



# Resource Tracker User Guide

**Prepared By:** PJM Member Relations

**Revision:** 11

**Effective Date:** March 14, 2025

For Public

## Contents

Approval .....	1
Current Revision.....	1
Introduction.....	2
<i>About PJM Manuals.....</i>	<i>2</i>
<i>About This User Guide.....</i>	<i>2</i>
Intended Audience .....	2
<i>Using This User Guide .....</i>	<i>3</i>
What You Will Find in This User Guide .....	3
Resource Tracker .....	3
<i>Resource Tracker Functions .....</i>	<i>3</i>
<i>Login and Application Roles .....</i>	<i>4</i>
Resource Tracker Application Privileges .....	4
<i>Rules and Guidelines .....</i>	<i>4</i>
<i>Resource Tracker Dashboard.....</i>	<i>5</i>
<i>Explanation of Data Fields.....</i>	<i>6</i>
<i>How To Confirm NERC Compliance Details .....</i>	<i>7</i>
<i>How To Add PJM Generation Owner Contact Details.....</i>	<i>8</i>
<i>How To Add/Edit/Delete System Restoration Contacts Details.....</i>	<i>8</i>
<i>Confirming Resources .....</i>	<i>10</i>
<i>Reporting Discrepancies.....</i>	<i>10</i>
<i>Resolving Discrepancies .....</i>	<i>10</i>
<i>Viewing Confirmation History.....</i>	<i>10</i>
<i>Generation Onboarding.....</i>	<i>11</i>
<i>Generation Transfer.....</i>	<i>14</i>
Revision History .....	18

## Approval

Mary Hall, Manager – Client Management

Member Relations Department

## Current Revision

### ***Revision 11 (03/14/2025)***

Updated User Guide to include

- Generator Transfer process

## Introduction

Welcome to the PJM User Guide for Resource Tracker. In this Introduction, you will find the following information:

- What you can expect from the PJM Manuals in general (see About PJM Manuals).
- What you can expect from this PJM User Guide (see About This User Guide).
- How to use this User Guide (see Using This User Guide).

## About PJM Manuals

The PJM Manuals are the instructions, rules, procedures and guidelines established by PJM for the operation, planning and accounting requirements of the PJM RTO and the PJM Energy Market. The manuals are grouped under the following categories:

- Transmission
- PJM Energy Market
- Generation and Transmission Interconnection
- Reserve
- Accounting and Billing
- PJM Administrative Services

For a complete list of all PJM Manuals, go to [PJM.com](http://PJM.com) and select **Manuals** under the **Library** pull-down menu.

## About This User Guide

This user guide discusses PJM's Resource Tracker application. Resource Tracker supports the maintenance of ownership information and allows users to review all sources of ownership information (energy, ancillary services, dispatching agent, marketing agent, physical owner, capacity). Resource Tracker also allows users to report discrepancies to PJM, where they will be investigated and resolved.

## Intended Audience

The intended audiences for this user guide are:

- **Generation Owners** – All members with an energy or ancillary service ownership share of a resource are required to confirm ownership information.
- **Marketing Agents** – Companies responsible for offering resources into the Energy or Ancillary Service Markets via Markets Gateway.

- **PJM Member Relations** — PJM Member Relations processes requests from resource owners to update ownership information and coordinates with other PJM departments to have such requests processed.

## *Using This User Guide*

We believe that explaining concepts is just as important as presenting procedures. This philosophy is reflected in the way we organize the material in this user guide. We start each section with an overview. Then we present details, procedures or references to procedures found in other PJM user guides or PJM Manuals. The following provides an orientation to this user guide's structure.

## **What You Will Find in This User Guide**

- A table of contents that lists two levels of subheadings within each of the sections
- An approval page that lists the required approvals and a brief outline of the current revision
- A section containing specific guidelines, requirements or procedures including PJM actions and PJM Member actions

## **Resource Tracker**

Resource Tracker is an information system developed by PJM as an internet-based application. It allows generation owners to provide and obtain information pertaining to generation ownership.

## *Resource Tracker Functions*

Resource Tracker allows participants to view consolidated resource ownership information related to several PJM markets:

- **Energy Ownership** – The entity(ies) that receives shares of energy (real-time/day-ahead) credits and associated credits/charges as recorded by PJM Settlements, Inc.
- **Ancillary Services Ownership** – The entity(ies) that receives shares of ancillary services (day-ahead scheduling reserve, operating reserve, regulation, spinning reserve) credits/charges as recorded by PJM Settlements, Inc.
- **Capacity Ownership** – The entity or entities that have a share of owned megawatts for capacity resources as reported by PJM Capacity Exchange. Note capacity ownership is based on owned megawatts not committed megawatts.
- **NERC Compliance** – The entity has to confirm that the Generator Owner and Generator Operator are in compliance.

