



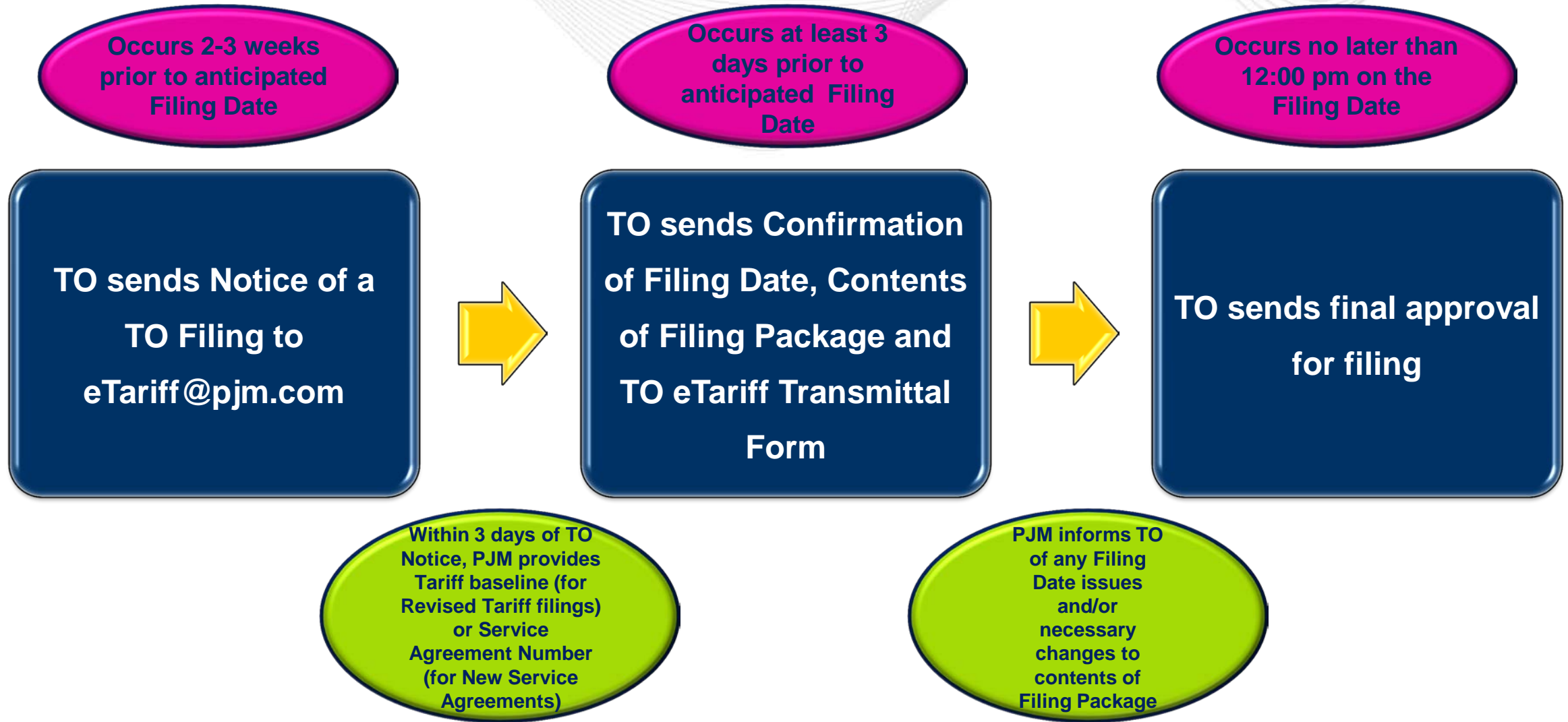
PJM TO eTariff Filing Protocol and Procedure Update

Law Department – Legal Planning
February 22, 2017

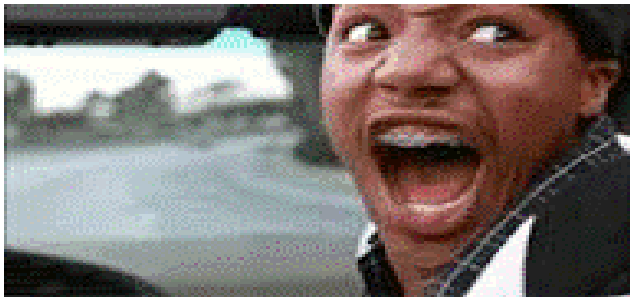
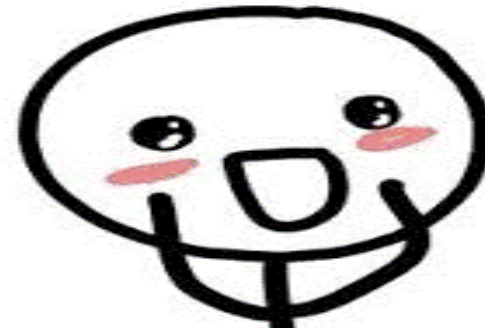
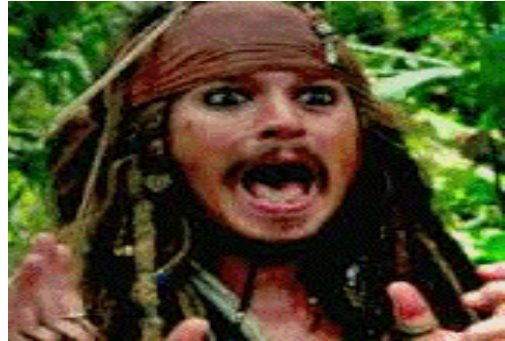


The purpose of this training is to review the TO eTariff Filing Protocol and highlight the procedure to be followed and requirements necessary to make TO eTariff filings.

