts to show		
No Pe	ending Requests to show		
			Back

Wind Test, ELC - Sub Acco	Junto	
Note: The format for a Sub Account name is the Member Company Name (Sub Account name). For example: Wind Test, LLC (Energy 1).		
at will perform transactions with PJM.		Enter the Sub Account name
account, please contact Membership Maintenance		Enter the Sub Account description. Check the certify
First Name	Last 1	
John	Jones	
	Note: The format for a Sub Account name is the Member Company Name (Sub Account name). For example: Wind Test, LLC (Energy 1). at will perform transactions with PJM. account, please contact Membership Maintenance First Name	Note: The format for a Sub Account name is the Member Company Name (Sub Account name). For example: Wind Test, LLC (Energy 1). at will perform transactions with PJM. account, please contact Membership Maintenance First Name Last 1

ending Requests	Upon submitting the request, you will be directed to the		
Request	page below where you can review your pending changes.	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	0

REMOVING A SUB ACCOUNT

Sub Accounts	Wind Test, LLC - Sub Act	counts	
 To add new sub account select 'Request New Sub Account's To remove sub account select an individual sub account's 	t' button. 5 'Request Removal' button.		Request New Sub Accou
Click here to view pending requests.		Click on the Ro the Account Na	equest Removal button for ame you wish to remove.
Account Name	Short Name		Actions
Wind Test Billing	WTBILL		Request Removal
Wind Test Gen	WTGEN		Request Removal

Remove Sub Account	
Are you sure you want to request removal of this Sub Account?	
Cancel	Submit Click Submit to confirm.
	Upon submitting the request you will be directed to the
Pending Requests	page below where you can view your pending changes.

Request	Submitted Date	Actions
SubAccounts -Wind Test, LLC Request to Remove Sub Account, Wind Test Billing, on 3/2/2020	03.02.2020	0

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.

Home	Applications	Contact Management	Communities 🗸	
Relate	d Parties o			
Selec Add o Click Selec	t'I want to change r remove current on 'Save' button to t 'I certify' check	e my Related Parties' button Related Parties by using 'an o review your pending reque s box and click on 'Submit' b	to add or remove your 'Related Parties'. rows'. est. utton to complete your request.	Click I want to change my Related Parties to proceed.
Ame	ican Wind, LLC			
* I c	ertify the provide	d information is true correct	and complete to the best of my knowledge, information and belief	f. Cancel Submit

Member Maintenance User Guide

Related Parties			
 Select 'I want to change my Related Parties' button to add or remove your 'Related Pa Add or remove current Related Parties by using 'arrows'. 	rties'.		
Click on 'Save' button to review your pending request. Select 'I certify' check box and click on 'Submit' button to complete your request.		Add or remove	current Related
Current PJM Members	Current Related Parties	Parties by using	the arrows.
Allegheny Electric Cooperative, Inc.	American Wind, LLC	Click Save whe	n finished.
Blue Ridge Power Agency, Inc.	American Municipal Pov	ver, Inc.	
Borough of Butler, Butler Electric Division	L-0		J

Related Parties 0			
Select 'I want to change n Add or remove current Re Click on 'Save' button to r Select 'I certify' check b	ny Related Parties' button to add or remove your 'Related Pa lated Parties by using 'arrows'. eview your pending request. ox and click on 'Submit' button to complete your request.	rties'.	
American Wind, LLC			
	Check the box next to the certif satisfied with the previewed sel	ication statement if you are ections. Click Submit .	I want to change my Related Parties
Pending Requests	(Note: If you are not satisfied with the preview click I want to change my Related Parties to	ed selections and need to make changes, o make additional changes.)	
Company		Action	Status
American Municipal Power,	Inc.	Add	Under Review
* I certify the provided in	formation is true correct and complete to the best of my kno	wledge, 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.