- **PJM Generation Owner** – As defined in the Open Access Transmission Tariff
- **System Restoration Contacts** – Contacts that request to receive the invitations associated with the PJM system restoration drills
- **Dispatching Agent** – The entity directly responsible for the operation of a physical generation resource that would be contacted in the event PJM Dispatch requires immediate action as recorded by PJM's Markets Gateway application. Only one company can be named the dispatching entity for a given resource.
- **Marketing Agent** – The company responsible for offering the resource into the Energy or Ancillary Service Markets via Markets Gateway. Only one company can be named the marketing entity for a given resource.
- **Physical Owner** – Owner of the property, plant and equipment of the generator, as listed on the Interconnection Service Agreement. This may not be a PJM Member.

Participants are requested to confirm the resource ownership details are correct as reported by Resource Tracker in accordance with Manual 14D, Section 5.3.7. All reported discrepancies will be investigated and resolved by PJM Member Relations.

## *Login and Application Roles*

The login function provides security for Resource Tracker and databases by ensuring that only registered users have access to the application. The login function also determines which parts of the application can be accessed by the user and which navigation options are available.

## **Resource Tracker Application Privileges**

To access Resource Tracker, Market Participants must have a valid PJM Tools user account with one of the following roles assigned:

- **Read Only** – Users that only view resource ownership information
- **Read/Write** – Users that can confirm or report discrepancies for resource ownership information

## *Rules and Guidelines*

The following is a list of business rules and guidelines to follow when working with Resource Tracker:

- All members with an energy or ancillary service ownership share of a resource or are responsible for entering energy offers into PJM's systems are required to confirm ownership information in accordance with Manual 14D, Section 5.3.7.

- Individual unit statuses will change to **Expiring** ten business days prior to the established deadlines. If a confirmation has still not been logged within five business days of the deadline, an automated email will be sent daily to participants by the Resource Tracker application alerting that action is required.
- If ownership changes occur, registered users will receive an automated email from the Resource Tracker System alerting them confirmation is due within two business days in accordance with Manual 14D, Section 5.3.7.
- If no action is taken by the specified deadline, the status will change to **Expired**. An automated email will be sent to participants by the Resource Tracker application alerting that action is required.
- Once a company no longer has energy or ancillary services share of a resource, the associated record in the Resource Tracker application will automatically be set to **Unit Ownership Terminated**. The company will no longer need to act on the record but can refer to prior history for informational purposes.
- Any reported discrepancies will be resolved by PJM as soon as possible. There may be cases where the discrepancy is not resolved prior to the deadline; however, this will not count against the member company. Members are asked to cooperate with PJM to supply corrected ownership values.

## ***Resource Tracker Dashboard***

After logging into Resource Tracker, the user will be directed to the dashboard.

- Resources are displayed based on the company the user account is linked to.
  - Users that have accounts across several companies must log in to each account separately.
- Each of the columns are able to be sorted and filtered.
  - Users may download ownership information for all resources tied to their account using the “Download” button at the top of the screen.

- An Excel file will be generated that lists the detailed ownership data reported in the application on a series of tabs:
  - ☐ Energy & Ancillary Service Ownership Information
  - ☐ Capacity Ownership Information
  - ☐ Physical Ownership Information
  - ☐ Marketing Entity and Dispatching Entity Information

### ***Explanation of Data Fields***

- Information that is displayed in the Resource Tracker application is either user entered or pulled directly from various source systems at PJM:
  - Queue Number is the number assigned to the generator when it enters the PJM Planning process. This will remain associated with the generator throughout the planning regardless of ownership changes and is listed on the generator Interconnection Service Agreement.
  - Energy and ancillary service ownership is displayed in the Unit Ownership Details section and is pulled from PJM's settlement system. The ownership percent represents the share of financial settlement the given account receives. Only ownership shares belonging to the subaccount tied to the user's account will be displayed.
  - Capacity ownership is displayed in the Capacity Ownership Details section and is pulled from PJM's Capacity Exchange system. Only capacity owned by the subaccount tied to the user's account will be displayed.
  - Physical Ownership Details are displayed in the Physical Ownership Details section. The Physical Owner is meant to capture the owner of the property, plant, and equipment of the generator, as listed on the Interconnection Service Agreement. This may not be a PJM Member.
  - NERC Compliance Details is to certify that the Generator Owner and Generator Operator are in compliance with NERC.
  - PJM Generation Owner Details (as defined in PJM's Open Access Transmission Tariff)
  - System Restoration Contact Details are used to send out the System Restoration Drill invites and other notifications.



- Marketing and Dispatching Agent details are displayed in the Unit Contact Information section and are pulled from PJM's Markets Gateway system.
  - ☐ The Marketing Agent Company should designate the PJM subaccount responsible for entering the unit offer into Markets Gateway. Please provide contact information that PJM Market Operations personnel can use in the event a question regarding Energy Market offers arises.
  - ☐ The Dispatching Company should designate the company responsible for the dispatch of the unit. Please provide contact information that PJM Dispatch personnel can utilize in the event a question regarding the dispatch of a unit arises.

