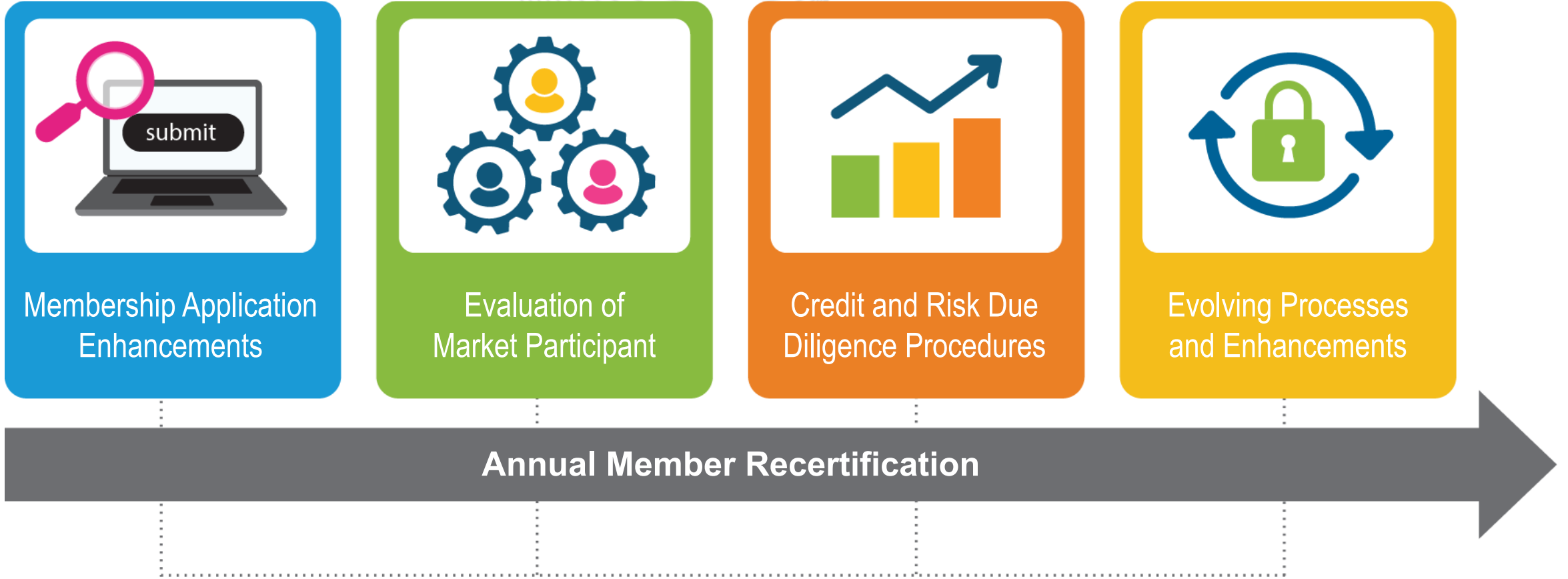


2022 Annual Member Recertification

Suzanne Coyne, Sr. Lead
Knowledge Management Center

Risk Management Committee
October 19, 2021



Data gathered informs Membership, Credit & Risk Procedures

- Full Members required to validate the following information annually
 - Sector Selection
 - Affiliate Disclosure Information
 - Related Party Information (Electric Distributor sector only)
 - Contact Managers
 - Company Account Manager (CAMs)
- Must be completed by a designated Officer, Authorized Representative, or Maintenance Manager
- Process defined in [Manual 33](#), Section 3

- Market Participants required to provide the following information
 - Annual Officer Certification Form
 - Must be completed by an Officer
 - Required each calendar year between January 1 and April 30
 - Principals
 - Utilized for Know Your Customer (KYC) processes (on-going)
- Per compliance with PJM Tariff, Attachment Q

Area	Recertification Enhancements (January 2022 implementation)
Annual Officer Certification Form	Initiate DocuSign form from Membership Management Community using one of the following options: <ul style="list-style-type: none"> • Send directly to Officer (One recipient) • Send to a designated person to complete and initial before sending to Officer for review and signature (Two recipients) • Print, save, email capabilities documented in FAQ/quick guide
Principals	<ul style="list-style-type: none"> • Community page redesign to improve editing and data entry functionality • Designate type of Principal (CEO, CFO, CRO, etc.) <ul style="list-style-type: none"> • Market Participants required to provide type for all previously designated and new Principals



Membership Management Community Enhancements

Area	Future Enhancements (Implementation TBD)
Annual Officer Certification Form	Additional data validation enhancements and features
Principals	Ability to upload supporting information
Contact Management	<ul style="list-style-type: none">• Access provided to Officers, Auth. Reps, and Maintenance Managers with option to designate Contact Managers• Remove Officer Certification Form Role

Required Tasks	Tool	Open Date	Due Date	Must be completed by
<ul style="list-style-type: none"> • Sector Selection • Affiliate Disclosure • Related Parties • Contact Managers • CAMs • Principals* 	Membership Management Community	Beginning of January	April 15 th	<ul style="list-style-type: none"> • Officer • Authorized Representative • Maintenance Manager
Officer Certification Form*	Membership Management Community	Beginning of January	April 29 th	<ul style="list-style-type: none"> • DocuSign form initiated by Officer, Auth Rep, or Maintenance Manager • Officer must initial and sign form

* Market Participants only

- Additional communications will be provided at the Tech Change Forum and MC Webinar.
- Contact PJM at membershipforms@pjm.com if you would like to participate as a pilot user to test new functionality.

Suzanne Coyne;
Suzanne.Coyne@pjm.com

membershipforms@pjm.com
credit_hotline@pjm.com

Annual Member Recertification Process



Member Hotline

(610) 666 – 8980

(866) 400 – 8980

custsvc@pjm.com

Appendix

- [Membership Management Community tool page](#)
- Membership Management Community tool access provided to designated Officers, Authorized Representatives, or Maintenance Managers
 - [Form of Secretary Certificate](#) – Add designations
 - [Officer, Authorized Rep, Maintenance Manager Designation Form](#) – Add and revoke designations
 - [Form of Secretary Certificate FAQ](#)