	Wind Test, LLC	- Market Participant	
Company Wind Test, LLC Membership Type Voting Member	Click Get Started for each of the online forms to submit the required information.	Application Progress	Under Re Completed Cancelled
In order to become an active Market Par Market Participant	ticipant ① or change you Member's current Market Get Started →	Participation, the following online forms wi Date Submitted:	II need to be collected and reviewed by PJM. Last Updated: 03.18.2021
Credit Contacts	Get Started →	Date Submitted:	Last Updated: 03.18.2021
Credit Application	Get Started →	Date Submitted:	Last Updated: 03.18.2021
Affiliate Disclosure	Get Started \rightarrow	Date Submitted:	Last Updated: 03.18.2021

Company Wind Test, LLC		Application Progress	
Membership Type Voting Member		In Progress Submitted	Under Re Completed Cancelled
In order to become an active Market Partic	ipant 👩 or change your Member's c	urrent Market Participation, the following online forms	will need to be collected and reviewed by PJM.
Market Participant	Get Started \rightarrow	The online forms can be a complete the form at a lat	saved as a draft if you need to ter time. Click Continue to
Credit Contacts	Completed	review and continue work	ing on a previously saved form.
Credit Application	Continue →	Date Submitted:	Last Updated: 09.27.2021
Affiliate Disclosure	Completed	Date Submitted:	Last Updated: 09.27.2021
Company Wind Test, LLC		Application Progress	you have completed the online forms. Click Submit .
Membership Type Voting Member		Submitted	Under Re Completed Cancelled
In order to become an active Market Particip	pant 👩 or change your Member's cu	rrrent Market Participation, the following online forms w	rill need to be collected and reviewed by PJM.
Market Participant	View	Date Submitted: 09.27.2021	Last Updated: 09.27.2021
Credit Contacts	View	After submitting the N can navigate to view	Market Participant request, you the status of the application
Credit Application	View	Da as well as the information	ation 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.

Principals Please enter information f • "Principal" shall mean chief financial office for managing comm If, due to the Participa (such as a risk managi that individual, or the	or the Top 5 most senior Princ (i) the chief executive officer r or senior manager that cont odity and derivatives market r nn's business enterprise, structu gement department in an affiliate senior officer or manager of that	ipals for your compar or senior manager th rols or directs the fin risks, and (v) the offin re or otherwise, the fu e, or a director or mana entity, that performs s	ny per PJM Tariff, Atte Cli nat controls or direct lancial affairs and it cer or senior manage inctions attributed to ager at an entity that controls of such function.	ck Add New . Ea a Principal Type i add Principal Typ or invests in the Participant), then fo	ich Principal red is not displayed pes (see <u>Editin</u>	quires a Pri I, use the E g a Principa ipal shall mean	ncipal Type. dit features <u>al</u> section).
First Name	Last Name	Date of Birth	Principal Type		Employer (if different than Member)	Actions	
			No records to display.				
Create & Assi	ign Principal						
Search for an existing contact. If that contact does not exist then create new. Search by email		eate new.	Search by en who is alread role of Princ Contact to a	mail and select dy a contact wi ipal contact. Alf add a complete	a person a th PJM to b ernatively, ly new Prin	It your company be assigned the click Create cipal contact.	
mary.tester@te	st.com						



Create New Prir	Complete the information in the pop-up		
* Required * First name Sue	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.	.ast name Smith	If the Employer for the Principal is a different company than the Member Company, search the list for other existing Member Companies or select
* Title CFO		*Date of Birth Jan 1, 1970	Other . If Other is selected, enter the Employer Name in the additional box.
*Email sue.smith@test.com		Employer (if different Other	t than Member)
		* Employer Name Wind Test Parent Co	ompany
*Select Principal Type(s) The chief executive of The chief legal officer The chief financial offi The chief risk officer o The officer or senior m	ficer or senior manager that controls or directs strategy for the Participar or general counsel (may include external counsel). icer or senior manager that controls or directs the financial affairs and inv or senior manager responsible for managing commodity and derivatives ma nanager responsible for or to be responsible for transactions in the applica	nt. vestments of the Part irket risks. ible PJM Markets.	icipant. You can select one or more Principal Types as applicable for the contact.
*Please provide a list of al Not applicable	ll previous companies for which this person has held the role of principal o	during the last five ye	ears.