## How To Confirm NERC Compliance Details

Only check the “I certify that this generator is NOT registered with NERC, in accordance with the Functional Model” based on these standard requirements:

- 1 Individual Generating unit >20 MVA (gross nameplate rating) and is directly connected to the bulk power system; or
- 2 Generating plant/facility > 75 MVA (gross aggregate nameplate rating) or when the entity has responsibility for any facility consisting of one or more units that are connected to the bulk power system at a common bus with total generation above 75 MVA gross nameplate rating; or
- 3 Any generator, regardless of size, that is a blackstart resource material to and designated as part of a Transmission Operator entity's restoration plan; or
- 4 Any generator, regardless of size, that is material to the reliability of the bulk power system.

NERC Compliance Details				
Type	NCR# (Please select one)	Compliance Contact First Name	Compliance Contact Last Name	Compliance Contact Email
<input checked="" type="checkbox"/> I certify that this generator is NOT registered with NERC, in accordance with the Functional Model. <a href="#">?</a>				
Generator Owner	<div> Please select a NERC NCR# and NERC entity name </div>			
Generator Operator	<div> Please select a NERC NCR# and NERC entity name </div>			

\* These fields are only required if this generator is registered with NERC, in accordance with the Functional Model.

If the generator is registered with NERC, then under the Generator Owner drop-down, select a NERC NCR# and NERC entity name. Repeat that step under the Generator Operator. Fill in the required compliance contact information (First Name, Last Name and Email).

NERC Compliance Details				
Type	NCR# (Please select one)	Compliance Contact First Name	Compliance Contact Last Name	Compliance Contact Email
<input type="checkbox"/> I certify that this generator is NOT registered with NERC, in accordance with the Functional Model. <a href="#">?</a>				
Generator Owner *	<div> Please select a NERC NCR# and NERC entity name </div>			
Generator Operator *	<div> Please select a NERC NCR# and NERC entity name </div>			

\* These fields are only required if this generator is registered with NERC, in accordance with the Functional Model.

## How To Add PJM Generation Owner Contact Details

PJM Generation Owner is defined in PJM's Open Access Transmission Tariff. This definition will provide guidance on which individual contact information should be provided. Manual 14D, Section 2.1 describes Generation Owners' responsibilities and how a single point of contact for real-time and near real-time operations is required. Fill in the required contact information (First Name, Last Name, Email and Phone).

PJM Generation Owner Details (as defined in PJM's OATT)				
	First Name	Last Name	Email	Phone
PJM Generation Owner *				

\* These fields are required.

## How To Add/Edit/Delete System Restoration Contacts Details

- Depending if the check box was selected in the NERC Compliance Details section will determine the question asked for System Restoration Contacts.

- If the NERC check box was **not** selected, then the wording of the question will be as follows:

System Restoration Contact Details	
<input checked="" type="radio"/> Yes <input type="radio"/> No	I would like to add contacts in addition to the NERC Generator Operator to receive PJM System Restoration Drill invitations?

- If the NERC check box **was** selected, then the wording of the question will be as follows:

System Restoration Contact Details	
<input checked="" type="radio"/> Yes <input type="radio"/> No	I would like to add contacts to receive PJM System Restoration Drill invitations?

- The wording of the question does not change the functionality for System Restoration Contacts, merely to reflect if NERC compliance contact was added or not.
- If a System Restoration Contact is desired, select “yes” to the question, and an additional box will appear to enter that information. Fill in the required contact information (First Name, Last Name and Email). An individual name or distribution can be added in the fields. If inputting a distribution list, ensure that the First Name and Last Name are filled in (i.e., First name = “Real Time”; Last Name = “Desk”) and the Email represents the distribution list. This contact will receive the System Restoration Drill Invite and any subsequent questions.
- Additional contacts can be added by clicking the Add Additional Alternate Contact button. A maximum of three contacts may be entered.

System Restoration Contact Details

☒ Yes ☐ No I would like to add contacts in addition to the NERC Generator Operator to receive PJM System Restoration Drill invitations?

Type	Contact First Name	Contact Last Name	Contact Email
System Restoration Contact *			

Alternate System Restoration Contact Details

+ Add Additional Alternate Contact

Contact First Name	Contact Last Name	Contact Email	Action
No records found.			

\* These fields are required if you are confirming this unit.

- After Additional Alternate Contacts are added, edits and deletion can be made to the contact. Click the pencil icon to edit the contact information, and click on the trash can icon to delete the contact.

System Restoration Contact Details

☒ Yes ☐ No I would like to add contacts in addition to the NERC Generator Operator to receive PJM System Restoration Drill invitations?

Type	Contact First Name	Contact Last Name	Contact Email
System Restoration Contact *	SystemRest_first	SystemRestor_last	system@email.com

Alternate System Restoration Contact Details

+ Add Additional Alternate Contact

Contact First Name	Contact Last Name	Contact Email	Action
Altcontact2	Lastname2	steven2@pjm.com	 
Altcontact1	lastname1	Alt1@pjm.com	 

## Confirming Resources

- Resource Owners must log into the Resource Tracker application to view each resource's information.
- After logging in to the Resource Tracker application, users should click on the pencil icon at the far right of the row to view individual resource ownership information.
- The Marketing Agent and Dispatching Agent contact information sections are editable. If the information is missing or inaccurate, users must update the details directly before confirming or reporting a discrepancy.
- If all ownership information (Energy and Ancillary Services, Capacity, Physical, NERC Compliance Details, PJM Generation Owner Contact Details, System Restoration Contact Details, Marketing Agent Company, Dispatching Agent Company) is accurate, the user should choose the "I certify that the above information is complete and accurate" option and click the **Submit**.