PJM's objectives is to use the TO eTariff Filing Protocol to help ensure we are able to meet the TOs' objectives and deadlines.



Short Notice Filings



Short Notice Filings include filings without at least two-weeks' notice and those submitted less than three business days from the requested filing date.

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

**AFTER
MUCH OR LITTLE
COMMUNICATION...**

The filing is made!



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

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

Items Necessary to Make a Filing:

- **Transmittal Letter** should include the Order 714 Footnote. For TO Tariff Filings, transmittal letter should include PJM's Service paragraph and footnotes. For TO Service Agreements, transmittal letter should include language stating that the TO is responsible for service.
- **Marked (Redlined) Word Version** of Tariff Section(s)/Service Agreement(s) (for revised Service Agreements and Tariff Sections, and new Tariff Sections)
- **Clean Word Version** of New Service Agreement
- **Cover Pages**
- **Additional Attachments** (Signature Pages, Exhibits, Excel Spreadsheets, etc.)

Revised Tariff Sections

Revised Service Agreements

New Tariff Sections

Transmittal Letter

Marked Word Version

Cover Pages

Additional Attachments

New Service Agreements

Transmittal Letter

Clean Word Version

Cover Pages

Additional Attachments

Tariff Record Requirements:

Word Format

Documents must be less than 10 MB per section

No headers, footers, footnotes or endnotes

No automatic generated styles, bullets, outlining, page numbering, section numbering, or Table of Contents

No text boxes

No Links to websites, etc.

Images must be in .gif or .jpg format

No italic language unless there is pending language

For Service Agreements, SA No., printed names, signatures, dates and titles should be included on signature pages

Filing Summary/Blurb:

Service Agreement Filings EXAMPLE

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

Tariff Filing EXAMPLE

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

TO eTariff Transmittal Form:



PJM Transmission Owner eTariff Transmittal Form

Please provide the following information with the filing:

1. Company names as approved by the Commission:
New England Patriots
2. The emails for the attorney submitting the filing and ensure the attorney has been registered in eTariff (independently of eFiling). RobertKraft@nepatriots.com
3. Short title of filing with maximum of 70 characters or PJM will create a short title from the Filing Summary.
New England Patriots submit Don't Count Us Out Agreement No. 5
4. Filing date: February 9, 2017
5. Requested effective date: February 5, 2016
6. Filing Codes: A full list of the filing codes is available on the FERC Website. A few of the most common codes are: Code 10
 - Code 10 - Rate Schedule Change other than Rate Increase/Compliance filing = initial Section 205 tariff revisions filing
 - Code 80 - Compliance Filing
 - Code 130 - Amendment of Pending Tariff Filing (when filing with sections)
 - Code 150 - Data Response/Supplement the Record (if no sections are being filed)
7. Transmittal letter, all sections for the filing, cover pages and additional attachments necessary: Transmittal Letter, Clean Tariff, Signature Page and Cover Pages Included
8. Advise if any information in the filing is to be coded as CEII or confidential information. N/A
9. Filing summary (blurb) for use in posting filing to the PJM website and serving the PJM Members and States when applicable. Should be two or three sentences.

See below

PJM will provide the required metadata as listed below with the filing:

- Company ID
- Tariff Title and Tariff ID
- Filing Title - Will appear in eLibrary and LegalEase. PJM will create a short title from the Filing Summary for posting to PJM.com
- Filing ID
- Parent Record ID
- Child Record ID
- Collation Value

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

NE Patriots Transmittal Form - Message (HTML)

To: eTariff

Subject: NE Patriots Transmittal Form

Attached: NE Patriots Transmittal Letter.docx (12 KB); NE Patriots SA No. 5 Clean Tariff.docx (12 KB); NE Patriots Signature Page.pdf (24 KB); NE Patriots SA No. 5 Cover Pages.pdf (80 KB)

Please see the responses to the TO eTariff Transmittal Form below.

1. New England Patriots
2. RobertKraft@nepatriots.com
3. New England Patriots submit Don't Count Us Out Agreement No. 5
4. February 9, 2017
5. February 5, 2017
6. Code 10
7. Transmittal Letter, Clean Tariff, Signature Page and Cover Pages included.
8. N/A
9. On February 9, 2017, in Docket No. ER17-51-000, New England Patriots (Best Team Ever) submitted a Don't Count Us Out Agreement (DCUOA) SA No. 5 among Best Team Ever, Atlanta Falcons (Ouch) and National Football League. Best Team Ever is submitting DCUOA to boast of their win over Ouch and to rub it in the faces of Ouch fans everywhere. Best Team Ever is requesting that the DCUOA be effective as of February 5, 2017.

Any questions?