

Annual Member Recertification User Guide

Officer Certification Form



MARCH 2021

INITIATE THE OFFICER CERTIFICATION FORM FOR YOUR COMPANY (MARKET PARTICIPANTS ONLY)

1. Sign in.

2. Select the **Maintenance** option on the top navigation.

3. Choose the company for which you wish to certify. Click on **Get Started** for Officer Certification (Recertification).

Membership Management Community

Search for knowledge articles... Search

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Company Overview

- This page shows the active requests for your selected company, you can view completed or denied requests with the status.
- To start a new maintenance request for your company, select the New Request button.
- If edits are needed after a maintenance request is submitted please contact Membership Maintenance.

Wind Test, LLC

New Request

Requests	Status	Date Submitted	Due Date	Actions
All	All			
Officer Certification (Recertification)	Recertification		02.19.2021	Get Started
Principal (Recertification)	Recertification		02.19.2021	Get Started
CAM (Recertification)	Recertification		02.19.2021	Get Started
Affiliate Disclosure (Recertification)	Recertification		02.19.2021	Get Started

4. Read the instructions on the Officer Certification page. Click on **Officer Certification Form** text to launch the DocuSign form.

Wind Test, LLC - Officer Certification

An Officer is required to complete the **Officer Certification Form**. Please provide the full name and email address for the Officer of Wind Test, LLC in the DocuSign form.

The status of the Officer Certification Form will update as soon as the Officer has submitted the DocuSign form.

In order to continue with other Annual Recertification forms, navigate back to the [Maintenance](#) area.

5. Please provide the full name and email address for an Officer of your company. Click **Begin Signing**.

PowerForm Signer Information

If there are other 'roles' required for this document to be completed, please enter the name and email of these other recipients. An email will be sent inviting them to sign along with you.

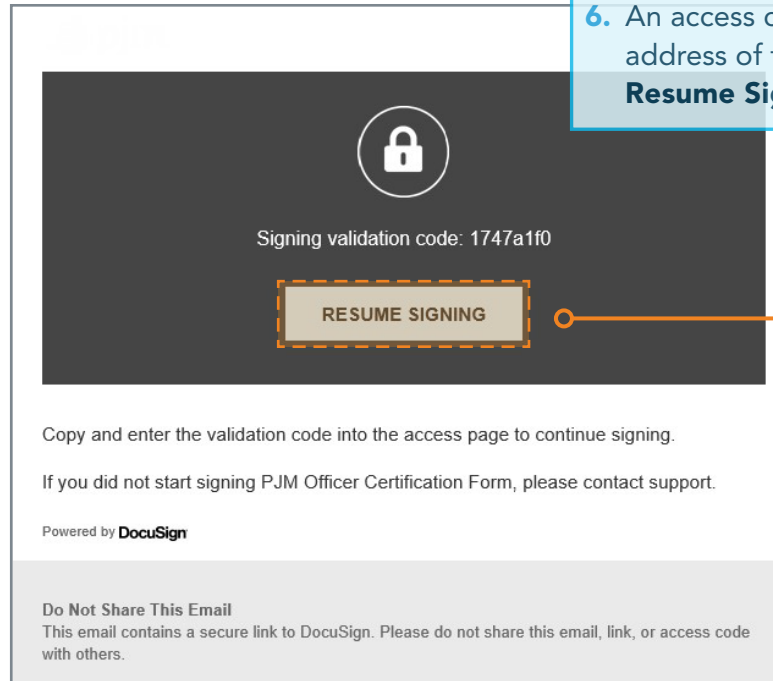
Please enter your name and email to begin the signing process.

Your Role:
PJM Member *

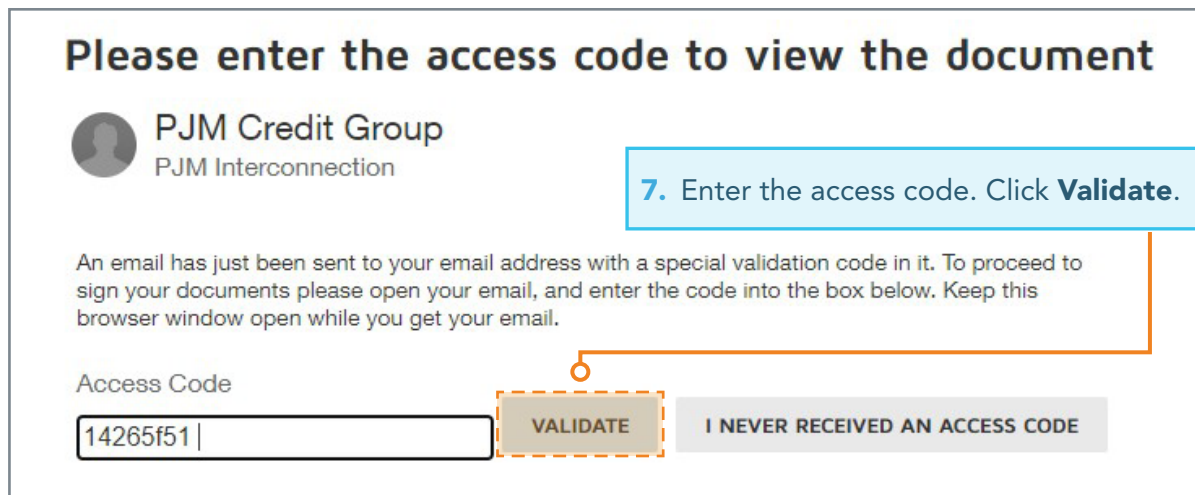
Your Name:

Your Email:

Begin Signing



6. An access code will be sent to the email address of the Officer. The Officer can click on **Resume Signing** or proceed to Step 7.