## Reporting Discrepancies

- If the user does not agree with the ownership information (Energy and Ancillary Services, Capacity, Physical, Marketing Agent Company, Dispatching Agent Company) presented via the Resource Tracker System, the user should note the incorrect data elements and the correct values in the "Discrepancy Description" text box. By clicking **Submit**, the user is confirming all other data related to the unit. When discrepancies are reported, an automated email will be sent to the PJM Client Managers via the Resource Tracker System alerting them of the reported discrepancy. Client Managers will follow up on reported discrepancies on an individual basis.
- Any reported discrepancies will be resolved by PJM as soon as possible. There may be cases where the discrepancy is not resolved prior to the deadline; however, this will not count against the member company. Members are asked to cooperate with PJM to supply corrected ownership values.

## Resolving Discrepancies

- Upon resolution of a discrepancy, the Client Manager will change the status of the record in the Resource Tracker System to "Discrepancy Resolved." Users will receive an email stating when a discrepancy has been resolved.

## Viewing Confirmation History

- Users can view the complete unit confirmation history by clicking on the "document" icon at the right of each resource's row.
- A list of the history for the specific resource will be listed along with the time each action was logged by the Resource Tracker Tool.

## Generation Onboarding

- PJM Interconnection project managers will collect the unit market contact information.
- The Client Manager Project Team will send the contact the link to the Resource Tracker onboarding form via email. Email will come from “restracker-donotreply@pjm.com.”
- User will click on link to access the unit form in Resource tracker. **(User will need read/write Resource Tracker access to complete this form.)**

Figure 1. Sample email

**From:** ResourceTracker <[restracker-donotreply@pjm.com](mailto:restracker-donotreply@pjm.com)>

**Sent:** [date]

**To:** [Market Contact, <[marketcontact@company.com](mailto:marketcontact@company.com)>]

**Subject:** Resource Tracker: PJM market information for [generating unit name]

**Importance:** High

Dear [identified market participant contact],

You have been identified as the PJM Markets Contact for [generating unit name]. Please access the [Generator Onboarding Form](#) in Resource Tracker, where you can enter PJM, market-related, tool and other required data related to this unit. Further detail and instructions related to the fields are available on the form.

If you have any questions, please reach out to [Client Manager Project Team](#).

User will navigate each tab and fill out blank fields; most fields have help information available with details on requested information.

**Figure 2.** Form categories/sections



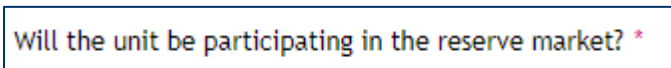
Users can save progress at any time using the save button at the bottom right-hand corner.

**Figure 3.** Save button



When all required fields (identified by an asterisk) have been filled out, users should click the submit button.

