



# Membership Process & Recertification

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## Membership Enrollment

- New applicants wishing to join PJM – via [PJM.com](https://www.pjm.com)

## Market Participant Application

- Existing Members looking to increase and/or changed market activity – via [Membership Management Community](#)

## Application Process Workflow





*Applicants provide PJM with basic company information to initiate a membership application via [pjm.com](http://pjm.com) enrollment form.*

PJM receives notification of new enrollment via Salesforce case and follows up to initiate user access for officers, authorized reps and maintenance managers.



Documentation is collected via the online application in the Membership Management Community, a DocuSign packet, and additional documents that are needed outside of these formats.

### **PJM**

- Completes user setup of officers and authorized representatives and provides applicant with instructions to complete online application
- Sends DocuSign packet and additional forms to applicant for completion

### **Applicant**

- Completes application via the Membership Management Community
- Completes DocuSign packet, provides additional required documents, submits application/risk policy fee (if required)



Once all application documents are completed and submitted, PJM will triage the application to determine if additional documentation/clarification is needed before the KYC/background checks, underwriting and risk review can begin.

**KYC Review:**

Review of KYC and background check information of Principals, beneficial owners and entity.

**PJM** will work with applicant if/when additional documents or clarification is needed.

**Per PJM's Operating Agreement:**

The determination whether an application for membership is approved shall be made within ninety (90) days after receipt of all documentation and information required by the agreements and/or requested by PJM and/or PJM Settlement in the consideration of the application for membership.

If additional information is needed during the review process, please note this could push back the 90-day determination date.



**Credit Review:**

Review and underwriting of the application documents to determine collateral, if required

**Risk Review:**

Review of the risk policy and associated documentation

**Per PJM's Operating Agreement:**

The determination whether an application for membership is approved shall be made within ninety (90) days after receipt of all documentation and information required by the agreements and/or requested by PJM and/or PJM Settlement in the consideration of the application for membership.

If additional information is needed during the review process, please note this could push back the 90-day determination date.



<p><b>PJM</b> assures that the application is approved by its KYC, Membership, Risk and Credit functions, that it has received the membership fee (if required), and collateral (if required) before taking the application for review and signature by our senior vice president of Governmental &amp; Member Services.</p>	<p><b>PJM</b> will send a welcome email to applicant and include countersigned copies of the member agreements.</p>	<p><i>Tool access is provided.</i></p>
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- Applications that have gone stale due to various reasons will be deemed withdrawn by PJM

Applicant no longer interested

Lack of response and/or no activity from applicant for 3 months

Collateral concerns that remain unaddressed

- Why withdraw an application?
  - Initial data submitted is reviewed, then re-reviewed after updated data submitted much later
  - Time spent reaching out to applicants for data rather than going through the actual process
  - Time spent on applications with no response has a negative impact on other applicants waiting for reviews
- Withdrawn applicants can resubmit an application once it is ready to go through with the application.



# Annual Recertification in the Membership Management Community opens January 6, 2025

Only for PJM Voting and Affiliate Members

## Due April 15

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Sector selection</li><li>• Affiliate disclosure</li><li>• Principals<br/><i>(only market participants)</i></li></ul> | <ul style="list-style-type: none"><li>• Company information</li><li>• Contact managers</li><li>• CAMs</li><li>• Related parties</li></ul> |
|--|---|

**Must be completed by:**

- Authorized representative,
- Maintenance manager, or
- Officer

## Due April 30

### Required Tasks

*Market participants only*

- **Officer Certification Form**  
Initiate and complete in Membership Management Community by Officer, Authorized Representative, or Maintenance Manager, or complete by Officer Certification role; review and sign in DocuSign by Officer.
- **2024 Audited Financials**  
submit to [credit\\_hotline@pjm.com](mailto:credit_hotline@pjm.com)

For more information, contact us at [membershipforms@pjm.com](mailto:membershipforms@pjm.com)

## Company Information Module

- Publicly traded or not
- Stock symbol

## Affiliate Disclosure

- Requirement of Org Chart if not previously submitted via Community

## Principals

- Refer to recent definition updates
- Beneficial Ownership details such as percentages
- Requirement of Government Issued IDs for non-publicly traded

## Officer Certification

- Risk policy requirement of latest including redline version

Facilitator:  
Michele Greening,  
[Michele.Greening@pjm.com](mailto:Michele.Greening@pjm.com)

Presenter:  
Monica Burkett  
[Monica.Burkett@pjm.com](mailto:Monica.Burkett@pjm.com)



### Member Hotline

(610) 666-8980

(866) 400-8980

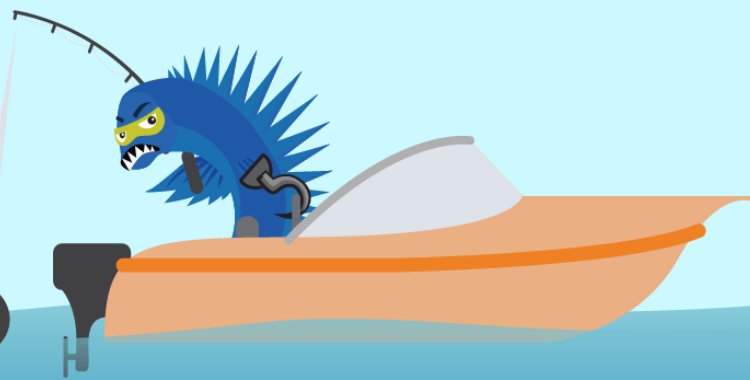
[custsvc@pjm.com](mailto:custsvc@pjm.com)

**PROTECT THE  
POWER GRID**

**THINK BEFORE  
YOU CLICK!**



**BE ALERT TO  
MALICIOUS PHISHING  
EMAILS**



**Report suspicious email activity to PJM.  
Call (610) 666-2244 or email [it\\_ops\\_ctr\\_shift@pjm.com](mailto:it_ops_ctr_shift@pjm.com)**