7. Enter the access code. Click **Validate**.

8. Click on the check box: "I agree to use electronic records and signatures." Click **Continue**.

Please Review & Act on These Documents

 PJM Credit Group
PJM Interconnection

This is the Officer Certification Form. Please follow the instructions in the document to complete and sign.

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

Submit this form and submit the original to PJM for receipt between January 1 and April 30 each year (ideally after preparation of the member's financial reports for the prior year).

CONTINUE OTHER ACTIONS ▾



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**OFFICER CERTIFICATION FORM
INSTRUCTIONS FOR PAPER FORM**

Below is the Officer Certification form (Appendix 1 to Attachment Q of the Tariff) to be used in compliance with PJM's Minimum Participation Requirements. All PJM Market Participants must execute this form and submit the original to PJM for receipt between January 1 and April 30 each year (ideally after preparation of the member's financial reports for the prior year).

Important: If April 30 falls on a weekend, the form is due the last business day of April.

The initials and signature on this form must be completed by hand. Names, titles and dates may be typed.

PJM must receive this form in time to verify compliance by the last business day of April in order for the Participant to remain in compliance. Non-compliant Participants will be ineligible to transact in PJM's markets and will have access to the PJM markets disabled (eTools made read-only and any submitted market bids removed) until compliance is restored. There is not a 2-day "cure period" for non-compliance with this requirement.

For paragraph 2, please note the following:

- Either section 2a or 2b, but not both, must be initialed.
- Section 2a must be initialed by those providing risk management policies for the first time or those who are resubmitting them because **there have been substantive changes since the previous submission.**
- Section 2b must be initialed by those who previously submitted their risk management policies for which **there have not been any substantive changes since the previous submission.**

For paragraph 3, please note the following:

- Paragraph 3 applies only to "FTR Participants" (Market Participants that are required to post Financial Security in order to participate in PJM's FTR auctions). If you are not an FTR Participant, it would be helpful for clarity if you would indicate "N/A" next to paragraph 3, since neither 3a nor 3b would apply to you in that event.
- If you are initialing paragraph 3b, all four of the sub-paragraphs need to be initialed.

For paragraph 6, please note the following:

- At least one of the four sections (a, b, c, or d) in paragraph 6 must be completed. You may complete more than one section if more than one applies, but only one section is required.
- If a section in paragraph 6 does not apply to you, please do not complete it.
- If completing section 6a or 6b, remember to also submit your updated financials if you initial the sections with net worth and total asset requirements.
- If completing section 6a, initials are required for the first paragraph and one of the other four paragraphs.
- If completing section 6b, initials are required for both paragraphs.
- If completing section 6c, initials are required for the last paragraph as well as for at least one of the four numbered paragraphs earlier in that section. You may choose to initial more than one of the numbered paragraphs if more than one applies to you, but only one numbered paragraph needs to be initialed.
- If completing section 6d, initials are required in only one place.

9. Read through the document instructions.

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Note that you may submit this form directly in eCredit or electronically through DocuSign by using the following links:
 eCredit link: <https://ejmesuite.pjm.com/creditlogin>
 Electronic DocuSign Version: <https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=5a89d51-c125-4d57-b194-e77806d0e31>

You may scan and email a properly-executed paper form as well as financials and risk management policies to PJM at credit_hotline@pjm.com. Paper versions of these documents should be sent to:

Credit Department
 PJM Interconnection
 2750 Monroe Blvd.
 Audubon, PA 19403

Please send questions to credit_hotline@pjm.com.

10. Click **START** and complete the form according to the instructions.

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START

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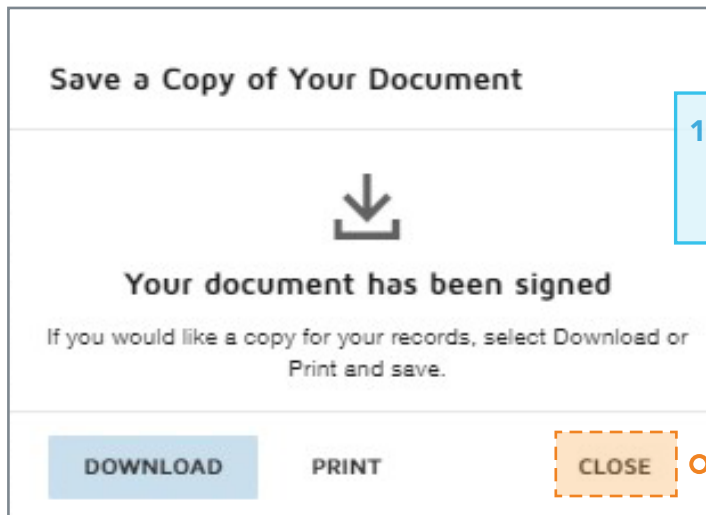
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11. When you are finished signing the document, click **FINISH**.

Officer Certification Form 080120.docx

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FINISH



12. A pop-up message will appear where you can choose to download or print the document. Click **CLOSE**.

13. You will see a message that your document is now complete. Click **CLOSE** to exit DocuSign.