Member Maintenance User Guide

		After clicking Ad	d on the previous screen, you will be	e directed to the	
Pending New/Up	date Requests	Pending New/Up	date Requests page. New Principal	assignments will	
First Name	Last Name	appear in this se	ction until the form is certified and s	ubmitted (see below)	. ions
William	Wind	01.04.1977	 The chief executive officer or senior manager that controls or directs strategy for the Participant. 		
Sue	Smith	01.01.1970	The chief financial officer or senior manager that controls or directs the financial affairs and	Wind Test Parent Company	

Princip If a Princ	pal Type Status sipal has been provided for the required role, a \checkmark will display. Otherwise, a \thickapprox will display.	The Principal Type Status shows the Principal
~	The chief executive officer or senior manager that controls or directs strategy for the Partic	Types that have been provided or are pending.
×	The chief legal officer or general counsel (may include external counsel).	
~	The chief financial officer or senior manager that controls or directs the financial affairs and	investments of the Participant.

Princip If a Princ	oal Type Status	he required role, a 🗸 will display. Otherwise, a 🗙 will display.	Once individuals for all Principal Types
~	The chief executive off	cer or senior manager that controls or directs strategy for the Participant.	have been provided, check the box next to
~	The chief legal officer of	or general counsel (may include external counsel).	the certification statement and click Submit .
~	The chief financial offic	er or senior manager that controls or directs the financial affairs and invest	ments of the Participant.
~	The chief risk officer or	senior manager responsible for managing commodity and derivatives marke	et risks.
~	The officer or senior m	You will not be able to submit the form unt	il all Principal Types are provided. You can
<u>Cert</u> ify	<i>,</i>	remain in the Pending New/Update Reque	ests status until you certify and click Submit .
* 🔽 I o	ertify the provided informa	tion is true correct and complete to the best of my knowledge, information	and belief.

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.

Principals

Please enter information for the Top 5 most senior Principals for your company per PJM Tariff, Attachment Q, sections II.A.7 and II.E.7. (See definition below for 5 required roles)

"Principal" shall mean (i) the chief executive officer or senior manager that controls or directs strategy for the Participant, (ii) the chief legal officer or general counsel, (iii) the chief financial officer or senior manager that controls or directs the financial affairs and investments of the Participant, (iv) the chief risk officer or senior manager responsible for managing commodity and derivatives market risks, and (v) the officer or senior manager responsible for or to be responsible for transactions in the applicable PJM Markets. If, due to the Participant's business enterprise, structure or otherwise, the functions attributed to any of such Principals are performed by an individual or entity separate from the Participant (such as a risk management department in an affiliate, or a director or manager at an entity that controls or invests in the Participant), then for that Participant the term Principal shall mean that individual, or the senior officer or manager of that entity, that performs such function.

Add New...

First Name	Last Name	Date of	Principal Type	Emp Click on the t	t rash can icon.
		Birth		than Member)	
William	Wind	01.04.1977	 The chief executive officer or senior manager that controls or directs strategy for the Participant. 		C 🛍
Mary	Tester	04.19.1980	 The chief legal officer or general counsel (may include external counsel). 		

Remove		Confirm you want to remove the contact as a Principal, then click Remove to
Are you sure you want to remove this Contact as Principal?		continue or Cancel to cancel the request.
Cancel Remove	<u> </u>	

Pend	ing Remove Requ	ests	
Willi	am Wind has been remove	ed as a principal.	0
Princ	ipal Type Status	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).	
lf a Prir	ncipal has been provided f	ior the required role, a 🗸 will display. Otherwise, a 🗙 will display.	
×	The chief executive	officer or senior manager that controls or directs strategy for the Participant.	
~	The chief legal office	er or general counsel (may include external counsel).	