**Figure 4.** Required field

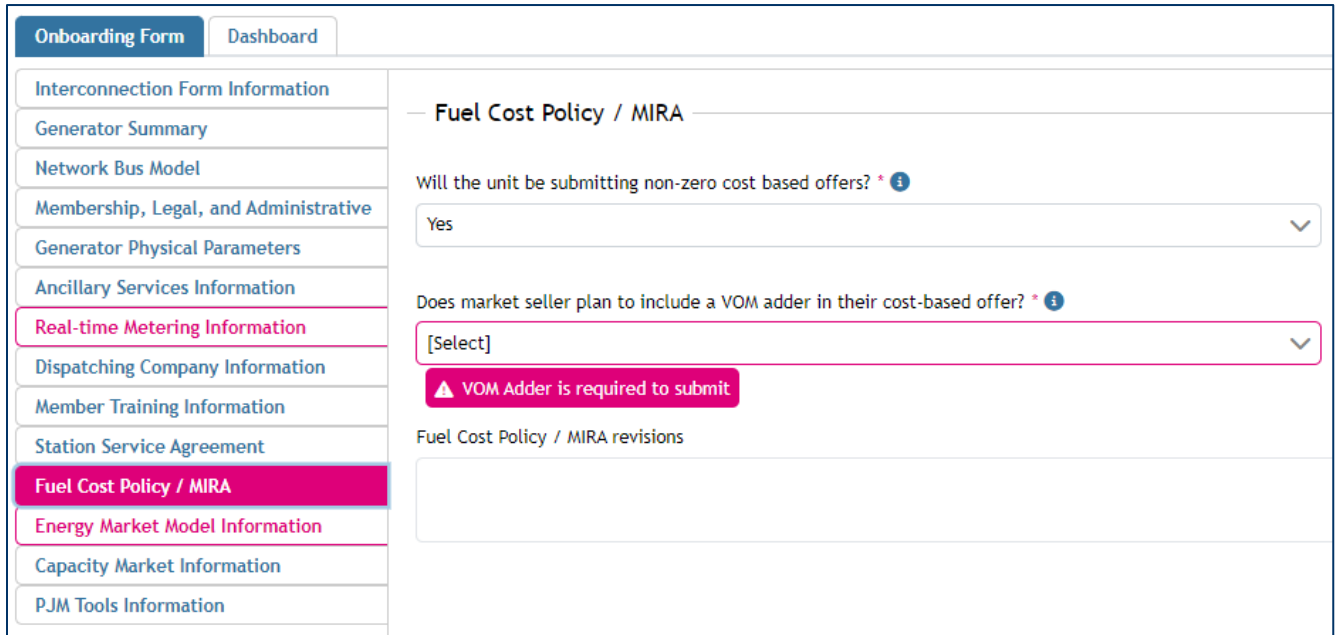


**Figure 5.** Submit button



If any required fields are not filled out, they will be highlighted.

**Figure 6.** Required fields that have not been filled



- After successful submission, the Client Management group will review submitted form details.
- If changes are required, and the Client Management group cannot make the necessary changes, an email with comments will be sent to the member company for revisions

**Figure 7.** Revision email

**Sent:** [date]

**To:** [Market Contact, <marketcontact@company.com>]

**Subject:** Resource Tracker: PJM market information for [generating unit name]

**Importance:** High

Dear [identified market participant contact],

We have identified fields within the generator onboarding form that require corrections or additional data for [generating unit name]. Please access the [Generator Onboarding Form](#) in Resource Tracker to correct the following fields:

Ancillary Services Information Revisions:

[revision comments by PJM Client Manager]

Real-time Metering Information Revisions:

[revision comments by PJM Client Manager]

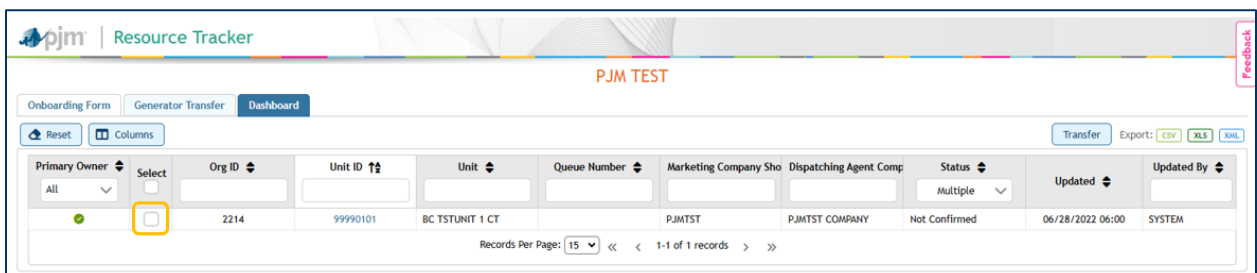
Dispatching Company Information Revisions:

[revision comments by PJM Client Manager]

If you have any questions, please reach out to [Client Manager Project Team](#).

## Generator Transfer

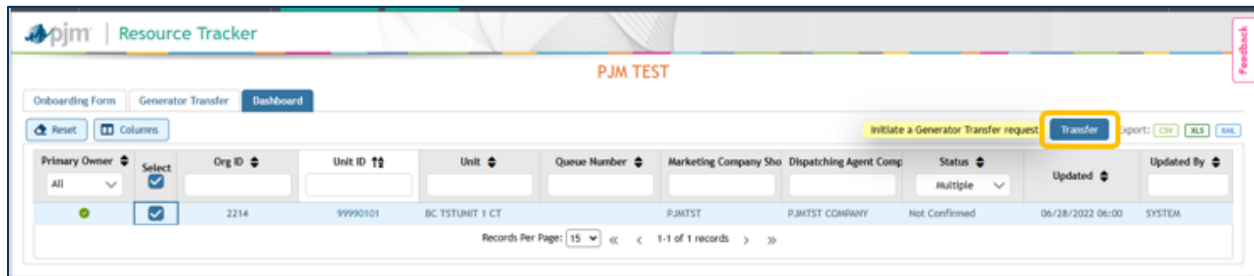
- To initiate the transfer of a generating unit, a user with access to the account that the unit is located in should log in to Resource Tracker. Once on the main dashboard page, a user can select one or more units using the selection box in the left column:



Primary Owner	Org ID	Unit ID	Unit	Queue Number	Marketing Company	Dispatching Agent	Status	Updated	Updated By
All <input type="checkbox"/>	2214	99990101	BC TSTUNIT 1 CT		PJMTST	PJMTST COMPANY	Not Confirmed	06/28/2022 06:00	SYSTEM

