

PRINCIPAL AGENT DOA User Guide - INITIATING A PA DOA IN PJM's MEMBERSHIP MAINTENANCE COMMUNITY

The Principal Agent DOA can only be requested through the Membership Maintenance Feature of the Membership Management Community site. Designated officers, authorized representatives and maintenance managers of the Principal party involved in the DOA can sign in by navigating to the [Membership Management Community](#) page on [pjm.com](#) and clicking **Sign In**.

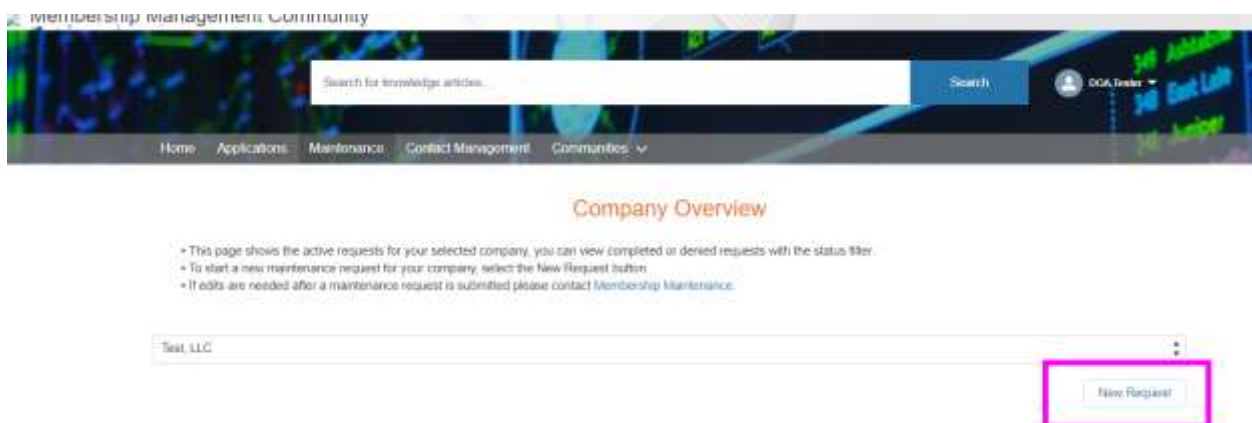
PJM.com Home page > Markets & Operations > PJM Tools > Membership Management Community

Detailed instructions for logging into the Membership Management Community can be found in the [Member Maintenance User Guide](#).

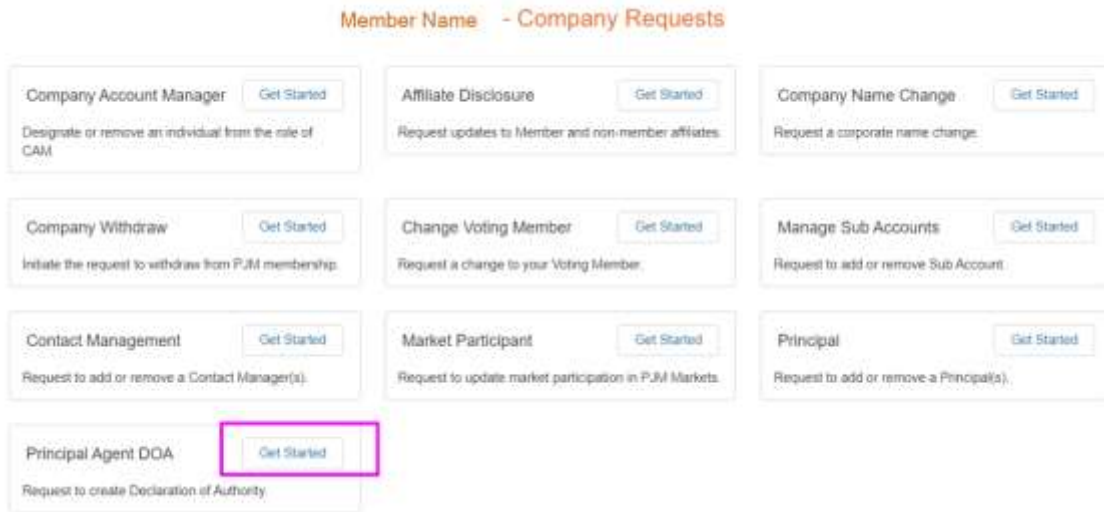
1. From Member Management Community – select **Maintenance** from top navigation bar.