Princip If a Princ	oal Type Status ipal has been provided for the required role, a ✔ will display. Otherwise, a Ⅹ	The Principal Type Status shows whether a type has been provided or is pending. Follow the Adding a Principal
~	The chief executive officer or senior manager that controls or directs stra	instructions to provide Principals for all types.
~	The chief legal officer or general counsel (may include external counsel).	
~	The chief financial officer or senior manager that controls or directs the	financial affairs and investments of the Participant.
~	The chief risk officer or senior manager responsible for managing commo	dity and derivatives market risks.
~	The officer or senior manager responsible for or to be responsible for tran	nsactions in the applicable PJM Markets.
Certify	Once individuals for all Principal Types hav check the box next to the certification state	e been provided, ment and click Submit .
*20	rtify the provided information is true correct and complete to the best of m	y knowledge, information and belief.

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.

	Employer (if different than Member)	Principal Co	ntact Update		Update the informati the pop-up form. Clie	on in ck Save .		If the Employer for the Principal is a different company than the Member
С	Click on the edit icon.	*First name Ed			*Last Tes *Dat	: name ter e of Birth		Company, search the list for other existing Member
		Chief Risk Officer			Jur	1, 1960		Other. If Other is selected,
	You can select one	*Email			Emple	oyer (if different than Me	ember)	enter the Employer Name
	or more Principal	ed.tester@test.co	m		Si	elect a Company		in the additional have
	Types as applicable	e						In the additional box.
	for the contact.	*Select Principal T The chief execu The chief legal The chief financ The chief risk of	ype(s) tive officer or senior man officer or general counsel ial officer or senior mana fficer or senior manager n	ager that cor (may include ger that cont esponsible fo	ntrols or directs strategy for the Participant. e external counsel). rols or directs the financial affairs and investm r managing commodity and derivatives market	ents of the Participant, risks.		
Afte	r clicking Save , you will	The officer or se	enior manager responsible	for or to be	responsible for transactions in the applicable F	JM Markets.	<u> </u>	
be ta	aken to the Pending	*Please provide a li	st of all previous compani	es for which	this person has held the role of principal during	g the last five years.		
Now	// Indate Requests	None						
INCM								
page	e. Updates will appear	Pending New/Update	Requests			-		
in th	is section until the form	First Name	Last Name	Birth	Principal Type	than Member)	Actions	
is ce (see	ertified and submitted e on next page).	Ed	Tester	06.01.1960	 The chief executive officer or senior manager that controls or directs strategy for the Participant. The chief risk officer or senior manager responsible for managing commodity and derivatives market risks. 		2	

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.

Princi	pal Type Status cipal has been provided for the required role, a 🗸 will display. Otherwise, a 🗙 will display.	
~	The chief executive officer or senior manager that controls or directs strategy for the Participant.	
~	The chief legal officer or general counsel (may include external counsel).	
~	The chief financial officer or senior manager that controls or directs the financial affairs and investme	ents of the Participant.
~	The chief risk officer or senior manager responsible for managing commodity and derivatives market ri	isks.
~	The officer or senior manager responsible for or to be responsible for transactions in the applicable PJ	Once individuals for all Principal Types have been provided, check the box next to
Certify	y	the certification statement and click Submit .
	er ury the provided information is true correct and complete to the best of my knowledge, information and	Submit

Requesting To Create a Principal Agent Declaration of Authority (DOA)

- 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 Agent DOA section of the dashboard to make changes.



Refer to the Principal Agent Declaration of Authority User Guide for detailed information on the form.

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.

