

# 2023 Annual Member Recertification

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MC Webinar


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Action Required	Deadline	Who May Be Affected
Complete Annual Member Recertification Items	<b>04/14/2023</b>	All Full Members
Complete Annual Officer Certification Form	<b>04/28/2023</b>	All Market Participants









Membership Application Enhancements



Evaluation of Market Participant



Credit and Risk Due Diligence Procedures



Evolving Processes and Enhancements



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
    - Can be completed by Authorized Representative but requires Officer signature\*
    - 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](#)



# Membership Management Community Enhancements

Area	2022 Enhancements
<b>Annual Officer Certification Form</b>	Additional functionality is expected to be available in March timeframe for Authorized Representative and an Officer Certification Role to complete an Officer Certification form via Member Maintenance, which will create a DocuSign version for the Officer to review and sign.
<b>Principals</b>	Ability to upload a file to support list of previous companies where individuals held the role of principal

# 2023 Recertification Tasks and Timeline

Required Tasks	Tool	Open Date	Due Date	Must be completed by
<ul style="list-style-type: none"> <li>• Sector Selection</li> <li>• Affiliate Disclosure</li> <li>• Related Parties</li> <li>• Contact Managers</li> <li>• CAMs</li> <li>• Principals*</li> </ul>	Membership Management Community	Beginning of January	April 14 <sup>th</sup>	<ul style="list-style-type: none"> <li>• Officer</li> <li>• Authorized Representative</li> <li>• Maintenance Manager</li> </ul>
Officer Certification Form*	Membership Management Community	Beginning of January*	April 28 <sup>th</sup>	<ul style="list-style-type: none"> <li>• DocuSign form initiated by Officer, Auth Rep, Maintenance Manager or Officer Certification (OC) Role*</li> <li>• Officer must initial and sign form</li> </ul>

\* Market Participants only & New Format & OC Role Available in March

- Additional communications will be provided to designated Officers, Authorized Representatives and Maintenance Managers prior to opening the 2023 recertification period
- Contact PJM at [Credit\\_hotline@pjm.com](mailto:Credit_hotline@pjm.com) if you would like to participate as a pilot user to test new Officer Certification functionality.



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## Annual Member Recertification Process



### Member Hotline

(610) 666 – 8980

(866) 400 – 8980

[custsvc@pjm.com](mailto: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](#)
- PJM Tariff, [Attachment Q](#)