2. Select the company for which you wish to make the changes. Use the drop-down arrows to select. Then click on the **New Request** button.



3. From the Member Maintenance Dashboard – select **Principal Agent DOA**



4. A pop up will appear to ask if the member requesting the DOA has been communicated with PJM Client Management regarding the specific DOA request. Communication with Client Management is required to ensure the member is requesting the proper documentation

The screenshot shows a confirmation dialog box with the following text:

Have you communicated with a PJM Client Manager to discuss the specifics of this Principal Agent DOA request?
Note: This will expedite the DOA process and help to ensure the request is processed properly.

Below the text are two buttons: "Yes" and "No".

Select **Yes** to indicate communication has occurred and move forward with the DOA request

Select **No** if communication has not occurred. Member can provide additional information and PJM Client Management will reach out to discuss.

- Member will be directed to Principal Agent Declaration of Authority overview page which outlines different sections of the DOA. Select **START** at bottom of the page to proceed to the first section.

Principal Agent Declaration of Authority (DOA)

A Principal Agent Declaration of Authority (DOA) allows the Principal to select specific responsibilities to delegate to an Agent that are associated with doing business at PJM Interconnection, L.L.C. (PJM). This document is a representation of agreed upon authorities between Principal and Agent. PJM executes a DOA to ensure the proper authority is placed with the correct entity for each resource, substation or account.

Since the Principal is the only party required to be a member and is the one authorizing another to fulfill their responsibilities towards PJM, they will be required to fill out the information associated with both Principal and Agent for the DOA.

Here is a [draft DOA](#) that will allow the Principal to obtain all required information and see all potential responsible prior to submitting this form. Here is the [user guide](#) that will provide additional information associated with each part of the DOA.

The DOA is comprised of seven parts, as listed and described below:

- Part A: Principal / Agent Information**
 - Input information for both the Principal and Agent needed to propagate the document
- Part B: DocuSign Reviewer and Signer Information**
 - Input proper representatives for both Principal and Agent that may review the document prior to the Authorized Representative signing the document and the Authorized Representative signing the document
- Part C: Responsibilities to be Delegated**
 - Select the specific responsibilities in which the Principal will delegate its authority to the Agent to fulfill
- Part D: Further Delegation of Responsibilities**
 - Determine if the Principal allows the Agent to further delegate its responsibilities to a third party via a separate Declaration of Authority, between the Agent and that third party
- Part E: Impacted Resources, Facilities or Accounts**
 - Indicate which generation resources, transmission facilities or accounts are impacted by the delegation
- Part F: Effective Date**
 - Request the desired Effective Date for the document.
- Part G: Preview and Submit**
 - Provides the ability to preview the document prior to submitting to PJM Member Relations and initiating the DocuSign process for execution.

START

- Part A: Principal Agent Information – Information for Principal will auto fill in table. Principal will be required to select Agent from drop down menu. PJM Members are included in drop down or for nonmember agent, select Other and provide requested information.

Case number : 00144615

Part A: Principal Agent Information

The Principal must be a member of PJM. The Principal will fill out the information associated with self and Agent. Review and ensure the Legal Name, company address, State of Incorporation and Business Entity type are accurate. If the information is missing or inaccurate, contact [Member Relations](#) immediately before proceeding any further in this request.