Corporate Address		Actions	
12345 update test Audubon, PA, 19403 United States		Update	lf changes are no needed, click Sul
Member Stock Symbols and Stock Exchange	Information		Add New
Stock Symbol/Ticker Symbol	Stock Exchan	nge	Actions
testttt	Other - testing	3	2
sf2101	Other - pjm		2
test	New York Stock	k Exchange (NYSE)	2
testttt	Other - 123		>
CUSIP	*North American Industry ClassificationSystem	m (NAICS) code *Number	of Employees
	54544	74	

Update corporate company address. Update Member Stock Symbol(s) and associated St Update NAICS. Update Number of Employees. Corporate Address	tock Exchange Information.		If changes Corporate	are need Address,	ed to the click Update
Corporate Address		A	ctions		
12345 update test Audubon, PA, 19403 United States			Update	J	
lember Stock Symbols and Stock Exch	ange Information				Add Ne
Vember Stock Symbols and Stock Exch. Stock Symbol/Ticker Symbol	ange Information	Stock Exchange			Add Ne
Member Stock Symbols and Stock Exch Stock Symbol/Ticker Symbol	ange Information	Stock Exchange Other - testing			Add Ne Actions
Member Stock Symbols and Stock Exch Stock Symbol/Ticker Symbol testttt sf2101	ange Information	Stock Exchange Other - testing Other - pjm			Add No
Member Stock Symbols and Stock Exch Stock Symbol/Ticker Symbol testttt sf2101 test	ange Information	Stock Exchange Other - testing Other - pjm New York Stock Exchange	ange (NYSE)		Actions
Member Stock Symbols and Stock Exch Stock Symbol/Ticker Symbol testttt sf2101 test testttt	ange Information	Stock Exchange Other - testing Other - pjm New York Stock Exchange Other - 123	ange (NYSE)		Actions
Member Stock Symbols and Stock Exch Stock Symbol/Ticker Symbol testttt sf2101 test testttt	ange Information	Stock Exchange Other - testing Other - pjm New York Stock Exchange Other - 123	ange (NYSE)		Add Ne

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	*State/Providence/Territory
Audubon	Pennsylvania
*Postal Code	* Country
19403	United States
	Cancel Add

Wind Te	est, LLC - Corporate Comp	any Information				
 To update company name, navigate to the company name of Update corporate company address. Update Member Stock Symbol(s) and associated Stock Exch Update NAICS. Update Number of Employees. 	change on the main Maintenance Landing Page ange Information.					
Corporate Address						
Corporate Address		Actions				
12345 update test Audubon, PA, 19403 United States		Update				
Member Stock Symbols and Stock Exchange Ir	nformation			Add New		
Stock Symbol/Ticker Symbol	Stock Excha	nge	Actions	In the Action	ns column, click	
testtt	Other - testir	g		the pencil in Stock Symb	con to edit the ol information.	
sf2101	Other - pjm		A 🗇			
test	New York Sto	ck Exchange (NYSE)		In the Act	ions column, clicl i icon to delete th	k the le
testttt	Other - 123		1	Stock Syr	mbol information.	
CUSIP	*North American Industry ClassificationSyste 54544	m (NAICS) code	*Number of Employees			
				Submit		

To update company name, navigate to the company name of Update corporate company address. Update Member Stock Symbol(s) and associated Stock Exch Update NAICS. Update Number of Employees.	hange on the main Maintenance ange Information.	Landing Page.			
Corporate Address					
Corporate Address			Actions	To ac Symb	ld new Stock ool, click Add New
12345 update test Audubon, PA, 19403 United States			Update		
lember Stock Symbols and Stock Exchange I	formation				Add New
Stock Symbol/Ticker Symbol		Stock Exchange	,		Actions
testttt		Other - testing			2
sf2101		Other - pjm			2
test		New York Stock E	xchange (NYSE)		2
testttt		Other - 123			/
CUSIP	*North American Industry Class	sificationSystem ()	NAICS) code	*Number of Er	nplovees
	54544			74	