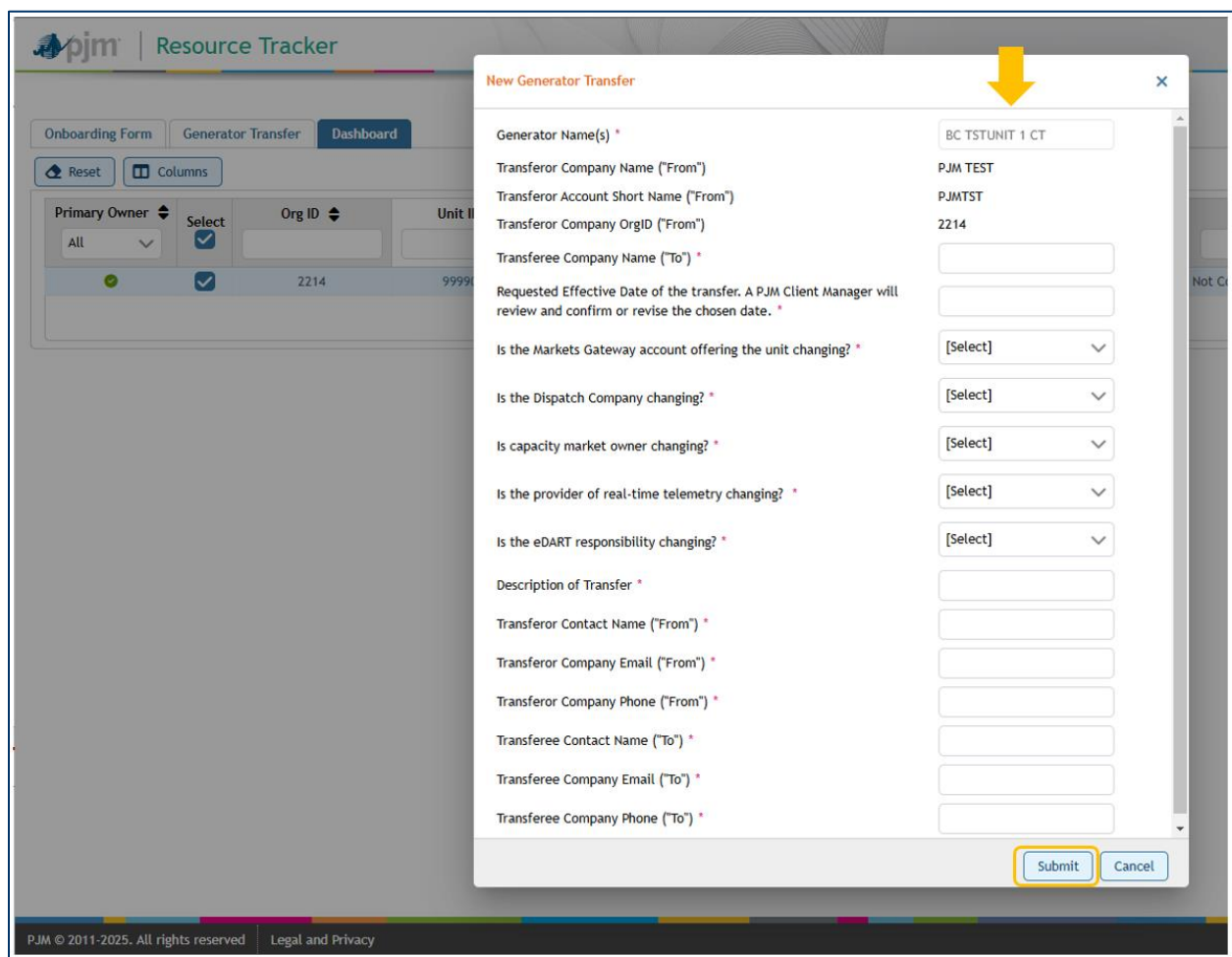


- After selecting unit(s), click on the transfer button:



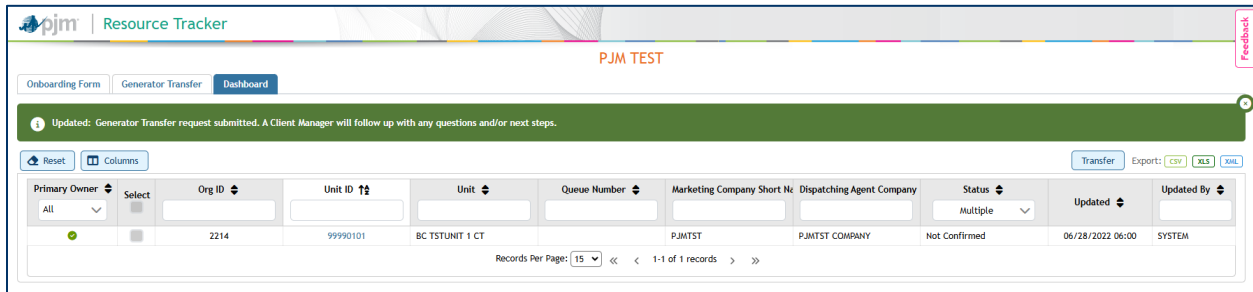
The screenshot shows the 'Resource Tracker' dashboard with the 'Generator Transfer' tab selected. A table lists generator units, with one row selected. The 'Transfer' button in the top right corner is highlighted with a yellow box. The table has columns for Primary Owner, Org ID, Unit ID, Unit, Queue Number, Marketing Company Sho, Dispatching Agent Comp, Status, and Updated By. The selected row shows Org ID 2214, Unit ID 99990101, and Unit BC TSTUNIT 1 CT.