[Save and Continue later](#) | [Continue to Part B of the DOA document](#)

Principal/Agent Information

The Principal information is pre-populated based on which member company is picked to initiate the DOA and the Agent information is either entered in manually using "Other" or is pre-populated based on which member company is selected. Ensure all information is correct, as error may delay the DOA execution. The DOA User Guide provides further information.

| Item | Principal | Agent |
|--------------------------|-----------------|----------------------|
| Legal Name | Test, LLC | - Select a Company - |
| Corporate address line 1 | 123 main street | |
| Corporate address line 2 | | |
| City | astobon | |
| State/Province/Territory | PA | |

Agent drop down menu

Finish Part A by providing Contacts for Notices Section of DOA.

Finalize page by clicking **Save and Continue Later** or **Continue to Part B**

7. Part B: DocuSign Reviewer and Signer Information –

Provide contact for DOA Reviewer if applicable.

Provide Authorized Signatory information. Authorized Signatory must be authorized representative, principal or officer as identified in Membership Management Community.

Finalize page by clicking **Save and Continue Later** or **Continue to Part C**

8. Part C: Responsibilities to be Delegated -

Select appropriate responsibilities to be delegated to Agent. Note – select only those responsibilities that are applicable for the specific Principal Agent situation.

Additional Responsibilities – If there are any additional responsibilities to delegate, select Yes and provide language approved by PJM and both parties.

Finalize page by clicking **Save and Continue Later** or **Continue to Part D**

9. Part D: Further Delegation of Responsibilities

Select appropriate option for further delegation of responsibilities.

Finalize page by clicking **Save and Continue Later** or **Continue to Part E**

10. Part E: Impacted Resources, Facilities or Accounts

Click on appropriate button to add a generator, transmission facility OR account information.

Part E: Impacted Resources, Facilities or Accounts

Indicated which generation resource, transmission facilities or accounts are impacted by the responsibilities being delegated.

[Save and Continue later](#) [Previous Page](#) [Continue to Part F of the DOA document](#)

Generator Resources [Add Generator Resource](#)

Add the specific generator(s) associated with this DOA. If the DOA is not applicable to any specific generator, then leave the table blank. The DOA User Guide provides further information.

| Actions | Generator Name (ISA/WMPA/CSA) | Resource Name (Capacity Exchange) | Resource ID (Capacity Exchange) | Unit Name (Markets Gateway) | Unit ID (Markets Gateway) | PJM Queue Number |
|---------|-------------------------------|-----------------------------------|---------------------------------|-----------------------------|---------------------------|------------------|
|---------|-------------------------------|-----------------------------------|---------------------------------|-----------------------------|---------------------------|------------------|

Transmission Facilities [Add Transmission Facility](#)

Add the specific Transmission facility(s) associated with this DOA. If the DOA is not applicable to any specific Transmission facility, then leave the table blank. The DOA User Guide provides further information.

| Actions | Transmission Substation Name | B2 - Voltage Level |
|---------|------------------------------|--------------------|
|---------|------------------------------|--------------------|

Accounts [Add Account](#)

Add the specific load accounts associated with this DOA. This section is specific for load, not the account(s) in which the generator or facility is located. The DOA User Guide provides further information.

| Actions | PJM Org. ID | PJM Short Name | Current PJM Long Name | New PJM Long Name |
|---------|-------------|----------------|-----------------------|-------------------|
|---------|-------------|----------------|-----------------------|-------------------|

Finalize page by clicking **Save and Continue Later** or **Continue to Part F**

11. Part F: Effective Date – Select desired effective date. Note if picking specific date, date must be at least 10 days from DOA request date.

Finalize page by clicking **Save and Continue Later** or **Continue to Part G**

12. Part G: Preview and Submittal

Click Preview DOA button to see draft version of DOA.

Select Submit to finalize request and send to PJM Client Management

Other options – Save and Complete Later or Cancel Request.

PJM Client Management will review Principal Agent DOA request and reach out to the member if there are any questions.

The DOA will be sent out for electronic signature using DocuSign and all parties will receive a copy of the fully executed document when complete.