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

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	e		Actions	
testttt		Other - testing			1	
Enter or update CUSIP, North		Other - pjm			× 💼	
American Industry Classification System (NAICS) code and		New York Stock E	Exchange (NYSE)	When	finished	making a
Number of Employees.		Other - 123		chang	ges, click	Submit.
CUSIP	*North American Industry Cla 54544	assificationSystem ((NAICS) code *	Number of Em	nployees	

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**

Company Account Manager Get Started O Designate or remove an individual from the role of CAM.	Click Get Started in the Company Account Manager section of the dashboard to make changes.	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.

	Wind Test, LLC	- Company Account Managers	
		To add a new Company click Add New .	Account Manager (CAM),
Select an account from the Each account is required To add a new CAM, please To remove an individual f	he above drop down to view associated CAMs. to have a minimum of 2 CAMs. e select the 'Add New' button. irom the role of CAM, select the 'Revoke' button.		Add New
User Name	First Name	Last Name	Actions

Create New Company Account M	anager
* Required A user must have an existing account in order to be designa *Username	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.)
If the user does not have a username please have them visit *First name	Account Manager and create a new account.
If new CAM should be added to all Member subaccounts, sel Add for all Accounts	ect the check box 'Add for all Accounts'
	Cancel Add

wind rest, LLC				
Select an account from the Each account is required To add a new CAM, please To remove an individual f	he above drop down to view associate to have a minimum of 2 CAMs. e select the 'Add New' button, rom the role of CAM, select the 'Revo	ed CAMs.		Add Net
User Name HS_WIND	First Name Howard	After clicking Add on the previo the page below. Under Pending you submitted to add a new CA Check the box next to the certifi	us screen, you will be d Requests, you will see M for the account you se cation statement and cli	irected to the reques elected. ck Submi
DAIM ^T L	John	Jones		Revoke
Pending Requests	,			
Pending Requests Request			Submitted Date	Actions
Pending Requests Request CAM - Add New CAM Win	d, Test for Wind Test, LLC		Submitted Date 03.10.2020	Actions
Pending Requests Request CAM - Add New CAM Wine CAM - Add New CAM User	d, Test for Wind Test, LLC , Guide for Wind Test, LLC		Submitted Date 03.10.2020 02.28.2020	Actions

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**.

Company Account Manag	er Get Started	Click Get Started in th Account Manager sect dashboard to make ch	e Company ion of the anges.	Company Name Change Request a corporate name change.	Get Started
Company Withdraw	Get Started om PJM membership.	Change Voting Member Request a change to your Voting Mer	Get Started	Manage Sub Accounts Request to add or remove Sub Acco	Get Started
Home Applications Mainte	nance Contact Manager	nent Communities 🗸			1
	Wind	Test, LLC - Company A	ccount Mana	agers	
Wind Test, LLC			Click Re	voke for the person	\$
 Select an account from the above Each account is required to have a To add a new CAM, please select ti To remove an individual from the restance 	drop down to view associated minimum of 2 CAMs. he 'Add New' button. role of CAM, select the 'Revok	d CAMs. se' button.	you wish	to remove.	Add New
User Name	First Name		Last Name		Actions
HS_WIND	Howard		Smith		Revoke

Revoke Access	Check the box by the removal confir remove the CAM from all associated if applicable or leave unchecked. Cli	rmation stater d accounts (S ick Revoke .	ment to Sub Accc	ounts)
Are you sure you want to remove this Compa Please remove CAM from all associated ac	any Account Manager? counts.			
		Cancel	Revo	oke