- User should then fill out all fields in the pop-up window that appear and then hit submit.



The screenshot shows the 'New Generator Transfer' pop-up window. A yellow arrow points to the 'Generator Name(s)' field, which is populated with 'BC TSTUNIT 1 CT'. The window contains various fields for transfer details, including 'Transferor Company Name', 'Transferor Account Short Name', 'Transferor Company OrgID', 'Transferee Company Name', 'Requested Effective Date', and several dropdown menus for account and company changes. The 'Submit' button is highlighted with a yellow box.

After submission, a confirmation notice will appear indicating that the form has been submitted to PJM for review:



The screenshot shows the PJM Resource Tracker interface. At the top, there's a header with the PJM logo and 'Resource Tracker'. Below it, a navigation bar has tabs for 'Onboarding Form', 'Generator Transfer', and 'Dashboard'. A green banner displays a confirmation message: 'Updated: Generator Transfer request submitted. A Client Manager will follow up with any questions and/or next steps.' Below this, there's a table with columns for 'Primary Owner', 'Org ID', 'Unit ID', 'Unit', 'Queue Number', 'Marketing Company Short No', 'Dispatching Agent Company', 'Status', 'Updated', and 'Updated By'. The table contains one record with the following values: Primary Owner: All, Org ID: 2214, Unit ID: 99990101, Unit: BC TSTUNIT 1 CT, Queue Number: PJMTST, Marketing Company Short No: PJMTST COMPANY, Dispatching Agent Company: Not Confirmed, Status: Multiple, Updated: 06/28/2022 06:00, Updated By: SYSTEM. At the bottom, it shows 'Records Per Page: 15' and '1-1 of 1 records'.

- A PJM Client Manager will review the submission, assign the new account and pass the transfer to the “To” party for additional information.
- The “To” party will receive an email to notify them that a transfer has been initiated and they are to complete the necessary items required for the requested transfer:

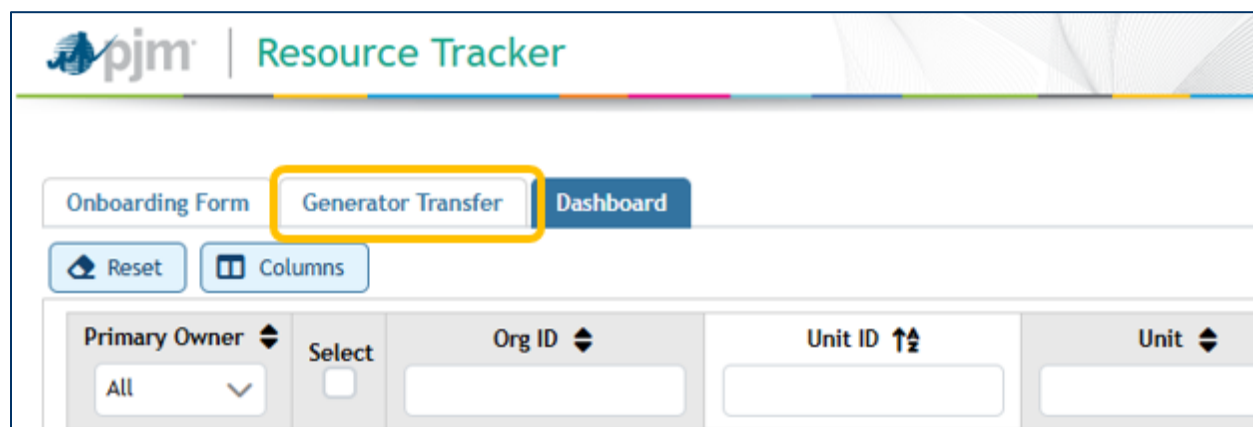
Dear [Company and Account Name],

You have been identified as the PJM Markets Contact for the following unit(s). Please access the Generator Transfer form in Resource Tracker, where you can enter PJM, market-related, tool and other required data related to this unit. Further detail and instructions related to the fields are available on the form.

- [Transferring Unit(s) Name(s)]

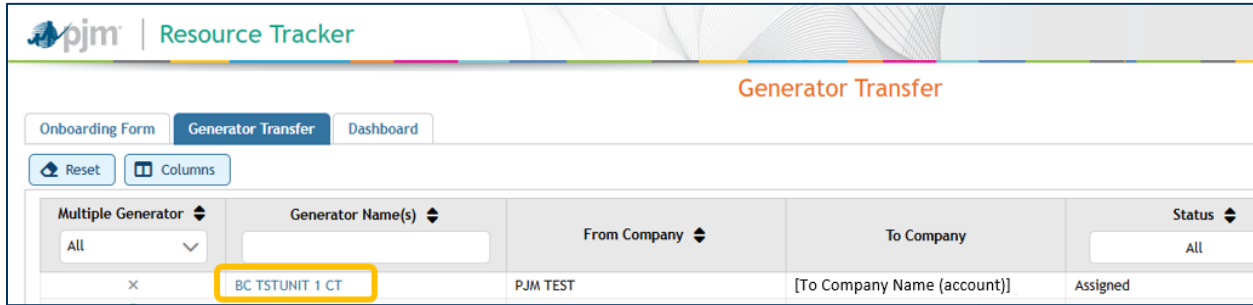
If you have any questions, please reach out to Client Manager Project Team.

- A user with access to the account that the unit is being transferred to should log in to Resource Tracker and click on the Generator Transfer tab:

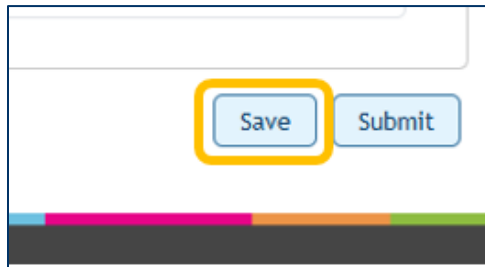


The screenshot shows the PJM Resource Tracker interface. At the top, there's a header with the PJM logo and 'Resource Tracker'. Below it, a navigation bar has tabs for 'Onboarding Form', 'Generator Transfer', and 'Dashboard'. The 'Generator Transfer' tab is highlighted with a yellow box. Below the navigation bar, there's a table with columns for 'Primary Owner', 'Org ID', 'Unit ID', and 'Unit'. The table is currently empty.

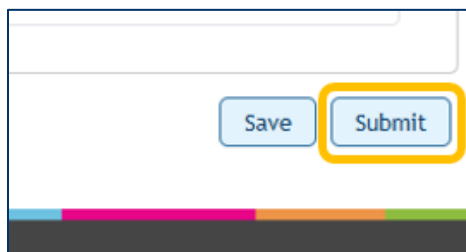
- User should then click on the unit being transferred to them and complete all sections of the form.



- Form progress can be saved at any time using the Save button/function:

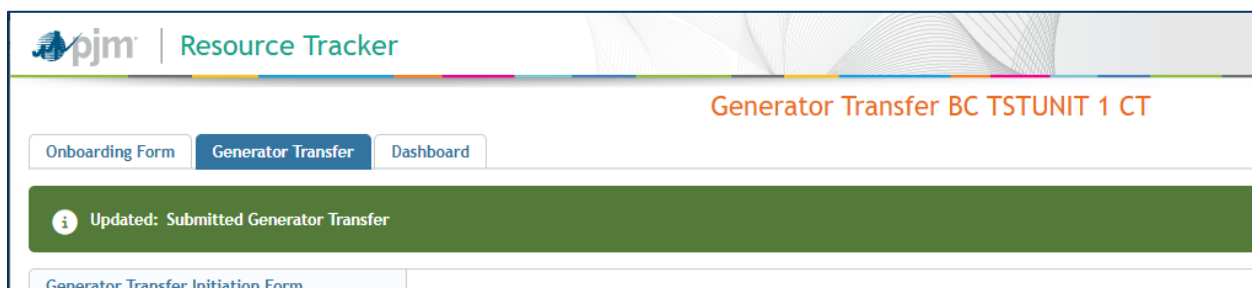


- After all required fields have been completed, user should hit the Submit button:



For an explanation of the required fields, see [Manual 14D \(PDF\)](#), section 5.7.1.

When the form has been completed and successfully submitted, a confirmation notice will appear:



- A PJM Client Manager will review the submission and then submit internally to the appropriate teams. The transfer will happen as described by both parties – parties may receive notifications reflecting changes as those changes are implemented in PJM tools, accounts, etc.

## Revision History

### ***Revision 10 (11/13/2023)***

Updated User Guide to include

- Generation Onboarding Functionality

### ***Revision 09 (05/15/2023)***

Updated User Guide to exclude

- Bulk Confirmation

Updated User Guide to include

- Generator Queue Number

### ***Revision 08 (09/16/2020)***

Updated User Guide to exclude

- Update Resource Tracker Functions with Capacity Ownership Section
- Update Explanation of Data Fields Section

### ***Revision 07 (09/24/2019)Updated User Guide to exclude***

- Update Resource Tracker Functions with PJM Generation Owner Section
- Update Explanation of Data Fields Section

### ***Revision 06 (02/22/2019)***

Updated User Guide to exclude

- Explanation of Offer Originator, Offer Originator Ultimate Parent, Alternate Interested Party
- Step by Step Instructions on How to add Offer Originator, Offer Originator Ultimate Parent, and Alternate Interested Parties

### ***Revision 05 (02/01/2019)***

Updated User Guide to include

- Explanation of Data Fields
- Step by Step Instructions to enter System Restoration Contact Details

### ***Revision 04 (05/10/2018)***

- Update eMKT to Market Gateway
- Update Member Relations to Client Management

### ***Revision 03 (10/30/2014)***

Updated User Guide to include:

- Explanation of Data Fields Section
- Step by Step Instructions to enter in NERC Compliance Details

### ***Revision 02 (11/21/2013)***

Updated User Guide to include:

- Explanation of Data Fields Section
- Step by Step Instructions to Create Offer Entity and Offer Entity Parent Mapping

### ***Revision 01 (09/26/2013)***

This is the first release of the PJM User Guide for ***Resource Tracker***.