mind lest, Lee			
 Select an account from th Each account is required t To add a new CAM, please To remove an individual fr 	e above drop down to view associated CAMs. o have a minimum of 2 CAMs. select the 'Add New' button. om the role of CAM, select the 'Revoke' button.	After clicking Revoke , a Pending Request appear on the page where you can view y to revoke the person from the CAM role. On next to the certification statement and click	ts section w /our request Check the bo k Submit .
User Name	First Name	Last Name	Actions
HS_WIND	Howard	Smith	Revoke
JJ_WIND	John	Jones	Revoke
Pending Requests Request		Submitted Date	Actions
Pending Requests Request CAM - Revoke CAM Howar	d, Smith for Wind Test, LLC	Submitted Date 03.10.2020	Actions
Pending Requests Request CAM - Revoke CAM Howar CAM - Add New CAM Wind	d, Smith for Wind Test, LLC , Test for Wind Test, LLC	Submitted Date 03.10.2020 03.10.2020	Actions
Pending Requests Request CAM - Revoke CAM Howar CAM - Add New CAM Wind CAM - Add New CAM User,	d, Smith for Wind Test, LLC , Test for Wind Test, LLC Guide for Wind Test, LLC	Submitted Date 03.10.2020 03.10.2020 02.28.2020	Actions

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**.

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 O Initiate the request to withdraw from PJM membership.	Click Get Started in the Company Withdraw section of the dashboard to make changes.	Manage Sub Accounts Get Started Request to add or remove Sub Account.

* I intend to withdraw my company from PJM.	
* I acknowledge that all tool access for all company accounts and subaccounts, except MSRS and eCredit, will be changed to read-only up	pon receipt of the withdrawal submittal.
* I acknowledge that this submittal does not constitute the withdrawal. PJM will verify that no current or future positions will need to be perf	formed prior to PJM accepting the
withdrawal.	
*	
I acknowledge that there is a 90-day wait period from date of submittal. After the 90-day period you must contact Membership Maintenance.	
If your Member company is a Load Serving Entity, please notify all the utilities/EDCs in whose footprint you have served load.	Complete the required fields and click Submit.
*Reason for Withdrawal	
Example: Maintenance User Guide	
* I certify the provided information is true correct and complete to the best of my knowledge, information and belief.	Cancel Submit

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**.

Principal Agent DOA Get Started	Officer Certification Form Get Started	Full Responsibility DOA Get Started
Request to create Declaration of Authority.	Submit a new Officer Certification Form.	Request to create Full Responsibility Declaration of Authority.
Company Corporate Inform Get Started Request to update company corporate information (address, stock information, etc.)	Risk Policy Uploads Get Started Request to update company risk policies.	Click Get Started in the Risk Policy uploads section of the dashboard to make changes.
Participant does not have a Risk Policy on file with PJM and Participant is providing to PJM or PJMSettlement, in accordance policies, procedures and controls applicable to its activities in any and controls applicable to its market activities since they were las Risk Policy must include: • Commodity risk management policy for market, credit, liq • Anti-Money-Laundering and Know your customer/counter • Anti-Bribery and Corruption risk management policy (ABC	must submit one. with Tariff, Attachment Q, section III, with this Annual Office y PJM Markets pursuant to Attachment Q or because there st provided to PJM. uidity and operational risks rparty processes, risk management policy (AML)	er Certification Form, a copy of its current governing risk management have been substantive changes made to such policies, procedures
Please upload a clean version of the Risk Policy Upload Accepted file types: .doc, .docx, .xls, .xlsx, .pdf Please confirm that all versions of the Risk Policy are includ Commodity risk management policy for market, credit, liquid	your Risk Policy here.	Confirm that your Policy has all of the equirements and then click Submit. After submitting your Risk Policy, navigate o your previous tab.
 Anti-Money-Laundering and Know your customer/counterpart Anti-Bribery and Corruption risk management policy (ABC) 	arty processes, risk management policy (AML)	Submit

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**.

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. Get Started
Company Corporate Inform Get Started Request to update company corporate information (address, stock information, etc.)	Risk Policy Uploads Get Started Request to update company risk policies.	Click Get Started in the Risk Policy uploads section of the dashboard to make changes.

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)

